

December 16, 2014

agenda

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
1,2 CTO, Additions (2 minutes)(7:02pm)		
	Document Summary	1A
	Agenda	2A-2B
3 Opportunity to Address Board		
4 Consent Agenda		
	Minutes of November 19, 2014 Board of Trustees Meeting (action)(2 minutes)(7:04pm)	3A-3B
5 Treasurer's Report (10 minutes)(7:14pm)		4A-4C
6 Financial Reports (Yellow) (5 minutes)(7:19pm)		
	November Detailed Balance Sheet (action)	5A-5C
	November Detailed Revenue & Expense Report (action)	6A-6C
7 Approval of Checks (Green) (10 minutes)(7:29pm)		
	November Manual Check Report (action)	7A-7C
	November Check Register (action)	8A-8N
8 Committee Reports (15 minutes)(7:44pm)		9A-9C
9 New Business		10A
	First Reading of Budget for Fiscal Year 2015-2016 (10 minutes)(7:54pm)	11A-11G
	Contact email for Board (5 minutes)(7:59pm)	
10 Old Business		
	(none)	
11 Director's Report (5 minutes)(8:04pm)		
	Librarian's Narrative Report	12A-12B
12 Executive Session(s)		
13 Any and All Other Business ...		
14 Adjournment (1 minute)(8:05pm)		
15 Attachments		
	Usage Statistics for the Month of November	13A

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, December 16, at 7:00 PM
123 E. Scranton Ave, Lake Bluff, IL 60044
Enter through Library main entrance

1. **Call to Order (7:00pm)**
2. **Additions & Corrections to the Agenda (2 minutes)(7:02pm)**
3. **Opportunity for Public to Address the Board (limit 5 minutes per person per meeting)**
4. **Approval of Minutes**
 - a. **Approval of Minutes of November 19, 2014 Regular Board Meeting (action)(2 minutes)(7:04pm)**
5. **Treasurer's Report (10 minutes)(7:14pm)**
6. **November 2014 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (5 minutes)(7:19pm)**
 - a. **November Detailed Balance Sheet (action)**
 - b. **November Detailed Revenue & Expense Report (action)**
7. **Approval of checks (Green Pages) (10 minutes)(7:29pm)**
 - a. **November Manual Checks (11904-11912) (action)**
 - b. **November Monthly Checks (11913-11952) (action)**
8. **Committee Reports (15 minutes)(7:44pm)**
 - a. **Building and Grounds Committee (CHAIR: Schons. MEMBERS: Meierhoff and Stroh.)**
 - b. **Finance Committee (CHAIR: Butler. MEMBERS: Kregor.)**
 - c. **Human Resources Committee (CHAIR: Butler. MEMBERS: Meierhoff, Stroh, Wojda.)**
 - d. **Intergovernmental Committee (CHAIR: Bailey. MEMBERS: Stroh and Schnell.)**
 - e. **Long Range Planning Committee (CHAIR: Kregor. MEMBERS: Butler and Wojda.)**
 - f. **Outreach Committee (CHAIR: Schons. Members: Schnell.)**
 - g. **Technology Committee (CHAIR: Kregor. MEMBERS: Wojda.)**
9. **New Business**
 - a. **First Reading of Budget for Fiscal Year 2015-2016 (10 minutes)(7:54pm)**
 - b. **Contact email for Board (5 minutes)(7:59pm)**
10. **Old Business**
 - a. (none)

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

- a. Director's Narrative Report

12. Executive Session(s)

(Approximately 30-45 minutes if entered)

- a. a. To discuss the appointment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 (c) (1)

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

14. Adjournment (1 minute)(8:05pm)

Attachments:

Statistics Report

Budget for FY 2015-2016

Upcoming Board Meetings: January 20, February 17, and March 17, 2015.

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
November 19, 2014

DRAFT

The meeting was called to order at 7:00 p.m. by Board President Kathy Meierhoff in the Lake Bluff Library building. Also present: Scot Butler, Tim Kregor, Ruth Schnell, Carl Schons, Cal Stroh, Romain Wojda and Library Director Eric Bailey. Absent: None.
No staff members were present.
Member of the public Janie Jerch was present.

Butler moved, Stroh seconded the motion to approve the minutes of the October 21, 2014, regular Board meeting, to correct the spelling of Amy vanGoethem's name.
Voting Aye: All
Voting No: None
Absent: None

Stroh moved, Schons seconded the motion to approve the October 2014 Detailed Balance Sheet and the 2014 detailed Revenue and Expense Reports.
Voting Aye: Butler, Kregor, Meierhoff, Schnell, Schons, Stroh, Wojda
Voting No: None
Absent: None

Stroh moved, Schnell seconded the motion to approve the October Manual Checks (11859-11873) and the October Monthly Checks (11874-11903).
Voting Aye: Butler, Kregor, Meierhoff, Schnell, Schons, Stroh, Wojda
Voting No: None
Absent: None

Schons reviewed for the Board the Building Committee's November 12 meeting/workshop with Joe Huberty of Engberg Anderson Architects.

Butler reported on the Finance Committee's October 30th and November 5th meetings.
Butler moved, Schons seconded the motion to approve the proposed tax levy of \$873,917 for fiscal year 2015-2016.
Voting Aye: Butler, Kregor, Meierhoff, Schnell, Schons, Stroh, Wojda
Voting No: None
Absent: None

Butler reported on the November 5th Human Resources Committee.

Kregor suggested that the Long-Range Planning Committee be disbanded. It will be discussed by the Board in the spring when new committee members are appointed.

Meierhoff appointed Stroh to head a committee to review the Bylaws of the Library Board of Trustees. Schons and Schnell will serve on the committee. The goal is for the review to be ready by April, 2015.
Voting Aye: All
Voting No: None

Absent: None

Butler moved, Stroh seconded the motion to accept the Auditor's Report for fiscal year 2013-2014.

Voting Aye: Butler, Kregor, Meierhoff, Schnell, Schons, Stroh, Wojda

Voting No: None

Absent: None

Discussion followed on the Committee Minutes Template that Director Bailey prepared, and the holiday luncheon, which will be at 1:00 p.m. on December 11. Director Bailey will contact the Friends to decide on the division of responsibilities for the luncheon.

Director Bailey gave his narrative report. Discussion included information on parking availability in the PNC Bank east lot.

Meierhoff requested that the Director develop more specific figures on library usage and circulation, including patron demographics.

Butler moved, Stroh seconded the motion to adjourn at 8:49 p.m. All voted Aye.

Respectfully submitted,

Ruth Schnell,
Board Secretary

LAKE BLUFF PUBLIC LIBRARY
REVENUE AND EXPENDITURE REPORT
For period ending November 30, 2014

12/11/2014

4A

Description	FY 2014-15				FY 2013-14		
	Fiscal Year Total-to-Date	Budget	% of Budget Received/ Expensed	% of Actual Y-T-D	Previous Fiscal YTD	% of Budget Received/ Expensed	Budget
Revenues							
Property Taxes	\$ 842,434	\$ 851,666	98.9%	98.4%	\$ 843,817	101.2%	\$ 833,508
Rental Fines	6,724	13,000	51.7%	0.8%	8,720	72.7%	12,000
State Per Capita Grant	-	7,153	0.0%	0.0%	216	3.7%	5,868
Non-Resident Fees	4,320	7,000	61.7%	0.5%	4,430	73.8%	6,000
Miscellaneous Revenue	970	3,000	32.3%	0.1%	3,237	107.9%	3,000
Other Grants	-	5,000	0.0%	0.0%	-	0.0%	15,000
Photo-copy Charges	1,281	2,000	64.0%	0.1%	1,408	82.8%	1,700
Village Contribution to Vliet Costs	-	7,900	0.0%	0.0%	5,880	75.4%	7,800
Vliet Operating Cost Contrib	-	-	---	0.0%	-	---	-
Interest Earnings	155	400	38.7%	0.0%	450	90.0%	500
Naperville (Impact) Fees	-	-	---	0.0%	-	---	-
Restricted Donations/Gifts	99	20,000	0.5%	0.0%	-	0.0%	15,000
Unrestricted Donations/Gifts	47	1,000	4.7%	0.0%	132	2.6%	5,000
Total Revenues	\$ 856,030	\$ 918,119	93.2%	100.0%	\$ 868,290	95.9%	\$ 905,376
Use of Fund Balance Reserves		\$ 34,900					\$ 100,000
Total Projected Revenues & Use of Reserves		953,019					1,005,376
Expenditures							
Librarian Salaries	\$ 129,237	\$ 224,000	57.7%	24.7%	\$ 124,729	57.5%	\$ 217,000
Staff Salaries	133,495	231,000	57.8%	25.5%	118,243	58.8%	201,000
Medical Insurance	28,939	42,000	68.9%	5.5%	23,026	46.1%	50,000
Other Employee Benefits	-	500	0.0%	0.0%	288	57.6%	500
Employer IMRF	27,133	45,000	60.3%	5.2%	22,538	56.3%	40,000
Employer FICA	19,707	35,000	56.3%	3.8%	18,229	57.0%	32,000
Subtotal Personnel Expense	\$ 338,511	\$ 577,500	58.6%	64.6%	\$ 307,054	56.8%	\$ 540,500
Building Maintenance	\$ 12,185	\$ 28,000	43.5%	2.3%	\$ 17,826	63.7%	\$ 28,000
Elevator Maintenance	1,226	2,000	61.3%	0.2%	751	33.4%	2,250
Grounds Maintenance	4,437	8,500	52.2%	0.8%	4,696	47.0%	10,000
Copier Maintenance	2,293	4,500	51.0%	0.4%	3,602	80.1%	4,500
Subtotal Maintenance Expense	\$ 20,142	\$ 43,000	46.8%	3.8%	\$ 26,875	60.1%	\$ 44,750
Other Professional Services	\$ 14,182	\$ 20,000	70.9%	2.7%	\$ 50	1.0%	\$ 5,000
Computer Services	8,885	20,000	44.4%	1.7%	8,559	30.6%	28,000
Legal Services	1,404	15,000	9.4%	0.3%	3,569	142.7%	2,500
Professional Development	1,403	5,000	28.1%	0.3%	2,208	73.6%	3,000
Dues	1,573	2,000	78.7%	0.3%	1,090	43.6%	2,500
Utilities	5,260	8,000	65.8%	1.0%	5,465	84.1%	6,500

LAKE BLUFF PUBLIC LIBRARY
REVENUE AND EXPENDITURE REPORT
For period ending November 30, 2014

12/11/2014

Description	FY 2014-15				FY 2013-14		
	Fiscal Year Total-to-Date	Budget	% of Budget Received/ Expensed	% of Actual Y-T-D	Previous Fiscal YTD	% of Budget Received/ Expensed	Budget
Postage	1,773	3,000	59.1%	0.3%	1,760	44.0%	4,000
Printing/E-News	5,685	9,000	63.2%	1.1%	5,371	67.1%	8,000
Office Supplies	2,384	6,000	39.7%	0.5%	3,312	55.2%	6,000
Bldg/Grounds Supplies	730	2,000	36.5%	0.1%	1,018	40.7%	2,500
Technical Services Supplies	1,893	5,500	34.4%	0.4%	2,712	49.3%	5,500
<i>Subtotal Contracts & Commoditie</i>	\$ 45,171	\$ 95,500	47.3%	8.6%	\$ 35,112	47.8%	\$ 73,500
Hospitality Program Support	\$ 59	1,000	5.9%	0.0%	\$ 204	20.4%	1,000
Adult Program Support	3,086	4,000	77.1%	0.6%	3,387	84.7%	4,000
Juvenile Program Support	6,266	7,000	89.5%	1.2%	5,302	75.7%	7,000
Per Capita Grant	6,442	7,153	90.1%	1.2%	3,578	61.0%	5,868
Other Grant Expenditures	-	5,000	0.0%	0.0%	-	0.0%	20,000
<i>Subtotal Programs & Grants</i>	\$ 15,853	\$ 24,153	65.6%	3.0%	\$ 12,470	32.9%	\$ 37,868

LAKE BLUFF PUBLIC LIBRARY
REVENUE AND EXPENDITURE REPORT
For period ending November 30, 2014

