

April 24th, 2018

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 (5 minutes per community member)(7:02pm)	
4	Discussion with Foundry Restaurant Representatives (10 minutes)(7:12pm)	
5	Consent Agenda	
	Minutes of March 20th, 2018 Board of Trustees Meeting (action)(2 minutes)(7:14pm)	3A-3B
6	Treasurer's Report and Financial Reports (White and Yellow) (5 minutes)(7:19pm)	
	March Detailed Revenue & Expense Report (action)	4A-4F
	March Detailed Balance Sheet (action)	5A-5C
7	Approval of Checks (Green) (5 minutes)(7:24pm)	
	March Check Disbursement Report (action)	6A-6G
8	Committee Reports (10 minutes)(7:34pm)	
9	New Business	
	Design and Construction Administrator for Roof (action)(10 minutes)(7:44pm)	7A 8A-8H
	Foundation for Building Project (10 minutes)(7:54pm)	9A-9C
	Nonresident Card Program Participation (action)(5 minutes)(7:59pm)	10A-10B
10	Old Business	
	Fundraising and Building Project (5 minutes)(8:04pm)	
11	Director's Report (5 minutes)(8:09pm)	
	Librarian's Narrative Report	11A-11B
12	Executive Session(s)	
13	Any and All Other Business ...	
14	Adjournment (1 minute)(8:10pm)	
15	Attachments	
	Friends Attendees for Calendar Year 2018	12A
	Statistics for March, 2018	13A
	Phyllis Fox Memorial Writing Contest Award Ceremony	14A

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, April 24th, 2018 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 (5 minutes)(7:02pm)** (limit 5 minutes per person per meeting)
4. **Discussion with Foundry Restaurant Representatives (10 minutes)(7:12pm)**
5. **Approval of Minutes**
 - a. **Approval of Minutes of March 20th, 2018 Board Meeting (action)(2 minutes)(7:14pm)**
6. **March 2018 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (action) (5 minutes)(7:19pm)**
 - a. **March Detailed Revenue & Expense Report**
 - b. **March Detailed Balance Sheet**
7. **Approval of checks (Green Pages) (5 minutes)(7:24pm)**
 - a. **March Monthly Checks (13457-13471, 13473-13498)(action)**
8. **Committee Reports (10 minutes)(7:34pm) (Met)**
 - a. **Building and Grounds Committee (CHAIR: Schons. MEMBERS: Jerch, Meierhoff, and Stroh.)**
 - b. **Human Resources Committee (CHAIR: Butler. MEMBERS: Jerch and Meierhoff.) (Did not meet)**
 - c. **Bylaw and Policy Committee (CHAIR: Stroh. MEMBERS: Schons.)**
 - d. **Finance Committee (CHAIR: Kregor. MEMBERS: Butler.)**
 - e. **Intergovernmental Committee (CHAIR: Bailey. MEMBERS: Jerch and Stroh.)**
 - f. **Long Range Planning Committee (CHAIR: Jackson. MEMBERS: Kregor and Schons.)**
 - g. **Outreach Committee (CHAIR: Kregor. Members: Jackson.)**
9. **New Business**
 - a. **Design and Construction Administrator for Roof (action)(10 minutes)(7:44pm)**
 - b. **Foundation for Building Project (10 minutes)(7:54pm)**
 - c. **Nonresident Card Program Participation (action)(5 minutes)(7:59pm)**

10. Old Business

- a. Fundraising and Building Project (5 minutes)(8:04pm)

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

- a. Director's Narrative Report

12. 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)

13. Any and all other business which may properly come before the Board

14. Adjournment (1 minute)(8:10pm)

Attachments:

Upcoming Friends Meetings

March Statistics Report

Phyllis Fox Memorial Writing Contest Award Ceremony

Contract with Engberg Anderson for Design and Construction Administration

Foundation Information

Nonresident Card Policy Information

Upcoming Board Meetings: May 15, June 19, and July 17, 2018.

Lake Bluff Public Library
Board Library Trustees Meeting Minutes
Tuesday, March 20th, 2018 at 7:00 PM
 123 E. Scranton Ave, Lake Bluff, IL, 60044

1. **Call to Order:** Vice-President Cal Stroh called the meeting to order at 7:07 pm. Present were Trustees Scot Butler, Janie Jerch, Tim Kregor, Carl Schons; also Library Director Eric Bailey, and Library Employee Martha O'Hara. Trustees Kathy Meierhoff and Kate Jackson were absent. Don Souhrada from TWB was also present.
2. **Additions & Corrections to the Agenda:** Added under New Business (item 8) was a discussion of procedures for Library Director evaluations.
3. **Opportunity for Public to Address the Board:** Mr. Souhrada gave a mid-term update of the feasibility study. TWB associates have completed 13 interviews and have 16 more scheduled; they hope to eventually have 35 interviews. Some of the key interviews may have to be scheduled at the very end of the interview timeline, resulting in the final report being delayed by 1 month.
4. **Approval of Minutes:** Kregor moved and Schons seconded a motion to accept the minutes of the Feb. 20, 2018 Board Meeting as written; all voted aye.
5. **February 2018 Financial Reports-Detailed Balance and Revenue/Expense (Yellow Pages):** Butler moved and Schons seconded a motion to accept the February Financial Reports; all voted aye.
6. **Approval of Checks (Green Pages):**
 - a. February Monthly Checks: Butler moved and Kregor seconded a motion to accept the February checks (13421-13437, 13439-13456); all voted aye. Check # 13438 was voided.
7. **Committee Reports:**

(Committees that met)

 - a. Building and Grounds (CHAIR: Schons, MEMBERS: Jerch, Meierhoff, and Stroh) Schons reported that the committee met on March 9 to further discuss repair or replacement of the roof.
 - b. Human Resources (CHAIR: Butler, MEMBERS: Jerch and Meierhoff) Will meet tomorrow.
 - c. Intergovernmental (CHAIR: Bailey, MEMBERS: Jerch and Stroh) The annual meeting between the Village, the History Museum, and the Library was held to update each other on plans for the coming year and to review joint programs/collaborations held the previous year.
 - d. Outreach (CHAIR: Kregor, MEMBER: Jackson) Kregor reported that they discussed plans for FY 2018-2019.

(Committees that did not meet)

 - e. Bylaw and Policy (CHAIR: Stroh, MEMBER: Schons)
 - f. Finance (CHAIR: Kregor, MEMBER: Butler)
 - g. Long Range Planning (CHAIR: Jackson, MEMBERS: Kregor and Schons)
8. **New Business:**
 - a. The date for the April meeting was changed from the 17th to the 24th.
 - b. The discussion of plans for the roof took place during the committee reports.

- c. Butler wanted to change the Director's Evaluation Procedure; he felt that the HR Committee should develop a recommendation and bring it to the board for comments before finalizing it, rather than asking the board for comments and then writing the report. The board agreed.

9. Old Business:

- a. Fundraising and Building Project: Mr. Souhrada spoke to this at the beginning of the meeting. He felt that there are funds available to be raised, but what remains to be seen is the scope of the project, that is, how many dollars we will realistically be seeking.

10. Director's Report Highlights:

- a. The Phyllis Fox awards will be held on May 9.
- b. Eliza and Jake Jarvi welcomed their new little girl Eleanor Leigh on March 13; mother and baby doing well.
- c. The stats for visits to the Library were significantly down last month, probably due to a bad flu season.

11. Executive Session(s): There were none.

12. Any and all other business which may properly come before the Board: There was none.

13. Adjournment: Butler moved and Schons seconded a motion to adjourn the meeting; all voted aye. The meeting was adjourned at 8:33 pm.

Respectfully Submitted,

Janie Jerch

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
 PERIOD ENDING 03/31/2018

4A

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 03/31/18 INCR (DECR)	ACTIVITY FOR MONTH 03/31/17 INCR (DECR)	YTD BALANCE 03/31/2018 NORM (ABNORM)	YTD BALANCE 03/31/2017 NORM (ABNORM)	2017-18 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	895,528.44	885,631.27	897,115.00	99.82
PROPERTY TAX		0.00	0.00	895,528.44	885,631.27	897,115.00	99.82
SERVICES							
080-300-34235	PHOTO-COPY CHARGES	193.15	143.10	1,976.08	1,955.80	2,200.00	89.82
080-300-34250	NON-RESIDENT FEES	793.77	453.77	5,616.01	5,544.67	7,000.00	80.23
080-300-34260	PASSPORT FEES	0.00	0.00	0.00	0.00	2,000.00	0.00
SERVICES		986.92	596.87	7,592.09	7,500.47	11,200.00	67.79
FINES							
080-300-35700	RENTAL FINES	561.91	1,341.94	9,638.47	10,776.81	12,500.00	77.11
FINES		561.91	1,341.94	9,638.47	10,776.81	12,500.00	77.11
GRANTS							
080-300-36265	PER CAPITA GRANTS	0.00	0.00	0.00	4,410.80	0.00	0.00
GRANTS		0.00	0.00	0.00	4,410.80	0.00	0.00
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	0.00	390.00	390.00	0.00	100.00
080-300-37020	SCHOOL DIST 65 IGA	0.00	0.00	50.00	0.00	2,000.00	2.50
080-300-38310	CONTRIBUTIONS/DONATIONS	1,319.29	1,002.47	7,749.32	1,484.52	0.00	100.00
080-300-38315	RESTRICTED DONATIONS	0.00	2,041.77	1,212.79	11,227.07	0.00	100.00
080-300-38800	NAPERVILLE (IMPACT) FEE	0.00	0.00	2,159.36	4,319.34	0.00	100.00
080-300-38900	MISCELLANEOUS INCOME	47.00	104.70	1,402.47	2,402.39	2,500.00	56.10
MISCELLANEOUS REVENUE		1,366.29	3,148.94	12,963.94	19,823.32	12,400.00	104.55
INTEREST EARNINGS							
080-300-37500	INTEREST EARNINGS	854.58	420.96	8,095.15	3,519.95	2,500.00	323.81
INTEREST EARNINGS		854.58	420.96	8,095.15	3,519.95	2,500.00	323.81
Total Dept 300 - REVENUE							
		3,769.70	5,508.71	933,818.09	931,662.62	935,715.00	99.80
TOTAL REVENUES							
		3,769.70	5,508.71	933,818.09	931,662.62	935,715.00	99.80

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

4B

PERIOD ENDING 03/31/2018

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	2017-18	% BDGT
		MONTH 03/31/18	MONTH 03/31/17	03/31/2018	03/31/2017		
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	AMENDED BUDGET	USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY	Expenditures						

