

June 21st, 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 May 17th, 2016 Board of Trustees Meeting (action)(2 minutes)(7:04pm)	3A-3C
	Minutes of June 2nd, 2016 Board of Trustees Meeting (action)(2 minutes)(7:06pm)	4A
	Minutes of May 9th, 2016 Building Project Task Force Meeting (action)(2 minutes)(7:08pm)	4B
5	Treasurer's Report and Financial Reports (White and Yellow) (10 minutes)(7:18pm)	
	April Financial Summary Report (action)	5A-5C
	April Detailed Revenue & Expense Report (action)	6A-6E
	April Detailed Balance Sheet (action)	7A-7E
	May Financial Summary Report (action)	8A-8C
	May Detailed Revenue & Expense Report (action)	9A-9E
	May Detailed Balance Sheet (action)	10A-10E
6	Approval of Checks (Green) (10 minutes)(7:28pm)	
	April Manual Check Report (action)	11A
	April Check Register (action)	12A-12N
	May Manual Check Report (action)	13A
	May Check Register (action)	14A-14O
7	Committee Reports (10 minutes)(7:38pm)	
8	New Business	15A
	Task Force Report (10 minutes)(7:48pm)	16A-16G
	Resolution Adopting Prevailing Wage Ordinance (action)(5 minutes)(7:53pm)	17A-17B
	Statement of Participation in Nonresident Card Program (action)(5 minutes)(7:58pm)	18A-18B
9	Old Business	
	Fundraising Consultant (possible action)(20 minutes)(8:18pm)	19A-19C
10	Director's Report (5 minutes)(8:23pm)	
	Librarian's Narrative Report	20A-20B
11	Executive Session(s) (30 minutes if entered)	
12	Any and All Other Business ...	
13	Adjournment (1 minute)(8:24pm)	
14	Attachments	
	Usage Statistics for the Month of May	21A-21C
	Friends Meeting Attendees for 2016	22A

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, June 21st, 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 May 17th, 2016 Regular Board Meeting **(action)(2 minutes)(7:04pm)**
 - b. Approval of Minutes of June 2nd, 2016 Special Board Meeting **(action)(2 minutes)(7:06pm)**
 - c. Approval of Minutes of May 9th, 2016 Building Project Task Force Meeting **(action)(2 minutes)(7:08pm)**
5. **April and May 2016 Financial Reports – Detailed Balance and Revenue/Expense (White and Yellow Pages) (action)(10 minutes)(7:18pm)**
 - a. April Financial Summary Report
 - b. April Detailed Revenue & Expense Report
 - c. April Detailed Balance Sheet
 - d. May Financial Summary Report
 - e. May Detailed Revenue & Expense Report
 - f. May Detailed Balance Sheet
6. **Approval of checks (Green Pages) (10 minutes)(7:28pm)**
 - a. April Manual Checks (12582-12587) **(action)**
 - b. April Monthly Checks (12588-12624) **(action)**
 - c. May Manual Checks (12625-12629) **(action)**
 - d. May Monthly Checks (12630-12661) **(action)**
7. **Committee Reports (10 minutes)(7:38pm)**
(There were no committees that met)

(Committees that did not meet)
 - a. Building and Grounds Committee (**CHAIR:** Schons. **MEMBERS:** Jerch, Meierhoff, and Stroh.)
 - b. Building Project Task Force (**CHAIR:** Meierhoff. **MEMBERS:** Schons.)
 - c. Finance Committee (**CHAIR:** Butler. **MEMBERS:** Kregor.)

- d. Human Resources Committee (**CHAIR:** Kregor. **MEMBERS:** Butler and Meierhoff.)
- e. Intergovernmental Committee (**CHAIR:** Bailey. **MEMBERS:** Jerch and Stroh.)
- f. Long Range Planning Committee (**CHAIR:** Wojda. **MEMBERS:** Schons.)
- g. Outreach Committee (**CHAIR:** Schons. **Members:** Butler and Kregor.)

8. New Business

- a. Task Force Report (10 minutes)(7:48pm)
- b. Resolution Adopting Prevailing Wage Ordinance (action)(5 minutes)(7:53pm)
- c. Statement of Participation in Nonresident Card Program (action)(5 minutes)(7:58pm)

9. Old Business

- a. Fundraising Consultant (possible action)(20 minutes)(8:18pm)

10. Director's Report (5 minutes)(8:23pm)

- 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)(8:24pm)

Attachments:

Usage Statistics for the Month of May, 2016

Friends Meeting Attendees for 2016

Ter Molen, Watkins, and Brandt Fundraising Proposal

Task Force and Building Project Timeline

Prevailing Wage Ordinance

Statement of Participation in Nonresident Card Program

Upcoming Board Meetings: July 19, August 16, and September 20, 2016.

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, May 17, 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 7:00 pm. Present were Trustees Scott Butler, Tim Kregor, Janie Jerch, Carl Schons, Cal Stroh, Romain Wojda. Also present were Library Director Eric Bailey and Martha O'Hara.
2. **Additions & Corrections to the Agenda:** There were no finance reports from the Village, so Butler moved and Kregor seconded a motion to remove items 7 and 8 from the agenda, all voted aye. Bailey asked that we add looking at monthly statistics to new business.
3. **Election of Secretary Pro Tempore:** Stroh moved and Butler seconded a motion to keep Jerch as recording secretary, all voted aye.
4. **Election of Board Officers and Selection of Committee Members:** Butler moved and Schons seconded a motion to retain officers for FY 2016-2017: Meierhoff as President, Stroh as VP, Jerch as Secretary, Butler as Treasurer; all voted aye.
 Stroh moved and Butler seconded a motion to make changes to the committees as listed below; all voted aye.
 - Finance: Chair Butler, member Kregor.
 - Human Resources: Chair Kregor, members Butler and Meierhoff.
 - Intergovernmental: Chair Bailey, members Jerch and Stroh.
 - Building & Grounds: Chair Schons, members Jerch, Meierhoff, and Stroh.
 - Long Range Planning: Chair Wojda, member Schons.
 - Technology: Duties will be folded into the LRP committee for the foreseeable future.
 - Outreach: Chair Schons, members Butler and Kregor.
5. **Opportunity for Public to Address the Board:** None present.
6. **Approval of Minutes**
 Butler moved to accept the minutes of the March 15, 2016 Regular Board Meeting, with 1 correction; Schons seconded; all voted aye.
7. **March 2016 Financial Reports**
 Removed from agenda.
8. **Approval of checks**
 Removed from agenda.
9. **Committee Reports**
(Committees that met.)
 - a. **Building & Grounds (CHAIR: Schons, MEMBERS: Jerch, Meierhoff, and Stroh)** Schons reported that this committee met immediately before the current board meeting. Bailey gave a brief synopsis of the presentation he made to B&G concerning the HVAC maintenance contracts.

The committee felt that the full Library Board should participate in this discussion. They had approved a motion earlier in the evening that the Library Board accept the HVAC Maintenance Contract from Murphy & Miller, in the amount \$2,298.00 for one year. Bailey said that he would go forward with the contract.

Also mentioned were the necessary repairs to the brickwork near the front entrance and the need for changing/adding to some of the plantings in the front of the building.

b. Building Task Force (**CHAIR:** Meierhoff, **MEMBER:** Schons) Meierhoff reported that the BTF had met three times since the last board meeting to investigate the feasibility of our building project. Of the three RFP's we received, we are considering that of Ter Molen, Watkins & Brandt. Their proposal came in much lower than the other two because one of their principals is a Lake Bluff resident, and they felt that we had already done the necessary preliminary work. There will be a special meeting in June, before the next board meeting, to hear from TMW&B. We questioned what will happen to the Friends of the Library if we undertake this project.

(Committees that did not meet.)

- 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)
- h. Technology (**CHAIR:** Kregor, **MEMBER:** Wojda)

10. New Business

- a. A new format for reporting monthly statistics is being prepared.
- b. Bailey reported that FY2015-2016 donations were as expected but a bit lower than last year.
- c. In his summary of Program Costs and Participation, Bailey gave a synopsis for the recent FY. Budget and expenses were the same as the previous year, but there was a 9.65% increase in attendance for all programs.
- d. O'Hara gave the highlights of the Patron Satisfaction Survey 2016, the main points being:
 - More patrons feel that we need more space.
 - Many patrons requested more evening hours.
 - Patrons seem to have lowered expectations because of our space limitations.
 - Improving the building would have a high impact on the community.
 - The results of this survey should be folded into long-term planning.

11. Old Business:

- a. The new logo was approved by the Library Staff unanimously.
- b. The HVAC Maintenance Contract was already discussed during the B&G committee report.

12. Director's Report

- a. Repairs to the parking lot have been ordered; the cost will be approx. \$800.00.
- b. George Russell came in and repaired a faulty drain on his own.

- c. The Friends of the Library Book Drive will be this Saturday from 10 am-4 pm.
- d. Congressman Bob Dold will personally come to the Library to judge the upcoming sidewalk chalk art contest on July 23.
- e. Skylar Reinhard has been hired to replace Amy van Goethem

13. 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)

14. Any and all other business which may properly come before the Board: There was none.

15. Adjournment

Stroh moved, Wojda seconded a motion to adjourn the meeting; all voted aye. Meeting adjourned at 9:10 pm.

Respectfully submitted,

Janie Jerch

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES
Special Meeting
Thursday, June 2nd, 2016

- 1) **Call to Order; Roll Call:** The meeting was called to order at 6:02 PM by Kathy Meierhoff. The met in the mezzanine of the Wood Annex building.

Present: Tim Kregor, Cal Stroh, Kathy Meierhoff, Carl Schons, Scot Butler, and Janie Jerch

Absent: Romain Wojda

Library Staff Present: Eric Bailey, Martha O'Hara

Members of the Public: Don Souhrada, Jon Heintzelman, and Eileen Laack

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

- a) Don Souhrada and Jon Heintzelman provided a summary of Ter Molen, Watkins, and Brandt's fundraising bid, and then took questions from the Board and Eileen Laack of the Friends of the Library.
- b) **RESOLVED:** To continue the discussion of Ter Molen, Watkins, and Brandt's proposal at the next Board Meeting.
- c) **RESOLVED:** That the Village Board be kept informed of the Library's progress on this project.
- d) **REQUESTED:** Clarification on whether the Library can set up an endowment.

3) **Any other business:**

- a) Library Director Eric Bailey presented the initial budget estimate for the end of FY15-16, which showed a final total of \$33,296 to be added to reserve.

4) **Adjournment:** Schons moved and Butler seconded a motion to adjourn the meeting at 7:27 PM.

AYES: All

NAYES: None

ABSENT: Wojda

Respectfully submitted,

Eric Scott Bailey

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES
Building Project Task Force Meeting
Monday, May 9th, 2016

- 1) **Call to Order; Roll Call:** The meeting was called to order at 1:59 PM by Kathy Meierhoff. The committee met in the Spruth Room of the Lake Bluff Public Library building.

Present: Carl Schons and Kathy Meierhoff

Absent: None

Library Staff Present: Eric Bailey, Martha O'Hara

Members of the Public: None

- 2) **Minutes of May 2nd, 2016 Task Force Meeting**

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

- 3) **Review of Building Project Steps and Timeline**

a) **REQUESTED:** An updated summary of meeting room usage.

b) **REQUESTED:** Timeline showing the development of the current building plan.

- 4) **Discussion of Request for Proposal Regarding a Fundraising Consultant**

a) **REQUESTED:** A list of significant library renovations in the area since 2005, and information regarding how they were funded.

b) **RESOLVED:** To discuss further with the Building and Grounds Committee before taking a resolution to the full board.

- 5) **Any other business:**

a) (None)

- 6) **Adjournment:** Meierhoff moved and Schons seconded a motion to adjourn the meeting at 3:16 PM.

AYES: Meierhoff and Schons.

NAYES: None

ABSENT: None

Respectfully submitted,

Eric Scott Bailey

Financial Summary

April, 2016

5/16/2016

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	\$ 872,666	\$ 873,917	99.9%	93.3%	\$ 850,197	99.8%	\$ 851,666
Rental Fines	11,755	12,000	98.0%	1.3%	11,242	86.5%	13,000
State Per Capita Grant	-	7,153	0.0%	0.0%	-	0.0%	7,153
Non-Resident Fees	7,083	7,000	101.2%	0.8%	7,470	106.7%	7,000
Miscellaneous Revenue	3,154	3,000	105.1%	0.3%	1,434	47.8%	3,000
Other Grants	16,518	5,000	330.4%	1.8%	-	0.0%	5,000
Photo-copy Charges	2,218	2,000	110.9%	0.2%	2,188	109.4%	2,000
Village Contribution to Vliet Costs	-	7,900	0.0%	0.0%	7,153	90.5%	7,900
Vliet Operating Cost Contrib	780	-	---	0.1%	-	---	-
Interest Earnings	968	400	242.1%	0.1%	279	69.7%	400
Naperville (Impact) Fees	6,478	-	---	0.7%	-	---	-
Restricted Donations/Gifts	11,545	20,000	57.7%	1.2%	5,092	25.5%	20,000
Unrestricted Donations/Gifts	2,082	1,000	208.2%	0.2%	1,289	128.9%	1,000
Total Revenues	\$ 935,247	\$ 939,370	99.6%	100.0%	\$ 886,343	96.5%	\$ 918,119
Use of Fund Balance Reserves		\$ -					\$ 34,900
Total Projected Revenues & Use of Reserves		939,370					953,019
Expenditures							
Librarian Salaries	\$ 296,341	\$ 224,000	132.3%	32.9%	\$ 215,758	96.3%	\$ 224,000
Staff Salaries	\$ 188,381	259,000	72.7%	20.9%	\$ 204,389	88.5%	231,000
Medical Insurance	\$ 65,795	80,000	82.2%	7.3%	\$ 54,256	129.2%	42,000
Other Employee Benefits	\$ 160	250	64.0%	0.0%	\$ 62	12.4%	500
Employer IMRF	\$ 43,665	45,000	97.0%	4.8%	\$ 42,116	93.6%	45,000
Employer FICA	\$ 36,330	37,000	98.2%	4.0%	\$ 31,498	90.0%	35,000
<i>Subtotal Personnel Expense</i>	<i>\$ 630,672</i>	<i>\$ 645,250</i>	<i>97.7%</i>	<i>69.9%</i>	<i>\$ 548,079</i>	<i>94.9%</i>	<i>\$ 577,500</i>
Building Maintenance	\$ 19,188	\$ 24,000	80.0%	2.1%	\$ 19,099	68.2%	\$ 28,000
Elevator Maintenance	\$ 1,167	2,000	58.4%	0.1%	\$ 2,144	107.2%	2,000
Grounds Maintenance	\$ 5,541	8,000	69.3%	0.6%	\$ 8,182	96.3%	8,500
Copier Maintenance	\$ 4,941	4,500	109.8%	0.5%	\$ 3,768	83.7%	4,500
<i>Subtotal Maintenance Expense</i>	<i>\$ 30,837</i>	<i>\$ 38,500</i>	<i>80.1%</i>	<i>3.4%</i>	<i>\$ 33,193</i>	<i>77.2%</i>	<i>\$ 43,000</i>
Other Professional Services	\$ 517	\$ 5,000	10.3%	0.1%	\$ 20,387	101.9%	\$ 20,000
Computer Services	\$ 12,215	15,000	81.4%	1.4%	\$ 11,675	58.4%	20,000
Legal Services	\$ 3,842	2,500	153.7%	0.4%	\$ 1,404	9.4%	15,000
Professional Development	\$ 725	3,000	24.2%	0.1%	\$ 4,424	88.5%	5,000
Dues	\$ 2,117	2,000	105.9%	0.2%	\$ 1,868	93.4%	2,000
Utilities	\$ 11,596	9,000	128.8%	1.3%	\$ 9,234	115.4%	8,000

Financial Summary

April, 2016

5/16/2016

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	\$ 2,399	3,000	80.0%	0.3%	\$ 2,221	74.0%	3,000
Printing/E-News	\$ 8,472	8,500	99.7%	0.9%	\$ 7,904	87.8%	9,000
Office Supplies	\$ 4,821	5,750	83.8%	0.5%	\$ 4,013	66.9%	6,000
Bldg/Grounds Supplies	\$ 1,535	2,000	76.7%	0.2%	\$ 1,477	73.8%	2,000
Technical Services Supplies	\$ 3,675	5,000	73.5%	0.4%	\$ 3,570	64.9%	5,500
<i>Subtotal Contracts & Commodities</i>	\$ 51,914	\$ 60,750	85.5%	5.8%	\$ 68,176	71.4%	\$ 95,500
Hospitality Program Support	\$ 376	500	75.2%	0.0%	\$ 317	31.7%	1,000
Adult Program Support	\$ 5,185	5,000	103.7%	0.6%	\$ 3,565	89.1%	4,000
Juvenile Program Support	\$ 5,664	5,800	97.7%	0.6%	\$ 6,729	96.1%	7,000
Outreach Program Supplies	\$ 966	1,000	96.6%		\$ 6,442		
Teen Program Supplies	\$ 819	1,200	68.2%		\$ 15,496		
Per Capita Grant	\$ 5,422	7,153	75.8%	0.6%	\$ 13,427	187.7%	7,153
Other Grant Expenditures	\$ -	5,000	0.0%	0.0%	\$ -	0.0%	5,000
<i>Subtotal Programs & Grants</i>	\$ 18,432	\$ 25,653	71.9%	2.0%	\$ 45,977	190.4%	\$ 24,153

