

October 18th, 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	Discussion of FY17-18 Levy and FY15-16 Auditor's Report (CAFR) with Susan Griffin and Marlene Scheibl from the Village of Lake Bluff (30 minutes)(7:32pm)	
5	Consent Agenda	
	Minutes of September 20th, 2016 Board of Trustees Meeting (action)(2 minutes)(7:34pm)	3A-3C
6	Treasurer's Report and Financial Reports (White and Yellow) (5 minutes)(7:39pm)	
	September Financial Summary Report (action)	4A-4C
	September Detailed Revenue & Expense Report (action)	5A-5E
	September Detailed Balance Sheet (action)	6A-6E
7	Approval of Checks (Green) (5 minutes)(7:44pm)	
	September Manual Check Report (action)	7A
	September Check Register (action)	8A-8M
8	Committee Reports (10 minutes)(7:54pm)	9A
9	New Business	
	Tax Levy for FY2017-2018 (action)(10 minutes)(8:04pm)	10A-10C
	Board Meeting Dates for 2017 (action)(5 minutes)(8:09pm)	11A
	Local Government Travel Expenses Control Act (action)(10 minutes)(8:19pm)	12A-12E
	Per Capita Grant FY17-18 Requirements (10 minutes)(8:29pm)	13A-13J
	Audit for FY15-16 (action)(10 minutes)(8:39pm)	
	Selection of Date for Holiday Luncheon (5 minutes)(8:44pm)	
10	Old Business	
	Discussion of PNC Bank Property (15 minutes)(8:59pm)	14A-14D
	Fundraising and Building Project (10 minutes)(9:09pm)	
11	Director's Report (5 minutes)(9:14pm)	
	Librarian's Narrative Report	15A-15B
12	Executive Session(s) (10 minutes)(9:24pm)	
13	Any and All Other Business ...	
14	Adjournment (1 minute)(9:25pm)	
15	Attachments	
	Usage Statistics for the Month of September	16A-16C
	Friends Meeting Attendees for 2016	17A
	LibraryJournal: 360 Degree Fundraising	18A-18F
	Annual Financial Report	
	Auditor's Communication to the Board of Trustees	

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, October 18th, 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. **Discussion of FY17-18 Levy and FY15-16 Auditor's Report (CAFR) with Susan Griffin and Marlene Scheibl from the Village of Lake Bluff (30 minutes)(7:32pm)**
5. **Approval of Minutes**
 - a. **Approval of Minutes of September 20th, 2016 Regular Board Meeting (action)(2 minutes)(7:34pm)**
6. **August 2016 Financial Reports – Detailed Balance and Revenue/Expense (White and Yellow Pages) (action)(5 minutes)(7:39pm)**
 - a. **September Financial Summary Report**
 - b. **September Detailed Revenue & Expense Report**
 - c. **September Detailed Balance Sheet**
7. **Approval of checks (Green Pages) (5 minutes)(7:44pm)**
 - a. **September Manual Checks (12791-12793) (action)**
 - b. **September Monthly Checks (12794-12817) (action)**
8. **Committee Reports (10 minutes)(7:54pm)**

(Committees that met)

 - a. **Building Project Task Force (CHAIR: Meierhoff. MEMBERS: Schons.)**
 - b. **Finance Committee (CHAIR: Butler. MEMBERS: Kregor.)**

(Committees that did not meet)

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

9. New Business

- a. Tax Levy for FY2017-2018 (action)(10 minutes)(8:04pm)
- b. Board Meeting Dates for 2017 (action)(5 minutes)(8:09pm)
- c. Local Government Travel Expenses Control Act (action)(10 minutes)(8:19pm)
- d. Per Capita Grant FY17-18 Requirements (10 minutes)(8:29pm)
- e. Audit for FY15-16 (action)(10 minutes)(8:39pm)
- f. Selection of Date for Holiday Luncheon (5 minutes)(8:44pm)

10. Old Business

- a. Discussion of PNC Bank Property (15 minutes)(8:59pm)
- b. Fundraising, and Building Project (10 minutes)(9:09pm)
- c.

11. Director's Report (5 minutes)(9:14pm)

- a. Director's Narrative Report

12. Executive Session(s)**(10 minutes)(9:24pm)**

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

13. Any and all other business which may properly come before the Board**14. Adjournment (1 minute)(9:25pm)****Attachments:**

Friends Meeting Attendees for 2016
 Usage Statistics for the Month of September, 2016
 LibraryJournal: 360 Degree Fundraising
 Tax Levy Summary
 Proposed Meeting Dates for 2017
 Proposal for Local Government Travel Expenses Control Act
 Per Capita Grant FY17-18 Requirements and Responses
 Annual Financial Report from Auditors
 Auditor's Communication to the Board of Trustees
 Summary of Projected Building Costs at PNC Property

Upcoming Board Meetings: November 15, 2016, December 20, 2016, and January 17, 2017

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, September 20, 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 7:02 pm. Present were Trustees Scott Butler, Tim Kregor, Janie Jerch, Carl Schons, Cal Stroh, Romain Wojda, Library Director Eric Bailey, and Library Employee Martha O'Hara.
2. **Additions & Corrections to the Agenda:** There were none.
3. **Opportunity for Public to Address the Board:**
 - a. Carol Russ appeared to talk about the new Caucus organization (www.VoteLakeBluff.org), in which all the caucuses (Village, Parks, Library, District 65, District 115) have been rolled into one caucus in which all those seeking election will appear at one of two Town Meetings (Dec. 6, 2016 for Library and Village Boards, Dec. 7 2016 for Park and both School Boards).
 - b. Margaret Abel appeared to tell us that the Friends of the Library have collected a nice sum of money from local businesses sponsoring fundraisers on the Library's behalf, and that the funds will go for drywalling the Children's Activity Room and for a 1-year subscription to the New York Times. She also questioned whether residents of the new Senior Living facility being built in north Lake Bluff will be able to get library privileges.
4. **Approval of Minutes**

There was one typo and one change to Item 12 from the Aug 16, 2016 minutes. O'Hara noted that the Village of Lake Bluff is beginning the strategic planning process, not the local Chamber of Commerce.

Butler moved and Stroh seconded a motion to accept the August 16, 2016 minutes with the above changes; all voted aye.
5. **August 2016 Financial Reports**
 - a. Bailey reported from the August Financial Summary Report that the finances are on course for this fiscal year after Butler questioned why we seem to be 1/2 of the way through some line items from the FY2016-17 budget despite being only 1/3 of the way through the time period. He explained that some of the bigger ticket items must be paid out early in the fiscal year.
 - b. Butler moved and Stroh seconded a motion to accept the August Detailed Revenue and Expense Report and the August Detailed Balance Sheet; all voted aye.
6. **Approval of checks**
 - a. Butler moved and Stroh seconded a motion to approve the August 2016 Manual Checks (12750-12753) and the August 2016 Monthly Checks (12754-12790); all voted aye.
7. **Committee Reports:**

(Committees that met.)

 - a. Building and Grounds (CHAIR: Schons, MEMBERS: Jerch, Meierhoff, and Stroh)
Schons reported that this committee met on August 30, 2016, to discuss two issues: HVAC control systems and replacement of shelving and carpeting in the Children's Library.

- a. (cont'd) B&G decided to recommend that the Board accept the bid from LFI (Library Furniture International) in the amount of \$28,848.00 to remove and recycle the old shelves and install new ones. At this point, Schons moved and Stroh seconded a motion to accept the bid from LFI as well as add a small amount to repair the carpet in the Children's Library for a total amount of up to \$30,000.00; all voted aye.
 - b. Building Project Task Force (CHAIR: Meierhoff, MEMBER: Schons) Meierhoff reported that they met on August 26, 2016, to identify potential donors and to begin drafting a prospectus for the fund-raising effort.
 - c. Policy and Bylaw Committee (CHAIR: Stroh, MEMBERS: Meierhoff and Schons) Bailey reported that he met with this committee on September 6, 2016, to discuss a new circulation policy, which was last updated in 2009. Changes being considered include the transition from juvenile library cards to adult library cards, replacement fees for lost materials, handling of outstanding fines, and number of renewals allowed.
- (Committees that did not meet.)
- a. Finance (CHAIR: Butler, MEMBER: Kregor)
 - b. Human Resources (Chair: Butler, Members: Meierhoff, Stroh, and Wojda)
 - c. Long Range Planning (CHAIR: Kregor, MEMBERS: Butler, Schons, and Wojda)
 - d. Outreach (CHAIR: Schons, MEMBERS: Butler.)
 - e. Intergovernmental (CHAIR: Bailey, MEMBERS: Jerch, Stroh)

8. New Business

- a. Stroh moved, Butler seconded a motion to accept the calendar of Library closings for 2017 provided by Bailey; all voted aye.
- b. Schons moved, Stroh seconded a motion to approve the recommended changes to the Circulation Policy, effective November 1, 2016; all voted aye.
- c. The vote concerning the new shelving and carpet repair for the Children's Library occurred during the Committee Reports.

9. Old Business:

- a. Meierhoff and Butler attended a Friends of the Library meeting to update them on the status of the Building Project; they received varied reactions from the Friends.
- b. Butler will attend the October FoL meeting in place of Wojda, and will also continue to work on the prospectus.
- c. Bailey was asked about the status of the PNC property, which has come back on the market. Meierhoff met with the Finance Committee of the Village Board to share information about our plans to fund-raise for expansion, and also mentioned that we will look into the PNC property as an alternative. Bailey will ask our building contractor to come up with an estimate for new construction, based on square footage, just to explore possibilities and for grins.

10. **Director's Report:** Ross Shanley-Roberts made the requested changes to the Monthly Usage Report. Small American flags were purchased and displayed for Lake Bluff's first Patriot Day. Bailey noted that it is time for the twice yearly review of executive session minutes. Butler moved, and Kregor seconded a motion to keep closed any closed meeting minutes; all voted aye.

11. Executive Session: There was none.

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

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

12. Adjournment

Butler moved and Wojda seconded a motion to adjourn the meeting; all voted aye. Meeting adjourned at 8:55 pm.

Respectfully submitted,

Janie Jerch

Financial Summary

September, 2016

10/14/2016

4A

Description	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	\$ 857,091	\$ 886,048	96.7%	97.6%	\$ 849,991	97.3%	\$ 873,917
Rental Fines	5,069	12,500	40.6%	0.6%	5,174	43.1%	12,000
State Per Capita Grant	4,411	7,153	61.7%	0.5%	-	0.0%	7,153
Non-Resident Fees	3,325	7,000	47.5%	0.4%	3,858	55.1%	7,000
Miscellaneous Revenue	696	2,500	27.9%	0.1%	883	29.4%	3,000
Other Grants	-	5,000	0.0%	0.0%	-	0.0%	5,000
Photo-copy Charges	937	2,000	46.9%	0.1%	894	44.7%	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	1,203	400	300.7%	0.1%	195	48.6%	400
Naperville (Impact) Fees	4,319	-	--	0.5%	4,319	--	-
Restricted Donations/Gifts	685	15,000	4.6%	0.1%	5,009	25.0%	20,000
Unrestricted Donations/Gifts	67	1,000	6.7%	0.0%	37	3.7%	1,000
Total Revenues	\$ 877,803	\$ 947,501	92.6%	100.0%	\$ 870,749	92.7%	\$ 939,370
Use of Fund Balance Reserves		\$ -					\$ -
Total Projected Revenues & Use of Reserves		947,501					939,370
Expenditures							
Librarian Salaries	\$ 129,060	\$ 311,000	41.5%	31.2%	\$ 125,743	56.1%	\$ 224,000
Staff Salaries	\$ 73,347	176,000	41.7%	17.7%	\$ 80,154	30.9%	259,000
Medical Insurance	\$ 27,429	74,000	37.1%	6.6%	\$ 24,341	30.4%	80,000
Other Employee Benefits	\$ -	250	0.0%	0.0%	\$ -	0.0%	250
Employer IMRF	\$ 17,491	46,000	38.0%	4.2%	\$ 18,642	41.4%	45,000
Employer FICA	\$ 15,062	37,000	40.7%	3.6%	\$ 15,438	41.7%	37,000
<i>Subtotal Personnel Expense</i>	\$ 262,389	\$ 644,250	40.7%	63.4%	\$ 264,318	41.0%	\$ 645,250
Building Maintenance	\$ 14,180	\$ 28,000	50.6%	3.4%	\$ 12,450	51.9%	\$ 24,000
Elevator Maintenance	\$ 38	2,000	1.9%	0.0%	\$ 38	1.9%	2,000
Grounds Maintenance	\$ 1,579	8,000	19.7%	0.4%	\$ 1,413	17.7%	8,000
Copier Maintenance	\$ 2,920	5,000	58.4%	0.7%	\$ 2,148	47.7%	4,500
<i>Subtotal Maintenance Expense</i>	\$ 18,718	\$ 43,000	43.5%	4.5%	\$ 16,049	41.7%	\$ 38,500
Other Professional Services	\$ 30	\$ 1,000	3.0%	0.0%	\$ 12	0.2%	\$ 5,000
Computer Services	\$ 8,940	12,000	74.5%	2.2%	\$ 9,290	61.9%	15,000
Legal Services	\$ 1,268	3,000	42.3%	0.3%	\$ 1,404	56.2%	2,500
Professional Development	\$ 1,770	3,000	59.0%	0.4%	\$ 555	18.5%	3,000
Dues	\$ 870	2,000	43.5%	0.2%	\$ 747	37.4%	2,000
Utilities	\$ 5,478	12,500	43.8%	1.3%	\$ 5,490	61.0%	9,000

