

May 19, 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 Election of Secretary Pro Tempore (action)(5 minutes)(7:07pm)		
Election of Board Officers and Selection of Committee Members		
4 (action)(10 minutes)(7:17pm)		
5 Opportunity to Address Board		
6 Consent Agenda		
Minutes of April 21, 2015 Board of Trustees Meeting (action)(2 minutes)(7:19pm)		3A-3B
7 Treasurer's Report and Financial Reports (White and Yellow) (5 minutes)(7:24pm)		
April Financial Summary Report (action)		4A-4C
April Detailed Balance Sheet (action)		5A-5D
April Detailed Revenue & Expense Report (action)		6A-6E
8 Approval of Checks (Green) (10 minutes)(7:34pm)		
April Manual Check Report (action)		7A
April Check Register (action)		8A-8Q
9 Committee Reports (30 minutes)(8:04pm)		9A-9E
10 New Business		10A-10B
Brief End of Fiscal Year 2014-2015 Summary (5 minutes)(8:09pm)		11A
Summary of Fiscal Year 2014-2015 Donations (5 minutes)(8:14pm)		12A
New Long Range Plan (action)(10 minutes)(8:24pm)		13A-13D
Revision of Trustee Bylaws (action)(10 minutes)(8:34pm)		14A-14L
Nonresident Youth Attending Lake Bluff Middle and Elementary Schools (15 minutes)(8:49pm)		
Special Reserve Fund Policy (10 minutes)(8:59pm)		15A-15C
Vote of Thanks to Former Trustee Ruth Schnell (5 minutes)(9:04pm)		
11 Old Business		
Select Attendee for June 20, 2015 Friends Meeting (5 minutes)(9:09pm)		16A
12 Director's Report (5 minutes)(9:14pm)		
Librarian's Narrative Report		17A-17B
13 Executive Session(s) (30 minutes)		
14 Any and All Other Business ...		
15 Adjournment (1 minute)(9:15pm)		
16 Attachments		
Usage Statistics for the Month of April		18A-18E
Annual Calendar		19A-19C

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, May 19, 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. ✓ **Election of Secretary Pro Tempore (action) (5 minutes)(7:07pm)**
4. ✓ **Election of Board Officers and Selection of Committee Members (action) (10 minutes)(7:17pm)**
5. **Opportunity for Public to Address the Board (limit 5 minutes per person per meeting)**
6. **Approval of Minutes**
 - a. **Approval of Minutes of April 21, 2015 Regular Board Meeting (action)(2 minutes)(7:19pm)**
7. **April 2015 Financial Reports – Detailed Balance and Revenue/Expense (White and Yellow Pages) (5 minutes)(7:24pm)**
 - a. **April Financial Summary Report (action)**
 - b. **April Detailed Balance Sheet (action)**
 - c. **April Detailed Revenue & Expense Report (action)**
8. **Approval of checks (Green Pages) (10 minutes)(7:34pm)**
 - a. **April Manual Checks (12118-12123) (action)**
 - b. **April Monthly Checks (12124-12169) (action)**
9. **Committee Reports (30 minutes)(8:04pm)**
(Met)
 - a. ✓ **Long Range Planning Committee (CHAIR: Kregor. MEMBERS: Butler, Meierhoff, Schons, and Wojda.)**
 - b. ✓ **Building and Grounds Committee (CHAIR: Schons. MEMBERS: Meierhoff and Stroh.) Jerch**
 - c. **Trustee Bylaw Committee (CHAIR: Stroh. MEMBERS: Schell and Schons.)**
(Did not meet)
 - d. ✓ **Finance Committee (CHAIR: Butler. MEMBERS: Kregor.)**
 - e. ✓ **Human Resources Committee (CHAIR: Butler. MEMBERS: Meierhoff, Stroh, Wojda.)**
 - f. ✓ **Intergovernmental Committee (CHAIR: Bailey. MEMBERS: Stroh and Schnell.) Jerch**
 - g. ✓ **Outreach Committee (CHAIR: Schons. Members: Schnell.) Butler**
 - h. ✓ **Technology Committee (CHAIR: Kregor. MEMBERS: Wojda.)**

10. New Business

- a. Brief End of Fiscal Year 2014-2015 Summary (5 minutes)(8:09pm)
- b. Summary of Fiscal Year 2014-2015 Donations (5 minutes)(8:14pm)
- c. New Long Range Plan (10 minutes)(8:24pm)
- d. Revision of Trustee Bylaws (action)(10 minutes)(8:34pm)
- e. Nonresident Youth Attending Lake Bluff Middle and Elementary Schools (15 minutes)(8:49pm)
- f. Special Reserve Fund Policy (10 minutes)(8:59pm)
- g. Vote of Thanks to Former Trustee Ruth Schnell (5 minutes)(9:04pm)

11. Old Business

- a. Select Attendee for June 20, 2015 (5 minutes)(9:09pm)

12. Director's Report (5 minutes)(9:14pm)

- a. Director's Narrative Report

13. 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)

14. Any and all other business which may properly come before the Board**15. Adjournment (1 minute)(9:15pm)****Attachments:**

Fiscal Year Summary for FY2014-2015

Summary of FY2014-2015 Donations

New Long Range Plan

New Trustee Bylaws

Special Reserve Fund Policy

Upcoming Friends Meetings

Statistics Report

Upcoming Board Meetings: June 16, July 21, and August 18, 2015

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, May 19, 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)**
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5. **Opportunity for Public to Address the Board (limit 5 minutes per person per meeting)**
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 - a. **April Financial Summary Report (action)**
 - b. **April Detailed Balance Sheet (action)**
 - c. **April Detailed Revenue & Expense Report (action)**
8. **Approval of checks (Green Pages) (10 minutes)(7:34pm)**
 - a. **April Manual Checks (xx-xx) (action)**
 - b. **April Monthly Checks (xx-xx) (action)**
9. **Committee Reports (30 minutes)(8:04pm) (Met)**
 - a. **Long Range Planning Committee (CHAIR: Kregor. MEMBERS: Butler, Meierhoff, Schons, and Wojda.)**
 - b. **Building and Grounds Committee (CHAIR: Schons. MEMBERS: Meierhoff and Stroh.)**
 - c. **Trustee Bylaw Committee (CHAIR: Stroh. MEMBERS: Schell and Schons.)**
 - (Did not meet)**
 - d. **Finance Committee (CHAIR: Butler. MEMBERS: Kregor.)**
 - e. **Human Resources Committee (CHAIR: Butler. MEMBERS: Meierhoff, Stroh, Wojda.)**
 - f. **Intergovernmental Committee (CHAIR: Bailey. MEMBERS: Stroh and Schnell.)**
 - g. **Outreach Committee (CHAIR: Schons. MEMBERS: Schnell.)**
 - h. **Technology Committee (CHAIR: Kregor. MEMBERS: Wojda.)**

10. New Business

- a. Summary of Fiscal Year 2015-2016 Programs **(5 minutes)(8:09pm)**
- b. Summary of Fiscal Year 2015-2016 Donations **(5 minutes)(8:14pm)**
- c. Brief End of Fiscal Year Summary **(5 minutes)(8:19pm)**
- d. Revision of Trustee Bylaws **(10 minutes)(8:29pm)**
- e. New Long Range Plan **(10 minutes)(8:39pm)**
- f. Nonresident Youth Attending Lake Bluff Middle and Elementary Schools **(15 minutes)(8:54pm)**
- g. Special Reserve Fund Policy **(10 minutes)(9:04pm)**
- h. Vote of Thanks to Former Trustee Ruth Schnell **(5 minutes)(9:09pm)**

11. Old Business

- a. (None)

12. Director's Report (5 minutes)(9:14pm)

- a. Director's Narrative Report

13. Executive Session(s)**(30 minutes if entered)(9:44pm)**

- 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)

14. Any and all other business which may properly come before the Board**15. Adjournment (1 minute)(9:45pm)****Attachments:**

Upcoming Friends Meetings

Statistics Report

Upcoming Board Meetings: June 16, July 21, and August 18, 2015

**LAKE BLUFF PUBLIC LIBRARY
Board of Trustees Meeting**

DRAFT

April 21, 2015

The meeting was called to order at 7:03 p.m. in the Lake Bluff Library Building by Board President Kathy Meierhoff. Also present: Scot Butler, Tim Kregor, Ruth Schnell, Carl Schons, Cal Stroh, and Library Director Eric Bailey.

Absent: Romain Wojda

Staff members Martha O'Hara and Amy vanGoethem were present.

Newly elected Trustee Janie Jerch also attended.

The agenda was adjusted to hear from Friends of the Library member Margaret Abel, who reported on the group's recent actions and activities.

Butler moved, Stroh seconded the motion to approve the minutes of the Regular Board Meeting of March 17, 2015, with a typo correction on p. 2.

Voting Aye: All

Voting No: None

Absent: Wojda

Schons moved, Stroh seconded the motion to approve the minutes of the Special Board Meeting of March 26, 2015.

Voting Aye: All

Voting No: None

Absent: Wojda

Butler moved, Schnell seconded the motion to approve the March 2015 Financial Summary, Detailed Balance Reports and Detailed Revenue/Expense reports.

Voting Aye: Butler, Kregor, Meierhoff, Schnell, Schons, and Stroh

Voting No: None

Absent: Wojda

Schnell moved, Kregor seconded the motion to approve the March 2015 manual checks #12069-12076, and monthly checks 12077-12117.

Voting Aye: Butler, Kregor, Meierhoff, Schnell, Schons, and Stroh.

Voting No: None

Absent: Wojda

Chair Schons reported on the Outreach Committee meetings of March 31 and April 16. Discussion followed on the proposed annual Lake Bluff Library Middle School student service award.

Chair Stroh reported that the By-Law Committee will have a final version of the revised by-laws ready for approval by the Board after it is reviewed by the Library's attorney.

Chair Schons reported on Building and Grounds Committee progress on the proposed Facility Improvement Plan. Lake Bluff Village Administrator Drew Irwin and Village Board President Kathy O'Hara have provided some information about financial aspects.

Chair Kregor reported on Long Range Planning Committee meeting developments. Improving access

to the Library for students not in the taxing district of Lake Bluff Library was discussed. Possible solutions will be researched and discussed in future committee meetings.

Human Resources Committee chair Butler mentioned a coming meeting with Director Bailey on his evaluation.

Martha O'Hara presented her written report on the procedure for the removal of library cards from the system.

Director Bailey gave his Narrative Report.

The Phyllis Fox Memorial Writing and Bookmark Design Contests Awards Ceremony will be held at the Recreation Center on May 13. All Trustees are encouraged to attend.

President Meierhoff announced that the executive session for review of closed minutes will be postponed to a later meeting.

Butler moved, Schons seconded the motion to adjourn at 9:03 p.m.
All voted Aye.

Respectfully submitted,

Ruth Schnell
Board Secretary

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

5/15/2015

Description	FY 2014-15				FY 2013-14		
	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	\$ 850,197	\$ 851,666	99.8%	95.9%	\$ 849,613	101.9%	\$ 833,508
Rental Fines	11,242	13,000	86.5%	1.3%	14,500	120.8%	12,000
State Per Capita Grant	-	7,153	0.0%	0.0%	320	5.5%	5,868
Non-Resident Fees	7,470	7,000	106.7%	0.8%	7,142	119.0%	6,000
Miscellaneous Revenue	1,434	3,000	47.8%	0.2%	1,790	59.7%	3,000
Other Grants	-	5,000	0.0%	0.0%	-	0.0%	15,000
Photo-copy Charges	2,188	2,000	109.4%	0.2%	2,187	128.6%	1,700
Village Contribution to Vliet Costs	7,153	7,900	90.5%	0.8%	5,880	75.4%	7,800
Vliet Operating Cost Contrib	-	-	---	0.0%	-	---	-
Interest Earnings	279	400	69.7%	0.0%	10,463	2092.6%	500
Naperville (Impact) Fees	-	-	---	0.0%	-	---	-
Restricted Donations/Gifts	5,092	20,000	25.5%	0.6%	-	0.0%	15,000
Unrestricted Donations/Gifts	1,289	1,000	128.9%	0.1%	185	3.7%	5,000
Total Revenues	\$ 886,343	\$ 918,119	96.5%	100.0%	\$ 892,082	98.5%	\$ 905,376
Use of Fund Balance Reserves		\$ 34,900					\$ 100,000
Total Projected Revenues & Use of Reserves		953,019					1,005,376
Expenditures							
Librarian Salaries	\$ 240,749	\$ 224,000	107.5%	27.2%	\$ 215,026	99.1%	\$ 217,000
Staff Salaries	220,913	231,000	95.6%	25.0%	212,634	105.8%	201,000
Medical Insurance	59,086	42,000	140.7%	6.7%	45,272	90.5%	50,000
Other Employee Benefits	62	500	12.4%	0.0%	288	57.6%	500
Employer IMRF	45,838	45,000	101.9%	5.2%	40,704	101.8%	40,000
Employer FICA	34,517	35,000	98.6%	3.9%	31,927	99.8%	32,000
<i>Subtotal Personnel Expense</i>	\$ 601,164	\$ 577,500	104.1%	67.9%	\$ 545,851	101.0%	\$ 540,500
Building Maintenance	\$ 20,253	\$ 28,000	72.3%	2.3%	\$ 22,208	79.3%	\$ 28,000
Elevator Maintenance	2,144	2,000	107.2%	0.2%	2,207	98.1%	2,250
Grounds Maintenance	8,871	8,500	104.4%	1.0%	7,885	78.9%	10,000
Copier Maintenance	4,042	4,500	89.8%	0.5%	6,365	141.4%	4,500
<i>Subtotal Maintenance Expense</i>	\$ 35,309	\$ 43,000	82.1%	4.0%	\$ 38,664	86.4%	\$ 44,750
Other Professional Services	\$ 20,387	\$ 20,000	101.9%	2.3%	\$ 50	1.0%	\$ 5,000
Computer Services	11,675	20,000	58.4%	1.3%	11,369	40.6%	28,000
Legal Services	2,126	15,000	14.2%	0.2%	19,157	766.3%	2,500
Professional Development	4,574	5,000	91.5%	0.5%	4,227	140.9%	3,000
Dues	1,878	2,000	93.9%	0.2%	1,409	56.4%	2,500
Utilities	9,481	8,000	118.5%	1.1%	8,781	135.1%	6,500

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

5/15/2015

4B

Description	FY 2014-15				FY 2013-14		
	Fiscal Year Total-to-Date	Budget	% of Budget Received/ Expensed	% of Actual Y-T-D	Previous Fiscal YTD	% of Budget Received/ Expensed	Budget
Postage	2,222	3,000	74.1%	0.3%	2,788	69.7%	4,000
Printing/E-News	7,904	9,000	87.8%	0.9%	8,689	108.6%	8,000
Office Supplies	4,623	6,000	77.0%	0.5%	5,609	93.5%	6,000
Bldg/Grounds Supplies	1,685	2,000	84.2%	0.2%	1,925	77.0%	2,500
Technical Services Supplies	3,700	5,500	67.3%	0.4%	4,291	78.0%	5,500
<i>Subtotal Contracts & Commodities</i>	\$ 70,255	\$ 95,500	73.6%	7.9%	\$ 68,295	92.9%	\$ 73,500
Hospitality Program Support	\$ 339	1,000	33.9%	0.0%	\$ 843	84.3%	1,000
Adult Program Support	3,565	4,000	89.1%	0.4%	4,329	108.2%	4,000
Juvenile Program Support	6,773	7,000	96.8%	0.8%	6,943	99.2%	7,000
Per Capita Grant	8,919	7,153	124.7%	1.0%	3,578	61.0%	5,868
Other Grant Expenditures	-	5,000	0.0%	0.0%	-	0.0%	20,000
<i>Subtotal Programs & Grants</i>	\$ 19,596	\$ 24,153	81.1%	2.2%	\$ 15,694	41.4%	\$ 37,868

