

January 19, 2016

agenda

Item

DOCUMENT

Section

1,2 CTO, Additions (2 minutes)(7:02pm)	
Document Summary	1A
Agenda	2A-2B
3 Opportunity to Address Board	
4 Consent Agenda	
Minutes of December 15th, 2015 Board of Trustees Meeting (action)(2 minutes)(7:04pm)	3A-3B
Minutes of January 7th, 2016 Special Meeting of the Board (action)(2 minutes)(7:06pm)	4A
5 Treasurer's Report and Financial Reports (White and Yellow) (5 minutes)(7:11pm)	
December Financial Summary Report (action)(available at meeting)	5A-5C
December Detailed Revenue & Expense Report (action)(available at meeting)	6A-6E
December Detailed Balance Sheet (action)(available at meeting)	7A-7D
6 Approval of Checks (Green) (10 minutes)(7:21pm)	
December Manual Check Report (action)(available at meeting)	8A
December Check Register (action)(available at meeting)	9A-9M
7 Committee Reports (30 minutes)(7:51pm)	10A-10G
8 New Business	11A
Fundraising for Building Project (possible action)(30 minutes)(8:21pm)	
Budget for FY2016-2017 (15 minutes)(8:36pm)	12A-12H
IAC Annual Report for 2015 (action)(5 minutes)(8:41pm)	13A-13B
9 Old Business	
(No Items)	
10 Director's Report (5 minutes)(8:46pm)	
Librarian's Narrative Report	14A-14B
11 Executive Session(s) (30 minutes if entered)	
12 Any and All Other Business ...	
13 Adjournment (1 minute)(8:47pm)	
14 Attachments	
Usage Statistics for the Month of November	15A-15D
Friends Meeting Attendees for 2016	16A
Blank Copy of Director's Evaluation Form	17A-17D

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, December 15th, 2015 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 7:05 pm. Present were trustees Scott Butler, Tim Kregor, Janie Jerch, Carl Schons, Cal Stroh; Romain Wojda was absent. Also present was Library Director Eric Bailey.

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 as submitted by Jerch and amended by the Board, Butler seconded; all voted aye.

5. November 2015 Financial Reports

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

6. Approval of checks

Stroh moved to accept the November Manual Checks (12410-12411), Butler seconded; all voted aye. Butler moved to accept the November Monthly Checks (12412-12449), Stroh seconded; all voted aye.

7. Committee Reports

a. Building and Grounds Committee (Chair Schons, members Jerch, Meierhoff, and Stroh) did not meet, but Director Butler reported that the new heat exchangers have been ordered and are awaiting delivery.

b. Building Task Force (Chair Meierhoff, member Schons) A discussion took place concerning the timeline of the Library expansion project and what steps must be taken before the decision to pursue the project comes before the Board of Trustees. Two major issues are at hand. The first is fundraising, which will be discussed at a meeting on Jan. 7, 2016, with Mr. Philip Hood and representatives of Friends of the Library. The second is consulting with the Village of Lake Bluff Engineer about what sorts of variances and permits will be needed should the construction move ahead. Director Bailey will approach the Village Engineer with what construction plans we have, and set up a meeting with the VE so that he can be present at the next Task Force meeting.

c. The remaining committees did not meet this month, but Chair Kregor of the Technology Committee noted that the Wi-Fi upgrade will be operational soon.

8. New Business

The Foyer Study Space Agreement was considered. Stroh moved to accept the agreement with the Lake Bluff History Museum, Schons seconded; all voted aye.

9. Old Business: There was none.**10. Director's Report**

Director Bailey added that Lilliana LaValle has been doing a stellar job running programs at the library. Also, sending a representative to the American Library Association meeting in Boston next year was briefly discussed.

11. Executive Session: There was none.**12. Any and all other business which may properly come before the Board**

There was none.

13. Adjournment

Stroh moved, Schons seconded a motion to adjourn the meeting; all voted aye. Meeting adjourned at 8:36 pm.

Respectfully submitted,

Janie Jerch

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES
Special Meeting of the Board of Library Trustees
Thursday, January 7th, 2016

- 1) **Call to Order; Roll Call:** The meeting was called to order at 5:05 PM by Kathy Meierhoff. The Board met in the Spruth Room of the Lake Bluff Public Library building.

Present: Cal Stroh, Kathy Meierhoff, Scot Butler, Romain Wojda, Tim Kregor, and Carl Schons.

Absent: Janie Jerch.

Library Staff Present: Eric Bailey, Martha O'Hara.

Members of the Public: Philip Hood, Eva Javier, and Eileen Laack.

2) **Discussion of Funding Options for Building Project**

- a) Phil Hood presented information, and answered questions, regarding the organization and management of a successful fundraising campaign. Items discussed include:

i) The process of hiring a consultant for fundraising.

ii) The role of a fundraising consultant.

iii) The cost of fundraising.

iv) The expected timeline for a fundraising project.

v) The importance of donor commitments during the early, quiet phase of a campaign.

vi) How fundraising can build viability and relationships.

vii) The importance of not excluding natural partners in the community.

viii) The valuable nature of the library's ongoing community engagement studies and planning.

ix) The role of the Friends of the Library in a possible fundraising campaign, and the resources of the Friends.

- b) It was decided to discuss the information received at the January 19th, 2016 Board Meeting.

3) **Any other business:**

- a) None

4) **Adjournment:** Meierhoff moved and Stroh seconded a motion to adjourn the meeting at 6:00 PM.

AYES: Stroh, Meierhoff, Butler, Wojda, Kregor, and Schons.

NAYES: None

ABSENT: Jerch

Respectfully submitted,

Eric Scott Bailey

Financial Summary December

1/15/2016

5A

Description	FY 2015-16				FY 2014-15		
	Fiscal Year Total-to-Date	Budget	% of Budget Received/ Expensed	% of Actual Y-T-D	Previous Fiscal YTD	% of Budget Received/ Expensed	Budget
Revenues							
Property Taxes	\$ 872,643	\$ 873,917	99.9%	96.2%	\$ 842,434	98.9%	\$ 851,666
Rental Fines	7,723	12,000	64.4%	0.9%	7,573	58.3%	13,000
State Per Capita Grant	-	7,153	0.0%	0.0%	-	0.0%	7,153
Non-Resident Fees	5,129	7,000	73.3%	0.6%	4,493	64.2%	7,000
Miscellaneous Revenue	1,043	3,000	34.8%	0.1%	990	33.0%	3,000
Other Grants	-	5,000	0.0%	0.0%	-	0.0%	5,000
Photo-copy Charges	1,446	2,000	72.3%	0.2%	1,450	72.5%	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	371	400	92.6%	0.0%	182	45.5%	400
Naperville (Impact) Fees	6,478	-	---	0.7%	-	---	-
Restricted Donations/Gifts	10,422	20,000	52.1%	1.1%	99	0.5%	20,000
Unrestricted Donations/Gifts	1,907	1,000	190.7%	0.2%	74	7.4%	1,000
Total Revenues	\$ 907,552	\$ 939,370	96.6%	100.0%	\$ 857,294	93.4%	\$ 918,119
Use of Fund Balance Reserves		\$ -					\$ 34,900
Total Projected Revenues & Use of Reserves		939,370					953,019
Expenditures							
Librarian Salaries	\$ 198,452	\$ 224,000	88.6%	32.4%	\$ 129,237	57.7%	\$ 224,000
Staff Salaries	\$ 129,390	259,000	50.0%	21.1%	\$ 133,495	57.8%	231,000
Medical Insurance	\$ 39,566	80,000	49.5%	6.5%	\$ 28,939	68.9%	42,000
Other Employee Benefits	\$ 160	250	64.0%	0.0%	\$ -	0.0%	500
Employer IMRF	\$ 29,797	45,000	66.2%	4.9%	\$ 27,133	60.3%	45,000
Employer FICA	\$ 24,579	37,000	66.4%	4.0%	\$ 19,707	56.3%	35,000
<i>Subtotal Personnel Expense</i>	\$ 421,943	\$ 645,250	65.4%	68.9%	\$ 338,511	58.6%	\$ 577,500
Building Maintenance	\$ 15,722	\$ 24,000	65.5%	2.6%	\$ 12,185	43.5%	\$ 28,000
Elevator Maintenance	\$ 261	2,000	13.1%	0.0%	\$ 1,226	61.3%	2,000
Grounds Maintenance	\$ 2,512	8,000	31.4%	0.4%	\$ 4,437	52.2%	8,500
Copier Maintenance	\$ 4,250	4,500	94.4%	0.7%	\$ 2,293	51.0%	4,500
<i>Subtotal Maintenance Expense</i>	\$ 22,745	\$ 38,500	59.1%	3.7%	\$ 20,142	46.8%	\$ 43,000
Other Professional Services	\$ 12	\$ 5,000	0.2%	0.0%	\$ 14,182	70.9%	\$ 20,000
Computer Services	\$ 12,215	15,000	81.4%	2.0%	\$ 8,885	44.4%	20,000
Legal Services	\$ 2,477	2,500	99.1%	0.4%	\$ 1,404	9.4%	15,000
Professional Development	\$ 580	3,000	19.3%	0.1%	\$ 1,403	28.1%	5,000
Dues	\$ 1,996	2,000	99.8%	0.3%	\$ 1,573	78.7%	2,000
Utilities	\$ 8,602	9,000	95.6%	1.4%	\$ 5,260	65.8%	8,000

LAKE BLAINE PUBLIC LIBRARY
REVENUE AND EXPENDITURE REPORT
For period ending December 31, 2015

1/15/2016

5B

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	\$ 1,699	3,000	56.6%	0.3%	\$ 1,773	59.1%	3,000
Printing/E-News	\$ 6,302	8,500	74.1%	1.0%	\$ 5,685	63.2%	9,000
Office Supplies	\$ 2,665	5,750	46.4%	0.4%	\$ 2,384	39.7%	6,000
Bldg/Grounds Supplies	\$ 1,101	2,000	55.1%	0.2%	\$ 730	36.5%	2,000
Technical Services Supplies	\$ 2,470	5,000	49.4%	0.4%	\$ 1,893	34.4%	5,500
<i>Subtotal Contracts & Commodities</i>	<i>\$ 40,119</i>	<i>\$ 60,750</i>	<i>66.0%</i>	<i>6.6%</i>	<i>\$ 45,171</i>	<i>47.3%</i>	<i>\$ 95,500</i>
Hospitality Program Support	\$ 186	500	37.1%	0.0%	\$ 59	5.9%	1,000
Adult Program Support	\$ 3,957	5,000	79.1%	0.6%	\$ 3,086	77.1%	4,000
Juvenile Program Support	\$ 4,765	5,800	82.2%	0.8%	\$ 6,266	89.5%	7,000
Outreach Program Supplies	\$ 652	1,000	65.2%		\$ 6,442		
Teen Program Supplies	\$ 601	1,200	50.1%		\$ 10,054		
Per Capita Grant	\$ 5,422	7,153	75.8%	0.9%	\$ 8,775	122.7%	7,153
Other Grant Expenditures	\$ -	5,000	0.0%	0.0%	\$ -	0.0%	5,000
<i>Subtotal Programs & Grants</i>	<i>\$ 15,583</i>	<i>\$ 25,653</i>	<i>60.7%</i>	<i>2.5%</i>	<i>\$ 34,682</i>	<i>143.6%</i>	<i>\$ 24,153</i>

LAKE BLUFF PUBLIC LIBRARY
REVENUE AND EXPENDITURE REPORT
For period ending December 31, 2015