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
 PERIOD ENDING 03/31/2018

4C

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 03/31/18 INCR (DECR)	ACTIVITY FOR MONTH 03/31/17 INCR (DECR)	YTD BALANCE 03/31/2018 NORM (ABNORM)	YTD BALANCE 03/31/2017 NORM (ABNORM)	2017-18 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	19,548.44	15,857.12	221,231.56	249,257.73	323,000.00	68.49
080-603-40030	STAFF SALARIES	20,578.31	23,702.89	237,161.65	198,597.54	180,000.00	131.76
	SALARIES	40,126.75	39,560.01	458,393.21	447,855.27	503,000.00	91.13
BENEFITS							
080-603-40400	MEDICAL INSURANCE	5,469.43	5,551.59	60,905.49	66,348.35	74,000.00	82.30
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	275.00	215.00	250.00	110.00
080-603-40970	EMPLOYER FICA TAX	3,022.32	2,930.16	33,979.42	33,262.18	37,000.00	91.84
080-603-40980	IMRF RETIREMENT CONTRIBUTION	2,871.02	3,339.21	35,335.88	38,522.95	46,000.00	76.82
	BENEFITS	11,362.77	11,820.96	130,495.79	138,348.48	157,250.00	82.99
CONTRACTS							
080-603-41000	MAINTENANCE-BUILDING	3,439.12	864.84	32,211.52	27,978.38	24,000.00	134.21
080-603-41020	ELEVATOR MAINTENANCE	0.00	0.00	2,350.74	982.00	1,500.00	156.72
080-603-41050	MAINTENANCE-GROUNDS	0.00	800.00	6,263.94	4,869.92	7,000.00	89.48
080-603-41300	COMPUTER SERVICES	0.00	0.00	13,220.00	0.00	13,000.00	101.69
080-603-41301	COMPUTER SERVICES/DO NOT USE	0.00	0.00	0.00	11,865.00	0.00	0.00
080-603-41313	COPIER MAINTENANCE/SUPPLIES	73.06	613.30	2,912.17	4,423.84	5,500.00	52.95
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	6.00	0.00	12,363.32	57.00	1,000.00	1,236.3
080-603-41350	LEGAL SERVICES	0.00	0.00	2,835.00	2,107.50	3,000.00	94.50
080-603-70000	CONTINGENCY	0.00	0.00	1,160.00	10,000.00	5,965.00	19.45
	CONTRACTS	3,518.18	2,278.14	73,316.69	62,283.64	60,965.00	120.26
COMMODITIES							
080-603-42400	PROFESSIONAL DEVELOPMENT	0.00	0.00	1,983.00	1,795.00	3,000.00	66.10
080-603-42440	DUES	140.00	36.00	2,367.31	2,293.93	2,000.00	118.37
080-603-43230	UTILITIES	1,136.38	899.97	12,028.66	12,534.38	13,500.00	89.10
080-603-43300	POSTAGE	465.87	976.39	1,678.77	2,096.39	2,500.00	67.15
080-603-43410	PRINTING/E-NEWSLETTER	0.00	0.00	7,599.89	9,107.29	9,500.00	80.00
080-603-43550	OFFICE SUPPLIES	540.58	405.89	5,538.75	5,823.05	5,000.00	110.78
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	102.75	266.57	1,778.90	1,751.65	2,000.00	88.95
080-603-43668	TECHNICAL SERVICES SUPPLIES	593.90	535.31	5,456.05	3,284.16	4,000.00	136.40
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	97.73	812.40	340.66	500.00	162.48
080-603-43710	ADULT PROGRAM SUPPLIES	(127.61)	10.49	5,240.56	3,866.65	6,000.00	87.34
080-603-43720	JUVENILE PROGRAM SUPPLIES	258.42	162.76	4,420.51	4,753.97	6,000.00	73.68
080-603-43730	OUTREACH SUPPLIES	298.59	25.00	689.83	685.45	1,000.00	68.98
080-603-43740	TEEN PROGRAM SUPPLIES	0.00	77.75	1,294.27	1,171.80	1,500.00	86.28
	COMMODITIES	3,408.88	3,493.86	50,888.90	49,504.38	56,500.00	90.07
PROGRAM EXPENSES							
080-603-46100	MISCELLANEOUS EXPENSES	26.10	57.07	628.07	869.67	2,000.00	31.40
	PROGRAM EXPENSES	26.10	57.07	628.07	869.67	2,000.00	31.40

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
 PERIOD ENDING 03/31/2018

40

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 03/31/18 INCR (DECR)	ACTIVITY FOR MONTH 03/31/17 INCR (DECR)	YTD BALANCE 03/31/2018 NORM (ABNORM)	YTD BALANCE 03/31/2017 NORM (ABNORM)	2017-18 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
CAPITAL EQUIPMENT							
080-603-45000	ADULT NON-FICTION BOOKS	2,766.41	1,969.88	15,554.03	13,154.61	17,000.00	91.49
080-603-45100	ADULT FICTION BOOKS	2,189.49	1,736.30	13,597.65	13,333.80	15,500.00	87.73
080-603-45110	ADULT LARGE PRINT MATERIAL	201.13	47.40	481.27	452.37	500.00	96.25
080-603-45200	ADULT AUDIO VISUAL MATERIAL	1,577.42	1,099.36	13,510.08	13,281.35	15,500.00	87.16
080-603-45220	ADULT REFERENCE/E-REFER	6,000.00	3,948.52	21,095.38	17,497.52	22,000.00	95.89
080-603-45400	JUVENILE NON-FICTION	1,452.25	1,771.79	6,903.11	4,053.40	7,000.00	98.62
080-603-45410	PICTURE BOOKS, READERS	529.85	0.00	5,582.55	5,003.04	4,500.00	124.06
080-603-45420	JUVENILE FICTION	899.45	1,312.23	7,218.83	7,321.91	10,000.00	72.19
080-603-45430	JUVENILE AUDIO-VISUAL	121.86	81.82	1,482.18	901.20	1,000.00	148.22
080-603-45440	JUVENILE E-REFERENCE	0.00	0.00	334.33	334.33	500.00	66.87
080-603-45450	TEEN BOOKS	194.68	277.19	2,742.85	2,561.58	2,750.00	99.74
080-603-45460	E-BOOKS	2,554.44	1,041.76	10,620.82	10,002.13	12,000.00	88.51
080-603-45470	GRAPHIC NOVELS	185.17	0.00	500.03	252.94	500.00	100.01
080-603-45500	PERIODICALS	364.00	0.00	7,316.57	6,339.24	6,750.00	108.39
080-603-45510	VIDEO GAMES	0.00	346.92	3,300.77	3,285.34	3,500.00	94.31
080-603-45520	TRENDING TITLES	242.56	0.00	1,162.56	0.00	2,000.00	58.13
080-603-45600	PATRON & STAFF SOFTWARE	1,306.95	183.95	4,667.76	4,516.96	4,000.00	116.69
080-603-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	20,905.00	20,297.00	21,000.00	99.55
080-603-50100	LIBRARY FURNISHINGS	0.00	23,162.00	264.99	33,806.00	1,000.00	26.50
080-603-58100	COMPUTER EQUIPMENT	0.00	0.00	7,077.74	8,305.80	5,000.00	141.55
080-603-58270	OTHER EQUIPMENT	0.00	0.00	3,603.16	26,014.61	10,000.00	36.03
CAPITAL EQUIPMENT		20,585.66	36,979.12	147,921.66	190,715.13	162,000.00	91.31
CAPITAL BUILDING							
080-603-51200	EXT BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	26,000.00	0.00
CAPITAL BUILDING		0.00	0.00	0.00	0.00	26,000.00	0.00
Total Dept 603 - LIBRARY ADMINISTRATION		79,028.34	94,189.16	861,644.32	889,576.57	967,715.00	89.04
TOTAL EXPENDITURES		79,028.34	94,189.16	861,644.32	889,576.57	967,715.00	89.04
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		3,769.70	5,508.71	933,818.09	931,662.62	935,715.00	99.80
TOTAL EXPENDITURES		79,028.34	94,189.16	861,644.32	889,576.57	967,715.00	89.04
NET OF REVENUES & EXPENDITURES		(75,258.64)	(88,680.45)	72,173.77	42,086.05	(32,000.00)	225.54

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

4E

GL NUMBER	DESCRIPTION	PERIOD ENDING 03/31/2018		YTD BALANCE 03/31/2018 NORM (ABNORM)	YTD BALANCE 03/31/2017 NORM (ABNORM)	2017-18 AMENDED BUDGET	% BDGT USED
		ACTIVITY FOR MONTH 03/31/18 INCR (DECR)	ACTIVITY FOR MONTH 03/31/17 INCR (DECR)				
Fund 082 - LIBRARY GRANTS & GIFTS FUND							
Revenues							
Dept 300 - REVENUE							
GRANTS							
082-300-36200	GRANT REVENUE	0.00	0.00	3,253.40	0.00	5,000.00	65.07
082-300-36263	STATE PER CAPITA GRANT	0.00	0.00	0.00	0.00	4,411.00	0.00
GRANTS		0.00	0.00	3,253.40	0.00	9,411.00	34.57
MISCELLANEOUS REVENUE							
082-300-38300	UNRESTRICTED DONATIONS/CONTRIB	0.00	0.00	200.00	0.00	1,000.00	20.00
082-300-38315	RESTRICTED DONATIONS	(315.00)	0.00	0.00	0.00	15,000.00	0.00
MISCELLANEOUS REVENUE		(315.00)	0.00	200.00	0.00	16,000.00	1.25
Total Dept 300 - REVENUE		(315.00)	0.00	3,453.40	0.00	25,411.00	13.59
TOTAL REVENUES		(315.00)	0.00	3,453.40	0.00	25,411.00	13.59
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
CONTRACTS							
082-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	1,830.85	0.00	4,412.62	4,411.00	0.00
CONTRACTS		0.00	1,830.85	0.00	4,412.62	4,411.00	0.00
COMMODITIES							
082-603-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	0.00	5,000.00	0.00
COMMODITIES		0.00	0.00	0.00	0.00	5,000.00	0.00
PROGRAM EXPENSES							
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	207.85	205.65	6,823.45	9,032.03	16,000.00	42.65
PROGRAM EXPENSES		207.85	205.65	6,823.45	9,032.03	16,000.00	42.65
Total Dept 603 - LIBRARY ADMINISTRATION		207.85	2,036.50	6,823.45	13,444.65	25,411.00	26.85
TOTAL EXPENDITURES		207.85	2,036.50	6,823.45	13,444.65	25,411.00	26.85
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		(315.00)	0.00	3,453.40	0.00	25,411.00	13.59
TOTAL EXPENDITURES		207.85	2,036.50	6,823.45	13,444.65	25,411.00	26.85
NET OF REVENUES & EXPENDITURES		(522.85)	(2,036.50)	(3,370.05)	(13,444.65)	0.00	100.00

