

March 31st, 2020 Board Meeting

agenda

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
1,2	CTO, Additions (2 minutes)(7:02pm)	
	Document Summary	1A
	Agenda	2A-2B
3	Opportunity to Address Board (5 minutes per community member)(7:07pm)	
4	Consent Agenda	
	Minutes of February 18th, 2020 Board of Trustees Meeting (action)(2 minutes)(7:09pm)	3A-3B
5	Financial Reports (White and Yellow) (5 minutes)(7:14pm)	
	February Detailed Revenue & Expense Report (action)	4A-4E
	February Detailed Balance Sheet (action)	5A-5C
6	Approval of Checks (Green) (5 minutes)(7:19pm)	
	February Check Disbursement Report (action)	6A-6G
7	Committee Reports (10 minutes)(7:29pm)	
8	New Business	7A
	Final Reading: Budget for FY2020-2021 (action)(15 minutes)(7:44pm)	8A-8M
	Update on COVID-19 Response (10 minutes)(7:54pm)	9A-9B
9	Old Business	
	Capital Project Update (5 minutes)(7:59pm)	
10	Director's Report (5 minutes)(8:04pm)	
	Librarian's Narrative Report	10A
11	Executive Session(s)	
12	Any and All Other Business ...	
13	Adjournment (1 minute)(8:05pm)	
14	Attachments	
	Friends Meeting Dates	11A
	Statistics for February, 2020 (Available Before Meeting)	12

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, March 31st, 2020 at 7:00 PM
123 E. Scranton Ave, Lake Bluff, IL 60044

NOTICE: The meeting of the Board of Library Trustees of the Lake Bluff Public Library will be held without a quorum of Trustees physically present. The Trustees will conduct the Board meeting with Trustees attending remotely via electronic means. This method of conducting the Board meeting is authorized by Executive Order of the Governor (COVID-19 Executive Order No. 5, March 16, 2020).

In keeping with guidelines on meetings and social distancing, there will be no physical gathering of Trustees or the Public at the Library. The meeting is open to attendance by the public by the following:

Via phone: Number: 1-408-418-9388 Access Code: 296 901 487

Via PC:

<https://meetingsamer6.webex.com/meetingsamer6/j.php?MTID=m842cdd0effd30e30f2dbbf1c760b6cbf>

Questions related to the Library agenda can be sent before or during the meeting to Eric Bailey <ebailey@lakeblufflibrary.org>

The meeting will be recorded, with the recording made available through the Library's website. For any questions, please contact Library Director Eric Bailey at 847-401-4952 or ebailey@lakeblufflibrary.org

- 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 February 18th, 2020 Board Meeting **(action)(2 minutes)(7:09pm)**
- 5. February 2020 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (action) (5 minutes)(7:14pm)**
 - a. February Detailed Revenue & Expense Report
 - b. February Detailed Balance Sheet

**6. Approval of checks (Green Pages)
(5 minutes)(7:19pm)**

- a. February Monthly Checks (14320-14326, 14329-14351)(**action**)

**7. Committee Reports (10 minutes)(7:29pm)
(Met)**

- a. Finance Committee (**CHAIR:** Hayes. **MEMBERS:** Butler, and Meierhoff.)

(Did Not Meet)

- b. Building and Grounds Committee (**CHAIR:** Jerch. **MEMBERS:** Meierhoff, and Stroh.)
c. Bylaw and Policy Committee (**CHAIR:** Stroh. **MEMBERS:** Heintzelman.)
d. Human Resources Committee (**CHAIR:** Butler. **MEMBERS:** Heintzelman and Jerch.)
e. Intergovernmental Committee (**CHAIR:** Bailey. **MEMBERS:** Jackson and Stroh.)
f. Long Range Planning Committee (**CHAIR:** Heintzelman. **MEMBERS:** Hayes and Jackson.)
g. Outreach Committee (**CHAIR:** Jackson. **Members:** Jerch.)

8. New Business

- a. Final Reading: Budget for FY2020-2021 (**15 minutes**)(7:44pm)
b. Update on COVID-19 Response (**10 minutes**)(7:54pm)

9. Old Business

- a. Capital Project Update (**5 minutes**)(7:59pm)

10. Director's Report (5 minutes)(8:04pm)

- a. Director's Narrative Report

11. Executive Session(s)

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

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

13. Adjournment (1 minute)(8:15pm)

Attachments:

Statistics for February 2020 (**Available at Meeting**)

Friends Meetings for 2020

Budget Draft for FY2020-2021

Upcoming Board Meetings: April 21, May 19, and June 16, 2020.

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, February 18, 2020 at 7:00 PM
123 E. Scranton Ave, Lake Bluff, IL, 60044

3A

1. **Call to Order:** President Kathy Meierhoff called the meeting to order at 7:02 pm. Present were Trustees Scot Butler, Jon Heintzelman, Janie Jerch, and Cal Stroh. Trustees Bill Hayes and Kate Jackson were absent. Library Director Eric Bailey, and Library Employees Katie Horner, Martha O'Hara, and Jillian Chapman, and Eliza Jarvi were also present.
2. **Additions & Corrections to the Agenda:** There were none.
3. **Opportunity for Public to Address the Board:** There were none requesting to speak.
4. **Approval of Minutes:** Stroh moved and Heintzelman seconded a motion to approve the minutes of January 21, 2020; all voted aye.
5. **January 2020 Financial Reports:** Butler moved and Stroh seconded a motion to approve the January 2020 Detailed Balance and Revenue/Expense Report; all voted aye.
6. **Approval of January 2020 Checks:** Heintzelman moved and Butler seconded a motion to approve the December monthly checks numbered 14290-14293, 14295-14319; all voted aye.
7. **Committee Reports:**
 - (Met)
 - a. **Finance** (Chair: Hayes. Members: Butler and Meierhoff.) Butler reported that the initial forecast for the budget is under discussion, and that there are several needs coming up that will impact the budget in the next FY 2020-2021. Trustees are asked to peruse the rough draft of the budget and note questions/comments.
 - b. **Human Resources** (Chair: Butler. Members: Heintzelman and Jerch.) Butler reported on the streamlining of the Library Director's review process and newly adopted timeline. He also requested input from the rest of the Trustees no later than the next board meeting.
 - (Did Not Meet)
 - c. **Building and Grounds** (Chair: Jerch. Members: Meierhoff and Stroh.)
 - d. **Bylaw and Policy Committee:** (Chair: Stroh. Members: Heintzelman.)
 - e. **Intergovernmental** (Chair: Bailey. Members: Jackson and Stroh)
 - f. **Long Range Planning** (Chair: Heintzelman. Members: Hayes and Jackson.)
 - g. **Outreach / Community Engagement** (Chair: Jackson. Member: Jerch.)
8. **New Business:**
 - a. Second reading of the Budget for FY2020-2021 was done during Committee reports.
 - b. The Annual Performance Evaluation process was discussed during Committee reports.
 - c. The proposed changes to our Meeting Room policy came up recently as a political group requested use of the Spruth Room for a meeting and was denied its use. Bailey consulted our attorney, who suggested revisions to our policy to clarify purposes for which our meeting spaces can be reserved and used. We will vote on the revised policy next month after we get a cleaner copy of the proposed changes.
9. **Executive Session:** The Board of Trustees entered into Executive Session at 7:30 pm and ended at 7:58.
10. **Old Business:**
 - a. **Capital Project Update:** Kathy Meierhoff shared a copy of a proof of the Prospectus that will be used for the Capital Project Campaign.

11. Director's Report Highlights:

- Bailey noted that with respect to activity at the Library, FY 2016-17 and FY 2017-18 were #1 and #2 respectively. As a result of these high-water marks, recent stats show a great deal of decrease in activity.
- "Read Between the Ravines" is underway with the book *American Overdose*.
- The new website will launch March 31.
- Katie Horner received a New Leaders Travel Grant from the Public Library Association, which will enable her to attend the PLA conference in Nashville at the end of February.
- The Friends of the Library approved funds to purchase laptop accessories and a "Square" credit card reader.

12. Executive Session: Took place between New Business and Old Business.

13. Any and All Other Business which may properly come before the Board: There was none.

14. Adjournment: Butler moved and Heintzelman seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:51 pm.

Respectfully Submitted,

Janie Jerch

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 02/29/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 02/29/20 INCR (DECR)	ACTIVITY FOR MONTH 02/28/19 INCR (DECR)	YTD BALANCE 02/29/2020 NORM (ABNORM)	YTD BALANCE 02/28/2019 NORM (ABNORM)	2019-20 AMENDED BUDGET	% BGD USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300 - REVENUE							
PROPERTY TAX							
080-300-30000	PROPERTY TAX REVENUE	1,642.75	0.00	962,776.06	919,780.64	964,117.00	99.86
PROPERTY TAX		1,642.75	0.00	962,776.06	919,780.64	964,117.00	99.86
SERVICES							
080-300-34235	PHOTO-COPY CHARGES	129.72	148.65	1,753.66	1,708.80	2,100.00	83.51
080-300-34250	NON-RESIDENT FEES	296.21	190.88	5,172.54	4,461.62	7,000.00	73.89
080-300-34260	PASSPORT FEES	1,190.00	1,085.00	8,540.00	5,740.00	9,000.00	94.89
SERVICES		1,615.93	1,424.53	15,466.20	11,910.42	18,100.00	85.45
FINES							
080-300-35700	RENTAL FINES	507.36	568.14	7,035.45	8,413.00	10,500.00	67.00
FINES		507.36	568.14	7,035.45	8,413.00	10,500.00	67.00
MISCELLANEOUS REVENUE							
080-300-37000	VILLAGE CONTRIBUTION	0.00	0.00	0.00	8,558.22	8,550.00	0.00
080-300-37010	VLIET OPERATING COST CONTRIB	0.00	0.00	400.00	790.00	0.00	100.00
080-300-37020	SCHOOL DIST 65 IGA	1,500.00	1,500.00	1,500.00	1,500.00	1,550.00	96.77
080-300-38310	CONTRIBUTIONS/DONATIONS	11.26	5.83	21,385.26	10,851.71	0.00	100.00
080-300-38315	RESTRICTED DONATIONS	751.41	0.00	6,344.27	2,818.57	0.00	100.00
080-300-38900	MISCELLANEOUS INCOME	1,624.70	35.30	1,907.60	1,239.45	2,000.00	95.38
MISCELLANEOUS REVENUE		3,887.37	1,541.13	31,537.13	25,757.95	12,100.00	260.64
INTEREST EARNINGS							
080-300-37500	INTEREST EARNINGS	591.09	799.89	7,756.18	11,883.46	10,000.00	77.56
INTEREST EARNINGS		591.09	799.89	7,756.18	11,883.46	10,000.00	77.56
Total Dept 300 - REVENUE		8,244.50	4,333.69	1,024,571.02	977,745.47	1,014,817.00	100.96
TOTAL REVENUES		8,244.50	4,333.69	1,024,571.02	977,745.47	1,014,817.00	100.96

