

April 19, 2016

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 March 15th, 2016 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)	
	March Financial Summary Report (action)(available at meeting)	4A-4C
	March Detailed Revenue & Expense Report (action)(available at meeting)	5A-5E
	March Detailed Balance Sheet (action)(available at meeting)	6A-6E
6	Approval of Checks (Green) (10 minutes)(7:19pm)	
	March Manual Check Report (action)(available at meeting)	7A-7B
	March Check Register (action)(available at meeting)	8A-8N
7	Committee Reports (30 minutes)(7:49pm)	9A-9H
8	New Business	10A
	Logo Design and Branding (15 minutes)(8:04pm)	
	HVAC Maintenance Agreement (action)(10 minutes)(8:14pm)	11A-11N
9	Old Business	
	(None)	
10	Director's Report (5 minutes)(8:19pm)	
	Librarian's Narrative Report	12A-12B
11	Executive Session(s) (30 minutes if entered)	
12	Any and All Other Business ...	
13	Adjournment (1 minute)(8:20pm)	
14	Attachments	
	Usage Statistics for the Month of November	13A-13D
	HVAC Maintenance Agreement	
	Friends Meeting Attendees for 2016	14A

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, April 19th, 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 March 15th, 2016 Regular Board Meeting (action)(2 minutes)(7:04pm)**
5. **March 2016 Financial Reports – Detailed Balance and Revenue/Expense (White and Yellow Pages) (action)(5 minutes)(7:09pm)**
 - a. **March Financial Summary Report**
 - b. **March Detailed Revenue & Expense Report**
 - c. **March Detailed Balance Sheet**
6. **Approval of checks (Green Pages) (10 minutes)(7:19pm)**
 - a. **March Manual Checks (12542-12548) (action)**
 - b. **March Monthly Checks (12549-12581) (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.)**
 - c. **Human Resources Committee (CHAIR: Butler. MEMBERS: Meierhoff, Stroh, Wojda.)**
 - d. **Long Range Planning Committee (CHAIR: Kregor. MEMBERS: Butler, Schons, and Wojda.)**
 - e. **Outreach Committee (CHAIR: Schons. Members: Butler.)**

(Committees that did not meet)

 - f. **Building Task Force (CHAIR: Meierhoff. MEMBERS: Schons.)**
 - g. **Intergovernmental Committee (CHAIR: Bailey. MEMBERS: Jerch and Stroh.)**
 - h. **Technology Committee (CHAIR: Kregor. MEMBERS: Wojda.)**

8. New Business

- a. Logo Design and Branding **(15 minutes)(8:04pm)**
- b. HVAC Maintenance Agreement **(action)(10 minutes)(8:14pm)**

9. Old Business

- a. None

10. Director's Report (5 minutes)(8:19pm)

- a. Director's Narrative Report

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

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

12. Any and all other business which may properly come before the Board**13. Adjournment (1 minute)(8:20pm)****Attachments:**

Logo Design Information

HVAC Agreement

Statistics Report

Friends Meeting Attendees

Upcoming Board Meetings: May 17, June 21, and July 19, 2016.

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, March 15, 2016, at 7:00 PM
123 E. Scranton Ave, Lake Bluff, IL 60044

1. Call to Order

President Kathy Meierhoff called the meeting to order at 7:02 pm. Present were Trustees Scott Butler, Tim Kregor, Janie Jerch, Carl Schons; Romain Wojda was absent. Also present were Library Director Eric Bailey and Martha O'Hara.

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

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

4. Approval of Minutes

Stroh moved to accept the minutes of the February 16, 2016 Regular Board Meeting, Butler seconded; all voted aye.

5. February 2016 Financial Reports

Stroh moved to accept the Financial Reports and Butler seconded; all voted aye.

6. Approval of checks

Stroh moved to accept the February Manual Checks (12509-12513), and the February Monthly Checks (12514-12541), Butler seconded; all voted aye.

7. Committee Reports

(Committees that met.)

a. Building & Grounds (**CHAIR:** Schons, **MEMBERS:** Jerch, Meierhoff, and Stroh) Butler gave a report on the progress of the HVAC Parts and Maintenance contract bids. We now have 3 bids in, and Lyndy Jensen is checking into details of the bids from Murphy & Miller and from Midwest Mechanical to clarify what each is offering, thus facilitating a comparison.

b. Butler also reported on the Library Logo and Branding initiative. Kregor questioned how this initiative came to be under the purview of Building & Grounds, and stated that it would fit better under Outreach or Long-Range Planning. Going forward, Bailey said this initiative would be on the agenda for the next board meeting in which we would discuss objectives and strategies with those staff members who are most directly involved.

c. Butler attended the recent Friends of the Library meeting and said that they are waiting to see what responses we get to the Fundraising RFP's.

b. Human Resources (**CHAIR:** Butler, **MEMBERS:** Meierhoff, Stroh, Wojda.) Butler reported that the annual review process for Bailey is almost complete, and thanked all the Trustees for their input.

(Committees that did not meet.)

- c. Building Task Force (**CHAIR:** Meierhoff. **MEMBERS:** Schons.)
 Note: Bailey has sent out 6 RFP's regarding our fundraiser. Jerch contacted a 7th company operated by Lake Bluff resident Jon Heintzelman. No bids have come in as of this date; the deadline is April 1, 2106. It was also noted that Gorton Community Center just sent out a list of their donors for their recent fundraiser, which could be helpful.
- d. Finance (**CHAIR:** Butler, **MEMBERS:** Kregor.)
- e. Intergovernmental (**CHAIR:** Bailey, **MEMBERS:** Jerch, Stroh.)
- f. Long Range Planning (**CHAIR:** Kregor, **MEMBERS:** Butler, Schons, and Wojda.)
- g. Outreach (**CHAIR:** Schons, **MEMBERS:** Butler.)
- h. Technology (**CHAIR:** Kregor, **MEMBERS:** Wojda.)
 Note: Both Schons and Kregor feel that there is no need for their committees to meet unless there is an issue that comes up. Butler suggested that both meet at least quarterly for updates.

8. New Business

- a. Bailey noted that he sent out the agenda and materials to the Trustees electronically so that we could review them ahead of time, as we should do. He asked for feedback on this practice.

9. Old Business: There was none.

10. Director's Report

- a. Bailey discussed possibilities for obtaining an AED (defibrillator) for the Library and said that the LB Fire Department would provide training in its use to the Library Staff. Several suggestions were made to cover the cost of the AED.
- b. Bailey contacted our attorney concerning review of our minutes of closed meetings. Our attorney said that we are required by law to review such minutes twice yearly. However, we could separate those minutes into two categories, Human Resource issues and any other issues, and consider the HR minutes as a group, thereby voting each time to simply leave them closed. Of course, we would have to still review any other issues twice yearly, and if anyone should ever invoke FOIA in HR issues, we would have to reconsider.
- c. O'Hara received a travel grant to attend the Public Library Association meeting in Denver, coming up soon.
- d. The Library writing contest and bookmark contest is ongoing. Winners will be announced at 7 pm on May 11 at the Recreation Center.
- e. The numbers of patrons both attending programs and visiting the website are at an all-time high.

11. Executive Session: There was none.

- 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 Meeting Act 5 ILCS 120/2 (c) (21)

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

- a. Bailey stated that Amy van Goethem is leaving the Library to return to Texas and that she will be greatly missed. Lillian LaValle will be taking over most of van Goethem's duties while continuing to work with programming of Library activities.
- b. Bailey also reported that there was standing room only for Justin Peters' presentation. Meierhoff mentioned how much everyone, herself included, enjoyed it, and that he would be presenting again at the LF Bookstore.
- c. Since two of our local author presentations have been so successful and our space is limited, we mentioned the possibility of using space at Central School, as per our agreement with District 65, when we anticipate large crowds.
- d. Bailey said that the Library is still seeking volunteers for tasks such as shelving, etc.

13. Adjournment

Butler moved, Stroh seconded a motion to adjourn the meeting; all voted aye. Meeting adjourned at 8:10 pm.

Respectfully submitted,

Janie Jerch

Financial Summary

March, 2016

4/15/2016

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	\$ 872,666	\$ 873,917	99.9%	95.3%	\$ 850,197	99.8%	\$ 851,666
Rental Fines	10,933	12,000	91.1%	1.2%	10,601	81.5%	13,000
State Per Capita Grant	-	7,153	0.0%	0.0%	-	0.0%	7,153
Non-Resident Fees	6,642	7,000	94.9%	0.7%	6,576	93.9%	7,000
Miscellaneous Revenue	3,091	3,000	103.0%	0.3%	1,174	39.1%	3,000
Other Grants	-	5,000	0.0%	0.0%	-	0.0%	5,000
Photo-copy Charges	2,074	2,000	103.7%	0.2%	1,930	96.5%	2,000
Village Contribution to Vliet Costs	-	7,900	0.0%	0.0%	-	0.0%	7,900
Vliet Operating Cost Contrib	780	-	-	0.1%	-	-	-
Interest Earnings	819	400	204.7%	0.1%	252	62.9%	400
Naperville (Impact) Fees	6,478	-	-	0.7%	-	-	-
Restricted Donations/Gifts	10,422	20,000	52.1%	1.1%	4,282	21.4%	20,000
Unrestricted Donations/Gifts	2,075	1,000	207.5%	0.2%	1,288	128.8%	1,000
Total Revenues	\$ 915,980	\$ 939,370	97.5%	100.0%	\$ 876,300	95.4%	\$ 918,119
Use of Fund Balance Reserves		\$ -					\$ 34,900
Total Projected Revenues & Use of Reserves		939,370					953,019
Expenditures							
Librarian Salaries	\$ 272,591	\$ 224,000	121.7%	32.4%	\$ 215,758	96.3%	\$ 224,000
Staff Salaries	\$ 173,558	259,000	67.0%	20.7%	\$ 204,389	88.5%	231,000
Medical Insurance	\$ 60,738	80,000	75.9%	7.2%	\$ 54,256	129.2%	42,000
Other Employee Benefits	\$ 160	250	64.0%	0.0%	\$ 62	12.4%	500
Employer IMRF	\$ 40,390	45,000	89.8%	4.8%	\$ 42,116	93.6%	45,000
Employer FICA	\$ 33,442	37,000	90.4%	4.0%	\$ 31,498	90.0%	35,000
Subtotal Personnel Expense	\$ 580,878	\$ 645,250	90.0%	69.1%	\$ 548,079	94.9%	\$ 577,500
Building Maintenance	\$ 18,740	\$ 24,000	78.1%	2.2%	\$ 19,099	68.2%	\$ 28,000
Elevator Maintenance	\$ 1,167	2,000	58.4%	0.1%	\$ 2,144	107.2%	2,000
Grounds Maintenance	\$ 4,951	8,000	61.9%	0.6%	\$ 8,182	96.3%	8,500
Copier Maintenance	\$ 4,941	4,500	109.8%	0.6%	\$ 3,768	83.7%	4,500
Subtotal Maintenance Expense	\$ 29,799	\$ 38,500	77.4%	3.5%	\$ 33,193	77.2%	\$ 43,000
Other Professional Services	\$ 517	\$ 5,000	10.3%	0.1%	\$ 20,387	101.9%	\$ 20,000
Computer Services	\$ 12,215	15,000	81.4%	1.5%	\$ 11,675	58.4%	20,000
Legal Services	\$ 3,842	2,500	153.7%	0.5%	\$ 1,404	9.4%	15,000
Professional Development	\$ 725	3,000	24.2%	0.1%	\$ 4,424	88.5%	5,000
Dues	\$ 2,117	2,000	105.9%	0.3%	\$ 1,868	93.4%	2,000
Utilities	\$ 11,351	9,000	126.1%	1.4%	\$ 9,234	115.4%	8,000

