

February 20th, 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	Consent Agenda	
	Minutes of January 16th, 2018 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)	
	January Detailed Revenue & Expense Report (action)	4A-4F
	January Detailed Balance Sheet (action)	5A-5C
6	Approval of Checks (Green) (5 minutes)(7:14pm)	
	January Check Disbursement Report (action)	6A-6G
7	Committee Reports (10 minutes)(7:24pm)	
8	New Business	
	Discussion of Long Range Planning Process (10 minutes)(7:34pm)	7A-7B
9	Old Business	
	Fundraising and Building Project (5 minutes)(7:39pm)	
	Budget for FY 2018-2019: Final Reading (action)(10 minutes)(7:49pm)	8A-8N
10	Director's Report (5 minutes)(7:54pm)	
	Librarian's Narrative Report	9A-9B
11	Executive Session(s)	
12	Any and All Other Business ...	
13	Adjournment (1 minute)(7:55pm)	
14	Attachments	
	Friends Attendees for Calendar Year 2018	10A
	Statistics for January, 2018	11A
	Timeline of Building Project	12A-12I

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, February 20th, 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. Approval of Minutes**
 - a. Approval of Minutes of January 16th, 2018 Board Meeting (action)(2 minutes)(7:04pm)
- 5. January 2018 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (action) (5 minutes)(7:09pm)**
 - a. January Detailed Revenue & Expense Report
 - b. January Detailed Balance Sheet
- 6. Approval of checks (Green Pages) (5 minutes)(7:14pm)**
 - a. January Monthly Checks (13375-13420)(action)
- 7. Committee Reports (10 minutes)(7:24pm) (Met)**
 - a. Finance Committee (CHAIR: Kregor. MEMBERS: Butler.) (Did not meet)
 - b. Building and Grounds Committee (CHAIR: Schons. MEMBERS: Jerch, Meierhoff, and Stroh.)
 - c. Bylaw and Policy Committee (CHAIR: Stroh. MEMBERS: Schons.)
 - d. Human Resources Committee (CHAIR: Butler. MEMBERS: Jerch and Meierhoff.)
 - 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.)
- 8. New Business**
 - a. Discussion of Long Range Planning Process (10 minutes)(7:34pm)
- 9. Old Business**
 - a. Fundraising and Building Project (5 minutes)(7:39pm)
 - b. Budget for FY 2018-2019: Final Reading (action)(10 minutes)(7:49pm)

10. Director's Report (5 minutes)(7:54pm)

- a. Director's Narrative Report

11. Executive Session(s)

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

12. Any and all other business which may properly come before the Board**13. Adjournment (1 minute)(7:55pm)****Attachments:**

Upcoming Friends Meetings

January Statistics Report

Timeline of Building Project

Budget for FY 2018-2019

Long Range Planning Summary

Upcoming Board Meetings: March 20, April 17, and May 15, 2018.

Lake Bluff Public Library
Board Library Trustees Meeting Minutes
Tuesday, January 16, 2018 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 7:04 pm. Present were Trustees Kate Jackson, Janie Jerch, Tim Kregor, Carl Schons, Cal Stroh; also Library Director Eric Bailey, Martha O'Hara, and Eliza Jarvi. Trustee Scot Butler was absent.
2. **Additions & Corrections to the Agenda:** There were none.
3. **Opportunity for Public to Address the Board:** There were no comments.
4. **Approval of Minutes:** Stroh moved and Schons seconded a motion to accept the minutes of the Dec. 12, 2017 Board Meeting as written; all voted aye.
5. **November and December Financial Reports**-Detailed Balance and Revenue/Expense (Yellow Pages): Stroh moved and Jackson seconded a motion to accept the November and December Financial Reports; all voted aye.
6. **Approval of Checks (Green Pages):**
 - a. December Monthly Checks: Stroh moved and Schons seconded a motion to accept the December checks (13333-13341, 13343-13374); all voted aye. Check # 13342 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 Dec. 13 to discuss possible timelines and scenarios for repair or replacement of the roof.
- b. Bylaw and Policy (**CHAIR:** Stroh, **MEMBER:** Schons) Stroh reported that the committee met to discuss medical leave/maternity and paternity leave policy.

(Committees that did not meet)

- c. Finance (**CHAIR:** Kregor, **MEMBER:** Butler)
- d. Human Resources (**CHAIR:** Butler, **MEMBER:** Jackson) This committee did not meet, but Meierhoff noted that Butler has completed Bailey's mid-year review.
- e. Long Range Planning (**CHAIR:** Jackson, **MEMBERS:** Kregor and Schons)
- f. Outreach (**CHAIR:** Kregor, **MEMBER:** Jackson) This committee did not meet, but Jackson reported that they have met with members of the community from ages 5 to 85 in various focus groups, and that their strategy report will be ready by the first week in May. Also, trustees will interview Lake Bluff leaders.
- g. Building and Grounds (**CHAIR:** Schons, **MEMBERS:** Jerch, Meierhoff, and Stroh)
- h. Intergovernmental (**CHAIR:** Bailey, **MEMBERS:** Jerch and Stroh)

8. **New Business:**

- a. Stroh moved and Jackson seconded a motion to extend a Resolution of Congratulations for Eliza Jarvi; all voted aye.
- b. Stroh moved and Jackson seconded a motion to extend a Resolution of Congratulations for Liliana LaValle; all voted aye.

- c. Stroh moved and Jackson seconded a motion to extend a Resolution of Congratulations for Claire Osada; all voted aye.
- d. Medical Leave Policy: Schons moved and Stroh seconded a motion to approve the new Medical Leave Policy as written; all voted aye.

9. Old Business:

- a. Fundraising and Building Project: Bailey reported that the prospectus is now ready and that the letter to prospective donors is under review. Bailey will find out when the letters are expected to go out. Members of the *ad hoc* committee will be sent prospectuses as well. The final report will be ready in 2-3 months.

10. Director's Report Highlights:

- a. Further collaboration with the Lake Bluff Brewery, including a batch of beer with a library-themed name, is in the works. (woo-hoo!)
- b. Holiday programming was a success, and two former staffers rejoined us during their college winter breaks to help cover regular staff seeking vacation time.
- c. New youth programs and collaboration with the Senior Center are coming.
- d. The Community Survey recently conducted showed that the Library was rated highest in 'esteem' amongst the agencies listed by the respondents.
- e. Lyndy Jensen has arranged for a new database called Kanopy for streaming video.

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: Stroh moved and Schons seconded a motion to adjourn the meeting; all voted aye. The meeting was adjourned at 8:27 pm.

Respectfully Submitted,

Janie Jerch

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
 PERIOD ENDING 01/31/2018

4A

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 01/31/18 INCR (DECR)	ACTIVITY FOR MONTH 01/31/17 INCR (DECR)	YTD BALANCE 01/31/2018 NORM (ABNORM)	YTD BALANCE 01/31/2017 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	188.36	29.93	895,528.44	885,631.27	897,115.00	99.82
PROPERTY TAX		188.36	29.93	895,528.44	885,631.27	897,115.00	99.82
SERVICES							
080-300-34235	PHOTO-COPY CHARGES	152.50	197.45	1,610.23	1,626.00	2,200.00	73.19
080-300-34250	NON-RESIDENT FEES	277.75	470.72	4,382.12	4,923.95	7,000.00	62.60
080-300-34260	PASSPORT FEES	0.00	0.00	0.00	0.00	2,000.00	0.00
SERVICES		430.25	668.17	5,992.35	6,549.95	11,200.00	53.50
FINES							
080-300-35700	RENTAL FINES	719.54	971.79	8,519.89	8,698.06	12,500.00	68.16
FINES		719.54	971.79	8,519.89	8,698.06	12,500.00	68.16
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	390.00	390.00	390.00	390.00	0.00	100.00
080-300-37020	SCHOOL DIST 65 IGA	0.00	0.00	0.00	0.00	2,000.00	0.00
080-300-38310	CONTRIBUTIONS/DONATIONS	12.26	302.68	5,924.37	481.03	0.00	100.00
080-300-38315	RESTRICTED DONATIONS	0.00	3,587.57	1,212.79	9,185.30	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	92.00	136.70	1,316.47	2,074.78	2,500.00	52.66
MISCELLANEOUS REVENUE		494.26	4,416.95	11,002.99	16,450.45	12,400.00	88.73
INTEREST EARNINGS							
080-300-37500	INTEREST EARNINGS	911.24	417.07	6,439.73	2,729.57	2,500.00	257.59
INTEREST EARNINGS		911.24	417.07	6,439.73	2,729.57	2,500.00	257.59
Total Dept 300 - REVENUE		2,743.65	6,503.91	927,483.40	924,470.10	935,715.00	99.12
TOTAL REVENUES		2,743.65	6,503.91	927,483.40	924,470.10	935,715.00	99.12

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REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
PERIOD ENDING 01/31/2018

4B

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 01/31/18 INCR (DECR)	ACTIVITY FOR MONTH 01/31/17 INCR (DECR)	YTD BALANCE 01/31/2018 NORM (ABNORM)	YTD BALANCE 01/31/2017 NORM (ABNORM)	2017-18 AMENDED BUDGET	% BGD USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY Expenditures							

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
 PERIOD ENDING 01/31/2018

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 01/31/18 INCR (DECR)	ACTIVITY FOR MONTH 01/31/17 INCR (DECR)	YTD BALANCE 01/31/2018 NORM (ABNORM)	YTD BALANCE 01/31/2017 NORM (ABNORM)	2017-18 AMENDED BUDGET	% BGD USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	19,548.44	15,857.12	182,134.68	217,543.49	323,000.00	56.39
080-603-40030	STAFF SALARIES	21,394.91	25,208.04	192,768.04	148,445.37	180,000.00	107.09
SALARIES		40,943.35	41,065.16	374,902.72	365,988.86	503,000.00	74.53
BENEFITS							
080-603-40400	MEDICAL INSURANCE	7,681.43	12,456.87	49,678.63	56,555.73	74,000.00	67.13
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	275.00	215.00	250.00	110.00
080-603-40970	EMPLOYER FICA TAX	2,778.78	3,045.31	27,687.16	27,191.76	37,000.00	74.83
080-603-40980	IMRF RETIREMENT CONTRIBUTION	2,966.95	3,502.28	29,404.40	31,590.45	46,000.00	63.92
BENEFITS		13,427.16	19,004.46	107,045.19	115,552.94	157,250.00	68.07
CONTRACTS							
080-603-41000	MAINTENANCE-BUILDING	2,918.56	5,445.34	26,675.40	26,125.37	24,000.00	111.15
080-603-41020	ELEVATOR MAINTENANCE	906.00	944.00	2,350.74	982.00	1,500.00	156.72
080-603-41050	MAINTENANCE-GROUNDS	825.00	275.00	4,253.94	4,069.92	7,000.00	60.77
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	794.57	58.23	2,567.70	3,810.54	5,500.00	46.69
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	9.00	0.00	12,357.32	36.00	1,000.00	1,235.7
080-603-41350	LEGAL SERVICES	2,835.00	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		8,288.13	6,722.57	65,420.10	58,996.33	60,965.00	107.31
COMMODITIES							
080-603-42400	PROFESSIONAL DEVELOPMENT	134.00	0.00	1,958.00	1,770.00	3,000.00	65.27
080-603-42440	DUES	37.00	35.00	2,154.31	2,187.93	2,000.00	107.72
080-603-43230	UTILITIES	412.09	893.51	9,632.13	10,533.39	13,500.00	71.35
080-603-43300	POSTAGE	0.00	0.00	1,184.72	1,076.51	2,500.00	47.39
080-603-43410	PRINTING/E-NEWSLETTER	1,635.00	0.00	5,967.89	6,874.29	9,500.00	62.82
080-603-43550	OFFICE SUPPLIES	848.54	541.34	4,406.22	4,790.33	5,000.00	88.12
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	60.53	70.80	1,220.53	1,332.38	2,000.00	61.03
080-603-43668	TECHNICAL SERVICES SUPPLIES	1,455.28	279.80	4,548.31	2,547.26	4,000.00	113.71
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	0.00	812.40	242.93	500.00	162.48
080-603-43710	ADULT PROGRAM SUPPLIES	587.22	77.14	5,354.34	3,856.16	6,000.00	89.24
080-603-43720	JUVENILE PROGRAM SUPPLIES	63.37	40.79	3,953.99	4,180.37	6,000.00	65.90
080-603-43730	OUTREACH SUPPLIES	25.00	25.00	391.24	660.45	1,000.00	39.12
080-603-43740	TEEN PROGRAM SUPPLIES	35.46	28.58	1,192.10	1,058.81	1,500.00	79.47
COMMODITIES		5,293.49	1,991.96	42,776.18	41,110.81	56,500.00	75.71
PROGRAM EXPENSES							
080-603-46100	MISCELLANEOUS EXPENSES	25.80	225.80	556.32	767.10	2,000.00	27.82
PROGRAM EXPENSES		25.80	225.80	556.32	767.10	2,000.00	27.82

