

October 21, 2014

agenda
item

DOCUMENT

Section

1,2 CTO, Additions (2 minutes)(7:02pm)

Document Summary
Agenda

1A
2A-2B

3 Opportunity to Address Board

Discussion of Financial Reports with Susan Griffin and Marlene Scheibl from the

4 Village of Lake Bluff (20 minutes)(7:22pm)

3A

5 Presentation by Joe Huberty of Engberg Anderson (10 minutes)(7:32pm)

4A-4C

6 Consent Agenda

Minutes of September 16, 2014 Board of Trustees Meeting (action)(2 minutes)(7:34pm)
Minutes of September 22, 2014 Technology Committee Meeting (action)(2 minutes)(7:36pm)
Minutes of October 10, 2014 Building and Grounds Committee Meeting (action)(2 minutes)(7:38pm)
Minutes of October 14, 2014 Human Resources Committee Meeting (action)(2 minutes)(7:40pm)

5A-5C
6A
7A
8A

7 Treasurer's Report (10 minutes)(7:50pm)

9A-9C

8 Financial Reports (Yellow) (5 minutes)(7:55pm)

September Detailed Balance Sheet (action)
September Detailed Revenue & Expense Report (action)

10A-10E
11A-11H

9 Approval of Checks (Green) (10 minutes)(8:05pm)

September Manual Check Report (action)
September Check Register (action)

12A-12H
13A-13L

9 Committee Reports (15 minutes)(8:20pm)

14A

9 New Business

Board Meeting Dates for 2015 (action)(5 minutes)(8:25pm)
Holiday Luncheon (action)(5 minutes)(8:30pm)
Format of Committee Reports (10 minutes)(8:40pm)
Local Area Network Maintenance Contract (action)(5 minutes)(8:45pm)

15A-15B
16A

10 Old Business

Approval and Storage Process for Minutes (action)(10 minutes)(8:55pm)

17A
18A

11 Director's Report (5 minutes)(9:00pm)

Librarian's Narrative Report
Selection of Board Member for November 15, 2014 Friends of the Library Meeting

19A

12 Executive Session(s)

13 Any and All Other Business ...

14 Adjournment (1 minute)(9:01pm)

15 Attachments

Usage Statistics for the Month of September
Preliminary Auditors Report

20A-20B
21

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, October 21, 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. Discussion of Financial Reports with Susan Griffin and Marlene Scheibl from the Village of Lake Bluff (20 minutes)(7:22pm)**
- 5. Presentation by Joe Huberty of Engberg Anderson (10 minutes)(7:32pm)**
- 6. Approval of Minutes**
 - a. Approval of Minutes of September 16, 2014 Regular Board Meeting **(action)(2 minutes)(7:34pm)**
 - b. Approval of Minutes of September 22, 2014 Technology Committee Meeting **(action)(2 minutes)(7:36pm)**
 - c. Approval of Minutes of October 10, 2014 Finance Committee Meeting **(action)(2 minutes)(7:38pm)**
 - d. Approval of Minutes of October 14, 2014 Human Resources Committee Meeting **(action)(2 minutes)(7:40pm)**
- 7. Treasurer's Report (10 minutes)(7:50pm)**
- 8. September 2014 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (5 minutes)(7:55pm)**
 - a. September Detailed Balance Sheet **(action)**
 - b. September Detailed Revenue & Expense Report **(action)**
- 9. Approval of checks (Green Pages) (10 minutes)(8:05pm)**
 - a. September Manual Checks (11815-11833) **(action)**
 - b. September Monthly Checks (11834-11858) **(action)**
- 10. Committee Reports (15 minutes)(8:20pm)**
 - 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.)

11. New Business

- a. Board Meeting Dates for 2015 (**action**)(5 minutes)(8:25pm)
- b. Holiday Luncheon (**action**)(5 minutes)(8:30pm)
- c. Format of Committee Reports (**10 minutes**)(8:40pm)
- d. Local Area Network Maintenance Contract (**5 minutes**)(8:45pm)

12. Old Business

- a. Approval and Storage Process for Minutes (**action**)(10 minutes)(8:55pm)

13. Director's Report (5 minutes)(9:00pm)

- a. Director's Narrative Report
- b. Friends Meeting Attendee for November 15, 2014 at 10:00am

14. Executive Session(s)

(approximately 30-45 minutes)(9:00pm)

- 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)

15. Any and all other business which may properly come before the Board**16. Adjournment (1 minute)(9:01pm)****Attachments:**

Statistics Report

Proposed 2015 Board Meeting Dates

Proposed Policy Addition for Handling of Minutes

Upcoming Board Meetings: November 18, 2014, December 16, 2014, and January 20, 2015

VILLAGE OF LAKE BLUFF

MEMORANDUM

Library Board Members
Eric Bailey, Library Director



**NORTH SHORE LIFE
LAKE BLUFF STYLE**

CC: Marlene Scheibl, Assistant Finance Director

FROM: Susan Griffin, Finance Director

DATE: October 17, 2014

SUBJECT: 2014 Property Tax Levy Estimate

Levy Calculation and Estimates

The CPI-U factor is 1.5% for the 2014 tax levy down from 1.7% for the 2013 levy. The Equalized Assessed Valuation (EAV) for 2014 is projected at 97% (a decrease of 3%) of the 2013 amount and new construction is estimated at \$4.7 million. The estimated maximum amount, as defined by the Property Tax Limitation Act – PTELL, for the Library is \$873,917. This is 2.54% higher than the 2013 extension of \$852,304 and results in \$21,613 new dollars. In 2005, the Village Board passed a resolution pledging to not increase the aggregate levy in excess of the amount that is allowed under the PTELL and, while the Library is not legally limited by this resolution, the Library Board would be expected to attend the public hearing at the Village Board meeting to formally present the levy request.

Below is a table showing the last 9 years' total Library tax extension and the current estimated levy.

Tax Collection Yr	Levy Year	Tax Extension	Equalized Assessed Value	Tax Rate	Inc/(Dec) in EAV	Inc/(Dec) in Levy	CPI-U Factor
2015-16	2014	873,917	469,735,607	.186	(3.0)%	2.54%	1.5%
014-15	2013	852,304	484,263,512	.176	(4.4)%	1.98%	1.7%
2013-14	2012	835,725	506,500,163	.165	(8.1)%	3.84%	3.0%
2012-13	2011	804,832	551,254,954	.146	(5.9)%	2.51%	1.5%
2011-12	2010	785,105	585,899,834	.134	(7.1)%	0.03%	2.7%
2010-11	2009	782,382	630,953,018	.124	(2.6)%	1.42%	.01%
2009-10	2008	777,289	647,740,985	.120	3.2%	0.07%	4.1%
2008-09	2007	734,486	627,765,760	.117	9.8%	5.31%	2.5%
2007-08	2006	697,467	571,694,190	.122	10.1%	5.00%	3.4%
2006-07	2005	664,665	519,269,891	.128	8.1%	38.40%	3.3%

General Information and Tax Levy Legal Adoption Requirements

The Village is required by Statute to prepare a resolution estimating the property tax levy which will be on the November 10th agenda. The first reading of the Levy Ordinance, Debt Abatement Ordinance, and Public Hearing will be held on November 24th with final adoption of the levy on December 8th. The levy must be filed with the County Clerk by the last Tuesday in December.

Truth-In-Taxation Law Requirements

The truth in taxation law requires that the corporate authorities comply with specific publication and public hearing requirements if the aggregate tax levy is estimated to be more than 105% of the amount extended the prior year. If the Library levy request is in compliance with the tax cap amount, compliance with the provisions of this law is not required. However, to enhance financial transparency, the Village has held a public hearing on the levy and published a public hearing notice in the Lake Forester about 10 days before the public hearing and posted the notice on the Village Hall bulletin board, and the website.



Mr. Eric Bailey

Library Director

Lake Bluff Public Library

123 East Scranton Avenue

Lake Bluff, IL 60044

ebailey@lakeblufflibrary.org

October 17, 2014

Re Progress update 1 for SPACE USAGE AND FACILITIES MODERNIZATION PLAN

Dear Eric,

Anders and I are pleased to report that we have commenced our initial planning efforts with the staff and Building Committee. As you know our overall goal is to identify strategies to help enhance patron experience and become a sought after experience on a regular basis for the Village's residents through a series of physical improvements. To this end we have engaged in a series of preliminary activities with the management team, with the staff in general and the Building Committee to better understand the community, the building, and the Library's take on regional and national trends in library service. Specifically these efforts have included:

EXISTING DATA REVIEW –

By way of gathering background information, the study team has begun a comparison of the library to peers and other select groups of libraries to determine any correlations in building size, collection size, and other service elements such as the extent to which the libraries offer computing and other environments that might form a useful point of comparison in understanding regional and local space use and service patterns. This data has been used to draft a set of trend-line comparisons. These comparisons that Lake Bluff's library exceeds the average collection and computing resources for other Illinois libraries for communities of similar populations but is in line with collection and computing resources that would be expected for a community in the Lake County.

COMPARATIVE TREND LINE ANALYSIS –

We have reviewed the trend for libraries across the country in collection size and computing resources. The staff and Building Committee will be considering some of this information in considering various building improvement concepts.

EXISTING BUILDING TOUR –

We have toured the facility and diagramed space use to look for underutilized spaces. This include spaces that have a generally low levels of use or are a mismatch between location, size or shape of room

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and a function. This touring will become part of a building evaluation component in the report. In the interim the tours have helped frame some initial building improvement concepts.

INITIAL IMPROVEMENT CONCEPTS -

Following the various site visits, we have identified a preliminary list of possible "empty box" space use strategies for the library. This list ranges in steps from essentially improving the character of the spaces you currently have while maintaining their use and arrangement to large scale rearrangements of major functions. This preliminary list represents milestones along a fairly continuous spectrum of options and are intended as an initial means of identifying viable strategies as well as a set of sequential improvements that could be implemented over time. The initial list of improvement concepts is:

1: Keep it simple: improving the character of the spaces you currently have while maintaining their use and arrangement. This is largely improvements to lighting, acoustics, interior finishes, shelving and other furnishings.

2: Relocate and rearrange the staff and public zones to shift the space use away from collections toward reading, gathering, and program spaces. This concept has multiple variations that we are in the process of developing and analyzing for review with the Building Committee and staff at an upcoming meeting. The variants range from simple relocations and reductions of shelving and seating from overly crowded areas all the way through a set of major staff relocations within the building that explore the possibilities in the spirit of an "empty box" approach. The goal of these studies is to determine how well the project goals of introducing better environments for the display and use of collections, reading, quiet reading, teen and group activities into the current building can be met. The true tests are to understand what needs to be displaced or given up in order to accommodate the desired services and characteristics and whether the trades represent an improvement or just a change. This will be the primary focus of the coming efforts.

3: As a result of the initial discussions at multiple levels and a clearer understanding of the nature of the 2011 improvements and the concerns about trading one set of space uses/public services for a different but set, we have also studied the potential of returning to the 2011 renovation as the first in a two phase project that anticipated an expansion. This expansion is envisioned to be larger than that contemplated in 2011 so as to improve the potential to add the reading, quiet reading, teen area, and group activity spaces desired along with improved merchandising of the collection without reducing in overall collection size. At this point there is no certainty that all of the goals could be met with the addition but it seemed a worthy option to be studied.

In the next step we will prepare sketch diagrams of renovations and adaptations. The diagrams will become the basis for a roll up the sleeves interactive workshop with the Library's designated three person project team. This workshop will look at a range of variations on each of the primary options. At

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that workshop the group will be asked to participate in an evaluation of how well each variation performs against key library planning measures including:

- Arrival
- Collection organization
- Seating/reading zones
- Study/activity rooms
- Technology integration
- Observation/Control/Service
- Adaptability
- Expandability
- Way-finding
- Self-help
- Accessibility
- Materials processing
- Staff workflow
- Acoustics/quiet places
- Lighting
- Image and character
- Cost

After that workshop, we will look at these multiple aspects of key spaces/services and the previously discussed service trends to identify top-, middle- tier priorities address the library's most pressing, immediate service issues. The study will also include a preliminary timetable recommending a sequence of implementation.

Based on the emerging recommendations, EA will prepare initial estimates of the capital cost of each concept. The performance and costs of the options will be discussed with the Library's designated team, and the Building Committee to determine a recommendation to present to the Board.

Respectfully submitted,

Anders Dahlgren and Joe Huberty

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

Tuesday, September 16, 2014

Call to Order; Roll Call

The meeting was called to order at 7:01PM by Vice President Cal Stroh

Present: Scot Butler, Tim Kregor, Carl Schons

Absent: Kathy Meierhoff, Ruth Schnell, Romain Wojda

Library Staff Present: Eric Bailey and Martha O'Hara

Members of the Public: None

Kregor moved and Schons seconded a motion to approve the revised minutes of the August 19, 2014 Board of Trustees regular meeting

Voting Aye: All

Voting No: None

Absent: Meierhoff, Schnell, Wojda

Butler moved and Schons seconded a motion to approve the minutes of the September 4, 2014 HR Committee meeting

Voting Aye: All

Voting No: None

Absent: Meierhoff, Schnell, Wojda

Schons moved and Kregor seconded a motion to approve the revised minutes of the September 11, 2014 Finance Committee meeting

Voting Aye: All

Voting No: None

Absent: Meierhoff, Schnell, Wojda

Kregor moved and Schons seconded a motion to approve the August Detailed Balance and Revenue/Expense reports

Voting Aye: All

Voting No: None

Absent: Meierhoff, Schnell, Wojda

Butler moved and Schons seconded a motion to approve the August manual checks

Voting Aye: All

Voting No: None

Absent: Meierhoff, Schnell, Wojda

Kregor moved and Butler seconded a motion to approve Library closure dates for 2015

Voting Aye: All

Voting No: None

Absent: Meierhoff, Schnell, Wojda

Building & Grounds Committee report – Carl Schons

- Committee Director reported on the meeting with Joe Huberty & Anders Dahlgren of Enberg/Anderson on September 9, 2014 and their physical inspection of the Library complex.
- Committee Director also reported on several recent physical issues on the Library property including the concrete planter now being in place, the need to replace two dead trees (Dale Wendt stated he can handle the job) and the fact that the four mums have been damaged by foot and bicycle traffic.
- Adjustments are being made to the Back Door entrance as well as the railing in the front of the building.

Outreach Committee report – Carl Schons

- No new meetings have been held since the August Board meeting
- Library Director Bailey appointed Amy VanGoerhen to guide future marketing efforts.

HR and Finance Committee reports – Scot Butler

- Committee(s) Director reported on staffing analysis completed since the August Board meeting and the resulting recommendation to increase the Staffing budget for next year by \$69,000.
- Discussion of Director's latitude to hire staff and give increases to compensation within budget without Board approval but to present compensation or staff increases to the HR and Finance committees if the Library budget would need to increase.
- Since there was no increase discussed at this time no vote was taken on the issue.

Technology Committee report – Tim Kregor

- Committee(s) Director reported that Sierra progress has been slower than anticipated.
- Library Director is planning to contact Sierra to discuss the need to get back on schedule.

New Business – Eric Bailey

- Director reported on the status of the potential purchase of a Lap-top for Board use. The subject will be discussed again when the full Board is present.
- Director reported that future Committee minutes will be included in Board packets but will not need to be voted on by the Board.
- Executive Session minutes will only be made available if individual Committees deem it necessary.

