

## August 16th, 2016

### agenda

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
<b>1,2</b>	<b>CTO, Additions (2 minutes)(7:02pm)</b>	
	Document Summary	1A
	Agenda	2A-2B
<b>3</b>	<b>Introduction to Skylar Reinhard (5 minutes)(7:07pm)</b>	
<b>4</b>	<b>Opportunity to Address Board</b>	
<b>5</b>	<b>Consent Agenda</b>	
	Minutes of July 19th, 2016 Board of Trustees Meeting (action)(2 minutes)(7:09pm)	3A-3C
	Minutes of August 2nd, 2016 Summary Document Committee Meeting (action)(2 minutes)(7:11pm)	4A
<b>6</b>	<b>Treasurer's Report and Financial Reports (White and Yellow) (5 minutes)(7:16pm)</b>	
	July Financial Summary Report (action)	5A-5C
	July Detailed Revenue & Expense Report (action)	6A-6E
	July Detailed Balance Sheet (action)	7A-7E
<b>7</b>	<b>Approval of Checks (Green) (5 minutes)(7:23pm)</b>	
	July Manual Check Report (action)	8A
	July Check Register (action)	9A-9O
<b>8</b>	<b>Committee Reports (10 minutes)(7:33pm)</b>	
<b>9</b>	<b>New Business</b>	
	Agreement with District 65 (Renewal) (possible action)(10 minutes)(7:43pm)	10A-10K
<b>10</b>	<b>Old Business</b>	
	Fundraising Consultant (possible action)(30 minutes)(8:13m)	11A-11D
<b>11</b>	<b>Director's Report (5 minutes)(8:18pm)</b>	
	Librarian's Narrative Report	12A-12B
<b>12</b>	<b>Executive Session(s) (30 minutes if entered)</b>	
<b>13</b>	<b>Any and All Other Business ...</b>	
<b>14</b>	<b>Adjournment (1 minute)(8:19pm)</b>	
<b>15</b>	<b>Attachments</b>	
	Usage Statistics for the Month of July (available at meeting)	13
	Friends Meeting Attendees for 2016	14A

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting**  
**Tuesday, August 16<sup>th</sup>, 2016 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. **Introduction to Skylar Reinhard (5 minutes)(7:07pm)**
4. **Opportunity for Public to Address the Board (limit 5 minutes per person per meeting)**
5. **Approval of Minutes**
  - a. **Approval of Minutes of July 19<sup>th</sup>, 2016 Regular Board Meeting (action)(2 minutes)(7:09pm)**
  - b. **Approval of Minutes of August 2<sup>nd</sup>, 2016 Special Board Meeting (action)(2 minutes)(7:11pm)**
6. **July 2016 Financial Reports – Detailed Balance and Revenue/Expense (White and Yellow Pages) (action)(5 minutes)(7:16pm)**
  - a. **July Financial Summary Report**
  - b. **July Detailed Revenue & Expense Report**
  - c. **July Detailed Balance Sheet**
7. **Approval of checks (Green Pages) (5 minutes)(7:23pm)**
  - a. **July Manual Checks (12705-12707) (action)**
  - b. **July Monthly Checks (12708-12749) (action)**
8. **Committee Reports (10 minutes)(7:33pm) (Committees that did not meet)**
  - a. **Building and Grounds Committee (CHAIR: Schons. MEMBERS: Jerch, Meierhoff, and Stroh.)**
  - b. **Building Project Task Force (CHAIR: Meierhoff. MEMBERS: Schons.)**
  - c. **Finance Committee (CHAIR: Butler. MEMBERS: Kregor.)**
  - d. **Human Resources Committee (CHAIR: Kregor. MEMBERS: Butler and Meierhoff.)**
  - e. **Intergovernmental Committee (CHAIR: Bailey. MEMBERS: Jerch and Stroh.)**
  - f. **Long Range Planning Committee (CHAIR: Wojda. MEMBERS: Schons.)**
  - g. **Outreach Committee (CHAIR: Schons. Members: Butler and Kregor.)**
9. **New Business**
  - a. **Agreement with District 65 (Renewal) (possible action)(10 minutes)(7:43pm)**

**10. Old Business**

- a. Fundraising Consultant (possible action)(30 minutes)(8:13pm)

**11. Director's Report (5 minutes)(8:18pm)**

- a. Director's Narrative Report

**12. 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)

**13. Any and all other business which may properly come before the Board****14. Adjournment (1 minute)(8:19pm)****Attachments:**

Friends Meeting Attendees for 2016

Ter Molen, Watkins, and Brandt Fundraising Proposal

District 65 Nonresident Card Agreement

Usage Statistics for the Month of July, 2016 (available at the meeting)

**Upcoming Board Meetings: September 20, October 18, and November 15, 2016.**

**Lake Bluff Public Library  
Board of Library Trustees Meeting  
Tuesday, July 19th, 2016  
123 E. Scranton Ave, Lake Bluff, IL 60044  
Enter through Library main entrance**

**1) Call to Order**

Board President Kathy Meierhoff called the meeting to order at 7:02 pm.

Present were Trustees Cal Stroh, Carl Schons, Tim Kregor, and Scot Butler. Trustees Janie Jerch and Romain Wojda were absent. Also present were Library Director Eric Bailey, Library Staff Member Martha O'Hara and Friends of the Library representative Margaret Abel.

**2) Additions & Corrections to the Agenda:**

There were none.

**3) Opportunity for Public to Address the Board**

Mrs. Abel asked whether Board meeting minutes were published. Director Bailey responded that minutes were published and placed on the library website. Mrs. Abel notified the Board that there was a Town Meeting scheduled at the Senior Center and asked whether the Library scheduled Town Meetings. Director Bailey responded that none were scheduled. Mrs. Abel asked why Library Staff did not wear the shirts provided by the Friends of the Library at work. Director Bailey responded that it was felt the shirts were too informal to be worn during working hours. Mrs. Abel pointed out a mistake in the Village Newsletter that dealt with district access to the Library.

**4) Approval of June 21<sup>st</sup> Minutes**

Trustee Butler pointed out that the Committee members listing was out of date. Director Bailey stated that he would update the listings.

Stroh moved and Butler seconded to approve the minutes as modified. All voted aye.

**5) Approval of June 29th Minutes**

Stroh moved and Butler seconded to approve the minutes. All voted aye.

**6) July 2015 Financial Reports**

Director Bailey stated that finances were progressing as expected through the first two months of the fiscal year.

Stroh moved and Butler seconded to accept the July Financial Summary Report the Detailed Balance Sheet, and Detailed Revenue & Expense Report. All voted aye.

**7) Approval of checks**

Stroh moved and Butler seconded to accept the July Manual Checks and the July Monthly Checks (12662-12704). All voted aye.

**8) Committee Reports that met in the past month****Finance Committee met on July 18.**

- Committee discussed the possibility of reallocating funds from different budget lines to increase budgets for various categories of books.
- Director Bailey and Staff Member O'Hara have begun developing a plan for increasing the availability of popular book titles.
- The estimate is that approximately \$1,500 would be reallocated initially.

**Committees that did not meet in the past month**

- Building & Grounds (**CHAIR:** Schons, **MEMBERS:** Jerch, Meierhoff & Stroh).
- Human Resources (**CHAIR:** Kregor, **MEMBERS:** Butler & Meierhoff).
- Long Range Planning (**CHAIR:** Wojda, **MEMBERS:** Kregor & Schons).
- Outreach (**CHAIR:** Schons, **MEMBER:** Kregor).
- Intergovernmental (**CHAIR:** Bailey; **MEMBERS:** Jerch and Stroh).

**9) New Business**

- There was no new business to report.

**10) Old Business****a. Fundraising Consultant**

Director Bailey reviewed the recommendation for hiring the consultant (Ter Molen, Watkins & Brandt LLC) to complete a fund raising feasibility study. The Board agreed to submit a list of questions to the consultant before making a final decision.

**b. Agreement with District 115**

Director Bailey provided the written agreement for the library to provide library cards for students of District 115.

Butler moved and Stroh seconded a motion to approve an Inter-Governmental Agreement for Library Services pending the approval of School District 115. All voted aye.

**11) Director's Report**

- a. Director Bailey provided an updated version of the Library Statistics Interface and encouraged all Board members to look at and play around with the new features and data available.

**13 Director's Report (continued)**

- b. Staff members (Martha O'Hara and Gloria Newton) have been working with vendor Dasher Printing on redesigning library cards using the new library logo. The new cards will be more durable than existing cards.
- c. The Library marched in the 4<sup>th</sup> of July parade and had a strong entry with many participants. The new Community Engagement Coordinator (Skylar Reinhard) did a fantastic job with the event.
- d. The Library has been swept up in the Pokemon Go craze as both the library and museum are PokeStops.
- e. Skylar Reinhard has taken the lead in creating a Lake Bluff Library Instagram account. Eliza Jarvi is creating a separate account for Teen Services.
- f. Director Bailey and Staff member Martha O'Hara have been working on creating a new collection aimed at reducing hold list wait time and improving access to "hot" titles.
- g. Director Bailey attended the annual Chamber of Commerce Mayor's Luncheon at which Kathy O'Hara and her Lake Forest counterpart presented. The theme was "Movability and Livability" and the presentation emphasized the need for greater housing diversity and advertising the good things each community has to offer.
- h. The 5<sup>th</sup> Annual Criterium Race is scheduled for July 23<sup>rd</sup>, 2016. The Library has once again scheduled its annual Sidewalk Chalk Art competition on race day.
- i. Hannah Dove, a former volunteer and seasonal assistant will be taking on the position of Shelver this fall. She replaces Anna Fifhause who graduated and has moved to Chicago

**12 Executive Sessions**

There were no Executive Sessions at this Board meeting.

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

None.

**14 Adjournment**

Stroh moved and Schons seconded a motion to adjourn the meeting.

All voted aye.

The meeting adjourned at 9:35pm.

**Respectfully submitted,**

**Scot Butler**

**Lake Bluff Public Library**  
**Board of Library Trustees Special Meeting Minutes**  
**Tuesday, August 2, 2016, at 6:30 PM**  
123 E. Scranton Ave, Lake Bluff, IL 60044

1. **Call to Order:** President Kathy Meierhoff called the meeting to order at 6:34 pm. Present were Trustees Tim Kregor, Janie Jerch, Carl Schons, Romain Wojda; Scot Butler and Cal Stroh were absent. Also present were Library Director Eric Bailey, Friends of the Library President Linda Schwartz, Vice President Eileen Laack, as well as Jon Heintzelman and Don Souhrada of Ter Molen Watkins & Brandt.
  
2. **Discussion of Fundraising Proposal:** Heintzelman and Souhrada answered myriad questions from members of the Board concerning the possible outcomes of the fundraising audit and campaign feasibility study, and subsequent fundraising campaign for expanding the current Library building. Among issues discussed were whether or not we could use the Friends' existing 501c3 fund, fees and timeline if we need to set up our own, the creation of a brochure for fundraising purposes, when to launch the various phases of the campaign, and TWB's best prediction of success in this endeavor. Heintzelman and Souhrada concluded their remarks and left at 7:55 pm.  
A short discussion was held in which both Schwarz and Laack both stated that we should move forward with the audit and feasibility study. Schons pointed out that if we don't take advantage of the services offered by TWB, we will likely not have another chance to get such a professionally done evaluation at such a good price.  
Since we were missing two board members, we decided to table a vote on this issue until the next meeting on August 16, 2016.
  