Financial Summary

March, 2016

4/15/2016

4B

Description	FY 2015-16				FY 2014-15		
	Fiscal Year Total-to-Date	Budget	% of Budget Received/ Expensed	% of Actual Y-T-D	Previous Fiscal YTD	% of Budget Received/ Expensed	Budget
Postage	\$ 2,391	3,000	79.7%	0.3%	\$ 2,221	74.0%	3,000
Printing/E-News	\$ 8,472	8,500	99.7%	1.0%	\$ 7,904	87.8%	9,000
Office Supplies	\$ 4,038	5,750	70.2%	0.5%	\$ 4,013	66.9%	6,000
Bldg/Grounds Supplies	\$ 1,505	2,000	75.3%	0.2%	\$ 1,477	73.8%	2,000
Technical Services Supplies	\$ 3,508	5,000	70.2%	0.4%	\$ 3,570	64.9%	5,500
<i>Subtotal Contracts & Commodities</i>	<i>\$ 50,681</i>	<i>\$ 60,750</i>	<i>83.4%</i>	<i>6.0%</i>	<i>\$ 68,176</i>	<i>71.4%</i>	<i>\$ 95,500</i>
Hospitality Program Support	\$ 192	500	38.5%	0.0%	\$ 317	31.7%	1,000
Adult Program Support	\$ 4,878	5,000	97.6%	0.6%	\$ 3,565	89.1%	4,000
Juvenile Program Support	\$ 5,516	5,800	95.1%	0.7%	\$ 6,729	96.1%	7,000
Outreach Program Supplies	\$ 966	1,000	96.6%		\$ 6,442		
Teen Program Supplies	\$ 764	1,200	63.7%		\$ 15,496		
Per Capita Grant	\$ 5,422	7,153	75.8%	0.6%	\$ 13,427	187.7%	7,153
Other Grant Expenditures	\$ -	5,000	0.0%	0.0%	\$ -	0.0%	5,000
<i>Subtotal Programs & Grants</i>	<i>\$ 17,739</i>	<i>\$ 25,653</i>	<i>69.1%</i>	<i>2.1%</i>	<i>\$ 45,977</i>	<i>190.4%</i>	<i>\$ 24,153</i>

Financial Summary

March, 2016

4/15/2016

4C

Description	FY 2015-16				FY 2014-15		
	Fiscal Year Total-to-Date	Budget	% of Budget Received/ Expensed	% of Actual Y-T-D	Previous Fiscal YTD	% of Budget Received/ Expensed	Budget
Adult Non-Fiction Books	\$ 15,826	17,000	93.1%	1.9%	\$ 524	2.9%	18,000
Adult Fiction Books	\$ 12,889	14,000	92.1%	1.5%	\$ 12,913	86.1%	15,000
Adult Large Print Materials	\$ 535	500	107.0%	0.1%	\$ 17,610	3522.0%	500
Adult AV Materials	\$ 13,773	15,000	91.8%	1.6%	\$ 7,167	47.8%	15,000
Adult Reference/e-Reference	\$ 20,653	21,000	98.3%	2.5%	\$ 4,978	21.6%	23,000
Juvenile Non-Fiction Books	\$ 6,612	7,000	94.5%	0.8%	\$ 4,541	64.9%	7,000
Picture Books	\$ 4,941	5,000	98.8%	0.6%	\$ 1,814	30.2%	6,000
Juvenile Fiction Books	\$ 7,645	9,000	84.9%	0.9%	\$ 334	3.9%	8,500
Juvenile AV Materials	\$ 1,512	1,500	100.8%	0.2%	\$ 2,669	71.2%	3,750
Juvenile e-Reference	\$ 334	2,000	16.7%	0.0%	\$ 12,017	1201.7%	1,000
Teen Books	\$ 2,572	2,750	93.5%	0.3%	\$ 508	18.5%	2,750
e-Books	\$ 3,488	6,250	55.8%	0.4%	\$ 5,655	47.1%	12,000
Graphic Novels	\$ 505	500	101.1%	0.1%	\$ 3,284	656.9%	500
Periodicals	\$ 5,821	\$ 6,000	97.0%	0.7%	\$ 2,945	42.1%	\$ 7,000
Video Games	\$ 3,267	3,500	93.4%	0.4%	\$ 20,297	579.9%	3,500
<i>Subtotal Materials</i>	\$ 100,374	111,000	90.4%	11.9%	\$ 97,256	78.7%	\$ 123,500
Patron & Staff Software	\$ 2,975	5,000	59.5%	0.4%	\$ 2,989	49.8%	6,000
Library Automation Software	\$ 22,043	22,000	100.2%	2.6%	\$ 5,869	24.5%	24,000
Miscellaneous Expense	\$ 1,505	1,000	150.5%	0.2%	\$ 1,780	89.0%	2,000
<i>Subtotal Software/Other</i>	\$ 26,523	28,000	94.7%	3.2%	\$ 10,638	33.2%	\$ 32,000
FR Restricted Donations	\$ 2,551	-	---	0.3%	\$ 7,208	360.4%	2,000
Library Furnishings	-	1,000	0.0%	0.0%	1,190	---	-
Computer Equipment	14,966	1,000	1496.6%	1.8%	-	0.0%	14,000
Other Equipment	706	1,000	70.6%	0.1%	3,016	150.8%	2,000
	6,601	-	---	0.8%	-	0.0%	-
Exterior Bldg Improvements	-	1,000	0.0%	0.0%	397	3.3%	12,000
Use of Temporarily Restrict Donat	6,119	21,000	29.1%	0.7%	-	0.0%	21,000
Contingency	3,270	5,217	62.7%	0.4%	-	0.0%	6,366
<i>Subtotal Capital, Grants & Dona</i>	\$ 34,214	\$ 30,217	113.2%	4.1%	\$ 11,810	20.6%	\$ 57,366
Total Expenditures	\$ 840,207	\$ 939,370	89.4%	100.0%	\$ 815,130	85.5%	\$ 953,019

Fund Balance as of April 30, 2015^a 526,947
 YTD Addition to/(Subtraction from) Fund Balance 75,772
 Fund Balance at month end 602,719

^aThe fund balance has not been audited yet.

DATE: 04/15/2016
TIME: 13:04:28
ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
DETAILED REVENUE & EXPENSE REPORT
ACTUAL VS. PRIOR VS. BUDGET
FOR 11 PERIODS ENDING MARCH 31, 2016

PAGE: 1
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		FUND: LAKE BLUFF PUBLIC LIBRARY					
		DEPT: REVENUES					
ACCOUNT NUMBER	DESCRIPTION	MARCH ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
PROPERTY TAXES							
80-40-103-10000	LIBRARY PROPERTY TAX	0.00	0.00	872,665.74	850,197.16	873,917.00	99.8%
TOTAL REVENUES: PROPERTY TAXES		0.00	0.00	872,665.74	850,197.16	873,917.00	99.8%
SERVICES & FEES							
80-40-403-48300	PHOTO-COPY CHARGES	178.60	173.60	2,074.28	1,930.30	2,000.00	103.7%
80-40-403-48500	NON-RESIDENT FEES	317.63	379.58	6,641.86	6,576.32	7,000.00	94.8%
TOTAL REVENUES: SERVICES & FEES		496.23	553.18	8,716.14	8,506.62	9,000.00	96.8%
FINES							
80-40-503-65000	RENTAL FINES	1,045.38	1,089.17	10,933.25	10,601.06	12,000.00	91.1%
TOTAL REVENUES: FINES		1,045.38	1,089.17	10,933.25	10,601.06	12,000.00	91.1%
MISCELLANEOUS							
80-40-603-73000	PER CAPITA GRANTS	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73700	VILLAGE CONTRIBUTION	0.00	0.00	0.00	0.00	7,900.00	0.0%
80-40-603-73800	VLIET OPERATING COST CONTRIB	0.00	0.00	780.00	0.00	0.00	100.0%
80-40-603-75000	INTEREST EARNINGS	232.15	27.68	818.62	251.71	400.00	204.6%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	60.74	1,007.97	2,074.60	1,287.86	0.00	100.0%
80-40-603-78001	RESTRICTED DONATIONS	0.00	740.79	10,422.33	4,281.90	0.00	100.0%
80-40-603-78100	RESTRICTED DONATIONS	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-78500	NAPERVILLE (IMPACT) FEE	0.00	0.00	6,478.08	0.00	0.00	100.0%
80-40-603-89000	MISCELLANEOUS INCOME	1,021.55	49.75	3,091.10	1,174.07	3,000.00	103.0%
TOTAL REVENUES: MISCELLANEOUS		1,314.44	1,826.19	23,664.73	6,995.54	11,300.00	209.4%
TOTAL REVENUES: REVENUES		2,856.05	3,468.54	915,979.86	876,300.38	906,217.00	101.0%
TOTAL FUND REVENUES		2,856.05	3,468.54	915,979.86	876,300.38	906,217.00	101.0%

DATE: 04/15/2016
 TIME: 13:04:28
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5B

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 11 PERIODS ENDING MARCH 31, 2016

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	MARCH 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	25,180.46	21,942.71	272,590.89	215,757.81	224,000.00	121.6%
80-60-001-40050	STAFF SALARIES	14,227.36	16,926.92	173,557.82	204,388.91	259,000.00	67.0%
80-60-001-40400	MEDICAL INSURANCE	5,057.31	4,829.35	60,738.09	54,256.40	80,000.00	75.9%
80-60-001-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	159.95	62.00	250.00	63.9%
80-60-001-40950	EMPLOYER IMRF	3,493.37	3,566.87	40,389.76	42,115.85	45,000.00	89.7%
80-60-001-40951	EMPLOYER FICA TAX	2,952.07	2,910.91	33,441.56	31,498.42	37,000.00	90.3%
80-60-001-41000	BUILDING MAINTENANCE	1,324.20	1,703.44	18,739.75	19,098.80	24,000.00	78.0%
80-60-001-41020	ELEVATOR MAINTENANCE	0.00	0.00	1,167.00	2,144.00	2,000.00	58.3%
80-60-001-41050	GROUNDS MAINTENANCE	645.00	490.00	4,951.00	8,181.75	8,000.00	61.8%
80-60-001-41303	COPIER MAINTENANCE/SUPPLIES	633.42	537.73	4,940.81	3,768.46	4,500.00	109.7%
80-60-001-41304	OTHER PROFESSIONAL SERVICES	6.00	3,177.08	517.00	20,387.00	5,000.00	10.3%
80-60-001-41305	COMPUTER SERVICES	0.00	0.00	12,215.00	11,675.00	15,000.00	81.4%
80-60-001-41350	LEGAL SERVICES	0.00	0.00	3,841.50	1,404.00	2,500.00	153.6%
80-60-001-42400	PROFESSIONAL DEVELOPMENT	0.00	290.00	725.00	4,423.75	3,000.00	24.1%
80-60-001-42440	DUES	61.00	0.00	2,117.25	1,868.00	2,000.00	105.8%
80-60-001-43230	UTILITIES	934.81	1,164.77	11,351.33	9,233.64	9,000.00	126.1%
80-60-001-43300	POSTAGE	675.00	158.79	2,390.60	2,220.50	3,000.00	79.6%
80-60-001-43400	PRINTING/E-NEWSLETTER	0.00	0.00	8,471.89	7,903.60	8,500.00	99.6%
80-60-001-43550	OFFICE SUPPLIES	720.88	413.03	4,038.02	4,012.94	5,750.00	70.2%
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	404.23	503.23	1,505.38	1,476.78	2,000.00	75.2%
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	644.78	578.12	3,508.10	3,570.33	5,000.00	70.1%
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	6.67	0.00	192.32	317.35	500.00	38.4%
80-60-001-43710	ADULT PROGRAM SUPPLIES	311.84	29.58	4,877.79	3,564.81	5,000.00	97.5%
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	99.09	82.27	5,516.06	6,728.94	5,800.00	95.1%
80-60-001-43730	OUTREACH SUPPLIES	100.00	0.00	965.88	0.00	1,000.00	96.5%
80-60-001-43740	TEEN PROGRAM SUPPLIES	29.08	0.00	764.20	0.00	1,200.00	63.6%
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	1,344.22	2,752.70	15,825.63	15,496.42	17,000.00	93.0%
80-60-001-45100	ADULT FICTION BOOKS	1,856.47	2,065.94	12,888.69	13,427.33	14,000.00	92.0%
80-60-001-45110	ADULT LARGE PRINT MATERIAL	96.36	49.27	535.24	524.23	500.00	107.0%
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	1,311.24	1,303.23	13,773.02	12,912.63	15,000.00	91.8%
80-60-001-45220	ADULT REFERENCE/E-REFER	4,794.17	2,293.96	20,653.15	17,609.96	21,000.00	98.3%
80-60-001-45400	JUVENILE NON-FICTION	0.00	0.00	6,611.96	7,166.77	7,000.00	94.4%
80-60-001-45410	PICTURE BOOKS, READERS	0.00	908.08	4,941.03	4,978.11	5,000.00	98.8%
80-60-001-45420	JUVENILE FICTION	2,752.84	981.34	7,645.08	4,541.32	9,000.00	84.9%
80-60-001-45430	JUVENILE AUDIO-VISUAL	142.50	337.27	1,512.47	1,814.21	1,500.00	100.8%
80-60-001-45440	JUVENILE E-REFERENCE	0.00	0.00	334.33	334.33	2,000.00	16.7%
80-60-001-45450	TEEN BOOKS	598.77	458.75	2,572.07	2,668.66	2,750.00	93.5%
80-60-001-45460	E-BOOKS	0.00	1,714.72	3,487.94	12,016.67	6,250.00	55.8%
80-60-001-45470	GRAPHIC NOVELS	207.71	121.80	505.38	507.52	500.00	101.0%
80-60-001-45500	PERIODICALS	0.00	141.00	5,820.74	5,654.86	6,000.00	97.0%
80-60-001-45510	VIDEO GAMES	472.40	379.92	3,267.41	3,284.35	3,500.00	93.3%
80-60-001-45600	PATRON & STAFF SOFTWARE	183.95	691.95	2,975.08	2,945.10	5,000.00	59.5%
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	1,745.98	0.00	22,042.98	20,297.00	22,000.00	100.1%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 11 PERIODS ENDING MARCH 31, 2016