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

5/15/2015

40

Description	FY 2014-15				FY 2013-14		
	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	\$ 17,698	18,000	98.3%	2.0%	\$ 17,555	97.5%	18,000
Adult Fiction Books	14,170	15,000	94.5%	1.6%	14,427	96.2%	15,000
Adult Large Print Materials	524	500	104.8%	0.1%	936	93.6%	1,000
Adult AV Materials	14,519	15,000	96.8%	1.6%	12,648	90.3%	14,000
Adult Reference/e-Reference	21,838	23,000	94.9%	2.5%	20,191	112.2%	18,000
Juvenile Non-Fiction Books	7,167	7,000	102.4%	0.8%	7,470	106.7%	7,000
Picture Books	5,024	6,000	83.7%	0.6%	-	0.0%	6,000
Juvenile Fiction Books	5,213	8,500	61.3%	0.6%	5,178	60.9%	8,500
Juvenile AV Materials	1,914	3,750	51.1%	0.2%	6,179	164.8%	3,750
Juvenile e-Reference	334	1,000	33.4%	0.0%	3,812	---	-
Teen Books	2,700	2,750	98.2%	0.3%	2,680	97.4%	2,750
e-Books	12,017	12,000	100.1%	1.4%	7,999	100.0%	8,000
Graphic Novels	508	500	101.5%	0.1%	375	75.0%	500
Periodicals	5,704	\$ 7,000	81.5%	0.6%	5,382	71.8%	7,500
Video Games	3,404	3,500	97.3%	0.4%	3,113	113.2%	2,750
<i>Subtotal Materials</i>	\$ 112,735	123,500	91.3%	12.7%	\$ 107,945	95.7%	\$ 112,750
Patron & Staff Software	\$ 3,004	6,000	50.1%	0.3%	\$ 892	19.8%	4,500
Library Automation Software	20,297	24,000	84.6%	2.3%	46,053	329.0%	14,000
Miscellaneous Expense	3,098	2,000	154.9%	0.4%	2,081	104.0%	2,000
<i>Subtotal Software/Other</i>	\$ 26,399	32,000	82.5%	3.0%	\$ 49,026	239.2%	\$ 20,500
FR Restricted Donations	\$ 5,869	2,000	293.5%	0.7%	\$ 12,945	---	-
Library Furnishings	1,930	-	---	0.2%	4,015	160.1%	2,508
Computer Equipment	1,190	14,000	8.5%	0.1%	38,444	30.8%	125,000
Other Equipment	397	2,000	19.9%	0.0%	-	0.0%	2,000
Exterior Bldg Improvements	7,208	12,000	60.1%	0.8%	11,372	87.5%	13,000
Other Building Improvements	-	-	---	0.0%	-	---	-
Use of Temporarily Restrict Donat	-	21,000	0.0%	0.0%	8	---	-
Contingency	3,016	6,366	47.4%	0.3%	24,161	134.2%	18,000
<i>Subtotal Capital, Grants & Dona</i>	\$ 19,610	\$ 57,366	34.2%	2.2%	\$ 90,946	56.7%	\$ 160,508
Total Expenditures	\$ 885,068	\$ 953,019	92.9%	100.0%	\$ 916,421	92.5%	\$ 990,376

Fund Balance as of April 30, 2014 526,458
YTD Addition to/(Subtraction from) Fund Balance 1,275
Fund Balance at month end 527,732

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 12 PERIODS ENDING APRIL 30, 2015

ACCOUNT #	DESCRIPTION	BALANCE 05/01/14	NET DEBITS	NET CREDITS	BALANCE 04/30/15
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	1,300.09	1,300.09	0.00
80-10-101-11000	MONEY MARKET ACCOUNT	73,297.84	960,886.43	927,489.33	106,694.94
80-10-101-12000	SAVINGS ACCOUNT	0.00	0.00	0.00	0.00
80-10-101-12100	N TR WEED & FEED CHECKING ACCT	0.00	0.00	0.00	0.00
80-10-101-13000	PETTY CASH	150.00	0.00	0.00	150.00
80-10-101-15000	INVESTMENTS	0.00	0.00	0.00	0.00
80-10-101-15010	US GOVERNMENT OBLIGATIONS	0.00	0.00	0.00	0.00
80-10-101-15020	CERTIFICATES OF DEPOSIT	0.00	0.00	0.00	0.00
80-10-101-15110	ILLINOIS FUND	533,558.16	870,281.14	942,662.34	461,176.96
80-10-101-15111	ILLINOIS FUNDS - GRANTS	1.80	0.00	0.00	1.80
80-10-101-15112	ILLINOIS FUNDS - EPAY	3,417.89	8.91	3.24	3,423.56
TOTAL CASH & INVESTMENTS		610,425.69	1,832,476.57	1,871,455.00	571,447.26
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	(7,615.84)	989,302.34	992,291.20	(10,604.70)
80-10-301-55000	PREPAID EXPENSES	0.00	0.00	0.00	0.00
TOTAL OTHER ASSETS		(7,615.84)	989,302.34	992,291.20	(10,604.70)
TOTAL ASSETS		1,455,113.63	2,821,778.91	2,863,746.20	1,413,146.34
LIABILITIES AND FUND EQUITY					
LIABILITIES					
PAYABLES					
80-20-102-20000	ACCOUNTS PAYABLE	58,424.58	483,953.91	439,469.25	13,939.92

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 12 PERIODS ENDING APRIL 30, 2015

ACCOUNT #	DESCRIPTION	BALANCE 05/01/14	NET DEBITS	NET CREDITS	BALANCE 04/30/15
LIABILITIES					
PAYABLES					
80-20-102-41000	SOCIAL SECURITY TAX PAYABLE	0.00	69,033.23	69,033.23	0.00
80-20-102-42000	FEDERAL INCOME TAX PAYABLE	0.00	43,544.75	43,544.75	0.00
80-20-102-43000	STATE INCOME TAX PAYABLE	0.00	18,555.68	18,555.68	0.00
80-20-102-44000	IMRF PAYABLE	0.00	63,652.42	63,652.42	0.00
80-20-102-45000	ICMA 457 PLAN PAYABLE	0.00	22,800.00	22,800.00	0.00
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	4,896.64	4,896.64	0.00
80-20-102-66000	LIBRARY HSA PAYABLE	0.00	4,350.00	4,350.00	0.00
80-20-102-70000	OTHER SHORT TERM LIABILITIES	0.00	0.00	0.00	0.00
TOTAL PAYABLES		58,424.58	710,786.63	666,301.97	13,939.92
OTHER LIABILITIES					
80-20-202-16000	ACCRUED PAYROLL	17,927.45	17,927.45	19,170.21	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		870,231.23	17,927.45	19,170.21	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		928,655.81	728,714.08	685,472.18	885,413.91
FUND EQUITY					
EQUITY SECTION					
80-30-100-53000	UNRESERVED FUND BALANCE	526,457.82	0.00	0.00	526,457.82
80-30-100-53100	RESERVED FOR AUTOMATION	0.00	0.00	0.00	0.00
80-30-100-53200	DESIGNATED FOR CAPITAL MAINT	0.00	0.00	0.00	0.00
80-30-100-53300	DESIGNATED FOR CAP BLDG IMPR	0.00	0.00	0.00	0.00
TOTAL EQUITY SECTION		526,457.82	0.00	0.00	526,457.82
FUND SURPLUS (DEFICIT)		0.00	0.00	1,274.61	1,274.61

LATE: 05/15/2015
TIME: 15:42:31
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-- VILLAGE OF LAKE BLUFF --
DETAILED BALANCE SHEET

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FUND: LAKE BLUFF PUBLIC LIBRARY
FOR 12 PERIODS ENDING APRIL 30, 2015

ACCOUNT #	DESCRIPTION	BALANCE 05/01/14	NET DEBITS	NET CREDITS	BALANCE 04/30/15

TOTAL FUND EQUITY		526,457.82	0.00	1,274.61	527,732.43

TOTAL LIABILITIES AND FUND EQUITY		1,455,113.63	728,714.08	686,746.79	1,413,146.34

DATE: 05/15/2015
 TIME: 15:43:04
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-- VILLAGE OF LAKE BLU --
 DETAILED BALANCE SHEET

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FUND: LIBRARY GRANTS & GIFTS FUND
 FOR 12 PERIODS ENDING APRIL 30, 2015

ACCOUNT #	DESCRIPTION	BALANCE 05/01/14	NET DEBITS	NET CREDITS	BALANCE 04/30/15
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

DATE: 05/15/2015
 TIME: 15:50:47
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 12 PERIODS ENDING APRIL 30, 2015

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: REVENUES

ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
PROPERTY TAXES							
80-40-103-10000	LIBRARY PROPERTY TAX	0.00	5.98	850,197.16	849,613.12	851,666.00	99.8%
TOTAL REVENUES: PROPERTY TAXES		0.00	5.98	850,197.16	849,613.12	851,666.00	99.8%
SERVICES & FEES							
80-40-403-48300	PHOTO-COPY CHARGES	257.20	199.45	2,187.50	2,186.60	2,000.00	109.3%
80-40-403-48500	NON-RESIDENT FEES	893.53	785.85	7,469.85	7,142.43	7,000.00	106.7%
TOTAL REVENUES: SERVICES & FEES		1,150.73	985.30	9,657.35	9,329.03	9,000.00	107.3%
FINES							
80-40-503-65000	RENTAL FINES	640.82	1,294.74	11,241.88	14,500.34	13,000.00	86.4%
TOTAL REVENUES: FINES		640.82	1,294.74	11,241.88	14,500.34	13,000.00	86.4%
MISCELLANEOUS							
80-40-603-73000	PER CAPITA GRANTS	7,152.50	0.00	7,152.50	5,880.21	0.00	100.0%
80-40-603-73700	VILLAGE CONTRIBUTION	0.00	7,998.00	0.00	7,998.00	7,900.00	0.0%
80-40-603-75000	INTEREST EARNINGS	27.09	18.51	278.80	320.36	400.00	69.7%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	1.41	1.76	1,289.27	185.40	0.00	100.0%
80-40-603-78001	RESTRICTED DONATIONS	810.00	0.00	5,091.90	10,463.00	0.00	100.0%
80-40-603-78500	NAPERVILLE (IMPACT) FEE	0.00	6,335.37	0.00	6,335.37	0.00	0.0%
80-40-603-89000	MISCELLANEOUS INCOME	260.00	(1,746.32)	1,434.07	1,790.44	3,000.00	47.8%
TOTAL REVENUES: MISCELLANEOUS		8,251.00	12,607.32	15,246.54	32,972.78	11,300.00	134.9%
TOTAL REVENUES: REVENUES		10,042.55	14,893.34	886,342.93	906,415.27	884,966.00	100.1%
TOTAL FUND REVENUES		10,042.55	14,893.34	886,342.93	906,415.27	884,966.00	100.1%

DATE: 05/15/2015
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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 12 PERIODS ENDING APRIL 30, 2015

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	APRIL 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	24,991.24	18,248.03	240,749.05	215,026.10	224,000.00	107.4%
80-60-001-40050	STAFF SALARIES	16,523.67	21,664.40	220,912.58	212,634.19	231,000.00	95.6%
80-60-001-40400	MEDICAL INSURANCE	4,829.35	3,570.85	59,085.75	45,272.40	42,000.00	140.6%
80-60-001-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	62.00	288.00	500.00	12.4%
80-60-001-40950	EMPLOYER IMRF	3,722.13	3,724.98	45,837.98	40,703.58	45,000.00	101.8%
80-60-001-40951	EMPLOYER FICA TAX	3,018.20	2,832.18	34,516.62	31,926.81	35,000.00	98.6%
80-60-001-41000	BUILDING MAINTENANCE	1,153.71	1,540.40	20,252.51	22,207.66	28,000.00	72.3%
80-60-001-41020	ELEVATOR MAINTENANCE	0.00	880.00	2,144.00	2,206.56	2,000.00	107.2%
80-60-001-41050	GROUNDS MAINTENANCE	689.50	0.00	8,871.25	7,885.35	8,500.00	104.3%
80-60-001-41303	COPIER MAINTENANCE/SUPPLIES	273.05	0.00	4,041.51	6,364.92	4,500.00	89.8%
80-60-001-41304	OTHER PROFESSIONAL SERVICES	0.00	0.00	20,387.00	50.00	20,000.00	101.9%
80-60-001-41305	COMPUTER SERVICES	0.00	0.00	11,675.00	11,368.71	20,000.00	58.3%
80-60-001-41350	LEGAL SERVICES	721.50	8,666.40	2,125.50	19,157.40	15,000.00	14.1%
80-60-001-42400	PROFESSIONAL DEVELOPMENT	150.00	125.00	4,573.75	4,226.85	5,000.00	91.4%
80-60-001-42440	DUES	10.00	0.00	1,878.00	1,409.00	2,000.00	93.9%
80-60-001-43230	UTILITIES	247.84	932.37	9,481.48	8,780.85	8,000.00	118.5%
80-60-001-43300	POSTAGE	1.82	104.83	2,222.32	2,787.77	3,000.00	74.0%
80-60-001-43400	PRINTING/E-NEWSLETTER	0.00	0.00	7,903.60	8,688.61	9,000.00	87.8%
80-60-001-43550	OFFICE SUPPLIES	610.04	456.18	4,622.98	5,609.42	6,000.00	77.0%
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	207.89	265.11	1,684.67	1,925.46	2,000.00	84.2%
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	130.01	282.29	3,700.34	4,291.18	5,500.00	67.2%
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	21.97	0.00	339.32	843.27	1,000.00	33.9%
80-60-001-43710	ADULT PROGRAM SUPPLIES	0.00	0.00	3,564.81	4,329.44	4,000.00	89.1%
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	43.60	343.00	6,772.54	6,942.98	7,000.00	96.7%
80-60-001-44800	PER CAPITA GRANT	2,477.10	0.00	8,919.37	3,578.05	0.00	-100.0%
80-60-001-45000	ADULT NON-FICTION BOOKS	2,201.95	2,038.74	17,698.37	17,555.44	18,000.00	98.3%
80-60-001-45100	ADULT FICTION BOOKS	743.05	1,928.40	14,170.38	14,427.30	15,000.00	94.4%
80-60-001-45110	ADULT LARGE PRINT MATERIAL	0.00	0.00	524.23	935.52	500.00	104.8%
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	1,606.52	1,565.79	14,519.15	12,647.78	15,000.00	96.7%
80-60-001-45220	ADULT REFERENCE/E-REFER	4,228.00	4,358.70	21,837.96	20,191.18	23,000.00	94.9%
80-60-001-45400	JUVENILE NON-FICTION	0.00	0.00	7,166.77	7,470.21	7,000.00	102.3%
80-60-001-45410	PICTURE BOOKS, READERS	45.94	173.95	5,024.05	5,178.17	6,000.00	83.7%
80-60-001-45420	JUVENILE FICTION	671.56	218.23	5,212.88	6,178.78	8,500.00	61.3%
80-60-001-45430	JUVENILE AUDIO-VISUAL	100.24	481.53	1,914.45	3,811.68	3,750.00	51.0%
80-60-001-45440	JUVENILE E-REFERENCE	0.00	0.00	334.33	0.00	1,000.00	33.4%
80-60-001-45450	TEEN BOOKS	31.75	136.59	2,700.41	2,679.77	2,750.00	98.1%
80-60-001-45460	E-BOOKS	0.00	755.88	12,016.67	7,999.19	12,000.00	100.1%
80-60-001-45470	GRAPHIC NOVELS	0.00	0.00	507.52	375.02	500.00	101.5%
80-60-001-45500	PERIODICALS	49.00	49.00	5,703.86	5,382.02	7,000.00	81.4%
80-60-001-45510	VIDEO GAMES	119.98	239.79	3,404.33	3,112.59	3,500.00	97.2%
80-60-001-45600	PATRON & STAFF SOFTWARE	58.95	9.95	3,004.05	892.40	6,000.00	50.0%
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	20,297.00	46,053.00	24,000.00	84.5%
80-60-001-46000	MISCELLANEOUS EXPENSES	109.40	91.82	3,098.35	2,080.74	2,000.00	154.9%
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	0.00	2,631.87	5,869.42	12,945.04	0.00	-100.0%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 12 PERIODS ENDING APRIL 30, 2015