LAKE BLUFF PUBLIC LIBRARY
REVENUE AND EXPENDITURE REPORT
For period ending September 30, 2016

10/14/2016

413

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%	\$ 988	32.9%	3,000
Printing/E-News	\$ 4,368	9,500	46.0%	1.1%	\$ 3,796	44.7%	8,500
Office Supplies	\$ 3,395	5,000	67.9%	0.8%	\$ 1,819	31.6%	5,750
Bldg/Grounds Supplies	\$ 767	2,000	38.4%	0.2%	\$ 668	33.4%	2,000
Technical Services Supplies	\$ 1,330	9,500	14.0%	0.3%	\$ 1,837	36.7%	5,000
<i>Subtotal Contracts & Commodities</i>	\$ 28,613	\$ 62,500	45.8%	6.9%	\$ 26,606	43.8%	\$ 60,750
Hospitality Program Support	\$ 52	500	10.4%	0.0%	\$ 22	4.4%	500
Adult Program Support	\$ 2,716	5,000	54.3%	0.7%	\$ 2,270	45.4%	5,000
Juvenile Program Support	\$ 3,654	5,800	63.0%	0.9%	\$ 4,209	72.6%	5,800
Outreach Program Supplies	\$ 524	1,000	52.4%	0.1%	\$ 606	60.6%	1,000
Teen Program Supplies	\$ 876	1,200	73.0%	0.2%	\$ 466	38.8%	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>	\$ 7,822	\$ 25,653	30.5%	1.9%	\$ 12,994	50.7%	\$ 25,653

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LAKE BLUFF PUBLIC LIBRARY
REVENUE AND EXPENDITURE REPORT
For period ending September 30, 2016

10/14/2016

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	\$ 5,276	17,000	31.0%	1.3%	\$ 7,623	44.8%	17,000
Adult Fiction Books	\$ 5,464	14,000	39.0%	1.3%	\$ 6,011	42.9%	14,000
Adult Large Print Materials	\$ 130	500	25.9%	0.0%	\$ 192	38.5%	500
Adult AV Materials	\$ 5,919	15,000	39.5%	1.4%	\$ 5,766	38.4%	15,000
Adult Reference/e-Reference	\$ 8,347	21,000	39.7%	2.0%	\$ 6,080	29.0%	21,000
Juvenile Non-Fiction Books	\$ 1,952	7,000	27.9%	0.5%	\$ 4,284	61.2%	7,000
Picture Books	\$ 2,772	5,000	55.4%	0.7%	\$ 3,229	64.6%	5,000
Juvenile Fiction Books	\$ 3,336	9,000	37.1%	0.8%	\$ 2,392	26.6%	9,000
Juvenile AV Materials	\$ 262	1,500	17.4%	0.1%	\$ 659	43.9%	1,500
Juvenile e-Reference	\$ -	1,000	0.0%	0.0%	\$ -	0.0%	2,000
Teen Books	\$ 1,098	2,750	39.9%	0.3%	\$ 1,024	37.2%	2,750
e-Books	\$ 1,838	10,000	18.4%	0.4%	\$ -	0.0%	6,250
Graphic Novels	\$ 125	500	25.1%	0.0%	\$ 145	29.0%	500
Periodicals	\$ 5,092	\$ 6,750	75.4%	1.2%	\$ 4,793	79.9%	\$ 6,000
Video Games	\$ 1,330	3,500	38.0%	0.3%	\$ 778	22.2%	3,500
<i>Subtotal Materials</i>	<i>\$ 42,940</i>	<i>114,500</i>	<i>37.5%</i>	<i>10.4%</i>	<i>\$ 42,977</i>	<i>38.7%</i>	<i>\$ 111,000</i>
Patron & Staff Software	\$ 2,715	5,000	54.3%	0.7%	\$ 2,567	51.3%	5,000
Library Automation Software	\$ 20,297	21,000	96.7%	4.9%	\$ 20,297	92.3%	22,000
Miscellaneous Expense	\$ 368	2,000	18.4%	0.1%	\$ 959	95.9%	1,000
<i>Subtotal Software/Other</i>	<i>\$ 23,380</i>	<i>28,000</i>	<i>83.5%</i>	<i>5.6%</i>	<i>\$ 23,823</i>	<i>85.1%</i>	<i>\$ 28,000</i>
FR Restricted Donations	\$ -	-	---	0.0%	\$ 2,551	---	-
Library Furnishings	8,654	26,000	33.3%	2.1%	-	0.0%	1,000
Computer Equipment	8,007	5,000	160.1%	1.9%	-	0.0%	1,000
Other Equipment	104	31,000	0.3%	0.0%	-	0.0%	1,000
Per Capita Grant Expenditures	2,485	-	---	0.6%	3,151	0.0%	-
Exterior Bldg Improvements	-	5,000	0.0%	0.0%	-	0.0%	1,000
Use of Unrestricted/Restrict Donat	920	16,000	5.7%	0.2%	248	1.2%	21,000
Contingency	10,000	5,598	178.6%	2.4%	770	14.8%	5,217
<i>Subtotal Capital, Grants & Dona</i>	<i>\$ 30,169</i>	<i>\$ 88,598</i>	<i>34.1%</i>	<i>7.3%</i>	<i>\$ 6,720</i>	<i>22.2%</i>	<i>\$ 30,217</i>
Total Expenditures	\$ 414,031	\$ 1,006,501	41.1%	100.0%	\$ 393,488	41.9%	\$ 939,370

Fund Balance as of April 30, 2016^a 564,658
YTD Addition to/(Subtraction from) Fund Balance 463,772
Fund Balance at month end 1,028,430

^aThe fund balance has not been audited yet.

DATE: 10/14/2016
TIME: 16:00:02
ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
DETAILED REVENUE & EXPENSE REPORT
ACTUAL VS. PRIOR VS. BUDGET
FOR 5 PERIODS ENDING SEPTEMBER 30, 2016

FUND: LAKE BLUFF PUBLIC LIBRARY
DEPT: REVENUES

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER 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	367,352.76	384,953.16	857,090.92	849,990.52	886,048.00	96.7%
TOTAL REVENUES: PROPERTY TAXES		367,352.76	384,953.16	857,090.92	849,990.52	886,048.00	96.7%
SERVICES & FEES							
80-40-403-48300	PHOTO-COPY CHARGES	141.70	182.00	937.35	893.50	2,000.00	46.8%
80-40-403-48500	NON-RESIDENT FEES	713.91	588.04	3,325.23	3,857.54	7,000.00	47.5%
TOTAL REVENUES: SERVICES & FEES		855.61	770.04	4,262.58	4,751.04	9,000.00	47.3%
FINES							
80-40-503-65000	RENTAL FINES	924.21	852.65	5,068.94	5,174.22	12,500.00	40.5%
TOTAL REVENUES: FINES		924.21	852.65	5,068.94	5,174.22	12,500.00	40.5%
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	313.56	41.40	1,202.63	194.54	400.00	300.6%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	12.90	2.40	67.06	37.28	0.00	100.0%
80-40-603-78001	RESTRICTED DONATIONS	0.00	0.00	684.60	5,008.79	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	0.00	4,319.34	4,318.72	0.00	100.0%
80-40-603-89000	MISCELLANEOUS INCOME	65.10	45.49	696.41	883.49	2,500.00	27.8%
TOTAL REVENUES: MISCELLANEOUS		391.56	89.29	11,380.84	10,832.82	11,800.00	96.4%
TOTAL REVENUES: REVENUES		369,524.14	386,665.14	877,803.28	870,748.60	919,348.00	95.4%
TOTAL FUND REVENUES		369,524.14	386,665.14	877,803.28	870,748.60	919,348.00	95.4%

DATE: 10/14/2016
 TIME: 16:00:02
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2016

5B
 PAGE: 2
 F-YR: 17

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER 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	129,060.11	125,742.92	311,000.00	41.4%
80-60-001-40050	STAFF SALARIES	14,648.72	15,655.28	73,346.67	80,154.49	176,000.00	41.6%
80-60-001-40400	MEDICAL INSURANCE	6,211.35	5,004.19	27,428.79	24,341.11	74,000.00	37.0%
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	3,580.82	3,782.21	17,491.44	18,641.81	46,000.00	38.0%
80-60-001-40951	EMPLOYER FICA TAX	3,004.20	3,063.46	15,062.45	15,438.07	37,000.00	40.7%
80-60-001-41000	BUILDING MAINTENANCE	744.29	927.25	14,180.45	12,450.30	28,000.00	50.6%
80-60-001-41020	ELEVATOR MAINTENANCE	0.00	38.00	38.00	38.00	2,000.00	1.9%
80-60-001-41050	GROUNDS MAINTENANCE	250.00	230.00	1,578.92	1,413.00	8,000.00	19.7%
80-60-001-41303	COPIER MAINTENANCE/SUPPLIES	823.02	738.22	2,920.30	2,147.84	5,000.00	58.4%
80-60-001-41304	OTHER PROFESSIONAL SERVICES	0.00	0.00	30.00	12.00	1,000.00	3.0%
80-60-001-41305	COMPUTER SERVICES	2,925.00	3,275.00	8,940.00	9,290.00	12,000.00	74.5%
80-60-001-41350	LEGAL SERVICES	0.00	0.00	1,267.50	1,404.00	3,000.00	42.2%
80-60-001-42400	PROFESSIONAL DEVELOPMENT	0.00	60.00	1,770.00	555.00	3,000.00	59.0%
80-60-001-42440	DUES	0.00	0.00	869.93	747.25	2,000.00	43.4%
80-60-001-43230	UTILITIES	943.80	1,410.00	5,477.63	5,490.13	12,500.00	43.8%
80-60-001-43300	POSTAGE	175.00	7.27	396.85	988.26	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	293.50	478.78	3,395.00	1,818.61	5,000.00	67.9%
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	58.95	144.29	767.42	668.07	2,000.00	38.3%
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	244.10	66.58	1,330.01	1,836.64	9,500.00	14.0%
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	0.00	51.92	22.03	500.00	10.3%
80-60-001-43710	ADULT PROGRAM SUPPLIES	110.45	36.26	2,716.36	2,269.56	5,000.00	54.3%
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	198.27	195.32	3,654.29	4,208.92	5,800.00	63.0%
80-60-001-43730	OUTREACH SUPPLIES	25.00	258.30	523.58	605.60	1,000.00	52.3%
80-60-001-43740	TEEN PROGRAM SUPPLIES	17.46	38.98	876.31	465.78	1,200.00	73.0%
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	1,140.08	1,894.05	5,276.05	7,623.44	17,000.00	31.0%
80-60-001-45100	ADULT FICTION BOOKS	773.33	1,122.72	5,463.93	6,010.92	14,000.00	39.0%
80-60-001-45110	ADULT LARGE PRINT MATERIAL	84.87	49.02	129.69	192.31	500.00	25.9%
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	1,305.79	1,452.94	5,919.36	5,765.81	15,000.00	39.4%
80-60-001-45220	ADULT REFERENCE/E-REFER	5.98	0.00	8,347.00	6,079.98	21,000.00	39.7%
80-60-001-45400	JUVENILE NON-FICTION	0.00	0.00	1,951.65	4,284.12	7,000.00	27.8%
80-60-001-45410	PICTURE BOOKS, READERS	672.21	836.98	2,772.33	3,229.07	5,000.00	55.4%
80-60-001-45420	JUVENILE FICTION	536.19	410.20	3,335.74	2,392.15	9,000.00	37.0%
80-60-001-45430	JUVENILE AUDIO-VISUAL	47.92	117.25	261.54	659.22	1,500.00	17.4%
80-60-001-45440	JUVENILE E-REFERENCE	0.00	0.00	0.00	0.00	1,000.00	0.0%
80-60-001-45450	TEEN BOOKS	0.00	234.40	1,098.15	1,023.94	2,750.00	39.9%
80-60-001-45460	E-BOOKS	0.00	0.00	1,837.53	0.00	10,000.00	18.3%
80-60-001-45470	GRAPHIC NOVELS	15.55	0.00	125.27	144.85	500.00	25.0%
80-60-001-45500	PERIODICALS	0.00	0.00	5,092.39	4,792.94	6,750.00	75.4%
80-60-001-45510	VIDEO GAMES	271.98	0.00	1,329.73	778.34	3,500.00	37.9%
80-60-001-45600	PATRON & STAFF SOFTWARE	143.95	9.95	2,715.38	2,567.38	5,000.00	54.3%
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	20,297.00	20,297.00	21,000.00	96.6%

