

March 21st, 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 February 21st, 2017 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)		
	February Financial Summary Report (action)(Available at meeting)	4
	February Detailed Revenue & Expense Report (action)	5A-5E
	February Detailed Balance Sheet (action)(Available at meeting)	6A-6C
6 Approval of Checks (Green) (5 minutes)(7:14pm)		
	February Check Register (action)	7A-7E
7 Committee Reports (10 minutes)(7:24pm)		
8 New Business		
	Library Foundation (15 Minutes)(7:39pm)	8A
9 Old Business		
	Fundraising and Building Project (20 minutes)(7:59pm)	9A
10 Director's Report (5 minutes)(8:04pm)		
	Librarian's Narrative Report	10A-10B
11 Executive Session(s) (20 minutes)(8:24pm)		
12 Any and All Other Business ...		
13 Adjournment (1 minute)(8:25pm)		
14 Attachments		
	Friends Attendees for Calendar Year 2017	11A
	Statistics for February 2017	12A

Lake Bluff Public Library
Regular Meeting of the Board of Library Trustees
Tuesday, March 21st, 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 February 21st, 2016 Regular Board Meeting **(action)(2 minutes)(7:04pm)**
5. **February 2017 Financial Reports – Detailed Balance and Revenue/Expense (White and Yellow Pages) (action)(5 minutes)(7:09pm)**
 - a. February Financial Summary Report **(available at meeting)**
 - b. February Detailed Revenue & Expense Report
 - c. February Detailed Balance Sheet
6. **Approval of checks (Green Pages) (5 minutes)(7:14pm)**
 - a. February Monthly Checks (12975-12999) **(action)**
7. **Committee Reports (10 minutes)(7:24pm) (Committees that met)**
 - a. Human Resources Committee **(CHAIR: Kregor. MEMBERS: Butler and Meierhoff.)**
 - b. Intergovernmental Committee **(CHAIR: Bailey. MEMBERS: Jerch and Stroh.)****(Committees that did not meet)**
 - c. Building and Grounds Committee **(CHAIR: Schons. MEMBERS: Jerch, Meierhoff, and Stroh.)**
 - d. Finance Committee **(CHAIR: Butler. MEMBERS: Kregor.)**
 - e. Building Project Task Force **(CHAIR: Meierhoff. MEMBERS: Schons.)**
 - f. Long Range Planning Committee **(CHAIR: Wojda. MEMBERS: Schons.)**
 - g. Outreach Committee **(CHAIR: Schons. MEMBERS: Butler and Kregor.)**
 - h. Policy and Bylaw Committee **(CHAIR: Stroh. MEMBERS: Meierhoff, and Schons.)**
8. **New Business**
 - a. Library Foundation **(15 minutes)(7:39pm)**
9. **Old Business**
 - a. Fundraising and Building Project **(20 minutes)(7:59pm)**

10. Director's Report (5 minutes)(8:04pm)

- a. Director's Narrative Report

11. Executive Session(s) (20 minutes)(8:24pm)

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

12. Any and all other business which may properly come before the Board**13. Adjournment (1 minute)(8:25pm)****Attachments:**

Friends Meeting Attendees for 2016-2017

Usage Statistics for the Month of February, 2017

Library Foundation Information

Fundraising and Building Project Update

Upcoming Board Meetings: April 18, May 16, and June 20, 2017.

Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, February 21, 2017, at 7:00 PM
 123 E. Scranton Ave, Lake Bluff, IL 60044

1. **Call to Order:** President Kathy Meierhoff called the meeting to order at 7:05 pm. Present were Trustees Scot Butler, Janie Jerch, Tim Kregor, Carl Schons, Cal Stroh, Romain Wojda , and Library Director Eric Bailey. Library Board nominee Kate Jackson and Friends of the Library representative Margaret Abel were also present.
2. **Additions & Corrections to the Agenda:** There were none.
3. **Opportunity for Public to Address the Board:** Mrs. Abel reported that the Friends bought books, CD's, and construction materials for a total of \$3030.00. She also asked whether the residents of the new senior housing on Waukegan Road will be able to get Library cards. Finally, now that the weather is moderating, she asked that a railing be installed along the path to the front entrance.
4. **Approval of Minutes:** Stroh moved and Butler seconded a motion to accept the January 17, 2017 minutes; all voted aye.
5. **January 2017 Financial Reports:** Butler moved and Stroh seconded a motion to approve the January Financial Summary and Report, the Detailed Revenue & Expense Report, and the Detailed Balance Sheet; all voted aye. Butler noted that we are on track for the budget and the calendar.
6. **Approval of checks**
 - a. and b. Butler moved and Stroh seconded a motion to approve the January 2017 Manual Checks (12935-12936, and 12938-12940) and the January 2017 Monthly Checks (12941-12974); all voted aye. Please note that check 12937 was voided.
7. **Committee Reports:**

(Committees that met)

 - a. Building and Grounds (**CHAIR:** Schons, **MEMBERS:** Jerch, Meierhoff, and Stroh.) Chair Schons reported that the committee met twice, January 23 and February 2. At the January meeting, we discussed what to do about the parking lot south of the building, as well as several other small building-related issues. The February meeting was a discussion of the *ad hoc* fundraising committee. Bailey noted that we were awarded state funds in the form of the IL Energy Now Incentive for having the energy assessment done.
 - b. Finance (**Chair:** Butler. **MEMBERS:** Kregor.) Kregor said that at their Feb. 6 meeting they discussed creating a "contingency" reserve budget from funds saved when a higher-paid employee retires. Butler said that we should vote on the budget tonight.

(Committees that did not meet.)

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

8. New Business: None.

9. Old Business:

- a. The due date for the FY2017-2018 was moved up to March 6 but we were ready. Stroh moved and Schons seconded a motion to approve the budget for the FY2017-2018; all voted aye.
- b. The revised statistics report was favorably reviewed. There were fewer programs offered in the past month but those offered were better attended. We have another "Hamilton" presentation scheduled for June 22.
- c. The Fundraising and Building Project has been described fairly thoroughly except for renovations that have been done to the Children's Library area, as well as what is still to be done there. We agreed that a more thorough description for that part of the project is needed. The Feasibility Study is moving forward; Don Souhrada is working on the ad-hoc committee membership and we hope to have that put together soon. Bailey will circulate a list of people to talk with and asked that we respond back to him within a week.

10. Director's Report: Bailey met with State Senator Julie Morrison and learned that if a proposed State of Illinois grant compromise gets approved, there may be a "public works capital bill" for which she and Bailey worked up a plan to submit our plans for expansion and improvement. We will ask for \$1 million. Bailey will meet with Congressman Scott Drury next week.

