

**March 15, 2016**

agenda

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
<b>1,2</b>	<b>CTO, Additions (2 minutes)(7:02pm)</b>	
	Document Summary	1A
	Agenda	2A-2B
<b>3</b>	<b>Opportunity to Address Board</b>	
<b>4</b>	<b>Consent Agenda</b>	
	Minutes of February 16th, 2016 Board of Trustees Meeting (action)(2 minutes)(7:04pm)	3A-3C
<b>5</b>	<b>Treasurer's Report and Financial Reports (White and Yellow) (5 minutes)(7:09pm)</b>	
	February Financial Summary Report (action)(available at meeting)	4A-4C
	February Detailed Revenue & Expense Report (action)(available at meeting)	5A-5E
	February Detailed Balance Sheet (action)(available at meeting)	6A-6D
<b>6</b>	<b>Approval of Checks (Green) (10 minutes)(7:19pm)</b>	
	February Manual Check Report (action)(available at meeting)	7A
	February Check Register (action)(available at meeting)	8A-8O
<b>7</b>	<b>Committee Reports (30 minutes)(7:49pm)</b>	9A-9C
<b>8</b>	<b>New Business</b>	
	(None)	
<b>9</b>	<b>Old Business</b>	
	(None)	
<b>10</b>	<b>Director's Report (5 minutes)(7:54pm)</b>	
	Librarian's Narrative Report	10A-10B
<b>11</b>	<b>Executive Session(s) (30 minutes if entered)(8:24pm)</b>	
<b>12</b>	<b>Any and All Other Business ...</b>	
<b>13</b>	<b>Adjournment (1 minute)(8:25pm)</b>	
<b>14</b>	<b>Attachments</b>	
	Usage Statistics for the Month of November	11A-11D
	Friends Meeting Attendees for 2016	12A

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting**  
**Tuesday, March 15<sup>th</sup>, at 7:00 PM**  
123 E. Scranton Ave, Lake Bluff, IL 60044  
Enter through Library main entrance

- 1. Call to Order (7:00pm)**
- 2. Additions & Corrections to the Agenda (2 minutes)(7:02pm)**
- 3. Opportunity for Public to Address the Board (limit 5 minutes per person per meeting)**
- 4. Approval of Minutes**
  - a. Approval of Minutes of February 16<sup>th</sup>, 2016 Regular Board Meeting **(action)(2 minutes)(7:04pm)**
- 5. February 2016 Financial Reports – Detailed Balance and Revenue/Expense (White and Yellow Pages) (action)(5 minutes)(7:09pm)**
  - a. February Financial Summary Report
  - b. February Detailed Revenue & Expense Report
  - c. February Detailed Balance Sheet
- 6. Approval of checks (Green Pages) (10 minutes)(7:19pm)**
  - a. February Manual Checks (12509-12513) **(action)**
  - b. February Monthly Checks (12514-12541) **(action)**
- 7. Committee Reports (30 minutes)(7:49pm) (Committees that met)**
  - a. Building and Grounds Committee **(CHAIR: Schons. MEMBERS: Jerch, Meierhoff, and Stroh.)**
  - b. Human Resources Committee **(CHAIR: Butler. MEMBERS: Meierhoff, Stroh, Wojda.)**

**(Committees that did not meet)**

  - c. Building Task Force **(CHAIR: Meierhoff. MEMBERS: Schons.)**
  - d. Finance Committee **(CHAIR: Butler. MEMBERS: Kregor.)**
  - e. Intergovernmental Committee **(CHAIR: Bailey. MEMBERS: Jerch and Stroh.)**
  - f. Long Range Planning Committee **(CHAIR: Kregor. MEMBERS: Butler, Schons, and Wojda.)**
  - g. Outreach Committee **(CHAIR: Schons. Members: Butler.)**
  - h. Technology Committee **(CHAIR: Kregor. MEMBERS: Wojda.)**

**8. New Business**

- a. None

**9. Old Business**

- a. None

**10. Director's Report (5 minutes)(7:54pm)**

- a. Director's Narrative Report

**11. Executive Session(s)**

**(30 minutes if entered)(8:24pm)**

- 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)(8:25pm)****Attachments:**

Statistics Report

Friends Meeting Attendees

**Upcoming Board Meetings: April 19, May 17, and June 21 2016.**

**Lake Bluff Public Library  
Board of Library Trustees Meeting Minutes  
Tuesday, February 16, 2016, at 7:00 PM  
123 E. Scranton Ave, Lake Bluff, IL 60044**

**1. Call to Order**

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

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

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

**4. Approval of Minutes**

Butler moved to accept the minutes of the January 19, 2016 Regular Board Meeting, Schons seconded; all voted aye.

**5. January 2016 Financial Reports**

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

**6. Approval of checks**

Butler moved to accept the December Manual Checks (12479-12481), and the December Monthly Checks (12482-12508), Schons seconded; all voted aye.

**7. Committee Reports**

**(Committees that met.)**

a. Building & Grounds (**CHAIR:** Schons, **MEMBERS:** Jerch, Meierhoff, and Stroh) Schons gave a report on the discussion of Library branding and logo design from the Feb. 16 meeting. Schons also discussed the possibility of opening the Library for extended hours, beginning in May of this year, a topic from the Jan. 29 meeting. Bailey explained how it is decided whether or not to close the Library for certain holidays.

b. Building Task Force (**CHAIR:** Meierhoff. **MEMBERS:** Schons.) Kregor attended the recent Friends of the Library meeting; he and Schons gave a brief report on the Friends' discussion of their participation in the expansion project.

c. Finance (**CHAIR:** Butler, **MEMBERS:** Kregor.) Butler reported that the committee discussed the implications of the expanded Library hours, approx. 3% increase in staffing costs. This increase could possibly be absorbed into the existing budget. Kregor also mentioned that the computer security firewall needs to be replaced. Bailey thought that this expense could be absorbed by keeping any functioning computers scheduled for replacement a bit longer.



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

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

**8. New Business**

- a. Logo Design was covered in the Building & Grounds report.

**9. Old Business**

- a. Budget for FY2016-2017 was briefly discussed for the second time. Butler moved to approve the budget, Schons seconded; all voted aye.

**10. Director's Report**

a. Director's Narrative Report was given by Bailey. The heating units have been replaced and are functioning well. The Library is working with Artists on the Bluff to have a display in the Library celebrating the work of their Artist of the Month. Last month saw high numbers for Adult Programs; Bailey gave kudos to Carol Carter and Liliana LaValle for their new programs which have been a big draw. The presentation by local author Judy Nickels, co-sponsored by the Lake Bluff History Museum, was given a second time to accommodate all those who wished to attend. It was suggested that Carter create a database of the programs she's done for future reference; Bailey said she has already done it.

**11. Executive Session:**

- 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)

Butler moved to go into closed session, Wojda seconded; all aye, at 7:41 pm.

Wojda moved to end the closed session, Kregor seconded; all aye, at 7:46 pm.

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

Bailey returned; we asked him to contact our lawyer to ask if there is any reason *not* to keep any non-HR-related executive session meetings closed, once they have been voted

closed by the Board of Trustees, unless a trustee requests for any reason that a particular set of minutes *not* be closed. Bailey said he would inquire.

**13. Adjournment**

Wojda moved, Butler seconded a motion to adjourn the meeting; all voted aye. Meeting adjourned at 8:02 pm.

