

January 16th, 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 December 12th, 2017 Board of Trustees Meeting (action)(2 minutes)(7:04pm)	3A-3B
5	Treasurer's Report and Financial Reports (White and Yellow) (5 minutes)(7:09pm)	
	November Detailed Revenue & Expense Report (action)	4A-4F
	November Detailed Balance Sheet (action)	5A-5C
	December Detailed Revenue & Expense Report (action)	6A-6F
	December Detailed Balance Sheet (action)	7A-7C
6	Approval of Checks (Green) (5 minutes)(7:14pm)	
	December Check Disbursement Report (action)	8A-8F
7	Committee Reports (10 minutes)(7:24pm)	
8	New Business	9A
	Resolution of Congratulations for Eliza Jarvi (action)(5 minutes)(7:29pm)	10A-10B
	Resolution of Congratulations for Lilitiana LaValle (action)(5 minutes)(7:34pm)	11A-11B
	Resolution of Congratulations for Claire Osada (action)(5 minutes)(7:39pm)	12A-12B
	Medical Leave Policy (action)(5 minutes)(7:44pm)	13A
	Budget for FY 2018-2019: First Reading (10 minutes)(7:54pm)	14A-14I
	Forest Bluff Agreement (action)(5 minutes)(7:59pm)	15A-15D
9	Old Business	
	Fundraising and Building Project (5 minutes)(8:04pm)	
10	Director's Report (5 minutes)(8:09pm)	
	Librarian's Narrative Report	16A-16B
11	Executive Session(s)	
12	Any and All Other Business ...	
13	Adjournment (1 minute)(8:10pm)	
14	Attachments	
	Friends Attendees for Calendar Year 2018	17A
	Statistics for December, 2017	18A
	Excerpt from Village Survey	19A

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, January 16th, 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 December 12th, 2017 Board Meeting **(action)(2 minutes)(7:04pm)**
- 5. October and November 2017 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (action) (5 minutes)(7:09pm)**
 - a. November Detailed Revenue & Expense Report
 - b. November Detailed Balance Sheet
 - c. December Detailed Revenue & Expense Report
 - d. December Detailed Balance Sheet
- 6. Approval of checks (Green Pages) (5 minutes)(7:14pm)**
 - a. December Monthly Checks (13333-13341, 13343-13374)**(action)**
- 7. Committee Reports (10 minutes)(7:24pm) (Met)**
 - a. Building and Grounds Committee **(CHAIR: Schons. MEMBERS: Jerch, Meierhoff, and Stroh.)**
 - b. Bylaw and Policy Committee **(CHAIR: Stroh. MEMBERS: Schons.) (Did not meet)**
 - c. Finance Committee **(CHAIR: Kregor. MEMBERS: Butler.)**
 - 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. Resolution of Congratulations for Eliza Jarvi **(action)(5 minutes)(7:29pm)**
 - b. Resolution of Congratulations for Liliana LaValle **(action)(5 minutes)(7:34pm)**
 - c. Resolution of Congratulations for Claire Osada **(action)(5 minutes)(7:39pm)**

- d. Medical Leave Policy (action)(5 minutes)(7:44pm)
- e. Budget for FY 2018-2019: First Reading (10 minutes)(7:54pm)
- f. Forest Bluff Agreement (action)(5 minutes)(7:59pm)

9. Old Business

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

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

- a. Director's Narrative Report

11. Executive Session(s)

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

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

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

Attachments:

Upcoming Friends Meetings
December Statistics Report
Excerpt from Village Survey
Resolution of Congratulations for Eliza Jarvi
Resolution of Congratulations for Liliana LaValle
Resolution of Congratulations for Claire Osada
Medical Leave Policy
Rough Draft of Budget for FY 2018-2019
Forest Bluff Agreement

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

Lake Bluff Public Library
Board Library Trustees Meeting Minutes
Tuesday, December 12th, 2017 at 7:00 PM
123 E. Scranton Ave, Lake Bluff, IL, 60044

1. **Call to Order:** President Kathy Meierhoff called the meeting to order at 7:04 pm. Present were Trustees Scot Butler, Kate Jackson, Janie Jerch, Tim Kregor, Carl Schons, Cal Stroh; also Library Director Eric Bailey, Martha O'Hara, and Marlene Scheibl from the Village of Lake Bluff.
2. **Additions & Corrections to the Agenda:** Correction to item 6; only the October financials will be considered because the November reports are not yet ready.
3. **Discussion of FY18-19 Levy and FY16-17 Auditor's Report (CAFR) with Marlene Scheibl from the Village of Lake Bluff:** Scheibl noted that while previously, the auditors did the Village and Library audits together, now they are doing the two reports separately, and dedicate time to work with Bailey independent of Village oversight. We will be with Sikich for our audits for one more year. The new software is working out well and all is now digitized.
4. **Opportunity for Public to Address the Board:** O'Hara noted that many compliments were received from the Middle School students when they came to the Library for crafts; they enjoyed both the activities and the friendly staff.
5. **Approval of Minutes:** Stroh moved and Butler seconded a motion to accept the minutes as written; all voted aye.
6. **October Financial Reports-Detailed Balance and Revenue/Expense (Yellow Pages):** Butler moved and Stroh seconded a motion to accept the October Financial Reports; all voted aye. Note that the November reports were not ready yet.
7. **Approval of Checks (Green Pages):**
 - a. October Monthly Checks: Butler moved and Stroh seconded a motion to accept the October checks (13253-13256, 13258-13298); all voted aye.
 - b. November Monthly Checks: Butler moved and Stroh seconded a motion to accept the November checks (13300-13307, 13309-13332); all voted aye.
8. **Committee Reports:**

(Committees that met)

 - a. Bylaw and Policy (**CHAIR:** Stroh, **MEMBER:** Schons) Committee met on December 5th to discuss gifts and donations policies, and also discrimination and harassment policies.
 - b. Finance (**CHAIR:** Kregor, **MEMBER:** Butler) Committee met with the owners of the Lake Bluff Brewery to discuss a possible revenue stream from the Trivia Nights; committee also discussed buying CD's instead of keeping funds that are currently in savings deposit accounts.
 - c. Human Resources (**CHAIR:** Butler, **MEMBER:** Jackson) Committee met earlier this evening with the Finance Committee to consider a proposal to change the current maternity/paternity/family leave policy to one more generous. In HR meeting (w/o Finance), Butler mentioned data collected about other libraries in the area of our size, and also requested that the other trustees provide information and insights to be used in Bailey's performance review.
 - d. Long Range Planning (**CHAIR:** Jackson, **MEMBERS** Kregor and Schons) Jackson reported on the focus groups that have been held and that are scheduled for future dates.
 - e. Outreach (**CHAIR:** Kregor, **MEMBER:** Jackson) Kregor reported that staff workloads are more balanced, and that new programs will be evaluated before being continued.

(Committees that did not meet)

- f. Building and Grounds (**CHAIR:** Schons, **MEMBERS:** Jerch, Meierhoff, and Stroh)
- g. Intergovernmental (**CHAIR:** Bailey, **MEMBERS:** Jerch and Stroh)

9. New Business:

- a. Communication from Community Member RE: Intergovernmental Agreement: We received and read a new letter from Ms. Schnobrich; Bailey has already responded.
- b. Feasibility Case Document (Prospectus): Huberty, Souhrada, and Bailey participated in a conference call to help produce the prospectus. The cost will be 20% of what we had anticipated, coming in at \$1600. We propose to launch the Feasibility Study in January 2018, and hope to have a report in March or April.
- c. Gifts and Donations Policy: We had no policy in place up to this point, only a procedure. The new policy draws on that of nearby libraries, has been reviewed by legal counsel, and recommended for approval by the Bylaw and Policy Committee. Schons moved and Butler seconded a motion that the Gifts and Donations Policy be approved as written; all voted aye.
- d. Harassment and Discrimination Policy: We previously had a policy on file, but recent legislation requires us to update. The suggested amendments to the existing policy have been reviewed by legal counsel and recommended for approval by the Bylaw and Policy Committee. Butler moved and Jackson seconded a motion that the amended Harassment and Discrimination Policy be approved; all voted aye.
- e. Per Capita Grant: Though last year's grant monies have yet to be distributed, it is still time to apply this year's Per Capita Grant. Bailey will pursue the grant application. Also, Kregor participated in a Webinar on December 12, 2017, to satisfy the requirement that at least one board member do so. Thank you, Tim!

10. Old Business:

- a. Fundraising and Building Project: This was covered with the discussion of the prospectus.

11. Director's Report Highlights:

- a. The Holiday Luncheon is this Thursday, Dec. 14; Bailey asked trustees to RSVP and urged everyone to attend.
- b. The recent upgrade to the Sierra Integrated Library System (ILS) has gone well.
- c. There are potential collaborations between the Lake Bluff Library and the Lake Forest Library, the Senior Center, Lake Bluff History Museum, and the Lake Forest/Lake Bluff Historical Society on the horizon.
- d. Stats for the last 2 months look good with increases in circulation and in-person visits by teens.
- e. Bailey talked to the owners of the Brewery and Be Market about future collaborations.
- f. Bailey has information on CD rates for the Finance Committee.
- g. Bailey briefly discussed how LBPL fared in comparison to the LACONI data collected in 2014.

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

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

14. Adjournment: Butler moved and Jackson seconded a motion to adjourn the meeting; all voted aye. The meeting was adjourned at 8:51 pm.

Respectfully Submitted,

Janie Jerch

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
PERIOD ENDING 11/30/2017

4A

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/17 INCR (DECR)	ACTIVITY FOR MONTH 11/30/16 INCR (DECR)	YTD BALANCE 11/30/2017 NORM (ABNORM)	YTD BALANCE 11/30/2016 NORM (ABNORM)	2017-18 AMENDED BUDGET	% BGD USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300 - REVENUE							
PROPERTY TAX							
080-300-30000	PROPERTY TAX REVENUE	14,742.01	9,950.19	895,340.08	885,601.34	897,115.00	99.80
PROPERTY TAX		14,742.01	9,950.19	895,340.08	885,601.34	897,115.00	99.80
SERVICES							
080-300-34235	PHOTO-COPY CHARGES	185.15	146.20	1,232.37	1,277.85	2,200.00	56.02
080-300-34250	NON-RESIDENT FEES	249.49	199.57	4,072.37	4,271.54	7,000.00	58.18
080-300-34260	PASSPORT FEES	0.00	0.00	0.00	0.00	2,000.00	0.00
SERVICES		434.64	345.77	5,304.74	5,549.39	11,200.00	47.36
FINES							
080-300-35700	RENTAL FINES	696.03	712.54	6,976.04	6,944.17	12,500.00	55.81
FINES		696.03	712.54	6,976.04	6,944.17	12,500.00	55.81
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
080-300-37020	SCHOOL DIST 65 IGA	0.00	0.00	0.00	0.00	2,000.00	0.00
080-300-38310	CONTRIBUTIONS/DONATIONS	2.46	0.95	4,903.81	77.00	0.00	100.00
080-300-38315	RESTRICTED DONATIONS	0.00	300.30	1,212.79	5,581.26	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	191.86	98.97	1,142.56	1,840.48	2,500.00	45.70
MISCELLANEOUS REVENUE		194.32	400.22	9,418.52	11,818.08	12,400.00	75.96
INTEREST EARNINGS							
080-300-37500	INTEREST EARNINGS	851.19	356.15	4,642.70	1,922.41	2,500.00	185.71
INTEREST EARNINGS		851.19	356.15	4,642.70	1,922.41	2,500.00	185.71
Total Dept 300 - REVENUE		16,918.19	11,764.87	921,682.08	916,246.19	935,715.00	98.50
TOTAL REVENUES		16,918.19	11,764.87	921,682.08	916,246.19	935,715.00	98.50

USER: BAILEY
DB: Lake Bluff

PERIOD ENDING 11/30/2017
PERIOD ENDING 11/30/2017

4B

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/17 INCR (DECR)	ACTIVITY FOR MONTH 11/30/16 INCR (DECR)	YTD BALANCE 11/30/2017 NORM (ABNORM)	YTD BALANCE 11/30/2016 NORM (ABNORM)	2017-18 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY Expenditures							