3. **Adjournment**  
Wojda moved, Schons seconded a motion to adjourn the meeting; all voted aye. Meeting adjourned at 8:03 pm.

**Respectfully submitted,**

**Janie Jerch**

# Financial Summary Report

## July, 2016

8/12/2016

5A

Description	FY 2016-17				FY 2015-16		
	Fiscal Year Total-to-Date	Budget	% of Budget Received/ Expensed	% of Actual Y-T-D	Previous Fiscal YTD	% of Budget Received/ Expensed	Budget
<b>Revenues</b>							
Property Taxes	\$ 466,384	\$ 886,048	52.6%	97.0%	\$ 443,350	50.7%	\$ 873,917
Rental Fines	3,284	12,500	26.3%	0.7%	3,141	26.2%	12,000
State Per Capita Grant	4,411	7,153	61.7%	0.9%	584	8.2%	7,153
Non-Resident Fees	2,125	7,000	30.4%	0.4%	2,036	29.1%	7,000
Miscellaneous Revenue	597	2,500	23.9%	0.1%	200	6.7%	3,000
Other Grants	-	5,000	0.0%	0.0%	-	0.0%	5,000
Photo-copy Charges	654	2,000	32.7%	0.1%	522	26.1%	2,000
Village Contribution to Vliet Costs	-	7,900	0.0%	0.0%	-	0.0%	7,900
Vliet Operating Cost Contrib	-	1,000	0.0%	0.0%	-	---	-
Interest Earnings	625	400	156.4%	0.1%	-	0.0%	400
Naperville (Impact) Fees	2,160	-	---	0.4%	4,192	---	-
Restricted Donations/Gifts	642	15,000	4.3%	0.1%	30	0.2%	20,000
Unrestricted Donations/Gifts	47	1,000	4.7%	0.0%	108	10.8%	1,000
<b>Total Revenues</b>	<b>\$ 480,929</b>	<b>\$ 947,501</b>	<b>50.8%</b>	<b>100.0%</b>	<b>\$ 454,163</b>	<b>48.3%</b>	<b>\$ 939,370</b>
Use of Fund Balance Reserves		\$ -					\$ -
<b>Total Projected Revenues &amp; Use of Reserves</b>		<b>947,501</b>					<b>939,370</b>
<b>Expenditures</b>							
Librarian Salaries	\$ 77,302	\$ 311,000	24.9%	29.9%	\$ 75,326	33.6%	\$ 224,000
Staff Salaries	\$ 44,195	176,000	25.1%	17.1%	\$ 47,922	18.5%	259,000
Medical Insurance	\$ 18,056	74,000	24.4%	7.0%	\$ 14,502	18.1%	80,000
Other Employee Benefits	\$ -	250	0.0%	0.0%	\$ -	0.0%	250
Employer IMRF	\$ 10,417	46,000	22.6%	4.0%	\$ 11,138	24.8%	45,000
Employer FICA	\$ 9,062	37,000	24.5%	3.5%	\$ 9,241	25.0%	37,000
<b>Subtotal Personnel Expense</b>	<b>\$ 159,032</b>	<b>\$ 644,250</b>	<b>24.7%</b>	<b>61.5%</b>	<b>\$ 158,129</b>	<b>24.5%</b>	<b>\$ 645,250</b>
Building Maintenance	\$ 10,341	\$ 28,000	36.9%	4.0%	\$ 10,163	42.3%	\$ 24,000
Elevator Maintenance	\$ 38	2,000	1.9%	0.0%	\$ -	0.0%	2,000
Grounds Maintenance	\$ 1,104	8,000	13.8%	0.4%	\$ 805	10.1%	8,000
Copier Maintenance	\$ 1,189	5,000	23.8%	0.5%	\$ 1,218	27.1%	4,500
<b>Subtotal Maintenance Expense</b>	<b>\$ 12,672</b>	<b>\$ 43,000</b>	<b>29.5%</b>	<b>4.9%</b>	<b>\$ 12,186</b>	<b>31.7%</b>	<b>\$ 38,500</b>
Other Professional Services	\$ 18	\$ 1,000	1.8%	0.0%	\$ 12	0.2%	\$ 5,000
Computer Services	\$ 6,015	12,000	50.1%	2.3%	\$ 6,015	40.1%	15,000
Legal Services	\$ -	3,000	0.0%	0.0%	\$ 1,404	56.2%	2,500
Professional Development	\$ 1,770	3,000	59.0%	0.7%	\$ 95	3.2%	3,000
Dues	\$ 770	2,000	38.5%	0.3%	\$ 717	35.9%	2,000
Utilities	\$ 2,795	12,500	22.4%	1.1%	\$ 3,158	35.1%	9,000



# Financial Summary Report

## July, 2016

8/12/2016

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Description	FY 2016-17				FY 2015-16		
	Fiscal Year Total-to-Date	Budget	% of Budget Received/ Expensed	% of Actual Y-T-D	Previous Fiscal YTD	% of Budget Received/ Expensed	Budget
Postage	\$ 222	3,000	7.4%	0.1%	\$ 943	31.4%	3,000
Printing/E-News	\$ 2,198	9,500	23.1%	0.9%	\$ 1,913	22.5%	8,500
Office Supplies	\$ 2,666	5,000	53.3%	1.0%	\$ 861	15.0%	5,750
Bldg/Grounds Supplies	\$ 471	2,000	23.5%	0.2%	\$ 508	25.4%	2,000
Technical Services Supplies	\$ 820	9,500	8.6%	0.3%	\$ 472	9.4%	5,000
<i>Subtotal Contracts &amp; Commodities</i>	\$ 17,745	\$ 62,500	28.4%	6.9%	\$ 16,097	26.5%	\$ 60,750
Hospitality Program Support	\$ 52	500	10.4%	0.0%	\$ 15	3.0%	500
Adult Program Support	\$ 2,350	5,000	47.0%	0.9%	\$ 2,177	43.5%	5,000
Juvenile Program Support	\$ 2,824	5,800	48.7%	1.1%	\$ 3,602	62.1%	5,800
Outreach Program Supplies	\$ 353	1,000	35.3%	0.1%	\$ 262	26.2%	1,000
Teen Program Supplies	\$ 859	1,200	71.6%	0.3%	\$ 298	24.9%	1,200
Per Capita Grant	\$ -	7,153	0.0%	0.0%	\$ 5,422	75.8%	7,153
Other Grant Expenditures	\$ -	5,000	0.0%	0.0%	\$ -	0.0%	5,000
<i>Subtotal Programs &amp; Grants</i>	\$ 6,438	\$ 25,653	25.1%	2.5%	\$ 11,776	45.9%	\$ 25,653

# Financial Summary Report

## July, 2016

8/12/2016

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Description	FY 2016-17				FY 2015-16		
	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	\$ 2,940	17,000	17.3%	1.1%	\$ 4,511	26.5%	17,000
Adult Fiction Books	\$ 3,591	14,000	25.6%	1.4%	\$ 3,815	27.2%	14,000
Adult Large Print Materials	\$ 45	500	9.0%	0.0%	\$ 143	28.7%	500
Adult AV Materials	\$ 3,307	15,000	22.0%	1.3%	\$ 3,402	22.7%	15,000
Adult Reference/e-Reference	\$ 6,360	21,000	30.3%	2.5%	\$ 3,755	17.9%	21,000
Juvenile Non-Fiction Books	\$ 208	7,000	3.0%	0.1%	\$ 3,987	57.0%	7,000
Picture Books	\$ 2,052	5,000	41.0%	0.8%	\$ 1,431	28.6%	5,000
Juvenile Fiction Books	\$ 1,987	9,000	22.1%	0.8%	\$ 1,265	14.1%	9,000
Juvenile AV Materials	\$ 157	1,500	10.4%	0.1%	\$ 411	27.4%	1,500
Juvenile e-Reference	\$ -	1,000	0.0%	0.0%	\$ -	0.0%	2,000
Teen Books	\$ 945	2,750	34.4%	0.4%	\$ 612	22.3%	2,750
e-Books	\$ 831	10,000	8.3%	0.3%	\$ -	0.0%	6,250
Graphic Novels	\$ -	500	0.0%	0.0%	\$ 135	26.9%	500
Periodicals	\$ 5,092	\$ 6,750	75.4%	2.0%	\$ 4,793	79.9%	\$ 6,000
Video Games	\$ 971	3,500	27.7%	0.4%	\$ 502	14.3%	3,500
<i>Subtotal Materials</i>	\$ 28,486	114,500	24.9%	11.0%	\$ 28,763	25.9%	\$ 111,000
Patron & Staff Software	\$ 2,202	5,000	44.0%	0.9%	\$ 1,285	25.7%	5,000
Library Automation Software	\$ 20,297	21,000	96.7%	7.9%	\$ 20,297	92.3%	22,000
Miscellaneous Expense	\$ 275	2,000	13.8%	0.1%	\$ 856	85.6%	1,000
<i>Subtotal Software/Other</i>	\$ 22,774	28,000	81.3%	8.8%	\$ 22,438	80.1%	\$ 28,000
FR Restricted Donations	\$ -	-	---	0.0%	\$ 2,551	---	-
Library Furnishings	-	26,000	0.0%	0.0%	-	0.0%	1,000
Computer Equipment	-	5,000	0.0%	0.0%	-	0.0%	1,000
Other Equipment	7,915	31,000	25.5%	3.1%	-	0.0%	1,000
Per Capita Grant Expenditures	2,485	-	---	1.0%	929	0.0%	-
Exterior Bldg Improvements	-	5,000	0.0%	0.0%	-	0.0%	1,000
Use of Unrestricted/Restrict Donat	920	16,000	5.7%	0.4%	248	1.2%	21,000
Contingency	-	5,598	0.0%	0.0%	-	0.0%	5,217
<i>Subtotal Capital, Grants &amp; Dona</i>	\$ 11,320	\$ 88,598	12.8%	4.4%	\$ 3,728	12.3%	\$ 30,217
<b>Total Expenditures</b>	<b>\$ 258,467</b>	<b>\$ 1,006,501</b>	<b>25.7%</b>	<b>100.0%</b>	<b>\$ 253,117</b>	<b>26.9%</b>	<b>\$ 939,370</b>

Fund Balance as of April 30, 2016<sup>a</sup> 560,247  
YTD Addition to/(Subtraction from) Fund Balance 222,461  
Fund Balance at month end 782,708

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

DATE: 08/12/2016  
TIME: 15:19:09  
ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --  
DETAILED REVENUE & EXPENSE REPORT  
ACTUAL VS. PRIOR VS. BUDGET  
FOR 3 PERIODS ENDING JULY 31, 2016

