

June 16, 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 May 19, 2015 Board of Trustees Meeting (action)(2 minutes)(7:04pm)	3
5 Treasurer's Report and Financial Reports (White and Yellow) (action)(5 minutes)(7:09pm)		
	April Financial Summary Report	4A-4C
	April Detailed Balance Sheet	5A-5D
	April Detailed Revenue & Expense Report	6A-6E
6 Approval of Checks (Green) (action)(10 minutes)(7:19pm)		
	April Manual Check Report	7A
	April Check Register	8A-8Q
7 Committee Reports (30 minutes)(7:49pm)		9A-9Q
8 New Business		10A
	Resolution Adopting Prevailing Wage Ordinance (action)(10 minutes)(7:59pm)	11A-11B
	Statement of Participation in Nonresident Card Program (action)(10 minutes)(8:09pm)	12A-12G
	Summary of Program Cost and Attendance for FY2014-2015 (10 minutes)(8:19pm)	13A-13H
	Guide for Closed Meeting Minutes (10 minutes)(8:29pm)	14A
9 Old Business		
	New Long Range Plan (action)(10 minutes)(8:39pm)	15A-15D
10 Director's Report (5 minutes)(8:44pm)		
	Librarian's Narrative Report	16A
11 Executive Session(s) (30 minutes)(9:14pm)		
12 Any and All Other Business ...		
13 Adjournment (1 minute)(9:15pm)		
16 Attachments		
	Usage Statistics for the Month of May	17A-17C
	Trustee's Selected to Attend Friends of the Library Meetings	18A

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, June 16, 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 May 19, 2015 Regular Board Meeting **(action)(2 minutes)(7:04pm)**
5. **May 2015 Financial Reports – Detailed Balance and Revenue/Expense (White and Yellow Pages) (action)(5 minutes)(7:09pm)**
 - a. May Financial Summary Report
 - b. May Detailed Balance Sheet
 - c. May Detailed Revenue & Expense Report
6. **Approval of checks (Green Pages) (10 minutes)(7:19pm)**
 - a. May Manual Checks (12170-12174) **(action)**
 - b. May Monthly Checks (12175-12207) **(action)**
7. **Committee Reports (30 minutes)(7:49pm) (Met)**
 - a. Human Resources Committee **(CHAIR: Butler. MEMBERS: Meierhoff, Stroh, Wojda.)**
 - b. Outreach Committee **(CHAIR: Schons. MEMBERS: Butler.)**
 - c. Technology Committee **(CHAIR: Kregor. MEMBERS: Wojda.)**
 - d. Building and Grounds Committee **(CHAIR: Schons. MEMBERS: Jerch, Meierhoff, and Stroh.)**
 - e. Finance Committee **(CHAIR: Butler. MEMBERS: Kregor.)**
 - f. Intergovernmental Committee **(CHAIR: Bailey. MEMBERS: Stroh and Schnell.)**
 - g. Long Range Planning Committee **(CHAIR: Kregor. MEMBERS: Butler, Schons, and Wojda.)**
8. **New Business**
 - a. Resolution Adopting Prevailing Wage Ordinance **(action)(10 minutes)(7:59pm)**
 - b. Statement of Participation in Nonresident Card Program **(10 minutes)(8:09pm)**
 - c. Summary of Program Cost and Participation for FY 2014-2015 **(10 minutes)(8:19pm)**

d. Guide for Closed Meeting Minutes **(10 minutes)(8:29pm)**

9. Old Business

a. New Long Range Plan **(10 minutes)(8:39pm)**

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

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)(9:15pm)

Attachments:

Prevailing Wage Ordinance
Statement of Participation in Nonresident Card Program
Summary of Program Cost and Attendance
Guide to Closed Session Minutes
Proposed Long Range Plan
Upcoming Friends Meetings
Statistics Report

Upcoming Board Meetings: July 21, August 18, and September 15, 2015

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

6/12/2015

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
Revenues							
Property Taxes	\$ 34,498	\$ 873,917	3.9%	84.4%	\$ -	0.0%	\$ 851,666
Rental Fines	1,383	12,000	11.5%	3.4%	841	6.5%	13,000
State Per Capita Grant	-	7,153	0.0%	0.0%	-	0.0%	7,153
Non-Resident Fees	520	7,000	7.4%	1.3%	820	11.7%	7,000
Miscellaneous Revenue	156	3,000	5.2%	0.4%	359	12.0%	3,000
Other Grants	-	5,000	0.0%	0.0%	-	0.0%	5,000
Photo-copy Charges	226	2,000	11.3%	0.6%	248	12.4%	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	27	400	6.7%	0.1%	22	5.5%	400
Naperville (Impact) Fees	-	-	---	0.0%	-	---	-
Restricted Donations/Gifts	4,071	20,000	20.4%	10.0%	-	0.0%	20,000
Unrestricted Donations/Gifts	3	1,000	0.3%	0.0%	15	1.5%	1,000
Total Revenues	\$ 40,883	\$ 939,370	4.4%	100.0%	\$ 2,304	0.3%	\$ 918,119
Use of Fund Balance Reserves		\$ -					\$ 34,900
Total Projected Revenues & Use of Reserves		939,370					953,019
Expenditures							
Librarian Salaries	\$ 24,830	\$ 224,000	11.1%	28.5%	\$ 18,205	8.1%	\$ 224,000
Staff Salaries	\$ 14,625	259,000	5.6%	16.8%	\$ 19,113	8.3%	231,000
Medical Insurance	\$ 4,829	80,000	6.0%	5.6%	\$ 3,571	8.5%	42,000
Other Employee Benefits	\$ -	250	0.0%	0.0%	\$ -	0.0%	500
Employer IMRF	\$ 3,571	45,000	7.9%	4.1%	\$ 3,871	8.6%	45,000
Employer FICA	\$ 2,956	37,000	8.0%	3.4%	\$ 2,802	8.0%	35,000
<i>Subtotal Personnel Expense</i>	\$ 50,810	\$ 645,250	7.9%	58.4%	\$ 47,561	8.2%	\$ 577,500
Building Maintenance	\$ 6,227	\$ 24,000	25.9%	7.2%	\$ 4,976	17.8%	\$ 28,000
Elevator Maintenance	\$ -	2,000	0.0%	0.0%	\$ 175	8.8%	2,000
Grounds Maintenance	\$ 275	8,000	3.4%	0.3%	\$ 999	11.8%	8,500
Copier Maintenance	\$ 52	4,500	1.2%	0.1%	\$ 51	1.1%	4,500
<i>Subtotal Maintenance Expense</i>	\$ 6,554	\$ 38,500	17.0%	7.5%	\$ 6,201	14.4%	\$ 43,000
Other Professional Services	\$ -	\$ 5,000	0.0%	0.0%	\$ -	0.0%	\$ 20,000
Computer Services	\$ 2,925	15,000	19.5%	3.4%	\$ 2,790	14.0%	20,000
Legal Services	\$ -	2,500	0.0%	0.0%	\$ -	0.0%	15,000
Professional Development	\$ -	3,000	0.0%	0.0%	\$ -	0.0%	5,000
Dues	\$ -	2,000	0.0%	0.0%	\$ -	0.0%	2,000
Utilities	\$ 1,598	9,000	17.8%	1.8%	\$ 407	5.1%	8,000

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

6/12/2015

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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	\$ 98	3,000	3.3%	0.1%	\$ 503	16.8%	3,000
Printing/E-News	\$ 1,883	8,500	22.2%	2.2%	\$ 1,827	20.3%	9,000
Office Supplies	\$ 369	5,750	6.4%	0.4%	\$ 477	7.9%	6,000
Bldg/Grounds Supplies	\$ 5	2,000	0.2%	0.0%	\$ -	0.0%	2,000
Technical Services Supplies	\$ 177	5,000	3.5%	0.2%	\$ 230	4.2%	5,500
<i>Subtotal Contracts & Commodities</i>	\$ 7,054	\$ 60,750	11.6%	8.1%	\$ 6,235	6.5%	\$ 95,500
Hospitality Program Support	\$ 15	500	3.0%	0.0%	\$ 10	1.0%	1,000
Adult Program Support	\$ 1,287	5,000	25.7%	1.5%	\$ 1,075	26.9%	4,000
Juvenile Program Support	\$ 3,185	5,800	54.9%	3.7%	\$ 3,521	50.3%	7,000
Outreach Program Supplies	\$ -	1,000	0.0%		\$ 450		
Teen Program Supplies	\$ -	1,200	0.0%		\$ 1,461		
Per Capita Grant	\$ 4,968	7,153	69.5%	5.7%	\$ 1,417	19.8%	7,153
Other Grant Expenditures	\$ -	5,000	0.0%	0.0%	\$ -	0.0%	5,000
<i>Subtotal Programs & Grants</i>	\$ 9,455	\$ 25,653	36.9%	10.9%	\$ 7,935	32.9%	\$ 24,153

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

6/12/2015

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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	\$ 1,820	17,000	10.7%	2.1%	\$ 48	0.3%	18,000
Adult Fiction Books	\$ 1,404	14,000	10.0%	1.6%	\$ 528	3.5%	15,000
Adult Large Print Materials	\$ -	500	0.0%	0.0%	\$ 2,500	500.0%	500
Adult AV Materials	\$ 543	15,000	3.6%	0.6%	\$ 2,105	14.0%	15,000
Adult Reference/e-Reference	\$ 3,555	21,000	16.9%	4.1%	\$ 714	3.1%	23,000
Juvenile Non-Fiction Books	\$ 1,366	7,000	19.5%	1.6%	\$ 652	9.3%	7,000
Picture Books	\$ 1,357	5,000	27.1%	1.6%	\$ 55	0.9%	6,000
Juvenile Fiction Books	\$ 830	9,000	9.2%	1.0%	\$ -	0.0%	8,500
Juvenile AV Materials	\$ 187	1,500	12.4%	0.2%	\$ 242	6.4%	3,750
Juvenile e-Reference	\$ -	2,000	0.0%	0.0%	\$ 100	10.0%	1,000
Teen Books	\$ 185	2,750	6.7%	0.2%	\$ 17	0.6%	2,750
e-Books	\$ -	6,250	0.0%	0.0%	\$ 4,546	37.9%	12,000
Graphic Novels	\$ 14	500	2.8%	0.0%	\$ 514	102.8%	500
Periodicals	\$ 1,244	\$ 6,000	20.7%	1.4%	\$ 233	3.3%	\$ 7,000
Video Games	\$ 178	3,500	5.1%	0.2%	\$ -	0.0%	3,500
<i>Subtotal Materials</i>	\$ 12,683	111,000	11.4%	14.6%	\$ 12,254	9.9%	\$ 123,500
Patron & Staff Software	\$ 10	5,000	0.2%	0.0%	\$ 530	8.8%	6,000
Library Automation Software	\$ -	22,000	0.0%	0.0%	\$ 54	0.2%	24,000
Miscellaneous Expense	\$ 362	1,000	36.2%	0.4%	\$ -	0.0%	2,000
<i>Subtotal Software/Other</i>	\$ 372	28,000	1.3%	0.4%	\$ 584	1.8%	\$ 32,000
FR Restricted Donations	\$ 76	-	---	0.1%	\$ -	0.0%	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%	12,046	602.3%	2,000
Exterior Bldg Improvements	-	1,000	0.0%	0.0%	-	0.0%	12,000
Use of Temporarily Restrict Donat	-	21,000	0.0%	0.0%	-	0.0%	21,000
Contingency	-	5,217	0.0%	0.0%	-	0.0%	6,366
<i>Subtotal Capital, Grants & Dona</i>	\$ 76	\$ 30,217	0.3%	0.1%	\$ 12,064	21.0%	\$ 57,366
Total Expenditures	\$ 87,006	\$ 939,370	9.3%	100.0%	\$ 92,835	9.7%	\$ 953,019
Fund Balance as of April 30, 2015	527,732						
YTD Addition to/(Subtraction from) Fund Balance	(46,122)						
Fund Balance at month end	481,610						

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-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

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FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 1 PERIODS ENDING MAY 31, 2015

ACCOUNT #	DESCRIPTION	BALANCE 05/01/15	NET DEBITS	NET CREDITS	BALANCE 05/31/15
ASSETS					
DUE TO/FROM ACCOUNTS					
80-00-100-10000	DUE TO/FROM OTHER FUNDS	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00
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	28.62	7.70	20.92
80-10-101-11000	MONEY MARKET ACCOUNT	106,694.94	51,605.64	67,447.58	90,853.00
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	PETY 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	34,506.74	45,000.00	450,683.70
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	0.06	0.00	3,423.62
TOTAL CASH & INVESTMENTS		571,447.26	86,141.06	112,455.28	545,133.04
RECEIVABLES					
80-10-201-15000	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
80-10-201-15200	PROPERTY TAX RECEIVABLE	852,303.78	0.00	0.00	852,303.78
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		852,303.78	0.00	0.00	852,303.78
OTHER ASSETS					
80-10-301-37100	DUE FROM THE VILLAGE	(10,604.70)	34,497.66	44,886.39	(20,993.43)
80-10-301-55000	PREPAID EXPENSES	0.00	0.00	0.00	0.00
TOTAL OTHER ASSETS		(10,604.70)	34,497.66	44,886.39	(20,993.43)
TOTAL ASSETS		1,413,146.34	120,638.72	157,341.67	1,376,443.39
LIABILITIES AND FUND EQUITY					
LIABILITIES					
PAYABLES					
80-20-102-20000	ACCOUNTS PAYABLE	13,939.92	28,656.01	38,325.52	23,609.43

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-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

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FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 1 PERIODS ENDING MAY 31, 2015

