

July 19th, 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 June 21st, 2016 Board of Trustees Meeting (action)(2 minutes)(7:04pm)	3A-3C
	Minutes of June 27th, 2016 Summary Document Committee Meeting (action)(2 minutes)(7:06pm)	4A
5	Treasurer's Report and Financial Reports (White and Yellow) (5 minutes)(7:11pm)	
	June Financial Summary Report (action)	5A-5C
	June Detailed Revenue & Expense Report (action)	6A-6E
	June Detailed Balance Sheet (action)	7A-7D
6	Approval of Checks (Green) (5 minutes)(7:16pm)	
	June Manual Check Report (action)	8A
	June Check Register (action)	9A-9P
7	Committee Reports (10 minutes)(7:26pm)	
8	New Business	
	(None)	
9	Old Business	
	Fundraising Consultant (action)(30 minutes)(7:56pm)	10A-10C
	Agreement with District 115 (possible action)(15 minutes)(8:11pm)	11A-11E
10	Director's Report (5 minutes)(8:16pm)	
	Librarian's Narrative Report	12A-12B
11	Executive Session(s) (30 minutes if entered)	
12	Any and All Other Business ...	
13	Adjournment (1 minute)(8:17pm)	
14	Attachments	
	Usage Statistics for the Month of June	13A
	Friends Meeting Attendees for 2016	14A

**Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, July 19th, 2016 at 7:00 PM
123 E. Scranton Ave, Lake Bluff, IL 60044
Enter through Library main entrance**

- 1. Call to Order (7:00pm)**
- 2. Additions & Corrections to the Agenda (2 minutes)(7:02pm)**
- 3. Opportunity for Public to Address the Board (limit 5 minutes per person per meeting)**
- 4. Approval of Minutes**
 - a. Approval of Minutes of June 21st, 2016 Regular Board Meeting **(action)(2 minutes)(7:04pm)**
 - b. Approval of Minutes of June 27th, 2016 Summary Document Committee Meeting **(action)(2 minutes)(7:06pm)**
- 5. June 2016 Financial Reports – Detailed Balance and Revenue/Expense (White and Yellow Pages) (action)(5 minutes)(7:11pm)**
 - a. June Financial Summary Report
 - b. June Detailed Revenue & Expense Report
 - c. June Detailed Balance Sheet
- 6. Approval of checks (Green Pages) (5 minutes)(7:16pm)**
 - a. June Manual Checks (12662-12667) **(action)**
 - b. June Monthly Checks (12668-12704) **(action)**
- 7. Committee Reports (10 minutes)(7:26pm) (Committees that met)**
 - a. Finance Committee **(CHAIR: Butler. MEMBERS: Kregor.)**

(Committees that did not meet)

 - a. Building and Grounds Committee **(CHAIR: Schons. MEMBERS: Jerch, Meierhoff, and Stroh.)**
 - b. Building Project Task Force **(CHAIR: Meierhoff. MEMBERS: Schons.)**
 - c. Human Resources Committee **(CHAIR: Kregor. MEMBERS: Butler and Meierhoff.)**
 - d. Intergovernmental Committee **(CHAIR: Bailey. MEMBERS: Jerch and Stroh.)**
 - e. Long Range Planning Committee **(CHAIR: Wojda. MEMBERS: Schons.)**
 - f. Outreach Committee **(CHAIR: Schons. Members: Butler and Kregor.)**
- 8. New Business**
 - a. (None)

9. Old Business

- a. Fundraising Consultant (action)(30 minutes)(7:56pm)
- b. Agreement with District 115 (possible action)(15 minutes)(8:11pm)

10. Director's Report (5 minutes)(8:16pm)

- 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)(8:17pm)

Attachments:

Usage Statistics for the Month of June, 2016

Friends Meeting Attendees for 2016

Ter Molen, Watkins, and Brandt Fundraising Proposal

District 115 Nonresident Card Agreement

Upcoming Board Meetings: August 16, September 20, and October 18, 2016.

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, June 21, 2016, at 7:00 PM
123 E. Scranton Ave, Lake Bluff, IL 60044

1. **Call to Order:** President Kathy Meierhoff called the meeting to order at 7:03 pm. Present were Trustees Scott Butler, Tim Kregor, Janie Jerch, Carl Schons, Cal Stroh, Romain Wojda, and Library Director Eric Bailey.
2. **Additions & Corrections to the Agenda:** We added 'Vote Lake Bluff' to New Business and moved the Task Force report to Committee Reports.
3. **Opportunity for Public to Address the Board:** Mrs. Margaret Abel from Friends of the Library reported that the Women's Club of Lake Bluff donated \$1,000 for renovating the Children's room, and also noted that they donated more than \$8,000 for equipment for the computer room several years back. Also, Friends sponsored 'Donuts & Dads' the Saturday before Fathers' Day, which was well attended. Mrs. Abel questioned why the Library does not have an American flag. Lastly, she mentioned discovering that a child in Lake Bluff schools from Knollwood did not have a library card, and questioned how that could happen.
4. **Approval of Minutes**
 - a. Stroh moved, Butler seconded a motion to approve the minutes from the May 17th, 2016 Regular Board Meeting. All voted aye.
 - b. Butler moved, Stroh seconded a motion to approve the minutes from the June 2nd, 2016 Special Board Meeting. All voted aye.
 - c. Schons moved, Meierhoff seconded a motion to approve the minutes from the May 9th, 2016 Building Project Task Force Meeting. All voted aye.
5. **April and May 2016 Financial Reports**
 - a-c. The April Financial Summary Report, Detailed Revenue & Expense Report, and Detailed Balance Sheet were approved after a motion by Butler and a second by Stroh; all voted aye.
 - d-f. The May Financial Summary Report, Detailed Revenue & Expense Report, and Detailed Balance Sheet were approved after a motion by Butler and a second by Stroh; all voted aye.

Butler commended Director Bailey for bringing in the expenses for FY 2015-16 at more than \$33,000 under budget. Kregor stated that the Finance Committee should look at several budget line items, particularly as a means to augment our various collections.
6. **Approval of checks**
 - a-b. Butler moved, Stroh seconded a motion to approve the April Manual Checks (12582-12587) and the April Monthly Checks (12588-12624); all voted aye.
 - c-d. Butler moved, Stroh seconded a motion to approve the May Manual Checks (12625-12629) and the May Monthly Checks (12630-12661); all voted aye.
7. **Committee Reports**

(Committees that met.)

a. The Building Task Force (**CHAIR:** Meierhoff, **MEMBER:** Schons) was the only committee that met this month, on May 9th. Meierhoff and Schons felt that the Task Force has completed its work. Butler created a timeline so we would have a document of the building project up to this point.

Kregor pointed out that in order to ask for funds from donors, we need to decide what our rationale is for this capital improvement, and why we need more space. He will put together all his questions for the next board meeting. Butler, Schons, and Bailey will craft a short document addressing the need for this project.

We also discussed the role of the Village Board in this project. Bailey said he would talk with Drew Irvin about possible approaches.

The goal of these discussions is to enable the board to vote in July about moving forward.

(Committees that did not meet.)

b. Building and Grounds (**CHAIR:** Schons, **MEMBERS:** Jerch, Meierhoff, and Stroh)

c. Finance (**CHAIR:** Butler, **MEMBER:** Kregor)

d. Human Resources (**Chair:** Butler, **Members:** Meierhoff, Stroh, and Wojda)

e. Long Range Planning (**CHAIR:** Kregor, **MEMBERS:** Butler, Schons, and Wojda)

f. Outreach (**CHAIR:** Schons, **MEMBERS:** Butler.)

g. Intergovernmental (**CHAIR:** Bailey, **MEMBERS:** Jerch, Stroh)

8. New Business

a. The Task Force report was moved to Committee Reports.

b. Stroh moved and Butler seconded a motion to adopt the Prevailing Wage Ordinance. All voted aye.

c. Butler moved and Stroh seconded a motion to accept a Statement of Participation in the Nonresident Card Program. All voted aye.

d. The new organization 'Vote Lake Bluff' asked the Board what we want for future Library Trustees. A short discussion ensued.

9. Old Business: There was none.

10. Director's Report: Bailey said that more than 40 people attend the Dads & Donuts program before Father's Day. He will also check on how many of our out-of-library-district students are participating in the Summer Reading Program. Bailey will be the grand marshal for the 4th of July parade, representing the Library and the Board, with the banner "Explore the Past, Discover the Future at your Public Library." Finally, the staff is working on creating a more appealing statistics portal than will eventually go live via a link on the library website.

11. Executive Session: There was none.

a. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 and in compliance with the Open Meetings Act 5 ILCS 120/2 (c) (21)

b. To discuss the appointment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meeting Act 5 ILCS 120/2 (c) (21)

12. Any and all other business which may properly come before the Board: It was suggested that the Board invite our new employee, Skylar Reinhard, to a board meeting in the near future. Also, Meierhoff said that while attending the recent Friends of the Library meeting, she learned that they are providing new T-shirts for the parade participants that feature our new logo.

15. Adjournment

Wojda moved, Stroh seconded a motion to adjourn the meeting; all voted aye. Meeting adjourned at 8:58 pm.

Respectfully submitted,

Janie Jerch

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES
Summary Document Committee Meeting
Wednesday, June 29th, 2016

- 1) **Call to Order; Roll Call:** The meeting was called to order at 10:35 AM by Kathy Meierhoff. The committee met in the Children's Activity of the Lake Bluff Public Library building.