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
LIBRARY SERVICES							
80-60-001-49000	LIBRARY FURNISHINGS	149.80	0.00	1,929.81	4,015.31	2,000.00	96.4%
80-60-001-49120	EXT BUILDING IMPROVEMENTS	0.00	0.00	7,207.75	11,372.40	12,000.00	60.0%
80-60-001-49350	COMPUTER EQUIPMENT	0.00	22,535.34	1,189.59	38,443.92	14,000.00	8.4%
80-60-001-49400	OTHER EQUIPMENT	0.00	0.00	397.46	7.95	2,000.00	19.8%
80-60-001-50000	CONTINGENCY	0.00	22,251.67	3,015.60	24,161.09	6,366.00	47.3%
TOTAL EXPENSES: LIBRARY SERVICES		69,938.76	123,103.27	885,068.32	916,421.06	919,866.00	96.2%
TOTAL EXPENSES: LIBRARY ADMINISTRATION		69,938.76	123,103.27	885,068.32	916,421.06	919,866.00	96.2%
TOTAL FUND EXPENSES		69,938.76	123,103.27	885,068.32	916,421.06	919,866.00	96.2%
TOTAL FUND REVENUES		10,042.55	14,893.34	886,342.93	906,415.27	884,966.00	100.1%
TOTAL FUND EXPENSES		69,938.76	123,103.27	885,068.32	916,421.06	919,866.00	96.2%
FUND SURPLUS (DEFICIT)		(59,896.21)	(108,209.93)	1,274.61	(10,005.79)	(34,900.00)	-3.6%

DATE: 05/15/2015
 TIME: 15:51:33
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-- VILLAGE OF [REDACTED] BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 12 PERIODS ENDING APRIL 30, 2015

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

ACCOUNT NUMBER	DESCRIPTION	APRIL 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	7,152.50	0.00	7,152.50	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	7,152.50	0.00	7,152.50	33,153.00	0.0%
	TOTAL REVENUES: LIBRARY GRANTS FUND REVENUE	0.00	7,152.50	0.00	7,152.50	33,153.00	0.0%
	TOTAL FUND REVENUES	0.00	7,152.50	0.00	7,152.50	33,153.00	0.0%

DATE: 05/15/2015
 TIME: 15:51:33
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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 12 PERIODS ENDING APRIL 30, 2015

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

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

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

TOTAL EXPENSES: MISCELLANEOUS		0.00	0.00	0.00	0.00	33,153.00	0.0%
TOTAL EXPENSES: LIBRARY GRANT FUND EXPENDITURE		0.00	0.00	0.00	0.00	33,153.00	0.0%
TOTAL FUND EXPENSES		0.00	0.00	0.00	0.00	33,153.00	0.0%
TOTAL FUND REVENUES		0.00	7,152.50	0.00	7,152.50	33,153.00	0.0%
TOTAL FUND EXPENSES		0.00	0.00	0.00	0.00	33,153.00	0.0%
FUND SURPLUS (DEFICIT)		0.00	7,152.50	0.00	7,152.50	0.00	0.0%

DATE: 05/05/15
TIME: 15:08:15
ID: AP225000.CBL

-- VILLAGE OF LAKE BLUFF --
MANUAL CHECK REGISTER

PAGE: 1

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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
12118	9COMCAST	COMCAST CABLE			04/29/15		
	COM041215	04/12/15	01	INTERNET SRVC:4/19-5/18/15		80-60-001-43230	244.85
						INVOICE TOTAL:	244.85 *
						CHECK TOTAL:	244.85
12119	9DORMA	DORMA USA, INC			04/29/15		
	183274	04/15/15	01	FRONT DOOR REPAIR		80-60-001-41000	130.00
						INVOICE TOTAL:	130.00 *
						CHECK TOTAL:	130.00
12120	9METROSE	METRO SELF STORAGE			04/29/15		
	MET041515	04/15/15	01	STORAGE SPACE RENTAL		80-60-001-41000	62.00
						INVOICE TOTAL:	62.00 *
						CHECK TOTAL:	62.00
12121	9PROQUES	PROQUEST, LLC			04/29/15		
	70325588	03/31/15	01	ADULT REFERENCE/E-REFER		80-60-001-45220	1,978.00
						INVOICE TOTAL:	1,978.00 *
						CHECK TOTAL:	1,978.00
12122	9HENRICH	HENRICHSSEN'S FIRE & SAFETY			04/29/15		
	93192	04/16/15	01	FIRE EXTINGUISHERS		80-60-001-41000	294.60
						INVOICE TOTAL:	294.60 *
						CHECK TOTAL:	294.60
12123	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS			04/29/15		
	101961321	04/24/15	01	'EE ICMA CONTRIBUTION:4/30/15		80-20-102-45000	250.00
						INVOICE TOTAL:	250.00 *
						CHECK TOTAL:	250.00
						TOTAL AMOUNT PAID:	2,959.45

DATE: 05/15/15
TIME: 08:28:00
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

CHECK DATE: 05/19/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12124	9ACCESSO	ACCESS ONE, INC.						
	1576854		05/02/15	01	PHONE SRVC:MAY 2015	80-60-001-43230	1,149.33	
						INVOICE TOTAL:	1,149.33 *	
						CHECK TOTAL:	1,149.33	
12125	9AMAZONA	VOIDED---LEADER CHECK						
	022273833367		03/14/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	9.99	
						INVOICE TOTAL:	9.99 *	
	022274566484		03/11/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	96.60	
						INVOICE TOTAL:	96.60 *	
	022276795325		03/16/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	108.80	
						INVOICE TOTAL:	108.80 *	
	022277787845		03/11/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	39.95	
						INVOICE TOTAL:	39.95 *	
	022279236080		03/10/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.97	
						INVOICE TOTAL:	14.97 *	
	022279322417		03/10/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	41.19	
						INVOICE TOTAL:	41.19 *	
	022279388972		03/21/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	9.99	
						INVOICE TOTAL:	9.99 *	
	022279668724		03/10/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	34.98	
						INVOICE TOTAL:	34.98 *	
	042796652506		03/21/15	01	ADULT NON-FICTION	80-60-001-45000	22.49	
						INVOICE TOTAL:	22.49 *	

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12125	9AMAZONA	VOIDED---LEADER CHECK						
	081280243907		04/03/15	01	NATN'L LIBRARY WK RAFFLE ITEMS	80-60-001-44800	18.82	
						INVOICE TOTAL:	18.82 *	
	081281717972		04/03/15	01	NATN'L LIBRARY WK RAFFLE ITEMS	80-60-001-44800	19.72	
				02	NATN'L LIBRARY WK RAFFLE ITEMS	80-60-001-44800	72.26	
						INVOICE TOTAL:	91.98 *	
	088786537759		03/24/15	01	ADULT NON-FICTION	80-60-001-45000	42.80	
						INVOICE TOTAL:	42.80 *	
	108910350622		03/13/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	102.33	
						INVOICE TOTAL:	102.33 *	
	115897034944		04/05/15	01	ADULT NON-FICTION	80-60-001-45000	11.99	
						INVOICE TOTAL:	11.99 *	
	130244909703		04/04/15	01	EASELS	80-60-001-49000	149.80	
						INVOICE TOTAL:	149.80 *	
	142920764958		03/11/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	13.96	
						INVOICE TOTAL:	13.96 *	
	157250767964		04/02/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.02	
						INVOICE TOTAL:	-0.02 *	
	157251828093		03/29/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	219.01	
						INVOICE TOTAL:	219.01 *	
	157253320698		04/04/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.02	
						INVOICE TOTAL:	-0.02 *	
12126	9AMAZONA	VOIDED---LEADER CHECK						
	157254518716		04/05/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-9.90	
						INVOICE TOTAL:	-9.90 *	

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12126	9AMAZONA	VOIDED---LEADER CHECK						
	157255019178		04/07/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-1.00	
						INVOICE TOTAL:	-1.00 *	
	157255813697		04/03/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.01	
						INVOICE TOTAL:	-0.01 *	
	157258905017		03/24/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	12.96	
						INVOICE TOTAL:	12.96 *	
	157259943941		04/01/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-1.94	
						INVOICE TOTAL:	-1.94 *	
	184231385568		03/23/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	199.85	
						INVOICE TOTAL:	199.85 *	
	184232183539		03/23/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-9.99	
						INVOICE TOTAL:	-9.99 *	
	184234357166		03/21/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	41.86	
						INVOICE TOTAL:	41.86 *	
	184234702386		03/23/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	11.98	
						INVOICE TOTAL:	11.98 *	
	184236317483		03/25/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.06	
						INVOICE TOTAL:	-0.06 *	
	184236640645		03/19/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.19	
						INVOICE TOTAL:	19.19 *	
	184239578036		03/24/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.99	
						INVOICE TOTAL:	14.99 *	
	186142360896		04/08/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.01	
						INVOICE TOTAL:	-0.01 *	

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12126	9AMAZONA	VOIDED---LEADER CHECK						
	186142436382		04/07/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	11.99	
						INVOICE TOTAL:	11.99 *	
	186142556719		04/08/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.01	
						INVOICE TOTAL:	-0.01 *	
	186143133725		03/31/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	183.38	
						INVOICE TOTAL:	183.38 *	
	186146810358		04/01/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	13.39	
						INVOICE TOTAL:	13.39 *	
	186147194056		04/06/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	122.70	
						INVOICE TOTAL:	122.70 *	
	186147301103		03/31/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	11.00	
						INVOICE TOTAL:	11.00 *	
12127	9AMAZONA	VOIDED---LEADER CHECK						
	186148467215		03/31/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	23.99	
						INVOICE TOTAL:	23.99 *	
	186148603529		04/09/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-14.89	
						INVOICE TOTAL:	-14.89 *	
	186149300576		04/08/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.99	
						INVOICE TOTAL:	19.99 *	
	191770125671		04/05/15	01	ADULT NON-FICTION	80-60-001-45000	14.86	
						INVOICE TOTAL:	14.86 *	
	191770329168		04/01/15	01	ADULT NON-FICTION	80-60-001-45000	14.74	
						INVOICE TOTAL:	14.74 *	

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12127	9AMAZONA	VOIDED---LEADER CHECK						
	191770512036		03/24/15	01	ADULT NON-FICTION	80-60-001-45000	94.94	
						INVOICE TOTAL:	94.94 *	
	191770680942		04/01/15	01	ADULT NON-FICTION	80-60-001-45000	26.65	
						INVOICE TOTAL:	26.65 *	
	191772407064		04/05/15	01	ADULT NON-FICTION	80-60-001-45000	11.21	
						INVOICE TOTAL:	11.21 *	
	191773903598		03/25/15	01	ADULT NON-FICTION	80-60-001-45000	98.71	
						INVOICE TOTAL:	98.71 *	
	191774051102		03/25/15	01	ADULT NON-FICTION	80-60-001-45000	125.83	
						INVOICE TOTAL:	125.83 *	
	191776415605		03/25/15	01	ADULT NON-FICTION	80-60-001-45000	18.62	
						INVOICE TOTAL:	18.62 *	
	191777585447		03/27/15	01	ADULT NON-FICTION	80-60-001-45000	62.72	
						INVOICE TOTAL:	62.72 *	
	194258125505		03/21/15	01	ADULT NON-FICTION	80-60-001-45000	17.96	
						INVOICE TOTAL:	17.96 *	
	205534887870		04/07/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	52.39	
						INVOICE TOTAL:	52.39 *	
	223620495006		03/27/15	01	ADULT NON-FICTION	80-60-001-45000	90.37	
						INVOICE TOTAL:	90.37 *	
	223621529466		03/27/15	01	ADULT NON-FICTION	80-60-001-45000	159.87	
						INVOICE TOTAL:	159.87 *	
	223622349661		03/30/15	01	ADULT NON-FICTION	80-60-001-45000	14.74	
						INVOICE TOTAL:	14.74 *	

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12127	9AMAZONA	VOIDED---LEADER CHECK						
	223622351707		03/27/15	01	ADULT NON-FICTION	80-60-001-45000	143.71	
						INVOICE TOTAL:	143.71 *	
	223622747737		03/20/15	01	ADULT NON-FICTION	80-60-001-45000	63.00	
						INVOICE TOTAL:	63.00 *	
12128	9AMAZONA	VOIDED---LEADER CHECK						
	223622897402		03/28/15	01	ADULT NON-FICTION	80-60-001-45000	9.95	
						INVOICE TOTAL:	9.95 *	
	223624254716		03/30/15	01	ADULT NON-FICTION	80-60-001-45000	14.27	
						INVOICE TOTAL:	14.27 *	
	223624531316		03/27/15	01	ADULT NON-FICTION	80-60-001-45000	9.99	
						INVOICE TOTAL:	9.99 *	
	223624934165		03/27/15	01	ADULT NON-FICTION	80-60-001-45000	19.07	
						INVOICE TOTAL:	19.07 *	
	223625533753		03/27/15	01	ADULT NON-FICTION	80-60-001-45000	36.86	
						INVOICE TOTAL:	36.86 *	
	223626620623		04/05/15	01	ADULT NON-FICTION	80-60-001-45000	15.16	
						INVOICE TOTAL:	15.16 *	
	223627319393		03/27/15	01	ADULT NON-FICTION	80-60-001-45000	33.75	
						INVOICE TOTAL:	33.75 *	
	223629651653		03/28/15	01	ADULT NON-FICTION	80-60-001-45000	11.49	
						INVOICE TOTAL:	11.49 *	
	223629709718		03/27/15	01	ADULT NON-FICTION	80-60-001-45000	28.78	
						INVOICE TOTAL:	28.78 *	

