

July 8, 2014

agenda

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
1,2 CTO, Additions		
	Document Summary	1A-1B
	Agenda	2A-2B
3 Opportunity to Address Board		
	(No documents)	
4 Introduction to a Staff Member		
5 Consent Agenda		
	Minutes of June 10, 2014 Regular Board Meeting (action)	3A-3B
	Minutes of June 11, 2014 Technology Committee Meeting (action)	4A
	Minutes of June 12, 2014 Human Resources Committee Meeting (action)	5A
	Minutes of June 13, 2014 Finance Committee Meeting (action)	6A
	Minutes of June 16, 2014 Public Relations/Advocacy/Fundraising/Liaisons Committee Meeting (action)	7A
	Minutes of June 18, 2014 Building and Grounds Committee Meeting (action)	8A
	Minutes of July 1, 2014 Human Resources Committee Meeting (action)	9A
7 Financial Reports (Yellow)		
	Treasurer's Report (Available at the meeting)	
	June Detailed Balance Sheet (action)	10A-10F
	June Detailed Revenue & Expense Report (action)	11A-11H
8 Approval of Checks (Green)		
	June Manual Check Report (action)	12A-12C
	June Check Register (action)	13A-13K
9 Committee Reports		14A-14C
10 New Business		15A-15B
	Personal Days for Library Staff (action)	16A
	Selection of Space Use Analysis Contractor (available at meeting)	
	Meeting Schedule	17A
	Plan for Implementation of Goals (action)	
	Name of Public Relations/Advocacy/Fundraising/Liaisons Committee (action)	
	Vote of Thanks	
11 Old Business		18A
	(none)	
12 Director's Report		
	Librarian's Narrative Report	19A-19B
	Statistical Reports (available at meeting)	20
11 Executive Session(s)		
13 Any and All Other Business ...		
14 Adjournment		

15 Attachments

Updated Trustee Contact List	21A
Scheduled Friends Meeting Dates	22A
Revised Library Board Meeting Schedule	
Policy Revision Restoring Personal Days for Staff	

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, July 8, 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. Introduction to a Staff Member (5 minutes)(7:10pm)**
- 5. Approval of Minutes**
 - a. Approval of Minutes of June 10, 2014 Regular Board Meeting **(action) (2 minutes)(7:12pm)**
 - b. Approval of Minutes of June 11, 2014 Technology Committee Meeting **(action) (2 minutes)(7:14pm)**
 - c. Approval of Minutes of June 12, 2014 Human Resources Committee Meeting **(action) (2 minutes)(7:16pm)**
 - d. Approval of Minutes of June 13, 2014 Finance Committee Meeting **(action) (2 minutes)(7:18pm)**
 - e. Approval of Minutes of June 16, 2014 Public Relations/Advocacy/Fundraising/Liaisons Committee Meeting **(action) (2 minutes)(7:20pm)**
 - f. Approval of Minutes of June 18, 2014 Building and Grounds Committee Meeting **(action) (2 minutes)(7:22pm)**
 - g. Approval of Minutes of July 1, 2014 Human Resources Committee Meeting **(action) (2 minutes)(7:24pm)**
- 6. June 2014 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (5 minutes)(7:29pm)**
 - a. June Detailed Balance Sheet **(action)**
 - b. June Detailed Revenue & Expense Report **(action)**
- 7. Approval of checks (Green Pages) (10 minutes)(7:39pm)**
 - a. June Manual Checks (11695-11698, 11700-11704) **(action)**
 - b. June Monthly Checks (11705-11731) **(action)**
- 8. Committee Reports (30 minutes)(8:09pm)**
 - a. Building and Grounds Committee (Meierhoff, Schons, Stroh)
 - b. Finance Committee (Butler,Kregor)

- c. Human Resources Committee (Butler, Meierhoff, Wojda)
- d. Intergovernmental Committee (Stroh, Schnell)
- e. Long Range Planning Committee (Butler, Kregor, Wojda)
- f. Public Relations/Advocacy/Fundraising (Schnell, Schons)
- g. Technology Committee (Kregor, Wojda)

9. New Business

- a. Personal Days for Library Staff **(5 minutes)(8:14pm)**
- b. Selection of Space Use Analysis Contractor **(15 minutes)(8:30pm)**
- c. Meeting Schedule **(10 minutes)(8:40pm)**
- d. Plan for Implementation of Goals **(5 minutes)(8:45pm)**
- e. Name of Public Relations/Advocacy/Fundraising/Liaisons Committee **(5 minutes)(8:50pm)**

10. Old Business

- a. (None)

11. Director's Report (5 minutes)(8:55pm)

- a. Director's Narrative Report
- b. Statistical Report
- c. Announcements and Correspondence
- d. Friends Meeting Attendee for August 16, 2014 at 10:00am, and/or remainder of calendar year
- e. Programs of Interest to Library Trustees

12. Executive Session(s)

(approx. 30-45 minutes, if entered)(9:30pm)

- 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

Attachments:

Updated Trustee Contact List

Scheduled Friends Meeting Dates

Revised Library Board Meeting Schedule

Policy Revision Restoring Personal Days for Staff

Upcoming Board Meetings: August 12, September 9, and October 14, 2014

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
June 10, 2014

DRAFT

The meeting was called to order at 7:01 p.m. by President Kathy Meierhoff. Also present: Scot Butler, Tim Kregor, Ruth Schnell, Cal Stroh, Romain Wojda (who left at 7:25 p.m.) and Library Director Eric Bailey. Staff members Martha O'Hara and Carlen DeThorne also attended.

Absent: Carl Schons

No members of the public were present.

Staff member Claire Osada presented a description of her duties.

Wojda moved, Butler seconded the motion to approve the minutes of the May 13 regular meeting of the Board of Trustees. Voting Aye: All

Stroh moved, Meierhoff seconded the motion to approve the minutes of the May 13 Building and Grounds committee meeting. Voting Aye: All

Wojda moved, Butler seconded the motion to approve the minutes of the May 13 Human Resources Committee. Voting Aye: All

Wojda moved, Butler seconded the motion to approve the May Detailed Balance Sheet. Voting Aye: Butler, Kregor, Meierhoff, Schnell, Stroh, Wojda. Voting No: None The Village figures were not available.

Stroh moved, Butler seconded the motion to approve the May Revenue and Expense Report. Voting Aye: Butler, Kregor, Meierhoff, Schnell, Stroh, Wojda. Voting No: None The Village figures were not available.

Stroh moved, Butler seconded the motion to approve the May Manual Checks (11646-11648, 11650-11652). Voting Aye: Butler, Kregor, Meierhoff, Schnell, Stroh, Wojda. Voting No: None

Butler moved, Stroh seconded the motion to approve the May Monthly Checks (11653-11694). Voting Aye: Butler, Kregor, Meierhoff, Schnell, Stroh, Wojda. Voting No: None

Stroh moved, Kregor seconded the motion to adopt the Prevailing Wage Ordinance. Voting Aye: All

Butler moved, Stroh seconded the motion to accept participation in the Nonresident Card Program. Voting Aye: All

A new agenda layout for Board of Trustees meetings was presented.

Discussion followed on the date the Director receives the Library's financial reports from the Village.

Invitations to bid on the Library's Space Usage Analysis will be going out soon.

Board President Meierhoff reported on her meeting with Village President Kathy O'Hara, during which they discussed among other topics the relationship between the Village and the Library, including snow

removal, for which it was confirmed that the Village will not take responsibility. Board members Stroh and Butler will give Director Bailey their suggestions for providers of shoveling and sidewalk salting services. The Building and Grounds Committee will handle the issue.

Director Bailey presented the Director's Report. President Meierhoff expressed the Board's regret that Carlen DeThorne is leaving us and congratulated her on her new position at the Grayslake Public Library. They also expressed their gratitude to Martha O'Hara for temporarily filling Carlen's position at this library.

Kregor will attend the June 21 meeting of the Friends.

Stroh moved, Butler seconded the motion to adjourn at 8:09 p.m. Voting Aye: All

Respectfully submitted,

Ruth Schnell
Board Secretary

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES
 Technology Committee Meeting
 Wednesday, June 11th, 2014

- 1) **Call to Order; Roll Call:** The meeting was called to order at 6:30pm by Committee Chairman Kregor.

Present: Tim Kregor and Romain Wojda

Absent: None

Library Staff Present: Eric Bailey.

Members of the Public: None

- 2) **Election of Committee Chair for Fiscal Year 2014-2015**

Romain Wojda nominated Tim Kregor for Committee Chair, seconded by Tim Kregor.

AYES: all

NAYES: none

ABSENT: none

- 3) **Discussion of plans/goals for Fiscal Year 2014-2015**

RESOLVED: The following 3 objectives are agreed upon for Fiscal Year 2014.

1. **Complete Transition to Sierra** -- The implementation of the primary features of Sierra will be completed by July 8, and secondary goals to be completed by October 31. A list will be created by the Sierra Implementation Team regarding the features due on each date and appended to these minutes.
2. **Recommendation on Phone System** – By November 1, 2014 a recommendation will be made to the Board of Library Trustees regarding a new phone system.
3. **LAN Management Contract** – By November 1, 2014 a Request for Proposal (RFP) for management of the Local Area Network (LAN) of the Library will be released, with the goal of selecting a LAN Management company by January 31, 2015.

- 4) **Any other business:**

a) No other business was brought before the committee.

- 5) **Adjournment:** Wojda moved and Kregor seconded a motion to adjourn the meeting at 7:25pm.

AYES: all

NAYES: none

ABSENT: none

Respectfully submitted,

Eric S. Bailey, Library Director

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES

Human Resources Meeting
Thursday, June 12, 2014

1) Call to Order; Roll Call:

The meeting was called to order at 6:37 pm by Library Board President Kathy Meierhoff:

Present: Kathy Meierhoff, Cal Stroh, Scot Butler Romain Wojda (until 7:45 pm)

Library Staff Present: Eric Bailey, Carlen DeThorne (part time), Martha O'Hara (part time)

Members of the Public: None

2) Discussion

- a. Wojda nominated Butler to serve as Head of committee , Stroh seconded, vote was unanimous
- b. Committee voted unanimously to formalize retention of Cal Stroh as committee member
- c. Library Director announced that Martha O'Hara was being promoted to Head of Adult Services replacing Cal deThorne who is leaving. O'Hara will begin working full time on July 1.
- d. Goals for the committee were discussed. Butler to provide edited goals prior to the July Board meeting

3) Executive Session

- a) Butler moved and Stroh seconded that the Committee enter Executive Session with the Library Director present at 7:10 pm in compliance with the Open Meetings Act 5 ILCS 120/2 (c)(1). DeThorne and O'Hara were not present for this Executive Session.
- b) Stroh moved and Meierhoff seconded that the Committee leave Executive Session at 7:45 pm

4) Any other business

- a) No other business was brought before the Committee.

5) Adjournment

- a) Butler moved and Stroh seconded that the meeting be adjourned at 7:46 pm. The motion was approved unanimously

Respectfully submitted

Scot Butler

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES

Finance Committee Meeting
Friday, June 13, 2014

1) Call to Order; Roll Call:

The meeting was called to order at 1:31 pm by Library Director Eric Bailey
Present: Tim Kregor, Scot Butler
Library Staff Present: Eric Bailey
Members of the Public: None

2) Discussion

- a) Kregor nominated Butler to continue as Head of the Committee. All voted aye
- b) Committee goals were discussed and outlined. Butler will refine goals prior to the July Board meeting
- c) There was a brief discussion of the upcoming meeting with Susan Griffin of the Village Board and it was agreed that the Library Director and Committee chair would request that the Village provide "yellow-sheet" reports digitally

3) Any Other Business

- a) No other business was brought before the Committee.