Bailey also attended the Chamber of Commerce annual breakfast where the topic of discussion was how to make our communities more welcoming and inclusive.

Finally, Bailey spoke about the thefts of video games and said that he would report it to our insurance company, and said that the new carpet would be installed on March 12.

11. Executive Session:

Butler moved and Stroh seconded a motion to go into executive session; all voted aye. Executive session began at 8:25 and ended at 8:59 after the same moved and seconded to end; all voted aye.

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

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

13. Adjournment: Butler moved and Stroh seconded a motion to adjourn the meeting; all voted aye. Meeting adjourned at 9:00 pm.

Respectfully submitted,

Janie Jerch

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

5A

PERIOD ENDING 02/28/2017

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 02/28/17 INCR (DECR)	ACTIVITY FOR MONTH 02/29/16 INCR (DECR)	YTD BALANCE 02/28/2017 NORM (ABNORM)	YTD BALANCE 02/29/2016 NORM (ABNORM)	2016-17 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300-REVENUE							
PROPERTY TAX							
080-300-30000	PROPERTY TAX REVENUE	0.00	0.00	885,631.27	872,665.74	886,048.00	99.95
PROPERTY TAX		0.00	0.00	885,631.27	872,665.74	886,048.00	99.95
SERVICES							
080-300-34235	PHOTO-COPY CHARGES	186.70	245.80	1,812.70	1,895.68	2,000.00	90.64
080-300-34250	NON-RESIDENT FEES	166.95	611.82	5,090.90	6,324.23	7,000.00	72.73
080-300-34260	PASSPORT FEES	0.00	0.00	0.00	0.00	0.00	0.00
SERVICES		353.65	857.62	6,903.60	8,219.91	9,000.00	76.71
FINES							
080-300-35700	RENTAL FINES	736.81	1,011.79	9,434.87	9,887.87	12,500.00	75.48
FINES		736.81	1,011.79	9,434.87	9,887.87	12,500.00	75.48
GRANTS							
080-300-36265	PER CAPITA GRANTS	0.00	0.00	4,410.80	0.00	0.00	100.00
GRANTS		0.00	0.00	4,410.80	0.00	0.00	100.00
MISCELLANEOUS REVENUE							
080-300-37000	VILLAGE CONTRIBUTION	0.00	0.00	0.00	0.00	7,900.00	0.00
080-300-37010	VLIET OPERATING COST CONTRIB	0.00	390.00	390.00	780.00	0.00	100.00
080-300-37020	SCHOOL DIST 65 IGA	0.00	0.00	0.00	0.00	1,000.00	0.00
080-300-38310	CONTRIBUTIONS/DONATIONS	1.02	1.39	482.05	2,013.86	0.00	100.00
080-300-38315	RESTRICTED DONATIONS	0.00	0.00	9,185.30	10,422.33	0.00	100.00
080-300-38316	RESTRICTED GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
080-300-38800	NAPERVILLE (IMPACT) FEE	0.00	0.00	4,319.34	6,478.08	0.00	100.00
080-300-38900	MISCELLANEOUS INCOME	222.91	1,014.10	2,297.69	2,069.55	2,500.00	91.91
MISCELLANEOUS REVENUE		223.93	1,405.49	16,674.38	21,763.82	11,400.00	146.27
INTEREST EARNINGS							
080-300-37500	INTEREST EARNINGS	369.42	69.02	3,098.99	586.47	400.00	774.75
INTEREST EARNINGS		369.42	69.02	3,098.99	586.47	400.00	774.75
Total Dept 300-REVENUE		1,683.81	3,343.92	926,153.91	913,123.81	919,348.00	100.74
TOTAL REVENUES		1,683.81	3,343.92	926,153.91	913,123.81	919,348.00	100.74

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

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PERIOD ENDING 02/28/2017

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 02/28/17 INCR (DECR)	ACTIVITY FOR MONTH 02/29/16 INCR (DECR)	YTD BALANCE 02/28/2017 NORM (ABNORM)	YTD BALANCE 02/29/2016 NORM (ABNORM)	2016-17 AMENDED BUDGET	% BDT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
Dept 603-LIBRARY ADMINISTRATION							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	15,857.12	25,208.50	233,400.61	247,410.43	311,000.00	75.05
080-603-40030	STAFF SALARIES	26,449.28	14,296.86	174,894.65	159,330.46	176,000.00	99.37
SALARIES		42,306.40	39,505.36	408,295.26	406,740.89	487,000.00	83.84
BENEFITS							
080-603-40400	MEDICAL INSURANCE	4,241.03	5,057.31	60,796.76	55,680.78	74,000.00	82.16
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	215.00	159.95	250.00	86.00
080-603-40970	EMPLOYER FICA TAX	3,140.26	2,959.54	30,332.02	30,489.49	37,000.00	81.98
080-603-40980	IMRF RETIREMENT CONTRIBUTION	3,593.29	3,538.93	35,183.74	36,896.39	46,000.00	76.49
BENEFITS		10,974.58	11,555.78	126,527.52	123,226.61	157,250.00	80.46
CONTRACTS							
080-603-41000	MAINTENANCE-BUILDING	988.17	710.00	27,113.54	17,415.55	28,000.00	96.83
080-603-41020	ELEVATOR MAINTENANCE	0.00	0.00	982.00	1,167.00	2,000.00	49.10
080-603-41050	MAINTENANCE-GROUNDS	0.00	490.00	4,069.92	4,306.00	8,000.00	50.87
080-603-41300	COMPUTER SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
080-603-41301	COMPUTER SERVICES/DO NOT USE	0.00	0.00	11,865.00	12,215.00	12,000.00	98.88
080-603-41313	COPIER MAINTENANCE/SUPPLIES	0.00	57.42	3,810.54	4,307.39	5,000.00	76.21
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	21.00	0.00	57.00	511.00	1,000.00	5.70
080-603-41350	LEGAL SERVICES	0.00	0.00	2,107.50	3,841.50	3,000.00	70.25
080-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	0.00	5,422.35	0.00	0.00
080-603-70000	CONTINGENCY	0.00	0.00	10,000.00	3,270.20	5,598.00	178.64
CONTRACTS		1,009.17	1,257.42	60,005.50	52,455.99	64,598.00	92.89
COMMODITIES							
080-603-42400	PROFESSIONAL DEVELOPMENT	25.00	110.00	1,795.00	725.00	3,000.00	59.83
080-603-42440	DUES	70.00	60.00	2,257.93	2,056.25	2,000.00	112.90
080-603-43230	UTILITIES	1,101.02	1,566.75	11,634.41	10,416.52	12,500.00	93.08
080-603-43300	POSTAGE	43.49	7.73	1,120.00	1,715.60	3,000.00	37.33
080-603-43410	PRINTING/E-NEWSLETTER	2,233.00	2,170.00	9,107.29	8,471.89	9,500.00	95.87
080-603-43550	OFFICE SUPPLIES	626.83	457.67	5,417.16	3,317.14	5,000.00	108.34
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	152.70	0.00	1,485.08	1,101.15	2,000.00	74.25
080-603-43668	TECHNICAL SERVICES SUPPLIES	201.59	314.52	2,748.85	2,863.32	9,500.00	28.94
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	0.00	242.93	185.65	500.00	48.59
080-603-43710	ADULT PROGRAM SUPPLIES	0.00	509.81	3,856.16	4,565.95	5,000.00	77.12
080-603-43720	JUVENILE PROGRAM SUPPLIES	410.84	367.48	4,591.21	5,416.97	5,800.00	79.16
080-603-43730	OUTREACH SUPPLIES	0.00	33.86	660.45	865.88	1,000.00	66.05
080-603-43740	TEEN PROGRAM SUPPLIES	35.24	103.08	1,094.05	735.12	1,200.00	91.17
COMMODITIES		4,899.71	5,700.90	46,010.52	42,436.44	60,000.00	76.68
CAPITAL BUILDING							