Old Business – Eric Bailey

- Director reported his narrative on old business

Adjournment

- Stroh moved and Butler seconded a motion to adjourn the meeting at 9:02
Voting Aye: All, Voting No: None, Absent: Meierhoff, Schnell, Wojda

Respectfully submitted

Scot Butler

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

Tuesday, September 16, 2014

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Old Business – Eric Bailey

- Director reported his narrative on old business

Adjournment

- Stroh moved and Butler seconded a motion to adjourn the meeting at 9:02.
Voting Aye: All
Voting No: None
Absent: Meierhoff, Schnell, Wojda

Respectfully submitted

Scot Butler

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES
Technology Committee Meeting
Monday, September 22, 2014

- 1) **Call to Order; Roll Call:** The meeting was called to order at 6:05 p.m. by Committee Chairman Tim Kregor.

Present: Scot Butler and Tim Kregor.

Absent: None

Library Staff Present: Eric Bailey.

Members of the Public: None

- 2) **Discussion of Sierra Implementation Progress**

- 3) **Any other business:**

a) Discussion of Local Area Network (LAN) Maintenance Contract Request for Proposal

b) Discussion of Telephone System Request for Proposal

- 4) **Adjournment:** Butler moved and Kregor seconded a motion to adjourn the meeting at 6:35pm.

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
Friday, October 10, 2014

- 1) **Call to Order; Roll Call:** The meeting was called to order at 2:04 p.m. by Kathy Meierhoff.

Present: Kathy Meierhoff and Cal Stroh.

Absent: None

Library Staff Present: Eric Bailey and Lyndy Jensen.

Members of the Public: None

- 2) **Presentation by Space Usage Analyst**

a) **Resolved:** Formal and Informal Usage of Spruth Room and Children's Activity Room will be Monitored

b) **Resolved:** Joe Huberty and Anders Dahlgren will Prepare and Provide a Study of the Impact on the Collection of Lower Shelving

c) **Resolved:** Joe Huberty will give a brief presentation on initial findings to the Board of Library Trustees at the October 21, 2014 Board Meeting

- 3) **Any other business:**

a) None

- 4) **Adjournment:** Stroh moved and Meierhoff 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
Human Resources Committee Meeting
Wednesday, October 14, 2014

1) Call to Order; Roll Call:

The meeting was called to order at 7:10 pm by Committee Head Scot Butler
Present: Kathy Meierhoff, Cal Stroh Romain Wojda and Scot Butler
Library Staff Present: Library Director Eric Bailey and Martha O'Hara
Members of the Public: None

2) Executive Session

- a) Meierhoff moved and Stroh seconded that the Committee enter Executive Session with the Library Director present at 7:12 pm in compliance with the Open Meetings Act 5 ILCS 120/2 (c)(1). Martha O'Hara was not present for the Executive Session portion of the meeting
- b) HR Committee's discussed Library Director's progress in achieving his Leadership and Communication Goals
- c) Butler moved and Wojda seconded that the Committee leave Executive Session at 7:58 pm

3) Discussionn

- 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 the overage could be covered by underages in other budget categories
- b) Committee unanimously agreed to the Director's proposal

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 8:18 pm. The motion was approved unanimously

Respectfully submitted

Scot Butler

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

10/13/2014

9A

Description	FY 2014-15				FY 2013-14		
	Fiscal Year Total-to-Date	Budget	% of Budget Received/ Expensed	% of Actual Y-T-D	Previous Fiscal YTD	% of Budget Received/ Expensed	Budget
Revenues							
Property Taxes	\$ 821,846	\$ 851,666	96.5%	98.8%	\$ 829,943	99.6%	\$ 833,508
Rental Fines	4,890	13,000	37.6%	0.6%	6,129	51.1%	12,000
State Per Capita Grant	-	7,153	0.0%	0.0%	129	2.2%	5,868
Non-Resident Fees	3,262	7,000	46.6%	0.4%	3,774	62.9%	6,000
Miscellaneous Revenue	864	3,000	28.8%	0.1%	2,885	96.2%	3,000
Other Grants	-	5,000	0.0%	0.0%	-	0.0%	15,000
Photo-copy Charges	893	2,000	44.7%	0.1%	1,082	63.6%	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	112	400	27.9%	0.0%	425	85.0%	500
Naperville (Impact) Fees	-	-	---	0.0%	-	---	-
Restricted Donations/Gifts	79	20,000	0.4%	0.0%	-	0.0%	15,000
Unrestricted Donations/Gifts	28	1,000	2.8%	0.0%	99	2.0%	5,000
Total Revenues	\$ 831,973	\$ 918,119	90.6%	100.0%	\$ 850,346	93.9%	\$ 905,376
Use of Fund Balance Reserves		\$ 34,900					\$ 100,000
Total Projected Revenues & Use of Reserves		953,019					1,005,376
Expenditures							
Librarian Salaries	\$ 92,310	\$ 224,000	41.2%	25.9%	\$ 88,704	40.9%	\$ 217,000
Staff Salaries	96,960	231,000	42.0%	27.2%	82,896	41.2%	201,000
Medical Insurance	16,288	42,000	38.8%	4.6%	16,101	32.2%	50,000
Other Employee Benefits	-	500	0.0%	0.0%	-	0.0%	500
Employer IMRF	19,602	45,000	43.6%	5.5%	16,035	40.1%	40,000
Employer FICA	14,212	35,000	40.6%	4.0%	12,873	40.2%	32,000
Subtotal Personnel Expense	\$ 239,371	\$ 577,500	41.4%	67.2%	\$ 216,610	40.1%	\$ 540,500
Building Maintenance	\$ 8,112	\$ 28,000	29.0%	2.3%	\$ 13,998	50.0%	\$ 28,000
Elevator Maintenance	1,226	2,000	61.3%	0.3%	537	23.8%	2,250
Grounds Maintenance	3,862	8,500	45.4%	1.1%	3,589	35.9%	10,000
Copier Maintenance	1,890	4,500	42.0%	0.5%	2,762	61.4%	4,500
Subtotal Maintenance Expense	\$ 15,090	\$ 43,000	35.1%	4.2%	\$ 20,885	46.7%	\$ 44,750
Other Professional Services	\$ 2,841	\$ 20,000	14.2%	0.8%	\$ 50	1.0%	\$ 5,000
Computer Services	8,535	20,000	42.7%	2.4%	8,460	30.2%	28,000
Legal Services	878	15,000	5.9%	0.2%	1,170	46.8%	2,500
Professional Development	848	5,000	17.0%	0.2%	1,843	61.4%	3,000
Dues	389	2,000	19.5%	0.1%	295	11.8%	2,500
Utilities	4,072	8,000	50.9%	1.1%	3,171	48.8%	6,500

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

10/13/2014

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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
Postage	747	3,000	24.9%	0.2%	1,030	25.8%	4,000
Printing/E-News	3,766	9,000	41.8%	1.1%	3,544	44.3%	8,000
Office Supplies	1,945	6,000	32.4%	0.5%	2,121	35.4%	6,000
Bldg/Grounds Supplies	551	2,000	27.6%	0.2%	622	24.9%	2,500
Technical Services Supplies	1,578	5,500	28.7%	0.4%	1,878	34.1%	5,500
<i>Subtotal Contracts & Commoditie</i>	<i>\$ 26,150</i>	<i>\$ 95,500</i>	<i>27.4%</i>	<i>7.3%</i>	<i>\$ 24,184</i>	<i>32.9%</i>	<i>\$ 73,500</i>
Hospitality Program Support	\$ 59	1,000	5.9%	0.0%	\$ 113	11.3%	1,000
Adult Program Support	2,582	4,000	64.6%	0.7%	2,412	60.3%	4,000
Juvenile Program Support	5,743	7,000	82.0%	1.6%	4,749	67.8%	7,000
Per Capita Grant	6,442	7,153	90.1%	1.8%	3,578	61.0%	5,868
Other Grant Expenditures	-	5,000	0.0%	0.0%	-	0.0%	20,000
<i>Subtotal Programs & Grants</i>	<i>\$ 14,827</i>	<i>\$ 24,153</i>	<i>61.4%</i>	<i>4.2%</i>	<i>\$ 10,851</i>	<i>28.7%</i>	<i>\$ 37,868</i>

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

10/13/2014

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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	\$ 7,562	18,000	42.0%	2.1%	\$ 6,774	37.6%	18,000
Adult Fiction Books	6,822	15,000	45.5%	1.9%	5,953	39.7%	15,000
Adult Large Print Materials	421	500	84.3%	0.1%	246	24.6%	1,000
Adult AV Materials	5,364	15,000	35.8%	1.5%	5,011	35.8%	14,000
Adult Reference/e-Reference	8,291	23,000	36.0%	2.3%	6,797	37.8%	18,000
Juvenile Non-Fiction Books	4,680	7,000	66.9%	1.3%	6,658	95.1%	7,000
Picture Books	2,638	6,000	44.0%	0.7%	-	0.0%	6,000
Juvenile Fiction Books	1,869	8,500	22.0%	0.5%	2,610	30.7%	8,500
Juvenile AV Materials	434	3,750	11.6%	0.1%	3,374	90.0%	3,750
Juvenile e-Reference	-	1,000	0.0%	0.0%	1,572	---	-
Teen Books	1,055	2,750	38.4%	0.3%	1,130	41.1%	2,750
e-Books	4,761	12,000	39.7%	1.3%	2,961	37.0%	8,000
Graphic Novels	109	500	21.7%	0.0%	146	29.2%	500
Periodicals	4,546	\$ 7,000	64.9%	1.3%	4,402	58.7%	7,500
Video Games	1,375	3,500	39.3%	0.4%	1,149	41.8%	2,750
<i>Subtotal Materials</i>	\$ 49,926	123,500	40.4%	14.0%	\$ 48,782	43.3%	\$ 112,750
Patron & Staff Software	\$ 1,861	6,000	31.0%	0.5%	\$ 649	14.4%	4,500
Library Automation Software	-	24,000	0.0%	0.0%	46,053	329.0%	14,000
Miscellaneous Expense	1,593	2,000	79.6%	0.4%	854	42.7%	2,000
<i>Subtotal Software/Other</i>	\$ 3,454	32,000	10.8%	1.0%	\$ 47,556	232.0%	\$ 20,500
FR Restricted Donations	\$ 132	2,000	6.6%	0.0%	\$ 258	---	-
Library Furnishings	530	-	---	0.1%	746	29.8%	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	3,220	12,000	26.8%	0.9%	4,365	33.6%	13,000
Other Building Improvements	-	-	---	0.0%	-	---	-
Use of Temporarily Restrict Donat	3,016	21,000	14.4%	0.8%	-	---	-
Contingency	-	6,366	0.0%	0.0%	1,281	7.1%	18,000
<i>Subtotal Capital, Grants & Dona</i>	\$ 7,514	\$ 57,366	13.1%	2.1%	\$ 8,202	5.1%	\$ 160,508
Total Expenditures	\$ 356,332	\$ 953,019	37.4%	100.0%	\$ 377,071	38.1%	\$ 990,376

Fund Balance as of April 30, 2014^a 526,458
 Revenues over/(under) Expenditures 475,642
 Fund Balance at month end 1,002,100

^aThe fund balance has not been audited yet.

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== VILLAGE OF LAKE BLUFF ==
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 5 PERIODS ENDING SEPTEMBER 30, 2014

FUND: LAKE BLUFF PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER BUDGET	SEPTEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
REVENUES							
80-40-103-10000	LIBRARY PROPERTY TAX	374,750.00	370,080.44	(1.2)	851,666.00	821,846.10	(3.5)
TOTAL PROPERTY TAXES		374,750.00	370,080.44	(1.2)	851,666.00	821,846.10	(3.5)
SERVICES & FEES							
80-40-403-48300	PHOTO-COPY CHARGES	166.67	198.10	18.8	2,000.00	893.05	(55.3)
80-40-403-48500	NON-RESIDENT FEES	583.33	544.91	(6.5)	7,000.00	3,261.68	(53.4)
TOTAL SERVICES & FEES		750.00	743.01	(0.9)	9,000.00	4,154.73	(53.8)
FINES							
80-40-503-65000	RENTAL FINES	1,083.33	1,055.63	(2.5)	13,000.00	4,889.79	(62.3)
TOTAL FINES		1,083.33	1,055.63	(2.5)	13,000.00	4,889.79	(62.3)
MISCELLANEOUS							
80-40-603-73000	PER CAPITA GRANTS	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-73700	VILLAGE CONTRIBUTION	0.00	0.00	0.0	7,900.00	0.00	100.0
80-40-603-73800	VLIET OPERATING COST CONTRIB	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-75000	INTEREST EARNINGS	33.33	20.05	(39.8)	400.00	111.66	(72.0)
80-40-603-78000	DONATIONS/CONTRIBUTIONS	0.00	2.66	100.0	0.00	27.92	100.0
80-40-603-78001	RESTRICTED DONATIONS	0.00	3.94	100.0	0.00	79.37	100.0
80-40-603-78500	NAPERVILLE (IMPACT) FEE	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-89000	MISCELLANEOUS INCOME	250.00	128.42	(48.6)	3,000.00	863.88	(71.2)
TOTAL MISCELLANEOUS		283.33	155.07	(45.2)	11,300.00	1,082.83	(90.4)
TOTAL REVENUES: REVENUES		376,866.66	372,034.15	(1.2)	884,966.00	831,973.45	(5.9)

LIBRARY ADMINISTRATION EXPENSES

LIBRARY SERVICES							
80-60-001-40000	LIBRARIAN SALARIES	18,666.67	18,026.06	3.4	224,000.00	92,309.80	58.7
80-60-001-40050	STAFF SALARIES	19,250.00	18,013.35	6.4	231,000.00	96,959.87	58.0
80-60-001-40200	SEASONAL STAFF SALARIES	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-40400	MEDICAL INSURANCE	3,500.00	2,008.76	42.6	42,000.00	16,287.68	61.2
80-60-001-40750	PROFESSIONAL INSURANCE & BONDS	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-40900	OTHER EMPLOYEE BENEFITS	41.67	0.00	100.0	500.00	0.00	100.0
80-60-001-40950	EMPLOYER IMRF	3,750.00	3,741.49	0.2	45,000.00	19,602.04	56.4
80-60-001-40951	EMPLOYER FICA TAX	2,916.67	2,694.40	7.6	35,000.00	14,212.04	59.3
80-60-001-41000	BUILDING MAINTENANCE	2,333.33	645.00	72.3	28,000.00	8,111.79	71.0
80-60-001-41020	ELEVATOR MAINTENANCE	166.67	0.00	100.0	2,000.00	1,226.00	38.7

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE AND EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2014

