

August 18, 2015

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	
4	Consent Agenda	
	Minutes of July 21, 2015 Board of Trustees Meeting (action)(2 minutes)(7:04pm)	3A-3C
5	Treasurer's Report and Financial Reports (White and Yellow) (action)(5 minutes)(7:09pm)	
	July Financial Summary Report	4A-4C
	July Detailed Balance Sheet	5A-5D
	July Detailed Revenue & Expense Report	6A-6E
6	Approval of Checks (Green) (action)(10 minutes)(7:19pm)	
	July Manual Check Report	7A
	July Check Register	8A-8N
7	Committee Reports (30 minutes)(7:49pm)	
		9A
8	New Business	
	Per Capita Grant Requirements for FY 2016-2017 (10 minutes)(7:59pm)	10A-10B
	Home Delivery Policy Proposal (10 minutes)(8:09pm)	11A-11G
	Photo Policy Proposal (10 minutes)(8:19pm)	12A-12B
		13A-13B
9	Old Business	
	Update on Nonresident Card Agreement Between Library and School District 65 (10 minutes)(8:29pm)	
	Long Range Plan Open House (10 Minutes)(8:39pm)	14A-14B
10	Director's Report (5 minutes)(8:44pm)	
	Librarian's Narrative Report	15A-15B
11	Executive Session(s) (10 minutes)(8:54pm)	
12	Any and All Other Business ...	
13	Adjournment (1 minute)(8:55pm)	
16	Attachments	
	Illinois Per Capita Grant Requirements for FY 2016-2017	
	Home Delivery Policy Proposal	
	Photo Policy Proposal	
	Upcoming Friends Meetings	16A
	Statistics Report	17A-17C
	Short Takes for Trustees	18A

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, August 18th, at 7:00 PM
123 E. Scranton Ave, Lake Bluff, IL 60044
Enter through Library main entrance

1. **Call to Order (7:00pm)**
2. **Additions & Corrections to the Agenda (2 minutes)(7:02pm)**
3. **Opportunity for Public to Address the Board (limit 5 minutes per person per meeting)**
4. **Approval of Minutes**
 - a. Approval of Minutes of July 21, 2015 Regular Board Meeting (**action**)(2 minutes)(7:04pm)
5. **July 2015 Financial Reports – Detailed Balance and Revenue/Expense (White and Yellow Pages) (action)(5 minutes)(7:09pm)**
 - a. July Financial Summary Report
 - b. July Detailed Balance Sheet
 - c. July Detailed Revenue & Expense Report
6. **Approval of checks (Green Pages) (10 minutes)(7:19pm)**
 - a. July Manual Checks (12253-12254) (**action**)
 - b. July Monthly Checks (12255-12293) (**action**)
7. **Committee Reports (30 minutes)(7:49pm) (Did not Meet)**
 - a. Building and Grounds Committee (**CHAIR:** Schons. **MEMBERS:** Jerch, Meierhoff, and Stroh.)
 - b. Finance Committee (**CHAIR:** Butler. **MEMBERS:** Kregor.)
 - c. Human Resources Committee (**CHAIR:** Butler. **MEMBERS:** Meierhoff, Stroh, Wojda.)
 - d. Intergovernmental Committee (**CHAIR:** Bailey. **MEMBERS:** Stroh and Schnell.)
 - e. Long Range Planning Committee (**CHAIR:** Kregor. **MEMBERS:** Butler, Schons, and Wojda.)
 - f. Outreach Committee (**CHAIR:** Schons. **Members:** Butler.)
 - g. Technology Committee (**CHAIR:** Kregor. **MEMBERS:** Wojda.)
8. **New Business**
 - a. Per Capita Grant Requirements for FY 2016-2017 (**10 minutes**)(7:59pm)
 - b. Home Delivery Policy Proposal (**action**)(10 minutes)(8:09pm)
 - c. Photo Policy Proposal (**action**)(10 minutes)(8:19pm)

9. Old Business

- a. Update on Nonresident Card Agreement Between Library and School District 65 **(10 minutes)(8:29pm)**
- b. Long Range Plan Open House **(10 minutes)(8:39pm)**

10. Director's Report (5 minutes)(8:44pm)

- a. Director's Narrative Report

11. Executive Session(s)**(10 minutes if entered)**

- 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)(8:55pm)****Attachments:**

Illinois Per Capita Grant Requirements for FY 2016-2017

Home Delivery Policy Proposal

Photo Policy Proposal

Upcoming Friends Meetings

Statistics Report

Short Takes for Trustees

Upcoming Board Meetings: September 15, October 20, and November 17, 2015

Lake Bluff Public Library
Board of Trustees Meeting
Minutes
Tuesday, July 21, 2015

1. Call to Order

Board President Kathy Meierhoff called the meeting to order at 7 pm. All members (Scott Butler, Tim Kregor, Janie Jerch, Carl Schons, Cal Stroh, Romain Wojda) were present. Also attending were Director Eric Bailey, Library Staff Members Martha O'Hara and Amy vanGoethem, and Friends of the Library representative Margaret Able.

2. Additions & Corrections to the Agenda

There were no corrections to the Agenda, but Director Bailey suggested adding the semi-annual review of the closed meeting minutes and an update on the proposed property tax freeze to New Business.

3. Opportunity for the Public to Address the Board

Mrs. Abel reported that although the Library does a good job of snow removal, a railing around the circular walk should be considered for those who would like a bit more security when walking on a potentially slippery slope. Meierhoff said Building and Grounds would look into it. Mrs. Abel also reported that Potbelly's opening day promotion and fundraiser netted nearly \$4,000.00 for the Library.

4. Approval of Minutes

The minutes of the June 16, 2015 regular meeting were approved with one addition. Stroh moved, Schons seconded the motion to approve; all voted aye.

5. Financial Reports

The June 2015 Financial Reports were briefly discussed and approved. Stroh moved, Schons seconded the motion to approve; all voted aye.

6. Approval of Checks

The June Manual Checks (12208-12215) and Monthly Checks (12216-12252) were approved. Stroh moved, Schons seconded the motion to approve; all voted aye.

7. Committee Reports

a. Long Range Planning Committee Chairman Gregor reported work on a document provided as part of the Report that made connections between the Long Range Plan’s goals and the goals of the rest of the committees, which was helpful in seeing the “Big Picture” and how every committee is busy working toward those goals. The only change made to the report was to strike a statement concerning raising money from alternative sources by Jan 1, 2017, as this particular goal no longer seems realistic at this time.

b. Building and Grounds Committee Chairman Schons reported work on a document provided as part of the Report that outlined its goals, objectives, action steps, responsible parties, and timelines.

c. Human Resources Committee Chairman Butler stated that we will go to Executive Session to discuss that particular committee’s work for the past month.

The Finance, Intergovernmental, Outreach, and Technology Committees did not meet this month.

8. New Business

a. Director Bailey explained the charts he provided detailing meeting room usage so far and that the study is ongoing.

b. The Long Range Plan Open House was discussed; planning is underway and invitations have gone out, with reminders to be sent out shortly before the Sept. 21 Open House. There will also be signs out and about encouraging townspeople to attend.

c. Director Bailey explained about the convenience fee that legally must accompany any on-line credit card payment of fees to the Library, and why it would be a burden to Library patrons. A motion to accept the proposed revision to the credit card policy was made by Stroh, seconded by Schons. All voted aye.

d. Closed meeting minutes were postponed until later in the meeting for Executive Session.

e. Director Bailey reported that the proposed property tax freeze is still under discussion by the State Legislature, and that he had been contacted for information concerning our Library by our State Representative.

9. Old Business

a. Long Range Planning was discussed under New Business and no further discussion was necessary.

10. Director's Report

a. Medical insurance costs for Staff are expected to increase by 3.6% for the coming year, less than what was earlier anticipated. Director Bailey explained that the Library Staff, Village, and Park District employees all participate in the same insurance program.

b. Library cards for District 65 students who are not residents of the Village are still being explored, with the possibility of having a "virtual" library card that can be used only for school-related library activities. Director Bailey and Dr. Sophie of District 65 are working on the issue. Drew Irvin of the Village of Lake Bluff requested that the Library keep the Village apprised of any decisions and/or agreements with District 65.

11. Executive Sessions were in session from 8:36-8:50 and from 8:54-9:20.

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) (1)

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:

There was a brief discussion of how we might wish to do the budget going forward; full discussion postponed until a future meeting.

13. Adjournment

Stroh moved and Schons seconded a motion to adjourn the meeting. All voted aye. Meeting adjourned at 9:25 pm.

Respectfully submitted,

Janie Jerch

LAKE BLUFF PUBLIC LIBRARY
REVENUE AND EXPENDITURE REPORT
For period ending July 31, 2015

8/13/2015

4A

Description	FY 2015-16				FY 2014-15		
	Fiscal Year Total-to-Date	Budget	% of Budget Received/ Expensed	% of Actual Y-T-D	Previous Fiscal YTD	% of Budget Received/ Expensed	Budget
Revenues							
Property Taxes	\$ 443,350	\$ 873,917	50.7%	97.7%	\$ 439,602	51.6%	\$ 851,666
Rental Fines	3,141	12,000	26.2%	0.7%	2,774	21.3%	13,000
State Per Capita Grant	-	7,153	0.0%	0.0%	-	0.0%	7,153
Non-Resident Fees	2,036	7,000	29.1%	0.4%	1,937	27.7%	7,000
Miscellaneous Revenue	584	3,000	19.5%	0.1%	638	21.3%	3,000
Other Grants	-	5,000	0.0%	0.0%	-	0.0%	5,000
Photo-copy Charges	522	2,000	26.1%	0.1%	493	24.6%	2,000
Village Contribution to Vliet Costs	-	7,900	0.0%	0.0%	-	0.0%	7,900
Vliet Operating Cost Contrib	-	-	---	0.0%	-	---	-
Interest Earnings	108	400	27.0%	0.0%	73	18.1%	400
Naperville (Impact) Fees	(200)	-	---	0.0%	-	---	-
Restricted Donations/Gifts	4,192	20,000	21.0%	0.9%	-	0.0%	20,000
Unrestricted Donations/Gifts	30	1,000	3.0%	0.0%	22	2.2%	1,000
Total Revenues	\$ 453,763	\$ 939,370	48.3%	100.0%	\$ 445,538	48.5%	\$ 918,119
Use of Fund Balance Reserves		\$ -					\$ 34,900
Total Projected Revenues & Use of Reserves		939,370					953,019
Expenditures							
Librarian Salaries	\$ 75,326	\$ 224,000	33.6%	29.8%	\$ 56,258	25.1%	\$ 224,000
Staff Salaries	\$ 47,922	259,000	18.5%	18.9%	\$ 57,984	25.1%	231,000
Medical Insurance	\$ 14,502	80,000	18.1%	5.7%	\$ 10,716	25.5%	42,000
Other Employee Benefits	\$ -	250	0.0%	0.0%	\$ -	0.0%	500
Employer IMRF	\$ 11,138	45,000	24.8%	4.4%	\$ 11,858	26.4%	45,000
Employer FICA	\$ 9,241	37,000	25.0%	3.7%	\$ 8,584	24.5%	35,000
<i>Subtotal Personnel Expense</i>	<i>\$ 158,129</i>	<i>\$ 645,250</i>	<i>24.5%</i>	<i>62.5%</i>	<i>\$ 145,400</i>	<i>25.2%</i>	<i>\$ 577,500</i>
Building Maintenance	\$ 10,163	\$ 24,000	42.3%	4.0%	\$ 7,141	25.5%	\$ 28,000
Elevator Maintenance	\$ -	2,000	0.0%	0.0%	\$ 1,226	61.3%	2,000
Grounds Maintenance	\$ 805	8,000	10.1%	0.3%	\$ 2,707	31.9%	8,500
Copier Maintenance	\$ 1,218	4,500	27.1%	0.5%	\$ 807	17.9%	4,500
<i>Subtotal Maintenance Expense</i>	<i>\$ 12,186</i>	<i>\$ 38,500</i>	<i>31.7%</i>	<i>4.8%</i>	<i>\$ 11,881</i>	<i>27.6%</i>	<i>\$ 43,000</i>
Other Professional Services	\$ 12	\$ 5,000	0.2%	0.0%	\$ 267	1.3%	\$ 20,000
Computer Services	\$ 6,015	15,000	40.1%	2.4%	\$ 5,580	27.9%	20,000
Legal Services	\$ 1,404	2,500	56.2%	0.6%	\$ 878	5.9%	15,000
Professional Development	\$ 95	3,000	3.2%	0.0%	\$ 305	6.1%	5,000
Dues	\$ 717	2,000	35.9%	0.3%	\$ 186	9.3%	2,000
Utilities	\$ 3,158	9,000	35.1%	1.2%	\$ 1,590	19.9%	8,000

