

## September 16, 2014

### agenda

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
<b>1,2 CTO, Additions</b>		
	Document Summary	1A
	Agenda	2A-2B
<b>3 Opportunity to Address Board</b>		
	(No documents)	
<b>4 Consent Agenda</b>		
	Minutes of August 19, 2014 Board Meeting <b>(action)</b>	3A-3C
	Minutes of September 4, 2014 Human Resources Committee Meeting <b>(action)</b>	4A
	Minutes of September 11, 2014 Finance Committee Meeting <b>(action)</b>	5A
<b>5 Treasurer's Report</b>		6A-6D
<b>6 Financial Reports (Yellow)</b>		
	August Detailed Balance Sheet <b>(action)</b>	7A-7F
	August Detailed Revenue & Expense Report <b>(action)</b>	8A-8H
<b>7 Approval of Checks (Green)</b>		
	August Manual Check Report <b>(action)</b>	9A-9C
	August Check Register <b>(action)</b>	10A-10J
<b>8 Committee Reports</b>		
<b>9 New Business</b>		11A
	Approval and Storage Process for Minutes	12A
	Library Closings for 2015	13A
<b>10 Old Business</b>		14A
	Per Capita Grant Requirements for FY 2015-2016	15A-15F
	Staff Retention	16A-16B
<b>11 Director's Report</b>		
	Librarian's Narrative Report	17A-17B
	Selection of Board Member for October 18, 2014 Friends of the Library Meeting	
<b>12 Executive Session(s)</b>		
<b>13 Any and All Other Business ...</b>		
<b>14 Adjournment</b>		
<b>15 Attachments</b>		
	Statistical Reports	18A-18B
	Open Meetings Act Excerpts	
	Proposed Library Closings for 2015	
	Per Capita Grant Discussion Information	
	Staff Retention Report	

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

- 1. Call to Order (7:00pm)**
- 2. Additions & Corrections to the Agenda (2 minutes)(7:02pm)**
- 3. Opportunity for Public to Address the Board (limit 5 minutes per person per meeting)**
- 4. Approval of Minutes**
  - a. Approval of Minutes of August 19, 2014 Regular Board Meeting **(action)(2 minutes)(7:12pm)**
  - b. Approval of Minutes of September 4, 2014 Human Resources Committee Meeting **(action)(2 minutes)(7:14pm)**
  - c. Approval of Minutes of September 11, 2014 Finance Committee Meeting **(action)(2 minutes)(7:16pm)**
- 5. Treasurer's Report (10 minutes)(7:26pm)**
- 6. August 2014 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (5 minutes)(7:31pm)**
  - a. August Detailed Balance Sheet **(action)**
  - b. August Detailed Revenue & Expense Report **(action)**
- 7. Approval of checks (Green Pages) (10 minutes)(7:41pm)**
  - a. August Manual Checks (11784-11795) **(action)**
  - b. August Monthly Checks (11796-11814) **(action)**
- 8. Committee Reports (15 minutes)(7:56pm)**
  - a. Building and Grounds Committee **(CHAIR: Schons. MEMBERS: Meierhoff and Stroh.)**
  - b. Finance Committee **(CHAIR: Butler. MEMBERS: Kregor.)**
  - c. Human Resources Committee **(CHAIR: Butler. MEMBERS: Meierhoff, Stroh, Wojda.)**
  - d. Intergovernmental Committee **(CHAIR: Bailey. MEMBERS: Stroh and Schnell.)**
  - e. Long Range Planning Committee **(CHAIR: Kregor. MEMBERS: Butler and Wojda.)**
  - f. Outreach Committee **(CHAIR: Schons. Members: Schnell.)**
  - g. Technology Committee **(CHAIR: Kregor. MEMBERS: Wojda.)**
- 9. New Business**
  - a. Approval Process for Minutes **(action)(15 minutes)(8:11pm)**
  - b. Library Closings for 2015 **(action)(5 minutes)(8:16pm)**

**10. Old Business**

- a. Per Capita Grant Requirements for FY 2015-2016 (2 minutes)(8:18pm)
- b. Staff Retention (10 minutes)(8:28pm)

**11. Director's Report (5 minutes)(8:33pm)**

- a. Director's Narrative Report
- b. Friends Meeting Attendee for October 18, 2014 at 10:00am

**12. Executive Session(s)**

**(approximately 30-45 minutes)(9:03pm)**

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

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

**14. Adjournment (1 minute)(9:04pm)**

**Attachments:**

Statistics Report

Open Meetings Act Excerpts

Proposed Library Closings for 2015

Per Capita Grant Discussion Information

Staff Retention Report

**Upcoming Board Meetings: October 21, November 18, and December 16, 2014**

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

**D R A F T**

August 19, 2014

The meeting was called to order at 7:05 p.m. by President Kathy Meierhoff. Also present: Tim Kregor, Ruth Schnell, Carl Schons, Romain Wojda and Library Director Eric Bailey.

Absent: Scot Butler, Cal Stroh

No members of the public were present.

Schons moved, Kregor seconded the motion to approve the minutes of the July 8, 2014 Board of Trustees regular meeting.

Voting Aye: All

Voting No: None

Absent: Butler, Stroh

Schons moved, Kregor seconded the motion to approve the minutes of the July 8, 2014 Building and Grounds Committee meeting.

Voting Aye: All

Voting No: None

Absent: Butler, Stroh

Schons moved, Kregor seconded the motion to approve the minutes of the July 16, 2014 Human Resources Committee meeting.

Voting Aye: All

Voting No: None

Absent: Butler, Stroh

Schons moved, Kregor seconded the motion to approve the minutes of the July 16, 2014 Outreach Committee meeting.

Voting Aye: All

Voting No: None

Absent: Butler, Stroh

Schons moved, Kregor seconded the motion to approve the July Detailed Balance and Revenue/Expense reports.

Voting Aye: All

Voting No: None

Absent: Butler, Stroh

Schons moved, Kregor seconded the motion to approve the July manual checks (11732-

11747) and the July monthly checks (11748-11783).  
Voting Aye: Kregor, Meierhoff, Schnell, Schons, Wojda  
Voting No: None  
Absent: Butler, Stroh

Director Bailey reported on behalf of the Building and Grounds committee that the contract with the Engberg Anderson for the Space Usage and Facilities Modernization Plan has been signed. The Building and Grounds committee will hold a preliminary meeting with Engberg Anderson on Sept. 9.

Other Building and Grounds improvements include improved leaf mulch, installation of a new bench, repairing of masonry and working on the back door.

Kregor reported that improvements on website features continue to be made.

In Ruth Schnell's absence, the secretary at the September 16, 2014 Friends meeting will be Scot Butler.

Per Capita Grant Requirements for FY 2015-2016 were discussed.

Director Bailey presented his narrative report.

The HR committee will meet and discuss staff turnover and retention.

It was suggested that the monthly statistics summary be accompanied by comments from the staff member who compiles them, to get a broader picture of the trends.

Kregor attended the Friends meeting on Aug. 16. He suggests the Board representatives who attend future Friends meetings should report on the Space Utilization consultants' progress. Wojda will represent the Board at the Friends' September meeting.

At 7:55 p.m., Schnell moved, Schons seconded the motion to go into executive session to discuss the minutes of meetings lawfully closed as mandated by Section 2.06 and in compliance with the Open Meetings Act 5 ILCS 120/2 (c)(21) for the purpose of semi-annual review.

Schons moved, Wojda seconded the motion to leave executive session at 8:50 p.m.

The Board re-opened its regular meeting at 8:51 p.m. President Meierhoff announced that all reexecutive session minutes reviewed tonight will remain closed. She asked Director Bailey to have the staff search for a simple, inexpensive computer to be dedicated to Board use and to provide a lockable cabinet for storage of the written and audio versions of all executive sessions. Since Meierhoff is an ex-officio member of

each of the Board's committees, she will keep minutes at each committee's executive meetings and store them in the cabinet. At its next meeting the HR committee will discuss the availability to all Board members of information from its meetings.

Wojda moved, Schons seconded the motion to adjourn at 9:02.

Voting Aye: All  
Voting No: None  
Absent: Butler, Stroh

Respectfully submitted,

Ruth Schnell  
Board Secretary

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

Human Resources Committee Meeting  
Thursday, September 4, 2014

**1) Call to Order; Roll Call**

The meeting was called to order at 6:02PM by HR Committee Chairman Scot Butler:

Present: Kathy Meierhoff, Cal Stroh and Scot Butler  
Library Staff Present: Eric Bailey and Martha O'Hara  
Members of the Public: None

**2) Discussion**

- a) Committee discussed causes of recent staff turnover.
- b) Butler moved that the Committee approve the Director's recommendation to increase hours, salaries and benefits for appropriate Library employees and that the recommendation be presented to the Finance Committee in advance of the September Board meeting.
- c) All voted aye
- d) Committee discussed the need for improvements in the working environment and it was agreed that the Library Director would work with the Staff to develop recommendations

**3) Any Other Business**

- a. Committee reviewed the details of information the Library Director obtained regarding meeting notes per the Open Meetings Act.
- b. It was determined that the decision to make these notes public was each Committees responsibility, not the full Board
- c. Details will be reviewed at the September Board meeting

**4) Adjournment**

- a) Meierhoff moved and Butler seconded that the meeting be adjourned at 7:40PM. The motion was approved unanimously

Respectfully submitted

Scot Butler

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

Human Resources Committee Meeting  
Thursday, September 11, 2014

**1) Call to Order; Roll Call**

The meeting was called to order at 2:10PM by Committee Chairman Scot Butler:

Present: Tim Kregor and Scot Butler

Library Staff Present: Eric Bailey and Martha O'Hara

Members of the Public: None

**2) Discussion**

- a) Committee discussed causes of and remedies for recent staff turnover.
- b) Butler moved that the Committee approve the Director's recommendation to increase hours, salaries and benefits for appropriate Library employees and that the recommendation be presented to the full Board at the September Board meeting.
- c) All voted aye
- d) Committee discussed the need for improvements in the working environment and it was agreed that the Library Director would work with the Staff to develop short term, low cost recommendations

**3) Any Other Business**

- a. Committee member Kregor raised the potential value of an assessment of the Library's user base in terms of who uses the Library, how often and for what purpose so that future Outreach and other Marketing programs can be developed in a targeted manner
- b. Committee member Butler raised the possibility of creating a Marketing Committee as part of the Library Board to take on these initiatives
- c. It was agreed that further discussion of these topics would be desirable

**4) Adjournment**

- a) Butler moved and Bailey seconded that the meeting be adjourned at 3:05PM. The motion was approved unanimously

Respectfully submitted

Scot Butler

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

9/10/2014

Description	FY 2014-15				FY 2013-14		
	Fiscal Year Total-to-Date	Budget	% of Budget Received/ Expensed	% of Actual Y-T-D	Previous Fiscal YTD	% of Budget Received/ Expensed	Budget
<b>Revenues</b>							
Property Taxes	\$ 451,766	\$ 851,666	53.0%	98.2%	\$ 460,727	55.3%	\$ 833,508
Rental Fines	3,834	13,000	29.5%	0.8%	5,116	42.6%	12,000
State Per Capita Grant	-	7,153	0.0%	0.0%	103	1.7%	5,868
Non-Resident Fees	2,717	7,000	38.8%	0.6%	3,348	55.8%	6,000
Miscellaneous Revenue	735	3,000	24.5%	0.2%	2,792	93.1%	3,000
Other Grants	-	5,000	0.0%	0.0%	-	0.0%	15,000
Photo-copy Charges	695	2,000	34.7%	0.2%	908	53.4%	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	92	400	22.9%	0.0%	425	85.0%	500
Naperville (Impact) Fees	-	-	---	0.0%	-	---	-
Restricted Donations/Gifts	75	20,000	0.4%	0.0%	-	0.0%	15,000
Unrestricted Donations/Gifts	25	1,000	2.5%	0.0%	95	1.9%	5,000
<b>Total Revenues</b>	<b>\$ 459,939</b>	<b>\$ 918,119</b>	<b>50.1%</b>	<b>100.0%</b>	<b>\$ 479,393</b>	<b>52.9%</b>	<b>\$ 905,376</b>
Use of Fund Balance Reserves		\$ 34,900					\$ 100,000
<b>Total Projected Revenues &amp; Use of Reserves</b>		<b>953,019</b>					<b>1,005,376</b>
<b>Expenditures</b>							
Librarian Salaries	\$ 74,284	\$ 224,000	33.2%	25.0%	\$ 70,692	32.6%	\$ 217,000
Staff Salaries	78,947	231,000	34.2%	26.5%	67,122	33.4%	201,000
Medical Insurance	14,279	42,000	34.0%	4.8%	12,639	25.3%	50,000
Other Employee Benefits	-	500	0.0%	0.0%	-	0.0%	500
Employer IMRF	15,861	45,000	35.2%	5.3%	12,867	32.2%	40,000
Employer FICA	11,518	35,000	32.9%	3.9%	10,341	32.3%	32,000
<i>Subtotal Personnel Expense</i>	<b>\$ 194,887</b>	<b>\$ 577,500</b>	<b>33.7%</b>	<b>65.5%</b>	<b>\$ 173,659</b>	<b>32.1%</b>	<b>\$ 540,500</b>
Building Maintenance	\$ 7,467	\$ 28,000	26.7%	2.5%	\$ 12,602	45.0%	\$ 28,000
Elevator Maintenance	1,226	2,000	61.3%	0.4%	537	23.8%	2,250
Grounds Maintenance	2,707	8,500	31.9%	0.9%	3,025	30.2%	10,000
Copier Maintenance	859	4,500	19.1%	0.3%	1,687	37.5%	4,500
<i>Subtotal Maintenance Expense</i>	<b>\$ 12,259</b>	<b>\$ 43,000</b>	<b>28.5%</b>	<b>4.1%</b>	<b>\$ 17,850</b>	<b>39.9%</b>	<b>\$ 44,750</b>
Other Professional Services	\$ 267	\$ 20,000	1.3%	0.1%	\$ 25	0.5%	\$ 5,000
Computer Services	5,745	20,000	28.7%	1.9%	5,750	20.5%	28,000
Legal Services	878	15,000	5.9%	0.3%	1,170	46.8%	2,500
Professional Development	848	5,000	17.0%	0.3%	1,353	45.1%	3,000
Dues	349	2,000	17.5%	0.1%	195	7.8%	2,500
Utilities	2,174	8,000	27.2%	0.7%	2,710	41.7%	6,500