Present: Carl Schons, Scot Butler, and Kathy Meierhoff

Absent: None

Library Staff Present: Eric Bailey

Members of the Public: None

- 2) **Discussion of Single Page Building Project Recommendation**
- a) **REQUESTED:** An updated version of the single page document.
 - b) **RESOLVED:** That after review by the committee members, the document be sent to the full board soliciting feedback.
- 3) **Any other business:**
- a) (None)
- 4) **Adjournment:** Schons moved and Butler seconded a motion to adjourn the meeting at 11:42 AM.
- AYES: Meierhoff, Schons, and Butler.
 - NAYES: None
 - ABSENT: None

Respectfully submitted,

Eric Scott Bailey

Financial Summary

June, 2016

7/14/2016

5A

Description	FY 2016-17				FY 2015-16		
	Fiscal Year Total-to-Date	Budget	% of Budget Received/ Expensed	% of Actual Y-T-D	Previous Fiscal YTD	% of Budget Received/ Expensed	Budget
Revenues							
Property Taxes	\$ 452,753	\$ 886,048	51.1%	97.5%	\$ 443,350	50.7%	\$ 873,917
Rental Fines	1,954	12,500	15.6%	0.4%	2,344	19.5%	12,000
State Per Capita Grant	4,411	7,153	61.7%	0.9%	558	7.8%	7,153
Non-Resident Fees	1,449	7,000	20.7%	0.3%	1,536	21.9%	7,000
Miscellaneous Revenue	561	2,500	22.4%	0.1%	-	0.0%	3,000
Other Grants	-	5,000	0.0%	0.0%	-	0.0%	5,000
Photo-copy Charges	495	2,000	24.7%	0.1%	344	17.2%	2,000
Village Contribution to Vliet Costs	-	7,900	0.0%	0.0%	-	0.0%	7,900
Vliet Operating Cost Contrib	-	1,000	0.0%	0.0%	-	---	-
Interest Earnings	361	400	90.3%	0.1%	-	0.0%	400
Naperville (Impact) Fees	2,160	-	---	0.5%	4,192	---	-
Restricted Donations/Gifts	342	15,000	2.3%	0.1%	28	0.1%	20,000
Unrestricted Donations/Gifts	39	1,000	3.9%	0.0%	63	6.3%	1,000
Total Revenues	\$ 464,524	\$ 947,501	49.0%	100.0%	\$ 452,414	48.2%	\$ 939,370
Use of Fund Balance Reserves		\$ -					\$ -
Total Projected Revenues & Use of Reserves		947,501					939,370
Expenditures							
Librarian Salaries	\$ 51,423	\$ 311,000	16.5%	28.0%	\$ 49,880	22.3%	\$ 224,000
Staff Salaries	\$ 28,814	176,000	16.4%	15.7%	\$ 30,906	11.9%	259,000
Medical Insurance	\$ 11,613	74,000	15.7%	6.3%	\$ 9,659	12.1%	80,000
Other Employee Benefits	\$ -	250	0.0%	0.0%	\$ -	0.0%	250
Employer IMRF	\$ 6,871	46,000	14.9%	3.7%	\$ 7,334	16.3%	45,000
Employer FICA	\$ 5,998	37,000	16.2%	3.3%	\$ 6,055	16.4%	37,000
Subtotal Personnel Expense	\$ 104,719	\$ 644,250	16.3%	57.0%	\$ 103,833	16.1%	\$ 645,250
Building Maintenance	\$ 4,596	\$ 28,000	16.4%	2.5%	\$ 8,239	34.3%	\$ 24,000
Elevator Maintenance	\$ 38	2,000	1.9%	0.0%	\$ -	0.0%	2,000
Grounds Maintenance	\$ 539	8,000	6.7%	0.3%	\$ 550	6.9%	8,000
Copier Maintenance	\$ 992	5,000	19.8%	0.5%	\$ 1,218	27.1%	4,500
Subtotal Maintenance Expense	\$ 6,164	\$ 43,000	14.3%	3.4%	\$ 10,008	26.0%	\$ 38,500
Other Professional Services	\$ 6	\$ 1,000	0.6%	0.0%	\$ 12	0.2%	\$ 5,000
Computer Services	\$ 6,015	12,000	50.1%	3.3%	\$ 6,015	40.1%	15,000
Legal Services	\$ -	3,000	0.0%	0.0%	\$ -	0.0%	2,500
Professional Development	\$ 1,680	3,000	56.0%	0.9%	\$ 25	0.8%	3,000
Dues	\$ 100	2,000	5.0%	0.1%	\$ -	0.0%	2,000
Utilities	\$ 2,550	12,500	20.4%	1.4%	\$ 2,910	32.3%	9,000

Financial Summary

June, 2016

7/14/2016

- 5B

Description	FY 2016-17				FY 2015-16		
	Fiscal Year Total-to-Date	Budget	% of Budget Received/ Expensed	% of Actual Y-T-D	Previous Fiscal YTD	% of Budget Received/ Expensed	Budget
Postage	\$ 218	3,000	7.3%	0.1%	\$ 435	14.5%	3,000
Printing/E-News	\$ 2,198	9,500	23.1%	1.2%	\$ 1,913	22.5%	8,500
Office Supplies	\$ 691	5,000	13.8%	0.4%	\$ 615	10.7%	5,750
Bldg/Grounds Supplies	\$ 459	2,000	22.9%	0.2%	\$ 470	23.5%	2,000
Technical Services Supplies	\$ 581	9,500	6.1%	0.3%	\$ 455	9.1%	5,000
<i>Subtotal Contracts & Commodities</i>	<i>\$ 14,498</i>	<i>\$ 62,500</i>	<i>23.2%</i>	<i>7.9%</i>	<i>\$ 12,850</i>	<i>21.2%</i>	<i>\$ 60,750</i>
Hospitality Program Support	\$ 44	500	8.8%	0.0%	\$ 15	3.0%	500
Adult Program Support	\$ 1,071	5,000	21.4%	0.6%	\$ 1,432	28.6%	5,000
Juvenile Program Support	\$ 2,691	5,800	46.4%	1.5%	\$ 3,547	61.1%	5,800
Outreach Program Supplies	\$ 195	1,000	19.5%	0.1%	\$ 146	14.6%	1,000
Teen Program Supplies	\$ 443	1,200	36.9%	0.2%	\$ 167	13.9%	1,200
Per Capita Grant	\$ -	7,153	0.0%	0.0%	\$ 5,422	75.8%	7,153
Other Grant Expenditures	\$ -	5,000	0.0%	0.0%	\$ -	0.0%	5,000
<i>Subtotal Programs & Grants</i>	<i>\$ 4,444</i>	<i>\$ 25,653</i>	<i>17.3%</i>	<i>2.4%</i>	<i>\$ 10,729</i>	<i>41.8%</i>	<i>\$ 25,653</i>

Financial Summary

June, 2016

7/14/2016

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Description	FY 2016-17				FY 2015-16		
	Fiscal Year Total-to-Date	Budget	% of Budget Received/ Expensed	% of Actual Y-T-D	Previous Fiscal YTD	% of Budget Received/ Expensed	Budget
Adult Non-Fiction Books	\$ 2,461	17,000	14.5%	1.3%	\$ 3,488	20.5%	17,000
Adult Fiction Books	\$ 2,190	14,000	15.6%	1.2%	\$ 2,792	19.9%	14,000
Adult Large Print Materials	\$ 45	500	9.0%	0.0%	\$ 125	24.9%	500
Adult AV Materials	\$ 1,955	15,000	13.0%	1.1%	\$ 2,188	14.6%	15,000
Adult Reference/e-Reference	\$ 6,160	21,000	29.3%	3.4%	\$ 3,555	16.9%	21,000
Juvenile Non-Fiction Books	\$ 208	7,000	3.0%	0.1%	\$ 1,576	22.5%	7,000
Picture Books	\$ 1,530	5,000	30.6%	0.8%	\$ 1,431	28.6%	5,000
Juvenile Fiction Books	\$ 1,655	9,000	18.4%	0.9%	\$ 1,251	13.9%	9,000
Juvenile AV Materials	\$ 100	1,500	6.7%	0.1%	\$ 399	26.6%	1,500
Juvenile e-Reference	\$ -	1,000	0.0%	0.0%	\$ -	0.0%	2,000
Teen Books	\$ 597	2,750	21.7%	0.3%	\$ 419	15.2%	2,750
e-Books	\$ 831	10,000	8.3%	0.5%	\$ -	0.0%	6,250
Graphic Novels	\$ -	500	0.0%	0.0%	\$ 126	25.1%	500
Periodicals	\$ 5,092	\$ 6,750	75.4%	2.8%	\$ 4,793	79.9%	\$ 6,000
Video Games	\$ 691	3,500	19.8%	0.4%	\$ 502	14.3%	3,500
<i>Subtotal Materials</i>	\$ 23,515	114,500	20.5%	12.8%	\$ 22,645	20.4%	\$ 111,000
Patron & Staff Software	\$ 1,669	5,000	33.4%	0.9%	\$ 20	0.4%	5,000
Library Automation Software	\$ 20,297	21,000	96.7%	11.1%	\$ 20,297	92.3%	22,000
Miscellaneous Expense	\$ 190	2,000	9.5%	0.1%	\$ 576	57.6%	1,000
<i>Subtotal Software/Other</i>	\$ 22,156	28,000	79.1%	12.1%	\$ 20,893	74.6%	\$ 28,000
FR Restricted Donations	\$ -	-	---	0.0%	\$ 2,551	---	-
Library Furnishings	-	26,000	0.0%	0.0%	-	0.0%	1,000
Computer Equipment	-	5,000	0.0%	0.0%	-	0.0%	1,000
Other Equipment	7,215	31,000	23.3%	3.9%	-	0.0%	1,000
Per Capita Grant Expenditures	-	-	---	0.0%	929	0.0%	-
Exterior Bldg Improvements	-	5,000	0.0%	0.0%	-	0.0%	1,000
Use of Unrestricted/Restrict Donat	877	16,000	5.5%	0.5%	200	1.0%	21,000
Contingency	-	5,598	0.0%	0.0%	-	0.0%	5,217
<i>Subtotal Capital, Grants & Dona</i>	\$ 8,092	\$ 88,598	9.1%	4.4%	\$ 3,680	12.2%	\$ 30,217
Total Expenditures	\$ 183,589	\$ 1,006,501	18.2%	100.0%	\$ 184,637	19.7%	\$ 939,370

Fund Balance as of April 30, 2016^a 560,247
YTD Addition to/(Subtraction from) Fund Balance 280,935
Fund Balance at month end 841,182

^aThe fund balance has not been audited yet.

DATE: 07/14/2016
TIME: 11:11:01
ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
DETAILED REVENUE & EXPENSE REPORT
ACTUAL VS. PRIOR VS. BUDGET
FOR 2 PERIODS ENDING JUNE 30, 2016

FUND: LAKE BLUFF PUBLIC LIBRARY
DEPT: REVENUES

ACCOUNT NUMBER	DESCRIPTION	JUNE ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
PROPERTY TAXES							
10-40-103-10000	LIBRARY PROPERTY TAX	420,633.65	408,852.23	452,752.73	443,349.89	886,048.00	51.0%
TOTAL REVENUES: PROPERTY TAXES		420,633.65	408,852.23	452,752.73	443,349.89	886,048.00	51.0%
SERVICES & FEES							
10-40-403-48300	PHOTO-COPY CHARGES	185.90	117.40	494.70	343.80	2,000.00	24.7%
10-40-403-48500	NON-RESIDENT FEES	742.17	1,016.29	1,449.16	1,536.25	7,000.00	20.7%
TOTAL REVENUES: SERVICES & FEES		928.07	1,133.69	1,943.86	1,880.05	9,000.00	21.5%
FINES							
10-40-503-65000	RENTAL FINES	939.97	960.92	1,953.59	2,344.05	12,500.00	15.6%
TOTAL REVENUES: FINES		939.97	960.92	1,953.59	2,344.05	12,500.00	15.6%
MISCELLANEOUS							
10-40-603-73000	PER CAPITA GRANTS	4,410.80	0.00	4,410.80	0.00	0.00	100.0%
10-40-603-73700	VILLAGE CONTRIBUTION	0.00	0.00	0.00	0.00	7,900.00	0.0%
10-40-603-73800	VLIET OPERATING COST CONTRIB	0.00	0.00	0.00	0.00	0.00	0.0%
10-40-603-73900	SCHOOL DIST 65 IGA	0.00	0.00	0.00	0.00	1,000.00	0.0%
10-40-603-75000	INTEREST EARNINGS	213.24	36.09	361.13	63.01	400.00	90.2%
10-40-603-78000	DONATIONS/CONTRIBUTIONS	25.50	25.23	39.25	27.85	0.00	100.0%
10-40-603-78001	RESTRICTED DONATIONS	341.92	120.57	341.92	4,191.57	0.00	100.0%
10-40-603-78100	RESTRICTED DONATIONS	0.00	0.00	0.00	0.00	0.00	0.0%
10-40-603-78500	NAPERVILLE (IMPACT) FEE	2,159.98	0.00	2,159.98	0.00	0.00	100.0%
10-40-603-89000	MISCELLANEOUS INCOME	32.70	402.40	561.01	558.07	2,500.00	22.4%
TOTAL REVENUES: MISCELLANEOUS		7,184.14	584.29	7,874.09	4,840.50	11,800.00	66.7%
TOTAL REVENUES: REVENUES		429,685.83	411,531.13	464,524.27	452,414.49	919,348.00	50.5%
TOTAL FUND REVENUES		429,685.83	411,531.13	464,524.27	452,414.49	919,348.00	50.5%