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

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PERIOD ENDING 02/28/2017

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2016-17	% BDGT
		MONTH 02/28/17	MONTH 02/29/16	02/28/2017	02/29/2016		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)		
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
080-603-51200	EXT BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	5,000.00	0.00
CAPITAL BUILDING		0.00	0.00	0.00	0.00	5,000.00	0.00
CAPITAL EQUIPMENT							
080-603-45000	ADULT NON-FICTION BOOKS	1,092.00	1,047.06	11,184.73	14,481.41	17,000.00	65.79
080-603-45100	ADULT FICTION BOOKS	1,215.24	909.71	11,597.50	11,032.22	14,000.00	82.84
080-603-45110	ADULT LARGE PRINT MATERIAL	65.82	154.04	404.97	438.88	500.00	80.99
080-603-45200	ADULT AUDIO VISUAL MATERIAL	1,381.79	1,687.72	12,181.99	12,461.78	15,000.00	81.21
080-603-45220	ADULT REFERENCE/E-REFER	0.00	0.00	13,549.00	15,858.98	21,000.00	64.52
080-603-45400	JUVENILE NON-FICTION	8.97	0.00	2,281.61	6,611.96	7,000.00	32.59
080-603-45410	PICTURE BOOKS, READERS	32.60	8.49	5,003.04	4,941.03	5,000.00	100.06
080-603-45420	JUVENILE FICTION	630.22	682.61	6,009.68	4,892.24	9,000.00	66.77
080-603-45430	JUVENILE AUDIO-VISUAL	191.57	34.07	819.38	1,369.97	1,500.00	54.63
080-603-45440	JUVENILE E-REFERENCE	0.00	0.00	334.33	334.33	1,000.00	33.43
080-603-45450	TEEN BOOKS	154.23	148.83	2,284.39	1,973.30	2,750.00	83.07
080-603-45460	E-BOOKS	3,036.51	1,167.65	8,960.37	3,487.94	10,000.00	89.60
080-603-45470	GRAPHIC NOVELS	0.00	0.00	252.94	297.67	500.00	50.59
080-603-45500	PERIODICALS	0.00	0.00	6,339.24	5,820.74	6,750.00	93.91
080-603-45510	VIDEO GAMES	223.98	489.14	2,938.42	2,795.01	3,500.00	83.95
080-603-45520	TRENDING TITLES	0.00	0.00	0.00	0.00	0.00	0.00
080-603-45600	PATRON & STAFF SOFTWARE	1,163.95	21.95	4,333.01	2,791.13	5,000.00	86.66
080-603-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	20,297.00	20,297.00	21,000.00	96.65
080-603-50100	LIBRARY FURNISHINGS	0.00	0.00	10,644.00	0.00	26,000.00	40.94
080-603-58100	COMPUTER EQUIPMENT	0.00	619.00	8,305.80	661.00	5,000.00	166.12
080-603-58270	OTHER EQUIPMENT	0.00	0.00	26,014.61	14,965.79	31,000.00	83.92
CAPITAL EQUIPMENT		9,196.88	6,970.27	153,736.01	125,512.38	202,500.00	75.92
PROGRAM EXPENSES							
080-603-46100	MISCELLANEOUS EXPENSES	45.50	65.26	812.60	1,394.34	2,000.00	40.63
080-603-48001	EXPENSES FR RESTRICTED DONATIO	0.00	0.00	0.00	2,551.22	0.00	0.00
PROGRAM EXPENSES		45.50	65.26	812.60	3,945.56	2,000.00	40.63
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Total Dept 603-LIBRARY ADMINISTRATION		68,432.24	65,054.99	795,387.41	754,317.87	978,348.00	81.30
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TOTAL EXPENDITURES		68,432.24	65,054.99	795,387.41	754,317.87	978,348.00	81.30
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Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		1,683.81	3,343.92	926,153.91	913,123.81	919,348.00	100.74
TOTAL EXPENDITURES		68,432.24	65,054.99	795,387.41	754,317.87	978,348.00	81.30
NET OF REVENUES & EXPENDITURES		(66,748.43)	(61,711.07)	130,766.50	158,805.94	(59,000.00)	221.64