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	MARCH 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	110.80	132.70	1,505.14	2,988.95	1,000.00	150.5%
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	0.00	2,310.00	2,551.22	5,869.42	0.00	-100.0%
80-60-001-49000	LIBRARY FURNISHINGS	0.00	1,250.00	0.00	1,780.01	1,000.00	0.0%
80-60-001-49120	EXT BUILDING IMPROVEMENTS	0.00	0.00	0.00	7,207.75	1,000.00	0.0%
80-60-001-49350	COMPUTER EQUIPMENT	44.99	0.00	705.99	1,189.59	1,000.00	70.5%
80-60-001-49400	OTHER EQUIPMENT	0.00	248.96	14,965.79	397.46	1,000.00	1496.5%
80-60-001-50000	CONTINGENCY	0.00	0.00	3,270.20	3,015.60	5,217.00	62.6%
TOTAL EXPENSES: LIBRARY SERVICES		73,168.97	77,446.39	827,486.84	815,129.56	906,217.00	91.3%
TOTAL EXPENSES: LIBRARY ADMINISTRATION		73,168.97	77,446.39	827,486.84	815,129.56	906,217.00	91.3%
TOTAL FUND EXPENSES		73,168.97	77,446.39	827,486.84	815,129.56	906,217.00	91.3%
TOTAL FUND REVENUES		2,856.05	3,468.54	915,979.86	876,300.38	906,217.00	101.0%
TOTAL FUND EXPENSES		73,168.97	77,446.39	827,486.84	815,129.56	906,217.00	91.3%
FUND SURPLUS (DEFICIT)		(70,312.92)	(73,977.85)	88,493.02	61,170.82	0.00	100.0%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 11 PERIODS ENDING MARCH 31, 2016

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

ACCOUNT NUMBER	DESCRIPTION	MARCH 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%

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%

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%

LIBRARY GRANTS FUND REVENUE

STATE PER CAPITA GRANT

MISCELLANEOUS GRANT

INTEREST EARNINGS

UNRESTRICTED DONATIONS/CONTRIB

RESTRICTED DONATIONS/CONTRIB

TOTAL REVENUES: MISCELLANEOUS

TOTAL REVENUES: LIBRARY GRANTS FUND REVENUE

TOTAL FUND REVENUES

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 11 PERIODS ENDING MARCH 31, 2016

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

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

MISCELLANEOUS							
82-60-001-44800	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	6,601.21	0.00	7,153.00	92.2%
82-60-001-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	0.00	5,000.00	0.0%
82-60-001-99999	USE OF DONATIONS/TEMPORARY EXP	462.49	0.00	6,119.37	0.00	21,000.00	29.1%

	TOTAL EXPENSES: MISCELLANEOUS	462.49	0.00	12,720.58	0.00	33,153.00	38.3%
	TOTAL EXPENSES: LIBRARY GRANT FUND EXPENDITURE	462.49	0.00	12,720.58	0.00	33,153.00	38.3%
	TOTAL FUND EXPENSES	462.49	0.00	12,720.58	0.00	33,153.00	38.3%

	TOTAL FUND REVENUES	0.00	0.00	0.00	0.00	33,153.00	0.0%
	TOTAL FUND EXPENSES	462.49	0.00	12,720.58	0.00	33,153.00	38.3%
	FUND SURPLUS (DEFICIT)	(462.49)	0.00	(12,720.58)	0.00	0.00	100.0%

Summary of Detailed Balance Sheet

RESERVE BALANCE

LINE	AMOUNT	3/31/2008	3/31/08	3/31/08
Assets	\$1,551,776			
Liabilities	\$936,335			
Difference	\$615,440			
Fund Surplus (Deficit)	\$88,493			
Difference	\$526,947			

FUND BALANCE AT MONTH END

LINE	AMOUNT	3/31/2008	3/31/08	3/31/08
Assets	\$1,551,776			
Liabilities	\$936,335			
Difference	\$615,440			
Grants/Gifts	-\$12,721			
Fund Equity	\$602,720			

ACCOUNT #	DESCRIPTION	DEBIT	CREDIT	DEBIT	CREDIT

ID# 01420000 MM
 DATE 11-20-08
 TIME 07:12:01

DEBITED SERVICE TAPAL
 - AMOUNT OF FIVE DOLLARS -

6-111-10
 11/20/08

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-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

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FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 11 PERIODS ENDING MARCH 31, 2016

ACCOUNT #	DESCRIPTION	BALANCE 05/01/15	NET DEBITS	NET CREDITS	BALANCE 03/31/16
ASSETS					
DUE TO/FROM ACCOUNTS					
80-00-100-10000	DUE TO/FROM OTHER FUNDS	0.00	12,258.09	0.00	12,258.09
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	12,258.09	0.00	12,258.09
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	59.87	211.30	(151.43)
80-10-101-11000	MONEY MARKET ACCOUNT	106,694.94	785,632.29	822,175.77	70,151.46
80-10-101-12000	SAVINGS ACCOUNT	0.00	0.00	0.00	0.00
80-10-101-12100	N TR WEED & FEED CHECKING ACCT	0.00	0.00	0.00	0.00
80-10-101-13000	PETTY CASH	150.00	0.00	0.00	150.00
80-10-101-15000	INVESTMENTS	0.00	0.00	0.00	0.00
80-10-101-15010	US GOVERNMENT OBLIGATIONS	0.00	0.00	0.00	0.00
80-10-101-15020	CERTIFICATES OF DEPOSIT	0.00	0.00	0.00	0.00
80-10-101-15110	ILLINOIS FUND	461,176.96	879,815.99	751,000.00	589,992.95
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	2,104.91	73.90	5,454.57
TOTAL CASH & INVESTMENTS		571,447.26	1,667,613.06	1,573,460.97	665,599.35
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)	1,007,393.85	996,789.15	0.00
80-10-301-55000	PREPAID EXPENSES	500.00	0.00	500.00	0.00
TOTAL OTHER ASSETS		(10,104.70)	1,007,393.85	997,289.15	0.00
TOTAL ASSETS		1,435,260.66	2,687,265.00	2,570,750.12	1,551,775.54
LIABILITIES AND FUND EQUITY					
LIABILITIES					
PAYABLES					
80-20-102-20000	ACCOUNTS PAYABLE	15,225.12	351,184.18	379,456.04	43,496.98

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-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

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FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 11 PERIODS ENDING MARCH 31, 2016

ACCOUNT #	DESCRIPTION	BALANCE 05/01/15	NET DEBITS	NET CREDITS	BALANCE 03/31/16
LIABILITIES					
PAYABLES					
80-20-102-41000	SOCIAL SECURITY TAX PAYABLE	0.00	66,883.15	66,883.15	0.00
80-20-102-42000	FEDERAL INCOME TAX PAYABLE	0.00	44,163.41	44,163.41	0.00
80-20-102-43000	STATE INCOME TAX PAYABLE	0.00	15,433.63	15,433.63	0.00
80-20-102-44000	IMRF PAYABLE	0.00	57,885.87	57,885.87	0.00
80-20-102-45000	ICMA 457 PLAN PAYABLE	0.00	5,750.00	5,500.00	(250.00)
80-20-102-46000	MEDICAL INSURANCE PAYABLE	0.00	0.00	0.00	0.00
80-20-102-65000	LIBRARY FLEXIBLE BENEFIT PAYAB	0.00	5,329.18	5,329.18	0.00
80-20-102-66000	LIBRARY HSA PAYABLE	0.00	3,850.00	3,850.00	0.00
80-20-102-70000	OTHER SHORT TERM LIABILITIES	0.00	0.00	0.00	0.00
TOTAL PAYABLES		15,225.12	550,479.42	578,501.28	43,246.98
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	550,479.42	578,501.28	936,335.29
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	88,493.02	88,493.02

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-- VILLAGE OF LAKE BLUFF --
DETAILED BALANCE SHEET

FUND: LIBRARY GRANTS & GIFTS FUND
FOR 11 PERIODS ENDING MARCH 31, 2016

ACCOUNT #	DESCRIPTION	BALANCE 05/01/15	NET DEBITS	NET CREDITS	BALANCE 03/31/16
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	12,258.09	12,258.09
TOTAL INTERFUND CLEARING ACCOUNT		0.00	0.00	12,258.09	12,258.09
PAYABLES					
82-20-102-20000	ACCOUNTS PAYABLE	0.00	12,258.09	12,720.58	462.49
TOTAL PAYABLES		0.00	12,258.09	12,720.58	462.49
TOTAL LIABILITIES		0.00	12,258.09	24,978.67	12,720.58
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	12,720.58	0.00	(12,720.58)
TOTAL FUND EQUITY		0.00	12,720.58	0.00	(12,720.58)
TOTAL LIABILITIES AND FUND EQUITY		0.00	24,978.67	24,978.67	0.00

DATE: 04/14/16
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-- VILLAGE OF LAKE BLUFF --
MANUAL CHECK REGISTER

7A

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT	
12542	9COMCAST	COMCAST CABLE		03/29/16			
	COM031216	03/12/16	01 INTERNET SRVC:3/19-4/18/16		80-60-001-43230	244.85	
					INVOICE TOTAL:	244.85 *	
					CHECK TOTAL:		244.85
12543	9JENSENL	LYNDY JENSEN		03/29/16			
	JEN031816	03/18/16	01 COMPUTER EQUIPMENT		80-60-001-49350	44.99	
					INVOICE TOTAL:	44.99 *	
					CHECK TOTAL:		44.99
12544	9LIBIDEA	LIBRARY IDEAS LLC		03/29/16			
	50738	04/01/16	01 ADULT REFERENCE/E-REFERENCE		80-60-001-45220	496.67	
					INVOICE TOTAL:	496.67 *	
					CHECK TOTAL:		496.67
12545	9LAVALLE	LILIANA LAVALLE		03/29/16			
	LAV03232016-1	03/23/16	01 ADULT PROGRAM SUPPLIES		80-60-001-43710	61.04	
					INVOICE TOTAL:	61.04 *	
	LAV03232016-2	03/23/16	01 TEEN PROGRAM SUPPLIES		80-60-001-43740	10.10	
					INVOICE TOTAL:	10.10 *	
	LAV03232016-3	03/23/16	01 HOSPITALITY		80-60-001-43700	6.67	
					INVOICE TOTAL:	6.67 *	
					CHECK TOTAL:		77.81
12546	9NCCPETE	NCC-PETERSON PRODUCTS		03/29/16			
	69446	03/15/16	01 JANITORIAL SUPPLIES		80-60-001-43660	376.78	
					INVOICE TOTAL:	376.78 *	
					CHECK TOTAL:		376.78
12547	9NSWATER	NORTH SHORE WATER RECLAMATION		03/29/16			
	3234296	03/15/16	01 WSTWTR TRTMNT:10/26/15-2/1/16		80-60-001-43230	20.88	
					INVOICE TOTAL:	20.88 *	
					CHECK TOTAL:		20.88

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-- VILLAGE OF LAKE BLUFF --
MANUAL CHECK REGISTER

7B

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
12548	9VANTAGE	VANTAGEPOINT	TRANSFER AGENTS	03/29/16		
	102131378	03/22/16	01 'EE ICMA CONTRIBUTION:3/31/16		80-20-102-45000	250.00
					INVOICE TOTAL:	250.00 *
					CHECK TOTAL:	250.00
					TOTAL AMOUNT PAID:	1,511.98

