

September 22, 2015

agenda

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
1,2	CTO, Additions (2 minutes)(7:02pm)	
	Document Summary	1A
	Agenda	2A-2B
3	Opportunity to Address Board	
4	Consent Agenda	
	Minutes of August 18, 2015 Board of Trustees Meeting (action)(2 minutes)(7:04pm)	3A-3C
5	Treasurer's Report and Financial Reports (White and Yellow) (5 minutes)(7:09pm)	
	August Financial Summary Report (action)	4A-4C
	August Detailed Revenue & Expense Report (action)	5A-5E
	August Detailed Balance Sheet (action)	6A-6D
6	Approval of Checks (Green) (10 minutes)(7:19pm)	
	August Manual Check Report (action)	7A
	August Check Register (action)	8A-8P
7	Committee Reports (30 minutes)(7:49pm)	9A-9C
8	New Business	10A
	Library Closings for 2016 (5 minutes)(7:54pm)	11A
	Attendee for American Legion Meeting (5 minutes)(7:59pm)	
9	Old Business	12A
	Per Capita Grant Requirements for FY2016-2017 (10 minutes)(8:04pm)	13A
	Nonresident Agreement Between Library and School District 65 (10 minutes)(8:14pm)	14A-14E
10	Director's Report (5 minutes)(8:29pm)	
	Librarian's Narrative Report	15A-15B
11	Executive Session(s) (30 minutes if entered)	
12	Any and All Other Business ...	
13	Adjournment (1 minute)(8:30pm)	
14	Attachments	
	Usage Statistics for the Month of August	16A-16C
	Library Closings for 2016	
	Illinois Per Capita Grant Requirements for 2016-2017	
	Information on Long Range Plan Open House	
	Upcoming Friends Meetings	17A
	Library Journal Article	18A-18E

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, September 22nd, at 7:00 PM
123 E. Scranton Ave, Lake Bluff, IL 60044
Enter through Library main entrance

1. **Call to Order (7:00pm)**
2. **Additions & Corrections to the Agenda (2 minutes)(7:02pm)**
3. **Opportunity for Public to Address the Board (limit 5 minutes per person per meeting)**
4. **Approval of Minutes**
 - a. Approval of Minutes of August 18, 2015 Regular Board Meeting **(action)(2 minutes)(7:04pm)**
5. **August 2015 Financial Reports – Detailed Balance and Revenue/Expense (White and Yellow Pages) (action)(5 minutes)(7:09pm)**
 - a. August Financial Summary Report
 - b. August Detailed Revenue & Expense Report
 - c. August Detailed Balance Sheet
6. **Approval of checks (Green Pages) (10 minutes)(7:19pm)**
 - a. August Manual Checks (12294-12297) **(action)**
 - b. August Monthly Checks (12298-12333) **(action)**
7. **Committee Reports (30 minutes)(7:49pm)**
(Committees that met)
 - a. Building and Grounds Committee **(CHAIR: Schons. MEMBERS: Jerch, Meierhoff, and Stroh.)**
 - b. Finance Committee **(CHAIR: Butler. MEMBERS: Kregor.)**
(Committees that did not meet)
 - c. Human Resources Committee **(CHAIR: Butler. MEMBERS: Meierhoff, Stroh, Wojda.)**
 - d. Intergovernmental Committee **(CHAIR: Bailey. MEMBERS: Stroh and Schnell.)**
 - e. Long Range Planning Committee **(CHAIR: Kregor. MEMBERS: Butler, Schons, and Wojda.)**
 - f. Outreach Committee **(CHAIR: Schons. Members: Butler.)**
 - g. Technology Committee **(CHAIR: Kregor. MEMBERS: Wojda.)**
8. **New Business**
 - a. Library Closings for 2016 **(5 minutes)(7:54pm)**
 - b. Attendee for American Legion Meeting **(5 minutes)(7:59pm)**

9. Old Business

- a. Per Capita Grant Requirements for FY 2016-2017 **(10 minutes)(8:09pm)**
- b. Nonresident Card Agreement Between Library and School District 65 **(10 minutes)(8:19pm)**

10. Director's Report (5 minutes)(8:24pm)

- a. Director's Narrative Report

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

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

12. Any and all other business which may properly come before the Board**13. Adjournment (1 minute)(8:25pm)****Attachments:**

Statistics Report

Library Closings for 2016

Illinois Per Capita Grant Requirements for FY 2016-2017

Upcoming Friends Meetings

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

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

1. Call to Order

Board President Kathy Meierhoff called the meeting to order at 7:07 pm. Present were trustees Tim Kregor, Janie Jerch, Cal Stroh, and Romain Wojda. Trustees Scott Butler and Carl Schons were absent. Also present were Library Director Eric Bailey, Library Staff Members Martha O'Hara and Amy vanGoethem, and Friends of the Library representative Margaret Abel.

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

3. Opportunity for Public to Address the Board

Mrs. Abel reported that the Friends of the Library spent no money last month. She also expressed her concern about the possible ramifications of the Library providing cards to non-resident District 65 students and the danger these students would face if they were to walk or ride bikes to the library from Knollwood. Traffic in the area is a safety issue. Mrs. Meierhoff said that District 65 is cognizant of these issues and has procedures in place to move students around the community safely, but that she would make sure to address the topic specifically with District 65 administrators.

4. Approval of Minutes

Mrs. Meierhoff pointed out a misspelled word and a misused word. Mrs. Stroh questioned item 8c and a re-wording clarified the issue of waiving convenience fees for those paying any library fees. Stroh moved to accept the minutes as modified; Wojda seconded; all voted aye.

5. July 2015 Financial Reports

There was a brief discussion of some line items in all three financial reports, as well as discussion of the inconsistency of the titles on these reports. Director Bailey said that he would work on consistent titles to avoid confusion. Director Bailey also passed out 3 new documents summarizing General Fund Revenues, General Fund Expenditures, and Grants & Gifts Fund Revenues & Expenditures. These represent a breakdown of revenues and expenditures in a new and informative manner. Stroh moved to accept the July Financial Summary Report, Detailed Balance Sheet, and Detailed Revenue & Expense Report; Wojda seconded; all voted aye.

6. Approval of checks

Stroh moved to accept the July Manual Checks (12253-12254) and the July Monthly Checks (12255-12293); Wojda seconded; all voted aye.

7. Committee Reports : There were no committee meetings this month.

8. New Business

- a. Per Capita Grant Requirements for FY 2016-2017

Director Butler reported that the Illinois State Library Per Capita Grant, which must be applied for every year, gives us \$1.25 per Lake Bluff resident, yielding ~\$1753. He also handed out a document giving requirements and guidelines for this grant.

b. Home Delivery Policy Proposal

Ms. vanGoethem and Ms. O'Hara provided a Proposed Home Delivery Policy. In the past, home delivery has been on an informal, ad-hoc basis, but the feeling of the Trustees and Staff is that we should formalize and advertise this service. Members of the Friends of the Library would provide the delivery.

Stroh moved to adopt the Home Delivery Policy; Wojda seconded; all voted aye.

c. Photo Policy Proposal

Ms. vanGoethem and Ms. O'Hara provided a Proposed Photo Policy that is proactive and in keeping with both the District 65 and Park District policies.

Stroh moved to adopt the Photo Policy; Wojda seconded; all voted aye.

Mrs. Meierhoff commended vanGoethem and O'Hara for their work on these policies.

- d. Director Butler reported that both the cost and the footprint required for self-checkout stations is decreasing and that it may be feasible in the near future for us to adopt the necessary hardware and software.

9. Old Business

a. Update on Nonresident Card Agreement Between Library and School District 65

Director Bailey has spoken with Dr. Sophie; the agreement is moving along and only needs minor tweaks. October 1 is the proposed launch date. Buffy Stauffer, reading specialist at District 65, is also collaborating in the planning process as well as the projects the students will be assigned to do, utilizing the Lake Bluff Library. Eligible students will be given the necessary information through school, and will need to come to the Library to get their cards. There may also be a book drop placed at each of our two school buildings for returning library materials.

District 65 has proposed the Library's use of their gymnasium space for programs requiring more space than is available in the Library as many as 3 times a year; there will also be a payment made to the Library of \$1000. The agreement would be for Oct. 1-Sept. 30 and would be renewable yearly; terms negotiable.

Both the District 65 Board of Education and the Lake Bluff Library Board will vote on the finalized agreement at our respective September 2015 meetings. If passed by both Boards, a joint announcement will be made in September.

b. Long Range Plan Open House

Director Bailey reported that the Sept. 21 Open House will be from 4:30-7:30 pm and will be staffed by 2 shifts of at least 3 people each, from 4:30-6 and 6-7:30.

The 3-person teams will be 2 Library Staff and 1 Trustee. Help setting up before 4:30 will be appreciated, as well as more of the Trustees who can come and circulate and help out.

Invitations have been prepared and will go out soon to key people in the community. All are welcome, however, and there will be an announcement for the Open House in the September 1 Newsletter as well as on various social media platforms and news outlets.

Ways to solicit suggestions from the public were discussed. As always during Library hours, people will be able to sign up for a Library Card.

Mrs. Meierhoff thanked the Library Staff for all their hard work in preparing for the Open House.

c. Long Range Plan

Mrs. Meierhoff spoke with Village President Kathy O'Hara about piggybacking our Long Term Plan onto theirs.

1. Director's Report

Director Bailey met with Matt Smizinski of the Lake Bluff Police Department concerning reporting and tracking risk management for the Library. Sgt. Smizinski is the coordinator for the Village with the IRMA organization.

Director Bailey also reported that RAILS (Reaching Across Illinois Library System) is in the process of changing to a new delivery system that will reduce the cost of inter-library loan deliveries. The contract has not yet been finalized.

Trustees to attend the Friends of the Library meetings will be Butler (Sept.), Schons (Oct.), and Wojda (Nov.).

2. Executive Session Stroh moved, Wojda seconded a motion to go into Executive Session at 8:55 pm. Stroh moved, Wojda seconded a motion to adjourn Executive Session at 9:01 pm. All voted aye both times.

- 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)

3. Any and all other business which may properly come before the Board None.

4. Adjournment Stroh moved, Wojda seconded a motion to adjourn the meeting; all voted aye. Meeting adjourned at 9:02 pm.

Respectfully submitted,

Janie Jerch

Bluff Public Library
 August Financial Summary
 For period ending 8/31/2015

9/11/2015

4A

Description	FY 2015-16				FY 2014-15		
	Fiscal Year Total-to-Date	Budget	% of Budget Received/ Expensed	% of Actual Y-T-D	Previous Fiscal YTD	% of Budget Received/ Expensed	Budget
Revenues							
Property Taxes	\$ 465,037	\$ 873,917	53.2%	96.1%	\$ 439,602	51.6%	\$ 851,666
Rental Fines	4,322	12,000	36.0%	0.9%	2,774	21.3%	13,000
State Per Capita Grant	-	7,153	0.0%	0.0%	-	0.0%	7,153
Non-Resident Fees	3,270	7,000	46.7%	0.7%	1,937	27.7%	7,000
Miscellaneous Revenue	838	3,000	27.9%	0.2%	638	21.3%	3,000
Other Grants	-	5,000	0.0%	0.0%	-	0.0%	5,000
Photo-copy Charges	712	2,000	35.6%	0.1%	493	24.6%	2,000
Village Contribution to Vliet Costs	-	7,900	0.0%	0.0%	-	0.0%	7,900
Vliet Operating Cost Contrib	390	-	---	0.1%	-	---	-
Interest Earnings	153	400	38.3%	0.0%	73	18.1%	400
Naperville (Impact) Fees	4,319	-	---	0.9%	-	---	-
Restricted Donations/Gifts	5,009	20,000	25.0%	1.0%	-	0.0%	20,000
Unrestricted Donations/Gifts	35	1,000	3.5%	0.0%	22	2.2%	1,000
Total Revenues	\$ 484,083	\$ 939,370	51.5%	100.0%	\$ 445,538	48.5%	\$ 918,119
Use of Fund Balance Reserves		\$ -					\$ 34,900
Total Projected Revenues & Use of Reserves		939,370					953,019
Expenditures							
Librarian Salaries	\$ 100,534	\$ 224,000	44.9%	30.8%	\$ 56,258	25.1%	\$ 224,000
Staff Salaries	\$ 64,499	259,000	24.9%	19.8%	\$ 57,984	25.1%	231,000
Medical Insurance	\$ 19,337	80,000	24.2%	5.9%	\$ 10,716	25.5%	42,000
Other Employee Benefits	\$ -	250	0.0%	0.0%	\$ -	0.0%	500
Employer IMRF	\$ 14,860	45,000	33.0%	4.6%	\$ 11,858	26.4%	45,000
Employer FICA	\$ 12,375	37,000	33.4%	3.8%	\$ 8,584	24.5%	35,000
<i>Subtotal Personnel Expense</i>	\$ 211,605	\$ 645,250	32.8%	64.9%	\$ 145,400	25.2%	\$ 577,500
Building Maintenance	\$ 11,523	\$ 24,000	48.0%	3.5%	\$ 7,141	25.5%	\$ 28,000
Elevator Maintenance	\$ -	2,000	0.0%	0.0%	\$ 1,226	61.3%	2,000
Grounds Maintenance	\$ 1,183	8,000	14.8%	0.4%	\$ 2,707	31.9%	8,500
Copier Maintenance	\$ 1,410	4,500	31.3%	0.4%	\$ 807	17.9%	4,500
<i>Subtotal Maintenance Expense</i>	\$ 14,116	\$ 38,500	36.7%	4.3%	\$ 11,881	27.6%	\$ 43,000
Other Professional Services	\$ 12	\$ 5,000	0.2%	0.0%	\$ 267	1.3%	\$ 20,000
Computer Services	\$ 6,015	15,000	40.1%	1.8%	\$ 5,580	27.9%	20,000
Legal Services	\$ 1,404	2,500	56.2%	0.4%	\$ 878	5.9%	15,000
Professional Development	\$ 495	3,000	16.5%	0.2%	\$ 305	6.1%	5,000
Dues	\$ 747	2,000	37.4%	0.2%	\$ 186	9.3%	2,000
Utilities	\$ 4,080	9,000	45.3%	1.3%	\$ 1,590	19.9%	8,000