FUND: LAKE BLUFF PUBLIC LIBRARY  
DEPT: REVENUES

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
<b>PROPERTY TAXES</b>							
80-40-103-10000	LIBRARY PROPERTY TAX	13,630.85	0.00	466,383.58	443,349.89	886,048.00	52.6%
<b>TOTAL REVENUES: PROPERTY TAXES</b>		13,630.85	0.00	466,383.58	443,349.89	886,048.00	52.6%
<b>SERVICES &amp; FEES</b>							
80-40-403-48300	PHOTO-COPY CHARGES	159.50	178.10	654.20	521.90	2,000.00	32.7%
80-40-403-48500	NON-RESIDENT FEES	676.28	499.77	2,125.44	2,036.02	7,000.00	30.3%
<b>TOTAL REVENUES: SERVICES &amp; FEES</b>		835.78	677.87	2,779.64	2,557.92	9,000.00	30.8%
<b>FINES</b>							
80-40-503-65000	RENTAL FINES	1,330.71	797.41	3,284.30	3,141.46	12,500.00	26.2%
<b>TOTAL REVENUES: FINES</b>		1,330.71	797.41	3,284.30	3,141.46	12,500.00	26.2%
<b>MISCELLANEOUS</b>							
80-40-603-73000	PER CAPITA GRANTS	0.00	0.00	4,410.80	0.00	0.00	100.0%
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	0.00	0.00	0.00	0.0%
80-40-603-73900	SCHOOL DIST 65 IGA	0.00	0.00	0.00	0.00	1,000.00	0.0%
80-40-603-75000	INTEREST EARNINGS	264.28	44.85	625.41	107.86	400.00	156.3%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	7.40	2.31	46.65	30.16	0.00	100.0%
80-40-603-78001	RESTRICTED DONATIONS	300.00	0.00	641.92	4,191.57	0.00	100.0%
80-40-603-78100	RESTRICTED DONATIONS	0.00	200.00	0.00	200.00	0.00	0.0%
80-40-603-78500	NAPERVILLE (IMPACT) FEE	0.00	0.00	2,159.98	0.00	0.00	100.0%
80-40-603-89000	MISCELLANEOUS INCOME	35.60	26.00	596.61	584.07	2,500.00	23.8%
<b>TOTAL REVENUES: MISCELLANEOUS</b>		607.28	273.16	8,481.37	5,113.66	11,800.00	71.8%
<b>TOTAL REVENUES: REVENUES</b>		16,404.62	1,748.44	480,928.89	454,162.93	919,348.00	52.3%
<b>TOTAL FUND REVENUES</b>		16,404.62	1,748.44	480,928.89	454,162.93	919,348.00	52.3%

DATE: 08/12/2016  
 TIME: 15:19:09  
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 3 PERIODS ENDING JULY 31, 2016

PAGE: 2  
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FUND: LAKE BLUFF PUBLIC LIBRARY  
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	JULY 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	25,879.08	25,445.69	77,301.95	75,325.92	311,000.00	24.8%
80-60-001-40050	STAFF SALARIES	15,380.78	17,016.08	44,194.95	47,922.02	176,000.00	25.1%
80-60-001-40400	MEDICAL INSURANCE	6,443.34	4,843.59	18,056.49	14,502.29	74,000.00	24.4%
80-60-001-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	250.00	0.0%
80-60-001-40950	EMPLOYER IMRF	3,546.02	3,804.27	10,416.91	11,137.89	46,000.00	22.6%
80-60-001-40951	EMPLOYER FICA TAX	3,063.76	3,185.71	9,061.65	9,240.62	37,000.00	24.4%
80-60-001-41000	BUILDING MAINTENANCE	5,745.33	1,923.68	10,341.08	10,162.82	28,000.00	36.9%
80-60-001-41020	ELEVATOR MAINTENANCE	0.00	0.00	38.00	0.00	2,000.00	1.9%
80-60-001-41050	GROUNDS MAINTENANCE	565.00	255.00	1,103.92	805.00	8,000.00	13.7%
80-60-001-41303	COPIER MAINTENANCE/SUPPLIES	197.50	0.00	1,189.28	1,218.37	5,000.00	23.7%
80-60-001-41304	OTHER PROFESSIONAL SERVICES	12.00	0.00	18.00	12.00	1,000.00	1.8%
80-60-001-41305	COMPUTER SERVICES	0.00	0.00	6,015.00	6,015.00	12,000.00	50.1%
80-60-001-41350	LEGAL SERVICES	0.00	1,404.00	0.00	1,404.00	3,000.00	0.0%
80-60-001-42400	PROFESSIONAL DEVELOPMENT	90.00	70.00	1,770.00	95.00	3,000.00	59.0%
80-60-001-42440	DUES	669.93	717.25	769.93	717.25	2,000.00	38.4%
80-60-001-43230	UTILITIES	244.85	247.84	2,794.90	3,158.31	12,500.00	22.3%
80-60-001-43300	POSTAGE	3.86	507.72	221.85	942.68	3,000.00	7.3%
80-60-001-43400	PRINTING/E-NEWSLETTER	0.00	0.00	2,198.29	1,912.89	9,500.00	23.1%
80-60-001-43550	OFFICE SUPPLIES	1,975.23	246.01	2,666.48	860.52	5,000.00	53.3%
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	12.25	38.14	470.98	507.98	2,000.00	23.5%
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	239.22	16.89	819.80	471.78	9,500.00	8.6%
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	7.99	0.00	51.92	14.95	500.00	10.3%
80-60-001-43710	ADULT PROGRAM SUPPLIES	1,278.59	745.22	2,350.00	2,177.12	5,000.00	47.0%
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	132.97	55.17	2,824.22	3,601.79	5,800.00	48.6%
80-60-001-43730	OUTREACH SUPPLIES	158.62	115.50	353.19	261.64	1,000.00	35.3%
80-60-001-43740	TEEN PROGRAM SUPPLIES	415.64	131.74	858.85	298.33	1,200.00	71.5%
80-60-001-44800	PER CAPITA GRANT	0.00	0.00	0.00	5,422.35	0.00	0.0%
80-60-001-45000	ADULT NON-FICTION BOOKS	479.69	1,022.69	2,940.23	4,511.00	17,000.00	17.2%
80-60-001-45100	ADULT FICTION BOOKS	1,401.28	1,022.35	3,590.89	3,814.52	14,000.00	25.6%
80-60-001-45110	ADULT LARGE PRINT MATERIAL	0.00	18.73	44.82	143.29	500.00	8.9%
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	1,352.33	1,214.66	3,307.24	3,402.42	15,000.00	22.0%
80-60-001-45220	ADULT REFERENCE/E-REFER	200.00	200.00	6,360.00	3,755.00	21,000.00	30.2%
80-60-001-45400	JUVENILE NON-FICTION	0.00	2,411.59	208.34	3,987.23	7,000.00	2.9%
80-60-001-45410	PICTURE BOOKS, READERS	522.03	0.00	2,051.68	1,431.43	5,000.00	41.0%
80-60-001-45420	JUVENILE FICTION	332.18	13.33	1,987.35	1,264.82	9,000.00	22.0%
80-60-001-45430	JUVENILE AUDIO-VISUAL	56.24	11.99	156.71	410.97	1,500.00	10.4%
80-60-001-45440	JUVENILE E-REFERENCE	0.00	0.00	0.00	0.00	1,000.00	0.0%
80-60-001-45450	TEEN BOOKS	347.46	193.54	944.65	612.47	2,750.00	34.3%
80-60-001-45460	E-BOOKS	0.00	0.00	830.71	0.00	10,000.00	8.3%
80-60-001-45470	GRAPHIC NOVELS	0.00	8.96	0.00	134.68	500.00	0.0%
80-60-001-45500	PERIODICALS	0.00	0.00	5,092.39	4,792.94	6,750.00	75.4%
80-60-001-45510	VIDEO GAMES	279.91	0.00	971.16	502.10	3,500.00	27.7%
80-60-001-45600	PATRON & STAFF SOFTWARE	532.70	1,264.95	2,201.60	1,284.85	5,000.00	44.0%
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	20,297.00	20,297.00	21,000.00	96.6%

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-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 3 PERIODS ENDING JULY 31, 2016

FUND: LAKE BLUFF PUBLIC LIBRARY  
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
<b>LIBRARY SERVICES</b>							
80-60-001-46000	MISCELLANEOUS EXPENSES	85.30	280.60	275.30	856.34	2,000.00	13.7%
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	0.00	0.00	0.00	2,551.22	0.00	0.0%
80-60-001-49000	LIBRARY FURNISHINGS	0.00	0.00	0.00	0.00	26,000.00	0.0%
80-60-001-49120	EXT BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	5,000.00	0.0%
80-60-001-49350	COMPUTER EQUIPMENT	700.00	0.00	7,915.40	0.00	5,000.00	158.3%
80-60-001-49400	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	31,000.00	0.0%
80-60-001-50000	CONTINGENCY	0.00	0.00	0.00	0.00	5,598.00	0.0%
<b>TOTAL EXPENSES: LIBRARY SERVICES</b>		<b>72,351.08</b>	<b>68,432.89</b>	<b>255,063.11</b>	<b>251,940.80</b>	<b>978,348.00</b>	<b>26.0%</b>
<b>TOTAL EXPENSES: LIBRARY ADMINISTRATION</b>		<b>72,351.08</b>	<b>68,432.89</b>	<b>255,063.11</b>	<b>251,940.80</b>	<b>978,348.00</b>	<b>26.0%</b>
<b>TOTAL FUND EXPENSES</b>		<b>72,351.08</b>	<b>68,432.89</b>	<b>255,063.11</b>	<b>251,940.80</b>	<b>978,348.00</b>	<b>26.0%</b>
<b>TOTAL FUND REVENUES</b>		<b>16,404.62</b>	<b>1,748.44</b>	<b>480,928.89</b>	<b>454,162.93</b>	<b>919,348.00</b>	<b>52.3%</b>
<b>TOTAL FUND EXPENSES</b>		<b>72,351.08</b>	<b>68,432.89</b>	<b>255,063.11</b>	<b>251,940.80</b>	<b>978,348.00</b>	<b>26.0%</b>
<b>FUND SURPLUS (DEFICIT)</b>		<b>(55,946.46)</b>	<b>(66,684.45)</b>	<b>225,865.78</b>	<b>202,222.13</b>	<b>(59,000.00)</b>	<b>-382.8%</b>



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-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 3 PERIODS ENDING JULY 31, 2016

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

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
-----							
MISCELLANEOUS							
82-60-001-44800	PER CAPITAL GRANT EXPENDITURES	2,484.76	0.00	2,484.76	928.82	0.00	-100.0%
82-60-001-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.0%
82-60-001-99999	USE OF DONATIONS/TEMPORARY EXP	42.68	47.57	919.57	247.57	0.00	-100.0%
-----							
TOTAL EXPENSES: MISCELLANEOUS		2,527.44	47.57	3,404.33	1,176.39	0.00	-100.0%
TOTAL EXPENSES: LIBRARY GRANT FUND EXPENDITURE		2,527.44	47.57	3,404.33	1,176.39	0.00	-100.0%
TOTAL FUND EXPENSES		2,527.44	47.57	3,404.33	1,176.39	0.00	-100.0%
TOTAL FUND REVENUES		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL FUND EXPENSES		2,527.44	47.57	3,404.33	1,176.39	0.00	-100.0%
FUND SURPLUS (DEFICIT)		(2,527.44)	(47.57)	(3,404.33)	(1,176.39)	0.00	100.0%

