

November 15th, 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 October 18th, 2016 Board of Trustees Meeting (action)(2 minutes)(7:04pm)	3A-3B
5 Treasurer's Report and Financial Reports (White and Yellow) (5 minutes)(7:09pm)		
	October Financial Summary Report (action)	4A-4C
	October Detailed Revenue & Expense Report (action)	5A-5E
	October Detailed Balance Sheet (action)	6A-6E
6 Approval of Checks (Green) (5 minutes)(7:14pm)		
	October Manual Check Report (action)	7A
	October Check Register (action)	8A-8O
7 Committee Reports (10 minutes)(7:24pm)		9A
8 New Business		10A
	HVAC Control System (action)(15 minutes)(7:39pm)	11A-11E
	Expanded Library Hours (action)(10 minutes)(7:49pm)	12A-12C
	Friends Meeting Attendees for Calendar Year 2017 (action)(10 minutes)(7:59pm)	13A
	Agreement with Forest Bluff Montessori (action)(10 minutes)(8:09pm)	14A-14D
9 Old Business		
	Local Government Travel Expenses Control Act (action)(10 minutes)(8:19pm)	15A-15E
	Board Meeting Dates for 2017 (action)(5 minutes)(8:24pm)	16A
	Fundraising and Building Project (10 minutes)(8:34pm)	17A-17F
10 Director's Report (5 minutes)(8:39pm)		
	Librarian's Narrative Report	18A-18B
11 Executive Session(s) (10 minutes)(8:49pm)		
12 Any and All Other Business ...		
13 Adjournment (1 minute)(8:50pm)		
14 Attachments		
	Usage Statistics for the Month of October	19A-19B

Lake Bluff Public Library
Regular Meeting of the Board of Library Trustees
Tuesday, November 15th, 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 October 18th, 2016 Regular Board Meeting **(action)(2 minutes)(7:04pm)**
- 5. October 2016 Financial Reports – Detailed Balance and Revenue/Expense (White and Yellow Pages) (action)(5 minutes)(7:09pm)**
 - a. October Financial Summary Report
 - b. October Detailed Revenue & Expense Report
 - c. October Detailed Balance Sheet
- 6. Approval of checks (Green Pages) (5 minutes)(7:14pm)**
 - a. October Manual Checks (12819-12821) **(action)**
 - b. October Monthly Checks (12822-12859) **(action)**
- 7. Committee Reports (10 minutes)(7:24pm) (Committees that met)**
 - a. Building and Grounds Committee **(CHAIR: Schons. MEMBERS: Jerch, Meierhoff, and Stroh.)**
 - b. Finance Committee **(CHAIR: Butler. MEMBERS: Kregor.)**
 - c. Human Resources Committee **(CHAIR: Kregor. MEMBERS: Butler and Meierhoff.)****(Committees that did not meet)**
 - a. Building Project Task Force **(CHAIR: Meierhoff. MEMBERS: Schons.)**
 - b. Intergovernmental Committee **(CHAIR: Bailey. MEMBERS: Jerch and Stroh.)**
 - c. Long Range Planning Committee **(CHAIR: Wojda. MEMBERS: Schons.)**
 - d. Outreach Committee **(CHAIR: Schons. Members: Butler and Kregor.)**
 - e. Policy and Bylaw Committee **(CHAIR: Stroh. MEMBERS: Meierhoff, and Schons.)**
- 8. New Business**
 - a. HVAC Control System **(action)(15 minutes)(7:39pm)**
 - b. Expanded Library Hours **(action)(10 minutes)(7:49pm)**
 - c. Friends Meeting Attendees for Calendar Year 2017 **(action)(10 minutes)(7:59pm)**

d. Agreement with Forest Bluff Montessori (action)(10 minutes)(8:09pm)

9. Old Business

- a. Local Government Travel Expenses Control Act (action)(10 minutes)(8:19pm)
- b. Board Meeting Dates for 2017 (action)(5 minutes)(8:24pm)
- c. Fundraising and Building Project (10 minutes)(8:34pm)

10. Director's Report (5 minutes)(8:39pm)

- a. Director's Narrative Report

**11. Executive Session(s)
(10 minutes)(8:49pm)**

- 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)(8:50pm)

Attachments:

Friends Meeting Attendees for 2016-2017
 Usage Statistics for the Month of October, 2016
 Proposal for New HVAC Control System
 Proposal for Expanded Library Hours
 Proposed Travel Expenses Ordinance
 Proposed Board Meeting Dates for 2017
 Proposed Agreement with Forest Bluff Montessori

Upcoming Board Meetings: December 20, 2016, January 17, 2017, and February 21, 2017.

**Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, October 18, 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 7:01 pm. Present were Trustees Scott Butler, Tim Kregor, Janie Jerch, Carl Schons, Cal Stroh, Romain Wojda, Library Director Eric Bailey, and Village Employees Susan Griffin and Marlene Scheibl.
2. **Additions & Corrections to the Agenda:** Report from Friends of the Library and possible agreements with the Lake Bluff History Museum were added to Old Business.
3. **Opportunity for Public to Address the Board:** There were none present.
4. **Discussion of FY17-18 Levy and FY15-16 Auditor's Report (CAFR):** Susan Griffin and Marlene Scheibl from the Village of Lake Bluff explained and answered many questions from the Board; the discussion and reporting lasted until 8:05.
5. **Approval of Minutes:** Mistakes were pointed out regarding the members of the Human Resources Committee. Stroh moved and Butler seconded a motion to accept the August 16, 2016 minutes with the above corrections; all voted aye.
6. **August 2016 Financial Reports:** Bailey reported that we are on course with the Financials, and that the majority of property taxes have been received for the year. Stroh moved and Butler seconded a motion to approve the September Financial Summary and Report, the Detailed Revenue & Expense Report, and the Detailed Balance Sheet; all voted aye.
7. **Approval of checks**
 - a. Stroh moved and Butler seconded a motion to approve the September 2016 Manual Checks (12791-12793) and the September 2016 Monthly Checks (12794-12817); all voted aye.
8. **Committee Reports:**

(Committees that met.)

 - a. Building Project Task Force (**CHAIR:** Meierhoff, **MEMBER:** Schons.)
 - b. Finance (**CHAIR:** Butler, **MEMBER:** Kregor.) Discussed under New Business.

(Committees that did not meet.)

 - a. Building and Grounds (**CHAIR:** Schons, **MEMBERS:** Jerch, Meierhoff, and Stroh.)
 - b. Human Resources (**Chair:** Kregor, **Members:** Meierhoff, Wojda.)
 - c. Long Range Planning (**CHAIR:** Wojda, **MEMBER:** Schons.)
 - d. Outreach (**CHAIR:** Schons, **MEMBERS:** Butler, Kregor.)
 - e. Intergovernmental (**CHAIR:** Bailey, **MEMBERS:** Jerch, Stroh.)
 - f. Policy and Bylaw Committee (**CHAIR:** Stroh, **MEMBERS:** Meierhoff and Schons.)

9. New Business

- a. The Tax Levy for FY17-18 was discussed by the Finance Committee. Bailey recommended the Library approve the 1.249% PTELL increase, resulting in a levy extension of \$897,118. Stroh moved, and Butler seconded, a motion to approve a tax levy increase of 1.249% to \$897,118 for FY17-18; all voted aye.
- b. The decision on Board Meeting dates for 2017 was deferred to next month.
- c. The discussion of the Local Government Travel Expenses Control Act was deferred to next month.
- d, e. Butler moved, and Stroh seconded a motion to accept all audit documentation for the year ending April 30, 2016; all voted aye.
- f. December 15, 2016 was selected for the Holiday Luncheon.

10. Old Business:

- a. Bailey reported that the Friends of the Library, particularly Eva Javier, the Friends' treasurer, felt we could use the existing 501-c3 account for any fundraising efforts but that they would need two volunteers or employees to handle the donations. TWB felt that a library employee could do the work.
- b. Bailey reported on the meeting with representatives from the History Museum. They wanted an update on the status of our building project. The possibility of the Museum and the Library sharing space was briefly discussed. There will be another meeting on January 9.
- c. Bailey delivered some ball-park figures for purchase, demolition, and building a new library building on the former PNC Bank property across the street. Given the costs and the problem of what to do with the existing building, the possibilities are not promising, but we will continue to investigate our options.
- d. Bailey will have a meeting with Souhrada and Heintzelman of TWB to discuss possible new developments to our expansion plan. We clearly need to have decisions made concerning possible building new and/or possible shared usage of Museum and Library spaces before going out for our capital funds requests.

11. Director's Report: Bailey noted that circulation was up 10% during the past month.

12. 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)

13. Adjournment

Wojda moved and Butler seconded a motion to adjourn the meeting; all voted aye. Meeting adjourned at 9:15 pm.

Respectfully submitted,

Janie Jerch

Financial Summary

October, 2016

11/11/2016

4A

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	\$ 875,651	\$ 886,048	98.8%	96.8%	\$ 861,851	98.6%	\$ 873,917
Rental Fines	6,232	12,500	49.9%	0.7%	6,116	51.0%	12,000
State Per Capita Grant	4,411	7,153	61.7%	0.5%	-	0.0%	7,153
Non-Resident Fees	4,072	7,000	58.2%	0.5%	4,465	63.8%	7,000
Miscellaneous Revenue	1,742	2,500	69.7%	0.2%	919	30.6%	3,000
Other Grants	-	5,000	0.0%	0.0%	-	0.0%	5,000
Photo-copy Charges	1,132	2,000	56.6%	0.1%	1,079	53.9%	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%	390	---	-
Interest Earnings	1,566	400	391.6%	0.2%	243	60.8%	400
Naperville (Impact) Fees	4,319	-	---	0.5%	6,478	---	-
Restricted Donations/Gifts	5,281	15,000	35.2%	0.6%	5,079	25.4%	20,000
Unrestricted Donations/Gifts	76	1,000	7.6%	0.0%	39	3.9%	1,000
Total Revenues	\$ 904,481	\$ 947,501	95.5%	100.0%	\$ 886,658	94.4%	\$ 939,370
Use of Fund Balance Reserves		\$ -					\$ -
Total Projected Revenues & Use of Reserves		947,501					939,370
Expenditures							
Librarian Salaries	\$ 154,939	\$ 311,000	49.8%	32.2%	\$ 150,951	67.4%	\$ 224,000
Staff Salaries	\$ 87,554	176,000	49.7%	18.2%	\$ 96,483	37.3%	259,000
Medical Insurance	\$ 32,340	74,000	43.7%	6.7%	\$ 29,452	36.8%	80,000
Other Employee Benefits	\$ -	250	0.0%	0.0%	\$ -	0.0%	250
Employer IMRF	\$ 20,967	46,000	45.6%	4.4%	\$ 22,421	49.8%	45,000
Employer FICA	\$ 18,033	37,000	48.7%	3.7%	\$ 18,553	50.1%	37,000
<i>Subtotal Personnel Expense</i>	\$ 313,833	\$ 644,250	48.7%	65.2%	\$ 317,861	49.3%	\$ 645,250
Building Maintenance	\$ 15,857	\$ 28,000	56.6%	3.3%	\$ 13,430	56.0%	\$ 24,000
Elevator Maintenance	\$ 38	2,000	1.9%	0.0%	\$ 38	1.9%	2,000
Grounds Maintenance	\$ 1,985	8,000	24.8%	0.4%	\$ 1,908	23.8%	8,000
Copier Maintenance	\$ 2,978	5,000	59.6%	0.6%	\$ 2,199	48.9%	4,500
<i>Subtotal Maintenance Expense</i>	\$ 20,859	\$ 43,000	48.5%	4.3%	\$ 17,575	45.6%	\$ 38,500
Other Professional Services	\$ 36	\$ 1,000	3.6%	0.0%	\$ 12	0.2%	\$ 5,000
Computer Services	\$ 8,940	12,000	74.5%	1.9%	\$ 9,290	61.9%	15,000
Legal Services	\$ 1,268	3,000	42.3%	0.3%	\$ 2,477	99.1%	2,500
Professional Development	\$ 1,770	3,000	59.0%	0.4%	\$ 580	19.3%	3,000
Dues	\$ 1,210	2,000	60.5%	0.3%	\$ 1,164	58.2%	2,000
Utilities	\$ 6,403	12,500	51.2%	1.3%	\$ 6,314	70.2%	9,000