12/11/2014

Description	FY 2014-15				FY 2013-14		
	Fiscal Year Total-to-Date	Budget	% of Budget Received/ Expensed	% of Actual Y-T-D	Previous Fiscal YTD	% of Budget Received/ Expensed	Budget
Adult Non-Fiction Books	\$ 10,054	18,000	55.9%	1.9%	\$ 11,344	63.0%	18,000
Adult Fiction Books	8,775	15,000	58.5%	1.7%	8,259	55.1%	15,000
Adult Large Print Materials	421	500	84.3%	0.1%	367	36.7%	1,000
Adult AV Materials	8,041	15,000	53.6%	1.5%	6,919	49.4%	14,000
Adult Reference/e-Reference	8,291	23,000	36.0%	1.6%	14,332	79.6%	18,000
Juvenile Non-Fiction Books	7,158	7,000	102.3%	1.4%	7,470	106.7%	7,000
Picture Books	3,355	6,000	55.9%	0.6%	-	0.0%	6,000
Juvenile Fiction Books	2,720	8,500	32.0%	0.5%	3,019	35.5%	8,500
Juvenile AV Materials	977	3,750	26.1%	0.2%	4,040	107.7%	3,750
Juvenile e-Reference	334	1,000	33.4%	0.1%	1,895	---	-
Teen Books	1,511	2,750	55.0%	0.3%	1,609	58.5%	2,750
e-Books	6,966	12,000	58.1%	1.3%	3,559	44.5%	8,000
Graphic Novels	109	500	21.7%	0.0%	196	39.3%	500
Periodicals	4,867	\$ 7,000	69.5%	0.9%	4,671	62.3%	7,500
Video Games	2,396	3,500	68.4%	0.5%	1,693	61.6%	2,750
<i>Subtotal Materials</i>	\$ 65,976	123,500	53.4%	12.6%	\$ 69,373	61.5%	\$ 112,750
Patron & Staff Software	\$ 2,116	6,000	35.3%	0.4%	\$ 669	14.9%	4,500
Library Automation Software	20,297	24,000	84.6%	3.9%	46,053	329.0%	14,000
Miscellaneous Expense	2,462	2,000	123.1%	0.5%	1,183	59.2%	2,000
<i>Subtotal Software/Other</i>	\$ 24,875	32,000	77.7%	4.7%	\$ 47,905	233.7%	\$ 20,500
FR Restricted Donations	\$ 2,020	2,000	101.0%	0.4%	\$ 300	---	-
Library Furnishings	530	-	---	0.1%	5,556	221.5%	2,508
Computer Equipment	737	14,000	5.3%	0.1%	5,127	4.1%	125,000
Other Equipment	149	2,000	7.4%	0.0%	-	0.0%	2,000
Exterior Bldg Improvements	7,208	12,000	60.1%	1.4%	11,372	87.5%	13,000
Other Building Improvements	-	-	---	0.0%	-	---	-
Use of Temporarily Restrict Donat	-	21,000	0.0%	0.0%	8	---	-
Contingency	3,016	6,366	47.4%	0.6%	1,405	7.8%	18,000
<i>Subtotal Capital, Grants & Dona</i>	\$ 13,660	\$ 57,366	23.8%	2.6%	\$ 23,768	14.8%	\$ 160,508
Total Expenditures	\$ 524,187	\$ 953,019	55.0%	100.0%	\$ 522,558	52.8%	\$ 990,376
Fund Balance as of April 30, 2014 ^a	526,458						
Revenues over/(under) Expenditures	331,843						
Fund Balance at month end	858,301						

^aThe fund balance has not been audited yet.

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 7 PERIODS ENDING NOVEMBER 30, 2014

ACCOUNT #	DESCRIPTION	BALANCE 05/01/14	NET DEBITS	NET CREDITS	BALANCE 11/30/14
ASSETS					
DUE TO/FROM ACCOUNTS					
80-00-100-10000	DUE TO/FROM OTHER FUNDS	0.00	0.00	0.00	0.00
80-00-100-20000	LIB GR FND DUE TO/FROM DETAIL	0.00	0.00	0.00	0.00
TOTAL DUE TO/FROM ACCOUNTS		0.00	0.00	0.00	0.00
CASH & INVESTMENTS					
80-10-101-10000	CHECKING ACCOUNT	0.00	0.00	0.00	0.00
80-10-101-10001	CASH BOX OVER/SHORT	0.00	12.21	231.25	(219.04)
80-10-101-11000	MONEY MARKET ACCOUNT	73,297.84	553,760.34	516,428.52	110,629.66
80-10-101-12000	SAVINGS ACCOUNT	0.00	0.00	0.00	0.00
80-10-101-12100	N TR WEED & FEED CHECKING ACCT	0.00	0.00	0.00	0.00
80-10-101-13000	PETTY CASH	150.00	0.00	0.00	150.00
80-10-101-15000	INVESTMENTS	0.00	0.00	0.00	0.00
80-10-101-15010	US GOVERNMENT OBLIGATIONS	0.00	0.00	0.00	0.00
80-10-101-15020	CERTIFICATES OF DEPOSIT	0.00	0.00	0.00	0.00
80-10-101-15110	ILLINOIS FUND	533,558.16	855,321.46	550,662.34	838,217.28
80-10-101-15111	ILLINOIS FUNDS - GRANTS	1.80	0.00	0.00	1.80
80-10-101-15112	ILLINOIS FUNDS - EPAY	3,417.89	0.21	3.24	3,414.86
TOTAL CASH & INVESTMENTS		610,425.69	1,409,094.22	1,067,325.35	952,194.56
RECEIVABLES					
80-10-201-15000	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
80-10-201-15200	PROPERTY TAX RECEIVABLE	852,303.78	0.00	0.00	852,303.78
80-10-201-35000	INTEREST RECEIVABLE	0.00	0.00	0.00	0.00
80-10-201-37000	OTHER RECEIVABLE	0.00	0.00	0.00	0.00
TOTAL RECEIVABLES		852,303.78	0.00	0.00	852,303.78
OTHER ASSETS					
80-10-301-37100	DUE FROM THE VILLAGE	(7,615.84)	928,637.70	931,593.62	(10,571.76)
80-10-301-55000	PREPAID EXPENSES	0.00	0.00	0.00	0.00
TOTAL OTHER ASSETS		(7,615.84)	928,637.70	931,593.62	(10,571.76)
TOTAL ASSETS		1,455,113.63	2,337,731.92	1,998,918.97	1,793,926.58
LIABILITIES AND FUND EQUITY					
LIABILITIES					
PAYABLES					
80-20-102-20000	ACCOUNTS PAYABLE	58,424.58	274,477.61	282,497.80	66,444.77

DATE: 12/11/14
 TIME: 13:01
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

F: 2
 F: 15

5B

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 7 PERIODS ENDING NOVEMBER 30, 2014

ACCOUNT #	DESCRIPTION	BALANCE 05/01/14	NET DEBITS	NET CREDITS	BALANCE 11/30/14
LIABILITIES					
PAYABLES					
80-20-102-41000	SOCIAL SECURITY TAX PAYABLE	0.00	39,413.30	39,413.30	0.00
80-20-102-42000	FEDERAL INCOME TAX PAYABLE	0.00	24,112.55	24,112.55	0.00
80-20-102-43000	STATE INCOME TAX PAYABLE	0.00	11,441.67	11,441.67	0.00
80-20-102-44000	IMRF PAYABLE	0.00	37,207.31	37,207.31	0.00
80-20-102-45000	ICMA 457 PLAN PAYABLE	0.00	15,750.00	14,700.00	(1,050.00)
80-20-102-46000	MEDICAL INSURANCE PAYABLE	0.00	0.00	0.00	0.00
80-20-102-65000	LIBRARY FLEXIBLE BENEFIT PAYAB	0.00	2,553.84	2,553.84	0.00
80-20-102-66000	LIBRARY HSA PAYABLE	0.00	2,600.00	2,600.00	0.00
80-20-102-70000	OTHER SHORT TERM LIABILITIES	0.00	0.00	0.00	0.00
TOTAL PAYABLES		58,424.58	407,556.28	414,526.47	65,394.77
OTHER LIABILITIES					
80-20-202-16000	ACCRUED PAYROLL	17,927.45	0.00	0.00	17,927.45
80-20-202-22000	DEFERRED PROPERTY TAX	852,303.78	0.00	0.00	852,303.78
80-20-202-22100	OTHER DEFERRED REVENUE	0.00	0.00	0.00	0.00
80-20-202-22300	RESTRICTED GIFTS	0.00	0.00	0.00	0.00
80-20-202-22301	TECH 2 FOR YOU DONATIONS	0.00	0.00	0.00	0.00
80-20-202-23500	NOTES PAYABLE	0.00	0.00	0.00	0.00
TOTAL OTHER LIABILITIES		870,231.23	0.00	0.00	870,231.23
ESCROWS & DEPOSITS					
80-20-302-24000	MISCELLANEOUS RESERVE	0.00	0.00	0.00	0.00
TOTAL ESCROWS & DEPOSITS		0.00	0.00	0.00	0.00
LONG TERM LIABILITIES					
80-20-402-39000	OTHER LONG TERM LIABILITIES	0.00	0.00	0.00	0.00
TOTAL LONG TERM LIABILITIES		0.00	0.00	0.00	0.00
TOTAL LIABILITIES		928,655.81	407,556.28	414,526.47	935,626.00
FUND EQUITY					
EQUITY SECTION					
80-30-100-53000	UNRESERVED FUND BALANCE	526,457.82	0.00	0.00	526,457.82
80-30-100-53100	RESERVED FOR AUTOMATION	0.00	0.00	0.00	0.00
80-30-100-53200	DESIGNATED FOR CAPITAL MAINT	0.00	0.00	0.00	0.00
80-30-100-53300	DESIGNATED FOR CAP BLDG IMPR	0.00	0.00	0.00	0.00
TOTAL EQUITY SECTION		526,457.82	0.00	0.00	526,457.82
FUND SURPLUS (DEFICIT)		0.00	0.00	331,842.76	331,842.76

DATE: 12/11/2014
TIME: 13:01:00
ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
DETAILED BALANCE SHEET

PAGE: 3
F-YR: 15

50

FUND: LAKE BLUFF PUBLIC LIBRARY
FOR 7 PERIODS ENDING NOVEMBER 30, 2014

ACCOUNT #	DESCRIPTION	BALANCE 05/01/14	NET DEBITS	NET CREDITS	BALANCE 11/30/14
TOTAL FUND EQUITY		526,457.82	0.00	331,842.76	858,300.58
TOTAL LIABILITIES AND FUND EQUITY		1,455,113.63	407,556.28	746,369.23	1,793,926.58

DATE: 12/11/2014
 TIME: 13:12:22
 ID: GL470006.WOW

6A

PAGE: 1
 F-YR: 15

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 7 PERIODS ENDING NOVEMBER 30, 2014

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: REVENUES

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
PROPERTY TAXES							
80-40-103-10000	LIBRARY PROPERTY TAX	5,680.75	5,265.39	842,434.24	843,816.99	851,666.00	98.9%
TOTAL REVENUES: PROPERTY TAXES		5,680.75	5,265.39	842,434.24	843,816.99	851,666.00	98.9%
SERVICES & FEES							
80-40-403-48300	PHOTO-COPY CHARGES	214.95	144.50	1,280.90	1,407.80	2,000.00	64.0%
80-40-403-48500	NON-RESIDENT FEES	733.25	488.09	4,319.55	4,430.14	7,000.00	61.7%
TOTAL REVENUES: SERVICES & FEES		948.20	632.59	5,600.45	5,837.94	9,000.00	62.2%
FINES							
80-40-503-65000	RENTAL FINES	1,063.85	1,272.43	6,724.15	8,719.78	13,000.00	51.7%
TOTAL REVENUES: FINES		1,063.85	1,272.43	6,724.15	8,719.78	13,000.00	51.7%
MISCELLANEOUS							
80-40-603-73000	PER CAPITA GRANTS	0.00	0.00	0.00	5,880.21	0.00	0.0%
80-40-603-73700	VILLAGE CONTRIBUTION	0.00	0.00	0.00	0.00	7,900.00	0.0%
80-40-603-75000	INTEREST EARNINGS	20.24	37.21	154.81	215.66	400.00	38.7%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	4.28	6.33	46.96	132.06	0.00	100.0%
80-40-603-78001	RESTRICTED DONATIONS	0.00	0.00	98.89	450.00	0.00	100.0%
80-40-603-78500	NAPERVILLE (IMPACT) FEE	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-89000	MISCELLANEOUS INCOME	21.20	183.36	970.42	3,237.11	3,000.00	32.3%
TOTAL REVENUES: MISCELLANEOUS		45.72	226.90	1,271.08	9,915.04	11,300.00	11.2%
TOTAL REVENUES: REVENUES		7,738.52	7,397.31	856,029.92	868,289.75	884,966.00	96.7%
TOTAL FUND REVENUES		7,738.52	7,397.31	856,029.92	868,289.75	884,966.00	96.7%

