

## February 21st, 2017

### agenda

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
<b>1,2</b>	<b>CTO, Additions (2 minutes)(7:02pm)</b> Document Summary Agenda	1A 2A-2B
<b>3</b>	<b>Opportunity to Address Board</b>	
<b>4</b>	<b>Consent Agenda</b> Minutes of January 17th, 2017 Board of Trustees Meeting (action)(2 minutes)(7:04pm)	3A-3B
<b>5</b>	<b>Treasurer's Report and Financial Reports (White and Yellow) (5 minutes)(7:09pm)</b> January Financial Summary Report (action) January Detailed Revenue & Expense Report (action) January Detailed Balance Sheet (action)	4A-4C 5A-5E 6A-6E
<b>6</b>	<b>Approval of Checks (Green) (5 minutes)(7:14pm)</b> January Manual Check Report (action) January Check Register (action)	7A 8A-8M
<b>7</b>	<b>Committee Reports (10 minutes)(7:24pm)</b>	
<b>8</b>	<b>New Business</b> (None)	
<b>9</b>	<b>Old Business</b> Budget for Fiscal Year 2017-2018 (10 minutes)(7:34pm) Revised Statistics Report (10 minutes)(7:44pm) Fundraising and Building Project (20 minutes)(8:04pm)	9A-9F 10A-10D
<b>10</b>	<b>Director's Report (5 minutes)(8:09pm)</b> Librarian's Narrative Report	11A-11B
<b>11</b>	<b>Executive Session(s) (20 minutes)(8:29pm)</b>	
<b>12</b>	<b>Any and All Other Business ...</b>	
<b>13</b>	<b>Adjournment (1 minute)(8:30pm)</b>	
<b>14</b>	<b>Attachments</b> Friends Attendees for Calendar Year 2017 Schedule of Director's Evaluation Audio Visual Collection Loss	12A 13A 14A

**Lake Bluff Public Library**  
**Regular Meeting of the Board of Library Trustees**  
**Tuesday, February 21<sup>st</sup>, 2017 at 7:00 PM**  
**123 E. Scranton Ave, Lake Bluff, IL 60044**  
**Enter through Library main entrance**

1. **Call to Order (7:00pm)**
2. **Additions & Corrections to the Agenda (2 minutes)(7:02pm)**
3. **Opportunity for Public to Address the Board (limit 5 minutes per person per meeting)**
4. **Approval of Minutes**
  - a. **Approval of Minutes of January 17<sup>th</sup>, 2016 Regular Board Meeting (action)(2 minutes)(7:04pm)**
5. **January 2017 Financial Reports – Detailed Balance and Revenue/Expense (White and Yellow Pages) (action)(5 minutes)(7:09pm)**
  - a. **January Financial Summary Report**
  - b. **January Detailed Revenue & Expense Report**
  - c. **January Detailed Balance Sheet**
6. **Approval of checks (Green Pages) (5 minutes)(7:14pm)**
  - a. **January Manual Checks (12935-12936,12938-12940) (action)**
  - b. **January Monthly Checks (12941-12974) (action)**
7. **Committee Reports (10 minutes)(7:24pm) (Committees that met)**
  - a. **Building and Grounds Committee (CHAIR: Schons. MEMBERS: Jerch, Meierhoff, and Stroh.)**
  - b. **Finance Committee (CHAIR: Butler. MEMBERS: Kregor.)**

**(Committees that did not meet)**

  - a. **Building Project Task Force (CHAIR: Meierhoff. MEMBERS: Schons.)**
  - 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.)**
8. **New Business**
  - a. **(None)**

**9. Old Business**

- a. Budget for Fiscal Year 2017-2018 **(10 minutes)(7:34pm)**
- b. Revised Statistics Report **(10 minutes)(7:44pm)**
- c. Fundraising and Building Project **(20 minutes)(8:04pm)**

**10. Director's Report (5 minutes)(8:09pm)**

- a. Director's Narrative Report

**11. Executive Session(s) (20 minutes)(8:29pm)**

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

**12. Any and all other business which may properly come before the Board****13. Adjournment (1 minute)(8:30pm)****Attachments:**

Friends Meeting Attendees for 2016-2017  
Usage Statistics for the Month of January, 2017  
Proposed Budget for FY 2017-2018  
Schedule for Director's Evaluation  
Audio Visual Collection Loss Report

**Upcoming Board Meetings: March 21, April 18, and May 16, 2017.**

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting Minutes**  
**Tuesday, January 17, 2017, 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 Scot Butler, Janie Jerch, Tim Kregor, Carl Schons, Cal Stroh, Romain Wojda (arrived 7:25), Library Director Eric Bailey, and Library employee Martha O'Hara. Library Board nominee Kate Jackson was also present.
- 2. Additions & Corrections to the Agenda:** There were none.
- 3. Opportunity for Public to Address the Board:** There were none present.
- 4. Approval of Minutes:**  
Butler moved and Stroh seconded a motion to accept the December 20, 2016 minutes; all voted aye.
- 5. December 2016 Financial Reports:** Butler moved and Stroh seconded a motion to approve the December Financial Summary and Report, the Detailed Revenue & Expense Report, and the Detailed Balance Sheet; all voted aye. Butler noted that we are about 2/3 of the way through both the fiscal year and the budget, so we are on track.
- 6. Approval of checks**
  - a. Butler moved and Stroh seconded a motion to approve the December 2016 Manual Checks (12903-12908) and the December 2016 Monthly Checks (12909-12934); all voted aye.
- 7. Committee Reports:**

**(Committees that met.)**

  - a. Finance (**CHAIR:** Butler, **MEMBER:** Kregor.) Butler reported that this committee met with Bailey at 6 pm , right before this meeting, to go over the FY17-18 budget. We will vote on the budget next month, and Bailey will take the final budget to the Village on March 24.

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

  - a. Building and Grounds (**CHAIR:** Schons, **MEMBERS:** Jerch, Meierhoff, and Stroh.)
  - b. Building Project Task Force (**CHAIR:** Meierhoff, **MEMBER:** Schons.)
  - c. Human Resources (**CHAIR:** Kregor, **MEMBERS:** Meierhoff and Butler.)
  - d. Long Range Planning (**CHAIR:** Wojda, **MEMBER:** Schons.)
  - e. Outreach (**CHAIR:** Schons, **MEMBERS:** Butler and Kregor.)
  - f. Intergovernmental (**CHAIR:** Bailey, **MEMBERS:** Jerch and Stroh.)
  - g. Policy and Bylaw Committee (**CHAIR:** Stroh, **MEMBERS:** Meierhoff and Schons.)
- 8. New Business:**
  - a. The Budget for FY17-18 was mentioned during the Finance Committee report.
  - b. The Revised Statistics Report was submitted by Ross Schanley-Roberts , more suggestions were made to make the format more accessible.
  - c. Our LAN maintenance contract with Computer View Inc. is expiring. Other options were investigated, but CVI still has the best service plan for our needs. Butler moved and Stroh seconded a motion to accept the contract from Computer View Inc. totaling \$12,520 for two years of Local Area Network (LAN) management service. All voted aye.

d. The Northern Trust Bank wants a statement from the Library Board giving permission to drill open the mystery safety deposit box. Butler moved, and Wojda seconded, a motion to sign the document that Bailey had prepared. All voted aye. The document was signed, and will be delivered to the bank.

**9. Old Business:**

- a. Nate Blackmer, principal at LBMS, gave Meierhoff and some Library staff members a tour of the new construction at the Middle School, which has just undergone a major renovation. He provided insights into how to conduct "business as usual" through such a project.
- b. Meierhoff and Bailey met with Cathy McKechney, President of the Lake Bluff History Museum, who explained that the Museum is embarking on crafting a 5-year plan. The Museum wants to stay in their current space for now. As a result, Meierhoff feels that there is no benefit to holding up our fundraising project, and we will move forward with our fundraising feasibility study.

**10. Director's Report:** Bailey reported that the new expanded hours began on Jan. 2, 2017, and that there has been much positive feedback, and also that usage is up.

Kregor asked about the cost-effectiveness of the quarterly newsletter, which is expensive to print and mail. We discussed whether or not we can *or should* include our news in the Village/Park District/School District newsletter. Discussion was tabled to next month.

**11. Executive Session:** There was none.

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

**12. Any and all other business:** There was none.

**13. Adjournment:** Butler moved and Stroh seconded a motion to adjourn the meeting; all voted aye. Meeting adjourned at 8:25 pm.

Respectfully submitted,

Janie Jerch

**LAKE BLUFF PUBLIC LIBRARY**  
**REVENUE AND EXPENDITURE REPORT**  
**For period ending January 31, 2017**

2/15/2017

4A

Description	FY 2016-17				FY 2015-16		
	Fiscal Year Total-to-Date	Budget	% of Budget Received/ Expensed	% of Actual Y-T-D	Previous Fiscal YTD	% of Budget Received/ Expensed	Budget
<b>Revenues</b>							
Property Taxes	\$ 885,631	\$ 886,048	100.0%	95.8%	\$ 872,666	99.9%	\$ 873,917
Rental Fines	8,698	12,500	69.6%	0.9%	8,876	74.0%	12,000
State Per Capita Grant	4,411	7,153	61.7%	0.5%	-	0.0%	7,153
Non-Resident Fees	4,924	7,000	70.3%	0.5%	5,712	81.6%	7,000
Miscellaneous Revenue	2,075	2,500	83.0%	0.2%	1,055	35.2%	3,000
Other Grants	-	5,000	0.0%	0.0%	-	0.0%	5,000
Photo-copy Charges	1,626	2,000	81.3%	0.2%	1,650	82.5%	2,000
Village Contribution to Vliet Costs	-	7,900	0.0%	0.0%	-	0.0%	7,900
Vliet Operating Cost Contrib	390	1,000	39.0%	0.0%	390	---	-
Interest Earnings	2,730	400	682.4%	0.3%	517	129.4%	400
Naperville (Impact) Fees	4,319	-	---	0.5%	6,478	---	-
Restricted Donations/Gifts	9,185	15,000	61.2%	1.0%	10,422	52.1%	20,000
Unrestricted Donations/Gifts	481	1,000	48.1%	0.1%	2,012	201.2%	1,000
<b>Total Revenues</b>	<b>\$ 924,470</b>	<b>\$ 947,501</b>	<b>97.6%</b>	<b>100.0%</b>	<b>\$ 909,780</b>	<b>96.9%</b>	<b>\$ 939,370</b>
Use of Fund Balance Reserves		\$ -					\$ -
<b>Total Projected Revenues &amp; Use of Reserves</b>		<b>947,501</b>					<b>939,370</b>
<b>Expenditures</b>							
Librarian Salaries	\$ 217,543	\$ 311,000	69.9%	29.7%	\$ 222,202	99.2%	\$ 224,000
Staff Salaries	\$ 148,445	176,000	84.3%	20.3%	\$ 145,034	56.0%	259,000
Medical Insurance	\$ 56,556	74,000	76.4%	7.7%	\$ 50,623	63.3%	80,000
Other Employee Benefits	\$ 215	250	86.0%	0.0%	\$ 160	64.0%	250
Employer IMRF	\$ 31,590	46,000	68.7%	4.3%	\$ 33,357	74.1%	45,000
Employer FICA	\$ 27,192	37,000	73.5%	3.7%	\$ 27,530	74.4%	37,000
<i>Subtotal Personnel Expense</i>	<i>\$ 481,542</i>	<i>\$ 644,250</i>	<i>74.7%</i>	<i>65.7%</i>	<i>\$ 478,906</i>	<i>74.2%</i>	<i>\$ 645,250</i>
Building Maintenance	\$ 26,125	\$ 28,000	93.3%	3.6%	\$ 16,706	69.6%	\$ 24,000
Elevator Maintenance	\$ 982	2,000	49.1%	0.1%	\$ 1,167	58.4%	2,000
Grounds Maintenance	\$ 4,070	8,000	50.9%	0.6%	\$ 3,816	47.7%	8,000
Copier Maintenance	\$ 3,811	5,000	76.2%	0.5%	\$ 4,250	94.4%	4,500
<i>Subtotal Maintenance Expense</i>	<i>\$ 34,988</i>	<i>\$ 43,000</i>	<i>81.4%</i>	<i>4.8%</i>	<i>\$ 25,939</i>	<i>67.4%</i>	<i>\$ 38,500</i>
Other Professional Services	\$ 36	\$ 1,000	3.6%	0.0%	\$ 511	10.2%	\$ 5,000
Computer Services	\$ 11,865	12,000	98.9%	1.6%	\$ 12,215	81.4%	15,000
Legal Services	\$ 2,108	3,000	70.3%	0.3%	\$ 3,842	153.7%	2,500
Professional Development	\$ 1,770	3,000	59.0%	0.2%	\$ 615	20.5%	3,000
Dues	\$ 2,188	2,000	109.4%	0.3%	\$ 1,996	99.8%	2,000
Utilities	\$ 10,533	12,500	84.3%	1.4%	\$ 8,850	98.3%	9,000