**Respectfully submitted,  
Janie Jerch**



# Financial Summary

## February, 2016

3/11/2016

4A

Description	FY 2015-16				FY 2014-15		
	Fiscal Year Total-to-Date	Budget	% of Budget Received/ Expensed	% of Actual Y-T-D	Previous Fiscal YTD	% of Budget Received/ Expensed	Budget
<b>Revenues</b>							
Property Taxes	\$ 872,666	\$ 873,917	99.9%	95.6%	\$ 850,197	99.8%	\$ 851,666
Rental Fines	9,888	12,000	82.4%	1.1%	9,512	73.2%	13,000
State Per Capita Grant	-	7,153	0.0%	0.0%	-	0.0%	7,153
Non-Resident Fees	6,324	7,000	90.3%	0.7%	6,197	88.5%	7,000
Miscellaneous Revenue	2,070	3,000	69.0%	0.2%	1,124	37.5%	3,000
Other Grants	-	5,000	0.0%	0.0%	-	0.0%	5,000
Photo-copy Charges	1,896	2,000	94.8%	0.2%	1,757	87.8%	2,000
Village Contribution to Vliet Costs	-	7,900	0.0%	0.0%	-	0.0%	7,900
Vliet Operating Cost Contrib	780	-	-	0.1%	-	-	-
Interest Earnings	586	400	146.6%	0.1%	224	56.0%	400
Naperville (Impact) Fees	6,478	-	-	0.7%	-	-	-
Restricted Donations/Gifts	10,422	20,000	52.1%	1.1%	3,541	17.7%	20,000
Unrestricted Donations/Gifts	2,014	1,000	201.4%	0.2%	280	28.0%	1,000
<b>Total Revenues</b>	<b>\$ 913,124</b>	<b>\$ 939,370</b>	<b>97.2%</b>	<b>100.0%</b>	<b>\$ 872,832</b>	<b>95.1%</b>	<b>\$ 918,119</b>
Use of Fund Balance Reserves		\$ -					\$ 34,900
<b>Total Projected Revenues &amp; Use of Reserves</b>		<b>939,370</b>					<b>953,019</b>
<b>Expenditures</b>							
Librarian Salaries	\$ 247,410	\$ 224,000	110.5%	32.3%	\$ 172,289	76.9%	\$ 224,000
Staff Salaries	\$ 159,330	259,000	61.5%	20.8%	\$ 169,440	73.4%	231,000
Medical Insurance	\$ 55,681	80,000	69.6%	7.3%	\$ 42,348	100.8%	42,000
Other Employee Benefits	\$ 160	250	64.0%	0.0%	\$ 62	12.4%	500
Employer IMRF	\$ 36,896	45,000	82.0%	4.8%	\$ 34,999	77.8%	45,000
Employer FICA	\$ 30,489	37,000	82.4%	4.0%	\$ 25,625	73.2%	35,000
<i>Subtotal Personnel Expense</i>	<b>\$ 529,968</b>	<b>\$ 645,250</b>	<b>82.1%</b>	<b>69.1%</b>	<b>\$ 444,763</b>	<b>77.0%</b>	<b>\$ 577,500</b>
Building Maintenance	\$ 17,416	\$ 24,000	72.6%	2.3%	\$ 15,274	54.6%	\$ 28,000
Elevator Maintenance	\$ 1,167	2,000	58.4%	0.2%	\$ 2,106	105.3%	2,000
Grounds Maintenance	\$ 4,306	8,000	53.8%	0.6%	\$ 6,262	73.7%	8,500
Copier Maintenance	\$ 4,307	4,500	95.7%	0.6%	\$ 3,178	70.6%	4,500
<i>Subtotal Maintenance Expense</i>	<b>\$ 27,196</b>	<b>\$ 38,500</b>	<b>70.6%</b>	<b>3.5%</b>	<b>\$ 26,820</b>	<b>62.4%</b>	<b>\$ 43,000</b>
Other Professional Services	\$ 511	\$ 5,000	10.2%	0.1%	\$ 17,210	86.0%	\$ 20,000
Computer Services	\$ 12,215	15,000	81.4%	1.6%	\$ 11,675	58.4%	20,000
Legal Services	\$ 3,842	2,500	153.7%	0.5%	\$ 1,404	9.4%	15,000
Professional Development	\$ 725	3,000	24.2%	0.1%	\$ 3,659	73.2%	5,000
Dues	\$ 2,056	2,000	102.8%	0.3%	\$ 1,708	85.4%	2,000
Utilities	\$ 10,417	9,000	115.7%	1.4%	\$ 7,414	92.7%	8,000

# Financial Summary

## February, 2016

3/11/2016

4B

Description	FY 2015-16				FY 2014-15		
	Fiscal Year Total-to-Date	Budget	% of Budget Received/ Expensed	% of Actual Y-T-D	Previous Fiscal YTD	% of Budget Received/ Expensed	Budget
Postage	\$ 1,716	3,000	57.2%	0.2%	\$ 1,778	59.3%	3,000
Printing/E-News	\$ 8,472	8,500	99.7%	1.1%	\$ 6,021	66.9%	9,000
Office Supplies	\$ 3,317	5,750	57.7%	0.4%	\$ 3,094	51.6%	6,000
Bldg/Grounds Supplies	\$ 1,101	2,000	55.1%	0.1%	\$ 959	48.0%	2,000
Technical Services Supplies	\$ 2,863	5,000	57.3%	0.4%	\$ 2,698	49.1%	5,500
<i>Subtotal Contracts &amp; Commodities</i>	<i>\$ 47,234</i>	<i>\$ 60,750</i>	<i>77.8%</i>	<i>6.2%</i>	<i>\$ 57,619</i>	<i>60.3%</i>	<i>\$ 95,500</i>
Hospitality Program Support	\$ 186	500	37.1%	0.0%	\$ 297	29.7%	1,000
Adult Program Support	\$ 4,566	5,000	91.3%	0.6%	\$ 3,512	87.8%	4,000
Juvenile Program Support	\$ 5,417	5,800	93.4%	0.7%	\$ 6,544	93.5%	7,000
Outreach Program Supplies	\$ 866	1,000	86.6%		\$ 6,442		
Teen Program Supplies	\$ 735	1,200	61.3%		\$ 12,262		
Per Capita Grant	\$ 5,422	7,153	75.8%	0.7%	\$ 10,627	148.6%	7,153
Other Grant Expenditures	\$ -	5,000	0.0%	0.0%	\$ -	0.0%	5,000
<i>Subtotal Programs &amp; Grants</i>	<i>\$ 17,192</i>	<i>\$ 25,653</i>	<i>67.0%</i>	<i>2.2%</i>	<i>\$ 39,683</i>	<i>164.3%</i>	<i>\$ 24,153</i>



# Financial Summary

## February, 2016

3/11/2016

40

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	\$ 14,481	17,000	85.2%	1.9%	\$ 439	2.4%	18,000
Adult Fiction Books	\$ 11,032	14,000	78.8%	1.4%	\$ 10,340	68.9%	15,000
Adult Large Print Materials	\$ 439	500	87.8%	0.1%	\$ 15,316	3063.2%	500
Adult AV Materials	\$ 12,462	15,000	83.1%	1.6%	\$ 7,167	47.8%	15,000
Adult Reference/e-Reference	\$ 15,859	21,000	75.5%	2.1%	\$ 3,515	15.3%	23,000
Juvenile Non-Fiction Books	\$ 6,612	7,000	94.5%	0.9%	\$ 3,560	50.9%	7,000
Picture Books	\$ 4,941	5,000	98.8%	0.6%	\$ 1,477	24.6%	6,000
Juvenile Fiction Books	\$ 4,892	9,000	54.4%	0.6%	\$ 334	3.9%	8,500
Juvenile AV Materials	\$ 1,370	1,500	91.3%	0.2%	\$ 2,210	58.9%	3,750
Juvenile e-Reference	\$ 334	2,000	16.7%	0.0%	\$ 10,302	1030.2%	1,000
Teen Books	\$ 1,973	2,750	71.8%	0.3%	\$ 386	14.0%	2,750
e-Books	\$ 3,488	6,250	55.8%	0.5%	\$ 5,514	45.9%	12,000
Graphic Novels	\$ 298	500	59.5%	0.0%	\$ 2,904	580.9%	500
Periodicals	\$ 5,821	\$ 6,000	97.0%	0.8%	\$ 2,253	32.2%	\$ 7,000
Video Games	\$ 2,795	3,500	79.9%	0.4%	\$ 20,297	579.9%	3,500
<i>Subtotal Materials</i>	\$ 86,797	111,000	78.2%	11.3%	\$ 86,014	69.6%	\$ 123,500
Patron & Staff Software	\$ 2,791	5,000	55.8%	0.4%	\$ 2,856	47.6%	6,000
Library Automation Software	\$ 20,297	22,000	92.3%	2.6%	\$ 3,559	14.8%	24,000
Miscellaneous Expense	\$ 1,394	1,000	139.4%	0.2%	\$ 530	26.5%	2,000
<i>Subtotal Software/Other</i>	\$ 24,482	28,000	87.4%	3.2%	\$ 6,946	21.7%	\$ 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%	2.0%	-	0.0%	14,000
Other Equipment	661	1,000	66.1%	0.1%	3,016	150.8%	2,000
	6,601	-	---	0.9%	-	0.0%	-
Exterior Bldg Improvements	-	1,000	0.0%	0.0%	149	1.2%	12,000
Use of Temporarily Restrict Donat	5,657	21,000	26.9%	0.7%	-	0.0%	21,000
Contingency	3,270	5,217	62.7%	0.4%	-	0.0%	6,366
<i>Subtotal Capital, Grants &amp; Dona</i>	\$ 33,706	\$ 30,217	111.5%	4.4%	\$ 11,561	20.2%	\$ 57,366
<b>Total Expenditures</b>	<b>\$ 766,576</b>	<b>\$ 939,370</b>	<b>81.6%</b>	<b>100.0%</b>	<b>\$ 673,407</b>	<b>70.7%</b>	<b>\$ 953,019</b>

Fund Balance as of April 30, 2015<sup>a</sup> 526,947  
 YTD Addition to/(Subtraction from) Fund Balance 146,548  
 Fund Balance at month end 673,495

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



DATE: 03/11/2016  
TIME: 10:42:56  
ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --  
DETAILED REVENUE & EXPENSE REPORT  
ACTUAL VS. PRIOR VS. BUDGET  
FOR 10 PERIODS ENDING FEBRUARY 28, 2016

