

**December 20th, 2016**

agenda

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
<b>1,2 CTO, Additions (2 minutes)(7:02pm)</b>		
	Document Summary	1A
	Agenda	2A-2B
<b>3 Opportunity to Address Board</b>		
<b>4 Consent Agenda</b>		
	Minutes of November 15th, 2016 Board of Trustees Meeting (action)(2 minutes)(7:04pm)	3A-3B
	Minutes of November 28th, 2016 Special Meeting of Board of Trustees (action)(2 minutes)(7:06pm)	4A-4B
<b>5 Treasurer's Report and Financial Reports (White and Yellow) (5 minutes)(7:11pm)</b>		
	November Financial Summary Report (action)	5A-5C
	November Detailed Revenue & Expense Report (action)	6A-6E
	November Detailed Balance Sheet (action)	7A-7D
<b>6 Approval of Checks (Green) (5 minutes)(7:16pm)</b>		
	November Manual Check Report (action)	8A-8B
	November Check Register (action)	9A-9O
<b>7 Committee Reports (10 minutes)(7:26pm)</b>		10A
<b>8 New Business</b>		
	(None)	
<b>9 Old Business</b>		
	Fundraising and Building Project (10 minutes)(7:36pm)	
<b>10 Director's Report (5 minutes)(7:41pm)</b>		
	Librarian's Narrative Report	11A-11B
<b>11 Executive Session(s)</b>		
<b>12 Any and All Other Business ...</b>		
<b>13 Adjournment (1 minute)(7:42pm)</b>		
<b>14 Attachments</b>		
	Usage Statistics for the Month of November	12A-12B
	Friends Attendees for Calendar Year 2017	13A

**Lake Bluff Public Library**  
**Regular Meeting of the Board of Library Trustees**  
**Tuesday, December 20<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. **Opportunity for Public to Address the Board (limit 5 minutes per person per meeting)**
4. **Approval of Minutes**
  - a. **Approval of Minutes of November 15<sup>th</sup>, 2016 Regular Board Meeting (action)(2 minutes)(7:04pm)**
  - b. **Approval of Minutes of November 28<sup>th</sup>, 2016 Special Board Meeting (action)(2 minutes)(7:06pm)**
5. **November 2016 Financial Reports – Detailed Balance and Revenue/Expense (White and Yellow Pages) (action)(5 minutes)(7:11pm)**
  - a. **November Financial Summary Report**
  - b. **November Detailed Revenue & Expense Report**
  - c. **November Detailed Balance Sheet**
6. **Approval of checks (Green Pages) (5 minutes)(7:16pm)**
  - a. **November Manual Checks (12860-12869) (action)**
  - b. **November Monthly Checks (12870-12902) (action)**
7. **Committee Reports (10 minutes)(7:26pm)**

**(Committees that met)**

  - a. **Finance Committee (CHAIR: Butler. MEMBERS: Kregor.)**

**(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. **Human Resources Committee (CHAIR: Kregor. MEMBERS: Butler and Meierhoff.)**
  - d. **Intergovernmental Committee (CHAIR: Bailey. MEMBERS: Jerch and Stroh.)**
  - e. **Long Range Planning Committee (CHAIR: Wojda. MEMBERS: Schons.)**
  - f. **Outreach Committee (CHAIR: Schons. MEMBERS: Butler and Kregor.)**
  - g. **Policy and Bylaw Committee (CHAIR: Stroh. MEMBERS: Meierhoff, and Schons.)**
8. **New Business**
  - a. **(None)**

**9. Old Business**

- a. Fundraising and Building Project (10 minutes)(7:36pm)

**10. Director's Report (5 minutes)(7:41pm)**

- a. Director's Narrative Report

**11. Executive Session(s)**

- 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)(7:42pm)****Attachments:**

Friends Meeting Attendees for 2016-2017

Usage Statistics for the Month of November, 2016

**Upcoming Board Meetings: January 17, February 21, and March 21, 2017.**

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting Minutes**  
**Tuesday, November 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 Tim Kregor, Janie Jerch, Carl Schons, Romain Wojda, Library Director Eric Bailey, and Library employees Martha O'Hara and Eliza Jarvi. Board members Butler and Stroh were absent.
- 2. Additions & Corrections to the Agenda:** Discussion of the safety deposit box was added to New Business; of the Holiday Luncheon, to Old Business.
- 3. Opportunity for Public to Address the Board:** Margaret Abel of Friends of the Library asked about the availability of books on tape and about the renewal policy. Bailey said that books on tape represents an old technology and that we have a large collection of books on compact discs as well as audio books available for download, and also that as of November 1, patrons can renew a book twice if there is no hold on it.
- 4. Approval of Minutes:** Schons moved and Kregor seconded a motion to accept the October 18, 2016 minutes; all voted aye.
- 5. October 2016 Financial Reports:** Bailey reported that we are halfway through the fiscal year and our total expenditures are at 47.9% of the yearly budget, so we are spot on. Kregor moved and Schons seconded a motion to approve the October Financial Summary and Report, the Detailed Revenue & Expense Report, and the Detailed Balance Sheet; all voted aye.
- 6. Approval of checks**
  - a. Kregor moved and Schons seconded a motion to approve the October 2016 Manual Checks (12819-12821) and the October 2016 Monthly Checks (12822-128159); all voted aye.
- 7. Committee Reports:**

**(Committees that met.)**

  - a. Building and Grounds (**CHAIR:** Schons, **MEMBERS:** Jerch, Meierhoff, and Stroh.)  
Schons reported that at the Oct. 25 meeting the committee discussed approval of the Delta Control System for the HVAC system. Schons then moved to accept the proposal from Murphy and Miller totaling \$25,600 for installation of a new Delta Controls system, with expenses not to exceed \$26,000. Kregor seconded; all voted aye. This installation may possibly occur within a month, with no down time for the Library. It was also reported that Bailey and Lyndy Jensen are looking into purchase of a generator so that the building can be a viable emergency shelter for the community. Also discussed were the carpeting downstairs and the installation of the American flag, which is now complete.
  - b. Finance (**CHAIR:** Butler, **MEMBERS:** Kregor.)  
Kregor moved that the revised policy for Location and Hours be adopted effective January 1, 2017; Schons seconded, all aye.
  - c. Human Resources (**CHAIR:** Kregor, **MEMBERS:** Meierhoff and Butler.)  
Kregor reported that the committee has met twice concerning Bailey's mid-term review.

**(Committees that did not meet.)**

  - a. Building Project Task Force (**CHAIR:** Meierhoff, **MEMBER:** Schons.)
  - b. Intergovernmental (**CHAIR:** Bailey, **MEMBERS:** Jerch and Stroh.)
  - c. Long Range Planning (**CHAIR:** Wojda, **MEMBER:** Schons.)

- d. Outreach (**CHAIR:** Schons, **MEMBERS:** Butler and Kregor.)
- e. Intergovernmental (**CHAIR:** Bailey, **MEMBERS:** Jerch and Stroh.)
- f. Policy and Bylaw Committee (**CHAIR:** Stroh, **MEMBERS:** Meierhoff and Schons.)

#### 8. New Business

- a. &b. The HVAC Control System approval and Expanded Library Hours approval were done during committee reports.
- c. The Friends of the Library meeting dates were determined and board members signed up.
- d. Schons moved that the proposed agreement between the Lake Bluff Public Library and Forest Bluff Montessori be approved, to be effective immediately. Kregor seconded; all aye.
- e. Bailey said that we have a Safety Deposit Box at the Northern Trust Bank but no key and no idea what it contains. One of the last signators on the box will help us with it.

#### 9. Old Business:

- a. Kregor moved that the "Resolution Regulating Reimbursement of Travel, Meal and Lodging Expenses" be approved as written. Schons seconded; all aye.
- b. Schons moved that the proposed Board Meeting Dates for 2017 be approved. Kregor seconded; all aye.
- c. Meierhoff, Schons, and Kregor met with Don Souhrada and Jon Heintzelman of TWB to see if we could pause the process of the fundraiser until we figure out how to work something out with the History Museum. TWB is willing to wait until we have a specific plan. The former PNC Bank property was briefly discussed. A meeting between the Library and the Museum is planned for Nov. 28. O'Hara will look into what the Highland Park Library and Historical Society are doing.
- d. The Holiday Luncheon will take place on Dec. 15 with Meierhoff, Schons and Jerch organizing.

- 10. Director's Report:** O'Hara will take Bailey's place at this Saturdays Friends of the Library meeting. Bailey sent board members information about our position in library rankings, which has gone up significantly. The Friends of the Library set up an "Amazon Smile" account so that patrons using Amazon can trigger a donation with every purchase to the Friends' 501c3 account. Information about how to sign up will go in the newsletter and on the web page. Bailey met with Nate Blackmer of LBMS to discuss the library's role as a "safe haven" staging point.

#### 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: There was none.

**13. Adjournment:** Kregor moved and Schons seconded a motion to adjourn the meeting; all voted aye. Meeting adjourned at 8:45 pm.