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

5D

PERIOD ENDING 02/28/2017

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE	YTD BALANCE	2016-17	% BDGT
		MONTH 02/28/17	MONTH 02/29/16	02/28/2017	02/29/2016		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)		
Fund 082 - LIBRARY GRANTS & GIFTS FUND							
Revenues							
Dept 300-REVENUE							
GRANTS							
082-300-36200	GRANT REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
082-300-36263	STATE PER CAPITA GRANT	0.00	0.00	0.00	0.00	0.00	0.00
	GRANTS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
MISCELLANEOUS REVENUE							
082-300-38300	UNRESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.00	0.00	0.00
082-300-38315	RESTRICTED DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00
	MISCELLANEOUS REVENUE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
INTEREST EARNINGS							
082-300-37500	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00	0.00
	INTEREST EARNINGS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Total Dept 300-REVENUE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL REVENUES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Expenditures							
Dept 603-LIBRARY ADMINISTRATION							
CONTRACTS							
082-603-44810	PER CAPITAL GRANT EXPENDITURES	97.01	0.00	2,581.77	6,601.21	0.00	100.00
	CONTRACTS	<u>97.01</u>	<u>0.00</u>	<u>2,581.77</u>	<u>6,601.21</u>	<u>0.00</u>	<u>100.00</u>
COMMODITIES							
082-603-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
	COMMODITIES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
PROGRAM EXPENSES							
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	5,267.33	0.00	8,826.38	5,656.88	0.00	100.00
	PROGRAM EXPENSES	<u>5,267.33</u>	<u>0.00</u>	<u>8,826.38</u>	<u>5,656.88</u>	<u>0.00</u>	<u>100.00</u>
	Total Dept 603-LIBRARY ADMINISTRATION	<u>5,364.34</u>	<u>0.00</u>	<u>11,408.15</u>	<u>12,258.09</u>	<u>0.00</u>	<u>100.00</u>
	TOTAL EXPENDITURES	<u>5,364.34</u>	<u>0.00</u>	<u>11,408.15</u>	<u>12,258.09</u>	<u>0.00</u>	<u>100.00</u>

Fund 082 - LIBRARY GRANTS & GIFTS FUND:

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

5E

PERIOD ENDING 02/28/2017

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2016-17 AMENDED BUDGET	% BDGT USED
		MONTH 02/28/17 INCR (DECR)	MONTH 02/29/16 INCR (DECR)	02/28/2017 NORM (ABNORM)	02/29/2016 NORM (ABNORM)		
Fund 082 - LIBRARY GRANTS & GIFTS FUND							
	TOTAL REVENUES	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL EXPENDITURES	5,364.34	0.00	11,408.15	12,258.09	0.00	100.00
	NET OF REVENUES & EXPENDITURES	(5,364.34)	0.00	(11,408.15)	(12,258.09)	0.00	100.00
	TOTAL REVENUES - ALL FUNDS	1,683.81	3,343.92	926,153.91	913,123.81	919,348.00	100.74
	TOTAL EXPENDITURES - ALL FUNDS	73,796.58	65,054.99	806,795.56	766,575.96	978,348.00	82.47
	NET OF REVENUES & EXPENDITURES	(72,112.77)	(61,711.07)	119,358.35	146,547.85	(59,000.00)	202.30

User: mscheibl

Period Ending 02/28/2017

DB: Lake Bluff

Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
ACCRUED INTEREST			
	ACCRUED INTEREST	0.00	0.00
ACCOUNTS RECEIVABLE			
	ACCOUNTS RECEIVABLE	0.00	0.00
A/R - OTHER			
080-100-11580	DUE FROM THE VILLAGE	6,270.75	(10,610.33)
	A/R - OTHER	6,270.75	(10,610.33)
CASH/INVESTMENTS			
080-100-10070	CASH DRAWER OVER/SHORT	0.00	(234.33)
080-100-10075	PETTY CASH	150.00	150.00
080-100-10090	MONEY MARKET ACCOUNT	36,366.34	3,755.00
080-100-10110	ILLINOIS FUND (IPTIP)	542,289.52	717,780.32
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	5,490.08	7,622.98
	CASH/INVESTMENTS	584,297.74	729,075.77
DUE TO OTHER FUNDS			
080-000-00001	DUE TO/FROM OTHER FUNDS	0.00	8,124.73
	DUE TO OTHER FUNDS	0.00	8,124.73
PREPAID ITEMS			
	PREPAID ITEMS	0.00	0.00
PROPERTY TAX RECEIVABLE			
080-100-11100	PROPERTY TAX RECEIVABLE	886,049.65	886,049.65
	PROPERTY TAX RECEIVABLE	886,049.65	886,049.65
	Total Assets	1,476,618.14	1,612,639.82
*** Liabilities ***			
ACCRUED PAYROLL			
080-200-20300	ACCRUED PAYROLL	18,611.41	18,611.41
	ACCRUED PAYROLL	18,611.41	18,611.41
ACCOUNTS PAYABLE			
080-200-20000	ACCOUNTS PAYABLE	9,629.24	15,234.42

Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Liabilities ***			
	ACCOUNTS PAYABLE	9,629.24	15,234.42
080-200-20245	A/P - OTHER ICMA 457 PLAN PAYABLE	0.00	(350.00)
	A/P - OTHER	0.00	(350.00)
LONG TERM LIABILITIES			
	LONG TERM LIABILITIES	0.00	0.00
OTHER DEFERRED REVENUE			
	OTHER DEFERRED REVENUE	0.00	0.00
OTHER LIABILITIES			
	OTHER LIABILITIES	0.00	0.00
080-200-24000	UNAVAILABLE PROPERTY TAXES UNAVAILABLE PROPERTY TAXES	886,049.65	886,049.65
	UNAVAILABLE PROPERTY TAXES	886,049.65	886,049.65
	Total Liabilities	914,290.30	919,545.48
*** Fund Balance ***			
080-290-29000	NET POSITION/FUND BALANCE UNRESERVED FUND BALANCE	562,327.84	562,327.84
	NET POSITION/FUND BALANCE	562,327.84	562,327.84
	Total Fund Balance	562,327.84	562,327.84
	Beginning Fund Balance		562,327.84
	Net of Revenues VS Expenditures		130,766.50
	Ending Fund Balance		693,094.34
	Total Liabilities And Fund Balance		1,612,639.82

Fund 082 LIBRARY GRANTS & GIFTS FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
A/R - OTHER			
082-100-11360	GRANTS RECEIVABLE	4,410.80	4,410.80
A/R - OTHER		<u>4,410.80</u>	<u>4,410.80</u>
CASH/INVESTMENTS			
CASH/INVESTMENTS		<u>0.00</u>	<u>0.00</u>
DUE TO OTHER FUNDS			
082-000-00001	DUE TO/FROM OTHER FUNDS	0.00	(8,124.73)
DUE TO OTHER FUNDS		<u>0.00</u>	<u>(8,124.73)</u>
Total Assets		<u>4,410.80</u>	<u>(3,713.93)</u>
*** Liabilities ***			
ACCOUNTS PAYABLE			
082-200-20000	ACCOUNTS PAYABLE	2,080.92	5,364.34
ACCOUNTS PAYABLE		<u>2,080.92</u>	<u>5,364.34</u>
Total Liabilities		<u>2,080.92</u>	<u>5,364.34</u>
*** Fund Balance ***			
NET POSITION/FUND BALANCE			
082-290-29000	UNRESERVED FUND BALANCE	2,329.88	2,329.88
NET POSITION/FUND BALANCE		<u>2,329.88</u>	<u>2,329.88</u>
Total Fund Balance		<u>2,329.88</u>	<u>2,329.88</u>
Beginning Fund Balance			<u>2,329.88</u>
Net of Revenues VS Expenditures			<u>(11,408.15)</u>
Ending Fund Balance			<u>(9,078.27)</u>
Total Liabilities And Fund Balance			<u>(3,713.93)</u>

