

February 17, 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 January 20, 2015 Board of Trustees Meeting (action)(2 minutes)(7:04pm)	3A-3B
5 Treasurer's Report and Financial Reports (White and Yellow) (5 minutes)(7:09pm)		
	January Financial Summary Report (action)	4A-4C
	January Detailed Balance Sheet (action)	5A-5C
	January Detailed Revenue & Expense Report (action)	6A-6C
6 Approval of Checks (Green) (10 minutes)(7:19pm)		
	January Manual Check Report (action)	7A-7C
	January Check Register (action)	8A-8L
7 Committee Reports (20 minutes)(7:39pm)		9A-9G
8 New Business		10A
	Phone Equipment and Services Contract (action)(10 minutes)(7:49pm)	11A-11B
	Proposed Change to Personnel Handbook (action)(10 minutes)(7:59pm)	12A-12H
	Recommendation from Building and Grounds Committee (15 minutes)(8:14pm)	13A-13E
9 Old Business		14A
	Final Reading of Budget for Fiscal Year 2015-2016 (action)(10 minutes)(8:24pm)	15A-15E
	Selection of Trustee for February and March Friends Meeting (action)(5 minutes)(8:29pm)	16A
	Removal of Library Cards from System (10 minutes)(8:39pm)	
10 Director's Report (5 minutes)(8:44pm)		
	Librarian's Narrative Report	17A-17B
11 Executive Session(s) (30 minutes)(9:14pm)		
12 Any and All Other Business ...		
13 Adjournment (1 minute)(9:15pm)		
14 Attachments		
	Usage Statistics for the Month of January	18A-18C
	Annual Intergovernmental Committee Meeting Report	19A-19B

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, February 17, 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 January 20, 2015 Regular Board Meeting (action)(2 minutes)(7:04pm)**
5. **January 2015 Financial Reports – Detailed Balance and Revenue/Expense (White and Yellow Pages) (5 minutes)(7:09pm)**
 - a. **January Financial Summary Report (action)**
 - b. **January Detailed Balance Sheet (action)**
 - c. **January Detailed Revenue & Expense Report (action)**
6. **Approval of checks (Green Pages) (10 minutes)(7:19pm)**
 - a. **January Manual Checks (11992-12003) (action)**
 - b. **January Monthly Checks (12004-12031) (action)**
7. **Committee Reports (20 minutes)(7:39pm) (Met)**
 - a. **Finance Committee (CHAIR: Butler. MEMBERS: Kregor.)**
 - b. **Trustee Bylaw Committee (CHAIR: Stroh. MEMBERS: Schell and Schons.)**
 - c. **Technology Committee (CHAIR: Kregor. MEMBERS: Wojda.)**
 - d. **Building and Grounds Committee (CHAIR: Schons. MEMBERS: Meierhoff and Stroh.)**
 - e. **Long Range Planning Committee (CHAIR: Kregor. MEMBERS: Butler, Meierhoff, Schons, and Wojda.)**
 - (Did not meet)**
 - f. **Human Resources Committee (CHAIR: Butler. MEMBERS: Meierhoff, Stroh, Wojda.)**
 - g. **Intergovernmental Committee (CHAIR: Bailey. MEMBERS: Stroh and Schnell.)**
 - h. **Outreach Committee (CHAIR: Schons. Members: Schnell.)**
8. **New Business**
 - a. **Phone Equipment and Services Contract (action)(10 minutes)(7:49pm)**
 - b. **Proposed Change to Personnel Handbook (action)(10 minutes)(7:59pm)**

- c. Recommendation from Building and Grounds Committee on Space Usage (15 minutes)(8:14pm)

9. Old Business

- a. Final Reading of Budget for Fiscal Year 2015-2016 (action)(10 minutes)(8:24pm)
- b. Selection of Trustee for February Friends Meeting (action)(5 minutes)(8:29pm)
- c. Removal of Library Cards from System (10 minutes)(8:39pm)

10. Director's Report (5 minutes)(8:44pm)

- a. Director's Narrative Report

11. Executive Session(s)

(30 minutes)(9:14pm)

- 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)

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

13. Adjournment (1 minute)(9:15pm)

Attachments:

Phone Service Contract Information

Proposed Personnel Handbook Changes

Building Proposal

Budget for FY 2015-2016

Upcoming Friends Meetings

Statistics Report

Annual Intergovernmental Agreement Committee Meeting Report

Upcoming Board Meetings: March 17, April 21, and May 21, 2015.

Please see 15 page

3A

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

January 20, 2015

D R A F T

The meeting was called to order at 7:12 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, Romain Wojda and Library Director Eric Bailey.

Absent: None.

Staff Members Martha O'Hara and Eliza Jarvi were present.

Margaret Abel, member of the Friends of the Lake Bluff Library, attended as a member of the public.

Butler moved, Stroh seconded the motion to approve the minutes of the December 16, 2014 regular Board meeting.

Voting Aye: All

Voting No: None

Absent: None

The format of the financial report was discussed.

Butler moved, Schons seconded the motion to approve the December Detailed Balance Sheet and the December Detailed Revenue and Expense Report.

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

Voting No: None

Absent: None

Butler moved, Stroh seconded the motion to approve the December Manual Checks #11953-11958 and the December Monthly Checks #11959-11991.

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

Voting No: None

Absent: None

Schons reported on the Building and Grounds Committee meeting of January 14, 2015.

Schons also reported on the Outreach Committee meeting of January 14, 2015.

He presented his idea for student library participation recognition to be included at public school awards programs. The Library's own writing and bookmark awards program is May 13 this year.

Butler reported on the Human Resource Committee meeting of January 19, 2015. Copies of the Library Director's Performance Evaluation and the Performance Appraisal Form for Library Director were handed out, to read and comment upon if they wish at February's Board meeting. The appraisal form will be finalized at the March meeting.

Kregor reported on the Long-Range Planning Committee meetings of January 6, 15, and 20. Butler complimented Kregor on his expertise in this field. Three teams have been formed.

Director Bailey provided a list of websites and other sources for Trustees' continuing education.

Butler discussed the invitation to attend Board meetings which he gave to members of the Friends of the Library at their meeting on Sat., Jan. 17. Schnell will represent the Board at the next Friends meeting, Feb. 21.

It was decided that the Finance Committee will meet to refine the budget for Fiscal Year 2015-2016 and present it again at the Board's February meeting.

President Meierhoff appointed the secretary to periodically check for patron emails on the Board's new designated email address. Decisions on frequency and how to respond will be developed.

Director Bailey gave his narrative report.
A discussion followed about the library trends report he presented.

Any Trustee who wants to attend the ALA Midwinter Meeting January 30-February 3 will notify Meierhoff tonight.

Stroh moved, Butler seconded the motion to adjourn at 8:27. All voted Aye.

Respectfully submitted,

Ruth Schnell
Board Secretary

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

2/12/2015

44

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%	98.0%	\$ 843,817	101.2%	\$ 833,508
Rental Fines	8,536	13,000	65.7%	1.0%	8,720	72.7%	12,000
State Per Capita Grant	-	7,153	0.0%	0.0%	216	3.7%	5,868
Non-Resident Fees	5,286	7,000	75.5%	0.6%	4,430	73.8%	6,000
Miscellaneous Revenue	1,093	3,000	36.4%	0.1%	3,237	107.9%	3,000
Other Grants	-	5,000	0.0%	0.0%	-	0.0%	15,000
Photo-copy Charges	1,640	2,000	82.0%	0.2%	1,408	82.8%	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	204	400	51.0%	0.0%	450	90.0%	500
Naperville (Impact) Fees	-	-	-	0.0%	-	-	-
Restricted Donations/Gifts	110	20,000	0.6%	0.0%	-	0.0%	15,000
Unrestricted Donations/Gifts	276	1,000	27.6%	0.0%	132	2.6%	5,000
Total Revenues	\$ 867,342	\$ 918,119	94.5%	100.0%	\$ 868,290	95.9%	\$ 905,376
Use of Fund Balance Reserves		\$ 34,900					\$ 100,000
Total Projected Revenues & Use of Reserves		953,019					1,005,376
Expenditures							
Librarian Salaries	\$ 172,289	\$ 224,000	76.9%	25.8%	\$ 124,729	57.5%	\$ 217,000
Staff Salaries	169,440	231,000	73.4%	25.3%	118,243	58.8%	201,000
Medical Insurance	42,348	42,000	100.8%	6.3%	23,026	46.1%	50,000
Other Employee Benefits	62	500	12.4%	0.0%	288	57.6%	500
Employer IMRF	34,999	45,000	77.8%	5.2%	22,538	56.3%	40,000
Employer FICA	25,625	35,000	73.2%	3.8%	18,229	57.0%	32,000
<i>Subtotal Personnel Expense</i>	\$ 444,763	\$ 577,500	77.0%	66.5%	\$ 307,054	56.8%	\$ 540,500
Building Maintenance	\$ 15,274	\$ 28,000	54.6%	2.3%	\$ 17,826	63.7%	\$ 28,000
Elevator Maintenance	2,106	2,000	105.3%	0.3%	751	33.4%	2,250
Grounds Maintenance	6,262	8,500	73.7%	0.9%	4,696	47.0%	10,000
Copier Maintenance	3,178	4,500	70.6%	0.5%	3,602	80.1%	4,500
<i>Subtotal Maintenance Expense</i>	\$ 26,820	\$ 43,000	62.4%	4.0%	\$ 26,875	60.1%	\$ 44,750
Other Professional Services	\$ 17,210	\$ 20,000	86.0%	2.6%	\$ 50	1.0%	\$ 5,000
Computer Services	11,675	20,000	58.4%	1.7%	8,559	30.6%	28,000
Legal Services	1,404	15,000	9.4%	0.2%	3,569	142.7%	2,500
Professional Development	3,659	5,000	73.2%	0.5%	2,208	73.6%	3,000
Dues	1,708	2,000	85.4%	0.3%	1,090	43.6%	2,500
Utilities	7,414	8,000	92.7%	1.1%	5,465	84.1%	6,500

LAKELAND BLUFF PUBLIC LIBRARY
REVENUE AND EXPENDITURE REPORT
For period ending January 31, 2015

2/12/2015

4B

Description	FY 2014-15				FY 2013-14		
	Fiscal Year Total-to-Date	Budget	% of Budget Received/ Expensed	% of Actual Y-T-D	Previous Fiscal YTD	% of Budget Received/ Expensed	Budget
Postage	1,778	3,000	59.3%	0.3%	1,760	44.0%	4,000
Printing/E-News	6,021	9,000	66.9%	0.9%	5,371	67.1%	8,000
Office Supplies	3,094	6,000	51.6%	0.5%	3,312	55.2%	6,000
Bldg/Grounds Supplies	959	2,000	48.0%	0.1%	1,018	40.7%	2,500
Technical Services Supplies	2,698	5,500	49.1%	0.4%	2,712	49.3%	5,500
<i>Subtotal Contracts & Commodities</i>	\$ 57,619	\$ 95,500	60.3%	8.6%	\$ 35,112	47.8%	\$ 73,500
Hospitality Program Support	\$ 297	1,000	29.7%	0.0%	\$ 204	20.4%	1,000
Adult Program Support	3,512	4,000	87.8%	0.5%	3,387	84.7%	4,000
Juvenile Program Support	6,544	7,000	93.5%	1.0%	5,302	75.7%	7,000
Per Capita Grant	6,442	7,153	90.1%	1.0%	3,578	61.0%	5,868
Other Grant Expenditures	-	5,000	0.0%	0.0%	-	0.0%	20,000
<i>Subtotal Programs & Grants</i>	\$ 16,795	\$ 24,153	69.5%	2.5%	\$ 12,470	32.9%	\$ 37,868

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

2/12/2015

40

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	\$ 12,262	18,000	68.1%	1.8%	\$ 11,344	63.0%	18,000
Adult Fiction Books	10,627	15,000	70.8%	1.6%	8,259	55.1%	15,000
Adult Large Print Materials	439	500	87.7%	0.1%	367	36.7%	1,000
Adult AV Materials	10,340	15,000	68.9%	1.5%	6,919	49.4%	14,000
Adult Reference/e-Reference	15,316	23,000	66.6%	2.3%	14,332	79.6%	18,000
Juvenile Non-Fiction Books	7,167	7,000	102.4%	1.1%	7,470	106.7%	7,000
Picture Books	3,515	6,000	58.6%	0.5%	-	0.0%	6,000
Juvenile Fiction Books	3,273	8,500	38.5%	0.5%	3,019	35.5%	8,500
Juvenile AV Materials	1,222	3,750	32.6%	0.2%	4,040	107.7%	3,750
Juvenile e-Reference	334	1,000	33.4%	0.1%	1,895	---	-
Teen Books	1,601	2,750	58.2%	0.2%	1,609	58.5%	2,750
e-Books	9,248	12,000	77.1%	1.4%	3,559	44.5%	8,000
Graphic Novels	258	500	51.6%	0.0%	196	39.3%	500
Periodicals	5,480	\$ 7,000	78.3%	0.8%	4,671	62.3%	7,500
Video Games	2,396	3,500	68.4%	0.4%	1,693	61.6%	2,750
<i>Subtotal Materials</i>	\$ 83,476	123,500	67.6%	12.5%	\$ 69,373	61.5%	\$ 112,750
Patron & Staff Software	\$ 2,243	6,000	37.4%	0.3%	\$ 669	14.9%	4,500
Library Automation Software	20,297	24,000	84.6%	3.0%	46,053	329.0%	14,000
Miscellaneous Expense	2,593	2,000	129.6%	0.4%	1,183	59.2%	2,000
<i>Subtotal Software/Other</i>	\$ 25,133	32,000	78.5%	3.8%	\$ 47,905	233.7%	\$ 20,500
FR Restricted Donations	\$ 2,044	2,000	102.2%	0.3%	\$ 300	---	-
Library Furnishings	530	-	---	0.1%	5,556	221.5%	2,508
Computer Equipment	1,015	14,000	7.2%	0.2%	5,127	4.1%	125,000
Other Equipment	149	2,000	7.4%	0.0%	-	0.0%	2,000
Exterior Bldg Improvements	7,208	12,000	60.1%	1.1%	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%	0.5%	1,405	7.8%	18,000
<i>Subtotal Capital, Grants & Dona</i>	\$ 13,960	\$ 57,366	24.3%	2.1%	\$ 23,768	14.8%	\$ 160,508
Total Expenditures	\$ 668,568	\$ 953,019	70.2%	100.0%	\$ 522,558	52.8%	\$ 990,376
Fund Balance as of April 30, 2014	526,458						
YTD Addition to/(Subtraction from) Fund Balance	198,775						
Fund Balance at month end	725,232						