1/15/2016

50

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	\$ 12,485	17,000	73.4%	2.0%	\$ 421	2.3%	18,000
Adult Fiction Books	\$ 8,987	14,000	64.2%	1.5%	\$ 8,041	53.6%	15,000
Adult Large Print Materials	\$ 248	500	49.7%	0.0%	\$ 8,291	1658.2%	500
Adult AV Materials	\$ 9,556	15,000	63.7%	1.6%	\$ 7,158	47.7%	15,000
Adult Reference/e-Reference	\$ 11,595	21,000	55.2%	1.9%	\$ 3,487	15.2%	23,000
Juvenile Non-Fiction Books	\$ 6,621	7,000	94.6%	1.1%	\$ 3,042	43.5%	7,000
Picture Books	\$ 4,928	5,000	98.6%	0.8%	\$ 1,098	18.3%	6,000
Juvenile Fiction Books	\$ 4,079	9,000	45.3%	0.7%	\$ 334	3.9%	8,500
Juvenile AV Materials	\$ 1,273	1,500	84.8%	0.2%	\$ 1,571	41.9%	3,750
Juvenile e-Reference	\$ 334	2,000	16.7%	0.1%	\$ 8,151	815.1%	1,000
Teen Books	\$ 1,607	2,750	58.4%	0.3%	\$ 218	7.9%	2,750
e-Books	\$ 151	6,250	2.4%	0.0%	\$ 5,480	45.7%	12,000
Graphic Novels	\$ 298	500	59.5%	0.0%	\$ 2,396	479.1%	500
Periodicals	\$ 5,208	\$ 6,000	86.8%	0.9%	\$ 2,126	30.4%	\$ 7,000
Video Games	\$ 2,036	3,500	58.2%	0.3%	\$ 20,297	579.9%	3,500
<i>Subtotal Materials</i>	\$ 69,406	111,000	62.5%	11.3%	\$ 72,110	58.4%	\$ 123,500
Patron & Staff Software	\$ 2,597	5,000	51.9%	0.4%	\$ 2,508	41.8%	6,000
Library Automation Software	\$ 20,297	22,000	92.3%	3.3%	\$ 2,020	8.4%	24,000
Miscellaneous Expense	\$ 1,213	1,000	121.3%	0.2%	\$ 530	26.5%	2,000
<i>Subtotal Software/Other</i>	\$ 24,107	28,000	86.1%	3.9%	\$ 5,058	15.8%	\$ 32,000
FR Restricted Donations	\$ 2,551	-	---	0.4%	\$ 7,208	360.4%	2,000
Library Furnishings	-	1,000	0.0%	0.0%	823	---	-
Computer Equipment	150	1,000	15.0%	0.0%	-	0.0%	14,000
Other Equipment	42	1,000	4.2%	0.0%	3,016	150.8%	2,000
	6,601	-	---	1.1%	-	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%	0.9%	-	0.0%	21,000
Contingency	3,270	5,217	62.7%	0.5%	-	0.0%	6,366
<i>Subtotal Capital, Grants & Dona</i>	\$ 18,271	\$ 30,217	60.5%	3.0%	\$ 11,195	19.5%	\$ 57,366
Total Expenditures	\$ 612,175	\$ 939,370	65.2%	100.0%	\$ 526,869	55.3%	\$ 953,019

Fund Balance as of April 30, 2015^a 526,947
YTD Addition to/(Subtraction from) Fund Balance 295,376
Fund Balance at month end 822,323

^aThe fund balance has not been audited yet.

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 8 PERIODS ENDING DECEMBER 31, 2015

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: REVENUES

ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
PROPERTY TAXES							
80-40-103-10000	LIBRARY PROPERTY TAX	6,131.65	0.00	872,643.44	842,434.24	873,917.00	99.8%
TOTAL REVENUES: PROPERTY TAXES		6,131.65	0.00	872,643.44	842,434.24	873,917.00	99.8%
SERVICES & FEES							
80-40-403-48300	PHOTO-COPY CHARGES	179.40	168.80	1,445.78	1,449.70	2,000.00	72.2%
80-40-403-48500	NON-RESIDENT FEES	125.76	172.96	5,128.73	4,492.51	7,000.00	73.2%
TOTAL REVENUES: SERVICES & FEES		305.16	341.76	6,574.51	5,942.21	9,000.00	73.0%
FINES							
80-40-503-65000	RENTAL FINES	755.53	849.09	7,723.09	7,573.24	12,000.00	64.3%
TOTAL REVENUES: FINES		755.53	849.09	7,723.09	7,573.24	12,000.00	64.3%
MISCELLANEOUS							
80-40-603-73000	PER CAPITA GRANTS	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73700	VILLAGE CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73800	VLIET OPERATING COST CONTRIB	0.00	0.00	390.00	0.00	7,900.00	0.0%
80-40-603-75000	INTEREST EARNINGS	87.16	27.13	370.58	0.00	0.00	100.0%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	6.16	26.97	1,907.04	181.94	400.00	92.6%
80-40-603-78001	RESTRICTED DONATIONS	0.00	0.00	10,422.33	73.93	0.00	100.0%
80-40-603-78100	RESTRICTED DONATIONS	0.00	0.00	0.00	98.89	0.00	100.0%
80-40-603-78500	NAPERVILLE (IMPACT) FEE	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-89000	MISCELLANEOUS INCOME	7.70	19.50	6,478.08	0.00	0.00	100.0%
TOTAL REVENUES: MISCELLANEOUS		101.02	73.60	1,042.85	989.92	3,000.00	34.7%
TOTAL REVENUES: REVENUES		7,293.36	1,264.45	907,551.92	857,294.37	906,217.00	100.1%
TOTAL FUND REVENUES		7,293.36	1,264.45	907,551.92	857,294.37	906,217.00	100.1%

DATE: 01/15/2016
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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 8 PERIODS ENDING DECEMBER 31, 2015

63
 PAGE: 2
 LINE: 16

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	DECEMBER 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	22,291.84	21,526.06	198,451.76	150,762.98	224,000.00	88.5%
80-60-001-40050	STAFF SALARIES	16,335.66	16,911.62	129,389.80	150,406.69	259,000.00	49.9%
80-60-001-40400	MEDICAL INSURANCE	5,057.31	4,829.35	39,566.16	33,768.35	80,000.00	49.4%
80-60-001-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	159.95	0.00	250.00	63.9%
80-60-001-40950	EMPLOYER IMRF	3,547.03	4,100.24	29,796.83	31,233.28	45,000.00	66.2%
80-60-001-40951	EMPLOYER FICA TAX	2,892.38	2,877.87	24,578.93	22,584.53	37,000.00	66.4%
80-60-001-41000	BUILDING MAINTENANCE	754.97	927.50	15,721.87	13,112.98	24,000.00	65.5%
80-60-001-41020	ELEVATOR MAINTENANCE	38.00	0.00	261.00	1,226.00	2,000.00	13.0%
80-60-001-41050	GROUNDS MAINTENANCE	109.50	109.50	2,512.00	4,546.75	8,000.00	31.4%
80-60-001-41303	COPIER MAINTENANCE/SUPPLIES	778.91	611.91	4,249.97	2,905.24	4,500.00	94.4%
80-60-001-41304	OTHER PROFESSIONAL SERVICES	0.00	214.00	12.00	14,395.92	5,000.00	0.2%
80-60-001-41305	COMPUTER SERVICES	2,925.00	2,790.00	12,215.00	11,675.00	15,000.00	81.4%
80-60-001-41350	LEGAL SERVICES	0.00	0.00	2,476.50	1,404.00	2,500.00	99.0%
80-60-001-42400	PROFESSIONAL DEVELOPMENT	0.00	39.00	580.00	1,441.75	3,000.00	19.3%
80-60-001-42440	DUES	(65.00)	135.00	1,996.25	1,708.00	2,000.00	99.8%
80-60-001-43230	UTILITIES	900.89	1,569.72	8,601.93	6,829.72	9,000.00	95.5%
80-60-001-43230	POSTAGE	605.21	0.00	1,698.93	1,773.01	3,000.00	56.6%
80-60-001-43300	PRINTING/E-NEWSLETTER	336.00	336.00	6,301.89	6,020.60	8,500.00	74.1%
80-60-001-43550	OFFICE SUPPLIES	304.77	312.16	2,665.38	2,695.88	5,750.00	46.3%
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	28.85	53.98	1,101.15	783.89	2,000.00	55.0%
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	159.41	394.70	2,470.46	2,287.64	5,000.00	49.4%
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	162.33	237.87	185.65	296.86	500.00	37.1%
80-60-001-43710	ADULT PROGRAM SUPPLIES	79.86	164.18	3,957.01	3,249.82	5,000.00	79.1%
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	106.53	188.77	4,764.89	6,454.90	5,800.00	82.1%
80-60-001-43730	OUTREACH SUPPLIES	21.44	0.00	652.04	0.00	1,000.00	65.2%
80-60-001-43740	TEEN PROGRAM SUPPLIES	38.25	0.00	601.09	0.00	1,200.00	50.0%
80-60-001-44800	PER CAPITA GRANT	0.00	0.00	5,422.35	6,442.27	0.00	-100.0%
80-60-001-45000	ADULT NON-FICTION BOOKS	1,497.41	1,235.57	12,484.86	11,289.22	17,000.00	73.4%
80-60-001-45100	ADULT FICTION BOOKS	786.55	904.92	8,986.94	9,680.07	14,000.00	64.1%
80-60-001-45110	ADULT LARGE PRINT MATERIAL	17.53	17.40	248.47	438.69	500.00	49.6%
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	1,716.15	955.75	9,556.49	8,996.45	15,000.00	63.7%
80-60-001-45220	ADULT REFERENCE/E-REFER	0.00	7,025.00	11,594.98	15,316.00	21,000.00	55.2%
80-60-001-45400	JUVENILE NON-FICTION	1,158.02	8.76	6,620.88	7,166.77	7,000.00	94.5%
80-60-001-45410	PICTURE BOOKS, READERS	375.31	131.84	4,927.59	3,487.00	5,000.00	98.5%
80-60-001-45420	JUVENILE FICTION	525.04	322.23	4,078.78	3,042.15	9,000.00	45.3%
80-60-001-45430	JUVENILE AUDIO-VISUAL	97.34	120.90	1,272.70	1,098.07	1,500.00	84.8%
80-60-001-45440	JUVENILE E-REFERENCE	0.00	0.00	334.33	334.33	2,000.00	16.7%
80-60-001-45450	TEEN BOOKS	129.09	59.18	1,606.70	1,570.62	2,750.00	58.4%
80-60-001-45460	E-BOOKS	151.49	1,184.34	151.49	8,150.75	6,250.00	2.4%
80-60-001-45470	GRAPHIC NOVELS	0.00	109.20	297.67	217.82	500.00	59.5%
80-60-001-45500	PERIODICALS	108.00	612.40	5,208.34	5,479.86	6,000.00	86.8%
80-60-001-45510	VIDEO GAMES	279.81	0.00	2,036.23	2,395.55	3,500.00	58.1%
80-60-001-45600	PATRON & STAFF SOFTWARE	9.95	9.95	2,597.23	2,125.85	5,000.00	51.9%
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	20,297.00	20,297.00	22,000.00	92.2%

DATE: 01/15/2016
 TIME: 12:02:58
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 8 PERIODS ENDING DECEMBER 31, 2015

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	DECEMBER 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	(25.96)	45.40	1,212.71	2,507.65	1,000.00	121.2%
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	0.00	0.00	2,551.22	2,020.42	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	86.00	42.00	823.24	1,000.00	4.2%
80-60-001-49400	OTHER EQUIPMENT	0.00	0.00	149.79	148.50	1,000.00	14.0%
80-60-001-50000	CONTINGENCY	2,500.00	0.00	3,270.20	3,015.60	5,217.00	62.0%
TOTAL EXPENSES: LIBRARY SERVICES		66,734.87	71,158.27	599,917.39	595,345.43	906,217.00	66.0%
TOTAL EXPENSES: LIBRARY ADMINISTRATION		66,734.87	71,158.27	599,917.39	595,345.43	906,217.00	66.0%
TOTAL FUND EXPENSES		66,734.87	71,158.27	599,917.39	595,345.43	906,217.00	66.0%
TOTAL FUND REVENUES		7,293.36	1,264.45	907,551.92	857,294.37	906,217.00	100.1%
TOTAL FUND EXPENSES		66,734.87	71,158.27	599,917.39	595,345.43	906,217.00	66.2%
FUND SURPLUS (DEFICIT)		(59,441.51)	(69,893.82)	307,634.53	261,948.94	0.00	100.0%

DATE: 01/15/2016
 TIME: 12:03:23
 ID: GL470006.WOW

-- VILLAGE OF ILLINOIS BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 8 PERIODS ENDING DECEMBER 31, 2015

6D
 PAGE: 1
 YEAR: 16

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

ACCOUNT NUMBER	DESCRIPTION	DECEMBER 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		
82-40-603-73400	MISCELLANEOUS GRANT	0.00	0.00	0.00	0.00	7,153.00	0.0%
82-40-603-75000	INTEREST EARNINGS	0.00	0.00	0.00	0.00	5,000.00	0.0%
82-40-603-78000	UNRESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.00	0.00	0.0%
82-40-603-78100	RESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.00	1,000.00	0.0%

