

## February 16, 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 January 19th, 2015 Board of Trustees Meeting (action)(2 minutes)(7:04pm)		3A-3B
<b>5 Treasurer's Report and Financial Reports (White and Yellow) (5 minutes)(7:09pm)</b>		
January Financial Summary Report (action)(available at meeting)		4A-4C
January Detailed Revenue & Expense Report (action)(available at meeting)		5A-5E
January Detailed Balance Sheet (action)(available at meeting)		6A-6D
<b>6 Approval of Checks (Green) (10 minutes)(7:19pm)</b>		
January Manual Check Report (action)(available at meeting)		7A
January Check Register (action)(available at meeting)		8A-8N
<b>7 Committee Reports (30 minutes)(7:49pm)</b>		9A-9F
<b>8 New Business</b>		
Logo Design (20 minutes)(8:09pm)		11A-11E
<b>9 Old Business</b>		
Budget for FY2016-2017 (action)(15 minutes)(8:24pm)		12A-12E
<b>10 Director's Report (5 minutes)(8:29pm)</b>		
Librarian's Narrative Report		13A
<b>11 Executive Session(s) (30 minutes if entered)(8:59pm)</b>		
<b>12 Any and All Other Business ...</b>		
<b>13 Adjournment (1 minute)(9:00pm)</b>		
<b>14 Attachments</b>		
Usage Statistics for the Month of November		14A-14D
Friends Meeting Attendees for 2016		15A
Budget for FY2016-2017		
Logo Design Project		

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting**  
**Tuesday, February 16<sup>th</sup>, 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 January 19<sup>th</sup>, 2016 Regular Board Meeting (action)(2 minutes)(7:04pm)**
5. **January 2016 Financial Reports – Detailed Balance and Revenue/Expense (White and Yellow Pages) (action)(5 minutes)(7:09pm)**
  - a. **January Financial Summary Report**
  - b. **January Detailed Revenue & Expense Report**
  - c. **January Detailed Balance Sheet**
6. **Approval of checks (Green Pages) (10 minutes)(7:19pm)**
  - a. **January Manual Checks (12479-12481) (action)**
  - b. **January Monthly Checks (12482-12508) (action)**
7. **Committee Reports (30 minutes)(7:49pm) (Committees that met)**
  - a. **Building and Grounds Committee (CHAIR: Schons. MEMBERS: Jerch, Meierhoff, and Stroh.)**
  - b. **Building Task Force (CHAIR: Meierhoff. MEMBERS: Schons.)**
  - c. **Finance Committee (CHAIR: Butler. MEMBERS: Kregor.)**

**(Committees that did not meet)**

  - d. **Human Resources Committee (CHAIR: Butler. MEMBERS: Meierhoff, Stroh, Wojda.)**
  - e. **Intergovernmental Committee (CHAIR: Bailey. MEMBERS: Jerch and Stroh.)**
  - f. **Long Range Planning Committee (CHAIR: Kregor. MEMBERS: Butler, Schons, and Wojda.)**
  - g. **Outreach Committee (CHAIR: Schons. Members: Butler.)**
  - h. **Technology Committee (CHAIR: Kregor. MEMBERS: Wojda.)**
8. **New Business**
  - a. **Logo Design (20 minutes)(8:09pm)**

**9. Old Business**

- a. Budget for FY2016-2017 (action)(15 minutes)(8:24pm)

**10. Director's Report (5 minutes)(8:29pm)**

- a. Director's Narrative Report

**11. Executive Session(s)**

**(30 minutes if entered)(8:59pm)**

- 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)(9:00pm)****Attachments:**

Statistics Report

Friends Meeting Attendees

Budget for FY2016-2017

Logo Design Project

**Upcoming Board Meetings: March 15, April 19, and May 17 2016.**

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting Minutes**  
**Tuesday, January 19, at 7:00 PM**  
123 E. Scranton Ave, Lake Bluff, IL 60044

**1. Call to Order**

Board President Kathy Meierhoff called the meeting to order at 7:02 pm. Present were trustees Scott Butler, Tim Kregor, Janie Jerch, Carl Schons, Cal Stroh, Romain Wojda. Also present were Library Director Eric Bailey, Amy van Goethem and Martha O'Hara.

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

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

**4. Approval of Minutes**

Stroh moved to accept the minutes of the December 15<sup>th</sup>, 2015 Regular Board Meeting, Butler seconded; all voted aye. Butler moved to accept the minutes of the January 7<sup>th</sup>, 2016 Special Board Meeting, Schons seconded; all voted aye.

**5. December 2015 Financial Reports**

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

**6. Approval of checks**

Butler moved to accept the December Manual Checks (12450-12453), and the December Monthly Checks (12454-12478), Stroh seconded; all voted aye.

**7. Committee Reports**

**(Committees that met.)**

a. Building Task Force (**CHAIR:** Meierhoff, **MEMBERS:** Schons) Meierhoff gave a brief report.

b. Finance (**CHAIR:** Butler. **MEMBERS:** Kregor.) Butler gave a brief report.

c. Human Resources (**CHAIR:** Butler, **MEMBERS:** Meierhoff, Stroh, Wojda.) Butler reported that the committee had crafted a performance appraisal form for all Library Employees, and wanted input before the February Board Meeting from the remaining Trustees. Eric agreed to send out an electronic version to all Trustees to ease the response. Butler also reported that the timeline would be that all Employees will have had their performance appraisals completed and be advised of their salaries for the coming fiscal year by May 1<sup>st</sup>.

d. Intergovernmental (**CHAIR:** Bailey, **MEMBERS:** Jerch, Stroh.) Bailey reported that Kregor attended the Friends of the Library January meeting. More follows in item e.

e. Special Meeting of the Library Board: Meierhoff and Kregor reported that the Friends of the Library are ready and willing to help with our fundraising efforts to eventually finance a build-out of the existing Library, but that they will need help due to the scope of the proposed project. Meierhoff felt that we still need a consultant to help with the fundraising effort since none of us has the time, expertise, or contacts to do an effective job; she noted that consultants speak a “specialized language” that facilitates such an endeavor. Requests for Proposals (RFP’s) will be going out shortly, crafted by Bailey with assistance from Mr. Philip Hood.

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

- f. Building and Grounds (**CHAIR:** Schons, **MEMBERS:** Jerch, Meierhoff, and Stroh.)
- g. Long Range Planning (**CHAIR:** Kregor, **MEMBERS:** Butler, Schons, and Wojda.)
- h. Outreach (**CHAIR:** Schons, **MEMBERS:** Butler.)
- i. Technology (**CHAIR:** Kregor, **MEMBERS:** Wojda.)

**8. New Business**

- a. Fundraising for Building Project: Covered under Committee Reports, Special Meeting.
- b. Budget for FY2016-2017: Bailey shared a rough draft of the budget for a first reading; Trustees will vote on it at the February meeting. Bailey received kudos from Butler and Wojda on the proposed budget.

**9. Old Business:** The three-board bulletin (Village, School, and Parks) mentioned the Library Board’s agreement with School District 65 concerning library cards for non-Lake Bluff resident students. A foot in the door for a *four-board* bulletin, perhaps?

**10. Director’s Report**

Bailey announced that there would be a Village Redevelopment Meeting the following evening at 7 pm at the Village Hall, if anyone was interested in attending. The HVAC work was postponed for one day due to the cold weather. Monthly statistics for library activity were popping up a bit.

**11. Executive Session:** There was none.

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

There was none.

**13. Adjournment**

Schons moved, Butler seconded a motion to adjourn the meeting; all voted aye. Meeting adjourned at 8:50 pm.

**Respectfully submitted,  
Janie Jerch**

# Financial Summary Report

## January

2/12/2016

4A

Description	FY 2015-16				FY 2014-15		
	Fiscal Year Total-to-Date	Budget	% of Budget Received/ Expensed	% of Actual Y-T-D	Previous Fiscal YTD	% of Budget Received/ Expensed	Budget
<b>Revenues</b>							
Property Taxes	\$ 872,666	\$ 873,917	99.9%	95.9%	\$ 850,197	99.8%	\$ 851,666
Rental Fines	8,876	12,000	74.0%	1.0%	8,536	65.7%	13,000
State Per Capita Grant	-	7,153	0.0%	0.0%	-	0.0%	7,153
Non-Resident Fees	5,712	7,000	81.6%	0.6%	5,286	75.5%	7,000
Miscellaneous Revenue	1,055	3,000	35.2%	0.1%	1,093	36.4%	3,000
Other Grants	-	5,000	0.0%	0.0%	-	0.0%	5,000
Photo-copy Charges	1,650	2,000	82.5%	0.2%	1,640	82.0%	2,000
Village Contribution to Vliet Costs	-	7,900	0.0%	0.0%	-	0.0%	7,900
Vliet Operating Cost Contrib	390	-	---	0.0%	-	---	-
Interest Earnings	517	400	129.4%	0.1%	204	51.0%	400
Naperville (Impact) Fees	6,478	-	---	0.7%	-	---	-
Restricted Donations/Gifts	10,422	20,000	52.1%	1.1%	110	0.6%	20,000
Unrestricted Donations/Gifts	2,012	1,000	201.2%	0.2%	276	27.6%	1,000
<b>Total Revenues</b>	<b>\$ 909,780</b>	<b>\$ 939,370</b>	<b>96.9%</b>	<b>100.0%</b>	<b>\$ 867,342</b>	<b>94.5%</b>	<b>\$ 918,119</b>
Use of Fund Balance Reserves		\$ -					\$ 34,900
<b>Total Projected Revenues &amp; Use of Reserves</b>		<b>939,370</b>					<b>953,019</b>
<b>Expenditures</b>							
Librarian Salaries	\$ 222,202	\$ 224,000	99.2%	31.7%	\$ 172,289	76.9%	\$ 224,000
Staff Salaries	\$ 145,034	259,000	56.0%	20.7%	\$ 169,440	73.4%	231,000
Medical Insurance	\$ 50,623	80,000	63.3%	7.2%	\$ 42,348	100.8%	42,000
Other Employee Benefits	\$ 160	250	64.0%	0.0%	\$ 62	12.4%	500
Employer IMRF	\$ 33,357	45,000	74.1%	4.8%	\$ 34,999	77.8%	45,000
Employer FICA	\$ 27,530	37,000	74.4%	3.9%	\$ 25,625	73.2%	35,000
<i>Subtotal Personnel Expense</i>	<i>\$ 478,906</i>	<i>\$ 645,250</i>	<i>74.2%</i>	<i>68.3%</i>	<i>\$ 444,763</i>	<i>77.0%</i>	<i>\$ 577,500</i>
Building Maintenance	\$ 16,706	\$ 24,000	69.6%	2.4%	\$ 15,274	54.6%	\$ 28,000
Elevator Maintenance	\$ 1,167	2,000	58.4%	0.2%	\$ 2,106	105.3%	2,000
Grounds Maintenance	\$ 3,816	8,000	47.7%	0.5%	\$ 6,262	73.7%	8,500
Copier Maintenance	\$ 4,250	4,500	94.4%	0.6%	\$ 3,178	70.6%	4,500
<i>Subtotal Maintenance Expense</i>	<i>\$ 25,939</i>	<i>\$ 38,500</i>	<i>67.4%</i>	<i>3.7%</i>	<i>\$ 26,820</i>	<i>62.4%</i>	<i>\$ 43,000</i>
Other Professional Services	\$ 511	\$ 5,000	10.2%	0.1%	\$ 17,210	86.0%	\$ 20,000
Computer Services	\$ 12,215	15,000	81.4%	1.7%	\$ 11,675	58.4%	20,000
Legal Services	\$ 3,842	2,500	153.7%	-0.5%	\$ 1,404	9.4%	15,000
Professional Development	\$ 615	3,000	20.5%	0.1%	\$ 3,659	73.2%	5,000
Dues	\$ 1,996	2,000	99.8%	0.3%	\$ 1,708	85.4%	2,000
Utilities	\$ 8,850	9,000	98.3%	1.3%	\$ 7,414	92.7%	8,000