Respectfully submitted,

Janie Jerch

**LAKE BLUFF PUBLIC LIBRARY**  
**SPECIAL MEETING OF THE BOARD OF TRUSTEES**  
Tuesday, November 28<sup>th</sup>, 2016

1. **CALL TO ORDER; ROLL CALL:** The meeting was called to order at 4:02pm by Kathy Meierhoff. The Board met in the Spruth Room of the Lake Bluff Public Library.

PRESENT: Kathy Meierhoff, Scot Butler, Cal Stroh, and Carl Schons

ABSENT: Romain Wojda, Janie Jerch, and Tim Kregor

LIBRARY STAFF PRESENT: Eric Bailey, and Martha O'Hara

MEMBERS OF THE PUBLIC: Cathy McKechney, Steve Krauss, Janet Nelson, Pam Russell, Paul Bergman, and Kathy O'Hara

2. **Discussion with Museum Board**

- a) **Kathy Meierhoff Presented Status of Library Fundraising Plans**

- a. Review of space study and building plans.
- b. Fundraising plan presently on hold for 60-90 days, pending outcome of discussions with Museum.

- b) **Comments from Museum Regarding Future Plans**

- a. The Museum is planning a capital campaign of its own for fall 2017.
- b. Discussion of advantages of a combined fundraising campaign.
- c. Discussion of possibility of Museum main floor doubling as quiet reading space.
- d. Discussion of financial decisions under way elsewhere in the Village.
- e. Discussion of Museum's need for additional space.
- f. Discussion of Library staffing needs.

- c) **Discussion of Common Goals of the Museum/Library**

- a. Museum Goals Discussed:
  - i. Increased Community Outreach
  - ii. Improved Museum Hours
  - iii. Addition of Professional Staff
  - iv. Increased Storage and Archival Space
- b. Library Goals:
  - i. As stated in the Space Usage Study.

- d) **Discussion of Next Steps**

- a. Museum will meet in early January to discuss and clarify its goals before further discussion with the Library Board.

3. **Any other business:**

a) (None)

4. **Adjournment:** Stroh moved and Meierhoff seconded that the meeting be adjourned at 5:37pm.

**AYES:** All

**NAYES:** None

**ABSENT:** None

Respectfully submitted,

Eric Scott Bailey

# November, 2016 Financial Summary

12/16/2016

5A

Description	FY 2016-17				FY 2015-16		
	Fiscal Year Total-to-Date	Budget	% of Budget Received/ Expended	% of Actual Y-T-D	Previous Fiscal YTD	% of Budget Received/ Expended	Budget
<b>Revenues</b>							
Property Taxes	\$ 885,601	\$ 886,048	99.9%	96.7%	\$ 866,512	99.2%	\$ 873,917
Rental Fines	6,944	12,500	55.6%	0.8%	6,968	58.1%	12,000
State Per Capita Grant	4,411	7,153	61.7%	0.5%	-	0.0%	7,153
Non-Resident Fees	4,272	7,000	61.0%	0.5%	5,003	71.5%	7,000
Miscellaneous Revenue	1,840	2,500	73.6%	0.2%	1,035	34.5%	3,000
Other Grants	-	5,000	0.0%	0.0%	-	0.0%	5,000
Photo-copy Charges	1,278	2,000	63.9%	0.1%	1,266	63.3%	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%	390	---	-
Interest Earnings	1,922	400	480.6%	0.2%	283	70.9%	400
Naperville (Impact) Fees	4,319	-	---	0.5%	6,478	---	-
Restricted Donations/Gifts	5,581	15,000	37.2%	0.6%	10,422	52.1%	20,000
Unrestricted Donations/Gifts	77	1,000	7.7%	0.0%	1,901	190.1%	1,000
<b>Total Revenues</b>	<b>\$ 916,246</b>	<b>\$ 947,501</b>	<b>96.7%</b>	<b>100.0%</b>	<b>\$ 900,259</b>	<b>95.8%</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	\$ 180,818	\$ 311,000	58.1%	31.2%	\$ 176,160	78.6%	\$ 224,000
Staff Salaries	\$ 102,747	176,000	58.4%	17.7%	\$ 113,054	43.7%	259,000
Medical Insurance	\$ 37,892	74,000	51.2%	6.5%	\$ 34,509	43.1%	80,000
Other Employee Benefits	\$ -	250	0.0%	0.0%	\$ 160	64.0%	250
Employer IMRF	\$ 24,513	46,000	53.3%	4.2%	\$ 26,250	58.3%	45,000
Employer FICA	\$ 21,079	37,000	57.0%	3.6%	21,687	58.6%	37,000
<i>Subtotal Personnel Expense</i>	<b>\$ 367,049</b>	<b>\$ 644,250</b>	<b>57.0%</b>	<b>63.3%</b>	<b>\$ 371,819</b>	<b>57.6%</b>	<b>\$ 645,250</b>
Building Maintenance	\$ 17,260	\$ 28,000	61.6%	3.0%	\$ 14,967	62.4%	\$ 24,000
Elevator Maintenance	\$ 38	2,000	1.9%	0.0%	\$ 223	11.2%	2,000
Grounds Maintenance	\$ 2,260	8,000	28.3%	0.4%	\$ 2,403	30.0%	8,000
Copier Maintenance	\$ 2,978	5,000	59.6%	0.5%	\$ 3,471	77.1%	4,500
<i>Subtotal Maintenance Expense</i>	<b>\$ 22,536</b>	<b>\$ 43,000</b>	<b>52.4%</b>	<b>3.9%</b>	<b>\$ 21,063</b>	<b>54.7%</b>	<b>\$ 38,500</b>
Other Professional Services	\$ 36	\$ 1,000	3.6%	0.0%	\$ 12	0.2%	\$ 5,000
Computer Services	\$ 8,940	12,000	74.5%	1.5%	\$ 9,290	61.9%	15,000
Legal Services	\$ 2,108	3,000	70.3%	0.4%	\$ 2,477	99.1%	2,500
Professional Development	\$ 1,770	3,000	59.0%	0.3%	\$ 580	19.3%	3,000
Dues	\$ 2,016	2,000	100.8%	0.3%	\$ 2,061	103.1%	2,000
Utilities	\$ 8,582	12,500	68.7%	1.5%	\$ 7,701	85.6%	9,000



# November, 2016 Financial Summary

12/16/2016

5B

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	\$ 1,072	3,000	35.7%	0.2%	\$ 1,094	36.5%	3,000
Printing/E-News	\$ 6,538	9,500	68.8%	1.1%	\$ 5,966	70.2%	8,500
Office Supplies	\$ 4,210	5,000	84.2%	0.7%	\$ 2,361	41.1%	5,750
Bldg/Grounds Supplies	\$ 1,163	2,000	58.2%	0.2%	\$ 1,072	53.6%	2,000
Technical Services Supplies	\$ 2,043	9,500	21.5%	0.4%	\$ 2,311	46.2%	5,000
<i>Subtotal Contracts &amp; Commodities</i>	\$ 38,477	\$ 62,500	61.6%	6.6%	\$ 34,924	57.5%	\$ 60,750
Hospitality Program Support	\$ 93	500	18.6%	0.0%	\$ 23	4.7%	500
Adult Program Support	\$ 3,779	5,000	75.6%	0.7%	\$ 3,877	77.5%	5,000
Juvenile Program Support	\$ 4,059	5,800	70.0%	0.7%	\$ 4,658	80.3%	5,800
Outreach Program Supplies	\$ 589	1,000	58.9%	0.1%	\$ 631	63.1%	1,000
Teen Program Supplies	\$ 970	1,200	80.8%	0.2%	\$ 563	46.9%	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>	\$ 9,490	\$ 25,653	37.0%	1.6%	\$ 15,175	59.2%	\$ 25,653