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 02/22/2017 - 03/21/2017

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
03/02/2017	LIBCK	12975	COM021217	COMCAST CABLE	UTILITIES	080-603-43230	244.85
03/02/2017	LIBCK	12976	1739	MCPAHON SERVICES	USE OF DONATIONS/TEMPORARY E	082-603-99999	4,205.96
03/02/2017	LIBCK	12977	VIL022117	VILLAGE OF LAKE BLUFF	UTILITIES	080-603-43230	187.90
03/21/2017	LIBCK	12978	2305926	ACCESS ONE, INC.	UTILITIES	080-603-43230	642.75
03/21/2017	LIBCK	12979	158444607526	AMAZON	OFFICE SUPPLIES	080-603-43550	9.99
		12979	044767094347		TECHNICAL SERVICES SUPPLIES	080-603-43668	17.74
		12979	106035127468		JUVENILE PROGRAM SUPPLIES	080-603-43720	10.84
		12979	219514217669		ADULT NON-FICTION BOOKS	080-603-45000	50.57
		12979	166291190380		ADULT NON-FICTION BOOKS	080-603-45000	19.99
		12979	194430516595		ADULT FICTION BOOKS	080-603-45100	16.20
		12979	021745470298		ADULT FICTION BOOKS	080-603-45100	16.80
		12979	105480481455		ADULT AUDIO VISUAL MATERIAL	080-603-45200	298.16
		12979	08305875395		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.99
		12979	105487324290		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.99
		12979	083054645096		ADULT AUDIO VISUAL MATERIAL	080-603-45200	121.47
		12979	083059291135		ADULT AUDIO VISUAL MATERIAL	080-603-45200	10.99
		12979	105486008885		ADULT AUDIO VISUAL MATERIAL	080-603-45200	49.94
		12979	083051489979		ADULT AUDIO VISUAL MATERIAL	080-603-45200	83.86
		12979	260397781549		ADULT AUDIO VISUAL MATERIAL	080-603-45200	9.59
		12979	110600646112		ADULT AUDIO VISUAL MATERIAL	080-603-45200	62.89
		12979	083050250479		ADULT AUDIO VISUAL MATERIAL	080-603-45200	30.76
		12979	093884830184		ADULT AUDIO VISUAL MATERIAL	080-603-45200	42.98
		12979	122278314149		ADULT AUDIO VISUAL MATERIAL	080-603-45200	18.59
		12979	122279025695		ADULT AUDIO VISUAL MATERIAL	080-603-45200	24.99
		12979	069640921793		ADULT AUDIO VISUAL MATERIAL	080-603-45200	29.39
		12979	212630563250		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.96
		12979	091262002574		ADULT AUDIO VISUAL MATERIAL	080-603-45200	43.43
		12979	083054735730		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(4.99)
		12979	115136324490		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.10)
		12979	115134633573		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.10)
		12979	106035127468		JUVENILE AUDIO-VISUAL	080-603-45430	115.86
		12979	022515893774		JUVENILE AUDIO-VISUAL	080-603-45430	27.85
		12979	022516571918		JUVENILE AUDIO-VISUAL	080-603-45430	47.86
		12979	194430421010		VIDEO GAMES	080-603-45510	48.01
		12979	115137626650		VIDEO GAMES	080-603-45510	95.98
		12979	194433027931		VIDEO GAMES	080-603-45510	31.99

User: EBAILEY

CHECK DATE FROM 02/22/2017 - 03/21/2017

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		12979	194436153448		VIDEO GAMES	080-603-45510	48.00
		12979	197244952715		USE OF DONATIONS/TEMPORARY E	082-603-99999	58.37
		12979	043421757602		USE OF DONATIONS/TEMPORARY E	082-603-99999	23.01
		12979	043421450008		USE OF DONATIONS/TEMPORARY E	082-603-99999	23.88
		12979	215030031030		USE OF DONATIONS/TEMPORARY E	082-603-99999	9.38
		12979	124321449211		USE OF DONATIONS/TEMPORARY E	082-603-99999	17.99
		12979	199724846514		USE OF DONATIONS/TEMPORARY E	082-603-99999	15.98
							1,568.08
03/21/2017	LIBCK	12980	HEA040117	ANDY HEAD	JUVENILE PROGRAM SUPPLIES	080-603-43720	400.00
03/21/2017	LIBCK	12981	2032650425	BAKER & TAYLOR BOOKS	TECHNICAL SERVICES SUPPLIES	080-603-43668	18.35
		12981	2032650425		JUVENILE FICTION	080-603-45420	160.02
							178.37
03/21/2017	LIBCK	12982	2032651779	BAKER & TAYLOR ENTERTAI	TECHNICAL SERVICES SUPPLIES	080-603-43668	1.15
		12982	2032372047		TECHNICAL SERVICES SUPPLIES	080-603-43668	24.20
		12982	2032685252		TECHNICAL SERVICES SUPPLIES	080-603-43668	19.85
		12982	2032643250		TECHNICAL SERVICES SUPPLIES	080-603-43668	5.70
		12982	2032643424		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.95
		12982	2032649307		TECHNICAL SERVICES SUPPLIES	080-603-43668	6.20
		12982	2032658845		TECHNICAL SERVICES SUPPLIES	080-603-43668	7.00
		12982	2032676542		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		12982	2032639376		TECHNICAL SERVICES SUPPLIES	080-603-43668	16.60
		12982	2032643489		TECHNICAL SERVICES SUPPLIES	080-603-43668	4.55
		12982	2032643439		TECHNICAL SERVICES SUPPLIES	080-603-43668	8.95
		12982	2032667084		TECHNICAL SERVICES SUPPLIES	080-603-43668	5.85
		12982	2032675270		TECHNICAL SERVICES SUPPLIES	080-603-43668	10.25
		12982	2032677950		TECHNICAL SERVICES SUPPLIES	080-603-43668	9.45
		12982	2032693349		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		12982	2032691341		TECHNICAL SERVICES SUPPLIES	080-603-43668	31.45
		12982	2032691260		TECHNICAL SERVICES SUPPLIES	080-603-43668	3.25
		12982	2032698880		TECHNICAL SERVICES SUPPLIES	080-603-43668	3.25
		12982	2032709436		TECHNICAL SERVICES SUPPLIES	080-603-43668	4.55
		12982	2032643250		ADULT NON-FICTION BOOKS	080-603-45000	117.96
		12982	2032649307		ADULT NON-FICTION BOOKS	080-603-45000	175.64
		12982	2032658845		ADULT NON-FICTION BOOKS	080-603-45000	162.09
		12982	2032677950		ADULT NON-FICTION BOOKS	080-603-45000	194.93
		12982	2032691260		ADULT NON-FICTION BOOKS	080-603-45000	145.14
		12982	2032698880		ADULT NON-FICTION BOOKS	080-603-45000	84.94