ACCOUNT #	DESCRIPTION	BALANCE 05/01/15	NET DEBITS	NET CREDITS	BALANCE 05/31/15
LIABILITIES					
PAYABLES					
80-20-102-41000	SOCIAL SECURITY TAX PAYABLE	0.00	5,911.33	5,911.33	0.00
80-20-102-42000	FEDERAL INCOME TAX PAYABLE	0.00	3,890.70	3,890.70	0.00
80-20-102-43000	STATE INCOME TAX PAYABLE	0.00	1,369.47	1,369.47	0.00
80-20-102-44000	IMRF PAYABLE	0.00	5,090.82	5,090.82	0.00
80-20-102-45000	ICMA 457 PLAN PAYABLE	0.00	750.00	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	468.56	468.56	0.00
80-20-102-66000	LIBRARY HSA PAYABLE	0.00	350.00	350.00	0.00
80-20-102-70000	OTHER SHORT TERM LIABILITIES	0.00	0.00	0.00	0.00
TOTAL PAYABLES		13,939.92	46,486.89	55,906.40	23,359.43
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	852,303.78	0.00	0.00	852,303.78
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		871,473.99	0.00	0.00	871,473.99
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		885,413.91	46,486.89	55,906.40	894,833.42
FUND EQUITY					
EQUITY SECTION					
80-30-100-53000	UNRESERVED FUND BALANCE	527,732.43	0.00	0.00	527,732.43
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		527,732.43	0.00	0.00	527,732.43
FUND SURPLUS (DEFICIT)		0.00	46,122.46	0.00	(46,122.46)

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-- VILLAGE OF LAKE BLUFF --
DETAILED BALANCE SHEET

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FUND: LAKE BLUFF PUBLIC LIBRARY
FOR 1 PERIODS ENDING MAY 31, 2015

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

TOTAL FUND EQUITY		527,732.43	46,122.46	0.00	481,609.97

TOTAL LIABILITIES AND FUND EQUITY		1,413,146.34	92,609.35	55,906.40	1,376,443.39

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-- VILLAGE OF LAKE BLISS --
DETAILED BALANCE SHEET

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FUND: LIBRARY GRANTS & GIFTS FUND
FOR 1 PERIODS ENDING MAY 31, 2015

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

ASSETS					
INTERFUND CLEARING ACCOUNT					
82-00-100-10000	DUE TO/FROM LIBRARY FUND	0.00	0.00	0.00	0.00

TOTAL INTERFUND CLEARING ACCOUNT		0.00	0.00	0.00	0.00

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					
PAYABLES					
82-20-102-20000	ACCOUNTS PAYABLE	0.00	0.00	0.00	0.00

TOTAL PAYABLES		0.00	0.00	0.00	0.00

TOTAL LIABILITIES		0.00	0.00	0.00	0.00

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

TOTAL FUND EQUITY		0.00	0.00	0.00	0.00

TOTAL LIABILITIES AND FUND EQUITY		0.00	0.00	0.00	0.00

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-- VILLAGE OF LAKE BLUFF --
DETAILED REVENUE & EXPENSE REPORT
ACTUAL VS. PRIOR VS. BUDGET
FOR 1 PERIODS ENDING MAY 31, 2015

FUND: LAKE BLUFF PUBLIC LIBRARY
DEPT: REVENUES

ACCOUNT NUMBER	DESCRIPTION	MAY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
<hr/>							
PROPERTY TAXES							
80-40-103-10000	LIBRARY PROPERTY TAX	34,497.66	0.00	34,497.66	0.00	873,917.00	3.9%
TOTAL REVENUES: PROPERTY TAXES		34,497.66	0.00	34,497.66	0.00	873,917.00	3.9%
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SERVICES & FEES							
80-40-403-48300	PHOTO-COPY CHARGES	226.40	247.75	226.40	247.75	2,000.00	11.3%
80-40-403-48500	NON-RESIDENT FEES	519.96	820.05	519.96	820.05	7,000.00	7.4%
TOTAL REVENUES: SERVICES & FEES		746.36	1,067.80	746.36	1,067.80	9,000.00	8.2%
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FINES							
80-40-503-65000	RENTAL FINES	1,383.13	840.65	1,383.13	840.65	12,000.00	11.5%
TOTAL REVENUES: FINES		1,383.13	840.65	1,383.13	840.65	12,000.00	11.5%
<hr/>							
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	26.92	22.09	26.92	22.09	400.00	6.7%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	2.62	14.75	2.62	14.75	0.00	100.0%
80-40-603-78001	RESTRICTED DONATIONS	4,071.00	0.00	4,071.00	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	155.67	358.50	155.67	358.50	3,000.00	5.1%
TOTAL REVENUES: MISCELLANEOUS		4,256.21	395.34	4,256.21	395.34	11,300.00	37.6%
TOTAL REVENUES: REVENUES		40,883.36	2,303.79	40,883.36	2,303.79	906,217.00	4.5%
TOTAL FUND REVENUES		40,883.36	2,303.79	40,883.36	2,303.79	906,217.00	4.5%

DATE: 06/15/2015
 TIME: 11:29:56
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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 1 PERIODS ENDING MAY 31, 2015

63
 : 2
 F-YR: 16

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	MAY 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	24,829.87	18,204.92	24,829.87	18,204.92	224,000.00	11.0%
80-60-001-40050	STAFF SALARIES	14,624.91	19,112.78	14,624.91	19,112.78	259,000.00	5.6%
80-60-001-40400	MEDICAL INSURANCE	4,829.35	3,570.85	4,829.35	3,570.85	80,000.00	6.0%
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	3,570.66	3,870.61	3,570.66	3,870.61	45,000.00	7.9%
80-60-001-40951	EMPLOYER FICA TAX	2,955.67	2,802.25	2,955.67	2,802.25	37,000.00	7.9%
80-60-001-41000	BUILDING MAINTENANCE	6,227.09	4,975.77	6,227.09	4,975.77	24,000.00	25.9%
80-60-001-41020	ELEVATOR MAINTENANCE	0.00	175.00	0.00	175.00	2,000.00	0.0%
80-60-001-41050	GROUNDS MAINTENANCE	275.00	999.00	275.00	999.00	8,000.00	3.4%
80-60-001-41303	COPIER MAINTENANCE/SUPPLIES	52.20	51.30	52.20	51.30	4,500.00	1.1%
80-60-001-41304	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	5,000.00	0.0%
80-60-001-41305	COMPUTER SERVICES	2,925.00	2,790.00	2,925.00	2,790.00	15,000.00	19.5%
80-60-001-41350	LEGAL SERVICES	0.00	0.00	0.00	0.00	2,500.00	0.0%
80-60-001-42400	PROFESSIONAL DEVELOPMENT	0.00	0.00	0.00	0.00	3,000.00	0.0%
80-60-001-42440	DUES	0.00	0.00	0.00	0.00	2,000.00	0.0%
80-60-001-43230	UTILITIES	1,597.87	407.31	1,597.87	407.31	9,000.00	17.7%
80-60-001-43300	POSTAGE	98.00	503.02	98.00	503.02	3,000.00	3.2%
80-60-001-43400	PRINTING/E-NEWSLETTER	1,883.00	1,827.30	1,883.00	1,827.30	8,500.00	22.1%
80-60-001-43550	OFFICE SUPPLIES	368.77	476.96	368.77	476.96	5,750.00	6.4%
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	4.99	0.00	4.99	0.00	2,000.00	0.2%
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	176.67	230.25	176.67	230.25	5,000.00	3.5%
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	14.95	10.13	14.95	10.13	500.00	2.9%
80-60-001-43710	ADULT PROGRAM SUPPLIES	1,287.32	1,075.40	1,287.32	1,075.40	5,000.00	25.7%
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	3,184.82	3,520.96	3,184.82	3,520.96	5,800.00	54.9%
80-60-001-43730	OUTREACH SUPPLIES	0.00	0.00	0.00	0.00	1,000.00	0.0%
80-60-001-43740	TEEN PROGRAM SUPPLIES	0.00	0.00	0.00	0.00	1,200.00	0.0%
80-60-001-44800	PER CAPITA GRANT	4,967.90	450.00	4,967.90	450.00	0.00	-100.0%
80-60-001-45000	ADULT NON-FICTION BOOKS	1,820.45	1,461.42	1,820.45	1,461.42	17,000.00	10.7%
80-60-001-45100	ADULT FICTION BOOKS	1,403.55	1,417.29	1,403.55	1,417.29	14,000.00	10.0%
80-60-001-45110	ADULT LARGE PRINT MATERIAL	0.00	48.25	0.00	48.25	500.00	0.0%
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	543.27	528.33	543.27	528.33	15,000.00	3.6%
80-60-001-45220	ADULT REFERENCE/E-REFER	3,555.00	2,500.00	3,555.00	2,500.00	21,000.00	16.9%
80-60-001-45400	JUVENILE NON-FICTION	1,365.95	2,104.59	1,365.95	2,104.59	7,000.00	19.5%
80-60-001-45410	PICTURE BOOKS, READERS	1,356.57	713.94	1,356.57	713.94	5,000.00	27.1%
80-60-001-45420	JUVENILE FICTION	830.42	652.20	830.42	652.20	9,000.00	9.2%
80-60-001-45430	JUVENILE AUDIO-VISUAL	186.74	54.96	186.74	54.96	1,500.00	12.4%
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	185.35	241.78	185.35	241.78	2,750.00	6.7%
80-60-001-45460	E-BOOKS	0.00	99.99	0.00	99.99	6,250.00	0.0%
80-60-001-45470	GRAPHIC NOVELS	14.13	16.94	14.13	16.94	500.00	2.8%
80-60-001-45500	PERIODICALS	1,243.96	4,546.06	1,243.96	4,546.06	6,000.00	20.7%
80-60-001-45510	VIDEO GAMES	177.96	513.90	177.96	513.90	3,500.00	5.0%
80-60-001-45600	PATRON & STAFF SOFTWARE	9.95	233.45	9.95	233.45	5,000.00	0.1%
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	0.00	0.00	22,000.00	0.0%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 1 PERIODS ENDING MAY 31, 2015

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	MAY 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	362.28	530.00	362.28	530.00	1,000.00	36.2%
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	76.20	53.56	76.20	53.56	0.00	-100.0%
80-60-001-49000	LIBRARY FURNISHINGS	0.00	0.00	0.00	0.00	1,000.00	0.0%
80-60-001-49120	EXT BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	1,000.00	0.0%
80-60-001-49350	COMPUTER EQUIPMENT	0.00	17.99	0.00	17.99	1,000.00	0.0%
80-60-001-49400	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	1,000.00	0.0%
80-60-001-50000	CONTINGENCY	0.00	12,046.17	0.00	12,046.17	5,217.00	0.0%
TOTAL EXPENSES: LIBRARY SERVICES		87,005.82	92,834.63	87,005.82	92,834.63	906,217.00	9.6%
TOTAL EXPENSES: LIBRARY ADMINISTRATION		87,005.82	92,834.63	87,005.82	92,834.63	906,217.00	9.6%
TOTAL FUND EXPENSES		87,005.82	92,834.63	87,005.82	92,834.63	906,217.00	9.6%
TOTAL FUND REVENUES		40,883.36	2,303.79	40,883.36	2,303.79	906,217.00	4.5%
TOTAL FUND EXPENSES		87,005.82	92,834.63	87,005.82	92,834.63	906,217.00	9.6%
FUND SURPLUS (DEFICIT)		(46,122.46)	(90,530.84)	(46,122.46)	(90,530.84)	0.00	100.0%

DATE: 06/15/2015
 TIME: 11:30:31
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 1 PERIODS ENDING MAY 31, 2015

6D
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 F-IR: 16

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

ACCOUNT NUMBER	DESCRIPTION	MAY 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: 06/10/15
TIME: 15:13:27
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-- VILLAGE OF LAKE BLUFF --
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
12170	9COMCAST COM051215	COMCAST CABLE 05/12/15	01 INTERNET 5/19-6/18/15	05/27/15	80-60-001-43230	244.85
					INVOICE TOTAL:	244.85 *
					CHECK TOTAL:	244.85
12171	9INGRAM 85054453	INGRAM LIBRARY SERVICES 05/27/15	01 GRAPHIC NOVELS	05/27/15	80-60-001-45470	14.13
					INVOICE TOTAL:	14.13 *
					CHECK TOTAL:	14.13
12172	9ROSENPU 609583	ROSEN PUBLISHING & 05/01/15	01 JUVENILE NON-FICTION	05/27/15	80-60-001-45400	789.45
					INVOICE TOTAL:	789.45 *
					CHECK TOTAL:	789.45
12173	9SAFEGUA 030663399	SAFEGUARD BUSINESS SYSTEMS 05/04/15	01 AP CHECK ORDER	05/27/15	80-60-001-43550	151.27
					INVOICE TOTAL:	151.27 *
					CHECK TOTAL:	151.27
12174	9LFHARDW MOR040115	LAKE FOREST HARDWARE 04/01/15	01 CAULK 02 RETURN CAULK	05/27/15	80-60-001-43660	9.98
					80-60-001-43660	-4.99
					INVOICE TOTAL:	4.99 *
					CHECK TOTAL:	4.99
					TOTAL AMOUNT PAID:	1,204.69

DATE: 06/11/15
TIME: 09:15:16
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

CHECK DATE: 06/16/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12175	9AMAZONA	VOIDED---LEADER CHECK						
	061511447070		05/05/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	20.99	
						INVOICE TOTAL:	20.99 *	
	061514966073		05/07/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	12.99	
						INVOICE TOTAL:	12.99 *	
	128350001904		05/08/15	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	133.26	
						INVOICE TOTAL:	133.26 *	
	130694383914		04/14/15	01	VIDEO GAMES	80-20-102-20000	14.99	
						INVOICE TOTAL:	14.99 *	
	131815086110		04/14/15	01	VIDEO GAMES	80-20-102-20000	19.42	
						INVOICE TOTAL:	19.42 *	
	170626772839		05/01/15	01	ADULT NON-FICTION	80-60-001-45000	17.97	
						INVOICE TOTAL:	17.97 *	
	170629451410		05/02/15	01	ADULT NON-FICTION	80-60-001-45000	20.12	
						INVOICE TOTAL:	20.12 *	
	170790538804		04/28/15	01	ADULT NON-FICTION	80-60-001-45000	13.85	
						INVOICE TOTAL:	13.85 *	
	170790773883		04/28/15	01	ADULT NON-FICTION	80-60-001-45000	14.96	
						INVOICE TOTAL:	14.96 *	
	170790829409		04/28/15	01	ADULT NON-FICTION	80-60-001-45000	16.46	
						INVOICE TOTAL:	16.46 *	
	170790972719		04/28/15	01	ADULT NON-FICTION	80-60-001-45000	12.71	
						INVOICE TOTAL:	12.71 *	
	170792968034		05/06/15	01	ADULT NON-FICTION	80-60-001-45000	21.56	
						INVOICE TOTAL:	21.56 *	