6B

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

9/10/2014

Description	FY 2014-15				FY 2013-14		
	Fiscal Year Total-to-Date	Budget	% of Budget Received/ Expensed	% of Actual Y-T-D	Previous Fiscal YTD	% of Budget Received/ Expensed	Budget
Postage	747	3,000	24.9%	0.3%	879	22.0%	4,000
Printing/E-News	3,708	9,000	41.2%	1.2%	3,544	44.3%	8,000
Office Supplies	1,410	6,000	23.5%	0.5%	1,867	31.1%	6,000
Bldg/Grounds Supplies	551	2,000	27.6%	0.2%	622	24.9%	2,500
Technical Services Supplies	1,297	5,500	23.6%	0.4%	1,713	31.1%	5,500
<i>Subtotal Contracts &amp; Commoditie</i>	<i>\$ 17,974</i>	<i>\$ 95,500</i>	<i>18.8%</i>	<i>6.0%</i>	<i>\$ 19,827</i>	<i>27.0%</i>	<i>\$ 73,500</i>
Hospitality Program Support	\$ 59	1,000	5.9%	0.0%	\$ 57	5.7%	1,000
Adult Program Support	2,132	4,000	53.3%	0.7%	2,564	64.1%	4,000
Juvenile Program Support	4,923	7,000	70.3%	1.7%	3,732	53.3%	7,000
Per Capita Grant	6,442	7,153	90.1%	2.2%	3,578	61.0%	5,868
Other Grant Expenditures	-	5,000	0.0%	0.0%	-	0.0%	20,000
<i>Subtotal Programs &amp; Grants</i>	<i>\$ 13,556</i>	<i>\$ 24,153</i>	<i>56.1%</i>	<i>4.6%</i>	<i>\$ 9,931</i>	<i>26.2%</i>	<i>\$ 37,868</i>

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

9/10/2014

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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	\$ 4,878	18,000	27.1%	1.6%	\$ 4,196	23.3%	18,000
Adult Fiction Books	5,103	15,000	34.0%	1.7%	4,762	31.7%	15,000
Adult Large Print Materials	421	500	84.3%	0.1%	246	24.6%	1,000
Adult AV Materials	4,112	15,000	27.4%	1.4%	3,989	28.5%	14,000
Adult Reference/e-Reference	8,291	23,000	36.0%	2.8%	3,963	22.0%	18,000
Juvenile Non-Fiction Books	4,181	7,000	59.7%	1.4%	6,622	94.6%	7,000
Picture Books	1,802	6,000	30.0%	0.6%	-	0.0%	6,000
Juvenile Fiction Books	1,314	8,500	15.5%	0.4%	2,623	30.9%	8,500
Juvenile AV Materials	364	3,750	9.7%	0.1%	3,282	87.5%	3,750
Juvenile e-Reference	-	1,000	0.0%	0.0%	660	---	-
Teen Books	801	2,750	29.1%	0.3%	749	27.2%	2,750
e-Books	3,623	12,000	30.2%	1.2%	2,151	26.9%	8,000
Graphic Novels	109	500	21.7%	0.0%	146	29.2%	500
Periodicals	4,546	\$ 7,000	64.9%	1.5%	4,402	58.7%	7,500
Video Games	1,060	3,500	30.3%	0.4%	770	28.0%	2,750
<i>Subtotal Materials</i>	\$ 40,603	123,500	32.9%	13.6%	\$ 38,561	34.2%	\$ 112,750
Patron & Staff Software	\$ 1,851	6,000	30.9%	0.6%	\$ 639	14.2%	4,500
Library Automation Software	-	24,000	0.0%	0.0%	13,053	93.2%	14,000
Miscellaneous Expense	1,518	2,000	75.9%	0.5%	742	37.1%	2,000
<i>Subtotal Software/Other</i>	\$ 3,369	32,000	10.5%	1.1%	\$ 14,434	70.4%	\$ 20,500
FR Restricted Donations	\$ 118	2,000	5.9%	0.0%	\$ 258	---	-
Library Furnishings	530	-	---	0.2%	746	29.8%	2,508
Computer Equipment	18	14,000	0.1%	0.0%	1,663	1.3%	125,000
Other Equipment	149	2,000	7.4%	0.0%	-	0.0%	2,000
Exterior Bldg Improvements	830	12,000	6.9%	0.3%	-	0.0%	13,000
Other Building Improvements	-	-	---	0.0%	-	---	-
Use of Temporarily Restrict Donat	13,197	21,000	62.8%	4.4%	-	---	-
Contingency	-	6,366	0.0%	0.0%	-	0.0%	18,000
<i>Subtotal Capital, Grants &amp; Dona</i>	\$ 14,841	\$ 57,366	25.9%	5.0%	\$ 2,667	1.7%	\$ 160,508
<b>Total Expenditures</b>	<b>\$ 297,490</b>	<b>\$ 953,019</b>	<b>31.2%</b>	<b>100.0%</b>	<b>\$ 276,929</b>	<b>28.0%</b>	<b>\$ 990,376</b>

Fund Balance as of April 30, 2014<sup>a</sup> 536,712  
 Revenues over/(under) Expenditures 162,449  
 Fund Balance at month end 699,161

<sup>a</sup>The fund balance has not been audited yet.

Monthly Reported Reserve

May, 2013	<b>\$810,233</b>
June, 2013	<b>\$810,233</b>
July, 2013	<b>\$810,233</b>
August, 2013	<b>\$816,444</b>
September, 2013	<b>\$816,444</b>
October, 2013	<b>\$816,444</b>
November, 2013	<b>\$530,360</b>
December, 2013	<b>\$530,360</b>
January, 2014	<b>\$530,360</b>
February, 2014	<b>\$530,360</b>
March, 2014	<b>\$530,360</b>
April, 2014	<b>\$530,360</b>

DATE: 09/10/2014  
 TIME: 15:56:03  
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED BALANCE SHEET

PAGE: 1  
 F-YR: 15

7A

FUND: LAKE BLUFF PUBLIC LIBRARY  
 FOR PERIOD 4 ENDING AUGUST 31, 2014

ACCOUNT #	DESCRIPTION	BALANCE 08/01/14	NET DEBITS	NET CREDITS	BALANCE 08/31/14
<b>ASSETS</b>					
<b>DUE TO/FROM ACCOUNTS</b>					
80-00-100-10000	DUE TO/FROM OTHER FUNDS	0.00	0.00	0.00	0.00
80-00-100-20000	LIB GR FND DUE TO/FROM DETAIL	0.00	0.00	0.00	0.00
<b>TOTAL DUE TO/FROM ACCOUNTS</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>CASH &amp; INVESTMENTS</b>					
80-10-101-10000	CHECKING ACCOUNT	0.00	0.00	0.00	0.00
80-10-101-10001	CASH BOX OVER/SHORT	(99.72)	4.05	40.22	(135.89)
80-10-101-11000	MONEY MARKET ACCOUNT	60,996.13	42,266.22	63,776.27	39,486.08
80-10-101-12000	SAVINGS ACCOUNT	0.00	0.00	0.00	0.00
80-10-101-12100	N TR WEED & FEED CHECKING ACCT	0.00	0.00	0.00	0.00
80-10-101-13000	PETTY CASH	150.00	0.00	0.00	150.00
80-10-101-15000	INVESTMENTS	0.00	0.00	0.00	0.00
80-10-101-15010	US GOVERNMENT OBLIGATIONS	0.00	0.00	0.00	0.00
80-10-101-15020	CERTIFICATES OF DEPOSIT	0.00	0.00	0.00	0.00
80-10-101-15110	ILLINOIS FUND	750,350.82	12,171.11	40,000.00	722,521.93
80-10-101-15111	ILLINOIS FUNDS - GRANTS	1.80	0.00	0.00	1.80
80-10-101-15112	ILLINOIS FUNDS - EPAY	3,415.09	0.03	0.34	3,414.78
<b>TOTAL CASH &amp; INVESTMENTS</b>		<b>814,814.12</b>	<b>54,441.41</b>	<b>103,816.83</b>	<b>765,438.70</b>
<b>RECEIVABLES</b>					
80-10-201-15000	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
80-10-201-15200	PROPERTY TAX RECEIVABLE	852,303.78	0.00	0.00	852,303.78
80-10-201-35000	INTEREST RECEIVABLE	0.00	0.00	0.00	0.00
80-10-201-37000	OTHER RECEIVABLE	0.00	0.00	0.00	0.00
<b>TOTAL RECEIVABLES</b>		<b>852,303.78</b>	<b>0.00</b>	<b>0.00</b>	<b>852,303.78</b>
<b>OTHER ASSETS</b>					
80-10-301-37100	DUE FROM THE VILLAGE	(37,624.94)	67,124.75	29,499.81	0.00
80-10-301-55000	PREPAID EXPENSES	0.00	0.00	0.00	0.00
<b>TOTAL OTHER ASSETS</b>		<b>(37,624.94)</b>	<b>67,124.75</b>	<b>29,499.81</b>	<b>0.00</b>
<b>TOTAL ASSETS</b>		<b>1,629,492.96</b>	<b>121,566.16</b>	<b>133,316.64</b>	<b>1,617,742.48</b>
<b>LIABILITIES AND FUND EQUITY</b>					
<b>LIABILITIES</b>					
<b>PAYABLES</b>					
80-20-102-20000	ACCOUNTS PAYABLE	16,703.76	25,522.38	56,117.90	47,299.28

