

January 17th, 2017

agenda

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
1,2 CTO, Additions (2 minutes)(7:02pm)		
	Document Summary	1A
	Agenda	2A-2B
3 Opportunity to Address Board		
4 Consent Agenda		
	Minutes of December 20th, 2016 Board of Trustees Meeting (action)(2 minutes)(7:04pm)	3A-3B
5 Treasurer's Report and Financial Reports (White and Yellow) (5 minutes)(7:09pm)		
	December Financial Summary Report (action)	4A-4C
	December Detailed Revenue & Expense Report (action)	5A-5E
	December Detailed Balance Sheet (action)	6A-6E
6 Approval of Checks (Green) (5 minutes)(7:14pm)		
	December Manual Check Report (action)	7A
	December Check Register (action)	8A-8M
7 Committee Reports (10 minutes)(7:24pm)		
8 New Business		
	Budget for Fiscal Year 2017-2018 (10 minutes)(7:34pm)	9A-9H
	Revised Statistics Report (10 minutes)(7:44pm)	10A-10D
	CVI Contract (action)(10 minutes)(7:54pm)	11A-11M
	Northern Trust Resolution (action)(10 minutes)(8:04pm)	12A-12B
9 Old Business		
	Fundraising and Building Project (20 minutes)(8:24pm)	
10 Director's Report (5 minutes)(8:29pm)		
	Librarian's Narrative Report	13A
11 Executive Session(s)		
12 Any and All Other Business ...		
13 Adjournment (1 minute)(8:30pm)		
14 Attachments		
	Friends Attendees for Calendar Year 2017	14A

Lake Bluff Public Library
Regular Meeting of the Board of Library Trustees
Tuesday, January 17th, 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 December 20th, 2016 Regular Board Meeting **(action)(2 minutes)(7:04pm)**
- 5. December 2016 Financial Reports – Detailed Balance and Revenue/Expense (White and Yellow Pages) (action)(5 minutes)(7:09pm)**
 - a. December Financial Summary Report
 - b. December Detailed Revenue & Expense Report
 - c. December Detailed Balance Sheet
- 6. Approval of checks (Green Pages) (5 minutes)(7:14pm)**
 - a. December Manual Checks (12903-12908) **(action)**
 - b. December Monthly Checks (12909-12934) **(action)**
- 7. Committee Reports (10 minutes)(7:24pm) (Committees that met)**
 - a. Finance Committee **(CHAIR: Butler. MEMBERS: Kregor.)****(Committees that did not meet)**
 - a. Building and Grounds Committee **(CHAIR: Schons. MEMBERS: Jerch, Meierhoff, and Stroh.)**
 - b. Building Project Task Force **(CHAIR: Meierhoff. MEMBERS: Schons.)**
 - c. Human Resources Committee **(CHAIR: Kregor. MEMBERS: Butler and Meierhoff.)**
 - d. Intergovernmental Committee **(CHAIR: Bailey. MEMBERS: Jerch and Stroh.)**
 - e. Long Range Planning Committee **(CHAIR: Wojda. MEMBERS: Schons.)**
 - f. Outreach Committee **(CHAIR: Schons. Members: Butler and Kregor.)**
 - g. Policy and Bylaw Committee **(CHAIR: Stroh. MEMBERS: Meierhoff, and Schons.)**
- 8. New Business**
 - a. Budget for Fiscal Year 2017-2018 **(10 minutes)(7:34pm)**
 - b. Revised Statistics Report **(10 minutes)(7:44pm)**
 - c. CVI Contract **(action)(10 minutes)(7:54pm)**

d. Northern Trust Resolution (action)(10 minutes)(8:04pm)

9. Old Business

a. Fundraising and Building Project (20 minutes)(8:24pm)

10. Director's Report (5 minutes)(8:29pm)

a. Director's Narrative Report

11. Executive Session(s)

- 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 December, 2016

CVI Contract Proposal

Northern Trust Resolution

Proposed Budget for FY 2017-2018

Upcoming Board Meetings: February 21, March 21, and April 18, 2017.

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, December 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 Scot Butler, Tim Kregor, Janie Jerch, Cal Stroh, Romain Wojda, Library Director Eric Bailey, and Library employee Martha O'Hara. Board member Carl Schons was absent.

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:**

a. Butler moved and Stroh seconded a motion to accept the November 15th, 2016 minutes; all voted aye.

b. Meierhoff gave a brief synopsis of the special meeting of the Library Board with members of the Lake Bluff History Museum on November 28, reporting that it was a discovery of what both parties' (Library and Museum) needs and desires are as we go forward with our fundraising for a capital improvement plan. It was clear that more meetings must be held before any actions are taken. Butler moved and Stroh seconded a motion to accept the November 28, 2016 minutes; all voted aye.

5. **November 2016 Financial Reports:** Stroh moved and Butler seconded a motion to approve the November Financial Summary and Report, the Detailed Revenue & Expense Report, and the Detailed Balance Sheet; all voted aye.

6. **Approval of checks**

a. Butler moved and Stroh seconded a motion to approve the November 2016 Manual Checks (12860-12869) and the November 2016 Monthly Checks (12870-12902); all voted aye.

7. **Committee Reports:**

(Committees that met.)

a. Finance (**CHAIR:** Butler, **MEMBERS:** Kregor.) Butler reported that this committee met with Bailey so that he could explain why the Village of Lake Bluff is zeroing out the CPI: they have a good reserve fund and no reason to raise the tax levy. They want to take a leadership initiative to hold taxes steady, since the law states that you can take the CPI or lower as a tax rate increase. The Library is under no pressure to do the same.

(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: There was none.

9. Old Business:

- a. The fundraising and building project was discussed during the approval of minutes from the joint Library/History Museum meeting.
- b. Meierhoff contacted Nate Blackmer at LBMS to get information about the "write-on wall" that was installed there for dry-erase markers. She was interested in doing something similar as part of the re-do of the Children's Activity Room that the Friends of the Library are financing.

10. Director's Report: There will be a delay until the end of February to install the new shelving in the Children's Library. New expanded hours will begin Jan. 2, 2017. Murphy and Miller will be installing the new Delta control system for the HVAC system on Dec. 21, 2016. Kudos were given to the Library Staff for the Holiday decorations for the Library; they were well received by our patrons. O'Hara and Reinhard are working on the framework for the new website, which they hope to have ready by late spring 2017.

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: Butler will attend the May meeting and Stroh the June meeting of the Friends of the Library.

13. Adjournment: Butler moved and Stroh seconded a motion to adjourn the meeting; all voted aye. Meeting adjourned at 8:20 pm.

Respectfully submitted,

Janie Jerch

December 2017 Financial Summary

1/13/2017

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
Revenues							
Property Taxes	\$ 885,601	\$ 886,048	99.9%	96.5%	\$ 872,643	99.9%	\$ 873,917
Rental Fines	7,726	12,500	61.8%	0.8%	7,723	64.4%	12,000
State Per Capita Grant	4,411	7,153	61.7%	0.5%	-	0.0%	7,153
Non-Resident Fees	4,453	7,000	63.6%	0.5%	5,129	73.3%	7,000
Miscellaneous Revenue	1,938	2,500	77.5%	0.2%	1,043	34.8%	3,000
Other Grants	-	5,000	0.0%	0.0%	-	0.0%	5,000
Photo-copy Charges	1,429	2,000	71.4%	0.2%	1,446	72.3%	2,000
Village Contribution to Vliet Costs	-	7,900	0.0%	0.0%	-	0.0%	7,900
Vliet Operating Cost Contrib	-	1,000	0.0%	0.0%	390	---	-
Interest Earnings	2,313	400	578.1%	0.3%	371	92.6%	400
Naperville (Impact) Fees	4,319	-	---	0.5%	6,478	---	-
Restricted Donations/Gifts	5,598	15,000	37.3%	0.6%	10,422	52.1%	20,000
Unrestricted Donations/Gifts	178	1,000	17.8%	0.0%	1,907	190.7%	1,000
Total Revenues	\$ 917,966	\$ 947,501	96.9%	100.0%	\$ 907,552	96.6%	\$ 939,370
Use of Fund Balance Reserves		\$ -					\$ -
Total Projected Revenues & Use of Reserves		947,501					939,370
Expenditures							
Librarian Salaries	\$ 201,686	\$ 311,000	64.9%	31.0%	\$ 198,452	88.6%	\$ 224,000
Staff Salaries	\$ 123,237	176,000	70.0%	18.9%	\$ 129,390	50.0%	259,000
Medical Insurance	\$ 44,099	74,000	59.6%	6.8%	\$ 39,566	49.5%	80,000
Other Employee Benefits	\$ 215	250	86.0%	0.0%	\$ 160	64.0%	250
Employer IMRF	\$ 28,088	46,000	61.1%	4.3%	\$ 29,797	66.2%	45,000
Employer FICA	\$ 24,146	37,000	65.3%	3.7%	24,579	66.4%	37,000
<i>Subtotal Personnel Expense</i>	\$ 421,472	\$ 644,250	65.4%	64.7%	\$ 421,943	65.4%	\$ 645,250
Building Maintenance	\$ 20,680	\$ 28,000	73.9%	3.2%	\$ 15,722	65.5%	\$ 24,000
Elevator Maintenance	\$ 38	2,000	1.9%	0.0%	\$ 261	13.1%	2,000
Grounds Maintenance	\$ 3,795	8,000	47.4%	0.6%	\$ 2,512	31.4%	8,000
Copier Maintenance	\$ 3,752	5,000	75.0%	0.6%	\$ 4,250	94.4%	4,500
<i>Subtotal Maintenance Expense</i>	\$ 28,265	\$ 43,000	65.7%	4.3%	\$ 22,745	59.1%	\$ 38,500
Other Professional Services	\$ 36	\$ 1,000	3.6%	0.0%	\$ 12	0.2%	\$ 5,000
Computer Services	\$ 11,865	12,000	98.9%	1.8%	\$ 12,215	81.4%	15,000
Legal Services	\$ 2,108	3,000	70.3%	0.3%	\$ 2,477	99.1%	2,500
Professional Development	\$ 1,770	3,000	59.0%	0.3%	\$ 580	19.3%	3,000
Dues	\$ 2,153	2,000	107.6%	0.3%	\$ 1,996	99.8%	2,000
Utilities	\$ 9,640	12,500	77.1%	1.5%	\$ 8,602	95.6%	9,000

December 2017 Financial Summary

1/13/2017

4B

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%	0.2%	\$ 1,699	56.6%	3,000
Printing/E-News	\$ 6,874	9,500	72.4%	1.1%	\$ 6,302	74.1%	8,500
Office Supplies	\$ 4,249	5,000	85.0%	0.7%	\$ 2,665	46.4%	5,750
Bldg/Grounds Supplies	\$ 1,262	2,000	63.1%	0.2%	\$ 1,101	55.1%	2,000
Technical Services Supplies	\$ 2,267	9,500	23.9%	0.3%	\$ 2,470	49.4%	5,000
<i>Subtotal Contracts & Commodities</i>	\$ 43,300	\$ 62,500	69.3%	6.6%	\$ 40,119	66.0%	\$ 60,750
Hospitality Program Support	\$ 243	500	48.6%	0.0%	\$ 186	37.1%	500
Adult Program Support	\$ 3,779	5,000	75.6%	0.6%	\$ 3,957	79.1%	5,000
Juvenile Program Support	\$ 4,140	5,800	71.4%	0.6%	\$ 4,765	82.2%	5,800
Outreach Program Supplies	\$ 635	1,000	63.5%	0.1%	\$ 652	65.2%	1,000
Teen Program Supplies	\$ 1,030	1,200	85.9%	0.2%	\$ 601	50.1%	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>	\$ 9,827	\$ 25,653	38.3%	1.5%	\$ 15,583	60.7%	\$ 25,653

