

May 15th, 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 Election of Secretary Pro Tempore (action)(5 minutes)(7:07pm) | | |
| 4 Election of Board Officers and Selection of Committee Members (10 minutes)(7:17pm) | | 3A-3B |
| 5 Opportunity to Address Board (5 minutes per community member)(7:17pm) | | |
| 6 Consent Agenda | | |
| | Minutes of April 24th, 2018 Board of Trustees Meeting (action)(2 minutes)(7:19pm) | 4A-4B |
| 7 Treasurer's Report and Financial Reports (White and Yellow) (5 minutes)(7:24pm) | | |
| | April Detailed Revenue & Expense Report (action) | 5A-5F |
| | April Detailed Balance Sheet (action) | 6A-6C |
| 8 Approval of Checks (Green) (5 minutes)(7:29pm) | | |
| | April Check Disbursement Report (action) | 7A-7F |
| 9 Committee Reports (10 minutes)(7:39pm) | | |
| 10 New Business | | |
| | Passport Action Plan (10 minutes)(7:49pm) | 8A |
| 10 Old Business | | |
| | Fundraising and Building Project (5 minutes)(7:54pm) | |
| 11 Director's Report (5 minutes)(7:59pm) | | |
| | Librarian's Narrative Report | 9A-9C |
| 12 Executive Session(s) | | |
| 13 Any and All Other Business ... | | |
| 14 Adjournment (1 minute)(8:00pm) | | |
| 15 Attachments | | |
| | Statistics for April, 2018 | 10A |
| | Friends Attendees for Calendar Year 2018 | 11A |

**Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, May 15th, 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. Election of Secretary Pro Tempore (action)(5 minute)(7:07pm)**
- 4. Election of Board Officers and Selection of Committee Members (10 minutes)(7:17pm)**
- 5. Opportunity for Public to Address the Board (5 minutes)(7:17pm)** (limit 5 minutes per person per meeting)
- 6. Approval of Minutes**
 - a. Approval of Minutes of April 24th, 2018 Board Meeting (action)(2 minutes)(7:19pm)
- 7. April 2018 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (action) (5 minutes)(7:24pm)**
 - a. April Detailed Revenue & Expense Report
 - b. April Detailed Balance Sheet
- 8. Approval of checks (Green Pages) (5 minutes)(7:29pm)**
 - a. April Monthly Checks (13499-13503, 13505-13533)(action)
- 9. Committee Reports (10 minutes)(7:39pm) (Met)**
 - a. Finance Committee (CHAIR: Kregor. MEMBERS: Butler.)
(Did not meet)
 - b. Building and Grounds Committee (CHAIR: Schons. MEMBERS: Jerch, Meierhoff, and Stroh.)
 - c. Bylaw and Policy Committee (CHAIR: Stroh. MEMBERS: Schons.)
 - d. Human Resources Committee (CHAIR: Butler. MEMBERS: Jerch and Meierhoff.)
 - e. Intergovernmental Committee (CHAIR: Bailey. MEMBERS: Jerch and Stroh.)
 - f. Long Range Planning Committee (CHAIR: Jackson. MEMBERS: Kregor and Schons.)
 - g. Outreach Committee (CHAIR: Kregor. Members: Jackson.)
- 10. New Business**
 - a. Passport Action Plan (10 minutes)(7:49pm)

11. Old Business

- a. Fundraising and Building Project (5 minutes)(7:54pm)

12. Director's Report (5 minutes)(7:59pm)

- a. Director's Narrative Report

13. 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)

14. Any and all other business which may properly come before the Board**15. Adjournment (1 minute)(8:00pm)****Attachments:**

Upcoming Friends Meetings

April Statistics Report

Passport Action Plan

Upcoming Board Meetings: June 19, July 17, and August 21, 2018.

Officers and Committees

The Board selects its officers and committee members for the year ahead at the May meeting. If only a single individual is running for each position, the entire slate can be approved with a single vote. Any contested position requires a separate vote. Below is the description of each position and committee from the Board's bylaws:

1.3.6 Board Officers

The officers of the Board shall be a President, a Vice-President, a Secretary, and a Treasurer. Officers shall be elected at the Annual Meeting by majority vote of the Board to fill a one-year term. Nominations, with the consent of the nominee, will be made at the Annual Meeting. No Trustee shall hold more than one office at a time. In the event of a resignation, an election to fill the unexpired term of that office shall be conducted.

All officers shall sign such official and financial documents as necessary, including but not limited to contracts, grant applications, and checks. All officers shall be bonded as specified by law. All officers shall perform any other duties as may be assigned by the Board. Specific job descriptions of the officers are as follows:

- President – The President of the Board shall preside at all regular and special meetings of the Board, authorize calls for any special meetings, execute and sign all documents authorized by the Board, approve agendas for regular and special meetings, serve as the Library's representative to the Village of Lake Bluff, and generally perform all duties associated with that office and as assigned by the Board. The President also serves as an ex-officio member of all committees, with the same expectations and rights as any other member of each committee. The President's attendance counts towards a quorum.
- Vice President – The Vice-President shall assume and perform all duties of the President in the temporary absence of the President. In case of the permanent absence of the President, by resignation or otherwise, the Vice-President shall assume and perform all duties of the President until such time as a successor is elected.
- Treasurer – The Treasurer shall serve as the Board's financial officer and Chairperson of the Finance Committee. The Treasurer shall cause to be received and safely kept all monies belonging to the Library in depositories approved and designated by the Board, in the name of the Library or in such other investments as may be authorized by law, and shall disburse the same only upon the authority of the Board. The Treasurer shall cause to have prepared a monthly report to the Board of all receipts and disbursements and shall review and report on the annual financial audit. In the absence of the President and Vice President, the Treasurer shall act as President. In the absence of the Treasurer, the President or Vice President may perform the duties of the Treasurer.
- Secretary – The Secretary shall keep a true and accurate record of all meetings, both regular and special, of the full Library Board. In the absence of the President, Vice President, and Treasurer the Secretary shall serve as President. In the absence of the Secretary, the President shall appoint a secretary pro tempore to keep a record of the meeting. The Secretary shall also maintain any other records required by law.

1.6 Board Committees

1.6.1 Standing Committees

Library Trustees shall be appointed to Standing Committees at the Annual Meeting by a majority vote of the Trustees. Standing Committees shall consist of at least two Trustees. Each Committee shall elect a chairperson. New Standing Committees may be designated by a resolution adopted by a majority of the Trustees present at a meeting at which a quorum is present. Any Trustee may be removed from a Committee by majority vote of the Board of Library Trustees should, in the judgment of the Trustees, the best interests of the Library be served by such a removal. Specific Standing Committees are:

- Building and Grounds Committee – Responsibilities include reviewing proposals for the repair or improvement of the building and/or landscaping and making recommendations to the Board.
- Community Engagement Committee – Responsibilities include acting as community liaison to community and library organizations, including the 'Reaching Across Illinois Library System' (RAILS). This Committee shall also undertake any measures necessary to communicate with the public regarding the Library's status, activities, and needs.
- Finance Committee – The Treasurer shall be included as a member of this committee. Responsibilities include but are not limited to approving a preliminary Budget for Board approval, recommending a tax levy for Board approval, and monitoring funds invested according to the Library's investment policy.
- Human Resources Committee – Responsibilities include preparation of the annual review of the Library Director for discussion by the Trustees prior to the formal review, and assisting the Library Director in the preparation of his/her annual goals for the coming year. The Library Director is responsible for the annual review of all other Library employees.
- Intergovernmental Committee – The Intergovernmental Committee shall be comprised of at least two Trustees and the Library Director. As established by the 1999 Intergovernmental Agreement between the Lake Bluff History Museum, the Village of Lake Bluff, and the Lake Bluff Public Library, an Intergovernmental Committee of two Museum Representatives, two Library Trustees, and a Village Representative shall meet four times annually to discuss concerns and coordinate activities relating to both the Museum and the Library. The Committee Chair shall prepare an annual report.
- Long Range Planning Committee – Responsibilities include working with Library staff in the preparation of a Long Range Plan. A Long Range or Strategic Plan of some type should always be in place.
- Technology Committee – Responsibilities include assessing the Library's technology needs and making recommendations to the Board.