FUND: LAKE BLUFF PUBLIC LIBRARY  
 FOR PERIOD 4 ENDING AUGUST 31, 2014

ACCOUNT #	DESCRIPTION	BALANCE 08/01/14	NET DEBITS	NET CREDITS	BALANCE 08/31/14
<b>LIABILITIES</b>					
<b>PAYABLES</b>					
80-20-102-41000	SOCIAL SECURITY TAX PAYABLE	0.00	5,867.75	5,867.75	0.00
80-20-102-42000	FEDERAL INCOME TAX PAYABLE	0.00	3,578.14	3,578.14	0.00
80-20-102-43000	STATE INCOME TAX PAYABLE	0.00	1,685.12	1,685.12	0.00
80-20-102-44000	IMRF PAYABLE	0.00	5,488.22	5,488.22	0.00
80-20-102-45000	ICMA 457 PLAN PAYABLE	(1,050.00)	0.00	2,100.00	1,050.00
80-20-102-46000	MEDICAL INSURANCE PAYABLE	0.00	0.00	0.00	0.00
80-20-102-65000	LIBRARY FLEXIBLE BENEFIT PAYAB	0.00	287.04	287.04	0.00
80-20-102-66000	LIBRARY HSA PAYABLE	0.00	350.00	350.00	0.00
80-20-102-70000	OTHER SHORT TERM LIABILITIES	0.00	0.00	0.00	0.00
<b>TOTAL PAYABLES</b>		<b>15,653.76</b>	<b>42,778.65</b>	<b>75,474.17</b>	<b>48,349.28</b>
<b>OTHER LIABILITIES</b>					
80-20-202-16000	ACCRUED PAYROLL	17,927.45	0.00	0.00	17,927.45
80-20-202-22000	DEFERRED PROPERTY TAX	852,303.78	0.00	0.00	852,303.78
80-20-202-22100	OTHER DEFERRED REVENUE	0.00	0.00	0.00	0.00
80-20-202-22200	DUE TO THE VILLAGE MEDICAL FND	0.00	0.00	0.00	0.00
80-20-202-22300	RESTRICTED GIFTS	0.00	0.00	0.00	0.00
80-20-202-22301	TECH 2 FOR YOU DONATIONS	0.00	0.00	0.00	0.00
80-20-202-23500	NOTES PAYABLE	0.00	0.00	0.00	0.00
<b>TOTAL OTHER LIABILITIES</b>		<b>870,231.23</b>	<b>0.00</b>	<b>0.00</b>	<b>870,231.23</b>
<b>ESCROWS &amp; DEPOSITS</b>					
80-20-302-24000	MISCELLANEOUS RESERVE	0.00	0.00	0.00	0.00
<b>TOTAL ESCROWS &amp; DEPOSITS</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>LONG TERM LIABILITIES</b>					
80-20-402-39000	OTHER LONG TERM LIABILITIES	0.00	0.00	0.00	0.00
<b>TOTAL LONG TERM LIABILITIES</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL LIABILITIES</b>		<b>885,884.99</b>	<b>42,778.65</b>	<b>75,474.17</b>	<b>918,580.51</b>
<b>FUND EQUITY</b>					
<b>EQUITY SECTION</b>					
80-30-100-53000	UNRESERVED FUND BALANCE	536,712.49	0.00	0.00	536,712.49
80-30-100-53100	RESERVED FOR AUTOMATION	0.00	0.00	0.00	0.00
80-30-100-53200	DESIGNATED FOR CAPITAL MAINT	0.00	0.00	0.00	0.00
80-30-100-53300	DESIGNATED FOR CAP BLDG IMPR	0.00	0.00	0.00	0.00
<b>TOTAL EQUITY SECTION</b>		<b>536,712.49</b>	<b>0.00</b>	<b>0.00</b>	<b>536,712.49</b>
<b>FUND SURPLUS (DEFICIT)</b>		<b>206,895.48</b>	<b>44,446.00</b>	<b>0.00</b>	<b>162,449.48</b>

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-- VILLAGE OF LAKE BLUFF --  
DETAILED BALANCE SHEET

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FUND: LAKE BLUFF PUBLIC LIBRARY  
FOR PERIOD 4 ENDING AUGUST 31, 2014

ACCOUNT #	DESCRIPTION	BALANCE 08/01/14	NET DEBITS	NET CREDITS	BALANCE 08/31/14
-----					
TOTAL FUND EQUITY		743,607.97	44,446.00	0.00	699,161.97
-----					
TOTAL LIABILITIES AND FUND EQUITY		1,629,492.96	87,224.65	75,474.17	1,617,742.48
-----					

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-- VILLAGE OF LAKE BLUFF --  
DETAILED BALANCE SHEET

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FUND: LIBRARY BLG RENOVATION-CLOSED  
FOR PERIOD 4 ENDING AUGUST 31, 2014

ACCOUNT #	DESCRIPTION	BALANCE 08/01/14	NET DEBITS	NET CREDITS	BALANCE 08/31/14
-----					
ASSETS					
---	UNDEFINED CODE	---			
81-00-100-10000	INTERFUND ACCT	0.00	0.00	0.00	0.00
-----					
TOTAL	---	UNDEFINED CODE	---		
		0.00	0.00	0.00	0.00
-----					
TOTAL ASSETS		0.00	0.00	0.00	0.00
-----					
-----					
LIABILITIES AND FUND EQUITY					
LIABILITIES					
---	UNDEFINED CODE	---			
81-20-102-20000	ACCOUNTS PAYABLE	0.00	0.00	0.00	0.00
-----					
TOTAL	---	UNDEFINED CODE	---		
		0.00	0.00	0.00	0.00
-----					
TOTAL LIABILITIES		0.00	0.00	0.00	0.00
-----					
FUND EQUITY					
---	UNDEFINED CODE	---			
81-30-100-53100	RESERVED FOR CAPITAL	0.00	0.00	0.00	0.00
-----					
TOTAL	---	UNDEFINED CODE	---		
		0.00	0.00	0.00	0.00
-----					
TOTAL FUND EQUITY		0.00	0.00	0.00	0.00
-----					
TOTAL LIABILITIES AND FUND EQUITY		0.00	0.00	0.00	0.00
-----					

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-- VILLAGE OF LAKE BLUFF --  
DETAILED BALANCE SHEET

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7E

FUND: LIBRARY GRANTS & GIFTS FUND  
FOR PERIOD 4 ENDING AUGUST 31, 2014

ACCOUNT #	DESCRIPTION	BALANCE 08/01/14	NET DEBITS	NET CREDITS	BALANCE 08/31/14
-----					
ASSETS					
INTERFUND CLEARING ACCOUNT					
82-00-100-10000	DUE TO/FROM LIBRARY FUND	0.00	0.00	0.00	0.00
-----					
TOTAL INTERFUND CLEARING ACCOUNT		0.00	0.00	0.00	0.00
-----					
CASH & INVESTMENTS					
82-10-101-12000	LIBRARY BIRD MEMORIAL SAVINGS	0.00	0.00	0.00	0.00
-----					
TOTAL CASH & INVESTMENTS		0.00	0.00	0.00	0.00
-----					
TOTAL ASSETS		0.00	0.00	0.00	0.00
-----					
-----					
LIABILITIES AND FUND EQUITY					
LIABILITIES					
PAYABLES					
82-20-102-20000	ACCOUNTS PAYABLE	0.00	0.00	0.00	0.00
-----					
TOTAL PAYABLES		0.00	0.00	0.00	0.00
-----					
TOTAL LIABILITIES		0.00	0.00	0.00	0.00
-----					
FUND EQUITY					
EQUITY SECTION					
82-30-100-53000	UNRESERVED FUND BALANCE	0.00	0.00	0.00	0.00
-----					
TOTAL EQUITY SECTION		0.00	0.00	0.00	0.00
-----					
TOTAL FUND EQUITY		0.00	0.00	0.00	0.00
-----					
TOTAL LIABILITIES AND FUND EQUITY		0.00	0.00	0.00	0.00
-----					

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-- VILLAGE OF LAKE BLU --  
 DETAILED BALANCE SHEET

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FUND: LIBRARY SPECIAL GRANT FUND  
 FOR PERIOD 4 ENDING AUGUST 31, 2014

ACCOUNT #	DESCRIPTION	BALANCE 08/01/14	NET DEBITS	NET CREDITS	BALANCE 08/31/14
<b>ASSETS</b>					
INTERFUND CLEARING ACCOUNT					
83-00-100-10000	LIBRARY GRANT FUND DUE TO/FROM	0.00	0.00	0.00	0.00
TOTAL INTERFUND CLEARING ACCOUNT		0.00	0.00	0.00	0.00
CASH & INVESTMENTS					
83-10-101-15110	ILLINOIS FUND - GRANT ACCOUNT	0.00	0.00	0.00	0.00
TOTAL CASH & INVESTMENTS		0.00	0.00	0.00	0.00
RECEIVABLES					
83-10-201-15000	IL FIRST GRANT/BLDG EXPANSION	0.00	0.00	0.00	0.00
83-10-201-15400	OTHER RECEIVABLES	0.00	0.00	0.00	0.00
TOTAL RECEIVABLES		0.00	0.00	0.00	0.00
TOTAL ASSETS		0.00	0.00	0.00	0.00
<b>LIABILITIES AND FUND EQUITY</b>					
LIABILITIES					
LIABILITIES					
83-20-102-20000	ACCOUNTS PAYABLE	0.00	0.00	0.00	0.00
TOTAL LIABILITIES		0.00	0.00	0.00	0.00
TOTAL LIABILITIES		0.00	0.00	0.00	0.00
FUND EQUITY					
FUND BALANCE					
83-30-100-53150	LIBRARY GRANT FUND RESERVED	0.00	0.00	0.00	0.00
TOTAL FUND BALANCE		0.00	0.00	0.00	0.00
TOTAL FUND EQUITY		0.00	0.00	0.00	0.00
TOTAL LIABILITIES AND FUND EQUITY		0.00	0.00	0.00	0.00

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-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 4 PERIODS ENDING AUGUST 31, 2014

PAGE: 1  
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FUND: LAKE BLUFF PUBLIC LIBRARY  
 DEPT: REVENUES

ACCOUNT NUMBER	DESCRIPTION	AUGUST ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
<b>PROPERTY TAXES</b>							
80-40-103-10000	LIBRARY PROPERTY TAX	12,163.70	19,435.16	451,765.66	460,727.07	851,666.00	53.0%
TOTAL REVENUES: PROPERTY TAXES		12,163.70	19,435.16	451,765.66	460,727.07	851,666.00	53.0%
<b>SERVICES &amp; FEES</b>							
80-40-403-48300	PHOTO-COPY CHARGES	202.10	252.65	694.95	907.60	2,000.00	34.7%
80-40-403-48500	NON-RESIDENT FEES	780.18	999.79	2,716.77	3,347.59	7,000.00	38.8%
TOTAL REVENUES: SERVICES & FEES		982.28	1,252.44	3,411.72	4,255.19	9,000.00	37.9%
<b>FINES</b>							
80-40-503-65000	RENTAL FINES	1,060.15	1,430.33	3,834.16	5,115.61	13,000.00	29.4%
TOTAL REVENUES: FINES		1,060.15	1,430.33	3,834.16	5,115.61	13,000.00	29.4%
<b>MISCELLANEOUS</b>							
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	19.06	24.54	91.61	102.64	400.00	22.9%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	3.12	1.46	25.26	95.28	0.00	100.0%
80-40-603-78001	RESTRICTED DONATIONS	75.43	0.00	75.43	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	97.45	2,212.30	735.46	2,792.45	3,000.00	24.5%
TOTAL REVENUES: MISCELLANEOUS		195.06	2,238.30	927.76	9,995.58	11,300.00	8.2%
TOTAL REVENUES: REVENUES		14,401.19	24,356.23	459,939.30	480,093.45	884,966.00	51.9%
TOTAL FUND REVENUES		14,401.19	24,356.23	459,939.30	480,093.45	884,966.00	51.9%

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-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 4 PERIODS ENDING AUGUST 31, 2014

PF 2  
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FUND: LAKE BLUFF PUBLIC LIBRARY  
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	AUGUST ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
<b>LIBRARY SERVICES</b>							
80-60-001-40000	LIBRARIAN SALARIES	18,026.06	18,314.86	74,283.74	70,691.69	224,000.00	33.1%
80-60-001-40050	STAFF SALARIES	20,962.20	17,911.49	78,946.52	67,121.83	231,000.00	34.1%
80-60-001-40200	SEASONAL STAFF SALARIES	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-40400	MEDICAL INSURANCE	3,562.85	3,159.70	14,278.92	12,638.80	42,000.00	33.9%
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	4,002.22	3,275.13	15,860.55	12,866.52	45,000.00	35.2%
80-60-001-40951	EMPLOYER FICA TAX	2,933.87	2,720.77	11,517.64	10,340.59	35,000.00	32.9%
80-60-001-41000	BUILDING MAINTENANCE	325.89	1,727.35	7,466.79	12,602.36	28,000.00	26.6%
80-60-001-41020	ELEVATOR MAINTENANCE	0.00	107.32	1,226.00	536.60	2,000.00	61.3%
80-60-001-41050	GROUPS MAINTENANCE	0.00	930.00	2,707.25	3,024.85	8,500.00	31.8%
80-60-001-41303	COPIER MAINTENANCE/SUPPLIES	51.30	458.90	858.64	1,686.68	4,500.00	19.0%
80-60-001-41304	OTHER PROFESSIONAL SERVICES	0.00	0.00	267.00	25.00	20,000.00	1.3%
80-60-001-41305	COMPUTER SERVICES	165.00	0.00	5,745.00	5,749.71	20,000.00	28.7%
80-60-001-41350	LEGAL SERVICES	0.00	0.00	1,170.50	1,170.00	15,000.00	5.8%
80-60-001-42400	PROFESSIONAL DEVELOPMENT	542.75	500.00	847.75	1,353.00	5,000.00	16.9%
80-60-001-42440	DUES	163.00	0.00	349.00	195.00	2,000.00	17.4%
80-60-001-43230	UTILITIES	583.94	1,241.33	2,173.67	2,710.35	8,000.00	27.1%
80-60-001-43300	POSTAGE	0.00	4.82	747.13	878.71	3,000.00	24.9%
80-60-001-43400	PRINTING/E-NEWSLETTER	1,827.30	1,786.30	3,708.20	3,543.80	9,000.00	41.2%
80-60-001-43550	OFFICE SUPPLIES	373.33	541.51	1,410.09	1,866.57	6,000.00	23.5%
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	366.18	217.29	551.48	622.10	2,000.00	27.5%
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	154.29	246.89	1,297.38	1,713.00	5,500.00	23.5%
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	9.26	58.99	57.07	1,000.00	5.8%
80-60-001-43710	ADULT PROGRAM SUPPLIES	10.29	189.47	2,132.16	2,563.95	4,000.00	53.3%
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	196.35	22.35	4,922.95	3,731.52	7,000.00	70.3%
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	308.78	1,027.14	4,877.79	4,195.60	18,000.00	27.0%
80-60-001-45100	ADULT FICTION BOOKS	509.55	1,082.49	5,103.17	4,761.69	15,000.00	34.0%
80-60-001-45110	ADULT LARGE PRINT MATERIAL	34.99	0.00	421.29	245.84	500.00	84.2%
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	1,091.85	1,056.52	4,112.33	3,989.43	15,000.00	27.4%
80-60-001-45220	ADULT REFERENCE/E-REFER	0.00	0.00	8,291.00	3,963.00	23,000.00	36.0%
80-60-001-45400	JUVENILE NON-FICTION	432.90	352.97	4,180.56	6,622.44	7,000.00	59.7%
80-60-001-45410	PICTURE BOOKS, READERS	18.61	815.07	1,801.53	2,623.21	6,000.00	30.0%
80-60-001-45420	JUVENILE FICTION	6.59	597.36	1,313.73	3,282.28	8,500.00	15.4%
80-60-001-45430	JUVENILE AUDIO-VISUAL	116.53	60.39	364.21	660.04	3,750.00	9.7%
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	14.69	67.62	800.67	748.60	2,750.00	29.1%
80-60-001-45460	E-BOOKS	1,236.04	880.72	3,622.51	2,151.22	12,000.00	30.1%
80-60-001-45470	GRAPHIC NOVELS	0.00	92.13	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	152.97	100.36	1,059.68	770.16	3,500.00	30.2%
80-60-001-45600	PATRON & STAFF SOFTWARE	9.95	9.95	1,851.05	638.80	6,000.00	30.8%
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	0.00	13,053.00	24,000.00	0.0%