Expenditures

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 02/29/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 02/29/20 INCR (DECR)	ACTIVITY FOR MONTH 02/28/19 INCR (DECR)	YTD BALANCE 02/29/2020 NORM (ABNORM)	YTD BALANCE 02/28/2019 NORM (ABNORM)	2019-20 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	15,959.12	19,695.76	159,986.53	199,791.69	137,000.00	116.78
080-603-40030	STAFF SALARIES	27,336.60	19,786.17	272,452.28	223,794.69	349,000.00	78.07
SALARIES		43,295.72	39,481.93	432,438.81	423,586.38	486,000.00	88.98
BENEFITS							
080-603-40400	MEDICAL INSURANCE	8,367.16	5,684.86	83,356.78	62,949.04	95,000.00	87.74
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	175.00	250.00	0.00
080-603-40970	EMPLOYER FICA TAX	3,259.37	2,955.08	32,433.48	31,859.86	36,000.00	90.09
080-603-40980	IMRF RETIREMENT CONTRIBUTION	3,497.72	2,452.26	28,217.45	29,089.93	36,000.00	78.38
BENEFITS		15,124.25	11,092.20	144,007.71	124,073.83	167,250.00	86.10
CONTRACTS							
080-603-41000	MAINTENANCE-BUILDING	735.00	4,473.60	31,156.73	42,889.00	30,000.00	103.86
080-603-41020	ELEVATOR MAINTENANCE	0.00	0.00	947.65	1,292.65	1,500.00	63.18
080-603-41050	MAINTENANCE-GROUNDS	670.00	1,610.00	5,415.73	6,871.74	6,000.00	90.26
080-603-41300	COMPUTER SERVICES	700.00	0.00	13,740.00	12,520.00	13,000.00	105.69
080-603-41313	COPIER MAINTENANCE/SUPPLIES	88.99	353.77	3,037.07	3,413.55	4,000.00	75.93
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	0.00	9.00	15,333.00	13,892.75	5,000.00	306.66
080-603-41350	LEGAL SERVICES	0.00	0.00	1,995.00	1,470.00	3,000.00	66.50
080-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	1,890.68	0.00	0.00	100.00
080-603-70000	CONTINGENCY	0.00	0.00	0.00	0.00	3,347.00	0.00
CONTRACTS		2,193.99	6,446.37	73,515.86	82,349.69	65,847.00	111.65
COMMODITIES							
080-603-42400	PROFESSIONAL DEVELOPMENT	40.00	0.00	1,699.74	1,010.00	3,000.00	56.66
080-603-42440	DUES	0.00	0.00	2,041.26	1,960.14	2,500.00	81.65
080-603-43230	UTILITIES	1,230.66	975.74	12,466.86	10,766.67	13,000.00	95.90
080-603-43300	POSTAGE	124.00	121.65	2,585.73	1,652.48	2,500.00	103.43
080-603-43410	PRINTING/E-NEWSLETTER	714.99	1,778.99	7,619.90	7,581.30	8,000.00	95.25
080-603-43550	OFFICE SUPPLIES	1,857.00	715.59	6,218.00	5,136.11	6,000.00	103.63
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	123.40	327.41	1,327.63	1,311.36	2,000.00	66.38
080-603-43668	TECHNICAL SERVICES SUPPLIES	667.71	371.00	3,935.61	4,245.85	5,000.00	78.71
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	0.00	420.70	315.41	500.00	84.14
080-603-43710	ADULT PROGRAM SUPPLIES	(332.62)	1,497.80	5,247.46	5,086.32	7,000.00	74.96
080-603-43720	JUVENILE PROGRAM SUPPLIES	549.17	123.45	5,837.40	5,434.28	7,000.00	83.39
080-603-43730	OUTREACH SUPPLIES	146.03	28.00	3,687.05	787.05	10,000.00	36.87
080-603-43740	TEEN PROGRAM SUPPLIES	0.00	45.65	998.13	702.83	1,500.00	66.54
COMMODITIES		5,120.34	5,985.28	54,085.47	45,989.80	68,000.00	79.54
PROGRAM EXPENSES							
080-603-46100	MISCELLANEOUS EXPENSES	26.00	527.80	711.62	2,116.20	2,000.00	35.58
PROGRAM EXPENSES		26.00	527.80	711.62	2,116.20	2,000.00	35.58

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 02/29/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 02/29/20 INCR (DECR)	ACTIVITY FOR MONTH 02/28/19 INCR (DECR)	YTD BALANCE 02/29/2020 NORM (ABNORM)	YTD BALANCE 02/28/2019 NORM (ABNORM)	2019-20 AMENDED BUDGET	% BDDT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
INTERFUND OUT							
080-603-71000	INTERFUND TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	34,900.00	0.00
080-603-71000	INTERFUND OUT	0.00	0.00	0.00	0.00	34,900.00	0.00
CAPITAL EQUIPMENT							
080-603-45000	ADULT NON-FICTION BOOKS	454.73	1,171.64	12,049.65	14,434.07	17,000.00	70.88
080-603-45100	ADULT FICTION BOOKS	748.82	792.05	11,891.88	13,126.76	15,500.00	76.72
080-603-45110	ADULT LARGE PRINT MATERIAL	56.60	0.00	364.60	382.03	600.00	60.77
080-603-45200	ADULT AUDIO VISUAL MATERIAL	1,145.29	925.12	10,060.92	10,583.65	15,500.00	64.91
080-603-45220	ADULT REFERENCE/E-REFER	0.00	2,041.83	15,357.70	10,991.61	22,000.00	69.81
080-603-45400	JUVENILE NON-FICTION	2,745.57	14.31	9,929.26	6,493.18	10,000.00	99.29
080-603-45410	PICTURE BOOKS, READERS	1,107.10	84.80	4,347.46	3,328.71	6,000.00	72.46
080-603-45420	JUVENILE FICTION	280.90	1,287.25	5,805.75	8,308.23	13,000.00	44.66
080-603-45430	JUVENILE AUDIO-VISUAL	1,043.82	555.48	2,074.20	2,024.84	2,500.00	82.97
080-603-45440	JUVENILE E-REFERENCE	0.00	0.00	399.00	0.00	500.00	79.80
080-603-45450	TEEN BOOKS	0.00	226.24	1,960.71	2,310.63	2,750.00	71.30
080-603-45460	E-BOOKS	1,443.32	1,936.32	11,660.38	9,310.19	15,000.00	77.74
080-603-45470	GRAPHIC NOVELS	0.00	0.00	342.94	242.76	500.00	68.59
080-603-45500	PERIODICALS	0.00	364.00	5,766.29	6,792.14	6,750.00	85.43
080-603-45510	VIDEO GAMES	465.68	309.72	2,501.53	3,302.99	3,500.00	71.47
080-603-45520	TRENDING TITLES	111.85	131.43	985.66	1,014.31	2,000.00	49.28
080-603-45600	PATRON & STAFF SOFTWARE	57.95	57.95	6,207.20	4,004.16	6,500.00	95.50
080-603-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	21,532.00	21,532.00	22,000.00	97.87
080-603-50100	LIBRARY FURNISHINGS	10.64	271.75	53.60	1,121.00	4,000.00	1.34
080-603-58100	COMPUTER EQUIPMENT	26.48	0.00	25,179.41	66.98	24,000.00	104.91
080-603-58270	OTHER EQUIPMENT	0.00	0.00	0.00	229.92	1,000.00	0.00
CAPITAL EQUIPMENT		9,698.75	10,169.89	148,470.14	119,600.16	190,600.00	77.90
CAPITAL BUILDING							
080-603-51200	EXT BUILDING IMPROVEMENTS	0.00	23,495.00	0.00	291,168.18	1,000.00	0.00
CAPITAL BUILDING		0.00	23,495.00	0.00	291,168.18	1,000.00	0.00
Total Dept 603 - LIBRARY ADMINISTRATION							
		75,459.05	97,198.47	853,229.61	1,088,884.24	1,015,597.00	84.01
TOTAL EXPENDITURES							
		75,459.05	97,198.47	853,229.61	1,088,884.24	1,015,597.00	84.01
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
	TOTAL REVENUES	8,244.50	4,333.69	1,024,571.02	977,745.47	1,014,817.00	100.96
	TOTAL EXPENDITURES	75,459.05	97,198.47	853,229.61	1,088,884.24	1,015,597.00	84.01
	NET OF REVENUES & EXPENDITURES	(67,214.55)	(92,864.78)	171,341.41	(111,138.77)	(780.00)	966.85

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 02/29/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 02/29/20 INCR (DECR)	ACTIVITY FOR MONTH 02/28/19 INCR (DECR)	YTD BALANCE 02/29/2020 NORM (ABNORM)	YTD BALANCE 02/28/2019 NORM (ABNORM)	2019-20 AMENDED BUDGET	% BGD USED
Fund 082 - LIBRARY GRANTS & GIFTS FUND							
Revenues							
Dept 300 - REVENUE							
GRANTS							
082-300-36200	GRANT REVENUE	0.00	0.00	0.00	0.00	1,000.00	0.00
082-300-36263	STATE PER CAPITA GRANT	0.00	0.00	0.00	7,152.50	7,152.50	0.00
GRANTS		0.00	0.00	0.00	7,152.50	8,152.50	0.00
MISCELLANEOUS REVENUE							
082-300-38300	UNRESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.00	16,000.00	0.00
082-300-38315	RESTRICTED DONATIONS	0.00	0.00	0.00	0.00	2,000.00	0.00
MISCELLANEOUS REVENUE		0.00	0.00	0.00	0.00	18,000.00	0.00
Total Dept 300 - REVENUE		0.00	0.00	0.00	7,152.50	26,152.50	0.00
TOTAL REVENUES		0.00	0.00	0.00	7,152.50	26,152.50	0.00
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
CONTRACTS							
082-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	5,366.85	4,443.26	7,153.00	75.03
CONTRACTS		0.00	0.00	5,366.85	4,443.26	7,153.00	75.03
COMMODITIES							
082-603-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	0.00	1,000.00	0.00
COMMODITIES		0.00	0.00	0.00	0.00	1,000.00	0.00
PROGRAM EXPENSES							
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	1,991.00	31.94	26,298.48	15,439.93	18,000.00	146.10
PROGRAM EXPENSES		1,991.00	31.94	26,298.48	15,439.93	18,000.00	146.10
Total Dept 603 - LIBRARY ADMINISTRATION		1,991.00	31.94	31,665.33	19,883.19	26,153.00	121.08
TOTAL EXPENDITURES		1,991.00	31.94	31,665.33	19,883.19	26,153.00	121.08
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		0.00	0.00	0.00	7,152.50	26,152.50	0.00
TOTAL EXPENDITURES		1,991.00	31.94	31,665.33	19,883.19	26,153.00	121.08
NET OF REVENUES & EXPENDITURES		(1,991.00)	(31.94)	(31,665.33)	(12,730.69)	(0.50)	066.00

03/26/2020 05:38 PM
 User: EBAILEY
 DB: Lake Bluff

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 02/29/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2019-20	% BDT
		MONTH 02/29/20	MONTH 02/28/19	02/29/2020	02/28/2019		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)		
TOTAL REVENUES - ALL FUNDS		8,244.50	4,333.69	1,024,571.02	984,897.97	1,040,969.50	98.42
TOTAL EXPENDITURES - ALL FUNDS		77,450.05	97,230.41	884,894.94	1,108,767.43	1,041,750.00	84.94
NET OF REVENUES & EXPENDITURES		(69,205.55)	(92,896.72)	139,676.08	(123,869.46)	(780.50)	.7,895.72

Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
ACCRUED INTEREST			
	ACCRUED INTEREST	0.00	0.00
ACCOUNTS RECEIVABLE			
	ACCOUNTS RECEIVABLE	0.00	0.00
A/R - OTHER			
080-100-11580	DUE FROM THE VILLAGE	(17,840.94)	0.00
	A/R - OTHER	(17,840.94)	0.00
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	134,988.19	154,191.37
080-100-10070	CASH DRAWER OVER/SHORT	0.00	(210.68)
080-100-10075	PETTY CASH	150.00	150.00
080-100-10110	ILLINOIS FUND (IPTIP)	238,281.23	410,529.96
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	15,764.39	19,276.00
	CASH/INVESTMENTS	389,185.61	583,938.45
DUE TO OTHER FUNDS			
080-000-00001	DUE TO/FROM OTHER FUNDS	(15,048.39)	(20,604.89)
	DUE TO OTHER FUNDS	(15,048.39)	(20,604.89)
PREPAID ITEMS			
080-100-12000	PREPAID EXPENSES	4,902.00	4,902.00
	PREPAID ITEMS	4,902.00	4,902.00
PROPERTY TAX RECEIVABLE			
080-100-11100	PROPERTY TAX RECEIVABLE	964,119.30	964,119.30
	PROPERTY TAX RECEIVABLE	964,119.30	964,119.30
	Total Assets	1,325,317.58	1,532,354.86
*** Liabilities ***			
ACCRUED PAYROLL			
080-200-20300	ACCRUED PAYROLL	21,110.09	21,110.09
	ACCRUED PAYROLL	21,110.09	21,110.09
ACCOUNTS PAYABLE			
080-200-20000	ACCOUNTS PAYABLE	10,349.85	46,045.72
	ACCOUNTS PAYABLE	10,349.85	46,045.72
A/P - OTHER			
	A/P - OTHER	0.00	0.00
LONG TERM LIABILITIES			
	LONG TERM LIABILITIES	0.00	0.00
OTHER DEFERRED REVENUE			
	OTHER DEFERRED REVENUE	0.00	0.00
OTHER LIABILITIES			
	OTHER LIABILITIES	0.00	0.00

Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Liabilities ***			
080-200-24000	UNAVAILABLE PROPERTY TAXES	964,119.30	964,119.30
	UNAVAILABLE PROPERTY TAXES	964,119.30	964,119.30
	UNAVAILABLE PROPERTY TAXES	964,119.30	964,119.30
	Total Liabilities	995,579.24	1,031,275.11
*** Fund Balance ***			
080-290-29000	NET POSITION/FUND BALANCE	329,738.34	329,738.34
	UNRESERVED FUND BALANCE	329,738.34	329,738.34
	NET POSITION/FUND BALANCE	329,738.34	329,738.34
	Total Fund Balance	329,738.34	329,738.34
	Beginning Fund Balance		329,738.34
	Net of Revenues VS Expenditures		171,341.41
	Ending Fund Balance		501,079.75
	Total Liabilities And Fund Balance		1,532,354.86

Fund 082 LIBRARY GRANTS & GIFTS FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
A/R - OTHER			
082-100-11360	GRANTS RECEIVABLE	7,152.50	0.00
	A/R - OTHER	7,152.50	0.00
CASH/INVESTMENTS			
082-100-10000	CHECKING ACCT - LF BANK & TRST	(42,692.91)	(73,909.74)
	CASH/INVESTMENTS	(42,692.91)	(73,909.74)
DUE TO OTHER FUNDS			
082-000-00001	DUE TO/FROM OTHER FUNDS	15,048.39	20,604.89
	DUE TO OTHER FUNDS	15,048.39	20,604.89
Total Assets		(20,492.02)	(53,304.85)
*** Liabilities ***			
ACCOUNTS PAYABLE			
082-200-20000	ACCOUNTS PAYABLE	1,542.50	395.00
	ACCOUNTS PAYABLE	1,542.50	395.00
Total Liabilities		1,542.50	395.00
*** Fund Balance ***			
NET POSITION/FUND BALANCE			
082-290-29000	UNRESERVED FUND BALANCE	(22,034.52)	(22,034.52)
	NET POSITION/FUND BALANCE	(22,034.52)	(22,034.52)
Total Fund Balance		(22,034.52)	(22,034.52)
Beginning Fund Balance			(22,034.52)
Net of Revenues VS Expenditures			(31,665.33)
Ending Fund Balance			(53,699.85)
Total Liabilities And Fund Balance			(53,304.85)

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

User: EBAILEY

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DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
02/26/2020	LIBCK	14320	COM021220	COMCAST	UTILITIES	080-603-43230	244.85
02/26/2020	LIBCK	14321	0133028-IN	ID LABEL, INC.	TECHNICAL SERVICES SUPPLIES	080-603-43668	173.00
02/26/2020	LIBCK	14322	8129160316	SHRED-IT USA	COPIER MAINTENANCE/SUPPLIES	080-603-41313	88.99
02/26/2020	LIBCK	14323	117032751	ULINE	JUVENILE PROGRAM SUPPLIES	080-603-43720	122.69
02/26/2020	LIBCK	14324	VAN021420	VANTAGEPOINT TRANSFER	AGICMA 457 PLAN PAYABLE	080-200-20245	263.60
03/17/2020	LIBCK	14325	44440893	ACCESS ONE, INC.	UTILITIES	080-603-43230	821.08
03/17/2020	LIBCK	14326	467875973793	AMAZON	MAINTENANCE SUPPLIES-BUILDING	080-603-43660	5.95
		14326	658653654493		TECHNICAL SERVICES SUPPLIES	080-603-43668	20.98
		14326	737655465399		ADULT PROGRAM SUPPLIES	080-603-43710	39.79
		14326	467965677943		ADULT PROGRAM SUPPLIES	080-603-43710	6.99
		14326	735373546748		ADULT PROGRAM SUPPLIES	080-603-43710	10.47
		14326	457755586393		ADULT PROGRAM SUPPLIES	080-603-43710	16.50
		14326	439833468374		ADULT PROGRAM SUPPLIES	080-603-43710	9.99
		14326	963988733445		ADULT PROGRAM SUPPLIES	080-603-43710	31.93
		14326	868577448593		JUVENILE PROGRAM SUPPLIES	080-603-43720	40.08
		14326	947584895544		JUVENILE PROGRAM SUPPLIES	080-603-43720	13.69
		14326	933849774988		OUTREACH SUPPLIES	080-603-43730	23.99
		14326	889684878434		ADULT NON-FICTION BOOKS	080-603-45000	27.05
		14326	997993589973		ADULT NON-FICTION BOOKS	080-603-45000	19.87
		14326	456746694638		ADULT NON-FICTION BOOKS	080-603-45000	20.28
		14326	435769697649		ADULT NON-FICTION BOOKS	080-603-45000	20.79
		14326	466689577359		ADULT FICTION BOOKS	080-603-45100	15.00
		14326	473657488385		ADULT FICTION BOOKS	080-603-45100	16.79
		14326	435894764856		ADULT FICTION BOOKS	080-603-45100	29.78
		14326	443735867955		ADULT AUDIO VISUAL MATERIAL	080-603-45200	16.98
		14326	463466495877		ADULT AUDIO VISUAL MATERIAL	080-603-45200	13.99
		14326	764939336346		ADULT AUDIO VISUAL MATERIAL	080-603-45200	22.99
		14326	679853484595		ADULT AUDIO VISUAL MATERIAL	080-603-45200	58.27
		14326	843363565796		ADULT AUDIO VISUAL MATERIAL	080-603-45200	16.01
		14326	767654655376		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.96
		14326	887338846745		ADULT AUDIO VISUAL MATERIAL	080-603-45200	61.34
		14326	446579735685		ADULT AUDIO VISUAL MATERIAL	080-603-45200	13.99
		14326	695988436877		ADULT AUDIO VISUAL MATERIAL	080-603-45200	13.29
		14326	737634679446		ADULT AUDIO VISUAL MATERIAL	080-603-45200	132.12
		14326	447466398583		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.99
		14326	864374885954		ADULT AUDIO VISUAL MATERIAL	080-603-45200	43.28

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DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
14326		465939655394			ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.99
14326		439973357779			ADULT AUDIO VISUAL MATERIAL	080-603-45200	9.99
14326		473546834634			ADULT AUDIO VISUAL MATERIAL	080-603-45200	63.91
14326		783378347769			ADULT AUDIO VISUAL MATERIAL	080-603-45200	37.95
14326		997663564696			ADULT AUDIO VISUAL MATERIAL	080-603-45200	37.92
14326		436557677463			ADULT AUDIO VISUAL MATERIAL	080-603-45200	8.43
14326		437738333796			ADULT AUDIO VISUAL MATERIAL	080-603-45200	52.14
14326		469795666584			ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.95
14326		884768959534			ADULT AUDIO VISUAL MATERIAL	080-603-45200	30.33
14326		933879883499			ADULT AUDIO VISUAL MATERIAL	080-603-45200	22.99
14326		443376368787			ADULT AUDIO VISUAL MATERIAL	080-603-45200	22.99
14326		467993475685			ADULT AUDIO VISUAL MATERIAL	080-603-45200	13.99
14326		597954459998			ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.17
14326		697853687895			ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.94
14326		453378485875			ADULT AUDIO VISUAL MATERIAL	080-603-45200	22.99
14326		979656754963			ADULT AUDIO VISUAL MATERIAL	080-603-45200	32.94
14326		553366399755			ADULT AUDIO VISUAL MATERIAL	080-603-45200	16.59
14326		473563869565			ADULT AUDIO VISUAL MATERIAL	080-603-45200	82.58
14326		539476477477			ADULT AUDIO VISUAL MATERIAL	080-603-45200	66.87
14326		455758783475			ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.99
14326		898366599868			ADULT AUDIO VISUAL MATERIAL	080-603-45200	25.97
14326		967439797864			ADULT AUDIO VISUAL MATERIAL	080-603-45200	25.72
14326		458748645834			ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.62)
14326		767954643738			ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.62)
14326		769869767696			JUVENILE AUDIO-VISUAL	080-603-45430	42.47
14326		685465858454			JUVENILE AUDIO-VISUAL	080-603-45430	13.69
14326		456737896798			JUVENILE AUDIO-VISUAL	080-603-45430	9.96
14326		668983958896			JUVENILE AUDIO-VISUAL	080-603-45430	9.99
14326		888897837589			JUVENILE AUDIO-VISUAL	080-603-45430	22.99
14326		875733964456			JUVENILE AUDIO-VISUAL	080-603-45430	7.68
14326		666833345858			JUVENILE AUDIO-VISUAL	080-603-45430	21.24
14326		648679637743			JUVENILE AUDIO-VISUAL	080-603-45430	19.96
14326		797849877674			JUVENILE AUDIO-VISUAL	080-603-45430	(0.03)
14326		564393973685			VIDEO GAMES	080-603-45510	165.80
14326		554978853739			VIDEO GAMES	080-603-45510	49.95
14326		747537465497			VIDEO GAMES	080-603-45510	24.98
14326		986587565856			VIDEO GAMES	080-603-45510	24.99
14326		444973739757			VIDEO GAMES	080-603-45510	199.96
14326		465775746596			TRENDING TITLES	080-603-45520	30.95
14326		664833648767			TRENDING TITLES	080-603-45520	37.95