# Summary of Detailed Balance Sheets

For Period Ending July 31, 2016

## RESERVE BALANCE

LINE	AMOUNT
Assets	\$1,710,705
Liabilities	\$922,512
<b>Difference</b>	<b>\$788,194</b>
Fund Surplus (Deficit)	\$225,866
<b>Difference</b>	<b>\$562,328</b>

## FUND BALANCE AT MONTH END

LINE	AMOUNT
Assets	\$1,710,705
Liabilities	\$922,512
<b>Difference</b>	<b>\$788,194</b>
Grants/Gifts	-\$5,485
<b>Fund Equity</b>	<b>\$782,708</b>

LINE	AMOUNT	DESCRIPTION
1000	1,710,705	ASSETS
1010	1,710,705	CASH
1020	0	INVESTMENTS
1030	0	RECEIVABLES
1040	0	OTHER ASSETS
2000	922,512	LIABILITIES
2010	922,512	ACCOUNTS PAYABLE
2020	0	DEFERRED INCOME TAXES
2030	0	OTHER LIABILITIES
3000	788,194	FUND EQUITY
3010	788,194	FUND SURPLUS
3020	0	RESERVE BALANCE
3030	0	GRANTS/GIFTS



-- VILLAGE OF LAKE BLUFF --  
DETAILED BALANCE SHEET

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FUND: LAKE BLUFF PUBLIC LIBRARY  
FOR 3 PERIODS ENDING JULY 31, 2016

ACCOUNT #	DESCRIPTION	BALANCE 05/01/16	NET DEBITS	NET CREDITS	BALANCE 07/31/16
<b>ASSETS</b>					
<b>DUE TO/FROM ACCOUNTS</b>					
80-00-100-10000	DUE TO/FROM OTHER FUNDS	0.00	2,957.81	0.00	2,957.81
80-00-100-20000	LIB GR FND DUE TO/FROM DETAIL	0.00	0.00	0.00	0.00
<b>TOTAL DUE TO/FROM ACCOUNTS</b>		<b>0.00</b>	<b>2,957.81</b>	<b>0.00</b>	<b>2,957.81</b>
<b>CASH &amp; INVESTMENTS</b>					
80-10-101-10000	CHECKING ACCOUNT	0.00	4,410.80	4,410.80	0.00
80-10-101-10001	CASH BOX OVER/SHORT	0.00	3.95	65.81	(61.86)
80-10-101-11000	MONEY MARKET ACCOUNT	36,366.34	246,065.38	248,730.76	33,700.96
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
80-10-101-12100	N TR WEED & FEED CHECKING ACCT	150.00	0.00	0.00	150.00
80-10-101-13000	PETTY CASH	0.00	0.00	0.00	0.00
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	542,289.52	485,653.83	235,000.00	792,943.35
80-10-101-15111	ILLINOIS FUNDS - GRANTS	1.80	0.00	0.00	1.80
80-10-101-15112	ILLINOIS FUNDS - EPAY	5,490.08	802.74	55.19	6,237.63
<b>TOTAL CASH &amp; INVESTMENTS</b>		<b>584,297.74</b>	<b>736,936.70</b>	<b>488,262.56</b>	<b>832,971.88</b>
<b>RECEIVABLES</b>					
80-10-201-15000	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
80-10-201-15200	PROPERTY TAX RECEIVABLE	886,049.65	0.00	0.00	886,049.65
80-10-201-35000	INTEREST RECEIVABLE	0.00	0.00	0.00	0.00
80-10-201-37000	OTHER RECEIVABLE	0.00	0.00	0.00	0.00
<b>TOTAL RECEIVABLES</b>		<b>886,049.65</b>	<b>0.00</b>	<b>0.00</b>	<b>886,049.65</b>
<b>OTHER ASSETS</b>					
80-10-301-37100	DUE FROM THE VILLAGE	6,270.75	517,764.20	535,308.82	(11,273.87)
80-10-301-55000	PREPAID EXPENSES	0.00	0.00	0.00	0.00
<b>TOTAL OTHER ASSETS</b>		<b>6,270.75</b>	<b>517,764.20</b>	<b>535,308.82</b>	<b>(11,273.87)</b>
<b>TOTAL ASSETS</b>		<b>1,476,618.14</b>	<b>1,257,658.71</b>	<b>1,023,571.38</b>	<b>1,710,705.47</b>

**LIABILITIES AND FUND EQUITY**  
**LIABILITIES**

<b>PAYABLES</b>					
80-20-102-20000	ACCOUNTS PAYABLE	9,629.24	122,349.88	130,821.43	18,100.79

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-- VILLAGE OF LAKE BLUFF --  
 DETAILED BALANCE SHEET

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FUND: LAKE BLUFF PUBLIC LIBRARY  
 FOR 3 PERIODS ENDING JULY 31, 2016

ACCOUNT #	DESCRIPTION	BALANCE 05/01/16	NET DEBITS	NET CREDITS	BALANCE 07/31/16
<b>LIABILITIES</b>					
<b>PAYABLES</b>					
80-20-102-41000	SOCIAL SECURITY TAX PAYABLE	0.00	18,123.28	18,123.28	0.00
80-20-102-42000	FEDERAL INCOME TAX PAYABLE	0.00	11,588.93	11,588.93	0.00
80-20-102-43000	STATE INCOME TAX PAYABLE	0.00	4,173.13	4,173.13	0.00
80-20-102-44000	IMRF PAYABLE	0.00	15,017.09	15,017.09	0.00
80-20-102-45000	ICMA 457 PLAN PAYABLE	0.00	1,750.00	1,500.00	(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	1,580.70	1,580.70	0.00
80-20-102-66000	LIBRARY HSA PAYABLE	0.00	1,050.00	1,050.00	0.00
80-20-102-70000	OTHER SHORT TERM LIABILITIES	0.00	0.00	0.00	0.00
<b>TOTAL PAYABLES</b>		<b>9,629.24</b>	<b>175,633.01</b>	<b>183,854.56</b>	<b>17,850.79</b>
<b>OTHER LIABILITIES</b>					
80-20-202-16000	ACCRUED PAYROLL	18,611.41	0.00	0.00	18,611.41
80-20-202-22000	DEFERRED PROPERTY TAX	886,049.65	0.00	0.00	886,049.65
80-20-202-22100	OTHER DEFERRED REVENUE	0.00	0.00	0.00	0.00
80-20-202-22300	RESTRICTED GIFTS	0.00	0.00	0.00	0.00
80-20-202-22301	TECH 2 FOR YOU DONATIONS	0.00	0.00	0.00	0.00
80-20-202-23500	NOTES PAYABLE	0.00	0.00	0.00	0.00
<b>TOTAL OTHER LIABILITIES</b>		<b>904,661.06</b>	<b>0.00</b>	<b>0.00</b>	<b>904,661.06</b>
<b>ESCROWS &amp; DEPOSITS</b>					
80-20-302-24000	MISCELLANEOUS RESERVE	0.00	0.00	0.00	0.00
<b>TOTAL ESCROWS &amp; DEPOSITS</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>LONG TERM LIABILITIES</b>					
80-20-402-39000	OTHER LONG TERM LIABILITIES	0.00	0.00	0.00	0.00
<b>TOTAL LONG TERM LIABILITIES</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL LIABILITIES</b>		<b>914,290.30</b>	<b>175,633.01</b>	<b>183,854.56</b>	<b>922,511.85</b>
<b>FUND EQUITY</b>					
<b>EQUITY SECTION</b>					
80-30-100-53000	UNRESERVED FUND BALANCE	562,327.84	0.00	0.00	562,327.84
80-30-100-53100	RESERVED FOR AUTOMATION	0.00	0.00	0.00	0.00
80-30-100-53200	DESIGNATED FOR CAPITAL MAINT	0.00	0.00	0.00	0.00
80-30-100-53300	DESIGNATED FOR CAP BLDG IMPR	0.00	0.00	0.00	0.00
<b>TOTAL EQUITY SECTION</b>		<b>562,327.84</b>	<b>0.00</b>	<b>0.00</b>	<b>562,327.84</b>
<b>FUND SURPLUS (DEFICIT)</b>		<b>0.00</b>	<b>0.00</b>	<b>225,865.78</b>	<b>225,865.78</b>



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-- VILLAGE OF LAKE BLUFF --  
 DETAILED BALANCE SHEET

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FUND: LIBRARY GRANTS & GIFTS FUND  
 FOR 3 PERIODS ENDING JULY 31, 2016

ACCOUNT #	DESCRIPTION	BALANCE 05/01/16	NET DEBITS	NET CREDITS	BALANCE 07/31/16
<b>ASSETS</b>					
<b>CASH &amp; INVESTMENTS</b>					
82-10-101-12000	LIBRARY BIRD MEMORIAL SAVINGS	0.00	0.00	0.00	0.00
<b>TOTAL CASH &amp; INVESTMENTS</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL ASSETS</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>LIABILITIES AND FUND EQUITY</b>					
<b>LIABILITIES</b>					
<b>INTERFUND CLEARING ACCOUNT</b>					
82-00-100-10000	DUE TO/FROM LIBRARY FUND	0.00	0.00	2,957.81	2,957.81
<b>TOTAL INTERFUND CLEARING ACCOUNT</b>		<b>0.00</b>	<b>0.00</b>	<b>2,957.81</b>	<b>2,957.81</b>
<b>PAYABLES</b>					
82-20-102-20000	ACCOUNTS PAYABLE	2,080.92	2,957.81	3,404.33	2,527.44
<b>TOTAL PAYABLES</b>		<b>2,080.92</b>	<b>2,957.81</b>	<b>3,404.33</b>	<b>2,527.44</b>
<b>TOTAL LIABILITIES</b>		<b>2,080.92</b>	<b>2,957.81</b>	<b>6,362.14</b>	<b>5,485.25</b>
<b>FUND EQUITY</b>					
<b>EQUITY SECTION</b>					
82-30-100-53000	UNRESERVED FUND BALANCE	(2,080.92)	0.00	0.00	(2,080.92)
<b>TOTAL EQUITY SECTION</b>		<b>(2,080.92)</b>	<b>0.00</b>	<b>0.00</b>	<b>(2,080.92)</b>
<b>FUND SURPLUS (DEFICIT)</b>		<b>0.00</b>	<b>3,404.33</b>	<b>0.00</b>	<b>(3,404.33)</b>
<b>TOTAL FUND EQUITY</b>		<b>(2,080.92)</b>	<b>3,404.33</b>	<b>0.00</b>	<b>(5,485.25)</b>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>		<b>0.00</b>	<b>6,362.14</b>	<b>6,362.14</b>	<b>0.00</b>

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-- VILLAGE OF LAKE BLUFF --  
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
12705	9COMCAST COM071216	COMCAST CABLE 07/12/16	01 INTERNET SRVC:7/19-8/18/16	07/25/16	80-60-001-43230	244.85 244.85 *
					INVOICE TOTAL:	
					CHECK TOTAL:	244.85
12706	9QUINJES 3868	JESUS QUINONES 07/05/16	01 GROUNDS MAINT	07/25/16	80-60-001-41050	250.00 250.00 *
					INVOICE TOTAL:	
					CHECK TOTAL:	250.00
12707	9VANTAGE 102194636	VANTAGEPOINT TRANSFER AGENTS 07/20/16	01 'EE ICMA CONTRIBUTION:7/29/16	07/25/16	80-20-102-45000	250.00 250.00 *
					INVOICE TOTAL:	
					CHECK TOTAL:	250.00
					TOTAL AMOUNT PAID:	744.85