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-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 4 PERIODS ENDING AUGUST 31, 2014

PAGE: 3  
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FUND: LAKE BLUFF PUBLIC LIBRARY  
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	AUGUST 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	164.25	32.15	1,517.84	741.90	2,000.00	75.8%
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	14.66	0.00	117.65	257.80	0.00	-100.0%
80-60-001-49000	LIBRARY FURNISHINGS	488.01	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	0.00	0.00	829.99	0.00	12,000.00	6.9%
80-60-001-49350	COMPUTER EQUIPMENT	0.00	1,633.81	17.99	1,662.81	14,000.00	0.1%
80-60-001-49400	OTHER EQUIPMENT	0.00	0.00	148.50	0.00	2,000.00	7.4%
80-60-001-50000	CONTINGENCY	0.00	0.00	13,197.02	0.00	6,366.00	207.3%
TOTAL EXPENSES: LIBRARY SERVICES		58,847.19	61,173.42	297,489.82	276,929.13	919,866.00	32.3%
TOTAL EXPENSES: LIBRARY ADMINISTRATION		58,847.19	61,173.42	297,489.82	276,929.13	919,866.00	32.3%
TOTAL FUND EXPENSES		58,847.19	61,173.42	297,489.82	276,929.13	919,866.00	32.3%

DATE: 09/10/2017  
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-- VILLAGE OF JEFFERSON BLUFF --  
 DETAILED REVENUE EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 4 PERIODS ENDING AUGUST 31, 2014

P 4  
 F 15

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

ACCOUNT NUMBER	DESCRIPTION	AUGUST ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
-----							
---	UNDEFINED CODE	---	---	---	---	---	---
81-60-001-49000	LIBRARY FURNISHINGS	0.00	0.00	0.00	0.00	0.00	0.0%
81-60-001-49100	BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.0%
-----							
TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL FUND EXPENSES		58,847.19	61,173.42	297,489.82	276,929.13	919,866.00	32.3%

DATE: 09/10/2014  
 TIME: 16:01:03  
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 4 PERIODS ENDING AUGUST 31, 2014

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8E

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

ACCOUNT NUMBER	DESCRIPTION	AUGUST 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		14,401.19	24,356.23	459,939.30	480,093.45	918,119.00	50.0%

DATE: 09/10/201  
 TIME: 16:01:03  
 ID: GL470006.WOW

-- VILLAGE OF I BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 4 PERIODS ENDING AUGUST 31, 2014

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

ACCOUNT NUMBER	DESCRIPTION	AUGUST 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		58,847.19	61,173.42	297,489.82	276,929.13	953,019.00	31.2%

DATE: 09/10/2014  
 TIME: 16:01:03  
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-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 4 PERIODS ENDING AUGUST 31, 2014

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

ACCOUNT NUMBER	DESCRIPTION	AUGUST 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		14,401.19	24,356.23	459,939.30	480,093.45	918,119.00	50.0%

DATE: 09/10/2014  
TIME: 16:01:03  
ID: GL470006.WOW

-- VILLAGE OF BLUFF --  
DETAILED REVENUE EXPENSE REPORT  
ACTUAL VS. PRIOR VS. BUDGET  
FOR 4 PERIODS ENDING AUGUST 31, 2014

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FUND: LIBRARY SPECIAL GRANT FUND  
DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	AUGUST 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		58,847.19	61,173.42	297,489.82	276,929.13	953,019.00	31.2%

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-- VILLAGE OF LAKE BLUFF --  
MANUAL CHECK REGISTER

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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
11784	9AT&T AT & T			08/21/14		
	8472342540-08	08/07/14	01 LCL PH SRVC:7/8-8/7/14		80-60-001-43230	339.09
					INVOICE TOTAL:	339.09 *
					CHECK TOTAL:	339.09
11785	9COMCAST COMCAST CABLE			08/21/14		
	COM081214	08/12/14	01 INTERNET SRVC:8/19-9/18/14		80-60-001-43230	244.85
					INVOICE TOTAL:	244.85 *
					CHECK TOTAL:	244.85
11786	9INGRAM INGRAM LIBRARY SERVICES			08/21/14		
	79941626	08/14/14	01 ADULT FICTION BOOKS		80-60-001-45100	73.96
					INVOICE TOTAL:	73.96 *
	79941627	08/14/14	01 ADULT FICTION BOOKS		80-60-001-45100	29.38
					INVOICE TOTAL:	29.38 *
	79941628	08/14/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	49.16
					INVOICE TOTAL:	49.16 *
	79941629	08/14/14	01 TEEN BOOKS		80-60-001-45450	14.69
					INVOICE TOTAL:	14.69 *
	79941630	08/14/14	01 ADULT FICTION BOOKS		80-60-001-45100	96.79
					INVOICE TOTAL:	96.79 *
	79941631	08/14/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	41.52
					INVOICE TOTAL:	41.52 *
	79941632	08/14/14	01 PICTURE BKS,READRS,HOLIDAY BKS		80-60-001-45410	18.61
					INVOICE TOTAL:	18.61 *
	79966704	08/15/14	01 ADULT FICTION BOOKS		80-60-001-45100	31.06
					INVOICE TOTAL:	31.06 *
	79966705	08/15/14	01 ADULT FICTION BOOKS		80-60-001-45100	37.30
					INVOICE TOTAL:	37.30 *
	79966706	08/15/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	11.99
					INVOICE TOTAL:	11.99 *
					CHECK TOTAL:	404.46

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-- VILLAGE OF LA PLUFF --  
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
11787	9ROSENPU	ROSEN PUBLISHING &		08/21/14		
	594018	08/05/14	01 JUVENILE NON-FICTION		80-60-001-45400	432.90
					INVOICE TOTAL:	432.90 *
					CHECK TOTAL:	432.90
11788	9CASELOT	CASE LOTS INC.		09/04/14		
	058225	08/19/14	01 JANITORIAL SUPPLIES		80-60-001-43660	197.70
					INVOICE TOTAL:	197.70 *
					CHECK TOTAL:	197.70
11789	9FIRSTBA	FIRST BANKCARD		09/04/14		
	DON08252014	08/25/14	01 JUVENILE PROGRAM SUPPLIES		80-60-001-43720	69.34
			02 JUVENILE AUDIO VISUAL MATERIAL		80-60-001-45430	116.53
					INVOICE TOTAL:	185.87 *
					CHECK TOTAL:	185.87
11790	9FIRSTBA	FIRST BANKCARD		09/04/14		
	AMY08252014	08/25/14	01 VIDEO GAMES		80-60-001-45510	152.97
					INVOICE TOTAL:	152.97 *
					CHECK TOTAL:	152.97
11791	9FIRSTBA	FIRST BANKCARD		09/09/14		
	ERI082514	08/25/14	01 FILE CABINETS		80-60-001-49000	419.98
			02 MISC EXPENSES		80-60-001-46000	25.00
			03 GATEWAY ACCT MONTHLY FEE		80-60-001-46000	30.00
			04 WEBSITE FOR ILL		80-60-001-45600	9.95
			05 MISC EXPENSES		80-60-001-46000	20.00
					INVOICE TOTAL:	504.93 *
					CHECK TOTAL:	504.93
11792	9FIRSTBA	FIRST BANKCARD		09/04/14		
	CAR082514	08/25/14	01 ADULT PROGRAM SUPPLIES		80-60-001-43710	10.29
			02 OFFICE SUPPLIES		80-60-001-43550	23.64
			03 ADULT AUDIO VISUAL MATERIAL		80-60-001-45200	12.98
					INVOICE TOTAL:	46.91 *
					CHECK TOTAL:	46.91

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-- VILLAGE OF LAKE BLUFF --  
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
11793	9FIRSTBA ELI08252014	FIRST BANKCARD 08/25/14		09/04/14		
			01 JUVENILE PROGRAM SUPPLIES		80-60-001-43720	39.06
			02 OFFICE SUPPLIES		80-60-001-43550	70.11
					INVOICE TOTAL:	109.17 *
					CHECK TOTAL:	109.17
11794	9JENSENL JEN082714	LYNDY JENSEN 08/27/14		09/04/14		
			01 BLDG & GROUNDS SUPPLIES		80-60-001-43660	163.99
					INVOICE TOTAL:	163.99 *
	JEN082714-1	08/27/14	01 FILE CABINET		80-60-001-49000	68.03
					INVOICE TOTAL:	68.03 *
					CHECK TOTAL:	232.02
11795	9NTRUSTB NOR081914	NORTHERN TRUST BANK 08/19/14		09/04/14		
			01 ANN'L SAFETY DEPOSIT BOX FEE		80-60-001-42440	30.00
					INVOICE TOTAL:	30.00 *
					CHECK TOTAL:	30.00
					TOTAL AMOUNT PAID:	2,880.87

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-- VILLAGE OF LAKE BLUFF --  
CHECK REGISTER

10A

CHECK DATE: 09/09/14

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
11796	9AMAZONA	VOIDED---LEADER CHECK						
	017653667310		07/15/14	01	ADULT NON-FICTION	80-60-001-45000	34.54	
						INVOICE TOTAL:	34.54 *	
	017655539847		07/19/14	01	ADULT NON-FICTION	80-60-001-45000	9.60	
						INVOICE TOTAL:	9.60 *	
	017659126075		07/15/14	01	ADULT NON-FICTION	80-60-001-45000	21.77	
						INVOICE TOTAL:	21.77 *	
	017659277113		07/11/14	01	ADULT NON-FICTION	80-60-001-45000	22.46	
						INVOICE TOTAL:	22.46 *	
	045791696914		07/16/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-1.89	
						INVOICE TOTAL:	-1.89 *	
	045793130286		07/15/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	86.72	
						INVOICE TOTAL:	86.72 *	
	045796776331		07/10/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	55.46	
						INVOICE TOTAL:	55.46 *	
	045798222436		07/16/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	22.46	
						INVOICE TOTAL:	22.46 *	
	045799773914		07/17/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-1.60	
						INVOICE TOTAL:	-1.60 *	
	065025854431		07/10/14	01	ADULT NON-FICTION	80-60-001-45000	17.99	
						INVOICE TOTAL:	17.99 *	
	066864950089		07/24/14	01	MISC EXPENSES	80-60-001-46000	69.00	
						INVOICE TOTAL:	69.00 *	
	084356229185		07/11/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	24.96	
						INVOICE TOTAL:	24.96 *	

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-- VILLAGE OF LITTLE BLUFF --  
CHECK REGISTER