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Banks: LIBCK, LIBEP

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		14326	975535997564		TRENDING TITLES	080-603-45520	22.96
		14326	443383358649		TRENDING TITLES	080-603-45520	19.99
		14326	467875973793		COMPUTER EQUIPMENT/ERIC KEYBC	080-603-58100	21.49
							2,192.20
03/17/2020	LIBCK	14327		VOID	** VOIDED **		** VOIDED **
				Void Reason: Created From	Check Run Process		
03/17/2020	LIBCK	14328		VOID	** VOIDED **		** VOIDED **
				Void Reason: Created From	Check Run Process		
03/17/2020	LIBCK	14329	NS18090330	BAKER & TAYLOR ENTERTAIN	COMPUTER SERVICES	080-603-41300	350.00
		14329	NS19090319		COMPUTER SERVICES	080-603-41300	350.00
		14329	2035098785		TECHNICAL SERVICES SUPPLIES	080-603-43668	9.00
		14329	2035107495		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.30
		14329	2035096539		TECHNICAL SERVICES SUPPLIES	080-603-43668	8.05
		14329	2035119058		TECHNICAL SERVICES SUPPLIES	080-603-43668	17.20
		14329	2035120210		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		14329	2035106087		TECHNICAL SERVICES SUPPLIES	080-603-43668	8.45
		14329	2035120396		TECHNICAL SERVICES SUPPLIES	080-603-43668	5.70
		14329	2035108328		TECHNICAL SERVICES SUPPLIES	080-603-43668	13.70
		14329	2035136255		TECHNICAL SERVICES SUPPLIES	080-603-43668	5.75
		14329	2035128168		TECHNICAL SERVICES SUPPLIES	080-603-43668	15.00
		14329	2035150371		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.15
		14329	2035143057		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		14329	2034939058		TECHNICAL SERVICES SUPPLIES	080-603-43668	16.25
		14329	2035106087		ADULT NON-FICTION BOOKS	080-603-45000	239.52
		14329	2035120396		ADULT NON-FICTION BOOKS	080-603-45000	127.22
		14329	2035098785		ADULT FICTION BOOKS	080-603-45100	108.88
		14329	2035108328		ADULT FICTION BOOKS	080-603-45100	246.18
		14329	2035136255		ADULT FICTION BOOKS	080-603-45100	53.74
		14329	2035128168		ADULT FICTION BOOKS	080-603-45100	278.45
		14329	2035104866		ADULT LARGE PRINT MATERIAL	080-603-45110	36.27
		14329	2035150371		ADULT LARGE PRINT MATERIAL	080-603-45110	20.33
		14329	2035107495		JUVENILE NON-FICTION	080-603-45400	20.43
		14329	2035120210		PICTURE BOOKS, READERS	080-603-45410	9.65
		14329	2035143057		PICTURE BOOKS, READERS	080-603-45410	13.56
		14329	2035096539		JUVENILE FICTION	080-603-45420	66.48
		14329	2035119058		JUVENILE FICTION	080-603-45420	133.81
		14329	2034939058		JUVENILE FICTION	080-603-45420	80.61
							2,237.98

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Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
03/17/2020	LIBCK	14330	HIN021720	BRITTANY HINKLE	JUVENILE PROGRAM SUPPLIES	080-603-43720	100.00
03/17/2020	LIBCK	14331	183717	CHILDREN'S PLUS INC.	JUVENILE NON-FICTION	080-603-45400	2,725.14
		14331	183951		PICTURE BOOKS, READERS	080-603-45410	1,083.89
							3,809.03
03/17/2020	LIBCK	14332	26578	CRYSTAL MAINTENANCE SERV	BUILDG MAINT/CLEANING SERVICE	080-603-41000	645.00
03/17/2020	LIBCK	14333	1333	DASHER PRINTING SERVICES	OFFICE SUPP/ REGULAR CARD	080-603-43550	1,074.40
		14333	1333		OFFICE SUPP/IGA CARDS	080-603-43550	268.60
							1,343.00
03/17/2020	LIBCK	14334	315741	FINDAWAY WORLD LLC	JUVENILE AUDIO-VISUAL	080-603-45430	179.97
		14334	315740		JUVENILE AUDIO-VISUAL	080-603-45430	629.93
							809.90
03/17/2020	LIBCK	14335	CAC022720	FIRST BANKCARD	ADULT PROGRAM SUPPLIES	080-603-43710	100.00
03/17/2020	LIBCK	14336	KAT022720	FIRST BANKCARD	ADULT PROGRAM SUPPLIES	080-603-43710	17.40
03/17/2020	LIBCK	14337	JIL022720	FIRST BANKCARD	PROF DEVELOPMENT/LFLB CHAMBEF	080-603-42400	40.00
		14337	JIL022720		ADULT PROGRAM SUPPLIES/KNITTI	080-603-43710	34.31
		14337	JIL022720		OUTREACH SUPPLIES/TRIVIA GIFT	080-603-43730	25.00
		14337	JIL022720		OUTREACH SUPPLIES/SEED LIBRAF	080-603-43730	31.46
							130.77
03/17/2020	LIBCK	14338	ERI022720	FIRST BANKCARD	MAINTENANCE-BUILDING/METRO ST	080-603-41000	90.00
		14338	ERI022720		POSTAGE/PASSPORTS	080-603-43300	23.25
		14338	ERI022720		MISCELLANEOUS EXPENSES/PAYPAI	080-603-46100	26.00
							139.25
03/17/2020	LIBCK	14339	ELI022720	FIRST BANKCARD	JUVENILE PROGRAM SUPPLIES/SNA	080-603-43720	11.36
		14339	ELI022720		JUVENILE PROGR SUPP/STUFFED A	080-603-43720	35.89
		14339	ELI022720		JUVENILE PROGRAM SUPPLIES/	080-603-43720	36.95
		14339	ELI022720		JUVENILE PROGRAM SUPPLIES/SLI	080-603-43720	38.51
		14339	ELI022720		OUTREACH SUPPLIES/LBMS CAREEF	080-603-43730	61.58
		14339	ELI022720		JUVENILE AUDIO-VISUAL	080-603-45430	85.97
							270.26
03/17/2020	LIBCK	14340	MCO022720	FIRST BANKCARD	POSTAGE/PASSPORTS	080-603-43300	100.75
		14340	MCO022720		PRINTING/E-NEWSLETTER/ADOBE S	080-603-43410	29.99
		14340	MCO022720		OUTREACH SUPPLIES/GO WIFI	080-603-43730	3.00

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Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		14340	MCO022720		OUTREACH SUPPLIES/CANVA IMAGE	080-603-43730	1.00
		14340	MCO022720		PATRON & STAFF SOFTWARE/ILL	080-603-45600	9.95
		14340	MCO022720		PATRON & STAFF SOFT/WORD PRES	080-603-45600	48.00
							192.69
03/17/2020	LIBCK	14341	LYN022720	FIRST BANKCARD	OFFICE SUPPLIES/BATTERIES	080-603-43550	7.98
		14341	LYN022720		MAINTENANCE SUPPLIES-BUILDING	080-603-43660	2.36
		14341	LYN022720		MAINTENANCE SUPPLIES-BUILDING	080-603-43660	45.87
		14341	LYN022720		MAINTENANCE SUPPLIES-BUILDING	080-603-43660	66.96
		14341	LYN022720		MAINT SUPPLIES-BUILDING/CREDI	080-603-43660	(66.96)
		14341	LYN022720		MAINT SUPP-BUILDING/CREDIT/GU	080-603-43660	(29.93)
		14341	LYN022720		MAINTENANCE SUPPLIES-BUILDING	080-603-43660	23.17
		14341	LYN022720		MAINT SUPPLIES-BUILDING/GUTTE	080-603-43660	29.93
		14341	LYN022720		MAINT SUPPLIES-BUILDING/ELBOW	080-603-43660	(20.40)
		14341	LYN022720		TECHNICAL SERVICES SUPPLIES/I	080-603-43668	347.89
		14341	LYN022720		LIBRARY FURNISHINGS/TABLE LEC	080-603-50100	10.64
		14341	LYN022720		COMPUTER EQUIPMENT/USB EXT CA	080-603-58100	4.99
							422.50
03/17/2020	LIBCK	14342	PINV1880086	GARVEY'S OFFICE PRODUCTS	OFFICE SUPPLIES/PAPER CLIPS	080-603-43550	2.80
		14342	PINV1880086		OFFICE SUPPLIES/RUBBER BANDS	080-603-43550	4.56
		14342	PINV1880086		MAINT SUPP-BUILDING/DISINFECT	080-603-43660	11.98
		14342	PINV1880086		MAINT SUPP-BUILDING/HAND SANI	080-603-43660	25.87
		14342	PINV1880086		MAINT SUPP-BUILDING/HAND MULI	080-603-43660	28.60
							73.81
03/17/2020	LIBCK	14343	LYN030620	LYNDY JENSEN	TECHNICAL SERVICES SUPPLIES	080-603-43668	22.99
03/17/2020	LIBCK	14344	KOL021720	JASON KOLLUM	USE OF DONATIONS/TEMPORARY EX	082-603-99999	395.00
03/17/2020	LIBCK	14345	VIL021420	VILLAGE OF LAKE BLUFF	MED INSUR JANUARY 2020	080-100-11580	8,288.00
		14345	VIL021420		DENTAL INSUR JANUARY 2020	080-100-11580	646.00
		14345	VIL021420		LIFE INSUR JANUARY 2020	080-100-11580	41.34
		14345	VIL021420		IMRF ER CONTRIB JANUARY 2020	080-100-11580	3,582.00
		14345	VIL021420		VISION INSUR JANUARY 2020	080-100-11580	42.96
		14345	VIL021420		IMRF EE CONTRIB JANUARY 2020	080-100-11580	1,546.90
		14345	VIL021420		FLU SHOTS	080-100-11580	75.00
		14345	VIL031120		DENTAL INSUR/FEBRUARY 2020	080-100-11580	646.00
		14345	VIL031120		LIFE INSUR/FEBRUARY 2020	080-100-11580	41.34
		14345	VIL031120		IMRF ER CONTRIB/FEBRUARY 2020	080-100-11580	3,497.72
		14345	VIL031120		VISION INSUR/FEBRUARY 2020	080-100-11580	42.96

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

User: EBAILEY

CHECK DATE FROM 02/19/2020 - 03/18/2020

6F

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		14345	VIL031120		IMRF EE CONTRIB/FEBRUARY 2020	080-100-11580	1,510.51
		14345	VIL031120		VISION INSUR FROM PPO/JANUARY	080-100-11580	19.27
		14345	VIL031120		VISION INSUR FROM PPO/FEBRUAF	080-100-11580	19.27
		14345	VIL031120		MED INSUR/FEBRUARY 2020	080-100-11580	8,288.00
		14345	VIL022720		UTILITIES	080-603-43230	164.73
							28,452.00
03/17/2020	LIBCK	14346	HAM021720	MARK HAMILTON	JUVENILE PROGRAM SUPPLIES	080-603-43720	150.00
03/17/2020	LIBCK	14347	98630954	MIDWEST TAPE	ADULT AUDIO VISUAL MATERIAL	080-603-45200	69.98
03/17/2020	LIBCK	14348	01018CO20035582	OVERDRIVE , INC	E-BOOKS	080-603-45460	1,233.33
		14348	01018MA20042052		E-BOOKS	080-603-45460	209.99
							1,443.32
03/17/2020	LIBCK	14349	REY031120	ISAURO REYES	MAINTENANCE-GROUNDS	080-603-41050	670.00
03/17/2020	LIBCK	14350	VAN030520	VANTAGEPOINT TRANSFER	AGICMA 457 PLAN PAYABLE	080-200-20245	251.56
03/17/2020	LIBCK	14351	16032	VOGUE PRINTERS	PRINTING/E-NEWSLETTER	080-603-43410	1,681.00
03/17/2020	LIBCK	6(S)	GAM021420	GAMESTOP	VIDEO GAMES	080-603-45510	294.94
		6(S)	GAM021420		VIDEO GAMES TRADE-IN CREDIT	080-603-45510	(294.94)
							0.00
TOTAL - ALL FUNDS					TOTAL OF 33 CHECKS (2 voided)		47,333.85