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TIME: 09:15:16
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-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

CHECK DATE: 06/16/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12175	9AMAZONA	VOIDED---LEADER CHECK						
	170796848373		04/28/15	01	ADULT NON-FICTION	80-20-102-20000	33.39	
						INVOICE TOTAL:	33.39 *	
	170796891901		05/01/15	01	ADULT NON-FICTION	80-60-001-45000	20.71	
						INVOICE TOTAL:	20.71 *	
	17792146116		05/02/15	01	ADULT NON-FICTION	80-60-001-45000	26.15	
						INVOICE TOTAL:	26.15 *	
	177996991583		04/16/15	01	OFFICE SUPPLIES	80-20-102-20000	23.62	
						INVOICE TOTAL:	23.62 *	
	180860591000		04/14/15	01	VIDEO GAMES	80-20-102-20000	44.14	
						INVOICE TOTAL:	44.14 *	
	182970470124		05/01/15	01	CREDIT-ADULT AUDIO VISUAL	80-20-102-20000	-5.00	
						INVOICE TOTAL:	-5.00 *	
	182970534102		04/25/15	01	ADULT AUDIO VISUAL MATERIAL	80-20-102-20000	129.48	
						INVOICE TOTAL:	129.48 *	
12176	9AMAZONA	VOIDED---LEADER CHECK						
	182971020903		05/07/15	01	CREDIT-ADULT AUDIO VISUAL	80-20-102-20000	-0.03	
						INVOICE TOTAL:	-0.03 *	
	182971281868		04/21/15	01	ADULT AUDIO VISUAL MATERIAL	80-20-102-20000	12.96	
						INVOICE TOTAL:	12.96 *	
	182971497437		05/09/15	01	CREDIT-ADULT AUDIO VISUAL	80-20-102-20000	-0.01	
						INVOICE TOTAL:	-0.01 *	
	182973287712		05/01/15	01	CREDIT-ADULT AUDIO VISUAL	80-20-102-20000	-0.04	
						INVOICE TOTAL:	-0.04 *	

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-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

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CHECK DATE: 06/16/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12176	9AMAZONA	VOIDED---LEADER CHECK						
	182973308074		05/02/15	01	CREDIT-ADULT AUDIO VISUAL	80-20-102-20000	-2.89	
						INVOICE TOTAL:	-2.89 *	
	182973991530		05/01/15	01	CREDIT-ADULT AUDIO VISUAL	80-20-102-20000	-0.99	
						INVOICE TOTAL:	-0.99 *	
	1829745288327		05/06/15	01	CREDIT-ADULT AUDIO VISUAL	80-20-102-20000	-0.96	
						INVOICE TOTAL:	-0.96 *	
	182974662105		05/01/15	01	CREDIT-ADULT AUDIO VISUAL	80-20-102-20000	-5.01	
						INVOICE TOTAL:	-5.01 *	
	182975252612		04/21/15	01	ADULT AUDIO VISUAL MATERIAL	80-20-102-20000	17.99	
						INVOICE TOTAL:	17.99 *	
	182976234966		04/27/15	01	ADULT AUDIO VISUAL MATERIAL	80-20-102-20000	237.26	
						INVOICE TOTAL:	237.26 *	
	182976824678		05/03/15	01	CREDIT-ADULT AUDIO VISUAL	80-20-102-20000	-1.00	
						INVOICE TOTAL:	-1.00 *	
	182977025857		05/04/15	01	CREDIT-ADULT AUDIO VISUAL	80-20-102-20000	-2.00	
						INVOICE TOTAL:	-2.00 *	
	182977415103		05/02/15	01	CREDIT-ADULT AUDIO VISUAL	80-20-102-20000	-2.00	
						INVOICE TOTAL:	-2.00 *	
	186140879711		04/10/15	01	CREDIT-ADULT AUDIO VISUAL	80-20-102-20000	-1.73	
						INVOICE TOTAL:	-1.73 *	
	186145349647		04/11/15	01	CREDIT-ADULT AUDIO VISUAL	80-20-102-20000	-0.01	
						INVOICE TOTAL:	-0.01 *	
	191770173645		04/19/15	01	ADULT NON-FICTION	80-20-102-20000	16.60	
						INVOICE TOTAL:	16.60 *	

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-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

CHECK DATE: 06/16/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12176	9AMAZONA	VOIDED---LEADER CHECK						
	191777840330		04/11/15	01	ADULT NON-FICTION	80-20-102-20000	21.77	
						INVOICE TOTAL:	21.77 *	
	191778218442		04/19/15	01	ADULT NON-FICTION	80-20-102-20000	18.62	
						INVOICE TOTAL:	18.62 *	
	191779415220		05/02/15	01	ADULT NON-FICTION	80-60-001-45000	18.62	
						INVOICE TOTAL:	18.62 *	
12177	9AMAZONA	VOIDED---LEADER CHECK						
	205531818468		04/18/15	01	CREDIT-ADULT AUDIO VISUAL	80-20-102-20000	-0.01	
						INVOICE TOTAL:	-0.01 *	
	205532149689		04/13/15	01	ADULT AUDIO VISUAL MATERIAL	80-20-102-20000	239.46	
						INVOICE TOTAL:	239.46 *	
	205532420897		04/15/15	01	CREDIT-ADULT AUDIO VISUAL	80-20-102-20000	-0.01	
						INVOICE TOTAL:	-0.01 *	
	205533634832		04/19/15	01	ADULT AUDIO VISUAL MATERIAL	80-20-102-20000	16.98	
						INVOICE TOTAL:	16.98 *	
	205535931038		04/20/15	01	CREDIT-ADULT AUDIO VISUAL	80-20-102-20000	-3.00	
						INVOICE TOTAL:	-3.00 *	
	205536447362		04/16/15	01	CREDIT-ADULT AUDIO VISUAL	80-20-102-20000	-0.01	
						INVOICE TOTAL:	-0.01 *	
	205537139283		04/17/15	01	CREDIT-ADULT AUDIO VISUAL	80-20-102-20000	-0.01	
						INVOICE TOTAL:	-0.01 *	
	223620432938		04/22/15	01	ADULT NON-FICTION	80-20-102-20000	9.52	
						INVOICE TOTAL:	9.52 *	

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-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

8E

CHECK DATE: 06/16/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12177	9AMAZONA	VOIDED---LEADER CHECK						
	223621921600		04/18/15	01	ADULT NON-FICTION	80-20-102-20000	12.67	
						INVOICE TOTAL:	12.67 *	
	223623824037		04/12/15	01	ADULT NON-FICTION	80-20-102-20000	9.43	
						INVOICE TOTAL:	9.43 *	
	231858687619		04/11/15	01	ADULT AUDIO VISUAL MATERIAL	80-20-102-20000	19.96	
						INVOICE TOTAL:	19.96 *	
	242587476014		04/11/15	01	ADULT NON-FICTION	80-20-102-20000	37.20	
						INVOICE TOTAL:	37.20 *	
	270073669699		04/13/15	01	ADULT NON-FICTION	80-20-102-20000	28.63	
						INVOICE TOTAL:	28.63 *	
	273063402644		04/16/15	01	ADULT AUDIO VISUAL MATERIAL	80-20-102-20000	18.72	
						INVOICE TOTAL:	18.72 *	
	276450433806		04/27/15	01	CREDIT-ADULT AUDIO VISUAL	80-20-102-20000	-0.03	
						INVOICE TOTAL:	-0.03 *	
	276450434840		04/20/15	01	ADULT AUDIO VISUAL MATERIAL	80-20-102-20000	162.22	
						INVOICE TOTAL:	162.22 *	
	276451552146		04/18/15	01	ADULT AUDIO VISUAL MATERIAL	80-20-102-20000	70.93	
						INVOICE TOTAL:	70.93 *	
	276451935313		04/23/15	01	CREDIT-ADULT AUDIO VISUAL	80-20-102-20000	-0.01	
						INVOICE TOTAL:	-0.01 *	
	276452593540		04/25/15	01	CREDIT-ADULT AUDIO VISUAL	80-20-102-20000	-1.50	
						INVOICE TOTAL:	-1.50 *	
12178	9AMAZONA	VOIDED---LEADER CHECK						

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	276453126656		04/23/15	01	CREDIT-ADULT AUDIO VISUAL	80-20-102-20000	-0.05
					INVOICE TOTAL:		-0.05 *
	276454535207		04/29/15	01	CREDIT-ADULT AUDIO VISUAL	80-20-102-20000	-0.01
					INVOICE TOTAL:		-0.01 *
	276455213224		04/23/15	01	CREDIT-ADULT AUDIO VISUAL	80-20-102-20000	-4.98
					INVOICE TOTAL:		-4.98 *
	276456503799		04/24/15	01	CREDIT-ADULT AUDIO VISUAL	80-20-102-20000	-2.00
					INVOICE TOTAL:		-2.00 *
	276457566559		04/20/15	01	ADULT AUDIO VISUAL MATERIAL	80-20-102-20000	22.46
					INVOICE TOTAL:		22.46 *
	276459388427		04/22/15	01	CREDIT-ADULT AUDIO VISUAL	80-20-102-20000	-0.01
					INVOICE TOTAL:		-0.01 *
	277193210068		05/07/15	01	ADULT FICTION	80-60-001-45100	29.31
					INVOICE TOTAL:		29.31 *
	277196859983		05/08/15	01	ADULT FICTION	80-60-001-45100	16.80
					INVOICE TOTAL:		16.80 *
	284477076601		04/24/15	01	ADULT NON-FICTION	80-20-102-20000	17.23
					INVOICE TOTAL:		17.23 *
	300759251257		05/04/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	23.88
					INVOICE TOTAL:		23.88 *
	300940188332		05/06/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.67
					INVOICE TOTAL:		19.67 *
	300940502387		05/08/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.01
					INVOICE TOTAL:		-0.01 *
	300942311671		05/04/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.99
					INVOICE TOTAL:		19.99 *

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12178	9AMAZONA	VOIDED---LEADER CHECK						
	300942431233		05/07/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.34	
						INVOICE TOTAL:	-0.34 *	
	300942439671		05/04/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	60.57	
						INVOICE TOTAL:	60.57 *	
	300942520639		05/02/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	21.87	
						INVOICE TOTAL:	21.87 *	
	300943974040		05/06/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.01	
						INVOICE TOTAL:	-0.01 *	
	300944194086		05/04/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	109.79	
						INVOICE TOTAL:	109.79 *	
	300944895819		05/06/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-2.77	
						INVOICE TOTAL:	-2.77 *	
12179	9AMAZONA	AMAZON						
	300945168402		05/04/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	66.67	
						INVOICE TOTAL:	66.67 *	
	300945273857		05/09/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.02	
						INVOICE TOTAL:	-0.02 *	
	300946153372		05/07/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-1.00	
						INVOICE TOTAL:	-1.00 *	
	300946641903		05/07/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-10.99	
						INVOICE TOTAL:	-10.99 *	
	300947417882		05/07/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-3.00	
						INVOICE TOTAL:	-3.00 *	

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12179	9AMAZONA	AMAZON					
	300947862511		05/06/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.03
						INVOICE TOTAL:	-0.03 *
	300947913749		05/07/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-2.00
						INVOICE TOTAL:	-2.00 *
	300947986920		05/07/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.02
						INVOICE TOTAL:	-0.02 *
	300949617731		05/05/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-1.89
						INVOICE TOTAL:	-1.89 *
	300949812204		05/04/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	48.97
						INVOICE TOTAL:	48.97 *
						CHECK TOTAL:	1,968.14
12180	9BKTLNT	BAKER & TAYLOR ENTERTAINMENT					
	2030613481		05/26/15	01	ADULT NON-FICTION	80-60-001-45000	368.79
						INVOICE TOTAL:	368.79 *
	2030623369		05/07/15	01	TEEN BOOKS	80-60-001-45450	103.04
						INVOICE TOTAL:	103.04 *
	2030632568		05/13/15	01	ADULT NON-FICTION	80-60-001-45000	163.92
						INVOICE TOTAL:	163.92 *
	2030638582		05/12/15	01	JUVENILE FICTION,PBKS & SERIES	80-60-001-45420	18.97
						INVOICE TOTAL:	18.97 *
	2030650238		05/14/15	01	ADULT FICTION	80-60-001-45100	286.25
						INVOICE TOTAL:	286.25 *
	2030657287		05/19/15	01	ADULT NON-FICTION	80-60-001-45000	170.39
						INVOICE TOTAL:	170.39 *

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12180	9BKTLNT	BAKER & TAYLOR ENTERTAINMENT						
	2030663525		05/19/15	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	758.86	
					INVOICE TOTAL:		758.86 *	
	2030672224		05/21/15	01	ADULT FICTION	80-60-001-45100	189.46	
					INVOICE TOTAL:		189.46 *	
	2030672903		05/21/15	01	ADULT FICTION	80-60-001-45100	59.09	
				02	EXPENSES FR RESTRICTED DONAT	80-60-001-48001	14.12	
					INVOICE TOTAL:		73.21 *	
	2030675821		05/21/15	01	EXPENSES FR RESTRICTED DONAT	80-60-001-48001	15.79	
				02	ADULT FICTION	80-60-001-45100	0.08	
					INVOICE TOTAL:		15.87 *	
	2030677532		05/22/15	01	TEEN BOOKS	80-60-001-45450	82.31	
					INVOICE TOTAL:		82.31 *	
	2030688590		05/28/15	01	ADULT NON-FICTION	80-60-001-45000	195.70	
					INVOICE TOTAL:		195.70 *	
	2030694668		05/28/15	01	PICTURE BKS, READRS, HOLIDAY BKS	80-60-001-45410	1,356.57	
					INVOICE TOTAL:		1,356.57 *	
	2030698113		05/29/15	01	EXPENSES FR RESTRICTED DONAT	80-60-001-48001	15.79	
				02	EXPENSES FR RESTRICTED DONAT	80-60-001-48001	15.25	
				03	EXPENSES FR RESTRICTED DONAT	80-60-001-48001	15.25	
				04	ADULT FICTION	80-60-001-45100	146.69	
					INVOICE TOTAL:		192.98 *	
	2030698114		06/01/15	01	ADULT NON-FICTION	80-60-001-45000	164.00	
					INVOICE TOTAL:		164.00 *	
	2030702013		06/01/15	01	ADULT NON-FICTION	80-60-001-45000	57.18	
					INVOICE TOTAL:		57.18 *	
					CHECK TOTAL:		4,197.50	

