

**December 15th, 2015**

agenda

em

**DOCUMENT**

**Section**

**1,2 CTO, Additions (2 minutes)(7:02pm)**

Document Summary

1A

Agenda

2A-2B

**3 Opportunity to Address Board**

**4 Consent Agenda**

Minutes of November 17th, 2015 Board of Trustees Meeting (action)(2 minutes)(7:04pm)

3A-3B

**5 Treasurer's Report and Financial Reports (White and Yellow) (5 minutes)(7:09pm)**

November Financial Summary Report (action)(available at meeting)

4

November Detailed Revenue & Expense Report (action)(available at meeting)

5

November Detailed Balance Sheet (action)(available at meeting)

6

**6 Approval of Checks (Green) (10 minutes)(7:19pm)**

November Manual Check Report (action)(available at meeting)

7

November Check Register (action)(available at meeting)

8

**7 Committee Reports (30 minutes)(7:49pm)**

9A-9D

**8 New Business**

Foyer Study Space Agreement (action)(10 minutes)(7:59pm)

10A-10B

**9 Old Business**

(No Items)

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

Librarian's Narrative Report

11A-11B

**11 Executive Session(s) (30 minutes if entered)**

**12 Any and All Other Business ...**

**13 Adjournment (1 minute)(8:05pm)**

**14 Attachments**

Usage Statistics for the Month of November

12A-12D

Friends Meeting Attendees for 2016

13A

Study Space Agreement

United for Libraries Tip Sheet #1

14A-14B

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting**  
**Tuesday, December 15<sup>th</sup>, 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 November 17<sup>th</sup>, 2015 Regular Board Meeting **(action)(2 minutes)(7:04pm)**
5. **November 2015 Financial Reports – Detailed Balance and Revenue/Expense (White and Yellow Pages) (action)(5 minutes)(7:09pm)**
  - a. November Financial Summary Report
  - b. November Detailed Balance Sheet
  - c. November Detailed Revenue & Expense Report
6. **Approval of checks (Green Pages) (10 minutes)(7:19pm)**
  - a. November Manual Checks (xx-xx) **(action)**
  - b. November Monthly Checks (xx-xx) **(action)**
7. **Committee Reports (30 minutes)(7:49pm) (Committees that met)**
  - a. Building and Grounds Committee **(CHAIR: Schons. MEMBERS: Jerch, Meierhoff, and Stroh.)**
  - b. Building Task Force **(CHAIR: Butler. MEMBERS: Kregor.)**

**(Committees that did not meet)**

  - c. Human Resources Committee **(CHAIR: Butler. MEMBERS: Meierhoff, Stroh, Wojda.)**
  - d. Intergovernmental Committee **(CHAIR: Bailey. MEMBERS: Jerch and Stroh.)**
  - 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. Foyer Study Space Agreement **(10 minutes)(7:59pm)**

**9. Old Business**

- a. (None)

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

- a. Director's Narrative Report

**11. Executive Session(s)**

**(30 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)(8:05pm)**

**Attachments:**

Statistics Report

Friends Meeting Attendees

Study Space Agreement

United for Libraries Tip Sheet #1

**Upcoming Board Meetings: January 19, February 16, and March 15, 2016.**

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting Minutes**  
**Tuesday, November 17, 2015 at 7:00 PM**  
123 E. Scranton Ave, Lake Bluff, IL 60044

**1. Call to Order**

Board President Kathy Meierhoff called the meeting to order at 7:08 pm. Present were trustees Scott Butler, Tim Kregor, Janie Jerch, Carl Schons, Cal Stroh, and Romain Wojda. Also present was Library Director Eric Bailey.

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

**3. Opportunity for Public to Address the Board:** None present.

**4. Approval of Minutes**

Butler moved to accept the minutes as submitted by Jerch and amended by the Board; Schons seconded; all voted aye.

**5. October 2015 Financial Reports**

Butler moved to accept the Summary Report and Stroh seconded; all voted aye.

**6. Approval of checks**

Butler moved to accept the October Manual Checks (12366-12370) and the October Monthly Checks (12371-12409); Stroh seconded; all voted aye.

**7. Committee Reports**

a. Building and Grounds Committee (Chair Schons, members Jerch, Meierhoff, and Stroh; Director Butler) Meeting was held just prior to the regular Board meeting to discuss HVAC issues; the committee voted to make a recommendation to the Board to accept option #3 from Ireland Heating & Air Conditioning to make necessary repairs to the heating system.

The Board heard and discussed Director Butler's synopsis of the committee's recommendation at this time. Butler moved to accept the recommendation, Stroh seconded; all voted aye.

b. Finance Committee (Chair Butler, member Kregor) The committee agreed to recommend that the Board accept a tax levy increase of .1388% to \$886,047 for fiscal year (FY2016/2017).

The Board heard and discussed the committee's synopsis of their recommendation at this time. Butler moved to accept the recommendation, Schons seconded; all voted aye.

c. The remaining committees did not meet this month, but Chair Gregor of the Technology Committee noted that the Library is currently in the process of upgrading its Wi-Fi system, thanks to the Friends of the Library. It will be operational soon.

**8. New Business**

a. The audit for FY2014/2015, which was discussed at length at the October meeting, was found to be acceptable. Butler moved to accept the audit, Stroh seconded; all voted aye.

b. The Friends of the Library schedule of meetings for 2016 was divided up amongst the Library Board trustees; each trustee agreed to attend at least one meeting.

c. Exploring fundraising opportunities: Meierhoff and Bailey met with Mr. Philip Hood, Vice-President of Community Affairs at Lake Forest College and a source of information about fund-raising campaigns. The Board agreed to meet as a whole with Mr. Hood sometime in January to learn more about fund-raising.

d. Proposed amendment to operating budget: Butler moved to add \$20,000 from the reserve fund to the operating budget to pay for necessary repairs to the HVAC system. Stroh seconded; all voted aye.

9. **Old Business:** The tax levy issue was decided earlier in the meeting. Meierhoff, Schons, and Butler reported that they met on Nov. 6 to discuss the task force's purpose. Additional members of the task force will be Linda Schwarz, President of Friends of the Library, and Martha O'Hara, Library employee; more people from the community can be appointed as needed.

10. **Director's Report:** No further discussion needed.

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

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

Schons noted that Stroh was given a service recognition award from the American Legion for her work in providing service dogs for veterans.

He also noted that he attended one of the cooking demonstrations (Holiday Hors d'Oeuvres) and found it very enjoyable.

13. **Adjournment** Butler moved, Meierhoff seconded a motion to adjourn the meeting; all voted aye. Meeting adjourned at 8:45 pm.

**Respectfully submitted,**

**Janie Jerch**

# Financial Summary Report November

12/14/2015

CIA

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
<b>Revenues</b>							
Property Taxes	\$ 866,512	\$ 873,917	99.2%	96.3%	\$ 842,434	98.9%	\$ 851,666
Rental Fines	6,968	12,000	58.1%	0.8%	6,724	51.7%	13,000
State Per Capita Grant	-	7,153	0.0%	0.0%	-	0.0%	7,153
Non-Resident Fees	5,003	7,000	71.5%	0.6%	4,320	61.7%	7,000
Miscellaneous Revenue	1,035	3,000	34.5%	0.1%	970	32.3%	3,000
Other Grants	-	5,000	0.0%	0.0%	-	0.0%	5,000
Photo-copy Charges	1,266	2,000	63.3%	0.1%	1,281	64.0%	2,000
Village Contribution to Vliet Costs	-	7,900	0.0%	0.0%	-	0.0%	7,900
Vliet Operating Cost Contrib	390	-	---	0.0%	-	---	-
Interest Earnings	283	400	70.9%	0.0%	155	38.7%	400
Naperville (Impact) Fees	6,478	-	---	0.7%	-	---	-
Restricted Donations/Gifts	10,422	20,000	52.1%	1.2%	99	0.5%	20,000
Unrestricted Donations/Gifts	1,901	1,000	190.1%	0.2%	47	4.7%	1,000
<b>Total Revenues</b>	<b>\$ 900,259</b>	<b>\$ 939,370</b>	<b>95.8%</b>	<b>100.0%</b>	<b>\$ 856,030</b>	<b>93.2%</b>	<b>\$ 918,119</b>
Use of Fund Balance Reserves		\$ -					\$ 34,900
<b>Total Projected Revenues &amp; Use of Reserves</b>		<b>939,370</b>					<b>953,019</b>
<b>Expenditures</b>							
Librarian Salaries	\$ 176,160	\$ 224,000	78.6%	32.6%	\$ 129,237	57.7%	\$ 224,000
Staff Salaries	\$ 113,054	259,000	43.7%	20.9%	\$ 133,495	57.8%	231,000
Medical Insurance	\$ 34,509	80,000	43.1%	6.4%	\$ 28,939	68.9%	42,000
Other Employee Benefits	\$ 160	250	64.0%	0.0%	\$ -	0.0%	500
Employer IMRF	\$ 26,250	45,000	58.3%	4.9%	\$ 27,133	60.3%	45,000
Employer FICA	\$ 21,687	37,000	58.6%	4.0%	\$ 19,707	56.3%	35,000
<b>Subtotal Personnel Expense</b>	<b>\$ 371,819</b>	<b>\$ 645,250</b>	<b>57.6%</b>	<b>68.8%</b>	<b>\$ 338,511</b>	<b>58.6%</b>	<b>\$ 577,500</b>
Building Maintenance	\$ 14,967	\$ 24,000	62.4%	2.8%	\$ 12,185	43.5%	\$ 28,000
Elevator Maintenance	\$ 223	2,000	11.2%	0.0%	\$ 1,226	61.3%	2,000
Grounds Maintenance	\$ 2,403	8,000	30.0%	0.4%	\$ 4,437	52.2%	8,500
Copier Maintenance	\$ 3,471	4,500	77.1%	0.6%	\$ 2,293	51.0%	4,500
<b>Subtotal Maintenance Expense</b>	<b>\$ 21,063</b>	<b>\$ 38,500</b>	<b>54.7%</b>	<b>3.9%</b>	<b>\$ 20,142</b>	<b>46.8%</b>	<b>\$ 43,000</b>
Other Professional Services	\$ 12	\$ 5,000	0.2%	0.0%	\$ 14,182	70.9%	\$ 20,000
Computer Services	\$ 9,290	15,000	61.9%	1.7%	\$ 8,885	44.4%	20,000
Legal Services	\$ 2,477	2,500	99.1%	0.5%	\$ 1,404	9.4%	15,000
Professional Development	\$ 580	3,000	19.3%	0.1%	\$ 1,403	28.1%	5,000
Dues	\$ 2,061	2,000	103.1%	0.4%	\$ 1,573	78.7%	2,000
Utilities	\$ 7,701	9,000	85.6%	1.4%	\$ 5,260	65.8%	8,000