User: EBAILEY

CHECK DATE FROM 02/22/2017 - 03/21/2017

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		12982	2032709436		ADULT NON-FICTION BOOKS	080-603-45000	140.74
		12982	2032639376		ADULT FICTION BOOKS	080-603-45100	343.61
		12982	2032643439		ADULT FICTION BOOKS	080-603-45100	101.56
		12982	2032667084		ADULT FICTION BOOKS	080-603-45100	137.36
		12982	2032691341		ADULT FICTION BOOKS	080-603-45100	599.71
		12982	2032651450		ADULT LARGE PRINT MATERIAL	080-603-45110	30.54
		12982	2032676542		ADULT LARGE PRINT MATERIAL	080-603-45110	35.28
		12982	2032651779		JUVENILE NON-FICTION	080-603-45400	8.97
		12982	2032667283		PICTURE BOOKS, READERS	080-603-45410	19.04
		12982	2032693349		PICTURE BOOKS, READERS	080-603-45410	13.56
		12982	2032372047		JUVENILE FICTION	080-603-45420	243.71
		12982	2032685252		JUVENILE FICTION	080-603-45420	226.49
		12982	2032675270		TEEN BOOKS	080-603-45450	154.23
		12982	2032643439		PER CAPITAL GRANT EXPENDITUR	082-603-44810	97.01
		12982	2032643424		USE OF DONATIONS/TEMPORARY E	082-603-99999	48.24
		12982	2032643489		USE OF DONATIONS/TEMPORARY E	082-603-99999	107.29
							3,353.54
03/21/2017	LIBCK	12983	27443	COMPUTER VIEW, INC.	PATRON & STAFF SOFTWARE	080-603-45600	1,154.00
03/21/2017	LIBCK	12984	2241707	CREEKSIDE PRINTING	PRINTING/E-NEWSLETTER	080-603-43410	2,233.00
03/21/2017	LIBCK	12985	24296	CRYSTAL MANAGEMENT &	MAINTENANCE-BUILDING	080-603-41000	645.00
03/21/2017	LIBCK	12986	MCO022717	FIRST BANKCARD	POSTAGE	080-603-43300	24.29
		12986	MCO022717		PATRON & STAFF SOFTWARE	080-603-45600	9.95
		12986	MCO022717		USE OF DONATIONS/TEMPORARY E	082-603-99999	45.22
		12986	MCO022717		USE OF DONATIONS/TEMPORARY E	082-603-99999	(12.99)
							66.47
03/21/2017	LIBCK	12987	ERI022717	FIRST BANKCARD	MAINTENANCE-BUILDING	080-603-41000	71.00
		12987	ERI022717		PROFESSIONAL DEVELOPMENT	080-603-42400	25.00
		12987	ERI022717		POSTAGE	080-603-43300	19.20
		12987	ERI022717		MISCELLANEOUS EXPENSES	080-603-46100	26.50
							141.70
03/21/2017	LIBCK	12988	ELI022717	FIRST BANKCARD	TEEN PROGRAM SUPPLIES	080-603-43740	35.24
03/21/2017	LIBCK	12989	CAR022717	FIRST BANKCARD	ADULT AUDIO VISUAL MATERIAL	080-603-45200	395.04
03/21/2017	LIBCK	12990	HP2017-140	HALL PASS	OTHER PROFESSIONAL/CONTRACTU	080-603-41314	21.00

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DB: Lake Bluff

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF
CHECK DATE FROM 02/22/2017 - 03/21/2017
Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
03/21/2017	LIBCK	12991	1581449	HOME DEPOT CREDIT SERVI	MAINTENANCE-BUILDING	080-603-41000	8.94
		12991	6560865		MAINTENANCE-BUILDING	080-603-41000	49.67
		12991	1590346		MAINTENANCE-BUILDING	080-603-41000	4.27
		12991	8582558		MAINTENANCE-BUILDING	080-603-41000	4.98
		12991	7586634		MAINTENANCE-BUILDING	080-603-41000	20.06
		12991	1091400		MAINTENANCE-BUILDING	080-603-41000	(21.42)
		12991	2100915		MAINTENANCE-BUILDING	080-603-41000	(6.25)
		12991	2100916		MAINTENANCE-BUILDING	080-603-41000	(12.30)
		12991	6102572		MAINTENANCE-BUILDING	080-603-41000	(5.78)
		12991	1060407		MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	17.97
		12991	9100756		MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	119.76
		12991	9570059		MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	14.97
		12991	9570037		MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	128.44
		12991	9100755		MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	(128.44)
							194.87
03/21/2017	LIBCK	12992	LFG030717	LFGSM TOASTMASTERS	DUES	080-603-42440	70.00
03/21/2017	LIBCK	12993	5438	LIBRARY FURNITURE INTL.	USE OF DONATIONS/TEMPORARY E	082-603-99999	725.00
03/21/2017	LIBCK	12994	94773626	MIDWEST TAPE	ADULT AUDIO VISUAL MATERIAL	080-603-45200	59.98
		12994	94793537		ADULT AUDIO VISUAL MATERIAL	080-603-45200	64.98
							124.96
03/21/2017	LIBCK	12995	3488471	NORTH SHORE WATER RECLA	UTILITIES	080-603-43230	25.52
03/21/2017	LIBCK	12996	1018-180221443-	OVERDRIVE , INC	E-BOOKS	080-603-45460	517.19
		12996	1018-120758773-		E-BOOKS	080-603-45460	1,902.95
		12996	1018-180350470-		E-BOOKS	080-603-45460	616.37
							3,036.51
03/21/2017	LIBCK	12997	1891089	ROSE PEST SOLUTIONS	MAINTENANCE-BUILDING	080-603-41000	115.00
		12997	1923177		MAINTENANCE-BUILDING	080-603-41000	115.00
							230.00
03/21/2017	LIBCK	12998	102323857	VANTAGEPOINT TRANSFER A	ICMA 457 PLAN PAYABLE	080-200-20245	350.00
		12998	102318988		ICMA 457 PLAN PAYABLE	080-200-20245	350.00
							700.00
03/21/2017	LIBCK	12999	WAU012317	WAUCONDA AREA PUBLIC LI	MISCELLANEOUS EXPENSES	080-603-46100	19.00