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
 PERIOD ENDING 03/31/2018

4F

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 03/31/18 INCR (DECR)	ACTIVITY FOR MONTH 03/31/17 INCR (DECR)	YTD BALANCE 03/31/2018 NORM (ABNORM)	YTD BALANCE 03/31/2017 NORM (ABNORM)	2017-18 AMENDED BUDGET	% BDGT USED
TOTAL REVENUES - ALL FUNDS		3,454.70	5,508.71	937,271.49	931,662.62	961,126.00	97.52
TOTAL EXPENDITURES - ALL FUNDS		79,236.19	96,225.66	868,467.77	903,021.22	993,126.00	87.45
NET OF REVENUES & EXPENDITURES		(75,781.49)	(90,716.95)	68,803.72	28,641.40	(32,000.00)	215.01

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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			
	A/R - OTHER	(2,668.85)	0.00
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	55,119.50	59,816.77
080-100-10070	CASH DRAWER OVER/SHORT	0.00	(161.58)
080-100-10075	PETTY CASH	150.00	150.00
080-100-10110	ILLINOIS FUND (IPTIP)	521,598.27	611,753.59
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	8,576.43	11,388.40
	CASH/INVESTMENTS	585,446.00	682,948.98
DUE TO OTHER FUNDS			
080-000-00001	DUE TO/FROM OTHER FUNDS	0.00	(3,453.10)
	DUE TO OTHER FUNDS	0.00	(3,453.10)
PREPAID ITEMS			
	PREPAID ITEMS	0.00	0.00
PROPERTY TAX RECEIVABLE			
080-100-11100	PROPERTY TAX RECEIVABLE	897,122.67	897,122.67
	PROPERTY TAX RECEIVABLE	897,122.67	897,122.67
Total Assets		1,479,899.82	1,576,618.55
*** Liabilities ***			
ACCRUED PAYROLL			
080-200-20300	ACCRUED PAYROLL	19,571.01	19,571.01
	ACCRUED PAYROLL	19,571.01	19,571.01
ACCOUNTS PAYABLE			
080-200-20000	ACCOUNTS PAYABLE	12,883.22	37,428.18
	ACCOUNTS PAYABLE	12,883.22	37,428.18
A/P - OTHER			
	A/P - OTHER	0.00	0.00
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
UNAVAILABLE PROPERTY TAXES			

Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Liabilities ***			
080-200-24000	UNAVAILABLE PROPERTY TAXES	897,122.67	897,122.67
	UNAVAILABLE PROPERTY TAXES	897,122.67	897,122.67
	Total Liabilities	929,576.90	954,121.86
*** Fund Balance ***			
	NET POSITION/FUND BALANCE		
080-290-29000	UNRESERVED FUND BALANCE	550,322.92	550,322.92
	NET POSITION/FUND BALANCE	550,322.92	550,322.92
	Total Fund Balance	550,322.92	550,322.92
	Beginning Fund Balance		550,322.92
	Net of Revenues VS Expenditures		72,173.77
	Ending Fund Balance		622,496.69
	Total Liabilities And Fund Balance		1,576,618.55

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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			
082-100-10000	CHECKING ACCT - LF BANK & TRST	(15,525.57)	(22,257.65)
	CASH/INVESTMENTS	<u>(15,525.57)</u>	<u>(22,257.65)</u>
DUE TO OTHER FUNDS			
082-000-00001	DUE TO/FROM OTHER FUNDS	0.00	3,453.10
	DUE TO OTHER FUNDS	<u>0.00</u>	<u>3,453.10</u>
Total Assets		<u>(11,114.77)</u>	<u>(14,393.75)</u>
*** Liabilities ***			
ACCOUNTS PAYABLE			
082-200-20000	ACCOUNTS PAYABLE	116.78	207.85
	ACCOUNTS PAYABLE	<u>116.78</u>	<u>207.85</u>
Total Liabilities		<u>116.78</u>	<u>207.85</u>
*** Fund Balance ***			
NET POSITION/FUND BALANCE			
082-290-29000	UNRESERVED FUND BALANCE	(11,231.55)	(11,231.55)
	NET POSITION/FUND BALANCE	<u>(11,231.55)</u>	<u>(11,231.55)</u>
Total Fund Balance		<u>(11,231.55)</u>	<u>(11,231.55)</u>
Beginning Fund Balance			(11,231.55)
Net of Revenues VS Expenditures			(3,370.05)
Ending Fund Balance			(14,601.60)
Total Liabilities And Fund Balance			(14,393.75)

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF
CHECK DATE FROM 03/21/2018 - 04/25/2018
Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
03/28/2018	LIBCK	13457	COM031218	COMCAST CABLE	UTILITIES	080-603-43230	244.85
03/28/2018	LIBCK	13458	102549009	VANTAGEPOINT TRANSFER A	ICMA 457 PLAN PAYABLE	080-200-20245	600.00
04/09/2018	LIBCK	13459	3262900	ACCESS ONE, INC.	UTILITIES	080-603-43230	623.94
04/09/2018	LIBCK	13460	CHI031818	CHICAGO TRIBUNE	PERIODICALS	080-603-45500	364.00
04/09/2018	LIBCK	13461	BRI032918	FIRST BANKCARD	OUTREACH SUPPLIES	080-603-43730	102.70
04/09/2018	LIBCK	13462	LIL032918	FIRST BANKCARD	ADULT PROGRAM SUPPLIES	080-603-43710	15.77
		13462	LIL032918		OUTREACH SUPPLIES	080-603-43730	170.89
							186.66
04/09/2018	LIBCK	13463	ERI032918	FIRST BANKCARD	MAINTENANCE-BUILDING	080-603-41000	83.00
		13463	ERI032918		POSTAGE	080-603-43300	15.87
		13463	ERI032918		MISCELLANEOUS EXPENSES	080-603-46100	26.10
							124.97
04/09/2018	LIBCK	13464	MCO032918	FIRST BANKCARD	OUTREACH SUPPLIES	080-603-43730	25.00
		13464	MCO032918		PATRON & STAFF SOFTWARE	080-603-45600	106.95
		13464	MCO032918		USE OF DONATIONS/TEMPORARY E	082-603-99999	29.99
							161.94
04/09/2018	LIBCK	13465	9063837	HOME DEPOT CREDIT SERVI	MAINTENANCE-BUILDING	080-603-41000	15.94
		13465	8064874		MAINTENANCE-BUILDING	080-603-41000	1.18
							17.12
04/09/2018	LIBCK	13466	3760207	NORTH SHORE WATER RECLA	UTILITIES	080-603-43230	22.74
04/09/2018	LIBCK	13467	102556486	VANTAGEPOINT TRANSFER A	ICMA 457 PLAN PAYABLE	080-200-20245	550.00
04/24/2018	LIBCK	13468	794586376369	AMAZON	ADULT PROGRAM SUPPLIES	080-603-43710	6.62
		13468	596493897953		JUVENILE PROGRAM SUPPLIES	080-603-43720	87.33
		13468	433443535596		JUVENILE PROGRAM SUPPLIES	080-603-43720	18.26
		13468	768766875756		JUVENILE PROGRAM SUPPLIES	080-603-43720	22.34
		13468	947333678995		JUVENILE PROGRAM SUPPLIES	080-603-43720	0.00
		13468	648386968439		JUVENILE PROGRAM SUPPLIES	080-603-43720	20.99
		13468	464958899779		JUVENILE PROGRAM SUPPLIES	080-603-43720	4.99
		13468	565545958349		ADULT NON-FICTION BOOKS	080-603-45000	16.43
		13468	549466387845		ADULT AUDIO VISUAL MATERIAL	080-603-45200	141.47
		13468	549396443956		ADULT AUDIO VISUAL MATERIAL	080-603-45200	139.83
		13468	459775669585		ADULT AUDIO VISUAL MATERIAL	080-603-45200	9.49

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Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		13468	939685987463		ADULT AUDIO VISUAL MATERIAL	080-603-45200	25.99
		13468	433387733997		ADULT AUDIO VISUAL MATERIAL	080-603-45200	92.82
		13468	463963553368		ADULT AUDIO VISUAL MATERIAL	080-603-45200	23.78
		13468	566755988787		ADULT AUDIO VISUAL MATERIAL	080-603-45200	39.92
		13468	436765578368		ADULT AUDIO VISUAL MATERIAL	080-603-45200	50.88
		13468	448558897533		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.96
		13468	597955637635		ADULT AUDIO VISUAL MATERIAL	080-603-45200	17.96
		13468	897776737663		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.29
		13468	774865846683		ADULT AUDIO VISUAL MATERIAL	080-603-45200	9.97
		13468	489596964884		ADULT AUDIO VISUAL MATERIAL	080-603-45200	18.52
		13468	466639683747		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.96
		13468	565383697397		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.99
		13468	755984668446		ADULT AUDIO VISUAL MATERIAL	080-603-45200	81.34
		13468	984333556857		ADULT AUDIO VISUAL MATERIAL	080-603-45200	16.99
		13468	476889974383		ADULT AUDIO VISUAL MATERIAL	080-603-45200	31.84
		13468	747784858548		ADULT AUDIO VISUAL MATERIAL	080-603-45200	10.69
		13468	856344939888		ADULT AUDIO VISUAL MATERIAL	080-603-45200	9.99
		13468	437763746658		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(5.03)
		13468	436867478644		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(1.00)
		13468	438795446387		JUVENILE FICTION	080-603-45420	13.94
		13468	596493897953		JUVENILE AUDIO-VISUAL	080-603-45430	14.99
		13468	749885783695		JUVENILE AUDIO-VISUAL	080-603-45430	18.96
		13468	768766875756		JUVENILE AUDIO-VISUAL	080-603-45430	29.96
		13468	947333678995		JUVENILE AUDIO-VISUAL	080-603-45430	17.96
		13468	836639593945		JUVENILE AUDIO-VISUAL	080-603-45430	39.99
		13468	448558897533		TRENDING TITLES	080-603-45520	17.96
		13468	466363478385		TRENDING TITLES	080-603-45520	19.96
		13468	597955637635		TRENDING TITLES	080-603-45520	19.96
		13468	489596964884		TRENDING TITLES	080-603-45520	19.96
		13468	755984668446		TRENDING TITLES	080-603-45520	19.96
							1,195.21
04/24/2018	LIBCK	13469	ALA013118	AMERICAN LIBRARY ASSOCI	DUES	080-603-42440	140.00
04/24/2018	LIBCK	13470	J4271	BADGE-A-MINIT	JUVENILE PROGRAM SUPPLIES	080-603-43720	86.95
04/24/2018	LIBCK	13471	2033551428	BAKER & TAYLOR ENTERTAI	TECHNICAL SERVICES SUPPLIES	080-603-43668	2.45
		13471	2033568775		TECHNICAL SERVICES SUPPLIES	080-603-43668	20.00
		13471	2033551809		TECHNICAL SERVICES SUPPLIES	080-603-43668	26.85
		13471	2033551837		TECHNICAL SERVICES SUPPLIES	080-603-43668	7.70
		13471	2033564241		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.30