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

4D

PERIOD ENDING 01/31/2018

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 01/31/18 INCR (DECR)	ACTIVITY FOR MONTH 01/31/17 INCR (DECR)	YTD BALANCE 01/31/2018 NORM (ABNORM)	YTD BALANCE 01/31/2017 NORM (ABNORM)	2017-18 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
CAPITAL EQUIPMENT							
080-603-45000	ADULT NON-FICTION BOOKS	2,088.21	939.27	11,872.78	10,092.73	17,000.00	69.84
080-603-45100	ADULT FICTION BOOKS	1,509.06	1,278.39	11,234.64	10,382.26	15,500.00	72.48
080-603-45110	ADULT LARGE PRINT MATERIAL	17.94	86.09	264.00	339.15	500.00	52.80
080-603-45200	ADULT AUDIO VISUAL MATERIAL	978.40	1,176.76	10,241.12	10,800.20	15,500.00	66.07
080-603-45220	ADULT REFERENCE/E-REFER	3,444.60	1,852.00	15,095.38	13,549.00	22,000.00	68.62
080-603-45400	JUVENILE NON-FICTION	1,425.44	308.99	4,010.15	2,272.64	7,000.00	57.29
080-603-45410	PICTURE BOOKS, READERS	649.57	1,405.68	4,987.30	4,970.44	4,500.00	110.83
080-603-45420	JUVENILE FICTION	1,136.66	327.18	5,954.68	5,379.46	10,000.00	59.55
080-603-45430	JUVENILE AUDIO-VISUAL	104.37	17.96	1,263.18	627.81	1,000.00	126.32
080-603-45440	JUVENILE E-REFERENCE	0.00	0.00	334.33	334.33	500.00	66.87
080-603-45450	TEEN BOOKS	433.11	374.98	2,251.60	2,130.16	2,750.00	81.88
080-603-45460	E-BOOKS	888.50	0.00	7,917.38	5,923.86	12,000.00	65.98
080-603-45470	GRAPHIC NOVELS	0.00	14.73	314.86	252.94	500.00	62.97
080-603-45500	PERIODICALS	954.76	643.00	6,952.57	6,339.24	6,750.00	103.00
080-603-45510	VIDEO GAMES	19.59	147.91	3,021.06	2,714.44	3,500.00	86.32
080-603-45520	TRENDING TITLES	116.49	0.00	878.04	0.00	2,000.00	43.90
080-603-45600	PATRON & STAFF SOFTWARE	191.75	183.95	3,350.86	3,169.06	4,000.00	83.77
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	1,990.00	264.99	10,644.00	1,000.00	26.50
080-603-58100	COMPUTER EQUIPMENT	104.94	122.94	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		14,063.39	10,869.83	121,794.82	144,539.13	162,000.00	75.18
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		82,041.32	79,879.78	712,495.33	726,955.17	967,715.00	73.63
TOTAL EXPENDITURES		82,041.32	79,879.78	712,495.33	726,955.17	967,715.00	73.63
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		2,743.65	6,503.91	927,483.40	924,470.10	935,715.00	99.12
TOTAL EXPENDITURES		82,041.32	79,879.78	712,495.33	726,955.17	967,715.00	73.63
NET OF REVENUES & EXPENDITURES		(79,297.67)	(73,375.87)	214,988.07	197,514.93	(32,000.00)	671.84

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
 PERIOD ENDING 01/31/2018

48

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 01/31/18 INCR (DECR)	ACTIVITY FOR MONTH 01/31/17 INCR (DECR)	YTD BALANCE 01/31/2018 NORM (ABNORM)	YTD BALANCE 01/31/2017 NORM (ABNORM)	2017-18 AMENDED BUDGET	% BDGT USED
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
		0.00	0.00	3,253.40	0.00	9,411.00	34.57
MISCELLANEOUS REVENUE							
082-300-38300	UNRESTRICTED DONATIONS/CONTRIB	200.00	0.00	200.00	0.00	1,000.00	20.00
082-300-38315	RESTRICTED DONATIONS	315.00	0.00	315.00	0.00	15,000.00	2.10
		515.00	0.00	515.00	0.00	16,000.00	3.22
Total Dept 300 - REVENUE		515.00	0.00	3,768.40	0.00	25,411.00	14.83
TOTAL REVENUES		515.00	0.00	3,768.40	0.00	25,411.00	14.83
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
CONTRACTS							
082-603-44810	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	0.00	2,484.76	4,411.00	0.00
		0.00	0.00	0.00	2,484.76	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
		0.00	0.00	0.00	0.00	5,000.00	0.00
PROGRAM EXPENSES							
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	329.99	1,936.51	6,526.94	3,559.05	16,000.00	40.79
		329.99	1,936.51	6,526.94	3,559.05	16,000.00	40.79
Total Dept 603 - LIBRARY ADMINISTRATION		329.99	1,936.51	6,526.94	6,043.81	25,411.00	25.69
TOTAL EXPENDITURES		329.99	1,936.51	6,526.94	6,043.81	25,411.00	25.69
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		515.00	0.00	3,768.40	0.00	25,411.00	14.83
TOTAL EXPENDITURES		329.99	1,936.51	6,526.94	6,043.81	25,411.00	25.69
NET OF REVENUES & EXPENDITURES		185.01	(1,936.51)	(2,758.54)	(6,043.81)	0.00	100.00

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
 PERIOD ENDING 01/31/2018

4E

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 01/31/18 INCR (DECR)	ACTIVITY FOR MONTH 01/31/17 INCR (DECR)	YTD BALANCE 01/31/2018 NORM (ABNORM)	YTD BALANCE 01/31/2017 NORM (ABNORM)	2017-18 AMENDED BUDGET	% BDGT USED
TOTAL REVENUES - ALL FUNDS		3,258.65	6,503.91	931,251.80	924,470.10	961,126.00	96.89
TOTAL EXPENDITURES - ALL FUNDS		82,371.31	81,816.29	719,022.27	732,998.98	993,126.00	72.40
NET OF REVENUES & EXPENDITURES		<u>(79,112.66)</u>	<u>(75,312.38)</u>	<u>212,229.53</u>	<u>191,471.12</u>	<u>(32,000.00)</u>	<u>663.22</u>

5A

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	(2,668.85)	(10,226.94)
	A/R - OTHER	(2,668.85)	(10,226.94)
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	55,119.50	53,218.10
080-100-10070	CASH DRAWER OVER/SHORT	0.00	(108.81)
080-100-10075	PETTY CASH	150.00	150.00
080-100-10110	ILLINOIS FUND (IPTIP)	521,598.27	770,121.18
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	8,576.43	10,740.07
	CASH/INVESTMENTS	585,446.00	834,122.34
DUE TO OTHER FUNDS			
080-000-00001	DUE TO/FROM OTHER FUNDS	0.00	(3,768.10)
	DUE TO OTHER FUNDS	0.00	(3,768.10)
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	1,717,249.97
*** 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	35,195.30
	ACCOUNTS PAYABLE	12,883.22	35,195.30
A/P - OTHER			
80-200-20245	ICMA 457 PLAN PAYABLE	0.00	50.00
	A/P - OTHER	0.00	50.00
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

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Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Liabilities ***			
080-200-24000	UNAVAILABLE PROPERTY TAXES UNAVAILABLE PROPERTY TAXES	897,122.67	897,122.67
	UNAVAILABLE PROPERTY TAXES	897,122.67	897,122.67
	Total Liabilities	929,576.90	951,938.98
*** Fund Balance ***			
080-290-29000	NET POSITION/FUND BALANCE 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		214,988.07
	Ending Fund Balance		765,310.99
	Total Liabilities And Fund Balance		1,717,249.97

Fund 082 LIBRARY GRANTS & GIFTS FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
082-100-11360	A/R - OTHER GRANTS RECEIVABLE	4,410.80	4,410.80
	A/R - OTHER	<u>4,410.80</u>	<u>4,410.80</u>
082-100-10000	CASH/INVESTMENTS CHECKING ACCT - LF BANK & TRST	(15,525.57)	(21,524.00)
	CASH/INVESTMENTS	<u>(15,525.57)</u>	<u>(21,524.00)</u>
082-000-00001	DUE TO OTHER FUNDS 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	(11,114.77)	(13,660.10)
*** Liabilities ***			
082-200-20000	ACCOUNTS PAYABLE ACCOUNTS PAYABLE	116.78	329.99
	ACCOUNTS PAYABLE	<u>116.78</u>	<u>329.99</u>
	Total Liabilities	116.78	329.99
*** Fund Balance ***			
082-290-29000	NET POSITION/FUND BALANCE 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	(11,231.55)	(11,231.55)
	Beginning Fund Balance		(11,231.55)
	Net of Revenues VS Expenditures		(2,758.54)
	Ending Fund Balance		(13,990.09)
	Total Liabilities And Fund Balance		(13,660.10)

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

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Banks: LIBCK, LIBEP

GA

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
01/24/2018	LIBCK	13375	3067912-2	ACCESS ONE, INC.	UTILITIES	080-603-43230	468.49
01/24/2018	LIBCK	13376	SPE011218	CARRIE SPEZZANO	ADULT PROGRAM SUPPLIES	080-603-43710	11.18
		13376	SPE011218		JUVENILE PROGRAM SUPPLIES	080-603-43720	15.98
							27.16
01/24/2018	LIBCK	13377	JOH011718	CHRISTINE JOHNSON	JUVENILE PROGRAM SUPPLIES	080-603-43720	15.66
01/24/2018	LIBCK	13378	HOR011018	JENNIFER S. HORAN	ADULT PROGRAM SUPPLIES	080-603-43710	16.98
01/24/2018	LIBCK	13379	JOH010818	JOHNS HOPKINS UNIVERSIT	PERIODICALS	080-603-45500	118.00
01/24/2018	LIBCK	13380	KDEP-1616	KANOPY LLC	ADULT REFERENCE/E-REFER	080-603-45220	1,500.00
01/24/2018	LIBCK	13381	RSL1127621	ROSEN PUBLISHING &	JUVENILE NON-FICTION	080-603-45400	284.35
01/24/2018	LIBCK	13382	102515208	VANTAGEPOINT TRANSFER A	ICMA 457 PLAN PAYABLE	080-200-20245	800.00
01/24/2018	LIBCK	13383	04996-IV	WINSTON ELECTRIC, INC.	MAINTENANCE-BUILDING	080-603-41000	750.00
02/07/2018	LIBCK	13384	CAR012918	FIRST BANKCARD	PATRON & STAFF SOFTWARE	080-603-45600	181.80
02/07/2018	LIBCK	13385	MCO012918	FIRST BANKCARD	PROFESSIONAL DEVELOPMENT	080-603-42400	99.00
		13385	MCO012918		OUTREACH SUPPLIES	080-603-43730	25.00
		13385	MCO012918		PATRON & STAFF SOFTWARE	080-603-45600	9.95
		13385	MCO012918		USE OF DONATIONS/TEMPORARY E	082-603-99999	29.99
							163.94
02/07/2018	LIBCK	13386	LIL012918	FIRST BANKCARD	DUES	080-603-42440	37.00
02/07/2018	LIBCK	13387	ERI012918	FIRST BANKCARD	MAINTENANCE-BUILDING	080-603-41000	83.00
		13387	ERI012918		PROFESSIONAL DEVELOPMENT	080-603-42400	35.00
		13387	ERI012918		MISCELLANEOUS EXPENSES	080-603-46100	25.80
							143.80
02/07/2018	LIBCK	13388	ELI012918	FIRST BANKCARD	JUVENILE PROGRAM SUPPLIES	080-603-43720	31.73
		13388	ELI012918		TEEN PROGRAM SUPPLIES	080-603-43740	35.46
							67.19
02/07/2018	LIBCK	13389	592905	HOME DEPOT CREDIT SERVI	MAINTENANCE-BUILDING	080-603-41000	17.96
		13389	5053092		MAINTENANCE-BUILDING	080-603-41000	16.70
		13389	3560105		MAINTENANCE-BUILDING	080-603-41000	1.48
		13389	6581163		MAINTENANCE-BUILDING	080-603-41000	1.68
		13389	2576962		MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	28.94

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		13389	2101731		MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	(9.97)
							56.79
02/07/2018	LIBCK	13390	12456	VOUGUE PRINTERS	PRINTING/E-NEWSLETTER	080-603-43410	1,635.00
02/14/2018	LIBCK	13391	2742	121 ELEVATOR INCORPORAT	TECHNICAL SERVICES SUPPLIES	080-603-43668	745.00
02/14/2018	LIBCK	13392	3179892	ACCESS ONE, INC.	UTILITIES	080-603-43230	612.09
02/14/2018	LIBCK	13393	648748699683	AMAZON	TECHNICAL SERVICES SUPPLIES	080-603-43668	(2.59)
		13393	469963755338		ADULT PROGRAM SUPPLIES	080-603-43710	8.90
		13393	853593448573		ADULT PROGRAM SUPPLIES	080-603-43710	25.16
		13393	454638379457		ADULT NON-FICTION BOOKS	080-603-45000	9.16
		13393	559979858356		ADULT NON-FICTION BOOKS	080-603-45000	336.35
		13393	568455998466		ADULT NON-FICTION BOOKS	080-603-45000	16.93
		13393	588895457976		ADULT NON-FICTION BOOKS	080-603-45000	87.12
		13393	448478855344		ADULT NON-FICTION BOOKS	080-603-45000	17.95
		13393	484337934948		ADULT NON-FICTION BOOKS	080-603-45000	24.99
		13393	465643343439		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.96
		13393	775476489945		ADULT AUDIO VISUAL MATERIAL	080-603-45200	22.51
		13393	448557649537		ADULT AUDIO VISUAL MATERIAL	080-603-45200	93.28
		13393	675673663393		ADULT AUDIO VISUAL MATERIAL	080-603-45200	57.04
		13393	493563594567		ADULT AUDIO VISUAL MATERIAL	080-603-45200	26.57
		13393	666554338765		ADULT AUDIO VISUAL MATERIAL	080-603-45200	40.78
		13393	439475437994		ADULT AUDIO VISUAL MATERIAL	080-603-45200	42.69
		13393	975674768898		ADULT AUDIO VISUAL MATERIAL	080-603-45200	50.56
		13393	673638376974		ADULT AUDIO VISUAL MATERIAL	080-603-45200	36.98
		13393	453696699647		ADULT AUDIO VISUAL MATERIAL	080-603-45200	31.95
		13393	733648873567		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.96
		13393	798957496434		ADULT AUDIO VISUAL MATERIAL	080-603-45200	27.49
		13393	438589583448		ADULT AUDIO VISUAL MATERIAL	080-603-45200	45.61
		13393	546684887857		ADULT AUDIO VISUAL MATERIAL	080-603-45200	10.99
		13393	439774935383		ADULT AUDIO VISUAL MATERIAL	080-603-45200	78.26
		13393	696856534557		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.99
		13393	455748983683		ADULT AUDIO VISUAL MATERIAL	080-603-45200	49.91
		13393	686483779677		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.96
		13393	963469695859		JUVENILE FICTION	080-603-45420	15.99
		13393	866588978946		JUVENILE AUDIO-VISUAL	080-603-45430	54.46
		13393	963469695859		JUVENILE AUDIO-VISUAL	080-603-45430	26.92
		13393	844877364735		JUVENILE AUDIO-VISUAL	080-603-45430	22.99
		13393	695394894477		VIDEO GAMES	080-603-45510	19.59