Lake Bluff Public Library
 August Financial Summary
 For period ending 8/31/2015

9/11/2015

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Description	FY 2015-16				FY 2014-15		
	Fiscal Year Total-to-Date	Budget	% of Budget Received/ Expensed	% of Actual Y-T-D	Previous Fiscal YTD	% of Budget Received/ Expensed	Budget
Postage	\$ 981	3,000	32.7%	0.3%	\$ 747	24.9%	3,000
Printing/E-News	\$ 3,796	8,500	44.7%	1.2%	\$ 1,881	20.9%	9,000
Office Supplies	\$ 1,340	5,750	23.3%	0.4%	\$ 1,037	17.3%	6,000
Bldg/Grounds Supplies	\$ 524	2,000	26.2%	0.2%	\$ 185	9.3%	2,000
Technical Services Supplies	\$ 1,770	5,000	35.4%	0.5%	\$ 1,143	20.8%	5,500
<i>Subtotal Contracts & Commodities</i>	\$ 21,164	\$ 60,750	34.8%	6.5%	\$ 13,798	14.4%	\$ 95,500
Hospitality Program Support	\$ 22	500	4.4%	0.0%	\$ 59	5.9%	1,000
Adult Program Support	\$ 2,233	5,000	44.7%	0.7%	\$ 2,122	53.0%	4,000
Juvenile Program Support	\$ 4,014	5,800	69.2%	1.2%	\$ 4,727	67.5%	7,000
Outreach Program Supplies	\$ 347	1,000	34.7%		\$ 6,442		
Teen Program Supplies	\$ 427	1,200	35.6%		\$ 4,569		
Per Capita Grant	\$ 5,422	7,153	75.8%	1.7%	\$ 4,594	64.2%	7,153
Other Grant Expenditures	\$ -	5,000	0.0%	0.0%	\$ -	0.0%	5,000
<i>Subtotal Programs & Grants</i>	\$ 12,465	\$ 25,653	48.6%	3.8%	\$ 22,512	93.2%	\$ 24,153

Bluff Public Library
 August Financial Summary
 For period ending 8/31/2015

9/11/2015

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Description	FY 2015-16				FY 2014-15		
	Fiscal Year Total-to-Date	Budget	% of Budget Received/ Expensed	% of Actual Y-T-D	Previous Fiscal YTD	% of Budget Received/ Expensed	Budget
Adult Non-Fiction Books	\$ 5,729	17,000	33.7%	1.8%	\$ 386	2.1%	18,000
Adult Fiction Books	\$ 4,888	14,000	34.9%	1.5%	\$ 3,020	20.1%	15,000
Adult Large Print Materials	\$ 143	500	28.7%	0.0%	\$ 8,291	1658.2%	500
Adult AV Materials	\$ 4,313	15,000	28.8%	1.3%	\$ 3,748	25.0%	15,000
Adult Reference/e-Reference	\$ 6,080	21,000	29.0%	1.9%	\$ 1,783	7.8%	23,000
Juvenile Non-Fiction Books	\$ 4,284	7,000	61.2%	1.3%	\$ 1,307	18.7%	7,000
Picture Books	\$ 2,392	5,000	47.8%	0.7%	\$ 248	4.1%	6,000
Juvenile Fiction Books	\$ 1,982	9,000	22.0%	0.6%	\$ -	0.0%	8,500
Juvenile AV Materials	\$ 542	1,500	36.1%	0.2%	\$ 786	21.0%	3,750
Juvenile e-Reference	\$ -	2,000	0.0%	0.0%	\$ 2,386	238.6%	1,000
Teen Books	\$ 790	2,750	28.7%	0.2%	\$ 109	3.9%	2,750
e-Books	\$ -	6,250	0.0%	0.0%	\$ 4,546	37.9%	12,000
Graphic Novels	\$ 145	500	29.0%	0.0%	\$ 907	181.3%	500
Periodicals	\$ 4,793	\$ 6,000	79.9%	1.5%	\$ 1,841	26.3%	\$ 7,000
Video Games	\$ 778	3,500	22.2%	0.2%	\$ -	0.0%	3,500
<i>Subtotal Materials</i>	\$ 36,860	111,000	33.2%	11.3%	\$ 29,358	23.8%	\$ 123,500
Patron & Staff Software	\$ 2,557	5,000	51.1%	0.8%	\$ 1,354	22.6%	6,000
Library Automation Software	\$ 20,297	22,000	92.3%	6.2%	\$ 103	0.4%	24,000
Miscellaneous Expense	\$ 914	1,000	91.4%	0.3%	\$ 42	2.1%	2,000
<i>Subtotal Software/Other</i>	\$ 23,769	28,000	84.9%	7.3%	\$ 1,499	4.7%	\$ 32,000
FR Restricted Donations	\$ 2,551	-	---	0.8%	\$ 830	41.5%	2,000
Library Furnishings	-	1,000	0.0%	0.0%	18	---	-
Computer Equipment	-	1,000	0.0%	0.0%	-	0.0%	14,000
Other Equipment	-	1,000	0.0%	0.0%	13,197	659.9%	2,000
	3,151	-	---	1.0%	-	0.0%	-
Exterior Bldg Improvements	-	1,000	0.0%	0.0%	149	1.2%	12,000
Use of Temporarily Restrict Donat	248	21,000	1.2%	0.1%	-	0.0%	21,000
Contingency	170	5,217	3.2%	0.1%	-	0.0%	6,366
<i>Subtotal Capital, Grants & Dona</i>	\$ 6,119	\$ 30,217	20.3%	1.9%	\$ 14,194	24.7%	\$ 57,366
Total Expenditures	\$ 326,097	\$ 939,370	34.7%	100.0%	\$ 238,643	25.0%	\$ 953,019

Fund Balance as of April 30, 2015^a 526,947
 YTD Addition to/(Subtraction from) Fund Balance 157,986
 Fund Balance at month end 684,933

^aThe fund balance has not been audited yet.

DATE: 09/01/15
 TIME: 15:14
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 4 PERIODS ENDING AUGUST 31, 2015

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: REVENUES

ACCOUNT NUMBER	DESCRIPTION	AUGUST 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	21,687.47	12,163.70	465,037.36	451,765.66	873,917.00	53.2%
TOTAL REVENUES: PROPERTY TAXES		21,687.47	12,163.70	465,037.36	451,765.66	873,917.00	53.2%
SERVICES & FEES							
80-40-403-48300	PHOTO-COPY CHARGES	189.60	202.10	711.50	694.95	2,000.00	35.5%
80-40-403-48500	NON-RESIDENT FEES	1,233.48	780.18	3,269.50	2,716.77	7,000.00	46.7%
TOTAL REVENUES: SERVICES & FEES		1,423.08	982.28	3,981.00	3,411.72	9,000.00	44.2%
FINES							
80-40-503-65000	RENTAL FINES	1,180.11	1,060.15	4,321.57	3,834.16	12,000.00	36.0%
TOTAL REVENUES: FINES		1,180.11	1,060.15	4,321.57	3,834.16	12,000.00	36.0%
MISCELLANEOUS							
80-40-603-73000	PER CAPITA GRANTS	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73700	VILLAGE CONTRIBUTION	0.00	0.00	0.00	0.00	7,900.00	0.0%
80-40-603-73800	VLIET OPERATING COST CONTRIB	390.00	0.00	390.00	0.00	0.00	100.0%
80-40-603-75000	INTEREST EARNINGS	45.28	19.06	153.14	91.61	400.00	38.2%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	4.72	3.12	34.88	25.26	0.00	100.0%
80-40-603-78001	RESTRICTED DONATIONS	817.22	75.43	5,008.79	75.43	0.00	100.0%
80-40-603-78100	RESTRICTED DONATIONS	(200.00)	0.00	0.00	0.00	0.00	0.0%
80-40-603-78500	NAPERVILLE (IMPACT) FEE	4,318.72	0.00	4,318.72	0.00	0.00	100.0%
80-40-603-89000	MISCELLANEOUS INCOME	253.93	97.45	838.00	735.46	3,000.00	27.9%
TOTAL REVENUES: MISCELLANEOUS		5,629.87	195.06	10,743.53	927.76	11,300.00	95.0%
TOTAL REVENUES: REVENUES		29,920.53	14,401.19	484,083.46	459,939.30	906,217.00	53.4%
TOTAL FUND REVENUES		29,920.53	14,401.19	484,083.46	459,939.30	906,217.00	53.4%

DATE: 09/11/2015
 TIME: 15:17:14
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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 4 PERIODS ENDING AUGUST 31, 2015

5B
 PAGE: 2
 F-YR: 16

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	AUGUST ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
LIBRARY SERVICES							
80-60-001-40000	LIBRARIAN SALARIES	25,208.50	18,026.06	100,534.42	74,283.74	224,000.00	44.8%
80-60-001-40050	STAFF SALARIES	16,577.19	20,962.20	64,499.21	78,946.52	259,000.00	24.9%
80-60-001-40400	MEDICAL INSURANCE	4,834.63	3,562.85	19,336.92	14,278.92	80,000.00	24.1%
80-60-001-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	250.00	0.0%
80-60-001-40950	EMPLOYER IMRF	3,721.71	4,002.22	14,859.60	15,860.55	45,000.00	33.0%
80-60-001-40951	EMPLOYER FICA TAX	3,133.99	2,933.87	12,374.61	11,517.64	37,000.00	33.4%
80-60-001-41000	BUILDING MAINTENANCE	1,360.23	325.89	11,523.05	7,466.79	24,000.00	48.0%
80-60-001-41020	ELEVATOR MAINTENANCE	0.00	0.00	0.00	1,226.00	2,000.00	0.0%
80-60-001-41050	GROUPS MAINTENANCE	378.00	0.00	1,183.00	2,707.25	8,000.00	14.7%
80-60-001-41303	COPIER MAINTENANCE/SUPPLIES	191.25	51.30	1,409.62	858.64	4,500.00	31.3%
80-60-001-41304	OTHER PROFESSIONAL SERVICES	0.00	0.00	12.00	267.00	5,000.00	0.2%
80-60-001-41305	COMPUTER SERVICES	0.00	165.00	6,015.00	5,745.00	15,000.00	40.1%
80-60-001-41350	LEGAL SERVICES	0.00	0.00	1,404.00	877.50	2,500.00	56.1%
80-60-001-42400	PROFESSIONAL DEVELOPMENT	400.00	542.75	495.00	847.75	3,000.00	16.5%
80-60-001-42440	DUES	30.00	163.00	747.25	349.00	2,000.00	37.3%
80-60-001-43230	UTILITIES	921.82	583.94	4,080.13	2,173.67	9,000.00	45.3%
80-60-001-43300	POSTAGE	38.31	0.00	980.99	747.13	3,000.00	32.6%
80-60-001-43400	PRINTING/E-NEWSLETTER	1,883.00	1,827.30	3,795.89	3,708.20	8,500.00	44.6%
80-60-001-43550	OFFICE SUPPLIES	479.31	373.33	1,339.83	1,410.09	5,750.00	23.3%
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	15.80	366.18	523.78	551.48	2,000.00	26.1%
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	1,298.28	154.29	1,770.06	1,297.38	5,000.00	35.4%
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	7.08	0.00	22.03	58.99	500.00	4.4%
80-60-001-43710	ADULT PROGRAM SUPPLIES	56.18	10.29	2,233.30	2,132.16	5,000.00	44.6%
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	411.81	196.35	4,013.60	4,922.95	5,800.00	69.2%
80-60-001-43730	OUTREACH SUPPLIES	85.66	0.00	347.30	0.00	1,000.00	34.7%
80-60-001-43740	TEEN PROGRAM SUPPLIES	128.47	0.00	426.80	0.00	1,200.00	35.5%
80-60-001-44800	PER CAPITA GRANT	0.00	0.00	5,422.35	6,442.27	0.00	-100.0%
80-60-001-45000	ADULT NON-FICTION BOOKS	1,218.39	308.78	5,729.39	4,877.79	17,000.00	33.7%
80-60-001-45100	ADULT FICTION BOOKS	1,073.68	509.55	4,888.20	5,103.17	14,000.00	34.9%
80-60-001-45110	ADULT LARGE PRINT MATERIAL	0.00	34.99	143.29	421.29	500.00	28.6%
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	910.45	1,091.85	4,312.87	4,112.33	15,000.00	28.7%
80-60-001-45220	ADULT REFERENCE/E-REFER	2,324.98	0.00	6,079.98	8,291.00	21,000.00	28.9%
80-60-001-45400	JUVENILE NON-FICTION	296.89	432.90	4,284.12	4,180.56	7,000.00	61.2%
80-60-001-45410	PICTURE BOOKS, READERS	960.66	18.61	2,392.09	1,801.53	5,000.00	47.8%
80-60-001-45420	JUVENILE FICTION	717.13	6.59	1,981.95	1,313.73	9,000.00	22.0%
80-60-001-45430	JUVENILE AUDIO-VISUAL	131.00	116.53	541.97	364.21	1,500.00	36.1%
80-60-001-45440	JUVENILE E-REFERENCE	0.00	0.00	0.00	0.00	2,000.00	0.0%
80-60-001-45450	TEEN BOOKS	177.07	14.69	789.54	800.67	2,750.00	28.7%
80-60-001-45460	E-BOOKS	0.00	1,236.04	0.00	3,622.51	6,250.00	0.0%
80-60-001-45470	GRAPHIC NOVELS	10.17	0.00	144.85	108.62	500.00	28.9%
80-60-001-45500	PERIODICALS	0.00	0.00	4,792.94	4,546.06	6,000.00	79.8%
80-60-001-45510	VIDEO GAMES	276.24	152.97	778.34	1,059.68	3,500.00	22.2%
80-60-001-45600	PATRON & STAFF SOFTWARE	1,272.58	9.95	2,557.43	1,851.05	5,000.00	51.1%
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	20,297.00	0.00	22,000.00	92.2%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 4 PERIODS ENDING AUGUST 31, 2015