4) Adjournment

- a) Butler moved and Kregor seconded that the meeting be adjourned at 1:55 pm. The motion was approved unanimously

Respectfully submitted

Scot Butler

**LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES**

Public Relations/Advocacy/Fundraising/Liaisons Committee Meeting
Monday, June 16th, 2014

- 1) **Call to Order; Roll Call:** The meeting was called to order at 2:00pm by acting Committee Chairman Carl Schons.

Present: Ruth Schnell and Carl Schons

Absent: None

Library Staff Present: Eric Bailey, Martha O'Hara, Carlen DeThorne, and Amy vanGoethem

Members of the Public: None

- 2) **Election of Committee Chair for Fiscal Year 2014-2015**

ACTION: Ruth Schnell nominated Carl Schons as Public Relations/Advocacy/Fundraising/Liaisons Committee Chairman. Carl Schons second the nomination. **AYES:** Ruth Schnell and Carl Schons
NAYES: None

- 3) **Change of Committee Name**

RESOLVED: To recommend to the Board of Library Trustees that the name of the Public Relations/Advocacy/Fundraising/Liaisons Committee be changed to the 'Outreach Committee.' For the purposes of these minutes, the committee will subsequently be referred to as the Outreach Committee.

- 4) **Discussion of plans/goals for Fiscal Year 2014-2015**

RESOLVED: The following 3 objectives are agreed upon for Fiscal Year 2014.

1. **Trustee Involvement** – Trustees will use existing connections in the community to advocate for the Library. A list of organizational affiliations will be compiled.
2. **Friends Representatives** – The Outreach Committee will meet with a representative or representatives of the Friends of the Library to increase collaboration on Outreach projects and goals.
3. **Meet with Outreach Staff Members in September** – Following the completion of the Space Usage Analysis the Outreach Committee will meet with those staff members performing outreach at the Library to identify opportunities in the Analysis for advocacy and outreach.

- 5) **Any other business:**

a) No other business was brought before the committee.

- 6) **Adjournment:** Ruth Schnell moved and Carl Schons seconded a motion to adjourn the meeting at 2:51pm.

AYES: all

NAYES: none

ABSENT: none

Respectfully submitted,

Eric S. Bailey, Library Director

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES
Building and Grounds Committee Meeting
Wednesday, June 18th, 2014

- 1) **Call to Order; Roll Call:** The meeting was called to order at 5:03pm by acting Committee Chair Carl Schons.

Present: Cal Stroh and Carl Schons

Absent: Kathy Meierhoff

Library Staff Present: Eric Bailey

Members of the Public: None

2) **Election of Committee Chair**

ACTION: Cal Stroh nominated Carl Schons for the position of Building and Grounds Committee Chair for Fiscal Year 2014-2015. Carl Schons second the nomination. **Voting Aye:** Cal Stroh, Carl Schons **Voting Nay:** None

3) **Discussion of Building and Grounds Goals/Plans for Fiscal Year 2014-2015**

RESOLVED: The Building and Grounds Committee approved the following 3 goals:

1. To hire a consultant or consultants to evaluate space usage to modernize the Library building and improve service to the community, project cost not to exceed \$20,000. The Committee hopes to have the draft ready to be implemented by September, 2014. Simultaneously an internal evaluation of the library's mechanical, electronic, etc. infrastructure will be created.
2. To continue to work to improve the landscaping on the north side of the library, working with the Reading Garden donor family as appropriate.
3. To replace the emergency exit door leading out of the Spruth Meeting Room.

4) **Any other business:**

- a) No other business was brought before the committee.

5) **Adjournment:** Stroh moved and Schons seconded that the meeting be adjourned at 5:46pm.

AYES: all

NAYES: none

ABSENT: none

Respectfully submitted,

Eric S. Bailey, Library Director

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES

Human Resources Committee Meeting
Tuesday, July 1, 2014

1) Call to Order; Roll Call:

The meeting was called to order at 6:02 pm by Library Board President Kathy Meierhoff:

Present: Kathy Meierhoff, Cal Stroh and Scot Butler

Library Staff Present: Eric Bailey

Members of the Public: None

2) Discussion

- a. Bailey presented addendum to Library Personnel Handbook to cover guidelines for personal days. Butler moved, Meierhoff seconded that addendum be approved. Vote to approve was unanimous.
- b. HR Committee's first two goals were discussed and were revised to only reflect the language pertaining to the goals.

3) Executive Session

- a) Meierhoff moved and Stroh seconded that the Committee enter Executive Session with the Library Director present at 6:24 pm in compliance with the Open Meetings Act 5 ILCS 120/2 (c)(1).
- b) Butler moved and Stroh seconded that the Committee leave Executive Session at 6:56 pm

4) Any other business

- a) No other business was brought before the Committee.

5) Adjournment

- a) Meierhoff moved and Butler seconded that the meeting be adjourned at 7:06 pm. The motion was approved unanimously

Respectfully submitted

Scot Butler

DATE: 07/03/2014
 TIME: 19:53:38
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

10A

PAGE 1
 F-YR: 15

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 2 PERIODS ENDING JUNE 30, 2014

ACCOUNT #	DESCRIPTION	BALANCE 05/01/14	NET DEBITS	NET CREDITS	BALANCE 06/30/14
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	1.40	28.46	(27.06)
80-10-101-11000	MONEY MARKET ACCOUNT	73,302.84	228,761.98	179,264.65	122,800.17
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	PETY CASH	150.00	0.00	0.00	0.00
80-10-101-15000	INVESTMENTS	0.00	0.00	0.00	150.00
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	435,122.44	227,000.00	741,680.60
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	0.07	2.90	3,415.06
TOTAL CASH & INVESTMENTS		610,430.69	663,885.89	406,296.01	868,020.57
RECEIVABLES					
80-10-201-15000	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
80-10-201-15200	PROPERTY TAX RECEIVABLE	0.00	0.00	0.00	0.00
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		0.00	0.00	0.00	0.00
OTHER ASSETS					
80-10-301-37100	DUE FROM THE VILLAGE	(6,795.22)	432,939.62	453,530.89	(27,386.49)
80-10-301-55000	PREPAID EXPENSES	0.00	0.00	0.00	0.00
TOTAL OTHER ASSETS		(6,795.22)	432,939.62	453,530.89	(27,386.49)
TOTAL ASSETS		603,635.47	1,096,825.51	859,826.90	840,634.08
LIABILITIES AND FUND EQUITY					
LIABILITIES					
PAYABLES					
80-20-102-20000	ACCOUNTS PAYABLE	52,694.61	109,529.72	78,782.75	21,947.64

DATE: 07/03/2014
 TIME: 19:53:38
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

10B PAGE: 2
 F-YR: 15

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 2 PERIODS ENDING JUNE 30, 2014

ACCOUNT #	DESCRIPTION	BALANCE 05/01/14	NET DEBITS	NET CREDITS	BALANCE 06/30/14
LIABILITIES					
PAYABLES					
80-20-102-41000	SOCIAL SECURITY TAX PAYABLE	0.00	11,365.81	11,365.81	0.00
80-20-102-42000	FEDERAL INCOME TAX PAYABLE	0.00	6,822.38	6,822.38	0.00
80-20-102-43000	STATE INCOME TAX PAYABLE	0.00	3,253.13	3,253.13	0.00
80-20-102-44000	IMRF PAYABLE	0.00	10,704.78	10,704.78	0.00
80-20-102-45000	ICMA 457 PLAN PAYABLE	0.00	4,200.00	4,200.00	0.00
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	574.08	574.08	0.00
80-20-102-66000	LIBRARY HSA PAYABLE	0.00	800.00	800.00	0.00
80-20-102-70000	OTHER SHORT TERM LIABILITIES	0.00	0.00	0.00	0.00
TOTAL PAYABLES		52,694.61	147,249.90	116,502.93	21,947.64
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	0.00	0.00	0.00	0.00
80-20-202-22100	OTHER DEFERRED REVENUE	0.00	0.00	0.00	0.00
80-20-202-22200	DUE TO THE VILLAGE MEDICAL FND	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		17,927.45	0.00	0.00	17,927.45
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		70,622.06	147,249.90	116,502.93	39,875.09
FUND EQUITY					
EQUITY SECTION					
80-30-100-53000	UNRESERVED FUND BALANCE	533,013.41	0.00	0.00	533,013.41
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		533,013.41	0.00	0.00	533,013.41
FUND SURPLUS (DEFICIT)		0.00	0.00	267,745.58	267,745.58

DATE: 07/03/
TIME: 19:53:38
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-- VILLAGE OF LAKE BLUFF --
DETAILED BALANCE SHEET

loc PA 3
F-YR: 15

FUND: LAKE BLUFF PUBLIC LIBRARY
FOR 2 PERIODS ENDING JUNE 30, 2014

ACCOUNT #	DESCRIPTION	BALANCE 05/01/14	NET DEBITS	NET CREDITS	BALANCE 06/30/14

TOTAL FUND EQUITY		533,013.41	0.00	267,745.58	800,758.99

TOTAL LIABILITIES AND FUND EQUITY		603,635.47	147,249.90	384,248.51	840,634.08

DATE: 07/03/2014
TIME: 19:53:38
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-- VILLAGE OF LAKE BLUFF --
DETAILED BALANCE SHEET

100 PAGE: 4
F-YR: 15

FUND: LIBRARY BLG RENOVATION-CLOSED
FOR 2 PERIODS ENDING JUNE 30, 2014

ACCOUNT #	DESCRIPTION	BALANCE 05/01/14	NET DEBITS	NET CREDITS	BALANCE 06/30/14

ASSETS					
---	UNDEFINED CODE	---			
81-00-100-10000	INTERFUND ACCT	0.00	0.00	0.00	0.00

TOTAL ---	UNDEFINED CODE	---	0.00	0.00	0.00

TOTAL ASSETS		0.00	0.00	0.00	0.00

LIABILITIES AND FUND EQUITY					
LIABILITIES					
---	UNDEFINED CODE	---			
81-20-102-20000	ACCOUNTS PAYABLE	0.00	0.00	0.00	0.00

TOTAL ---	UNDEFINED CODE	---	0.00	0.00	0.00

TOTAL LIABILITIES		0.00	0.00	0.00	0.00

FUND EQUITY					
---	UNDEFINED CODE	---			
81-30-100-53100	RESERVED FOR CAPITAL	0.00	0.00	0.00	0.00

TOTAL ---	UNDEFINED CODE	---	0.00	0.00	0.00

TOTAL FUND EQUITY		0.00	0.00	0.00	0.00

TOTAL LIABILITIES AND FUND EQUITY		0.00	0.00	0.00	0.00

DATE: 07/03/14
TIME: 19:53:38
ID: GL450000.WOW

-- VILLAGE OF LAKELUFF --
DETAILED BALANCE SHEET

10E PAC 5
F-YR: 15

FUND: LIBRARY GRANTS & GIFTS FUND
FOR 2 PERIODS ENDING JUNE 30, 2014

ACCOUNT #	DESCRIPTION	BALANCE 05/01/14	NET DEBITS	NET CREDITS	BALANCE 06/30/14

ASSETS					
INTERFUND CLEARING ACCOUNT					
82-00-100-10000	DUE TO/FROM LIBRARY FUND	0.00	0.00	0.00	0.00

TOTAL INTERFUND CLEARING ACCOUNT		0.00	0.00	0.00	0.00

CASH & INVESTMENTS					
82-10-101-12000	LIBRARY BIRD MEMORIAL SAVINGS	0.00	0.00	0.00	0.00

TOTAL CASH & INVESTMENTS		0.00	0.00	0.00	0.00

TOTAL ASSETS		0.00	0.00	0.00	0.00

LIABILITIES AND FUND EQUITY					
LIABILITIES					
PAYABLES					
82-20-102-20000	ACCOUNTS PAYABLE	0.00	0.00	0.00	0.00

TOTAL PAYABLES		0.00	0.00	0.00	0.00

TOTAL LIABILITIES		0.00	0.00	0.00	0.00

FUND EQUITY					
EQUITY SECTION					
82-30-100-53000	UNRESERVED FUND BALANCE	0.00	0.00	0.00	0.00

TOTAL EQUITY SECTION		0.00	0.00	0.00	0.00

TOTAL FUND EQUITY		0.00	0.00	0.00	0.00

TOTAL LIABILITIES AND FUND EQUITY		0.00	0.00	0.00	0.00

DATE: 07/03/2014
TIME: 19:53:38
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-- VILLAGE OF LAKE BLUFF --
DETAILED BALANCE SHEET