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12549	9ACCESSO	ACCESS ONE, INC.					
	1671744		04/01/16	01	LOCAL PHONE SRVC:APRIL 2016	80-60-001-43230	669.08
						INVOICE TOTAL:	669.08 *
						CHECK TOTAL:	669.08
12550	9AFFORDA	AFFORDABLE ALTERNATIVES					
	6162		03/20/16	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	50.67
						INVOICE TOTAL:	50.67 *
						CHECK TOTAL:	50.67
12551	9AMAZONA	VOIDED---LEADER CHECK					
	002884745547		02/18/16	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	26.90
						INVOICE TOTAL:	26.90 *
	002887145019		02/18/16	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	29.87
						INVOICE TOTAL:	29.87 *
	002888789160		02/21/16	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	9.44
						INVOICE TOTAL:	9.44 *
	002943090985		02/22/16	01	JUVENILE AUDIO VISUAL	80-60-001-45430	63.00
						INVOICE TOTAL:	63.00 *
	002943388371		02/22/16	01	JUVENILE AUDIO VISUAL	80-60-001-45430	5.98
						INVOICE TOTAL:	5.98 *
	002947236809		02/24/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-2.00
						INVOICE TOTAL:	-2.00 *
	002948650025		02/20/16	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	48.53
						INVOICE TOTAL:	48.53 *

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12551	9AMAZONA	VOIDED---LEADER CHECK						
	004383420762		02/23/16	01	ADULT FICTION	80-60-001-45100	16.47	
						INVOICE TOTAL:	16.47 *	
	008593370830		02/25/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.99	
						INVOICE TOTAL:	14.99 *	
	016273737912		02/18/16	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	3.96	
						INVOICE TOTAL:	3.96 *	
	042489799311		03/04/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	26.19	
						INVOICE TOTAL:	26.19 *	
	065474715202		02/12/16	01	ADULT NON-FICTION	80-60-001-45000	49.17	
						INVOICE TOTAL:	49.17 *	
	071972475845		02/24/16	01	TEEN PROGRAM SUPPLIES	80-60-001-43740	8.78	
				02	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	5.32	
						INVOICE TOTAL:	14.10 *	
	071973948023		04/13/16	01	TEEN PROGRAM SUPPLIES	80-60-001-43740	10.20	
						INVOICE TOTAL:	10.20 *	
	081152223086		03/02/16	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	28.47	
						INVOICE TOTAL:	28.47 *	
	102670405680		03/02/16	01	ADULT NON-FICTION	80-60-001-45000	24.95	
						INVOICE TOTAL:	24.95 *	
	104510002824		03/01/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	74.96	
						INVOICE TOTAL:	74.96 *	
	104517823132		03/06/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	76.46	
						INVOICE TOTAL:	76.46 *	
	104519110831		03/03/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	33.95	
						INVOICE TOTAL:	33.95 *	
12552	9AMAZONA	VOIDED---LEADER CHECK						

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							29.95
104519457700			03/01/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	29.95 *
						INVOICE TOTAL:	
							7.98
105244499521			02/18/16	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	7.98 *
						INVOICE TOTAL:	
							6.57
108655549006			02/18/16	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	6.57 *
						INVOICE TOTAL:	
							23.28
117441345554			02/12/16	01	ADULT NON-FICTION	80-60-001-45000	23.28 *
						INVOICE TOTAL:	
							22.95
117442022331			02/12/16	01	ADULT NON-FICTION	80-60-001-45000	22.95 *
						INVOICE TOTAL:	
							19.99
133012215999			02/27/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.99 *
						INVOICE TOTAL:	
							41.43
164661171105			02/27/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	41.43 *
						INVOICE TOTAL:	
							52.26
176613532451			02/23/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	52.26 *
						INVOICE TOTAL:	
							87.12
176614693953			02/18/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	87.12 *
						INVOICE TOTAL:	
							11.59
176615949124			03/05/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	11.59 *
						INVOICE TOTAL:	
							112.47
195107288211			02/16/16	01	VIDEO GAMES	80-60-001-45510	112.47 *
						INVOICE TOTAL:	
							-8.00
214490069795			02/24/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-8.00 *
						INVOICE TOTAL:	
							19.41
214490957413			02/25/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.41 *
						INVOICE TOTAL:	

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12552	9AMAZONA	VOIDED---LEADER CHECK						
	214492703031		02/20/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-1.11	
						INVOICE TOTAL:	-1.11 *	
	214493754688		02/17/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	53.88	
						INVOICE TOTAL:	53.88 *	
	214498762478		02/21/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	98.95	
						INVOICE TOTAL:	98.95 *	
	214499483203		02/12/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	98.26	
						INVOICE TOTAL:	98.26 *	
	219357536226		02/22/16	01	ADULT NON-FICTION	80-60-001-45000	16.30	
						INVOICE TOTAL:	16.30 *	
	243712935853		03/02/16	01	ADULT FICTION	80-60-001-45100	12.21	
						INVOICE TOTAL:	12.21 *	
12553	9AMAZONA	AMAZON						
	254465858441		02/23/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	9.07	
						INVOICE TOTAL:	9.07 *	
	276250771575		02/20/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-2.00	
						INVOICE TOTAL:	-2.00 *	
	276253770891		02/11/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	18.25	
						INVOICE TOTAL:	18.25 *	
	276255156609		02/15/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	208.39	
						INVOICE TOTAL:	208.39 *	
	284959396994		02/18/16	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	6.60	
						INVOICE TOTAL:	6.60 *	

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12553	9AMAZONA	AMAZON					
	295370704786		02/24/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.98
						INVOICE TOTAL:	19.98 *
	295373404010		03/03/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	9.99
						INVOICE TOTAL:	9.99 *
	295375738946		03/02/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-3.50
						INVOICE TOTAL:	-3.50 *
	295376426884		02/29/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	311.83
						INVOICE TOTAL:	311.83 *
	295379816704		03/03/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-3.00
						INVOICE TOTAL:	-3.00 *
						CHECK TOTAL:	1,836.69
12554	9BKTLNT	VOIDED---LEADER CHECK					
	2031749366		02/25/16	01	ADULT FICTION	80-60-001-45100	282.58
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	12.85
						INVOICE TOTAL:	295.43 *
	2031763998		03/01/16	01	LARGE PRINT	80-60-001-45110	65.82
						INVOICE TOTAL:	65.82 *
	2031771514		03/04/16	01	TEEN BOOKS	80-60-001-45450	98.13
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	6.35
						INVOICE TOTAL:	104.48 *
	2031777638		03/07/16	01	ADULT FICTION	80-60-001-45100	303.15
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	13.00
						INVOICE TOTAL:	316.15 *

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12554	9BKTLENT	VOIDED---LEADER CHECK						
	2031782255		03/07/16	01	JUVENILE FICTION,PBKS & SERIES	80-60-001-45420	19.86	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	0.65	
					INVOICE TOTAL:		20.51 *	
	2031783246		03/08/16	01	ADULT NON-FICTION	80-60-001-45000	226.34	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	7.00	
					INVOICE TOTAL:		233.34 *	
	2031790157		03/09/16	01	JUVENILE FICTION,PBKS & SERIES	80-60-001-45420	39.58	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	5.90	
					INVOICE TOTAL:		45.48 *	
	2031799434		03/11/16	01	GRAPHIC NOVELS	80-60-001-45470	73.76	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	0.65	
					INVOICE TOTAL:		74.41 *	
	2031799447		03/11/16	01	ADULT NON-FICTION	80-60-001-45000	50.17	
				02	GRAPHIC NOVELS	80-60-001-45470	116.93	
				03	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	7.20	
					INVOICE TOTAL:		174.30 *	
	2031803923		03/14/16	01	JUVENILE FICTION,PBKS & SERIES	80-60-001-45420	2,520.61	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	109.30	
					INVOICE TOTAL:		2,629.91 *	
	2031807258		03/14/16	01	ADULT NON-FICTION	80-60-001-45000	91.43	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	3.75	
					INVOICE TOTAL:		95.18 *	
	2031808049		03/16/16	01	TEEN BOOKS	80-60-001-45450	269.10	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	20.15	
					INVOICE TOTAL:		289.25 *	
	2031810429		03/15/16	01	ADULT NON-FICTION	80-60-001-45000	26.12	

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12554	9BKTLENT	VOIDED---LEADER CHECK						
	2031810429		03/15/16	02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	1.30	
						INVOICE TOTAL:	27.42 *	
12555	9BKTLENT	VOIDED---LEADER CHECK						
	2031811996		03/16/16	01	ADULT FICTION	80-60-001-45100	326.35	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	14.80	
						INVOICE TOTAL:	341.15 *	
	2031812476		03/15/16	01	TEEN BOOKS	80-60-001-45450	11.95	
						INVOICE TOTAL:	11.95 *	
	2031824702		03/17/16	01	LARGE PRINT	80-60-001-45110	30.54	
						INVOICE TOTAL:	30.54 *	
	2031829774		03/22/16	01	ADULT NON-FICTION	80-60-001-45000	244.69	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	9.45	
						INVOICE TOTAL:	254.14 *	
	2031830213		03/22/16	01	ADULT FICTION	80-60-001-45100	70.31	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	4.90	
				03	ADULT NON-FCITION	80-60-001-45000	14.87	
						INVOICE TOTAL:	90.08 *	
	2031834637		03/22/16	01	GRAPHIC NOVELS	80-60-001-45470	17.02	
						INVOICE TOTAL:	17.02 *	
	2031839017		03/24/16	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	150.29	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	19.50	
						INVOICE TOTAL:	169.79 *	
	2031845191		03/28/16	01	ADULT FICTION	80-60-001-45100	416.14	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	20.70	
						INVOICE TOTAL:	436.84 *	

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12555	9BKTLENT	VOIDED---LEADER CHECK					
	2031850072		03/22/16	01	ADULT FICTION	80-60-001-45100	159.90
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	10.95
						INVOICE TOTAL:	170.85 *
	2031851279		03/28/16	01	TEEN BOOKS	80-60-001-45450	32.47
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	1.95
						INVOICE TOTAL:	34.42 *
	2031852125		03/29/16	01	ADULT NON-FICTION	80-60-001-45000	345.03
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	13.20
						INVOICE TOTAL:	358.23 *
	2031865348		04/01/16	01	ADULT FICTION	80-60-001-45100	269.36
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	14.35
						INVOICE TOTAL:	283.71 *
	2031878339		04/06/16	01	TEEN BOOKS	80-60-001-45450	187.12
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	12.20
						INVOICE TOTAL:	199.32 *
	2031879978		04/05/16	01	ADULT NON-FICTION	80-60-001-45000	208.92
						INVOICE TOTAL:	208.92 *
12556	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT					
	2031879978		04/05/16	02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	9.80
						INVOICE TOTAL:	9.80 *
						CHECK TOTAL:	6,988.44
12557	9CRYSMAN	CRYSTAL MANAGEMENT &					
	23515		02/15/16	01	CLEANING SERVICES:MAR 2016	80-60-001-41000	645.00
						INVOICE TOTAL:	645.00 *

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12557	9CRYSMAN	CRYSTAL MANAGEMENT &						
	23584		03/15/16	01	CLEANING SERVICES:APR 2016	80-60-001-41000	645.00	
							INVOICE TOTAL:	645.00 *
							CHECK TOTAL:	1,290.00
12558	9DANTHE	DAN THE KEY MAN, INC.						
	90865		04/06/16	01	KEYS	80-60-001-41000	34.20	
							INVOICE TOTAL:	34.20 *
							CHECK TOTAL:	34.20
12559	9DEMCO	DEMCO, INC						
	5834681		03/25/16	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	103.21	
							INVOICE TOTAL:	103.21 *
	5835116		03/25/16	01	OFFICE SUPPLIES	80-60-001-43550	107.77	
							INVOICE TOTAL:	107.77 *
	5840096		04/01/16	01	EXPENSES FRM RESTRICTED DONAT	82-60-001-99999	404.59	
							INVOICE TOTAL:	404.59 *
							CHECK TOTAL:	615.57
12560	9FIRSTBA	FIRST BANKCARD						
	AMY03292016		03/29/16	01	VIDEO GAMES	80-60-001-45510	359.93	
							INVOICE TOTAL:	359.93 *
							CHECK TOTAL:	359.93
12561	9FIRSTBA	FIRST BANKCARD						
	CAR032916		03/29/16	01	JUVENILE AUDIO-VISUAL	80-60-001-45430	14.99	