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CHECK DATE FROM 03/21/2018 - 04/25/2018

Banks: LIBCK, LIBEP

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
13471			2033564274				
13471			2033568789		TECHNICAL SERVICES SUPPLIES	080-603-43668	14.20
13471			2033555335		TECHNICAL SERVICES SUPPLIES	080-603-43668	5.70
13471			2033568715		TECHNICAL SERVICES SUPPLIES	080-603-43668	28.70
13471			2033568242		TECHNICAL SERVICES SUPPLIES	080-603-43668	17.80
13471			2033574816		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.15
13471			2033580096		TECHNICAL SERVICES SUPPLIES	080-603-43668	4.55
13471			2033585188		TECHNICAL SERVICES SUPPLIES	080-603-43668	11.05
13471			2033594021		TECHNICAL SERVICES SUPPLIES	080-603-43668	7.65
13471			2033601062		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.30
13471			2033601093		TECHNICAL SERVICES SUPPLIES	080-603-43668	17.70
13471			20335606086		TECHNICAL SERVICES SUPPLIES	080-603-43668	22.30
13471			2033601040		TECHNICAL SERVICES SUPPLIES	080-603-43668	11.25
13471			2033604595		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.30
13471			2033606424		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
13471			2033608902		TECHNICAL SERVICES SUPPLIES	080-603-43668	11.50
13471			2033608912		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.60
13471			2033614971		TECHNICAL SERVICES SUPPLIES	080-603-43668	48.55
13471			2033615102		TECHNICAL SERVICES SUPPLIES	080-603-43668	13.35
13471			2033618540		TECHNICAL SERVICES SUPPLIES	080-603-43668	4.60
13471			2033625431		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.95
13471			2033625424		TECHNICAL SERVICES SUPPLIES	080-603-43668	7.00
13471			2033619782		TECHNICAL SERVICES SUPPLIES	080-603-43668	47.05
13471			2033632845		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.95
13471			2033627975		TECHNICAL SERVICES SUPPLIES	080-603-43668	20.00
13471			2033635064		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.80
13471			2033635158		TECHNICAL SERVICES SUPPLIES	080-603-43668	3.25
13471			2033635428		TECHNICAL SERVICES SUPPLIES	080-603-43668	13.00
13471			2033634957		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
13471			2033640183		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.45
13471			2033639512		TECHNICAL SERVICES SUPPLIES	080-603-43668	8.00
13471			2033643345		TECHNICAL SERVICES SUPPLIES	080-603-43668	13.10
13471			2033551837		TECHNICAL SERVICES SUPPLIES	080-603-43668	8.70
13471			2033564241		ADULT NON-FICTION BOOKS	080-603-45000	140.64
13471			2033564274		ADULT NON-FICTION BOOKS	080-603-45000	60.74
13471			2033568789		ADULT NON-FICTION BOOKS	080-603-45000	339.14
13471			2033574816		ADULT NON-FICTION BOOKS	080-603-45000	126.92
13471			2033585188		ADULT NON-FICTION BOOKS	080-603-45000	139.95
13471			2033601093		ADULT NON-FICTION BOOKS	080-603-45000	200.57
13471			2033614971		ADULT NON-FICTION BOOKS	080-603-45000	566.61
					ADULT NON-FICTION BOOKS	080-603-45000	322.06

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

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Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		13471	2033615102		ADULT NON-FICTION BOOKS	080-603-45000	72.29
		13471	2033625431		ADULT NON-FICTION BOOKS	080-603-45000	167.58
		13471	2033619782		ADULT NON-FICTION BOOKS	080-603-45000	61.79
		13471	2033632845		ADULT NON-FICTION BOOKS	080-603-45000	307.51
		13471	2033640183		ADULT NON-FICTION BOOKS	080-603-45000	244.18
		13471	2033551809		ADULT FICTION BOOKS	080-603-45100	585.42
		13471	2033604595		ADULT FICTION BOOKS	080-603-45100	259.98
		13471	2033606424		ADULT FICTION BOOKS	080-603-45100	15.33
		13471	2033608912		ADULT FICTION BOOKS	080-603-45100	47.74
		13471	2033635158		ADULT FICTION BOOKS	080-603-45100	977.32
		13471	2033571180		ADULT FICTION BOOKS	080-603-45100	303.70
		13471	2033601040		ADULT LARGE PRINT MATERIAL	080-603-45110	62.99
		13471	2033627975		ADULT LARGE PRINT MATERIAL	080-603-45110	58.40
		13471	2033568181		ADULT LARGE PRINT MATERIAL	080-603-45110	79.74
		13471	2033625424		JUVENILE NON-FICTION	080-603-45400	17.02
		13471	2033551428		JUVENILE NON-FICTION	080-603-45400	344.73
		13471	2033568775		PICTURE BOOKS, READERS	080-603-45410	39.91
		13471	2033594021		PICTURE BOOKS, READERS	080-603-45410	408.64
		13471	2033618540		PICTURE BOOKS, READERS	080-603-45410	33.13
		13471	2033644759		PICTURE BOOKS, READERS	080-603-45410	41.43
		13471	2033555335		PICTURE BOOKS, READERS	080-603-45410	6.74
		13471	2033568715		JUVENILE FICTION	080-603-45420	526.25
		13471	2033601062		JUVENILE FICTION	080-603-45420	205.01
		13471	2033635428		JUVENILE FICTION	080-603-45420	139.94
		13471	2033568242		JUVENILE FICTION	080-603-45420	14.31
		13471	20335606086		TEEN BOOKS	080-603-45450	14.27
		13471	2033634957		TEEN BOOKS	080-603-45450	150.51
		13471	2033643345		TEEN BOOKS	080-603-45450	29.90
		13471	2033608902		GRAPHIC NOVELS	080-603-45470	185.17
		13471	2033635064		TRENDING TITLES	080-603-45520	63.56
		13471	2033639512		TRENDING TITLES	080-603-45520	81.20
					USE OF DONATIONS/TEMPORARY E	082-603-99999	177.86
							8,034.28
04/24/2018	LIBCK	13472		VOID	** VOIDED **		
				Void Reason: Created From	Check Run Process		** VOIDED **
04/24/2018	LIBCK	13473	JOH040818	CHRISTINE JOHNSON	JUVENILE PROGRAM SUPPLIES	080-603-43720	17.56
04/24/2018	LIBCK	13474	COM041218	COMCAST CABLE	UTILITIES	080-603-43230	244.85
04/24/2018	LIBCK	13475	27833	COMPUTER VIEW, INC.	COMPUTER SERVICES	080-603-41300	3,130.00

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Banks: LIBCK, LIBEP

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
04/24/2018	LIBCK	13476	27829	COMPUTER VIEW, INC.	PATRON & STAFF SOFTWARE	080-603-45600	690.00
04/24/2018	LIBCK	13477	27827	COMPUTER VIEW, INC.	PATRON & STAFF SOFTWARE	080-603-45600	1,200.00
04/24/2018	LIBCK	13478	105658	COUGHLAN COMPANIES LLC	JUVENILE NON-FICTION	080-603-45400	1,090.50
04/24/2018	LIBCK	13479	25153	CRYSTAL MANAGEMENT &	MAINTENANCE-BUILDING	080-603-41000	645.00
04/24/2018	LIBCK	13480	6327752	DEMCO, INC	OFFICE SUPPLIES	080-603-43550	24.60
		13480	6327752		TECHNICAL SERVICES SUPPLIES	080-603-43668	91.96
							116.56
04/24/2018	LIBCK	13481	PINV1511697	GARVEY'S OFFICE PRODUCT	OFFICE SUPPLIES	080-603-43550	128.37
		13481	PINV1502754		MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	102.75
		13481	PINV1502754		TECHNICAL SERVICES SUPPLIES	080-603-43668	32.94
		13481	PINV1515702		TECHNICAL SERVICES SUPPLIES	080-603-43668	54.90
							318.96
04/24/2018	LIBCK	13482	HP2018-159	HALL PASS	OTHER PROFESSIONAL/CONTRACTU	080-603-41314	6.00
04/24/2018	LIBCK	13483	INV-INC17064	INNOVATIVE INTERFACES,	LIBRARY AUTOMATION SOFTWARE	080-603-45610	21,532.00
04/24/2018	LIBCK	13484	10110421765	LINKEDIN CORPORATION	ADULT REFERENCE/E-REFER	080-603-45220	2,500.00
04/24/2018	LIBCK	13485	EDW022518	MARGARET M. EDWARDS	ADULT PROGRAM SUPPLIES	080-603-43710	175.00
04/24/2018	LIBCK	13486	95901027	MIDWEST TAPE	ADULT AUDIO VISUAL MATERIAL	080-603-45200	119.96
		13486	95921407		ADULT AUDIO VISUAL MATERIAL	080-603-45200	79.97
		13486	95947718		ADULT AUDIO VISUAL MATERIAL	080-603-45200	154.96
		13486	95970792		ADULT AUDIO VISUAL MATERIAL	080-603-45200	101.97
		13486	95990226		ADULT AUDIO VISUAL MATERIAL	080-603-45200	335.91
							792.77
04/24/2018	LIBCK	13487	96003744	MIDWEST TAPE	ADULT REFERENCE/E-REFER	080-603-45220	2,000.00
04/24/2018	LIBCK	13488	SVC00014076	MURPHY & MILLER, INC.	MAINTENANCE-BUILDING	080-603-41000	922.00
04/24/2018	LIBCK	13489	01018CO18056799	OVERDRIVE, INC	E-BOOKS TEEN	080-603-45460	618.93
		13489	01018CO18056799		E-BOOKS CHILDRENS	080-603-45460	490.87
		13489	01018CO18056799		E-BOOKS ADULT	080-603-45460	1,444.64
							2,554.44
04/24/2018	LIBCK	13490	75766577	RECORDED BOOKS, LLC	ADULT REFERENCE/E-REFER	080-603-45220	1,500.00
04/24/2018	LIBCK	13491	8124517892	SHRED-IT USA	COPIER MAINTENANCE/SUPPLIES	080-603-41313	73.06

