

November 19, 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 October 21, 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)	
	October Detailed Balance Sheet (action)	5A-5F
	October Detailed Revenue & Expense Report (action)	6A-6H
7	Approval of Checks (Green) (10 minutes)(7:29pm)	
	October Manual Check Report (action)	7A-7E
	October Check Register (action)	8A-8M
8	Committee Reports (15 minutes)(7:44pm)	9A-9F
9	New Business	10A
	Formation of Special Committee for Review of Bylaws (action)(10 minutes)(7:54pm)	
	Acceptance of Auditor's Report for FY 2013-2014 (action)(10 minutes)(8:04pm)	
10	Old Business	11A
	Approval of Levy for Fiscal Year 2015-2016 (action)(10 minutes)(8:14pm)	12A-12C
	Committee Minutes Template (10 minutes)(8:24pm)	13A
	Holiday Luncheon (5 minutes)(8:29pm)	
11	Director's Report (5 minutes)(8:34pm)	
	Librarian's Narrative Report	14A
12	Executive Session(s)	
13	Any and All Other Business ...	
14	Adjournment (1 minute)(8:35pm)	
15	Attachments	
	Usage Statistics for the Month of October	15A-15B
	Friends Meeting Dates and Attendees	16A
	Committee Minutes Template	
	Auditor's Report for FY 2013-2014	

**Lake Bluff Public Library
Board of Library Trustees Meeting
Wednesday, November 19, 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 October 21, 2014 Regular Board Meeting **(action)(2 minutes)(7:04pm)**
- 5. Treasurer's Report (10 minutes)(7:14pm)**
- 6. October 2014 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (5 minutes)(7:19pm)**
 - a. October Detailed Balance Sheet **(action)**
 - b. October Detailed Revenue & Expense Report **(action)**
- 7. Approval of checks (Green Pages) (10 minutes)(7:29pm)**
 - a. October Manual Checks (11859-11873) **(action)**
 - b. October Monthly Checks (11874-11903) **(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. Formation of Special Committee for Review of the Bylaws of the Library Board of Trustees **(action)(10 minutes)(7:54pm)**
 - b. Acceptance of Auditor's Report for Fiscal Year 2013-2014 **(action)(10 minutes)(8:04pm)**

10. Old Business

- a. Approval of Levy for Fiscal Year 2015-2016 (action)(10 minutes)(8:14pm)
- b. Committee Minutes Template (10 minutes)(8:24pm)
- c. Holiday Luncheon (5 minutes)(8:29pm)

11. Director's Report (5 minutes)(8:34pm)

- 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)(8:35pm)

Attachments:

Statistics Report

List of 2014 Friends Meetings and Attendees

Auditor's Report for Fiscal Year 2013-2014

Rough Draft of FY 2015-2016 Budget

Committee Minutes Template

Upcoming Board Meetings: December 16, 2014, January 20, 2015, and February 17, 2015.

**LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING**

D R A F T

October 21, 2014

The meeting was called to order at 7:00 p.m. by Board President Kathy Meierhoff. Also present: Scot Butler, Tim Kregor, Ruth Schnell, Cal Stroh, Romain Wojda and Library Director Eric Bailey. Absent: Carl Schons. Also present were staff members Martha O'Hara and Amy van Goethen. No members of the public were present.

Joe Huberty of Engberg Anderson Architects discussed their Progress Update #1 on the Space Usage and Facilities Modernization Plan. He left after the discussion.

The Village of Lake Bluff Finance Director Susan Griffin and Assistant Finance Director Marlene Scheibl did not come to discuss the Library's Revenue and Expenditure Report.

Wojda moved, Butler seconded the motion to approve the September 16, 2014 Regular Board Meeting minutes as revised to include the approval of the August monthly checks #11796-11814.

Voting Aye: All
Voting No: None
Absent: Schons

Wojda moved, Butler seconded the motion to approve the minutes of the September 22, 2014 Technology Committee meeting, revised to show Butler as absent, Wojda as present, and Wojda moved for adjournment.

Voting Aye: All
Voting No: None
Absent: Schons

Wojda moved, Butler seconded the motion to approve the minutes of the October 10, 2014 Finance Committee meeting as revised to read Wojda was present, Butler was absent, and it was Wojda who moved to adjourn.

Voting Aye: All
Voting No: None
Absent: Schons

Wojda moved, Butler seconded the motion to approve the minutes of the October 10, 2014 Building and Grounds Committee meeting, revised to include attendance of member of the public Joe Huberty and absence of Board Member Schons.

Voting Aye: All
Voting No: None
Absent: Schons

Wojda moved, Butler seconded the motion to approve the minutes of the October 14, 2014 Human Resources Committee meeting, as revised to correct the day to Tuesday, October 14.

Voting Aye: All
Voting No: None
Absent: Schons

Wojda moved, Butler seconded the motion to approve the September 2014 Detailed Balance Sheet and Detailed Revenue and Expense Report.

Voting Aye: Butler, Kregor, Meierhoff, Schnell, Stroh, Wojda
Voting No: None
Absent: Schons

Wojda moved, Butler seconded the motion to approve September Manual Checks (11815-11833) and the September Monthly Checks (11834-11858).

Voting Aye: Butler, Kregor, Meierhoff, Schnell, Stroh, Wojda
Voting No: None
Absent: Schons

Building and Grounds Committee report—Eric Bailey

Finance Committee report—Scot Butler

Human Resources Committee report—Scot Butler

Technology Committee—Tim Kregor

Friends meeting report---Romain Wojda

Stroh moved, Schnell seconded the motion to approve the Board meeting dates for 2015.

Voting Aye: All

Voting No: None

Absent: Schons

The Board will hold a Holiday Luncheon for Staff on Thursday, December 11.

Discussion on the format of committee reports followed, including Director Bailey's and Butler's suggestions for the structure of reports.

Butler moved, Wojda seconded the motion to approve a 2-year contract for Computer View, Inc. for Local Area Network Maintenance at \$11,700 per year.

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

Voting No: None

Absent: Schons

Discussion on the use of a locked file in the Director's office will be continued at the next Board meeting.

Director Bailey presented his narrative report.

Butler will attend the Friends meeting November 15 at 10:00 a.m.

Butler moved, Wojda seconded the motion to adjourn at 9:30. All present voted Aye.

Respectfully submitted,

Ruth Schnell
Board Secretary

LAKE BLUFF PUBLIC LIBRARY
REVENUE AND EXPENDITURE REPORT
For period ending October 31, 2014

11/14/2014

4A

Description	FY 2014-15				FY 2013-14		
	Fiscal Year Total-to-Date	Budget	% of Budget Received/ Expended	% of Actual Y-T-D	Previous Fiscal YTD	% of Budget Received/ Expended	Budget
Revenues							
Property Taxes	\$ 836,753	\$ 851,666	98.2%	98.6%	\$ 838,552	100.6%	\$ 833,508
Rental Fines	5,660	13,000	43.5%	0.7%	7,447	62.1%	12,000
State Per Capita Grant	-	7,153	0.0%	0.0%	178	3.0%	5,868
Non-Resident Fees	3,586	7,000	51.2%	0.4%	3,942	65.7%	6,000
Miscellaneous Revenue	949	3,000	31.6%	0.1%	3,054	101.8%	3,000
Other Grants	-	5,000	0.0%	0.0%	-	0.0%	15,000
Photo-copy Charges	1,066	2,000	53.3%	0.1%	1,263	74.3%	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	135	400	33.6%	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	43	1,000	4.3%	0.0%	126	2.5%	5,000
Total Revenues	\$ 848,291	\$ 918,119	92.4%	100.0%	\$ 860,892	95.1%	\$ 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	\$ 110,336	\$ 224,000	49.3%	26.0%	\$ 106,716	49.2%	\$ 217,000
Staff Salaries	114,828	231,000	49.7%	27.1%	100,544	50.0%	201,000
Medical Insurance	24,110	42,000	57.4%	5.7%	19,564	39.1%	50,000
Other Employee Benefits	-	500	0.0%	0.0%	-	0.0%	500
Employer IMRF	23,287	45,000	51.7%	5.5%	19,293	48.2%	40,000
Employer FICA	16,895	35,000	48.3%	4.0%	15,549	48.6%	32,000
<i>Subtotal Personnel Expense</i>	\$ 289,454	\$ 577,500	50.1%	68.3%	\$ 261,666	48.4%	\$ 540,500
Building Maintenance	\$ 9,910	\$ 28,000	35.4%	2.3%	\$ 16,822	60.1%	\$ 28,000
Elevator Maintenance	1,226	2,000	61.3%	0.3%	644	28.6%	2,250
Grounds Maintenance	4,212	8,500	49.6%	1.0%	4,216	42.2%	10,000
Copier Maintenance	2,293	4,500	51.0%	0.5%	2,908	64.6%	4,500
<i>Subtotal Maintenance Expense</i>	\$ 17,642	\$ 43,000	41.0%	4.2%	\$ 24,589	54.9%	\$ 44,750
Other Professional Services	\$ 2,896	\$ 20,000	14.5%	0.7%	\$ 50	1.0%	\$ 5,000
Computer Services	8,535	20,000	42.7%	2.0%	8,559	30.6%	28,000
Legal Services	1,404	15,000	9.4%	0.3%	3,569	142.7%	2,500
Professional Development	933	5,000	18.7%	0.2%	2,208	73.6%	3,000
Dues	916	2,000	45.8%	0.2%	557	22.3%	2,500
Utilities	4,666	8,000	58.3%	1.1%	3,792	58.3%	6,500

LAKE BLUFF PUBLIC LIBRARY
REVENUE AND EXPENDITURE REPORT
For period ending October 31, 2014