DATE: 12/11/14
 TIME: 13:12
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 7 PERIODS ENDING NOVEMBER 30, 2014

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
LIBRARY SERVICES							
80-60-001-40000	LIBRARIAN SALARIES	18,901.06	18,012.34	129,236.92	124,728.71	224,000.00	57.6%
80-60-001-40050	STAFF SALARIES	18,668.93	17,699.55	133,495.07	118,243.48	231,000.00	57.7%
80-60-001-40400	MEDICAL INSURANCE	4,829.35	3,462.55	28,939.00	23,026.45	42,000.00	68.9%
80-60-001-40900	OTHER EMPLOYEE BENEFITS	0.00	288.00	0.00	288.00	500.00	0.0%
80-60-001-40950	EMPLOYER IMRF	3,845.89	3,245.37	27,133.04	22,538.35	45,000.00	60.2%
80-60-001-40951	EMPLOYER FICA TAX	2,811.48	2,679.89	19,706.66	18,229.02	35,000.00	56.3%
80-60-001-41000	BUILDING MAINTENANCE	2,275.07	1,004.00	12,185.48	17,825.98	28,000.00	43.5%
80-60-001-41020	ELEVATOR MAINTENANCE	0.00	107.32	1,226.00	751.24	2,000.00	61.3%
80-60-001-41050	GROUNDS MAINTENANCE	225.00	480.00	4,437.25	4,695.85	8,500.00	52.2%
80-60-001-41303	COPIER MAINTENANCE/SUPPLIES	0.00	694.65	2,293.33	3,602.36	4,500.00	50.9%
80-60-001-41304	OTHER PROFESSIONAL SERVICES	11,286.20	0.00	14,181.92	50.00	20,000.00	70.9%
80-60-001-41305	COMPUTER SERVICES	350.00	0.00	8,885.00	8,558.71	20,000.00	44.4%
80-60-001-41350	LEGAL SERVICES	0.00	0.00	1,404.00	3,568.50	15,000.00	9.3%
80-60-001-42400	PROFESSIONAL DEVELOPMENT	470.00	0.00	1,402.75	2,208.00	5,000.00	28.0%
80-60-001-42440	DUES	657.00	533.00	1,573.00	1,090.00	2,000.00	78.6%
80-60-001-43230	UTILITIES	594.06	1,673.06	5,260.00	5,464.83	8,000.00	65.7%
80-60-001-43300	POSTAGE	239.19	597.23	1,773.01	1,759.72	3,000.00	59.1%
80-60-001-43400	PRINTING/E-NEWSLETTER	1,883.00	1,827.30	5,684.60	5,371.10	9,000.00	63.1%
80-60-001-43550	OFFICE SUPPLIES	228.35	408.60	2,383.72	3,311.56	6,000.00	39.7%
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	9.98	251.32	729.91	1,017.71	2,000.00	36.4%
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	178.93	264.31	1,892.94	2,712.05	5,500.00	34.4%
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	90.87	58.99	203.81	1,000.00	5.8%
80-60-001-43710	ADULT PROGRAM SUPPLIES	503.48	0.00	3,085.64	3,386.57	4,000.00	77.1%
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	161.31	260.55	6,266.13	5,301.80	7,000.00	89.5%
80-60-001-44800	PER CAPITA GRANT	0.00	0.00	6,442.27	3,578.05	0.00	-100.0%
80-60-001-45000	ADULT NON-FICTION BOOKS	750.56	948.35	10,053.65	11,343.52	18,000.00	55.8%
80-60-001-45100	ADULT FICTION BOOKS	595.99	743.34	8,775.15	8,259.17	15,000.00	58.5%
80-60-001-45110	ADULT LARGE PRINT MATERIAL	0.00	0.00	421.29	366.85	500.00	84.2%
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	1,136.00	39.99	8,040.70	6,919.32	15,000.00	53.6%
80-60-001-45220	ADULT REFERENCE/E-REFER	0.00	7,534.33	8,291.00	14,331.73	23,000.00	36.0%
80-60-001-45400	JUVENILE NON-FICTION	845.50	812.23	7,158.01	7,470.21	7,000.00	102.2%
80-60-001-45410	PICTURE BOOKS, READERS	658.79	223.84	3,355.16	3,019.17	6,000.00	55.9%
80-60-001-45420	JUVENILE FICTION	318.93	501.53	2,719.92	4,039.86	8,500.00	31.9%
80-60-001-45430	JUVENILE AUDIO-VISUAL	306.65	255.09	977.17	1,895.31	3,750.00	26.0%
80-60-001-45440	JUVENILE E-REFERENCE	0.00	0.00	334.33	0.00	1,000.00	33.4%
80-60-001-45450	TEEN BOOKS	358.27	87.00	1,511.44	1,608.78	2,750.00	54.9%
80-60-001-45460	E-BOOKS	2,205.37	117.86	6,966.41	3,559.28	12,000.00	58.0%
80-60-001-45470	GRAPHIC NOVELS	0.00	12.42	108.62	196.32	500.00	21.7%
80-60-001-45500	PERIODICALS	103.00	0.00	4,867.46	4,670.61	7,000.00	69.5%
80-60-001-45510	VIDEO GAMES	1,020.61	458.92	2,395.55	1,692.70	3,500.00	68.4%
80-60-001-45600	PATRON & STAFF SOFTWARE	9.95	9.95	2,115.90	668.65	6,000.00	35.2%
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	20,297.00	0.00	20,297.00	46,053.00	24,000.00	84.5%
80-60-001-46000	MISCELLANEOUS EXPENSES	283.00	81.15	2,462.25	1,183.27	2,000.00	123.1%
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	508.84	0.00	2,020.42	300.17	0.00	-100.0%

DATE: 12/11/2014
 TIME: 13:12:22
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 7 PERIODS ENDING NOVEMBER 30, 2014

6
 PAGE: 3
 F-YR: 15

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
LIBRARY SERVICES							
80-60-001-49000	LIBRARY FURNISHINGS	0.00	3,292.55	530.01	5,555.76		
80-60-001-49120	EXT BUILDING IMPROVEMENTS	2,465.00	6,327.20	7,207.75	11,372.40	2,000.00	26.5%
80-60-001-49350	COMPUTER EQUIPMENT	270.00	3,575.00	737.24	12,000.00	12,000.00	60.0%
80-60-001-49400	OTHER EQUIPMENT	0.00	0.00	148.50	5,127.22	14,000.00	5.2%
80-60-001-50000	CONTINGENCY	0.00	(0.96)	3,015.60	7.95	2,000.00	7.4%
					1,404.67	6,366.00	47.3%
TOTAL EXPENSES: LIBRARY SERVICES		100,251.74	78,599.70	524,187.16	522,557.77	919,866.00	56.9%
TOTAL EXPENSES: LIBRARY ADMINISTRATION		100,251.74	78,599.70	524,187.16	522,557.77	919,866.00	56.9%
TOTAL FUND EXPENSES		100,251.74	78,599.70	524,187.16	522,557.77	919,866.00	56.9%
TOTAL FUND REVENUES		7,738.52	7,397.31	856,029.92	868,289.75	884,966.00	96.7%
TOTAL FUND EXPENSES		100,251.74	78,599.70	524,187.16	522,557.77	919,866.00	56.9%
FUND SURPLUS (DEFICIT)		(92,513.22)	(71,202.39)	331,842.76	345,731.98	(34,900.00)	-950.8%

DATE: 12/11/14
TIME: 10:51:02
ID: AP225000.CBL

-- VILLAGE OF LAKE BLUFF --
MANUAL CHECK REGISTER

PAGE: 1

TA

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
11904	9AT&T AT & T			11/21/14		
	847-234254011	11/07/14	01 LCL PH SRVC:10/8-11/7/14		80-60-001-43230	339.71
					INVOICE TOTAL:	339.71 *
					CHECK TOTAL:	339.71
11905	9VANTAGE VANTAGEPOINT TRANSFER AGENTS			11/21/14		
	101880812	11/18/14	01 'EE ICMA CONTRIBUTION:11/28/14		80-20-102-45000	1,050.00
					INVOICE TOTAL:	1,050.00 *
					CHECK TOTAL:	1,050.00
11906	9COMCAST COMCAST CABLE			11/21/14		
	COM111214	11/12/14	01 INTERNET SRVC:11/19-12/18/14		80-60-001-43230	254.35
					INVOICE TOTAL:	254.35 *
					CHECK TOTAL:	254.35
11907	9INGRAM INGRAM LIBRARY SERVICES			11/05/14		
	81393991	11/05/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	16.92
					INVOICE TOTAL:	16.92 *
	81393992	11/05/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	45.75
					INVOICE TOTAL:	45.75 *
	81393993	11/05/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	11.97
					INVOICE TOTAL:	11.97 *
	81393994	11/05/14	01 TEEN BOOKS		80-60-001-45450	191.51
					INVOICE TOTAL:	191.51 *
	81393995	11/05/14	01 PICTURE BKS, READRS, HOLIDAY BKS		80-60-001-45410	10.16
					INVOICE TOTAL:	10.16 *
	81412035	11/06/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	50.29
					INVOICE TOTAL:	50.29 *
	81412036	11/06/14	01 PICTURE BKS, READRS, HOLIDAY BKS		80-60-001-45410	10.16
					INVOICE TOTAL:	10.16 *
	81431363	11/07/14	01 JUVENILE FICTION		80-60-001-45420	308.77
					INVOICE TOTAL:	308.77 *
	814310160	11/07/14	01 TEEN BOOKS		80-60-001-45450	16.12
					INVOICE TOTAL:	16.12 *

DATE: 12/11
TIME: 10:51:02
ID: AP225000.CBL

-- VILLAGE OF LA BLUFF --
MANUAL CHECK REGISTER

PF 2

7B

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
11907	9INGRAM	INGRAM LIBRARY SERVICES			11/05/14		
	81453673	11/10/14	01	ADULT FICTION BOOKS		80-60-001-45100 INVOICE TOTAL:	15.25 15.25 *
	81453674	11/10/14	01	ADULT FICTION BOOKS		80-60-001-45100 INVOICE TOTAL:	90.39 90.39 *
	81453675	11/10/14	01	ADULT FICTION BOOKS		80-60-001-45100 INVOICE TOTAL:	24.28 24.28 *
	81453676	11/10/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000 INVOICE TOTAL:	15.23 15.23 *
	81453677	11/10/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000 INVOICE TOTAL:	15.82 15.82 *
	81488390	11/11/14	01	JUVENILE FICTION		80-60-001-45420 INVOICE TOTAL:	10.16 10.16 *
	81499655	11/12/14	01	ADULT FICTION BOOKS		80-60-001-45100 INVOICE TOTAL:	13.56 13.56 *
	81499656	11/12/14	01	PICTURE BKS, READRS, HOLIDAY BKS		80-60-001-45410 INVOICE TOTAL:	9.60 9.60 *
	81499657	11/12/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000 INVOICE TOTAL:	28.72 28.72 *
	81499658	11/12/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000 INVOICE TOTAL:	9.59 9.59 *
	81499659	11/12/14	01	ADULT FICTION BOOKS		80-60-001-45100 INVOICE TOTAL:	14.69 14.69 *
	81499660	11/12/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000 INVOICE TOTAL:	15.23 15.23 *
	81499661	11/12/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000 INVOICE TOTAL:	10.17 10.17 *
	8154003	11/14/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000 INVOICE TOTAL:	15.79 15.79 *
	81540090	11/14/14	01	ADULT FICTION BOOKS		80-60-001-45410 INVOICE TOTAL:	32.78 32.78 *
	81540091	11/14/14	01	ADULT FICTION BOOKS		80-60-001-45100 INVOICE TOTAL:	9.59 9.59 *