		FUND: LAKE BLUFF PUBLIC LIBRARY					
		DEPT: REVENUES					
ACCOUNT NUMBER	DESCRIPTION	FEBRUARY 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	245.80	117.20	1,895.68	1,756.70	2,000.00	94.7%
80-40-403-48500	NON-RESIDENT FEES	611.82	910.57	6,324.23	6,196.74	7,000.00	90.3%
TOTAL REVENUES: SERVICES & FEES		857.62	1,027.77	8,219.91	7,953.44	9,000.00	91.3%
FINES							
80-40-503-65000	RENTAL FINES	1,011.79	975.86	9,887.87	9,511.89	12,000.00	82.3%
TOTAL REVENUES: FINES		1,011.79	975.86	9,887.87	9,511.89	12,000.00	82.3%
MISCELLANEOUS							
80-40-603-73000	PER CAPITA GRANTS	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73700	VILLAGE CONTRIBUTION	0.00	0.00	0.00	0.00	7,900.00	0.0%
80-40-603-73800	VLIET OPERATING COST CONTRIB	390.00	0.00	780.00	0.00	0.00	100.0%
80-40-603-75000	INTEREST EARNINGS	69.02	19.84	586.47	224.03	400.00	146.6%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	1.39	3.75	2,013.86	279.89	0.00	100.0%
80-40-603-78001	RESTRICTED DONATIONS	0.00	3,430.93	10,422.33	3,541.11	0.00	100.0%
80-40-603-78100	RESTRICTED DONATIONS	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-78100	RESTRICTED DONATIONS	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-78500	NAPERVILLE (IMPACT) FEE	0.00	0.00	6,478.08	0.00	0.00	100.0%
80-40-603-89000	MISCELLANEOUS INCOME	1,014.10	31.45	2,069.55	1,124.32	3,000.00	68.9%
TOTAL REVENUES: MISCELLANEOUS		1,474.51	3,485.97	22,350.29	5,169.35	11,300.00	197.7%
TOTAL REVENUES: REVENUES		3,343.92	5,489.60	913,123.81	872,831.84	906,217.00	100.7%
TOTAL FUND REVENUES		3,343.92	5,489.60	913,123.81	872,831.84	906,217.00	100.7%

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
80-40-103-10000	LIBRARY PROPERTY TAX	0.00	0.00	872,665.74	850,197.16	873,917.00	99.8%
80-40-403-48300	PHOTO-COPY CHARGES	245.80	117.20	1,895.68	1,756.70	2,000.00	94.7%
80-40-403-48500	NON-RESIDENT FEES	611.82	910.57	6,324.23	6,196.74	7,000.00	90.3%
80-40-503-65000	RENTAL FINES	1,011.79	975.86	9,887.87	9,511.89	12,000.00	82.3%
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	390.00	0.00	780.00	0.00	0.00	100.0%
80-40-603-75000	INTEREST EARNINGS	69.02	19.84	586.47	224.03	400.00	146.6%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	1.39	3.75	2,013.86	279.89	0.00	100.0%
80-40-603-78001	RESTRICTED DONATIONS	0.00	3,430.93	10,422.33	3,541.11	0.00	100.0%
80-40-603-78100	RESTRICTED DONATIONS	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-78100	RESTRICTED DONATIONS	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-78500	NAPERVILLE (IMPACT) FEE	0.00	0.00	6,478.08	0.00	0.00	100.0%
80-40-603-89000	MISCELLANEOUS INCOME	1,014.10	31.45	2,069.55	1,124.32	3,000.00	68.9%
TOTAL REVENUES: MISCELLANEOUS		1,474.51	3,485.97	22,350.29	5,169.35	11,300.00	197.7%
TOTAL REVENUES: REVENUES		3,343.92	5,489.60	913,123.81	872,831.84	906,217.00	100.7%
TOTAL FUND REVENUES		3,343.92	5,489.60	913,123.81	872,831.84	906,217.00	100.7%



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-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 10 PERIODS ENDING FEBRUARY 28, 2016

FUND: LAKE BLUFF PUBLIC LIBRARY  
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY 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	25,208.50	21,526.06	247,410.43	193,815.10	224,000.00	110.4%
80-60-001-40050	STAFF SALARIES	14,296.86	18,021.57	159,330.46	187,461.99	259,000.00	61.5%
80-60-001-40400	MEDICAL INSURANCE	5,057.31	7,079.35	55,680.78	49,427.05	80,000.00	69.6%
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	3,538.93	3,549.80	36,896.39	38,548.98	45,000.00	81.9%
80-60-001-40951	EMPLOYER FICA TAX	2,959.54	2,962.77	30,489.49	28,587.51	37,000.00	82.4%
80-60-001-41000	BUILDING MAINTENANCE	710.00	2,121.00	17,415.55	17,395.36	24,000.00	72.5%
80-60-001-41020	ELEVATOR MAINTENANCE	0.00	38.00	1,167.00	2,144.00	2,000.00	58.3%
80-60-001-41050	GROUNDS MAINTENANCE	490.00	1,430.00	4,306.00	7,691.75	8,000.00	53.8%
80-60-001-41303	COPIER MAINTENANCE/SUPPLIES	57.42	52.44	4,307.39	3,230.73	4,500.00	95.7%
80-60-001-41304	OTHER PROFESSIONAL SERVICES	0.00	0.00	511.00	17,209.92	5,000.00	10.2%
80-60-001-41305	COMPUTER SERVICES	0.00	0.00	12,215.00	11,675.00	15,000.00	81.4%
80-60-001-41350	LEGAL SERVICES	0.00	0.00	3,841.50	1,404.00	2,500.00	153.6%
80-60-001-42400	PROFESSIONAL DEVELOPMENT	110.00	475.00	725.00	4,133.75	3,000.00	24.1%
80-60-001-42440	DUES	60.00	160.00	2,056.25	1,868.00	2,000.00	102.8%
80-60-001-43230	UTILITIES	1,566.75	655.08	10,416.52	8,068.87	9,000.00	115.7%
80-60-001-43300	POSTAGE	7.73	284.00	1,715.60	2,061.71	3,000.00	57.1%
80-60-001-43400	PRINTING/E-NEWSLETTER	2,170.00	1,883.00	8,471.89	7,903.60	8,500.00	99.6%
80-60-001-43550	OFFICE SUPPLIES	457.67	505.87	3,317.14	3,599.91	5,750.00	57.6%
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	0.00	14.17	1,101.15	973.55	2,000.00	55.0%
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	314.52	294.12	2,863.32	2,992.21	5,000.00	57.2%
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	20.49	185.65	317.35	500.00	37.1%
80-60-001-43710	ADULT PROGRAM SUPPLIES	509.81	23.32	4,565.95	3,535.23	5,000.00	91.3%
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	367.48	102.43	5,416.97	6,646.67	5,800.00	93.3%
80-60-001-43730	OUTREACH SUPPLIES	33.86	0.00	865.88	0.00	1,000.00	86.5%
80-60-001-43740	TEEN PROGRAM SUPPLIES	103.08	0.00	735.12	0.00	1,200.00	61.2%
80-60-001-44800	PER CAPITA GRANT	0.00	0.00	5,422.35	6,442.27	0.00	-100.0%
80-60-001-45000	ADULT NON-FICTION BOOKS	1,047.06	482.19	14,481.41	12,743.72	17,000.00	85.1%
80-60-001-45100	ADULT FICTION BOOKS	909.71	734.71	11,032.22	11,361.39	14,000.00	78.8%
80-60-001-45110	ADULT LARGE PRINT MATERIAL	154.04	36.27	438.88	474.96	500.00	87.7%
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	1,687.72	1,269.07	12,461.78	11,609.40	15,000.00	83.0%
80-60-001-45220	ADULT REFERENCE/E-REFER	0.00	0.00	15,858.98	15,316.00	21,000.00	75.5%
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	8.49	555.37	4,941.03	4,070.03	5,000.00	98.8%
80-60-001-45420	JUVENILE FICTION	682.61	286.59	4,892.24	3,559.98	9,000.00	54.3%
80-60-001-45430	JUVENILE AUDIO-VISUAL	34.07	255.02	1,369.97	1,476.94	1,500.00	91.3%
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	148.83	608.80	1,973.30	2,209.91	2,750.00	71.7%
80-60-001-45460	E-BOOKS	1,167.65	1,054.38	3,487.94	10,301.95	6,250.00	55.8%
80-60-001-45470	GRAPHIC NOVELS	0.00	127.69	297.67	385.72	500.00	59.5%
80-60-001-45500	PERIODICALS	0.00	34.00	5,820.74	5,513.86	6,000.00	97.0%
80-60-001-45510	VIDEO GAMES	489.14	508.88	2,795.01	2,904.43	3,500.00	79.8%
80-60-001-45600	PATRON & STAFF SOFTWARE	21.95	9.95	2,791.13	2,253.15	5,000.00	55.8%
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	20,297.00	20,297.00	22,000.00	92.2%