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-- VILLAGE OF LAKE BLUFF --
DETAILED REVENUE & EXPENSE REPORT
ACTUAL VS. PRIOR VS. BUDGET
FOR 5 PERIODS ENDING SEPTEMBER 30, 2016

FUND: LAKE BLUFF PUBLIC LIBRARY
DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER 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	46.00	44.74	367.70	958.87	2,000.00	18.3%
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	8,654.00	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	8.99	0.00	8,006.87	0.00	5,000.00	160.1%
80-60-001-49400	OTHER EQUIPMENT	0.00	0.00	103.61	0.00	31,000.00	0.3%
80-60-001-50000	CONTINGENCY	0.00	600.70	10,000.00	770.20	5,598.00	178.6%
TOTAL EXPENSES: LIBRARY SERVICES		73,839.85	67,390.84	410,627.14	390,089.39	978,348.00	41.9%
TOTAL EXPENSES: LIBRARY ADMINISTRATION		73,839.85	67,390.84	410,627.14	390,089.39	978,348.00	41.9%
TOTAL FUND EXPENSES		73,839.85	67,390.84	410,627.14	390,089.39	978,348.00	41.9%
TOTAL FUND REVENUES		369,524.14	386,665.14	877,803.28	870,748.60	919,348.00	95.4%
TOTAL FUND EXPENSES		73,839.85	67,390.84	410,627.14	390,089.39	978,348.00	41.9%
FUND SURPLUS (DEFICIT)		295,684.29	319,274.30	467,176.14	480,659.21	(59,000.00)	-791.8%

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-- VILLAGE OF LAKE BLUFF --
DETAILED REVENUE & EXPENSE REPORT
ACTUAL VS. PRIOR VS. BUDGET
FOR 5 PERIODS ENDING SEPTEMBER 30, 2016

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

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

82-40-603-73000	STATE PER CAPITA GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
82-40-603-73400	MISCELLANEOUS GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
82-40-603-75000	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00	0.0%
82-40-603-78000	UNRESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.00	0.00	0.0%
82-40-603-78100	RESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL REVENUES: MISCELLANEOUS		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL REVENUES: LIBRARY GRANTS FUND REVENUE		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL FUND REVENUES		0.00	0.00	0.00	0.00	0.00	0.0%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2016

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

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED

MISCELLANEOUS							
82-60-001-44800	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	2,484.76	3,150.94	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	0.00	0.00	919.57	247.57	0.00	-100.0%

TOTAL EXPENSES: MISCELLANEOUS		0.00	0.00	3,404.33	3,398.51	0.00	-100.0%
TOTAL EXPENSES: LIBRARY GRANT FUND EXPENDITURE		0.00	0.00	3,404.33	3,398.51	0.00	-100.0%
TOTAL FUND EXPENSES		0.00	0.00	3,404.33	3,398.51	0.00	-100.0%
TOTAL FUND REVENUES		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL FUND EXPENSES		0.00	0.00	3,404.33	3,398.51	0.00	-100.0%
FUND SURPLUS (DEFICIT)		0.00	0.00	(3,404.33)	(3,398.51)	0.00	100.0%

Summary of Detailed Balance Sheets

For Period Ending September 30, 2016

RESERVE BALANCE

LINE	AMOUNT
Assets	\$2,004,306
Liabilities	\$936,293
Difference	<u>\$1,068,013</u>
Fund Surplus (Deficit)	\$505,685
Difference	<u>\$562,328</u>

FUND BALANCE AT MONTH END

LINE	AMOUNT
Assets	\$2,004,306
Liabilities	\$936,293
Difference	<u>\$1,068,013</u>
Grants/Gifts	-\$1,074
Fund Equity	<u>\$1,066,939</u>

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-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

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FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2016

ACCOUNT #	DESCRIPTION	BALANCE 05/01/16	NET DEBITS	NET CREDITS	BALANCE 09/30/16
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	4,410.80	4,410.80	0.00
80-10-101-10001	CASH BOX OVER/SHORT	0.00	4.10	128.24	(124.14)
80-10-101-11000	MONEY MARKET ACCOUNT	36,366.34	379,511.72	394,820.28	21,057.78
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	879,076.65	363,000.00	1,058,366.17
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	1,300.25	90.93	6,699.40
TOTAL CASH & INVESTMENTS		584,297.74	1,264,303.52	762,450.25	1,086,151.01
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	944,274.69	962,433.93	(11,888.49)
80-10-301-55000	PREPAID EXPENSES	0.00	0.00	0.00	0.00
TOTAL OTHER ASSETS		6,270.75	944,274.69	962,433.93	(11,888.49)
TOTAL ASSETS		1,515,127.14	2,214,063.46	1,724,884.18	2,004,306.42
LIABILITIES AND FUND EQUITY					
LIABILITIES					
PAYABLES					
80-20-102-20000	ACCOUNTS PAYABLE	9,629.24	226,678.11	248,931.25	31,882.38

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-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

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FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2016

ACCOUNT #	DESCRIPTION	BALANCE 05/01/16	NET DEBITS	NET CREDITS	BALANCE 09/30/16
LIABILITIES					
PAYABLES					
80-20-102-41000	SOCIAL SECURITY TAX PAYABLE	0.00	30,124.88	30,124.88	0.00
80-20-102-42000	FEDERAL INCOME TAX PAYABLE	0.00	19,167.91	19,167.91	0.00
80-20-102-43000	STATE INCOME TAX PAYABLE	0.00	6,917.49	6,917.49	0.00
80-20-102-44000	IMRF PAYABLE	0.00	25,215.77	25,215.77	0.00
80-20-102-45000	ICMA 457 PLAN PAYABLE	0.00	3,250.00	3,000.00	(250.00)
80-20-102-46000	MEDICAL INSURANCE PAYABLE	0.00	0.00	0.00	0.00
80-20-102-65000	LIBRARY FLEXIBLE BENEFIT PAYAB	0.00	2,564.26	2,564.26	0.00
80-20-102-66000	LIBRARY HSA PAYABLE	0.00	2,534.60	2,534.60	0.00
80-20-102-70000	OTHER SHORT TERM LIABILITIES	0.00	0.00	0.00	0.00
TOTAL PAYABLES		9,629.24	316,453.02	338,456.16	31,632.38
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	316,453.02	338,456.16	936,293.44
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	467,176.14	505,623.14

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-- VILLAGE OF LAKE BLUFF --
DETAILED BALANCE SHEET

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FUND: LAKE BLUFF PUBLIC LIBRARY
FOR 5 PERIODS ENDING SEPTEMBER 30, 2016

ACCOUNT #	DESCRIPTION	BALANCE 05/01/16	NET DEBITS	NET CREDITS	BALANCE 09/30/16
TOTAL FUND EQUITY		600,836.84	0.00	467,176.14	1,068,012.98
TOTAL LIABILITIES AND FUND EQUITY		1,515,127.14	316,453.02	805,632.30	2,004,306.42

40-10-100-10000	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-10100	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-10200	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-10300	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-10400	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-10500	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-10600	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-10700	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-10800	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-10900	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-11000	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-11100	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-11200	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-11300	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-11400	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-11500	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-11600	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-11700	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-11800	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-11900	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-12000	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-12100	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-12200	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-12300	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-12400	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-12500	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-12600	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-12700	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-12800	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-12900	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-13000	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-13100	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-13200	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-13300	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-13400	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-13500	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-13600	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-13700	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-13800	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-13900	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-14000	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-14100	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-14200	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-14300	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-14400	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-14500	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-14600	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-14700	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-14800	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-14900	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-15000	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-15100	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-15200	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-15300	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-15400	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-15500	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-15600	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-15700	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-15800	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-15900	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-16000	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-16100	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-16200	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-16300	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-16400	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-16500	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-16600	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-16700	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-16800	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-16900	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-17000	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-17100	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-17200	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-17300	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-17400	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-17500	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-17600	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-17700	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-17800	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-17900	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-18000	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-18100	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-18200	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-18300	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-18400	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-18500	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-18600	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-18700	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-18800	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-18900	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-19000	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-19100	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-19200	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-19300	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-19400	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-19500	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-19600	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-19700	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-19800	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-19900	UNASSIGNED	0.00	0.00	0.00	0.00
40-10-100-20000	UNASSIGNED	0.00	0.00	0.00	0.00

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-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

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FUND: LIBRARY GRANTS & GIFTS FUND
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2016

ACCOUNT #	DESCRIPTION	BALANCE 05/01/16	NET DEBITS	NET CREDITS	BALANCE 09/30/16
ASSETS					
CASH & INVESTMENTS					
82-10-101-12000	LIBRARY BIRD MEMORIAL SAVINGS	0.00	0.00	0.00	0.00
TOTAL CASH & INVESTMENTS		0.00	0.00	0.00	0.00
--- 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	3,404.33	0.00
TOTAL PAYABLES		2,080.92	5,485.25	3,404.33	0.00
TOTAL LIABILITIES		2,080.92	5,485.25	8,889.58	5,485.25
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	3,404.33	0.00	(3,404.33)
TOTAL FUND EQUITY		2,329.88	3,404.33	0.00	2,074.45
TOTAL LIABILITIES AND FUND EQUITY		4,410.80	8,889.58	8,889.58	4,410.80

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-- VILLAGE OF LAKE BLUFF --
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
12791	9COMCAST COM091216	COMCAST CABLE 09/12/16	01 INTERNET SRVC:9/19-10/18/16	09/23/16	80-60-001-43230	244.85
					INVOICE TOTAL:	244.85 *
					CHECK TOTAL:	244.85
12792	9NSWATER 3377584	NORTH SHORE WATER RECLAMATION 09/10/16	01 WASTEWATER TRTMNT:4/28-8/16/16	09/23/16	80-60-001-43230	29.00
					INVOICE TOTAL:	29.00 *
					CHECK TOTAL:	29.00
12793	9VANTAGE 102230404	VANTAGEPOINT TRANSFER AGENTS 09/20/16	01 'EE ICMA CONTRIBUTION:9/30/16	09/23/16	80-20-102-45000	250.00
					INVOICE TOTAL:	250.00 *
					CHECK TOTAL:	250.00
					TOTAL AMOUNT PAID:	523.85

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-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

CHECK DATE: 10/18/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12794	9ACCESSO	ACCESS ONE, INC.						
	1830953		10/01/16	01	LOCAL PH SRVC:OCT 2016	80-60-001-43230	669.95	
						INVOICE TOTAL:	669.95 *	
						CHECK TOTAL:	669.95	
12795	9AMAZONA	VOIDED---LEADER CHECK						
	032711598258		09/09/16	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	7.99	
						INVOICE TOTAL:	7.99 *	
	033462576248		09/07/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	35.98	
						INVOICE TOTAL:	35.98 *	
	033466617828		09/02/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	11.99	
						INVOICE TOTAL:	11.99 *	
	035671074798		08/19/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	11.99	
						INVOICE TOTAL:	11.99 *	
	035671239070		08/31/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-1.30	
						INVOICE TOTAL:	-1.30 *	
	035672008311		08/21/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	50.68	
						INVOICE TOTAL:	50.68 *	
	035672557002		08/19/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	37.32	
						INVOICE TOTAL:	37.32 *	
	035673702153		08/28/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	53.67	
						INVOICE TOTAL:	53.67 *	
	035675662673		08/25/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	37.87	
						INVOICE TOTAL:	37.87 *	

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-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

CHECK DATE: 10/18/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12795	9AMAZONA	VOIDED---LEADER CHECK						
	035677721370		09/01/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	21.99	
						INVOICE TOTAL:	21.99 *	
	035678208103		08/19/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.95	
						INVOICE TOTAL:	19.95 *	
	044601848437		08/15/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	29.99	
						INVOICE TOTAL:	29.99 *	
	044605956893		08/22/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	175.85	
						INVOICE TOTAL:	175.85 *	
	045580029923		08/30/16	01	ADULT NON-FICTION	80-60-001-45000	20.83	
						INVOICE TOTAL:	20.83 *	
	057367764531		08/12/16	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	19.96	
				02	JUVENILE FICTION	80-60-001-45420	7.99	
						INVOICE TOTAL:	27.95 *	
	083431746845		08/28/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	46.77	
						INVOICE TOTAL:	46.77 *	
	094130755627		09/09/16	01	ADULT NON-FICTION	80-60-001-45000	9.40	
						INVOICE TOTAL:	9.40 *	
	101330869731		09/04/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	27.99	
						INVOICE TOTAL:	27.99 *	
	101332433306		08/10/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	64.27	
						INVOICE TOTAL:	64.27 *	
12796	9AMAZONA	VOIDED---LEADER CHECK						
	101332648929		09/07/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	13.49	
						INVOICE TOTAL:	13.49 *	

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-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