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12181	9BRUGBR	BRUCE BRUGIONI CONSTRUCTION CO							
	BRU060115		06/01/15	01	BUILDING MAINT	80-60-001-41000	2,925.00		
						INVOICE TOTAL:	2,925.00 *		
						CHECK TOTAL:		2,925.00	
12182	9CHITRIB	CHICAGO TRIBUNE							
	TRIO50915		05/09/15	01	PERIODICALS RENEWAL	80-60-001-45500	519.48		
				02	6/4/15-6/4/16	** COMMENT **			
						INVOICE TOTAL:	519.48 *		
						CHECK TOTAL:		519.48	
12183	9CREEKSI	CREEKSIDE PRINTING							
	05281511		05/28/15	01	SUMMER BOOK CHAT NEWSLETTER	80-60-001-43400	1,883.00		
						INVOICE TOTAL:	1,883.00 *		
						CHECK TOTAL:		1,883.00	
12184	9CRYSMAN	CRYSTAL MANAGEMENT &							
	22828		04/15/15	01	CLEANING SERVICES:MAY 2015	80-60-001-41000	645.00		
						INVOICE TOTAL:	645.00 *		
						CHECK TOTAL:		645.00	
12185	9DEMCO	DEMCO, INC							
	5599814		05/12/15	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	128.31		
						INVOICE TOTAL:	128.31 *		
	5601042		05/14/15	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	16.89		
						INVOICE TOTAL:	16.89 *		
						CHECK TOTAL:		145.20	

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12186	9FIRSTBA	FIRST BANKCARD					
	AMY05292015		05/29/15	01	VIDEO GAMES	80-60-001-45510	177.96
				02	JULY 4TH PARADE AD	80-60-001-46000	250.00
					INVOICE TOTAL:		427.96 *
					CHECK TOTAL:		427.96
12187	9FIRSTBA	FIRST BANKCARD					
	CAR052915		06/10/15	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	186.74
					INVOICE TOTAL:		186.74 *
					CHECK TOTAL:		186.74
12188	9FIRSTBA	FIRST BANKCARD					
	DON05292015		05/29/15	01	JUVENILE PROGRAM SUPLIES	80-60-001-43720	1,181.00
					INVOICE TOTAL:		1,181.00 *
					CHECK TOTAL:		1,181.00
12189	9FIRSTBA	FIRST BANKCARD					
	ELI052915		05/29/15	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	298.73
				02	MISC EXPENSES	80-60-001-46000	39.98
					INVOICE TOTAL:		338.71 *
					CHECK TOTAL:		338.71
12190	9FIRSTBA	FIRST BANKCARD					
	ERI052915		05/29/15	01	MISC EXPENSES	80-60-001-46000	25.00
				02	MISC EXPENSES	80-60-001-46000	20.00
				03	UTILITIES	80-60-001-43230	2.99
				04	HOSPITALITY	80-60-001-43700	14.95
					INVOICE TOTAL:		62.94 *
					CHECK TOTAL:		62.94

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12191	9FIRSTBA	FIRST BANKCARD					
	MCO05292015		05/29/15	01	WEBSITE FOR ILL	80-60-001-45600	9.95
						INVOICE TOTAL:	9.95 *
						CHECK TOTAL:	9.95
12192	9GRAMARK	GRAND MARKETING SOLUTIONS					
	GS6042		05/12/15	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	394.95
						INVOICE TOTAL:	394.95 *
	GS6054		05/15/15	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	463.50
						INVOICE TOTAL:	463.50 *
						CHECK TOTAL:	858.45
12193	9HENRICH	HENRICHSEN'S FIRE & SAFETY					
	93585		05/13/15	01	BUILDING MAINT	80-60-001-41000	45.00
						INVOICE TOTAL:	45.00 *
						CHECK TOTAL:	45.00
12194	9HOMEDEP	HOME DEPOT CREDIT SERVICES					
	1592436		05/13/15	01	BUILDING MAINT	80-60-001-41000	22.65
						INVOICE TOTAL:	22.65 *
	3066642		04/21/15	01	PAINT/ROLLERS	80-20-102-20000	13.31
						INVOICE TOTAL:	13.31 *
	4061072		05/10/15	01	BUILDING MAINT	80-60-001-41000	10.37
						INVOICE TOTAL:	10.37 *
	4210980		05/20/15	01	BUILDING MAINT	80-60-001-41000	-10.98

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12194	9HOMEDEP	HOME DEPOT CREDIT SERVICES						
	4210980		05/20/15	02	BUILDING MAINT	80-60-001-41000	17.26	
						INVOICE TOTAL:	6.28 *	
	5066548		04/19/15	01	MISC EXPENSES	80-20-102-20000	16.55	
						INVOICE TOTAL:	16.55 *	
	5590804		04/29/15	01	BUILDING MAINT	80-20-102-20000	22.11	
						INVOICE TOTAL:	22.11 *	
	584747		05/14/15	01	BUILDING MAINT	80-60-001-41000	24.94	
						INVOICE TOTAL:	24.94 *	
	6561969		04/28/15	01	BUILDING MAINT	80-20-102-20000	2.00	
						INVOICE TOTAL:	2.00 *	
	7095103		05/17/15	01	BUILDING MAINT	80-60-001-41000	-4.97	
						INVOICE TOTAL:	-4.97 *	
	7564484		05/17/15	01	BUILDING MAINT	80-60-001-41000	14.43	
						INVOICE TOTAL:	14.43 *	
	8100824		04/28/15	01	CREDIT	80-20-102-20000	-14.42	
						INVOICE TOTAL:	-14.42 *	
	8101816		05/06/15	01	CREDIT	80-20-102-20000	-14.74	
						INVOICE TOTAL:	-14.74 *	
	8563323		05/06/15	01	BUILDING MAINT	80-60-001-41000	15.15	
						INVOICE TOTAL:	15.15 *	
	8580891		04/16/15	01	MISC EXPENSES	80-20-102-20000	7.48	
						INVOICE TOTAL:	7.48 *	
	9563205		05/15/15	01	BUILDING MAINT	80-60-001-41000	8.45	
						INVOICE TOTAL:	8.45 *	

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12194	9HOMEDEP	HOME DEPOT CREDIT SERVICES							
	9596668		04/15/15	01	PICTURE HANGERS	80-20-102-20000	0.64		
						INVOICE TOTAL:	0.64	*	
	9596709		04/15/15	01	STAIN/BRUSHES	80-20-102-20000	29.92		
						INVOICE TOTAL:	29.92	*	
	HOM052515		05/29/15	01	MISC EXPENSES	80-60-001-46000	27.30		
						INVOICE TOTAL:	27.30	*	
						CHECK TOTAL:		187.45	
12195	9IRELAND	IRELAND HEATING & AIRCONDITION							
	66148		05/13/15	01	BUILDING MAINT-SRVC CALL	80-60-001-41000	550.08		
						INVOICE TOTAL:	550.08	*	
						CHECK TOTAL:		550.08	
12196	9KIPPTOY	KIPP TOYS							
	10168064-00		05/14/15	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	142.40		
						INVOICE TOTAL:	142.40	*	
						CHECK TOTAL:		142.40	
12197	9LB VILL	VILLAGE OF LAKE BLUFF							
	VIL052915		05/29/15	01	WATER USAGE:2/10-5/13/15	80-60-001-43230	200.70		
						INVOICE TOTAL:	200.70	*	
						CHECK TOTAL:		200.70	
12198	9LAVALLE	LILIANA LAVALLE							
	LAV052715		05/27/15	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	63.14		
						INVOICE TOTAL:	63.14	*	
						CHECK TOTAL:		63.14	

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12199	9METROSE	METRO SELF STORAGE					
	MET051515		05/16/15	01	STORAGE SPACE RENTAL	80-60-001-41000	62.00
						INVOICE TOTAL:	62.00 *
						CHECK TOTAL:	62.00
12200	9MIDTAPE	MIDWEST TAPE					
	92868341		05/26/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	39.99
						INVOICE TOTAL:	39.99 *
	92881560		05/28/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	34.99
						INVOICE TOTAL:	34.99 *
						CHECK TOTAL:	74.98
12201	9SUBCHIN	NEWS-SUN					
	LAK052815		05/28/15	01	NEWS-SUN RENEWAL:6/27/15-	80-60-001-45500	209.04
				02	6/23/16	** COMMENT **	
						INVOICE TOTAL:	209.04 *
						CHECK TOTAL:	209.04
12202	9ORIENTRA	ORIENTAL TRADING COMPANY, INC					
	671735708-01		05/19/15	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	65.98
						INVOICE TOTAL:	65.98 *
						CHECK TOTAL:	65.98
12203	9OVERDRI	OVERDRIVE , INC					
	1018-131052143052015		05/20/15	01	ADULT E-AUDIO/E-BOOKS	80-60-001-44800	2,367.40
						INVOICE TOTAL:	2,367.40 *

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12203	9OVERDRI	OVERDRIVE , INC						
	1018-132812017052015		05/20/15	01	TEEN E-BOOKS	80-60-001-44800	916.65	
						INVOICE TOTAL:	916.65	*
	1018-133253663052015		05/20/15	01	JUVENILE E-AUDIO/E-BOOKS	80-60-001-44800	1,219.49	
						INVOICE TOTAL:	1,219.49	*
	1018-133548383052015		05/20/15	01	ADULT STREAMING VIDEOS	80-60-001-44800	229.80	
						INVOICE TOTAL:	229.80	*
	1018-133934073052015		05/20/15	01	JUVENILE STREAMING VIDEOS	80-60-001-44800	234.56	
						INVOICE TOTAL:	234.56	*
						CHECK TOTAL:		4,967.90
12204	9REYESIS	ISAURO REYES						
	REY050115		05/01/15	01	GROUNDS MAINT:MAY 2015	80-60-001-41050	275.00	
						INVOICE TOTAL:	275.00	*
						CHECK TOTAL:		275.00
12205	9SHREDIT	SHRED-IT USA						
	9406054711		06/02/15	01	PAPER SHREDDING 6/2/15	80-60-001-41303	52.20	
						INVOICE TOTAL:	52.20	*
						CHECK TOTAL:		52.20
12206	9TECHSYS	TECH SYSTEMS, INC						
	303428		05/12/15	01	BUILDING MAINT	80-60-001-41000	695.00	
						INVOICE TOTAL:	695.00	*
						CHECK TOTAL:		695.00

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CHECK DATE: 06/16/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT		
12207	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS							
	101979771		06/01/15	01	'EE ICMA CONTRIBUTION:5/29/15	80-20-102-45000	250.00		
						INVOICE TOTAL:	250.00	*	
	101979803		06/01/15	01	'EE ICMA CONTRIBUTION:5/15/15	80-20-102-45000	250.00		
						INVOICE TOTAL:	250.00	*	
	101983561		06/15/15	01	'EE ICMA CONTRIBUTION:6/15/15	80-20-102-45000	250.00		
						INVOICE TOTAL:	250.00	*	
						CHECK TOTAL:		750.00	
						TOTAL AMOUNT PAID:		23,689.94	

Committee Reports

There will have been 7 committee meetings since the May 19, 2015 meeting of the Board. These represent 7 separate committees. Other than the Intergovernmental Agreement Committee, each committee discussed goals for the previous year and set goals for the May 1, 2015 to April 30, 2016 Fiscal Year. The goals from the previous Fiscal Year are attached (9B-9E) as are the goals set for the coming Fiscal Year (9F-9H).

- ✓ Human Resources Committee (9I)
 - May 26, 2015
- ✓ Outreach Committee (9J-9K)
 - June 2, 2015
- ✓ Technology Committee (9L)
 - June 4, 2015
- ✓ Building and Grounds Committee (9M-9N)
 - June 9, 2015
- ✓ Finance Committee (9O)
 - June 11, 2015
- ✓ Intergovernmental Agreement Committee (9P)
 - June 11, 2015
- ✓ Long Range Planning Committee (9Q)
 - June 16, 2015

Committee Goals – FY 2014-2015

Building and Grounds Committee

Chairperson: Carl Schons

Members: Janie Jerch, Kathy Meierhoff, Carl Schons, and Cal Stroh

Goals:

- 1) To hire a consultant or consultants to evaluate space usage to modernize the Library building and improve service to the community, project cost not to exceed \$20,000. The Committee hopes to have the draft ready to be implemented by September, 2014. Simultaneously an internal evaluation of the Library's mechanical, electronic, etc. infrastructure will be created.
 - o **ACOMPLISHED:** While the plan was not ready by September, this goal was met. Engberg-Anderson was hired as a space usage consultant and the needs of the building have been planned for.
- 2) To continue to work to improve the landscaping on the north side of the Library, working with the Reading Garden donor family as appropriate.
 - o **ACOMPLISHED:** Dead plantings were replaced and the mossy area directly in front of the Wood Building was landscaped.
- 3) To replace the emergency exit door leading out of the Spruth Meeting Room.
 - o **ACOMPLISHED:** The exit door was replaced in November, 2014.

Finance Committee

Chairperson: Scot Butler

Members: Scot Butler and Tim Kregor

Goals:

- 1) Improve simplicity
 - Make all reports as easy to use as possible.
(New forms are a starting point but continue to look for additional ways to make forms easier to use)
 - **PARTIALLY ACCOMPLISHED:** We've made progress but need to keep working on this.
- 2) Improve transparency
 - Minimize confusion and unexpected developments.
(Continue to communicate regularly with the Village and the Board so that any changes are quickly and accurately reported)
 - **PARTIALLY ACCOMPLISHED:** Definite progress has been made.
- 3) Improve efficiency
 - Look for ways to execute the financial plan as cost effectively as possible.
(A careful line by line examination of all budget items will be undertaken as we approach financial planning for FY 2016)

- **PARTIALLY ACOMPLISHED:** This remains a goal as we want to move away from using Reserves to cover planned expenses. A line by line analysis of the budget was conducted as part of the financial planning process.