Financial Summary

October, 2016

11/11/2016

715

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	\$ 397	3,000	13.2%	0.1%	\$ 991	33.0%	3,000
Printing/E-News	\$ 4,368	9,500	46.0%	0.9%	\$ 3,796	44.7%	8,500
Office Supplies	\$ 3,597	5,000	71.9%	0.7%	\$ 2,102	36.6%	5,750
Bldg/Grounds Supplies	\$ 938	2,000	46.9%	0.2%	\$ 698	34.9%	2,000
Technical Services Supplies	\$ 1,728	9,500	18.2%	0.4%	\$ 2,035	40.7%	5,000
<i>Subtotal Contracts & Commodities</i>	\$ 30,654	\$ 62,500	49.0%	6.4%	\$ 29,459	48.5%	\$ 60,750
Hospitality Program Support	\$ 52	500	10.4%	0.0%	\$ 23	4.7%	500
Adult Program Support	\$ 3,539	5,000	70.8%	0.7%	\$ 3,709	74.2%	5,000
Juvenile Program Support	\$ 3,830	5,800	66.0%	0.8%	\$ 4,437	76.5%	5,800
Outreach Program Supplies	\$ 524	1,000	52.4%	0.1%	\$ 606	60.6%	1,000
Teen Program Supplies	\$ 926	1,200	77.2%	0.2%	\$ 508	42.4%	1,200
Per Capita Grant	\$ -	7,153	0.0%	0.0%	\$ 5,422	75.8%	7,153
Other Grant Expenditures	\$ -	5,000	0.0%	0.0%	\$ -	0.0%	5,000
<i>Subtotal Programs & Grants</i>	\$ 8,870	\$ 25,653	34.6%	1.8%	\$ 14,706	57.3%	\$ 25,653

Financial Summary

October, 2016

11/11/2016

4C

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	\$ 7,587	17,000	44.6%	1.6%	\$ 9,925	58.4%	17,000
Adult Fiction Books	\$ 6,985	14,000	49.9%	1.5%	\$ 6,754	48.2%	14,000
Adult Large Print Materials	\$ 218	500	43.5%	0.0%	\$ 231	46.2%	500
Adult AV Materials	\$ 7,291	15,000	48.6%	1.5%	\$ 6,906	46.0%	15,000
Adult Reference/e-Reference	\$ 8,347	21,000	39.7%	1.7%	\$ 6,080	29.0%	21,000
Juvenile Non-Fiction Books	\$ 1,964	7,000	28.1%	0.4%	\$ 5,453	77.9%	7,000
Picture Books	\$ 3,515	5,000	70.3%	0.7%	\$ 3,229	64.6%	5,000
Juvenile Fiction Books	\$ 4,329	9,000	48.1%	0.9%	\$ 3,247	36.1%	9,000
Juvenile AV Materials	\$ 370	1,500	24.7%	0.1%	\$ 889	59.2%	1,500
Juvenile e-Reference	\$ -	1,000	0.0%	0.0%	\$ 334	16.7%	2,000
Teen Books	\$ 1,414	2,750	51.4%	0.3%	\$ 1,288	46.9%	2,750
e-Books	\$ 3,896	10,000	39.0%	0.8%	\$ -	0.0%	6,250
Graphic Novels	\$ 125	500	25.1%	0.0%	\$ 282	56.4%	500
Periodicals	\$ 5,467	\$ 6,750	81.0%	1.1%	\$ 5,011	83.5%	\$ 6,000
Video Games	\$ 1,614	3,500	46.1%	0.3%	\$ 778	22.2%	3,500
<i>Subtotal Materials</i>	\$ 53,123	114,500	46.4%	11.0%	\$ 50,409	45.4%	\$ 111,000
Patron & Staff Software	\$ 2,965	5,000	59.3%	0.6%	\$ 2,577	51.5%	5,000
Library Automation Software	\$ 20,297	21,000	96.7%	4.2%	\$ 20,297	92.3%	22,000
Miscellaneous Expense	\$ 414	2,000	20.7%	0.1%	\$ 1,006	100.6%	1,000
<i>Subtotal Software/Other</i>	\$ 23,676	28,000	84.6%	4.9%	\$ 23,880	85.3%	\$ 28,000
FR Restricted Donations	\$ -	-	---	0.0%	\$ 2,551	---	-
Library Furnishings	8,654	26,000	33.3%	1.8%	-	0.0%	1,000
Computer Equipment	8,103	5,000	162.1%	1.7%	150	15.0%	1,000
Other Equipment	104	31,000	0.3%	0.0%	-	0.0%	1,000
Per Capita Grant Expenditures	2,485	-	---	0.5%	5,415	0.0%	-
Exterior Bldg Improvements	-	5,000	0.0%	0.0%	-	0.0%	1,000
Use of Unrestricted/Restrict Donat	1,275	16,000	8.0%	0.3%	313	1.5%	21,000
Contingency	10,000	5,598	178.6%	2.1%	770	14.8%	5,217
<i>Subtotal Capital, Grants & Dona</i>	\$ 30,620	\$ 88,598	34.6%	6.4%	\$ 9,199	30.4%	\$ 30,217
Total Expenditures	\$ 481,635	\$ 1,006,501	47.9%	100.0%	\$ 463,089	49.3%	\$ 939,370

Fund Balance as of April 30, 2016^a 564,658
 YTD Addition to/(Subtraction from) Fund Balance 422,846
 Fund Balance at month end 987,504

^aThe fund balance has not been audited yet.

DATE: 11/11/2016
 TIME: 14:41:23
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 6 PERIODS ENDING OCTOBER 31, 2016

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: REVENUES

ACCOUNT NUMBER	DESCRIPTION	OCTOBER 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	18,560.23	11,860.34	875,651.15	861,850.86	886,048.00	98.8%
TOTAL REVENUES: PROPERTY TAXES		18,560.23	11,860.34	875,651.15	861,850.86	886,048.00	98.8%
SERVICES & FEES							
80-40-403-48300	PHOTO-COPY CHARGES	194.30	185.48	1,131.65	1,078.98	2,000.00	56.5%
80-40-403-48500	NON-RESIDENT FEES	746.74	607.49	4,071.97	4,465.03	7,000.00	58.1%
TOTAL REVENUES: SERVICES & FEES		941.04	792.97	5,203.62	5,544.01	9,000.00	57.8%
FINES							
80-40-503-65000	RENTAL FINES	1,162.69	941.62	6,231.63	6,115.84	12,500.00	49.8%
TOTAL REVENUES: FINES		1,162.69	941.62	6,231.63	6,115.84	12,500.00	49.8%
MISCELLANEOUS							
80-40-603-73000	PER CAPITA GRANTS	0.00	0.00	4,410.80	0.00	0.00	100.0%
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	390.00	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	363.63	48.66	1,566.26	243.20	400.00	391.5%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	8.99	1.51	76.05	38.79	0.00	100.0%
80-40-603-78001	RESTRICTED DONATIONS	4,596.36	70.00	5,280.96	5,078.79	0.00	100.0%
80-40-603-78100	RESTRICTED DONATIONS	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-78500	NAPERVILLE (IMPACT) FEE	0.00	2,159.36	4,319.34	6,478.08	0.00	100.0%
80-40-603-89000	MISCELLANEOUS INCOME	1,045.10	35.39	1,741.51	918.88	2,500.00	69.6%
TOTAL REVENUES: MISCELLANEOUS		6,014.08	2,314.92	17,394.92	13,147.74	11,800.00	147.4%
TOTAL REVENUES: REVENUES		26,678.04	15,909.85	904,481.32	886,658.45	919,348.00	98.3%
TOTAL FUND REVENUES		26,678.04	15,909.85	904,481.32	886,658.45	919,348.00	98.3%

DATE: 11/11/2016
TIME: 14:41:23
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-- VILLAGE OF LAKE BLUFF --
DETAILED REVENUE & EXPENSE REPORT
ACTUAL VS. PRIOR VS. BUDGET
FOR 6 PERIODS ENDING OCTOBER 31, 2016

FUND: LAKE BLUFF PUBLIC LIBRARY
DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	OCTOBER 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	25,879.08	25,208.50	154,939.19	150,951.42	311,000.00	49.8%
80-60-001-40050	STAFF SALARIES	14,207.36	16,328.74	87,554.03	96,483.23	176,000.00	49.7%
80-60-001-40400	MEDICAL INSURANCE	4,911.61	5,110.43	32,340.40	29,451.54	74,000.00	43.7%
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	3,475.41	3,779.57	20,966.85	22,421.38	46,000.00	45.5%
80-60-001-40951	EMPLOYER FICA TAX	2,970.43	3,114.98	18,032.88	18,553.05	37,000.00	48.7%
80-60-001-41000	BUILDING MAINTENANCE	1,676.82	980.08	15,857.27	13,430.38	28,000.00	56.6%
80-60-001-41020	ELEVATOR MAINTENANCE	0.00	0.00	38.00	38.00	2,000.00	1.9%
80-60-001-41050	GROUNDS MAINTENANCE	406.50	494.50	1,985.42	1,907.50	8,000.00	24.8%
80-60-001-41303	COPIER MAINTENANCE/SUPPLIES	57.69	51.22	2,977.99	2,199.06	5,000.00	59.5%
80-60-001-41304	OTHER PROFESSIONAL SERVICES	6.00	0.00	36.00	12.00	1,000.00	3.6%
80-60-001-41305	COMPUTER SERVICES	0.00	0.00	8,940.00	9,290.00	12,000.00	74.5%
80-60-001-41350	LEGAL SERVICES	0.00	1,072.50	1,267.50	2,476.50	3,000.00	42.2%
80-60-001-42400	PROFESSIONAL DEVELOPMENT	0.00	25.00	1,770.00	580.00	3,000.00	59.0%
80-60-001-42440	DUES	340.00	417.00	1,209.93	1,164.25	2,000.00	60.4%
80-60-001-43230	UTILITIES	925.16	824.04	6,402.79	6,314.17	12,500.00	51.2%
80-60-001-43300	POSTAGE	0.00	2.59	396.85	990.85	3,000.00	13.2%
80-60-001-43400	PRINTING/E-NEWSLETTER	0.00	0.00	4,368.29	3,795.89	9,500.00	45.9%
80-60-001-43550	OFFICE SUPPLIES	202.24	283.48	3,597.24	2,102.09	5,000.00	71.9%
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	170.19	29.94	937.61	698.01	2,000.00	46.8%
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	397.96	198.63	1,727.97	2,035.27	9,500.00	18.1%
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	1.29	51.92	23.32	500.00	10.3%
80-60-001-43710	ADULT PROGRAM SUPPLIES	822.75	1,439.83	3,539.11	3,709.39	5,000.00	70.7%
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	175.26	228.05	3,829.55	4,436.97	5,800.00	66.0%
80-60-001-43730	OUTREACH SUPPLIES	0.00	0.00	523.58	605.60	1,000.00	52.3%
80-60-001-43740	TEEN PROGRAM SUPPLIES	49.60	42.70	925.91	508.48	1,200.00	77.1%
80-60-001-44800	PER CAPITA GRANT	0.00	0.00	0.00	5,422.35	0.00	0.0%
80-60-001-45000	ADULT NON-FICTION BOOKS	2,311.01	2,301.81	7,587.06	9,925.25	17,000.00	44.6%
80-60-001-45100	ADULT FICTION BOOKS	1,520.82	742.97	6,984.75	6,753.89	14,000.00	49.8%
80-60-001-45110	ADULT LARGE PRINT MATERIAL	88.05	38.63	217.74	230.94	500.00	43.5%
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	1,371.64	1,140.35	7,291.00	6,906.16	15,000.00	48.6%
80-60-001-45220	ADULT REFERENCE/E-REFER	0.00	0.00	8,347.00	6,079.98	21,000.00	39.7%
80-60-001-45400	JUVENILE NON-FICTION	12.00	1,169.36	1,963.65	5,453.48	7,000.00	28.0%
80-60-001-45410	PICTURE BOOKS, READERS	743.13	0.00	3,515.46	3,229.07	5,000.00	70.3%
80-60-001-45420	JUVENILE FICTION	993.21	854.71	4,328.95	3,246.86	9,000.00	48.0%
80-60-001-45430	JUVENILE AUDIO-VISUAL	108.48	229.30	370.02	888.52	1,500.00	24.6%
80-60-001-45440	JUVENILE E-REFERENCE	0.00	334.33	0.00	334.33	1,000.00	0.0%
80-60-001-45450	TEEN BOOKS	315.78	264.50	1,413.93	1,288.44	2,750.00	51.4%
80-60-001-45460	E-BOOKS	2,058.31	0.00	3,895.84	0.00	10,000.00	38.9%
80-60-001-45470	GRAPHIC NOVELS	0.00	137.27	125.27	282.12	500.00	25.0%
80-60-001-45500	PERIODICALS	375.00	218.40	5,467.39	5,011.34	6,750.00	80.9%
80-60-001-45510	VIDEO GAMES	284.75	0.00	1,614.48	778.34	3,500.00	46.1%
80-60-001-45600	PATRON & STAFF SOFTWARE	249.83	9.95	2,965.21	2,577.33	5,000.00	59.3%
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	20,297.00	20,297.00	21,000.00	96.6%