10F PAGE: 6
F-YR: 15

FUND: LIBRARY SPECIAL GRANT FUND
FOR 2 PERIODS ENDING JUNE 30, 2014

ACCOUNT #	DESCRIPTION	BALANCE 05/01/14	NET DEBITS	NET CREDITS	BALANCE 06/30/14
ASSETS					
INTERFUND CLEARING ACCOUNT					
83-00-100-10000	LIBRARY GRANT FUND DUE TO/FROM	0.00	0.00	0.00	0.00
TOTAL INTERFUND CLEARING ACCOUNT		0.00	0.00	0.00	0.00
CASH & INVESTMENTS					
83-10-101-15110	ILLINOIS FUND - GRANT ACCOUNT	0.00	0.00	0.00	0.00
TOTAL CASH & INVESTMENTS		0.00	0.00	0.00	0.00
RECEIVABLES					
83-10-201-15000	IL FIRST GRANT/BLDG EXPANSION	0.00	0.00	0.00	0.00
83-10-201-15400	OTHER RECEIVABLES	0.00	0.00	0.00	0.00
TOTAL RECEIVABLES		0.00	0.00	0.00	0.00
TOTAL ASSETS		0.00	0.00	0.00	0.00
LIABILITIES AND FUND EQUITY					
LIABILITIES					
LIABILITIES					
83-20-102-20000	ACCOUNTS PAYABLE	0.00	0.00	0.00	0.00
TOTAL LIABILITIES		0.00	0.00	0.00	0.00
TOTAL LIABILITIES		0.00	0.00	0.00	0.00
FUND EQUITY					
FUND BALANCE					
83-30-100-53150	LIBRARY GRANT FUND RESERVED	0.00	0.00	0.00	0.00
TOTAL FUND BALANCE		0.00	0.00	0.00	0.00
TOTAL FUND EQUITY		0.00	0.00	0.00	0.00
TOTAL LIABILITIES AND FUND EQUITY		0.00	0.00	0.00	0.00

DATE: 07/03/2
 TIME: 20:00:45
 ID: GL470006.WOW

-- VILLAGE LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 2 PERIODS ENDING JUNE 30, 2014

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: REVENUES

ACCOUNT NUMBER	DESCRIPTION	JUNE 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	430,939.62	363,998.61	430,939.62	435,978.64	851,666.00	50.5%
TOTAL REVENUES: PROPERTY TAXES		430,939.62	363,998.61	430,939.62	435,978.64	851,666.00	50.5%
SERVICES & FEES							
80-40-403-48300	PHOTO-COPY CHARGES	93.10	304.65	340.85	460.55	2,000.00	17.0%
80-40-403-48500	NON-RESIDENT FEES	609.30	1,176.55	1,429.35	1,642.03	7,000.00	20.4%
TOTAL REVENUES: SERVICES & FEES		702.40	1,481.20	1,770.20	2,102.58	9,000.00	19.6%
FINES							
80-40-503-65000	RENTAL FINES	688.16	1,419.32	1,528.81	2,348.87	13,000.00	11.7%
TOTAL REVENUES: FINES		688.16	1,419.32	1,528.81	2,348.87	13,000.00	11.7%
MISCELLANEOUS							
80-40-603-73700	VILLAGE CONTRIBUTION	0.00	0.00	0.00	0.00	7,900.00	0.0%
80-40-603-73800	VLIET OPERATING COST CONTRIB	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-75000	INTEREST EARNINGS	25.23	24.89	47.32	49.58	400.00	11.8%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	0.52	3.68	15.27	8.45	0.00	100.0%
80-40-603-78001	RESTRICTED DONATIONS	0.00	0.00	0.00	425.00	0.00	0.0%
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	27.00	155.21	385.50	473.21	3,000.00	12.8%
TOTAL REVENUES: MISCELLANEOUS		52.75	183.78	448.09	956.24	11,300.00	3.9%
TOTAL REVENUES: REVENUES		432,382.93	367,082.91	434,686.72	441,386.33	884,966.00	49.1%
TOTAL FUND REVENUES		432,382.93	367,082.91	434,686.72	441,386.33	884,966.00	49.1%

DATE: 07/03/2014
 TIME: 20:00:45
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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 2 PERIODS ENDING JUNE 30, 2014

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	JUNE 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	18,590.34	17,547.91	36,795.26	34,859.95	224,000.00	16.4%
80-60-001-40050	STAFF SALARIES	19,752.44	17,710.45	38,865.22	33,111.26	231,000.00	16.8%
80-60-001-40200	SEASONAL STAFF SALARIES	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-40400	MEDICAL INSURANCE	3,570.85	3,159.70	7,141.70	6,319.40	42,000.00	17.0%
80-60-001-40750	PROFESSIONAL INSURANCE & BONDS	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	500.00	0.0%
80-60-001-40950	EMPLOYER IMRF	3,935.75	3,267.51	7,806.36	6,442.96	45,000.00	17.3%
80-60-001-40951	EMPLOYER FICA TAX	2,880.67	2,646.73	5,682.92	5,098.73	35,000.00	16.2%
80-60-001-41000	BUILDING MAINTENANCE	236.17	1,712.02	5,211.94	5,480.95	28,000.00	18.6%
80-60-001-41020	ELEVATOR MAINTENANCE	0.00	0.00	175.00	214.64	2,000.00	8.7%
80-60-001-41050	GROUPS MAINTENANCE	748.25	0.00	1,747.25	1,572.00	8,500.00	20.5%
80-60-001-41303	COPIER MAINTENANCE/SUPPLIES	565.20	184.78	616.50	463.48	4,500.00	13.7%
80-60-001-41304	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	20,000.00	0.0%
80-60-001-41305	COMPUTER SERVICES	0.00	2,710.00	2,790.00	5,420.00	20,000.00	13.9%
80-60-001-41350	LEGAL SERVICES	0.00	0.00	0.00	0.00	15,000.00	0.0%
80-60-001-42400	PROFESSIONAL DEVELOPMENT	(195.00)	278.00	(195.00)	828.00	5,000.00	-3.9%
80-60-001-42440	DUES	0.00	0.00	0.00	65.00	2,000.00	0.0%
80-60-001-43230	UTILITIES	597.67	469.96	1,004.98	1,007.75	8,000.00	12.5%
80-60-001-43300	POSTAGE	228.50	252.87	731.52	757.29	3,000.00	24.3%
80-60-001-43400	PRINTING/E-NEWSLETTER	0.00	0.00	1,827.30	0.00	9,000.00	20.3%
80-60-001-43550	OFFICE SUPPLIES	195.02	253.58	671.98	773.65	6,000.00	11.1%
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	175.49	0.00	175.49	173.68	2,000.00	8.7%
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	382.74	214.50	612.99	789.44	5,500.00	11.1%
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	19.83	0.00	29.96	12.24	1,000.00	2.9%
80-60-001-43710	ADULT PROGRAM SUPPLIES	607.27	784.48	1,682.67	1,384.48	4,000.00	42.0%
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	593.86	911.78	4,114.82	2,950.69	7,000.00	58.7%
80-60-001-44800	PER CAPITA GRANT	5,992.27	350.28	6,442.27	3,578.05	0.00	-100.0%
80-60-001-45000	ADULT NON-FICTION BOOKS	1,073.06	1,070.11	2,534.48	2,052.19	18,000.00	14.0%
80-60-001-45100	ADULT FICTION BOOKS	1,268.92	1,276.77	2,686.21	2,656.15	15,000.00	17.9%
80-60-001-45110	ADULT LARGE PRINT MATERIAL	82.17	72.98	130.42	214.85	500.00	26.0%
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	1,010.30	1,018.77	1,538.63	1,696.00	15,000.00	10.2%
80-60-001-45220	ADULT REFERENCE/E-REFER	5,591.00	1,338.00	8,091.00	3,438.00	23,000.00	35.1%
80-60-001-45400	JUVENILE NON-FICTION	1,220.76	2,313.30	3,325.35	2,327.47	7,000.00	47.5%
80-60-001-45410	PICTURE BOOKS, READERS	11.33	599.17	725.27	637.45	6,000.00	12.0%
80-60-001-45420	JUVENILE FICTION	105.01	640.63	757.21	1,484.50	8,500.00	8.9%
80-60-001-45430	JUVENILE AUDIO-VISUAL	95.59	160.33	150.55	338.78	3,750.00	4.0%
80-60-001-45440	JUVENILE E-REFERENCE	0.00	0.00	0.00	0.00	1,000.00	0.0%
80-60-001-45450	TEEN BOOKS	161.60	203.09	403.38	448.94	2,750.00	14.6%
80-60-001-45460	E-BOOKS	1,090.04	756.37	1,190.03	756.37	12,000.00	9.9%
80-60-001-45470	GRAPHIC NOVELS	61.74	14.12	78.68	53.66	500.00	15.7%
80-60-001-45500	PERIODICALS	0.00	237.45	4,546.06	4,254.11	7,000.00	64.9%
80-60-001-45510	VIDEO GAMES	239.96	498.85	753.86	631.81	3,500.00	21.5%
80-60-001-45600	PATRON & STAFF SOFTWARE	874.95	9.95	1,108.40	618.90	6,000.00	18.4%
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	0.00	6,526.50	24,000.00	0.0%

DATE: 07/03/2
 TIME: 20:00:45
 ID: GL470006.WOW

-- VILLAGE LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 2 PERIODS ENDING JUNE 30, 2014

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	JUNE ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
LIBRARY SERVICES							
80-60-001-45900	MINOR EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-46000	MISCELLANEOUS EXPENSES	454.55	222.57	984.55	273.82	2,000.00	49.2%
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	0.00	37.81	53.56	143.63	0.00	-100.0%
80-60-001-49000	LIBRARY FURNISHINGS	0.00	746.16	0.00	746.16	2,000.00	0.0%
80-60-001-49100	BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-49120	EXT BUILDING IMPROVEMENTS	829.99	0.00	829.99	0.00	12,000.00	6.9%
80-60-001-49350	COMPUTER EQUIPMENT	0.00	0.00	17.99	29.00	14,000.00	0.1%
80-60-001-49400	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	2,000.00	0.0%
80-60-001-50000	CONTINGENCY	1,058.22	0.00	13,104.39	0.00	6,366.00	205.8%
TOTAL EXPENSES: LIBRARY SERVICES		74,106.51	63,670.98	166,941.14	140,631.93	919,866.00	18.1%
TOTAL EXPENSES: LIBRARY ADMINISTRATION		74,106.51	63,670.98	166,941.14	140,631.93	919,866.00	18.1%
TOTAL FUND EXPENSES		74,106.51	63,670.98	166,941.14	140,631.93	919,866.00	18.1%