User: EBAILEY

CHECK DATE FROM 02/22/2017 - 03/21/2017

DB: Lake Bluff

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
				TOTAL - ALL FUNDS	TOTAL OF 25 CHECKS		20,598.76
--- GL TOTALS ---							
080-200-20245				ICMA 457 PLAN PAYABLE			700.00
080-603-41000				MAINTENANCE-BUILDING			988.17
080-603-41314				OTHER PROFESSIONAL/CONTRACTUAL			21.00
080-603-42400				PROFESSIONAL DEVELOPMENT			25.00
080-603-42440				DUES			70.00
080-603-43230				UTILITIES			1,101.02
080-603-43300				POSTAGE			43.49
080-603-43410				PRINTING/E-NEWSLETTER			2,233.00
080-603-43550				OFFICE SUPPLIES			9.99
080-603-43660				MAINTENANCE SUPPLIES-BUILDING			152.70
080-603-43668				TECHNICAL SERVICES SUPPLIES			201.59
080-603-43720				JUVENILE PROGRAM SUPPLIES			410.84
080-603-43740				TEEN PROGRAM SUPPLIES			35.24
080-603-45000				ADULT NON-FICTION BOOKS			1,092.00
080-603-45100				ADULT FICTION BOOKS			1,215.24
080-603-45110				ADULT LARGE PRINT MATERIAL			65.82
080-603-45200				ADULT AUDIO VISUAL MATERIAL			1,381.79
080-603-45400				JUVENILE NON-FICTION			8.97
080-603-45410				PICTURE BOOKS, READERS			32.60
080-603-45420				JUVENILE FICTION			630.22
080-603-45430				JUVENILE AUDIO-VISUAL			191.57
080-603-45450				TEEN BOOKS			154.23
080-603-45460				E-BOOKS			3,036.51
080-603-45510				VIDEO GAMES			223.98
080-603-45600				PATRON & STAFF SOFTWARE			1,163.95
080-603-46100				MISCELLANEOUS EXPENSES			45.50
082-603-44810				PER CAPITAL GRANT EXPENDITURES			97.01
082-603-99999				USE OF DONATIONS/TEMPORARY EXP			5,267.33

Foundation for Fundraising Campaign

The Board has previously discussed setting up a Foundation to act as a 501(c)(3) for the fundraising campaign. Like a Friends group, a Foundation is a 501(c)(3) set up to support a cause or institution. For non-profit organizations, they usually have closer ties to the body they support. The advantages of a Foundation in our situation would be:

- Better for the Friends
 - The Friends of the Library are not currently set up to handle the necessary role of a 501(c)(3) in our expected campaign.
 - Creating a Foundation rather than asking the Friends to shift gears and resources would provide the necessary 501(c)(3) while allowing the Friends to continue with the good work they are presently doing.
 - In my survey of practice, Foundations and Friends groups can and often do work in tandem. One does not make the other superfluous.
- Increased Oversight and Transparency
 - As with the Park District Foundation and others, representatives from Staff and Board often serve as Foundation board members. This offers greater oversight by the organization of capital funds raised.
 - This closer relationship also allows more direct support to be offered to a 501(c)(3).
 - This closer relationship also means the requirements for transparency and reporting are greater. While this would mean more work, it would also make for a higher level of accountability regarding the Foundation's funds.
- A Foundation could continue on in its large-donor capacity post-campaign, or it could be closed out at the end of the campaign.

What Would Need to Be Done

- I have received a quote from legal counsel Roger Ritzman for \$1,500 to \$2,000 to set up a Foundation for the Library.
 - I am obtaining additional quotes, including from legal counsel that specializes in setting up 501(c)(3) Foundations.
- Set up can take 2-12 months depending on a number of factors.
- Templates for Foundation bylaws have been obtained from the Lake Bluff Park District and from Waukegan Public Library.

Recommendation

At such time as the Board is ready to move forward with the creation of a Foundation, the Board should instruct the Library Director to enlist the necessary legal expertise.

Summary of Fundraising and Building Project Progress

1. Waukegan Public Library
 - a. On February 10th I met with Director Richard Lee of the Waukegan Public Library regarding their successful fundraising campaigns and the setup of their Foundation.
2. Representative Scott Drury
 - a. On March 3rd I met with Representative Drury. Meeting following the collapse of the 'Grand Bargain', he expressed his doubt that there could be help from the State any time in the near future. He stated that he would keep our project in mind and encouraged us to apply for grants even if they were presently unfunded.
3. Head of Forest Bluff School Nan Barrett
 - a. On March 3rd I met with the Head of School for Forest Bluff Montessori, Nan Barrett. I talked with Ms. Barrett about our plans and emphasized that continuing to be a great resource for Forest Bluff students was very important to us. She offered to take information about our plan to the Lillard family, who founded the school, which I took her up on.
4. Feasibility Planning Committee
 - a. As mentioned at the last meeting, a 12-15 person committee will be established to evaluate and provide feedback on talking points and the prospectus to be used in the feasibility study.
 - b. A total of 9 individuals have agreed to join the committee as of Friday, March 17th. The committee should be filled by Friday, March 24th.
 - c. My thanks to Kathy and Scot for handling some of the conversations with potential committee members, and my thanks to everyone on the Board for putting up with my occasional 'Does anybody know X?' emails!
 - d. The first of two meetings of the committee will be on April 7th at 2pm.

Respectfully submitted,

Eric Scott Bailey

Director's Report – March, 2017

Trending Titles

After a few false starts, the Trending Titles collection finally made its debut! The collection officially went into operation on Monday, March 6. So far, 17 of the 25 titles in the collection have seen some level of usage—1 actually got checked out before Martha finished putting up the collection. Activity should increase as people realize it's there. Martha O'Hara extends her thanks to Carol Carter, Liliana LaValle, Ross Shanley-Roberts, Skylar Reinhard, Will Cordeniz, Gloria Newton, Anna Fifhouse, and Lyndy Jensen for helping her in getting this collection off the ground. And special thanks to the Friends of the Library for providing the funding for it.