Respectfully submitted,

Eric Scott Bailey

**Lake Bluff Public Library
Board Library Trustees Meeting Minutes
Tuesday, April 24th, 2018 at 7:00 PM
123 E. Scranton Ave, Lake Bluff, IL, 60044**

1. **Call to Order:** President Kathy Meierhoff called the meeting to order at 7:08 pm. Present were Trustees Scot Butler, Kate Jackson, Janie Jerch, Tim Kregor, Carl Schons, Cal Stroh; also Library Director Eric Bailey, and Library Employee Martha O'Hara. Also Justin Jarvinen and Matthew Kerouac from the prospective Foundry restaurant, going into the building across the street (PNC Bank Building).
2. **Additions & Corrections to the Agenda:** Added under New Business (item 9) was a description about the new Children's Safety Committee.
3. **Opportunity for Public to Address the Board:** None present.
4. **Discussion with Foundry Restaurant representatives:** Mr. Jarvinen and Mr. Kerouac want to propose collaborating on programs and space usage; they are seeking wide-spread community investment.
5. **Approval of Minutes:** Baby Elinor Jarvi's name was spelled wrong; with that correction, Stroh moved and Butler seconded a motion to accept the minutes as corrected; all voted aye.
6. **March 2018 Financial Reports-Detailed Balance and Revenue/Expense (Yellow Pages):** Bailey noted that we are on track with the budget, with one month left in FY2017-2018. Jackson moved and Stroh seconded a motion to accept the March Financial Reports; all voted aye.
7. **Approval of Checks (Green Pages):**
 - a. March Monthly Checks: Stroh moved and Schons seconded a motion to accept the March checks (13457-13471, 13473-13498); all voted aye. Check # 13472 was voided.
8. **Committee Reports:**

(Committees that met)

 - a. Building and Grounds (**CHAIR:** Schons, **MEMBERS:** Jerch, Meierhoff, and Stroh) Schons reported that the committee met on April 4 to discuss the design/administration proposals for the roof project; Engberg Anderson's proposal was the clear choice. Butler moved and Stroh seconded a motion that the proposal from Engberg Anderson of \$10,560 for design and construction administration services related to the replacement of the roof be accepted; all voted aye.
 - b. Human Resources (**CHAIR:** Butler, **MEMBERS:** Jerch and Meierhoff) Butler reported some proposed changes to the process of evaluating the Library Director, and also gave out copies of the finished report for this year, asking trustees' feedback by next week.

(Committees that did not meet)

 - c. Intergovernmental (**CHAIR:** Bailey, **MEMBERS:** Jerch and Stroh)
 - d. Finance (**CHAIR:** Kregor, **MEMBER:** Butler)
 - e. Bylaw and Policy (**CHAIR:** Stroh, **MEMBER:** Schons)
 - f. Long Range Planning (**CHAIR:** Jackson, **MEMBERS:** Kregor and Schons)
 - g. Outreach (**CHAIR:** Kregor, **MEMBER:** Jackson)

9. New Business:

- a. Design and Construction Administrator for Roof: Done during Building & Grounds report.
- b. Foundation for Building Project: Bailey presented guidelines. It was agreed that no Library funds would be used for the set-up of the Foundation. Meierhoff and Bailey are pursuing possible community members to help with the Foundation.
- c. Nonresident Card Program Participation: The State of Illinois allows participation in a program allowing non-resident cardholders; the Library opts in on a yearly basis. Butler moved and Schons seconded a motion that the proposal to offer Nonresident Cards to the unincorporated parts of the Library's service area from July 1, 2018 to June 30, 2019 be approved; all voted aye.
- d. Children's Safety Committee: Meierhoff reported that there have been two meetings so far. The committee will be exploring ways to educate local parents about sexual abuse of children. Bailey and Meierhoff will serve on this committee as representatives of the Library.

10. Old Business:

- a. Fundraising and Building Project: TWB representatives Heintzelmann and Souhrada will report next month on results of the feasibility study. Souhrada feels that there should be a foundation in place as soon as possible. Meierhoff, Bailey, Heintzelmann, and Souhrada will participate in a conference call next week to clarify questions about the foundation. The Board of Trustees may have a special meeting to accommodate all the information concerning the foundation.
- b. Phyllis Fox awards will be on May 9; all Trustees are encouraged to attend.

11. Director's Report Highlights:

- a. The Friends of the Library will pay for the Jiggle Jam, which has already been held, as well as a bulletin board for the stairwell and prizes for the adult summer reading club.
- b. After May 1, statistics reports will go to the State.
- c. Officer positions and committees will change for the next FY2018-2019.

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:** Stroh moved and Schons seconded a motion to adjourn the meeting; all voted aye. The meeting was adjourned at 8:50 pm.

Respectfully Submitted,

Janie Jerch

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
PERIOD ENDING 04/30/2018

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| GL NUMBER | DESCRIPTION | ACTIVITY FOR MONTH 04/30/18 INCR (DECR) | ACTIVITY FOR MONTH 04/30/17 INCR (DECR) | YTD BALANCE 04/30/2018 NORM (ABNORM) | YTD BALANCE 04/30/2017 NORM (ABNORM) | 2017-18 AMENDED BUDGET | % BDT USED |
|--------------------------------------|------------------------------|---|---|--|--|---------------------------|---------------|
| Fund 080 - LAKE BLUFF PUBLIC LIBRARY | | | | | | | |
| Revenues | | | | | | | |
| Dept 300 - REVENUE | | | | | | | |
| PROPERTY TAX | | | | | | | |
| 080-300-30000 | PROPERTY TAX REVENUE | 7.92 | 16.34 | 895,536.36 | 885,647.61 | 897,115.00 | 99.82 |
| PROPERTY TAX | | 7.92 | 16.34 | 895,536.36 | 885,647.61 | 897,115.00 | 99.82 |
| SERVICES | | | | | | | |
| 080-300-34235 | PHOTO-COPY CHARGES | | | | | | |
| 080-300-34250 | NON-RESIDENT FEES | 267.07 | 180.70 | 2,243.15 | 2,136.50 | 2,200.00 | 101.96 |
| 080-300-34260 | PASSPORT FEES | 451.32 | 1,020.63 | 6,067.33 | 6,565.30 | 7,000.00 | 86.68 |
| SERVICES | | 0.00 | 0.00 | 0.00 | 0.00 | 2,000.00 | 0.00 |
| | | 718.39 | 1,201.33 | 8,310.48 | 8,701.80 | 11,200.00 | 74.20 |
| FINES | | | | | | | |
| 080-300-35700 | RENTAL FINES | 1,026.32 | 1,729.74 | 10,664.79 | 12,506.55 | 12,500.00 | 85.32 |
| FINES | | 1,026.32 | 1,729.74 | 10,664.79 | 12,506.55 | 12,500.00 | 85.32 |
| 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 | 8,465.72 | 0.00 | 8,465.72 | 7,900.00 | 0.00 |
| 080-300-37010 | VLIET OPERATING COST CONTRIB | 0.00 | 0.00 | 390.00 | 390.00 | 0.00 | 100.00 |
| 080-300-37020 | SCHOOL DIST 65 IGA | 0.00 | 0.00 | 50.00 | 0.00 | 2,000.00 | 2.50 |
| 080-300-38310 | CONTRIBUTIONS/DONATIONS | 2,218.03 | 52.18 | 9,967.35 | 1,536.70 | 0.00 | 100.00 |
| 080-300-38315 | RESTRICTED DONATIONS | 0.00 | 391.90 | 1,212.79 | 11,618.97 | 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 | 255.14 | 390.90 | 1,657.61 | 2,793.29 | 2,500.00 | 66.30 |
| MISCELLANEOUS REVENUE | | 2,473.17 | 9,300.70 | 15,437.11 | 29,124.02 | 12,400.00 | 124.49 |
| INTEREST EARNINGS | | | | | | | |
| 080-300-37500 | INTEREST EARNINGS | 806.66 | 389.32 | 8,901.81 | 3,909.27 | 2,500.00 | 356.07 |
| INTEREST EARNINGS | | 806.66 | 389.32 | 8,901.81 | 3,909.27 | 2,500.00 | 356.07 |
| Total Dept 300 - REVENUE | | 5,032.46 | 12,637.43 | 938,850.55 | 944,300.05 | 935,715.00 | 100.34 |
| TOTAL REVENUES | | 5,032.46 | 12,637.43 | 938,850.55 | 944,300.05 | 935,715.00 | 100.34 |

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REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
PERIOD ENDING 04/30/2018

