

April 21, 2015

agenda

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
1,2 CTO, Additions (2 minutes)(7:02pm)		
	Document Summary	1A
	Agenda	2A-2B
3 Opportunity to Address Board		
4 Consent Agenda		
	Minutes of March 17, 2015 Board of Trustees Meeting (action)(2 minutes)(7:04pm)	3A-3B
	Minutes of March 26, 2015 Board of Trustees Meeting (action)(2 minutes)(7:06pm)	4A
5 Treasurer's Report and Financial Reports (White and Yellow) (5 minutes)(7:11pm)		
	April Financial Summary Report (action)	5A-5C
	April Detailed Balance Sheet (action)	6A-6E
	April Detailed Revenue & Expense Report (action)	7A-7E
6 Approval of Checks (Green) (10 minutes)(7:21pm)		
	April Manual Check Report (action)	8A-8B
	April Check Register (action)	9A-9Q
7 Committee Reports (30 minutes)(7:51pm)		10A-10F
8 New Business		
	(None)	
9 Old Business		
	Selection of Trustee for April and May Friends Meetings (action)(5 minutes)(7:56pm)	11A
	Update on Procedure for Removal of Library Cards from System (10 minutes)(8:06pm)	12A
		13A-13B
10 Director's Report (5 minutes)(8:11pm)		
	Librarian's Narrative Report	14A-14B
11 Executive Session(s) (30 minutes)(8:41pm)		
12 Any and All Other Business ...		
13 Adjournment (1 minute)(8:42pm)		
14 Attachments		
	Usage Statistics for the Month of January	15A-15C
	Open Meetings Act Information	16A-16C

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, April 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. **Approval of Minutes**
 - a. Approval of Minutes of March 17, 2015 Regular Board Meeting **(action)(2 minutes)(7:04pm)**
 - b. Approval of Minutes of March 26, 2015 Special Board Meeting **(action)(2 minutes)(7:06pm)**
5. **March 2015 Financial Reports – Detailed Balance and Revenue/Expense (White and Yellow Pages) (5 minutes)(7:11pm)**
 - a. March Financial Summary Report **(action)**
 - b. March Detailed Balance Sheet **(action)**
 - c. March Detailed Revenue & Expense Report **(action)**
6. **Approval of checks (Green Pages) (10 minutes)(7:21pm)**
 - a. February Manual Checks (12069-12070,12072-12076,12701) **(action)**
 - b. February Monthly Checks (12077-12117) **(action)**
7. **Committee Reports (30 minutes)(7:51pm) (Met)**
 - a. Outreach Committee **(CHAIR: Schons. MEMBERS: Schnell.)**
 - b. Trustee Bylaw Committee **(CHAIR: Stroh. MEMBERS: Schell and Schons.)**
 - c. Building and Grounds Committee **(CHAIR: Schons. MEMBERS: Meierhoff and Stroh.)**
 - d. Long Range Planning Committee **(CHAIR: Kregor. MEMBERS: Butler, Meierhoff, Schons, and Wojda.)**

(Did not meet)

 - e. Finance Committee **(CHAIR: Butler. MEMBERS: Kregor.)**
 - f. Human Resources Committee **(CHAIR: Butler. MEMBERS: Meierhoff, Stroh, Wojda.)**
 - g. Intergovernmental Committee **(CHAIR: Bailey. MEMBERS: Stroh and Schnell.)**
 - h. Technology Committee **(CHAIR: Kregor. MEMBERS: Wojda.)**

8. New Business

- a. None

9. Old Business

- a. Selection of Trustee for June Friends Meetings **(action)(5 minutes)(7:56pm)**
- b. Update on Procedure for Removal of Library Cards from System **(10 minutes)(8:06pm)**

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

- a. Director's Narrative Report

**11. Executive Session(s)
(30 minutes)(8:41pm)**

- a. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 and in compliance with the Open Meetings Act 5 ILCS 120/2 (c) (21)
- b. 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)

12. Any and all other business which may properly come before the Board**13. Adjournment (1 minute)(8:42pm)****Attachments:**

Upcoming Friends Meetings

Statistics Report

Open Meetings Act Information

Upcoming Board Meetings: May 21, June 16, and July 21, 2015

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

DRAFT

March 17, 2015

The meeting was called to order at 7:08 p.m. by Board President Kathy Meierhoff in the Lake Bluff Library building. Also present: Scot Butler, Tim Kregor, Ruth Schnell, Carl Schons, Cal Stroh, and Library Director Eric Bailey.

Absent: Romain Wojda

Staff members Martha O'Hara and Amy vanGoethem were present.

Trustee candidate Janie Jerch was also present as a member of the public.

New business will be included under old business for this meeting.

Schons moved, Butler seconded the motion to approve the minutes of the February 17, 2015 regular Board meeting, as revised.

Voting Aye: All

Voting No: None

Absent: Wojda

Butler moved, Schons seconded the motion to approve the January 2015 Financial Summary, the January Detailed Balance and Detailed Revenue/Expense reports and the January Budget report reflecting the information we now have from the Village.

Butler moved, Schons seconded the motion to approve the February 2015 Financial Summary, Detailed Balance Reports and Detailed Revenue/Expense reports, based on the information we have received from the Village.

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

Voting No: None

Absent: Wojda

Butler moved, Stroh seconded the motion to approve the February manual checks #12032-12037 and the monthly checks #12038-12068.

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

Voting No: None

Absent: Wojda

Committee Reports:

Long Range Planning Committee Chair Tim Kregor reported that he probably will have the synthesis of the studies ready for the Board by April or May.

Building and Grounds Committee Chair Carl Schons described progress on the facility

master plan. The committee and Joe Huberty will present the suggested plan to the Board for evaluation at an special Board meeting to be arranged. Board members may request any additional information they may require, including ideas on funding.

Human Resources chair Scot Butler presented information on the personnel items in the budget and on the Director's performance evaluation.

Outreach Committee chair Schons discussed progress on establishing a middle school award from the Library. Trustees discussed additional outreach ideas which could be used for marketing the library to the community.

Stroh will attend the Friends meeting in March, Schnell in April, Kregor in May and Butler in June.

Schnell moved, Butler seconded the motion to accept the changes to the Personnel Handbook.

Voting Aye: All
Voting No: None
Absent: Wojda

Kregor gave an update on the procedure for removal of library cards from the system and requested ideas on future methods of updating card usage statistics. Staff will solidify the procedure.

Director Bailey gave his monthly report.
Discussion followed on library usage trends.

Stroh moved, Schons seconded the motion to adjourn the Board meeting at 8:52 p.m.

Voting Aye: All
Voting No: None
Absent: Wojda

Respectfully submitted,

Ruth Schnell
Board Secretary

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES SPECIAL MEETING

March 26, 2015

The meeting was called to order at 6:59 P.M. by Board President Kathy Meierhoff in the Library's Youth Activities Room. Also present: Scot Butler, Tim Kregor, Ruth Schnell, Carl Schons and Library Director Eric Bailey.

Absent: Cal Stroh

Staff members Martha O'Hara and Amy vanGoethem were present.

Joe Huberty, Architect, representing the firm of Engberg Anderson.

No members of the public were present.

Proposed facility modernization plans were presented by Mr. Huberty and discussed.

Schons moved, Kregor seconded the motion to adjourn at 8:39

Respectfully submitted,

Ruth Schnell
Board Secretary

LAKE BLUFF PUBLIC LIBRARY
REVENUE AND EXPENDITURE REPORT
For period ending March 31, 2015

4/16/2015

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	\$ 850,197	\$ 851,666	99.8%	97.0%	\$ 849,607	101.9%	\$ 833,508
Rental Fines	10,601	13,000	81.5%	1.2%	13,206	110.0%	12,000
State Per Capita Grant	-	7,153	0.0%	0.0%	302	5.1%	5,868
Non-Resident Fees	6,576	7,000	93.9%	0.8%	6,357	105.9%	6,000
Miscellaneous Revenue	1,174	3,000	39.1%	0.1%	3,537	117.9%	3,000
Other Grants	-	5,000	0.0%	0.0%	-	0.0%	15,000
Photo-copy Charges	1,930	2,000	96.5%	0.2%	1,987	116.9%	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	252	400	62.9%	0.0%	10,463	2092.6%	500
Naperville (Impact) Fees	-	-	---	0.0%	-	---	-
Restricted Donations/Gifts	4,282	20,000	21.4%	0.5%	-	0.0%	15,000
Unrestricted Donations/Gifts	1,288	1,000	128.8%	0.1%	184	3.7%	5,000
Total Revenues	\$ 876,300	\$ 918,119	95.4%	100.0%	\$ 891,522	98.5%	\$ 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	\$ 215,758	\$ 224,000	96.3%	26.5%	\$ 196,778	90.7%	\$ 217,000
Staff Salaries	204,389	231,000	88.5%	25.1%	190,970	95.0%	201,000
Medical Insurance	54,256	42,000	129.2%	6.7%	41,702	83.4%	50,000
Other Employee Benefits	62	500	12.4%	0.0%	288	57.6%	500
Employer IMRF	42,116	45,000	93.6%	5.2%	36,979	92.4%	40,000
Employer FICA	31,498	35,000	90.0%	3.9%	29,095	90.9%	32,000
<i>Subtotal Personnel Expense</i>	\$ 548,079	\$ 577,500	94.9%	67.2%	\$ 495,811	91.7%	\$ 540,500
Building Maintenance	\$ 19,099	\$ 28,000	68.2%	2.3%	\$ 20,667	73.8%	\$ 28,000
Elevator Maintenance	2,144	2,000	107.2%	0.3%	1,327	59.0%	2,250
Grounds Maintenance	8,182	8,500	96.3%	1.0%	7,885	78.9%	10,000
Copier Maintenance	3,768	4,500	83.7%	0.5%	6,365	141.4%	4,500
<i>Subtotal Maintenance Expense</i>	\$ 33,193	\$ 43,000	77.2%	4.1%	\$ 36,244	81.0%	\$ 44,750
Other Professional Services	\$ 20,387	\$ 20,000	101.9%	2.5%	\$ 50	1.0%	\$ 5,000
Computer Services	11,675	20,000	58.4%	1.4%	11,369	40.6%	28,000
Legal Services	1,404	15,000	9.4%	0.2%	10,491	419.6%	2,500
Professional Development	4,424	5,000	88.5%	0.5%	4,102	136.7%	3,000
Dues	1,868	2,000	93.4%	0.2%	1,409	56.4%	2,500
Utilities	9,234	8,000	115.4%	1.1%	7,848	120.7%	6,500

LAKE BLUFF PUBLIC LIBRARY
REVENUE AND EXPENDITURE REPORT
For period ending March 31, 2015