Financial Summary

April, 2016

5/16/2016

5C

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	\$ 16,461	17,000	96.8%	1.8%	\$ 524	2.9%	18,000
Adult Fiction Books	\$ 14,043	14,000	100.3%	1.6%	\$ 12,913	86.1%	15,000
Adult Large Print Materials	\$ 580	500	116.0%	0.1%	\$ 17,610	3522.0%	500
Adult AV Materials	\$ 15,086	15,000	100.6%	1.7%	\$ 7,167	47.8%	15,000
Adult Reference/e-Reference	\$ 20,653	21,000	98.3%	2.3%	\$ 4,980	21.7%	23,000
Juvenile Non-Fiction Books	\$ 6,612	7,000	94.5%	0.7%	\$ 5,213	74.5%	7,000
Picture Books	\$ 4,941	5,000	98.8%	0.5%	\$ 1,914	31.9%	6,000
Juvenile Fiction Books	\$ 7,829	9,000	87.0%	0.9%	\$ 334	3.9%	8,500
Juvenile AV Materials	\$ 1,598	1,500	106.6%	0.2%	\$ 2,700	72.0%	3,750
Juvenile e-Reference	\$ 334	2,000	16.7%	0.0%	\$ 12,017	1201.7%	1,000
Teen Books	\$ 2,583	2,750	93.9%	0.3%	\$ 508	18.5%	2,750
e-Books	\$ 6,406	6,250	102.5%	0.7%	\$ 5,704	47.5%	12,000
Graphic Novels	\$ 505	500	101.1%	0.1%	\$ 3,483	696.6%	500
Periodicals	\$ 5,873	\$ 6,000	97.9%	0.7%	\$ 2,504	35.8%	\$ 7,000
Video Games	\$ 3,411	3,500	97.5%	0.4%	\$ 20,297	579.9%	3,500
<i>Subtotal Materials</i>	\$ 106,918	111,000	96.3%	11.9%	\$ 97,868	79.2%	\$ 123,500
Patron & Staff Software	\$ 2,985	5,000	59.7%	0.3%	\$ 3,108	51.8%	6,000
Library Automation Software	\$ 22,043	22,000	100.2%	2.4%	\$ 5,931	24.7%	24,000
Miscellaneous Expense	\$ 1,856	1,000	185.6%	0.2%	\$ 1,880	94.0%	2,000
<i>Subtotal Software/Other</i>	\$ 26,884	28,000	96.0%	3.0%	\$ 10,918	34.1%	\$ 32,000
FR Restricted Donations	\$ 2,551	-	---	0.3%	\$ 7,208	360.4%	2,000
Library Furnishings	-	1,000	0.0%	0.0%	1,190	---	-
Computer Equipment	14,966	1,000	1496.6%	1.7%	-	0.0%	14,000
Other Equipment	706	1,000	70.6%	0.1%	3,016	150.8%	2,000
	6,601	-	---	0.7%	-	0.0%	-
Exterior Bldg Improvements	-	1,000	0.0%	0.0%	397	3.3%	12,000
Use of Temporarily Restrict Donat	8,200	21,000	39.0%	0.9%	-	0.0%	21,000
Contingency	3,270	5,217	62.7%	0.4%	-	0.0%	6,366
<i>Subtotal Capital, Grants & Dona</i>	\$ 36,295	\$ 30,217	120.1%	4.0%	\$ 11,810	20.6%	\$ 57,366
Total Expenditures	\$ 901,951	\$ 939,370	96.0%	100.0%	\$ 816,022	85.6%	\$ 953,019

Fund Balance as of April 30, 2015^a 526,947
 YTD Addition to/(Subtraction from) Fund Balance 33,296
 Fund Balance at month end 560,243

^aThe fund balance has not been audited yet.

DATE: 05/16/2016
 TIME: 18:12:25
 ID: GL470006.WOW

6A

PAGE: 1
 F-YR: 16

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 12 PERIODS ENDING APRIL 30, 2016

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: REVENUES

ACCOUNT NUMBER	DESCRIPTION	APRIL 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	0.00	0.00	872,665.74	850,197.16	873,917.00	99.8%
TOTAL REVENUES: PROPERTY TAXES		0.00	0.00	872,665.74	850,197.16	873,917.00	99.8%
SERVICES & FEES							
80-40-403-48300	PHOTO-COPY CHARGES	143.30	257.20	2,217.58	2,187.50	2,000.00	110.8%
80-40-403-48500	NON-RESIDENT FEES	441.32	893.53	7,083.18	7,469.85	7,000.00	101.1%
TOTAL REVENUES: SERVICES & FEES		584.62	1,150.73	9,300.76	9,657.35	9,000.00	103.3%
FINES							
80-40-503-65000	RENTAL FINES	822.15	640.82	11,755.40	11,241.88	12,000.00	97.9%
TOTAL REVENUES: FINES		822.15	640.82	11,755.40	11,241.88	12,000.00	97.9%
MISCELLANEOUS							
80-40-603-73000	PER CAPITA GRANTS	0.00	7,152.50	0.00	7,152.50	0.00	0.0%
80-40-603-73700	VILLAGE CONTRIBUTION	16,518.00	0.00	16,518.00	0.00	7,900.00	209.0%
80-40-603-73800	VLIET OPERATING COST CONTRIB	0.00	0.00	780.00	0.00	0.00	100.0%
80-40-603-75000	INTEREST EARNINGS	149.69	27.09	968.31	278.80	400.00	242.0%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	7.06	1.41	2,081.66	1,289.27	0.00	100.0%
80-40-603-78001	RESTRICTED DONATIONS	1,122.75	810.00	11,545.08	5,091.90	0.00	100.0%
80-40-603-78100	RESTRICTED DONATIONS	0.00	0.00	0.00	0.00	0.00	100.0%
80-40-603-78500	NAPERVILLE (IMPACT) FEE	0.00	0.00	6,478.08	0.00	0.00	100.0%
80-40-603-89000	MISCELLANEOUS INCOME	63.00	260.00	3,154.10	1,434.07	3,000.00	105.1%
TOTAL REVENUES: MISCELLANEOUS		17,860.50	8,251.00	41,525.23	15,246.54	11,300.00	367.4%
TOTAL REVENUES: REVENUES		19,267.27	10,042.55	935,247.13	886,342.93	906,217.00	103.2%
TOTAL FUND REVENUES		19,267.27	10,042.55	935,247.13	886,342.93	906,217.00	103.2%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 12 PERIODS ENDING APRIL 30, 2016

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FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
LIBRARY SERVICES							
80-60-001-40000	LIBRARIAN SALARIES	23,750.17	24,991.24	296,341.06	240,749.05	224,000.00	132.2%
80-60-001-40050	STAFF SALARIES	14,823.12	16,523.67	188,380.94	220,912.58	259,000.00	72.7%
80-60-001-40400	MEDICAL INSURANCE	5,057.31	4,829.35	65,795.40	59,085.75	80,000.00	82.2%
80-60-001-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	159.95	62.00	250.00	63.9%
80-60-001-40950	EMPLOYER IMRF	3,275.08	3,722.13	43,664.84	45,837.98	45,000.00	97.0%
80-60-001-40951	EMPLOYER FICA TAX	2,888.23	3,018.20	36,329.79	34,516.62	37,000.00	98.1%
80-60-001-41000	BUILDING MAINTENANCE	448.74	1,163.08	19,188.49	20,261.88	24,000.00	79.9%
80-60-001-41020	ELEVATOR MAINTENANCE	0.00	0.00	1,167.00	2,144.00	2,000.00	58.3%
80-60-001-41050	GROUNDS MAINTENANCE	589.50	689.50	5,540.50	8,871.25	8,000.00	69.2%
80-60-001-41303	COPIER MAINTENANCE/SUPPLIES	0.00	273.05	4,940.81	4,041.51	4,500.00	109.7%
80-60-001-41304	OTHER PROFESSIONAL SERVICES	0.00	0.00	517.00	20,387.00	5,000.00	10.3%
80-60-001-41305	COMPUTER SERVICES	0.00	0.00	12,215.00	11,675.00	15,000.00	81.4%
80-60-001-41350	LEGAL SERVICES	0.00	721.50	3,841.50	2,125.50	2,500.00	153.6%
80-60-001-42400	PROFESSIONAL DEVELOPMENT	0.00	150.00	725.00	4,573.75	3,000.00	24.1%
80-60-001-42440	DUES	0.00	10.00	2,117.25	1,878.00	2,000.00	105.8%
80-60-001-43230	UTILITIES	244.85	247.84	11,596.18	9,481.48	9,000.00	128.8%
80-60-001-43300	POSTAGE	8.10	1.82	2,398.70	2,222.32	3,000.00	79.9%
80-60-001-43400	PRINTING/E-NEWSLETTER	0.00	0.00	8,471.89	7,903.60	8,500.00	99.6%
80-60-001-43550	OFFICE SUPPLIES	783.32	658.66	4,821.34	4,671.60	5,750.00	83.8%
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	29.42	251.76	1,534.80	1,728.54	2,000.00	76.7%
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	166.79	103.77	3,674.89	3,674.10	5,000.00	73.4%
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	183.70	21.97	376.02	339.32	500.00	75.2%
80-60-001-43710	ADULT PROGRAM SUPPLIES	307.69	0.00	5,185.48	3,564.81	5,000.00	103.7%
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	147.80	43.60	5,663.86	6,772.54	5,800.00	97.6%
80-60-001-43730	OUTREACH SUPPLIES	0.00	0.00	965.88	0.00	1,000.00	96.5%
80-60-001-43740	TEEN PROGRAM SUPPLIES	54.51	0.00	818.71	0.00	1,200.00	68.2%
80-60-001-44800	PER CAPITA GRANT	0.00	2,477.10	5,422.35	8,919.37	0.00	-100.0%
80-60-001-45000	ADULT NON-FICTION BOOKS	635.52	2,407.01	16,461.15	17,903.43	17,000.00	96.8%
80-60-001-45100	ADULT FICTION BOOKS	1,154.47	762.39	14,043.16	14,189.72	14,000.00	100.3%
80-60-001-45110	ADULT LARGE PRINT MATERIAL	44.76	0.00	580.00	524.23	500.00	116.0%
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	1,313.30	2,536.32	15,086.32	15,448.95	15,000.00	100.5%
80-60-001-45220	ADULT REFERENCE/E-REFER	0.00	4,228.00	20,653.15	21,837.96	21,000.00	98.3%
80-60-001-45400	JUVENILE NON-FICTION	0.00	0.00	6,611.96	7,166.77	7,000.00	94.4%
80-60-001-45410	PICTURE BOOKS, READERS	0.00	1.87	4,941.03	4,979.98	5,000.00	98.8%
80-60-001-45420	JUVENILE FICTION	184.38	671.56	7,829.46	5,212.88	9,000.00	86.9%
80-60-001-45430	JUVENILE AUDIO-VISUAL	85.92	100.24	1,598.39	1,914.45	1,500.00	106.5%
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	10.78	31.75	2,582.85	2,700.41	2,750.00	93.9%
80-60-001-45460	E-BOOKS	2,918.41	0.00	6,406.35	12,016.67	6,250.00	102.5%
80-60-001-45470	GRAPHIC NOVELS	0.00	0.00	505.38	507.52	500.00	101.0%
80-60-001-45500	PERIODICALS	52.00	49.00	5,872.74	5,703.86	6,000.00	97.8%
80-60-001-45510	VIDEO GAMES	143.97	198.53	3,411.38	3,482.88	3,500.00	97.4%
80-60-001-45600	PATRON & STAFF SOFTWARE	9.95	(441.05)	2,985.03	2,504.05	5,000.00	59.7%
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	22,042.98	20,297.00	22,000.00	100.1%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 12 PERIODS ENDING APRIL 30, 2016

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	APRIL 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	350.90	119.01	1,856.04	3,107.96	1,000.00	185.6%
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	0.00	61.29	2,551.22	5,930.71	0.00	-100.0%
80-60-001-49000	LIBRARY FURNISHINGS	0.00	99.80	0.00	1,879.81	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	0.00	705.99	1,189.59	1,000.00	70.5%
80-60-001-49400	OTHER EQUIPMENT	0.00	0.00	14,965.79	397.46	1,000.00	1496.5%
80-60-001-50000	CONTINGENCY	0.00	0.00	3,270.20	3,015.60	5,217.00	62.6%
TOTAL EXPENSES: LIBRARY SERVICES		59,662.69	70,723.96	887,149.53	885,853.52	906,217.00	97.8%
TOTAL EXPENSES: LIBRARY ADMINISTRATION		59,662.69	70,723.96	887,149.53	885,853.52	906,217.00	97.8%
TOTAL FUND EXPENSES		59,662.69	70,723.96	887,149.53	885,853.52	906,217.00	97.8%
TOTAL FUND REVENUES		19,267.27	10,042.55	935,247.13	886,342.93	906,217.00	103.2%
TOTAL FUND EXPENSES		59,662.69	70,723.96	887,149.53	885,853.52	906,217.00	97.8%
FUND SURPLUS (DEFICIT)		(40,395.42)	(60,681.41)	48,097.60	489.41	0.00	100.0%

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-- VILLAGE OF LAKE BLUFF --
DETAILED REVENUE & EXPENSE REPORT
ACTUAL VS. PRIOR VS. BUDGET
FOR 12 PERIODS ENDING APRIL 30, 2016

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

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

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 12 PERIODS ENDING APRIL 30, 2016

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

ACCOUNT NUMBER	DESCRIPTION	APRIL 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	2,080.92	0.00	8,200.29	0.00	21,000.00	39.0%

TOTAL EXPENSES: MISCELLANEOUS		2,080.92	0.00	14,801.50	0.00	33,153.00	44.6%
TOTAL EXPENSES: LIBRARY GRANT FUND EXPENDITURE		2,080.92	0.00	14,801.50	0.00	33,153.00	44.6%
TOTAL FUND EXPENSES		2,080.92	0.00	14,801.50	0.00	33,153.00	44.6%
TOTAL FUND REVENUES		0.00	0.00	0.00	0.00	33,153.00	0.0%
TOTAL FUND EXPENSES		2,080.92	0.00	14,801.50	0.00	33,153.00	44.6%
FUND SURPLUS (DEFICIT)		(2,080.92)	0.00	(14,801.50)	0.00	0.00	100.0%

Summary of Detailed Balance Sheet

RESERVE BALANCE

LINE

AMOUNT

Assets	\$1,476,747
Liabilities	\$901,702
Difference	\$575,045
Fund Surplus (Deficit)	\$48,098
Difference	\$526,947

FUND BALANCE AT MONTH END

LINE

AMOUNT

Assets	\$1,476,747
Liabilities	\$901,702
Difference	\$575,045
Grants/Gifts	-\$14,802
Fund Equity	\$560,243

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-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 12 PERIODS ENDING APRIL 30, 2016

ACCOUNT #	DESCRIPTION	BALANCE 05/01/15	NET DEBITS	NET CREDITS	BALANCE 04/30/16
ASSETS					
DUE TO/FROM ACCOUNTS					
80-00-100-10000	DUE TO/FROM OTHER FUNDS	0.00	12,720.58	0.00	12,720.58
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	12,720.58	0.00	12,720.58
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	59.87	232.63	(172.76)
80-10-101-11000	MONEY MARKET ACCOUNT	106,694.94	838,229.68	906,687.28	38,237.34
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	879,953.20	801,000.00	540,130.16
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	2,140.91	73.90	5,490.57
TOTAL CASH & INVESTMENTS		571,447.26	1,720,383.66	1,707,993.81	583,837.11
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)	1,023,911.85	1,007,036.40	6,270.75
80-10-301-55000	PREPAID EXPENSES	500.00	0.00	500.00	0.00
TOTAL OTHER ASSETS		(10,104.70)	1,023,911.85	1,007,536.40	6,270.75
TOTAL ASSETS		1,435,260.66	2,757,016.09	2,715,530.21	1,476,746.54
LIABILITIES AND FUND EQUITY					
LIABILITIES					
PAYABLES					
80-20-102-20000	ACCOUNTS PAYABLE	15,225.12	395,902.09	389,540.37	8,863.40

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-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

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FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 12 PERIODS ENDING APRIL 30, 2016

ACCOUNT #	DESCRIPTION	BALANCE 05/01/15	NET DEBITS	NET CREDITS	BALANCE 04/30/16
LIABILITIES					
PAYABLES					
80-20-102-41000	SOCIAL SECURITY TAX PAYABLE	0.00	72,659.61	72,659.61	0.00
80-20-102-42000	FEDERAL INCOME TAX PAYABLE	0.00	47,954.73	47,954.73	0.00
80-20-102-43000	STATE INCOME TAX PAYABLE	0.00	16,768.11	16,768.11	0.00
80-20-102-44000	IMRF PAYABLE	0.00	62,607.25	62,607.25	0.00
80-20-102-45000	ICMA 457 PLAN PAYABLE	0.00	6,250.00	6,000.00	(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	5,797.74	5,797.74	0.00
80-20-102-66000	LIBRARY HSA PAYABLE	0.00	4,200.00	4,200.00	0.00
80-20-102-70000	OTHER SHORT TERM LIABILITIES	0.00	0.00	0.00	0.00
TOTAL PAYABLES		15,225.12	612,139.53	605,527.81	8,613.40
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	612,139.53	605,527.81	901,701.71
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	48,097.60	48,097.60

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-- VILLAGE OF LAKE BLUFF --
DETAILED BALANCE SHEET

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FUND: LAKE BLUFF PUBLIC LIBRARY
FOR 12 PERIODS ENDING APRIL 30, 2016

ACCOUNT #	DESCRIPTION	BALANCE 05/01/15	NET DEBITS	NET CREDITS	BALANCE 04/30/16
TOTAL FUND EQUITY		526,947.23	0.00	48,097.60	575,044.83
TOTAL LIABILITIES AND FUND EQUITY		1,435,260.66	612,139.53	653,625.41	1,476,746.54

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-- VILLAGE OF LAKE BLUFF --
DETAILED BALANCE SHEET

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FUND: LIBRARY GRANTS & GIFTS FUND
FOR 12 PERIODS ENDING APRIL 30, 2016

ACCOUNT #	DESCRIPTION	BALANCE 05/01/15	NET DEBITS	NET CREDITS	BALANCE 04/30/16
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	12,720.58	12,720.58
TOTAL INTERFUND CLEARING ACCOUNT		0.00	0.00	12,720.58	12,720.58
PAYABLES					
82-20-102-20000	ACCOUNTS PAYABLE	0.00	12,720.58	14,801.50	2,080.92
TOTAL PAYABLES		0.00	12,720.58	14,801.50	2,080.92
TOTAL LIABILITIES		0.00	12,720.58	27,522.08	14,801.50
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	14,801.50	0.00	(14,801.50)
TOTAL FUND EQUITY		0.00	14,801.50	0.00	(14,801.50)
TOTAL LIABILITIES AND FUND EQUITY		0.00	27,522.08	27,522.08	0.00