**LAKE BLUFF PUBLIC LIBRARY**  
**REVENUE AND EXPENDITURE REPORT**  
**For period ending January 31, 2017**

2/15/2017

Description	FY 2016-17				FY 2015-16		
	Fiscal Year Total-to-Date	Budget	% of Budget Received/ Expensed	% of Actual Y-T-D	Previous Fiscal YTD	% of Budget Received/ Expensed	Budget
Postage	\$ 1,077	3,000	35.9%	0.1%	\$ 1,708	56.9%	3,000
Printing/E-News	\$ 6,874	9,500	72.4%	0.9%	\$ 6,302	74.1%	8,500
Office Supplies	\$ 4,790	5,000	95.8%	0.7%	\$ 2,859	49.7%	5,750
Bldg/Grounds Supplies	\$ 1,332	2,000	66.6%	0.2%	\$ 1,101	55.1%	2,000
Technical Services Supplies	\$ 2,547	9,500	26.8%	0.3%	\$ 2,549	51.0%	5,000
<i>Subtotal Contracts &amp; Commodities</i>	<i>\$ 45,121</i>	<i>\$ 62,500</i>	<i>72.2%</i>	<i>6.2%</i>	<i>\$ 42,548</i>	<i>70.0%</i>	<i>\$ 60,750</i>
Hospitality Program Support	\$ 243	500	48.6%	0.0%	\$ 186	37.1%	500
Adult Program Support	\$ 3,856	5,000	77.1%	0.5%	\$ 4,056	81.1%	5,000
Juvenile Program Support	\$ 4,180	5,800	72.1%	0.6%	\$ 5,049	87.1%	5,800
Outreach Program Supplies	\$ 660	1,000	66.0%	0.1%	\$ 832	83.2%	1,000
Teen Program Supplies	\$ 1,059	1,200	88.2%	0.1%	\$ 632	52.7%	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 &amp; Grants</i>	<i>\$ 9,999</i>	<i>\$ 25,653</i>	<i>39.0%</i>	<i>1.4%</i>	<i>\$ 16,178</i>	<i>63.1%</i>	<i>\$ 25,653</i>

**LAKE BLUFF PUBLIC LIBRARY**  
**REVENUE AND EXPENDITURE REPORT**  
**For period ending January 31, 2017**

2/15/2017

4C

Description	FY 2016-17				FY 2015-16		
	Fiscal Year Total-to-Date	Budget	% of Budget Received/ Expensed	% of Actual Y-T-D	Previous Fiscal YTD	% of Budget Received/ Expensed	Budget
Adult Non-Fiction Books	\$ 10,093	17,000	59.4%	1.4%	\$ 13,434	79.0%	17,000
Adult Fiction Books	\$ 10,382	14,000	74.2%	1.4%	\$ 10,123	72.3%	14,000
Adult Large Print Materials	\$ 339	500	67.8%	0.0%	\$ 285	57.0%	500
Adult AV Materials	\$ 10,800	15,000	72.0%	1.5%	\$ 10,774	71.8%	15,000
Adult Reference/e-Reference	\$ 13,549	21,000	64.5%	1.8%	\$ 15,859	75.5%	21,000
Juvenile Non-Fiction Books	\$ 2,273	7,000	32.5%	0.3%	\$ 6,612	94.5%	7,000
Picture Books	\$ 4,970	5,000	99.4%	0.7%	\$ 4,933	98.7%	5,000
Juvenile Fiction Books	\$ 5,379	9,000	59.8%	0.7%	\$ 4,210	46.8%	9,000
Juvenile AV Materials	\$ 628	1,500	41.9%	0.1%	\$ 1,336	89.1%	1,500
Juvenile e-Reference	\$ 334	1,000	33.4%	0.0%	\$ 334	16.7%	2,000
Teen Books	\$ 2,130	2,750	77.5%	0.3%	\$ 1,824	66.3%	2,750
e-Books	\$ 5,924	10,000	59.2%	0.8%	\$ 2,320	37.1%	6,250
Graphic Novels	\$ 253	500	50.6%	0.0%	\$ 298	59.5%	500
Periodicals	\$ 6,339	\$ 6,750	93.9%	0.9%	\$ 5,821	97.0%	\$ 6,000
Video Games	\$ 2,714	3,500	77.6%	0.4%	\$ 2,306	65.9%	3,500
<i>Subtotal Materials</i>	\$ 76,109	114,500	66.5%	10.4%	\$ 80,468	72.5%	\$ 111,000
Patron & Staff Software	\$ 3,169	5,000	63.4%	0.4%	\$ 2,769	55.4%	5,000
Library Automation Software	\$ 20,297	21,000	96.7%	2.8%	\$ 20,297	92.3%	22,000
Miscellaneous Expense	\$ 767	2,000	38.4%	0.1%	\$ 1,329	132.9%	1,000
<i>Subtotal Software/Other</i>	\$ 24,233	28,000	86.5%	3.3%	\$ 24,395	87.1%	\$ 28,000
FR Restricted Donations	\$ -	-	---	0.0%	\$ 2,551	---	-
Library Furnishings	10,644	26,000	40.9%	1.5%	-	0.0%	1,000
Computer Equipment	8,306	5,000	166.1%	1.1%	14,966	1496.6%	1,000
Other Equipment	26,015	31,000	83.9%	3.5%	42	4.2%	1,000
Per Capita Grant Expenditures	2,485	-	---	0.3%	6,601	0.0%	-
Exterior Bldg Improvements	-	5,000	0.0%	0.0%	-	0.0%	1,000
Use of Unrestricted/Restrict Donat	3,559	16,000	22.2%	0.5%	5,657	26.9%	21,000
Contingency	10,000	5,598	178.6%	1.4%	3,270	62.7%	5,217
<i>Subtotal Capital, Grants &amp; Dona</i>	\$ 61,008	\$ 88,598	68.9%	8.3%	\$ 33,087	109.5%	\$ 30,217
<b>Total Expenditures</b>	<b>\$ 732,999</b>	<b>\$ 1,006,501</b>	<b>72.8%</b>	<b>100.0%</b>	<b>\$ 701,521</b>	<b>74.7%</b>	<b>\$ 939,370</b>

Fund Balance as of April 30, 2016<sup>a</sup> 564,658  
YTD Addition to/(Subtraction from) Fund Balance 191,471  
Fund Balance at month end 756,129

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



DATE: 02/15/2017  
TIME: 13:35:41  
ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --  
DETAILED REVENUE & EXPENSE REPORT  
ACTUAL VS. PRIOR VS. BUDGET  
FOR 9 PERIODS ENDING JANUARY 31, 2017

PAGE: 1  
F-YR: 17

FUND: LAKE BLUFF PUBLIC LIBRARY  
DEPT: REVENUES

ACCOUNT NUMBER	DESCRIPTION	JANUARY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
<b>PROPERTY TAXES</b>							
80-40-103-10000	LIBRARY PROPERTY TAX	29.93	22.30	885,631.27	872,665.74	886,048.00	99.9%
<b>TOTAL REVENUES: PROPERTY TAXES</b>		29.93	22.30	885,631.27	872,665.74	886,048.00	99.9%
<b>SERVICES &amp; FEES</b>							
80-40-403-48300	PHOTO-COPY CHARGES	197.45	204.10	1,626.00	1,649.88	2,000.00	81.3%
80-40-403-48500	NON-RESIDENT FEES	470.72	583.68	4,923.95	5,712.41	7,000.00	70.3%
<b>TOTAL REVENUES: SERVICES &amp; FEES</b>		668.17	787.78	6,549.95	7,362.29	9,000.00	72.7%
<b>FINES</b>							
80-40-503-65000	RENTAL FINES	971.79	1,152.99	8,698.06	8,876.08	12,500.00	69.5%
<b>TOTAL REVENUES: FINES</b>		971.79	1,152.99	8,698.06	8,876.08	12,500.00	69.5%
<b>MISCELLANEOUS</b>							
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	390.00	0.00	390.00	390.00	0.00	100.0%
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	417.07	146.87	2,729.57	517.45	400.00	682.3%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	302.68	105.43	481.03	2,012.47	0.00	100.0%
80-40-603-78001	RESTRICTED DONATIONS	3,587.57	0.00	9,185.30	10,422.33	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	6,478.08	0.00	100.0%
80-40-603-89000	MISCELLANEOUS INCOME	136.70	12.60	2,074.78	1,055.45	2,500.00	82.9%
<b>TOTAL REVENUES: MISCELLANEOUS</b>		4,834.02	264.90	23,590.82	20,875.78	11,800.00	199.9%
<b>TOTAL REVENUES: REVENUES</b>		6,503.91	2,227.97	924,470.10	909,779.89	919,348.00	100.5%
<b>TOTAL FUND REVENUES</b>		6,503.91	2,227.97	924,470.10	909,779.89	919,348.00	100.5%

DATE: 02/15/2017  
TIME: 13:35:41  
ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --  
DETAILED REVENUE & EXPENSE REPORT  
ACTUAL VS. PRIOR VS. BUDGET  
FOR 9 PERIODS ENDING JANUARY 31, 2017

PAGE: 2  
F-YR: 17

FUND: LAKE BLUFF PUBLIC LIBRARY  
DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	JANUARY 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	15,857.12	23,750.17	217,543.49	222,201.93	311,000.00	69.9%
80-60-001-40050	STAFF SALARIES	25,208.04	15,643.80	148,445.37	145,033.60	176,000.00	84.3%
80-60-001-40400	MEDICAL INSURANCE	12,456.87	11,057.31	56,555.73	50,623.47	74,000.00	76.4%
80-60-001-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	215.00	159.95	250.00	86.0%
80-60-001-40950	EMPLOYER IMRF	3,502.28	3,560.63	31,590.45	33,357.46	46,000.00	68.6%
80-60-001-40951	EMPLOYER FICA TAX	3,045.31	2,951.02	27,191.76	27,529.95	37,000.00	73.4%
80-60-001-41000	BUILDING MAINTENANCE	5,445.34	983.68	26,125.37	16,705.55	28,000.00	93.3%
80-60-001-41020	ELEVATOR MAINTENANCE	944.00	906.00	982.00	1,167.00	2,000.00	49.1%
80-60-001-41050	GROUNDS MAINTENANCE	275.00	1,304.00	4,069.92	3,816.00	8,000.00	50.8%
80-60-001-41303	COPIER MAINTENANCE/SUPPLIES	58.23	0.00	3,810.54	4,249.97	5,000.00	76.2%
80-60-001-41304	OTHER PROFESSIONAL SERVICES	0.00	499.00	36.00	511.00	1,000.00	3.6%
80-60-001-41305	COMPUTER SERVICES	0.00	0.00	11,865.00	12,215.00	12,000.00	98.8%
80-60-001-41350	LEGAL SERVICES	0.00	1,365.00	2,107.50	3,841.50	3,000.00	70.2%
80-60-001-42400	PROFESSIONAL DEVELOPMENT	0.00	35.00	1,770.00	615.00	3,000.00	59.0%
80-60-001-42440	DUES	35.00	0.00	2,187.93	1,996.25	2,000.00	109.3%
80-60-001-43230	UTILITIES	893.51	247.84	10,533.39	8,849.77	12,500.00	84.2%
80-60-001-43300	POSTAGE	0.00	8.94	1,076.51	1,707.87	3,000.00	35.8%
80-60-001-43400	PRINTING/E-NEWSLETTER	0.00	0.00	6,874.29	6,301.89	9,500.00	72.3%
80-60-001-43550	OFFICE SUPPLIES	541.34	194.09	4,790.33	2,859.47	5,000.00	95.8%
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	70.80	0.00	1,332.38	1,101.15	2,000.00	66.6%
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	279.80	78.34	2,547.26	2,548.80	9,500.00	26.8%
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	0.00	242.93	185.65	500.00	48.5%
80-60-001-43710	ADULT PROGRAM SUPPLIES	77.14	99.13	3,856.16	4,056.14	5,000.00	77.1%
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	40.79	284.60	4,180.37	5,049.49	5,800.00	72.0%
80-60-001-43730	OUTREACH SUPPLIES	25.00	179.98	660.45	832.02	1,000.00	66.0%
80-60-001-43740	TEEN PROGRAM SUPPLIES	28.58	30.95	1,058.81	632.04	1,200.00	88.2%
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	939.27	949.49	10,092.73	13,434.35	17,000.00	59.3%
80-60-001-45100	ADULT FICTION BOOKS	1,278.39	1,135.57	10,382.26	10,122.51	14,000.00	74.1%
80-60-001-45110	ADULT LARGE PRINT MATERIAL	86.09	36.37	339.15	284.84	500.00	67.8%
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	1,176.76	1,217.57	10,800.20	10,774.06	15,000.00	72.0%
80-60-001-45220	ADULT REFERENCE/E-REFER	1,852.00	4,264.00	13,549.00	15,858.98	21,000.00	64.5%
80-60-001-45400	JUVENILE NON-FICTION	308.99	(8.92)	2,272.64	6,611.96	7,000.00	32.4%
80-60-001-45410	PICTURE BOOKS, READERS	1,405.68	4.95	4,970.44	4,932.54	5,000.00	99.4%
80-60-001-45420	JUVENILE FICTION	327.18	130.85	5,379.46	4,209.63	9,000.00	59.7%
80-60-001-45430	JUVENILE AUDIO-VISUAL	17.96	63.20	627.81	1,335.90	1,500.00	41.8%
80-60-001-45440	JUVENILE E-REFERENCE	0.00	0.00	334.33	334.33	1,000.00	33.4%
80-60-001-45450	TEEN BOOKS	374.98	217.77	2,130.16	1,824.47	2,750.00	77.4%
80-60-001-45460	E-BOOKS	0.00	2,168.80	5,923.86	2,320.29	10,000.00	59.2%
80-60-001-45470	GRAPHIC NOVELS	14.73	0.00	252.94	297.67	500.00	50.5%
80-60-001-45500	PERIODICALS	643.00	612.40	6,339.24	5,820.74	6,750.00	93.9%
80-60-001-45510	VIDEO GAMES	147.91	269.64	2,714.44	2,305.87	3,500.00	77.5%
80-60-001-45600	PATRON & STAFF SOFTWARE	183.95	171.95	3,169.06	2,769.18	5,000.00	63.3%
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	20,297.00	20,297.00	21,000.00	96.6%