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	AUGUST ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
LIBRARY SERVICES							
80-60-001-46000	MISCELLANEOUS EXPENSES	57.79	164.25	914.13	1,517.84	1,000.00	91.4%
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	0.00	14.66	2,551.22	117.65	0.00	-100.0%
80-60-001-49000	LIBRARY FURNISHINGS	0.00	488.01	0.00	530.01	1,000.00	0.0%
80-60-001-49120	EXT BUILDING IMPROVEMENTS	0.00	0.00	0.00	829.99	1,000.00	0.0%
80-60-001-49350	COMPUTER EQUIPMENT	0.00	0.00	0.00	17.99	1,000.00	0.0%
80-60-001-49400	OTHER EQUIPMENT	0.00	0.00	0.00	148.50	1,000.00	0.0%
80-60-001-50000	CONTINGENCY	169.50	0.00	169.50	13,197.02	5,217.00	3.2%
TOTAL EXPENSES: LIBRARY SERVICES		70,757.75	58,847.19	322,698.55	297,489.82	906,217.00	35.6%
TOTAL EXPENSES: LIBRARY ADMINISTRATION		70,757.75	58,847.19	322,698.55	297,489.82	906,217.00	35.6%
TOTAL FUND EXPENSES		70,757.75	58,847.19	322,698.55	297,489.82	906,217.00	35.6%
TOTAL FUND REVENUES		29,920.53	14,401.19	484,083.46	459,939.30	906,217.00	53.4%
TOTAL FUND EXPENSES		70,757.75	58,847.19	322,698.55	297,489.82	906,217.00	35.6%
FUND SURPLUS (DEFICIT)		(40,837.22)	(44,446.00)	161,384.91	162,449.48	0.00	100.0%

DATE: 09/11/2015
TIME: 15:19:38
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-- VILLAGE OF LAKE BLUFF --
DETAILED REVENUE & EXPENSE REPORT
ACTUAL VS. PRIOR VS. BUDGET
FOR 4 PERIODS ENDING AUGUST 31, 2015

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

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

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

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

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 4 PERIODS ENDING AUGUST 31, 2015

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

ACCOUNT NUMBER	DESCRIPTION	AUGUST 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	2,222.12	0.00	3,150.94	0.00	7,153.00	44.0%
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	247.57	0.00	21,000.00	1.1%

TOTAL EXPENSES: MISCELLANEOUS		2,222.12	0.00	3,398.51	0.00	33,153.00	10.2%
TOTAL EXPENSES: LIBRARY GRANT FUND EXPENDITURE		2,222.12	0.00	3,398.51	0.00	33,153.00	10.2%
TOTAL FUND EXPENSES		2,222.12	0.00	3,398.51	0.00	33,153.00	10.2%
TOTAL FUND REVENUES		0.00	0.00	0.00	0.00	33,153.00	0.0%
TOTAL FUND EXPENSES		2,222.12	0.00	3,398.51	0.00	33,153.00	10.2%
FUND SURPLUS (DEFICIT)		(2,222.12)	0.00	(3,398.51)	0.00	0.00	100.0%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

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GA

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 4 PERIODS ENDING AUGUST 31, 2015

ACCOUNT #	DESCRIPTION	BALANCE 05/01/15	NET DEBITS	NET CREDITS	BALANCE 08/31/15
ASSETS					
DUE TO/FROM ACCOUNTS					
80-00-100-10000	DUE TO/FROM OTHER FUNDS	0.00	1,176.39	0.00	1,176.39
80-00-100-20000	LIB GR FND DUE TO/FROM DETAIL	0.00	0.00	0.00	0.00
TOTAL DUE TO/FROM ACCOUNTS		0.00	1,176.39	0.00	1,176.39
CASH & INVESTMENTS					
80-10-101-10000	CHECKING ACCOUNT	0.00	0.00	0.00	0.00
80-10-101-10001	CASH BOX OVER/SHORT	0.00	31.07	77.58	(46.51)
80-10-101-11000	MONEY MARKET ACCOUNT	106,694.94	274,591.28	322,026.42	59,259.80
80-10-101-12000	SAVINGS ACCOUNT	0.00	0.00	0.00	0.00
80-10-101-12100	N TR WEED & FEED CHECKING ACCT	0.00	0.00	0.00	0.00
80-10-101-13000	PETTY CASH	150.00	0.00	0.00	0.00
80-10-101-15000	INVESTMENTS	0.00	0.00	0.00	150.00
80-10-101-15010	US GOVERNMENT OBLIGATIONS	0.00	0.00	0.00	0.00
80-10-101-15020	CERTIFICATES OF DEPOSIT	0.00	0.00	0.00	0.00
80-10-101-15110	ILLINOIS FUND	461,176.96	469,442.53	260,000.00	670,619.49
80-10-101-15111	ILLINOIS FUNDS - GRANTS	1.80	0.00	0.00	1.80
80-10-101-15112	ILLINOIS FUNDS - EPAY	3,423.56	346.16	1.39	3,768.33
TOTAL CASH & INVESTMENTS		571,447.26	744,411.04	582,105.39	733,752.91
RECEIVABLES					
80-10-201-15000	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
80-10-201-15200	PROPERTY TAX RECEIVABLE	873,918.10	0.00	0.00	873,918.10
80-10-201-35000	INTEREST RECEIVABLE	0.00	0.00	0.00	0.00
80-10-201-37000	OTHER RECEIVABLE	0.00	0.00	0.00	0.00
TOTAL RECEIVABLES		873,918.10	0.00	0.00	873,918.10
OTHER ASSETS					
80-10-301-37100	DUE FROM THE VILLAGE	(10,604.70)	522,357.74	511,753.04	0.00
80-10-301-55000	PREPAID EXPENSES	500.00	0.00	500.00	0.00
TOTAL OTHER ASSETS		(10,104.70)	522,357.74	512,253.04	0.00
TOTAL ASSETS		1,435,260.66	1,267,945.17	1,094,358.43	1,608,847.40
LIABILITIES AND FUND EQUITY					
LIABILITIES					
PAYABLES					
80-20-102-20000	ACCOUNTS PAYABLE	15,225.12	154,124.34	166,576.17	27,676.95

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-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

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GB

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 4 PERIODS ENDING AUGUST 31, 2015

ACCOUNT #	DESCRIPTION	BALANCE 05/01/15	NET DEBITS	NET CREDITS	BALANCE 08/31/15
LIABILITIES					
PAYABLES					
80-20-102-41000	SOCIAL SECURITY TAX PAYABLE	0.00	24,749.22	24,749.22	0.00
80-20-102-42000	FEDERAL INCOME TAX PAYABLE	0.00	16,324.10	16,324.10	0.00
80-20-102-43000	STATE INCOME TAX PAYABLE	0.00	5,725.81	5,725.81	0.00
80-20-102-44000	IMRF PAYABLE	0.00	21,185.82	21,185.82	0.00
80-20-102-45000	ICMA 457 PLAN PAYABLE	0.00	2,250.00	2,000.00	(250.00)
80-20-102-46000	MEDICAL INSURANCE PAYABLE	0.00	0.00	0.00	0.00
80-20-102-65000	LIBRARY FLEXIBLE BENEFIT PAYAB	0.00	1,874.26	1,874.26	0.00
80-20-102-66000	LIBRARY HSA PAYABLE	0.00	1,400.00	1,400.00	0.00
80-20-102-70000	OTHER SHORT TERM LIABILITIES	0.00	0.00	0.00	0.00
TOTAL PAYABLES		15,225.12	227,633.55	239,835.38	27,426.95
OTHER LIABILITIES					
80-20-202-16000	ACCRUED PAYROLL	19,170.21	0.00	0.00	19,170.21
80-20-202-22000	DEFERRED PROPERTY TAX	873,918.10	0.00	0.00	873,918.10
80-20-202-22100	OTHER DEFERRED REVENUE	0.00	0.00	0.00	0.00
80-20-202-22300	RESTRICTED GIFTS	0.00	0.00	0.00	0.00
80-20-202-22301	TECH 2 FOR YOU DONATIONS	0.00	0.00	0.00	0.00
80-20-202-23500	NOTES PAYABLE	0.00	0.00	0.00	0.00
TOTAL OTHER LIABILITIES		893,088.31	0.00	0.00	893,088.31
ESCROWS & DEPOSITS					
80-20-302-24000	MISCELLANEOUS RESERVE	0.00	0.00	0.00	0.00
TOTAL ESCROWS & DEPOSITS		0.00	0.00	0.00	0.00
LONG TERM LIABILITIES					
80-20-402-39000	OTHER LONG TERM LIABILITIES	0.00	0.00	0.00	0.00
TOTAL LONG TERM LIABILITIES		0.00	0.00	0.00	0.00
TOTAL LIABILITIES		908,313.43	227,633.55	239,835.38	920,515.26
FUND EQUITY					
EQUITY SECTION					
80-30-100-53000	UNRESERVED FUND BALANCE	526,947.23	0.00	0.00	526,947.23
80-30-100-53100	RESERVED FOR AUTOMATION	0.00	0.00	0.00	0.00
80-30-100-53200	DESIGNATED FOR CAPITAL MAINT	0.00	0.00	0.00	0.00
80-30-100-53300	DESIGNATED FOR CAP BLDG IMPR	0.00	0.00	0.00	0.00
TOTAL EQUITY SECTION		526,947.23	0.00	0.00	526,947.23
FUND SURPLUS (DEFICIT)		0.00	0.00	161,384.91	161,384.91

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-- VILLAGE OF LAKE BLUFF --
DETAILED BALANCE SHEET

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FUND: LAKE BLUFF PUBLIC LIBRARY
FOR 4 PERIODS ENDING AUGUST 31, 2015

ACCOUNT #	DESCRIPTION	BALANCE 05/01/15	NET DEBITS	NET CREDITS	BALANCE 08/31/15
TOTAL FUND EQUITY		526,947.23	0.00	161,384.91	688,332.14
TOTAL LIABILITIES AND FUND EQUITY		1,435,260.66	227,633.55	401,220.29	1,608,847.40

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-- VILLAGE OF LAKE BLUFF --
DETAILED BALANCE SHEET

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FUND: LIBRARY GRANTS & GIFTS FUND
FOR 4 PERIODS ENDING AUGUST 31, 2015

ACCOUNT #	DESCRIPTION	BALANCE 05/01/15	NET DEBITS	NET CREDITS	BALANCE 08/31/15

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

TOTAL CASH & INVESTMENTS		0.00	0.00	0.00	0.00

TOTAL ASSETS		0.00	0.00	0.00	0.00

LIABILITIES AND FUND EQUITY					
LIABILITIES					
INTERFUND CLEARING ACCOUNT					
82-00-100-10000	DUE TO/FROM LIBRARY FUND	0.00	0.00	1,176.39	1,176.39

TOTAL INTERFUND CLEARING ACCOUNT		0.00	0.00	1,176.39	1,176.39

PAYABLES					
82-20-102-20000	ACCOUNTS PAYABLE	0.00	1,176.39	3,398.51	2,222.12

TOTAL PAYABLES		0.00	1,176.39	3,398.51	2,222.12

TOTAL LIABILITIES		0.00	1,176.39	4,574.90	3,398.51

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

TOTAL EQUITY SECTION		0.00	0.00	0.00	0.00

FUND SURPLUS (DEFICIT)		0.00	3,398.51	0.00	(3,398.51)

TOTAL FUND EQUITY		0.00	3,398.51	0.00	(3,398.51)