**LAKE BLUFF PUBLIC LIBRARY**  
**REVENUE AND EXPENDITURE REPORT**  
**For period ending November 30, 2015**

12/14/2015

483

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	\$ 1,094	3,000	36.5%	0.2%	\$ 1,773	59.1%	3,000
Printing/E-News	\$ 5,966	8,500	70.2%	1.1%	\$ 5,685	63.2%	9,000
Office Supplies	\$ 2,361	5,750	41.1%	0.4%	\$ 2,384	39.7%	6,000
Bldg/Grounds Supplies	\$ 1,072	2,000	53.6%	0.2%	\$ 730	36.5%	2,000
Technical Services Supplies	\$ 2,311	5,000	46.2%	0.4%	\$ 1,893	34.4%	5,500
<i>Subtotal Contracts &amp; Commodities</i>	\$ 34,924	\$ 60,750	57.5%	6.5%	\$ 45,171	47.3%	\$ 95,500
Hospitality Program Support	\$ 23	500	4.7%	0.0%	\$ 59	5.9%	1,000
Adult Program Support	\$ 3,877	5,000	77.5%	0.7%	\$ 3,086	77.1%	4,000
Juvenile Program Support	\$ 4,658	5,800	80.3%	0.9%	\$ 6,266	89.5%	7,000
Outreach Program Supplies	\$ 631	1,000	63.1%		\$ 6,442		
Teen Program Supplies	\$ 563	1,200	46.9%		\$ 10,054		
Per Capita Grant	\$ 5,422	7,153	75.8%	1.0%	\$ 8,775	122.7%	7,153
Other Grant Expenditures	\$ -	5,000	0.0%	0.0%	\$ -	0.0%	5,000
<i>Subtotal Programs &amp; Grants</i>	\$ 15,175	\$ 25,653	59.2%	2.8%	\$ 34,682	143.6%	\$ 24,153

**LAKE BLUFF PUBLIC LIBRARY**  
**REVENUE AND EXPENDITURE REPORT**  
**For period ending November 30, 2015**

12/14/2015

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	\$ 10,987	17,000	64.6%	2.0%	\$ 421	2.3%	18,000
Adult Fiction Books	\$ 8,200	14,000	58.6%	1.5%	\$ 8,041	53.6%	15,000
Adult Large Print Materials	\$ 231	500	46.2%	0.0%	\$ 8,291	1658.2%	500
Adult AV Materials	\$ 7,840	15,000	52.3%	1.5%	\$ 7,158	47.7%	15,000
Adult Reference/e-Reference	\$ 11,595	21,000	55.2%	2.1%	\$ 3,355	14.6%	23,000
Juvenile Non-Fiction Books	\$ 5,463	7,000	78.0%	1.0%	\$ 2,720	38.9%	7,000
Picture Books	\$ 4,552	5,000	91.0%	0.8%	\$ 977	16.3%	6,000
Juvenile Fiction Books	\$ 3,554	9,000	39.5%	0.7%	\$ 334	3.9%	8,500
Juvenile AV Materials	\$ 1,175	1,500	78.4%	0.2%	\$ 1,511	40.3%	3,750
Juvenile e-Reference	\$ 334	2,000	16.7%	0.1%	\$ 6,966	696.6%	1,000
Teen Books	\$ 1,478	2,750	53.7%	0.3%	\$ 109	3.9%	2,750
e-Books	\$ -	6,250	0.0%	0.0%	\$ 4,867	40.6%	12,000
Graphic Novels	\$ 298	500	59.5%	0.1%	\$ 2,396	479.1%	500
Periodicals	\$ 5,100	\$ 6,000	85.0%	0.9%	\$ 2,116	30.2%	\$ 7,000
Video Games	\$ 1,756	3,500	50.2%	0.3%	\$ 20,297	579.9%	3,500
<i>Subtotal Materials</i>	\$ 62,565	111,000	56.4%	11.6%	\$ 69,560	56.3%	\$ 123,500
Patron & Staff Software	\$ 2,587	5,000	51.7%	0.5%	\$ 2,462	41.0%	6,000
Library Automation Software	\$ 20,297	22,000	92.3%	3.8%	\$ 2,020	8.4%	24,000
Miscellaneous Expense	\$ 1,239	1,000	123.9%	0.2%	\$ 530	26.5%	2,000
<i>Subtotal Software/Other</i>	\$ 24,123	28,000	86.2%	4.5%	\$ 5,013	15.7%	\$ 32,000
FR Restricted Donations	\$ 2,551	-	---	0.5%	\$ 7,208	360.4%	2,000
Library Furnishings	-	1,000	0.0%	0.0%	737	---	-
Computer Equipment	150	1,000	15.0%	0.0%	-	0.0%	14,000
Other Equipment	42	1,000	4.2%	0.0%	3,016	150.8%	2,000
	6,601	-	---	1.2%	-	0.0%	-
Exterior Bldg Improvements	-	1,000	0.0%	0.0%	149	1.2%	12,000
Use of Temporarily Restrict Donat	554	21,000	2.6%	0.1%	-	0.0%	21,000
Contingency	770	5,217	14.8%	0.1%	-	0.0%	6,366
<i>Subtotal Capital, Grants &amp; Dona</i>	\$ 10,668	\$ 30,217	35.3%	2.0%	\$ 11,109	19.4%	\$ 57,366
<b>Total Expenditures</b>	<b>\$ 540,338</b>	<b>\$ 939,370</b>	<b>57.5%</b>	<b>100.0%</b>	<b>\$ 524,187</b>	<b>55.0%</b>	<b>\$ 953,019</b>

Fund Balance as of April 30, 2015<sup>a</sup> 526,947  
YTD Addition to/(Subtraction from) Fund Balance 359,921  
Fund Balance at month end 886,868

<sup>a</sup>The fund balance has not been audited yet.



DATE: 12/14/2015  
 TIME: 10:31:10  
 ID: GL470006.WOW

5A

PAGE: 1  
 F-YR: 16

-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 7 PERIODS ENDING NOVEMBER 30, 2015

FUND: LAKE BLUFF PUBLIC LIBRARY  
 DEPT: REVENUES

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER 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	4,660.93	5,680.75	866,511.79	842,434.24	873,917.00	99.1%
TOTAL REVENUES: PROPERTY TAXES		4,660.93	5,680.75	866,511.79	842,434.24	873,917.00	99.1%
SERVICES & FEES							
80-40-403-48300	PHOTO-COPY CHARGES	187.40	214.95	1,266.38	1,280.90	2,000.00	63.3%
80-40-403-48500	NON-RESIDENT FEES	537.94	733.25	5,002.97	4,319.55	7,000.00	71.4%
TOTAL REVENUES: SERVICES & FEES		725.34	948.20	6,269.35	5,600.45	9,000.00	69.6%
FINES							
80-40-503-65000	RENTAL FINES	851.72	1,063.85	6,967.56	6,724.15	12,000.00	58.0%
TOTAL REVENUES: FINES		851.72	1,063.85	6,967.56	6,724.15	12,000.00	58.0%
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	0.00	0.0%
80-40-603-73800	VLIET OPERATING COST CONTRIB	0.00	0.00	390.00	0.00	7,900.00	0.0%
80-40-603-75000	INTEREST EARNINGS	0.00	0.00	283.42	0.00	0.00	100.0%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	40.22	20.24	1,900.88	154.81	400.00	70.8%
80-40-603-78001	RESTRICTED DONATIONS	1,862.09	4.28	10,422.33	46.96	0.00	100.0%
80-40-603-78100	RESTRICTED DONATIONS	5,343.54	0.00	0.00	98.89	0.00	100.0%
80-40-603-78500	NAPERVILLE (IMPACT) FEE	0.00	0.00	6,478.08	0.00	0.00	100.0%
80-40-603-89000	MISCELLANEOUS INCOME	116.27	0.00	1,035.15	0.00	0.00	0.0%
TOTAL REVENUES: MISCELLANEOUS		7,362.12	45.72	20,509.86	970.42	3,000.00	34.5%
TOTAL REVENUES: REVENUES		13,600.11	7,738.52	900,258.56	856,029.92	11,300.00	181.5%
TOTAL FUND REVENUES		13,600.11	7,738.52	900,258.56	856,029.92	906,217.00	99.3%
						906,217.00	99.3%

DATE: 12/14/2015  
TIME: 10:31:10  
ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --  
DETAILED REVENUE & EXPENSE REPORT  
ACTUAL VS. PRIOR VS. BUDGET  
FOR 7 PERIODS ENDING NOVEMBER 30, 2015

PAGE: 2  
F-YR: 16

FUND: LAKE BLUFF PUBLIC LIBRARY  
DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER 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	25,208.50	18,901.06	176,159.92	129,236.92	224,000.00	78.6%
80-60-001-40050	STAFF SALARIES	16,570.91	18,668.93	113,054.14	133,495.07	259,000.00	43.6%
80-60-001-40400	MEDICAL INSURANCE	5,057.31	4,829.35	34,508.85	28,939.00	80,000.00	43.1%
80-60-001-40900	OTHER EMPLOYEE BENEFITS	159.95	0.00	159.95	0.00	250.00	63.9%
80-60-001-40950	EMPLOYER IMRF	3,828.42	3,845.89	26,249.80	27,133.04	45,000.00	58.3%
80-60-001-40951	EMPLOYER FICA TAX	3,133.50	2,811.48	21,686.55	19,706.66	37,000.00	58.6%
80-60-001-41000	BUILDING MAINTENANCE	1,536.52	2,275.07	14,966.90	12,185.48	24,000.00	62.3%
80-60-001-41020	ELEVATOR MAINTENANCE	185.00	0.00	223.00	1,226.00	2,000.00	11.1%
80-60-001-41050	GROUNDS MAINTENANCE	495.00	225.00	2,402.50	4,437.25	8,000.00	30.0%
80-60-001-41303	COPIER MAINTENANCE/SUPPLIES	1,272.00	0.00	3,471.06	2,293.33	4,500.00	77.1%
80-60-001-41304	OTHER PROFESSIONAL SERVICES	0.00	11,286.20	12.00	14,181.92	5,000.00	0.2%
80-60-001-41305	COMPUTER SERVICES	0.00	350.00	9,290.00	8,885.00	15,000.00	61.9%
80-60-001-41350	LEGAL SERVICES	0.00	0.00	2,476.50	1,404.00	2,500.00	99.0%
80-60-001-42400	PROFESSIONAL DEVELOPMENT	0.00	470.00	580.00	1,402.75	3,000.00	19.3%
80-60-001-42440	DUES	897.00	657.00	2,061.25	1,573.00	2,000.00	103.0%
80-60-001-43230	UTILITIES	1,386.87	594.06	7,701.04	5,260.00	9,000.00	85.5%
80-60-001-43300	POSTAGE	102.87	239.19	1,093.72	1,773.01	3,000.00	36.4%
80-60-001-43400	PRINTING/E-NEWSLETTER	2,170.00	1,883.00	5,965.89	5,684.60	8,500.00	70.1%
80-60-001-43550	OFFICE SUPPLIES	258.52	228.35	2,360.61	2,383.72	5,750.00	41.0%
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	374.29	9.98	1,072.30	729.91	2,000.00	53.6%
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	275.78	178.93	2,311.05	1,892.94	5,000.00	46.2%
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	0.00	23.32	58.99	500.00	4.6%
80-60-001-43710	ADULT PROGRAM SUPPLIES	167.76	503.48	3,877.15	3,085.64	5,000.00	77.5%
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	221.39	161.31	4,658.36	6,266.13	5,800.00	80.3%
80-60-001-43730	OUTREACH SUPPLIES	25.00	0.00	630.60	0.00	1,000.00	63.0%
80-60-001-43740	TEEN PROGRAM SUPPLIES	54.36	0.00	562.84	0.00	1,200.00	46.9%
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	1,062.20	750.56	10,987.45	10,053.65	17,000.00	64.6%
80-60-001-45100	ADULT FICTION BOOKS	1,446.50	595.99	8,200.39	8,775.15	14,000.00	58.5%
80-60-001-45110	ADULT LARGE PRINT MATERIAL	0.00	0.00	230.94	421.29	500.00	46.1%
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	934.18	1,136.00	7,840.34	8,040.70	15,000.00	52.2%
80-60-001-45220	ADULT REFERENCE/E-REFER	5,515.00	0.00	11,594.98	8,291.00	21,000.00	55.2%
80-60-001-45400	JUVENILE NON-FICTION	9.38	845.50	5,462.86	7,158.01	7,000.00	78.0%
80-60-001-45410	PICTURE BOOKS, READERS	1,323.21	658.79	4,552.28	3,355.16	5,000.00	91.0%
80-60-001-45420	JUVENILE FICTION	306.88	318.93	3,553.74	2,719.92	9,000.00	39.4%
80-60-001-45430	JUVENILE AUDIO-VISUAL	286.84	306.65	1,175.36	977.17	1,500.00	78.3%
80-60-001-45440	JUVENILE E-REFERENCE	0.00	0.00	334.33	334.33	2,000.00	16.7%
80-60-001-45450	TEEN BOOKS	189.17	358.27	1,477.61	1,511.44	2,750.00	53.7%
80-60-001-45460	E-BOOKS	0.00	2,205.37	0.00	6,966.41	6,250.00	0.0%
80-60-001-45470	GRAPHIC NOVELS	15.55	0.00	297.67	108.62	500.00	59.5%
80-60-001-45500	PERIODICALS	89.00	103.00	5,100.34	4,867.46	6,000.00	85.0%
80-60-001-45510	VIDEO GAMES	978.08	1,020.61	1,756.42	2,395.55	3,500.00	50.1%
80-60-001-45600	PATRON & STAFF SOFTWARE	9.95	9.95	2,587.28	2,115.90	5,000.00	51.7%
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	0.00	20,297.00	20,297.00	20,297.00	22,000.00	92.2%