DATE: 02/15/2017  
TIME: 13:35:41  
ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --  
DETAILED REVENUE & EXPENSE REPORT  
ACTUAL VS. PRIOR VS. BUDGET  
FOR 9 PERIODS ENDING JANUARY 31, 2017

FUND: LAKE BLUFF PUBLIC LIBRARY  
DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	JANUARY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
<b>LIBRARY SERVICES</b>							
80-60-001-46000	MISCELLANEOUS EXPENSES	225.80	116.37	767.10	1,329.08	2,000.00	38.3%
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	1,990.00	0.00	10,644.00	0.00	26,000.00	40.9%
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	122.94	0.00	8,305.80	42.00	5,000.00	166.1%
80-60-001-49400	OTHER EQUIPMENT	0.00	14,816.00	26,014.61	14,965.79	31,000.00	83.9%
80-60-001-50000	CONTINGENCY	0.00	0.00	10,000.00	3,270.20	5,598.00	178.6%
<b>TOTAL EXPENSES: LIBRARY SERVICES</b>		<b>79,879.78</b>	<b>89,345.49</b>	<b>726,955.17</b>	<b>689,262.88</b>	<b>978,348.00</b>	<b>74.3%</b>
<b>TOTAL EXPENSES: LIBRARY ADMINISTRATION</b>		<b>79,879.78</b>	<b>89,345.49</b>	<b>726,955.17</b>	<b>689,262.88</b>	<b>978,348.00</b>	<b>74.3%</b>
<b>TOTAL FUND EXPENSES</b>		<b>79,879.78</b>	<b>89,345.49</b>	<b>726,955.17</b>	<b>689,262.88</b>	<b>978,348.00</b>	<b>74.3%</b>
<b>TOTAL FUND REVENUES</b>		<b>6,503.91</b>	<b>2,227.97</b>	<b>924,470.10</b>	<b>909,779.89</b>	<b>919,348.00</b>	<b>100.5%</b>
<b>TOTAL FUND EXPENSES</b>		<b>79,879.78</b>	<b>89,345.49</b>	<b>726,955.17</b>	<b>689,262.88</b>	<b>978,348.00</b>	<b>74.3%</b>
<b>FUND SURPLUS (DEFICIT)</b>		<b>(73,375.87)</b>	<b>(87,117.52)</b>	<b>197,514.93</b>	<b>220,517.01</b>	<b>(59,000.00)</b>	<b>-334.7%</b>

80-60-001-46000 MISCELLANEOUS EXPENSES 225.80 116.37 767.10 1,329.08 2,000.00 38.3%  
 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 1,990.00 0.00 10,644.00 0.00 26,000.00 40.9%  
 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 122.94 0.00 8,305.80 42.00 5,000.00 166.1%  
 80-60-001-49400 OTHER EQUIPMENT 0.00 14,816.00 26,014.61 14,965.79 31,000.00 83.9%  
 80-60-001-50000 CONTINGENCY 0.00 0.00 10,000.00 3,270.20 5,598.00 178.6%  
 -----  
 TOTAL EXPENSES: LIBRARY SERVICES 79,879.78 89,345.49 726,955.17 689,262.88 978,348.00 74.3%  
 TOTAL EXPENSES: LIBRARY ADMINISTRATION 79,879.78 89,345.49 726,955.17 689,262.88 978,348.00 74.3%  
 TOTAL FUND EXPENSES 79,879.78 89,345.49 726,955.17 689,262.88 978,348.00 74.3%  
 -----  
 TOTAL FUND REVENUES 6,503.91 2,227.97 924,470.10 909,779.89 919,348.00 100.5%  
 TOTAL FUND EXPENSES 79,879.78 89,345.49 726,955.17 689,262.88 978,348.00 74.3%  
 FUND SURPLUS (DEFICIT) (73,375.87) (87,117.52) 197,514.93 220,517.01 (59,000.00) -334.7%

DATE: 02/15/2017  
TIME: 13:35:58  
ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --  
DETAILED REVENUE & EXPENSE REPORT  
ACTUAL VS. PRIOR VS. BUDGET  
FOR 9 PERIODS ENDING JANUARY 31, 2017

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

ACCOUNT NUMBER	DESCRIPTION	JANUARY 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%

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

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

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

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

LIBRARY GRANTS & GIFTS FUND  
LIBRARY GRANTS FUND REVENUE  
ACTUAL VS. PRIOR VS. BUDGET  
FOR 9 PERIODS ENDING JANUARY 31, 2017

DATE: 02/15/2017  
 TIME: 13:35:58  
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 9 PERIODS ENDING JANUARY 31, 2017

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

ACCOUNT NUMBER	DESCRIPTION	JANUARY 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	6,601.21	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	1,936.51	0.00	3,559.05	5,656.88	0.00	-100.0%
-----							
TOTAL EXPENSES: MISCELLANEOUS		1,936.51	0.00	6,043.81	12,258.09	0.00	-100.0%
TOTAL EXPENSES: LIBRARY GRANT FUND EXPENDITURE		1,936.51	0.00	6,043.81	12,258.09	0.00	-100.0%
TOTAL FUND EXPENSES		1,936.51	0.00	6,043.81	12,258.09	0.00	-100.0%
-----							
TOTAL FUND REVENUES		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL FUND EXPENSES		1,936.51	0.00	6,043.81	12,258.09	0.00	-100.0%
FUND SURPLUS (DEFICIT)		(1,936.51)	0.00	(6,043.81)	(12,258.09)	0.00	100.0%

# Summary of Detailed Balance Sheets

For Period Ending January 31, 2017

LINE	AMOUNT			
<b>RESERVE BALANCE</b>				
<b>LINE</b>	<b>AMOUNT</b>			
Assets	\$1,696,086			
Liabilities	\$936,243			
Difference	\$759,843			
Fund Surplus (Deficit)	\$197,515			
Difference	\$562,328			
<b>FUND BALANCE AT MONTH END</b>				
<b>LINE</b>	<b>AMOUNT</b>			
Assets	\$1,696,086			
Liabilities	\$936,243			
Difference	\$759,843			
Grants/Gifts	\$3,714			
Fund Equity	\$763,557			

STATE OF MISSISSIPPI  
 DEPARTMENT OF REVENUE  
 OFFICE OF THE COMPTROLLER  
 1000 BANKERS BUILDING  
 JACKSON, MISSISSIPPI 39201  
 PHONE: (601) 359-3300  
 FAX: (601) 359-3301  
 WWW.MISSISSIPPI.GOV

DATE: 02/15/2017  
 TIME: 13:31:55  
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED BALANCE SHEET

PAGE: 1  
 F-YR: 17

682

FUND: LAKE BLUFF PUBLIC LIBRARY  
 FOR 9 PERIODS ENDING JANUARY 31, 2017

ACCOUNT #	DESCRIPTION	BALANCE 05/01/16	NET DEBITS	NET CREDITS	BALANCE 01/31/17
<b>ASSETS</b>					
<b>DUE TO/FROM ACCOUNTS</b>					
80-00-100-10000	DUE TO/FROM OTHER FUNDS	0.00	6,188.22	0.00	6,188.22
80-00-100-20000	LIB GR FND DUE TO/FROM DETAIL	0.00	0.00	0.00	0.00
<b>TOTAL DUE TO/FROM ACCOUNTS</b>		<b>0.00</b>	<b>6,188.22</b>	<b>0.00</b>	<b>6,188.22</b>
<b>CASH &amp; INVESTMENTS</b>					
80-10-101-10000	CHECKING ACCOUNT	0.00	4,515.30	4,515.30	0.00
80-10-101-10001	CASH BOX OVER/SHORT	0.00	17.11	207.44	(190.33)
80-10-101-11000	MONEY MARKET ACCOUNT	36,366.34	698,252.50	725,649.25	8,969.59
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	915,803.89	670,679.40	787,414.01
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	2,162.70	149.82	7,502.96
<b>TOTAL CASH &amp; INVESTMENTS</b>		<b>584,297.74</b>	<b>1,620,751.50</b>	<b>1,401,201.21</b>	<b>803,848.03</b>
<b>RECEIVABLES</b>					
80-10-201-15000	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
80-10-201-15200	PROPERTY TAX RECEIVABLE	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
<b>TOTAL RECEIVABLES</b>		<b>886,049.65</b>	<b>0.00</b>	<b>0.00</b>	<b>886,049.65</b>
<b>OTHER ASSETS</b>					
80-10-301-37100	DUE FROM THE VILLAGE	6,270.75	1,031,902.19	1,038,172.94	0.00
80-10-301-55000	PREPAID EXPENSES	0.00	0.00	0.00	0.00
<b>TOTAL OTHER ASSETS</b>		<b>6,270.75</b>	<b>1,031,902.19</b>	<b>1,038,172.94</b>	<b>0.00</b>
<b>TOTAL ASSETS</b>		<b>1,476,618.14</b>	<b>2,658,841.91</b>	<b>2,439,374.15</b>	<b>1,696,085.90</b>

**LIABILITIES AND FUND EQUITY**

**LIABILITIES**

**PAYABLES**

80-20-102-20000	ACCOUNTS PAYABLE	9,629.24	384,840.37	407,143.20	31,932.07
-----------------	------------------	----------	------------	------------	-----------

DATE: 02/15/2017  
 TIME: 13:31:55  
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED BALANCE SHEET

PAGE: 2  
 F-YR: 17

600

FUND: LAKE BLUFF PUBLIC LIBRARY  
 FOR 9 PERIODS ENDING JANUARY 31, 2017

ACCOUNT #	DESCRIPTION	BALANCE 05/01/16	NET DEBITS	NET CREDITS	BALANCE 01/31/17
<b>LIABILITIES</b>					
<b>PAYABLES</b>					
80-20-102-41000	SOCIAL SECURITY TAX PAYABLE	0.00	54,383.48	54,383.48	0.00
80-20-102-42000	FEDERAL INCOME TAX PAYABLE	0.00	34,236.17	34,236.17	0.00
80-20-102-43000	STATE INCOME TAX PAYABLE	0.00	12,481.01	12,481.01	0.00
80-20-102-44000	IMRF PAYABLE	0.00	45,559.44	45,559.44	0.00
80-20-102-45000	ICMA 457 PLAN PAYABLE	0.00	5,850.00	5,500.00	(350.00)
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	4,624.26	4,624.26	0.00
80-20-102-66000	LIBRARY HSA PAYABLE	0.00	5,503.80	5,503.80	0.00
80-20-102-70000	OTHER SHORT TERM LIABILITIES	0.00	0.00	0.00	0.00
<b>TOTAL PAYABLES</b>		<b>9,629.24</b>	<b>547,478.53</b>	<b>569,431.36</b>	<b>31,582.07</b>
<b>OTHER LIABILITIES</b>					
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
<b>TOTAL OTHER LIABILITIES</b>		<b>904,661.06</b>	<b>0.00</b>	<b>0.00</b>	<b>904,661.06</b>
<b>ESCROWS &amp; DEPOSITS</b>					
80-20-302-24000	MISCELLANEOUS RESERVE	0.00	0.00	0.00	0.00
<b>TOTAL ESCROWS &amp; DEPOSITS</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>LONG TERM LIABILITIES</b>					
80-20-402-39000	OTHER LONG TERM LIABILITIES	0.00	0.00	0.00	0.00
<b>TOTAL LONG TERM LIABILITIES</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL LIABILITIES</b>		<b>914,290.30</b>	<b>547,478.53</b>	<b>569,431.36</b>	<b>936,243.13</b>
<b>FUND EQUITY</b>					
<b>EQUITY SECTION</b>					
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
<b>TOTAL EQUITY SECTION</b>		<b>562,327.84</b>	<b>0.00</b>	<b>0.00</b>	<b>562,327.84</b>
<b>FUND SURPLUS (DEFICIT)</b>		<b>0.00</b>	<b>0.00</b>	<b>197,514.93</b>	<b>197,514.93</b>