DATE: 07/03/2014
 TIME: 20:00:45
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 2 PERIODS ENDING JUNE 30, 2014

FUND: LIBRARY BLG RENOVATION-CLOSED
 DEPT: --- UNDEFINED CODE ---

ACCOUNT NUMBER	DESCRIPTION	JUNE ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
----- UNDEFINED CODE -----							
81-60-001-49000	LIBRARY FURNISHINGS	0.00	0.00	0.00	0.00	0.00	0.0%
81-60-001-49100	BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.0%

TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL FUND EXPENSES		74,106.51	63,670.98	166,941.14	140,631.93	919,866.00	18.1%

DATE: 07/03/2014
 TIME: 20:00:45
 ID: GL470006.WOW

-- VILLAGE LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 2 PERIODS ENDING JUNE 30, 2014

FUND: LIBRARY GRANTS & GIFTS FUND
 DEPT: LIBRARY GRANTS FUND REVENUE

ACCOUNT NUMBER	DESCRIPTION	JUNE ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED

MISCELLANEOUS							
82-40-603-53000	BIRD MEMORIAL RESERVE	0.00	0.00	0.00	0.00	0.00	0.0%
82-40-603-73000	STATE PER CAPITA GRANT	0.00	0.00	0.00	0.00	7,153.00	0.0%
82-40-603-73400	MISCELLANEOUS GRANT	0.00	0.00	0.00	0.00	5,000.00	0.0%
82-40-603-75000	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00	0.0%
82-40-603-78000	UNRESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.00	1,000.00	0.0%
82-40-603-78100	RESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.00	20,000.00	0.0%

TOTAL REVENUES: MISCELLANEOUS		0.00	0.00	0.00	0.00	33,153.00	0.0%
TOTAL REVENUES: LIBRARY GRANTS FUND REVENUE		0.00	0.00	0.00	0.00	33,153.00	0.0%
TOTAL FUND REVENUES		432,382.93	367,082.91	434,686.72	441,386.33	918,119.00	47.3%

DATE: 07/03/2014
 TIME: 20:00:45
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 2 PERIODS ENDING JUNE 30, 2014

FUND: LIBRARY GRANTS & GIFTS FUND
 DEPT: LIBRARY GRANT FUND EXPENDITURE

ACCOUNT NUMBER	DESCRIPTION	JUNE ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED

MISCELLANEOUS							
82-60-001-44800	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	0.00	0.00	7,153.00	0.0%
82-60-001-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	0.00	5,000.00	0.0%
82-60-001-49000	BIRD MEMORIAL - CHILDRENS LIBR	0.00	0.00	0.00	0.00	0.00	0.0%
82-60-001-99999	USE OF DONATIONS/TEMPORARY EXP	0.00	0.00	0.00	0.00	21,000.00	0.0%
TOTAL EXPENSES: MISCELLANEOUS		0.00	0.00	0.00	0.00	33,153.00	0.0%

CONTRACTUAL & COMMODITIES							
82-60-002-45000	BIRD MEMORIAL EXPENSES	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL EXPENSES: CONTRACTUAL & COMMODITIES		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL EXPENSES: LIBRARY GRANT FUND EXPENDITURE		0.00	0.00	0.00	0.00	33,153.00	0.0%
TOTAL FUND EXPENSES		74,106.51	63,670.98	166,941.14	140,631.93	953,019.00	17.5%

DATE: 07/03/2
TIME: 20:00:45
ID: GL470006.WOW

-- VILLAGE LAKE BLUFF --
DETAILED REVENUE & EXPENSE REPORT
ACTUAL VS. PRIOR VS. BUDGET
FOR 2 PERIODS ENDING JUNE 30, 2014

PAGE: 7
F-YR: 15

FUND: LIBRARY SPECIAL GRANT FUND
DEPT: LIBRARY GRANT FUND REVENUES

ACCOUNT NUMBER	DESCRIPTION	JUNE ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED

MISCELLANEOUS							
83-40-603-73000	IL FIRST GRANT/BLDG EXPANSION	0.00	0.00	0.00	0.00	0.00	0.0%
83-40-603-75000	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00	0.0%

TOTAL REVENUES: MISCELLANEOUS		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL REVENUES: LIBRARY GRANT FUND REVENUES		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL FUND REVENUES		432,382.93	367,082.91	434,686.72	441,386.33	918,119.00	47.3%

DATE: 07/03/2014
 TIME: 20:00:45
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 2 PERIODS ENDING JUNE 30, 2014

FUND: LIBRARY SPECIAL GRANT FUND
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	JUNE ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED

EXPENDITURES							
83-60-001-49100	IL FIRST GRANT/BLDG EXPANSION	0.00	0.00	0.00	0.00	0.00	0.0%

	TOTAL EXPENSES: EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.0%
	TOTAL EXPENSES: LIBRARY ADMINISTRATION	0.00	0.00	0.00	0.00	0.00	0.0%
	TOTAL FUND EXPENSES	74,106.51	63,670.98	166,941.14	140,631.93	953,019.00	17.5%

DATE: 07/02
 TIME: 13:38:16
 ID: AP222000.WOW

-- VILLAGE OF LA BLUFF --
 MANUAL PRE-CHECK RUN EDIT

12A PA 1

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
11695	9AT&T AT & T			06/26/14		
	847-234-254006	06/07/14	01 LCL PH SRVC:5/8-6/7/14		80-60-001-43230	337.74
					INVOICE TOTAL:	337.74 *
					CHECK TOTAL:	337.74
11696	9CARTERC CAROL CARTER			06/26/14		
	CAR060514	06/05/14	01 ADULT PROGRAM SUPPLIES		80-60-001-43710	50.00
					INVOICE TOTAL:	50.00 *
					CHECK TOTAL:	50.00
11697	9CEPAVAL VALERIE CEPA			06/26/14		
	CEP061614	06/16/14	01 HOSPITALITY (SNACKS)		80-60-001-43700	19.83
			02 OFFICE SUPPLIES		80-60-001-43550	2.04
					INVOICE TOTAL:	21.87 *
					CHECK TOTAL:	21.87
11698	9COMCAST COMCAST CABLE			06/26/14		
	COM061214	06/12/14	01 INTERNET SRVC:6/19-7/18/14		80-60-001-43230	244.85
					INVOICE TOTAL:	244.85 *
					CHECK TOTAL:	244.85
11700	9INGRAM INGRAM LIBRARY SERVICES			06/26/14		
	78767114	05/28/14	01 CREDIT:ADULT NON-FICTION BOOKS		80-60-001-45000	-15.26
					INVOICE TOTAL:	-15.26 *
	78793887	05/30/14	01 ADULT FICTION BOOKS		80-60-001-45100	19.78
					INVOICE TOTAL:	19.78 *
	78793888	05/30/14	01 ADULT FICTION BOOKS		80-60-001-45100	15.82
					INVOICE TOTAL:	15.82 *
	78793889	05/30/14	01 ADULT FICTION BOOKS		80-60-001-45100	14.69
					INVOICE TOTAL:	14.69 *
	78793890	05/30/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	111.79
					INVOICE TOTAL:	111.79 *
	78793891	05/30/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	63.35
					INVOICE TOTAL:	63.35 *

DATE: 07/02/14
TIME: 13:38:18
ID: AP222000.WOW

-- VILLAGE OF LAKE BLUFF --
MANUAL PRE-CHECK RUN EDIT

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
11700	9INGRAM	INGRAM LIBRARY SERVICES			06/26/14		
	78793892	05/30/14	01	TEEN BOOKS		80-60-001-45450 INVOICE TOTAL:	10.16 10.16 *
	78793893	05/30/14	01	LARGE PRINT MATERIAL		80-60-001-45110 INVOICE TOTAL:	65.98 65.98 *
	78821970	06/02/14	01	ADULT FICTION BOOKS		80-60-001-45100 INVOICE TOTAL:	14.68 14.68 *
	78821971	06/02/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000 INVOICE TOTAL:	24.84 24.84 *
	78821972	06/02/14	01	TEEN BOOKS		80-60-001-45450 INVOICE TOTAL:	151.44 151.44 *
	78821973	06/02/14	01	LARGE PRINT MATERIAL		80-60-001-45110 INVOICE TOTAL:	16.19 16.19 *
	78883149	06/05/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000 INVOICE TOTAL:	38.89 38.89 *
	78883150	06/05/14	01	GRAPHIC NOVELS		80-60-001-45470 INVOICE TOTAL:	43.43 43.43 *
	78883151	06/05/14	01	ADULT FICTION BOOKS		80-60-001-45100 INVOICE TOTAL:	14.66 14.66 *
	78903574	06/05/14	01	CREDIT:ADULT NON-FICTION BOOKS		80-60-001-45000 INVOICE TOTAL:	-15.81 -15.81 *
	78904809	06/06/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000 INVOICE TOTAL:	19.78 19.78 *
	78947117	06/10/14	01	ADULT FICTION BOOKS		80-60-001-45100 INVOICE TOTAL:	15.25 15.25 *
	78947118	06/10/14	01	ADULT FICTION BOOKS		80-60-001-45100 INVOICE TOTAL:	15.25 15.25 *
	78947119	06/10/14	01	ADULT FICTION BOOKS		80-60-001-45100 INVOICE TOTAL:	14.69 14.69 *
	78947120	06/10/14	01	ADULT FICTION BOOKS		80-60-001-45100 INVOICE TOTAL:	62.66 62.66 *
	78947121	06/10/14	01	ADULT FICTION BOOKS		80-60-001-45100 INVOICE TOTAL:	14.66 14.66 *

DATE: 07/02
TIME: 13:38:18
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-- VILLAGE OF LA BLUFF --
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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
11700	9INGRAM	INGRAM LIBRARY SERVICES		06/26/14		
	78947122	06/10/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	20.60
					INVOICE TOTAL:	20.60 *
	78947123	06/10/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	14.66
					INVOICE TOTAL:	14.66 *
	78947124	06/10/14	01 ADULT FICTION BOOKS		80-60-001-45100	683.91
					INVOICE TOTAL:	683.91 *
	78998822	06/12/14	01 ADULT FICTION BOOKS		80-60-001-45100	14.69
					INVOICE TOTAL:	14.69 *
	79033809	06/16/14	01 ADULT FICTION BOOKS		80-60-001-45100	54.12
					INVOICE TOTAL:	54.12 *
					CHECK TOTAL:	1,504.90
11701	9LFHARDW	LAKE FOREST HARDWARE		06/26/14		
	38758	09/04/13	01 OFFICE SUPPLIES		80-60-001-43550	8.08
					INVOICE TOTAL:	8.08 *
	39041	02/26/14	01 KEYS MADE		80-60-001-41000	7.16
					INVOICE TOTAL:	7.16 *
					CHECK TOTAL:	15.24
11702	9NSSD	NORTH SHORE SANITARY DISTRICT		06/26/14		
	2787708	06/07/14	01 WASTEWTR TREATMNT:2/13-5/12/14		80-60-001-43230	15.08
					INVOICE TOTAL:	15.08 *
					CHECK TOTAL:	15.08
11703	9OSADACL	CLAIRE OSADA		06/26/14		
	OSA061614	06/16/14	01 JUVENILE PROGRAM SUPPLIES		80-60-001-43720	64.48
					INVOICE TOTAL:	64.48 *
					CHECK TOTAL:	64.48
11704	9WENDTM	WENDT MAINTENANCE INC.		06/26/14		
	WEN06012014	06/01/14	01 GROUNDS MAINT:JUN 2014		80-60-001-41050	748.25
					INVOICE TOTAL:	748.25 *
					CHECK TOTAL:	748.25
					TOTAL AMOUNT PAID:	3,002.41