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-- VILLAGE OF LAKE BLUFF --  
DETAILED REVENUE & EXPENSE REPORT  
ACTUAL VS. PRIOR VS. BUDGET  
FOR 10 PERIODS ENDING FEBRUARY 28, 2016

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

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY 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%

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY 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 10 PERIODS ENDING FEBRUARY 28, 2016

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

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



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-- VILLAGE OF LAKE BLUFF --  
DETAILED BALANCE SHEET

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FUND: LAKE BLUFF PUBLIC LIBRARY  
FOR 10 PERIODS ENDING FEBRUARY 28, 2016

ACCOUNT #	DESCRIPTION	BALANCE 05/01/15	NET DEBITS	NET CREDITS	BALANCE 02/28/16
<b>ASSETS</b>					
<b>DUE TO/FROM ACCOUNTS</b>					
80-00-100-10000	DUE TO/FROM OTHER FUNDS	0.00	12,258.09	0.00	12,258.09
80-00-100-20000	LIB GR FND DUE TO/FROM DETAIL	0.00	0.00	0.00	0.00
<b>TOTAL DUE TO/FROM ACCOUNTS</b>		<b>0.00</b>	<b>12,258.09</b>	<b>0.00</b>	<b>12,258.09</b>
<b>CASH &amp; INVESTMENTS</b>					
80-10-101-10000	CHECKING ACCOUNT	0.00	0.00	0.00	0.00
80-10-101-10001	CASH BOX OVER/SHORT	0.00	59.47	175.25	(115.78)
80-10-101-11000	MONEY MARKET ACCOUNT	106,694.94	683,027.15	756,934.87	32,787.22
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
80-10-101-12100	N TR WEED & FEED CHECKING ACCT	0.00	0.00	0.00	150.00
80-10-101-13000	PETTY CASH	150.00	0.00	0.00	0.00
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	879,597.80	651,000.00	689,774.76
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	2,004.64	29.26	5,398.94
<b>TOTAL CASH &amp; INVESTMENTS</b>		<b>571,447.26</b>	<b>1,564,689.06</b>	<b>1,408,139.38</b>	<b>727,996.94</b>
<b>RECEIVABLES</b>					
80-10-201-15000	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
80-10-201-15200	PROPERTY TAX RECEIVABLE	873,918.10	0.00	0.00	873,918.10
80-10-201-35000	INTEREST RECEIVABLE	0.00	0.00	0.00	0.00
80-10-201-37000	OTHER RECEIVABLE	0.00	0.00	0.00	0.00
<b>TOTAL RECEIVABLES</b>		<b>873,918.10</b>	<b>0.00</b>	<b>0.00</b>	<b>873,918.10</b>
<b>OTHER ASSETS</b>					
80-10-301-37100	DUE FROM THE VILLAGE	(10,604.70)	986,204.31	986,227.22	(10,627.61)
80-10-301-55000	PREPAID EXPENSES	500.00	0.00	500.00	0.00
<b>TOTAL OTHER ASSETS</b>		<b>(10,104.70)</b>	<b>986,204.31</b>	<b>986,727.22</b>	<b>(10,627.61)</b>
<b>TOTAL ASSETS</b>		<b>1,435,260.66</b>	<b>2,563,151.46</b>	<b>2,394,866.60</b>	<b>1,603,545.52</b>
<b>LIABILITIES AND FUND EQUITY</b>					
<b>LIABILITIES</b>					
<b>PAYABLES</b>					
80-20-102-20000	ACCOUNTS PAYABLE	15,225.12	326,230.14	335,959.06	24,954.04



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-- VILLAGE OF LAKE BLUFF --  
 DETAILED BALANCE SHEET

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FUND: LAKE BLUFF PUBLIC LIBRARY  
 FOR 10 PERIODS ENDING FEBRUARY 28, 2016

ACCOUNT #	DESCRIPTION	BALANCE 05/01/15	NET DEBITS	NET CREDITS	BALANCE 02/28/16
<b>LIABILITIES</b>					
<b>PAYABLES</b>					
80-20-102-41000	SOCIAL SECURITY TAX PAYABLE	0.00	60,979.00	60,979.00	0.00
80-20-102-42000	FEDERAL INCOME TAX PAYABLE	0.00	40,250.74	40,250.74	0.00
80-20-102-43000	STATE INCOME TAX PAYABLE	0.00	14,067.21	14,067.21	0.00
80-20-102-44000	IMRF PAYABLE	0.00	52,849.82	52,849.82	0.00
80-20-102-45000	ICMA 457 PLAN PAYABLE	0.00	5,250.00	5,000.00	0.00
80-20-102-46000	MEDICAL INSURANCE PAYABLE	0.00	0.00	0.00	(250.00)
80-20-102-65000	LIBRARY FLEXIBLE BENEFIT PAYAB	0.00	4,685.62	4,685.62	0.00
80-20-102-66000	LIBRARY HSA PAYABLE	0.00	3,500.00	3,500.00	0.00
80-20-102-70000	OTHER SHORT TERM LIABILITIES	0.00	0.00	0.00	0.00
<b>TOTAL PAYABLES</b>		<b>15,225.12</b>	<b>507,812.53</b>	<b>517,291.45</b>	<b>24,704.04</b>
<b>OTHER LIABILITIES</b>					
80-20-202-16000	ACCRUED PAYROLL	19,170.21	0.00	0.00	19,170.21
80-20-202-22000	DEFERRED PROPERTY TAX	873,918.10	0.00	0.00	873,918.10
80-20-202-22100	OTHER DEFERRED REVENUE	0.00	0.00	0.00	0.00
80-20-202-22300	RESTRICTED GIFTS	0.00	0.00	0.00	0.00
80-20-202-22301	TECH 2 FOR YOU DONATIONS	0.00	0.00	0.00	0.00
80-20-202-23500	NOTES PAYABLE	0.00	0.00	0.00	0.00
<b>TOTAL OTHER LIABILITIES</b>		<b>893,088.31</b>	<b>0.00</b>	<b>0.00</b>	<b>893,088.31</b>
<b>ESCROWS &amp; DEPOSITS</b>					
80-20-302-24000	MISCELLANEOUS RESERVE	0.00	0.00	0.00	0.00
<b>TOTAL ESCROWS &amp; DEPOSITS</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>LONG TERM LIABILITIES</b>					
80-20-402-39000	OTHER LONG TERM LIABILITIES	0.00	0.00	0.00	0.00
<b>TOTAL LONG TERM LIABILITIES</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL LIABILITIES</b>		<b>908,313.43</b>	<b>507,812.53</b>	<b>517,291.45</b>	<b>917,792.35</b>
<b>FUND EQUITY</b>					
<b>EQUITY SECTION</b>					
80-30-100-53000	UNRESERVED FUND BALANCE	526,947.23	0.00	0.00	526,947.23
80-30-100-53100	RESERVED FOR AUTOMATION	0.00	0.00	0.00	0.00
80-30-100-53200	DESIGNATED FOR CAPITAL MAINT	0.00	0.00	0.00	0.00
80-30-100-53300	DESIGNATED FOR CAP BLDG IMPR	0.00	0.00	0.00	0.00
<b>TOTAL EQUITY SECTION</b>		<b>526,947.23</b>	<b>0.00</b>	<b>0.00</b>	<b>526,947.23</b>
<b>FUND SURPLUS (DEFICIT)</b>		<b>0.00</b>	<b>0.00</b>	<b>158,805.94</b>	<b>158,805.94</b>





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-- VILLAGE OF LAKE BLUFF --  
 DETAILED BALANCE SHEET

PAGE: 1  
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FUND: LIBRARY GRANTS & GIFTS FUND  
 FOR 10 PERIODS ENDING FEBRUARY 28, 2016

ACCOUNT #	DESCRIPTION	BALANCE 05/01/15	NET DEBITS	NET CREDITS	BALANCE 02/28/16
<b>ASSETS</b>					
<b>CASH &amp; INVESTMENTS</b>					
82-10-101-12000	LIBRARY BIRD MEMORIAL SAVINGS	0.00	0.00	0.00	0.00
<b>TOTAL CASH &amp; INVESTMENTS</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL ASSETS</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>LIABILITIES AND FUND EQUITY</b>					
<b>LIABILITIES</b>					
<b>INTERFUND CLEARING ACCOUNT</b>					
82-00-100-10000	DUE TO/FROM LIBRARY FUND	0.00	0.00	12,258.09	12,258.09
<b>TOTAL INTERFUND CLEARING ACCOUNT</b>		<b>0.00</b>	<b>0.00</b>	<b>12,258.09</b>	<b>12,258.09</b>
<b>PAYABLES</b>					
82-20-102-20000	ACCOUNTS PAYABLE	0.00	12,258.09	12,258.09	0.00
<b>TOTAL PAYABLES</b>		<b>0.00</b>	<b>12,258.09</b>	<b>12,258.09</b>	<b>0.00</b>
<b>TOTAL LIABILITIES</b>		<b>0.00</b>	<b>12,258.09</b>	<b>24,516.18</b>	<b>12,258.09</b>
<b>FUND EQUITY</b>					
<b>EQUITY SECTION</b>					
82-30-100-53000	UNRESERVED FUND BALANCE	0.00	0.00	0.00	0.00
<b>TOTAL EQUITY SECTION</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>FUND SURPLUS (DEFICIT)</b>		<b>0.00</b>	<b>12,258.09</b>	<b>0.00</b>	<b>(12,258.09)</b>
<b>TOTAL FUND EQUITY</b>		<b>0.00</b>	<b>12,258.09</b>	<b>0.00</b>	<b>(12,258.09)</b>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>		<b>0.00</b>	<b>24,516.18</b>	<b>24,516.18</b>	<b>0.00</b>