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
PERIOD ENDING 11/30/2017

4C

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/17 INCR (DECR)	ACTIVITY FOR MONTH 11/30/16 INCR (DECR)	YTD BALANCE 11/30/2017 NORM (ABNORM)	YTD BALANCE 11/30/2016 NORM (ABNORM)	2017-18 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	19,548.44	25,879.08	143,037.80	180,818.27	323,000.00	44.28
080-603-40030	STAFF SALARIES	23,761.99	15,193.19	148,663.15	102,747.22	180,000.00	82.59
		<u>43,310.43</u>	<u>41,072.27</u>	<u>291,700.95</u>	<u>283,565.49</u>	<u>503,000.00</u>	<u>57.99</u>
BENEFITS							
080-603-40400	MEDICAL INSURANCE	15,805.89	5,551.59	36,795.77	37,891.99	74,000.00	49.72
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	275.00	0.00	250.00	110.00
080-603-40970	EMPLOYER FICA TAX	3,259.22	3,045.85	21,882.64	21,078.73	37,000.00	59.14
080-603-40980	IMRF RETIREMENT CONTRIBUTION	3,316.36	3,545.76	23,149.20	24,512.61	46,000.00	50.32
		<u>22,381.47</u>	<u>12,143.20</u>	<u>82,102.61</u>	<u>83,483.33</u>	<u>157,250.00</u>	<u>52.21</u>
CONTRACTS							
080-603-41000	MAINTENANCE-BUILDING	1,713.52	1,402.59	22,506.25	17,259.86	24,000.00	93.78
080-603-41020	ELEVATOR MAINTENANCE	330.50	0.00	1,414.74	38.00	1,500.00	94.32
080-603-41050	MAINTENANCE-GROUNDS	514.50	275.00	2,344.44	2,260.42	7,000.00	33.49
080-603-41300	COMPUTER SERVICES	700.00	0.00	10,090.00	0.00	13,000.00	77.62
080-603-41313	COMPUTER SERVICES/DO NOT USE	0.00	0.00	0.00	8,940.00	0.00	0.00
080-603-41314	COPIER MAINTENANCE/SUPPLIES	65.23	0.00	1,707.31	2,977.99	5,500.00	31.04
080-603-41350	OTHER PROFESSIONAL/CONTRACTUAL	0.00	0.00	10,748.32	36.00	1,000.00	1,074.8
080-603-41350	LEGAL SERVICES	0.00	840.00	0.00	2,107.50	3,000.00	0.00
080-603-70000	CONTINGENCY	0.00	0.00	1,160.00	10,000.00	5,965.00	19.45
		<u>3,323.75</u>	<u>2,517.59</u>	<u>49,971.06</u>	<u>43,619.77</u>	<u>60,965.00</u>	<u>81.97</u>
COMMODITIES							
080-603-42400	PROFESSIONAL DEVELOPMENT	0.00	0.00	1,824.00	1,770.00	3,000.00	60.80
080-603-42440	DUES	290.00	806.00	1,357.31	2,015.93	2,000.00	67.87
080-603-43230	UTILITIES	386.63	2,178.89	7,368.76	8,581.68	13,500.00	54.58
080-603-43300	POSTAGE	754.75	675.00	1,037.72	1,071.85	2,500.00	41.51
080-603-43410	PRINTING/E-NEWSLETTER	378.00	2,170.00	4,332.89	6,538.29	9,500.00	45.61
080-603-43550	OFFICE SUPPLIES	435.01	612.37	2,989.82	4,209.61	5,000.00	59.80
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	58.25	225.44	971.61	1,163.05	2,000.00	48.58
080-603-43668	TECHNICAL SERVICES SUPPLIES	303.71	314.84	2,820.24	2,042.81	4,000.00	70.51
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	13.68	41.01	459.95	92.93	500.00	91.99
080-603-43710	ADULT PROGRAM SUPPLIES	334.87	239.91	3,832.66	3,779.02	6,000.00	63.88
080-603-43720	JUVENILE PROGRAM SUPPLIES	141.76	229.45	3,400.27	4,059.00	6,000.00	56.67
080-603-43730	OUTREACH SUPPLIES	25.00	65.65	327.26	589.23	1,000.00	32.73
080-603-43740	TEEN PROGRAM SUPPLIES	46.22	43.93	1,130.67	969.84	1,500.00	75.38
		<u>3,167.88</u>	<u>7,602.49</u>	<u>31,853.16</u>	<u>36,883.24</u>	<u>56,500.00</u>	<u>56.38</u>
PROGRAM EXPENSES							
080-603-46100	MISCELLANEOUS EXPENSES	64.55	101.10	504.42	515.00	2,000.00	25.22
		<u>64.55</u>	<u>101.10</u>	<u>504.42</u>	<u>515.00</u>	<u>2,000.00</u>	<u>25.22</u>

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
PERIOD ENDING 11/30/2017

40

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/17 INCR (DECR)	ACTIVITY FOR MONTH 11/30/16 INCR (DECR)	YTD BALANCE 11/30/2017 NORM (ABNORM)	YTD BALANCE 11/30/2016 NORM (ABNORM)	2017-18 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
CAPITAL EQUIPMENT							
080-603-45000	ADULT NON-FICTION BOOKS	985.70	1,119.63	9,024.95	8,706.69	17,000.00	53.09
080-603-45100	ADULT FICTION BOOKS	542.70	1,281.99	8,669.85	8,266.74	15,500.00	55.93
080-603-45110	ADULT LARGE PRINT MATERIAL	17.61	0.00	246.06	217.74	500.00	49.21
080-603-45200	ADULT AUDIO VISUAL MATERIAL	1,314.22	1,289.29	7,892.83	8,580.29	15,500.00	50.92
080-603-45220	ADULT REFERENCE/E-REFER	3,450.00	3,350.00	11,650.78	11,697.00	22,000.00	52.96
080-603-45400	JUVENILE NON-FICTION	89.81	0.00	2,305.18	1,963.65	7,000.00	32.93
080-603-45410	PICTURE BOOKS, READERS	0.00	49.30	4,337.73	3,564.76	4,500.00	96.39
080-603-45420	JUVENILE FICTION	0.00	376.14	4,056.99	4,705.09	10,000.00	40.57
080-603-45430	JUVENILE AUDIO-VISUAL	77.94	60.77	1,135.82	430.79	1,000.00	113.58
080-603-45440	JUVENILE E-REFERENCE	0.00	334.33	334.33	334.33	500.00	66.87
080-603-45450	TEEN BOOKS	289.42	341.25	1,818.49	1,755.18	2,750.00	66.13
080-603-45460	E-BOOKS	0.00	0.00	5,026.49	3,895.84	12,000.00	41.89
080-603-45470	GRAPHIC NOVELS	276.22	0.00	314.86	125.27	500.00	62.97
080-603-45500	PERIODICALS	(14.13)	113.00	5,491.61	5,580.39	6,750.00	81.36
080-603-45510	VIDEO GAMES	626.60	526.88	2,820.19	2,141.36	3,500.00	80.58
080-603-45520	TRENDING TITLES	111.29	0.00	761.55	0.00	2,000.00	38.08
080-603-45600	PATRON & STAFF SOFTWARE	9.95	9.95	3,149.16	2,975.16	4,000.00	78.73
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	0.00	264.99	8,654.00	1,000.00	26.50
080-603-58100	COMPUTER EQUIPMENT	0.00	79.99	6,972.80	8,182.86	5,000.00	139.46
080-603-58270	OTHER EQUIPMENT	0.00	25,600.00	3,603.16	25,703.61	10,000.00	36.03
CAPITAL EQUIPMENT		7,777.33	34,532.52	100,782.82	127,777.75	162,000.00	62.21
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		80,025.41	97,969.17	556,915.02	575,844.58	967,715.00	57.55
TOTAL EXPENDITURES		80,025.41	97,969.17	556,915.02	575,844.58	967,715.00	57.55
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		16,918.19	11,764.87	921,682.08	916,246.19	935,715.00	98.50
TOTAL EXPENDITURES		80,025.41	97,969.17	556,915.02	575,844.58	967,715.00	57.55
NET OF REVENUES & EXPENDITURES		(63,107.22)	(86,204.30)	364,767.06	340,401.61	(32,000.00)	1,139.9

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
PERIOD ENDING 11/30/2017

4E

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/17 INCR (DECR)	ACTIVITY FOR MONTH 11/30/16 INCR (DECR)	YTD BALANCE 11/30/2017 NORM (ABNORM)	YTD BALANCE 11/30/2016 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	0.00	0.00	0.00	0.00	1,000.00	0.00
082-300-38315	RESTRICTED DONATIONS	0.00	0.00	0.00	0.00	15,000.00	0.00
		0.00	0.00	0.00	0.00	16,000.00	0.00
Total Dept 300 - REVENUE		0.00	0.00	3,253.40	0.00	25,411.00	12.80
TOTAL REVENUES		0.00	0.00	3,253.40	0.00	25,411.00	12.80
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	169.77	0.00	6,166.96	1,275.01	16,000.00	38.54
		169.77	0.00	6,166.96	1,275.01	16,000.00	38.54
Total Dept 603 - LIBRARY ADMINISTRATION		169.77	0.00	6,166.96	3,759.77	25,411.00	24.27
TOTAL EXPENDITURES		169.77	0.00	6,166.96	3,759.77	25,411.00	24.27
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		0.00	0.00	3,253.40	0.00	25,411.00	12.80
TOTAL EXPENDITURES		169.77	0.00	6,166.96	3,759.77	25,411.00	24.27
NET OF REVENUES & EXPENDITURES		(169.77)	0.00	(2,913.56)	(3,759.77)	0.00	100.00

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
 PERIOD ENDING 11/30/2017

4F

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/17 INCR (DECR)	ACTIVITY FOR MONTH 11/30/16 INCR (DECR)	YTD BALANCE 11/30/2017 NORM (ABNORM)	YTD BALANCE 11/30/2016 NORM (ABNORM)	2017-18 AMENDED BUDGET	% BDGT USED
TOTAL REVENUES - ALL FUNDS		16,918.19	11,764.87	924,935.48	916,246.19	961,126.00	96.23
TOTAL EXPENDITURES - ALL FUNDS		80,195.18	97,969.17	563,081.98	579,604.35	993,126.00	56.70
NET OF REVENUES & EXPENDITURES		(63,276.99)	(86,204.30)	361,853.50	336,641.84	(32,000.00)	1,130.79

SA

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)	(21,203.63)
	A/R - OTHER	(2,668.85)	(21,203.63)
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	55,119.50	31,494.29
080-100-10070	CASH DRAWER OVER/SHORT	0.00	(92.88)
080-100-10075	PETTY CASH	150.00	150.00
080-100-10110	ILLINOIS FUND (IPTIP)	521,598.27	927,156.19
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	8,576.43	10,508.78
	CASH/INVESTMENTS	585,446.00	969,218.18
DUE TO OTHER FUNDS			
080-000-00001	DUE TO/FROM OTHER FUNDS	0.00	(3,253.10)
	DUE TO OTHER FUNDS	0.00	(3,253.10)
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	1,841,884.12
*** 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	9,950.46
	ACCOUNTS PAYABLE	12,883.22	9,950.46
A/P - OTHER			
080-200-20245	ICMA 457 PLAN PAYABLE	0.00	150.00
	A/P - OTHER	0.00	150.00
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

5B

Fund 080 LAKE BLUFF PUBLIC LIBRARY

GL Number	Description	Current Year Beg. Balance	Balance
*** Liabilities ***			
	UNAVAILABLE PROPERTY TAXES		
080-200-24000	UNAVAILABLE PROPERTY TAXES	897,122.67	897,122.67
	UNAVAILABLE PROPERTY TAXES	<u>897,122.67</u>	<u>897,122.67</u>
Total Liabilities		929,576.90	926,794.14
*** Fund Balance ***			
	NET POSITION/FUND BALANCE		
080-290-29000	UNRESERVED FUND BALANCE	550,322.92	550,322.92
	NET POSITION/FUND BALANCE	<u>550,322.92</u>	<u>550,322.92</u>
Total Fund Balance		550,322.92	550,322.92
Beginning Fund Balance			550,322.92
Net of Revenues VS Expenditures			364,767.06
Ending Fund Balance			915,089.98
Total Liabilities And Fund Balance			1,841,884.12