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		13393	439475437994		TRENDING TITLES	080-603-45520	40.78
		13393	683947677447		TRENDING TITLES	080-603-45520	14.96
							1,392.15
02/14/2018	LIBCK	13394	2033416444	BAKER & TAYLOR ENTERTAI	TECHNICAL SERVICES SUPPLIES	080-603-43668	36.50
		13394	2033427239		TECHNICAL SERVICES SUPPLIES	080-603-43668	7.15
		13394	2033424053		TECHNICAL SERVICES SUPPLIES	080-603-43668	8.00
		13394	2033428736		TECHNICAL SERVICES SUPPLIES	080-603-43668	8.30
		13394	2033435687		TECHNICAL SERVICES SUPPLIES	080-603-43668	5.40
		13394	2033429768		TECHNICAL SERVICES SUPPLIES	080-603-43668	0.65
		13394	2033430669		TECHNICAL SERVICES SUPPLIES	080-603-43668	23.95
		13394	2033443609		TECHNICAL SERVICES SUPPLIES	080-603-43668	27.00
		13394	2033444908		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.15
		13394	2033446431		TECHNICAL SERVICES SUPPLIES	080-603-43668	24.70
		13394	2033446433		TECHNICAL SERVICES SUPPLIES	080-603-43668	12.25
		13394	2033454470		TECHNICAL SERVICES SUPPLIES	080-603-43668	10.75
		13394	2033459360		TECHNICAL SERVICES SUPPLIES	080-603-43668	10.60
		13394	2033458605		TECHNICAL SERVICES SUPPLIES	080-603-43668	10.10
		13394	2033464901		TECHNICAL SERVICES SUPPLIES	080-603-43668	79.30
		13394	2033462489		TECHNICAL SERVICES SUPPLIES	080-603-43668	29.40
		13394	2033472122		TECHNICAL SERVICES SUPPLIES	080-603-43668	4.25
		13394	2033467222		TECHNICAL SERVICES SUPPLIES	080-603-43668	5.20
		13394	2033471016		TECHNICAL SERVICES SUPPLIES	080-603-43668	2.60
		13394	2033475873		TECHNICAL SERVICES SUPPLIES	080-603-43668	5.55
		13394	2033474484		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.80
		13394	2033474275		TECHNICAL SERVICES SUPPLIES	080-603-43668	14.15
		13394	2033479343		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.15
		13394	2033485224		TECHNICAL SERVICES SUPPLIES	080-603-43668	27.55
		13394	2033483849		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.30
		13394	2033491969		TECHNICAL SERVICES SUPPLIES	080-603-43668	22.45
		13394	2033497164		TECHNICAL SERVICES SUPPLIES	080-603-43668	10.10
		13394	2033497148		TECHNICAL SERVICES SUPPLIES	080-603-43668	6.35
		13394	2033424053		ADULT NON-FICTION BOOKS	080-603-45000	187.42
		13394	2033428736		ADULT NON-FICTION BOOKS	080-603-45000	182.33
		13394	2033435687		ADULT NON-FICTION BOOKS	080-603-45000	88.64
		13394	2033446433		ADULT NON-FICTION BOOKS	080-603-45000	248.52
		13394	2033458605		ADULT NON-FICTION BOOKS	080-603-45000	253.95
		13394	2033472122		ADULT NON-FICTION BOOKS	080-603-45000	91.93
		13394	2033467222		ADULT NON-FICTION BOOKS	080-603-45000	184.01
		13394	2033475873		ADULT NON-FICTION BOOKS	080-603-45000	105.03

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		13394	2033483849		ADULT NON-FICTION BOOKS	080-603-45000	32.93
		13394	2033491969		ADULT NON-FICTION BOOKS	080-603-45000	89.87
		13394	2033497148		ADULT NON-FICTION BOOKS	080-603-45000	131.08
		13394	2033427239		ADULT FICTION BOOKS	080-603-45100	171.43
		13394	2033454470		ADULT FICTION BOOKS	080-603-45100	226.09
		13394	2033459360		ADULT FICTION BOOKS	080-603-45100	208.04
		13394	2033474275		ADULT FICTION BOOKS	080-603-45100	316.10
		13394	2033491969		ADULT FICTION BOOKS	080-603-45100	432.02
		13394	2033497164		ADULT FICTION BOOKS	080-603-45100	139.50
		13394	2033497148		ADULT FICTION BOOKS	080-603-45100	15.88
		13394	2033479343		ADULT LARGE PRINT MATERIAL	080-603-45110	17.94
		13394	2033429768		JUVENILE NON-FICTION	080-603-45400	22.61
		13394	2033430669		JUVENILE NON-FICTION	080-603-45400	407.22
		13394	2033460822		JUVENILE NON-FICTION	080-603-45400	28.48
		13394	2033464901		JUVENILE NON-FICTION	080-603-45400	682.78
		13394	2033446431		PICTURE BOOKS, READERS	080-603-45410	599.47
		13394	2033471016		PICTURE BOOKS, READERS	080-603-45410	50.10
		13394	2033416444		JUVENILE FICTION	080-603-45420	298.36
		13394	2033444908		JUVENILE FICTION	080-603-45420	6.57
		13394	2033462489		JUVENILE FICTION	080-603-45420	410.59
		13394	2033485224		JUVENILE FICTION	080-603-45420	405.15
		13394	2033443609		TEEN BOOKS	080-603-45450	413.36
		13394	2033474484		TEEN BOOKS	080-603-45450	19.75
		13394	2033497164		TRENDING TITLES	080-603-45520	60.75
							6,925.55
02/14/2018	LIBCK	13395	BAR012418	BARRON'S	PERIODICALS	080-603-45500	239.88
02/14/2018	LIBCK	13396	LKV9137	CDW GOVERNMENT, INC.	COPIER MAINTENANCE/SUPPLIES	080-603-41313	221.10
		13396	LKS8085		COPIER MAINTENANCE/SUPPLIES	080-603-41313	71.60
		13396	LPB1691		COMPUTER EQUIPMENT	080-603-58100	51.00
							343.70
02/14/2018	LIBCK	13397	25022	CRYSTAL MANAGEMENT &	MAINTENANCE-BUILDING	080-603-41000	645.00
02/14/2018	LIBCK	13398	6288284	DEMCO, INC	OFFICE SUPPLIES	080-603-43550	72.28
		13398	6283399		TECHNICAL SERVICES SUPPLIES	080-603-43668	112.12
		13398	6288284		TECHNICAL SERVICES SUPPLIES	080-603-43668	104.46
							288.86
02/14/2018	LIBCK	13399	010818	ESTEVAN P. MONTANO	ADULT PROGRAM SUPPLIES	080-603-43710	125.00

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02/14/2018	LIBCK	13400	PINV1475687	GARVEY'S OFFICE PRODUCT	OFFICE SUPPLIES	080-603-43550	23.93
		13400	PINV1478091		OFFICE SUPPLIES	080-603-43550	20.29
		13400	PINV1475687		TECHNICAL SERVICES SUPPLIES	080-603-43668	32.94
		13400	PINV1475705		TECHNICAL SERVICES SUPPLIES	080-603-43668	65.70
							142.86
02/14/2018	LIBCK	13401	ADE010818	GLEN STEVEN ADELSON	ADULT PROGRAM SUPPLIES	080-603-43710	250.00
02/14/2018	LIBCK	13402	0623122-00	GOODMAN ELECTRIC SUPPLY	MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	41.56
02/14/2018	LIBCK	13403	HP2018-076	HALL PASS	OTHER PROFESSIONAL/CONTRACTU	080-603-41314	9.00
02/14/2018	LIBCK	13404	HAR012418	HARVARD BUSINESS REVIEW	PERIODICALS	080-603-45500	129.00
02/14/2018	LIBCK	13405	1019095	IMPACT NETWORKING, INC	COPIER MAINTENANCE/SUPPLIES	080-603-41313	154.05
		13405	1025811		COPIER MAINTENANCE/SUPPLIES	080-603-41313	185.67
		13405	1029331		COPIER MAINTENANCE/SUPPLIES	080-603-41313	162.15
							501.87
02/14/2018	LIBCK	13406	REY020118	ISAURO REYES	MAINTENANCE-GROUNDS	080-603-41050	825.00
02/14/2018	LIBCK	13407	JIG012618	JIGGLEJAM PRODUCTIONS	USE OF DONATIONS/TEMPORARY E	082-603-99999	300.00
02/14/2018	LIBCK	13408	8151	LYNDY JENSEN	OFFICE SUPPLIES	080-603-43550	14.99
		13408	8151		COMPUTER EQUIPMENT	080-603-58100	53.94
							68.93
02/14/2018	LIBCK	13409	INV002569	MANGO LANGUAGES	ADULT REFERENCE/E-REFER	080-603-45220	1,944.60
02/14/2018	LIBCK	13410	MCC011618	MICHAEL J. MC CANN	ADULT PROGRAM SUPPLIES	080-603-43710	150.00
02/14/2018	LIBCK	13411	95722202	MIDWEST TAPE	ADULT AUDIO VISUAL MATERIAL	080-603-45200	60.98
		13411	95731859		ADULT AUDIO VISUAL MATERIAL	080-603-45200	144.96
		13411	95778315		ADULT AUDIO VISUAL MATERIAL	080-603-45200	62.65
		13411	95793070		ADULT AUDIO VISUAL MATERIAL	080-603-45200	37.32
							305.91
02/14/2018	LIBCK	13412	54533	MINUTEMAN PRESS OF GURN	OFFICE SUPPLIES	080-603-43550	195.18
02/14/2018	LIBCK	13413	SVC00012639	MURPHY & MILLER, INC.	MAINTENANCE-BUILDING	080-603-41000	1,207.74
02/14/2018	LIBCK	13414	01018CO18005389	OVERDRIVE , INC	E-BOOKS-TEEN	080-603-45460	60.00
		13414	01018CO18005389		E-BOOKS-ADULT	080-603-45460	768.95
		13414	01018CO18005389		E-BOOKS-JUVENILE	080-603-45460	59.55

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 01/17/2018 - 02/21/2018

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
							888.50
02/14/2018	LIBCK	13415	58752	PEREGRINE, STIME, NEWMA	LEGAL SERVICES	080-603-41350	2,835.00
02/14/2018	LIBCK	13416	167392	SUBURBAN ELEVATOR	ELEVATOR MAINTENANCE	080-603-41020	906.00
02/14/2018	LIBCK	13417	WSJ021218	THE WALL STREET JOURNAL	PERIODICALS	080-603-45500	467.88
02/14/2018	LIBCK	13418	102527465	VANTAGEPOINT TRANSFER A	ICMA 457 PLAN PAYABLE	080-200-20245	550.00
02/14/2018	LIBCK	13419	VIL011018	VILLAGE OF LAKE BLUFF	DUE FROM THE VILLAGE-MED DEC	080-100-11580	5,302.23
		13419	VIL011018		DUE FROM THE VILLAGE-LIFE IN	080-100-11580	52.50
		13419	VIL011018		DUE FROM THE VILLAGE-DENT/VI	080-100-11580	446.08
		13419	VIL011018		DUE FROM THE VILLAGE-IMRF 'E	080-100-11580	1,469.45
		13419	VIL011018		DUE FROM THE VILLAGE-IMRF 'E	080-100-11580	3,288.25
							10,558.51
02/14/2018	LIBCK	13420	05018	WINSTON ELECTRIC, INC.	MAINTENANCE-BUILDING	080-603-41000	195.00
				TOTAL - ALL FUNDS	TOTAL OF 46 CHECKS		40,055.93
--- GL TOTALS ---							
				DUE FROM THE VILLAGE			10,558.51
				ICMA 457 PLAN PAYABLE			1,350.00
				MAINTENANCE-BUILDING			2,918.56
				ELEVATOR MAINTENANCE			906.00
				MAINTENANCE-GROUNDS			825.00
				COPIER MAINTENANCE/SUPPLIES			794.57
				OTHER PROFESSIONAL/CONTRACTUAL			9.00
				LEGAL SERVICES			2,835.00
				PROFESSIONAL DEVELOPMENT			134.00
				DUES			37.00
				UTILITIES			1,080.58
				PRINTING/E-NEWSLETTER			1,635.00
				OFFICE SUPPLIES			326.67
				MAINTENANCE SUPPLIES-BUILDING			60.53
				TECHNICAL SERVICES SUPPLIES			1,455.28
				ADULT PROGRAM SUPPLIES			587.22
				JUVENILE PROGRAM SUPPLIES			63.37
				OUTREACH SUPPLIES			25.00
				TEEN PROGRAM SUPPLIES			35.46
				ADULT NON-FICTION BOOKS			2,088.21
				ADULT FICTION BOOKS			1,509.06
				ADULT LARGE PRINT MATERIAL			17.94
				ADULT AUDIO VISUAL MATERIAL			978.40
				ADULT REFERENCE/E-REFER			3,444.60
				JUVENILE NON-FICTION			1,425.44