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-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

PAGE: 1
 F-YR: 15

5A

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 9 PERIODS ENDING JANUARY 31, 2015

ACCOUNT #	DESCRIPTION	BALANCE 05/01/14	NET DEBITS	NET CREDITS	BALANCE 01/31/15
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	29.99	264.80	(234.81)
80-10-101-11000	MONEY MARKET ACCOUNT	73,297.84	689,299.02	695,916.33	66,680.53
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	863,102.80	682,662.34	713,998.62
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	8.78	3.24	3,423.43
TOTAL CASH & INVESTMENTS		610,425.69	1,552,440.59	1,378,846.71	784,019.57
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)	968,560.02	960,944.18	0.00
80-10-301-55000	PREPAID EXPENSES	0.00	0.00	0.00	0.00
TOTAL OTHER ASSETS		(7,615.84)	968,560.02	960,944.18	0.00
TOTAL ASSETS		1,455,113.63	2,521,000.61	2,339,790.89	1,636,323.35
LIABILITIES AND FUND EQUITY					
LIABILITIES					
PAYABLES					
80-20-102-20000	ACCOUNTS PAYABLE	58,424.58	373,173.87	356,659.03	41,909.74

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-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

PAGE 2
 FEB 15

5B

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 9 PERIODS ENDING JANUARY 31, 2015

ACCOUNT #	DESCRIPTION	BALANCE 05/01/14	NET DEBITS	NET CREDITS	BALANCE 01/31/15
LIABILITIES					
PAYABLES					
80-20-102-41000	SOCIAL SECURITY TAX PAYABLE	0.00	51,249.46	51,249.46	0.00
80-20-102-42000	FEDERAL INCOME TAX PAYABLE	0.00	31,898.93	31,898.93	0.00
80-20-102-43000	STATE INCOME TAX PAYABLE	0.00	14,514.59	14,514.59	0.00
80-20-102-44000	IMRF PAYABLE	0.00	48,199.13	48,199.13	0.00
80-20-102-45000	ICMA 457 PLAN PAYABLE	0.00	19,950.00	18,900.00	(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	3,490.96	3,490.96	0.00
80-20-102-66000	LIBRARY HSA PAYABLE	0.00	3,300.00	3,300.00	0.00
80-20-102-70000	OTHER SHORT TERM LIABILITIES	0.00	0.00	0.00	0.00
TOTAL PAYABLES		58,424.58	545,776.94	528,212.10	40,859.74
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	545,776.94	528,212.10	911,090.97
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	198,774.56	198,774.56

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-- VILLAGE OF LAKE BLUFF --
DETAILED BALANCE SHEET

PAGE: 3
F-YR: 15

50

FUND: LAKE BLUFF PUBLIC LIBRARY
FOR 9 PERIODS ENDING JANUARY 31, 2015

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

TOTAL FUND EQUITY		526,457.82	0.00	198,774.56	725,232.38

TOTAL LIABILITIES AND FUND EQUITY		1,455,113.63	545,776.94	726,986.66	1,636,323.35

DATE: 02/12/2015
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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 9 PERIODS ENDING JANUARY 31, 2015

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: REVENUES

ACCOUNT NUMBER	DESCRIPTION	JANUARY 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	7,762.92	5.37	850,197.16	849,607.14	851,666.00	99.8%
TOTAL REVENUES: PROPERTY TAXES		7,762.92	5.37	850,197.16	849,607.14	851,666.00	99.8%
SERVICES & FEES							
80-40-403-48300	PHOTO-COPY CHARGES	189.80	107.70	1,639.50	1,649.10	2,000.00	81.9%
80-40-403-48500	NON-RESIDENT FEES	793.66	1,151.48	5,286.17	5,753.70	7,000.00	75.5%
TOTAL REVENUES: SERVICES & FEES		983.46	1,259.18	6,925.67	7,402.80	9,000.00	76.9%
FINES							
80-40-503-65000	RENTAL FINES	962.79	823.80	8,536.03	10,719.65	13,000.00	65.6%
TOTAL REVENUES: FINES		962.79	823.80	8,536.03	10,719.65	13,000.00	65.6%
MISCELLANEOUS							
80-40-603-73000	PER CAPITA GRANTS	0.00	0.00	0.00	5,880.21	0.00	0.0%
80-40-603-73700	VILLAGE CONTRIBUTION	0.00	0.00	0.00	0.00	7,900.00	0.0%
80-40-603-75000	INTEREST EARNINGS	22.25	22.30	204.19	266.31	400.00	51.0%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	202.21	13.82	276.14	173.70	0.00	100.0%
80-40-603-78001	RESTRICTED DONATIONS	11.29	0.00	110.18	450.00	0.00	100.0%
80-40-603-78500	NAPERVILLE (IMPACT) FEE	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-89000	MISCELLANEOUS INCOME	102.95	40.71	1,092.87	3,380.39	3,000.00	36.4%
TOTAL REVENUES: MISCELLANEOUS		338.70	76.83	1,683.38	10,150.61	11,300.00	14.8%
TOTAL REVENUES: REVENUES		10,047.87	2,165.18	867,342.24	877,880.20	884,966.00	98.0%
TOTAL FUND REVENUES		10,047.87	2,165.18	867,342.24	877,880.20	884,966.00	98.0%

DATE: 02/12/2005
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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 9 PERIODS ENDING JANUARY 31, 2015

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	JANUARY 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	21,526.06	18,012.34	172,289.04	160,753.39	224,000.00	76.9%
80-60-001-40050	STAFF SALARIES	19,033.73	17,769.58	169,440.42	151,943.83	231,000.00	73.3%
80-60-001-40400	MEDICAL INSURANCE	8,579.35	8,070.85	42,347.70	34,559.85	42,000.00	100.8%
80-60-001-40900	OTHER EMPLOYEE BENEFITS	62.00	0.00	62.00	288.00	500.00	12.4%
80-60-001-40950	EMPLOYER IMRF	3,765.90	3,639.78	34,999.18	29,600.72	45,000.00	77.7%
80-60-001-40951	EMPLOYER FICA TAX	3,040.21	2,684.76	25,624.74	23,458.36	35,000.00	73.2%
80-60-001-41000	BUILDING MAINTENANCE	2,161.38	2,003.00	15,274.36	19,664.66	28,000.00	54.5%
80-60-001-41020	ELEVATOR MAINTENANCE	880.00	168.00	2,106.00	1,026.56	2,000.00	105.3%
80-60-001-41050	GROUNDS MAINTENANCE	1,715.00	1,029.50	6,261.75	6,205.35	8,500.00	73.6%
80-60-001-41303	COPIER MAINTENANCE/SUPPLIES	273.05	404.37	3,178.29	4,798.59	4,500.00	70.6%
80-60-001-41304	OTHER PROFESSIONAL SERVICES	2,814.00	0.00	17,209.92	50.00	20,000.00	86.0%
80-60-001-41305	COMPUTER SERVICES	0.00	0.00	11,675.00	11,268.71	20,000.00	58.3%
80-60-001-41350	LEGAL SERVICES	0.00	0.00	1,404.00	3,568.50	15,000.00	9.3%
80-60-001-42400	PROFESSIONAL DEVELOPMENT	2,217.00	580.00	3,658.75	2,913.00	5,000.00	73.1%
80-60-001-42440	DUES	0.00	186.00	1,708.00	1,409.00	2,000.00	85.4%
80-60-001-43230	UTILITIES	584.07	691.14	7,413.79	6,812.64	8,000.00	92.6%
80-60-001-43300	POSTAGE	4.70	101.88	1,777.71	1,868.01	3,000.00	59.2%
80-60-001-43400	PRINTING/E-NEWSLETTER	0.00	0.00	6,020.60	5,665.10	9,000.00	66.8%
80-60-001-43550	OFFICE SUPPLIES	398.16	311.08	3,094.04	4,134.30	6,000.00	51.5%
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	175.49	240.34	959.38	1,258.05	2,000.00	47.9%
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	410.45	295.52	2,698.09	3,492.96	5,500.00	49.0%
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	0.00	296.86	509.91	1,000.00	29.6%
80-60-001-43710	ADULT PROGRAM SUPPLIES	262.09	750.00	3,511.91	4,261.57	4,000.00	87.7%
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	89.34	272.05	6,544.24	5,915.33	7,000.00	93.4%
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	972.31	645.39	12,261.53	13,235.11	18,000.00	68.1%
80-60-001-45100	ADULT FICTION BOOKS	946.61	966.50	10,626.68	10,130.02	15,000.00	70.8%
80-60-001-45110	ADULT LARGE PRINT MATERIAL	0.00	205.88	438.69	678.98	500.00	87.7%
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	1,343.88	937.20	10,340.33	9,548.08	15,000.00	68.9%
80-60-001-45220	ADULT REFERENCE/E-REFER	0.00	250.75	15,316.00	15,832.48	23,000.00	66.5%
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	27.66	23.77	3,514.66	4,116.92	6,000.00	58.5%
80-60-001-45420	JUVENILE FICTION	231.24	266.65	3,273.39	4,794.00	8,500.00	38.5%
80-60-001-45430	JUVENILE AUDIO-VISUAL	123.85	409.07	1,221.92	2,558.97	3,750.00	32.5%
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	30.49	44.74	1,601.11	1,905.12	2,750.00	58.2%
80-60-001-45460	E-BOOKS	1,096.82	2,205.66	9,247.57	5,764.94	12,000.00	77.0%
80-60-001-45470	GRAPHIC NOVELS	40.21	0.00	258.03	347.90	500.00	51.6%
80-60-001-45500	PERIODICALS	0.00	(1.99)	5,479.86	4,668.62	7,000.00	78.2%
80-60-001-45510	VIDEO GAMES	0.00	528.52	2,395.55	2,301.14	3,500.00	68.4%
80-60-001-45600	PATRON & STAFF SOFTWARE	117.35	9.95	2,243.20	688.55	6,000.00	37.3%
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	85.29	99.91	2,592.94	1,479.33	2,000.00	129.6%
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	23.21	28.25	2,043.63	328.42	0.00	-100.0%

DATE: 02/12/2015
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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 9 PERIODS ENDING JANUARY 31, 2015

66
 PAGE: 3
 F-YR: 15

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	JANUARY 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	0.00	0.00	530.01	5,834.31	2,000.00	26.5%
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	191.35	7,181.36	1,014.59	12,308.58	14,000.00	7.2%
80-60-001-49400	OTHER EQUIPMENT	0.00	0.00	148.50	7.95	2,000.00	7.4%
80-60-001-50000	CONTINGENCY	0.00	0.00	3,015.60	1,889.12	6,366.00	47.3%
TOTAL EXPENSES: LIBRARY SERVICES		73,222.25	71,011.80	668,567.68	652,318.59	919,866.00	72.6%
TOTAL EXPENSES: LIBRARY ADMINISTRATION		73,222.25	71,011.80	668,567.68	652,318.59	919,866.00	72.6%
TOTAL FUND EXPENSES		73,222.25	71,011.80	668,567.68	652,318.59	919,866.00	72.6%
TOTAL FUND REVENUES		10,047.87	2,165.18	867,342.24	877,880.20	884,966.00	98.0%
TOTAL FUND EXPENSES		73,222.25	71,011.80	668,567.68	652,318.59	919,866.00	72.6%
FUND SURPLUS (DEFICIT)		(63,174.38)	(68,846.62)	198,774.56	225,561.61	(34,900.00)	-569.5%

DATE: 02/12/15
 TIME: 09:46:14
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-- VILLAGE OF LAKE BLUFF --
 MANUAL CHECK REGISTER

7A

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
11992	9AT&T AT & T				01/26/15		
	847-234254001	01/07/15	01	LCL PH SRVC:12/8/14-1/7/15		80-60-001-43230	339.22
						INVOICE TOTAL:	339.22 *
						CHECK TOTAL:	339.22
11993	9CDW CDW GOVERNMENT, INC.				01/26/15		
	RW57415	01/15/15	01	COPIER MAINT SUPPLIES		80-60-001-41303	273.05
						INVOICE TOTAL:	273.05 *
	RX42109	01/19/15	01	COMPUTER BATTERY BACK-UPS		80-60-001-49350	110.00
						INVOICE TOTAL:	110.00 *
						CHECK TOTAL:	383.05
11994	9COMCAST COMCAST CABLE				01/26/15		
	COM011215	01/12/15	01	INTERNET SRVC:1/19-2/18/15		80-60-001-43230	244.85
						INVOICE TOTAL:	244.85 *
						CHECK TOTAL:	244.85
11995	9INGRAM INGRAM LIBRARY SERVICES				01/26/15		
	83098769	01/15/15	01	GRAPHIC NOVELS		80-60-001-45470	12.99
						INVOICE TOTAL:	12.99 *
	83098770	01/15/15	01	ADULT FICTION BOOKS		80-60-001-45100	172.28
						INVOICE TOTAL:	172.28 *
	83098771	01/15/15	01	ADULT NON-FICTION BOOKS		80-60-001-45000	170.97
						INVOICE TOTAL:	170.97 *
	83098772	01/15/15	01	ADULT NON-FICTION BOOKS		80-60-001-45000	8.97
						INVOICE TOTAL:	8.97 *
	83098773	01/15/15	01	ADULT NON-FICTION BOOKS		80-60-001-45000	29.95
						INVOICE TOTAL:	29.95 *
						CHECK TOTAL:	395.16
11996	9MADDMIC MICHAEL MADDOX				01/26/15		
	MAD011515	01/15/15	01	ADULT PROGRAM SUPPLIES		80-60-001-43710	50.00
						INVOICE TOTAL:	50.00 *
						CHECK TOTAL:	50.00