TD

Financial Summary

May, 2016

6/17/2016

8A

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	\$ 32,119	\$ 886,048	3.6%	92.2%	\$ 34,498	3.9%	\$ 873,917
Rental Fines	1,027	12,500	8.2%	2.9%	1,383	11.5%	12,000
State Per Capita Grant	528	7,153	7.4%	1.5%	156	2.2%	7,153
Non-Resident Fees	707	7,000	10.1%	2.0%	520	7.4%	7,000
Miscellaneous Revenue	-	2,500	0.0%	0.0%	-	0.0%	3,000
Other Grants	-	5,000	0.0%	0.0%	-	0.0%	5,000
Photo-copy Charges	309	2,000	15.4%	0.9%	226	11.3%	2,000
Village Contribution to Vliet Costs	-	7,900	0.0%	0.0%	-	0.0%	7,900
Vliet Operating Cost Contrib	-	1,000	0.0%	0.0%	-	---	-
Interest Earnings	-	400	0.0%	0.0%	-	0.0%	400
Naperville (Impact) Fees	-	-	---	0.0%	4,071	---	-
Restricted Donations/Gifts	14	15,000	0.1%	0.0%	3	0.0%	20,000
Unrestricted Donations/Gifts	148	1,000	14.8%	0.4%	27	2.7%	1,000
Total Revenues	\$ 34,852	\$ 947,501	3.7%	100.0%	\$ 40,883	4.4%	\$ 939,370
Use of Fund Balance Reserves		\$ -					\$ -
Total Projected Revenues & Use of Reserves		947,501					939,370
Expenditures							
Librarian Salaries	\$ 25,544	\$ 311,000	8.2%	26.2%	\$ 24,830	11.1%	\$ 224,000
Staff Salaries	\$ 12,543	176,000	7.1%	12.9%	\$ 14,625	5.6%	259,000
Medical Insurance	\$ 6,125	74,000	8.3%	6.3%	\$ 4,829	6.0%	80,000
Other Employee Benefits	\$ -	250	0.0%	0.0%	\$ -	0.0%	250
Employer IMRF	\$ 3,257	46,000	7.1%	3.3%	\$ 3,571	7.9%	45,000
Employer FICA	\$ 2,851	37,000	7.7%	2.9%	\$ 2,956	8.0%	37,000
<i>Subtotal Personnel Expense</i>	<i>\$ 50,319</i>	<i>\$ 644,250</i>	<i>7.8%</i>	<i>51.7%</i>	<i>\$ 50,810</i>	<i>7.9%</i>	<i>\$ 645,250</i>
Building Maintenance	\$ 1,918	\$ 28,000	6.8%	2.0%	\$ 6,227	25.9%	\$ 24,000
Elevator Maintenance	\$ -	2,000	0.0%	0.0%	\$ -	0.0%	2,000
Grounds Maintenance	\$ 289	8,000	3.6%	0.3%	\$ 275	3.4%	8,000
Copier Maintenance	\$ 57	5,000	1.1%	0.1%	\$ 52	1.2%	4,500
<i>Subtotal Maintenance Expense</i>	<i>\$ 2,264</i>	<i>\$ 43,000</i>	<i>5.3%</i>	<i>2.3%</i>	<i>\$ 6,554</i>	<i>17.0%</i>	<i>\$ 38,500</i>
Other Professional Services	\$ -	\$ 1,000	0.0%	0.0%	\$ -	0.0%	\$ 5,000
Computer Services	\$ 3,090	12,000	25.8%	3.2%	\$ 2,925	19.5%	15,000
Legal Services	\$ -	3,000	0.0%	0.0%	\$ -	0.0%	2,500
Professional Development	\$ 1,180	3,000	39.3%	1.2%	\$ -	0.0%	3,000
Dues	\$ -	2,000	0.0%	0.0%	\$ -	0.0%	2,000
Utilities	\$ 1,628	12,500	13.0%	1.7%	\$ 1,598	17.8%	9,000

Financial Summary

May, 2016

6/17/2016

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Description	FY 2016-17				FY 2015-16		
	Fiscal Year Total-to-Date	Budget	% of Budget Received/ Expensed	% of Actual Y-T-D	Previous Fiscal YTD	% of Budget Received/ Expensed	Budget
Postage	\$ 1	3,000	0.0%	0.0%	\$ 98	3.3%	3,000
Printing/E-News	\$ 2,170	9,500	22.8%	2.2%	\$ 1,883	22.2%	8,500
Office Supplies	\$ 117	5,000	2.3%	0.1%	\$ 369	6.4%	5,750
Bldg/Grounds Supplies	\$ 248	2,000	12.4%	0.3%	\$ 5	0.2%	2,000
Technical Services Supplies	\$ 303	9,500	3.2%	0.3%	\$ 177	3.5%	5,000
<i>Subtotal Contracts & Commodities</i>	<i>\$ 8,737</i>	<i>\$ 62,500</i>	<i>14.0%</i>	<i>9.0%</i>	<i>\$ 7,054</i>	<i>11.6%</i>	<i>\$ 60,750</i>
Hospitality Program Support	\$ 44	500	8.8%	0.0%	\$ 15	3.0%	500
Adult Program Support	\$ 1,041	5,000	20.8%	1.1%	\$ 1,287	25.7%	5,000
Juvenile Program Support	\$ 1,929	5,800	33.3%	2.0%	\$ 3,185	54.9%	5,800
Outreach Program Supplies	\$ -	1,000	0.0%	0.0%	\$ -	0.0%	1,000
Teen Program Supplies	\$ 219	1,200	18.2%	0.2%	\$ -	0.0%	1,200
Per Capita Grant	\$ -	7,153	0.0%	0.0%	\$ 4,968	69.5%	7,153
Other Grant Expenditures	\$ -	5,000	0.0%	0.0%	\$ -	0.0%	5,000
<i>Subtotal Programs & Grants</i>	<i>\$ 3,233</i>	<i>\$ 25,653</i>	<i>12.6%</i>	<i>3.3%</i>	<i>\$ 9,455</i>	<i>36.9%</i>	<i>\$ 25,653</i>

Financial Summary

May, 2016

6/17/2016

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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	\$ 1,303	17,000	7.7%	1.3%	\$ 1,820	10.7%	17,000
Adult Fiction Books	\$ 1,207	14,000	8.6%	1.2%	\$ 1,404	10.0%	14,000
Adult Large Print Materials	\$ 16	500	3.2%	0.0%	\$ -	0.0%	500
Adult AV Materials	\$ 790	15,000	5.3%	0.8%	\$ 543	3.6%	15,000
Adult Reference/e-Reference	\$ 3,729	21,000	17.8%	3.8%	\$ 3,555	16.9%	21,000
Juvenile Non-Fiction Books	\$ -	7,000	0.0%	0.0%	\$ 1,366	19.5%	7,000
Picture Books	\$ 869	5,000	17.4%	0.9%	\$ 1,357	27.1%	5,000
Juvenile Fiction Books	\$ 899	9,000	10.0%	0.9%	\$ 830	9.2%	9,000
Juvenile AV Materials	\$ 17	1,500	1.1%	0.0%	\$ 187	12.4%	1,500
Juvenile e-Reference	\$ -	1,000	0.0%	0.0%	\$ -	0.0%	2,000
Teen Books	\$ 396	2,750	14.4%	0.4%	\$ 185	6.7%	2,750
e-Books	\$ 831	10,000	8.3%	0.9%	\$ -	0.0%	6,250
Graphic Novels	\$ -	500	0.0%	0.0%	\$ 14	2.8%	500
Periodicals	\$ 1,365	\$ 6,750	20.2%	1.4%	\$ 1,244	20.7%	\$ 6,000
Video Games	\$ 403	3,500	11.5%	0.4%	\$ 178	5.1%	3,500
<i>Subtotal Materials</i>	\$ 11,825	114,500	10.3%	12.1%	\$ 12,683	11.4%	\$ 111,000
Patron & Staff Software	\$ 10	5,000	0.2%	0.0%	\$ 10	0.2%	5,000
Library Automation Software	\$ 20,297	21,000	96.7%	20.8%	\$ -	0.0%	22,000
Miscellaneous Expense	\$ 45	2,000	2.3%	0.0%	\$ 362	36.2%	1,000
<i>Subtotal Software/Other</i>	\$ 20,352	28,000	72.7%	20.9%	\$ 372	1.3%	\$ 28,000
FR Restricted Donations	\$ -	-	---	0.0%	\$ 76	---	-
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	55	31,000	0.2%	0.1%	-	0.0%	1,000
-	-	-	---	0.0%	-	0.0%	-
Exterior Bldg Improvements	-	5,000	0.0%	0.0%	-	0.0%	1,000
Use of Unrestricted/Restrict Donat	577	16,000	3.6%	0.6%	-	0.0%	21,000
Contingency	-	5,598	0.0%	0.0%	-	0.0%	5,217
<i>Subtotal Capital, Grants & Dona</i>	\$ 632	\$ 88,598	0.7%	0.6%	\$ 76	0.3%	\$ 30,217
Total Expenditures	\$ 97,362	\$ 1,006,501	9.7%	100.0%	\$ 87,006	9.3%	\$ 939,370

Fund Balance as of April 30, 2016^a 563,134
 YTD Addition to/(Subtraction from) Fund Balance (62,510)
 Fund Balance at month end 500,624

^aThe fund balance has not been audited yet.

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
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 FOR 1 PERIODS ENDING MAY 31, 2016

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FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: REVENUES

ACCOUNT NUMBER	DESCRIPTION	MAY 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	32,119.08	34,497.66	32,119.08	34,497.66	886,048.00	3.6%
TOTAL REVENUES: PROPERTY TAXES		32,119.08	34,497.66	32,119.08	34,497.66	886,048.00	3.6%
SERVICES & FEES							
80-40-403-48300	PHOTO-COPY CHARGES	308.80	226.40	308.80	226.40	2,000.00	15.4%
80-40-403-48500	NON-RESIDENT FEES	706.99	519.96	706.99	519.96	7,000.00	10.0%
TOTAL REVENUES: SERVICES & FEES		1,015.79	746.36	1,015.79	746.36	9,000.00	11.2%
FINES							
80-40-503-65000	RENTAL FINES	1,026.82	1,383.13	1,026.82	1,383.13	12,500.00	8.2%
TOTAL REVENUES: FINES		1,026.82	1,383.13	1,026.82	1,383.13	12,500.00	8.2%
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	7,900.00	0.0%
80-40-603-73800	VLIET OPERATING COST CONTRIB	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73900	SCHOOL DIST 65 IGA	0.00	0.00	0.00	0.00	1,000.00	0.0%
80-40-603-75000	INTEREST EARNINGS	147.89	26.92	147.89	26.92	400.00	36.9%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	13.75	2.62	13.75	2.62	0.00	100.0%
80-40-603-78001	RESTRICTED DONATIONS	0.00	4,071.00	0.00	4,071.00	0.00	0.0%
80-40-603-78100	RESTRICTED DONATIONS	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-78500	NAPERVILLE (IMPACT) FEE	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-89000	MISCELLANEOUS INCOME	528.31	155.67	528.31	155.67	2,500.00	21.1%
TOTAL REVENUES: MISCELLANEOUS		689.95	4,256.21	689.95	4,256.21	11,800.00	5.8%
TOTAL REVENUES: REVENUES		34,851.64	40,883.36	34,851.64	40,883.36	919,348.00	3.7%
TOTAL FUND REVENUES		34,851.64	40,883.36	34,851.64	40,883.36	919,348.00	3.7%

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FUND: LAKE BLUFF PUBLIC LIBRARY
DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	MAY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
LIBRARY SERVICES							
80-60-001-40000	LIBRARIAN SALARIES	25,543.79	24,829.87	25,543.79	24,829.87	311,000.00	8.2%
80-60-001-40050	STAFF SALARIES	12,542.96	14,624.91	12,542.96	14,624.91	176,000.00	7.1%
80-60-001-40400	MEDICAL INSURANCE	6,124.59	4,829.35	6,124.59	4,829.35	74,000.00	8.2%
80-60-001-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	250.00	0.0%
80-60-001-40950	EMPLOYER IMRF	3,256.92	3,570.66	3,256.92	3,570.66	46,000.00	7.0%
80-60-001-40951	EMPLOYER FICA TAX	2,851.02	2,955.67	2,851.02	2,955.67	37,000.00	7.7%
80-60-001-41000	BUILDING MAINTENANCE	1,917.75	6,227.09	1,917.75	6,227.09	28,000.00	6.8%
80-60-001-41020	ELEVATOR MAINTENANCE	0.00	0.00	0.00	0.00	2,000.00	0.0%
80-60-001-41050	GROUNDS MAINTENANCE	288.92	275.00	288.92	275.00	8,000.00	3.6%
80-60-001-41303	COPIER MAINTENANCE/SUPPLIES	57.42	52.20	57.42	52.20	5,000.00	1.1%
80-60-001-41304	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	1,000.00	0.0%
80-60-001-41305	COMPUTER SERVICES	3,090.00	2,925.00	3,090.00	2,925.00	12,000.00	25.7%
80-60-001-41350	LEGAL SERVICES	0.00	0.00	0.00	0.00	3,000.00	0.0%
80-60-001-42400	PROFESSIONAL DEVELOPMENT	1,180.00	0.00	1,180.00	0.00	3,000.00	39.3%
80-60-001-42440	DUES	0.00	0.00	0.00	0.00	2,000.00	0.0%
80-60-001-43230	UTILITIES	1,627.73	1,597.87	1,627.73	1,597.87	12,500.00	13.0%
80-60-001-43300	POSTAGE	1.42	98.00	1.42	98.00	3,000.00	0.0%
80-60-001-43400	PRINTING/E-NEWSLETTER	2,170.00	1,883.00	2,170.00	1,883.00	9,500.00	22.8%
80-60-001-43550	OFFICE SUPPLIES	117.00	368.77	117.00	368.77	5,000.00	2.3%
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	247.56	4.99	247.56	4.99	2,000.00	12.3%
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	302.83	176.67	302.83	176.67	9,500.00	3.1%
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	43.93	14.95	43.93	14.95	500.00	8.7%
80-60-001-43710	ADULT PROGRAM SUPPLIES	1,041.45	1,287.32	1,041.45	1,287.32	5,000.00	20.8%
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	1,928.69	3,184.82	1,928.69	3,184.82	5,800.00	33.2%
80-60-001-43730	OUTREACH SUPPLIES	0.00	0.00	0.00	0.00	1,000.00	0.0%
80-60-001-43740	TEEN PROGRAM SUPPLIES	218.70	0.00	218.70	0.00	1,200.00	18.2%
80-60-001-44800	PER CAPITA GRANT	0.00	4,967.90	0.00	4,967.90	0.00	0.0%
80-60-001-45000	ADULT NON-FICTION BOOKS	1,303.15	1,820.45	1,303.15	1,820.45	17,000.00	7.6%
80-60-001-45100	ADULT FICTION BOOKS	1,207.29	1,403.55	1,207.29	1,403.55	14,000.00	8.6%
80-60-001-45110	ADULT LARGE PRINT MATERIAL	16.06	0.00	16.06	0.00	500.00	3.2%
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	790.33	543.27	790.33	543.27	15,000.00	5.2%
80-60-001-45220	ADULT REFERENCE/E-REFER	3,729.00	3,555.00	3,729.00	3,555.00	21,000.00	17.7%
80-60-001-45400	JUVENILE NON-FICTION	0.00	1,365.95	0.00	1,365.95	7,000.00	0.0%
80-60-001-45410	PICTURE BOOKS, READERS	868.54	1,356.57	868.54	1,356.57	5,000.00	17.3%
80-60-001-45420	JUVENILE FICTION	899.13	830.42	899.13	830.42	9,000.00	9.9%
80-60-001-45430	JUVENILE AUDIO-VISUAL	16.99	186.74	16.99	186.74	1,500.00	1.1%
80-60-001-45440	JUVENILE E-REFERENCE	0.00	0.00	0.00	0.00	1,000.00	0.0%
80-60-001-45450	TEEN BOOKS	395.59	185.35	395.59	185.35	2,750.00	14.3%
80-60-001-45460	E-BOOKS	830.71	0.00	830.71	0.00	10,000.00	8.3%
80-60-001-45470	GRAPHIC NOVELS	0.00	14.13	0.00	14.13	500.00	0.0%
80-60-001-45500	PERIODICALS	1,365.07	1,243.96	1,365.07	1,243.96	6,750.00	20.2%
80-60-001-45510	VIDEO GAMES	402.85	177.96	402.85	177.96	3,500.00	11.5%
80-60-001-45600	PATRON & STAFF SOFTWARE	9.95	9.95	9.95	9.95	5,000.00	0.1%
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	20,297.00	0.00	20,297.00	0.00	21,000.00	96.6%

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FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	MAY 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	45.40	362.28	45.40	362.28	2,000.00	2.2%
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	0.00	76.20	0.00	76.20	0.00	0.0%
80-60-001-49000	LIBRARY FURNISHINGS	0.00	0.00	0.00	0.00	26,000.00	0.0%
80-60-001-49120	EXT BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	5,000.00	0.0%
80-60-001-49350	COMPUTER EQUIPMENT	54.99	0.00	54.99	0.00	5,000.00	1.0%
80-60-001-49400	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	31,000.00	0.0%
80-60-001-50000	CONTINGENCY	0.00	0.00	0.00	0.00	5,598.00	0.0%
TOTAL EXPENSES: LIBRARY SERVICES		96,784.73	87,005.82	96,784.73	87,005.82	978,348.00	9.8%
TOTAL EXPENSES: LIBRARY ADMINISTRATION		96,784.73	87,005.82	96,784.73	87,005.82	978,348.00	9.8%
TOTAL FUND EXPENSES		96,784.73	87,005.82	96,784.73	87,005.82	978,348.00	9.8%
TOTAL FUND REVENUES		34,851.64	40,883.36	34,851.64	40,883.36	919,348.00	3.7%
TOTAL FUND EXPENSES		96,784.73	87,005.82	96,784.73	87,005.82	978,348.00	9.8%
FUND SURPLUS (DEFICIT)		(61,933.09)	(46,122.46)	(61,933.09)	(46,122.46)	(59,000.00)	104.9%