Human Resources Committee

Chairperson: Scot Butler

Members: Scot Butler, Kathy Meierhoff, Cal Stroh, and Romain Wojda

Goals:

1) **Goal # 1**

Update the employee evaluation process.

- **ACOMPLISHED:** This goal was completed in January 2015.

2) **Goal #2**

Create an ongoing two-way dialogue between all Supervisors & Their Staff.

- **ACOMPLISHED:** The framework is in place and requires the commitment of the staff for ongoing success.

3) **Goal #3**

Create and maintain a partnership between the Human Resources Committee and the Library Director to evaluate his/her progress in fulfilling the professional goals outlined in their annual performance evaluation.

- **ACOMPLISHED:** The HR Committee and Library Director met on a semi-regular basis to discuss progress in meeting performance evaluation goals.

Intergovernmental Committee

Chairperson: Eric Bailey

Members:

- Eric Bailey (Library Director)
- Susan Griffin (Village Representative)
- Cal Stroh (Library Trustee)
- Janie Jerch (Library Trustee)
- Cathy McKechney (Museum Board)

Goals:

1) Work closely to ensure the Ghost Walk goes off without a hitch.

- **ACOMPLISHED:** There were no major problems during the Ghost Walk.

2) Seek further ways to collaborate on projects.

- **ACOMPLISHED:** Amy vanGoethem, as Community Engagement Coordinator, has been working very closely with the museum.

Long Range Planning Committee

Chairperson: Tim Kregor

Members: Scot Butler, Tim Kregor, Carl Schons, and Romain Wojda

Goals:

Committee did not meet. Goals will be established after completion of Space Usage Analysis Plan in September.

COMPLETED: Community organizations and demographics were contacted as part of the process of creating a Strategic Plan.

Outreach Committee

Chairperson: Carl Schons

Members: Janie Jerch and Carl Schons

Goals:

- 1) **Trustee Involvement** – Trustees will use existing connections in the community to advocate for the Library. A list of organizational affiliations will be compiled.
 - **ACOMPLISHED:** Completed as part of the Long Range Planning Committee’s work.
- 2) **Friends Representatives** – The Outreach Committee will meet with a representative or representatives of the Friends of the Library to increase collaboration on outreach projects and goals.
 - **ACOMPLISHED:** Multiple meetings between Library Trustees and the Friends have happened over the past year. Collaboration has improved.
- 3) **Meet with Outreach Staff Members in September** – Following the completion of the Space Usage Analysis the Outreach Committee will meet with those staff members performing outreach at the Library to identify opportunities in the Analysis for advocacy and outreach.
 - **ACOMPLISHED:** The committee has regularly met with Amy vanGoethem, the Library’s community engagement officer.

Technology Committee

Chairperson: Tim Kregor

Members: Tim Kregor and Romain Wojda

Goals:

- 1. **Complete Transition to Sierra** -- The implementation of the primary features of Sierra will be completed by July 8 with secondary goals to be completed by October 31. A list will be created by the Sierra Implementation Team regarding the features due on each date and appended to these minutes.
 - **ACOMPLISHED:** Implementation of Sierra is complete.

2. **Recommendation on Phone System** – By November 1, 2014 a recommendation will be made to the Board of Library Trustees regarding a new phone system.
 - **ACOMPLISHED:** A new phone system was selected, and installed in January, 2015.
3. **LAN Management Contract** – By November 1, 2014 a Request for Proposal (RFP) for management of the Local Area Network (LAN) of the Library will be released, with the goal of selecting a LAN Management company by January 31, 2015.
 - **ACOMPLISHED:** Bids for LAN management were sought, and a year multi-year contract from Computer View was selected.

Respectfully submitted,

Eric Scott Bailey
Library Director

Committee Goals – FY 2015-2016

Building and Grounds Committee

Chairperson: Carl Schons

Members: Janie Jerch, Kathy Meierhoff, Carl Schons, and Cal Stroh

Goals:

1. **Goal #1** -- Explore ways of rearranging areas of the library to better meet the competing needs for their use.
2. **Goal #2** -- Maintain communication with Village constituencies regarding the Library's capital needs regarding the proposed pending building improvement project.
3. **Goal #3** -- Maintain an environment that is safe and welcoming for Library patrons and staff.

Finance Committee

Chairperson: Scot Butler

Members: Scot Butler and Tim Kregor

Goals:

1. **Goal # 1** -- Develop ^{Budget} ~~annual plans~~ that address Library needs and that begins to create a strong financial foundation for the future, all within approved budgets and without using budget reserves unless Board approval is received.
2. **Goal # 2** -- Assist Building & Grounds and Long Range Planning Committees in finding creative ways to accomplish as many of their short and long term goals as possible.
3. **Goal # 3** -- Work with the Library Director and the Human Resources Committee to ensure the Library continues to be adequately staffed and compensated within the approved annual Library budget.
4. **Goal # 4** -- Continue to work toward simplifying all financial reports so all Board members have a clear sense of where thing stand at all times.

Human Resources Committee

Chairperson: Scot Butler

Members: Scot Butler, Kathy Meierhoff, Cal Stroh, and Romain Wojda

Goals:

1. **Goal # 1** -- Maintain the dialogue between the Human Resources Committee and the Library Director to evaluate his/her progress in fulfilling each of the professional goals outlined in his annual performance evaluation.

2. **Goal #2** -- Work with the Library Director and the Finance Committee to ensure the Library continues to be adequately staffed and compensated within the approved annual Library budget.

Intergovernmental Committee

Chairperson: Eric Bailey

Members:

- Eric Bailey (Library Director)
- Susan Griffin (Village Representative)
- Cal Stroh (Library Trustee)
- Janie Jerch (Library Trustee)
- Cathy McKechney (Museum Board)

Goals:

Committee did not set goals.

Long Range Planning Committee

Chairperson: Tim Kregor

Members: Scot Butler, Tim Kregor, Carl Schons, and Romain Wojda

Goals:

Committee has not yet met.

Outreach Committee

Chairperson: Carl Schons

Members: Janie Jerch and Carl Schons
Scot Butler

Goals:

1. **Goal #1** – Continue to explore ways to get word out about current and future Library materials, services and programs using traditional and cutting edge methods.
2. **Goal #2** – Promote specific segments of the existing collection such as large print books and access to foreign language materials to assure that borrowers with special needs are aware of the Library's offerings.
3. **Goal #3** – Build and maintain relationships with local news reporters to ensure coverage of Library events and needs.
4. **Goal #4** – Continue to use existing connections in the community to advocate for the Library.

Technology Committee

Chairperson: Tim Kregor

Members: Tim Kregor and Romain Wojda

Goals:

1. **Goal #1** – Recommend a new wifi implementation that will improve coverage, increase speed, and improve reliability by March 1, 2016.
2. **Goal #2** – Enhance usage of Sierra Integrated Library System (ILS).
 - Evaluate library workflows and how we are making use of the new ILS, with an eye towards maximizing efficiency. Completed by October 1, 2015.
 - Implement Overdrive integration with catalog if practicable. Recommendation by August 1, 2015 and implementation by March 1, 2016.
 - Make better use of Tagging, particularly for read-a-likes, if practicable. Recommendation by August 1, 2015 and implementation by March 1, 2016.
 - Consider possibility of using shareware program VUFind to improve search experience. Recommendation by August 1, 2015 and implementation by December 1, 2015.
 - Use Sierra SQL Direct Access to improve the efficiency of materials handling from acquisitions to processing. Recommendation by August 1, 2015 and implementation by December 1, 2015.

Respectfully submitted,

Eric Scott Bailey
Library Director

Lake Bluff Library Board of Trustees Human Resources

Lake Bluff Public Library

Tuesday, May 26, 2015

123 E Scranton Ave

Lake Bluff Il 60044

Attending: Scot Butler, Chair, Kathy Meierhoff, Cal Stroh, Romain Wojda, Eric Bailey, Director.

The meeting was called to order at 6:34 and a quorum was established.

There was a discussion of past committee goals and it was agreed past goals were accomplished. Chairman Butler will draft future goals for committee consideration.

The Committee went into Executive Session at 8:11.

Executive Session ended at 8:26.

At 8:26 Butler moved to adjourn Executive Session. Wojda seconded.

Respectfully submitted,

Kathy Meierhoff

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES
Outreach Committee Meeting
Tuesday, June 2, 2015

1) Call to Order; Roll Call:

The meeting was called to order at 2:08 P.M. by Committee Chair Carl Schons.
Board of Trustees Member Attending: Scot Butler
Board Member Absent: None
Library Staff Present: Library Director Eric Bailey and Amy vanGoethem
Members of the Public Attending: None

2) Discussion

a) Schons was retained as Committee Head for the coming year.

3) Discussion

a) Approved meeting minutes from April 30, 2015.

4) Discussion

a) Schons requested that discussion of Awards be tabled until work has progressed further.

5) Discussion

a) Committee goals were discussed:

For FY 2014/2015 goals were reviewed as follows:

Goal #1 –Trustee Involvement – Trustees will use existing connections in the community to advocate for the Library. A list of organizational affiliations will be compiled.

GOAL ACCOMPLISHED.

Goal #2 – Friends Representatives – The Outreach Committee will meet with a representative or representatives of the Friends of the Library to increase collaboration on outreach projects and goals.

GOAL ACCOMPLISHED.

Goal #3 – Meet with Outreach Staff Members in September – Following the completion of the Space Usage Analysis the Outreach Committee will meet with those staff members performing outreach at the Library to identify opportunities in the Analysis for advocacy and outreach.

GOAL ACCOMPLISHED.

For FY 2015/2016 goals were presented as follows:

Goal #1 – Continue to explore ways to get word out about current and future Library materials, services and programs using traditional and cutting edge methods.

Goal #2 – Promote specific segments of the existing collection such as large print books and access to foreign language materials to assure that borrowers with special needs are aware of the Library’s offerings.

Goal #3 – Build and maintain relationships with local news reporters to ensure coverage of Library events and needs.

Goal #4 – Continue to use existing connections in the community to advocate for the Library.

Butler moved and Schons seconded that the goals for FY 2015/2016 be approved.
Both Butler and Schons voted aye.

6) Discussion

- a) Library staff member vanGoethem reviewed Library activities planned for the upcoming summer months.

7) Adjournment

- a) Butler moved and Schons seconded that the meeting be adjourned at 2:43 P.M. The motion was approved unanimously.

Respectfully submitted

Scot Butler

Lake Bluff Library
Board of Trustees
Technology Committee Meeting

Tuesday June 4, 2015

1. Call to order; Roll Call: The meeting was called to order at 6:40PM by Tim Kregor in the Spruce Room of the Lake Bluff Library.
 - a. Present: Tim Kregor, Romain Wojda
 - b. Absent: None
 - c. Library staff present: Eric Bailey
 - d. Public present: None
2. Agenda:
 - a. Review minutes from February 4, 2015 meeting
 - b. Discuss 2015-16 Technology goals for the Library
3. Motion: Kregor moved, and Wojda seconded a motion to approve the minutes from the February 4, 2015 Technology Committee meeting as presented.
 - a. AAYES: Kregor, Wojda
 - b. NAYES: None
 - c. Absent: None
4. Motion: Kregor moved and Wojda seconded the following: The library director will draft 2015-16 technology goals focused on the continued implementation of the ILS, and the research and recommendation for a new wireless network system. These goals will be completed and sent to the Technology Committee by 6/16/15.
 - a. AAYES: Kregor, Wojda
 - b. NAYES: None
 - c. Absent: None
5. Ajournment: Kregor moved and Wojda seconded a motion to adjourn at 6:50PM.
 - a. AAYES: Kregor, Wojda
 - b. NAYES: None
 - c. Absent: None

Submitted by Tim Kregor, Chair of the Technology Committee

Lake Bluff Public Library

123 E Scranton Avenue

Lake Bluff, IL 60044

Minutes of Building and Grounds Committee Meeting

Tuesday, June 9, 2015

Lake Bluff Public Library Spruth Room

1. Call to order: the meeting was called to order at 2:04 pm and a quorum was established
2. Attending: Trustees: Carl Schons, Chairman, Kathy Meierhoff, Cal Stroh
Staff Members, Eric Bailey, Director, Absent: Janie Jerch
3. The minutes from the last B&G meeting 4/27/2015 were approved by motion of Cal Stroh, seconded by Carl Schons, all ayes.
4. It was agreed that Carl Schons would continue to serve as committee chair and it was further agreed that 2014-15 goals were accomplished.
5. The building projects discussed at the last B&G meeting were discussed for priority and status:

Completed

1. Crumbling brick at entrance – cost - \$2925.00
 2. lunch room cost - \$0
- Pending in order of current priority
1. HVAC Repair – due to need to seek very specific update and maintenance contract, it was agreed that seeking a consultant to assist in seeking and reviewing proposals would be agreeable
 2. Concrete step drain from emergency stairwell – one estimate \$1920.00. Seeking additional.
 3. WIFI upgrade- one estimate \$7088.00. Likely a project for next FY.
 4. Juvenile Collection shelving – likely a project for next FY.
(Preschool room shelving installed approx. 2004)
6. Other business – the memorial benches at the NW corner of the library are in memory of Ellet and Freeman family. There are no known restrictions on the memorial.
 7. Goals were discussed and agreed for 2015-16
 1. Explore ways of rearranging areas of the library to better meet the competing needs for their use.

2. Maintain communication with Village constituencies regarding the Library's capital needs regarding the proposed pending building improvement project.
3. Maintain an environment that is safe and welcoming for Library patrons and staff.

The committee will discuss objectives, action plan, timeline, action steps and persons responsible for goals at the next B&G meeting.

The goals and future plans were approved by motion by Meierhoff, seconded by Stroh, all ayes

8. The meeting was adjourned at 3:09 by a motion by Stroh, seconded by Schons, all ayes.

Respectfully submitted,

Kathy Meierhoff

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES
Finance Committee Meeting
Thursday, June 11, 2015

1) Call to Order; Roll Call:

The meeting was called to order at 2:23 P.M. by Committee Chair Scot Butler.