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CHECK DATE: 09/09/14

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
11796	9AMAZONA	VOIDED---LEADER CHECK						
	084358025900		07/10/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	9.99	
						INVOICE TOTAL:	9.99 *	
	13129*6883085		08/06/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-1.29	
						INVOICE TOTAL:	-1.29 *	
	131290033328		08/05/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-2.79	
						INVOICE TOTAL:	-2.79 *	
	131293333602		08/01/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-2.79	
						INVOICE TOTAL:	-2.79 *	
	131293455744		07/23/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	10.99	
						INVOICE TOTAL:	10.99 *	
	131294122037		07/28/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	180.54	
						INVOICE TOTAL:	180.54 *	
	131295104740		07/30/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-1.89	
						INVOICE TOTAL:	-1.89 *	
11797	9AMAZONA	VOIDED---LEADER CHECK						
	131295900387		07/31/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-1.89	
						INVOICE TOTAL:	-1.89 *	
	131296374462		07/22/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	16.98	
						INVOICE TOTAL:	16.98 *	
	131298854126		07/29/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	22.49	
						INVOICE TOTAL:	22.49 *	
	171910499231		07/26/14	01	ADULT FICTION	80-60-001-45100	33.84	
						INVOICE TOTAL:	33.84 *	

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-- VILLAGE OF LAKE BLUFF --  
CHECK REGISTER

CHECK DATE: 09/09/14

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
11797	9AMAZONA	VOIDED---LEADER CHECK						
	198360480502		07/24/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-1.74	
						INVOICE TOTAL:	-1.74 *	
	198362052174		07/23/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	20.99	
						INVOICE TOTAL:	20.99 *	
	198362770484		07/26/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-1.03	
						INVOICE TOTAL:	-1.03 *	
	19836288707		07/23/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.95	
						INVOICE TOTAL:	19.95 *	
	198364280869		07/21/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	146.12	
						INVOICE TOTAL:	146.12 *	
	198367002938		07/25/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.20	
						INVOICE TOTAL:	-0.20 *	
	198369387578		07/28/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.96	
						INVOICE TOTAL:	14.96 *	
	199840608270		07/12/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-2.99	
						INVOICE TOTAL:	-2.99 *	
	199842265529		07/10/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.01	
						INVOICE TOTAL:	-0.01 *	
	210974224449		07/23/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	29.14	
						INVOICE TOTAL:	29.14 *	
	252791254424		07/30/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-3.40	
						INVOICE TOTAL:	-3.40 *	
	252791823592		08/05/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	48.46	
						INVOICE TOTAL:	48.46 *	

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-- VILLAGE OF LITTLE BLUFF --  
CHECK REGISTER

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CHECK DATE: 09/09/14

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
11797	9AMAZONA	VOIDED---LEADER CHECK						
	252793387069		08/04/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	152.33	
						INVOICE TOTAL:	152.33 *	
	252794484234		08/07/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.01	
						INVOICE TOTAL:	-0.01 *	
	252795547560		08/07/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-1.89	
						INVOICE TOTAL:	-1.89 *	
11798	9AMAZONA	AMAZON						
	252796258303		08/08/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-2.99	
						INVOICE TOTAL:	-2.99 *	
	252796938483		08/08/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-4.60	
						INVOICE TOTAL:	-4.60 *	
	252798089108		08/09/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-4.06	
						INVOICE TOTAL:	-4.06 *	
	252798629424		07/29/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	12.39	
						INVOICE TOTAL:	12.39 *	
	252798767916		08/07/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.51	
						INVOICE TOTAL:	-0.51 *	
	254410054464		08/09/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	211.52	
						INVOICE TOTAL:	211.52 *	
	292319523487		08/09/14	01	PROFESSIONAL DEVELOPMENT	80-60-001-42400	42.75	
						INVOICE TOTAL:	42.75 *	
						CHECK TOTAL:	1,300.83	
11799	9ALA	AMERICAN LIBRARY ASSOCIATION						

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-- VILLAGE OF LAKE BLUFF --  
CHECK REGISTER

CHECK DATE: 09/09/14

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
11799	9ALA	AMERICAN LIBRARY ASSOCIATION						
	ALA081914		08/19/14	01	ANN'L MEMBER DUES:BAILEY	80-60-001-42440	133.00	
						INVOICE TOTAL:	133.00 *	
						CHECK TOTAL:	133.00	
11800	9COMPVIE	COMPUTER VIEW, INC.						
	26392		08/06/14	01	COMPUTER SERVICES	80-60-001-41305	165.00	
						INVOICE TOTAL:	165.00 *	
						CHECK TOTAL:	165.00	
11801	9CORDMAR	MARTHA CORDENIZ						
	COR082714		08/27/14	01	TUITION REIMBURSEMENT	80-60-001-42400	500.00	
						INVOICE TOTAL:	500.00 *	
						CHECK TOTAL:	500.00	
11802	9CREEKSI	CREEKSIDE PRINTING						
	08281405		08/28/14	01	BOOK CHAT NEWSLETTER	80-60-001-43400	1,827.30	
						INVOICE TOTAL:	1,827.30 *	
						CHECK TOTAL:	1,827.30	
11803	9DEMCO	DEMCO, INC						
	5371073		08/14/14	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	63.09	
						INVOICE TOTAL:	63.09 *	
	5373634		08/18/14	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	101.20	
				02	MISC EXPENSES	80-60-001-46000	20.25	
				03	OFFICE SUPPLIES	80-60-001-43550	7.19	

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-- VILLAGE OF LEBANON BLUFF --  
CHECK REGISTER

CHECK DATE: 09/09/14

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11803	9DEMCO	DEMCO, INC					
	5373634		08/18/14	04	CREDIT-TECHNICAL SRVC SUPPLIES	80-60-001-43670	-10.00
						INVOICE TOTAL:	118.64 *
						CHECK TOTAL:	181.73
11804	9HOMEDep	HOME DEPOT CREDIT SERVICES					
	593632		08/27/14	01	BUILDING MAINTENANCE	80-60-001-41000	48.61
						INVOICE TOTAL:	48.61 *
	7581894		08/20/14	01	BUILDING MAINTENANCE	80-60-001-41000	32.28
						INVOICE TOTAL:	32.28 *
						CHECK TOTAL:	80.89
11805	9ILLABOR	ILLINOIS LABOR LAW POSTER SRVC					
	ILL2014-09E		08/29/14	01	OFFICE SUPPLIES	80-60-001-43550	67.25
						INVOICE TOTAL:	67.25 *
						CHECK TOTAL:	67.25
11806	9INGRAM	INGRAM LIBRARY SERVICES					
	80026045		08/19/14	01	ADULT FICTION BOOKS	80-60-001-45100	14.69
						INVOICE TOTAL:	14.69 *
	80026046		08/19/14	01	ADULT FICTION BOOKS	80-60-001-45100	15.26
						INVOICE TOTAL:	15.26 *
	80026047		08/19/14	01	ADULT FICTION BOOKS	80-60-001-45100	14.13
						INVOICE TOTAL:	14.13 *
	80026048		08/19/14	01	ADULT FICTION BOOKS	80-60-001-45100	15.79
						INVOICE TOTAL:	15.79 *

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
11806	9INGRAM	INGRAM LIBRARY SERVICES						
	80026049		08/19/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	44.62	
						INVOICE TOTAL:	44.62 *	
	80026050		08/19/14	01	ADULT FICTION BOOKS	80-60-001-45100	78.49	
						INVOICE TOTAL:	78.49 *	
	80026051		08/19/14	01	JUVENILE FICTION	80-60-001-45420	6.59	
						INVOICE TOTAL:	6.59 *	
	80026052		08/19/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	10.19	
						INVOICE TOTAL:	10.19 *	
	80026053		08/19/14	01	ADULT NON-FICTION	80-60-001-45000	11.37	
						INVOICE TOTAL:	11.37 *	
	80026054		08/19/14	01	LARGE PRINT MATERIAL	80-60-001-45110	34.99	
						INVOICE TOTAL:	34.99 *	
	80026055		08/19/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	44.05	
						INVOICE TOTAL:	44.05 *	
	80060070		08/20/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	13.19	
						INVOICE TOTAL:	13.19 *	
	80060071		08/20/14	01	ADULT FICTION BOOKS	80-60-001-45100	59.85	
						INVOICE TOTAL:	59.85 *	
						CHECK TOTAL:	363.21	
11807	9IRELAND	IRELAND HEATING & AIRCONDITION						
	62512		08/12/14	01	BUILDING MAINTENANCE	80-60-001-41000	120.00	
						INVOICE TOTAL:	120.00 *	
						CHECK TOTAL:	120.00	

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11808	9KAMINMI	MICAH KAMIN					
	KAM081914		08/19/14	01	CUSTODIAL SERVICES	80-60-001-41000	125.00
						INVOICE TOTAL:	125.00 *
						CHECK TOTAL:	125.00
11809	9LB VILL	VILLAGE OF LAKE BLUFF					
	APRIL 2014		08/14/14	01	FY14 MEDICAL INS:APRIL 14	80-10-301-37100	3,528.57
				02	FY14 DENTAL INS:APRIL 14	80-10-301-37100	292.04
				03	FY14 LIFE INS:APRIL 14	80-10-301-37100	37.28
				04	FY14 IMRF 'EE CONTRIB:APRIL 14	80-10-301-37100	1,383.06
				05	FY14 IMRF EMPLYR CONTR:APR 14	80-10-301-37100	3,724.98
				06	FY14 VILL CONTRIBUTION DUE	80-10-301-37100	-7,998.00
						INVOICE TOTAL:	967.93 *
	AUGUST 2014		09/02/14	01	FY15 MEDICAL INS:AUG 14	80-10-301-37100	3,528.57
				02	FY15 DENTAL INS: AUG 14	80-10-301-37100	292.04
				03	FY15 LIFE INS:AUG 14	80-10-301-37100	29.28
				04	FY15 IMRF 'EE CONTR:AUG 14	80-10-301-37100	1,486.00
				05	FY15 IMRF EMPLYR CONTR:AUG 14	80-10-301-37100	4,002.22
						INVOICE TOTAL:	9,338.11 *
	JULY 2014		08/14/14	01	FY15 MEDICAL INS:JULY 14	80-10-301-37100	3,528.57
				02	FY15 DENTAL INS:JULY 14	80-10-301-37100	292.04
				03	FY15 LIFE INS:JULY 14	80-10-301-37100	40.80
				04	FY15 IMRF 'EE CONTRIB:JULY 14	80-10-301-37100	1,504.45
				05	FY15 IMRF EMPLYR CONTR:JULY 14	80-10-301-37100	4,051.97
						INVOICE TOTAL:	9,417.83 *
	JUNE 2014		08/25/14	01	FY15 MEDICAL INS:JUN 14	80-10-301-37100	3,528.57
				02	FY15 DENTAL INS:JUN 14	80-10-301-37100	292.04
				03	FY15 LIFE INS:JUN 14	80-10-301-37100	37.28
				04	FY15 IMRF 'EE CONTRIB:JUN 14	80-10-301-37100	1,461.30
				05	FY15 IMRF EMPLYR CONTR:JUN 14	80-10-301-37100	3,935.75
						INVOICE TOTAL:	9,254.94 *

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
11809	9LB VILL	VILLAGE OF LAKE BLUFF						
	MAY 2014		08/14/14	01	FY15 MEDICAL INS:MAY 14	80-10-301-37100	3,528.57	
				02	FY15 DENTAL INS:MAY 14	80-10-301-37100	292.04	
				03	FY15 LIFE INS:MAY 14	80-10-301-37100	37.28	
				04	FY15 IMRF 'EE CONTRIB:MAY 14	80-10-301-37100	1,437.12	
				05	FY15 IMRF EMPLYR CONTR:MAY 14	80-10-301-37100	3,870.61	
					INVOICE TOTAL:		9,165.62 *	
					CHECK TOTAL:		38,144.43	
11810	9LFHARDW	LAKE FOREST HARDWARE						
	39282		08/27/14	01	BLDG & GROUNDS SUPPLIES	80-60-001-43660	4.49	
					INVOICE TOTAL:		4.49 *	
					CHECK TOTAL:		4.49	
11811	9MIDTAPE	MIDWEST TAPE						
	92063329		08/04/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	29.99	
					INVOICE TOTAL:		29.99 *	
					CHECK TOTAL:		29.99	
11812	9OVERDRI	OVERDRIVE , INC						
	1018-153128897081514		08/15/14	01	ADULT E-BOOKS	80-60-001-45460	134.91	
					INVOICE TOTAL:		134.91 *	
	1018-153538990081514		08/15/14	01	JUVENILE E-BOOKS	80-60-001-45460	117.10	
					INVOICE TOTAL:		117.10 *	
	1018-154047893081514		08/15/14	01	ADULT E-BOOKS	80-60-001-45460	569.32	
					INVOICE TOTAL:		569.32 *	
	1018-154425770081514		08/15/14	01	TEEN E-BOOKS	80-60-001-45460	239.88	
					INVOICE TOTAL:		239.88 *	

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CHECK DATE: 09/09/14

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11812	9OVERDRI	OVERDRIVE , INC					
	1018-155939070081514		08/15/14	01	JUVENILE E-BOOKS	80-60-001-45460	174.83
						INVOICE TOTAL:	174.83 *
						CHECK TOTAL:	1,236.04
11813	9POSITPR	POSITIVE PROMOTIONS, INC					
	5053612		08/18/14	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	87.95
						INVOICE TOTAL:	87.95 *
						CHECK TOTAL:	87.95
11814	9SHREDIT	SHRED-IT USA-CHICAGO					
	9404100468		08/25/14	01	PAPER SHREDDING 8/25/14	80-60-001-41303	51.30
						INVOICE TOTAL:	51.30 *
						CHECK TOTAL:	51.30
						TOTAL AMOUNT PAID:	44,418.41

## New Business

### Approval and Storage Process for Minutes

The Library has acquired 2 large filing cabinets to vertically expand its document storage space. As documents and cabinets are moved, one of the existing small filing cabinets in the Director's office will be reserved for storage of documents by the Library Trustees.