DATE: 11/11/2016
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50

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 6 PERIODS ENDING OCTOBER 31, 2016

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	OCTOBER 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	46.20	47.00	413.90	1,005.87	2,000.00	20.6%
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	0.00	0.00	0.00	2,551.22	0.00	0.0%
80-60-001-49000	LIBRARY FURNISHINGS	0.00	0.00	8,654.00	0.00	26,000.00	33.2%
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	96.00	0.00	8,102.87	0.00	5,000.00	162.0%
80-60-001-49400	OTHER EQUIPMENT	0.00	149.79	103.61	149.79	31,000.00	0.3%
80-60-001-50000	CONTINGENCY	0.00	0.00	10,000.00	770.20	5,598.00	178.6%
TOTAL EXPENSES: LIBRARY SERVICES		67,248.27	67,271.44	477,875.41	457,360.83	978,348.00	48.8%
TOTAL EXPENSES: LIBRARY ADMINISTRATION		67,248.27	67,271.44	477,875.41	457,360.83	978,348.00	48.8%
TOTAL FUND EXPENSES		67,248.27	67,271.44	477,875.41	457,360.83	978,348.00	48.8%
TOTAL FUND REVENUES		26,678.04	15,909.85	904,481.32	886,658.45	919,348.00	98.3%
TOTAL FUND EXPENSES		67,248.27	67,271.44	477,875.41	457,360.83	978,348.00	48.8%
FUND SURPLUS (DEFICIT)		(40,570.23)	(51,361.59)	426,605.91	429,297.62	(59,000.00)	-723.0%

DATE: 11/11/2016
TIME: 14:41:43
ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
DETAILED REVENUE & EXPENSE REPORT
ACTUAL VS. PRIOR VS. BUDGET
FOR 6 PERIODS ENDING OCTOBER 31, 2016

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

ACCOUNT NUMBER	DESCRIPTION	OCTOBER 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	2,263.66	2,484.76	5,414.60	0.00	-100.0%
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	355.44	65.77	1,275.01	313.34	0.00	-100.0%

	TOTAL EXPENSES: MISCELLANEOUS	355.44	2,329.43	3,759.77	5,727.94	0.00	-100.0%
	TOTAL EXPENSES: LIBRARY GRANT FUND EXPENDITURE	355.44	2,329.43	3,759.77	5,727.94	0.00	-100.0%
	TOTAL FUND EXPENSES	355.44	2,329.43	3,759.77	5,727.94	0.00	-100.0%
	TOTAL FUND REVENUES	0.00	0.00	0.00	0.00	0.00	0.0%
	TOTAL FUND EXPENSES	355.44	2,329.43	3,759.77	5,727.94	0.00	-100.0%
	FUND SURPLUS (DEFICIT)	(355.44)	(2,329.43)	(3,759.77)	(5,727.94)	0.00	100.0%

Summary of Detailed Balance Sheets

For Period Ending October 31, 2016

RESERVE BALANCE

LINE	AMOUNT	DESCRIPTION	ACCOUNT #
	Assets		
	\$1,959,922		
	Liabilities		
	\$932,480		
	Difference		
	\$1,027,443		
	Fund Surplus (Deficit)		
	\$465,115		
	Difference		
	\$562,328		
FUND BALANCE AT MONTH END			
LINE	AMOUNT	DESCRIPTION	ACCOUNT #
	Assets		
	\$1,959,922		
	Liabilities		
	\$932,480		
	Difference		
	\$1,027,443		
	Grants/Gifts		
	-\$1,430		
	Fund Equity		
	\$1,026,013		

LIABILITIES AND FUND EQUITY
 LIABILITIES
 PAYABLE

DATE: 11/11/2016
 TIME: 14:37:08
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

PAGE: 1
 F-YR: 17

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FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 6 PERIODS ENDING OCTOBER 31, 2016

ACCOUNT #	DESCRIPTION	BALANCE 05/01/16	NET DEBITS	NET CREDITS	BALANCE 10/31/16
ASSETS					
DUE TO/FROM ACCOUNTS					
80-00-100-10000	DUE TO/FROM OTHER FUNDS	38,509.00	5,485.25	0.00	43,994.25
80-00-100-20000	LIB GR FND DUE TO/FROM DETAIL	0.00	0.00	0.00	0.00
TOTAL DUE TO/FROM ACCOUNTS		38,509.00	5,485.25	0.00	43,994.25
CASH & INVESTMENTS					
80-10-101-10000	CHECKING ACCOUNT	0.00	4,515.30	4,515.30	0.00
80-10-101-10001	CASH BOX OVER/SHORT	0.00	8.60	160.49	(151.89)
80-10-101-11000	MONEY MARKET ACCOUNT	36,366.34	461,318.90	467,319.28	30,365.96
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	897,989.10	436,000.00	1,004,278.62
80-10-101-15111	ILLINOIS FUNDS - GRANTS	1.80	0.00	0.00	1.80
80-10-101-15112	ILLINOIS FUNDS - EPAY	5,490.08	1,549.19	105.73	6,933.54
TOTAL CASH & INVESTMENTS		584,297.74	1,365,381.09	908,100.80	1,041,578.03
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	974,723.41	992,693.71	(11,699.55)
80-10-301-55000	PREPAID EXPENSES	0.00	0.00	0.00	0.00
TOTAL OTHER ASSETS		6,270.75	974,723.41	992,693.71	(11,699.55)
TOTAL ASSETS		1,515,127.14	2,345,589.75	1,900,794.51	1,959,922.38

LIABILITIES AND FUND EQUITY

LIABILITIES

PAYABLES

80-20-102-20000	ACCOUNTS PAYABLE	9,629.24	258,560.49	276,999.82	28,068.57
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DATE: 11/11/2016
 TIME: 14:37:09
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-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

PAGE: 2
 F-YR: 17

60

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 6 PERIODS ENDING OCTOBER 31, 2016

ACCOUNT #	DESCRIPTION	BALANCE 05/01/16	NET DEBITS	NET CREDITS	BALANCE 10/31/16
LIABILITIES					
PAYABLES					
80-20-102-41000	SOCIAL SECURITY TAX PAYABLE	0.00	36,065.73	36,065.73	0.00
80-20-102-42000	FEDERAL INCOME TAX PAYABLE	0.00	22,864.31	22,864.31	0.00
80-20-102-43000	STATE INCOME TAX PAYABLE	0.00	8,282.74	8,282.74	0.00
80-20-102-44000	IMRF PAYABLE	0.00	30,225.93	30,225.93	0.00
80-20-102-45000	ICMA 457 PLAN PAYABLE	0.00	3,750.00	3,500.00	(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	3,079.26	3,079.26	0.00
80-20-102-66000	LIBRARY HSA PAYABLE	0.00	3,276.90	3,276.90	0.00
80-20-102-70000	OTHER SHORT TERM LIABILITIES	0.00	0.00	0.00	0.00
TOTAL PAYABLES		9,629.24	366,105.36	384,294.69	27,818.57
OTHER LIABILITIES					
80-20-202-16000	ACCRUED PAYROLL	18,611.41	0.00	0.00	18,611.41
80-20-202-22000	DEFERRED PROPERTY TAX	886,049.65	0.00	0.00	886,049.65
80-20-202-22100	OTHER DEFERRED REVENUE	0.00	0.00	0.00	0.00
80-20-202-22300	RESTRICTED GIFTS	0.00	0.00	0.00	0.00
80-20-202-22301	TECH 2 FOR YOU DONATIONS	0.00	0.00	0.00	0.00
80-20-202-23500	NOTES PAYABLE	0.00	0.00	0.00	0.00
TOTAL OTHER LIABILITIES		904,661.06	0.00	0.00	904,661.06
ESCROWS & DEPOSITS					
80-20-302-24000	MISCELLANEOUS RESERVE	0.00	0.00	0.00	0.00
TOTAL ESCROWS & DEPOSITS		0.00	0.00	0.00	0.00
LONG TERM LIABILITIES					
80-20-402-39000	OTHER LONG TERM LIABILITIES	0.00	0.00	0.00	0.00
TOTAL LONG TERM LIABILITIES		0.00	0.00	0.00	0.00
TOTAL LIABILITIES		914,290.30	366,105.36	384,294.69	932,479.63
FUND EQUITY					
EQUITY SECTION					
80-30-100-53000	UNRESERVED FUND BALANCE	562,327.84	0.00	0.00	562,327.84
80-30-100-53100	RESERVED FOR AUTOMATION	0.00	0.00	0.00	0.00
80-30-100-53200	DESIGNATED FOR CAPITAL MAINT	0.00	0.00	0.00	0.00
80-30-100-53300	DESIGNATED FOR CAP BLDG IMPR	0.00	0.00	0.00	0.00
TOTAL EQUITY SECTION		562,327.84	0.00	0.00	562,327.84
FUND SURPLUS (DEFICIT)		38,509.00	0.00	426,605.91	465,114.91

6E

DATE: 11/11/2016
TIME: 14:37:24
ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
DETAILED BALANCE SHEET

PAGE: 1
F-YR: 17

FUND: LIBRARY GRANTS & GIFTS FUND
FOR 6 PERIODS ENDING OCTOBER 31, 2016

ACCOUNT #	DESCRIPTION	BALANCE 05/01/16	NET DEBITS	NET CREDITS	BALANCE 10/31/16
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
--- UNDEFINED CODE ---					
82-10-201-30000	GRANTS RECEIVABLE	4,410.80	0.00	0.00	4,410.80
TOTAL --- UNDEFINED CODE ---		4,410.80	0.00	0.00	4,410.80
TOTAL ASSETS		4,410.80	0.00	0.00	4,410.80
LIABILITIES AND FUND EQUITY					
LIABILITIES					
INTERFUND CLEARING ACCOUNT					
82-00-100-10000	DUE TO/FROM LIBRARY FUND	0.00	0.00	5,485.25	5,485.25
TOTAL INTERFUND CLEARING ACCOUNT		0.00	0.00	5,485.25	5,485.25
PAYABLES					
82-20-102-20000	ACCOUNTS PAYABLE	2,080.92	5,485.25	3,759.77	355.44
TOTAL PAYABLES		2,080.92	5,485.25	3,759.77	355.44
TOTAL LIABILITIES		2,080.92	5,485.25	9,245.02	5,840.69
FUND EQUITY					
EQUITY SECTION					
82-30-100-53000	UNRESERVED FUND BALANCE	2,329.88	0.00	0.00	2,329.88
TOTAL EQUITY SECTION		2,329.88	0.00	0.00	2,329.88
FUND SURPLUS (DEFICIT)		0.00	3,759.77	0.00	(3,759.77)
TOTAL FUND EQUITY		2,329.88	3,759.77	0.00	(1,429.89)
TOTAL LIABILITIES AND FUND EQUITY		4,410.80	9,245.02	9,245.02	4,410.80

DATE: 11/10/16
TIME: 11:41:09
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-- VILLAGE OF LAKE BLUFF --
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
12819	9COMCAST	COMCAST CABLE			10/26/16		
	COM101216	10/12/16	01	INTERNET SRVC:10/19-11/18/16		80-60-001-43230	254.35
						INVOICE TOTAL:	254.35 *
						CHECK TOTAL:	254.35
12820	9SHREDIT	SHRED-IT USA			10/26/16		
	8120998755	10/07/16	01	PAPER SHREDDING 10/7/16		80-60-001-41303	57.69
						INVOICE TOTAL:	57.69 *
						CHECK TOTAL:	57.69
12821	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS			10/26/16		
	102246946	10/19/16	01	'EE ICMA CONTRIBUTION:10/31/16		80-20-102-45000	250.00
						INVOICE TOTAL:	250.00 *
						CHECK TOTAL:	250.00
						TOTAL AMOUNT PAID:	562.04

DATE: 11/10/16
TIME: 14:22:32
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

CHECK DATE: 11/15/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12822	9ACCESSO	ACCESS ONE, INC.					
	1977926		11/01/16	01	LCL PHONE SRVC:NOV 2016	80-60-001-43230	670.81
						INVOICE TOTAL:	670.81 *
						CHECK TOTAL:	670.81
12823	9AMAZONA	VOIDED---LEADER CHECK					
	009291700015		09/10/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.96
						INVOICE TOTAL:	19.96 *
	009297671156		09/18/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	36.95
						INVOICE TOTAL:	36.95 *
	009297693461		09/10/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	29.99
						INVOICE TOTAL:	29.99 *
	009297766046		09/25/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	31.98
						INVOICE TOTAL:	31.98 *
	022856882128		09/10/16	01	ADULT FICTION	80-60-001-45100	16.17
						INVOICE TOTAL:	16.17 *
	033463425256		09/21/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	12.90
						INVOICE TOTAL:	12.90 *
	033463714989		09/29/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	32.52
						INVOICE TOTAL:	32.52 *
	033464792606		09/26/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	17.95
						INVOICE TOTAL:	17.95 *
	033465755676		09/10/16	01	ADULT AUDIO VISUAL CREDIT	80-60-001-45200	-2.00
						INVOICE TOTAL:	-2.00 *