11/14/2014

4B

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	1,534	3,000	51.1%	0.4%	1,162	29.1%	4,000
Printing/E-News	3,802	9,000	42.2%	0.9%	3,544	44.3%	8,000
Office Supplies	2,155	6,000	35.9%	0.5%	2,903	48.4%	6,000
Bldg/Grounds Supplies	720	2,000	36.0%	0.2%	766	30.7%	2,500
Technical Services Supplies	1,714	5,500	31.2%	0.4%	2,448	44.5%	5,500
<i>Subtotal Contracts & Commoditie</i>	\$ 29,274	\$ 95,500	30.7%	6.9%	\$ 29,557	40.2%	\$ 73,500
Hospitality Program Support	\$ 59	1,000	5.9%	0.0%	\$ 113	11.3%	1,000
Adult Program Support	2,582	4,000	64.6%	0.6%	3,387	84.7%	4,000
Juvenile Program Support	6,105	7,000	87.2%	1.4%	5,041	72.0%	7,000
Per Capita Grant	6,442	7,153	90.1%	1.5%	3,578	61.0%	5,868
Other Grant Expenditures	-	5,000	0.0%	0.0%	-	0.0%	20,000
<i>Subtotal Programs & Grants</i>	\$ 15,188	\$ 24,153	62.9%	3.6%	\$ 12,119	32.0%	\$ 37,868

LAKE BLUFF PUBLIC LIBRARY
REVENUE AND EXPENDITURE REPORT
For period ending October 31, 2014

11/14/2014

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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	\$ 9,303	18,000	51.7%	2.2%	\$ 10,395	57.8%	18,000
Adult Fiction Books	8,179	15,000	54.5%	1.9%	7,516	50.1%	15,000
Adult Large Print Materials	421	500	84.3%	0.1%	367	36.7%	1,000
Adult AV Materials	6,905	15,000	46.0%	1.6%	6,879	49.1%	14,000
Adult Reference/e-Reference	8,291	23,000	36.0%	2.0%	6,797	37.8%	18,000
Juvenile Non-Fiction Books	6,313	7,000	90.2%	1.5%	6,658	95.1%	7,000
Picture Books	2,696	6,000	44.9%	0.6%	-	0.0%	6,000
Juvenile Fiction Books	2,401	8,500	28.2%	0.6%	2,795	32.9%	8,500
Juvenile AV Materials	671	3,750	17.9%	0.2%	3,538	94.4%	3,750
Juvenile e-Reference	334	1,000	33.4%	0.1%	1,640	---	-
Teen Books	1,153	2,750	41.9%	0.3%	1,522	55.3%	2,750
e-Books	4,761	12,000	39.7%	1.1%	3,441	43.0%	8,000
Graphic Novels	109	500	21.7%	0.0%	184	36.8%	500
Periodicals	4,764	\$ 7,000	68.1%	1.1%	4,671	62.3%	7,500
Video Games	1,375	3,500	39.3%	0.3%	1,234	44.9%	2,750
<i>Subtotal Materials</i>	\$ 57,676	123,500	46.7%	13.6%	\$ 57,638	51.1%	\$ 112,750
Patron & Staff Software	\$ 2,106	6,000	35.1%	0.5%	\$ 659	14.6%	4,500
Library Automation Software	-	24,000	0.0%	0.0%	46,053	329.0%	14,000
Miscellaneous Expense	2,179	2,000	109.0%	0.5%	1,102	55.1%	2,000
<i>Subtotal Software/Other</i>	\$ 4,285	32,000	13.4%	1.0%	\$ 47,814	233.2%	\$ 20,500
FR Restricted Donations	\$ 1,512	2,000	75.6%	0.4%	\$ 300	---	-
Library Furnishings	530	-	---	0.1%	2,263	90.2%	2,508
Computer Equipment	467	14,000	3.3%	0.1%	1,552	1.2%	125,000
Other Equipment	149	2,000	7.4%	0.0%	-	0.0%	2,000
Exterior Bldg Improvements	4,743	12,000	39.5%	1.1%	5,045	38.8%	13,000
Other Building Improvements	-	-	---	0.0%	-	---	-
Use of Temporarily Restrict Donat	3,016	21,000	14.4%	0.7%	8	---	-
Contingency	-	6,366	0.0%	0.0%	1,406	7.8%	18,000
<i>Subtotal Capital, Grants & Dona</i>	\$ 10,416	\$ 57,366	18.2%	2.5%	\$ 10,574	6.6%	\$ 160,508
Total Expenditures	\$ 423,935	\$ 953,019	44.5%	100.0%	\$ 443,958	44.8%	\$ 990,376

Fund Balance as of April 30, 2014^a 526,458
 Revenues over/(under) Expenditures 424,356
 Fund Balance at month end 950,814

^aThe fund balance has not been audited yet.

DATE: 11/14/2014
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-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

PAGE: 1
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FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 6 PERIODS ENDING OCTOBER 31, 2014

ACCOUNT #	DESCRIPTION	BALANCE 05/01/14	NET DEBITS	NET CREDITS	BALANCE 10/31/14
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	11.31	201.85	(190.54)
80-10-101-11000	MONEY MARKET ACCOUNT	73,297.84	461,681.82	460,438.61	74,541.05
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	849,632.98	460,662.34	922,528.80
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	0.19	3.24	3,414.84
TOTAL CASH & INVESTMENTS		610,425.69	1,311,326.30	921,306.04	1,000,445.95
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)	901,322.53	907,050.58	(13,343.89)
80-10-301-55000	PREPAID EXPENSES	0.00	0.00	0.00	0.00
TOTAL OTHER ASSETS		(7,615.84)	901,322.53	907,050.58	(13,343.89)
TOTAL ASSETS		1,455,113.63	2,212,648.83	1,828,356.62	1,839,405.84
LIABILITIES AND FUND EQUITY					
LIABILITIES					
PAYABLES					
80-20-102-20000	ACCOUNTS PAYABLE	58,424.58	255,066.80	216,053.03	19,410.81

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 6 PERIODS ENDING OCTOBER 31, 2014

ACCOUNT #	DESCRIPTION	BALANCE 05/01/14	NET DEBITS	NET CREDITS	BALANCE 10/31/14
LIABILITIES					
PAYABLES					
80-20-102-4100	SOCIAL SECURITY TAX PAYABLE	0.00	33,790.33	33,790.33	0.00
80-20-102-4200	FEDERAL INCOME TAX PAYABLE	0.00	20,607.00	20,607.00	0.00
80-20-102-4300	STATE INCOME TAX PAYABLE	0.00	9,774.76	9,774.76	0.00
80-20-102-4400	IMRF PAYABLE	0.00	31,933.46	31,933.46	0.00
80-20-102-4500	ICMA 457 PLAN PAYABLE	0.00	13,650.00	12,600.00	0.00
80-20-102-4600	MEDICAL INSURANCE PAYABLE	0.00	0.00	0.00	(1,050.00)
80-20-102-6500	LIBRARY FLEXIBLE BENEFIT PAYAB	0.00	2,085.28	2,085.28	0.00
80-20-102-6600	LIBRARY HSA PAYABLE	0.00	2,250.00	2,250.00	0.00
80-20-102-7000	OTHER SHORT TERM LIABILITIES	0.00	0.00	0.00	0.00
TOTAL PAYABLES					
		58,424.58	369,157.63	329,093.86	18,360.81
OTHER LIABILITIES					
80-20-202-1600	ACCRUED PAYROLL	17,927.45	0.00	0.00	17,927.45
80-20-202-2200	DEFERRED PROPERTY TAX	852,303.78	0.00	0.00	852,303.78
80-20-202-2210	OTHER DEFERRED REVENUE	0.00	0.00	0.00	0.00
80-20-202-2220	DUE TO THE VILLAGE MEDICAL FND	0.00	0.00	0.00	0.00
80-20-202-2230	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
80-20-202-2350	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					
80-20-302-2400	MISCELLANEOUS RESERVE	0.00	0.00	0.00	0.00
TOTAL ESCROWS & DEPOSITS					
		0.00	0.00	0.00	0.00
LONG TERM LIABILITIES					
80-20-402-3900	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	369,157.63	329,093.86	888,592.04
FUND EQUITY					
EQUITY SECTION					
80-30-100-5300	UNRESERVED FUND BALANCE	526,457.82	0.00	0.00	526,457.82
80-30-100-5310	RESERVED FOR AUTOMATION	0.00	0.00	0.00	0.00
80-30-100-5320	DESIGNATED FOR CAPITAL MAINT	0.00	0.00	0.00	0.00
80-30-100-5330	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	424,355.98	424,355.98

DATE: 11/14/2014
TIME: 15:34:58
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-- VILLAGE OF LAKE BLUFF --
DETAILED BALANCE SHEET

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FUND: LAKE BLUFF PUBLIC LIBRARY
FOR 6 PERIODS ENDING OCTOBER 31, 2014

ACCOUNT #	DESCRIPTION	BALANCE 05/01/14	NET DEBITS	NET CREDITS	BALANCE 10/31/14
TOTAL FUND EQUITY		526,457.82	0.00	424,355.98	950,813.80
TOTAL LIABILITIES AND FUND EQUITY		1,455,113.63	369,157.63	753,449.84	1,839,405.84

DATE: 11/14/2014
TIME: 15:34:58
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-- VILLAGE OF LAKE BLUFF --
DETAILED BALANCE SHEET

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FUND: LIBRARY BLG RENOVATION-CLOSED
FOR 6 PERIODS ENDING OCTOBER 31, 2014

ACCOUNT #	DESCRIPTION	BALANCE 05/01/14	NET DEBITS	NET CREDITS	BALANCE 10/31/14

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

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-- VILLAGE OF LAKE BLUFF --
DETAILED BALANCE SHEET

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FUND: LIBRARY GRANTS & GIFTS FUND
FOR 6 PERIODS ENDING OCTOBER 31, 2014