DATE: 07/14/2016
TIME: 11:11:01
ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
DETAILED REVENUE & EXPENSE REPORT
ACTUAL VS. PRIOR VS. BUDGET
FOR 2 PERIODS ENDING JUNE 30, 2016

PAGE: 2
F-YR: 17

FUND: LAKE BLUFF PUBLIC LIBRARY
DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	PRIOR		FISCAL	PRIOR	FISCAL	USED
		JUNE ACTUAL	YEAR-MONTH ACTUAL	YEAR-TO-DATE ACTUAL	YEAR-TO-DATE ACTUAL	YEAR BUDGET	
LIBRARY SERVICES							
0-60-001-40000	LIBRARIAN SALARIES	25,879.08	25,050.36	51,422.87	49,880.23	311,000.00	16.5%
0-60-001-40050	STAFF SALARIES	16,271.21	16,281.03	28,814.17	30,905.94	176,000.00	16.3%
0-60-001-40400	MEDICAL INSURANCE	5,488.56	4,829.35	11,613.15	9,658.70	74,000.00	15.6%
0-60-001-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	250.00	0.0%
0-60-001-40950	EMPLOYER IMRF	3,613.97	3,762.96	6,870.89	7,333.62	46,000.00	14.9%
0-60-001-40951	EMPLOYER FICA TAX	3,146.87	3,099.24	5,997.89	6,054.91	37,000.00	16.2%
0-60-001-41000	BUILDING MAINTENANCE	2,678.00	2,012.05	4,595.75	8,239.14	28,000.00	16.4%
0-60-001-41020	ELEVATOR MAINTENANCE	38.00	0.00	38.00	0.00	2,000.00	1.9%
0-60-001-41050	GROUNDS MAINTENANCE	250.00	275.00	538.92	550.00	8,000.00	6.7%
0-60-001-41303	COPIER MAINTENANCE/SUPPLIES	934.36	1,166.17	991.78	1,218.37	5,000.00	19.8%
0-60-001-41304	OTHER PROFESSIONAL SERVICES	6.00	12.00	6.00	12.00	1,000.00	0.6%
0-60-001-41305	COMPUTER SERVICES	2,925.00	3,090.00	6,015.00	6,015.00	12,000.00	50.1%
0-60-001-41350	LEGAL SERVICES	0.00	0.00	0.00	0.00	3,000.00	0.0%
0-60-001-42400	PROFESSIONAL DEVELOPMENT	500.00	25.00	1,680.00	25.00	3,000.00	56.0%
0-60-001-42440	DUES	100.00	0.00	100.00	0.00	2,000.00	5.0%
0-60-001-43230	UTILITIES	922.32	1,312.60	2,550.05	2,910.47	12,500.00	20.4%
0-60-001-43300	POSTAGE	216.57	336.96	217.99	434.96	3,000.00	7.2%
0-60-001-43400	PRINTING/E-NEWSLETTER	28.29	29.89	2,198.29	1,912.89	9,500.00	23.1%
0-60-001-43550	OFFICE SUPPLIES	562.40	245.74	691.25	614.51	5,000.00	13.8%
0-60-001-43660	BUILDING & GROUNDS SUPPLIES	211.17	464.85	458.73	469.84	2,000.00	22.9%
0-60-001-43670	TECHNICAL SERVICES SUPPLIES	277.75	278.22	580.58	454.89	9,500.00	6.1%
0-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	0.00	43.93	14.95	500.00	8.7%
0-60-001-43710	ADULT PROGRAM SUPPLIES	29.96	144.58	1,071.41	1,431.90	5,000.00	21.4%
0-60-001-43720	JUVENILE PROGRAM SUPPLIES	762.56	361.80	2,691.25	3,546.62	5,800.00	46.4%
0-60-001-43730	OUTREACH SUPPLIES	194.57	146.14	194.57	146.14	1,000.00	19.4%
0-60-001-43740	TEEN PROGRAM SUPPLIES	224.51	166.59	443.21	166.59	1,200.00	36.9%
0-60-001-44800	PER CAPITA GRANT	0.00	454.45	0.00	5,422.35	0.00	0.0%
0-60-001-45000	ADULT NON-FICTION BOOKS	1,157.39	1,667.86	2,460.54	3,488.31	17,000.00	14.4%
0-60-001-45100	ADULT FICTION BOOKS	982.32	1,388.62	2,189.61	2,792.17	14,000.00	15.6%
0-60-001-45110	ADULT LARGE PRINT MATERIAL	28.76	124.56	44.82	124.56	500.00	8.9%
0-60-001-45200	ADULT AUDIO VISUAL MATERIAL	1,164.58	1,644.49	1,954.91	2,187.76	15,000.00	13.0%
0-60-001-45220	ADULT REFERENCE/E-REFER	2,431.00	0.00	6,160.00	3,555.00	21,000.00	29.3%
0-60-001-45400	JUVENILE NON-FICTION	208.34	209.69	208.34	1,575.64	7,000.00	2.9%
0-60-001-45410	PICTURE BOOKS, READERS	661.11	74.86	1,529.65	1,431.43	5,000.00	30.5%
0-60-001-45420	JUVENILE FICTION	756.04	421.07	1,655.17	1,251.49	9,000.00	18.3%
0-60-001-45430	JUVENILE AUDIO-VISUAL	83.48	212.24	100.47	398.98	1,500.00	6.6%
0-60-001-45440	JUVENILE E-REFERENCE	0.00	0.00	0.00	0.00	1,000.00	0.0%
0-60-001-45450	TEEN BOOKS	201.60	233.58	597.19	418.93	2,750.00	21.7%
0-60-001-45460	E-BOOKS	0.00	0.00	830.71	0.00	10,000.00	8.3%
0-60-001-45470	GRAPHIC NOVELS	0.00	111.59	0.00	125.72	500.00	0.0%
0-60-001-45500	PERIODICALS	3,727.32	3,548.98	5,092.39	4,792.94	6,750.00	75.4%
0-60-001-45510	VIDEO GAMES	288.40	324.14	691.25	502.10	3,500.00	19.7%
0-60-001-45600	PATRON & STAFF SOFTWARE	1,658.95	9.95	1,668.90	19.90	5,000.00	33.3%
0-60-001-45610	LIBRARY AUTOMATION SOFTWARE	0.00	20,297.00	20,297.00	20,297.00	21,000.00	96.6%

-- VILLAGE OF LAKE BLUFF --
DETAILED REVENUE & EXPENSE REPORT
ACTUAL VS. PRIOR VS. BUDGET
FOR 2 PERIODS ENDING JUNE 30, 2016

FUND: LAKE BLUFF PUBLIC LIBRARY
DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	JUNE ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
LIBRARY SERVICES							
0-60-001-46000	MISCELLANEOUS EXPENSES	144.60	213.46	190.00	575.74	2,000.00	9.5%
0-60-001-48001	EXPENSES FR RESTRICTED DONATIO	0.00	2,475.02	0.00	2,551.22	0.00	0.0%
0-60-001-49000	LIBRARY FURNISHINGS	0.00	0.00	0.00	0.00	26,000.00	0.0%
0-60-001-49120	EXT BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	5,000.00	0.0%
0-60-001-49350	COMPUTER EQUIPMENT	7,160.41	0.00	7,215.40	0.00	5,000.00	144.3%
0-60-001-49400	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	31,000.00	0.0%
0-60-001-50000	CONTINGENCY	0.00	0.00	0.00	0.00	5,598.00	0.0%
TOTAL EXPENSES: LIBRARY SERVICES		85,915.45	96,502.09	182,712.03	183,507.91	978,348.00	18.6%
TOTAL EXPENSES: LIBRARY ADMINISTRATION		85,915.45	96,502.09	182,712.03	183,507.91	978,348.00	18.6%
TOTAL FUND EXPENSES		85,915.45	96,502.09	182,712.03	183,507.91	978,348.00	18.6%
TOTAL FUND REVENUES		429,685.83	411,531.13	464,524.27	452,414.49	919,348.00	50.5%
TOTAL FUND EXPENSES		85,915.45	96,502.09	182,712.03	183,507.91	978,348.00	18.6%
FUND SURPLUS (DEFICIT)		343,770.38	315,029.04	281,812.24	268,906.58	(59,000.00)	-477.6%

ACCOUNT NUMBER	DESCRIPTION	JUNE ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
0-60-001-46000	MISCELLANEOUS EXPENSES	144.60	213.46	190.00	575.74	2,000.00	9.5%
0-60-001-48001	EXPENSES FR RESTRICTED DONATIO	0.00	2,475.02	0.00	2,551.22	0.00	0.0%
0-60-001-49000	LIBRARY FURNISHINGS	0.00	0.00	0.00	0.00	26,000.00	0.0%
0-60-001-49120	EXT BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	5,000.00	0.0%
0-60-001-49350	COMPUTER EQUIPMENT	7,160.41	0.00	7,215.40	0.00	5,000.00	144.3%
0-60-001-49400	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	31,000.00	0.0%
0-60-001-50000	CONTINGENCY	0.00	0.00	0.00	0.00	5,598.00	0.0%

ACCOUNT NUMBER	DESCRIPTION	JUNE ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
0-60-001-46000	MISCELLANEOUS EXPENSES	144.60	213.46	190.00	575.74	2,000.00	9.5%
0-60-001-48001	EXPENSES FR RESTRICTED DONATIO	0.00	2,475.02	0.00	2,551.22	0.00	0.0%
0-60-001-49000	LIBRARY FURNISHINGS	0.00	0.00	0.00	0.00	26,000.00	0.0%
0-60-001-49120	EXT BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	5,000.00	0.0%
0-60-001-49350	COMPUTER EQUIPMENT	7,160.41	0.00	7,215.40	0.00	5,000.00	144.3%
0-60-001-49400	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	31,000.00	0.0%
0-60-001-50000	CONTINGENCY	0.00	0.00	0.00	0.00	5,598.00	0.0%

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-- VILLAGE OF LAKE BLUFF --
DETAILED REVENUE & EXPENSE REPORT
ACTUAL VS. PRIOR VS. BUDGET
FOR 2 PERIODS ENDING JUNE 30, 2016