# Financial Summary Report January

2/12/2016

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Description	FY 2015-16				FY 2014-15		
	Fiscal Year Total-to-Date	Budget	% of Budget Received/ Expensed	% of Actual Y-T-D	Previous Fiscal YTD	% of Budget Received/ Expensed	Budget
Postage	\$ 1,708	3,000	56.9%	0.2%	\$ 1,778	59.3%	3,000
Printing/E-News	\$ 6,302	8,500	74.1%	0.9%	\$ 6,021	66.9%	9,000
Office Supplies	\$ 2,859	5,750	49.7%	0.4%	\$ 3,094	51.6%	6,000
Bldg/Grounds Supplies	\$ 1,101	2,000	55.1%	0.2%	\$ 959	48.0%	2,000
Technical Services Supplies	\$ 2,549	5,000	51.0%	0.4%	\$ 2,698	49.1%	5,500
<i>Subtotal Contracts &amp; Commodities</i>	<i>\$ 42,548</i>	<i>\$ 60,750</i>	<i>70.0%</i>	<i>6.1%</i>	<i>\$ 57,619</i>	<i>60.3%</i>	<i>\$ 95,500</i>
Hospitality Program Support	\$ 186	500	37.1%	0.0%	\$ 297	29.7%	1,000
Adult Program Support	\$ 4,056	5,000	81.1%	0.6%	\$ 3,512	87.8%	4,000
Juvenile Program Support	\$ 5,049	5,800	87.1%	0.7%	\$ 6,544	93.5%	7,000
Outreach Program Supplies	\$ 832	1,000	83.2%		\$ 6,442		
Teen Program Supplies	\$ 632	1,200	52.7%		\$ 12,262		
Per Capita Grant	\$ 5,422	7,153	75.8%	0.8%	\$ 10,627	148.6%	7,153
Other Grant Expenditures	\$ -	5,000	0.0%	0.0%	\$ -	0.0%	5,000
<i>Subtotal Programs &amp; Grants</i>	<i>\$ 16,178</i>	<i>\$ 25,653</i>	<i>63.1%</i>	<i>2.3%</i>	<i>\$ 39,683</i>	<i>164.3%</i>	<i>\$ 24,153</i>

# Financial Summary Report January

2/12/2016

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Description	FY 2015-16				FY 2014-15		
	Fiscal Year Total-to-Date	Budget	% of Budget Received/ Expensed	% of Actual Y-T-D	Previous Fiscal YTD	% of Budget Received/ Expensed	Budget
Adult Non-Fiction Books	\$ 13,434	17,000	79.0%	1.9%	\$ 439	2.4%	18,000
Adult Fiction Books	\$ 10,123	14,000	72.3%	1.4%	\$ 10,340	68.9%	15,000
Adult Large Print Materials	\$ 285	500	57.0%	0.0%	\$ 15,316	3063.2%	500
Adult AV Materials	\$ 10,774	15,000	71.8%	1.5%	\$ 7,167	47.8%	15,000
Adult Reference/e-Reference	\$ 15,859	21,000	75.5%	2.3%	\$ 3,515	15.3%	23,000
Juvenile Non-Fiction Books	\$ 6,612	7,000	94.5%	0.9%	\$ 3,273	46.8%	7,000
Picture Books	\$ 4,933	5,000	98.7%	0.7%	\$ 1,222	20.4%	6,000
Juvenile Fiction Books	\$ 4,210	9,000	46.8%	0.6%	\$ 334	3.9%	8,500
Juvenile AV Materials	\$ 1,336	1,500	89.1%	0.2%	\$ 1,601	42.7%	3,750
Juvenile e-Reference	\$ 334	2,000	16.7%	0.0%	\$ 9,248	924.8%	1,000
Teen Books	\$ 1,824	2,750	66.3%	0.3%	\$ 258	9.4%	2,750
e-Books	\$ 2,320	6,250	37.1%	0.3%	\$ 5,480	45.7%	12,000
Graphic Novels	\$ 298	500	59.5%	0.0%	\$ 2,396	479.1%	500
Periodicals	\$ 5,821	\$ 6,000	97.0%	0.8%	\$ 2,243	32.0%	\$ 7,000
Video Games	\$ 2,306	3,500	65.9%	0.3%	\$ 20,297	579.9%	3,500
<i>Subtotal Materials</i>	\$ 80,468	111,000	72.5%	11.5%	\$ 83,128	67.3%	\$ 123,500
Patron & Staff Software	\$ 2,769	5,000	55.4%	0.4%	\$ 2,593	43.2%	6,000
Library Automation Software	\$ 20,297	22,000	92.3%	2.9%	\$ 2,044	8.5%	24,000
Miscellaneous Expense	\$ 1,329	1,000	132.9%	0.2%	\$ 530	26.5%	2,000
<i>Subtotal Software/Other</i>	\$ 24,395	28,000	87.1%	3.5%	\$ 5,167	16.1%	\$ 32,000
FR Restricted Donations	\$ 2,551	-	---	0.4%	\$ 7,208	360.4%	2,000
Library Furnishings	-	1,000	0.0%	0.0%	1,015	---	-
Computer Equipment	14,966	1,000	1496.6%	2.1%	-	0.0%	14,000
Other Equipment	42	1,000	4.2%	0.0%	3,016	150.8%	2,000
	6,601	-	---	0.9%	-	0.0%	-
Exterior Bldg Improvements	-	1,000	0.0%	0.0%	149	1.2%	12,000
Use of Temporarily Restrict Donat	5,657	21,000	26.9%	0.8%	-	0.0%	21,000
Contingency	3,270	5,217	62.7%	0.5%	-	0.0%	6,366
<i>Subtotal Capital, Grants &amp; Dona</i>	\$ 33,087	\$ 30,217	109.5%	4.7%	\$ 11,386	19.8%	\$ 57,366
<b>Total Expenditures</b>	<b>\$ 701,521</b>	<b>\$ 939,370</b>	<b>74.7%</b>	<b>100.0%</b>	<b>\$ 668,568</b>	<b>70.2%</b>	<b>\$ 953,019</b>

Fund Balance as of April 30, 2015<sup>a</sup> 526,947  
YTD Addition to/(Subtraction from) Fund Balance 208,259  
Fund Balance at month end 735,206

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



DATE: 02/12/2016  
 TIME: 14:23:09  
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 9 PERIODS ENDING JANUARY 31, 2016

PAGE: 1  
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5A

FUND: LAKE BLUFF PUBLIC LIBRARY  
 DEPT: REVENUES

ACCOUNT NUMBER	DESCRIPTION	JANUARY 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	22.30	7,762.92	872,665.74	850,197.16	873,917.00	99.8%
TOTAL REVENUES: PROPERTY TAXES		22.30	7,762.92	872,665.74	850,197.16	873,917.00	99.8%
<b>SERVICES &amp; FEES</b>							
80-40-403-48300	PHOTO-COPY CHARGES	204.10	189.80	1,649.88	1,639.50	2,000.00	82.4%
80-40-403-48500	NON-RESIDENT FEES	583.68	793.66	5,712.41	5,286.17	7,000.00	81.6%
TOTAL REVENUES: SERVICES & FEES		787.78	983.46	7,362.29	6,925.67	9,000.00	81.8%
<b>FINES</b>							
80-40-503-65000	RENTAL FINES	1,152.99	962.79	8,876.08	8,536.03	12,000.00	73.9%
TOTAL REVENUES: FINES		1,152.99	962.79	8,876.08	8,536.03	12,000.00	73.9%
<b>MISCELLANEOUS</b>							
80-40-603-73000	PER CAPITA GRANTS	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73700	VILLAGE CONTRIBUTION	0.00	0.00	0.00	0.00	7,900.00	0.0%
80-40-603-73800	VLIET OPERATING COST CONTRIB	0.00	0.00	390.00	0.00	0.00	100.0%
80-40-603-75000	INTEREST EARNINGS	146.87	22.25	517.45	204.19	400.00	129.3%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	105.43	202.21	2,012.47	276.14	0.00	100.0%
80-40-603-78001	RESTRICTED DONATIONS	0.00	11.29	10,422.33	110.18	0.00	100.0%
80-40-603-78100	RESTRICTED DONATIONS	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-78500	NAPERVILLE (IMPACT) FEE	0.00	0.00	6,478.08	0.00	0.00	100.0%
80-40-603-89000	MISCELLANEOUS INCOME	12.60	102.95	1,055.45	1,092.87	3,000.00	35.1%
TOTAL REVENUES: MISCELLANEOUS		264.90	338.70	20,875.78	1,683.38	11,300.00	184.7%
TOTAL REVENUES: REVENUES		2,227.97	10,047.87	909,779.89	867,342.24	906,217.00	100.3%
TOTAL FUND REVENUES		2,227.97	10,047.87	909,779.89	867,342.24	906,217.00	100.3%

DATE: 02/12/2016  
 TIME: 14:23:09  
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5B

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-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 9 PERIODS ENDING JANUARY 31, 2016

FUND: LAKE BLUFF PUBLIC LIBRARY  
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	JANUARY 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	23,750.17	21,526.06	222,201.93	172,289.04	224,000.00	99.1%
80-60-001-40050	STAFF SALARIES	15,643.80	19,033.73	145,033.60	169,440.42	259,000.00	55.9%
80-60-001-40400	MEDICAL INSURANCE	11,057.31	8,579.35	50,623.47	42,347.70	80,000.00	63.2%
80-60-001-40900	OTHER EMPLOYEE BENEFITS	0.00	62.00	159.95	62.00	250.00	63.9%
80-60-001-40950	EMPLOYER IMRF	3,560.63	3,765.90	33,357.46	34,999.18	45,000.00	74.1%
80-60-001-40951	EMPLOYER FICA TAX	2,951.02	3,040.21	27,529.95	25,624.74	37,000.00	74.4%
80-60-001-41000	BUILDING MAINTENANCE	983.68	2,161.38	16,705.55	15,274.36	24,000.00	69.6%
80-60-001-41020	ELEVATOR MAINTENANCE	906.00	880.00	1,167.00	2,106.00	2,000.00	58.3%
80-60-001-41050	GROUNDS MAINTENANCE	1,304.00	1,715.00	3,816.00	6,261.75	8,000.00	47.7%
80-60-001-41303	COPIER MAINTENANCE/SUPPLIES	0.00	273.05	4,249.97	3,178.29	4,500.00	94.4%
80-60-001-41304	OTHER PROFESSIONAL SERVICES	499.00	2,814.00	511.00	17,209.92	5,000.00	10.2%
80-60-001-41305	COMPUTER SERVICES	0.00	0.00	12,215.00	11,675.00	15,000.00	81.4%
80-60-001-41350	LEGAL SERVICES	1,365.00	0.00	3,841.50	1,404.00	2,500.00	153.6%
80-60-001-42400	PROFESSIONAL DEVELOPMENT	35.00	2,217.00	615.00	3,658.75	3,000.00	20.5%
80-60-001-42440	DUES	0.00	0.00	1,996.25	1,708.00	2,000.00	99.8%
80-60-001-43230	UTILITIES	247.84	584.07	8,849.77	7,413.79	9,000.00	98.3%
80-60-001-43300	POSTAGE	8.94	4.70	1,707.87	1,777.71	3,000.00	56.9%
80-60-001-43400	PRINTING/E-NEWSLETTER	0.00	0.00	6,301.89	6,020.60	8,500.00	74.1%
80-60-001-43550	OFFICE SUPPLIES	194.09	398.16	2,859.47	3,094.04	5,750.00	49.7%
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	0.00	175.49	1,101.15	959.38	2,000.00	55.0%
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	78.34	410.45	2,548.80	2,698.09	5,000.00	50.9%
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	0.00	185.65	296.86	500.00	37.1%
80-60-001-43710	ADULT PROGRAM SUPPLIES	99.13	262.09	4,056.14	3,511.91	5,000.00	81.1%
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	284.60	89.34	5,049.49	6,544.24	5,800.00	87.0%
80-60-001-43730	OUTREACH SUPPLIES	179.98	0.00	832.02	0.00	1,000.00	83.2%
80-60-001-43740	TEEN PROGRAM SUPPLIES	30.95	0.00	632.04	0.00	1,200.00	52.6%
80-60-001-44800	PER CAPITA GRANT	0.00	0.00	5,422.35	6,442.27	0.00	-100.0%
80-60-001-45000	ADULT NON-FICTION BOOKS	949.49	972.31	13,434.35	12,261.53	17,000.00	79.0%
80-60-001-45100	ADULT FICTION BOOKS	1,135.57	946.61	10,122.51	10,626.68	14,000.00	72.3%
80-60-001-45110	ADULT LARGE PRINT MATERIAL	36.37	0.00	284.84	438.69	500.00	56.9%
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	1,217.57	1,343.88	10,774.06	10,340.33	15,000.00	71.8%
80-60-001-45220	ADULT REFERENCE/E-REFER	4,264.00	0.00	15,858.98	15,316.00	21,000.00	75.5%
80-60-001-45400	JUVENILE NON-FICTION	(8.92)	0.00	6,611.96	7,166.77	7,000.00	94.4%
80-60-001-45410	PICTURE BOOKS, READERS	4.95	27.66	4,932.54	3,514.66	5,000.00	98.6%
80-60-001-45420	JUVENILE FICTION	130.85	231.24	4,209.63	3,273.39	9,000.00	46.7%
80-60-001-45430	JUVENILE AUDIO-VISUAL	63.20	123.85	1,335.90	1,221.92	1,500.00	89.0%
80-60-001-45440	JUVENILE E-REFERENCE	0.00	0.00	334.33	334.33	2,000.00	16.7%
80-60-001-45450	TEEN BOOKS	217.77	30.49	1,824.47	1,601.11	2,750.00	66.3%
80-60-001-45460	E-BOOKS	2,168.80	1,096.82	2,320.29	9,247.57	6,250.00	37.1%
80-60-001-45470	GRAPHIC NOVELS	0.00	40.21	297.67	258.03	500.00	59.5%
80-60-001-45500	PERIODICALS	612.40	0.00	5,820.74	5,479.86	6,000.00	97.0%
80-60-001-45510	VIDEO GAMES	269.64	0.00	2,305.87	2,395.55	3,500.00	65.8%
80-60-001-45600	PATRON & STAFF SOFTWARE	171.95	117.35	2,769.18	2,243.20	5,000.00	55.3%
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	20,297.00	20,297.00	22,000.00	92.2%