DATE: 02/12/15
 TIME: 09:41
 ID: AP225000.CBL

-- VILLAGE OF LAKE BLUFF --
 MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
11997	9121ELEV	121 ELEVATOR INCORPORATED			01/27/15		
	1836	01/19/15	01	ELEVATOR MAINT		80-60-001-41020	880.00
						INVOICE TOTAL:	880.00 *
						CHECK TOTAL:	880.00
11998	9METROSE	METRO SELF STORAGE			01/27/15		
	MET012315	01/23/15	01	STORAGE LOCKER MONTHLY RENTL		80-60-001-41000	62.00
						INVOICE TOTAL:	62.00 *
						CHECK TOTAL:	62.00
11999	9NCCPETE	NCC-PETERSON PRODUCTS			01/27/15		
	65959	01/14/15	01	JANITORIAL SUPPLIES		80-60-001-43660	175.49
						INVOICE TOTAL:	175.49 *
						CHECK TOTAL:	175.49
12000	9OHARAMA	MARTHA O'HARA			01/24/15		
	OHA011915	01/19/15	01	PROFESSIONAL DEVELOPMENT		80-60-001-42400	1,500.00
						INVOICE TOTAL:	1,500.00 *
						CHECK TOTAL:	1,500.00
12001	9TECHSYS	TECH SYSTEMS, INC			01/27/15		
	302580	01/16/15	01	BUILDING MAINTENANCE		80-60-001-41000	327.00
			02	BUILDING MAINTENANCE		80-60-001-41000	396.00
						INVOICE TOTAL:	723.00 *
						CHECK TOTAL:	723.00
12002	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS			01/27/15		
	101900812	12/29/14	01	'EE ICMA CONTRIBUTION:12/30/14		80-20-102-45000	1,050.00
						INVOICE TOTAL:	1,050.00 *
						CHECK TOTAL:	1,050.00
12003	9LB VILL	VILLAGE OF LAKE BLUFF			02/12/15		
	DEC 2014	01/16/15	01	FY15 MEDICAL INS:DEC 14		80-10-301-37100	4,808.23
			02	FY15 DENTL/VISION INS:DEC 14		80-10-301-37100	444.08

DATE: 02/12/15
TIME: 09:46:14
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-- VILLAGE OF LAKE BLUFF --
MANUAL CHECK REGISTER

7C

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT	
12003	9LB VILL	VILLAGE OF LAKE BLUFF		02/12/15			
	DEC 2014	01/16/15	03 FY15 LIFE INS:DEC 14		80-10-301-37100	45.60	
			04 FY15 IMRF 'EE CONTR:DEC 14		80-10-301-37100	1,522.39	
			05 FY15 IMRF EPLYR CONTR:DEC 14		80-10-301-37100	4,100.24	
					INVOICE TOTAL:	10,920.54 *	
					CHECK TOTAL:		10,920.54
					TOTAL AMOUNT PAID:		16,723.31

DATE: 02/12/15
TIME: 11:02:42
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-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

8A

CHECK DATE: 02/17/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12004	9AMAZONA	VOIDED---LEADER CHECK						
	022442902527		01/06/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	11.99	
					INVOICE TOTAL:		11.99 *	
	022448621580		01/06/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	84.13	
					INVOICE TOTAL:		84.13 *	
	022449183417		01/06/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	37.44	
					INVOICE TOTAL:		37.44 *	
	023630255161		12/09/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	28.97	
					INVOICE TOTAL:		28.97 *	
	026524608922		12/10/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	7.99	
					INVOICE TOTAL:		7.99 *	
	026524879302		12/15/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	115.64	
					INVOICE TOTAL:		115.64 *	
	026525946611		12/18/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-1.00	
					INVOICE TOTAL:		-1.00 *	
	026621879775		12/09/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	24.97	
					INVOICE TOTAL:		24.97 *	
	031630618669		12/11/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-2.97	
					INVOICE TOTAL:		-2.97 *	
	031633213622		12/11/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-2.99	
					INVOICE TOTAL:		-2.99 *	
	031639089671		12/15/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.79	
					INVOICE TOTAL:		14.79 *	
	050752502509		12/30/14	01	CREDIT-ADULT NON-FICTION	80-60-001-45000	-12.50	
					INVOICE TOTAL:		-12.50 *	

DATE: 02/13
TIME: 11:02:41
PRG ID: AP215000.CBL

-- VILLAGE OF LA BLUFF --
CHECK REGISTER

CHECK DATE: 02/17/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12004	9AMAZONA	VOIDED---LEADER CHECK						
	050757036883		12/20/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	30.46	
						INVOICE TOTAL:	30.46 *	
	097830643626		01/08/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.04	
						INVOICE TOTAL:	-0.04 *	
	097830754314		01/04/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	63.96	
						INVOICE TOTAL:	63.96 *	
	097830774535		01/08/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-7.00	
						INVOICE TOTAL:	-7.00 *	
	097833592534		01/07/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	13.44	
						INVOICE TOTAL:	13.44 *	
	097835356851		01/04/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	155.22	
						INVOICE TOTAL:	155.22 *	
	097836204439		01/04/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.96	
						INVOICE TOTAL:	14.96 *	
12005	9AMAZONA	VOIDED---LEADER CHECK						
	097837194493		01/08/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-5.86	
						INVOICE TOTAL:	-5.86 *	
	097839274873		01/08/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.04	
						INVOICE TOTAL:	-0.04 *	
	097839543305		01/05/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	22.99	
						INVOICE TOTAL:	22.99 *	
	124484523729		01/09/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	76.12	
						INVOICE TOTAL:	76.12 *	

DATE: 02/12/15
TIME: 11:02:42
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

80

CHECK DATE: 02/17/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12005	9AMAZONA	VOIDED---LEADER CHECK						
		124487021623	01/09/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	12.99	
						INVOICE TOTAL:	12.99 *	
		182343593259	12/31/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	17.96	
						INVOICE TOTAL:	17.96 *	
		182349349036	12/29/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	55.47	
						INVOICE TOTAL:	55.47 *	
		207768214373	01/08/15	01	ADULT NON-FICTION BOOKS	80-60-001-45000	5.99	
						INVOICE TOTAL:	5.99 *	
		213798809202	12/17/14	01	COMPUTER EQUIPMENT	80-60-001-49350	81.35	
						INVOICE TOTAL:	81.35 *	
		220901805799	12/24/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	11.39	
						INVOICE TOTAL:	11.39 *	
		220902737303	12/31/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-4.54	
						INVOICE TOTAL:	-4.54 *	
		220903002569	01/01/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.68	
						INVOICE TOTAL:	-0.68 *	
		220904364238	12/29/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	168.12	
						INVOICE TOTAL:	168.12 *	
		220904945730	01/02/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-4.50	
						INVOICE TOTAL:	-4.50 *	
		220906501679	12/30/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45100	13.44	
						INVOICE TOTAL:	13.44 *	
		220909127811	12/23/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.99	
						INVOICE TOTAL:	19.99 *	

DATE: 02/12/15
TIME: 11:02:42
PRG ID: AP215000.CBL

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PAGE 4

80

CHECK DATE: 02/17/15

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12005	9AMAZONA	VOIDED---LEADER CHECK						
	234884794447		12/22/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	88.23	
						INVOICE TOTAL:	88.23 *	
	234885007404		12/25/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.55	
						INVOICE TOTAL:	-0.55 *	
	234885318251		12/24/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-2.08	
						INVOICE TOTAL:	-2.08 *	
12006	9AMAZONA	AMAZON						
	234886791684		12/16/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.99	
						INVOICE TOTAL:	14.99 *	
	238454086001		01/06/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	32.91	
						INVOICE TOTAL:	32.91 *	
						CHECK TOTAL:	1,181.15	
12007	9BKTLNT	BAKER & TAYLOR ENTERTAINMENT						
	2030183431		01/06/15	01	GRAPHIC NOVELS	80-60-001-45470	13.03	
						INVOICE TOTAL:	13.03 *	
	2030206351		01/09/15	01	ADULT NON-FICTION BOOKS	80-60-001-45000	31.85	
				02	EXPENSES FRM RESTRICTED DONAT	80-60-001-48001	14.13	
						INVOICE TOTAL:	45.98 *	
	2030226816		01/19/15	01	ADULT NON-FICTION BOOKS	80-60-001-45000	45.74	
						INVOICE TOTAL:	45.74 *	
	2030231819		01/16/15	01	ADULT FICTION BOOKS	80-60-001-45100	182.74	
						INVOICE TOTAL:	182.74 *	
	2030235496		01/19/15	01	EXPENSES FRM RESTRICTED DONAT	80-60-001-48001	9.08	
						INVOICE TOTAL:	9.08 *	

DATE: 02/12/15
TIME: 11:02:42
PRG ID: AP215000.CBL

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CHECK DATE: 02/17/15

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12007	9BKTLNT	BAKER & TAYLOR ENTERTAINMENT							
	2030259246		01/28/15	01	ADULT NON-FICTION BOOKS	80-60-001-45000	155.23		
						INVOICE TOTAL:	155.23	*	
	2030261257		01/27/15	01	GRAPHIC NOVELS	80-60-001-45470	14.19		
						INVOICE TOTAL:	14.19	*	
	2030266781		01/28/15	01	ADULT FICTION BOOKS	80-60-001-45100	187.23		
						INVOICE TOTAL:	187.23	*	
	2030277952		02/02/15	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	7.73		
				02	JUVENILE FICTION,PBKS & SERIES	80-60-001-45420	225.26		
						INVOICE TOTAL:	232.99	*	
	2030289461		02/05/15	01	ADULT NON-FICTION BOOKS	80-60-001-45000	130.46		
						INVOICE TOTAL:	130.46	*	
	2030291770		02/04/15	01	ADULT FICTION BOOKS	80-60-001-45100	266.21		
						INVOICE TOTAL:	266.21	*	
	2470807		08/22/13	01	CREDIT-ADULT FICTION BOOKS	80-60-001-45100	-11.40		
						INVOICE TOTAL:	-11.40	*	
						CHECK TOTAL:		1,271.48	
12008	9BRAOUDA	HEATHER LYNN BRAOUDAKIS							
	BRA012315		01/23/15	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	95.00		
						INVOICE TOTAL:	95.00	*	
						CHECK TOTAL:		95.00	
12009	9BUTLERS	SCOT BUTLER							
	BUT012315		01/23/15	01	ALA MIDWINTER CONFERENCE	80-60-001-42400	165.00		
						INVOICE TOTAL:	165.00	*	
						CHECK TOTAL:		165.00	

DATE: 02/17/15
TIME: 11:02:41
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12010	9CRYSMAN	CRYSTAL MANAGEMENT &						
	22565		12/15/14	01	CLEANING SERVICES:JAN 2015	80-60-001-41000	645.00	
						INVOICE TOTAL:	645.00 *	
						CHECK TOTAL:		645.00
12011	9DEMCO	DEMCO, INC						
	5493005		01/07/15	01	NAME BADGE	80-60-001-43670	16.64	
						INVOICE TOTAL:	16.64 *	
	5498850		01/14/15	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	228.92	
						INVOICE TOTAL:	228.92 *	
	5514120		02/02/15	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	164.89	
						INVOICE TOTAL:	164.89 *	
						CHECK TOTAL:		410.45
12012	9ANDEREN	ENGBERG ANDERSON, INC						
	14235700-04		01/31/15	01	OTHER PROFESSIONAL SERVICES	80-60-001-41304	2,772.00	
						INVOICE TOTAL:	2,772.00 *	
						CHECK TOTAL:		2,772.00
12013	9FIRSTBA	FIRST BANKCARD						
	AMY012915		01/29/15	01	PROFESSIONAL DEVELOPMENT	80-60-001-42400	30.00	
						INVOICE TOTAL:	30.00 *	
						CHECK TOTAL:		30.00
12014	9FIRSTBA	FIRST BANKCARD						
	CAR012915		01/29/15	01	POSTAGE	80-60-001-43300	4.70	

DATE: 02/12/15
TIME: 11:02:42
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

86

CHECK DATE: 02/17/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12014	9FIRSTBA	FIRST BANKCARD						
	CAR012915		01/29/15	02	PATRON & STAFF SOFTWARE	80-60-001-45600	107.40	
						INVOICE TOTAL:	112.10	*
						CHECK TOTAL:		112.10
12015	9FIRSTBA	FIRST BANKCARD						
	DON012915		01/29/15	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	124.85	
				02	CREDIT-JUVENILE AUDIO VISUAL	80-60-001-45430	-1.00	
						INVOICE TOTAL:	123.85	*
						CHECK TOTAL:		123.85
12016	9FIRSTBA	FIRST BANKCARD						
	ELI012915		01/29/15	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	65.87	
				02	PROFESSIONAL DEVELOPMENT	80-60-001-42400	239.00	
				03	ADULT PROGRAM SUPPLIES	80-60-001-43710	82.09	
						INVOICE TOTAL:	386.96	*
						CHECK TOTAL:		386.96
12017	9FIRSTBA	FIRST BANKCARD						
	ERI012915		01/29/15	01	PAYFLOW/PAYPAL	80-60-001-46000	25.30	
				02	WEBSITE FOR ILL	80-60-001-45600	9.95	
				03	BASECAMP	80-60-001-46000	20.00	
				04	ANN'L CHAMBER OF COMMERCE MTG	80-60-001-42400	35.00	
				05	ALA MID-WINTER CONF:T KREGOR	80-60-001-42400	165.00	
						INVOICE TOTAL:	255.25	*
						CHECK TOTAL:		255.25
12018	9FIRSTBA	FIRST BANKCARD						