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 01/17/2018 - 02/21/2018

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
080-603-45410					PICTURE BOOKS, READERS		649.57
080-603-45420					JUVENILE FICTION		1,136.66
080-603-45430					JUVENILE AUDIO-VISUAL		104.37
080-603-45450					TEEN BOOKS		433.11
080-603-45460					E-BOOKS		888.50
080-603-45500					PERIODICALS		954.76
080-603-45510					VIDEO GAMES		19.59
080-603-45520					TRENDING TITLES		116.49
080-603-45600					PATRON & STAFF SOFTWARE		191.75
080-603-46100					MISCELLANEOUS EXPENSES		25.80
080-603-58100					COMPUTER EQUIPMENT		104.94
082-603-99999					USE OF DONATIONS/TEMPORARY EXP		329.99
					TOTAL		40,055.93

Process for Long Range Planning – 2017-2018
February 20, 2018

PURPOSE: To provide an updated version of the timeline set for Long Range Planning in May of 2017, with dates of completion for individual tasks (listed in bold type). Minor revisions have been made to the original version drafted by Trustee Kate Jackson to reflect later Long Range Planning Committee (LRP) discussions.

Goal: Create a Three-Year Strategic Plan for the Lake Bluff Public Library
(Deadline: Spring 2018)

Timeline:

Summer 2017 (July 2017)

- Gather board committees' goals (**Gathered at 7/11/2017 LRP Meeting; Reported at 7/18/2017 Board Meeting**)

Fall 2017 (September - October 2017)

- Determine focus group attendees
 - Cohorts include: (1) Library Staff; (2) Parents of School Age Children; (3) School Age Children; (4) Empty nesters and retirees; (5) Village leadership (**Finalized at 8/16/2017 LRP Meeting; Reported at 9/19/2017 Board Meeting**)
- Consider other informal feedback channels (e.g., website, comment cards at programs)
- Invite focus group attendees (**Attendees and Focus Group Setup Discussed at 8/16/2017 and 10/14/2017 LRP Meetings; Reported at 9/19/2017 and 10/17/2017 Board Meetings**)
- Conduct focus groups ((1) Library Staff (**Conducted 2/8/2017**); (2) Parents of School Age Children (**Conducted 10/14/2017**); (3) School Age Children (**Conducted 1/11/2018**); (4) Empty nesters and retirees (**Conducted 12/10/2017**); (5) Village leadership (**Ongoing**))
- Compile results and share with Board of Trustees (**Updates provided at 10/17/2017, 12/12/2017, and 1/16/2018 Board Meetings; Full Compilation to Follow Completion of Focus Groups**)

Winter 2017 (December 2017)

- Review and refresh survey if necessary (**Refreshed November/December 2017 by Martha O'Hara, Kate Jackson, and Tim Kregor**)

Winter 2018 (January - March 2018)

- Distribute survey to community (January 2018) (**Survey Distributed 1/8/2018; Reported at 1/16/2018 Board Meeting**)
 - To increase response rate Trustees can email link to their friends in the community and follow up personally as necessary; library staff can socialize survey with library patrons; Board will consider a raffle prize as a potential incentive (**Raffle prize included; 'Email to Friend' Link Provided; Staff Providing Link to Survey and Information at Desk**)
- Analyze results and present findings to Board (**To Be Completed Pending Conclusion of Survey**)
- Conduct additional focus groups if needed (**To Be Completed**)
- Begin drafting Strategic Plan (**In Process**)

Spring 2018 (April 2018)

- Present Strategic Plan to the Board (**On Course to Present Draft of Plan in April-May, 2018**)

CONCLUSION: The plan above was crafted with the intent of gathering input from the community, Library staff members, and Library Trustees in the forging of a new three (3) year strategic plan for presentation in the spring of 2018. The annotated timeline is presented here to facilitate a discussion on progress made and tasks still to be completed.

Respectfully submitted,

Eric Scott Bailey

www.lakebluffLibrary.org



The Lake Bluff Public Library is located in the heart of the Village, offering the residents of Lake Bluff and surrounding areas a variety of materials and services. In addition to current materials and programs, the Library also offers public computers with Internet access. Wireless Internet is also available. The collection includes books and a variety of audio-visual materials, including DVDs, Blu-rays, and music. Audio books are available both on CD and via download. There are newspapers, magazines, and journals available in both print and online formats. Library patrons use the Library for education, entertainment, and inspiration. Community organizations make use of library meeting rooms; students meet for solitary or group study; residents contribute to programs and displays.

The Library is renowned for its personable and helpful staff, individualized service, and engaging programs. Every Library user is welcomed as a friend and neighbor. Children and their caregivers enjoy a wide variety of programs for all ages. Imaginative Summer and Winter Reading Programs are offered for both children and adults. The wide variety of Adult Programs focus on book discussions, local interest, history, health, finance, and leisure pursuits. Our goal is to be central to the community's ever-changing needs and to offer a comfortable and inviting setting with access to information and materials for all.

The Library is a component unit of the Village of Lake Bluff but has a separately elected Board of Trustees. The Library is a unit of local government operating in accordance with the Illinois Local Library Act, 75 ILCS 5/1-0.1 et seq. The powers and duties of the Board of Library Trustees are set forth in said Act and include "the exclusive control of the expenditure of all moneys collected for the Library and deposited to the credit of the Library fund" (75 ILCS 5/4-7(2)). Library taxes are levied by the Village in amounts determined by the Library Board and collected with other Village taxes (75 ILCS 5/3-5). The Library Board meets monthly at 7:00pm on the third Tuesday of each month. Meetings are open to the public in accordance with the Open Meetings Act.

The Friends of the Library is an independent non-profit organization that raises funds and sponsors events for the Library. Entertaining and informative events are being planned for the coming year to continue advocacy and support of the Library. Membership is open to the public. New Friends are always welcome.

FY2017-2018 Accomplishments

Projects completed in the 2017-2018 Fiscal Year included:

- Ongoing intergovernmental agreements with School Districts 115 and 65 to provide service to nonresident Lake Bluff youth attending D65 and D115 schools;
- Installation of new shelving in the Youth Services department;
- Redesign of newsletter;
- A fundraising feasibility study to determine the degree of private funding support for construction and/or renovation at the Library's current location;
- Library usage is presently above last year's, which would make FY 2017-2018 the busiest on record;
- Participation in the Farmer's Market, Criterium Bike Race and much more!

A new Long Range Plan is under development to chart a course through the significant ongoing change experienced by today's public libraries. The 2016-2017 Fiscal Year was the busiest in the Library's history, with 115,349 checkouts and 72,581 recorded visits. The Library is on pace to beat this total in FY 2017-2018, while continuing to rank among the top 10 percent of Libraries in service among public libraries with a similar size and budget. (America's 2017 Star Libraries, Library Journal, 12/4/2017)

FY2018-2019 Goals and Needs

The main Library building is nearing 40 years in age, and the Wood Building Annex is now 12 years old. The roof of both the Main Building and the Annex need replacing. Minor repairs are ongoing, and the Staff and Board of Trustees for the Library remain committed to providing safe, accessible, and welcoming facilities.

The conclusion of the Library's fundraising feasibility study is anticipated in FY 2018-2019.

Library Personnel

POSITION TITLE	FY 2017-2018		FY2018-2019	FY2019-2020
	Number of Positions Authorized	Actual Number of Positions	Number of Positions Authorized	Number of Positions Authorized
Library Director	1	1	1	1
Department Heads	3	4	4	4
Library Associate	5	3.18	3.25	3.25
Library Assistant	1.75	3.69	3.75	3.75
Library Technical Assistant	.50	.00	.00	.00
Shelver	.50	.40	.50	.50
FULL TIME EQUIVALENT	11.75	12.27	12.50	12.50

**LAKE BLUFF PUBLIC LIBRARY
GENERAL FUND - REVENUES**

080-300-

CODE/LINE ITEM	ACTUAL FY 15/16	ACTUAL FY 16/17	BUDGET FY 17/18	ESTIMATED FY 17/18	BUDGET FY 18/19	BUDGET FY 19/20	% CHANGE EST ACTUAL TO BUDGET FY 17 TO FY18	\$ CHANGE FY 17 TO FY18	% CHANGE BUDGET TO BUDGET FY 17 TO FY18	\$ CHANGE FY 17 TO FY18
TAXES										
30000 Property Taxes	872,666	885,648	897,115	897,115	921,475	926,475	2.7%	24,360	2.7%	24,360
TOTAL TAXES	872,666	885,648	897,115	897,115	921,475	926,475	2.7%	24,360	2.7%	24,360
FINES & FORFEITURES										
35700 Fines	11,755	12,507	12,500	12,560	12,500	12,500	-0.5%	(60)	0.0%	0
TOTAL FINES & FORFEITURES	11,755	12,507	12,500	12,560	12,500	12,500	-0.5%	(60)	0.0%	0
CHARGE FOR SERVICES										
34235 Photocopy Charges	2,218	2,137	2,200	2,094	2,100	2,100	0.3%	6	-4.5%	(100)
34260 Passport Fees	0	0	2,000	1,000	5,000	5,000	400.0%	4,000	150.0%	3,000
34250 Non-Resident Fees	7,083	6,565	7,000	7,646	7,000	7,000	-8.4%	(646)	0.0%	0
TOTAL CHARGE FOR SERVICES	9,301	8,702	11,200	10,740	14,100	14,100	31.3%	3,360	25.9%	2,900
OTHER										
37020 District 65+115 Agreements	1,000	0	2,000	1,500	1,550	1,550	3.3%	50	-22.5%	(450)
37000 Village Contribution	7,900	7,900	7,900	7,900	7,900	7,900	0.0%	0	0.0%	0
38310 Vilet Operating Cost Contrib	780	0	0	0	0	0	—	0	—	0
37500 Interest Income	968	3,909	2,500	7,583	5,000	5,000	-34.1%	(2,583)	100.0%	2,500
38800 Naperville/Impact Fees	6,478	4,319	0	4,319	0	0	-100.0%	(4,319)	—	0
38900 Miscellaneous Income	3,154	2,468	2,500	1,901	2,000	2,000	5.2%	99	-20.0%	(300)
TOTAL OTHER	20,280	18,596	14,900	23,203	16,450	16,450	-29.1%	(6,753)	10.4%	1,550
TOTAL REVENUES	914,002	925,452	935,715	943,618	964,525	969,525	2.2%	20,907	3.1%	26,810
FUND BALANCE RESERVES		59,000	34,000	34,000	100,000	0	194.1%	66,000	194.1%	66,000
LIBRARY FUND REVENUE	914,002	984,452	969,715	977,618	1,064,525	969,525	8.9%	86,907	8.9%	94,810

TOTAL FUND BALANCE:

May 1 539,122
April 30

LAKE BLUFF PUBLIC LIBRARY
GENERAL FUND - EXPENDITURES

080-603-

CODE/LINE ITEM	ACTUAL FY 15/16	ACTUAL FY 16/17	BUDGET FY 17/18	ESTIMATED FY 17/18	BUDGET FY 18/19	BUDGET FY 19/20	% CHANGE EST ACTUAL TO BUDGET FY 17 TO FY18	\$ CHANGE FY 17 TO FY18	% CHANGE BUDGET TO BUDGET FY 17 TO FY18	\$ CHANGE FY 17 TO FY18	% CHANGE BUDGET TO BUDGET FY 18 TO FY19	\$ CHANGE FY 18 TO FY19
PERSONNEL SERVICES												
40025 Librarian Salaries	296,341	260,439	323,000	246,979	246,000	246,000	-0.4%	(979)	-23.8%	(77,000)	0.0%	0
40030 Staff Salaries	188,381	229,596	180,000	249,802	274,000	274,000	9.7%	24,198	52.2%	94,000	0.0%	0
40400 Medical Insurance	65,795	71,900	74,000	67,000	70,000	70,000	4.5%	3,000	-5.4%	(4,000)	0.0%	0
40900 Other Employee Benefit	160	215	250	275	250	250	-9.1%	(25)	0.0%	0	0.0%	0
40980 IL Municipal Retire Fund	43,665	36,332	46,000	39,666	38,000	38,000	-4.2%	(1,666)	-17.4%	(8,000)	0.0%	0
40970 Social Security (Note 1)	36,330	42,026	37,000	37,247	37,000	37,000	-0.7%	(247)	0.0%	0	0.0%	0
TOTAL PERSONNEL SERVICES	630,672	640,508	660,250	640,969	665,250	665,250	3.8%	24,281	0.8%	5,000	0.0%	0
CONTRACT. SERVICES/COMMODITIES												
41000 Building Maintenance	19,188	28,719	24,000	31,189	24,000	24,000	-23.1%	(7,189)	0.0%	0	0.0%	0
41020 Elevator Maintenance	1,167	982	1,500	1,628	1,500	1,500	-7.8%	(126)	0.0%	0	0.0%	0
41050 Grounds Maintenance	5,541	5,495	7,000	5,830	6,000	6,000	2.9%	170	-14.3%	(1,000)	0.0%	0
41313 Copier Maintenance	4,941	4,424	5,500	3,284	4,500	4,500	37.0%	1,216	-18.2%	(1,000)	0.0%	0
41314 Other Professional Service	517	57	1,000	20,748	1,000	1,000	-95.2%	(19,748)	0.0%	0	0.0%	0
41300 Computer Services	12,215	11,865	13,000	12,520	13,000	13,000	3.8%	480	0.0%	0	0.0%	0
41350 Legal & Accounting	3,842	2,528	3,000	3,000	3,000	3,000	0.0%	0	0.0%	0	0.0%	0
42400 Professional Development	725	1,962	3,000	3,000	2,000	2,000	-33.3%	(1,000)	-33.3%	(1,000)	0.0%	0
42440 Dues	2,117	2,294	2,000	2,000	2,500	2,500	25.0%	500	25.0%	500	0.0%	0
43230 Utilities	11,596	12,789	13,500	13,964	14,000	14,000	0.3%	36	3.7%	500	0.0%	0
43300 Postage	2,399	2,113	2,500	2,200	2,500	2,500	13.6%	300	0.0%	0	0.0%	0
43410 Printing/E-Newsletter	8,742	9,107	9,500	7,910	8,000	8,000	1.1%	90	-15.8%	(1,000)	0.0%	0
43550 Office Supplies	4,821	6,023	5,000	5,110	5,000	5,000	-2.1%	(110)	0.0%	0	0.0%	0
43660 Building & Grounds Supplies	1,535	1,914	2,000	1,827	2,000	2,000	9.5%	173	0.0%	0	0.0%	0
43668 Technical Services Supplies	3,675	3,632	4,000	5,033	4,500	4,500	-10.6%	(533)	12.5%	500	0.0%	0
43700 Hospitality Program Supplies	376	412	500	893	500	500	-44.0%	(393)	0.0%	0	0.0%	0
43730 Outreach Supplies	966	917	1,000	805	1,000	1,000	65.4%	395	0.0%	0	0.0%	0
43710 Adult Program Supplies	5,185	3,867	6,000	6,000	6,000	6,000	0.0%	0	0.0%	0	0.0%	0
43720 Juvenile Program Supplies	5,664	4,781	6,000	6,000	6,000	6,000	0.0%	0	0.0%	0	0.0%	0
43740 Teen Program Supplies	819	1,172	1,500	1,500	1,500	1,500	0.0%	0	0.0%	0	0.0%	0
45000 Adult Nonfiction	16,461	14,211	17,000	16,079	17,000	17,000	5.7%	922	0.0%	0	0.0%	0
45100 Adult Fiction	14,043	13,751	15,500	16,254	15,500	15,500	-4.6%	(754)	0.0%	0	0.0%	0
45110 Adult Large Print	580	499	500	457	500	500	9.4%	43	0.0%	0	0.0%	0
45200 Adult Audio-Visual	15,086	14,854	15,500	13,157	15,500	15,500	17.8%	2,343	0.0%	0	0.0%	0
45220 Adult E-Reference	20,653	17,498	22,000	16,402	22,000	22,000	34.1%	5,598	0.0%	0	0.0%	0
45400 Juvenile Non-fiction	6,612	8,632	7,000	4,431	7,000	7,000	58.0%	2,569	0.0%	0	0.0%	0
45410 Picture Books, Readers	4,941	5,003	4,500	8,675	4,500	4,500	-48.1%	(4,175)	0.0%	0	0.0%	0
45420 Juvenile Fiction	7,829	7,358	10,000	8,114	10,000	10,000	23.2%	1,886	0.0%	0	0.0%	0
45430 Juvenile Audio-Visual	1,598	1,191	1,000	2,116	2,500	2,500	18.2%	384	150.0%	1,500	0.0%	0
45440 Juvenile eReference	334	334	500	334	500	500	49.6%	166	0.0%	0	0.0%	0
45460 Ebooks	6,406	10,002	12,000	10,053	13,000	13,000	29.3%	2,947	8.3%	1,000	0.0%	0
45470 Graphic Novels	505	469	500	77	500	500	547.0%	423	0.0%	0	0.0%	0
45450 Teen Books	2,583	2,728	2,750	3,058	2,750	2,750	-10.1%	(308)	0.0%	0	0.0%	0
45500 Periodicals	5,873	6,339	6,750	6,306	6,750	6,750	7.0%	444	0.0%	0	0.0%	0
45510 Video Games	3,411	4,010	3,500	4,387	3,500	3,500	-20.2%	(887)	0.0%	0	0.0%	0
45520 Hot Picks	0	0	2,000	1,301	2,000	2,000	53.8%	699	0.0%	0	0.0%	0
45600 Public & Staff PC Software	2,985	4,527	4,000	4,600	5,000	5,000	8.7%	400	25.0%	1,000	0.0%	0
45610 Library Automation Software	22,043	20,297	21,000	20,905	22,000	22,000	5.2%	1,095	4.8%	1,000	0.0%	0
45900 Minor Equipment	0	0	0	0	0	0	---	0	---	0	---	0
46100 Miscellaneous Expenditure	1,856	896	2,000	880	2,000	2,000	127.3%	1,120	0.0%	0	0.0%	0
TOTAL CONTRACT/COMM.	229,832	237,650	259,500	271,824	261,000	261,000	-4.0%	(10,824)	0.6%	1,500	---	0
CAPITAL OUTLAY												
50100 Library Furnishings	0	33,806	1,000	530	4,000	4,000	654.7%	3,470	300.0%	3,000	0.0%	0
51200 Exterior Bldg Improvements	0	0	26,000	5,000	100,000	5,000	1900.0%	95,000	284.6%	74,000	-95.0%	(95,000)
58100 Computer Equipment	706	8,306	5,000	9,973	6,000	6,000	-39.8%	(3,973)	20.0%	1,000	0.0%	0
58270 Library Equipment	14,966	26,015	10,000	7,206	1,000	1,000	-86.1%	(6,206)	-90.0%	(9,000)	0.0%	0

**LAKE BLUFF PUBLIC LIBRARY
GENERAL FUND - EXPENDITURES**

080-603-

CODE/LINE ITEM	ACTUAL FY 15/16	ACTUAL FY 16/17	BUDGET FY 17/18	ESTIMATED FY 17/18	BUDGET FY 18/19	BUDGET FY 19/20	% CHANGE \$ CHANGE EST ACTUAL TO BUDGET FY 17 TO FY18		% CHANGE \$ CHANGE BUDGET TO BUDGET FY 17 TO FY18		% CHANGE \$ CHANGE BUDGET TO BUDGET FY 18 TO FY19	
70000 Contingency	3,270	10,000	5,985	2,320	27,275	27,275	1075.6%	24,955	357.3%	21,310	0.0%	0
TOTAL CAPITAL OUTLAY	18,942	78,126	47,985	25,029	138,275	43,275	452.5%	113,246	188.3%	90,310	-88.7%	(98,000)
LIBRARY TOTAL	879,446	956,284	967,715	937,821	1,064,525	969,525	13.5%	126,704	10.0%	96,810	-8.9%	(54,000)

COMPONENT UNIT OF VILLAGE

Gifts + Grants

FY 2018-2019 8F

CODE/LINE ITEM	ACTUAL FY 15/16	ACTUAL FY 16/17	BUDGET FY 17/18	ESTIMATED FY 17/18	BUDGET FY 18/19	BUDGET FY 19/20	% CHANGE EST ACTUAL FY 17 TO FY18	\$ CHANGE TO BUDGET FY 17 TO FY18	% CHANGE BUDGET TO BUDGET FY17 TO FY18	\$ CHANGE BUDGET TO BUDGET FY17 TO FY18	% CHANGE BUDGET TO BUDGET FY18 TO FY19	\$ CHANGE BUDGET TO BUDGET FY18 TO FY19
REVENUES 82-40-603												
GRANTS												
36263 Per Capita Grant	7,153	4,411	4,411	4,411	4,411	4,411	0.0%	(0)	0.0%	(2,742)	0.0%	0
36200 Miscellaneous Grants	0	0	5,000	0	5,000	5,000	---	5,000	0.0%	0	0.0%	0
TOTAL GRANTS	7,153	4,411	9,411	4,411	9,411	9,411	113.3%	5,000	0.0%	(2,742)	0.0%	0
DONATIONS												
38300 Unrestricted Donations	990	1,537	1,000	9,803	1,000	1,000	-89.8%	(8,803)	0.0%	0	0.0%	0
38315 Restricted Donations	16,766	11,619	15,000	2,426	15,000	15,000	518.4%	12,574	0.0%	0	0.0%	0
TOTAL DONATIONS	17,756	13,156	16,000	12,228	16,000	16,000	30.8%	3,772	0.0%	0	0.0%	0
75000 Interest Earnings	0						---	0	---	0	---	0
TOTAL FUND REVENUES	24,909	17,566	25,411	16,639	25,411	25,411	52.7%	8,772	0.0%	(2,742)	0.0%	0

EXPENDITURES 82-60-001

OTHER/GRANT PROGRAMS

44810 Per Capita Grant Expend	7,153	4,411	7,153	4,411	4,411	4,411	0.0%	0	-38.3%	(2,742)	0.0%	0
44825 Misc Grant Expenditures	0	0	5,000	0	5,000	5,000	---	5,000	0.0%	0	0.0%	0
99999 Use of Unrestrict Donation	990	1,537	1,000	9,803	1,000	1,000	-89.8%	(8,803)	0.0%	0	0.0%	0
99999 Use of Restricted Donations	16,766	11,619	15,000	2,426	15,000	15,000	518.3%	12,574	0.0%	0	0.0%	0
	24,909	17,566	28,153	16,640	25,411	25,411	52.7%	8,771	-9.7%	(2,742)	0.0%	0
TOTAL EXPENDITURES	24,909	17,566	28,153	16,640	25,411	25,411	52.7%	8,771	-9.7%	(2,742)	0.0%	0

Notes on Revenue and Expense Lines for Rough Draft of FY18-19 Budget

REVENUE

30000 – Property Taxes – Property taxes make up 95.6% of Library revenue. The PTELL increase for the FY18-19 levy is 2.71%, resulting in a levy extension of \$921,475.

35700 – Fines – The current year’s estimate of \$12,500 brought in from fines remains accurate, based on results from previous years and projections for FY17-18.

34235 – Photocopy Charges – Annual photocopying charges have remained steadily between \$2,100 and \$2,200. A total of \$2,100 is conservatively budgeted.

34260 – Passport Fees – The new passport service is budgeted conservatively at \$5,000 revenue for FY18-19, based on estimates of interest and time available to library staff.

34250 – Nonresident Fees – We are on pace for an increase this year, but the sample size remains too small to budget for a revenue increase.

37020 – D65 and D115 Agreements – The total revenue from our agreements for service to nonresident youth is \$1,550.

37000 – Village Contribution – These are funds owed to the Library annually from the Village as part of the Intergovernmental Agreement between the Museum, Library, and Village. Funds are received at the end of the Fiscal Year.

37500 – Interest Income – Interest rates have improved dramatically over the last year and a half. Interest revenue is conservatively budgeted for \$5,000 in FY18-19.

38900 – Miscellaneous Income – Funds from the sale of flash drives and ear buds, the charge for sending a fax, and other miscellaneous charges. Projected revenue conservatively estimated at \$2,000.

PERSONNEL

40025 – Librarian Salaries – The proposed budget includes a merit based raise pool of \$16,000 in Librarian and Staff Salaries (between both salary lines) versus projected expenditures. Raises expected to range from 2% to 4-5% depending on performance. Both salary lines require further development before finalization; I expect both numbers to change further. An additional \$5,000 added to cover expected staff Medical Leave.

40030 – Staff Salaries – The proposed budget includes a merit based raise pool of \$16,000 in Librarian and Staff Salaries (between both salary lines) versus projected expenditures. Raises expected to range from 2% to 4-5% depending on performance. Both salary lines require further development before finalization; I expect both numbers to change further.

40400 – Medical Insurance – Insurance costs increased significantly this year, but not as much as had initially been expected. We will start FY18-19 with one fewer person on insurance than a year previous. A \$70,000 budget allows for current expenses as well as the possibility of a 5% increase.

40900 – Other Employee Benefits – This line provides flu vaccines for Library staff members. The amount budgeted this year is sufficient.

40980 – IMRF – The IMRF contribution rate has decreased from 10.57% to 9.15%, allowing for a lower budget of \$38,000 based on eligible staff members.

40970 – Social Security – The current number in this line is sufficient. The estimate is based off of current salaries and past trends.