DATE: 02/12/2016  
TIME: 14:23:09  
ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --  
DETAILED REVENUE & EXPENSE REPORT  
ACTUAL VS. PRIOR VS. BUDGET  
FOR 9 PERIODS ENDING JANUARY 31, 2016

FUND: LAKE BLUFF PUBLIC LIBRARY  
DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	JANUARY 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	116.37	85.29	1,329.08	2,592.94	1,000.00	132.9%
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	0.00	23.21	2,551.22	2,043.63	0.00	-100.0%
80-60-001-49000	LIBRARY FURNISHINGS	0.00	0.00	0.00	530.01	1,000.00	0.0%
80-60-001-49120	EXT BUILDING IMPROVEMENTS	0.00	0.00	0.00	7,207.75	1,000.00	0.0%
80-60-001-49350	COMPUTER EQUIPMENT	0.00	191.35	42.00	1,014.59	1,000.00	4.2%
80-60-001-49400	OTHER EQUIPMENT	14,816.00	0.00	14,965.79	148.50	1,000.00	1496.5%
80-60-001-50000	CONTINGENCY	0.00	0.00	3,270.20	3,015.60	5,217.00	62.6%
TOTAL EXPENSES: LIBRARY SERVICES		89,345.49	73,222.25	689,262.88	668,567.68	906,217.00	76.0%
TOTAL EXPENSES: LIBRARY ADMINISTRATION		89,345.49	73,222.25	689,262.88	668,567.68	906,217.00	76.0%
TOTAL FUND EXPENSES		89,345.49	73,222.25	689,262.88	668,567.68	906,217.00	76.0%
TOTAL FUND REVENUES		2,227.97	10,047.87	909,779.89	867,342.24	906,217.00	100.3%
TOTAL FUND EXPENSES		89,345.49	73,222.25	689,262.88	668,567.68	906,217.00	76.0%
FUND SURPLUS (DEFICIT)		(87,117.52)	(63,174.38)	220,517.01	198,774.56	0.00	100.0%

DATE: 02/12/2016  
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ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --  
DETAILED REVENUE & EXPENSE REPORT  
ACTUAL VS. PRIOR VS. BUDGET  
FOR 9 PERIODS ENDING JANUARY 31, 2016

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

ACCOUNT NUMBER	DESCRIPTION	JANUARY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
MISCELLANEOUS							
82-40-603-73000	STATE PER CAPITA GRANT	0.00	0.00	0.00	0.00	7,153.00	0.0%
82-40-603-73400	MISCELLANEOUS GRANT	0.00	0.00	0.00	0.00	5,000.00	0.0%
82-40-603-75000	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00	0.0%
82-40-603-78000	UNRESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.00	1,000.00	0.0%
82-40-603-78100	RESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.00	20,000.00	0.0%
TOTAL REVENUES: MISCELLANEOUS		0.00	0.00	0.00	0.00	33,153.00	0.0%
TOTAL REVENUES: LIBRARY GRANTS FUND REVENUE		0.00	0.00	0.00	0.00	33,153.00	0.0%
TOTAL FUND REVENUES		0.00	0.00	0.00	0.00	33,153.00	0.0%

DATE: 02/12/2016  
TIME: 14:24:07  
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-- VILLAGE OF LAKE BLUFF --  
DETAILED REVENUE & EXPENSE REPORT  
ACTUAL VS. PRIOR VS. BUDGET  
FOR 9 PERIODS ENDING JANUARY 31, 2016

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

ACCOUNT NUMBER	DESCRIPTION	JANUARY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
MISCELLANEOUS							
82-60-001-44800	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	6,601.21	0.00	7,153.00	92.2%
82-60-001-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	0.00	5,000.00	0.0%
82-60-001-99999	USE OF DONATIONS/TEMPORARY EXP	0.00	0.00	5,656.88	0.00	21,000.00	26.9%
TOTAL EXPENSES: MISCELLANEOUS		0.00	0.00	12,258.09	0.00	33,153.00	36.9%
TOTAL EXPENSES: LIBRARY GRANT FUND EXPENDITURE		0.00	0.00	12,258.09	0.00	33,153.00	36.9%
TOTAL FUND EXPENSES		0.00	0.00	12,258.09	0.00	33,153.00	36.9%
TOTAL FUND REVENUES		0.00	0.00	0.00	0.00	33,153.00	0.0%
TOTAL FUND EXPENSES		0.00	0.00	12,258.09	0.00	33,153.00	36.9%
FUND SURPLUS (DEFICIT)		0.00	0.00	(12,258.09)	0.00	0.00	100.0%

82-60-001-44800 PER CAPITAL GRANT EXPENDITURES 0.00 0.00 6,601.21 0.00 7,153.00 92.2%  
 82-60-001-44825 MISC. GRANT EXPENDITURES 0.00 0.00 0.00 0.00 5,000.00 0.0%  
 82-60-001-99999 USE OF DONATIONS/TEMPORARY EXP 0.00 0.00 5,656.88 0.00 21,000.00 26.9%  
 -----  
 TOTAL EXPENSES: MISCELLANEOUS 0.00 0.00 12,258.09 0.00 33,153.00 36.9%  
 TOTAL EXPENSES: LIBRARY GRANT FUND EXPENDITURE 0.00 0.00 12,258.09 0.00 33,153.00 36.9%  
 TOTAL FUND EXPENSES 0.00 0.00 12,258.09 0.00 33,153.00 36.9%  
 -----  
 TOTAL FUND REVENUES 0.00 0.00 0.00 0.00 33,153.00 0.0%  
 TOTAL FUND EXPENSES 0.00 0.00 12,258.09 0.00 33,153.00 36.9%  
 FUND SURPLUS (DEFICIT) 0.00 0.00 (12,258.09) 0.00 0.00 100.0%

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-- VILLAGE OF LAKE BLUFF --  
 DETAILED BALANCE SHEET

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GA

FUND: LAKE BLUFF PUBLIC LIBRARY  
 FOR 9 PERIODS ENDING JANUARY 31, 2016

ACCOUNT #	DESCRIPTION	BALANCE 05/01/15	NET DEBITS	NET CREDITS	BALANCE 01/31/16
<b>ASSETS</b>					
<b>DUE TO/FROM ACCOUNTS</b>					
80-00-100-10000	DUE TO/FROM OTHER FUNDS	0.00	12,258.09	0.00	12,258.09
80-00-100-20000	LIB GR FND DUE TO/FROM DETAIL	0.00	0.00	0.00	0.00
<b>TOTAL DUE TO/FROM ACCOUNTS</b>		<b>0.00</b>	<b>12,258.09</b>	<b>0.00</b>	<b>12,258.09</b>
<b>CASH &amp; INVESTMENTS</b>					
80-10-101-10000	CHECKING ACCOUNT	0.00	0.00	0.00	0.00
80-10-101-10001	CASH BOX OVER/SHORT		59.12	160.10	(100.98)
80-10-101-11000	MONEY MARKET ACCOUNT	106,694.94	620,115.46	684,114.17	42,696.23
80-10-101-12000	SAVINGS ACCOUNT	0.00	0.00	0.00	0.00
80-10-101-12100	N TR WEED & FEED CHECKING ACCT	0.00	0.00	0.00	0.00
80-10-101-13000	PETTY CASH	150.00	0.00	0.00	150.00
80-10-101-15000	INVESTMENTS	0.00	0.00	0.00	0.00
80-10-101-15010	US GOVERNMENT OBLIGATIONS	0.00	0.00	0.00	0.00
80-10-101-15020	CERTIFICATES OF DEPOSIT	0.00	0.00	0.00	0.00
80-10-101-15110	ILLINOIS FUND	461,176.96	879,542.07	591,000.00	749,719.03
80-10-101-15111	ILLINOIS FUNDS - GRANTS	1.80	0.00	0.00	1.80
80-10-101-15112	ILLINOIS FUNDS - EPAY	3,423.56	1,613.34	29.26	5,007.64
<b>TOTAL CASH &amp; INVESTMENTS</b>		<b>571,447.26</b>	<b>1,501,329.99</b>	<b>1,275,303.53</b>	<b>797,473.72</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	873,918.10	0.00	0.00	873,918.10
80-10-201-35000	INTEREST RECEIVABLE	0.00	0.00	0.00	0.00
80-10-201-37000	OTHER RECEIVABLE	0.00	0.00	0.00	0.00
<b>TOTAL RECEIVABLES</b>		<b>873,918.10</b>	<b>0.00</b>	<b>0.00</b>	<b>873,918.10</b>
<b>OTHER ASSETS</b>					
80-10-301-37100	DUE FROM THE VILLAGE	(10,604.70)	975,545.42	975,599.61	(10,658.89)
80-10-301-55000	PREPAID EXPENSES	500.00	0.00	500.00	0.00
<b>TOTAL OTHER ASSETS</b>		<b>(10,104.70)</b>	<b>975,545.42</b>	<b>976,099.61</b>	<b>(10,658.89)</b>
<b>TOTAL ASSETS</b>		<b>1,435,260.66</b>	<b>2,489,133.50</b>	<b>2,251,403.14</b>	<b>1,672,991.02</b>
<b>LIABILITIES AND FUND EQUITY</b>					
<b>LIABILITIES</b>					
<b>PAYABLES</b>					
80-20-102-20000	ACCOUNTS PAYABLE	15,225.12	293,541.67	311,005.02	32,688.47

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-- VILLAGE OF LAKE BLUFF --  
 DETAILED BALANCE SHEET

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6B

FUND: LAKE BLUFF PUBLIC LIBRARY  
 FOR 9 PERIODS ENDING JANUARY 31, 2016

ACCOUNT #	DESCRIPTION	BALANCE 05/01/15	NET DEBITS	NET CREDITS	BALANCE 01/31/16
<b>LIABILITIES</b>					
<b>PAYABLES</b>					
80-20-102-41000	SOCIAL SECURITY TAX PAYABLE	0.00	55,059.91	55,059.91	0.00
80-20-102-42000	FEDERAL INCOME TAX PAYABLE	0.00	36,335.51	36,335.51	0.00
80-20-102-43000	STATE INCOME TAX PAYABLE	0.00	12,699.46	12,699.46	0.00
80-20-102-44000	IMRF PAYABLE	0.00	47,748.08	47,748.08	0.00
80-20-102-45000	ICMA 457 PLAN PAYABLE	0.00	4,750.00	4,500.00	(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	4,217.06	4,217.06	0.00
80-20-102-66000	LIBRARY HSA PAYABLE	0.00	3,150.00	3,150.00	0.00
80-20-102-70000	OTHER SHORT TERM LIABILITIES	0.00	0.00	0.00	0.00
<b>TOTAL PAYABLES</b>		<b>15,225.12</b>	<b>457,501.69</b>	<b>474,715.04</b>	<b>32,438.47</b>
<b>OTHER LIABILITIES</b>					
80-20-202-16000	ACCRUED PAYROLL	19,170.21	0.00	0.00	19,170.21
80-20-202-22000	DEFERRED PROPERTY TAX	873,918.10	0.00	0.00	873,918.10
80-20-202-22100	OTHER DEFERRED REVENUE	0.00	0.00	0.00	0.00
80-20-202-22300	RESTRICTED GIFTS	0.00	0.00	0.00	0.00
80-20-202-22301	TECH 2 FOR YOU DONATIONS	0.00	0.00	0.00	0.00
80-20-202-23500	NOTES PAYABLE	0.00	0.00	0.00	0.00
<b>TOTAL OTHER LIABILITIES</b>		<b>893,088.31</b>	<b>0.00</b>	<b>0.00</b>	<b>893,088.31</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>908,313.43</b>	<b>457,501.69</b>	<b>474,715.04</b>	<b>925,526.78</b>
<b>FUND EQUITY</b>					
<b>EQUITY SECTION</b>					
80-30-100-53000	UNRESERVED FUND BALANCE	526,947.23	0.00	0.00	526,947.23
80-30-100-53100	RESERVED FOR AUTOMATION	0.00	0.00	0.00	0.00
80-30-100-53200	DESIGNATED FOR CAPITAL MAINT	0.00	0.00	0.00	0.00
80-30-100-53300	DESIGNATED FOR CAP BLDG IMPR	0.00	0.00	0.00	0.00
<b>TOTAL EQUITY SECTION</b>		<b>526,947.23</b>	<b>0.00</b>	<b>0.00</b>	<b>526,947.23</b>
	FUND SURPLUS (DEFICIT)	0.00	0.00	220,517.01	220,517.01