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-- VILLAGE OF LAKE BLUFF --
DETAILED REVENUE & EXPENSE REPORT
ACTUAL VS. PRIOR VS. BUDGET
FOR 1 PERIODS ENDING MAY 31, 2016

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

ACCOUNT NUMBER	DESCRIPTION	MAY 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	0.00	0.00	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	576.89	0.00	576.89	0.00	0.00	-100.0%

	TOTAL EXPENSES: MISCELLANEOUS	576.89	0.00	576.89	0.00	0.00	-100.0%
	TOTAL EXPENSES: LIBRARY GRANT FUND EXPENDITURE	576.89	0.00	576.89	0.00	0.00	-100.0%
	TOTAL FUND EXPENSES	576.89	0.00	576.89	0.00	0.00	-100.0%
	TOTAL FUND REVENUES	0.00	0.00	0.00	0.00	0.00	0.0%
	TOTAL FUND EXPENSES	576.89	0.00	576.89	0.00	0.00	-100.0%
	FUND SURPLUS (DEFICIT)	(576.89)	0.00	(576.89)	0.00	0.00	100.0%

Summary of Detailed Balance Sheet

RESERVE BALANCE

LINE	AMOUNT
Assets	\$1,442,255
Liabilities	\$926,252
Difference	\$516,003
Fund Surplus (Deficit)	-\$61,933
Difference	\$577,936

FUND BALANCE AT MONTH END

LINE	AMOUNT
Assets	\$1,442,255
Liabilities	\$926,252
Difference	\$516,003
Grants/Gifts	-\$15,378
Fund Equity	\$500,624

LINE	AMOUNT	DESCRIPTION
100.0	1,442,255	ASSETS
101.0	926,252	LIABILITIES
102.0	516,003	DIFFERENCE
103.0	(61,933)	FUND SURPLUS (DEFICIT)
104.0	577,936	DIFFERENCE
200.0	1,442,255	ASSETS
201.0	926,252	LIABILITIES
202.0	516,003	DIFFERENCE
203.0	(15,378)	GRANTS/GIFTS
204.0	500,624	FUND EQUITY

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-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

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FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 1 PERIODS ENDING MAY 31, 2016

ACCOUNT #	DESCRIPTION	BALANCE 05/01/16	NET DEBITS	NET CREDITS	BALANCE 05/31/16
ASSETS					
DUE TO/FROM ACCOUNTS					
80-00-100-10000	DUE TO/FROM OTHER FUNDS	12,720.58	2,423.85	0.00	15,144.43
80-00-100-20000	LIB GR FND DUE TO/FROM DETAIL	0.00	0.00	0.00	0.00
TOTAL DUE TO/FROM ACCOUNTS		12,720.58	2,423.85	0.00	15,144.43
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	0.20	24.04	(23.84)
80-10-101-11000	MONEY MARKET ACCOUNT	38,237.34	72,302.95	79,959.97	30,580.32
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	48,773.73	70,000.00	521,063.25
80-10-101-15111	ILLINOIS FUNDS - GRANTS	1.80	0.00	0.00	1.80
80-10-101-15112	ILLINOIS FUNDS - EPAY	5,490.57	316.80	0.00	5,807.37
TOTAL CASH & INVESTMENTS		586,169.23	121,393.68	149,984.01	557,578.90
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	53,654.68	76,443.43	(16,518.00)
80-10-301-55000	PREPAID EXPENSES	0.00	0.00	0.00	0.00
TOTAL OTHER ASSETS		6,270.75	53,654.68	76,443.43	(16,518.00)
TOTAL ASSETS		1,491,210.21	177,472.21	226,427.44	1,442,254.98

LIABILITIES AND FUND EQUITY

LIABILITIES

PAYABLES

80-20-102-20000	ACCOUNTS PAYABLE	8,863.40	39,929.21	52,907.07	21,841.26
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-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

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FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 1 PERIODS ENDING MAY 31, 2016

ACCOUNT #	DESCRIPTION	BALANCE 05/01/16	NET DEBITS	NET CREDITS	BALANCE 05/31/16
LIABILITIES					
PAYABLES					
80-20-102-41000	SOCIAL SECURITY TAX PAYABLE	0.00	5,702.00	5,702.00	0.00
80-20-102-42000	FEDERAL INCOME TAX PAYABLE	0.00	3,766.40	3,766.40	0.00
80-20-102-43000	STATE INCOME TAX PAYABLE	0.00	1,318.31	1,318.31	0.00
80-20-102-44000	IMRF PAYABLE	0.00	4,695.20	4,695.20	0.00
80-20-102-45000	ICMA 457 PLAN PAYABLE	(250.00)	500.00	500.00	(250.00)
80-20-102-46000	MEDICAL INSURANCE PAYABLE	0.00	0.00	0.00	0.00
80-20-102-65000	LIBRARY FLEXIBLE BENEFIT PAYAB	0.00	643.56	643.56	0.00
80-20-102-66000	LIBRARY HSA PAYABLE	0.00	350.00	350.00	0.00
80-20-102-70000	OTHER SHORT TERM LIABILITIES	0.00	0.00	0.00	0.00
TOTAL PAYABLES		8,613.40	56,904.68	69,882.54	21,591.26
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		913,274.46	56,904.68	69,882.54	926,252.32
FUND EQUITY					
EQUITY SECTION					
80-30-100-53000	UNRESERVED FUND BALANCE	577,935.75	0.00	0.00	577,935.75
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		577,935.75	0.00	0.00	577,935.75
FUND SURPLUS (DEFICIT)		0.00	61,933.09	0.00	(61,933.09)

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-- VILLAGE OF LAKE BLUFF --
DETAILED BALANCE SHEET

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FUND: LAKE BLUFF PUBLIC LIBRARY
FOR 1 PERIODS ENDING MAY 31, 2016

ACCOUNT #	DESCRIPTION	BALANCE 05/01/16	NET DEBITS	NET CREDITS	BALANCE 05/31/16
<hr/>					
TOTAL FUND EQUITY		577,935.75	61,933.09	0.00	516,002.66
<hr/>					
TOTAL LIABILITIES AND FUND EQUITY		1,491,210.21	118,837.77	69,882.54	1,442,254.98
<hr/>					
31.1	31.1	0.00	0.00	0.00	0.00
31.2	31.2	0.00	0.00	0.00	0.00
31.3	31.3	0.00	0.00	0.00	0.00
31.4	31.4	0.00	0.00	0.00	0.00
31.5	31.5	0.00	0.00	0.00	0.00
31.6	31.6	0.00	0.00	0.00	0.00
31.7	31.7	0.00	0.00	0.00	0.00
31.8	31.8	0.00	0.00	0.00	0.00
31.9	31.9	0.00	0.00	0.00	0.00
31.10	31.10	0.00	0.00	0.00	0.00
31.11	31.11	0.00	0.00	0.00	0.00
31.12	31.12	0.00	0.00	0.00	0.00
31.13	31.13	0.00	0.00	0.00	0.00
31.14	31.14	0.00	0.00	0.00	0.00
31.15	31.15	0.00	0.00	0.00	0.00
31.16	31.16	0.00	0.00	0.00	0.00
31.17	31.17	0.00	0.00	0.00	0.00
31.18	31.18	0.00	0.00	0.00	0.00
31.19	31.19	0.00	0.00	0.00	0.00
31.20	31.20	0.00	0.00	0.00	0.00
31.21	31.21	0.00	0.00	0.00	0.00
31.22	31.22	0.00	0.00	0.00	0.00
31.23	31.23	0.00	0.00	0.00	0.00
31.24	31.24	0.00	0.00	0.00	0.00
31.25	31.25	0.00	0.00	0.00	0.00
31.26	31.26	0.00	0.00	0.00	0.00
31.27	31.27	0.00	0.00	0.00	0.00
31.28	31.28	0.00	0.00	0.00	0.00
31.29	31.29	0.00	0.00	0.00	0.00
31.30	31.30	0.00	0.00	0.00	0.00
31.31	31.31	0.00	0.00	0.00	0.00
31.32	31.32	0.00	0.00	0.00	0.00
31.33	31.33	0.00	0.00	0.00	0.00
31.34	31.34	0.00	0.00	0.00	0.00
31.35	31.35	0.00	0.00	0.00	0.00
31.36	31.36	0.00	0.00	0.00	0.00
31.37	31.37	0.00	0.00	0.00	0.00
31.38	31.38	0.00	0.00	0.00	0.00
31.39	31.39	0.00	0.00	0.00	0.00
31.40	31.40	0.00	0.00	0.00	0.00
31.41	31.41	0.00	0.00	0.00	0.00
31.42	31.42	0.00	0.00	0.00	0.00
31.43	31.43	0.00	0.00	0.00	0.00
31.44	31.44	0.00	0.00	0.00	0.00
31.45	31.45	0.00	0.00	0.00	0.00
31.46	31.46	0.00	0.00	0.00	0.00
31.47	31.47	0.00	0.00	0.00	0.00
31.48	31.48	0.00	0.00	0.00	0.00
31.49	31.49	0.00	0.00	0.00	0.00
31.50	31.50	0.00	0.00	0.00	0.00
31.51	31.51	0.00	0.00	0.00	0.00
31.52	31.52	0.00	0.00	0.00	0.00
31.53	31.53	0.00	0.00	0.00	0.00
31.54	31.54	0.00	0.00	0.00	0.00
31.55	31.55	0.00	0.00	0.00	0.00
31.56	31.56	0.00	0.00	0.00	0.00
31.57	31.57	0.00	0.00	0.00	0.00
31.58	31.58	0.00	0.00	0.00	0.00
31.59	31.59	0.00	0.00	0.00	0.00
31.60	31.60	0.00	0.00	0.00	0.00
31.61	31.61	0.00	0.00	0.00	0.00
31.62	31.62	0.00	0.00	0.00	0.00
31.63	31.63	0.00	0.00	0.00	0.00
31.64	31.64	0.00	0.00	0.00	0.00
31.65	31.65	0.00	0.00	0.00	0.00
31.66	31.66	0.00	0.00	0.00	0.00
31.67	31.67	0.00	0.00	0.00	0.00
31.68	31.68	0.00	0.00	0.00	0.00
31.69	31.69	0.00	0.00	0.00	0.00
31.70	31.70	0.00	0.00	0.00	0.00
31.71	31.71	0.00	0.00	0.00	0.00
31.72	31.72	0.00	0.00	0.00	0.00
31.73	31.73	0.00	0.00	0.00	0.00
31.74	31.74	0.00	0.00	0.00	0.00
31.75	31.75	0.00	0.00	0.00	0.00
31.76	31.76	0.00	0.00	0.00	0.00
31.77	31.77	0.00	0.00	0.00	0.00
31.78	31.78	0.00	0.00	0.00	0.00
31.79	31.79	0.00	0.00	0.00	0.00
31.80	31.80	0.00	0.00	0.00	0.00
31.81	31.81	0.00	0.00	0.00	0.00
31.82	31.82	0.00	0.00	0.00	0.00
31.83	31.83	0.00	0.00	0.00	0.00
31.84	31.84	0.00	0.00	0.00	0.00
31.85	31.85	0.00	0.00	0.00	0.00
31.86	31.86	0.00	0.00	0.00	0.00
31.87	31.87	0.00	0.00	0.00	0.00
31.88	31.88	0.00	0.00	0.00	0.00
31.89	31.89	0.00	0.00	0.00	0.00
31.90	31.90	0.00	0.00	0.00	0.00
31.91	31.91	0.00	0.00	0.00	0.00
31.92	31.92	0.00	0.00	0.00	0.00
31.93	31.93	0.00	0.00	0.00	0.00
31.94	31.94	0.00	0.00	0.00	0.00
31.95	31.95	0.00	0.00	0.00	0.00
31.96	31.96	0.00	0.00	0.00	0.00
31.97	31.97	0.00	0.00	0.00	0.00
31.98	31.98	0.00	0.00	0.00	0.00
31.99	31.99	0.00	0.00	0.00	0.00
32.00	32.00	0.00	0.00	0.00	0.00

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-- VILLAGE OF LAKE BLUFF --
DETAILED BALANCE SHEET

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FUND: LIBRARY GRANTS & GIFTS FUND
FOR 1 PERIODS ENDING MAY 31, 2016

ACCOUNT #	DESCRIPTION	BALANCE 05/01/16	NET DEBITS	NET CREDITS	BALANCE 05/31/16

ASSETS					
CASH & INVESTMENTS					
82-10-101-12000	LIBRARY BIRD MEMORIAL SAVINGS	0.00	0.00	0.00	0.00

TOTAL CASH & INVESTMENTS		0.00	0.00	0.00	0.00

TOTAL ASSETS		0.00	0.00	0.00	0.00

LIABILITIES AND FUND EQUITY					
LIABILITIES					
INTERFUND CLEARING ACCOUNT					
82-00-100-10000	DUE TO/FROM LIBRARY FUND	12,720.58	0.00	2,423.85	15,144.43

TOTAL INTERFUND CLEARING ACCOUNT		12,720.58	0.00	2,423.85	15,144.43

PAYABLES					
82-20-102-20000	ACCOUNTS PAYABLE	2,080.92	2,423.85	576.89	233.96

TOTAL PAYABLES		2,080.92	2,423.85	576.89	233.96

TOTAL LIABILITIES		14,801.50	2,423.85	3,000.74	15,378.39

FUND EQUITY					
EQUITY SECTION					
82-30-100-53000	UNRESERVED FUND BALANCE	(14,801.50)	0.00	0.00	(14,801.50)

TOTAL EQUITY SECTION		(14,801.50)	0.00	0.00	(14,801.50)

FUND SURPLUS (DEFICIT)		0.00	576.89	0.00	(576.89)

TOTAL FUND EQUITY		(14,801.50)	576.89	0.00	(15,378.39)

TOTAL LIABILITIES AND FUND EQUITY		0.00	3,000.74	3,000.74	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
12582	9PIONEER PIO040716	PIONEER PRESS 04/07/16	01 ANN'L LAKE FORESTER RENEWAL	04/22/16	80-60-001-45500	52.00
					INVOICE TOTAL:	52.00 *
					CHECK TOTAL:	52.00
12583	9BRADBAR BRA022616	BARRY BRADFORD 02/26/16	01 ADULT PROGRAM SUPPLIES	04/22/16	80-60-001-43710	250.00
					INVOICE TOTAL:	250.00 *
					CHECK TOTAL:	250.00
12584	9MINUTEG 51294	MINUTEMAN PRESS OF GURNEE 04/18/16	01 OFFICE SUPPLIES 02 OFFICE SUPPLIES	04/22/16	80-60-001-43550 80-60-001-43550	195.18 138.66
					INVOICE TOTAL:	333.84 *
					CHECK TOTAL:	333.84
12585	9JENSENL JEN042016	LYNDY JENSEN 04/20/16	01 BOOK CART WHEELS 02 BOOK CART WHEELS	04/22/16	80-60-001-41000 80-60-001-41000	66.51 23.73
					INVOICE TOTAL:	90.24 *
					CHECK TOTAL:	90.24
12586	9COMCAST COM041216	COMCAST CABLE 04/12/16	01 INTERNET SRVC:4/19-5/18/16	04/22/16	80-60-001-43230	244.85
					INVOICE TOTAL:	244.85 *
					CHECK TOTAL:	244.85
12587	9VANTAGE 102147524	VANTAGEPOINT TRANSFER AGENTS 04/21/16	01 'EE ICMA CONTRIBUTION:4/29/16	04/28/16	80-20-102-45000	250.00
					INVOICE TOTAL:	250.00 *
					CHECK TOTAL:	250.00
					TOTAL AMOUNT PAID:	1,220.93

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-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

CHECK DATE: 05/17/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12588	9ACCESSO	ACCESS ONE, INC.					
	1680374		05/01/16	01	LOCAL PH SRVC:MAY 2016	80-60-001-43230	692.63
						INVOICE TOTAL:	692.63 *
						CHECK TOTAL:	692.63
12589	9AMAZONA	VOIDED---LEADER CHECK					
	012874114803		03/14/16	01	ADULT NON-FICTION	80-60-001-45000	10.21
				02	EXPENSES FRM RESTRICTED	82-60-001-99999	4.23
						INVOICE TOTAL:	14.44 *
	015070890199		03/27/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	139.92
						INVOICE TOTAL:	139.92 *
	015070947877		03/31/16	01	ADULT AUDIO VISUAL CREDIT	80-60-001-45200	-6.00
						INVOICE TOTAL:	-6.00 *
	015072091228		03/23/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	104.17
						INVOICE TOTAL:	104.17 *
	015072898732		03/31/16	01	ADULT AUDIO VISUAL CREDIT	80-60-001-45200	-2.99
						INVOICE TOTAL:	-2.99 *
	015073315933		03/30/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	9.99
						INVOICE TOTAL:	9.99 *
	015074995281		03/23/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	56.93
						INVOICE TOTAL:	56.93 *
	015077328735		03/23/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	29.99
						INVOICE TOTAL:	29.99 *
	020049842934		03/30/16	01	ADULT NON-FICTION	80-60-001-45000	11.43
						INVOICE TOTAL:	11.43 *

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-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

CHECK DATE: 05/17/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12589	9AMAZONA	VOIDED---LEADER CHECK						
	048114758057		03/16/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.82	
						INVOICE TOTAL:	19.82 *	
	048114902350		03/21/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	64.46	
						INVOICE TOTAL:	64.46 *	
	048115082855		03/15/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	9.99	
						INVOICE TOTAL:	9.99 *	
	048117169340		03/16/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	91.29	
						INVOICE TOTAL:	91.29 *	
	048118421560		03/16/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	49.97	
						INVOICE TOTAL:	49.97 *	
	048119444806		03/17/16	01	ADULT AUDIO VISUAL CREDIT	80-60-001-45200	-2.78	
						INVOICE TOTAL:	-2.78 *	
	066441190402		04/08/16	01	ADULT FICTION	80-60-001-45100	38.36	
						INVOICE TOTAL:	38.36 *	
	066538512207		03/11/16	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	33.90	
						INVOICE TOTAL:	33.90 *	
	069015115099		03/17/16	01	MISC EXPENSES	80-60-001-46000	22.96	
						INVOICE TOTAL:	22.96 *	
	072765889662		04/01/16	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	66.44	
						INVOICE TOTAL:	66.44 *	
12590	9AMAZONA	VOIDED---LEADER CHECK						
	077437948365		04/08/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	29.07	
						INVOICE TOTAL:	29.07 *	