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

I checked with the Public Access Counselor (PAC) and very briefly with our legal counsel regarding the retention and approval of minutes, both open and closed. Per the 2 sections of the Open Meetings Act (OMA) I have attached, the recommendation I received was that as each committee is considered a 'Public Body' by OMA each committee should be responsible for the approval of both its open and closed meeting minutes. This approach is in use by neighboring libraries and other neighboring public organizations. This includes the Village of Lake Bluff.

**RECOMMENDATION:** The need for a laptop should be discussed. With the addition of a central and locked location for open and closed minutes to be kept, along with the recent addition of committee reports to the regular meeting agenda, approval of committee minutes could be left to the committees. It would be in keeping with 'best practice' in adhering to OMA and would shorten regular meetings of the Library Board.

I also recommend that the committee structure of the library be reexamined. The Library Board has 7 committees, some of which meet frequently and others hardly at all. Reorganizing and streamlining the committee structure should result in more efficient use of the Trustee's time.

### Library Closings for 2015

Attached is a list of recommended closings for calendar year 2015.

**RECOMMENDATION:** The dates selected reflect those the Lake Bluff Public Library has closed on in the past 3 years. The list should be discussed, modified if necessary, and approved.

Meeting MinutesRelevant Passages of the Open Meetings ActPassage 1 – (5 ILCS 120/1.02)

"Public body" includes all legislative, executive, administrative or advisory bodies of the State, counties, townships, cities, villages, incorporated towns, school districts and all other municipal corporations, boards, bureaus, committees or commissions of this State, **and any subsidiary bodies of any of the foregoing including but not limited to committees and subcommittees** which are supported in whole or in part by tax revenue, or which expend tax revenue, except the General Assembly and committees or commissions thereof."

Passage 2 – (5 ILCS 120/2.06(a)(b))

(a) All public bodies shall keep written minutes of all their meetings, whether open or closed, and a verbatim record of all their closed meetings in the form of an audio or video recording. Minutes shall include, but need not be limited to:

- (1) the date, time and place of the meeting;
- (2) the members of the public body recorded as either present or absent and whether the members physically present or present by means of video or audio conference; and
- (3) a summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken.

(b) A public body shall approve the minutes of its open meeting within 30 days after the meeting or at the public body's second subsequent regular meeting, whichever is later.

Respectfully submitted,

Eric Scott Bailey  
Library Director  
Lake Bluff Public Library

# Library Closures

## 2015 Proposed Closures:

New Year's Day  
Thursday, January 1

President's Day  
Monday, February 16

Easter Sunday  
Sunday, April 5

Memorial Day Weekend  
Sunday, May 24

Memorial Day  
Monday, May 25

All Sundays between Memorial Day weekend through the Sunday after Labor Day.

Labor Day  
Monday, September 7

Veteran's Day  
Wednesday, November 11

Thanksgiving  
Thursday, November 26

Christmas Eve  
Thursday, December 24

Christmas Day  
Friday, December 25

New Year's Eve  
Thursday, December 31

New Year's Day  
Friday, January 1, 2015

## Old Business

### Per Capita Grant Requirements

Two Per Capita Grant requirements remain to be met. At least 1 member of the library staff and 1 board member must attend an informational webinar or in-person session about The Edge Initiative (<http://www.libraryedge.org>) The Edge Initiative is focused on evaluating how well libraries are meeting the technology demands and challenges of their community and identifying areas for improvement.

Finally, all members of the Library Board must analyze the library's current budget to determine whether revenues and expenditures are sufficient. Based on information gleaned from the analysis and the library's FY2014 Environmental Scan, describe the library's fiscal climate and needs to serve the community.

**RECOMMENDATION:** A volunteer from the Board of Library Trustees is needed to attend a webinar on The Edge Initiative. The webinar does not need to be live; there is a recording of a 15 minute webinar that can be attended at any time. An initial brief assessment of the library's revenues, expenditures, fiscal climate, etc. is provided to start discussion. The FY2014 Environmental Scan is also included.

### Staff Retention

As requested at the August Board Meeting, a review of recent staff turnover was performed. Information and data were collected from departing or recently departed staff, as well as from Department Heads. Using this information and data, suggestions to improve staff retention were submitted to the Human Resources and Finance Committees.

**RECOMMENDATION:** A summary of the information presented at the Finance and HR Committee Meetings is available. The suggested plan has been approved by both committees and been forwarded to the attention of the Library Board. If the Board finds it satisfactory, action will be taken on those items that can be acted on. Those items that effect the library's budget will be factored into the upcoming initial rough drafts of the budget for Fiscal Year 2015-2016.

# Analysis of Revenues, Expenditures, and Fiscal Climate – September, 2014

Prepared by: Eric Bailey, Library Director

## FISCAL CLIMATE

The following, as touched on in the Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis performed last year, are factors of the community's fiscal climate:

- The 2010 US Census showed a decrease in population, the largest percentage decrease of any community on the North Shore.
  - Fewer individuals' makes for higher taxes per household, as the amount levied is spread across a smaller number of homes.
- Community taxes are presently very high, though the library's contribution to the tax rate is small.
- Concern over the fiscal responsibility of other local organizations has engendered a negative attitude toward taxes and the management of government within the Village.
- A strong focus on fiscal responsibility by the Board of Library Trustees has paid off in a community perception that the Library is a good steward.

**SUMMARY:** The Library should continue its tradition of responsible and transparent financial practices. The library needs to continue to grow with both the community and current trends in library service, but maintaining the tradition of careful fiscal management will continue to be valued.

## REVENUE AND EXPENDITURES

### REVENUE

- Many critical facilities issues have been dealt with over the last 10 years.
- The library has built up a reserve of \$632,581 after having no cash in reserve as recently as 2005.
  - A long term plan to use these funds to responsibly improve library facilities and services is in the works.

- In the budgeting process, the Library Board has shown careful consideration of the factors behind both its levy and budget.

## EXPENDITURES

- The facilities are still 40 years old, and will continue to require more maintenance than a newer building.
- The library needs to work on transitioning from being a library focused on the individual and collecting 'stuff', to one that is community centered and active throughout the Village.
- As library service and patron expectations have changed, so has the nature of library work. Investment (monetary and otherwise) in retaining core staff members is essential to ongoing success.
- Physical collections are shrinking in most public libraries. Budgeting to follow this trend will help minimize one of the libraries historical weaknesses: a lack of space.

**SUMMARY:** Retaining core staff members, staying on top of trends in service, optimizing the atmosphere of the existing building, and increasing outreach and marketing are all challenges that lie ahead. By planning ahead and developing a healthy reserve the library is fiscally well positioned to meet the challenges ahead.

# Strengths, Weaknesses, Opportunities, and Threats (SWOT) Analysis – August, 2013

Prepared by: Eric Bailey, Library Director

## **INTERNAL FACTORS**

### STRENGTHS

- Strong financial position, allowing the pursuit of future collection and facility development.
- Long established part of community.
- Consistent and strong leadership from the Board of Library Trustees.
- Ongoing improvement of facilities and grounds.
- Recent reorganization of staff to optimize service.
- Space is shared with an active Historical Museum.
- Library Staff are well trained and committed to providing quality service.

### WEAKNESSES

- Aging facilities did not receive essential maintenance for many years, requiring extra maintenance recently and in the near future.
- Dating back to the signing of the original agreement in 1999, relations between the Library and Museum have not been consistently close or positive.
- Library space for the public is limited and space for staff is extremely limited.
- The small number of storage areas in the building are filled beyond capacity.
- Many critical Library policies require revision.
- Frequent changes in Library Director have perpetuated procedural inconsistencies.

## **EXTERNAL FACTORS**

### OPPORTUNITIES

- Committed user base.
- Central location in downtown area.
- Local businesses and organizations are willing to partner with the Library.
- Online resources, especially free ones, diminish the impact of many of the barriers traditionally facing smaller Libraries.
- The Library is viewed by the majority of the community, even by non-users, as a positive and important part of the Village.
- The Library currently brings 85,000+ visitors to the downtown each year. This represents a contribution to activity in the downtown area that can be built on.

- Possible new economic developments may increase revenue and allow a decrease in taxes.
- Lack of resources to be an 'early adopter' of cutting edge developments force the Library to be a 'smart adopter' instead.
- A strong focus on fiscal responsibility by the Board of Library Trustees has paid off in a community perception that the Library is a good steward.

THREATS

- Historically weak ties to other community organizations.
- Central community organizations, such as Village Hall and the Chamber of Commerce, do not expect the Library to be active in the community.
- Nearby Libraries are large and possess the resources to offer more materials and space.
- Larger neighboring Libraries also have the resources to act quickly on new trends, when investment is more of a gamble.
- Landlocked, with small prospect of increasing the size of the building.
- The 2010 US Census showed a decrease in population, the largest percentage decrease of any community on the North Shore.
- Community taxes are presently very high.
- Concerns over the fiscal responsibility of other local organizations has engendered a negative attitude toward taxes and the management of government within the Village.

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

80

CODE/LINE ITEM	ACTUAL FY 11/12	ACTUAL FY 12/13	BUDGET FY 13/14	Actual FY 13/14	BUDGET FY 14/15	% CHANGE BUDGET TO BUDGET FY 14-15	\$ CHANGE	% CHANGE EST ACTUAL TO BUDGET FY 14-15	\$ CHANGE
<b>TAXES</b>									
103-10000 Property Taxes	782,229	800,695	833,508	849,607	851,666	2.2%	18,158	0.2%	2,059
<b>TOTAL TAXES</b>	<b>782,229</b>	<b>800,695</b>	<b>833,508</b>	<b>849,607</b>	<b>851,666</b>	<b>2.2%</b>	<b>18,158</b>	<b>0.2%</b>	<b>2,059</b>
<b>FINES &amp; FORFEITURES</b>									
503-65000 Fines	12,105	13,236	12,000	14,493	13,000	8.3%	1,000	-10.3%	(1,493)
<b>TOTAL FINES &amp; FORFEITURES</b>	<b>12,105</b>	<b>13,236</b>	<b>12,000</b>	<b>14,493</b>	<b>13,000</b>	<b>8.3%</b>	<b>1,000</b>	<b>-10.3%</b>	<b>(1,493)</b>
<b>CHARGE FOR SERVICES</b>									
403-48300 Photocopy Charges	1,825	2,180	1,700	2,187	2,000	17.6%	300	-8.5%	(187)
403-48500 Non-Resident Fees	7,175	7,788	6,000	7,142	7,000	16.7%	1,000	-2.0%	(142)
<b>TOTAL CHARGE FOR SERVICES</b>	<b>9,000</b>	<b>9,968</b>	<b>7,700</b>	<b>9,329</b>	<b>9,000</b>	<b>16.9%</b>	<b>1,300</b>	<b>-3.5%</b>	<b>(329)</b>
<b>OTHER</b>									
603-5700 Village Contribution	7,650	7,807	7,800	7,800	7,900	1.3%	100	1.3%	100
603-73800 Vliet Operating Cost Contrib	0	0	0	0	0	---	0	---	0
603-75000 Interest Income	648	751	500	320	400	-20.0%	(100)	24.9%	80
603-78500 Naperville/Impact Fees	0	0	0	0	0	---	0	---	0
603-89000 Miscellaneous Income	5,477	2,302	3,000	5,963	3,000	0.0%	0	-49.7%	(2,963)
<b>TOTAL OTHER</b>	<b>13,775</b>	<b>10,860</b>	<b>11,300</b>	<b>14,084</b>	<b>11,300</b>	<b>0.0%</b>	<b>0</b>	<b>-19.8%</b>	<b>(2,784)</b>
<b>TOTAL REVENUES</b>	<b>817,108</b>	<b>834,759</b>	<b>864,508</b>	<b>887,513</b>	<b>884,966</b>	<b>2.4%</b>	<b>20,458</b>	<b>-0.3%</b>	<b>(2,547)</b>
<b>FUND BALANCE RESERVES</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	<b>100,000</b>	<b>34,900</b>	<b>---</b>	<b>(65,100)</b>	<b>-65.1%</b>	<b>(65,100)</b>
<b>LIBRARY FUND REVENUE</b>	<b>817,108</b>	<b>834,759</b>	<b>964,508</b>	<b>987,513</b>	<b>919,866</b>	<b>-4.6%</b>	<b>(44,642)</b>	<b>-6.9%</b>	<b>(67,647)</b>
<b>FUND BALANCE:</b>									
May 1	514,860	328,617	415,368	415,368	517,471				
April 30	328,617	415,368	415,368	517,471	482,571				