# November, 2016 Financial Summary

12/16/2016

50

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	\$ 8,707	17,000	51.2%	1.5%	\$ 10,987	64.6%	17,000
Adult Fiction Books	\$ 8,267	14,000	59.0%	1.4%	\$ 8,200	58.6%	14,000
Adult Large Print Materials	\$ 218	500	43.5%	0.0%	\$ 231	46.2%	500
Adult AV Materials	\$ 8,580	15,000	57.2%	1.5%	\$ 7,840	52.3%	15,000
Adult Reference/e-Reference	\$ 11,697	21,000	55.7%	2.0%	\$ 11,595	55.2%	21,000
Juvenile Non-Fiction Books	\$ 1,964	7,000	28.1%	0.3%	\$ 5,463	78.0%	7,000
Picture Books	\$ 3,565	5,000	71.3%	0.6%	\$ 4,552	91.0%	5,000
Juvenile Fiction Books	\$ 4,705	9,000	52.3%	0.8%	\$ 3,554	39.5%	9,000
Juvenile AV Materials	\$ 431	1,500	28.7%	0.1%	\$ 1,175	78.4%	1,500
Juvenile e-Reference	\$ 334	1,000	33.4%	0.1%	\$ 334	16.7%	2,000
Teen Books	\$ 1,755	2,750	63.8%	0.3%	\$ 1,478	53.7%	2,750
e-Books	\$ 3,896	10,000	39.0%	0.7%	\$ -	0.0%	6,250
Graphic Novels	\$ 125	500	25.1%	0.0%	\$ 298	59.5%	500
Periodicals	\$ 5,580	\$ 6,750	82.7%	1.0%	\$ 5,100	85.0%	\$ 6,000
Video Games	\$ 2,141	3,500	61.2%	0.4%	\$ 1,756	50.2%	3,500
<i>Subtotal Materials</i>	\$ 61,965	114,500	54.1%	10.7%	\$ 62,565	56.4%	\$ 111,000
Patron & Staff Software	\$ 2,975	5,000	59.5%	0.5%	\$ 2,587	51.7%	5,000
Library Automation Software	\$ 20,297	21,000	96.7%	3.5%	\$ 20,297	92.3%	22,000
Miscellaneous Expense	\$ 515	2,000	25.8%	0.1%	\$ 1,239	123.9%	1,000
<i>Subtotal Software/Other</i>	\$ 23,787	28,000	85.0%	4.1%	\$ 24,123	86.2%	\$ 28,000
FR Restricted Donations	\$ -	-	---	0.0%	\$ 2,551	---	-
Library Furnishings	8,654	26,000	33.3%	1.5%	-	0.0%	1,000
Computer Equipment	8,183	5,000	163.7%	1.4%	150	15.0%	1,000
Other Equipment	25,704	31,000	82.9%	4.4%	42	4.2%	1,000
Per Capita Grant Expenditures	2,485	-	---	0.4%	6,601	0.0%	-
Exterior Bldg Improvements	-	5,000	0.0%	0.0%	-	0.0%	1,000
Use of Unrestricted/Restrict Donat	1,275	16,000	8.0%	0.2%	554	2.6%	21,000
Contingency	10,000	5,598	178.6%	1.7%	770	14.8%	5,217
<i>Subtotal Capital, Grants &amp; Dona</i>	\$ 56,300	\$ 88,598	63.5%	9.7%	\$ 10,668	35.3%	\$ 30,217
<b>Total Expenditures</b>	<b>\$ 579,604</b>	<b>\$ 1,006,501</b>	<b>57.6%</b>	<b>100.0%</b>	<b>\$ 540,338</b>	<b>57.5%</b>	<b>\$ 939,370</b>

Fund Balance as of April 30, 2016<sup>a</sup> 564,658  
 YTD Addition to/(Subtraction from) Fund Balance 336,642  
 Fund Balance at month end 901,300

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

DATE: 12/16/2016  
 TIME: 12:52:37  
 ID: GL470006.WOW

67

-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 7 PERIODS ENDING NOVEMBER 30, 2016

PAGE: 1  
 F-YR: 17

FUND: LAKE BLUFF PUBLIC LIBRARY  
 DEPT: REVENUES

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER 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	9,950.19	4,660.93	885,601.34	866,511.79	886,048.00	99.9%
<b>TOTAL REVENUES: PROPERTY TAXES</b>		<b>9,950.19</b>	<b>4,660.93</b>	<b>885,601.34</b>	<b>866,511.79</b>	<b>886,048.00</b>	<b>99.9%</b>
<b>SERVICES &amp; FEES</b>							
80-40-403-48300	PHOTO-COPY CHARGES	146.20	187.40	1,277.85	1,266.38	2,000.00	63.8%
80-40-403-48500	NON-RESIDENT FEES	199.57	537.94	4,271.54	5,002.97	7,000.00	61.0%
<b>TOTAL REVENUES: SERVICES &amp; FEES</b>		<b>345.77</b>	<b>725.34</b>	<b>5,549.39</b>	<b>6,269.35</b>	<b>9,000.00</b>	<b>61.6%</b>
<b>FINES</b>							
80-40-503-65000	RENTAL FINES	712.54	851.72	6,944.17	6,967.56	12,500.00	55.5%
<b>TOTAL REVENUES: FINES</b>		<b>712.54</b>	<b>851.72</b>	<b>6,944.17</b>	<b>6,967.56</b>	<b>12,500.00</b>	<b>55.5%</b>
<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	390.00	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	356.15	40.22	1,922.41	283.42	400.00	480.6%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	0.95	1,862.09	77.00	1,900.88	0.00	100.0%
80-40-603-78001	RESTRICTED DONATIONS	300.30	5,343.54	5,581.26	10,422.33	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	4,319.34	6,478.08	0.00	100.0%
80-40-603-89000	MISCELLANEOUS INCOME	98.97	116.27	1,840.48	1,035.15	2,500.00	73.6%
<b>TOTAL REVENUES: MISCELLANEOUS</b>		<b>756.37</b>	<b>7,362.12</b>	<b>18,151.29</b>	<b>20,509.86</b>	<b>11,800.00</b>	<b>153.8%</b>
<b>TOTAL REVENUES: REVENUES</b>		<b>11,764.87</b>	<b>13,600.11</b>	<b>916,246.19</b>	<b>900,258.56</b>	<b>919,348.00</b>	<b>99.6%</b>
<b>TOTAL FUND REVENUES</b>		<b>11,764.87</b>	<b>13,600.11</b>	<b>916,246.19</b>	<b>900,258.56</b>	<b>919,348.00</b>	<b>99.6%</b>

DATE: 12/16/2016  
 TIME: 12:52:37  
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-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 7 PERIODS ENDING NOVEMBER 30, 2016

PAGE: 2  
 F-YR: 17

65

FUND: LAKE BLUFF PUBLIC LIBRARY  
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER 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	25,208.50	180,818.27	176,159.92	311,000.00	58.1%
80-60-001-40050	STAFF SALARIES	15,193.19	16,570.91	102,747.22	113,054.14	176,000.00	58.3%
80-60-001-40400	MEDICAL INSURANCE	5,551.59	5,057.31	37,891.99	34,508.85	74,000.00	51.2%
80-60-001-40900	OTHER EMPLOYEE BENEFITS	0.00	159.95	0.00	159.95	250.00	0.0%
80-60-001-40950	EMPLOYER IMRF	3,545.76	3,828.42	24,512.61	26,249.80	46,000.00	53.2%
80-60-001-40951	EMPLOYER FICA TAX	3,045.85	3,133.50	21,078.73	21,686.55	37,000.00	56.9%
80-60-001-41000	BUILDING MAINTENANCE	1,402.59	1,536.52	17,259.86	14,966.90	28,000.00	61.6%
80-60-001-41020	ELEVATOR MAINTENANCE	0.00	185.00	38.00	223.00	2,000.00	1.9%
80-60-001-41050	GROUNDS MAINTENANCE	275.00	495.00	2,260.42	2,402.50	8,000.00	28.2%
80-60-001-41303	COPIER MAINTENANCE/SUPPLIES	0.00	1,272.00	2,977.99	3,471.06	5,000.00	59.5%
80-60-001-41304	OTHER PROFESSIONAL SERVICES	0.00	0.00	36.00	12.00	1,000.00	3.6%
80-60-001-41305	COMPUTER SERVICES	0.00	0.00	8,940.00	9,290.00	12,000.00	74.5%
80-60-001-41350	LEGAL SERVICES	840.00	0.00	2,107.50	2,476.50	3,000.00	70.2%
80-60-001-42400	PROFESSIONAL DEVELOPMENT	0.00	0.00	1,770.00	580.00	3,000.00	59.0%
80-60-001-42440	DUES	806.00	897.00	2,015.93	2,061.25	2,000.00	100.7%
80-60-001-43230	UTILITIES	2,178.89	1,386.87	8,581.68	7,701.04	12,500.00	68.6%
80-60-001-43300	POSTAGE	675.00	102.87	1,071.85	1,093.72	3,000.00	35.7%
80-60-001-43400	PRINTING/E-NEWSLETTER	2,170.00	2,170.00	6,538.29	5,965.89	9,500.00	68.8%
80-60-001-43550	OFFICE SUPPLIES	612.37	258.52	4,209.61	2,360.61	5,000.00	84.1%
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	225.44	374.29	1,163.05	1,072.30	2,000.00	58.1%
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	314.84	275.78	2,042.81	2,311.05	9,500.00	21.5%
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	41.01	0.00	92.93	23.32	500.00	18.5%
80-60-001-43710	ADULT PROGRAM SUPPLIES	239.91	167.76	3,779.02	3,877.15	5,000.00	75.5%
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	229.45	221.39	4,059.00	4,658.36	5,800.00	69.9%
80-60-001-43730	OUTREACH SUPPLIES	65.65	25.00	589.23	630.60	1,000.00	58.9%
80-60-001-43740	TEEN PROGRAM SUPPLIES	43.93	54.36	969.84	562.84	1,200.00	80.8%
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	1,119.63	1,062.20	8,706.69	10,987.45	17,000.00	51.2%
80-60-001-45100	ADULT FICTION BOOKS	1,281.99	1,446.50	8,266.74	8,200.39	14,000.00	59.0%
80-60-001-45110	ADULT LARGE PRINT MATERIAL	0.00	0.00	217.74	230.94	500.00	43.5%
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	1,289.29	934.18	8,580.29	7,840.34	15,000.00	57.2%
80-60-001-45220	ADULT REFERENCE/E-REFER	3,350.00	5,515.00	11,697.00	11,594.98	21,000.00	55.7%
80-60-001-45400	JUVENILE NON-FICTION	0.00	9.38	1,963.65	5,462.86	7,000.00	28.0%
80-60-001-45410	PICTURE BOOKS, READERS	49.30	1,323.21	3,564.76	4,552.28	5,000.00	71.2%
80-60-001-45420	JUVENILE FICTION	376.14	306.88	4,705.09	3,553.74	9,000.00	52.2%
80-60-001-45430	JUVENILE AUDIO-VISUAL	60.77	286.84	430.79	1,175.36	1,500.00	28.7%
80-60-001-45440	JUVENILE E-REFERENCE	334.33	0.00	334.33	334.33	1,000.00	33.4%
80-60-001-45450	TEEN BOOKS	341.25	189.17	1,755.18	1,477.61	2,750.00	63.8%
80-60-001-45460	E-BOOKS	0.00	0.00	3,895.84	0.00	10,000.00	38.9%
80-60-001-45470	GRAPHIC NOVELS	0.00	15.55	125.27	297.67	500.00	25.0%
80-60-001-45500	PERIODICALS	113.00	89.00	5,580.39	5,100.34	6,750.00	82.6%
80-60-001-45510	VIDEO GAMES	526.88	978.08	2,141.36	1,756.42	3,500.00	61.1%
80-60-001-45600	PATRON & STAFF SOFTWARE	9.95	9.95	2,975.16	2,587.28	5,000.00	59.5%
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	20,297.00	20,297.00	21,000.00	96.6%