TOTAL REVENUES: MISCELLANEOUS		0.00	0.00	0.00	0.00	20,000.00	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: 01/15/2016
 TIME: 12:03:23
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 8 PERIODS ENDING DECEMBER 31, 2015

GE
 PAGE: 2
 F-YR: 16

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

ACCOUNT NUMBER	DESCRIPTION	DECEMBER 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	5,103.00	0.00	5,656.88	0.00	21,000.00	26.9%

TOTAL EXPENSES: MISCELLANEOUS		5,103.00	0.00	12,258.09	0.00	33,153.00	36.9%
TOTAL EXPENSES: LIBRARY GRANT FUND EXPENDITURE		5,103.00	0.00	12,258.09	0.00	33,153.00	36.9%
TOTAL FUND EXPENSES		5,103.00	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		5,103.00	0.00	12,258.09	0.00	33,153.00	36.9%
FUND SURPLUS (DEFICIT)		(5,103.00)	0.00	(12,258.09)	0.00	0.00	100.0%

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 8 PERIODS ENDING DECEMBER 31, 2015

ACCOUNT #	DESCRIPTION	BALANCE 05/01/15	NET DEBITS	NET CREDITS	BALANCE 12/31/15
ASSETS					
DUE TO/FROM ACCOUNTS					
80-00-100-10000	DUE TO/FROM OTHER FUNDS	0.00	7,155.09	0.00	7,155.09
80-00-100-20000	LIB GR FND DUE TO/FROM DETAIL	0.00	0.00	0.00	0.00
TOTAL DUE TO/FROM ACCOUNTS		0.00	7,155.09	0.00	7,155.09
CASH & INVESTMENTS					
80-10-101-10000	CHECKING ACCOUNT	0.00	0.00	0.00	0.00
80-10-101-10001	CASH BOX OVER/SHORT	0.00	56.07	141.89	(85.82)
80-10-101-11000	MONEY MARKET ACCOUNT	106,694.94	543,338.17	604,629.38	45,403.73
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	879,383.46	516,000.00	824,560.42
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	1,306.11	26.47	4,703.20
TOTAL CASH & INVESTMENTS		571,447.26	1,424,083.81	1,120,797.74	874,733.33
RECEIVABLES					
80-10-201-15000	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
80-10-201-15200	PROPERTY TAX RECEIVABLE	873,918.10	0.00	0.00	873,918.10
80-10-201-35000	INTEREST RECEIVABLE	0.00	0.00	0.00	0.00
80-10-201-37000	OTHER RECEIVABLE	0.00	0.00	0.00	0.00
TOTAL RECEIVABLES		873,918.10	0.00	0.00	873,918.10
OTHER ASSETS					
80-10-301-37100	DUE FROM THE VILLAGE	(10,604.70)	975,523.12	964,918.42	0.00
80-10-301-55000	PREPAID EXPENSES	500.00	0.00	500.00	0.00
TOTAL OTHER ASSETS		(10,104.70)	975,523.12	965,418.42	0.00
TOTAL ASSETS		1,435,260.66	2,406,762.02	2,086,216.16	1,755,806.52
LIABILITIES AND FUND EQUITY					
LIABILITIES					
PAYABLES					
80-20-102-20000	ACCOUNTS PAYABLE	15,225.12	265,155.22	278,316.55	28,386.45

DATE: 01/15/2016
 TIME: 11:53:27
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

PAGE: 7B
 F-YR:

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 8 PERIODS ENDING DECEMBER 31, 2015

ACCOUNT #	DESCRIPTION	BALANCE 05/01/15	NET DEBITS	NET CREDITS	BALANCE 12/31/15
LIABILITIES					
PAYABLES					
80-20-102-41000	SOCIAL SECURITY TAX PAYABLE	0.00	49,157.87	49,157.87	0.00
80-20-102-42000	FEDERAL INCOME TAX PAYABLE	0.00	32,413.40	32,413.40	0.00
80-20-102-43000	STATE INCOME TAX PAYABLE	0.00	11,337.55	11,337.55	0.00
80-20-102-44000	IMRF PAYABLE	0.00	42,482.28	42,482.28	0.00
80-20-102-45000	ICMA 457 PLAN PAYABLE	0.00	4,250.00	4,000.00	(250.00)
80-20-102-46000	MEDICAL INSURANCE PAYABLE	0.00	0.00	0.00	0.00
80-20-102-65000	LIBRARY FLEXIBLE BENEFIT PAYAB	0.00	3,748.50	3,748.50	0.00
80-20-102-66000	LIBRARY HSA PAYABLE	0.00	2,800.00	2,800.00	0.00
80-20-102-70000	OTHER SHORT TERM LIABILITIES	0.00	0.00	0.00	0.00
TOTAL PAYABLES		15,225.12	411,344.82	424,256.15	28,136.45
OTHER LIABILITIES					
80-20-202-16000	ACCRUED PAYROLL	19,170.21	0.00	0.00	19,170.21
80-20-202-22000	DEFERRED PROPERTY TAX	873,918.10	0.00	0.00	873,918.10
80-20-202-22100	OTHER DEFERRED REVENUE	0.00	0.00	0.00	0.00
80-20-202-22300	RESTRICTED GIFTS	0.00	0.00	0.00	0.00
80-20-202-22301	TECH 2 FOR YOU DONATIONS	0.00	0.00	0.00	0.00
80-20-202-23500	NOTES PAYABLE	0.00	0.00	0.00	0.00
TOTAL OTHER LIABILITIES		893,088.31	0.00	0.00	893,088.31
ESCROWS & DEPOSITS					
80-20-302-24000	MISCELLANEOUS RESERVE	0.00	0.00	0.00	0.00
TOTAL ESCROWS & DEPOSITS		0.00	0.00	0.00	0.00
LONG TERM LIABILITIES					
80-20-402-39000	OTHER LONG TERM LIABILITIES	0.00	0.00	0.00	0.00
TOTAL LONG TERM LIABILITIES		0.00	0.00	0.00	0.00
TOTAL LIABILITIES		908,313.43	411,344.82	424,256.15	921,224.76
FUND EQUITY					
EQUITY SECTION					
80-30-100-53000	UNRESERVED FUND BALANCE	526,947.23	0.00	0.00	526,947.23
80-30-100-53100	RESERVED FOR AUTOMATION	0.00	0.00	0.00	0.00
80-30-100-53200	DESIGNATED FOR CAPITAL MAINT	0.00	0.00	0.00	0.00
80-30-100-53300	DESIGNATED FOR CAP BLDG IMPR	0.00	0.00	0.00	0.00
TOTAL EQUITY SECTION		526,947.23	0.00	0.00	526,947.23
	FUND SURPLUS (DEFICIT)	0.00	0.00	307,634.53	307,634.53

DATE: 01/15/2016
TIME: 11:53:27
ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
DETAILED BALANCE SHEET

PAGE: 3
F-YR: 16

70

FUND: LAKE BLUFF PUBLIC LIBRARY
FOR 8 PERIODS ENDING DECEMBER 31, 2015

ACCOUNT #	DESCRIPTION	BALANCE 05/01/15	NET DEBITS	NET CREDITS	BALANCE 12/31/15
<hr/>					
TOTAL FUND EQUITY		526,947.23	0.00	307,634.53	834,581.76
<hr/>					
TOTAL LIABILITIES AND FUND EQUITY		1,435,260.66	411,344.82	731,890.68	1,755,806.52
<hr/>					

70

FUND: LIBRARY GRANTS & GIFTS FUND
 FOR 8 PERIODS ENDING DECEMBER 31, 2015

ACCOUNT #	DESCRIPTION	BALANCE 05/01/15	NET DEBITS	NET CREDITS	BALANCE 12/31/15
ASSETS					
CASH & INVESTMENTS					
82-10-101-12000	LIBRARY BIRD MEMORIAL SAVINGS	0.00	0.00	0.00	0.00
TOTAL CASH & INVESTMENTS		0.00	0.00	0.00	0.00
TOTAL ASSETS		0.00	0.00	0.00	0.00
LIABILITIES AND FUND EQUITY					
LIABILITIES					
INTERFUND CLEARING ACCOUNT					
82-00-100-10000	DUE TO/FROM LIBRARY FUND	0.00	0.00	7,155.09	7,155.09
TOTAL INTERFUND CLEARING ACCOUNT		0.00	0.00	7,155.09	7,155.09
PAYABLES					
82-20-102-20000	ACCOUNTS PAYABLE	0.00	7,155.09	12,258.09	5,103.00
TOTAL PAYABLES		0.00	7,155.09	12,258.09	5,103.00
TOTAL LIABILITIES		0.00	7,155.09	19,413.18	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	19,413.18	19,413.18	0.00

DATE: 01/14/16
 TIME: 11:42:36
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-- VILLAGE OF LAKE BLUFF --
 MANUAL CHECK REGISTER

8A

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
12450	9COMCAST COM121215	COMCAST CABLE 12/12/15	01 INTERNET SRVC:12/19/15-1/18/16	12/22/15	80-60-001-43230	244.85 INVOICE TOTAL: 244.85 *
					CHECK TOTAL:	244.85
12451	9USPOSTA USP121615	UNITED STATES POSTAL SERVICE 12/16/15	01 POSTAGE PERMIT #98	12/22/14	80-60-001-43300	500.00 INVOICE TOTAL: 500.00 *
					CHECK TOTAL:	500.00
12452	9SHREDIT 9408608864	SHRED-IT USA 11/11/15	01 PAPER SHREDDING 11/11/15	12/22/15	80-60-001-41303	52.93 INVOICE TOTAL: 52.93 *
					CHECK TOTAL:	52.93
12453	9UNIILPR UNI122115	UNIVERSITY OF ILLINOIS PRESS 12/21/15	01 2016 MEMBER DUES	12/22/15	80-60-001-42440	75.00 INVOICE TOTAL: 75.00 *
					CHECK TOTAL:	75.00
					TOTAL AMOUNT PAID:	872.78

DATE: 01/15/16
TIME: 08:54:06
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

CHECK DATE: 01/19/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12454	9ACCESSO	ACCESS ONE, INC.					
	1647726		01/01/16	01	LCL PH SRVC:JAN 2016	80-60-001-43230	573.01
						INVOICE TOTAL:	573.01 *
						CHECK TOTAL:	573.01
12455	9AMAZONA	VOIDED---LEADER CHECK					
	012796111275		12/06/15	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	14.44
						INVOICE TOTAL:	14.44 *
	066640879458		11/25/15	01	ADULT AUDIO VISUAL CREDIT	80-60-001-45200	-1.97
						INVOICE TOTAL:	-1.97 *
	066643191696		11/22/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	75.66
						INVOICE TOTAL:	75.66 *
	066644651696		11/17/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	63.80
						INVOICE TOTAL:	63.80 *
	066645379183		11/21/15	01	ADULT AUDIO VISUAL CREDIT	80-60-001-45200	-0.11
						INVOICE TOTAL:	-0.11 *
	066647936982		11/28/15	01	ADULT AUDIO VISUAL CREDIT	80-60-001-45200	-0.01
						INVOICE TOTAL:	-0.01 *
	066648439231		11/18/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	30.98
						INVOICE TOTAL:	30.98 *
	066649423571		11/25/15	01	ADULT AUDIO VISUAL CREDIT	80-60-001-45200	-0.76
						INVOICE TOTAL:	-0.76 *
	084226655461		11/24/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	56.13
						INVOICE TOTAL:	56.13 *

DATE: 01/15/16
TIME: 08:54:06
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BL
CHECK REGISTER --