DATE: 11/10/16
TIME: 14:22:32
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

8B

CHECK DATE: 11/15/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12823	9AMAZONA	VOIDED---LEADER CHECK						
	033469506042		09/19/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	48.46	
						INVOICE TOTAL:	48.46 *	
	055504121650		09/13/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	59.28	
						INVOICE TOTAL:	59.28 *	
	094131191828		09/26/16	01	ADULT NON-FICTION	80-60-001-45000	12.92	
						INVOICE TOTAL:	12.92 *	
	101332970648		09/19/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	22.99	
						INVOICE TOTAL:	22.99 *	
	101336493832		09/11/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.96	
						INVOICE TOTAL:	19.96 *	
	102047863217		09/26/16	01	ADULT FICTION	80-60-001-45100	17.38	
				02	VIDEO GAMES	80-60-001-45510	19.99	
				03	ADULT PROGRAM SUPPLIES	80-60-001-43710	18.86	
						INVOICE TOTAL:	56.23 *	
	105797682248		09/29/16	01	JUVENILE NON-FICTION	80-60-001-45400	12.00	
						INVOICE TOTAL:	12.00 *	
	120666431139		09/30/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.99	
						INVOICE TOTAL:	14.99 *	
	133925063069		09/13/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	13.99	
						INVOICE TOTAL:	13.99 *	
12824	9AMAZONA	VOIDED---LEADER CHECK						
	133926791065		09/28/16	01	ADULT AUDIO VISUAL CREDIT	80-60-001-45200	-2.36	
						INVOICE TOTAL:	-2.36 *	

DATE: 11/10/16
TIME: 14:22:32
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

CHECK DATE: 11/15/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12824	9AMAZONA	VOIDED---LEADER CHECK						
	133928848190		09/25/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	104.87	
						INVOICE TOTAL:	104.87 *	
	156913089539		10/04/16	01	VIDEO GAMES	80-60-001-45510	143.96	
						INVOICE TOTAL:	143.96 *	
	156916425277		10/08/16	01	VIDEO GAMES CREDIT	80-60-001-45510	-0.08	
						INVOICE TOTAL:	-0.08 *	
	156918589213		10/09/16	01	VIDEO GAMES CREDIT	80-60-001-45510	-0.08	
						INVOICE TOTAL:	-0.08 *	
	177764110232		10/06/16	01	ADULT FICTION	80-60-001-45100	32.37	
						INVOICE TOTAL:	32.37 *	
	177766521929		10/07/16	01	ADULT FICTION	80-60-001-45100	57.32	
						INVOICE TOTAL:	57.32 *	
	194200453622		10/03/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	211.31	
						INVOICE TOTAL:	211.31 *	
	194200788104		10/05/16	01	ADULT AUDIO VISUAL CREDIT	80-60-001-45200	-3.56	
						INVOICE TOTAL:	-3.56 *	
	194202358540		10/02/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	13.52	
						INVOICE TOTAL:	13.52 *	
	194208897130		09/27/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	34.98	
						INVOICE TOTAL:	34.98 *	
	194209722467		10/08/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	103.85	
						INVOICE TOTAL:	103.85 *	
	203700415612		09/16/16	01	VIDEO GAMES	80-60-001-45510	47.99	
						INVOICE TOTAL:	47.99 *	

DATE: 11/10/16
TIME: 14:22:32
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

80

CHECK DATE: 11/15/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12824	9AMAZONA	VOIDED---LEADER CHECK						
	203706150934		09/13/16	01	ADULT FICTION	80-60-001-45100	16.79	
				02	VIDEO GAMES	80-60-001-45510	57.98	
					INVOICE TOTAL:		74.77 *	
	218290274124		10/01/16	01	ADULT AUDIO VISUAL CREDIT	80-60-001-45200	-1.39	
					INVOICE TOTAL:		-1.39 *	
	218293375733		09/28/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	68.76	
					INVOICE TOTAL:		68.76 *	
	218297983868		10/05/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	49.44	
					INVOICE TOTAL:		49.44 *	
	224254457642		09/14/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.99	
					INVOICE TOTAL:		14.99 *	
	224255229865		09/11/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	41.38	
					INVOICE TOTAL:		41.38 *	
12825	9AMAZONA	AMAZON						
	224258593865		09/14/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	9.99	
					INVOICE TOTAL:		9.99 *	
	226160468061		09/12/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	64.94	
					INVOICE TOTAL:		64.94 *	
	226161003310		09/21/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	22.92	
					INVOICE TOTAL:		22.92 *	
	226165851034		09/15/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	11.38	
					INVOICE TOTAL:		11.38 *	
	226169132169		09/28/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	10.79	
					INVOICE TOTAL:		10.79 *	

DATE: 11/10/16
TIME: 14:22:32
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

CHECK DATE: 11/15/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12825	9AMAZONA	AMAZON					
	229730958730		09/25/16	01	JUVENILE AUDIO VISUAL	80-60-001-45430	19.84
						INVOICE TOTAL:	19.84 *
	229737288756		09/26/16	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	9.49
						INVOICE TOTAL:	9.49 *
	266561044904		09/19/16	01	ADULT FICTION	80-60-001-45100	47.73
						INVOICE TOTAL:	47.73 *
	266568839875		09/25/16	01	ADULT FICTION	80-60-001-45100	18.36
						INVOICE TOTAL:	18.36 *
	271187891916		09/11/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	20.69
						INVOICE TOTAL:	20.69 *
	271952129923		09/27/16	01	FAN	80-60-001-43660	34.76
						INVOICE TOTAL:	34.76 *
	276242708433		09/16/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	15.00
						INVOICE TOTAL:	15.00 *
	276247692923		09/13/16	01	ADULT NON-FICTION	80-60-001-45000	10.00
						INVOICE TOTAL:	10.00 *
	284171247308		10/05/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	9.99
						INVOICE TOTAL:	9.99 *
	284174876739		10/04/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	40.28
						INVOICE TOTAL:	40.28 *
						CHECK TOTAL:	1,795.44
12826	9BKTLNT	VOIDED---	LEADER CHECK				

DATE: 11/10/16
TIME: 14:22:32
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

CHECK DATE: 11/15/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
	2032342206		10/04/16	01	ADULT FICTION	80-60-001-45100	328.58
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	16.45
					INVOICE TOTAL:		345.03 *
	2032343152		10/04/16	01	ADULT NON-FICTION	80-60-001-45000	459.03
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	17.75
					INVOICE TOTAL:		476.78 *
	2032343492		10/04/16	01	ADULT NON-FICTION	80-60-001-45000	48.26
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	0.65
					INVOICE TOTAL:		48.91 *
	2032344480		10/04/16	01	JUVENILE PICTURE BKS, READERS	80-60-001-45410	686.73
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	34.00
					INVOICE TOTAL:		720.73 *
	2032365318		10/12/16	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	174.70
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	14.70
					INVOICE TOTAL:		189.40 *
	2032365503		10/12/16	01	ADULT NON-FICTION	80-60-001-45000	298.92
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	11.25
					INVOICE TOTAL:		310.17 *
	2032369182		10/13/16	01	ADULT FICTION	80-60-001-45100	313.25
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	13.50
					INVOICE TOTAL:		326.75 *
	2032369509		10/12/16	01	JUVENILE PICTURE BKS, READERS	80-60-001-45410	20.36
					INVOICE TOTAL:		20.36 *
	2032370616		10/13/16	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	745.83
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	48.60
					INVOICE TOTAL:		794.43 *
	2032373790		10/14/16	01	ADULT NON-FICTION	80-60-001-45000	459.70

DATE: 11/10/16
TIME: 14:22:32
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

CHECK DATE: 11/15/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12826	9BKTLENT	VOIDED---LEADER CHECK						
	2032373790		10/14/16	02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	17.95	
						INVOICE TOTAL:	477.65 *	
	2032379478		10/18/16	01	ADULT NON-FICTION	80-60-001-45000	265.92	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	9.60	
						INVOICE TOTAL:	275.52 *	
	2032379572		10/17/16	01	LARGE PRINT	80-60-001-45110	50.82	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	3.45	
						INVOICE TOTAL:	54.27 *	
	2032380013		10/17/16	01	ADULT NON-FICTION	80-60-001-45000	55.14	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	4.60	
						INVOICE TOTAL:	59.74 *	
12827	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT						
	2032384898		10/20/16	01	TEEN BOOKS	80-60-001-45450	315.78	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	19.35	
						INVOICE TOTAL:	335.13 *	
	2032395450		10/24/16	01	JUVENILE PICTURE BKS, READERS	80-60-001-45410	36.04	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	1.15	
						INVOICE TOTAL:	37.19 *	
	2032399300		10/26/16	01	ADULT NON-FICTION	80-60-001-45000	150.39	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	7.05	
						INVOICE TOTAL:	157.44 *	
	2032399327		10/25/16	01	LARGE PRINT	80-60-001-45110	37.23	
						INVOICE TOTAL:	37.23 *	
	2032399353		10/26/16	01	ADULT FICTION	80-60-001-45100	177.24	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	8.95	
						INVOICE TOTAL:	186.19 *	

DATE: 11/10/16
TIME: 14:22:32
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

84

CHECK DATE: 11/15/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12827	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT						
	2032399933		10/25/16	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	4.77	
						INVOICE TOTAL:	4.77 *	
	2032402121		10/27/16	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	72.68	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	6.40	
						INVOICE TOTAL:	79.08 *	
	2032406714		10/28/16	01	ADULT NON-FICTION	80-60-001-45000	450.26	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	20.10	
						INVOICE TOTAL:	470.36 *	
	2032411792		11/01/16	01	ADULT FICTION	80-60-001-45100	495.63	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	24.75	
						INVOICE TOTAL:	520.38 *	
	2032413014		11/01/16	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	3.90	
						INVOICE TOTAL:	3.90 *	
	2032413016		11/01/16	01	ADULT NON-FICTION	80-60-001-45000	100.47	
						INVOICE TOTAL:	100.47 *	
						CHECK TOTAL:	6,031.88	
12828	9BRADBAR	BARRY BRADFORD						
	BRA102716		10/27/16	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	250.00	
						INVOICE TOTAL:	250.00 *	
						CHECK TOTAL:	250.00	
12829	9CDW	CDW GOVERNMENT, INC.						
	FTS3248		10/28/16	01	BATTERY BACK-UPS	80-60-001-49350	96.00	
						INVOICE TOTAL:	96.00 *	
						CHECK TOTAL:	96.00	

DATE: 11/10/16
TIME: 14:22:32
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

81

CHECK DATE: 11/15/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12830	9CHISUN	CHICAGO SUN-TIMES					
	SUN102016		10/20/16	01	SUN-TIMES 12/4/16-12/3/17	80-60-001-45500	286.00
						INVOICE TOTAL:	286.00 *
						CHECK TOTAL:	286.00
12831	9CRYSMAN	CRYSTAL MANAGEMENT &					
	24008		09/15/16	01	CLEANING SRVC'S:OCT 2016	80-60-001-41000	645.00
						INVOICE TOTAL:	645.00 *
						CHECK TOTAL:	645.00
12832	9DANTHE	DAN THE KEY MAN, INC.					
	91471		10/24/16	01	BUILDING MAINTENANCE	80-60-001-41000	344.34
						INVOICE TOTAL:	344.34 *
						CHECK TOTAL:	344.34
12833	9DEMCO	DEMCO, INC					
	5980224		10/07/16	01	WALL CLOCK	80-60-001-41000	22.32
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	113.81
						INVOICE TOTAL:	136.13 *
						CHECK TOTAL:	136.13
12834	9FIRSTBA	FIRST BANKCARD					
	CAR102816		10/28/16	01	JUVENILE AUDIO VISUAL	80-60-001-45430	79.15
				02	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	34.57
						INVOICE TOTAL:	113.72 *
						CHECK TOTAL:	113.72

DATE: 11/10/16
TIME: 14:22:32
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