CONTRACT SERVICES/COMMODITIES

41000 – Building Maintenance – This line reflects known contracts for emergency sprinkler system maintenance, janitorial service, window cleaning, and misc. maintenance. Unexpected electrical and HVAC repair work inflated expenses this year; \$24,000 remains sufficient based off known expenses and providing a normally adequate cushion.

41020 – Elevator Maintenance – Maintenance of the elevator, based off our current contract and the amount spent on non-contract repairs in the past. Repeat electrical issues with the elevator inflated the number this year, but \$1,000 is typically sufficient.

41050 – Grounds Maintenance – This line reflects the known annual cost of grounds maintenance, provided primarily but not exclusively by Isauro Reyes. Since switching, annual costs have regularly come in under budget. This line will always be a bit variable due to snowfall, but cost expectations for a typical year can be shifted downward by \$1,000.

41313 – Copier Maintenance – This line reflects our known contract with Impact for maintenance; copier breakdowns are difficult to predict. With a new printer that will need less maintenance, this total can be revised downward to \$4,500.

41314 – Other Professional Services – The total paid in this line reflects the expense of payments to Ter Molen, Watkins, and Brandt. No similar expense is anticipated next FY, so the usual budget of \$1,000 is sufficient.

41300 – Computer Services – This line reflects the known expenses of Computer View's maintenance of our Local Area Network. In the second year of a two (2) year contract, costs will be the same as last year.

41350 – Legal and Accounting – With work ongoing on fundraising and a potential building expansion, the higher total budgeted last year remains advisable.

42400 – Professional Development – This line reflects money for continuing education and tuition reimbursement. It is calculated based off of Library goals and previous spending. The Library will not have any enrolled students in the next FY, so this number can be revised downward to \$2,000.

42440 – Dues – These funds pay for the organizational membership of the Library and its staff. It is calculated based on previous year's expenditures. A small increase is needed, to a total of \$2,500.

43230 – Utilities – These funds pay for those utilities that are the Library's responsibility. Water, phone, and internet service primarily. An increase of \$500 is budgeted to cover known increases in cost.

43300 – Postage – Money used for the purchase of stamps. The amount currently budgeted, \$2,500, is sufficient for next FY as well.

43410 – Printing/eNewsletter – Using an in-house template has made for a noticeable decrease in printing costs. The budget for FY 18-19 can be set \$1,500 lower to \$8,000 as a result.

43550 – Office Supplies – These funds are used for the purchase of binders, paperclips, etc. The total is calculated using past expenses (which have been fairly consistent). Gloria Newton is exceptionally diligent in her purchasing. Current budget of \$5,000 is sufficient.

43660 – Building and Grounds Supplies – Supplies to maintain the grounds. Predicted based off previous expenses. The \$2,000 per FY currently budgeted is sufficient.

43668 – Technical Services Supplies – Book covers, tape, and other supplies used in cataloging and processing materials. This line also covers the preprocessing of materials ordered from Baker and Taylor. An increase of \$500 is budgeted for next FY.

43700 – Hospitality Program Services – Supplies for meetings and programs. Predicted based off previous expenses. The \$500 budgeted this FY is sufficient.

43730 – Outreach Supplies – The cost of increasing the Library's visibility within the community and to identify and target underserved segments of the community. The \$1,000 currently budgeted this FY is sufficient for next year.

43710 – Adult Program Supplies – Funds for Adult Programs. Carol Carter and Liliana LaValle have done a great job with the current budget, and state that the current total of \$6,000 is sufficient for next FY.

43720 – Juvenile Program Supplies – Funds for Juvenile Programs. Per Eliza Jarvi, the \$6,000 budgeted this FY is sufficient for next FY.

43740 – Teen Program Supplies – Funds for Teen Programming. Per Eliza Jarvi, the \$1,500 budgeted this FY is sufficient for next year.

45000 – Adult Non-Fiction – Funds for purchasing adult non-fiction books. Per Carol Carter, the number budgeted for this FY is adequate for the next year.

45100 – Adult Fiction – Funds for purchasing adult fiction books. Per Liliana LaValle, the \$15,500 budgeted this FY is sufficient for next year.

45110 – Adult Large Print – Funds for purchasing large print books. Per Carol Carter, the \$500 budgeted this FY is sufficient for next year.

45200 – Adult Audio Visual Materials – Funds for music, blu-rays, DVD's, and audiobooks for adults. Per Carol Carter, the budget allocated this FY is adequate for next year.

45220 – Adult eReference – Databases aimed towards an adult audience. Per Lyndy Jensen, the amount budgeted this FY is sufficient for next year.

45400 – Juvenile Non-Fiction – Funds for purchasing print Juvenile Non-fiction. Per Eliza Jarvi, the amount budgeted this FY is sufficient for next year.

45410 – Juvenile Picture Books – Funds for purchasing print picture books. Per Eliza Jarvi, the amount budgeted this FY is adequate for next year.

45420 – Juvenile Fiction – Funds for purchasing print Series, Fiction, Beginning Reader, and Graphic Novel titles. Per Eliza Jarvi, the amount budgeted this FY is sufficient for next year.

45430 – Juvenile Audio Visual – Funds for juvenile DVD's, Blu-rays, Music, and Audiobooks. Per Eliza Jarvi, this budget line needs additional funds. An increase to \$2,500 is budgeted for next FY.

45440 – Juvenile eReference – Databases aimed towards a younger audience. Per Eliza Jarvi, the amount budgeted this FY is sufficient for next year.

45460 – eBooks – Money to purchase eBooks and eAudiobooks that will be available only to our patrons. Per Martha O'Hara, the cost of eBooks and eAudiobooks remains high, due to high demand, high prices, and terrible licensing terms set by the publisher. The demand is present and space is not an issue for this collection. A \$1,000 increase is budgeted.

45470 – Graphic Novels – Money to purchase adult graphic novels. Per Martha O'Hara, the current budget is adequate.

45450 – Teen Books – Money to purchase teen books. Per Eliza Jarvi, the current budget level is adequate.

45500 – Periodicals – Money to pay for magazine subscriptions. Per Gloria Newton, the cost of periodicals is increasing but numbers are decreasing. Current budget level is adequate.

45510 – Video Games – Video games in a wide variety of formats. Per Liliana LaValle, the current budget is adequate for new purchases and replacements. Space is the chief issue.

45520 – Hot Picks – Funds for DVDs, Blu-rays, and books for the Trending Titles collection. Per Liliana LaValle, the budget for this FY is adequate for next year.

45600 – Public and Staff PC Software – Licenses for software used by the staff and/or the public. The number reflects past trends and known expenses; we have added additional subscriptions this year, most notably to Adobe. An increase of \$1,000 is budgeted.

45610 – Library Automation Software – This line covers the cost of the Library's Integrated Library System. The cost of our Sierra subscription for 2018-2019 is \$21,532. An increase to \$22,000 is budgeted for next FY.

45900 – Miscellaneous Expenditure – Funds to cover minor purchases that do not fit elsewhere. This is based primarily on past experience and expense. The current budget is adequate.

CAPITAL OUTLAY

50100 – Library Furnishings – Money for interior furnishings. A total of \$1,000 is budgeted for regular minor replacement or repair of furnishings. A total of \$3,000 is budgeted for a new drinking fountain, improvements to staff break room, a replacement bulletin board, and repair to the flaking paint behind the Main Desk.

51200 – Exterior Building Improvements – Money for exterior improvements. A replacement of the roof is needed, and this is likely to be an expensive proposition. A total of \$100,000 is budgeted from General Reserve for potential roof work, with any funds not expressly used for that purpose to be returned to Reserve at the end of the Fiscal Year.

58100 – Computer Equipment – Money budgeted for special or regularly scheduled updating of the Library's computer network. Three particular workstations have worn down to an unacceptable level and will need replacement in the next fiscal year. When possible we have kept computer monitors and avoided buying new ones with new workstations. Some of our longest tenured monitors are starting to show signs of failing, however, and will need replacement. A total of \$6,000 is budgeted.

58270 – Library Equipment – Miscellaneous equipment, such as book carts or projector screens. A total of \$1,000 is budgeted for unexpected expenses.

70000 – Contingency – Money set aside to handle any significant expenses that arise during the fiscal year.

Lake Bluff Public Library -- FY 18/19 Versus FY 17/18 Budget Discussion -- Page 1

ITEM	% DIFFERENCE					Notes
	17/18	17/18	18/19	FY'18 BUDGET VS	FY '18 BUDGET VS	
	BUDG \$	EST \$	BUDG \$	FY'17 EST.	FY '17 ACTUAL	
Salaries	503,000	496,781	520,000	4.7%	3.4%	Raise range 2%-4.5%.
Medical Insurance	74,000	67,000	70,000	4.5%	-5.4%	One fewer person on insurance, budgeted for 5% increase
Other Employee Benefits	250	250	250	0.0%	0.0%	Provides flu vaccines for all employees
IL Municipal Retirement Fund	46,000	39,666	38,000	-4.2%	-17.4%	Budget based on salaries + new rate of 9.15%
Social Security	<u>37,000</u>	<u>36,135</u>	<u>37,000</u>	<u>2.4%</u>	<u>0.0%</u>	Costs based on current salaries and recent increase trends
TOTAL PERSONEL COST	660,250	639,832	665,250	4.0%	0.8%	
Building Maintenance	24,000	31,189	24,000	-23.0%	0.0%	Reflects known contracts
Elevator Maintenance	2,000	1,626	1,500	-7.7%	-25.0%	Current contract and non-contract repairs
Grounds Maintenance	7,000	5,830	6,000	2.9%	-14.3%	Based on recent costs, expenses vary based on weather
Copier Maintenance	<u>5,500</u>	<u>3,284</u>	<u>4,500</u>	<u>37.0%</u>	<u>-18.2%</u>	Reflects new copier with lower costs
TOTAL MAINTENANCE COST	38,500	41,929	36,000	-14.1%	-6.5%	
Other Professional Services	1000	20,748	1,000	-95.2%	0.0%	Expected professional services, no TWB
Computer Services	13,000	12,520	13,000	3.8%	0.0%	Reflects known contract
Legal & Accounting	3,000	3,000	3,000	0.0%	0.0%	Number assumes ongoing Fundraising + Building Exapnsion
Professional Development	3000	3,000	2,000	-33.3%	-33.3%	No longer any library students on staff
Dues	2,000	2,000	2,500	25.0%	25.0%	Funds pay for Organization Membership of library and staff
Utilities	13,500	13,964	14,000	0.3%	3.7%	Primarily covers costs of water, phone and internet service
Postage	2,500	2,200	2,500	13.6%	0.0%	Covers the cost of stamps and mailings
Printing/E-Newsletter	<u>9,500</u>	<u>7,910</u>	<u>8,000</u>	<u>1.1%</u>	<u>-15.8%</u>	In-house design has resulted in a cost decrease
TOTAL 8 ITEMS	47,500	65,342	46,000	-29.6%	-3.2%	
TOTAL 17 ITEMS	746,250	747,103	747,250	0.0%	0.1%	

Lake Bluff Public Library -- FY 18/19 Versus FY 17/18 Budget Discussion -- Page 2

Item	% DIFFERENCE					Notes
	<u>17/18</u>	<u>17/18</u>	<u>18/19</u>	FY'18 BUDGET VS	FY '18 BUDGET VS	
	<u>BUDG \$</u>	<u>EST \$</u>	<u>BUDG \$</u>	FY'17 EST.	FY '17 ACTUAL	
Office Supplies	5,000	5,110	5,000	-2.2%	0.0%	Based on previous expenses
B&G Supplies	2,000	1,827	2,000	9.5%	0.0%	Based on previous expenses
Tech Service Supplies	4,000	5,033	4,500	-10.6%	12.5%	Small increase for increased processing costs
Hospitality Prog. Supplies	500	893	500	-44.0%	0.0%	Supplies for meetings and programs
Outreach Supplies	1,000	605	1,000	65.3%	0.0%	Est. reflects continued efforts to promote the Library
Adult Program Supplies	6,000	6,000	6,000	0.0%	0.0%	Per programmers, total is sufficient
Juvenile Progm Supplies	6,000	6,000	6,000	0.0%	0.0%	Per programmers, total is sufficient
Teen Program Supplies	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>	<u>0.0%</u>	<u>0.0%</u>	Per programmers, total is sufficient
TOTAL SUPPLIES COST	26,000	26,968	26,500	-1.7%	1.9%	
Adult Non Fiction	17,000	16,079	17,000	5.7%	0.0%	Current budget is sufficient
Adult Fiction	15,500	16,254	15,500	-4.6%	0.0%	Current budget is sufficient
Adult Large Print	500	457	500	9.4%	0.0%	Current budget is sufficient
Adult Audio Visula	15,500	13,157	15,500	17.8%	0.0%	Current budget is sufficient
Adult eReference	<u>22,000</u>	<u>16,402</u>	<u>22,000</u>	<u>34.1%</u>	<u>0.0%</u>	New offerings include Kanopy
TOTAL ADULT	70,500	62,349	70,500	13.1%	0.0%	
Juvenile Non-Fiction	7,000	4,431	7,000	58.0%	0.0%	Current funding is adequate
Juvenile Picture Books	4,500	8,675	4,500	-48.1%	0.0%	Current funding is adequate
Juvenile Fiction	10,000	8,114	10,000	23.2%	0.0%	Current funding is adequate
Juvenile Audio-Visual	1,000	2,116	2,500	18.1%	150.0%	Maintenance of collection requires more funds
Juvenile eReference	<u>500</u>	<u>334</u>	<u>500</u>	<u>49.7%</u>	<u>0.0%</u>	Current funding is adequate
TOTAL JUVENILE	23,000	23,670	24,500	3.5%	6.5%	
TOTAL 18 ITEMS	119,500	112,987	121,500	7.5%	1.7%	