ACCOUNT #	DESCRIPTION	BALANCE 05/01/14	NET DEBITS	NET CREDITS	BALANCE 10/31/14
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

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-- VILLAGE OF LAKE BLUFF --
DETAILED BALANCE SHEET

PAGE: 6
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FUND: LIBRARY SPECIAL GRANT FUND
FOR 6 PERIODS ENDING OCTOBER 31, 2014

ACCOUNT #	DESCRIPTION	BALANCE 05/01/14	NET DEBITS	NET CREDITS	BALANCE 10/31/14

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

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 6 PERIODS ENDING OCTOBER 31, 2014

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: REVENUES

ACCOUNT NUMBER	DESCRIPTION	OCTOBER 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	14,907.39	8,608.23	836,753.49	838,551.60	851,666.00	98.2%
TOTAL REVENUES: PROPERTY TAXES		14,907.39	8,608.23	836,753.49	838,551.60	851,666.00	98.2%
SERVICES & FEES							
80-40-403-48300	PHOTO-COPY CHARGES	172.90	181.40	1,065.95	1,263.30	2,000.00	53.2%
80-40-403-48500	NON-RESIDENT FEES	324.62	167.81	3,586.30	3,942.05	7,000.00	51.2%
TOTAL REVENUES: SERVICES & FEES		497.52	349.21	4,652.25	5,205.35	9,000.00	51.6%
FINES							
80-40-503-65000	RENTAL FINES	770.51	1,318.30	5,660.30	7,447.35	13,000.00	43.5%
TOTAL REVENUES: FINES		770.51	1,318.30	5,660.30	7,447.35	13,000.00	43.5%
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%
80-40-603-73800	VLIET OPERATING COST CONTRIB	0.00	0.00	0.00	700.00	0.00	0.0%
80-40-603-75000	INTEREST EARNINGS	22.91	49.82	134.57	178.45	400.00	33.6%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	14.76	26.59	42.68	125.73	0.00	100.0%
80-40-603-78001	RESTRICTED DONATIONS	19.52	25.00	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	85.34	169.20	949.22	3,053.75	3,000.00	31.6%
TOTAL REVENUES: MISCELLANEOUS		142.53	270.61	1,225.36	10,388.14	11,300.00	10.8%
TOTAL REVENUES: REVENUES		16,317.95	10,546.35	848,291.40	861,592.44	884,966.00	95.8%
TOTAL FUND REVENUES		16,317.95	10,546.35	848,291.40	861,592.44	884,966.00	95.8%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 6 PERIODS ENDING OCTOBER 31, 2014

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FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	OCTOBER 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	18,026.06	18,012.34	110,335.86	106,716.37	224,000.00	49.2%
80-60-001-40050	STAFF SALARIES	17,866.27	17,647.94	114,826.14	100,543.93	231,000.00	49.7%
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	7,821.97	3,462.55	24,109.65	19,563.90	42,000.00	57.4%
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	3,685.11	3,257.52	23,287.15	19,292.98	45,000.00	51.7%
80-60-001-40951	EMPLOYER FICA TAX	2,683.14	2,675.94	16,895.18	15,549.13	35,000.00	48.2%
80-60-001-41000	BUILDING MAINTENANCE	1,798.62	2,824.12	9,910.41	16,821.98	28,000.00	35.3%
80-60-001-41020	ELEVATOR MAINTENANCE	0.00	107.32	1,226.00	643.92	2,000.00	61.3%
80-60-001-41050	GROUNDS MAINTENANCE	350.00	627.00	4,212.25	4,215.85	8,500.00	49.5%
80-60-001-41303	COPIER MAINTENANCE/SUPPLIES	403.07	146.09	2,293.33	2,907.71	4,500.00	50.9%
80-60-001-41304	OTHER PROFESSIONAL SERVICES	55.00	0.00	2,895.72	50.00	20,000.00	14.4%
80-60-001-41305	COMPUTER SERVICES	0.00	99.00	8,535.00	8,558.71	20,000.00	42.6%
80-60-001-41350	LEGAL SERVICES	526.50	2,398.50	1,404.00	3,568.50	15,000.00	9.3%
80-60-001-42400	PROFESSIONAL DEVELOPMENT	85.00	365.00	932.75	2,208.00	5,000.00	18.6%
80-60-001-42440	DUES	527.00	262.00	916.00	557.00	2,000.00	45.8%
80-60-001-43230	UTILITIES	593.80	620.52	4,665.94	3,791.77	8,000.00	58.3%
80-60-001-43300	POSTAGE	786.69	132.40	1,533.82	1,162.49	3,000.00	51.1%
80-60-001-43400	PRINTING/E-NEWSLETTER	35.80	0.00	3,801.60	3,543.80	9,000.00	42.2%
80-60-001-43550	OFFICE SUPPLIES	210.40	781.71	2,155.37	2,902.96	6,000.00	35.9%
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	168.45	144.29	719.93	766.39	2,000.00	35.9%
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	136.00	570.10	1,714.01	2,447.74	5,500.00	31.1%
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	0.00	58.99	112.94	1,000.00	5.8%
80-60-001-43710	ADULT PROGRAM SUPPLIES	0.00	975.00	2,582.16	3,386.57	4,000.00	64.5%
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	361.72	292.54	6,104.82	5,041.25	7,000.00	87.2%
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	1,741.52	3,620.85	9,303.09	10,395.17	18,000.00	51.6%
80-60-001-45100	ADULT FICTION BOOKS	1,357.06	1,562.93	8,179.16	7,515.83	15,000.00	54.5%
80-60-001-45110	ADULT LARGE PRINT MATERIAL	0.00	121.01	421.29	366.85	500.00	84.2%
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	1,540.33	1,868.74	6,904.70	6,879.33	15,000.00	46.0%
80-60-001-45220	ADULT REFERENCE/E-REFER	0.00	0.00	8,291.00	6,797.40	23,000.00	36.0%
80-60-001-45400	JUVENILE NON-FICTION	1,632.23	0.00	6,312.51	6,657.98	7,000.00	90.1%
80-60-001-45410	PICTURE BOOKS, READERS	58.82	185.58	2,696.37	2,795.33	6,000.00	44.9%
80-60-001-45420	JUVENILE FICTION	532.18	163.85	2,400.99	3,538.33	8,500.00	28.2%
80-60-001-45430	JUVENILE AUDIO-VISUAL	236.92	67.96	670.52	1,640.22	3,750.00	17.8%
80-60-001-45440	JUVENILE E-REFERENCE	334.33	0.00	334.33	0.00	1,000.00	33.4%
80-60-001-45450	TEEN BOOKS	97.98	391.63	1,153.17	1,521.78	2,750.00	41.9%
80-60-001-45460	E-BOOKS	0.00	480.84	4,761.04	3,441.42	12,000.00	39.6%
80-60-001-45470	GRAPHIC NOVELS	0.00	38.11	108.62	183.90	500.00	21.7%
80-60-001-45500	PERIODICALS	218.40	269.00	4,764.46	4,670.61	7,000.00	68.0%
80-60-001-45510	VIDEO GAMES	0.00	84.96	1,374.94	1,233.78	3,500.00	39.2%
80-60-001-45600	PATRON & STAFF SOFTWARE	244.95	9.95	2,105.95	658.70	6,000.00	35.0%
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	0.00	46,053.00	24,000.00	0.0%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 6 PERIODS ENDING OCTOBER 31, 2014

6C
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FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	OCTOBER 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	586.41	247.64	2,179.25	1,102.12	2,000.00	108.9%
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	1,379.27	42.37	1,511.58	300.17	0.00	-100.0%
80-60-001-49000	LIBRARY FURNISHINGS	0.00	1,517.05	530.01	2,263.21	2,000.00	26.5%
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	1,522.76	680.20	4,742.75	5,045.20	12,000.00	39.5%
80-60-001-49350	COMPUTER EQUIPMENT	0.00	0.00	467.24	1,552.22	14,000.00	3.3%
80-60-001-49400	OTHER EQUIPMENT	0.00	7.95	148.50	7.95	2,000.00	7.4%
80-60-001-50000	CONTINGENCY	0.00	124.91	3,015.60	1,405.63	6,366.00	47.3%
TOTAL EXPENSES: LIBRARY SERVICES		67,603.76	66,887.41	423,935.42	443,958.07	919,866.00	46.0%
TOTAL EXPENSES: LIBRARY ADMINISTRATION		67,603.76	66,887.41	423,935.42	443,958.07	919,866.00	46.0%
TOTAL FUND EXPENSES		67,603.76	66,887.41	423,935.42	443,958.07	919,866.00	46.0%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 6 PERIODS ENDING OCTOBER 31, 2014

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

ACCOUNT NUMBER	DESCRIPTION	OCTOBER 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	1,749.33	0.00	0.0%

TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	0.00	0.00	1,749.33	0.00	0.0%
TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	0.00	0.00	1,749.33	0.00	0.0%
TOTAL FUND EXPENSES		67,603.76	66,887.41	423,935.42	445,707.40	919,866.00	46.0%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 6 PERIODS ENDING OCTOBER 31, 2014

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

ACCOUNT NUMBER	DESCRIPTION	OCTOBER 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		16,317.95	10,546.35	848,291.40	861,592.44	918,119.00	92.3%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 6 PERIODS ENDING OCTOBER 31, 2014

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

ACCOUNT NUMBER	DESCRIPTION	OCTOBER 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		67,603.76	66,887.41	423,935.42	445,707.40	953,019.00	44.4%

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-- VILLAGE OF LAKE BLUFF --
DETAILED REVENUE & EXPENSE REPORT
ACTUAL VS. PRIOR VS. BUDGET
FOR 6 PERIODS ENDING OCTOBER 31, 2014