85

CHECK DATE: 11/15/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12835	9FIRSTBA	FIRST BANKCARD						
	ELI102816		11/08/16	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	43.20	
				02	TEEN PROGRAM SUPPLIES	80-60-001-43740	4.00	
				03	TEEN PROGRAM SUPPLIES	80-60-001-43740	20.66	
					INVOICE TOTAL:		67.86	*
					CHECK TOTAL:			67.86
12836	9FIRSTBA	FIRST BANKCARD						
	ERI102816		10/28/16	01	PAYFLOW/PAYPAL	80-60-001-46000	26.20	
				02	BASECAMP	80-60-001-46000	20.00	
				03	STORAGE LOCKER RENTAL	80-60-001-41000	71.00	
					INVOICE TOTAL:		117.20	*
					CHECK TOTAL:			117.20
12837	9FIRSTBA	FIRST BANKCARD						
	LIL102816		10/28/16	01	VIDEO GAMES	80-60-001-45510	14.99	
				02	TEEN PROGRAM SUPPLIES	80-60-001-43740	24.94	
				03	ADULT PROGRAM SUPPLIES	80-60-001-43710	3.89	
					INVOICE TOTAL:		43.82	*
					CHECK TOTAL:			43.82
12838	9FIRSTBA	FIRST BANKCARD						
	MCO102816		10/28/16	01	WEBSITE FOR ILL	80-60-001-45600	9.95	
				02	ADOBE CREATIVE CLOUD MEMBR LIC	80-60-001-45600	254.87	
				03	ADOBE SALES TAX REFUND	80-60-001-45600	-14.99	
					INVOICE TOTAL:		249.83	*
					CHECK TOTAL:			249.83
12839	9GIBBJIM	JIM GIBBONS						

DATE: 11/10/16
TIME: 14:22:32
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

8K

CHECK DATE: 11/15/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12839	9GIBBJIM	JIM GIBBONS					
	GIB102716		10/27/16	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	200.00
						INVOICE TOTAL:	200.00 *
						CHECK TOTAL:	200.00
12840	9GOODMAN	GOODMAN ELECTRIC SUPPLY					
	0617678-00		10/29/16	01	BUILDING & GROUNDS SUPPLIES	80-60-001-43660	26.68
						INVOICE TOTAL:	26.68 *
	0617740-00		11/01/16	01	BUILDING & GROUNDS SUPPLIES	80-60-001-43660	105.76
						INVOICE TOTAL:	105.76 *
						CHECK TOTAL:	132.44
12841	9HALLPAS	HALL PASS					
	HP2016-713		10/31/16	01	BACKGROUND CHECK	80-60-001-41304	6.00
						INVOICE TOTAL:	6.00 *
						CHECK TOTAL:	6.00
12842	9HARVARD	HARVARD BUSINESS REVIEW					
	HAR101216		10/12/16	01	PERIODICALS	80-60-001-45500	89.00
						INVOICE TOTAL:	89.00 *
						CHECK TOTAL:	89.00
12843	9HENSOND	DANIELLE HENSON					
	HEN102716		10/27/16	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	150.00
						INVOICE TOTAL:	150.00 *
						CHECK TOTAL:	150.00

DATE: 11/10/16
TIME: 14:22:32
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

8L

CHECK DATE: 11/15/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12844	9HOMEDEP	HOME DEPOT CREDIT SERVICES						
	1595490		10/14/16	01	BUILDING MAINTENANCE	80-60-001-41000	8.18	
						INVOICE TOTAL:	8.18 *	
	4130040		10/21/16	01	GROUNDS MAINTENANCE	80-60-001-41050	16.50	
						INVOICE TOTAL:	16.50 *	
	8566834		10/17/16	01	PAINT	80-60-001-41000	11.48	
						INVOICE TOTAL:	11.48 *	
						CHECK TOTAL:	36.16	
12845	9ILA	ILLINOIS LIBRARY ASSOCIATION						
	123466		10/24/16	01	DUES:2016-2017 RENEWAL	80-60-001-42440	140.00	
						INVOICE TOTAL:	140.00 *	
						CHECK TOTAL:	140.00	
12846	9ILA	ILLINOIS LIBRARY ASSOCIATION						
	123568		10/24/16	01	DUES 11/1/16-10/31/17 #121856	80-60-001-42440	100.00	
						INVOICE TOTAL:	100.00 *	
						CHECK TOTAL:	100.00	
12847	9JIGGLEJ	JIGGLEJAM PRODUCTIONS						
	021817		11/04/16	01	EXPENSES FRM RESTRICTED DONAT	82-60-001-99999	300.00	
						INVOICE TOTAL:	300.00 *	
						CHECK TOTAL:	300.00	
12848	9LACONI	LACONI, INC						
	LAC110116		11/01/16	01	ANN'L DUES:1/1/17-12/31/17	80-60-001-42440	100.00	
						INVOICE TOTAL:	100.00 *	
						CHECK TOTAL:	100.00	

DATE: 11/10/16
 TIME: 14:22:32
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

8M

CHECK DATE: 11/15/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12849	9LB VILL	VILLAGE OF LAKE BLUFF					
	SEPT 2016		10/17/16	01	FY17 MEDICAL INS:SEPT 16	80-10-301-37100	6,189.45
				02	FY17 DENTAL/VISION INS:SEPT 16	80-10-301-37100	483.78
				03	FY17 LIFE INS:SEPT 16	80-10-301-37100	53.12
				04	FY17 IMRF 'EE CONTRIB:SEPT 16	80-10-301-37100	1,581.32
				05	FY17 IMRF EMPLYR CONTR:SEPT 16	80-10-301-37100	3,580.82
					INVOICE TOTAL:		11,888.49 *
					CHECK TOTAL:		11,888.49
12850	9LFHARDW	LAKE FOREST HARDWARE					
	B99871		11/01/16	01	SPRAY PAINT	80-60-001-43660	2.99
					INVOICE TOTAL:		2.99 *
					CHECK TOTAL:		2.99
12851	L5305000	PADDY LYNN - STORYTELLER					
	LYN102716		10/27/16	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	200.00
					INVOICE TOTAL:		200.00 *
					CHECK TOTAL:		200.00
12852	9MIDTAPE	MIDWEST TAPE					
	94399960		10/10/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	69.98
					INVOICE TOTAL:		69.98 *
	94422540		10/18/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	69.98
					INVOICE TOTAL:		69.98 *
	94444855		10/25/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	29.99
					INVOICE TOTAL:		29.99 *
					CHECK TOTAL:		169.95

DATE: 11/10/16
 TIME: 14:22:32
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

CHECK DATE: 11/15/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12853	9MURPHYM	MURPHY & MILLER, INC.					
	MC00001475		11/01/16	01	BUILDING MAINTENANCE	80-60-001-41000	574.50
						INVOICE TOTAL:	574.50 *
						CHECK TOTAL:	574.50
12854	9NYTIMES	NEW YORK TIMES					
	NYT102316		10/23/16	01	EXPENSES FRM RESTRICTED DONAT	82-60-001-99999	56.40
				02	CREDIT EXPENSES FRM RESTRICTED	82-60-001-99999	-0.96
						INVOICE TOTAL:	55.44 *
						CHECK TOTAL:	55.44
12855	9ORIETRA	ORIENTAL TRADING COMPANY, INC					
	680114906-01		10/18/16	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	92.72
						INVOICE TOTAL:	92.72 *
						CHECK TOTAL:	92.72
12856	9OVERDRI	OVERDRIVE , INC					
	1018-102405910101416		10/14/16	01	E-BOOKS	80-60-001-45460	308.33
						INVOICE TOTAL:	308.33 *
	1018-102507593101416		10/14/16	01	E-BOOKS	80-60-001-45460	395.69
						INVOICE TOTAL:	395.69 *
	1018-102619143101416		10/14/16	01	E-BOOKS	80-60-001-45460	1,354.29
						INVOICE TOTAL:	1,354.29 *
						CHECK TOTAL:	2,058.31
12857	9REYESIS	ISAURO REYES					

DATE: 11/10/16
TIME: 14:22:32
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

CHECK DATE: 11/15/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12857	9REYESIS	ISAURO REYES					
	REY110116		11/01/16	01	GROUNDS MAINT:OCT 2016	80-60-001-41050	390.00
						INVOICE TOTAL:	390.00 *
						CHECK TOTAL:	390.00
12858	9STAPLES	STAPLES BUSINESS ADVANTAGE					
	8041363613		10/08/16	01	OFFICE SUPPLIES	80-60-001-43550	77.94
						INVOICE TOTAL:	77.94 *
						CHECK TOTAL:	77.94
12859	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS					
	102256512		11/03/16	01	'EE ICMA CONTRIBUTION:11/15/16	80-20-102-45000	250.00
						INVOICE TOTAL:	250.00 *
						CHECK TOTAL:	250.00
						TOTAL AMOUNT PAID:	27,861.97

Committee Reports

There have been four committee meetings since the October 18th, 2016 meeting of the Board. A copy of each meeting minutes or agenda will be available on request at the Board meeting.

- Building and Grounds Committee
 - October 25, 2016
- Finance Committee
 - November 7, 2016
- Human Resources Committee
 - October 19, 2016
 - November 2, 2016

Respectfully submitted,

Eric Scott Bailey

New Business

HVAC Control System

On August 30th, 2016 the Building and Grounds Committee met to consider Murphy and Miller's bid for repair and replacement of the library's HVAC control system. A decision was delayed until additional information could be gathered from Dan Flores of Murphy and Miller. On October 25th, 2016 the Building and Grounds Committee met again, following a response by Mr. Flores, to discuss the proposal. The committee voted to forward the proposal to the Board.

RECOMMENDED MOTION:

To accept the proposal from Murphy and Miller totaling \$25,600 for the installation of a new Delta Controls system, with expenses not to exceed \$26,000.

Expanded Library Hours

On November 7th, 2016 the Finance Committee met to consider a proposal to expand library hours. The committee voted to forward the proposal to the Board.

RECOMMENDED MOTION:

That the revised policy for Location and Hours be adopted effective January 1, 2017.

Friends Meeting Attendees for Calendar Year 2017

With 2017 approaching, it is time to determine which trustee will attend each of the 10 scheduled Friends meetings.

RECOMMENDATION:

No vote is necessary, just a determination who will be attending each meeting.

Agreement with Forest Bluff Montessori

In concert with Head of School Nan Barrett, I have been working on an agreement with Forest Bluff School to provide library service to the few students there that live in unincorporated Lake Bluff. The agreement is patterned on the one with D65 and D115 but is far smaller in scope. Forest Bluff has already agreed to the proposal.

RECOMMENDED MOTION:

That the proposed agreement between the Lake Bluff Public Library and Forest Bluff Montessori be approved, to be effective immediately.

Recommendation Regarding HVAC Repairs

1. Problem

The library's HVAC system continues to function erratically, particularly when outside temperatures are not consistently either very hot or very cold.

2. Examination of Causes

Environment Mechanical and Andrew Nolan were approached in February 2015 regarding the uneven performance of our HVAC system. Environment Mechanical is a standalone multidisciplinary HVAC support company, and Andrew Nolan is a tech who was involved in the installation of the existing system. A contract for \$1,130 for an inspection of the control system was signed with Environment. In the course of the inspection, the following factors were identified as contributing to the ongoing HVAC problems:

a. Maintenance

Ireland Heating, our former HVAC maintenance company, did not examine or perform maintenance work on the control system or Variable Air Volume (VAV) boxes.

b. Dead VAV Controllers

Andrew found that four of the library's fourteen VAV boxes were working with dead controllers. As controllers monitor their assigned zone's thermostat(s) and adjust airflow appropriately, their failure can significantly hamper performance.

c. Thermostat Placement

One of the thermostats was moved to an exterior wall during the 2011 renovation, where the influence of outside temperatures has skewed its readings.

d. Unbalanced System

The balance between air needed and air supplied for each VAV box is important. Several of our boxes are currently 'starved,' meaning the air flow is less than desired even when the box's damper is fully open.

e. Outdated Software and Hardware

The FX40 Johnson Controls system we are running was installed in 2006 and is out of date. Its oversight of the system is well below what could be provided by up-to-date software and hardware components are becoming difficult to find as Johnson Controls has discontinued support. In addition to the growing difficulty of repair and support for hardware components such as our VAV controllers, new versions of Johnson Controls software are not backward compatible with our current hardware. Finally, the age of the software also means that we now have to forgo certain updates to two staff PCs to maintain access.

3. Proposed Remedy

a. New Maintenance Company

Regular maintenance of the HVAC system controls is necessary in order to ensure optimum HVAC performance and avoid expensive repairs in the future. This need was met in May 2016 with the contracting of Murphy and Miller, Inc. for maintenance.

b. Repair

Repair of the existing system was included as part of the Request for Proposal (RFP) for a new HVAC maintenance company, with the intent that the new maintenance company would perform the repair work.

4. Consideration of Removing Control System

The possibility of removing the control system and running a standalone system was discussed. Such a system would eliminate the diagnostic tools available through the control system, making for longer and more costly service calls. An updated and functional system also allows library staff greater latitude in identifying and potentially remedying problems independently. Finally, the cost of the standalone system is only \$5,300 less than a new and updated control system.