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Fund 082 LIBRARY GRANTS & GIFTS FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
A/R - OTHER			
082-100-11360	GRANTS RECEIVABLE	4,410.80	4,410.80
	A/R - OTHER	<u>4,410.80</u>	<u>4,410.80</u>
CASH/INVESTMENTS			
082-100-10000	CHECKING ACCT - LF BANK & TRST	(15,525.57)	(21,639.24)
	CASH/INVESTMENTS	<u>(15,525.57)</u>	<u>(21,639.24)</u>
DUE TO OTHER FUNDS			
082-000-00001	DUE TO/FROM OTHER FUNDS	0.00	3,253.10
	DUE TO OTHER FUNDS	<u>0.00</u>	<u>3,253.10</u>
Total Assets		<u>(11,114.77)</u>	<u>(13,975.34)</u>
*** Liabilities ***			
ACCOUNTS PAYABLE			
082-200-20000	ACCOUNTS PAYABLE	116.78	169.77
	ACCOUNTS PAYABLE	<u>116.78</u>	<u>169.77</u>
Total Liabilities		<u>116.78</u>	<u>169.77</u>
*** Fund Balance ***			
NET POSITION/FUND BALANCE			
082-290-29000	UNRESERVED FUND BALANCE	(11,231.55)	(11,231.55)
	NET POSITION/FUND BALANCE	<u>(11,231.55)</u>	<u>(11,231.55)</u>
Total Fund Balance		<u>(11,231.55)</u>	<u>(11,231.55)</u>
Beginning Fund Balance			(11,231.55)
Net of Revenues VS Expenditures			(2,913.56)
Ending Fund Balance			(14,145.11)
Total Liabilities And Fund Balance			(13,975.34)

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

PERIOD ENDING 12/31/2017

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 12/31/17 INCR (DECR)	ACTIVITY FOR MONTH 12/31/16 INCR (DECR)	YTD BALANCE 12/31/2017 NORM (ABNORM)	YTD BALANCE 12/31/2016 NORM (ABNORM)	2017-18 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Revenues							
Dept 300 - REVENUE							
PROPERTY TAX							
080-300-30000	PROPERTY TAX REVENUE	0.00	0.00	895,340.08	885,601.34	897,115.00	99.80
PROPERTY TAX		0.00	0.00	895,340.08	885,601.34	897,115.00	99.80
SERVICES							
080-300-34235	PHOTO-COPY CHARGES	225.36	150.70	1,457.73	1,428.55	2,200.00	66.26
080-300-34250	NON-RESIDENT FEES	32.00	181.69	4,104.37	4,453.23	7,000.00	58.63
080-300-34260	PASSPORT FEES	0.00	0.00	0.00	0.00	2,000.00	0.00
SERVICES		257.36	332.39	5,562.10	5,881.78	11,200.00	49.66
FINES							
080-300-35700	RENTAL FINES	824.31	782.10	7,800.35	7,726.27	12,500.00	62.40
FINES		824.31	782.10	7,800.35	7,726.27	12,500.00	62.40
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
080-300-37020	SCHOOL DIST 65 IGA	0.00	0.00	0.00	0.00	2,000.00	0.00
080-300-38310	CONTRIBUTIONS/DONATIONS	1,008.30	101.35	5,912.11	178.35	0.00	100.00
080-300-38315	RESTRICTED DONATIONS	0.00	16.47	1,212.79	5,597.73	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	81.91	97.60	1,224.47	1,938.08	2,500.00	48.98
MISCELLANEOUS REVENUE		1,090.21	215.42	10,508.73	12,033.50	12,400.00	84.75
INTEREST EARNINGS							
080-300-37500	INTEREST EARNINGS	885.79	390.09	5,528.49	2,312.50	2,500.00	221.14
INTEREST EARNINGS		885.79	390.09	5,528.49	2,312.50	2,500.00	221.14
Total Dept 300 - REVENUE		3,057.67	1,720.00	924,739.75	917,966.19	935,715.00	98.83
TOTAL REVENUES		3,057.67	1,720.00	924,739.75	917,966.19	935,715.00	98.83

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REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

6B

PERIOD ENDING 12/31/2017

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 12/31/17 INCR (DECR)	ACTIVITY FOR MONTH 12/31/16 INCR (DECR)	YTD BALANCE 12/31/2017 NORM (ABNORM)	YTD BALANCE 12/31/2016 NORM (ABNORM)	2017-18 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY	Expenditures						

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
 PERIOD ENDING 12/31/2017

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 12/31/17 INCR (DECR)	ACTIVITY FOR MONTH 12/31/16 INCR (DECR)	YTD BALANCE 12/31/2017 NORM (ABNORM)	YTD BALANCE 12/31/2016 NORM (ABNORM)	2017-18 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
Dept 603 - LIBRARY ADMINISTRATION							
SALARIES							
080-603-40025	LIBRARIAN SALARIES	19,548.44	20,868.10	162,586.24	201,686.37	323,000.00	50.34
080-603-40030	STAFF SALARIES	22,709.98	20,490.11	171,373.13	123,237.33	180,000.00	95.21
SALARIES		42,258.42	41,358.21	333,959.37	324,923.70	503,000.00	66.39
BENEFITS							
080-603-40400	MEDICAL INSURANCE	5,201.43	6,206.87	41,997.20	44,098.86	74,000.00	56.75
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	215.00	275.00	215.00	250.00	110.00
080-603-40970	EMPLOYER FICA TAX	3,025.74	3,067.72	24,908.38	24,146.45	37,000.00	67.32
080-603-40980	IMRF RETIREMENT CONTRIBUTION	3,288.25	3,575.56	26,437.45	28,088.17	46,000.00	57.47
BENEFITS		11,515.42	13,065.15	93,618.03	96,548.48	157,250.00	59.53
CONTRACTS							
080-603-41000	MAINTENANCE-BUILDING	1,250.59	3,420.17	23,756.84	20,680.03	24,000.00	98.99
080-603-41020	ELEVATOR MAINTENANCE	30.00	0.00	1,444.74	38.00	1,500.00	96.32
080-603-41050	MAINTENANCE-GROUNDS	1,084.50	1,534.50	3,428.94	3,794.92	7,000.00	48.98
080-603-41300	COMPUTER SERVICES	3,130.00	0.00	13,220.00	0.00	13,000.00	101.69
080-603-41301	COMPUTER SERVICES/DO NOT USE	0.00	2,925.00	0.00	11,865.00	0.00	0.00
080-603-41313	COPIER MAINTENANCE/SUPPLIES	65.82	774.32	1,773.13	3,752.31	5,500.00	32.24
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	1,600.00	0.00	12,348.32	36.00	1,000.00	1,234.8
080-603-41350	LEGAL SERVICES	0.00	0.00	0.00	2,107.50	3,000.00	0.00
080-603-70000	CONTINGENCY	0.00	0.00	1,160.00	10,000.00	5,965.00	19.45
CONTRACTS		7,160.91	8,653.99	57,131.97	52,273.76	60,965.00	93.71
COMMODITIES							
080-603-42400	PROFESSIONAL DEVELOPMENT	0.00	0.00	1,824.00	1,770.00	3,000.00	60.80
080-603-42440	DUES	760.00	137.00	2,117.31	2,152.93	2,000.00	105.87
080-603-43230	UTILITIES	1,851.28	1,058.20	9,220.04	9,639.88	13,500.00	68.30
080-603-43300	POSTAGE	147.00	4.66	1,184.72	1,076.51	2,500.00	47.39
080-603-43410	PRINTING/E-NEWSLETTER	0.00	336.00	4,332.89	6,874.29	9,500.00	45.61
080-603-43550	OFFICE SUPPLIES	567.86	39.38	3,557.68	4,248.99	5,000.00	71.15
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	188.39	98.53	1,160.00	1,261.58	2,000.00	58.00
080-603-43668	TECHNICAL SERVICES SUPPLIES	272.79	224.65	3,093.03	2,267.46	4,000.00	77.33
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	352.45	150.00	812.40	242.93	500.00	162.48
080-603-43710	ADULT PROGRAM SUPPLIES	934.46	0.00	4,767.12	3,779.02	6,000.00	79.45
080-603-43720	JUVENILE PROGRAM SUPPLIES	490.35	80.58	3,890.62	4,139.58	6,000.00	64.84
080-603-43730	OUTREACH SUPPLIES	38.98	46.22	366.24	635.45	1,000.00	36.62
080-603-43740	TEEN PROGRAM SUPPLIES	25.97	60.39	1,156.64	1,030.23	1,500.00	77.11
COMMODITIES		5,629.53	2,235.61	37,482.69	39,118.85	56,500.00	66.34
PROGRAM EXPENSES							
080-603-46100	MISCELLANEOUS EXPENSES	26.10	26.30	530.52	541.30	2,000.00	26.53
PROGRAM EXPENSES		26.10	26.30	530.52	541.30	2,000.00	26.53

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
 PERIOD ENDING 12/31/2017

6D

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 12/31/17 INCR (DECR)	ACTIVITY FOR MONTH 12/31/16 INCR (DECR)	YTD BALANCE 12/31/2017 NORM (ABNORM)	YTD BALANCE 12/31/2016 NORM (ABNORM)	2017-18 AMENDED BUDGET	% BDGT USED
Fund 080 - LAKE BLUFF PUBLIC LIBRARY							
Expenditures							
CAPITAL EQUIPMENT							
080-603-45000	ADULT NON-FICTION BOOKS	759.62	446.77	9,784.57	9,153.46	17,000.00	57.56
080-603-45100	ADULT FICTION BOOKS	1,055.73	837.13	9,725.58	9,103.87	15,500.00	62.75
080-603-45110	ADULT LARGE PRINT MATERIAL	0.00	35.32	246.06	253.06	500.00	49.21
080-603-45200	ADULT AUDIO VISUAL MATERIAL	1,369.89	1,043.15	9,262.72	9,623.44	15,500.00	59.76
080-603-45220	ADULT REFERENCE/E-REFER	0.00	0.00	11,650.78	11,697.00	22,000.00	52.96
080-603-45400	JUVENILE NON-FICTION	279.53	0.00	2,584.71	1,963.65	7,000.00	36.92
080-603-45410	PICTURE BOOKS, READERS	0.00	0.00	4,337.73	3,564.76	4,500.00	96.39
080-603-45420	JUVENILE FICTION	761.03	347.19	4,818.02	5,052.28	10,000.00	48.18
080-603-45430	JUVENILE AUDIO-VISUAL	22.99	179.06	1,158.81	609.85	1,000.00	115.88
080-603-45440	JUVENILE E-REFERENCE	0.00	0.00	334.33	334.33	500.00	66.87
080-603-45450	TEEN BOOKS	0.00	0.00	1,818.49	1,755.18	2,750.00	66.13
080-603-45460	E-BOOKS	2,002.39	2,028.02	7,028.88	5,923.86	12,000.00	58.57
080-603-45470	GRAPHIC NOVELS	0.00	112.94	314.86	238.21	500.00	62.97
080-603-45500	PERIODICALS	506.20	115.85	5,997.81	5,696.24	6,750.00	88.86
080-603-45510	VIDEO GAMES	181.28	425.17	3,001.47	2,566.53	3,500.00	85.76
080-603-45520	TRENDING TITLES	0.00	0.00	761.55	0.00	2,000.00	38.08
080-603-45600	PATRON & STAFF SOFTWARE	9.95	9.95	3,159.11	2,985.11	4,000.00	78.98
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	0.00	264.99	8,654.00	1,000.00	26.50
080-603-58100	COMPUTER EQUIPMENT	0.00	0.00	6,972.80	8,182.86	5,000.00	139.46
080-603-58270	OTHER EQUIPMENT	0.00	311.00	3,603.16	26,014.61	10,000.00	36.03
CAPITAL EQUIPMENT		6,948.61	5,891.55	107,731.43	133,669.30	162,000.00	66.50
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		73,538.99	71,230.81	630,454.01	647,075.39	967,715.00	65.15
TOTAL EXPENDITURES		73,538.99	71,230.81	630,454.01	647,075.39	967,715.00	65.15
Fund 080 - LAKE BLUFF PUBLIC LIBRARY:							
TOTAL REVENUES		3,057.67	1,720.00	924,739.75	917,966.19	935,715.00	98.83
TOTAL EXPENDITURES		73,538.99	71,230.81	630,454.01	647,075.39	967,715.00	65.15
NET OF REVENUES & EXPENDITURES		(70,481.32)	(69,510.81)	294,285.74	270,890.80	(32,000.00)	919.64