DATE: 02/12/2016  
 TIME: 14:14:56  
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-- VILLAGE OF LAKE BLUFF --  
 DETAILED BALANCE SHEET

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FUND: LAKE BLUFF PUBLIC LIBRARY  
 FOR 9 PERIODS ENDING JANUARY 31, 2016

ACCOUNT #	DESCRIPTION	BALANCE 05/01/15	NET DEBITS	NET CREDITS	BALANCE 01/31/16
<b>TOTAL FUND EQUITY</b>		526,947.23	0.00	220,517.01	747,464.24
<b>TOTAL LIABILITIES AND FUND EQUITY</b>		1,435,260.66	457,501.69	695,232.05	1,672,991.02

500000	LIBRARY	0.00	0.00	0.00	0.00
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500000	LIBRARY	0.00	0.00	0.00	0.00
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500000	LIBRARY	0.00	0.00	0.00	0.00
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500000	LIBRARY	0.00	0.00	0.00	0.00
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500000	LIBRARY	0.00	0.00	0.00	0.00
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500000	LIBRARY	0.00	0.00	0.00	0.00
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500000	LIBRARY	0.00	0.00	0.00	0.00
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500000	LIBRARY	0.00	0.00	0.00	0.00
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500000	LIBRARY	0.00	0.00	0.00	0.00
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500000	LIBRARY	0.00	0.00	0.00	0.00
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ACCOUNT #	DESCRIPTION	DEBIT	CREDIT	BALANCE
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LIBRARY

LIBRARY

LIBRARY



DATE: 02/12/2016  
TIME: 14:15:25  
ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --  
DETAILED BALANCE SHEET

PAGE: 1  
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FUND: LIBRARY GRANTS & GIFTS FUND  
FOR 9 PERIODS ENDING JANUARY 31, 2016

ACCOUNT #	DESCRIPTION	BALANCE 05/01/15	NET DEBITS	NET CREDITS	BALANCE 01/31/16
-----					
ASSETS					
CASH & INVESTMENTS					
82-10-101-12000	LIBRARY BIRD MEMORIAL SAVINGS	0.00	0.00	0.00	0.00
-----					
TOTAL CASH & INVESTMENTS		0.00	0.00	0.00	0.00
-----					
TOTAL ASSETS		0.00	0.00	0.00	0.00
-----					
-----					
LIABILITIES AND FUND EQUITY					
LIABILITIES					
INTERFUND CLEARING ACCOUNT					
82-00-100-10000	DUE TO/FROM LIBRARY FUND	0.00	0.00	12,258.09	12,258.09
-----					
TOTAL INTERFUND CLEARING ACCOUNT		0.00	0.00	12,258.09	12,258.09
-----					
PAYABLES					
82-20-102-20000	ACCOUNTS PAYABLE	0.00	12,258.09	12,258.09	0.00
-----					
TOTAL PAYABLES		0.00	12,258.09	12,258.09	0.00
-----					
TOTAL LIABILITIES		0.00	12,258.09	24,516.18	12,258.09
-----					
-----					
FUND EQUITY					
EQUITY SECTION					
82-30-100-53000	UNRESERVED FUND BALANCE	0.00	0.00	0.00	0.00
-----					
TOTAL EQUITY SECTION		0.00	0.00	0.00	0.00
FUND SURPLUS (DEFICIT)		0.00	12,258.09	0.00	(12,258.09)
-----					
TOTAL FUND EQUITY		0.00	12,258.09	0.00	(12,258.09)
-----					
TOTAL LIABILITIES AND FUND EQUITY		0.00	24,516.18	24,516.18	0.00
-----					

DATE: 02/11/16  
TIME: 14:58:25  
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-- VILLAGE OF LAKE BLUFF --  
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
0	COMCAST CABLE			02/11/16		
	COM011216	01/12/16	01 INTERNET SRVC:1/19-2/18/16		80-60-001-43230	244.85
					INVOICE TOTAL:	244.85 *
					CHECK TOTAL:	0.00
12479	9COMCAST COMCAST CABLE			01/25/16		
	COM011216	01/12/16	01 INTERNET SRVC:1/19-2/18/16		80-60-001-43230	244.85
					INVOICE TOTAL:	244.85 *
					CHECK TOTAL:	244.85
12480	9DORMA DORMA USA, INC			01/25/16		
	249902	01/18/16	01 REP'R FRONT DOOR		80-60-001-41000	266.00
					INVOICE TOTAL:	266.00 *
					CHECK TOTAL:	266.00
12481	9VANTAGE VANTAGEPOINT TRANSFER AGENTS			01/25/16		
	102100502	01/29/16	01 'EE ICMA CONTRIBUTION:1/29/16		80-20-102-45000	250.00
					INVOICE TOTAL:	250.00 *
					CHECK TOTAL:	250.00
					TOTAL AMOUNT PAID:	760.85

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12482	9121ELEV	121	ELEVATOR INCORPORATED					
	2156		01/20/16	01	ELEVATOR MAINT	80-60-001-41020	906.00	
						INVOICE TOTAL:	906.00 *	
						CHECK TOTAL:	906.00	
12483	9AMAZONA	VOIDED---LEADER CHECK						
	033936681761		01/06/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	20.49	
						INVOICE TOTAL:	20.49 *	
	038790202357		12/19/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.98	
						INVOICE TOTAL:	19.98 *	
	038793369109		12/19/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	31.88	
						INVOICE TOTAL:	31.88 *	
	038794031102		12/22/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	11.39	
						INVOICE TOTAL:	11.39 *	
	038794658355		12/19/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	50.90	
						INVOICE TOTAL:	50.90 *	
	038798280931		12/23/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	16.82	
						INVOICE TOTAL:	16.82 *	
	038798605599		12/29/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	31.25	
						INVOICE TOTAL:	31.25 *	
	038798776735		12/19/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	114.20	
						INVOICE TOTAL:	114.20 *	
	090001294665		12/18/15	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	11.19	
						INVOICE TOTAL:	11.19 *	

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12483	9AMAZONA	VOIDED---LEADER CHECK						
	090001587748		12/19/15	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	19.99	
					INVOICE TOTAL:		19.99 *	
	090005242832		12/20/15	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	17.60	
					INVOICE TOTAL:		17.60 *	
	090007573575		12/18/15	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	5.45	
					INVOICE TOTAL:		5.45 *	
	104510847454		12/17/15	01	TARPS	80-60-001-46000	39.96	
					INVOICE TOTAL:		39.96 *	
	104519518672		12/17/15	01	ESCAPE LADDER	80-60-001-46000	34.00	
					INVOICE TOTAL:		34.00 *	
	139980257942		01/01/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.03	
					INVOICE TOTAL:		-0.03 *	
	139981442123		01/04/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.03	
					INVOICE TOTAL:		-0.03 *	
	139981781547		12/30/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-5.00	
					INVOICE TOTAL:		-5.00 *	
	139982568423		12/27/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	135.92	
					INVOICE TOTAL:		135.92 *	
	139985006640		01/02/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-7.00	
					INVOICE TOTAL:		-7.00 *	
12484	9AMAZONA	VOIDED---LEADER CHECK						
	139985196395		12/22/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	17.99	
					INVOICE TOTAL:		17.99 *	

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12484	9AMAZONA	VOIDED---LEADER CHECK						
	139985237879		01/12/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	11.98	
						INVOICE TOTAL:	11.98 *	
	139986618836		12/31/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.03	
						INVOICE TOTAL:	-0.03 *	
	148552879956		01/08/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	5.00	
						INVOICE TOTAL:	5.00 *	
	160213731009		12/12/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-10.96	
						INVOICE TOTAL:	-10.96 *	
	160219269453		12/15/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.99	
						INVOICE TOTAL:	14.99 *	
	160263769894		12/16/15	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	46.73	
						INVOICE TOTAL:	46.73 *	
	194466066712		01/08/16	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	33.92	
						INVOICE TOTAL:	33.92 *	
	197780013917		12/16/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-3.00	
						INVOICE TOTAL:	-3.00 *	
	197780377288		12/16/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	36.96	
						INVOICE TOTAL:	36.96 *	
	197781487505		12/14/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	128.93	
						INVOICE TOTAL:	128.93 *	
	197785703767		12/21/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-2.37	
						INVOICE TOTAL:	-2.37 *	
	197788188013		12/12/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-1.97	
						INVOICE TOTAL:	-1.97 *	

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12484	9AMAZONA	VOIDED---LEADER CHECK						
	197788566821		12/19/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-7.03	
					INVOICE TOTAL:		-7.03 *	
	197789460815		12/18/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-1.99	
					INVOICE TOTAL:		-1.99 *	
	197789897733		12/17/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-1.00	
					INVOICE TOTAL:		-1.00 *	
	209975263582		12/20/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.99	
					INVOICE TOTAL:		14.99 *	
	209975751018		12/15/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	20.95	
					INVOICE TOTAL:		20.95 *	
	209975920321		12/20/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	74.96	
					INVOICE TOTAL:		74.96 *	
12485	9AMAZONA	VOIDED---LEADER CHECK						
	209977045331		12/16/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	13.96	
					INVOICE TOTAL:		13.96 *	
	209978354191		12/24/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-1.00	
					INVOICE TOTAL:		-1.00 *	
	212761512448		12/22/15	01	ADULT NON-FICTION	80-60-001-45000	17.85	
					INVOICE TOTAL:		17.85 *	
	212766990575		12/23/15	01	ADULT NON-FICTION	80-60-001-45000	21.90	
					INVOICE TOTAL:		21.90 *	
	212768437440		12/22/15	01	ADULT NON-FICTION	80-60-001-45000	37.56	
					INVOICE TOTAL:		37.56 *	

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12485	9AMAZONA	VOIDED---LEADER CHECK						
	220283967025		12/18/15	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	10.98	
						INVOICE TOTAL:	10.98 *	
	220897072635		12/23/15	01	ADULT NON-FICTION	80-60-001-45000	23.37	
						INVOICE TOTAL:	23.37 *	
	236896134746		12/12/15	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	11.99	
						INVOICE TOTAL:	11.99 *	
	241452145575		12/29/15	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	19.06	
						INVOICE TOTAL:	19.06 *	
	241453821165		12/29/15	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	9.16	
						INVOICE TOTAL:	9.16 *	
	294250092632		12/12/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.99	
						INVOICE TOTAL:	14.99 *	
	297981019250		01/03/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	31.98	
						INVOICE TOTAL:	31.98 *	
	297981061825		01/04/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	22.99	
						INVOICE TOTAL:	22.99 *	
	297981469808		01/09/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-2.70	
						INVOICE TOTAL:	-2.70 *	
	297982945226		01/06/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-10.00	
						INVOICE TOTAL:	-10.00 *	
	297984620182		12/28/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	50.47	
						INVOICE TOTAL:	50.47 *	
	297985454582		01/07/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-4.00	
						INVOICE TOTAL:	-4.00 *	

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12485	9AMAZONA	VOIDED---LEADER CHECK						
		297985797548	01/06/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	9.99	
						INVOICE TOTAL:	9.99 *	
		297987070141	01/06/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-18.49	
						INVOICE TOTAL:	-18.49 *	
12486	9AMAZONA	AMAZON						
		297987714078	01/03/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	261.69	
						INVOICE TOTAL:	261.69 *	
		297988746304	01/08/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-16.80	
						INVOICE TOTAL:	-16.80 *	
		297988766277	01/03/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	50.47	
						INVOICE TOTAL:	50.47 *	
						CHECK TOTAL:	1,483.43	
12487	9ALA	AMERICAN LIBRARY ASSOCIATION						
		0073609090	01/11/16	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	45.00	
						INVOICE TOTAL:	45.00 *	
						CHECK TOTAL:	45.00	
12488	9BKTLENT	VOIDED---LEADER CHECK						
		0002769757	01/19/16	01	CREDIT-TEEN BOOKS	80-60-001-45450	-21.70	
						INVOICE TOTAL:	-21.70 *	
		0002770735	01/21/16	01	CREDIT-PICTURE BKS, READERS	80-60-001-45410	-11.27	
						INVOICE TOTAL:	-11.27 *	