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

ACCOUNT NUMBER	DESCRIPTION	JUNE ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
MISCELLANEOUS							
2-40-603-73000	STATE PER CAPITA GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
2-40-603-73400	MISCELLANEOUS GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
2-40-603-75000	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00	0.0%
2-40-603-78000	UNRESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.00	0.00	0.0%
2-40-603-78100	RESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL REVENUES: MISCELLANEOUS		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL REVENUES: LIBRARY GRANTS FUND REVENUE		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL FUND REVENUES		0.00	0.00	0.00	0.00	0.00	0.0%

GRAND TOTALS (UNADJUSTED) 242,310.00 272,000.00 287,900.00 282,800.00 277,000.00 242,310.00 100%

GRAND TOTALS ADJUSTED 242,310.00 272,000.00 287,900.00 282,800.00 277,000.00 242,310.00 100%

GRAND TOTALS REVENUES 242,310.00 272,000.00 287,900.00 282,800.00 277,000.00 242,310.00 100%

GRAND TOTALS (UNADJUSTED) 242,310.00 272,000.00 287,900.00 282,800.00 277,000.00 242,310.00 100%

GRAND TOTALS ADJUSTED 242,310.00 272,000.00 287,900.00 282,800.00 277,000.00 242,310.00 100%

GRAND TOTALS REVENUES 242,310.00 272,000.00 287,900.00 282,800.00 277,000.00 242,310.00 100%

0-60-001-00100	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.0%
0-60-001-00200	CASES HOUSING	0.00	0.00	0.00	0.00	0.00	0.0%
0-60-001-00300	CONSIDER-CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.0%
0-60-001-00400	EXA BRIDGING INFRASTRUCTURE	0.00	0.00	0.00	0.00	0.00	0.0%
0-60-001-00500	LIBRARY ADMINISTRATION	0.00	0.00	0.00	0.00	0.00	0.0%
0-60-001-00600	EXPENSES RE ECONOMIC DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.0%
0-60-001-00700	WARRANTY/REPAIRS/REPLACEMENT	0.00	0.00	0.00	0.00	0.00	0.0%

GRAND TOTALS (UNADJUSTED) 242,310.00 272,000.00 287,900.00 282,800.00 277,000.00 242,310.00 100%

GRAND TOTALS ADJUSTED 242,310.00 272,000.00 287,900.00 282,800.00 277,000.00 242,310.00 100%

GRAND TOTALS REVENUES 242,310.00 272,000.00 287,900.00 282,800.00 277,000.00 242,310.00 100%

VILLAGE OF LAKE BLUFF
LIBRARY GRANTS FUND REVENUE
PERIOD: JUNE 2016

REPORT PREPARED BY: [Name]
DATE: 07/14/2016

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-- VILLAGE OF LAKE BLUFF --
DETAILED REVENUE & EXPENSE REPORT
ACTUAL VS. PRIOR VS. BUDGET
FOR 2 PERIODS ENDING JUNE 30, 2016

		FUND: LIBRARY GRANTS & GIFTS FUND						
		DEPT: LIBRARY GRANT FUND EXPENDITURE						
ACCOUNT NUMBER	DESCRIPTION	JUNE 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	928.82	0.00	928.82	0.00	0.0%	
82-60-001-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.0%	
82-60-001-99999	USE OF DONATIONS/TEMPORARY EXP	300.00	200.00	876.89	200.00	0.00	-100.0%	

TOTAL EXPENSES: MISCELLANEOUS		300.00	1,128.82	876.89	1,128.82	0.00	-100.0%	
TOTAL EXPENSES: LIBRARY GRANT FUND EXPENDITURE		300.00	1,128.82	876.89	1,128.82	0.00	-100.0%	
TOTAL FUND EXPENSES		300.00	1,128.82	876.89	1,128.82	0.00	-100.0%	
TOTAL FUND REVENUES		0.00	0.00	0.00	0.00	0.00	0.0%	
TOTAL FUND EXPENSES		300.00	1,128.82	876.89	1,128.82	0.00	-100.0%	
FUND SURPLUS (DEFICIT)		(300.00)	(1,128.82)	(876.89)	(1,128.82)	0.00	100.0%	

Summary of Detailed Balance Sheets

For Period Ending June 30, 2016

RESERVE BALANCE

LINE	AMOUNT
Assets	\$1,808,115
Liabilities	\$963,975
Difference	\$844,140
Fund Surplus (Deficit)	\$281,812
Difference	\$562,328

FUND BALANCE AT MONTH END

LINE	AMOUNT
Assets	\$1,808,115
Liabilities	\$963,975
Difference	\$844,140
Grants/Gifts	-\$2,958
Fund Equity	\$841,182

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-- VILLAGE OF LAKE BLUFF --
DETAILED BALANCE SHEET

PERIOD: 1
F-YR: 17

FUND: LAKE BLUFF PUBLIC LIBRARY
FOR 2 PERIODS ENDING JUNE 30, 2016

ACCOUNT #	DESCRIPTION	BALANCE 05/01/16	NET DEBITS	NET CREDITS	BALANCE 06/30/16
ASSETS					
DUE TO/FROM ACCOUNTS					
80-00-100-10000	DUE TO/FROM OTHER FUNDS	0.00	2,657.81	0.00	2,657.81
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	2,657.81	0.00	2,657.81
CASH & INVESTMENTS					
80-10-101-10000	CHECKING ACCOUNT	0.00	4,410.80	4,410.80	0.00
80-10-101-10001	CASH BOX OVER/SHORT	0.00	3.95	42.29	(38.34)
80-10-101-11000	MONEY MARKET ACCOUNT	36,366.34	143,762.70	145,905.33	34,223.71
80-10-101-12000	SAVINGS ACCOUNT	0.00	0.00	0.00	0.00
80-10-101-12100	N TR WEED & FEED CHECKING ACCT	0.00	0.00	0.00	0.00
80-10-101-13000	PETTY CASH	150.00	0.00	0.00	150.00
80-10-101-15000	INVESTMENTS	0.00	0.00	0.00	0.00
80-10-101-15010	US GOVERNMENT OBLIGATIONS	0.00	0.00	0.00	0.00
80-10-101-15020	CERTIFICATES OF DEPOSIT	0.00	0.00	0.00	0.00
80-10-101-15110	ILLINOIS FUND	542,289.52	471,770.99	135,000.00	879,060.51
80-10-101-15111	ILLINOIS FUNDS - GRANTS	1.80	0.00	0.00	1.80
80-10-101-15112	ILLINOIS FUNDS - EPAY	5,490.08	560.12	40.63	6,009.57
TOTAL CASH & INVESTMENTS		584,297.74	620,508.56	285,399.05	919,407.25
RECEIVABLES					
80-10-201-15000	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
80-10-201-15200	PROPERTY TAX RECEIVABLE	886,049.65	0.00	0.00	886,049.65
80-10-201-35000	INTEREST RECEIVABLE	0.00	0.00	0.00	0.00
80-10-201-37000	OTHER RECEIVABLE	0.00	0.00	0.00	0.00
TOTAL RECEIVABLES		886,049.65	0.00	0.00	886,049.65
OTHER ASSETS					
80-10-301-37100	DUE FROM THE VILLAGE	6,270.75	504,133.35	510,404.10	0.00
80-10-301-55000	PREPAID EXPENSES	0.00	0.00	0.00	0.00
TOTAL OTHER ASSETS		6,270.75	504,133.35	510,404.10	0.00
TOTAL ASSETS		1,476,618.14	1,127,299.72	795,803.15	1,808,114.71

LIABILITIES AND FUND EQUITY
LIABILITIES
LIABILITIES

80-20-102-20000	ACCOUNTS PAYABLE	9,629.24	62,786.31	112,720.64	59,563.57
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-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

GE: 2
 F-YR: 17

7B

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 2 PERIODS ENDING JUNE 30, 2016

ACCOUNT #	DESCRIPTION	BALANCE 05/01/16	NET DEBITS	NET CREDITS	BALANCE 06/30/16
LIABILITIES					
PAYABLES					
80-20-102-41000	SOCIAL SECURITY TAX PAYABLE	0.00	11,995.75	11,995.75	0.00
80-20-102-42000	FEDERAL INCOME TAX PAYABLE	0.00	7,751.23	7,751.23	0.00
80-20-102-43000	STATE INCOME TAX PAYABLE	0.00	2,764.33	2,764.33	0.00
80-20-102-44000	IMRF PAYABLE	0.00	9,905.12	9,905.12	0.00
80-20-102-45000	ICMA 457 PLAN PAYABLE	0.00	1,250.00	1,000.00	(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	1,112.12	1,112.12	0.00
80-20-102-66000	LIBRARY HSA PAYABLE	0.00	700.00	700.00	0.00
80-20-102-70000	OTHER SHORT TERM LIABILITIES	0.00	0.00	0.00	0.00
TOTAL PAYABLES		9,629.24	98,264.86	147,949.19	59,313.57
OTHER LIABILITIES					
80-20-202-16000	ACCRUED PAYROLL	18,611.41	0.00	0.00	18,611.41
80-20-202-22000	DEFERRED PROPERTY TAX	886,049.65	0.00	0.00	886,049.65
80-20-202-22100	OTHER DEFERRED REVENUE	0.00	0.00	0.00	0.00
80-20-202-22300	RESTRICTED GIFTS	0.00	0.00	0.00	0.00
80-20-202-22301	TECH 2 FOR YOU DONATIONS	0.00	0.00	0.00	0.00
80-20-202-23500	NOTES PAYABLE	0.00	0.00	0.00	0.00
TOTAL OTHER LIABILITIES		904,661.06	0.00	0.00	904,661.06
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		914,290.30	98,264.86	147,949.19	963,974.63
FUND EQUITY					
EQUITY SECTION					
80-30-100-53000	UNRESERVED FUND BALANCE	562,327.84	0.00	0.00	562,327.84
80-30-100-53100	RESERVED FOR AUTOMATION	0.00	0.00	0.00	0.00
80-30-100-53200	DESIGNATED FOR CAPITAL MAINT	0.00	0.00	0.00	0.00
80-30-100-53300	DESIGNATED FOR CAP BLDG IMPR	0.00	0.00	0.00	0.00
TOTAL EQUITY SECTION		562,327.84	0.00	0.00	562,327.84
FUND SURPLUS (DEFICIT)		0.00	0.00	281,812.24	281,812.24