New Children's Shelving

The new shelving in the Children's Department was installed between Sunday, March 12th and Wednesday, March 15th. With a few small exceptions, the process of relocating the collection, removing shelving, removing carpet, installing carpet, installing shelves, and moving books back went very smoothly. Eliza Jarvi, who coordinated the ebb and flow of the operation, deserves a lot of credit for that. Thanks also to Will Cordeniz, Hannah Dove, Anna Fifhouse, Martha O'Hara, Skylar Reinhard, and Claire Osada for helping with the move. Meghan Geraghty and Sarah Markee also pitched in as volunteers.

Children's Activity Room Drywall

The drywall for the Children's Activity Room, to cover over the two walls that were still paint-on-poured-concrete, has been installed. Eliza Jarvi is evaluating what equipment and decorations will be the best additions to the space. The Friends of the Library have a \$1,000 donation specifically for the improvement of the room.

Browsing Binders

Another new addition this month is the Adult Fiction Browsing Binder. This binder is a collection of genre lists and readalikes that patrons can peruse as they browse the collection. Anna Fifhouse did a lot of great work creating most of the lists in this binder, with help from Liliana LaValle. Laurence Sacherer also put together a list of Pulitzer Prize winners and is working on a Book Club Picks list. Eventually, Martha hopes to have binders for Adult Non-Fiction and movies, and perhaps one for the teen collection in collaboration with Eliza Jarvi.

New Digital Resource Pamphlets

The new Trending Titles slatwall also creates a much better way for us to display handouts for digital resources. Rather than having multiple handouts for each digital service that we offer, Martha has created a "Lake Bluff Library On Demand" booklet for each major device. These booklets provide instructions for all of the digital services that you can access with your particular device. It also breaks out the instructions by format, so if you turn to the eBooks section, you'll see how to download eBooks from both Hoopla and Overdrive. Our hope is that these booklets will provide more user-friendly instruction and more effectively promote *everything* that you can do with your device.

Institute of Museum and Library Science (IMLS)

Since 1996 the IMLS has provided federal support for museums and libraries, providing grants, gathering statistics on national trends, and advising the President and Congress on plans and policies related to or supporting libraries and museums. It looks likely that the next federal budget will contain no funding for IMLS. Most immediately, this will affect grant availability and what statistics are available regarding nation-wide library performance.

Video Game Theft

We are continuing to work with the Lake Bluff Police regarding the six individuals who were identified as having sold some of their checkouts at resale outlets. One of them has paid the replacement cost of the video games on her account. I have arranged for indefinite service bans for all six individuals, on top of the account blocks attached to what they owe. If any of the six desires that the ban be lifted, they may submit a request in writing to the Library Director per policy. Should the Director deny that request, they can appeal to the Board.

Retirement of Susan Griffin

At the Intergovernmental Agreement Committee meeting on March 14th Susan Griffin informed us that she had given notice of retirement to the Village. She will be retiring at the end of September of 2017. She has been indispensable in her time with the Village. Marlene Scheibl will be taking on her role as Finance Director.

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 – CAL STROH

April 8 at 10:00am – ROMAIN WOJDA

May 20 at 10:00am – SCOT BUTLER

June 17 at 10:00am – JANIE JERCH

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

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Lake Bluff Public Library Measure	Statistics Report							February 2017
	This month		Past 6 months		Past 12 months		FY to date	
Points of Service	26,460	-3.89%	174,586	-0.19%	406,667	37.89%	327,113	-0.47%
Database Interactions	3,405	-5.10%	20,446	-2.95%	42,513	8.51%	34,484	7.48%
Patron Interactions	14,826	-4.31%	104,389	0.73%	254,707	72.91%	201,242	-1.92%
Circulation	8,229	-2.62%	49,751	-0.92%	109,447	0.94%	91,387	0.00%
Circulation	8,229	-2.62%	49,751	-0.92%	109,447	0.94%	91,387	0.00%
Books and Magazines	4,591	0.13%	28,244	2.36%	63,975	3.86%	53,901	2.88%
Electronic	956	-6.73%	5,941	0.85%	11,919	1.52%	9,917	0.24%
AV	2,682	-5.56%	15,566	-6.95%	33,553	-4.39%	27,569	-5.25%
Patron Interactions	14,826	-4.31%	104,389	0.73%	254,707	72.91%	201,242	-1.92%
Website Visits	8,043	-6.83%	51,034	-0.88%	104,880	-4.23%	85,929	-7.21%
In-Person Visits	6,783	-1.12%	53,355	2.31%	149,827	296.35%	115,313	2.43%
Books and Magazines	4,591	0.13%	28,244	2.36%	63,975	3.86%	53,901	2.88%
Adult	1,948	-9.65%	12,492	-4.35%	26,902	-3.95%	22,278	-4.92%
Teen	116	-18.31%	894	21.80%	2,153	30.72%	1,844	31.81%
Children	2,527	10.49%	14,858	7.67%	34,920	9.32%	29,779	8.04%
Electronic	956	-6.73%	5,941	0.85%	11,919	1.52%	9,917	0.24%
Adult	799	-8.58%	5,072	6.20%	10,055	4.50%	8,385	4.37%
Teen	88	37.50%	440	11.96%	1,022	9.89%	841	3.57%
Children	69	-20.69%	429	-40.58%	842	-29.12%	691	-34.00%
AV	2,682	-5.56%	15,566	-6.95%	33,553	-4.39%	27,569	-5.25%
Adult	2,075	-7.03%	12,077	-5.51%	25,371	-1.91%	20,797	-3.20%
Teen	0	0.00%	6	200.00%	13	44.44%	10	25.00%
Children	607	-0.16%	3,483	-11.73%	8,169	-11.42%	6,762	-11.08%
In-Person Visits	6,783	-1.12%	53,355	2.31%	149,827	296.35%	115,313	2.43%
Programming Attendees	349	0.00%	8,560	16.45%	41,395	9.50%	27,342	8.72%
Adult	159	-7.56%	2,912	-15.98%	10,273	-12.04%	7,238	-15.83%
Teen	9	-72.73%	274	-52.76%	1,213	-43.50%	820	-46.89%
Children	181	25.69%	5,374	62.60%	29,909	24.75%	19,284	28.50%
Other In-Person Visits	6,434	-1.18%	44,795	-0.01%	108,432	0.00%	87,971	0.62%

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