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CHECK DATE: 10/18/16

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12796	9AMAZONA	VOIDED---LEADER CHECK						
	101658504422		08/17/16	01	ADULT FICTION	80-60-001-45100	37.76	
						INVOICE TOTAL:	37.76 *	
	102519226946		08/30/16	01	COMPUTER EQUIPMENT	80-60-001-49350	8.99	
						INVOICE TOTAL:	8.99 *	
	103780817384		08/16/16	01	VIDEO GAMES	80-60-001-45510	49.98	
						INVOICE TOTAL:	49.98 *	
	110419526161		09/05/16	01	ADULT NON-FICTION	80-60-001-45000	17.22	
						INVOICE TOTAL:	17.22 *	
	126477600552		08/24/16	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	9.08	
						INVOICE TOTAL:	9.08 *	
	133921484863		09/09/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	9.95	
						INVOICE TOTAL:	9.95 *	
	133927052220		09/08/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	16.89	
						INVOICE TOTAL:	16.89 *	
	133929529869		09/09/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	9.99	
						INVOICE TOTAL:	9.99 *	
	136964810627		08/22/16	01	VIDEO GAMES	80-60-001-45510	191.93	
						INVOICE TOTAL:	191.93 *	
	136965683659		08/25/16	01	CREDIT-VIDEO GAMES	80-60-001-45510	-0.96	
						INVOICE TOTAL:	-0.96 *	
	136969357801		08/24/16	01	CREDIT-VIDEO GAMES	80-60-001-45510	-0.96	
						INVOICE TOTAL:	-0.96 *	
	136969556618		08/16/16	01	VIDEO GAMES	80-60-001-45510	31.99	
						INVOICE TOTAL:	31.99 *	

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-- VILLAGE OF LAKE BLUFF --
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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12796	9AMAZONA	VOIDED---LEADER CHECK						
	141033827171		08/23/16	01	ADULT FICTION	80-60-001-45100	18.92	
						INVOICE TOTAL:	18.92 *	
	149678392110		08/19/16	01	ADULT NON-FICTION	80-60-001-45000	33.58	
						INVOICE TOTAL:	33.58 *	
	161804710014		08/12/16	01	OFFICE SUPPLIES	80-60-001-43550	37.99	
						INVOICE TOTAL:	37.99 *	
	185808651120		08/16/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	24.99	
						INVOICE TOTAL:	24.99 *	
	185809980961		08/16/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-24.99	
						INVOICE TOTAL:	-24.99 *	
	194331178357		08/12/16	01	ADULT FICTION	80-60-001-45100	19.58	
						INVOICE TOTAL:	19.58 *	
12797	9AMAZONA	VOIDED---LEADER CHECK						
	195790450726		09/06/16	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	34.98	
						INVOICE TOTAL:	34.98 *	
	195790873212		09/06/16	01	JUVENILE PICTURE BKS, READERS	80-60-001-45410	8.82	
				02	JUVENILE PROGRAM SUPPLIES	80-60-001-43710	48.86	
						INVOICE TOTAL:	57.68 *	
	195794646926		09/05/16	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	30.84	
						INVOICE TOTAL:	30.84 *	
	204520520748		09/06/16	01	JUVENILE FICTION	80-60-001-45420	23.16	
						INVOICE TOTAL:	23.16 *	
	207760061293		10/12/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	18.12	
						INVOICE TOTAL:	18.12 *	

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12797	9AMAZONA	VOIDED---LEADER CHECK						
	207763898009		08/10/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.48	
						INVOICE TOTAL:	-0.48 *	
	207764816606		08/25/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-2.00	
						INVOICE TOTAL:	-2.00 *	
	207765514343		08/24/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.20	
						INVOICE TOTAL:	-0.20 *	
	207765527381		08/21/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	42.50	
						INVOICE TOTAL:	42.50 *	
	207767451531		08/14/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.99	
						INVOICE TOTAL:	14.99 *	
	207768415888		08/17/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-1.00	
						INVOICE TOTAL:	-1.00 *	
	212699164685		08/30/16	01	JUVENILE AUDIO VISUAL MAT	80-60-001-45430	5.00	
						INVOICE TOTAL:	5.00 *	
	224252022520		08/25/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	11.02	
						INVOICE TOTAL:	11.02 *	
	224255952669		09/04/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	71.49	
						INVOICE TOTAL:	71.49 *	
	224257095782		09/07/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	24.87	
						INVOICE TOTAL:	24.87 *	
	224257992959		09/05/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.95	
						INVOICE TOTAL:	19.95 *	
	226163030681		09/04/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	154.84	
						INVOICE TOTAL:	154.84 *	

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-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12797	9AMAZONA	VOIDED---LEADER CHECK						
	226163074405		09/07/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	20.78	
						INVOICE TOTAL:	20.78 *	
	233846767478		09/02/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	12.96	
						INVOICE TOTAL:	12.96 *	
12798	9AMAZONA	AMAZON						
	238051163216		09/09/16	01	ADULT REF/E-REF	80-60-001-45220	5.98	
						INVOICE TOTAL:	5.98 *	
	240795679135		08/23/16	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	9.92	
						INVOICE TOTAL:	9.92 *	
	240797499925		08/24/16	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	22.46	
						INVOICE TOTAL:	22.46 *	
	240798894299		08/24/16	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	9.15	
						INVOICE TOTAL:	9.15 *	
	255088932281		08/18/16	01	ADULT FICTION	80-60-001-45100	9.41	
						INVOICE TOTAL:	9.41 *	
	256652055133		08/19/16	01	ADULT NON-FICTION	80-60-001-45000	78.36	
						INVOICE TOTAL:	78.36 *	
	276124731184		08/13/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.54	
						INVOICE TOTAL:	-0.54 *	
	276124991097		08/16/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	10.00	
						INVOICE TOTAL:	10.00 *	
	276127930183		08/24/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	36.31	
						INVOICE TOTAL:	36.31 *	

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12798	9AMAZONA	AMAZON					
	276129452152		08/12/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.63
						INVOICE TOTAL:	14.63 *
	277969048061		08/13/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	52.26
						INVOICE TOTAL:	52.26 *
	280325519966		08/26/16	01	ADULT FICTION	80-60-001-45100	16.19
						INVOICE TOTAL:	16.19 *
	291189737498		08/10/16	01	ADULT NON-FICTION	80-60-001-45000	18.55
						INVOICE TOTAL:	18.55 *
	296021085061		08/16/16	01	JUVENILE FICTION	80-60-001-45420	35.96
						INVOICE TOTAL:	35.96 *
	296093869312		08/16/16	01	ADULT NON-FICTION	80-60-001-45000	17.99
						INVOICE TOTAL:	17.99 *
						CHECK TOTAL:	2,072.73
12799	9BKTLTNT	BAKER & TAYLOR ENTERTAINMENT					
	2032276430		09/08/16	01	ADULT NON-FICTION	80-60-001-45000	70.40
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	2.45
						INVOICE TOTAL:	72.85 *
	2032281815		09/08/16	01	JUVENILE PICTURE BKS, READERS	80-60-001-45410	15.72
						INVOICE TOTAL:	15.72 *
	2032291057		09/14/16	01	ADULT NON-FICTION	80-60-001-45000	80.30
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	2.60
						INVOICE TOTAL:	82.90 *
	2032294802		09/14/16	01	ADULT FICTION	80-60-001-45100	274.49

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12799	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT						
	2032294802		09/14/16	02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	12.70	
						INVOICE TOTAL:	287.19 *	
	2032295359		09/12/16	01	GRAPHIC NOVELS	80-60-001-45470	15.55	
						INVOICE TOTAL:	15.55 *	
	2032296254		09/14/16	01	JUVENILE PICTURE BKS, READERS	80-60-001-45410	647.67	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	32.25	
						INVOICE TOTAL:	679.92 *	
	2032296296		09/14/16	01	JUVENILE FICTION	80-60-001-45420	318.08	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	23.65	
						INVOICE TOTAL:	341.73 *	
	2032308942		09/20/16	01	ADULT LARGE PRINT	80-60-001-45110	84.87	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	1.15	
						INVOICE TOTAL:	86.02 *	
	2032308992		09/21/16	01	ADULT NON-FICTION	80-60-001-45000	690.71	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	30.00	
						INVOICE TOTAL:	720.71 *	
	2032314725		09/21/16	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	10.72	
						INVOICE TOTAL:	10.72 *	
	2032320030		09/26/16	01	ADULT FICTION	80-60-001-45100	396.98	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	22.35	
						INVOICE TOTAL:	419.33 *	
	2032329043		09/28/16	01	JUVENILE FICTION	80-60-001-45420	151.00	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	10.10	
						INVOICE TOTAL:	161.10 *	
	2032332933		09/29/16	01	ADULT NON-FICTION	80-60-001-45000	31.20	

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12799	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT							
	2032332933		09/29/16	02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	1.30		
						INVOICE TOTAL:	32.50	*	
	2032337782		09/30/16	01	ADULT NON-FICTION	80-60-001-45000	71.54		
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	2.60		
						INVOICE TOTAL:	74.14	*	
						CHECK TOTAL:		3,000.38	
12800	9COMPVIE	COMPUTER VIEW, INC.							
	27281		09/28/16	01	COMPUTER SRVC'S	80-60-001-41305	2,925.00		
						INVOICE TOTAL:	2,925.00	*	
						CHECK TOTAL:		2,925.00	
12801	9CRYSMAN	CRYSTAL MANAGEMENT &							
	23937		08/15/16	01	CLEANING SRVC'S:SEPT 2016	80-60-001-41000	645.00		
						INVOICE TOTAL:	645.00	*	
						CHECK TOTAL:		645.00	
12802	9DEMCO	DEMCO, INC							
	5969354		09/26/16	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	28.35		
						INVOICE TOTAL:	28.35	*	
	5970036		09/27/16	01	WALL CLOCK	80-60-001-41000	22.32		
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	141.12		
				03	PROMO DISCOUNT	80-60-001-43670	-50.00		
						INVOICE TOTAL:	113.44	*	
						CHECK TOTAL:		141.79	

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12803	9FIRSTBA	FIRST BANKCARD					
	CAR092816		09/28/16	01	JUVENILE AUDIO VISUAL	80-60-001-45430	22.96
				02	ADULT PROGRAM SUPPLIES	80-60-001-43710	10.98
					INVOICE TOTAL:		33.94 *
					CHECK TOTAL:		33.94
12804	9FIRSTBA	FIRST BANKCARD					
	ELI092816		09/28/16	01	TEEN PROGRAM SUPPLIES	80-60-001-43740	17.46
					INVOICE TOTAL:		17.46 *
					CHECK TOTAL:		17.46
12805	9FIRSTBA	FIRST BANKCARD					
	ERI092816		09/28/16	01	PAYFLOW/PAYPAL	80-60-001-46000	26.00
				02	BASECAMP	80-60-001-46000	20.00
				03	STORAGE LOCKER RENTAL	80-60-001-41000	71.00
				04	FLAGS	80-60-001-43660	32.00
					INVOICE TOTAL:		149.00 *
					CHECK TOTAL:		149.00
12806	9FIRSTBA	FIRST BANKCARD					
	MCO092816		09/28/16	01	WEBSITE FOR ILL	80-60-001-45600	9.95
				02	PATRON & STAFF SOFTWARE	80-60-001-45600	129.00
				03	OUTREACH SUPPLIES	80-60-001-43730	25.00
				04	PATRON & STAFF SOFTWARE	80-60-001-45600	5.00
					INVOICE TOTAL:		168.95 *
					CHECK TOTAL:		168.95
12807	9HOMEDep	HOME DEPOT CREDIT SERVICES					

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12807	9HOMEDEP	HOME DEPOT	CREDIT SERVICES				
	3090009		09/02/16	01	BUILDING MAINT	80-60-001-41000	5.97
						INVOICE TOTAL:	5.97 *
						CHECK TOTAL:	5.97
12808	9IMAGESY	IMAGE SYSTEMS & BUSINESS					
	10816816		09/29/16	01	PHOTOCOPIER TONER	80-60-001-41303	270.00
						INVOICE TOTAL:	270.00 *
	236566		09/09/16	01	PHOTOCOPIER TONER,SRVC & REP'R	80-60-001-41303	142.56
				02	9/11-12/10/16	** COMMENT **	
				03	PHOTOCOPIER TONER,SRVC & REP'R	80-60-001-41303	0.84
				04	B&W COPIES OVERAGE	** COMMENT **	
						INVOICE TOTAL:	143.40 *
	236567		09/09/16	01	PHOTOCOPIER TONER,SRVC & REP'R	80-60-001-41303	172.00
				02	9/11-12/10/16	** COMMENT **	
				03	PHOTOCOPIER TONER,SRVC & REP'R	80-60-001-41303	237.62
				04	COLOR COPIES OVERAGE	** COMMENT **	
						INVOICE TOTAL:	409.62 *
						CHECK TOTAL:	823.02
12809	9LB VILL	VILLAGE OF LAKE BLUFF					
	AUGUST 2016		09/16/16	01	FY17 MEDICAL INS:AUG 16	80-10-301-37100	5,522.61
				02	FY17 DENTAL/VISION INS:AUG 16	80-10-301-37100	483.78
				03	FY17 LIFE INSURANCE:AUG 16	80-10-301-37100	53.12
				04	FY17 IMRF 'EE CONTRIB:AUG 16	80-10-301-37100	1,542.83
				05	FY17 IMRF EPLYR CONTR:AUG 16	80-10-301-37100	3,493.71
						INVOICE TOTAL:	11,096.05 *
						CHECK TOTAL:	11,096.05