December 2017 Financial Summary

1/13/2017

4C

Description	FY 2016-17				FY 2015-16		
	Fiscal Year Total-to-Date	Budget	% of Budget Received/ Expended	% of Actual Y-T-D	Previous Fiscal YTD	% of Budget Received/ Expended	Budget
Adult Non-Fiction Books	\$ 9,153	17,000	53.8%	1.4%	\$ 12,485	73.4%	17,000
Adult Fiction Books	\$ 9,104	14,000	65.0%	1.4%	\$ 8,987	64.2%	14,000
Adult Large Print Materials	\$ 253	500	50.6%	0.0%	\$ 248	49.7%	500
Adult AV Materials	\$ 9,623	15,000	64.2%	1.5%	\$ 9,556	63.7%	15,000
Adult Reference/e-Reference	\$ 11,697	21,000	55.7%	1.8%	\$ 11,595	55.2%	21,000
Juvenile Non-Fiction Books	\$ 1,964	7,000	28.1%	0.3%	\$ 6,621	94.6%	7,000
Picture Books	\$ 3,565	5,000	71.3%	0.5%	\$ 4,928	98.6%	5,000
Juvenile Fiction Books	\$ 5,052	9,000	56.1%	0.8%	\$ 4,079	45.3%	9,000
Juvenile AV Materials	\$ 610	1,500	40.7%	0.1%	\$ 1,273	84.8%	1,500
Juvenile e-Reference	\$ 334	1,000	33.4%	0.1%	\$ 334	16.7%	2,000
Teen Books	\$ 1,755	2,750	63.8%	0.3%	\$ 1,607	58.4%	2,750
e-Books	\$ 5,924	10,000	59.2%	0.9%	\$ 151	2.4%	6,250
Graphic Novels	\$ 238	500	47.6%	0.0%	\$ 298	59.5%	500
Periodicals	\$ 5,696	\$ 6,750	84.4%	0.9%	\$ 5,208	86.8%	\$ 6,000
Video Games	\$ 2,567	3,500	73.3%	0.4%	\$ 2,036	58.2%	3,500
<i>Subtotal Materials</i>	\$ 67,536	114,500	59.0%	10.4%	\$ 69,406	62.5%	\$ 111,000
Patron & Staff Software	\$ 2,985	5,000	59.7%	0.5%	\$ 2,597	51.9%	5,000
Library Automation Software	\$ 20,297	21,000	96.7%	3.1%	\$ 20,297	92.3%	22,000
Miscellaneous Expense	\$ 541	2,000	27.1%	0.1%	\$ 1,213	121.3%	1,000
<i>Subtotal Software/Other</i>	\$ 23,823	28,000	85.1%	3.7%	\$ 24,107	86.1%	\$ 28,000
FR Restricted Donations	\$ -	-	---	0.0%	\$ 2,551	---	-
Library Furnishings	8,654	26,000	33.3%	1.3%	-	0.0%	1,000
Computer Equipment	8,183	5,000	163.7%	1.3%	150	15.0%	1,000
Other Equipment	26,015	31,000	83.9%	4.0%	42	4.2%	1,000
Per Capita Grant Expenditures	2,485	-	---	0.4%	6,601	0.0%	-
Exterior Bldg Improvements	-	5,000	0.0%	0.0%	-	0.0%	1,000
Use of Unrestricted/Restrict Donat	1,623	16,000	10.1%	0.2%	5,657	26.9%	21,000
Contingency	10,000	5,598	178.6%	1.5%	3,270	62.7%	5,217
<i>Subtotal Capital, Grants & Dona</i>	\$ 56,959	\$ 88,598	64.3%	8.7%	\$ 18,271	60.5%	\$ 30,217
Total Expenditures	\$ 651,183	\$ 1,006,501	64.7%	100.0%	\$ 612,175	65.2%	\$ 939,370

Fund Balance as of April 30, 2016^a 564,658
 YTD Addition to/(Subtraction from) Fund Balance 266,784
 Fund Balance at month end 831,441

^aThe fund balance has not been audited yet.

DATE: 01/13/2017
TIME: 11:35:05
ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
DETAILED REVENUE & EXPENSE REPORT
ACTUAL VS. PRIOR VS. BUDGET
FOR 8 PERIODS ENDING DECEMBER 31, 2016

FUND: LAKE BLUFF PUBLIC LIBRARY
DEPT: REVENUES

ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
PROPERTY TAXES							
80-40-103-10000	LIBRARY PROPERTY TAX	0.00	6,131.65	885,601.34	872,643.44	886,048.00	99.9%
TOTAL REVENUES: PROPERTY TAXES		0.00	6,131.65	885,601.34	872,643.44	886,048.00	99.9%
SERVICES & FEES							
80-40-403-48300	PHOTO-COPY CHARGES	150.70	179.40	1,428.55	1,445.78	2,000.00	71.4%
80-40-403-48500	NON-RESIDENT FEES	181.69	125.76	4,453.23	5,128.73	7,000.00	63.6%
TOTAL REVENUES: SERVICES & FEES		332.39	305.16	5,881.78	6,574.51	9,000.00	65.3%
FINES							
80-40-503-65000	RENTAL FINES	782.10	755.53	7,726.27	7,723.09	12,500.00	61.8%
TOTAL REVENUES: FINES		782.10	755.53	7,726.27	7,723.09	12,500.00	61.8%
MISCELLANEOUS							
80-40-603-73000	PER CAPITA GRANTS	0.00	0.00	4,410.80	0.00	0.00	100.0%
80-40-603-73700	VILLAGE CONTRIBUTION	0.00	0.00	0.00	0.00	7,900.00	0.0%
80-40-603-73800	VLIET OPERATING COST CONTRIB	0.00	0.00	0.00	390.00	0.00	0.0%
80-40-603-73900	SCHOOL DIST 65 IGA	0.00	0.00	0.00	0.00	1,000.00	0.0%
80-40-603-75000	INTEREST EARNINGS	390.09	87.16	2,312.50	370.58	400.00	578.1%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	101.35	6.16	178.35	1,907.04	0.00	100.0%
80-40-603-78001	RESTRICTED DONATIONS	16.47	0.00	5,597.73	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	97.60	7.70	1,938.08	1,042.85	2,500.00	77.5%
TOTAL REVENUES: MISCELLANEOUS		605.51	101.02	18,756.80	20,610.88	11,800.00	158.9%
TOTAL REVENUES: REVENUES		1,720.00	7,293.36	917,966.19	907,551.92	919,348.00	99.8%
TOTAL FUND REVENUES		1,720.00	7,293.36	917,966.19	907,551.92	919,348.00	99.8%

DATE: 01/13/2017
TIME: 11:35:05
ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
DETAILED REVENUE & EXPENSE REPORT
ACTUAL VS. PRIOR VS. BUDGET
FOR 8 PERIODS ENDING DECEMBER 31, 2016

FUND: LAKE BLUFF PUBLIC LIBRARY
DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	DECEMBER 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	20,868.10	22,291.84	201,686.37	198,451.76	311,000.00	64.8%
80-60-001-40050	STAFF SALARIES	20,490.11	16,335.66	123,237.33	129,389.80	176,000.00	70.0%
80-60-001-40400	MEDICAL INSURANCE	6,206.87	5,057.31	44,098.86	39,566.16	74,000.00	59.5%
80-60-001-40900	OTHER EMPLOYEE BENEFITS	215.00	0.00	215.00	159.95	250.00	86.0%
80-60-001-40950	EMPLOYER IMRF	3,575.56	3,547.03	28,088.17	29,796.83	46,000.00	61.0%
80-60-001-40951	EMPLOYER FICA TAX	3,067.72	2,892.38	24,146.45	24,578.93	37,000.00	65.2%
80-60-001-41000	BUILDING MAINTENANCE	3,420.17	754.97	20,680.03	15,721.87	28,000.00	73.8%
80-60-001-41020	ELEVATOR MAINTENANCE	0.00	38.00	38.00	261.00	2,000.00	1.9%
80-60-001-41050	GROUNDS MAINTENANCE	1,534.50	109.50	3,794.92	2,512.00	8,000.00	47.4%
80-60-001-41303	COPIER MAINTENANCE/SUPPLIES	774.32	778.91	3,752.31	4,249.97	5,000.00	75.0%
80-60-001-41304	OTHER PROFESSIONAL SERVICES	0.00	0.00	36.00	12.00	1,000.00	3.6%
80-60-001-41305	COMPUTER SERVICES	2,925.00	2,925.00	11,865.00	12,215.00	12,000.00	98.8%
80-60-001-41350	LEGAL SERVICES	0.00	0.00	2,107.50	2,476.50	3,000.00	70.2%
80-60-001-42400	PROFESSIONAL DEVELOPMENT	0.00	0.00	1,770.00	580.00	3,000.00	59.0%
80-60-001-42440	DUES	137.00	(65.00)	2,152.93	1,996.25	2,000.00	107.6%
80-60-001-43230	UTILITIES	1,058.20	900.89	9,639.88	8,601.93	12,500.00	77.1%
80-60-001-43300	POSTAGE	4.66	605.21	1,076.51	1,698.93	3,000.00	35.8%
80-60-001-43400	PRINTING/E-NEWSLETTER	336.00	336.00	6,874.29	6,301.89	9,500.00	72.3%
80-60-001-43550	OFFICE SUPPLIES	39.38	304.77	4,248.99	2,665.38	5,000.00	84.9%
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	98.53	28.85	1,261.58	1,101.15	2,000.00	63.0%
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	224.65	159.41	2,267.46	2,470.46	9,500.00	23.8%
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	150.00	162.33	242.93	185.65	500.00	48.5%
80-60-001-43710	ADULT PROGRAM SUPPLIES	0.00	79.86	3,779.02	3,957.01	5,000.00	75.5%
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	80.58	106.53	4,139.58	4,764.89	5,800.00	71.3%
80-60-001-43730	OUTREACH SUPPLIES	46.22	21.44	635.45	652.04	1,000.00	63.5%
80-60-001-43740	TEEN PROGRAM SUPPLIES	60.39	38.25	1,030.23	601.09	1,200.00	85.8%
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	446.77	1,497.41	9,153.46	12,484.86	17,000.00	53.8%
80-60-001-45100	ADULT FICTION BOOKS	837.13	786.55	9,103.87	8,986.94	14,000.00	65.0%
80-60-001-45110	ADULT LARGE PRINT MATERIAL	35.32	17.53	253.06	248.47	500.00	50.6%
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	1,043.15	1,716.15	9,623.44	9,556.49	15,000.00	64.1%
80-60-001-45220	ADULT REFERENCE/E-REFER	0.00	0.00	11,697.00	11,594.98	21,000.00	55.7%
80-60-001-45400	JUVENILE NON-FICTION	0.00	1,158.02	1,963.65	6,620.88	7,000.00	28.0%
80-60-001-45410	PICTURE BOOKS, READERS	0.00	375.31	3,564.76	4,927.59	5,000.00	71.2%
80-60-001-45420	JUVENILE FICTION	347.19	525.04	5,052.28	4,078.78	9,000.00	56.1%
80-60-001-45430	JUVENILE AUDIO-VISUAL	179.06	97.34	609.85	1,272.70	1,500.00	40.6%
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	0.00	129.09	1,755.18	1,606.70	2,750.00	63.8%
80-60-001-45460	E-BOOKS	2,028.02	151.49	5,923.86	151.49	10,000.00	59.2%
80-60-001-45470	GRAPHIC NOVELS	112.94	0.00	238.21	297.67	500.00	47.6%
80-60-001-45500	PERIODICALS	115.85	108.00	5,696.24	5,208.34	6,750.00	84.3%
80-60-001-45510	VIDEO GAMES	425.17	279.81	2,566.53	2,036.23	3,500.00	73.3%
80-60-001-45600	PATRON & STAFF SOFTWARE	9.95	9.95	2,985.11	2,597.23	5,000.00	59.7%
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	20,297.00	20,297.00	21,000.00	96.6%