DATE: 12/14/2015  
 TIME: 10:31:10  
 ID: GL470006.WOW

50

-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 7 PERIODS ENDING NOVEMBER 30, 2015

E: 3  
 F-YR: 16

FUND: LAKE BLUFF PUBLIC LIBRARY  
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
<b>LIBRARY SERVICES</b>							
80-60-001-46000	MISCELLANEOUS EXPENSES	232.80	283.00	1,238.67	2,462.25	1,000.00	123.8%
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	0.00	508.84	2,551.22	2,020.42	0.00	-100.0%
80-60-001-49000	LIBRARY FURNISHINGS	0.00	0.00	0.00	530.01	1,000.00	0.0%
80-60-001-49120	EXT BUILDING IMPROVEMENTS	0.00	2,465.00	0.00	7,207.75	1,000.00	0.0%
80-60-001-49350	COMPUTER EQUIPMENT	42.00	270.00	42.00	737.24	1,000.00	4.2%
80-60-001-49400	OTHER EQUIPMENT	0.00	0.00	149.79	148.50	1,000.00	14.9%
80-60-001-50000	CONTINGENCY	0.00	0.00	770.20	3,015.60	5,217.00	14.7%
<b>TOTAL EXPENSES: LIBRARY SERVICES</b>		75,821.69	100,251.74	533,182.52	524,187.16	906,217.00	58.8%
<b>TOTAL EXPENSES: LIBRARY ADMINISTRATION</b>		75,821.69	100,251.74	533,182.52	524,187.16	906,217.00	58.8%
<b>TOTAL FUND EXPENSES</b>		75,821.69	100,251.74	533,182.52	524,187.16	906,217.00	58.8%
<b>TOTAL FUND REVENUES</b>		13,600.11	7,738.52	900,258.56	856,029.92	906,217.00	99.3%
<b>TOTAL FUND EXPENSES</b>		75,821.69	100,251.74	533,182.52	524,187.16	906,217.00	58.8%
<b>FUND SURPLUS (DEFICIT)</b>		(62,221.58)	(92,513.22)	367,076.04	331,842.76	0.00	100.0%

DATE: 12/14/2015  
TIME: 10:31:40  
ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --  
DETAILED REVENUE & EXPENSE REPORT  
ACTUAL VS. PRIOR VS. BUDGET  
FOR 7 PERIODS ENDING NOVEMBER 30, 2015

PAGE: 1  
F-YR: 16

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

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER 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%

DATE: 12/14/2015  
 TIME: 10:31:40  
 ID: GL470006.WOW

-- VILLAGE OF LA PLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 7 PERIODS ENDING NOVEMBER 30, 2015

5E  
 1: 2  
 1: 16

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

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER 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	1,186.61	0.00	6,601.21	0.00	7,153.00	92.2%
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	240.54	0.00	553.88	0.00	21,000.00	2.6%
-----							
TOTAL EXPENSES: MISCELLANEOUS		1,427.15	0.00	7,155.09	0.00	33,153.00	21.5%
TOTAL EXPENSES: LIBRARY GRANT FUND EXPENDITURE		1,427.15	0.00	7,155.09	0.00	33,153.00	21.5%
TOTAL FUND EXPENSES		1,427.15	0.00	7,155.09	0.00	33,153.00	21.5%
-----							
TOTAL FUND REVENUES		0.00	0.00	0.00	0.00	33,153.00	0.0%
TOTAL FUND EXPENSES		1,427.15	0.00	7,155.09	0.00	33,153.00	21.5%
FUND SURPLUS (DEFICIT)		(1,427.15)	0.00	(7,155.09)	0.00	0.00	100.0%

DATE: 12/14/2015  
 TIME: 10:26:48  
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED BALANCE SHEET

PAGE: 1  
 F-YR: 16

GA

FUND: LAKE BLUFF PUBLIC LIBRARY  
 FOR 7 PERIODS ENDING NOVEMBER 30, 2015

ACCOUNT #	DESCRIPTION	BALANCE 05/01/15	NET DEBITS	NET CREDITS	BALANCE 11/30/15
<b>ASSETS</b>					
<b>DUE TO/FROM ACCOUNTS</b>					
80-00-100-10000	DUE TO/FROM OTHER FUNDS	0.00	5,727.94	0.00	5,727.94
80-00-100-20000	LIB GR FND DUE TO/FROM DETAIL	0.00	0.00	0.00	0.00
<b>TOTAL DUE TO/FROM ACCOUNTS</b>		0.00	5,727.94	0.00	5,727.94
<b>CASH &amp; INVESTMENTS</b>					
80-10-101-10000	CHECKING ACCOUNT	0.00	0.00	0.00	0.00
80-10-101-10001	CASH BOX OVER/SHORT	0.00	55.77	124.79	(69.02)
80-10-101-11000	MONEY MARKET ACCOUNT	106,694.94	446,181.68	520,218.24	32,658.38
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	150.00
80-10-101-15000	INVESTMENTS	0.00	0.00	0.00	0.00
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	873,173.10	420,000.00	914,350.06
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	1,222.80	20.59	4,625.77
<b>TOTAL CASH &amp; INVESTMENTS</b>		571,447.26	1,320,633.35	940,363.62	951,716.99
<b>RECEIVABLES</b>					
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
<b>TOTAL RECEIVABLES</b>		873,918.10	0.00	0.00	873,918.10
<b>OTHER ASSETS</b>					
80-10-301-37100	DUE FROM THE VILLAGE	(10,604.70)	958,808.49	948,203.79	0.00
80-10-301-55000	PREPAID EXPENSES	500.00	0.00	500.00	0.00
<b>TOTAL OTHER ASSETS</b>		(10,104.70)	958,808.49	948,703.79	0.00
<b>TOTAL ASSETS</b>		1,435,260.66	2,285,169.78	1,889,067.41	1,831,363.03
<b>LIABILITIES AND FUND EQUITY</b>					
<b>LIABILITIES</b>					
<b>PAYABLES</b>					
80-20-102-20000	ACCOUNTS PAYABLE	15,225.12	221,403.77	249,930.10	43,751.45

DATE: 12/14/2015  
 TIME: 10:26:48  
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED BALANCE SHEET

PAGE: 2  
 F-YR: 16

6B

FUND: LAKE BLUFF PUBLIC LIBRARY  
 FOR 7 PERIODS ENDING NOVEMBER 30, 2015

ACCOUNT #	DESCRIPTION	BALANCE 05/01/15	NET DEBITS	NET CREDITS	BALANCE 11/30/15
<b>LIABILITIES</b>					
<b>PAYABLES</b>					
80-20-102-41000	SOCIAL SECURITY TAX PAYABLE	0.00	43,373.10	43,373.10	0.00
80-20-102-42000	FEDERAL INCOME TAX PAYABLE	0.00	28,629.83	28,629.83	0.00
80-20-102-43000	STATE INCOME TAX PAYABLE	0.00	10,003.60	10,003.60	0.00
80-20-102-44000	IMRF PAYABLE	0.00	37,425.17	37,425.17	0.00
80-20-102-45000	ICMA 457 PLAN PAYABLE	0.00	3,000.00	3,500.00	500.00
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	3,279.94	3,279.94	0.00
80-20-102-66000	LIBRARY HSA PAYABLE	0.00	2,450.00	2,450.00	0.00
80-20-102-70000	OTHER SHORT TERM LIABILITIES	0.00	0.00	0.00	0.00
<b>TOTAL PAYABLES</b>		<b>15,225.12</b>	<b>349,565.41</b>	<b>378,591.74</b>	<b>44,251.45</b>
<b>OTHER LIABILITIES</b>					
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
<b>TOTAL OTHER LIABILITIES</b>		<b>893,088.31</b>	<b>0.00</b>	<b>0.00</b>	<b>893,088.31</b>
<b>ESCROWS &amp; DEPOSITS</b>					
80-20-302-24000	MISCELLANEOUS RESERVE	0.00	0.00	0.00	0.00
<b>TOTAL ESCROWS &amp; DEPOSITS</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>LONG TERM LIABILITIES</b>					
80-20-402-39000	OTHER LONG TERM LIABILITIES	0.00	0.00	0.00	0.00
<b>TOTAL LONG TERM LIABILITIES</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL LIABILITIES</b>		<b>908,313.43</b>	<b>349,565.41</b>	<b>378,591.74</b>	<b>937,339.76</b>
<b>FUND EQUITY</b>					
<b>EQUITY SECTION</b>					
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
<b>TOTAL EQUITY SECTION</b>		<b>526,947.23</b>	<b>0.00</b>	<b>0.00</b>	<b>526,947.23</b>
<b>FUND SURPLUS (DEFICIT)</b>		<b>0.00</b>	<b>0.00</b>	<b>367,076.04</b>	<b>367,076.04</b>