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

GE

PERIOD ENDING 12/31/2017

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 12/31/17 INCR (DECR)	ACTIVITY FOR MONTH 12/31/16 INCR (DECR)	YTD BALANCE 12/31/2017 NORM (ABNORM)	YTD BALANCE 12/31/2016 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
GRANTS		0.00	0.00	3,253.40	0.00	9,411.00	34.57
MISCELLANEOUS REVENUE							
082-300-38300	UNRESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.00	1,000.00	0.00
082-300-38315	RESTRICTED DONATIONS	0.00	0.00	0.00	0.00	15,000.00	0.00
MISCELLANEOUS REVENUE		0.00	0.00	0.00	0.00	16,000.00	0.00
Total Dept 300 - REVENUE		0.00	0.00	3,253.40	0.00	25,411.00	12.80
TOTAL REVENUES		0.00	0.00	3,253.40	0.00	25,411.00	12.80
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
CONTRACTS		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
COMMODITIES		0.00	0.00	0.00	0.00	5,000.00	0.00
PROGRAM EXPENSES							
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	29.99	347.53	6,196.95	1,622.54	16,000.00	38.73
PROGRAM EXPENSES		29.99	347.53	6,196.95	1,622.54	16,000.00	38.73
Total Dept 603 - LIBRARY ADMINISTRATION		29.99	347.53	6,196.95	4,107.30	25,411.00	24.39
TOTAL EXPENDITURES		29.99	347.53	6,196.95	4,107.30	25,411.00	24.39
Fund 082 - LIBRARY GRANTS & GIFTS FUND:							
TOTAL REVENUES		0.00	0.00	3,253.40	0.00	25,411.00	12.80
TOTAL EXPENDITURES		29.99	347.53	6,196.95	4,107.30	25,411.00	24.39
NET OF REVENUES & EXPENDITURES		(29.99)	(347.53)	(2,943.55)	(4,107.30)	0.00	100.00

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 DB: Lake Bluff

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
 PERIOD ENDING 12/31/2017

6F

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 12/31/17 INCR (DECR)	ACTIVITY FOR MONTH 12/31/16 INCR (DECR)	YTD BALANCE 12/31/2017 NORM (ABNORM)	YTD BALANCE 12/31/2016 NORM (ABNORM)	2017-18 AMENDED BUDGET	% BDGT USED
TOTAL REVENUES - ALL FUNDS		3,057.67	1,720.00	927,993.15	917,966.19	961,126.00	96.55
TOTAL EXPENDITURES - ALL FUNDS		73,568.98	71,578.34	636,650.96	651,182.69	993,126.00	64.11
NET OF REVENUES & EXPENDITURES		(70,511.31)	(69,858.34)	291,342.19	266,783.50	(32,000.00)	910.44

7A

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)	(10,558.51)
	A/R - OTHER	(2,668.85)	(10,558.51)
CASH/INVESTMENTS			
080-100-10000	CHECKING ACCT - LF BANK & TRST	55,119.50	68,567.71
080-100-10070	CASH DRAWER OVER/SHORT	0.00	(98.57)
080-100-10075	PETTY CASH	150.00	150.00
080-100-10110	ILLINOIS FUND (IPTIP)	521,598.27	838,032.32
080-100-10113	ILLINOIS FUNDS - GRANTS	1.80	1.80
080-100-10115	ILLINOIS FUNDS - EPAY	8,576.43	10,642.76
	CASH/INVESTMENTS	585,446.00	917,296.02
DUE TO OTHER FUNDS			
080-000-00001	DUE TO/FROM OTHER FUNDS	0.00	(3,253.10)
	DUE TO OTHER FUNDS	0.00	(3,253.10)
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	1,800,607.08
*** 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	39,054.74
	ACCOUNTS PAYABLE	12,883.22	39,054.74
A/P - OTHER			
080-200-20245	ICMA 457 PLAN PAYABLE	0.00	250.00
	A/P - OTHER	0.00	250.00
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 ***			
	UNAVAILABLE PROPERTY TAXES		
080-200-24000	UNAVAILABLE PROPERTY TAXES	897,122.67	897,122.67
	UNAVAILABLE PROPERTY TAXES	897,122.67	897,122.67
	Total Liabilities	929,576.90	955,998.42
*** Fund Balance ***			
	NET POSITION/FUND BALANCE		
080-290-29000	UNRESERVED FUND BALANCE	550,322.92	550,322.92
	NET POSITION/FUND BALANCE	550,322.92	550,322.92
	Total Fund Balance	550,322.92	550,322.92
	Beginning Fund Balance		550,322.92
	Net of Revenues VS Expenditures		294,285.74
	Ending Fund Balance		844,608.66
	Total Liabilities And Fund Balance		1,800,607.08

7C

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	4,410.80	4,410.80
082-100-10000	CASH/INVESTMENTS CHECKING ACCT - LF BANK & TRST	(15,525.57)	(21,809.01)
	CASH/INVESTMENTS	(15,525.57)	(21,809.01)
082-000-00001	DUE TO OTHER FUNDS DUE TO/FROM OTHER FUNDS	0.00	3,253.10
	DUE TO OTHER FUNDS	0.00	3,253.10
	Total Assets	(11,114.77)	(14,145.11)
*** Liabilities ***			
082-200-20000	ACCOUNTS PAYABLE ACCOUNTS PAYABLE	116.78	29.99
	ACCOUNTS PAYABLE	116.78	29.99
	Total Liabilities	116.78	29.99
*** Fund Balance ***			
082-290-29000	NET POSITION/FUND BALANCE UNRESERVED FUND BALANCE	(11,231.55)	(11,231.55)
	NET POSITION/FUND BALANCE	(11,231.55)	(11,231.55)
	Total Fund Balance	(11,231.55)	(11,231.55)
	Beginning Fund Balance		(11,231.55)
	Net of Revenues VS Expenditures		(2,943.55)
	Ending Fund Balance		(14,175.10)
	Total Liabilities And Fund Balance		(14,145.11)

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF
 CHECK DATE FROM 12/14/2017 - 01/17/2018
 Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
12/20/2017	LIBCK	13333	3020900	ACCESS ONE, INC.	UTILITIES	080-603-43230	668.49
12/20/2017	LIBCK	13334	COM121217	COMCAST CABLE	UTILITIES	080-603-43230	499.20
12/20/2017	LIBCK	13335	JER121417	JANIE JERCH	HOSPITALITY PROGRAM SUPPLIES	080-603-43700	336.66
12/20/2017	LIBCK	13336	NYT120317	NEW YORK TIMES	PERIODICALS	080-603-45500	506.20
12/20/2017	LIBCK	13337	8123708262	SHRED-IT USA	COPIER MAINTENANCE/SUPPLIES	080-603-41313	65.82
12/20/2017	LIBCK	13338	102490098	VANTAGEPOINT TRANSFER A	ICMA 457 PLAN PAYABLE	080-200-20245	500.00
12/20/2017	LIBCK	13339	0000000116	VILLAGE OF LAKE BLUFF	ELEVATOR MAINTENANCE	080-603-41020	30.00
01/10/2018	LIBCK	13340	3067912	ACCESS ONE, INC.	UTILITIES	080-603-43230	613.76
01/10/2018	LIBCK	13341	CPCFAKTCWYKD	AMAZON	MAINTENANCE-BUILDING	080-603-41000	71.09
		13341	CXPDGMXRHZVV		TECHNICAL SERVICES SUPPLIES	080-603-43668	22.56
		13341	849397534644		ADULT PROGRAM SUPPLIES	080-603-43710	34.46
		13341	NRGUCOLKFXAT		JUVENILE PROGRAM SUPPLIES	080-603-43720	17.98
		13341	575993346995		ADULT NON-FICTION BOOKS	080-603-45000	18.36
		13341	463944638964		ADULT NON-FICTION BOOKS	080-603-45000	17.29
		13341	777578366878		ADULT NON-FICTION BOOKS	080-603-45000	(9.30)
		13341	457636755477		ADULT FICTION BOOKS	080-603-45100	22.95
		13341	CDWANOLLBXFE		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.99
		13341	BBJXIOLLMFJR		ADULT AUDIO VISUAL MATERIAL	080-603-45200	12.96
		13341	CSMWBVATTHOQ		ADULT AUDIO VISUAL MATERIAL	080-603-45200	27.85
		13341	CYMWUEJRNAAG		ADULT AUDIO VISUAL MATERIAL	080-603-45200	326.01
		13341	BDTRWJDUDRRE		ADULT AUDIO VISUAL MATERIAL	080-603-45200	39.92
		13341	CMRRDJATGKIX		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.96
		13341	JIQSXEKYPDEC		ADULT AUDIO VISUAL MATERIAL	080-603-45200	39.71
		13341	KMIURBYGEQCJ		ADULT AUDIO VISUAL MATERIAL	080-603-45200	29.56
		13341	BOXCBSAQZWEY		ADULT AUDIO VISUAL MATERIAL	080-603-45200	31.95
		13341	CPSLMXUEMOBS		ADULT AUDIO VISUAL MATERIAL	080-603-45200	23.97
		13341	COESVJWWOCHW		ADULT AUDIO VISUAL MATERIAL	080-603-45200	28.97
		13341	476664357588		ADULT AUDIO VISUAL MATERIAL	080-603-45200	9.97
		13341	557994985933		ADULT AUDIO VISUAL MATERIAL	080-603-45200	14.88
		13341	745489553744		ADULT AUDIO VISUAL MATERIAL	080-603-45200	42.89
		13341	443776775498		ADULT AUDIO VISUAL MATERIAL	080-603-45200	16.67
		13341	454568599463		ADULT AUDIO VISUAL MATERIAL	080-603-45200	34.92
		13341	463376778397		ADULT AUDIO VISUAL MATERIAL	080-603-45200	13.99
		13341	468595975584		ADULT AUDIO VISUAL MATERIAL	080-603-45200	112.84
		13341	765753798536		ADULT AUDIO VISUAL MATERIAL	080-603-45200	32.28

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 12/14/2017 - 01/17/2018

8F

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		13341	568876596866		ADULT AUDIO VISUAL MATERIAL	080-603-45200	13.98
		13341	444463974764		ADULT AUDIO VISUAL MATERIAL	080-603-45200	31.92
		13341	664899637467		ADULT AUDIO VISUAL MATERIAL	080-603-45200	16.43
		13341	846777574599		ADULT AUDIO VISUAL MATERIAL	080-603-45200	45.91
		13341	755973573769		ADULT AUDIO VISUAL MATERIAL	080-603-45200	64.04
		13341	775689879633		ADULT AUDIO VISUAL MATERIAL	080-603-45200	104.60
		13341	459944594378		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.99
		13341	787946793849		ADULT AUDIO VISUAL MATERIAL	080-603-45200	34.95
		13341	556978874634		ADULT AUDIO VISUAL MATERIAL	080-603-45200	9.44
		13341	464794788388		ADULT AUDIO VISUAL MATERIAL	080-603-45200	11.88
		13341	635558437843		ADULT AUDIO VISUAL MATERIAL	080-603-45200	9.99
		13341	433955545596		ADULT AUDIO VISUAL MATERIAL	080-603-45200	13.99
		13341	644938536834		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.95
		13341	BVEDWPTJXASD		ADULT AUDIO VISUAL MATERIAL	080-603-45200	19.95
		13341	457765983565		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(1.02)
		13341	786858945743		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.02)
		13341	958994736635		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.11)
		13341	457596863839		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(2.09)
		13341	483988639583		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(1.97)
		13341	568596566997		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.97)
		13341	459367697786		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(2.25)
		13341	436564789499		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(1.99)
		13341	638843656666		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(0.02)
		13341	FBKQTZVQSNXJ		JUVENILE AUDIO-VISUAL	080-603-45430	22.99
		13341	963966595849		VIDEO GAMES	080-603-45510	85.30
					VIDEO GAMES	080-603-45510	95.98