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| GL NUMBER | DESCRIPTION | ACTIVITY FOR MONTH 04/30/18 INCR (DECR) | ACTIVITY FOR MONTH 04/30/17 INCR (DECR) | YTD BALANCE 04/30/2018 NORM (ABNORM) | YTD BALANCE 04/30/2017 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 04/30/2018

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| GL NUMBER | DESCRIPTION | ACTIVITY FOR MONTH 04/30/18 INCR (DECR) | ACTIVITY FOR MONTH 04/30/17 INCR (DECR) | YTD BALANCE 04/30/2018 NORM (ABNORM) | YTD BALANCE 04/30/2017 NORM (ABNORM) | 2017-18 AMENDED BUDGET | % BDGT USED |
|--------------------------------------|--------------------------------|---|---|--|--|---------------------------|----------------|
| Fund 080 - LAKE BLUFF PUBLIC LIBRARY | | | | | | | |
| Expenditures | | | | | | | |
| Dept 603 - LIBRARY ADMINISTRATION | | | | | | | |
| SALARIES | | | | | | | |
| 080-603-40025 | LIBRARIAN SALARIES | 21,394.10 | 11,181.43 | 242,625.66 | 260,439.16 | 323,000.00 | 75.12 |
| 080-603-40030 | STAFF SALARIES | 22,134.42 | 30,998.03 | 259,296.07 | 229,595.57 | 180,000.00 | 144.05 |
| SALARIES | | 43,528.52 | 42,179.46 | 501,921.73 | 490,034.73 | 503,000.00 | 99.79 |
| BENEFITS | | | | | | | |
| 080-603-40400 | MEDICAL INSURANCE | 5,469.43 | 4,896.31 | 66,374.92 | 71,244.66 | 74,000.00 | 89.70 |
| 080-603-40900 | OTHER EMPLOYEE BENEFITS | 0.00 | 0.00 | 275.00 | 215.00 | 250.00 | 110.00 |
| 080-603-40970 | EMPLOYER FICA TAX | 3,129.69 | 3,070.00 | 37,109.11 | 36,332.18 | 37,000.00 | 100.29 |
| 080-603-40980 | IMRF RETIREMENT CONTRIBUTION | 2,874.96 | 3,502.71 | 38,210.84 | 42,025.66 | 46,000.00 | 83.07 |
| BENEFITS | | 11,474.08 | 11,469.02 | 141,969.87 | 149,817.50 | 157,250.00 | 90.28 |
| CONTRACTS | | | | | | | |
| 080-603-41000 | MAINTENANCE-BUILDING | 6,270.83 | 740.66 | 38,482.35 | 28,719.04 | 24,000.00 | 160.34 |
| 080-603-41020 | ELEVATOR MAINTENANCE | 0.00 | 0.00 | 2,350.74 | 982.00 | 1,500.00 | 156.72 |
| 080-603-41050 | MAINTENANCE-GROUNDS | 530.00 | 625.00 | 6,793.94 | 5,494.92 | 7,000.00 | 97.06 |
| 080-603-41300 | COMPUTER SERVICES | 0.00 | 0.00 | 13,220.00 | 0.00 | 13,000.00 | 101.69 |
| 080-603-41301 | COMPUTER SERVICES/DO NOT USE | 0.00 | 0.00 | 0.00 | 11,865.00 | 0.00 | 0.00 |
| 080-603-41313 | COPIER MAINTENANCE/SUPPLIES | 386.75 | 64.34 | 3,298.92 | 4,488.18 | 5,500.00 | 59.98 |
| 080-603-41314 | OTHER PROFESSIONAL/CONTRACTUAL | 9.00 | 0.00 | 12,372.32 | 57.00 | 1,000.00 | 1,237.2 |
| 080-603-41350 | LEGAL SERVICES | 0.00 | 420.00 | 2,835.00 | 2,527.50 | 3,000.00 | 94.50 |
| 080-603-70000 | CONTINGENCY | 0.00 | 0.00 | 1,160.00 | 10,000.00 | 5,965.00 | 19.45 |
| CONTRACTS | | 7,196.58 | 1,850.00 | 80,513.27 | 64,133.64 | 60,965.00 | 132.06 |
| COMMODITIES | | | | | | | |
| 080-603-42400 | PROFESSIONAL DEVELOPMENT | 0.00 | 166.50 | 1,983.00 | 1,961.50 | 3,000.00 | 66.10 |
| 080-603-42440 | DUES | 0.00 | 0.00 | 2,367.31 | 2,293.93 | 2,000.00 | 118.37 |
| 080-603-43230 | UTILITIES | 0.00 | 254.35 | 12,028.66 | 12,788.73 | 13,500.00 | 89.10 |
| 080-603-43300 | POSTAGE | 66.62 | 16.35 | 1,745.39 | 2,112.74 | 2,500.00 | 69.82 |
| 080-603-43410 | PRINTING/E-NEWSLETTER | 45.38 | 0.00 | 7,645.27 | 9,107.29 | 9,500.00 | 80.48 |
| 080-603-43550 | OFFICE SUPPLIES | 386.08 | 99.23 | 5,924.83 | 5,922.28 | 5,000.00 | 118.50 |
| 080-603-43660 | MAINTENANCE SUPPLIES-BUILDING | 68.89 | 173.42 | 1,847.79 | 1,925.07 | 2,000.00 | 92.39 |
| 080-603-43668 | TECHNICAL SERVICES SUPPLIES | 73.75 | 347.53 | 5,529.80 | 3,631.69 | 4,000.00 | 138.25 |
| 080-603-43700 | HOSPITALITY PROGRAM SUPPLIES | 0.00 | 70.99 | 812.40 | 411.65 | 500.00 | 162.48 |
| 080-603-43710 | ADULT PROGRAM SUPPLIES | 664.14 | 0.00 | 5,904.70 | 3,866.65 | 6,000.00 | 98.41 |
| 080-603-43720 | JUVENILE PROGRAM SUPPLIES | 812.89 | 26.76 | 5,233.40 | 4,780.73 | 6,000.00 | 87.22 |
| 080-603-43730 | OUTREACH SUPPLIES | 221.66 | 316.66 | 911.49 | 1,002.11 | 1,000.00 | 91.15 |
| 080-603-43740 | TEEN PROGRAM SUPPLIES | 2.89 | 0.00 | 1,297.16 | 1,171.80 | 1,500.00 | 86.48 |
| COMMODITIES | | 2,342.30 | 1,471.79 | 53,231.20 | 50,976.17 | 56,500.00 | 94.21 |
| PROGRAM EXPENSES | | | | | | | |
| 080-603-46100 | MISCELLANEOUS EXPENSES | 25.90 | (174.00) | 653.97 | 695.67 | 2,000.00 | 32.70 |
| PROGRAM EXPENSES | | 25.90 | (174.00) | 653.97 | 695.67 | 2,000.00 | 32.70 |