DATE: 07/02/14
TIME: 14:18:28
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

13A PAC 1

CHECK DATE: 07/08/14

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
11705	9AMAZONA	VOIDED---LEADER CHECK						
		017650020195	06/09/14	01	ADULT NON-FICTION	80-60-001-45000	251.95	
						INVOICE TOTAL:	251.95 *	
		017655065163	06/07/14	01	ADULT NON-FICTION	80-60-001-45000	29.37	
						INVOICE TOTAL:	29.37 *	
		017656696051	06/09/14	01	ADULT NON-FICTION	80-60-001-45000	29.87	
						INVOICE TOTAL:	29.87 *	
		017659482063	06/09/14	01	ADULT NON-FICTION	80-60-001-45000	17.89	
						INVOICE TOTAL:	17.89 *	
		020173215185	06/06/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	18.96	
						INVOICE TOTAL:	18.96 *	
		057700806339	06/05/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-3.00	
						INVOICE TOTAL:	-3.00 *	
		057701306904	05/28/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	29.83	
						INVOICE TOTAL:	29.83 *	
		057702702061	06/04/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-1.89	
						INVOICE TOTAL:	-1.89 *	
		057709169455	06/03/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	114.01	
						INVOICE TOTAL:	114.01 *	
		078979759163	05/23/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	23.94	
						INVOICE TOTAL:	23.94 *	
		100296393693	05/31/14	01	MISC EXPENSES	80-60-001-46000	79.80	
						INVOICE TOTAL:	79.80 *	
		120814751255	05/20/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-1.00	
						INVOICE TOTAL:	-1.00 *	

DATE: 07/02/14
TIME: 14:18:28
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

133

CHECK DATE: 07/08/14

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
11705	9AMAZONA	VOIDED---LEADER CHECK						
	120818981064		05/19/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	10.99	
						INVOICE TOTAL:	10.99 *	
	122370779310		05/19/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.11	
						INVOICE TOTAL:	-0.11 *	
	122371029596		05/17/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.01	
						INVOICE TOTAL:	-0.01 *	
	122374115250		05/15/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-4.21	
						INVOICE TOTAL:	-4.21 *	
	122376003356		05/15/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.99	
						INVOICE TOTAL:	19.99 *	
	122377823351		05/16/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.89	
						INVOICE TOTAL:	-0.89 *	
	122379248495		05/13/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	244.70	
						INVOICE TOTAL:	244.70 *	
11706	9AMAZONA	AMAZON						
	142361489937		06/03/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	33.02	
						INVOICE TOTAL:	33.02 *	
	154166900640		06/05/14	01	GRAPHIC NOVELS	80-60-001-45470	18.31	
						INVOICE TOTAL:	18.31 *	
	189581378924		06/03/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	17.96	
						INVOICE TOTAL:	17.96 *	
	1895827291441		05/28/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	30.19	
						INVOICE TOTAL:	30.19 *	

DATE: 07/02/14
TIME: 14:18:28
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

CHECK DATE: 07/08/14

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11706	9AMAZONA	AMAZON					
	189584994469		05/25/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	80.93
						INVOICE TOTAL:	80.93 *
	189586155918		05/28/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-5.20
						INVOICE TOTAL:	-5.20 *
	189587855381		05/28/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-5.19
						INVOICE TOTAL:	-5.19 *
	189588652399		05/21/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	48.76
						INVOICE TOTAL:	48.76 *
	200837144188		05/25/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.99
						INVOICE TOTAL:	19.99 *
	2090248861601		06/04/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	70.92
						INVOICE TOTAL:	70.92 *
	209028422739		06/09/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	25.46
						INVOICE TOTAL:	25.46 *
	238427125313		05/30/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	15.28
						INVOICE TOTAL:	15.28 *
	240441123064		05/14/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	39.96
						INVOICE TOTAL:	39.96 *
	240446491917		05/19/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	21.88
						INVOICE TOTAL:	21.88 *
	240447194996		05/22/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-3.03
						INVOICE TOTAL:	-3.03 *
	240447244812		05/24/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-2.00
						INVOICE TOTAL:	-2.00 *

DATE: 07/02/14
TIME: 14:18:28
PRG ID: AP215000,CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

CHECK DATE: 07/08/14

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11706	9AMAZONA	AMAZON					
	240448413813		05/21/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-4.20
						INVOICE TOTAL:	-4.20 *
	240449762680		05/20/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	174.26
						INVOICE TOTAL:	174.26 *
						CHECK TOTAL:	1,437.49
11707	9BKTLNT	BAKER & TAYLOR ENTERTAINMENT					
	2029445085		06/02/14	01	JUVENILE NON-FICTION	80-60-001-45400	1,207.17
						INVOICE TOTAL:	1,207.17 *
	2029447158		05/30/14	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	46.60
						INVOICE TOTAL:	46.60 *
	2029491316		06/13/14	01	JUVENILE NON-FICTION	80-60-001-45400	13.59
						INVOICE TOTAL:	13.59 *
	2029494762		06/14/14	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	58.41
						INVOICE TOTAL:	58.41 *
	2029495124		06/16/14	01	JUVENILE PICTURE BKS, READERS	80-60-001-45410	11.33
						INVOICE TOTAL:	11.33 *
	5013185449		06/24/01	01	ADULT NON-FICTION	80-60-001-45000	15.02
						INVOICE TOTAL:	15.02 *
						CHECK TOTAL:	1,352.12
11708	9BREEZY	BREEZY HILL NURSERY					
	1-176761		06/17/14	01	CONTINGENCY	80-60-001-50000	690.63
						INVOICE TOTAL:	690.63 *
						CHECK TOTAL:	690.63

DATE: 07/02/14
 TIME: 14:18:28
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

CHECK DATE: 07/08/14

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11709	9COMPVIE	COMPUTER VIEW, INC.					
	26304		06/04/14	01	RENEWAL:TREND MICRO ANTIVIRUS	80-60-001-45600	474.00
							INVOICE TOTAL: 474.00 *
							CHECK TOTAL: 474.00
11710	9DEMCO	DEMCO, INC					
	5327304		06/19/14	01	TECH SERVICE SUPPLIES	80-60-001-43670	158.24
				02	CLOCK FOR JUVENILE DEPT	80-60-001-46000	20.25
				03	CREDIT-TECH SERVICE SUPPLIES	80-60-001-43670	-25.00
							INVOICE TOTAL: 153.49 *
							CHECK TOTAL: 153.49
11711	9EBSCO	EBSCO SUBSCRIPTION SERVICES					
	1000002139		06/17/14	01	ADULT REFERENCE/E-REF	80-60-001-45220	510.00
				02	ADULT REFERENCE/E-REF	80-60-001-45220	2,876.00
							INVOICE TOTAL: 3,386.00 *
							CHECK TOTAL: 3,386.00
11712	9FIRSTBA	FIRST BANKCARD					
	CAR062414		06/24/14	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	82.27
				02	PATRON & STAFF SOFTWARE	80-60-001-45600	391.00
				03	MISC	80-60-001-46000	99.00
							INVOICE TOTAL: 572.27 *
							CHECK TOTAL: 572.27
11713	9FIRSTBA	FIRST BANKCARD					
	CDT06242014		06/24/14	01	MISC	80-60-001-46000	180.50

DATE: 07/02/14
TIME: 14:18:28
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

13F PAGE: 6

CHECK DATE: 07/08/14

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11713	9FIRSTBA	FIRST BANKCARD					
	CDT06242014		06/24/14	02	PARADE T-SHIRTS/CAPS	80-60-001-50000	367.59
				03	VIDEO GAMES	80-60-001-45510	239.96
						INVOICE TOTAL:	788.05 *
						CHECK TOTAL:	788.05
11714	9FIRSTBA	FIRST BANKCARD					
	DON06242014		06/24/04	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	361.63
				02	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	95.59
						INVOICE TOTAL:	457.22 *
						CHECK TOTAL:	457.22
11715	9FIRSTBA	FIRST BANKCARD					
	ELI06242014		06/24/14	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	74.10
						INVOICE TOTAL:	74.10 *
						CHECK TOTAL:	74.10
11716	9FIRSTBA	FIRST BANKCARD					
	ERI062414		06/24/14	01	POSTAGE	80-60-001-43300	8.50
				02	MISC	80-60-001-46000	25.00
				03	GATEWAY MONTHLY ACCT	80-60-001-46000	30.00
				04	WEBSITE FOR ILL	80-60-001-45600	9.95
				05	MISC	80-60-001-46000	20.00
				06	EXTERIOR BLDG IMPROVEMENTS	80-60-001-49120	829.99
				07	REFUND-PROFESSIONAL DEVELOPMNT	80-60-001-42400	-195.00
						INVOICE TOTAL:	728.44 *
						CHECK TOTAL:	728.44
11717	9GIBBJIM	JIM GIBBONS					

DATE: 07/02/14
TIME: 14:18:28
PRG ID: AP215000.CBL

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CHECK REGISTER

136 PAC 7

CHECK DATE: 07/08/14

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11717	9GIBBJIM	JIM GIBBONS					
	GIB061314		06/13/14	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	200.00
						INVOICE TOTAL:	200.00 *
						CHECK TOTAL:	200.00
11718	9HOMEDEP	HOME DEPOT CREDIT SERVICES					
	561351		06/08/14	01	BLDG MAINTENANCE	80-60-001-41000	44.88
						INVOICE TOTAL:	44.88 *
	7576102		06/11/14	01	BLDG MAINTENANCE	80-60-001-41000	2.06
						INVOICE TOTAL:	2.06 *
						CHECK TOTAL:	46.94
11719	9IMAGESY	IMAGE SYSTEMS & BUSINESS					
	194666		06/09/14	01	PHOTOCOPIER TONER,SRVC	80-60-001-41303	142.56
				02	PHOTOCOPIER TONER,SRVC	80-60-001-41303	3.39
						INVOICE TOTAL:	145.95 *
	194667		06/09/14	01	PHOTOCOPIER TONER,SRVC	80-60-001-41303	172.00
				02	PHOTOCOPIER TONER,SRVC	80-60-001-41303	247.25
						INVOICE TOTAL:	419.25 *
						CHECK TOTAL:	565.20
11720	9INGRAM	INGRAM LIBRARY SERVICES					
	79011049		06/13/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	15.81
						INVOICE TOTAL:	15.81 *
	79033806		06/16/14	01	ADULT FICTION BOOKS	80-60-001-45100	43.99
						INVOICE TOTAL:	43.99 *

DATE: 07/02/14
TIME: 14:18:28
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