LAKE BLOFF PUBLIC LIBRARY
REVENUE AND EXPENDITURE REPORT
For period ending July 31, 2015

8/13/2015

4B

Description	FY 2015-16				FY 2014-15		
	Fiscal Year Total-to-Date	Budget	% of Budget Received/ Expensed	% of Actual Y-T-D	Previous Fiscal YTD	% of Budget Received/ Expensed	Budget
Postage	\$ 943	3,000	31.4%	0.4%	\$ 747	24.9%	3,000
Printing/E-News	\$ 1,913	8,500	22.5%	0.8%	\$ 1,881	20.9%	9,000
Office Supplies	\$ 861	5,750	15.0%	0.3%	\$ 1,037	17.3%	6,000
Bldg/Grounds Supplies	\$ 508	2,000	25.4%	0.2%	\$ 185	9.3%	2,000
Technical Services Supplies	\$ 472	5,000	9.4%	0.2%	\$ 1,143	20.8%	5,500
<i>Subtotal Contracts & Commodities</i>	\$ 16,097	\$ 60,750	26.5%	6.4%	\$ 13,798	14.4%	\$ 95,500
Hospitality Program Support	\$ 15	500	3.0%	0.0%	\$ 59	5.9%	1,000
Adult Program Support	\$ 2,177	5,000	43.5%	0.9%	\$ 2,122	53.0%	4,000
Juvenile Program Support	\$ 3,602	5,800	62.1%	1.4%	\$ 4,727	67.5%	7,000
Outreach Program Supplies	\$ 262	1,000	26.2%		\$ 6,442		
Teen Program Supplies	\$ 298	1,200	24.9%		\$ 4,569		
Per Capita Grant	\$ 5,422	7,153	75.8%	2.1%	\$ 4,594	64.2%	7,153
Other Grant Expenditures	\$ -	5,000	0.0%	0.0%	\$ -	0.0%	5,000
<i>Subtotal Programs & Grants</i>	\$ 11,776	\$ 25,653	45.9%	4.7%	\$ 22,512	93.2%	\$ 24,153

LAKE BLUFF PUBLIC LIBRARY
REVENUE AND EXPENDITURE REPORT
For period ending July 31, 2015

8/13/2015

4C

Description	FY 2015-16				FY 2014-15		
	Fiscal Year Total-to-Date	Budget	% of Budget Received/ Expensed	% of Actual Y-T-D	Previous Fiscal YTD	% of Budget Received/ Expensed	Budget
Adult Non-Fiction Books	\$ 4,511	17,000	26.5%	1.8%	\$ 386	2.1%	18,000
Adult Fiction Books	\$ 3,815	14,000	27.2%	1.5%	\$ 3,020	20.1%	15,000
Adult Large Print Materials	\$ 143	500	28.7%	0.1%	\$ 8,291	1658.2%	500
Adult AV Materials	\$ 3,402	15,000	22.7%	1.3%	\$ 3,748	25.0%	15,000
Adult Reference/e-Reference	\$ 3,755	21,000	17.9%	1.5%	\$ 1,783	7.8%	23,000
Juvenile Non-Fiction Books	\$ 3,987	7,000	57.0%	1.6%	\$ 1,307	18.7%	7,000
Picture Books	\$ 1,431	5,000	28.6%	0.6%	\$ 248	4.1%	6,000
Juvenile Fiction Books	\$ 1,265	9,000	14.1%	0.5%	\$ -	0.0%	8,500
Juvenile AV Materials	\$ 411	1,500	27.4%	0.2%	\$ 786	21.0%	3,750
Juvenile e-Reference	\$ -	2,000	0.0%	0.0%	\$ 2,386	238.6%	1,000
Teen Books	\$ 612	2,750	22.3%	0.2%	\$ 109	3.9%	2,750
e-Books	\$ -	6,250	0.0%	0.0%	\$ 4,546	37.9%	12,000
Graphic Novels	\$ 135	500	26.9%	0.1%	\$ 907	181.3%	500
Periodicals	\$ 4,793	\$ 6,000	79.9%	1.9%	\$ 1,841	26.3%	\$ 7,000
Video Games	\$ 502	3,500	14.3%	0.2%	\$ -	0.0%	3,500
<i>Subtotal Materials</i>	\$ 28,763	111,000	25.9%	11.4%	\$ 29,358	23.8%	\$ 123,500
Patron & Staff Software	\$ 1,285	5,000	25.7%	0.5%	\$ 1,354	22.6%	6,000
Library Automation Software	\$ 20,297	22,000	92.3%	8.0%	\$ 103	0.4%	24,000
Miscellaneous Expense	\$ 856	1,000	85.6%	0.3%	\$ 42	2.1%	2,000
<i>Subtotal Software/Other</i>	\$ 22,438	28,000	80.1%	8.9%	\$ 1,499	4.7%	\$ 32,000
FR Restricted Donations	\$ 2,551	-	---	1.0%	\$ 830	41.5%	2,000
Library Furnishings	-	1,000	0.0%	0.0%	18	---	-
Computer Equipment	-	1,000	0.0%	0.0%	-	0.0%	14,000
Other Equipment	-	1,000	0.0%	0.0%	13,197	659.9%	2,000
	929	-	---	0.4%	-	0.0%	-
Exterior Bldg Improvements	-	1,000	0.0%	0.0%	149	1.2%	12,000
Use of Temporarily Restrict Donat	248	21,000	1.2%	0.1%	-	0.0%	21,000
Contingency	-	5,217	0.0%	0.0%	-	0.0%	6,366
<i>Subtotal Capital, Grants & Dona</i>	\$ 3,728	\$ 30,217	12.3%	1.5%	\$ 14,194	24.7%	\$ 57,366
Total Expenditures	\$ 253,117	\$ 939,370	26.9%	100.0%	\$ 238,643	25.0%	\$ 953,019

Fund Balance as of April 30, 2015^a 526,947
YTD Addition to/(Subtraction from) Fund Balance 200,646
Fund Balance at month end 727,593

^aThe fund balance has not been audited yet.

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 3 PERIODS ENDING JULY 31, 2015

ACCOUNT #	DESCRIPTION	BALANCE 05/01/15	NET DEBITS	NET CREDITS	BALANCE 07/31/15
ASSETS					
DUE TO/FROM ACCOUNTS					
80-00-100-10000	DUE TO/FROM OTHER FUNDS	0.00	1,128.82	0.00	1,128.82
80-00-100-20000	LIB GR FND DUE TO/FROM DETAIL	0.00	0.00	0.00	0.00
TOTAL DUE TO/FROM ACCOUNTS		0.00	1,128.82	0.00	1,128.82
CASH & INVESTMENTS					
80-10-101-10000	CHECKING ACCOUNT	0.00	0.00	0.00	0.00
80-10-101-10001	CASH BOX OVER/SHORT	0.00	31.07	50.61	(19.54)
80-10-101-11000	MONEY MARKET ACCOUNT	106,694.94	205,988.28	254,259.18	58,424.04
80-10-101-12000	SAVINGS ACCOUNT	0.00	0.00	0.00	0.00
80-10-101-12100	N TR WEED & FEED CHECKING ACCT	0.00	0.00	0.00	0.00
80-10-101-13000	PETTY CASH	150.00	0.00	0.00	0.00
80-10-101-15000	INVESTMENTS	0.00	0.00	0.00	150.00
80-10-101-15010	US GOVERNMENT OBLIGATIONS	0.00	0.00	0.00	0.00
80-10-101-15020	CERTIFICATES OF DEPOSIT	0.00	0.00	0.00	0.00
80-10-101-15110	ILLINOIS FUND	461,176.96	443,402.92	195,000.00	709,579.88
80-10-101-15111	ILLINOIS FUNDS - GRANTS	1.80	0.00	0.00	1.80
80-10-101-15112	ILLINOIS FUNDS - EPAY	3,423.56	41.27	0.77	3,464.06
TOTAL CASH & INVESTMENTS		571,447.26	649,463.54	449,310.56	771,600.24
RECEIVABLES					
80-10-201-15000	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
80-10-201-15200	PROPERTY TAX RECEIVABLE	873,918.10	0.00	0.00	873,918.10
80-10-201-35000	INTEREST RECEIVABLE	0.00	0.00	0.00	0.00
80-10-201-37000	OTHER RECEIVABLE	0.00	0.00	0.00	0.00
TOTAL RECEIVABLES		873,918.10	0.00	0.00	873,918.10
OTHER ASSETS					
80-10-301-37100	DUE FROM THE VILLAGE	(10,604.70)	485,742.21	475,137.51	0.00
80-10-301-55000	PREPAID EXPENSES	500.00	0.00	0.00	500.00
TOTAL OTHER ASSETS		(10,104.70)	485,742.21	475,137.51	500.00
TOTAL ASSETS		1,435,260.66	1,136,334.57	924,448.07	1,647,147.16
LIABILITIES AND FUND EQUITY					
LIABILITIES					
PAYABLES					
80-20-102-20000	ACCOUNTS PAYABLE	15,225.12	128,984.85	138,899.22	25,139.49

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 3 PERIODS ENDING JULY 31, 2015

ACCOUNT #	DESCRIPTION	BALANCE 05/01/15	NET DEBITS	NET CREDITS	BALANCE 07/31/15
LIABILITIES					
PAYABLES					
80-20-102-41000	SOCIAL SECURITY TAX PAYABLE	0.00	18,481.23	18,481.23	0.00
80-20-102-42000	FEDERAL INCOME TAX PAYABLE	0.00	12,216.66	12,216.66	0.00
80-20-102-43000	STATE INCOME TAX PAYABLE	0.00	4,273.64	4,273.64	0.00
80-20-102-44000	IMRF PAYABLE	0.00	15,879.67	15,879.67	0.00
80-20-102-45000	ICMA 457 PLAN PAYABLE	0.00	1,750.00	1,500.00	(250.00)
80-20-102-46000	MEDICAL INSURANCE PAYABLE	0.00	0.00	0.00	0.00
80-20-102-65000	LIBRARY FLEXIBLE BENEFIT PAYAB	0.00	1,405.68	1,405.68	0.00
80-20-102-66000	LIBRARY HSA PAYABLE	0.00	1,050.00	1,050.00	0.00
80-20-102-70000	OTHER SHORT TERM LIABILITIES	0.00	0.00	0.00	0.00
TOTAL PAYABLES		15,225.12	184,041.73	193,706.10	24,889.49
OTHER LIABILITIES					
80-20-202-16000	ACCRUED PAYROLL	19,170.21	0.00	0.00	19,170.21
80-20-202-22000	DEFERRED PROPERTY TAX	873,918.10	0.00	0.00	873,918.10
80-20-202-22100	OTHER DEFERRED REVENUE	0.00	0.00	0.00	0.00
80-20-202-22300	RESTRICTED GIFTS	0.00	0.00	0.00	0.00
80-20-202-22301	TECH 2 FOR YOU DONATIONS	0.00	0.00	0.00	0.00
80-20-202-23500	NOTES PAYABLE	0.00	0.00	0.00	0.00
TOTAL OTHER LIABILITIES		893,088.31	0.00	0.00	893,088.31
ESCROWS & DEPOSITS					
80-20-302-24000	MISCELLANEOUS RESERVE	0.00	0.00	0.00	0.00
TOTAL ESCROWS & DEPOSITS		0.00	0.00	0.00	0.00
LONG TERM LIABILITIES					
80-20-402-39000	OTHER LONG TERM LIABILITIES	0.00	0.00	0.00	0.00
TOTAL LONG TERM LIABILITIES		0.00	0.00	0.00	0.00
TOTAL LIABILITIES		908,313.43	184,041.73	193,706.10	917,977.80
FUND EQUITY					
EQUITY SECTION					
80-30-100-53000	UNRESERVED FUND BALANCE	526,947.23	0.00	0.00	526,947.23
80-30-100-53100	RESERVED FOR AUTOMATION	0.00	0.00	0.00	0.00
80-30-100-53200	DESIGNATED FOR CAPITAL MAINT	0.00	0.00	0.00	0.00
80-30-100-53300	DESIGNATED FOR CAP BLDG IMPR	0.00	0.00	0.00	0.00
TOTAL EQUITY SECTION		526,947.23	0.00	0.00	526,947.23
FUND SURPLUS (DEFICIT)		0.00	0.00	202,222.13	202,222.13