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-- VILLAGE OF LAKE BLUFF --
DETAILED BALANCE SHEET

PERIOD: 3
YEAR: 17

FUND: LAKE BLUFF PUBLIC LIBRARY
FOR 2 PERIODS ENDING JUNE 30, 2016

ACCOUNT #	DESCRIPTION	BALANCE 05/01/16	NET DEBITS	NET CREDITS	BALANCE 06/30/16
TOTAL FUND EQUITY		562,327.84	0.00	281,812.24	844,140.08
TOTAL LIABILITIES AND FUND EQUITY		1,476,618.14	98,264.86	429,761.43	1,808,114.71
100-100-1000	LIBRARY FUND	562,327.84	0.00	281,812.24	844,140.08
100-100-1001	LIBRARY FUND - DEBIT	0.00	0.00	0.00	0.00
100-100-1002	LIBRARY FUND - CREDIT	0.00	0.00	281,812.24	281,812.24
100-100-1003	LIBRARY FUND - DEBIT	0.00	0.00	0.00	0.00
100-100-1004	LIBRARY FUND - CREDIT	0.00	0.00	0.00	0.00
100-100-1005	LIBRARY FUND - DEBIT	0.00	0.00	0.00	0.00
100-100-1006	LIBRARY FUND - CREDIT	0.00	0.00	0.00	0.00
100-100-1007	LIBRARY FUND - DEBIT	0.00	0.00	0.00	0.00
100-100-1008	LIBRARY FUND - CREDIT	0.00	0.00	0.00	0.00
100-100-1009	LIBRARY FUND - DEBIT	0.00	0.00	0.00	0.00
100-100-1010	LIBRARY FUND - CREDIT	0.00	0.00	0.00	0.00
100-100-1011	LIBRARY FUND - DEBIT	0.00	0.00	0.00	0.00
100-100-1012	LIBRARY FUND - CREDIT	0.00	0.00	0.00	0.00
100-100-1013	LIBRARY FUND - DEBIT	0.00	0.00	0.00	0.00
100-100-1014	LIBRARY FUND - CREDIT	0.00	0.00	0.00	0.00
100-100-1015	LIBRARY FUND - DEBIT	0.00	0.00	0.00	0.00
100-100-1016	LIBRARY FUND - CREDIT	0.00	0.00	0.00	0.00
100-100-1017	LIBRARY FUND - DEBIT	0.00	0.00	0.00	0.00
100-100-1018	LIBRARY FUND - CREDIT	0.00	0.00	0.00	0.00
100-100-1019	LIBRARY FUND - DEBIT	0.00	0.00	0.00	0.00
100-100-1020	LIBRARY FUND - CREDIT	0.00	0.00	0.00	0.00
100-100-1021	LIBRARY FUND - DEBIT	0.00	0.00	0.00	0.00
100-100-1022	LIBRARY FUND - CREDIT	0.00	0.00	0.00	0.00
100-100-1023	LIBRARY FUND - DEBIT	0.00	0.00	0.00	0.00
100-100-1024	LIBRARY FUND - CREDIT	0.00	0.00	0.00	0.00
100-100-1025	LIBRARY FUND - DEBIT	0.00	0.00	0.00	0.00
100-100-1026	LIBRARY FUND - CREDIT	0.00	0.00	0.00	0.00
100-100-1027	LIBRARY FUND - DEBIT	0.00	0.00	0.00	0.00
100-100-1028	LIBRARY FUND - CREDIT	0.00	0.00	0.00	0.00
100-100-1029	LIBRARY FUND - DEBIT	0.00	0.00	0.00	0.00
100-100-1030	LIBRARY FUND - CREDIT	0.00	0.00	0.00	0.00
100-100-1031	LIBRARY FUND - DEBIT	0.00	0.00	0.00	0.00
100-100-1032	LIBRARY FUND - CREDIT	0.00	0.00	0.00	0.00
100-100-1033	LIBRARY FUND - DEBIT	0.00	0.00	0.00	0.00
100-100-1034	LIBRARY FUND - CREDIT	0.00	0.00	0.00	0.00
100-100-1035	LIBRARY FUND - DEBIT	0.00	0.00	0.00	0.00
100-100-1036	LIBRARY FUND - CREDIT	0.00	0.00	0.00	0.00
100-100-1037	LIBRARY FUND - DEBIT	0.00	0.00	0.00	0.00
100-100-1038	LIBRARY FUND - CREDIT	0.00	0.00	0.00	0.00
100-100-1039	LIBRARY FUND - DEBIT	0.00	0.00	0.00	0.00
100-100-1040	LIBRARY FUND - CREDIT	0.00	0.00	0.00	0.00
100-100-1041	LIBRARY FUND - DEBIT	0.00	0.00	0.00	0.00
100-100-1042	LIBRARY FUND - CREDIT	0.00	0.00	0.00	0.00
100-100-1043	LIBRARY FUND - DEBIT	0.00	0.00	0.00	0.00
100-100-1044	LIBRARY FUND - CREDIT	0.00	0.00	0.00	0.00
100-100-1045	LIBRARY FUND - DEBIT	0.00	0.00	0.00	0.00
100-100-1046	LIBRARY FUND - CREDIT	0.00	0.00	0.00	0.00
100-100-1047	LIBRARY FUND - DEBIT	0.00	0.00	0.00	0.00
100-100-1048	LIBRARY FUND - CREDIT	0.00	0.00	0.00	0.00
100-100-1049	LIBRARY FUND - DEBIT	0.00	0.00	0.00	0.00
100-100-1050	LIBRARY FUND - CREDIT	0.00	0.00	0.00	0.00

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-- VILLAGE OF E BLUFF --
 DETAILED BALANCE SHEET

JE: 1
 F-YR: 17

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FUND: LIBRARY GRANTS & GIFTS FUND
 FOR 2 PERIODS ENDING JUNE 30, 2016

ACCOUNT #	DESCRIPTION	BALANCE 05/01/16	NET DEBITS	NET CREDITS	BALANCE 06/30/16
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	2,657.81	2,657.81
TOTAL INTERFUND CLEARING ACCOUNT		0.00	0.00	2,657.81	2,657.81
PAYABLES					
82-20-102-20000	ACCOUNTS PAYABLE	2,080.92	2,657.81	876.89	300.00
TOTAL PAYABLES		2,080.92	2,657.81	876.89	300.00
TOTAL LIABILITIES		2,080.92	2,657.81	3,534.70	2,957.81
FUND EQUITY					
EQUITY SECTION					
82-30-100-53000	UNRESERVED FUND BALANCE	(2,080.92)	0.00	0.00	(2,080.92)
TOTAL EQUITY SECTION		(2,080.92)	0.00	0.00	(2,080.92)
FUND SURPLUS (DEFICIT)		0.00	876.89	0.00	(876.89)
TOTAL FUND EQUITY		(2,080.92)	876.89	0.00	(2,957.81)
TOTAL LIABILITIES AND FUND EQUITY		0.00	3,534.70	3,534.70	0.00

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-- VILLAGE OF LAKE BLUFF --
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
12662	9COMCAST		COMCAST CABLE	06/23/16		
	COM061216	06/12/16	01 INTERNET SRVC:6/19-7/18/16		80-60-001-43230	244.85
					INVOICE TOTAL:	244.85 *
					CHECK TOTAL:	244.85
12663	9KAMINMI		MICAH KAMIN	06/23/16		
	KAM061016	06/10/16	01 BUILDING MAINT		80-60-001-41000	62.50
					INVOICE TOTAL:	62.50 *
					CHECK TOTAL:	62.50
12664	9NSWATER		NORTH SHORE WATER RECLAMATION	06/23/16		
	3307749	06/04/16	01 WASTEWTR TREATMNT:2/1-4/28/16		80-60-001-43230	12.76
					INVOICE TOTAL:	12.76 *
					CHECK TOTAL:	12.76
12665	9POSTNET		POSTNET IL106	06/23/16		
	393751	05/16/16	01 JUVENILE PROGRAM SUPPLIES		80-60-001-43720	276.94
					INVOICE TOTAL:	276.94 *
					CHECK TOTAL:	276.94
12666	9RHODEIS		RHODE ISLAND NOVELTY	06/23/16		
	IN3561941	06/15/16	01 CHILDREN PROGRAM SUPPLIES		80-60-001-43720	77.10
					INVOICE TOTAL:	77.10 *
					CHECK TOTAL:	77.10
12667	9VANTAGE		VANTAGEPOINT TRANSFER AGENTS	06/23/16		
	102178654	06/21/16	01 'EE ICMA CONTRIBUTION:6/30/16		80-20-102-45000	250.00
					INVOICE TOTAL:	250.00 *
					CHECK TOTAL:	250.00
					TOTAL AMOUNT PAID:	924.15

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-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

CHECK DATE: 07/19/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12668	9ACCESSO	ACCESS ONE, INC.					
	1697672		07/01/16	01	LCL PHONE SRVC:JULY 2016	80-60-001-43230	664.71
						INVOICE TOTAL:	664.71 *
						CHECK TOTAL:	664.71
12669	9AMAZONA	VOIDED---LEADER CHECK					
	003470724976		05/24/16	01	ADULT NON-FICTION	80-60-001-45000	25.81
						INVOICE TOTAL:	25.81 *
	027714331246		05/31/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	40.95
						INVOICE TOTAL:	40.95 *
	027716339048		06/05/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	22.99
						INVOICE TOTAL:	22.99 *
	043085226761		05/20/16	01	JUVENILE PICTURE BKS,READERS	80-60-001-45410	34.85
						INVOICE TOTAL:	34.85 *
	047850829181		05/17/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.99
						INVOICE TOTAL:	19.99 *
	047854977308		05/16/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.96
						INVOICE TOTAL:	19.96 *
	047855814779		05/29/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	36.95
						INVOICE TOTAL:	36.95 *
	048467625602		05/05/16	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	44.99
						INVOICE TOTAL:	44.99 *
	057270319908		05/28/16	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	7.79
				02	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	12.66
						INVOICE TOTAL:	20.45 *

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-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12669	9AMAZONA	VOIDED---LEADER CHECK						
	057277918716		05/28/16	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	7.99	
						INVOICE TOTAL:	7.99 *	
	060497832716		06/04/16	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	43.03	
						INVOICE TOTAL:	43.03 *	
	060754100594		05/13/16	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	6.70	
						INVOICE TOTAL:	6.70 *	
	080196092097		05/15/16	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	11.99	
						INVOICE TOTAL:	11.99 *	
	099722968802		06/01/16	01	ADULT NON-FICTION	80-60-001-45000	35.10	
						INVOICE TOTAL:	35.10 *	
	111810164069		06/01/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.06	
						INVOICE TOTAL:	-0.06 *	
	111810184239		05/25/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	10.00	
						INVOICE TOTAL:	10.00 *	
	111813495706		05/23/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	137.90	
						INVOICE TOTAL:	137.90 *	
	111813707777		05/18/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	42.91	
						INVOICE TOTAL:	42.91 *	
	111814964787		05/14/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	9.38	
						INVOICE TOTAL:	9.38 *	
12670	9AMAZONA	VOIDED---LEADER CHECK						
	111815881901		05/29/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	88.92	
						INVOICE TOTAL:	88.92 *	