CHECK DATE: 01/19/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12455	9AMAZONA	VOIDED---LEADER CHECK						
	084229288104		11/29/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	12.13	
						INVOICE TOTAL:	12.13 *	
	085402180902		11/17/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	10.69	
						INVOICE TOTAL:	10.69 *	
	119603725501		11/16/15	01	VIDEO GAMES	80-60-001-45510	109.98	
						INVOICE TOTAL:	109.98 *	
	146212157071		11/15/15	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	26.98	
						INVOICE TOTAL:	26.98 *	
	156376157458		11/10/15	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	8.14	
						INVOICE TOTAL:	8.14 *	
	160211478683		12/07/15	01	ADULT AUDIO VISUAL CREDIT	80-60-001-45200	-5.03	
						INVOICE TOTAL:	-5.03 *	
	160212054476		11/29/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	13.99	
						INVOICE TOTAL:	13.99 *	
	160214377614		11/24/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	11.88	
						INVOICE TOTAL:	11.88 *	
	160217048770		11/30/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.34	
						INVOICE TOTAL:	19.34 *	
	160217606047		12/04/15	01	ADULT AUDIO VISUAL CREDIT	80-60-001-45200	-3.03	
						INVOICE TOTAL:	-3.03 *	
12456	9AMAZONA	VOIDED---LEADER CHECK						
	160217801179		11/29/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	163.51	
						INVOICE TOTAL:	163.51 *	

DATE: 01/15/16
TIME: 08:54:06
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

90

CHECK DATE: 01/19/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12456	9AMAZONA	VOIDED---LEADER CHECK						
	160218410300		12/03/15	01	ADULT AUDIO VISUAL CREDIT	80-60-001-45200	-0.01	
						INVOICE TOTAL:	-0.01 *	
	160219211795		12/05/15	01	ADULT AUDIO VISUAL CREDIT	80-60-001-45200	-3.10	
						INVOICE TOTAL:	-3.10 *	
	160219558731		12/02/15	01	ADULT AUDIO VISUAL CREDIT	80-60-001-45200	-6.25	
						INVOICE TOTAL:	-6.25 *	
	160219969464		11/25/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	13.99	
						INVOICE TOTAL:	13.99 *	
	169990096217		11/14/15	01	ADULT AUDIO VISUAL CREDIT	80-60-001-45200	-0.10	
						INVOICE TOTAL:	-0.10 *	
	169991482924		11/10/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.99	
						INVOICE TOTAL:	19.99 *	
	169992148865		11/18/15	01	ADULT AUDIO VISUAL CREDIT	80-60-001-45200	-5.99	
						INVOICE TOTAL:	-5.99 *	
	169992414771		11/11/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	92.18	
						INVOICE TOTAL:	92.18 *	
	169994968968		11/18/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	9.99	
						INVOICE TOTAL:	9.99 *	
	169998229205		11/15/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	75.95	
						INVOICE TOTAL:	75.95 *	
	1699996391372		11/21/15	01	ADULT AUDIO VISUAL CREDIT	80-60-001-45200	-0.02	
						INVOICE TOTAL:	-0.02 *	
	191490341007		12/05/15	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	16.14	
						INVOICE TOTAL:	16.14 *	

DATE: 01/15/16
TIME: 08:54:06
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLISS --
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PAGE: 9F

CHECK DATE: 01/19/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
	2031447520		12/04/15	01	TEEN BOOKS	80-60-001-45460	151.49
						INVOICE TOTAL:	151.49 *
	2031450136		12/04/15	01	JUVENILE NON-FICTION	80-60-001-45400	8.96
						INVOICE TOTAL:	8.96 *
	2031455483		12/08/15	01	ADULT NON-FICTION	80-60-001-45000	394.53
						INVOICE TOTAL:	394.53 *
	2031455494		12/08/15	01	ADULT FICTION	80-60-001-45100	88.57
						INVOICE TOTAL:	88.57 *
	2031464367		12/08/15	01	ADULT NON-FICTION	80-60-001-45000	17.01
						INVOICE TOTAL:	17.01 *
	2031481427		12/14/15	01	ADULT NON-FICTION	80-60-001-45000	14.76
						INVOICE TOTAL:	14.76 *
	2031482530		12/13/15	01	PICTURE BKS, READRS, HOLIDAY BKS	80-60-001-45410	20.49
						INVOICE TOTAL:	20.49 *
	2031483348		12/14/15	01	ADULT NON-FICTION	80-60-001-45000	84.94
						INVOICE TOTAL:	84.94 *
	2031484824		12/14/15	01	ADULT NON-FICTION	80-60-001-45000	119.40
						INVOICE TOTAL:	119.40 *
	2031486071		12/14/15	01	ADULT FICTION	80-60-001-45100	169.47
						INVOICE TOTAL:	169.47 *
	2031488664		12/16/15	01	LARGE PRINT	80-60-001-45110	17.53
						INVOICE TOTAL:	17.53 *
	2031492591		12/16/15	01	ADULT NON-FICTION	80-60-001-45000	46.44
						INVOICE TOTAL:	46.44 *
	2031505325		12/17/15	01	PICTURE BKS, READRS, HOLIDAY BKS	80-60-001-45410	157.73
						INVOICE TOTAL:	157.73 *

DATE: 01/15/16
TIME: 08:54:06
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
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CHECK DATE: 01/19/16

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12458	9BKTLENT	VOIDED---LEADER CHECK						
	2031534273		12/23/15	01	ADULT FICTION	80-60-001-45100	170.51	
						INVOICE TOTAL:	170.51 *	
	2031539591		12/29/15	01	ADULT NON-FICTION	80-60-001-45000	385.34	
						INVOICE TOTAL:	385.34 *	
	2031547267		12/29/15	01	PICTURE BKS,READRS,HOLIDAY BKS	80-60-001-45410	22.13	
						INVOICE TOTAL:	22.13 *	
	2031548999		12/29/15	01	TEEN BOOKS	80-60-001-45450	129.09	
						INVOICE TOTAL:	129.09 *	
	2031554270		12/31/15	01	ADULT NON-FICTION	80-60-001-45000	182.05	
						INVOICE TOTAL:	182.05 *	
	2031554515		12/31/15	01	ADULT NON-FICTION	80-60-001-45000	110.40	
						INVOICE TOTAL:	110.40 *	
12459	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT						
	2031574869		01/05/16	01	ADULT FICTION	80-60-001-45100	358.00	
						INVOICE TOTAL:	358.00 *	
	2031575096		01/07/16	01	ADULT NON-FICTION	80-60-001-45000	142.54	
						INVOICE TOTAL:	142.54 *	
	2031575957		01/06/16	01	JUVENILE FICTION,PBKS & SERIES	80-60-001-45420	525.04	
						INVOICE TOTAL:	525.04 *	
	2031575996		01/06/16	01	PICTURE BKS,READRS,HOLIDAY BKS	80-60-001-45410	137.28	
						INVOICE TOTAL:	137.28 *	
						CHECK TOTAL:	3,453.70	
12460	9CHSPRIN	CHICAGO SPRINKLER COMPANY						

DATE: 01/15/16
TIME: 08:54:06
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLISS --
CHECK REGISTER

CHECK DATE: 01/19/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12460	9CHSPRIN	CHICAGO SPRINKLER COMPANY						
	58201		11/30/15	01	SHUT DOWN SRVC'S:LAWN SPRINKLR	80-60-001-41050	109.50	
					INVOICE TOTAL:		109.50 *	
					CHECK TOTAL:		109.50	
12461	9COMPVIE	COMPUTER VIEW, INC.						
	26926		12/10/15	01	EXPENSES FRM RESTRICTED DONAT	82-60-001-99999	5,103.00	
					INVOICE TOTAL:		5,103.00 *	
	26938		12/28/15	01	COMPUTER SERVICES	80-60-001-41305	2,925.00	
					INVOICE TOTAL:		2,925.00 *	
					CHECK TOTAL:		8,028.00	
12462	9CRYSMAN	CRYSTAL MANAGEMENT &						
	23310		11/16/15	01	CLEANING SRVC'S:DEC 2015	80-60-001-41000	645.00	
					INVOICE TOTAL:		645.00 *	
					CHECK TOTAL:		645.00	
12463	9DAISEY	DAISEY BOOK CO						
	849		12/12/15	01	JUVENILE NON-FICTION	80-60-001-45400	1,149.06	
					INVOICE TOTAL:		1,149.06 *	
					CHECK TOTAL:		1,149.06	
12464	9DEMCO	DEMCO, INC						
	5766987		12/31/15	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	110.43	
					INVOICE TOTAL:		110.43 *	
					CHECK TOTAL:		110.43	

DATE: 01/15/16
TIME: 08:54:06
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

91

CHECK DATE: 01/19/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12465	9FIRSTBA	FIRST BANKCARD					
	DON12302015		12/30/15	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	72.20
				02	CREDIT	80-60-001-46000	-35.00
				03	CREDIT	80-60-001-46000	-1.75
					INVOICE TOTAL:		35.45 *
					CHECK TOTAL:		35.45
12466	9FIRSTBA	FIRST BANKCARD					
	ELI123015		12/30/15	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	18.70
				02	TEEN PROGRAM SUPPLIES	80-60-001-43740	40.90
				03	CREDIT-TEEN PROGRAM SUPPLIES	80-60-001-43740	-3.83
					INVOICE TOTAL:		55.77 *
					CHECK TOTAL:		55.77
12467	9FIRSTBA	FIRST BANKCARD					
	ERI123015		12/30/15	01	MISC EXPENSES	80-60-001-46000	25.80
				02	MISC EXPENSES	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	POSTAGE	80-60-001-43300	4.43
				06	HOSPITALITY	80-60-001-43700	131.78
				07	PRINTING/E-NEWSLETTER	80-60-001-43400	336.00
				08	MISC EXPENSES	80-60-001-46000	3.59
				09	CREDIT MISC EXPENSES	80-60-001-46000	-35.00
				10	CREDIT MISC EXPENSES	80-60-001-46000	-1.85
					INVOICE TOTAL:		552.74 *
					CHECK TOTAL:		552.74
12468	9FIRSTBA	FIRST BANKCARD					
	MCO12302015		12/30/15	01	WEBSITE FOR ILL	80-60-001-45600	9.95

DATE: 01/15/16
TIME: 08:54:06
PRG ID: AP215000,CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

CHECK DATE: 01/19/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12468	9FIRSTBA	FIRST BANKCARD					
	MCO12302015		12/30/15	02	ADULT PROGRAM SUPPLIES	80-60-001-43710	1.18
				03	OUTREACH SUPPLIES	80-60-001-43730	21.44
				04	TEEN PROGRAM SUPPLIES	80-60-001-43740	1.18
				05	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	7.49
				06	CREDIT	80-60-001-46000	-1.75
					INVOICE TOTAL:		39.49 *
					CHECK TOTAL:		39.49
12469	9HOMEDEP	HOME DEPOT CREDIT SERVICES					
	3053828		11/27/15	01	BUILDING MAINT (ALARM)	80-60-001-41000	44.97
					INVOICE TOTAL:		44.97 *
					CHECK TOTAL:		44.97
12470	9IMAGESY	IMAGE SYSTEMS & BUSINESS					
	223446		12/10/15	01	PHOTOCOPIER QTRLY BILLING	80-60-001-41303	142.56
					INVOICE TOTAL:		142.56 *
	223447		12/10/15	01	PHOTOCOPIER QTRLY BILLING	80-60-001-41303	172.00
				02	PHOTOCOPIER COLOR COPIES	80-60-001-41303	411.42
					INVOICE TOTAL:		583.42 *
					CHECK TOTAL:		725.98
12471	9JOHNHOP	JOHNS HOPKINS UNIVERSITY PRESS					
	1332937C		12/18/15	01	PERIODICALS	80-60-001-45500	108.00
					INVOICE TOTAL:		108.00 *
					CHECK TOTAL:		108.00
12472	9LB VILL	VILLAGE OF LAKE BLUFF					

DATE: 01/15/16
 TIME: 08:54:06
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