63

DATE: 02/15/2017  
TIME: 13:31:55  
ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --  
DETAILED BALANCE SHEET

PAGE: 3  
F-YR: 17

FUND: LAKE BLUFF PUBLIC LIBRARY  
FOR 9 PERIODS ENDING JANUARY 31, 2017

ACCOUNT #	DESCRIPTION	BALANCE 05/01/16	NET DEBITS	NET CREDITS	BALANCE 01/31/17
<b>TOTAL FUND EQUITY</b>		562,327.84	0.00	197,514.93	759,842.77
<b>TOTAL LIABILITIES AND FUND EQUITY</b>		1,476,618.14	547,478.53	766,946.29	1,696,085.90
<b>ASSETS</b>					
<b>ACCOUNTS RECEIVABLE</b>					
80-30-103-01000	RECEIVABLES	0.00	0.00	0.00	0.00
<b>OTHER ASSETS</b>					
80-30-103-02000	PROPERTY	0.00	0.00	0.00	0.00
80-30-103-03000	EQUIPMENT	0.00	0.00	0.00	0.00
80-30-103-04000	INVENTORY	0.00	0.00	0.00	0.00
80-30-103-05000	PREPAID EXPENSES	0.00	0.00	0.00	0.00
80-30-103-06000	DEFERRED EXPENSES	0.00	0.00	0.00	0.00
80-30-103-07000	RECEIVED IN ADVANCE	0.00	0.00	0.00	0.00
<b>LIABILITIES</b>					
<b>ACCOUNTS PAYABLE</b>					
80-30-103-10000	ACCOUNTS PAYABLE	0.00	0.00	0.00	0.00
80-30-103-11000	ACCUMULATED DEPRECIATION	0.00	0.00	0.00	0.00
80-30-103-12000	DEFERRED EXPENSES	0.00	0.00	0.00	0.00
80-30-103-13000	RECEIVED IN ADVANCE	0.00	0.00	0.00	0.00
80-30-103-14000	UNAPPORTIONED EXPENSES	0.00	0.00	0.00	0.00
80-30-103-15000	UNAPPORTIONED REVENUES	0.00	0.00	0.00	0.00
80-30-103-16000	UNAPPORTIONED DEPRECIATION	0.00	0.00	0.00	0.00
80-30-103-17000	UNAPPORTIONED DEFERRED EXPENSES	0.00	0.00	0.00	0.00
80-30-103-18000	UNAPPORTIONED DEFERRED REVENUES	0.00	0.00	0.00	0.00
80-30-103-19000	UNAPPORTIONED DEFERRED EXPENSES	0.00	0.00	0.00	0.00
80-30-103-20000	UNAPPORTIONED DEFERRED REVENUES	0.00	0.00	0.00	0.00
80-30-103-21000	UNAPPORTIONED DEFERRED EXPENSES	0.00	0.00	0.00	0.00
80-30-103-22000	UNAPPORTIONED DEFERRED REVENUES	0.00	0.00	0.00	0.00
80-30-103-23000	UNAPPORTIONED DEFERRED EXPENSES	0.00	0.00	0.00	0.00
80-30-103-24000	UNAPPORTIONED DEFERRED REVENUES	0.00	0.00	0.00	0.00
80-30-103-25000	UNAPPORTIONED DEFERRED EXPENSES	0.00	0.00	0.00	0.00
80-30-103-26000	UNAPPORTIONED DEFERRED REVENUES	0.00	0.00	0.00	0.00
80-30-103-27000	UNAPPORTIONED DEFERRED EXPENSES	0.00	0.00	0.00	0.00
80-30-103-28000	UNAPPORTIONED DEFERRED REVENUES	0.00	0.00	0.00	0.00
80-30-103-29000	UNAPPORTIONED DEFERRED EXPENSES	0.00	0.00	0.00	0.00
80-30-103-30000	UNAPPORTIONED DEFERRED REVENUES	0.00	0.00	0.00	0.00
80-30-103-31000	UNAPPORTIONED DEFERRED EXPENSES	0.00	0.00	0.00	0.00
80-30-103-32000	UNAPPORTIONED DEFERRED REVENUES	0.00	0.00	0.00	0.00
80-30-103-33000	UNAPPORTIONED DEFERRED EXPENSES	0.00	0.00	0.00	0.00
80-30-103-34000	UNAPPORTIONED DEFERRED REVENUES	0.00	0.00	0.00	0.00
80-30-103-35000	UNAPPORTIONED DEFERRED EXPENSES	0.00	0.00	0.00	0.00
80-30-103-36000	UNAPPORTIONED DEFERRED REVENUES	0.00	0.00	0.00	0.00
80-30-103-37000	UNAPPORTIONED DEFERRED EXPENSES	0.00	0.00	0.00	0.00
80-30-103-38000	UNAPPORTIONED DEFERRED REVENUES	0.00	0.00	0.00	0.00
80-30-103-39000	UNAPPORTIONED DEFERRED EXPENSES	0.00	0.00	0.00	0.00
80-30-103-40000	UNAPPORTIONED DEFERRED REVENUES	0.00	0.00	0.00	0.00
80-30-103-41000	UNAPPORTIONED DEFERRED EXPENSES	0.00	0.00	0.00	0.00
80-30-103-42000	UNAPPORTIONED DEFERRED REVENUES	0.00	0.00	0.00	0.00
80-30-103-43000	UNAPPORTIONED DEFERRED EXPENSES	0.00	0.00	0.00	0.00
80-30-103-44000	UNAPPORTIONED DEFERRED REVENUES	0.00	0.00	0.00	0.00
80-30-103-45000	UNAPPORTIONED DEFERRED EXPENSES	0.00	0.00	0.00	0.00
80-30-103-46000	UNAPPORTIONED DEFERRED REVENUES	0.00	0.00	0.00	0.00
80-30-103-47000	UNAPPORTIONED DEFERRED EXPENSES	0.00	0.00	0.00	0.00
80-30-103-48000	UNAPPORTIONED DEFERRED REVENUES	0.00	0.00	0.00	0.00
80-30-103-49000	UNAPPORTIONED DEFERRED EXPENSES	0.00	0.00	0.00	0.00
80-30-103-50000	UNAPPORTIONED DEFERRED REVENUES	0.00	0.00	0.00	0.00

DATE: 02/15/2017  
TIME: 13:31:55  
ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --  
DETAILED BALANCE SHEET

PAGE: 3  
F-YR: 17

DATE: 02/15/2017  
 TIME: 13:32:14  
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED BALANCE SHEET

PAGE: 1  
 F-YR: 17

FUND: LIBRARY GRANTS & GIFTS FUND  
 FOR 9 PERIODS ENDING JANUARY 31, 2017

ACCOUNT #	DESCRIPTION	BALANCE 05/01/16	NET DEBITS	NET CREDITS	BALANCE 01/31/17
<b>ASSETS</b>					
<b>CASH &amp; INVESTMENTS</b>					
82-10-101-12000	LIBRARY BIRD MEMORIAL SAVINGS	0.00	0.00	0.00	0.00
<b>TOTAL CASH &amp; INVESTMENTS</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>--- UNDEFINED CODE ---</b>					
82-10-201-30000	GRANTS RECEIVABLE	4,410.80	0.00	0.00	4,410.80
<b>TOTAL --- UNDEFINED CODE ---</b>		<b>4,410.80</b>	<b>0.00</b>	<b>0.00</b>	<b>4,410.80</b>
<b>TOTAL ASSETS</b>		<b>4,410.80</b>	<b>0.00</b>	<b>0.00</b>	<b>4,410.80</b>
<b>LIABILITIES AND FUND EQUITY</b>					
<b>LIABILITIES</b>					
<b>INTERFUND CLEARING ACCOUNT</b>					
82-00-100-10000	DUE TO/FROM LIBRARY FUND	0.00	0.00	6,188.22	6,188.22
<b>TOTAL INTERFUND CLEARING ACCOUNT</b>		<b>0.00</b>	<b>0.00</b>	<b>6,188.22</b>	<b>6,188.22</b>
<b>PAYABLES</b>					
82-20-102-20000	ACCOUNTS PAYABLE	2,080.92	6,188.22	6,043.81	1,936.51
<b>TOTAL PAYABLES</b>		<b>2,080.92</b>	<b>6,188.22</b>	<b>6,043.81</b>	<b>1,936.51</b>
<b>TOTAL LIABILITIES</b>		<b>2,080.92</b>	<b>6,188.22</b>	<b>12,232.03</b>	<b>8,124.73</b>
<b>FUND EQUITY</b>					
<b>EQUITY SECTION</b>					
82-30-100-53000	UNRESERVED FUND BALANCE	2,329.88	0.00	0.00	2,329.88
<b>TOTAL EQUITY SECTION</b>		<b>2,329.88</b>	<b>0.00</b>	<b>0.00</b>	<b>2,329.88</b>
	FUND SURPLUS (DEFICIT)	0.00	6,043.81	0.00	(6,043.81)
<b>TOTAL FUND EQUITY</b>		<b>2,329.88</b>	<b>6,043.81</b>	<b>0.00</b>	<b>(3,713.93)</b>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>		<b>4,410.80</b>	<b>12,232.03</b>	<b>12,232.03</b>	<b>4,410.80</b>

Date: 2/16/2017

Time: 11:56am

--Village of Lake Bluff--

Manual Check Register

Check Date: 2/21/2017

Check #	Vendor #	Invoice	Invoice Date	Item #	Description	Account #	Item Amt	
12935	9COMCAST COM011217	Comcast	1/12/2017	01	Utilities	80-60-001-43230	254.35	
						Invoice Total:	254.35	
						Check Total:		254.35
12936	9SHREDIT 8121552783	Shred-it USA	1/7/2017	01	Photocopier Toner	80-60-001-41303	58.23	
						Invoice Total:	58.23	
						Check Total:		58.23
12938	4336	Deerpath Carpet	1/26/2017	01	Library Furnishings	80-60-001-49000	1,990.00	
						Invoice Total:	1,990.00	
						Check Total:		1,990.00
12939	9LIBFURN LFI012517	Library Furniture Int.	1/14/2017	01	Expenses from Donat.	82-60-001-99999	725.00	
						Invoice Total:	725.00	
						Check Total:		725.00
12940	9TRUSTB NOR012517	The Northern Trust Co.	1/25/2017	01	Miscellaneous	80-60-001-46000	200.00	
						Invoice Total:	200.00	
						Check Total:		200.00
						Total Amount Paid:		3,227.58

DATE: 02/15/17  
TIME: 10:22:12  
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
CHECK REGISTER

PAGE: 1

8A

CHECK DATE: 02/21/17

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12941	9121ELEV	121	ELEVATOR INCORPORATED					
	2443		01/17/17	01	ELEVATOR MAINT	80-60-001-41020	906.00	
						INVOICE TOTAL:	906.00 *	
						CHECK TOTAL:	906.00	
12942	9ACCESSO	ACCESS ONE, INC.						
	2239926		02/01/17	01	LCL PHONE SRVC:FEB 2017	80-60-001-43230	639.16	
						INVOICE TOTAL:	639.16 *	
						CHECK TOTAL:	639.16	
12943	9AMAZONA	VOIDED---LEADER CHECK						
	066972496556		12/22/16	01	ADULT FICTION	80-60-001-45100	6.99	
						INVOICE TOTAL:	6.99 *	
	066973019624		12/20/16	01	ADULT FICTION	80-60-001-45100	16.69	
						INVOICE TOTAL:	16.69 *	
	071058269558		01/05/17	01	ADULT NON-FICTION	80-60-001-45000	48.23	
						INVOICE TOTAL:	48.23 *	
	082557664514		12/27/16	01	ADULT NON-FICTION	80-60-001-45000	16.79	
						INVOICE TOTAL:	16.79 *	
	083053601142		12/26/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	54.57	
						INVOICE TOTAL:	54.57 *	
	083053718085		01/09/17	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	72.96	
						INVOICE TOTAL:	72.96 *	
	083055204900		01/01/17	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	40.78	
						INVOICE TOTAL:	40.78 *	