DATE: 05/13/16
TIME: 14:11:18
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-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

CHECK DATE: 05/17/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12590	9AMAZONA	VOIDED---LEADER CHECK						
	079710269903		03/14/16	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	47.97	
						INVOICE TOTAL:	47.97 *	
	085373466328		03/22/16	01	VIDEO GAMES	80-60-001-45510	143.97	
						INVOICE TOTAL:	143.97 *	
	104516716195		03/16/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	9.99	
						INVOICE TOTAL:	9.99 *	
	104516857418		03/16/16	01	ADULT AUDIO VISUAL CREDIT	80-60-001-45200	-5.00	
						INVOICE TOTAL:	-5.00 *	
	104518204197		03/14/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	263.86	
						INVOICE TOTAL:	263.86 *	
	129967154481		03/22/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.96	
						INVOICE TOTAL:	19.96 *	
	161290433281		04/08/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	15.33	
						INVOICE TOTAL:	15.33 *	
	161292990734		04/05/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	147.55	
						INVOICE TOTAL:	147.55 *	
	161295716906		04/06/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.99	
						INVOICE TOTAL:	14.99 *	
	161298809543		04/05/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	9.99	
						INVOICE TOTAL:	9.99 *	
	169565347307		03/31/16	01	MISC EXPENSES	80-60-001-46000	19.98	
						INVOICE TOTAL:	19.98 *	
	176619251349		03/11/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	17.99	
						INVOICE TOTAL:	17.99 *	

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12590	9AMAZONA	VOIDED---LEADER CHECK						
	180520237988		03/30/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	13.99	
						INVOICE TOTAL:	13.99 *	
	180524556367		04/03/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	39.98	
						INVOICE TOTAL:	39.98 *	
	180527199941		04/06/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	10.99	
						INVOICE TOTAL:	10.99 *	
	186144897739		04/02/16	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	14.49	
						INVOICE TOTAL:	14.49 *	
	188898724233		04/01/16	01	ADULT FICTION	80-60-001-45100	12.31	
						INVOICE TOTAL:	12.31 *	
	188899060484		03/19/16	01	ADULT FICTION	80-60-001-45100	11.10	
						INVOICE TOTAL:	11.10 *	
12591	9AMAZONA	AMAZON						
	192270700714		03/09/16	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	6.15	
						INVOICE TOTAL:	6.15 *	
	221105478636		03/13/16	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	4.99	
				02	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	10.03	
						INVOICE TOTAL:	15.02 *	
	229492601840		04/07/16	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	12.09	
						INVOICE TOTAL:	12.09 *	
	229494020709		04/07/16	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	12.09	
						INVOICE TOTAL:	12.09 *	
	231756409790		03/11/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	9.89	
						INVOICE TOTAL:	9.89 *	

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12591	9AMAZONA	AMAZON					
		265255967042	03/18/16	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	88.59
						INVOICE TOTAL:	88.59 *
		268471364142	03/31/16	01	MISC EXPENSES	80-60-001-46000	11.86
						INVOICE TOTAL:	11.86 *
		275921832090	03/21/16	01	ADULT NON-FICTION	80-60-001-45000	21.33
						INVOICE TOTAL:	21.33 *
		294689899744	03/09/16	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	3.57
						INVOICE TOTAL:	3.57 *
		297819259963	04/05/16	01	ADULT NON-FICTION	80-60-001-45000	16.16
						INVOICE TOTAL:	16.16 *
						CHECK TOTAL:	1,787.55
12592	9BKTLNT	VOIDED---LEADER CHECK					
		2031884809	04/06/16	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	48.82
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	5.90
						INVOICE TOTAL:	54.72 *
		2031887554	04/06/16	01	ADULT NON-FICTION	80-60-001-45000	63.53
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	4.25
						INVOICE TOTAL:	67.78 *
		2031887569	04/07/16	01	ADULT FICTION	80-60-001-45100	454.07
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	24.95
						INVOICE TOTAL:	479.02 *
		2031898016	04/11/16	01	LARGE PRINT	80-60-001-45110	28.10
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	0.65
						INVOICE TOTAL:	28.75 *

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12592	9BKTLENT	VOIDED---LEADER CHECK						
	2031905862		04/13/16	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	120.10	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	12.95	
					INVOICE TOTAL:		133.05 *	
	2031920604		04/19/16	01	ADULT NON-FICTION	80-60-001-45000	130.36	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	6.20	
					INVOICE TOTAL:		136.56 *	
	2031922464		04/19/16	01	ADULT NON FICTION	80-60-001-45000	62.17	
				02	LARGE PRINT	80-60-001-45110	16.66	
				03	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	3.10	
					INVOICE TOTAL:		81.93 *	
	2031922505		04/19/16	01	ADULT NON-FICTION	80-60-001-45000	86.18	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	4.40	
					INVOICE TOTAL:		90.58 *	
	2031922565		04/18/16	01	ADULT NON-FICTION	80-60-001-45000	53.95	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	1.95	
					INVOICE TOTAL:		55.90 *	
	2031923523		04/20/16	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	15.46	
				02	EXPENSES FRM RESTRICTED DONAT	82-60-001-99999	88.86	
				03	EXPENSES FRM RESTRICTED DONAT	82-60-001-99999	2.95	
					INVOICE TOTAL:		107.27 *	
	2031926767		04/20/16	01	ADULT FICTION	80-60-001-45100	249.83	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	12.70	
					INVOICE TOTAL:		262.53 *	
	2031945205		04/25/16	01	TEEN BOOKS	80-60-001-45450	10.78	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	0.65	
					INVOICE TOTAL:		11.43 *	
12593	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT						

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12593	9BKTLNT	BAKER & TAYLOR ENTERTAINMENT					
	2031946588		04/26/16	01	ADULT FICTION	80-60-001-45100	57.24
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	4.25
					INVOICE TOTAL:		61.49 *
	2031946645		04/26/16	01	ADULT FICTION	80-60-001-45100	388.80
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	17.40
					INVOICE TOTAL:		406.20 *
	2031951114		04/27/16	01	ADULT NON-FICTION	80-60-001-45000	180.20
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	9.80
					INVOICE TOTAL:		190.00 *
	2031961863		04/29/16	01	LARGE PRINT	80-60-001-45110	16.06
				02	ADULT NON-FICTION	80-60-001-45000	297.00
				03	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	15.00
					INVOICE TOTAL:		328.06 *
	2031974076		05/04/16	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	27.68
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	2.45
				03	EXPENSES FRM RESTRICTED DONAT	82-60-001-99999	17.93
					INVOICE TOTAL:		48.06 *
	2031976158		05/04/16	01	JUVENILE PICTURE BKS, READERS	80-60-001-45410	775.89
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	42.85
					INVOICE TOTAL:		818.74 *
	2031976240		05/04/16	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	824.44
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	74.65
					INVOICE TOTAL:		899.09 *
	2031978802		05/06/16	01	ADULT FICTION	80-60-001-45100	272.39
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	11.70
					INVOICE TOTAL:		284.09 *
	2031981959		05/06/16	01	TEEN BOOKS	80-60-001-45450	149.90

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12593	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT							
	2031981959		05/06/16	02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	10.75		
						INVOICE TOTAL:	160.65 *		
						CHECK TOTAL:		4,705.90	
12594	9BOOKLIS	BOOKLIST							
	BOO031616		03/16/16	01	PERIODICALS	80-60-001-45500	159.50		
						INVOICE TOTAL:	159.50 *		
						CHECK TOTAL:		159.50	
12595	9CHSPRIN	CHICAGO SPRINKLER COMPANY							
	58966		04/30/16	01	SET-UP SRVC:SPRINKLER SYSTEM	80-60-001-41050	164.50		
						INVOICE TOTAL:	164.50 *		
						CHECK TOTAL:		164.50	
12596	9CHITRIB	CHICAGO TRIBUNE							
	TRI050116		05/01/16	01	CHGO TRIBUNE ANN'L RENEWAL	80-60-001-45500	519.48		
						INVOICE TOTAL:	519.48 *		
						CHECK TOTAL:		519.48	
12597	9CINT1ST	CINTAS FIRST AID & SAFETY							
	9009414671		04/29/16	01	EXPENSES FRM RESTRICTED DONAT	82-60-001-99999	1,984.88		
						INVOICE TOTAL:	1,984.88 *		
						CHECK TOTAL:		1,984.88	
12598	9COMPVIE	COMPUTER VIEW, INC.							

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12598	9COMPVIE	COMPUTER VIEW, INC.						
	27053		03/28/16	01	COMPUTER SRVC'S:MAY-JULY 2016	80-60-001-41305	2,925.00	
					INVOICE TOTAL:		2,925.00 *	
					CHECK TOTAL:		2,925.00	
12599	9CRAINS	CRAINS CHICAGO BUSINESS						
	CRA050116		05/01/16	01	ANN'L RENEWAL CRAIN'S	80-60-001-45500	119.00	
					INVOICE TOTAL:		119.00 *	
					CHECK TOTAL:		119.00	
12600	9FIRSTBA	FIRST BANKCARD						
	ELI042716		04/27/16	01	TEEN PROGRAM SUPPLIES	80-60-001-43740	29.92	
				02	POSTAGE	80-60-001-43300	3.86	
				03	TEEN PROGRAM SUPPLIES	80-60-001-43740	24.59	
					INVOICE TOTAL:		58.37 *	
					CHECK TOTAL:		58.37	
12601	9FIRSTBA	FIRST BANKCARD						
	ERI042716		04/27/16	01	MISC EXPENSES	80-60-001-46000	26.10	
				02	MISC EXPENSES	80-60-001-46000	20.00	
				03	STORAGE LOCKER RENTAL	80-60-001-41000	71.00	
				04	HOSPITALITY PROGRAM SUPPLIES	80-60-001-43700	17.96	
				05	POSTAGE	80-60-001-43300	4.24	
				06	HOSPITALITY PROGRAM SUPPLIES	80-60-001-43700	49.99	
				07	HOSPITALITY PROGRAM SUPPLIES	80-60-001-43700	115.75	
					INVOICE TOTAL:		305.04 *	
					CHECK TOTAL:		305.04	
12602	9FIRSTBA	FIRST BANKCARD						

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12602	9FIRSTBA	FIRST BANKCARD						
	MCO04272016		04/27/16	01	WEBSITE FOR ILL	80-60-001-45600	9.95	
				02	JULY 4TH PARADE AD	80-60-001-46000	250.00	
				03	OUTREACH SUPPLIES	80-60-001-43720	25.00	
					INVOICE TOTAL:		284.95	*
					CHECK TOTAL:			284.95
12603	9GIBBJIM	JIM GIBBONS						
	GIB042916		04/29/16	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	200.00	
					INVOICE TOTAL:		200.00	*
					CHECK TOTAL:			200.00
12604	9GOODMAN	GOODMAN ELECTRIC SUPPLY						
	0615334-00		04/29/16	01	BUILDING & GROUNDS SUPPLIES	80-60-001-43660	40.02	
					INVOICE TOTAL:		40.02	*
					CHECK TOTAL:			40.02
12605	9HILGENL	LISA HILGENBERG						
	HIL042916		04/29/16	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	175.00	
					INVOICE TOTAL:		175.00	*
					CHECK TOTAL:			175.00
12606	9HOMEDEP	HOME DEPOT CREDIT SERVICES						
	4022431		04/14/16	01	BUILDING & GROUNDS SUPPLIES	80-60-001-43660	10.86	
					INVOICE TOTAL:		10.86	*
	8062924		04/10/16	01	BUILDING & GROUNDS SUPPLIES	80-60-001-43660	11.97	
					INVOICE TOTAL:		11.97	*
					CHECK TOTAL:			22.83

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12607	9INNINTE	INNOVATIVE INTERFACES, INC.						
	INV-INC09554		04/26/16	01	LIBRARY AUTOMATION SOFTWARE	80-60-001-45610	20,297.00	
						INVOICE TOTAL:	20,297.00 *	
						CHECK TOTAL:	20,297.00	
12608	9JENSENL	LYNDY JENSEN						
	JEN042816		04/28/16	01	OFFICE SUPPLIES	80-60-001-43550	9.79	
						INVOICE TOTAL:	9.79 *	
						CHECK TOTAL:	9.79	
12609	9KAMINMI	MICAH KAMIN						
	KAM043016		04/30/16	01	BUILDING MAINTENANCE	80-60-001-41000	287.50	
						INVOICE TOTAL:	287.50 *	
						CHECK TOTAL:	287.50	
12610	9KANNOB	BOB KANN						
	KAN050416		05/04/16	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	350.00	
						INVOICE TOTAL:	350.00 *	
						CHECK TOTAL:	350.00	
12611	9KOLLUMJ	JASON KOLLUM						
	KOL041316		04/13/16	01	EXPENSES FRM RESTRICTED DONAT	82-60-001-99999	325.00	
						INVOICE TOTAL:	325.00 *	
						CHECK TOTAL:	325.00	
12612	9KOVACJ	JAMES P. KOVAC						

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12612	9KOVACJ	JAMES P. KOVAC						
	KOV040116		04/01/16	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	100.00	
						INVOICE TOTAL:	100.00 *	
						CHECK TOTAL:		100.00
12613	9LB VILL	VILLAGE OF LAKE BLUFF						
	VIL041516		04/15/16	01	ALARM REG'N:5/1/16-4/30/17	80-60-001-41000	25.00	
						INVOICE TOTAL:	25.00 *	
						CHECK TOTAL:		25.00
12614	9LINDSEY	ROBERT LINDSEY						
	LIN041416		04/14/16	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	200.00	
						INVOICE TOTAL:	200.00 *	
						CHECK TOTAL:		200.00
12615	9MIDTAPE	MIDWEST TAPE						
	93902032		04/22/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	149.96	
						INVOICE TOTAL:	149.96 *	
	93925502		05/02/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.99	
						INVOICE TOTAL:	14.99 *	
	93927603		05/02/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	44.99	
						INVOICE TOTAL:	44.99 *	
	93941455		05/06/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	44.99	
						INVOICE TOTAL:	44.99 *	
						CHECK TOTAL:		254.93

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12616	9OVERDRI	OVERDRIVE , INC					
		1018-180031007041816	04/18/16	01	E-BOOKS (TEEN)	80-60-001-45460	635.05
						INVOICE TOTAL:	635.05 *
		1018-180221743041816	04/18/16	01	E-BOOKS (JUVENILE)	80-60-001-45460	582.62
						INVOICE TOTAL:	582.62 *
		1018-180604807041816	04/18/16	01	E-BOOKS (ADULT)	80-60-001-45460	1,700.74
						INVOICE TOTAL:	1,700.74 *
						CHECK TOTAL:	2,918.41
12617	9REYESIS	ISAURO REYES					
		REY050116	05/01/16	01	GROUNDS MAINT:APRIL 2016	80-60-001-41050	425.00
						INVOICE TOTAL:	425.00 *
						CHECK TOTAL:	425.00
12618	9STAPLES	STAPLES BUSINESS ADVANTAGE					
		8038834333	04/09/16	01	OFFICE SUPPLIES	80-60-001-43550	126.06
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	27.99
				03	BUILDING & GROUNDS SUPPLIES	80-60-001-43660	6.59
						INVOICE TOTAL:	160.64 *
						CHECK TOTAL:	160.64
12619	9SUBURK9	SUBURBAN K-9 INC.					
		SUB041216	04/12/16	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	100.00
						INVOICE TOTAL:	100.00 *
						CHECK TOTAL:	100.00
12620	9TECHSYS	TECH SYSTEMS, INC					

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12620	9TECHSYS	TECH SYSTEMS, INC					
	305931		04/01/16	01	SECURITY ALARM MONITORING	80-60-001-41000	396.00
				02	5/1/16-4/30/17	** COMMENT **	
				03	FIRE RADIO MONITORING	80-60-001-41000	624.00
				04	5/1/16-4/30/17	** COMMENT **	
					INVOICE TOTAL:		1,020.00 *
					CHECK TOTAL:		1,020.00
12621	9USATODA	USA TODAY					
	USA050116		05/11/16	01	PERIODICALS	80-60-001-45500	260.89
				02	PERIODICALS CREDIT	80-60-001-45500	-5.80
					INVOICE TOTAL:		255.09 *
					CHECK TOTAL:		255.09
12622	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS					
	102153519		05/03/16	01	'EE ICMA CONTRIBUTION:5/13/16	80-20-102-45000	250.00
					INVOICE TOTAL:		250.00 *
					CHECK TOTAL:		250.00
12623	9WAREHOU	WAREHOUSE DIRECT					
	3041882-0		04/18/16	01	OFFICE SUPPLIES	80-60-001-43550	29.18
					INVOICE TOTAL:		29.18 *
					CHECK TOTAL:		29.18
12624	9YEHNICH	MICHELLE NICHOLS-YEHLING					
	NIC041216		04/12/16	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	175.00
					INVOICE TOTAL:		175.00 *
					CHECK TOTAL:		175.00
					TOTAL AMOUNT PAID:		41,327.19

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-- VILLAGE OF LAKE BLUFF --
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
12625	9COMCAST	COMCAST CABLE			05/24/16		
	COM051216	05/12/16	01	INTERNET SRVC:5/19-6/18/16		80-60-001-43230	244.85
						INVOICE TOTAL:	244.85 *
						CHECK TOTAL:	244.85
12626	9ORIENTRA	ORIENTAL TRADING COMPANY, INC			05/24/16		
	677770970-01	05/19/16	01	JUVENILE PROGRAM SUPPLIES		80-60-001-43720	159.41
						INVOICE TOTAL:	159.41 *
						CHECK TOTAL:	159.41
12627	9POSTNET	POSTNET IL106			05/24/16		
	393389	05/09/16	01	JUVENILE PROGRAM SUPPLIES		80-60-001-43720	398.78
						INVOICE TOTAL:	398.78 *
						CHECK TOTAL:	398.78
12628	9RHODEIS	RHODE ISLAND NOVELTY			05/24/16		
	IN3548192	05/17/16	01	JUVENILE PROGRAM SUPPLIES		80-60-001-43720	57.05
						INVOICE TOTAL:	57.05 *
						CHECK TOTAL:	57.05
12629	9JENSENL	LYNDY JENSEN			05/26/16		
	JEN052516	05/25/16	01	GROUNDS MAINT (PLANTS)		80-60-001-41050	63.92
			02	PROFESSIONAL DEVELOPMENT		80-60-001-42400	15.00
						INVOICE TOTAL:	78.92 *
						CHECK TOTAL:	78.92
						TOTAL AMOUNT PAID:	939.01