DATE: 12/16/2016  
TIME: 12:52:37  
ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --  
DETAILED REVENUE & EXPENSE REPORT  
ACTUAL VS. PRIOR VS. BUDGET  
FOR 7 PERIODS ENDING NOVEMBER 30, 2016

FUND: LAKE BLUFF PUBLIC LIBRARY  
DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER 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	101.10	232.80	515.00	1,238.67	2,000.00	25.7%
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	8,654.00	0.00	26,000.00	33.2%
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	79.99	42.00	8,182.86	42.00	5,000.00	163.6%
80-60-001-49400	OTHER EQUIPMENT	25,600.00	0.00	25,703.61	149.79	31,000.00	82.9%
80-60-001-50000	CONTINGENCY	0.00	0.00	10,000.00	770.20	5,598.00	178.6%
TOTAL EXPENSES: LIBRARY SERVICES		97,969.17	75,821.69	575,844.58	533,182.52	978,348.00	58.8%
TOTAL EXPENSES: LIBRARY ADMINISTRATION		97,969.17	75,821.69	575,844.58	533,182.52	978,348.00	58.8%
TOTAL FUND EXPENSES		97,969.17	75,821.69	575,844.58	533,182.52	978,348.00	58.8%
TOTAL FUND REVENUES		11,764.87	13,600.11	916,246.19	900,258.56	919,348.00	99.6%
TOTAL FUND EXPENSES		97,969.17	75,821.69	575,844.58	533,182.52	978,348.00	58.8%
FUND SURPLUS (DEFICIT)		(86,204.30)	(62,221.58)	340,401.61	367,076.04	(59,000.00)	-576.9%



DATE: 12/16/2016  
 TIME: 12:53:22  
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 7 PERIODS ENDING NOVEMBER 30, 2016

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER 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	1,186.61	2,484.76	6,601.21	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	0.00	240.54	1,275.01	553.88	0.00	-100.0%
-----							
	TOTAL EXPENSES: MISCELLANEOUS	0.00	1,427.15	3,759.77	7,155.09	0.00	-100.0%
	TOTAL EXPENSES: LIBRARY GRANT FUND EXPENDITURE	0.00	1,427.15	3,759.77	7,155.09	0.00	-100.0%
	TOTAL FUND EXPENSES	0.00	1,427.15	3,759.77	7,155.09	0.00	-100.0%
	TOTAL FUND REVENUES	0.00	0.00	0.00	0.00	0.00	0.0%
	TOTAL FUND EXPENSES	0.00	1,427.15	3,759.77	7,155.09	0.00	-100.0%
	FUND SURPLUS (DEFICIT)	0.00	(1,427.15)	(3,759.77)	(7,155.09)	0.00	100.0%

# Summary of Detailed Balance Sheets

For Period Ending November 30, 2016

## RESERVE BALANCE

LINE	AMOUNT
Assets	\$1,902,349
Liabilities	\$961,111
Difference	<u>\$941,238</u>
Fund Surplus (Deficit)	\$378,911
Difference	<u>\$562,328</u>

## FUND BALANCE AT MONTH END

LINE	AMOUNT
Assets	\$1,902,349
Liabilities	\$961,111
Difference	<u>\$941,238</u>
Grants/Gifts	<u>-\$1,430</u>
Fund Equity	<u>\$939,809</u>



DATE: 12/16/2016  
 TIME: 12:46:07  
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED BALANCE SHEET

PAGE: 1  
 F-YR: 17

7A

FUND: LAKE BLUFF PUBLIC LIBRARY  
 FOR 7 PERIODS ENDING NOVEMBER 30, 2016

ACCOUNT #	DESCRIPTION	BALANCE 05/01/16	NET DEBITS	NET CREDITS	BALANCE 11/30/16
<b>ASSETS</b>					
<b>DUE TO/FROM ACCOUNTS</b>					
80-00-100-10000	DUE TO/FROM OTHER FUNDS	38,509.00	5,840.69	0.00	44,349.69
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>38,509.00</b>	<b>5,840.69</b>	<b>0.00</b>	<b>44,349.69</b>
<b>CASH &amp; INVESTMENTS</b>					
80-10-101-10000	CHECKING ACCOUNT	0.00	4,515.30	4,515.30	0.00
80-10-101-10001	CASH BOX OVER/SHORT	0.00	11.16	171.89	(160.73)
80-10-101-11000	MONEY MARKET ACCOUNT	36,366.34	538,311.57	537,518.88	37,159.03
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	542,289.52	914,972.71	517,679.40	939,582.83
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	1,681.30	121.08	7,050.30
<b>TOTAL CASH &amp; INVESTMENTS</b>		<b>584,297.74</b>	<b>1,459,492.04</b>	<b>1,060,006.55</b>	<b>983,783.23</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	996,373.15	1,014,477.36	(11,833.46)
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>996,373.15</b>	<b>1,014,477.36</b>	<b>(11,833.46)</b>
<b>TOTAL ASSETS</b>		<b>1,515,127.14</b>	<b>2,461,705.88</b>	<b>2,074,483.91</b>	<b>1,902,349.11</b>
<b>LIABILITIES AND FUND EQUITY</b>					
<b>LIABILITIES</b>					
<b>PAYABLES</b>					
80-20-102-20000	ACCOUNTS PAYABLE	9,629.24	286,629.06	333,799.42	56,799.60

DATE: 12/16/2016  
 TIME: 12:46:07  
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED BALANCE SHEET

7B

FUND: LAKE BLUFF PUBLIC LIBRARY  
 FOR 7 PERIODS ENDING NOVEMBER 30, 2016

ACCOUNT #	DESCRIPTION	BALANCE 05/01/16	NET DEBITS	NET CREDITS	BALANCE 11/30/16
<b>LIABILITIES</b>					
<b>PAYABLES</b>					
80-20-102-41000	SOCIAL SECURITY TAX PAYABLE	0.00	42,157.46	42,157.46	0.00
80-20-102-42000	FEDERAL INCOME TAX PAYABLE	0.00	26,656.33	26,656.33	0.00
80-20-102-43000	STATE INCOME TAX PAYABLE	0.00	9,681.22	9,681.22	0.00
80-20-102-44000	IMRF PAYABLE	0.00	35,337.52	35,337.52	0.00
80-20-102-45000	ICMA 457 PLAN PAYABLE	0.00	4,450.00	4,100.00	(350.00)
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	3,594.26	3,594.26	0.00
80-20-102-66000	LIBRARY HSA PAYABLE	0.00	4,019.20	4,019.20	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>412,525.05</b>	<b>459,345.41</b>	<b>56,449.60</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>412,525.05</b>	<b>459,345.41</b>	<b>961,110.66</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>38,509.00</b>	<b>0.00</b>	<b>340,401.61</b>	<b>378,910.61</b>



DATE: 12/16/2016  
 TIME: 12:46:24  
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED BALANCE SHEET