13H PAGE: 8

CHECK DATE: 07/08/14

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
11720	9INGRAM	INGRAM LIBRARY SERVICES						
	79033807		06/16/14	01	ADULT FICTION BOOKS	80-60-001-45100	61.59	
						INVOICE TOTAL:	61.59 *	
	79033808		06/16/14	01	ADULT FICTION BOOKS	80-60-001-45100	24.61	
						INVOICE TOTAL:	24.61 *	
	79051588		06/17/14	01	ADULT FICTION BOOKS	80-60-001-45100	47.46	
						INVOICE TOTAL:	47.46 *	
	79051589		06/17/14	01	ADULT FICTION BOOKS	80-60-001-45100	15.23	
						INVOICE TOTAL:	15.23 *	
	79051590		06/17/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	178.44	
				02	ADULT FICTION BOOKS	80-60-001-45100	15.23	
						INVOICE TOTAL:	193.67 *	
	79099816		06/19/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	57.15	
						INVOICE TOTAL:	57.15 *	
	79133498		06/23/14	01	ADULT FICTION BOOKS	80-60-001-45100	15.81	
						INVOICE TOTAL:	15.81 *	
	79133499		06/23/14	01	ADULT FICTION BOOKS	80-60-001-45100	31.08	
						INVOICE TOTAL:	31.08 *	
	79133500		06/23/14	01	ADULT FICTION BOOKS	80-60-001-45100	24.61	
						INVOICE TOTAL:	24.61 *	
	79133501		06/23/14	01	ADULT FICTION BOOKS	80-60-001-45100	34.45	
						INVOICE TOTAL:	34.45 *	
	79133502		06/23/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	89.23	
						INVOICE TOTAL:	89.23 *	
	79133503		06/23/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	54.17	
						INVOICE TOTAL:	54.17 *	

DATE: 07/02/
TIME: 14:18:28
PRG ID: AP215000.CBL

-- VILLAGE OF LAKELUFF --
CHECK REGISTER

131 PAG 9

CHECK DATE: 07/08/14

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
11720	9INGRAM	INGRAM LIBRARY SERVICES						
	79158438		06/24/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	22.57	
						INVOICE TOTAL:	22.57 *	
	79158439		06/24/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	48.75	
						INVOICE TOTAL:	48.75 *	
						CHECK TOTAL:	780.18	
11721	9INNEXPR	INNOVATION EXPERTS						
	MMM70114-33		07/01/14	01	ADULT REFERENCE/E REF	80-60-001-45220	2,205.00	
						INVOICE TOTAL:	2,205.00 *	
						CHECK TOTAL:	2,205.00	
11722	9IRELAND	IRELAND HEATING & AIRCONDITION						
	62023		06/25/14	01	BLDG MAINTENANCE	80-60-001-41000	107.07	
						INVOICE TOTAL:	107.07 *	
						CHECK TOTAL:	107.07	
11723	9JANWAY	JANWAY COMPANY USA, INC.						
	113911		06/11/14	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	249.50	
						INVOICE TOTAL:	249.50 *	
						CHECK TOTAL:	249.50	
11724	9STEVENJ	STEVEN H JUSTMAN						
	JUS061314		06/13/14	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	150.00	
						INVOICE TOTAL:	150.00 *	
						CHECK TOTAL:	150.00	

DATE: 07/02/14
TIME: 14:18:28
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

135 PAGE: 10

CHECK DATE: 07/08/14

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11725	9KAMINMI	MICAH KAMIN					
	KAM062414		06/24/14	01	BLDG MAINTENANCE	80-60-001-41000	75.00
						INVOICE TOTAL:	75.00 *
						CHECK TOTAL:	75.00
11726	9NCCPETE	NCC-PETERSON PRODUCTS					
	64404		06/26/14	01	JANITORIAL SUPPLIES	80-60-001-43660	175.49
						INVOICE TOTAL:	175.49 *
						CHECK TOTAL:	175.49
11727	9OVERDRI	OVERDRIVE, INC					
	1018-131144213060914		06/09/14	01	ADULT E/AUDIO BOOKS	80-60-001-44800	780.83
						INVOICE TOTAL:	780.83 *
	1018-131841300060914		06/09/14	01	CHILDREN'S E/AUDIO BOOKS	80-60-001-44800	760.47
						INVOICE TOTAL:	760.47 *
	1018-132331517060914		06/09/14	01	TEEN E/AUDIO BOOKS	80-60-001-44800	710.38
						INVOICE TOTAL:	710.38 *
	1018-154306560060914		06/09/14	01	ADULT E-BOOKS	80-60-001-45460	649.32
						INVOICE TOTAL:	649.32 *
	1018-154744147060914		06/09/14	01	TEEN E-BOOKS	80-60-001-45460	248.86
						INVOICE TOTAL:	248.86 *
	1018-155039347060914		06/09/14	01	JUVENILE E-BOOKS	80-60-001-45460	191.86
						INVOICE TOTAL:	191.86 *
	1018-214708513060514		06/05/14	01	ADULT STREAMING VIDEOS	80-60-001-44800	2,310.53
						INVOICE TOTAL:	2,310.53 *

DATE: 07/02/14
TIME: 14:18:28
PRG ID: AP215000.CBL

== VILLAGE OF LAUREL BLUFF ==
CHECK REGISTER

13K PAC 11

CHECK DATE: 07/08/14

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11727	9OVERDRI	OVERDRIVE , INC					
	1018-214747730060514		06/05/14	01	KIDS STREAMING VIDEOS	80-60-001-44800	1,430.06
						INVOICE TOTAL:	1,430.06 *
						CHECK TOTAL:	7,082.31
11728	9RHODEIS	RHODE ISLAND NOVELTY					
	IN3236838		06/17/14	01	CHILDREN/TEEN PGRM SUPPLIES	80-60-001-43720	93.65
						INVOICE TOTAL:	93.65 *
						CHECK TOTAL:	93.65
11729	9SHAYBON	BONNIE SHAY					
	SHA061314		06/13/14	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	125.00
						INVOICE TOTAL:	125.00 *
						CHECK TOTAL:	125.00
11730	9USPOSTA	UNITED STATES POSTAL SERVICE					
	USP062014		06/20/14	01	ANN'L PERMIT #98 FEE	80-60-001-43300	220.00
						INVOICE TOTAL:	220.00 *
						CHECK TOTAL:	220.00
11731	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS					
	101808300		06/24/14	01	'EE ICMA CONTRIBUTION:6/30/14	80-20-102-45000	1,050.00
						INVOICE TOTAL:	1,050.00 *
						CHECK TOTAL:	1,050.00
						TOTAL AMOUNT PAID:	23,239.15

Committee Reports

All committees except for the Long Range Planning Committee have met at least once following the last Board Meeting. As decided at the May 13, 2014 meeting of the Library Board, each committee at minimum elected a Chairperson and set 2-3 goals for Fiscal Year 2014-2015. I have provided the chairperson and goals selected.

Building and Grounds Committee

Chairperson: Carl Schons

Members: Kathy Meierhoff, Carl Schons, and Cal Stroh

Goals:

- 1) To hire a consultant or consultants to evaluate space usage to modernize the Library building and improve service to the community, project cost not to exceed \$20,000. The Committee hopes to have the draft ready to be implemented by September, 2014. Simultaneously an internal evaluation of the Library's mechanical, electronic, etc. infrastructure will be created.
- 2) To continue to work to improve the landscaping on the north side of the Library, working with the Reading Garden donor family as appropriate.
- 3) To replace the emergency exit door leading out of the Spruth Meeting Room.

Finance Committee

Chairperson: Scot Butler

Members: Scot Butler, and Tim Kregor

Goals:

- 1) Improve simplicity
 - Make all reports as easy to use as possible.
(New forms are a starting point but continue to look for additional ways to make forms easier to use)
- 2) Improve transparency
 - Minimize confusion and unexpected developments.
(Continue to communicate regularly with the Village and the Board so that any changes are quickly and accurately reported)
- 3) Improve efficiency
 - Look for ways to execute the financial plan as cost effectively as possible.
(A careful line by line examination of all budget items will be undertaken as we approach financial planning for FY 2016)

Human Resources Committee

Chairperson: Scot Butler

Members: Scot Butler, Kathy Meierhoff, Cal Stroh, and Romain Wojda

Goals:

- 1) Goal # 1
Update the employee evaluation process.
- 2) Goal #2
Create an ongoing two-way dialogue between all Supervisors & Their Staff.
- 3) Goal #3
Create and maintain a partnership between the Human Resources Committee and the Library Director to evaluate his/her progress in fulfilling the professional goals outlined in their annual performance evaluation.

Intergovernmental Committee

Chairperson: Eric Bailey

Members:

- Eric Bailey (Library Director)
- Susan Griffin (Village Representative)
- Cal Stroh (Library Trustee)
- Ruth Schnell (Library Trustee)
- Phyllis Albrecht (Museum Board)
- Marilyn Shineflug (Museum Board)

Goals:

- 1) Work closely to ensure the Ghost Walk goes off without a hitch.
- 2) Seek further ways to collaborate on projects.

Long Range Planning Committee

Chairperson: Tim Kregor

Members: Scot Butler, Tim Kregor, and Romain Wojda

Goals:

Committee did not meet. Goals will be established after completion of Space Usage Analysis Plan in September.

Public Relations/Advocacy/Fundraising/Liaisons (PRAFL) Committee

Chairperson: Carl Schons

Members: Ruth Schnell and Carl Schons

Goals:

- 1) **Trustee Involvement** – Trustees will use existing connections in the community to advocate for the Library. A list of organizational affiliations will be compiled.
- 2) **Friends Representatives** – The PRAFL Committee will meet with a representative or representatives of the Friends of the Library to increase collaboration on outreach projects and goals.
- 3) **Meet with Outreach Staff Members in September** – Following the completion of the Space Usage Analysis the PRAFL Committee will meet with those staff members performing outreach at the Library to identify opportunities in the Analysis for advocacy and outreach.

Technology Committee

Chairperson: Tim Kregor

Members: Tim Kregor and Romain Wojda

Goals:

- 1. **Complete Transition to Sierra** -- The implementation of the primary features of Sierra will be completed by July 8 with secondary goals to be completed by October 31. A list will be created by the Sierra Implementation Team regarding the features due on each date and appended to these minutes.
- 2. **Recommendation on Phone System** – By November 1, 2014 a recommendation will be made to the Board of Library Trustees regarding a new phone system.
- 3. **LAN Management Contract** – By November 1, 2014 a Request for Proposal (RFP) for management of the Local Area Network (LAN) of the Library will be released, with the goal of selecting a LAN Management company by January 31, 2015.

Respectfully submitted,

Eric Scott Bailey
Library Director

New Business

Personal Days for Library Staff Members working Greater Than 20 Hours per Week

The previous Personnel Handbook provided that each employee regularly scheduled to work more than 20 hours per week received 2 Personal Days. From a purely practical perspective the ability to request Miscellaneous paid leave in the new manual fills the same function. However, in talking with staff members since the approval of the new manual I have found the comfort of knowing the 2 days for Personal Leave were available and guaranteed was much valued.

RECOMMENDATION: I have drafted an addition for the Personnel Handbook adding Personal Days and stating who gets them and how. I believe putting Personal Days back in the manual will be much appreciated by the staff. As Miscellaneous Leave is currently filling the same function there would be no change in cost to the Library. I strongly recommend approval.

Selection of Space Usage Analysis Contractor

Bidding for the contract was very competitive. Head of Technical Services and Facilities Lyndy Jensen and I are reviewing the entries carefully; we will then review what we have found with Carl Schons and finally the Building and Grounds Committee. The BG Committee should have met sometime between my writing and the meeting of the Board of Trustees.

RECOMMENDATION: If the Building and Grounds Committee has met and is prepared to make a recommendation to the full Board, then I recommend approval of that recommendation. The contract is to be awarded by the end of day on July 10.

Meeting Schedule

On Tuesday June 17 Treasurer Scot Butler and I met with Village accountants Susan Griffin and Marlene Scheibl seeking a way to make reporting faster and more transparent. One point that came out of the meeting was that the preparation of financial documents for the Village Board packets was in conflict with the time used for preparation for Library financial documents. Marlene and Susan indicated that a change to the 3rd rather than the 2nd Tuesday of the month would fix this.