TOTAL LIABILITIES AND FUND EQUITY		0.00	4,574.90	4,574.90	0.00

DATE: 10/15
 TIME: 32:22
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-- VILLAG LAKES LAKE BLUFF --
 MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
12294	9COMCAST	COMCAST CABLE		08/25/15		
	COM081215	08/12/15	01 INTERNET SRVC:8/19-9/18/15		80-60-001-43230	244.85
			02 MISC EXPENSES		80-60-001-46000	9.50
					INVOICE TOTAL:	254.35 *
					CHECK TOTAL:	254.35
12295	9TOSEREL	ELIZA JARVI		08/25/15		
	JAR081915	08/19/15	01 PROFESSIONAL DEVELOPMENT		80-60-001-42400	400.00
					INVOICE TOTAL:	400.00 *
					CHECK TOTAL:	400.00
12296	9ACCESSO	ACCESS ONE, INC.		08/25/15		
	1601908	08/02/15	01 PHONE SRVC:AUGUST 2015		80-60-001-43230	572.87
					INVOICE TOTAL:	572.87 *
					CHECK TOTAL:	572.87
12297	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS		08/25/15		
	102022618	08/24/15	01 'EE ICMA CONTRIBUTION:8/31/15		80-20-102-45000	250.00
					INVOICE TOTAL:	250.00 *
					CHECK TOTAL:	250.00
					TOTAL AMOUNT PAID:	1,477.22

DATE: 09/15
TIME: 21:37
PRG ID: AP215000.CBL

-- VILLAGE LAKE BLUFF --
CHECK REGISTER

CHECK DATE: 09/15/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12298	9AMAZONA	VOIDED---LEADER CHECK						
		012791020797	08/03/15	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	49.75	
				02	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	9.14	
					INVOICE TOTAL:		58.89 *	
		012791376680	08/03/15	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	58.97	
					INVOICE TOTAL:		58.97 *	
		012796830845	08/03/15	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	13.29	
					INVOICE TOTAL:		13.29 *	
		040360272875	08/07/15	01	CREDIT ADULT AUDIO VISUAL	80-60-001-45200	-0.74	
					INVOICE TOTAL:		-0.74 *	
		040362637506	07/29/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	8.99	
					INVOICE TOTAL:		8.99 *	
		040363164887	08/09/15	01	CREDIT ADULT AUDIO VISUAL	80-60-001-45200	-0.89	
					INVOICE TOTAL:		-0.89 *	
		040363530024	08/08/15	01	CREDIT ADULT AUDIO VISUAL	80-60-001-45200	-0.01	
					INVOICE TOTAL:		-0.01 *	
		040365542754	07/28/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	16.99	
					INVOICE TOTAL:		16.99 *	
		040365682893	08/01/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	152.75	
					INVOICE TOTAL:		152.75 *	
		040366135221	08/05/15	01	CREDIT ADULT AUDIO VISUAL	80-60-001-45200	-0.01	
					INVOICE TOTAL:		-0.01 *	
		040366465518	07/28/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.98	
					INVOICE TOTAL:		14.98 *	

DATE: 09/10/15
TIME: 14:21:37
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
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12298	9AMAZONA	VOIDED---LEADER CHECK						
	040367158462		08/03/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	13.99	
						INVOICE TOTAL:	13.99 *	
	040368463892		08/06/15	01	CREDIT ADULT AUDIO VISUAL	80-60-001-45200	-0.05	
						INVOICE TOTAL:	-0.05 *	
	084385660667		07/30/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	8.89	
						INVOICE TOTAL:	8.89 *	
	111541925369		07/21/15	01	ADULT NON-FICTION	80-60-001-45000	26.71	
						INVOICE TOTAL:	26.71 *	
	114792380372		07/30/15	01	CREDIT ADULT AUDIO VISUAL	80-60-001-45200	-0.03	
						INVOICE TOTAL:	-0.03 *	
	114792849004		07/23/15	01	CREDIT ADULT AUDIO VISUAL	80-60-001-45200	-12.99	
						INVOICE TOTAL:	-12.99 *	
	114793764218		07/25/15	01	CREDIT ADULT AUDIO VISUAL	80-60-001-45200	-0.01	
						INVOICE TOTAL:	-0.01 *	
	114794138957		07/22/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	11.88	
						INVOICE TOTAL:	11.88 *	
12299	9AMAZONA	VOIDED---LEADER CHECK						
	114794526701		07/23/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	21.87	
						INVOICE TOTAL:	21.87 *	
	114794845174		07/28/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.99	
						INVOICE TOTAL:	14.99 *	
	114795333274		07/23/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	10.00	
						INVOICE TOTAL:	10.00 *	

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12299	9AMAZONA	VOIDED---LEADER CHECK						
	114795466282		07/22/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	10.00	
						INVOICE TOTAL:	10.00 *	
	114796793045		07/30/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	11.88	
						INVOICE TOTAL:	11.88 *	
	114798151798		07/22/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	44.94	
						INVOICE TOTAL:	44.94 *	
	114799406839		07/27/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	16.97	
						INVOICE TOTAL:	16.97 *	
	118582589451		07/10/15	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	9.99	
						INVOICE TOTAL:	9.99 *	
	118584673182		07/11/15	01	CREDIT ADULT AUDIO VISUAL	80-60-001-45430	-1.00	
						INVOICE TOTAL:	-1.00 *	
	123998030065		07/27/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	37.95	
						INVOICE TOTAL:	37.95 *	
	133733383316		08/05/15	01	ADULT NON-FICTION	80-60-001-45000	9.99	
						INVOICE TOTAL:	9.99 *	
	133735143407		08/05/15	01	ADULT NON-FICTION	80-60-001-45000	34.14	
						INVOICE TOTAL:	34.14 *	
	133736197122		08/04/15	01	ADULT NON-FICTION	80-60-001-45000	47.30	
						INVOICE TOTAL:	47.30 *	
	133737477181		08/05/15	01	ADULT NON-FICTION	80-60-001-45000	12.38	
						INVOICE TOTAL:	12.38 *	
	142423775078		07/10/15	01	ADULT FICTION	80-60-001-45100	28.87	
						INVOICE TOTAL:	28.87 *	

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12299	9AMAZONA	VOIDED---LEADER CHECK						
	145070214081		07/19/15	01	CREDIT ADULT AUDIO VISUAL	80-60-001-45200	-0.01	
						INVOICE TOTAL:	-0.01 *	
	145072654838		07/21/15	01	CREDIT ADULT AUDIO VISUAL	80-60-001-45200	-0.01	
						INVOICE TOTAL:	-0.01 *	
	145073117111		07/19/15	01	CREDIT ADULT AUDIO VISUAL	80-60-001-45200	-4.80	
						INVOICE TOTAL:	-4.80 *	
	145074458512		07/16/15	01	CREDIT ADULT AUDIO VISUAL	80-60-001-45200	-2.96	
						INVOICE TOTAL:	-2.96 *	
12300	9AMAZONA	VOIDED---LEADER CHECK						
	145075596337		07/15/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	29.88	
						INVOICE TOTAL:	29.88 *	
	145075975891		07/18/15	01	CREDIT ADULT AUDIO VISUAL	80-60-001-45200	-9.84	
						INVOICE TOTAL:	-9.84 *	
	145076937520		07/13/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	216.84	
						INVOICE TOTAL:	216.84 *	
	145078130584		07/17/15	01	CREDIT ADULT AUDIO VISUAL	80-60-001-45200	-0.04	
						INVOICE TOTAL:	-0.04 *	
	145078842958		07/14/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	15.19	
						INVOICE TOTAL:	15.19 *	
	145079536125		07/20/15	01	CREDIT ADULT AUDIO VISUAL	80-60-001-45200	-4.48	
						INVOICE TOTAL:	-4.48 *	
	161499313807		07/28/15	01	ADULT FICTION	80-60-001-45100	17.24	
						INVOICE TOTAL:	17.24 *	

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12300	9AMAZONA	VOIDED---LEADER CHECK						
	165923561916		07/14/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	17.87	
						INVOICE TOTAL:	17.87 *	
	165928823762		07/16/15	01	CREDIT ADULT AUDIO VISUAL	80-60-001-45200	-0.01	
						INVOICE TOTAL:	-0.01 *	
	183200728008		07/20/15	01	ADULT NON-FICTION	80-60-001-45000	18.56	
						INVOICE TOTAL:	18.56 *	
	183208165592		07/21/15	01	ADULT NON-FICTION	80-60-001-45000	10.59	
						INVOICE TOTAL:	10.59 *	
	184321898169		07/10/15	01	CREDIT ADULT AUDIO VISUAL	80-60-001-45200	-15.00	
						INVOICE TOTAL:	-15.00 *	
	184322086433		07/10/15	01	CREDIT ADULT AUDIO VISUAL	80-60-001-45200	-0.01	
						INVOICE TOTAL:	-0.01 *	
	184323563851		07/10/15	01	CREDIT ADULT AUDIO VISUAL	80-60-001-45200	-0.98	
						INVOICE TOTAL:	-0.98 *	
	184327659416		07/11/15	01	CREDIT ADULT AUDIO VISUAL	80-60-001-45200	-0.01	
						INVOICE TOTAL:	-0.01 *	
	190581461455		08/04/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	16.98	
						INVOICE TOTAL:	16.98 *	
	190584742014		08/05/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	22.98	
						INVOICE TOTAL:	22.98 *	
	190587859366		08/09/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.98	
						INVOICE TOTAL:	14.98 *	
	191770001172		07/15/15	01	ADULT NON-FICTION	80-60-001-45000	24.91	
						INVOICE TOTAL:	24.91 *	

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12301	9AMAZONA	AMAZON					
	204222019337		07/19/15	01	ADULT NON-FICTION	80-60-001-45000	22.61
						INVOICE TOTAL:	22.61 *
	204222384198		07/12/15	01	ADULT NON-FICTION	80-60-001-45000	14.79
						INVOICE TOTAL:	14.79 *
	204226393469		07/13/15	01	ADULT NON-FICTION	80-60-001-45000	20.51
						INVOICE TOTAL:	20.51 *
	204227786684		07/09/15	01	ADULT NON-FICTION	80-60-001-45000	18.86
						INVOICE TOTAL:	18.86 *
	205115344675		07/14/15	01	VIDEO GAMES	80-60-001-45510	46.29
						INVOICE TOTAL:	46.29 *
	220470365741		07/19/15	01	ADULT NON-FICTION	80-60-001-45000	18.62
						INVOICE TOTAL:	18.62 *
	220475335884		07/12/15	01	ADULT NON-FICTION	80-60-001-45000	14.91
						INVOICE TOTAL:	14.91 *
	220475595875		07/22/15	01	CREDIT ADULT AUDIO VISUAL	80-60-001-45200	-3.16
						INVOICE TOTAL:	-3.16 *
	228900278944		07/15/15	01	ADULT FICTION	80-60-001-45100	31.80
						INVOICE TOTAL:	31.80 *
	228903827978		07/15/15	01	ADULT FICTION	80-60-001-45100	13.32
						INVOICE TOTAL:	13.32 *
	259461430183		07/29/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.99
						INVOICE TOTAL:	19.99 *
	259462240932		07/19/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45220	9.98
						INVOICE TOTAL:	9.98 *

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12301	9AMAZONA	AMAZON					
		259462682278	07/18/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	37.98
						INVOICE TOTAL:	37.98 *
		259462757625	07/22/15	01	CREDIT ADULT AUDIO VISUAL	80-60-001-45200	-0.01
						INVOICE TOTAL:	-0.01 *
		259463455860	07/14/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	10.99
						INVOICE TOTAL:	10.99 *
		274032597601	07/18/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	20.78
						INVOICE TOTAL:	20.78 *
		295125975677	07/15/15	01	OFFICE SUPPLIES	80-60-001-43550	29.81
						INVOICE TOTAL:	29.81 *
		295132002949	07/18/15	01	OFFICE SUPPLIES	80-60-001-43550	59.48
						INVOICE TOTAL:	59.48 *
						CHECK TOTAL:	1,437.29
12302	9BKTLNT	VOIDED---LEADER CHECK					
		0002715106	08/27/15	01	CREDIT ADULT NON-FICTION	80-60-001-45000	-88.58
						INVOICE TOTAL:	-88.58 *
		0002715167	08/27/15	01	CREDIT ADULT NON-FICTION	80-60-001-45000	-60.97
						INVOICE TOTAL:	-60.97 *
		2030962639	08/14/15	01	ADULT NON-FICTION	80-60-001-45000	87.84
						INVOICE TOTAL:	87.84 *
		2030970614	08/18/15	01	ADULT NON-FICTION	80-60-001-45000	102.47
						INVOICE TOTAL:	102.47 *

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12302	9BKTLENT	VOIDED---LEADER CHECK						
	2030970981		08/17/15	01	ADULT FICTION	80-60-001-45100	203.39	
						INVOICE TOTAL:	203.39 *	
	2030972765		08/19/15	01	ADULT NON-FICTION	80-60-001-45000	119.97	
						INVOICE TOTAL:	119.97 *	
	2030979399		08/18/15	01	GRAPHIC NOVELS	80-60-001-45470	10.17	
						INVOICE TOTAL:	10.17 *	
	2030979877		08/19/15	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	669.75	
						INVOICE TOTAL:	669.75 *	
	2030979971		08/19/15	01	JUVENILE NON-FICTION	80-60-001-45400	292.12	
						INVOICE TOTAL:	292.12 *	
	2030979973		08/19/15	01	PICTURE BKS, READRS, HOLIDAY BKS	80-60-001-45410	861.30	
						INVOICE TOTAL:	861.30 *	
	2030989932		08/20/15	01	ADULT FICTION	80-60-001-45100	394.00	
						INVOICE TOTAL:	394.00 *	
	2030989970		08/21/15	01	ADULT NON-FICTION	80-60-001-45000	41.10	
						INVOICE TOTAL:	41.10 *	
	2030994482		08/24/15	01	TEEN BOOKS	80-60-001-45450	162.01	
						INVOICE TOTAL:	162.01 *	
	2030997305		08/24/15	01	ADULT NON-FICTION	80-60-001-45000	421.13	
						INVOICE TOTAL:	421.13 *	
	2031015717		08/31/15	01	ADULT NON-FICTION	80-60-001-45000	139.71	
						INVOICE TOTAL:	139.71 *	
	2031015916		08/28/15	01	ADULT FICTION	80-60-001-45100	253.00	
						INVOICE TOTAL:	253.00 *	