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-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

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CHECK DATE: 06/21/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12630	9ACCESSO	ACCESS ONE, INC.						
	1688913		06/01/16	01	LCL PHONE SRVC:JUNE 2016	80-60-001-43230	690.25	
						INVOICE TOTAL:	690.25 *	
						CHECK TOTAL:	690.25	
12631	9AMAZONA	VOIDED---LEADER CHECK						
	012856734351		04/11/16	01	OFFICE SUPPLIES	80-20-102-20000	26.00	
						INVOICE TOTAL:	26.00 *	
	015076822133		04/29/16	01	CREDIT-ADULT AUDIO VISUAL	80-20-102-20000	-1.00	
						INVOICE TOTAL:	-1.00 *	
	015078268919		04/29/16	01	CREDIT-ADULT AUDIO VISUAL	80-20-102-20000	-0.03	
						INVOICE TOTAL:	-0.03 *	
	018121022941		05/05/16	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	32.99	
						INVOICE TOTAL:	32.99 *	
	018121040552		05/05/16	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	39.99	
						INVOICE TOTAL:	39.99 *	
	018124770343		05/05/16	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	39.99	
						INVOICE TOTAL:	39.99 *	
	018126026501		05/05/16	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	39.99	
						INVOICE TOTAL:	39.99 *	
	018126101982		05/06/16	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	110.70	
						INVOICE TOTAL:	110.70 *	
	018126617981		05/05/16	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	44.00	
						INVOICE TOTAL:	44.00 *	

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12631	9AMAZONA	VOIDED---LEADER CHECK						
	018127367107		05/05/16	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	39.98	
						INVOICE TOTAL:	39.98 *	
	018128792986		05/05/16	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	47.38	
						INVOICE TOTAL:	47.38 *	
	018129524362		05/05/16	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	137.74	
						INVOICE TOTAL:	137.74 *	
	029386152387		04/15/16	01	JUVENILE AUDIO VISUAL MATERIAL	80-20-102-20000	5.99	
						INVOICE TOTAL:	5.99 *	
	030987022939		05/07/16	01	ADULT NON-FICTION	80-60-001-45000	25.36	
						INVOICE TOTAL:	25.36 *	
	043426524794		04/13/16	01	ADULT AUDIO VISUAL MATERIAL	80-20-102-20000	11.19	
						INVOICE TOTAL:	11.19 *	
	043429089848		04/18/16	01	ADULT AUDIO VISUAL MATERIAL	80-20-102-20000	24.95	
						INVOICE TOTAL:	24.95 *	
	047850473075		05/04/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-1.03	
						INVOICE TOTAL:	-1.03 *	
	047851152351		05/01/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	84.92	
						INVOICE TOTAL:	84.92 *	
	047858522077		05/09/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	62.90	
						INVOICE TOTAL:	62.90 *	
12632	9AMAZONA	VOIDED---LEADER CHECK						
	049225184214		04/28/16	01	ADULT AUDIO VISUAL MATERIAL	80-20-102-20000	29.99	
						INVOICE TOTAL:	29.99 *	

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12632	9AMAZONA	VOIDED---LEADER CHECK						
		049226104234	04/28/16	01	ADULT AUDIO VISUAL MATERIAL	80-20-102-20000	24.95	
						INVOICE TOTAL:	24.95 *	
		058825423132	05/03/16	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	31.74	
						INVOICE TOTAL:	31.74 *	
		065506867775	04/15/16	01	OFFICE SUPPLIES	80-20-102-20000	20.97	
						INVOICE TOTAL:	20.97 *	
		074227969168	05/04/16	01	ADULT NON-FICTION	80-60-001-45000	21.33	
						INVOICE TOTAL:	21.33 *	
		077430366120	04/29/16	01	CREDIT-ADULT AUDIO VISUAL	80-20-102-20000	-0.03	
						INVOICE TOTAL:	-0.03 *	
		077433842035	04/24/16	01	ADULT AUDIO VISUAL MATERIAL	80-20-102-20000	73.96	
						INVOICE TOTAL:	73.96 *	
		077434059345	04/18/16	01	ADULT AUDIO VISUAL MATERIAL	80-20-102-20000	100.54	
						INVOICE TOTAL:	100.54 *	
		077434415567	04/10/16	01	ADULT AUDIO VISUAL MATERIAL	80-20-102-20000	40.35	
						INVOICE TOTAL:	40.35 *	
		092115855404	04/18/16	01	JUVENILE PROGRAM SUPPLIES	80-20-102-20000	150.00	
						INVOICE TOTAL:	150.00 *	
		103729791400	04/21/16	01	ADULT NON-FICTION	80-20-102-20000	45.00	
						INVOICE TOTAL:	45.00 *	
		111810900343	05/08/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	16.99	
						INVOICE TOTAL:	16.99 *	
		119529806857	04/19/16	01	ADULT NON-FICTION	80-20-102-20000	19.01	
						INVOICE TOTAL:	19.01 *	

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12632	9AMAZONA	VOIDED---LEADER CHECK						
		137010135032	05/02/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	20.15	
						INVOICE TOTAL:	20.15 *	
		137010796129	05/04/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-5.99	
						INVOICE TOTAL:	-5.99 *	
		137012793160	05/07/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.45	
						INVOICE TOTAL:	-0.45 *	
		137017712022	05/01/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	15.33	
						INVOICE TOTAL:	15.33 *	
		137018027574	05/01/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	80.60	
						INVOICE TOTAL:	80.60 *	
		137019765503	05/05/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	44.03	
						INVOICE TOTAL:	44.03 *	
12633	9AMAZONA	VOIDED---LEADER CHECK						
		161293937260	04/29/16	01	CREDIT-ADULT AUDIO VISUAL	80-20-102-20000	-2.51	
						INVOICE TOTAL:	-2.51 *	
		161295080921	04/21/16	01	ADULT AUDIO VISUAL MATERIAL	80-20-102-20000	15.50	
						INVOICE TOTAL:	15.50 *	
		169536756256	05/04/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	9.99	
						INVOICE TOTAL:	9.99 *	
		180521143588	04/13/16	01	ADULT AUDIO VISUAL MATERIAL	80-20-102-20000	8.99	
						INVOICE TOTAL:	8.99 *	
		180522199325	04/18/16	01	ADULT AUDIO VISUAL MATERIAL	80-20-102-20000	185.40	
						INVOICE TOTAL:	185.40 *	

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12633	9AMAZONA	VOIDED---LEADER CHECK						
	180525085974		04/29/16	01	CREDIT-ADULT AUDIO VISUAL	80-20-102-20000	-0.06	
						INVOICE TOTAL:	-0.06 *	
	180525263964		04/30/16	01	CREDIT-ADULT AUDIO VISUAL	80-20-102-20000	-0.54	
						INVOICE TOTAL:	-0.54 *	
	180525441392		04/21/16	01	ADULT AUDIO VISUAL MATERIAL	80-20-102-20000	25.81	
						INVOICE TOTAL:	25.81 *	
	180525678360		04/10/16	01	ADULT AUDIO VISUAL MATERIAL	80-20-102-20000	37.98	
						INVOICE TOTAL:	37.98 *	
	180525717742		04/27/16	01	ADULT AUDIO VISUAL MATERIAL	80-20-102-20000	8.99	
						INVOICE TOTAL:	8.99 *	
	180527728184		04/24/16	01	ADULT AUDIO VISUAL MATERIAL	80-20-102-20000	19.99	
						INVOICE TOTAL:	19.99 *	
	180528634169		05/01/16	01	CREDIT-ADULT AUDIO VISUAL	80-20-102-20000	-5.86	
						INVOICE TOTAL:	-5.86 *	
	184497656030		04/29/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	32.64	
						INVOICE TOTAL:	32.64 *	
	185025809525		05/04/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.06	
						INVOICE TOTAL:	-0.06 *	
	189925108656		05/05/16	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	106.09	
						INVOICE TOTAL:	106.09 *	
	190208406072		05/02/16	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	16.99	
						INVOICE TOTAL:	16.99 *	
	197125875062		04/11/16	01	ADULT AUDIO VISUAL MATERIAL	80-20-102-20000	13.97	
						INVOICE TOTAL:	13.97 *	

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12633	9AMAZONA	VOIDED---LEADER CHECK						
	245241404175		04/13/16	01	ADULT NON-FICTION	80-20-102-20000	20.29	
						INVOICE TOTAL:	20.29 *	
	254638363802		05/03/16	01	ADULT NON-FICTION	80-60-001-45000	19.56	
						INVOICE TOTAL:	19.56 *	
12634	9AMAZONA	AMAZON						
	276804861057		04/25/16	01	ADULT NON-FICTION	80-20-102-20000	18.35	
						INVOICE TOTAL:	18.35 *	
	299200837098		05/03/16	01	VIDEO GAMES	80-60-001-45510	354.75	
						INVOICE TOTAL:	354.75 *	
	299203708829		05/09/16	01	VIDEO GAMES	80-60-001-45510	48.10	
						INVOICE TOTAL:	48.10 *	
						CHECK TOTAL:	2,434.84	
12635	9BKTLNT	VOIDED---LEADER CHECK						
	0002815828		05/25/16	01	JUVENILE FICTION,PBKS & SERIES	80-60-001-45420	-36.76	
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	-0.65	
						INVOICE TOTAL:	-37.41 *	
	2031993379		05/10/16	01	ADULT NON-FICTION	80-60-001-45000	285.54	
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	10.40	
						INVOICE TOTAL:	295.94 *	
	2032008425		05/13/16	01	JUVENILE PICTURE BKS,READRS	80-60-001-45410	41.55	
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	2.30	
						INVOICE TOTAL:	43.85 *	
	2032011793		05/16/16	01	JUVENILE FICTION,PBKS & SERIES	80-60-001-45420	22.26	

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12635	9BKTLENT	VOIDED---LEADER CHECK						
	2032011793		05/16/16	02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	1.30	
						INVOICE TOTAL:	23.56 *	
	2032012957		05/17/16	01	ADULT FICTION	80-60-001-45100	350.60	
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	17.75	
						INVOICE TOTAL:	368.35 *	
	2032015090		05/16/16	01	EXPENSES FRM RESTRICTED DONAT	82-60-001-99999	31.60	
						INVOICE TOTAL:	31.60 *	
	2032016149		05/17/16	01	ADULT NON-FICTION	80-60-001-45000	133.37	
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	9.00	
						INVOICE TOTAL:	142.37 *	
	2032019732		05/18/16	01	TEEN BOOKS	80-60-001-45450	21.56	
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	1.30	
						INVOICE TOTAL:	22.86 *	
	2032028397		05/23/16	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	61.51	
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	3.10	
						INVOICE TOTAL:	64.61 *	
	2032028398		05/23/16	01	JUVENILE PICTURE BKS, READERS	80-60-001-45410	35.23	
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	2.45	
						INVOICE TOTAL:	37.68 *	
	2032030898		06/14/16	01	ADULT NON-FICTION	80-60-001-45000	102.72	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	5.05	
						INVOICE TOTAL:	107.77 *	
	2032031939		05/25/16	01	ADULT NON-FICTION	80-60-001-45000	113.49	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	6.40	
						INVOICE TOTAL:	119.89 *	
	2032038627		05/25/16	01	ADULT FICTION	80-60-001-45100	244.09	

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12635	9BKTLENT	VOIDED---LEADER CHECK						
	2032038627		05/25/16	02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	10.40	
						INVOICE TOTAL:	254.49 *	
12636	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT						
	2032043929		05/27/16	01	ADULT NON-FICTION	80-60-001-45000	235.99	
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	9.80	
						INVOICE TOTAL:	245.79 *	
	2032048807		06/01/16	01	ADULT NON-FICTION	80-60-001-45000	68.79	
				02	EXPENSES FRM RESTRICTED DONAT	82-60-001-99999	16.92	
				03	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	5.90	
						INVOICE TOTAL:	91.61 *	
	2032052439		06/01/16	01	JUVENILE PICTURE BKS,READERS	80-60-001-45410	15.87	
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	0.65	
						INVOICE TOTAL:	16.52 *	
	2032056508		06/03/16	01	TEEN BOOKS	80-60-001-45450	224.13	
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	14.50	
						INVOICE TOTAL:	238.63 *	
	2032058060		06/03/16	01	ADULT FICTION	80-60-001-45100	282.97	
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	15.00	
						INVOICE TOTAL:	297.97 *	
						CHECK TOTAL:	2,366.08	
12637	9CINT1ST	CINTAS FIRST AID & SAFETY						
	5005191158		05/27/16	01	EXPENSES FRM RESTRICTED DONAT	82-60-001-99999	185.44	
						INVOICE TOTAL:	185.44 *	
						CHECK TOTAL:	185.44	

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12638	9COMPVIE	COMPUTER VIEW, INC.						
	27153		05/31/16	01	COMPUTER SERVICES	80-60-001-41305	165.00	
						INVOICE TOTAL:	165.00 *	
						CHECK TOTAL:		165.00
12639	9CREEKSI	CREEKSIDE PRINTING						
	5311602		05/31/16	01	BOOK CHAT NEWSLETTR:SUMMER 16	80-60-001-43400	2,170.00	
						INVOICE TOTAL:	2,170.00 *	
						CHECK TOTAL:		2,170.00
12640	9CRYSMAN	CRYSTAL MANAGEMENT &						
	23652		04/15/16	01	CLEANING SRVCS:MAY 2016	80-60-001-41000	645.00	
						INVOICE TOTAL:	645.00 *	
						CHECK TOTAL:		645.00
12641	9DEMCO	DEMCO, INC						
	5878744		05/18/16	01	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	26.53	
						INVOICE TOTAL:	26.53 *	
						CHECK TOTAL:		26.53
12642	9EBSCO	EBSCO SUBSCRIPTION SERVICES						
	1000034820-1		05/31/16	01	ADULT REFERENCE/E-REFER	80-60-001-45220	3,729.00	
						INVOICE TOTAL:	3,729.00 *	
						CHECK TOTAL:		3,729.00
12643	9ECONOCR	ECONOCRAFTS						

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12643	9ECONOCR	ECONOCRAFTS					
	297948-1		05/18/16	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	60.21
						INVOICE TOTAL:	60.21 *
						CHECK TOTAL:	60.21
12644	9FIRSTBA	FIRST BANKCARD					
	CAR052716		05/27/16	01	ADULT AUDIO VISUAL	80-60-001-45200	240.37
				02	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	137.88
				03	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-3.00
						INVOICE TOTAL:	375.25 *
						CHECK TOTAL:	375.25
12645	9FIRSTBA	FIRST BANKCARD					
	DON052712016		05/27/16	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	126.51
						INVOICE TOTAL:	126.51 *
						CHECK TOTAL:	126.51
12646	9FIRSTBA	FIRST BANKCARD					
	ELI052716		05/27/16	01	TEEN PROGRAM SUPPLIES	80-60-001-43740	30.95
				02	TEEN PROGRAM SUPPLIES	80-60-001-43740	187.75
				03	HOSPITALITY	80-60-001-43700	43.93
						INVOICE TOTAL:	262.63 *
						CHECK TOTAL:	262.63
12647	9FIRSTBA	FIRST BANKCARD					
	ERI052716		05/27/16	01	MISC EXPENSES	80-60-001-46000	25.40
				02	MISC EXPENSES	80-60-001-46000	20.00

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12647	9FIRSTBA	FIRST BANKCARD					
	ERI052716		05/27/16	03	STORAGE LOCKER RENTAL	80-60-001-41000	71.00
				04	BUILDING & GROUNDS SUPPLIES	80-60-001-43660	5.20
					INVOICE TOTAL:		121.60 *
					CHECK TOTAL:		121.60
12648	9FIRSTBA	FIRST BANKCARD					
	LIL052716		05/27/16	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	59.71
				02	OFFICE SUPPLIES	80-60-001-43550	5.29
					INVOICE TOTAL:		65.00 *
					CHECK TOTAL:		65.00
12649	9FIRSTBA	FIRST BANKCARD					
	MCO05272016		05/27/16	01	WEBSITE FOR ILL	80-60-001-45600	9.95
				02	PROFESSIONAL DEVELOPMENT	80-60-001-42400	165.00
				03	BUILDING & GROUNDS SUPPLIES	80-60-001-43660	36.49
					INVOICE TOTAL:		211.44 *
					CHECK TOTAL:		211.44
12650	9HENRICH	HENRICHSEN'S FIRE & SAFETY					
	96911		05/24/16	01	FIRE EXTINGUISHER CERTIFICATN	80-60-001-41000	156.75
					INVOICE TOTAL:		156.75 *
					CHECK TOTAL:		156.75
12651	9HOMEDep	HOME DEPOT CREDIT SERVICES					
	1583546		05/27/16	01	SCREWS	80-60-001-43660	5.90
					INVOICE TOTAL:		5.90 *

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CHECK DATE: 06/21/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12651	9HOMEDEP	HOME DEPOT	CREDIT SERVICES					
	3103540		05/05/16	01	RETURN CEMENT	80-60-001-43660	-11.97	
						INVOICE TOTAL:	-11.97 *	
	3594129		05/05/16	01	STAIN	80-60-001-43660	23.75	
						INVOICE TOTAL:	23.75 *	
	4570119		05/04/16	01	PAINT	80-60-001-43660	6.54	
						INVOICE TOTAL:	6.54 *	
	5574439		05/03/16	01	PAINT	80-60-001-43660	5.48	
						INVOICE TOTAL:	5.48 *	
	5581438		05/13/16	01	PAINT & DROP CLOTHS	80-60-001-43660	49.72	
						INVOICE TOTAL:	49.72 *	
	5593942		05/03/16	01	PAINT, BRUSH & BAGS	80-60-001-43660	19.68	
						INVOICE TOTAL:	19.68 *	
	582253		05/18/16	01	STAIN	80-60-001-43660	16.40	
						INVOICE TOTAL:	16.40 *	
	64971		05/08/16	01	STAIN	80-60-001-43660	3.27	
						INVOICE TOTAL:	3.27 *	
	6721453		05/12/16	01	RESTROOM SIGNS	80-60-001-43660	39.46	
						INVOICE TOTAL:	39.46 *	
	7581249		05/11/16	01	PAINT	80-60-001-43660	3.94	
						INVOICE TOTAL:	3.94 *	
	9103888		05/09/16	01	RETURN STAIN & BRUSHES	80-60-001-43660	-12.35	
						INVOICE TOTAL:	-12.35 *	
	9580970		05/09/16	01	STAIN & BRUSHES	80-60-001-43660	16.03	
						INVOICE TOTAL:	16.03 *	
						CHECK TOTAL:	165.85	