DATE: 02/12/15
TIME: 11:02:42
PRG ID: AP215000.CBL

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CHECK DATE: 02/17/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12018	9FIRSTBA	FIRST BANKCARD					
	MCO012915		01/29/15	01	PROFESSIONAL DEVELOPMENT	80-60-001-42400	55.00
				02	PROFESSIONAL DEVELOPMENT	80-60-001-42400	28.00
				03	OFFICE SUPPLIES;BUSINESS CARDS	80-60-001-43550	68.99
					INVOICE TOTAL:		151.99 *
					CHECK TOTAL:		151.99
12019	9HALLPAS	HALL PASS					
	HP20119-933		11/30/14	01	OTHER PROFESSIONAL SERVICES	80-60-001-41304	42.00
					INVOICE TOTAL:		42.00 *
					CHECK TOTAL:		42.00
12020	9INGRAM	INGRAM LIBRARY SERVICES					
	83131121		01/16/15	01	ADULT FICTION BOOKS	80-60-001-45100	31.64
					INVOICE TOTAL:		31.64 *
	83131122		01/16/15	01	ADULT FICTION BOOKS	80-60-001-45100	14.10
					INVOICE TOTAL:		14.10 *
	83131123		01/16/15	01	JUVENILE FICTION	80-60-001-45420	2.99
					INVOICE TOTAL:		2.99 *
	83131124		01/16/15	01	ADULT NON-FICTION BOOKS	80-60-001-45000	30.48
					INVOICE TOTAL:		30.48 *
	83363564		01/22/15	01	ADULT FICTION BOOKS	80-60-001-45100	14.69
					INVOICE TOTAL:		14.69 *
	83363565		01/22/15	01	ADULT FICTION BOOKS	80-60-001-45100	44.07
					INVOICE TOTAL:		44.07 *
	83363566		01/22/15	01	ADULT NON-FICTION BOOKS	80-60-001-45000	115.20
					INVOICE TOTAL:		115.20 *

DATE: 02/12/15
TIME: 11:02:42
PRG ID: AP215000.CBL

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CHECK DATE: 02/17/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12020	9INGRAM	INGRAM LIBRARY SERVICES						
	83363567		01/22/15	01	TEEN BOOKS	80-60-001-45450	30.49	
						INVOICE TOTAL:	30.49 *	
	83363568		01/22/15	01	PICTURE BKS, READRS, HOLIDAY BKS	80-60-001-45410	10.16	
						INVOICE TOTAL:	10.16 *	
	83363569		01/22/15	01	ADULT NON-FICTION BOOKS	80-60-001-45000	15.23	
						INVOICE TOTAL:	15.23 *	
	83549884		01/29/15	01	ADULT NON-FICTION BOOKS	80-60-001-45000	22.57	
						INVOICE TOTAL:	22.57 *	
	83549885		01/29/15	01	JUVENILE FICTION	80-60-001-45420	2.99	
						INVOICE TOTAL:	2.99 *	
	83549886		01/29/15	01	PICTURE BKS, READRS, HOLIDAY BKS	80-60-001-45410	7.34	
						INVOICE TOTAL:	7.34 *	
	83549887		01/29/15	01	ADULT NON-FICTION BOOKS	80-60-001-45000	118.28	
						INVOICE TOTAL:	118.28 *	
	83715114		02/05/15	01	ADULT FICTION BOOKS	80-60-001-45100	15.82	
						INVOICE TOTAL:	15.82 *	
	83715115		02/05/15	01	ADULT FICTION BOOKS	80-60-001-45100	15.79	
						INVOICE TOTAL:	15.79 *	
	83715116		02/05/15	01	PICTURE BKS, READRS, HOLIDAY BKS	80-60-001-45410	10.16	
						INVOICE TOTAL:	10.16 *	
						CHECK TOTAL:	502.00	
12021	9IRELAND	IRELAND HEATING & AIRCONDITION						
	65463		01/24/15	01	BUILDING MAINTENANCE	80-60-001-41000	456.38	
						INVOICE TOTAL:	456.38 *	
						CHECK TOTAL:	456.38	

DATE: 02/12/15
TIME: 11:02:42
PRG ID: AP215000,CBL

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85

CHECK DATE: 02/17/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12022	9LB VILL	VILLAGE OF LAKE BLUFF						
	80070261		02/05/15	01	2014 'EE FLU SHOTS	80-60-001-40900	62.00	
						INVOICE TOTAL:	62.00 *	
	JAN 2015		02/06/15	01	FY15 MEDICAL INS:JAN 15	80-10-301-37100	4,808.23	
				02	FY15 DENT'L/VISION INS:JAN 15	80-10-301-37100	444.08	
				03	FY15 LIFE INS:JAN 15	80-10-301-37100	45.60	
				04	FY15 IMRF 'EE CONTR:JAN 15	80-10-301-37100	1,603.29	
				05	FY15 IMRF EMPLYR CONTR:JAN 15	80-10-301-37100	3,765.90	
						INVOICE TOTAL:	10,667.10 *	
						CHECK TOTAL:	10,729.10	
12023	9MIDTAPE	MIDWEST TAPE						
	92488864		01/09/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	279.92	
						INVOICE TOTAL:	279.92 *	
	92505442		01/16/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	74.98	
						INVOICE TOTAL:	74.98 *	
						CHECK TOTAL:	354.90	
12024	9OVERDRI	OVERDRIVE , INC						
	1018-152647910012515		01/25/15	01	TEEN E-BOOKS	80-60-001-45460	216.92	
						INVOICE TOTAL:	216.92 *	
	1018-153156540012515		01/25/15	01	ADULT STREAMING VIDEOS E-BOOKS	80-60-001-45460	66.38	
						INVOICE TOTAL:	66.38 *	
	1018-153236357012515		01/25/15	01	JUVENILE STREAMING VIDEOS	80-60-001-45460	79.84	
						INVOICE TOTAL:	79.84 *	
	1018-153319510012515		01/25/15	01	JUVENILE E-BOOKS	80-60-001-45460	211.84	
						INVOICE TOTAL:	211.84 *	

DATE: 02/12/15
TIME: 11:02:42
PRG ID: AP215000.CBL

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CHECK DATE: 02/17/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12024	9OVERDRI	OVERDRIVE , INC					
		1018-153402180012515	01/25/15	01	ADULT E-BOOKS	80-60-001-45460	521.84
						INVOICE TOTAL:	521.84 *
						CHECK TOTAL:	1,096.82
12025	9REYESIS	ISAURO REYES					
		REY010115	01/01/15	01	GROUNDS MAINT:JAN 2015	80-60-001-41050	1,715.00
						INVOICE TOTAL:	1,715.00 *
						CHECK TOTAL:	1,715.00
12026	9SCHAUMT	SCHAUMBURG TOWNSHIP DISTRICT					
		SCH112514	11/25/14	01	MISC EXPENSES	80-60-001-46000	39.99
						INVOICE TOTAL:	39.99 *
						CHECK TOTAL:	39.99
12027	9STAPLES	STAPLES BUSINESS ADVANTAGE					
		8032915503	01/17/15	01	OFFICE SUPPLIES	80-60-001-43550	217.61
						INVOICE TOTAL:	217.61 *
						CHECK TOTAL:	217.61
12028	9THOURTE	TERRY R. THOURSON					
		THO020615	02/06/15	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	35.00
						INVOICE TOTAL:	35.00 *
						CHECK TOTAL:	35.00
12029	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS					

DATE: 02/12/15
TIME: 11:02:42
PRG ID: AP215000.CBL

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CHECK DATE: 02/17/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT		
12029	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS							
	101914800		01/26/15	01	'EE ICMA CONTRIBUTION:1/30/15	80-20-102-45000	1,050.00		
						INVOICE TOTAL:	1,050.00 *		
	101922087		02/09/15	01	'EE ICMA CONTRIBUTION:2/13/15	80-20-102-45000	1,050.00		
						INVOICE TOTAL:	1,050.00 *		
						CHECK TOTAL:		2,100.00	
12030	9WAREHOU	WAREHOUSE DIRECT							
	2573146-0		01/15/15	01	OFFICE SUPPLIES	80-60-001-43550	6.66		
						INVOICE TOTAL:	6.66 *		
	2581012-0		01/22/15	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	15.74		
						INVOICE TOTAL:	15.74 *		
						CHECK TOTAL:		22.40	
12031	9WINSTEL	WINSTON ELECTRIC, INC.							
	4056-1		01/11/15	01	RE-SECURE BALLARD LIGHT	80-60-001-41000	275.00		
						INVOICE TOTAL:	275.00 *		
						CHECK TOTAL:		275.00	
						TOTAL AMOUNT PAID:		25,186.43	

Committee Reports

There have been 5 committee meetings scheduled since the January 20, 2015 meeting of the Board.

- Finance Committee (9B)
 - January 29, 2015
- Trustee Bylaw Committee (9C)
 - February 4, 2015
- Technology Committee (9D)
 - February 4, 2015
- Building and Grounds Committee (9E)
 - February 10, 2015
- Finance Committee (Minutes not yet available) (9F)
 - February 12, 2015
- Long Range Planning Committee (Minutes not yet available) (9G)
 - February 17, 2015

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES
Finance Committee Meeting
Thursday, January 29, 2015

1) Call to Order; Roll Call:

The meeting was called to order at 6:28 pm by Committee Head Scot Butler.

Present: Kathy Meierhoff, Tim Kegor and Scot Butler

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

Members of the Public: None

2) Discussion

- a) Approved Committee Meeting notes for October 20, October 30 and December 8.
- b) All voted aye to approve the minutes.

3) Discussion

- a) Library Director Bailey reviewed changes to the FY 2015/2016 budget.
- b) Committee discussed simplifying budget reports and Butler suggested he would send Bailey recommended revisions for review and approval at the February Board of Trustees meeting.

4) Adjournment

- a) Butler moved and Meierhoff seconded that the meeting be adjourned at 7:35 pm. The motion was approved unanimously

Respectfully submitted

Scot Butler

LAKE BLUFF PUBLIC LIBRARY
Trustee Bylaw Committee Meeting
February 4, 2015
Spruth Room, Lake Bluff Public Library

The meeting was called to order at 10:40 a.m. by Chairperson Carole Stroh. Also attending: Carl Schons, Ruth Schnell and Director Eric Bailey.

Discussion followed on revisions to the existing Lake Bluff Public Library Bylaws.

Director Bailey will work out a template of proposed revisions that are more compliant with state requirements and with our needs, using Evanston Public Library's bylaws as a guide. He will send it to the committee for review, to be discussed at the next Bylaw Committee meeting.

Schnell moved, Schnell seconded the motion to adjourn the meeting at 11:35 a.m. All voted Aye.

Respectfully submitted,



Ruth Schnell

Lake Bluff Library

Board of Trustees

Technology Committee Meeting

Tuesday February 4, 2015

1. Call to order; Roll Call: The meeting was called to order at 5:00PM by Tim Kregor in the Spruce Room of the Lake Bluff Library.
 - a. Present: Tim Kregor, Romain Wojda
 - b. Absent: None.
 - c. Library staff present: None.
 - d. Public present: None
2. Agenda:
 - a. Minutes from 10/17/14 Technology Committee Meeting recommended for approval by Wojda and seconded by Kregor:
 - i. AAYES: Kregor, Wojda
 - ii. NAYES: None.
 - iii. Absent: None.
 - b. Motion by Wojda: To recommend to the full Library Board the selection of Access One as the selected vendor for the new Library phone system and seconded by Kregor.
 - i. AAYES: Kregor Wojda
 - ii. NAYES: NONE
 - iii. Absent: NONE
3. Ajournment: Wojda moved and Kregor seconded a motion to adjourn at 5:20PM.
 - a. AAYES: Kregor, Wojda.
 - b. NAYES: None.
 - c. Absent: None.

Lake Bluff Public Library Building and Grounds Committee Meeting

February 10, 2015 1:00 P.M.

Lake Bluff Public Library

123 Scranton Ave

Lake Bluff Il 60044

Attending: Carl Schons, Chairman, Kathy Meierhoff, Cal Stroh

Staff Members: Eric Bailey, Director, Martha O'Hara

Presenters: Joe Huberty, Engberg Anderson Consulting, and Bill Wilson , Shales McNutt Construction

Members of the Public: Janie Jerch

The meeting was called to order at 1:05 and a quorum was established.

The minutes from the last meeting January 14 were approved by motion of Meierhoff,, seconded by Shroh.

A discussion of cost modeling for a library project ensued led by Huberty. Wilson, a structural engineer with library expertise, had prepared "conceptual estimates" (not detailed bid estimates with drawings) for five options as requested by the B&G Committee at the January 14 meeting. A motion was made by Meierhoff, seconded by Stroh, all ayes, to recommend at the February 17 Trustee meeting Option 3+ pending additional information to include projected 2016 cost estimates .

2016 estimates will be available at the next B&G meeting March 3, 1:00 pm. at the Library.

There was no other business discussed.

Meierhoff moved to adjourn at 4:45. Stroh seconded, all ayes.

Respectfully submitted,

Kathy Meierhoff, Trustee

**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 Thursday, February 12, 2015 at 4:00 PM for the purposes outlined below:

**Lake Bluff Public Library Board of Trustees Finance Committee Meeting
Thursday, February 12, 2015 at 4:00 PM
At the Lake Bluff Public Library
123 E. Scranton Avenue
Lake Bluff, Illinois 60044**

AGENDA

- i. Call to order (4:00pm)**
- ii. Roll Call (4:00pm)**
- III. Consideration of Minutes of January 29, 2015 Finance Committee Meeting (action)(2 minutes)(4:02pm)**
- IV. Discussion of Proposed Budget for Fiscal Year 2015-2016 (action)(58 minutes)(5:00pm)**
- VII. Any and all other business that may properly come before this committee**
- VIII. Dismissal (5:00pm)**

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 February 12th, 2015 meeting and have special requirements as outlined in the Americans with Disabilities Act, please notify the Library Director, Eric Bailey, by noon on February 12th, 2015.

**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, February 17, 2015 at 6:00 PM for the purposes outlined below:

**Lake Bluff Public Library Board of Trustees Long Range Planning Committee Meeting
Tuesday, February 17, 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 January 6, 2015 Long Range Planning Committee Meeting (action)(2 minutes)(6:02pm)**
- IV. Consideration of Minutes of January 15, 2015 Long Range Planning Committee Meeting (action)(2 minutes)(6:04pm)**
- V. Consideration of Minutes of January 20, 2015 Long Range Planning Committee Meeting (action)(2 minutes)(6:06pm)**
- 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 (54 minutes) (7:00pm)**
- 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 February 17th, 2015 meeting and have special requirements as outlined in the Americans with Disabilities Act, please notify the Library Director, Eric Bailey, by noon on February 17th, 2015.