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FUND: LAKE BLUFF PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER BUDGET	SEPTEMBER ACTUAL	% VARIANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARIANCE
LIBRARY ADMINISTRATION EXPENSES							
LIBRARY SERVICES							
80-60-001-41050	GROUNDS MAINTENANCE	708.33	1,155.00	(63.0)	8,500.00	3,862.25	54.5
80-60-001-41303	COPIER MAINTENANCE/SUPPLIES	375.00	1,031.62	(175.1)	4,500.00	1,890.26	57.9
80-60-001-41304	OTHER PROFESSIONAL SERVICES	1,666.67	2,573.72	(54.4)	20,000.00	2,840.72	85.8
80-60-001-41305	COMPUTER SERVICES	1,666.67	2,790.00	(67.4)	20,000.00	8,535.00	57.3
80-60-001-41350	LEGAL SERVICES	1,250.00	0.00	100.0	15,000.00	877.50	94.1
80-60-001-42400	PROFESSIONAL DEVELOPMENT	416.67	0.00	100.0	5,000.00	847.75	83.0
80-60-001-42440	DUES	166.67	40.00	76.0	2,000.00	389.00	80.5
80-60-001-43230	UTILITIES	666.67	1,898.47	(184.7)	8,000.00	4,072.14	49.1
80-60-001-43300	POSTAGE	250.00	0.00	100.0	3,000.00	747.13	75.1
80-60-001-43400	PRINTING/E-NEWSLETTER	750.00	57.60	92.3	9,000.00	3,765.80	58.1
80-60-001-43550	OFFICE SUPPLIES	500.00	534.88	(6.9)	6,000.00	1,944.97	67.5
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	166.67	0.00	100.0	2,000.00	551.48	72.4
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	458.33	280.63	38.7	5,500.00	1,578.01	71.3
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	83.33	0.00	100.0	1,000.00	58.99	94.1
80-60-001-43710	ADULT PROGRAM SUPPLIES	333.33	450.00	(35.0)	4,000.00	2,582.16	35.4
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	583.33	820.15	(40.6)	7,000.00	5,743.10	17.9
80-60-001-44800	PER CAPITA GRANT	0.00	0.00	0.0	0.00	6,442.27	100.0
80-60-001-45000	ADULT NON-FICTION BOOKS	1,500.00	2,683.78	(78.9)	18,000.00	7,561.57	57.9
80-60-001-45100	ADULT FICTION BOOKS	1,250.00	1,718.93	(37.5)	15,000.00	6,822.10	54.5
80-60-001-45110	ADULT LARGE PRINT MATERIAL	41.67	0.00	100.0	500.00	421.29	15.7
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	1,250.00	1,252.04	(0.1)	15,000.00	5,364.37	64.2
80-60-001-45220	ADULT REFERENCE/E-REFER	1,916.67	0.00	100.0	23,000.00	8,291.00	63.9
80-60-001-45400	JUVENILE NON-FICTION	583.33	499.72	14.3	7,000.00	4,680.28	33.1
80-60-001-45410	PICTURE BOOKS, READERS	500.00	836.02	(67.2)	6,000.00	2,637.55	56.0
80-60-001-45420	JUVENILE FICTION	708.33	555.08	21.6	8,500.00	1,868.81	78.0
80-60-001-45430	JUVENILE AUDIO-VISUAL	312.50	69.39	77.8	3,750.00	433.60	88.4
80-60-001-45440	JUVENILE E-REFERENCE	83.33	0.00	100.0	1,000.00	0.00	100.0
80-60-001-45450	TEEN BOOKS	229.17	254.52	(11.0)	2,750.00	1,055.19	61.6
80-60-001-45460	E-BOOKS	1,000.00	1,138.53	(13.8)	12,000.00	4,761.04	60.3
80-60-001-45470	GRAPHIC NOVELS	41.67	0.00	100.0	500.00	108.62	78.2
80-60-001-45500	PERIODICALS	583.33	0.00	100.0	7,000.00	4,546.06	35.0
80-60-001-45510	VIDEO GAMES	291.67	315.26	(8.0)	3,500.00	1,374.94	60.7
80-60-001-45600	PATRON & STAFF SOFTWARE	500.00	9.95	98.0	6,000.00	1,861.00	68.9
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	2,000.00	0.00	100.0	24,000.00	0.00	100.0
80-60-001-45900	MINOR EQUIPMENT	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-46000	MISCELLANEOUS EXPENSES	166.67	75.00	55.0	2,000.00	1,592.84	20.3
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	0.00	14.66	100.0	0.00	132.31	100.0
80-60-001-49000	LIBRARY FURNISHINGS	166.67	0.00	100.0	2,000.00	530.01	73.5
80-60-001-49100	BUILDING IMPROVEMENTS	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-49120	EXT BUILDING IMPROVEMENTS	1,000.00	2,390.00	(139.0)	12,000.00	3,219.99	73.1
80-60-001-49350	COMPUTER EQUIPMENT	1,166.67	449.25	61.4	14,000.00	467.24	96.6
80-60-001-49400	OTHER EQUIPMENT	166.67	0.00	100.0	2,000.00	148.50	92.5

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2014

FUND: LAKE BLUFF PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER BUDGET	SEPTEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
LIBRARY ADMINISTRATION							
EXPENSES							
LIBRARY SERVICES							
80-60-001-50000	CONTINGENCY	530.50	(10,181.42)	2019.2	6,366.00	3,015.60	52.6
TOTAL LIBRARY SERVICES		76,655.53	58,841.84	23.2	919,866.00	356,331.66	61.2
TOTAL EXPENSES: LIBRARY ADMINISTRATION		76,655.53	58,841.84	23.2	919,866.00	356,331.66	61.2
TOTAL FUND REVENUES							
TOTAL FUND EXPENSES							
FUND SURPLUS (DEFICIT)							
		376,866.66	372,034.15	(1.2)	884,966.00	831,973.45	(5.9)
		76,655.53	58,841.84	23.2	919,866.00	356,331.66	61.2
		300,211.13	313,192.31	4.3	(34,900.00)	475,641.79	(1462.8)

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-- VILLAGE OF THE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2014

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FUND: LIBRARY BLG RENOVATION-CLOSED

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER BUDGET	SEPTEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
--- UNDEFINED CODE ---							
EXPENSES							
--- UNDEFINED CODE ---							
81-60-001-49000	LIBRARY FURNISHINGS	0.00	0.00	0.0	0.00	0.00	0.0
81-60-001-49100	BUILDING IMPROVEMENTS	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL --- UNDEFINED CODE ---		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FUND REVENUES		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FUND EXPENSES		0.00	0.00	0.0	0.00	0.00	0.0
FUND SURPLUS (DEFICIT)		0.00	0.00	0.0	0.00	0.00	0.0

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2014

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FUND: LIBRARY GRANTS & GIFTS FUND

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER BUDGET	SEPTEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
LIBRARY GRANTS FUND REVENUE							
REVENUES							
MISCELLANEOUS							
82-40-603-53000	BIRD MEMORIAL RESERVE	0.00	0.00	0.0	0.00	0.00	0.0
82-40-603-73000	STATE PER CAPITA GRANT	0.00	0.00	0.0	7,153.00	0.00	100.0
82-40-603-73400	MISCELLANEOUS GRANT	416.67	0.00	100.0	5,000.00	0.00	100.0
82-40-603-75000	INTEREST EARNINGS	0.00	0.00	0.0	0.00	0.00	0.0
82-40-603-78000	UNRESTRICTED DONATIONS/CONTRIB	83.33	0.00	100.0	1,000.00	0.00	100.0
82-40-603-78100	RESTRICTED DONATIONS/CONTRIB	1,666.67	0.00	100.0	20,000.00	0.00	100.0
TOTAL MISCELLANEOUS		2,166.67	0.00	100.0	33,153.00	0.00	100.0
TOTAL REVENUES: LIBRARY GRANTS FUND REVENUE		2,166.67	0.00	100.0	33,153.00	0.00	100.0
LIBRARY GRANT FUND EXPENDITURE							
EXPENSES							
MISCELLANEOUS							
82-60-001-44800	PER CAPITAL GRANT EXPENDITURES	596.08	0.00	100.0	7,153.00	0.00	100.0
82-60-001-44825	MISC. GRANT EXPENDITURES	416.67	0.00	100.0	5,000.00	0.00	100.0
82-60-001-49000	BIRD MEMORIAL - CHILDRENS LIBR	0.00	0.00	0.0	0.00	0.00	0.0
82-60-001-99999	USE OF DONATIONS/TEMPORARY EXP	1,750.00	0.00	100.0	21,000.00	0.00	100.0
TOTAL MISCELLANEOUS		2,762.75	0.00	100.0	33,153.00	0.00	100.0
CONTRACTUAL & COMMODITIES							
82-60-002-45000	BIRD MEMORIAL EXPENSES	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL CONTRACTUAL & COMMODITIES		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: LIBRARY GRANT FUND EXPENDITURE		2,762.75	0.00	100.0	33,153.00	0.00	100.0
TOTAL FUND REVENUES		2,166.67	0.00	100.0	33,153.00	0.00	100.0
TOTAL FUND EXPENSES		2,762.75	0.00	100.0	33,153.00	0.00	100.0
FUND SURPLUS (DEFICIT)		(596.08)	0.00	100.0	0.00	0.00	0.0

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-- VILLAGE OF WOOD BLUFF --
 DETAILED REVENUE EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2014

FUND: LIBRARY SPECIAL GRANT FUND

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER BUDGET	SEPTEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
LIBRARY GRANT FUND REVENUES							
REVENUES							
MISCELLANEOUS							
83-40-603-73000	IL FIRST GRANT/BLDG EXPANSION	0.00	0.00	0.0	0.00	0.00	0.0
83-40-603-75000	INTEREST EARNINGS	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL MISCELLANEOUS		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL REVENUES: LIBRARY GRANT FUND REVENUES		0.00	0.00	0.0	0.00	0.00	0.0
LIBRARY ADMINISTRATION							
EXPENSES							
EXPENDITURES							
83-60-001-49100	IL FIRST GRANT/BLDG EXPANSION	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENDITURES		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: LIBRARY ADMINISTRATION		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FUND REVENUES		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FUND EXPENSES		0.00	0.00	0.0	0.00	0.00	0.0
FUND SURPLUS (DEFICIT)		0.00	0.00	0.0	0.00	0.00	0.0

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2014

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: REVENUES

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER 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	370,080.44	369,216.30	821,846.10	829,943.37	851,666.00	96.4%
TOTAL REVENUES: PROPERTY TAXES		370,080.44	369,216.30	821,846.10	829,943.37	851,666.00	96.4%
SERVICES & FEES							
80-40-403-48300	PHOTO-COPY CHARGES	198.10	174.30	893.05	1,081.90	2,000.00	44.6%
80-40-403-48500	NON-RESIDENT FEES	544.91	426.65	3,261.68	3,774.24	7,000.00	46.5%
TOTAL REVENUES: SERVICES & FEES		743.01	600.95	4,154.73	4,856.14	9,000.00	46.1%
FINES							
80-40-503-65000	RENTAL FINES	1,055.63	1,013.44	4,889.79	6,129.05	13,000.00	37.6%
TOTAL REVENUES: FINES		1,055.63	1,013.44	4,889.79	6,129.05	13,000.00	37.6%
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	20.05	25.99	111.66	128.63	400.00	27.9%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	2.66	3.86	27.92	99.14	0.00	100.0%
80-40-603-78001	RESTRICTED DONATIONS	3.94	0.00	79.37	425.00	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	128.42	92.10	863.88	2,884.55	3,000.00	28.7%
TOTAL REVENUES: MISCELLANEOUS		155.07	121.95	1,082.83	10,117.53	11,300.00	9.5%
TOTAL REVENUES: REVENUES		372,034.15	370,952.64	831,973.45	851,046.09	884,966.00	94.0%
TOTAL FUND REVENUES		372,034.15	370,952.64	831,973.45	851,046.09	884,966.00	94.0%

DATE: 10/1/14
 TIME: 15:31
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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2014

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER 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	92,309.80	88,704.03	224,000.00	41.2%
80-60-001-40050	STAFF SALARIES	18,013.35	15,774.16	96,959.87	82,895.99	231,000.00	41.9%
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	2,008.76	3,462.55	16,287.68	16,101.35	42,000.00	38.7%
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	3,741.49	3,168.94	19,602.04	16,035.46	45,000.00	43.5%
80-60-001-40951	EMPLOYER FICA TAX	2,694.40	2,532.60	14,212.04	12,873.19	35,000.00	40.6%
80-60-001-41000	BUILDING MAINTENANCE	645.00	1,395.50	8,111.79	13,997.86	28,000.00	28.9%
80-60-001-41020	ELEVATOR MAINTENANCE	0.00	0.00	1,226.00	536.60	2,000.00	61.3%
80-60-001-41050	GROUPS MAINTENANCE	1,155.00	564.00	3,862.25	3,588.85	8,500.00	45.4%
80-60-001-41303	COPIER MAINTENANCE/SUPPLIES	1,031.62	1,074.94	1,890.26	2,761.62	4,500.00	42.0%
80-60-001-41304	OTHER PROFESSIONAL SERVICES	2,573.72	25.00	2,840.72	50.00	20,000.00	14.2%
80-60-001-41305	COMPUTER SERVICES	2,790.00	2,710.00	8,535.00	8,459.71	20,000.00	42.6%
80-60-001-41350	LEGAL SERVICES	0.00	0.00	877.50	1,170.00	15,000.00	5.8%
80-60-001-42400	PROFESSIONAL DEVELOPMENT	0.00	490.00	847.75	1,843.00	5,000.00	16.9%
80-60-001-42440	DUES	40.00	100.00	389.00	295.00	2,000.00	19.4%
80-60-001-43230	UTILITIES	1,898.47	460.90	4,072.14	3,171.25	8,000.00	50.9%
80-60-001-43300	POSTAGE	0.00	151.38	747.13	1,030.09	3,000.00	24.9%
80-60-001-43400	PRINTING/E-NEWSLETTER	57.60	0.00	3,765.80	3,543.80	9,000.00	41.8%
80-60-001-43550	OFFICE SUPPLIES	534.88	254.68	1,944.97	2,121.25	6,000.00	32.4%
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	0.00	0.00	551.48	622.10	2,000.00	27.5%
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	280.63	164.64	1,578.01	1,877.64	5,500.00	28.6%
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	55.87	58.99	112.94	1,000.00	5.8%
80-60-001-43710	ADULT PROGRAM SUPPLIES	450.00	(152.38)	2,582.16	2,411.57	4,000.00	64.5%
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	820.15	1,017.19	5,743.10	4,748.71	7,000.00	82.0%
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	2,683.78	2,578.72	7,561.57	6,774.32	18,000.00	42.0%
80-60-001-45100	ADULT FICTION BOOKS	1,718.93	1,191.21	6,822.10	5,952.90	15,000.00	45.4%
80-60-001-45110	ADULT LARGE PRINT MATERIAL	0.00	0.00	421.29	245.84	500.00	84.2%
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	1,252.04	1,021.16	5,364.37	5,010.59	15,000.00	35.7%
80-60-001-45220	ADULT REFERENCE/E-REFER	0.00	2,834.40	8,291.00	6,797.40	23,000.00	36.0%
80-60-001-45400	JUVENILE NON-FICTION	499.72	35.54	4,680.28	6,657.98	7,000.00	66.8%
80-60-001-45410	PICTURE BOOKS, READERS	836.02	(13.46)	2,637.55	2,609.75	6,000.00	43.9%
80-60-001-45420	JUVENILE FICTION	555.08	92.20	1,868.81	3,374.48	8,500.00	21.9%
80-60-001-45430	JUVENILE AUDIO-VISUAL	69.39	912.22	433.60	1,572.26	3,750.00	11.5%
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	254.52	381.55	1,055.19	1,130.15	2,750.00	38.3%
80-60-001-45460	E-BOOKS	1,138.53	809.36	4,761.04	2,960.58	12,000.00	39.6%
80-60-001-45470	GRAPHIC NOVELS	0.00	0.00	108.62	145.79	500.00	21.7%
80-60-001-45500	PERIODICALS	0.00	0.00	4,546.06	4,401.61	7,000.00	64.9%
80-60-001-45510	VIDEO GAMES	315.26	378.66	1,374.94	1,148.82	3,500.00	39.2%
80-60-001-45600	PATRON & STAFF SOFTWARE	9.95	9.95	1,861.00	648.75	6,000.00	31.0%
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	0.00	33,000.00	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 5 PERIODS ENDING SEPTEMBER 30, 2014