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12652	9TOSEREL	ELIZA JARVI						
	JAR060316		06/03/16	01	PROFESSIONAL DEVELOPMENT	80-60-001-42400	1,000.00	
						INVOICE TOTAL:	1,000.00 *	
						CHECK TOTAL:		1,000.00
12653	9JENSENL	LYNDY JENSEN						
	JEN060116		06/01/16	01	COMPUTER EQUIPMENT	80-60-001-49350	54.99	
						INVOICE TOTAL:	54.99 *	
						CHECK TOTAL:		54.99
12654	9LB VILL	VILLAGE OF LAKE BLUFF						
	APRIL 2016		06/03/16	01	FY16 MEDICAL INS:APR 16	80-10-301-37100	5,028.67	
				02	FY16 DENTAL/VISION:APR 16	80-10-301-37100	444.08	
				03	FY16 LIFE INS:APR 16	80-10-301-37100	53.12	
				04	FY16 IMRF 'EE CONTR:APR 16	80-10-301-37100	1,446.30	
				05	FY16 IMRF EMPLYR CONTR:APR 16	80-10-301-37100	3,275.08	
				06	FY15 VILL CONTRIB:LIBRARY BLDG	80-10-301-37100	-8,172.00	
				07	FY16 VILL CONTRIB:LIBRARY BLDG	80-10-301-37100	-8,346.00	
						INVOICE TOTAL:	-6,270.75 *	
	MAY 2016		06/07/16	01	FY17 MEDICAL INS:MAY 16	80-10-301-37100	6,016.55	
				02	DENTAL/VISION INS:MAY 16	80-10-301-37100	523.48	
				03	FY17 LIFE INS:MAY 16	80-10-301-37100	53.12	
				04	FY17 IMRF 'EE CONTRIB:MAY 16	80-10-301-37100	1,438.28	
				05	FY17 IMRF EMPLYR CONTR:MAY 16	80-10-301-37100	3,256.92	
						INVOICE TOTAL:	11,288.35 *	
	VIL052716		05/27/16	01	WATER USAGE:2/1-4/28/16	80-20-102-20000	97.70	
						INVOICE TOTAL:	97.70 *	
						CHECK TOTAL:		5,115.30

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12655	9MIDTAPE	MIDWEST TAPE					
	93970177		05/16/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	72.98
						INVOICE TOTAL:	72.98 *
	94003663		05/26/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.99
						INVOICE TOTAL:	14.99 *
						CHECK TOTAL:	87.97
12656	9SUBCHIN	NEWS-SUN					
	LAK052616		05/26/16	01	LAKE COUNTY NEWS SUN RENEWAL	80-60-001-45500	312.00
						INVOICE TOTAL:	312.00 *
						CHECK TOTAL:	312.00
12657	9OVERDRI	OVERDRIVE , INC					
	1018-122242687051316		05/31/16	01	E-BOOKS	80-60-001-45460	545.93
						INVOICE TOTAL:	545.93 *
	1018-122923867053116		05/31/16	01	E-BOOKS	80-60-001-45460	195.86
						INVOICE TOTAL:	195.86 *
	1018-123307650053116		05/31/16	01	E-BOOKS	80-60-001-45460	88.92
						INVOICE TOTAL:	88.92 *
						CHECK TOTAL:	830.71
12658	9PCASH	PETTY CASH					
	052716		05/27/16	01	OFFICE SUPPLIES	80-60-001-43550	9.86
				02	POSTAGE	80-60-001-43300	1.42
						INVOICE TOTAL:	11.28 *
						CHECK TOTAL:	11.28

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12659	9REYESIS	ISAURO REYES					
	REY060116		06/01/16	01	GROUNDS MAINT:MAY 2016	80-60-001-41050	225.00
						INVOICE TOTAL:	225.00 *
						CHECK TOTAL:	225.00
12660	9SHREDIT	SHRED-IT USA					
	9410835410		05/26/16	01	PAPER SHREDDING 5/25/16	80-60-001-41303	57.42
						INVOICE TOTAL:	57.42 *
						CHECK TOTAL:	57.42
12661	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS					
	102165596		05/25/16	01	'EE ICMA CONTRIBUTION:5/31/16	80-20-102-45000	250.00
						INVOICE TOTAL:	250.00 *
	102171045		06/06/16	01	'EE ICMA CONTRIBUTION:6/15/16	80-20-102-45000	250.00
						INVOICE TOTAL:	250.00 *
						CHECK TOTAL:	500.00
						TOTAL AMOUNT PAID:	22,152.05

New Business

Final Task Force Report

The Building Project Task Force has completed its assigned task and is issuing its final report for the Board.

RECOMMENDATION: The Timeline report is submitted as the final report, and can also be used as a reference to assist with the discussion on Library fundraising. No vote or action is necessary on the report itself.

Resolution Adopting a Prevailing Wage Ordinance

The Library Board is legally required by the State of Illinois to pass this resolution each year in June and to provide public notice that it has done so. The resolution affirms that when hiring contractors the Library will pay at minimum what has been determined to be the Prevailing Wage in Lake County for the service rendered.

RECOMMENDATION: Passing the resolution is a legal requirement. I recommend that the Board of Library Trustees vote to approve the resolution and charge the Library Director with handling the posting and notification requirements.

Statement of Participation in Nonresident Card Program

Offering nonresident cards to surrounding unincorporated areas is not required by the State. If a Library chooses to offer cards to nonresidents in the area it is responsible for voting to affirm this each year. The Boards approval, along with a copy of the nonresident policies of the Lake Bluff Public Library, is then submitted to the area Library System. In our case, this is RAILS.

RECOMMENDATION: I recommend that we continue to offer cards to residents of Knollwood and other nearby unincorporated areas, per our current policies, and send RAILS the requested information.

Timeline of Building Project

The following is intended to be an accurate summary of ongoing plans for renovation and expansion of the Lake Bluff Public Library.

1. Planning for 2011 Renovation Project

a. August 10, 2010 – Board Meeting Initiation

In discussing the state of the Library building with Library Director Matthew Womack, the Board indicated a desire to renovate the facilities if the resources were available.

b. September 14, 2010 – Board Meeting Initial Planning

The Board reviewed financial resources available and the likely timetable for remodeling.

c. October 12, 2010 – Board Hires Tiffany Nash

The Board reviewed a proposal from Tiffany Nash of Building Product and Design, including rough proposals, and voted to accept the proposal from her firm.

d. November 9, 2010 – Approval of Plans by Board

Tiffany Nash presented conceptual drawings of a renovation to the Library Board. Approval for a renovation focusing on a first floor with a relocated front entrance was made. A second phase to the renovation is discussed, with designs for a second phase expanding to the west shown by Ms. Nash. (Attachment A) Phase 1 is expected to set the stage for this potential expansion, as the reorientation of the entrance is necessary for it to be possible.

e. November 12, 2010 – Rough Draft of Letter to Community

Library Director Matt Womack drafts a letter to the community regarding the upcoming renovation. A second phase to the plan, including an expansion to the west, is scheduled for 2014 and is expected to cost \$250,000.

f. December 10, 2010 – Approval by Board of Construction Manager

At the recommendation of Tiffany Nash and Matthew Womack, Justin Pathmann of Pathmann Construction was hired for a cost not to exceed \$25,000 as construction manager for the project.

g. February 1, 2011 – Bid Postings for Renovation Project

h. April 4, 2011 – Start of Renovation

Start of renovation, collections on first and second floors shifted or relocated. Circulation and patron computers moved to the Spruth Room.

i. July 30, 2011 – Grand Reopening Celebration Following Renovation

Renovation is 99% finished, a well-attended Open House celebration is held.

2. Planning for Second Phase

a. March 5, 2012 – Board Meeting – Discussion of Landscaping

The determination is made, after consideration of a list of concerns and needs regarding the exterior of the building following the renovation, to pursue a landscaping project.

b. July 10, 2012 – Board Meeting – Hiring of Landscaper

Breezy Hill is hired as landscaper, to provide and implement plans for a landscape redesign that includes remedies to the issues identified.

c. November, 2012 – First Phase of Landscaping Completed

First phase of landscaping completed, focused on beautification and addressing safety and access concerns.

d. May 14, 2013 – Board Meeting – Hiring of Landscaper

Breezy Hill is hired as landscaper to provide and implement plans for a landscape redesign improving the beauty and accessibility of the Dahlmann Reading Garden.

e. November, 2013 – Second Phase of Landscaping Completed

Second phase of landscaping completed, focused on the Dahlmann Reading Garden.

f. December 2013-February 2014 – Patron Satisfaction Survey

In order to effectively set priorities, a Patron Satisfaction Survey is conducted.

g. **March 11, 2014 – Board Meeting – Presentation of Survey Findings**
Marth O'Hara and Carlen DeThorne present the findings of the Patron Satisfaction Survey. A desire for more space and requests for services, collections, and activities that require more space is prominent.

3. **Space Usage Analysis and Task Force**

a. **May 13, 2014 – BG Committee and Board Meeting – Space Usage**

The Board resolves to spend up to \$20,000 to hire a consultant or consultants to evaluate space usage to modernize the library building and improve service to the community.

b. **July 8, 2014 – Board Meeting – Selection of Space Usage Analyst**

The Board moves to select the firm of Engberg Anderson to conduct a space usage analysis.

c. **August, 2014 to March, 2015 – Space Usage Analysis**

Space analyst Joe Huberty of Engberg Anderson is given a list of items, drawn from space needs identified in the Patron Satisfaction Survey. The verdict is that the space available cannot meet the needs identified. Mr. Huberty presents, at the request of the Board, plans for expansion of the library's facilities.

d. **December 18, 2014 – Meeting with Drew Irvin**

Library Director Eric Bailey meets with Village Administrator Drew Irvin to discuss the necessary steps, community support, and funding for a building expansion.

e. **January 6, 2015 – Long Range Planning Begins**

Work begins on a new Long Range Plan, incorporating information from the Patron Satisfaction Survey and the Space Analysis process.

f. **February, 2015 – Meeting with Kathy O'Hara**

Board President Kathy Meierhoff meets informally with Village President Kathy O'Hara. Ms. O'Hara recommends a formal meeting with Village Administrator Drew Irvin.

g. **March 11, 2015 – Meeting with Village Administrator Drew Irvin**

Board President Kathy Meierhoff, Library Director Eric Bailey, and Trustee Scot Butler meet with Village Administrator Drew Irvin. The importance of a need, rather than want, based proposal is discussed.

h. March 26, 2015 – Special Meeting – Building Proposal

The Building and Grounds Committee recommends Plan 3+, as presented by Joe Huberty at this meeting, to the Board of Trustees.

i. July 21, 2015 – Board Meeting – Long Range Plan Approved

A new 3 year Long Range Plan is approved. It calls for fundraising planning and the setting of fundraising goals aimed at the completion of Building Plan 3+.

j. September 21, 2015 – Long Range Plan Open House

An Open House is held for the new Long Range Plan, which is received favorably by members of the public who attend. Information about Plan 3+ is included among the information presented.

k. Fall, 2015 – Meeting with Kathy O’Hara

Library Board President Kathy Meierhoff meets informally with Village Board President Kathy O’Hara. Ms. O’Hara is positive about the plan but states that she believes a referendum is not presently possible. She strongly encourages the library to look into fundraising.

l. October 20, 2015 – Board Meeting – Task Force

The Board discusses the creation of a Task Force to explore the means of funding a building expansion.

m. November 6, 2015 – Task Force Creation and First Meeting

Board President Kathy Meierhoff authorizes the creation of a Task Force Committee to explore funding possibilities for the building project. Initial members to include Kathy Meierhoff, Director Eric Bailey, Head of Adult Services Martha O’Hara, Trustee Carl Schons, and Friends of the Library President Linda Schwartz.

n. November 12, 2015 – Meeting with Phil Hood

Board President Kathy Meierhoff and Library Director Eric Bailey meet with Phil Hood to discuss what it would take to start a fundraising campaign.

o. November 17, 2015 – Board Meeting

The Board agrees to meet with Phil Hood, Vice President of Community Affairs at Lake Forest College, regarding fundraising.

p. December 3, 2015 – Task Force Committee Meeting

The Task Force discusses a potential fundraising campaign, discussing the notes from Phil Hood and the potential role of the Friends in a fundraising campaign.

q. January – March, 2016 – Patron Satisfaction Survey

A new Patron Satisfaction Survey is conducted.

r. January 6, 2016 – Task Force Committee Meeting

The Task Force Committee meets with Village Building Inspector Mike Croak to discuss the possible expansion of the building. Mr. Croak states that he believes the plan to have a good shot at approval, but that, having discussed the situation with Village Administrator Drew Irvin, the library should secure funding for the project before seeking Village approval for the construction planned.

s. January 17, 2016 – Special Meeting of Board with Phil Hood

The Board of Trustees and representatives of the Friends of the Library meet with Phil Hood to discuss the feasibility of a fundraising campaign.

t. January 19, 2016 – Board Meeting – Request for Proposal for Fundraising

Discussion of need for an RFP for a fundraiser; it is agreed that one will be drafted and posted.

u. January 29, 2016 – Building and Grounds Committee Meeting

The Building and Grounds Committee meets and discusses options for staging the project and what priorities would be in a situation where less than the full amount of funds for 3+ are raised.

v. February 19, 2016 – Request for Proposal for a Fundraiser is Posted

w. April 1, 2016 – Closing of RFP for Fundraiser

Three responses are received from the seven fundraising firms who received the RFP.

x. April 18, 2016 – Meeting with Phil Hood

Library Director Eric Bailey meets with Phil Hood to discuss the responses to the RFP for a fundraiser.

PCL XL error

Subsystem: KERNEL

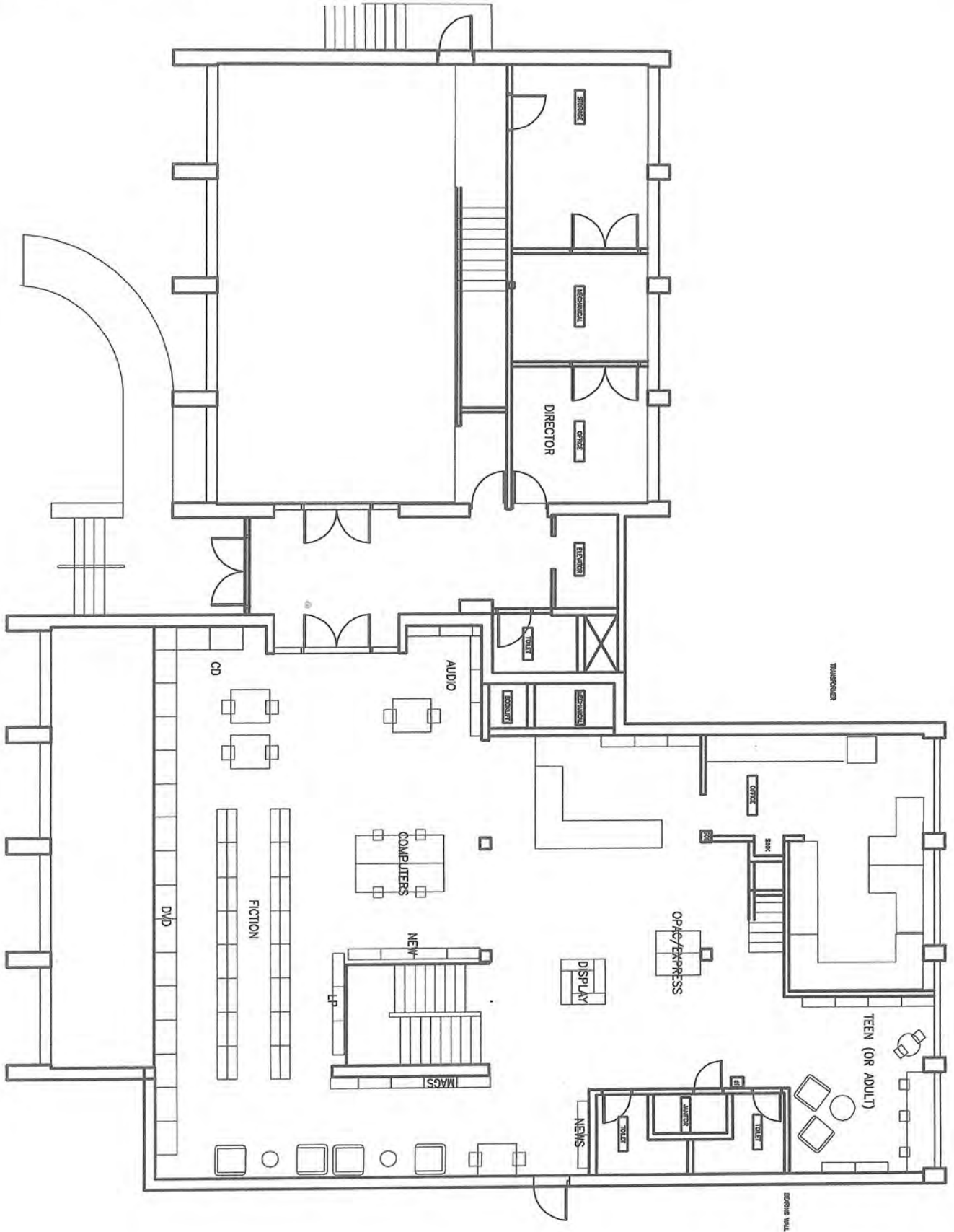
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Operator: 0x39

Position: 3652

Attachment A
November 2010 Building Plan
Anticipated Phase 2 Expansion

FIRST FLOOR : NEW ENTRY WITH ADDITION



RESOLUTION NO. 2016-01**Resolution Adopting Prevailing Wage Rates****Lake Bluff Public Library**

WHEREAS, the State of Illinois has a Prevailing Wage Act (the Act), 820 ILCS 130/0.01, et seq.; and

WHEREAS, the Act requires that the Board of Library Trustees ascertain the prevailing rate of wages in the locality of the Library for laborers, mechanics and other workers performing construction of public works for the Library.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees as follows:

SECTION 1: The general prevailing rate of wages in this locality is hereby ascertained to be the same as the prevailing wage rate for construction work in Lake County as determined by the Department of Labor of the State of Illinois.