1,657.58

01/10/2018 LIBCK 13342

VOID
Void Reason: Created From Check Run Process

** VOIDED **

** VOIDED **

01/10/2018 LIBCK 13343

ALA112417

AMERICAN LIBRARY ASSOCI DUES

080-603-42440

140.00

01/10/2018 LIBCK 13344

2033341117

BAKER & TAYLOR ENTERTAI

TECHNICAL SERVICES SUPPLIES

080-603-43668

0.65

13344 2033352268

TECHNICAL SERVICES SUPPLIES

080-603-43668

19.25

13344 2033344315

TECHNICAL SERVICES SUPPLIES

080-603-43668

4.25

13344 2033344800

TECHNICAL SERVICES SUPPLIES

080-603-43668

10.60

13344 2033354955

TECHNICAL SERVICES SUPPLIES

080-603-43668

7.20

13344 2033358517

TECHNICAL SERVICES SUPPLIES

080-603-43668

25.85

13344 2033360545

TECHNICAL SERVICES SUPPLIES

080-603-43668

4.40

13344 2033372419

TECHNICAL SERVICES SUPPLIES

080-603-43668

17.80

13344 2033382318

TECHNICAL SERVICES SUPPLIES

080-603-43668

3.10

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 12/14/2017 - 01/17/2018

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		13344	2033382317		TECHNICAL SERVICES SUPPLIES	080-603-43668	
		13344	2033381067		TECHNICAL SERVICES SUPPLIES	080-603-43668	24.20
		13344	2033381450		TECHNICAL SERVICES SUPPLIES	080-603-43668	3.25
		13344	2033394996		TECHNICAL SERVICES SUPPLIES	080-603-43668	4.25
		13344	2033389382		TECHNICAL SERVICES SUPPLIES	080-603-43668	3.25
		13344	2033401475		TECHNICAL SERVICES SUPPLIES	080-603-43668	26.20
		13344	2033406251		TECHNICAL SERVICES SUPPLIES	080-603-43668	5.25
		13344	2033409724		TECHNICAL SERVICES SUPPLIES	080-603-43668	11.55
		13344	2033413232		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.30
		13344	2033414726		TECHNICAL SERVICES SUPPLIES	080-603-43668	3.75
		13344	2033344315		TECHNICAL SERVICES SUPPLIES	080-603-43668	1.15
		13344	2033354955		ADULT NON-FICTION BOOKS	080-603-45000	93.62
		13344	2033360545		ADULT NON-FICTION BOOKS	080-603-45000	116.86
		13344	2033382318		ADULT NON-FICTION BOOKS	080-603-45000	87.31
		13344	2033381450		ADULT NON-FICTION BOOKS	080-603-45000	63.62
		13344	2033394996		ADULT NON-FICTION BOOKS	080-603-45000	69.15
		13344	2033409724		ADULT NON-FICTION BOOKS	080-603-45000	141.80
		13344	2033413232		ADULT NON-FICTION BOOKS	080-603-45000	65.25
		13344	2033341117		ADULT NON-FICTION BOOKS	080-603-45000	95.66
		13344	2033352268		ADULT FICTION BOOKS	080-603-45100	14.17
		13344	2033382317		ADULT FICTION BOOKS	080-603-45100	362.71
		13344	2033381067		ADULT FICTION BOOKS	080-603-45100	322.20
		13344	2033406251		ADULT FICTION BOOKS	080-603-45100	80.62
		13344	2033372419		ADULT FICTION BOOKS	080-603-45100	253.08
		13344	2033401475		JUVENILE NON-FICTION	080-603-45400	256.48
		13344	2033344800		JUVENILE NON-FICTION	080-603-45400	23.05
		13344	2033358517		JUVENILE FICTION	080-603-45420	223.15
		13344	2033389382		JUVENILE FICTION	080-603-45420	240.55
		13344	2033414726		JUVENILE FICTION	080-603-45420	293.17
					JUVENILE FICTION	080-603-45420	4.16
							2,983.86
01/10/2018	LIBCK	13345	MEA010518	BETSY MEANS WILLS	ADULT PROGRAM SUPPLIES	080-603-43710	250.00
01/10/2018	LIBCK	13346	65947	CHICAGO SPRINKLER COMPA	MAINTENANCE-GROUNDS	080-603-41050	109.50
01/10/2018	LIBCK	13347	27741	COMPUTER VIEW, INC.	COMPUTER SERVICES	080-603-41300	3,130.00
01/10/2018	LIBCK	13348	24955	CRYSTAL MANAGEMENT &	MAINTENANCE-BUILDING	080-603-41000	645.00
01/10/2018	LIBCK	13349	6268989	DEMCO, INC	OFFICE SUPPLIES	080-603-43550	70.49
		13349	6268989		TECHNICAL SERVICES SUPPLIES	080-603-43668	72.98

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 12/14/2017 - 01/17/2018

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
01/10/2018	LIBCK	13350	14235701-01	ENGBERG ANDERSON, INC.	OTHER PROFESSIONAL/CONTRACTU	080-603-41314	143.47
01/10/2018	LIBCK	13351	MCO122817	FIRST BANKCARD	DUES	080-603-42440	1,600.00
		13351	MCO122817		OUTREACH SUPPLIES	080-603-43730	280.00
		13351	MCO122817		PATRON & STAFF SOFTWARE	080-603-45600	38.98
		13351	MCO122817		USE OF DONATIONS/TEMPORARY E	082-603-99999	9.95
							29.99
							358.92
01/10/2018	LIBCK	13352	ERI122817	FIRST BANKCARD	MAINTENANCE-BUILDING	080-603-41000	83.00
		13352	ERI122817		HOSPITALITY PROGRAM SUPPLIES	080-603-43700	15.79
		13352	ERI122817		MISCELLANEOUS EXPENSES	080-603-46100	26.10
							124.89
01/10/2018	LIBCK	13353	ELI122817	FIRST BANKCARD	JUVENILE PROGRAM SUPPLIES	080-603-43720	8.37
		13353	ELI122817		TEEN PROGRAM SUPPLIES	080-603-43740	25.97
							34.34
01/10/2018	LIBCK	13354	PINV1456046	GARVEY'S OFFICE PRODUCT	OFFICE SUPPLIES	080-603-43550	173.07
		13354	PINV1456046		MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	128.10
							301.17
01/10/2018	LIBCK	13355	TIN010518	HAROLD M. TINBERG	ADULT PROGRAM SUPPLIES	080-603-43710	250.00
01/10/2018	LIBCK	13356	571191	HOME DEPOT CREDIT SERVI	MAINTENANCE-BUILDING	080-603-41000	9.90
		13356	9095517		MAINTENANCE-BUILDING	080-603-41000	(9.90)
		13356	2104425		MAINTENANCE-BUILDING	080-603-41000	(5.16)
		13356	1104512		MAINTENANCE-BUILDING	080-603-41000	(15.97)
		13356	1598487		MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	18.80
		13356	6599131		MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	13.51
		13356	5565413		MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	7.48
							18.66
01/10/2018	LIBCK	13357	REY010118	ISAURO REYES	MAINTENANCE-GROUNDS	080-603-41050	975.00
01/10/2018	LIBCK	13358	18090	KOSCO FLAGS & FLAGPOLES	MAINTENANCE SUPPLIES-BUILDIN	080-603-43660	20.50
01/10/2018	LIBCK	13359	8204	LAKE FOREST/LAKE BLUFF	DUES	080-603-42440	340.00
01/10/2018	LIBCK	13360	MAU010518	MAURA BRAUN INTERIOR DE	ADULT PROGRAM SUPPLIES	080-603-43710	100.00
01/10/2018	LIBCK	13361	KAM011018	MICAH KAMIN	MAINTENANCE-BUILDING	080-603-41000	100.00

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 12/14/2017 - 01/17/2018

Banks: LIBCK, LIBEP

8E

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
01/10/2018	LIBCK	13362	95632148	MIDWEST TAPE	ADULT AUDIO VISUAL MATERIAL	080-603-45200	76.98
		13362	95708356		ADULT AUDIO VISUAL MATERIAL	080-603-45200	39.99
		13362	95614103		ADULT AUDIO VISUAL MATERIAL	080-603-45200	(5.00)
							111.97
01/10/2018	LIBCK	13363	MOD010518	MODAL MUSIC, INC.	ADULT PROGRAM SUPPLIES	080-603-43710	200.00
01/10/2018	LIBCK	13364	3691072	NORTH SHORE WATER RECLA	UTILITIES	080-603-43230	69.83
01/10/2018	LIBCK	13365	01018CO17090589	OVERDRIVE , INC	E-BOOKS ADULT	080-603-45460	1,110.42
		13365	01018CO17090589		E-BOOKS TEEN	080-603-45460	643.30
		13365	01018CO17090589		E-BOOKS JUVENILE	080-603-45460	248.67
							2,002.39
01/10/2018	LIBCK	13366	542095	RAVINIA PLUMBING & HEAT	MAINTENANCE-BUILDING	080-603-41000	292.63
01/10/2018	LIBCK	13367	ROB121317	ROBOTHINK, LLC	JUVENILE PROGRAM SUPPLIES	080-603-43720	250.00
01/10/2018	LIBCK	13368	2442611	SWANK MOVIE LICENSING U	ADULT PROGRAM SUPPLIES	080-603-43710	100.00
		13368	2442611		JUVENILE PROGRAM SUPPLIES	080-603-43720	214.00
							314.00
01/10/2018	LIBCK	13369	USP121317	UNITED STATES POSTAL SE	POSTAGE	080-603-43300	147.00
01/10/2018	LIBCK	13370	102499015	VANTAGEPOINT TRANSFER A	ICMA 457 PLAN PAYABLE	080-200-20245	500.00
01/10/2018	LIBCK	13371	102506721	VANTAGEPOINT TRANSFER A	ICMA 457 PLAN PAYABLE	080-200-20245	500.00
01/10/2018	LIBCK	13372	VIL121817	VILLAGE OF LAKE BLUFF	DUE FROM THE VILLAGE MED SEP	080-100-11580	5,302.23
		13372	VIL121817		DUE FROM THE VILLAGE MED OCT	080-100-11580	5,302.23
		13372	VIL121817		DUE FROM THE VILLAGE MED NOV	080-100-11580	5,302.23
		13372	VIL121817		DUE FROM THE VILLAGE LIFE	080-100-11580	52.50
		13372	VIL121817		DUE FROM THE VILLAGE ER IMRF	080-100-11580	3,316.36
		13372	VIL121817		DUE FROM THE VILLAGE DEN/VIS	080-100-11580	446.08
		13372	VIL121817		DUE FROM THE VILLAGE EE IMRF	080-100-11580	1,482.00
							21,203.63
01/10/2018	LIBCK	13373	00005531	VILLAGE OF LAKE BLUFF	MAINTENANCE-BUILDING	080-603-41000	80.00
01/10/2018	LIBCK	13374	3715019-0	WAREHOUSE DIRECT	OFFICE SUPPLIES	080-603-43550	16.63
					TOTAL - ALL FUNDS	TOTAL OF 42 CHECKS (1 voided	42,191.10

--- GL TOTALS ---

080-100-11580

DUE FROM THE VILLAGE

21,203.63

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 12/14/2017 - 01/17/2018

Banks: LIBCK, LIBEP

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
080-200-20245				ICMA 457 PLAN PAYABLE			
080-603-41000				MAINTENANCE-BUILDING	1,500.00		
080-603-41020				ELEVATOR MAINTENANCE	1,250.59		
080-603-41050				MAINTENANCE-GROUNDS	30.00		
080-603-41300				COMPUTER SERVICES	1,084.50		
080-603-41313				COPIER MAINTENANCE/SUPPLIES	3,130.00		
080-603-41314				OTHER PROFESSIONAL/CONTRACTUAL	65.82		
080-603-42440				DUES	1,600.00		
080-603-43230				UTILITIES	760.00		
080-603-43300				POSTAGE	1,851.28		
080-603-43550				OFFICE SUPPLIES	147.00		
080-603-43660				MAINTENANCE SUPPLIES-BUILDING	260.19		
080-603-43668				TECHNICAL SERVICES SUPPLIES	188.39		
080-603-43700				HOSPITALITY PROGRAM SUPPLIES	272.79		
080-603-43710				ADULT PROGRAM SUPPLIES	352.45		
080-603-43720				JUVENILE PROGRAM SUPPLIES	934.46		
080-603-43730				OUTREACH SUPPLIES	490.35		
080-603-43740				TEEN PROGRAM SUPPLIES	38.98		
080-603-45000				ADULT NON-FICTION BOOKS	25.97		
080-603-45100				ADULT FICTION BOOKS	759.62		
080-603-45200				ADULT AUDIO VISUAL MATERIAL	1,055.73		
080-603-45400				JUVENILE NON-FICTION	1,369.89		
080-603-45420				JUVENILE FICTION	279.53		
080-603-45430				JUVENILE AUDIO-VISUAL	761.03		
080-603-45460				E-BOOKS	22.99		
080-603-45500				PERIODICALS	2,002.39		
080-603-45510				VIDEO GAMES	506.20		
080-603-45600				PATRON & STAFF SOFTWARE	181.28		
080-603-46100				MISCELLANEOUS EXPENSES	9.95		
082-603-99999				USE OF DONATIONS/TEMPORARY EXP	26.10		
				TOTAL	29.99		
					42,191.10		

New Business – January, 2018

Resolution of Congratulations for Eliza Jarvi, Liliana LaValle, and Claire Osada

In December, 2017 Eliza Jarvi and Liliana LaValle both graduated from the University of Illinois with Masters Degrees in Library and Information Science. Having joined the Library's staff in 2000 when still in High School, Eliza has grown a great deal to become the degreed professional she is today. Liliana joined the Library's staff in 2015, and has been an amazing addition. In May, 2017 Claire Osada graduated from the College of Lake County Library Technical Assistant program. All three worked hard to receive their degree, and are deserving of congratulations. **RECOMMENDATION:** Resolutions and certificates of congratulation have been prepared.