11c
 PAGE: 3
 F-YR: 15

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER 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	75.00	112.58	1,592.84	854.48	2,000.00	79.6%
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	14.66	0.00	132.31	257.80	0.00	-100.0%
80-60-001-49000	LIBRARY FURNISHINGS	0.00	0.00	530.01	746.16	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	2,390.00	4,365.00	3,219.99	4,365.00	12,000.00	26.8%
80-60-001-49350	COMPUTER EQUIPMENT	449.25	(110.59)	467.24	1,552.22	14,000.00	3.3%
80-60-001-49400	OTHER EQUIPMENT	0.00	0.00	148.50	0.00	2,000.00	7.4%
80-60-001-50000	CONTINGENCY	(10,181.42)	1,280.72	3,015.60	1,280.72	6,366.00	47.3%
TOTAL EXPENSES: LIBRARY SERVICES		58,841.84	100,141.53	356,331.66	377,070.66	919,866.00	38.7%
TOTAL EXPENSES: LIBRARY ADMINISTRATION		58,841.84	100,141.53	356,331.66	377,070.66	919,866.00	38.7%
TOTAL FUND EXPENSES		58,841.84	100,141.53	356,331.66	377,070.66	919,866.00	38.7%

DATE: 10/14/14
 TIME: 15:32
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2014

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

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER 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	1,749.33	0.00	1,749.33	0.00	0.0%

TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	1,749.33	0.00	1,749.33	0.00	0.0%
TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	1,749.33	0.00	1,749.33	0.00	0.0%
TOTAL FUND EXPENSES		58,841.84	101,890.86	356,331.66	378,819.99	919,866.00	38.7%

DATE: 10/13/2014
 TIME: 15:32:36
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2014

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

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER 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		372,034.15	370,952.64	831,973.45	851,046.09	918,119.00	90.6%

DATE: 10/17/14
 TIME: 15:32
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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2014

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

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER 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		58,841.84	101,890.86	356,331.66	378,819.99	953,019.00	37.3%

DATE: 10/13/2014
TIME: 15:32:36
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-- VILLAGE OF LAKE BLUFF --
DETAILED REVENUE & EXPENSE REPORT
ACTUAL VS. PRIOR VS. BUDGET
FOR 5 PERIODS ENDING SEPTEMBER 30, 2014

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

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER 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		372,034.15	370,952.64	831,973.45	851,046.09	918,119.00	90.6%

DATE: 10/17/2014
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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2014

FUND: LIBRARY SPECIAL GRANT FUND
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER 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		58,841.84	101,890.86	356,331.66	378,819.99	953,019.00	37.3%

DATE: 10/13/14
TIME: 09:40:56
ID: AP225000.CBL

-- VILLAGE OF LAKE BLUFF --
MANUAL CHECK REGISTER

17A

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
11815	9AT&T 8472342540-09	AT & T 09/07/14	01 LCL PH SRVC:8/8-9/7/14	09/24/14	80-60-001-43230	339.09 INVOICE TOTAL: 339.09 *
					CHECK TOTAL:	339.09
11816	9COMCAST COM091214	COMCAST CABLE 09/12/14	01 INTERNET SRVC:9/19-10/18/14	09/24/14	80-60-001-43230	244.85 INVOICE TOTAL: 244.85 *
					CHECK TOTAL:	244.85
11817	9CREATDE 47199	CREATIVE DESIGN STEEL AND IRON 09/19/14	01 EXTERIOR TUBULAR RAILINGS	09/24/14	80-60-001-49120	2,390.00 INVOICE TOTAL: 2,390.00 *
					CHECK TOTAL:	2,390.00
11818	9NSSD 2859481	NORTH SHORE SANITARY DISTRICT 09/13/14	01 WASTEWTR TREATMNT:5/12-8/18/14	09/24/14	80-60-001-43230	180.96 INVOICE TOTAL: 180.96 *
					CHECK TOTAL:	180.96
11819	9OSADACL OSA091514	CLAIRE OSADA 09/15/14	01 PICTURE BKS,READRS,HOLIDAY BKS	09/24/14	80-60-001-45410	16.50 INVOICE TOTAL: 16.50 *
					CHECK TOTAL:	16.50
11820	9LB VILL VIL090314	VILLAGE OF LAKE BLUFF 09/03/14	01 WATER:5/22-8/18/14	09/24/14	80-60-001-43230	1,133.57 INVOICE TOTAL: 1,133.57 *
					CHECK TOTAL:	1,133.57
11821	9WENDTM WEN09012014	WENDT MAINTENANCE INC. 09/01/14	01 GROUNDS MAINT:SEPT 2014	09/24/14	80-60-001-41050	1,080.00 INVOICE TOTAL: 1,080.00 *
					CHECK TOTAL:	1,080.00

DATE: 10/13
TIME: 09:40
ID: AP225000.CBL

-- VILLAGE OF LA BLUFF --
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
11822	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS		09/24/14		
	101852559	09/22/14	01 'EE ICMA CONTRIBUTION:8/29/14		80-20-102-45000	1,050.00
					INVOICE TOTAL:	1,050.00 *
					CHECK TOTAL:	1,050.00
11823	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS		09/24/14		
	101852568	09/22/14	01 'EE ICMA CONTRIBUTION:9/15/14		80-20-102-45000	1,050.00
					INVOICE TOTAL:	1,050.00 *
					CHECK TOTAL:	1,050.00
11824	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS		09/24/14		
	101852583	09/22/14	01 'EE ICMA CONTRIBUTION:9/30/14		80-20-102-45000	1,050.00
					INVOICE TOTAL:	1,050.00 *
					CHECK TOTAL:	1,050.00
11825	9INGRAM	INGRAM LIBRARY SERVICES		09/24/14		
	80107785	08/21/14	01 JUVENILE FICTION		80-60-001-45420	4.19
					INVOICE TOTAL:	4.19 *
	80107786	08/21/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	11.37
					INVOICE TOTAL:	11.37 *
	80107787	08/21/14	01 PICTURE BKS,READRS,HOLIDAY BKS		80-60-001-45410	10.14
					INVOICE TOTAL:	10.14 *
	80126798	08/22/14	01 ADULT FICTION BOOKS		80-60-001-45100	14.66
					INVOICE TOTAL:	14.66 *
	80126799	08/22/14	01 ADULT FICTION BOOKS		80-60-001-45100	80.15
					INVOICE TOTAL:	80.15 *
	80126800	08/22/14	01 ADULT FICTION BOOKS		80-60-001-45100	28.24
					INVOICE TOTAL:	28.24 *
	80126801	08/22/14	01 ADULT FICTION BOOKS		80-60-001-45100	13.56
					INVOICE TOTAL:	13.56 *
	80126802	08/22/14	01 ADULT FICTION BOOKS		80-60-001-45100	107.78
					INVOICE TOTAL:	107.78 *
	80126803	08/22/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	75.11
					INVOICE TOTAL:	75.11 *

DATE: 10/13/14
TIME: 09:40:56
ID: AP225000.CBL

-- VILLAGE OF LAKE BLUFF --
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
11825	9INGRAM	INGRAM LIBRARY SERVICES			09/24/14		
	80126804	08/22/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000 INVOICE TOTAL:	116.22 116.22 *
	80169985	08/25/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000 INVOICE TOTAL:	27.09 27.09 *
	80169986	08/25/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000 INVOICE TOTAL:	28.44 28.44 *
	80169987	08/25/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000 INVOICE TOTAL:	64.61 64.61 *
	80169988	08/25/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000 INVOICE TOTAL:	24.87 24.87 *
	80169989	08/25/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000 INVOICE TOTAL:	15.79 15.79 *
	80169990	08/25/14	01	JUVENILE FICTION		80-60-001-45420 INVOICE TOTAL:	347.46 347.46 *
	80217355	08/26/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000 INVOICE TOTAL:	15.23 15.23 *
	80217356	08/26/14	01	JUVENILE FICTION		80-60-001-45420 INVOICE TOTAL:	35.52 35.52 *
	80359752	09/02/14	01	ADULT FICTION BOOKS		80-60-001-45100 INVOICE TOTAL:	14.12 14.12 *
	80359753	09/02/14	01	ADULT FICTION BOOKS		80-60-001-45100 INVOICE TOTAL:	30.48 30.48 *
	80359754	09/02/14	01	ADULT FICTION BOOKS		80-60-001-45100 INVOICE TOTAL:	28.26 28.26 *
	80359755	09/02/14	01	ADULT FICTION BOOKS		80-60-001-45100 INVOICE TOTAL:	16.38 16.38 *
	80359756	09/02/14	01	ADULT FICTION BOOKS		80-60-001-45100 INVOICE TOTAL:	159.07 159.07 *
	80359757	09/02/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000 INVOICE TOTAL:	255.55 255.55 *
	80359758	09/02/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000 INVOICE TOTAL:	48.02 48.02 *

DATE: 10/13/
TIME: 09:40:
ID: AP225000.CBL

-- VILLAGE OF LAKE BLUFF --
MANUAL CHECK REGISTER

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11825	9INGRAM	INGRAM LIBRARY SERVICES			09/24/14		
	80359759	09/02/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000	10.19
						INVOICE TOTAL:	10.19 *
	80359760	09/02/14	01	JUVENILE FICTION		80-60-001-45420	157.18
						INVOICE TOTAL:	157.18 *
	80387777	09/03/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000	15.82
						INVOICE TOTAL:	15.82 *
	80387778	09/03/14	01	JUVENILE PROGRAM SUPPLIES		80-60-001-43720	438.76
						INVOICE TOTAL:	438.76 *
	80464161	09/05/14	01	ADULT FICTION BOOKS		80-60-001-45100	40.68
						INVOICE TOTAL:	40.68 *
	80464162	09/05/14	01	ADULT FICTION BOOKS		80-60-001-45100	15.79
						INVOICE TOTAL:	15.79 *
	80464163	09/05/14	01	ADULT FICTION BOOKS		80-60-001-45100	16.36
						INVOICE TOTAL:	16.36 *
	80464164	09/05/14	01	ADULT FICTION BOOKS		80-60-001-45100	14.12
						INVOICE TOTAL:	14.12 *
	80464165	09/05/14	01	ADULT FICTION BOOKS		80-60-001-45100	52.49
						INVOICE TOTAL:	52.49 *
	80464166	09/05/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000	21.00
						INVOICE TOTAL:	21.00 *
	80464167	09/05/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000	79.05
						INVOICE TOTAL:	79.05 *
	80464168	09/05/14	01	TEEN BOOKS		80-60-001-45450	151.89
						INVOICE TOTAL:	151.89 *
	80471318	09/05/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000	89.14
						INVOICE TOTAL:	89.14 *
	80471319	09/05/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000	23.99
						INVOICE TOTAL:	23.99 *
	80496953	09/08/14	01	TEEN BOOKS		80-60-001-45450	6.00
						INVOICE TOTAL:	6.00 *
	80496954	09/08/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000	31.05
						INVOICE TOTAL:	31.05 *

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11825	9INGRAM	INGRAM LIBRARY SERVICES		09/24/14		
	80496955	09/08/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000 INVOICE TOTAL:	59.30 59.30 *
	80496956	09/08/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000 INVOICE TOTAL:	78.82 78.82 *
	80519244	09/09/14	01 ADULT FICTION BOOKS		80-60-001-45100 INVOICE TOTAL:	14.69 14.69 *
	80519245	09/09/14	01 ADULT FICTION BOOKS		80-60-001-45100 INVOICE TOTAL:	40.08 40.08 *
	80519246	09/09/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000 INVOICE TOTAL:	26.12 26.12 *
	80519247	09/09/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000 INVOICE TOTAL:	16.95 16.95 *
	80519248	09/09/14	01 PICTURE BKS, READRS, HOLIDAY BKS		80-60-001-45410 INVOICE TOTAL:	392.20 392.20 *
	80532947	09/09/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000 INVOICE TOTAL:	72.92 72.92 *
	80532948	09/09/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000 INVOICE TOTAL:	11.99 11.99 *
	80551008	09/10/14	01 ADULT FICTION BOOKS		80-60-001-45100 INVOICE TOTAL:	138.84 138.84 *
	80551009	09/10/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000 INVOICE TOTAL:	27.12 27.12 *
	80563736	09/10/14	01 PICTURE BKS, READRS, HOLIDAY BKS		80-60-001-45410 INVOICE TOTAL:	41.93 41.93 *
	80601779	09/12/14	01 ADULT FICTION BOOKS		80-60-001-45100 INVOICE TOTAL:	14.68 14.68 *
	80601780	09/12/14	01 ADULT FICTION BOOKS		80-60-001-45100 INVOICE TOTAL:	25.38 25.38 *
	80601781	09/12/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000 INVOICE TOTAL:	16.38 16.38 *
	80601782	09/12/14	01 JUVENILE FICTION		80-60-001-45420 INVOICE TOTAL:	10.73 10.73 *

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11825	9INGRAM	INGRAM LIBRARY SERVICES			09/24/14		
	80601783	09/12/14	01	PICTURE BKS,READRS,HOLIDAY BKS		80-60-001-45410	9.60
						INVOICE TOTAL:	9.60 *
	80601784	09/12/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000	15.23
						INVOICE TOTAL:	15.23 *
	80611572	09/12/14	01	ADULT FICTION BOOKS		80-60-001-45100	61.26
						INVOICE TOTAL:	61.26 *
						CHECK TOTAL:	3,810.04
11826	9INGRAM	INGRAM LIBRARY SERVICES			10/01/14		
	80693858	09/18/14	01	ADULT FICTION BOOKS		80-60-001-45100	15.26
						INVOICE TOTAL:	15.26 *
	80693859	09/18/14	01	ADULT FICTION BOOKS		80-60-001-45100	116.31
						INVOICE TOTAL:	116.31 *
	80693860	09/18/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000	15.25
						INVOICE TOTAL:	15.25 *
	80693861	09/18/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000	24.29
						INVOICE TOTAL:	24.29 *
	80693862	09/18/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000	163.64
						INVOICE TOTAL:	163.64 *
	80693863	09/18/14	01	PICTURE BKS,READRS,HOLIDAY BKS		80-60-001-45410	9.58
						INVOICE TOTAL:	9.58 *
	80693864	09/18/14	01	ADULT FICTION BOOKS		80-60-001-45100	39.80
						INVOICE TOTAL:	39.80 *
	80693865	09/18/14	01	TEEN BOOKS		80-60-001-45450	5.99
						INVOICE TOTAL:	5.99 *
	80693866	09/18/14	01	ADULT FICTION BOOKS		80-60-001-45100	31.64
						INVOICE TOTAL:	31.64 *
	80693867	09/18/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000	13.53
						INVOICE TOTAL:	13.53 *
	80693868	09/18/14	01	ADULT FICTION BOOKS		80-60-001-45100	14.68
						INVOICE TOTAL:	14.68 *
						CHECK TOTAL:	449.97