PAGE: 1  
 F-YR: 17

70

FUND: LIBRARY GRANTS & GIFTS FUND  
 FOR 7 PERIODS ENDING NOVEMBER 30, 2016

ACCOUNT #	DESCRIPTION	BALANCE 05/01/16	NET DEBITS	NET CREDITS	BALANCE 11/30/16
<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>		0.00	0.00	0.00	0.00
<b>--- UNDEFINED CODE ---</b>					
82-10-201-30000	GRANTS RECEIVABLE	4,410.80	0.00	0.00	4,410.80
<b>TOTAL --- UNDEFINED CODE ---</b>		4,410.80	0.00	0.00	4,410.80
<b>TOTAL ASSETS</b>		4,410.80	0.00	0.00	4,410.80
<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	5,840.69	5,840.69
<b>TOTAL INTERFUND CLEARING ACCOUNT</b>		0.00	0.00	5,840.69	5,840.69
<b>PAYABLES</b>					
82-20-102-20000	ACCOUNTS PAYABLE	2,080.92	5,840.69	3,759.77	0.00
<b>TOTAL PAYABLES</b>		2,080.92	5,840.69	3,759.77	0.00
<b>TOTAL LIABILITIES</b>		2,080.92	5,840.69	9,600.46	5,840.69
<b>FUND EQUITY</b>					
<b>EQUITY SECTION</b>					
82-30-100-53000	UNRESERVED FUND BALANCE	2,329.88	0.00	0.00	2,329.88
<b>TOTAL EQUITY SECTION</b>		2,329.88	0.00	0.00	2,329.88
<b>FUND SURPLUS (DEFICIT)</b>		0.00	3,759.77	0.00	(3,759.77)
<b>TOTAL FUND EQUITY</b>		2,329.88	3,759.77	0.00	(1,429.89)
<b>TOTAL LIABILITIES AND FUND EQUITY</b>		4,410.80	9,600.46	9,600.46	4,410.80

DATE: 12/14/16  
TIME: 09:43:22  
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-- VILLAGE OF LAKE BLUFF --  
MANUAL CHECK REGISTER

DA

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
12860	9NCCPETE 71415	NCC-PETERSON PRODUCTS 11/10/16	01 JANITORIAL SUPPLIES	11/21/16	80-60-001-43660	175.49 INVOICE TOTAL: 175.49 *
						CHECK TOTAL: 175.49
12861	9COMCAST COM111216	COMCAST CABLE 11/12/16	01 INTERNET SRVC:11/19-12/18/16	11/21/16	80-60-001-43230	244.85 INVOICE TOTAL: 244.85 *
						CHECK TOTAL: 244.85
12862	9KAMINMI KAM111516	MICAH KAMIN 12/12/16	01 BUILDING MAINT	11/21/16	80-60-001-41000	50.00 INVOICE TOTAL: 50.00 *
						CHECK TOTAL: 50.00
12863	9JENSENL JEN111116	LYNDY JENSEN 11/11/16	01 FLAG & BRACKET	11/21/16	80-60-001-43660	49.95 INVOICE TOTAL: 49.95 *
						CHECK TOTAL: 49.95
12864	9LIBIDEA 50739	LIBRARY IDEAS LLC 11/22/16	01 ADULT REFERENCE/E REFERENCE	11/21/16	80-60-001-45220	3,350.00 INVOICE TOTAL: 3,350.00 *
						CHECK TOTAL: 3,350.00
12865	9LIBFIRS LF5180	LIBRARIES FIRST 11/15/16	01 MISC EXPENSES	11/21/16	80-60-001-46000	75.00 INVOICE TOTAL: 75.00 *
						CHECK TOTAL: 75.00
12866	9MURPHYM SVC00004861	MURPHY & MILLER, INC. 10/31/16	01 BUILDING MAINT	11/21/16	80-60-001-41000	385.00 INVOICE TOTAL: 385.00 *
						CHECK TOTAL: 385.00

DATE: 12/14/16  
TIME: 09:43:22  
ID: AP225000.CBL

-- VILLAGE OF LAKE BLUFF --  
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
12867	9TUMBLEP	TUMBLEWEED PRESS, INC			11/21/16		
	77922	10/31/16	01	JUVENILE REFERENCE/E-REFERENCE		80-60-001-45440	334.33
						INVOICE TOTAL:	334.33 *
						CHECK TOTAL:	334.33
12868	9PRECPAI	PRECISION PAINTING &			11/21/16		
	29	11/13/16	01	BUILDING MAINT		80-60-001-41000	225.00
						INVOICE TOTAL:	225.00 *
						CHECK TOTAL:	225.00
12869	9LFLBCHA	LAKE FOREST/LAKE BLUFF			11/21/16		
	6136	11/11/16	01	ANN'L MEMBERSHIP DUES		80-60-001-42440	324.00
						INVOICE TOTAL:	324.00 *
						CHECK TOTAL:	324.00
						TOTAL AMOUNT PAID:	5,213.62

DATE: 12/14/16  
TIME: 09:55:39  
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
CHECK REGISTER

9A

CHECK DATE: 12/20/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12870	9ACCESSO	ACCESS ONE, INC.						
	20053818888		12/01/16	01	LCL PHONE SRVC:DEC 2016	80-60-001-43230	694.01	
					INVOICE TOTAL:		694.01 *	
					CHECK TOTAL:		694.01	
12871	9AMAZONA	VOIDED---LEADER CHECK						
	000650242755		10/30/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	181.81	
					INVOICE TOTAL:		181.81 *	
	000652117124		11/08/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	12.34	
					INVOICE TOTAL:		12.34 *	
	000654397732		11/06/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	56.97	
					INVOICE TOTAL:		56.97 *	
	000656935758		11/02/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	21.37	
					INVOICE TOTAL:		21.37 *	
	000657898823		11/02/16	01	CREDIT:ADULT AUDIO VISUAL MAT	80-60-001-45200	-2.00	
					INVOICE TOTAL:		-2.00 *	
	000658920253		11/05/16	01	CREDIT:ADULT AUDIO VISUAL MAT	80-60-001-45200	-1.41	
					INVOICE TOTAL:		-1.41 *	
	000659368334		10/26/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	11.99	
					INVOICE TOTAL:		11.99 *	
	009290882988		10/12/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	34.99	
					INVOICE TOTAL:		34.99 *	
	049720304663		10/26/16	01	ADULT FICTION	80-60-001-45100	17.37	
					INVOICE TOTAL:		17.37 *	

DATE: 12/14/16  
TIME: 09:55:39  
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
CHECK REGISTER

9B

CHECK DATE: 12/20/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12871	9AMAZONA	VOIDED---LEADER CHECK						
	049728613903		10/26/16	01	ADULT FICTION	80-60-001-45100	9.41	
					INVOICE TOTAL:		9.41 *	
	054638563690		11/07/16	01	ADULT FICTION	80-60-001-45100	17.40	
					INVOICE TOTAL:		17.40 *	
	059918981388		11/08/16	01	ADULT FICTION	80-60-001-45100	50.89	
					INVOICE TOTAL:		50.89 *	
	090256021695		10/14/16	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	4.29	
					INVOICE TOTAL:		4.29 *	
	094360702624		10/20/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	54.37	
					INVOICE TOTAL:		54.37 *	
	094361308083		10/21/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	63.27	
					INVOICE TOTAL:		63.27 *	
	094363476084		10/24/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.34	
					INVOICE TOTAL:		19.34 *	
	094366063127		10/21/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	18.99	
					INVOICE TOTAL:		18.99 *	
	094366127918		10/30/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	17.99	
					INVOICE TOTAL:		17.99 *	
	094366592587		10/20/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	36.98	
					INVOICE TOTAL:		36.98 *	
12872	9AMAZONA	VOIDED---LEADER CHECK						
	094367329265		10/26/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	9.38	
					INVOICE TOTAL:		9.38 *	



DATE: 12/14/16  
TIME: 09:55:39  
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
CHECK REGISTER

9C

CHECK DATE: 12/20/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12872	9AMAZONA	VOIDED---LEADER CHECK						
	094368486318		10/24/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	29.87	
					INVOICE TOTAL:		29.87 *	
	094368612000		10/21/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	55.76	
					INVOICE TOTAL:		55.76 *	
	094369185420		10/24/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	60.46	
					INVOICE TOTAL:		60.46 *	
	094541451654		10/29/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	20.78	
					INVOICE TOTAL:		20.78 *	
	096120252590		11/08/16	01	VIDEO GAMES	80-60-001-45510	36.90	
					INVOICE TOTAL:		36.90 *	
	096120483967		11/09/16	01	VIDEO GAMES	80-60-001-45510	95.94	
					INVOICE TOTAL:		95.94 *	
	116070386200		10/14/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	13.29	
					INVOICE TOTAL:		13.29 *	
	116072395813		10/14/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	85.26	
					INVOICE TOTAL:		85.26 *	
	116073856657		10/23/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	12.96	
					INVOICE TOTAL:		12.96 *	
	116074986960		10/16/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	11.99	
					INVOICE TOTAL:		11.99 *	
	116076084248		10/26/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	11.38	
					INVOICE TOTAL:		11.38 *	
	116077172502		10/13/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	34.08	
					INVOICE TOTAL:		34.08 *	

DATE: 12/14/16  
TIME: 09:55:39  
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
CHECK REGISTER