New Business

Phone Equipment and Services Contract

At its meeting on February 4, 2015 the Technology Committee voted to recommend the selection of Access One for leased phone equipment, phone equipment maintenance, and phone service. Access One provides phone service to public libraries in Carol Stream, Elk Grove, Joliet, Mokena, and St. Charles in addition to the other names on their list of notable clients. This will address the current systems limitations. It will also give the library a new phone service provider, which has been another goal.

RECOMMENDATION: We are set to begin the transition once the selection of Access One is approved by the Library Board.

Proposed Changes to Personnel Handbook

At its January 19, 2015 meeting the Human Resources Committee of the Lake Bluff Public Library considered proposed revisions to the library's Personnel Handbook. The revisions are intended to keep the descriptions and categories of employment as up to date and applicable as possible. They are not intended to, and do not, alter the pay or benefit plans for any staff member. As such, the changes have no budgetary impact.

RECOMMENDATION: The Human Resources Committee has discussed and approved the proposed changes. They are ready for Board approval.

Recommendation from Building and Grounds Committee Regarding Space Usage

The Building and Grounds Committee of the Library Board voted at its February 17, 2015 meeting to recommend the selection of Option 3+ (as presented by Joe Huberty of Engberg Anderson) pending additional information to include projected 2016 cost estimates.

RECOMMENDATION: As the additional information on which the recommendation depends has not yet been obtained no action or vote is necessary at this time.

Phone Proposal

Vendor	Access One
Term	36 Months
Product / Equipment	Included as a 3 years rental
Install / Config. / Training	\$750 (waived)
Monthly Recurring Charge 5+ lines	\$446
2 Analog Lines	included
Adjusted Monthly Charge	\$446
Total Recurring charges over term of contract	\$16,070
Long Distance Charge	\$0.025
Hosted ?	Yes



Notable Customers

Access One is proud to connect these notable Chicago businesses to the World.

Arts & Entertainment

Goodman Theater	Harris Theater	Museum of Contemporary Art
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Auto

Cadillac of Naperville	Napleton Automotive Group	Fields Auto Group
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Educational

Lake Forest Graduate School of Management	Noble Network of Charter Schools	Wilmette Public Schools District 39
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Financial

Glenview State Bank	Standard Bank & Trust	West Suburban Bank
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Healthcare

Michael Reece Hospital	NuCare	St. Mary's Hospital
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Hospitality

Crowne Plaza Hotel	Trump Hotel	Marriott Hotel
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Legal

Blatt, Hasenmiller, Leibsker & Moore, LLC	Donohue Brown	Foran Glennon Palandech Ponzi & Rudloff PC
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Municipals

City of Elgin	Elk Grove Village	Addison Park District
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Non-Profits

Catholic Charities	Old St. Patrick's Church	Salvation Army
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Real Estate

CBRE	Sterling Bay Companies	Jones Lang LaSalle
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Other Industries

Better Business Bureau® Serving Chicago & Northern Illinois	Binny's Beverage Depot	Uber
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"We have been an Access One customer since 2006, and in that time we have added several locations throughout the Chicagoland area. We receive high-level service from the Tech Support, Sales and Account Management teams, as well as the Engineering staff which is not readily available from all providers and is truly appreciated."

Konstantine Stamatis
IT Consultant

Binny's Beverage
Depot



access one

Connecting Chicago Businesses to the World

820 W. Jackson Boulevard, 6th Floor, Chicago, IL 60607 • 312.441.1000 • www.accessoneinc.com

Current Policy – Personnel Handbook Excerpt

1.1 Library Organization

A. Board of Trustees

The Board of Library Trustees (“the Board”) is legally responsible for governing the Library. The Board represents the community and establishes Library policy, budgets, and strategic plans. Library Trustees are unpaid and generally are elected to staggered four year terms. The Board employs the Library Director to manage the staff and daily operations of the Library.

B. Library Director

The Library Director is responsible to the Board for the daily operation and maintenance of the Library, collection development, programs and services, the budget, and the hiring and managing of the staff members. See the current job description for more details.

C. Department Head

The position of Department Head involves managing a section of Library staff and operations. Current examples are Technical Services, Adult Services, and Youth Services. Department Heads are responsible to the Library Director for coordinating and ensuring the consistency of the work performed in their departments. See current job descriptions for more details.

D. Library Assistant I

The Library Assistant I position works in excess of 20 hours per week. Each Library Assistant I is answerable to a Department Head, but is given greater responsibilities and expected to work with less oversight than the Library Assistant II position. See the current job description for more details. In the absence of the Library Director or a Department Head, they may take on a leadership role if necessary to resolve a situation.

E. Library Assistant II and Library Technical Assistant

The Library Assistant II and Library Technical Assistant positions perform a wide range of clerical tasks as necessary. See the current job descriptions for more details.

F. Shelver

The position of Shelver makes certain that items returned to the Library get back on the shelf with accuracy and precision. See the current job description for more details.

5.6 Sick Leave Days

Sick leave is available to all non-temporary employees who are regularly scheduled to work 20 hours or more per week. Sick leave accrues as a workday equivalent proportion of the regular work week. Sick leave is accrued starting at the beginning of each fiscal year at 10 days per year for Full Time Salaried employees. Eligible part-time employees will accrue 8.0 days of sick leave per year. Unused sick time may be accrued to a maximum of 150 hours. Sick leave is intended to provide uninterrupted pay

to an eligible employee for time lost because of personal illness, doctor's appointments or family illness. Sick time may NOT be used as paid time off for vacation or holiday-type leave. The Library Director will require written verification of illness from an authorized medical provider after an absence of 3 working days or more.

SECTION 7 - EMPLOYMENT CATEGORIES AND ASSOCIATED BENEFITS

7.1 Full-Time Employees – Regularly Scheduled for 40 Hours per Week

Salary – Full-time employees are paid a yearly salary and are considered “exempt” from overtime pay under applicable labor laws.

Hours – A normal work week at the Library is 40 hours.

Administrative Time – Salaried, exempt staff members are not eligible for overtime pay. They may receive Administrative Time instead.

Benefits:

- Health, dental, vision and life insurance that are currently part of the Library's Insurance Plan;
- IMRF participation, and;
- Optional 457(b) Plan participation.

Holidays – If a holiday falls on a day that an employee is scheduled to work, they receive that day off work. If a holiday falls on a day that an employee is not scheduled to work, they will receive Administrative Time pro-rated based off the employee's work week (e.g. 8 hours for an employee who is scheduled to work 40 hours per week).

Sick Leave – Eighty hours (10 work days) of paid Sick Leave is provided each Fiscal Year, accruing up to a maximum of 150 hours. This equals 3.34 hours of Sick Leave accrued during each pay period.

Vacation Leave – One hundred and sixty hours (20 work days) of paid Vacation Leave is provided each Fiscal Year, accruing each pay period. A total of 6.67 Vacation Hours is accrued each pay period.

Personal Days – Two personal days to be used each Fiscal Year at the employees discretion.

- Bereavement/Emergency Leave;
- Jury Duty;
- Maternity/Paternity Leave.

7.2 Part-Time Employees - Category I – Regularly Scheduled to Work 20 Hours or More per Week

Salary – Part Time Category I (PT1) employees receive an hourly wage.

Hours – PT1 employees are scheduled to work over 1,000 hours per year (approximately 20 hours per week).

Overtime – PT1 employees are considered eligible for overtime pay under applicable labor laws, and any hours worked in excess of 40 per week will be paid at time and a half. Regardless of the total hours worked in a week, PT1 employees receive time and a half for any hours worked on Sunday if the employee is not regularly scheduled to work on Sunday.

Benefits:

- IMRF participation.
- Optional 457(b) Plan participation.

Holidays – If a holiday falls on a day that an employee is scheduled to work, they receive pay equivalent to the time they would have worked. If a holiday falls on a day that an employee is not scheduled to work, they will receive pay pro-rated based on the employee's work week (e.g. 5 hours for an employee who is scheduled to work 25 hours per week).

Sick Leave – Eighty hours (10 work days) of Sick Leave is provided each year, accruing to a maximum of 150 hours. This equals 3.34 hours of Sick Leave accrued during each pay period.

Vacation Leave – Eighty hours (10 work days) of Vacation Leave is provided each Fiscal Year, accruing each pay period. A total of 3.34 Vacation Hours is accrued each pay period by PT1 employees.

Personal Days – Two personal days to be used each Fiscal Year at the employees discretion.

- Bereavement/Emergency Leave
- Jury Duty
- Maternity/Paternity Leave

7.3 Part-Time Employees - Category II – Regularly Scheduled to Work less than 20 Hours per Week

Salary – Part Time Category II (PT2) employees receive an hourly wage.

Hours – PT2 employees are scheduled to work less than 1,000 hours per year (approximately 20 hours per week).

Overtime – PT2 employees are considered eligible for overtime pay under applicable labor laws, and any hours worked in excess of 40 per week will be paid at time and a half.

Benefits:

- Optional 457(b) Plan participation
- Jury Duty

7.4 Temporary / Seasonal Staff

Salary – Temporary/Seasonal employees receive an hourly wage.

Hours – Temporary/Seasonal staff members are employees (not contract workers or consultants) hired to work for specific periods of time.

Overtime – Temporary/Seasonal staff members are considered eligible for overtime pay under applicable labor laws, and any hours worked in excess of 40 per week will be paid at time and a half.

Benefits:

- Jury Duty

Proposed New Policy

1.1 Library Organization

A. Board of Trustees

The Board of Library Trustees ("the Board") is legally responsible for governing the Library. The Board represents the community and establishes Library policy, budgets, and strategic plans. Library Trustees are unpaid and generally are elected to staggered four year terms. The Board employs the Library Director to manage the staff and daily operations of the Library.

B. Library Director

The Library Director is responsible to the Board for the daily operation and maintenance of the Library, collection development, programs and services, the budget, and the hiring and managing of the staff members. See the current job description for more details.

C. Department Head

The position of Department Head involves managing a section of Library staff and operations. Current examples are Technical Services, Adult Services, and Youth Services. Department Heads are responsible to the Library Director for coordinating and ensuring the consistency of the work performed in their departments. See current job descriptions for more details.

D. Library Associate

The Library Associate position works in excess of 20 hours per week. Each **Library Associate** is answerable to a Department Head, but is given greater responsibilities and expected to work with less oversight than a **Library Assistant**. See the current job description for more details. In the absence of the Library Director or a Department Head, they may take on a leadership role if necessary to resolve a situation.

E. Library Assistant and Library Technical Assistant

The **Library Assistant** and Library Technical Assistant positions perform a wide range of clerical tasks as necessary. See the current job descriptions for more details.

F. Shelver

The position of Shelver makes certain that items returned to the Library get back on the shelf with accuracy and precision. See the current job description for more details.

5.6 Sick Leave Days

Sick leave is available to all non-temporary employees who are regularly scheduled to work 20 hours or more per week. **Sick leave is accrued starting at the beginning of each fiscal year.** Unused sick time may be accrued to a maximum of 150 hours. Sick leave is intended to provide uninterrupted pay to an eligible employee for time lost because of personal illness, doctor's appointments, or family illness. Sick time may NOT be used as paid time off for vacation or holiday-type leave. The Library Director will require written verification of illness from an authorized medical provider after an absence of 3 working days or more.

SECTION 7 - EMPLOYMENT CATEGORIES AND ASSOCIATED BENEFITS

7.1 Full-Time Employees – Category I – Salaried and Scheduled for 40 Hours per Week

Salary – Category I (FT1) full-time employees are paid a yearly salary and are considered "exempt" from overtime pay under applicable labor laws.

Hours – A normal work week at the Library is 40 hours.

Administrative Time – Salaried, exempt staff members are not eligible for overtime pay. They may receive Administrative Time instead.

Benefits:

- Health, dental, vision and life insurance that are currently part of the Library's Insurance Plan;
- IMRF participation, and;
- Optional 457(b) Plan participation.

Holidays – If a holiday falls on a day that an employee is scheduled to work, they receive that day off work. If a holiday falls on a day that an employee is not scheduled to work, they will receive Administrative Time pro-rated based off the employee's work week (e.g. 8 hours for an employee who is scheduled to work 40 hours per week).

Sick Leave – Eighty hours (10 work days) of paid Sick Leave is provided each Fiscal Year, accruing up to a maximum of 150 hours. This equals 3.34 hours of Sick Leave accrued during each pay period.

Vacation Leave – One hundred and sixty hours (20 work days) of paid Vacation Leave is provided each Fiscal Year, accruing each pay period. A total of 6.67 Vacation Hours is accrued each pay period.

Personal Days – Two personal days may be used each Fiscal Year at the employees discretion.

7.2 Full-Time Employees – Category II – Hourly and Scheduled for between 30 and 40 Hours per Week

Salary – Category II (FT2) full-time employees are paid an hourly wage and are considered "non-exempt" from overtime pay under applicable labor laws.

Hours – A normal work week at the Library is between 40 and 30 hours.

Overtime – FT2 employees are considered eligible for overtime pay under applicable labor laws, and any hours worked in excess of 40 per week will be paid at time and a half. Regardless of the total hours worked in a week, FT2 employees receive time and a half for any hours worked on Sunday if the employee is not regularly scheduled to work on Sunday.

Benefits:

- Health, dental, vision and life insurance that are currently part of the Library's Insurance Plan;
- IMRF participation, and;
- Optional 457(b) Plan participation.

Holidays – If a holiday falls on a day that an employee is scheduled to work, they receive pay equivalent to the time they would have worked. If a holiday falls on a day that an employee is not scheduled to work, they will receive pay pro-rated based on the employee's work week (e.g. 7 hours for an employee who is scheduled to work 35 hours per week).

Sick Leave – Eighty hours (10 work days) of paid Sick Leave is provided each Fiscal Year, accruing up to a maximum of 150 hours. This equals 3.34 hours of Sick Leave accrued during each pay period.