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF
 CHECK DATE FROM 03/21/2018 - 04/25/2018
 Banks: LIBCK, LIBEP

6F

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
04/24/2018	LIBCK	13492	10237	TEAM SOFTWARE SOLUTIONS	PATRON & STAFF SOFTWARE	080-603-45600	125.00
04/24/2018	LIBCK	13493	311401	TECH SYSTEMS, INC	MAINTENANCE-BUILDING	080-603-41000	1,020.00
04/24/2018	LIBCK	13494	WSJ031818	THE WALL STREET JOURNAL	PERIODICALS	080-603-45500	467.88
04/24/2018	LIBCK	13495	USP033018	UNITED STATES POSTAL SE	POSTAGE	080-603-43300	150.00
04/24/2018	LIBCK	13496	USP041818	UNITED STATES POSTAL SE	POSTAGE	080-603-43300	300.00
04/24/2018	LIBCK	13497	USA056458	USA FIRE PROTECTION, IN	MAINTENANCE-BUILDING	080-603-41000	520.00
		13497	USA057178		MAINTENANCE-BUILDING	080-603-41000	1,252.00
							1,772.00
04/24/2018	LIBCK	13498	VIL033118	VILLAGE OF LAKE BLUFF	DUE FROM THE VILLAGE/ MEDICA	080-100-11580	5,590.23
		13498	VIL033118		DUE FROM THE VILLAGE/DENTAL/	080-100-11580	446.08
		13498	VIL033118		DUE FROM THE VILLAGE/LIFE IN	080-100-11580	52.50
		13498	VIL033118		DUE FROM THE VILLAGE/IMRF 'E	080-100-11580	1,411.99
		13498	VIL033118		DUE FROM THE VILLAGE	080-100-11580	2,871.02
							10,371.82
TOTAL - ALL FUNDS					TOTAL OF 42 CHECKS (1 voided)		66,170.76

--- GL TOTALS ---

080-100-11580	DUE FROM THE VILLAGE	10,371.82
080-200-20245	ICMA 457 PLAN PAYABLE	1,150.00
080-603-41000	MAINTENANCE-BUILDING	4,459.12
080-603-41300	COMPUTER SERVICES	3,130.00
080-603-41313	COPIER MAINTENANCE/SUPPLIES	73.06
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	6.00
080-603-42440	DUES	140.00
080-603-43230	UTILITIES	1,136.38
080-603-43300	POSTAGE	465.87
080-603-43550	OFFICE SUPPLIES	152.97
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	102.75
080-603-43668	TECHNICAL SERVICES SUPPLIES	593.90
080-603-43710	ADULT PROGRAM SUPPLIES	197.39
080-603-43720	JUVENILE PROGRAM SUPPLIES	258.42
080-603-43730	OUTREACH SUPPLIES	298.59
080-603-45000	ADULT NON-FICTION BOOKS	2,766.41
080-603-45100	ADULT FICTION BOOKS	2,189.49
080-603-45110	ADULT LARGE PRINT MATERIAL	201.13
080-603-45200	ADULT AUDIO VISUAL MATERIAL	1,577.42
080-603-45220	ADULT REFERENCE/E-REFER	6,000.00
080-603-45400	JUVENILE NON-FICTION	1,452.25
080-603-45410	PICTURE BOOKS, READERS	529.85

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 03/21/2018 - 04/25/2018

Banks: LIBCK, LIBEP

66

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
080-603-45420				JUVENILE FICTION			899.45
080-603-45430				JUVENILE AUDIO-VISUAL			121.86
080-603-45450				TEEN BOOKS			194.68
080-603-45460				E-BOOKS			2,554.44
080-603-45470				GRAPHIC NOVELS			185.17
080-603-45500				PERIODICALS			831.88
080-603-45520				TRENDING TITLES			242.56
080-603-45600				PATRON & STAFF SOFTWARE			2,121.95
080-603-45610				LIBRARY AUTOMATION SOFTWARE			21,532.00
080-603-46100				MISCELLANEOUS EXPENSES			26.10
082-603-99999				USE OF DONATIONS/TEMPORARY EXP			207.85
				TOTAL			66,170.76

New Business

Design and Construction Administrator for Roof

Using the bid documents posted by the Village for their recent roof project (and incorporating feedback from George Russell, Mike Croak, and the Building and Grounds Committee) a list of requirements for a Design and Construction Administrator for the roof project was created. Three competitive bids on these requirements were obtained from reputable firms. In reviewing the bids, we consulted with Village Building Codes Supervisor Mike Croak. The recommendation from Mike, from Lyndy and I, and from the Building and Grounds Committee is to accept the bid for \$10,560 from Engberg Anderson.

- They are the firm most familiar with the building;
- Their bid was the most thorough;
- Our experience with Engberg Anderson to date has been a positive one;
- As we are in the midst of working with Engberg Anderson on a larger building project, they are well motivated to do good work here on this smaller undertaking;
- As much as is feasible, the larger project and its implications for the roof can be best taken into consideration by Engberg Anderson, and;
- While the bids were close, Engberg Anderson is the low bidder.

RECOMMENDED MOTION: That the proposal from Engberg Anderson of \$10,560 for design and construction administration services related to the replacement of the roof be accepted.

Foundation for Building Project

Don Souhrada has recommended that the establishment of a Foundation proceed. The paperwork distributed at previous Board meetings regarding the establishment of a Foundation has been included here to aid in any discussion.

Nonresident Program Participation

Offering nonresident cards to surrounding unincorporated areas is not required by the State. If a Library chooses to offer cards to nonresidents in the area it is responsible for voting to affirm this each year. The Board's approval, along with a copy of the nonresident policies of the Lake Bluff Public Library, is then submitted to the area Library System. In our case, this is RAILS.

RECOMMENDED MOTION: That the proposal to offer Nonresident Cards to the unincorporated parts of the Library's service area from July 1, 2018 to June 30, 2019 be approved.

Respectfully submitted,
Eric Scott Bailey



March 20, 2018
 Revision to March 16, 2018
 Revision to February 19, 2018 Original

AGREEMENT FOR ARCHITECTURAL DESIGN SERVICES LAKE BLUFF PUBLIC LIBRARY | ROOF REPLACEMENT

between

Board of Library Trustees of the Lake Bluff Public
 Library of Lake County, Illinois
 123 E Scranton Av
 Lake Bluff, IL 60044
 c/o Lyndy Jensen

and

Engberg Anderson
 5600 N River Rd, Suite 800
 Rosemont, IL 60018

Engberg Anderson Project No. 142357.02

Dear Lyndy,

Engberg Anderson is pleased to submit this proposal for design and construction administration services related to the roof replacement at the existing library building. This proposal is based on our current understanding of the project and includes replacement of the sloped and low-slope roofs on the library and museum portions of the building. We ask that you review the scope, schedule and fee proposed and identify any concerns or questions in this regard. If the proposal is acceptable, please sign both copies and return one for our records.

SCOPE OF BASIC SERVICES

PROJECT UNDERSTANDING

The Library seeks to replace the existing roof systems including a low slope membrane roof system and a cedar shake roof system. System replacements include ridges, valleys, eaves, transitions, gutters, downspout; insulation; underlayment; accessories and other components as appropriate; and (if indicated as necessary by visual inspection once the exiting roofing has been removed) replacement of portions of the roof deck. Wrapping the wood beams will be included in the project. Repair of surface damage at the exterior concrete columns is included. Alternates for asphalt shingles and metal roofing are desired.

The project does not include replacing soffits, fascia, or related attic venting. It is unusually to discover roof decking that is damaged to the extent that it requires replacement but if such conditions are discovered, a structural engineer may be added to the team to determine the extent and nature of the deck or other structural replacements.

Structural damage to the roof beams and concrete columns is not anticipated. If visual inspection determines that a structural analysis and repair are needed, these can be provided as an additional service.

5600 N River Rd, Suite 800 | Rosemont, IL 60018 | (847) 704-1300 | www.engberganderson.com

MILWAUKEE

MADISON

TUCSON

CHICAGO

Engberg Anderson will provide bidding and construction documents; bidding services; four site visits; and construction administration services. Please note that construction administration services are not the same as construction management.

Schedule

The library desires to complete the roof alterations and repair in 2018.

Reviews and Approvals

The project is subject to the review and approval of the Board of Trustees. A presentation to the Lake Bluff Design Review Board is included in this proposal.

Owner Supplied Information/Responsibilities

The Owner will need to supply information during the project to support the design and construction efforts as listed below. Items marked with a ✓ have already been transmitted to the architect.

- ✓ Existing Building and Site Drawings
- Environmental Assessments or Hazardous Materials Report
- Budget requirements and updates
- Schedule requirements and updates

DELIVERABLES

Within this approach we will produce the following as part of this project:

- Bid and construction documents including project manual (technical sections, bidding requirements, and project delivery requirements in conformance with State statute and Library policies)
- Bidding services
- Pre-Bid walk-through
- Bid opening
- Pre-Construction meeting
- Contract coordination
- Construction administration services
- Field reports and other construction administration documents as needed.
- Punch list.

The materials will be prepared by Engberg Anderson in a professional manner consistent with general practice in the area. During the course of the design process, Engberg Anderson may develop additional drawings or study models for the purpose of further communicating the design intent to both the library and the cost estimating consultant. These materials will be made available to the library for their use.

FEE PROPOSAL

FEE

Based on the current project understanding, we propose to complete the outlined services for an hourly, not to exceed fee of \$10,560. If the project goals are accomplished with less effort, the savings in time and fee will accrue to the Library. If additional meetings are desired or required, such meetings will be addressed as an Additional Service. An initial assessment of the time/fee allocation is provided in Table 1. As with all agreements, if the scope of the work or parameters under which the work is performed are modified, we reserve the right to review the fees related to these modifications and make mutually agreeable adjustments.

Progress Payments

Invoices shall be submitted monthly and shall reflect the status of the work at the time of the invoice. Payments based on the invoices shall be made in accordance with the Library's established review and approval procedures and in accordance with the provisions of Local Government Prompt Payment Act, as amended, that call for payment within 30 days after approval of the invoice by the Board of Library Trustees (50ILCS 505/1 et seq.)