Present: Tim Kregor and Scot Butler.

Library Staff Present: Library Director Eric Bailey.

Not Present: Board President Kathy Meierhoff

Members of the Public: None.

2) Discussion

a) Butler moved and Kregor seconded to approve Finance Committee Meeting minutes of February 12, 2015.

b) All voted aye.

3) Discussion

a) Butler moved and Kregor seconded to approve Committee goals for FY 2015/2016.

b) All voted aye.

4) Adjournment

a) Butler moved and Kregor seconded to adjourn the meeting at 2:55 P.M.

b) All voted aye.

Respectfully submitted,

Scot Butler

Village of Lake Bluff, Lake Bluff Public Library, and
Lake Bluff History Museum

Intergovernmental Advisory Committee Meeting

Thursday, June 11, 2015

4:00 P.M.

Lake Bluff Public Library

AGENDA

1. Call to Order
2. Non-Agenda Items and Visitors

The Intergovernmental Advisory Committee Meeting allocates fifteen (15) minutes at this time for those individuals who would like the opportunity to address the Members on any matter not listed on the agenda.

3. Approval of Meeting Minutes
4. Facility Report
5. Other Business
6. 2015 Meeting Dates
7. Adjournment

Eric Bailey
Library Director

The Village of Lake Bluff and the Lake Bluff Public Library are subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding accessibility of the meeting or the facilities, are requested to contact Eric Bailey, at 234-2540 or TDD number 234-2153 promptly to allow the Library to make reasonable accommodations.

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

NOTICE OF Long Range Planning Committee Meeting

The Long Range Planning Committee of the Lake Bluff Public Library Board of Library Trustees will meet at the Lake Bluff Public Library on Tuesday, June 16th, 2015 at 6:00 PM for the purposes outlined below:

**Lake Bluff Public Library Board of Trustees Long Range Planning Committee Meeting
Tuesday, June 16th, 2015 at 6:00 PM
At the Lake Bluff Public Library
123 E. Scranton Avenue
Lake Bluff, Illinois 60044**

AGENDA

- I. Call to order (6:00pm)**
- II. Roll Call (6:00pm)**
- III. Consideration of Minutes of May 5, 2015 Long Range Planning Committee Meeting (action)(2 minutes)(6:02pm)**
- VI. Discussion of plan to develop long term (5+ year) goals (38 minutes) (6:40pm)**
- VII. Discussion of Goals from Previous FY and Setting of Goals for Next FY (20 minutes)(7:00pm)**
- VII. Any and all other business that may properly come before this committee**
- VIII. Dismissal (7:00pm)**

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 June 16th, 2015 meeting and have special requirements as outlined in the Americans with Disabilities Act, please notify the Library Director, Eric Bailey, by noon on June 16th, 2015.

New Business

Resolution Adopting a Prevailing Wage Ordinance

The Library Board is legally required by the State of Illinois to pass this resolution each year in June and to provide public notice that it has done so. The resolution affirms that when hiring contractors the Library will pay at minimum what has been determined to be the Prevailing Wage in Lake County for the service rendered.

RECOMMENDATION: Passing the resolution is a legal requirement. I recommend that the Board of Library Trustees vote to approve the resolution and charge the Library Director with handling the posting and notification requirements.

Statement of Participation in Nonresident Card Program

Offering nonresident cards to surrounding unincorporated areas is not required by the State. If a Library chooses to offer cards to nonresidents in the area it is responsible for voting to affirm this each year. The Board's approval, along with a copy of the nonresident policies of the Lake Bluff Public Library, is then submitted to the area Library System. In our case, this is RAILS.

RECOMMENDATION: I recommend that we continue to offer cards to residents of Knollwood and other nearby unincorporated areas, per our current policies, and send RAILS the requested information.

Summary of Fiscal Year 2013-2014 Programs

As usual I intend to review this summary with the Library's programmers, looking for trends to optimize the use of time and resources.

RECOMMENDATION: Review and discuss summary of Fiscal Year 2014-2015 Programs.

RESOLUTION NO. 2015-01

Resolution Adopting Prevailing Wage Rates

Lake Bluff Public Library

WHEREAS, the State of Illinois has a Prevailing Wage Act (the Act), 820 ILCS 130/0.01, et seq.; and

WHEREAS, the Act requires that the Board of Library Trustees ascertain the prevailing rate of wages in the locality of the Library for laborers, mechanics and other workers performing construction of public works for the Library.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees as follows:

SECTION 1: The general prevailing rate of wages in this locality is hereby ascertained to be the same as the prevailing wage rate for construction work in Lake County as determined by the Department of Labor of the State of Illinois.

SECTION 2: The Board Secretary shall:

- a) Keep this Resolution available for inspection in the main office of the Library;
- b) Promptly file a certified copy of this Resolution with the Secretary of State and the Department of Labor of the State of Illinois;
- c) Cause to be published in a newspaper of general circulation a notice of this Library action;
- d) Mail a copy of this Resolution to any employer and to any association of employers and to any person or association of employees who have filed their names and addresses requesting copies of this determination.

SECTION 3: This Resolution shall be in full force and effect from and after its passage and approval.

PASSED by the Board of Library Trustees on the 16th day of June, 2015 by a vote of:

YEAS:

NAYS:

ABSENT OR NOT VOTING:

Kathy Meierhoff, President
The Board of Library Trustees of the
Lake Bluff Public Library

ATTEST:

Janie Jerch, Secretary
The Board of Library Trustees of the
Lake Bluff Public Library

(SEAL)

Statement of Participation in Nonresident Card Program

Whereas, **Title 23, Subtitle B, Chapter 1, Part 3050** (hereinafter referred to as 'the code'), **Section 3050.20(a)** of the Illinois Administrative Code requires that Public Libraries in the state of Illinois annually take action to decide whether or not to issue nonresident library cards, and;

Whereas, it is the intention of the Lake Bluff Public Library to participate in the non-resident program and offer service to individuals fitting the criteria established in **Section 3050.25** of the Code;

The Board of Library Trustees affirms the following:

The Lake Bluff Public Library will provide service to nonresidents owning property in incorporated Lake Bluff, according to **Section 3050.70** of the Code and in accordance with policy **CIR-2** as adopted by the Library Board of Trustees;

The Lake Bluff Public Library will provide service to nonresident homeowners not paying taxes to support any library and who fit the requirements of **Section 3050.25** using the Tax Bill Method as provided for by **Section 3050.60(b)(1)** of the Code and in accordance with policy **CIR-4** as adopted by the Library Board of Trustees;

The Lake Bluff Public Library will provide service to nonresident renters of single family dwellings not paying taxes to support any library and who fit the requirements of **Section 3050.25** by devising its own formula as allowed in **Section 3050.60(b)(2)** of the Code. The formula to be used shall be the Tax Bill Method listed in **Section 3050.60(b)(1)** of the Code and in accordance with policy **CIR-4** as adopted by the Library Board of Trustees;

The Lake Bluff Public Library will provide service to nonresident renters of multiple family dwellings not paying taxes to support any library and who fit the requirements of **Section 3050.25** by devising its own formula as allowed in **Section 3050.60(b)(2)** of the Code and in accordance with policy **CIR-4** as adopted by the Library Board of Trustees. The library shall charge a flat rate of **\$16.00** per household.

Payment of a nonresident fee shall entitle all individuals who can meet the library's requirements for establishing permanent residency to a card. Nonresident cards shall be valid for one year from the date of payment if the card has expired or the non-resident is applying for the first time, or one year from the date of expiration of a current nonresident card if the nonresident is paying in advance to avoid a lapse in service. The Lake Bluff Public Library will place no restriction on the access of nonresident cardholders to whom it has issued a library card. Nonresident cards from other participating libraries will be honored with the same restrictions as are placed on all Reciprocal Borrowers by the library.

Approved by the Board of Library Trustees of the Lake Bluff Public Library on June 16, 2015 and in effect from June 16, 2015 until July 1, 2016.

Joint Committee on Administrative Rules
ADMINISTRATIVE CODE

TITLE 23: EDUCATION AND CULTURAL RESOURCES
SUBTITLE B: CULTURAL RESOURCES
CHAPTER I: SECRETARY OF STATE
PART 3050 PUBLIC LIBRARY NON-RESIDENT SERVICES
SECTION 3050.20 PUBLIC LIBRARY RESPONSIBILITIES

Section 3050.20 Public Library Responsibilities

- a) The public library board of trustees shall annually take action to decide whether to issue non-resident library cards during the ensuing 12 months. At that time, the non-resident library card fee formula and fee, if applicable, to be used will be determined and adopted.
- b) The public library board of trustees shall notify the regional library system within 30 days of the action taken and effective dates and fee formula as determined in this Part.
- c) The participating public library shall continue to honor the non-resident library cards issued by the library for the full term of purchase.
- d) Participating public libraries shall cooperate with other participating area public libraries and the regional library system and adjacent regional library systems to determine the appropriate non-resident service areas as stated in Section 3050.25 of this Part.
- e) Nothing in this Part requires a public library to participate in the non-resident library card reciprocal borrowing program of a regional library system. Non-participation in the non-resident library card program does not preclude a public library from applying for and receiving grant funds from the Illinois State Library as long as the public library complies with requirements of the specific grant program.

Joint Committee on Administrative Rules
ADMINISTRATIVE CODE

TITLE 23: EDUCATION AND CULTURAL RESOURCES
SUBTITLE B: CULTURAL RESOURCES
CHAPTER I: SECRETARY OF STATE
PART 3050 PUBLIC LIBRARY NON-RESIDENT SERVICES
SECTION 3050.25 APPLYING FOR A NON-RESIDENT LIBRARY CARD

Section 3050.25 Applying for a Non-Resident Library Card

- a) A non-resident shall apply for a non-resident library card at the closest public library. The factor for determining the closest public library shall be the residence of the non-resident. Non-residents shall apply at the participating public library in the school district in which the non-resident has his or her principal residence unless, due to the commonality of community interests, library services at another library that is physically closer may better serve the needs of the non-resident.
- b) If there are two or more public libraries in the school district in which a non-resident resides, the participating public libraries in that school district, in cooperation with the applicable regional library systems, shall determine the appropriate library service area for non-residents to make application for a non-resident library card.
- c) If there is no participating public library in the school district in which the non-resident resides, the applicable regional library systems that serve the school district shall, in cooperation with participating libraries in the general area of the school district, determine the non-resident service area. The factor to be used for determining a non-resident service area shall be the commonality of community interests that influence the activities of all the residents of the service area.

Joint Committee on Administrative Rules
ADMINISTRATIVE CODE

TITLE 23: EDUCATION AND CULTURAL RESOURCES
SUBTITLE B: CULTURAL RESOURCES
CHAPTER I: SECRETARY OF STATE
PART 3050 PUBLIC LIBRARY NON-RESIDENT SERVICES
SECTION 3050.60 NON-RESIDENT FEE FORMULA

Section 3050.60 Non-Resident Fee Formula

A public library can use three options to determine its *non-resident fee according to the formula established by the Illinois State Library* [75 ILCS 5/4-7(12) and 16/30-55.60]. In subsections (a) and (b) of this Section, the non-resident fee shall be equitable and proportionate to the fee paid by residents.

a) **General Mathematical Formula**

- 1) To determine the minimum non-resident fee, a local library should divide the library income from public property tax sources or its equivalent by the local population to determine the cost of service per capita. In the case of endowed libraries that receive no income from local tax sources of any kind and meet the requirements for library system membership, the endowed library may determine the minimum non-resident fee by dividing the amount of income it receives from non-tax sources that is required to qualify for per capita grants provided in Section 8.1 of the Illinois Library System Act by the local population to determine the cost of service per capita. All public libraries should then multiply the per capita figure by the average number of persons per household in the community to obtain the average cost per household on which to base a fee for a family card. The most recent federal census information available shall be used in determining population and household size.
- 2) Library income from local property tax sources excludes State and federal funds.

b) **Tax Bill Methods**

- 1) **Non-Resident Taxpayer:** The library tax rate or equivalent, including all special levies, is applied to the non-resident property owner's principal residence assessed valuation on an individual, case by case basis. The most recent property tax bill will be used. The property owner will pay the same amount as would be paid if the property were in the library service area.
- 2) **Non-Resident Renter:** The library shall either charge a minimum of 15

percent of the monthly rent as the annual non-resident fee, or devise its own formula. The local formula shall take into account the average local rent of the general community of the public library, the property tax rate, and the non-resident fee for residential homeowners. The library board shall annually determine the percent to be applied to non-resident renters. The renter shall provide to the public library a current rent receipt or a cancelled rent check for verification purposes.

- c) Adoption of the Average Non-Resident Fee in the System Area
- 1) In public library service areas with a disproportionately large share of the property valuation in agricultural, industrial, mining, commercial or other non-residential property, the library board of trustees may ask the Director of the Illinois State Library for authorization to adopt as its non-resident fee the average non-resident fee in the system in which the library is located.
 - 2) This exception is not a general alternative to the formula and will apply only under the conditions stated in subsection (c)(1), with the approval of the Illinois State Library.

(Source: Amended at 39 Ill. Reg. 5253, effective March 20, 2015)

Joint Committee on Administrative Rules
ADMINISTRATIVE CODE

TITLE 23: EDUCATION AND CULTURAL RESOURCES
SUBTITLE B: CULTURAL RESOURCES
CHAPTER I: SECRETARY OF STATE
PART 3050 PUBLIC LIBRARY NON-RESIDENT SERVICES
SECTION 3050.70 NON-RESIDENT PROPERTY OWNER

Section 3050.70 Non-Resident Property Owner

- a) The non-resident fee shall not apply to a non-resident who, as an individual or as a partner, principal stockholder, or other joint owner, owns taxable property or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the district, upon presentation of the most recent tax bill upon that taxable property, provided that the privileges and use of the library is extended to only one such non-resident for each parcel of taxable property. [75 ILCS 5/4-7(12) and 75 ILCS 16/30-55.60(3)]
- b) The library card shall accord the non-resident property owner cardholder all the services the issuing public library provides its residents, including reciprocal borrow privileges.