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

ACCOUNT NUMBER	DESCRIPTION	OCTOBER 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		16,317.95	10,546.35	848,291.40	861,592.44	918,119.00	92.3%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 6 PERIODS ENDING OCTOBER 31, 2014

FUND: LIBRARY SPECIAL GRANT FUND
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	OCTOBER 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		67,603.76	66,887.41	423,935.42	445,707.40	953,019.00	44.4%

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-- VILLAGE OF LAKE BLUFF --
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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
11859	9AT&T AT & T				10/23/14		
	847-234254010	10/07/14	01	LCL PH SRVC:9/8-10/7/14		80-60-001-43230	348.95
						INVOICE TOTAL:	348.95 *
						CHECK TOTAL:	348.95
11860	9JENSEN LYNDY JENSEN				10/23/14		
	JEN101314	10/13/14	01	BUILDING & GROUNDS SUPPLIES		80-60-001-43660	17.18
			02	KEYS		80-60-001-41000	4.28
						INVOICE TOTAL:	21.46 *
						CHECK TOTAL:	21.46
11861	9OHARAMA MARTHA O'HARA				10/23/14		
	OHA102214	10/22/14	01	DUES-ALA		80-60-001-42440	67.00
			02	DUES-RUSA		80-60-001-42440	60.00
			03	DUES-LITA		80-60-001-42440	60.00
						INVOICE TOTAL:	187.00 *
						CHECK TOTAL:	187.00
11862	9USPOSTA UNITED STATES POSTAL SERVICE				10/23/14		
	USP101314	10/13/14	01	POST CARD STAMPS		80-60-001-43300	34.00
						INVOICE TOTAL:	34.00 *
						CHECK TOTAL:	34.00
11863	9VANTAGE VANTAGEPOINT TRANSFER AGENTS				10/23/14		
	101866479	10/20/14	01	'EE ICMA CONTRIBUTION:10/31/14		80-20-102-45000	1,050.00
						INVOICE TOTAL:	1,050.00 *
						CHECK TOTAL:	1,050.00
11864	9INGRAM INGRAM LIBRARY SERVICES				10/23/14		
	80947784	10/05/14	01	ADULT FICTION BOOKS		80-60-001-45100	10.79
						INVOICE TOTAL:	10.79 *
	80947785	10/05/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000	15.79
						INVOICE TOTAL:	15.79 *
	80954383	10/06/14	01	ADULT FICTION BOOKS		80-60-001-45100	24.29
						INVOICE TOTAL:	24.29 *

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-- VILLAGE OF LA BLUFF --
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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
11864	9INGRAM	INGRAM LIBRARY SERVICES			10/23/14		
	80954384	10/06/14	01	ADULT FICTION BOOKS		80-60-001-45100	31.64
						INVOICE TOTAL:	31.64 *
	80954385	10/06/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000	121.83
						INVOICE TOTAL:	121.83 *
	80954386	10/06/14	01	ADULT FICTION BOOKS		80-60-001-45100	45.18
						INVOICE TOTAL:	45.18 *
	80954387	10/06/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000	149.80
						INVOICE TOTAL:	149.80 *
	80954388	10/06/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000	14.69
						INVOICE TOTAL:	14.69 *
	80984174	10/07/14	01	PICTURE BKS, READRS, HOLIDAY BKS		80-60-001-45410	32.87
						INVOICE TOTAL:	32.87 *
	81012452	10/09/14	01	PICTURE BKS, READRS, HOLIDAY BKS		80-60-001-45410	16.92
						INVOICE TOTAL:	16.92 *
	81012453	10/09/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000	16.95
						INVOICE TOTAL:	16.95 *
	81012454	10/09/14	01	JUVENILE FICTION		80-60-001-45420	456.47
						INVOICE TOTAL:	456.47 *
	81012455	10/09/14	01	TEEN BOOKS		80-60-001-45450	62.68
						INVOICE TOTAL:	62.68 *
	81012456	10/09/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000	16.94
						INVOICE TOTAL:	16.94 *
	81012457	10/09/14	01	ADULT FICTION BOOKS		80-60-001-45100	35.07
						INVOICE TOTAL:	35.07 *
	81012458	10/09/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000	35.58
						INVOICE TOTAL:	35.58 *
	81012459	10/09/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000	30.84
						INVOICE TOTAL:	30.84 *
	81012460	10/09/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000	7.79
						INVOICE TOTAL:	7.79 *
	81034972	10/10/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000	15.82
						INVOICE TOTAL:	15.82 *

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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
11864	9INGRAM	INGRAM LIBRARY SERVICES			10/23/14		
	81034973	10/10/14	01	ADULT FICTION BOOKS		80-60-001-45100 INVOICE TOTAL:	15.26 15.26 *
	81034974	10/10/14	01	ADULT FICTION BOOKS		80-60-001-45100 INVOICE TOTAL:	49.08 49.08 *
	81034975	10/10/14	01	PICTURE BKS,READRS,HOLIDAY BKS		80-60-001-45410 INVOICE TOTAL:	9.03 9.03 *
	81034976	10/10/14	01	JUVENILE FICTION		80-60-001-45420 INVOICE TOTAL:	26.59 26.59 *
	81034977	10/10/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000 INVOICE TOTAL:	60.94 60.94 *
	81034978	10/10/14	01	ADULT FICTION BOOKS		80-60-001-45100 INVOICE TOTAL:	205.37 205.37 *
	81034979	10/10/14	01	ADULT FICTION BOOKS		80-60-001-45100 INVOICE TOTAL:	39.51 39.51 *
	81034980	10/10/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000 INVOICE TOTAL:	102.82 102.82 *
	81044086	10/10/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000 INVOICE TOTAL:	33.90 33.90 *
	81044087	10/10/14	01	JUVENILE FICTION		80-60-001-45420 INVOICE TOTAL:	39.52 39.52 *
	81086082	10/14/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000 INVOICE TOTAL:	10.17 10.17 *
	81086083	10/14/14	01	ADULT FICTION BOOKS		80-60-001-45100 INVOICE TOTAL:	21.44 21.44 *
	81116419	10/16/14	01	JUVENILE FICTION		80-60-001-45420 INVOICE TOTAL:	9.60 9.60 *
	81116420	10/16/14	01	ADULT FICTION BOOKS		80-60-001-45100 INVOICE TOTAL:	16.36 16.36 *
	81116421	10/16/14	01	ADULT FICTION BOOKS		80-60-001-45100 INVOICE TOTAL:	58.29 58.29 *
	81116422	10/16/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000 INVOICE TOTAL:	37.26 37.26 *

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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
11864	9INGRAM	INGRAM LIBRARY SERVICES		10/23/14		
	81116423	10/16/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	30.47
					INVOICE TOTAL:	30.47 *
	81116424	10/16/14	01 ADULT FICTION BOOKS		80-60-001-45100	11.30
					INVOICE TOTAL:	11.30 *
					CHECK TOTAL:	1,918.85
11865	9COMCAST	COMCAST CABLE		10/29/14		
	COM101214	10/12/14	01 INTERNET SRVC:10/19-11/18/14		80-60-001-43230	244.85
					INVOICE TOTAL:	244.85 *
					CHECK TOTAL:	244.85
11866	9JENSENL	LYNDY JENSEN		11/16/14		
	JEN110314	11/03/14	01 PATRON & STAFF SOFTWARE		80-60-001-45600	118.00
					INVOICE TOTAL:	118.00 *
	JEN110314-1	11/03/14	01 BUILDING MAINT		80-60-001-41000	38.04
					INVOICE TOTAL:	38.04 *
	JEN110314-2	11/03/14	01 BUILDING MAINT		80-60-001-41000	71.00
					INVOICE TOTAL:	71.00 *
					CHECK TOTAL:	227.04
11867	9ILA	ILLINOIS LIBRARY ASSOCIATION		11/06/14		
	1905060	10/21/14	01 DUES 11/1/14 -10/31/15 (CAROL)		80-60-001-42440	100.00
					INVOICE TOTAL:	100.00 *
					CHECK TOTAL:	100.00
11868	9FIRSTBA	FIRST BANKCARD		11/06/14		
	ERI102414	10/24/14	01 MISC		80-60-001-46000	25.00
			02 GATEWAY ACCT FEE		80-60-001-46000	6.33
			03 WEBSITE FOR ILL		80-60-001-45600	9.95
			04 MISC		80-60-001-46000	20.00
			05 MISC		80-60-001-46000	336.08
			06 BUILDING MAINT		80-60-001-41000	10.00
			07 PRINTING/E-NEWSLETTER		80-60-001-43400	0.80
			08 EXPENSES FRM RESTRICTED DONAT		80-60-001-48001	945.00

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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
11868	9FIRSTBA	FIRST BANKCARD			11/06/14		
	ERI102414	10/24/14	09	PATRON & STAFF SOFTWARE		80-60-001-45600	117.00
						INVOICE TOTAL:	1,470.16 *
						CHECK TOTAL:	1,470.16
11869	9FIRSTBA	FIRST BANKCARD			11/06/14		
	MCO10242014	10/24/14	01	EXPENSES FRM RESTRICTED DONAT		80-60-001-48001	403.88
						INVOICE TOTAL:	403.88 *
						CHECK TOTAL:	403.88
11870	9FIRSTBA	FIRST BANKCARD			11/06/14		
	CAR102414	10/24/14	01	KITTY LITTER		80-60-001-43660	6.98
						INVOICE TOTAL:	6.98 *
						CHECK TOTAL:	6.98
11871	9FIRSTBA	FIRST BANKCARD			11/06/14		
	ELI10242014	10/24/14	01	JUVENILE PROGRAM SUPPLIES		80-60-001-43720	180.50
						INVOICE TOTAL:	180.50 *
						CHECK TOTAL:	180.50
11872	9FIRSTBA	FIRST BANKCARD			11/06/14		
	DON10242014	10/24/14	01	JUVENILE PROGRAM SUPPLIES		80-60-001-43720	103.37
			02	JUVENILE AUDIO VISUAL MATERIAL		80-60-001-45430	236.92
			03	1 YR MEMBERSHIP AMAZON PRIME		80-60-001-46000	99.00
						INVOICE TOTAL:	439.29 *
						CHECK TOTAL:	439.29
11873	9CHISUN	CHICAGO SUN-TIMES			11/06/14		
	SUN102314	10/23/14	01	SUN-TIMES: 12/7/14-12/6/15		80-60-001-45500	218.40
						INVOICE TOTAL:	218.40 *
						CHECK TOTAL:	218.40
						TOTAL AMOUNT PAID:	6,851.36