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12810	9LIBFURN	LIBRARY FURNITURE INTL., INC.						
	5284		09/23/16	01	30% DEPOSIT:SHELVING ORDER	80-60-001-49000	8,654.00	
						INVOICE TOTAL:	8,654.00 *	
						CHECK TOTAL:		8,654.00
12811	9MIDTAPE	MIDWEST TAPE						
	94356266		09/26/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	59.98	
						INVOICE TOTAL:	59.98 *	
	94378571		10/03/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	69.98	
						INVOICE TOTAL:	69.98 *	
						CHECK TOTAL:		129.96
12812	9ORIETRA	ORIENTAL TRADING COMPANY, INC						
	679607598-01		09/23/16	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	85.39	
						INVOICE TOTAL:	85.39 *	
						CHECK TOTAL:		85.39
12813	9REYESIS	ISAURO REYES						
	REY100116		10/01/16	01	GROUNDS MAINT:SEPT 2016	80-60-001-41050	250.00	
						INVOICE TOTAL:	250.00 *	
						CHECK TOTAL:		250.00
12814	9STAPLES	STAPLES BUSINESS ADVANTAGE						
	8040949926		09/10/16	01	OFFICE SUPPLIES	80-60-001-43550	26.16	
				02	BUILDING & GROUND SUPPLIES	80-60-001-43660	26.95	
						INVOICE TOTAL:	53.11 *	
						CHECK TOTAL:		53.11

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12815	9USPOSTA	UNITED STATES POSTAL SERVICE							
	USP100516-1		10/05/16	01	POSTAGE STAMPS	80-60-001-43300	141.00		
						INVOICE TOTAL:	141.00	*	
	USP100516-2		10/05/16	01	POST CARD STAMPS	80-60-001-43300	34.00		
						INVOICE TOTAL:	34.00	*	
						CHECK TOTAL:		175.00	
12816	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS							
	102239789		10/05/16	01	'EE ICMA CONTRIBUTION:10/14/16	80-20-102-45000	250.00		
						INVOICE TOTAL:	250.00	*	
						CHECK TOTAL:		250.00	
12817	9WAREHOU	WAREHOUSE DIRECT							
	3192934-0		09/12/16	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	11.83		
						INVOICE TOTAL:	11.83	*	
						CHECK TOTAL:		11.83	
						TOTAL AMOUNT PAID:		31,358.53	

Committee Reports

There have been two committee meetings since the September 20th, 2016 meeting of the Board. A copy of each meeting minutes or agenda will be available on request at the Board meeting.

- Building Project Task Force
 - September 20, 2016
- Finance Committee
 - October 7, 2016

Respectfully submitted,

Eric Scott Bailey

Levy Recommendation – October 18, 2016

Background

- In November 2015, the Library Board approved a 1.388% (\$12,130) increase in the property tax levy for FY 16-17.
 - This was the PTELL increase, as calculated by Susan Griffin.
- As Lake Bluff is a Home Rule community, the Library is not required to adhere to a PTELL increase.
 - Any increase of 5% or greater would need to go out to referendum per Truth in Taxation.
 - When Lake Bluff became Home Rule the Village Board promised not to exceed the PTELL increase. The Library is not beholden to this promise, but the Village has shown concern that increases in excess of PTELL by the Library might give the impression that the Village had broken its pledge.
- The Village and Library were contacted last year by citizens concerned about local property taxes.
- Property Taxes make up 96% of the Library's annual operating revenue.
- In 2015, the Library's extension made up 2.46% of the property tax bill for home owners in Lake Bluff.

Research for FY17-18 Levy

- The PTELL rate for Lake Bluff as calculated by Susan Griffin is an increase of 1.249%, or an additional \$11,068 versus FY 16-17.
- Susan Griffin needs to have the levy information from the Library before November 23rd, 2016.
- The Village presently plans to take the PTELL increase.
 - The financial situation in Illinois remains uncertain.
 - As the IMRF, FICA, and Police Pension Funds will require more new funds than the PTELL increase can provide, the Village's General Fund will receive less money even with the increase.
 - The Village Finance Committee had, per Susan Griffin, a brief discussion on the levy. She does not anticipate further discussion by that Committee.
- An initial rough draft of a budget shows expenses exceeding revenues by \$10,497. Levying to meet this number would provide an increase of 2.439%.

Finance Committee Recommendation

- Property taxes remain a sensitive subject, one that effects resident's perceptions, and the Library is on the cusp of a financing campaign. Exceeding the PTELL could effect the perception of the Library by the community, and would absolutely effect the perception of the Village. The initial budget can be trimmed to fit a PTELL increase, and there are possibilities for additional funding available on the horizon.
- **On October 7th I recommended to the Finance Committee that the Library approve the 1.249% PTELL increase, resulting in a levy extension of \$897,115. The Finance Committee voted to forward that recommendation to the Library Board. For Board approval, a voice vote of the Library Board to "approve a tax levy increase of 1.249% to \$897,118 for fiscal year 2017/2018" is required.**

Respectfully submitted,

Eric Scott Bailey

2016 PROPERTY TAX LEVY PRELIMINARY LEVY

I. Calculation of 2016 Estimated EAV & Historical Data

	2011	2012	2013	2014	2015	2016 Estimate
Village EAV	527,046,786	484,191,545	463,295,419	458,754,118	500,638,069	\$530,676,353
Sanctuary EAV	24,208,168	22,308,618	20,968,093	20,764,619	21,193,805	\$22,465,433
Total Village EAV	\$551,254,954	\$506,500,163	\$484,263,512	\$479,518,737	\$521,831,874	\$553,141,786
Shield's Township EAV	\$2,060,162,776	\$1,926,914,557	\$1,781,099,584	\$1,690,026,662	\$1,733,267,357	\$1,819,930,725
Village % of Township	26.76%	26.29%	27.19%	28.37%	30.11%	30.39%
Village New Construction	\$3,106,704	\$967,961	\$2,877,031	\$1,378,812	\$2,937,369	\$3,000,000
Township New Construct					\$6,154,906	
Property Tax Extension	\$3,573,377	\$3,694,381	\$3,789,757	\$3,862,737	\$3,926,394	
Sanctuary Extension	\$150,333	\$156,160	\$157,470	\$160,876	\$153,095	
Total Village Extension	\$3,723,710	\$3,850,542	\$3,947,227	\$4,023,613	\$4,079,489	\$0
Tax Rate	0.678	0.763	0.818	0.842	0.784	0.000
Sanctuary Rate	0.621	0.700	0.751	0.775	0.722	0.000

II. Calculation of Maximum Tax Levy

A. Tax Cap Calculation - PTELL MAXIMUM

YEAR 2016 ESTIMATE

		<u>CPI Factor 0.7%</u>	0.70%
STEP 1: Prior year Extension less debt * CPI factor			
	2015 Extension	\$4,079,489	\$4,108,045
STEP 2: Tax Rate Maximum=New Extension (less debt)			
Divided by Estimated EAV less New Construction			\$550,141,786
STEP 3: Maximum Tax Rate with CPI (Step 1 divided by Step 2)			0.7467 PTELL Limiting Rate
STEP 4: Rate * Total EAV = Total levy (less debt)			
		\$4,130,447	MAXIMUM
STEP 5: Total Maximum Levy		\$4,130,447	1.249% % Increase
			1.249% % Increase
STEP 6: Add G.O. Debt Payments	ABATED	\$0	
STEP 7: Total Maximum Levy & Tax Rate		\$4,130,447	0.7467

2016 PROPERTY TAX LEVY PRELIMINARY LEVY

III. Comparison 2015 & 2016 Levy - VILLAGE

A. PTELL Maximum

	2015 Tax Ext	2016 Tax Max	2016 Estimate	\$ Change	% Change
Levy w/o Police Pension	\$2,543,336	\$2,561,014	\$2,561,014	\$17,678	0.695%
Police Pension Levy	\$650,103	\$672,315	\$672,315	\$22,212	3.417%
Total Village Levy	\$3,193,439	\$3,233,329	\$3,233,329	\$39,890	1.249%

IV. Library Levy Estimates

	2015 Extension	2016 Max Tax	2016 Estimate	\$ Increase	% Change
Amount Allowed per Tax Cap	\$886,050	\$897,118	\$897,118	\$11,068	1.249%
TOTAL LEVY	\$4,079,489	\$4,130,447	\$4,130,447	\$50,958	1.249%

Board Meeting Dates for Calendar Year 2016

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 21, 2017

December 19, 2017

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

Respectfully submitted,

Eric Scott Bailey

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.

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
10/18/16

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 be and the same are repealed.
8. **Effective Date.** This Resolution shall be in full force and effect from and after its adoption.

Adopted October 18, 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

RAR:flh 10/5/16
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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	\$12.00
Lunch	\$12.00
Dinner	\$15.00

Maximum Reimbursable Rates for Lodging	
Chicago and Suburban Cook County	\$150.00 / 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/Office

- (2) Date or dates and nature of the Library District 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 consider your request for reimbursement.
- (6) In the discretion of the Library Board, additional documentation relevant to the request for reimbursement may be required.

Name

Date

Exhibit B
Ordinance No. 16-1
Resolution Regulating Reimbursement of Travel, Meal and Lodging Expenses

Responses for Per Capita Grant Application, FY17-18

Applications for the annual Per Capita Grant, offered by the Illinois State Library, have been released. They are due back by January 15th, 2017. As is usual, they include information for Board review and discussion. Suggested responses are included below. The text of the application is available on following pages.

5. STANDARDS CHAPTER REVIEW: As per the requirements, the library administration and board of trustees must review Chapter 6, "Access," of *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014*. (75ILCS 10/8.1,1). Provide a short narrative describing the library's progress toward meeting the standards, including any changes that were made as a result of the review.

The Lake Bluff Library offers strong and improving access to its facilities, services, and collections. Restrictions on access to collections are limited to protection from theft or damage, and all basic services are available anytime the library is open. As a small public library, Interlibrary Loan is an important part of the services we offer. It is promoted through links on our website, and offered by staff at all service points. Work is underway for the library to be open an additional six evening hours starting January 1, 2017. To meet demand from a growing Hispanic community, Spanish-language versions of materials and guides for library use are being created. A recent branding initiative is helping to standardize signage. Access to collections was improved during our 2011 renovation, and will be improved further as plans for expanded facilities go forward. These are just some examples of the Lake Bluff Library's accessibility, and the ways that Staff and Trustees are continuously working to improve it.

6. Trustees: Describe how the library meets the needs of the community as a provider of educational programs and training opportunities. Include a description of how the library can integrate new technologies and include one activity that fosters increased resource sharing.

Serving the educational needs of the community is a core part of the Lake Bluff Public Library's mission. The library offers story times and similar literacy programs for youngsters, and book clubs and broader educational programs for older youth. Educational programs available to adults and families cover subjects as diverse as history, art, science, finance, politics, and genealogy. Technology training, in basic computer use and the use of particular software programs, is available one on one by appointment and on-the-fly for shorter sessions. We are excited to offer access to online educational opportunities, such as Mango's online language learning system and Lynda.com's professional development modules on a wide range of subjects.

New technologies allow us, as a small public library, to overcome traditional barriers such as a lack of funding or space. One important example is our ebook collection, which has allowed us to expand our collection in ways our physical space would never allow. Our ebooks have become an important part of our collection, and the number of titles available only as an ebook continues to grow. Circulating e-readers, either with or without pre-loaded titles, is one activity we have considered that would increase resource sharing by providing better access to our online collections.

7. Technology: Having completed the EDGE Assessment, describe the impact that the EDGE Assessment has had on the library, and include at least one example of how the library has used, or plans to use the information gleaned from the assessment.

When the EDGE Assessment happened, the Lake Bluff Library was creating a three year strategic plan. The snapshot of our technological strengths and weaknesses helped inform that document. Additionally, the assessment contributed to the day to day work of library staff to improve service. As one example, completing the assessment helped identify the need to evaluate our selection and organization of homework help and research online resources.

8. Education and Training: Describe current or potential collaborative efforts that have benefited, or will benefit local library patrons and patrons in neighboring communities.

The Lake Bluff Public Library provides service to a large unincorporated area. Youth resident in this area attend Lake Bluff schools. For these students their access to the library has been dependent on their family's desire/ability to pay for a nonresident card. This made it difficult for the school and library to work closely. In 2015, the library signed a contract (per the Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.)) with the local school district to provide service to their nonresident students. In addition to extending service to students that might not otherwise have received it, the result has been the library and school working together on a string of successful reading clubs, events, and educational programs that have benefited ALL students and families.