DATE: 01/13/2017
TIME: 11:35:05
ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
DETAILED REVENUE & EXPENSE REPORT
ACTUAL VS. PRIOR VS. BUDGET
FOR 8 PERIODS ENDING DECEMBER 31, 2016

FUND: LAKE BLUFF PUBLIC LIBRARY
DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
<hr/>							
LIBRARY SERVICES							
80-60-001-46000	MISCELLANEOUS EXPENSES	26.30	(25.96)	541.30	1,212.71	2,000.00	27.0%
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	0.00	0.00	0.00	2,551.22	0.00	0.0%
80-60-001-49000	LIBRARY FURNISHINGS	0.00	0.00	8,654.00	0.00	26,000.00	33.2%
80-60-001-49120	EXT BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	5,000.00	0.0%
80-60-001-49350	COMPUTER EQUIPMENT	0.00	0.00	8,182.86	42.00	5,000.00	163.6%
80-60-001-49400	OTHER EQUIPMENT	311.00	0.00	26,014.61	149.79	31,000.00	83.9%
80-60-001-50000	CONTINGENCY	0.00	2,500.00	10,000.00	3,270.20	5,598.00	178.6%
<hr/>							
TOTAL EXPENSES: LIBRARY SERVICES		71,230.81	66,734.87	647,075.39	599,917.39	978,348.00	66.1%
TOTAL EXPENSES: LIBRARY ADMINISTRATION		71,230.81	66,734.87	647,075.39	599,917.39	978,348.00	66.1%
TOTAL FUND EXPENSES		71,230.81	66,734.87	647,075.39	599,917.39	978,348.00	66.1%
<hr/>							
TOTAL FUND REVENUES		1,720.00	7,293.36	917,966.19	907,551.92	919,348.00	99.8%
TOTAL FUND EXPENSES		71,230.81	66,734.87	647,075.39	599,917.39	978,348.00	66.1%
FUND SURPLUS (DEFICIT)		(69,510.81)	(59,441.51)	270,890.80	307,634.53	(59,000.00)	-459.1%

DATE: 01/13/2017
TIME: 11:35:25
ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
DETAILED REVENUE & EXPENSE REPORT
ACTUAL VS. PRIOR VS. BUDGET
FOR 8 PERIODS ENDING DECEMBER 31, 2016

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

ACCOUNT NUMBER	DESCRIPTION	DECEMBER 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	347.53	5,103.00	1,622.54	5,656.88	0.00	-100.0%
TOTAL EXPENSES: MISCELLANEOUS		347.53	5,103.00	4,107.30	12,258.09	0.00	-100.0%
TOTAL EXPENSES: LIBRARY GRANT FUND EXPENDITURE		347.53	5,103.00	4,107.30	12,258.09	0.00	-100.0%
TOTAL FUND EXPENSES		347.53	5,103.00	4,107.30	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		347.53	5,103.00	4,107.30	12,258.09	0.00	-100.0%
FUND SURPLUS (DEFICIT)		(347.53)	(5,103.00)	(4,107.30)	(12,258.09)	0.00	100.0%

Summary of Detailed Balance Sheets

For Period Ending December 31, 2016

RESERVE BALANCE

LINE	AMOUNT
Assets	\$1,817,450
Liabilities	\$945,723
Difference	\$871,728
Fund Surplus (Deficit)	\$309,400
Difference	\$562,328

FUND BALANCE AT MONTH END

LINE	AMOUNT
Assets	\$1,817,450
Liabilities	\$945,723
Difference	\$871,728
Grants/Gifts	-\$1,777
Fund Equity	\$869,950

ACCOUNT	AMOUNT
OTHER ASSETS	4,730.75
PREPAID EXPENSES	0.00
TOTAL OTHER ASSETS	4,730.75
TOTAL ASSETS	1,817,450.00
LIABILITIES AND FUND EQUITY	1,817,450.00
LIABILITIES	945,723.00
FUND EQUITY	869,950.00
TOTAL LIABILITIES AND FUND EQUITY	1,817,450.00

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-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

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FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 8 PERIODS ENDING DECEMBER 31, 2016

ACCOUNT #	DESCRIPTION	BALANCE 05/01/16	NET DEBITS	NET CREDITS	BALANCE 12/31/16
ASSETS					
DUE TO/FROM ACCOUNTS					
80-00-100-10000	DUE TO/FROM OTHER FUNDS	38,509.00	5,840.69	0.00	44,349.69
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	5,840.69	0.00	44,349.69
CASH & INVESTMENTS					
80-10-101-10000	CHECKING ACCOUNT	0.00	4,515.30	4,515.30	0.00
80-10-101-10001	CASH BOX OVER/SHORT	0.00	13.70	180.09	(166.39)
80-10-101-11000	MONEY MARKET ACCOUNT	36,366.34	641,522.77	635,955.41	41,933.70
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	915,360.12	619,679.40	837,970.24
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	1,808.35	136.71	7,161.72
TOTAL CASH & INVESTMENTS		584,297.74	1,563,220.24	1,260,466.91	887,051.07
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	1,020,083.04	1,026,353.79	0.00
80-10-301-55000	PREPAID EXPENSES	0.00	0.00	0.00	0.00
TOTAL OTHER ASSETS		6,270.75	1,020,083.04	1,026,353.79	0.00
TOTAL ASSETS		1,515,127.14	2,589,143.97	2,286,820.70	1,817,450.41
LIABILITIES AND FUND EQUITY					
LIABILITIES					
PAYABLES					
80-20-102-20000	ACCOUNTS PAYABLE	9,629.24	343,428.66	375,211.13	41,411.71

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-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

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FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 8 PERIODS ENDING DECEMBER 31, 2016

ACCOUNT #	DESCRIPTION	BALANCE 05/01/16	NET DEBITS	NET CREDITS	BALANCE 12/31/16
LIABILITIES					
PAYABLES					
80-20-102-41000	SOCIAL SECURITY TAX PAYABLE	0.00	48,292.87	48,292.87	0.00
80-20-102-42000	FEDERAL INCOME TAX PAYABLE	0.00	30,485.65	30,485.65	0.00
80-20-102-43000	STATE INCOME TAX PAYABLE	0.00	11,087.29	11,087.29	0.00
80-20-102-44000	IMRF PAYABLE	0.00	40,492.08	40,492.08	0.00
80-20-102-45000	ICMA 457 PLAN PAYABLE	0.00	5,150.00	4,800.00	(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	4,109.26	4,109.26	0.00
80-20-102-66000	LIBRARY HSA PAYABLE	0.00	4,761.50	4,761.50	0.00
80-20-102-70000	OTHER SHORT TERM LIABILITIES	0.00	0.00	0.00	0.00
TOTAL PAYABLES		9,629.24	487,807.31	519,239.78	41,061.71
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	487,807.31	519,239.78	945,722.77
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	270,890.80	309,399.80

DATE: 01/13/2017
TIME: 11:32:39
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-- VILLAGE OF LAKE BLUFF --
DETAILED BALANCE SHEET

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FUND: LIBRARY GRANTS & GIFTS FUND
FOR 8 PERIODS ENDING DECEMBER 31, 2016

ACCOUNT #	DESCRIPTION	BALANCE 05/01/16	NET DEBITS	NET CREDITS	BALANCE 12/31/16
ASSETS					
CASH & INVESTMENTS					
82-10-101-12000	LIBRARY BIRD MEMORIAL SAVINGS	0.00	0.00	0.00	0.00
TOTAL CASH & INVESTMENTS		0.00	0.00	0.00	0.00
--- UNDEFINED CODE ---					
82-10-201-30000	GRANTS RECEIVABLE	4,410.80	0.00	0.00	4,410.80
TOTAL --- UNDEFINED CODE ---		4,410.80	0.00	0.00	4,410.80
TOTAL ASSETS		4,410.80	0.00	0.00	4,410.80
LIABILITIES AND FUND EQUITY					
LIABILITIES					
INTERFUND CLEARING ACCOUNT					
82-00-100-10000	DUE TO/FROM LIBRARY FUND	0.00	0.00	5,840.69	5,840.69
TOTAL INTERFUND CLEARING ACCOUNT		0.00	0.00	5,840.69	5,840.69
PAYABLES					
82-20-102-20000	ACCOUNTS PAYABLE	2,080.92	5,840.69	4,107.30	347.53
TOTAL PAYABLES		2,080.92	5,840.69	4,107.30	347.53
TOTAL LIABILITIES		2,080.92	5,840.69	9,947.99	6,188.22
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	4,107.30	0.00	(4,107.30)
TOTAL FUND EQUITY		2,329.88	4,107.30	0.00	(1,777.42)
TOTAL LIABILITIES AND FUND EQUITY		4,410.80	9,947.99	9,947.99	4,410.80

DATE: 01/13/17
TIME: 10:29:22
ID: AP225000.CBL

-- VILLAGE OF LAKE BLUFF --
MANUAL CHECK REGISTER

7A

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
12903	9COMCAST	COMCAST CABLE		12/21/16		
	COM121216	12/12/16	01 INTERNET SRVC:12/19/16-1/18/17		80-60-001-43230	244.85
					INVOICE TOTAL:	244.85 *
					CHECK TOTAL:	244.85
12904	9NSWATER	NORTH SHORE WATER RECLAMATION		12/21/16		
	3440914	12/10/16	01 WASTEWTR TREATMNT:8/16-11/1/16		80-60-001-43230	174.00
					INVOICE TOTAL:	174.00 *
					CHECK TOTAL:	174.00
12905	9NYTIMES	NEW YORK TIMES		12/21/16		
	NYT121816	12/18/16	01 EXPENSES FR RESTRICTED/NON		82-60-001-99999	324.96
			02 PERIODICALS		80-60-001-45500	115.85
					INVOICE TOTAL:	440.81 *
					CHECK TOTAL:	440.81
12906	9SHREDIT	SHRED-IT USA		12/21/16		
	8121368060	12/07/16	01 PAPER SHREDDING 11/9/16		80-60-001-41303	58.23
					INVOICE TOTAL:	58.23 *
					CHECK TOTAL:	58.23
12907	9SPEZZCA	CARRIE SPEZZANO		12/21/16		
	SPE121916	12/19/16	01 JUVENILE PROGRAM SUPPLIES		80-60-001-43720	25.34
					INVOICE TOTAL:	25.34 *
					CHECK TOTAL:	25.34
12908	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS		12/21/16		
	102280977	12/20/16	01 'EE ICMA CONTRIBUTION:12/30/16		80-20-102-45000	350.00
					INVOICE TOTAL:	350.00 *
					CHECK TOTAL:	350.00
					TOTAL AMOUNT PAID:	1,293.23

DATE: 01/13/17
TIME: 13:22:21
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

CHECK DATE: 01/17/17

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12909	9ACCESSO	ACCESS ONE, INC.						
	2092924		01/01/17	01	LCL PH SRVC:JAN 2017	80-60-001-43230	639.35	
						INVOICE TOTAL:	639.35 *	
						CHECK TOTAL:	639.35	
12910	9AMAZONA	VOIDED---LEADER CHECK						
	000460980787		12/03/16	01	OFFICE SUPPLIES	80-60-001-43550	3.56	
				02	ADULT NON FICTION	80-60-001-45000	27.99	
						INVOICE TOTAL:	31.55 *	
	000650342257		11/14/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	62.95	
						INVOICE TOTAL:	62.95 *	
	000654697398		11/20/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	24.99	
						INVOICE TOTAL:	24.99 *	
	000657993686		11/16/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	68.55	
						INVOICE TOTAL:	68.55 *	
	000658366098		11/16/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-1.63	
						INVOICE TOTAL:	-1.63 *	
	000658881783		11/21/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	23.48	
						INVOICE TOTAL:	23.48 *	
	000659951662		11/19/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.11	
						INVOICE TOTAL:	-0.11 *	
	005954199037		11/25/16	01	OFFICE SUPPLIES	80-60-001-43550	15.19	
						INVOICE TOTAL:	15.19 *	
	008202442536		11/24/16	01	TEEN PROGRAM SUPPLIES	80-60-001-43740	21.50	