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12128	9AMAZONA	VOIDED---LEADER CHECK						
	223629812725		03/29/15	01	ADULT NON-FICTION	80-60-001-45000	49.17	
						INVOICE TOTAL:	49.17 *	
	226063062527		03/24/15	01	ADULT NON-FICTION	80-60-001-45000	18.44	
						INVOICE TOTAL:	18.44 *	
	226067726933		03/24/15	01	ADULT NON-FICTION	80-60-001-45000	17.36	
						INVOICE TOTAL:	17.36 *	
	250046575181		04/02/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	17.99	
						INVOICE TOTAL:	17.99 *	
	270072124916		03/27/15	01	ADULT NON-FICTION	80-60-001-45000	28.18	
						INVOICE TOTAL:	28.18 *	
	270073167358		03/27/15	01	ADULT NON-FICTION	80-60-001-45000	39.39	
						INVOICE TOTAL:	39.39 *	
	270073789511		03/27/15	01	ADULT NON-FICTION	80-60-001-45000	157.69	
						INVOICE TOTAL:	157.69 *	
	270073899463		03/27/15	01	ADULT NON-FICTION	80-60-001-45000	17.81	
						INVOICE TOTAL:	17.81 *	
	270075152934		03/28/15	01	ADULT NON-FICTION	80-60-001-45000	52.53	
						INVOICE TOTAL:	52.53 *	
	270075483684		03/27/15	01	ADULT NON-FICTION	80-60-001-45000	53.80	
						INVOICE TOTAL:	53.80 *	
12129	9AMAZONA	AMAZON						
	270078162212		03/30/15	01	ADULT NON-FICTION	80-60-001-45000	14.24	
						INVOICE TOTAL:	14.24 *	

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12129	9AMAZONA	AMAZON					
	270079562664		04/05/15	01	ADULT NON-FICTION	80-60-001-45000	35.98
						INVOICE TOTAL:	35.98 *
	285133179474		03/13/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45430	9.99
						INVOICE TOTAL:	9.99 *
						CHECK TOTAL:	3,381.28
12130	9BKTLNT	BAKER & TAYLOR ENTERTAINMENT					
	2030534040		04/15/15	01	ADULT NON-FICTION	80-60-001-45000	230.83
						INVOICE TOTAL:	230.83 *
	2030534192		04/15/15	01	PICTURE BKS,READRS,HOLIDAY BKS	80-60-001-45410	45.94
						INVOICE TOTAL:	45.94 *
	2030536716		04/14/15	01	JUVENILE FICTION,PBKS & SERIES	80-60-001-45420	671.56
						INVOICE TOTAL:	671.56 *
	2030543502		04/15/15	01	ADULT FICTION	80-60-001-45100	266.73
						INVOICE TOTAL:	266.73 *
	2030551006		04/17/15	01	ADULT FICTION	80-60-001-45100	258.34
						INVOICE TOTAL:	258.34 *
	2030554670		04/21/15	01	ADULT NON-FICTION	80-60-001-45000	272.00
						INVOICE TOTAL:	272.00 *
	2030568446		04/22/15	01	TEEN BOOKS	80-60-001-45450	31.75
						INVOICE TOTAL:	31.75 *
	2030581607		04/29/15	01	ADULT NON-FICTION	80-60-001-45000	372.49
						INVOICE TOTAL:	372.49 *
	2030586779		04/28/15	01	JUVENILE FICTION,PBKS & SERIES	80-60-001-45420	52.59
						INVOICE TOTAL:	52.59 *

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12130	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT						
	2030588184		04/28/15	01	ADULT FICTION	80-60-001-45100	217.98	
						INVOICE TOTAL:	217.98 *	
	2030592178		04/29/15	01	ADULT NON-FICTION	80-60-001-45000	144.87	
						INVOICE TOTAL:	144.87 *	
	2030592200		04/29/15	01	ADULT FICTION	80-60-001-45100	312.28	
						INVOICE TOTAL:	312.28 *	
	2030620308		05/06/15	01	ADULT NON-FICTION	80-60-001-45100	363.59	
						INVOICE TOTAL:	363.59 *	
						CHECK TOTAL:	3,240.95	
12131	9BOOKLIS	BOOKLIST						
	BOO040415		04/07/15	01	PERIODICALS	80-60-001-45500	147.50	
						INVOICE TOTAL:	147.50 *	
						CHECK TOTAL:	147.50	
12132	9BRAUDA	HEATHER LYNN BRAUDAKIS						
	BRA042515		04/25/15	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	95.00	
						INVOICE TOTAL:	95.00 *	
						CHECK TOTAL:	95.00	
12133	9CDW	CDW GOVERNMENT, INC.						
	TX09661		04/20/15	01	COPIER TONER	80-60-001-41303	273.05	
						INVOICE TOTAL:	273.05 *	
						CHECK TOTAL:	273.05	

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12134	9CHSPRIN	CHICAGO SPRINKLER COMPANY						
	55126		04/23/15	01	SPRINKLER SYSTEM SET-UP SRVC'S	80-60-001-41050	169.50	
						INVOICE TOTAL:	169.50 *	
						CHECK TOTAL:	169.50	
12135	9CHILDWO	THE CHILD'S WORLD						
	NA128322		05/04/15	01	JUVENILE NON-FICTION	80-60-001-45400	576.50	
						INVOICE TOTAL:	576.50 *	
						CHECK TOTAL:	576.50	
12136	9COMPVIE	COMPUTER VIEW, INC.						
	26656		03/28/15	01	COMPUTER SERVICES	80-60-001-41305	2,925.00	
						INVOICE TOTAL:	2,925.00 *	
						CHECK TOTAL:	2,925.00	
12137	9CRAINS	CRAINS CHICAGO BUSINESS						
	CRA050115		05/01/15	01	PERIODICALS	80-60-001-45500	119.00	
						INVOICE TOTAL:	119.00 *	
						CHECK TOTAL:	119.00	
12138	9DEMCO	DEMCO, INC						
	5587660		04/28/15	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	140.01	
				02	DISCOUNT	80-60-001-43670	-10.00	
						INVOICE TOTAL:	130.01 *	
	5595502		05/06/15	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43710	33.95	
						INVOICE TOTAL:	33.95 *	
						CHECK TOTAL:	163.96	

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12139	9EBSCO	EBSCO SUBSCRIPTION SERVICES						
	1000014046-1		04/30/15	01	ADULT REFERENCE/E-REF	80-60-001-45220	535.00	
				02	ADULT REFERENCE/E-REF	80-60-001-45220	3,020.00	
					INVOICE TOTAL:		3,555.00 *	
					CHECK TOTAL:		3,555.00	
12140	9FIRSTBA	FIRST BANKCARD						
	AMY04292015		04/29/15	01	LIBRARY WEEK SUPPLIES	80-60-001-44800	74.73	
				02	VIDEO GAMES	80-60-001-45510	119.98	
				03	BLDG & GROUNDS SUPPLIES	80-60-001-43660	199.99	
				04	MISC EXPENSES	80-60-001-46000	39.00	
					INVOICE TOTAL:		433.70 *	
					CHECK TOTAL:		433.70	
12141	9FIRSTBA	FIRST BANKCARD						
	CAR042915		04/29/15	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	92.22	
				02	PROGRAM SNACKS	80-60-001-43700	21.97	
				03	PERIODICALS	80-60-001-45500	49.00	
				04	CREDIT-ADULT AUDIO VISUAL	80-60-001-45430	-1.97	
					INVOICE TOTAL:		161.22 *	
					CHECK TOTAL:		161.22	
12142	9FIRSTBA	FIRST BANKCARD						
	ELI042915		04/29/15	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	43.60	
				02	POSTAGE	80-60-001-43300	1.82	
					INVOICE TOTAL:		45.42 *	
					CHECK TOTAL:		45.42	
12143	9FIRSTBA	FIRST BANKCARD						

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12143	9FIRSTBA	FIRST BANKCARD						
	ERI042915		04/29/15	01	MISC. EXPENSES	80-60-001-46000	50.40	
				02	MISC. EXPENSES	80-60-001-46000	20.00	
				03	UTILITIES	80-60-001-43230	2.99	
					INVOICE TOTAL:		73.39 *	
					CHECK TOTAL:			73.39
12144	9FIRSTBA	FIRST BANKCARD						
	MCO04292015		04/29/15	01	PATRON & STAFF SOFTWARE	80-60-001-45600	49.00	
				02	WEBSITE FOR ILL	80-60-001-45600	9.95	
				03	PROFESSIONAL DEVELOPMENT	80-60-001-42400	150.00	
					INVOICE TOTAL:		208.95 *	
					CHECK TOTAL:			208.95
12145	9GIBBJIM	JIM GIBBONS						
	GIB042715		04/24/15	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	200.00	
					INVOICE TOTAL:		200.00 *	
					CHECK TOTAL:			200.00
12146	9GOODMAN	GOODMAN ELECTRIC SUPPLY						
	0610141-00		04/28/15	01	BUILDING MAINT	80-60-001-41000	105.76	
					INVOICE TOTAL:		105.76 *	
	0610221-00		05/01/15	01	BUILDING MAINTENANCE	80-60-001-41000	112.71	
					INVOICE TOTAL:		112.71 *	
					CHECK TOTAL:			218.47
12147	9HISTORI	HISTORIES FOR KIDS, INC						

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12147	9HISTORI	HISTORIES FOR KIDS, INC						
	HIS042515		04/25/15	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	275.00	
						INVOICE TOTAL:	275.00 *	
						CHECK TOTAL:		275.00
12148	9IRELAND	IRELAND HEATING & AIRCONDITION						
	66097		04/28/15	01	REP'L LEAKING GAS VALVE	80-60-001-41000	411.35	
						INVOICE TOTAL:	411.35 *	
						CHECK TOTAL:		411.35
12149	9KAMINMI	MICAH KAMIN						
	KAM050615		05/06/15	01	CUSTODIAL SRVC'S	80-60-001-41000	150.00	
						INVOICE TOTAL:	150.00 *	
	KAM050615-1		05/06/15	01	CUSTODIAL SRVC'S	80-60-001-41000	50.00	
						INVOICE TOTAL:	50.00 *	
						CHECK TOTAL:		200.00
12150	9LB VILL	VILLAGE OF LAKE BLUFF						
	VIL032615		03/26/15	01	FY16 ALARM REG'N	80-60-001-41000	25.00	
						INVOICE TOTAL:	25.00 *	
						CHECK TOTAL:		25.00
12151	9KEYSLAU	LAURA KEYS						
	KEY012215		01/22/15	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	181.25	
						INVOICE TOTAL:	181.25 *	
						CHECK TOTAL:		181.25

DATE: 05/15/15
TIME: 08:28:00
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE B... --
CHECK REGISTER

CHECK DATE: 05/19/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12152	9LYNDA.C	LYNDA.COM, INC.					
	INV02049911		03/23/15	01	ADULT REFERENCE/E-REFER	80-60-001-45220	2,250.00
						INVOICE TOTAL:	2,250.00 *
						CHECK TOTAL:	2,250.00
12153	9MADDMIC	MICHAEL MADDOX					
	MAD050815		05/08/15	01	EXPENSES FRM RESTRICTED DONAT	80-60-001-48001	250.00
						INVOICE TOTAL:	250.00 *
						CHECK TOTAL:	250.00
12154	9MCBRICH	CHRIS MCBRIEN					
	MCB041515		04/15/15	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	350.00
						INVOICE TOTAL:	350.00 *
						CHECK TOTAL:	350.00
12155	9MEANSBE	BETSY MEANS					
	MEA012215		01/22/15	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	250.00
						INVOICE TOTAL:	250.00 *
						CHECK TOTAL:	250.00
12156	9MIDTAPE	MIDWEST TAPE					
	92752817		04/16/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	194.95
						INVOICE TOTAL:	194.95 *
	92795806		04/30/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	29.99
						INVOICE TOTAL:	29.99 *
	92795807		04/30/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	54.99
						INVOICE TOTAL:	54.99 *
						CHECK TOTAL:	279.93

DATE: 05/15/15
TIME: 08:28:00
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-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

CHECK DATE: 05/19/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12157	9MILLERB	BLAIR MILLER						
	MIL042515		04/25/15	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	175.00	
						INVOICE TOTAL:	175.00	*
						CHECK TOTAL:		175.00
12158	9MINUTEG	MINUTEMAN PRESS OF GURNEE						
	49357		04/17/15	01	OFFICE SUPPLIES	80-60-001-43550	138.66	
						INVOICE TOTAL:	138.66	*
						CHECK TOTAL:		138.66
12159	9OHARAMA	MARTHA O'HARA						
	OHA042715		04/27/15	01	NOTARY REG'N REIMBURSEMENT	80-60-001-42440	10.00	
						INVOICE TOTAL:	10.00	*
	OHA050715		05/07/15	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	13.98	
						INVOICE TOTAL:	13.98	*
						CHECK TOTAL:		23.98
12160	9OVERDRI	OVERDRIVE , INC						
	1018-165121363041315		04/13/15	01	ADULT E-AUDIO/E-BOOKS	80-60-001-44800	1,490.44	
						INVOICE TOTAL:	1,490.44	*
	1018-165950060041315		04/13/15	01	TEEN E-BOOKS	80-60-001-44800	350.60	
						INVOICE TOTAL:	350.60	*
	1018-170335670041315		04/13/15	01	JUVENILE E-AUDIO/E-BOOKS	80-60-001-44800	324.29	
						INVOICE TOTAL:	324.29	*
	1018-170959573041315		04/13/15	01	ADULT STREAMING VIDEOS	80-60-001-44800	56.38	
						INVOICE TOTAL:	56.38	*

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-- VILLAGE OF LAKE B --
CHECK REGISTER

CHECK DATE: 05/19/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12160	9OVERDRI	OVERDRIVE , INC						
	1018-171330940041315		04/13/15	01	JUVENILE STREAMING VIDEOS	80-60-001-44800	69.86	
						INVOICE TOTAL:	69.86 *	
						CHECK TOTAL:		2,291.57
12161	9PERESTI	PEREGRINE, STIME, NEWMAN,						
	56247		04/20/15	01	LEGAL SRVC'S:10/1/14-3/31/15	80-60-001-41350	721.50	
						INVOICE TOTAL:	721.50 *	
						CHECK TOTAL:		721.50
12162	9PRINCES	PRINCESSCAPADES PRINCESS						
	NAV041515		04/15/15	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	77.50	
						INVOICE TOTAL:	77.50 *	
						CHECK TOTAL:		77.50
12163	9PRINCES	PRINCESSCAPADES PRINCESS						
	NAV041515-1		04/15/15	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	77.50	
						INVOICE TOTAL:	77.50 *	
						CHECK TOTAL:		77.50
12164	9REYESIS	ISAURO REYES						
	REY040115		04/01/15	01	GROUNDS MAINT:APRIL 2015	80-60-001-41050	520.00	
						INVOICE TOTAL:	520.00 *	
						CHECK TOTAL:		520.00
12165	9STAPLES	STAPLES BUSINESS ADVANTAGE						

DATE: 05/15/15
TIME: 08:28:00
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-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

PAGE: 17

8Q

CHECK DATE: 05/19/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT		
12165	9STAPLES	STAPLES BUSINESS ADVANTAGE							
	8034011406		04/11/15	01	OFFICE SUPPLIES	80-60-001-43550	256.59		
				02	JANITORIAL SUPPLIES	80-60-001-43660	7.90		
					INVOICE TOTAL:		264.49	*	
					CHECK TOTAL:			264.49	
12166	9TECHSYS	TECH SYSTEMS, INC							
	303086		04/01/15	01	SECURITY MONITORING	80-60-001-41000	396.00		
				02	FIRE ALARM MONITORING	80-60-001-41000	624.00		
					INVOICE TOTAL:		1,020.00	*	
					CHECK TOTAL:			1,020.00	
12167	9USPOSTA	UNITED STATES POSTAL SERVICE							
	USP051115		05/11/15	01	POSTAGE STAMPS	80-60-001-43300	98.00		
					INVOICE TOTAL:		98.00	*	
					CHECK TOTAL:			98.00	
12168	9USATODA	USA TODAY							
	USA050815		05/08/15	01	PERIODICALS	80-60-001-45500	248.94		
					INVOICE TOTAL:		248.94	*	
					CHECK TOTAL:			248.94	
12169	9WAREHOU	WAREHOUSE DIRECT							
	2681505-0		04/28/15	01	OFFICE SUPPLIES	80-60-001-43550	9.99		
					INVOICE TOTAL:		9.99	*	
	2687389-0		05/04/15	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	31.47		
					INVOICE TOTAL:		31.47	*	
					CHECK TOTAL:			41.46	
					TOTAL AMOUNT PAID:			27,308.35	

Committee Reports

There will have been 4 committee meetings since the April 21, 2015 meeting of the Board. These represent 3 separate committees.