5. RECOMMENDATION

It is my recommendation that the library replace the current monitoring system with new Delta Controls' ORCA software and its accompanying hardware. As noted above, our most efficient and cost effective course is to continue to use a control system. Updated control software is needed, which will require updated VAV controllers and Air Handling Unit AHU inputs/outputs. The parts of the control system that are currently functional will be difficult to keep that way due to the lack of support from Johnson Controls and their incompatibility with newer software options. Delta Controls lacks the proprietary restrictions of Johnson Controls. Additionally, Delta has regularly made their new software backward compatible, allowing hardware to be supported and used for the duration of its lifespan.

6. Cost

The cost of the project would be \$25,600. A total of \$30,000 was earmarked for the project in the Fiscal Year 2016-2017 budget.

Responses to Questions

After the 8/30/2016 Building and Grounds Committee Meeting, I followed up with Dan Flores of Murphy and Miller on particular questions related to the proposal.

1) What warranty is there on the hardware installed?

"There is a one year warranty on parts and labor. Once installed, it's really rare that anything would fail for many years. Typically the only times I ever see the control boards fail is if a building has notoriously bad power issues and power surges."

2) Can the control system expand to cover more zones should the library building expand?

"Yes, the Delta system is ever expanding so you can never really grow more than the system can handle."

3) What is the life expectancy of the new control system?

“Twenty years without much trouble.” The compatibility of hardware to be installed with Delta software made available in years to come will help reach this goal.

4) What effect is there on our existing parts and maintenance contract?

“It does not really affect the maintenance contract,” though Dan suggests we consider adding an hour of inspection focused specifically on the control system. I have asked for clarification on what would be done, how frequently, and how this differs from what is already being done.

5) Will the existing system be adequate for the buildout?

“[Dan] would have to do a load study on the HVAC” to be able to effectively answer that question. He stated that he thought there would prove to be a bit of extra capacity, but probably not enough to cover a new expansion. He stated that, in such a case, a new auxiliary unit could be installed to provide the additional volume.

Respectfully submitted,

Eric Scott Bailey

MURPHY & MILLER, INC.



HVAC MECHANICAL & TECHNICAL SERVICES

600 West Taylor Street, Chicago, IL 60607 • (312)427-8900 • Fax (312)427-0324 • WWW.MURPHYMILLER.COM

"MINIMIZE YOUR COSTS ASSOCIATED WITH THE OWNERSHIP OF HVAC MECHANICAL SYSTEMS"SM

November 10, 2016

Lyndy Jensen
Facilities Manager
Lake Bluff Library
123 E Scranton Ave
Lake Bluff, IL 60044

Re: Install New HVAC Controls in Lake Bluff Library.

Dear Ms. Jensen

Murphy & Miller, Inc. appreciates the opportunity to submit this proposal for your consideration and approval.

Murphy & Miller, Inc. is proposing to install a new Delta Controls system. The new Delta Controls system is Ethernet based system. This will allow for access to the system locally or remotely via the internet. The Delta Controls ORCA software will be installed on a customer provided PC/server. Custom graphics will be created to match the equipment being controlled. Any critical points will have the ability to be emailed for instant notification. The following is a list of the points that part of this installation.

Air Handling Unit

Inputs

1. Discharge Air Temperature
2. Mixed Air Temperature
3. Return Air Temperature
4. Outside Air Temperature
5. Duct Static Pressure
6. Humidity
7. Fan Status
8. Smoke

Outputs

1. Supply Fan Start/Stop
2. Cool Stage 1
3. Cool Stage 2
4. Heat Enable
5. Humidifier
6. Mixed Air Dampers
7. Supply Fan VFD

14 VAV Controllers

1. Space Temperature
2. Space Setpoint
3. Supply CFM
4. CFM Setpoint
5. Damper Position

The price for this installation is **\$25,600.00**

Lake Bluff Library
November 10, 2016
Page 2

Terms & Conditions:

- All labor has been figured on a straight time basis during normal working hours 7:00am to 3:30pm.
- Prices quoted herein are good for 30 days of this proposal.
- A one (1) year warranty will be provided from the completion date of this project.
- Any points not mentioned in this proposal will be reviewed and figured as an extra.
- If this proposal is acceptable, please sign where indicated and return it to me along with a Purchase Order Number.
- The customer will be responsible for providing PC/servers, internet access and static IP addresses.
- Murphy & Miller, Inc. will NOT be responsible for material and existing wiring found defective or not working during the installation of this project. (These issues can be handled on a time/material basis.)

Thank you for the opportunity to quote on your service needs and I look forward to working with you on this project. If you have any questions or need further assistance, please do not hesitate to contact me at 312-520-5306.

Sincerely,

MURPHY & MILLER, INC.



Daniel Flores, LEED AP
Sales Engineer

Customer's Acceptance:

Name: _____
 Title: _____
 Date: _____
 P.O.#: _____

Expanded Library Hours

November 15th, 2016

BACKGROUND

- Per the summary analysis of the 2015-2016 Patron Satisfaction Survey, **“23.66 percent of respondents wanted the library to expand its hours.”** For these respondents, **“Additional evening hours on weeknights [were] the most requested change.”**
- Most neighboring libraries (including Lake Forest, Cook Memorial and Deerfield) are open from 9am to 9pm M-TH.
- Many programs work best in the evening, when work and school have both ended for most families. Expanding evening hours would double evening programming opportunities.
- Saturdays remain the busiest day of the week.

RESEARCH

- After reviewing library usage and community feedback, I recommend extending Tuesday and Wednesday hours to 9pm, and Saturday hours to 5pm. The library currently closes at 6pm on Tuesdays and Wednesdays, and at 4pm on Saturdays. This would result in the following schedule:
 - **Monday-Thursday**
 - **10:00am to 9:00pm**
 - **Friday**
 - **10:00am to 6:00pm**
 - **Saturday**
 - **10:00am to 5:00pm**
 - **Sunday**
 - **1:00pm to 5:00pm**
- The library would be open 63 hours per week instead of 56, an increase of **12.5%**.
- Operational cost increases (such as utilities) would be minimal. Of the utilities covered by the library (phone, internet, sewer and water) only the

phone bill is likely to be effected in any way. And as we receive few calls after 6pm, the effect should not be substantial.

- The Village has been made aware of the shift, and has not expressed any concerns regarding the utility costs that they cover.
- A staffing schedule for expanded hours, crafted with staff input, has been created.
- A total of four staff members, minimum, are needed in the building for comfortable operation when the library is open. For 7 new hours per week, this would mean at least 28 hours added to the schedule.
 - **Of these 28 hours, 22 can be filled by shifting and adjusting existing staff hours.**
 - **A total of 6 new staff hours, costing an estimated \$2,650 per year, is still necessary.**
 - **The cost of operating with expanded hours from January 1, 2017 to April 30, 2017 is an estimated \$883.43.**

RECOMMENDATION

The cost of staffing expanded hours from January 1, 2017 to April 30, 2017 can be handled with the existing staff budget. The additional hours can be calculated into the budget for next Fiscal Year; my initial drafts of the budget for FY17-18 are based off an assumption of increased library hours. Please see the attached document for a recommended revised policy for library hours.

Proposal for Revised Policy and Hours

CURRENT POLICY REGARDING HOURS

GOV-1: Location and Hours

The Lake Bluff Public Library (the Library) is located at 123 East Scranton Avenue in Lake Bluff, Illinois 60044.

The hours are:

- Mondays and Thursdays 10 a.m. to 9 p.m.
 - Tuesdays, Wednesdays and Fridays 10 a.m. to 6 p.m.
 - Saturdays 10 a.m. to 4 p.m. and
 - Sundays (Labor Day to Memorial Day) 1 to 5 p.m.
-

SUGGESTED NEW POLICY REGARDING HOURS

GOV-1: Location and Hours

The Lake Bluff Public Library (Library) is located at 123 East Scranton Avenue in Lake Bluff, Illinois 60044.

Regular hours of service shall be:

- 10:00am to 9:00pm – Monday through Thursday
 - 10:00am to 6:00pm – Friday
 - 10:00am to 5:00pm – Saturday
 - 1:00pm to 5:00pm – Sunday
-

Respectfully submitted,

Eric Scott Bailey

Friends of the Library Meeting Dates

2016 Meeting Dates

January 16 at 10:00am – TIM KREGOR

February 20 at 10:00am – SCOT BUTLER

March 19 at 10:00am – JANIE JERCH

April 16 at 10:00am – ROMAIN WOJDA

June 18 at 10:00am – KATHY MEIERHOFF

August 20 at 10:00am – CANCELLED

September 17 at 10:00am – SCOT BUTLER

October 15 at 10:00am – SCOT BUTLER

November 19 at 10:00am – JANIE JERCH

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

2017 Meeting Dates (To Be Assigned)

January 21 at 10:00am

February 18 at 10:00am

March 18 at 10:00am

April 8 at 10:00am

May 20 at 10:00am

June 17 at 10:00am

August 19 at 10:00am

September 16 at 10:00am

October 21 at 10:00am

November 18 at 10:00am

Respectfully submitted,

Eric Scott Bailey

Library Director

AGREEMENT FOR LIBRARY SERVICES

The term of This Agreement (IGA) For Library Services is from November 1, 2016, and ends October 31, 2017, unless sooner terminated, by and between Forest Bluff Montessori School ("SCHOOL") and the Board of Trustees of Lake Bluff Public Library ("LIBRARY")(collectively, the "Parties" or individually, "Party").

RECITALS

WHEREAS, the LIBRARY wishes to cooperate with the SCHOOL to furnish library services to those Pre-K through 8th grade students attending Forest Bluff School who reside in Knollwood, an unincorporated area of Lake County, Illinois, and are otherwise unable to obtain access to library services as residents of the LIBRARY (hereinafter referred to as the "STUDENTS"); and

WHEREAS, in exchange for the provision of library services to the Students, the SCHOOL wishes to offer the LIBRARY payment for expenses incurred in the implementation of the IGA.

NOW, THEREFORE, the Parties agree as follows:

1. Library Services.

The LIBRARY shall provide library services to the STUDENTS as if they were residents residing within the boundaries of the LIBRARY subject to the LIBRARY's policies and the terms herein. The LIBRARY will issue library cards designated as "IGA cards" solely to the STUDENTS who wish to obtain library cards, which shall entitle the STUDENTS to the same rights and privileges as residents of the Lake Bluff Public Library, with the exception that IGA cardholders may not borrow materials through reciprocal borrowing. The IGA card may only be used to check out materials for use by the STUDENTS and does not entitle the parents of the STUDENTS to check out materials for their own use. The LIBRARY shall inform IGA cardholders and their parents/guardians of the restrictions on the use of the IGA card, as described in this paragraph, and the LIBRARY shall be solely responsible for enforcing those restrictions. The LIBRARY's services to STUDENTS under this IGA will end upon their graduation, withdrawal, or transfer from Forest Bluff School.

2. Term and Renewal of IGA.

This IGA is effective November 1, 2016, and ends October 31, 2017, unless sooner terminated. Either the LIBRARY or the SCHOOL may terminate this IGA at any time without cause or penalty upon written notice to the other party at least thirty (30) days prior to the effective date of termination. Either the LIBRARY or the SCHOOL may terminate this IGA for cause, which cause shall include any material breach of this IGA. Before either party may terminate this IGA for cause, a party must first give the other party written notice of the breach and thirty (30) days to cure the breach.

3. Financial

The SCHOOL shall pay to the LIBRARY an annual fee of Fifty Dollars (\$50) to offset the costs of providing the additional library services required under this IGA. The LIBRARY shall send the SCHOOL an invoice for the annual fee by December 1, 2016, and the SCHOOL shall pay the invoice in accordance with the *Local Government Prompt Payment Act*. The SCHOOL shall also pay the LIBRARY for the loss or damage to any Library materials provided to the STUDENTS receiving library services under this IGA in accordance with the LIBRARY'S Fines and Fees Policy. The STUDENTS shall be responsible for the payment of any overdue fines in accordance with the Fines and Fee Policy.

4. Indemnification.

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

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

5. Insurance.

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

6. Amendments to this IGA.

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

7. Savings Clause.

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

8. Publicity.

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

9. Notice.

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

To the Library:

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

To the School:

Forest Bluff School
8 W. Scranton Avenue
Lake Bluff, IL 60044

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

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

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

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

<p>LIBRARY:</p> <p>BOARD OF TRUSTEES OF LAKE BLUFF PUBLIC LIBRARY</p> <p>By: _____ Kathy Meierhoff</p> <p>Its: President</p> <p>Date: _____</p> <p>ATTEST:</p> <p>By: _____ Janie Jerch</p> <p>Its: Secretary</p> <p>Date: _____</p>	<p>SCHOOL:</p> <p>FOREST BLUFF MONTESSORI SCHOOL</p> <p>By: _____</p> <p>Its: _____</p> <p>Date: _____</p> <p>ATTEST:</p> <p>By: _____</p> <p>Its: _____</p> <p>Date: _____</p>
---	--

Local Government Travel Expense Control Act (50 ILCS 150/1)

The above is a newly passed statute. The Act applies to all units of local government, and requires each unit of government to adopt a resolution that provides the following:

- The types of official business for which travel, meal, and lodging expenses will be reimbursed;
- The maximum allowable reimbursement for travel, meal, and lodging expenses;
- A standardized form for submission of travel, meal, and lodging expenses;
- A roll call vote for expenses by employees that exceed the maximum allowable reimbursement;
- A roll call vote for ANY reimbursement to a Library Trustee; and,
- A prohibition on reimbursing entertainment expenses.