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12488	9BKTLENT	VOIDED---LEADER CHECK						
	0002770737		01/21/16	01	CREDIT-JUVENILE NON-FICTION	80-60-001-45400	-8.92	
						INVOICE TOTAL:	-8.92 *	
	0002771031		01/21/16	01	CREDIT-ADULT NON-FICTION	80-60-001-45000	-30.46	
				02	CREDIT-TECHNICAL SERVICES	80-60-001-43670	-1.30	
						INVOICE TOTAL:	-31.76 *	
	2031569386		01/15/16	01	ADULT FICTION	80-60-001-45100	16.44	
						INVOICE TOTAL:	16.44 *	
	2031578802		01/07/16	01	LARGE PRINT	80-60-001-45110	19.34	
						INVOICE TOTAL:	19.34 *	
	2031587331		01/11/16	01	ADULT NON-FICTION	80-60-001-45000	17.68	
						INVOICE TOTAL:	17.68 *	
	2031591562		01/11/16	01	ADULT FICTION	80-60-001-45100	205.92	
						INVOICE TOTAL:	205.92 *	
	2031603595		01/12/16	01	ADULT FICTION	80-60-001-45100	39.06	
						INVOICE TOTAL:	39.06 *	
	2031603676		01/14/16	01	ADULT NON-FICTION	80-60-001-45000	86.85	
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	3.75	
						INVOICE TOTAL:	90.60 *	
	2031620589		01/18/16	01	ADULT FICTION	80-60-001-45100	183.66	
						INVOICE TOTAL:	183.66 *	
	2031620618		01/18/16	01	ADULT FICTION	80-60-001-45100	61.88	
						INVOICE TOTAL:	61.88 *	
	2031624046		01/19/16	01	TEEN BOOKS	80-60-001-45450	12.46	
						INVOICE TOTAL:	12.46 *	

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12488	9BKTLENT	VOIDED---LEADER CHECK					
	2031627568		01/21/16	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	22.07
					INVOICE TOTAL:		22.07 *
	2031630363		01/20/16	01	TEEN BOOKS	80-60-001-45450	227.01
					INVOICE TOTAL:		227.01 *
	2031633303		01/22/16	01	ADULT FICTION	80-60-001-45100	249.69
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	11.55
					INVOICE TOTAL:		261.24 *
	2031633325		01/20/16	01	ADULT FICTION	80-60-001-45100	182.75
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	10.60
					INVOICE TOTAL:		193.35 *
12489	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT					
	2031633326		01/20/16	01	ADULT FICTION	80-60-001-45100	61.57
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	2.60
					INVOICE TOTAL:		64.17 *
	2031640543		01/25/16	01	ADULT NON-FICTION	80-60-001-45000	119.00
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	6.89
					INVOICE TOTAL:		125.89 *
	2031640551		01/22/16	01	ADULT FICTION	80-60-001-45100	98.12
					INVOICE TOTAL:		98.12 *
	2031643635		01/26/16	01	ADULT NON-FICTION	80-60-001-45000	368.42
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	14.65
					INVOICE TOTAL:		383.07 *
	2031645111		01/07/16	01	ADULT NON-FICTION	80-60-001-45000	131.25
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	5.70
					INVOICE TOTAL:		136.95 *

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12489	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT					
		2031645529	01/26/15	01	LARGE PRINT MATERIAL	80-60-001-45110	17.03
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	0.65
					INVOICE TOTAL:		17.68 *
		2031646795	01/27/16	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	108.78
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	15.10
					INVOICE TOTAL:		123.88 *
		2031653296	01/27/16	01	PICTURE BKS, READRS, HOLIDAY BKS	80-60-001-45410	16.22
					INVOICE TOTAL:		16.22 *
		2031654822	01/28/16	01	ADULT FICTION	80-60-001-45100	282.02
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	15.00
					INVOICE TOTAL:		297.02 *
		2031667741	02/02/16	01	ADULT NON-FICTION	80-60-001-45000	156.07
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	6.35
					INVOICE TOTAL:		162.42 *
		2770111	01/20/16	01	ADULT FICTION	80-60-001-45100	-183.66
					INVOICE TOTAL:		-183.66 *
		2770112	01/20/16	01	ADULT FICTION	80-60-001-45100	-61.88
					INVOICE TOTAL:		-61.88 *
		2775324	01/29/16	01	CREDIT-TECHNICAL SERVICES	80-60-001-43670	-10.60
					INVOICE TOTAL:		-10.60 *
		2775325	01/29/16	01	CREDIT-TECHNICAL SERVICES	80-60-001-43670	-2.60
					INVOICE TOTAL:		-2.60 *
					CHECK TOTAL:		2,443.74

12490 9BARRONS BARRON'S

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12490	9BARRONS	BARRON'S					
	BAR012016		01/20/16	01	PERIODICALS	80-60-001-45500	199.00
					INVOICE TOTAL:		199.00 *
					CHECK TOTAL:		199.00
12491	9CRYSMAN	CRYSTAL MANAGEMENT &					
	23379		12/15/15	01	CLEANING SRVC'S:JAN 2016	80-60-001-41000	645.00
					INVOICE TOTAL:		645.00 *
					CHECK TOTAL:		645.00
12492	9FIRSTBA	FIRST BANKCARD					
	AMY01262016		01/28/16	01	OUTREACH SUPPLIES	80-60-001-43730	179.98
				02	OTHER PROFESSIONAL SRVC'S	80-60-001-41304	499.00
				03	VIDEO GAMES	80-60-001-45510	269.64
					INVOICE TOTAL:		948.62 *
					CHECK TOTAL:		948.62
12493	9FIRSTBA	FIRST BANKCARD					
	CAR012616		01/28/16	01	PATRON & STAFF SOFTWARE	80-60-001-45600	162.00
				02	POSTAGE	80-60-001-43300	4.72
				03	JUVENILE AUDIO VISUAL	80-60-001-45430	17.99
				04	JUVENILE AUDIO VISUAL	80-60-001-45430	17.99
				05	CREDIT-JUVENILE AUDIO VISUAL	80-60-001-45430	-1.00
					INVOICE TOTAL:		201.70 *
					CHECK TOTAL:		201.70
12494	9FIRSTBA	FIRST BANKCARD					
	DON01262016		01/28/16	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	59.98

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12494	9FIRSTBA	FIRST BANKCARD					
	DON01262016		01/28/16	02	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	39.95
					INVOICE TOTAL:		99.93 *
					CHECK TOTAL:		99.93
12495	9FIRSTBA	FIRST BANKCARD					
	ELI012616		01/28/16	01	TEEN PROGRAM SUPPLIES	80-60-001-43740	9.42
				02	TEEN PROGRAM SUPPLIES	80-60-001-43740	12.50
				03	TEEN PROGRAM SUPPLIES	80-60-001-43740	9.03
				04	POSTAGE	80-60-001-43300	4.22
					INVOICE TOTAL:		35.17 *
					CHECK TOTAL:		35.17
12496	9FIRSTBA	FIRST BANKCARD					
	ERI012616		01/28/16	01	PAYFLOW/PAYPAL	80-60-001-46000	26.00
				02	BASECAMP	80-60-001-46000	20.00
				03	SKYPE	80-60-001-43230	2.99
				04	STORAGE LOCKER RENTAL	80-60-001-41000	65.00
				05	ANN'L CHAMBER OF COMMERCE MTG	80-60-001-42400	35.00
				06	MISC EXPENSES	80-60-001-46000	-3.59
					INVOICE TOTAL:		145.40 *
					CHECK TOTAL:		145.40
12497	9FIRSTBA	FIRST BANKCARD					
	MCO01262016		01/28/16	01	WEBSITE FOR ILL	80-60-001-45600	9.95
					INVOICE TOTAL:		9.95 *
					CHECK TOTAL:		9.95
12498	9HOMEDEP	HOME DEPOT CREDIT SERVICES					

8L

-- VILLAGE OF LAKE BLUFF --  
CHECK REGISTER

DATE: 02/12/16  
TIME: 09:17:48  
PRG ID: AP215000.CBL

CHECK DATE: 02/16/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12498	9HOMEDEP	HOME DEPOT CREDIT SERVICES						
	1593180		01/08/16	01	LUMBER	80-60-001-41000	7.68	
						INVOICE TOTAL:	7.68 *	
						CHECK TOTAL:	7.68	
12499	9IRELAND	IRELAND HEATING & AIRCONDITION						
	68872		02/05/16	01	INSTALL 2 NEW FURNANCES/PARTS	80-60-001-49400	14,816.00	
						INVOICE TOTAL:	14,816.00 *	
						CHECK TOTAL:	14,816.00	
12500	9LYNDA.C	LYNDA.COM, INC.						
	INV04491511		01/20/16	01	ADULT E-REFERENCE	80-60-001-45220	2,500.00	
						INVOICE TOTAL:	2,500.00 *	
						CHECK TOTAL:	2,500.00	
12501	9MANGOLA	MANGO LANGUAGES						
	L10482		12/01/15	01	ADULT REFERENCE/E-REFER	80-60-001-45220	1,764.00	
						INVOICE TOTAL:	1,764.00 *	
						CHECK TOTAL:	1,764.00	
12502	9MIDTAPE	MIDWEST TAPE						
	93578902		01/08/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	47.49	
						INVOICE TOTAL:	47.49 *	
	93599441		01/15/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	47.36	
						INVOICE TOTAL:	47.36 *	
						CHECK TOTAL:	94.85	

DATE: 02/12/16  
TIME: 09:17:48  
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
CHECK REGISTER

CHECK DATE: 02/16/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12503	9ORIENTRA	ORIENTAL TRADING COMPANY, INC						
	675811568-01		01/21/16	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	80.95	
						INVOICE TOTAL:	80.95	*
						CHECK TOTAL:		80.95
12504	9OVERDRI	OVERDRIVE , INC						
	1018-180701377010516		01/05/16	01	E-BOOKS	80-60-001-45460	292.21	
						INVOICE TOTAL:	292.21	*
	1018-180902423010516		01/05/16	01	E-BOOKS	80-60-001-45460	42.00	
						INVOICE TOTAL:	42.00	*
	1018-182724920010516		01/05/16	01	E-BOOKS	80-60-001-45460	68.17	
						INVOICE TOTAL:	68.17	*
	1018-182913053010516		01/05/16	01	E-BOOKS	80-60-001-45460	1,463.56	
						INVOICE TOTAL:	1,463.56	*
	1018-80610877010516		01/05/16	01	E-BOOKS	80-60-001-45460	302.86	
						INVOICE TOTAL:	302.86	*
						CHECK TOTAL:		2,168.80
12505	9PERESTI	PEREGRINE, STIME, NEWMAN,						
	56980		01/13/16	01	LEGAL SRVC'S:10/1/15-12/31/15	80-60-001-41350	1,365.00	
						INVOICE TOTAL:	1,365.00	*
						CHECK TOTAL:		1,365.00
12506	9REYESIS	ISAURO REYES						
	REY020116		02/01/16	01	GROUNDS MAINT:DEC 15/JAN 16	80-60-001-41050	1,304.00	
						INVOICE TOTAL:	1,304.00	*
						CHECK TOTAL:		1,304.00

DATE: 02/12/16  
TIME: 09:17:48  
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
CHECK REGISTER

CHECK DATE: 02/16/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12507	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS						
	102107991		02/05/16	01	'EE ICMA CONTRIBUTION:2/12/16	80-20-102-45000	250.00	
					INVOICE TOTAL:		250.00 *	
					CHECK TOTAL:		250.00	
12508	9WALLSTJ	THE WALL STREET JOURNAL						
	WAL012016		01/20/16	01	ANN'L RENEWAL:4/23/16-4/23/17	80-60-001-45500	413.40	
					INVOICE TOTAL:		413.40 *	
					CHECK TOTAL:		413.40	
					TOTAL AMOUNT PAID:		31,927.62	



## Committee Reports

There will have been four committee meetings since the January 19<sup>th</sup>, 2015 meeting of the Board. These represent three committees.

- **Building and Grounds Committee**
  - January 29<sup>th</sup>, 2016 (9B-9C)
  - February 16<sup>th</sup>, 2016 (9D)
- **Building Project Task Force**
  - February 10<sup>th</sup>, 2016 (9E)
- **Finance Committee Meeting**
  - February 10<sup>th</sup>, 2016 (9F)

Respectfully submitted,

Eric

**Lake Bluff Public Library Board of Trustees**  
**Building and Grounds Committee Meeting Minutes**  
**Friday, January 29, at 10:30 am**  
123 E. Scranton Ave, Lake Bluff, IL 60044

**I.&II. Call to Order and Roll Call:** Meeting was called to order at 10:35 am by committee chairman Carl Schons, also present were Janie Jerch, Kathy Meierhoff, Cal Stroh, and Eric Bailey, Amy van Goethem, and Martha O'Hara.