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CHECK REGISTER

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12670	9AMAZONA	VOIDED---LEADER CHECK						
	111817784412		06/02/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-2.03	
						INVOICE TOTAL:	-2.03 *	
	120784203267		05/25/16	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	23.99	
				02	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	12.96	
						INVOICE TOTAL:	36.95 *	
	145932498597		06/06/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	130.90	
						INVOICE TOTAL:	130.90 *	
	145937013971		06/08/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-1.00	
						INVOICE TOTAL:	-1.00 *	
	145939038783		06/08/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	46.05	
						INVOICE TOTAL:	46.05 *	
	145939615143		06/01/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	26.37	
						INVOICE TOTAL:	26.37 *	
	149363381164		05/24/16	01	CREDIT-ADULT NON-FICTION	80-60-001-45000	-12.98	
						INVOICE TOTAL:	-12.98 *	
	149366250345		05/20/16	01	ADULT NON-FICTION	80-60-001-45000	12.98	
						INVOICE TOTAL:	12.98 *	
	149366821814		05/20/16	01	ADULT NON-FICTION	80-60-001-45000	10.89	
						INVOICE TOTAL:	10.89 *	
	149369704611		06/01/16	01	ADULT NON-FICTION	80-60-001-45000	8.96	
						INVOICE TOTAL:	8.96 *	
	159620189889		06/05/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.99	
						INVOICE TOTAL:	19.99 *	
	159622760802		06/04/16	01	TEEN PROGRAM SUPPLIES	80-60-001-45450	11.29	
						INVOICE TOTAL:	11.29 *	

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-- VILLAGE OF LAKE BLUFF --
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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12670	9AMAZONA	VOIDED---LEADER CHECK						
	159624069503		06/08/16	01	CREDIT-JUVENILE AUDIO VISUAL	80-60-001-45430	-0.03	
						INVOICE TOTAL:	-0.03 *	
	168593205949		06/06/16	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	14.96	
						INVOICE TOTAL:	14.96 *	
	169531018709		05/18/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	11.99	
						INVOICE TOTAL:	11.99 *	
	169537566818		05/21/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-2.00	
						INVOICE TOTAL:	-2.00 *	
	169538041193		05/14/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.02	
						INVOICE TOTAL:	-0.02 *	
	169538557981		05/11/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	38.96	
						INVOICE TOTAL:	38.96 *	
12671	9AMAZONA	VOIDED---LEADER CHECK						
	172116339911		06/03/16	01	ADULT NON-FICTION	80-60-001-45000	39.14	
						INVOICE TOTAL:	39.14 *	
	173318002459		06/08/16	01	ADULT FICTION	80-60-001-45100	27.31	
						INVOICE TOTAL:	27.31 *	
	191870349356		06/07/16	01	VIDEO GAMES	80-60-001-45510	47.99	
						INVOICE TOTAL:	47.99 *	
	191870460765		06/08/16	01	CREDIT-VIDEO GAMES	80-60-001-45510	-0.08	
						INVOICE TOTAL:	-0.08 *	
	200170794001		05/13/16	01	ADULT FICTION	80-60-001-45100	29.15	
						INVOICE TOTAL:	29.15 *	

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CHECK REGISTER

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12671	9AMAZONA	VOIDED---LEADER CHECK						
	203391409877		06/01/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-2.00	
						INVOICE TOTAL:	-2.00 *	
	203395018347		05/25/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	20.37	
						INVOICE TOTAL:	20.37 *	
	203395170042		05/24/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	25.93	
						INVOICE TOTAL:	25.93 *	
	203399787187		05/29/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	46.98	
						INVOICE TOTAL:	46.98 *	
	211213968357		05/20/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	11.00	
						INVOICE TOTAL:	11.00 *	
	224088698227		05/26/16	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	9.99	
						INVOICE TOTAL:	9.99 *	
	275796025139		05/17/16	01	OUTREACH SUPPLIES	80-60-001-43730	13.95	
						INVOICE TOTAL:	13.95 *	
	283956330817		06/03/16	01	ADULT FICTION	80-60-001-45100	16.77	
						INVOICE TOTAL:	16.77 *	
	293117264046		05/12/16	01	ADULT NON-FICTION	80-60-001-45000	46.81	
						INVOICE TOTAL:	46.81 *	
	299202945977		05/22/16	01	VIDEO GAMES	80-60-001-45510	96.20	
						INVOICE TOTAL:	96.20 *	
	299203972523		05/14/16	01	CREDIT-VIDEO GAMES	80-60-001-45510	-0.08	
						INVOICE TOTAL:	-0.08 *	
	299206819493		05/18/16	01	CREDIT-VIDEO GAMES	80-60-001-45510	-0.08	
						INVOICE TOTAL:	-0.08 *	

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-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

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CHECK DATE: 07/19/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12671	9AMAZONA	VOIDED---LEADER CHECK						
	299208567768		05/15/16	01	CREDIT-VIDEO GAMES	80-60-001-45510	-0.08	
						INVOICE TOTAL:	-0.08 *	
	299209438189		05/10/16	01	VIDEO GAMES	80-60-001-45510	96.36	
						INVOICE TOTAL:	96.36 *	
12672	9AMAZONA	AMAZON						
	299209714477		05/12/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.07	
						INVOICE TOTAL:	-0.07 *	
	299228603084		05/16/16	01	VIDEO GAMES	80-60-001-45510	48.17	
						INVOICE TOTAL:	48.17 *	
						CHECK TOTAL:	1,586.76	
12673	9BKTLENT	VOIDED---LEADER CHECK						
	2032061090		06/04/16	01	JUVENILE FICTION,PBKS & SERIES	80-60-001-45420	9.06	
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	0.65	
						INVOICE TOTAL:	9.71 *	
	2032066537		06/07/16	01	ADULT NON-FICTION	80-60-001-45000	260.10	
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	11.90	
						INVOICE TOTAL:	272.00 *	
	2032077329		06/10/16	01	JUVENILE FICTION,PBKS & SERIES	80-60-001-45420	472.20	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	36.05	
						INVOICE TOTAL:	508.25 *	
	2032078643		06/10/16	01	JUVENILE PICTURE BOOKS,READERS	80-60-001-45410	12.64	
						INVOICE TOTAL:	12.64 *	
	2032081241		06/14/16	01	ADULT FICTION	80-60-001-45100	295.53	

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-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12673	9BKTLENT	VOIDED---LEADER CHECK						
	2032081241		06/14/16	02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	14.00	
						INVOICE TOTAL:	309.53 *	
	2032082382		06/14/16	01	ADULT LARGE PRINT	80-60-001-45110	28.76	
				02	ADULT NON-FICTION	80-60-001-45000	172.38	
				03	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	8.65	
						INVOICE TOTAL:	209.79 *	
	2032086582		06/14/16	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	85.13	
				02	TECHNCIAL SERVICES SUPPLIES	80-60-001-43670	8.20	
						INVOICE TOTAL:	93.33 *	
	2032092931		06/17/16	01	ADULT NON-FICTION	80-60-001-45000	120.32	
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	5.05	
						INVOICE TOTAL:	125.37 *	
	2032098262		06/20/16	01	ADULT NON-FICTION	80-60-001-45000	95.35	
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	2.60	
						INVOICE TOTAL:	97.95 *	
	2032098284		06/21/16	01	ADULT FICTION	80-60-001-45100	330.01	
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	15.95	
						INVOICE TOTAL:	345.96 *	
	2032101938		06/21/16	01	JUVENILE PICTURE BKS, READERS	80-60-001-45410	23.21	
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	1.30	
						INVOICE TOTAL:	24.51 *	
	2032117138		06/28/16	01	ADULT NON-FICTION	80-60-001-45000	161.53	
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	7.35	
						INVOICE TOTAL:	168.88 *	
	2032117220		06/28/16	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	15.62	
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	2.95	
						INVOICE TOTAL:	18.57 *	

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12674	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT						
	2032118729		06/29/16	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	167.33	
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	17.50	
					INVOICE TOTAL:		184.83 *	
	2032118772		06/29/16	01	JUVENILE PICTURE BKS, READERS	80-60-001-45410	590.41	
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	31.40	
					INVOICE TOTAL:		621.81 *	
	2032120597		06/30/16	01	ADULT FICTION	80-60-001-45100	283.55	
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	14.50	
					INVOICE TOTAL:		298.05 *	
	2032124697		07/01/16	01	ADULT NON-FICTION	80-60-001-45000	93.63	
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	4.40	
					INVOICE TOTAL:		98.03 *	
	2032124883		07/05/16	01	TEEN BOOKS	80-60-001-45450	190.31	
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	12.85	
					INVOICE TOTAL:		203.16 *	
	2032127352		07/05/16	01	ADULT NON-FICTION	80-60-001-45000	87.37	
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	3.25	
					INVOICE TOTAL:		90.62 *	
	2032127356		07/06/16	01	JUVENILE NON-FICTION	80-60-001-45400	208.34	
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	6.55	
					INVOICE TOTAL:		214.89 *	
					CHECK TOTAL:		3,907.88	
12675	9CDW	CDW GOVERNMENT, INC.						
	DJT7202		06/14/16	01	COMPUTER EQUIPMENT	80-60-001-49350	1,255.41	
					INVOICE TOTAL:		1,255.41 *	
					CHECK TOTAL:		1,255.41	

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12676	9CHITRIB	CHICAGO TRIBUNE						
	002780261		06/30/16	01	PRINTING/E-PUBLICATIONS	80-60-001-43400	28.29	
						INVOICE TOTAL:	28.29 *	
						CHECK TOTAL:		28.29
12677	9COMPVIE	COMPUTER VIEW, INC.						
	27183		06/28/16	01	COMPUTER SERVICES	80-60-001-41305	2,925.00	
						INVOICE TOTAL:	2,925.00 *	
	27186		06/22/16	01	COMPUTER EQUIPMENT	80-60-001-49350	5,905.00	
						INVOICE TOTAL:	5,905.00 *	
	27187		06/22/16	01	PATRON & STAFF SOFTWARE	80-60-001-45600	904.00	
						INVOICE TOTAL:	904.00 *	
						CHECK TOTAL:		9,734.00
12678	9CRYSMAN	CRYSTAL MANAGEMENT &						
	23721		05/13/16	01	CLEANING SRVC'S:JUNE 2016	80-60-001-41000	645.00	
						INVOICE TOTAL:	645.00 *	
						CHECK TOTAL:		645.00
12679	9DEMCO	DEMCO, INC						
	5894733		06/10/16	01	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	72.65	
				02	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	27.54	
						INVOICE TOTAL:	100.19 *	
						CHECK TOTAL:		100.19
12680	9EBSCO	EBSCO SUBSCRIPTION SERVICES						

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12680	9EBSCO	EBSCO SUBSCRIPTION SERVICES						
	0004048		07/01/16	01	PERIODICALS	80-60-001-45500	-58.50	
						INVOICE TOTAL:	-58.50 *	
	1516805		07/01/16	01	PERIODICALS	80-60-001-45500	3,785.82	
						INVOICE TOTAL:	3,785.82 *	
						CHECK TOTAL:	3,727.32	
12681	9FIRSTBA	FIRST BANKCARD						
	CAR062816		06/28/16	01	OFFICE SUPPLIES	80-60-001-43550	20.90	
				02	AMAZON PRIME RENEWAL	80-60-001-46000	99.00	
				03	JUVENILE AUDIO VISUAL	80-60-001-45430	12.96	
						INVOICE TOTAL:	132.86 *	
						CHECK TOTAL:	132.86	
12682	9FIRSTBA	FIRST BANKCARD						
	DON062816		06/28/16	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	67.54	
						INVOICE TOTAL:	67.54 *	
						CHECK TOTAL:	67.54	
12683	9FIRSTBA	FIRST BANKCARD						
	ELI062816		06/28/16	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	10.48	
				02	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	25.00	
				03	TEEN PROGRAM SUPPLIES	80-60-001-43740	165.00	
				04	TEEN PROGRAM SUPPLIES	80-60-001-43740	7.47	
				05	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	27.40	
				06	TEEN PROGRAM SUPPLIES	80-60-001-43740	26.01	
				07	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	6.98	
				08	TEEN PROGRAM SUPPLIES	80-60-001-43740	26.03	
						INVOICE TOTAL:	294.37 *	
						CHECK TOTAL:	294.37	