DATE: 08/13/2015
TIME: 15:17:06
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-- VILLAGE OF LAKE BLUFF --
DETAILED BALANCE SHEET

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FUND: LAKE BLUFF PUBLIC LIBRARY
FOR 3 PERIODS ENDING JULY 31, 2015

ACCOUNT #	DESCRIPTION	BALANCE 05/01/15	NET DEBITS	NET CREDITS	BALANCE 07/31/15

TOTAL FUND EQUITY		526,947.23	0.00	202,222.13	729,169.36

TOTAL LIABILITIES AND FUND EQUITY		1,435,260.66	184,041.73	395,928.23	1,647,147.16

DATE: 08/13/2015
TIME: 15:18:00
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-- VILLAGE OF LAKE BI --
DETAILED BALANCE SHEET

PAGE: 1
F-YR: 16

5D

FUND: LIBRARY GRANTS & GIFTS FUND
FOR 3 PERIODS ENDING JULY 31, 2015

ACCOUNT #	DESCRIPTION	BALANCE 05/01/15	NET DEBITS	NET CREDITS	BALANCE 07/31/15

ASSETS					
CASH & INVESTMENTS					
82-10-101-12000	LIBRARY BIRD MEMORIAL SAVINGS	0.00	0.00	0.00	0.00

TOTAL CASH & INVESTMENTS		0.00	0.00	0.00	0.00

TOTAL ASSETS		0.00	0.00	0.00	0.00

LIABILITIES AND FUND EQUITY					
LIABILITIES					
INTERFUND CLEARING ACCOUNT					
82-00-100-10000	DUE TO/FROM LIBRARY FUND	0.00	0.00	1,128.82	1,128.82

TOTAL INTERFUND CLEARING ACCOUNT		0.00	0.00	1,128.82	1,128.82

PAYABLES					
82-20-102-20000	ACCOUNTS PAYABLE	0.00	1,128.82	1,176.39	47.57

TOTAL PAYABLES		0.00	1,128.82	1,176.39	47.57

TOTAL LIABILITIES		0.00	1,128.82	2,305.21	1,176.39

FUND EQUITY					
EQUITY SECTION					
82-30-100-53000	UNRESERVED FUND BALANCE	0.00	0.00	0.00	0.00

TOTAL EQUITY SECTION		0.00	0.00	0.00	0.00

FUND SURPLUS (DEFICIT)		0.00	1,176.39	0.00	(1,176.39)

TOTAL FUND EQUITY		0.00	1,176.39	0.00	(1,176.39)

TOTAL LIABILITIES AND FUND EQUITY		0.00	2,305.21	2,305.21	0.00

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-- VILLAGE OF LAKE BLUFF --
DETAILED REVENUE & EXPENSE REPORT
ACTUAL VS. PRIOR VS. BUDGET
FOR 3 PERIODS ENDING JULY 31, 2015

FUND: LAKE BLUFF PUBLIC LIBRARY
DEPT: REVENUES

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
PROPERTY TAXES							
80-40-103-10000	LIBRARY PROPERTY TAX	0.00	8,662.34	443,349.89	439,601.96	873,917.00	50.7%
TOTAL REVENUES: PROPERTY TAXES		0.00	8,662.34	443,349.89	439,601.96	873,917.00	50.7%
SERVICES & FEES							
80-40-403-48300	PHOTO-COPY CHARGES	178.10	152.00	521.90	492.85	2,000.00	26.0%
80-40-403-48500	NON-RESIDENT FEES	499.77	507.24	2,036.02	1,936.59	7,000.00	29.0%
TOTAL REVENUES: SERVICES & FEES		677.87	659.24	2,557.92	2,429.44	9,000.00	28.4%
FINES							
80-40-503-65000	RENTAL FINES	797.41	1,245.20	3,141.46	2,774.01	12,000.00	26.1%
TOTAL REVENUES: FINES		797.41	1,245.20	3,141.46	2,774.01	12,000.00	26.1%
MISCELLANEOUS							
80-40-603-73000	PER CAPITA GRANTS	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73700	VILLAGE CONTRIBUTION	0.00	0.00	0.00	0.00	7,900.00	0.0%
80-40-603-75000	INTEREST EARNINGS	44.85	25.23	107.86	72.55	400.00	26.9%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	2.31	6.87	30.16	22.14	0.00	100.0%
80-40-603-78001	RESTRICTED DONATIONS	0.00	0.00	4,191.57	0.00	0.00	100.0%
80-40-603-78100	RESTRICTED DONATIONS	(200.00)	0.00	(200.00)	0.00	0.00	100.0%
80-40-603-78500	NAPERVILLE (IMPACT) FEE	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-89000	MISCELLANEOUS INCOME	26.00	252.51	584.07	638.01	3,000.00	19.4%
TOTAL REVENUES: MISCELLANEOUS		(126.84)	284.61	4,713.66	732.70	11,300.00	41.7%
TOTAL REVENUES: REVENUES		1,348.44	10,851.39	453,762.93	445,538.11	906,217.00	50.0%
TOTAL FUND REVENUES		1,348.44	10,851.39	453,762.93	445,538.11	906,217.00	50.0%

DATE: 08/13/2015
 TIME: 15:27:04
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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 3 PERIODS ENDING JULY 31, 2015

615
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FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
LIBRARY SERVICES							
80-60-001-40000	LIBRARIAN SALARIES	25,445.69	19,462.42	75,325.92	56,257.68	224,000.00	33.6%
80-60-001-40050	STAFF SALARIES	17,016.08	19,119.10	47,922.02	57,984.32	259,000.00	18.5%
80-60-001-40400	MEDICAL INSURANCE	4,843.59	3,574.37	14,502.29	10,716.07	80,000.00	18.1%
80-60-001-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	250.00	0.0%
80-60-001-40950	EMPLOYER IMRF	3,804.27	4,051.97	11,137.89	11,858.33	45,000.00	24.7%
80-60-001-40951	EMPLOYER FICA TAX	3,185.71	2,900.85	9,240.62	8,583.77	37,000.00	24.9%
80-60-001-41000	BUILDING MAINTENANCE	1,923.68	1,928.96	10,162.82	7,140.90	24,000.00	42.3%
80-60-001-41020	ELEVATOR MAINTENANCE	0.00	1,051.00	0.00	1,226.00	2,000.00	0.0%
80-60-001-41050	GROUNDS MAINTENANCE	255.00	960.00	805.00	2,707.25	8,000.00	10.0%
80-60-001-41303	COPIER MAINTENANCE/SUPPLIES	0.00	190.84	1,218.37	807.34	4,500.00	27.0%
80-60-001-41304	OTHER PROFESSIONAL SERVICES	0.00	267.00	12.00	267.00	5,000.00	0.2%
80-60-001-41305	COMPUTER SERVICES	0.00	2,790.00	6,015.00	5,580.00	15,000.00	40.1%
80-60-001-41350	LEGAL SERVICES	1,404.00	877.50	1,404.00	877.50	2,500.00	56.1%
80-60-001-42400	PROFESSIONAL DEVELOPMENT	70.00	500.00	95.00	305.00	3,000.00	3.1%
80-60-001-42440	DUES	717.25	186.00	717.25	186.00	2,000.00	35.8%
80-60-001-43230	UTILITIES	247.84	584.75	3,158.31	1,589.73	9,000.00	35.0%
80-60-001-43300	POSTAGE	507.72	15.61	942.68	747.13	3,000.00	31.4%
80-60-001-43400	PRINTING/E-NEWSLETTER	0.00	53.60	1,912.89	1,880.90	8,500.00	22.5%
80-60-001-43550	OFFICE SUPPLIES	246.01	364.78	860.52	1,036.76	5,750.00	14.9%
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	38.14	9.81	507.98	185.30	2,000.00	25.3%
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	16.89	530.10	471.78	1,143.09	5,000.00	9.4%
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	29.03	14.95	58.99	500.00	2.9%
80-60-001-43710	ADULT PROGRAM SUPPLIES	745.22	439.20	2,177.12	2,121.87	5,000.00	43.5%
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	55.17	611.78	3,601.79	4,726.60	5,800.00	62.0%
80-60-001-43730	OUTREACH SUPPLIES	115.50	0.00	261.64	0.00	1,000.00	26.1%
80-60-001-43740	TEEN PROGRAM SUPPLIES	131.74	0.00	298.33	0.00	1,200.00	24.8%
80-60-001-44800	PER CAPITA GRANT	0.00	0.00	5,422.35	6,442.27	0.00	-100.0%
80-60-001-45000	ADULT NON-FICTION BOOKS	1,022.69	2,034.53	4,511.00	4,569.01	17,000.00	26.5%
80-60-001-45100	ADULT FICTION BOOKS	1,022.35	1,907.41	3,814.52	4,593.62	14,000.00	27.2%
80-60-001-45110	ADULT LARGE PRINT MATERIAL	18.73	255.88	143.29	386.30	500.00	28.6%
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	1,214.66	1,481.85	3,402.42	3,020.48	15,000.00	22.6%
80-60-001-45220	ADULT REFERENCE/E-REFER	200.00	200.00	3,755.00	8,291.00	21,000.00	17.8%
80-60-001-45400	JUVENILE NON-FICTION	2,411.59	422.31	3,987.23	3,747.66	7,000.00	56.9%
80-60-001-45410	PICTURE BOOKS, READERS	0.00	1,057.65	1,431.43	1,782.92	5,000.00	28.6%
80-60-001-45420	JUVENILE FICTION	13.33	549.93	1,264.82	1,307.14	9,000.00	14.0%
80-60-001-45430	JUVENILE AUDIO-VISUAL	11.99	97.13	410.97	247.68	1,500.00	27.3%
80-60-001-45440	JUVENILE E-REFERENCE	0.00	0.00	0.00	0.00	2,000.00	0.0%
80-60-001-45450	TEEN BOOKS	193.54	382.60	612.47	785.98	2,750.00	22.2%
80-60-001-45460	E-BOOKS	0.00	1,196.44	0.00	2,386.47	6,250.00	0.0%
80-60-001-45470	GRAPHIC NOVELS	8.96	29.94	134.68	108.62	500.00	26.9%
80-60-001-45500	PERIODICALS	0.00	0.00	4,792.94	4,546.06	6,000.00	79.8%
80-60-001-45510	VIDEO GAMES	0.00	152.85	502.10	906.71	3,500.00	14.3%
80-60-001-45600	PATRON & STAFF SOFTWARE	1,264.95	732.70	1,284.85	1,841.10	5,000.00	25.6%
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	20,297.00	0.00	22,000.00	92.2%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 3 PERIODS ENDING JULY 31, 2015