Lake Bluff Public Library Nonresident Card Policies

CIR-2: Library Cards for Non-Resident Taxpayers (without reciprocal borrowing privileges)

Library cards are available without charge to persons who pay Lake Bluff village property taxes, but do not reside within the village limits. Such cards will be issued to non-residents who as an individual or as a partner, principal stockholder, or other joint owner owns taxable property or is a senior administrative officer of a firm, business, or other corporation owning taxable property in Lake Bluff. Only one such card will be issued for each parcel of property. Applicants should present their current tax bill and acceptable identification as described above.

Such cards will be valid only at the Lake Bluff Public Library and will be valid for one year.

CIR-4: Library Cards for Non-Residents (without reciprocal borrowing privileges)

Non-residents without reciprocal privileges may purchase a Library card for use at the Lake Bluff Public Library. The minimum fee for such a card is determined by a formula prepared by the Illinois State Library. When necessary the Board may adjust the non-resident fee to be determined by the Illinois State Library formula.

The applicant for a non-resident card must meet the same identification requirements as a resident of Lake Bluff. The card will be valid for one year.

May	2014-2015	Adult Programs	Attendance	Cost
6-May	PEO Book Talk		23	0
12-May	Blair Miller/iPhone		19	200
15-May	Lincoln/Kennedy-Jim Gibbons		13	200
19-May	Wool Gatherers		3	0
20-May	Book Club/Carol		7	0
29-May	Ed Bernardi		21	0
			86	400
June				
5-Jun	Movie: <i>Fifth Estate</i>		4	0
7-Jun	Band of the Sixties/Krerowicz		0	150
9-Jun	WWII/Gary Midkiff		19	150
16-Jun	Wool Gatherers		0	0
17-Jun	Book Club/Carol		7	0
23-Jun	Interment Camp/Sarah Okner		25	175
26-Jun	Investments/Steven Peck		4	150
			59	625
July				
1-Jul	Movie: <i>Saving Mr. Banks</i>		6	0
10-Jul	Annuities/Lauren Davi		6	0
14-Jul	Fred Herlocker/Korean War		32	0
18-Jul	Judy Garland		7	200
19-Jul	Sidewalk Chalk		42	0
21-Jul	Wool Gatherers		0	0
22-Jul	Book Club/Carol		7	89.2
31-Jul	Movie: <i>Monuments Men</i>		6	0
			106	289.2
August				
5-Aug	Alzheimer's/Susan Sklar		4	0
9-Aug	Adult Summer Reading Club		38	0
14-Aug	Pete Seeger/Steve Justman		15	150
18-Aug	Wool Gatherers		4	0
19-Aug	Book Club/Carol		10	0
28-Aug	Craft Drop Off		12	0
29-Aug	Craft Drop Off		4	0
30-Aug	Craft Swap		33	0
			120	150
September				
10-Sep	Genealogy/Dan Hubbard		10	150
11-Sep	Amelia Earhart/Jim Gibbons		16	200
15-Sep	Wool Gatherers		5	0
16-Sep	Book Club/Carol		12	0

23-Sep	ADA/Diabetes	6	0
25-Sep	Organization/Bonnie Shay	20	125
29-Sep	Long Term Care Insurance/Lauren Davi	10	0
		79	475
October			
6-Oct	College Aid/Orsolini	20	0
9-Oct	Reincarnation/Terry Fiske	6	200
15-Oct	Chinese Music/Instruments	3	0
20-Oct	Wool Gatherers	4	0
21-Oct	Book Club/Carol	17	0
21-Oct	Senator Morrison	0	0
		50	200
November			
3-Nov	Veterans Open Talk	1	0
5-Nov	How to Stay Young	4	0
6-Nov	Truman/Jim Gibbons	29	200
13-Nov	Kinzie/Betsey Means	18	250
17-Nov	Wool Gatherers	6	0
18-Nov	Book Club/Carol	9	0
20-Nov	Self-Publishing	6	
		73	450
December			
4-Dec	Movie: <i>Jersey Boys</i>	5	0
9-Dec	Middle School Choir	35	0
12-Dec	Crocheting	4	0
15-Dec	Wool Gatherers	3	0
16-Dec	Book Club/Carol	9	0
16-Dec	Kira/Crafts	0	24.99
	Renewal Movie License		131.5
		56	156.49
January			
5-Jan	MMM	9	0
16-Jan	Downton Abbey/Michael Maddox	38	275
12-Jan	MMM 2pm	6	0
12-Jan	MMM 7pm	1	0
14-Jan	Kira Craft	0	0
15-Jan	Movie/ <i>100 Foot</i>	8	0
19-Jan	Wool Gatherers	3	0
20-Jan	Book Club/Carol	9	0
22-Jan	Eliza/Knitting	12	84
26-Jan	MMM	3	0

29-Jan	Eliza/Knitting		9	0
29-Jan	Ghostland		30	0
			128	359
February				
3-Feb	Education		4	35
5-Feb	Knitting		8	0
5-Feb	Genealogy		9	155
23-Feb	Wool Gatherers		3	0
24-Feb	Book Club/Carol		11	0
10-Feb	Movie/ <i>Most Wante</i>		4	0
11-Feb	Chinese Calligraphy		3	0
18-Feb	Kira's Craft		2	0
12-Feb	Eliza/Knitting		8	0
19-Feb	Eliza/Knitting		9	0
26-Feb	Eliza/Knitting		9	0
			70	185
March				
6-Mar	Movie: <i>Maleficent</i>		3	0
16-Mar	Kiss Me, I'm Irish/Braoudakis		10	95
9-Mar	Wool Gatherers		3	0
12-Mar	Wallpaper		7	0
17-Mar	Book Club/Carol		9	0
18-Mar	Kira/Craft		2	0
26-Mar	Divorce		6	0
30-Mar	Movie: Heaven is for Real		4	0
			44	95
April				
7-Apr	Book Talk/PEO		15	0
13-Apr	Fearless Food Gardening	Cancelled		
16-Apr	Pretty Windows		9	0
20-Apr	Wool Gatherers		4	0
21-Apr	Book Club/Carol		12	0
23-Apr	Money Smart Week/Mike Vicelli	Mike Viceli	6	0
1-Apr	AWRC		28	0
4-Apr	Kira's Craft		4	0
			78	0
Additional	Food Costs			226.92
Kira/Prizes	and Craft Supplies			~300
TOTAL	95 programs		949	3911.61

	2014-2015	Youth Programs	Attendance	Cost
Spring				
		Preschool Storytime 2yr old (6X)	27	10
		Preschool Storytime 3-5yr old (6X)	5	5
		Park District Storytime (3X)	281	0
		Phyllis Fox Entries	47	0
		Bookmark Contest Entries	44	0
		Award Ceremony for Phyllis Fox and Bookmark Contest	76	557
		Madhatters	36	0
		Parent/Child Book Club (Gr. 2-3)	6	35
		Parent/Child Book Club (Gr. 4-5)	6	35
		Movie	12	0
		Little Knitter	7	30
		Magic Show	48	250
		Craft	48	20
		Winter Reading Club Badges	66	66
		Storytime on the Village Green	14	0
			723	1,008
Summer				
		Summer Reading Club		3,392
		Read to Me	481	
		Middle	317	
		Young Adult	122	
		Monday Mysteries	98	105
		Contest #1	344	101
		Craft (5X)	111	44
		Contest #2	58	45
		Storytime on the Green (11X)	304	0
		Park District Storytime (4X)	159	0
		Young Knitters (6X)	22	
		Dino Magic	36	
		Paws for a Tale (6X)	53	
		Neil Witham	18	
		Movie	11	
		Video Games (4X)	13	
		Lake Forest Montessori	93	
		Bike Raffle	182	
		Museum Ticket Raffle	185	
		Sidewalk Chalk Contest	49	
			2,656	3,687

Fall

Video Game Thursdays (9X)	16	0
Preschool Storytime 2yr old (6X)	58	5
Preschool Storytime 3-5yr old (6X)	50	10
Park District Storytime (2X)	154	0
Puppet Show	48	150
Paws for a Tale (6X)	35	0
Parent Child Book Group Gr. 2-4	4	35
Parent Child Book Group Gr. 4-6	4	35
Halloween Party (Preschool)	53	35
Halloween Party (School Age)	8	30
International Game Day	24	0
Thanksgiving Craft	48	15
	502	315

Winter

Holiday Crafts (4 weeks)	124	160
Elf Day	62	55
Movie	4	0
New Year's Craft	7	10
Video Games (8X)	11	0
Preschool Storytime 2yr old (6X)	76	10
Preschool Storytime 3-5yr old (6X)	33	10
Knitting (6X)	12	0
Valentine Making	67	45
Parent Child Book Discussion Gr. 2-4	4	35
Park District Storytime (2X)	104	0
Parent Child Book Discussion Gr. 4-6	4	35
	504	360

Spring

Preschool Storytime 2yr old (6X)	62	5
Preschool Storytime 3-5yr old (6X)	47	10
Park District Storytime (2X)	88	0
Phyllis Fox Entries	42	395
Book Mark Contest Entries	46	0
Lego Robots	18	0
Lego Robots	18	0
Parent Child Book Discussion Gr. 2-4	4	35
Parent Child Book Discussion Gr. 4-6	4	35
Movie	6	0
Drop in Craft	36	76
Madhatters	32	0
	403	556

TOTAL

4,788

5,926

	2014-2015	Youth Programs	Attendance	Cost
Spring				
	Teen Advisory Board (3X)		24	25
	Divergent Movie Party		0	0
	Movie		0	0
	Crafting		6	42
	Knitting (3X)		9	0
	Anime/Manga (3X)		8	36
			47	103
Summer				
	Teen Photo Contest		2	25
	Yoga (8X)		7	0
	Bridge (6X)		0	0
	Teen Crafting		9	0
	Teen Knitting		8	0
	Teen Advisory Board		21	81
	Anime/Manga (3X)		6	0
	Teen Book Discussion (3X)		8	7
	T-shirt Raffle		25	0
	Teen Summer Reading Club		56	540
			142	653
Fall				
	Manga/Anime		6	0
	ACT Prep		11	0
	Teen Book Discussion (3X)		0	70
	Teen Advisory Board (3X)		21	70
	Big Knitters (3X)		5	0
	Teen Crafting		4	25
	Teen Read Week Contest		0	0
			47	165
Winter				
	Vote for Your Favorite Book		0	25
	Anime/Manga (3X)		0	0
	Crafting		2	30
	Teen Advisory Board (3X)		16	130
	Knitting (2X)		4	0
	Teen Book Discussion (3X)		7	0
			29	185

134

Spring

Teen Advisory Board	13	130
Teen Movie	1	0
Teen Book Group (3X)	2	0
Anime/Manga (3X)	1	0
	17	130

TOTAL

265 **1,236**

Closed Session Minutes

To allow for improved consistency, some guideline regarding the minutes for Closed/Executive Sessions:

- 1) If you are the person taking minutes for a meeting in which a Closed Session is entered, please create minutes for the Closed Session as well.
- 2) Minutes of a Closed Session appear as their own documents. They cite the time entered into the session, the reason, the attendees, a summary of the discussion, and the time that the session ended. The regular minutes of a meeting in which an executive session was entered should note when a Closed Session was entered, the specific Open Meetings Act statute that allowed for the meeting to be closed, the individuals present for the session, and the time that the Closed Session ended.
- 3) Once the Closed Session minutes are drafted, send a copy to the Library Director for filing.
- 4) The Library Director will, going forward, keep track of what goes into the file cabinet and what needs to be there to maintain compliance with the Open Meetings Act.
- 5) Minutes of Closed/Executive Sessions must be reviewed twice a year per the Open Meetings Act.

Respectfully submitted,

Eric Scott Bailey

Purpose of Document

The purpose of this document is to provide a set of goals for the library to work towards over the next 3 years. Each goal is represented by at least one measurable objective. This document is not intended to be either static or exhaustive. As objectives are met, new ones will be added to take their place.

Mission Statement and Description of Library

Mission Statement

The mission of the Lake Bluff Library is to act as a vibrant community center that provides materials and services to enhance individual knowledge, offer personal enjoyment, expand technological resources, and facilitate civic interaction. (Statement approved by the Board of Library Trustees May 2013)

Description

The Library is a unit of local government operating in accordance with the Illinois Local Library Act, 75 ILCS 5/1-0.1 et seq. The powers and duties of the Board of Library Trustees are set forth in said Act and include "the exclusive control of the expenditure of all moneys collected for the library and deposited to the credit of the library fund." (75 ILCS 5/4-7(2)). Library taxes are levied by the Village in amounts determined by the Library Board and collected with other Village taxes (75 ILCS 5/3-5). The library levy for the fiscal year 2015-2016 is \$873,917 with an operating budget of \$964,458. The library leases space in the building to the Lake Bluff History Museum.

Lake Bluff Public Library was founded in 1919 "as a memorial to Lake Bluff's veterans of the Great War." The Library has been at its present location for 40 years. It has been characterized as a neighborly, professional, and friendly library. Lake Bluff Public Library seeks to serve all ages and backgrounds within the local reading and viewing population. There are currently over 6000 active borrowers, including residents, non-residents and reciprocal borrowers of our library materials. Programs for all ages occur weekly. The Lake Bluff Public Library, in its conception and operation for the past 96 years, is best described by the inscription on the 1975 Dedication plaque that still hangs in the Library's former entrance: "This Library is dedicated to the people of Lake Bluff."

Following the 2011 renovation of the facilities, the Lake Bluff Public Library remains busy. The final circulation total for the recently completed Fiscal Year 2014-2015, 104,528 checkouts, is the third highest annual total in the Library's history.

Service Population

Lake Bluff, Illinois is a village of approximately 4 square miles located on the shores of Lake Michigan about 30 miles north of Chicago, and just south of Great Lakes Naval Base. The village features historic cottages and upscale single-family residences as well as multi-unit apartment buildings. Houses built in the 1800s are often situated next to contemporary construction. Lake Bluff is a community of individuals and families who cherish the small-town atmosphere. The Village of Lake Bluff has created new

community events such as the Northwestern Medicine Lake Bluff Criterium Race, showing continued commitment to maintaining a close knit and active community.