LAKE BLUFF PUBLIC LIBRARY  
GENERAL FUND - EXPENDITURES

80-60-001-

CODE/LINE ITEM	ACTUAL FY 11/12	ACTUAL FY 12/13	BUDGET FY 13/14	Actual FY 13/14	BUDGET FY 14/15	% CHANGE BUDGET TO FY 14--15	\$ CHANGE	% CHANGE EST ACTUAL FY 14--15	\$ CHANGE
<b>PERSONNEL SERVICES</b>									
40000 Librarian Salaries	242,964	208,292	217,000	215,026	224,000	3.2%	7,000	4.2%	8,974
40050 Staff Salaries	124,565	161,919	201,000	212,634	231,000	14.9%	30,000	8.6%	18,366
40400 Medical Insurance	42,609	40,163	50,000	45,272	42,000	-16.0%	(8,000)	-7.2%	(3,272)
40900 Other Employee Benefit	210	100	500	288	500	0.0%	0	73.6%	212
40950 IL Municipal Retire Fund	35,450	36,686	40,000	40,704	45,000	12.5%	5,000	10.6%	4,296
40951 Social Security (Note 1)	27,502	27,671	32,000	31,927	35,000	9.4%	3,000	9.6%	3,073
<b>TOTAL PERSONNEL SERVICES</b>	<b>473,300</b>	<b>474,831</b>	<b>540,500</b>	<b>545,851</b>	<b>577,500</b>	<b>6.8%</b>	<b>37,000</b>	<b>5.8%</b>	<b>31,649</b>
<b>CONTRACT. SERVICES/COMMODITIES</b>									
41000 Building Maintenance	25,318	26,022	28,000	22,208	28,000	0.0%	0	26.1%	5,792
41020 Elevator Maintenance	1,942	1,582	2,250	2,207	2,000	-11.1%	(250)	-9.4%	(207)
41050 Grounds Maintenance	6,309	6,882	10,000	7,885	8,500	-15.0%	(1,500)	7.8%	615
41303 Copier Maintenance	3,478	5,543	4,500	6,365	4,500	0.0%	0	-29.3%	(1,865)
41304 Other Professional Service	7,561	50	5,000	50	20,000	300.0%	15,000	3990.0%	19,950
41305 Computer Services	18,788	15,235	28,000	11,369	20,000	-28.6%	(8,000)	75.9%	8,631
41350 Legal & Accounting	2,160	4,487	2,500	17,892	15,000	500.0%	12,500	-16.2%	(2,892)
42400 Professional Development	2,730	3,650	3,000	4,227	5,000	66.7%	2,000	18.3%	773
42440 Dues	2,143	1,488	2,500	1,409	2,000	-20.0%	(500)	41.9%	591
43230 Utilities	6,077	6,036	6,500	8,443	8,000	23.1%	1,500	-5.2%	(443)
43300 Postage	2,365	2,288	4,000	2,788	3,000	-25.0%	(1,000)	7.6%	212
43400 Printing/E-Newsletter	6,731	7,602	8,000	8,689	9,000	12.5%	1,000	3.6%	311
43550 Office Supplies	6,188	5,245	6,000	5,604	6,000	0.0%	0	7.1%	396
43660 Building & Grounds Supplies	1,299	1,944	2,500	1,925	2,000	-20.0%	(500)	3.9%	75
43670 Technical Services Supplies	5,808	4,390	5,500	4,276	5,500	0.0%	0	28.6%	1,224
700 Hospitality Program Supplies	1,011	1,024	1,000	843	1,000	0.0%	0	18.6%	157
43710 Adult Program Supplies	4,241	3,888	4,000	4,329	4,000	0.0%	0	-7.6%	(329)
43720 Juvenile Program Supplies	7,397	5,602	7,000	6,800	7,000	0.0%	0	2.9%	200
45000 Adult Nonfiction	17,819	18,083	18,000	17,544	18,000	0.0%	0	2.6%	456
45100 Adult Fiction	16,497	15,350	15,000	13,992	15,000	0.0%	0	7.2%	1,008
45110 Adult Large Print	1,280	895	1,000	936	500	-50.0%	(500)	-46.6%	(436)
45200 Adult Audio-Visual	12,535	15,031	14,000	11,166	15,000	7.1%	1,000	34.3%	3,834
45220 Adult E-Reference	6,690	17,596	18,000	20,191	23,000	27.8%	5,000	13.9%	2,809
45300 Adult Reference	6,183	0	0	0	0	---	0	---	0
45400 Juvenile Non-fiction	7,364	4,140	7,000	7,470	7,000	0.0%	0	-6.3%	(470)
45410 Picture Books, Readers	5,978	5,422	6,000	5,178	6,000	0.0%	0	15.9%	822
45420 Juvenile Fiction	6,930	7,327	8,500	6,179	8,500	0.0%	0	37.6%	2,321
45430 Juvenile Audio-Visual	3,660	3,219	3,750	3,512	3,750	0.0%	0	6.8%	238
45440 Juvenile Reference	111	0	0	0	0	---	0	---	0
NEW Juvenile eReference	0	0	0	0	1,000	---	1,000	---	1,000
45460 Ebooks	0	4,970	8,000	7,999	12,000	50.0%	4,000	50.0%	4,001
45470 Graphic Novels	0	508	500	375	500	0.0%	0	33.3%	125
45450 Teen Books	2,965	2,839	2,750	2,680	2,750	0.0%	0	2.6%	70
45500 Periodicals	6,220	5,364	7,500	5,382	7,000	-6.7%	(500)	30.1%	1,618
45510 Video Games	2,316	2,349	2,750	2,873	3,500	27.3%	750	21.8%	627
45600 Public & Staff PC Software	3,943	4,449	4,500	892	6,000	33.3%	1,500	572.3%	5,108
45610 Library Automation Software	13,096	12,461	14,000	46,053	24,000	71.4%	10,000	-47.9%	(22,053)
45900 Minor Equipment	1,797	550	0	0	0	---	0	---	0
46000 Miscellaneous Expenditure	1,508	1,189	2,000	2,081	2,000	0.0%	0	-3.9%	(81)
<b>TOTAL CONTRACT/COMMOD.</b>	<b>228,438</b>	<b>224,700</b>	<b>263,500</b>	<b>271,813</b>	<b>306,000</b>	<b>16.1%</b>	<b>42,500</b>	<b>12.6%</b>	<b>34,187</b>
<b>CAPITAL OUTLAY</b>									
49000 Library Furnishings	3,443	3,840	2,508	4,015	2,000	-20.3%	(508)	-50.2%	(2,015)
49000 Building Renovation <sup>1</sup>	276,092	0	0	0	0	---	0	---	0
49120 Exterior Bldg Improvements	0	4,935	13,000	11,372	12,000	-7.7%	(1,000)	5.5%	628
7350 Computer Equipment	18,147	14,813	125,000	38,444	14,000	-88.8%	(111,000)	-63.6%	(24,444)
79400 Library Equipment	1,781	1,563	2,000	8	2,000	0.0%	0	25057.2%	1,992
50000 Contingency	2,150	23,326	18,000	13,906	6,366	-64.6%	(11,634)	-54.2%	(7,540)
<b>TOTAL CAPITAL OUTLAY</b>	<b>301,613</b>	<b>48,477</b>	<b>160,508</b>	<b>67,746</b>	<b>36,366</b>	<b>-77.3%</b>	<b>(124,142)</b>	<b>-46.3%</b>	<b>(31,380)</b>
<b>LIBRARY TOTAL</b>	<b>1,003,351</b>	<b>748,008</b>	<b>964,508</b>	<b>885,410</b>	<b>919,866</b>	<b>-4.6%</b>	<b>(44,642)</b>	<b>3.9%</b>	<b>34,456</b>

<sup>1</sup>The building renovation costs were included in a separate fund in FY2012.

## Analysis of Staff Turnover – Compiled with the Assistance of Department Heads

As requested by the Board of Library Trustees I consulted with the Lake Bluff Public Library's three Department Heads about the reasons for the high turnover. The points they made came back to two items: atmosphere in the workplace and pay/benefits.

### 1. Pay/Benefits

- a. The Lake Bluff Public Library relies on part-time staff to do things that neighboring libraries employ full time staff to do. This gap shows up best when examining the amount invested per employee at LBPL versus neighboring libraries. Staff members are aware of the discrepancy and do not believe that the situation will change.

### 2. Workplace Atmosphere

- a. The Adult Work Room (where most staff work from) is cramped, badly ventilated, and doubles as a lunch/break room. It is not an incentive to stay for someone considering their options, and the sense of anxiety and claustrophobia it fosters magnifies grievances and conflicts.

### SUMMARY:

Attrition is expensive, particularly for a small library where the loss of 1 full time person represents nearly 10% of the workforce.

1. Adjusting compensation so that it is in keeping with what neighboring libraries offer for the same work
  - a. A core group of staff members must be targeted for retention; investing in these staff members now will soften the blow of upcoming attrition
  - b. Investing in the retention of staff will change views
  - c. Salary scales should be reevaluated
  - d. In examining the current budget I recommend an increase of 13% in personnel spending, from \$590,500 to \$669,000, for Fiscal Year 2015-2016
2. Working with Joe Hubert of Engberg-Anderson to identify ways that the staff work environment can be improved
  - a. Creation of a lunch/private area for staff
  - b. Optimization of use of staff space to provide more 'elbow room'
  - c. Identifying short term low or no cost activities that can improve space usage and sense of staff ownership/involvement
  - d. A quick and appropriate response to any source of negativity in the staff work area

Respectfully submitted,

Eric Scott Bailey

# Comparison of Investment per Staff Member

LIBRARY	MILES FROM LB	LIBRARY BUDGET \$ (000)'S	FTE'S	CURRENT		PROPOSED	
				STAFF COST INCL BENEF. \$ (000)'S	INVEST PER EMPLOYEE	STAFF COST INCL BENEF. \$ (000)'S	INVEST PER EMPLOYEE
Deerfield	10	\$3,321	27.12	\$1,973	\$72,762		
Glencoe	15	\$2,104	23.41	\$1,384	\$59,130		
Grayslake	13	\$2,854	33.50	\$1,427	\$65,598		
Gurnee (Warren-Newport)	9	\$5,697	60.88	\$3,482	\$57,210		
Highland Park	11	\$5,467	48.70	\$3,190	\$65,503		
<b>LAKE BLUFF</b>	<b>0</b>	<b>\$920</b>	<b>12.33</b>	<b>\$590</b>	<b>\$47,891</b>	<b>\$669</b>	<b>\$54,304</b>
Lake Forest	2	\$3,512	30.00	\$2,515	\$83,833		
Libertyville (Cook)	6	\$7,354	79.78	\$4,470	\$59,791		
Mundelein (Fremont)	11	\$3,997	44.00	\$2,337	\$53,133		
Northbrook	17	\$5,952	70.40	\$4,360	\$61,941		
Waukegan	7	\$3,952	45.73	\$2,705	\$51,780		
Wilmette	20	\$5,979	51.96	\$3,207	\$61,726		
Winnetka / Northfield	18	\$3,766	35.00	\$2,384	\$68,138		
Zion-Benton	13	\$2,241	29.45	\$1,635	\$55,528		
<b>AVERAGE EXCL LAKE BLUFF</b>	<b>12</b>	<b>\$4,323</b>	<b>44.61</b>	<b>\$2,698</b>	<b>\$62,775</b>	<b>\$2,698</b>	<b>\$62,775</b>

## September 2014 Director's Report

### Engberg-Anderson

Joe Huberty and Anders Dahlgren spent September 9<sup>th</sup> at the library, touring the facilities and speaking with both the staff and the project committee (Eric Bailey, Lyndy Jensen, and Carl Schons). The staff was impressed with the insights and practicality of Joe and Anders, as was the project committee.

### Planter in Place

The library acquired a planter, identical to one already on library property, for the half-moon area in front of the library. Trustee Carl Schons organized the 'Lake Bluff Men's Garden Club' to plant the purple and yellow mums.

### Railing for Dahlmann Garden

A contract has been signed to add a railing to the steps leading into the Dahlmann Reading Garden. They will be installed this fall before the weather turns.