SECTION 2: The Board Secretary shall:

- a) Keep this Resolution available for inspection in the main office of the Library;
- b) Promptly file a certified copy of this Resolution with the Secretary of State and the Department of Labor of the State of Illinois;
- c) Cause to be published in a newspaper of general circulation a notice of this Library action;
- d) Mail a copy of this Resolution to any employer and to any association of employers and to any person or association of employees who have filed their names and addresses requesting copies of this determination.

SECTION 3: This Resolution shall be in full force and effect from and after its passage and approval.

PASSED by the Board of Library Trustees on the 21st day of June, 2016 by a vote of:

YEAS:

NAYS:

ABSENT OR NOT VOTING:

Kathy Meierhoff, President
The Board of Library Trustees of the
Lake Bluff Public Library

ATTEST:

Janie Jerch, Secretary
The Board of Library Trustees of the
Lake Bluff Public Library

(SEAL)

Statement of Participation in Nonresident Card Program

Whereas, **Title 23, Subtitle B, Chapter 1, Part 3050** (hereinafter referred to as 'the code'), **Section 3050.20(a)** of the **Illinois Administrative Code** requires that Public Libraries in the state of Illinois annually take action to decide whether or not to issue nonresident library cards, and;

Whereas, it is the intention of the Lake Bluff Public Library to participate in the non-resident program and offer service to individuals fitting the criteria established in **Section 3050.25** of the Code;

The Board of Library Trustees affirms the following:

The Lake Bluff Public Library will provide service to nonresidents owning property in incorporated Lake Bluff, according to **Section 3050.70** of the Code and in accordance with policy **CIR-2** as adopted by the Library Board of Trustees;

The Lake Bluff Public Library will provide service to nonresident homeowners not paying taxes to support any library and who fit the requirements of **Section 3050.25** using the Tax Bill Method as provided for by **Section 3050.60(b)(1)** of the Code and in accordance with policy **CIR-4** as adopted by the Library Board of Trustees;

The Lake Bluff Public Library will provide service to nonresident renters of single family dwellings not paying taxes to support any library and who fit the requirements of **Section 3050.25** by devising its own formula as allowed in **Section 3050.60(b)(2)** of the Code. The formula to be used shall be the Tax Bill Method listed in **Section 3050.60(b)(1)** of the Code and in accordance with policy **CIR-4** as adopted by the Library Board of Trustees;

The Lake Bluff Public Library will provide service to nonresident renters of multiple family dwellings not paying taxes to support any library and who fit the requirements of **Section 3050.25** by devising its own formula as allowed in **Section 3050.60(b)(2)** of the Code and in accordance with policy **CIR-4** as adopted by the Library Board of Trustees. The library shall charge a flat rate of **\$16.00** per household.

Payment of a nonresident fee shall entitle all individuals who can meet the library's requirements for establishing permanent residency to a card. Nonresident cards shall be valid for one year from the date of payment if the card has expired or the non-resident is applying for the first time, or one year from the date of expiration of a current nonresident card if the nonresident is paying in advance to avoid a lapse in service. The Lake Bluff Public Library will place no restriction on the access of nonresident cardholders to whom it has issued a library card. Nonresident cards from other participating libraries will be honored with the same restrictions as are placed on all Reciprocal Borrowers by the library.

Approved by the Board of Library Trustees of the Lake Bluff Public Library on June 21, 2015 and in effect from July 1, 2016 until July 1, 2017.

Lake Bluff Public Library Nonresident Card Policies

CIR-2: Library Cards for Non-Resident Taxpayers (without reciprocal borrowing privileges)

Library cards are available without charge to persons who pay Lake Bluff village property taxes, but do not reside within the village limits. Such cards will be issued to non-residents who as an individual or as a partner, principal stockholder, or other joint owner owns taxable property or is a senior administrative officer of a firm, business, or other corporation owning taxable property in Lake Bluff. Only one such card will be issued for each parcel of property. Applicants should present their current tax bill and acceptable identification as described above.

Such cards will be valid only at the Lake Bluff Public Library and will be valid for one year.

CIR-4: Library Cards for Non-Residents (without reciprocal borrowing privileges)

Non-residents without reciprocal privileges may purchase a Library card for use at the Lake Bluff Public Library. The minimum fee for such a card is determined by a formula prepared by the Illinois State Library. When necessary the Board may adjust the non-resident fee to be determined by the Illinois State Library formula.

The applicant for a non-resident card must meet the same identification requirements as a resident of Lake Bluff. The card will be valid for one year.

Fundraising Consultant

On June 2nd, 2016 a Special Meeting was held to meet with Don Souhrada and Jon Heintzeman of Ter Molen, Watkins, and Brandt (TWB) to discuss their response to our Request for Proposal for a fundraising consultant.

Time is allotted at the June 21st Board Meeting for further discussion. If a decision is to be made to move forward with the TWB contract, I recommend making it at the June or July Board Meeting. Farther out than that from the bid opening, and the chances of applicants needing to modify their proposal, or rebid, usually start to jump.

I have included the contract pages from TWB. The proposal documents were distributed at the last Board meeting. If anyone needs a new copy, please contact me and I will send a digital or physical copy as requested.

Respectfully submitted,

Eric Scott Bailey

Ter Molen Watkins & Brandt LLC

Two North Riverside Plaza, Suite 1030

Chicago, Illinois 60606

Phone: 312-222-0560

Fax: 312-222-0565

www.twbfundraising.com

March 31, 2016

Mr. Eric Bailey
Lake Bluff Public Library
123 E. Scranton Ave
Lake Bluff, IL 60044

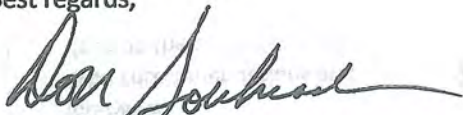
Dear Mr. Bailey:

I am pleased to present the Lake Bluff Public Library with the enclosed proposal for Fundraising Audit, Feasibility Study and Campaign Plan.

We would be honored to assist the Library achieve its goals. We stand ready to meet with the appropriate individuals to discuss our proposal and process in detail.

Thank you for your consideration.

Best regards,



Don Souhrada
Vice President

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.



Director's Report

Statistics

As mentioned at the last Board meeting, staff member Ross Shanley-Roberts is working to create a new statistics report page. The digital version of this page will also function as a statistics portal. The data gathering is primarily automated, with much smaller amounts of manual assembly required. The numbers in the web portal will be links, allowing the numbers to be explored in greater detail. Work continues on adding the additional detail behind the numbers.

The old statistics report is included as well, since the new one does not have 100% of the numbers yet. It is also included for comparison purposes. Feedback, particularly about the layout and look, would be much appreciated.

Parking Lot Repairs

As reported last week, retired Village engineer George Russell handled the structural repair to the sinkhole that had opened up beside the storm drain in the staff parking lot. The Village road crew handled repaving and filling the pothole. Lyndy Jensen heard from the Village that they will cover the cost of the road crew's work.

District 65 Cards

Our effort to distribute uncollected District 65 Library Cards (and collect the necessary paperwork with parent's signatures) was very successful. We will probably do something similar early next school year so that cards are distributed faster.

Volunteer Plan Update

This past month I created a new interface for tracking volunteers, both applicants and those already working at the library. We are already shifting to make better use of volunteers. Four volunteers assisted with the Friends Book Drive, two more are helping with our Arts Festival contribution, and another two are helping to shelve a few days each week. Special thanks to Shea Bellino, Marie Attendido, Emma Charlot, Julia Chang, and Anna Fifehause for their assistance. It has been a busy month, and I did not end up with as much time to polish and implement the new volunteer initiative as I had hoped. I hope to catch back up with the Finance Committee regarding this subject in July or August.

4th of July Parade

New staff member and Public Engagement Coordinator Skylar Reinhard has taken the lead on preparing our parade entry. As the parade theme this year is 'Generations of Freedom,' our theme is 'Explore the Past, Discover the Future, At Your Library.' The goal is to have costumes, imagery, and vehicles connected to generations past and present. The Friends of the Library, patrons, and Board of Library Trustees have all been invited to walk with us.

A Busy Start

We have had a busy start to the summer, with a variety of popular programs and strong Summer Reading Club turnouts. Liliana LaValle kicked off our Adult Summer Reading Club with a water bottle rocket program on the Village Green.

Block Three Proposal

A new company, the Roanoke Group, pitched a plan for the development of Block 3, the old PNC Bank property, to the PCZBA on June 15, 2016. Over 100 persons attended, with many watching via a video feed from the Public Safety Building. It is unclear what the final decision on this new development will be. The next PCZBA meeting, when the development will again be discussed, is set for Wednesday, July 20, at 7:00pm.

Lake Forest High School

I contacted Mr. Michael Simeck, School District 115 Superintendent, this past month about potentially reaching an agreement for library service for nonresident students attending LFHS. The initial meeting was positive, and I am optimistic that we will be able to reach an agreement ensuring nonresident students retain access to the library when they head to high school.

Monthly Statistics Summary

May 2016

Library Usage Summary

Total May Circulation

FY	Total	Avg. Circ/Hour	%Change
16-17	8,003	34.50	-0.98%
15-16	8,082	36.24	9.29%
14-15	7,395	31.60	0.00%

Total May Visits

FY	Total Visits	Avg. Visits/Hour	%Change
16-17	12,154	52.39	112.89%
15-16	5,709	25.60	-32.65%
14-15	8,476	36.22	0.00%

Total May Programs

FY	# of Programs	%Change	Attendance	%Change
16-17	22	69.23%	893	416.18%
15-16	13	8.33%	173	-81.96%
14-15	12	0.00%	959	0.00%

Online Access

Total May eMaterial Circulation

FY	eBook/eAudio	eVideo	eMusic	eMagazines	%Change
16-17	825	0	166	17	14.29%
15-16	639	1	211	31	229.10%
14-15	449	7	10	70	0.00%

Total May Website Usage

FY	Page Loads	%Change	Unique Visitor	%Change
16-17	8,535	-20.20%	5447	-7.11%
15-16	10,695	16.14%	5864	3.97%
14-15	9,209	0.00%	5640	0.00%

Total May Database Usage

FY	Research	Novelist	Tumblebooks	%Change
16-17	232	648	19	10.17%
15-16	167	603	46	547.62%
14-15	92	11	23	0.00%

Other Services

Total May Other Services

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
16-17	6	108	48	4
15-16	8	131	48	1
14-15	6	113	33	0

Total Circulation Fiscal Year to Date

FY	Total	Avg. Circ/Hour	%Change
16-17	8,003	34.50	-0.98%
15-16	8,082	36.24	9.29%
14-15	7,395	31.60	0.00%

Total User Visits Fiscal Year to Date

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Total Programs Fiscal Year to Date

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15-16	639	1	211	31	229.10%
14-15	449	7	10	70	0.00%

Total Website Usage Fiscal Year to Date

FY	Page Loads	%Change	Unique Visitor	%Change
16-17	8,535	-20.20%	5,447	-7.11%
15-16	10,695	16.14%	5,864	3.97%
14-15	9,209	0.00%	5,640	0.00%

Total Database Usage Fiscal Year to Date

FY	Research	Novelist	Tumblebooks	%Change
16-17	232	648	19	10.17%
15-16	167	603	46	547.62%
14-15	92	11	23	0.00%

Total Other Services Fiscal Year to Date

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
16-17	6	108	48	4
15-16	8	131	48	1
14-15	6	113	33	0

Monthly Statistics Summary May 2016

Adult Services Summary

Total May Circulation

FY	Fiction	Non-Fiction	A/V	Total	%Change
16-17	973	902	1,965	3,840	-3.71%
15-16	1,006	918	2,064	3,988	0.05%
14-15	1,052	853	2,081	3,986	0.00%

Total May Programs

FY	# of Programs	%Change	Attendance	%Change
16-17	8	0.00%	100	14.94%
15-16	8	33.33%	87	-1.14%
14-15	6	0.00%	88	0.00%

Teen Services Summary

Total May Circulation

FY	Total	%Change
16-17	127	45.98%
15-16	87	-50.57%
14-15	176	0.00%

Total May Programs

FY	# of Programs	%Change	Attendance	%Change
16-17	7	75.00%	26	550.00%
15-16	4	33.33%	4	-69.23%
14-15	3	0.00%	13	0.00%

Youth Services Summary

Total May Circulation

FY	Fiction	Non-Fiction	A/V	Total	%Change
16-17	1,896	336	541	2,773	-1.21%
15-16	1,710	330	767	2,807	13.14%
14-15	1,458	279	744	2,481	0.00%

Total May Programs

FY	# of Programs	%Change	Attendance	%Change
16-17	7	600.00%	767	835.37%
15-16	1	-66.67%	82	-90.44%
14-15	3	0.00%	858	0.00%

Technical Services Summary

Total May Activity

FY	Acquisitions	Deletions
16-17	614	158
15-16	593	295
14-15	730	0

Total Circulation Fiscal Year to Date

FY	Fiction	Non-Fiction	A/V	Total	%Change
16-17	973	902	1,965	3,840	-3.71%
15-16	1,006	918	2,064	3,988	0.05%
14-15	1,052	853	2,081	3,986	0.00%

Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
16-17	8	0.00%	100	14.94%
15-16	8	33.33%	87	-1.14%
14-15	6	0.00%	88	0.00%

Total Circulation Fiscal Year to Date

FY	Total	%Change
16-17	127	45.98%
15-16	87	-50.57%
14-15	176	0.00%

Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
16-17	7	75.00%	26	550.00%
15-16	4	33.33%	4	-69.23%
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Total Circulation Fiscal Year to Date

FY	Fiction	Non-Fiction	A/V	Total	%Change
16-17	1,896	336	541	2,773	-1.21%
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14-15	1,458	279	744	2,481	0.00%

Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
16-17	7	600.00%	767	835.37%
15-16	1	-66.67%	82	-90.44%
14-15	3	0.00%	858	0.00%

Total Activity Fiscal Year to Date

FY	Acquisitions	Deletions
16-17	614	158
15-16	593	295
14-15	730	0

30,809+ POINTS OF SERVICE



over 19,202 PATRON INTERACTIONS

22 programs with 893 attendees

8,049 circulations

ADULT COLLECTION
4,122

TEEN COLLECTION
127

CHILDREN'S COLLECTION
2,773

697 households active in May
(51.02% of households with active library cards)

ADULT eCOLLECTION
854

TEEN eCOLLECTION
105

CHILDREN'S eCOLLECTION
68

BOOKS
3,609
eBOOKS
553

AUDIOBOOKS
160
eAUDIOBOOKS
291

MAGAZINES
905
eMAGAZINES
17

VIDEOS
2,033
eVIDEOS
0

MUSIC
138
eMUSIC
166

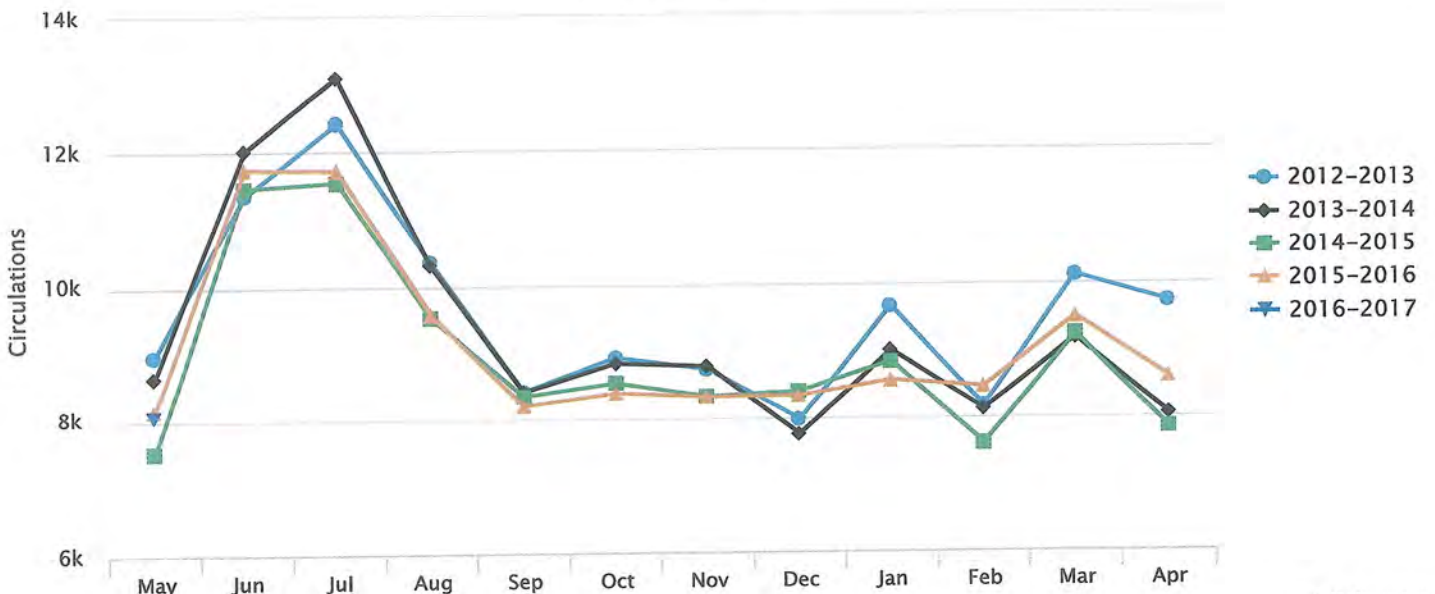
VIDEOGAMES
177
eCOURSES
0

more than 2,700 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

May 21 at 10:00am – NA

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