DATE: 12/14/2011  
TIME: 10:26:48  
ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --  
DETAILED BALANCE SHEET

PAGE: 3  
F-YR: 16

60

FUND: LAKE BLUFF PUBLIC LIBRARY  
FOR 7 PERIODS ENDING NOVEMBER 30, 2015

ACCOUNT #	DESCRIPTION	BALANCE 05/01/15	NET DEBITS	NET CREDITS	BALANCE 11/30/15
TOTAL FUND EQUITY		526,947.23	0.00	367,076.04	894,023.27
TOTAL LIABILITIES AND FUND EQUITY		1,435,260.66	349,565.41	745,667.78	1,831,363.03



DATE: 12/14/2015  
TIME: 10:27:26  
ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --  
DETAILED BALANCE SHEET

PAGE: 1  
F-YR: 16

60

FUND: LIBRARY GRANTS & GIFTS FUND  
FOR 7 PERIODS ENDING NOVEMBER 30, 2015

ACCOUNT #	DESCRIPTION	BALANCE 05/01/15	NET DEBITS	NET CREDITS	BALANCE 11/30/15
-----					
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	5,727.94	5,727.94
-----					
TOTAL INTERFUND CLEARING ACCOUNT		0.00	0.00	5,727.94	5,727.94
-----					
PAYABLES					
82-20-102-20000	ACCOUNTS PAYABLE	0.00	5,727.94	7,155.09	1,427.15
-----					
TOTAL PAYABLES		0.00	5,727.94	7,155.09	1,427.15
-----					
TOTAL LIABILITIES		0.00	5,727.94	12,883.03	7,155.09
-----					
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	7,155.09	0.00	(7,155.09)
-----					
TOTAL FUND EQUITY		0.00	7,155.09	0.00	(7,155.09)
-----					
TOTAL LIABILITIES AND FUND EQUITY		0.00	12,883.03	12,883.03	0.00
-----					

DATE: 12/11/15  
TIME: 14:59:32  
ID: AP225000.CBL

-- VILLAGE OF LAKE FOREST --  
MANUAL CHECK REGISTER

7A

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
12410	9COMCAST	COMCAST CABLE			11/24/15		
	COM111215	11/12/15	01	INTERNET SRVC:11/19-12/18/15		80-60-001-43230	244.85
						INVOICE TOTAL:	244.85 *
						CHECK TOTAL:	244.85
12411	9LIBIDEA	LIBRARY IDEAS LLC			11/24/15		
	48376	11/22/15	01	ADULT REFERENCE/E-REFER		80-60-001-45220	2,575.00
						INVOICE TOTAL:	2,575.00 *
						CHECK TOTAL:	2,575.00
						TOTAL AMOUNT PAID:	2,819.85

DATE: 12/11/15  
 TIME: 16:02:28  
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BUFF --  
 CHECK REGIS

8A

CHECK DATE: 12/15/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12412	9121ELEV	121	ELEVATOR INCORPORATED				
	2101		11/08/15	01	ELEVATOR MAINT	80-60-001-41020	185.00
						INVOICE TOTAL:	185.00 *
						CHECK TOTAL:	185.00
12413	9ACCESSO	ACCESS ONE, INC.					
	1639469		12/01/15	01	LCL PHONE SRVC:DEC 2015	80-60-001-43230	576.08
						INVOICE TOTAL:	576.08 *
						CHECK TOTAL:	576.08
12414	9AMAZONA	VOIDED---LEADER CHECK					
	001070047746		10/23/15	01	ADULT AUDIO VISUAL CREDIT	80-60-001-45200	-0.01
						INVOICE TOTAL:	-0.01 *
	001070466733		10/26/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45000	56.63
						INVOICE TOTAL:	56.63 *
	001071591331		10/28/15	01	ADULT AUDIO VISUAL CREDIT	80-60-001-45200	-0.01
						INVOICE TOTAL:	-0.01 *
	001071832287		10/29/15	01	ADULT AUDIO VISUAL CREDIT	80-60-001-45200	-0.04
						INVOICE TOTAL:	-0.04 *
	001072520744		10/21/15	01	ADULT AUDIO VISUAL CREDIT	80-60-001-45200	-5.53
						INVOICE TOTAL:	-5.53 *
	001072824357		10/22/15	01	ADULT AUDIO VISUAL CREDIT	80-60-001-45200	-4.00
						INVOICE TOTAL:	-4.00 *
	001073170047		10/24/15	01	ADULT AUDIO VISUAL CREDIT	80-60-001-45200	-5.20
						INVOICE TOTAL:	-5.20 *

DATE: 12/11/15  
TIME: 16:02:28  
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
CHECK REGISTER

CHECK DATE: 12/15/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12414	9AMAZONA	VOIDED---LEADER CHECK						
	001073344307		10/20/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	138.91	
						INVOICE TOTAL:	138.91 *	
	001075420100		10/20/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	8.99	
						INVOICE TOTAL:	8.99 *	
	001076109679		10/24/15	01	ADULT AUDIO VISUAL CREDIT	80-60-001-45200	-0.02	
						INVOICE TOTAL:	-0.02 *	
	001076149838		10/25/15	01	ADULT AUDIO VISUAL CREDIT	80-60-001-45200	-0.10	
						INVOICE TOTAL:	-0.10 *	
	001079258234		10/27/15	01	ADULT AUDIO VISUAL CREDIT	80-60-001-45200	-2.99	
						INVOICE TOTAL:	-2.99 *	
	001079336064		10/21/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	53.93	
						INVOICE TOTAL:	53.93 *	
	017721428625		10/30/15	01	ADULT NON-FICTION	80-60-001-45000	79.79	
						INVOICE TOTAL:	79.79 *	
	017721762850		10/30/15	01	ADULT NON-FICTION	80-60-001-45000	17.59	
						INVOICE TOTAL:	17.59 *	
	017723221110		11/02/15	01	ADULT NON-FICTION	80-60-001-45000	22.22	
						INVOICE TOTAL:	22.22 *	
	017727673127		10/30/15	01	ADULT NON-FICTION	80-60-001-45000	22.67	
						INVOICE TOTAL:	22.67 *	
	028345102840		10/19/15	01	ADULT NON-FICTION	80-60-001-45000	39.72	
						INVOICE TOTAL:	39.72 *	
	041753345792		10/30/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.99	
						INVOICE TOTAL:	19.99 *	
12415	9AMAZONA	VOIDED---LEADER CHECK						

DATE: 12/11/15  
 TIME: 16:02:28  
 PRG ID: AP21500C.CBL

-- VILLAGE OF LAKE BUFF --  
 CHECK REGIS

8c

CHECK DATE: 12/15/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
	065636566497		11/04/15	01	ADULT FICTION	80-60-001-45100	18.00
						INVOICE TOTAL:	18.00 *
	097691341202		11/01/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.99
						INVOICE TOTAL:	14.99 *
	097692597614		10/23/15	01	ADULT AUDIO VISUAL CREDIT	80-60-001-45200	-0.69
						INVOICE TOTAL:	-0.69 *
	097693247681		10/14/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	66.84
						INVOICE TOTAL:	66.84 *
	097695131118		10/18/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	101.10
						INVOICE TOTAL:	101.10 *
	097695147520		10/22/15	01	ADULT AUDIO VISUAL CREDIT	80-60-001-45200	-0.01
						INVOICE TOTAL:	-0.01 *
	097695947951		10/22/15	01	ADULT AUDIO VISUAL CREDIT	80-60-001-45200	-3.80
						INVOICE TOTAL:	-3.80 *
	097696488253		10/24/15	01	ADULT AUDIO VISUAL CREDIT	80-60-001-45200	-5.90
						INVOICE TOTAL:	-5.90 *
	097698443904		10/21/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-0.75
						INVOICE TOTAL:	-0.75 *
	097698950894		10/22/15	01	ADULT AUDIO VISUAL CREDIT	80-60-001-45200	-0.02
						INVOICE TOTAL:	-0.02 *
	099556107341		10/19/15	01	OFFICE SUPPLIES	80-60-001-43550	5.98
						INVOICE TOTAL:	5.98 *
	106677184099		10/10/15	01	ADULT AUDIO VISUAL CREDIT	80-60-001-45200	-3.66
						INVOICE TOTAL:	-3.66 *
	119605499787		11/05/15	01	VIDEO GAMES	80-60-001-45510	119.76
						INVOICE TOTAL:	119.76 *

DATE: 12/11/15  
 TIME: 16:02:28  
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
 CHECK REGISTER

CHECK DATE: 12/15/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12415	9AMAZONA	VOIDED---	LEADER CHECK				
	119606576757		11/08/15	01	VIDEO GAMES	80-60-001-45510	149.97
					INVOICE TOTAL:		149.97 *
	133733997899		11/01/15	01	ADULT NON-FICTION	80-60-001-45000	7.17
					INVOICE TOTAL:		7.17 *
	146211249839		10/22/15	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	20.18
					INVOICE TOTAL:		20.18 *
	146212836481		10/29/15	01	JUVENILE AUDIO VISUAL CREDIT	80-60-001-45430	-0.02
					INVOICE TOTAL:		-0.02 *
	146213347161		11/05/15	01	JUVENILE AUDIO VISUAL CREDIT	80-60-001-45200	-0.02
					INVOICE TOTAL:		-0.02 *
	146214992312		10/25/15	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	14.84
					INVOICE TOTAL:		14.84 *
12416	9AMAZONA	VOIDED---	LEADER CHECK				
	146218466940		11/02/15	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	19.96
					INVOICE TOTAL:		19.96 *
	146219496429		10/22/15	01	JUVENILE AUDIO VISUAL	80-60-001-45430	89.77
					INVOICE TOTAL:		89.77 *
	146797791819		10/26/15	01	EXPENSES FRM RESTRICTED DONAT	82-60-001-99999	15.87
					INVOICE TOTAL:		15.87 *
	190162985188		11/07/15	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	16.99
					INVOICE TOTAL:		16.99 *
	192908916276		10/19/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.88
					INVOICE TOTAL:		19.88 *

DATE: 12/11/15  
 TIME: 16:02:28  
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE CUFF  
 CHECK REGIS