CHECK DATE: 01/19/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12472	9LB VILL	VILLAGE OF LAKE BLUFF					
	80070370		12/18/15	01	ELEVATOR INPSECTION:OCT 2015	80-60-001-41020	38.00
						INVOICE TOTAL:	38.00 *
	DEC 2015		12/30/15	01	FY16 MEDICAL INS:DEC 15	80-10-301-37100	5,028.67
				02	FY16 DENTAL/VISION INS:DEC 15	80-10-301-37100	444.08
				03	FY16 LIFE INS:DEC 15	80-10-301-37100	53.12
				04	FY16 IMRF 'EE CONTR:DEC 15	80-10-301-37100	1,510.08
				05	FY16 EMPLYR IMRF CONTR:DEC 15	80-10-301-37100	3,547.03
						INVOICE TOTAL:	10,582.98 *
	VIL103115		10/31/15	01	IRMA CLAIM REIMBURSE	80-60-001-50000	2,500.00
						INVOICE TOTAL:	2,500.00 *
						CHECK TOTAL:	13,120.98
12473	9MIDTAPE	MIDWEST TAPE					
	93477054		12/04/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	74.98
						INVOICE TOTAL:	74.98 *
	93489488		12/08/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	69.98
						INVOICE TOTAL:	69.98 *
	93496576		12/10/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	81.73
						INVOICE TOTAL:	81.73 *
	93515099		12/16/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	150.71
						INVOICE TOTAL:	150.71 *
	93529894		12/21/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	34.99
						INVOICE TOTAL:	34.99 *
	93538025		12/23/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	44.99
						INVOICE TOTAL:	44.99 *

DATE: 01/15/16
TIME: 08:54:06
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLISS --
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CHECK DATE: 01/19/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12473	9MIDTAPE	MIDWEST TAPE					
	93555252		12/30/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	47.49
						INVOICE TOTAL:	47.49 *
	93564258		01/14/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	39.99
						INVOICE TOTAL:	39.99 *
						CHECK TOTAL:	544.86
12474	9NSWATER	NORTH SHORE WATER RECLAMATION					
	3185294		12/26/15	01	WSTWTR TRTMNT:7/30-10/26/15	80-60-001-43230	80.04
						INVOICE TOTAL:	80.04 *
						CHECK TOTAL:	80.04
12475	9PCASH	PETTY CASH					
	01042016		01/04/16	01	HOSPITALITY	80-60-001-43700	30.55
				02	BUILDING & GROUNDS SUPPLIES	80-60-001-43660	16.87
				03	ADULT PROGRAM SUPPLIES	80-60-001-43710	10.19
				04	JUVENILE PICTURE BKS, READERS	80-60-001-45410	37.68
				05	POSTAGE	80-60-001-43300	2.78
						INVOICE TOTAL:	98.07 *
						CHECK TOTAL:	98.07
12476	9STAPLES	STAPLES BUSINESS ADVANTAGE					
	8037215232		12/12/15	01	OFFICE SUPPLIES	80-60-001-43550	12.99
				02	BUILDING & GROUNDS SUPPLIES	80-60-001-43660	11.98
				03	OFFICE SUPPLIES	80-60-001-43550	85.81
				04	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	48.98
				05	OFFICE SUPPLIES	80-60-001-43550	8.79
						INVOICE TOTAL:	168.55 *
						CHECK TOTAL:	168.55

DATE: 01/15/16
TIME: 08:54:06
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

CHECK DATE: 01/19/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12477	9USPOSTA	UNITED STATES POSTAL SERVICE						
	USP010816		01/08/16	01	POSTAGE STAMPS	80-60-001-43300	98.00	
						INVOICE TOTAL:	98.00 *	
						CHECK TOTAL:	98.00	
12478	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS						
	102090170		01/05/16	01	'EE ICMA CONTRIBUTION:11/13/15	80-20-102-45000	250.00	
						INVOICE TOTAL:	250.00 *	
	102090173		01/04/16	01	'EE ICMA CONTRIBUTION:11/30/15	80-20-102-45000	250.00	
						INVOICE TOTAL:	250.00 *	
	102090174		01/04/16	01	'EE ICMA CONTRIBUTION:12/15/15	80-20-102-45000	250.00	
						INVOICE TOTAL:	250.00 *	
	102090175		01/04/16	01	'EE ICMA CONTRIBUTION:12/31/15	80-20-102-45000	250.00	
						INVOICE TOTAL:	250.00 *	
	102092694		01/07/16	01	'EE ICMA CONTRIBUTION:1/15/16	80-20-102-45000	250.00	
						INVOICE TOTAL:	250.00 *	
						CHECK TOTAL:	1,250.00	
						TOTAL AMOUNT PAID:	32,616.67	

Committee Reports

There will have been four committee meetings since the December 15th, 2015 meeting of the Board. These represent four separate committees. There was also one Special Meeting of the Board of Trustees.

- Building Task Force
 - January 6th, 2016 (10B-10C)
- Finance Committee
 - January 5th, 2016 (10D)
- Human Resources Committee
 - January 11th, 2016 (10E)
- Intergovernmental Agreement Committee
 - January 8th, 2016 (10F-10G)
- Special Meeting of Library Board
 - January 7th, 2016

Respectfully submitted,

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES
 Building Project Task Force Meeting
 Wednesday, January 6th, 2016

- 1) **Call to Order; Roll Call:** The meeting was called to order at 2:05 PM by Kathy Meierhoff. The committee met in the Children's Activity Room of the Lake Bluff Public Library building.

Present: Carl Schons, Cal Stroh, and Kathy Meierhoff

Absent: None

Library Staff Present: Eric Bailey, Martha O'Hara

Members of the Public: Mike Croak, Village Building Code Supervisor

2) **Minutes of December 3rd, 2015 Task Force Meeting**

- a) **RESOLVED:** Schons moved and Meierhoff seconded that the minutes be approved. Aye: All.

3) **Discussion of Building Project with Village Building Code Supervisor**

- a) Village Building Codes Supervisor Mike Croak presented information related to the approval process for a potential building project. Mike was provided with a copy of Plan 3+ as prepared by Joe Huberty of Engberg Anderson, along with a topographical map from 1999. Information relayed by Mike included:

- i) A list of variances sought during the 1999 approval process for the Wood Building Annex.
- ii) The library is zoned as an R-4 single family residential, requiring a special use permit for operation.
 - (1) R-4 zoning has a 32 ft height limit. The plan would not require a variance from this, as new construction would not exceed this height.
 - (2) R-4 zoning includes a 20 ft setback from the right of way. The library would require an additional variance from this for the new construction, due to the proximity of the construction to Oak Avenue.
 - (3) A variance for the addition of new impervious surface to the property would need to be sought.
 - (4) A variance for the square footage of the building would need to be sought.
 - (5) While there is no formal requirement, considering the effect of the addition on downtown parking would be prudent.
 - (6) Care should be taken to minimize light pollution from the proposed new windows facing Scranton Avenue.
- iii) The approval process would include:
 - (1) A Special Use Permit application submitted for Planning Commission/Zoning Board of Appeals (PC/ZBA) review.
 - (2) Review by the Architectural Board of Review (ABR), that would start with a workshop and move on to a formal application.
 - (3) The PC/ZBA and ABR would eventually recommend the plan to the Village Board for approval.
 - (4) The Village Board would provide the final vote of approval.
 - (5) A construction fee of 3% is usually applied, but a waiver can be requested.
- iv) All service mains are located in the right of way, and would not be encroached on by the construction. Building access to the mains could be disrupted, depending on where they connect to the building.
- v) This permit must be amended when the site plan/structure changes.

vi) The possible creation of a 'public zoning district' that would include buildings such as Village Hall and the schools.

vii) No 'red flags' were visible within Plan 3+ suggesting a good chance of approval. The process is, however, unpredictable, so this does not represent a guarantee.

viii) The library should obtain funding before entering the approval process. Mike arrived at this response in consultation with Village Administrator Drew Irvin.

4) **Any other business:**

a) Discussion of Building Project and upcoming Board meeting with Philip Hood.

5) **Adjournment:** Meierhoff moved and Schons seconded a motion to adjourn the meeting at 3:30 PM.

AYES: Meierhoff, Schons, and Stroh.

NAYES: None

ABSENT: None

Respectfully submitted,

Eric Scott Bailey

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES
Finance Committee Meeting
Tuesday, January 5, 2016

a) Call to Order; Roll Call:

The meeting was called to order at 3:58 pm by Committee Chair Scot Butler.

Present: Kathy Meierhoff and Tim Kregor.

Library Staff Present: Library Director Eric Bailey

Members of the Public: None.

b) Discussion

a) Meierhoff moved and Kregor seconded to approve the Finance Committee Meeting minutes of November 5, 2015.

b) All voted aye.

c) Discussion

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

d) Other Business

a) The subject of employee evaluation and compensation was raised. It was decided to refer this topic to the Human Resource committee for further discussion.

e) Adjournment

a) Butler moved and Meierhoff seconded to adjourn the meeting at 5:46 pm

b) All voted aye.

Respectfully submitted,

Scot Butler

LAKE BLUFF PUBLIC LIBRARY

BOARD OF TRUSTEES

Human Resources Committee Meeting

Monday, January 11, 2016

1) Call to Order; Roll Call:

The meeting was called to order at 2:00 pm by Committee Chairman Scot Butler

Present: Kathy Meierhoff, Cal Stroh and Scot Butler

Not Present: Romain Wojda

Library Staff Present: Library Director Eric Bailey

Members of the Public: None

2) Discussion

a) Meierhoff moved and Stroh seconded to approve the minutes of the October 19, 2015 HR Committee meeting. All present voted aye.

3) Executive Session

a. Stroh moved and Meierhoff seconded that the Committee enter Executive Session with the Library Director not present at 2:02 pm in compliance with the Open Meetings Act 5 ILCS 120/2 (c)(1).

b. Stroh moved and Meierhoff seconded to leave Executive Session at 2:24 pm. All voted aye.

4) Any Other Business

a. No other business was brought before the Committee.

5) Adjournment

a. Stroh moved and Meierhoff seconded that the meeting be adjourned at 2:30 pm. The motion was approved unanimously.

Respectfully submitted

Scot Butler

**LIBRARY/MUSEUM/VILLAGE INTERGOVERNMENTAL
ADVISORY COMMITTEE MEETING
MINUTES OF MEETING – January 8, 2016**

1. Call to Order and Roll Call

The meeting was called to order on Friday, January 8, 2016 at 2:05 PM in the Lake Bluff Library Spruth Room, 123 E. Scranton Ave., Lake Bluff, Illinois.

Present from the Library: Library Director Eric Bailey, Community Engagement Coordinator Amy vanGoethem, and Board Members Cal Stroh and Janie Jerch.

Present from the Lake Bluff Museum: Board Member Cathy McKechney.

Present from the Village: Finance Director Susan Griffin

2. Approval of the October 21, 2015 Minutes: Cal Stroh moved to approve the October 21, 2015 minutes as presented, seconded by Janie Jerch and approved unanimously on a voice vote.

3. Facility Report – Chairman Bailey

- a. Eric noted that the Library and Museum Boards both approved a resolution regarding the use of the 2nd floor foyer. This resolution was presented in draft form at the October 21, 2015 meeting.
- b. The Library engaged Ireland Heating to replace the heat exchanger in both of the heating units. The heat exchanger in one unit was cracked, but the other unit is inaccessible to confirm that the exchanger is damaged. Ireland suggested that the exchanger should be replaced in the second unit as it was installed at the same time and it can be replaced when the other heating unit is out of the way. The issues with the zone sensors and air flow control valves that are not working properly will be corrected in the spring.
- c. The Library updated the Wi-Fi system to provide more extensive coverage of the building void zones. The Friends of the Library financed the replacement of the router and antenna. The name of the Wi-Fi is "LBPL Hotspot" and there is no password needed; however users must agree to the terms of use.
- d. The exterior beams at the top of the building will be refinished in the spring.
- e. Shelving in a portion of the children's section is being considered for replacement.

4. Annual Report to Village Board

Eric distributed a draft annual report. The members requested these inclusions to the report:

1. Information about the HVAC system repairs;
2. Approved resolution regarding the 2nd Floor usage;
3. Museum "Artists" walking tour and Crabtree Farm tour; and
4. Collaboration between the Library and Museum on an upcoming presentation by past Library Board Member Judy Nickels on her book "A Competent Witness: Georgiana Yoke and the Trial of H.H. Holmes".

5. Other Business:

Cathy noted that the Museum will be presenting its casino night fundraising event in late February or early March to be held at the PNC bank building which was recently purchased by developer Jason Smith.

6. Next Meeting: **The next meeting will be scheduled for Wednesday June 15, 2016 at 2:00 PM at the Lake Bluff Library subject to change on the availability of the members.**

7. Adjournment: There being no further business, Member Meierhoff moved to adjourn the meeting at 2:40 PM, seconded by Member Jerch and all members present voted aye.