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
LIBRARY SERVICES							
80-60-001-46000	MISCELLANEOUS EXPENSES	280.60	369.04	856.34	1,353.59	1,000.00	85.6%
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	0.00	49.43	2,551.22	102.99	0.00	-100.0%
80-60-001-49000	LIBRARY FURNISHINGS	0.00	42.00	0.00	42.00	1,000.00	0.0%
80-60-001-49120	EXT BUILDING IMPROVEMENTS	0.00	0.00	0.00	829.99	1,000.00	0.0%
80-60-001-49350	COMPUTER EQUIPMENT	0.00	0.00	0.00	17.99	1,000.00	0.0%
80-60-001-49400	OTHER EQUIPMENT	0.00	148.50	0.00	148.50	1,000.00	0.0%
80-60-001-50000	CONTINGENCY	0.00	92.63	0.00	13,197.02	5,217.00	0.0%
TOTAL EXPENSES: LIBRARY SERVICES		68,432.89	71,701.49	251,940.80	238,642.63	906,217.00	27.8%
TOTAL EXPENSES: LIBRARY ADMINISTRATION		68,432.89	71,701.49	251,940.80	238,642.63	906,217.00	27.8%
TOTAL FUND EXPENSES		68,432.89	71,701.49	251,940.80	238,642.63	906,217.00	27.8%
TOTAL FUND REVENUES							
TOTAL FUND EXPENSES		1,348.44	10,851.39	453,762.93	445,538.11	906,217.00	50.0%
FUND SURPLUS (DEFICIT)		68,432.89	71,701.49	251,940.80	238,642.63	906,217.00	27.8%
		(67,084.45)	(60,850.10)	201,822.13	206,895.48	0.00	100.0%

DATE: 08/13/2015
 TIME: 15:27:38
 ID: GL470006.WOW

-- VILLAGE OF LITTLE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 3 PERIODS ENDING JULY 31, 2015

6D
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 F-YR: 16

FUND: LIBRARY GRANTS & GIFTS FUND
 DEPT: LIBRARY GRANTS FUND REVENUE

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED

MISCELLANEOUS							
82-40-603-73000	STATE PER CAPITA GRANT	0.00	0.00	0.00	0.00	7,153.00	0.0%
82-40-603-73400	MISCELLANEOUS GRANT	0.00	0.00	0.00	0.00	5,000.00	0.0%
82-40-603-75000	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00	0.0%
82-40-603-78000	UNRESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.00	1,000.00	0.0%
82-40-603-78100	RESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.00	20,000.00	0.0%

TOTAL REVENUES: MISCELLANEOUS		0.00	0.00	0.00	0.00	33,153.00	0.0%
TOTAL REVENUES: LIBRARY GRANTS FUND REVENUE		0.00	0.00	0.00	0.00	33,153.00	0.0%
TOTAL FUND REVENUES		0.00	0.00	0.00	0.00	33,153.00	0.0%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 3 PERIODS ENDING JULY 31, 2015

FUND: LIBRARY GRANTS & GIFTS FUND
 DEPT: LIBRARY GRANT FUND EXPENDITURE

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED

MISCELLANEOUS							
82-60-001-44800	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	928.82	0.00	7,153.00	12.9%
82-60-001-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	0.00	5,000.00	0.0%
82-60-001-99999	USE OF DONATIONS/TEMPORARY EXP	47.57	0.00	247.57	0.00	21,000.00	1.1%

TOTAL EXPENSES: MISCELLANEOUS		47.57	0.00	1,176.39	0.00	33,153.00	3.5%
TOTAL EXPENSES: LIBRARY GRANT FUND EXPENDITURE		47.57	0.00	1,176.39	0.00	33,153.00	3.5%
TOTAL FUND EXPENSES		47.57	0.00	1,176.39	0.00	33,153.00	3.5%

TOTAL FUND REVENUES		0.00	0.00	0.00	0.00	33,153.00	0.0%
TOTAL FUND EXPENSES		47.57	0.00	1,176.39	0.00	33,153.00	3.5%
FUND SURPLUS (DEFICIT)		(47.57)	0.00	(1,176.39)	0.00	0.00	100.0%

DATE: 08/13/15
TIME: 11:33:38
ID: AP225000.CBL

-- VILLAGE OF LAKE BLUFF --
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
12253	9COMCAST COM071215	COMCAST CABLE 07/12/15	01 INTERNET SRVC:7/19-8/18/15	07/28/15	80-60-001-43230	244.85
					INVOICE TOTAL:	244.85 *
					CHECK TOTAL:	244.85
12254	9VANTAGE 102005692	VANTAGEPOINT TRANSFER AGENTS 07/21/15	01 'EE ICMA CONTRIBUTION:7/31/15	07/28/15	80-20-102-45000	250.00
					INVOICE TOTAL:	250.00 *
					CHECK TOTAL:	250.00
					TOTAL AMOUNT PAID:	494.85

DATE: 08/13/15
TIME: 14:59:42
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

8A

CHECK DATE: 08/18/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12255	9AMAZONA	VOIDED---	LEADER CHECK				
		001283190916	06/12/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	17.99
						INVOICE TOTAL:	17.99 *
		031362368035	06/10/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.99
						INVOICE TOTAL:	19.99 *
		055831787911	06/16/15	01	OUTREACH SUPPLIES	80-60-001-43730	29.31
						INVOICE TOTAL:	29.31 *
		055836384899	06/17/15	01	OUTREACH SUPPLIES	80-60-001-43730	15.16
						INVOICE TOTAL:	15.16 *
		076681569418	06/18/15	01	CREDIT ADULT AUDIO VISUAL MAT	80-60-001-45200	-0.01
						INVOICE TOTAL:	-0.01 *
		076682951728	06/11/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	12.99
						INVOICE TOTAL:	12.99 *
		076686768905	06/14/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	171.65
						INVOICE TOTAL:	171.65 *
		076687920954	06/19/15	01	CREDIT ADULT AUDIO VISUAL MAT	80-60-001-45200	-0.04
						INVOICE TOTAL:	-0.04 *
		076688273249	06/18/15	01	CREDIT ADULT AUDIO VISUAL MAT	80-60-001-45200	-0.04
						INVOICE TOTAL:	-0.04 *
		118584691481	07/06/15	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	11.99
						INVOICE TOTAL:	11.99 *
		118586703258	07/07/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	47.61
						INVOICE TOTAL:	47.61 *
		123993577628	06/19/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	24.99
						INVOICE TOTAL:	24.99 *

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TIME: 14:59:42
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-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

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CHECK DATE: 08/18/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12255	9AMAZONA	VOIDED---LEADER CHECK						
		123993718231	06/21/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	102.88	
						INVOICE TOTAL:	102.88 *	
		123996598197	06/25/15	01	CREDIT ADULT AUDIO VISUAL MAT	80-60-001-45200	-0.02	
						INVOICE TOTAL:	-0.02 *	
		123997210853	06/15/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	40.19	
						INVOICE TOTAL:	40.19 *	
		123998172124	07/04/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	12.84	
						INVOICE TOTAL:	12.84 *	
		123998229011	06/16/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	24.74	
						INVOICE TOTAL:	24.74 *	
		123999581072	06/25/15	01	CREDIT ADULT AUDIO VISUAL MAT	80-60-001-45200	-0.01	
						INVOICE TOTAL:	-0.01 *	
		145074759795	07/08/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	18.82	
						INVOICE TOTAL:	18.82 *	
12256	9AMAZONA	VOIDED---LEADER CHECK						
		145075097265	07/07/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	11.98	
						INVOICE TOTAL:	11.98 *	
		163922742429	07/06/15	01	JUVENILE PROGRAM SUPPLIES.	80-60-001-43720	13.17	
						INVOICE TOTAL:	13.17 *	
		165921924012	06/11/15	01	CREDIT ADULT AUDIO VISUAL MAT	80-60-001-45200	-0.06	
						INVOICE TOTAL:	-0.06 *	
		165927704226	06/13/15	01	CREDIT ADULT AUDIO VISUAL MAT	80-60-001-45200	-0.03	
						INVOICE TOTAL:	-0.03 *	

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TIME: 14:59:42
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

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CHECK DATE: 08/18/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12256	9AMAZONA	VOIDED---LEADER CHECK						
	165928474461		06/12/15	01	CREDIT ADULT AUDIO VISUAL MAT	80-60-001-45200	-8.00	
					INVOICE TOTAL:		-8.00 *	
	165928979017		06/10/15	01	CREDIT ADULT AUDIO VISUAL MAT	80-60-001-45200	-3.00	
					INVOICE TOTAL:		-3.00 *	
	170799747616		06/15/15	01	ADULT NON-FICTION	80-60-001-45000	12.71	
					INVOICE TOTAL:		12.71 *	
	184320783065		07/04/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	150.38	
					INVOICE TOTAL:		150.38 *	
	184322024967		07/09/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	13.97	
					INVOICE TOTAL:		13.97 *	
	184324977248		07/06/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	59.93	
					INVOICE TOTAL:		59.93 *	
	184325981633		07/08/15	01	CREDIT ADULT AUDIO VISUAL MAT	80-60-001-45200	-0.98	
					INVOICE TOTAL:		-0.98 *	
	184326261353		07/08/15	01	CREDIT ADULT AUDIO VISUAL MAT	80-60-001-45200	-0.02	
					INVOICE TOTAL:		-0.02 *	
	184326471387		07/09/15	01	CREDIT ADULT AUDIO VISUAL MAT	80-60-001-45200	-5.00	
					INVOICE TOTAL:		-5.00 *	
	184327890692		07/09/15	01	CREDIT ADULT AUDIO VISUAL MAT	80-60-001-45200	-2.20	
					INVOICE TOTAL:		-2.20 *	
	184328503263		06/30/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.99	
					INVOICE TOTAL:		14.99 *	
	204224632924		07/09/15	01	ADULT NON-FICTION	80-60-001-45000	49.55	
					INVOICE TOTAL:		49.55 *	

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12256	9AMAZONA	VOIDED---LEADER CHECK						
		220477325078	07/09/15	01	ADULT NON-FICTION	80-60-001-45000	39.58	
						INVOICE TOTAL:	39.58 *	
		228732690657	06/16/15	01	OUTREACH SUPPLIES	80-60-001-43730	2.83	
						INVOICE TOTAL:	2.83 *	
		238192099278	06/06/15	01	ADULT FICTION	80-60-001-45100	9.89	
						INVOICE TOTAL:	9.89 *	
12257	9AMAZONA	AMAZON						
		299642844353	07/03/15	01	CREDIT ADULT AUDIO VISUAL MAT	80-60-001-45200	-1.00	
						INVOICE TOTAL:	-1.00 *	
		299643528331	06/24/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	32.86	
						INVOICE TOTAL:	32.86 *	
		299644999639	07/02/15	01	CREDIT ADULT AUDIO VISUAL MAT	80-60-001-45200	-2.00	
						INVOICE TOTAL:	-2.00 *	
		299646970269	06/29/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	151.90	
						INVOICE TOTAL:	151.90 *	
		299647848442	06/23/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	33.44	
						INVOICE TOTAL:	33.44 *	
		299648367631	07/02/15	01	CREDIT ADULT AUDIO VISUAL MAT	80-60-001-45200	-1.00	
						INVOICE TOTAL:	-1.00 *	
						CHECK TOTAL:	1,124.92	
12258	9ALA	AMERICAN LIBRARY ASSOCIATION						
		ALA081215	08/12/15	01	DUES:BAILEY 9/30/15-9/30/16	80-60-001-42440	135.00	
						INVOICE TOTAL:	135.00 *	
						CHECK TOTAL:	135.00	