4/16/2015

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	2,221	3,000	74.0%	0.3%	2,683	67.1%	4,000
Printing/E-News	7,904	9,000	87.8%	1.0%	8,689	108.6%	8,000
Office Supplies	4,013	6,000	66.9%	0.5%	5,153	85.9%	6,000
Bldg/Grounds Supplies	1,477	2,000	73.8%	0.2%	1,660	66.4%	2,500
Technical Services Supplies	3,570	5,500	64.9%	0.4%	4,009	72.9%	5,500
<i>Subtotal Contracts & Commodities</i>	\$ 68,176	\$ 95,500	71.4%	8.4%	\$ 57,463	78.2%	\$ 73,500
Hospitality Program Support	\$ 317	1,000	31.7%	0.0%	\$ 843	84.3%	1,000
Adult Program Support	3,565	4,000	89.1%	0.4%	4,329	108.2%	4,000
Juvenile Program Support	6,729	7,000	96.1%	0.8%	6,600	94.3%	7,000
Per Capita Grant	6,442	7,153	90.1%	0.8%	3,578	61.0%	5,868
Other Grant Expenditures	-	5,000	0.0%	0.0%	-	0.0%	20,000
<i>Subtotal Programs & Grants</i>	\$ 17,053	\$ 24,153	70.6%	2.1%	\$ 15,351	40.5%	\$ 37,868

LAKE BLUFF PUBLIC LIBRARY
REVENUE AND EXPENDITURE REPORT
For period ending March 31, 2015

4/16/2015

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	\$ 15,496	18,000	86.1%	1.9%	\$ 15,517	86.2%	18,000
Adult Fiction Books	13,427	15,000	89.5%	1.6%	12,499	83.3%	15,000
Adult Large Print Materials	524	500	104.8%	0.1%	936	93.6%	1,000
Adult AV Materials	12,913	15,000	86.1%	1.6%	11,082	79.2%	14,000
Adult Reference/e-Reference	17,610	23,000	76.6%	2.2%	15,832	88.0%	18,000
Juvenile Non-Fiction Books	7,167	7,000	102.4%	0.9%	7,470	106.7%	7,000
Picture Books	4,978	6,000	83.0%	0.6%	-	0.0%	6,000
Juvenile Fiction Books	4,541	8,500	53.4%	0.6%	5,004	58.9%	8,500
Juvenile AV Materials	1,814	3,750	48.4%	0.2%	5,961	158.9%	3,750
Juvenile e-Reference	334	1,000	33.4%	0.0%	3,330	---	-
Teen Books	2,669	2,750	97.0%	0.3%	2,543	92.5%	2,750
e-Books	12,017	12,000	100.1%	1.5%	7,243	90.5%	8,000
Graphic Novels	508	500	101.5%	0.1%	375	75.0%	500
Periodicals	5,655	\$ 7,000	80.8%	0.7%	5,333	71.1%	7,500
Video Games	3,284	3,500	93.8%	0.4%	2,873	104.5%	2,750
<i>Subtotal Materials</i>	\$ 102,937	123,500	83.4%	12.6%	\$ 95,998	85.1%	\$ 112,750
Patron & Staff Software	\$ 2,945	6,000	49.1%	0.4%	\$ 882	19.6%	4,500
Library Automation Software	20,297	24,000	84.6%	2.5%	46,053	329.0%	14,000
Miscellaneous Expense	2,989	2,000	149.4%	0.4%	1,989	99.4%	2,000
<i>Subtotal Software/Other</i>	\$ 26,231	32,000	82.0%	3.2%	\$ 48,924	238.7%	\$ 20,500
FR Restricted Donations	\$ 5,869	2,000	293.5%	0.7%	\$ 10,313	---	-
Library Furnishings	1,780	-	---	0.2%	4,015	160.1%	2,508
Computer Equipment	1,190	14,000	8.5%	0.1%	15,909	12.7%	125,000
Other Equipment	397	2,000	19.9%	0.0%	-	0.0%	2,000
Exterior Bldg Improvements	7,208	12,000	60.1%	0.9%	11,372	87.5%	13,000
Other Building Improvements	-	-	---	0.0%	-	---	-
Use of Temporarily Restrict Donat	-	21,000	0.0%	0.0%	8	---	-
Contingency	3,016	6,366	47.4%	0.4%	1,909	10.6%	18,000
<i>Subtotal Capital, Grants & Dona</i>	\$ 19,460	\$ 57,366	33.9%	2.4%	\$ 43,527	27.1%	\$ 160,508
Total Expenditures	\$ 815,130	\$ 953,019	85.5%	100.0%	\$ 793,318	80.1%	\$ 990,376

Fund Balance as of April 30, 2014 526,458
YTD Addition to/(Subtraction from) Fund Balance 61,171
Fund Balance at month end 587,629

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 11 PERIODS ENDING MARCH 31, 2015

ACCOUNT #	DESCRIPTION	BALANCE 05/01/14	NET DEBITS	NET CREDITS	BALANCE 03/31/15
ASSETS					
DUE TO/FROM ACCOUNTS					
80-00-100-10000	DUE TO/FROM OTHER FUNDS	0.00	0.00	0.00	0.00
80-00-100-20000	LIB GR FND DUE TO/FROM DETAIL	0.00	0.00	0.00	0.00
TOTAL DUE TO/FROM ACCOUNTS		0.00	0.00	0.00	0.00
CASH & INVESTMENTS					
80-10-101-10000	CHECKING ACCOUNT	0.00	0.00	0.00	0.00
80-10-101-10001	CASH BOX OVER/SHORT	0.00	1,055.79	1,289.26	(233.47)
80-10-101-11000	MONEY MARKET ACCOUNT	73,297.84	838,240.37	844,686.14	66,852.07
80-10-101-12000	SAVINGS ACCOUNT	0.00	0.00	0.00	0.00
80-10-101-12100	N TR WEED & FEED CHECKING ACCT	0.00	0.00	0.00	0.00
80-10-101-13000	PETTY CASH	150.00	0.00	0.00	150.00
80-10-101-15000	INVESTMENTS	0.00	0.00	0.00	0.00
80-10-101-15010	US GOVERNMENT OBLIGATIONS	0.00	0.00	0.00	0.00
80-10-101-15020	CERTIFICATES OF DEPOSIT	0.00	0.00	0.00	0.00
80-10-101-15110	ILLINOIS FUND	533,558.16	863,118.18	822,662.34	574,014.00
80-10-101-15111	ILLINOIS FUNDS - GRANTS	1.80	0.00	0.00	1.80
80-10-101-15112	ILLINOIS FUNDS - EPAY	3,417.89	8.85	3.24	3,423.50
TOTAL CASH & INVESTMENTS		610,425.69	1,702,423.19	1,668,640.98	644,207.90
RECEIVABLES					
80-10-201-15000	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
80-10-201-15200	PROPERTY TAX RECEIVABLE	852,303.78	0.00	0.00	852,303.78
80-10-201-35000	INTEREST RECEIVABLE	0.00	0.00	0.00	0.00
80-10-201-37000	OTHER RECEIVABLE	0.00	0.00	0.00	0.00
TOTAL RECEIVABLES		852,303.78	0.00	0.00	852,303.78
OTHER ASSETS					
80-10-301-37100	DUE FROM THE VILLAGE	(7,615.84)	989,302.34	981,686.50	0.00
80-10-301-55000	PREPAID EXPENSES	0.00	0.00	0.00	0.00
TOTAL OTHER ASSETS		(7,615.84)	989,302.34	981,686.50	0.00
TOTAL ASSETS		1,455,113.63	2,691,725.53	2,650,327.48	1,496,511.68
LIABILITIES AND FUND EQUITY					
LIABILITIES					
PAYABLES					
80-20-102-20000	ACCOUNTS PAYABLE	58,424.58	442,092.65	422,569.88	38,901.81

6B

DATE: 04/16/2015
TIME: 14:24:39
ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
DETAILED BALANCE SHEET

PAGE: 2
F-YR: 15

FUND: LAKE BLUFF PUBLIC LIBRARY
FOR 11 PERIODS ENDING MARCH 31, 2015

ACCOUNT #	DESCRIPTION	BALANCE 05/01/14	NET DEBITS	NET CREDITS	BALANCE 03/31/15
LIABILITIES					
PAYABLES					
80-20-102-41000	SOCIAL SECURITY TAX PAYABLE	0.00	62,996.82	62,996.82	0.00
80-20-102-42000	FEDERAL INCOME TAX PAYABLE	0.00	39,549.37	39,549.37	0.00
80-20-102-43000	STATE INCOME TAX PAYABLE	0.00	17,152.38	17,152.38	0.00
80-20-102-44000	IMRF PAYABLE	0.00	58,345.63	58,345.63	0.00
80-20-102-45000	ICMA 457 PLAN PAYABLE	0.00	22,550.00	22,300.00	(250.00)
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	4,428.08	4,428.08	0.00
80-20-102-66000	LIBRARY HSA PAYABLE	0.00	4,000.00	4,000.00	0.00
80-20-102-70000	OTHER SHORT TERM LIABILITIES	0.00	0.00	0.00	0.00
TOTAL PAYABLES		58,424.58	651,114.93	631,342.16	38,651.81
OTHER LIABILITIES					
80-20-202-16000	ACCRUED PAYROLL	17,927.45	0.00	0.00	17,927.45
80-20-202-22000	DEFERRED PROPERTY TAX	852,303.78	0.00	0.00	852,303.78
80-20-202-22100	OTHER DEFERRED REVENUE	0.00	0.00	0.00	0.00
80-20-202-22300	RESTRICTED GIFTS	0.00	0.00	0.00	0.00
80-20-202-22301	TECH 2 FOR YOU DONATIONS	0.00	0.00	0.00	0.00
80-20-202-23500	NOTES PAYABLE	0.00	0.00	0.00	0.00
TOTAL OTHER LIABILITIES		870,231.23	0.00	0.00	870,231.23
ESCROWS & DEPOSITS					
80-20-302-24000	MISCELLANEOUS RESERVE	0.00	0.00	0.00	0.00
TOTAL ESCROWS & DEPOSITS		0.00	0.00	0.00	0.00
LONG TERM LIABILITIES					
80-20-402-39000	OTHER LONG TERM LIABILITIES	0.00	0.00	0.00	0.00
TOTAL LONG TERM LIABILITIES		0.00	0.00	0.00	0.00
TOTAL LIABILITIES		928,655.81	651,114.93	631,342.16	908,883.04
FUND EQUITY					
EQUITY SECTION					
80-30-100-53000	UNRESERVED FUND BALANCE	526,457.82	0.00	0.00	526,457.82
80-30-100-53100	RESERVED FOR AUTOMATION	0.00	0.00	0.00	0.00
80-30-100-53200	DESIGNATED FOR CAPITAL MAINT	0.00	0.00	0.00	0.00
80-30-100-53300	DESIGNATED FOR CAP BLDG IMPR	0.00	0.00	0.00	0.00
TOTAL EQUITY SECTION		526,457.82	0.00	0.00	526,457.82
FUND SURPLUS (DEFICIT)		0.00	0.00	61,170.82	61,170.82