Vacation Leave – One hundred and sixty hours (20 work days) of paid Vacation Leave is provided each Fiscal Year, accruing each pay period. A total of 6.67 Vacation Hours is accrued each pay period.

Personal Days – Two personal days may be used each Fiscal Year at the employees discretion.

7.3 Part-Time Employees - Category I – Regularly Scheduled to Work between 20 and 29 Hours per Week

Salary – Part Time Category I (PT1) employees receive an hourly wage.

Hours – PT1 employees are scheduled to work over 1,000 hours per year (approximately 20 hours per week), but less than 1,550 (approximately 30 hours per week).

Overtime – PT1 employees are considered eligible for overtime pay under applicable labor laws, and any hours worked in excess of 40 per week will be paid at time and a half. Regardless of the total hours worked in a week, PT1 employees receive time and a half for any hours worked on Sunday if the employee is not regularly scheduled to work on Sunday.

Benefits:

- IMRF participation.
- Optional 457(b) Plan participation.

Holidays – If a holiday falls on a day that an employee is scheduled to work, they receive pay equivalent to the time they would have worked. If a holiday falls on a day that an employee is not scheduled to work, they will receive pay pro-rated based on the employee's work week (e.g. 5 hours for an employee who is scheduled to work 25 hours per week).

Sick Leave – Eighty hours (10 work days) of Sick Leave is provided each year, accruing to a maximum of 150 hours. This equals 3.34 hours of Sick Leave accrued during each pay period.

Vacation Leave – Eighty hours (10 work days) of Vacation Leave is provided each Fiscal Year, accruing each pay period. A total of 3.34 Vacation Hours is accrued each pay period by PT1 employees.

Personal Days – Two personal days may be used each Fiscal Year at the employees discretion.

7.4 Part-Time Employees - Category II – Regularly Scheduled to Work less than 20 Hours per Week

Salary – Part Time Category II (PT2) employees receive an hourly wage.

Hours – PT2 employees are scheduled to work less than 1,000 hours per year (approximately 20 hours per week).

Overtime – PT2 employees are considered eligible for overtime pay under applicable labor laws, and any hours worked in excess of 40 per week will be paid at time and a half.

Benefits:

- Optional 457(b) Plan participation

7.4 Temporary / Seasonal Staff

Salary – Temporary/Seasonal employees receive an hourly wage.

Hours – Temporary/Seasonal staff members are employees (not contract workers or consultants) hired to work for specific periods of time.

Overtime – Temporary/Seasonal staff members are considered eligible for overtime pay under applicable labor laws, and any hours worked in excess of 40 per week will be paid at time and a half.

III: Option 3+

Freeing space within the existing shell to accommodate the comfortable reading, community gathering and programming spaces desired displaces too much of what the community values and uses to measure the quality of a library visit. **The building needs to expand!**

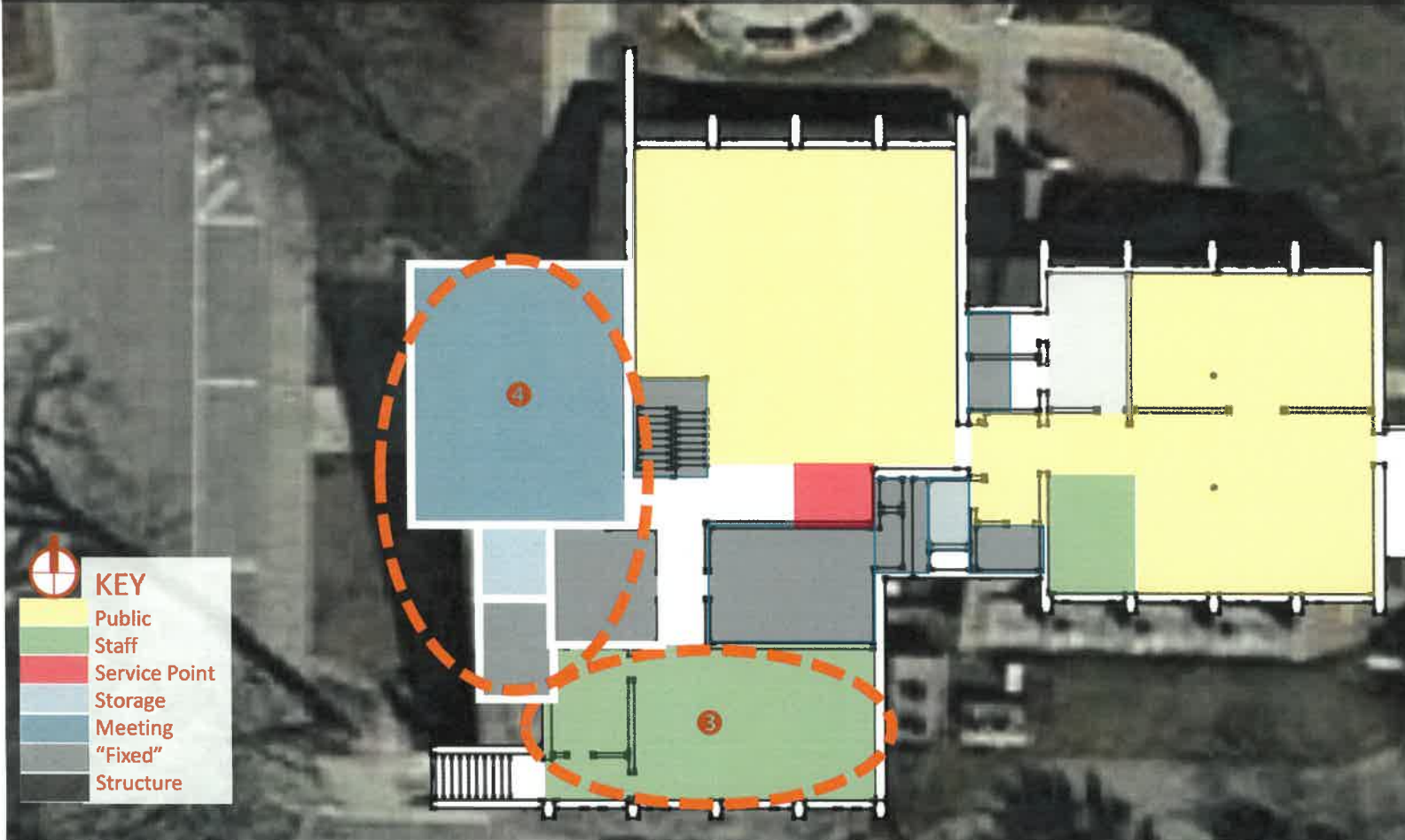
- **Infill open areas at 1st floor** Raise roof, extend floor, provide acoustic separation
- **Add to the WEST !!!**
- **First Floor expands:** Claim all of west addition for reading spaces and for collection
- **Lower Level expands:** Relocated/enlarged Spruth Room
- **Move Staff to Lower Level !!!:** This gives the whole first floor over to Adults.
- **Move Service Desk to Entry Zone:** Claim all of south edge for quiet activities or for collection
- **Move Computer Zone:** Active/open to the front, "rooms" to the back.
- **Create 2nd Floor "Reading Room":** Quiet, north light, good view, great 'feel'.
- **Create 1st Floor "Activity Rooms"** to support programming displaced by loss of YS Activity Room

		EXISTING	OPTION III	CHANGE	
Collection	shelves	1290	1238	4%	reduction
Seat	seats	36	83	131%	increase
Computer Totals	seats	19	22	16%	increase
Spruth Room	seats	50	70	40%	increase
YS Activity Room	seats	24	24		

III: Option 3+

LOWER LEVEL

- 1 Finish CMU Walls
- 2 Add acoustic panels
- 3 Reduce visual clutter
- 4 Replace furnishings
- 5 Replace shelving
- 6 Improve lighting
- Move Entry Level Staff
- 3 Work Room to Lower Level
- Relocate/expand Spruth Room, restrooms, storage
- 4 Room, restrooms, storage



KEY

- Public
- Staff
- Service Point
- Storage
- Meeting
- "Fixed"
- Structure

III: Option 3+



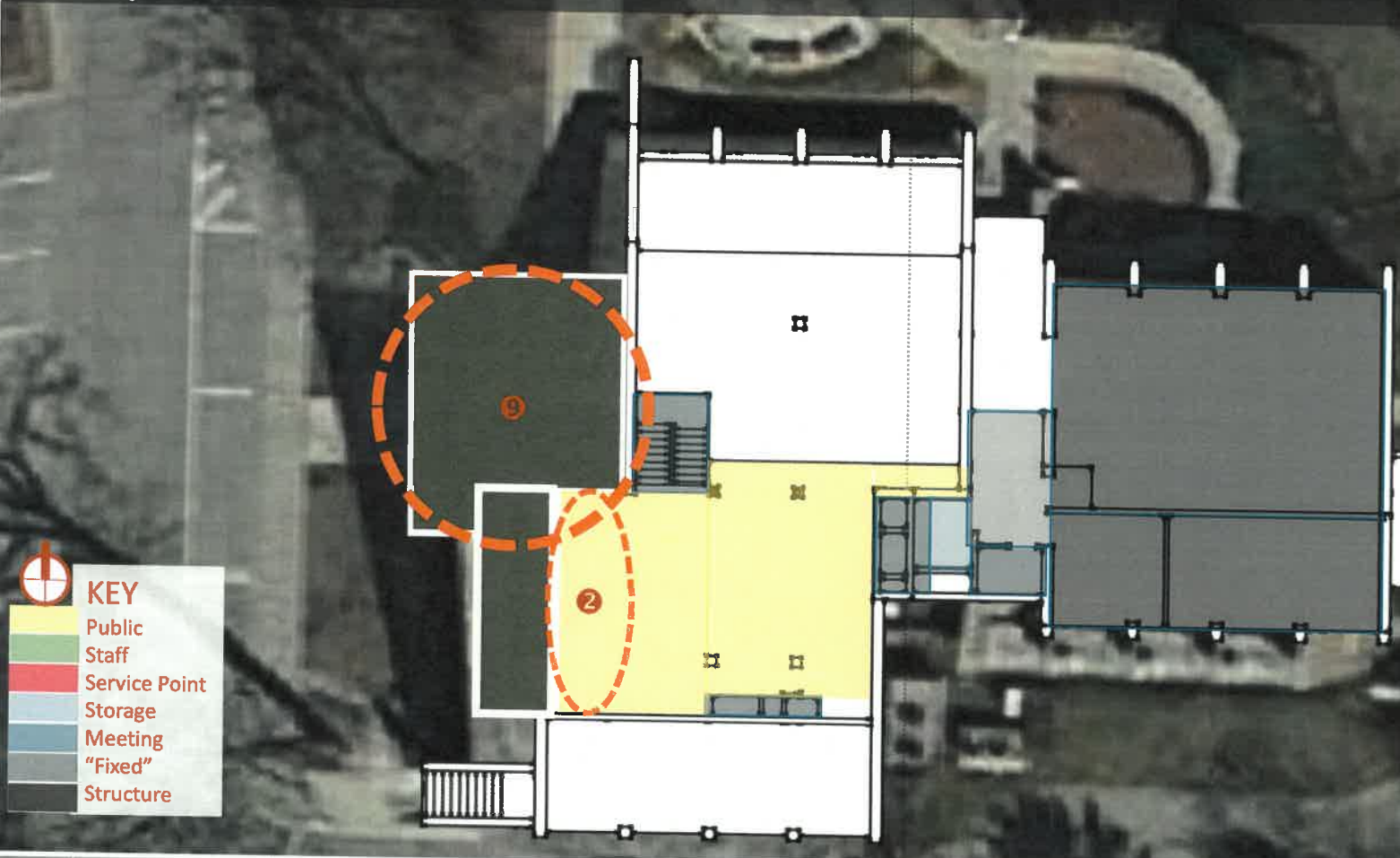
KEY

- Public
- Staff
- Service Point
- Storage
- Meeting
- "Fixed" Structure

ENTRY LEVEL	
1	Finish CMU Walls
2	Add acoustic panels
3	Reduce visual clutter
4	Replace furnishings
5	Replace shelving
6	Improve lighting
	Move Entry Level Staff
3	Work Room to Lower Level
5	Move Service Desk
6	Create Activity Room
7	Create Reading/Small Group Room
8	Infill 1 st Floor
	Extend 1 st Floor to the west to provide additional seating, collections
9	

LAKE BLUFF PUBLIC LIBRARY | FACILITY MODERNIZATION PLAN

III: Option 3+



KEY

- Public
- Staff
- Service Point
- Storage
- Meeting
- "Fixed"
- Structure

- UPPER LEVEL
- 1 Finish CMU Walls
 - 2 Add acoustic panels
 - 3 Reduce visual clutter
 - 4 Replace furnishings
 - 5 Replace shelving
 - 6 Improve lighting
 - Open west end of collection zone to create a "room" for quiet reading and study
 - 9 Roof garden over West Expansion (possible)

LAKE BLUFF PUBLIC LIBRARY | FACILITY MODERNIZATION PLAN

III: Comparing Options

Option	I	II a	II c	II d	III+
Improve acoustics	✓	✓	✓	✓	✓
Improve lighting	✓	✓	✓	✓	✓
Improve level of finish	✓	✓	✓	✓	✓
Increase aisle width			✓	✓	✓
Reduce shelving height		✓	✓	✓	✓
Replace shelving	✓	✓	✓	✓	✓
Maintain collection	100%	92%	90%	88%	96%
Add seating			169%	244%	231%
Add group rooms			+1	+4	+2
Add Quiet Reading area			+2	+2	+2
Add Teen Zone			?	?	✓
Provide Meeting Room	✓	✓	✓	✓	140%
Provide Story/Craft Room	✓	✓	?	?	✓
Improve Staff Work Room		✓	✓	✓	✓
Fix Staff Work Room			✓	✓	✓
Add Staff Lunch Room				✓	✓



Improves surface attributes, EXPANDS building to address service goals, service trends or community / library objectives



Old Business

Final Reading of Budget for Fiscal Year 2015-2016

At its meeting on February 4, 2015 the Technology Committee discussed and approved a budget for Fiscal Year 2015-2016.

RECOMMENDATION: The budget for the next Fiscal Year has been discussed and is ready for final approval.