**III. Approval of Minutes:** Stroh moved, Meierhoff seconded a motion to approve the Minutes of the November 19, 2015 meeting; all voted aye.

**IV. Discussion of Library Hours:** Bailey presented a proposal to extend current hours that the Library is open to include Tuesdays and Wednesdays until 9 pm and Saturdays until 5 pm. This would mean that the Library would be open seven (7) additional hours per week, and would require possibly only eight (8) additional staff hours due to re-distributing tasks. Only one (1) additional staff person would be needed. There was unanimous positive feedback on the proposal.

**VII. Other Business:** (Note that agenda items were discussed out of order.) Bailey led a discussion on "branding" of the Library, including consistent logos, colors, designs, etc. Bailey contacted the "99designs" website for some preliminary designs. Designers for this website submit designs, and if one design is chosen, then that designer gets paid for his or her work. Many differing opinions were expressed about symbols of the Library and whether we are trying to promote simply the Library or rather the Library *as part of* the Village. Bailey said he would return to "99designs" with more specific guidelines.

**V. Discussion of Tiers for Library Building Project:** Bailey presented the results of his staff survey of preferences in project tiers, i.e., in prioritizing the proposed improvements and/or build-outs to the Library building.

Meierhoff stated that we must investigate all possible sources of money for this project, including grants. For example, the State of Illinois has grant money that is earmarked for modernization projects. This search for funds must be done before going to the community and asking for donations.

We also discussed what to do with extra funds, should we end up with more than what we originally requested. We agreed that we need to talk with a professional

fundraiser about what our fund-raising focus should be, and how to structure and share our plans, especially the lesser tiers, should it be necessary to revise our goals. Bailey noted that the Requests for Proposals (RFP's) are in progress.

VI. **Library Parking Lot:** Bailey reported that the Library's parking lot has sinkholes and they are growing. The Committee is considering increasing the number of parking spaces; Bailey will be talking with Mike Croak from the Village about that. Schons suggested short-term patching, with a full replacement of the parking lot once we know how many additional parking spaces we can have. This project will probably be slated for FY2017-2018, since the time line for FY2016-2017 is too tight to allow for bids and budgeting of funds.

VIII. **Adjournment:** Meierhoff moved and Stroh seconded a motion to adjourn the meeting; all voted aye. Meeting adjourned at 11:50 am.

Respectfully submitted,

Janie Jerch

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

## **NOTICE OF Building and Grounds Committee Meeting**

The Building and Grounds Committee of the Lake Bluff Public Library Board of Library Trustees will meet at the Lake Bluff Public Library on February 16<sup>th</sup>, 2016 at 6:00pm for the purposes outlined below:

**Lake Bluff Public Library Board of Trustees  
Building and Grounds Committee Meeting  
Tuesday, February 16<sup>th</sup>, 2016 at 6:00pm  
At the Lake Bluff Public Library  
123 E. Scranton Avenue  
Lake Bluff, Illinois 60044**

### **AGENDA**

- I. Call to order (6:00pm)**
- II. Roll Call (6:00pm)**
- III. Approval of 1/29/2016 Building and Grounds Committee Meeting Minutes (action)(5 minutes)(6:05pm)**
- IV. Discussion of Library Branding (45 minutes)(6:50pm)**
- V. Any and all other business that may properly come before this committee (5 minutes)(6:55pm)**
- VI. Adjournment (6:55pm)**

All regular meetings and committee meetings of the Lake Bluff Board of Library Trustees are open to the public. If you wish to attend the February 16<sup>th</sup>, 2016 meeting and have special requirements as outlined in the Americans with Disabilities Act, please notify the Library Director, Eric Bailey, by 5:00pm on February 16<sup>th</sup>, 2016.

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

## **NOTICE OF Building Project Task Force Meeting**

The Building Project Task Force of the Lake Bluff Public Library Board of Library Trustees will meet at the Lake Bluff Public Library on February 10<sup>th</sup>, 2016 at 6:00pm for the purposes outlined below:

**Lake Bluff Public Library Board of Trustees  
Building Project Task Force Meeting  
Wednesday, February 10<sup>th</sup>, 2016 at 6:00pm  
At the Lake Bluff Public Library  
123 E. Scranton Avenue  
Lake Bluff, Illinois 60044**

### **AGENDA**

- I. Call to order (6:00pm)**
- II. Roll Call (6:00pm)**
- III. Minutes of January 6<sup>th</sup>, 2016 Task Force Meeting (action)(5 minutes)(6:05pm)**
- IV. Discussion of Building Project with Friends of the Library (possible action)(60 minutes)(7:05pm)**
  - a. Discussion of goal.**
  - b. What questions need to be answered.**
  - c. What would be needed for a campaign.**
- V. Any and all other business that may properly come before this committee (5 minutes)(7:05pm)**
- VI. Adjournment (7:05pm)**

All regular meetings and committee meetings of the Lake Bluff Board of Library Trustees are open to the public. If you wish to attend the February 10<sup>th</sup>, 2016 meeting and have special requirements as outlined in the Americans with Disabilities Act, please notify the Library Director, Eric Bailey, by noon on February 10<sup>th</sup>, 2016.

**LAKE BLUFF PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
Finance Committee Meeting  
Wednesday, February 10, 2016

**a) Call to Order; Roll Call:**

The meeting was called to order at 4:01pm by Committee Chair Scot Butler.

Present: Tim Kregor.

Library Staff Present: Library Director Eric Bailey

Not Present: Kathy Meierhoff

Members of the Public: None.

**b) Discussion**

a) Kregor moved and Butler seconded to approve the Finance Committee Meeting minutes of January 5, 2016.

b) All voted aye.

**c) Discussion**

a) Library Director Bailey led the Committee in a discussion of expanded Library hours and the implications on Library staff.

**d) Discussion**

a) Library Director Bailey informed the Committee of a needed to replace the Firewall security appliance.

**e) Other Business**

a) No other business was discussed.

**f) Adjournment**

a) Butler moved and Kregor seconded to adjourn the meeting at 4:45pm

b) All voted aye.

Respectfully submitted,

Scot Butler

### Logo Design

Please see attached for information from Martha O'Hara and Amy vanGoethem regarding efforts to redesign the library's logo. This is an ongoing project. Martha and Amy are seeking feedback on potential logos received as part of a design contest posted by the library on the website 99Designs. The goal is to identify what aspects of these logos work, what aspects do not, and factor that information into a final rough draft.

## Objectives

Before starting any design work, the Branding Committee first discussed the library's organizational identity and the message that we want to convey in the logo. Sources that we used for this exercise included:

- Library Mission statement
- Community feedback from the Village Branding Initiative
- Community feedback from the 2013-2014 Patron Satisfaction Survey

Our brand includes the following ideas, values, and messages:

- Friendly
- Approachable
- Helpful
- Small/close-knit
- Modern
- Community-centered
- Vibrant

## Constraints & Other Considerations

- Limited staff time
- Limited funding available
- Impact on other projects and services
  - Website, eNewsletter, and newsletter all need to be redesigned
    - All three projects are waiting on the conclusion of the branding project in order to proceed
    - Staff began evaluating these three publications for redesign in 2013
    - In the case of the newsletter, delay on the branding project prevents us from pursuing some cost saving measures
  - We are running low on library cards. Cards can be ordered in quantities of 1,000+. It is most cost effective to coordinate rebranding roll out with next card order

## Logo Design Options & Evaluation

The branding committee evaluated several potential solutions for the logo design.

### *In House Design*

The branding committee first attempted to redesign the logo in-house. This proved to be an unsustainable solution for several reasons. While many staff members have keen eye for layout and design and can create attractive, eye-catching promotional material, none have professional backgrounds in graphic design. This lack of experience created problems for the project timeline, as there was a significant amount of trial and error. Additional resource constraints (such as a limited access to design software) further complicated this effort.



*Student/Volunteer Designer*

The branding committee considered soliciting the help of a volunteer or student designer. There were significant concerns related to the timeline of the project and the quality of the work. A professional graphic designer advised one branding committee member that it was difficult to pursue this option successfully, as it was entirely reliant on the individual's ability to work on the project in their free time and the lack of payment could make it difficult to enforce deadlines. The committee felt that there were too many unknowns in this solution. There were some additional concerns about the optics of the library asking professionals to work for free.

*Design Contest*

The committee discussed the feasibility of offering a design contest. The committee had the similar concerns about this solution as they did for the Student/Volunteer Designer. There were some additional concerns about potential problems that might result from a contest, such as limited submissions or design submissions without any winners.

*Hire a Professional Graphic Designer*

The committee discussed hiring a graphic designer to redesign the logo. This solution was ultimately not pursued because the library did not have sufficient funding to cover this expense.

**Logo Design Solution**

The committee ultimately opted to go with 99designs, a website that crowdsources design. This solution was pursued because it was the most feasible and cost effective, as well as the option that addressed our concerns in regards to quality and timeline.

## Characteristics of a Good Logo

- **It is a visual representation of your organization's identity.**  
Logos can communicate literal messages ("We sell cars!") or more abstract ideas ("We value personalized customer service.").
- **It works as a functional design element: it does what you need it to do.**
  - A good logo looks good on everything from business cards to billboards.
  - It retains its visual impact when it's printed in color or in grayscale.
  - It's strong enough to be the primary focus of a design, but also serve as a background or secondary element when necessary.

## Current Logo

Is our current logo able to meet these requirements?

- **Is it a visual representation of our organization's identity?**
  - The common perception is that our logo is a sailboat.
  - Many people are confused by the sailboat-library connection.
  - Logo was designed without any board or staff feedback.
  - The removal of the geese was not viewed favorably.
- **Does it work as a functional design element?**
  - It becomes illegible when scaled to sizes smaller than 1.25 inches (see Existing Logo—Visuals handout for examples)
  - Low contrast palette creates several design issues (see Existing Logo—Visuals handout for examples)
    - Printing the logo in grayscale makes it look washed out.
    - Logo loses definition at smaller sizes.
  - Lacks flexibility in promotional material usage.
    - Issues with sizing results in inefficient use of space (logo has to be large in order to be read) or varying degrees of illegibility (logo has to be small and illegible to fit).
    - Issues with palette make it difficult to use in black and white, grayscale, or any color palette other than the original.
    - It either dictates the design or looks out of place.

Scaling



Grayscale



[www.lakebluffLibrary.org](http://www.lakebluffLibrary.org)



The Lake Bluff Public Library is located in the heart of the Village, offering the residents of Lake Bluff and surrounding areas a variety of materials and services. In addition to current materials and programs, the Library also offers public computers with Internet access. Wireless Internet is also available. The collection includes books, a variety of audio-visual materials including DVDs, Blu-rays, and music and audio books available both on CD and via download. There are newspapers, magazines, and journals available in both print and online formats. Library patrons use the Library for education, entertainment, and inspiration. Community organizations make use of library meeting rooms, students meet for solitary or group study, and residents contribute to programs and displays.

The Library is renowned for its personable and helpful staff. Every Library user is welcomed as a friend and neighbor. The Lake Bluff Library has a reputation for individual service and engaging programs. Children and their caregivers enjoy a wide variety of programs for all ages. Imaginative Summer Reading Programs are offered for both children and adults. The wide variety of Adult Programs focus on book discussions, local interest, history, health, finance, and leisure pursuits. Our goal is to be central to the community's ever-changing needs, and to offer a comfortable and inviting setting with access to information and materials for all.

The Library is a component unit of the Village of Lake Bluff but has a separately elected Board of Trustees. The Library is a unit of local government operating in accordance with the Illinois Local Library Act, 75 ILCS 5/1-0.1 et seq. The powers and duties of the Board of Library Trustees are set forth in said Act and include "the exclusive control of the expenditure of all moneys collected for the Library and deposited to the credit of the Library fund" (75 ILCS 5/4-7(2)). Library taxes are levied by the Village in amounts determined by the Library Board and collected with other Village taxes (75 ILCS 5/3-5). The Library Board meets monthly at 7:00pm on the third Tuesday of each month. Meetings are open to the public in accordance with the Open Meetings Act.

The Friends of the Library is an independent non-profit organization that raises funds and sponsors events for the Library. Fun events are being planned for the coming year to continue advocacy and support of the Library. Membership is open to the public. New Friends are always welcome.

#### **FY2015-2016 Accomplishments**

Projects completed in the 2015-2016 Fiscal Year included:

- The completion of a new Long Range Plan;
- Creation of expanded study space on the Library's second floor;
- An art show in cooperation with the Artist's on the Bluff;
- An intergovernmental agreement with School District 65 through which nonresident youth attending LBES and LBMS now receive library cards;
- Receipt of an American Legion Award for community service;
- Participation in the Lake Bluff 4<sup>th</sup> of July Parade, Arts Festival, Farmer's Market, Criterium Bike Race and much more!