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11827	9FIRSTBA	FIRST BANKCARD			10/06/14		
	DON09242014	09/24/14	01	JUVENILE PROGRAM SUPPLIES		80-60-001-43720	48.72
			02	JUVENILE AUDIO VISUAL MATERIAL		80-60-001-45430	59.39
						INVOICE TOTAL:	108.11 *
						CHECK TOTAL:	108.11
11828	9FIRSTBA	FIRST BANKCARD			10/06/14		
	ERI092414	09/24/14	01	MISC EXPENSES		80-60-001-46000	25.00
			02	MISC EXPENSES		80-60-001-46000	30.00
			03	WEBSITE FOR ILL		80-60-001-45600	9.95
			04	MISC EXPENSES		80-60-001-46000	20.00
						INVOICE TOTAL:	84.95 *
						CHECK TOTAL:	84.95
11829	9FIRSTBA	FIRST BANKCARD			10/06/14		
	CAR092414	09/24/14	01	ADULT NON-FICTION		80-60-001-45000	22.45
						INVOICE TOTAL:	22.45 *
						CHECK TOTAL:	22.45
11830	9FIRSTBA	FIRST BANKCARD			10/06/14		
	AMY09242014	09/24/14	01	VIDEO GAMES		80-60-001-45510	315.26
						INVOICE TOTAL:	315.26 *
						CHECK TOTAL:	315.26
11831	9TOSEREL	ELIZA JARVI			10/06/14		
	JAR092914	09/29/14	01	CHILDREN/TEEN PROGRAM SUPPLIES		80-60-001-43720	26.20
			02	CHILDREN/TEEN PROGRAM SUPPLIES		80-60-001-43720	50.00
						INVOICE TOTAL:	76.20 *
						CHECK TOTAL:	76.20
11832	9FIRSTBA	FIRST BANKCARD			10/06/14		
	ELI09242014	09/24/14	01	JUVENILE PROGRAM SUPPLIES		80-60-001-43720	240.68
						INVOICE TOTAL:	240.68 *
						CHECK TOTAL:	240.68
11833	9JENSENL	LYNDY JENSEN			10/06/14		

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11833	9JENSENL JEN092914	LYNDY JENSEN 09/29/14	01 OFFICE SUPPLIES 02 COMPUTER EQUIPMENT 03 DUES	10/06/14	80-60-001-43550 80-60-001-49350 80-60-001-42440 INVOICE TOTAL:	49.75 22.22 40.00 111.97 *
					CHECK TOTAL:	111.97
					TOTAL AMOUNT PAID:	13,754.60

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11834	9AMAZONA	VOIDED---LEADER CHECK						
	001634585756		08/29/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.99	
						INVOICE TOTAL:	14.99 *	
	007732556190		08/25/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	284.95	
						INVOICE TOTAL:	284.95 *	
	007733025887		08/28/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-1.70	
						INVOICE TOTAL:	-1.70 *	
	007734216077		08/28/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-1.89	
						INVOICE TOTAL:	-1.89 *	
	007735136932		08/21/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	23.76	
						INVOICE TOTAL:	23.76 *	
	007735901964		08/28/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.85	
						INVOICE TOTAL:	-0.85 *	
	007738327958		08/27/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-1.89	
						INVOICE TOTAL:	-1.89 *	
	007739486832		09/01/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	17.99	
						INVOICE TOTAL:	17.99 *	
	017650548486		08/14/14	01	CREDIT-ADULT NON-FICTION	80-60-001-45000	-0.09	
						INVOICE TOTAL:	-0.09 *	
	017656359936		08/11/14	01	ADULT NON-FICTION	80-60-001-45000	14.64	
						INVOICE TOTAL:	14.64 *	
	017657668818		08/29/14	01	ADULT NON-FICTION	80-60-001-45000	9.80	
						INVOICE TOTAL:	9.80 *	
	085756143665		08/26/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	29.98	
						INVOICE TOTAL:	29.98 *	

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11834	9AMAZONA	VOIDED---LEADER CHECK					
	116010844931		09/03/14	01	ADULT NON-FICTION	80-60-001-45000	94.12
						INVOICE TOTAL:	94.12 *
	116017745130		09/02/14	01	ADULT NON-FICTION	80-60-001-45000	45.62
						INVOICE TOTAL:	45.62 *
	125058799245		08/16/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	25.19
						INVOICE TOTAL:	25.19 *
	140736628589		08/28/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	10.00
						INVOICE TOTAL:	10.00 *
	143154352873		08/31/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.99
						INVOICE TOTAL:	14.99 *
	143154660911		08/28/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	15.02
						INVOICE TOTAL:	15.02 *
	146542407068		09/06/14	01	ADULT NON-FICTION	80-60-001-45000	93.26
						INVOICE TOTAL:	93.26 *
11835	9AMAZONA	VOIDED---LEADER CHECK					
	156000958821		08/19/14	01	ADULT NON-FICTION	80-60-001-45000	22.17
						INVOICE TOTAL:	22.17 *
	180425462032		09/07/14	01	ADULT NON-FICTION	80-60-001-45000	74.80
						INVOICE TOTAL:	74.80 *
	180426534259		09/06/14	01	ADULT NON-FICTION	80-60-001-45000	17.49
						INVOICE TOTAL:	17.49 *
	192191401810		09/08/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	305.84
						INVOICE TOTAL:	305.84 *

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11835	9AMAZONA	VOIDED---LEADER CHECK						
	192194511621		09/02/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	11.98	
						INVOICE TOTAL:	11.98 *	
	192198976837		09/09/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	12.99	
						INVOICE TOTAL:	12.99 *	
	237853922502		08/21/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	9.11	
						INVOICE TOTAL:	9.11 *	
	237854206598		08/21/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	40.30	
						INVOICE TOTAL:	40.30 *	
	252792584548		08/12/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-1.00	
						INVOICE TOTAL:	-1.00 *	
	252794377895		09/05/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.08	
						INVOICE TOTAL:	19.08 *	
	252796093333		08/13/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-1.30	
						INVOICE TOTAL:	-1.30 *	
	252798268207		08/10/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-2.79	
						INVOICE TOTAL:	-2.79 *	
	254410218313		08/14/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-1.05	
						INVOICE TOTAL:	-1.05 *	
	254417293950		08/11/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	15.97	
						INVOICE TOTAL:	15.97 *	
	254419288792		08/14/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-2.98	
						INVOICE TOTAL:	-2.98 *	
	288740496226		09/07/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-2.00	
						INVOICE TOTAL:	-2.00 *	

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11835	9AMAZONA	VOIDED---LEADER CHECK						
	288740863570		09/01/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	16.99	
						INVOICE TOTAL:	16.99 *	
	288741461357		08/31/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	129.00	
						INVOICE TOTAL:	129.00 *	
	288742315389		09/07/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-2.99	
						INVOICE TOTAL:	-2.99 *	
11836	9AMAZONA	AMAZON						
	288743264714		09/02/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	17.99	
						INVOICE TOTAL:	17.99 *	
	288744788461		09/04/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-3.20	
						INVOICE TOTAL:	-3.20 *	
	288746788079		08/25/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	21.87	
						INVOICE TOTAL:	21.87 *	
	288747127651		09/05/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-3.00	
						INVOICE TOTAL:	-3.00 *	
	293040991463		08/24/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.03	
						INVOICE TOTAL:	-0.03 *	
	293042586493		08/22/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.01	
						INVOICE TOTAL:	-0.01 *	
	293047023234		08/18/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	253.61	
						INVOICE TOTAL:	253.61 *	
	293048241342		08/21/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-11.97	
						INVOICE TOTAL:	-11.97 *	

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11836	9AMAZONA	AMAZON					
	293048884286		08/21/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.90
						INVOICE TOTAL:	-0.90 *
	293049330570		08/24/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.01
						INVOICE TOTAL:	-0.01 *
						CHECK TOTAL:	1,623.85
11837	9APPLEBC	APPLE BOOKS					
	100845		08/27/14	01	JUVENILE NON-FICTION BOOKS	80-60-001-45400	499.72
						INVOICE TOTAL:	499.72 *
						CHECK TOTAL:	499.72
11838	9BKTLNT	BAKER & TAYLOR ENTERTAINMENT					
	2029753693		09/04/14	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	8.34
						INVOICE TOTAL:	8.34 *
						CHECK TOTAL:	8.34
11839	9CDW	CDW GOVERNMENT, INC.					
	PB87013		08/28/14	01	COMPUTER EQUIPMENT	80-60-001-49350	292.03
						INVOICE TOTAL:	292.03 *
	PJ51596		09/11/14	01	COMPUTER EQUIPMENT	80-60-001-49350	135.00
						INVOICE TOTAL:	135.00 *
						CHECK TOTAL:	427.03
11840	9COMPVIE	COMPUTER VIEW, INC.					
	26443		09/28/14	01	COMPUTER SERVICES	80-60-001-41305	2,790.00
						INVOICE TOTAL:	2,790.00 *
						CHECK TOTAL:	2,790.00

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11841	9CRYSMAN	CRYSTAL MANAGEMENT &					
	22321		08/15/14	01	CLEANING SERVICES:SEPT 2014	80-60-001-41000	645.00
						INVOICE TOTAL:	645.00 *
						CHECK TOTAL:	645.00
11842	9DEMCO	DEMCO, INC					
	5389756		09/03/14	01	TECH SERVICE SUPPLIES	80-60-001-43670	156.97
				02	CREDIT-TECH SERVICE SUPPLIES	80-60-001-43670	-10.00
						INVOICE TOTAL:	146.97 *
	5411283		09/24/14	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	151.68
				02	CREDIT-TECH SERVICE SUPPLIES	80-60-001-43670	-50.00
						INVOICE TOTAL:	101.68 *
						CHECK TOTAL:	248.65
11843	9ANDEREN	ENGBERG ANDERSON, INC					
	14235700-01		09/30/14	01	OTHER PROFESSIONAL SERVICES	80-60-001-41304	2,573.72
						INVOICE TOTAL:	2,573.72 *
						CHECK TOTAL:	2,573.72
11844	9FREEPLI	FREMONT PUBLIC LIBRARY					
	90414		09/04/14	01	CONTINGENCY	80-60-001-50000	73.25
						INVOICE TOTAL:	73.25 *
						CHECK TOTAL:	73.25
11845	9GIBBJIM	JIM GIBBONS					
	GIB100314		10/03/14	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	200.00
						INVOICE TOTAL:	200.00 *
						CHECK TOTAL:	200.00

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11846	9IMAGESY	IMAGE SYSTEMS & BUSINESS					
	199470		09/10/14	01	PHOTOCOPIER SRVC:9/11-12/10/14	80-60-001-41303	172.00
				02	PHOTOCOPIER SRVC:6/11-9/10/4	80-60-001-41303	641.47
					INVOICE TOTAL:		813.47 *
	19949		09/10/14	01	PHOTOCOPIER SRVC:9/11-12/10/14	80-60-001-41303	142.56
				02	PHOTOCOPIER SRVC:6/11-9/10/14	80-60-001-41303	75.59
					INVOICE TOTAL:		218.15 *
					CHECK TOTAL:		1,031.62
11847	9INGRAM	VOIDED---LEADER CHECK					
	79966707		08/15/14	01	TEEN BOOKS	80-60-001-45450	32.18
					INVOICE TOTAL:		32.18 *
	79966708		08/15/14	01	ADULT FICTION BOOKS	80-60-001-45100	83.43
				02	EXPENSES FRM RESTRICTED DONAT	80-60-001-48001	14.66
					INVOICE TOTAL:		98.09 *
	80703371		09/18/14	01	CREDIT-ADULT FICTION BOOKS	80-60-001-45100	-14.66
					INVOICE TOTAL:		-14.66 *
	80711858		09/19/14	01	ADULT FICTION BOOKS	80-60-001-45100	14.10
					INVOICE TOTAL:		14.10 *
	80736037		09/22/14	01	ADULT FICTION BOOKS	80-60-001-45100	15.23
					INVOICE TOTAL:		15.23 *
	80736038		09/22/14	01	ADULT FICTION BOOKS	80-60-001-45100	15.26
					INVOICE TOTAL:		15.26 *
	80736039		09/22/14	01	ADULT FICTION BOOKS	80-60-001-45100	15.81
					INVOICE TOTAL:		15.81 *

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
11847	9INGRAM	VOIDED---LEADER CHECK						
	80736040		09/22/14	01	ADULT NON-FICTION	80-60-001-45000	144.33	
						INVOICE TOTAL:	144.33 *	
	80736041		09/22/14	01	ADULT FICTION BOOKS	80-60-001-45100	9.00	
						INVOICE TOTAL:	9.00 *	
	80736042		09/22/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	90.34	
						INVOICE TOTAL:	90.34 *	
	80778363		09/24/14	01	ADULT FICTION BOOKS	80-60-001-45100	15.79	
						INVOICE TOTAL:	15.79 *	
	80778364		09/24/14	01	ADULT FICTION BOOKS	80-60-001-45100	15.23	
						INVOICE TOTAL:	15.23 *	
	80778365		09/24/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	8.97	
						INVOICE TOTAL:	8.97 *	
	80778366		09/24/14	01	PICTURE BKS,READRS,HOLIDAY BKS	80-60-001-45410	9.01	
						INVOICE TOTAL:	9.01 *	
	80778367		09/24/14	01	ADULT FICTION BOOKS	80-60-001-45100	20.66	
						INVOICE TOTAL:	20.66 *	
	80778368		09/24/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	38.26	
						INVOICE TOTAL:	38.26 *	
	80778369		08/24/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	16.92	
						INVOICE TOTAL:	16.92 *	
	80778370		09/24/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	72.85	
						INVOICE TOTAL:	72.85 *	
	80778371		09/24/14	01	TEEN BOOKS	80-60-001-45450	58.46	
						INVOICE TOTAL:	58.46 *	
11848	9INGRAM	VOIDED---LEADER CHECK						

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
		80823232	09/26/14	01	PICTURE BKS,READRS,HOLIDAY BKS	80-60-001-45410	9.58
						INVOICE TOTAL:	9.58 *
		80823233	09/26/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	10.17
						INVOICE TOTAL:	10.17 *
		80823234	09/26/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	49.68
						INVOICE TOTAL:	49.68 *
		80823235	09/26/14	01	ADULT FICTION BOOKS	80-60-001-45100	59.83
						INVOICE TOTAL:	59.83 *
		80823236	09/26/14	01	ADULT FICTION BOOKS	80-60-001-45100	14.69
						INVOICE TOTAL:	14.69 *
		80823237	09/26/14	01	ADULT FICTION BOOKS	80-60-001-45100	72.21
						INVOICE TOTAL:	72.21 *
		80823238	09/26/14	01	PICTURE BKS,READRS,HOLIDAY BKS	80-60-001-45410	3.38
						INVOICE TOTAL:	3.38 *
		80823239	09/26/14	01	ADULT FICTION BOOKS	80-60-001-45100	141.71
						INVOICE TOTAL:	141.71 *
		80823240	09/26/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	158.18
						INVOICE TOTAL:	158.18 *
		80823241	09/26/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	12.42
						INVOICE TOTAL:	12.42 *
		80823242	09/26/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	12.42
						INVOICE TOTAL:	12.42 *
		80823243	09/26/14	01	ADULT FICTION BOOKS	80-60-001-45100	31.64
						INVOICE TOTAL:	31.64 *
		80908834	10/02/14	01	ADULT FICTION BOOKS	80-60-001-45100	15.25
						INVOICE TOTAL:	15.25 *