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-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

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CHECK DATE: 01/17/17

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12910	9AMAZONA	VOIDED---LEADER CHECK						
	008202442536		11/24/16	02	JUVENILE AUDIO VISUAL	80-60-001-45430	7.49	
				03	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	8.02	
					INVOICE TOTAL:		37.01 *	
	018642699005		11/20/16	01	ADULT NON-FICTION	80-60-001-45000	13.46	
					INVOICE TOTAL:		13.46 *	
	018643403964		11/21/16	01	ADULT NON-FICTION	80-60-001-45000	15.49	
					INVOICE TOTAL:		15.49 *	
	018643752797		11/12/16	01	ADULT NON-FICTION	80-60-001-45000	15.99	
					INVOICE TOTAL:		15.99 *	
	028111313514		11/22/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	18.99	
					INVOICE TOTAL:		18.99 *	
	050460146111		11/16/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	18.56	
					INVOICE TOTAL:		18.56 *	
	050460828860		11/17/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	13.63	
					INVOICE TOTAL:		13.63 *	
	050461209591		11/17/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	6.99	
					INVOICE TOTAL:		6.99 *	
	050465877651		11/15/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	13.99	
					INVOICE TOTAL:		13.99 *	
	064110549118		11/30/16	01	CREDIT-JUVENILE AUDIO VISUAL	80-60-001-45430	-1.72	
					INVOICE TOTAL:		-1.72 *	
12911	9AMAZONA	VOIDED---LEADER CHECK						
	064111343428		11/24/16	01	JUVENILE AUDIO VISUAL	80-60-001-45430	15.00	

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12911	9AMAZONA	VOIDED---LEADER CHECK						
	064111343428		11/24/16	02	CREDIT-JUVENILE AUDIO VISUAL	80-60-001-45430	-0.40	
						INVOICE TOTAL:	14.60 *	
	064112970202		11/22/16	01	JUVENILE AUDIO VISUAL	80-60-001-45430	12.99	
				02	CREDIT-JUVENILE AUDIO VISUAL	80-60-001-45430	-0.34	
				03	TEEN PROGRAM SUPPLIES	80-60-001-43740	10.98	
						INVOICE TOTAL:	23.63 *	
	064115202052		11/27/16	01	JUVENILE AUDIO VISUAL	80-60-001-45430	58.46	
				02	CREDIT-JUVENILE AUDIO VISUAL	80-60-001-45430	-1.60	
						INVOICE TOTAL:	56.86 *	
	064116371372		11/21/16	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	47.22	
				02	CREDIT-JUVENILE AUDIO VISUAL	80-60-001-45430	-2.67	
				03	JUVENILE AUDIO VISUAL	80-60-001-45430	75.53	
						INVOICE TOTAL:	120.08 *	
	064118695207		11/23/16	01	CREDIT-JUVENILE AUDIO VISUAL	80-60-001-45430	-0.67	
						INVOICE TOTAL:	-0.67 *	
	070952677227		11/22/16	01	OUTREACH SUPPLIES	80-60-001-43730	4.86	
						INVOICE TOTAL:	4.86 *	
	096122095398		11/28/16	01	VIDEO GAMES	80-60-001-45510	101.98	
				02	CREDIT-VIDEO GAMES	80-60-001-45510	-5.98	
						INVOICE TOTAL:	96.00 *	
	096125310433		11/11/16	01	CREDIT-VIDEO GAMES	80-60-001-45510	-0.90	
						INVOICE TOTAL:	-0.90 *	
	096126055583		11/20/16	01	VIDEO GAMES	80-60-001-45510	59.07	
						INVOICE TOTAL:	59.07 *	
	096127219522		11/16/16	01	CREDIT-VIDEO GAMES	80-60-001-45510	-0.11	
						INVOICE TOTAL:	-0.11 *	

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12911	9AMAZONA	VOIDED---LEADER CHECK						
	096129246014		11/14/16	01	VIDEO GAMES	80-60-001-45510	96.00	
						INVOICE TOTAL:	96.00 *	
	118049865162		12/09/16	01	ADULT FICTION	80-60-001-45100	13.99	
						INVOICE TOTAL:	13.99 *	
	138486472624		12/06/16	01	ADULT NON-FICTION	80-60-001-45000	16.07	
						INVOICE TOTAL:	16.07 *	
	149548369306		11/22/16	01	ADULT FICTION	80-60-001-45100	34.17	
						INVOICE TOTAL:	34.17 *	
	164983001589		11/26/16	01	VIDEO GAMES	80-60-001-45510	54.99	
						INVOICE TOTAL:	54.99 *	
	164985496689		11/17/16	01	VIDEO GAMES	80-60-001-45510	19.72	
						INVOICE TOTAL:	19.72 *	
12912	9AMAZONA	VOIDED---LEADER CHECK						
	171166950315		11/12/16	01	ADULT NON-FICTION	80-60-001-45000	20.78	
						INVOICE TOTAL:	20.78 *	
	172376563472		11/22/16	01	OUTREACH SUPPLIES	80-60-001-43730	12.37	
						INVOICE TOTAL:	12.37 *	
	176470111196		12/05/16	01	VIDEO GAMES	80-60-001-45510	50.99	
				02	CREDIT-VIDEO GAMES	80-60-001-45510	-3.00	
						INVOICE TOTAL:	47.99 *	
	176475685157		11/23/16	01	OUTREACH SUPPLIES	80-60-001-43730	3.65	
						INVOICE TOTAL:	3.65 *	
	184970467401		11/12/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	15.99	
						INVOICE TOTAL:	15.99 *	

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12912	9AMAZONA	VOIDED---LEADER CHECK						
	184971262835		11/28/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	16.99	
						INVOICE TOTAL:	16.99 *	
	184971663081		11/17/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	21.99	
						INVOICE TOTAL:	21.99 *	
	184972434428		11/11/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	31.98	
						INVOICE TOTAL:	31.98 *	
	184973943042		11/14/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.99	
						INVOICE TOTAL:	14.99 *	
	184976381572		11/20/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	17.99	
						INVOICE TOTAL:	17.99 *	
	193952718840		12/08/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	54.83	
						INVOICE TOTAL:	54.83 *	
	193958472368		12/09/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	94.25	
						INVOICE TOTAL:	94.25 *	
	202172110774		12/06/16	01	ADULT FICTION	80-60-001-45100	31.06	
				02	CREDIT-ADULT FICTION	80-60-001-45100	-29.98	
						INVOICE TOTAL:	1.08 *	
	202461367608		11/30/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	71.08	
						INVOICE TOTAL:	71.08 *	
	202464410855		12/05/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	64.87	
						INVOICE TOTAL:	64.87 *	
	202467756595		12/07/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	11.88	
						INVOICE TOTAL:	11.88 *	
	202468261173		12/05/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	40.95	
						INVOICE TOTAL:	40.95 *	

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12912	9AMAZONA	VOIDED---LEADER CHECK						
	202469169583		12/08/16	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.20	
						INVOICE TOTAL:	-0.20 *	
12913	9AMAZONA	AMAZON						
	245970460884		11/16/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.99	
						INVOICE TOTAL:	14.99 *	
	258466124389		11/22/16	01	OUTREACH SUPPLIES	80-60-001-43730	12.84	
						INVOICE TOTAL:	12.84 *	
	263549538782		11/17/16	01	ADULT NON-FICTION	80-60-001-45000	11.59	
						INVOICE TOTAL:	11.59 *	
	291286902785		11/15/16	01	VIDEO GAMES	80-60-001-45510	52.41	
						INVOICE TOTAL:	52.41 *	
						CHECK TOTAL:	1,621.01	
12914	9ALA	AMERICAN LIBRARY ASSOCIATION						
	ALS121916		12/19/16	01	MEMBER DUES:D WILLIAMS	80-60-001-42440	137.00	
						INVOICE TOTAL:	137.00 *	
						CHECK TOTAL:	137.00	
12915	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT						
	2032495484		12/06/16	01	JUVENILE FICTION,PBKS & SERIES	80-60-001-45420	5.97	
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	1.15	
						INVOICE TOTAL:	7.12 *	
	2032507619		12/12/16	01	JUVENILE FICTION,PBKS & SERIES	80-60-001-45420	285.66	
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	14.80	
						INVOICE TOTAL:	300.46 *	

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12915	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT					
	2032511066		12/14/16	01	ADULT FICTION	80-60-001-45100	90.45
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	8.20
					INVOICE TOTAL:		98.65 *
	2032526517		12/20/16	01	ADULT NON-FICTION	80-60-001-45000	167.21
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	7.35
					INVOICE TOTAL:		174.56 *
	2032528157		12/20/16	01	LARGE PRINT	80-60-001-45110	35.32
					INVOICE TOTAL:		35.32 *
	2032535358		12/23/16	01	ADULT NON-FICTION	80-60-001-45000	109.55
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	6.05
					INVOICE TOTAL:		115.60 *
	2032535374		12/23/16	01	GRAPHIC NOVELS	80-60-001-45470	105.17
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	1.80
					INVOICE TOTAL:		106.97 *
	2032535756		12/27/16	01	ADULT FICTION	80-60-001-45100	407.37
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	24.65
					INVOICE TOTAL:		432.02 *
	2032539216		12/27/16	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	55.56
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	4.75
					INVOICE TOTAL:		60.31 *
	2032549573		12/30/16	01	ADULT NON-FICTION	80-60-001-45000	48.64
				02	EXP FRM RES/UNRES DONATIONS	82-60-001-99999	22.57
				03	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	4.25
					INVOICE TOTAL:		75.46 *
	2032551120		01/03/17	01	ADULT FICTION	80-60-001-45100	290.07
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	15.65
					INVOICE TOTAL:		305.72 *

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12915	9BKTLNT	BAKER & TAYLOR ENTERTAINMENT							
	2032557368		01/04/17	01	GRAPHIC NOVELS	80-60-001-45470	7.77		
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	1.15		
					INVOICE TOTAL:		8.92 *		
					CHECK TOTAL:			1,721.11	
12916	9CHSPRN	CHICAGO SPRINKLER COMPANY							
	62306		11/30/16	01	SHUT DOWN SERVICES	80-60-001-41050	109.50		
					INVOICE TOTAL:		109.50 *		
					CHECK TOTAL:			109.50	
12917	9COMPVIE	COMPUTER VIEW, INC.							
	27371		12/28/16	01	COMPUTER SRVC'S	80-60-001-41305	2,925.00		
					INVOICE TOTAL:		2,925.00 *		
	27373		12/21/16	01	OTHER EQUIPMENT	80-60-001-49400	232.00		
					INVOICE TOTAL:		232.00 *		
	27374		12/21/16	01	OTHER EQUIPMENT	80-60-001-49400	79.00		
					INVOICE TOTAL:		79.00 *		
					CHECK TOTAL:			3,236.00	
12918	9CRYSMAN	CRYSTAL MANAGEMENT &							
	24157		11/15/16	01	CLEANING SRVC'S:DEC 2016	80-60-001-41000	645.00		
					INVOICE TOTAL:		645.00 *		
					CHECK TOTAL:			645.00	
12919	9FASTSIG	FASTSIGNS GURNEE							