Selection of Trustee for February and March Meetings of the Friends of the Lake Bluff Library

Ruth Schnell volunteered to attend the meeting of the Friends set on February 21, 2015. A volunteer is needed to attend the March 21, 2015 meeting of the Friends.

RECOMMENDATION: A volunteer to attend the next meeting is needed.

Removal of Library Cards from System

All library cards issued by the Lake Bluff Library expire after 2 years, regardless of how frequently they are used during that time. At this point the patron needs to re-verify their address, at which time the card is renewed for another 2 years. Most other libraries in the area match the expiration date of a reciprocal borrower to the one at their home library, as we do for applicants who have a card at another area library. As a result, even patrons exclusively using other libraries need to go through the renewal process to keep their card active. Each January, the library runs a utility program that removes from the system cards that have been expired at least 2 years. That is, the card was active 2 years and then sat idle without being renewed for 2 more. This keeps the system free of clutter. Card holders returning after their card has been dropped does happen, but not enough to approach being a problem. Deletion of a patron record does mean the information (address, phone number, etc.) in their record is permanently lost.

DISCUSSION TOPIC: Should the information contained in the records of expired cardholders be kept for 2 years past expiration, a different amount of time, or indefinitely?

Lake Bluff Public Librarywww.lakebluffLibrary.org

The Lake Bluff Public Library is located in the heart of the Village, offering the residents of Lake Bluff and surrounding areas a variety of materials and services. In addition to current materials and programs, the Library also offers public computers with Internet access. Wireless Internet is also available. The collection includes books and much more, with a variety of audio-visual materials including DVDs, Blu-rays, and music and audio books available both on CD and via download. There are newspapers, magazines and journals available in print and online formats. Library patrons use the Library for education, entertainment, and inspiration.

The Library is a component unit of the Village of Lake Bluff but has a separately elected Board of Trustees. The Library is a unit of local government operating in accordance with the Illinois Local Library Act, 75 ILCS 5/1-0.1 et seq. The powers and duties of the Board of Library Trustees are set forth in said Act and include "the exclusive control of the expenditure of all moneys collected for the Library and deposited to the credit of the Library fund" (75 ILCS 5/4-7(2)). Library taxes are levied by the Village in amounts determined by the Library Board and collected with other Village taxes (75 ILCS 5/3-5). The Library Board meets monthly at 7:00pm on the third Tuesday of each month. Meetings are open to the public in accordance with the Open Meetings Act.

The Library is renowned for its personable and helpful staff. Every Library user is welcomed as a friend and neighbor. The Lake Bluff Library has a reputation for individual service and engaging programs. Children and their caregivers enjoy a wide variety of programs for all ages. Imaginative Summer Reading Programs are offered for both children and adults. The wide variety of Adult Programs focus on book discussions, local interest, history, health, finance, and leisure pursuits. Our goal is to be central to the community's ever-changing needs, and to offer a comfortable and inviting setting with access to information and materials for all.

The Friends of the Library is an independent non-profit organization that raises funds and sponsors events for the Library. Fun events are being planned for the coming year to continue advocacy and support of the Library. Membership is open to the public. New Friends are always welcome.

FY2014-2015 Accomplishments

Projects completed in the 2014-2015 Fiscal Year included:

- New plantings to create a more inviting atmosphere in front of the Wood Building;
- Implementation of a new Online Catalog;
- The start of a space usage study;
- The start of a new Long Range Plan;
- Participation in the Lake Bluff 4th of July Parade, Farmer's Market, Criterium Bike Race and much more!

The Library spent \$33,000 to acquire a new Library System, called *Sierra*, from Innovative Interfaces in the spring of 2014. The features that were implemented this past spring and summer greatly enhanced patron options and experience. The 2013-2014 Fiscal Year was the second busiest in the Library's history, with 110,192 checkouts and 78,344 recorded visits. The Library is not on pace to beat this total, but it should still be the 3rd busiest year for the Library.

FY2014-2015 Goals and Needs

The main Library building is nearing 40 years in age, and the Wood Building Annex is now 11 years old. The nature and goals of Public Libraries continues to change rapidly. The staff members and Board of Trustees of the Library are committed to staying on top of trends, as shown by ongoing community centered space and service planning.

The Library plans to continue to build on the connections established in the past years and increase its participation in community events and collaboration with area organizations and businesses.

Library Personnel

POSITION TITLE	FY 2013-2014		FY 2014-2015		FY 2015-2016	
	Number of Positions Authorized	Actual Number of Positions	Number of Positions Authorized	Actual Number of Positions	Number of Positions Authorized	Library % Share of Salary
Library Director	1	1	1	1	1	100%
Department Heads	3	3	3	3	3	100%
Library Associate	0	0	0	5.48	5.5	100%
Library Assistant I	2.75	5.41	2.75	0	0	100%
Library Assistant II	2.75	1.60	2.75	1.77	1.80	100%
Library Technical Assistant	1.30	.50	1.30	.90	.70	100%
Shelver	.25	.25	.25	.39	.40	100%
FULL TIME EQUIVALENT	7.80	11.76	11.05	12.54	12.40	

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

CODE/LINE ITEM	ACTUAL FY 12/13	Actual FY 13/14	BUDGET FY 14/15	Estimated Actual FY 14/15	BUDGET FY 15/16	% CHANGE BUDGET TO BUDGET FY 15-16	\$ CHANGE	% CHANGE EST ACTUAL TO BUDGET FY 15-16	\$ CHANGE
TAXES									
103-10000 Property Taxes	800,695	849,607	851,666	850,197	873,917	2.6%	22,251	2.8%	23,720
TOTAL TAXES	800,695	849,607	851,666	850,197	873,917	2.6%	22,251	2.8%	23,720
FINES & FORFEITURES									
503-65000 Fines	13,236	14,493	13,000	11,360	12,000	-7.7%	(1,000)	5.6%	640
TOTAL FINES & FORFEITURES	13,236	14,493	13,000	11,360	12,000	-7.7%	(1,000)	5.6%	640
CHARGE FOR SERVICES									
403-48300 Photocopy Charges	2,180	2,187	2,000	2,175	2,000	0.0%	0	-8.0%	(175)
403-48500 Non-Resident Fees	7,788	7,142	7,000	6,739	7,000	0.0%	0	3.9%	261
TOTAL CHARGE FOR SERVICES	9,968	9,329	9,000	8,913	9,000	0.0%	0	1.0%	87
OTHER									
603-3700 Village Contribution	7,807	7,800	7,900	7,900	7,900	0.0%	0	0.0%	0
603-73800 Vliet Operating Cost Contrib	0	0	0	0	0	---	0	---	0
603-75000 Interest Income	751	320	400	273	400	0.0%	0	46.6%	127
603-78500 Naperville/Impact Fees	0	0	0	0	0	---	0	---	0
603-89000 Miscellaneous Income	2,302	5,963	3,000	1,485	3,000	0.0%	0	102.0%	1,515
TOTAL OTHER	10,860	14,084	11,300	9,658	11,300	0.0%	0	17.0%	1,642
TOTAL REVENUES	834,759	887,513	884,966	880,128	906,217	2.4%	21,251	3.0%	26,089
FUND BALANCE RESERVES	0	100,000	34,900	34,900	0	-100.0%	(34,900)	-100.0%	(34,900)
LIBRARY FUND REVENUE	834,759	987,513	919,866	915,028	906,217	-1.5%	(13,649)	-1.0%	(8,811)
FUND BALANCE:									
<i>May 1</i>	323,186	409,937	512,040	512,040	526,458				
<i>April 30</i>	409,937	512,040	512,040	526,458	526,458				

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

80-60-001-

CODE/LINE ITEM	ACTUAL FY 12/13	Actual FY 13/14	BUDGET FY 14/15	Estimated Actual FY 14/15	BUDGET FY 15/16	% CHANGE BUDGET TO FY 15--16	\$ CHANGE BUDGET TO FY 15--16	% CHANGE EST ACTUAL TO FY 15--16	\$ CHANGE EST ACTUAL TO FY 15--16
PERSONNEL SERVICES									
40000 Librarian Salaries	208,292	215,026	224,000	220,666	224,000	0.0%	0	1.5%	3,334
40050 Staff Salaries	161,919	212,634	231,000	239,147	259,000	12.1%	28,000	8.3%	19,853
40400 Medical Insurance	40,163	45,272	42,000	74,993	80,000	90.5%	38,000	6.7%	5,007
40900 Other Employee Benefit	100	288	500	0	250	-50.0%	(250)	---	250
40950 IL Municipal Retire Fund	36,686	40,704	45,000	41,644	45,000	0.0%	0	8.1%	3,356
40951 Social Security (Note 1)	27,671	31,927	35,000	33,877	37,000	5.7%	2,000	9.2%	3,123
TOTAL PERSONNEL SERVICES	474,831	545,851	577,500	610,327	645,250	11.7%	67,750	5.7%	31,649
CONTRACT. SERVICES/COMMODITIES									
41000 Building Maintenance	26,022	22,208	28,000	19,669	24,000	-14.3%	(4,000)	22.0%	4,331
41020 Elevator Maintenance	1,582	2,207	2,000	1,839	2,000	0.0%	0	8.8%	161
41050 Grounds Maintenance	6,882	7,885	8,500	6,820	8,000	-5.9%	(500)	17.3%	1,180
41303 Copier Maintenance	5,543	6,365	4,500	4,358	4,500	0.0%	0	3.3%	142
41304 Other Professional Service	50	50	20,000	20,000	5,000	-75.0%	(15,000)	-75.0%	(15,000)
41305 Computer Services	15,235	11,369	20,000	14,465	15,000	-25.0%	(5,000)	3.7%	535
41350 Legal & Accounting	4,487	17,892	15,000	2,106	2,500	-83.3%	(12,500)	18.7%	394
42400 Professional Development	3,650	4,227	5,000	2,163	3,000	-40.0%	(2,000)	38.7%	837
42440 Dues	1,488	1,409	2,000	2,562	2,000	0.0%	0	-21.9%	(562)
43230 Utilities	6,036	8,443	8,000	6,999	9,000	12.5%	1,000	28.6%	2,001
43300 Postage	2,288	2,788	3,000	2,660	3,000	0.0%	0	12.8%	340
43400 Printing/E-Newsletter	7,602	8,689	9,000	8,027	8,500	-5.6%	(500)	5.9%	473
43550 Office Supplies	5,245	5,604	6,000	4,044	5,750	-4.2%	(250)	42.2%	1,706
43660 Building & Grounds Supplies	1,944	1,925	2,000	1,176	2,000	0.0%	0	70.1%	824
43670 Technical Services Supplies	4,390	4,276	5,500	3,431	5,000	-9.1%	(500)	45.7%	1,569
43700 Hospitality Program Supplies	1,024	843	1,000	445	500	-50.0%	(500)	12.3%	55
NEW Outreach Supplies	0	0	0	0	1,000	---	1,000	---	1,000
43710 Adult Program Supplies	3,888	4,329	4,000	4,000	5,000	25.0%	1,000	25.0%	1,000
43720 Juvenile Program Supplies	5,602	6,800	7,000	7,000	5,800	-17.1%	(1,200)	-17.1%	(1,200)
NEW Teen Program Supplies	0	0	0	0	1,200	---	1,200	---	1,200
45000 Adult Nonfiction	18,083	17,544	18,000	18,000	17,000	-5.6%	(1,000)	-5.6%	(1,000)
45100 Adult Fiction	15,350	13,992	15,000	15,000	14,000	-6.7%	(1,000)	-6.7%	(1,000)
45110 Adult Large Print	895	936	500	500	500	0.0%	0	0.0%	0
45200 Adult Audio-Visual	15,031	11,166	15,000	15,000	15,000	0.0%	0	0.0%	0
45220 Adult E-Reference	17,596	20,191	23,000	23,000	21,000	-8.7%	(2,000)	-8.7%	(2,000)
45400 Juvenile Non-fiction	4,140	7,470	7,000	7,000	7,000	0.0%	0	0.0%	0
45410 Picture Books, Readers	5,422	5,178	6,000	6,000	5,000	-16.7%	(1,000)	-16.7%	(1,000)
45420 Juvenile Fiction	7,327	6,179	8,500	8,500	9,000	5.9%	500	5.9%	500
45430 Juvenile Audio-Visual	3,219	3,512	3,750	3,750	1,500	-60.0%	(2,250)	-60.0%	(2,250)
45440 Juvenile eReference	0	0	1,000	1,000	2,000	100.0%	1,000	100.0%	1,000
45460 Ebooks	4,970	7,999	12,000	12,000	6,250	-47.9%	(5,750)	-47.9%	(5,750)
45470 Graphic Novels	508	375	500	500	500	0.0%	0	0.0%	0
45450 Teen Books	2,839	2,680	2,750	2,750	2,750	0.0%	0	0.0%	0
45500 Periodicals	5,364	5,382	7,000	7,000	6,000	-14.3%	(1,000)	-14.3%	(1,000)
45510 Video Games	2,349	2,873	3,500	3,500	3,500	0.0%	0	0.0%	0
45600 Public & Staff PC Software	4,449	892	6,000	4,212	5,000	-16.7%	(1,000)	18.7%	788
45610 Library Automation Software	12,461	46,053	24,000	20,297	22,000	-8.3%	(2,000)	8.4%	1,703
45900 Minor Equipment	550	0	0	0	0	---	0	---	0
46000 Miscellaneous Expenditure	1,189	2,081	2,000	3,761	1,000	-50.0%	(1,000)	-73.4%	(2,761)
TOTAL CONTRACT/COMMOD.	224,700	271,813	306,000	263,535	251,750	-17.7%	(54,250)	-4.5%	(11,785)
CAPITAL OUTLAY									
49000 Library Furnishings	3,840	4,015	2,000	795	1,000	-50.0%	(1,000)	25.8%	205
49120 Exterior Bldg Improvements	4,935	11,372	12,000	7,208	1,000	-91.7%	(11,000)	-86.1%	(6,208)
49350 Computer Equipment	14,813	38,444	14,000	14,000	1,000	-92.9%	(13,000)	-92.9%	(13,000)
49400 Library Equipment	1,563	8	2,000	223	1,000	-50.0%	(1,000)	348.9%	777
49500 Contingency	23,326	13,906	6,366	4,523	5,127	-19.5%	(1,239)	13.3%	604
TOTAL CAPITAL OUTLAY	48,477	67,746	36,366	26,749	9,127	-74.9%	(27,239)	-65.9%	(17,622)
LIBRARY TOTAL	748,008	885,410	919,866	900,610	906,127	-1.5%	(13,739)	0.6%	5,517