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11874	9ALAREGI	ALA REGISTRATION						
	ALA103014		10/30/14	01	ALA MID WINTER CONF:ELIZA	80-60-001-42400	85.00	
						INVOICE TOTAL:	85.00 *	
						CHECK TOTAL:	85.00	
11875	9AMAZONA	VOIDED---LEADER CHECK						
	093954757128		09/24/14	01	ADULT NON-FICTION	80-60-001-45000	34.34	
						INVOICE TOTAL:	34.34 *	
	093957138212		09/23/14	01	ADULT NON-FICTION	80-60-001-45000	14.99	
						INVOICE TOTAL:	14.99 *	
	098761093224		09/25/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-1.89	
						INVOICE TOTAL:	-1.89 *	
	098761148112		09/14/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	16.98	
						INVOICE TOTAL:	16.98 *	
	098761720021		09/26/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-1.24	
						INVOICE TOTAL:	-1.24 *	
	098763090242		09/24/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-4.97	
						INVOICE TOTAL:	-4.97 *	
	098766744598		09/24/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-1.91	
						INVOICE TOTAL:	-1.91 *	
	098767541329		09/22/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	220.37	
						INVOICE TOTAL:	220.37 *	
	098768513695		09/20/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	34.96	
						INVOICE TOTAL:	34.96 *	

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
11875	9AMAZONA	VOIDED---LEADER CHECK						
	116014650616		09/10/14	01	ADULT NON-FICTION	80-60-001-45000	17.71	
						INVOICE TOTAL:	17.71 *	
	116017403376		09/10/14	01	ADULT NON-FICTION	80-60-001-45000	17.13	
						INVOICE TOTAL:	17.13 *	
	144720357677		09/23/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.96	
						INVOICE TOTAL:	14.96 *	
	144720574141		10/04/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-2.03	
						INVOICE TOTAL:	-2.03 *	
	144720728995		10/02/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-2.00	
						INVOICE TOTAL:	-2.00 *	
	144723213900		09/29/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	221.12	
						INVOICE TOTAL:	221.12 *	
	144726805392		10/03/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-0.49	
						INVOICE TOTAL:	-0.49 *	
	144727652025		10/07/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-1.89	
						INVOICE TOTAL:	-1.89 *	
	144727928117		10/02/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-3.00	
						INVOICE TOTAL:	-3.00 *	
	144729544802		10/05/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-0.89	
						INVOICE TOTAL:	-0.89 *	
11876	9AMAZONA	VOIDED---LEADER CHECK						
	146541204674		09/29/14	01	ADULT NON-FICTION	80-60-001-45000	21.77	
						INVOICE TOTAL:	21.77 *	

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
11876	9AMAZONA	VOIDED---LEADER CHECK						
	146547469021		09/23/14	01	ADULT NON-FICTION	80-60-001-45000	16.73	
						INVOICE TOTAL:	16.73 *	
	148066138988		10/07/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	22.46	
						INVOICE TOTAL:	22.46 *	
	148066421361		10/07/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	95.72	
						INVOICE TOTAL:	95.72 *	
	150212512804		10/07/14	01	EXPENSES FR RESTRICTED DONAT	80-60-001-48001	19.05	
						INVOICE TOTAL:	19.05 *	
	173082076516		09/30/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	20.49	
						INVOICE TOTAL:	20.49 *	
	173084440103		10/06/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	103.72	
						INVOICE TOTAL:	103.72 *	
	173085003389		10/09/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-1.89	
						INVOICE TOTAL:	-1.89 *	
	173085678568		10/09/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-1.89	
						INVOICE TOTAL:	-1.89 *	
	173085940330		10/09/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-0.01	
						INVOICE TOTAL:	-0.01 *	
	173086264860		10/04/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	66.86	
						INVOICE TOTAL:	66.86 *	
	173088426036		10/09/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-2.00	
						INVOICE TOTAL:	-2.00 *	
	180421994177		09/25/14	01	CREDIT-ADULT NON-FICTION	80-60-001-45000	-0.26	
						INVOICE TOTAL:	-0.26 *	

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11876	9AMAZONA	VOIDED---LEADER CHECK						
		180422429152	10/05/14	01	ADULT NON-FICTION	80-60-001-45000	16.28	
					INVOICE TOTAL:		16.28 *	
		180422883732	09/25/14	01	CREDIT-ADULT NON-FICTION	80-60-001-45000	-14.63	
					INVOICE TOTAL:		-14.63 *	
		180422904314	09/22/14	01	ADULT NON-FICTION	80-60-001-45000	12.96	
					INVOICE TOTAL:		12.96 *	
		183601365798	09/26/14	01	ADULT FICTION	80-60-001-45100	28.57	
					INVOICE TOTAL:		28.57 *	
		192190073343	09/21/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	24.99	
					INVOICE TOTAL:		24.99 *	
		192191640156	09/11/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-4.97	
					INVOICE TOTAL:		-4.97 *	
11877	9AMAZONA	AMAZON						
		192192811076	09/17/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-4.00	
					INVOICE TOTAL:		-4.00 *	
		192195859009	09/15/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	26.99	
					INVOICE TOTAL:		26.99 *	
		192198635368	09/11/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-2.69	
					INVOICE TOTAL:		-2.69 *	
		192199476028	09/14/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-1.89	
					INVOICE TOTAL:		-1.89 *	
		192199667637	09/12/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-14.00	
					INVOICE TOTAL:		-14.00 *	

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11877	9AMAZONA	AMAZON					
	24044468416		09/14/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	24.99
						INVOICE TOTAL:	24.99 *
	275226133552		09/10/14	01	ADULT FICTION	80-60-001-45100	11.15
						INVOICE TOTAL:	11.15 *
	279126418730		10/09/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	17.99
						INVOICE TOTAL:	17.99 *
	293044346406		09/18/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-0.21
						INVOICE TOTAL:	-0.21 *
	293046494790		09/15/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	18.88
						INVOICE TOTAL:	18.88 *
	295586536696		09/27/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.99
						INVOICE TOTAL:	19.99 *
	302102161674		09/17/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-1.89
						INVOICE TOTAL:	-1.89 *
	302102383081		09/15/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	22.46
						INVOICE TOTAL:	22.46 *
	302102716546		09/15/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	42.96
						INVOICE TOTAL:	42.96 *
	302103522837		09/18/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-1.25
						INVOICE TOTAL:	-1.25 *
	302106251352		09/19/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-0.18
						INVOICE TOTAL:	-0.18 *
	302106634922		09/15/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	56.97
						INVOICE TOTAL:	56.97 *

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-- VILLAGE OF LAKE GENESEE --
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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11877	9AMAZONA	AMAZON					
	302109554532		09/15/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	243.71
						INVOICE TOTAL:	243.71 *
						CHECK TOTAL:	1,456.18
11878	9BREEZY	BREEZY HILL NURSERY					
	I-182360		10/21/14	01	LANDSCAPING PROJECT	80-60-001-49120	1,522.76
						INVOICE TOTAL:	1,522.76 *
						CHECK TOTAL:	1,522.76
11879	9CRYSMAN	CRYSTAL MANAGEMENT &					
	22353		09/15/14	01	CLEANING SRVC'S:OCT 2014	80-60-001-41000	645.00
						INVOICE TOTAL:	645.00 *
						CHECK TOTAL:	645.00
11880	9DEMCO	DEMCO, INC					
	5438567		10/22/14	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	108.37
						INVOICE TOTAL:	108.37 *
						CHECK TOTAL:	108.37
11881	9GOODMAN	GOODMAN ELECTRIC SUPPLY					
	0606094-00		10/28/14	01	BUILDING MAINT	80-60-001-41000	120.30
						INVOICE TOTAL:	120.30 *
	0607647-00		10/29/14	01	BUILDING MAINT	80-60-001-41000	104.00
						INVOICE TOTAL:	104.00 *
						CHECK TOTAL:	224.30

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
11882	9ILA	ILLINOIS LIBRARY ASSOCIATION						
	ILL102514		10/25/14	01	2015 DUES	80-60-001-42440	140.00	
						INVOICE TOTAL:	140.00 *	
						CHECK TOTAL:	140.00	
11883	9IMAGESY	IMAGE SYSTEMS & BUSINESS						
	11015B14		10/16/14	01	PHOTPCOPIER TONER	80-60-001-41303	352.00	
						INVOICE TOTAL:	352.00 *	
						CHECK TOTAL:	352.00	
11884	9INGRAM	VOIDED---LEADER CHECK						
	81168219		10/20/14	01	ADULT FICTION BOOKS	80-60-001-45100	-30.50	
						INVOICE TOTAL:	-30.50 *	
	811698219		10/20/14	01	TEEN BOOKS	80-60-001-45450	-5.99	
						INVOICE TOTAL:	-5.99 *	
	81196510		10/22/14	01	ADULT FICTION BOOKS	80-60-001-45100	14.69	
						INVOICE TOTAL:	14.69 *	
	81196511		10/22/14	01	ADULT FICTION BOOKS	80-60-001-45100	10.17	
						INVOICE TOTAL:	10.17 *	
	81196512		10/22/14	01	ADULT FICTION BOOKS	80-60-001-45100	79.00	
						INVOICE TOTAL:	79.00 *	
	81196513		10/22/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	507.91	
						INVOICE TOTAL:	507.91 *	
	81196514		10/22/14	01	TEEN BOOKS	80-60-001-45450	20.89	
						INVOICE TOTAL:	20.89 *	