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12561	9FIRSTBA	FIRST BANKCARD						
	CAR032916		03/29/16	02	OFFICE SUPPLIES	80-60-001-43550	119.80	
				03	ADULT PROGRAM SUPPLIES	80-60-001-43710	144.00	
				04	JUVENILE AUDIO-VISUAL	80-60-001-45430	10.00	
				05	ADULT PROGRAM SUPPLIES	80-60-001-43710	15.48	
					INVOICE TOTAL:		304.27	*
					CHECK TOTAL:			304.27
12562	9FIRSTBA	FIRST BANKCARD						
	ELI032916		03/29/16	01	ALA DUES:ELIZA	80-60-001-42440	61.00	
				02	JUVENILE FICTION,PBLs & SERIES	80-60-001-45420	22.50	
				03	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	65.30	
					INVOICE TOTAL:		148.80	*
					CHECK TOTAL:			148.80
12563	9FIRSTBA	FIRST BANKCARD						
	ERI032916		03/29/16	01	PAYFLOW/PAYPAL	80-60-001-46000	25.80	
				02	BASECAMP	80-60-001-46000	20.00	
				03	STORAGE LOCKER RENTAL	80-60-001-46000	65.00	
					INVOICE TOTAL:		110.80	*
					CHECK TOTAL:			110.80
12564	9FIRSTBA	FIRST BANKCARD						
	MCO03292016		03/29/16	01	WEBSITE FOR ILL	80-60-001-45600	9.95	
				02	PATRON & STAFF SOFTWARE	80-60-001-45600	49.00	
				03	OUTREACH SUPPLIES	80-60-001-43730	100.00	
				04	EXPENSES FRM DONATIONS	82-60-001-99999	57.90	
					INVOICE TOTAL:		216.85	*
					CHECK TOTAL:			216.85

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12565	9HALLPAS	HALL PASS						
	HP2016-208		02/29/16	01	OTHER PROFESSIONAL SERVICES	80-60-001-41304	6.00	
						INVOICE TOTAL:	6.00 *	
						CHECK TOTAL:		6.00
12566	9HOMEDEP	HOME DEPOT CREDIT SERVICES						
	7585904		03/22/16	01	SAFETY CONES	80-60-001-43660	8.98	
						INVOICE TOTAL:	8.98 *	
	8562041		03/11/16	01	TRASH BAGS	80-60-001-43660	18.47	
						INVOICE TOTAL:	18.47 *	
						CHECK TOTAL:		27.45
12567	9IDLABEL	ID LABEL, INC.						
	0090434-IN		03/22/16	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	171.00	
						INVOICE TOTAL:	171.00 *	
						CHECK TOTAL:		171.00
12568	9IMAGESY	IMAGE SYSTEMS & BUSINESS						
	228093		03/14/16	01	PHOTOCOPIER:3/11-6/10/16	80-60-001-41303	142.56	
						INVOICE TOTAL:	142.56 *	
	228094		03/14/16	01	PHOTOCOPIER:3/11-6/10/16	80-60-001-41303	172.00	
				02	PHOTOCOPIER OVERAGE	80-60-001-41303	261.44	
				03	12/11/15-3/10/16	** COMMENT **		
						INVOICE TOTAL:	433.44 *	
						CHECK TOTAL:		576.00
12569	9INNINTE	INNOVATIVE INTERFACES, INC.						

DATE: 04/14/16
TIME: 14:09:45
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

8L

CHECK DATE: 04/19/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12569	9INNINTE	INNOVATIVE INTERFACES, INC.					
	INV-INC09169		02/02/16	01	LIBRARY AUTOMATION SOFTWARE	80-60-001-45610	1,745.98
						INVOICE TOTAL:	1,745.98 *
						CHECK TOTAL:	1,745.98
12570	9LB VILL	VILLAGE OF LAKE BLUFF					
	FEB 2016		03/10/16	01	FY16 MEDICAL INS:FEB 16	80-10-301-37100	5,028.67
				02	FY16 DENT'L/VISION INS:FEB 16	80-10-301-37100	444.08
				03	FY16 LIFE INS:FEB 16	80-10-301-37100	53.12
				04	FY16 IMRF 'EE CONTRIB:FEB 16	80-10-301-37100	1,562.81
				05	FY16 IMRF EMPLYR CONTR:FEB 16	80-10-301-37100	3,538.93
						INVOICE TOTAL:	10,627.61 *
	MAR 216		04/13/16	01	FY16 MEDICAL INS:MAR 16	80-10-301-37100	5,028.67
				02	FY16 DENT'L/VISION INS:MAR 16	80-10-301-37100	444.08
				03	FY16 LIFE INS:MAR 16	80-10-301-37100	53.12
				04	FY16 IMRF 'EE CONTRIB:MAR 16	80-10-301-37100	1,542.69
				05	FY16 IMRF EMPLYR CONTR:MAR 16	80-10-301-37100	3,493.37
						INVOICE TOTAL:	10,561.93 *
						CHECK TOTAL:	21,189.54
12571	9MIDTAPE	MIDWEST TAPE					
	12534		03/15/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-21.04
						INVOICE TOTAL:	-21.04 *
	200000740		03/05/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	34.99
						INVOICE TOTAL:	34.99 *
						CHECK TOTAL:	13.95
12572	9PROQUES	PROQUEST, LLC					

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

DATE: 04/14/16
TIME: 14:09:45
PRG ID: AP215000.CBL

CHECK DATE: 04/19/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12572	9PROQUES	PROQUEST, LLC						
	70377491		04/01/16	01	ADULT REFERENCE/E-REFERENCE	80-60-001-45220	2,047.00	
						INVOICE TOTAL:	2,047.00 *	
						CHECK TOTAL:		2,047.00
12573	9RECORDE	RECORDED BOOKS, LLC						
	753113840		04/01/16	01	ADULT REFERNCE/E-REFER	80-60-001-45220	1,000.00	
						INVOICE TOTAL:	1,000.00 *	
	75313841		04/01/16	01	ADULT REFERENCE/E-REFER	80-60-001-45220	1,250.50	
						INVOICE TOTAL:	1,250.50 *	
						CHECK TOTAL:		2,250.50
12574	9REYESIS	ISAURO REYES						
	REY040116		04/01/16	01	GROUNDS MAINT:MAR 2016	80-60-001-41050	645.00	
						INVOICE TOTAL:	645.00 *	
						CHECK TOTAL:		645.00
12575	9SHREDIT	SHRED-IT USA						
	9410089672		04/02/16	01	PAPER SHREDDING 4/1/16	80-60-001-41303	57.42	
						INVOICE TOTAL:	57.42 *	
						CHECK TOTAL:		57.42
12576	9STAPLES	STAPLES BUSINESS ADVANTAGE						
	8038741914		04/02/16	01	OFFICE SUPPLIES	80-60-001-43550	6.99	
						INVOICE TOTAL:	6.99 *	
						CHECK TOTAL:		6.99

DATE: 04/14/16
TIME: 14:09:45
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

PAGE: 14

8N

CHECK DATE: 04/19/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12577	9TEAMSOF	TEAM SOFTWARE SOLUTIONS						
	9500		03/08/16	01	PUBLIC WEB BROWSER RENEWAL	80-60-001-45600	125.00	
						INVOICE TOTAL:	125.00 *	
						CHECK TOTAL:	125.00	
12578	9USPOSTA	UNITED STATES POSTAL SERVICE						
	USP040616		04/06/16	01	REPLENISH POSTAGE PERMIT #98	80-60-001-43300	500.00	
						INVOICE TOTAL:	500.00 *	
						CHECK TOTAL:	500.00	
12579	9USPOSTA	UNITED STATES POSTAL SERVICE						
	USP040616-1		04/06/16	01	POSTAGE STAMPS	80-60-001-43300	141.00	
						INVOICE TOTAL:	141.00 *	
	USP040616-2		04/06/16	01	POST CARD STAMPS	80-60-001-43300	34.00	
						INVOICE TOTAL:	34.00 *	
						CHECK TOTAL:	175.00	
12580	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS						
	102138908		04/05/16	01	'EE ICMA CONTRIBUTION:4/15/16	80-20-102-45000	250.00	
						INVOICE TOTAL:	250.00 *	
						CHECK TOTAL:	250.00	
12581	9WAREHOU	WAREHOUSE DIRECT						
	3011555-0		03/17/16	01	OFFICE SUPPLIES	80-60-001-43550	35.36	
						INVOICE TOTAL:	35.36 *	
						CHECK TOTAL:	35.36	
						TOTAL AMOUNT PAID:	42,447.49	

Committee Reports

There will have been seven committee meetings since the March 15th, 2016 meeting of the Board. These represent five separate committees.

- Building and Grounds Committee (9B)
 - April 18, 2016
- Finance Committee (9C)
 - April 7, 2016
- Human Resources Committee (9D-9E)
 - March 29, 2016
 - April 18, 2016
- Long Range Planning Committee (9F)
 - April 14, 2016
- Outreach Committee (9G-9H)
 - March 29, 2016
 - April 19, 2016

Respectfully submitted,

Eric Scott Bailey

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

NOTICE OF Building and Grounds Committee Meeting

The Building and Grounds Committee of the Lake Bluff Public Library Board of Library Trustees will meet at the Lake Bluff Public Library on April 18th, 2016 at 5:00pm for the purposes outlined below:

**Lake Bluff Public Library Board of Trustees
Building and Grounds Committee Meeting
Monday, April 18th, 2016 at 5:00pm
At the Lake Bluff Public Library
123 E. Scranton Avenue
Lake Bluff, Illinois 60044**

AGENDA

- I. Call to order (5:00pm)**
- II. Roll Call (5:00pm)**
- III. Approval of 3/8/2016 Building and Grounds Committee Meeting Minutes (action)(5 minutes)(5:05pm)**
- IV. Discussion of HVAC Parts and Maintenance Contract (55 minutes)(6:00pm)**
- V. Any and all other business that may properly come before this committee (5 minutes)(6:05pm)**
- VI. Adjournment (6:05pm)**

All regular meetings and committee meetings of the Lake Bluff Board of Library Trustees are open to the public. If you wish to attend the April 18th, 2016 meeting and have special requirements as outlined in the Americans with Disabilities Act, please notify the Library Director, Eric Bailey, by 12:00pm on April 18th, 2016.

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

NOTICE OF Finance Committee Meeting

The Finance Committee of the Lake Bluff Public Library Board of Library Trustees will meet at the Lake Bluff Public Library on Thursday, April 7th at 2:00pm for the purposes outlined below:

**Lake Bluff Public Library Board of Trustees Finance Committee Meeting
Thursday, April 7th, 2016 at 2:00 PM
At the Lake Bluff Public Library
123 E. Scranton Avenue
Lake Bluff, Illinois 60044**

AGENDA

- I. Call to order (2:00pm)**
- II. Roll Call (2:00pm)**
- III. Consideration of Minutes of February 10th, 2016 Finance Committee Meeting
(action)(2 minutes)(2:02pm)**
- IV. Discussion of Volunteer Plan (action)(58 minutes)(3:00pm)**
- VII. Any and all other business that may properly come before this committee**
- VIII. Adjournment (3:00pm)**

All regular meetings and committee meetings of the Lake Bluff Board of Library Trustees are open to the public. If you wish to attend the April 7th, 2016 meeting and have special requirements as outlined in the Americans with Disabilities Act, please notify the Library Director, Eric Bailey, by noon on April 7th, 2016.

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES
Human Resources Committee Meeting
Tuesday, March 29, 2016

1) Call to Order; Roll Call:

The meeting was called to order at 1:57 pm by Committee Chair Scot Butler.
Board of Trustees Member Attending: Board President Kathy Meierhoff
and Cal Stroh
Board Member Absent: Romain Wojda
Library Staff Present: Library Director Eric Bailey
Members of the Public Attending: None

2) Discussion

- a) Stroh moved and Meierhoff seconded to approve the minutes of the March 11, 2016 Committee meeting. All voted aye.

3) Executive Session

- a. Butler moved and Meierhoff seconded that the Committee enter Executive Session with the Library Director not present at 2:04 pm in compliance with the Open Meetings Act 5 ILCS 120/2 (c)(1).
b. Library Director joined the Executive Session at 2:40 pm.
c. Butler moved and Meierhoff seconded that the committee leave Executive Session at 3:38 pm. All voted aye.