DATE: 03/10/16  
TIME: 15:21:05  
ID: AP225000.CBL

-- VILLAGE OF LAKE BLUFF --  
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
12509	9ACCESSO 1655743	ACCESS ONE, INC. 02/01/16	01	LCL PH SRVC:FEB 2016	02/22/16	80-60-001-43230 INVOICE TOTAL:	592.11 592.11 *
						CHECK TOTAL:	592.11
12510	9COMCAST COMO21216	COMCAST CABLE 02/12/16	01	INTERNET SRVC:2/19-3/18/16	02/22/16	80-60-001-43230 INVOICE TOTAL:	244.85 244.85 *
						CHECK TOTAL:	244.85
12511	9SHREDIT 9409340886	SHRED-IT USA 02/08/16	01	PAPER SHREDDING 2/8/16	02/22/16	80-60-001-41303 INVOICE TOTAL:	57.42 57.42 *
						CHECK TOTAL:	57.42
12512	9VANTAGE 102115869	VANTAGEPOINT TRANSFER AGENTS 02/29/16	01	'EE ICMA CONTRIBUTION 2/29/16	02/25/16	80-20-102-45000 INVOICE TOTAL:	250.00 250.00 *
						CHECK TOTAL:	250.00
12513	9VANGAMY VAN022216	AMY VANGOETHEM 02/22/16	01	OUTREACH SUPPLIES	02/25/16	80-60-001-43730 INVOICE TOTAL:	25.00 25.00 *
						CHECK TOTAL:	25.00
						TOTAL AMOUNT PAID:	1,169.38



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12514	9ACCESSO	ACCESS ONE, INC.						
	1664234		03/01/16	01	PHONE SRVC:MAR 2016	80-60-001-43230	577.39	
						INVOICE TOTAL:	577.39 *	
						CHECK TOTAL:	577.39	
12515	9AMAZONA	VOIDED---LEADER CHECK						
	038797814825		01/13/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.87	
						INVOICE TOTAL:	14.87 *	
	066140975526		01/22/16	01	VIDEO GAMES	80-60-001-45510	23.99	
						INVOICE TOTAL:	23.99 *	
	066143945836		01/28/16	01	CREDIT-VIDEO GAMES	80-60-001-45510	-0.01	
						INVOICE TOTAL:	-0.01 *	
	066147602977		01/28/16	01	CREDIT-VIDEO GAMES	80-60-001-45510	-0.09	
						INVOICE TOTAL:	-0.09 *	
	066148527706		01/22/16	01	VIDEO GAMES	80-60-001-45510	88.03	
						INVOICE TOTAL:	88.03 *	
	066148842068		01/25/16	01	VIDEO GAMES	80-60-001-45510	95.98	
						INVOICE TOTAL:	95.98 *	
	082409127860		01/30/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	17.99	
						INVOICE TOTAL:	17.99 *	
	082536002950		01/12/16	01	MISC EXPENSES	80-60-001-46000	19.16	
						INVOICE TOTAL:	19.16 *	
	091147605043		01/29/16	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	33.90	
						INVOICE TOTAL:	33.90 *	



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12515	9AMAZONA	VOIDED---LEADER CHECK						
	095217340258		01/11/16	01	ADULT NON-FICTION	80-60-001-45000	21.95	
						INVOICE TOTAL:	21.95 *	
	104205776096		02/02/16	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	16.99	
						INVOICE TOTAL:	16.99 *	
	105345856381		01/26/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.40	
						INVOICE TOTAL:	19.40 *	
	112061941287		01/29/16	01	ADULT NON-FICTION	80-60-001-45000	16.97	
						INVOICE TOTAL:	16.97 *	
	112068540403		01/31/16	01	ADULT NON-FICTION	80-60-001-45000	29.93	
						INVOICE TOTAL:	29.93 *	
	119945728804		02/09/16	01	ADULT NON-FICTION	80-60-001-45000	24.95	
						INVOICE TOTAL:	24.95 *	
	123734343473		01/25/16	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	12.09	
						INVOICE TOTAL:	12.09 *	
	123736950200		01/25/16	01	TEEN BOOKS	80-60-001-45450	12.99	
						INVOICE TOTAL:	12.99 *	
	123738851061		01/25/16	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	5.39	
						INVOICE TOTAL:	5.39 *	
	131389332687		01/15/16	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	12.99	
						INVOICE TOTAL:	12.99 *	
12516	9AMAZONA	VOIDED---LEADER CHECK						
	137401792342		01/21/16	01	ADULT NON-FICTION	80-60-001-45000	19.10	
						INVOICE TOTAL:	19.10 *	



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12516	9AMAZONA	VOIDED---LEADER CHECK						
	139981086051		02/01/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.99	
						INVOICE TOTAL:	19.99 *	
	139985688783		01/11/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	37.98	
						INVOICE TOTAL:	37.98 *	
	175745760150		01/25/16	01	OFFICE SUPPLIES	80-60-001-43550	5.89	
						INVOICE TOTAL:	5.89 *	
	178299208874		01/13/16	01	OFFICE SUPPLIES	80-60-001-43550	24.41	
						INVOICE TOTAL:	24.41 *	
	180867449566		02/02/16	01	TEEN PROGRAM SUPPLIES	80-60-001-43740	16.41	
						INVOICE TOTAL:	16.41 *	
	180868567144		02/02/16	01	TEEN PROGRAM SUPPLIES	80-60-001-43740	39.87	
						INVOICE TOTAL:	39.87 *	
	188813587856		01/12/16	01	VIDEO GAMES	80-60-001-45510	73.98	
						INVOICE TOTAL:	73.98 *	
	191491701262		01/28/16	01	CREDIT-VIDEO GAMES	80-60-001-45510	-0.08	
						INVOICE TOTAL:	-0.08 *	
	191494012341		01/25/16	01	VIDEO GAMES	80-60-001-45510	39.99	
						INVOICE TOTAL:	39.99 *	
	194465638788		01/11/16	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	10.84	
						INVOICE TOTAL:	10.84 *	
	195801280751		02/06/16	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	7.96	
						INVOICE TOTAL:	7.96 *	
	200261648167		02/09/16	01	ADULT FICTION BOOKS	80-60-001-45100	15.60	
						INVOICE TOTAL:	15.60 *	



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12516	9AMAZONA	VOIDED---LEADER CHECK						
	203130578039		01/28/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-10.00	
						INVOICE TOTAL:	-10.00 *	
	203131478472		01/17/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	57.97	
						INVOICE TOTAL:	57.97 *	
	203133170508		01/12/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.99	
						INVOICE TOTAL:	19.99 *	
	203133784858		01/20/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	9.99	
						INVOICE TOTAL:	9.99 *	
	203134809210		01/20/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.03	
						INVOICE TOTAL:	-0.03 *	
	203135130362		01/21/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.06	
						INVOICE TOTAL:	-0.06 *	
12517	9AMAZONA	VOIDED---LEADER CHECK						
	203135222167		01/13/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.98	
						INVOICE TOTAL:	19.98 *	
	203136571175		01/24/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	49.98	
						INVOICE TOTAL:	49.98 *	
	203137056276		01/19/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	25.98	
						INVOICE TOTAL:	25.98 *	
	214000427130		01/31/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	9.72	
						INVOICE TOTAL:	9.72 *	
	214002380605		01/19/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	9.56	
						INVOICE TOTAL:	9.56 *	



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12517	9AMAZONA	VOIDED---LEADER CHECK						
	214002923081		01/10/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	61.97	
					INVOICE TOTAL:		61.97 *	
	214003096376		01/11/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	62.97	
					INVOICE TOTAL:		62.97 *	
	214005166339		01/14/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-3.00	
					INVOICE TOTAL:		-3.00 *	
	214006215400		01/13/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-8.00	
					INVOICE TOTAL:		-8.00 *	
	214007419111		01/14/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-4.00	
					INVOICE TOTAL:		-4.00 *	
	230250006002		01/31/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	275.84	
					INVOICE TOTAL:		275.84 *	
	230251182748		01/30/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.31	
					INVOICE TOTAL:		-0.31 *	
	230255129246		01/31/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.57	
					INVOICE TOTAL:		-0.57 *	
	230257547081		02/08/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	27.49	
					INVOICE TOTAL:		27.49 *	
	230258833671		02/04/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-2.00	
					INVOICE TOTAL:		-2.00 *	
	230259247743		02/03/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.02	
					INVOICE TOTAL:		-0.02 *	
	230259470818		01/28/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	25.18	
					INVOICE TOTAL:		25.18 *	