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12684	9FIRSTBA	FIRST BANKCARD						
	ERI062816		07/12/16	01	MISC EXPENSES	80-60-001-46000	25.60	
				02	MISC EXPENSES (BASECAMP)	80-60-001-46000	20.00	
				03	STORAGE LOCKER RENTAL	80-60-001-41000	71.00	
				04	BUILDING MAINT	80-60-001-41000	330.00	
					INVOICE TOTAL:		446.60	*
					CHECK TOTAL:			446.60
12685	9FIRSTBA	FIRST BANKCARD						
	LIL062816		06/28/16	01	CRAFT SUPPLIES	80-60-001-43710	29.96	
				02	OUTREACH SUPPLIES	80-60-001-43730	16.81	
				03	POSTAGE	80-60-001-43300	1.57	
					INVOICE TOTAL:		48.34	*
					CHECK TOTAL:			48.34
12686	9FIRSTBA	FIRST BANKCARD						
	MCO062816		06/28/16	01	WEBSITE FOR ILL	80-60-001-45600	9.95	
				02	OFFICE SUPPLIES	80-60-001-43550	39.27	
				03	OUTREACH SUPPLIES	80-60-001-43730	18.05	
				04	OUTREACH SUPPLIES	80-60-001-43730	45.06	
				05	EXPENSES FRM RESTRICTED DONAT	82-60-001-99999	300.00	
				06	OUTREACH SUPPLIES	80-60-001-43730	80.77	
				07	ANN'L IL LIB ASSOC DUES:MARTHA	80-60-001-42440	100.00	
				08	REFUND-OUTREACH SUPPLIES	80-60-001-43720	-1.06	
				09	REFUND:OUTREACH SUPPLIES	80-60-001-43730	-2.66	
				10	REFUND:OFFICE SUPPLIES	80-60-001-43550	-2.31	
				11	REFUND:OUTREACH SUPPLIES	80-60-001-43730	-22.38	
					INVOICE TOTAL:		564.69	*
					CHECK TOTAL:			564.69
12687	9HALLPAS	HALL PASS						

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12687	9HALLPAS	HALL PASS					
	HP2016-366		05/31/16	01	OTHER PROFESSIONAL SERVICES	80-60-001-41304	6.00
						INVOICE TOTAL:	6.00 *
						CHECK TOTAL:	6.00
12688	9HOMEDEP	HOME DEPOT CREDIT SERVICES					
	5577399		06/22/13	01	BUILDING & GROUNDS SUPPLIES	80-60-001-43660	66.88
						INVOICE TOTAL:	66.88 *
						CHECK TOTAL:	66.88
12689	9IMAGESY	IMAGE SYSTEMS & BUSINESS					
	232423		06/10/16	01	COPIER MAINT/SUPPLIES	80-60-001-41303	142.56
				02	COPIER MAINT/SUPPLIES	80-60-001-41303	45.75
						INVOICE TOTAL:	188.31 *
	232424		06/10/16	01	COPIER MAINT/SUPPLIES	80-60-001-41303	172.00
				02	COPIER MAINT/SUPPLIES	80-60-001-41303	574.05
						INVOICE TOTAL:	746.05 *
						CHECK TOTAL:	934.36
12690	9LB VILL	VILLAGE OF LAKE BLUFF					
	80160103		06/22/16	01	ELEVATOR INSPECTIONS	80-60-001-41020	38.00
						INVOICE TOTAL:	38.00 *
	JUNE 2016		07/07/16	01	FY17 MEDICAL INS:JUN 16	80-10-301-37100	5,522.61
				02	FY17 DENTL/VISION INS:JUN 16	80-10-301-37100	381.39
				03	FY17 LIFE NS:JUN 16	80-10-301-37100	53.12
				04	FY17 IMRF 'EE CONTRIB:JUN 16	80-10-301-37100	1,595.95
				05	FY17 IMRF EMPLYR CONTR:JUN 16	80-10-301-37100	3,613.97

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12690	9LB VILL	VILLAGE OF LAKE BLUFF						
	JUNE 2016		07/07/16	06	REVERSE CREDIT:APR 16	80-10-301-37100	8,172.00	
				07	REVERSE CREDIT:APR 16	80-10-301-37100	8,346.00	
					INVOICE TOTAL:		27,685.04 *	
					CHECK TOTAL:		27,723.04	
12691	9LFPOSTO	LAKE FOREST POST OFFICE						
	USP062016		06/20/16	01	ANN'L PERMIT #98 RENEWAL	80-60-001-43300	215.00	
					INVOICE TOTAL:		215.00 *	
					CHECK TOTAL:		215.00	
12692	9LAVALLE	LILIANA LAVALLE						
	LAV07012016		07/01/16	01	TUITION REIMBURSEMENT	80-60-001-42400	500.00	
					INVOICE TOTAL:		500.00 *	
					CHECK TOTAL:		500.00	
12693	9LIBFIRS	LIBRARIES FIRST						
	LF5046		06/22/16	01	ADULT REFERENCE/E-REFER	80-60-001-45220	2,431.00	
					INVOICE TOTAL:		2,431.00 *	
					CHECK TOTAL:		2,431.00	
12694	9MIDTAPE	MIDWEST TAPE						
	94076121		06/20/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	59.99	
					INVOICE TOTAL:		59.99 *	
	94093978		06/24/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	179.96	
					INVOICE TOTAL:		179.96 *	

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12694	9MIDTAPE	MIDWEST TAPE					
	94110864		06/30/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	123.32
						INVOICE TOTAL:	123.32 *
						CHECK TOTAL:	363.27
12695	9MURPHYM	MURPHY & MILLER, INC.					
	MC00000718		05/01/16	01	BUILDING MAINT	80-60-001-41000	574.50
						INVOICE TOTAL:	574.50 *
						CHECK TOTAL:	574.50
12696	9NCCPETE	NCC-PETERSON PRODUCTS					
	70330		07/01/16	01	JANITORIAL SUPPLIES	80-60-001-43660	144.29
						INVOICE TOTAL:	144.29 *
						CHECK TOTAL:	144.29
12697	9ORIETRA	ORIENTAL TRADING COMPANY, INC					
	678302637-01		06/17/16	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	30.95
						INVOICE TOTAL:	30.95 *
	678460384-01		06/29/16	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	118.89
						INVOICE TOTAL:	118.89 *
						CHECK TOTAL:	149.84
12698	9REINSKY	SKYLAR REINHARD					
	SKY062216		06/22/16	01	OUTREACH SUPPLIES	80-60-001-43730	19.97
						INVOICE TOTAL:	19.97 *
						CHECK TOTAL:	19.97

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12699	9REYESIS	ISAURO REYES						
	REY070116		07/01/16	01	GROUNDS MAINT:JUNE 2016	80-60-001-41050	250.00	
						INVOICE TOTAL:	250.00 *	
						CHECK TOTAL:		250.00
12700	9STAPLES	STAPLES BUSINESS ADVANTAGE						
	8039878486		06/25/16	01	OFFICE SUPPLIES	80-60-001-43550	254.75	
						INVOICE TOTAL:	254.75 *	
						CHECK TOTAL:		254.75
12701	9TODBUS	TODAY'S BUSINESS SOLUTIONS INC						
	3926		06/22/16	01	PATRON & STAFF SOFTWARE	80-60-001-45600	745.00	
						INVOICE TOTAL:	745.00 *	
						CHECK TOTAL:		745.00
12702	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS						
	102189020		07/11/16	01	'EE ICMA CONTRIBUTION:7/15/16	80-20-102-45000	250.00	
						INVOICE TOTAL:	250.00 *	
						CHECK TOTAL:		250.00
12703	9WAREHOU	WAREHOUSE DIRECT						
	3094036-0		06/09/16	01	OFFICE SUPPLIES	80-60-001-43550	11.69	
						INVOICE TOTAL:	11.69 *	
	3104435-0		06/21/16	01	OFFICE SUPPLIES	80-60-001-43550	100.87	
						INVOICE TOTAL:	100.87 *	
						CHECK TOTAL:		112.56

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12704	9WINSTEL	WINSTON ELECTRIC, INC.						
	4477-IN		07/07/16	01	BUILDING MAINTENANCE	80-60-001-41000	995.00	
						INVOICE TOTAL:	995.00 *	
						CHECK TOTAL:	995.00	
						TOTAL AMOUNT PAID:	58,939.42	

Recommendation

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

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

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

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

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

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

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

Scope and Cost of Project

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

Conclusion

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

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

Fees for Proposed Fundraising Audit and Campaign Feasibility Study & Plan

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

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

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

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

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

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

Purpose and Scope

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

Timing and Duration of Service

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

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

Billing and Payment Terms

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

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

Payment terms are net 20 days.

FOR DISCUSSION AND POTENTIAL APPROVAL: Using the 2015 agreement between District 65 and the Library as a template, a similar agreement between the library and District 115 has been drafted. This agreement would extend coverage of Intergovernmental Agreement Cards and library access to all public school students Pre-K to Grade 12. The current version of the document meets with the approval of library and District 115 administration, and has been reviewed by legal counsel. District 115 anticipates this item being on their September 6, 2016 School Board agenda for approval. Library approval can happen at the July or August Library Board meeting.

**INTERGOVERNMENTAL AGREEMENT
FOR LIBRARY SERVICES**

The term of this Intergovernmental Agreement (IGA) For Library Services is from September 1, 2016, and ends August 30, 2017, unless sooner terminated, by and between the Board of Education of Lake Forest High School District No. 115 (“SCHOOL”) and the Board of Trustees of Lake Bluff Public Library (“LIBRARY”)(collectively, the “Parties” or individually, “Party”).