9D

CHECK DATE: 12/20/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12872	9AMAZONA	VOIDED---LEADER CHECK						
	116077632455		10/20/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	13.99	
					INVOICE TOTAL:		13.99 *	
	134991241740		11/01/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	18.60	
					INVOICE TOTAL:		18.60 *	
	153058210902		11/07/16	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	18.10	
					INVOICE TOTAL:		18.10 *	
	153705556205		10/19/16	01	ADULT FICTION	80-60-001-45100	16.04	
					INVOICE TOTAL:		16.04 *	
	153708691882		10/18/16	01	ADULT FICTION	80-60-001-45100	26.02	
					INVOICE TOTAL:		26.02 *	
	156910469389		10/19/16	01	VIDEO GAMES	80-60-001-45510	95.98	
					INVOICE TOTAL:		95.98 *	
12873	9AMAZONA	VOIDED---LEADER CHECK						
	156911595367		10/30/16	01	CREDIT:VIDEO GAMES	80-60-001-45510	-0.11	
					INVOICE TOTAL:		-0.11 *	
	156913460713		10/10/16	01	VIDEO GAMES	80-60-001-45510	47.92	
					INVOICE TOTAL:		47.92 *	
	156913735880		10/26/16	01	VIDEO GAMES	80-60-001-45510	96.03	
					INVOICE TOTAL:		96.03 *	
	156914258802		10/10/16	01	VIDEO GAMES	80-60-001-45510	48.02	
					INVOICE TOTAL:		48.02 *	
	156916076176		10/12/16	01	CREDIT:VIDEO GAMES	80-60-001-45510	-0.88	
					INVOICE TOTAL:		-0.88 *	

DATE: 12/14/16  
TIME: 09:55:39  
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
CHECK REGISTER

9E

CHECK DATE: 12/20/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12873	9AMAZONA	VOIDED---LEADER CHECK						
	156916430671		10/29/16	01	CREDIT:VIDEO GAMES	80-60-001-45510	-0.24	
					INVOICE TOTAL:		-0.24 *	
	164652980904		10/26/16	01	ADULT NON-FICTION	80-60-001-45000	14.99	
					INVOICE TOTAL:		14.99 *	
	171160634211		11/04/16	01	ADULT NON-FICTION	80-60-001-45000	14.04	
					INVOICE TOTAL:		14.04 *	
	171165865739		11/04/16	01	ADULT NON-FICTION	80-60-001-45000	9.95	
					INVOICE TOTAL:		9.95 *	
	175684404142		10/21/16	01	ADULT NON-FICTION	80-60-001-45000	19.50	
					INVOICE TOTAL:		19.50 *	
	192899489345		11/03/16	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	22.99	
					INVOICE TOTAL:		22.99 *	
	193144965462		11/04/16	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	11.27	
					INVOICE TOTAL:		11.27 *	
	194200799350		10/23/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	42.92	
					INVOICE TOTAL:		42.92 *	
	194205088415		10/27/16	01	CREDIT:ADULT AUDIO VISUAL MAT	80-60-001-45200	-2.97	
					INVOICE TOTAL:		-2.97 *	
	194205331711		10/16/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	69.93	
					INVOICE TOTAL:		69.93 *	
	194205671195		10/26/16	01	CREDIT:ADULT AUDIO VISUAL MAT	80-60-001-45200	-2.97	
					INVOICE TOTAL:		-2.97 *	
	194206981777		10/09/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.99	
					INVOICE TOTAL:		14.99 *	

DATE: 12/14/16  
TIME: 09:55:39  
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
CHECK REGISTER

9F

CHECK DATE: 12/20/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12873	9AMAZONA	VOIDED---LEADER CHECK						
	203934248129		11/07/16	01	VIDEO GAMES	80-60-001-45510	107.32	
					INVOICE TOTAL:		107.32 *	
	218294694252		10/18/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	37.20	
					INVOICE TOTAL:		37.20 *	
12874	9AMAZONA	AMAZON						
	218298323659		10/12/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	26.98	
					INVOICE TOTAL:		26.98 *	
	218298973882		10/22/16	01	CREDIT:ADULT AUDIO VISUAL MAT	80-60-001-45200	-1.99	
					INVOICE TOTAL:		-1.99 *	
	218299861858		10/23/16	01	CREDIT:ADULT AUDIO VISUAL MAT	80-60-001-45200	-1.35	
					INVOICE TOTAL:		-1.35 *	
	219256146429		11/05/16	01	ADULT NON-FICTION	80-60-001-45000	25.00	
					INVOICE TOTAL:		25.00 *	
	227463295563		11/01/16	01	ADULT NON-FICTION	80-60-001-45000	19.05	
					INVOICE TOTAL:		19.05 *	
	242826704296		10/14/16	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	18.15	
					INVOICE TOTAL:		18.15 *	
	245976808126		11/04/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	10.96	
					INVOICE TOTAL:		10.96 *	
	284173288294		10/26/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	21.47	
					INVOICE TOTAL:		21.47 *	
	284176118447		10/12/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	11.86	
					INVOICE TOTAL:		11.86 *	

DATE: 12/14/16  
TIME: 09:55:39  
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
CHECK REGISTER

96

CHECK DATE: 12/20/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12874	9AMAZONA	AMAZON					
	287095326312		10/14/16	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	33.71
					INVOICE TOTAL:		33.71 *
	290147620382		10/19/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	17.99
					INVOICE TOTAL:		17.99 *
					CHECK TOTAL:		2,024.87
12875	9ALA	AMERICAN LIBRARY ASSOCIATION					
	ALA102816		10/28/16	01	MEMBER DUES:CARTER	80-60-001-42440	137.00
					INVOICE TOTAL:		137.00 *
					CHECK TOTAL:		137.00
12876	9BADGEAM	BADGE-A-MINIT					
	G8064		11/22/16	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	79.95
					INVOICE TOTAL:		79.95 *
					CHECK TOTAL:		79.95
12877	9BKTLENT	VOIDED---LEADER CHECK					
	2032329838		09/28/16	01	JUVENILE PICTURE BKS,READERS	80-60-001-45410	16.83
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	1.15
					INVOICE TOTAL:		17.98 *
	2032411823		11/01/16	01	ADULT FICTION	80-60-001-45100	28.66
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	4.60
					INVOICE TOTAL:		33.26 *
	2032415808		11/02/16	01	JUVENILE PICTURE BKS,READERS	80-60-001-45410	32.47

DATE: 12/14/16  
TIME: 09:55:39  
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
CHECK REGISTER

CHECK DATE: 12/20/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12877	9BKTLENT	VOIDED---LEADER CHECK						
	2032415808		11/02/16	02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	1.80	
					INVOICE TOTAL:		34.27*	
	2032420781		11/04/16	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	358.22	
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	20.00	
					INVOICE TOTAL:		378.22 *	
	2032429927		11/19/16	01	ADULT NON-FICTION	80-60-001-45000	219.48	
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	11.10	
					INVOICE TOTAL:		230.58 *	
	2032436168		11/10/16	01	ADULT FICTION	80-60-001-45100	264.82	
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	16.50	
					INVOICE TOTAL:		281.32 *	
	2032437624		11/11/16	01	TEEN BOOKS	80-60-001-45450	341.25	
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	21.30	
					INVOICE TOTAL:		362.55 *	
	2032445714		11/15/16	01	ADULT NON-FICTION	80-60-001-45000	291.11	
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	10.25	
					INVOICE TOTAL:		301.36 *	
	2032450926		11/16/16	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	17.92	
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	3.45	
					INVOICE TOTAL:		21.37 *	
	2032455727		11/18/16	01	ADULT NON-FICTION	80-60-001-45000	94.89	
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	4.90	
					INVOICE TOTAL:		99.79 *	
	2032464379		11/23/16	01	ADULT FICTION	80-60-001-45100	207.33	
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	11.25	
					INVOICE TOTAL:		218.58 *	

DATE: 12/14/16  
TIME: 09:55:39  
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
CHECK REGISTER

91

CHECK DATE: 12/20/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT		
12877	9BKTLENT	VOIDED---LEADER CHECK							
	2032468681		11/25/16	01	ADULT NON-FICTION	80-60-001-45000	126.75		
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	4.40		
						INVOICE TOTAL:	131.15	*	
	2032485312		11/25/16	01	ADULT NON-FICTION	80-60-001-45000	185.05		
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	6.20		
						INVOICE TOTAL:	191.25	*	
12878	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT							
	2032485431		12/02/16	01	ADULT FICTION	80-60-001-45100	644.05		
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	34.10		
						INVOICE TOTAL:	678.15	*	
	2032491303		12/06/16	01	ADULT NON-FICTION	80-60-001-45000	99.82		
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	4.10		
						INVOICE TOTAL:	103.92	*	
						CHECK TOTAL:		3,083.75	
12879	9CREEKSI	CREEKSIDE PRINTING							
	11291608		11/29/16	01	BOOK CHAT WINTER NEWSLETTER	80-60-001-43400	2,170.00		
						INVOICE TOTAL:	2,170.00	*	
						CHECK TOTAL:		2,170.00	
12880	9CRYSMAN	CRYSTAL MANAGEMENT &							
	24078		10/17/16	01	CLEANING SRVC'S:NOV 2016	80-60-001-41000	645.00		
						INVOICE TOTAL:	645.00	*	
						CHECK TOTAL:		645.00	
12881	9DEMCO	DEMCO, INC							