DATE: 04/16/2015
TIME: 14:24:39
ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
DETAILED BALANCE SHEET

PAGE: 3
F-YR: 15

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FUND: LAKE BLUFF PUBLIC LIBRARY
FOR 11 PERIODS ENDING MARCH 31, 2015

ACCOUNT #	DESCRIPTION	BALANCE 05/01/14	NET DEBITS	NET CREDITS	BALANCE 03/31/15
TOTAL FUND EQUITY		526,457.82	0.00	61,170.82	587,628.64
TOTAL LIABILITIES AND FUND EQUITY		1,455,113.63	651,114.93	692,512.98	1,496,511.68

DATE: 04/16/2015
TIME: 14:25:19
ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
DETAILED BALANCE SHEET

PAGE: 1
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FUND: LIBRARY GRANTS & GIFTS FUND
FOR 11 PERIODS ENDING MARCH 31, 2015

ACCOUNT #	DESCRIPTION	BALANCE 05/01/14	NET DEBITS	NET CREDITS	BALANCE 03/31/15

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

TOTAL INTERFUND CLEARING ACCOUNT		0.00	0.00	0.00	0.00

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

TOTAL CASH & INVESTMENTS		0.00	0.00	0.00	0.00

TOTAL ASSETS		0.00	0.00	0.00	0.00

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

TOTAL PAYABLES		0.00	0.00	0.00	0.00

TOTAL LIABILITIES		0.00	0.00	0.00	0.00

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

TOTAL EQUITY SECTION		0.00	0.00	0.00	0.00

TOTAL FUND EQUITY		0.00	0.00	0.00	0.00

TOTAL LIABILITIES AND FUND EQUITY		0.00	0.00	0.00	0.00

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 11 PERIODS ENDING MARCH 31, 2015

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FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: REVENUES

ACCOUNT NUMBER	DESCRIPTION	MARCH 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	0.00	0.00	850,197.16	849,607.14	851,666.00	99.8%
TOTAL REVENUES: PROPERTY TAXES		0.00	0.00	850,197.16	849,607.14	851,666.00	99.8%
SERVICES & FEES							
80-40-403-48300	PHOTO-COPY CHARGES	173.60	208.20	1,930.30	1,987.15	2,000.00	96.5%
80-40-403-48500	NON-RESIDENT FEES	379.58	285.82	6,576.32	6,356.58	7,000.00	93.9%
TOTAL REVENUES: SERVICES & FEES		553.18	494.02	8,506.62	8,343.73	9,000.00	94.5%
FINES							
80-40-503-65000	RENTAL FINES	1,089.17	1,235.19	10,601.06	13,205.60	13,000.00	81.5%
TOTAL REVENUES: FINES		1,089.17	1,235.19	10,601.06	13,205.60	13,000.00	81.5%
MISCELLANEOUS							
80-40-603-73000	PER CAPITA GRANTS	0.00	0.00	0.00	5,880.21	0.00	0.0%
80-40-603-73700	VILLAGE CONTRIBUTION	0.00	0.00	0.00	0.00	7,900.00	0.0%
80-40-603-75000	INTEREST EARNINGS	27.68	11.37	251.71	301.85	400.00	62.9%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	1,007.97	2.92	1,287.86	183.64	0.00	100.0%
80-40-603-78001	RESTRICTED DONATIONS	740.79	9,963.00	4,281.90	10,463.00	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	49.75	29.00	1,174.07	3,536.76	3,000.00	39.1%
TOTAL REVENUES: MISCELLANEOUS		1,826.19	10,006.29	6,995.54	20,365.46	11,300.00	61.9%
TOTAL REVENUES: REVENUES		3,468.54	11,735.50	876,300.38	891,521.93	884,966.00	99.0%
TOTAL FUND REVENUES		3,468.54	11,735.50	876,300.38	891,521.93	884,966.00	99.0%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 11 PERIODS ENDING MARCH 31, 2015

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	MARCH 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	21,942.71	18,012.34	215,757.81	196,778.07	224,000.00	96.3%
80-60-001-40050	STAFF SALARIES	16,926.92	18,452.26	204,388.91	190,969.79	231,000.00	88.4%
80-60-001-40400	MEDICAL INSURANCE	4,829.35	3,570.85	54,256.40	41,701.55	42,000.00	129.1%
80-60-001-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	62.00	288.00	500.00	12.4%
80-60-001-40950	EMPLOYER IMRF	3,566.87	3,617.55	42,115.85	36,978.60	45,000.00	93.5%
80-60-001-40951	EMPLOYER FICA TAX	2,910.91	2,736.99	31,498.42	29,094.63	35,000.00	89.9%
80-60-001-41000	BUILDING MAINTENANCE	1,703.44	1,048.60	19,098.80	20,667.26	28,000.00	68.2%
80-60-001-41020	ELEVATOR MAINTENANCE	0.00	300.00	2,144.00	1,326.56	2,000.00	107.2%
80-60-001-41050	GROUNDS MAINTENANCE	490.00	1,680.00	8,181.75	7,885.35	8,500.00	96.2%
80-60-001-41303	COPIER MAINTENANCE/SUPPLIES	537.73	1,417.83	3,768.46	6,364.92	4,500.00	83.7%
80-60-001-41304	OTHER PROFESSIONAL SERVICES	3,177.08	0.00	20,387.00	50.00	20,000.00	101.9%
80-60-001-41305	COMPUTER SERVICES	0.00	100.00	11,675.00	11,368.71	20,000.00	58.3%
80-60-001-41350	LEGAL SERVICES	0.00	0.00	1,404.00	10,491.00	15,000.00	9.3%
80-60-001-42400	PROFESSIONAL DEVELOPMENT	290.00	668.85	4,423.75	4,101.85	5,000.00	88.4%
80-60-001-42440	DUES	0.00	0.00	1,868.00	1,409.00	2,000.00	93.4%
80-60-001-43230	UTILITIES	1,164.77	489.63	9,233.64	7,848.48	8,000.00	115.4%
80-60-001-43300	POSTAGE	158.79	172.11	2,220.50	2,682.94	3,000.00	74.0%
80-60-001-43400	PRINTING/E-NEWSLETTER	0.00	3,023.51	7,903.60	8,688.61	9,000.00	87.8%
80-60-001-43550	OFFICE SUPPLIES	413.03	545.18	4,012.94	5,153.24	6,000.00	66.8%
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	503.23	321.04	1,476.78	1,660.35	2,000.00	73.8%
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	578.12	382.42	3,570.33	4,008.89	5,500.00	64.9%
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	40.58	317.35	843.27	1,000.00	31.7%
80-60-001-43710	ADULT PROGRAM SUPPLIES	29.58	19.87	3,564.81	4,329.44	4,000.00	89.1%
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	82.27	191.97	6,728.94	6,599.98	7,000.00	96.1%
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	2,752.70	1,045.25	15,496.42	15,516.70	18,000.00	86.0%
80-60-001-45100	ADULT FICTION BOOKS	2,065.94	986.94	13,427.33	12,498.90	15,000.00	89.5%
80-60-001-45110	ADULT LARGE PRINT MATERIAL	49.27	206.75	524.23	935.52	500.00	104.8%
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	1,303.23	815.90	12,912.63	11,081.99	15,000.00	86.0%
80-60-001-45220	ADULT REFERENCE/E-REFER	2,293.96	0.00	17,609.96	15,832.48	23,000.00	76.5%
80-60-001-45400	JUVENILE NON-FICTION	0.00	0.00	7,166.77	7,470.21	7,000.00	102.3%
80-60-001-45410	PICTURE BOOKS, READERS	908.08	289.58	4,978.11	5,004.22	6,000.00	82.9%
80-60-001-45420	JUVENILE FICTION	981.34	495.39	4,541.32	5,960.55	8,500.00	53.4%
80-60-001-45430	JUVENILE AUDIO-VISUAL	337.27	561.57	1,814.21	3,330.15	3,750.00	48.3%
80-60-001-45440	JUVENILE E-REFERENCE	0.00	0.00	334.33	0.00	1,000.00	33.4%
80-60-001-45450	TEEN BOOKS	458.75	363.57	2,668.66	2,543.18	2,750.00	97.0%
80-60-001-45460	E-BOOKS	1,714.72	734.73	12,016.67	7,243.31	12,000.00	100.1%
80-60-001-45470	GRAPHIC NOVELS	121.80	27.12	507.52	375.02	500.00	101.5%
80-60-001-45500	PERIODICALS	141.00	52.00	5,654.86	5,333.02	7,000.00	80.7%
80-60-001-45510	VIDEO GAMES	379.92	307.99	3,284.35	2,872.80	3,500.00	93.8%
80-60-001-45600	PATRON & STAFF SOFTWARE	691.95	183.95	2,945.10	882.45	6,000.00	49.0%
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	20,297.00	46,053.00	24,000.00	84.5%
80-60-001-46000	MISCELLANEOUS EXPENSES	132.70	206.05	2,988.95	1,988.92	2,000.00	149.4%
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	2,310.00	9,963.00	5,869.42	10,313.17	0.00	-100.0%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 11 PERIODS ENDING MARCH 31, 2015

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	MARCH ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
LIBRARY SERVICES							
80-60-001-49000	LIBRARY FURNISHINGS	1,250.00	(3,638.00)	1,780.01	4,015.31	2,000.00	89.0%
80-60-001-49120	EXT BUILDING IMPROVEMENTS	0.00	0.00	7,207.75	11,372.40	12,000.00	60.0%
80-60-001-49350	COMPUTER EQUIPMENT	0.00	0.00	1,189.59	15,908.58	14,000.00	8.4%
80-60-001-49400	OTHER EQUIPMENT	248.96	0.00	397.46	7.95	2,000.00	19.8%
80-60-001-50000	CONTINGENCY	0.00	(119.60)	3,015.60	1,909.42	6,366.00	47.3%
TOTAL EXPENSES: LIBRARY SERVICES		77,446.39	69,273.77	815,129.56	793,317.79	919,866.00	88.6%
TOTAL EXPENSES: LIBRARY ADMINISTRATION		77,446.39	69,273.77	815,129.56	793,317.79	919,866.00	88.6%
TOTAL FUND EXPENSES		77,446.39	69,273.77	815,129.56	793,317.79	919,866.00	88.6%
TOTAL FUND REVENUES		3,468.54	11,735.50	876,300.38	891,521.93	884,966.00	99.0%
TOTAL FUND EXPENSES		77,446.39	69,273.77	815,129.56	793,317.79	919,866.00	88.6%
FUND SURPLUS (DEFICIT)		(73,977.85)	(57,538.27)	61,170.82	98,204.14	(34,900.00)	-175.2%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 11 PERIODS ENDING MARCH 31, 2015

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

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

MISCELLANEOUS							
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		0.00	0.00	0.00	0.00	33,153.00	0.0%