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12302	9BKTLENT	VOIDED---LEADER CHECK						
	2031018281		08/28/15	01	PICTURE BKS, READRS, HOLIDAY BKS	80-60-001-45410	99.36	
						INVOICE TOTAL:	99.36 *	
	2031027649		09/01/15	01	ADULT NON-FICTION	80-60-001-45000	29.54	
						INVOICE TOTAL:	29.54 *	
	2031031441		09/01/15	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	36.65	
						INVOICE TOTAL:	36.65 *	
12303	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT						
	2031036092		09/02/15	01	JUVENILE NON-FICTION	80-60-001-45400	4.77	
						INVOICE TOTAL:	4.77 *	
	2031036927		09/03/15	01	ADULT NON-FICTION	80-60-001-45000	131.30	
						INVOICE TOTAL:	131.30 *	
	2031037299		09/01/15	01	ADULT FICTION	80-60-001-45100	132.06	
						INVOICE TOTAL:	132.06 *	
	2031044348		09/03/15	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	10.73	
				02	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	402.67	
						INVOICE TOTAL:	413.40 *	
	2031046323		09/03/15	01	TEEN BOOKS	80-60-001-45450	15.06	
						INVOICE TOTAL:	15.06 *	
						CHECK TOTAL:	4,470.55	
12304	9BRODART	BRODART CO.						
	410216		09/03/15	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	338.59	
						INVOICE TOTAL:	338.59 *	
						CHECK TOTAL:	338.59	

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12305	9CDW	CDW GOVERNMENT, INC.					
	XD13555		08/03/15	01	PHOTOCOPIER TONER	80-60-001-41303	139.54
						INVOICE TOTAL:	139.54 *
						CHECK TOTAL:	139.54
12306	9CREEKSI	CREEKSIDE PRINTING					
	08261513		08/26/15	01	BOOK CHAT FALL NEWSLETTER 2015	80-60-001-43400	1,883.00
						INVOICE TOTAL:	1,883.00 *
						CHECK TOTAL:	1,883.00
12307	9CRYSMAN	CRYSTAL MANAGEMENT &					
	23036		07/15/15	01	CLEANING SRVC'S:AUGUST 2015	80-60-001-41000	645.00
						INVOICE TOTAL:	645.00 *
						CHECK TOTAL:	645.00
12308	9DEMCO	DEMCO, INC					
	5659587		08/11/15	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	227.81
						INVOICE TOTAL:	227.81 *
	5670518		08/24/15	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	101.36
						INVOICE TOTAL:	101.36 *
	5674179		08/27/15	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	144.21
						INVOICE TOTAL:	144.21 *
	5674805		08/28/15	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	129.21
						INVOICE TOTAL:	129.21 *
	5680522		09/03/15	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	131.76
						INVOICE TOTAL:	131.76 *
						CHECK TOTAL:	734.35

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12309	9ENVISIO	ENVISIONWARE, INC.					
	INV-US-22149		07/17/15	01	PATRON & STAFF SOFTWARE	80-60-001-45600	339.15
				02	PATRON & STAFF SOFTWARE	80-60-001-45600	183.60
					INVOICE TOTAL:		522.75 *
					CHECK TOTAL:		522.75
12310	9FIRSTBA	FIRST BANKCARD					
	AMY08282015		08/28/15	01	HOSPITALITY SUPPLIES	80-60-001-43700	7.08
				02	POSTAGE	80-60-001-43300	9.22
				03	VIDEO GAMES	80-60-001-45510	229.95
					INVOICE TOTAL:		246.25 *
					CHECK TOTAL:		246.25
12311	9FIRSTBA	FIRST BANKCARD					
	CAR082815		08/28/15	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	9.98
					INVOICE TOTAL:		9.98 *
					CHECK TOTAL:		9.98
12312	9FIRSTBA	FIRST BANKCARD					
	DON08282015		08/28/15	01	TEEN PROGRAM SUPPLIES	80-60-001-43740	90.00
					INVOICE TOTAL:		90.00 *
					CHECK TOTAL:		90.00
12313	9FIRSTBA	FIRST BANKCARD					
	ELI082815		08/28/15	01	TEEN PROGRAM SUPPLIES	80-60-001-43740	38.47
					INVOICE TOTAL:		38.47 *
					CHECK TOTAL:		38.47

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12314	9FIRSTBA	FIRST BANKCARD					
	ERI082815		08/28/15	01	MISC EXPENSES	80-60-001-46000	25.30
				02	MISC EXPENSES	80-60-001-46000	20.00
				03	UTILITIES	80-60-001-46000	2.99
				04	POSTAGE	80-60-001-43300	29.09
				05	STORAGE LOCKER RENTAL	80-60-001-41000	65.00
					INVOICE TOTAL:		142.38 *
					CHECK TOTAL:		142.38
12315	9FIRSTBA	FIRST BANKCARD					
	MCO08282015		08/28/15	01	WEBSITE FOR ILL	80-60-001-45600	9.95
				02	PATRON & STAFF SOFTWARE	80-60-001-45600	239.88
				03	MISC EXPENSES	80-60-001-46000	14.99
				04	CREDIT MISC EXPENSES	80-60-001-46000	-14.99
					INVOICE TOTAL:		249.83 *
					CHECK TOTAL:		249.83
12316	9FREEPLI	FREMONT PUBLIC LIBRARY					
	FRE082015		08/20/15	01	OUTREACH SUPPLIES	80-60-001-43730	85.66
					INVOICE TOTAL:		85.66 *
					CHECK TOTAL:		85.66
12317	9HOMEDEP	HOME DEPOT CREDIT SERVICES					
	5560057		08/17/15	01	PAINT SUPPLIES	80-60-001-41000	26.29
					INVOICE TOTAL:		26.29 *
	581250		08/12/15	01	PAINT	80-60-001-41000	33.98
					INVOICE TOTAL:		33.98 *
	9566022		08/13/15	01	PAINT SUPPLIES	80-60-001-41000	42.62
					INVOICE TOTAL:		42.62 *

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12317	9HOMEDEP	HOME DEPOT CREDIT SERVICES					
	9573299		08/13/15	01	PAINT SUPPLIES	80-60-001-41000	7.34
						INVOICE TOTAL:	7.34 *
						CHECK TOTAL:	110.23
12318	9ILLABOR	ILLINOIS LABOR LAW POSTER SRVC					
	ILL2015-09E		09/09/15	01	OFFICE SUPPLIES	80-60-001-43550	67.25
						INVOICE TOTAL:	67.25 *
						CHECK TOTAL:	67.25
12319	9JANWAY	JANWAY COMPANY USA, INC.					
	119083		08/18/15	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	176.36
						INVOICE TOTAL:	176.36 *
						CHECK TOTAL:	176.36
12320	9JENSENL	LYNDY JENSEN					
	JEN082515		08/25/15	01	GROUNDS MAINT	80-60-001-41050	78.00
						INVOICE TOTAL:	78.00 *
						CHECK TOTAL:	78.00
12321	9LB VILL	VILLAGE OF LAKE BLUFF					
	AUGUST 2015		08/26/15	01	FY16 MEDICAL INS:AUG 15	80-10-301-37100	4,808.23
				02	FY16 DENT'L/VISION INS:AUG 15	80-10-301-37100	444.08
				03	FY16 LIFE INS:AUG 15	80-10-301-37100	50.88
				04	FY16 IMRF 'EE CONTR:AUG 15	80-10-301-37100	1,584.44
				05	FY16 IMRF EMPLYR CONTR:AUG 15	80-10-301-37100	3,721.71
						INVOICE TOTAL:	10,609.34 *

DATE: 09/10/15
TIME: 14:21:37
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

PAGE: 14

8N

CHECK DATE: 09/15/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12321	9LB VILL	VILLAGE OF LAKE BLUFF					
	VIL082615		08/26/15	01	UTILITIES:WATER 5/13-7/30/15	80-60-001-43230	104.10
						INVOICE TOTAL:	104.10 *
						CHECK TOTAL:	10,713.44
12322	9LAVALLE	LILIANA LAVALLE					
	LAV083115-1		08/31/15	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	13.07
						INVOICE TOTAL:	13.07 *
	LAV083115-2		08/31/15	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	33.13
						INVOICE TOTAL:	33.13 *
						CHECK TOTAL:	46.20
12323	9LIBFIRS	LIBRARIES FIRST					
	MMM2016-32		08/31/15	01	ADULT REFERENCE MATERIALS	80-60-001-45220	2,315.00
						INVOICE TOTAL:	2,315.00 *
						CHECK TOTAL:	2,315.00
12324	9MIDTAPE	MIDWEST TAPE					
	93111904		08/12/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	49.99
						INVOICE TOTAL:	49.99 *
	93131448		08/19/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	44.99
						INVOICE TOTAL:	44.99 *
	93146302		08/24/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	49.99
						INVOICE TOTAL:	49.99 *
						CHECK TOTAL:	144.97

DATE: 09/10/15
 TIME: 11:37
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

CHECK DATE: 09/15/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12325	9NTRUSTB	NORTHERN TRUST BANK					
	NOR081915		08/19/15	01	SFTY DEPOSIT BOX ANN'L RENWL	80-60-001-42440	30.00
						INVOICE TOTAL:	30.00 *
						CHECK TOTAL:	30.00
12326	9OVERDRI	OVERDRIVE , INC					
	1018-171744690081315		08/13/15	01	ADULT E-AUDIO/E-BOOKS	82-60-001-44800	1,621.60
						INVOICE TOTAL:	1,621.60 *
	1018-171938607081315		08/13/15	01	JUVENILE E-AUDIO/E-BOOKS	82-60-001-44800	385.65
						INVOICE TOTAL:	385.65 *
	1018-172009617081315		08/13/15	01	TEEN E-BOOKS	82-60-001-44800	214.87
						INVOICE TOTAL:	214.87 *
						CHECK TOTAL:	2,222.12
12327	9RAVINIA	RAVINIA PLUMBING & HEATING CO.					
	244174M		08/31/15	01	CONTINGENCY	80-60-001-50000	169.50
						INVOICE TOTAL:	169.50 *
						CHECK TOTAL:	169.50
12328	9REYESIS	ISAURO REYES					
	REY080115		08/01/15	01	GROUNDS MAINT:AUG 2015	80-60-001-41050	300.00
						INVOICE TOTAL:	300.00 *
						CHECK TOTAL:	300.00
12329	9SHREDIT	SHRED-IT USA					
	9407174234		08/21/15	01	PAPER SHREDDING 8/21/15	80-60-001-41303	51.71
						INVOICE TOTAL:	51.71 *
						CHECK TOTAL:	51.71

DATE: 09/10/15
TIME: 14:21:37
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

8P

CHECK DATE: 09/15/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12330	9STAPLES	STAPLES BUSINESS ADVANTAGE						
	8035708611		08/22/15	01	OFFICE SUPPLIES	80-60-001-43550	17.18	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	48.98	
				03	BUILDING & GROUNDS SUPPLIES	80-60-001-43660	15.80	
					INVOICE TOTAL:		81.96 *	
					CHECK TOTAL:		81.96	
12331	9USFIRPR	UNITED STATES FIRE PROTECTION						
	USA014183		08/20/15	01	BUILDING MAINT	80-60-001-41000	540.00	
					INVOICE TOTAL:		540.00 *	
					CHECK TOTAL:		540.00	
12332	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS						
	102029088		09/03/15	01	'EE ICMA CONTRIBUTION:9/15/15	80-20-102-45000	250.00	
					INVOICE TOTAL:		250.00 *	
					CHECK TOTAL:		250.00	
12333	9WAREHOU	WAREHOUSE DIRECT						
	2801850-0		08/27/15	01	OFFICE SUPPLIES	80-60-001-43550	4.09	
					INVOICE TOTAL:		4.09 *	
	2810263-0		09/03/15	01	OFFICE SUPPLIES	80-60-001-43550	87.38	
					INVOICE TOTAL:		87.38 *	
					CHECK TOTAL:		91.47	
					TOTAL AMOUNT PAID:		28,421.85	

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES
Finance Committee Meeting
Tuesday, September 1, 2015

a) Call to Order; Roll Call:

The meeting was called to order at 2:07 P.M. by Committee Chair Scot Butler.

Present: Kathy Meierhoff, Tim Kregor and Scot Butler.

Library Staff Present: Library Director Eric Bailey.

Members of the Public: None.

b) Discussion

a) Kregor moved and Butler seconded to approve the Finance Committee Meeting minutes of June 11, 2015.

b) All voted aye.

c) Discussion

a) Library Director Bailey led the Committee in a preliminary discussion of the FY2016/2017 budget.

d) Other Business

a) No other business was discussed

e) Adjournment

a) Butler moved and Kregor seconded to adjourn the meeting at 3:55 P.M.

b) All voted aye.