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

5D

| | | PERIOD ENDING 04/30/2018 | | | | | |
|---|-----------------------------|--------------------------|----------------|---------------|---------------|----------------|--------|
| GL NUMBER | DESCRIPTION | ACTIVITY FOR | ACTIVITY FOR | YTD BALANCE | YTD BALANCE | 2017-18 | % BDGT |
| | | MONTH 04/30/18 | MONTH 04/30/17 | 04/30/2018 | 04/30/2017 | | |
| | | INCR (DECR) | INCR (DECR) | NORM (ABNORM) | NORM (ABNORM) | AMENDED BUDGET | USED |
| Fund 080 - LAKE BLUFF PUBLIC LIBRARY | | | | | | | |
| Expenditures | | | | | | | |
| CAPITAL EQUIPMENT | | | | | | | |
| 080-603-45000 | ADULT NON-FICTION BOOKS | 416.24 | 1,183.68 | 15,970.27 | 14,338.29 | 17,000.00 | 93.94 |
| 080-603-45100 | ADULT FICTION BOOKS | 100.09 | 416.79 | 13,697.74 | 13,750.59 | 15,500.00 | 88.37 |
| 080-603-45110 | ADULT LARGE PRINT MATERIAL | 18.17 | 46.94 | 499.44 | 499.31 | 500.00 | 99.89 |
| 080-603-45200 | ADULT AUDIO VISUAL MATERIAL | 1,310.44 | 2,262.75 | 14,820.52 | 15,544.10 | 15,500.00 | 95.62 |
| 080-603-45220 | ADULT REFERENCE/E-REFER | 0.00 | 0.00 | 21,095.38 | 17,497.52 | 22,000.00 | 95.89 |
| 080-603-45400 | JUVENILE NON-FICTION | 31.30 | 4,579.06 | 6,934.41 | 8,632.46 | 7,000.00 | 99.06 |
| 080-603-45410 | PICTURE BOOKS, READERS | 0.00 | 0.00 | 5,582.55 | 5,003.04 | 4,500.00 | 124.06 |
| 080-603-45420 | JUVENILE FICTION | 324.08 | 36.49 | 7,542.91 | 7,358.40 | 10,000.00 | 75.43 |
| 080-603-45430 | JUVENILE AUDIO-VISUAL | 37.95 | 290.04 | 1,520.13 | 1,191.24 | 1,000.00 | 152.01 |
| 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 | 166.40 | 2,742.85 | 2,727.98 | 2,750.00 | 99.74 |
| 080-603-45460 | E-BOOKS | 1,380.64 | 0.00 | 12,001.46 | 10,002.13 | 12,000.00 | 100.01 |
| 080-603-45470 | GRAPHIC NOVELS | 8.94 | 215.71 | 508.97 | 468.65 | 500.00 | 101.79 |
| 080-603-45500 | PERIODICALS | 0.00 | 0.00 | 7,316.57 | 6,339.24 | 6,750.00 | 108.39 |
| 080-603-45510 | VIDEO GAMES | 269.01 | 724.32 | 3,569.78 | 4,009.66 | 3,500.00 | 101.99 |
| 080-603-45520 | TRENDING TITLES | 223.89 | 0.00 | 1,386.45 | 0.00 | 2,000.00 | 69.32 |
| 080-603-45600 | PATRON & STAFF SOFTWARE | 98.95 | 9.95 | 4,766.71 | 4,526.91 | 4,000.00 | 119.17 |
| 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 | 33,806.00 | 1,000.00 | 26.50 |
| 080-603-58100 | COMPUTER EQUIPMENT | 0.00 | 0.00 | 7,077.74 | 8,305.80 | 5,000.00 | 141.55 |
| 080-603-58270 | OTHER EQUIPMENT | 0.00 | 0.00 | 3,603.16 | 26,014.61 | 10,000.00 | 36.03 |
| CAPITAL EQUIPMENT | | 4,219.70 | 9,932.13 | 152,141.36 | 200,647.26 | 162,000.00 | 93.91 |
| 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 | | 68,787.08 | 66,728.40 | 930,431.40 | 956,304.97 | 967,715.00 | 96.15 |
| TOTAL EXPENDITURES | | 68,787.08 | 66,728.40 | 930,431.40 | 956,304.97 | 967,715.00 | 96.15 |
| Fund 080 - LAKE BLUFF PUBLIC LIBRARY: | | | | | | | |
| TOTAL REVENUES | | 5,032.46 | 12,637.43 | 938,850.55 | 944,300.05 | 935,715.00 | 100.34 |
| TOTAL EXPENDITURES | | 68,787.08 | 66,728.40 | 930,431.40 | 956,304.97 | 967,715.00 | 96.15 |
| NET OF REVENUES & EXPENDITURES | | (63,754.62) | (54,090.97) | 8,419.15 | (12,004.92) | (32,000.00) | 26.31 |

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
PERIOD ENDING 04/30/2018

| GL NUMBER | DESCRIPTION | ACTIVITY FOR MONTH 04/30/18 INCR (DECR) | ACTIVITY FOR MONTH 04/30/17 INCR (DECR) | YTD BALANCE 04/30/2018 NORM (ABNORM) | YTD BALANCE 04/30/2017 NORM (ABNORM) | 2017-18 AMENDED BUDGET | % BDGT USED |
|---|--------------------------------|---|---|--|--|---------------------------|----------------|
| Fund 082 - LIBRARY GRANTS & GIFTS FUND | | | | | | | |
| Revenues | | | | | | | |
| Dept 300 - REVENUE | | | | | | | |
| GRANTS | | | | | | | |
| 082-300-36200 | GRANT REVENUE | 0.00 | 0.00 | 3,253.40 | 0.00 | 5,000.00 | 65.07 |
| 082-300-36263 | STATE PER CAPITA GRANT | 4,442.79 | 0.00 | 4,442.79 | 0.00 | 4,411.00 | 100.72 |
| GRANTS | | 4,442.79 | 0.00 | 7,696.19 | 0.00 | 9,411.00 | 81.78 |
| MISCELLANEOUS REVENUE | | | | | | | |
| 082-300-38300 | UNRESTRICTED DONATIONS/CONTRIB | 0.00 | 0.00 | 200.00 | 0.00 | 1,000.00 | 20.00 |
| 082-300-38315 | RESTRICTED DONATIONS | 0.00 | 0.00 | 0.00 | 0.00 | 15,000.00 | 0.00 |
| MISCELLANEOUS REVENUE | | 0.00 | 0.00 | 200.00 | 0.00 | 16,000.00 | 1.25 |
| Total Dept 300 - REVENUE | | 4,442.79 | 0.00 | 7,896.19 | 0.00 | 25,411.00 | 31.07 |
| TOTAL REVENUES | | 4,442.79 | 0.00 | 7,896.19 | 0.00 | 25,411.00 | 31.07 |
| Expenditures | | | | | | | |
| Dept 603 - LIBRARY ADMINISTRATION | | | | | | | |
| CONTRACTS | | | | | | | |
| 082-603-44810 | PER CAPITAL GRANT EXPENDITURES | 0.00 | 0.00 | 0.00 | 4,412.62 | 4,411.00 | 0.00 |
| CONTRACTS | | 0.00 | 0.00 | 0.00 | 4,412.62 | 4,411.00 | 0.00 |
| COMMODITIES | | | | | | | |
| 082-603-44825 | MISC. GRANT EXPENDITURES | 0.00 | 0.00 | 0.00 | 0.00 | 5,000.00 | 0.00 |
| COMMODITIES | | 0.00 | 0.00 | 0.00 | 0.00 | 5,000.00 | 0.00 |
| PROGRAM EXPENSES | | | | | | | |
| 082-603-99999 | USE OF DONATIONS/TEMPORARY EXP | 344.22 | 116.78 | 7,167.67 | 9,148.81 | 16,000.00 | 44.80 |
| PROGRAM EXPENSES | | 344.22 | 116.78 | 7,167.67 | 9,148.81 | 16,000.00 | 44.80 |
| Total Dept 603 - LIBRARY ADMINISTRATION | | 344.22 | 116.78 | 7,167.67 | 13,561.43 | 25,411.00 | 28.21 |
| TOTAL EXPENDITURES | | 344.22 | 116.78 | 7,167.67 | 13,561.43 | 25,411.00 | 28.21 |
| Fund 082 - LIBRARY GRANTS & GIFTS FUND: | | | | | | | |
| TOTAL REVENUES | | 4,442.79 | 0.00 | 7,896.19 | 0.00 | 25,411.00 | 31.07 |
| TOTAL EXPENDITURES | | 344.22 | 116.78 | 7,167.67 | 13,561.43 | 25,411.00 | 28.21 |
| NET OF REVENUES & EXPENDITURES | | 4,098.57 | (116.78) | 728.52 | (13,561.43) | 0.00 | 100.00 |

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REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE
PERIOD ENDING 04/30/2018

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| GL NUMBER | DESCRIPTION | ACTIVITY FOR MONTH 04/30/18 INCR (DECR) | ACTIVITY FOR MONTH 04/30/17 INCR (DECR) | YTD BALANCE 04/30/2018 NORM (ABNORM) | YTD BALANCE 04/30/2017 NORM (ABNORM) | 2017-18 AMENDED BUDGET | % BDGT USED |
|--------------------------------|-------------|---|---|--|--|---------------------------|----------------|
| TOTAL REVENUES - ALL FUNDS | | 9,475.25 | 12,637.43 | 946,746.74 | 944,300.05 | 961,126.00 | 98.50 |
| TOTAL EXPENDITURES - ALL FUNDS | | 69,131.30 | 66,845.18 | 937,599.07 | 969,866.40 | 993,126.00 | 94.41 |
| NET OF REVENUES & EXPENDITURES | | (59,656.05) | (54,207.75) | 9,147.67 | (25,566.35) | (32,000.00) | 28.59 |