DATE: 12/11/14
TIME: 10:51:02
ID: AP225000.CBL

-- VILLAGE OF LAKE BLUFF --
MANUAL CHECK REGISTER

7C

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
11907	9INGRAM	INGRAM LIBRARY SERVICES		11/05/14		
	81540092	11/14/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	12.99
					INVOICE TOTAL:	12.99 *
	81540094	11/14/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	32.18
					INVOICE TOTAL:	32.18 *
					CHECK TOTAL:	1,037.67
11908	9ANDEREN	ENGBERG ANDERSON, INC		11/21/14		
	14235700-02	10/31/14	01 MASTER PLAN		80-60-001-41304	5,148.00
					INVOICE TOTAL:	5,148.00 *
					CHECK TOTAL:	5,148.00
11909	9INNINTE	INNOVATIVE INTERFACES, INC.		11/21/14		
	INN100714	10/07/14	01 LIBRARY AUTOMATION SOFTWARE		80-60-001-45610	20,297.00
					INVOICE TOTAL:	20,297.00 *
					CHECK TOTAL:	20,297.00
11910	9IRELAND	IRELAND HEATING & AIRCONDITION		11/21/14		
	63585	11/12/14	01 SERVICE CALL		80-60-001-41000	141.36
					INVOICE TOTAL:	141.36 *
					CHECK TOTAL:	141.36
11912	9MAHONEY	MAHONEY PLUMBING INC		11/24/14		
	228629	11/10/14	01 SUMP PUMP ANN'L TESTING		80-60-001-41000	210.50
					INVOICE TOTAL:	210.50 *
					CHECK TOTAL:	210.50
					TOTAL AMOUNT PAID:	28,478.59

DATE: 12/11/14
TIME: 11:32:13
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

PAGE: 1

8A

CHECK DATE: 12/09/14

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
11913	9AMAZONA	VOIDED---LEADER CHECK						
	009110034354		10/26/14	01	ADULT NON-FICTION	80-60-001-45000	17.06	
						INVOICE TOTAL:	17.06 *	
	020038360319		10/15/14	01	EXPENSES FRM RESTRICTED DONAT	80-60-001-48001	79.98	
						INVOICE TOTAL:	79.98 *	
	076821508082		10/16/14	01	EXPENSES FRM RESTRICTED DONAT	80-60-001-48001	154.00	
						INVOICE TOTAL:	154.00 *	
	076825187099		10/16/14	01	EXPENSES FRM RESTRICTED DONAT	80-60-001-48001	274.86	
						INVOICE TOTAL:	274.86 *	
	087860451728		11/06/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	22.49	
						INVOICE TOTAL:	22.49 *	
	08786112156		11/05/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	6.24	
						INVOICE TOTAL:	6.24 *	
	087864926226		11/08/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	44.85	
						INVOICE TOTAL:	44.85 *	
	087865255113		11/05/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	99.36	
						INVOICE TOTAL:	99.36 *	
	087869192939		11/07/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.99	
						INVOICE TOTAL:	14.99 *	
	087869548255		11/04/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	167.35	
						INVOICE TOTAL:	167.35 *	
	116016093050		10/13/14	01	ADULT NON-FICTION	80-60-001-45000	15.47	
						INVOICE TOTAL:	15.47 *	
	121880957859		10/22/14	01	ADULT NON-FICTION	80-60-001-45000	11.91	
						INVOICE TOTAL:	11.91 *	

DATE: 12/11/14
TIME: 11:33
PRG ID: AL15000.CBL

== VILLAGE OF LEWIS BLUFF ==
CHECK REGISTER

83

CHECK DATE: 12/09/14

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
11913	9AMAZONA	VOIDED---LEADER CHECK						
	148060981983		10/13/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	125.55	
						INVOICE TOTAL:	125.55 *	
	148063974914		10/15/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	22.98	
						INVOICE TOTAL:	22.98 *	
	173083104511		10/14/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-17.99	
						INVOICE TOTAL:	-17.99 *	
	173084183433		10/14/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-2.00	
						INVOICE TOTAL:	-2.00 *	
	173087511644		10/10/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-7.00	
						INVOICE TOTAL:	-7.00 *	
	202630944924		10/26/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	21.87	
						INVOICE TOTAL:	21.87 *	
	202631248145		11/01/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-1.00	
						INVOICE TOTAL:	-1.00 *	
11914	9AMAZONA	AMAZON						
	202631432314		11/03/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-0.01	
						INVOICE TOTAL:	-0.01 *	
	202632427245		10/20/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	9.99	
						INVOICE TOTAL:	9.99 *	
	202633154663		11/03/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-1.00	
						INVOICE TOTAL:	-1.00 *	
	202633696054		10/31/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-4.99	
						INVOICE TOTAL:	-4.99 *	

CHECK DATE: 12/09/14

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11914	9AMAZONA	AMAZON					
	202635478743		10/27/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	140.34
						INVOICE TOTAL:	140.34 *
	202636224417		10/25/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	27.98
						INVOICE TOTAL:	27.98 *
	202638398292		11/04/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-3.00
						INVOICE TOTAL:	-3.00 *
	202639839194		10/31/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-6.95
						INVOICE TOTAL:	-6.95 *
	275224370556		10/16/14	01	ADULT FICTION	80-60-001-45100	14.39
						INVOICE TOTAL:	14.39 *
	279412590776		10/29/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-3.89
						INVOICE TOTAL:	-3.89 *
	279414795930		10/14/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	9.99
						INVOICE TOTAL:	9.99 *
	279415082900		10/23/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	31.86
						INVOICE TOTAL:	31.86 *
	279416188494		10/18/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	67.96
						INVOICE TOTAL:	67.96 *
	279416913903		10/20/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	241.88
						INVOICE TOTAL:	241.88 *
	279417893460		10/23/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-1.80
						INVOICE TOTAL:	-1.80 *
	279417926215		10/23/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-0.01
						INVOICE TOTAL:	-0.01 *

82

DATE: 12/11/14
TIME: 11:03
PRG ID: APL15000.CBL

-- VILLAGE OF THE BLUFF --
CHECK REGISTER

CHECK DATE: 12/09/14

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11914	9AMAZONA	AMAZON					
	279418916847		10/22/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-3.00
						INVOICE TOTAL:	-3.00 *
						CHECK TOTAL:	1,570.71
11915	9ALA	AMERICAN LIBRARY ASSOCIATION					
	ALA11101414		11/10/14	01	MEMBER DUES:CARTER	80-60-001-42440	135.00
						INVOICE TOTAL:	135.00 *
						CHECK TOTAL:	135.00
11916	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT					
	NS14110441		11/14/14	01	COMPUTER SERVICES	80-60-001-41305	350.00
						INVOICE TOTAL:	350.00 *
						CHECK TOTAL:	350.00
11917	9CARTERC	CAROL CARTER					
	CAR120214		12/02/14	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	16.98
						INVOICE TOTAL:	16.98 *
						CHECK TOTAL:	16.98
11918	9CREEKSI	CREEKSIDE PRINTING					
	11281403		11/28/14	01	WINTER 2014 NEWSLETTER	80-60-001-43400	1,883.00
						INVOICE TOTAL:	1,883.00 *
						CHECK TOTAL:	1,883.00
11919	9CRYSMAN	CRYSTAL MANAGEMENT &					

DATE: 12/11/14
TIME: 11:23
PRG ID: A 15000.CBL

-- VILLAGE OF PINE BLUFF --
CHECK REGISTER

6

8F

CHECK DATE: 12/09/14

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11923	9DOORSDO	DOORS DONE RIGHT, INC.					
	6847		11/28/14	01	REP'L LOWER LEVEL STEEL DOOR	80-60-001-49120	2,465.00
						INVOICE TOTAL:	2,465.00 *
						CHECK TOTAL:	2,465.00
11924	9ANDEREN	ENGBERG ANDERSON, INC					
	14235700		11/30/14	01	OTHER PROFESSIONAL SERVICES	80-60-001-41304	6,138.20
						INVOICE TOTAL:	6,138.20 *
						CHECK TOTAL:	6,138.20
11925	9FIRSTBA	FIRST BANKCARD					
	AMY11242014		11/24/14	01	VIDEO GAMES	80-60-001-45510	619.94
				02	ALA MIDWINTER CONF:AMY	80-60-001-42400	85.00
				03	ALA DUES:AMY	80-60-001-42440	35.00
				04	ALA MIDWINTER CONF:CLAIRE	80-60-001-42400	50.00
				05	MISC EXPENSES	80-60-001-46000	39.00
						INVOICE TOTAL:	828.94 *
						CHECK TOTAL:	828.94
11926	9FIRSTBA	FIRST BANKCARD					
	CAR112414		11/24/14	01	OFFICE SUPPLIES	80-60-001-43550	5.36
				02	POSTAGE STAMPS	80-60-001-43300	98.00
						INVOICE TOTAL:	103.36 *
						CHECK TOTAL:	103.36
11927	9FIRSTBA	FIRST BANKCARD					
	DON11242014		11/24/14	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	29.81

DL

CHECK DATE: 12/09/14

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11927	9FIRSTBA	FIRST BANKCARD					
	DON11242014		11/24/14	02	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	311.77
				03	CREDIT-JUVENILE AUDIO VISUAL	80-60-001-45430	-5.12
					INVOICE TOTAL:		336.46 *
					CHECK TOTAL:		336.46
11928	9FIRSTBA	FIRST BANKCARD					
	ELI11242014		11/24/14	01	ALA MEBER DUES:ELIZA	80-60-001-42440	48.00
				02	JUVENILE PICTURE BKS,READERS	80-60-001-45410	11.97
					INVOICE TOTAL:		59.97 *
					CHECK TOTAL:		59.97
11929	9FIRSTBA	FIRST BANKCARD					
	ERI112414		11/24/14	01	MISC EXPENSES	80-60-001-46000	25.00
				02	POSTAGE	80-60-001-43300	9.19
				03	WEBSITE FOR ILL	80-60-001-45600	9.95
				04	MISC EXPENSES	80-60-001-46000	20.00
				05	COMPUTER EQUIPMENT	80-60-001-49350	270.00
					INVOICE TOTAL:		334.14 *
					CHECK TOTAL:		334.14
11930	9FIRSTBA	FIRST BANKCARD					
	MCO11242014		11/24/14	01	PROFESSIONAL DEVELOPMENT	80-60-001-42400	65.55
				02	ALA MIDWINTER CONF:MARTHA	80-60-001-42400	190.00
				03	ALA DUES:KIRA	80-60-001-42440	48.00
				04	ALA MIDWINTER CONF:KIRA	80-60-001-42400	85.00
				05	MISC EXPENSES	80-60-001-46000	39.00
				06	PROFESSIONAL DEVELOPMENT	80-60-001-42400	-5.55
					INVOICE TOTAL:		422.00 *
					CHECK TOTAL:		422.00

CHECK DATE: 12/09/14

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11931	9GOODMAN	GOODMAN ELECTRIC SUPPLY					
	0607792-00		11/06/14	01	BUILDING MAINTENANCE	80-60-001-41000	191.46
						INVOICE TOTAL:	191.46 *
						CHECK TOTAL:	191.46
11932	9HALDJAN	JANE G. HALDEMAN					
	HAL112414		11/24/14	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	155.00
						INVOICE TOTAL:	155.00 *
						CHECK TOTAL:	155.00
11933	9INGRAM	VOIDED---LEADER CHECK					
	81564841		11/17/14	01	ADULT FICTION BOOKS	80-60-001-45100	15.81
						INVOICE TOTAL:	15.81 *
	81564842		11/17/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	63.26
						INVOICE TOTAL:	63.26 *
	81564843		11/17/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	16.92
						INVOICE TOTAL:	16.92 *
	81583973		11/18/14	01	ADULT FICTION BOOKS	80-60-001-45100	14.10
						INVOICE TOTAL:	14.10 *
	81583974		11/18/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	16.36
						INVOICE TOTAL:	16.36 *
	81583975		11/18/14	01	ADULT FICTION BOOKS	80-60-001-45100	113.35
						INVOICE TOTAL:	113.35 *
	81646303		11/20/14	01	ADULT FICTION BOOKS	80-60-001-45100	30.59
						INVOICE TOTAL:	30.59 *