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12708	9ADLERPL	ADLER PLANETARIUM						
	ADL080516		08/05/16	01	EXPENSES FROM RESTRICTED DONAT	82-60-001-99999	42.68	
						INVOICE TOTAL:	42.68 *	
						CHECK TOTAL:	42.68	
12709	9AMAZONA	VOIDED---LEADER CHECK						
	005146282029		06/21/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.99	
						INVOICE TOTAL:	14.99 *	
	005147804313		06/24/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-14.99	
						INVOICE TOTAL:	-14.99 *	
	005820466703		07/03/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	78.53	
						INVOICE TOTAL:	78.53 *	
	005825334261		06/14/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.99	
						INVOICE TOTAL:	19.99 *	
	027710588548		06/13/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	135.90	
						INVOICE TOTAL:	135.90 *	
	027713087075		06/15/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.03	
						INVOICE TOTAL:	-0.03 *	
	027713120575		06/26/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	55.97	
						INVOICE TOTAL:	55.97 *	
	027715688482		06/16/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-4.97	
						INVOICE TOTAL:	-4.97 *	
	042743143115		07/05/16	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	17.40	
						INVOICE TOTAL:	17.40 *	

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12709	9AMAZONA	VOIDED---LEADER CHECK						
	044182426095		07/06/16	01	ADULT FICTION	80-60-001-45100 INVOICE TOTAL:	47.37 47.37 *	
	046490608077		07/01/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200 INVOICE TOTAL:	11.19 11.19 *	
	046492717001		07/01/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200 INVOICE TOTAL:	42.49 42.49 *	
	046495536117		07/06/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200 INVOICE TOTAL:	11.99 11.99 *	
	063266105502		06/12/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200 INVOICE TOTAL:	42.94 42.94 *	
	109260037733		07/08/16	01	VIDEO GAMES	80-60-001-45510 INVOICE TOTAL:	47.98 47.98 *	
	117142687179		07/07/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200 INVOICE TOTAL:	37.96 37.96 *	
	117147123728		07/08/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200 INVOICE TOTAL:	75.33 75.33 *	
	117148580805		07/09/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200 INVOICE TOTAL:	-0.59 -0.59 *	
	137011133305		06/20/16	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430 INVOICE TOTAL:	10.19 10.19 *	
12710	9AMAZONA	VOIDED---LEADER CHECK						
	145933362032		06/13/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200 INVOICE TOTAL:	83.86 83.86 *	

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12710	9AMAZONA	VOIDED---LEADER CHECK						
	145933660273		06/15/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-2.00	
						INVOICE TOTAL:	-2.00 *	
	145933686328		06/26/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	36.98	
						INVOICE TOTAL:	36.98 *	
	145935611482		06/11/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.11	
						INVOICE TOTAL:	-0.11 *	
	152350349588		06/10/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	70.96	
						INVOICE TOTAL:	70.96 *	
	152354250681		06/15/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	24.98	
						INVOICE TOTAL:	24.98 *	
	152355358748		06/12/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	65.97	
						INVOICE TOTAL:	65.97 *	
	152358410132		06/10/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	18.99	
						INVOICE TOTAL:	18.99 *	
	152358586349		06/15/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-3.00	
						INVOICE TOTAL:	-3.00 *	
	152631634866		06/17/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	39.97	
						INVOICE TOTAL:	39.97 *	
	152633794754		06/17/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	21.98	
						INVOICE TOTAL:	21.98 *	
	152636649144		06/18/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	43.39	
						INVOICE TOTAL:	43.39 *	
	152637086911		06/17/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	28.79	
						INVOICE TOTAL:	28.79 *	



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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12710	9AMAZONA	VOIDED---LEADER CHECK						
	159621117951		06/12/16	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	36.28	
						INVOICE TOTAL:	36.28 *	
	166644246501		06/29/16	01	ADULT FICTION	80-60-001-45100	13.95	
						INVOICE TOTAL:	13.95 *	
	182225042187		06/24/08	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	6.99	
						INVOICE TOTAL:	6.99 *	
	189998308756		06/29/16	01	ADULT NON-FICTION	80-60-001-45000	15.57	
						INVOICE TOTAL:	15.57 *	
	191871279848		06/20/16	01	VIDEO GAMES	80-60-001-45510	24.04	
						INVOICE TOTAL:	24.04 *	
	191876894895		06/27/16	01	VIDEO GAMES	80-60-001-45510	159.96	
						INVOICE TOTAL:	159.96 *	
12711	9AMAZONA	AMAZON						
	191877359868		06/20/16	01	VIDEO GAMES	80-60-001-45510	47.93	
						INVOICE TOTAL:	47.93 *	
	203395447932		06/21/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	12.99	
						INVOICE TOTAL:	12.99 *	
	210639842642		06/29/16	01	ADULT FICTION	80-60-001-45100	9.51	
						INVOICE TOTAL:	9.51 *	
	213420519093		07/06/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.98	
						INVOICE TOTAL:	19.98 *	
	213421739875		06/29/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	10.50	
						INVOICE TOTAL:	10.50 *	

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12711	9AMAZONA	AMAZON					
	213422800921		06/29/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	9.99
						INVOICE TOTAL:	9.99 *
	253118304098		06/26/16	01	ADULT FICTION	80-60-001-45100	14.57
						INVOICE TOTAL:	14.57 *
	275707350010		06/29/16	01	ADULT NON-FICTION	80-60-001-45000	10.88
						INVOICE TOTAL:	10.88 *
	286225260325		06/22/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	34.95
						INVOICE TOTAL:	34.95 *
	290799254684		07/06/16	01	ADULT FICTION	80-60-001-45100	16.86
						INVOICE TOTAL:	16.86 *
	293613303965		06/24/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	64.94
						INVOICE TOTAL:	64.94 *
						CHECK TOTAL:	1,570.29
12712	9ALA	AMERICAN LIBRARY ASSOCIATION					
	ALA072016		07/20/16	01	MEMBERSHIP DUES:BAILEY	80-60-001-42440	137.00
				02	9/30/16-9/30/17	** COMMENT **	
						INVOICE TOTAL:	137.00 *
						CHECK TOTAL:	137.00
12713	9BKTLNT	VOIDED---LEADER CHECK					
	2032127337		07/05/16	01	JUVENILE FICTION,PBKS & SERIES	80-60-001-45420	49.71
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	5.25
						INVOICE TOTAL:	54.96 *

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12713	9BKTLENT	VOIDED---LEADER CHECK						
	2032137469		07/08/16	01	ADULT FICTION	80-60-001-45100	317.89	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	13.65	
						INVOICE TOTAL:	331.54 *	
	2032139881		07/08/16	01	JUVENILE PICTURE BKS, READERS	80-60-001-45410	9.65	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	0.65	
						INVOICE TOTAL:	10.30 *	
	2032144552		07/14/16	01	ADULT NON-FICTION	80-60-001-45000	152.04	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	6.20	
						INVOICE TOTAL:	158.24 *	
	2032152584		07/14/16	01	TEEN BOOKS	80-60-001-45450	10.78	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	0.65	
						INVOICE TOTAL:	11.43 *	
	2032153870		07/15/16	01	ADULT NON-FICTION	80-60-001-45000	51.62	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	1.80	
						INVOICE TOTAL:	53.42 *	
	2032154129		07/18/16	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	254.20	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	20.30	
						INVOICE TOTAL:	274.50 *	
	2032155398		07/18/16	01	ADULT FICTION	80-60-001-45100	326.26	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	14.15	
						INVOICE TOTAL:	340.41 *	
	2032175742		07/26/16	01	ADULT FICTION	80-60-001-45100	375.91	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	17.90	
						INVOICE TOTAL:	393.81 *	
	2032179068		07/26/16	01	ADULT NON-FICTION	80-60-001-45000	141.42	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	5.05	
						INVOICE TOTAL:	146.47 *	

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12713	9BKTLENT	VOIDED---LEADER CHECK					
	2032183123		07/28/16	01	TEEN BOOKS	80-60-001-45450	259.86
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	19.55
					INVOICE TOTAL:		279.41 *
	2032184795		07/29/16	01	JUVENILE FICTION,PBKS & SERIES	80-60-001-45420	28.27
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	5.75
					INVOICE TOTAL:		34.02 *
	2032186159		07/28/16	01	TEEN BOOKS	80-60-001-45450	76.82
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	12.65
					INVOICE TOTAL:		89.47 *
12714	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT					
	2032186539		07/29/16	01	ADULT NON-FICTION	80-60-001-45000	108.16
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	4.75
					INVOICE TOTAL:		112.91 *
	2032191632		08/02/16	01	ADULT NON-FICTION	80-60-001-43670	43.03
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	4.60
					INVOICE TOTAL:		47.63 *
	2032192142		08/02/16	01	JUVENILE PICTURE BKS,READERS	80-60-001-45410	512.38
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	28.35
					INVOICE TOTAL:		540.73 *
	2032195566		08/03/16	01	ADULT FICTION	80-60-001-45100	278.96
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	15.00
					INVOICE TOTAL:		293.96 *
					CHECK TOTAL:		3,173.21
12715	9BRADBAR	BARRY BRADFORD					
	BRA080216		08/02/16	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	250.00
					INVOICE TOTAL:		250.00 *
					CHECK TOTAL:		250.00

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12716	9CDW	CDW GOVERNMENT, INC.						
	DQN6579		07/13/16	01	TONER CARTRIDGES	80-60-001-41303	139.54	
						INVOICE TOTAL:	139.54 *	
						CHECK TOTAL:		139.54
12717	9COMPVIE	COMPUTER VIEW, INC.						
	27234		07/29/16	01	COMPUTER EQUIPMENT	80-60-001-49350	700.00	
						INVOICE TOTAL:	700.00 *	
						CHECK TOTAL:		700.00
12718	9CONCHEC	CONSUMERS' CHECKBOOK						
	CHI1313499T2016		07/14/16	01	ADULT REF/E-REFERENCE	80-60-001-45220	200.00	
						INVOICE TOTAL:	200.00 *	
						CHECK TOTAL:		200.00
12719	9CRYSMAN	CRYSTAL MANAGEMENT &						
	23793		06/15/16	01	CLEANING SERVICES:JULY 2016	80-60-001-41000	645.00	
						INVOICE TOTAL:	645.00 *	
						CHECK TOTAL:		645.00
12720	9DASHERP	DASHER PRINTING SERVICES, INC.						
	1061		07/27/16	01	LIBRARY CARDS W/KEY TAG	80-60-001-43550	1,048.40	
				02	IGA CARDS NO BARCODE	80-60-001-43550	262.10	
				03	SHIPPING	80-60-001-43550	33.01	
						INVOICE TOTAL:	1,343.51 *	
						CHECK TOTAL:		1,343.51