- ✓ Long Range Planning Committee (9B)
 - April 21, 2015
- ✓ Building and Grounds Committee (9C)
 - April 27, 2015
- Trustee Bylaw Committee (9D)
 - April 29, 2015
- Long Range Planning Committee (9E)
 - May 5, 2015

Lake Bluff Library

Board of Trustees

Long Range Planning Committee Meeting

Tuesday April 21, 2015

1. Call to order; Roll Call: The meeting was called to order at 6:09PM by Tim Kregor in the general seating area of the Lake Bluff Library.
 - a. Present: Scot Butler, Tim Kregor, Carl Schons, Kathy Meierhoff
 - b. Absent: Romain Wojda
 - c. Library staff present: Amy vanGoethem, Eric Bailey, Martha Cordeniz O'Hara, Ross Shanley-Roberts.
 - d. Public present: None
2. Agenda:
 - a. Review draft of findings to date
 - b. Demo Team reviewed progress
 - c. Community Team 1 reviewed progress
 - d. Community Team 2 reviewed progress
3. Motion: The committee members will each draft and submit to Tim Kregor a ranked list of one to three overarching goals that reflect the findings of this research and will guide the development of the long range plan document.
 - a. AAYES: Kregor, Butler, Meierhoff, Schons
 - b. NAYES: None
 - c. Absent: Wojda
4. Ajournment: Butler moved and Meierhoff seconded a motion to adjourn at 7:02PM.
 - a. AAYES: Kregor, Butler, Meierhoff, Schons
 - b. NAYES: None
 - c. Absent: Wojda

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES
Building and Grounds Committee Meeting
Monday, April 27, 2015

- 1) **Call to Order; Roll Call:** The meeting was called to order at 2:37 pm by Carl Schons. The committee met in the Children's Activity Room of the Lake Bluff Public Library building.

Present: Carl Schons, Kathy Meierhoff
 Absent: Cal Stroh
 Library Staff Present: Martha O'Hara, Eric Bailey
 Members of the Public: NA

- 2) **Approval of 4/16/2015 Minutes of the Building and Grounds Committee**

- a) **RESOLVED:** Meierhoff moved and Schons seconded that the minutes be approved.

AYES: Meierhoff, Schons
 NAYES: NA
 ABSENT: Stroh

- 3) **Discussion of Building Plan**

- a) As a referendum to secure funding for a building project is not possible at this time, and as the user experience of patron's remains important, projects will be undertaken to maintain the library building as necessary prior to the building project. Areas identified for improvement:

- HVAC System control/monitoring hardware and software;
- Upright library shelving in Children's Department;
- The bricks on the column by the main entrance;
- A concrete step that drains water away from the emergency stairwell leading to the Spruth Room;
- An improved Wi-Fi system;
- A lunch room/conference area.

- 4) **Any other business:**

- a) **Memorial benches and planters. RESOLVED: To determine their origin and history.**

- 5) **Adjournment:** Meierhoff moved and Schons seconded a motion to adjourn the meeting at 3:57 pm.

AYES: Meierhoff, Schons
 NAYES: NA
 ABSENT: Stroh

Respectfully submitted,

Eric Scott Bailey, Library Director

LAKE BLUFF LIBRARY BOARD OF TRUSTEES
BY-LAWS COMMITTEE MEETING MINUTES

April 29, 2015
Youth Activity Room

The meeting was called to order at 2:00 by Chairman Cal Stroh. Also present: Ruth Schnell, Carl Schons, and Library Director Eric Bailey.

Some corrections of the latest draft of the Board of Trustees by-laws were made. It was decided that Chairman Stroh will submit the corrected version of the by-laws to the rest of the Trustees at the next Board meeting.

Cal moved, Carl seconded the motion to adjourn at 2:30 p.m.

Respectfully submitted,



Ruth Schnell

Lake Bluff Library

Board of Trustees

Long Range Planning Committee Meeting

Tuesday May 5, 2015

1. Call to order; Roll Call: The meeting was called to order at 6:11PM by Tim Kregor in the general seating area of the Lake Bluff Library.
 - a. Present: Tim Kregor, Carl Schons, Romain Wojda
 - b. Absent: Kathy Meierhoff, Scot Butler
 - c. Library staff present: Eric Bailey, Martha Cordeniz O'Hara
 - d. Public present: None
2. Agenda:
 - a. Review draft Long Range Planning goals
3. Motion: Schons moved, and Wodja seconded a motion to approve the minutes from the April 22, 2015 Long Range Planning Committee meeting as presented.
 - a. AAYES: Kregor, Wojda, Schons
 - b. NAYES: None
 - c. Absent: Meierhoff, Butler
4. Ajournment: Schons moved and Wodja seconded a motion to adjourn at 6:42PM.
 - a. AAYES: Kregor, Wodja, Schons
 - b. NAYES: None
 - c. Absent: Meierhoff, Butler

New Business

Def End of Fiscal Year 2014-2015 Summary

A few pieces of information regarding the recently concluded Fiscal Year are included.

RECOMMENDATION: The information provided is for discussion. It does not require a vote. Further information can be provided upon request.

Summary of Fiscal Year 2014-2015 Donations

A short summary of donations received by the Library in FY2014-2015 is included.

RECOMMENDATION: The information provided is for discussion. It does not require a vote. Further information can be provided upon request.

New Long Range Plan

The attached Long Range Plan is a rough draft reflecting the work of the Long Range Planning Committee since January, 2015.

RECOMMENDATION: This is not a final draft. It is ready for comment and discussion, but not final approval. It is also intended as a 'living document,' that will be worked with and adjusted on a regular basis.

Revision of Trustee Bylaws

The attached Trustee Bylaws represent the work of the Trustee Bylaws Committee since January, 2015. The Committee has reviewed the bylaws of neighboring libraries, recommendations concerning library bylaws, and known issues regarding LBPL's existing bylaws. All were factored into this final draft. A copy of the existing bylaws is included for comparison.

RECOMMENDATION: At its April 29, 2015 meeting the Trustee Bylaw Committee voted to recommend approval of the revised Bylaws to the full Library Board. As a Special Committee, the Trustee Bylaw Committee can be dissolved following the completion of its assigned task.

Nonresident Youth Attending Lake Bluff Elementary and Middle Schools

As discussed at previous Board meetings, students at District 65 schools are from both incorporated and unincorporated Lake Bluff. The families of those students from unincorporated areas are presently required to pay a tax equivalent fee in order to check materials out and use databases. This represents a barrier to closer cooperation between the Library and local schools. Closer cooperation would be beneficial to children in both incorporated and unincorporated Lake Bluff.

Concern regarding situations such as ours has grown in the State of Illinois, and a means of providing service is now available. It is possible for the Library Board to enter into an Intergovernmental Agreement, a contract, with the District 65 School Board to provide library service to nonresident students at area schools in exchange for services or financial support from District 65. Trustee Tim Kregor and I met with LBES Principal Margaret St. Claire and Reading Specialist Buffy Stauffer. Both were very positive about the benefits of such an agreement, and are assisting in bringing the matter to the attention of Superintendent Dr. Jean Sophie.

RECOMMENDATION: The above information is intended as an update. No vote or action is necessary. I will continue to work on a contract with District 65.

Special Reserve Fund Policy

In reviewing best practices for raising funds for a building project, I strongly recommend establishing a Special Reserve Fund. The money in this fund would be distinct from the General Reserve and the restrictions on the size of that fund. The money in the Special Reserve Fund would, by legal requirement, be available only for very specific purposes. I have attached an ordinance establishing a Special Reserve, and a policy governing its use.

RECOMMENDATION: The documents were drafted at the suggestion, and with the help, of the Library's attorney. They are ready for approval.

Vote of Thanks to Former Trustee Ruth Schnell

Ruth Schnell is stepping down from the Library Board after 10 years of diligent service.

RECOMMENDATION: At my request Staff Member Eliza Jarvi has prepared a certificate of thanks for Ruth, to be signed after the Board has voted their thanks this evening.

End of Fiscal Year 2014-2015 Summary

Budget

The following numbers reflect the end of the Fiscal Year, and are subject to change prior to the completion of the FY2014-2015 audit. Some bills are invariably reassigned to the last fiscal year; we have also not yet received our contribution from the Village.

Excluding donations, the Lake Bluff Library collected \$872,809 in revenue and expended \$870,279 in revenue. Expenses are \$2,530 below revenue collected. Considering all funds collected and spent, including donations, the Library collected \$886,342.93 in operating funds while expending \$885,068.32 in expenses. Expenses are \$1,274.61 below funds collected. This surplus will be added to the General Reserve per Library policy. Per the figures in Section 4, Page C, of this month's Board Packet, this results in a reserve balance of \$527,732 at the start of Fiscal Year 2015-2016. As revenues exceeded expenditures, none of the \$34,900 of reserve funds budgeted for use in FY2014-2015 were used.

Donations

As the attached donations sheet shows, the Library received \$9,530.01 in restricted and unrestricted donations in FY2014-2015. The tracking on this sheet adheres strictly to when funds were received, not necessarily to when they were accounted or expensed. Hence the variance between the numbers within the spreadsheet in Section 12, and those within the Revenue and Expense Reports in Sections 4,5, and6. All funds donated during FY2014-2015 are spent or encumbered.

Library Usage

Circulation dropped by 5.14% to 104,528 checkouts. Visits dropped by 10.36% to 70,229. These numbers are typical of current library trends, which has seen usage ebb following the Great Recession. Fiscal Year 2014-2015 represents the third busiest year in the Library's history. The busiest two years were FY2012-2013 and FY2013-2014.

Information regarding Library programs was not ready in time for the packet. It will be available at the June meeting of the Library Board.

Donations to the Library in Fiscal Year 2014-2015

Received	Donor	Amount	Thanked?	Used For	Memorial For
8/12/2014	Lake Bluff Women's Club	\$26.00	8/26/2014	Evergreen by Rebecca Rasmussen	Joanne Miller
8/18/2014	Roycealee Wood	\$50.00	8/26/2014	Air and Space Magazine Subscription	NONE
1/5/2015	Nancy L. Sergel	\$200.00	1/5/2015	Chairs	NONE
1/13/2015	Lake Bluff Women's Club	\$11.29	1/26/2015	Love and Respect in the Family by Dr. Emerson Eggerich	Irene Fiore
2/2/2015	Lake Bluff Women's Club	\$23.21	2/9/2015	Simple Flower Arranging in Memory of J. Jones and Im	J. Jones and J. Cerling
2/21/2015	Friends of the Library	\$250.00	2/22/2015	LaManda Joy and Chef Maddox.	NONE
2/21/2015	Friends of the Library	\$3,157.72	2/22/2015	Tablets, laptop, and accessories.	NONE
3/10/2015	Mary Ann Mahoney	\$1,000.00	3/16/2015	Chairs	John Sheppard Jr.
3/20/2015	Lake Bluff Women's Club	\$15.79	3/23/2015	A Path Appears by Nicholas D. Kristof	Marjorie Sorenson
3/22/2015	Friends of the Library	\$725.00	4/1/2015	New TV	
5/8/2015	Friends of the Library	\$4,071.00	5/15/2015	TV Installation, summer program, and tables and chairs	
Total		\$9,530.01			

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 taken on new events

such as the Twilight 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 fluctuate based on the housing market and economy, but given the absence of significant room for the community to spread will likely remain stable within a certain range.

Impact

the

New technologies such as ebooks will have the biggest impact on library's overall in the next 3-5 years. The high levels of income and education will make it even more important in Lake Bluff. 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.

The trend in local schools has been towards the elimination of library services. We have seen an increase in student usage of the library, but this remains an opportunity that we have not fully pursued. 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 only minority group of significant size within our service area. It will be important to be aware of the increase in members of this ethnicity in the community; at present, it represents an important trend to be aware of and is worthy of some attention when selecting materials and planning programs.

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, with facilities near Lake Bluff. 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} ~~East~~ end of the community. Target, a retail store, is in the process of moving in in the same area. Different types of businesses hold the potential for different sorts of partnership, but some sort of collaboration is possible with each.

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 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 and the goals and objectives it lists.

Goals and Objectives

1. To Increase the library's annual penetration rate of Lake Bluff households checking out library materials to 65%, 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.
 - September 1, 2015 – Establishment of colors, logo, etc. for use as library brand.
 - December 1, 2015 – 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.
 - July 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 – 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.
 - May 1, 2016 – Repair of HVAC system on or before this date.
 - Keep employee compensation competitive ~~within fiscal limitations of library.~~
 - January 1, 2016 – Review of compensation, unless there has been reason to undertake the project sooner.
3. To ensure the that 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 1 million dollars 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.
- June 1, 2015 – Establishment of ‘Steering Team’ before this date.
 - July 1, 2015 – Initial meeting of ‘Steering Team’ before this date.
 - August 1, 2015 – The ‘Steering Team’ will supply 3 measurable metrics for each goal listed above before this date.

Building expansion

Review

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

1.1 Name

The name of this municipal body is the Lake Bluff Public Library, hereafter referred to as the Library.

The Library operates under the Illinois Local Library Act (75 ILCS 5/1-0.1 et seq). The Lake Bluff Public Library Board of Library Trustees, hereafter referred to as the Board, is a publicly elected body of seven individuals having the duties, responsibilities, and privileges set forth in Illinois State Law.

1.2 Use

The Library shall be used by the residents and taxpayers of the Village of Lake Bluff and other patrons as authorized by law, subject to such reasonable rules and regulations as the Board may adopt.

1.3 Library Board

1.3.1 Responsibilities of the Board

Legal and financial responsibility for the operations of the Library is vested in the Board. Subject to existing statutes, the powers of the Board include, but are not limited to the following:

- Determining rules and regulations governing library service;
- Exercising exclusive control of all expenditures of money credited to the Library fund, and any grant, gift, or endowment funds provided for library purposes;
- Determining the property tax levy required to support the Library within the law;
- Hiring, evaluating and, if necessary, dismissing the Library Director.

The Board may adopt such policies, rules, and regulations for the conduct of its business as shall be deemed advisable or necessary and may, in the execution of the powers granted, appoint such agents as it may consider necessary.

1.3.2 Qualification and Tenure

Consistent with the Local Library Act and the Board's determination that Trustee terms are four years (vs. six years), the seven Trustees of the Board are elected to four-year terms, serving until their successors are elected and have qualified. Terms are staggered so that if three positions are up for election, the other four Trustees serve for another two years and vice versa.

All Trustees elected to serve on the Board shall be residents of the Village of Lake Bluff.