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

CHECK DATE: 12/09/14

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11933	9INGRAM	VOIDED---LEADER CHECK					
	81684445		11/24/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	8.97
						INVOICE TOTAL:	8.97 *
	81684446		11/24/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	15.82
						INVOICE TOTAL:	15.82 *
	81684447		11/24/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	15.25
						INVOICE TOTAL:	15.25 *
	81684448		11/24/14	01	ADULT FICTION BOOKS	80-60-001-45100	81.25
						INVOICE TOTAL:	81.25 *
	81684449		11/24/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	27.88
						INVOICE TOTAL:	27.88 *
	81710304		11/25/14	01	ADULT FICTION BOOKS	80-60-001-45100	84.20
						INVOICE TOTAL:	84.20 *
	81710305		11/25/14	01	PICTURE BKS, READRS, HOLIDAY BKS	80-60-001-45410	503.84
						INVOICE TOTAL:	503.84 *
	81721144		11/25/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	14.10
						INVOICE TOTAL:	14.10 *
	81814427		12/01/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	68.84
						INVOICE TOTAL:	68.84 *
	81814428		12/01/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	16.92
						INVOICE TOTAL:	16.92 *
	81814429		12/01/14	01	ADULT FICTION BOOKS	80-60-001-45000	27.12
						INVOICE TOTAL:	27.12 *
	81814430		12/01/14	01	ADULT FICTION BOOKS	80-60-001-45100	44.60

DATE: 12/11/14
 TIME: 11:13
 PRG ID: 15000.CBL

-- VILLAGE OF THE BLUFF --
 CHECK REGISTER

PAGE: 10

85

CHECK DATE: 12/09/14

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11933	9INGRAM	VOIDED---LEADER CHECK					
	81814430		12/01/14	02	ADULT NON-FICTION BOOKS	80-60-001-45000	10.17
						INVOICE TOTAL:	54.77 *
11934	9INGRAM	INGRAM LIBRARY SERVICES					
	81814431		12/01/14	01	PICTURE BKS,READRS,HOLIDAY BKS	80-60-001-45410	10.16
	81861533		12/02/14	01	TEEN BOOKS	80-60-001-45450	10.16 *
	81861534		12/02/14	01	ADULT NON-FICTION BOOKS	80-60-001-45450	150.64
	81861535		12/02/14	01	ADULT FICTION BOOKS	80-60-001-45000	150.64 *
	81861536		12/02/14	01	ADULT NON-FICTION BOOKS	80-60-001-45100	14.69
	81861537		12/02/14	01	ADULT FICTION BOOKS	80-60-001-45100	14.69 *
	81861538		12/02/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	29.94
	81890768		12/02/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	29.94 *
						80-60-001-45000	14.99
						INVOICE TOTAL:	14.99 *
						80-60-001-45410	10.16
						INVOICE TOTAL:	10.16 *
						80-60-001-45000	85.21
						INVOICE TOTAL:	85.21 *
						80-60-001-45000	8.97
						INVOICE TOTAL:	8.97 *
						CHECK TOTAL:	1,514.11
11935	9INNEXPR	INNOVATION EXPERTS					
	MAP15-82		11/21/14	01	MISC EXPENSES	80-60-001-46000	75.00
						INVOICE TOTAL:	75.00 *
						CHECK TOTAL:	75.00

DATE: 12/11/14
 TIME: 11:32:13
 PRG ID: AP215000.CBI

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

CHECK DATE: 12/09/14

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11936	9JOHNHOP	JOHNS HOPKINS UNIVERSITY PRESS					
	1332937B		12/01/14	01	PERIODICALS	80-60-001-45500	103.00
						INVOICE TOTAL:	103.00 *
						CHECK TOTAL:	103.00
11937	9KAMINMI	MICAH KAMIN					
	KAM112414		11/24/14	01	CUSTODIAL SERVICES	80-60-001-41000	250.00
						INVOICE TOTAL:	250.00 *
						CHECK TOTAL:	250.00
11938	9LB VILL	VILLAGE OF LAKE BLUFF					
	OCT 2014		11/12/14	01	FY15 MEDICAL INS:OCT 14	80-10-301-37100	7,492.50
				02	FY15 DENT'L/VISION:OCT 14	80-10-301-37100	725.55
				03	FY15 LIFE INSURANCE:OCT 14	80-10-301-37100	72.48
				04	FY15 IMRF 'EE CONTRIB:OCT 14	80-10-301-37100	1,368.25
				05	FY15 IMRF EMPLYR CONTR:OCT 14	80-10-301-37100	3,685.11
						INVOICE TOTAL:	13,343.89 *
						CHECK TOTAL:	13,343.89
11939	9LFLBCHA	LAKE FOREST/LAKE BLUFF					
	2588		11/25/14	01	2015 DUES	80-60-001-42440	316.00
						INVOICE TOTAL:	316.00 *
						CHECK TOTAL:	316.00
11940	9MADDMIC	MICHAEL MADDOX					
	MAD112414		11/24/14	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	200.00
						INVOICE TOTAL:	200.00 *
						CHECK TOTAL:	200.00

DATE: 12/11/14
 TIME: 11:13
 PRG ID: 15000.CBL

-- VILLAGE OF WAKE BLUFF --
 CHECK REGISTER

PAGE: 12

81

CHECK DATE: 12/09/14

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11941	9METROSE	METRO SELF STORAGE					
	MET111514		11/15/14	01	STORAGE LOCKER MONTHLY RENTAL	80-60-001-41000	71.00
						INVOICE TOTAL:	71.00 *
						CHECK TOTAL:	71.00
11942	9MIDTAPE	MIDWEST TAPE					
	92328614		11/07/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	44.99
						INVOICE TOTAL:	44.99 *
	92351437		11/14/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	22.99
						INVOICE TOTAL:	22.99 *
	92373100		11/21/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	64.98
						INVOICE TOTAL:	64.98 *
						CHECK TOTAL:	132.96
11943	9MOVIELI	MOVIE LICENSING USA					
	2000122		12/01/14	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	131.50
				02	CHILDREN/TEEN PROGRAM SUPPLIES	80-60-001-43720	131.50
						INVOICE TOTAL:	263.00 *
						CHECK TOTAL:	263.00
11944	9OVERDRI	OVERDRIVE , INC					
	1018184451917-112114		11/21/14	01	E-BOOKS	80-60-001-45460	1,300.82
						INVOICE TOTAL:	1,300.82 *
	1018184732430-112114		11/21/14	01	JUVENILE E-BOOKS	80-60-001-45460	322.61
						INVOICE TOTAL:	322.61 *
	1018184951100-112114		11/21/14	01	TEEN E-BOOKS	80-60-001-45460	471.78
						INVOICE TOTAL:	471.78 *

DATE: 12/11/14
 TIME: 11:32:13
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

81

CHECK DATE: 12/09/14

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11944	9OVERDRI	OVERDRIVE , INC					
		1018185023100-112114	11/21/14	01	E-BOOKS	80-60-001-45460	72.68
						INVOICE TOTAL:	72.68 *
		1018185102120-112114	11/21/14	01	E-BOOKS	80-60-001-45460	37.48
						INVOICE TOTAL:	37.48 *
						CHECK TOTAL:	
11945	9REYESIS	ISAURO REYES					
	REY12014		12/01/14	01	GROUNDS MAINT:NOV 2014	80-60-001-41050	225.00
						INVOICE TOTAL:	225.00 *
						CHECK TOTAL:	
							2,205.37
11946	9ROYALPU	ROYAL PUBLISHING					
	7719766		11/04/14	01	MISC EXPENSES	80-60-001-46000	85.00
						INVOICE TOTAL:	85.00 *
						CHECK TOTAL:	
							85.00
11947	9STAPLES	STAPLES BUSINESS ADVANTAGE					
	8032080166		11/08/14	01	OFFICE SUPPLIES	80-60-001-43550	7.70
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	35.88
				03	BLDG & GROUNDS SUPPLIES	80-60-001-43660	9.98
						INVOICE TOTAL:	53.56 *
						CHECK TOTAL:	
							85.00
11948	9USPOSTA	UNITED STATES POSTAL SERVICE					
	USP112114		11/21/14	01	POST CARD STAMPS	80-60-001-43300	34.00

DATE: 12/11/14
TIME: 11:13
PRG ID: 15000.CBL

-- VILLAGE OF WAKE BLUFF --
CHECK REGISTER

PAGE: 14

81

CHECK DATE: 12/09/14

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11948	9USPOSTA	UNITED STATES POSTAL SERVICE					
	USP112114		11/21/14	02	POSTAGE STAMPS	80-60-001-43300	98.00
						INVOICE TOTAL:	132.00 *
						CHECK TOTAL:	132.00
11949	9UNIILPR	UNIVERSITY OF ILLINOIS PRESS					
	UNI111414		11/14/14	01	DUES:IL ST. HISTORICAL SOCIETY	80-60-001-42440	75.00
						INVOICE TOTAL:	75.00 *
						CHECK TOTAL:	75.00
11950	9VANGAMY	AMY VANGOETHEM					
	VAN112114		11/21/14	01	VIDEO GAMES	80-60-001-45510	400.67
						INVOICE TOTAL:	400.67 *
						CHECK TOTAL:	400.67
11951	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS					
	101889605		12/04/14	01	'EE ICMA CONTRIBUTION:12/15/14	80-20-102-45000	1,050.00
						INVOICE TOTAL:	1,050.00 *
						CHECK TOTAL:	1,050.00
11952	9WAREHOU	WAREHOUSE DIRECT					
	2499997-0		11/10/14	01	OFFICE SUPPLIES	80-60-001-43550	21.14
						INVOICE TOTAL:	21.14 *
						CHECK TOTAL:	21.14
						TOTAL AMOUNT PAID:	37,966.18

Committee Reports

Only the Finance Committee met over the last month. A rough draft of the meeting minutes is attached. Information from the Long Range Planning Committee is also included.

- Finance Committee
 - Monday, December 8, 2014
- Outreach Committee
 - Proposal to Develop Constituency Based Goals and Metrics

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES
Finance Committee Meeting
Monday, December 8, 2014

1) Call to Order; Roll Call:

The meeting was called to order at 2:10 pm by Committee Head Scot Butler

Present: Tim Kegor and Scot Butler

Library Staff Present: Library Director Eric Bailey

Members of the Public: None

2) Discussion

- a) Library Director reviewed the first draft of the proposed Library budget for Fiscal Year 2015/2016
- b) No vote was taken but it was agreed that the Library Director would include the budget proposal in the December Board of Trustees information packet

3) Any other business

- a) Butler briefly reviewed the discussion he and the Library Director had with Susan Griffin and Marlene Scheibl of the Village of Lake Bluff regarding revising the monthly budget reports by eliminating categories that were no longer active. Griffin and Scheibl agreed to do this and have already eliminated those categories from future reports.

4) Adjournment

- a) Butler moved and Krgeor seconded that the meeting be adjourned at 2:24 pm. The motion was approved unanimously

Respectfully submitted

Scot Butler

**Lake Bluff Library Long Range Planning
Proposal to Develop Constituency Based Goals and Metrics**

Objective: To develop long term (5+ year) goals and measurement criteria for the Lake Bluff Library based on alignment with core community constituencies.

Three phase approach:

- I. Interview / research expectations of core constituencies for how the library fits into their goals / lives.
Core Constituencies include: village leadership, district 65 leadership, park district leadership, and demographic patron segments (retirees, families with children <13, families with children 13-18, and adults)
- II. Develop metrics that measure how well the library is currently fulfilling expectations for each core constituency. Establish ongoing measurement tools to provide longitudinal feedback.
- III. Report results to the full Lake Bluff Library Board and established committees to support strategy development for all facets of library operation.