DATE: 12/14/16  
TIME: 09:55:39  
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
CHECK REGISTER

95

CHECK DATE: 12/20/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12881	9DEMCO	DEMCO, INC						
	6012511		11/22/16	01	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	17.24	
					INVOICE TOTAL:		17.24	*
	6015451		11/29/16	01	WALL CLOCK	80-60-001-41000	22.32	
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	91.46	
					INVOICE TOTAL:		113.78	*
					CHECK TOTAL:			131.02
12882	9FIRSTBA	FIRST BANKCARD						
	CAR112816		11/28/16	01	JUVENILE AUDIO VISUAL	80-60-001-45430	60.77	
					INVOICE TOTAL:		60.77	*
					CHECK TOTAL:			60.77
12883	9FIRSTBA	FIRST BANKCARD						
	ELI112816		11/28/16	01	HOSPITALITY	80-60-001-43700	31.76	
				02	TEEN PROGRAM SUPPLIES	80-60-001-43740	43.93	
					INVOICE TOTAL:		75.69	*
					CHECK TOTAL:			75.69
12884	9FIRSTBA	FIRST BANKCARD						
	ERI112816		11/28/16	01	PAYFLOW/PAYPAL	80-60-001-46000	26.10	
				02	STORAGE LOCKER RENTAL	80-60-001-41000	71.00	
					INVOICE TOTAL:		97.10	*
					CHECK TOTAL:			97.10
12885	9FIRSTBA	FIRST BANKCARD						
	LIL112816		12/12/16	01	OUTREACH SUPPLIES	80-60-001-43730	4.58	



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-- VILLAGE OF LAKE BLUFF --  
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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12885	9FIRSTBA	FIRST BANKCARD						
	LIL112816		12/12/16	02	HOSPITALITY SUPPLIES	80-60-001-43700	9.25	
				03	OUTREACH SUPPLIES	80-60-001-43730	36.07	
						INVOICE TOTAL:	49.90 *	
						CHECK TOTAL:		49.90
12886	9FIRSTBA	FIRST BANKCARD						
	MCO112816		11/28/16	01	WEBSITE FOR ILL	80-60-001-45600	9.95	
				02	OUTREACH SUPPLIES	80-60-001-43730	25.00	
				03	ALA MEMBER DUES	80-60-001-42440	270.00	
						INVOICE TOTAL:	304.95 *	
						CHECK TOTAL:		304.95
12887	9GARVEYS	GARVEY'S OFFICE PRODUCTS						
	PINV1256487		12/08/16	01	BOOK TAPE	80-60-001-43670	32.94	
						INVOICE TOTAL:	32.94 *	
						CHECK TOTAL:		32.94
12888	9HOMEDep	HOME DEPOT CREDIT SERVICES						
	101120		11/04/16	01	BUILDING MAINT CREDIT	80-60-001-41000	-8.34	
						INVOICE TOTAL:	-8.34 *	
	2100961		11/02/16	01	BUILDING MAINT CREDIT	80-60-001-41000	-4.27	
						INVOICE TOTAL:	-4.27 *	
	2590108		11/02/16	01	BUILDING MAINT	80-60-001-41000	8.34	
						INVOICE TOTAL:	8.34 *	
	3581812		11/01/16	01	BUILDING MAINT	80-60-001-41000	4.27	
						INVOICE TOTAL:	4.27 *	

DATE: 12/14/16  
TIME: 09:55:39  
PRG ID: AP215000.CBL

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91

CHECK DATE: 12/20/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12888	9HOMEDEP	HOME DEPOT CREDIT SERVICES						
	590286		11/04/16	01	BUILDING MAINT	80-60-001-41000	4.27	
					INVOICE TOTAL:		4.27*	
					CHECK TOTAL:		4.27	
12889	9JENSENL	LYNDY JENSEN						
	JEN120216		12/02/16	01	COMPUTER EQUIPMENT	80-60-001-49350	79.99	
					INVOICE TOTAL:		79.99 *	
					CHECK TOTAL:		79.99	
12890	9JOHNHOP	JOHNS HOPKINS UNIVERSITY PRESS						
	1332937D		11/28/16	01	PERIODICALS	80-60-001-45500	113.00	
					INVOICE TOTAL:		113.00 *	
					CHECK TOTAL:		113.00	
12891	9LB VILL	VILLAGE OF LAKE BLUFF						
	OCT 2016		10/31/16	01	FY17 MEDICAL INS:OCT 16	80-10-301-37100	6,189.45	
				02	FY17 DENTAL/VISION INS:OCT 16	80-10-301-37100	483.78	
				03	FY17 LIFE INS:OCT 16	80-10-301-37100	16.16	
				04	FY17 IMRF 'EE CONTRIB:OCT 16	80-10-301-37100	1,534.75	
				05	FY17 IMRF EMPLYR CONTR:OCT 16	80-10-301-37100	3,475.41	
					INVOICE TOTAL:		11,699.55 *	
	VIL113016		11/30/16	01	UTILITIES:WATER 8/16-11/1/16	80-60-001-43230	1,240.03	
					INVOICE TOTAL:		1,240.03 *	
					CHECK TOTAL:		12,939.58	
12892	9MIDTAPE	MIDWEST TAPE						

DATE: 12/14/16  
TIME: 09:55:39  
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
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CHECK DATE: 12/20/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12892	9MIDTAPE	MIDWEST TAPE						
	94508509		11/12/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	47.24	
					INVOICE TOTAL:		47.24	*
	94534459		11/21/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	44.99	
					INVOICE TOTAL:		44.99	*
	94554995		11/30/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	47.24	
					INVOICE TOTAL:		47.24	*
					CHECK TOTAL:			139.47
12893	9MOVIELI	MOVIE LICENSING USA						
	2271734		12/01/16	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	149.50	
				02	CHILDREN/TEEN PROGRAM SUPPLIES	80-60-001-43720	149.50	
					INVOICE TOTAL:		299.00	*
					CHECK TOTAL:			299.00
12894	9MURPHYM	MURPHY & MILLER, INC.						
	MUR111616		11/16/16	01	HVAC CONTROL SYSTEM	80-60-001-49400	25,600.00	
					INVOICE TOTAL:		25,600.00	*
					CHECK TOTAL:			25,600.00
12895	9PERESTI	PEREGRINE, STIME, NEWMAN,						
	57667		11/04/16	01	LEGAL SRVC'S:7/1-9/30/16	80-60-001-41350	840.00	
					INVOICE TOTAL:		840.00	*
					CHECK TOTAL:			840.00
12896	9REYESIS	ISAURO REYES						

DATE: 12/14/16  
TIME: 09:55:39  
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PAGE: 14

9N

CHECK DATE: 12/20/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12896	9REYESIS	ISAURO REYES					
	REY120116		12/01/16	01	GROUNDS MAINT:NOV 2016	80-60-001-41050	275.00
					INVOICE TOTAL:		275.00 *
					CHECK TOTAL:		275.00
12897	9STAPLES	STAPLES BUSINESS ADVANTAGE					
	8041862313		11/12/16	01	OFFICE SUPPLIES	80-60-001-43550	245.10
					INVOICE TOTAL:		245.10 *
					CHECK TOTAL:		245.10
12898	9USPOSTA	UNITED STATES POSTAL SERVICE					
	USP112816		11/28/16	01	REPLENISH PERMIT #98	80-60-001-43300	500.00
					INVOICE TOTAL:		500.00 *
					CHECK TOTAL:		500.00
12899	9USPOSTA	UNITED STATES POSTAL SERVICE					
	USP112816-1		11/28/16	01	FOREVER STAMPS	80-60-001-43300	141.00
				02	POST CARD STAMPS	80-60-001-43300	34.00
					INVOICE TOTAL:		175.00 *
					CHECK TOTAL:		175.00
12900	9UNIILPR	UNIVERSITY OF ILLINOIS PRESS					
	UNI112116		11/21/16	01	2017 DUES	80-60-001-42440	75.00
					INVOICE TOTAL:		75.00 *
					CHECK TOTAL:		75.00
12901	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS					

DATE: 12/14/16  
TIME: 09:55:39  
PRG ID: AP215000.CBL

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90

CHECK DATE: 12/20/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12901	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS						
	102267651		11/23/16	01	'EE ICMA CONTRIBUTION:11/30/16	80-20-102-45000	350.00	
					INVOICE TOTAL:		350.00 *	
	102275268		12/08/16	01	'EE ICMA CONTRIBUTION:12/15/16	80-20-102-45000	350.00	
					INVOICE TOTAL:		350.00 *	
					CHECK TOTAL:		700.00	
12902	9WAREHOU	WAREHOUSE DIRECT						
	3290488-0		12/05/16	01	OFFICE SUPPLIES	80-60-001-43550	13.62	
					INVOICE TOTAL:		13.62 *	
					CHECK TOTAL:		13.62	
					TOTAL AMOUNT PAID:		51,585.98	

## Committee Reports

There has been one committee meeting since the November 15<sup>th</sup>, 2016 meeting of the Board. A copy of each meeting minutes or agenda will be available on request at the Board meeting.