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-- VILLAGE OF LAKE BLUFF --
 MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
12069	9AT&T 8472342540-03	AT & T 03/07/15	01 LCL PH SRVC:2/8-3/7/15	03/30/15	80-60-001-43230	339.53 INVOICE TOTAL: 339.53
					CHECK TOTAL:	339.53
12070	9CDW TC54573	CDW GOVERNMENT, INC. 03/12/15	01 EXPENSES FRM RESTRICTED DONAT	03/30/15	80-60-001-48001	725.00 INVOICE TOTAL: 725.00 *
					CHECK TOTAL:	725.00
12072	9JENSENL JEN031615	LYNDY JENSEN 03/16/15	01 ALA MIDWINTER CONFERENCE 02 MISC EXPENSES	03/30/15	80-60-001-42400 80-60-001-46000	67.00 36.45 INVOICE TOTAL: 103.45 *
					CHECK TOTAL:	103.45
12073	9METROSE MET031615	METRO SELF STORAGE 03/16/15	01 STORAGE SPACE RENTAL	03/30/15	80-60-001-41000	62.00 INVOICE TOTAL: 62.00 *
					CHECK TOTAL:	62.00
12074	9SURPRKI SUR031615	KIRA SURPRISE 03/18/15	01 ADULT PROGRAM SUPPLIES 02 ADULT PROGRAM SUPPLIES	03/30/15	80-60-001-43710 80-60-001-43710	9.96 19.62 INVOICE TOTAL: 29.58 *
					CHECK TOTAL:	29.58
12075	9VANTAGE 101938791	VANTAGEPOINT TRANSFER AGENTS 03/13/15	01 'EE ICMA CONTRIBUTION:3/13/15	03/30/15	80-20-102-45000	1,050.00 INVOICE TOTAL: 1,050.00 *
					CHECK TOTAL:	1,050.00
12076	9VANTAGE 101943639	VANTAGEPOINT TRANSFER AGENTS 03/20/15	01 'EE ICMA CONTRIBUTION:3/31/15	03/30/15	80-20-102-45000	250.00 INVOICE TOTAL: 250.00 *
					CHECK TOTAL:	250.00

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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
12701	9COMCAST COM031215	COMCAST CABLE 03/12/15	01	INTERNET SRVC:3/19-4/18/15	03/30/15	80-60-001-43230	244.85
						INVOICE TOTAL:	244.85 *
						CHECK TOTAL:	244.85
						TOTAL AMOUNT PAID:	2,804.41

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-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

CHECK DATE: 04/21/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12077	9ACCESSO	ACCESS ONE, INC.						
	1574526		04/02/15	01	PHONE SRVC:MAR/APR 2015	80-60-001-43230	444.67	
						INVOICE TOTAL:	444.67 *	
						CHECK TOTAL:	444.67	
12078	9AMAZONA	VOIDED---LEADER CHECK						
	001332014959		02/19/15	01	CREDIT	80-60-001-45200	-1.24	
						INVOICE TOTAL:	-1.24 *	
	002910658254		02/19/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	30.95	
						INVOICE TOTAL:	30.95 *	
	051230591748		02/19/15	01	CREDIT	80-60-001-45200	-1.12	
						INVOICE TOTAL:	-1.12 *	
	051236313939		02/19/15	01	CREDIT	80-60-001-45200	-0.94	
						INVOICE TOTAL:	-0.94 *	
	089420614849		02/28/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	28.49	
						INVOICE TOTAL:	28.49 *	
	089421045453		02/17/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	44.38	
						INVOICE TOTAL:	44.38 *	
	089422543587		02/23/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	16.99	
						INVOICE TOTAL:	16.99 *	
	089424695033		02/26/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	22.99	
						INVOICE TOTAL:	22.99 *	
	089428921752		02/23/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	126.17	
						INVOICE TOTAL:	126.17 *	

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CHECK REGISTER

CHECK DATE: 04/21/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12078	9AMAZONA	VOIDED---LEADER CHECK						
	092609709148		02/12/15	01	ADULT FICTION BOOKS	80-60-001-45100	67.07	
						INVOICE TOTAL:	67.07 *	
	131227795818		02/19/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.99	
						INVOICE TOTAL:	14.99 *	
	142920412312		02/24/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	11.96	
						INVOICE TOTAL:	11.96 *	
	142920746793		02/24/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	9.99	
						INVOICE TOTAL:	9.99 *	
	142921258476		03/02/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	182.77	
						INVOICE TOTAL:	182.77 *	
	142922226243		03/04/15	01	CREDIT	80-60-001-45200	-0.01	
						INVOICE TOTAL:	-0.01 *	
	142925262495		03/05/15	01	CREDIT	80-60-001-45200	-0.02	
						INVOICE TOTAL:	-0.02 *	
	142928396306		03/06/15	01	CREDIT	80-60-001-45200	-0.04	
						INVOICE TOTAL:	-0.04 *	
	202210363899		02/19/15	01	CREDIT	80-60-001-45200	-7.68	
						INVOICE TOTAL:	-7.68 *	
	202212766053		02/12/15	01	CREDIT	80-60-001-45200	-2.11	
						INVOICE TOTAL:	-2.11 *	
12079	9AMAZONA	VOIDED---LEADER CHECK						
	202218331705		02/19/15	01	CREDIT	80-60-001-45200	-4.80	
						INVOICE TOTAL:	-4.80 *	

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CHECK REGISTER

CHECK DATE: 04/21/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12079	9AMAZONA	VOIDED---LEADER CHECK						
	202218396493		02/19/15	01	CREDIT	80-60-001-45200	-0.81	
						INVOICE TOTAL:	-0.81 *	
	202219550648		02/12/15	01	CREDIT	80-60-001-45200	-1.00	
						INVOICE TOTAL:	-1.00 *	
	202614291269		03/09/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	38.94	
						INVOICE TOTAL:	38.94 *	
	212614039982		03/09/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	46.97	
						INVOICE TOTAL:	46.97 *	
	212619071240		03/06/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	54.97	
						INVOICE TOTAL:	54.97 *	
	213780863531		03/01/15	01	ADULT NON-FICTION	80-60-001-45000	11.37	
						INVOICE TOTAL:	11.37 *	
	213786035173		02/20/15	01	ADULT NON-FICTION	80-60-001-45000	28.87	
						INVOICE TOTAL:	28.87 *	
	213786371201		02/20/15	01	ADULT NON-FICTION	80-60-001-45000	16.73	
						INVOICE TOTAL:	16.73 *	
	213786376692		02/20/15	01	ADULT NON-FICTION	80-60-001-45000	42.22	
						INVOICE TOTAL:	42.22 *	
	213787569054		02/22/15	01	ADULT NON-FICTION	80-60-001-45000	19.43	
						INVOICE TOTAL:	19.43 *	
	213788352109		02/20/15	01	ADULT NON-FICTION	80-60-001-45000	115.50	
						INVOICE TOTAL:	115.50 *	
	213789187123		03/09/15	01	ADULT NON-FICTION	80-60-001-45000	34.09	
						INVOICE TOTAL:	34.09 *	

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-- VILLAGE OF LAKE BLUFF --
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12079	9AMAZONA	VOIDED---LEADER CHECK						
	218442915432		02/24/15	01	ADULT NON-FICTION	80-60-001-45000	10.20	
						INVOICE TOTAL:	10.20 *	
	226704625018		02/19/15	01	ADULT NON-FICTION	80-60-001-45000	19.57	
						INVOICE TOTAL:	19.57 *	
	247065471785		02/10/15	01	ADULT NON-FICTION	80-60-001-45000	25.44	
						INVOICE TOTAL:	25.44 *	
	247065502329		02/19/15	01	CREDIT	80-60-001-45000	-1.42	
						INVOICE TOTAL:	-1.42 *	
	247067022276		02/10/15	01	ADULT NON-FICTION	80-60-001-45000	24.06	
						INVOICE TOTAL:	24.06 *	
	247067152042		02/19/15	01	CREDIT	80-60-001-45000	-1.50	
						INVOICE TOTAL:	-1.50 *	
12080	9AMAZONA	AMAZON						
	266860107638		02/19/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-2.00	
						INVOICE TOTAL:	-2.00 *	
	266861586900		02/19/15	01	CREDIT	80-60-001-45200	-2.68	
						INVOICE TOTAL:	-2.68 *	
	266862360039		02/16/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	196.41	
						INVOICE TOTAL:	196.41 *	
	266863458104		02/09/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	45.65	
						INVOICE TOTAL:	45.65 *	
	266864981463		02/25/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	26.96	
						INVOICE TOTAL:	26.96 *	

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12080	9AMAZONA	AMAZON					
	266866651793		02/19/15	01	CREDIT	80-60-001-45200	-0.03
						INVOICE TOTAL:	-0.03 *
	266867887056		02/20/15	01	CREDIT	80-60-001-45200	-0.03
						INVOICE TOTAL:	-0.03 *
	266868859168		02/21/15	01	CREDIT	80-60-001-45200	-0.60
						INVOICE TOTAL:	-0.60 *
	268459841779		02/17/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.98
						INVOICE TOTAL:	19.98 *
	296054639383		02/15/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	12.99
						INVOICE TOTAL:	12.99 *
	296056134956		02/19/15	01	CREDIT	80-60-001-45200	-9.10
						INVOICE TOTAL:	-9.10 *
						CHECK TOTAL:	1,309.97
12081	9AT&T	AT & T					
	847234-264904		04/07/15	01	LCL PH SRVC:3/8-4/7/15	80-60-001-43230	123.45
						INVOICE TOTAL:	123.45 *
						CHECK TOTAL:	123.45
12082	9BKTLENT	VOIDED---LEADER CHECK					
	0002673375		04/01/15	01	CREDIT	80-60-001-45420	-23.76
						INVOICE TOTAL:	-23.76 *
	0002673376		04/01/15	01	CREDIT	80-60-001-45450	-10.16
						INVOICE TOTAL:	-10.16 *