--- GL TOTALS ---

080-100-11580	DUE FROM THE VILLAGE	28,287.27
080-200-20245	ICMA 457 PLAN PAYABLE	515.16
080-603-41000	MAINTENANCE-BUILDING	735.00
080-603-41050	MAINTENANCE-GROUNDS	670.00
080-603-41300	COMPUTER SERVICES	700.00
080-603-41313	COPIER MAINTENANCE/SUPPLIES	88.99
080-603-42400	PROFESSIONAL DEVELOPMENT	40.00
080-603-43230	UTILITIES	1,230.66
080-603-43300	POSTAGE	124.00
080-603-43410	PRINTING/E-NEWSLETTER	1,710.99
080-603-43550	OFFICE SUPPLIES	1,358.34
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	123.40
080-603-43668	TECHNICAL SERVICES SUPPLIES	667.71
080-603-43710	ADULT PROGRAM SUPPLIES	267.38
080-603-43720	JUVENILE PROGRAM SUPPLIES	549.17
080-603-43730	OUTREACH SUPPLIES	146.03
080-603-45000	ADULT NON-FICTION BOOKS	454.73
080-603-45100	ADULT FICTION BOOKS	748.82

User: EBAILEY

CHECK DATE FROM 02/19/2020 - 03/18/2020

6G

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
080-603-45110					ADULT LARGE PRINT MATERIAL		56.60
080-603-45200					ADULT AUDIO VISUAL MATERIAL		1,145.29
080-603-45400					JUVENILE NON-FICTION		2,745.57
080-603-45410					PICTURE BOOKS, READERS		1,107.10
080-603-45420					JUVENILE FICTION		280.90
080-603-45430					JUVENILE AUDIO-VISUAL		1,043.82
080-603-45460					E-BOOKS		1,443.32
080-603-45510					VIDEO GAMES		465.68
080-603-45520					TRENDING TITLES		111.85
080-603-45600					PATRON & STAFF SOFTWARE		57.95
080-603-46100					MISCELLANEOUS EXPENSES		26.00
080-603-50100					LIBRARY FURNISHINGS		10.64
080-603-58100					COMPUTER EQUIPMENT		26.48
082-603-99999					USE OF DONATIONS/TEMPORARY EXP		395.00
					TOTAL		47,333.85

New Business – March 31st, 2020

Final Reading of Budget

The Finance Committee recommended approval of the attached budget for Fiscal Year 2020-2021 at their March 11, 2020 meeting. **RECOMMENDATION:** This represents the third and final reading by the Library Board of the FY2020-2021 budget. Approval is recommended. **RECOMMENDED MOTION:** That the draft of the FY2020-2021 operating budget for the Lake Bluff Public Library be approved.

Update on COVID-19 Response

The Library has been closed to the public since Saturday, March 14th, and staff members have mostly worked from home since March 20th. We are blessed with an excellent staff who have proven able to not only roll with a 180 degree change in business model but have dug in to find ways to make it a success. Details are included in the attached document. **RECOMMENDATION:** Thanks are owed to the Library staff, no other action is necessary.

Respectfully submitted,

Eric Scott Bailey

Significant Budget Considerations – Fiscal Year 2020-2021

1. **Increased Cost of eBooks**

Most publishers have now moved to a 'metered' system where purchase of an ebook or eaudiobook title only provides a certain set number of checkouts. This introduces additional costs, renewing/repurchasing popular titles after they hit that checkout limit.

2. **Increasing Wages**

Illinois passed a law last year increasing minimum wage in the State to \$15 by January 1, 2025. After the increase to \$10 effective January 1, 2020, the rate will increase by \$1 each year. Besides increasing our rates, we had previously started our Library Assistants and Associates at \$11 and \$14 per hour. These rates need to increase as well.

3. **Sunday Hours**

Most libraries, including our neighbors and most recently Lake Forest PL, are open on Sundays in the summer. This has become a patron expectation. A review of recent LACONI survey respondents showed 88 libraries open all year round on Sundays and only 16 closed during the summer on that day. Looking locally, of our twelve (12) library local respondent group only two (2) still close for summer Sundays.

4. **Auto Renewal**

Neighboring libraries already are, and the interest and requests have been increasing from patrons. We have not previously, as the effect at other libraries has been to push down fine revenue by around 70-80%.

5. **Fine Free**

There has been a huge surge in this trend this year. There were only a couple a few years ago, a dozen or so more in the area, and during 2019 a wave. The decision of Chicago Public Library to go fine free, and the success it has met in doing so, has had a huge impact on the discussion.

6. **Server and PDU Replacement**

Next year, FY 2021-2022, our servers and PDU will need to be replaced. This will be our next major capital expense, costing an estimated \$34,000.

7. **Copier**

The public copier will be eight years old in 2020, and we need to begin to plan for its replacement. At present, it is running well so this is not an imminent issue.

SUMMARY: All of these opportunities, and our answer to them, are included in this year's budget. I look forward to another extraordinary year in 2020, already reflected in our next budget.

Respectfully submitted,

Eric Scott Bailey

Notes on Revenue and Expense Lines for Rough Draft of FY20-21 Budget

REVENUE

30000 – Property Taxes – Property taxes make up 95.3% of projected Library revenue, up from 95.0% in FY2019-2020. The PTELL increase for the FY18-19 levy is 2.447%, resulting in a levy extension of \$987,711.

35700 – Fines – The current year's estimate of \$10,500 brought in from fines is high given that our fine incoming has been shrinking. Auto-renewal has now been implemented by a majority of Libraries on the North Shore, and most also having moved to a Fine Free model. I recommend implementing Auto Renewal in FY2020-2021 and going Fine Free at either the same time or shortly thereafter. Changes make this a hard line to predict, \$2,000 is conservatively budgeted.

34235 – Photocopy Charges – Annual photocopying charges have remained steadily between \$2,100 and \$2,200. A total of \$2,100 is conservatively budgeted.

34260 – Passport Fees – The passport services implemented in 2018 will net at least \$9,500 in new revenue for the Library in FY2019-2020. A total of \$10,000 is budgeted for FY2020-2021.

NEW – License Renewal Fees – Through the State of Illinois Electronic Registration and Title Services program, it is now possible for public libraries in the state to offer license plate renewal services. This has the potential to be a significant additional source of income, and the startup looks very straightforward.

34250 – Nonresident Fees – The FY 2018-2019 budgeted number of \$7,000 remains accurate.

37020 – D65 and D115 Agreements – The total revenue from our agreements for service to nonresident youth is \$1,500.

37000 – Village Contribution – These are funds owed to the Library annually from the Village as part of the Intergovernmental Agreement between the Museum, Library, and Village. Funds received in FY2018-2019 are \$8,558, and should be slightly more in the coming Fiscal Years.

37500 – Interest Income – Interest rates remain high, but we have less money in interest bearing accounts than in previous years. Interest revenue is projected to reach \$9,500 this FY. With slightly more funds in interest bearing accounts, revenue of \$10,000 is conservatively budgeted for FY20-21.

38900 – Miscellaneous Income – Funds from the sale of flash drives and ear buds, the charge for sending a fax, and other miscellaneous charges. Charges have been lower in recent years, projected revenue conservatively estimated at \$1,000.

PERSONNEL

40025 & 40030 – Librarian and Staff Salaries – The proposed staff salary budgets for FY 2020-2021 amount to \$499,000, an increase of \$13K from the previous Fiscal Year. This represents ongoing increases to comply with movement towards a \$15/hour minimum wage, and performance increases.

40400 – Medical Insurance – Insurance costs increased significantly this year, more than expected, and are projected to do so again in FY20-21. A total of \$95,000.

40900 – Other Employee Benefits – This line provides flu vaccines for Library staff members. The \$250 budgeted this year is sufficient.

40980 – IMRF – The amount budgeted for Illinois Municipal Retirement Fund contributions, \$39,000, is sufficient.

40970 – Social Security – Employer Social Security transactions remain adequately supported at \$38,000.

CONTRACT SERVICES/COMMODITIES

41000 – Building Maintenance – This line reflects known contracts for emergency sprinkler system maintenance, janitorial service, window cleaning, and misc. maintenance. In addition to consistently needing to spend more on maintenance per year, we have committed to an annual deep cleaning of the building. A total of \$35,000 is budgeted.

41020 – Elevator Maintenance – Maintenance of the elevator, based off our current contract and the amount spent on non-contract repairs in the past. A total of \$1,000 is sufficient based off of previous year's expenses.

41050 – Grounds Maintenance – This line reflects the known annual cost of grounds maintenance, provided primarily but not exclusively by Isauro Reyes. Since switching, annual costs have regularly come in under budget. This line is always be a bit variable due to snowfall. The total in FY 19/20 is projected to be under budget, but it was over budget in FY 18-19. Maintaining \$6,500 is recommended for this budget line.

41313 – Copier Maintenance – This line reflects our known contract with Impact for maintenance; copier breakdowns are difficult to predict. With a new printer that will need less maintenance, and a new copier in Youth Services, the total of \$4,000 budgeted presently is sufficient for FY20-21.

41314 – Other Professional Services – The \$5,000 budgeted is for the maintenance, and likely some of the final development, of a new website. Other professional services are not anticipated at this time.

41300 – Computer Services – This line reflects the known expenses of Computer View's maintenance of our Local Area Network. We have another year under the current contract, so \$13,000 remains sufficient.

- 41350 – Legal and Accounting** – Given recent per annum legal expenses, a total of \$2,000 remains sufficient.
- 42400 – Professional Development** – This line reflects money for continuing education and tuition reimbursement. The ALA annual conference in June 2020 is in Chicago; a total of \$3,000 is budgeted.
- 42440 – Dues** – These funds pay for the organizational membership of the Library and its staff. It is calculated based on previous year’s expenditures. The total of \$2,500 continues to be adequate.
- 43230 – Utilities** – These funds pay for those utilities that are the Library’s responsibility. Utilities costs increased in FY2019-2020, with an increase of \$2,000 to \$15,000 budgeted for FY2020-2021.
- 43300 – Postage** – Money used for the purchase of stamps. The cost of mailings for Passport service has had its full impact, with an increase to \$3,500 forecast to cover the increase.
- 43410 – Printing/eNewsletter** – Using an in-house template has made for a noticeable decrease in printing costs. An increase of \$1,000 is projected to cover the addition of a pullout insert for the summer reading club.
- 43550 – Office Supplies** – These funds are used for the purchase of binders, paperclips, etc. The total is calculated using past expenses (which have been fairly consistent). The total of \$6,000 presently budgeted is sufficient to meet needs.
- 43660 – Building and Grounds Supplies** – Supplies to maintain the grounds. Predicted based off previous expenses. The \$2,000 per FY currently budgeted is sufficient.
- 43668 – Technical Services Supplies** – Book covers, tape, and other supplies used in cataloging and processing materials. This line also covers the preprocessing of materials ordered from Baker and Taylor. A total of \$5,000 is budgeted based off past expenses and known future expenses.
- 43700 – Hospitality Program Services** – Supplies for meetings and programs. Predicted based off previous expenses. The \$500 budgeted this FY is sufficient.
- 43730 – Outreach Supplies** – The cost of increasing the Library’s visibility within the community and to identify and target underserved segments of the community. Additional opportunities are available in the community, per Jillian Chapman, and Outreach has been highlighted as a critical goal for the Library moving forward. A budget of \$5,000 is listed for next Fiscal Year.
- 43710 – Adult Program Supplies** – Funds for Adult Programs. Carol Carter does a great job with the current budget; Carol has indicated that the current budget of \$7,000 is sufficient.