4) Discussion

- a) No other business was discussed at this meeting.

5) Adjournment

- a) Butler moved and Stroh seconded that the meeting be adjourned at 3:40 pm. All voted aye.

Respectfully submitted,

Scot Butler

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

NOTICE OF Human Resources Committee Meeting

The Human Resources Committee of the Lake Bluff Public Library Board of Library Trustees will meet at the Lake Bluff Public Library on April 18th, 2016 for the purposes outlined below:

**Lake Bluff Public Library Board of Trustees
Human Resources Committee Meeting
April 18th, 2016 at 6:30pm
At the Lake Bluff Public Library
123 E. Scranton Avenue
Lake Bluff, Illinois 60044**

AGENDA

- I. Call to order (6:30pm)**
- II. Roll Call**
- III. Approval of Minutes of March 29th, 2016 Human Resources Committee Meeting (5 minutes)(6:35pm)**
- IV. Discussion of Community Engagement Coordinator Position (55 minutes)(7:30pm)**
- V. Any and all other business that may properly come before this committee (5 minutes)(7:35pm)**
- VI. Adjournment (7:35pm)**

All regular meetings and committee meetings of the Lake Bluff Board of Library Trustees are open to the public. If you wish to attend the April 18th, 2016 meeting and have special requirements as outlined in the Americans with Disabilities Act, please notify the Library Director, Eric Bailey, by noon on April 18th, 2016.

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

NOTICE OF Long Range Planning Committee Meeting

The Long Range Planning Committee of the Lake Bluff Public Library Board of Library Trustees will meet at the Lake Bluff Public Library on Thursday, April 14th, 2016 at 6:30 PM for the purposes outlined below:

Lake Bluff Public Library Board of Trustees Long Range Planning Committee Meeting
Thursday, April 14th, 2016 at 6:30 PM
At the Lake Bluff Public Library
123 E. Scranton Avenue
Lake Bluff, Illinois 60044

AGENDA

- I. Call to order (6:30pm)**
- II. Roll Call (6:30pm)**
- III. Consideration of Minutes of June 16th, 2015 Long Range Planning Committee Meeting (action)(2 minutes)(6:32pm)**
- VI. Discussion of Long Range Plan Goals (58 minutes) (7:30pm)**
- VII. Any and all other business that may properly come before this committee**
- VIII. Dismissal (7:30pm)**

All regular meetings and committee meetings of the Lake Bluff Board of Library Trustees are open to the public. If you wish to attend the April 14th, 2016 meeting and have special requirements as outlined in the Americans with Disabilities Act, please notify the Library Director, Eric Bailey, by noon on April 14th, 2016.

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES
Outreach Committee Meeting
Tuesday, March 29, 2016

1) Call to Order; Roll Call:

The meeting was called to order at 1:00 pm by Committee Chair Carl Schons.
Board of Trustees Member Attending: Scot Butler
Board Member Absent: Board President Kathy Meierhoff
Library Staff Present: Library Director Eric Bailey
Members of the Public Attending: None

2) Discussion

- a) Schons moved and Butler seconded to approve the Meeting Minutes of the October 7, 2015 Committee meeting. All voted aye.

3) Discussion

- a) Future meeting schedules were discussed and it was agreed that the Outreach Committee would meet with Library staff prior to the April Board of Trustees meeting.

4) Discussion

- a) Library Director Bailey confirmed that the Phyllis Fox Creative Writing Awards event would be held at the Lake Bluff Recreation Center at 7:00 pm on May 11, 2016.

5) Discussion

- a) No other business was discussed at this meeting.

6) Adjournment

- a) Schons moved and Butler seconded that the meeting be adjourned at 1:16 pm. All voted aye.

Respectfully submitted,

Scot Butler

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

NOTICE OF Outreach Committee Meeting

The Outreach Committee of the Lake Bluff Public Library Board of Library Trustees will be meeting on April 19th, 2016 at 6:00pm. The Committee will meet at the Lake Bluff Public Library for the purposes outlined below:

**Lake Bluff Public Library Board of Trustees
Outreach Committee Meeting
Tuesday, April 19, 2016 at 6:00pm
At the Lake Bluff Public Library
123 E. Scranton Avenue
Lake Bluff, Illinois 60044**

AGENDA

- I. Call to order (6:00pm)**
- II. Roll Call**
- III. Consideration of minutes of March 29th, 2016 Outreach Committee Meeting (2 minutes)(6:02pm)**
- IV. Discussion of Ongoing Outreach (28 minutes)(6:30pm)**
- V. Budget Impact of Outreach Activities (30 minutes)(7:00pm)**
- VI. Any and all other business that may properly come before this committee**
- VII. Adjournment (7:00pm)**

All regular meetings and committee meetings of the Lake Bluff Board of Library Trustees are open to the public. If you wish to attend the April 19th, 2016 meeting and have special requirements as outlined in the Americans with Disabilities Act, please notify the Library Director, Eric Bailey, by noon on April 19th, 2016.

New Business

Logo Design and Branding

Library staff members have been working on a branding initiative for the Lake Bluff Library; building a library brand was part of last year's Long Range Plan. This has included an examination of fonts, colors, descriptive vocabulary and more. Many of these branding pieces tie in, and must work together, as part of a logo. Staff member Martha O'Hara will be on hand to provide an update on the branding process, in particular as it has led up to work on a new logo.

DISCUSSION: Martha will be presenting information for discussion and consideration. Action can be taken if desired but none is necessary at this time.

HVAC Part and Maintenance Agreement (PMA)

Head of Technical Services Lyndy Jensen and I will be discussing a proposal for a new HVAC PMA vendor with the Building and Grounds Committee on Monday, April 18. A recommendation should be available to the trustees for consideration at the April board meeting. If no recommendation has been made, discussion will be postponed until May.

ACTION: Consideration and approval of a new HVAC PMA vendor if a recommendation has been forwarded from the Building and Grounds Committee.

MidwestMechanical

Building Efficiency and Sustainability

A Service Logic Company

801 Parkview Boulevard
Lombard, IL 60148
(630) 850-2300
midwestmech.com

Service Agreement

Planned Services

February 12, 2016

Prepared for:

**Lake Bluff Public Library
123 E. Scranton Ave.
Lake Bluff, IL 60044**

Service Agreement

By and Between

Company:

Midwest Mechanical Group, Inc.
801 Parkview Boulevard
Lombard, IL 60148
(630) 850-2300

(Herein after referred to as "Company")

Client:

Lake Bluff Public Library
123 E. Scranton Ave.
Lake Bluff, IL 60044
(847) 234-2540
Lyndy Jensen

(Herein after referred to as "Client")

and

Midwest Mechanical Group, Inc. will provide the enclosed service program at the following Location (s);

Lake Bluff Public Library
123 E. Scranton Ave.
Lake Bluff, IL 60044

Scope of Services - Planned Services

Midwest Mechanical Group, Inc. has customized the enclosed program based on the operational requirements of the property. Utilizing the systems design application, equipment inventory, manufacturer's recommendations, as well as operational considerations and our own experience, Midwest Mechanical Group, Inc. has customized the following services to meet your objectives:

- Operational Assessment Services
- Energy Services
- Planned Maintenance Services
- Management Support Services

The Planned Maintenance Services include the maintenance activities required to prevent system failures before they occur and extend the equipment life. The following services include all travel, labor and materials within the scope of the Planned Maintenance Services program.

- Preventive Maintenance
- Air Filter Services

Scope of Services

1. Operational Assessment Services

The Agreement includes all travel and jobsite labor, vehicles, living expenses, and materials necessary to test the existing operations and performance characteristics of the equipment. Inspections in the form of routine visual inspections and physical testing will be performed to ensure the system(s) are in the proper operating condition and to identify any impending system(s) failures.

1.a. Visual Inspections

Midwest Mechanical Group, Inc. shall provide a visual inspection of the system(s) and components included in the agreement. Typical inspections include the following:

- Heating Sections
- Bearings
- Spray Nozzles & Pans
- Igniter & Flame Assembly
- Heat Exchanger
- Compressor Sections
- Motor Mounts & Vibration Pads
- Humidifiers & Strainers
- Seals & Packing
- Electrical Connections & Contactors
- Condensate Drains & Pans
- Flame Composition
- Crank Case Heaters
- Fan Assemblies
- Belts & Sheaves
- Condensing Sections
- Heating & Cooling Coils
- Filter Media & Racks

1.b. Physical Tests

Midwest Mechanical Group, Inc. shall provide for a physical check and/or test the system(s) and components included in the agreement. Typical checks and/or tests include the following:

- Flow Switch Operations
- Control Interlocks
- Flue Stack Assembly
- Damper Operations
- Starter Operations
- Oil Sump Heaters & Temperatures
- Alignment On Couplings
- Motor Operating Conditions
- Pressures & Temperatures
- Outside Air Intakes
- Refrigerant Pump Down
- Lubrication Requirements
- External Interlocks
- Motor Voltage & Amperage
- Refrigerant Charges
- System(s) Leaks
- Oil & Fluid Levels

The Operational Assessment & Analysis activities are related to the equipment outlined on the Equipment Inventory and Air Filter Inventory lists attached to this agreement unless otherwise documented by Lake Bluff Public Library and Midwest Mechanical Group, Inc..

2. Planned Maintenance Services

The Agreement includes all travel and jobsite labor, vehicles, and living expenses to perform the Planned Maintenance Services as described herein. The Agreement includes all consumable materials and supplies such as oil, lubricants, belts, cleaning supplies, tools and equipment necessary to perform the services.

2.a. Preventive Maintenance

Midwest Mechanical Group, Inc. shall perform the preventive maintenance activities which are essential to ensure the system(s) operational efficiency, durability, reliability and safety, performance, conditions and extended equipment life on an ongoing basis as scheduled within the tasking program with little or no equipment downtime. The tasking program is customized based on the systems design application, equipment inventory, manufacturer's recommendations, as well as the operational considerations of the property and our own experience. Typical preventive maintenance activities include:

Calibration:	Safety, temperature, operating, humidity, pressure, economizer controls and equipment/component gauges
Adjustment:	Refrigerant charges, purge systems, dampers, valves, un-loaders, belts, fan rpm's, chemical feeds, gas pressure regulators, combustion air ratios, set points igniter and flame assemblies
Alignment:	Open drive couplings, belt sheaves, pulleys, coil fins and belt drives
Vibration:	Damper linkage, fan bearings, axial vane drive, and motors
Secure & Tighten:	Motor terminals, control terminals, piping clamps, line fittings, mounting hardware, electrical connections, equipment panels, motor mounts, damper sections, vibrations pads and bolts
Cleaning:	Control devices, electrical contactors, condenser & evaporator coils, fan blades & impellers, pilot & burner orifices, heat exchangers, igniters, nozzles & passages and equipment areas
Painting & Surface Preparation:	As required to help prevent corrosion and deterioration of exterior equipment surfaces

2.b. Air Filter Services

Midwest Mechanical Group, Inc. shall perform the air filter changes as described herein on the Air Filter Inventory list. All labor, materials and disposal of the used filters are included. These services assist to ensure the systems(s) energy efficiency, proper indoor air and environmental quality is maintained.

3. Energy Services

The Agreement includes the integration of our Certified Energy Managers and LEED accredited professionals along with your assigned technicians working together to improve your building performance and efficiency. This combination provides Lake Bluff Public Library the best of both worlds as we leverage the operations and maintenance knowledge of the technicians with the engineering and systems expertise of the Energy Manager.

4. Management Support Services

Midwest Mechanical Group, Inc. will be responsible to administer, monitor and update all aspects of the services provided under this Agreement. A complete set of documentation will be implemented including computerized maintenance task schedules, inventory records, repair histories, and all other documentation required for establishing operating trends and further corrective measures. Detailed Service and/or Maintenance Reports will be left with Lake Bluff Public Library after every service visit.

Midwest Mechanical Group, Inc. will assign a team of professionals to execute and ensure the consistency of service delivered, provide effective lines of communication, and be accountable for the performance of the program. Your management support team includes the following:

Account Representative The primary responsibility of the account representative is to coordinate the resources necessary to implement and execute the program as described herein.

Service Manager The service manager primary responsibilities are to control and direct the personnel and resources required to ensure the effective and efficient delivery of the program. The service manager will be your direct point of contact for the services as described herein.