Respectfully submitted,
Scot Butler

Lake Bluff Public Library
Building and Grounds Committee Meeting Minutes
Wednesday, September 2, 2015

- I. Meeting was called to order at 2:04 pm by committee chairman Carl Schons, also present were Janie Jerch, Kathy Meierhoff, Lindy Jensen, and Eric Bailey. Cal Stroh was absent.
- II. Meierhoff moved, Schons seconded a motion to approve the Minutes of the July 7, 2015 meeting; all voted aye.
- III. The proposal for the HVAC evaluation from Jeff Klauwenberg of RTM Engineering was discussed, in particular, whether or not to hire him to review, recommend changes, make the repairs, and maintain the system. Klauwenberg and his company were recommended by Joe Huberty of Engberg and Anderson, who completed the current plans for expansion of the library. Klauwenberg can start the project 4-6 weeks after we sign off on the study, if we decide to do so.

Bailey reported that the hardware is in good shape, but the sensors and software were having problems.

Jensen explained the status of the proposals we've had so far, including estimates for repair from the company that installed the original system, and Ireland Plumbing and Heating, which has done maintenance in recent years. She explained that the software systems operating our system are proprietary, and the only way that Ireland repairmen can access the system is through Jensen's computer at the library.

It was decided to approach RTM Engineering and requesting that they lower their fee for the initial review of \$5,400, and to clarify what the executive summary of their findings would include. Jensen will also make further investigations as to possible ways to resolve the HVAC problems.

- IV. Jensen wants to replace the brain box/timer system for the irrigation system. Since the amount is small (\$75-\$125), we authorized her to go ahead.
- V. It was noted that the changes discussed at the last meeting were made to the Building & Grounds Goals and Objectives document.

VI. Meierhoff moved, Schons seconded a motion to adjourn at 2:57 pm; all voted aye.
Meeting adjourned at 2:57 pm.

Respectfully submitted, Janie Jerch

Committee Reports

There will have been two committee meetings since the August 18, 2015 meeting of the Board. These represent two separate committees.

- Building and Grounds Committee (9B)
 - September 2, 2015
- Finance Committee (9C)
 - September 1, 2015

New Business

Library Closings for 2015

Each September the Board of Trustees approves the list of dates the Library will be closed in the next calendar year. In presenting the attached list of dates for 2016 I compared our closings to those of other area libraries, particularly nearby Libraries such as Lake Forest. Our closing schedule is, for the most part, very similar to our neighbors. The lone exception to this consistency being that most of our neighbors are open on Veteran's Day. I recommend that we remain open for Veteran's Day in 2016.

RECOMMENDATION: I believe the dates submitted are ready for approval. A voice vote is needed.

Attendee for American Legion Meeting

I received notice from Tom Tincher that the Library is to be recognized by American Legion Post 510 for its contributions to the "strength and character of Lake Bluff." The award ceremony will be on Wednesday, October 7th at 7:30pm in the Community Room of the Lake Bluff Public Safety Building.

RECOMMENDATION: I can accept the award on behalf of the Library, but it would be good if the Library Trustees were represented as well. No vote is needed, just one or more volunteers.

Proposed Library Closings for Calendar Year 2016

New Year's Day - Friday, January 1, 2016

Martin Luther King Jr. Day – Monday, January 18, 2016

President's Day – Monday, February 15, 2016

Easter – Sunday, March 27, 2016

Memorial Day – Sunday, May 29 and Monday, May 30, 2016

Closed all Sundays Memorial Day weekend until after Labor Day weekend.

Independence Day – Monday, July 4, 2016

Labor Day – Monday, September 5, 2016

Thanksgiving – Thursday, November 24, 2016

Christmas Eve – Saturday, December 24, 2016

Christmas Day – Sunday, December 25, 2016

New Year's Eve – Saturday, December 31, 2016

New Year's Day – Sunday, January 1, 2017

Old Business

Per Capita Grant Requirements for FY2015-2016

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

RECOMMENDATION: The Lake Bluff Library must 'identify and describe how library funds are used to support educational programs and training opportunities for patrons' and to 'engage in a discussion on how the library fosters resource sharing.' See below for information related to both topics.

Education and Training

The Library offers training on computer use on an informal basis, as needed for small requests and as scheduled for larger ones. Additionally, from cooking and finance to crafts and culture, the Library offers many educational programs for patrons of all ages. The Library also offers access to 3,859 education, technology, and business related online video courses through a subscription to Lynda.com.

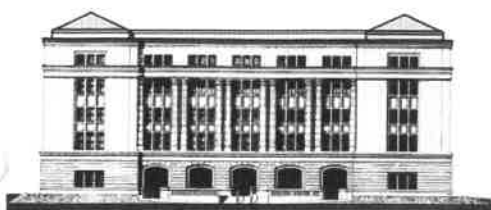
Resource Sharing

As a small Library the ability to request a wide range of titles and materials from other state libraries on behalf of our patrons is very important. As such, we've worked to make the resource as accessible as possible. Requests now arrive via a web form on the Library's website which patrons can complete wherever they have access to the internet and Library staff are trained to suggest ILL as an option when the material is unavailable here.

Nonresident Card Agreement

The agreement has been vetted by attorney's and insurance representatives for both the Library and School District. It is ready for final approval by the Library Board and School Board. Final approval by the School Board is scheduled for Tuesday, September 29, 2015 at 7:00pm at Village Hall.

RECOMMENDATION: I am happy to recommend approval. A formal vote by member is required for an intergovernmental agreement.



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

WWW.CYBERDRIVEILLINOIS.COM

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

FY2016 Requirements

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

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

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

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

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

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

FY2017 Requirements

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

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

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

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

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

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

**INTERGOVERNMENTAL AGREEMENT
FOR LIBRARY SERVICES**

This Intergovernmental Agreement (IGA) For Library Services is made this 29th day of September, 2015 by and between the Board of Education of Lake Bluff School District No. 65 (“SCHOOL”) and the Board of Trustees of Lake Bluff Public Library (“LIBRARY”)(collectively, the “Parties” or individually, “Party”).

RECITALS

WHEREAS, pursuant to Article VII, Sec. 10 of the Illinois Constitution of 1970, the Intergovernmental Cooperation Act, (5 ILCS 220/1 et seq.), and the Illinois Local Library Act (75 ILCS 5/4-7(8)), the LIBRARY and the SCHOOL are authorized to enter into intergovernmental agreements for library services; and

WHEREAS, the LIBRARY wishes to cooperate with the SCHOOL to furnish library services to those Pre-K through 8th grade students attending Lake Bluff Elementary School and Lake Bluff Middle School who reside in Knollwood, an unincorporated area of Lake County, Illinois, and are otherwise unable to obtain access to library services as residents of the LIBRARY (hereinafter referred to as the “STUDENTS”); and

WHEREAS, in exchange for the provision of library services to the Students, the SCHOOL wishes to grant the LIBRARY access to use its facilities during term of this IGA, in accordance with the terms set forth herein.

NOW, THEREFORE, the Parties agree as follows:

1. Library Services.

The LIBRARY shall provide library services to the STUDENTS as if they were residents residing within the boundaries of the LIBRARY subject to the LIBRARY’s policies and the terms herein. The LIBRARY will issue library cards designated as “IGA cards” solely to the STUDENTS who wish to obtain library cards, which shall entitle the STUDENTS to the same rights and privileges as residents of the Lake Bluff Public Library, with the exception that IGA cardholders may not borrow materials through reciprocal borrowing. The IGA card may only be used to check out materials for use by the STUDENTS and does not entitle the parents of the STUDENTS to check out materials for their own use. The LIBRARY shall inform IGA cardholders and their parents/guardians of the restrictions on the use of the IGA card, as described in this paragraph, and the LIBRARY shall be solely responsible for enforcing those restrictions. The LIBRARY’s services to STUDENTS under this IGA will end upon their graduation, withdrawal, or transfer from the Lake Bluff Elementary School or Lake Bluff Middle School.

2. Term and Renewal of IGA.

This IGA is effective October 1, 2015, and ends September 30, 2016, unless sooner terminated. Either the LIBRARY or the SCHOOL may terminate this IGA at any time without cause or penalty upon written notice to the other party at least thirty (30) days prior to the effective date of termination. Either the LIBRARY or the SCHOOL may terminate this IGA for cause, which cause shall include any material breach of this IGA. Before either party may terminate this IGA for cause, a party must first give the other party written notice of the breach and thirty (30) days to cure the breach.

3. Financial

The SCHOOL shall pay to the LIBRARY an annual fee of One Thousand Dollars (\$1,000) to offset the costs of providing the additional library services required under this IGA. The LIBRARY shall send the SCHOOL an invoice for the annual fee by October 1, 2015, and the SCHOOL shall pay the invoice in accordance with the *Local Government Prompt Payment Act*. The SCHOOL shall also pay the LIBRARY for the loss or damage to any Library materials provided to the STUDENTS receiving library services under this IGA in accordance with the LIBRARY'S Fines and Fees Policy. The STUDENTS shall be responsible for the payment of any overdue fines in accordance with the Fines and Fee Policy.

4. Facilities Use.

In exchange for the library services provided to the STUDENTS, the SCHOOL grants the LIBRARY access to its facilities during the regular school year and regularly staffed hours, at no charge, on three dates to be mutually agreed upon by the Parties during the term of this IGA. The LIBRARY, however, shall be responsible for reimbursing the SCHOOL for any expenses it incurs in connection with the LIBRARY'S use of SCHOOL facilities, including, but not limited to any additional security costs. The LIBRARY'S requests for the use of the SCHOOL'S facilities shall be made in writing using the form(s) prescribed by the SCHOOL and shall be made at least thirty (30) days in advance of the date requested. The LIBRARY agrees to abide by the SCHOOL'S facilities use and visitor policies. The LIBRARY shall pay the cost of repair for any damages beyond normal wear and tear which occur in connection with its use of the SCHOOL'S facilities, including, but not limited to, damage to buildings, equipment, supplies, or fixtures. In the event an unforeseen scheduling conflict arises for the SCHOOL for any reason, the SCHOOL shall notify the LIBRARY of such conflict, and the LIBRARY shall make reasonable efforts to identify and reserve an alternate location for its event. If such an alternative location is not found, the LIBRARY agrees to reschedule or cancel the activity or program.

5. Equipment.

The LIBRARY shall provide all equipment and supplies necessary to operate its programs at the SCHOOL'S facilities, which equipment and supplies shall be in good working order.

6. Indemnification.

To the fullest extent permitted by law, the LIBRARY shall indemnify, and hold the SCHOOL, its board members, officers, administrators, employees, volunteers, and agents ("Library Indemnitees"), harmless against any and all liability, loss, expense, including reasonable attorneys' fees, or claims for injury or damages arising out of this IGA; but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or willful acts or omissions of the Library Indemnitees, including its officials, agents, employees, contractors, volunteers, patrons, participants, and invitees; subject, however, to any defenses or limitations of liability permitted under the *Local Governmental and Governmental Employees Tort Immunity Act*, 745 ILCS 10/1 *et seq.*, or otherwise provided by law.

To the fullest extent permitted by law, the SCHOOL shall indemnify, and hold the LIBRARY, its board members, officers, administrators, employees, volunteers, and agents ("School Indemnitees"), harmless against any and all liability, loss, expense, including reasonable attorneys' fees, or claims for injury or damages arising out of this IGA; but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or willful acts or omissions of the School Indemnitees, including its officials, agents, employees, contractors, volunteers, patrons, participants, and invitees; subject, however, to any defenses or limitations of liability permitted under the *Local Governmental and Governmental Employees Tort Immunity Act*, 745 ILCS 10/1 *et seq.*, or otherwise provided by law."

The indemnification obligations set forth herein shall survive expiration or termination of this IGA.

7. Insurance.

Each Party shall keep in force at all times during the term of this IGA Commercial General Liability Insurance with limits of not less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate, and excess or umbrella insurance in the amount of \$5,000,000. At all times, said insurance coverages shall name the other Party's indemnitees identified in Paragraph 6 above as additional insureds. In addition, each Party shall furnish certificates of the insurance and/or coverage in place as required herein and including a 30 day notice of cancellation or reduction in limits.

8. Amendments to this IGA.

Any amendment to this IGA must be reduced to writing and signed by authorized representatives of the LIBRARY and the SCHOOL.

9. Savings Clause.

All agreements and covenants are severable. In the event any agreements or covenants shall be held invalid by a court of competent jurisdiction, this IGA shall be interpreted as if such invalid agreement or covenant were not contained herein.

10. Publicity.

Any statements or materials regarding the provision of services under this IGA shall be made jointly by the LIBRARY and SCHOOL. Neither Party shall unreasonably delay its approval of any such statements or materials.

11. Notice.

Any notice must be sent by U.S. Postal Service first-class mail, postage at the following addresses, return receipt requested, addressed to the President of the Library Board or the School Board. Notice shall be deemed serviced upon deposit with the U.S. Postal Service.