43720 – Juvenile Program Supplies – Funds for Juvenile Programs. Per Eliza Jarvi, this budget line can be one of the more difficult to predict as programming covers a surprisingly varied amount of expenses. She indicates that \$7,000 is sufficient at this time, and requested this amount.

43740 – Teen Program Supplies – Funds for Teen Programming. Eliza Jarvi has indicated that \$1,250 is sufficient for Teen Programming, and this is what is budgeted. More focused than Juvenile Programming, its expenses fall within a much tighter range.

45000 – Adult Non-Fiction – Funds for purchasing adult non-fiction books. Per Carol Carter, the \$17,000 budgeted for this FY is adequate for the next year.

45100 – Adult Fiction – Funds for purchasing adult fiction books. Katie Horner, who purchases with this budget line, indicates that the current budget of \$15,500 allows her to strike the right balance between new acquisitions and replacement copies within the available shelf space.

45110 – Adult Large Print – Funds for purchasing large print books. Per Carol Carter, \$600 is sufficient for next year.

45200 – Adult Audio Visual Materials – Funds for music, blu-rays, DVD's, and audiobooks for adults. Per Carol Carter, the \$15,500 allocated this FY is adequate for next year.

45220 – Adult eReference – Databases aimed towards an adult audience. The focus is primarily on increasing usage and visibility for core databases. This budget line has a small decrease to \$16,500.

45400 – Juvenile Non-Fiction – Funds for purchasing print Juvenile Non-fiction. Per Eliza Jarvi and Regina Ruocco, the 'weeding' project in the collection has been finished but replenishment is ongoing. An increase to \$11,500 is budgeted for next year to support this continued project.

45410 – Juvenile Picture Books – Funds for purchasing print picture books. Per Eliza Jarvi, the new budget line for FY19-20 of \$6,000 is in a 'comfortable zone' and should be continued for next year.

45420 – Juvenile Fiction – Funds for purchasing print Series, Fiction, Beginning Reader, and Graphic Novel titles. Per Eliza Jarvi, the replacement of some aging classic series was completed in FY19-20. With that completed, she recommends a return to the baseline of \$10,000 for the budget.

45430 – Juvenile Audio Visual – Funds for juvenile DVD's, Blu-rays, Music, and Audiobooks. Eliza Jarvi has requested an additional \$1,750 (\$4,000 total) to provide ongoing new titles and replacements for our popular Launchpad collection.

45440 – Juvenile eReference – Databases aimed towards a younger audience. Per Eliza Jarvi, coverage for our new and popular Scholastic Databases requires an increase to \$2,000.

45460 – eBooks – Money to purchase eBooks and eAudiobooks that will be available only to our patrons. Per collection manager Anna Fifhouse, usage continues to increase (up 18.5% in the past year, with a 40.5% increase in usage of our local Advantage collection) and most publishers have moved to a ‘metered’ access model in the past year. This requires titles being repurchased after a certain number of checkouts. An increase of \$2,000 to \$17,000 is budgeted.

45470 – Graphic Novels – Money to purchase adult graphic novels. Per Martha O’Hara and Eliza Jarvi, Teen Graphic Novels and Adult Graphic Novels have been consolidated. As a result, \$250 is moving from Teen Books to Graphic Novels for the next FY. The amount budgeted is \$750.

45450 – Teen Books – Money to purchase teen books. Per Martha O’Hara and Eliza Jarvi, Teen Graphic Novels and Adult Graphic Novels have been consolidated. As a result, \$250 is moving from Teen Books to Graphic Novels for the next FY. The amount budgeted is \$2,500.

45500 – Periodicals – Money to pay for magazine subscriptions. Jen Horan requests the same budget, \$6,750, for next FY as the line had in FY19-20.

45510 – Video Games – Video games in a wide variety of formats. Katie Horner reports the current \$3,500, now supplemented by funds raised selling some titles as trade-ins, is sufficient for next Fiscal Year as well.

45520 – Hot Picks – Funds for DVDs, Blu-rays, and books for the Trending Titles collection. The \$2,000 for this FY is adequate for next year.

45600 – Public and Staff PC Software – Licenses for software used by the staff and/or the public. There was an increase to \$6,500 last FY to account for new software subscriptions; this was slightly more than was needed and the budget is lowered by \$500 to \$6,000 for next year.

45610 – Library Automation Software – This line covers the cost of the Library’s Integrated Library System. The cost of our Sierra subscription for 2020-2021 is \$21,950. The \$22,000 budgeted is sufficient.

45900 – Miscellaneous Expenditure – Funds to cover minor purchases that do not fit elsewhere. This is based primarily on past experience and expense. The current \$2,000 is adequate.

CAPITAL OUTLAY

50100 – Library Furnishings – Money for interior furnishings. A total of \$1,000 is budgeted for misc. repairs, other purchases can be allocated once specific quotes are received.

51200 – Exterior Building Improvements – Money for exterior improvements. Last year, the Board determined to wait until work on the upcoming renovation/expansion was done before resurfacing the parking lot given the

likely wear that will result from the work when underway. Work on the beams will be paid for from FY 2019-2020 funds, so a minimum \$1,000 for unexpected expenses is budgeted.

58100 – Computer Equipment – Money budgeted for special or regularly scheduled updating of the Library’s computer network. Funds are needed to replace the Library’s Power Distribution Unit and Servers. As some of this will be hardware not presently available, it is difficult to fully target the amount. A total of \$50,000 (\$40,000 in FY 20-21 and \$10,000 in FY 21-22) is budgeted.

58270 – Library Equipment – Miscellaneous equipment, such as book carts or projector screens. A total of \$1,000 is budgeted for unexpected expenses.

71000 – Transferred to Reserve – Funds earmarked to head to General Reserve at the end of the Fiscal Year. The total budgeted is \$20,000.

70000 – Contingency – Money set aside to handle any significant expenses that arise during the fiscal year.

LAKE BLUFF PUBLIC LIBRARY
GENERAL FUND - REVENUES

080-300-

CODE/LINE ITEM	ACTUAL FY 16/17	ACTUAL FY 17/18	ACTUAL FY 18/19	BUDGET FY 19/20	ESTIMATED FY 19/20	BUDGET FY20/21	BUDGET FY21/22	% CHANGE EST ACTUAL TO BUDGET FY20 TO FY21	\$ CHANGE FY20 TO FY21
TAXES									
30000 Property Taxes	885,648	895,536	919,784	964,117	962,776	987,711	987,711	2.6%	24,935
TOTAL TAXES	885,648	895,536	919,784	964,117	962,776	987,711	987,711	2.6%	24,935
FINES & FORFEITURES									
35700 Fines	12,507	10,664	9,667	10,500	7,739	2,000	2,000	-74.2%	(5,739)
TOTAL FINES & FORFEITURES	12,507	10,664	9,667	10,500	7,739	2,000	2,000	-74.2%	(5,739)
CHARGE FOR SERVICES									
34235 Photocopy Charges	2,137	2,243	2,170	2,100	1,822	2,100	2,100	15.3%	278
34260 Passport Fees	0	0	7,385	9,000	9,135	10,000	10,000	9.5%	865
NEW License Renewal				0	0	5,000	5,000	---	5,000
34250 Non-Resident Fees	6,565	6,067	5,915	7,000	5,690	7,000	7,000	23.0%	1,310
TOTAL CHARGE FOR SERVICES	8,702	8,310	15,470	18,100	16,647	24,100	24,100	44.8%	7,453
OTHER									
37020 District 65+115 Agreements	0	1,550	1,500	1,550	1,550	1,500	1,500	-3.2%	(50)
37000 Village Contribution	7,900	8,466	8,558	8,550	8,550	8,550	8,550	0.0%	0
38310 Vliet Operating Cost Contrib	0	390	790	780	790	780	780	-1.3%	(10)
37500 Interest Income	3,909	8,902	13,236	10,000	8,532	10,000	10,000	17.2%	1,468
38800 Naperville/Impact Fees	4,319	2,159	0	0	0	0	0	---	0
38900 Miscellaneous Income	2,468	158	1,593	2,000	1,908	1,000	1,000	-47.6%	(908)
TOTAL OTHER	18,596	21,625	25,678	22,880	21,329	21,830	21,830	2.3%	501
TOTAL REVENUES	925,452	936,135	970,598	1,015,597	1,008,491	1,035,641	1,035,641	2.7%	27,150
FUND BALANCE RESERVES	59,000	34,000	100,000	0				---	0
LIBRARY FUND REVENUE	984,452	970,135	1,070,598	1,015,597	1,008,491	1,035,641	1,035,641	2.7%	27,150

TOTAL FUND BALANCE:

May 1

April 30

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LAKE BLUFF PUBLIC LIBRARY
GENERAL FUND - EXPENDITURES

080-603-		ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATED	BUDGET	BUDGET	% CHANGE	\$ CHANGE	% CHANGE	\$ CHANGE
CODE/LINE ITEM		FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 19/20	FY 20-21	FY 21-22	EST ACTUAL TO BUDGET		BUDGET TO BUDGET	
										FY 20 TO FY21		FY 20 TO FY21	
PERSONNEL SERVICES													
40025	Librarian Salaries	296,341	260,439	242,626	228,024	137,000	191,983	182,000	182,000	-5.2%	(9,983)	-44.3%	(109,000)
40030	Staff Salaries	188,381	229,596	259,296	271,063	349,000	312,452	317,000	317,000	1.5%	4,548	27.4%	75,000
40400	Medical Insurance	65,795	71,900	66,375	76,660	95,000	94,879	95,000	95,000	0.1%	121	35.7%	25,000
40900	Other Employee Benefit	160	215	275	175	250	250	250	250	0.0%	0	0.0%	0
40980	IL Municipal Retire Fund	43,665	36,332	38,211	33,476	36,000	33,860	39,000	39,000	15.2%	5,140	-5.3%	(2,000)
40970	Social Security (Note 1)	36,330	42,026	37,109	37,552	36,000	38,920	38,000	38,000	-2.4%	(920)	-2.7%	(1,000)
TOTAL PERSONNEL SERVICES		630,672	640,508	643,892	646,949	653,250	672,344	671,250	671,250	-0.2%	(1,094)	-1.8%	(12,000)
CONTRACT, SERVICES/COMMODITIES													
41000	Building Maintenance	19,188	28,719	38,482	49,944	30,000	37,387	35,000	35,000	-6.4%	(2,387)	25.0%	6,000
41020	Elevator Maintenance	1,167	982	2,351	1,293	1,500	948	1,000	1,000	5.5%	52	0.0%	0
41050	Grounds Maintenance	5,541	5,495	6,794	7,056	6,000	6,499	6,500	6,500	0.0%	1	0.0%	0
41313	Copier Maintenance	4,941	4,424	3,299	3,656	4,000	3,644	4,000	4,000	9.8%	356	-11.1%	(500)
41314	Other Professional Service	517	57	12,372	13,899	5,000	15,333	5,000	5,000	-67.4%	(10,333)	400.0%	4,000
41300	Computer Services	12,215	11,865	13,220	12,520	13,000	13,740	13,000	13,000	-5.4%	(740)	0.0%	0
41350	Legal & Accounting	3,842	2,528	2,835	1,470	3,000	1,995	2,000	2,000	0.3%	5	0.0%	0
42400	Professional Development	725	1,962	1,983	1,210	3,000	2,040	3,000	3,000	47.1%	960	50.0%	1,000
42440	Dues	2,117	2,294	2,367	2,088	2,500	2,041	2,500	2,500	22.5%	459	0.0%	0
43230	Utilities	11,596	12,789	12,029	12,009	13,000	14,959	15,000	15,000	0.3%	41	-7.1%	(1,000)
43300	Postage	2,399	2,113	1,745	1,926	2,500	3,102	3,500	3,500	12.8%	398	0.0%	0
43410	Printing/E-Newsletter	8,742	9,107	7,645	7,641	8,000	9,167	10,000	10,000	9.1%	833	0.0%	0
43550	Office Supplies	4,821	6,023	5,925	6,044	6,000	7,462	6,000	6,000	-19.6%	(1,462)	20.0%	1,000
43660	Building & Grounds Supplies	1,535	1,914	1,848	1,483	2,000	1,592	2,000	2,000	25.6%	408	0.0%	0
43668	Technical Services Supplies	3,675	3,632	5,530	4,823	5,000	4,722	5,000	5,000	5.9%	278	11.1%	500
43700	Hospitality Program Supplies	376	412	812	315	500	500	500	500	0.0%	0	0.0%	0
43730	Outreach Supplies	966	917	911	222	10,000	3,687	5,000	5,000	35.6%	1,313	900.0%	9,000
43710	Adult Program Supplies	5,185	3,867	5,905	5,358	7,000	5,247	7,000	7,000	33.4%	1,753	16.7%	1,000
43720	Juvenile Program Supplies	5,664	4,781	5,233	6,300	7,000	5,837	7,000	7,000	19.9%	1,163	16.7%	1,000
43740	Teen Program Supplies	819	1,172	1,297	1,179	1,500	998	1,250	1,250	25.3%	252	0.0%	0
45000	Adult Nonfiction	16,461	14,211	15,970	17,463	17,000	12,049	17,000	17,000	41.1%	4,951	0.0%	0
45100	Adult Fiction	14,043	13,751	13,698	15,095	15,500	11,891	15,500	15,500	30.4%	3,609	0.0%	0
45110	Adult Large Print	580	499	499	508	600	365	600	600	64.6%	235	20.0%	100
45200	Adult Audio-Visual	15,086	14,854	14,821	13,083	15,500	10,060	15,500	15,500	54.1%	5,440	0.0%	0
45220	Adult E-Reference	20,653	17,498	21,095	15,992	22,000	18,428	16,500	16,500	-10.5%	(1,928)	0.0%	0
45400	Juvenile Non-fiction	6,612	8,632	6,934	8,039	10,000	9,929	11,500	11,500	15.8%	1,571	42.9%	3,000
45410	Picture Books, Readers	4,941	5,003	5,583	3,797	6,000	4,347	6,000	6,000	38.0%	1,653	33.3%	1,500
45420	Juvenile Fiction	7,829	7,358	7,543	9,174	13,000	5,805	10,000	10,000	72.3%	4,195	30.0%	3,000
45430	Juvenile Audio-Visual	1,598	1,191	1,520	2,181	2,500	2,074	4,000	4,000	92.9%	1,926	0.0%	0
45440	Juvenile eReference	334	334	334	189	500	399	2,000	2,000	401.3%	1,601	0.0%	0
45460	Ebooks	6,406	10,002	12,001	12,917	15,000	15,000	17,000	17,000	13.3%	2,000	15.4%	2,000
45470	Graphic Novels	505	469	509	481	500	343	750	750	118.7%	407	0.0%	0
45450	Teen Books	2,583	2,728	2,743	2,651	2,750	1,960	2,500	2,500	27.6%	540	0.0%	0
45500	Periodicals	5,873	6,339	7,317	7,152	6,750	6,750	6,750	6,750	0.0%	0	0.0%	0
45510	Video Games	3,411	4,010	3,570	3,443	3,500	2,501	3,500	3,500	39.9%	999	0.0%	0
45520	Trending Titles	0	0	1,386	1,372	2,000	985	2,000	2,000	103.0%	1,015	0.0%	0
45600	Public & Staff PC Software	2,985	4,527	4,767	4,287	6,500	6,207	6,000	6,000	-3.3%	(207)	30.0%	1,500
45610	Library Automation Software	22,043	20,297	20,905	21,532	22,000	21,532	22,000	22,000	2.2%	468	0.0%	0
45900	Minor Equipment	0	0	0	0	0	0	0	0	---	0	---	0
46100	Miscellaneous Expenditure	1,856	896	654	2,369	2,000	989	2,000	2,000	102.2%	1,011	0.0%	0
TOTAL CONTRACT/COMM.		229,832	237,650	274,434	282,158	294,100	272,514	295,350	295,350	8.4%	22,836	-93.1%	(0)
CAPITAL OUTLAY													
50100	Library Furnishings	0	33,806	265	1,954	4,000	43	1,000	1,000	2227.7%	957	0.0%	0
51200	Exterior Bldg Improvements	0	0	0	291,168	1,000	9,000	1,000	1,000	-88.9%	(8,000)	-99.0%	(99,000)
58100	Computer Equipment	706	8,306	7,078	259	24,000	25,153	40,000	2,000	59.0%	14,847	300.0%	18,000
58270	Library Equipment	14,966	26,015	3,603	230	1,000	0	1,000	1,000	---	1,000	0.0%	0
71000	Transferred to Reserve	0	0	0	0	34,900	44,437	20,000	58,450	-55.0%	(24,437)	---	34,900
70000	Contingency	3,270	10,000	1,160	0	3,347	0	6,041	5,591	---	6,041	-87.7%	(23,928)

LAKE BLUFF PUBLIC LIBRARY
GENERAL FUND - EXPENDITURES

080-603-

CODE/LINE ITEM	ACTUAL FY 15/16	ACTUAL FY 16/17	ACTUAL FY 17/18	ACTUAL FY 18/19	BUDGET FY 19/20	ESTIMATED FY 19/20	BUDGET FY 20-21	BUDGET FY 21-22	% CHANGE EST ACTUAL TO BUDGET FY 20 TO FY21	\$ CHANGE FY 20 TO FY21	% CHANGE BUDGET TO BUDGET FY 20 TO FY21	\$ CHANGE FY 20 TO FY21
TOTAL CAPITAL OUTLAY	18,942	78,126	12,106	293,610	68,247	78,633	69,041	69,041	-12.2%	(9,592)	-50.6%	(70,028)
LIBRARY TOTAL	879,446	956,284	930,431	1,222,717	1,015,597	1,023,491	1,035,641	1,035,641	1.2%	12,150	-4.6%	(48,928)

**LAKE BLUFF PUBLIC LIBRARY
GRANTS & GIFTS FUND - REVENUES & EXPENDITURES**

8J

CODE/LINE ITEM	ACTUAL FY 17/18	ACTUAL FY 18/19	ACTUAL FY 19/20	BUDGET FY 19/20	ESTIMATED		BUDGET FY 21/22	% CHANGE EST ACTUAL TO BUDGET FY 20 TO FY21	\$ CHANGE	% CHANGE BUDGET TO BUDGET FY20 TO FY21	\$ CHANGE	
					ACTUAL FY 19/20	BUDGET FY 20/21						
<u>REVENUES 82-40-603</u>												
GRANTS												
36263 Per Capita Grant	4,411	4,411	7,153	7,153	7,153	7,153	7,153	0.0%	0	0.0%	0	
36200 Miscellaneous Grants	0	5,000	0	1,000	0	1,000	1,000	---	1,000	0.0%	1,000	
TOTAL GRANTS	4,411	9,411	7,153	8,153	7,153	8,153	8,153	14.0%	1,000	0.0%	1,000	
DONATIONS												
38300 Unrestricted Donations	10,167	1,000	11,869	16,000	21,320	15,000	15,000	-29.6%	(6,320)	-6.3%	(5,320)	
38315 Restricted Donations	1,213	15,000	2,844	2,000	4,126	2,000	2,000	-51.5%	(2,126)	0.0%	(2,126)	
TOTAL DONATIONS	11,380	16,000	14,713	18,000	25,446	17,000	17,000	-33.2%	(8,446)	-5.6%	(7,446)	
75000 Interest Earnings								---	0	---	0	
TOTAL FUND REVENUES	15,791	25,411	21,866	26,153	32,598	25,153	25,153	-22.8%	(7,446)	-3.8%	(6,446)	

EXPENDITURES 82-60-001

OTHER/GRANT PROGRAMS

44810 Per Capita Grant Expend	4,411	4,411	4,443	7,153	5,367	7,153	7,153	33.3%	1,786	0.0%	1,786
44825 Misc Grant Expenditures	0	5,000	0	1,000	0	1,000	1,000	---	1,000	0.0%	1,000
99999 Use of Unrestrict Donation	9,803	1,000	14,138	16,000	24,200	15,000	15,000	-38.0%	(9,200)	-6.3%	(8,200)
99999 Use of Restricted Donations	2,426	15,000	2,844	2,000	0	2,000	2,000	---	2,000	0.0%	2,000
	16,640	25,411	21,426	26,153	29,567	25,153	25,153	-14.9%	(4,414)	-3.8%	(3,414)
TOTAL EXPENDITURES	16,640	25,411	21,426	26,153	29,567	25,153	25,153	-14.9%	(4,414)	-3.8%	(3,414)

Lake Bluff Public Library -- FY 19/20 Versus FY 20/21 Budget Discussion -- Page 1

8K

ITEM	% DIFFERENCE					Notes
	<u>19/20</u>	<u>19/20</u>	<u>20/21</u>	FY'20 BUDGET VS	FY '20 BUDGET VS	
	BUDG \$	EST \$	BUDG \$	FY '19 Est.	FY '19 BUDGET	
Salaries	486,000	504,435	499,000	-1.1%	2.7%	Raise range 2-3%, minimum wage law is impacting.
Medical Insurance	95,000	94,879	95,000	0.1%	0.0%	Significant increases in cost of insurance, this year and last.
Other Employee Benefits	250	250	250	0.0%	0.0%	Provides flu vaccines for all employees
IL Municipal Retirement Fund	36,000	33,860	39,000	15.2%	8.3%	Budget based on salaries + new rate of 10.42%
Social Security	<u>36,000</u>	<u>38,920</u>	<u>38,000</u>	<u>-2.4%</u>	<u>5.6%</u>	Costs based on current salaries and recent increase trends
TOTAL PERSONEL COST	653,250	672,344	671,250	-0.2%	2.8%	
Building Maintenance	30,000	37,387	35,000	-6.4%	16.7%	Reflects known contracts, and unexpected repairs
Elevator Maintenance	1,500	948	1,000	5.5%	-33.3%	Current contract and non-contract repairs
Grounds Maintenance	6,000	6,499	6,500	0.0%	8.3%	Based on recent costs, expenses vary based on weather
Copier Maintenance	<u>4,000</u>	<u>3,644</u>	<u>4,000</u>	<u>9.8%</u>	<u>0.0%</u>	Reflects new copier with lower costs
TOTAL MAINTENANCE COST	41,500	48,478	46,500	-4.1%	12.0%	
Other Professional Services	5,000	15,333	5,000	-67.4%	0.0%	Current year includes Phase 1 planning.
Computer Services	13,000	13,740	13,000	-5.4%	0.0%	Reflects known contract.
Legal & Accounting	3,000	1,995	2,000	0.3%	-33.3%	Sufficient for needs.
Professional Development	3000	2,040	3,000	47.1%	0.0%	ALA is in Chicago for summer 2020.
Dues	2,500	2,041	2,500	22.5%	0.0%	Funds pay for Organization Membership of library and staff
Utilities	13,000	14,959	15,000	0.3%	15.4%	Primarily covers costs of water, phone and internet service
Postage	2,500	3,102	3,500	12.8%	40.0%	Covers the cost of mailings, increase for passport mailings.
Printing/E-Newsletter	<u>8,000</u>	<u>9,167</u>	<u>10,000</u>	<u>9.1%</u>	<u>25.0%</u>	In-house design has resulted in a cost decrease
TOTAL 8 ITEMS	50,000	62,377	54,000	-13.4%	8.0%	
TOTAL 17 ITEMS	744,750	783,199	771,750	-1.5%	3.6%	