Our legal counsel recommends that units of local government adopt a resolution in keeping with the Act before January 1, 2017. The attached suggested resolution was assembled using a template provided by legal counsel.

UPDATE: Following the October 18, 2016 meeting of the Board the following changes were made.

- Meal and lodging per diem costs posted by the IRS were used to update Exhibit A.
- In collaboration with legal counsel, the language of the Resolution was updated and clarified.

SUGGESTED MOTION: That the “Resolution Regulating Reimbursement of Travel, Meal and Lodging Expenses” be approved as written. (Individual voice vote required.)

Respectfully submitted, Eric Scott Bailey

Lake Bluff Public Library
11/15/16

RESOLUTION NO. 16-2

RESOLUTION REGULATING REIMBURSEMENT OF TRAVEL, MEAL, AND LODGING EXPENSES

Recitals and Definitions

1. **Requirement.** This Resolution is adopted by the Board of Library Trustees of the Lake Bluff Public Library responsive to the requirements of The Local Government Travel Expense Control Act (the Act), 50 ILCS 150/1.
2. **Reimbursable Rates.** The Library shall reimburse permitted expenses as set forth on the attached Exhibit A.
3. **Reimbursement Request Form.** The Library shall only approve reimbursement of expenses if a Library Trustee or employee submits expenses on the Library's Reimbursement Request Form (Exhibit B).
4. **Entertainment Expenses.** The Library shall not reimburse any Library Trustee or employee for any entertainment expense unless such expense is ancillary to the purpose of the program or event.
5. **Board Approval of Certain Reimbursable Expenses.** The following expenses for travel, meals, and lodging may be approved only by a roll call vote at an open meeting of the Board of Library Trustees:
 - a. Any reimbursable expenses of an employee that exceeds the maximum allowed;
 - b. Any reimbursable expense of a Library Trustee.
6. **Forms.** The Library Director is authorized to develop such additional forms as the Library Director deems helpful consistent with this Resolution and the Act.
7. **Conflict.** All resolutions or part of resolutions conflicting with any provision of this Resolution shall be superseded by way of this Resolution.
8. **Effective Date.** This Resolution shall be in full force and effect from and after its adoption.

Adopted November 15, 2016, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Kathleen Meierhoff, President, Board of
Library Trustees of the Lake Bluff
Public Library

(Library Seal)

ATTEST:

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

PERMITTED TRAVEL EXPENSES

The Library shall reimburse expenses, including transportation, meals, and lodging which are reasonably necessary for Library business. Examples of expenses which may be reimbursed include expenses for conferences, meetings, or any other events or programs consistent with the Library's mission.

The maximum reimbursable amounts are as follows:

Maximum Reimbursable Rates for Transportation	
Air Travel	Lowest reasonable rate (coach)
Auto	IRS standard mileage rate at time of reimbursement (\$0.54 for 2016)
Rental Car	Lowest reasonable rate (midsize vehicle)
Rail or Bus	Lowest reasonable rate (cost shall not exceed airfare)
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate

Maximum Reimbursable Rates for Meals	
Breakfast	\$15.00
Lunch	\$15.00
Dinner	\$20.00

Maximum Reimbursable Rates for Lodging	
Chicago and Suburban Cook County	\$200.00 / night
DuPage, Kane, Lake, McHenry and Will Counties	\$100.00 / night
All other Illinois Counties	\$100.00 / night
Outside of Illinois	As approved by the Board

Exhibit A
Ordinance No. 16-2
Resolution Regulating Reimbursement of Travel, Meal and Lodging Expenses

REIMBURSEMENT REQUEST FORM

- (1) Name and title of the person who received or is requesting reimbursement of travel, meal, or lodging expense:

Name

Job Title

- (2) Date or dates and nature of the Library business in which the travel, meal, or lodging expense was or will be expended.

Name of Event or Program

Date(s) of Event or Program

Location of Event or Program

Purpose of Event or Program

- (3) Documentation describing the Library District business event or program is attached, if appropriate.
- (4) Attachments:
- (a) An explanation of the basis for your estimated travel expenses if expenses have not yet been incurred; or
- (b) Receipts if the expenses have been incurred.
- (5) You may provide the Library Board with such other documentation as would assist the Library Board in considering your request for reimbursement.
- (6) At the discretion of the Library Board, additional documentation relevant to the request for reimbursement may be required.

Name

Date

Board Meeting Dates for Calendar Year 2017

January 17, 2017

February 21, 2017

March 21, 2017

April 18, 2017

May 16, 2017

June 20, 2017

July 18, 2017

August 15, 2017

September 19, 2017

October 17, 2017

November 14, 2017 (Second Tuesday)

December 12, 2017 (Second Tuesday)

All dates are the third Tuesday of the month unless otherwise indicated. Meetings to be held at the Library at 7:00pm.

UPDATE:

For the past 5 years, there has been an average of 6 agenda items in November, 3 in December, and 3 in January. With the levy being finalized in October or November, and the budget discussed and completed in December and January, these three months are at the heart of annual fiscal planning. I recommend keeping all three meeting dates, but meeting on the second Tuesday in November and December.

Respectfully submitted,

Eric Scott Bailey

Updates on Building Project and Fundraising

1. Revised Estimate

Please see attached for a revised construction estimate for a new building on the PNC property. Joe Huberty revised the cost to reflect the need to provide space for the Museum, as we would be required to do. The new estimate is for \$7.8M, not including the cost of the property itself.

2. Construction at Current Location

I discussed with Mr. Huberty the cost of a new building at the Library's current location. Joe stated that the construction cost estimate for the PNC location could also be applied to the Library's current location. There would be no additional cost for purchasing new lots, but there would be an added cost for moving the Library and Museum collections to an alternative location while construction took place.

3. Total Space of Museum

I was in error at the last meeting when I stated that the Museum's space was 3,000 square feet. The Museum has 1,700 square feet.

4. Approval of Sale of Library Building

The Intergovernmental Agreement between the Museum, Library, and Village provides that any sale of the current property must be approved by the Village.

5. Meeting with Museum

The follow up meeting with the Museum will be held at 4:00pm on Monday, November 28th. The Museum would like to discuss options they believe would work for both organizations.

Respectfully submitted,

Eric Scott Bailey



October 4, 2016

Revised November 4, 2016 to include Museum Spaces

UPDATED COST MEMORANDUM

Lake Bluff Public Library | Expansion/Renovations & Replacement Building Cost Models
Engberg Anderson Project No. 142357

TO: Eric Bailey, Director
FROM: Joe Huberty

Lake Bluff Public Library
Engberg Anderson

SUMMARY

Per your request we have reviewed the likely costs associated with constructing a new building to house the Library on the site of the existing PNC Bank building. This revised version includes a space allocation for the Museum as well as an expanded Library component. While there are many assumptions inherent in this exercise there are also several “typical” library construction costs that can be allocated to give you and the Trustees a sense of the resources needed to accomplish such a goal.

We have put these costs into the context of the previously investigated Expansion/Renovation concepts. Each of these has been updated to reflect our sense of current escalation rates in play throughout the construction industry. The 3% rate has been increased to a minimum of 3.5%. A corresponding calculation has been made for each option utilizing a 5% escalation rate. These are based on recently negotiated labor agreements that include 2.75% to 3.5% annual increases, and information that recent projects have seen increases in the costs of metal products. The industry is still volatile with pressures driving both increases and decreases in other commodities and energy.

The New Building costs were prepared by Shales McNutt Construction, a regional leader in providing construction management services on new and renovated libraries. Shales McNutt developed the cost models for the Expansion/Renovation options prepared as part of the 2014 study. This provides a uniformity of approach and a certain consistency in the estimates. We have checked the base cost with an independent cost estimator in Buffalo Grove, Construction Resources Management (CRM). CRM has provided estimating services on library projects throughout the country. The parties agree on the probable overall unit costs for building construction. The result of this effort is summarized in Table 1.

Our sense of the cost of a New Building on the PNC site is \$7.8 to \$9 million exclusive of land acquisition costs. An additional allowance for an interim facility (Library and Museum) is needed if the New Building were to be constructed on the existing Library/Museum site.

This range is the product of two factors. The first is continuing the Building Committee’s notion that “everything costs more” and that the estimates should all generally be rounded up. In the case of the 2014 Study, the

Option 3+ estimate was rounded up from \$3.5 million to \$4 million. A similar increase (14%) has been applied to all options.

The second factor is the range in likely escalation. At one end is the 3.5% allowance. At the other end of the scale is the 5% allowance. The low-end estimate (with 3.5% escalation) is rounded up from \$7.8 million to \$8.9 million, again without land acquisition. The high-end estimate (with 5% escalation) is rounded up from \$8 million to \$9.2 million.

We believe the most likely comparison is \$4.2 million for the Expansion Renovation and \$7.8 million for a New Building on the PNC site, again without land acquisition. These are outlined in orange in Table 1.

Table 1 - Cost Model Summary for Expansion/Renovation Option 3+ and for a New Building Option N

November 4, 2016								
		Area:	12,100	14,500				
		Option 3+	Option N		Option N			
		West Expansion + North Infill	New Building		Cost Component	\$	\$/SF	
Construction		\$1,733,500	\$261.80	\$3,796,100	Concrete	\$348,500	\$24.03	
Demolition			\$2.76	\$40,000	Masonry	\$126,500	\$8.72	
General Conditions		\$150,000	\$45.33	\$657,300	Metals	\$378,000	\$26.07	
Site Development			\$24.03	\$348,500	Wood & Plastics	\$102,500	\$7.07	
Phasing/Moving		\$75,000	\$6.90	\$100,000	Thermal & Moisture	\$87,000	\$6.00	
Contingencies	Design	5%	\$86,675	\$13.09	\$189,805	Doors & Windows	\$190,600	\$13.14
	Construction	10%	\$173,350	\$26.18	\$379,610	Finishes	\$787,300	\$54.30
Total - Building					Specialties	\$80,600	\$5.56	
		\$2,218,525	\$380.09	\$5,511,315	Equipment	\$10,000	\$0.69	
FF&E		\$431,500	\$29.76	\$431,500	Conveying	\$50,000	\$3.45	
Technology	\$5	\$60,500	\$17.50	\$253,750	Mechanical			
Signage	\$2	\$24,200	\$7.00	\$101,500	Fire Protection	\$39,600	\$2.73	
					Plumbing	\$137,500	\$9.48	
Expenses		\$60,000	\$5.52	\$80,000	HVAC	\$480,000	\$33.10	
Fees		419,209	\$57.18	829,148	Electrical	\$276,000	\$19.03	
					Low Voltage	\$54,000	\$3.72	
TOTAL (Q1, 2015)		\$3,213,934	\$497	\$7,207,213	TOTAL - BUILDING (L)	\$3,148,100	\$217	
\$/SF		\$266		\$497	MUSEUM ALLOCATION	\$648,000	\$270	
					TOTAL - BUILDING (L+M)	\$3,796,100	\$264	
Escalation based on Q2 2016 Referendum								
Estimate Date			2015.25	2016.50				
Midpoint of Construction			2018.25	2018.75				
Escalation Period	Yrs		3.00	2.25				
Escalation (Rate)	3.5%		\$349,412	\$580,020				
TOTAL with 3.5% escalation			\$3,563,346	\$7,787,233				
Round up to:			\$4,100,000	\$8,900,000				
Escalation (Rate)	5.0%		\$506,596	\$836,254				
Total with 5% escalation			\$3,720,530	\$8,043,467				
Round up to:			\$4,200,000	\$9,200,000				

In review of Lake County records, the two most recent sales of the PNC parcels suggest an acquisition cost of \$1.5 to \$1.8 million.

If the Library were to be rebuilt on the current site, an additional allowance for an Interim Library/Museum would need to be included. The cost would be dependent on:

- The nature of the “acceptable level of service” – how much space do you need during the reconstruction. In many cases Libraries reduce services to reduce the amount of area needed which in turn reduces the cost of the project.
- The rental/lease period corresponding to the time needed for the time required for
 - Demolition of the existing facility
 - Construction of the new building
 - Moving the library and museum operations out of the current facility and back to the completed new building.
- Prevailing rental costs for suitable space – structural capacity and sufficient public restrooms are typical concerns.
- Costs to modify the temporary space to support library/museum service. This may include things like a temporary network.