6A

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) | (10,369.77) |
| | A/R - OTHER | (2,668.85) | (10,369.77) |
| CASH/INVESTMENTS | | | |
| 080-100-10000 | CHECKING ACCT - LF BANK & TRST | 55,119.50 | 45,372.71 |
| 080-100-10075 | PETTY CASH | 150.00 | 150.00 |
| 080-100-10110 | ILLINOIS FUND (IPTIP) | 521,598.27 | 527,545.84 |
| 080-100-10113 | ILLINOIS FUNDS - GRANTS | 1.80 | 1.80 |
| 080-100-10115 | ILLINOIS FUNDS - EPAY | 8,576.43 | 11,683.63 |
| | CASH/INVESTMENTS | 585,446.00 | 584,753.98 |
| DUE TO OTHER FUNDS | | | |
| 080-000-00001 | DUE TO/FROM OTHER FUNDS | 0.00 | (7,895.89) |
| | DUE TO OTHER FUNDS | 0.00 | (7,895.89) |
| PREPAID ITEMS | | | |
| | PREPAID ITEMS | 0.00 | 0.00 |
| PROPERTY TAX RECEIVABLE | | | |
| 080-100-11100 | PROPERTY TAX RECEIVABLE | 897,122.67 | 921,478.34 |
| | PROPERTY TAX RECEIVABLE | 897,122.67 | 921,478.34 |
| Total Assets | | 1,479,899.82 | 1,487,966.66 |
| *** Liabilities *** | | | |
| ACCRUED PAYROLL | | | |
| 080-200-20300 | ACCRUED PAYROLL | 19,571.01 | 21,569.16 |
| | ACCRUED PAYROLL | 19,571.01 | 21,569.16 |
| ACCOUNTS PAYABLE | | | |
| 080-200-20000 | ACCOUNTS PAYABLE | 12,883.22 | (13,822.91) |
| | ACCOUNTS PAYABLE | 12,883.22 | (13,822.91) |
| A/P - OTHER | | | |
| | A/P - OTHER | 0.00 | 0.00 |
| LONG TERM LIABILITIES | | | |
| | LONG TERM LIABILITIES | 0.00 | 0.00 |
| OTHER DEFERRED REVENUE | | | |
| | OTHER DEFERRED REVENUE | 0.00 | 0.00 |
| OTHER LIABILITIES | | | |
| | OTHER LIABILITIES | 0.00 | 0.00 |
| UNAVAILABLE PROPERTY TAXES | | | |

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BALANCE SHEET FOR LAKE BLUFF VILLAGE
Period Ending 04/30/2018

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6B

Fund 080 LAKE BLUFF PUBLIC LIBRARY

| GL Number | Description | Current Year Beg. Balance | Balance |
|---|--|------------------------------|---------------------|
| *** Liabilities *** | | | |
| 080-200-24000 | UNAVAILABLE PROPERTY TAXES | 897,122.67 | 921,478.34 |
| | UNAVAILABLE PROPERTY TAXES | 897,122.67 | 921,478.34 |
| Total Liabilities | | 929,576.90 | 929,224.59 |
| *** Fund Balance *** | | | |
| 080-290-29000 | NET POSITION/FUND BALANCE UNRESERVED FUND BALANCE | 550,322.92 | 550,322.92 |
| | NET POSITION/FUND BALANCE | 550,322.92 | 550,322.92 |
| Total Fund Balance | | 550,322.92 | 550,322.92 |
| Beginning Fund Balance | | | 550,322.92 |
| Net of Revenues VS Expenditures | | | 8,419.15 |
| Ending Fund Balance | | | 558,742.07 |
| Total Liabilities And Fund Balance | | | 1,487,966.66 |

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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 | | 4,410.80 | 4,410.80 |
| CASH/INVESTMENTS | | | |
| 082-100-10000 | CHECKING ACCT - LF BANK & TRST | (15,525.57) | (22,465.50) |
| CASH/INVESTMENTS | | (15,525.57) | (22,465.50) |
| DUE TO OTHER FUNDS | | | |
| 082-000-00001 | DUE TO/FROM OTHER FUNDS | 0.00 | 7,895.89 |
| DUE TO OTHER FUNDS | | 0.00 | 7,895.89 |
| Total Assets | | (11,114.77) | (10,158.81) |
| *** Liabilities *** | | | |
| ACCOUNTS PAYABLE | | | |
| 082-200-20000 | ACCOUNTS PAYABLE | 116.78 | 344.22 |
| ACCOUNTS PAYABLE | | 116.78 | 344.22 |
| Total Liabilities | | 116.78 | 344.22 |
| *** Fund Balance *** | | | |
| NET POSITION/FUND BALANCE | | | |
| 082-290-29000 | 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 | | | 728.52 |
| Ending Fund Balance | | | (10,503.03) |
| Total Liabilities And Fund Balance | | | (10,158.81) |

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CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF
CHECK DATE FROM 04/25/2018 - 05/16/2018
Banks: LIBCK, LIBEP

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| Check Date | Bank | Check # | Invoice | Payee | Description | GL # | Amount |
|------------|-------|---------|--------------|-------------------------|-----------------------------|---------------|--------|
| 04/30/2018 | LIBCK | 13499 | 042718 | PETTY CASH | POSTAGE | 080-603-43300 | 29.49 |
| | | 13499 | 042718 | | JUVENILE PROGRAM SUPPLIES | 080-603-43720 | 49.05 |
| | | 13499 | 042718 | | TEEN PROGRAM SUPPLIES | 080-603-43740 | 2.89 |
| | | | | | | | <hr/> |
| | | | | | | | 81.43 |
| 04/30/2018 | LIBCK | 13500 | 102562804 | VANTAGEPOINT TRANSFER A | ICMA 457 PLAN PAYABLE | 080-200-20245 | 550.00 |
| 05/15/2018 | LIBCK | 13501 | 2005381888 | ACCESS ONE, INC. | UTILITIES | 080-603-43230 | 617.26 |
| 05/15/2018 | LIBCK | 13502 | ALA041818 | ALA/BOOKLIST | PERIODICALS | 080-603-45500 | 167.50 |
| 05/15/2018 | LIBCK | 13503 | 466596786859 | AMAZON | ADULT PROGRAM SUPPLIES | 080-603-43710 | 57.97 |
| | | 13503 | 676535788954 | | ADULT PROGRAM SUPPLIES | 080-603-43710 | 73.79 |
| | | 13503 | 693986993776 | | ADULT PROGRAM SUPPLIES | 080-603-43710 | 58.82 |
| | | 13503 | 559345756537 | | ADULT PROGRAM SUPPLIES | 080-603-43710 | 73.56 |
| | | 13503 | 669884776549 | | OUTREACH SUPPLIES | 080-603-43730 | 17.99 |
| | | 13503 | 969757594795 | | OUTREACH SUPPLIES | 080-603-43730 | 31.90 |
| | | 13503 | 533575433648 | | OUTREACH SUPPLIES | 080-603-43730 | 49.98 |
| | | 13503 | 637657639635 | | OUTREACH SUPPLIES | 080-603-43730 | 100.00 |
| | | 13503 | 579449377837 | | OUTREACH SUPPLIES | 080-603-43730 | (3.21) |
| | | 13503 | 558373846969 | | ADULT NON-FICTION BOOKS | 080-603-45000 | 14.95 |
| | | 13503 | 993743693364 | | ADULT NON-FICTION BOOKS | 080-603-45000 | 9.20 |
| | | 13503 | 694643376766 | | ADULT NON-FICTION BOOKS | 080-603-45000 | 24.95 |
| | | 13503 | 469733635555 | | ADULT NON-FICTION BOOKS | 080-603-45000 | 33.48 |
| | | 13503 | 433684538445 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 39.92 |
| | | 13503 | 439984557995 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 79.87 |
| | | 13503 | 556836553347 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 54.88 |
| | | 13503 | 677349389485 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 18.02 |
| | | 13503 | 837698373784 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 39.92 |
| | | 13503 | 635976794796 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 35.98 |
| | | 13503 | 796745858746 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 11.35 |
| | | 13503 | 444547433567 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 9.99 |
| | | 13503 | 734956564974 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 7.99 |
| | | 13503 | 463364344478 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 14.97 |
| | | 13503 | 663843765466 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 105.79 |
| | | 13503 | 864896983978 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 19.96 |
| | | 13503 | 564884876974 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 29.99 |
| | | 13503 | 966744584599 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 14.99 |
| | | 13503 | 438563686676 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 39.96 |
| | | 13503 | 465595584998 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 30.68 |
| | | 13503 | 588899587743 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 47.24 |