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12259	9APPLEBO	APPLE BOOKS					
	103118		07/09/15	01	JUVENILE NON-FICTION BOOKS	80-60-001-45400	1,048.41
						INVOICE TOTAL:	1,048.41 *
						CHECK TOTAL:	1,048.41
12260	9BKTLNT	VOIDED---LEADER CHECK					
	0002702191		07/16/15	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	-9.58
						INVOICE TOTAL:	-9.58 *
	2030849027		07/14/15	01	ADULT NON-FICTION	80-60-001-45000	51.54
						INVOICE TOTAL:	51.54 *
	2030851454		07/14/15	01	GRAPHIC NOVELS	80-60-001-45470	8.96
						INVOICE TOTAL:	8.96 *
	2030854259		07/13/15	01	ADULT FICTION	80-60-001-45100	15.33
						INVOICE TOTAL:	15.33 *
	2030854926		07/14/15	01	ADULT FICTION	80-60-001-45100	62.42
						INVOICE TOTAL:	62.42 *
	2030856067		07/15/15	01	ADULT LARGE PRINT	80-60-001-45110	18.73
						INVOICE TOTAL:	18.73 *
	2030863403		07/15/15	01	TEEN BOOKS	80-60-001-45450	74.23
						INVOICE TOTAL:	74.23 *
	2030872264		07/20/15	01	EXPENSES FRM RESTRICTED DONAT	82-60-001-99999	5.35
				02	ADULT FICTION	80-60-001-45100	157.79
						INVOICE TOTAL:	163.14 *
	2030874068		07/22/15	01	ADULT NON-FICTION	80-60-001-45000	180.97
						INVOICE TOTAL:	180.97 *

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12260	9BKTLNT	VOIDED---LEADER CHECK						
	2030882429		07/22/15	01	JUVENILE NON-FICTION	80-60-001-45400	5.01	
						INVOICE TOTAL:	5.01 *	
	2030888528		07/23/15	01	ADULT FICTION	80-60-001-45100	153.73	
						INVOICE TOTAL:	153.73 *	
	2030895892		07/24/15	01	TEEN BOOKS	80-60-001-45450	5.97	
						INVOICE TOTAL:	5.97 *	
	2030897022		07/27/15	01	ADULT NON-FICTION	80-60-001-45000	89.63	
						INVOICE TOTAL:	89.63 *	
	2030898784		07/29/15	01	ADULT NON-FICTION	80-60-001-45000	51.16	
						INVOICE TOTAL:	51.16 *	
	2030899340		07/28/15	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	22.91	
						INVOICE TOTAL:	22.91 *	
	2030907431		07/29/15	01	ADULT FICTION	80-60-001-45100	169.43	
						INVOICE TOTAL:	169.43 *	
	2030907541		07/28/15	01	ADULT FICTION	80-60-001-45100	65.57	
						INVOICE TOTAL:	65.57 *	
	2030907598		07/30/15	01	ADULT NON-FICTION	80-60-001-45000	60.32	
						INVOICE TOTAL:	60.32 *	
	2030921430		08/05/15	01	ADULT NON-FICTION	80-60-001-45000	226.96	
						INVOICE TOTAL:	226.96 *	
12261	9BKTLNT	BAKER & TAYLOR ENTERTAINMENT						
	2030931753		08/04/15	01	JUVENILE NON-FICTION	80-60-001-45400	3.58	
						INVOICE TOTAL:	3.58 *	

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12261	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT						
	2030938056		08/06/15	01	ADULT FICTION	80-60-001-45100	348.58	
						INVOICE TOTAL:	348.58 *	
	2030938161		08/07/15	01	TEEN BOOKS	80-60-001-45450	113.34	
						INVOICE TOTAL:	113.34 *	
	2030941589		08/07/15	01	ADULT NON-FICTION	80-60-001-45000	260.27	
						INVOICE TOTAL:	260.27 *	
	2030945951		08/07/15	01	ADULT FICTION	80-60-001-45100	39.61	
						INVOICE TOTAL:	39.61 *	
						CHECK TOTAL:	2,181.81	
12262	9COMPVIE	COMPUTER VIEW, INC.						
	26807		08/04/15	01	WEBSense ANN'L RENEWAL	80-60-001-45600	1,250.00	
						INVOICE TOTAL:	1,250.00 *	
						CHECK TOTAL:	1,250.00	
12263	9CONCHEC	CONSUMERS' CHECKBOOK						
	CHI1313499T2015		07/16/15	01	ADULT REF/E-REFERENCE	80-60-001-45220	200.00	
						INVOICE TOTAL:	200.00 *	
						CHECK TOTAL:	200.00	
12264	9CRYSMAN	CRYSTAL MANAGEMENT &						
	22965		06/15/15	01	CLEANING SRVC'S:JULY 2015	80-60-001-41000	645.00	
						INVOICE TOTAL:	645.00 *	
						CHECK TOTAL:	645.00	

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12265	9DAISEY	DAISEY BOOK CO					
	842		07/10/15	01	JUVENILE NON-FICTION	80-60-001-45400	1,354.59
						INVOICE TOTAL:	1,354.59 *
						CHECK TOTAL:	1,354.59
12266	9DEMCO	DEMCO, INC					
	5639344		07/14/15	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	16.89
						INVOICE TOTAL:	16.89 *
						CHECK TOTAL:	16.89
12267	9FIRSTBA	FIRST BANKCARD					
	AMY07292015		07/29/15	01	OUTREACH SUPPLIES	80-60-001-43730	68.20
						INVOICE TOTAL:	68.20 *
						CHECK TOTAL:	68.20
12268	9FIRSTBA	FIRST BANKCARD					
	CAR072915		07/29/15	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	15.98
						INVOICE TOTAL:	15.98 *
						CHECK TOTAL:	15.98
12269	9FIRSTBA	FIRST BANKCARD					
	ELI072915		07/29/15	01	TEEN PROGRAM SUPPLIES	80-60-001-43740	127.43
				02	POSTAGE	80-60-001-43300	3.07
						INVOICE TOTAL:	130.50 *
						CHECK TOTAL:	130.50
12270	9FIRSTBA	FIRST BANKCARD					

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12270	9FIRSTBA	FIRST BANKCARD					
	ERI072915		07/29/15	01	PAYFLOW/PAYPAL	80-60-001-46000	25.60
				02	MISC EXPENSES	80-60-001-46000	20.00
				03	UTILITIES-SKYPE	80-60-001-43230	2.99
				04	POSTAGE	80-60-001-43300	4.65
				05	DUES	80-60-001-42440	41.46
				06	PROFESSIONAL DEVELOPMENT	80-60-001-42400	70.00
					INVOICE TOTAL:		164.70 *
					CHECK TOTAL:		164.70
12271	9FIRSTBA	FIRST BANKCARD					
	MCO07292015		07/29/15	01	WEBSITE FOR ILL	80-60-001-45600	9.95
				02	PATRON & STAFF SOFTWARE	80-60-001-45600	5.00
					INVOICE TOTAL:		14.95 *
					CHECK TOTAL:		14.95
12272	9GIBBJIM	JIM GIBBONS					
	GIB072415		07/24/15	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	200.00
					INVOICE TOTAL:		200.00 *
					CHECK TOTAL:		200.00
12273	9GOODMAN	GOODMAN ELECTRIC SUPPLY					
	0611157-00		07/16/15	01	BUILDING MAINTENANCE	80-60-001-41000	6.46
				02	BUILDING MAINTENANCE	80-60-001-41000	45.22
					INVOICE TOTAL:		51.68 *
					CHECK TOTAL:		51.68
12274	9EUGHULM	BILL HELMUTH					

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12274	9EUGHULM	BILL HELMUTH					
	HELO72415		07/24/15	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	200.00
					INVOICE TOTAL:		200.00 *
					CHECK TOTAL:		200.00
12275	9HOMEDEP	HOME DEPOT CREDIT SERVICES					
	1573822		07/02/15	01	BUILDING/GROUNDS SUPPLIES	80-60-001-43660	2.97
					INVOICE TOTAL:		2.97 *
	561501		07/03/15	01	BUILDING/GROUNDS SUPPLIES	80-60-001-43660	3.96
					INVOICE TOTAL:		3.96 *
					CHECK TOTAL:		6.93
12276	9IHLS-OC	IHLS-OCLC					
	7395		07/09/15	01	DUES:7/1/15-6/30/16	80-60-001-42440	190.79
					INVOICE TOTAL:		190.79 *
					CHECK TOTAL:		190.79
12277	9KAMINMI	MICAH KAMIN					
	KAM081115		08/11/15	01	CUSTODIAL SERVICES	80-60-001-41000	75.00
					INVOICE TOTAL:		75.00 *
					CHECK TOTAL:		75.00
12278	9LB VILL	VILLAGE OF LAKE BLUFF					
	JULY 2015		08/12/15	01	FY15 MEDICAL INS:JULY 15	80-10-301-37100	4,808.23
				02	FY15 DENT'L/VISION INS:JULY 15	80-10-301-37100	444.08
				03	FY15 LIFE INS:JULY 15	80-10-301-37100	59.84

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12278	9LB VILL	VILLAGE OF LAKE BLUFF					
		JULY 2015	08/12/15	04	FY15 IMRF 'EE CONTR:JULY 15	80-10-301-37100	1,619.59
				05	FY15 IMRF EMPLYR CONTR:JULY 15	80-10-301-37100	3,804.27
						INVOICE TOTAL:	10,736.01 *
						CHECK TOTAL:	10,736.01
12279	9LAVALLE	LILIANA LAVALLE					
	LAV080715		07/08/15	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	29.24
						INVOICE TOTAL:	29.24 *
						CHECK TOTAL:	29.24
12280	9MADDMIC	MICHAEL MADDOX					
	MAD072415		07/24/15	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	250.00
						INVOICE TOTAL:	250.00 *
						CHECK TOTAL:	250.00
12281	THEMNGMN	MANAGEMENT ASSOCIATION					
	FY16-60810		07/21/15	01	DUES	80-60-001-42440	350.00
						INVOICE TOTAL:	350.00 *
						CHECK TOTAL:	350.00
12282	9MCMAHSE	MCMAHON SERVICES					
	71363		07/30/15	01	WINDOW CLEANING	80-60-001-41000	282.00
						INVOICE TOTAL:	282.00 *
						CHECK TOTAL:	282.00
12283	9MIDTAPE	MIDWEST TAPE					

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12283	9MIDTAPE	MIDWEST TAPE						
	93022743		07/14/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	34.99	
					INVOICE TOTAL:		34.99 *	
	93086818		08/04/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	163.96	
					INVOICE TOTAL:		163.96 *	
	93097777		08/07/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	74.98	
					INVOICE TOTAL:		74.98 *	
					CHECK TOTAL:			273.93
12284	9PERESTI	PEREGRINE, STIME, NEWMAN,						
	56523		08/06/15	01	LEGAL SRVC'S:4/1-6/30/15	80-60-001-41350	1,404.00	
					INVOICE TOTAL:		1,404.00 *	
					CHECK TOTAL:			1,404.00
12285	9PCASH	PETTY CASH						
	08122015		08/12/15	01	MISC EXPENSES	80-60-001-46000	40.00	
				02	BUILDING & GROUNDS SUPPLIES	80-60-001-43660	31.21	
				03	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	42.00	
				04	TEEN PROGRAM SUPPLIES	80-60-001-43740	4.31	
					INVOICE TOTAL:		117.52 *	
					CHECK TOTAL:			117.52
12286	9REYESIS	ISAURO REYES						
	REY070115		07/01/15	01	GROUNDS MAINT:JULY 2015	80-60-001-41050	255.00	
					INVOICE TOTAL:		255.00 *	
					CHECK TOTAL:			255.00