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12082	9BKTLENT	VOIDED---LEADER CHECK						
	2020460634		03/25/15	01	ADULT NON-FICTION	80-60-001-45000	573.44	
						INVOICE TOTAL:	573.44 *	
	2030382543		03/04/15	01	LARGE PRINT MATERIAL	80-60-001-45110	18.73	
						INVOICE TOTAL:	18.73 *	
	2030390863		03/06/15	01	ADULT NON-FICTION	80-60-001-45000	71.58	
						INVOICE TOTAL:	71.58 *	
	2030391179		03/05/15	01	PICTURE BKS,READRS,HOLIDAY BKS	80-60-001-45410	37.32	
						INVOICE TOTAL:	37.32 *	
	2030398447		03/06/15	01	JUVENILE FICTION	80-60-001-45420	173.19	
						INVOICE TOTAL:	173.19 *	
	2030407107		03/11/15	01	ADULT NON-FICTION	80-60-001-45000	357.40	
						INVOICE TOTAL:	357.40 *	
	2030412576		03/10/15	01	ADULT FICTION	80-60-001-45100	133.96	
						INVOICE TOTAL:	133.96 *	
	2030418827		03/13/15	01	ADULT FICTION	80-60-001-45100	450.35	
						INVOICE TOTAL:	450.35 *	
	2030427916		03/17/15	01	ADULT NON-FICTION	80-60-001-45000	279.83	
						INVOICE TOTAL:	279.83 *	
	2030428032		03/17/15	01	ADULT NON-FICTION	80-60-001-45000	84.99	
						INVOICE TOTAL:	84.99 *	
	2030429930		03/17/15	01	PICTURE BKS,READRS,HOLIDAY BKS	80-60-001-45410	21.46	
						INVOICE TOTAL:	21.46 *	
	2030431603		03/16/15	01	JUVENILE FICTION	80-60-001-45420	136.13	
						INVOICE TOTAL:	136.13 *	

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12082	9BKTLENT	VOIDED---LEADER CHECK						
	2030435277		03/19/15	01	ADULT NON-FICTION	80-60-001-45000	45.64	
						INVOICE TOTAL:	45.64 *	
	2030441575		03/18/15	01	TEEN BOOKS	80-60-001-45450	26.40	
						INVOICE TOTAL:	26.40 *	
	2030444298		03/19/15	01	ADULT FICTION	80-60-001-45100	160.43	
						INVOICE TOTAL:	160.43 *	
	2030464681		03/25/15	01	PICTURE BKS,READRS,HOLIDAY BKS	80-60-001-45410	802.02	
						INVOICE TOTAL:	802.02 *	
	2030478652		03/31/15	01	ADULT NON-FICTION	80-60-001-45000	539.90	
						INVOICE TOTAL:	539.90 *	
12083	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT						
	2030480508		03/31/15	01	ADULT FICTION	80-60-001-45100	293.13	
						INVOICE TOTAL:	293.13 *	
	2030482594		03/31/15	01	JUVENILE FICTION	80-60-001-45420	124.84	
						INVOICE TOTAL:	124.84 *	
	2030483312		03/31/15	01	JUVENILE FICTION	80-60-001-45420	570.94	
						INVOICE TOTAL:	570.94 *	
	2030492920		04/02/15	01	TEEN BOOKS	80-60-001-45450	10.21	
						INVOICE TOTAL:	10.21 *	
	2030498313		04/02/15	01	LARGE PRINT MATERIAL	80-60-001-45110	30.54	
						INVOICE TOTAL:	30.54 *	
	2030500649		04/03/15	01	GRAPHIC NOVELS	80-60-001-45470	121.80	
						INVOICE TOTAL:	121.80 *	

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12083	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT						
	2030500653		04/07/15	01	ADULT NON-FICTION	80-60-001-45000	352.35	
						INVOICE TOTAL:	352.35 *	
	2030502192		04/07/15	01	PICTURE BKS,READRS,HOLIDAY BKS	80-60-001-45410	47.28	
						INVOICE TOTAL:	47.28 *	
	2030503906		04/06/15	01	ADULT NON-FICTION	80-60-001-45000	103.01	
						INVOICE TOTAL:	103.01 *	
	2030511466		04/08/15	01	ADULT FICTION	80-60-001-45100	961.00	
						INVOICE TOTAL:	961.00 *	
	2030521389		04/09/15	01	TEEN BOOKS	80-60-001-45450	367.32	
						INVOICE TOTAL:	367.32 *	
						CHECK TOTAL:	6,861.27	
12084	9CDW	CDW GOVERNMENT, INC.						
	TF93503		03/18/15	01	SWITCH FOR PHONE SYSTEM	80-60-001-49400	140.00	
						INVOICE TOTAL:	140.00 *	
						CHECK TOTAL:	140.00	
12085	9COMPVIE	COMPUTER VIEW, INC.						
	26665		03/25/15	01	PATRON/STAFF SOFTWARE	80-60-001-45600	500.00	
						INVOICE TOTAL:	500.00 *	
						CHECK TOTAL:	500.00	
12086	9CRYSMAN	CRYSTAL MANAGEMENT &						
	22700		02/16/15	01	CLEANING SRVC'S:MAR 2015	80-60-001-41000	645.00	
						INVOICE TOTAL:	645.00 *	

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12086	9CRYSMAN	CRYSTAL MANAGEMENT &					
	22767		03/13/15	01	CLEANING SRVC'S:APR 2015	80-60-001-41000	645.00
						INVOICE TOTAL:	645.00 *
						CHECK TOTAL:	1,290.00
12087	9DEMCO	DEMCO, INC					
	5550291		03/16/15	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	200.77
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43550	-25.00
						INVOICE TOTAL:	175.77 *
	5562116		03/30/15	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	113.13
				02	HEADPHONES	80-60-001-49400	108.96
				03	DISCOUNT	80-60-001-43670	-30.00
						INVOICE TOTAL:	192.09 *
	5564439		04/01/15	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	305.03
				02	DISCOUNT	80-60-001-43670	-50.00
						INVOICE TOTAL:	255.03 *
						CHECK TOTAL:	622.89
12088	9ANDEREN	ENGBERG ANDERSON, INC					
	14235700-05		02/28/15	01	OTHER PROFESSIONAL SERVICES	80-60-001-41304	3,168.08
						INVOICE TOTAL:	3,168.08 *
						CHECK TOTAL:	3,168.08
12089	9FIRSTBA	FIRST BANKCARD					
	AMY03302015		03/30/15	01	POSTAGE	80-60-001-43300	1.19
				02	VIDEO GAMES	80-60-001-45510	379.92
						INVOICE TOTAL:	381.11 *
						CHECK TOTAL:	381.11

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12090	9FIRSTBA	FIRST BANKCARD					
	CAR033015		03/30/15	01	JUVENILE AUDIO-VISUAL	80-60-001-45430	247.38
				02	OFFICE SUPPLIES	80-60-001-43550	46.56
					INVOICE TOTAL:		293.94 *
					CHECK TOTAL:		293.94
12091	9FIRSTBA	FIRST BANKCARD					
	DON03302015		03/30/15	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	93.08
				02	CREDIT	80-60-001-45430	-1.06
				03	CREDIT	80-60-001-45430	-0.03
				04	CREDIT	80-60-001-45430	-2.09
				05	CREDIT	80-60-001-45430	-0.01
				06	OFFICE SUPPLIES	80-60-001-43550	11.97
					INVOICE TOTAL:		101.86 *
					CHECK TOTAL:		101.86
12092	9FIRSTBA	FIRST BANKCARD					
	ELI033015		03/30/15	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	63.05
				02	POSTAGE	80-60-001-43300	4.61
					INVOICE TOTAL:		67.66 *
					CHECK TOTAL:		67.66
12093	9FIRSTBA	FIRST BANKCARD					
	ERI033015		04/15/15	01	MISC. EXPENSES	80-60-001-46000	76.25
				02	MISC. EXPENSES	80-60-001-46000	20.00
				03	UTILITIES	80-60-001-43230	2.99
					INVOICE TOTAL:		99.24 *
					CHECK TOTAL:		99.24

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12094	9FIRSTBA	FIRST BANKCARD					
	MCO03302015		03/30/15	01	PROFESSIONAL DEVELOPMENT	80-60-001-42400	195.00
				02	WEBSITE FOR ILL	80-60-001-45600	9.95
				03	PATRON/STAFF SOFTWARE	80-60-001-45600	57.00
				04	PROFESSIONAL DEVELOPMENT	80-60-001-42400	28.00
					INVOICE TOTAL:		289.95 *
					CHECK TOTAL:		289.95
12095	9GOODMAN	GOODMAN ELECTRIC SUPPLY					
	0609511-00		03/13/15	01	BUILDING/GROUNDS SUPPLIES	80-60-001-43660	64.60
					INVOICE TOTAL:		64.60 *
					CHECK TOTAL:		64.60
12096	9HALLPAS	HALL PASS					
	HP2015-81		01/31/15	01	OTHER PROFESSIONAL SERVICES	80-60-001-41304	9.00
					INVOICE TOTAL:		9.00 *
					CHECK TOTAL:		9.00
12097	9HARVARD	HARVARD BUSINESS REVIEW					
	HAR030915		03/09/15	01	PERIODICALS	80-60-001-45500	89.00
					INVOICE TOTAL:		89.00 *
					CHECK TOTAL:		89.00
12098	9HELANDE	HELANDERS, INC					
	116071		03/27/15	01	OFFICE SUPPLIES	80-60-001-43550	6.99
					INVOICE TOTAL:		6.99 *
					CHECK TOTAL:		6.99

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12099	9IMAGESY	IMAGE SYSTEMS & BUSINESS						
	209320		03/11/15	01	COPIER MAINT:3/11-6/10/15	80-60-001-41303	142.56	
						INVOICE TOTAL:	142.56 *	
	209321		03/11/15	01	COPIER MAINT:3/11-6/10/15	80-60-001-41303	172.00	
				02	COPIER MAINT:12/11/14-3/10/15	80-60-001-41303	170.97	
						INVOICE TOTAL:	342.97 *	
						CHECK TOTAL:	485.53	
12100	9IRELAND	IRELAND HEATING & AIRCONDITION						
	63323		10/20/14	01	REP'L FILTERS	80-60-001-41000	121.44	
						INVOICE TOTAL:	121.44 *	
	65982		04/03/15	01	BUILDING MAINTENANCE	80-60-001-41000	130.00	
						INVOICE TOTAL:	130.00 *	
						CHECK TOTAL:	251.44	
12101	9KAMINMI	MICAH KAMIN						
	KAM032315		03/23/15	01	BUILDING MAINT.	80-60-001-41000	100.00	
						INVOICE TOTAL:	100.00 *	
						CHECK TOTAL:	100.00	
12102	9LB VILL	VILLAGE OF LAKE BLUFF						
	MARCH 2015		04/03/15	01	FY15 MEDICAL INS:MAR 15	80-10-301-37100	4,808.23	
				02	FY15 DENT'L/VISION:MAR 15	80-10-301-37100	444.08	
				03	FY15 LIFE INSURANCE:MAR 15	80-10-301-37100	45.60	
				04	FY15 'EE IMRF CONTR:MAR 15	80-10-301-37100	1,518.55	
				05	FY15 EMPLYR IMRF CONTR:MAR 15	80-10-301-37100	3,566.87	
						INVOICE TOTAL:	10,383.33 *	
						CHECK TOTAL:	10,383.33	