Table 1: Initial Fee & Time Allocations

SERVICE DESCRIPTION	FEE CALCULATION			TIME ALLOCATIONS		
	Engineers	Architect	Extended Cost	Time (hrs.)	Staff	Rate
Scope/Jurisdictional Reviews		\$220	\$220	2	Kelly	\$110
Investigations			\$1,320			
Inspect roofs, concrete columns & beams, sealants. identify conditions, photograph edges		\$1,320		12	Kelly	\$110
Construction Documents			\$4,180	0	Kelly	
Base Drawing Preparation		\$220		2	Kelly	\$110
Membrane roofing drawing		\$440		4	Kelly	\$110
Shake roofing drawings		\$880		8	Kelly	\$110
Detailing edges, connections, transitions		\$880		8	Kelly	\$110
Specification (protection, removal, disposal, repair, new systems, warranty, clean-up)		\$880		8	Kelly	\$110
Front End, Alternates		\$880		8	Kelly	\$110
Engineering	\$0		\$0			
Structural analysis and design (if needed) at roof Beams and concrete columns	To be determined after visual inspection.					
Bidding, Prequalification			\$1,760			
Pre-Bid Conference		\$660		6	Kelly	\$110
Bid Opening		\$440		4	Kelly	\$110
Evaluation of Bids		\$660		6	Kelly	\$110
Construction			\$3,080			
Construction Site Visits (4)		\$2,640		24	Kelly	\$110
Submittal Review		\$440		4	Kelly	\$110
Total	\$0	\$0	\$10,560	\$10,560	96	
Basis: Hourly not to exceed fee of:			\$10,560			

CURRENT RATE SCHEDULE

Invoices for basic and additional services will be based on time charged to the project during the invoice period. The time will be invoiced based on the following schedule up to the limits specified for each service or phase of the project.

Category	Hourly rate	Category	Hourly rate
Partner	\$160	Project Production	\$75 - \$110
Principal	\$120 - \$140	Senior Interior Designer	\$110
Project Team Leader	\$90 - \$120	Interior Designer	\$90-\$110
Project Architect	\$95-\$110	Administrative/Graphics	\$75 - \$110
Project Designer	\$95-\$110		

REIMBURSABLE EXPENSES EXHIBIT

In addition to the Fees included in the Agreement, expenses incurred in the course of completing the work will be invoiced to the Owner in accordance with the following parameters.

- Transportation in connection with the Project including authorized out-of-town travel, lodging and sustenance.
 - Mileage is calculated using the prevailing IRS reimbursement rates.
- Sustenance is limited to \$10/\$15/\$20 or \$45 per day.
- Reproductions, plots, standard form documents, postage, handling and delivery of instruments of service.
 - Most materials will be delivered in digital format. Incidental printing (including 2 bound originals of the reports (8-1/2 x 11) and illustrations (11x17) is included in the fees proposed.
 - Larger quantities of hard copy documents or large format hard copy documents will be invoiced as a reimbursable expense.
- Renderings, models and mock-ups other than those normally produced by the architect as a part of the process and requested by the Library will be provided as an additional expense.
- Expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally carried by the Architect. The Architect currently maintains shown in the Insurance Coverages Exhibit.

INSURANCE COVERAGES EXHIBIT

Engberg Anderson currently maintains the coverages shown, the costs of which are included in the base fees proposed for the project. Additional coverage is negotiated on a project by project basis.

- Commercial General Liability
 - \$1,000,000 each Occurrence; \$2,000,000 Annual Aggregate; \$1,000,000 Products/Completed Operations Aggregate; \$1,000,000 Personal Injury
- Business Automobile
 - \$1,000,000 Combined Single Limit, coverage includes hired and non-owned vehicles. Engberg Anderson does not own any vehicles.
- Workers Compensation
 - Statutory requirements, Coverage A and applicable federal
- Employers Liability (Stop Gap)
 - \$500,000 per Accident/ \$500,000 Disease – Policy limits; \$500,000 Disease – Each Employee
- Umbrella/Excess Liability
 - \$4,000,000 per Occurrence/Annual Aggregate
- Professional Liability
 - \$2,000,000 per Claim; \$2,000,000 Annual Aggregate

ADDITIONAL SERVICES

No additional service will be undertaken without a defined scope and written authorization. Any Additional Service will be itemized and invoiced against a limit established and agreed to in writing by both parties. Any additional service shall be invoiced separately to allow tracking of project expenses.

USE OF MATERIALS

The Architect agrees to furnish, upon completion of this Agreement, upon termination and upon demand by the Library, copies of all basic notes and sketches, charts, computations, and any other data prepared or obtained by the Architect pursuant to this Agreement, and without restrictions or limitation as to the use relative to specific Projects covered under this Agreement. In such event, the Architect shall not be liable for the use of such documents by the Library or others.

TERMINATION

Both parties acknowledge each other's right to terminate this agreement with 15 days written notice and without cause. Upon such notification all product of the design effort completed to that point becomes the property of the Library and any fees earned to that point become due.

ACCEPTANCE

If you have questions concerning any aspect of this proposal, please call. As with all agreements, this document has important legal consequences and you are encouraged to consult with your legal counsel. We ask that an individual authorized to bind the Owner to this agreement sign two copies of the agreement. Keep one for your records, and return the second to us. We will begin work upon receipt of the signed copy.

For:
ENGBERG ANDERSON, INC.

For:
BOARD OF LIBRARY TRUSTEES OF THE
LAKE BLUFF PUBLIC LIBRARY DISTRICT OF
LAKE COUNTY, ILLINOIS

Signature: _____



Signature: _____

Name: Joseph M. Huberty

Name: _____

Title: Partner

Title: _____

Date: February 19, 2018

Date: _____

Copied Shaun Kelly, Principal | Engberg Anderson

EA File Name: P:\2014 2324\142357 Lake Bluff Public Library\1-Project Administration\1-Contracts & Fees\1-Client\02 Roof Replacement\Agreement-Roof Replacement 180219.Docx

Terms & Conditions continue next page.

TERMS & CONDITIONS OF THE AGREEMENT

GENERAL

The provisions of these Terms & Conditions are made part of the Agreement.

DISPUTE RESOLUTION

All claims, disputes or controversies arising out of, or in relation to the interpretation, application or enforcement of this agreement shall be initially negotiated between the designated project representatives of both parties prior to Mediation.

If negotiation between designated project representatives does not result in a settlement of the matter, it shall be referred to the principal of each firm or its designee for joint discussion and attempted resolution of the matter.

Both parties agree that if the matter cannot be resolved by mutual agreement of the principals, the matter will be referred to an alternate dispute resolution process, which initially shall be mediation.

PAYMENTS TO THE ARCHITECT

Within 30 days of receipt of invoice for services performed, Owner shall examine the invoice in detail to determine its accuracy and completeness. Owner shall raise any questions or objections, which it may have regarding the invoice within this period. After such period the Owner waives any question or objection to the services described in the invoice not previously raised. The Architect shall be entitled to recover all costs, including attorney's fees, incurred in enforcing any provision of this Agreement.

In the event the Owner fails to make payment when due, or the Owner and Architect disagree as to whether the Owner has improperly failed to make payment, the Architect shall be entitled to suspend performing services under the contract until either the dispute has been resolved or else the Owner places a sum equal to the amount in dispute into an escrow account, reasonably satisfactory to both parties, which specifies that the escrow agent shall distribute the escrow sum between the parties in accordance with any agreement, arbitration award or court judgment entered resolving the dispute.

LIMITATION OF LIABILITY

Owner and persons claiming through Owner agree to limit the liability of the Architect, its agents, consultants and employees for all claims arising out of, in connection with or resulting from the performance of services under this Agreement to an amount equal to the aggregate of the amount of fees paid under this Agreement.

STANDARD OF CARE & DISCLAIMER OF WARRANTIES

Nothing contained in this Agreement shall obligate or require the Architect to exercise professional skill and judgment greater than that which can be reasonably expected from other typical Architects performing similar services to those required hereunder. Architect makes no warranties, express or implied. This limitation shall not be modified by any certification or representation made by the Architect as an accommodation upon request of the Owner. Architect shall not be responsible for any failure to follow or apply any knowledge or techniques which are not generally known, acknowledged or accepted as of the time during which the Architect is performing the services under this Agreement. The foregoing is referred to as the "Standard of Care."

The parties acknowledge that no set of plans and specifications is entirely free of errors and omissions and that the existence of an error or omission does not automatically establish a breach of the Standard of Care. The Owner shall establish a reasonable contingency line item in the construction budget to cover additional costs

resulting from errors and omissions, and the Architect shall not be liable therefore unless the errors and omissions both exceed a reasonable contingency amount and constitute a breach of the Standard of Care.

RESPONSIBILITY FOR CODE COMPLIANCE

The Architect shall conform the Drawings and Specifications to all applicable federal, state and local laws, ordinances, statutes, rules, regulations, orders and other legal requirements, including but not limited to all zoning, building, occupancy, environmental and land use laws, requirements, regulations and ordinances relating to the construction, use and occupancy of the Project (collectively called "Governmental Requirements") existing on the date of this Agreement.

However, the Owner recognizes that interpretations by government officials ("Code Authorities") are often subject to change even after issuance of a building permit. If after award of the building permit, modifications to the Drawings or Specifications are required because of an interpretation by the Code Authority which had not been previously given, or which if given, was different than a prior interpretation of the Code Authority, the Architect shall make such required modifications, but the cost of such modifications shall be compensated as a Contingent Additional Service.

Nothing contained herein shall relieve the Architect of its obligations to modify at its own expense Plans and Specifications where the Architect has negligently failed to prepare them in compliance with applicable Government Requirements.

The Architect shall conform the Drawings and Specifications to the requirements known to similarly situated architects of the Americans with Disabilities Act Accessibility Guidelines ("ADAAG"). Owner shall be solely responsible for compliance with the remaining provisions of the Americans with Disabilities Act ("ADA"). Owner and Architect further recognize that interpretations of the ADAAG by governmental officials and/or courts of law may evolve, vary or change. Should such evolution, variance or change require the Architect to make modifications to the Drawings or Specifications, such modifications shall be considered an Additional Service.