### Dead Trees

It has been a tough year for plants of all shapes and sizes. The Canadian maple and crab apple trees on the corner of Oak and Scranton appear to have died as summer ended. Jake Terlap, the Public Works Superintendent for Lake Bluff, will be stopping by to confirm that the trees are dead. Both trees are in the Village's right of way. The hope is that any necessary removal will happen this fall.

### 'New' Storage Space

The library does not have much storage space. There are documents in storage, which we are required to keep, that can perhaps be digitized. In addition, a small storage unit at one of the facilities in the area could provide some breathing room as well. Both options are being pursued.

### Portable Devices Donation

The Friends of the Library have agreed to donate money for laptops and other portable devices. Martha O'Hara is working on creating a list of unmet goals and needs at the library, mostly centered on patron service. She is translating this into a list of devices that will be the most beneficial for the library. The Friends are, as always, very generous in their commitment to the library; it is important that we honor that by not buying equipment that will go unused.

### TV Donation

Martha O'Hara is also working on identifying a television to be mounted behind the main desk. This will replace the small photo screen, which will likely head down to the Children's Department to be used at the desk there. Again, the Friends of the Library are donating the money for this project. Lyndy Jensen will be taking the lead in coordinating the purchase and acquisitions of these new electronics.

### New Staff

Deborah Padley started work at the library on August 26. She is working mostly at circulation and reference.

### New Procedures

At the August Staff Meeting procedures for handling a power outage were discussed. At the September Staff Meeting the procedure for handling an injured person were discussed. Martha O'Hara portrayed the injured person. Both discussions resulted in incident specific guides for staff members; eventually these and other pieces will become part of the new Disaster Manual.

### Yarn Bombing!

The Wool Gatherers stopped by the week before the September 15 kickoff of our 2<sup>nd</sup> annual 'Warm Up America' quilting project and 'Yarn Bombed' the library. Light fixtures were decked out, and the library geese were fitted with tiny hats. It certainly caught the public attention; a fun way to publicize a program, and Carol Carter did a nice job coordinating with the Wool Gatherers to make it happen.

# Monthly Statistics Summary

## August 2014

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### Library Usage Summary

#### Total August Circulation

FY	Total	Avg. Circ/Hour	% Change
14-15	9273	41.77	-7.64%
13-14	10040	43.09	-1.38%
12-13	10181	43.32	12.97%

#### Total Circulation Fiscal Year to Date

FY	Total	Avg. Circ/Hour	% Change
14-15	39209	43.62	-9.52%
13-14	43333	47.69	1.73%
12-13	42595	46.18	28.46%

#### Total August Visits

FY	Total Visits	Avg. Visits/Hour	% Change
14-15	6203.5	27.94	-11.88%
13-14	7040	30.21	-6.45%
12-13	7525	32.02	15.84%

#### Total User Visits Fiscal Year to Date

FY	Total Visits	Avg. Visits/Hour	% Change
14-15	26008	28.90	-20.25%
13-14	32611.5	36.11	-2.72%
12-13	33524	36.38	32.94%

#### Total August Programs

FY	# of Programs	% Change	Attendance	% Change
14-15	34	88.89%	316	79.55%
13-14	18	-28.00%	176	-56.65%
12-13	25	60.00%	406	915.00%

#### Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
14-15	124	-30.34%	3962	-3.11%
13-14	178	35.88%	4089	-4.53%
12-13	131	21.30%	4283	8.79%

### Online Access

#### Total August eMaterial Circulation

FY	eBook/ eAudio	eVideo	eMusic	eMagazines	% Change
14-15	550	4	199	29	1.16%
13-14	448	N/A	228	97	44.76%
12-13	311	N/A	223	N/A	75.08%

#### Total eMaterial Circulation Year to Date

FY	eBook/e Audio	eVideo	eMusic	eMagazines	% Change
14-15	2097	9	577	241	12.42%
13-14	1696	N/A	808	97	23.27%
12-13	1163	N/A	947	N/A	35.69%

#### Total August Website Usage

FY	Page Loads	% Change	Unique Visitors	% Change
14-15	7157	-42.04%	4202	-37.26%
13-14	12349	32.12%	6698	-0.27%
12-13	9347	7.63%	6716	19.42%

#### Total Website Usage Fiscal Year to Date

FY	Page Loads	% Change	Unique Visitors	% Change
14-15	35260	-18.32%	21210	-13.50%
13-14	43171	15.68%	24521	-4.86%
12-13	37319	20.07%	25773	25.55%

#### Total August Database Usage

FY	Research*	Novelist	Tumble Books	% Change
14-15	354	243	2	90.16%
13-14	160	151	4	64.06%
12-13	191	N/A	1	-61.29%

#### Total Database Usage Fiscal Year to Date

FY	Research*	Novelist	Tumble Books	% Change
14-15	1162	356	83	174.61%
13-14	274	273	36	57.99%
12-13	365	N/A	4	-42.25%

### Other Services

#### Total August Other Services

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
14-15	4	171	36	18
13-14	6	160	26	N/A
12-13	6	164	35	N/A

#### Total Other Services Fiscal Year to date

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
14-15	22	539	136	72
13-14	22	552	113	N/A
12-13	22	594	138	N/A

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

# Monthly Statistics Summary

## August 2014

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### Adult Services Summary

#### Total August Circulation

FY	Fiction	Non Fiction	A/V	Total	% Change
14-15	1072	748	2354	4583	-13.69%
13-14	1345	757	2756	5310	-4.63%
12-13	1465	828	2812	5568	14.85%

#### Total August Programs

FY	# of Programs	% Change	Attendance	% Change
14-15	5	-16.67%	120	69.01%
13-14	6	-33.33%	71	-26.80%
12-13	9	28.57%	97	288.00%

### Teen Services Summary

#### Total August Circulation

FY	Total	% Change
14-15	268	1.52%
13-14	264	-4.69%
12-13	277	19.40%

#### Total August Programs

FY	# of Programs	% Change	Attendance	% Change
14-15	14	250.00%	16	128.57%
13-14	4	33.33%	7	-36.36%
12-13	3	200.00%	11	450.00%

### Youth Services Summary

#### Total August Circulation

FY	Fiction	Non Fiction	A/V	Total	% Change
14-15	2137	271	1116	3529	-4.65%
13-14	2313	217	1166	3701	-1.46%
12-13	2207	397	1138	3756	4.22%

#### Total August Programs

FY	# of Programs	% Change	Attendance	% Change
14-15	15	87.50%	180	83.67%
13-14	8	-38.46%	98	-67.11%
12-13	13	550.00%	298	2192.31%

### Technical Services Summary

#### Total August Activity

FY	Acquisitions	Deletions
14-15	491	294
13-14	564	1537
12-13	591	558

#### Total Circulation Fiscal Year to Date

FY	Fiction	Non Fiction	A/V	Total	% Change
14-15	4367	2852	9131	17816	-14.75%
13-14	5203	3024	11208	20898	-2.25%
12-13	5577	3259	10849	21378	27.81%

#### Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
14-15	26	-23.53%	373	-216.56%
13-14	34	6.25%	320	18.96%
12-13	32	28.00%	269	35.86%

#### Total Circulation Fiscal Year to Date

FY	Total	% Change
14-15	1090	-7.39%
13-14	1177	-11.90%
12-13	1336	55.35%

#### Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
14-15	38	111.11%	111	-5.13%
13-14	18	5.88%	117	-29.94%
12-13	17	0.00%	167	-12.11%

#### Total Circulation Fiscal Year to Date

FY	Fiction	Non Fiction	A/V	Total	% Change
14-15	11308	1471	4171	16968	-7.03%
13-14	11885	1663	4659	18251	3.36%
12-13	11276	1863	4462	17657	26.92%

#### Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
14-15	60	-52.38%	3478	-4.76%
13-14	126	53.66%	3652	-5.07%
12-13	82	30.16%	3847	22.17%

#### Total Activity Fiscal Year to Date

FY	Acquisitions	Deletions
14-15	2408	1829
13-14	2919	3672
12-13	2718	3146

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

## **NOTICE OF Finance Committee Meeting**

The Finance Committee of the Lake Bluff Public Library Board of Library Trustees will meet at the Lake Bluff Public Library on September 11, at 2:00pm for the purposes outlined below:

**Lake Bluff Public Library Board of Trustees Finance  
Committee Meeting  
September 11<sup>th</sup>  
2:00pm  
At the Lake Bluff Public Library  
123 E. Scranton Avenue  
Lake Bluff, Illinois 60044**

### **AGENDA**

- I. Call to order (2:00pm)**
- II. Roll Call**
- III. Discussion of Personnel Retention and Budget (action) (45 minutes)(2:45pm)**
- IV. Any and all other business that may properly come before this committee(15 minutes) (3:00pm)**
- V. Dismissal (3:00pm)**

All regular meetings and committee meetings of the Lake Bluff Board of Library Trustees are open to the public. If you wish to attend the September 11<sup>th</sup> meeting and have special requirements as outlined in the Americans with Disabilities Act, please notify the Library Director, Eric Bailey, by noon on September 11<sup>th</sup>.

## Analysis of Staff Turnover – Compiled with the Assistance of Department Heads

As requested by the Board of Library Trustees I consulted with the Lake Bluff Public Library's three Department Heads about the reasons for the high turnover. The points they made came back to two items: atmosphere in the workplace and pay/benefits.

### 1. Pay/Benefits

- a. The Lake Bluff Public Library relies on part-time staff to do things that neighboring libraries employ full time staff to do. This gap shows up best when examining the amount invested per employee at LBPL versus neighboring libraries. Staff members are aware of the discrepancy and do not believe that the situation will change.

### 2. Workplace Atmosphere

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### SUMMARY:

Attrition is expensive, particularly for a small library where the loss of 1 full time person represents nearly 10% of the workforce.

1. Adjusting compensation so that it is in keeping with what neighboring libraries offer for the same work
  - a. A core group of staff members must be targeted for retention; investing in these staff members now will soften the blow of upcoming attrition
  - b. Investing in the retention of staff will change views
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Respectfully submitted,

Eric Scott Bailey  
Library Director

# LAKE BLUFF VERSUS NEIGHBORING LIBRARIES -- INVESTMENT IN STAFF w/ BENEFITS

<u>LIBRARY</u>	<u>MILES FROM LB</u>	<u>FTE'S</u>	<u>STAFF BUDGET \$ (000)'S</u>	<u>INVEST PER EMPLOYEE</u>
Deerfield	10	27.12	\$1,973	\$72,762
Glencoe	15	23.41	\$1,384	\$59,130
Grayslake	13	33.50	\$1,427	\$65,598
Gurnee (Warren-Newport)	9	60.88	\$3,482	\$57,210
Highland Park	11	48.70	\$3,190	\$65,503
<b>LAKE BLUFF</b>	<b>0</b>	<b>12.33</b>	<b>\$590</b>	<b>\$47,891</b>
Lake Forest	2	30.00	\$2,515	\$83,833
Libertyville (Cook)	6	79.78	\$4,770	\$59,791
Mundelein (Fremont)	11	44.00	\$2,337	\$53,133
Northbrook	17	70.40	\$4,360	\$61,941
Waukegan	7	45.73	\$2,705	\$51,780
Wilmette	20	51.96	\$3,207	\$61,726
Winnetka / Northfield	18	35.00	\$2,384	\$68,138
Zion-Benton	13	29.45	\$1,635	\$55,528
<b>AVERAGE</b>	<b>11</b>	<b>42.3</b>	<b>\$2,569</b>	<b>\$61,712</b>

**Including benefits, LB still invests on average 29% less  
in each employee than neighboring libraries**

# LAKE BLUFF VERSUS NEIGHBORING LIBRARIES -- INVESTMENT IN STAFF w/ BENEFITS PROPOSED

<u>LIBRARY</u>	<u>MILES FROM LB</u>	<u>FTE'S</u>	<u>STAFF BUDGET \$ (000)'S</u>	<u>INVEST PER EMPLOYEE</u>
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Glencoe	15	23.41	\$1,384	\$59,130
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<b>LAKE BLUFF</b>	<b>0</b>	<b>12.33</b>	<b>\$669</b>	<b>\$54,258</b>
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Libertyville (Cook)	6	79.78	\$4,770	\$59,791
Mundelein (Fremont)	11	44.00	\$2,337	\$53,133
Northbrook	17	70.40	\$4,360	\$61,941
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Wilmette	20	51.96	\$3,207	\$61,726
Winnetka / Northfield	18	35.00	\$2,384	\$68,138
Zion-Benton	13	29.45	\$1,635	\$55,528
<b>AVERAGE</b>	<b>11</b>	<b>42.3</b>	<b>\$2,574</b>	<b>\$62,166</b>

With the proposed additions to salary and benefits the gap shrinks from 29% to 15% below the average.