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

CHECK DATE FROM 04/25/2018 - 05/16/2018

Banks: LIBCK, LIBEP

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| Check Date | Bank | Check # | Invoice | Payee | Description | GL # | Amount |
|------------|------|---------|--------------|-------|-----------------------------|---------------|--------|
| | | 13503 | 435543867783 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 13.19 |
| | | 13503 | 445333333463 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 12.96 |
| | | 13503 | 453699987443 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 22.99 |
| | | 13503 | 547486483439 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 9.97 |
| | | 13503 | 645479839398 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 70.99 |
| | | 13503 | 447998538846 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 23.98 |
| | | 13503 | 693546397365 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 11.83 |
| | | 13503 | 445879953465 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 21.95 |
| | | 13503 | 468464376745 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 34.26 |
| | | 13503 | 764548653334 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 22.99 |
| | | 13503 | 444598457549 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 79.80 |
| | | 13503 | 443376485557 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 14.96 |
| | | 13503 | 756434454463 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 11.98 |
| | | 13503 | 743554444467 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 29.47 |
| | | 13503 | 467534965899 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 14.41 |
| | | 13503 | 494493434746 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 165.70 |
| | | 13503 | 688475884357 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 37.92 |
| | | 13503 | 967986878639 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | 25.10 |
| | | 13503 | 437766797567 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | (0.02) |
| | | 13503 | 946487358493 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | (1.89) |
| | | 13503 | 864698446658 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | (0.02) |
| | | 13503 | 947875637434 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | (2.03) |
| | | 13503 | 886749949456 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | (0.02) |
| | | 13503 | 586648486566 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | (1.00) |
| | | 13503 | 587994778333 | | ADULT AUDIO VISUAL MATERIAL | 080-603-45200 | (0.51) |
| | | 13503 | 455977865474 | | JUVENILE FICTION | 080-603-45420 | 38.17 |
| | | 13503 | 576437447548 | | JUVENILE AUDIO-VISUAL | 080-603-45430 | 19.96 |
| | | 13503 | 834873647647 | | JUVENILE AUDIO-VISUAL | 080-603-45430 | 17.99 |
| | | 13503 | 635994969866 | | VIDEO GAMES | 080-603-45510 | 173.03 |
| | | 13503 | 465448775496 | | VIDEO GAMES | 080-603-45510 | 95.98 |
| | | 13503 | 439984557995 | | TRENDING TITLES | 080-603-45520 | 39.92 |
| | | 13503 | 433783874964 | | TRENDING TITLES | 080-603-45520 | 19.99 |
| | | 13503 | 439889984366 | | TRENDING TITLES | 080-603-45520 | 34.79 |
| | | 13503 | 445595573779 | | TRENDING TITLES | 080-603-45520 | 17.39 |
| | | 13503 | 856854764599 | | TRENDING TITLES | 080-603-45520 | 18.00 |
| | | 13503 | 753855874343 | | TRENDING TITLES | 080-603-45520 | 17.96 |
| | | 13503 | 494493434746 | | TRENDING TITLES | 080-603-45520 | 37.92 |
| | | 13503 | 688475884357 | | TRENDING TITLES | 080-603-45520 | 37.92 |

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DB: Lake Bluff

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF
CHECK DATE FROM 04/25/2018 - 05/16/2018
Banks: LIBCK, LIBEP

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| Check Date | Bank | Check # | Invoice | Payee | Description | GL # | Amount |
|------------|-------|---------|------------|---------------------------|------------------------------|---------------|-----------------|
| 05/15/2018 | LIBCK | 13504 | | VOID | ** VOIDED ** | | |
| | | | | Void Reason: Created From | Check Run Process | | ** VOIDED ** |
| 05/15/2018 | LIBCK | 13505 | HEA121317 | ANDREW C HEAD | JUVENILE PROGRAM SUPPLIES | 080-603-43720 | 400.00 |
| 05/15/2018 | LIBCK | 13506 | 2033651858 | BAKER & TAYLOR ENTERTAI | TECHNICAL SERVICES SUPPLIES | 080-603-43668 | 4.60 |
| | | 13506 | 2033651264 | | TECHNICAL SERVICES SUPPLIES | 080-603-43668 | 29.75 |
| | | 13506 | 2033652269 | | TECHNICAL SERVICES SUPPLIES | 080-603-43668 | 7.80 |
| | | 13506 | 2033658651 | | TECHNICAL SERVICES SUPPLIES | 080-603-43668 | 4.25 |
| | | 13506 | 2033652487 | | TECHNICAL SERVICES SUPPLIES | 080-603-43668 | 0.65 |
| | | 13506 | 2033656136 | | TECHNICAL SERVICES SUPPLIES | 080-603-43668 | 18.00 |
| | | 13506 | 2033656318 | | TECHNICAL SERVICES SUPPLIES | 080-603-43668 | 7.55 |
| | | 13506 | 2033669279 | | TECHNICAL SERVICES SUPPLIES | 080-603-43668 | 1.15 |
| | | 13506 | 2033680955 | | TECHNICAL SERVICES SUPPLIES | 080-603-43668 | 1.15 |
| | | 13506 | 2033685003 | | TECHNICAL SERVICES SUPPLIES | 080-603-43668 | 11.80 |
| | | 13506 | 2033685038 | | TECHNICAL SERVICES SUPPLIES | 080-603-43668 | 9.30 |
| | | 13506 | 2033684645 | | TECHNICAL SERVICES SUPPLIES | 080-603-43668 | 0.65 |
| | | 13506 | 2033652269 | | ADULT NON-FICTION BOOKS | 080-603-45000 | 208.33 |
| | | 13506 | 2033658651 | | ADULT NON-FICTION BOOKS | 080-603-45000 | 125.33 |
| | | 13506 | 2033685038 | | ADULT NON-FICTION BOOKS | 080-603-45000 | 217.63 |
| | | 13506 | 2033656136 | | ADULT FICTION BOOKS | 080-603-45100 | 100.09 |
| | | 13506 | 2033685003 | | ADULT FICTION BOOKS | 080-603-45100 | 15.25 |
| | | 13506 | 2033652487 | | ADULT LARGE PRINT MATERIAL | 080-603-45110 | 18.17 |
| | | 13506 | 2033651858 | | JUVENILE NON-FICTION | 080-603-45400 | 55.54 |
| | | 13506 | 2033680955 | | JUVENILE NON-FICTION | 080-603-45400 | 6.77 |
| | | 13506 | 0003073049 | | JUVENILE NON-FICTION | 080-603-45400 | (24.24) |
| | | 13506 | 2033651264 | | JUVENILE FICTION | 080-603-45420 | 285.91 |
| | | 13506 | 2033684645 | | JUVENILE FICTION | 080-603-45420 | 22.05 |
| | | 13506 | 2033669279 | | GRAPHIC NOVELS | 080-603-45470 | 8.94 |
| | | 13506 | 2033656136 | | USE OF DONATIONS/TEMPORARY E | 082-603-99999 | 200.46 |
| | | 13506 | 2033656318 | | USE OF DONATIONS/TEMPORARY E | 082-603-99999 | 113.77 |
| | | 13506 | 2033685003 | | USE OF DONATIONS/TEMPORARY E | 082-603-99999 | 179.66 |
| | | | | | | | 1,630.31 |
| 05/15/2018 | LIBCK | 13507 | MIC050318 | BRIAN MICHALSKI | ADULT PROGRAM SUPPLIES | 080-603-43710 | 160.00 |
| 05/15/2018 | LIBCK | 13508 | 003570138 | CHICAGO TRIBUNE MEDIA G | PRINTING/E-NEWSLETTER | 080-603-43410 | 45.38 |
| 05/15/2018 | LIBCK | 13509 | JOH050218 | CHRISTINE JOHNSON | JUVENILE PROGRAM SUPPLIES | 080-603-43720 | 48.37 |
| 05/15/2018 | LIBCK | 13510 | 25221 | CRYSTAL MANAGEMENT & | MAINTENANCE-BUILDING | 080-603-41000 | 645.00 |
| 05/15/2018 | LIBCK | 13511 | MCO042718 | FIRST BANKCARD | OUTREACH SUPPLIES | 080-603-43730 | 25.00 |