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12919	9FASTSIG	FASTSIGNS GURNEE						
	349-29159		01/05/17	01	UPDATE LIBRARY HOURS SIGNAGE	80-60-001-41000	82.50	
						INVOICE TOTAL:	82.50 *	
						CHECK TOTAL:		82.50
12920	9FIRSTBA	FIRST BANKCARD						
	CAR122916		12/29/16	01	JUVENILE AUDIO VISUAL	80-60-001-45430	16.99	
				02	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	134.85	
						INVOICE TOTAL:	151.84 *	
						CHECK TOTAL:		151.84
12921	9FIRSTBA	FIRST BANKCARD						
	ELI122916		12/29/16	01	OUTREACH SUPPLIES	80-60-001-43730	12.50	
				02	TEEN PROGRAM SUPPLIES	80-60-001-43740	5.98	
				03	TEEN PROGRAM SUPPLIES	80-60-001-43740	11.98	
				04	TEEN PROGRAM SUPPLIES	80-60-001-43740	9.95	
						INVOICE TOTAL:	40.41 *	
						CHECK TOTAL:		40.41
12922	9FIRSTBA	FIRST BANKCARD						
	ER122916		12/29/16	01	PAYFLOW/PAYPAL	80-60-001-46000	26.30	
				02	STORAGE LOCKER RENTAL	80-60-001-41000	71.00	
				03	POSTAGE	80-60-001-43300	4.66	
				04	PRINTING/E-NEWSLETTER	80-60-001-43400	336.00	
				05	HOSPITALITY	80-60-001-43700	150.00	
						INVOICE TOTAL:	587.96 *	
						CHECK TOTAL:		587.96
12923	9FIRSTBA	FIRST BANKCARD						

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12923	9FIRSTBA	FIRST BANKCARD					
	MCO122916		12/29/16	01	WEBSITE FOR ILL	80-60-001-45600	9.95
						INVOICE TOTAL:	9.95 *
						CHECK TOTAL:	9.95
12924	9HOMEDEP	HOME DEPOT CREDIT SERVICES					
	1041768		12/03/16	01	BURLAP, STAKES	80-60-001-43660	49.22
				02	BULBS	80-60-001-43660	29.97
				03	CREDIT	80-60-001-43660	-7.57
				04	BURLAP	80-60-001-43660	18.94
				05	BULBS	80-60-001-43660	7.97
						INVOICE TOTAL:	98.53 *
						CHECK TOTAL:	98.53
12925	9IMAGESY	IMAGE SYSTEMS & BUSINESS					
	240909		12/12/16	01	PHOTOCOPIER SRVC	80-60-001-41303	142.56
						INVOICE TOTAL:	142.56 *
	240910		12/12/16	01	PHOTOCOPIER SRVC	80-60-001-41303	172.00
				02	PHOTOCOPIER SRVC	80-60-001-41303	401.53
						INVOICE TOTAL:	573.53 *
						CHECK TOTAL:	716.09
12926	9LB VILL	VILLAGE OF LAKE BLUFF					
	80160167		12/16/16	01	FLU SHOTS	80-60-001-40900	215.00
						INVOICE TOTAL:	215.00 *
	DEC 2016		01/10/17	01	FY17 MEDICAL INS:DEC 16	80-10-301-37100	6,189.45
				02	FY17 DENTAL/VISION INS:DEC 16	80-10-301-37100	483.78

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12926	9LB VILL	VILLAGE OF LAKE BLUFF						
	DEC 2016		01/10/17	03	FY17 LIFE INS:DEC 16	80-10-301-37100	48.64	
				04	FY17 IMRF 'EE CONTRIB:DEC 16	80-10-301-37100	1,579.00	
				05	FY17 IMRF EMPLOYR CONTR:DEC 16	80-10-301-37100	3,575.56	
					INVOICE TOTAL:		11,876.43	*
	NOV 2016		12/15/16	01	FY17 MEDICAL INS:NOV 16	80-10-301-37100	6,189.45	
				02	FY17 DENTAL/VISION INS:NOV 16	80-10-301-37100	483.78	
				03	FY17 LIFE INS:NOV 16	80-10-301-37100	48.64	
				04	FY17 IMRF 'EE CONTRIB:NOV 16	80-10-301-37100	1,565.83	
				05	FY17 IMRF EMPLOYR CONTR:NOV 16	80-10-301-37100	3,545.76	
					INVOICE TOTAL:		11,833.46	*
					CHECK TOTAL:			23,924.89
12927	9MIDTAPE	MIDWEST TAPE						
	94578562		12/07/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	47.24	
					INVOICE TOTAL:		47.24	*
	94588230		12/09/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	52.49	
					INVOICE TOTAL:		52.49	*
	94613373		12/17/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	173.21	
					INVOICE TOTAL:		173.21	*
	94639851		12/27/16	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	47.24	
					INVOICE TOTAL:		47.24	*
					CHECK TOTAL:			320.18
12928	9MURPHYM	MURPHY & MILLER, INC.						
	SVC00005655		12/27/16	01	BUILDING MAINT	80-60-001-41000	1,765.07	
					INVOICE TOTAL:		1,765.07	*
					CHECK TOTAL:			1,765.07

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12929	9OVERDRI	OVERDRIVE , INC					
	1018-162953717120916		12/09/16	01	ADULT E-AUDIO/E-BOOKS	80-60-001-45460	1,329.38
						INVOICE TOTAL:	1,329.38 *
	1018-163302323120916		12/09/16	01	TEEN E-BOOKS	80-60-001-45460	474.25
						INVOICE TOTAL:	474.25 *
	1018-163643137120916		12/09/16	01	JUVENILE E-BOOKS	80-60-001-45460	224.39
						INVOICE TOTAL:	224.39 *
						CHECK TOTAL:	2,028.02
12930	9RAVINIA	RAVINIA PLUMBING & HEATING CO.					
	269353M		12/07/16	01	SUMP PUMP/EJECTOR PUMP MAINT	80-60-001-41000	309.60
						INVOICE TOTAL:	309.60 *
						CHECK TOTAL:	309.60
12931	9REYESIS	ISAURO REYES					
	REY010117		01/01/17	01	GROUNDS MAINT:DEC 2016	80-60-001-41050	1,425.00
						INVOICE TOTAL:	1,425.00 *
						CHECK TOTAL:	1,425.00
12932	9ROSEPES	ROSE PEST SOLUTIONS					
	1891087		01/04/17	01	MONTHLY SRVC	80-60-001-41000	115.00
						INVOICE TOTAL:	115.00 *
						CHECK TOTAL:	115.00
12933	9TECHSYS	TECH SYSTEMS, INC					
	307810		12/01/16	01	SECURITY MONITORING 1/16/17-	80-60-001-41000	432.00

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12933	9TECHSYS	TECH SYSTEMS, INC						
	307810		12/01/16	02	1/15/18	** COMMENT **		
						INVOICE TOTAL:	432.00 *	
						CHECK TOTAL:	432.00	
12934	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS						
	102290436		01/05/17	01	'EE ICMA CONTRIBUTION:1/13/17	80-20-102-45000	350.00	
						INVOICE TOTAL:	350.00 *	
						CHECK TOTAL:	350.00	
						TOTAL AMOUNT PAID:	40,466.01	

Timeline for Budget Process

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

January 17th – Initial review of budget by Finance Committee

January 17th – First reading of budget by Board

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

February 21st – Final approval of budget by Board

March 21st – Final opportunity to make changes to the approved budget before start of Fiscal Year 2017-2018

Respectfully submitted,

Eric Scott Bailey

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

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	
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
TOTAL PERSONEL COST	644,250	636,292	660,250	3.8%	2.5%	
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
TOTAL MAINTENANCE COST	43,000	33,904	38,000	12.1%	-11.6%	
Other Professional Services	1000	1,000	11000	1000.0%	1000.0%	Increase for Engberg Anderson would come from Reserve
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
TOTAL 8 ITEMS	46,000	46,491	57,500	23.7%	25.0%	
TOTAL 17 ITEMS	733,250	716,687	755,750	5.5%	3.1%	

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 Program 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
TOTAL SUPPLIES COST	30,000	25,874	26,000	0.5%	-13.3%	
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
TOTAL ADULT	67,500	68,300	70,500	3.2%	4.4%	
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
TOTAL JUVENILE	23,500	23,000	23,000	0.0%	-2.1%	
TOTAL 18 ITEMS	121,000	117,174	119,500	2.0%	-1.2%	

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	2,000	883	2,000	126.5%	0.0%	Covers minor costs not presently anticipated
SUB TOTAL 10 ITEMS	51,500	47,247	54,500	15.4%	5.8%	
SUB TOTAL ALL PREVIOUS ITEMS	905,750	881,108	929,750	5.5%	2.6%	
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	1,000	-96.1%	-96.8%	Covers minor costs not presently anticipated
Contingency	5,597	30,000	5,965	-80.1%	6.6%	Covers other expenses that may arise
SUB TOTAL 5 ITEMS	72,597	93,887	38,965	-58.5%	-46.3%	
TOTAL ALL ITEMS	978,347	974,995	968,715	-0.6%	-1.0%	

LAKE BLUFF PUBLIC LIBRARY
GENERAL FUND - EXPENDITURES

80-60-001-

CODE/LINE ITEM	ACTUAL FY 12/13	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	% CHANGE BUDGET TO BUDGET FY 16 TO FY17	\$ CHANGE
PERSONNEL SERVICES											
40000 Librarian Salaries	208,292	215,026	240,749	296,341	311,000	309,974	323,000	4.2%	13,026	3.9%	12,000
40050 Staff Salaries	161,919	212,634	220,913	188,381	176,000	176,138	180,000	2.2%	3,862	2.3%	4,000
40400 Medical Insurance	40,163	45,272	59,086	65,795	74,000	71,773	74,000	3.1%	2,227	0.0%	0
40900 Other Employee Benefit	100	288	62	160	250	250	250	0.0%	0	0.0%	0
40950 IL Municipal Retire Fund	36,686	40,704	45,838	43,665	46,000	42,022	46,000	9.5%	3,978	0.0%	0
40951 Social Security (Note 1)	27,671	31,927	34,517	36,330	37,000	36,135	37,000	2.4%	865	0.0%	0
TOTAL PERSONNEL SERVICES	474,831	545,851	601,165	630,672	644,250	636,292	660,250	3.8%	23,958	2.5%	16,000
CONTRACT. SERVICES/COMMODITIES											
41000 Building Maintenance	26,022	22,208	20,262	19,188	28,000	20,154	24,000	19.1%	3,846	-14.3%	(4,000)
41020 Elevator Maintenance	1,582	2,207	2,144	1,167	2,000	2,000	1,500	-25.0%	(500)	-25.0%	(500)
41050 Grounds Maintenance	6,882	7,885	8,871	5,541	8,000	6,645	7,000	5.3%	355	-12.5%	(1,000)
41303 Copier Maintenance	5,543	6,365	4,042	4,941	5,000	5,105	5,500	7.7%	395	10.0%	500
41304 Other Professional Service	50	50	20,387	517	1,000	1,000	11,000	1000.0%	10,000	1000.0%	10,000
41305 Computer Services	15,235	11,369	11,675	12,215	12,000	12,030	13,000	8.1%	970	8.3%	1,000
41350 Legal & Accounting	4,487	17,892	2,125	3,842	3,000	3,161	3,000	-5.1%	(161)	0.0%	0
42400 Professional Development	3,650	4,227	4,574	725	3,000	3,000	3,000	0.0%	0	0.0%	0
42440 Dues	1,488	1,409	1,878	2,117	2,000	2,016	2,000	-0.8%	(16)	0.0%	0
43230 Utilities	6,036	8,443	9,482	11,596	12,500	14,711	13,500	-8.2%	(1,211)	8.0%	1,000
43300 Postage	2,288	2,788	2,222	2,399	3,000	1,837	2,500	36.1%	663	-16.7%	(500)
43400 Printing/E-Newsletter	7,602	8,689	7,904	8,742	9,500	8,736	9,500	8.7%	764	0.0%	0
43550 Office Supplies	5,245	5,604	4,672	4,821	5,000	7,209	5,000	-30.6%	(2,209)	0.0%	0
43660 Building & Grounds Supplies	1,944	1,925	7,129	1,535	2,000	1,994	2,000	0.3%	6	0.0%	0
43670 Technical Services Supplies	4,390	4,276	3,674	3,675	9,500	3,502	4,000	14.2%	498	-57.9%	(5,500)
43700 Hospitality Program Supplies	1,024	843	339	376	500	159	500	213.9%	341	0.0%	0
43730 Outreach Supplies	0	0	0	966	1,000	1,010	1,000	-1.0%	(10)	0.0%	0
43710 Adult Program Supplies	3,888	4,329	3,565	5,185	5,000	5,000	6,000	20.0%	1,000	20.0%	1,000
43720 Juvenile Program Supplies	5,602	6,800	6,772	5,664	5,800	5,800	6,000	3.4%	200	3.4%	200
43740 Teen Program Supplies	0	0	0	819	1,200	1,200	1,500	25.0%	300	25.0%	300
45000 Adult Nonfiction	18,083	17,544	17,903	16,461	17,000	17,000	17,000	0.0%	0	0.0%	0
45100 Adult Fiction	15,350	13,992	14,190	14,043	14,000	14,000	15,500	10.7%	1,500	10.7%	1,500
45110 Adult Large Print	895	936	524	580	500	500	500	0.0%	0	0.0%	0
45200 Adult Audio-Visual	15,031	11,166	15,449	15,086	15,000	15,000	15,500	3.3%	500	3.3%	500
45220 Adult E-Reference	17,596	20,191	21,838	20,653	21,000	21,800	22,000	0.9%	200	4.8%	1,000
45400 Juvenile Non-fiction	4,140	7,470	7,167	6,612	7,000	7,000	7,000	0.0%	0	0.0%	0
45410 Picture Books, Readers	5,422	5,178	4,980	4,941	5,000	5,000	4,500	-10.0%	(500)	-10.0%	(500)
45420 Juvenile Fiction	7,327	6,179	5,213	7,829	9,000	9,000	10,000	11.1%	1,000	11.1%	1,000
45430 Juvenile Audio-Visual	3,219	3,512	1,914	1,598	1,500	1,500	1,000	-33.3%	(500)	-33.3%	(500)
45440 Juvenile eReference	0	0	334	334	1,000	500	500	0.0%	0	-50.0%	(500)
45460 Ebooks	4,970	7,999	12,017	6,406	10,000	10,000	12,000	20.0%	2,000	20.0%	2,000