RECOMMENDATION: I have attached a schedule of revised meeting dates. Making the change and notifying the public is a simple process, and getting the financials early enough to do more than simply copy them would be very beneficial. The dates can always be switched back if the desired outcome is not achieved.

Plans for Implementation of Goals

The Board's committees have created a wonderful set of Goals. To be successful, the next step must be taken.

RECOMMENDATION: For those Goals that do not already contain a measureable and achievable objective I suggest the Library Director work with Library Trustees and Library Staff to identify such objectives. Beyond using the expertise of the staff in the day to day management of the Library, I believe seeking their input would tie in well with the 2nd Goal of the Human Resources Committee.

Name of Public Relations/Advocacy/Fundraising/Liaisons Committee

Once you have dissected the name, this committee does outreach.

RECOMMENDATION: I recommend following the recommendation of the committee itself and changing the name to the 'Outreach Committee.'

Vote of Thanks

Carlen DeThorne and Marcy Leach served the Library well for many years.

RECOMMENDATION: I believe they deserve a vote of thanks from the Library Board for the years of quality work serving the community.

Proposed Addition to Personnel Handbook

5.11 Personal Days

The Library provides employees with personal days for occasional absence from the workplace needed for personal reasons of a planned or emergency nature. All staff members working 20 or more hours in an average week receive 2 personal days at the beginning of the Fiscal Year. No hourly value is attached to personal days; an employee using a personal day will be compensated for the time they would have otherwise worked on that day. Personal days expire at the end of the Fiscal Year if unused during that time.

Meeting Schedule

On days printed notice in a paper of local circulation and an update anywhere the old dates were posted are required by the Open Meetings Act to make a permanent change in already scheduled meeting dates. This is easily done. Moving the meeting to the 3rd Tuesday of the month would result in the following meeting dates:

August 19

September 16

October 21

November 18

December 16

The meeting dates for calendar year 2015 will be set at the September or October meeting.

Respectfully submitted,

Eric Scott Bailey

Library Director

Old Business

There is no Old Business listed on the agenda. If you wish for either a follow up or discussion on an item previously discussed please ask that the item be added to the agenda.

Respectfully submitted,

Eric Scott Bailey
Library Director

July 2014 Director's Report

Library Staff

After interviewing 3 very qualified candidates on staff, I offered the position of Head of Adult Services to Martha O'Hara. Along with her many other talents, Martha exemplify the commitment to community and service that has been the hallmark of the Lake Bluff Public Library for so long.

Kate Youdell has been hired as the Library's new shelver. She is already proving to be an enthusiastic and hardworking addition to the Library's staff. Kira Surprise increased her hours from 18 to 28 in moving from Library Assistant II to a Library Assistant I position. Kira's enthusiasm for Readers Advisory and the calm professionalism she brings to her work have made her an increasingly important part of the staff.

Summer Programs

Rummanah Aasi put a great deal of work into our 'Just Push Pause' Adult Summer Reading Club, and the results have been great thus far. Donna Williams, Eliza Jarvi, Regina Ruocco, and the team that volunteered to help them in setup did a wonderful job decorating the Children's Department for our 'Be-A-Read-A-Saurus' theme for the Children's Summer Reading Club. Stop by and check it out if you have not done so.

Valerie Ceba is organizing our 2nd Annual Chalk Art Contest, to be held during the 3rd Annual Criterium Bike Race on July 19. We received a lot of positive comments about the Chalk Art last year and we were asked by the event organizers if we could hold it again. Jason Kollum, a stilt walker/juggler/balloon artist will also be on site and entertaining the crowd in an official Lake Bluff Public Library t-shirt.

Lake County Fair

Along with other area libraries we will be helping to supply and staff a booth at the Lake County Fair to promote the use of library services across the area. We will not only have the chance to get out and be visible but to connect with the larger library community in a manner we have not been able to do as a staff. Amy vanGoethem has stepped in to handle this outreach project in Carlen's absence. I will be joining in the fun as well. We will be giving away Rubik's Cubes.

Update on Salt for Sidewalk

I have notified Wendt Maintenance that we are interested in adding salting of the public sidewalks to our contract. They are working with their salt supplier to determine the likely cost of such a contract change.

Update on Landscaping

I have obtained plans from Breezy Hill Nursery for plantings and improved drainage in the Reading Garden between the new walkway and the Wood Building. I am working to set up a time to meet with the donor family to discuss the plan.

Income from Impact Fee

I have been notified by Susan Griffin that \$2,159.36 was transferred into our Illinois Funds account as the Library's portion of an impact fee received by the Village. The money must be used within 10 years and per Ordinance can only be used for "land acquisition or existing building, site [or] facilities improvements."

Lake Bluff Public Library*123 E. Scranton Avenue*Lake Bluff IL 60044
 *847-234-2540 (phone)*847-234-2649 (fax)* <http://www.lakeblufflibrary.org> (website)
 Hours: Mondays and Thursdays 10 a.m.--9 p.m.
 Tuesdays, Wednesdays and Fridays 10 a.m.—6 p.m.
 Saturdays 10 a.m.—4 p.m.; Sundays (Labor Day—Memorial Day) 1--5 p.m.
BOARD OF LIBRARY TRUSTEES DIRECTORY for 2014/2015 Fiscal Year
May 13, 2014

PLEASE do not give out Trustee personal info; use library contact info.

Kathy Meierhoff, President 23 Warrington Drive Lake Bluff IL 60044-1322 847-295-8968 (Home) kathymeierhoff@gmail.com Term ends 4/15	Timothy Kregor 38 Forest Hills Road Lake Bluff IL 60044-2404 847-735-1068 tjKregor@sbcglobal.net Term ends 04/17
Carole (Cal) Stroh, Vice President 330 Ravine Forest Drive Lake Bluff IL 60044-2728 847-234-2444 (Home) 847-507-6042 (Cell) *Note: Seldom uses cell. csstroh@me.com Term ends 04/17	Carl Schons 109 E. Woodland Road Lake Bluff IL 60044-2164 847-295-2259 (Home) c.schons@comcast.net Term ends 04/15
Scot Butler, Treasurer 398 Ravine Avenue Lake Bluff, IL 60044-2526 847-735-8943 (Home) scotbutler1@aol.com Term ends 04/17	Romain Richard Wojda 303 Briar Lane Lake Bluff IL 60044-2750 847-615-8979 (Home) 847-909-9544 (Mobile) rrwojda@hotmail.com Term ends 4/17
Ruth Schnell, Secretary 370 Hirst Court Lake Bluff, IL 60044 847-234-3764 (Home) 224-545-9784 (Cell) rschnell@positivechange.com Term ends 4/15	Library Director: Eric Bailey 304 North Avenue Apt. #2 Libertyville IL 60048 847-401-4952 (Cell with text) 847-234-2540 x110 (Library) ebailey@lakeblufflibrary.org

Committees:

Assigned at 5/13/2014 Board Meeting; per Library bylaws the President of the Board of Trustees is an ex officio member of all committees.

Building and Grounds Committee: CHAIR: Carl Schons. MEMBERS: Kathy Meierhoff and Cal Stroh

Finance Committee: CHAIR: Scot Butler. MEMBERS: Timothy Kregor

Human Resources Committee: CHAIR: Scot Butler. MEMBERS: Kathy Meierhoff, Cal Stroh, and Romain Wojda.

Intergovernmental Committee: CHAIR: Eric Bailey. MEMBERS: Ruth Schnell and Cal Stroh.

Long Range Planning Committee: CHAIR: Tim Kregor. MEMBERS: Scot Butler and Romain Wojda.

Outreach Committee: CHAIR: Carl Schons. MEMBERS: Ruth Schnell.

Technology Committee: CHAIR: Tim Kregor. MEMBERS: Romain Wojda.

Scheduled Friends Meeting Dates

Meetings of the Friends of the Library may be subject to cancellation or rescheduling. Below is the schedule I have for them at this time. Meetings are held on the 3rd Saturday of the month at 10:00am in the Library Spruth Room.

June – CANCELLED (Unscheduled)

July – CANCELLED (Scheduled)

August – August 16

September – September 20

October – October 18

November – November 15

December – CANCELLED (Scheduled)

I will make the dates for the coming Fiscal Year available when they are decided upon.

Respectfully submitted,

Eric Scott Bailey
Library Director

Director's Report – Finance Committee

Date of Meeting: June 13, 2014 at 1:30pm

In order to assist the members of the Finance Committee in selecting a chairperson and setting goals I have prepared the following summary.

Recent Projects

The library's accounting has long been a challenge. Working openly and fairly with Susan Griffin and Marlene Scheibl, who handle the library's finances on behalf of the Village, progress was made towards understanding the library's finances. This past year:

- The quantity and nature of the library's Reserve Funds was established
- Policy regarding the nature and use of Reserve Funds was changed to reflect this
- Information from the Village was condensed by the Board Treasurer into a clear and concise document
- The Library Board discussed the future of the Reserve Funds

Projects in Motion

These are projects that are currently underway in some fashion.

- Working with Susan Griffin to obtain/create documents that are easier for the layperson (non-accountant) to interpret
- Identifying the origin of all Grants and Gifts Funds money in Reserve, and keeping close track of Grant and Gift expenditures

SUMMARY: The most significant considerations in front of the Finance Committee will follow on the completion of the Space Use Study this fall. The Study will factor considerably into levy and budget discussions.

Respectfully submitted,

Eric Scott Bailey
Library Director

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

80-

CODE/LINE ITEM	ACTUAL FY 11/12	ACTUAL FY 12/13	BUDGET FY 13/14	Estimated Actual FY 13/14	BUDGET FY 14/15	% CHANGE BUDGET TO BUDGET FY 14--15	\$ CHANGE	% CHANGE EST ACTUAL TO BUDGET FY 14--15	\$ CHANGE
TAXES									
103-10000 Property Taxes	782,229	800,695	833,508	849,607	851,666	2.2%	18,158	0.2%	2,059
TOTAL TAXES	782,229	800,695	833,508	849,607	851,666	2.2%	18,158	0.2%	2,059
FINES & FORFEITURES									
503-65000 Fines	12,105	13,236	12,000	14,493	13,000	8.3%	1,000	-10.3%	(1,493)
TOTAL FINES & FORFEITURES	12,105	13,236	12,000	14,493	13,000	8.3%	1,000	-10.3%	(1,493)
CHARGE FOR SERVICES									
403-48300 Photocopy Charges	1,825	2,180	1,700	2,187	2,000	17.6%	300	-8.5%	(187)
403-48500 Non-Resident Fees	7,175	7,788	6,000	7,142	7,000	16.7%	1,000	-2.0%	(142)
TOTAL CHARGE FOR SERVICES	9,000	9,968	7,700	9,329	9,000	16.9%	1,300	-3.5%	(329)
OTHER									
603-0000 Village Contribution	7,650	7,807	7,800	7,800	7,900	1.3%	100	1.3%	100
603-73800 Vliet Operating Cost Contrib	0	0	0	0	0	---	0	---	0
603-75000 Interest Income	648	751	500	320	400	-20.0%	(100)	24.9%	80
603-78500 Naperville/Impact Fees	0	0	0	0	0	---	0	---	0
603-89000 Miscellaneous Income	5,477	2,302	3,000	5,963	3,000	0.0%	0	-49.7%	(2,963)
TOTAL OTHER	13,775	10,860	11,300	14,084	11,300	0.0%	0	-19.8%	(2,784)
TOTAL REVENUES	817,108	834,759	864,508	887,513	884,966	2.4%	20,458	-0.3%	(2,547)
FUND BALANCE RESERVES	0	0	100,000	100,000	34,900	---	(65,100)	-65.1%	(65,100)
LIBRARY FUND REVENUE	817,108	834,759	964,508	987,513	919,866	-4.6%	(44,642)	-6.9%	(67,647)
FUND BALANCE:									
May 1	514,860	328,617	415,368	415,368	517,471				
April 30	328,617	415,368	415,368	517,471	482,571				