COST MODELING ASSUMPTIONS & LIMITATIONS

The unit costs used to build the overall estimate include demolition of the existing bank, a two-story building, steel frame, masonry exterior (something nice that will fit into Lake Bluff), new site work, and the furnishings and equipment needed to make it a working library.

The Museum component of this model presumes that the current space is adequate for effective operation. A new building would most likely bring the loft spaces to a location immediately adjacent to the public portions of the Museum and thus provide greater efficiency. This would presumably translate into more useable space. We are presuming a share lobby and separation of the Library and Museum operations. We are also assuming a separate mechanical system with a fair level of temperature and humidity control. Higher levels of environmental control would be predicated on specialized rooms or specialized storage or display cases.

It is important to remember that these are conceptual level estimates (cost models) and that many decisions regarding material selection, systems development and project parameters have yet to be defined. Market conditions, as always, are beyond the control of the architect or estimator and will vary over time. No guarantee can be given or implied that costs will not vary from these models. It is imperative that additional estimates are prepared as the project is developed to ensure conformance with project budgets.

POTENTIAL FEES

If the Library is to pursue either (or both) options to develop a more precise estimate of costs, fully understand the service performance, win community support, or secure financing, we suggest that additional, specific designs be developed. The Renovation/Expansion concept will require more specific and detailed engineering earlier in the process than the New Building concept. We suggest a complete schematic design for this concept. The New Building is much simpler to conceptualize. We would recommend a “pre-funding schematic design” (roughly 2/3 of a full schematic design), to address the various planning issues. Along with these efforts, the Library would incur additional expenses to more fully understand the potential sites. Topographic surveys and geotechnical investigations (soil borings) would be needed, and a phase 1 environmental assessment is needed as part of a due diligence effort on any land acquisition.

These probable costs are identified in Table 2. These fee projections are based on the low end escalation calculation (3.5%) and do not include the rounding up of the project budget by 14%. We also assume a construction management form of delivery. This allows the Library to secure estimating, construction coordination and value engineering services early in the process. It also allows you to interview qualified firms as a professional service.

Table 2 Potential Fees

Fees are provided for various approaches.

- If the Library elects a particular concept prior to the start of the design work, then the Site Comparison Fee does not apply.
- If the Library desires a more detailed comparative analysis, an initial \$5,000 fee is added to the overall fee for the approach the is eventually selected.
- If the Library needs a detailed comparison requiring schematic or pre-funding schematic level development, then the fee is the sum of the SD and PFSD fees. In that case no Site Comparison Fee is required.
- Fees are adjusted to include design of the Museum component of the building.

	Expansion/ Renovation	New Building	Notes
All Fees, entire project	\$460,315	\$863,661	Includes Construction Manager
A/E Fees, entire project	\$337,564	\$633,351	Includes Engineers (C, S, MEP, LA)
Site Comparison	\$5,000	\$5,000	
PFSD	10%	\$63,335	Next Step: Set the big picture - site selection, building design, cost estimate
SD	15%	\$50,635	
rSD	5%	\$31,668	
DD	15%	\$50,635	\$95,003
CD	35%	\$118,148	\$221,673
B	8%	\$27,005	\$50,668
CA	27%	\$91,142	\$171,005
	100%	\$337,564	\$633,351
Expenses			
Surveys	\$4,200	\$5,200	Individual, less if both are concurrent
Geotechnical	\$3,500	\$3,500	Individual, less if both are concurrent
Phase 1 Environmental		\$3,500	
CM Fee	\$12,000	\$12,000	Individual, less if both are concurrent

As with the cost models, these fee projections can be adjusted to suit a project budget. After you and the Library team have reviewed this information, please call with any questions or concerns.

EA File Name: P:\2014 2324\142357 Lake Bluff Public Library\1-Project Administration\4-Estimates\Estimates\2016 Update\Updated Cost Memorandum.Docx

Director's Report

Library Journal Rankings

The Lake Bluff Public Library is one of the nation's top 100 libraries in its budget category of \$400K to \$999.9K according to the 2016 edition of the *Library Journal Index* of Public Library Service. Out of the 1,414 reporting libraries in this budget category, the Lake Bluff Public Library earned an overall ranking of 76th in the nation and is the highest ranking Illinois library in its budget category. The 2016 rankings represent significant growth for the Library. Five years ago, the Library was ranked 182nd in its budget category nationwide and 5th in Illinois. A press release has been drafted and sent to various news outlets, Village Administrator Drew Irvin (with a request that he pass it along to the Village Board), and to the Chamber of Commerce.

Flags

An American flag was in place for regular display in front of the library starting November 8th. Carol Carter brought in an assortment of smaller flags for display on November 11th, Veteran's Day.

'A Childhood Lost and Found'

On Monday, November 7th the Library hosted a Museum sponsored program, 'A Childhood Lost and Found', on the Lake Bluff Children's Home. With attendance pushing our upper limit of 50 for the Spruth Room and some attendees coming in from out of town the venue was moved to the larger confines of the Public Safety Building. Skylar Reinhard did a wonderful job coordinating with the Museum on the program.

Book Sale Cart

We have had some demand for a small 'Book Sale.' Liliana LaValle was able to pull together a cart of sale items to fill this need. It is in place near the old entrance, where tax forms had previously been available. The dwindling number of tax forms we receive each year no longer warranted an entire filing cabinet.

Murder in the Stacks!

On Friday, October 21 Eliza Jarvi and Liliana LaValle hosted the enthusiastically attended 'Life-Sized Clue: Murder in the Stacks' at the Library. For the program,

Eliza's husband Jake played the 'body' and the entire building was temporarily turned into a giant game board. Some of the attendees also came in costume.

Statistics Report

The new statistics report has proven challenging for use at Board meetings. I am working toward a new version that should provide more clarity. For this packet, the statistics are in the old format. While this layout does have various shortcomings, it is relatively straightforward for the reader.

Statistics Report

Circulation and User Visits were both down slightly in October, but we remain up for the year overall. The numbers for Circulation of eMaterials, Programs Held, and Program Attendance all continue to be well above those for previous years. The Teen Collection saw its circulation dip last year following a move to the second floor. Eliza Jarvi has worked diligently to establish the collection in its new location, and as a result circulation has rebounded this year.

Fair Labor Standards Act (FLSA) Changes

The Department of Labor has made some changes to the Fair Labor Standards Act (FLSA), to go into effect December 1st, 2016. The changes aimed at adjusting the qualifications for exempt employment status will affect us. I am coordinating with Department Heads to ensure we will be compliant. This shift affords us both new opportunities and new challenges, which I hope to discuss with the Human Resources Committee.

Respectfully submitted,

Eric Scott Bailey

Monthly Statistics Summary October 2016

Library Usage Summary

Total October Circulation

FY	Total	Avg. Circ/Hour	%Change
16-17	8,055	32.88	-3.50%
15-16	8,347	33.52	-1.16%
14-15	8,445	33.65	0.00%

Total October Visits

FY	Total Visits	Avg. Visits/Hour	%Change
16-17	5,991	24.45	-0.76%
15-16	6,037	24.24	-0.30%
14-15	6,055	24.12	0.00%

Total October Programs

FY	# of Programs	%Change	Attendance	%Change
16-17	34	36.00%	384	15.66%
15-16	25	0.00%	332	24.81%
14-15	25	0.00%	266	0.00%

Online Access

Total October eMaterial Circulation

FY	eBook/eAudio	eVideo	eMusic	eMagazines	%Change
16-17	796	0	171	27	20.34%
15-16	665	1	141	19	2.74%
14-15	556	9	192	47	0.00%
	0	0	0	0	%

Total October Website Usage

FY	Page Loads	%Change	Unique Visitor	%Change
16-17	8,638	-4.99%	5306	-5.40%
15-16	9,092	-6.31%	5609	-5.98%
14-15	9,704	0.00%	5966	0.00%

Total October Database Usage

FY	Research	Novelist	Tumblebooks	%Change
16-17	203	685	2	-45.33%
15-16	779	776	73	283.06%
14-15	118	303	4	0.00%

Other Services

Total October Other Services

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
16-17	1	134	40	5
15-16	2	124	41	2
14-15	2	151	28	0

Total Circulation Fiscal Year to Date

FY	Total	Avg. Circ/Hour	%Change
16-17	58,490	42.45	1.86%
15-16	57,424	41.67	1.60%
14-15	56,520	40.81	0.00%

Total User Visits Fiscal Year to Date

FY	Total Visits	Avg. Visits/Hour	%Change
16-17	39,820	28.90	5.67%
15-16	37,685	27.35	-8.57%
14-15	41,219	29.76	0.00%

Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
16-17	189	0.53%	4,738	7.32%
15-16	188	9.30%	4,415	-1.08%
14-15	172	0.00%	4,463	0.00%

Total eMaterial Circulation Fiscal Year to Date

FY	eBook/eAudio	eVideo	eMusic	eMagazines	%Change
16-17	4,954	1	865	136	7.18%
15-16	4,333	12	1,055	157	24.32%
14-15	3,166	41	947	316	0.00%
	0	0	0	0	%

Total Website Usage Fiscal Year to Date

FY	Page Loads	%Change	Unique Visitor	%Change
16-17	52,404	-11.64%	33,491	-5.88%
15-16	59,307	13.04%	35,584	12.58%
14-15	52,465	0.00%	31,608	0.00%

Total Database Usage Fiscal Year to Date

FY	Research	Novelist	Tumblebooks	%Change
16-17	1,400	4,951	41	-20.68%
15-16	2,913	4,744	402	210.92%
14-15	1,608	897	87	0.00%

Total Other Services Fiscal Year to Date

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
16-17	19	785	258	36
15-16	25	786	240	20
14-15	26	809	195	0

Monthly Statistics Summary October 2016

Adult Services Summary

Total October Circulation

FY	Fiction	Non-Fiction	A/V	Total	%Change
16-17	858	879	1,862	3,599	-7.72%
15-16	805	1,092	2,003	3,900	-6.94%
14-15	1,033	992	2,166	4,191	0.00%

Total October Programs

FY	# of Programs	%Change	Attendance	%Change
16-17	14	133.33%	106	-44.79%
15-16	6	0.00%	192	284.00%
14-15	6	0.00%	50	0.00%

Teen Services Summary

Total October Circulation

FY	Total	%Change
16-17	126	57.50%
15-16	80	-32.20%
14-15	118	0.00%

Total October Programs

FY	# of Programs	%Change	Attendance	%Change
16-17	6	20.00%	34	183.33%
15-16	5	-16.67%	12	-20.00%
14-15	6	0.00%	15	0.00%

Youth Services Summary

Total October Circulation

FY	Fiction	Non-Fiction	A/V	Total	%Change
16-17	2,046	515	486	3,047	-5.37%
15-16	2,075	473	672	3,220	5.13%
14-15	1,865	367	831	3,063	0.00%

Total October Programs

FY	# of Programs	%Change	Attendance	%Change
16-17	14	0.00%	244	90.63%
15-16	14	7.69%	128	-36.32%
14-15	13	0.00%	201	0.00%

Technical Services Summary

Total October Activity

FY	Acquisitions	Deletions
16-17	670	484
15-16	707	262
14-15	637	278

Total Circulation Fiscal Year to Date

FY	Fiction	Non-Fiction	A/V	Total	%Change
16-17	6,331	5,691	12,532	24,554	-3.01%
15-16	6,349	6,386	12,582	25,317	-2.65%
14-15	6,726	5,783	13,496	26,005	0.00%

Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
16-17	69	25.45%	691	-15.11%
15-16	55	41.03%	814	62.15%
14-15	39	0.00%	502	0.00%

Total Circulation Fiscal Year to Date

FY	Total	%Change
16-17	1,235	46.15%
15-16	845	-39.81%
14-15	1,404	0.00%

Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
16-17	39	25.81%	131	-27.62%
15-16	31	-38.00%	181	13.84%
14-15	50	0.00%	159	0.00%

Total Circulation Fiscal Year to Date

FY	Fiction	Non-Fiction	A/V	Total	%Change
16-17	17,342	3,203	4,435	24,980	5.72%
15-16	15,638	3,079	4,912	23,629	2.35%
14-15	14,939	2,342	5,806	23,087	0.00%

Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
16-17	81	-20.59%	3,916	14.50%
15-16	102	22.89%	3,420	-10.05%
14-15	83	0.00%	3,802	0.00%

Total Activity Fiscal Year to Date

FY	Acquisitions	Deletions
16-17	3,554	4,320
15-16	3,738	2,677
14-15	3,615	2,161