Medical Leave Policy

As discussed at last month's Board meeting, a new Medical Leave Policy has been drafted. It has been reviewed by legal counsel, and the Bylaw and Policy Committee will provide final review before the Board meeting on Tuesday. **RECOMMENDATION:** The policy should be ready for approval by the meeting. **RECOMMENDED MOTION:** That the Medical Leave Policy be approved as written.

Budget for FY 2018-2019

A rough draft of a budget for FY2018-2019 is attached. As a rough draft, it is not ready or presented for in-depth discussion. Please review the budget and email the Director any questions or suggestions you may have. The Finance Committee will meet to review and discuss the budget, with the second and final review at the February meeting. **RECOMMENDATION:** Please review the document and provide your thoughts, which will contribute to the budget process.

Forest Bluff Agreement

The agreement between Forest Bluff Montessori and the Library for service to nonresidents attending that school is up for renewal. The agreement has been well used, and Forest Bluff has already approved renewal. **RECOMMENDATION:** That the agreement be renewed. **RECOMMENDED MOTION:** That the Forest Bluff Agreement for service to nonresident youth attending Forest Bluff Montessori in FY 2018-2019 be approved.

Respectfully submitted,

Eric Scott Bailey

RESOLUTION NO. 2018-01

Resolution of Congratulations to Eliza Jarvi

Lake Bluff Public Library

WHEREAS, Eliza Jarvi joined the staff of the Lake Bluff Public Library in 2000, serving as Head of Youth Services since June, 2017.; and

WHEREAS, Ms. Jarvi successfully completed a Master's Degree in Library and Information Science from the University of Illinois in December 2017; and

WHEREAS, Ms. Jarvi's completion of her degree exemplify the enthusiasm and commitment she brings to the Youth Services department of the Lake Bluff Public Library and the children it serves.

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

SECTION 1: RECOGNITION AND THANKS

The Board of Trustees hereby congratulates and thanks Eliza Jarvi upon the completion of her Masters in Library and Information Science.

SECTION 2: NOTIFICATION OF RESOLUTION

The Board hereby directs the Library Director to provide Ms. Jarvi with a signed copy of this resolution and a Certificate of Congratulations.

SECTION 3: EFFECTIVE DATE

This Resolution shall be in full force and effect from and after its passage and approval.

PASSED by the Board of Library Trustees on the 16th day of January, 2018 by a vote of:

YEAS:

NAYS:

ABSENT OR NOT VOTING:

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

ATTEST:

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

(SEAL)

RESOLUTION NO. 2018-02**Resolution of Congratulations to Liliana LaValle****Lake Bluff Public Library**

WHEREAS, Eliza Jarvi joined the staff of the Lake Bluff Public Library in 2015, bringing a verve for quality service and exciting programs that has been recognized by patrons and colleagues alike.; and

WHEREAS, Ms. LaValle successfully completed a Master's Degree in Library and Information Science from the University of Illinois in December 2017; and

WHEREAS, Ms. LaValle's completion of her degree exemplify the enthusiasm and commitment she brings to the Lake Bluff Public Library and the patron's it serves.

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

SECTION 1: RECOGNITION AND THANKS

The Board of Trustees hereby congratulates and thanks Liliana LaValle upon the completion of her Masters in Library and Information Science.

SECTION 2: NOTIFICATION OF RESOLUTION

The Board hereby directs the Library Director to provide Ms. LaValle with a signed copy of this resolution and a Certificate of Congratulations.

SECTION 3: EFFECTIVE DATE

This Resolution shall be in full force and effect from and after its passage and approval.

PASSED by the Board of Library Trustees on the 16th day of January, 2018 by a vote of:

YEAS:

NAYS:

ABSENT OR NOT VOTING:

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

ATTEST:

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

(SEAL)

RESOLUTION NO. 2018-03

Resolution of Congratulations to Claire Osada

Lake Bluff Public Library

WHEREAS, Claire Osada joined the staff of the Lake Bluff Public Library in 2000, first as Shelver and then Library Assistant.; and

WHEREAS, Ms. Osada successfully completed the Library Technical Assistant program from the College of Lake County in May, 2017; and

WHEREAS, Ms. Osada's completion of her degree exemplify the enthusiasm and commitment she brings to the Lake Bluff Public Library and the patron's it serves.

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

SECTION 1: RECOGNITION AND THANKS

The Board of Trustees hereby congratulates and thanks Claire Osada upon the completion of the Library Technical Assistant program.

SECTION 2: NOTIFICATION OF RESOLUTION

The Board hereby directs the Library Director to provide Ms. Osada with a signed copy of this resolution and a Certificate of Congratulations.

SECTION 3: EFFECTIVE DATE

This Resolution shall be in full force and effect from and after its passage and approval.

PASSED by the Board of Library Trustees on the 16th day of January, 2018 by a vote of:

YEAS:

NAYS:

ABSENT OR NOT VOTING:

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

ATTEST:

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

(SEAL)

6.2 Medical Leave (Includes Maternity/Paternity Leave)

Twelve (12) weeks of paid Medical Leave is available to full-time employees regularly working 30 hours or more per week. Medical Leave is intended to provide uninterrupted pay, a guarantee of continued employment following Leave, and continued access to benefits during an absence due to personal illness/injury, family illness/injury, scheduled medical procedures, and the birth or adoption of a child. Medical Leave may NOT be used to cover vacation or holiday-type leave.

A. Unscheduled Leave

In the case of unscheduled Medical Leave, the employee will provide a written request for an amount of Medical Leave up to the maximum available. The Library Director will provide written confirmation of receipt and the Library will require written verification of illness/injury from an authorized medical provider. The Director may extend Medical Leave at his or her discretion if an employee is unable to make the necessary written request.

B. Maternity/Paternity Leave

Qualifying employees who are pregnant, whose spouse or partner is pregnant, or who are going through an adoption should submit a letter requesting Medical Leave to the Library Director at least two (2) months before the anticipated leave. The Director will provide written confirmation of receipt.

C. Scheduled Medical Leave

In the case of a scheduled non-Maternity/Paternity Medical Leave, the employee should submit a letter requesting Medical Leave to the Library Director at least four (4) weeks before the anticipated leave.

D. Return to Work

After a Medical Leave, a note from a medical practitioner clearing the employee to return to work will be required. Once an employee has been cleared to return to work, an immediate or gradual return to pre-leave hours-per-week of work can begin at any point during the twelve (12) week leave at the employee's discretion and with the Director's approval. Additional unpaid leave to provide a gradual return to work beyond twelve (12) weeks can be extended at the Director's discretion, up to four (4) weeks of additional Medical Leave.

E. Family Medical Leave Act (FMLA)

While the Library does not have Family Medical Leave Act (FMLA) eligible employees under the federal statute, the Library will meet or exceed benefits available per FMLA guidelines.

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

14A

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 has increased. An increase of \$750 to \$7,500 is budgeted.

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 \$200,000 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
GENERAL FUND - REVENUES

14F

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	% CHANGE EST ACTUAL TO BUDGET FY 17 TO FY18	\$ CHANGE	% CHANGE BUDGET TO BUDGET FY 17 TO FY18	\$ CHANGE
TAXES									
30000 Property Taxes	872,666	885,648	897,115	897,115	921,475	2.7%	24,360	2.7%	24,360
TOTAL TAXES	872,666	885,648	897,115	897,115	921,475	2.7%	24,360	2.7%	24,360
FINES & FORFEITURES									
35700 Fines	11,755	12,507	12,500	12,560	12,500	-0.5%	(60)	0.0%	0
TOTAL FINES & FORFEITURES	11,755	12,507	12,500	12,560	12,500	-0.5%	(60)	0.0%	0
CHARGE FOR SERVICES									
34235 Photocopy Charges	2,218	2,137	2,200	2,094	2,100	0.3%	6	-4.5%	(100)
34260 Passport Fees	0	0	2,000	1,000	5,000	400.0%	4,000	150.0%	3,000
34250 Non-Resident Fees	7,083	6,565	7,000	7,646	7,000	-8.4%	(646)	0.0%	0
TOTAL CHARGE FOR SERVICES	9,301	8,702	11,200	10,740	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	3.3%	50	-22.5%	(450)
37000 Village Contribution	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
37500 Interest Income	988	3,909	2,500	7,583	5,000	-34.1%	(2,583)	100.0%	2,500
38800 Naperville/Impact Fees	6,478	4,319	0	4,319	0	-100.0%	(4,319)	---	0
38900 Miscellaneous Income	3,154	2,468	2,500	1,901	2,000	5.2%	99	-20.0%	(500)
TOTAL OTHER	20,280	18,596	14,900	23,203	16,450	-29.1%	(6,753)	10.4%	1,550
TOTAL REVENUES	914,002	925,452	935,715	943,518	964,525	2.2%	20,907	3.1%	28,810
FUND BALANCE RESERVES									
		59,000	34,000	34,000	200,000	488.2%	166,000	488.2%	166,000
LIBRARY FUND REVENUE	914,002	984,452	969,715	977,618	1,164,525	19.1%	186,907	19.2%	194,810