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12287	9ROYALPU	ROYAL PUBLISHING					
	7758354		07/21/15	01	LF FALL/WINTER PROGRAM AD	80-60-001-46000	195.00
						INVOICE TOTAL:	195.00 *
						CHECK TOTAL:	195.00
12288	9THOURTE	TERRY R. THOURSON					
	THO072415		07/24/15	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	50.00
						INVOICE TOTAL:	50.00 *
						CHECK TOTAL:	50.00
12289	9USFIRPR	UNITED STATES FIRE PROTECTION					
	USA013363		07/30/15	01	ANN'L SPRINKLER INSPECTION	80-60-001-41000	200.00
				02	ANN'L BACKFLOW INSPECTION	80-60-001-41000	520.00
				03	ANN'L EMERG LIGHTING INSPECTN	80-60-001-41000	150.00
						INVOICE TOTAL:	870.00 *
						CHECK TOTAL:	870.00
12290	9USPOSTA	UNITED STATES POSTAL SERVICE					
	USP072215		07/22/15	01	POSTAGE:PERMIT #98	80-60-001-43300	500.00
						INVOICE TOTAL:	500.00 *
						CHECK TOTAL:	500.00
12291	9USEGREA	USO OF ILLINOIS-GREAT LAKES					
	USO080315		08/03/15	01	EXPENSES FRM RESTRICTED DONAT	82-60-001-99999	42.22
						INVOICE TOTAL:	42.22 *
						CHECK TOTAL:	42.22

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12292	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS						
	102016431		08/11/15	01	'EE ICMA CONTRIBUTION:8/14/15	80-20-102-45000	250.00	
					INVOICE TOTAL:		250.00 *	
					CHECK TOTAL:		250.00	
12293	9WAREHOU	WAREHOUSE DIRECT						
	2768468-0		07/27/15	01	OFFICE SUPPLIES	80-60-001-43550	11.94	
					INVOICE TOTAL:		11.94 *	
					CHECK TOTAL:		11.94	
					TOTAL AMOUNT PAID:		24,692.21	

Committee Reports

There have been no committee meetings since the July 21, 2015 meeting of the Board.

New Business

Per Capita Grant Requirements for FY2015-2016

Each year the Lake Bluff Public Library completes an application for a Per Capita Grant from the state of Illinois. Though small (only \$7,153 was awarded this year) the Grant allows unique projects to be undertaken, new collections or initiatives to be started, and existing projects to be given extra support. A response to the application is usually received in January or February. Any funds awarded usually arrive in May.

RECOMMENDATION: The Lake Bluff Library must 'review and report on the progress in meeting' the technology standards in Chapter 5 of *Serving our Public 3.0: Standards for Public Libraries, 2014*. My review of the standards is as follows:

"The Lake Bluff Public Library meets and exceeds most technology standards. The library possesses an ADA accessible website that is updated frequently, 12 public computers with access to the Internet, a wi-fi network, reference database subscriptions, and much more. These technological resources are provided within a secure network. Staff members are technologically savvy and provide quality information and guidance whether addressing a group or an individual. The library does not currently possess a TTY-TTS-TDD phone for the hearing impaired or a self-checkout service due to financial and/or space considerations."

Comments and suggestions on the above are welcome.

Home Delivery Policy

Amy vanGoethem has taken on administration of the library's Home Delivery service as part of her Community Engagement Coordinator responsibilities. In examining the existing service, which had not taken off as hoped, Amy found that the service was not as well defined as it could be. This hindered the library's ability to market the service and to speak with those interested with absolute confidence. Amy surveyed the Home Delivery policies and practices of area

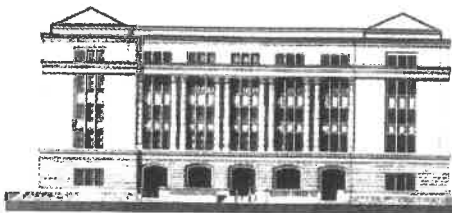
libraries and, working with Head of Adult Services Martha O'Hara and I, drafted the attached policy.

RECOMMENDATION: Martha, Amy, and I have pored over the attached proposal as individuals and as a group. I recommend approval.

Photo Policy Proposal

The Lake Bluff Library holds many fun, educational, and well attended programs each year. At present, the library's lack of a formal policy makes it difficult to use pictures of events in promotional media. Head of Adult Services Martha O'Hara checked with other libraries in the area in drafting the attached proposal. In reviewing her work, I also found her proposal to be in keeping with the policy of the Lake Bluff Park District and School District 65.

RECOMMENDATION: This policy will help as we continue to grow our programming and community engagement programs. It has been carefully researched. I recommend approval.



JESSE WHITE • Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

WWW.CYBERDRIVEILLINOIS.COM

**Illinois State Library
FY2016 – FY2017 REQUIREMENTS
ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION GRANTS**

FY2016 Requirements

Annual Report — The library must have a current Illinois Public Library Annual Report (IPLAR) on file with the Illinois State Library. The IPLAR deadlines are detailed in the Illinois Compiled Statutes (ILCS):

- For municipal (city, incorporated town, village or township) libraries, the report shall be submitted within 60 days after the expiration of the fiscal year [75 ILCS 5/4-10].
- For public library districts, the report shall be submitted on or before September 1 of each year [75 ILCS 16/30-65].
- Non-compliance/non-submission of the IPLAR is a violation of Illinois library law and jeopardizes a public library's receipt of grant funding from the Illinois State Library. Grants affected include, but are not limited to, Public Library Per Capita and Equalization Aid; Live and Learn Public Library Construction; and Library Services and Technology Act.

Standards Chapter Review — Library staff will review and report on progress in meeting Chapter 5, "Technology," of *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014*.

Educational Programs and Training Opportunities for Patrons — Identify educational programs and training opportunities the library currently provides to its patrons. If the library does not currently provide such programs and training, how does the library meet or plan to meet the needs of the patrons?

Technology — Library staff and board will complete the EDGE Assessment, which is supported by the Illinois State Library and provided at no charge to your library. If the library already completed the assessment, it does not have to be repeated.

Trustees — The library board, having previously analyzed the library's finances and fiscal climate, will identify and describe how library funds are used to support educational programs and training opportunities for patrons. The library board and staff will engage in a discussion on how the library fosters resource sharing. Provide an example of how the library has expanded or improved resource sharing for its patrons.

FY2017 Requirements

Annual Report — The library must have a current Illinois Public Library Annual Report (IPLAR) on file with the Illinois State Library. The IPLAR deadlines are detailed in the Illinois Compiled Statutes (ILCS):

- For municipal (city, incorporated town, village or township) libraries, the report shall be submitted within 60 days after the expiration of the fiscal year [75 ILCS 5/4-10].
- For public library districts, the report shall be submitted on or before September 1 of each year [75 ILCS 16/30-65].
- Non-compliance/non-submission of the IPLAR is a violation of Illinois library law and jeopardizes a public library's receipt of grant funding from the Illinois State Library. Grants affected include, but are not limited to, Public Library Per Capita and Equalization Aid; Live and Learn Public Library Construction; and Library Services and Technology Act.

Standards Chapter Review — Library staff will review and report on progress in meeting Chapter 6, "Access," of *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014*.

Educational Programs and Training Opportunities for Patrons — Describe current or potential collaborative efforts that have benefited or will benefit local library patrons and patrons in neighboring communities.

Technology — Library board and staff will report on the impact the EDGE Assessment has had on the library, including at least one example of how the library has used or plans to use the information gleaned from the assessment.

Trustees — The library board will describe the library's ability to meet the needs of the community as a provider of educational programs and training opportunities, will describe the library's ability to integrate new technologies and will identify at least one activity that fosters increased resource sharing.

Chapter 5 [Technology]

Technology is ubiquitous and permeates most aspects of our lives, environments, and expectations. Twenty-first century libraries are no exception. Libraries are challenged to cope with the integration of technology solutions for all library services as well as to plan for and assess the impact of technology based on user's expectations. Technology, however, is only a tool that is interwoven into all aspects of library services, programs, and operations. The significant keys that serve as the catalyst to unlock technology, the tool, include:

- An informed, qualified, and trained staff whose direct interaction, insight, and instruction in the provision of quality patron services are imperative;
- An adequate budget to maintain and improve all aspects of the library's technological environment and services; and,
- A long-range/strategic technology plan that embraces integration of new technologies into library services, programs, and operations.

The multifaceted roles for technology in the library environment include but are not limited to:

- telecommunications conduit(s): telephone, fax, Internet, e-mail, library network;
- providing access to relevant digital content and enabling community members to create their own digital content (workstations, printers, use of software, Internet access, e-mail, makerspaces);
- access to resources within and beyond the local library's resources through the library's website (e-books, audio books, real time reference);
- expedited and enhanced patron services (automated circulation systems, self-checkout, e-commerce solutions);
- 24/7 library access (via the library's website); and
- improved staff efficiency in both serving patrons and in handling day-to-day routine library functions/operations (remote servers, Cloud, off-site servers).

APPLICABLE CORE STANDARDS – Please see Core Standards 11, 13, 16, 17, 18, 19, 22, 23, and 24 in Chapter 1.

TECHNOLOGY STANDARDS

1. Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.
2. The library must have a(n):
 - telephone, with a listing in the phone book;
 - telephone voice mail and/or answering machine;
 - fax and/or scanner;
 - photocopier;
 - effective Internet access, with sufficient capacity to meet the needs of both the staff and the public;
 - library and/or departmental e-mail accounts for patron communication with the library (e-mail must be read and responded to during library hours.)
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
 - up-to-date computers with sufficient capacity to meet needs for staff and public access;
 - up-to-date printers with sufficient capacity to meet needs for staff and public access;
 - up-to-date anti-virus protection and Internet security software installed on every library computer;
 - up-to-date Internet browsers, web applications, and plug-ins;
 - telephone access for deaf/hearing-impaired patrons: TTY (text telephone), TDD (Telecommunications Devices for the Deaf), TRS (Telecommunications Relay Service), or other relevant technologies;
 - a valid e-mail address, accessible via the library's website, for the library director; and,
 - a website that includes basic library information such as hours, location, contact, official name of library, and content required by *Open Meetings Act*.
3. The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis. The wait time for patron-accessible workstations/devices is minimal and does not exceed 15 to 30 minutes.
4. The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness. Illinois libraries participate in the Illinois telecommunications network/backbone, i.e., the Illinois Century Network [www.illinois.net] when such participation is economically feasible.

5. The library provides 24/7 remote access to library services and resources through:
 - a web-accessible library catalog;
 - *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
 - appropriate regional, state, national, and international bibliographic databases;
 - other authenticated electronic resources that are available for direct patron use; and,
 - virtual reference service, and/or instant or text messaging services, and/or library e-mail account.
6. The library staff must be:
 - computer literate;
 - trained to use and assist patrons in the use of electronic resources and materials; and,
 - accessible via e-mail and/or through messaging services.
7. The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, e-mail, productivity software, and the Internet.
8. The library provides web links and access to regional and/or statewide initiatives including:
 - regional library system consortial web-based catalogs;
 - the CARLI academic library catalog (I-Share);
 - Illinois State Library-sponsored databases/e-resources;
 - other electronic collections as available; and,
 - virtual reference service.
9. As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.
10. The library has a board-adopted Internet acceptable use policy that is reviewed annually.
11. The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.
12. The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.
13. The library develops and updates at regular intervals a long range/strategic plan for its future technology needs based on community needs and priorities. The plan includes the date of implementation, the planned review schedule, and addresses, at a minimum, the areas noted below as required in the School and Libraries Program of the Universal Service Fund [www.universalservice.org/sl/applicants/step01/default.aspx]
 - goals and realistic strategy for using telecommunications and information technology;
 - a professional development strategy;
 - an assessment of telecommunications services, hardware, software, and other services needed;
 - budget resources; and,
 - ongoing evaluation process.
14. The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies, community feedback about library technology, and service enhancements including but not limited to:
 - wireless access (Wi-Fi);
 - Internet connectivity upgrades sufficient for patron and staff use;
 - networking (local vs. wide area);
 - library Intranet;
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, and is interactive and mobile compatible;
 - patron self-checkout functionality;
 - new technologies/potential services; for example, social networking, makerspaces, and mobile apps.
 - current and functional meeting room technology;
 - adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and,
 - ongoing staff continuing education/training related to all aspects of technological services.