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11848	9INGRAM	VOIDED---LEADER CHECK					
	80908835		10/02/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	23.37
						INVOICE TOTAL:	23.37 *
	80908836		10/02/14	01	ADULT FICTION BOOKS	80-60-001-45100	40.59
						INVOICE TOTAL:	40.59 *
	80908837		10/02/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	84.15
						INVOICE TOTAL:	84.15 *
	80908838		10/02/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	44.60
						INVOICE TOTAL:	44.60 *
	80908839		10/02/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	28.78
						INVOICE TOTAL:	28.78 *
	80929571		10/03/14	01	PICTURE BKS, READRD, HOLIDAY BKS	80-60-001-45410	334.10
						INVOICE TOTAL:	334.10 *
11849	9INGRAM	INGRAM LIBRARY SERVICES					
	80929572		10/03/14	01	ADULT FICTION BOOKS	80-60-001-45100	8.40
						INVOICE TOTAL:	8.40 *
						CHECK TOTAL:	1,830.98
11850	9LB VILL	VILLAGE OF LAKE BLUFF					
	SEPT 2014		10/08/14	01	FY15 MEDICAL INS:SEPT 14	80-10-301-37100	2,154.77
				02	FY15 DENTAL INS:SEPT 14	80-10-301-37100	287.51
				03	FY15 LIFE INS:SEPT 14	80-10-301-37100	35.04
				04	FY15 IMRF 'EE CONTRIB:SEPT 14	80-10-301-37100	1,389.18
				05	FY15 IMRF EMPLYR CONTR:SEPT 14	80-10-301-37100	3,741.49
						INVOICE TOTAL:	7,607.99 *
						CHECK TOTAL:	7,607.99

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11851	9MEANSBE	BETSY MEANS					
	MEAL00314		10/03/14	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	250.00
						INVOICE TOTAL:	250.00 *
						CHECK TOTAL:	250.00
11852	9OVERDRI	OVERDRIVE , INC					
	1018183727337092414		09/24/14	01	JUVENILE E-BOOKS	80-60-001-45460	184.71
						INVOICE TOTAL:	184.71 *
	1018184533010092414		09/24/14	01	TEEN E-BOOKS	80-60-001-45460	308.30
						INVOICE TOTAL:	308.30 *
	1018184932830092414		09/24/14	01	ADULT E-BOOKS	80-60-001-45460	421.84
						INVOICE TOTAL:	421.84 *
	1018185350157092414		09/24/14	01	ADULT E-BOOKS	80-60-001-45460	208.69
						INVOICE TOTAL:	208.69 *
	1018185628280092414		09/24/14	01	JUVENILE E-BOOKS	80-60-001-45460	14.99
						INVOICE TOTAL:	14.99 *
						CHECK TOTAL:	1,138.53
11853	9RANDOMH	RANDOM HOUSE, INC.					
	1081527839		09/24/14	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	10.00
						INVOICE TOTAL:	10.00 *
						CHECK TOTAL:	10.00
11854	9STAPLES	STAPLES BUSINESS ADVANTAGE					
	8031260889		09/06/14	01	OFFICE SUPPLIES	80-60-001-43550	244.61

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11854	9STAPLES	STAPLES BUSINESS ADVANTAGE						
	8031260889		09/06/14	02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	31.98	
						INVOICE TOTAL:	276.59 *	
						CHECK TOTAL:	276.59	
11855	9SUN-TIM	SUN-TIME MEDIA, LLC						
	265751		09/30/14	01	PRINTING & E-PUBLICATIONS	80-60-001-43400	57.60	
						INVOICE TOTAL:	57.60 *	
						CHECK TOTAL:	57.60	
11856	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS						
	101861334		10/08/14	01	'EE ICMA CONTRIBUTION:10/15/14	80-20-102-45000	1,050.00	
						INVOICE TOTAL:	1,050.00 *	
						CHECK TOTAL:	1,050.00	
11857	9WAREHOU	WAREHOUSE DIRECT						
	2430905-0		09/24/14	01	OFFICE SUPPLIES	80-60-001-43550	33.67	
						INVOICE TOTAL:	33.67 *	
	2434252-0		09/08/14	01	OFFICE SUPPLIES	80-60-001-43550	5.60	
						INVOICE TOTAL:	5.60 *	
	2438694-0		09/11/14	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	7.45	
						INVOICE TOTAL:	7.45 *	
						CHECK TOTAL:	46.72	
11858	9WENDTM	WENDT MAINTENANCE INC.						
	WEN10012014		10/01/14	01	ADDITIONAL MULCH	80-60-001-41050	75.00	
						INVOICE TOTAL:	75.00 *	
						CHECK TOTAL:	75.00	
						TOTAL AMOUNT PAID:	22,464.59	

Committee Reports

The nature of committee reports will be discussed during the meeting and implemented at following meetings. For the October meeting of the Board of Library Trustees, please use the following guidelines for your report:

- Did the Committee meet since the previous Board Meeting;
- What was discussed during the meeting that the Board needs to know;
- What has happened outside of Committee discussion that the Board should know, and;
- What, if anything, does the Committee anticipate working on over the next month.

Please limit the information to:

- Items that are not listed elsewhere on the agenda, and;
- 5 minutes or less.

New Business

Board Meeting Dates for 2015

Attached is a list of Board Meeting dates for 2015.

RECOMMENDATION: The 3rd Tuesday of each month, unless in conflict with a holiday, was selected as the meeting date for each month. Unless the dates do not work, they should be approved by voice vote.

Holiday Luncheon

A date needs to be selected for this year's Staff/Board Holiday Gathering.

RECOMMENDATION: I recommend a 1:00pm lunch on Thursday, December 11th or Monday, December 15th. No vote needed but a date should be selected.

Committee Reports

A report from the Chairperson of each Committee is a recent addition to the monthly meeting. I have been asked to address how the reports are conducted in the interest of having the most efficient meeting possible.

RECOMMENDATION: I recommend that each Chairperson provide a 5 minute or less verbal summary of any meetings or actions of note since the last meeting. When a Chairperson has a lot to report a written document can be included when necessary.

Local Area Network (LAN) Maintenance Contract

After reviewing the contracts for LAN Maintenance, Head of Technical Services Lyndy Jensen and Library Director Eric Bailey recommend the following with the approval of the Technology Committee.

RECOMMENDATION: Computer View Inc. (CVI) remains the best fit in terms of service and cost. I recommend that their bid of 2 years' service at \$11,700 per year, to be paid on a quarterly basis, be accepted. An individual vote is required.

Board Meeting Dates for Calendar Year 2015

January 20, 2015

February 17, 2015

March 17, 2015

April 21, 2015

May 19, 2015

June 16, 2015

July 21, 2015

August 18, 2015

September 15, 2015

October 20, 2015

November 17, 2015

December 15, 2015

Old Business

Approval and Storage Process for Minutes

The Library has acquired 2 large filing cabinets to vertically expand its document storage space. One of the existing small filing cabinets in the Director's office has been reserved for storage of documents by the Library Trustees as needed.

I have not yet purchased a laptop for the use of the Library Board. I have been asked to be certain there is a consensus as to whether or not a laptop is needed.

RECOMMENDATION: The need for a laptop should be discussed. I have included a rough draft of a policy for the handling of minutes.

Proposed Policy Addition

Minutes are not presently covered by policy, except to state that the Secretary is responsible for keeping a true and accurate record. The following is a proposed rough draft:

Article VIII

Each 'Public Body' as defined in the Open Meetings Act (5 ILCS 120/1.02) will be responsible for keeping a true and accurate record of all meetings. Minutes of Public Meetings will be approved at the next meeting of the Public Body; minutes of Closed Meetings will be reviewed biannually. A verbatim recording will be kept of all Closed Meetings. The verbatim recording and written minutes of Closed Sessions will be kept in a locked cabinet at the library.

Library Director's Report – October, 2014

2015 Children's Summer Reading Club Theme

Donna Williams and Eliza Jarvi have selected 'Superheroes are Super Readers' as the theme for next summer's Children's Summer Reading Club. Good planning is part of what has kept this program successful.

2nd Annual 'Stay Warm America' Quilt Event

A years' experience and some fun outside the box advertising have made the library's second annual 'Stay Warm America' quilt event a success. Carol Carter, working with the library's Wool Gatherers group, has done a great job with this event.

Lake Bluff Library Zine

A Zine is a small, self-published magazine. Hugo Aguilar and Kira Surprise are working to create one with reviews of items and other materials for the library. It should be a cost effective and unique way for the library to provide something fun and informational to our user community.

Ghost Walk

The library will be hosting the Ghost Walk Graveyard this year; the museum plans to set it up near the old entrance. It should make for a fun and festive addition to the landscape for Halloween. I have been coordinating with the Museum Board to ensure that everything runs smoothly for the library's portion of this year's Ghost Walk.

Cataloging Position

Lyndy Jensen and I have been interviewing applicants for the open Head Cataloger position; we certainly have some good ones. Terry McKinnon and Amy vanGoethem have done a good job keeping us caught up on cataloging in the interim.

Monthly Statistics Summary September 2014

Library Usage Summary

Total September Circulation

FY	Total	Avg. Circ/Hour	% Change
14-15	8193	35.31	-0.71%
13-14	8252	36.84	-1.59%
12-13	8385	39.00	5.09%

Total September Visits

FY	Total Visits	Avg. Visits/Hour	% Change
14-15	5979	25.77	-4.73%
13-14	6276	28.02	3.10%
12-13	6087	28.31	-10.49%

Total September Programs

FY	# of Programs	% Change	Attendance	% Change
14-15	23	0.00%	235	-14.23%
13-14	23	4.55%	274	65.06%
12-13	22	-12.00%	166	-23.85%

Online Access

Total September eMaterial Circulation

FY	eBook/eAudio	eVideo	eMusic	eMagazines	% Change
14-15	523	7	181	35	2.47%
13-14	417	N/A	222	89	51.67%
12-13	259	N/A	221	N/A	55.84%

Total September Website Usage

FY	Page Loads	% Change	Unique Visitors	% Change
14-15	7501	-27.46%	4432	-25.79%
13-14	10340	18.43%	5972	4.31%
12-13	8731	10.69%	5725	8.06%

Total September Database Usage

FY	Research*	Novelist	Tumble Books	% Change
14-15	328	238	0	146.09%
13-14	58	160	12	98.28%
12-13	113	N/A	3	-47.51%

Other Services

Total September Other Services

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
14-15	2	118	31	9
13-14	2	151	21	N/A
12-13	2	154	32	N/A

Total Circulation Fiscal Year to Date

FY	Total	Avg. Circ/Hour	% Change
14-15	47411	41.97	-8.69%
13-14	51585	45.52	1.19%
12-13	50980	44.74	23.93%

Total User Visits Fiscal Year to Date

FY	Total Visits	Avg. Visits/Hour	% Change
14-15	31987	28.28	-17.74%
13-14	38887.5	34.49	-1.81%
12-13	39611	34.77	23.72%

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
14-15	147	-26.87%	4197	-3.80%
13-14	201	31.37%	4363	-1.93%
12-13	153	15.04%	4449	7.08%

Total eMaterial Circulation Year to Date

FY	eBook/eAudio	eVideo	eMusic	eMagazines	% Change
14-15	2620	16	758	276	10.24%
13-14	2113	N/A	1030	186	28.53%
12-13	1422	N/A	1168	N/A	39.02%

Total Website Usage Fiscal Year to Date

FY	Page Loads	% Change	Unique Visitors	% Change
14-15	42761	-20.09%	25642	-15.91%
13-14	53511	16.20%	30493	-3.19%
12-13	46050	18.17%	31498	21.96%

Total Database Usage Fiscal Year to Date

FY	Research*	Novelist	Tumble Books	% Change
14-15	1490	594	83	166.54%
13-14	332	433	48	67.63%
12-13	478	N/A	7	-43.67%

Total Other Services Fiscal Year to date

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
14-15	24	657	167	81
13-14	24	703	134	N/A
12-13	24	748	170	N/A

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

Monthly Statistics Summary

September 2014

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Adult Services Summary

Total September Circulation

FY	Fiction	Non Fiction	A/V	Total	% Change
14-15	1000	614	2195	4118	-7.79%
13-14	1073	642	2394	4466	-4.74%
12-13	1328	711	2296	4688	-0.55%

Total Circulation Fiscal Year to Date

FY	Fiction	Non Fiction	A/V	Total	% Change
14-15	5367	3466	11326	21934	-13.52%
13-14	6276	3666	13602	25364	-2.69%
12-13	6905	3970	13145	26066	21.57%

Total September Programs

FY	# of Programs	% Change	Attendance	% Change
14-15	7	-30.00%	79	-35.77%
13-14	10	42.86%	123	241.67%
12-13	7	-30.00%	36	-55.00%

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
14-15	33	-25.00%	452	2.03%
13-14	44	12.82%	443	45.25%
12-13	39	11.43%	305	9.71%

Teen Services Summary

Total September Circulation

FY	Total	% Change
14-15	188	14.63%
13-14	164	-11.83%
12-13	186	-18.06%

Total Circulation Fiscal Year to Date

FY	Total	% Change
14-15	1278	-4.70%
13-14	1341	-11.89%
12-13	1522	40.02%

Total September Programs

FY	# of Programs	% Change	Attendance	% Change
14-15	6	100.00%	33	153.85%
13-14	3	0.00%	13	18.18%
12-13	3	-25.00%	11	-26.67%

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
14-15	44	109.52%	144	10.71%
13-14	21	5.00%	130	-26.97%
12-13	20	-4.76%	178	-13.17%

Youth Services Summary

Total September Circulation

FY	Fiction	Non Fiction	A/V	Total	% Change
14-15	1772	458	786	3024	7.16%
13-14	1743	327	752	2822	-4.73%
12-13	1621	509	822	2962	8.98%

Total Circulation Fiscal Year to Date

FY	Fiction	Non Fiction	A/V	Total	% Change
14-15	13080	1929	4957	19992	-5.13%
13-14	13628	1990	5411	21073	2.20%
12-13	12897	2372	5284	20619	23.99%

Total September Programs

FY	# of Programs	% Change	Attendance	% Change
14-15	10	0.00%	123	-10.87%
13-14	10	-16.67%	138	15.97%
12-13	12	9.09%	119	-3.25%

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
14-15	70	-48.53%	3601	-4.99%
13-14	136	44.68%	3790	-4.44%
12-13	94	27.03%	3966	21.21%

Technical Services Summary

Total September Activity

FY	Acquisitions	Deletions
14-15	590	495
13-14	546	388
12-13	603	495

Total Activity Fiscal Year to Date

FY	Acquisitions	Deletions
14-15	2998	2324
13-14	3465	4060
12-13	3321	3641

Preliminary and Tentative
For Discussion Purposes Only

**LAKE BLUFF PUBLIC LIBRARY
LAKE BLUFF, ILLINOIS**

ANNUAL FINANCIAL REPORT

For the Year Ended
April 30, 2014

LAKE BLUFF PUBLIC LIBRARY
LAKE BLUFF, ILLINOIS
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 For Discussion Purposes Only

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For Discussion Purposes Only

INDEPENDENT AUDITOR'S REPORT

INDEPENDENT AUDITOR'S REPORT

Members of the Board of Trustees
Lake Bluff Public Library
Lake Bluff, Illinois

We have audited the accompanying financial statements of the governmental activities and the major fund of the Lake Bluff Public Library, Lake Bluff, Illinois (the Library), as of and for the year ended April 30, 2014 and the related notes to financial statements, which collectively comprise the Library's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Library's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the Lake Bluff Public Library, Lake Bluff, Illinois as of April 30, 2014 and the respective changes in financial position, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and the other required supplementary information listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Naperville, Illinois
September 23, 2014

Preliminary and Tentative
For Discussion Purposes Only

**GENERAL PURPOSE EXTERNAL
FINANCIAL STATEMENTS**

LAKE BLUFF PUBLIC LIBRARY
LAKE BLUFF, ILLINOIS

Preliminary and Tentative
For Discussion Purposes Only

STATEMENT OF NET POSITION

April 30, 2014

	<u>Governmental Activities</u>
ASSETS	
Cash and investments	\$ 610,426
Property taxes receivable	852,304
Capital assets not being depreciated	347,445
Capital assets (net of accumulated depreciation)	<u>1,706,304</u>
Total assets	<u>3,516,479</u>
LIABILITIES	
Accounts payable	48,170
Accrued payroll	17,927
Due to other governments	7,616
Noncurrent liabilities	
Due in more than one year	<u>54,937</u>
Total liabilities	<u>128,650</u>
DEFERRED INFLOWS OF RESOURCES	
Unearned revenue - property taxes	<u>852,304</u>
Total deferred inflows of resources	<u>852,304</u>
Total liabilities and deferred inflows of resources	<u>980,954</u>
NET POSITION	
Net investment in capital assets	2,053,749
Unrestricted	<u>481,776</u>
TOTAL NET POSITION	<u><u>\$ 2,535,525</u></u>

See accompanying notes to financial statements.