Respectfully submitted by
Recording Secretary Susan Griffin

DRAFT

New Business

Fundraising for Building Project

On January 7th the Board of Trustees met with Philip Hood regarding fundraising possibilities for a potential building project.

RECOMMENDATION: Discussion of the information provided by Phil was postponed until the January 19th meeting. Additionally, information about the approval process and variances to be sought was obtained from Village Building Codes Supervisor Mike Croak. Copies of the minutes of both meetings are included (4A and 10B-C).

Budget for FY2016-2017

Attached is the rough draft of the budget for Fiscal Year 2016-2017. The budget was reviewed by the Finance Committee on January 5th.

RECOMMENDATION: Final approval is not sought at this time, only comment and feedback. Final approval will be next month, at the February board meeting. If possible, please pass any budget questions along to the Director ahead of the meeting.

Intergovernmental Agreement Committee Annual Report

The attached annual report was presented to the Intergovernmental Agreement Committee on January 8th. It was accepted by vote.

RECOMMENDATION: The report is presented here for acceptance by the Library Board. Only a voice vote is needed to accept the report.

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

80-40

CODE/LINE ITEM	Actual FY 13/14	Actual FY 14/15	BUDGET FY 15/16	Estimated Actual FY 15/16	BUDGET FY 16/17	% CHANGE BUDGET TO BUDGET FY 16-17	\$ CHANGE	% CHANGE EST ACTUAL TO BUDGET FY 16-17	\$ CHANGE
TAXES									
103-10000 Property Taxes	849,607	850,197	873,917	873,917	886,047	1.4%	12,130	1.4%	12,130
TOTAL TAXES	849,607	850,197	873,917	873,917	886,047	1.4%	12,130	1.4%	12,130
FINES & FORFEITURES									
503-65000 Fines	14,493	11,242	12,000	11,944	12,500	4.2%	500	4.7%	556
TOTAL FINES & FORFEITURES	14,493	11,242	12,000	11,944	12,500	4.2%	500	4.7%	556
CHARGE FOR SERVICES									
403-48300 Photocopy Charges	2,187	2,188	2,000	2,171	2,000	0.0%	0	-7.9%	(171)
403-48500 Non-Resident Fees	7,142	7,470	7,000	8,577	7,000	0.0%	0	-18.4%	(1,577)
TOTAL CHARGE FOR SERVICES	9,329	9,657	9,000	10,747	9,000	0.0%	0	-16.3%	(1,747)
OTHER									
NEW District 65 Agreement	0	0	0	1,000	1,000	---	1,000	0.0%	0
603-70000 Village Contribution	7,800	7,900	7,900	7,900	7,900	0.0%	0	0.0%	0
603-70000 Vliet Operating Cost Contrib	0	0	0	0	0	---	0	---	0
603-75000 Interest Income	320	279	400	486	400	0.0%	0	-17.7%	(86)
603-78500 Naperville/Impact Fees	0	0	0	0	0	---	0	---	0
603-89000 Miscellaneous Income	5,963	1,434	3,000	1,775	2,500	-16.7%	(500)	40.9%	725
TOTAL OTHER	14,084	9,613	11,300	11,160	11,800	4.4%	500	5.7%	640
TOTAL REVENUES	887,513	880,709	906,217	907,769	919,347	1.4%	13,130	1.3%	11,578
FUND BALANCE RESERVES	100,000	34,900	0	0	59,000	---	59,000	---	59,000
LIBRARY FUND REVENUE	987,513	915,609	906,217	907,769	978,347	8.0%	72,130	7.8%	70,578
FUND BALANCE:				33,300	(0)				
<i>May 1</i>	409,937	512,040	512,040	512,040	524,216				
<i>April 30</i>	512,040	557,370	512,130	524,216	524,216				

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

12B

80-60-001-

CODE/LINE ITEM	Actual FY 13/14	Actual FY 14/15	BUDGET FY 15/16	Estimated Actual FY 15/16	BUDGET FY 16/17	% CHANGE BUDGET FY 16--17	\$ CHANGE FY 16--17	% CHANGE EST FY 16--17	\$ CHANGE FY 16--17
PERSONNEL SERVICES									
40000 Librarian Salaries	215,026	240,749	224,000	301,988	311,000	38.8%	87,000	3.0%	9,012
40050 Staff Salaries	212,634	220,913	259,000	193,807	176,000	-32.0%	(83,000)	-9.2%	(17,807)
40400 Medical Insurance	45,272	59,086	80,000	72,000	74,000	-7.5%	(6,000)	2.8%	2,000
40900 Other Employee Benefit	288	62	250	160	250	0.0%	0	56.3%	90
40950 IL Municipal Retire Fund	40,704	45,838	45,000	45,000	46,000	2.2%	1,000	2.2%	1,000
40951 Social Security (Note 1)	31,927	34,517	37,000	37,177	37,000	0.0%	0	-0.5%	(177)
TOTAL PERSONNEL SERVICES	545,851	601,164	645,250	650,132	644,250	-0.2%	(1,000)	-0.9%	99,399
CONTRACT. SERVICES/COMMODITIES									
41000 Building Maintenance	22,208	20,253	24,000	25,658	28,000	16.7%	4,000	9.1%	2,342
41020 Elevator Maintenance	2,207	2,144	2,000	2,000	2,000	0.0%	0	0.0%	0
41050 Grounds Maintenance	7,885	8,871	8,000	4,805	8,000	0.0%	0	66.5%	3,195
41303 Copier Maintenance	6,365	4,042	4,500	5,950	5,000	11.1%	500	-16.0%	(950)
41304 Other Professional Service	50	20,387	5,000	12	1,000	-80.0%	(4,000)	8233.3%	988
41305 Computer Services	11,369	11,675	15,000	11,160	12,000	-20.0%	(3,000)	7.5%	840
41350 Legal & Accounting	17,892	2,126	2,500	4,245	3,000	20.0%	500	-29.3%	(1,245)
42400 Professional Development	4,227	4,574	3,000	994	3,000	0.0%	0	201.7%	2,006
42440 Dues	1,409	1,878	2,000	3,534	2,000	0.0%	0	-43.4%	(1,534)
43230 Utilities	8,443	9,481	9,000	13,202	12,500	38.9%	3,500	-5.3%	(702)
43300 Postage	2,788	2,222	3,000	1,875	3,000	0.0%	0	60.0%	1,125
43400 Printing/E-Newsletter	8,689	7,904	8,500	10,227	9,500	11.8%	1,000	-7.1%	(727)
43550 Office Supplies	5,604	4,623	5,750	4,047	5,000	-13.0%	(750)	23.6%	953
43660 Building & Grounds Supplies	1,925	1,685	2,000	1,838	2,000	0.0%	0	8.8%	162
43670 Technical Services Supplies	4,276	3,700	5,000	3,962	9,500	90.0%	4,500	139.8%	5,538
43700 Hospitality Program Supplies	843	339	500	53	500	0.0%	0	845.7%	447
43730 Outreach Supplies	0	0	1,000	1,081	1,000	0.0%	0	-7.5%	(81)
43740 Adult Program Supplies	4,329	3,565	5,000	5,000	5,000	0.0%	0	0.0%	0
43750 Juvenile Program Supplies	6,800	6,773	5,800	5,800	5,800	0.0%	0	0.0%	0
43740 Teen Program Supplies	0	0	1,200	1,200	1,200	0.0%	0	0.0%	0
45000 Adult Nonfiction	17,544	17,698	17,000	17,000	17,000	0.0%	0	0.0%	0
45100 Adult Fiction	13,992	14,170	14,000	14,000	14,000	0.0%	0	0.0%	0
45110 Adult Large Print	936	524	500	500	500	0.0%	0	0.0%	0
45200 Adult Audio-Visual	11,166	14,519	15,000	15,000	15,000	0.0%	0	0.0%	0
45220 Adult E-Reference	20,191	21,838	21,000	21,000	21,000	0.0%	0	0.0%	0
45400 Juvenile Non-fiction	7,470	7,167	7,000	7,000	7,000	0.0%	0	0.0%	0
45410 Picture Books, Readers	5,178	5,024	5,000	5,000	5,000	0.0%	0	0.0%	0
45420 Juvenile Fiction	6,179	5,213	9,000	9,000	9,000	0.0%	0	0.0%	0
45430 Juvenile Audio-Visual	3,512	1,914	1,500	1,500	1,500	0.0%	0	0.0%	0
45440 Juvenile eReference	0	334	2,000	2,000	1,000	-50.0%	(1,000)	-50.0%	(1,000)
45460 Ebooks	7,999	12,017	6,250	6,250	10,000	60.0%	3,750	60.0%	3,750
45470 Graphic Novels	375	508	500	500	500	0.0%	0	0.0%	0
45450 Teen Books	2,680	2,700	2,750	2,750	2,750	0.0%	0	0.0%	0
45500 Periodicals	5,382	5,704	6,000	6,000	6,750	12.5%	750	12.5%	750
45510 Video Games	2,873	3,404	3,500	3,500	3,500	0.0%	0	0.0%	0
45600 Public & Staff PC Software	892	3,004	5,000	4,435	5,000	0.0%	0	12.7%	565
45610 Library Automation Software	46,053	20,297	22,000	20,297	21,000	-4.5%	(1,000)	3.5%	703
45900 Minor Equipment	0	0	0	0	0	---	0	---	0
46000 Miscellaneous Expenditure	2,081	3,098	1,000	2,123	2,000	100.0%	1,000	-5.8%	(123)
TOTAL CONTRACT/COMMOD.	271,813	255,375	251,750	244,499	261,500	3.9%	9,750	7.0%	17,001
CAPITAL OUTLAY									
49000 Library Furnishings	4,015	1,930	1,000	0	26,000	2500.0%	25,000	---	26,000
49120 Exterior Bldg Improvements	11,372	7,208	1,000	0	5,000	400.0%	4,000	---	5,000
49350 Computer Equipment	38,444	1,190	1,000	42	5,000	400.0%	4,000	11804.8%	4,958
49400 Library Equipment	8	397	1,000	150	31,000	3000.0%	30,000	20595.6%	30,850
50000 Contingency	13,906	3,016	5,127	770	5,597	9.2%	470	626.7%	4,827
TOTAL CAPITAL OUTLAY	67,746	13,740	9,127	962	72,597	695.4%	63,470	7446.5%	71,635
LIBRARY TOTAL	885,410	870,279	906,127	895,593	978,347	8.0%	72,220	9.2%	82,754

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

COF	LINE ITEM	ACTUAL FY 13/14	ACTUAL FY 14/15	BUDGET FY 15/16	Estimated Actual FY 15/16	BUDGET FY 16/17	% CHANGE BUDGET TO FY 16--17	\$ CHANGE BUDGET TO FY 16--17	% CHANGE EST ACTUAL FY 16--17	\$ CHANGE EST ACTUAL FY 16--17
REVENUES 82-40-603										
GRANTS										
73000	Per Capita Grant	5,868	7,153	7,153	7,153	7,153	21.9%	1,285	21.9%	1,285
73400	Miscellaneous Grants	0	0	5,000	0	5,000	-66.7%	(10,000)	---	5,000
TOTAL GRANTS		5,868	7,153	12,153	7,153	12,153	-41.8%	(8,715)	107.1%	6,285
DONATIONS										
78200	Tech 4 U Donations	0	0	0	0	0	---	0	---	0
78000	Unrestricted Donations	185	1,289	1,000	990	1,000	-80.0%	(4,000)	439.4%	815
78100	Restricted Donations	10,463	5,092	20,000	16,766	15,000	33.3%	5,000	91.1%	9,537
TOTAL DONATIONS		10,648	6,381	21,000	17,757	16,000	5.0%	1,000	97.2%	10,352
75000	Interest Earnings	0	0	0	0	0	---	0	---	0
TOTAL FUND REVENUES		16,516	13,534	33,153	24,909	28,153	-18.9%	(7,715)	100.7%	16,637

EXPENDITURES 82-60-001

OTHER/GRANT PROGRAMS

44800	Per Capita Grant Expend	3,578	8,919	7,153	7,153	7,153	21.9%	1,285	99.9%	3,575
44825	Misc Grant Expenditures	0	0	5,000	0	5,000	-66.7%	(10,000)	---	5,000
99999	Use of Unrestrict Donation	0	5,869	1,000	990	1,000	-80.0%	(4,000)	---	1,000
99999	Use of Restricted Donations	12,879	0	20,000	16,766	15,000	33.3%	5,000	55.3%	7,121
		16,457	14,789	33,153	24,909	28,153	-18.9%	(7,715)	101.4%	16,696

CAPITAL OUTLAY

49000	Bird Memorial Children's	0	0	0	0	0	---	0	---	0
49350	Tech 4 U Automation	0	0	0	0	0	---	0	---	0
		0	0	0	0	0	---	0	---	0

TOTAL EXPENDITURES

		16,457	14,789	33,153	24,909	28,153	-18.9%	(7,715)	101.4%	16,696
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FUND BALANCE:

<i>May 1</i>	114,992	115,051	115,051	115,051	115,051
<i>April 30</i>	115,051	113,796	115,051	115,051	115,051

Notes on Budget lines for the December Draft of the 2016-2017 Fiscal Year Budget

PERSONNEL

40000 – Librarian Salaries – The proposed budget factors raises of 3-5% based on merit and staff retention planning.