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	% 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
PERSONNEL SERVICES									
40025 Librarian Salaries	296,341	260,439	323,000	246,979	243,000	-1.6%	(3,979)	-24.8%	(80,000)
40030 Staff Salaries	188,381	229,596	180,000	249,802	277,000	10.9%	27,198	53.9%	97,000
40400 Medical Insurance	65,795	71,900	74,000	67,000	70,000	4.5%	3,000	-5.4%	(4,000)
40900 Other Employee Benefit	160	215	250	275	250	-9.1%	(25)	0.0%	0
40980 IL Municipal Retire Fund	43,665	36,332	46,000	39,666	38,000	-4.2%	(1,666)	-17.4%	(8,000)
40970 Social Security (Note 1)	36,330	42,026	37,000	37,247	37,000	-0.7%	(247)	0.0%	0
TOTAL PERSONNEL SERVICES	630,672	640,508	660,250	640,969	665,250	3.8%	24,281	0.8%	5,000
CONTRACT. SERVICES/COMMODITIES									
41000 Building Maintenance	19,188	28,719	24,000	31,189	24,000	-23.1%	(7,189)	0.0%	0
41020 Elevator Maintenance	1,167	982	1,500	1,626	1,500	-7.8%	(126)	0.0%	0
41050 Grounds Maintenance	5,541	5,495	7,000	5,830	6,000	2.9%	170	-14.3%	(1,000)
41313 Copier Maintenance	4,941	4,424	5,500	3,284	4,500	37.0%	1,216	-18.2%	(1,000)
41314 Other Professional Service	517	57	1,000	20,748	1,000	-95.2%	(19,748)	0.0%	0
41300 Computer Services	12,215	11,865	13,000	12,520	13,000	3.8%	480	0.0%	0
41350 Legal & Accounting	3,842	2,528	3,000	3,000	3,000	0.0%	0	0.0%	0
42400 Professional Development	725	1,962	3,000	3,000	2,000	-33.3%	(1,000)	-33.3%	(1,000)
42440 Dues	2,117	2,294	2,000	2,000	2,500	25.0%	500	25.0%	500
43230 Utilities	11,596	12,789	13,500	13,964	14,000	0.3%	36	3.7%	500
43300 Postage	2,399	2,113	2,500	2,200	2,500	13.6%	300	0.0%	0
43410 Printing/E-Newsletter	8,742	9,107	9,500	7,910	8,000	1.1%	90	-15.8%	(1,500)
43550 Office Supplies	4,821	6,023	5,000	5,110	5,000	-2.1%	(110)	0.0%	0
43660 Building & Grounds Supplies	1,535	1,914	2,000	1,827	2,000	9.5%	173	0.0%	0
43668 Technical Services Supplies	3,675	3,632	4,000	5,033	4,500	-10.6%	(533)	12.5%	500
43700 Hospitality Program Supplies	376	412	500	893	500	-44.0%	(393)	0.0%	0
43730 Outreach Supplies	966	917	1,000	605	1,000	65.4%	395	0.0%	0
43710 Adult Program Supplies	5,185	3,867	6,000	6,000	6,000	0.0%	0	0.0%	0
43720 Juvenile Program Supplies	5,664	4,781	6,000	6,000	6,000	0.0%	0	0.0%	0
43740 Teen Program Supplies	819	1,172	1,500	1,500	1,500	0.0%	0	0.0%	0
45000 Adult Nonfiction	16,461	14,211	17,000	16,079	17,000	5.7%	922	0.0%	0
45100 Adult Fiction	14,043	13,751	15,500	16,254	15,500	-4.6%	(754)	0.0%	0
45110 Adult Large Print	580	499	500	457	500	9.4%	43	0.0%	0
45200 Adult Audio-Visual	15,086	14,854	15,500	13,157	15,500	17.8%	2,343	0.0%	0
45220 Adult E-Reference	20,653	17,498	22,000	16,402	22,000	34.1%	5,598	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	% CHANGE EST ACTUAL TO BUDGET FY 17 TO FY18	\$ CHANGE	% CHANGE BUDGET TO BUDGET FY 17 TO FY18	\$ CHANGE
45400 Juvenile Non-fiction	6,612	8,632	7,000	4,431	7,000	58.0%	2,569	0.0%	0
45410 Picture Books, Readers	4,941	5,003	4,500	8,675	4,500	-48.1%	(4,175)	0.0%	0
45420 Juvenile Fiction	7,829	7,358	10,000	8,114	10,000	23.2%	1,886	0.0%	0
45430 Juvenile Audio-Visual	1,598	1,191	1,000	2,116	2,500	18.2%	384	150.0%	1,500
45440 Juvenile eReference	334	334	500	334	500	49.6%	166	0.0%	0
45460 Ebooks	6,406	10,002	12,000	10,053	13,000	29.3%	2,947	8.3%	1,000
45470 Graphic Novels	505	469	500	77	500	547.0%	423	0.0%	0
45450 Teen Books	2,583	2,728	2,750	3,058	2,750	-10.1%	(308)	0.0%	0
45500 Periodicals	5,873	6,339	6,750	6,306	6,750	7.0%	444	0.0%	0
45510 Video Games	3,411	4,010	3,500	4,387	3,500	-20.2%	(887)	0.0%	0
45520 Hot Picks	0	0	2,000	1,301	2,000	53.8%	699	0.0%	0
45600 Public & Staff PC Software	2,985	4,527	4,000	4,600	5,000	8.7%	400	25.0%	1,000
45610 Library Automation Software	22,043	20,297	21,000	20,905	22,000	5.2%	1,095	4.8%	1,000
45900 Minor Equipment	0	0	0	0	0	---	0	---	0
46100 Miscellaneous Expenditure	1,856	896	2,000	880	2,000	127.3%	1,120	0.0%	0
TOTAL CONTRACT/COMMOD.	229,832	237,650	259,500	271,824	261,000	-4.0%	(10,824)	0.6%	1,500
CAPITAL OUTLAY									
50100 Library Furnishings	0	33,806	1,000	530	4,000	654.7%	3,470	300.0%	3,000
51200 Exterior Bldg Improvements	0	0	26,000	5,000	200,000	3900.0%	195,000	669.2%	174,000
58100 Computer Equipment	706	8,306	5,000	9,973	6,000	-39.8%	(3,973)	20.0%	1,000
58270 Library Equipment	14,966	26,015	10,000	7,206	1,000	-86.1%	(6,206)	-90.0%	(9,000)
70000 Contingency	3,270	10,000	5,965	2,320	27,275	1075.6%	24,955	357.3%	21,310
TOTAL CAPITAL OUTLAY	18,942	78,126	47,965	25,029	238,275	852.0%	213,246	396.8%	190,310
LIBRARY TOTAL	879,446	956,284	967,715	937,821	1,164,525	24.2%	226,704	20.3%	196,810

CODE/LINE ITEM	ACTUAL FY 15/16	ACTUAL FY 16/17	BUDGET FY 17/18	ESTIMATED FY 17/18	BUDGET FY 18/19	% CHANGE EST ACTUAL TO BUDGET FY 16 TO FY17	\$ CHANGE	% CHANGE BUDGET TO BUDGET FY16 TO FY17	\$ CHANGE
REVENUES 82-40-603									
GRANTS									
36263 Per Capita Grant	7,153	4,411	4,411	4,411	4,411	0.0%	0	-38.3%	(2,742)
36200 Miscellaneous Grants	0	0	5,000	0	5,000	---	5,000	0.0%	0
TOTAL GRANTS	7,153	4,411	9,411	4,411	9,411	113.4%	5,000	-22.6%	(2,742)
DONATIONS									
38300 Unrestricted Donations	990	1,537	1,000	9,803	1,000	-34.9%	(537)	0.0%	0
38315 Restricted Donations	16,766	11,619	15,000	2,426	15,000	29.1%	3,381	0.0%	0
TOTAL DONATIONS	17,756	13,156	16,000	12,228	16,000	21.6%	2,844	0.0%	0
75000 Interest Earnings	0					---	0	---	0
TOTAL FUND REVENUES	24,909	17,566	25,411	16,639	25,411	44.7%	7,844	-9.7%	(2,742)

EXPENDITURES 82-60-001

OTHER/GRANT PROGRAMS

44810 Per Capita Grant Expend	7,153	4,411	7,153	4,411	7,153	62.2%	2,742	0.0%	0
44825 Misc Grant Expenditures	0	0	5,000	0	5,000	---	5,000	0.0%	0
99999 Use of Unrestrict Donation	990	1,537	1,000	9,803	1,000	-34.9%	(537)	0.0%	0
99999 Use of Restricted Donations	16,766	11,619	15,000	2,426	15,000	29.1%	3,381	0.0%	0
	24,909	17,566	28,153	16,640	28,153	60.3%	10,587	0.0%	0
TOTAL EXPENDITURES	24,909	17,566	28,153	16,640	28,153	60.3%	10,587	0.0%	0

AGREEMENT FOR LIBRARY SERVICES

The term of This Agreement (IGA) For Library Services is from November 1, 2017, and ends October 31, 2018, unless sooner terminated, by and between Forest Bluff Montessori School ("SCHOOL") and the Board of Trustees of Lake Bluff Public Library ("LIBRARY")(collectively, the "Parties" or individually, "Party").

RECITALS

WHEREAS, the LIBRARY wishes to cooperate with the SCHOOL to furnish library services to those Pre-K through 8th grade students attending Forest Bluff School who reside in Knollwood, an unincorporated area of Lake County, Illinois, and are otherwise unable to obtain access to library services as residents of the LIBRARY (hereinafter referred to as the "STUDENTS"); and

WHEREAS, in exchange for the provision of library services to the Students, the SCHOOL wishes to offer the LIBRARY payment for expenses incurred in the implementation of the IGA.

NOW, THEREFORE, the Parties agree as follows:

1. **Library Services.**

The LIBRARY shall provide library services to the STUDENTS as if they were residents residing within the boundaries of the LIBRARY subject to the LIBRARY's policies and the terms herein. The LIBRARY will issue library cards designated as "IGA cards" solely to the STUDENTS who wish to obtain library cards, which shall entitle the STUDENTS to the same rights and privileges as residents of the Lake Bluff Public Library, with the exception that IGA cardholders may not borrow materials through reciprocal borrowing. The IGA card may only be used to check out materials for use by the STUDENTS and does not entitle the parents of the STUDENTS to check out materials for their own use. The LIBRARY shall inform IGA cardholders and their parents/guardians of the restrictions on the use of the IGA card, as described in this paragraph, and the LIBRARY shall be solely responsible for enforcing those restrictions. The LIBRARY's services to STUDENTS under this IGA will end upon their graduation, withdrawal, or transfer from Forest Bluff School.

2. **Term and Renewal of IGA.**

This IGA is effective November 1, 2017, and ends October 31, 2018, unless sooner terminated. Either the LIBRARY or the SCHOOL may terminate this IGA at any time without cause or penalty upon written notice to the other party at least thirty (30) days prior to the effective date of termination. Either the LIBRARY or the SCHOOL may terminate this IGA for cause, which cause shall include any material breach of this IGA. Before either party may terminate this IGA for cause, a party must first give the other party written notice of the breach and thirty (30) days to cure the breach.

3. Financial

The SCHOOL shall pay to the LIBRARY an annual fee of Fifty Dollars (\$50) to offset the costs of providing the additional library services required under this IGA. The LIBRARY shall send the SCHOOL an invoice for the annual fee by December 1, 2017, and the SCHOOL shall pay the invoice in accordance with the *Local Government Prompt Payment Act*. The SCHOOL shall also pay the LIBRARY for the loss or damage to any Library materials provided to the STUDENTS receiving library services under this IGA in accordance with the LIBRARY'S Fines and Fees Policy. The STUDENTS shall be responsible for the payment of any overdue fines in accordance with the Fines and Fee Policy.

4. Indemnification.

To the fullest extent permitted by law, the SCHOOL shall indemnify, and hold the LIBRARY, its board members, officers, administrators, employees, volunteers, and agents ("School Indemnitees"), harmless against any and all liability, loss, expense, including reasonable attorneys' fees, or claims for injury or damages arising out of the LIBRARY providing library services pursuant to Section 1 of this IGA; but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or willful acts or omissions of the School Indemnitees, including its officials, agents, employees, contractors, volunteers, patrons, participants, and invitees; subject, however, to any defenses or limitations of liability permitted under the *Local Governmental and Governmental Employees Tort Immunity Act*, 745 ILCS 10/1 et seq., or otherwise provided by law."

The indemnification obligations set forth herein shall survive expiration or termination of this IGA.

5. Insurance.

Each Party shall keep in force at all times during the term of this IGA Commercial General Liability Insurance with limits of not less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate, and excess or umbrella insurance in the amount of \$5,000,000. At all times, said insurance coverages shall name the other Party's indemnitees identified in Paragraph 6 above as additional insureds. In addition, each Party shall furnish certificates of the insurance and/or coverage in place as required herein and including a 30 day notice of cancellation or reduction in limits.

6. Amendments to this IGA.

Any amendment to this IGA must be reduced to writing and signed by authorized representatives of the LIBRARY and the SCHOOL.

7. Savings Clause.

All agreements and covenants are severable. In the event any agreements or covenants shall be held invalid by a court of competent jurisdiction, this IGA shall be interpreted as if such invalid agreement or covenant were not contained herein.

8. Publicity.

Any statements or materials regarding the provision of services under this IGA shall be made jointly by the LIBRARY and SCHOOL. Neither Party shall unreasonably delay its approval of any such statements or materials.

9. Notice.

Any notice must be sent by U.S. Postal Service first-class mail, postage at the following addresses, return receipt requested, addressed to the President of the Library Board or the School Board. Notice shall be deemed serviced upon deposit with the U.S. Postal Service.