1.3.3 Trustee Resignation

Any Trustee may resign at any time by giving written notice to the President or Secretary. Such resignation shall be effective when the notice is delivered unless the notice specifies a future date and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

1.3.4 Trustee Removal

Per the Illinois Local Library Act (75 ILCS 5/4-4) a Trustee vacancy shall be declared under the following circumstances:

- An elected Trustee declines to serve or is unable to serve;
- A Trustee is absent without cause from all regular Board meetings for one year;
- A Trustee becomes a nonresident of the Village of Lake Bluff;
- A Trustee fails to pay the Library taxes levied by the local corporate authority;
- A Trustee is convicted of a misdemeanor for failing, neglecting, or refusing to perform any duty imposed by the Local Library Act;
- If at a general election not enough Trustees were elected to create a seven-member board.

1.3.5 Trustee Vacancies

When a Trustee vacancy occurs, the Library Director shall notify the Lake County Clerk’s office. The Board will act to fill the position forthwith by selecting a qualified candidate by majority vote to fill the vacant position until the next regular election at which Library Trustees are scheduled to be elected under the consolidated schedule of elections according to the general election law. At this election a Trustee will be elected to serve the remainder of the unexpired term.

1.3.6 Board Officers

The officers of the Board shall be a President, a Vice-President, a Secretary, and a Treasurer. Officers shall be elected at the Annual Meeting by majority vote of the Board to fill a one-year term. Nominations, with the consent of the nominee, will be made at the Annual Meeting. No Trustee shall hold more than one office at a time. In the event of a resignation, an election to fill the unexpired term of that office shall be conducted.

All officers shall sign such official and financial documents as necessary, including but not limited to contracts, grant applications, and checks. All officers shall be bonded as specified by law. All officers shall perform any other duties as may be assigned by the Board. Specific job descriptions of the officers are as follows:

- President – The President of the Board shall preside at all regular and special meetings of the Board, authorize calls for any special meetings, execute and sign all documents authorized by the Board, approve agenda for regular and special meetings, serve as the Library’s representative to the Village of

Lake Bluff, and generally perform all duties associated with that office and as assigned by the Board. The President also serves as an ex-officio member of all committees, with the same expectations and rights as any other member of each committee. The President’s attendance counts towards a quorum.

- Vice President – The Vice-President shall assume and perform all duties of the President in the temporary absence of the President. In case of the permanent absence of the President, by resignation or otherwise, the Vice-President shall assume and perform all duties of the President until such time as a successor is elected.
- Treasurer –The Treasurer shall serve as the Board’s financial officer and Chairperson of the Finance Committee. The Treasurer shall cause to be received and safely kept all monies belonging to the Library in depositories approved and designated by the Board, in the name of the Library, or in such other investments as may be authorized by law, and shall disburse the same only upon the authority of the Board. The Treasurer shall cause to have prepared a monthly report to the Board of all receipts and disbursements and shall review and report on the annual financial audit. In the absence of the President and Vice President, the Treasurer shall act as President. In the absence of the Treasurer, the President or Vice President may perform the duties of the Treasurer.
- Secretary – The Secretary shall keep a true and accurate record of all meetings, both regular and special, of the Library Board. In the absence of the President, Vice President, and Treasurer the Secretary shall serve as President. In the absence of the Secretary, the President shall appoint a secretary pro tempore to keep a record of the meeting. The Secretary shall also maintain any other records required by law.

1.4 Meetings of the Board

All Board meetings shall meet the requirements of the Illinois Open Meetings Act (5 ILCS 120/1.01 et seq.).

1.4.1 Regular Meetings

Before December 31 of each calendar year a regular monthly meeting schedule for the subsequent calendar year will be established by the Board and publicly posted.

1.4.2 Annual Meeting

The first regular meeting after May 1 shall be the Annual Meeting of the Board at which the Annual Report will be presented, per the Illinois Local Library Act (75 ILCS 5/4-10). The report shall include a summary of the year’s work, a statement of plans for the following year, a detailed account of the receipts and expenditures of the previous fiscal year, and any other information required by State Statutes. Officers and committee members for the next year shall be elected by majority vote at the Annual Meeting.

1.4.3 Special Meetings

Special meetings of the Board may be called by the President, or upon the request of any three Trustees. Notice of the special meeting shall be given at least 48 hours in advance, except in the case of a bona fide emergency. No business shall be transacted other than as stated in the notice. For an emergency meeting, notice shall be posted as far in advance of the meeting as possible.

1.4.4 Posting of Notice

In keeping with the Illinois Open Meetings Act (5 ILCS 120/2.02), notice of all meetings shall be posted at the Library, at the location of the meeting if the meeting is not to be held at the Library, and online on the Library's website. Posting shall occur a minimum of 48 hours in advance of the meeting except in the case of a bona fide emergency. Any news medium that has filed an annual request for meeting notice per the Illinois Open Meetings Act (5 ILCS 120/2.02(b)) shall receive notice of regular, special, emergency, rescheduled, and reconvened meetings.

The Library Director shall prepare and post notice of meetings with the input and approval of the President of the Board or, in the case of a Committee posting, a Committee Chair.

1.5 Board Meeting Rules

1.5.1 Quorum

For the transaction of business at any regular or special meeting of the Board a quorum shall consist of a majority of the Board. If a meeting has been properly posted and a quorum is not present, the meeting can continue but no action can take place.

1.5.2 Remote Participation at Meetings

Under limited circumstances, Trustees unable to be physically present at a public meeting may participate in the meeting via communication devices. Communication devices include, without limitation, audio and/or video equipment which allows all Trustees and other meeting participants to interact on all motions, discussions, and votes. The limited circumstances which allow a Trustee to participate via communication devices are personal illness, disability, employment purposes, Library business, family emergency, or other emergency. A Trustee wishing to attend via communication devices must give advance notice to the Board Secretary and the Library Director of the desire to attend via such devices, unless notice is impractical. A majority of a quorum must vote in favor of a Trustee attending via communication devices. The circumstances supporting use of communication devices shall be announced at the start of a meeting, and such circumstances shall be noted in the minutes of the meeting.

Only Trustees attending in person shall be counted toward establishing a quorum.

1.5.3 Conduct of Meeting

The most current available edition of Robert’s Rules of Order shall be the basis for the conduct of Board meetings. The President shall preserve order and decorum and decide questions of order. In the case of disturbance or disorderly conduct, the President shall have the power to effect the following:

- Remove the offenders;
- Clear the meeting room of all spectators;
- Suspend or adjourn the meeting.

1.5.4 Trustee Participation

Trustees are expected to attend and participate in all regular Board meetings and to fulfill their committee obligations.

1.6 Board Committees

1.6.1 Standing Committees

Library Trustees shall be appointed to Standing Committees at the Annual Meeting by a majority vote of the Trustees. Standing Committees shall consist of at least two Trustees. Each Committee shall elect a chairperson. New Standing Committees may be designated by a resolution or motion adopted by a majority of the Trustees present at a Board meeting at which a quorum is present. Any Trustee may be removed from a committee by majority vote of the Board if, in the judgment of the Board, the best interests of the Library will be served by such a removal. Standing Committees include:

- Building and Grounds Committee – Responsibilities include reviewing proposals for the repair or improvement of the building and/or landscaping and making recommendations to the Board.
- Finance Committee – Responsibilities include, but are not limited to approving a preliminary Budget for Board approval, recommending a tax levy for Board approval, and monitoring funds invested according to the Library’s investment policy. The Treasurer shall be included as a member of this committee.
- Human Resources Committee – Responsibilities include preparation of the annual review of the Library Director for discussion by the Board prior to the formal review and assisting the Library Director in the preparation of his/her annual goals for the coming year. The Library Director is responsible for the annual review of all other Library employees.
- Intergovernmental Committee – The Intergovernmental Committee shall be comprised of at least two Trustees and the Library Director. As established by the 1999 Intergovernmental Agreement between the Lake Bluff History Museum, the Village of Lake Bluff, and the Lake Bluff Public Library, an Intergovernmental Committee of two Museum Representatives, two Library Trustees, and a Village Representative shall meet four times annually to discuss concerns and coordinate activities relating to both the Museum and the Library. The Committee Chair shall prepare an annual report.

- Long-Range Planning Committee – Responsibilities include working with Library staff in the preparation of a Long-Range Plan. A Long-Range or Strategic Plan of some type should always be in place.
- Outreach Committee – Responsibilities include acting as community liaison to community and library organizations, including the ‘Reaching Across Illinois Library System’ (RAILS). This Committee shall also undertake any measures necessary to communicate with the public regarding the Library’s status, activities, and needs.
- Technology Committee – Responsibilities include assessing the Library’s technology needs and making recommendations to the Board.

1.6.2 Special Committees

Special committees may be created by a resolution or motion adopted by a majority of the Trustees present at a meeting at which a quorum is present. Such committees shall be created for a project with a limited duration, with the expectation that they will disband when their project has been completed. The President shall appoint members to special and ad hoc committees as deemed appropriate. Any special committee member may be removed by the President if, in the President’s judgment, the best interests of the Library can be served by such a removal.

1.6.3 Quorum for a Committee

A majority of the total membership of any committee shall constitute a quorum.

1.7 Duties of the Library Director

The Board shall select, appoint, and evaluate a qualified librarian as Library Director, who will be the Library’s chief executive and be responsible for the day-to-day administration of the Library under the general policies approved by the Board.

The Director shall be responsible to the Board pursuant to the provisions of the Local Library Act (75 ILCS 5/1-0.1).

The Director shall report directly to the Board, shall execute the policies adopted by the Board, and shall be authorized to establish organizational structure, purchase materials and services, and undertake such activities as may be necessary for the Library’s operation, subject to the policies established by the Board. The Library Director shall have the authority to execute contracts on behalf of the Library within the parameters established by the Board. The Library Director shall attend all meetings of the Board. The Director shall make a monthly report to the Board and submit an Annual Report at the Annual Meeting.

In a manner consistent with the Library’s Personnel Policies and applicable State and Federal Laws, the Library Director shall hire, supervise, evaluate and may terminate the employment of staff members necessary to

carry out the work of the Library. The Director shall direct and supervise staff members to ensure the efficient delivery of high quality services.

The Director is responsible to the Board for all properties and funds belonging to the Library.

The Director shall make other reports at the meetings of the Board in such form and on such subjects as the Board may direct.

1.7.1 Termination and Resignation

At least four weeks (28 days) notice of resignation is requested should the Director choose to submit his/her resignation and depart in good standing. A resolution or motion adopted by a majority of the Trustees present at a meeting at which a quorum is present is necessary to terminate the employment of the Library Director.

1.8 Conflict of Interest

A Trustee has a conflict of interest in a matter if the Trustee’s interest, either through business, investment, or family might reasonably create the appearance of or result in any of the following:

- Using public office for direct or indirect private gain;
- Giving preferential treatment to any organization or person;
- Losing impartiality of action;
- Making a government decision outside official channels;
- Adversely affecting the confidence of the public in the integrity of the Board.

1.8.1 Disclosure

Prior to the Board taking action on a matter in which a Trustee has or may have a conflict of interest, the Trustee shall disclose the potential conflict to the other Trustees. If a Trustee has a conflict of interest, he/she will recuse himself/herself from the discussion relating to the matter with which he/she has a conflict in order to maintain the impartiality of the Board.

If a Trustee believes he/she may have a conflict of interest, he/she will coordinate with the President of the Board and the Library Director to determine whether or not this is the case.

1.9 Records

1.9.1 Personnel Records

Staff personnel records are confidential and shall be kept by the Library Director in a secure place. Only the Library Director or any person authorized by the Director or authorized by law has access to these records.

1.9.2 Confidential Records

Confidential records of the Board, such as minutes of meetings still closed to the public, shall be kept secure, and only Library Trustees shall have access to these records. Space may be provided at the Library for confidential Board documents to be securely stored. The President and Secretary shall have keys to access confidential documents.

1.9.3 Regular Meeting Minutes

Minutes will be kept of each regular meeting, reviewed and approved at the subsequent regular meeting, and made publicly available in a timely fashion. Minutes will be kept and approved according to the Illinois Open Meetings Act (5 ILCS 120/1.01 et seq.)

1.9.4 Committee Reports

Minutes will be kept of all Committee Meetings and will be presented at the next regularly scheduled Board meeting. The minutes will be approved at the next meeting of each committee.

1.9.5 Board Packets

Packets of information provided to Trustees prior to regular, special, and committee meetings will be kept on file at the Library and made available to the public upon request, subject to confidentiality as provided in the Freedom of Information Act.

1.10 Amendment of the Bylaws

These bylaws may be amended at any regular meeting of the Board. A copy of the proposed amendment should accompany the call of the meeting.

GOV-2: Library Board Bylaws**BYLAWS OF THE BOARD OF LIBRARY TRUSTEES FOR LAKE BLUFF PUBLIC LIBRARY**

The Lake Bluff Public Library was established and operates under the Illinois Local Library Act as a village library (75 Ill. Comp. Stat. 5/1-0.1 *et seq.* The Lake Bluff Public Library Board of Library Trustees (the Board) is a publicly elected body having the duties, responsibilities, and privileges set forth in Illinois law.

This Policy Manual supplements the provisions of the statutes as they relate to the procedures of the Library.

ARTICLE I: MEETINGS**Regular Meetings**

The regular meeting of the Board is on the second Tuesday of each month, at the Library at 7:00 p.m. Meetings shall be open to the public and noticed in advance. At the beginning of each fiscal year, the Board will specify regular meeting dates and times, and post the schedule in the Library.

The agenda and/or information packet for the meetings will be distributed to the Board by the Library Director during the week prior to meetings. Any Library Trustee wishing to have an item placed on the agenda will call the Library Director in sufficient time before the packets are prepared. Any Library Trustee who is unable to attend a meeting will contact the Library Director to indicate that he or she will be absent. Because a quorum is required for each meeting, this contact should be made as far in advance as possible.

Special Meetings

Special meetings shall be held at any time when called by the President or Secretary or by any three Library Trustees provided that notice with the agenda of the special meeting is given at least 48 hours in advance, except in the case of a bona fide emergency, to Library Trustees and to any news medium which has filed an annual request for notice under the Open Meetings Act. No business except that stated in the notice and agenda shall be transacted. Notice and agenda shall be posted 48 hours in advance on the front door of the library except in the case of a bona fide emergency. For an emergency meeting, notice and an agenda shall be posted as far in advance of the meeting as possible.

Annual Meeting

The regular meeting for the month of May shall be designated the Annual Meeting. A copy of the annual budget report shall be forwarded to the Illinois State Library in accordance with the law. A copy will be on file in the Library.

Quorum

A quorum at any meeting shall consist of a majority of the Board.

ARTICLE II: BOARD OF LIBRARY TRUSTEES

Library Trustees are elected officials. In the event a vacancy occurs on the Board before the term of office is expired, the Board has authority to appoint a Trustee by majority vote.

Pursuant to statute, Library Trustees are not to be compensated, but can be reimbursed for necessary and related expenses.

The officers of the Board shall be a President, a Vice-President, a Secretary, and a Treasurer. Those officers shall be elected at the Annual Meeting. In the event of a resignation from an office, an election to fill the unexpired term of that office will be conducted by a ballot vote at the next regular meeting.

President The President of the Board shall preside at all meetings of the Board, authorize calls for any special meetings, appoint the chairpersons and members of all committees, execute and sign all documents authorized by the Board, serve as ex-officio member of all committees, approve agendas for all meetings, serve as the Library's representative to the Village of Lake Bluff on funding or other matters, and generally perform all duties associated with that office and as assigned by the Board.