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12517	9AMAZONA	VOIDED---LEADER CHECK						
	232128323592		01/23/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	20.21	
						INVOICE TOTAL:	20.21 *	
	238242311220		02/08/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	131.93	
						INVOICE TOTAL:	131.93 *	
12518	9AMAZONA	VOIDED---LEADER CHECK						
	238242748300		02/04/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	18.99	
						INVOICE TOTAL:	18.99 *	
	238244968718		02/02/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	8.98	
						INVOICE TOTAL:	8.98 *	
	238247260221		02/06/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-4.60	
						INVOICE TOTAL:	-4.60 *	
	238247687579		02/03/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	9.99	
						INVOICE TOTAL:	9.99 *	
	238248588870		02/02/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	56.85	
						INVOICE TOTAL:	56.85 *	
	240354226851		01/12/16	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	21.08	
						INVOICE TOTAL:	21.08 *	
	254460726933		01/24/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	87.95	
						INVOICE TOTAL:	87.95 *	
	254460852591		01/22/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	9.99	
						INVOICE TOTAL:	9.99 *	
	254461780519		01/23/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	11.99	
						INVOICE TOTAL:	11.99 *	



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12518	9AMAZONA	VOIDED---LEADER CHECK						
	254462062544		01/25/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-1.10	
					INVOICE TOTAL:		-1.10 *	
	254462228025		01/24/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	12.99	
					INVOICE TOTAL:		12.99 *	
	254468055516		01/27/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.99	
					INVOICE TOTAL:		14.99 *	
	254469193432		01/28/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-5.00	
					INVOICE TOTAL:		-5.00 *	
	254664093429		01/30/16	01	ADULT FICTION	80-60-001-45100	10.00	
					INVOICE TOTAL:		10.00 *	
	258461266011		01/28/16	01	ADULT NON-FICTION	80-60-001-45000	17.47	
					INVOICE TOTAL:		17.47 *	
	267264926831		02/02/16	01	VIDEO GAMES	80-60-001-45510	86.16	
					INVOICE TOTAL:		86.16 *	
	267265194250		02/02/16	01	VIDEO GAMES	80-60-001-45510	81.19	
					INVOICE TOTAL:		81.19 *	
	276254807167		02/09/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	205.23	
					INVOICE TOTAL:		205.23 *	
	296801579281		02/06/16	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	11.58	
					INVOICE TOTAL:		11.58 *	
12519	9AMAZONA	AMAZON						
	298611994875		01/20/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-3.03	
					INVOICE TOTAL:		-3.03 *	



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12519	9AMAZONA	AMAZON					
	298613639260		01/17/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	39.98
						INVOICE TOTAL:	39.98 *
						CHECK TOTAL:	2,251.86
12520	9BKTLNT	VOIDED---LEADER CHECK					
	2031672166		02/02/16	01	ADULT FICTION	80-60-001-45100	14.73
						INVOICE TOTAL:	14.73 *
	2031676229		02/03/16	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	40.78
						INVOICE TOTAL:	40.78 *
	2031676230		02/02/16	01	TEEN BOOKS	80-60-001-45450	20.99
						INVOICE TOTAL:	20.99 *
	2031683655		02/05/16	01	ADULT NON-FICTION	80-60-001-45000	140.55
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	5.20
						INVOICE TOTAL:	145.75 *
	2031691661		02/08/16	01	PICTURE BKS, READRS, HOLIDAY BKS	80-60-001-45410	8.49
						INVOICE TOTAL:	8.49 *
	2031692729		02/09/16	01	ADULT FICTION	80-60-001-45100	313.35
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	13.65
						INVOICE TOTAL:	327.00 *
	2031692746		02/09/16	01	ADULT NON-FICTION	80-60-001-45000	143.04
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	8.00
						INVOICE TOTAL:	151.04 *
	2031693323		02/09/16	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	456.78
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	44.30
						INVOICE TOTAL:	501.08 *



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12520	9BKTLENT	VOIDED---LEADER CHECK						
	2031698019		02/09/16	01	LARGE PRINT	80-60-001-45110	29.71	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	0.65	
					INVOICE TOTAL:		30.36 *	
	2031704241		02/10/16	01	TEEN BOOKS	80-60-001-45450	72.62	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	4.55	
					INVOICE TOTAL:		77.17 *	
	2031708185		02/12/16	01	ADULT FICTION	80-60-001-45100	229.80	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	11.90	
					INVOICE TOTAL:		241.70 *	
	2031715055		02/16/16	01	ADULT NON-FICTION	80-60-001-45000	172.47	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	7.39	
					INVOICE TOTAL:		179.86 *	
	2031723432		02/18/16	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	13.41	
					INVOICE TOTAL:		13.41 *	
	2031724591		02/18/16	01	ADULT FICTION	80-60-001-45100	119.32	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	6.85	
					INVOICE TOTAL:		126.17 *	
	2031729759		02/19/16	01	ADULT FICTION	80-60-001-45100	206.91	
					INVOICE TOTAL:		206.91 *	
12521	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT						
	2031729759		02/19/16	02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	13.40	
					INVOICE TOTAL:		13.40 *	
	2031736003		02/23/16	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	20.98	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	3.45	
					INVOICE TOTAL:		24.43 *	



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12521	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT					
	2031737543		02/23/16	01	LARGE PRINT	80-60-001-45110	124.33
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	3.45
					INVOICE TOTAL:		127.78 *
	2031737845		02/23/16	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	131.12
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	18.35
					INVOICE TOTAL:		149.47 *
	2031738906		02/25/16	01	ADULT NON-FICTION	80-60-001-45000	348.23
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	15.20
					INVOICE TOTAL:		363.43 *
	2031746846		02/25/16	01	TEEN BOOKS	80-60-001-45450	37.74
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	3.10
					INVOICE TOTAL:		40.84 *
	2031756374		02/29/16	01	ADULT-NON-FICTION	80-60-001-45000	112.40
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	3.90
					INVOICE TOTAL:		116.30 *
					CHECK TOTAL:		2,921.09
12522	9COMPVIE	COMPUTER VIEW, INC.					
	227033		02/25/16	01	COMPUTER EQUIPMENT	80-60-001-49350	619.00
					INVOICE TOTAL:		619.00 *
					CHECK TOTAL:		619.00
12523	9CREEKSI	CREEKSIDE PRINTING					
	2251604		02/25/16	01	BOOK CHAT SPRING NEWSLETTER	80-60-001-43400	2,170.00
					INVOICE TOTAL:		2,170.00 *
					CHECK TOTAL:		2,170.00



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12524	9CRYSMAN	CRYSTAL MANAGEMENT &						
	23446		01/15/16	01	CLEANING SRVC'S:FEB 2016	80-60-001-41000	645.00	
						INVOICE TOTAL:	645.00 *	
						CHECK TOTAL:		645.00
12525	9DEMCO	DEMCO, INC						
	5798323		02/09/16	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	117.28	
						INVOICE TOTAL:	117.28 *	
						CHECK TOTAL:		117.28
12526	9FIRSTBA	FIRST BANKCARD						
	AMY02262016		02/26/16	01	OUTREACH SUPPLIES	80-60-001-43730	8.86	
				02	POSTAGE	80-60-001-43300	1.20	
						INVOICE TOTAL:	10.06 *	
						CHECK TOTAL:		10.06
12527	9FIRSTBA	FIRST BANKCARD						
	CAR022616		02/26/16	01	PATRON & STAFF SOFTWARE	80-60-001-45600	12.00	
				02	POSTAGE	80-60-001-43300	2.59	
				03	ADULT PROGRAM SUPPLIES	80-60-001-43710	6.98	
						INVOICE TOTAL:	21.57 *	
						CHECK TOTAL:		21.57
12528	9FIRSTBA	FIRST BANKCARD						
	ELI022616		02/26/16	01	TEEN PROGRAM SUPPLIES	80-60-001-43740	41.13	
				02	TEEN BOOKS	80-60-001-45450	4.49	
				03	TEEN PROGRAM SUPPLIES	80-60-001-43740	5.67	
						INVOICE TOTAL:	51.29 *	
						CHECK TOTAL:		51.29



DATE: 03/11/16  
 TIME: 09:09:46  
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
 CHECK REGISTER