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
12416	9AMAZONA	VOIDED---	LEADER CHECK					
	195430644675	11/05/15	01	ADULT AUDIO VISUAL CREDIT			80-60-001-45200	-0.01
							INVOICE TOTAL:	-0.01 *
	195433115605	11/02/15	01	ADULT AUDIO VISUAL MATERIAL			80-60-001-45200	104.43
							INVOICE TOTAL:	104.43 *
	195435990122	11/05/15	01	ADULT AUDIO VISUAL CREDIT			80-60-001-45200	-0.02
							INVOICE TOTAL:	-0.02 *
	195437265775	11/06/15	01	ADULT AUDIO VISUAL CREDIT			80-60-001-45200	-3.50
							INVOICE TOTAL:	-3.50 *
	195437792026	11/04/15	01	ADULT AUDIO VISUAL MATERIAL			80-60-001-45200	67.93
							INVOICE TOTAL:	67.93 *
	195438051400	11/07/15	01	ADULT AUDIO VISUAL CREDIT			80-60-001-45200	-0.10
							INVOICE TOTAL:	-0.10 *
	195439522230	10/28/15	01	ADULT AUDIO VISUAL MATERIAL			80-60-001-45200	13.99
							INVOICE TOTAL:	13.99 *
	237532055103	10/12/15	01	ADULT AUDIO VISUAL MATERIAL			80-60-001-45200	173.43
							INVOICE TOTAL:	173.43 *
	237535817448	10/23/15	01	ADULT AUDIO VISUAL CREDIT			80-60-001-45200	-4.97
							INVOICE TOTAL:	-4.97 *
	237536347499	10/15/15	01	ADULT AUDIO VISUAL CREDIT			80-60-001-45200	-0.01
							INVOICE TOTAL:	-0.01 *
	237537079543	10/22/15	01	ADULT AUDIO VISUAL CREDIT			80-60-001-45200	-0.64
							INVOICE TOTAL:	-0.64 *
	237537777086	10/12/15	01	ADULT AUDIO VISUAL MATERIAL			80-60-001-45200	20.86
							INVOICE TOTAL:	20.86 *

DATE: 12/11/15  
 TIME: 16:02:38  
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
 CHECK REGISTER  
 CHECK DATE: 12/15/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12416	9AMAZONA	VOIDED---	LEADER CHECK				
	237538958784		10/21/15	01	ADULT AUDIO VISUAL CREDIT	80-60-001-45200	-0.01
					INVOICE TOTAL:		-0.01 *
	237539839264		10/20/15	01	ADULT AUDIO VISUAL CREDIT	80-60-001-45200	-0.01
					INVOICE TOTAL:		-0.01 *
12417	9AMAZONA	AMAZON					
	241763561999		11/03/15	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	19.95
					INVOICE TOTAL:		19.95 *
	241764465014		11/04/15	01	JUVENILE AUDIO VISUAL	80-60-001-45430	57.68
					INVOICE TOTAL:		57.68 *
	241768443998		11/03/15	01	JUVENILE AUDIO VISUAL	80-60-001-45430	33.57
					INVOICE TOTAL:		33.57 *
	248508707924		11/08/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	12.58
					INVOICE TOTAL:		12.58 *
	248831996835		11/03/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	58.40
					INVOICE TOTAL:		58.40 *
	248836359605		11/04/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	15.99
					INVOICE TOTAL:		15.99 *
	248836648296		11/04/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	23.98
					INVOICE TOTAL:		23.98 *
	275930353189		11/08/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45430	15.98
					INVOICE TOTAL:		15.98 *
	275931769062		11/05/15	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	14.96
					INVOICE TOTAL:		14.96 *



DATE: 12/11/15  
TIME: 16:02:28  
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BUFF --  
CHECK REGISTER

CHECK DATE: 12/15/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12417	9AMAZONA	AMAZON					
	275936369811		11/06/15	01	JUVENILE AUDIO VISUAL CREDIT	80-60-001-45430	-0.03
						INVOICE TOTAL:	-0.03 *
	281501082708		10/27/15	01	VIDEO GAMES	80-60-001-45510	56.78
						INVOICE TOTAL:	56.78 *
	292152866285		11/03/15	01	ADULT NON-FICTION	80-60-001-45000	13.46
						INVOICE TOTAL:	13.46 *
	300010080597		10/27/15	01	VIDEO GAMES	80-60-001-45510	45.34
						INVOICE TOTAL:	45.34 *
	300018437615		10/27/15	01	VIDEO GAMES	80-60-001-45510	606.23
						INVOICE TOTAL:	606.23 *
	300136051084		11/03/15	01	EXPENSES FRM RESTRICTED DONAT	82-60-001-99999	23.73
						INVOICE TOTAL:	23.73 *
						CHECK TOTAL:	2,478.94
12418	9ALA	AMERICAN LIBRARY ASSOCIATION					
	ALS120115		12/01/15	01	MEMBER DUES: DONNA WILLIAMS	80-60-001-42440	137.00
						INVOICE TOTAL:	137.00 *
						CHECK TOTAL:	137.00
12419	9BKTLENT	VOIDED---LEADER CHECK					
	2031328445		11/06/15	01	TEEN BOOKS	80-60-001-45450	165.90
						INVOICE TOTAL:	165.90 *
	2031334070		11/09/15	01	ADULT NON-FICTION	80-60-001-45000	247.60
						INVOICE TOTAL:	247.60 *

DATE: 12/11/15  
TIME: 16:02:28  
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
CHECK REGISTER

CHECK DATE: 12/15/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12419	9BKTLENT	VOIDED---LEADER CHECK						
	2031334339		11/06/15	01	ADULT FICTION	80-60-001-45100	445.93	
						INVOICE TOTAL:	445.93 *	
	2031334390		11/09/15	01	ADULT NON-FICTION	80-60-001-45000	69.19	
						INVOICE TOTAL:	69.19 *	
	2031334698		11/07/15	01	ADULT FICTION	80-60-001-45100	29.53	
						INVOICE TOTAL:	29.53 *	
	2031338459		11/09/15	01	ADULT NON-FICTION	80-60-001-45000	15.62	
						INVOICE TOTAL:	15.62 *	
	2031339731		11/10/15	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	58.78	
						INVOICE TOTAL:	58.78 *	
	2031346528		11/11/15	01	GRAPHIC NOVELS	80-60-001-45470	15.55	
						INVOICE TOTAL:	15.55 *	
	2031348709		11/12/15	01	ADULT NON-FICTION	80-60-001-45000	133.00	
						INVOICE TOTAL:	133.00 *	
	2031348714		11/11/15	01	ADULT FICTION	80-60-001-45100	195.36	
						INVOICE TOTAL:	195.36 *	
	2031349925		11/11/15	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	215.96	
						INVOICE TOTAL:	215.96 *	
	2031367262		11/17/15	01	ADULT NON-FICTION	80-60-001-45000	140.77	
				02	ADULT FICTION	80-60-001-45100	16.92	
						INVOICE TOTAL:	157.69 *	
	2031380037		11/17/15	01	ADULT FICTION	80-60-001-45100	247.46	
						INVOICE TOTAL:	247.46 *	
	2031386173		11/18/15	01	TEEN BOOKS	80-60-001-45450	23.27	
						INVOICE TOTAL:	23.27 *	

DATE: 12/11/15  
 TIME: 16:02:20  
 PRG ID: AP215000.CBE

-- VILLAGE OF LAKE BLUFF --  
 CHECK REGISTER

81

CHECK DATE: 12/15/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12419	9BKTLENT	VOIDED---LEADER CHECK					
	2031410625		11/25/15	01	ADULT NON-FICTION	80-60-001-45000	118.28
				02	ADULT FICTION	80-60-001-45100	51.89
						INVOICE TOTAL:	170.17 *
	2031410694		11/25/15	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	32.14
						INVOICE TOTAL:	32.14 *
	2031412781		11/25/15	01	ADULT FICTION	80-60-001-45100	140.76
						INVOICE TOTAL:	140.76 *
	2031424102		11/30/15	01	ADULT NON-FICTION	80-60-001-45000	78.49
				02	ADULT FICTION	80-60-001-45100	32.72
						INVOICE TOTAL:	111.21 *
12420	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT					
	2031436963		12/02/15	01	ADULT FICTION	80-60-001-45100	267.93
						INVOICE TOTAL:	267.93 *
	2031438212		12/02/15	01	PICTURE BKS, READRS, HOLIDAY BKS	80-60-001-45410	1,323.21
						INVOICE TOTAL:	1,323.21 *
	5013888294		11/20/15	01	JUVENILE NON-FICTION	80-60-001-45400	9.38
						INVOICE TOTAL:	9.38 *
						CHECK TOTAL:	4,075.64
12421	9BRODART	BRODART CO.					
	418169		11/16/15	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	16.35
						INVOICE TOTAL:	16.35 *
						CHECK TOTAL:	16.35
12422	9CDW	CDW GOVERNMENT, INC.					

DATE: 12/11/15  
TIME: 16:02:28  
PRG ID: AP215000,CBL

== VILLAGE OF LAKE BLUFF ==  
CHECK REGISTER

CHECK DATE: 12/15/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12422	9CDW	CDW GOVERNMENT, INC.						
	BDD5059		11/09/15	01	EXPENSES FRM RESTRICTED DONAT	82-60-001-99999	170.97	
						INVOICE TOTAL:	170.97	*
	BDM9023		11/11/15	01	EXPENSES FRM RESTRICTED DONAT	82-60-001-99999	29.97	
						INVOICE TOTAL:	29.97	*
	BKH0513		12/07/15	01	COMPUTER EQUIPMENT	80-60-001-49350	42.00	
						INVOICE TOTAL:	42.00	*
						CHECK TOTAL:		242.94
12423	9CREEKSI	CREEKSIDE PRINTING						
	11301502		11/30/15	01	WINTER BOOK CHAT NEWSLETTER	80-60-001-43400	2,170.00	
						INVOICE TOTAL:	2,170.00	*
						CHECK TOTAL:		2,170.00
12424	9CRYSMAN	CRYSTAL MANAGEMENT &						
	23241		10/15/15	01	CLEANING SRVC'S:NOV 2015	80-60-001-41000	645.00	
						INVOICE TOTAL:	645.00	*
						CHECK TOTAL:		645.00
12425	9DEMCO	DEMCO, INC						
	5747185		11/24/15	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	105.02	
						INVOICE TOTAL:	105.02	*
	5749631		12/01/15	01	OFFICE SUPPLIES	80-60-001-43550	29.13	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	96.05	
						INVOICE TOTAL:	125.18	*
						CHECK TOTAL:		230.20

DATE: 12/11/15  
TIME: 16:02:28  
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
CHECK REGIS

8K

CHECK DATE: 12/15/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12426	9FIRSTBA	FIRST BANKCARD					
		DON11302015	11/30/15	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	42.10
				02	MISC EXPENSES	80-60-001-46000	35.00
				03	MISC EXPENSES	80-60-001-46000	1.75
					INVOICE TOTAL:		78.85 *
					CHECK TOTAL:		78.85
12427	9FIRSTBA	FIRST BANKCARD					
		ELI113015	11/30/15	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	20.30
				02	TEEN PROGRAM SUPPLIES	80-60-001-43740	25.00
				03	OUTREACH SUPPLIES	80-60-001-43730	25.00
				04	TEEN PROGRAM SUPPLIES	80-60-001-43740	7.02
				05	TEEN PROGRAM SUPPLIES	80-60-001-43740	22.34
				06	MISC EXPENSES	80-60-001-46000	35.00
				07	MISC EXPENSES	80-60-001-46000	1.75
					INVOICE TOTAL:		136.41 *
					CHECK TOTAL:		136.41
12428	9FIRSTBA	FIRST BANKCARD					
		ERI113015	11/30/15	01	MISC EXPENSES	80-60-001-46000	25.70
				02	MISC EXPENSES	80-60-001-46000	20.00
				03	UTILITIES	80-60-001-43230	2.99
				04	BUILDING MAINT	80-60-001-41000	65.00
				05	POSTAGE	80-60-001-43300	4.87
				06	MISC EXPENSES	80-60-001-46000	35.00
				07	MISC EXPENSES	80-60-001-46000	1.85
					INVOICE TOTAL:		155.41 *
					CHECK TOTAL:		155.41