To the Library:

Lake Bluff Public Library
Attention: Library Director
123 E. Scranton Avenue
Lake Bluff, IL 60044

To the School:

Forest Bluff School
8 W. Scranton Avenue
Lake Bluff, IL 60044

10. Compliance with Laws. Each party hereto shall comply with all applicable laws, rules and regulations with regard the provision of the services and property use hereunder, including, but not limited to, human rights and anti-discrimination laws.

11. Governing Law. This IGA shall be governed by, construed, and enforced in accordance with the laws of the State of Illinois without regard to conflict of law principles. Jurisdiction and venue for all disputes hereunder shall be the Circuit Court located in Lake County, Illinois, or the federal district court for the Northern District of Illinois..

14. Effective Date. This IGA shall be deemed dated and become effective on the date the last of the parties signs as set forth below the signature of their duly authorized representatives.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives on the dates set forth below.

<p>LIBRARY:</p> <p>BOARD OF TRUSTEES OF LAKE BLUFF PUBLIC LIBRARY</p> <p>By: _____ Kathy Meierhoff</p> <p>Its: President</p> <p>Date: _____</p> <p>ATTEST:</p> <p>By: _____ Janie Jerch</p> <p>Its: Secretary</p> <p>Date: _____</p>	<p>SCHOOL:</p> <p>FOREST BLUFF MONTESSORI SCHOOL</p> <p>By: _____</p> <p>Its: _____</p> <p>Date: _____</p> <p>ATTEST:</p> <p>By: _____</p> <p>Its: _____</p> <p>Date: _____</p>
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Director's Report – January, 2017

Library Brew

I had the chance to sit down with Michael Dorneker of the Lake Bluff Brewery at the start of January. While the brewery does not do much in the way of sponsorships, the brewery agreed to set down a batch of beer for the Library. This would mean a batch of beer with a Library themed name (we've been encouraged to think of possible names) with \$1 in profits from each pint sold going to support the Library. I anticipate that this will be a repeatable event, and that we will have the chance to pursue further fundraising efforts through and with the Brewery.

It's a Wonderful Life in Lake Bluff

The annual Village holiday program, of which story time with our Library elves is one part, was a success. After the massive response to our 2017 Halloween Party (thanks to the use of 'backpack mail' through the schools), we retooled our methodology, got all hands on deck, and split up the crafts, snacks, and reading to better handle the 200+ people that came in.

Focus Groups

On January 11th, 2018 our youth focus group was attended by 29 local kids. Tim Kregor, Kate Jackson, Carrie Spezzano, and Eliza Jarvi did a fantastic job organizing this event, whose aim was to obtain important feedback from our younger users.

New Youth Programming

Staff member Christine Johnson will be spearheading a Pajama Storytime, an evening story time aimed at families, pajamas welcome! Linda Biondi will be starting a Parent/Child Book Group (grades 3-5), which will meet toward the end of January.

Adult Services Displays

New displays on the main floor include an excellent Adult Winter Reading Club display by the indoor drop box created by Jen Horan (who is doing an excellent job with this year's club) and a display of Illinois classics as we enter Illinois' Bicentennial year. Laurence Sacherer is also working on updating our Reader's Advisory materials to include more 2017 titles on patron request.

Holiday Staffing

Two (2) former staff members, Hannah Dove and Jackie Sawicz, rejoined us during college winter break. They were a big help in covering for staff members seeking to take vacation over the holidays.

Collaboration with Senior Center

Staff member Brittany Hinkle has been discussing joint programs with the Senior Center. A book club and afternoon trivia program are under discussion at this time. Brittany's earlier theatre programs for Youth Services, arranged when she was still employed by Citadel Theatre, were also well attended.

Patron Satisfaction Survey

The Patron Satisfaction Survey went live on January 8th. While it is still early days for results, Martha O'Hara does report that she has noticed that the 'email to friend' option on the raffle ticket is being used by respondents. Staff members have also been talking about the survey at the desk and encouraging participation at programs.

Illinois Library Trustee Forum Workshop

Scheduled Saturday, February 17th from 8am to 3:30pm the focus of this Illinois Library Association (ILA) sponsored forum is advocacy for libraries. Let me know if you would like to attend. More information can be found online at: <https://www.ila.org/events/trustee-forum-workshop>

Tax Concerns

Conversation regarding the fallout from the passage of the Tax Cuts and Jobs Act is ongoing within the Village and beyond. A greater likelihood of a property tax freeze is one outcome. This is a situation that I will monitor carefully, given that the bulk of our support is drawn from property taxes.

December Statistics

The 9,073 checkouts in December, 2017 represent an 11.11% increase versus last December. We are presently up 3.62% in circulation versus last year. Total program attendees are up .59%. The shift away from AV resources to digital equivalents is becoming more marked and is being monitored.

Community Survey

The results of the community survey conducted by District 65, the Park District, and the Village are in and under discussion. I can forward the PowerPoint presentation made to the Village Board to anyone interested. For the Library, the most noteworthy item is that our 'esteem' rating by respondents was the highest among agencies listed. I have included a copy of this slide in the Board packet.

Friends of the Library Meeting Dates

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

2018 Meeting Dates (To be Assigned)

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

18A

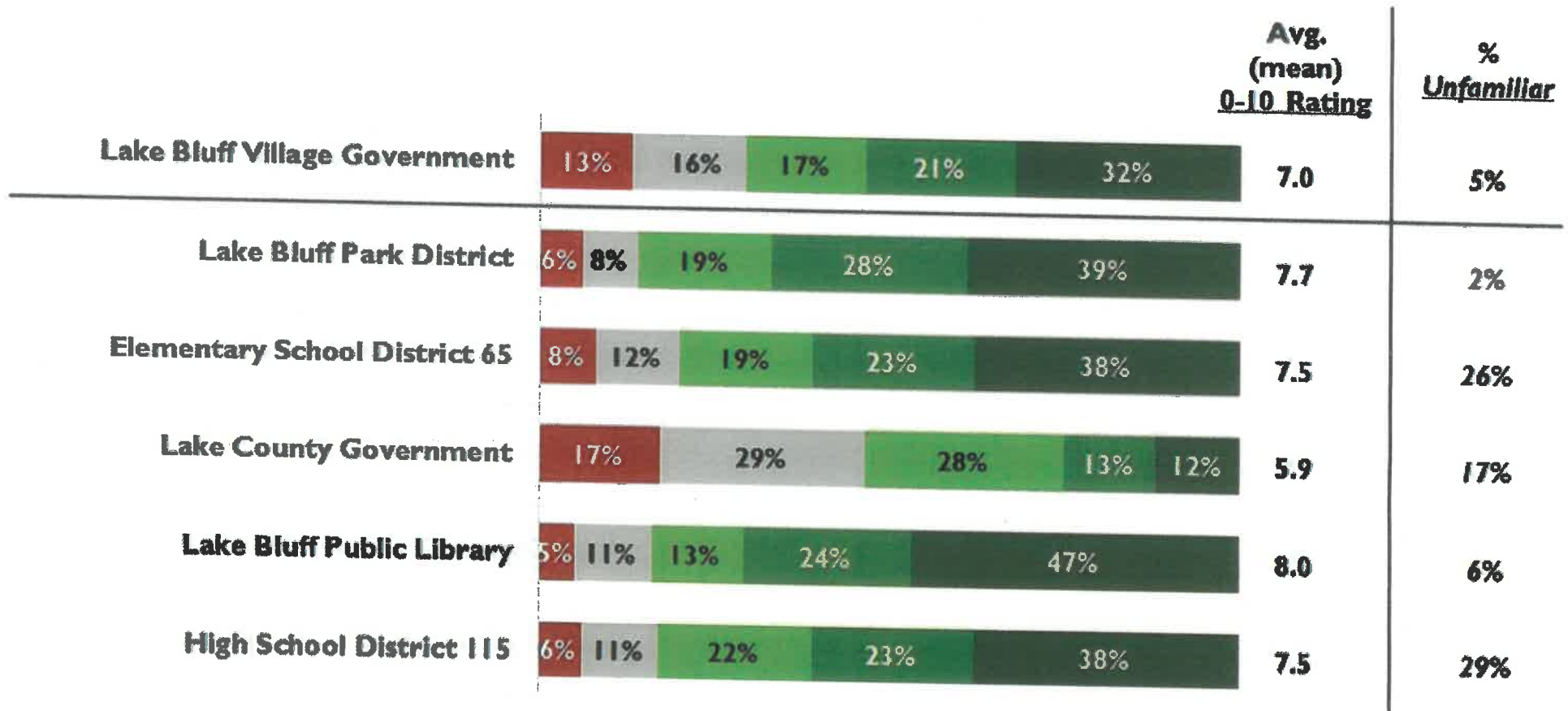
Measure	This month		Past 6 months		Past 12 months		FY to date	
Points of Service	24,439	-7.02%	178,602	-4.31%	401,840	29.63%	251,127	-4.72%
Database Interactions	1,658	-52.68%	13,223	-34.73%	34,499	-18.13%	19,673	-27.34%
Patron Interactions	13,708	-6.19%	104,802	-4.41%	248,603	62.20%	150,436	-4.96%
Circulation	9,073	11.11%	60,577	6.75%	118,738	3.62%	81,018	3.62%
Circulation	9,073	11.11%	60,577	6.75%	118,738	3.62%	81,018	3.62%
Books and Magazines	4,052	4.73%	33,990	6.26%	65,998	3.88%	46,029	4.23%
Electronic	2,676	69.58%	11,086	35.00%	21,194	23.42%	14,189	20.59%
AV	2,345	-13.76%	15,501	-6.33%	31,546	-6.90%	20,800	-6.58%
Patron Interactions	13,708	-6.19%	104,802	-4.41%	248,603	62.20%	150,436	-4.96%
Website Visits	7,152	-10.08%	47,443	-7.59%	96,658	-8.61%	63,115	-7.92%
In-Person Visits	6,556	-1.55%	57,359	-1.61%	151,945	219.88%	87,321	-2.70%
Books and Magazines	4,052	4.73%	33,990	6.26%	65,998	3.88%	46,029	4.23%
Adult	2,020	3.75%	13,974	3.91%	27,371	-0.05%	18,779	3.07%
Teen	90	-53.37%	917	-15.17%	1,824	-14.97%	1,275	-17.58%
Children	1,942	12.32%	19,099	9.39%	36,803	8.23%	25,975	6.49%
Electronic	2,676	69.58%	11,086	35.00%	21,194	23.42%	14,189	20.59%
Adult	2,676	89.25%	9,954	36.00%	19,145	24.98%	12,736	20.69%
Teen	0	-100.00%	363	-26.96%	751	-25.05%	470	-31.29%
Children	0	-100.00%	769	94.19%	1,298	52.35%	983	85.82%
AV	2,345	-13.76%	15,501	-6.33%	31,546	-6.90%	20,800	-6.58%
Adult	1,905	-12.37%	11,701	-5.68%	24,170	-6.38%	15,752	-5.71%
Teen	0	0.00%	6	50.00%	14	40.00%	9	28.57%
Children	440	-19.27%	3,794	-8.34%	7,362	-8.63%	5,039	-9.24%
In-Person Visits	6,556	-1.55%	57,359	-1.61%	151,945	219.88%	87,321	-2.70%
Programming Attendees	601	13.61%	10,342	2.01%	46,383	-2.35%	20,816	0.59%
Adult	62	-3.13%	2,062	-14.26%	8,983	-7.09%	3,805	-8.20%
Teen	8	33.33%	343	8.89%	1,381	-0.29%	650	12.65%
Children	531	15.69%	7,937	7.00%	36,019	-1.17%	16,361	2.44%
Other In-Person Visits	5,955	-2.85%	47,017	-2.38%	105,562	0.00%	66,505	-3.69%

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



Residents Give Village Very Positive Esteem Ratings Overall

Esteem Ratings: Local Agencies



■ % Negative (0-4) ■ % Neutral (5) ■ % Somewhat Positive (6-7) ■ % Very Positive (8) ■ % Highest Regard (9-10)



Q3. Please rate your overall opinion of each group or agency in your community on a 0-10 scale (0=dislike completely, 5=neutral, 10=highest regard).