8L

CHECK DATE: 03/15/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12529	9FIRSTBA	FIRST BANKCARD					
	ERI022616		02/26/16	00	MISC EXPENSES	80-60-001-46000	26.10
				01	MISC EXPENSES	80-60-001-46000	20.00
				02	STORAGE LOCKER RENTAL	80-60-001-41000	65.00
				03	POSTAGE	80-60-001-43300	3.94
					INVOICE TOTAL:		115.04 *
					CHECK TOTAL:		115.04
12530	9FIRSTBA	FIRST BANKCARD					
	MCO02262016		02/26/16	01	WEBSITE FOR ILL	80-60-001-45600	9.95
				02	PROFESSIONAL DEVELOPMENT	80-60-001-42400	55.00
				03	PROFESSIONAL DEVELOPMENT	80-60-001-42400	55.00
					INVOICE TOTAL:		119.95 *
					CHECK TOTAL:		119.95
12531	9HILGENL	LISA HILGENBERG					
	HIL022616		02/26/16	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	175.00
					INVOICE TOTAL:		175.00 *
					CHECK TOTAL:		175.00
12532	9LB VILL	VILLAGE OF LAKE BLUFF					
	JAN 2016		02/12/16	01	FY16 MEDICAL INS:JAN 16	80-10-301-37100	5,028.67
				02	FY16 DENT'L/VISION:JAN 16	80-10-301-37100	444.08
				03	FY16 LIFE INS:JAN 16	80-10-301-37100	53.12
				04	FY16 'EE IMRF CONTR:JAN 16	80-10-301-37100	1,572.39
				05	FY16 EMPLYR IMRF CONTR:JAN 16	80-10-301-37100	3,560.63
					INVOICE TOTAL:		10,658.89 *
	VIL022516		02/25/16	01	WATER USAGE 10/26/15-2/1/16	80-60-001-43230	152.40
					INVOICE TOTAL:		152.40 *
					CHECK TOTAL:		10,811.29



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CHECK DATE: 03/15/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12533	9LFGSMT0	LFGSM TOASTMASTERS						
	LFG021816		02/18/16	01	MEMBERSHIP DUES:BAILEY	80-60-001-42440	60.00	
						INVOICE TOTAL:	60.00 *	
						CHECK TOTAL:	60.00	
12534	9MIDTAPE	MIDWEST TAPE						
	93639283		01/29/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	21.04	
						INVOICE TOTAL:	21.04 *	
	93666711		02/09/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	31.57	
						INVOICE TOTAL:	31.57 *	
	93686912		02/16/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	29.99	
						INVOICE TOTAL:	29.99 *	
	93700365		02/22/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	144.95	
						INVOICE TOTAL:	144.95 *	
	93729640		02/29/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	104.97	
						INVOICE TOTAL:	104.97 *	
						CHECK TOTAL:	332.52	
12535	9OVERDRI	OVERDRIVE , INC						
	1018-153734533021816		02/18/16	01	E-BOOKS	80-60-001-45460	683.82	
						INVOICE TOTAL:	683.82 *	
	1018-153915670021816		02/18/16	01	E-BOOKS	80-60-001-45460	305.88	
						INVOICE TOTAL:	305.88 *	
	1018-15415803321816		02/18/16	01	E-BOOKS	80-60-001-45460	177.95	
						INVOICE TOTAL:	177.95 *	
						CHECK TOTAL:	1,167.65	



CHECK DATE: 03/15/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12536	9REYESIS	ISAURO REYES					
	REY030116		03/01/16	01	GROUNDS MAINT:FEB 2016	80-60-001-41050	490.00
						INVOICE TOTAL:	490.00 *
						CHECK TOTAL:	490.00
12537	9STAPLES	STAPLES BUSINESS ADVANTAGE					
	8037960453		02/06/16	01	OFFICE SUPPLIES	80-60-001-43550	228.67
						INVOICE TOTAL:	228.67 *
						CHECK TOTAL:	228.67
12538	9THOMASR	RUTH THOMAS					
	THO022916-1		02/29/16	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	200.00
						INVOICE TOTAL:	200.00 *
						CHECK TOTAL:	200.00
12539	9THOMKAR	KAREN THOMPSON					
	THO022916		02/29/16	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	100.00
						INVOICE TOTAL:	100.00 *
						CHECK TOTAL:	100.00
12540	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS					
	102123275		03/04/16	01	'EE ICMA CONTRIBUTION:3/15/16	80-20-102-45000	250.00
						INVOICE TOTAL:	250.00 *
						CHECK TOTAL:	250.00
12541	9ZAGOLIS	LISA ZAGO					



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TIME: 09:09:46  
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-- VILLAGE OF LAKE BLUFF --  
CHECK REGISTER

CHECK DATE: 03/15/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12541	9ZAGOLIS	LISA ZAGO						
	ZAG101315		10/13/15	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	350.00	
						INVOICE TOTAL:	350.00 *	
						CHECK TOTAL:		350.00
						TOTAL AMOUNT PAID:		23,784.66



## Committee Reports

There will have been two committee meetings since the February 16<sup>th</sup>, 2016 meeting of the Board. These represent two separate committees.

- Building and Grounds Committee (9B)
  - March 8<sup>th</sup>, 2016
- Human Resources Committee (9C)
  - March 11<sup>th</sup>, 2016

Respectfully submitted,

Eric



**Lake Bluff Public Library Board of Trustees  
Building and Grounds Committee Meeting Minutes  
Tuesday, March 8, 2016 at 2:00 pm  
123 E. Scranton Ave, Lake Bluff, IL 60044**

**I.&II. Call to Order and Roll Call:** Meeting was called to order at 2:00 pm by committee chairman Carl Schons, also present were Janie Jerch, Kathy Meierhoff, Cal Stroh, Eric Bailey, Martha O'Hara, and Lyndy Jensen.

**III. Approval of Minutes:** Stroh moved, Meierhoff seconded a motion to approve the Minutes of the 2/16/2016 meeting; all voted aye.

**IV. Discussion of HVAC Parts and Maintenance Contract:** Requests for bids were sent out to 8 HVAC companies; two responded: Murphy & Miller, and Midwest Mechanical. Jensen prepared notes and a Summary of Costs to share with us. There was a significant cost difference between the two bids, but it was unclear what each of those bids covered. The committee recommended that both companies be asked more specific questions as to what exactly their services will include so that we can make a more effective cost comparison between the two.

**V. Discussion of Library Branding:** The winning design from "99designs" has been purchased from the designer, along with the working documents for the design, which is now ours to modify as we wish. We suggested a bit more tweaking of the logo, which Lillian LaValle is working on. Once we get a design finalized, we will need to introduce it; ideas for that process (newsletter, website, library cards, name-the-geese contest) and a target date of the beginning of the summer were discussed.

**V. Other Business:** There was none.

**VI. Adjournment:** Stroh moved and Meierhoff seconded a motion to adjourn the meeting; all voted aye. Meeting adjourned at 3:35 pm

Respectfully submitted,

Janie Jerch



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

## **NOTICE OF Human Resources Committee Meeting**

The Human Resources Committee of the Lake Bluff Public Library Board of Library Trustees will meet at the Lake Bluff Public Library on March 11<sup>th</sup>, 2016 for the purposes outlined below:

**Lake Bluff Public Library Board of Trustees  
Human Resources Committee Meeting  
March 11<sup>th</sup>, 2016 at 2:00pm  
At the Lake Bluff Public Library  
123 E. Scranton Avenue  
Lake Bluff, Illinois 60044**

### **AGENDA**

- I. Call to order (2:00pm)**
- II. Roll Call**
- III. Approval of Minutes of January 11<sup>th</sup>, 2016 Human Resources Committee Meeting (5 minutes)(2:05pm)**
- IV. Executive Session (50 minutes)(3:00pm)**
  - a. 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)**
- V. Any and all other business that may properly come before this committee (5 minutes)(3:05pm)**
- VI. Adjournment (3:05pm)**

All regular meetings and committee meetings of the Lake Bluff Board of Library Trustees are open to the public. If you wish to attend the March 11<sup>th</sup>, 2016 meeting and have special requirements as outlined in the Americans with Disabilities Act, please notify the Library Director, Eric Bailey, by noon on March 11<sup>th</sup>, 2016.

## Director's Report

### Expanded Hours

I am continuing to coordinate with staff members to work out the details surrounding expanded hours of library service.

### Color Copy Charge

The color copy feature of our public copier is seeing little use from the public. In review, this is partly because our charge for color copies (\$1.00 per page) is much higher than that of most surrounding libraries. It's also higher than many businesses offer. Our cost in ink and paper is well below this margin as well, at around only \$.10. I am reviewing the existing charge and will present the Finance Committee with a proposal soon.

### Staff Turnover

Staff member Amy vanGoethem has made the decision to resign her position as Community Engagement Coordinator at the Lake Bluff Public Library for reasons beyond her control or the control of the library. We honor her difficult decision and wish her only the best. We have been fortunate to have Amy as a member of our staff for the past three years. I am coordinating with staff members, as well as Amy herself, to ensure that nothing is dropped.