DATE: 12/11/15  
TIME: 16:02:28  
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
CHECK REGISTER

PAGE: 12

8L

CHECK DATE: 12/15/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12429	9FIRSTBA	FIRST BANKCARD					
	MCO11302015		11/30/15	01	WEBSITE FOR ILL	80-60-001-45600	9.95
				02	ADULT PROGRAM SUPPLIES	80-60-001-43710	25.76
				03	DUES	80-60-001-42440	236.00
				04	MISC EXPENSES	80-60-001-46000	1.75
					INVOICE TOTAL:		273.46 *
					CHECK TOTAL:		273.46
12430	9GOODMAN	GOODMAN ELECTRIC SUPPLY					
	0612918-00		11/10/15	01	BUILDING MAINTENANCE	80-60-001-41000	7.88
					INVOICE TOTAL:		7.88 *
	0612918-01		11/10/15	01	BUILDING MAINTENANCE	80-60-001-41000	34.00
					INVOICE TOTAL:		34.00 *
	0613183-00		11/25/15	01	BUILDING MAINTENANCE	80-60-001-41000	52.88
					INVOICE TOTAL:		52.88 *
	0613212-00		12/01/15	01	BUILDING MAINTENANCE	80-60-001-41000	105.76
					INVOICE TOTAL:		105.76 *
					CHECK TOTAL:		200.52
12431	9HARVARD	HARVARD BUSINESS REVIEW					
	HAR112515		11/25/15	01	PERIODICALS	80-60-001-45500	89.00
					INVOICE TOTAL:		89.00 *
					CHECK TOTAL:		89.00
12432	9HOMEDEP	HOME DEPOT CREDIT SERVICES					
	561775		11/10/15	01	BUILDING & GROUNDS SUPPLIES	80-60-001-43660	18.47
					INVOICE TOTAL:		18.47 *

DATE: 12/11/15  
TIME: 16:02:28  
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
CHECK REGISTER

8M

CHECK DATE: 12/15/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12432	9HOMEDEP	HOME DEPOT CREDIT SERVICES						
	6563337		11/24/15	01	BUILDING & GROUNDS SUPPLIES	80-60-001-43660	24.74	
	6594275		11/24/15	01	BUILDING & GROUNDS SUPPLIES	80-60-001-43660	66.19	
	9562950		11/21/15	01	BUILDING & GROUNDS SUPPLIES	80-60-001-43660	17.97	
						INVOICE TOTAL:	24.74 *	
						INVOICE TOTAL:	66.19 *	
						INVOICE TOTAL:	17.97 *	
						CHECK TOTAL:	127.37	
12433	9ILA	ILLINOIS LIBRARY ASSOCIATION						
	104925		11/30/15	01	DUES	80-60-001-42440	100.00	
						INVOICE TOTAL:	100.00 *	
						CHECK TOTAL:	100.00	
12434	9IMAGESY	IMAGE SYSTEMS & BUSINESS						
	11116C15		11/17/15	01	PHOTOCOPIER TONER	80-60-001-41303	270.00	
	5B119		11/16/15	01	PHOTOCOPIER TONER	80-60-001-41303	1,002.00	
						INVOICE TOTAL:	270.00 *	
						INVOICE TOTAL:	1,002.00 *	
						CHECK TOTAL:	1,272.00	
12435	9IRELAND	IRELAND HEATING & AIRCONDITION						
	68245		12/04/15	01	SERVICE CALL	80-60-001-41000	130.00	
						INVOICE TOTAL:	130.00 *	
						CHECK TOTAL:	130.00	

DATE: 12/11/15  
 TIME: 16:02:28  
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
 CHECK REGISTER

CHECK DATE: 12/15/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12436	9KAMINMI	MICAH KAMIN						
	KAM1292015		12/09/15	01	CUSTODIAL SERVICES	80-60-001-41000	100.00	
						INVOICE TOTAL:	100.00 *	
						CHECK TOTAL:		100.00
12437	9LACONI	LACONI, INC						
	LAC110115		11/01/15	01	ANN'L DUES:1/1/16-12/31/16	80-60-001-42440	100.00	
						INVOICE TOTAL:	100.00 *	
						CHECK TOTAL:		100.00
12438	9LB VILL	VILLAGE OF LAKE BLUFF						
	80070360		11/16/15	01	FLU SHOTS	80-60-001-40900	159.95	
						INVOICE TOTAL:	159.95 *	
	NOV 2015		12/04/15	01	FY16 MEDICAL INS:NOV 15	80-10-301-37100	5,028.67	
				02	FY16 DENTL/VISION INS:NOV 15	80-10-301-37100	444.08	
				03	FY16 LIFE INSURANCE:NOV 15	80-10-301-37100	53.12	
				04	FY16 'EE IMRF CONTR:NOV 15	80-10-301-37100	1,629.87	
				05	FY16 EMPLYR CONTR:NOV 15	80-10-301-37100	3,828.42	
						INVOICE TOTAL:	10,984.16 *	
	OCT 2015		11/13/15	01	FY16 MEDICAL INS:OCT 15	80-10-301-37100	5,028.67	
				02	FY16 DENTL/VISION INS:OCT 15	80-10-301-37100	444.08	
				03	FY16 LIFE INSURANCE:OCT 15	80-10-301-37100	53.12	
				04	FY16 IMRF 'EE CONTR:OCT 15	80-10-301-37100	1,609.09	
				05	FY16 IMRF EMPLYR CONTR:OCT 15	80-10-301-37100	3,779.57	
				06	FY16 LIFE INSURANCE:SEPT 15	80-10-301-37100	53.12	
						INVOICE TOTAL:	10,967.65 *	
	VIL113015		11/30/15	01	UTILITIES:WATER 7/30-10/26/15	80-60-001-43230	562.95	
						INVOICE TOTAL:	562.95 *	
						CHECK TOTAL:		22,674.71



DATE: 12/15/15  
 TIME: 16:02:28  
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
 CHECK REGIS

CHECK DATE: 12/15/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12439	9LFLBCHA	LAKE FOREST/LAKE BLUFF					
	3426		10/29/15	01	2016 DUES	80-60-001-42440	324.00
						INVOICE TOTAL:	324.00 *
						CHECK TOTAL:	324.00
12440	9LIBFIRS	LIBRARIES FIRST					
	MAP16-81		12/15/15	01	MISC EXPENSES	80-60-001-46000	75.00
						INVOICE TOTAL:	75.00 *
						CHECK TOTAL:	75.00
12441	9MIDTAPE	MIDWEST TAPE					
	93468913		12/02/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	59.98
						INVOICE TOTAL:	59.98 *
						CHECK TOTAL:	59.98
12442	9MOVIELI	MOVIE LICENSING USA					
	2129026		12/01/15	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	142.00
				02	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	142.00
						INVOICE TOTAL:	284.00 *
						CHECK TOTAL:	284.00
12443	9NCCPETE	NCC-PETERSON PRODUCTS					
	68469		11/17/15	01	JANITORIAL SUPPLIES	80-60-001-43660	246.92
						INVOICE TOTAL:	246.92 *
						CHECK TOTAL:	246.92
12444	9OVERDRI	OVERDRIVE , INC					

DATE: 12/11/15  
TIME: 16:02:28  
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
CHECK REGISTER

CHECK DATE: 12/15/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12444	9OVERDRI	OVERDRIVE , INC					
	1018-162553537113015		11/30/15	01	PER CAPITA GRANT	82-60-001-44800	189.00
						INVOICE TOTAL:	189.00 *
	1018-162812620113015		11/30/15	01	PER CAPITA GRANT	82-60-001-44800	202.92
						INVOICE TOTAL:	202.92 *
	1018-163130530113015		11/30/15	01	PER CAPITA GRANT	82-60-001-44800	637.81
						INVOICE TOTAL:	637.81 *
	1018-163342207113015		11/30/15	01	PER CAPITA GRANT	82-60-001-44800	156.88
						INVOICE TOTAL:	156.88 *
						CHECK TOTAL:	1,186.61
12445	9PROQUES	PROQUEST, LLC					
	70375041		11/20/15	01	ADULT REFERENCE/E-REFER	80-60-001-45220	2,940.00
						INVOICE TOTAL:	2,940.00 *
						CHECK TOTAL:	2,940.00
12446	9REYESIS	ISAURO REYES					
	REY120115		12/01/15	01	GROUNDS MAINT:NOV 2015	80-60-001-41050	495.00
						INVOICE TOTAL:	495.00 *
						CHECK TOTAL:	495.00
12447	9TECHSYS	TECH SYSTEMS, INC					
	305059		12/01/15	01	MONITOR ALARM:1/16/16-1/15/17	80-60-001-41000	396.00
						INVOICE TOTAL:	396.00 *
						CHECK TOTAL:	396.00

DATE: 12/11/15  
TIME: 16:02:28  
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BOWNE --  
CHECK REGISTER

CHECK DATE: 12/15/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12448	9USPOSTA	UNITED STATES POSTAL SERVICE						
	USP120415		12/04/15	01	POSTAGE STAMPS	80-60-001-43300	98.00	
						INVOICE TOTAL:	98.00 *	
						CHECK TOTAL:	98.00	
12449	9WAREHOU	WAREHOUSE DIRECT						
	2895460-0		11/24/15	01	BOOK TAPE	80-60-001-43670	58.36	
						INVOICE TOTAL:	58.36 *	
						CHECK TOTAL:	58.36	
						TOTAL AMOUNT PAID:	42,358.75	

## Committee Reports

There will have been three committee meetings since the November 17<sup>th</sup>, 2015 meeting of the Board. These represent two separate committees.

- Building and Grounds Committee
  - November 17, 2015 (9B)
  - November 19, 2015 (9C)
- Building Task Force
  - December 3, 2015 (9D)

Respectfully submitted,

Eric

Lake Bluff Public Library  
Building and Grounds Committee

Tuesday, November 17, 2015

123 E Scranton Ave

Lake Bluff, IL 60044

1. Call to order: The meeting was called to order at 6:10 p.m.
2. Attending the meeting were Chairman Carl Schons, Cal Stroh, Kathy Meierhoff and Janie Jerch. Director Eric Bailey also attended. There were no members of the public.
3. Stroh moved to approve the minutes of the 9/2/15 meeting. Meierhoff seconded, all ayes.
4. Discussion of heating unit repair - the existing heating units (2) are approximately 10 years old with no current warranty. The units are positioned in a utility room where access to unit#2 is difficult to reach due to unit #1. Unit #1 heat exchanger has failed and requires replacement. The only way to confirm unit #2 heat exchanger condition is to evaluate during unit #1 replacement. The cost upgrade per unit to a whole unit replacement rather than just heat exchanger is approximately \$700 per unit. Ireland Heating and Air Conditioning has presented a proposal with three options. Option 3 is to replace both units (including heat exchangers) for a range of \$12,000 - \$15,200. The range is due to additional labor and materials which may be needed for removal and replacement. There will be a two to three week lag for parts order and delivery. During that time only one unit will be functioning. Director Bailey feels Ireland has been a trusted provider of services to the Library and due to the changing weather and delays to complete the delivery of parts, he recommends approval of Option 3 without an additional proposal. The committee toured the utility room where the units are located.
5. The following motion was made by Jerch : to approve the proposal from Ireland Heating and Air Conditioning Co. for Option 3 for up to \$15,200.00 contingent upon verification that Option 3 includes the full cost of parts and labor. Stroh seconded. All ayes.
6. Other business included a discussion of the need to be sure all gas connections in the utility room and carbon monoxide alarms are checked and up to date.
7. At 7:05 Meierhoff moved and Stroh seconded a motion to adjourn the meeting.