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12721	9DEMCO	DEMCO, INC						
	5916508		07/19/16	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	17.24	
							INVOICE TOTAL:	17.24 *
							CHECK TOTAL:	17.24
12722	9DIVINCI	DIVINCI PAINTERS, INC						
	22368		07/29/16	01	BUILDING MAINT	80-60-001-41000	770.00	
							INVOICE TOTAL:	770.00 *
							CHECK TOTAL:	770.00
12723	9ENVISIO	ENVISIONWARE, INC.						
	INV-US-27011		07/10/16	01	PATRON & STAFF SOFTWARE	80-60-001-45600	339.15	
				02	PATRON & STAFF SOFTWARE	80-60-001-45600	183.60	
							INVOICE TOTAL:	522.75 *
							CHECK TOTAL:	522.75
12724	9FIRSTBA	FIRST BANKCARD						
	ELI072816		07/28/16	01	CREDIT-TEEN PROGRAM SUPPLIES	80-60-001-43740	-21.85	
				02	TEEN PROGRAM SUPPLIES	80-60-001-43740	149.00	
				03	TEEN PROGRAM SUPPLIES	80-60-001-43740	105.00	
				04	TEEN PROGRAM SUPPLIES	80-60-001-43740	90.00	
				05	TEEN PROGRAM SUPPLIES	80-60-001-43740	15.00	
				06	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	19.98	
				07	POSTAGE	80-60-001-43300	3.86	
				08	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	5.00	
				09	TEEN PROGRAM SUPPLIES	80-60-001-43740	48.49	
				10	TEEN PROGRAM SUPPLIES	80-60-001-43740	30.00	
							INVOICE TOTAL:	444.48 *
							CHECK TOTAL:	444.48

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12725	9FIRSTBA	FIRST BANKCARD					
	ERI072816		07/28/16	01	PAYFLOW/PAYPAL	80-60-001-46000	26.30
				02	BASECAMP	80-60-001-46000	20.00
				03	STORAGE LOCKER RENTAL	80-60-001-41000	71.00
				04	PROFESSIONAL DEVELOPMENT	80-60-001-42400	35.00
					INVOICE TOTAL:		152.30 *
					CHECK TOTAL:		152.30
12726	9FIRSTBA	FIRST BANKCARD					
	MCO07282016		07/28/16	01	WEBSITE FOR ILL	80-60-001-45600	9.95
				02	JULY 4TH PARADE CANDY	80-60-001-43730	53.26
				03	ADULT PROGRAM SUPPLIES	80-60-001-43710	3.44
				04	HOSPITALITY	80-60-001-43700	7.99
				05	ALA WEBINAR-MARTHA	80-60-001-42400	55.00
				06	OUTREACH SUPPLIES	80-60-001-43730	15.00
				07	OUTREACH SUPPLIES	80-60-001-43730	15.00
				08	OUTREACH SUPPLIES	80-60-001-43730	76.42
				09	MISC EXPENSES	80-60-001-46000	39.00
					INVOICE TOTAL:		275.06 *
					CHECK TOTAL:		275.06
12727	9GOODMAN	GOODMAN ELECTRIC SUPPLY					
	0616186-00		07/25/16	01	BUILDING & GROUNDS SUPPLIES	80-60-001-43660	12.25
					INVOICE TOTAL:		12.25 *
					CHECK TOTAL:		12.25
12728	9HALLPAS	HALL PASS					
	HP2016-391		06/30/16	01	BACKGROUND CHECK	80-60-001-41304	12.00
					INVOICE TOTAL:		12.00 *
					CHECK TOTAL:		12.00

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12729	9HAZELNU	HAZELNUTS LLC						
	HAZ080216		08/02/16	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	285.00	
						INVOICE TOTAL:	285.00 *	
						CHECK TOTAL:		285.00
12730	9HOMEDEP	HOME DEPOT CREDIT SERVICES						
	1574643		07/26/16	01	BUILDING MAINT	80-60-001-41000	8.46	
						INVOICE TOTAL:	8.46 *	
	5563370		07/22/16	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	8.16	
						INVOICE TOTAL:	8.16 *	
	563860		07/27/16	01	BUILDING MAINT	80-60-001-41000	8.98	
						INVOICE TOTAL:	8.98 *	
	8596414		07/19/16	01	BUILDING MAINT	80-60-001-41000	18.75	
						INVOICE TOTAL:	18.75 *	
						CHECK TOTAL:		44.35
12731	9IHLS-OC	IHLS-OCLC						
	11087		07/07/16	01	DUES 7/1/16-6/30/17	80-60-001-42440	188.65	
						INVOICE TOTAL:	188.65 *	
	8876		10/08/15	01	DUES CREDIT	80-60-001-42440	-5.72	
						INVOICE TOTAL:	-5.72 *	
						CHECK TOTAL:		182.93
12732	9KAMINMI	MICAH KAMIN						
	KAM080916		08/09/16	01	BUILDING MAINT	80-60-001-41000	100.00	
						INVOICE TOTAL:	100.00 *	
						CHECK TOTAL:		100.00



DATE: 08/11/16  
TIME: 14:22:08  
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
CHECK REGISTER

9L

CHECK DATE: 08/16/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12733	9GODDLES	LESLIE GODDARD					
	GOD080216		08/02/16	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	275.00
						INVOICE TOTAL:	275.00 *
						CHECK TOTAL:	275.00
12734	9MCMAHSE	MCPMAHON SERVICES					
	71827		07/20/16	01	PARTIAL WINDOW CLEANING	80-60-001-41000	282.00
						INVOICE TOTAL:	282.00 *
						CHECK TOTAL:	282.00
12735	9MIDTAPE	MIDWEST TAPE					
	94155163		07/18/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	122.62
						INVOICE TOTAL:	122.62 *
	94188834		07/29/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	184.95
						INVOICE TOTAL:	184.95 *
						CHECK TOTAL:	307.57
12736	9MURPHYM	MURPHY & MILLER, INC.					
	MC00000955		08/01/16	01	BUILDING MAINT	80-60-001-41000	574.50
						INVOICE TOTAL:	574.50 *
	SVC00002517		07/22/16	01	BUILDING MAINT	80-60-001-41000	1,671.64
						INVOICE TOTAL:	1,671.64 *
						CHECK TOTAL:	2,246.14
12737	9OPRISKO	PETER PAUL OPRISKO					
	OPR080216		08/02/16	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	200.00
						INVOICE TOTAL:	200.00 *
						CHECK TOTAL:	200.00

DATE: 08/11/16  
 TIME: 14:22:08  
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
 CHECK REGISTER

9M

CHECK DATE: 08/16/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12738	9OSADACL	CLAIRE OSADA						
	OSA080816		08/08/16	01	OFFICE SUPPLIES	80-60-001-43550	32.90	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	2.70	
					INVOICE TOTAL:		35.60 *	
					CHECK TOTAL:			35.60
12739	9OVERDRI	OVERDRIVE , INC						
	1018-10430001073116		07/31/16	01	ADULT E-AUDIO/E-BOOKS	82-60-001-44800	44.97	
				02	JUVENILE E-BOOKS	82-60-001-44800	44.97	
					INVOICE TOTAL:		89.94 *	
	1018-144853090070616		07/06/16	01	ADULT E-AUDIO/E-BOOKS	82-60-001-44800	1,690.83	
					INVOICE TOTAL:		1,690.83 *	
	1018-150013480070616		07/06/16	01	JUVENILE E-BOOKS	82-60-001-44800	249.16	
					INVOICE TOTAL:		249.16 *	
	1018-150413540070616		07/06/16	01	TEEN E-BOOKS	82-60-001-44800	454.83	
					INVOICE TOTAL:		454.83 *	
					CHECK TOTAL:			2,484.76
12740	9POSTNET	POSTNET IL106						
	396183		07/07/16	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	53.25	
					INVOICE TOTAL:		53.25 *	
					CHECK TOTAL:			53.25
12741	9RAILS	RAILS						
	3694		07/12/16	01	MAI MEMBERSHIP FEE FY2017	80-60-001-42440	350.00	
					INVOICE TOTAL:		350.00 *	
					CHECK TOTAL:			350.00

DATE: 08/11/16  
TIME: 14:22:08  
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
CHECK REGISTER

94

CHECK DATE: 08/16/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12742	9REYESIS	ISAURO REYES					
	REY080116		08/01/16	01	GROUNDS MAINT:JULY 2016	80-60-001-41050	315.00
						INVOICE TOTAL:	315.00 *
						CHECK TOTAL:	315.00
12743	9SAFEGUA	SAFEGUARD BUSINESS SYSTEMS					
	031580552		07/18/16	01	AP CHECK ORDER	80-60-001-43550	157.42
						INVOICE TOTAL:	157.42 *
						CHECK TOTAL:	157.42
12744	9SHREDIT	SHRED-IT USA					
	9411606035		07/20/16	01	PAPER SHREDDING 7/20/16	80-60-001-41303	57.96
						INVOICE TOTAL:	57.96 *
						CHECK TOTAL:	57.96
12745	9USFIRPR	UNITED STATES FIRE PROTECTION					
	USA026868		08/10/16	01	ANNUAL BACKFLOW INSPECTION	80-60-001-41000	520.00
						INVOICE TOTAL:	520.00 *
						CHECK TOTAL:	520.00
12746	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS					
	102202394		08/03/16	01	'EE ICMA CONTRIBUTION:8/15/16	80-20-102-45000	250.00
						INVOICE TOTAL:	250.00 *
						CHECK TOTAL:	250.00
12747	9WAREHOU	WAREHOUSE DIRECT					

DATE: 08/11/16  
TIME: 14:22:08  
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
CHECK REGISTER

CHECK DATE: 08/16/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12747	9WAREHOU	WAREHOUSE DIRECT						
	3147094-0		08/02/16	01	OFFICE SUPPLIES	80-60-001-43550	4.09	
						INVOICE TOTAL:	4.09 *	
						CHECK TOTAL:		4.09
12748	9BETSYWI	BETSY MEANS WILLS						
	MEA080216		08/02/16	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	250.00	
						INVOICE TOTAL:	250.00 *	
						CHECK TOTAL:		250.00
12749	9WINSTEL	WINSTON ELECTRIC, INC.						
	4466JW		06/29/16	01	BUILDING MAINT	80-60-001-41000	1,075.00	
						INVOICE TOTAL:	1,075.00 *	
						CHECK TOTAL:		1,075.00
						TOTAL AMOUNT PAID:		19,883.38

## Recommendation Regarding Renewal of Agreement with School District 65

### Background

- On October 1, 2015 an agreement between School District 65 (D65) and the Lake Bluff Public Library (LBPL) went into effect.
- This agreement provided local (LBPL only) library service to students attending District 65 schools.
- In exchange for this year of service to 225 nonresident students attending LBES and LBMS, the library received \$1,000 and the opportunity to hold three (3) programs on school property.

### Outcomes

- Head of Adult Services Martha O'Hara reviewed usage of D65 agreement cards, which is included hereafter. This review found:
  - The percentage of unincorporated Lake Bluff D65 students with cards increased by 256 percent.
  - Usage has been steady, with 1,375 checkouts by agreement cardholders since October 1, 2015.
  - A total of nine (9) agreement cardholders, 7% of total issued agreement cards, presently have a fine balance in excess of \$5.00. The overall percentage of juvenile borrowers with fines in excess of \$5.00, by comparison, presently stands at 11%.
  - No instances of actual or suspected misuse of D65 agreement cards by persons other than the cardholder have occurred.
- In discussion with D65 Superintendent Jean Sophie, she will be asking the School Board for approval of a renewal at their August 23<sup>rd</sup> meeting.