Primary & Secondary Technician(s) Midwest Mechanical Group, Inc. will complete the skill level tasking to assign primary technicians whom are qualified to perform the services described. In the event the primary technician(s) is not available, we assign qualified secondary technicians to meet these service requirements.

Customer Services Representative The primary responsibility of the customer service representative (CSR) is to schedule and respond to all your service activities. The CSR maintains the work flow documentation as well as performs the dispatching and coordination responsibilities within the call center.

Technical Support Staff In addition to the above assigned associates, Midwest Mechanical Group, Inc. will make available the additional technical support associates as required to perform the services described. Additional associates utilized may include Certified Energy Managers, design build engineers, project managers, accounting and administrative support personnel.

Exhibit One - Equipment Inventory

The responsibilities of the Company shall not be limited to the major components of the equipment listed, but shall include all appurtenant devices and systems that are related to the equipment (e.g. sensors, compressors, pumps, fans, etc.)

Qty.	System/ Components ¹	Manufacturer	Model Number	Rating (Ton/HP)	Name/Location
1	Air Handling Unit	-----	BCF	20000	Mechanical Room-Library
1	Supply Fan Motor	-	-	20	Mechanical Room-Library
1	Variable Frequency Drive	Yaskawa		20	Mechanical Room-Library
1	Steam Jet Humidifier	Nortec	GSTC-100	140000	Mechanical Room-Library
14	VAV Box	Titus	DES		Library Building
1	Split System Condensing Unit	Carrier	58 MCA-100-B/38HDC060-A	5	Closet- Museum
1	Compressors	-	-	5	Closet- Museum
1	Supply Fan Motor	-	-	.5	Closet- Museum
1	Split System Condensing Unit	Sterling	QUSD-175/38HDC060-B	5	Closet- Museum
1	Compressors	-	-	5	Closet- Museum
1	Supply Fan Motor	-	-	.5	Closet- Museum
1	Condenser, Air-Cooled	Carrier	38AH028-5-AC	25	
2	Condenser Fan Motor	-	-	1	
1	Condenser, Air-Cooled	Carrier	38KS-013-5	10	
2	Condenser Fan Motor	-	-	.5	

¹Equipment and/or components may be added or deleted based on the mutual agreement of Lake Bluff Public Library and Midwest Mechanical Group, Inc.. Upon written authorization, the Agreement price will be amended accordingly.

Actual Equipment List

Qty.	System/ Components ¹	Manufacturer	Model Number	Rating (Ton/HP)	Name/Location
1	Air Handling Unit	Modine	DFP300TMRNN	25	Mechanical Room-Library
1	Supply Fan Motor	-	-	20	Mechanical Room-Library
1	Variable Frequency Drive	Yaskawa		20	Mechanical Room-Library
1	Steam Jet Humidifier	Nortec	GSTC-100	140000	Mechanical Room-Library
1	Condenser, Air-Cooled	Carrier	38AH028-5-AC	25	Outside
2	Condenser Fan Motor	-	-	1	Outside
1	Air Handling Unit	Carrier	40RM-012-B610YC	10	Closet- Museum
1	Supply Fan Motor	-	-	3.7	Closet- Museum
1	Unit Heater	Sterling	QVSD-150		Closet- Museum
1	Condenser, Air-Cooled	Carrier	38KS-013-5	10	Outside
2	Condenser Fan Motor	-	-	.5	Outside
14	VAV Box	Titus	DES		Library Building
1	Split System Condensing Unit	Carrier	58 MCA-100-B/38HDC060-A	5	Closet-Museum/Outside
1	Compressors	-	-	5	Closet- Museum/Outside
1	Supply Fan Motor	-	-	.5	Closet- Museum/Outside
1	Split System Condensing Unit	Carrier	58 MCA-100-B/38HDC060-A	5	Loft- Museum/Outside
1	Compressors	-	-	5	Loft- Museum/Outside
1	Supply Fan Motor	-	-	.5	Loft- Museum/Outside

¹Equipment and/or components may be added or deleted based on the mutual agreement of Lake Bluff Public Library and Midwest Mechanical Group, Inc.. Upon written authorization, the Agreement price will be amended accordingly.

Exhibit Two - Air Filter Inventory

The responsibilities of the Company shall include all filter and media associated with the equipment inventory to include but not limited to pre-filters, frame filters, pouch filters, fan coil filters, automatic roll type filters, etc.

System/ Components	Name/ Location	Qty	Filter Type	Filter Size	Changes/Yr ¹
Air Handling Unit	Mechanical Room- Library	6	Frame, Pleated	24x24x2	4
Split System Condensing Unit	Closet- Museum	1	Frame, Pleated	20x25x1	4
Split System Condensing Unit	Closet- Museum	1	Frame, Pleated	20x25x1	4

¹Should experience show that more or less frequent media changes or different types of media are required, Lake Bluff Public Library will be advised and upon written authorization, the Agreement price will be amended accordingly.

Actual Filter List

System/ Components	Name/ Location	Qty	Filter Type	Filter Size	Changes/Yr ¹
Air Handling Unit	Mechanical Room- Library	6	Frame, Pleated	24x24x2	4
Air Handling Unit	Closet- Museum	4	Frame, Pleated	16x24x2	4
Split System Condensing Unit	Closet- Museum	1	Frame, Pleated	20x25x1	4
Split System Condensing Unit	Closet- Museum	1	Frame, Pleated	20x25x1	4
Split System Condensing Unit	Loft- Museum	1	Frame, Pleated	20x25x1	4

Exhibit Three - Special Services and Provisions

In addition to the service and provisions outlined in the agreement, the following special services, provisions and terms will apply to this agreement:

SSP 1. General

4 Preventive Maintenance visits annually

- Cooling season start up
- Cooling season operating inspection
- Heating season start up
- Heating season operating inspection

The Lake Bluff Public Library will provide free and clear access to all equipment

Midwest Mechanical will powerwash the coils 1 time annually with high volume, low pressure water

SSP 2. Task Lists

The following tasks include, but are not limited to the lists and schedules below:

A list of Ventilation-related tasks to be performed twice annually (at the start of the AC season and at the start of the HTG season) are:

- Lubricate fan motors and bearings
- Lubricate ventilation systems moving parts
- Check for excessive vibration
- Check/adjust fan belts for proper condition and tension
- NOTE: Belt for the Museum furnace to be tightened / replaced quarterly or as necessary
- Check operation of duct and space thermostats
- Check and test ventilation systems controls
- Examine and test safety controls
- Vacuum clean systems
- Check duck smoke detectors
- Check fan limit controls
- Check and adjust blower components
- Visually inspect ductwork
- Clean registers
- Check damper motors and adjust damper linkages
- Calibrate variable air volume boxes
- Check operation of variable frequency drive

A list of Ventilation-related tasks to be performed quarterly at the start of the AC season (May), at the middle of the AC season (August), at the start of the HTG season (November), and at the middle of the HTG season (February)) are:

- Wash permanent air filters
- Furnish and change disposable air filters at contractors expense or include separately with cost

A list of Air Conditioning-related tasks to be performed twice annually (at the start of the AC season [start-up] and at the middle of the AC season [inspection]) are:

- Clean condenser air coils
- Clean evaporator air coils
- Check condensation drain pans
- Check condensation drain pumps
- Check for adequate refrigerant charges
- Check for refrigerant leaks
- Measure and record amperage draw on compressors
- Record air temperature drip across evaporator coils
- Measure and verify refrigeration system components

A list of the Heating-related tasks to be performed twice annually (at the start of the HTG season [start-up] and at the middle of the HTG season [inspection]) are:

- Clean condensation drain lines from humidifier
- Check Carbon Monoxide alarms
- Inspect and clean heat exchangers
- Clean and adjust burners
- Clean and check flues and flue dampers for proper drafting
- Analyze flue gases
- Check natural gas connection for leaks
- Check for proper combustion
- Check pilot assemblies

A list of Heating-related tasks to be performed once annually (at the start of the HTG season) are:

- Start humidifier
- Check humidifier elements
- Check operation of humidistats

A list of Electrical HVAC-related tasks to be performed once annually are:

- Check and tighten electrical connections
- Check electrical lockout circuits
- Check voltage and amperage of motors

All technicians will complete a service tag/sticker and attach it to the serviced equipment after completion of work. The service tag/sticker will be used to document the following information: the date serviced, the name of the technician(s), and a description of the service(s) performed. The service tag/sticker must contain adequate space to document future repairs and must be placed in a location to prevent weather related damages. The technician will not place the new service tag over pre-existing service tags, including tags that have previous history and repairs.

In the event that the new equipment or parts installed by the contractor fails and is under warranty, the contractor will be responsible for replacement and contacting the company for warranty repair. The Village will not be responsible for any additional costs to repair new equipment or parts that are still under warranty. The contractor is responsible for all liability.

Vendors are encouraged to include comments and qualifications to their proposals.

SSP 3. Communication and Accountability

Midwest Mechanical will schedule all preventive maintenance visits with your team prior to arrival

- Our team will be readily available to address any questions or concerns
- Primary and Secondary Technicians will be assigned to your account

Midwest Mechanical will schedule a "kick off" meeting to introduce The Lake Bluff Public Library to our service team

- Introduce your staff to the team that will coordinate and execute the maintenance agreement
- Confirm a complete understanding of your wants, needs, and expectations

A service log will be provided following each preventive maintenance visit

- Electronic copies can be sent to members of The Lake Bluff Public Library team
- The Lake Bluff Public Library can remotely access mechanical equipment information via the Client Portal

Exhibit Four - Terms and Conditions

1. Client shall permit Company free and timely access to areas and equipment and allow Company to start and stop the equipment as necessary to perform the required services. All planned work performed under this Agreement will be performed during Company's normal working hours.
2. The Agreement Price is conditioned upon the system(s) covered being in maintainable condition. If the initial inspection or initial seasonal start-up indicates repairs are required, a firm quotation will be submitted for Client's approval. Should Client not authorize the repairs, Company may either remove the unacceptable system(s), component(s) or part(s) from its scope of responsibility and adjust the annual Agreement price accordingly or cancel this Agreement.
3. In case of failure to perform its obligation under this Agreement, Company's liability is limited to repair or replacement, at its option, and such repair or replacement shall be Client's sole remedy.
4. Following the initial term, at the beginning of each new term the Agreement price is subject to adjustment to reflect industry increases in labor, materials or other costs.
5. Client shall be responsible for all taxes applicable to the services and/or materials hereunder.
6. Client will promptly pay invoices upon receipt. Should a payment become thirty (30) days or more delinquent, Company may stop all work under the Agreement without notice and/or cancel this Agreement and the entire Agreement amount shall become due and payable immediately upon demand. In the event Company must commence legal action in order to recover any amount payable under this Agreement, Client shall pay Company for all court cost and attorneys' fees incurred by Company.
7. In addition to the Term/Automatic Renewal provision of this Agreement, this Agreement may be terminated by either party upon material breach by the other party of its obligations hereunder upon thirty (30) calendar day's prior written notice to the breaching party and the failure of the breaching party to cure the breach within such thirty (30) day period. Notwithstanding any termination, Client shall remain liable to Company for any amounts for service provided by Company and not then paid.
8. Company reserves the right to subcontract all or portions of the Agreement.
9. Excluded for this Agreement, unless otherwise stated herein, are repairs or replacement of items not normally mechanically maintainable such as but not limited to ductwork, boiler shell and tubes, cabinets, fan blades, fan wheels, fan shrouds/housing, boiler refractory material, heat exchangers, electric heat elements, piping, tube bundles, valve bodies, coils, structural supports, storage tanks, casings, fixtures, grillage and tower fill. Replacement of refrigerant is excluded, unless replacement of refrigerant is expressly stated as included within the scope of services, in which case replacement shall in no event exceed the stated percentage of rated system charge per year expressly stated in the scope of services. Client shall be responsible for the cost of any additional replacement refrigerant.
10. Service (labor and/or material) provided under this Agreement involving services not included within the scope of this Agreement will become an extra charge and invoiced separately from the sum stated in this Agreement.
11. Company expressly disclaims any and all responsibility and liability for the indoor air quality of the Client's facility.
12. If a trouble call is made at Client's request and inspection indicates a condition which is not covered under this Agreement, Company may charge Client at the rate in effect for services.
13. Client shall make available to Company's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA's Hazardous Communication Standard Regulations.
14. Company will not be required to move, replace or alter any part of the building structure in the performance of this Agreement. This Agreement does not include responsibility for operation of the system, design of the system, obsolescence, safety testing directed or required by any agency/company/person or organization, water/air balancing, internal devices within the duct systems, ductwork insulation, cleaning the interior of ductwork, fire/smoke dampers, repair or replacement necessitated by freezing weather, electrical power failure, low voltage/inadequate power, burned-out main or branch fuses, low water pressure, water treatment provided by others, water condition, vandalism, misuse or abuse of the system(s), selection of domestic hot water temperatures, electrolysis, negligence of others (including Client), failure of Client to properly operate the system(s), requirements of government, regulator or insurance agencies or other causes beyond the control of the Company unless specifically stated otherwise herein.
15. Client shall permit only Company's personnel or agent to perform the work included in the scope of this Agreement. Should anyone other than Company's personnel perform such work, Company may, at its option, cancel Agreement, eliminate the involved item of equipment from inclusion on this Agreement or charge Client for any related service work.
16. Both parties shall seek to avoid litigation. If however Company must commence legal action, for whatever cause, Client shall pay all court costs and attorney's fees should Company prevail. Any legal action relating to this Agreement, or breach thereof, shall be commenced within one (1) year from the date of the work.
17. Company shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment, or materials, delay of carriers, strikes, including those by Company's employee's, lockouts, civil or military authority, priority regulations, insurrection or not, action of elements, forces of nature, or during a period of Client being on credit hold or by an cause beyond its control.
18. Company's obligation under this Agreement does not include the identification, abatement or removal of any asbestos products or any other toxic or hazardous wastes or materials, or any fungus(es), or spore(s); substance, vapor or gas produced by or arising out of any fungus(es) or spores; or any material, product, building component or structure that contains, harbors, nurtures or acts as a medium for any fungus(es) or spore(s). In the event such substances, wastes and materials are encountered, Company's sole obligation will be to notify the Client of their existence. Company shall have the right thereafter to suspend its work until such substances, wastes or materials and resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the Agreement price equitably adjusted.
19. To the fullest extent permitted by law, Client shall indemnify and hold harmless Company, its agent and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising out of or resulting from the performance of work hereunder, provided that such claim, damages, loss or expense is cause in whole or in part by an active or passive act of omission of Client, or anyone for whose acts Client may be liable, regardless of whether it is cause in part by the negligence of the Company.
20. Under no circumstances, whether arising in contract, tort (including negligence), equity or otherwise, will Company be responsible for loss of use, loss of profit, increased operating or maintenance expenses, claims of Client's tenants or client's, or any special, indirect or consequential damages.
21. Definition: COVERED EQUIPMENT shall mean the equipment for which services are to be performed under this Agreement. Covered equipment is defined by applicable equipment inventory included herein.