Vice-President The Vice-President shall assume and perform all duties of the President in case of the temporary absence of the President, and in case of death or resignation shall assume and perform all duties until a successor President is elected. The Vice-President may undertake other duties at the President's request or at the direction of the Board.

Secretary The Secretary shall keep a true and accurate record of all meetings of the Board and any other records required by law, shall issue notice of all regular and special meetings in accordance with Illinois law, shall maintain a record of all motions before the Board, and, in the event of a roll call vote, indicate the vote of each Library Trustee, and shall perform such duties as are generally associated with that office. The Secretary shall also sign documents and contracts where applicable. The Secretary may designate the Library Director to post notice of the meetings.

Treasurer The Treasurer shall be the officer responsible for fiscal matters of the Board, and, as such, shall establish a Library fund or funds as necessary, oversee the accounts and financial records of the Library, and perform any other duties assigned by law or by the Board. The Treasurer shall report the status of funds to the Board at regular meetings. The Treasurer shall serve as the Chairperson of the Finance Committee. The Treasurer shall be responsible for reviewing the annual financial audit and reporting to the Board. The custodian(s) of the funds of the Library, including the Treasurer and any other officer designated to sign checks, will be bonded as specified by law.

ARTICLE III: COMMITTEES

Standing and Special Committees

Library Trustees shall be appointed to committees at the Annual Meeting. Standing committees shall consist of at least two Library Trustees and the Library Director. Each committee shall elect a chairperson. Special committees may be appointed by the President to present reports or recommendations to the Board and shall serve until the completion of the work for which they were appointed. Standing Committees are: Finance, Human Resources, Building and Grounds, Technology, Long Range Planning, and Public Relations/Advocacy/Fundraising, Liaisons.

Finance Committee

The Finance Committee shall be comprised of at least two Library Trustees, including the Treasurer, and the Library Director. The Finance Committee's responsibilities include, but are not limited to, drafting a preliminary Budget for Board approval, drafting a Levy for Board approval, drafting a working budget for Board approval, monitoring Library investments, and implementing the Library's investment policy.

Human Resources Committee

The Human Resources Committee shall be comprised of at least two Library Trustees and the Library Director. The Human Resources Committee's responsibilities include, but are not limited to, preparation of the annual review of the Library Director for discussion among the Board prior to the formal review, assisting the Library Director in the preparation of his or her annual statement of goals and objectives for the coming year. The Library Director is responsible for the annual review of all other Library employees.

Building and Grounds Committee

The Building and Grounds Committee shall be comprised of at least two Library Trustees and the Library Director. The Building and Grounds Committee's responsibilities include conducting an annual inspection of the Library's physical facility to identify areas in need of repair and making recommendations to the Board regarding necessary repairs.

Technology Committee

The Technology Committee shall be comprised of at least two Library Trustees and the Library Director. The Technology Committee shall review current technology annually and assess the Library's needs in this field. The Technology Committee shall make recommendations to the Board regarding technology needs.

Long Range Planning Committee

The Long Range Planning Committee shall be comprised of at least two Library Trustees and the Library Director. The Long Range Planning Committee shall prepare a long range plan on a five-year basis.

Outreach Committee

The Public Relations/Advocacy/Fundraising Committee and the Liaisons shall be comprised of at least two Library Trustees and act as the Library's liaisons to community and library organizations, including the 'Reaching Across Illinois Library System.' This Committee shall also undertake any measures necessary to communicate with the public regarding the Library's status, activities, and needs.

Intergovernmental Committee

The Intergovernmental Committee shall be comprised of at least two Library Trustees and the Library Director. As established by the 1999 Intergovernmental Agreement between the Lake Bluff History Museum, the Village of Lake Bluff, and the Lake Bluff Public Library, an Intergovernmental Committee of two Museum representatives, two Library Trustees, and a Village Representative shall meet four times annually to discuss and coordinate concerns and activities relating to both the Museum and the Library. The Committee Chair shall prepare an annual report.

Librarian Search Committee

If the position of Library Director becomes vacant, the Board shall select an acting Library Director for the interim and establish a Library Director Search Committee, which shall consist of the President and at least two Library Trustees. Applications for the position of Library Director shall be filed at the Library and available to all Library Trustees. The Search Committee shall report the results of applications and interviews to the Board. Five votes shall be required for the Board to hire a Library Director, after which hiring the Search Committee is dissolved.

ARTICLE IV: ORDER OF BUSINESS

The below Order of Business shall be followed at regular meetings:

- *Call to order
- *Approval of minutes
- *Consent Agenda, including approval of Treasurer's report and authorization of payment of bills and/or salaries
- *Library Director's Report
- *Committee Reports
- *Opportunity for Public to Address the Board (limited to five minutes per person per meeting)
- *Old or unfinished Business
- *New Business
- *Adjournment

ARTICLE V: DUTIES OF THE LIBRARY DIRECTOR

The Board shall appoint a qualified Library Director, with a Master's Degree in Library and Information Science (or equivalent degree), who shall be the executive and administrative officer of the Library. The Director operates under the Board's review and direction. The Director shall specify the staff position descriptions and be responsible for hiring personnel. The Director shall be responsible for the supervision and evaluation of the staff. The Director shall manage the care and maintenance of the Library property. The Library Director shall be responsible for selecting materials in keeping with the collection management policies, for providing efficient Library services, and for managing the Library's financial operations within the limits of the budget. The Library Director takes an active role in planning, in space utilization assessment, in technological advancements and maintenance, and in allocating resources for the best possible fulfillment of the service roles of the Library.

ARTICLE VI: AMENDMENTS

Amendments to these Bylaws may be proposed at any regular meeting of the Board and will become effective if and as adopted by a majority of those Library Trustees present provided they represent a quorum.

ARTICLE VII: RECORDS

Administrative records of the Library shall be kept in the Library and shall be available to the general public upon request. These shall include the monthly and annual reports of the Library, all financial reports, minutes of the public Board meetings, and actions and other such items as the Board or Library Director shall file there.

Staff personnel records are confidential and shall be kept in a secure place. Only the Library Director or any person authorized by the Library Director has access to these records.

Confidential records of the Board, such as personnel records concerning the Library Director, shall be kept secure, and only Library Trustees shall have access to these records.

RESOLUTION NO. 2015-01**A Resolution Confirming the Purposes of Accumulations in the Special Reserve Fund****Lake Bluff Public Library**

WHEREAS, the Illinois Local Library Act (the Act) authorizes establishment of a reserve fund (75 ILCS 5/5-8)(Special Reserve Fund); and

WHEREAS, money deposited from time to time in a Special Reserve Fund is limited in use as provided by the Act; and

WHEREAS, except for expenditures for emergency repairs, a plan for the use of the accumulations in a Special Reserve Fund and a cost estimate of said plan are required; and

WHEREAS, said plan may be amended as circumstances may require; and

WHEREAS, a Special Reserve Fund is hereby established by the Library Trustees and funds will be transferred from time to time in the Special Reserve Fund; and

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

SECTION 1: Funds which may accumulate in the future in the Special Reserve Fund may be used for one or more of the following purposes:

Major Library Building Remodeling (Plan 3+ as Reviewed at the March 26, 2015 Board Meeting)
Roof Replacement
Planned or Emergency Repairs and Alterations of the Library Building and Its Equipment
An Addition to the Library.

SECTION 2: Unexpended balances in the General Fund/Operating Fund may be transferred each year to the Special Reserve Fund as the Library Trustees deem appropriate.

SECTION 3: In any year for which the Library Trustees intend to deposit funds into the Special Reserve Fund the Library Trustees shall provide for such accumulations in the annual appropriation to the Village of Lake Bluff.

PASSED by the Board of Library Trustees of the Lake Bluff Public Library on the 19th day of May, 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: _____

_____, Secretary
The Board of Library Trustees of the
Lake Bluff Public Library

(SEAL)

MNG-4.5 Special Reserve Fund

Unexpended balances of the proceeds annually received from taxes not in excess of the statutory limits may be transferred each year to the Special Reserve Fund as the Library Trustees deem appropriate. Funds which have accumulated and which may accumulate in the future in the Special Reserve Fund may be used for one or more of the following purposes, as allowed in (Section 5/5-8) and (Section 5/5-4) of the Illinois Local Library Act regarding Accumulation and Investment of Funds by Library's within the State of Illinois:

- The purchase of sites and buildings.
- Construction and equipment of buildings.
- The rental and repair of buildings acquired for library purposes.
- Planned or emergency repairs.
- Alteration or remodeling of library buildings, grounds, and equipment (including data storage and retrieval facilities).
- The construction of an addition onto an existing building.
- The purchase of necessary equipment, or the acquisition of library materials such as books, periodicals, recordings, and electronic data storage and retrieval facilities in connection with either the purchase or the expansion of an existing building.

The Board shall provide, per law, a specific reason for any accumulation of funds in the Special Reserve Fund. Should use of the Special Reserve Funds for other purposes be proposed, the Board of Trustees shall instruct the Director to take the appropriate steps to determine whether such usage would be in keeping with Illinois State Law.

Friends of the Library Meeting Dates

February 21 at 10:00am – KATHY MEIERHOFF

March 21 at 10:00am – CAL STROH

April 18 at 10:00am – RUTH SCHNELL

June 20 at 10:00am

August 15 at 10:00am

September 19 at 10:00am

October 17 at 10:00am

November 21 at 10:00am

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

Respectfully submitted,

Eric Bailey

Library Director



Library Director's Report – May, 2015

Information for Trustees

Every year during National Library Week the American Library Association releases its *State of America's Libraries* report. The report is a treasure trove of trends and information. It can be accessed online for free at:

http://www.ala.org/news/sites/ala.org.news/files/content/0415_StateAmLib_0.pdf

Phyllis Fox Memorial Writing Contest and Bookmark Contest Award's Ceremony

The award's ceremony for our 29th annual writing contest was held on May 13, 2015 at 7:00pm at the Lake Bluff Rec Center. The event was well attended, with three Trustees present.

Lake County Fair

We will be participating in the Lake County Fair again this year. Amy vanGoethem has been coordinating our participation; we will be staffing a booth along with other area libraries. Our shift this year is 10am to 4pm on Saturday, August 1st. We have spots available if any Trustees are available to assist.

New Staff Member

The Library received some excellent applications for the open Assistant Adult Programmer/Publicity Coordinator position. After careful consideration, an offer was extended to Liliana LaValle. Liliana has a great deal of enthusiasm and is looking at starting Library school. She has gotten straight to work and is proving to be a great addition to our staff.

Book Talk

Carol Carter was invited to provide a Book Talk at a local PEO meeting. Carol does a very good job with this; the group has asked her to return several years running.

Artists Exhibition

Amy vanGoethem coordinated with the Artist's on the Bluff in hosting an artist's exhibition. After learning about how Cook Memorial displayed paintings, Lyndy built a similar system that was innovative, affordable, and very effective for displaying pictures in the Spruth Room. It will allow us to easily host such events again in the future.

Interlibrary Loan

Laurence Sacherer has done an excellent job stepping in to take the lead on Interlibrary Loan. Deb Padley has stepped in to help, and has also done a fantastic job.

Illinois Public Library Annual Report (IPLAR)

With the end of the Fiscal Year, we have 60 days to answer a series of questions from the state regarding library usage. I am working with Lyndy Jensen, Will Cordeniz, Donna Williams, Carol Carter, and Martha O'Hara on getting this finished and submitted.

Lunch and Server Rooms

Ross Shanley-Roberts and Lyndy Jensen did a fantastic job reorganizing the items in the Lunch Room and Server Room. Ross even found a way to provide some natural light! Lawrence Interiors donated a table and some chairs, which now fit comfortably.

Bike Safety Month

In advance of the Criterium Bike Race, May was declared Bike Safety Month for the Village of Lake Bluff. The Library, working with race coordinator Marco Colbert, is offering a \$5 fine voucher to library users who come in with a certificate of completion for the Illinois League of Bicyclists safety quiz. The voucher can be used to pay for fines or purchase copies. A workstation has been made available so that anyone interested in taking the quiz can take it at the Library.

Refinishing Benches

Lyndy Jensen has done a great job refinishing the libraries benches. They are going to look great when they are all finished.

Landscaping

Lyndy Jensen also coordinated with Breezy Hill Nursery in replacing some damaged and deceased plantings near the Library's entrance.

Monthly Statistics Summary

April 2015

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Library Usage Summary

Total April Circulation

FY	Total	Avg. Circ/Hour	% Change
14	7625	31.90	-3.41%
13-14	7894	33.45	-18.39%
12-13	9673	39.81	4.92%

Total April Visits

FY	Total Visits	Avg. Visits/Hour	% Change
14-15	5556.5	23.25	-1.22%
13-14	5625	23.83	-16.57%
12-13	6742	27.74	-0.10%

Total April Programs

FY	# of Programs	% Change	Attendance	% Change
14-15	26	44.44%	354	-0.84%
13-14	18	-21.74%	357	-6.79%
12-13	23	-20.69%	383	-21.52%

Online Access

Total April eMaterial Circulation

FY	eBook/eAudio	eVideo	eMusic	eMagazines	% Change
14-15	669	1	225	18	24.56%
13-14	487	N/A	199	47	32.31%
12-13	380	N/A	174	N/A	12.83%

Total April Website Usage

FY	Page Loads	% Change	Unique Visitors	% Change
14-15	8568	-7.35%	5421	-8.09%
13-14	9248	-3.13%	5898	3.69%
12-13	9,547	8.97%	5,688	-4.99%

Total April Database Usage

FY	Research*	Novelist	Tumble Books	% Change
14-15	676	53	0	502.48%
13-14	51	68	2	-84.89%
12-13	789	N/A	12	1095.52%

Other Services

Total April Other Services

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
14-15	5	125	41	16
13-14	1	139	26	N/A
12-13	4	108	25	N/A

Total Circulation Fiscal Year to Date

FY	Total	Avg. Circ/Hour	% Change
14-15	104528	37.99	-5.14%
13-14	110192	40.56	-3.14%
12-13	113764	41.52	12.06%

Total User Visits Fiscal Year to Date

FY	Total Visits	Avg. Visits/Hour	% Change
14-15	70229	25.47	-10.36%
13-14	78343.5	28.92	-4.80%
12-13	82293.5	30.23	7.13%

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
14-15	313	-9.80%	5937	-3.76%
13-14	347	3.58%	6169	-2.93%
12-13	335	8.77%	6355	2.57%

Total eMaterial Circulation Year to Date

FY	eBook/eAudio	eVideo	eMusic	eMagazines	% Change
14-15	6958	36	2173	506	10.61%
13-14	5461	N/A	2562	722	32.58%
12-13	3740	N/A	2856	N/A	22.78%

Total Website Usage Fiscal Year to Date

FY	Page Loads	% Change	Unique Visitors	% Change
14-15	101309	-13.89%	62720	-10.60%
13-14	117650	8.24%	70157	0.82%
12-13	108,698	7.01%	69,584	4.86%

Total Database Usage Fiscal Year to Date

FY	Research*	Novelist	Tumble Books	% Change
14-15	4170	2374	133	156.22%
13-14	982	1525	99	-1.62%
12-13	2570	N/A	79	5.62%

Total Other Services Fiscal Year to date

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
14-15	35	1530	430	130
13-14	35	1567	305	N/A
12-13	40	1595	358	N/A