### Recommendation

- As the program has been successful and shows potential to build on that success, and as the Library Board has already voted to approve a similar agreement with District 115:
  - I recommend that the renewal document be approved by the Library Board, to go into effect pending School Board approval.

Respectfully submitted,

Eric Scott Bailey

**District 65 Student Cards  
2015-2016 Report  
Drafted by Martha Cordeniz O'Hara**

**Background**

- 225 students in District 65 are eligible for non-resident cards or District 65 Student Cards.
  - 151 are LBES students
  - 73 are LBMS students
  - 1 student is missing grade information
- The District 65 Student Card program was launched on October 1, 2015.

**Outcomes: District 65**

- The number of Knollwood students with library cards has increased by 256 percent.
  - The percentage of Knollwood students with library cards has risen from 19 percent (43 students) to 68 percent (153 students).
  - A total of 123 D65 Student Cards have been issued; 72 are still awaiting pickup.
  - 30 students opted to purchase a non-resident card.
- Usage of D65 Student Cards has been steady.
  - Of the 123 cards issued, 67 percent (82 cards) have been used at least once.
  - D65 Student Cardholders accounted for a total of 1,375 checkouts.
- Overall response from patrons has been positive.

**Outcomes: LBES**

- At LBES, the number of Knollwood students with library cards has increased by 450 percent.
  - The percentage of Knollwood students with library cards has risen from 15 percent (22 students) to 80 percent (121 students).
  - A total of 103 D65 Student Cards have been issued; 30 are still awaiting pickup.
  - 18 students opted to purchase a non-resident card.
- LBES students are responsible for most library usage in the D65 Student Card program
  - Of the 103 cards issued, 69 percent (71 cards) have been used at least once.
  - LBES D65 Cardholders accounted for 1,318 checkouts or 96 percent of circulation activity in the D65 Student Card program.
  - The greatest number of checkouts attributed to one student is 163.
- Card access is highest in younger grades.
  - The grades with the highest percentage of cardholders are: prekindergarten (100 percent), 2<sup>nd</sup> grade (85 percent), 1<sup>st</sup> grade (84 percent), and kindergarten (83 percent).
  - 2<sup>nd</sup> grade has the highest number of cardholders overall (29 students).
- Card usage varies by grade.
  - The grades that account for the highest percentage of District circulation are: 4<sup>th</sup> grade (25 percent), kindergarten (24 percent), and 1<sup>st</sup> grade (21 percent).
  - Each of the grades with the highest circulation has a "super patron" who accounts for a significant amount of circulation activity for the grade.
    - 4<sup>th</sup> grade: 163 checkouts attributed to one user (48 percent of grade activity)

**District 65 Student Cards  
2015-2016 Report  
Drafted by Martha Cordeniz O'Hara**

- Kindergarten: 108 checkouts attributed to one user (32 percent of grade activity)
- 1<sup>st</sup> grade: 114 checkouts attributed to one user (39 percent of grade activity)

**Outcomes: LBMS**

- At LBMS, the number of Knollwood students with library cards has increased by 48 percent.
  - The percentage of Knollwood students with library cards has risen from 29 percent (21 students) to 42 percent (31 students).
  - A total of 20 D65 Student Cards have been issued; 58 are still awaiting pickup.
  - 11 students opted to purchase a non-resident card.
- A majority of D65 Student Cards have been used at least once.
  - Of the 20 cards issued, 55 percent (11 cards) have been used at least once.
  - LBMS D65 Student Cardholders accounted for 57 checkouts.
  - The greatest number of checkouts attributed to one student is 18.
- Card access is highest in 6<sup>th</sup> grade.
  - 58 percent of Knollwood 6<sup>th</sup> graders (19 students) have a library card.
  - 6<sup>th</sup> grade also has the highest number of cardholders overall (19 students).
  - 29 percent of Knollwood 7<sup>th</sup> graders (5 students) and 30 percent of Knollwood 8<sup>th</sup> graders (7 students) have library cards.
  - 7<sup>th</sup> and 8<sup>th</sup> grade had the lowest overall growth, with each grade increasing total library cardholders by one student.
- Card usage is highest in 6<sup>th</sup> grade.
  - 6<sup>th</sup> graders accounted for the most circulation activity (49 checkouts or 4 percent of District activity).
  - 6<sup>th</sup> grade had one "super patron" who accounted for 37 percent of the grade's activity (18 checkouts).
  - Usage for 7<sup>th</sup> grade was low (8 total checkouts).
  - No circulation activity was reported for 8<sup>th</sup> graders (0 total checkouts).

**Concerns/Issues**

- *Information*  
The majority of students and parents seem to have a good understanding of what the D65 Student Card program entails. The largest point of miscommunication centered on program eligibility: some parents thought that they needed to pick up a second card for their child, even though their family intended to continue to purchase non-resident cards. The amount of communication that arose from this was within an acceptable range, but it's something that both the District and the Library should continue to be aware of when communicating to students and parents.
- *Fines: Excessive Balances*  
The possibility of excessive fine balances on student accounts was brought up as a potential

**District 65 Student Cards  
2015-2016 Report  
Drafted by Martha Cordeniz O'Hara**

issue to monitor during the first year of the program. The library currently blocks borrowing privileges when a cardholder's fine balance exceeds \$5.00. As of this writing, there are 9 D65 Student accounts with more than \$5.00 in fines, which amounts to 7 percent of D65 cardholders. This is well within an acceptable range and is comparable to the general population: 7 percent of all registered borrowers and 11 percent of all juvenile borrowers have fine balances of more than \$5.00. Although these fine balances will need to be addressed, there is no evidence to suggest misuse of library privileges.

- *Fines: Payment*

The District has agreed to reimburse the library for any unpaid replacement fees incurred by D65 Student cardholders. In compiling a summary of these costs, the library became aware of several D65 Student Cardholders who owe significant amounts of money in overdue fines. Since these fines are not replacement fees, they would not be paid for by the District and would remain on the student account. Both the director and the circulation manager were concerned about the impact of these fines on student access. The possibility of offering an alternative payment program is being investigated.

- *Impact on NR Card Purchases*

It is difficult to obtain a precise measurement on the impact of the D65 Student Card program on non-resident card purchases, but evidence suggests that it was minimal. The number of students with non-resident cards did drop from 43 to 30 during the course of the program.

However, these numbers only represent the number of accounts in the system; they do not represent the number of accounts that are a guaranteed renewal. While some families chose the D65 Student Card in lieu of continuing with a non-resident card, some families purchased non-resident cards after learning about the program from communication that they received from the District and Library. The D65 Student Card program also has no impact on overall eligibility: families will always have the option of purchasing a non-resident card. It is entirely possible that families may opt to renew their non-resident cards at a later date.

- *Card Usage by Parents, etc.*

No instance of actual or suspected misuse of D65 Student Cards by parties other than the student cardholder has been reported at this time.

## **Conclusions**

- The first year of the D65 Student Card program has been tremendously successful in expanding access to D65 students residing in Knollwood.
- Problems that arose with the program were within an acceptable range. Major changes to policy or procedure do not appear to be necessary at this time.
- The Library should continue to monitor program statistics in order to develop and maintain a nuanced understanding of the program's efficacy.
- The Library and District should continue to build on the success of this program in the next school year.



## Access/Circulation by Grade

## LBES

## 151 Eligible Students

Library Access	# Students	% of Eligible Students
Before IGA (Total Cards)	22	15%
After IGA (Total Cards)	121	80%
Change	(+)99	450%

Cards Issued	# Cards	% of total
D65 Cards Issued/Picked Up	103	68%
D65 Cards Not Issued/Picked Up	30	20%
Opt Outs (bought NR Cards)	18	12%

Card Usage (D65 Cards Only)	# Cards	% of issued
D65 Cards Used at Least Once	71	69%
D65 Cards Never Used	32	31%

Circulation		% of total D65 circ
Total Circulation	1318	96%

## LBMS

## 73 Eligible Students

Library Access	# Students	% of Eligible Students
Before IGA	21	29%
After IGA	31	42%
Change	(+)10	48%

Cards Issued	# Cards	% of total
D65 Cards Issued/Picked Up	20	27%
D65 Cards Not Issued/Picked Up	42	58%
Opt Outs (bought NR Cards)	11	15%

Card Usage (D65 Cards Only)	# Cards	% of issued
D65 Cards Used at Least Once	11	55%
D65 Cards Never Used	9	45%

Circulation		% of total D65 circ
Total Circulation	57	4%

## Total D65

## 225 Eligible Students

Library Access	# Students	% of Eligible Students
Before IGA	43	19%
After IGA	153	68%
Change	(+)109	256%

Cards Issued	# Cards	% of total
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**Access/Circulation by Grade**

D65 Cards Issued/Picked Up	123	55%
D65 Cards Not Issued/Picked Up	72	32%
Opt Outs (bought NR Cards)	30	13%

<b>Card Usage (D65 Cards Only)</b>	<b># Cards</b>	<b>% of issued</b>
D65 Cards Used at Least Once	82	67%
D65 Cards Never Used	41	33%

<b>Circulation</b>		<b>% of total D65 circ</b>
Total Circulation	1375	N/A

**INTERGOVERNMENTAL AGREEMENT  
FOR LIBRARY SERVICES**

**This Intergovernmental Agreement (IGA) For Library Services** is made this 30<sup>th</sup> day of September, 2016 by and between the Board of Education of Lake Bluff School District No. 65 (“SCHOOL”) and the Board of Trustees of Lake Bluff Public Library (“LIBRARY”)(collectively, the “Parties” or individually, “Party”).

**RECITALS**

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

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

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

**NOW, THEREFORE**, the Parties agree as follows:

**1. Library Services.**

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

2. **Term and Renewal of IGA.**

This IGA is effective October 1, 2016, and ends September 30, 2017, unless sooner terminated. Either the LIBRARY or the SCHOOL may terminate this IGA at any time without cause or penalty upon written notice to the other party at least thirty (30) days prior to the effective date of termination. Either the LIBRARY or the SCHOOL may terminate this IGA for cause, which cause shall include any material breach of this IGA. Before either party may terminate this IGA for cause, a party must first give the other party written notice of the breach and thirty (30) days to cure the breach.

3. **Financial**

The SCHOOL shall pay to the LIBRARY an annual fee of One Thousand Dollars (\$1,000) to offset the costs of providing the additional library services required under this IGA. The LIBRARY shall send the SCHOOL an invoice for the annual fee by October 1, 2016, and the SCHOOL shall pay the invoice in accordance with the *Local Government Prompt Payment Act*. The SCHOOL shall also pay the LIBRARY for the loss or damage to any Library materials provided to the STUDENTS receiving library services under this IGA in accordance with the LIBRARY'S Fines and Fees Policy. The STUDENTS shall be responsible for the payment of any overdue fines in accordance with the Fines and Fee Policy.