9. Outreach: Provide a brief description of the library's current or planned involvement with services available through the Illinois State Talking Book and Braille Service (TBBS). For more information about the services offered by TBBS, please visit <http://www.ilbph.org/>

The Lake Bluff Public Library has received minimal demand for the services offered by TBBS to date. This is in large part due to the challenge of connecting those services with the locals who need them. The library will be advertising the availability of the services in an upcoming newsletter, and plans to reach out to local organizations (assisted living centers, churches, etc.) in an effort to connect with patrons who can make use of the braille books, talking books, descriptive videos, etc. offered by TBBS.

10. Planned Use of Funds: Describe how the library plans to use grant monies in order to meet standards in the most recent edition of *Serving Our Public 3.0: Standards for Illinois Public Libraries*. Use general categories in identifying actual planned expenditures.

In order to improve access to ebooks and eaudiobooks, the funds would be used to grow those collections. Remaining funds will be used to provide additional copies of popular materials, reducing hold lists and wait times and improving access to these materials.

Chapter 6 [Access]

Access refers to the ease with which all residents can use the library. Some of the factors that affect access are hours of service; quality of cataloging; the physical facility and distance to the physical facility; the quantity, quality, relevance, formats, and arrangement of the collections; quality and quantity of staff; public relations; policies on use of collection and services; and availability of collections and services outside the library. The extent to which the library uses existing and emerging technology to provide in-house as well as remote access is an additional factor. While existing budget limitations may prevent immediate use of some technology, it is important that those responsible for long-range/strategic planning keep current on products and services so that informed decisions can be made as soon as funding becomes available. Standards that relate directly to the building or “fixed assets” such as lighting and furniture are included in Facilities chapter.

APPLICABLE CORE STANDARDS – Please see Core Standards 1, 2, 5, 13, 16, 17, 18, 19, 20, and 22 in Chapter 1.

ACCESS STANDARDS

1. Hours of service are posted on a sign visible to the public from outside the library building.
2. Hours of operation are established for the convenience of the community. To accommodate school children and working adults, the library is open as many evening and weekend hours as possible. (See Appendix N for recommended hours of service by population.) Some information is available electronically twenty-four hours per day (minimally the library website and online catalog). (See Appendix N)
3. The library has a website with current information and content updated at least weekly. The website allows for patron inquiry or comment and feedback. The website should also provide the opportunity for remote 24/7 access to online databases, virtual reference, registration, access by users to their own accounts, and other library services. Staff responds to online requests for information.
4. All basic services are available when the library is open. For the purposes of this document, basic services are circulation, reference, reader’s advisory, and computer/Internet access. If reference and reader’s advisory are provided to children and adults from two separate points, then the library provides adequate staffing at both locations at all hours the library is open. Internet access is available to adults and children with a sufficient quantity of computers and bandwidth to meet most needs. Some access may be provided through wireless installations that enable people to use mobile devices or their own personal devices for Internet searching.
5. The collections are arranged and housed in a way that provides the greatest accessibility for all users.
6. Materials and guides for library use are made available in languages and formats appropriate to the community.
7. Materials are not sequestered from any user except for the purpose of protection from theft and damage.
8. All circulating materials may be borrowed by all persons with a valid library card who reside within the jurisdictional boundaries of the library regardless of the age, sex, or social or economic status of the patron. (See Appendix L)
9. All materials, except those judged by the library administrator to be irreplaceable or needed in the collection for reference service, are available for use within the library by all persons regardless of the age, sex, or social or economic status of the patron.
10. Lending regulations facilitate maximum use of library materials.
11. The library publicizes and promotes interlibrary loan to its patrons. Library staff develops procedures that ensure that interlibrary loan is a simple and effective way for patrons to receive materials and information.
12. The library’s bibliographic and holdings information are in machine-readable form using the MARC format. Accurate and easily understood bibliographic access is provided through a computerized catalog that is accessible remotely as well as in the library. This access may be provided through the library’s catalog or the catalog of a Local Library System Automation Project (LLSAP) to which the library contributes records. Either through a local consortial Online Public Access Catalog (OPAC) or through WorldCat from OCLC, a current record of the library’s holdings is made available.
13. Through clear signage or logical placement, the services, collections, and amenities of the library are easily located.
14. The library ensures access to its collections and services for patrons with disabilities through the provision of auxiliary aids and alternate formats.

Chapter 6 [Access]

15. The library provides access to its collections and services for patrons unable to travel to the library. (Some of the ways to provide this kind of service are deposit collections, programs held in sites outside the library, and home delivery.)
16. Telephone, text telephone, and fax numbers are listed in a phone book. The library has sufficient incoming telephone lines for voice and data transmission to accommodate staff and user needs.
17. If a meeting room is available for the public, its use is limited by time, place, and manner only and not by the subject or content of the program.
18. The library has policies for Internet use, retention of patron-associated records, and for responding to search warrants and subpoenas. (See Appendix L)

ACCESS CHECKLIST

- Library has a publicized, fixed schedule of open hours.
- Library has a website and online catalog for 24/7 access.
- All basic services are available when the library is open.
- All materials are available for use in the building or for checkout by persons regardless of age, sex, or social standing.
- Library participates in and promotes interlibrary loan.
- Library's holdings information is in machine-readable form and part of a remotely accessible electronic database.
- Library provides auxiliary aids and alternate formats to enable persons with disabilities to use collections and services.
- Library has a sufficient quantity of computers and bandwidth to meet most needs.
- Library publishes and promotes the telephone and fax numbers and also the website address for the library.
- Library has policies for Internet use, retention of patron-associated records, and for a meeting room, if one is available.

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Chmara, Theresa. *Privacy and Confidentiality Issues: A Guide to Libraries and Their Lawyers*. Chicago: American Library Association, 2009.

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Mates, Barbara T. and William R. Reed. *Assistive Technologies in the Library*. Chicago: American Library Association, 2011.

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Pinnell-Stephens, June. *Protecting Intellectual Freedom in Your Public Library: Scenarios from the Front Lines*. Chicago: American Library Association, 2012.

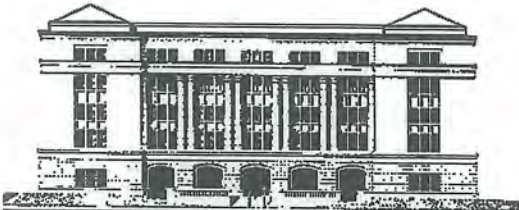
WEBSITES

Freedom to Read Foundation
www.ftrf.org

Illinois State Library Talking Book and Braille Service
www.ilbph.org

Library Terms That Users Understand
www.jkup.net/terms.html

PolyTalk, a library interpreter's network
www.polytalk.info/languagekit.html



JESSE WHITE • Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

WWW.CYBERDRIVEILLINOIS.COM

Illinois State Library

**ILLINOIS PUBLIC LIBRARY PER CAPITA AND
EQUALIZATION AID GRANTS APPLICATION**

If the library does not have a current Illinois Public Library Annual Report (IPLAR) on file with the Illinois State Library, the application will not be reviewed or considered for funding.

Enter initials to confirm authorization to submit this application, and that you have read and understand the Program Overview and Administrative Rules for this grant offering from the Illinois State Library. If initials have not been entered (typed) on this line, the application will not be reviewed or considered for funding by the State Library.

_____ _____
Initials Date

Pursuant to the provisions of the Illinois Compiled Statutes (ILCS), 75 ILCS 10/8 and 10/8.1, as amended, the undersigned PUBLIC LIBRARY hereby applies for Illinois Public Library Per Capita and Equalization Aid Grants to be used for library purposes.

1. Legal Name of Library: _____
2. Library's Control Number: _____ Branch Number: _____
3. Contact Information of Person completing this grant application:

Preparer's Name: _____
(Prefix) (First Name) (Last Name)

Preparer's Title: _____

Preparer's Phone Number: _____

Preparer's Email Address: _____
4. Population Served: _____

All changes in population must be documented, and that documentation must be attached as a separate document(s) and electronically submitted along with this application. Documentation should include one of the following:

- Any U.S. Census documentation (corrections, special census, etc.) that has been filed with the Office of Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must include appropriate and substantial documentation. Examples include, but are not limited to: documentation from appropriate municipal corporate authorities, a library district's board of trustees, referenda questions and certified results, etc.

Contact the Illinois State Library with any questions about what documentation should be included.

7. **Technology:** Having completed the EDGE Assessment, describe the impact that the EDGE Assessment has had on the library, and include at least one example of how the library has used, or plans to use the information gleaned from the assessment.

8. **Education and Training:** Describe current or potential collaborative efforts that have benefited, or will benefit local library patrons and patrons in neighboring communities.

9. **Outreach:** Provide a brief description of the library's current or planned involvement with services available through the Illinois State Library Talking Book and Braille Service (TBBS). For more information about the services offered by TBBS, please visit <http://www.ilbph.org/>

10. **Planned Use of Funds:** Describe how the library plans to use grant monies in order to meet standards in the most recent edition of *Serving Our Public 3.0: Standards for Illinois Public Libraries*. Use general categories in identifying actual planned expenditures.



October 4, 2016

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

Eric,

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. 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 is \$6.5 to \$7.7 million exclusive of land acquisition costs.

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 \$6.5 million to \$7.4 million, again without land acquisition. The higher end estimate (with 5% escalation) is rounded up from \$6.7 million to \$7.7 million.

We believe the most likely comparison is \$4.2 million for the Expansion Renovation and \$6.6 million for new construction, again without land acquisition. These are outlined in orange in Table 1.

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.

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

Lake Bluff Public Library				
Cost Models				
October 4, 2016				
		Area:	12,100	12,100
			Option 3+	Option N
			West Expansion + North Infill	New Building
Cost Component				
Construction			\$1,733,500	\$260.17 \$3,148,100
Demolition				\$3.31 \$40,000
General Conditions			\$150,000	\$46.56 \$563,400
Site Development				\$28.80 \$348,500
Phasing/Moving			\$75,000	\$6.20 \$75,000
Contingencies	Design	5%	\$86,675	\$13.01 \$157,405
	Construction	10%	\$173,350	\$26.02 \$314,810
Total - Building			\$2,218,525	\$384.07 \$4,647,215
FF&E			\$431,500	\$35.66 \$431,500
Technology	\$5		\$60,500	\$15.00 \$181,500
Signage	\$2		\$24,200	\$6.00 \$72,600
Expenses			\$60,000	\$6.61 \$80,000
Fees			419,209	\$58.15 703,666
			15%	13%
TOTAL (Q1, 2015)			\$3,213,934	\$505 \$6,116,481
\$/SF			\$266	\$505
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	\$492,240
TOTAL with 3.5% escalation			\$3,563,346	\$6,608,721
Round up to:			\$4,100,000	\$7,500,000
Escalation (Rate)	5.0%		\$506,596	\$709,696
Total with 5% escalation			\$3,720,530	\$6,826,177
Round up to:			\$4,200,000	\$7,800,000

Table 2 - Cost Components of New Construction

Lake Bluff Public Library

Cost Models

October 3, 2016

Option N

Cost Component	\$	\$/SF
Concrete	\$348,500	\$28.80
Masonry	\$126,500	\$10.45
Metals	\$378,000	\$31.24
Wood & Plastics	\$102,500	\$8.47
Thermal & Moisture	\$87,000	\$7.19
Doors & Windows	\$190,600	\$15.75
Finishes	\$787,300	\$65.07
Specialties	\$80,600	\$6.66
Equipment	\$10,000	\$0.83
Conveying	\$50,000	\$4.13
Mechanical		
Fire Protection	\$39,600	\$3.27
Plumbing	\$137,500	\$11.36
HVAC	\$480,000	\$39.67
Electrical	\$276,000	\$22.81
Low Voltage	\$54,000	\$4.46
TOTAL - BUILDING	\$3,148,100	\$260

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.

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.

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 3. 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 3 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.

	Expansion/ Renovation	New Building	Notes
All Fees, entire project	\$460,315	\$756,077	Includes Construction Manager
A/E Fees, entire project	\$337,564	\$554,457	Includes Engineers (C,S, MEP, LA)
Site Comparison	\$5,000	\$5,000	
PFSD	10%	\$55,446	Next Step: Set the big picture - site selection, building design, cost
SD	15%	\$50,635	
rSD	5%	\$27,723	
DD	15%	\$50,635	\$83,169
CD	35%	\$118,148	\$194,060
B	8%	\$27,005	\$44,357
CA	27%	\$91,142	\$149,703
	100%	\$337,564	\$554,457

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

Teen Services

Eliza Jarvi has been doing an excellent job with Teen Services. Including visits to distribute Intergovernmental Agreement Cards, attend a club fair, and lead a book club, Eliza has made six visits to the school this past month. She also led a well-attended ACT prep program here at the library.

New Circulation Policy

Martha O'Hara has been working hard to provide a smooth and successful transition to our new circulation policies. She has been on top of getting the word out, making the necessary changes to our ILS settings, and resolving questions of procedure that have come up with the new policy.

New Databases

Lyndy Jensen is in the process of setting us up with two new databases. The first is Hoopla, which offers movies, ebooks, eaudiobooks, and music for download. Hoopla's setup is different from MyMediaMall, in that materials have unlimited availability. Each checkout results in a charge to the library, so it is necessary to limit the number of potential checkouts. The number is currently set at four a month. Hoopla also represents different publishers than are available through MyMediaMall. The second is Flipster, which like Zinio offers digital access to magazines. Flipster offers access to titles that Zinio does not, and has a slick and easy to use mobile interface.