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12103	9LIBFURI	LIBRARY FURNITURE					
	4764		04/08/15	01	LIBRARY FURNITURE 2ND FLOOR	80-60-001-49000	1,250.00
				02	EXPENSES FR RESTRICTED DONAT	80-60-001-48001	1,185.00
					INVOICE TOTAL:		2,435.00 *
					CHECK TOTAL:		2,435.00
12104	9MIDTAPE	MIDWEST TAPE					
	92640363		03/06/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	54.98
					INVOICE TOTAL:		54.98 *
	92660652		03/13/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	114.97
					INVOICE TOTAL:		114.97 *
	92718693		04/03/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	194.95
				02	TEEN BOOKS	80-60-001-45450	14.99
					INVOICE TOTAL:		209.94 *
	92734810		04/09/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	39.99
				02	TEEN BOOKS	80-60-001-45450	49.99
					INVOICE TOTAL:		89.98 *
					CHECK TOTAL:		469.87
12105	9NCCPETE	NCC-PETERSON PRODUCTS					
	66593		03/31/15	01	JANITORIAL SUPPLIES	80-60-001-43660	379.03
					INVOICE TOTAL:		379.03 *
	66608		04/01/15	01	JANITORIAL SUPPLIES	80-60-001-43660	43.10
					INVOICE TOTAL:		43.10 *
					CHECK TOTAL:		422.13
12106	9NSWATER	NORTH SHORE WATER RECLAMATION					

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12106	9NSWATER	NORTH SHORE WATER RECLAMATION						
	2991889		03/21/15	01	WASTEWATER TREATMENT:	80-60-001-43230	9.28	
				02	11/17/14-2/10/15	** COMMENT **		
					INVOICE TOTAL:		9.28 *	
					CHECK TOTAL:		9.28	
12107	9OVERDRI	OVERDRIVE , INC						
	1018-140418340040115		04/01/15	01	ADULT E-BOOKS	80-60-001-45460	619.78	
					INVOICE TOTAL:		619.78 *	
	1018-140509137040115		04/01/15	01	JUVENILE E-BOOKS	80-60-001-45460	73.03	
					INVOICE TOTAL:		73.03 *	
	1018-140835797040115		04/01/15	01	TEEN E-BOOKS	80-60-001-45460	43.97	
					INVOICE TOTAL:		43.97 *	
	1018-142132893031715		03/17/15	01	ADULT E-BOOKS	80-60-001-45460	40.99	
					INVOICE TOTAL:		40.99 *	
	1018-181718153032015		03/20/15	01	E-BOOKS	80-60-001-45460	19.99	
					INVOICE TOTAL:		19.99 *	
	1018-182019453032015		03/20/15	01	ADULT E-BOOKS	80-60-001-45460	527.64	
					INVOICE TOTAL:		527.64 *	
	1018-182507573032015		03/20/15	01	TEEN E-BOOKS	80-60-001-45460	142.97	
					INVOICE TOTAL:		142.97 *	
	1018-182827930032015		03/20/15	01	E-BOOKS	80-60-001-45460	94.57	
					INVOICE TOTAL:		94.57 *	
	1018-183206440032015		03/20/15	01	JUVENILE E-BOOKS	80-60-001-45460	151.78	
					INVOICE TOTAL:		151.78 *	
					CHECK TOTAL:		1,714.72	

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12108	9PCASH	PETTY CASH					
	03272015		03/27/15	01	BATTERIES	80-60-001-43550	27.08
				02	JANITORIAL SUPPLIES	80-60-001-43660	16.50
				03	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	19.22
				04	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	2.41
				05	POSTAGE	80-60-001-43300	20.99
					INVOICE TOTAL:		86.20 *
					CHECK TOTAL:		86.20
12109	9PIONEER	PIONEER PRESS					
	806000145500		04/02/15	01	LAKE FORESTER ANN'L RENEWAL	80-60-001-45500	52.00
					INVOICE TOTAL:		52.00 *
					CHECK TOTAL:		52.00
12110	9RECORDE	RECORDED BOOKS, LLC					
	75106022		04/01/15	01	ADULT REFERENCE/E-REFER	80-60-001-45220	1,293.96
					INVOICE TOTAL:		1,293.96 *
	75111512		04/01/15	01	ADULT REFERENCE/E-REFER	80-60-001-45220	1,000.00
					INVOICE TOTAL:		1,000.00 *
					CHECK TOTAL:		2,293.96
12111	9REYESIS	ISAURO REYES					
	REY030115		03/01/15	01	GROUNDS MAINT:MAR 2015	80-60-001-41050	490.00
					INVOICE TOTAL:		490.00 *
					CHECK TOTAL:		490.00
12112	9SHREDIT	SHRED-IT USA					

DATE: 04/16/15
TIME: 13:59:28
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

PAGE: 16

9P

CHECK DATE: 04/21/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12112	9SHREDIT	SHRED-IT USA					
	9405373307		04/06/15	01	PAPER SHREDDING 4/6/15	80-60-001-41303	52.20
						INVOICE TOTAL:	52.20 *
						CHECK TOTAL:	52.20
12113	9STAPLES	STAPLES BUSINESS ADVANTAGE					
	8033818584		03/28/15	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	36.78
				02	OFFICE SUPPLIES	80-60-001-43550	44.28
						INVOICE TOTAL:	81.06 *
						CHECK TOTAL:	81.06
12114	9TEAMSOF	TEAM SOFTWARE SOLUTIONS					
	9105		03/16/15	01	PATRON/STAFF SOFTWARE	80-60-001-45600	125.00
						INVOICE TOTAL:	125.00 *
						CHECK TOTAL:	125.00
12115	USPOSTAL	UNITED STATES POSTAL SERVICE					
	USP033015		03/30/15	01	POST CARD POSTAGE STAMPS	80-60-001-43300	34.00
				02	FOREVER POSTAGE STAMPS	80-60-001-43300	98.00
						INVOICE TOTAL:	132.00 *
						CHECK TOTAL:	132.00
12116	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS					
	101950758		04/02/15	01	'EE ICMA CONTRIBUTION:4/15/15	80-20-102-45000	250.00
						INVOICE TOTAL:	250.00 *
						CHECK TOTAL:	250.00

DATE: 04/16/15
TIME: 13:59:28
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

90

CHECK DATE: 04/21/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12117	9WINSTEL	WINSTON ELECTRIC, INC.						
	4098-IN		03/20/15	01	EXPENSES FR RESTRICTED DONAT	80-60-001-48001	400.00	
						INVOICE TOTAL:	400.00 *	
						CHECK TOTAL:	400.00	
						TOTAL AMOUNT PAID:	36,097.40	

Committee Reports

There will have been 5 committee meetings since the March 17, 2015 meeting of the Board. These represent 4 separate committees.

- Outreach Committee (10B)
 - March 31, 2015
- Outreach Committee (10C)
 - April 16, 2015
- Trustee Bylaw Committee (10D)
 - April 14, 2015
- Building and Grounds Committee (10E)
 - April 16, 2015
- Long Range Planning Committee (10F)(Minutes not yet available)
 - April 21, 2015

LAKE BLUFF PUBLIC LIBRARY BOARD OF TRUSTEES

Outreach Committee Meeting

March 31, 2015

Youth Activity Room

The meeting was called to order at 12:30 p.m. by Chair Carl Schons.

Also present: trustee Ruth Schnell, staff members Donna Williams, Eliza Jarvi and Martha O'Hara.

Absent: Amy vanGoethem

Eliza Jarvi presented a printed update on the staff's progress with plans for the Library Middle School Award. The committee discussed and added suggestions.

The next Outreach Committee meeting will be at 1:00 p.m. on April 16. A revised version of the plans will be prepared in time to be presented for discussion at the next Board of Trustees meeting on April 21.

Respectfully submitted.

Ruth Schnell

Lake Bluff Public Library Award—Draft
Tentative Name: 'Ann Beck Director's Award'

Lake Bluff is a community of service and volunteerism. To honor the spirit of our community and encourage civic-mindedness, we would like to offer an award honoring the community service work of a 7th or 8th grade student. The award will include a \$500 cash prize and a certificate/statue/plaque. The award is based on two components:

Community Service Project

- The applicant will complete a library-based service project during the award entry period (June 1-March 1).
- The project must be service-oriented and benefit the library.
- Applicants must spend a minimum of 20 hours working on this project.

Reflection

- Applicants will prepare a reflection on the project.
- The reflection may be an essay, video, website or other format.
- This reflection will address:
 - How the project helped the community.
 - What the applicant has learned from the experience.

The award admissions submission period opens annually on June 1 and reflections must be submitted by March 1 of the following year. The award will be presented to the most deserving applicant at the annual LBMS award ceremony.

Pros	Cons
Administered by the library	Restrictions of the type of service project
Library solely responsible for judging and publicizing	Requires use of library funds
	Requires more dedication of staff time

Friends of the Lake Bluff Public Library Award—Draft

Lake Bluff is a community of service and volunteerism. To honor the spirit of our community and encourage civic-mindedness, we would like to offer an award honoring the community service work of a 7th or 8th grade student. The award will include a \$500 cash prize and a certificate/statue/plaque. The award is based on two components:

Community Service Project

- The applicant will complete a community service project during the award entry period (June 1, 2015 through March 1, 2016).
- The project must be service-oriented and benefit the community. Working for private individuals or for-profit entities does not meet these requirements.
- Applicants must spend a minimum of 20 hours working on this project.

Reflection

- Applicants will prepare a reflection on the project.
- The reflection may be an essay, video, website, or another format.
- The reflection will address:
 - How the project helped the community
 - What the applicant has learned from the experience

The award submission period opens annually on June 1 and reflections must be submitted by March 1 of the following year. The award will be presented to the most deserving applicant at the Lake Bluff Middle School Award ceremony in May 2016.

Pros	Cons
Ability to open up type of service project	Outside of direct library control
Encourages kids creativity and input in project type	Contingent upon Friends fundraising efforts
Increases visibility of the Friends	
Increased collaboration between the Friends, the Board and Library staff	

LAKE BLUFF PUBLIC LIBRARY

Minutes of the Board of Trustees' Outreach Committee Meeting
Children's Activity Room
April 16, 2014, 1:00 P.M.

Attending: Trustees Carl Schons, Chairman, Ruth Schnell, Library Director Eric Bailey, Staff members Eliza Jarvi, Martha O'Hara, Donna Williams

Absent: None


No members of the public were present.

The meeting was called to order at 1:04 p.m. by Chairman Schons. Eliza Jarvi presented a draft of the proposed award to be presented by the Library and/or the Friends of the Library to an 8th grader at the Lake Bluff Middle School's graduation ceremony and a chart of pros and cons of sponsorship options. These were discussed and a decision was made to present them to the Library Board at its next meeting, April 21, for discussion.

The next meeting of the Outreach Committee will be on Thursday, April 30, at 2 p.m.

Schnell moved, Schnell seconded the motion to adjourn at 1:48 p.m.