New Business

First Reading of Budget for Fiscal Year 2015-2016

A rough draft of the budget for Fiscal Year 2015-2016 is included. It was reviewed by the Finance Committee on Monday, December 8.

RECOMMENDATION: The lines of the budget are still being finalized. A final draft will be ready for consideration by the January or February Board Meeting. The current draft is presented to show the progress made, and to provide an opportunity for consideration by the full Library Board prior to final approval.

email Requirement

Per an amendment to the Local Records Act (50 ILCS 205) all public libraries within the State of Illinois must provide an email address for contacting the Board of Trustees. An email address is required to be posted on the website within 90 days of January 1, 2015.

RECOMMENDATION: An email account, board@lakeblufflibrary.org, has been created and is ready to be posted. The email address can be accessed remotely at the following address: <https://webmail.lakeblufflibrary.org/owa/auth/logon.aspx?replaceCurrent=1&url=https%3a%2f%2fwebmail.lakeblufflibrary.org%2fowa%2f>

The Board needs only decide how the new email is to be monitored.

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

80-40

CODE/LINE ITEM	ACTUAL FY 12/13	Actual FY 13/14	BUDGET FY 14/15	Estimated Actual FY 14/15	BUDGET FY 15/16	% CHANGE BUDGET TO BUDGET FY 15-16	\$ CHANGE	% CHANGE EST ACTUAL TO BUDGET FY 15-16	\$ CHANGE
TAXES									
103-10000 Property Taxes	800,695	849,607	851,666	851,666	873,917	2.6%	22,251	2.6%	22,251
TOTAL TAXES	800,695	849,607	851,666	851,666	873,917	2.6%	22,251	2.6%	22,251
FINES & FORFEITURES									
503-65000 Fines	13,236	14,493	13,000	11,502	12,000	-7.7%	(1,000)	4.3%	498
TOTAL FINES & FORFEITURES	13,236	14,493	13,000	11,502	12,000	-7.7%	(1,000)	4.3%	498
CHARGE FOR SERVICES									
403-48300 Photocopy Charges	2,180	2,187	2,000	2,085	2,000	0.0%	0	-4.1%	(85)
403-48500 Non-Resident Fees	7,788	7,142	7,000	8,150	7,000	0.0%	0	-14.1%	(1,150)
TOTAL CHARGE FOR SERVICES	9,968	9,329	9,000	10,235	9,000	0.0%	0	-12.1%	(1,235)
OTHER									
603-73700 Village Contribution	7,807	7,800	7,900	7,900	7,900	0.0%	0	0.0%	0
603-73800 Vliet Operating Cost Contrib	0	0	0	0	0	---	0	---	0
603-75000 Interest Income	751	320	400	275	400	0.0%	0	45.5%	125
603-78500 Naperville/Impact Fees	0	0	0	0	0	---	0	---	0
603-89000 Miscellaneous Income	2,302	5,963	3,000	2,206	3,000	0.0%	0	36.0%	794
TOTAL OTHER	10,860	14,084	11,300	10,381	11,300	0.0%	0	8.9%	919
TOTAL REVENUES	834,759	887,513	884,966	883,785	906,217	2.4%	21,251	2.5%	22,432
FUND BALANCE RESERVES	0	100,000	34,900	34,900	35,783	2.5%	883	2.5%	883
LIBRARY FUND REVENUE	834,759	987,513	919,866	918,685	942,000	2.4%	22,134	2.5%	23,315

FUND BALANCE:

328,617 415,368 517,471 517,471 532,084

May 1

April 30

415,368 517,471 517,471 532,084 532,084

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

80-60-001-

CODE/LINE ITEM	ACTUAL FY 12/13	Actual FY 13/14	BUDGET FY 14/15	Estimated Actual FY 14/15	BUDGET FY 15/16	% CHANGE BUDGET TO FY 15--16	\$ CHANGE	% CHANGE EST ACTUAL FY 15--16	\$ CHANGE
PERSONNEL SERVICES									
40000 Librarian Salaries	208,292	215,026	224,000	218,666	224,000	0.0%	0	2.4%	5,334
40050 Staff Salaries	161,919	212,634	231,000	234,284	266,000	15.2%	35,000	13.5%	31,716
40400 Medical Insurance	40,163	45,272	42,000	74,993	80,000	90.5%	38,000	6.7%	5,007
40900 Other Employee Benefit	100	288	500	50	250	-50.0%	(250)	400.0%	200
40950 IL Municipal Retire Fund	36,686	40,704	45,000	52,590	45,000	0.0%	0	-14.4%	(7,590)
40951 Social Security (Note 1)	27,671	31,927	35,000	33,986	37,000	5.7%	2,000	8.9%	3,014
TOTAL PERSONNEL SERVICES	474,831	545,851	577,500	614,569	652,250	12.9%	74,750	6.1%	31,649
CONTRACT. SERVICES/COMMODITIES									
41000 Building Maintenance	26,022	22,208	28,000	19,821	24,000	-14.3%	(4,000)	21.1%	4,179
41020 Elevator Maintenance	1,582	2,207	2,000	2,452	2,000	0.0%	0	-18.4%	(452)
41050 Grounds Maintenance	6,882	7,885	8,500	8,425	8,500	0.0%	0	0.9%	76
41303 Copier Maintenance	5,543	6,365	4,500	4,587	4,500	0.0%	0	-1.9%	(87)
41304 Other Professional Service	50	50	20,000	19,267	5,000	-75.0%	(15,000)	-74.0%	(14,267)
41305 Computer Services	15,235	11,369	20,000	17,070	18,000	-10.0%	(2,000)	5.4%	930
41350 Legal & Accounting	4,487	17,892	15,000	2,808	4,000	-73.3%	(11,000)	42.5%	1,192
42400 Professional Development	3,650	4,227	5,000	5,000	5,000	0.0%	0	0.0%	0
42440 Dues	1,488	1,409	2,000	1,832	1,500	-25.0%	(500)	-18.1%	(332)
43230 Utilities	6,036	8,443	8,000	6,999	8,000	0.0%	0	14.3%	1,001
43300 Postage	2,288	2,788	3,000	3,068	3,000	0.0%	0	-2.2%	(68)
43400 Printing/E-Newsletter	7,602	8,689	9,000	7,603	9,000	0.0%	0	18.4%	1,397
43550 Office Supplies	5,245	5,604	6,000	4,311	6,000	0.0%	0	39.2%	1,689
43660 Building & Grounds Supplies	1,944	1,925	2,000	1,440	2,000	0.0%	0	38.9%	560
43700 Technical Services Supplies	4,390	4,276	5,500	3,428	5,000	-9.1%	(500)	45.9%	1,572
43800 Hospitality Program Supplies	1,024	843	1,000	118	500	-50.0%	(500)	324.4%	382
NEW Outreach Supplies	0	0	0	0	2,000	---	2,000	---	2,000
43710 Adult Program Supplies	3,888	4,329	4,000	4,000	5,000	25.0%	1,000	25.0%	1,000
43720 Juvenile Program Supplies	5,602	6,800	7,000	7,000	5,800	-17.1%	(1,200)	-17.1%	(1,200)
NEW Teen Program Supplies	0	0	0	0	1,200	---	1,200	---	1,200
45000 Adult Nonfiction	18,083	17,544	18,000	18,000	17,500	-2.8%	(500)	-2.8%	(500)
45100 Adult Fiction	15,350	13,992	15,000	15,000	14,000	-6.7%	(1,000)	-6.7%	(1,000)
45110 Adult Large Print	895	936	500	500	500	0.0%	0	0.0%	0
45200 Adult Audio-Visual	15,031	11,166	15,000	15,000	15,000	0.0%	0	0.0%	0
45220 Adult E-Reference	17,596	20,191	23,000	23,000	21,000	-8.7%	(2,000)	-8.7%	(2,000)
45400 Juvenile Non-fiction	4,140	7,470	7,000	7,000	7,000	0.0%	0	0.0%	0
45410 Picture Books, Readers	5,422	5,178	6,000	6,000	5,000	-16.7%	(1,000)	-16.7%	(1,000)
45420 Juvenile Fiction	7,327	6,179	8,500	8,500	9,500	11.8%	1,000	11.8%	1,000
45430 Juvenile Audio-Visual	3,219	3,512	3,750	3,750	1,500	-60.0%	(2,250)	-60.0%	(2,250)
45440 Juvenile eReference	0	0	1,000	1,000	2,000	100.0%	1,000	100.0%	1,000
45460 Ebooks	4,970	7,999	12,000	12,000	12,000	0.0%	0	0.0%	0
45470 Graphic Novels	508	375	500	500	500	0.0%	0	0.0%	0
45450 Teen Books	2,839	2,680	2,750	2,750	2,750	0.0%	0	0.0%	0
45500 Periodicals	5,364	5,382	7,000	7,000	6,000	-14.3%	(1,000)	-14.3%	(1,000)
45510 Video Games	2,349	2,873	3,500	3,500	3,500	0.0%	0	0.0%	0
45600 Public & Staff PC Software	4,449	892	6,000	4,212	5,000	-16.7%	(1,000)	18.7%	788
45610 Library Automation Software	12,461	46,053	24,000	21,000	24,000	0.0%	0	14.3%	3,000
45900 Minor Equipment	550	0	0	0	0	---	0	---	0
46000 Miscellaneous Expenditure	1,189	2,081	2,000	4,359	1,000	-50.0%	(1,000)	-77.1%	(3,359)
TOTAL CONTRACT/COMMOD.	224,700	271,813	306,000	272,298	267,750	-12.5%	(38,250)	-1.7%	(4,548)
CAPITAL OUTLAY									
49000 Library Furnishings	3,840	4,015	2,000	1,060	2,000	0.0%	0	88.7%	940
49120 Exterior Bldg Improvements	4,935	11,372	12,000	5,743	2,000	-83.3%	(10,000)	-65.2%	(3,743)
49500 Computer Equipment	14,813	38,444	14,000	4,054	10,000	-28.6%	(4,000)	146.7%	5,946
49600 Library Equipment	1,563	8	2,000	317	2,000	0.0%	0	530.9%	1,683
50000 Contingency	23,326	13,906	6,366	6,031	6,000	-5.7%	(366)	-0.5%	(31)
TOTAL CAPITAL OUTLAY	48,477	67,746	36,366	17,205	22,000	-39.5%	(14,366)	27.9%	4,795
LIBRARY TOTAL	748,008	885,410	919,866	904,071	942,000	2.4%	22,134	4.2%	37,929

**LAKE BLUFF PUBLIC LIBRARY
GRANTS & GIFTS FUND - REVENUES & EXPENDITURES**

CODE/LINE ITEM	BUDGET	ACTUAL	BUDGET	Estimated	BUDGET	% CHANGE	\$ CHANGE	% CHANGE	\$ CHANGE
	FY 13/14	FY 13/14	FY 14/15	Actual FY 14/15	FY 15/16	BUDGET TO BUDGET FY 14---15		EST ACTUAL TO BUDGE FY 14---15	
REVENUES 82-40-603									
GRANTS									
TBD Bird-Memorial-Reserve	0	0	0	0	0	----	0	---	0
73000 Per Capita Grant	5,868	5,868	7,153	7,153	7,153	21.9%	1,285	21.9%	1,285
73400 Miscellaneous Grants	15,000	0	5,000	0	5,000	-66.7%	(10,000)	---	5,000
TOTAL GRANTS	20,868	5,868	12,153	7,153	12,153	-41.8%	(8,716)	107.1%	6,285
DONATIONS									
78200 Tech-4-U-Donations	0	0	0	0	0	---	0	---	0
78000 Unrestricted Donations	5,000	185	1,000	85	1,000	-80.0%	(4,000)	439.4%	815
78100 Restricted Donations	15,000	10,463	20,000	10,000	20,000	33.3%	5,000	91.1%	9,537
TOTAL DONATIONS	20,000	10,648	21,000	10,085	21,000	5.0%	1,000	97.2%	10,352
75000 Interest Earnings	0	0	0	0	0	----	0	---	0
TOTAL FUND REVENUES	40,868	16,516	33,153	17,238	33,153	-18.9%	(7,716)	100.7%	16,636

EXPENDITURES 82-60-001

OTHER/GRANT PROGRAMS

44800 Per Capita Grant Expend	5,868	3,578	7,153	7,153	7,153	21.9%	1,285	99.9%	3,574
44825 Misc Grant Expenditures	15,000	0	5,000	0	5,000	-66.7%	(10,000)	---	5,000
99999 Use of Unrestrict Donation	5,000	0	1,000	85	1,000	-80.0%	(4,000)	---	1,000
99999 Use of Restricted Donations	15,000	12,879	20,000	10,000	20,000	33.3%	5,000	55.3%	7,121
	40,868	16,457	33,153	17,238	33,153	-18.9%	(7,716)	101.4%	16,695
CAPITAL OUTLAY									
49000 Bird-Memorial-Children's	0	0	0	0	0	----	0	---	0
49350 Tech-4-U-Automation	0	0	0	0	0	----	0	---	0
	0	0	0	0	0	---	0	---	0
TOTAL EXPENDITURES	40,868	16,457	33,153	17,238	33,153	-18.9%	(7,716)	101.4%	16,695

FUND BALANCE:

May 1	114,992	114,992	115,051	115,051	115,051
April 30	114,992	115,051	115,051	115,051	115,051

Notes on Budget lines for the December Draft of the 2015-2016 Fiscal Year Budget

PERSONNEL

40000 – Librarian Salaries – The proposed budget includes a 3% raise pool, with raises to be allocated based on employee performance, and the fact that the budget changed with a staff member's departure. The net result is that the amount budgeted does not change.