40050 – Staff Salaries – The proposed budget factors raises of 3-5% based on merit and staff retention planning.

40400 – Medical Insurance – Fewer individuals are budgeted for, but costs are expected to increase.

40900 – Other Employee Benefits – This line provides flu vaccines for Library staff members. The amount budgeted this year is sufficient.

40950 – IMRF – The IMRF contribution rate remains at 10.57% for the time being. This budget number is based on the rate and projected salaries for IMRF eligible staff members.

40951 – Social Security – The increase in this line reflects the annual growth in the cost of the Library's Social Security contributions. The estimate is based off of current salaries and past trends.

CONTRACT SERVICES/COMMODITIES

41000 – Building Maintenance – This line reflects known contracts for emergency sprinkler system maintenance, janitorial service, window cleaning, and misc. maintenance. Costs are projected to increase for the next budget year. Depending on repairs to the HVAC system, the Library may need to change to a more expensive HVAC maintenance contract.

41020 – Elevator Maintenance – Maintenance of the elevator, based off our current contract and the amount spent on non-contract repairs in the past. A small increase is projected.

41050 – Grounds Maintenance – This line reflects the known annual cost of grounds maintenance, provided primarily but not exclusively by Isauro Reyes. A change in vendors has lowered the cost, but winter snow removal charges remain weather dependent and unpredictable. The present amount budgeted is sufficient.

41303 – Copier Maintenance – This line reflects our known contract with ISBS for maintenance; copier breakdowns are difficult to predict. A small increase, reflecting that one copier is no longer brand new and the other is in the last few years of its life.

41304 – Other Professional Services – No specific services are being considered at this time, so this budget line can be lowered accordingly.

41305 – Computer Services – This line reflects the known expenses of Computer View's maintenance of our Local Area Network. We are locked in at our current rate for FY 2016-2017, making this relatively predictable. A small decrease, eliminating head room previously included due to uncertainties about the contract.

41350 – Legal and Accounting – The library's policy manual requires revision and moving forward with any building and HVAC projects will require some legal consultation. The small increase reflects these expected needs.

42400 – Professional Development – This line reflects money for continuing education and tuition reimbursement. It is calculated based off of library goals and previous spending, and the current amount is sufficient.

42440 – Dues – These funds pay for the organizational membership of the Library and its staff. It is calculated based on previous year's expenditures. The current amount is sufficient.

43230 – Utilities – These funds pay for the few utilities that are the Library's responsibility. Water, phone, and internet service primarily. The increase reflects increases to known contracts, particularly phone and internet service.

43300 – Postage – Money used for the purchase of stamps. We rely less and less on physical mail for communications, but the cost has increased. A small increase is budgeted.

43400 – Printing/eNewsletter – The cost of printing the Library's quarterly newsletter is projected to increase, given the increase in programming, events, and news to be included.

43550 – Office Supplies – These funds are used for the purchase of binders, paperclips, etc. The total is calculated using past expenses (which have been fairly consistent).

43660 – Building and Grounds Supplies – Supplies to maintain the grounds. Predicted based off previous expenses. The number currently budgeted is sufficient.

43670 – Technical Services Supplies – Book covers, tape, and other supplies used in cataloging and processing materials. A focus on user fewer supplies per item allows for lower projected costs.

43700 – Hospitality Program Services – Supplies for meetings and programs. Predicted based off previous expenses. The number currently budgeted is sufficient.

43730 – Outreach Supplies – Staff time has been allotted to increase the Library's visibility within the community and to identify and target underserved segments of the community. The number currently budgeted is sufficient.

- 43710 – Adult Program Supplies** – Funds for Adult Programs. The number currently budgeted is sufficient.
- 43720 – Juvenile Program Supplies** – Funds for Juvenile Programs. The number currently budgeted is sufficient.
- 43740 – Teen Program Supplies** – A new line with funds for Teen Programs. The number currently budgeted is sufficient.
- 45000 – Adult Non-Fiction** – Funds for purchasing adult non-fiction books. The number currently budgeted is sufficient.
- 45100 – Adult Fiction** – Funds for purchasing adult fiction books. The number currently budgeted is sufficient.
- 45110 – Adult Large Print** – Funds for purchasing large print books. Based on collection size and space, the current funds are adequate.
- 45200 – Adult Audio Visual Materials** – Funds for music, blu-rays, DVD's, and audiobooks for adults. This collection sees high use but is constrained by space limitations; the current budget number is appropriate.
- 45220 – Adult eReference** – Databases aimed towards an adult audience. Increasing usage of existing databases has higher priority at this time than increasing the number available. The number currently budgeted is sufficient.
- 45400 – Juvenile Non-fiction** – Funds for purchasing print Juvenile Non-fiction. The current amount of money is adequate.
- 45410 – Juvenile Picture Books** – Funds for purchasing print picture books. The current amount of money is adequate.
- 45420 – Juvenile Fiction** – Funds for purchasing print Series, Fiction, Beginning Reader, and Graphic Novel titles. The current amount of money is adequate.
- 45430 – Juvenile Audio Visual** – Funds for juvenile DVD's, Blu-rays, Music, and Audiobooks. Audiobooks and Music have been decreasing in popularity; space for juvenile DVD's is limited. The current amount of money is adequate.
- 45440 – Juvenile eReference** – Databases aimed towards a younger audience. The current amount of money is adequate.
- 45460 – eBooks** – Money to purchase eBooks and eAudiobooks that will be available only to our patrons. The increase reflects the less certain nature of receiving a Per Capita Grant next year, given the state of the Illinois budget. Ordinarily these grant funds support this budget line.

45470 – Graphic Novels – Money to purchase adult graphic novels. The current number meets the Library's needs.

45450 – Teen Books – Money to purchase teen books. The current number meets the Library's needs.

45500 – Periodicals – Money to pay for magazine subscriptions. A slight increase to meet repeated requests for the New York Times.

45510 – Video Games – Video games in a wide variety of formats. The current amount meets the Library's needs.

45600 – Public and Staff PC Software – Licenses for software used by the staff and/or the public. The number reflects past trends. The current number meets the Library's needs.

45610 – Library Automation Software – This line covers the cost of the Library's Integrated Library System. The current number meets the Library's needs.

45900 – Miscellaneous Expenditure – Funds to cover minor purchases that do not fit elsewhere. This is based primarily on past experience. Given the projects planned for the next year, the total allocated is increased slightly.

CAPITAL OUTLAY

49000 – Library Furnishings – Money for interior furnishings. A total of \$2,000 is budgeted for regular replacements of furnishings. A total of \$25,000, based on an estimate received from Library Furniture International, from general reserve is budgeted for replacement of the children's juvenile fiction and nonfiction shelving.

49120 – Exterior Building Improvements – Money for exterior improvements. The exterior beams on the peak of the library's roof need to be sanded and protected next summer. Concrete work is needed on the Spruth Room entrance. Both projects will cost around \$2,000. I have budgeted \$1,000 for unknown projects and \$4,000 in reserve funds for these specific projects.

49350 – Computer Equipment – Money budgeted for special or regularly scheduled updating of the Library's computer network. A total of \$10,000 is budgeted for routine computer replacements per the library's hardware upgrade schedule.

49400 – Library Equipment – Miscellaneous equipment, such as book carts or projector screens. A small amount of money is budgeted for the unexpected, and \$30,000 from reserves is budgeted for work needed on the Library's HVAC system.

50000 – Contingency – Money set aside to handle any significant expenses that arise during the fiscal year. The primary purpose of this money has been to be the core of the funds going into reserve in the next year. This year, it will serve as the primary source of funds for any capital expenses that arise.

Intergovernmental Agreement Committee Annual Report

January 1 – December 31, 2015

Submitted by Eric Bailey, Library Director

The Intergovernmental Committee met three times in 2015, but the museum and library worked together far more than that would suggest.

Activities

Some highlights from the last year include:

- The museum hosted Santa Claus during the 'It's a Wonderful Life' December 5 festivities, while library elves read stories to children.
- The Trivia Night at the Lake Bluff Brewery and Story Time on the Village Green during the Farmer's Market were big, successful programs for the library.
- The museum held its annual Trinkets and Treasures sale, held the second annual Auto Show and Block Party, and conducted the 'Uptown,' 'Camp Meeting Cottages,' 'Camp Meeting, Chautauquas, Artists and Anarchists,' and 'Holiday Home' walking tours.
- The museum also successfully raised funds for the restoration and installation of the mural that formerly hung in East School.
- The museum also conducted a tour of Crabtree Farms Arts and Crafts collection.
- An agreement was reached between the museum and library regarding the use of the Second Floor Foyer as a public study space.
- The library and museum will be holding a joint program on January 24th, 2016, featuring local author Judy Nickels.

Facilities

Highlights of facilities issues:

- Bruce Brugioni was contracted to repair crumbling brickwork on the free standing wall next to the joint entrance staircase.
- Repair and cleaning of the flashing on the building is planned for next spring.
- Both heating units in the library's HVAC will be replaced in January, 2016, and further repair work to restore optimal efficiency will be carried out in spring 2016.

Recommendations

- The library has completed a long range plan, which involved connecting with community organizations and representatives of key demographics. Museum input was invaluable, and continued discussion is essential going forward.

- The library is also continuing its space usage study, considering how a potential building project could be funded, and will stay in touch with the museum as the project progresses are made.
- The possibility of the library contributing further to the Ghost Walk, to help continue this Lake Bluff tradition, remains worth discussing.

Respectfully submitted,
Eric Bailey
Library Director
Lake Bluff Public Library

Director's Report

HVAC Update

Work is scheduled to begin on installing the new heating units on Tuesday, January 19, 2016.

Spanish Language Materials/Programs

In discussion with Lake Bluff Elementary and Middle School staff, materials and programs for ESL Spanish speakers were identified as a need. The Library has purchased 25-30 Spanish language books for young readers. They are presently interfiled with other collections until there are enough to constitute a collection of their own. The materials are identified by purple tape over their spine label. Additionally, staff member Liliana LaValle will be leading a series of English Lessons for ESL speakers this winter.

Teen Services

In an effort to offer enhanced service to teens using the Library, we have begun staffing a Teen Services Desk on a part-time basis. Teen Service Librarian Eliza Jarvi works from a portable desk on the second floor near the Teen collection several afternoons a week.

Community Survey

The Patron Satisfaction survey kicked off on January 1st. Per Martha O'Hara, who is overseeing the progress of the survey, we have received about 50 responses thus far. Thanks also to Board Member Tim Kregor for his help in crafting the survey.

Library Hours

Following up on a suggestion from Joe Huberty of Engberg Anderson, our space analyst, I have been carefully examining the Library's hours to determine if a change to when we are open might allow us to better serve the community. I will be meeting with the Building and Grounds Committee to discuss this further.

Holiday Decorations

We received a lot of compliments on our holiday decorations and book tree. Martha O'Hara, Liliana LaValle, and Claire Osada deserve credit for the tree. Liliana led the creation of the hanging ornaments on display. A few patrons were impressed enough that they requested a copy of the instructions.