New Schedule

I am working to finalize a new staff schedule that will extend hours to 9pm on Tuesdays and Wednesdays. The new schedule will go into effect on January 1st, 2017. The public will be notified via the newsletter, enewsletter, and print materials at the library. I plan to meet with the Finance Committee before bringing a final proposal to the November Board Meeting.

Forest Bluff School

I am working with Nan Barrett at Forest Bluff Montessori School on an agreement that would extend library service to the small number of nonresident youth that attend that school.

Holiday Luncheon

I have reviewed staff presence at the library to identify the best dates for a potential Holiday Luncheon, and polled staff members regarding the finalists. Either December 8 or December 15 (both Thursdays) at 12:30pm would work.

28,294+

POINTS OF SERVICE



over 15,751

PATRON INTERACTIONS

(includes 30 programs with 456 attendees)

9,040 circulations

ADULT COLLECTION
4,127

TEEN COLLECTION
155

CHILDREN'S COLLECTION
3,733

786 households active in September
(56.96% of households with active library cards)

ADULT eCOLLECTION
871

TEEN eCOLLECTION
75

CHILDREN'S eCOLLECTION
79

BOOKS
5,192

MAGAZINES
203

VIDEOS
2,079

MUSIC
149

AUDIOBOOKS
207

VIDEOGAMES
185

eBOOKS
537

eMAGAZINES
38

eVIDEOS
0

eMUSIC
128

eAUDIOBOOKS
322

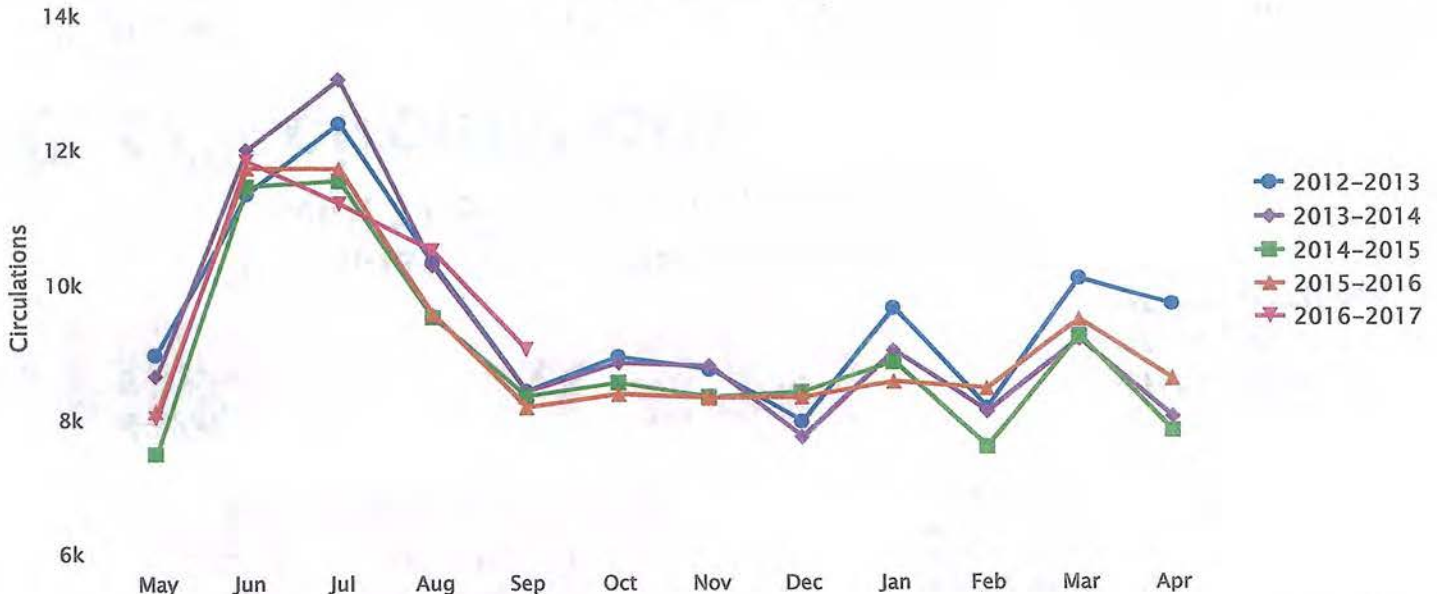
eCOURSES
0

more than 3,503 DATABASE INTERACTIONS



Total Circulation by Month

Lake Bluff Public Library



-0.25%

CHANGE IN POINTS OF SERVICE



-4.52%

CHANGE IN PATRON INTERACTIONS

(includes 7.14% change in programs with 32.56% change in attendees)

10.37% circulations

ADULT COLLECTION

1.85%

ADULT eCOLLECTION

14.76%

TEEN COLLECTION

64.89%

TEEN eCOLLECTION

36.36%

CHILDREN'S COLLECTION

24.97%

CHILDREN'S eCOLLECTION

-67.62%

11.33% change in households active in September (1.40% change in households with active library cards)

BOOKS

16.31%

eBOOKS

-16.09%

MAGAZINES

-4.25%

eMAGAZINES

58.33%

VIDEOS

6.67%

eVIDEOS

-100.00%

MUSIC

-32.27%

eMUSIC

-18.99%

AUDIOBOOKS

23.95%

eAUDIOBOOKS

37.02%

VIDEOGAMES

52.89%

eCOURSES

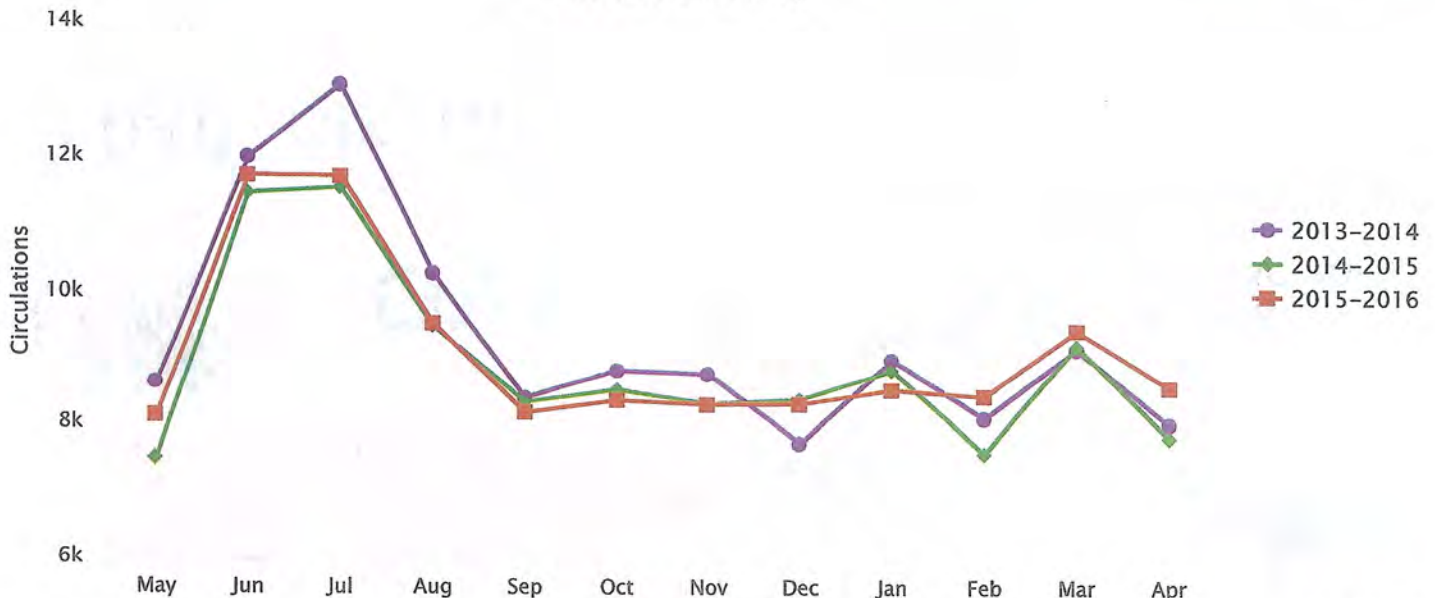
0.00%

-4.73% change in DATABASE INTERACTIONS



Total Circulation by Month

Lake Bluff Public Library



21.95%

CHANGE IN
POINTS OF
SERVICE



15.72%

CHANGE IN
PATRON
INTERACTIONS

(includes 21.74% change in programs
with 46.38% change in attendees)

-1.82% circulations

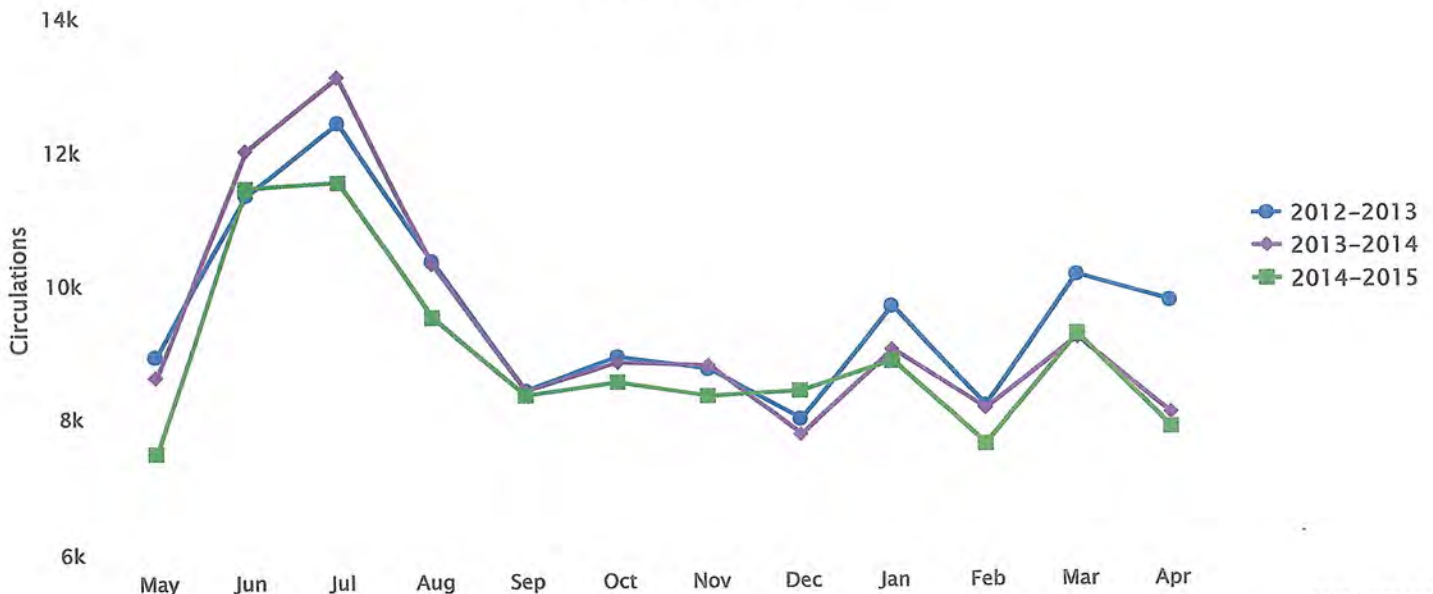
0.00% change
in households
active in
September
(0.00% change
in households
with active
library cards)

ADULT COLLECTION	TEEN COLLECTION	CHILDREN'S COLLECTION			
-7.68%	-50.53%	-1.39%			
ADULT eCOLLECTION	TEEN eCOLLECTION	CHILDREN'S eCOLLECTION			
13.11%	27.91%	1,061.90%			
BOOKS	MAGAZINES	VIDEOS	MUSIC	AUDIOBOOKS	VIDEOGAMES
2.17%	-16.54%	-17.45%	5.77%	-29.83%	-32.02%
eBOOKS	eMAGAZINES	eVIDEOS	eMUSIC	eAUDIOBOOKS	eCOURSES
103.82%	-31.43%	-90.00%	-12.71%	20.51%	0.00%
456.28% change in DATABASE INTERACTIONS					



Total Circulation by Month

Lake Bluff Public Library



Friends of the Library Meeting Dates

2016 Meeting Dates

January 16 at 10:00am – TIM KREGOR
February 20 at 10:00am – SCOT BUTLER
March 19 at 10:00am – JANIE JERCH
April 16 at 10:00am – ROMAIN WOJDA
June 18 at 10:00am – KATHY MEIERHOFF
August 20 at 10:00am – 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.