DATE: 02/15/17  
TIME: 10:22:12  
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
CHECK REGISTER

8B

CHECK DATE: 02/21/17

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12943	9AMAZONA	VOIDED---LEADER CHECK						
	083055852172		12/22/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	31.29	
					INVOICE TOTAL:		31.29 *	
	083057036818		12/22/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	45.64	
					INVOICE TOTAL:		45.64 *	
	093881655518		01/06/17	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	69.94	
					INVOICE TOTAL:		69.94 *	
	093883074427		01/05/17	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.99	
					INVOICE TOTAL:		19.99 *	
	099599434545		12/13/16	01	ADULT FICTION	80-60-001-45100	17.40	
					INVOICE TOTAL:		17.40 *	
	106776991447		01/05/17	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	22.09	
					INVOICE TOTAL:		22.09 *	
	107191374634		12/14/16	01	OFFICE SUPPLIES	80-60-001-43550	12.99	
					INVOICE TOTAL:		12.99 *	
	115136740914		01/09/17	01	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	7.12	
					INVOICE TOTAL:		7.12 *	
	134418488052		12/13/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	44.37	
					INVOICE TOTAL:		44.37 *	
	148830146652		12/15/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	52.26	
					INVOICE TOTAL:		52.26 *	
	148839060592		12/16/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	21.54	
					INVOICE TOTAL:		21.54 *	
	164654069283		12/13/16	01	ADULT NON-FICTION	80-60-001-45000	19.11	
					INVOICE TOTAL:		19.11 *	
12944	9AMAZONA	VOIDED---LEADER CHECK						

DATE: 02/15/17  
 TIME: 10:22:12  
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
 CHECK REGISTER

80

CHECK DATE: 02/21/17

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
	171126930580		12/20/16	01	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	6.29
						INVOICE TOTAL:	6.29 *
2/16	6010078183188012238	VISUAL/MAT	12/23/16	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	17.96
				02	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	8.29
				03	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	5.96
						INVOICE TOTAL:	32.21 *
	189844753422		12/13/16	01	VIDEO GAMES	80-60-001-45510	75.98
						INVOICE TOTAL:	75.98 *
	193950331539		12/11/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.50
						INVOICE TOTAL:	14.50 *
	193955402335		12/24/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	13.99
						INVOICE TOTAL:	13.99 *
	202460523948		12/24/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	12.99
						INVOICE TOTAL:	12.99 *
	202466532517		12/14/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	28.98
						INVOICE TOTAL:	28.98 *
	202466605537		12/18/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	121.88
						INVOICE TOTAL:	121.88 *
	202467331971		12/12/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	188.80
						INVOICE TOTAL:	188.80 *
	202467981538		12/21/16	01	CREDIT-ADULT AUDIO VISUAL MAT	80-60-001-45200	-1.97
						INVOICE TOTAL:	-1.97 *
	202468097426		12/15/16	01	CREDIT-ADULT AUDIO VISUAL MAT	80-60-001-45200	-2.00
						INVOICE TOTAL:	-2.00 *
	207060972411		01/02/17	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	18.91
						INVOICE TOTAL:	18.91 *

DATE: 02/15/17  
 TIME: 10:22:12  
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
 CHECK REGISTER

80

CHECK DATE: 02/21/17

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12944	9AMAZONA	VOIDED---LEADER CHECK						
		207066329296	01/05/17	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.69	
						INVOICE TOTAL:	19.69 *	
		207066876633	12/27/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	39.08	
						INVOICE TOTAL:	39.08 *	
		223336178604	12/13/16	01	OFFICE SUPPLIES	80-60-001-43550	24.36	
						INVOICE TOTAL:	24.36 *	
		246679936666	01/03/17	01	ADULT FICTION	80-60-001-45100	35.50	
						INVOICE TOTAL:	35.50 *	
		267915996950	12/14/16	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	28.49	
						INVOICE TOTAL:	28.49 *	
		272716308659	12/16/16	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	20.58	
						INVOICE TOTAL:	20.58 *	
12945	9AMAZONA	AMAZON						
		277674752406	12/20/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	39.98	
						INVOICE TOTAL:	39.98 *	
		288991344342	12/14/16	01	VIDEO GAMES	80-60-001-45510	51.98	
						INVOICE TOTAL:	51.98 *	
		288992902529	12/13/16	01	VIDEO GAMES	80-60-001-45510	19.95	
						INVOICE TOTAL:	19.95 *	
		300289548433	01/09/17	01	EXPENSES FRM REST/UNREST DONAT	82-60-001-99999	16.46	
						INVOICE TOTAL:	16.46 *	
						CHECK TOTAL:	1,427.38	
12946	9AWELEAR	AWE LEARNING						

DATE: 02/15/17  
 TIME: 10:22:12  
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
 CHECK REGISTER

8E

CHECK DATE: 02/21/17

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12946	9AWELEAR	AWE LEARNING					
		LBPLIL17001-1	01/20/17	01	COMPUTER EQUIPMENT	80-60-001-49350	33.00
					INVOICE TOTAL:		33.00 *
					CHECK TOTAL:		33.00
12947	9BKTLENT	VOIDED---LEADER CHECK					
		2032561321	01/05/17	01	TEEN BOOKS	80-60-001-45450	199.96
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	14.05
					INVOICE TOTAL:		214.01 *
		2032561944	01/05/17	01	JUVENILE PICTURE BKS, READERS	80-60-001-45410	1,331.25
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	64.40
					INVOICE TOTAL:		1,395.65 *
		2032571824	01/11/17	01	ADULT NON-FICTION	80-60-001-45000	274.55
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	10.60
					INVOICE TOTAL:		285.15 *
		2032575798	01/12/17	01	ADULT FICTION	80-60-001-45100	379.49
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	17.90
					INVOICE TOTAL:		397.39 *
		2032577253	01/11/17	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	37.10
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	7.55
					INVOICE TOTAL:		44.65 *
		2032579272	01/13/17	01	ADULT NON-FICTION	80-60-001-45000	69.86
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	4.25
					INVOICE TOTAL:		74.11 *
		2032581802	01/13/17	01	ADULT NON-FICTION	80-60-001-45000	62.66
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	1.80
					INVOICE TOTAL:		64.46 *



DATE: 02/15/17  
 TIME: 10:22:12  
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
 CHECK REGISTER

CHECK DATE: 02/21/17

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12947	9BKTLENT	VOIDED---LEADER CHECK					
		2032584876	01/17/17	01	LARGE PRINT	80-60-001-45110	33.19
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-45110	1.80
					INVOICE TOTAL:		34.99 *
		2032585207	01/17/17	01	JUVENILE NON-FICTION	80-60-001-45400	308.99
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	19.50
					INVOICE TOTAL:		328.49 *
		2032587*69	01/17/17	01	JUVENILE PICTURE BKS, READERS	80-60-001-45410	13.56
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	0.65
					INVOICE TOTAL:		14.21 *
		2032590166	01/17/17	01	TEEN BOOKS	80-60-001-45450	10.78
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	0.65
					INVOICE TOTAL:		11.43 *
		2032595816	01/23/17	01	ADULT FICTION	80-60-001-45100	295.53
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	15.65
					INVOICE TOTAL:		311.18 *
		2032600495	01/25/17	01	ADULT FICTION	80-60-001-45100	251.39
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	14.35
					INVOICE TOTAL:		265.74 *
12948	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT					
		2032602805	01/25/17	01	ADULT NON-FICTION	80-60-001-45000	47.35
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	2.45
					INVOICE TOTAL:		49.80 *
		2032605296	01/25/17	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	4.18
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	1.15
					INVOICE TOTAL:		5.33 *
		2032609237	01/26/17	01	ADULT NON-FICTION	80-60-001-45000	201.01

DATE: 02/15/17  
TIME: 10:22:12  
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
CHECK REGISTER

CHECK DATE: 02/21/17

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12948	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT					
	2032609237		01/26/17	02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	8.95
					INVOICE TOTAL:		8.95
	2032611323		01/26/17	01	JUVENILE PICTURE BKS, READERS	80-60-001-45410	48.07
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	1.30
					INVOICE TOTAL:		49.37 *
	2032616635		01/31/17	01	ADULT NON-FICTION	80-60-001-45000	54.10
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	2.95
					INVOICE TOTAL:		57.05 *
	2032616638		01/31/17	01	GRAPHIC NOVELS	80-60-001-45470	14.73
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	0.65
					INVOICE TOTAL:		15.38 *
	2032619446		02/01/17	01	ADULT FICTION	80-60-001-45100	275.40
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	15.00
					INVOICE TOTAL:		290.40 *
	2032626310		02/03/17	01	ADULT NON-FICTION	80-60-001-45000	145.61
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	6.85
					INVOICE TOTAL:		152.46 *
	2032626335		02/03/17	01	LARGE PRINT	80-60-001-45110	51.10
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	2.95
					INVOICE TOTAL:		54.05 *
	2032629787		02/06/17	01	TEEN BOOKS	80-60-001-45450	164.24
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	10.90
					INVOICE TOTAL:		175.14 *
	2032633540		02/08/17	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	279.94
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	24.00
					INVOICE TOTAL:		303.94 *

DATE: 02/15/17  
TIME: 10:22:12  
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
CHECK REGISTER

PAGE: 8 8H

CHECK DATE: 02/21/17

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12948	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT						
	2032636481		02/07/17	01	JUVENILE PICTURE BKS, READERS	80-60-001-45410	12.80	
					TECHNICAL SERVICES SUPPLIES	80-60-001-43670	1.65	
					INVOICE TOTAL:		13.45 *	
					CHECK TOTAL:		4,817.79	
12949	9BARRONS	BARRON'S						
	BAR021017		02/10/17	01	PERIODICALS	80-60-001-45500	223.00	
					INVOICE TOTAL:		223.00 *	
					CHECK TOTAL:		223.00	
12950	9BRODART	BRODART CO.						
	460080		01/30/17	01	EXP FRM RESTRICTED/UNRES DONAT	82-60-001-99999	143.52	
					INVOICE TOTAL:		143.52 *	
					CHECK TOTAL:		143.52	
12951	9CDW	CDW GOVERNMENT, INC.						
	GRH6287		01/27/17	01	BATTERY BACK-UPS	80-60-001-49350	89.94	
					INVOICE TOTAL:		89.94 *	
					CHECK TOTAL:		89.94	
12952	9CRYSMAN	CRYSTAL MANAGEMENT &						
	24226		12/15/16	01	CLEANING SRVC'S:JANUARY 2016	80-60-001-41000	645.00	
					INVOICE TOTAL:		645.00 *	
					CHECK TOTAL:		645.00	
12953	9DEMCO	DEMCO, INC						

DATE: 02/15/17  
 TIME: 10:22:12  
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
 CHECK REGISTER

81

CHECK DATE: 02/21/17

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12953	9DEMCO	DEMCO, INC					
	6038882		01/09/17	01	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	17.24
						INVOICE TOTAL:	17.24
	6058775		02/02/17	01	EXP FRM RESTRICTED/UNRES DONAT	82-60-001-99999	137.63
						INVOICE TOTAL:	137.63 *
	6060172		02/06/17	01	EXP FRM RESTRICTED/UNRES DONAT	82-60-001-99999	339.13
				02	RETURN	82-60-001-99999	-100.23
						INVOICE TOTAL:	238.90 *
						CHECK TOTAL:	393.77
12954	9FIRSTBA	FIRST BANKCARD					
	CAR012717		01/27/17	01	PATRON & STAFF SOFTWARE	80-60-001-45600	174.00
				02	ADULT AUDIO VISUAL	80-60-001-45200	51.63
						INVOICE TOTAL:	225.63 *
						CHECK TOTAL:	225.63
12955	9FIRSTBA	FIRST BANKCARD					
	ELI012717		01/27/17	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	32.50
				02	TEEN PROGRAM SUPPLIES	80-60-001-43740	28.58
						INVOICE TOTAL:	61.08 *
						CHECK TOTAL:	61.08
12956	9FIRSTBA	FIRST BANKCARD					
	ERI012717		01/27/17	01	PAYFLOW/PAYPAL	80-60-001-46000	25.80
				02	STORAGE LOCKER RENTAL	80-60-001-41000	71.00
				03	LFLB CHAMBR OF COMMERCE DUES	80-60-001-42440	35.00
						INVOICE TOTAL:	131.80 *
						CHECK TOTAL:	131.80