40050 – Staff Salaries – The proposed budget for this line reflects a 3% raise pool, with raises to be allocated based on employee performance. Money is also allotted to provide competitive pay aimed at retaining core members of the library staff.

40400 – Medical Insurance – This line has been increased, to reflect the fact that more staff members are receiving medical insurance.

40900 – Other Employee Benefits – This line provides flu vaccines for Library Staff.

40950 – IMRF – While pay to staff has increased, the IMRF contribution rate has decreased from 12.12% to 10.57%. The result is no change in this budget line.

40951 – Social Security – The increase in this line reflects the annual growth in the cost of the Library's Social Security contributions. It can be estimated based off of current salaries and past trends.

CONTRACT SERVICES/COMMODITIES

41000 – Building Maintenance – This line reflects known contracts, but historically it is extremely variable depending on what comes to light during the year. As the library has continued to invest in better and more proactive maintenance of infrastructure, expenses in this line are trending downward.

41020 – Elevator Maintenance – Some elevator issues and the transition from Thyssen-Krupp to 1-2-1 Elevator Maintenance led to a higher than expected final projection for this fiscal year. I expect the amount spent next year to be lower.

41050 – Grounds Maintenance – This line reflects the known annual cost of grounds maintenance, provided primarily but not exclusively by Isauro Reyes.

41303 – Copier Maintenance – This line reflects our known contract with ISBS for maintenance; copier breakdowns are difficult to predict.

41304 – Other Professional Services – The funds in this line are intended for third party professional contractors, such as the hiring of an interim director or an engineer to perform a structural evaluation. No plans currently exist to bring in a third party professional in Fiscal Year 2015-2016.

41305 – Computer Services – This line reflects the known expenses of Computer View's maintenance of our Local Area Network. We are locked in at our current rate for FY 2015-2016 and FY 2016-2017, making this predictable. Particularly since large, critical, non-contractual needs have been met in this and the previous Fiscal Year.

41350 – Legal and Accounting – Plans are not currently in place for the same level of policy evaluation and planning as last year. Hence, this budget line is much lower.

42400 – Professional Development – This line reflects money for continuing education and tuition reimbursement. It is calculated based off of library goals and previous spending.

42440 – Dues – These funds pay for the organizational membership of the Library and its staff. It is calculated based on previous year's expenditures; we have been spending less with the collapse of NSLS and the resources it provided.

43230 – Utilities – These funds pay for the few utilities that are the Library's responsibility. Water is the primary utility expense for the library, making the summer months the most expensive.

43300 – Postage – Money used for the purchase of stamps. We rely less and less on physical mail for communications, but the cost has increased.

43400 – Printing/eNewsletter – The cost of sending out our physical and electronic newsletters. The cost for both increased in the last year.

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).

43660 – Building and Grounds Supplies – Supplies to maintain the grounds. Predicted based off previous expenses.

43670 – Technical Services Supplies – Book covers, tape, and other supplies used in cataloging and processing materials. Predicted based off previous expenses.

43700 – Hospitality Program Services – Supplies for meetings and programs. Predicted based off previous expenses.

NEW – Outreach Supplies – Staff time has been allotted to increase the Library's visibility within the community and to identify and target underserved segments of the community. Funds have been allocated to support this effort.

43710 – Adult Program Supplies – Funds for Adult Programs. An amazing amount has been done with a fixed budget for many years; growing cost and demand require an increased budget.

43720 – Juvenile Program Supplies – Funds for Juvenile Programs. For better tracking, Teen Programming has been broken off as its own budget line. A total of \$1,200 is moving from JPS to this new budget line.

NEW – Teen Program Supplies – A new line with funds for Teen Programs. A starting balance of \$1,200 shifted from Juvenile Programming; line created and budget set at the advice of Donna Williams and Eliza Jarvi.

45000 – Adult Non-Fiction – Funds for purchasing adult non-fiction books. A slightly lower number, to reflect a smaller and more focused collection.

45100 – Adult Fiction – Funds for purchasing adult fiction books. The current collection, which sees high use, does not fit its current location. Existing space necessitates a smaller and more focused collection.

45110 – Adult Large Print – Funds for purchasing large print books. Based on collection size and space, the current funds are adequate.

45200 – Adult Audio Visual Materials – Funds for music, blu-rays, DVD's, and audiobooks for adults. This collection sees high use but is constrained by space limitations; the current budget number is appropriate.

45220 – Adult eReference – Databases aimed towards an adult audience. Increasing usage of existing databases has higher priority at this time than increasing their number; the budget for next year is decreased according to this goal. The number set is sufficient to maintain the existing digital collection.

45400 – Juvenile Non-fiction – Funds for purchasing print Juvenile Non-fiction. The current amount of money is adequate.

45410 – Juvenile Picture Books – Funds for purchasing print picture books. In consulting with Head of Youth Services Donna Williams, \$1,000 has been moved from this budget to Juvenile Fiction.

45420 – Juvenile Fiction – Funds for purchasing print Series, Fiction, Beginning Reader, and Graphic Novel titles. In consulting with Head of Youth Services Donna Williams, \$1,000 has been moved from Juvenile Picture Books to Juvenile Fiction.

45430 – Juvenile Audio Visual – Funds for juvenile DVD's, Blu-rays, Music, and Audiobooks. Audiobooks and Music have been decreasing in popularity; space for juvenile DVD's is limited. The budget line is decreased as a result.

45440 – Juvenile eReference – Databases aimed towards a younger audience. A slight increase in funds to reflect an increased need.

45460 – eBooks – Money to purchase eBooks and eAudiobooks that will be available only to our patrons. The current budget is sufficient, but will need to be increased in the future.

45470 – Graphic Novels – Money to purchase adult graphic novels. The current number meets the Library's needs.

45450 – Teen Books – Money to purchase teen books. The current number meets the Library's needs.

45500 – Periodicals – Money to pay for magazine subscriptions. The number of subscriptions is dropping as periodicals move online. Expenses in recent years have been consistently below what was budgeted.

45510 – Video Games – Video games in a wide variety of formats. The current amount meets the Library's needs.

45600 – Public and Staff PC Software – Licenses for software used by the staff and/or the public. The current number meets the Library's needs.

45610 – Library Automation Software – This line covers the cost of the Library's Integrated Library System. The current amount budgeted meets the Library's needs.

45900 – Miscellaneous Expenditure – Funds to cover minor purchases that do not fit elsewhere. A significant portion of money in this account has gone towards outreach in the past. With the creation of a separate outreach budget, the lower fund total is adequate.

CAPITAL OUTLAY

49000 – Library Furnishings – Money for interior furnishings. The current number meets any needs unrelated to the Space Needs Study.

49120 – Exterior Building Improvements – Money for exterior improvements. There are currently no major projects on the horizon for FY 2015-2016.

49350 – Computer Equipment – Money budgeted for special or regularly scheduled updating of the Library's computer network. Only regular updates to computers are anticipated for next year.

49400 – Library Equipment – Miscellaneous equipment, such as book carts or projector screens. The current number meets the Library's needs.

50000 – Contingency – Money set aside to handle any significant expenses that arise during the fiscal year. The primary purpose of this money has been to be the core of the funds going into reserve in the next year.

Library Director's Report – December, 2014

Holiday Luncheon

On behalf of the staff of the Lake Bluff Library, thank you for the time and effort that went into this year's holiday luncheon on December 11.

New Materials Vendor

Amy vanGoethem has nearly completed the load tables that will allow our Sierra integrated library system to interface with library materials vendor Baker and Taylor. Use of this new vendor will save time when purchasing and paying for materials.

Warm up America

Carol Carter did an excellent job coordinating this year's Warm up America community quilting project. The library's Wool Gatherers group also contributed significant time and effort to making our second year a success; we will be able to donate more quilts this year than last.

Back Door

The emergency exit at the back of the Spruth Room has been replaced. The old wooden door and door frame have been replaced with a steel frame and door. The new door has a panic bar and is much easier to open and close. Lyndy Jensen did a great job identifying the right door and the right company to create and install it.

Stump Removal

The stump of the deceased crab apple tree in front of the library was removed by Village Public Works. The library's sign is now back in place.

Space Usage Study

Joe Huberty of Engberg Anderson contacted me on December 10. He expects to have more detailed information regarding the feasibility and cost of the 3 plans currently under discussion early in 2015. Once this information is available, a Building and Grounds Committee meeting will be scheduled.

Aspen Institute Report on the Future of Public Libraries

If you have not read the report from the Aspen Institute I sent out via email earlier this month I encourage you to do so. It offers some useful and interesting insights on the future of public libraries in the United States.

Uploaded Statistics

The libraries new cataloger, Ross Shanley-Roberts, was able to upload usage statistics from our old library system and combine them with statistics from Sierra. The result is an interface that provides data and reports that make selecting which materials have not been used recently and can be removed from the collection much easier. Carol Carter assisted by providing Ross with feedback as he worked on the project.

Monthly Statistics Summary

November 2014

13A

Library Usage Summary

Total November Circulation

FY	Total	Avg. Circ/Hour	% Change
14-15	8033	37.36	-7.29%
13-14	8665	40.12	0.31%
12-13	8638	39.09	-0.47%

Total November Visits

FY	Total Visits	Avg. Visits/Hour	% Change
14-15	4789	22.27	-36.74%
13-14	7570	35.05	22.95%
12-13	6157	27.86	-3.33%

Total November Programs

FY	# of Programs	% Change	Attendance	% Change
14-15	18	5.88%	183	-12.44%
13-14	17	6.25%	209	25.90%
12-13	16	-11.11%	166	30.71%

Online Access

Total November eMaterial Circulation

FY	eBook/ Audio	eVideo	eMusic	eMagazines	% Change
14-15	549	5	262	20	5.82%
13-14	469	N/A	242	79	64.58%
12-13	298	N/A	182	N/A	-1.23%

Total November Website Usage

FY	Page Loads	% Change	Unique Visitors	% Change
14-15	7763	-10.28%	4735	-8.84%
13-14	8652	9.78%	5194	6.96%
12-13	7881	-6.45%	4856	-9.01%

Total November Database Usage

FY	Research*	Novelist	Tumble Books	% Change
14-15	147	294	18	116.51%
13-14	48	164	0	194.44%
12-13	72	N/A	0	-71.65%

Other Services

Total November Other Services

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
14-15	1	111	34	4
13-14	1	115	18	N/A
12-13	2	94	20	N/A

Total Circulation Fiscal Year to Date

FY	Total	Avg. Circ/Hour	% Change
14-15	63722	40.03	-7.55%
13-14	68926	43.18	0.79%
12-13	68383	42.53	17.82%