LAKE BLUFF PUBLIC LIBRARY
GENERAL FUND - EXPENDITURES

80-60-001-

CODE/LINE ITEM	ACTUAL FY 12/13	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	% CHANGE BUDGET TO BUDGET FY 16 TO FY17	\$ CHANGE
45470 Graphic Novels	508	375	508	505	500	500	500	0.0%	0	0.0%	0
45450 Teen Books	2,839	2,680	2,700	2,583	2,750	2,750	2,750	0.0%	0	0.0%	0
45500 Periodicals	5,364	5,382	5,704	5,873	6,750	5,092	6,750	32.6%	1,658	0.0%	0
45510 Video Games	2,349	2,873	3,483	3,411	3,500	3,500	3,500	0.0%	0	0.0%	0
NEW Hot Picks	0	0	0	0	0	0	2,000	---	2,000	---	2,000
45600 Public & Staff PC Software	4,449	892	2,504	2,985	5,000	4,225	4,000	-5.3%	(225)	-20.0%	(1,000)
45610 Library Automation Software	12,461	46,053	20,297	22,043	21,000	20,297	21,000	3.5%	703	0.0%	0
45900 Minor Equipment	550	0	397	0	0	0	0	---	0	---	0
46000 Miscellaneous Expenditure	1,189	2,081	3,108	1,856	2,000	883	2,000	126.5%	1,117	0.0%	0
TOTAL CONTRACT/COMMOD.	224,700	271,813	261,947	229,832	261,500	244,817	269,500	10.1%	24,683	3.1%	8,000
CAPITAL OUTLAY											
49000 Library Furnishings	3,840	4,015	1,880	0	26,000	30,000	1,000	-96.7%	(29,000)	-96.2%	(25,000)
49120 Exterior Bldg Improvements	4,935	11,372	7,208	0	5,000	0	26,000	---	26,000	420.0%	21,000
49350 Computer Equipment	14,813	38,444	1,190	706	5,000	8,183	5,000	-38.9%	(3,183)	0.0%	0
49400 Library Equipment	1,563	8	0	14,966	31,000	25,704	1,000	-96.1%	(24,704)	-96.8%	(30,000)
50000 Contingency	23,326	13,906	3,016	3,270	5,597	30,000	5,965	-80.1%	(24,035)	6.6%	368
TOTAL CAPITAL OUTLAY	48,477	67,746	13,294	18,942	72,597	93,886	38,965	-58.5%	(54,922)	-46.3%	(33,632)
LIBRARY TOTAL	748,008	885,410	876,406	879,446	978,347	974,995	968,715	-0.6%	(6,281)	-1.0%	(9,632)

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

9H

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
<u>REVENUES 82-40-603</u>										
GRANTS										
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
TOTAL GRANTS	5,868	12,153	7,153	12,153	4,411	9,411	113.4%	5,000	-22.6%	(2,742)
DONATIONS										
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
TOTAL DONATIONS	10,648	21,000	17,756	16,000	9,700	16,000	65.0%	6,300	0.0%	0
75000 Interest Earnings	0		0	0			---	0	---	0
TOTAL FUND REVENUES	16,516	33,153	24,909	28,153	14,111	25,411	80.1%	11,300	-9.7%	(2,742)

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
	16,457	8,919	24,909	28,153	14,111	28,153	99.5%	14,042	0.0%	0
TOTAL EXPENDITURES	16,457	8,919	24,909	28,153	14,111	28,153	99.5%	14,042	0.0%	0

Statistics Report

A revised statistics report is provided additionally this month. Feedback is sought on this new report in order to help develop it as a resource for presentation of information at Board meetings.

Respectfully submitted,

Eric Scott Bailey

Measure	This month		Past 6 months		Past 12 months	
Points of Service	25,636	3.21%	184,265	0.47%	413,077	2.36%
Database Interactions	3,504	19.88%	20,259	5.82%	42,141	11.00%
Patron Interactions	14,613	7.54%	109,638	-0.10%	261,617	1.50%
Circulation	7,519	-9.70%	54,368	-0.25%	109,319	1.37%
Circulation	7,519	-9.70%	54,368	-0.25%	109,319	1.37%
Books and Magazines	3,869	-8.60%	31,988	2.30%	63,535	4.14%
Electronic	931	-2.92%	5,831	-0.82%	11,900	4.80%
AV	2,719	-13.27%	16,549	-4.64%	33,884	-4.50%
Patron Interactions	14,613	7.54%	109,638	-0.10%	261,617	1.50%
Website Visits	7,954	14.91%	51,338	-0.76%	105,765	-1.59%
In-Person Visits	6,659	-0.11%	58,300	0.48%	155,852	3.71%
Books and Magazines	3,869	-8.60%	31,988	2.30%	63,535	4.14%
Adult	1,947	-7.24%	13,448	-3.85%	27,385	-2.26%
Teen	193	12.87%	1,081	31.99%	2,145	36.02%
Children	1,729	-11.92%	17,459	6.05%	34,005	8.25%
Electronic	931	-2.92%	5,831	-0.82%	11,900	4.80%
Adult	767	-1.03%	4,938	5.60%	10,046	7.58%
Teen	86	16.22%	497	-0.60%	1,002	8.56%
Children	78	-29.09%	396	-43.67%	852	-22.12%
AV	2,719	-13.27%	16,549	-4.64%	33,884	-4.50%
Adult	2,174	-6.01%	12,406	-1.29%	25,817	-0.30%
Teen	0	-100.00%	4	-33.33%	10	0.00%
Children	545	-33.62%	4,139	-13.43%	8,057	-15.86%

- The Past 6 months covers the time period from July 2016 through December 2016 inclusive.
- The Past 12 months covers the time period from January 2016 through December 2016 inclusive.
- The percentages reflect the changes between the present and this same time span in the previous year.

Monthly Statistics Summary December 2016

Library Usage Summary

Total December Circulation

FY	Total	Avg. Circ/Hour	%Change
16-17	7,462	32.03	-10.39%
15-16	8,327	37.68	0.02%
14-15	8,325	37.17	0.00%

Total Circulation Fiscal Year to Date

FY	Total	Avg. Circ/Hour	%Change
16-17	73,845	40.13	-0.25%
15-16	74,029	40.70	1.36%
14-15	73,039	40.04	0.00%

Total December Visits

FY	Total Visits	Avg. Visits/Hour	%Change
16-17	5,216	22.39	-2.47%
15-16	5,348	24.20	-3.40%
14-15	5,536	24.71	0.00%

Total User Visits Fiscal Year to Date

FY	Total Visits	Avg. Visits/Hour	%Change
16-17	50,347	27.36	3.89%
15-16	48,461	26.64	-5.99%
14-15	51,548	28.26	0.00%

Total December Programs

FY	# of Programs	%Change	Attendance	%Change
16-17	13	-31.58%	529	55.13%
15-16	19	72.73%	341	30.65%
14-15	11	0.00%	261	0.00%

Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
16-17	226	-3.83%	5,724	11.45%
15-16	235	16.92%	5,136	4.67%
14-15	201	0.00%	4,907	0.00%

Online Access

Total December eMaterial Circulation

FY	eBook/eAudio	eVideo	eMusic	eMagazines	%Change
16-17	781	2	141	7	-1.06%
15-16	695	0	227	19	11.76%
14-15	630	1	183	28	0.00%
	0	0	0	0	%

Total eMaterial Circulation Fiscal Year to Date

FY	eBook/eAudio	eVideo	eMusic	eMagazines	%Change
16-17	6,436	4	1,184	171	5.74%
15-16	5,671	16	1,469	216	19.97%
14-15	4,344	49	1,388	364	0.00%
	0	0	0	0	%

Total December Website Usage

FY	Page Loads	%Change	Unique Visitor	%Change
16-17	7,954	14.91%	4541	3.49%
15-16	6,922	-12.88%	4388	-10.19%
14-15	7,945	0.00%	4886	0.00%

Total Website Usage Fiscal Year to Date

FY	Page Loads	%Change	Unique Visitor	%Change
16-17	68,947	-7.25%	42,972	-4.40%
15-16	74,340	9.05%	44,951	9.03%
14-15	68,173	0.00%	41,229	0.00%

Total December Database Usage

FY	Research	Novelist	Tumblebooks	%Change
16-17	170	771	0	-37.52%
15-16	870	618	18	50.15%
14-15	513	481	9	0.00%

Total Database Usage Fiscal Year to Date

FY	Research	Novelist	Tumblebooks	%Change
16-17	1,610	6,521	41	-25.76%
15-16	4,353	6,196	459	171.53%
14-15	2,268	1,672	114	0.00%

Other Services

Total December Other Services

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
16-17	0	115	55	4
15-16	0	112	29	4
14-15	1	99	48	0

Total Other Services Fiscal Year to Date

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
16-17	20	1,045	349	44
15-16	25	1,022	309	26
14-15	28	1,034	277	0

Monthly Statistics Summary December 2016

Adult Services Summary

Total December Circulation

FY	Fiction	Non-Fiction	A/V	Total	%Change
16-17	900	768	2,174	3,842	-7.91%
15-16	855	1,004	2,313	4,172	0.55%
14-15	998	821	2,330	4,149	0.00%

Total December Programs

FY	# of Programs	%Change	Attendance	%Change
16-17	6	-45.45%	64	-20.00%
15-16	11	175.00%	80	42.86%
14-15	4	0.00%	56	0.00%

Teen Services Summary

Total December Circulation

FY	Total	%Change
16-17	193	12.21%
15-16	172	-7.03%
14-15	185	0.00%

Total December Programs

FY	# of Programs	%Change	Attendance	%Change
16-17	2	-60.00%	6	-76.92%
15-16	5	66.67%	26	225.00%
14-15	3	0.00%	8	0.00%

Youth Services Summary

Total December Circulation

FY	Fiction	Non-Fiction	A/V	Total	%Change
16-17	1,505	224	545	2,274	-18.32%
15-16	1,712	251	821	2,784	-4.66%
14-15	1,800	281	839	2,920	0.00%