NOTE: I will include sign-up for 2017 Friends Meetings on the November Board Meeting agenda. Please plan accordingly. The 2017 Meeting Dates are:

January 21 at 10:00am
February 18 at 10:00am
March 18 at 10:00am
April 15 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

360° Fund Raising | Budgets & Funding

ij.libraryjournal.com/2016/05/budgets-funding/360-fund-raising-budgets-funding/

Lisa Peet

As municipal, state, and federal funding sources fluctuate, funding from nongovernmental sources becomes ever more important

From annual appeals, planned giving, and partnerships to events, libraries' fundraising efforts do much more than make up gaps. Libraries of every size, in communities of all kinds, can develop fundraising strategies to meet a wide range of programming, collection development, and building needs and provide a chance to try things that public money might not cover such as new services, training, or temporary staff. But this adaptability requires ongoing maintenance of approaches, databases, and—most of all—relationships.

Division of labor

Fundraising efforts are commonly distributed among Friends of the library, the foundation, and the development office. Not all libraries have all three, however, and the distribution of responsibilities varies. Usually the Friends is an all-volunteer group that takes charge of used book sales and other events, while the foundation is a nonprofit with its own board. An in-house development office can take on other roles, or coordinate the efforts of all three entities. There are as many variations as there are libraries. Sharing the labor can be efficient, but efforts must be made to ensure that tasks are distributed appropriately and not duplicated.

At New Jersey's Princeton Public Library (PPL), for example, the Friends predominantly raise money through events including the annual benefit, a yearly used book sale, and the used bookstore. The Foundation stewards the endowment—currently about \$13 million—and works with planned giving, endowment giving, major gifts, and capital strategies. It also provides an umbrella for gifts requiring nonprofit status, such as employee giving programs. PPL's development office manages the annual appeal and oversees fundraising efforts as a whole.

Working together, the three arms provide a quarter of the library's annual \$5.4 million budget. "Every community is a little bit different," says PPL development director Janet Simon, "so it's really important for an organization to ask itself, 'What's the best way for us?'"

The ask

When it comes to return on investment (ROI) the library's annual appeal, augmented by smaller asks throughout the year—in time for a tax write-off, or for Giving Tuesday—is easily the most cost-effective method. "If you took the time that you put into putting on that special event that made you \$1,000 net profit," says Friends of the St. Paul Public Library (SPPL) president Peter Pearson, "if you used all that energy to work on soliciting contributions from individuals, you'd have made much more money in the long run."

Despite the name, the Friends of SPPL has served as the library's foundation since 1945, spearheading its major fundraising efforts. Pearson, who has been with the organization for 25 years, is a firm believer in direct mail targeting current and former Friends and foundation members, trustees, and other library insiders; email solicitations may be more efficient, he points out, but they lack the personal appeal of a letter.

"Do a mailing to those individuals at the end of the year and talk about the wonderful things that the fundraising organization is able to [obtain] for the library," he says, focusing on enhancements rather than basic services.

The Friends streamline the annual appeal by throwing a yearly letter-signing party. The donor list is sent in advance to roughly 30 volunteers, who then each pick ten or 20 people with whom they have a relationship. At the party, says Pearson, "We'll have letters prepared for [each signer]...[who then puts] a nice personal note on those letters. It

makes a huge difference.”

The main event

Events may not be the most cost-effective way to raise money, but the payoff in community engagement is vital. The Darien Library, CT, for example, maintains a lively events calendar as part of its “friendraising” strategy. Darien’s annual appeal makes up some 80 percent of its fundraising target, yet events are still central to its mission.

The annual Party on Post—named for the library’s address—nets \$85,000–\$100,000 and includes both silent and live auctions, plus a reverse auction “Call for Cash.”



EFFORTS, EVENTS, EFFECTS Top: Darien Library’s Party on Post gala, a true crowd-pleaser; Bottom: the customized and colorful new bookmobile funded by the Seattle Public Library Foundation. *Party On Post flyer by Bryan D’angelo; Party On Post photo by Katherine Sweet Photography*

“Every year we pick a different area of need,” explains Caroline Lopez, Darien’s head of operations, and guests are offered the chance to pledge on the spot. Raising funds after Hurricane Sandy, for instance, the auctioneer asked, “Who wants to give \$5,000 toward a generator?”

The library also sets up an annual miniature golf event in the building, with holes sponsored by local businesses. Adult mini golf nights go for \$50 per player, but family days charge \$5 at the door, with a free hot dog. It may not bring in big dollars, says Lopez, but it brings thousands of people to the library. “Events have different strengths, and

they all have different purposes," she notes. "Just because something's not making a ton of money doesn't mean it's not effective." 180

The Gleason Public Library in Carlisle, MA, serves just over 5,000 people, and library events are an important component of the area's social fabric. The library, which also houses an art gallery, holds small quarterly art openings. These events barely cover the gallery's operating costs, says Director Christine Schonhart, "but we've found that's also a great way to be the center of the community and have people remember us when it is time for giving." What Gleason doesn't make on its events, it saves on marketing, she notes. "When we need to ask for money for a special project, I know that the townspeople will support it because they see their efforts every day."

PPL's Simon agrees. The library's annual gala, which attracts some 400 guests, consists of dinner and cocktails with a lecture by a featured author. The event raises anywhere between \$150,000 and \$200,000. But while it may not be a moneymaker at the level of the annual appeal, says Simon, "I would never get rid of it... [b]ecause it allows people to become part of our family in a really intimate way." The library's mission, she adds, is "about literacy at every level, and social literacy is part of that—having a strong community and a democratic community where people feel like their voice matters. We provide those kinds of moments in people's lives."

She adds, "Once you've started to build those relationships and have gotten people in the habit of making small annual gifts, that's the time to move to the next tier"—major gifts. "It's a relationship that takes time to grow and it requires tremendous trust," she says.

Planning for the long term

In addition to direct appeals, planned giving is a key component of many libraries' strategic plans and can be a good way to grow an endowment. When individuals have been loyal donors for many years, the next step often involves initiating a conversation about putting the library in their will or estate plan and helping them understand how they can have a long-term impact.

Memorial gifts are often restricted to specific purposes. Many estate plans, however, are not—"and unrestricted gifts are golden," notes Seattle Public Library (SPL) Foundation executive director Jonna Ward. "They give so much flexibility and allow us to make investments in the library."

"One of the more memorable planned gifts we received was a million dollar bequest from a librarian in St. Paul," recalls Pearson. "She left her entire estate to our organization."

Productive partnerships

The Free Library of Philadelphia Foundation (FLPF) has cultivated a flourishing public-private partnership with the city. In the early 1990s, when the city instituted a range of public-private partnerships, FLPF reformed itself as a 501(c)(3) nonprofit and initiated the \$60 million systemwide "Changing Lives" campaign, which ran from 1992 to 1998. "We suddenly had this viable functioning foundation that started getting gifts," recalls FLPF vice president of development Melissa Greenberg, "and it has grown from there." Through FLPF's fundraising efforts, the system was able to launch its acclaimed author events series and build its LEAP (Literary Enrichment Afterschool Program).

A funding partnership such as Philadelphia's requires careful planning, cautions Greenberg. Some programs funded by FLPF are designed to sunset when the money is gone—"There are...programs we know are [for] two or three years and that's it." Others, such as the new Business and Innovation Center, were built with foundation money with plans to transition to city funding so that they will ultimately be sustainable.

Partnerships can also be built around programs. PPL's Environmental Film Festival, which attracts 4,000–4,500 people, allowed the library to raise around \$22,000 through corporate sponsorship last year.

All about that base

A donor base is all about connections, and requires careful cultivation and tracking. SPPL's Pearson recommends starting out by asking trustees and key staff for the names of ten people who'd be receptive to the library's cause. Those 100 or 200 people will become the first annual fund mailing list. "The trick is," he notes, "you've got to keep doing this every year."

The SPL Foundation first began building its donor base during the system's overhaul in the late 1990s. Although the \$200 million bond measure issued by the city for SPL's "Libraries for All" capital campaign was the largest ever passed, it fell short by some \$38 million, and the foundation stepped up to help raise needed supplementary dollars. By the time the campaign was over, the foundation had raised \$83 million, including a \$20 million gift from the Bill & Melinda Gates Foundation—and at the same time began the work of building SPL's endowment. "Our [present] funding has come from the work that was done during that capital campaign," says Ward.

At this point, says Ward, SPL has built "an incredible support network" from the ground up. While large donors have provided the backbone of the endowment, "building out a small donor base is the bread and butter. These are the people who will call their city council member, if you ask them to. They'll make small gifts.... They're just really committed. And that ultimately is so important to our work."

In smaller or less affluent communities, the list needs to be extremely selective. Gleason's appeal is its main source of private funding. Yet with an average donation of over just over \$100 it is clear, says Schonhart, that "our donors are our users." Solicitations go only to those who have opted to receive information from the library and to everyone who has signed up to be a Friend, whether they are active members or not.

Educating an economically mixed population can also go a long way toward developing loyal donors, says FLPP's Greenberg. "A lot of it is the marketing, so people understand that the library is a place where they can make their legacy gifts or philanthropic investments, or they can give \$10 and feel really good about it."

Ask an expert

Even the largest libraries or foundations may not be able to cope with the legal ins and outs of large gifts or trusts. The Friends of the SPPL works with a local community foundation whose attorneys oversee trusts and take care of tax filings. When it comes to endowment funds, Pearson warns that most community foundations have regulations preventing libraries from removing money in excess of their annual spending policies—usually about four or five percent of the endowment's value. However, checks written to the community fund itself can be deposited into a fund for the library and withdrawn as needed.

Fundraising consultants can also do a good deal of heavy lifting. In addition to identifying opportunities and strategies, a consultant can help write a strategic plan that builds in options like planned giving. Because Friends' efforts run on volunteerism, there is often resistance to hiring outside help. "But the reality is...if you're going to raise millions of dollars, it's going to require more than a volunteer effort," says Pearson.

Nothing replaces the strengths of a visionary director. Simon calls former PPL director Leslie Burger, "an amazing fundraiser." "In many ways your executive director is your chief fundraising officer," adds Simon. "They must be able to articulate the mission of the institution, ideally in a way that resonates with the public. When you need to close a deal, your executive director should be in the room."

A holistic approach

In many ways, says Simon, the library's fundraising strategy should be an extension of its approach to programming. "You start to build signature programs that are all about your mission.... People start to be invested in you as an organization because they love what you do. That's connected to fundraising. You have to understand how they relate to each other."

Advocacy needs to be ongoing, not only at the local level but in order to assure a steady underpinning of government funding as well. "I'm a firm believer that, if you're raising private money for a publicly funded institution

like the library, you have to make sure that the public funding is strong," notes Pearson. "Because if the public funding starts to erode, and the library wants private funding to fill those voids... your donors aren't going to stick around for long." The reverse is true, too; Friends of SPPL also conducts a successful grassroots advocacy effort with the mayor and city council. Their response, says Pearson, is, "We know you raise millions of dollars and bring that to the table, so we'll listen when you ask us to make sure to add money to [your] budget."

"The first and most important

element of fundraising is to meet your mission with excellence," says Simon. "Because nobody's going to want to



GALA DAYS AND NIGHTS Top: Ruth Reichl signs at Princeton Public Library's Book Lovers Luncheon, a spring fundraiser sponsored by the Friends of the Library; Bottom: Carlisle, MA, resident Amy Livens helps with the raffle at the Gleason Public Library Gala. *Princeton photo by Mark Czajkowski, Gleason photo by Jean Barry*

give to you if you aren't providing those intangibles.... You have to demonstrate every day that you're an organization worth supporting."

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Friendly Rivalry

Not all events are labor-intensive. While brainstorming for last year's Giving Tuesday push, the development department at Baltimore's Enoch Pratt Free Library (EPFL) came up with the idea of using the city's Monday Night Football rivalry with Cleveland to spur a little friendly competition off the field. The Baltimore Ravens were playing the Cleveland Browns the night before Giving Tuesday, so EPFL enlisted the Cleveland Public Library (CPL) in a "Book Bowl" to see which library could raise more money before and during the game.

"We set up a campaign on both of our ends where we would do some friendly back-and-forth: library vs. library, football team vs. football team," says Shelly Terranova, EPFL deputy director of institutional advancement. "Smack talk, so to speak, and see if we could also interweave that with our impact...and try to get our message in front of as wide an audience as we could, mostly using Twitter and Facebook."

Both libraries held game night viewing parties, comparing donations and tweeting at each other all the while. In addition to the fundraising challenge, both systems had promised a YouTube video of the loser's library director doing "something potentially embarrassing"; CPL's Felton Brown committed to reciting Edgar Allan Poe's "The Raven" in the middle of the historic main library while wearing a Ravens jersey (had Baltimore lost, EPFL CEO and Librarian of Congress nominee Carla Hayden would have donned a Browns jersey to join library staff in a rousing rendition of "Who Let the Dogs Out").

The Book Bowl was a great success on both sides. Although EPFL won both the game and the challenge, raising more than \$41,000, both libraries set records for the number of donors and dollars they were able to garner in just 24 hours. Gifts ranged from \$5 to \$10,000, with the average around \$250. "We were really grateful to Cleveland for being such good sports and friendly rivals, and we feel great that both libraries were able to boost support from their local communities. We raised five times more this year than we had raised the prior year for Giving Tuesday," Terranova says.