Lake Bluff Public Library -- FY 18/19 Versus FY 17/18 Budget Discussion -- Page 3

Item	% DIFFERENCE					Notes
	17/18	17/18	18/19	FY'18 BUDGET VS	FY '18 BUDGET VS	
	BUDG \$	EST \$	BUDG \$	FY'17 EST.	FY '17 ACTUAL	
Ebooks	12,000	10,053	13,000	29.3%	8.3%	Costs remain high, and popularity is increasing
Graphic Novels	500	77	500	549.4%	0.0%	Current budget is adequate
Teen Books	2,750	3,058	2,750	-10.1%	0.0%	Current budget is adequate
Periodicals	6,750	6,306	6,750	7.0%	0.0%	Cost of subscriptions, prices going up but number decreasing
Video Games	3,500	4,387	3,500	-20.2%	0.0%	Current budget is adequate. Space is an ongoing issue
Hot Picks	2,000	1,301	2,000	53.7%	0.0%	Current budget is adequate
Public/Staff PC Software	4,000	4,600	5,000	8.7%	25.0%	Additional staff licenses
Library Automation Software	21,000	20,905	22,000	5.2%	4.8%	Cost of Integrated Library System
Miscellaneous Expenditure	2,000	880	2,000	127.3%	0.0%	Covers minor costs not presently anticipated
SUB TOTAL 10 ITEMS	54,500	51,567	57,500	11.5%	5.5%	
SUB TOTAL ALL PREVIOUS ITEMS	920,250	911,657	926,250	1.6%	0.7%	
Library Furnishings	1,000	530	4,000	654.7%	300.0%	Drinking fountain, desk repair, break room improvements
Exterior Building Improve.	26,000	5,000	100,000	NA	284.6%	Budgeted from reserve for roof replacement
Computer Equipment	5,000	9,973	6,000	-39.8%	20.0%	Overdue need for replacement of at least 3 workstations
Library Equipment	10,000	7,206	1,000	-86.1%	-90.0%	Misc. equipment
Contingency	5,965	2,320	27,275	1075.6%	357.3%	Covers other capital expenses that may arise
SUB TOTAL 5 ITEMS	47,965	25,029	138,275	452.5%	188.3%	
TOTAL ALL ITEMS	968,215	936,686	1,064,525	13.6%	9.9%	

Director's Report – February, 2018

New Voicemail Message

Earlier this year, Head of Adult Services Martha O'Hara made a personal donation to an IndieGoGo. One of the donor perks was a voicemail recorded by one of the people involved in the IndieGoGo. John Green, the bestselling author of *The Fault in Our Stars* and *Turtles All the Way Down* was one of the people involved in the project. Martha had been meaning to rerecord the greeting at the reference desk for ages; Mr. Green was kind enough to agree to record a new Library greeting for Martha. So now if you call the Library after hours and dial through to the reference desk, you get to hear award winning author John Green on our voicemail.

Village eNewsletter and Survey

Glen Cole, the Assistant Village Administrator, has been a tremendous help including the Library in the Village eNewsletter. This past Friday, Martha asked Glen if he could include the link to our survey to increase responses. The Village is going to include the link in their eNewsletter through the survey's conclusion in April. Martha reports that she definitely saw a significant uptick in responses following the eNewsletter. There are currently 108 survey submissions.

Library Brew

The Library's batch of beer from the Lake Bluff Brewery will be S'Mores flavored. We are working on a name and infographics; we will begin publicizing once a date has been set for the beer to go on sale.

Focus Groups

On February 8, 2018 Trustees Tim Kregor and Kate Jackson met with Library staff members to discuss the future success of the Library as part of the Long Range Planning process. Staff members brought ideas along with them, and were excited to have the chance to contribute to the plan.

New Staff Member

Claudia Stockmann joined our staff this month on a part time basis. She is a Library enthusiast, and we are lucky to have her aboard. Please say hello and introduce yourself if you encounter her at the desk!

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!

New Resources for Homeless Patrons

Earlier this year, we had two homeless patrons come in looking for information on shelters and food pantries. Liliana LaValle discovered a limited number of resources available—both in terms of food pantries/soup kitchens with limited hours and limited information available online. Martha asked Anna Fifhouse to do some research on this; she was able to get in touch with someone at PADS and they sent over a really

comprehensive list of resources. This will be very helpful in the future, as this is a situation that does come up on occasion.

Children's Programming

The Lake Bluff Public Library had its first Pajama Storytime, with staff member Christine Johnson hosting. Children were invited to attend in their pajamas, Christine read a few stories, did a craft, and they enjoyed milk & cookies. The feedback was so overwhelmingly positive that Eliza and Christine immediately added an on the fly PJ storytime in February, and turned it into a monthly program rather than quarterly. The slime making program was another success! We made a great mess, and great slime. The kids were very engaged and enthusiastic, and we will definitely be revisiting this program.

Fundraising Feasibility Study

The study is now well and truly underway. Letters to potential study participants are being sent out in batches every two weeks, with the first two batches already having been mailed. The follow up phone calls I have made have gone well, with nine (9) interviews scheduled already. Two (2) of the nine (9) have already occurred. Interest in participating in the study has been strong, with only one of the persons contacted to date offering a demurral. Getting ahold of participants who are traveling or out of state at this time of the year has been the principal challenge.

Snow Day Friday, February 9th, 2018

With much of the North Shore digging out from a heavy snowfall, the Library delayed opening on February 9th. This allowed Isauro Reyes to clear the sidewalks approaching the Library and the Village to clear our parking lot, but most staff members were still unable to safely get to Lake Bluff. We were able to open at noon thanks to a group of dedicated staff members who were able to get here on foot. Thanks to Terry McKinnon, Claire Osada, Maddy Javier, and Laurence Sacherer for making the trek and getting us open!

January 2018 Statistics Report

Our statistics lagged in January, with a 13% decrease versus last year in materials checked out. In part, we had a fantastic month last January and the numbers this year are more typical. We continue to be up overall by 1.91% versus FY 2016-2017, which was our busiest year on record.

Museum Capital Campaign

I can report that the Lake Bluff History Museum is planning to embark on a capital campaign. I don't have any details as yet, and will relay them when available.

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

March 17 at 10:00am – SCOT BUTLER

April 21 at 10:00am – JANIE JERCH

May 19 at 10:00am – TIM KREGOR

June 16 at 10:00am – KATE JACKSON

August 18 at 10:00am – SCOT BUTLER

September 15 at 10:00am

October 20 at 10:00am

November 17 at 10:00am

Respectfully submitted,

Eric Scott Bailey
Library Director

Measure	This month		Past 6 months		Past 12 months		FY to date	
Points of Service	24,799	-16.54%	157,120	-8.03%	335,452	24.09%	251,308	-6.29%
Database Interactions	1,730	-56.79%	10,427	-49.39%	32,225	-24.52%	21,403	-31.13%
Patron Interactions	14,883	-8.68%	91,166	-4.91%	186,215	65.20%	141,026	-5.90%
Circulation	8,186	-13.02%	55,527	2.14%	117,012	1.84%	88,879	1.91%
Circulation	8,186	-13.02%	55,527	2.14%	117,012	1.84%	88,879	1.91%
Books and Magazines	4,528	-12.09%	30,212	1.62%	64,874	2.30%	50,232	2.68%
Electronic	1,442	-11.97%	10,953	27.66%	20,998	18.15%	15,631	16.61%
AV	2,216	-15.48%	14,362	-10.52%	31,140	-7.63%	23,016	-7.52%
Patron Interactions	14,883	-8.68%	91,166	-4.91%	186,215	65.20%	141,026	-5.90%
Website Visits	8,395	-10.14%	48,345	-7.24%	95,711	-9.25%	71,510	-8.19%
In-Person Visits	6,488	-6.73%	42,821	-2.13%	90,504	1,147.64%	69,516	-3.43%
Books and Magazines	4,528	-12.09%	30,212	1.62%	64,874	2.30%	50,232	2.68%
Adult	2,247	6.49%	13,228	3.59%	27,007	1.69%	20,701	3.81%
Teen	108	-40.33%	716	-28.83%	1,751	-19.64%	1,383	-19.97%
Children	2,173	-24.02%	16,268	1.96%	36,116	4.14%	28,148	3.29%
Electronic	1,442	-11.97%	10,953	27.66%	20,998	18.15%	15,631	16.61%
Adult	1,278	-13.41%	9,682	26.23%	18,815	18.22%	13,882	15.40%
Teen	71	2.90%	423	-9.23%	830	-16.83%	618	-17.93%
Children	93	0.00%	848	90.99%	1,353	57.33%	1,131	81.83%
AV	2,216	-15.48%	14,362	-10.52%	31,140	-7.63%	23,016	-7.52%
Adult	1,834	-9.03%	11,184	-8.28%	23,988	-6.03%	17,586	-6.07%
Teen	0	-100.00%	4	-42.86%	11	-15.38%	9	-10.00%
Children	382	-36.65%	3,174	-17.56%	7,141	-12.59%	5,421	-11.93%
In-Person Visits	6,488	-6.73%	42,821	-2.13%	90,504	1,147.64%	69,516	-3.43%
Programming Attendees	393	11.97%	2,667	10.57%	6,983	-3.74%	5,736	-5.58%
Adult	196	17.37%	712	-8.60%	1,578	-3.07%	1,103	1.47%
Teen	10	-41.18%	117	19.39%	196	-15.52%	169	4.97%
Children	187	11.98%	1,838	19.74%	5,209	-3.43%	4,464	-7.52%
Other In-Person Visits	6,095	-7.72%	40,154	-2.87%	83,521	0.00%	63,780	-3.23%

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

Timeline of Building Project

The following is intended to be an accurate summary of ongoing plans for renovation and expansion of the Lake Bluff Public Library.

1. Planning for 2011 Renovation Project

a. August 10, 2010 – Board Meeting Initiation

In discussing the state of the Library building with Library Director Matthew Womack, the Board indicated a desire to renovate the facilities if the resources were available.

b. September 14, 2010 – Board Meeting Initial Planning

The Board reviewed financial resources available and the likely timetable for remodeling.

c. October 12, 2010 – Board Hired Tiffany Nash

The Board reviewed a proposal from Tiffany Nash of Building Product and Design, including preliminary proposals, and voted to accept the proposal from her firm.

d. November 9, 2010 – Approval of Plans by Board

Tiffany Nash presented conceptual drawings of a renovation to the Library Board. Approval for a renovation focusing on a first floor with a relocated front entrance was made. A second phase to the renovation was discussed, with designs for a second phase expanding to the west shown by Ms. Nash. (Attachment A) Phase 1 was expected to set the stage for this potential expansion, as the reorientation of the entrance was necessary for it to be possible.

e. November 12, 2010 – Rough Draft of Letter to Community

Library Director Matt Womack drafted a letter to the community regarding the upcoming renovation. Per the letter a second phase to the plan, which included an expansion to the west, was scheduled for 2014 and was expected to cost \$250,000.

f. December 10, 2010 – Approval by Board of Construction Manager

At the recommendation of Tiffany Nash and Matthew Womack, Justin Pathmann of Pathmann Construction was hired for a cost not to exceed \$25,000 as construction manager for the project.

g. February 1, 2011 – Bid Postings for Renovation Project

h. April 4, 2011 – Start of Renovation

Start of renovation, collections on first and second floors shifted or relocated. Circulation and patron computers moved to the Spruth Room.

i. **July 30, 2011 – Grand Reopening Celebration Following Renovation**

Renovation was 99% finished, a well-attended Open House celebration was held.

2. **Planning for Second Phase**

a. **March 5, 2012 – Board Meeting – Discussion of Landscaping**

The determination was made post-renovation, after consideration of a list of concerns and needs regarding the exterior of the building, to pursue a landscaping and exterior improvement project.

b. **July 10, 2012 – Board Meeting – Hiring of Landscaper**

Breezy Hill was hired as landscaper, to provide and implement plans for a landscape redesign that includes remedies to the issues identified.

c. **November, 2012 – First Phase of Landscaping Completed**

First phase of landscaping completed, focused on beautification and addressing safety and access concerns.

d. **May 14, 2013 – Board Meeting – Hiring of Landscaper**

Breezy Hill was hired as landscaper to provide and implement plans for a landscape redesign improving the beauty and accessibility of the Dahlmann Reading Garden.

e. **November, 2013 – Second Phase of Landscaping Completed**

Second phase of landscaping completed.

f. **December 2013-February 2014 – Patron Satisfaction Survey**

In order to effectively set priorities, a Patron Satisfaction Survey was conducted.

g. **March 11, 2014 – Board Meeting – Presentation of Survey Findings**

Marth O'Hara and Carlen DeThorne presented the findings of the Patron Satisfaction Survey. A desire for more space and requests for services, collections, and activities that require more space was prominent.