Total December Programs

FY	# of Programs	%Change	Attendance	%Change
16-17	5	66.67%	459	95.32%
15-16	3	-25.00%	235	19.29%
14-15	4	0.00%	197	0.00%

Technical Services Summary

Total December Activity

FY	Acquisitions	Deletions
16-17	463	706
15-16	579	527
14-15	373	1,111

Total Circulation Fiscal Year to Date

FY	Fiction	Non-Fiction	A/V	Total	%Change
16-17	8,154	7,421	16,706	32,281	-3.11%
15-16	8,005	8,365	16,947	33,317	-2.94%
14-15	8,834	7,543	17,949	34,326	0.00%

Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
16-17	84	5.00%	920	-12.30%
15-16	80	60.00%	1,049	66.24%
14-15	50	0.00%	631	0.00%

Total Circulation Fiscal Year to Date

FY	Total	%Change
16-17	1,554	39.00%
15-16	1,118	-35.45%
14-15	1,732	0.00%

Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
16-17	44	10.00%	144	-33.02%
15-16	40	-28.57%	215	24.28%
14-15	56	0.00%	173	0.00%

Total Circulation Fiscal Year to Date

FY	Fiction	Non-Fiction	A/V	Total	%Change
16-17	20,519	3,873	5,552	29,944	1.17%
15-16	19,257	3,834	6,507	29,598	2.84%
14-15	18,428	3,008	7,345	28,781	0.00%

Total Programs Fiscal Year to Date

FY	# of Programs	%Change	Attendance	%Change
16-17	98	-14.78%	4,660	20.35%
15-16	115	21.05%	3,872	-5.63%
14-15	95	0.00%	4,103	0.00%

Total Activity Fiscal Year to Date

FY	Acquisitions	Deletions
16-17	4,525	6,315
15-16	4,814	3,422
14-15	4,487	3,473

RECOMMENDATION REGARDING LAN MAINTENANCE CONTRACT

Summary: Our LAN maintenance contract with Computer View Inc. (CVI) is up on April 30, 2017. A new contract is needed.

Background:

- The current contract with CVI was for two years (May 1, 2015 to April 30, 2017).
 - The Library has contracted with CVI for LAN maintenance for at least 11 years.
- Prior to signing this contract, the Library had put the contract out to bid.
 - Other responding companies were competitive in terms of service, but not in terms of price.

Research:

- CVI's service the past two years has been good.
 - Network issues are a rarity.
 - Those issues that have occurred (including the need for a partial restore from backup after an unfortunate malware incident) have been handled quickly and competently.
 - CVI has been less territorial than in the past.
- CVI has some weaknesses as a service provider.
 - Their chief weakness is in assistance with tech planning, particularly on a large scale.
 - Because we are not a large operation and do not have an especially complicated network, this isn't a strong need for us overall and tends not to be a problem.
- Head of Technical Services Lyndy Jensen contacted local LAN maintenance companies to gauge service and cost.
 - While service was still competitive or better to CVI, Lyndy found that the price of service from other firms was significantly higher.

- On request, Roxy Poluchowicz of CVI has provided a contract for continued service for a further two years (May 1, 2017 to April 30, 2019).
 - The contract is for \$12,520 per year (12 months service), an increase of \$820 from the previous annual contract of \$11,700 for the same service.
 - This change is partly accounted for by the addition of a PC and server which were not included in the previous contract.

Recommendation:

- Given that:
 - We went out to bid in 2015 and several times in the years immediately before that.
 - Testing the waters of the market has not shown change.
 - CVI provides the Library with quality service that effectively meets our needs as a small organization.
 - The cost of the service received remains competitive.
- My recommendation is that we accept the two year contract offered by CVI and reevaluate our options again in two years.

Suggested Resolution:

That the contract from Computer View Inc. totaling \$12,520 for two years of Local Area Network (LAN) management service be accepted.

Respectfully submitted,

Eric Scott Bailey



COMPUTER VIEW INC.

Comprehensive Remote LAN Management Agreement

This Agreement is entered into at Arlington Heights, Illinois on December 20, 2016 between Computer View, Inc. (CVI), an Illinois corporation and Lake Bluff Public Library (the "Customer") an Illinois public institution located at 123 Scranton Avenue, Lake Bluff, Illinois. This Agreement covers the twenty-four (24) month time period commencing May 1, 2017 and ending on April 30, 2019 (the "Agreement Term") and will remain in effect as outlined in Section 6.

1. Equipment Covered

All existing computer and networking equipment as described in Attachment A will be covered by this Agreement subject to any vendor and/or warranty limitations.

2. Service Provided

Attachment A defines the total inventory supported, the frequency and description of proactive system management activities to be performed by CVI, the service level agreement, the service charge summary and any equipment coverage exceptions.

Subject to all terms of this Agreement, CVI will provide to Customer the following services for the computer and networking equipment as described in Attachment A, including but not necessarily limited to:

- A. System management of the Customer's LAN environment consisting of the hardware, software and network resources listed in Appendix A.
- B. Consulting and system planning services
- C. Diagnosis and resolution of Local Area Network (LAN) or component issues
- D. Routine preventative maintenance of network equipment
- E. Telephone technical support
- F. End User application support

CVI will provide limited end-user application support when possible. CVI can only ensure successful operation in the networked environment, subject to vendor support or system compatibility, for any particular application.

- G. Repair equipment pickup and delivery
- H. An Hours Allowance for Move/Add/Change (MAC) Work Requests to be scheduled mutually between Customer and CVI

3. Optional Services

The following services are outside the scope of this Agreement but can be performed under this Agreement for an additional fee:

- A. Installation and configuration of major system or component upgrades
- B. Staff training of LAN administration, management or application software
- C. Software/Internet programming services
- D. Data recovery if backup system is not properly maintained by the Customer
- E. Equipment and/or service costs not covered by vendor/manufacturer warranty
- F. Technical support for issues created by the Customer or other third parties

4. Customer Responsibilities

A. Access to Equipment and Facilities

Customer must provide CVI with access to the equipment covered under this Agreement which is convenient and timely for CVI, adequate working space and facilities within reasonable distance of the equipment, and access to and use of all information, internal resources and facilities determined necessary by CVI to service the network.

Any CVI software, equipment or consulting, programming, or management tools which may be furnished or utilized by CVI in the performance of these services shall remain the property of CVI and shall be returned to CVI upon its request or upon termination of the Agreement at a mutually convenient time which shall not be less than 7 days after termination of this Agreement.

B. Key Contact

Customer must appoint a key contact person with whom CVI technicians can communicate. The current key contact person is specified in Attachment A.

C. Routine Operating Procedures

Customer must follow routine operating procedures for the network, with regards to periodic backups, physical and access security, and periodic capacity monitoring as defined by CVI.

D. Issue Resolution

Customer must follow CVI's problem reporting procedure as defined in the CVI Solutions Guide and may be required to conduct preliminary diagnostic procedures prior to a CVI technician being dispatched to the Customer's facility.

CVI will review, prioritize and perform preliminary diagnosis of problems within 4 hours of receipt in CVI's office. CVI will resolve problems per the specified Service Level in Attachment A, plus any additional time that may be required from third-party vendors, such as parts or software suppliers.

E. Onsite Visit

Once CVI determines that an onsite visit is required to resolve an issue, a technician will be dispatched within 4 hours for critical issues, after all necessary hardware, software and/or network components become available. Critical issues include operations failure of major network components such as a server, switch, router, circuit, or other critical components as specified in Attachment A.

F. Emergency Visit

An emergency visit is an on-site technician visit outside CVI's normal business hours of operation (9:00AM-5:00PM Monday-Friday, except CVI holidays). If initiated by CVI to meet the Service Level Agreement (SLA) specified in Attachment A, there is no additional charge to the Customer. If requested by Customer when it is not required by the SLA, CVI's then current Emergency Visit rates, as documented in Attachment A, will apply.

G. Software Costs and Licensing

CVI will license all necessary remote management software on behalf of Customer, and such fees will be integrated into the fees charged by CVI. In the event of early contract termination, Customer will separately pay for all such fees paid by CVI on Customer's behalf. CVI will track Customer's remote management software.

Customer is responsible for all other software license and license upgrade fees. Customer is also responsible for ensuring that all software, including future version upgrades, has been properly licensed and registered in the Customer's name. Customer is responsible for all software tracking, except CVI remote management software as noted above.

H. Network Software

CVI provides support only for the current and immediately preceding versions of network software, and only to the extent such software is supported by the manufacturer. CVI is not liable for the performance and non-performance of software products or the manufacturer's technical support services.

I. Hardware Costs

Customer is responsible for all hardware costs including all equipment, cables, connectors, accessories and interfaces.

J. Indemnity

The Customer agrees to indemnify and hold CVI harmless against all claims, demands, damages, costs, expenses, attorney fees, actions and causes of action

except those arising solely and directly from the services provided by CVI hereunder.

5. Service Fees

The contract fee will be as specified in Attachment A. Contract fees will be billed quarterly in advance. A summary of activities performed and issues resolved under this Agreement will be reviewed with Customer on a quarterly basis.

6. Term, Termination and Renewal

A. Term

This Agreement covers the time period as specified in Attachment A.

B. Termination

Except for non-payment of an invoice from Computer View, any party to this Agreement shall not be deemed in default, breach or in non-compliance with any term or provision of this Agreement and no action shall be taken regarding any default, breach or non-compliance unless all of the following have occurred:

- (a) Non breaching party shall send breaching party a written notice setting forth in detail any default, breach or non-compliance; specifying what act or omission of breaching party caused said default, breach or non-compliance; when said act or omission occurred; what provision or term of said Agreement is involved; and what acts breaching party must perform to cure default, breach or non-compliance.
- (b) Said notice must be sent regular and certified mail, return receipt requested, addressee only with postage prepaid to the breaching party at the address set forth herein;
- (c) Thirty (30) days must elapse from the time said notice is received by breaching party;
- (d) Breaching party has not cured said default, breach or non-compliance within said thirty (30) days.

Upon termination of this Agreement by either party, each party shall promptly return to the other all data, materials and properties of the other held by it.

C. Duration and Renewal

Unless terminated as provided above, CVI will continue Service for the duration of this Agreement and after the expiration date of this Agreement. Use of the Service after a prepaid term, or after this Agreement has expired will constitute acceptance and renewal of this Agreement for a new twelve (12) month Agreement Term with the service rates in effect at the time of renewal, unless

Customer gives Computer View 5 days written notice prior to any usage of the Service that Customer will not renew this Agreement.

7. Non-Solicitation

Customer and CVI agree that during the term of this Agreement and for a period of twelve (12) months thereafter, neither party will hire, employ or contract with an employee of the other. In the event of a breach of the provisions of this Section 7, the breaching party agrees to pay to the non-breaching party upon demand liquidated damages in the amount of Twenty Thousand dollars (\$20,000.00) per person.

8. Customer Location

CVI is not responsible to the Customer for the cost or expense of administrative, technical, emergency and support personnel at the Customer's location necessary for activities relating to the Service.

9. Warranties

CVI warrants that, in performing the Service:

- i. The Services will not be in violation of any applicable law, rule or regulation, and CVI will have obtained all permits to comply with such laws and regulations;
- ii. The Services will not violate or in any way infringe upon the rights of third parties, including property, contractual, employment, trade secrets, proprietary information and non-disclosure rights, or any trademark, copyright or patent rights;
- iii. The Services will be performed in accordance with generally acceptable standards in the industry.

In the event of a breach of this warranty, or otherwise, CVI's liability (whether founded in contract, tort, or otherwise) shall be limited to re-performing services hereunder as required or, at CVI's option, to an adjustment of fees to be no more than the reasonable value of the Services actually provided hereunder.