15. The library protects the integrity, safety, and security of its technological environment via:
- anti-virus software and other Internet security software;
 - firewalls;
 - authentication;
 - routine installation of upgrades, patches, etc;
 - scheduled data backup; and,
 - remote/off-site storage of data backups.
16. The library's automated catalog and its components comply with current state, national, and international standards including, for example, but not limited to:
- Illinois Statewide Cataloging Standards [www.cyberdriveillinois.com/library/libraries/cataloging_standards.html]
 - MARC 21 (Machine Readable Cataloging) formats [www.dublincore.org/]
 - ANSI (American National Standards Institute);
 - NISO (National Information Standards Organization);
 - ISO (International Organization for Standardization); and,
 - Specific standards including ANSI/NISO Z39.50 protocol, the Bath Profile, and ISO 16160, 10161.
17. The library applies for E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). [www.universalservice.org/sl]

TECHNOLOGY CHECKLIST

- Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.
- The library must have a(n):
 - telephone, with a listing in the phone book;
 - telephone voice mail and/or answering machine;
 - fax and/or scanner;
 - photocopier;
 - effective Internet access with sufficient capacity to meet the needs of both the staff and the public;
 - library and/or departmental e-mail accounts for patron communication with the library;
 - the library e-mail account is reviewed daily when the library is open;
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
 - up-to-date computers for staff and public access with sufficient capacity to meet needs;
 - up-to-date printers for staff and public access with sufficient capacity to meet needs;
 - up-to-date antivirus and Internet security software protection installed on every library computer;
 - up-to-date Internet browsers, web applications, and plug-ins;
 - telephone access for deaf/hearing-impaired patrons: TTY (text telephone), TDD (Telecommunications Devices for the Deaf), TRS (Telecommunications Relay Service), or other relevant technologies;
 - a valid e-mail address, accessible via the library's website, for the library director; and
 - a website that includes basic library information such as hours, location, contact, official name of library, and content required by the *Open Meetings Act*.
- The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis.
- The wait time for patron workstations does not exceed 15 to 30 minutes.
- The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness.
- The library provides 24/7 remote access to library services and resources through:
 - a web-accessible library catalog;
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
 - appropriate regional, state, national, and international bibliographic databases;
 - other authenticated electronic resources that are available for direct patron use; and,
 - virtual reference service, and/or text messaging services, and/or a library e-mail account.
- The library staff must be:
 - computer literate;
 - trained to use and assist patrons in the use of electronic resources and materials; and,
 - accessible via e-mail and/or through messaging services.
- The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, e-mail, productivity software, and the Internet.
- The library provides web links and access to regional and/or statewide initiatives including:
 - regional library system consortial web-based catalogs;
 - the CARLI academic library catalog (I-Share);
 - Illinois State Library-sponsored databases/e-resources;
 - other electronic collections as available; and,
 - virtual reference service.
- As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.
- The library has a board-adopted Internet acceptable use policy.
- The Internet acceptable use policy is reviewed annually.
- The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.

Chapter 5 [Technology]

- ❑ The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.
- ❑ The library develops and updates, at regular intervals, a long-range/strategic plan for its future technology needs. The plan is based on current state, national, and international standards.
- ❑ The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies and service enhancements including but not limited to:
 - wireless access (Wi-Fi);
 - Internet connectivity upgrades sufficient for patron and staff use;
 - networking (local area vs. wide area);
 - library Intranet;
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, is mobile compatible, and is interactive;
 - patron self-checkout functionality;
 - new technologies/potential services; for example, social networking, makerspace, and mobile apps;
 - current and functional meeting room technology;
 - adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and,
 - ongoing staff continuing education/training related to all aspects of technological services.
- ❑ The library protects the integrity, safety, and security of its technological environment.
- ❑ The library's automated catalog and its components comply with current state, national, and international standards.
- ❑ The library applies for E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).

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- Tomaiuolo, Nicholas G. *UContent: The Information Professional's Guide to User-Generated Content*. Medford, NJ: Information Today, 2011.

WEBSITES

Americans with Disabilities Act
www.ada.gov/

ADA Best Practices Tool Kit for State and Local Governments
www.ada.gov/pcatoolkit/chap5toolkit.htm

ADA Compliancy
www.csub.edu/els/WEB/accessibility/

What Makes a Great Web Site?
www.webreference.com/greatsite.html

Illinois Information Technology Accessibility Act (IITAA) Implementation Guidelines for Web-based Information and Applications 1.0
(formerly Illinois Web Accessibility Standards)
www.dhs.state.il.us/IITAA/IITAAWebImplementationGuidelines.html

International Center for Disability Resources on the Internet
www.icdri.org/CynthiaW/is_%20yoursite_ada_compliant.htm

W3C/Web Accessibility Initiative
www.w3.org/WAI/eval/Overview.html

USE – 4: Proposed Home Delivery Policy

Eligibility

Home delivery service will be provided to any Lake Bluff Public Library cardholder who is temporarily or permanently unable to come to the library due to limited mobility, prolonged illness, low vision, or recent surgery. While not required, the Library reserves the right to ask for a certificate of eligibility, completed and signed by a medical doctor or other professional.

Registration

Each home delivery patron must have a registered card with the Lake Bluff Public Library. If they are eligible for a card but do not have one, registration must be completed before the first delivery. The patrons will retain their cards but the Library will maintain a file including patrons' barcodes to facilitate the check-out of materials.

Delivery Schedule and Loan Periods

Items will be delivered by a volunteer or staff once monthly. Deliveries will be made between the hours of 10:00 and 4:00 Monday through Friday. All items, including interlibrary loan materials, will have a loan period of one month. When new items are delivered, old items will be collected to be returned to the library.

Fines and Fees

There is no fee for home delivery. Overdue fines will not be assessed on items however charges for lost and damaged items will apply.

Renewals

Renewals are available at the discretion of the library staff.

Items available for Home Delivery

All formats are eligible for home delivery but items in high demand may be excluded. There is no limit on books, audiobooks, music, or magazines but there is limit of 15 items total for Blu-rays, DVDs and video games. Interlibrary loan materials will be made available but will have the usual limit of 4 items.

Home Environment Required for Delivery

Patrons requesting home delivery services must provide a safe and appropriate environment for volunteers or staff members who make deliveries to their homes and patrons must protect all library materials while in their custody. The patron receiving the delivery must be present at

time of delivery. If an issue arises and you are unable to be home at your scheduled delivery time please call the library to reschedule. Volunteers or staff members may choose not to enter a home, to leave a home immediately and/or to recommend suspension of the service if conditions including, but not limited to, the following exist:

- Pets are not confined (with the exception of service animals trained to assist a disabled person).
- There is no clear and safe path to the home, with snow shoveled and ice removed.
- Any person in the home is dressed in revealing attire.
- Any person in the home presents threatening behavior.
- Any person in the home uses abusive or obscene language, makes obscene gestures or displays obscene images.
- Any person in the home harasses the library's representative.
- Any person in the home exhibits signs of illness that may jeopardize the health of the library's representative and the library has not been notified of the illness.
- Any person is engaging in any illegal activity in the home.
- Any library material currently in the possession of the homebound patron appears to have been willfully defaced, mutilated or damaged while in the custody of the homebound person.
- Conditions in the home are unsafe or unsanitary.

If a volunteer or staff member must leave the home, deny service or wishes to recommend suspension of service because the occurrence of any of the above is deemed to make the home environment for delivery unsafe or inappropriate, the volunteer or staff member shall provide the Head of Adult Services and the Library Director with notice of why such action occurred together with any recommendation for length of suspension of service.

The Head of Adult Services shall send written notice to the patron of the reason for and the length of any continuing suspension of service and shall provide a copy of the notice to the Library Director. No suspension of service in excess of thirty (30) days shall be imposed unless it is recommended by the Library Director and approved by the Board of Trustees. Any homebound patron may request in writing that the suspension of service be reviewed by the Board of Trustees at the next monthly Board meeting.

Summary

I propose that the library adopt a formal photo policy for library events in order to better meet our marketing and outreach goals.

Current Policy

The library has no formal photo policy at this time. The lack of a formal policy makes it difficult for staff to use photos of library events in promotional literature. As the library continues to expand its programs and services, it's important that we have the ability to share the successes of these events. Our marketing and promotional materials should be able to show that the library is a dynamic and exciting community center.

Goals

There were two major goals in drafting this recommendation:

- A photo policy should make it easy for library staff members to take and share photos of library events in library literature or other promotional material.
- A photo policy should also make it easy for patrons to opt out of having their photo taken if they so choose.

Minors

Additional considerations should be taken into account for photos of minors. As part of my research for this proposal, I spoke with Ann Finstad, the current Head of Youth Services at Glencoe Public Library. Prior to working at Glencoe, Ann was the Head of Youth Services at Morton Grove Public Library. Ann said the following of Morton Grove:

"[...] we had some procedural practices at MGPL designed to be sensitive to patron's wishes about photos. This was especially true given that we had several families who objected to photos for religious/cultural reasons [...] We heavily used social media (especially Flickr) at MGPL and I cannot recall one instance of resistance by a parent regarding privacy issues during that time. I think it's because we did carefully consider our practices and communicate them to parents. We regularly posted photos of certain programs to Facebook and I know some parents really looked forward to seeing those pictures."

Ann shared the following procedural practices for photos of minors:

- Children's names (even just first names) were never listed along with their picture on social media unless explicitly approved by a parent. (We did not require a written form, verbal consent was okay).
- We really tried to avoid using names when posting to social media, and never tagged photos.
- Any worn nametags in pictures posted to social media were blurred
- Pictures taken during school visits had to comply with school photo policies - which meant only taking pictures of the backs of children's heads.

- Photos taken DURING programs complied with our photo policies. i.e. someone had to tell us that they did not want their/their child's picture taken
- Photos taken IN the library/during casual use were generally approached with verbal consent. This is because we felt that most people did not expect to have their picture taken during regular library use. (And we didn't do it that often.) Often just a "we're going to be taking some pictures of people using the library today, is that okay?" immediately prior to photo-taking was used.

Proposed Policy

USE-5: Photo Policy

The Lake Bluff Public Library reserves the right to use photos and/or audio/video recordings taken at the library or at a library-sponsored event for publicity purposes. All library patrons consent to the use of their image and/or voice taken at the library or during library events unless they specifically inform staff of an objection to such use. No names will be utilized in conjunction with photos, audio, or video without express written consent.

Proposed Procedural Considerations

- Staff will make a general announcement prior to programs where photos/audio/video are taken.
- Photos on social media will not be tagged.
- Photos taken in the library during casual use will be approached with verbal consent.
- Staff will honor patron requests to remove photos from social media or the website.
- Staff will seek verbal permission from patrons before using photos in print publications.

Long Range Planning Open House

Community Engagement Coordinator Amy vanGoethem and I have been working on the 4:30 to 7:30pm Monday, September 21 Long Range Plan Open House.

Budget

Roughly \$150 of the Outreach budget line is available for the event.

Snacks

Light snacks will be available. Amy is taking a look at what we would be able to get from Costco for the event.

Displays

A series of display 'stations' will be set up in the library's Spruth Meeting Room. At present, these are:

1. Mission statement and current library status.
2. Methodology, including numbers from the patron satisfaction survey and the long range planning process.
3. The goals established at the end of the Long Range Planning process. Information about specific projects follows in the next display boards.
 - a. Space usage study, what we've learned and accomplished.
 - b. The branding project, which is currently under way.
 - c. The potential Intergovernmental Agreement between the library and School District 65.
 - d. New outreach opportunities that are taking the library out into the community.
 - e. Commitment to fiscal responsibility.
 - f. An interactive return-on-investment calculator to show off the value of what community members are receiving from their library.
4. Conclusion board.