Respectfully submitted,



Ruth Schnell

**LAKE BLUFF PUBLIC LIBRARY BOARD OF TRUSTEES
BY-LAWS COMMITTEE MEETING**

April 14, 2015
Spruth Room

The meeting was called to order at 3:30 p.m. by Chair Cal Stroh.
Also present: Carl Schons, Ruth Schnell and Director Eric Bailey.
Stroh moved, Schons seconded the motion to accept the minutes of February 4, 2015.
Voting Aye: All
Voting No: None
Absent: None

The revised Library Board By-Laws were discussed and some additional revisions were made.

Schnell moved, Stroh seconded the motion to adjourn at 5:05 p.m. The motion was passed.

Respectfully submitted,



Ruth Schnell

Lake Bluff Public Library

123 E Scranton Avenue

Lake Bluff, IL 60044

Minutes of Building and Grounds Committee Meeting

Thursday April 16 , 2015

Lake Bluff Public Library Spruth Room

1. Call to order: the meeting was called to order at 2:37 and a quorum was established
2. Attending: Trustees: Carl Schons, Chairman, Cal Stroh, Kathy Meierhoff joined at 2:45.
Staff Members, Eric Bailey, Director, Martha O'Hara
3. The minutes from the last B&G meeting 3/3/2015 were approved by motion of Cal Stroh, seconded by Carl Schons, all ayes. Meierhoff absent.
- 4 Discussion of the building plans: Kathy Meierhoff shared details of a conversation with Kathy O'Hara, Village President regarding a possible referendum for the benefit of the library building plans. Due to uncertainty regarding state financial concerns (particularly regarding sales tax) and costly upcoming Village infrastructure expenditures, the Village is unable to support a referendum. Kathy showed support for the efforts to improve and expand the library and urged the trustees to consider fund raising and staging of building phases.

It was agreed that expansion of the library should be a recommendation to the trustees to include in Long Term Planning and to make efforts to be included in the Village upcoming Long Term Planning which begins October 2015. Fundraising and grant opportunities should be investigated. Trustees should consider increasing the allowable levy to increase reserves at an accelerated rate with those revenues earmarked for building expansion as a possible offset of increased labor and material costs. Eric Bailey will discuss feasibility and cost advantages of staging with Joe Huberty.
- 5 Other business: the planters on the library property have been planted by the Garden Club.
- 6 Adjournment: Stroh moved to adjourn at 3:47 and Schons seconded. All ayes.

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

NOTICE OF Long Range Planning Committee Meeting

The Long Range Planning Committee of the Lake Bluff Public Library Board of Library Trustees will meet at the Lake Bluff Public Library on Tuesday, April 21, 2015 at 6:00 PM for the purposes outlined below:

**Lake Bluff Public Library Board of Trustees Long Range Planning Committee Meeting
Tuesday, April 21, 2015 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 (6:00pm)**
- III. Consideration of Minutes of March 17, 2015 Long Range Planning Committee Meeting (action)(2 minutes)(6:02pm)**
- VI. Discussion of plan to develop long term (5+ year) goals and measurement criteria for the Lake Bluff Public Library based on alignment with core community constituencies (58 minutes) (7:00pm)**
 - a. Review draft of findings to date**
 - b. Update by Demo Team**
 - c. Update by Community Team 1**
 - d. Update by Community Team 2**
- VII. Any and all other business that may properly come before this committee**
- VIII. Dismissal (7:00pm)**

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 April 21st, 2015 meeting and have special requirements as outlined in the Americans with Disabilities Act, please notify the Library Director, Eric Bailey, by noon on April 21st, 2015.

Old Business

Selection of Trustee for April and May Meetings of the Friends of the Lake Bluff Library

Volunteers are needed to attend the June 20, 2015 meetings of the Friends of the Library.

Update on Removal of Library Cards from System

Head of Adult Services Martha O'Hara has examined our procedure for library card removal and considered a range of possibilities. She has submitted the attached recommendation, which I have accepted.

Friends of the Library Meeting Dates

February 21 at 10:00am – KATHY MEIERHOFF

March 21 at 10:00am – CAL STROH

April 18 at 10:00am – RUTH SCHNELL

May 16 at 10:00am – TIM KREGOR

June 20 at 10:00am

August 15 at 10:00am

September 19 at 10:00am

October 17 at 10:00am

November 21 at 10:00am

All meetings will be held in the Lake Bluff Library Spruth Meeting Room.

Respectfully submitted,

Eric Bailey

Library Director

**Expired Cards Procedure
Submitted by Martha O'Hara**

Recommendation

I recommend the following procedure for patron database maintenance:

January

- Cards that have been expired and inactive for two years will be flagged.
 - o All personal identifiable information will be scrubbed from flagged records. This includes anything that can be reasonably used to identify an individual.
 - o The library will not retain any scrubbed information anywhere on our network.
 - o Statistical information will be exported before the record is fully removed.
- A notice will be sent to cards that have been expired and inactive for one year.
 - o Notice will advise patrons of their status and the date their card will be deleted.
 - o A link to the survey may be included.

Throughout the Year

- We will send notifications to patrons two months before their cards expire.

Research and Evaluation Criteria

The following information was considered in drafting this recommendation:

Existing Procedure

I evaluated the strengths and weaknesses of our existing procedure:

- It keeps our database current, fast, and functional.
- Regular patron database maintenance is the best option for protecting patron privacy/security.
- Better notification about expiration dates is necessary.
- The existing procedure has little to no impact on existing statistical reports.
- Existing statistical reports are not necessarily comprehensive as far as user activity.
 - o Comprehensive statistical reports do not require the retention of personal information.
 - o Library policy states that statistical reporting on patron activity must be anonymous.
- It is consistent with what we told patrons we would do with their personal information.

Other Libraries

2014 Illinois Public Library Annual Report (IPLAR)

- Patron database maintenance is a standard practice in the vast majority of Illinois public libraries
- 571 (94%) of Illinois public libraries purge their database at least once every 3 years.
- 29 (5%) of Illinois public libraries either purge their database less frequently or never.
- 8 (1%) had an unclear response.

RAILS Fast Facts Survey

I created a RAILS Fast Facts survey to find more detailed procedural information:

- All 21 libraries that responded say that they regularly purge inactive/expired cards.
- 20 libraries purge inactive cards at least once a year; 12 libraries purge inactive cards more than once a year. 1 library (Vernon Area) purges expired/inactive cards every 3-5 years.
- CCS libraries (includes Lake Forest and others) purge inactive cards automatically each month.

Expired Cards Procedure Submitted by Martha O'Hara

- Criteria for deletion varied from 7 years of inactivity to 30 days after the expiration date.
- No respondent reported using any kind of formal relocation verification.
- Respondents said that removing inactive cards is integral to effective database maintenance.
- Many respondents felt that patron database maintenance was fiscally responsible.
 - Addison Public Library had to look into purchasing additional storage from Innovative because they weren't deleting expired cards.
 - Lake Villa stated that some database services are based on the number of cardholders; they remove inactive cards to keep database costs down.

Professional Organizations

- The American Library Association lists deleting expired/inactive cards as a best practice.
 - ALA says that patron records should be removed "as soon as each ceases to be needed."
 - ALA also recommends limited retention of patron records for data security reasons, particularly to minimize the impact of a security breach.
 - Patron records may be obtained via court order as long as they are in our possession. ALA recommends regular database maintenance to limit involvement in such cases.
- The Illinois Library Association's handbook on patron privacy reaffirms ALA's statements.

Relocation Verification

The library will not verify patron relocation beyond sending expiration notices.

- This is consistent with the practices of other libraries.
- Although many ownership records are publicly available, they do not always indicate who is residing at the property, as in the case of renters.
- The amount of time that it would take to verify the whereabouts of inactive patron is significant:
 - Approximately 1500 cards were removed in the most recent purge. Assuming a conservative estimate of 5 minutes of searching per individual, this amounts to 125 hours of staff time, or 15.6 8-hour work days per year.
 - There is little return on investment because most of these cardholders have moved.
- Expiration notices will give users who are still in the area the opportunity to renew their card.
- We have more reliable ways to reach current Lake Bluff residents, such as our newsletter.

Data Retention and Public Relations

Data retention presents some significant public relations challenges. It is not reflective of standard library practice and it directly contradicts recommendations made by our professional organizations. Additionally, our policy states that statistical reporting on patron activity must be anonymous. Given these obstacles, it would be very difficult to make a compelling argument to the public.

Conclusion

The proposed procedure is the most efficient and accurate way to maintain our database. It reflects the practices of other libraries, as well as best practices recommended by our professional organizations. This procedure protects patron privacy and upholds the trust that library patrons have placed in the library in sharing their information. Expiration notices will allow us to improve the accuracy of our database without sacrificing efficiency or privacy.

Library Director's Report – April, 2015

Information for Trustees

'I Love Libraries' (<http://www.ilovelibraries.org/>) is an initiative from the American Library Association intended to "promote the value of libraries." The site contains a wealth of upbeat stories, innovative ideas, and resources for promoting library use. It is a helpful window on the wider library world.

Phyllis Fox Memorial Writing Contest and Bookmark Contest Award's Ceremony

The award's ceremony for our 29th annual writing contest will be held on May 13, 2015 at 7:00pm at the Lake Bluff Rec Center. The event is always well attended, making it a not-to-be-missed opportunity to see (and be seen by) Lake Bluff families. I encourage any Trustee who is able to make it to plan on doing so.

National Library Week

The week of April 12-18 was National Library Week 2015. The theme was 'Unlimited Possibilities.' Adults were able to register for prizes and were also encouraged to take a picture in front of the stacks with their favorite library book (a 'shelfie') and submit it to the library. A craft was available for children throughout the week. Jake Jarvi, husband of Teen Services staff member Eliza Jarvi, volunteered to be the face of our National Library Week campaign. If you have not had the chance to visit our website and see the humorous and informative pictures of Jake exploring different library services, I encourage you to do so.

The Friends of the Library provided lunch to the staff on Thursday, April 16 in appreciation.

Book Drive

The Friends of the Library will be holding their second annual book drive on Saturday, May 16. As last year, books will be boxed up and sent to Better World Books for sale online. The library receives a portion of the funds raised by sales, as does a literacy organization of our choosing. Better World Books provides free shipping and free boxes. If you know of anyone with books looking for a good home, encourage them to stop on by.

Staff Departure

Kira Surprise provided notice this past month of her intention to leave our staff. Kira primarily assisted with Adult Programming and selected Adult Fiction. Her last day was April 9; she has accepted a full time position at the Fox Lake Library. The time, skills, and interests of existing staff were considered before an opening was posted. We have received some strong applications, and should have the position filled before the busy summer programming season.

Changes to Second Floor

Carol Carter, working with Ross Shanley-Roberts and with the help of Will Cordeniz, shifted Adult Nonfiction this past month. The result was the elimination of enough space to expand the sitting area on the second floor. Audiovisual language materials, Graphic Novels, and Teen were all able to move to the second floor into space where they will be more visible. Adult Fiction shifted to fill the space vacated by Teen and Graphic Novels. The DVD TV Series collection moved into the space created by weeding Adult Audiobooks and moving audiovisual language materials.