INDEMNITY FOR DEVIATIONS

The Owner may choose to disregard the advice of the Architect or may otherwise choose to deviate during construction from the printed documents prepared by the Architect. Accordingly, the Owner hereby agrees to indemnify and hold harmless the Architect, its agents, employees and consultants from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees and economic damages, arising out of, in connection with, or resulting from the performance of (or failure to perform) and aspect of construction of the Project, where the Owner has knowingly authorized or permitted an deviation from any document prepared by the Architect which, over Architect's objection, has not been corrected or where the Owner has elected not to follow any written recommendation of the Architect. In the event that the Architect or any other party indemnified hereunder is required to bring an action to enforce the provisions of this indemnity, the indemnifying party shall pay the attorney's fees and costs incurred by the indemnified party in bringing this action.

INSTRUMENTS OF SERVICE & ELECTRONIC MEDIA

The license under the Agreement for Instruments of Service is only for information contained on printed documents. For the Owner's convenience, the Architect may also furnish such information in electronic media. However, untraceable changes from causes not the fault of the Architect may sometimes occur in the information on electronic media, caused by the media conversion and changes in software. In such event, the Owner agrees to indemnify the Architect, its employees and consultants for and against all claims, losses and expenses (including reasonable attorneys defense fees and those incurred to enforce this obligation) arising out

of, resulting from or in connection with any deviations of the information in electronic media for that in the printed documents. This indemnity shall survive the termination of this Agreement.

Instruments of Services, prepared by the Architect and the Architect's consultants, shall be jointly owned, along with the copyrights, by the Owner and the Architect and its consultants. The Owner shall not use the instruments of service in connection with any other project, not related to the construction, maintenance or additions to this project without the Architect's written consent. Unless such written consent is obtained, the Owner agrees to indemnify the Architect, its employees and consultants from and against all claims, losses and expenses (including reasonable attorneys defense fees and those incurred enforcing this obligation) arising from or in connection with any deviations from the Instruments of Service prepared by the Architect. This indemnity shall survive the termination of this Agreement.

The Owner shall have the right to request the Architect to furnish to the Contractor, subcontractors and material or equipment suppliers portions of the Instruments of Service in Electronic Format for their use in the execution of their portion of the Work. Such permission shall be granted contingent on those individuals and entities agreeing to use the information contained therein for reference only; to acknowledge that the information is an interim document and is not to be relied upon as complete or final; to confirm their obligation to conduct field measurements and verifications as required by the contract documents; to advise the Architect of any discrepancies or errors discovered in the information provided.

CONTRACTOR'S OBLIGATIONS

Obligation to Insure for Bodily Injury Claims

Owner will require the Contractor and its subcontractors to purchase insurance to cover claims and other expenses, including the cost of defense, asserted against the Architect, its agents, employees and consultants for bodily injury, sickness, disease or death caused by any negligent act or omission of the Contractor, any subcontractor, anyone directly or indirectly employed by them or anyone for whose acts any of them may be liable. Such insurance shall state: "The coverage afforded the additional insureds shall be primary insurance for the insured or additionally insureds with respect to claims arising out of operations performed by or on behalf of the named insured. If the additional insureds have other insurance, which is applicable to the loss, such other insurance shall be treated as excess or contingent coverage. The extent of the insured's liability under this insurance policy shall not be reduced by the existence of such other insurance."

Job Site Safety

Notwithstanding any contrary or potentially ambiguous description of the Architect's services, it is intended that the Architect shall have no responsibility for job site safety on the project. The Contractor and subcontractors shall have full responsibility for job site safety on the Project. The Contractor and subcontractors shall have full responsibility for all safety programs and precautions in connection with the Work. When the Architect is present at the site, such presence shall be only for the purpose of endeavoring to protect the Owner against deviations or defects in the completed construction Work, and the Architect shall have no authority to take any action whatsoever on the site regarding safety precautions or procedures. No provision of this Agreement shall be interpreted to confer upon the Architect any duty owed under common law, under OSHA, or any other statute or regulation to construction workers or any other party regarding safety or the prevention of accidents at the job site.

END

Information on the Establishment and Guidelines for a Library Foundation

PURPOSE:

The intent of this document is to provide a short account of how a Foundation is set up, what it does, and what its relationship to its 'parent' organization is once it is established.

PRE-INCORPORATION

1. Select a unique name to register under (can check through a web portal to verify that your choice is unique)
2. Select at least three individuals to be the initial trustee board

INCORPORATION

1. Submission of Articles of Incorporation (Charter) – Form NP-102.10

a. FORM REQUIREMENTS:

- i. Corporate Name
- ii. Registered Agent and Office
 1. The name of the agent or office can be changed later via a Form NP-105.10
- iii. Duration
 1. How long the organization will exist, with perpetuity being the default
- iv. Purpose
 1. A general statement conforming to one of the accepted categories for the formation of a non-profit
 2. A more specific purpose elaborating on the general category
- v. Directors
 1. There have to be at least three directors
- vi. Incorporators
 1. Person or persons organizing the not for profit entity
- vii. Other Provisions
 1. Tax Exempt Status
 - a. If applying for tax exempt status, the IRS requires an elaboration of purposes, means for achieving them, procedures for dissolution, etc.
 - b. The statements here largely dictate what exempt status is granted
 2. Restrictions and Qualifications
 - a. Not required, but may list who can be a member, director, or officer
 3. Other Regulations
 - a. Any other regulations for the governing of the internal affairs of the corporation (optional)

b. Submission Requirements:

- i. Two copies of the Articles sent to Secretary of State
- ii. A \$50 certified check, money order, or cashier's check for the filing fee
- iii. For a \$25 fee, the Secretary of State offers to expedite the filing, guaranteeing filing within 24 hours of receipt of the Articles

c. Documentation

- i. Once certified and filed, both copies are stamped, one is filed and one is sent back to us

INITIAL SETUP

1. Approval of Bylaws

- a. We have copies of foundation bylaws from:
 - i. Lake Bluff Park District
 - ii. Waukegan Public Library
 - iii. Fremont Public Library
 - iv. Aurora Public Library (Pending)
- b. Establishment of officers according to bylaws

POST-INCORPORATION FILINGS

1. Federal Income Tax

- a. Must be incorporated and have received certified Articles of Incorporation back
- b. A necessary filing if you do not wish to pay a Federal Income Tax
- c. The filing cost is \$600
- d. To submit with Form 1023:
 - i. Application Form
 - ii. Copy of Articles of Incorporation
 - iii. Bylaws

2. Illinois Income Tax

- a. If you receive a Federal Exemption, you automatically do not have to pay Illinois taxes
- b. A filing is only necessary if you do not apply for Federal exemption or were turned down
- c. With Articles of Incorporation already on file, just the appropriate paperwork is needed
- d. There is no charge for filing

3. Illinois Attorney General Registration

- a. Per the Illinois Charitable Trust Act, any charitable entity that has held \$4,000 or more in the previous 12 months must file with the Illinois Attorney General's Office
- b. Initial filing is necessary, and requires:
 - i. Form CO-1: Registration Statement
 - ii. Form CO-2: Financial Information Form
 - iii. A copy of the instrument creating and governing the trust
 - iv. Articles of Incorporation and certificate of good standing, partnership agreement, bylaws, and other such organizational documents
 - v. A list of names, mailing addresses, and daytime telephone numbers of all trustees, directors, and officers
 - vi. An IRS determination letter, or a copy of a submitted IRS 1023 form, to prove 501C3 status
 - vii. Copies of any fundraising contracts
- c. A \$15 registration fee applies

Can the library spend public funds to establish a private Foundation?

Per the Illinois Local Library Act (75 ILCS 5/2-1) a tax for "library purposes" is authorized. While there is currently no case law to provide perfect clarity, the conventional wisdom is that founding or supporting a Foundation whose only purpose is to support the library fits the description.

Can the library spend time and money to maintain a Foundation?

Many libraries, such as Fremont, Waukegan, and Aurora, do just that. Waukegan and Aurora have staff members whose responsibility is Foundation business. While the practice is common enough for us to be on safe ground if we went this route, it would be ideal for the Foundation to pay its own way.

Can the Foundation cover the costs of incorporation and hiring consultants?

The obvious catch here is that payment of these costs is necessary to getting the Foundation up and running in the first place. However, once it IS up and running it could absolutely make a donation to the library to cover those earlier expenses.

Where are the boundaries here?

If it feels unclear where the lines are, that's because it is unclear. Practice varies and the law isn't crystal.

What is local experience?

I've reviewed the Vliet Center-Library Annex (VCLA) Committee records from 1998-2001 for local practice.

- The VCLA actually consisted of two different groups. These were:
 - The VCLA Fund, Inc. was formed for the Wood Building project and ended after that project was finished. This group did not include library board or staff members, but did include individuals who had previously been on the library board.
 - Library Trustees were involved in the founding of the Fund, but completed paperwork post-founding to exempt themselves once it was set up.
 - The Friends of the Library were charged with selecting the Library representatives to serve on the VCLA Fund board.
 - The VCLA Advisory Committee consisted of members of the library staff, library board, and museum board.
 - This would have kept current Board members from directly serving on the Fund, Inc. board while still allowing for a great deal of immediate collaboration.
- The two committees operated mostly in tandem. Most meetings were joint meetings.
- The VCLA billed itself as a 'Public-Private Partnership.'
- As the instrument of cooperation between the museum and library, expenses were handled through the VCLA.
- Many decisions required that both partner organizations approve VCLA recommendations.
- Both the library and the museum contributed funds from their own reserves to the VCLA as it worked on the project.

Statement of Participation in Nonresident Card Program

Whereas, **Title 23, Subtitle B, Chapter 1, Part 3050** (hereinafter referred to as 'the code'), **Section 3050.20(a)** of the **Illinois Administrative Code** requires that Public Libraries in the state of Illinois annually take action to decide whether or not to issue nonresident library cards, and;

Whereas, it is the intention of the Lake Bluff Public Library to participate in the non-resident program and offer service to individuals fitting the criteria established in **Section 3050.25** of the Code;

The Board of Library Trustees affirms the following:

The Lake Bluff Public Library will provide service to nonresidents owning property in incorporated Lake Bluff, according to **Section 3050.70** of the Code and in accordance with policy **CIR-2** as adopted by the Library Board of Trustees;

The Lake Bluff Public Library will provide service to nonresident homeowners not paying taxes to support any library and who fit the requirements of **Section 3050.25** using the Tax Bill Method as provided for by **Section 3050.60(b)(1)** of the Code and in accordance with policy **CIR-4** as adopted by the Library Board of Trustees;

The Lake Bluff Public Library will provide service to nonresident renters of single family dwellings not paying taxes to support any library and who fit the requirements of **Section 3050.25** by devising its own formula as allowed in **Section 3050.60(b)(2)** of the Code. The formula to be used shall be the Tax Bill Method listed in **Section 3050.60(b)(1)** of the Code and in accordance with policy **CIR-4** as adopted by the Library Board of Trustees;

The Lake Bluff Public Library will provide service to nonresident renters of multiple family dwellings not paying taxes to support any library and who fit the requirements of **Section 3050.25** by devising it's own formula as allowed in **Section 3050.60(b)(2)** of the Code and in accordance with policy **CIR-4** as adopted by the Library Board of Trustees. The library shall charge a flat rate of **\$16.00** per household.