Lake Bluff Public Library -- FY 19/20 Versus FY 20/21 Budget Discussion -- Page 2

8L

Item	% DIFFERENCE					Notes
	<u>19/20</u>	<u>19/20</u>	<u>20/21</u>	FY'20 BUDGET VS	FY '19 BUDGET VS	
	<u>BUDG \$</u>	<u>EST \$</u>	<u>BUDG \$</u>	FY'19 EST.	FY '19 BUDGET	
Office Supplies	6,000	7,462	6,000	-19.6%	0.0%	Current budget is sufficient.
B&G Supplies	2,000	1,592	2,000	25.6%	0.0%	Based on previous expenses.
Tech Service Supplies	5,000	4,722	5,000	5.9%	0.0%	Label covers, book tape, etc.
Hospitality Prog. Supplies	500	500	500	0.0%	0.0%	Supplies for meetings and programs.
Outreach Supplies	10,000	3,687	5,000	35.6%	-50.0%	Completion of Centennial in 2019.
Adult Program Supplies	7,000	5,247	7,000	33.4%	0.0%	Current budget is sufficient.
Juvenile Progm Supplies	7,000	5,837	7,000	19.9%	0.0%	Current budget is sufficient.
Teen Program Supplies	<u>1,500</u>	<u>998</u>	<u>1,250</u>	<u>25.3%</u>	<u>-16.7%</u>	Current total is more than needed.
TOTAL SUPPLIES COST	39,000	30,045	33,750	12.3%	-13.5%	
Adult Non Fiction	17,000	12,049	17,000	41.1%	0.0%	Current budget is sufficient.
Adult Fiction	15,500	11,891	15,500	30.4%	0.0%	Current budget is sufficient.
Adult Large Print	600	365	600	64.4%	0.0%	Current budget is sufficient.
Adult Audio Visula	15,500	10,060	15,500	54.1%	0.0%	Current budget is sufficient.
Adult eReference	<u>22,000</u>	<u>18,428</u>	<u>16,500</u>	<u>-10.5%</u>	<u>-25.0%</u>	Focus on marketing existing databases.
TOTAL ADULT	70,600	52,793	65,100	23.3%	-7.8%	
Juvenile Non-Fiction	10,000	9,929	11,500	15.8%	15.0%	Increased for replacement and updating of collection.
Juvenile Picture Books	6,000	4,347	6,000	38.0%	0.0%	Increased to refresh parts of collection.
Juvenile Fiction	13,000	5,805	10,000	72.3%	-23.1%	Replacement project complete.
Juvenile Audio-Visual	2,500	2,074	4,000	92.9%	60.0%	Supporting Playaways and Launchpads.
Juvenile eReference	<u>500</u>	<u>399</u>	<u>2,000</u>	<u>401.3%</u>	<u>300.0%</u>	New Scholastic databases.
TOTAL JUVENILE	32,000	22,554	33,500	48.5%	4.7%	
TOTAL 18 ITEMS	141,600	105,392	132,350	25.6%	-6.5%	

Lake Bluff Public Library -- FY 19/20 Versus FY 20/21 Budget Discussion -- Page 3

8M

Item	% DIFFERENCE					Notes
	<u>19/20</u>	<u>19/20</u>	<u>20/21</u>	FY'20 BUDGET VS	FY '20 BUDGET VS	
	<u>BUDG \$</u>	<u>EST \$</u>	<u>BUDG \$</u>	FY '19 EST.	FY '19 Budget	
Ebooks	15,000	15,000	17,000	13.3%	13.3%	Costs remain high, and popularity is increasing.
Graphic Novels	500	343	750	118.7%	50.0%	Now includes Teen graphic novels.
Teen Books	2,750	1,960	2,500	27.6%	-9.1%	No longer includes Teen graphic novels.
Periodicals	6,750	6,750	6,750	0.0%	0.0%	Cost of subscriptions, prices going up but number decreasing.
Video Games	3,500	2,501	3,500	39.9%	0.0%	Current budget is adequate. Space is an ongoing issue.
Hot Picks	2,000	985	2,000	103.0%	0.0%	Current budget is adequate. Space is an ongoing issue.
Public/Staff PC Software	6,500	6,207	6,000	-3.3%	-7.7%	Small correction to previous year's budget.
Library Automation Software	22,000	21,532	22,000	2.2%	0.0%	Cost of Integrated Library System.
Miscellaneous Expenditure	<u>2,000</u>	<u>989</u>	<u>2,000</u>	102.2%	0.0%	Covers minor costs not presently anticipated.
SUB TOTAL 10 ITEMS	61,000	56,267	62,500	11.1%	2.5%	
SUB TOTAL ALL PREVIOUS ITEMS	947,350	944,858	966,600	2.3%	2.0%	
Library Furnishings	4,000	43	1,000	2225.6%	-75.0%	Minor replacements.
Exterior Building Improve.	1,000	9,000	1,000	NA	0.0%	Misc. exterior work.
Computer Equipment	24,000	25,153	40,000	59.0%	66.7%	Need to replace servers and PDU.
Library Equipment	1,000	0	1,000	NA	0.0%	Misc. equipment
Transfer to Reserve	34,900	44,437	20,000	-55.0%	-42.7%	Transfer to General Reserve.
Contingency	3,347	0	6,041	NA	80.5%	Covers other capital expenses that may arise.
SUB TOTAL 5 ITEMS	68,247	78,633	69,041	-12.2%	1.2%	
TOTAL ALL ITEMS	1,015,597	1,023,491	1,035,641	1.2%	2.0%	

COVID-19 Information and Response

As of March 26th, 2020 there are 2,538 cases of COVID-19 in Illinois and 184 reported in Lake County. The Lake County cases are concentrated in Lake Forest and Highland Park at this time.

Changes to Operations

- Effective March 12, 2020 the Library cancelled all programs for the rest of March.
- Effective March 14, 2020 the Library closed its physical facilities to the public and committed to remote and digital service exclusively. This decision was made in partnership with other Village entities, with Village Hall and the Park District announcing their ongoing closures with us in a joint press release on March 13.
- The initial goal was to have staff continue to come in during the week of March 16, but it became clear at the start of the week that a 'shelter in place' order would soon be in place. From March 16 to 20, focus therefore shifted to closing up the Library building for a potentially long-term closure.
- Newspapers, cleaning service, and ordering of physical materials have been put on hold.
- **No date for reopening the Library's facilities has been set.** Current trends and information from health professionals suggests 3-4 weeks (beginning of May) as the soonest we can reopen the building.
- **Virtual meetings among Village administrators are occurring weekly and as needed.** Virtual meetings among area Library directors are occurring weekly as well. Participation and information from the Lake County Health Department is available through both, and I have been in touch with the Health Department director.

Ongoing Services

- Workflows
 - Lacking work to do remotely, all but three part-time staff are currently on leave. **Per discussion with the President and Vice President of the Library Board, this has been paid emergency leave.**
 - Full time staff members and three part time staff continue to work, chiefly remotely from home.
 - Slack is used for discussion of work throughout the day, and CVI was able to provide a VPN to allow access to the Library network, files, and software remotely.
 - Webex, utilized by the Village for its virtual meetings, has been used for three-a-week virtual meetings.
 - Email and the blog continue to be important for communication.
 - Messaging and updates are regularly sent to 'inactive' part time staff so that they are kept in the loop.

- **The net effect has been a surprisingly effective and efficient transition, for which thanks is owed to CVI and staff.**
- Initiatives
 - A website with COVID-19 resources was created.
 - A portal to apply for a temporary Library card was created, for those who desired to use our online resources and did not already have one.
 - Delivery of resources was considered, however neighboring public libraries who had pick up or delivery services still in operation were being pushed to close them. With the book bike this may be an option later but is not advisable at this time.
 - A 'Victory Gardens' initiative organized by Jillian Chapman will soon be launched. This WW2 inspired outreach will encourage community members to plant gardens. Veggies are good for the immune system, stores are crazy right now, and gardening can productively be done while maintaining social distancing. Seeds will be ordered from the Library's Seed Exchange through a web portal and delivered through the mail.
 - Additional online programming, such as story times, are in development.

CONCLUSION: This has been a challenging situation; staff have responded well, and are presently focused on creating content and services that are available through the website and social media. I anticipate continuing to provide weekly updates to the Library Board.

Respectfully submitted,

Eric Scott Bailey

Director's Report – March 2020

Programs

- Participation in both the Adult and Youth Winter Reading Clubs was strong. With about a month left in the program, we had 39 adults turn in over 200 tickets and 45 children turn in almost 500 tickets.
- The Phyllis Fox Writing Contest and Bookmark Design Contest both wrapped up mid-March. Winners will be announced online, since it won't be feasible to do an Award's Ceremony in the near future.

Website Update

The plan had been to launch the new website at the end of March. With the disruption of COVID-19 Library staff members and web designer Nicki Snoblin have been super-busy with other things. The site is close to ready, and April 15 is targeted as the new launch date.

Prospectus, Folder, and Logo

Martha O'Hara and Jillian Chapman did great work this month finishing the prospectus to show case the proposed renovations, designing a folder to hold it, and providing the design for a logo for the Foundation. They also put together the newsletter and eNewsletter, which look as amazing as always.

Seed Exchange

Jillian Chapman reports that the Seed Library rollout was a little slower than she had hoped (partly due to a large donation of seeds received from the Chicago Botanic Gardens), but it had gotten off to a good start. Even with a partial rollout, 48 packets had been taken and people were asking about it. Jillian spearheaded the Victory Gardens idea so that the seeds will continue to be available to interested community members.

Read Between the Ravines Update

We had been all set for our second annual big author event, to be held on April 3 at 7pm at Gorton Community Center. 'Read between the Ravines' has been delayed indefinitely, though some of the initial programming had already taken place. It is hoped we'll be able to hold the author event for the title, *American Overdose* by Chris McGreal, sometime this summer.

Possible New Revenue Source

Martha O'Hara saw a notice on the RAILS list serv that Fox River Valley District Library had started offering license plate sticker renewals as a new revenue generating service. She forwarded it to her boss, who quickly pursued the possibility of a similar new service in Lake Bluff. The setup looks straightforward, much less complicated than passports. Each transaction would provide up to \$7.50 in revenue. An agreement to provide the service will be brought to the Board at the April meeting.

New Hires

Just prior to the building closing, two new Youth Services staff members were hired. These are Jazmine Negrete and Mary Webber. Both bring a great deal of enthusiasm, and I look forward to introducing them to you.

Respectfully submitted,

Eric Scott Bailey

Friends Meeting Dates 2020

January 18 – Kate Jackson

February 15 – Jon Heintzeman

March 21 – CANCELLED

April 18 – William Hayes

May 16 – Kathy Meierhoff

June 20 – Kate Jackson

August 15

September 19

October 17

November 21

Respectfully submitted,

Eric Scott Bailey