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

CODE/LINE ITEM	BUDGET	ACTUAL	BUDGET	Estimated	BUDGET	% CHANGE	\$ CHANGE	% CHANGE	\$ CHANGE	
	FY 13/14	FY 13/14	FY 14/15	Actual FY 14/15	FY 15/16	BUDGET TO BUDGET FY 14--15		ACTUAL TO BUDGET FY 14--15		
REVENUES 82-40-603										
GRANTS										
TBD Bird Memorial Reserve	0	0	0	0	0	---	0	---	0	
73000 Per Capita Grant	5,868	5,868	7,153	7,153	7,153	21.9%	1,285	21.9%	1,285	
73400 Miscellaneous Grants	15,000	0	5,000	0	5,000	-66.7%	(10,000)	---	5,000	
TOTAL GRANTS	20,868	5,868	12,153	7,153	12,153	-41.8%	(8,716)	107.1%	6,285	
DONATIONS										
78200 Tech 4 U Donations	0	0	0	0	0	---	0	---	0	
78000 Unrestricted Donations	5,000	185	1,000	85	1,000	-80.0%	(4,000)	439.4%	815	
78100 Restricted Donations	15,000	10,463	20,000	10,000	20,000	33.3%	5,000	91.1%	9,537	
TOTAL DONATIONS	20,000	10,648	21,000	10,085	21,000	5.0%	1,000	97.2%	10,352	
75000 Interest Earnings	0	0	0	0	0	---	0	---	0	
TOTAL FUND REVENUES	40,868	16,516	33,153	17,238	33,153	-18.9%	(7,716)	100.7%	16,636	

EXPENDITURES 82-60-001

OTHER/GRANT PROGRAMS

44800 Per Capita Grant Expend	5,868	3,578	7,153	7,153	7,153	21.9%	1,285	99.9%	3,574	
44825 Misc Grant Expenditures	15,000	0	5,000	0	5,000	-66.7%	(10,000)	---	5,000	
99999 Use of Unrestrict Donation	5,000	0	1,000	85	1,000	-80.0%	(4,000)	---	1,000	
99999 Use of Restricted Donations	15,000	12,879	20,000	10,000	20,000	33.3%	5,000	55.3%	7,121	
TOTAL OTHER/GRANT PROGRAMS	40,868	16,457	33,153	17,238	33,153	-18.9%	(7,716)	101.4%	16,695	
CAPITAL OUTLAY										
49000 Bird Memorial - Children's	0	0	0	0	0	---	0	---	0	
49350 Tech 4 U Automation	0	0	0	0	0	---	0	---	0	
TOTAL CAPITAL OUTLAY	0	0	0	0	0	---	0	---	0	
TOTAL EXPENDITURES	40,868	16,457	33,153	17,238	33,153	-18.9%	(7,716)	101.4%	16,695	

FUND BALANCE:

May 1	114,992	114,992	115,051	115,051	115,051
April 30	114,992	115,051	115,051	115,051	115,051

Friends of the Library Meeting Dates

February 21 at 10:00am – RUTH SCHNELL

March 21 at 10:00am

April 18 at 10:00am

May 16 at 10:00am

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

Respectfully submitted,

Eric Bailey

Library Director

Library Director's Report – February, 2015

Warm Up America

A total of 12 quilts were assembled by volunteer knitters from the squares donated as part of our 'Warm up America' program. The quilts will be on display at the library before being passed along to be given to children in need in Lake County. Carol Carter did a great job organizing this program/event.

eNewsletter

Circulation of the eNewsletter continues to grow, with the most recent copy heading out to 795 unique email addresses. Of these, 436 recipients opened the email. Martha O'Hara has done an excellent job encouraging staff to collect email addresses, particularly when new patrons register, and everyone on staff has done a great job collecting them. Kira Surprise continues to do a fantastic job with the eNewsletter.

Friends of the Library Support

The Friends of the Library have agreed to support 2 programs, Fearless Food Gathering by LaManda Joy and a summer program by Chef Michael Maddox.

National Library Week 2015

Martha and Amy vanGoethem have been working on a fun photo series to highlight particular library services, collections, and programs in April for National Library Week.

ALA Midwinter

A total of 7 staff members and 2 trustees attended the American Library Association Midwinter conference. A total of 5 staff members and 2 trustees attended the Libraries Transforming Communities programs.

Artists on the Bluff

Amy has been working with the Artists on the Bluff to arrange for an art display from April 26 through May 8 to promote the upcoming Arts Festival in June.

Jew Projects

Amy and Kira are working on putting together a new evening book club (possibly offsite), a Trivia Night, and better coordination between our reader's advisory blog and social media.

Beginning Knitting for Adults

Carol coordinated with Eliza Jarvi to start a new program on Beginning Knitting for Adults. The first program was well attended, with 12 people present.

Afternoon Book Club

Carol has done a fantastic job growing a fun and tight knit book club. The meetings are always well attended. This past month, one of the book club members hosted a private showing of the movie version of the book under discussion, *Water* by Bapsi Sidhwa.

Downton Abbey Tea and Ghostland Society

While there were many excellent programs for adults in January, the 2 programs above both drew between 30-40 attendees.

Intergovernmental Committee Report

Please see the back of your packet for a copy of the Intergovernmental Agreement Committee annual report on cooperation between the library and museum. Let me know if you have any questions.

Statistics Analysis

As requested I tasked Will with looking into statistics on how many of the individuals and households in Lake Bluff were using the library. The last page of the monthly statistics report has the total number of households in Lake Bluff with an active card, the number that checked a physical item out at the library in January, and the percentage of the total number of households in Lake Bluff that each number represents.

The household usage information proved a bit more challenging to get than I had expected, since minor deviations in how addresses were entered caused some problems. If this metric is of interest, it would be best collected 2-4 times a year. The number of individuals with active cards, or who used the library in the last month, is much easier to obtain and could easily be added to the monthly statistics report if desired. Penetration by household is unfortunately not a standard metric, so it is proving difficult to find data for comparison. The number of active individual users is reported to the state annually, and is thus easier to compare.

Monthly Statistics Summary

January 2015

Library Usage Summary

Total January Circulation

FY	Total	Avg. Circ/Hour	% Change
14-15	8625	36.24	-1.79%
13-14	8782	41.23	-8.49%
12-13	9597	39.49	11.83%

Total Circulation Fiscal Year to Date

FY	Total	Avg. Circ/Hour	% Change
14-15	80547	39.23	-5.64%
13-14	85365	41.98	-0.65%
12-13	85921	41.57	14.89%

Total January Visits

FY	Total Visits	Avg. Visits/Hour	% Change
14-15	5938.5	24.95	21.12%
13-14	4903	23.02	-23.23%
12-13	6387	26.28	-4.19%

Total User Visits Fiscal Year to Date

FY	Total Visits	Avg. Visits/Hour	% Change
14-15	53995.5	26.23	-13.56%
13-14	62468.5	30.80	-2.60%
12-13	64135	31.01	11.61%

Total January Programs

FY	# of Programs	% Change	Attendance	% Change
14-15	34	112.50%	242	142.00%
13-14	16	-50.00%	100	-65.87%
12-13	32	28.00%	293	36.92%

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
14-15	235	-17.83%	5149	-1.45%
13-14	286	10.85%	5225	-3.62%
12-13	258	12.17%	5421	4.47%

Online Access

Total January eMaterial Circulation

FY	eBook/ eAudio	eVideo	eMusic	eMagazines	% Change
14-15	646	6	179	46	9.63%
13-14	528	N/A	188	84	25.98%
12-13	361	N/A	274	N/A	20.49%

Total eMaterial Circulation Year to Date

FY	eBook/e Audio	eVideo	eMusic	eMagazines	% Change
14-15	5007	33	1574	417	10.48%
13-14	3996	N/A	1893	475	33.84%
12-13	2641	N/A	2114	N/A	25.20%

Total January Website Usage

FY	Page Loads	% Change	Unique Visitors	% Change
14-15	8825	-4.58%	5730	-6.49%
13-14	9249	-2.24%	6128	3.79%
12-13	9461	1.57%	5904	-6.11%

Total Website Usage Fiscal Year to Date

FY	Page Loads	% Change	Unique Visitors	% Change
14-15	76998	-14.08%	46959	-11.30%
13-14	89616	12.75%	52943	0.69%
12-13	79480	7.84%	52580	8.56%

Total January Database Usage

FY	Research*	Novelist	Tumble Books	% Change
14-15	574	542	9	141.94%
13-14	326	139	0	730.36%
12-13	44	N/A	12	-93.73%

Total Database Usage Fiscal Year to Date

FY	Research*	Novelist	Tumble Books	% Change
14-15	2842	2214	123	144.99%
13-14	865	1195	54	135.67%
12-13	869	N/A	28	-60.50%

Other Services

Total January Other Services

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
14-15	0	129	43	5
13-14	1	138	36	N/A
12-13	0	157	35	N/A

Total Other Services Fiscal Year to date

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
14-15	28	1147	320	101
13-14	30	1221	241	N/A
12-13	32	1240	283	N/A

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

183

Monthly Statistics Summary January 2015

Adult Services Summary

Total January Circulation

FY	Fiction	Non Fiction	A/V	Total	% Change
14-15	1021	718	2499	4553	-7.57%
13-14	966	786	2798	4926	-9.93%
12-13	1273	917	2878	5469	8.90%

Total Circulation Fiscal Year to Date

FY	Fiction	Non Fiction	A/V	Total	% Change
14-15	9187	6175	20441	38995	-11.19%
13-14	10084	6717	23844	43906	-3.62%
12-13	11391	7099	23527	45554	10.28%

Total January Programs

FY	# of Programs	% Change	Attendance	% Change
14-15	12	71.43%	128	341.38%
13-14	7	-22.22%	29	-36.96%
12-13	9	28.57%	46	-34.29%

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
14-15	62	-17.33%	759	2.71%
13-14	75	4.17%	739	19.00%
12-13	72	0.00%	621	-6.90%

Teen Services Summary

Total January Circulation

FY	Total	% Change
14-15	131	-17.61%
13-14	159	-14.97%
12-13	187	14.02%

Total Circulation Fiscal Year to Date

FY	Total	% Change
14-15	1849	-7.23%
13-14	1993	-10.47%
12-13	2226	17.53%

Total January Programs

FY	# of Programs	% Change	Attendance	% Change
14-15	5	150.00%	18	38.46%
13-14	2	-33.33%	13	-13.33%
12-13	3	-50.00%	15	-46.43%

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
14-15	61	69.44%	191	-1.07%
13-14	36	-5.26%	193	-22.49%
12-13	38	-11.63%	249	-19.42%

Youth Services Summary

Total January Circulation

FY	Fiction	Non Fiction	A/V	Total	% Change
14-15	1871	296	745	2921	1.14%
13-14	1597	399	886	2888	-11.17%
12-13	1712	588	936	3251	14.11%

Total Circulation Fiscal Year to Date

FY	Fiction	Non Fiction	A/V	Total	% Change
14-15	20312	3223	8045	31633	-2.19%
13-14	19881	3600	8797	32340	-1.93%
12-13	19521	4385	8935	32976	19.58%

Total January Programs

FY	# of Programs	% Change	Attendance	% Change
14-15	17	142.86%	96	65.52%
13-14	7	-65.00%	58	-75.00%
12-13	20	66.67%	232	100.00%

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
14-15	112	-36.00%	4199	-2.19%
13-14	175	18.24%	4293	-5.67%
12-13	148	32.14%	4551	19.35%

Technical Services Summary

Total January Activity

FY	Acquisitions	Deletions
14-15	421	107
13-14	422	468
12-13	596	1091

Total Activity Fiscal Year to Date

FY	Acquisitions	Deletions
14-15	4928	4202
13-14	5580	5163
12-13	5415	7025

Monthly Statistics Summary
January 2015

Community Penetration--Physical Collection

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

Intergovernmental Agreement Committee Annual Report

January 1 – December 31, 2014

Submitted by Eric Bailey, Library Director

The Intergovernmental Committee met once in 2014, but the Museum and Library worked together far more than that would suggest.

Activities

Some highlights from the last year include:

- The Children's Home Alumni volunteer every Tuesday at the Museum, scanning documents and helping with research.
- The Museum hosted Santa Claus during the 'It's a Wonderful Life' December 6 festivities, while Library elves read stories to children.
- The Museum conducted its biennial Ghost Walk, which utilized both Library and Museum space. The Library and Museum again worked closely to coordinate the use of space, with good results. Over 800 tickets were sold, and the Museum brought showed a net gain of \$18,000.
- New landscaping in front of the museum has created a more inviting front for those looking in or out of the Museum.
- The Museum held 2 docent led tours of the community.
- The Museum offered Distinguished Home Awards recognizing properties that enhance the historic and architectural legacy of the Village of Lake Bluff.

Facilities

Highlights of facilities issues:

- A small landscaping project, continuing what had been started in 2012, was undertaken on the northeast corner of the property. This final phase focused on the area immediately in front of the museum. Comments have been favorable.
- Four small benches were added in front of the main entrance to the Library/Museum building.

Recommendations

- Staff member Amy vanGoethem has been appointed as the library's Community Engagement Coordinator. She is tasked with building bridges between the library and other organizations, including the museum.
- The library is working on a long range plan, which will involve connecting with community organizations and representatives of key demographics. This will involve talking with representatives of the museum, as the museum is certainly a key organization in Lake Bluff.
- The library is also continuing its space usage study, and will stay in touch with the museum regarding as decisions are made.
- The possibility of the library contributing further to the Ghost Walk, to help continue this Lake Bluff tradition, is worth discussing.

Respectfully submitted,

Eric Bailey
Library Director
Lake Bluff Public Library