DATE: 02/15/17  
 TIME: 10:22:12  
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
 CHECK REGISTER

85

CHECK DATE: 02/21/17

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12957	9FIRSTBA	FIRST BANKCARD					
	LIL012717		01/27/17	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	5.98
					INVOICE TOTAL:		5.98 *
					CHECK TOTAL:		5.98
12958	9FIRSTBA	FIRST BANKCARD					
	MCO012717		01/27/17	01	WEBSITE FOR ILL	80-60-001-45600	9.95
				02	OUTREACH SUPPLIES	80-60-001-43730	25.00
					INVOICE TOTAL:		34.95 *
					CHECK TOTAL:		34.95
12959	9GARVEYS	GARVEY'S OFFICE PRODUCTS					
	PINV1287486		02/06/17	01	BUILDING & GROUNDS SUPPLIES	80-60-001-43660	70.80
				02	OFFICE SUPPLIES	80-60-001-43550	13.71
					INVOICE TOTAL:		84.51 *
					CHECK TOTAL:		84.51
12960	9GOODMAN	GOODMAN ELECTRIC SUPPLY					
	0618648-00		01/20/17	01	BUILDING MAINTENANCE	80-60-001-41000	247.00
					INVOICE TOTAL:		247.00 *
					CHECK TOTAL:		247.00
12961	9HAZELNU	HAZELNUTS LLC					
	HAZ012317		01/23/17	01	EXPENSES FRM REST/UNREST DONAT	82-60-001-99999	325.00
					INVOICE TOTAL:		325.00 *
					CHECK TOTAL:		325.00

DATE: 02/15/17  
 TIME: 10:22:12  
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
 CHECK REGISTER

8K

CHECK DATE: 02/21/17

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12962	9LB VILL	VILLAGE OF LAKE BLUFF					
	80160175		01/26/17	01	ELEVATOR INSPECTION	80-60-001-41020	38.00
					INVOICE TOTAL:		38.00 *
	JAN 2017		01/26/17	01	FY17 MEDICAL INS:JAN 17	80-10-301-37100	6,189.45
				02	FY17 DENTAL/VISION INS:JAN 17	80-10-301-37100	483.78
				03	FY17 LIFE INS:JAN 17	80-10-301-37100	48.64
				04	FY17 IMRF 'EE CONTRIB:JAN 17	80-10-301-37100	1,565.07
				05	FY17 IMRF EMPLYR CONTR:JAN 17	80-10-301-37100	3,502.28
					INVOICE TOTAL:		11,789.22 *
					CHECK TOTAL:		11,827.22
12963	9MANGOLA	MANGO LANGUAGES					
	INV000509		01/27/17	01	ADULT REFERENCE/E-REFER	80-60-001-45220	1,852.00
					INVOICE TOTAL:		1,852.00 *
					CHECK TOTAL:		1,852.00
12964	9MIDTAPE	MIDWEST TAPE					
	94711153		01/24/17	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	94.98
					INVOICE TOTAL:		94.98 *
	94728048		01/30/17	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	81.98
					INVOICE TOTAL:		81.98 *
					CHECK TOTAL:		176.96
12965	9MURPHYM	MURPHY & MILLER, INC.					
	MC00001965		02/01/17	01	BUILDING MAINTENANCE	80-60-001-41000	574.50
					INVOICE TOTAL:		574.50 *
	SVC00006149		12/30/16	01	BUILDING MAINTENANCE	80-60-001-41000	1,390.68
					INVOICE TOTAL:		1,390.68 *
					CHECK TOTAL:		1,965.18

DATE: 02/15/17  
 TIME: 10:22:12  
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
 CHECK REGISTER

8L

CHECK DATE: 02/21/17

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12966	9NAGELHO	HOLLY NAGEL					
	NAG022817		02/08/17	01	BALLOON SCULPTING	82-60-001-99999	350.00
					INVOICE TOTAL:		350.00
					CHECK TOTAL:		350.00
12967	9RAVINIA	RAVINIA PLUMBING & HEATING CO.					
	273721		02/09/17	01	REMOVAL/INSTALLATION SUMP PUMP	80-60-001-41000	706.16
					INVOICE TOTAL:		706.16 *
					CHECK TOTAL:		706.16
12968	9REYESIS	ISAURO REYES					
	REY011617		01/16/17	01	GROUNDS MAINT:JAN 2017	80-60-001-41050	275.00
					INVOICE TOTAL:		275.00 *
					CHECK TOTAL:		275.00
12969	9ROSEPES	ROSE PEST SOLUTIONS					
	1891088		02/02/17	01	PEST CONTROL MONTHLY SRVC	80-60-001-41000	115.00
					INVOICE TOTAL:		115.00 *
					CHECK TOTAL:		115.00
12970	9STAPLES	STAPLES BUSINESS ADVANTAGE					
	8042614020		01/07/17	01	OFFICE SUPPLIES	80-60-001-43550	122.97
					INVOICE TOTAL:		122.97 *
					CHECK TOTAL:		122.97
12971	9TECHSYS	TECH SYSTEMS, INC					

DATE: 02/15/17  
 TIME: 10:22:12  
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
 CHECK REGISTER

8M

CHECK DATE: 02/21/17

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12971	9TECHSYS	TECH SYSTEMS, INC					
	308252	02/01/17	01	BUILDING MAINTENANCE	80-60-001-41000	396.00	
				INVOICE TOTAL:		396.00 *	
				CHECK TOTAL:			396.00
12972	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS					
	102299125	01/23/17	01	'EE ICMA CONTRIBUTION:1/31/17	80-20-102-45000	350.00	
				INVOICE TOTAL:		350.00 *	
	102306732	02/03/17	01	'EE ICMA CONTRIBUTION:2/15/17	80-20-102-45000	350.00	
				INVOICE TOTAL:		350.00 *	
				CHECK TOTAL:			700.00
12973	9WALLSTJ	THE WALL STREET JOURNAL					
	WAL011817	01/18/17	01	PERIODICALS:4/23/17-4/23/18	80-60-001-45500	420.00	
				INVOICE TOTAL:		420.00 *	
				CHECK TOTAL:			420.00
12974	9WINSTEL	WINSTON ELECTRIC, INC.					
	04666	01/18/17	01	BUILDING MAINTENANCE	80-60-001-41000	250.00	
				INVOICE TOTAL:		250.00 *	
	04791	01/25/17	01	BUILDING MAINTENANCE	80-60-001-41000	950.00	
				INVOICE TOTAL:		950.00 *	
	04818	02/08/17	01	BUILDING MAINTENANCE	80-60-001-41000	100.00	
				INVOICE TOTAL:		100.00 *	
				CHECK TOTAL:			1,300.00
				TOTAL AMOUNT PAID:			30,641.00



## Timeline for Budget Process

Information at the January 17<sup>th</sup> Board Meeting is for review. No vote is needed at this time.

---

January 17<sup>th</sup> – Initial review of budget by Finance Committee

January 17<sup>th</sup> – First reading of budget by Board

February – Final review of budget by Finance Committee (As necessary)

February 21<sup>st</sup> – Final approval of budget by Board

March 6<sup>th</sup> – The Village needs our Budget contribution by this date (This is earlier than previously requested.)

Respectfully submitted,

Eric Scott Bailey



## Lake Bluff Public Library -- FY 17/18 Versus FY 16/17 Budget Discussion -- Page 1

ITEM	% DIFFERENCE					Notes
	16/17	16/17	17/18	FY'17 BUDGET VS	FY '17 BUDGET VS	
	BUDG \$	EST \$	BUDG \$	FY'16 EST.	FY '16 ACTUAL	
Salaries	487,000	486,112	503,000	3.5%	3.3%	Raise range 2%-4.5%. Retirement could reduce increases
Medical Insurance	74,000	71,773	74,000	3.1%	0.0%	FY16 cost incr. less than plan making FY17 increase about 5%
Other Employee Benefits	250	250	250	0.0%	0.0%	Provides flu vaccines for all employees
IL Municipal Retirement Fund	46,000	42,022	46,000	9.5%	0.0%	Budget based on salaries + ongoing rate of 10.57%
Social Security	<u>37,000</u>	<u>36,135</u>	<u>37,000</u>	<u>2.4%</u>	<u>0.0%</u>	Costs based on current salaries and recent increase trends
<b>TOTAL PERSONEL COST</b>	<b>644,250</b>	<b>636,292</b>	<b>660,250</b>	<b>3.8%</b>	<b>2.5%</b>	
Building Maintenance	28,000	20,154	24,000	19.1%	-14.3%	Reflects known contracts + lower cost for new HVAC main.
Elevator Maintenance	2,000	2,000	1,500	-25.0%	-25.0%	Current contract and non-contract repairs
Grounds Maintenance	8,000	6,645	7,000	5.3%	-12.5%	Based on recent costs. Cost could vary depending on weather
Copier Maintenance	<u>5,000</u>	<u>5,105</u>	<u>5,500</u>	<u>7.7%</u>	<u>10.0%</u>	Reflects increased copier use
<b>TOTAL MAINTENANCE COST</b>	<b>43,000</b>	<b>33,904</b>	<b>38,000</b>	<b>12.1%</b>	<b>-11.6%</b>	
Other Professional Services	1000	1,000	1,000	0.0%	0.0%	Expected professional services
Computer Services	12,000	12,030	13,000	8.1%	8.3%	Reflects anticipated cost increase of new contract
Legal & Accounting	3,000	3,161	3,000	-5.1%	0.0%	Number assumes ongoing Fundraising + Building Exapnsion
Professional Development	3000	3,000	3,000	0.0%	0.0%	Education and tuition reimbursement
Dues	2,000	2,016	2,000	-0.8%	0.0%	Funds pay for Organization Membership of library and staff
Utilities	12,500	14,711	13,500	-8.2%	8.0%	Primarily covers costs of water, phone and internet service
Postage	3,000	1,837	2,500	36.1%	-16.7%	Stamp costs went down since a year ago
Printing/E-Newsletter	<u>9,500</u>	<u>8,736</u>	<u>9,500</u>	<u>8.7%</u>	<u>0.0%</u>	Still waiting for FY17 cost estimates
<b>TOTAL 8 ITEMS</b>	<b>46,000</b>	<b>46,491</b>	<b>47,500</b>	<b>2.2%</b>	<b>3.3%</b>	
<b>TOTAL 17 ITEMS</b>	<b>733,250</b>	<b>716,687</b>	<b>745,750</b>	<b>4.1%</b>	<b>1.7%</b>	

## Lake Bluff Public Library -- FY 17/18 Versus FY 16/17 Budget Discussion -- Page 2

Item	% DIFFERENCE					Notes
	<u>16/17</u>	<u>16/17</u>	<u>17/18</u>	FY'17 BUDGET VS	FY '17 BUDGET VS	
	BUDG \$	EST \$	BUDG \$	FY'16 EST.	FY '16 ACTUAL	
Office Supplies	5,000	7,209	5,000	-30.6%	0.0%	FY16 increase due to new Library cards
B&G Supplies	2,000	1,994	2,000	0.3%	0.0%	Based on previous expenses
Tech Service Supplies	9,500	3,502	4,000	14.2%	-57.9%	FY16 inc. due to changed tech workflow., but act. cost lower
Hospitality Prog. Supplies	500	159	500	214.5%	0.0%	Supplies for meetings and programs
Outreach Supplies	1,000	1,010	1,000	-1.0%	0.0%	Est. reflects contued efforts to promote the Library
Adult Program Supplies	5,000	5,000	6,000	20.0%	20.0%	Cost for programs is inc., budget inc. necessary to maintain
Juvenile Progrm Supplies	5,800	5,800	6,000	3.4%	3.4%	Increase in program cost but less than Adult programs
Teen Program Supplies	<u>1,200</u>	<u>1,200</u>	<u>1,500</u>	<u>25.0%</u>	<u>25.0%</u>	Increased cost of programming
<b>TOTAL SUPPLIES COST</b>	<b>30,000</b>	<b>25,874</b>	<b>26,000</b>	<b>0.5%</b>	<b>-13.3%</b>	
Adult Non Fiction	17,000	17,000	17,000	0.0%	0.0%	Current budget is sufficient
Adult Fiction	14,000	14,000	15,500	10.7%	10.7%	Inc. allows for more copies of popular titles
Adult Large Print	500	500	500	0.0%	0.0%	Current budget is sufficient
Adult Audio Visula	15,000	15,000	15,500	3.3%	3.3%	Inc allows for purchase of add. copies of hit movies
Adult eReference	<u>21,000</u>	<u>21,800</u>	<u>22,000</u>	<u>0.9%</u>	<u>4.8%</u>	New offerings including Hoopla and Flipster
<b>TOTAL ADULT</b>	<b>67,500</b>	<b>68,300</b>	<b>70,500</b>	<b>3.2%</b>	<b>4.4%</b>	
Juvenile Non-Fiction	7,000	7,000	7,000	0.0%	0.0%	Current funding is adequate
Juvenile Picture Books	5,000	5,000	4,500	-10.0%	-10.0%	Current funding is adequate
Juvenile Fiction	9,000	9,000	10,000	11.1%	11.1%	Reflects growing popularity of Graphic Novels
Juvenile Audio-Visual	1,500	1,500	1,000	-33.3%	-33.3%	Decrease recognizes limied space for collections
Juvenile eReference	<u>1,000</u>	<u>500</u>	<u>500</u>	<u>0.0%</u>	<u>-50.0%</u>	FY '16 budget was higher than was needed
<b>TOTAL JUVENILE</b>	<b>23,500</b>	<b>23,000</b>	<b>23,000</b>	<b>0.0%</b>	<b>-2.1%</b>	
<b>TOTAL 18 ITEMS</b>	<b>121,000</b>	<b>117,174</b>	<b>119,500</b>	<b>2.0%</b>	<b>-1.2%</b>	