Total User Visits Fiscal Year to Date

FY	Total Visits	Avg. Visits/Hour	% Change
14-15	42825	26.82	-18.67%
13-14	52657.5	33.17	-0.01%
12-13	52664	32.74	17.67%

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
14-15	190	-24.30%	4646	-4.74%
13-14	251	23.04%	4877	0.43%
12-13	204	13.33%	4856	6.28%

Total eMaterial Circulation Year to Date

FY	eBook/e Audio	eVideo	eMusic	eMagazines	% Change
14-15	3729	26	1212	343	10.07%
13-14	3019	N/A	1501	304	34.41%
12-13	2015	N/A	1574	N/A	31.47%

Total Website Usage Fiscal Year to Date

FY	Page Loads	% Change	Unique Visitors	% Change
14-15	60228	-16.20%	36343	-12.67%
13-14	71874	14.62%	41615	-0.91%
12-13	62705	11.74%	41996	14.23%

Total Database Usage Fiscal Year to Date

FY	Research*	Novelist	Tumble Books	% Change
14-15	1755	1191	105	120.29%
13-14	445	887	53	89.21%
12-13	716	N/A	16	-94.60%

Total Other Services Fiscal Year to date

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
14-15	27	919	229	87
13-14	27	974	188	N/A
12-13	28	994	225	N/A

* Research Databases include all Gale databases, ProQuest Chicago Tribune, and Mango Languages

Monthly Statistics Summary

November 2014

133

Adult Services Summary

Total November Circulation

FY	Fiction	Non Fiction	A/V	Total	% Change
14-15	965	640	2115	4160	-6.83%
13-14	921	790	2426	4465	-8.09%
12-13	1189	728	2581	4858	-6.51%

Total November Programs

FY	# of Programs	% Change	Attendance	% Change
14-15	7	-22.22%	73	-39.67%
13-14	9	28.57%	121	44.05%
12-13	7	-12.50%	84	61.54%

Teen Services Summary

Total November Circulation

FY	Total	% Change
14-15	142	-5.33%
13-14	150	-24.62%
12-13	199	-5.24%

Total November Programs

FY	# of Programs	% Change	Attendance	% Change
14-15	3	0.00%	6	-53.85%
13-14	3	0.00%	13	44.44%
12-13	3	-25.00%	9	-47.06%

Youth Services Summary

Total November Circulation

FY	Fiction	Non Fiction	A/V	Total	% Change
14-15	1692	370	697	2767	-12.19%
13-14	1791	469	884	3151	3.62%
12-13	1577	495	948	3041	10.22%

Total November Programs

FY	# of Programs	% Change	Attendance	% Change
14-15	8	60.00%	104	38.67%
13-14	5	-16.67%	75	2.74%
12-13	6	0.00%	73	25.86%

Technical Services Summary

Total November Activity

FY	Acquisitions	Deletions
14-15	499	201
13-14	596	209
12-13	624	858

Total Circulation Fiscal Year to Date

FY	Fiction	Non Fiction	A/V	Total	% Change
14-15	7246	4827	15605	30284	-12.26%
13-14	8228	5181	18610	34517	-2.73%
12-13	9083	5546	18032	35485	12.77%

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
14-15	46	-25.81%	575	-11.27%
13-14	62	14.81%	648	31.17%
12-13	54	0.00%	494	8.33%

Total Circulation Fiscal Year to Date

FY	Total	% Change
14-15	1537	-6.68%
13-14	1647	-11.50%
12-13	1861	20.30%

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
14-15	53	82.76%	165	1.23%
13-14	29	0.00%	163	-20.87%
12-13	29	-6.45%	206	-17.60%

Total Circulation Fiscal Year to Date

FY	Fiction	Non Fiction	A/V	Total	% Change
14-15	16636	2658	6480	25812	-5.34%
13-14	17064	2928	7223	27269	0.45%
12-13	16395	3499	7148	27148	22.69%

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
14-15	91	-43.13%	3906	-3.94%
13-14	160	32.23%	4066	-2.17%
12-13	121	31.52%	4156	20.01%

Total Activity Fiscal Year to Date

FY	Acquisitions	Deletions
14-15	4134	2803
13-14	4702	4554
12-13	4351	5527

**LAKE BLUFF PUBLIC LIBRARY
123 E. Scranton Avenue
Lake Bluff, Illinois 60044**

NOTICE OF Finance Committee Meeting

The Finance Committee of the Lake Bluff Public Library Board of Library Trustees will meet at the Lake Bluff Public Library on October 20th, 2014 for the purposes outlined below:

**Lake Bluff Public Library Board of Trustees Finance Committee Meeting
October 20th, 2014 at 4:00pm
At the Lake Bluff Public Library
123 E. Scranton Avenue
Lake Bluff, Illinois 60044**

AGENDA

- I. **Call to order (4:00pm) 4:05 Scott**
- II. **Roll Call**
- III. **Benefits and Salaries, FY2014-2015 and FY2015-2016 (30 minutes)(4:30pm)**
- IV. **Any and all other business that may properly come before this committee (5 minutes)(4:35pm)**
- V. **Dismissal (4:35pm)**

All regular meetings and committee meetings of the Lake Bluff Board of Library Trustees are open to the public. If you wish to attend the October 20th, 2014 meeting and have special requirements as outlined in the Americans with Disabilities Act, please notify the Library Director, Eric Bailey, by noon on October 20th, 2014.

Head Cataloger Position

Date: 10-17-2014

Since the departure of Valerie Ceba the library has been without a Head Cataloger. The main responsibilities of the Head Cataloger have been picked up by other staff, but given the projects (related and unrelated to cataloging) that have been set aside this is not tenable. I have considered the following points in making a recommendation.

- **Current Staff:**

- The Lake Bluff Public Library (LBPL) has had a full time person in this position in the past. Valerie was an exception, but always worked with a partner.
- This position has been filled primarily by internal applicants in the past, who either learned cataloging while here or already had experience.
- **SUMMARY: There are currently no internal applicants available to fill this position; someone needs to be hired from outside.**

- **Time:**

- Our old software, Library.Solution, created a messy and disjointed catalog. It did this, however, by taking numerous shortcuts that resulted in faster cataloging.
- Sierra does not cut corners, and the result is a much cleaner and useful catalog. While this saves time for staff and patrons in the big picture, it does mean more work when items are cataloged.
- Sufficient time was not available to Valerie (at 28 hours per week devoted solely to cataloging) to keep up when the switch to Sierra was made.
- **SUMMARY: The position requires more time than was given to the previous person who held it.**

- **Education/Knowledge:**

- While a number of staff members know cataloging well enough to do it, few have been trained on the new Sierra software.
- Cataloging requires the most specific knowledge of any job at LBPL, as the person working as a cataloger needs to know the software, organizational schemes, and programming languages uniquely designed for the job.
- **SUMMARY: Someone with at least basic experience or training is needed for the position.**

- **Pay:**

- I compared the Lake Bluff Public Library's salary scale to the salary scale for non-managerial professionals to that of neighboring libraries.
 - The most that a non-managerial professional could earn at LBPL is 25% less than the average starting salary at a neighboring institution.
- **SUMMARY: It would be difficult to find a qualified outside candidate by paying them what we most recently have for cataloging responsibilities.**

SUMMARY:

The amount of work to be done, the expertise needed, and the need to attract and retain the right person all point to the need to hire a full time Head Cataloger. The budgetary proposal I made to the Board for next Fiscal Year reflects this person's presence. Depending on who we hire, the personnel budget for the current Fiscal Year will be over by around \$20,000. However, the library will still be under budget for Fiscal Year 2014-2015 overall.

**LAKE BLUFF PUBLIC LIBRARY
123 E. Scranton Avenue
Lake Bluff, Illinois 60044**

NOTICE OF Finance Committee Meeting

The Finance Committee of the Lake Bluff Public Library Board of Library Trustees will meet at the Lake Bluff Public Library on October 20th, 2014 for the purposes outlined below:

**Lake Bluff Public Library Board of Trustees Finance Committee Meeting
October 20th, 2014 at 4:00pm
At the Lake Bluff Public Library
123 E. Scranton Avenue
Lake Bluff, Illinois 60044**

AGENDA

- I. Call to order (4:00pm)**
- II. Roll Call**
- III. Benefits and Salaries, FY2014-2015 and FY2015-2016 (30 minutes)(4:30pm)**
- IV. Any and all other business that may properly come before this committee (5 minutes)(4:35pm)**
- V. Dismissal (4:35pm)**

All regular meetings and committee meetings of the Lake Bluff Board of Library Trustees are open to the public. If you wish to attend the October 20th, 2014 meeting and have special requirements as outlined in the Americans with Disabilities Act, please notify the Library Director, Eric Bailey, by noon on October 20th, 2014.

Head Cataloger Position

Date: 10-17-2014

Since the departure of Valerie Ceba the library has been without a Head Cataloger. The main responsibilities of the Head Cataloger have been picked up by other staff, but given the projects (related and unrelated to cataloging) that have been set aside this is not tenable. I have considered the following points in making a recommendation.

- **Current Staff:**

- The Lake Bluff Public Library (LBPL) has had a full time person in this position in the past. Valerie was an exception, but always worked with a partner.
- This position has been filled primarily by internal applicants in the past, who either learned cataloging while here or already had experience.
- **SUMMARY: There are currently no internal applicants available to fill this position; someone needs to be hired from outside.**

- **Time:**

- Our old software, Library.Solution, created a messy and disjointed catalog. It did this, however, by taking numerous shortcuts that resulted in faster cataloging.
- Sierra does not cut corners, and the result is a much cleaner and useful catalog. While this saves time for staff and patrons in the big picture, it does mean more work when items are cataloged.
- Sufficient time was not available to Valerie (at 28 hours per week devoted solely to cataloging) to keep up when the switch to Sierra was made.
- **SUMMARY: The position requires more time than was given to the previous person who held it.**

- **Education/Knowledge:**

- While a number of staff members know cataloging well enough to do it, few have been trained on the new Sierra software.
- Cataloging requires the most specific knowledge of any job at LBPL, as the person working as a cataloger needs to know the software, organizational schemes, and programming languages uniquely designed for the job.
- **SUMMARY: Someone with at least basic experience or training is needed for the position.**

- **Pay:**

- I compared the Lake Bluff Public Library's salary scale to the salary scale for non-managerial professionals to that of neighboring libraries.
 - The most that a non-managerial professional could earn at LBPL is 25% less than the average starting salary at a neighboring institution.
- **SUMMARY: It would be difficult to find a qualified outside candidate by paying them what we most recently have for cataloging responsibilities.**

SUMMARY:

The amount of work to be done, the expertise needed, and the need to attract and retain the right person all point to the need to hire a full time Head Cataloger. The budgetary proposal I made to the Board for next Fiscal Year reflects this person's presence. Depending on who we hire, the personnel budget for the current Fiscal Year will be over by around \$20,000. However, the library will still be under budget for Fiscal Year 2014-2015 overall.

Other Professional Benchmarks 2013

Area Libraries (2013)	Max Salary Per Hour	Min Salary Per Hour	FT/PT	Per Capita Expenditure
Deerfield	\$34.10	\$21.32	23/23	\$176
Glencoe	\$33.41	\$22.27	19/40	\$240
Grayslake	\$34.12	\$20.78	13/50	\$101
Gurnee (Warren Newport)	\$34.63	\$19.21	27/74	\$85
Highland Park	\$36.18	\$20.18	24/69	\$184
Lake Bluff	\$17.00	\$14.00	4/16	\$142
Lake Forest	\$38.00	\$25.00	16/50	\$174
Libertyville (Cook)	\$43.53	\$26.68	45/85	\$123
Mundelein (Fremont)	\$42.00	\$19.00	26/42	\$107
Northbrook	\$35.76	\$22.05	38/82	\$178
Waukegan	\$31.25	\$25.00	34/28	\$44
Wilmette	\$41.00	\$20.00	29/64	\$221
Winnetka/Northfield	\$30.84	\$20.56	21/30	\$192
Average	\$34.76	\$21.23	24/51	\$151

The Lake Bluff Public Library's **highest** salary for non-management professionals is 25% lower than the average **lowest** salary. Every library reviewed pays a starting minimum wage, even for part-time professionals, higher than LBPL's highest wage for full time professionals.