- Finance Committee
  - December 8<sup>th</sup>, 2016

Respectfully submitted,

Eric Scott Bailey

## Director's Report

### Youth Shelving Installation

A mistake was made during the initial order for our new youth shelving, resulting in not all necessary parts being on hand for December installation. Installation will instead happen at the end of February. While no delay would have been preferred, we are using the time to ensure that installation will be as quick and efficient as possible.

### Expanded Hours

We are on course, in scheduling and in advertising the change, to open with our new hours in the New Year. Martha and Skylar have been working on getting the word out, and Lyndy is working to get the hours stenciled on the front door changed.

### HVAC Repairs

Murphy and Miller will be coming out the week of December 19<sup>th</sup> to install the new Delta control system for the HVAC. As previously discussed, any disruption to business will be minimal.

### Holiday Decorations

Staff did an excellent job decorating the Library for the holidays, with particular thanks to Martha O'Hara, Claire Osada, Liliana LaValle, Laurence Sacherer, Skylar Reinhard, and Will Cordeniz for their hard work. We've received a lot of positive feedback from patrons.

### Website Redesign

Plans for a website redesign are going forward. Ross has been working on the framework for the new site. Martha and Liliana are working on content, evaluating the current website for clarity, accuracy, and missing information. Their goal is to improve the quality of information we have available before it migrates to the new site.

### Book Sale Cart

Liliana's idea for a book sale cart has been a success thus far, bringing in \$29 in the first three weeks. Liliana has carefully considered what titles and materials to place on the cart, and made the cart itself an attractive destination. The result has been positive both for funds brought in and for patron feedback.

### Historical Articles

Ann Grant, a former Library Trustee, dropped off a binder full of articles related to the construction of the current Library building in the 1970's. I am hoping to build on the collection so that we can better document the history of the Library.

### Staff Meetings

Staff meetings presently occur monthly at 6pm on the second Tuesday of the month. This day and time will no longer work once we are open until 9pm on Tuesdays. The discussion on when to hold staff meetings has led to a reevaluation of our use of both staff meetings and in-service days. Martha is surveying the practices of neighboring libraries, and the Steering Committee will meet to consider our internal needs. This input will allow the creation of a flexible training plan. A new schedule for meetings and training will then be formulated based off the needs identified and the realities of the hours available. I will keep the Board posted as this develops.

Respectfully submitted,

Eric Scott Bailey



## Monthly Statistics Summary November 2016

### Library Usage Summary

#### Total November Circulation

FY	Total	Avg. Circ/Hour	%Change
16-17	7,893	34.47	-4.65%
15-16	8,278	37.63	1.03%
14-15	8,194	38.11	0.00%

#### Total November Visits

FY	Total Visits	Avg. Visits/Hour	%Change
16-17	5,311	23.19	-2.16%
15-16	5,428	24.67	13.25%
14-15	4,793	22.29	0.00%

#### Total November Programs

FY	# of Programs	%Change	Attendance	%Change
16-17	24	-14.29%	457	20.26%
15-16	28	55.56%	380	107.65%
14-15	18	0.00%	183	0.00%

### Online Access

#### Total November eMaterial Circulation

FY	eBook/eAudio	eVideo	eMusic	eMagazines	%Change
16-17	701	1	178	28	3.89%
15-16	643	4	187	40	4.92%
14-15	548	7	258	20	0.00%
	0	0	0	0	%

#### Total November Website Usage

FY	Page Loads	%Change	Unique Visitor	%Change
16-17	8,589	5.89%	4940	-0.78%
15-16	8,111	4.48%	4979	5.15%
14-15	7,763	0.00%	4735	0.00%

#### Total November Database Usage

FY	Research	Novelist	Tumblebooks	%Change
16-17	40	799	0	-41.86%
15-16	570	834	39	214.38%
14-15	147	294	18	0.00%

### Other Services

#### Total November Other Services

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
16-17	1	145	36	4
15-16	0	124	40	2
14-15	1	126	34	0

#### Total Circulation Fiscal Year to Date

FY	Total	Avg. Circ/Hour	%Change
16-17	66,383	41.31	1.04%
15-16	65,702	41.12	1.53%
14-15	64,714	40.45	0.00%

#### Total User Visits Fiscal Year to Date

FY	Total Visits	Avg. Visits/Hour	%Change
16-17	45,131	28.08	4.68%
15-16	43,113	26.98	-6.30%
14-15	46,012	28.76	0.00%

#### Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
16-17	213	-1.39%	5,195	8.34%
15-16	216	13.68%	4,795	3.21%
14-15	190	0.00%	4,646	0.00%

#### Total eMaterial Circulation Fiscal Year to Date

FY	eBook/eAudio	eVideo	eMusic	eMagazines	%Change
16-17	5,655	2	1,043	164	6.73%
15-16	4,976	16	1,242	197	21.27%
14-15	3,714	48	1,205	336	0.00%
	0	0	0	0	%

#### Total Website Usage Fiscal Year to Date

FY	Page Loads	%Change	Unique Visitor	%Change
16-17	60,993	-9.53%	38,431	-5.26%
15-16	67,418	11.94%	40,563	11.61%
14-15	60,228	0.00%	36,343	0.00%

#### Total Database Usage Fiscal Year to Date

FY	Research	Novelist	Tumblebooks	%Change
16-17	1,440	5,750	41	-23.90%
15-16	3,483	5,578	441	211.44%
14-15	1,755	1,191	105	0.00%

#### Total Other Services Fiscal Year to Date

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
16-17	20	930	294	40
15-16	25	910	280	22
14-15	27	935	229	0

## Monthly Statistics Summary November 2016

### Adult Services Summary

#### Total November Circulation

FY	Fiction	Non-Fiction	A/V	Total	%Change
16-17	923	962	2,000	3,885	1.49%
15-16	801	975	2,052	3,828	-8.25%
14-15	1,110	939	2,123	4,172	0.00%

#### Total November Programs

FY	# of Programs	%Change	Attendance	%Change
16-17	9	-35.71%	165	6.45%
15-16	14	100.00%	155	112.33%
14-15	7	0.00%	73	0.00%

### Teen Services Summary

#### Total November Circulation

FY	Total	%Change
16-17	126	24.75%
15-16	101	-29.37%
14-15	143	0.00%

#### Total November Programs

FY	# of Programs	%Change	Attendance	%Change
16-17	3	-25.00%	7	-12.50%
15-16	4	33.33%	8	33.33%
14-15	3	0.00%	6	0.00%

### Youth Services Summary

#### Total November Circulation

FY	Fiction	Non-Fiction	A/V	Total	%Change
16-17	1,672	446	572	2,690	-15.54%
15-16	1,907	504	774	3,185	14.82%
14-15	1,689	385	700	2,774	0.00%

#### Total November Programs

FY	# of Programs	%Change	Attendance	%Change
16-17	12	20.00%	285	31.34%
15-16	10	25.00%	217	108.65%
14-15	8	0.00%	104	0.00%

### Technical Services Summary

#### Total November Activity

FY	Acquisitions	Deletions
16-17	508	1,289
15-16	497	218
14-15	499	201

#### Total Circulation Fiscal Year to Date

FY	Fiction	Non-Fiction	A/V	Total	%Change
16-17	7,254	6,653	14,532	28,439	-2.42%
15-16	7,150	7,361	14,634	29,145	-3.42%
14-15	7,836	6,722	15,619	30,177	0.00%

#### Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
16-17	78	13.04%	856	-11.66%
15-16	69	50.00%	969	68.52%
14-15	46	0.00%	575	0.00%

#### Total Circulation Fiscal Year to Date

FY	Total	%Change
16-17	1,361	43.87%
15-16	946	-38.85%
14-15	1,547	0.00%

#### Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
16-17	42	20.00%	138	-26.98%
15-16	35	-33.96%	189	14.55%
14-15	53	0.00%	165	0.00%

#### Total Circulation Fiscal Year to Date

FY	Fiction	Non-Fiction	A/V	Total	%Change
16-17	19,014	3,649	5,007	27,670	3.19%
15-16	17,545	3,583	5,686	26,814	3.69%
14-15	16,628	2,727	6,506	25,861	0.00%

#### Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
16-17	93	-16.96%	4,201	15.51%
15-16	112	23.08%	3,637	-6.89%
14-15	91	0.00%	3,906	0.00%

#### Total Activity Fiscal Year to Date

FY	Acquisitions	Deletions
16-17	4,062	5,609
15-16	4,235	2,895
14-15	4,114	2,362

## 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 – SCOT BUTLER  
November 19 at 10:00am – CANCELLED

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

### 2017 Meeting Dates (To Be Assigned)

January 21 at 10:00am – KATHY MEIERHOFF  
February 18 at 10:00am – TIM KREGOR  
March 18 at 10:00am – JANIE JERCH  
April 8 at 10:00am – ROMAIN WOJDA  
May 20 at 10:00am  
June 17 at 10:00am  
August 19 at 10:00am  
September 16 at 10:00am  
October 21 at 10:00am  
November 18 at 10:00am

Respectfully submitted,

Eric Scott Bailey  
Library Director