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11884	9INGRAM	VOIDED---LEADER CHECK						
	81196515		10/22/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	36.71	
						INVOICE TOTAL:	36.71 *	
	81196516		10/22/14	01	ADULT FICTION BOOKS	80-60-001-45100	85.41	
						INVOICE TOTAL:	85.41 *	
	81196517		10/22/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	15.26	
						INVOICE TOTAL:	15.26 *	
	81196518		10/22/14	01	ADULT NON-FICTION	80-60-001-45000	81.17	
						INVOICE TOTAL:	81.17 *	
	81196519		10/22/14	01	ADULT FICTION BOOKS	80-60-001-45100	97.38	
						INVOICE TOTAL:	97.38 *	
	81215196		10/23/14	01	ADULT FICTION BOOKS	80-60-001-45100	56.97	
						INVOICE TOTAL:	56.97 *	
	81252314		10/26/14	01	ADULT FICTION BOOKS	80-60-001-45100	37.75	
						INVOICE TOTAL:	37.75 *	
	813113721		10/30/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	14.12	
						INVOICE TOTAL:	14.12 *	
	81313712		10/30/14	01	ADULT FICTION BOOKS	80-60-001-45100	20.31	
						INVOICE TOTAL:	20.31 *	
	81313713		10/30/14	01	ADULT FICTION BOOKS	80-60-001-45100	14.66	
						INVOICE TOTAL:	14.66 *	
	81313714		10/30/14	01	ADULT FICTION BOOKS	80-60-001-45100	14.69	
						INVOICE TOTAL:	14.69 *	
	81313715		10/30/14	01	ADULT FICTION BOOKS	80-60-001-45100	41.81	
						INVOICE TOTAL:	41.81 *	

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
11885	9INGRAM	INGRAM LIBRARY SERVICES						
	81313716		10/30/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	35.03	
						INVOICE TOTAL:	35.03 *	
	81313717		10/30/14	01	TEEN BOOKS	80-60-001-45450	20.89	
						INVOICE TOTAL:	20.89 *	
	81313718		10/30/14	01	TEEN BOOKS	80-60-001-45450	10.73	
						INVOICE TOTAL:	10.73 *	
	81313719		10/30/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	146.36	
						INVOICE TOTAL:	146.36 *	
	81313720		10/30/14	01	ADULT FICTION BOOKS	80-60-001-45100	124.73	
						INVOICE TOTAL:	124.73 *	
	81313722		10/30/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	62.69	
						INVOICE TOTAL:	62.69 *	
	81313723		10/30/14	01	ADULT FICTION BOOKS	80-60-001-45100	40.07	
						INVOICE TOTAL:	40.07 *	
	81313724		10/30/14	01	ADULT FICTION BOOKS	80-60-001-45100	9.59	
						INVOICE TOTAL:	9.59 *	
	81331321		10/31/14	01	ADULT FICTION BOOKS	80-60-001-45100	16.95	
						INVOICE TOTAL:	16.95 *	
	81331322		10/31/14	01	ADULT FICTION BOOKS	80-60-001-45100	37.30	
						INVOICE TOTAL:	37.30 *	
	81331323		10/31/14	01	ADULT FICTION BOOKS	80-60-001-45100	46.90	
						INVOICE TOTAL:	46.90 *	
	81331324		10/31/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	12.97	
						INVOICE TOTAL:	12.97 *	

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
11885	9INGRAM	INGRAM LIBRARY SERVICES						
	81331325		10/31/14	01	TEEN BOOKS	80-60-001-45450	12.99	
						INVOICE TOTAL:	12.99 *	
	81331326		10/31/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	64.38	
						INVOICE TOTAL:	64.38 *	
	81331327		10/31/14	01	ADULT FICTION BOOKS	80-60-001-45100	35.88	
						INVOICE TOTAL:	35.88 *	
	81331328		10/31/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	11.27	
						INVOICE TOTAL:	11.27 *	
	81331329		10/31/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	15.79	
						INVOICE TOTAL:	15.79 *	
						CHECK TOTAL:	1,816.93	
11886	9INNEXPR	INNOVATION EXPERTS						
	LSS376		10/21/14	01	LACONI SALARY SURVEY	80-60-001-41304	55.00	
						INVOICE TOTAL:	55.00 *	
						CHECK TOTAL:	55.00	
11887	9IRELAND	IRELAND HEATING & AIRCONDITION						
	63302		10/18/14	01	SERVICE CALL	80-60-001-41000	120.00	
						INVOICE TOTAL:	120.00 *	
	63430		10/27/14	01	SLIPPING BELT ON FURNACE	80-60-001-41000	120.00	
						INVOICE TOTAL:	120.00 *	
						CHECK TOTAL:	240.00	
11888	9LACONI	LACONI, INC						

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11888	9LACONI	LACONI, INC					
	LAC102114		10/21/14	01	2015 ANN'L MEMBERSHIP DUES	80-60-001-42440	100.00
						INVOICE TOTAL:	100.00 *
						CHECK TOTAL:	100.00
11889	9MIDTAPE	MIDWEST TAPE					
	92269409		10/20/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	47.64
						INVOICE TOTAL:	47.64 *
	92288037		10/25/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	69.99
						INVOICE TOTAL:	69.99 *
	92306996		10/31/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	119.97
						INVOICE TOTAL:	119.97 *
	92306998		10/31/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	42.34
						INVOICE TOTAL:	42.34 *
						CHECK TOTAL:	279.94
11890	9NCCPETE	NCC-PETERSON PRODUCTS					
	65423		11/04/14	01	JANITORIAL SUPPLIES	80-60-001-43660	144.29
						INVOICE TOTAL:	144.29 *
						CHECK TOTAL:	144.29
11891	9PERESTI	PEREGRINE, STIME, NEWMAN,					
	55769		10/10/14	01	LEGAL SRVC:JULY-SEPT 2014	80-60-001-41350	526.50
						INVOICE TOTAL:	526.50 *
						CHECK TOTAL:	526.50

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11892	9RAINBOW	RAINBOW BOOK COMPANY					
	0110945		10/09/14	01	JUVENILE NON-FICTION	80-60-001-45400	1,608.02
					INVOICE TOTAL:		1,608.02 *
					CHECK TOTAL:		1,608.02
11893	9REYESIS	ISAURO REYES					
	REY110314		11/03/14	01	GROUNDS MAINT:OCT 2014	80-60-001-41050	350.00
					INVOICE TOTAL:		350.00 *
					CHECK TOTAL:		350.00
11894	9ROYALPU	ROYAL PUBLISHING					
	7715145		10/15/14	01	MISC EXPENSES	80-60-001-46000	100.00
					INVOICE TOTAL:		100.00 *
					CHECK TOTAL:		100.00
11895	9SHREDIT	SHRED-IT USA-CHICAGO					
	9404349941		10/21/14	01	PAPER SHREDDING 10/20/14	80-60-001-41303	51.07
					INVOICE TOTAL:		51.07 *
					CHECK TOTAL:		51.07
11896	9TECHSYS	TECH SYSTEMS, INC					
	301807		10/15/14	01	BUILDING MAINT	80-60-001-41000	110.00
					INVOICE TOTAL:		110.00 *
					CHECK TOTAL:		110.00
11897	9TEEJAY	TEE JAY SERVICE COMPANY, INC					

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
11897	9TEEJAY	TEE JAY SERVICE COMPANY, INC						
	123303		10/29/14	01	REP'R HANDICAP ENTRANCE DOOR	80-60-001-41000	206.00	
						INVOICE TOTAL:	206.00 *	
						CHECK TOTAL:	206.00	
11898	9TUMBLEP	TUMBLEWEED PRESS, INC						
	61376		10/17/14	01	JUVENILE REFERENCE/E-REFERENCE	80-60-001-45440	334.33	
						INVOICE TOTAL:	334.33 *	
						CHECK TOTAL:	334.33	
11899	9USPOSTA	UNITED STATES POSTAL SERVICE						
	USP102714		10/27/14	01	POSTAGE PERMIT #98	80-60-001-43300	750.00	
						INVOICE TOTAL:	750.00 *	
						CHECK TOTAL:	750.00	
11900	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS						
	101876378		11/08/14	01	'EE ICMA CONTRIBUTION:11/14/14	80-20-102-45000	1,050.00	
						INVOICE TOTAL:	1,050.00 *	
						CHECK TOTAL:	1,050.00	
11901	9WAREHOU	WAREHOUSE DIRECT						
	2464634-0		10/07/14	01	DOUBLE SIDED TAPE	80-60-001-43670	18.76	
						INVOICE TOTAL:	18.76 *	
						CHECK TOTAL:	18.76	
11902	9WINSTEL	WINSTON ELECTRIC, INC.						

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11902	9WINSTEL	WINSTON ELECTRIC, INC.					
	4017-1		10/10/14	01	BUILDING MAINTENANCE	80-60-001-41000	250.00
						INVOICE TOTAL:	250.00 *
						CHECK TOTAL:	250.00
11903	9YOURPRO	YOUR PROGRAM PARTNER					
	31707		10/27/14	01	PRINTING/E-NEWSLETTER	80-60-001-43400	35.00
						INVOICE TOTAL:	35.00 *
						CHECK TOTAL:	35.00
						TOTAL AMOUNT PAID:	12,559.45

Committee Reports

The following committees met over the last month. A rough draft of the meeting minutes, or, if unavailable, a copy of the agenda, are attached.