Respectfully submitted,

Kathy Meierhoff

**LAKE BLUFF PUBLIC LIBRARY  
123 E. Scranton Avenue  
Lake Bluff, Illinois 60044**

## **NOTICE OF Building and Grounds Committee Meeting**

The Building and Grounds Committee of the Lake Bluff Public Library Board of Library Trustees will meet at the Lake Bluff Public Library on November 19<sup>th</sup>, 2015 at 5:00pm for the purposes outlined below:

**Lake Bluff Public Library Board of Trustees  
Building and Grounds Committee Meeting  
Thursday, November 19<sup>th</sup>, 2015 at 5:00pm  
At the Lake Bluff Public Library  
123 E. Scranton Avenue  
Lake Bluff, Illinois 60044**

### **AGENDA**

- I. Call to order (5:00pm)**
- II. Roll Call (5:00pm)**
- III. Approval of 10/12/2015 Building and Grounds Committee Meeting Minutes (action)(5 minutes)(5:05pm)**
- IV. Review of Space Usage Study (possible action)(55 minutes)(6:00pm)**
- V. Discussion of HVAC Repairs (possible action)(30 minutes)(6:30pm)**
- VI. Any and all other business that may properly come before this committee (5 minutes)(6:35pm)**
- VII. Adjournment (6:35pm)**

All regular meetings and committee meetings of the Lake Bluff Board of Library Trustees are open to the public. If you wish to attend the November 19<sup>th</sup>, 2015 meeting and have special requirements as outlined in the Americans with Disabilities Act, please notify the Library Director, Eric Bailey, by noon on November 19<sup>th</sup>, 2015.

**LAKE BLUFF PUBLIC LIBRARY  
123 E. Scranton Avenue  
Lake Bluff, Illinois 60044**

## **NOTICE OF Building Project Task Force Meeting**

The Building and Grounds Committee of the Lake Bluff Public Library Board of Library Trustees will meet at the Lake Bluff Public Library on December 3<sup>rd</sup>, 2015 at 1:00pm for the purposes outlined below:

**Lake Bluff Public Library Board of Trustees  
Building Project Task Force Meeting  
Thursday, December 3<sup>rd</sup>, 2015 at 1:00pm  
At the Lake Bluff Public Library  
123 E. Scranton Avenue  
Lake Bluff, Illinois 60044**

### **AGENDA**

- I. Call to order (1:00pm)**
- II. Roll Call (1:00pm)**
- III. Building Project Funding Possibilities (possible action)(60 minutes)(2:00pm)**
  - a. Discuss Project Board**
    - i. Status**
    - ii. Completions**
    - iii. Additions**
  - b. Review Notes from Meeting with Mr. Hood**
  - c. Discuss Friends Role**
  - d. Questions for Legal Counsel**
  - e. Additional Discussion**
- IV. Any and all other business that may properly come before this committee (5 minutes)(2:05pm)**
- V. Adjournment (2:05pm)**

All regular meetings and committee meetings of the Lake Bluff Board of Library Trustees are open to the public. If you wish to attend the December 3<sup>rd</sup>, 2015 meeting and have special requirements as outlined in the Americans with Disabilities Act, please notify the Library Director, Eric Bailey, by noon on December 3<sup>rd</sup>, 2015.

**A resolution regarding the use of the Second Floor Foyer  
Between the Lake Bluff Public Library and the Lake Bluff History Museum**

**WHEREAS**, the Lake Bluff History Museum ('Museum') entered into a long term lease with the Lake Bluff Public Library ('Library') for 'approximately 1,500 square feet of the building and 200 square feet of the accessory structure;' and

**WHEREAS**, both the Museum and the Library agree that the Second Floor Foyer between the Wood and Library buildings represents shared space for which any additional use should be discussed between both parties; and

**WHEREAS**, the Museum, currently uses some of the space to store display panels; and

**WHEREAS**, the Library wishes to place a table and two chairs in the Foyer to allow the area to be used for study, reading, and similar library activities; and

**NOW, THEREFORE LET IT BE RESOLVED** by the Board of Trustees of the Lake Bluff Public Library and the Board of the Lake Bluff History Museum as follows:

**SECTION 1:** The Library will provide storage for the 9 museum display panels currently in the Second Floor Foyer. The Library will move the panels to onsite storage. The Museum will be able to gain access to the panels with at least 24 hours' notice, and be notified when the panels' storage situation is changed or modified in any way.

**SECTION 2:** The Library will place a table and two chairs in the Second Floor Foyer for use by Library patrons. All use of the Second Floor Foyer will comply with the Library's Patron Use Policy.

**SECTION 3:** To the fullest extent permitted by law, the Museum shall indemnify, and hold the Library, its Board members, officers, administrators, employees, volunteers, and agents harmless against any and all liability, loss, expense, including reasonable attorneys' fees, or claims for injury or damages that occur to the display panels while in Library storage or being moved to Library storage.

**SECTION 4:** To the fullest extent permitted by law, the Library shall indemnify, and hold the Museum, its Board members, officers, administrators, employees, volunteers, and agents, harmless against any and all liability, loss, expense, including reasonable attorneys' fees, or claims for injury or damages that occur in relation to the display panels being in Library storage.



**SECTION 5:** Either party may end the agreement at any time with 30 days' written notice.

**SECTION 6:** Use by either party beyond what is listed within this agreement will be handled through discussion between the Library and Museum as formalized in the Intergovernmental Agreement entered into on July 20, 1998.

PASSED by the Board of Museum Trustees of the Lake Bluff History Museum on the \_\_\_\_\_ by a vote of:

YEAS:

NAYS:

ABSENT OR NOT VOTING:

\_\_\_\_\_  
Cathy McKechney, President  
Lake Bluff History Museum

PASSED by the Board of Library Trustees of the Lake Bluff Public Library on the \_\_\_\_\_ by a vote of:

YEAS:

NAYS:

ABSENT OR NOT VOTING:

\_\_\_\_\_  
Kathleen Meierhoff, President  
Lake Bluff Public Library

## Director's Report

### Finance Reports

The Village is not able to get the check registers and financial reports to the library before Monday, December 14. I will copy these materials and make them available after I pick them up that morning.

### United for Libraries Trustee Tip Sheet

I have attached a 'Trustee Tip Sheet' courtesy of the ALA affiliate United for Libraries. There are a total of twelve available at: <http://www.ala.org/united/trustees/tipsheets>

The one I have attached for you is the first, and focuses on the role of trustees, particularly in relation to the Friends of the Library. While not all is applicable to our situation, it's an interesting and useful document.

### Trivia Night

Our Trivia Night programs continue to be very popular. In November, we again had a packed house of 40 people at the Lake Bluff Brewery. The sessions for January and February are already 75% full! Kudos to Liliana and Martha for everything they have done to make this so successful.

### Literacy Night

Liliana and Donna went to Lake Bluff Elementary School for Literacy Night in mid-November. Twenty-one students signed up for IGA cards at this event. Will Cordeniz, who is monitoring the dispersal of cards, reports that approximately 25% of our IGA cards have been issued to students at this point.

### Puzzle Swap

We also hosted our first Puzzle Swap, which drew about 8 participants. Patrons dropped off their gently used puzzles and returned later to choose a different one. Many thanks to Carol Carter for organizing this.

### HVAC Update

The parts to repair the HVAC system are on order. When we are able to start repairs is dependent on when the parts arrive.

### Fun at the Library

Martha O'Hara has added a "Fun at the Library" section to the front page of our website. This features photos from recent library programs. Patrons are encouraged to submit their own photos to be featured on the website. Currently, we have photos of our recent Trivia champs, Welcome Day, Game Day, Decorate the Library, and Storytime with the Elves.

### Holiday Decorations

The library is looking very festive for December. Eliza Jarvi, Donna Williams, and Carrie Spezzano decorated the Children's Department, and Martha, Liliana, Claire Osada, and Laurence Sacherer tackled the main floor. Complete with 'Book Tree' made from discards, and three dimensional paper snowflakes.

### 'It's a Wonderful Life...In Lake Bluff!'

On December 5<sup>th</sup> the library participated in Lake Bluff's annual holiday celebration. Santa visited the History Museum, and the Library Elves were on hand to read stories to the kids. Liliana LaValle also led a 'Decorate the Library' ornament making program. The ornaments created for the program are now hanging at the Adult Services Desk.

### Scavenger Hunt

Martha is working on a scavenger hunt for the library. The theme? Gingerbread men.

### Lake Bluff Middle School Choir

The Lake Bluff Middle School Choir paid us a visit on December 8<sup>th</sup>. As always, their half hour production was enchanting and well attended. Thanks to Carol Carter for organizing this.

### Baker and Taylor Processing

Starting about January 1<sup>st</sup>, our primary materials vendor, Baker and Taylor, will be sending hardcover and paperback books to us already covered. This will allow us to get materials onto the shelf faster, and will allow us to do more with our limited resources.

### Holiday Card Collection

During the month of December, patrons can send us a holiday card to receive a voucher for a small amount of fines/copies.

### November Statistics

Circulation was up in November, as were programming statistics.