LAKE BLUFF PUBLIC LIBRARY
LAKE BLUFF, ILLINOIS

Preliminary and Tentative
For Discussion Purposes Only

STATEMENT OF ACTIVITIES

For the Year Ended April 30, 2014

FUNCTIONS/PROGRAMS	Expenses	Program Revenues			Governmental Activities	Net (Expense) Revenue and Change in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions		
PRIMARY GOVERNMENT						
Governmental Activities						
Culture and recreation	\$ 934,104	\$ 23,829	\$ 24,381	\$ -		\$ (885,894)
Total governmental activities	934,104	23,829	24,381	-		(885,894)
TOTAL PRIMARY GOVERNMENT	\$ 934,104	\$ 23,829	\$ 24,381	\$ -		(885,894)

General Revenues	
Taxes	
Property	849,613
Investment income	322
Miscellaneous	16,124
Total	866,059
CHANGE IN NET POSITION	(19,835)
NET POSITION, MAY 1	2,555,360
NET POSITION, APRIL 30	\$ 2,535,525

See accompanying notes to financial statements.

LAKE BLUFF PUBLIC LIBRARY
LAKE BLUFF, ILLINOIS

Preliminary and Tentative
For Discussion Purposes Only

BALANCE SHEET
GOVERNMENTAL FUND

April 30, 2014

	<u>General</u>
ASSETS	
Cash and investments	\$ 610,426
Property taxes receivable	<u>852,304</u>
TOTAL ASSETS	<u><u>\$ 1,462,730</u></u>
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCE	
LIABILITIES	
Accounts payable	\$ 48,170
Accrued payroll	17,927
Due to other governments	<u>7,616</u>
Total liabilities	<u>73,713</u>
DEFERRED INFLOWS OF RESOURCES	
Unavailable revenue - property taxes	<u>852,304</u>
Total deferred inflows of resources	<u>852,304</u>
Total liabilities and deferred inflows of resources	<u>926,017</u>
FUND BALANCE	
Unrestricted	
Unassigned	<u>536,713</u>
Total fund balance	<u>536,713</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCE	<u><u>\$ 1,462,730</u></u>

See accompanying notes to financial statements.

**LAKE BLUFF PUBLIC LIBRARY
LAKE BLUFF, ILLINOIS**

Preliminary and Tentative
For Discussion Purposes Only

**RECONCILIATION OF FUND BALANCE OF GOVERNMENTAL FUND TO THE
GOVERNMENTAL ACTIVITIES IN THE STATEMENT OF NET POSITION**

April 30, 2014

FUND BALANCE OF GOVERNMENTAL FUND	\$ 536,713
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental fund	2,053,749
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental fund	
Net other postemployment benefit obligation	<u>(54,937)</u>
NET POSITION OF GOVERNMENTAL ACTIVITIES	<u><u>\$ 2,535,525</u></u>

See accompanying notes to financial statements.

LAKE BLUFF PUBLIC LIBRARY
LAKE BLUFF, ILLINOIS

Preliminary and Tentative
For Discussion Purposes Only

STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE
GOVERNMENTAL FUND

For the Year Ended April 30, 2014

	<u>General</u>
REVENUES	
Taxes	\$ 849,613
Intergovernmental	13,033
Charges for services	9,329
Fines and forfeits	14,500
Investment income	322
Donations	11,348
Miscellaneous	<u>16,124</u>
Total revenues	<u>914,269</u>
EXPENDITURES	
Current	
Culture and recreation	<u>907,916</u>
Total expenditures	<u>907,916</u>
NET CHANGE IN FUND BALANCE	6,353
FUND BALANCE, MAY 1	<u>530,360</u>
FUND BALANCE, APRIL 30	<u><u>\$ 536,713</u></u>

See accompanying notes to financial statements.

Preliminary and Tentative
For Discussion Purposes Only

LAKE BLUFF PUBLIC LIBRARY
LAKE BLUFF, ILLINOIS

RECONCILIATION OF THE GOVERNMENTAL FUND STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCE TO THE
GOVERNMENTAL ACTIVITIES IN THE STATEMENT OF ACTIVITIES

For the Year Ended April 30, 2014

NET CHANGE IN FUND BALANCE - TOTAL GOVERNMENTAL FUND	\$ 6,353
Amounts reported for governmental activities in the statement of activities are different because:	
Governmental funds report capital outlay as expenditures; however, they are capitalized and depreciated in the statement of activities	168,048
The gain (loss) on the disposal of capital assets is calculated and reported in the statement of activities	(51,529)
Some expenses in the statement of activities (e.g., depreciation) do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental fund	(136,824)
The change in the net other postemployment benefit obligation is not a source or use of a financial resource	<u>(5,883)</u>
CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES	<u><u>\$ (19,835)</u></u>

See accompanying notes to financial statements.

LAKE BLUFF PUBLIC LIBRARY
LAKE BLUFF, ILLINOIS

NOTES TO FINANCIAL STATEMENTS

April 30, 2014

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Lake Bluff Public Library (the Library), have been prepared in conformity with accounting principles generally accepted in the United States of America, as applied to government units (hereinafter referred to as generally accepted accounting principles (GAAP)). The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and reporting principles. The more significant of the accounting policies are described below.

a. Reporting Entity

The Library is governed by a seven-member Library Board of Trustees (the Board) that are separately elected. The Board selects management staff and directs the affairs of the Library. As required by generally accepted accounting principles, these financial statements include all funds of the Library. Management has also considered all potential component units. Criteria for including a component unit in the Library's reporting entity principally consist of the potential component unit's financial interdependency and accountability to the Library. Based upon those criteria, there are no potential component units to be included in the reporting entity.

b. Fund Accounting

The Library uses funds to report on its financial position and the changes in its financial position. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities. A fund is a separate accounting entity with a self-balancing set of accounts.

Funds are classified into the following categories: governmental, proprietary and fiduciary. The Library reports only governmental funds.

Governmental funds are used to account for all or most of a Library's general activities including the collection and disbursement of restricted or committed monies (special revenue funds), the funds committed, restricted or assigned for the acquisition or construction of capital assets (capital projects funds) and the funds committed, restricted or assigned for the servicing of long-term debt (debt service funds). The general fund is used to account for all activities of the Library.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

c. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the Library. The effect of material interfund activity, if any, has been eliminated from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, if any, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function, segment or program are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include (1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment and (2) grants and standard revenues that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds. Major individual governmental funds are reported as separate columns in the fund financial statements.

The Library reports the following major governmental fund:

The General Fund is the Library's primary operating fund. It accounts for all financial resources of the Library, except those accounted for in another fund.

d. Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred. Property taxes are recognized as revenues in the year for which they are levied (i.e., intended to finance). Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

d. Measurement Focus, Basis of Accounting and Financial Statement Presentation
(Continued)

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both "measurable" and "available." Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Library considers revenues to be available if they are collected within six months of the end of the current fiscal period. Expenditures generally are recorded when a fund liability is incurred.

Property taxes and interest associated with the current fiscal period are all considered to be susceptible to accrual and are recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the Library.

The Library reports unearned revenue and unavailable revenue on its financial statements. Unavailable revenues arise when a potential revenue does not meet both the available criteria for recognition in the current period, under the modified accrual basis of accounting. Unearned revenue arises when a revenue is measurable but not earned under the accrual basis of accounting. Unearned revenues also arise when resources are received by the Library before it has a legal claim to them or prior to the provision of services, as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the Library has a legal claim to the resources, the liability and deferred inflows of resource for unearned and unavailable revenue are removed from the financial statements and revenue is recognized.

e. Investments

Investments are stated at cost or amortized cost, which approximates fair value. The Library's investments include the Illinois Funds Investment Pool, money market mutual funds and certificates of deposit.

f. Capital Assets

Capital assets, which include property, equipment and books are reported in the applicable governmental columns in the government-wide financial statements. Capital assets are defined by the Library as assets with an initial, individual cost in excess of \$1,000 (except that all books are capitalized) and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

f. Capital Assets (Continued)

The costs of normal maintenance and repairs that do not add to the value or service capacity of the asset or materially extend asset lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Capital assets are depreciated using the straight-line method over the following estimated useful lives:

Assets	Years
Buildings	15-50
Equipment	3-25
Books	10

g. Compensated absences

Library employees are awarded vacation and sick days on the first day of the fiscal year. Earned vacation and sick time may not be carried over into the following year unless specifically approved by the Library Executive Director. If not used within the time period specified, carryover vacation days are forfeited. The General Fund has been used in prior years to liquidate the liability for compensated absences.

h. Fund Balance/Net Position

In the fund financial statements, governmental funds report nonspendable fund balance for amounts that are either not in spendable form or legally or contractually required to be maintained intact, unless conversion of the nonspendable asset to a spendable asset would result in a restriction or commitment on the spendable asset, in which case reporting the restriction or commitment takes precedent.

Restrictions of fund balance are reported for amounts constrained by legal restrictions from outside parties for use for a specific purpose, or externally imposed by outside entities or from enabling legislation adopted by the Library. Committed fund balance is constrained by formal actions of the Library's Board of Trustees, which is considered the Library's highest level of decision-making authority. Formal actions include ordinances approved by the Board of Trustees. Assigned fund balance represents amounts constrained by the Library's intent to use them for a specific purpose. The authority to assign fund balance resides with the Executive Director. Any residual fund balance in the General Fund, including fund balance targets and any deficit fund balance of any other governmental fund is reported as unassigned.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

h. Fund Balance/Net Position (Continued)

The Library's flow of funds assumption prescribes that the funds with the highest level of constraint are expended first. If restricted or unrestricted funds are available for spending, the restricted funds are spent first. Additionally, if different levels of unrestricted funds are available for spending the Library considers committed funds to be expended first followed by assigned funds and then unassigned funds.

In the government-wide financial statements, restricted net positions are legally restricted by outside parties for a specific purpose. None of the Library's net positions are restricted as a result of enabling legislation adopted by the Library. Net investments in capital assets represents the Library's investment in the book value of capital assets, less any outstanding debt that was issued to construct or acquire the capital assets.

i. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

2. DEPOSITS AND INVESTMENTS

The Library's investment policy authorizes the Library to make deposits/invest in insured commercial banks, savings and loan institutions, obligations of the U.S. Treasury and U.S. agencies, insured credit union shares, money market mutual funds with portfolios of securities issued or guaranteed by the United States Government or agreements to repurchase these obligations, repurchase agreements, short-term commercial paper rated within the three highest classifications by at least two standard rating services and Illinois Funds.

Illinois Funds is an investment pool managed by the State of Illinois, Office of the Treasurer, which allows governments within the state to pool their funds for investment purposes. Illinois Funds is not registered with the SEC as an investment company, but does operate in a manner consistent with Rule 2a7 of the Investment Company Act of 1940. Investments in Illinois Funds are valued at Illinois Funds' share price, the price at which the investment could be sold.

2. DEPOSITS AND INVESTMENTS (Continued)

It is the policy of the Library to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Library and conforming to all state and local statutes governing the investment of public funds, using the "prudent person" standard for managing the overall portfolio. The primary objective of the policy is safety of principal, liquidity, yield and maintaining the public trust.

a. Deposits with Financial Institutions

Custodial credit risk for deposits with financial institutions is the risk that in the event of bank failure, the Library's deposits may not be returned to it. To guard against credit risk for deposits with financial institutions, the Library's investment policy requires that deposits with financial institutions in excess of FDIC insurance be collateralized with collateral held by an independent third party in the name of the Library.

b. Investments

In accordance with its investment policy, the Library limits its exposure to interest rate risk by diversifying its investment portfolio to the best of its ability based on the nature of the funds invested and the cash flow needs of those funds. A variety of financial instruments and maturities, properly balanced, will help to ensure liquidity and reduce risk or interest rate volatility and loss of principal. Diversifying investments and maturities will avoid incurring unreasonable risks in the investment portfolio regarding specific security types, issuers or individual financial institutions. The Library's investment policy does not specifically limit the maximum maturity length of investments.

The Library limits its exposure to credit risk, the risk that the issuer of a debt security will not pay its par value upon maturity, by primarily investing in obligations guaranteed by the United States Government or securities issued by agencies of the United States Government that are explicitly guaranteed by the United States Government. However, the Library's investment policy does not specifically limit the Library to these types of investments.

Custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to the investment, the Library will not be able to recover the value of its investments that are in the possession of an outside party. To limit its exposure, the Library's investment policy requires all security transactions that are exposed to custodial credit risk to be processed on a delivery versus payment (DVP) basis with the underlying investments held by a third party acting as the Library's agent separate from where the investment was purchased.

3. RECEIVABLES - TAXES

Property taxes for 2013 attach as an enforceable lien on January 1, 2013, on property values assessed as of the same date. Taxes are levied by December 31 of the subsequent fiscal year (by passage of a Tax Levy Ordinance). Tax bills are prepared by the County and issued on or about May 1 and August 1 and are payable in two installments, on or about June 1 and September 1. The County collects such taxes and remits them periodically. Based upon collection histories, library management does not consider an allowance for uncollectible property taxes at April 30, 2014 to be necessary. These 2013 taxes are intended to finance the 2014 fiscal year and are not considered available or earned for current operations and are, therefore, reported as deferred/unearned revenue. The 2014 tax levy has not been recorded as a receivable at April 30, 2014, as the tax attached as a lien on property as of January 1, 2014; however, the tax will not be levied until December 2014 and, accordingly, is not measurable at April 30, 2014.

4. CAPITAL ASSETS

Capital asset activity for the year ended April 30, 2014 was as follows:

	Balances May 1	Increase	Decrease	Balances April 30
GOVERNMENTAL ACTIVITIES				
Capital assets not being depreciated				
Land	\$ 347,445	\$ -	\$ -	\$ 347,445
Total capital assets not being depreciated	347,445	-	-	347,445
Capital assets being depreciated				
Buildings	1,851,880	27,284	-	1,879,164
Equipment	237,280	33,509	23,040	247,749
Books	638,669	107,255	125,265	620,659
Total capital assets being depreciated	2,727,829	168,048	148,305	2,747,572
Less accumulated depreciation for				
Buildings	706,144	46,370	-	752,514
Equipment	78,108	18,292	22,267	74,133
Books	216,968	72,162	74,509	214,621
Total accumulated depreciation	1,001,220	136,824	96,776	1,041,268
Total capital assets being depreciated, net	1,726,609	31,224	51,529	1,706,304
GOVERNMENTAL ACTIVITIES				
CAPITAL ASSETS, NET	\$ 2,074,054	\$ 31,224	\$ 51,529	\$ 2,053,749

LAKE BLUFF PUBLIC LIBRARY
LAKE BLUFF, ILLINOIS
 NOTES TO FINANCIAL STATEMENTS (Continued)

Preliminary and Tentative
 For Discussion Purposes Only

4. CAPITAL ASSETS (Continued)

Depreciation expense was charged to functions of the primary government as follows:

GOVERNMENTAL ACTIVITIES	
Culture and recreation	<u>\$ 137,501</u>

5. LONG-TERM OBLIGATIONS

During the year, the following changes occurred in liabilities reported in long-term obligations:

	Balances May 1	Additions	Retirements	Balances April 30	Due Within One Year
NET OTHER					
POSTEMPLOYMENT					
BENEFITS OBLIGATION	\$ 49,054	\$ 5,883	\$ -	\$ 54,937	\$ -

6. DEFINED BENEFIT PENSION PLAN

The employees of the Library are covered by the Village's defined benefit pension plan.