A comparison of the 2000 and 2010 censuses show some distinct trends in the community:

- Total population decreased by 334 individuals (5.5%) to 5,745.
- The total number of households decreased from 2,118 to 2,064.
- The population shifted slightly in age demographics:
The percentage of the population under the age of 18 decreased from 33% to 29.3% while the percent over age 65 increased from 12% to 14.5%. Both numbers remain higher than the national averages of 23.3% and 13.3% respectively.
- The median income per household increased from \$114,521 to \$146,400, well above the nation median which increased from \$41,994 to \$51,914.
- The percent of individuals living below the poverty line increased slightly from 1% to 2.3%, though staying well below the national average of 13.8% nationally in 2010.
- The high level of education remained constant, with 82% of individuals over the age of 25 having at least a bachelor's degree, versus the national average of 27.9% in 2010.
- The percentage of the community listed as 'White' dropped from 95% to 92%.

The community of Lake Bluff remains significantly above average in household income and level of education. The overall population and demographics will likely remain stable within a certain range, with some fluctuation based on the housing market and the economy.

eBooks may have a significant impact on library services in the next 3-5 years. At present, eBooks represent an addition to the library's existing services rather than a replacement of any portion thereof. Staying abreast of current trends and the needs of extremely tech savvy patrons will be key, as will providing assistance to the less tech-savvy in a rapidly changing world.

Children K-8 attend the Lake Bluff Middle School and Lake Bluff Elementary School, which make up District 65. The district includes nonresidents living outside the library's boundaries. This has proven an obstacle to closer collaboration. High School age students attend the Lake Forest High School, District 67. That this school serves both Lake Bluff and Lake Forest represents an added impediment to closer collaboration.

The community remains relatively homogenous ethnically, but the percentage of Asian Indians in the community did increase from .6% to 4.5%. At 270 individuals this does represent a growing portion of the community, and the largest minority group within our service area. In order to offer responsive materials, programs, and services, it is important for the library to be aware of demographic growth and changes.

The Village of Lake Bluff is a home rule community, as provided for in Article 7, Section 6 of the Illinois State Constitution. The Library is a component unit of the Village of Lake Bluff. The Library approves its own levy and budget, which are included in the levy and budget of the Village. The Library requires Village approval to borrow funds or conduct a referendum.

Abbott Laboratories is a major employer in the area. Many residents also work in professional positions in the city and make use of the centrally located train station to travel to work. Lake Bluff has a number of small, unique, and privately owned businesses downtown. Heinen's grocery store recently opened on the west end of the community. Target is in the process of opening a location in the same area. Local businesses hold the potential for a variety of collaborative opportunities.

Methodology

In February 2014 a survey of patron satisfaction was completed. The feedback provided by participating patrons resulted in a set of recommendations. From January to May 2015, community groups were consulted regarding library service, and how the library might better meet their needs. Groups representing particular demographics were interviewed. Library staff members were interviewed as well. This wealth of information was factored into this document.

Goals and Objectives

1. To Increase the library's annual penetration rate of Lake Bluff households checking out library materials to 65% (2,055 households), while maintaining the 4.4 (5.0 scale) overall satisfaction rate, by 2018.
 - Expand community outreach and visibility by increasing cooperation and collaboration with local organizations, government, and businesses.
 - August 1, 2015 – Intergovernmental Agreement between Library and District 65 to provide cards to nonresidents attending LBES and LBMS finalized prior to this.
 - September 1, 2015 – LBES and LBMS nonresident students receive library cards.
 - May 1, 2016 – Start of first joint Summer Reading Club with LBMS and LBES.
 - Increase awareness of the library's offerings by investing in the library 'brand' and expanding marketing efforts to reach more potential patrons.
 - December 1, 2015 – Establishment of colors, logo, etc. for use as library brand.
 - May 1, 2016 – Distribution of first newsletter with new brand.
 - Grow patron interaction with more ongoing feedback and cooperative service development to ensure the library is effectively working to meet community expectations.
 - December 1, 2015 – Beginning of patron satisfaction survey.
 - February 1, 2016 – End of patron satisfaction survey, beginning of analysis.
 - March 1, 2016 – Completion of analysis, delivery of results.
 - Stay aware of technology as it changes, and shift service and awareness to match public expectations.
 - September 1, 2015 – Formalize tracking and metrics to monitor the level of use for all collections.
 - Expand the library service offering to include more non-traditional areas, targeting key patron populations that may not be serviced by current library offerings.
 - Improve the experience of visiting the library by measuring current usage and reflecting patron needs in space utilization, programming, and environment decisions.
 - August, 2015 – Recommendation from Building and Grounds Committee to Library Board on how to pursue funding for potential renovation/expansion of building.

- August, 2015 – Establishment of fundraising/grant goals as necessary. To be included in Long Range Plan.
 - August, 2015 – Participation in Village’s Long Range Planning process.
2. Train and retain highly skilled staff. The turnover rate for library staff will be at or below 30% per Fiscal Year for FY2015-2016, FY2016-2017, and FY2017-2018.
- Ensure that the library staff is provided with a comfortable working environment enabling ongoing superior service to patrons.
 - June 1, 2016 – Repair of HVAC system on or before this date.
 - Keep employee compensation competitive.
 - January 1, 2016 – Review of compensation, unless there has been reason to undertake the project sooner.
3. To ensure that the necessary expenses are budgeted for each year, that the budget remains sufficient to cover predictable expenses, and sufficient reserve is maintained to cover expenses not foreseen.
- Explore additional revenue generation with fund raising, grants, donations, and other sources beyond the tax levy.
 - January 1, 2017 -Raise \$500,000 from alternative sources by this date.
 - Evaluate the tax levy process to find options for increasing the request for special projects.
 - December 1, 2015 – Analysis to be completed before this date.
 - Develop a long term schedule for maintenance to guarantee both long term and short term needs are addressed.
 - September 1, 2015 – To be completed before this date.
4. A ‘Steering Team’ of Library Staff will be formed to identify opportunities and goals for addition to this project, and to monitor the progress in meeting existing goals.
- July 1, 2015 – Establishment of ‘Steering Team’ before this date.
 - August 1, 2015 – Initial meeting of ‘Steering Team’ before this date.
 - September 1, 2015 – The ‘Steering Team’ will supply 3 measurable metrics for each goal listed above before this date.

Review

This document is meant to change as necessary. It will be reviewed and adapted at minimum once each year, in April. The next formal review will be **April, 2016**. Other evaluations will occur as deemed necessary.

Director's Report – June 2015

Trustee Information

The Lake Bluff Public Library is a member of the Reaching Across Illinois Library System (RAILS). RAILS maintains a helpful website (<https://www.railslibraries.info/>) with lots of information about libraries, particularly those in northern Illinois. There are also, on occasion, resources and programs for Trustees.

Adult Summer Reading Club

The Adult Summer Reading Club kicked off on June 6, 2015. New staff member Liliana LaValle did an excellent job of getting this program set up in her first month on staff. The Library will be hosting a number of cooking and gardening programs over the summer, and will include a recipe exchange and putting together a Lake Bluff Cookbook. Carol Carter has done a great job getting Liliana up to speed on Adult Programming in a short amount of time.

Friends Book Drive

The Friends of the Library held their second annual book drive, collecting materials to be shipped to Better World Books (BWB) for resale. The Friends collected 3,500 books, 200 more than were collected last year. Martha O'Hara and Amy vanGoethem did an excellent job coordinating with the Friends and helping out the day of the event.

Arts Festival

The Artists on the Bluff are planning a Lake Bluff Arts Festival. Amy has been coordinating with the Artists, and the Library will be responsible for the Creativity Tent. We are seeking volunteers for June 20 and 21 from 10am to 5pm. Please contact Amy or I if you would be able to help.

Sunshine Award

The Illinois Policy Institute's Sunshine Award is given each year to a public body that demonstrates excellent online transparency. The award came to our attention when it was announced that Niles Public Library was this year's winner. Martha O'Hara has used the Institute's list of criteria as a guide to improve the quantity and quality of information on the library's Information pages.

Brick Repair

A contractor repaired brick that was decaying at the base of the island next to the front entrance of the Library. Cement was added around the base to help decrease further problems. Lyndy Jensen did an excellent job working with the contractor to make this repair a success.

Monthly Statistics Summary

May 2015

17A

Library Usage Summary

Total May Circulation

FY	Total	Avg. Circ/Hour	% Change
15-16	7880	35.98	7.23%
14-15	7349	31.41	-13.78%
13-14	8524	36.12	-2.93%

Total May Visits

FY	Total Visits	Avg. Visits/Hour	% Change
15-16	5564	25.41	7.23%
14-15	5189	22.18	-19.71%
13-14	6463	27.39	-4.05%

Total May Programs

FY	# of Programs	% Change	Attendance	% Change
15-16	12	0.00%	173	-81.96%
14-15	12	-83.56%	959	-16.10%
13-14	73	305.56%	1143	33.37%

Online Access

Total May eMaterial Circulation

FY	eBook/ eAudio	eVideo	eMusic	eMagazines	% Change
15-16	639	1	211	31	70.93%
14-15	435	N/A	10	71	-6.69%
13-14	374	N/A	179	N/A	9.29%

Total May Website Usage

FY	Page Loads	% Change	Unique Visitors	% Change
15-16	10695	16.14%	5864	3.97%
14-15	9209	-10.59%	5640	-2.71%
13-14	10300	13.14%	5797	-4.97%

Total May Database Usage

FY	Research*	Novelist	Tumble Books	% Change
15-16	157	603	46	539.68%
14-15	92	11	23	293.75%
13-14	18	N/A	14	-34.69%

Other Services

Total May Other Services

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
15-16	8	131	48	1
14-15	6	113	33	32
13-14	5	108	31	N/A

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

Total Circulation Fiscal Year to Date

FY	Total	Avg. Circ/Hour	% Change
15-16	7880	35.98	7.23%
14-15	7349	31.41	-13.78%
13-14	8524	30.15	-2.93%

Total User Visits Fiscal Year to Date

FY	Total Visits	Avg. Visits/Hour	% Change
15-16	5564	25.41	7.23%
14-15	5189	22.18	-19.71%
13-14	6463	27.39	-4.05%

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
15-16	12	0.00%	173	-81.96%
14-15	12	-83.56%	959	-16.10%
13-14	73	305.56%	1143	33.37%

Total eMaterial Circulation Year to Date

FY	eBooks/ eAudiobooks	eMusic	eMagazines	% Change
15-16	639	211	31	70.93%
14-15	435	10	71	-6.69%
13-14	374	179	N/A	9.29%

Total Website Usage Fiscal Year to Date

FY	Page Loads	% Change	Unique Visitors	% Change
15-16	10695	16.14%	5864	3.97%
14-15	9209	-10.59%	5640	-2.71%
13-14	10300	13.14%	5797	-4.97%

Total Database Usage Fiscal Year to Date

FY	Research*	Novelist	Tumble Books	% Change
15-16	157	603	46	539.68%
14-15	92	11	23	293.75%
13-14	18	N/A	14	-34.69%

Total Other Services Fiscal Year to date

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
15-16	8	131	48	1
14-15	6	113	33	32
13-14	5	108	31	N/A

Monthly Statistics Summary May 2015

17B

Adult Services Summary

FY	Fiction	Non Fiction	A/V	Total	% Change
15-16	927	709	2059	3981	-2.81%
14-15	1033	650	2077	4096	-12.23%
13-14	1188	667	2562	4667	-8.76%

Total May Circulation

Teen Services Summary

FY	# of Programs	% Change	Attendance	% Change
15-16	7	16.67%	87	-1.14%
14-15	6	-33.33%	88	11.39%
13-14	9	28.57%	79	338.89%

Total May Programs

Youth Services Summary

FY	Fiction	Non Fiction	A/V	Total	% Change
15-16	4	316	757	2801	12.90%
14-15	3	274	744	2481	-17.96%
13-14	4	525	841	3024	2.65%

Total May Programs

Total May Circulation

FY	Total	% Change
15-16	84	-52.27%
14-15	176	-19.27%
13-14	218	7.92%

Total Circulation Fiscal Year to Date

Total May Circulation

FY	Fiction	Non Fiction	A/V	Total	% Change
15-16	1716	316	757	2801	12.90%
14-15	1459	274	744	2481	-17.96%
13-14	1638	525	841	3024	2.65%

Total Circulation Fiscal Year to Date

Technical Services Summary

FY	# of Programs	% Change	Attendance	% Change
15-16	1	-66.67%	82	-90.44%
14-15	3	-95.00%	858	-17.66%
13-14	60	757.14%	1042	26.61%

Total May Programs

Total May Activity

FY	Acquisitions	Deletions
15-16	566	295
14-15	747	228
13-14	899	726

Total Activity Fiscal Year to Date

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
15-16	1	-66.67%	82	-90.44%
14-15	3	-95.00%	858	-17.66%
13-14	60	757.14%	1042	26.61%

Total Circulation Fiscal Year to Date

FY	Fiction	Non Fiction	A/V	Total	% Change
15-16	1716	316	757	2801	12.90%
14-15	1459	274	744	2481	-17.96%
13-14	1638	525	841	3024	2.65%

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
15-16	4	33.33%	4	-69.23%
14-15	3	-25.00%	13	-40.91%
13-14	4	0.00%	22	37.50%

Total Circulation Fiscal Year to Date

FY	Total	% Change
15-16	84	-52.27%
14-15	176	-19.27%
13-14	218	7.92%

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
15-16	7	16.67%	87	-1.14%
14-15	6	-33.33%	88	11.39%
13-14	9	28.57%	79	338.89%

Total Circulation Fiscal Year to Date

FY	Fiction	Non Fiction	A/V	Total	% Change
15-16	927	709	2059	3981	-2.81%
14-15	1033	650	2077	4096	-12.23%
13-14	1188	667	2562	4667	-8.76%

Monthly Statistics Summary
May 2015

17C

Community Penetration--Physical Collection

May

	# of Households	% of Total Households
Households active in March	663	32.26%
Total active households	1347	65.55%

April

	# of Households	% of Total Households
Households active in March	654	31.82%
Total active households	1247	60.68%

March

	# of Households	% of Total Households
Households active in March	662	32.21%
Total active households	1237	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	1212	58.98%