# Monthly Statistics Summary

## November 2015

### Library Usage Summary

#### Total November Circulation

FY	Total	Avg. Circ/Hour	% Change
15-16	8,130	36.95	1.21%
14-15	8,033	37.36	-7.29%
13-14	8,665	40.12	0.31%

#### Total Circulation Fiscal Year to Date

FY	Total	Avg. Circ/Hour	% Change
15-16	64,293	39.83	0.90%
14-15	63,722	40.03	-7.55%
13-14	68,926	43.18	0.79%

#### Total November Visits

FY	Total Visits	Avg. Visits/Hour	% Change
15-16	5,425	24.66	13.27%
14-15	4,789	22.27	-36.74%
13-14	7,570	35.05	22.95%

#### Total User Visits Fiscal Year to Date

FY	Total Visits	Avg. Visits/Hour	% Change
15-16	43,418	26.86	1.38%
14-15	42,825	26.82	-18.67%
13-14	52,658	33.17	-0.01%

#### Total November Programs

FY	# of Programs	% Change	Attendance	% Change
15-16	28	55.56%	380	107.65%
14-15	18	5.88%	183	-12.44%
13-14	17	6.25%	209	25.90%

#### Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
15-16	215	13.16%	9,021	94.17%
14-15	190	-24.30%	4,646	-4.74%
13-14	251	23.04%	4,877	0.43%

### Online Access

#### Total November eMaterial Circulation

FY	eBook/ eAudio	eVideo	eMusic	eMagazines	% Change
15-16	643	4	187	40	4.55%
14-15	549	5	262	20	5.82%
13-14	469	N/A	242	79	64.58%

#### Total eMaterial Circulation Year to Date

FY	eBook/e Audio	eVideo	eMusic	eMagazines	% Change
15-16	4,976	8	1,244	197	21.59%
14-15	3,729	26	1,212	343	7.16%
13-14	3,019	N/A	1,632	304	38.06%

#### Total November Website Usage

FY	Page Loads	% Change	Unique Visitors	% Change
15-16	8,111	4.48%	4,979	5.15%
14-15	7,763	-10.28%	4,735	-8.84%
13-14	8,652	9.78%	5,194	6.96%

#### Total Website Usage Fiscal Year to Date

FY	Page Loads	% Change	Unique Visitors	% Change
15-16	67,418	11.94%	40,563	11.61%
14-15	60,228	-16.20%	36,343	-12.67%
13-14	71,874	14.62%	41,615	-0.91%

#### Total November Database Usage

FY	Research*	Novelist	Tumble Books	% Change
15-16	585	829	39	216.56%
14-15	147	294	18	116.51%
13-14	48	164	0	194.44%

#### Total Database Usage Fiscal Year to Date

FY	Research*	Novelist	Tumble Books	% Change
15-16	3,525	5,573	441	212.65%
14-15	1,755	1,191	105	120.29%
13-14	445	887	53	89.21%

### Other Services

#### Total November Other Services

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
15-16	0	124	40	2
14-15	1	111	34	4
13-14	1	115	18	N/A

#### Total Other Services Fiscal Year to date

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
15-16	25	910	280	22
14-15	27	919	229	87
13-14	27	974	188	N/A

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

# Monthly Statistics Summary

## November 2015

12B

### Adult Services Summary

#### Total November Circulation

FY	Fiction	Non Fiction	A/V	Total	% Change
15-16	780	787	2,061	3,885	-6.61%
14-15	965	640	2,115	4,160	-6.83%
13-14	921	790	2,426	4,465	-8.09%

#### Total November Programs

FY	# of Programs	% Change	Attendance	% Change
15-16	14	100.00%	155	112.33%
14-15	7	-22.22%	73	-39.67%
13-14	9	28.57%	121	44.05%

### Teen Services Summary

#### Total November Circulation

FY	Total	% Change
15-16	100	-29.58%
14-15	142	-5.33%
13-14	150	-28.57%

#### Total November Programs

FY	# of Programs	% Change	Attendance	% Change
15-16	4	33.33%	8	33.33%
14-15	3	0.00%	6	-53.85%
13-14	3	0.00%	13	44.44%

### Youth Services Summary

#### Total November Circulation

FY	Fiction	Non Fiction	A/V	Total	% Change
15-16	1,882	496	764	3,151	13.88%
14-15	1,692	370	697	2,767	-12.19%
13-14	1,791	469	884	3,151	3.62%

#### Total November Programs

FY	# of Programs	% Change	Attendance	% Change
15-16	10	25.00%	217	108.65%
14-15	8	60.00%	104	38.67%
13-14	5	-16.67%	75	2.74%

### Technical Services Summary

#### Total November Activity

FY	Acquisitions	Deletions
15-16	667	176
14-15	499	201
13-14	596	209

#### Total Circulation Fiscal Year to Date

FY	Fiction	Non Fiction	A/V	Total	% Change
15-16	6,716	5,850	14,651	29,264	-3.37%
14-15	7,246	4,827	15,605	30,284	-12.26%
13-14	8,228	5,181	18,610	34,517	-2.73%

#### Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
15-16	69	50.00%	969	68.52%
14-15	46	-25.81%	575	-11.27%
13-14	62	14.81%	648	31.17%

#### Total Circulation Fiscal Year to Date

FY	Total	% Change
15-16	937	-39.04%
14-15	1,537	-6.68%
13-14	1,647	-11.50%

#### Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
15-16	34	-35.85%	194	17.58%
14-15	53	82.76%	165	1.23%
13-14	29	0.00%	163	-20.87%

#### Total Circulation Fiscal Year to Date

FY	Fiction	Non Fiction	A/V	Total	% Change
15-16	17,518	3,470	5,614	26,706	3.46%
14-15	16,636	2,658	6,480	25,812	-5.34%
13-14	17,064	2,928	7,223	27,269	0.45%

#### Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
15-16	112	23.08%	7,858	101.18%
14-15	91	-43.13%	3,906	-3.94%
13-14	160	32.23%	4,066	-2.17%

#### Total Activity Fiscal Year to Date

FY	Acquisitions	Deletions
15-16	4,154	2,635
14-15	4,134	2,803
13-14	4,702	4,554

12C

**Monthly Statistics Summary  
November 2015**

**Community Penetration--Physical Collection**

**November**

	<b># of Households</b>	<b>% of Total Households</b>
<b>Households active in November</b>	676	32.90%
<b>Total active households</b>	1,342	65.30%

**October**

	<b># of Households</b>	<b>% of Total Households</b>
<b>Households active in October</b>	691	33.63%
<b>Total active households</b>	1,339	65.16%

**September**

	<b># of Households</b>	<b>% of Total Households</b>
<b>Households active in September</b>	706	34.36%
<b>Total active households</b>	1,361	66.23%

**August**

	<b># of Households</b>	<b>% of Total Households</b>
<b>Households active in August</b>	789	38.39%
<b>Total active households</b>	1,370	66.67%

**July**

	<b># of Households</b>	<b>% of Total Households</b>
<b>Households active in July</b>	794	38.64%
<b>Total active households</b>	1,364	66.37%

**June**

	<b># of Households</b>	<b>% of Total Households</b>
<b>Households active in June</b>	765	37.23%
<b>Total active households</b>	1,340	65.21%

**May**

	<b># of Households</b>	<b>% of Total Households</b>
<b>Households active in May</b>	663	32.26%
<b>Total active households</b>	1,347	65.55%

**April**

	<b># of Households</b>	<b>% of Total Households</b>
<b>Households active in April</b>	654	31.82%
<b>Total active households</b>	1,247	60.68%

**March**

120

**Monthly Statistics Summary  
November 2015**

	<b># of Households</b>	<b>% of Total Households</b>
<b>Households active in March</b>	662	32.21%
<b>Total active households</b>	1,237	60.19%

**February**

	<b># of Households</b>	<b>% of Total Households</b>
<b>Households active in February</b>	613	29.83%
<b>Total active households</b>	1214	59.08%

**January**

	<b># of Households</b>	<b>% of Total Households</b>
<b>Households active in January</b>	630	30.66%
<b>Total active households</b>	1,212	58.98%

## Friends of the Library Meeting Dates

### 2015 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 24 at 10:00am – KATHY MEIERHOFF  
November 21 at 10:00am – ROMAIN WOJDA

### 2016 Meeting Dates

January 16 at 10:00am – TIM KREGOR  
February 20 at 10:00am – SCOT BUTLER  
March 19 at 10:00am – JANIE JERCH  
April 16 at 10:00am – ROMAIN WOJDA  
May 21 at 10:00am – KATHY MEIERHOFF  
June 18 at 10:00am – CAL STROH  
August 20 at 10:00am – TIM KREGOR  
September 17 at 10:00am – SCOT BUTLER  
October 15 at 10:00am – ROMAIN WOJDA  
November 19 at 10:00am – JANIE JERCH

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

Respectfully submitted,

Eric Bailey  
Library Director



# tip sheet #1

## Tools for Trustees



### THE ROLE OF LIBRARY TRUSTEES

It is not uncommon for the role of the Friends and the role of the public library Trustees to become confused. What authority and responsibilities do the Friends have? What is the role of the Trustees? Should an individual serve on both boards? If either of these groups is unsure of the limits of their respective authorities, conflicts can, and often do, arise. Tip Sheets #1 and #2 outline the roles of the Trustees and the role of the Friends, specifically indicating where their work and communication should overlap or complement each other.

There are typically two types of Trustee Boards - a) a governing board or b) an advisory board.

1. The **Governing Board** is either elected by the general population or is appointed by the city or town's elected council. This type of board has full authority over the governance of the library. This Board hires the library director, sets policy, and works closely with the director in establishing and presenting the library's budget to the city.
2. The **Advisory Board** typically exists where the library is a city department, the library director is hired by the city, and the library director reports directly to the city manager or mayor. The Advisory Board typically has less governing authority though it may be an appointed or elected Board. By law in most states, this Board still has responsibility for policy setting, but does not have responsibility for the budget or the direct oversight of the library director.
3. In both cases, the library Board of Trustees has the authority for developing and implementing the policies that govern library services.
4. In both cases, the library Board of Trustees works with the library administration in planning and goal setting for the library.
5. In both cases, the library Board of Trustees should meet at least monthly with the library administration in an open meeting where a Friends liaison should be present and have an opportunity on the agenda to update the Board of Trustees on the Friends' activities.
6. In both cases, a member of the library Board of Trustees should be appointed to act as a liaison to the Friends and attend their meetings and as many of their functions as possible.

*continued on reverse*

*United for Libraries tip sheet #1, continued*

7. In both cases, all members of a library Board of Trustees should become personal members of the Friends at the highest level they are able.
8. Individually and collectively, Trustees should act as advocates of libraries and present the library point of view to their locally- and nationally-elected legislators and leaders.
9. At least yearly, the library board should plan a joint meeting to discuss mutual concerns with Friends. This can be done in conjunction with a breakfast or dinner meeting.

Should a member of the library Board of Trustees also serve as a member of the Friends of the Library Board? The generally accepted wisdom is "no." There are a number of reasons for this:

1. It can imbue a single member with more power and authority than his or her peers on each of the boards.
2. There can be a perceived conflict if a member of the policy making Board is also in a decision making role on the Friends Board that helps fund the library's services.
3. There can be a potential conflict of interest when a policy the library Board of Trustees is proposing might not be considered to be in the best interest of the Friends. For example, deciding to give discarded library materials to an outsourced agency or proposing the establishment of a foundation for fundraising.

Even if your Trustee Board and Friends Board are working in perfect harmony right now, no precedent should be set that will allow possible conflicts in the future. Though it is the case that a Trustee Board member may take a leadership role in creating a new Friends group and therefore have a decision making role in both for awhile; this should be considered a temporary necessity and the new Friends should elect officers (other than library Trustees) as soon as possible.

For more information, see *United for Libraries' Toolkit #3, "Friends and Libraries: Working Effectively Together"* in the Trustee Zone at [www.ala.org/united](http://www.ala.org/united). In addition, see the chapter on "Organizational Effectiveness" in *101+ Great Ideas for Libraries and Friends*, available in the Friends & Foundations Zone and the Trustee Zone.

*updated 1/15*

---

**United for Libraries**

Sally Gardner Reed, Executive Director  
859 W. Lancaster Ave., Unit 2-1  
Bryn Mawr, PA 19010

(800) 545-2433, ext. 2161  
fax (484) 383-3407  
[www.ala.org/united](http://www.ala.org/united)