Monthly Statistics Summary March 2015

Library Usage Summary

Total March Circulation

FY	Total	Avg. Circ/Hour	% Change
14-15	8971	36.32	-0.92%
13-14	9054	36.96	-9.86%
12-13	10044	44.44	6.85%

Total Circulation Fiscal Year to Date

FY	Total	Avg. Circ/Hour	% Change
14-15	96903	38.55	-5.27%
13-14	102298	41.20	-1.72%
12-13	104091	41.67	12.77%

Total March Visits

FY	Total Visits	Avg. Visits/Hour	% Change
14-15	5929.5	24.01	16.06%
13-14	5109	20.85	-17.19%
12-13	6169.5	27.30	-4.98%

Total User Visits Fiscal Year to Date

FY	Total Visits	Avg. Visits/Hour	% Change
14-15	64672.5	25.67	-11.06%
13-14	72718.5	29.38	-3.75%
12-13	75551.5	30.19	7.82%

Total March Programs

FY	# of Programs	% Change	Attendance	% Change
14-15	26	18.18%	276	-10.39%
13-14	22	-8.33%	308	4.05%
12-13	24	-4.00%	296	23.85%

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
14-15	287	-12.77%	5583	-3.94%
13-14	329	5.45%	5812	-2.68%
12-13	312	11.83%	5972	4.63%

Online Access

Total March eMaterial Circulation

FY	eBook/eAudio	eVideo	eMusic	eMagazines	% Change
14-15	702	2	201	30	8.97%
13-14	536	N/A	209	113	22.05%
12-13	416	N/A	287	N/A	21.63%

Total eMaterial Circulation Year to Date

FY	eBook/eAudio	eVideo	eMusic	eMagazines	% Change
14-15	6289	35	1948	488	9.34%
13-14	4974	N/A	2363	675	32.61%
12-13	3360	N/A	2682	N/A	23.79%

Total March Website Usage

FY	Page Loads	% Change	Unique Visitors	% Change
14-15	8329	-19.99%	5395	-13.72%
13-14	10410	-6.38%	6253	-1.00%
12-13	11,120	17.37%	6,316	1.90%

Total Website Usage Fiscal Year to Date

FY	Page Loads	% Change	Unique Visitors	% Change
14-15	92741	-14.45%	57299	-10.83%
13-14	108402	9.33%	64259	0.57%
12-13	99,151	18.97%	63,896	17.94%

Total March Database Usage

FY	Research*	Novelist	Tumble Books	% Change
14-15	367	58	10	106.16%
13-14	57	140	14	-77.14%
12-13	889	N/A	34	937.08%

Total Database Usage Fiscal Year to Date

FY	Research*	Novelist	Tumble Books	% Change
14-15	3494	2321	133	139.36%
13-14	931	1457	97	34.47%
12-13	1781	N/A	67	-24.29%

Other Services

Total March Other Services

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
14-15	1	130	35	4
13-14	3	105	16	N/A
12-13	3	137	23	N/A

Total Other Services Fiscal Year to date

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
14-15	30	1405	389	114
13-14	34	1428	279	N/A
12-13	36	1487	333	N/A

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

Monthly Statistics Summary March 2015

Adult Services Summary

Total March Circulation

FY	Fiction	Non Fiction	A/V	Total	% Change
14-15	933	723	2399	4412	-4.23%
13-14	1037	755	2441	4607	-13.03%
12-13	1130	789	2984	5297	1.42%

Total March Programs

FY	# of Programs	% Change	Attendance	% Change
14-15	8	100.00%	44	37.50%
13-14	4	-42.86%	32	-31.91%
12-13	7	-22.22%	47	-12.96%

Teen Services Summary

Total March Circulation

FY	Total	% Change
14-15	128	-33.68%
13-14	193	-28.52%
12-13	270	30.43%

Total March Programs

FY	# of Programs	% Change	Attendance	% Change
14-15	4	-33.33%	9	-40.00%
13-14	6	50.00%	15	7.14%
12-13	4	-20.00%	14	-50.00%

Youth Services Summary

Total March Circulation

FY	Fiction	Non Fiction	A/V	Total	% Change
14-15	2053	332	912	3338	1.40%
13-14	1746	505	1036	3292	-11.03%
12-13	1981	532	1175	3700	9.76%

Total March Programs

FY	# of Programs	% Change	Attendance	% Change
14-15	14	16.67%	223	-14.56%
13-14	12	-7.69%	261	11.06%
12-13	13	18.18%	235	49.68%

Technical Services Summary

Total March Activity

FY	Acquisitions	Deletions
14-15	595	1127
13-14	392	195
12-13	706	445

Total Circulation Fiscal Year to Date

FY	Fiction	Non Fiction	A/V	Total	% Change
14-15	11011	7591	24901	47357	-10.12%
13-14	11990	8161	28562	52688	-4.96%
12-13	13636	8690	28931	55439	8.40%

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
14-15	81	-7.95%	873	3.44%
13-14	88	2.33%	844	19.04%
12-13	86	-3.37%	709	-12.36%

Total Circulation Fiscal Year to Date

FY	Total	% Change
14-15	2058	-11.22%
13-14	2318	-13.44%
12-13	2678	19.23%

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
14-15	70	59.09%	218	-0.91%
13-14	44	-4.35%	220	-21.43%
12-13	46	-11.54%	280	-20.68%

Total Circulation Fiscal Year to Date

FY	Fiction	Non Fiction	A/V	Total	% Change
14-15	23895	3768	9647	37423	-2.58%
13-14	23234	4451	10654	38415	-2.42%
12-13	23043	5326	10845	39369	16.55%

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
14-15	136	-30.96%	4492	-5.39%
13-14	197	9.44%	4748	-4.72%
12-13	180	33.33%	4983	20.19%

Total Activity Fiscal Year to Date

FY	Acquisitions	Deletions
14-15	5985	5947
13-14	6637	6681
12-13	6459	8423

Monthly Statistics Summary March 2015

Community Penetration--Physical Collection

March

	# of Households	% of Total Households
Households active in March	662	32.21%
Total active households	1237	60.19%

February

	# of Households	% of Total Households
Households active in February	613	29.83%
Total active households	1214	59.08%

January

	# of Households	% of Total Households
Households active in January	630	30.66%
Total active households	1212	58.98%

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MARK A. RITZMAN

* ALSO LICENSED IN WISCONSIN

OMA REMINDER – CLOSED SESSIONS

TO: Public Library Clients
FROM: Roger Ritzman/Mark Ritzman
DATE: March 25, 2015

A recent binding opinion “hot off the press” (3/20/15) from the Attorney General’s Public Access Counselor (PAC) provides a reminder of the importance of limiting discussions in closed session. (Opinion 15-003).

FACTS

The Board of Trustees of Waubensee Community College went into closed session citing the “employee compensation” exception (Section 2(c)(1)) and the “lease or purchase of property” exception (Section 2(c)(5)).

A verbatim recording of the Board’s closed session revealed what the Board discussed relative to employment matters, i.e.:

The verbatim recording of the February 4, 2015, closed session reflects that the Board primarily discussed the financial condition of the College and various issues relating thereto. The discussion did briefly touch upon general matters related to employees in general, such as staffing levels and the importance of having a financial context for upcoming negotiations with its employees. Although the fiscal matters discussed by the Board may well have future implications with respect to the employment and compensation of employees of the College, section 2(c)(1) does not authorize a public body to close a meeting to discuss such budgetary issues. Accordingly, this office concludes that the Board violated OMA by discussing in closed session matters outside the scope of section 2(c)(1).

With respect to the “property” exception, the verbatim recording revealed that the Board’s discussion “touched upon” selling or leasing property. The purchase or lease of property was not discussed, i.e.:

The verbatim recording of the Board’s February 4, 2015, closed session discloses that although the Board’s discussions did briefly touch upon the College’s efforts to sell or lease property owned by the College, the subject of the purchase or lease of property for the use of the

College was never raised. Discussions concerning the sale or lease of College-owned property are outside the scope of section 2(c)(5) of OMA. Moreover, although section 2(c)(6) of OMA . . . does permit a public body to discuss the "setting of a price for sale or lease of property owned by the public body" in a closed meeting, the language of that exception is narrow and in any event would not extend to the discussion of general issues concerning the disposal of publicly-owned property.

PAC'S CONCLUSIONS

The PAC concluded that the Board violated the OMA, i.e.:

Our review of the pertinent materials provided by the Board reflects that during its February 4, 2015, closed session, the Board primarily discussed the financial condition of the College and other budgetary and fiscal matters not directly related to employment issues. Although the fiscal matters discussed by the Board may ultimately have an impact on the employment or compensation of employees of the College, section 2(c)(1) does not authorize a public body to hold a closed session to discuss general budgetary issues. Accordingly, the Attorney General concludes that the Board violated OMA by discussing in closed session matters outside the scope of the section 2(c)(1) exception.

The Attorney General further finds that the Board's discussions concerning the possible sale or lease of College property during the closed session were not authorized by section 2(c)(5) of OMA, the second exception cited by the Board when it voted to close the meeting. Section 2(c)(5) is limited to discussions concerning the acquisition of property for the use of the public body; it is not applicable to discussions concerning the disposal of public property. Accordingly, the Attorney General concludes that the Board violated OMA by discussing in closed session matters outside the scope of the section 2(c)(5) exception.

SANCTIONS

Sanctions imposed by the PAC included release of the verbatim recording of the closed session, i.e.:

In accordance with these findings of fact and conclusions of law, the Board is directed to remedy this violation by disclosing to Ms. Sarkauskas and making available to the public a copy of the closed session minutes for and the verbatim recording of the closed session portion of the February 4, 2015, special meeting, together with copies of the slide projections that were referred to during the discussion.

CURIOSITY

The complaint against the Board was filed by a reported for the Daily Herald. The reporter's complaint was based on the reporter's observations made via a window in the door to the room where the Board was holding its closed session. The PAC opinion describes the reporter's observations as follows:

Through the window of a doorway in to the room [in which the closed session was held], I could see a screen on which college administrators were projecting slides about what they were speaking to the board about. I noted the titles of the slides, and asked the board's clerk, who was not in the meeting, to alert the board I wanted to attend, because it appeared they were discussing things that did not qualify for closed session. She refused.

I continued to watch the meeting through the doorway window. These are the subject titles I saw projected on the screen: "Financial uncertainties to the college," "Financial stewardship," "Education and O and M funds five-year forecast," "Forecast summary," "2015 tuition rates projection/consideration FY 2016-2020," "FY 2015 tuition and fees," "Tuition comparison" "Credit hour history," "What are the impacts of limited resources," and "Property tax levies." I also saw one that referenced "medical insurance."

RECOMMENDATION

Discussions in closed session should be limited to the specific subject matter described in the provisions of OMA which authorize closed sessions.

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