The creation of a new Long Range Plan and the completion of a Space Usage Study have helped the Library continue to improve the use of its space and resources. The 2014-2015 Fiscal Year was the third busiest in the Library's history, with 104,528 checkouts and 70,229 recorded visits. The Library is on pace to beat this total in FY 2015-2016.

### FY2016-2017 Goals and Needs

The main Library building is nearing 40 years in age, and the Wood Building Annex is now 12 years old. The staff and trustees of the Lake Bluff Library are committed to staying on top of the changing needs of the community we serve, while continuing to offer those services our patrons have come to rely on us for.

The Library plans to continue to build on the connections established during the Long Range Plan and Space Usage Study processes.

### Library Personnel

POSITION TITLE	FY 2015-2016		FY2016-2017	FY2017-2018
	Number of Positions Authorized	Actual Number of Positions	Number of Positions Authorized	Number of Positions Authorized
Library Director	1	1	1	1
Department Heads	3	3	3	3
Library Associate	5.5	5.01	5	5
Library Assistant	1.8	1.79	1.75	1.75
Library Technical Assistant	.70	.47	.50	.50
Shelver	.40	.43	.50	.50
<b>FULL TIME EQUIVALENT</b>	<b>12.40</b>	<b>11.70</b>	<b>11.75</b>	<b>11.75</b>



**LAKE BLUFF PUBLIC LIBRARY  
GENERAL FUND - EXPENDITURES**

80-60-001-

CODE/LINE ITEM	ACTUAL	ACTUAL	ACTUAL	BUDGET	Estimated	BUDGET	BUDGET	% CHANGE	\$ CHANGE	% CHANGE	\$ CHANGE	% CHANGE	\$ CHANGE
	FY 12/13	FY 13/14	FY 14/15	FY 15/16	Actual FY 15/16	FY 16/17	FY 17/18	EST ACTUAL TO BUDGET FY 16 TO FY17		BUDGET TO BUDGET FY 16 TO FY17		BUDGET TO BUDGET FY 17 TO FY18	
<b>PERSONNEL SERVICES</b>													
40000 Librarian Salaries	208,292	215,026	240,749	224,000	296,263	311,000	311,000	5.0%	14,731	38.8%	87,000	0.0%	0
40050 Staff Salaries	161,919	212,634	220,913	259,000	193,376	176,000	176,000	-9.0%	(17,378)	-32.0%	(83,000)	0.0%	0
40400 Medical Insurance	40,163	45,272	59,086	80,000	72,000	74,000	74,000	2.8%	2,000	-7.5%	(6,000)	0.0%	0
40900 Other Employee Benefit	100	288	62	250	160	250	250	56.3%	90	0.0%	0	0.0%	0
40950 IL Municipal Retire Fund	36,686	40,704	45,838	45,000	44,477	46,000	46,000	3.4%	1,523	2.2%	1,000	0.0%	0
40951 Social Security (Note 1)	27,671	31,927	34,517	37,000	36,707	37,000	37,000	0.8%	293	0.0%	0	0.0%	0
<b>TOTAL PERSONNEL SERVICES</b>	<b>474,831</b>	<b>545,851</b>	<b>601,165</b>	<b>645,250</b>	<b>642,991</b>	<b>644,250</b>	<b>644,250</b>	<b>0.2%</b>	<b>1,259</b>	<b>-0.2%</b>	<b>(1,000)</b>	<b>0.0%</b>	<b>0</b>
<b>CONTRACT. SERVICES/COMMODITIES</b>													
41000 Building Maintenance	26,022	22,208	20,262	24,000	22,274	28,000	28,000	25.7%	5,726	16.7%	4,000	0.0%	0
41020 Elevator Maintenance	1,582	2,207	2,144	2,000	1,556	2,000	2,000	28.5%	444	0.0%	0	0.0%	0
41050 Grounds Maintenance	6,882	7,885	8,871	8,000	5,088	8,000	8,000	57.2%	2,912	0.0%	0	0.0%	0
41303 Copier Maintenance	5,543	6,365	4,042	4,500	5,667	5,000	5,000	-11.8%	(667)	11.1%	500	0.0%	0
41304 Other Professional Service	50	50	20,387	5,000	511	1,000	1,000	95.7%	489	-80.0%	(4,000)	0.0%	0
41305 Computer Services	15,235	11,369	11,675	15,000	12,215	12,000	12,000	-1.8%	(215)	-20.0%	(3,000)	0.0%	0
41350 Legal & Accounting	4,487	17,892	2,125	2,500	5,122	3,000	3,000	-41.4%	(2,122)	20.0%	500	0.0%	0
42400 Professional Development	3,650	4,227	4,574	3,000	820	3,000	3,000	265.9%	2,180	0.0%	0	0.0%	0
42440 Dues	1,488	1,409	1,878	2,000	2,662	2,000	2,000	-24.9%	(662)	0.0%	0	0.0%	0
43230 Utilities	6,036	8,443	9,482	9,000	11,800	12,500	12,500	5.9%	700	38.9%	3,500	0.0%	0
43300 Postage	2,288	2,788	2,222	3,000	2,277	3,000	3,000	31.7%	723	0.0%	0	0.0%	0
43400 Printing/E-Newsletter	7,602	8,689	7,904	8,500	8,403	9,500	9,500	13.1%	1,097	11.8%	1,000	0.0%	0
43550 Office Supplies	5,245	5,604	4,672	5,750	3,813	5,000	5,000	31.1%	1,187	-13.0%	(750)	0.0%	0
43660 Building & Grounds Supplies	1,944	1,925	7,129	2,000	1,468	2,000	2,000	36.2%	532	0.0%	0	0.0%	0
43670 Technical Services Supplies	4,390	4,276	3,674	5,000	3,398	9,500	9,500	179.5%	6,102	90.0%	4,500	0.0%	0
43700 Hospitality Program Supplies	1,024	843	339	500	248	500	500	102.0%	252	0.0%	0	0.0%	0
43730 Outreach Supplies	0	0	0	1,000	1,000	1,000	1,000	0.0%	0	0.0%	0	0.0%	0
43710 Adult Program Supplies	3,888	4,329	3,565	5,000	5,000	5,000	5,000	0.0%	0	0.0%	0	0.0%	0
43720 Juvenile Program Supplies	5,602	6,800	6,772	5,800	5,800	5,800	5,800	0.0%	0	0.0%	0	0.0%	0
43740 Teen Program Supplies	0	0	0	1,200	1,200	1,200	1,200	0.0%	0	0.0%	0	0.0%	0
45000 Adult Nonfiction	18,083	17,544	17,903	17,000	17,000	17,000	17,000	0.0%	0	0.0%	0	0.0%	0
45100 Adult Fiction	15,350	13,992	14,190	14,000	14,000	14,000	14,000	0.0%	0	0.0%	0	0.0%	0
45110 Adult Large Print	895	936	524	500	500	500	500	0.0%	0	0.0%	0	0.0%	0
45200 Adult Audio-Visual	15,031	11,166	15,449	15,000	15,000	15,000	15,000	0.0%	0	0.0%	0	0.0%	0
45220 Adult E-Reference	17,596	20,191	21,838	21,000	21,000	21,000	21,000	0.0%	0	0.0%	0	0.0%	0
45400 Juvenile Non-fiction	4,140	7,470	7,167	7,000	7,000	7,000	7,000	0.0%	0	0.0%	0	0.0%	0
45410 Picture Books, Readers	5,422	5,178	4,980	5,000	5,000	5,000	5,000	0.0%	0	0.0%	0	0.0%	0
45420 Juvenile Fiction	7,327	6,179	5,213	9,000	9,000	9,000	9,000	0.0%	0	0.0%	0	0.0%	0
45430 Juvenile Audio-Visual	3,219	3,512	1,914	1,500	1,500	1,500	1,500	0.0%	0	0.0%	0	0.0%	0
45440 Juvenile eReference	0	0	334	2,000	2,000	1,000	1,000	-50.0%	(1,000)	-50.0%	(1,000)	0.0%	0
45460 Ebooks	4,970	7,999	12,017	6,250	6,250	10,000	10,000	60.0%	3,750	60.0%	3,750	0.0%	0
45470 Graphic Novels	508	375	508	500	500	500	500	0.0%	0	0.0%	0	0.0%	0
45450 Teen Books	2,839	2,680	2,700	2,750	2,750	2,750	2,750	0.0%	0	0.0%	0	0.0%	0
45500 Periodicals	5,364	5,382	5,704	6,000	6,000	6,750	6,750	12.5%	750	12.5%	750	0.0%	0
45510 Video Games	2,349	2,873	3,483	3,500	3,500	3,500	3,500	0.0%	0	0.0%	0	0.0%	0

**LAKE BLUFF PUBLIC LIBRARY  
GENERAL FUND - EXPENDITURES**

12D

80-60-001-

CODE/LINE ITEM	ACTUAL FY 12/13	ACTUAL FY 13/14	ACTUAL FY 14/15	BUDGET FY 15/16	Estimated Actual FY 15/16	BUDGET FY 16/17	BUDGET FY 17/18	% CHANGE	\$ CHANGE	% CHANGE	\$ CHANGE	% CHANGE	\$ CHANGE
								EST	ACTUAL TO BUDGET FY 16 TO FY17	BUDGET TO BUDGET FY 16 TO FY17	BUDGET TO BUDGET FY 17 TO FY18		
45600 Public & Staff PC Software	4,449	892	2,504	5,000	3,692	5,000	5,000	35.4%	1,308	0.0%	0	0.0%	0
45610 Library Automation Software	12,461	46,053	20,297	22,000	20,297	21,000	23,000	3.5%	703	-4.5%	(1,000)	9.5%	2,000
45900 Minor Equipment	550	0	397	0	0	0	0	---	0	---	0	---	0
46000 Miscellaneous Expenditure	1,189	2,081	3,108	1,000	1,772	2,000	2,000	12.9%	228	100.0%	1,000	0.0%	0
<b>TOTAL CONTRACT/COMMOD.</b>	<b>224,700</b>	<b>271,813</b>	<b>261,947</b>	<b>251,750</b>	<b>237,082</b>	<b>261,500</b>	<b>263,500</b>	<b>10.3%</b>	<b>24,418</b>	<b>3.9%</b>	<b>9,750</b>	<b>0.8%</b>	<b>2,000</b>
<b>CAPITAL OUTLAY</b>													
49000 Library Furnishings	3,840	4,015	1,880	1,000	0	26,000	1,000	---	26,000	2500.0%	25,000	-96.2%	(25,000)
49120 Exterior Bldg Improvements	4,935	11,372	7,208	1,000	0	5,000	1,000	---	5,000	400.0%	4,000	-80.0%	(4,000)
49350 Computer Equipment	14,813	38,444	1,190	1,000	42	5,000	10,000	11804.8%	4,958	400.0%	4,000	100.0%	5,000
49400 Library Equipment	1,563	8	0	1,000	14,966	31,000	1,000	107.1%	16,034	3000.0%	30,000	-96.8%	(30,000)
50000 Contingency	23,326	13,906	3,016	5,217	4,360	5,597	10,003	28.4%	1,237	7.3%	380	78.7%	4,406
<b>TOTAL CAPITAL OUTLAY</b>	<b>48,477</b>	<b>67,746</b>	<b>13,294</b>	<b>9,217</b>	<b>19,368</b>	<b>72,597</b>	<b>23,003</b>	<b>274.8%</b>	<b>53,229</b>	<b>687.6%</b>	<b>63,380</b>	<b>-68.3%</b>	<b>(49,594)</b>
<b>LIBRARY TOTAL</b>	<b>748,008</b>	<b>885,410</b>	<b>876,406</b>	<b>906,217</b>	<b>899,440</b>	<b>978,347</b>	<b>930,753</b>	<b>8.8%</b>	<b>78,907</b>	<b>8.0%</b>	<b>72,130</b>	<b>-4.9%</b>	<b>(47,594)</b>