* Research Databases include all Gale databases, ProQuest Chicago Tribune, and Mango Languages

Monthly Statistics Summary

April 2015

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Adult Services Summary

Total April Circulation

FY	Fiction	Non Fiction	A/V	Total	% Change
14-15	851	691	1981	3824	-7.41%
13-14	966	690	2169	4130	-16.73%
12-13	1137	822	2668	4960	-0.58%

Total Circulation Fiscal Year to Date

FY	Fiction	Non Fiction	A/V	Total	% Change
14-15	11862	8282	26882	51181	-9.92%
13-14	12956	8851	30731	56818	-5.93%
12-13	14773	9512	31599	60399	7.61%

Total April Programs

FY	# of Programs	% Change	Attendance	% Change
14-15	7	40.00%	78	85.71%
13-14	5	-44.44%	42	-46.15%
12-13	9	-25.00%	78	-46.58%

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
14-15	88	-5.38%	951	7.34%
13-14	93	-2.11%	886	12.58%
12-13	95	-5.94%	787	-17.59%

Teen Services Summary

Total April Circulation

FY	Total	% Change
14-15	116	-15.94%
13-14	138	-50.00%
12-13	276	33.98%

Total Circulation Fiscal Year to Date

FY	Total	% Change
14-15	2174	-11.48%
13-14	2456	-16.86%
12-13	2954	20.47%

Total April Programs

FY	# of Programs	% Change	Attendance	% Change
14-15	5	25.00%	12	-25.00%
13-14	4	0.00%	16	0.00%
12-13	4	-33.33%	16	-20.00%

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
14-15	75	56.25%	230	-2.54%
13-14	48	-4.00%	236	-20.27%
12-13	50	-13.79%	296	-20.64%

Youth Services Summary

Total April Circulation

FY	Fiction	Non Fiction	A/V	Total	% Change
14-15	1691	252	688	2646	-5.26%
13-14	1453	593	694	2793	-26.42%
12-13	1990	747	1049	3796	7.99%

Total Circulation Fiscal Year to Date

FY	Fiction	Non Fiction	A/V	Total	% Change
14-15	25586	4020	10335	40069	-2.76%
13-14	24687	5044	11348	41208	-4.53%
12-13	25033	6073	11894	43165	15.74%

Total April Programs

FY	# of Programs	% Change	Attendance	% Change
14-15	14	55.56%	264	-11.71%
13-14	9	-10.00%	299	3.46%
12-13	10	-9.09%	289	-10.25%

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
14-15	150	-27.18%	4756	-5.77%
13-14	206	8.42%	5047	-4.27%
12-13	190	30.14%	5272	17.99%

Technical Services Summary

Total April Activity

FY	Acquisitions	Deletions
14-15	1742	834
13-14	586	6
12-13	588	317

Total Activity Fiscal Year to Date

FY	Acquisitions	Deletions
14-15	7727	6781
13-14	7223	6687
12-13	7047	8740

Monthly Statistics Summary
April 2015

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Community Penetration--Physical Collection

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%

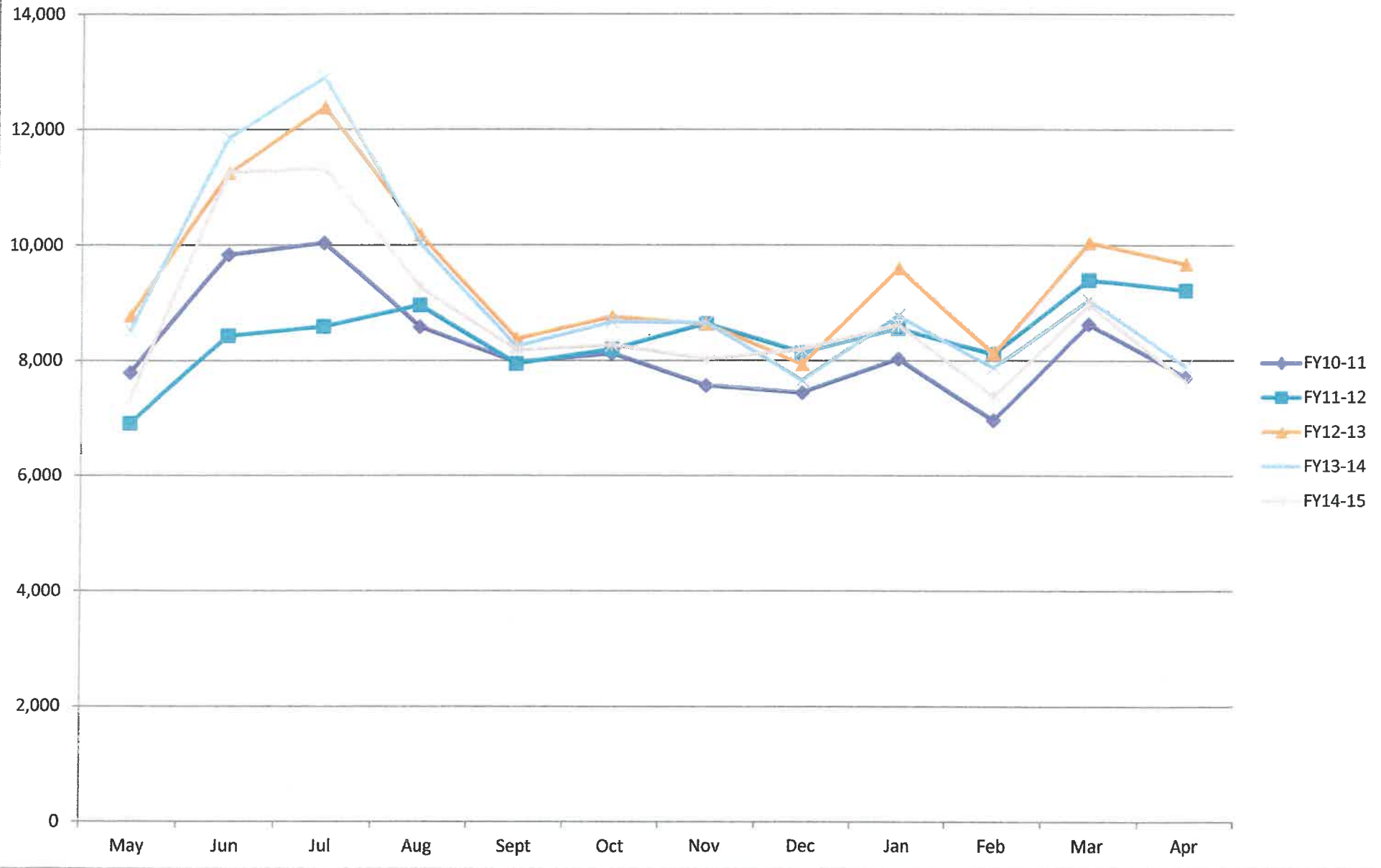
February

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

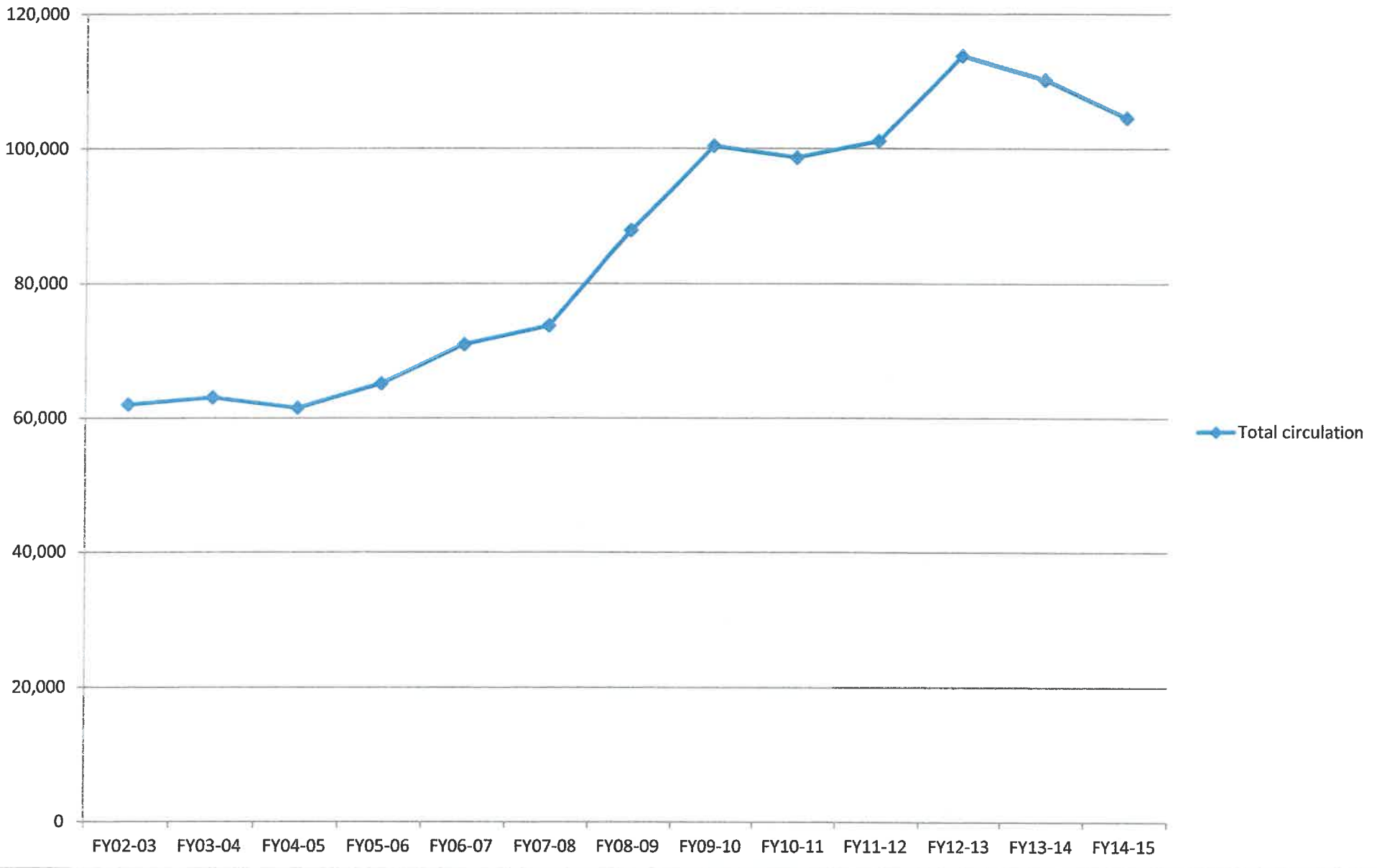
January

	# of Households	% of Total Households
Households active in January	630	30.66%
Total active households	1212	58.98%

Total Circulation by Month -- Last 5 Fiscal Years



Total Circulation -- End of Year Totals



◆ Total circulation

Library Fiscal Year Calendar with Required Board Actions

May –

- Audit of previous year’s financial reports begins **(Action: Board Members will receive letters from the auditors at this meeting or shortly thereafter and may be interviewed.)**
- New Trustees (if an election year) sworn in **(Action: Swear in newly elected Trustees. New Trustees must take the Open Meetings Act training within 90 days of being sworn in and deliver a copy of the completion certificate to the Library Director.)**
- Board Officers elected **(Action: Elect Board Officers for Fiscal Year.)**
- Committee Members appointed **(Action: Appoint Committee Members for Fiscal Year.)**
- Phyllis Fox Awards Ceremony is held at the beginning of the month **(Action: Trustees are strongly encouraged to attend.)**
- Review End of Fiscal Year budget numbers, amount spent and amount added to General Reserve **(Action: Review of information.)**
- Review of donations received in the last fiscal year **(Action: Review of information.)**

June –

- Approve and publish the Prevailing Wage Ordinance **(Action: Vote to approve the Prevailing Wage Ordinance.)**
- Approve for submission to RAILS a copy of the library’s Nonresident Patron policy **(Action: Vote to approve the policy for issuing cards to Nonresidents.)**
- Illinois Public Library Annual Report (IPLAR) to be completed and sent to the State before June 30 **(Action: Before being mailed, the report requires the signature of the Library Director, President, and Secretary. No vote needed.)**
- Review of programs, attendance, and cost in the last fiscal year **(Action: Review of information.)**

July –

- Review of Board Minutes of Closed Sessions as required by the Open Meetings Act **(Action: Review minutes of closed session discussions and vote on which, if any, to release.)**

August –

- Beginning of Per Capita Grant process (**Action: Review sections of the Illinois Library Standards Report or other information as required by the Grant.**)

September –

- Continuation of Per Capita Grant process (**Action: Review sections of the Illinois Library Standards Report or other information as required by the Grant.**)
- Setting of Regular Board Meeting Dates for next Calendar Year (**Action: Vote to approve Board Meeting dates and times for January – December of the next year.**)
- Setting of Library Closures for next Calendar Year (**Action: Vote to approve dates the Library will be closed during between January – December of the next year.**)
- Renewal of Health Benefits plans (**Action: The Library Director will keep the Board informed. Usually no discussion needed.**)

October –

- Per Capita Grant applications must be submitted by October 15 (**Action: No action.**)
- Initial discussion of Levy for next Fiscal Year (**Action: Discussion with, and presentation from, Village Financial Representatives.**)
- Presentation of list of major Library contracts with recommendations from the Library Director and Head of Technical Services and Facilities on any that require evaluation (**Action: Review contracts and direct which, if any, should be reviewed, put out to bid, etc.**)

November –

- Approval of Tax Levy for next Fiscal Year (**Action: Review rough draft of budget for next Fiscal Year and vote on dollar amount to be levied.**)
- Receive and discuss Auditors Final Report for previous Fiscal Year (**Action: Review the auditors findings, instruct the Library Director to take any necessary action based off those findings, and vote to accept the report.**)

December –

- Presentation of Rough Draft of the Budget for the next Fiscal Year (**Action: Discuss proposed budget and the objectives it reflects.**)

- Review of Board Minutes of Closed Sessions as required by the Open Meetings Act **(Action: Review minutes of closed session discussions and vote on which, if any, to release.)**

January –

- Continued review of Rough Draft of the Budget for the next Fiscal Year **(Action: Discuss proposed budget and the objectives it reflects.)**
- Beginning of Statement of Economic Interest process **(Action: The Village will ask the Library Director to verify the contact information for Trustees and relevant Staff Members. Confirm your information when asked. The information is usually due to the County from the Village before January 31.)**
- Submission of Tax Exempt Property Form **(Action: Due January 31. Handled by Library Director, no action normally needed by Trustees.)**
- Annual registration as member of the Reaching Across Illinois Library System (RAILS). **(Action: Due March 31. Handled by Library Director, no action normally needed by Trustees.)**

February –

- If it has not already been approved, approval of the Final Budget for the next Fiscal Year **(Action: Vote and approve a budget.)**

March –

- Drafting of annual performance evaluations for all Staff Members **(Action: A meeting of the Human Resources Committee to evaluate the performance of the Library Director.)**

April –

- Complete and submit a Statement of Economic Interest before the end of April **(Action: To be completed individually by each Board member in their own time. There are cumulative penalties for not submitting on time, so don't miss the deadline.)**
- Complete any final business or planning before the Fiscal Year ends on April 30 **(Action: Varies depending on the year.)**
- Library Staff receive their performance evaluations **(Action: The Board reviews the Human Resource Committees review of the Library Director and appoints a Trustee to meet one on one with the Director to deliver it.)**