THE FOREGOING WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

10. Limitation of Liability

Neither party shall be liable to the other for any loss, damage, liability, claim or expense arising out of or in relation to this Agreement, other than for fees due under Section 5 and 17 and for indemnification under Section 4, however caused, whether ground in contract, tort, strict liability or otherwise, or for gross negligence.

11. No Assignment

The Customer shall not sell, transfer or assign this Agreement without the prior written consent of CVI. Any act in derogation of the foregoing shall be null and void, and the Customer will remain obligated under this Agreement.

12. Severability

Each section, part, term, and provision of this Agreement shall be considered severable. If, for any reason, any section, part, term or provision is herein determined to be invalid and contrary to, or in conflict with, any existing or future law or regulation of a court or agency having valid jurisdiction, such determination shall not impair the operation or affect the remaining portions, sections, parts, terms, or provisions of this Agreement, and the latter will continue to be given full force and effect and bind the parties hereto. The invalid section, part, term or provision shall be deemed not to be part of this Agreement.

13. Descriptive Headings

Descriptive headings contained in this Agreement are inserted only as a matter of convenience and in no way define, limit or extend the scope or intent of this Agreement or any provision hereof.

14. Construction of Agreement

CVI and Customer agree and acknowledge that all provisions of this Agreement have been negotiated by both CVI and Customer at arms length and that neither CVI nor Customer shall be deemed the drafter of this Agreement. This Agreement shall not be construed against either party by reason of the authorship of any provision in this Agreement.

15. Corporate Parties

CVI and Customer warrant and represent to each other that (a) CVI and Customer are Illinois domestic corporations or organizations in good standing in the State of Illinois, not dissolved and duly qualified to do business in the State of Illinois at the time of entering this Agreement and will remain so until at least after the Agreement Term; (b) CVI and Customer are duly authorized to execute and deliver this Agreement, perform the covenants on its part contained in this Agreement, consummate the transactions contemplated by this Agreement and execute, deliver and perform all documents and instruments to be executed and delivered pursuant to this Agreement; (c) neither CVI nor Customer are subject to any restriction, agreement, law, judgment or decree which would prohibit or be violated by the execution, delivery and performance of this Agreement.

16. Entire Agreement

This Agreement and the documents referred to herein shall be the entire, full and complete Agreement between the parties concerning the subject matter hereof, and shall supersede all prior agreements. No representations, warranties, inducements, promises, or agreements, oral or otherwise, exist which are not embodied herein. No amendments, changes or variances from this Agreement shall be binding on either party unless the same is in writing and executed by the parties hereto. Both parties acknowledge that they have read and understand this Agreement and agree to be bound by its items.

17. Jurisdiction

This Agreement shall be governed by, construed and enforced pursuant to the laws of the State of Illinois without regard to the conflicts of law provisions of the State of Illinois. The venue for all litigation pertaining to this Agreement shall be Cook County, Illinois. The prevailing party in any litigation shall be entitled to reimbursement for attorney's fees, costs and other expenses pertaining to said litigation and said attorney's fees, costs, and other expenses shall become a part of any judgment, verdict or decree.

18. Notices

All notices and other communications provided for by this Agreement shall be made in writing (1) either by actual delivery of the notice into the hands of the parties entitled thereto, or (2) by the mailing of the notice in the U.S. Mail to the last known address of the parties entitled thereto, registered or certified mail, return receipt requested. The notice shall be deemed to be received if delivered on the date of its actual receipt by the party entitled thereto, and if mailed on the date of its mailing. Notice shall be sent to:

Seller: Computer View, Inc.
2035 S. Arlington Heights Road Suite 121
Arlington Heights, IL 60005

Customer: Lake Bluff Public Library
123 Scranton Avenue
Lake Bluff, IL 60044

19. Binding Effect

This Agreement shall be binding upon and inure to the benefit of the parties hereto, their legal representatives, conservators, guardians, heirs, administrators, executors, successors and assigns.

20. Executed Copies Deemed Originals

All executed copies of this instrument shall be deemed to be the original even though physically produced by the use of automatic, printing or copy machines.

Any signed document including the Agreement may be transmitted by facsimile machine (fax) and shall be considered an original document and an original signature for all purposes. At the request of any party, any document which has been faxed shall be re-signed by the original party in an original form. Neither party shall raise the use of a fax as a defense to this Agreement.

21. Waiver of Breach

The waiver by either party of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach by either party.

22. Further Actions

Each party agrees to perform any further acts and to execute and deliver any documents which may be reasonably necessary to carry out the provisions of this Agreement.

23. Force Majeure

Neither party shall be responsible to the other for damages or delays caused by force majeure, acts of God nor other events beyond the control of the other party and which could not have been reasonably foreseen or prevented. Such acts shall include but are not limited to unusual weather, floods, epidemics, war, riots, strikes, lockouts or other industrial disturbances, protest demonstrations and the inability, with reasonable diligence, to supply personnel, equipment or material.

24. Payment

Any payment not received within ten (10) days after the date it is due shall incur a late charge equal to five percent (5%) of the payment. Any payment not received when due and all late charges shall accrue interest from the date due until the date paid at the rate of one and one-half percent (1 ½ %) per month.

25. Confidentiality

Customer and CVI agree to hold this Agreement and any services performed pursuant to this Agreement and all information and communications pertaining to this Agreement in strict confidence and shall not disclose or provide to any person or entity any such information, communications or Agreement. Disclosure of said

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information, communications or Agreement in violation of this Agreement is a material breach of this Agreement and shall require the breaching party to pay the non-breaching party all damages proximately caused by said violation. The portion of this Agreement pertaining to disclosure of information, communications and this Agreement shall expire two (2) years after the termination or cancellation of this Agreement. Customer and CVI shall not be responsible or liable under this Agreement for disclosure of said information, communications or this Agreement if the information, communications and this Agreement:

- a. Are required to be disclosed by any law or in response to any subpoena, court order, summons, judicial or governmental requirement or other legal process, provided that the party making the disclosure gives the other party adequate written notice of potential disclosure.
- b. Become generally available to the public other than by disclosure of the party seeking to enforce a remedy under this Agreement.
- c. Was or become available to the party not seeking to enforce a remedy under this Agreement on a non-confidential basis prior to disclosure by a party.
- d. Is disclosed pursuant to the prior written consent of the other party.

In Witness Whereof, the parties have entered into this Agreement as of the date set forth below:

Authorized Customer Representative/Title

Customer Signature

Date

Customer Purchase Order Number

Authorized CVI Representative

CVI Representative Signature

Date

ATTACHMENT A

To Comprehensive Remote LAN Management Agreement

Customer	Lake Bluff Public Library
Agreement Term	May 1, 2017 – April 30, 2019 (24 months)
Customer Contact Person	Eric Bailey / Lyndy Jensen
Contact Phone	(847) 234-2540
Contact E-mail	ebailey@lakeblufflibrary.org; targetvideo@hotmail.com; ljensen@lakeblufflibrary.org;

Inventory Supported	<u>6 Servers</u> <u>28 Desktop Computers</u> <u>1 Notebook Computers</u> <u>3 Network Printers</u> <u>2 Network Devices</u> <u>1 Wireless Network</u>
TOTAL	41 Devices

System Management Activities to be performed for Supported Inventory

Annually	Technology planning consultation
Quarterly	Resolved issue report and trend analysis
Monthly	O/S, firmware and driver updates Review system error logs Validate system backups Review system capacity
As Required	Diagnostics and problem resolution Telephone technical support Repair equipment pickup and delivery Move/add/change requests – up to Hours Allowance

Hours Allowance for Move/Add/Change Work Requests	12 hours per year, 24 hours per contract
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Service Level Agreement for Supported Inventory

Review, Prioritize and Perform Initial Diagnostic	4 hours
Issue Response – Major Severity (Failure of major LAN network component severely impacting Customer’s business operations)	4 hours
Issue Response – Medium Severity (Failure of important LAN network component; Customer’s business operations continue in a degraded state)	1 business day
Issue Response – Minor Severity (Failure of non-critical LAN network component; Minor impact on Customer’s business operations)	2 business days
Move/Add/Change Work Requests	Scheduled for mutual convenience during CVI’s normal business hours of operation (9AM-5:00PM Monday-Friday excluding CVI holidays)

Service Charge Summary

Comprehensive Remote Management of Installed Inventory	\$12,520 per 12 month term, with \$3,130 billed quarterly in advance
Hourly Rate – After Hours Allowance Exceeded for Move/Add/Change Service Requests	\$171 per hour
Emergency Visit Weekdays After Hours and/or Weekends CVI Holidays	\$342 per hour (double time) – 3 hours minimum \$513 per hour (triple time) – 3 hours minimum

Coverage Exclusions

Move/Add/Change Requests	Exceeding Hours Allowance specified above
Training	Applications or operations training for Customer’s staff
Programming	Software or website programming and/or modifications
Data recovery	If backup system not properly maintained by Customer
Equipment / service costs	If equipment is outside manufacturer warranty
Emergency visit	For Move/Add/Change Request, or per Customer request for Issue Resolution at a higher severity level than specified by CVI

Safety Deposit Box

I have continued to work on gaining access to the Library's Northern Trust safety deposit box, in order that the contents might be reviewed and removed and the account closed. Per my discussions with Northern Trust, they require written confirmation (by Policy or Resolution) that it is the will of the Board that I as Director have the authority to do this. The Resolution below provides documentation of the Board's desire to have the Director act on their behalf in this matter.

RESOLUTION NO. 2017-01_____**Resolution Regarding Closure of Northern Trust Safety Deposit Box****Lake Bluff Public Library**

WHEREAS, the Lake Bluff Public Library (Library) possesses a safety deposit box (LB65) with the Northern Trust Company (Bank);

WHEREAS, the Board of Trustees of the Lake Bluff Public Library desires to obtain any materials stored in the safety deposit box and then close the account;

WHEREAS, the Bank requires a resolution confirming that the current Board of Trustees wishes Library Director Eric Bailey to obtain access to the aforementioned safety deposit box and close the account on the Library's behalf.

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

1. That Director Bailey be granted access to the safety deposit box, including by drilling if access by key is not possible;
2. That any items in the box be placed in Director Bailey's care for return to the Library;
3. That the safety deposit box account be closed, with Director Bailey authorized to sign any necessary documents on the Library's behalf.

PASSED by the Board of Library Trustees on the 17th day of January, 2017 by a vote of:

YEAS:

NAYS:

ABSENT OR NOT VOTING:

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

ATTEST:

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

(SEAL)

Director's Report

Expanded Hours

New hours went into effect on January 2nd. While there have been a few hiccups, mostly with updates to computer software, the transition has overall been very smooth. The staff as a whole deserves kudos for easy this has been. We've received lots of positive feedback from patrons regarding the change.

HVAC Repairs

Installation of the new HVAC control system is now complete, and the system is performing well. Lyndy Jensen and I plan to coordinate with Murphy and Miller to troubleshoot any kinks that arise as we move into spring and summer.

Holiday Decorating and Fun

We received a lot of positive feedback on our holiday decorations, many of which have stayed up as winter decorations. There was enthusiastic participation in our contest to name the snowman made of discarded books. Olaf and Snowy McSnowface tied for first place.

Carrie Spezzano and Anna Fifhouse were our elves for 2016, reading books to children during the annual 'It's a Wonderful Life in Lake Bluff' community wide event. The children's department was packed for the Library Elves and the holiday crafts.

LBMS Encore!

LBMS' Encore! performed another wonderful holiday concert at the library. It's so much fun to have them come by each year. Carol Carter did a wonderful job coordinating this program.

Newsletter

Skylar Reinhard has begun work on a new format for our newsletter, which will have an initial run in our spring issue. The plan is to work out any kinks with the new format then so that we can move ahead with some production changes that should lower cost and perhaps increase the number of pages in each issue.

Art Display

We are hosting an art display by local artist Laurie Giesen in January. Martha O'Hara and Liliana LaValle did an excellent job working with Ms. Giesen to get the display set up.

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