### Lake Bluff Public Library -- FY 17/18 Versus FY 16/17 Budget Discussion -- Page 3

Item	% DIFFERENCE					Notes
	<u>16/17</u>	<u>16/17</u>	<u>17/18</u>	FY'17 BUDGET VS	FY '17 BUDGET VS	
	<u>BUDG \$</u>	<u>EST \$</u>	<u>BUDG \$</u>	FY'16 EST.	FY '16 ACTUAL	
Ebooks	10,000	10,000	12,000	20.0%	20.0%	Costs remain high, and popularity is increasing
Graphic Novels	500	500	500	0.0%	0.0%	Current budget is adequate
Teen Books	2,750	2,750	2,750	0.0%	0.0%	Current budget is adequate
Periodicals	6,750	5,092	6,750	32.6%	0.0%	Cost of subscriptions now including the New York Times
Video Games	3,500	3,500	3,500	0.0%	0.0%	Current budget is adequate. Space is an ongoing issue
Hot Picks	0	0	2,000	NA	NA	New category
Public/Staff PC Software	5,000	4,225	4,000	-5.3%	-20.0%	Licenses for software used by the staff and the public
Library Automation Software	21,000	20,297	21,000	3.5%	0.0%	Cost of Integrated Library System
Miscellaneous Expenditure	<u>2,000</u>	<u>883</u>	<u>2,000</u>	126.5%	0.0%	Covers minor costs not presently anticipated
<b>SUB TOTAL 10 ITEMS</b>	<b>51,500</b>	<b>47,247</b>	<b>54,500</b>	<b>15.4%</b>	<b>5.8%</b>	
<b>SUB TOTAL ALL PREVIOUS ITEMS</b>	<b>905,750</b>	<b>881,108</b>	<b>929,750</b>	<b>5.5%</b>	<b>2.6%</b>	
Library Furnishings	26,000	30,000	1,000	-96.7%	-96.2%	For minor repair and replacement of interior furnishings
Exterior Building Improve.	5,000	0	26,000	NA	420.0%	Parking lot repaving. Resrve funds should cover it
Computer Equipment	5,000	8,183	5,000	-38.9%	0.0%	Overdue need for replacement of at least 3 workstations
Library Equipment	31,000	25,704	10,000	-61.1%	-67.7%	Includes reserve funds for new copier and water heater
Contingency	5,597	30,000	5,965	-80.1%	6.6%	Covers other expenses that may arise
<b>SUB TOTAL 5 ITEMS</b>	<b>72,597</b>	<b>93,887</b>	<b>47,965</b>	<b>-48.9%</b>	<b>-33.9%</b>	
<b>TOTAL ALL ITEMS</b>	<b>978,347</b>	<b>974,995</b>	<b>977,715</b>	<b>0.3%</b>	<b>-0.1%</b>	

**LAKE BLUFF PUBLIC LIBRARY  
GRANTS & GIFTS FUND - REVENUES & EXPENDITURES**

**9F**

CODE/LINE ITEM	ACTUAL FY 13/14	ACTUAL FY 14/15	ACTUAL FY 15/16	BUDGET FY 16/17	ESTIMATED FY 16/17	BUDGET FY 17/18	% CHANGE EST ACTUAL TO BUDGET FY 16 TO FY17	\$ CHANGE FY 16 TO FY17	% CHANGE BUDGET TO BUDGET FY16 TO FY17	\$ CHANGE FY16 TO FY17
<b>REVENUES 82-40-603</b>										
<b>GRANTS</b>										
73000 Per Capita Grant	5,868	7,153	7,153	7,153	4,411	4,411	0.0%	0	-38.3%	(2,742)
73400 Miscellaneous Grants	0	0	0	5,000	0	5,000	---	5,000	0.0%	0
<b>TOTAL GRANTS</b>	<b>5,868</b>	<b>12,153</b>	<b>7,153</b>	<b>12,153</b>	<b>4,411</b>	<b>9,411</b>	<b>113.4%</b>	<b>5,000</b>	<b>-22.6%</b>	<b>(2,742)</b>
<b>DONATIONS</b>										
78000 Unrestricted Donations	185	0	990	1,000	132	1,000	657.6%	868	0.0%	0
78100 Restricted Donations	10,463	5,931	16,766	15,000	9,568	15,000	56.8%	5,432	0.0%	0
<b>TOTAL DONATIONS</b>	<b>10,648</b>	<b>21,000</b>	<b>17,756</b>	<b>16,000</b>	<b>9,700</b>	<b>16,000</b>	<b>65.0%</b>	<b>6,300</b>	<b>0.0%</b>	<b>0</b>
75000 Interest Earnings	0		0	0			---	0	---	0
<b>TOTAL FUND REVENUES</b>	<b>16,516</b>	<b>33,153</b>	<b>24,909</b>	<b>28,153</b>	<b>14,111</b>	<b>25,411</b>	<b>80.1%</b>	<b>11,300</b>	<b>-9.7%</b>	<b>(2,742)</b>

**EXPENDITURES 82-60-001**

**OTHER/GRANT PROGRAMS**

44800 Per Capita Grant Expend	3,578	8,919	7,153	7,153	4,411	7,153	62.2%	2,742	0.0%	0
44825 Misc Grant Expenditures	0	0	0	5,000	0	5,000	---	5,000	0.0%	0
99999 Use of Unrestrict Donation	0	0	990	1,000	132	1,000	657.6%	868	0.0%	0
99999 Use of Restricted Donations	12,879	0	16,766	15,000	9,568	15,000	56.8%	5,432	0.0%	0
	<b>16,457</b>	<b>8,919</b>	<b>24,909</b>	<b>28,153</b>	<b>14,111</b>	<b>28,153</b>	<b>99.5%</b>	<b>14,042</b>	<b>0.0%</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>16,457</b>	<b>8,919</b>	<b>24,909</b>	<b>28,153</b>	<b>14,111</b>	<b>28,153</b>	<b>99.5%</b>	<b>14,042</b>	<b>0.0%</b>	<b>0</b>

### Statistics Report

The feedback provided last month has been incorporated in the revised statistics report. Further feedback is welcome.

Respectfully submitted,

Eric Scott Bailey

Measure	This month		Past 6 months		Past 12 months		January 2017 FY to date	
<b>Points of Service</b>	<b>29,200</b>	<b>2.25%</b>	<b>179,979</b>	<b>1.52%</b>	<b>410,398</b>	<b>39.43%</b>	<b>294,128</b>	<b>-0.41%</b>
Database Interactions	4,004	16.09%	20,604	2.45%	42,696	10.59%	31,079	9.06%
Patron Interactions	16,298	-1.58%	107,325	1.40%	258,034	74.14%	179,891	-2.19%
Circulation	8,898	4.08%	52,050	1.41%	109,668	1.96%	83,158	0.27%
<b>Circulation</b>	<b>8,898</b>	<b>4.08%</b>	<b>52,050</b>	<b>1.41%</b>	<b>109,668</b>	<b>1.96%</b>	<b>83,158</b>	<b>0.27%</b>
Books and Magazines	5,151	9.20%	29,993	5.01%	63,969	4.80%	49,310	3.14%
Electronic	1,125	8.49%	6,006	3.09%	11,988	4.19%	8,961	1.05%
AV	2,622	-6.19%	16,051	-5.23%	33,711	-3.73%	24,887	-5.22%
Patron Interactions	16,298	-1.58%	107,325	1.40%	258,034	74.14%	179,891	-2.19%
Website Visits	9,342	-3.06%	52,120	0.27%	105,470	-2.60%	77,886	-7.25%
In-Person Visits	6,956	0.48%	55,205	2.50%	152,564	282.49%	102,005	2.07%
<b>Books and Magazines</b>	<b>5,151</b>	<b>9.20%</b>	<b>29,993</b>	<b>5.01%</b>	<b>63,969</b>	<b>4.80%</b>	<b>49,310</b>	<b>3.14%</b>
Adult	2,110	-11.53%	13,031	-3.52%	27,110	-3.30%	20,330	-4.45%
Teen	181	23.13%	1,006	34.85%	2,179	37.30%	1,728	37.47%
Children	2,860	30.89%	15,956	11.50%	34,680	10.39%	27,252	7.82%
<b>Electronic</b>	<b>1,125</b>	<b>8.49%</b>	<b>6,006</b>	<b>3.09%</b>	<b>11,988</b>	<b>4.19%</b>	<b>8,961</b>	<b>1.05%</b>
Adult	963	9.56%	5,096	8.31%	10,130	7.34%	7,586	5.95%
Teen	69	-5.48%	466	13.11%	998	6.97%	753	0.67%
Children	93	9.41%	444	-37.38%	860	-24.30%	622	-35.21%
<b>AV</b>	<b>2,622</b>	<b>-6.19%</b>	<b>16,051</b>	<b>-5.23%</b>	<b>33,711</b>	<b>-3.73%</b>	<b>24,887</b>	<b>-5.22%</b>
Adult	2,016	-12.54%	12,194	-3.94%	25,528	-0.66%	18,722	-2.75%
Teen	3	0.00%	7	75.00%	13	30.00%	10	25.00%
Children	603	23.06%	3,850	-9.18%	8,170	-12.24%	6,155	-12.03%
<b>In-Person Visits</b>	<b>6,956</b>	<b>0.48%</b>	<b>55,205</b>	<b>2.50%</b>	<b>152,564</b>	<b>282.49%</b>	<b>102,005</b>	<b>2.07%</b>
Programming Attendees	351	0.57%	8,878	20.90%	44,461	11.47%	23,852	10.12%
Adult	167	-23.74%	2,737	-19.17%	9,993	-9.77%	5,648	-17.90%
Teen	17	-54.05%	318	-38.73%	1,337	-34.52%	730	-39.87%
Children	167	79.57%	5,823	69.37%	33,131	23.76%	17,474	28.80%
Other In-Person Visits	6,605	0.47%	46,327	-0.41%	108,103	0.00%	78,153	-0.16%

- "Past 6 months" covers the time period from August 2016 through January 2017 inclusive and "Past 12 months" covers the time period from February 2016 through January 2017 inclusive.
- The percentages reflect the changes between the present and this same time span in the previous year:
  - "This month": January 2017 - January 2016 / January 2016
  - "Past 6 months": (August 2016 ... January 2017) - (August 2015 ... January 2016) / (August 2015 ... January 2016)
  - "Past 12 months": (February 2016 ... January 2017) - (February 2015 ... January 2016) / (February 2015 ... January 2016)
  - "FY to date": (May 2016 ... January 2017) - (May 2015 ... January 2016) / (May 2015 ... January 2016)



## Monthly Statistics Summary January 2017

### Library Usage Summary

#### Total January Circulation

FY	Total	Avg. Circ/Hour	%Change
16-17	8,878	38.27	4.98%
15-16	8,457	37.92	-3.71%
14-15	8,783	36.90	0.00%

#### Total January Visits

FY	Total Visits	Avg. Visits/Hour	%Change
16-17	5,603	24.15	4.83%
15-16	5,345	23.97	-5.28%
14-15	5,643	23.71	0.00%

#### Total January Programs

FY	# of Programs	%Change	Attendance	%Change
16-17	32	10.34%	351	0.57%
15-16	29	-14.71%	349	44.21%
14-15	34	0.00%	242	0.00%