3. **Space Usage Analysis and Task Force**

a. **May 13, 2014 – BG Committee and Board Meeting – Space Usage**

The Board resolved to spend up to \$20,000 to hire a consultant or consultants to evaluate space usage to modernize the library building and improve service to the community.

b. **July 8, 2014 – Board Meeting – Selection of Space Usage Analyst**

The Board moved to select the firm of Engberg Anderson to conduct a space usage analysis.

c. **August, 2014 to March, 2015 – Space Usage Analysis**

Space analyst Joe Huberty of Engberg Anderson was given a list of items, drawn from space needs identified in the Patron Satisfaction Survey, discussion with staff members, and discussion with community stakeholders. Mr. Huberty's verdict was

that the space available cannot meet the needs identified. Mr. Huberty then presented, at the request of the Board, plans for expansion of the library's facilities.

d. December 18, 2014 – Meeting with Drew Irvin

Library Director Eric Bailey met with Village Administrator Drew Irvin to discuss the necessary steps, community support, and funding for a building expansion.

e. January 6, 2015 – Long Range Planning Begins

Work began on a new Long Range Plan, incorporating information from the Patron Satisfaction Survey and the Space Analysis process.

f. February, 2015 – Meeting with Kathy O'Hara

Board President Kathy Meierhoff met informally with Village President Kathy O'Hara. Ms. O'Hara recommended a formal meeting with Village Administrator Drew Irvin.

g. March 11, 2015 – Meeting with Village Administrator Drew Irvin

Board President Kathy Meierhoff, Library Director Eric Bailey, and Treasurer Scot Butler met with Village Administrator Drew Irvin. The importance of a need, rather than want, based proposal was discussed.

h. March 26, 2015 – Special Meeting – Building Proposal

The Building and Grounds Committee recommended Plan 3+, as presented by Joe Huberty at this meeting, to the Board of Trustees.

i. July 21, 2015 – Board Meeting – Long Range Plan Approved

A new 3 year Long Range Plan was approved. It called for fundraising planning and the setting of fundraising goals. Both aimed at the completion of Building Plan 3+.

j. September 21, 2015 – Long Range Plan Open House

An Open House was held for the new Long Range Plan, which was received favorably by members of the public who attend. Information about Plan 3+ was included among the information presented.

k. Fall, 2015 – Meeting with Kathy O'Hara

Library Board President Kathy Meierhoff met informally with Village Board President Kathy O'Hara. Ms. O'Hara was positive in her comments about the plan but stated that she believed a referendum was not presently possible. She strongly encouraged the library to look into fundraising.

l. October 20, 2015 – Board Meeting – Task Force

The Board discussed the creation of a Task Force to explore the means of funding a building expansion.

m. November 6, 2015 – Task Force Creation and First Meeting

Board President Kathy Meierhoff authorized the creation of a Task Force Committee to explore funding possibilities for the building project. Initial members to include

Kathy Meierhoff, Director Eric Bailey, Head of Adult Services Martha O'Hara, Trustee Carl Schons, and Friends of the Library President Linda Schwartz.

n. November 12, 2015 – Meeting with Phil Hood

Board President Kathy Meierhoff and Library Director Eric Bailey met with Phil Hood to discuss what it would take to start a fundraising campaign.

o. November 17, 2015 – Board Meeting

The Board agreed to meet with Phil Hood, Vice President of Community Affairs at Lake Forest College, regarding fundraising.

p. December 3, 2015 – Task Force Committee Meeting

The Task Force discussed a potential fundraising campaign, considered the notes from the meeting with Phil Hood, and talked over the potential role of the Friends in a fundraising campaign.

q. January – March, 2016 – Patron Satisfaction Survey

A new Patron Satisfaction Survey was conducted.

r. January 6, 2016 – Task Force Committee Meeting

The Task Force Committee met with Village Building Inspector Mike Croak to discuss the possible expansion of the building. Mr. Croak stated that he believes the plan to have a good shot at approval, but that, having discussed the situation with Village Administrator Drew Irvin, the library should secure funding for the project before seeking Village approval for the construction planned.

s. January 17, 2016 – Special Meeting of Board with Phil Hood

The Board of Trustees and representatives of the Friends of the Library met with Phil Hood to discuss the feasibility of a fundraising campaign.

t. January 19, 2016 – Board Meeting – Request for Proposal for Fundraising

Discussion of need for an RFP for a fundraiser; it is agreed that one will be drafted and posted.

u. January 29, 2016 – Building and Grounds Committee Meeting

The Building and Grounds Committee met and discussed options for staging the project, as well as what the priorities would be in a situation where less than the full amount of funds for Plan 3+ were raised. The committee maintained its recommendation that Plan 3+ was the best option.

v. February 19, 2016 – Request for Proposal for a Fundraiser was Posted

w. April 1, 2016 – Closing of RFP for Fundraiser

Three responses were received from the seven fundraising firms who received the RFP.

x. April 18, 2016 – Meeting with Phil Hood

Library Director Eric Bailey met with Phil Hood to discuss the responses to the RFP for a fundraiser.

y. April 20, 2016 – Task Force Committee Meeting

The Task Force Committee met to discuss the responses to the Request for Proposal for a fundraiser that were received. Responses were solicited from seven firms, and three responses were received.

z. May 2, 2016 – Task Force Committee Meeting

The Task Force Committee met with Don Souhrada and Jon Heintzelman of Ter Molen, Watkins, and Brandt, one of the RFP respondents. Ter Molen, Watkins, and Brandt were chosen because they were the lowest responsible bidder, they have a proven track record of fundraising success, and familiarity with the community of Lake Bluff. The Task Force recommended to the Board that they meet with Mr. Souhrada and Mr. Heintzelman.

aa. May 17, 2016 – Board Meeting – Presentation of Patron Satisfaction Survey

Martha O'Hara presented the analysis of the Patron Satisfaction Survey. The survey shows an increased interest in additional space and collections, services, and activities that require more space.

ab. June 2, 2016 – Special Meeting of Board with Don Souhrada and Jon Heintzelman

The Board of Trustees and a representative of the Friends of the Library met with fundraisers Jon Heintzelman and Don Souhrada of Ter Molen, Watkins, and Brandt. A possible fundraising campaign was discussed.

ac. June 21, 2016 – Board Meeting

Final presentation of work by Building Project Task Force and conclusion of Task Force's work.

ad. July 19, 2016 – Board Meeting

Further discussion of fundraising campaign.

ae. August 2, 2016 – Special Meeting of Board with Don Souhrada and Jon Heintzelman

The Board of Trustees and two representatives of the Friends of the Library met with fundraisers Jon Heintzelman and Don Souhrada of TWB. A vote was postponed until the August meeting.

af. August 16, 2016 – Board Meeting

The Board of Trustees votes unanimously to accept the proposed contract from Ter Molen, Watkins, and Brandt for a feasibility study for a fundraising campaign.

4. Feasibility Study

a. August 18-24, 2016

Under promise of complete confidentiality, data regarding local Lake Bluff fundraising campaigns, Friends of the Library campaigns, and Library registration are cross checked with the TWB fundraising prospects database.

b. August 26, 2016 – Building Project Committee Meeting

Prospects list is discussed, as is timeline and creation of prospectus for campaign.

c. September 17, 2016 – Friends Meeting

Friends of the Library are updated on the initiation of the Feasibility Study.

d. September 20, 2016 – Building Project Committee Meeting

Discussion of initial draft of prospectus.

b. September 20, 2016 – Board Meeting

Determination to explore possibility of purchase of PNC Bank building made.

c. October 6, 2016 – Information from Joe Huberty of Engberg Andersen

As requested, Joe Huberty of Engberg Andersen provided a cost estimate for purchasing the PNC Bank property and constructing a new library. Not including the cost of a new museum (which would be necessary) the project would cost \$8.1M.

d. October 17, 2016 – Meeting with Museum Representatives

Initial meeting with representatives of Museum, regarding potential joint fundraising project.

e. October 18, 2016 – Board Meeting

The Museum's interest and the cost estimate for new construction were discussed. Agreed that the high cost of new construction makes that course unlikely, and that further discussion with the Museum must be pursued. A meeting with Jon Heintzelman and Don Souhrada is sought to get their input.

f. November 1, 2016 – Special Meeting of Board

Three trustees (Kregor, Meierhoff, and Schons) meet with Souhrada and Heintzelman. Request made and granted to put

g. November 15, 2016 – Board Meeting

With the concurrence of the full board, the feasibility study is put on hold as the conversation with the Museum is given priority.

h. November 28, 2016 – Meeting with Museum Representatives

Broad discussion regarding possibilities was made, and it was determined that future discussion should center on the goals and needs of both organizations.

i. January 12, 2017 – Meeting with Cathy McKechney

In meeting with Kathy Meierhoff and Director Bailey, Cathy McKechney relates that the Museum is embarking on a 'visioning' process to identify short and long term goals. This will take time.

j. January 17, 2017 – Board Meeting

Determination is made to continue the feasibility study, given that the Museum's long range planning will take some time. Souhrada and Heintzelman are notified.

k. January 18, 2017 – Discussion with Don Souhrada

Don Souhrada indicates a desire to form an ad hoc committee to provide prospectus feedback, and hopefully morph into a campaign committee. Suggested members are requested.

l. January 24, 2017 – Approval of Ad Hoc Committee

Idea of ad hoc committee was approved following discussion between Director Bailey and Trustees Kathy Meierhoff and Carl Schons.

m. February 2, 2017 – Building and Grounds Committee

Participants for ad hoc committee were discussed.

n. February 13, 2017 – Meeting with Senator Morrison

Director Bailey met with Senator Julie Morrison regarding the project. At Senator Morrison's request, a letter of request for a \$1M state contribution was drafted and sent.

o. March 3, 2017 – Meeting with Representative Scot Drury

Director Bailey met with Representative Scot Drury regarding the building project.

p. April 7, 2017 – Meeting of Ad Hoc Committee

Ad Hoc Committee for Feasibility Study meets, receives information about building plan, and discusses plan and prospectus.

q. April 18, 2017 – Board Meeting

Review of possible options for founding a 501c3 and managing the funds accrued during a fundraising campaign.

r. May 10, 2017 – Contact with Owner of PNC Building

Don Souhrada of TWB contacts owner of PNC Bank building to see if donation to the Library is a possibility. It is not, but the owner mentions that representatives from the Lake Bluff History Museum have been in touch regarding the property.

s. May 16, 2017 – Board Meeting

Initiative by Museum to work with Library on acquiring the PNC Bank property as a new stand-alone Museum is brought to Trustees attention.

t. May 17, 2017 – Discussion with Cathy McKechney

Director Bailey is contacted by Cathy McKechney, and the Museum's long range planning and hopes for the PNC Bank building are discussed. Feasibility Study put on hold.

u. May 22, 2017 – Meeting with Museum Representatives

Trustees Janie Jerch and Kathy Meierhoff meet with Museum Board Members Cathy McKechney and Christine Letchinger. Plans for a potential joint fundraiser are discussed, with an acknowledgement of much work and research to be done before anything can be decided.

v. June 16, 2017 – Discussion with Cathy McKechney

Joint Museum/Library Task Force is created to explore opportunities to collaborate on fundraising.

w. July 12, 2017 – Meeting of Joint Task Force

Joint Task Force meets and options for collaborative fundraising and construction/renovation are discussed. Items to research are listed, including the 'buy out' cost for the Museum to move to a new location at the old PNC Bank property.

x. July 27, 2017 – Meeting of Joint Task Force

Board of Library Trustees meets with representatives of the Museum Board. The Museum presents its 'buy out' cost of \$2M. In private discussion, the Library Board decides this is too big an 'ask' to be the feasible basis for a joint campaign.

y. July 28, 2017 – Communication to Museum Board

The Museum Board is notified of the decision, and discussions are respectfully brought to a conclusion.

z. August 15, 2017 – Board Meeting

The Library Board resolves to resume the Feasibility Study.

aa. August 29, 2017 – Letter to Ad Hoc Committee

A letter is sent to the Ad Hoc Committee updating them on the process and our discussions with the Museum.

ab. September 19, 2017 – Board Meeting

Renderings and photos for the prospectus were discussed, as was the creation of a 501c3 foundation.

ac. September 22, 2017 – First Draft of Prospectus Received from TWB

ad. October 17, 2017 – Board Meeting

Funds for renderings and photographs approved.

ae. November 1, 2017 – Conference Call

Call between Director Bailey, Joe Huberty of Engberg Anderson, and Don Souhrada of TWB to discuss renderings.

af. November 8, 2017 – Receipt of Renderings

Renderings received from Engberg Anderson and delivered to TWB.

ag. November 9, 2017 – Second Draft of Prospectus

Second draft of prospectus made, including notes and comments from Trustees and Staff.

ah. November 10, 2017 – Designer Illness

Original designer of prospectus comes down with protracted illness, creating delay until new designer hired.

ai. November 14, 2017 – Board Meeting

Due to lack of prospectus and absence of most of Board, meeting is cancelled.

aj. December 12, 2017 – Board Meeting

Prospectus approved with requested modifications, determination to begin feasibility study in January with goal of finishing in April 2018 is made.

ak. January 9, 2018 – Prospectus Delivered

Final version of the prospectus received and sent to Library Board.

al. January 19, 2018 – Ad Hoc Email

Prospectus delivered to Ad Hoc Committee.

am. January 29, 2018 – Letters to Prospects

First of three batches of letters to prospects for feasibility study are sent out. Timeline for feasibility study is sent to Board.

an. February 9, 2018 – Follow Up Calls

Calls to schedule feasibility interviews begin.

Respectfully submitted,

Eric Scott Bailey