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Banks: LIBCK, LIBEP

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| Check Date | Bank | Check # | Invoice | Payee | Description | GL # | Amount |
|-------------------|-------|---------|-----------------|-------------------------|------------------------------|---------------|-----------------|
| 05/15/2018 | LIBCK | 13524 | 689602294-01 | ORIENTAL TRADING COMPAN | JUVENILE PROGRAM SUPPLIES | 080-603-43720 | 431.31 |
| 05/15/2018 | LIBCK | 13525 | 01018CO18072048 | OVERDRIVE , INC | E-BOOKS/ADULT | 080-603-45460 | 724.92 |
| | | 13525 | 01018CO18072048 | | E-BOOKS/TEEN | 080-603-45460 | 276.87 |
| | | 13525 | 01018CO18072048 | | E-BOOKS/CHILDRENS | 080-603-45460 | 223.85 |
| | | 13525 | 01018MA18077204 | | E-BOOKS (ADULT) | 080-603-45460 | 155.00 |
| | | | | | | | 1,380.64 |
| 05/15/2018 | LIBCK | 13526 | 427704 | POSTNET IL106 | JUVENILE PROGRAM SUPPLIES | 080-603-43720 | 284.16 |
| 05/15/2018 | LIBCK | 13527 | 70507902 | PROQUEST, LLC | ADULT REFERENCE/E-REFER | 080-603-45220 | 1,400.00 |
| 05/15/2018 | LIBCK | 13528 | ROBO041918 | ROBOTHINK, LLC | JUVENILE PROGRAM SUPPLIES | 080-603-43720 | 250.00 |
| 05/15/2018 | LIBCK | 13529 | JUS050318 | STEVEN JUSTMAN | ADULT PROGRAM SUPPLIES | 080-603-43710 | 175.00 |
| 05/15/2018 | LIBCK | 13530 | 311707 | TECH SYSTEMS, INC | MAINTENANCE-BUILDING | 080-603-41000 | 323.00 |
| 05/15/2018 | LIBCK | 13531 | VIL040318 | VILLAGE OF LAKE BLUFF | MAINTENANCE-BUILDING | 080-603-41000 | 25.00 |
| 05/15/2018 | LIBCK | 13532 | HAZ050318 | WILLIAM HAZELGROVE | ADULT PROGRAM SUPPLIES | 080-603-43710 | 200.00 |
| 05/15/2018 | LIBCK | 13533 | 05085-1 | WINSTON ELECTRIC, INC. | MAINTENANCE-BUILDING | 080-603-41000 | 750.00 |
| TOTAL - ALL FUNDS | | | | | TOTAL OF 35 CHECKS (1 voided | | 21,359.38 |

--- GL TOTALS ---

| | | |
|---------------|--------------------------------|----------|
| 080-200-20245 | ICMA 457 PLAN PAYABLE | 550.00 |
| 080-603-41000 | MAINTENANCE-BUILDING | 8,540.81 |
| 080-603-41050 | MAINTENANCE-GROUNDS | 530.00 |
| 080-603-41313 | COPIER MAINTENANCE/SUPPLIES | 386.75 |
| 080-603-41314 | OTHER PROFESSIONAL/CONTRACTUAL | 9.00 |
| 080-603-43230 | UTILITIES | 617.26 |
| 080-603-43300 | POSTAGE | 66.62 |
| 080-603-43410 | PRINTING/E-NEWSLETTER | 45.38 |
| 080-603-43550 | OFFICE SUPPLIES | 7.92 |
| 080-603-43660 | MAINTENANCE SUPPLIES-BUILDING | 68.89 |
| 080-603-43668 | TECHNICAL SERVICES SUPPLIES | 151.55 |
| 080-603-43710 | ADULT PROGRAM SUPPLIES | 1,499.14 |
| 080-603-43720 | JUVENILE PROGRAM SUPPLIES | 1,462.89 |
| 080-603-43730 | OUTREACH SUPPLIES | 221.66 |
| 080-603-43740 | TEEN PROGRAM SUPPLIES | 2.89 |
| 080-603-45000 | ADULT NON-FICTION BOOKS | 633.87 |
| 080-603-45100 | ADULT FICTION BOOKS | 115.34 |
| 080-603-45110 | ADULT LARGE PRINT MATERIAL | 18.17 |
| 080-603-45200 | ADULT AUDIO VISUAL MATERIAL | 1,560.38 |
| 080-603-45220 | ADULT REFERENCE/E-REFER | 1,400.00 |
| 080-603-45400 | JUVENILE NON-FICTION | 38.07 |

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CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF

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Banks: LIBCK, LIBEP

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| Check Date | Bank | Check # | Invoice | Payee | Description | GL # | Amount |
|---------------|------|---------|---------|--------------------------------|-------------|------|-----------|
| 080-603-45420 | | | | JUVENILE FICTION | | | 346.13 |
| 080-603-45430 | | | | JUVENILE AUDIO-VISUAL | | | 37.95 |
| 080-603-45460 | | | | E-BOOKS | | | 1,380.64 |
| 080-603-45470 | | | | GRAPHIC NOVELS | | | 8.94 |
| 080-603-45500 | | | | PERIODICALS | | | 167.50 |
| 080-603-45510 | | | | VIDEO GAMES | | | 269.01 |
| 080-603-45520 | | | | TRENDING TITLES | | | 223.89 |
| 080-603-45600 | | | | PATRON & STAFF SOFTWARE | | | 98.95 |
| 080-603-46100 | | | | MISCELLANEOUS EXPENSES | | | 25.90 |
| 082-603-99999 | | | | USE OF DONATIONS/TEMPORARY EXP | | | 873.88 |
| | | | | TOTAL | | | 21,359.38 |

Rollout Plan for Passport Program

Date: May 9, 2018

1. Preparation
 - a. All staff members to complete minimum five (5) training modules.
 - i. Two (2) evenings of training to be held.
 - b. Establishment of times for passport issuance during the week.
 - c. Establishment of teams of passport agents to work within those times.
 - d. Creation of web portal for patrons to sign up for appointments.
 - e. Completion of paperwork and establishment of go-live date (July 2nd, 2018)
 - i. Acquisition of go-live supplies.
2. Go Live Notice (soft rollout)
 - a. Notification through Village website.
 - b. Posting on premises (posters).
 - c. Posting on website.
3. Publicizing Service
 - a. Section on website.
 - b. Enewsletter.
 - c. Newsletter.
 - d. Tri-board newsletter.
 - e. Press release to local newspapers.
 - f. Posters in downtown locations (Bluffington's, Metra Station, etc.)
 - g. Two (2) Saturday special passport events in autumn.

Respectfully submitted,

Eric Scott Bailey

Phyllis Fox Award's Ceremony

The Award's Ceremony for this year's Phyllis Fox Writing Contest was held on May 9th, and was once again well attended. The more spacious venue at Lake Bluff Elementary worked very well. We had four (4) trustees present, which was fantastic! Huge thanks to Cal Stroh, Carl Schons, Kate Jackson, and Tim Gregor for turning out. Christine Johnson and Eliza Jarvi did a wonderful job with planning and setup.

Fundraising Feasibility Study

Letters to potential study participants were sent out in four (4) batches roughly two weeks apart. The follow up phone calls I have made have gone well, with twenty nine (29) interviews scheduled already. Twenty six (26) of the twenty nine (29) have already occurred. Don Souhrada has invited Trustees to participate in the feasibility study interviews; Trustee participation will not count toward the 35 contracted interviews. Let me know if you would like to participate! The last interviews extend to the end of May and are expected to be particularly meaningful for the study. Work on the deliverables for the study will begin in June, with a special meeting to be set in the first half of June for presentation.

Update on Survey

Martha O'Hara reports that the survey closed on April 13. We got good feedback overall, and Martha is working on putting the report together. The report will be ready by May 30, and the Long Range Planning Committee will meet to discuss results in early June. Meeting day and time still to be determined.

Senior Center Collaboration

Carol had her first book club program at the Senior Center this month. While it was a small group, a good time was had and she thinks there's good potential for growth. We are also going to have a Trivia session at the Senior Center on May 29.

Advertising for STEM Scramble Challenge

The STEM Scramble Challenge youth program had registration of 6 kids on the Friday before the program. Liliana and Martha filmed a short, one minute video of themselves attempting (and failing) to complete the STEM Scramble Challenge with the tagline, "Can you beat Liliana and Martha at the STEM Scramble Challenge? Probably." We ended up with 11 kids. I expect we will continue making additional use of AV for social media and advertising.