- Technology Committee
 - Friday, October 17, 2014
- Finance Committee
 - Monday, October 20, 2014
- Finance Committee
 - Thursday, October 30, 2014
- Human Resources Committee
 - Wednesday, November 5, 2014
- Building and Grounds Committee
 - Wednesday, November 12, 2014

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES
Technology Committee Meeting
Friday, October 17, 2014

1) Call to Order; Roll Call: The meeting was called to order at 3:58 p.m. by Tim Kregor.

Present: Tim Kregor and Romain Wojda.

Absent: None.

Library Staff Present: Eric Bailey.

Members of the Public: None.

2) Discussion of Local Area Network (LAN) Maintenance Bids

a) Resolved: To recommend that the Board of the Library Trustees accept the LAN Maintenance bid from Computer View Inc. for \$11,700 per year, for two years, to be billed quarterly.

3) Any other business:

a) Only two issues remain to be resolved before Sierra implementation can be closed.

b) Work on a Request for Proposal for a new phone system and new phones will begin.

4) Adjournment: Wojda moved and Kregor seconded a motion to adjourn the meeting at 4:35pm.

AYES: all

NAYES: none

ABSENT: none

Respectfully submitted,

Eric S. Bailey, Library Director

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES

Finance Committee Meeting

Monday, October 20, 2014

1) Call to Order; Roll Call:

The meeting was called to order at 4:10 pm by Committee Head Scot Butler

Present: Tim Kegor and Scot Butler

Library Staff Present: Library Director Eric Bailey and Martha O'Hara

Members of the Public: None

2) Discussion

- a) Library Director discussed the hiring of a Full Time Cataloguer and pointed out that this hiring would increase the Salary and Expense budget for the year but that the overage could be covered by underages in other budget categories
- b) Committee unanimously agreed to the Director's proposal

3) Any other business

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

4) Adjournment

- a) Butler moved and Bailey seconded that the meeting be adjourned at 4:25 pm. The motion was approved unanimously

Respectfully submitted

Scot Butler

Lake Bluff Library Board of Trustees Finance Committee Meeting

October 30, 2014 6:30 p.m.

Lake Bluff Public Library

123 E Scranton Ave

Lake Bluff IL 60044

Present: Scot Butler (Chair) , Tim Kregor, Kathy Meierhoff, Eric Bailey, Director

Members of the public: Susan Griffin, and Marlene Scheibl – Finance Director and staff member of Village of Lake Bluff

Call to order: 6:36 p.m.

1. The annual audit report prepared by Sikich was discussed. The Village has a policy to replace its auditor every 5 years, however, due to a particular federal audit coming up, the Village decided to keep Sikich but assign a new audit manager. Village will work with Sikich another 5 years. Primary reasons are: satisfaction, desirable pricing and lack of competition.
The audit finding was “unmodified opinion” which is the most favorable rating.
2. The annual levy information was shared by Ms Griffin including a letter dated October 17, 2014 (see attached). The 2014 CPI is 1.5% down from 2013 1.7%. The current estimated levy is 2.54% The Finance Committee agreed that this information will be shared with the Library Trustees at the regular November meeting.
3. No other business was discussed
4. Scot Butler motioned and Tim Kregor seconded to adjourn the meeting at 7:44 p.m. All in favor.

Respectfully submitted

Kathy Meierhoff

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

NOTICE OF Human Resources Committee Meeting

The Human Resources Committee of the Lake Bluff Public Library Board of Library Trustees will meet at the Lake Bluff Public Library on November 5th, 2014 for the purposes outlined below:

**Lake Bluff Public Library Board of Trustees Human Resources
Committee Meeting
November 5th, 2014 at 7:00pm
At the Lake Bluff Public Library
123 E. Scranton Avenue
Lake Bluff, Illinois 60044**

AGENDA

- I. Call to order (7:00pm)**
- II. Roll Call**
- III. Evaluation Process for Library Director (30 minutes)(7:30pm)**
- IV. Evaluation Process for Library Staff (30 minutes)(8:00pm)**
- V. Any and all other business that may properly come before this committee (5 minutes)(8:05pm)**
- VI. Dismissal (8:05pm)**

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 November 5th, 2014 meeting and have special requirements as outlined in the Americans with Disabilities Act, please notify the Library Director, Eric Bailey, by noon on November 5th, 2014.

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

NOTICE OF Building and Grounds Committee Meeting

The Building and Grounds Committee of the Lake Bluff Public Library Board of Library Trustees will meet at the Lake Bluff Public Library on November 12th, 2014 at 1:00pm for the purposes outlined below:

**Lake Bluff Public Library Board of Trustees Building and Grounds
Committee Meeting
November 12th, 2014 at 1:00pm
At the Lake Bluff Public Library
123 E. Scranton Avenue
Lake Bluff, Illinois 60044**

AGENDA

- I. Call to order (1:00pm)**
- II. Roll Call**
- III. Discussion with Space Usage Analyst (possible action) (180 minutes) (4:00pm)**
- IV. Any and all other business that may properly come before this committee**
- V. Dismissal (4:00pm)**

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 November 12th, 2014 meeting and have special requirements as outlined in the Americans with Disabilities Act, please notify the Library Director, Eric Bailey, by noon on November 12th, 2014.

New Business

Formation of Special Committee for Review of Bylaws

The existing bylaws for the Board of Library Trustees are over 5 years old and in need of review. It is important that the bylaws be kept up to date and that the Board be familiar with, and committed to, the approved bylaws.

RECOMMENDATION: A minimum of 2 trustees should be appointed to a special committee to work with the Library Director on reviewing the existing bylaws and making recommendations regarding policy and practice. The Board President has the authority to appoint Board members to a Special Committee for a specific purpose. Volunteers are needed.

Acceptance of Auditor's Report for Fiscal Year 2013-2014

The Finance Committee of the Lake Bluff Public Library met on October 27, 2014 with Village of Lake Bluff employees Marlene Scheibl and Susan Griffin to discuss the final audit report. The auditors gave the library a clean bill of health, issuing no statements suggesting any changes in current money handling or financial procedure. The Finance Committee discussed the audit report at length with Ms. Scheibl and Ms. Griffin, who were able to answer all questions that arose.

RECOMMENDATION: I recommend that the Fiscal Year 2013-2014 Auditor's Report be formally accepted by the Library Board. As it deals with money, an individual voice vote is needed.

Old Business

Approval of Levy for Fiscal Year 2015-2016

The Lake Bluff Public Library is responsible for setting its own levy, and as Lake Bluff is a Home Rule community under Illinois State Law is not required to stay below the Property Tax Extension Limit Law (PTELL) number set each year by the State. The Village needs an approved levy number by December 5, 2014 to submit to the county. While not obligated to follow the PTELL, the Library and Village have both typically done so. The PTELL number for Fiscal Year 2015-2016 is 2.54%. The current rough draft of the 2015-2016 Fiscal Year budget is included to show projected expenses and revenues; it will be ready for initial discussion by the Board at the December 2014 meeting.

RECOMMENDATION: After discussion with Ms. Griffin and Ms. Scheibl regarding the 2015-2016 levy, it is the recommendation of the Finance Committee that the 2.54% PTELL rate be used. An individual voice vote to approve a levy of \$873,917 for Fiscal Year 2015-2016 is needed.

Committee Minutes Template

Per the request of the Board, I have developed a template to be used for committee meeting minutes. The template is intended to make the minutes submitted more consistent, and most importantly to allow any trustee to easily and efficiently record and submit meeting minutes as necessary.

RECOMMENDATION: Attached is a print copy; the actual copy is a Word Document that relies on drop down menus and information boxes. I will make the Word Doc available to all trustees and am open to any suggestions for tweaking the document.

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

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									
603-10000 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	31,033	-11.1%	(3,867)	-11.1%	(3,867)
LIBRARY FUND REVENUE	834,759	987,513	919,866	918,685	937,250	1.9%	17,384	2.0%	18,565

FUND BALANCE:

	328,617	415,368	517,471	517,471	529,751
May 1					
April 30	415,368	517,471	517,471	529,751	529,751

**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 BUDGET FY 15-16	% CHANGE EST ACTUAL FY 15-16	\$ CHANGE BUDGE FY 15-16
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	260,000	12.6%	29,000	11.0%	25,716
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	646,250	11.9%	68,750	5.2%	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	9,332	8,000	0.0%	0	-14.3%	(1,332)
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
43670 Technical Services Supplies	4,390	4,276	5,500	3,428	5,000	-9.1%	(500)	45.9%	1,572
43700 Hospitality Program Supplies	1,024	843	1,000	118	1,000	0.0%	0	748.9%	882
43710 Adult Program Supplies	3,888	4,329	4,000	4,000	4,000	0.0%	0	0.0%	0
43720 Juvenile Program Supplies	5,602	6,800	7,000	7,000	7,000	0.0%	0	0.0%	0
45000 Adult Nonfiction	18,083	17,544	18,000	18,000	16,000	-11.1%	(2,000)	-11.1%	(2,000)
45100 Adult Fiction	15,350	13,992	15,000	15,000	15,000	0.0%	0	0.0%	0
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	23,000	0.0%	0	0.0%	0
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	6,000	0.0%	0	0.0%	0
45420 Juvenile Fiction	7,327	6,179	8,500	8,500	8,500	0.0%	0	0.0%	0
45430 Juvenile Audio-Visual	3,219	3,512	3,750	3,750	3,750	0.0%	0	0.0%	0
45440 Juvenile eReference	0	0	1,000	1,000	1,000	0.0%	0	0.0%	0
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	2,000	0.0%	0	-54.1%	(2,359)
TOTAL CONTRACT/COMMOD.	224,700	271,813	306,000	274,631	269,000	-12.1%	(37,000)	-2.1%	(5,631)
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)
49350 Computer Equipment	14,813	38,444	14,000	4,054	10,000	-28.6%	(4,000)	146.7%	5,946
49400 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	906,404	937,250	1.9%	17,384	3.4%	30,846

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

CODE/LINE ITEM	BUDGET FY 13/14	ACTUAL FY 13/14	BUDGET FY 14/15	Estimated Actual FY 14/15	BUDGET FY 15/16	% CHANGE BUDGET TO BUDGET FY 14--15	\$ CHANGE BUDGET TO BUDGET FY 14--15	% CHANGE ACTUAL TO BUDGE FY 14--15	\$ CHANGE 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

**LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES**

Choose Committee Committee Meeting

CHOOSE A DAY, CHOOSE A MONTH CHOOSE A DATE, CHOOSE A YEAR

1) **Call to Order; Roll Call:** The meeting was called to order at **ENTER TIME PM or AM** by **CHOOSE A TRUSTEE**. The committee met in the **CHOOSE A LOCATION** of the Lake Bluff Public Library building.