### Online Access

#### Total January eMaterial Circulation

FY	eBook/eAudio	eVideo	eMusic	eMagazines	%Change
16-17	875	7	216	25	11.41%
15-16	782	4	193	29	14.94%
14-15	645	7	179	46	0.00%
	0	0	0	0	%

#### Total January Website Usage

FY	Page Loads	%Change	Unique Visitor	%Change
16-17	9,342	-3.06%	5636	-5.37%
15-16	9,637	9.20%	5956	3.94%
14-15	8,825	0.00%	5730	0.00%

#### Total January Database Usage

FY	Research	Novelist	Tumblebooks	%Change
16-17	146	1,183	2	-5.27%
15-16	470	906	29	73.67%
14-15	258	542	9	0.00%

### Other Services

#### Total January Other Services

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
16-17	0	100	44	6
15-16	1	164	68	7
14-15	0	129	43	0

#### Total Circulation Fiscal Year to Date

FY	Total	Avg. Circ/Hour	%Change
16-17	82,723	39.92	0.29%
15-16	82,486	40.39	0.81%
14-15	81,822	39.68	0.00%

#### Total User Visits Fiscal Year to Date

FY	Total Visits	Avg. Visits/Hour	%Change
16-17	55,950	27.00	3.98%
15-16	53,806	26.35	-5.92%
14-15	57,191	27.74	0.00%

#### Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
16-17	258	-2.27%	6,075	10.76%
15-16	264	12.34%	5,485	6.53%
14-15	235	0.00%	5,149	0.00%

#### Total eMaterial Circulation Fiscal Year to Date

FY	eBook/eAudio	eVideo	eMusic	eMagazines	%Change
16-17	7,311	11	1,400	196	6.42%
15-16	6,453	20	1,662	245	19.34%
14-15	4,989	56	1,567	410	0.00%
	0	0	0	0	%

#### Total Website Usage Fiscal Year to Date

FY	Page Loads	%Change	Unique Visitor	%Change
16-17	78,289	-6.77%	48,608	-4.52%
15-16	83,977	9.06%	50,907	8.41%
14-15	76,998	0.00%	46,959	0.00%

#### Total Database Usage Fiscal Year to Date

FY	Research	Novelist	Tumblebooks	%Change
16-17	1,756	7,704	43	-23.44%
15-16	4,823	7,102	488	155.25%
14-15	2,526	2,214	123	0.00%

#### Total Other Services Fiscal Year to Date

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
16-17	20	1,145	393	50
15-16	26	1,186	377	33
14-15	28	1,163	320	0

## Monthly Statistics Summary January 2017

### Adult Services Summary

#### Total January Circulation

FY	Fiction	Non-Fiction	A/V	Total	%Change
16-17	904	937	2,016	3,857	-10.24%
15-16	928	1,064	2,305	4,297	-5.56%
14-15	1,093	955	2,502	4,550	0.00%

#### Total Circulation Fiscal Year to Date

FY	Fiction	Non-Fiction	A/V	Total	%Change
16-17	9,058	8,358	18,722	36,138	-3.92%
15-16	8,933	9,429	19,252	37,614	-3.25%
14-15	9,927	8,498	20,451	38,876	0.00%

#### Total January Programs

FY	# of Programs	%Change	Attendance	%Change
16-17	10	-28.57%	167	-23.74%
15-16	14	16.67%	219	71.09%
14-15	12	0.00%	128	0.00%

#### Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
16-17	94	0.00%	1,037	-14.27%
15-16	94	51.61%	1,268	67.06%
14-15	62	0.00%	759	0.00%

### Teen Services Summary

#### Total January Circulation

FY	Total	%Change
16-17	184	25.17%
15-16	147	7.30%
14-15	137	0.00%

#### Total Circulation Fiscal Year to Date

FY	Total	%Change
16-17	1,738	37.39%
15-16	1,265	-32.32%
14-15	1,869	0.00%

#### Total January Programs

FY	# of Programs	%Change	Attendance	%Change
16-17	5	25.00%	17	-54.05%
15-16	4	-20.00%	37	105.56%
14-15	5	0.00%	18	0.00%

#### Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
16-17	49	11.36%	161	-36.11%
15-16	44	-27.87%	252	31.94%
14-15	61	0.00%	191	0.00%

### Youth Services Summary

#### Total January Circulation

FY	Fiction	Non-Fiction	A/V	Total	%Change
16-17	2,303	557	603	3,463	29.46%
15-16	1,889	296	490	2,675	-8.92%
14-15	1,864	317	756	2,937	0.00%

#### Total Circulation Fiscal Year to Date

FY	Fiction	Non-Fiction	A/V	Total	%Change
16-17	22,822	4,430	6,155	33,407	3.51%
15-16	21,146	4,130	6,997	32,273	1.75%
14-15	20,292	3,325	8,101	31,718	0.00%

#### Total January Programs

FY	# of Programs	%Change	Attendance	%Change
16-17	17	54.55%	167	79.57%
15-16	11	-35.29%	93	-3.13%
14-15	17	0.00%	96	0.00%

#### Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
16-17	115	-8.73%	4,827	21.74%
15-16	126	12.50%	3,965	-5.57%
14-15	112	0.00%	4,199	0.00%

### Technical Services Summary

#### Total January Activity

FY	Acquisitions	Deletions
16-17	550	348
15-16	582	398
14-15	421	107

#### Total Activity Fiscal Year to Date

FY	Acquisitions	Deletions
16-17	5,075	6,663
15-16	5,396	3,820
14-15	4,908	3,580

## Director's Report

### Trending Titles

Thanks to a generous donation from the Friends and the hard work of Martha O'Hara, the Trending Titles collection is on its way. The slatwall has been ordered from Library Furniture International, and according to their best estimate should be installed before the February 21 Board meeting.

### National Library Week

The Friends expressed interest in funding a big event for National Library Week. On Saturday, April 15 from 1:30 to 3:30, we'll be celebrating the end of National Library Week with a Saturday Spectacular. The Friends have agreed to donate funds to hire Holly Nagel, an incredible balloon artist. Ms. Nagel previously gave a program at the library a few years ago and her performance was very well-received—she can make anything from kangaroos to *Star Wars* characters and superheroes. Like last year, we'll be raising butterflies at the circulation desk throughout National Library Week (also sponsored by the Friends); we'll release the butterflies at 2:00 on the 15<sup>th</sup>. We'll also have origami, coloring, 10 Minute Trivia, and other fun activities planned for the 15<sup>th</sup>. Martha has done a fabulous job coordinating this.

### Hamilton

Carol Carter hosted a Hamilton program on January 26. The speaker was excellent and much like the musical, this program was in high demand—we had a waitlist of over 20 people. Carol, with assistance from Liliana LaValle, did a really great job managing the crowd for this event. We will be hosting the program again, but (barring low sign up) it will be at a larger venue at Lake Bluff Middle School.

### Crafts

Our 'Adult Crafts' program continues to build on its success. Corded Knot Jewelry in January drew 17 people! Anna Fifhouse will now be joining Liliana to assist with some of the craft programs, as high attendance has necessitated an extra pair of hands. We also received a glowing comment from one of our patrons about Liliana: "How lucky we are to have Liliana on staff @ LBL. She is fun, upbeat, informative, extremely helpful, kind, professional, a great computer coach, and fantastic craft teacher. I say Liliana for employee of the year. One week, all expenses paid, in the Florida Keys for her!" A well-deserved compliment.

### Craft Swap

We had another successful Craft Swap. More people donated than in previous years and turnout for the swap was strong. Carol and Liliana did a great job putting this together.

### Story Time

We have been getting really good turn outs for story time this month. Carrie Spezzano does a great job and has developed a sizable and passionate audience.

### Phyllis Fox Memorial Writing Contest

Prep work for the Phyllis Fox Memorial Contest is complete. The contest will run through the month of March. Our award ceremony is set for May 10 at 7:00pm at the Lake Bluff Rec Center. Trustees are strongly encouraged to attend.

### School Partnerships

Eliza went to Lake Forest High School for the book club with the High School Librarian, and turn out was good. She also went to Lake Bluff Middle School to do crafts in the library during the lunch breaks. The craft was fork pom poms, making miniature pom poms with a fork and yarn. The middle schoolers were very enthusiastic.

### D115 Cards

Martha and I have been working with Dr. Chala Holland of Lake Forest High School to get distributed those cards for nonresident D115 students that have not already been picked up. Dr. Holland has been a strong supporter of this program. A couple of the kids have checked out an amazing number of items in the short time they've had their cards.

### Video Game Collection

The Lake Bluff Library has never had a significant problem with theft. We've had a rash of problems in the last month. Martha has done an excellent job assisting me with this issue, including drafting a review of our standing procedures and policies. See attached.

### New/Updated Trustee Resource

The Illinois State Library has updated its Trustee resource page, including the addition of the new and helpful *Illinois Public Library Trustee Manual*. You can check out this and other resources online at:

<http://www.cyberdriveillinois.com/departments/library/libraries/trustee.html>

## 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 – CANCELLED

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

### 2017 Meeting Dates (To Be Assigned)

January 21 at 10:00am – KATHY MEIERHOFF  
February 18 at 10:00am – TIM KREGOR  
March 18 at 10:00am – JANIE JERCH  
April 8 at 10:00am – ROMAIN WOJDA  
May 20 at 10:00am – SCOT BUTLER  
June 17 at 10:00am – CAL STROH  
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

## Review Procedure for Library Director

The following is a recommended plan for completing the Library Director's review.

1. February Board Meeting – Closed session discussion by full board regarding annual performance of Library Director. Accomplishments list and past review provided by Director.
2. Before March Meeting – Human Resources Committee meets and drafts performance evaluation.
3. March Board Meeting – Human Resources Committee notifies Board that review has been prepared. Review is available to rest of Board on request.
4. Beginning of April – Chair of Human Resources Committee or Board President delivers evaluation to Library Director.
5. Mid-April – Library Director meets with Human Resources Committee to set goals for the coming year.
6. October – Library Director meets with Human Resources Committee to discuss progress in meeting goals and performance.
7. January – Second meeting between Library Director and Human Resources Committee to discuss progress in meeting goals and performance.

Respectfully submitted;

Eric S. Bailey

### **Overview**

- On 2/2/17, I learned that several area libraries had materials stolen by a video game theft ring.
- I identified 6 patron accounts that matched the behavior of the video game theft ring.
- A total of 54 titles (approximately \$2300) were checked out to these accounts.

### **Efficacy of Policy and Procedure**

*Could we have prevented these individuals from registering their cards?*

No. All individuals met the registration requirements and were in good standing at their home libraries.

*Are our reciprocal borrower registration requirements too lax?*

No. Reciprocal borrowers must present a valid ID and proof of address in order to register. We also call home libraries at the time of registration to verify standing. Borrowers who are not in good standing cannot register until they have resolved the issue with their home library.

*Could we have prevented them from checking out video games or limited what they borrowed?*

No. The video game theft ring was not identified until January; all 6 borrowers registered in December. They were permitted to checkout materials, there were no limits on the collection at that time, and the number of materials that were checked out was within an acceptable range.

*Could we have better secured the video game collection?*

No. At present, the only way to access the video game collection is to check out a video game. The cases are kept on the shelves, but the discs are filed behind the desk.

*Could we have identified these borrowers sooner?*

Maybe. The final billing notices for 3 of the borrowers were generated on 2/2, the same day that I learned about the video game theft ring. The person who manages our overdue notices forwarded these three names to my attention because the charges were unusually high. At present, we don't have a mechanism in place to identify these issues earlier, but we could accomplish that with a simple report.

*Could we have brought this matter to the police sooner?*

Probably not. The police officer who is working with us stated that it would be better for us to wait until the final billing notice is sent before involving the police.

### **Follow-Up Actions**

- We have enlisted the help of local law enforcement in resolving this situation.
- One of the libraries involved in this has provided us with the names of patrons who they suspect may be involved. These patrons will not be permitted to register for reciprocal privileges.
- Reciprocal borrowers may not checkout more than 3 video games. This is a temporary limit that we hope to remove once this situation is resolved.
- I am looking at incorporating some additional reporting into our regular procedures. This would allow us to identify potentially problematic behavior before final billing notices are sent.

### **Conclusion**

There are no significant gaps in our policy and procedure that allowed this situation to occur or delayed its resolution. These particular thefts initially appeared as normal library behavior, which makes it difficult to identify as suspicious until a certain amount of time has passed. The modifications that I have suggested improve internal organization and possibly make us aware of potentially problematic behavior earlier, but they would not necessarily have a significant impact on the timeline of the resolution of this problem.