To the Library:

Lake Bluff Public Library
Attention: Library Director
123 E. Scranton Avenue
Lake Bluff, IL 60044

To the School:

Lake Bluff Elementary School District 65
Attn: Superintendent
900 North Shore Drive
Suite #220
Lake Bluff, IL 60044

With a Copy To:

Debra H. Jacobson
Hodges, Loizzi, Eisenhammer,
Rodick & Kohn LLP
3030 Salt Creek Lane, Ste. 202
Arlington Heights, IL 60005

12. Compliance with Laws. Each party hereto shall comply with all applicable laws, rules and regulations with regard the provision of the services and property use hereunder, including, but not limited to, human rights and anti-discrimination laws.

13. Governing Law. This IGA shall be governed by the laws of the State of Illinois.

-SIGNATURE PAGE FOLLOWS-

IN WITNESS WHEREOF, the parties hereto have caused this Intergovernmental Agreement to be executed by their duly authorized representatives on the dates set forth below.

LIBRARY:

SCHOOL:

BOARD OF TRUSTEES OF
LAKE BLUFF PUBLIC LIBRARY

BOARD OF EDUCATION OF
LAKE BLUFF SCHOOL
DISTRICT NO. 65

By: _____

Kathy Meierhoff

Its: President

Date: _____

By: _____

Mark Barry

Its: President

Date: _____

ATTEST:

ATTEST:

By: _____

Janie Jerch

Its: Secretary

Date: _____

By: _____

Leigh Ann Charlot

Its: Secretary

Date: _____

Director's Report – September, 2015

Library Journal Article

I've attached an article that I hope will be useful. It provides some information about the process and resources used by many libraries in deciding what titles and formats to get in what quantity.

District 65 School Cards

The procedure for the new D65 cards was the subject of the September staff meeting. We have a few kinks to work out, but are largely ready for the proposed October 1, 2015 start date. Martha O'Hara and Amy vanGoethem have put in a lot of hard work to help make this a success.

Branding Team

Staff members Liliana Lavallo, Martha O'Hara, and Eliza Jarvi have been working with me on a branding initiative. As recommended in the Long Range Plan, the goal is to identify a set of fonts, colors, images, etc. for use on displays, signs, and materials. The project is going well so far, and I hope to have something to present this autumn or winter.

Long Range Plan Open House

The open house for the Long Range Plan, scheduled for Monday, September 21 from 4:30pm to 7:30pm, will have happened by the time the Board next meets. If you are able to attend, then please do so!

Return on Investment Calculator

Swing by our website to check out our new Return on Investment calculator. It can be found at: <http://www.lakeblufflibrary.org/roicalculator.html> Martha O'Hara repurposed the code from a publically available ROI calculator.

Voter Registrars

With 2016 being a presidential election year we are gearing up to register voters. Part of this is ensuring that we have plenty of registrars. Terry McKinnon and Liliana Lavalle are our two newest registrars.

Property Tax Information

Carol Carter hosted a very successful informational program on property taxes featuring Lake Bluff resident Sandy Hart. It was well received and well attended.

Noodles and Co.

The Friends of the Library are working with the restaurant Noodles and Co. on a fundraising idea. The Friends are aiming to sell 100 vouchers, for \$5 each, for a meal at Noodles and Co.

National Library Month

With September being National Library Card Sign-up Month, we are running a promotion encouraging patrons to register or renew. Those that do receive a pre-publication book and a voucher that can be redeemed for \$5 off on fines or copies.

Holiday Luncheon

The holiday luncheon has been scheduled for Thursday, December 10 for noon to 2:00pm.

Minor Flooding

The Library experienced some minor flooding this past month when problems developed with fixtures in the ladies' room on the first floor of the building. The water came down through the ceiling into the Server and Lunch Rooms, but as the ceiling and walls in the affected areas were mostly cinder block there was minimal damage. Lyndy Jensen, Claire Osada, Amy vanGoethem, and Gloria Newton were all instrumental in getting the situation under control.

Monthly Statistics Summary August 2015

16A

Library Usage Summary

Total August Circulation

FY	Total	Avg. Circ/Hour	% Change
15-16	9,363	38.22	0.93%
14-15	9,277	41.79	-7.60%
13-14	10,040	43.09	-1.38%

Total August Visits

FY	Total Visits	Avg. Visits/Hour	% Change
15-16	6,553	26.74	5.63%
14-15	6,204	27.94	-11.88%
13-14	7,040	30.21	-6.45%

Total August Programs

FY	# of Programs	% Change	Attendance	% Change
15-16	24	-29.41%	4,561	1343.35%
14-15	34	88.89%	316	79.55%
13-14	18	-28.00%	176	-56.65%

Online Access

Total August eMaterial Circulation

FY	eBook/ eAudio	eVideo	eMusic	eMagazines	% Change
15-16	749	0	154	44	21.10%
14-15	550	4	199	29	1.16%
13-14	448	N/A	228	97	44.76%

Total August Website Usage

FY	Page Loads	% Change	Unique Visitors	% Change
15-16	9,126	27.51%	5754	36.93%
14-15	7,157	-42.04%	4,202	-37.26%
13-14	12,349	32.12%	6,698	-0.27%

Total August Database Usage

FY	Research*	Novelist	Tumble Books	% Change
15-16	577	789	13	130.22%
14-15	354	243	2	90.16%
13-14	160	151	4	64.06%

Other Services

Total August Other Services

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
15-16	3	128	34	3
14-15	4	171	36	18
13-14	6	160	26	N/A

Total Circulation Fiscal Year to Date

FY	Total	Avg. Circ/Hour	% Change
15-16	40,219	43.74	2.55%
14-15	39,218	43.63	-9.50%
13-14	43,333	47.69	1.73%

Total User Visits Fiscal Year to Date

FY	Total Visits	Avg. Visits/Hour	% Change
15-16	26,252	28.53	0.94%
14-15	26,008	28.90	-20.25%
13-14	32,612	36.11	-2.72%

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
15-16	134	8.06%	7,965	101.03%
14-15	124	-30.34%	3,962	-3.11%
13-14	178	35.88%	4,089	-4.53%

Total eMaterial Circulation Year to Date

FY	eBook/e Audio	eVideo	eMusic	eMagazine	% Change
15-16	2,999	3	758	114	32.90%
14-15	2,097	9	577	241	7.03%
13-14	1,696	N/A	939	97	29.48%

Total Website Usage Fiscal Year to Date

FY	Page Loads	% Change	Unique Visitors	% Change
15-16	41,122	16.63%	24,400	15.04%
14-15	35,260	-18.32%	21,210	-13.50%
13-14	43,171	15.68%	24,521	-4.86%

Total Database Usage Fiscal Year to Date

FY	Research*	Novelist	Tumble Books	% Change
15-16	1,369	3,284	123	198.31%
14-15	1,162	356	83	174.61%
13-14	274	273	36	57.99%

Total Other Services Fiscal Year to date

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
15-16	17	527	153	18
14-15	22	539	136	72
13-14	22	552	113	N/A

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

Monthly Statistics Summary

August 2015

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Adult Services Summary

Total August Circulation

FY	Fiction	Non Fiction	A/V	Total	% Change
15-16	1,027	903	2,153	4,441	-3.10%
14-15	1,072	748	2,354	4,583	-13.69%
13-14	1,345	757	2,756	5,310	-4.63%

Total Circulation Fiscal Year to Date

FY	Fiction	Non Fiction	A/V	Total	% Change
15-16	4,280	3,472	8,710	17,680	-0.76%
14-15	4,367	2,852	9,131	17,816	-14.75%
13-14	5,203	3,024	11,208	20,898	-2.25%

Total August Programs

FY	# of Programs	% Change	Attendance	% Change
15-16	10	100.00%	136	13.33%
14-15	5	-16.67%	120	69.01%
13-14	6	-33.33%	71	-26.80%

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
15-16	38	46.15%	452	21.18%
14-15	26	-23.53%	373	16.56%
13-14	34	6.25%	320	18.96%

Teen Services Summary

Total August Circulation

FY	Total	% Change
15-16	156	-41.79%
14-15	268	1.52%
13-14	264	-4.69%

Total Circulation Fiscal Year to Date

FY	Total	% Change
15-16	664	-39.08%
14-15	1,090	-7.39%
13-14	1,177	-11.90%

Total August Programs

FY	# of Programs	% Change	Attendance	% Change
15-16	4	-71.43%	9	-43.75%
14-15	14	250.00%	16	128.57%
13-14	4	33.33%	7	-36.36%

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
15-16	20	-47.37%	129	16.27%
14-15	38	111.11%	111	-5.15%
13-14	18	5.88%	117	-29.94%

Youth Services Summary

Total August Circulation

FY	Fiction	Non Fiction	A/V	Total	% Change
15-16	2314	471	890	3688	4.51%
14-15	2,137	271	1,116	3,529	-4.65%
13-14	2,313	217	1,166	3,701	-1.46%

Total Circulation Fiscal Year to Date

FY	Fiction	Non Fiction	A/V	Total	% Change
15-16	11,641	2,067	3,609	17,391	2.49%
14-15	11,308	1,471	4,171	16,968	-7.03%
13-14	11,885	1,663	4,659	18,251	3.36%

Total August Programs

FY	# of Programs	% Change	Attendance	% Change
15-16	10	-33.33%	4416	2353.33%
14-15	15	87.50%	180	83.67%
13-14	8	-38.46%	98	-67.11%

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
15-16	76	26.67%	7,384	112.31%
14-15	60	-52.38%	3,478	-4.76%
13-14	126	53.66%	3,652	-5.07%

Technical Services Summary

Total August Activity

FY	Acquisitions	Deletions
15-16	632	382
14-15	491	294
13-14	564	1,537

Total Activity Fiscal Year to Date

FY	Acquisitions	Deletions
15-16	2,305	2,077
14-15	2,408	1,829
13-14	2,919	3,672

Monthly Statistics Summary
August 2015

Community Penetration--Physical Collection

August

	# of Households	% of Total Households
Households active in August	789	38.39%
Total active households	1,370	66.67%

July

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

June

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

May

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

April

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

March

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

February

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

January

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

Friends of the Library Meeting Dates

- February 21 at 10:00am – KATHY MEIERHOFF
- March 21 at 10:00am – CAL STROH
- April 18 at 10:00am – RUTH SCHNELL
- June 27 at 10:00am – TIM KREGOR
- August 15 at 10:00am – JANIE JERCH
- September 19 at 10:00am – SCOT BUTLER
- October 17 at 10:00am
- November 21 at 10:00am

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

Respectfully submitted,

Eric Bailey
Library Director

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Format Follows Function

By [Lisa Peet](#) on September 15, 2015 [Leave a Comment](#)

When it comes to collection development, libraries are making more complex choices based on what patrons want and in what format they want it. Print books come in hardcover and paperback, with an ever-growing selection of large print; library binding, while less popular than it once was, is still an option. Ebook models are more varied than ever, but libraries must pay attention to licensing restrictions, term and use limits, and subscription models. Audiobooks, which are experiencing steady gains in appeal, present some of the widest range of format choices: CDs, downloadable audio, and preloaded players.

Librarians need to know not just what content their patrons will want six months from now but how they want to receive it, and—since the answer is almost always “all of the above,” at least for the biggest titles—in what proportions. Like all collection development decisions, this balancing act is informed by community demographics, past circulation statistics, current use, and patron-driven requests.

18B

When it comes to formats, though, librarians also need to be trend-watchers; as Nashville Public Library (NPL) collection development and acquisitions manager Noel Rutherford says, “It’s a mix of science and art.” While no one can perfectly predict the growth or decline of a given format, there are indicators everywhere.

Best available

The bottom line, of course, is availability. Quite simply, a library can’t choose a format in which a title isn’t offered, although it can always set a standing order for new formats as they are made available. As the list of choices grows, however, library users’ expectations of getting what they want, how and when they want it, are rising.

Most publishers roll out a title’s various formats over a period of time. Titles expected to sell well were traditionally only available in hardcover for their first year of publication. Still, the ubiquity of ebooks—which are generally released simultaneously with a book’s first printing—has shortened the publishing cycle, since the release of both major formats at once can threaten to monopolize reader attention for a book, leaving paperbacks with fewer takers. Paperbacks are now issued earlier, sometimes only six months after the hardcover. Large print is issued three to four months after first publication, either from the original publisher or a press specializing in the format. Also, as publishing budgets shrink, more books are being released as trade paperbacks only. If funds allow, many libraries will buy paperback and hardcover when both are available, as readers often have definite preferences for one over the other. Audio versions are generally issued days, weeks, or months after first publication; a noted exception was this summer’s blockbuster, Harper Lee’s *Go Set a Watchman* (Harper), which came out in all formats at once.

Lack of availability in one format doesn’t constrain buying in another, however. Especially when collection choices are driven by patron requests, it’s not always practical to worry about covering all the format bases. Wendy Bartlett, collection development and acquisitions manager at Cuyahoga County Public Library (CCPL), OH, says that she often buys in a single format if there are no other options. “Some of these formats create their own audience. So for example, if there’s an old Louis L’Amour title that’s available in large print, [alternate formats buyer] Melissa [Barr] will buy that. We don’t really care if it’s no longer available in regular print. If somebody calls up and says, ‘I really want to read that,’ if we have to go to interlibrary loan for it in regular print, we’ll do that. We don’t ever say, ‘No, don’t add that in large print because we can’t obtain it in regular.’”

“It’s a mix of science and art.”

—Noel Rutherford,
Nashville PL

“If we have to go to interlibrary loan for [a book] in regular print, we’ll do that. We don’t ever say, ‘No, don’t add that in large print because we can’t obtain it in regular.’”