Payment of a nonresident fee shall entitle all individuals who can meet the library's requirements for establishing permanent residency to a card. Nonresident cards shall be valid for one year from the date of payment if the card has expired or the non-resident is applying for the first time, or one year from the date of expiration of a current nonresident card if the nonresident is paying in advance to avoid a lapse in service. The Lake Bluff Public Library will place no restriction on the access of nonresident cardholders to whom it has issued a library card. Nonresident cards from other participating libraries will be honored with the same restrictions as are placed on all Reciprocal Borrowers by the library.

Approved by the Board of Library Trustees of the Lake Bluff Public Library on April 24, 2018, and in effect from July 1, 2018 until June 30, 2019.

Lake Bluff Public Library Nonresident Card Policies

CIR-3: Non-Resident Library Cards

Non-Resident Library Cards may be purchased by residents of unincorporated Lake Bluff properties that do not pay property taxes to specifically fund any local library. The cost of library service for residents outside the boundaries of incorporated Lake Bluff is determined by the taxable valuation of the property multiplied by the 26 current tax rate for library service for Lake Bluff taxpayers. Non-Resident fees are charged on an annual basis and provide library cards for the entire household. When necessary, the Library Board of Trustees may make adjustments to that formula within the extent allowed by law. By law non-Resident Cards are valid for one year from the date of payment. Non-Resident cardholders are entitled to the same privileges and access as Resident cardholders.

CIR-3.1: Applicants Who Own Unincorporated Lake Bluff Property, But Do Not Live in Lake Bluff

Individuals who own eligible unincorporated Lake Bluff properties but do not reside in Lake Bluff may purchase a Non-Resident card. Applicants must meet the requirements listed in CIR-1 and CIR-2.1. By law only one such card will be issued for each parcel of property and will be valid for one year

Director's Report – April, 2018

Staff Member Departure

Staff member Linda Biondi submitted her resignation this month. Linda has been a great addition to the staff this past year and we are sorry to see her go. We wish her all the best in the next stage of her life. We are fortunate that former Youth Services staff member Regina Ruocco has moved back into the area and had been seeking part-time employment. She makes for a skilled, comfortable, and familiar addition while Head of Youth Services Eliza Jarvi continues her leave of absence.

Statistics for March, 2018

March 2018 was another down month statistically. The flu season is finally coming to an end, but colder weather and nastier strains prolonged the season and its impact. As noted in last month's Report there is a strong correlation between our winter statistics and the severity of the flu season. Whether a patron is sick themselves, covering responsibilities for sick family, or avoiding public spaces in the hopes of staying healthy the net result is lower Library usage. Similar dips in Library usage occurred in 2014-2015 and 2009-2010, both of which were also marked by worse than normal flu seasons.

Deep Clean Planned

In discussion amongst staff members following the recent focus group meeting, the need for an annual 'deep cleaning' of the Library was recognized. I have gathered together staff feedback on the particulars of what needs doing (cobwebs, cleaning carpet, cleaning upholstery, etc.) and Lyndy Jensen is handling implementation of the cleaning with our cleaning crew.

Phyllis Fox Award's Ceremony

The Award's Ceremony for this year's Phyllis Fox Writing Contest will be held on Wednesday, May 9th at 7pm. The venue this year will be the Lake Bluff Elementary School; let's make a strong impression with a good turnout!

Fundraising Feasibility Study

Letters to potential study participants were sent out in four (4) batches roughly two weeks apart. The follow up phone calls I have made have gone well, with sixteen (20) interviews scheduled already. Nineteen (19) of the twenty (20) have already occurred. Interest in participating in the study has been strong. Don Souhrada has invited Trustees to participate in the feasibility study interviews; Trustee participation will not count toward the 35 contracted interviews. Let me know if you would like to participate!

ESL Instruction

Head of Circulation and Reference Liliana LaValle reports that ESL conversation hours are going great. Meetings have been attended by four (4) to six (6) individuals, with a constant core of three (3) attendees. The

program has been very well received by attendees; it will be on hiatus over the summer as volunteers Kavita and Yoomi will be traveling and/or spending time with family.

Head of Youth Service's Ongoing Leave

Eliza Jarvi's leave of absence continues with minimal disruption of service. Eliza did an amazing job planning ahead, and Christine Johnson has done an amazing job (with the support of the rest of the Youth Services staff) of keeping things on the level from day to day. The result has been amazingly smooth and nearly free of headaches.

Birthday Program in Youth Services

Christine reports that this month we implemented our new Birthday Program, a suggestion from our focus groups. On a child's birthday, he or she may visit Youth Services to choose a sticker to decorate his or her library card holder, a lanyard to keep track of it, and a special bookmark. Christine also reports that upcoming programs include: A Slime Workshop, a Pajama Storytime, two Book Clubs, a Theatre Program, and a STEM: Scramble Challenge.

Ongoing Roof Leak

The leak in the staff work room returned with a vengeance during the rain on April 14-15. Workstations have been rearranged, and a large green tarp now occupies the southeast corner of the room. My preference would be to not spend any money patching or locating the holes in a roof that is to be replaced in 5-6 months. However, a regular leak of this scale could be disruptive and damaging; we are looking into cost-effective ways to address the issue in the short term.

Respectfully submitted,

Eric Scott Bailey

Friends of the Library Meeting Dates

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

2018 Meeting Dates

January 20 at 10:00am – KATHY MEIERHOFF

February 17 at 10:00am – KATE JACKSON

April 21 at 10:00am – JANIE JERCH

May 19 at 10:00am – TIM KREGOR

June 16 at 10:00am – KATE JACKSON

September 15 at 10:00am – SCOT BUTLER

October 20 at 10:00am – KATHLEEN MEIERHOFF

November 17 at 10:00am – CAL STROH

Respectfully submitted,

Eric Scott Bailey
Library Director

13A

Measure	This month		Past 6 months		Past 12 months		FY to date	
Points of Service	24,475	-16.21%	146,912	-11.69%	325,881	21.61%	297,949	-8.15%
Database Interactions	1,943	-39.90%	11,370	-43.65%	29,418	-28.81%	25,234	-33.10%
Patron Interactions	13,829	-13.97%	84,580	-9.28%	181,894	64.05%	167,605	-7.28%
Circulation	8,703	-12.11%	50,962	-3.75%	114,569	-1.05%	105,110	-0.75%
Circulation	8,703	-12.11%	50,962	-3.75%	114,569	-1.05%	105,110	-0.75%
Books and Magazines	4,969	-2.89%	27,801	0.17%	64,523	1.93%	59,489	1.61%
Electronic	1,210	-30.02%	9,439	2.69%	19,972	4.82%	17,933	7.18%
AV	2,524	-17.41%	13,722	-14.25%	30,074	-10.04%	27,688	-9.59%
Patron Interactions	13,829	-13.97%	84,580	-9.28%	181,894	64.05%	167,605	-7.28%
Website Visits	7,479	-12.48%	45,827	-10.34%	93,646	-9.64%	86,033	-8.93%
In-Person Visits	6,350	-15.66%	38,753	-8.00%	88,248	1,118.05%	81,572	-5.48%
Books and Magazines	4,969	-2.89%	27,801	0.17%	64,523	1.93%	59,489	1.61%
Adult	2,413	4.50%	13,051	5.16%	27,293	3.76%	25,144	4.25%
Teen	120	-25.47%	619	-31.22%	1,689	-20.70%	1,598	-20.30%
Children	2,436	-7.97%	14,131	-2.15%	35,541	1.93%	32,747	0.99%
Electronic	1,210	-30.02%	9,439	2.69%	19,972	4.82%	17,933	7.18%
Adult	1,033	-33.91%	8,633	3.87%	17,826	3.56%	15,898	5.75%
Teen	73	-7.59%	400	-9.91%	803	-20.10%	758	-17.61%
Children	104	19.54%	406	-7.09%	1,343	61.03%	1,277	64.14%
AV	2,524	-17.41%	13,722	-14.25%	30,074	-10.04%	27,688	-9.59%
Adult	2,005	-17.35%	10,916	-13.04%	23,238	-8.55%	21,337	-8.12%
Teen	0	0.00%	2	-66.67%	11	-8.33%	9	-10.00%
Children	519	-17.62%	2,804	-18.56%	6,825	-14.76%	6,342	-14.20%
In-Person Visits	6,350	-15.66%	38,753	-8.00%	88,248	1,118.05%	81,572	-5.48%
Programming Attendees	387	-13.23%	2,383	-5.29%	6,865	-5.24%	6,413	-6.65%
Adult	94	-52.76%	687	-20.12%	1,473	-9.02%	1,356	-6.16%
Teen	2	-83.33%	55	-35.29%	187	-5.08%	181	-0.55%
Children	291	23.83%	1,641	4.46%	5,205	-4.13%	4,876	-7.00%
Other In-Person Visits	5,963	-15.81%	36,370	-8.18%	81,383	0.00%	75,159	-5.37%

- "Past 6 months" covers the time period from October 2017 through March 2018 inclusive and "Past 12 months" covers the time period from April 2017 through March 2018 inclusive.
- The percentages reflect the changes between the present and this same time span in the previous year:
 - "This month": March 2018 - March 2017 / March 2017
 - "Past 6 months": (October 2017 ... March 2018) - (October 2016 ... March 2017) / (October 2016 ... March 2017)
 - "Past 12 months": (April 2017 ... March 2018) - (April 2016 ... March 2017) / (April 2016 ... March 2017)
 - "FY to date": (May 2017 ... March 2018) - (May 2016 ... March 2017) / (May 2016 ... March 2017)



Please Join Us

at the The Lake Bluff Public Library's
32nd Annual Phyllis Fox Memorial
Writing Contest
and the
29th Annual Bookmark Design Contest
Award Recognition Ceremony

At 7:00 pm
in the Multi-Purpose Room at
Lake Bluff Elementary School
Wednesday, May 9, 2018

Please help us to
recognize and honor
the hard work and creativity of our
young writers and artists!