**LAKE BLUFF PUBLIC LIBRARY**  
**GRANTS & GIFTS FUND - REVENUES & EXPENDITURES**

12E

CODE/LINE ITEM	ACTUAL FY 13/14	ACTUAL FY 14/15	BUDGET FY 15/16	Estimated Actual FY 15/16	BUDGET FY 16/17	BUDGET FY 17/18	% CHANGE EST ACTUAL TO BUDGET FY 16 TO FY17	\$ CHANGE EST ACTUAL TO BUDGET FY 16 TO FY17	% CHANGE BUDGET TO BUDGET FY 16 TO FY17	\$ CHANGE BUDGET TO BUDGET FY 16 TO FY17	% CHANGE BUDGET TO BUDGET FY17 TO FY18	\$ CHANGE BUDGET TO BUDGET FY17 TO FY18
<b>REVENUES 82-40-603</b>												
<b>GRANTS</b>												
73000 Per Capita Grant	5,868	7,153	7,153	7,153	7,153	7,153	0.0%	(316)	0.0%	1	0.0%	1,285
73400 Miscellaneous Grants	0	0	5,000	0	5,000	5,000	---	15,000	0.0%	0	0.0%	5,000
<b>TOTAL GRANTS</b>	<b>5,868</b>	<b>12,153</b>	<b>12,153</b>	<b>7,153</b>	<b>12,153</b>	<b>12,153</b>	<b>69.9%</b>	<b>11,684</b>	<b>0.0%</b>	<b>1</b>	<b>0.0%</b>	<b>6,285</b>
<b>DONATIONS</b>												
78000 Unrestricted Donations	185	0	1,000	990	1,000	1,000	1.0%	(5,000)	0.0%	0	0.0%	815
78100 Restricted Donations	10,463	5,931	20,000	16,766	15,000	15,000	-10.5%	(5,000)	-25.0%	(5,000)	0.0%	9,537
<b>TOTAL DONATIONS</b>	<b>10,648</b>	<b>21,000</b>	<b>21,000</b>	<b>17,756</b>	<b>16,000</b>	<b>16,000</b>	<b>-9.9%</b>	<b>(10,000)</b>	<b>-23.8%</b>	<b>(5,000)</b>	<b>0.0%</b>	<b>10,352</b>
75000 Interest Earnings	0	0	0	0	0	0	---	0	---	0	---	0
<b>TOTAL FUND REVENUES</b>	<b>16,516</b>	<b>33,153</b>	<b>33,153</b>	<b>24,909</b>	<b>28,153</b>	<b>28,153</b>	<b>13.0%</b>	<b>1,684</b>	<b>-15.1%</b>	<b>(5,000)</b>	<b>0.0%</b>	<b>16,636</b>

**EXPENDITURES 82-60-001**

**OTHER/GRANT PROGRAMS**

44800 Per Capita Grant Expend	3,578	8,919	7,153	7,153	7,153	7,153	0.0%	(316)	0.0%	1	0.0%	3,574
44825 Misc Grant Expenditures	0	0	5,000	0	5,000	5,000	---	15,000	0.0%	0	0.0%	5,000
99999 Use of Unrestrict Donation	0	0	1,000	990	1,000	1,000	1.0%	(5,000)	0.0%	0	0.0%	1,000
99999 Use of Restricted Donations	12,879	0	20,000	16,766	15,000	15,000	-10.5%	(5,000)	-25.0%	(5,000)	0.0%	7,121
	<b>16,457</b>	<b>8,919</b>	<b>33,153</b>	<b>24,909</b>	<b>28,153</b>	<b>28,153</b>	<b>13.0%</b>	<b>4,684</b>	<b>-15.1%</b>	<b>(5,000)</b>	<b>0.0%</b>	<b>16,695</b>
<b>TOTAL EXPENDITURES</b>	<b>16,457</b>	<b>8,919</b>	<b>33,153</b>	<b>24,909</b>	<b>28,153</b>	<b>28,153</b>	<b>13.0%</b>	<b>1,684</b>	<b>-15.1%</b>	<b>(5,000)</b>	<b>0.0%</b>	<b>16,695</b>

## Director's Report

### HVAC Update

Replacement of both library heating units was completed in January with only a day of downtime.

### New High Marks for Adult Programming

Last year the library provided a total of 88 adult programs, which had 951 attendees. This year, as of the end of January, we have offered 94 programs with 1,275 attendees. Carol Carter and Liliana LaValle, with some help from Martha O'Hara and Amy vanGoethem, are doing a superlative job in what has proven to be an amazingly successful year of Adult Programming.

### Author Event

Probably the most successful program in a very successful month was local author Judy Nickels program on Georgianna Yoke. The program was done in coordination with the museum, with the program in the library's Spruth Room followed by a reception in the museum. The program filled up so quickly we ended up offering it twice, with a packed house both times.

### Another Author Event

Local author Justin Peters will be joining us in March to talk about his new book, *The Idealist*. Justin is currently a contributor to *Slate* magazine and grew up in Lake Bluff.

### Staff In-Service

The library will be closed on Wednesday, March 30, 2016 for a staff in-service focused on safety and emergency preparedness.

### Art Display

Amy has been coordinating with the Artists on the Bluff to arrange an 'Artist of the Month' display, using the art display runners Lyndy Jensen installed in the Spruth Room last summer. In April local artist Kimberly Beck will be displaying her art at the library. Ms. Beck's work has hung in national and regional displays of the Oil Painters of America.

### Library Hours

Expanded hours are a possibility within the existing personnel budget for FY16-17. I am working on the details, with a goal of making the changeover in May or June.

# Monthly Statistics Summary

## January 2016

14A

### Library Usage Summary

#### Total January Circulation

FY	Total	Avg. Circ/Hour	% Change
15-16	8,341	37.40	-3.29%
14-15	8,625	36.24	-1.79%
13-14	8,782	41.23	-8.49%

#### Total January Visits

FY	Total Visits	Avg. Visits/Hour	% Change
15-16	5,743	25.75	-3.29%
14-15	5,939	24.95	21.12%
13-14	4,903	23.02	-23.23%

#### Total January Programs

FY	# of Programs	% Change	Attendance	% Change
15-16	29	-14.71%	349	44.21%
14-15	34	112.50%	242	142.00%
13-14	16	-50.00%	100	-65.87%

### Online Access

#### Total January eMaterial Circulation

FY	eBook/ eAudio	eVideo	eMusic	eMagazines	% Change
15-16	782	2	195	29	14.94%
14-15	646	6	179	46	9.63%
13-14	528	N/A	188	84	25.98%

#### Total January Website Usage

FY	Page Loads	% Change	Unique Visitors	% Change
15-16	9,637	9.20%	5,956	3.94%
14-15	8,825	-4.58%	5,730	-6.49%
13-14	9,249	-2.24%	6,128	3.79%

#### Total January Database Usage

FY	Research*	Novelist	Tumble Books	% Change
15-16	639	906	29	39.91%
14-15	574	542	9	141.94%
13-14	326	139	0	730.36%

### Other Services

#### Total January Other Services

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
15-16	1	164	68	7
14-15	0	129	43	5
13-14	1	138	36	N/A

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

#### Total Circulation Fiscal Year to Date

FY	Total	Avg. Circ/Hour	% Change
15-16	80,880	39.28	0.41%
14-15	80,547	39.23	-5.64%
13-14	85,365	41.98	-0.65%

#### Total User Visits Fiscal Year to Date

FY	Total Visits	Avg. Visits/Hour	% Change
15-16	54,422	26.40	0.79%
14-15	53,996	26.23	-13.56%
13-14	62,469	30.80	-2.60%

#### Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
15-16	263	11.91%	5,490	6.62%
14-15	235	-17.83%	5,149	-1.45%
13-14	286	10.85%	5,225	-3.62%

#### Total eMaterial Circulation Year to Date

FY	eBook/e Audio	eVideo	eMusic	eMagazines	% Change
15-16	6,453	10	1,666	245	19.10%
14-15	5,007	33	1,574	417	8.25%
13-14	3,996	N/A	2,024	475	36.59%

#### Total Website Usage Fiscal Year to Date

FY	Page Loads	% Change	Unique Visitors	% Change
15-16	83,977	9.06%	50,907	8.41%
14-15	76,998	-14.08%	46,959	-11.30%
13-14	89,616	12.75%	52,943	0.69%

#### Total Database Usage Fiscal Year to Date

FY	Research*	Novelist	Tumble Books	% Change
15-16	5,915	7,097	488	160.67%
14-15	2,842	2,214	123	144.99%
13-14	865	1,195	54	135.67%

#### Total Other Services Fiscal Year to date

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
15-16	26	1,186	377	33
14-15	28	1,147	320	101
13-14	30	1,221	241	N/A

# Monthly Statistics Summary

## January 2016

14B

### Adult Services Summary

#### Total January Circulation

FY	Fiction	Non Fiction	A/V	Total	% Change
15-16	914	864	2,305	4,394	-3.49%
14-15	1,021	718	2,499	4,553	-7.57%
13-14	966	786	2,798	4,926	-9.93%

#### Total January Programs

FY	# of Programs	% Change	Attendance	% Change
15-16	14	16.67%	219	71.09%
14-15	12	71.43%	128	341.38%
13-14	7	-22.22%	29	-36.96%

### Teen Services Summary

#### Total January Circulation

FY	Total	% Change
15-16	143	9.16%
14-15	131	-17.61%
13-14	159	-14.97%

#### Total January Programs

FY	# of Programs	% Change	Attendance	% Change
15-16	4	-20.00%	37	105.56%
14-15	5	150.00%	18	38.46%
13-14	2	-33.33%	13	-13.33%

### Youth Services Summary

#### Total January Circulation

FY	Fiction	Non Fiction	A/V	Total	% Change
15-16	1,883	262	483	2,666	-8.73%
14-15	1,871	296	745	2,921	1.14%
13-14	1,597	399	886	2,888	-11.17%

#### Total January Programs

FY	# of Programs	% Change	Attendance	% Change
15-16	11	-35.29%	93	-3.13%
14-15	17	142.86%	96	65.52%
13-14	7	-65.00%	58	-75.00%

### Technical Services Summary

#### Total January Activity

FY	Acquisitions	Deletions
15-16	533	337
14-15	421	107
13-14	422	468

#### Total Circulation Fiscal Year to Date

FY	Fiction	Non Fiction	A/V	Total	% Change
15-16	8,468	7,514	19,276	37,913	-2.77%
14-15	9,187	6,175	20,441	38,995	-11.19%
13-14	10,084	6,717	23,844	43,906	-3.62%

#### Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
15-16	94	51.61%	1,268	67.06%
14-15	62	-17.33%	759	2.71%
13-14	75	4.17%	739	19.00%

#### Total Circulation Fiscal Year to Date

FY	Total	% Change
15-16	1,251	-32.34%
14-15	1,849	-7.23%
13-14	1,993	-10.47%

#### Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
15-16	43	-29.51%	257	34.55%
14-15	61	69.44%	191	-1.04%
13-14	36	-5.26%	193	-22.49%

#### Total Circulation Fiscal Year to Date

FY	Fiction	Non Fiction	A/V	Total	% Change
15-16	21,100	3,968	6,906	32,132	1.58%
14-15	20,312	3,223	8,045	31,633	-2.19%
13-14	19,881	3,600	8,797	32,340	-1.93%

#### Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
15-16	126	12.50%	3,965	-5.57%
14-15	112	-36.00%	4,199	-2.19%
13-14	175	56.25%	4,293	-5.67%

#### Total Activity Fiscal Year to Date

FY	Acquisitions	Deletions
15-16	5,251	3,483
14-15	4,928	4,202
13-14	5,580	5,163

Monthly Statistics Summary  
January 2016

14C

Community Penetration--Physical Collection

January 2016

	# of Households	% of Total Households
Households active in January	670	32.60%
Total active households	1,336	65.01%

December 2015

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

November

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

October

	# of Households	% of Total Households
Households active in October	706	34.36%
Total active households	1,361	66.23%

September

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

August

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

July

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

June

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

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**Monthly Statistics Summary**  
**January 2016**

**May**

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

**April**

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

**March**

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

**February**

	# of Households	% of Total Households
Households active in February	613	29.83%
Total active households	1,214	59.08%

**January**

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

## Friends of the Library Meeting Dates

### 2015 Meeting Dates

February 21 at 10:00am – KATHY MEIERHOFF

March 21 at 10:00am – CAL STROH

April 18 at 10:00am – RUTH SCHNELL

June 27 at 10:00am – TIM KREGOR

August 15 at 10:00am – JANIE JERCH

September 19 at 10:00am – SCOT BUTLER

October 24 at 10:00am – KATHY MEIERHOFF

November 21 at 10:00am – ROMAIN WOJDA

### 2016 Meeting Dates

January 16 at 10:00am – TIM KREGOR

February 20 at 10:00am – SCOT BUTLER

March 19 at 10:00am – JANIE JERCH

April 16 at 10:00am – ROMAIN WOJDA

May 21 at 10:00am – KATHY MEIERHOFF

June 18 at 10:00am – CAL STROH

August 20 at 10:00am – TIM KREGOR

September 17 at 10:00am – SCOT BUTLER

October 15 at 10:00am – ROMAIN WOJDA

November 19 at 10:00am – JANIE JERCH

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

Respectfully submitted,

Eric Bailey

Library Director