Plan Description

The Library, under the sponsorship of the Village of Lake Bluff (the Village), contributes to the Illinois Municipal Retirement Fund (IMRF), an agent multiple-employer public employee retirement system that acts as a common investment and administrative agent for local governments and school districts in Illinois. The Illinois Pension Code establishes the benefit provisions of the plan that can only be amended by the Illinois General Assembly. The Library's participation in IMRF through the Village results in the Library participating in a cost sharing multiple-employer plan.

IMRF provides two tiers of pension benefits. Employees hired prior to January 1, 2011, are eligible for Tier 1 benefits. For Tier 1 employees, pension benefits vest after eight years of service. Participating members who retire at age 55 (reduced benefits) or after age 60 (full benefits) with eight years of credited service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1 2/3% of their final rate of earnings, for each year of credited service up to 15 years, and 2% for each year thereafter.

6. DEFINED BENEFIT PENSION PLAN (Continued)

Plan Description (Continued)

Employees hired on or after January 1, 2011, are eligible for Tier 2 benefits. For Tier 2 employees, pension benefits vest after ten years of service. Participating members who retire at age 62 (reduced benefits) or after age 67 (full benefits) with ten years of credited service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1 2/3% of their final rate of earnings, for each year of credited service up to 15 years, and 2% for each year thereafter.

Participating members are required to contribute 4.5% of their annual salary to IMRF. The Library, under the sponsorship of the Village, is required to contribute the remaining amounts necessary to fund the plan, using the actuarial basis specified by statute. The employer required contributions for 2013 and 2014 were 12.44% and 12.12%, respectively.

The actuarial accrued liability for the Village as a whole as of December 31, 2013, 2012 and 2011 was \$6,137,398, \$5,737,351 and \$5,591,537, respectively. The actuarial value of assets at these dates was \$5,268,905, \$4,284,986 and \$4,187,430, respectively, resulting in an unfunded actuarial accrued liability of \$868,493, \$1,452,365 and \$1,404,107, respectively.

7. OTHER POSTEMPLOYMENT BENEFITS

a. Plan Description

In addition to providing the pension benefits described, the Library provides postemployment health care benefits (OPEB) for retired employees through a single-employer defined benefit plan (the Plan). The benefits, benefit levels, employee contributions and employer contributions are governed by the Village and can be amended by the Village through its personnel manual. The Plan is not accounted for as a trust fund, as an irrevocable trust has not been established to account for the Plan. The Plan does not issue a separate report. The activity of the Plan is reported in the Library's governmental activities.

b. Benefits Provided

The Library provides pre and post-Medicare postretirement health insurance to retirees, their spouses and dependents (enrolled at time of employee's retirement). To be eligible for benefits, the employee must qualify for retirement under the Library's retirement plan. The retirees pay 100% of the average employer group cost.

7. OTHER POSTEMPLOYMENT BENEFITS (Continued)

c. Membership

At April 30, 2013 (most recent data available), membership consisted of:

Retirees and beneficiaries currently receiving benefits	-
Terminated employees entitled to benefits but not yet receiving them	-
Active employees	<u>5</u>
 TOTAL	 <u>5</u>
 Participating employers	 <u>1</u>

d. Funding Policy

The Library is not required to and currently does not advance fund the cost of benefits that will become due and payable in the future. Active employees do not contribute to the Plan until retirement.

e. Annual OPEB Costs and Net OPEB Obligation

The Library's annual OPEB cost, the percentage of annual OPEB cost contributed to the Plan and the net OPEB obligation were as follows:

Fiscal Year Ended	Annual OPEB Cost	Employer Contributions	Percentage of Annual OPEB Cost Contributed	Net OPEB Obligation
April 30, 2012	\$ 20,053	\$ 7,345	36.63%	\$ 37,503
April 30, 2013	11,962	411	3.44%	49,054
April 30, 2014	13,228	7,345	55.53%	54,937

7. OTHER POSTEMPLOYMENT BENEFITS (Continued)

e. Annual OPEB Costs and Net OPEB Obligation (Continued)

The net OPEB obligation as of April 30, 2014, was calculated as follows:

Annual required contribution	\$ 12,410
Interest on net OPEB obligation	2,453
Adjustment to annual required contribution	<u>(1,635)</u>
Annual OPEB cost	13,228
Contributions made	<u>7,345</u>
Increase in net OPEB obligation	5,883
Net OPEB obligation, beginning of year	<u>49,054</u>
NET OPEB OBLIGATION, END OF YEAR	<u>\$ 54,937</u>

Funded Status and Funding Progress: The funded status and funding progress of the plan as of April 30, 2013 (most recent data available), was as follows:

Actuarial accrued liability (AAL)	\$ 89,248
Actuarial value of plan assets	-
Unfunded actuarial accrued liability (UAAL)	89,248
Funded ratio (actuarial value of plan assets/AAL)	0.00%
Covered payroll (active plan members)	\$ 246,492
UAAL as a percentage of covered payroll	36.21%

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality and the healthcare cost trend. Amounts determined regarding the funded status of the Plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to financial statements, presents multi-year trend information that shows whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

7. OTHER POSTEMPLOYMENT BENEFITS (Continued)

e. Annual OPEB Costs and Net OPEB Obligation (Continued)

Actuarial methods and assumptions - projections of benefits for financial reporting purposes are based on the substantive plan (the Plan as understood by the employer and plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the April 30, 2013 actuarial valuation (most recent available), the entry-age normal actuarial cost method was used. The actuarial assumptions included an investment rate of return of 5% and an initial healthcare cost trend rate of 9% with an ultimate healthcare inflation rate of 5%. Both rates include a 2.5% inflation assumption. The actuarial value of assets was not determined as the Library has not advance funded its obligation. The Plan's unfunded actuarial accrued liability is being amortized as a level percentage of projected payroll on an open basis. The remaining amortization period at April 30, 2013 was 30 years.

8. RISK MANAGEMENT

The Library is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; employee health; natural disasters and injuries to the Village's employees. Employees' health insurance is purchased through a broker and no risk of loss is retained by the Library.

Intergovernmental Risk Management Agency (IRMA)

The Library participates in the Intergovernmental Risk Management Agency (IRMA). IRMA is an organization of municipalities and special districts in northeastern Illinois that have formed an association under the Illinois Intergovernmental Cooperation Statute to pool their risk management needs. IRMA administers a mix of self-insurance and commercial insurance coverages; property/casualty and workers' compensation claim administration/litigation management services; unemployment claim administration; extension risk management/loss control consulting and training programs; and a risk information system and financial reporting service for its members.

The Library's payments to IRMA are displayed on the financial statements as expenditures/expenses in appropriate funds. Each member assumes the first \$2,500 of each occurrence and IRMA has a mix of self-insurance and commercial insurance at various amounts above that level.

8. RISK MANAGEMENT (Continued)

Intergovernmental Risk Management Agency (IRMA) (Continued)

Each member appoints one delegate, along with an alternate delegate, to represent the member on the Board of Directors. The Library does not exercise any control over the activities of IRMA beyond its representation on the Board of Directors.

Initial contributions are determined each year based on the individual member's eligible revenue as defined in the by-laws of IRMA and experience modification factors based on past member loss experience. Members have a contractual obligation to fund any deficit of IRMA attributable to a membership year during which they were a member. Supplemental contributions may be required to fund these deficits. The Library is aware of no additional contributions due to IRMA as of April 30, 2014.

Preliminary and Tentative
For Discussion Purposes Only

REQUIRED SUPPLEMENTARY INFORMATION

**LAKE BLUFF PUBLIC LIBRARY
LAKE BLUFF, ILLINOIS**

**Preliminary and Tentative
For Discussion Purposes Only**

**SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
GENERAL FUND**

For the Year Ended April 30, 2014

	Original and Final Budget	Actual	Variance Over (Under)
REVENUES			
Taxes	\$ 833,508	\$ 849,613	\$ 16,105
Intergovernmental	5,868	13,033	7,165
Charges for services	7,700	9,329	1,629
Fines and forfeits	12,000	14,500	2,500
Investment income	500	322	(178)
Donations	15,000	11,348	(3,652)
Miscellaneous	30,800	16,124	(14,676)
	905,376	914,269	8,893
EXPENDITURES			
Culture and recreation			
Salaries and employee benefits	540,500	545,851	5,351
Books, periodicals, films and records	144,250	168,243	23,993
Professional services	38,500	30,707	(7,793)
Printing, stationery and office supplies	18,000	17,086	(914)
Dues and professional development	5,500	5,636	136
Utilities	6,500	8,781	2,281
Special programs	5,868	16,523	10,655
Building and grounds maintenance	42,750	34,225	(8,525)
Computers/automation	153,000	49,813	(103,187)
Equipment	4,508	4,023	(485)
Contingency	18,000	13,906	(4,094)
Capital outlay	13,000	13,122	122
	990,376	907,916	(82,460)
NET CHANGE IN FUND BALANCE	\$ (85,000)	6,353	\$ 91,353
FUND BALANCE, MAY 1		530,360	
FUND BALANCE, APRIL 30		\$ 536,713	

(See independent auditor's report.)

**LAKE BLUFF PUBLIC LIBRARY
LAKE BLUFF, ILLINOIS**

Preliminary and Tentative
For Discussion Purposes Only

REQUIRED SUPPLEMENTARY INFORMATION
OTHER POSTEMPLOYMENT BENEFIT PLAN

April 30, 2014

Schedule of Funding Progress

Actuarial Valuation Date April 30,	(1) Actuarial Value of Assets	(2) Actuarial Accrued Liability (AAL) Entry-Age	(3) Funded Ratio (1) / (2)	(4) Unfunded AAL (UAAL) (2) - (1)	(5) Covered Payroll	UAAL as a Percentage of Covered Payroll (4) / (5)
2010	\$ -	\$ 158,482	0.00%	\$ 158,482	\$ 248,373	63.81%
2011	N/A	N/A	N/A	N/A	N/A	N/A
2012	N/A	N/A	N/A	N/A	N/A	N/A
2013	-	89,248	0.00%	89,248	246,492	36.21%
2014	N/A	N/A	N/A	N/A	N/A	N/A

Schedule of Employer Contributions

Fiscal Year	Employer Contributions	Annual Required Contribution (ARC)	Percentage Contributed	Net Pension Obligation/ (Asset)
2010	\$ 7,345	\$ 19,640	37.40%	\$ 12,295
2011	7,345	19,640	37.40%	24,795
2012	7,345	19,640	37.40%	37,503
2013	411	12,410	3.31%	49,054
2014	7,345	12,410	59.19%	54,937

N/A - Information not available

The Library implemented GASB Statement No. 45 for the fiscal year ended April 30, 2010.

Information for prior years is not available.

(See independent auditor's report.)

**LAKE BLUFF PUBLIC LIBRARY
LAKE BLUFF, ILLINOIS**

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

April 30, 2014

BUDGETS

The Library Board has the authority to approve the budget for the General Fund; the Village Board approves the tax levy for that fund. State statutes and local ordinances require that the budget be approved before the beginning of the fiscal year.

Expenditures may not legally exceed budgeted appropriations at the fund level. During the year, no supplementary appropriations were adopted.

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

NOTICE OF Technology Committee Meeting

The Technology Committee of the Lake Bluff Public Library Board of Library Trustees will meet on Monday, September 22nd, 2014 for the purposes outlined below. Public notice per Section (5 ILCS 120/2.02 (a) of the Open Meetings Act notice of the rescheduled meeting date is hereby provided.

Lake Bluff Public Library Board of Trustees Rescheduled Technology Committee Meeting

**Monday, September 22nd at 6:00 PM
At the Lake Bluff Public Library
123 E. Scranton Avenue
Lake Bluff, Illinois 60044**

AGENDA

- I. Call to order (6:00pm)**
- II. Roll Call**
- III. Discussion of Sierra Implementation Progress (30 minutes)(6:30pm)**
- IV. Any and all other business that may properly come before this committee (15 minutes)(6:45pm)**
- V. Dismissal (6:45pm)**

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 September 22nd, 2014 meeting and have special requirements as outlined in the Americans with Disabilities Act, please notify the Library Director, Eric Bailey, by noon on September 22nd.

Update: Sierra Implementation

Date: September 22, 2014

SUMMARY: Full implementation of Sierra is behind schedule. See below for an update on a few areas that still require completion.

1. SMS Notices Not Working

Someone has been assigned to work on this, and according to Innovative Interfaces it will be fixed before September 26, 2014.

2. Alias

The ability to create an alternative user name, rather than always using the barcode, is available through Innovatives 'Classic' catalog. The signup feature is not yet working in Encore but according to Innovative should be working before September 26, 2014.

3. Interlibrary Loan

The OCLC interface for placing Interlibrary Loan requests went live at nearly the same time as we adopted Sierra. The system already represents an improvement in workflow, but forms are not working completely. Encore and Sierra are meant to place a hold directly into OCLC's new World Share interface but the forms that control this are not presently working. Innovative implementation team member Jason Boland is working with product designers to fix the problem; a target date has been set.

4. Calendar

The calendar has been modified by Innovative team member Colin Shaper, and should now be working. This is being tested by library staff members.

5. eCommerce

A 'bug' has been identified in our eCommerce setup. Customer engineering is working on it; no target date has been set.

6. Program Displays

Programs are not currently displaying in patron accounts after they have registered. Per Innovative, this should be fixed by September 26, 2014.

7. System Slowness

The staff side of the new system sometimes slows down and/or times out. This is most pronounced when someone is working on a data heavy project, such as cataloging. Library staff member Amy vanGoethem will notify Innovative Interfaces help desk when she is cataloging so that they can monitor system use and adjust accordingly.

SUMMARY: While most goals have been met, there remain points that need resolution.

Action

Date: September 22, 2014

Communication

An effort has been made to keep communication clear and consistent. A telephone conference with VP of Professional Services Marina Keating has been scheduled for September 26.

2. **Upgrade of Software**

Recently released upgrades will patch some problems and enhance the software along the way. The patch released this summer allows full eBook and eAudiobook integration with the catalog.

3. **Staff Outlook**

Working with the new system and setting up the necessary new workflows is important. Work can and will continue. Any Integrated Library System purchased by the library would be subject to ongoing bugs, patches, and upgrades. A sense of routine and normalcy must be reestablished.

Goals

- Continue clear and concise communication. Be certain that Innovative knows what we are looking for. Avoid alienating the company as we have a long term commitment to working as partners.
- Completion of implementation by October 15.
- Installation of available patches and upgrades no later than October 31.
- Complete Sierra and Encore instruction handbooks by September 30.

Respectfully submitted,

Eric Scott Bailey