—Wendy Bartlett,
Cuyahoga County PL

“We figure, OK— if we need to buy more physical copies than they’re well-enough liked that they’re going to get checked out in ebook.”

—Shellie Cocking,
San Francisco PL

Analytics analyzed

Predictive analytics tools—proprietary platforms that help libraries examine what they may need—are another way of estimating how format decisions should be spread out. Decision Center by Innovative Interfaces and Baker & Taylor’s (B&T) collectionHQ, for example, collect and analyze circulation data on individual titles, authors, or genres, within branches or the whole system. “You name it, we have the ability to analyze that circulation data and put it into a form that the library can do something actionable with,” says collectionHQ VP and general manager Scott Crawford.

B&T is currently in the process of rolling out a new platform, Evidence-Based Selection Planning (ESP), which will bridge data from its Title Source 360 ordering system and collectionHQ, providing detailed information to help drive informed collection choices. “As a librarian is making cross-platform collection development decisions, or trying to decide if they’re going to buy audiobooks or large print or a mass-market paperback,” explains Crawford, “there will be options...for ESP to rank titles or to recommend distribution quantities.” ESP will also be able to perform peer-based rankings based on region, available even to libraries that are not collectionHQ subscribers.

Ingram Content Group is also getting into the analytics game through its recent collaboration with publishing industry software company Above the Treeline. Its new Edelweiss Analytics, a web-based interactive collection analysis tool for libraries, will integrate Edelweiss publishing data with Ingram collection management tools to offer data on both library circulation and retail sales from some 400 participant bookstores—returning data not only on titles but on formats of interest within those titles.

“Public libraries don’t generally have the luxury of meeting with publishers. They rely on getting the information second-hand, through their vendor, *LJ*, or other places where they’re seeing reviews or getting information,” explains Joyce Skokut, Ingram’s director of collection development. “That inherently makes it a bit more difficult for them to do selection. So in Edelweiss Analytics, having visibility to all [participating] retailers in the United States, or just those in their part of the country, and seeing what those retailers have on order that they don’t—prepublication while they still have time to do something about it—[are]...incredibly valuable [pieces of] information.”

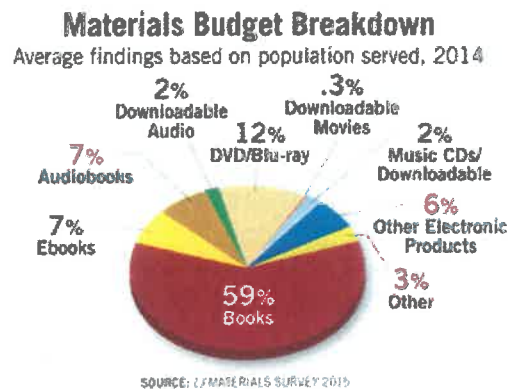
This particularly stands to serve libraries that let patrons drive their acquisitions process. “If they load the title and make it discoverable, and a patron requests it, they will evaluate the request and likely buy it,” adds Skokut. “Some libraries will keep track of individual patron requests, some require authorization by their staff before they buy it, and some will just let it fly.”

Cart catalogs

Vendors such as B&T, Ingram, Midwest Tape, Odilo, OverDrive, Recorded Books, and 3M offer curated “carts” that allow libraries to set up standing orders in the requested formats based on a range of criteria such as best sellers, award winners, and suggestions based on previous choices. “The Big Five models mean long holds lists for the usual suspects, so it’s not enough to provide carts of best sellers and top circulators,” notes Heather McCormack, collection development manager for 3M Cloud Library. “We also promote premium read-alikes that will help patrons pass the time...and could lead them to new favorites.”

“We go through our catalog and try to select relevant, exciting lists and collections, breaking down the whole million-item catalog and focusing it a little bit,” says Karen Estrovich, director of collection development sales at digital distributor OverDrive. “We’re trying to [look at] the collection from a holistic approach,” she adds. “But you can’t ignore that there are different readers and users for audio and ebooks.... Audiobook as a format is just exploding,” and digital periodicals, which are rapidly edging out print serials, often bring into the library new users who haven’t previously used ebooks or audiobooks.

Often, libraries use these services in combination with circulation data generated by their own ILS. As part of its strategic planning process, Indianapolis Public Library (IPL) initiated a collection analysis that maps out shelves, using color-coded floor plans of each branch, to determine how much space is taken by each format in order to compare relative use with circulation numbers. “Over time, the adult fiction has grown, and it was the long-held belief that that’s what our patrons wanted,” says IPL director of collection management Deb Lambert. “But in reality it’s got too much shelving dedicated to it now, and we kind of shoehorned in DVDs and music CDs, and they are circulating far more than the space we’ve allocated for them.”



Buyers also pay attention to publishers’ catalogs, prepub newsletters aimed at libraries, reviews, face-to-face book previews, and word of mouth “We’re plugged in everywhere,” says Charlene Rue of BookOps, the library technical services organization serving Brooklyn Public Library and New York Public Library. “We’re looking at Twitter. We’re getting push email. The publishers are contacting us.” The selection process, she adds, involves “telescoping all those variables together and then making a selection.”

As with any kind of prediction, choosing among formats relies on guesswork as well as science. “We try to make it as data driven as we can,” NPL’s Rutherford says. “We’ll try new formats and see how well they perform based on cost, usage, turnover rate, staff time. Then sometimes after that test period we’ll go hog wild into that new format. We did that for ebooks very early on, found that the cost per circ was wonderful—it cost a lot up front but we actually got much more turnover, so it was much better than print and there was no cataloging, processing, or reshelving.”

Holding steady

Format buying decisions are also driven by an item’s use—both potential and actual. Selectors will gauge a title’s potential through prepublication information and performance data for the author, subject, or genre.

When it comes to reordering, libraries have long used holds ratios, usually in the range of 3:1 to 5:1, to determine demand in print and then trigger a purchase alert. For digital formats, vendors offer the option of automatic reorders based on the specified ratio; the library can then set a cap so that a sudden surge in popularity won’t push the collection over budget. Some libraries use hybrid ratios; at CCPL, for example, fiction and nonfiction print books and all ebooks are set at 3:1, with all other alternate formats set at 5:1. Columbus Metropolitan Library (CML), OH, follows a fairly aggressive 2:1 ratio for print on all items, with a 4:1 ratio for all audio and ebooks.

At San Francisco Public Library (SFPL), selectors will reorder ebooks at the same time as print, rather than wait for automatically generated purchases of the latter. “We figure, OK—if we need to buy more physical copies then they’re well-enough liked that they’re going to get checked out in ebook,” says collections and cataloging manager Shellie Cocking. “We also pull up old lists from Overdrive and Axis [360] and purchase on the opposite platform if we don’t have it already. We figure if [a book is] generating a lot of holds in one of them, it’ll do the same for the other platform.” Cocking notes, “We do a lot of duplications. We have a healthy budget, and we have the luxury of doing that.”

“Over time, the adult fiction has grown, and it was the long-held belief that that’s what our patrons wanted... But in reality it’s got too much shelving dedicated to it now, and we kind of shoehorned in DVDs and music CDs.”
 —Deb Lambert, Indianapolis PL

“We’re plugged in everywhere. We’re looking at Twitter. We’re...telescoping all those variables together and then making a selection.”
 —Charlene Rue, BookOps

“Some libraries will keep track of individual patron requests, some require authorization by their staff before they buy it, and some will just let it fly.”
 —Joyce Skokut, Ingram

What the customer wants

Demographics for the book’s intended audience are a major factor when weighing what format to buy. A large system will see clear differences between urban and suburban branches, or suburban and rural, and purchase accordingly. Robin Nesbitt, manager of CML’s Hilliard Branch and a 2014 *LJ* Mover & Shaker, notes that digital format use is heavier in the suburbs; physical audio and audiovisual used to be more concentrated in urban areas, but now she sees more suburban use as well.

NPL has seen a huge increase in circulation for children’s preloaded Playaways but not for adult content. “We know that children have less and less access to a CD player,” says Rutherford. “They may or may not be able to download an audiobook, but they can easily take an MP3 player with them wherever they go. So we’re increasing our expenditures for children’s Playaways.”

This will be balanced out, she explains, by a decrease in audio CDs for adults, which are seeing a steady decline in circulation. Streaming audio is on the rise; according to *LJ*’s 2015 Materials Survey, 94 percent of responding libraries offer downloadable audiobooks, and, of those, 65 percent say that audiobook circulation rose in 2014.

Academic books, which can be steeply expensive in print, are often more practical to buy in digital format. When a patron requests an academic subject, SFPL first buys an ebook, says Cocking, especially if it looks like it won’t generate much interest down the line. “We have lots of universities around here,” she notes, “and sometimes it’s just a student not wanting to buy their textbook.” Waiting to assess its usage gives the library a sense of the demand and whether a print copy is a good investment.

Certain genres, such as romance, may be purchased mostly as ebooks because of the sheer volume of books published. And romance, sf, and mystery, which traditionally had high circulation as mass-market paperbacks until a few years ago, are now doing better in e-formats.

Large, in charge

Large print has, surprisingly, remained robust. Although many predicted that the increase in ereader use would supplant large-print books, this has not happened. Blowing up the page on an ereader isn’t an optimal reading experience, explains Kara Kugelmeyer, product strategy manager for large-print publisher Thorndike Press, a part of Cengage Learning; readers have to click too often.

Thorndike puts out 125 titles a month, with solid library saturation nationwide. In addition to marketing through a monthly catalog and advertising, Thorndike offers custom curation for libraries. “Our sales force will essentially give you a list saying, ‘Here’s what you’re getting that you prebought or that you have in a subscription plan, and then here’s what you’re not getting,’” says Kugelmeyer. “They will customize that list based on the library’s interest and past buying behaviors.”

About four years ago, Thorndike also introduced peer selecting, whereby a customer librarian would select six titles wanted in large print. “It’s given us a close bond with many librarians about what their readers want in large print and how they curate, and it also reinforces that we’re doing the right [kind of] curation,” says Kugelmeyer. Big suburban libraries are the biggest purchasers of large print, and the most popular genres are mysteries, general fiction, historical fiction, romance, and Christian fiction.

Decisions, decisions

Finally, as with all other choices it makes, the library needs to work within its budget and allocate among formats wisely. Obviously, “It’s easier if you have a larger budget,” says Rutherford. “You can spread it out.... If you are looking at the performance over the years, you’ll see declines, increases, trends in usage, and sometimes you might decrease buying in one format and increase it in another.”

While the automatic purchase of e-materials triggered by holds is convenient and saves labor, it also requires a certain amount of predictive budgeting. “We only buy one copy of e-content to begin with, and we let the holds manager take care of adding additional copies for us,” explains IPL’s Lambert, so “we have to estimate and forecast how much that’s going to take of the budget, to make sure we allocate enough for it. But we know that those items are being used, it’s a known factor that those are going to be checked out. It’s definitely something we want to invest in.” Although IPL has placed its cap on ebooks of any given title at 100, Lambert adds, that number is not always written in stone. “I keep an eye on it anyway—we buy that many copies in print, why not in e-content if they’re reading that?”

Nearly all library systems with more than a few branches have centralized their collection departments. Individual roles vary, often broken out by genre, format, or a combination; some libraries also have a dedicated electronic resources librarian who coordinates subscriptions and databases. Even with the ease of electronic communication, selectors will usually be seated close enough to talk in person. For instance at CCPL, Bartlett reports, “we have someone who buys large print, books on CDs, Playaways, and that’s her responsibility. For fiction, I do the ebooks and the print. And then we have a nonfiction buyer who does ebooks and print.”

At SFPL, the collections department operates on a hybrid model. Ordering for branches is done centrally by committees composed of branch librarians for fiction, nonfiction, and specific subject areas such as travel, cookery, or large print. The Main Library still does its own ordering and will also order certain items for branches. The system has been in place for three years and works well, says Cocking, after some initial miscommunication “where the Main [Library] didn’t always realize things would be of interest to the branches. But we have somebody from each of the subject areas on our different committees, so it’s gotten pretty good.”

Smaller libraries may only have a single selector on staff, which eliminates the need to coordinate decisions. Yet many libraries may be part of a consortium or resource sharing network, which allows small institutions to stretch their budgets—and also presents its own set of issues.

Many smaller libraries that share digital platforms form a committee of representative librarians to select materials for the group. “Even if you are not directly participating in choosing the digital materials,” says Kristi Chadwick, small library advisor for the Massachusetts Library System and a 2014 *LJ* Mover & Shaker, “they always welcome choices from [member] libraries, too, and some libraries put actual money toward certain book titles” over and above what’s been bought at a centralized level for communal use.

However a library’s selection department is set up, buyers must have two things in common: curiosity and courage. “You have to have somebody who’s equally intrigued with the story in the front of the *New York Times* about old pages from the Koran being found as they are that *Go Set a Watchman* came out,” says Bartlett. “They’ve got to be pretty thick-skinned and pretty confident.”

As it turns out, cross-format buying is both a science and an art—more than anything, making smart decisions on format allocations requires insight and detective work worthy of Sherlock Holmes. Despite the constraints of budget, space, and community needs, libraries have become increasingly nimble when buying across formats, the better to serve a public that expects options. “Cross-format isn’t even a choice,” declares BookOps’ Rue. “We have to meet customers where they are.”

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About Lisa Peet

Lisa Peet is Associate Editor, News for *Library Journal*.

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