4. **Facilities Use.**

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

5. **Equipment.**

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

**6. Indemnification.**

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

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

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

**7. Insurance.**

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

**8. Amendments to this IGA.**

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

**9. Savings Clause.**

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

10. **Publicity.**

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

11. **Notice.**

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

To the Library:

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

To the School:

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

With a Copy To:

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

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

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

**-SIGNATURE PAGE FOLLOWS-**

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

**LIBRARY:**

BOARD OF TRUSTEES OF  
LAKE BLUFF PUBLIC LIBRARY

By: \_\_\_\_\_

Kathy Meierhoff

Its: President

Date: \_\_\_\_\_

**SCHOOL:**

BOARD OF EDUCATION OF  
LAKE BLUFF SCHOOL  
DISTRICT NO. 65

By: \_\_\_\_\_

Mark Barry

Its: President

Date: \_\_\_\_\_

**ATTEST:**

By: \_\_\_\_\_

Janie Jerch

Its: Secretary

Date: \_\_\_\_\_

**ATTEST:**

By: \_\_\_\_\_

Leigh Ann Charlot

Its: Secretary

Date: \_\_\_\_\_

## Fundraising Consultant

### Background

- In February, 2016 a Request for Proposal (RFP) for a fundraising consultant for a feasibility study was posted.
- The proposal was drafted with help from Philip Hood of Lake Forest College and Douglas Adolph of CCS.
- Four firms replied to the RFP, which closed on April 1, 2016.
- Responses and respondents were discussed with Philip Hood.
- Ter Molen, Watkins, and Brandt (TWB), as the lowest responsive bidder, a firm with a strong track record of fundraising success with nonprofits and governmental entities (over \$2 billion, per company information), and offering an advisor who is also a Village resident, was identified as the front runner.
- Following a May 2<sup>nd</sup>, 2016 meeting with the Building Project Task Force, Jon Heintzelman and Jon Souhrada of TWB met with the Library Board on June 2<sup>nd</sup>.
- At the July 19<sup>th</sup>, 2016 Board Meeting there was further discussion and several questions were raised regarding the proposal from TWB.
- A Special Meeting was held on August 2<sup>nd</sup>, 2016 with Jon Heintzelman and Don Souhrada to discuss these and other questions.
- References and reputation of TWB, Jon Heintzelman, and Don Souhrada have been checked.
- The Friends of the Library have been involved throughout the selection process.
- The Village has been kept apprised of the ongoing discussion through Village Administrator Drew Irvin.

### Recommendation

- A vote was discussed at the last meeting on August 2<sup>nd</sup>, but was postponed as some trustees were absent. The possibility of hiring fundraising consultants is on the agenda under Old Business, and is listed for 'potential action.'
- A recommended motion, should one be needed: **To accept the proposal for a 'Fundraising Audit and Campaign Feasibility Study & Plan' from Ter Molen, Watkins, and Brandt for a cost of \$30,000 to be paid from the Library's General Reserve.**

Respectfully submitted,

Eric Scott Bailey



### **Recommendation**

The Lake Bluff Library Board recommends expanding and improving the library building in order to continue to meet the library's mission, "To act as a vibrant community center that provides materials and services to enhance individual knowledge, offer personal enjoyment, expand technological resources, and facilitate civic interaction." Growing facility usage, patron input, and a thorough space usage study support the need for this project.

**Facility Usage:** Growing facility usage recommends an expanded and improved space. In the last ten years:

- Patron visits have increased by 34.09%, from 53,664 visits (FY 06-07) to 71,956 visits (FY 15-16).
- Library program attendance has increased by 27.20%, from 8,667 (FY 06-07) to 11,024 (FY 15-16).
- The number of library programs offered has increased by 220.54%, from 112 programs (FY 06-07) to 359 programs (FY 15-16).
- Checkout of physical materials has increased by 33.09%, from 71,752 (FY 06-07) to 95,496 (FY 15-16).
- The library's Spruth Room is in use during 25.61% of library hours, and the Children's Activity Room is in use during 28.63%. When one room is in use, the other is also in use 19.04% of the time.
- In order to meet growing demand and new challenges, weekly staff hours have grown by 24.5%. Over the same time frame, staff work space has decreased by 17%. The industry standard minimum for work space is 60 inches; the average workspace at the library is 40 inches.

**Patron Input:** Patron feedback on the 2013 and 2016 Patron Satisfaction Surveys supports the recommendation:

- The number of survey respondents stating that the library needed more space to meet their needs rose from 20.22% to 30.53%.
- In 2016, a total of 50% of respondents indicated a desire for either increased space or requested services or improvements that cannot be accomplished in the existing building.
- Quiet reading rooms, expanded collections, comfortable seating, improved function, and improved aesthetics were identified as needs by patron respondents.

**Space Usage Study:** In 2014-2015, consultant Joe Huberty of Engberg Anderson conducted a Space Usage Study aimed at finding ways to more effectively meet patron needs with existing space in the library building. The study revealed the following:

- Existing space is too small and too fragmented in its layout to meet most of the needs identified as essential to the library's future.
- All areas of the building are too small for their current levels of use.

### **Scope and Cost of Project**

The proposed expansion and improvement has an estimated cost of \$5M, depending on changing construction costs, and will add 3,100 square feet of usable space. This would represent a 33% increase in library space. This includes the addition of group meeting rooms, space for teens, increased seating, a quiet reading area, improved accessibility, an improved staff workroom, better acoustics, and improved comfort and appearance.

### **Conclusion**

The Library Board has moved carefully in its consideration of a potential building project. The Library Board and Library Staff have studied the building, resolving problems (such as the lack of a staff lunch room) when it has been possible to do so. The remaining challenges cannot be resolved within the current building footprint.

The care and responsibility that was brought to the consideration of the library's space needs, that continues to be brought to the handling of the library's finances, has been brought to bear on the question of how to fund a building project. The next step is hiring a professional fundraiser to assess the fundraising capabilities of the library. As all or most of the money will come from donations, this assessment is essential to deciding whether or not to move forward.

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AGREEMENT between  
TER MOLEN WATKINS & BRANDT, LLC and  
Lake Bluff Public Library

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The following agreement outlines the purpose, scope, timing, and terms of services to be provided by Ter Molen Watkins & Brandt, LLC (TW&B), located at 2 North Riverside Plaza, Suite 1030, Chicago, IL 60606, to Lake Bluff Public Library 123 E. Scranton Ave Lake Bluff, IL 60044.

**Purpose and Scope**

TW&B will conduct a feasibility study for Lake Bluff Public Library, to include an internal assessment and up to 35 external interviews with a final report and recommendations as outlined in our proposal dated March 31, 2016.

**Timing and Duration of Service**

Ter Molen, Watkins & Brandt will begin service June 1, 2016 on the feasibility study, and complete work by October 31, 2016, depending on the timing of the interview scheduling.

Jon Heintzelman and Don Souhrada will be the consultants on this project. Service may be renewed with a new signed agreement, although service may be discontinued by either party prior to these dates; a thirty-day written cancellation notice is required. Upon completion of service, both parties may revisit this partnership and determine if additional consulting is warranted. At that time, the agreement may be renewed, renegotiated or discontinued. This consulting service may be provided on-site or in other locations as necessary.

**Billing and Payment Terms**

The fee for the feasibility study and report will be \$30,000. TW&B will bill in 3 installments: one third upon execution of the contract, one third upon 60 days after execution and the final third upon completion of the study and report. If more than 35 interviews are requested there is a fee of \$3000 for each additional 5 interviews.

TW&B will send invoices at the end of each month for expenses as incurred. It is the policy of Ter Molen Watkins & Brandt to charge only for direct out-of-pocket expenses at cost. These will include mileage, parking, meals and other accommodations as necessary. The firm does not charge for telephone, reproduction or clerical expenses.

Payment terms are net 20 days.

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*Fees for Proposed Fundraising Audit and Campaign Feasibility Study & Plan*

The fee associated with this proposed engagement is \$30,000, and includes the following:

Activities	Deliverables
<ul style="list-style-type: none"> <li>o Conduct internal readiness assessment</li> <li>o Conduct wealth-screening on 300 donor records</li> <li>o Guide the development of the <i>campaign prospectus</i>.</li> </ul>	<ol style="list-style-type: none"> <li>1) Written comprehensive report of organizational readiness</li> <li>2) Evaluation of donor pool</li> <li>3) Campaign prospectus for feasibility interviews</li> </ol>
<ul style="list-style-type: none"> <li>o Select interviewees, develop the interview guide and gift table</li> <li>o Conduct up to 25 feasibility interviews</li> <li>o Craft recommendations and develop the campaign plan</li> </ul>	<ol style="list-style-type: none"> <li>1) Observations and Recommendations <ul style="list-style-type: none"> <li>o Assessment of donor interest in campaign priorities</li> <li>o Recommended campaign goals</li> <li>o Resonance of key messages</li> </ul> </li> <li>2) Draft Campaign Plan <ul style="list-style-type: none"> <li>o Goal</li> <li>o Phases</li> <li>o Timetable</li> <li>o Cultivation and solicitation strategies</li> </ul> </li> </ol>
<b>Total Fee</b>	<b>\$30,000</b>

The proposed fee covers all consulting time required off-site by telephone, fax or e-mail, as well as all on-site consulting activity. If more than 25 interviews are required, we will bill \$3,000 for each additional five meetings.

One-third of the total fee is invoiced at the time of engagement, the second third is billed at the conclusion of the first 60 days of service, and the final third is due upon delivery of the feasibility study report. Out-of-pocket expenses, such as travel and report production are additional and billed at cost.

## Director's Report

### 4<sup>th</sup> Annual Sidewalk Chalk Art Contest

The sidewalk chalk contest, which took place during the July 23<sup>rd</sup> Lake Bluff Criterium bike race, was a hit again this year. We had 25 entries, both teams and individuals, enter the contest. There was some amazing art produced. Thanks to Martha O'Hara, Liliana LaValle, and Skylar Reinhard for making this a success.

### Lake County Fair

Once again this year, Lake Bluff Library staff members helped work the Lake County Library booth at the County Fair. This is always a great opportunity for our library, and area libraries in general, to talk with patrons we might not have an opportunity to connect with otherwise. Thanks to Martha O'Hara, Skylar Reinhard, and Deb Padley for working this event.

### New Library Cards

New library cards, with our new logo, have arrived. They turned out great. We also now have preprinted District 65 nonresident-agreement-specific cards. Previously, staff members needed to use the P-Touch machine to apply a label to the back. The information specific to these cards is now preprinted. The ID number is also printed, without a scannable barcode. This is an affordable solution to a time consuming project.

### New eNewsletter

Skylar has redesigned our eNewsletter, streamlining and focusing it. The new format debuted with this month's edition. Check it out if you have not done so already.

### New Volunteer

Tally Feingold has joined us as a volunteer. She is currently helping with shelving, but will be able to help us with shelf reading, youth projects, and more. We're fortunate to have her aboard.

### Genealogy Club

Liliana and I had 12 people turn up for the first meeting of the Genealogy Club. A number of other individuals stated that they had hoped to attend but had not been able to make it. This looks to be another popular program.

### Flags

The Village has two extra flag holders that it will be providing to us. One will be placed on each side of the sign at the corner of Oak and Scranton. I have secured a bid for flags and flagpoles so that we can put flags out on display on holidays, in keeping with the rest of downtown Lake Bluff.

## 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

June 18 at 10:00am – KATHY MEIERHOFF

August 20 at 10:00am – CANCELLED

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 Scott Bailey  
Library Director