Present: **ENTER TRUSTEES**

Absent: **ENTER TRUSTEES**

Library Staff Present: **ENTER STAFF PRESENT**

Members of the Public: **ENTER PUBLIC PRESENT**

2) **FIRST ITEM OF BUSINESS**

a) **RESOLVED:** **DESCRIPTION OF ACTION OR MOTION – INCLUDING VOTE IF NECESSARY**

3) **Any other business:**

a) **INCLUDE AS NECESSARY**

4) **Adjournment:** **CHOOSE A TRUSTEE** moved and **CHOOSE A TRUSTEE** seconded a motion to adjourn the meeting at **ENTER TIME PM or AM**.

AYES: **ENTER TRUSTEES**

NAYES: **ENTER TRUSTEES**

ABSENT: **ENTER TRUSTEES**

Respectfully submitted,

PERSON SUBMITTING MINUTES

Library Director's Report – November, 2014

New Head Cataloger

Ross Shanley-Roberts has been hired to fill the vacant Head Cataloger position. He began work on November 10. Having worked previously with Innovative Interfaces software, Ross has experience and specialized training that are already proving a great asset to the library. We are both happy and fortunate to have him here.

Calendar Features – Sierra Update

The calendar features within Encore and Sierra that had not yet been implemented are now in place. Easy registration for programs through the catalog, browsing of programs from your patron account, and the ability to request an automated notification are now all in place.

Renewal Feature – Sierra Update

The Lake Bluff Public Library has offered text message notification for 4-5 years. This feature has been enhanced with text message renewal. When a patron receives notice that an item is about to be overdue, they can ask to renew the item using the text message itself.

American Library Association (ALA) Midwinter Conference

This year's midwinter conference will be held in Chicago, providing library staff with a great opportunity for continuing education and meeting vendors. Martha O'Hara, Amy vanGoethem, Kira Surprise, and Eliza Jarvi have all expressed interest in attending at least a portion of the conference.

Friends of the Library

The Friends of the Library are contributing money to purchase 2 kindles, 2 nooks, 2 iPads, and a laptop for staff and patron use. Martha O'Hara selected the specific devices based off of a list of training goals and potential programs she developed. Thanks to both the Friends of the Library and Martha.

PNC Parking Lot Update

The Village is close to a deal with PNC Bank to allow for public parking in the unused lot across Canton Avenue from the library. The lot would be available to downtown merchants and the public. The Village Administrator, Drew Irvin, is working to finalize the deal.

Monthly Statistics Summary

October 2014

Library Usage Summary

Total October Circulation

FY	Total	Avg. Circ/Hour	% Change
14-15	8278	32.98	-4.59%
13-14	8676	34.57	-1.02%
12-13	8765	34.92	6.54%

Total October Visits

FY	Total Visits	Avg. Visits/Hour	% Change
14-15	6049	24.10	-2.44%
13-14	6200	24.70	-10.09%
12-13	6896	27.47	8.27%

Total October Programs

FY	# of Programs	% Change	Attendance	% Change
14-15	25	-24.24%	266	-12.79%
13-14	33	-5.71%	305	26.56%
12-13	35	20.69%	241	-16.03%

Online Access

Total October eMaterial Circulation

FY	eBook/ eAudio	eVideo	eMusic	eMagazines	% Change
14-15	560	5	192	47	14.04%
13-14	437	N/A	229	39	35.84%
12-13	295	N/A	224	N/A	36.22%

Total October Website Usage

FY	Page Loads	% Change	Unique Visitors	% Change
14-15	9704	-0.07%	5966	0.64%
13-14	9711	10.68%	5928	5.07%
12-13	8774	0.54%	5642	0.71%

Total October Database Usage

FY	Research*	Novelist	Tumble Books	% Change
14-15	118	303	4	18.06%
13-14	65	290	5	105.71%
12-13	166	N/A	9	-20.09%

Other Services

Total October Other Services

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
14-15	2	151	28	2
13-14	2	156	36	N/A
12-13	2	152	35	N/A

Total Circulation Fiscal Year to Date

FY	Total	Avg. Circ/Hour	% Change
14-15	55689	40.47	-7.59%
13-14	60261	43.69	0.86%
12-13	59745	43.10	21.03%

Total User Visits Fiscal Year to Date

FY	Total Visits	Avg. Visits/Hour	% Change
14-15	38036	27.58	-15.64%
13-14	45087.5	32.86	-3.05%
12-13	46507	33.55	21.16%

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
14-15	172	-26.50%	4463	-4.39%
13-14	234	24.47%	4668	-0.47%
12-13	188	16.05%	4690	5.58%

Total eMaterial Circulation Year to Date

FY	eBook/e Audio	eVideo	eMusic	eMagazines	% Change
14-15	3180	21	950	323	10.91%
13-14	2550	N/A	1259	225	29.75%
12-13	1717	N/A	1392	N/A	38.55%

Total Website Usage Fiscal Year to Date

FY	Page Loads	% Change	Unique Visitors	% Change
14-15	52465	-17.01%	31608	-13.21%
13-14	63222	15.32%	36421	-1.94%
12-13	54824	14.95%	37140	18.17%

Total Database Usage Fiscal Year to Date

FY	Research*	Novelist	Tumble Books	% Change
14-15	1608	897	87	120.97%
13-14	397	723	53	77.73%
12-13	644	N/A	16	-38.89%

Total Other Services Fiscal Year to date

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
14-15	26	808	195	83
13-14	26	859	170	N/A
12-13	26	900	205	N/A

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

Monthly Statistics Summary

October 2014

Adult Services Summary

Total October Circulation

FY	Fiction	Non Fiction	A/V	Total	% Change
14-15	914	721	2164	4190	-10.62%
13-14	1031	725	2582	4688	2.78%
12-13	989	848	2306	4561	-5.59%

Total Circulation Fiscal Year to Date

FY	Fiction	Non Fiction	A/V	Total	% Change
14-15	6281	4187	13490	26124	-13.07%
13-14	7307	4391	16184	30052	-1.88%
12-13	7894	4818	15451	30627	16.58%

Total October Programs

FY	# of Programs	% Change	Attendance	% Change
14-15	6	-33.33%	50	-40.48%
13-14	9	12.50%	84	-20.00%
12-13	8	-27.27%	105	-16.67%

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
14-15	39	-26.42%	502	-4.74%
13-14	53	12.77%	527	28.54%
12-13	47	2.17%	410	1.49%

Teen Services Summary

Total October Circulation

FY	Total	% Change
14-15	117	-25.00%
13-14	156	11.43%
12-13	140	-44.00%

Total Circulation Fiscal Year to Date

FY	Total	% Change
14-15	1395	-6.81%
13-14	1497	-9.93%
12-13	1662	24.31%

Total October Programs

FY	# of Programs	% Change	Attendance	% Change
14-15	6	20.00%	15	-25.00%
13-14	5	-16.67%	20	5.26%
12-13	6	0.00%	19	-32.14%

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
14-15	50	92.31%	159	6.00%
13-14	26	0.00%	150	-23.86%
12-13	26	-3.70%	197	-15.45%

Youth Services Summary

Total October Circulation

FY	Fiction	Non Fiction	A/V	Total	% Change
14-15	1864	359	826	3053	0.26%
13-14	1645	469	928	3045	-12.70%
12-13	1921	632	916	3488	27.39%

Total Circulation Fiscal Year to Date

FY	Fiction	Non Fiction	A/V	Total	% Change
14-15	14944	2288	5783	23045	-4.45%
13-14	15273	2459	6339	24118	0.05%
12-13	14818	3004	6200	24107	24.47%

Total October Programs

FY	# of Programs	% Change	Attendance	% Change
14-15	13	-31.58%	201	0.00%
13-14	19	-9.52%	201	71.79%
12-13	21	75.00%	117	-12.03%

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
14-15	83	-46.45%	3802	-4.74%
13-14	155	34.78%	3991	-2.25%
12-13	115	33.72%	4083	19.91%

Technical Services Summary

Total October Activity

FY	Acquisitions	Deletions
14-15	637	278
13-14	641	285
12-13	406	1028

Total Activity Fiscal Year to Date

FY	Acquisitions	Deletions
14-15	3635	2602
13-14	4106	4345
12-13	3727	4669

Friends of the Library Meetings and Board Attendees

- January, 2014 – Tim Kregor
- February, 2014 – Ruth Schnell
- March, 2014 – Romain Wojda
- April, 2014 – None
- May, 2014 – Kathy Meierhoff
- June, 2014 – No Meeting
- July, 2014 – No Meeting
- August, 2014 – Tim Kregor
- September, 2014 – Romain Wojda
- October, 2014 – None
- November, 2014 – Ruth Schnell
- December, 2014 – No Meeting