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

80-60-001-

CODE/LINE ITEM	ACTUAL	ACTUAL	BUDGET	Estimated	BUDGET	% CHANGE	\$ CHANGE	% CHANGE	\$ CHANGE
	FY 11/12	FY 12/13	FY 13/14	Actual FY 13/14		FY 14/15	BUDGET TO BUDGET FY 14--15	EST	ACTUAL TO BUDGE FY 14--15
PERSONNEL SERVICES									
40000 Librarian Salaries	242,964	208,292	217,000	215,026	224,000	3.2%	7,000	4.2%	8,974
40050 Staff Salaries	124,565	161,919	201,000	212,634	231,000	14.9%	30,000	8.6%	18,366
40400 Medical Insurance	42,609	40,163	50,000	45,272	42,000	-16.0%	(8,000)	-7.2%	(3,272)
40900 Other Employee Benefit	210	100	500	288	500	0.0%	0	73.6%	212
40950 IL Municipal Retire Fund	35,450	36,686	40,000	40,704	45,000	12.5%	5,000	10.6%	4,296
40951 Social Security (Note 1)	27,502	27,671	32,000	31,927	35,000	9.4%	3,000	9.6%	3,073
TOTAL PERSONNEL SERVICES	473,300	474,831	540,500	545,851	577,500	6.8%	37,000	5.8%	31,649
CONTRACT. SERVICES/COMMODITIES									
41000 Building Maintenance	25,318	26,022	28,000	22,208	28,000	0.0%	0	26.1%	5,792
41020 Elevator Maintenance	1,942	1,582	2,250	2,207	2,000	-11.1%	(250)	-9.4%	(207)
41050 Grounds Maintenance	6,309	6,882	10,000	7,885	8,500	-15.0%	(1,500)	7.8%	615
41303 Copier Maintenance	3,478	5,543	4,500	6,365	4,500	0.0%	0	-29.3%	(1,865)
41304 Other Professional Service	7,561	50	5,000	50	20,000	300.0%	15,000	39900.0%	19,950
41305 Computer Services	18,788	15,235	28,000	11,369	20,000	-28.6%	(8,000)	75.9%	8,631
41350 Legal & Accounting	2,160	4,487	2,500	17,892	15,000	500.0%	12,500	-16.2%	(2,892)
42400 Professional Development	2,730	3,650	3,000	4,227	5,000	66.7%	2,000	18.3%	773
42440 Dues	2,143	1,488	2,500	1,409	2,000	-20.0%	(500)	41.9%	591
43230 Utilities	6,077	6,036	6,500	8,443	8,000	23.1%	1,500	-5.2%	(443)
43300 Postage	2,365	2,288	4,000	2,788	3,000	-25.0%	(1,000)	7.6%	212
43400 Printing/E-Newsletter	6,731	7,602	8,000	8,689	9,000	12.5%	1,000	3.6%	311
43550 Office Supplies	6,188	5,245	6,000	5,604	6,000	0.0%	0	7.1%	396
43660 Building & Grounds Supplies	1,299	1,944	2,500	1,925	2,000	-20.0%	(500)	3.9%	75
43670 Technical Services Supplies	5,808	4,390	5,500	4,276	5,500	0.0%	0	28.6%	1,224
43700 Hospitality Program Supplies	1,011	1,024	1,000	843	1,000	0.0%	0	18.6%	157
43710 Adult Program Supplies	4,241	3,888	4,000	4,329	4,000	0.0%	0	-7.6%	(329)
43720 Juvenile Program Supplies	7,397	5,602	7,000	6,800	7,000	0.0%	0	2.9%	200
45000 Adult Nonfiction	17,819	18,083	18,000	17,544	18,000	0.0%	0	2.6%	456
45100 Adult Fiction	16,497	15,350	15,000	13,992	15,000	0.0%	0	7.2%	1,008
45110 Adult Large Print	1,280	895	1,000	936	500	-50.0%	(500)	-46.6%	(436)
45200 Adult Audio-Visual	12,535	15,031	14,000	11,166	15,000	7.1%	1,000	34.3%	3,834
45220 Adult E-Reference	6,690	17,596	18,000	20,191	23,000	27.8%	5,000	13.9%	2,809
45300 Adult Reference	6,183	0	0	0	0	---	0	---	0
45400 Juvenile Non-fiction	7,364	4,140	7,000	7,470	7,000	0.0%	0	-6.3%	(470)
45410 Picture Books, Readers	5,978	5,422	6,000	5,178	6,000	0.0%	0	15.9%	822
45420 Juvenile Fiction	6,930	7,327	8,500	6,179	8,500	0.0%	0	37.6%	2,321
45430 Juvenile Audio-Visual	3,660	3,219	3,750	3,512	3,750	0.0%	0	6.8%	238
45440 Juvenile Reference	111	0	0	0	0	---	0	---	0
NEW Juvenile eReference	0	0	0	0	1,000	---	1,000	---	1,000
45460 Ebooks	0	4,970	8,000	7,999	12,000	50.0%	4,000	50.0%	4,001
45470 Graphic Novels	0	508	500	375	500	0.0%	0	33.3%	125
45450 Teen Books	2,965	2,839	2,750	2,680	2,750	0.0%	0	2.6%	70
45500 Periodicals	6,220	5,364	7,500	5,382	7,000	-6.7%	(500)	30.1%	1,618
45510 Video Games	2,316	2,349	2,750	2,873	3,500	27.3%	750	21.8%	627
45600 Public & Staff PC Software	3,943	4,449	4,500	892	6,000	33.3%	1,500	572.3%	5,108
45610 Library Automation Software	13,096	12,461	14,000	46,053	24,000	71.4%	10,000	-47.9%	(22,053)
45900 Minor Equipment	1,797	550	0	0	0	---	0	---	0
46000 Miscellaneous Expenditure	1,508	1,189	2,000	2,081	2,000	0.0%	0	-3.9%	(81)
TOTAL CONTRACT/COMMOD.	228,438	224,700	263,500	271,813	306,000	16.1%	42,500	12.6%	34,187
CAPITAL OUTLAY									
49000 Library Furnishings	3,443	3,840	2,508	4,015	2,000	-20.3%	(508)	-50.2%	(2,015)
49000 Building Renovation ¹	276,092	0	0	0	0	---	0	---	0
49120 Exterior Bldg Improvements	0	4,935	13,000	11,372	12,000	-7.7%	(1,000)	5.5%	628
49350 Computer Equipment	18,147	14,813	125,000	38,444	14,000	-88.8%	(111,000)	-63.6%	(24,444)
49350 Library Equipment	1,781	1,563	2,000	8	2,000	0.0%	0	25057.2%	1,992
49350 Contingency	2,150	23,326	18,000	13,906	6,366	-64.6%	(11,634)	-54.2%	(7,540)
TOTAL CAPITAL OUTLAY	301,613	48,477	160,508	67,746	36,366	-77.3%	(124,142)	-46.3%	(31,380)
LIBRARY TOTAL	1,003,351	748,008	964,508	885,410	919,866	-4.6%	(44,642)	3.9%	34,456

¹The building renovation costs were included in a separate fund in FY2012.

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

CODE/LINE ITEM	ACTUAL FY 11/12	ACTUAL FY 12/13	BUDGET FY 13/14	Estimated ACTUAL FY 13/14	BUDGET FY 14/15	% CHANGE BUDGET TO BUDGET FY 14--15	\$ CHANGE BUDGET TO BUDGET FY 14--15	% CHANGE EST ACTUAL TO BUDGE FY 14--15	\$ CHANGE 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	6,197	5,868	5,868	5,868	7,153	21.9%	1,285	21.9%	1,285
73400 Miscellaneous Grants	0	0	15,000	0	5,000	-66.7%	(10,000)	---	5,000
TOTAL GRANTS	6,197	5,868	20,868	5,868	12,153	-41.8%	(8,716)	107.1%	6,285
DONATIONS									
78200 Tech 4-U Donations	0		0	0	0	---	0	---	0
78000 Unrestricted Donations	326	1,358	5,000	185	1,000	-80.0%	(4,000)	439.4%	815
78100 Restricted Donations	18,787	9,642	15,000	10,463	20,000	33.3%	5,000	91.1%	9,537
TOTAL DONATIONS	19,113	11,000	20,000	10,648	21,000	5.0%	1,000	97.2%	10,352
75000 Interest Earnings	2		0	0	0	---	0	---	0
TOTAL FUND REVENUES	25,312	16,868	40,868	16,516	33,153	-18.9%	(7,716)	100.7%	16,636

EXPENDITURES 82-60-001

OTHER/GRANT PROGRAMS

44800 Per Capita Grant Expend	10,318	3,057	5,868	3,578	7,153	21.9%	1,285	99.9%	3,574
44825 Misc Grant Expenditures	0	0	15,000	0	5,000	-66.7%	(10,000)	---	5,000
99999 Use of Unrestrict Donation	0	0	5,000	0	1,000	-80.0%	(4,000)	---	1,000
99999 Use of Restricted Donations	1,906	9,809	15,000	12,879	20,000	33.3%	5,000	55.3%	7,121
	12,224	12,866	40,868	16,457	33,153	-18.9%	(7,716)	101.4%	16,695
CAPITAL OUTLAY									
49000 Bird Memorial—Children's	2,876	183	0	0	0	---	0	---	0
49350 Tech 4-U Automation	0	0	0	0	0	---	0	---	0
	2,876	183	0	0	0	---	0	---	0
TOTAL EXPENDITURES	15,100	13,049	40,868	16,457	33,153	-18.9%	(7,716)	101.4%	16,695

FUND BALANCE:

May 1	100,961	111,173	114,992	114,992	115,051
April 30	111,173	114,992	114,992	115,051	115,051

Brief End of Fiscal Year Financial Report

Please be aware that these numbers, pulled from the April 30, 2014 Financial Reports, and are not final. A final copy of the end of year numbers is unavailable until August or September. They are, however, close to what the final numbers will be.

REVENUE:

- BUDGETED FOR: \$964,508
- RECEIVED: \$987,513
- DIFFERENCE: + \$23,005

EXPENDITURES:

- BUDGETED FOR: \$964,508
- EXPENDED: \$885,410
- DIFFERENCE: + \$79,098

GRANTS AND GIFTS:

- RECEIVED: \$16,516
- SPENT: \$16,457
- DIFFERENCE: + \$59

NOTE: Once the remainder of the Per Capita Grant is added to expenditures, the total spent will drop another \$2,000.

GENERAL RESERVE FUND BALANCE

- GENERAL RESERVE FUND APRIL 30, 2013: \$530,360
- GENERAL RESERVE FUND APRIL 30, 2014: \$632,581
- TOTAL INCREASE: + \$102,221
- PERCENTAGE OF OPERATING BUDGET: 69%

Revenue exceeded projections by \$23,005 and expenditures fell short by \$79,157. The total increase in reserves primarily represents an overestimation of the cost of the new Integrated Library System and an unexpected increase in Revenue (\$16,099 of which represents an increase in the amount levied versus the amount received).