### PLA Grant

Martha O'Hara is one of the four recipients of the 2016 DEMCO New Leaders Travel Grant. This grant is awarded by the Public Library Association to new librarians who have not had the opportunity to attend a major PLA Continuing Education event. PLA has given Martha \$1,200 to pay for her travel and accommodations for the PLA Conference in Denver this April. The conference has a lot of presentations on community engagement, including a continuation of the Turning Outward sessions that staff and trustees attended at ALA Midwinter in 2015.

### Adult Programs

We had another very successful month of adult programming. Trivia Night at the brewery was another big hit, thanks to Amy, Will Cordeniz, Deb Padley, Liliana LaValle, and Martha. The sessions for April and May are already nearly full; we also received a call from Fremont Public Library asking about 'best practices' of our trivia nights. Liliana led another successful craft program, this one on calligraphy, and is working with myself and the Lake Bluff History Museum to establish a Genealogy Club. Carol Carter led standing-room-only events featuring an historical presentation by Betsey Means and an author event with Justin Peters.



### Program Posters

Martha has been doing an excellent job with our programming posters, fitting each seasons programs on a single page in an effective and attractive manner. We recently received a call from the Gorton Center asking for information on how we had put them together, as they had hoped to make something similar for their own programs.

### Phyllis Fox Writing Contest and Bookmark Design Contest

Our annual writing and bookmark design contests are under way. The awards ceremony is scheduled for Wednesday, May 11 at 7:00pm at the Lake Bluff Recreation Center. As always, Trustee attendance is strongly encouraged.



# Monthly Statistics Summary

## February 2016

11A

### Library Usage Summary

#### Total February Circulation

FY	Total	Avg. Circ/Hour	% Change
15-16	8,262	36.88	11.88%
14-15	7,385	34.67	-6.27%
13-14	7,879	38.43	-3.04%

#### Total February Visits

FY	Total Visits	Avg. Visits/Hour	% Change
15-16	5,311	23.71	11.88%
14-15	4,748	22.29	-7.65%
13-14	5,141	25.08	-2.02%

#### Total February Programs

FY	# of Programs	% Change	Attendance	% Change
15-16	33	26.92%	349	120.89%
14-15	26	23.81%	158	-43.37%
13-14	21	-30.00%	279	9.41%

### Online Access

#### Total February eMaterial Circulation

FY	eBook/ eAudio	eVideo	eMusic	eMagazines	% Change
15-16	777	3	190	26	25.44%
14-15	580	0	173	41	0.51%
13-14	442	N/A	261	87	35.27%

#### Total February Website Usage

FY	Page Loads	% Change	Unique Visitors	% Change
15-16	8,633	16.44%	5,542	12.07%
14-15	7,414	-11.49%	4,945	-2.33%
13-14	8,376	-2.05%	5,063	1.26%

#### Total February Database Usage

FY	Research*	Novelist	Tumble Books	% Change
15-16	993	782	25	438.92%
14-15	285	49	0	108.75%
13-14	9	122	29	471.43%

### Other Services

#### Total February Other Services

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
15-16	1	138	53	3
14-15	1	128	34	9
13-14	1	102	22	N/A

#### Total Circulation Fiscal Year to Date

FY	Total	Avg. Circ/Hour	% Change
15-16	89,142	39.04	1.38%
14-15	87,932	38.77	-5.70%
13-14	93,244	41.63	-0.85%

#### Total User Visits Fiscal Year to Date

FY	Total Visits	Avg. Visits/Hour	% Change
15-16	59,733	26.13	1.69%
14-15	58,743	25.84	-13.11%
13-14	67,610	30.23	-2.55%

#### Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
15-16	296	13.41%	5,839	10.02%
14-15	261	-14.98%	5,307	-3.58%
13-14	307	6.60%	5,504	-3.03%

#### Total eMaterial Circulation Year to Date

FY	eBook/ eAudio	eVideo	eMusic	eMagazines	% Change
15-16	7,230	13	1,856	271	19.74%
14-15	5,587	33	1,747	458	7.41%
13-14	4,438	N/A	2,285	562	36.45%

#### Total Website Usage Fiscal Year to Date

FY	Page Loads	% Change	Unique Visitors	% Change
15-16	92,610	9.71%	56,449	8.76%
14-15	84,412	-13.86%	51,904	-10.52%
13-14	97,992	17.58%	58,006	0.74%

#### Total Database Usage Fiscal Year to Date

FY	Research*	Novelist	Tumble Books	% Change
15-16	6,908	7,879	513	177.53%
14-15	3,127	2,263	123	142.44%
13-14	874	1,317	83	145.84%

#### Total Other Services Fiscal Year to date

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
15-16	27	1,324	430	36
14-15	29	1,275	354	110
13-14	31	1,323	263	N/A

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



# Monthly Statistics Summary

## February 2016

### Adult Services Summary

#### Total February Circulation

FY	Fiction	Non Fiction	A/V	Total	% Change
15-16	848	747	2,232	4,138	4.76%
14-15	891	693	2,061	3,950	-5.39%
13-14	869	689	2,277	4,175	-9.00%

#### Total February Programs

FY	# of Programs	% Change	Attendance	% Change
15-16	14	27.27%	172	145.71%
14-15	11	22.22%	70	-4.11%
13-14	9	28.57%	73	78.05%

### Teen Services Summary

#### Total February Circulation

FY	Total	% Change
15-16	139	71.60%
14-15	81	-38.64%
13-14	132	-27.47%

#### Total February Programs

FY	# of Programs	% Change	Attendance	% Change
15-16	7	40.00%	33	83.33%
14-15	5	150.00%	18	50.00%
13-14	2	-50.00%	12	-29.41%

### Youth Services Summary

#### Total February Circulation

FY	Fiction	Non Fiction	A/V	Total	% Change
15-16	1,924	319	605	2,880	17.46%
14-15	1,530	213	690	2,452	-11.89%
13-14	1,607	346	821	2,783	3.34%

#### Total February Programs

FY	# of Programs	% Change	Attendance	% Change
15-16	12	20.00%	144	105.71%
14-15	10	0.00%	70	-63.92%
13-14	10	-47.37%	194	-1.52%

### Technical Services Summary

#### Total February Activity

FY	Acquisitions	Deletions
15-16	590	484
14-15	462	618
13-14	665	1,323

#### Total Circulation Fiscal Year to Date

FY	Fiction	Non Fiction	A/V	Total	% Change
15-16	9,316	8,261	21,508	42,051	-2.08%
14-15	10,078	6,868	22,502	42,945	-10.68%
13-14	10,953	7,406	26,121	48,081	-4.11%

#### Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
15-16	108	47.95%	1,440	73.70%
14-15	73	-13.10%	829	2.09%
13-14	84	6.33%	812	22.66%

#### Total Circulation Fiscal Year to Date

FY	Total	% Change
15-16	1,390	-27.98%
14-15	1,930	-9.18%
13-14	2,125	-11.75%

#### Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
15-16	50	-24.24%	290	38.76%
14-15	66	73.68%	209	1.95%
13-14	38	-9.52%	205	-22.93%

#### Total Circulation Fiscal Year to Date

FY	Fiction	Non Fiction	A/V	Total	% Change
15-16	23,024	4,287	7,511	35,012	2.72%
14-15	21,842	3,436	8,735	34,085	-2.96%
13-14	21,488	3,946	9,618	35,123	-1.53%

#### Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
15-16	138	13.11%	4,109	-3.75%
14-15	122	-34.05%	4,269	-4.86%
13-14	185	10.78%	4,487	-5.50%

#### Total Activity Fiscal Year to Date

FY	Acquisitions	Deletions
15-16	5,841	3,967
14-15	5,390	4,820
13-14	6,245	6,486



11C

**Monthly Statistics Summary**  
**February 2016**

**Community Penetration--Physical Collection**

**February 2016**

	# of Households	% of Total Households
Households active in February	661	32.17%
Total active households	1,339	65.16%

**January 2016**

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

**December 2015**

	# of Households	% of Total Households
Households active in December	676	32.90%
Total active households	1,342	65.30%

**November**

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

**October**

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

**September**

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

**August**

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

**July**

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



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## Monthly Statistics Summary February 2016

### June

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

### May

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

### April

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

### March

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

### February

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

### January

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

## Friends of the Library Meeting Dates

### 2016 Meeting Dates

January 16 at 10:00am – TIM KREGOR

February 20 at 10:00am – SCOT BUTLER

March 19 at 10:00am – JANIE JERCH

April 16 at 10:00am – ROMAIN WOJDA

May 21 at 10:00am – KATHY MEIERHOFF

June 18 at 10:00am – CAL STROH

August 20 at 10:00am – TIM KREGOR

September 17 at 10:00am – SCOT BUTLER

October 15 at 10:00am – ROMAIN WOJDA

November 19 at 10:00am – JANIE JERCH

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

Respectfully submitted,

Eric Bailey

Library Director