Copies of the Long Range Plan will be available for review by attendees, either at the event or at home.

Staffing

The three hour long event will be divided into two hour-and-a-half long shifts, one running from 4:30 to 6:00pm, the other stretching from 6:00 to 7:30pm. Three individuals will be needed for each shift. One will be stationed at the door greeting arrivals, one at the space usage study board, and the last at the return on investment calculator. Two of these three will be staff members, so only one trustee will be needed for each of the two shifts. If more trustees are able to attend and help out, that would be welcome. All trustees and staff members in attendance will have a list of talking points to help answer questions in a consistent fashion. Let me know if you are interested in helping out.

Invitations

Amy will have the invitations printed and ready to be sent by the August 18 Board Meeting. She will bring the invites to the meeting so that trustees who wish to add a personal note to some of the invites may do so.

Conclusion

Feedback, as the details of the event are being finalized, is very helpful. If a more in depth discussion is desired, one exceeding the 10 minutes allotted for the Board meeting, an Outreach or Long Range Planning Committee meeting should be scheduled.

Director's Report – August 2015

Short Takes for Trustees

Available through the Reaching Across Illinois Library System (RAILS) website, 'Short Takes for Trustees' are quick courses with information for new and experienced trustees. See the end of the Board packet for a flyer with more information.

Lake County Fair

On August 1st I, along with staff members Amy vanGoethem, Eliza Jarvi, and Martha O'Hara, represented LBPL at the Lake County Libraries booth. We had a chance to talk with many fair goers. Over the course of the fair, all of the promotional materials regarding the Lake Bluff Library were handed out. Community members who stopped by to visit the booth were able to stop by the library and register to win a prize.

New Shelver

With Kate Youdell headed off to college at the end of August, Anna Fifhouse will be stepping in as our newest staff member. Anna has been a very reliable volunteer at the library since last January. In addition to shelving, Anna will also be working a few hours on the weekend with the departure of Jackie Sawicz.

Memorial Funds

I was contacted this month by the Spencer family, who wished to encourage mourners for longtime resident dy Spencer to contribute to the library. Thus far we have received \$525 in donations. The funds will, per the wishes of the family, be used to support the children's department.

Lake Bluff Criterium

The library was again active during the Lake Bluff Criterium Bike Race. Juggler and unicycle rider Mike Vondruska entertained crowds around downtown from 11:00am to 2:00pm. Martha O'Hara and Amy vanGoethem coordinated the annual sidewalk chalk contest, which once again saw some impressive entries.

New Book Club

Staff member Carrie Spezzano will be leading a new book club this fall, a 'Cookbook Book Club.'

Summer Reading Clubs and Programs

The Adult Summer Reading Club, Children's Summer Reading Club, and Teen Summer Reading Club all finished strong. Carol Carter hosted well attended programs, including one on the SS *Eastland* and another with the always popular Chef Michael Maddox.

Delivery Privatization

Our local library consortium, RAILS, is moving forward with the privatization of its delivery service. The delivery company contracted, CTS, handles overnight deliveries for banks and medical supplies. They are

bonded and well respected. Other than overnight delivery, there should be little change to the existing delivery schedule and service. The service changeover is tentatively scheduled for October 15, 2015.

Shakespeare's First Folio

The Lake County Discovery Museum will be playing host to a copy of Shakespeare's famous 'First Folio' in February 2016 courtesy of the Folger's Shakespeare Library. The Museum has reached out to area libraries, including LBPL, to encourage Shakespeare related reading and programs.

Friends of the Library Meeting Dates

February 21 at 10:00am – KATHY MEIERHOFF

March 21 at 10:00am – CAL STROH

April 18 at 10:00am – RUTH SCHNELL

June 27 at 10:00am – TIM KREGOR

August 15 at 10:00am – JANIE JERCH

September 19 at 10:00am – SCOT BUTLER

October 17 at 10:00am

November 21 at 10:00am

All meetings will be held in the Lake Bluff Library Spruth Meeting Room.

Respectfully submitted,

Eric Bailey

Library Director

Monthly Statistics Summary July 2015

17A

Library Usage Summary

Total July Circulation

	Total	Avg. Circ/Hour	% Change
15-16	11,475	50.11	1.29%
14-15	11,329	49.91	-12.25%
13-14	12,910	54.94	4.26%

Total July Visits

FY	Total Visits	Avg. Visits/Hour	% Change
15-16	7,384	32.24	-4.88%
14-15	7,763	34.20	-7.93%
13-14	8,432	35.88	-16.16%

Total July Programs

FY	# of Programs	% Change	Attendance	% Change
15-16	35	-16.67%	1,434	-27.21%
14-15	42	7.69%	1,970	16.78%
13-14	39	0.00%	1,687	4.39%

Online Access

Total July eMaterial Circulation

FY	eBook/ eAudio	eVideo	eMusic	eMagazines	% Change
15-16	875	3	179	13	30.97%
14-15	553	1	216	47	21.04%
13-14	405	N/A	270	N/A	21.84%

Total July Website Usage

FY	Page Loads	% Change	Unique Visitors	% Change
15-16	9,387	7.92%	6,129	17.19%
14-15	8,698	-18.45%	5,230	-17.61%
13-14	10,666	13.47%	6,348	-6.01%

Total July Database Usage

FY	Research*	Novelist	Tumble Books	% Change
15-16	221	952	17	142.86%
14-15	381	83	26	204.35%
13-14	38	119	4	168.33%

Other Services

Total July Other Services

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
15-16	2	139	27	8
14-15	9	131	37	11
13-14	7	144	24	N/A

Total Circulation Fiscal Year to Date

FY	Total	Avg. Circ/Hour	% Change
15-16	30,856	45.59	3.06%
14-15	29,941	44.25	-10.07%
13-14	33,293	49.22	2.71%

Total User Visits Fiscal Year to Date

FY	Total Visits	Avg. Visits/Hour	% Change
15-16	19,699	29.13	-0.53%
14-15	19,805	29.22	-22.55%
13-14	25,572	38.08	-1.64%

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
15-16	109	21.11%	3,404	-6.64%
14-15	90	-43.75%	3,646	6.82%
13-14	160	50.94%	3,913	0.93%

Total eMaterial Circulation Year to Date

FY	eBook/ eAudio	eVideo	eMusic	eMagazines	% Change
15-16	2,250	3	604	70	52.05%
14-15	1,547	5	378	212	9.34%
13-14	1,248	N/A	711	N/A	24.30%

Total Website Usage Fiscal Year to Date

FY	Page Loads	% Change	Unique Visitors	% Change
15-16	31,996	13.85%	18,646	9.63%
14-15	28,103	-8.82%	17,008	-4.57%
13-14	30,822	10.19%	17,823	-6.48%

Total Database Usage Fiscal Year to Date

FY	Research*	Novelist	Tumble Books	% Change
15-16	792	2,495	110	239.02%
14-15	808	113	81	273.88%
13-14	114	122	32	51.41%

Total Other Services Fiscal Year to date

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
15-16	14	399	119	15
14-15	18	368	100	54
13-14	16	392	87	N/A

* Research Databases include Lynda, ProQuest, EBSCO, Genealogy databases, and Mango Languages

Monthly Statistics Summary

July 2015

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Adult Services Summary

Total July Circulation

FY	Fiction	Non Fiction	A/V	Total	% Change
15-16	1,205	935	2,185	4,656	-0.30%
14-15	1,223	716	2,405	4,670	-18.57%
13-14	1,439	863	3,033	5,735	2.65%

Total Circulation Fiscal Year to Date

FY	Fiction	Non Fiction	A/V	Total	% Change
15-16	3,253	2,569	6,557	13,239	0.05%
14-15	3,295	2,104	6,777	13,233	-15.11%
13-14	3,858	2,267	8,452	15,588	-1.40%

Total July Programs

FY	# of Programs	% Change	Attendance	% Change
15-16	10	25.00%	92	-13.21%
14-15	8	-11.11%	106	17.78%
13-14	9	50.00%	90	52.54%

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
15-16	27	28.57%	316	24.90%
14-15	21	-25.00%	253	1.61%
13-14	28	21.74%	249	44.77%

Teen Services Summary

Total July Circulation

FY	Total	% Change
15-16	221	-26.09%
14-15	299	-20.05%
13-14	374	-13.23%

Total Circulation Fiscal Year to Date

FY	Total	% Change
15-16	508	-38.20%
14-15	822	-9.97%
13-14	913	-13.79%

Total July Programs

FY	# of Programs	% Change	Attendance	% Change
15-16	6	-33.33%	58	9.43%
14-15	9	125.00%	53	1.92%
13-14	4	0.00%	52	-5.45%

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
15-16	16	-33.33%	120	26.32%
14-15	24	71.43%	95	-13.00%
13-14	14	0.00%	110	-29.00%

Youth Services Summary

Total July Circulation

FY	Fiction	Non Fiction	A/V	Total	% Change
15-16	3,648	662	1,018	5,361	-1.11%
14-15	3,709	467	1,242	5,421	-9.79%
13-14	4,117	441	1,435	6,009	3.96%

Total Circulation Fiscal Year to Date

FY	Fiction	Non Fiction	A/V	Total	% Change
15-16	9,327	1,596	2,719	13,703	1.96%
14-15	9,171	1,200	3,055	13,439	-7.64%
13-14	9,572	1,446	3,493	14,550	4.67%

Total July Programs

FY	# of Programs	% Change	Attendance	% Change
15-16	19	-24.00%	1,284	-29.10%
14-15	25	-3.85%	1,811	17.22%
13-14	26	-10.34%	1,545	2.86%

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
15-16	66	46.67%	2,968	-10.01%
14-15	45	-61.86%	3,298	-7.20%
13-14	118	71.01%	3,554	0.14%

Technical Services Summary

Total July Activity

FY	Acquisitions	Deletions
15-16	530	879
14-15	582	213
13-14	484	760

Total Activity Fiscal Year to Date

FY	Acquisitions	Deletions
15-16	1,673	1,695
14-15	1,917	1,535
13-14	2,355	2,135

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Monthly Statistics Summary
July 2015

July

	# of Households	% of Total Households
Households active in July	794	38.64%
Total active households	1,364	66.37%

June

	# of Households	% of Total Households
Households active in June	765	37.23%
Total active households	1,340	65.21%

May

	# of Households	% of Total Households
Households active in May	663	32.26%
Total active households	1,347	65.55%

April

	# of Households	% of Total Households
Households active in April	654	31.82%
Total active households	1,247	60.68%

March

	# of Households	% of Total Households
Households active in March	662	32.21%
Total active households	1,237	60.19%

February

	# of Households	% of Total Households
Households active in February	613	29.83%
Total active households	1214	59.08%

January

	# of Households	% of Total Households
Households active in January	630	30.66%
Total active households	1,212	58.98%



Short Takes for Trustees

These eight to ten minute videos are available at no cost to RAILS members and can be accessed through the RAILS website:

- ◆ What it Means to be a Trustee
- ◆ Board Meetings
- ◆ Board Ethics
- ◆ Library Advocacy
- ◆ Library Policies
- ◆ Strategic Planning
- ◆ Working with Friends
- ◆ Evaluating the Library Director
- ◆ Board Self-Evaluation
- ◆ Succession Planning and New Board Orientation

Quick ★ Convenient ★ Informative

RAILS library staff and trustees can log into the RAILS website and visit www.railslibraries.info/members/resources/short-takes-trustees to find out how to view these videos and download the accompanying handouts. To create a website account, visit www.librarylearning.info.

Questions?

Contact Joe Filapek, RAILS Consulting and Continuing Education Manager at joseph.filapek@railslibraries.info.