RECITALS

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

WHEREAS, the LIBRARY wishes to cooperate with the SCHOOL to furnish library services to those 9th through 12th grade students attending Lake Forest High School who reside in Knollwood, an unincorporated area of Lake County, Illinois, and are otherwise unable to obtain access to library services as residents of the LIBRARY (hereinafter referred to as the “STUDENTS”); and

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

NOW, THEREFORE, the Parties agree as follows:

1. Library Services.

The LIBRARY shall provide library services to the STUDENTS as if they were residents residing within the boundaries of the LIBRARY subject to the LIBRARY’s policies and the terms herein. The LIBRARY will issue library cards designated as “IGA cards” solely to the STUDENTS who wish to obtain library cards, which shall entitle the STUDENTS to the same rights and privileges as residents of the Lake Bluff Public Library, with the exception that IGA cardholders may not borrow materials through reciprocal borrowing. The IGA card may only be used to check out materials for use by the STUDENTS and does not entitle the parents of the STUDENTS to check out materials for their own use. The LIBRARY shall inform IGA

cardholders and their parents/guardians of the restrictions on the use of the IGA card, as described in this paragraph, and the LIBRARY shall be solely responsible for enforcing those restrictions. The LIBRARY's services to STUDENTS under this IGA will end upon their graduation, withdrawal, or transfer from the Lake Bluff Elementary School or Lake Bluff Middle School.

2. Term and Renewal of IGA.

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

3. Financial

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

4. Facilities Use.

In exchange for the library services provided to the STUDENTS, the SCHOOL grants the LIBRARY access to its facilities during the regular school year and regularly staffed hours, at no charge, on three dates to be mutually agreed upon by the Parties during the term of this IGA. The LIBRARY, however, shall be responsible for reimbursing the SCHOOL for any expenses it incurs in connection with the LIBRARY's use of SCHOOL facilities, including, but not limited to any additional security costs. The LIBRARY'S requests for the use of the SCHOOL's facilities shall be made in writing using the form(s) prescribed by the SCHOOL and shall be made at least thirty (30) days in advance of the date requested. The LIBRARY agrees to abide by the SCHOOL'S facilities use and visitor policies. The LIBRARY shall pay the cost of repair for any damages beyond normal wear and tear which occur in connection with its use of the SCHOOL's facilities, including, but not limited to, damage to buildings, equipment, supplies, or fixtures. If the LIBRARY does not repair the damage within 14 days after receiving written notice from the SCHOOL, or a lesser time if the SCHOOL determines the damage creates an emergency situation, the SCHOOL may repair the damage and the LIBRARY shall reimburse the SCHOOL for the costs the SCHOOL incurs within 14 days after the SCHOOL provides a written notice to the LIBRARY. In the event an unforeseen scheduling conflict arises for the SCHOOL for any reason, the SCHOOL shall notify the LIBRARY of such conflict, and the LIBRARY shall make reasonable efforts to identify and reserve an alternate location for its

event. If such an alternative location is not found, the LIBRARY agrees to reschedule or cancel the activity or program.

5. Equipment.

The LIBRARY shall provide all equipment and supplies necessary to operate its programs at the SCHOOL'S facilities, which equipment and supplies shall be in good working order. 6.

Indemnification.

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

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

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

7. Insurance.

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

8. Amendments to this IGA.

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

9. **Savings Clause.**

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

10. **Publicity.**

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

11. **Notice.**

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

To the Library:

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

To the School:

Lake Forest High School District 115
300 S. Waukegan Road
Lake Forest, IL 60045

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

13. **Governing Law.** This IGA shall be governed by, construed, and enforced in accordance with the laws of the State of Illinois without regard to conflict of law principles. Jurisdiction and venue for all disputes hereunder shall be the Circuit Court located in Lake County, Illinois, or the federal district court for the Northern District of Illinois..

14. **Effective Date.** This IGA shall be deemed dated and become effective on the date the last of the parties signs as set forth below the signature of their duly authorized representatives.

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

<p>LIBRARY:</p> <p>BOARD OF TRUSTEES OF LAKE BLUFF PUBLIC LIBRARY</p> <p>By: _____ Kathy Meierhoff</p> <p>Its: President</p> <p>Date: _____</p> <p>ATTEST:</p> <p>By: _____ Janie Jerch</p> <p>Its: Secretary</p> <p>Date: _____</p>	<p>SCHOOL:</p> <p>BOARD OF EDUCATION OF LAKE FOREST HIGH SCHOOL DISTRICT NO. 115, LAKE COUNTY, ILLINOIS</p> <p>By: _____</p> <p>Its: President</p> <p>Date: _____</p> <p>ATTEST:</p> <p>By: _____</p> <p>Its: Secretary</p> <p>Date: _____</p>
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Director's Report

New Statistics Interface

The core features of the new statistics module are now complete. The portal can be found at: <http://lbplibrary.org/lbpl-statistics/>. I strongly encourage you to take a look and play around with the new features and data available. Ross Shanley-Roberts has done an excellent job creating this new resource. After a little more testing, the plan is to make the portal available to the community via our website.

New Library Cards

Staff members Martha O'Hara and Gloria Newton have been working with vendor Dasher Printing on a redesigned library card that will use our new logo. In addition to the new appearance, the durability of the cards should be improved. Information about the new logo has been on display near the Main Desk for the past month. What feedback we have received has been positive. Martha also created a 'Logo FYI' page for the website.

4th of July Parade

The Library marched this year as Grand Marshal for the 4th of July Parade. We had a strong entry, with many participants. Skylar Reinhard, our new Community Engagement Coordinator, did a fantastic job with this event. Starting her job just this spring, Skylar nonetheless capably took the lead in getting our entry ready. She is unavailable to meet the Board at the July 2016 meeting, but will be able to attend the August 2016 meeting.

Pokemon Go

The Library has been swept up in the Pokemon Go craze, as both the museum and library are PokeStops. PokeStops can be visited to win in-game items or in order to use lures to bring in nearby Pocket Monsters. Eliza Jarvi, Will Cordeniz, Liliana LaValle, and Martha O'Hara worked together to create a Pokemon display based off of the names of Pokemon teams. The display also encourages community members to share with us what monsters they caught at the Library. I expect we have more Pokemon centered programs on the horizon.

Instagram

Skylar Reinhard has taken the lead in creating a Lake Bluff Library Instagram account. Eliza Jarvi is creating a separate account for Teen Services.

Hot Picks/Bestsellers Collection

Martha and I have been working on creating a new collection, one aimed at reducing hold list wait time and improving access to 'hot' titles. The collection would feature popular adult fiction books, nonfiction books, and DVD's. Items would be available on a first-come first-served basis with no renewal possible.

Chamber of Commerce Mayor's Luncheon

I attended the annual Chamber of Commerce Mayor's Luncheon and listened to presentations from Kathy O'Hara and her counterpart in Lake Forest. The theme was 'Movability and Livability'; the presentation emphasized the need for greater housing diversity and advertising the good things both communities have to offer. Lake Bluff is putting together a series of about 30 videos to highlight various aspects of Lake Bluff awesomeness.

5th Annual Lake Bluff Criterium Bike Race

The 5th Annual Criterium Race, which sees much of downtown closed off as it becomes the scene of an urban bike race, is scheduled for July 23rd, 2016. The Library will once again hold its annual Sidewalk Chalk Art Competition on race day. Our guest judge this year will be Congressman Bob Dold. Balloon artist Jason Kollum will also be on hand to amaze the crowds with his 'balloon sculptures.'

New Staff Member

Hannah Dove, a former volunteer and seasonal assistant, will be taking on the position of Shelves this fall. She steps in for Anna Fifhouse, who graduated and departed for College.

34,406+ POINTS OF SERVICE



over 18,419 PATRON INTERACTIONS

(includes 47 programs with 1,465 attendees)

11,843 circulations

ADULT COLLECTION
4,950

TEEN COLLECTION
342

CHILDREN'S COLLECTION
5,573

775 households active in June (56.36% of households with active library cards)

ADULT eCOLLECTION
831

TEEN eCOLLECTION
82

CHILDREN'S eCOLLECTION
65

BOOKS
7,352

MAGAZINES
305

VIDEOS
2,606

MUSIC
143

AUDIOBOOKS
195

VIDEOGAMES
264

eBOOKS
536

eMAGAZINES
18

eVIDEOS
0

eMUSIC
102

eAUDIOBOOKS
322

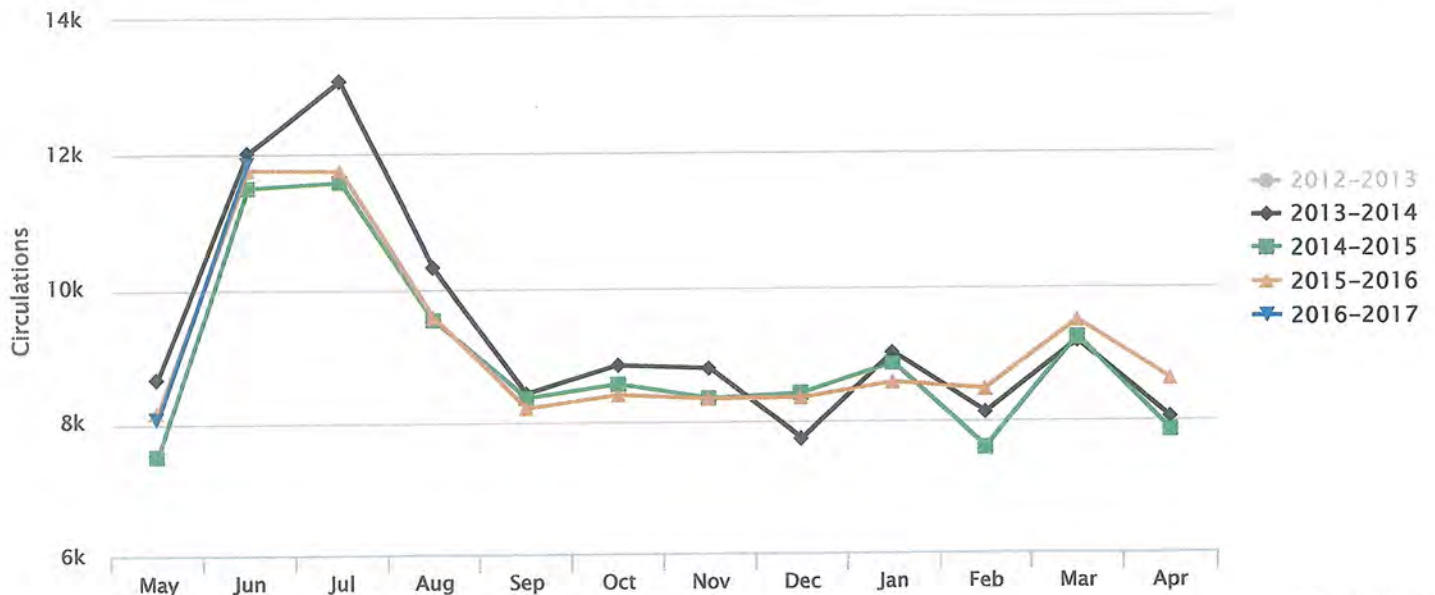
eCOURSES
0

more than 4,144 DATABASE INTERACTIONS



Total Circulation by Month

Lake Bluff Public Library



Friends of the Library Meeting Dates

2016 Meeting Dates

January 16 at 10:00am – TIM KREGOR

February 20 at 10:00am – SCOT BUTLER

March 19 at 10:00am – JANIE JERCH

April 16 at 10:00am – ROMAIN WOJDA

June 18 at 10:00am – KATHY MEIERHOFF

August 20 at 10:00am – 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 Scott Bailey

Library Director