Director's Report

Phyllis Fox Writing and Bookmark Design Contests

Our annual writing and bookmark design contests have wrapped up. The awards ceremony is scheduled for Wednesday, May 11 at 7:00pm at the Lake Bluff Recreation Center. As always, Trustee attendance is strongly encouraged.

Patron Satisfaction Survey

The Patron Satisfaction Survey has concluded. We received 262 total submissions (last time we received 272). Martha O'Hara has most of the data imported into a spreadsheet and hopes to start on the analysis soon.

Butterfly Arrival

The National Library Week butterflies arrived at the end of March and are currently out at the circulation desk in their chrysalises. The plan is, weather permitting, to release them on Saturday, April 16. As many still have not emerged there's a decent chance that there will still be some around for the Board Meeting. The butterfly acquisition was sponsored by the Friends.

Knollwood Neighbors Meeting

Martha attended, in the absence of a Community Engagement staff member, the Knollwood Neighbors meeting at the end of March. We have partnered, on occasion, with the Neighbors regarding service to nonresidents. Martha spoke briefly about library services for Knollwood, including the new D65 Student card program.

Art Display

Staff member Liliana LaValle worked with local artist Kim Beck to set up a beautiful display of artwork in the Spruth room. Check it out if you have a chance.

Adult Programming

Programmers Carol Carter and Liliana LaValle hosted a number of great programs this month. Overall, program stats continue to be excellent—attendance is up by 87 percent compared to last year!

Staycation at the Library

We received positive feedback regarding our 'Staycation at the Library' program, which was aimed at providing something to do for those who stayed in town over Spring Break. We had approximately 24 participants in the program. Patrons who commented said that they were grateful to have something to do while everyone was out of town. Liliana LaValle, Carol Carter, Eliza Jarvi, and Donna Williams all pitched in to make this event a success.

Staff In-Service

The library was closed on March 30 for a staff in-service. Safety and readiness for emergencies were the themes of the day. Staff practiced procedure for lockdown and active shooter situations with the assistance of Lake Bluff police, tested the library's new emergency escape ladder, practiced with a fire extinguisher, reviewed how to respond to an emergency with some of Lake Bluff's first responders, learned CPR, learned how to use an AED, and more. It was a productive and very useful day.

RFP for a Fundraiser

A total of three responses were received before the April 1 deadline for our request for proposal for a consultant for fundraising. The responses will be discussed on April 20 at 6pm with the Building Project Task Force and Friends of the Library.

National Library Week Luncheon

The Friends provided a wonderful luncheon for library staff and trustees on April 14, featuring sandwiches from Potbellies and assortment of other goodies. As ever, 'Friends of the Library' is more than just the name of the organization.

Monthly Statistics Summary March 2016

Library Usage Summary

Total March Circulation

FY	Total	Avg. Circ/Hour	% Change
15-16	9,292	38.24	3.58%
14-15	8,971	36.32	-0.92%
13-14	9,054	36.96	-9.86%

Total Circulation Fiscal Year to Date

FY	Total	Avg. Circ/Hour	% Change
15-16	98,434	38.97	1.58%
14-15	96,903	38.55	-5.27%
13-14	102,298	41.20	-1.72%

Total March Visits

FY	Total Visits	Avg. Visits/Hour	% Change
15-16	6,142	25.27	3.58%
14-15	5,930	24.01	16.06%
13-14	5,109	20.85	-17.19%

Total User Visits Fiscal Year to Date

FY	Total Visits	Avg. Visits/Hour	% Change
15-16	65,875	26.05	1.86%
14-15	64,673	25.67	-11.06%
13-14	72,719	29.38	-3.75%

Total March Programs

FY	# of Programs	% Change	Attendance	% Change
15-16	32	23.08%	455	64.86%
14-15	26	18.18%	276	-10.39%
13-14	22	-8.33%	308	4.05%

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
15-16	328	14.29%	6,294	12.74%
14-15	287	-12.77%	5,583	-3.94%
13-14	329	5.45%	5,812	-2.68%

Online Access

Total March eMaterial Circulation

FY	eBook/eAudio	eVideo	eMusic	eMagazines	% Change
15-16	822	0	164	18	7.38%
14-15	702	2	201	30	8.97%
13-14	536	N/A	209	113	22.05%

Total eMaterial Circulation Year to Date

FY	eBook/eAudio	eVideo	eMusic	eMagazines	% Change
15-16	8,052	13	2,020	289	18.90%
14-15	6,289	35	1,948	488	7.58%
13-14	4,974	N/A	2,494	675	34.77%

Total March Website Usage

FY	Page Loads	% Change	Unique Visitors	% Change
15-16	9,794	17.59%	6,260	16.03%
14-15	8,329	-19.99%	5,395	-13.72%
13-14	10,410	-6.38%	6,253	-1.00%

Total Website Usage Fiscal Year to Date

FY	Page Loads	% Change	Unique Visitors	% Change
15-16	102,404	10.42%	62,709	9.44%
14-15	92,741	-14.45%	57,299	-10.83%
13-14	108,402	9.33%	64,259	0.57%

Total March Database Usage

FY	Research*	Novelist	Tumble Books	% Change
15-16	1,248	19	19	195.63%
14-15	367	58	10	106.16%
13-14	57	140	14	-77.14%

Total Database Usage Fiscal Year to Date

FY	Research*	Novelist	Tumble Books	% Change
15-16	8,156	7,898	532	178.85%
14-15	3,494	2,321	133	139.36%
13-14	931	1,457	97	34.47%

Other Services

Total March Other Services

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
15-16	0	141	51	7
14-15	1	130	35	4
13-14	3	105	16	N/A

Total Other Services Fiscal Year to date

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
15-16	27	1,465	481	43
14-15	30	1,405	389	114
13-14	34	1,428	279	N/A

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

Monthly Statistics Summary

March 2016

Adult Services Summary

Total March Circulation

FY	Fiction	Non Fiction	A/V	Total	% Change
15-16	904	820	2,402	4,500	1.99%
14-15	933	723	2,399	4,412	-4.23%
13-14	1,037	755	2,441	4,607	-13.03%

Total Circulation Fiscal Year to Date

FY	Fiction	Non Fiction	A/V	Total	% Change
15-16	10,220	9,081	23,910	46,551	-1.70%
14-15	11,011	7,591	24,901	47,357	-10.12%
13-14	11,990	8,161	28,562	52,688	-4.96%

Total March Programs

FY	# of Programs	% Change	Attendance	% Change
15-16	16	100.00%	195	343.18%
14-15	8	100.00%	44	37.50%
13-14	4	-42.86%	32	-31.91%

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
15-16	124	53.09%	1,635	87.29%
14-15	81	-7.95%	873	3.44%
13-14	88	2.33%	844	19.04%

Teen Services Summary

Total March Circulation

FY	Total	% Change
15-16	180	40.63%
14-15	128	-33.68%
13-14	193	-28.52%

Total Circulation Fiscal Year to Date

FY	Total	% Change
15-16	1,570	-23.71%
14-15	2,058	-11.22%
13-14	2,318	-13.44%

Total March Programs

FY	# of Programs	% Change	Attendance	% Change
15-16	5	25.00%	23	155.56%
14-15	4	-33.33%	9	-40.00%
13-14	6	50.00%	15	7.14%

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
15-16	55	-21.43%	313	43.58%
14-15	70	59.09%	218	-0.91%
13-14	44	-4.35%	220	-21.43%

Youth Services Summary

Total March Circulation

FY	Fiction	Non Fiction	A/V	Total	% Change
15-16	2,233	446	782	3,468	3.89%
14-15	2,053	332	912	3,338	1.40%
13-14	1,746	505	1,036	3,292	-11.03%

Total Circulation Fiscal Year to Date

FY	Fiction	Non Fiction	A/V	Total	% Change
15-16	25,257	4,733	8,293	38,480	2.82%
14-15	23,895	3,768	9,647	37,423	-2.58%
13-14	23,234	4,451	10,654	38,415	-2.42%

Total March Programs

FY	# of Programs	% Change	Attendance	% Change
15-16	11	-21.43%	237	6.28%
14-15	14	16.67%	223	-14.56%
13-14	12	-7.69%	261	11.06%

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
15-16	149	9.56%	4,346	-3.25%
14-15	136	-30.96%	4,492	-5.39%
13-14	197	9.44%	4,748	-4.72%

Technical Services Summary

Total March Activity

FY	Acquisitions	Deletions
15-16	590	595
14-15	595	1,127
13-14	392	195

Total Activity Fiscal Year to Date

FY	Acquisitions	Deletions
15-16	6,431	4,562
14-15	5,985	5,947
13-14	6,637	6,681

Monthly Statistics Summary
March 2016

13C

Community Penetration--Physical Collection

March 2016

	# of Households	% of Total Households
Households active in March	699	34.01%
Total active households	1,349	65.64%

February 2016

	# of Households	% of Total Households
Households active in February	661	32.17%
Total active households	1,339	65.16%

January 2016

	# of Households	% of Total Households
Households active in January	657	31.97%
Total active households	1,331	64.77%

December 2015

	# of Households	% of Total Households
Households active in December	691	33.63%
Total active households	1,339	65.16%

November

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

October

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

September

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

August

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

13E

Monthly Statistics Summary March 2016

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

2016 Meeting Dates

January 16 at 10:00am – TIM KREGOR

February 20 at 10:00am – SCOT BUTLER

March 19 at 10:00am – JANIE JERCH

April 16 at 10:00am – ROMAIN WOJDA

May 21 at 10:00am – KATHY MEIERHOFF

June 18 at 10:00am – CAL STROH

August 20 at 10:00am – TIM KREGOR

September 17 at 10:00am – SCOT BUTLER

October 15 at 10:00am – ROMAIN WOJDA

November 19 at 10:00am – JANIE JERCH

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

Respectfully submitted,

Eric Bailey

Library Director