Social Media Assessment and Improvement

Martha has been spending some time assessing our social media, and has initiated a pilot program aimed at improvements that can be expanded to our other social media platforms. These include:

- Coming Up @ LBPL – Weekly photo series post with this week's upcoming programs.
- Featured Staff – Photo of a staff member with a brief description of who they are and what they do at the Library.

- Eventually, Martha would like to do the same thing for Board members, if they are amenable.
- Friday Five – Five quick book recommendations on Fridays.
- More photos of programs.
- Change in strategy for program promotion – consolidated “reminders” into a single weekly post, which leaves us more space to do targeted promotion of library programs beyond just sharing the flyer—for example, photo of a craft that we’ll be making at the upcoming session of Adult Crafts.

Adult Summer Reading Club Prizes

The Friends have agreed to sponsor the finisher prizes for SRC. We’ll be giving away portable USB chargers for smartphones. We’ll also raffle off a Kindle Oasis, which is waterproof and fits very well with our theme.

Farmer’s Market 2018

Brittany Hinkle, Carrie Spezzano, and Martha O’Hara will be at the Farmer’s Market this summer. We’ve made some changes to how we’ve done this in the past:

- We will have a table actually at the Market; we decided to include that as part of Carrie’s permit request for Storytime on the Green.
- The table will offer remote checkout and remote card registration. We’ll be bringing some books along with us each week, as well as info about our programs.
- The idea is that this will also give adults something to do during storytime, as Carrie says they usually end up hanging around in the back.
- The table will only be out from 9-10. If it’s more successful, we may consider extending hours in future years.

This is a low risk enhancement of the program, and an opportunity to make use of our remote capabilities.

Children’s Programming

Acting Head of Youth Services Christine Johnson reports that storytimes continued to draw good attendance in April, with 53 at the two (2) year old’s session and 20 at the session for ages 3-5. Pajama Storytime, which was held at 6:30 pm, had 14 attendees. This program appears to be filling a niche for families who would like to attend storytime but are otherwise occupied during the daytime. The average age of attending children was four (4) years old, and they may be in school during the morning and/or have both parents working during the day. Another well-received new evening program was this month’s Parent/Child Book Group. We had 16 at the session for Kindergarten through 2nd grade, and four (4) in attendance for grades 3-5. We will continue to offer this new program in the summer. The Slime Workshop was also a hit, with 20 attendees.

Harry Potter Anniversary

Marth O’Hara, Liliana LaValle, and Christine Johnson have been working on a Harry Potter 20th Anniversary extravaganza for later in 2018.

Break Room Changes

9c
Head of Youth Services Eliza Jarvi researched low cost but high impact changes to the staff lunch room in 2017, and the cost of these was built into the budget for FY2018-2019. The total cost is expected to be \$250-\$500 or less, though a better/larger refrigerator would be more if we make that addition.

Roof Project Update

Review of the roof and creation of bid documents is underway, and Shaun Kelly (Engberg Anderson team leader) has been assembling potential new roofing materials for consideration. I anticipate a Building and Grounds Committee meeting for the presentation and discussion of alternative roofing materials in the second half of May. A change in materials away from cedar shingles will require an anticipated presentation to the Architectural Board of Review. I have been in discussion with Glen Cole at the Village regarding this, and through him with the ABR as well.

A water test was conducted this month by Cedar Roofing Company (CRC) as a low cost opportunity to identify and eliminate the leak in the staff room. The roof is in particularly bad shape in that corner and it has been a challenge to identify exactly where water is coming in. It was without results; we may patch up some of the masonry work on that corner of the building. Shaun thinks that this might potentially be the source of the problem, and it would be work that we could do early as a contribution to (rather than something that would be superseded by) the full project.

Respectfully submitted,

Eric Scott Bailey

| Measure | This month | | Past 6 months | | Past 12 months | | FY to date | |
|------------------------|------------|----------|---------------|---------|----------------|---------|------------|---------|
| Points of Service | 19,072 | -31.91% | 147,177 | -17.51% | 361,639 | 21.53% | 361,639 | -10.94% |
| Database Interactions | 69 | -98.35% | 9,139 | -57.01% | 25,310 | -39.60% | 25,310 | -39.60% |
| Patron Interactions | 10,856 | -24.03% | 87,781 | -14.79% | 222,537 | 59.23% | 222,537 | -10.36% |
| Circulation | 8,147 | -14.56% | 50,257 | -7.17% | 113,792 | -1.83% | 113,792 | -1.83% |
| Circulation | 8,147 | -14.56% | 50,257 | -7.17% | 113,792 | -1.83% | 113,792 | -1.83% |
| Books and Magazines | 4,593 | -10.12% | 27,245 | -3.74% | 64,495 | 0.57% | 64,495 | 0.57% |
| Electronic | 1,372 | -32.71% | 9,444 | -3.58% | 19,427 | 3.49% | 19,427 | 3.49% |
| AV | 2,182 | -8.55% | 13,568 | -15.41% | 29,870 | -9.52% | 29,870 | -9.52% |
| Patron Interactions | 10,856 | -24.03% | 87,781 | -14.79% | 222,537 | 59.23% | 222,537 | -10.36% |
| Website Visits | 7,106 | -6.66% | 44,823 | -10.51% | 93,139 | -8.77% | 93,139 | -8.77% |
| In-Person Visits | 3,750 | -43.83% | 42,958 | -18.85% | 129,398 | 243.49% | 129,398 | -11.48% |
| Books and Magazines | 4,593 | -10.12% | 27,245 | -3.74% | 64,495 | 0.57% | 64,495 | 0.57% |
| Adult | 2,329 | 4.67% | 13,227 | 3.63% | 27,886 | 4.01% | 27,886 | 4.01% |
| Teen | 81 | -10.99% | 593 | -31.45% | 1,679 | -19.90% | 1,679 | -19.90% |
| Children | 2,183 | -21.87% | 13,425 | -8.52% | 34,930 | -0.82% | 34,930 | -0.82% |
| Electronic | 1,372 | -32.71% | 9,444 | -3.58% | 19,427 | 3.49% | 19,427 | 3.49% |
| Adult | 1,204 | -37.55% | 8,598 | -3.88% | 17,224 | 1.54% | 17,224 | 1.54% |
| Teen | 75 | 66.67% | 413 | -1.20% | 833 | -13.68% | 833 | -13.68% |
| Children | 93 | 40.91% | 433 | 0.23% | 1,370 | 62.32% | 1,370 | 62.32% |
| AV | 2,182 | -8.55% | 13,568 | -15.41% | 29,870 | -9.52% | 29,870 | -9.52% |
| Adult | 1,673 | -11.99% | 10,822 | -14.06% | 23,010 | -8.41% | 23,010 | -8.41% |
| Teen | 0 | -100.00% | 1 | -87.50% | 9 | -25.00% | 9 | -25.00% |
| Children | 509 | 5.38% | 2,745 | -20.20% | 6,851 | -13.00% | 6,851 | -13.00% |
| In-Person Visits | 3,750 | -43.83% | 42,958 | -18.85% | 129,398 | 243.49% | 129,398 | -11.48% |
| Programming Attendees | 427 | -5.53% | 8,233 | -7.56% | 36,634 | -2.76% | 36,634 | -2.76% |
| Adult | 238 | 103.42% | 3,360 | 7.45% | 11,049 | 2.01% | 11,049 | 2.01% |
| Teen | 6 | 0.00% | 142 | -29.70% | 934 | -8.79% | 934 | -8.79% |
| Children | 183 | -44.38% | 4,731 | -15.17% | 24,651 | -4.52% | 24,651 | -4.52% |
| Other In-Person Visits | 3,323 | -46.61% | 34,725 | -21.13% | 92,764 | 0.00% | 92,764 | -14.50% |

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

Friends of the Library Meeting Dates

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

2018 Meeting Dates

January 20 at 10:00am – KATHY MEIERHOFF

February 17 at 10:00am – KATE JACKSON

April 21 at 10:00am – JANIE JERCH

May 19 at 10:00am – TIM KREGOR

June 16 at 10:00am – KATE JACKSON

September 15 at 10:00am – SCOT BUTLER

October 20 at 10:00am – KATHLEEN MEIERHOFF

November 17 at 10:00am – CAL STROH

Respectfully submitted,

Eric Scott Bailey
Library Director