Author Event?

Justin Peters, a writer for *Slate* magazine and a Lake Bluff native, has a new non-fiction book out. Carol Carter has been in touch with the family, and a speaking event may be in the works. Justin received Honorable Mention for his participation in the 1994 Phyllis Fox Memorial Writing Contest.

eNewsletter

Per Liliana LaValle, our eNewsletter mailing list is now over 1,000 recipients. Our open rate is 49%. Online resources list 10-20% as typical for eNewsletters, so this is very good.

Adult Winter Reading Club

Liliana has also done a fantastic job with this year's Adult Winter Reading Club. The theme is 'A Ticket to Read.' Patrons have a passport with 8 activities that will take them all around the library. Most visible is the world map by the circulation desk—patrons must read a book and then put a dot on the country where the book took place.

Upgraded Wireless Network

Thanks to a donation from the Friends of the Library we were able to upgrade our wireless network. The improved system also provides access in the library's meeting rooms. I am working with our network maintenance company, CVI, to add a blurb thanking the Friends to our wireless login page.

Monthly Statistics Summary

December 2015

15A

Library Usage Summary

Total December Circulation

FY	Total	Avg. Circ/Hour	% Change
15-16	8,246	37.31	0.56%
14-15	8,200	36.61	-3.58%
13-14	7,657	34.34	-2.71%

Total December Visits

FY	Total Visits	Avg. Visits/Hour	% Change
15-16	5,261	23.81	0.56%
14-15	5,232	23.36	6.60%
13-14	4,908	22.01	-3.46%

Total December Programs

FY	# of Programs	% Change	Attendance	% Change
15-16	19	72.73%	341	30.65%
14-15	11	-42.11%	261	5.24%
13-14	19	-13.64%	248	-8.82%

Online Access

Total December eMaterial Circulation

FY	eBook/eAudio	eVideo	eMusic	eMagazines	% Change
15-16	695	0	227	19	11.49%
14-15	632	1	183	28	14.05%
13-14	449	N/A	204	87	39.36%

Total December Website Usage

FY	Page Loads	% Change	Unique Visitors	% Change
15-16	6,922	-12.88%	4,388	-10.19%
14-15	7,945	-6.45%	4,886	-6.04%
13-14	8,493	16.12%	5,200	11.11%

Total December Database Usage

FY	Research*	Novelist	Tumble Books	% Change
15-16	905	618	18	53.64%
14-15	513	481	9	279.92%
13-14	94	169	1	142.20%

Other Services

Total December Other Services

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
15-16	0	112	29	4
14-15	1	99	48	9
13-14	2	109	17	N/A

Total Circulation Fiscal Year to Date

FY	Total	Avg. Circ/Hour	% Change
15-16	72,539	39.51	0.86%
14-15	71,922	39.60	-6.09%
13-14	76,583	42.08	0.34%

Total User Visits Fiscal Year to Date

FY	Total Visits	Avg. Visits/Hour	% Change
15-16	48,679	26.48	1.29%
14-15	48,057	26.39	-16.52%
13-14	57,566	31.78	-0.32%

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
15-16	234	16.42%	5,141	4.77%
14-15	201	-25.56%	4,907	-4.25%
13-14	270	19.47%	5,125	-0.06%

Total eMaterial Circulation Year to Date

FY	eBook/eAudio	eVideo	eMusic	eMagazines	% Change
15-16	5,671	8	1,471	216	19.69%
14-15	4,361	27	1,395	371	8.06%
13-14	3,468	N/A	1,836	391	38.23%

Total Website Usage Fiscal Year to Date

FY	Page Loads	% Change	Unique Visitors	% Change
15-16	74,340	9.05%	44,951	9.03%
14-15	68,173	-15.17%	41,229	-11.93%
13-14	80,367	14.78%	46,815	0.30%

Total Database Usage Fiscal Year to Date

FY	Research*	Novelist	Tumble Books	% Change
15-16	4,430	6,191	459	173.31%
14-15	2,268	1,672	114	145.85%
13-14	539	1,056	54	96.08%

Total Other Services Fiscal Year to date

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
15-16	25	1,022	309	26
14-15	28	1,018	277	96
13-14	29	1,083	205	N/A

* Research Databases include all EBSCO databases, ProQuest Chicago Tribune, HeritageQuest Online, Ancestry.com, and Mango Languages

Monthly Statistics Summary

December 2015

Adult Services Summary

Total December Circulation

FY	Fiction	Non Fiction	A/V	Total	% Change
15-16	838	800	2,320	4,255	2.33%
14-15	920	630	2,337	4,158	-6.83%
13-14	890	750	2,436	4,463	-2.98%

Total Circulation Fiscal Year to Date

FY	Fiction	Non Fiction	A/V	Total	% Change
15-16	7,554	6,650	16,971	33,519	-2.68%
14-15	8,166	5,457	17,942	34,442	-11.64%
13-14	9,118	5,931	21,046	38,980	-2.76%

Total December Programs

FY	# of Programs	% Change	Attendance	% Change
15-16	11	175.00%	80	42.86%
14-15	4	-33.33%	56	-9.68%
13-14	6	-33.33%	62	-23.46%

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
15-16	80	60.00%	1,049	66.24%
14-15	50	-26.47%	631	-11.13%
13-14	68	7.94%	710	23.48%

Teen Services Summary

Total December Circulation

FY	Total	% Change
15-16	171	-5.52%
14-15	181	-3.21%
13-14	187	5.06%

Total Circulation Fiscal Year to Date

FY	Total	% Change
15-16	1,108	-35.51%
14-15	1,718	-6.32%
13-14	1,834	-10.05%

Total December Programs

FY	# of Programs	% Change	Attendance	% Change
15-16	5	66.67%	26	225.00%
14-15	3	-40.00%	8	-52.94%
13-14	5	-16.67%	17	-39.29%

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
15-16	39	-30.36%	220	27.17%
14-15	56	64.71%	173	-3.89%
13-14	34	-2.86%	180	-23.08%

Youth Services Summary

Total December Circulation

FY	Fiction	Non Fiction	A/V	Total	% Change
15-16	1,699	236	809	2,760	-4.83%
14-15	1,805	269	820	2,900	32.84%
13-14	1,220	273	688	2,183	-15.29%

Total Circulation Fiscal Year to Date

FY	Fiction	Non Fiction	A/V	Total	% Change
15-16	19,217	3,706	6,423	29,466	2.63%
14-15	18,441	2,927	7,300	28,712	-2.51%
13-14	18,284	3,201	7,911	29,452	-0.92%

Total December Programs

FY	# of Programs	% Change	Attendance	% Change
15-16	3	-25.00%	235	19.29%
14-15	4	-50.00%	197	16.57%
13-14	8	14.29%	169	3.68%

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
15-16	115	21.05%	3,872	-5.63%
14-15	95	-43.45%	4,103	-3.12%
13-14	168	31.25%	4,235	-1.94%

Technical Services Summary

Total December Activity

FY	Acquisitions	Deletions
15-16	564	511
14-15	373	1,292
13-14	456	141

Total Activity Fiscal Year to Date

FY	Acquisitions	Deletions
15-16	4,718	3,146
14-15	4,507	4,095
13-14	5,158	4,695

Monthly Statistics Summary
December 2015

Community Penetration--Physical Collection

December

	# 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	676	32.90%
Total active households	1,342	65.30%

October

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

September

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

August

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

July

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

June

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

May

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

Monthly Statistics Summary
December 2015

150

Ap

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

March

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

February

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

January

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

Friends of the Library Meeting Dates

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

January 19, 2016

agenda

<u>Item</u>	<u>DOCUMENT</u>	<u>Section</u>
1,2 CTO, Additions (2 minutes)(7:02pm)		
	Document Summary	1A
	Agenda	2A-2B
3 Opportunity to Address Board		
4 Consent Agenda		
	Minutes of December 15th, 2015 Board of Trustees Meeting (action)(2 minutes)(7:04pm)	3A-3B
	Minutes of January 7th, 2016 Special Meeting of the Board (action)(2 minutes)(7:06pm)	4A
5 Treasurer's Report and Financial Reports (White and Yellow) (5 minutes)(7:11pm)		
	December Financial Summary Report (action)(available at meeting)	5A-5C
	December Detailed Revenue & Expense Report (action)(available at meeting)	6A-6E
	December Detailed Balance Sheet (action)(available at meeting)	7A-7D
6 Approval of Checks (Green) (10 minutes)(7:21pm)		
	December Manual Check Report (action)(available at meeting)	8A
	December Check Register (action)(available at meeting)	9A-9M
7 Committee Reports (30 minutes)(7:51pm)		10A-10G
8 New Business		11A
	Fundraising for Building Project (possible action)(30 minutes)(8:21pm)	
	Budget for FY2016-2017 (15 minutes)(8:36pm)	12A-12H
	IAC Annual Report for 2015 (action)(5 minutes)(8:41pm)	13A-13B
9 Old Business		
	(No Items)	
10 Director's Report (5 minutes)(8:46pm)		
	Librarian's Narrative Report	14A-14B
11 Executive Session(s) (30 minutes if entered)		
12 Any and All Other Business ...		
13 Adjournment (1 minute)(8:47pm)		
14 Attachments		
	Usage Statistics for the Month of November	15A-15D
	Friends Meeting Attendees for 2016	16A
	Blank Copy of Director's Evaluation Form	17A-17D

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, January 19th, at 7:00 PM
 123 E. Scranton Ave, Lake Bluff, IL 60044
 Enter through Library main entrance

1. **Call to Order (7:00pm)**
2. **Additions & Corrections to the Agenda (2 minutes)(7:02pm)**
3. **Opportunity for Public to Address the Board (limit 5 minutes per person per meeting)**
4. **Approval of Minutes**
 - a. Approval of Minutes of December 15th, 2015 Regular Board Meeting **(action)(2 minutes)(7:04pm)**
 - b. Approval of Minutes of January 7th, 2016 Special Meeting of the Board **(action)(2 minutes)(7:06pm)**
5. **December 2015 Financial Reports – Detailed Balance and Revenue/Expense (White and Yellow Pages) (action)(5 minutes)(7:11pm)**
 - a. December Financial Summary Report
 - b. December Detailed Revenue & Expense Report
 - c. December Detailed Balance Sheet
6. **Approval of checks (Green Pages) (10 minutes)(7:21pm)**
 - a. December Manual Checks (12450-12453) **(action)**
 - b. December Monthly Checks (12454-12478) **(action)**
7. **Committee Reports (30 minutes)(7:51pm)**
(Committees that met)
 - a. Building Task Force (**CHAIR:** Meierhoff. **MEMBERS:** Schons.)
 - b. Finance Committee (**CHAIR:** Butler. **MEMBERS:** Kregor.)
 - c. Human Resources Committee (**CHAIR:** Butler. **MEMBERS:** Meierhoff, Stroh, Wojda.)
 - d. Intergovernmental Committee (**CHAIR:** Bailey. **MEMBERS:** Jerch and Stroh.)
 - e. Special Meeting of Library Board
(Committees that did not meet)
 - f. Building and Grounds Committee (**CHAIR:** Schons. **MEMBERS:** Jerch, Meierhoff, and Stroh.)
 - g. Long Range Planning Committee (**CHAIR:** Kregor. **MEMBERS:** Butler, Schons, and Wojda.)
 - h. Outreach Committee (**CHAIR:** Schons. **Members:** Butler.)
 - i. Technology Committee (**CHAIR:** Kregor. **MEMBERS:** Wojda.)

8. New Business

- a. Fundraising for Building Project (**possible action**)(30 minutes)(8:21pm)
- b. Budget for FY2016-2017 (**15 minutes**)(8:36pm)
- c. IAC Annual Report for 2015 (**action**)(5 minutes)(8:41pm)

9. Old Business

- a. (None)

10. Director's Report (5 minutes)(8:46pm)

- a. Director's Narrative Report

11. Executive Session(s)

(30 minutes if entered)

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

12. Any and all other business which may properly come before the Board**13. Adjournment (1 minute)(8:47pm)****Attachments:**

Statistics Report

Friends Meeting Attendees

Budget for FY2016-2017

IAC Annual Report

Blank Copy of Director's Evaluation Form

Upcoming Board Meetings: February 16, March 15, and April 19, 2016.