

**January 20, 2015**

Agenda

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
<b>1,2</b>	<b>CTO, Additions (2 minutes)(7:02pm)</b>	
	Document Summary	1A
	Agenda	2A-2B
<b>3</b>	<b>Opportunity to Address Board</b>	
<b>4</b>	<b>Consent Agenda</b>	
	Minutes of December 16, 2014 Board of Trustees Meeting (action)(2 minutes)(7:04pm)	3A-3B
<b>5</b>	<b>Treasurer's Report (10 minutes)(7:14pm)</b>	4A-4C
<b>6</b>	<b>Financial Reports (Blue and Yellow) (5 minutes)(7:19pm)</b>	
	December Detailed Balance Sheet (action)	5A-5D
	December Detailed Revenue & Expense Report (action)	6A-6C
<b>7</b>	<b>Approval of Checks (Green) (10 minutes)(7:29pm)</b>	
	December Manual Check Report (action)	7A-7B
	December Check Register (action)	8A-8N
<b>8</b>	<b>Committee Reports (40 minutes)(8:09pm)</b>	9A-9F
<b>9</b>	<b>New Business</b>	
	Continuing Education Opportunities for Library Trustees (10 minutes)(8:19pm)	10A-10C
<b>10</b>	<b>Old Business</b>	
	Second Reading of Budget for Fiscal Year 2015-2016 (10 minutes)(8:29pm)	11A
	Discussion on Board Email (10 minutes)(8:39pm)	12A-12E
<b>11</b>	<b>Director's Report (5 minutes)(8:44pm)</b>	
	Librarian's Narrative Report	13A-13B
<b>12</b>	<b>Executive Session(s)</b>	
<b>13</b>	<b>Any and All Other Business ...</b>	
<b>14</b>	<b>Adjournment (1 minute)(8:05pm)</b>	
<b>15</b>	<b>Attachments</b>	
	Usage Statistics for the Month of December	14A-14E
	Upcoming Friends Meetings	15A

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting**  
**Tuesday, January 20, 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 December 16, 2014 Regular Board Meeting **(action)(2 minutes)(7:04pm)**
5. **Treasurer's Report (10 minutes)(7:14pm)**
6. **December 2014 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (5 minutes)(7:19pm)**
  - a. December Detailed Balance Sheet **(action)**
  - b. December Detailed Revenue & Expense Report **(action)**
7. **Approval of checks (Green Pages) (10 minutes)(7:29pm)**
  - a. December Manual Checks (11953-11958) **(action)**
  - b. December Monthly Checks (11959-11991) **(action)**
8. **Committee Reports (40 minutes)(8:09pm)**
  - a. Building and Grounds Committee **(CHAIR: Schons. MEMBERS: Meierhoff and Stroh.)**
  - b. Finance Committee **(CHAIR: Butler. MEMBERS: Kregor.)**
  - c. Human Resources Committee **(CHAIR: Butler. MEMBERS: Meierhoff, Stroh, Wojda.)**
  - d. Intergovernmental Committee **(CHAIR: Bailey. MEMBERS: Stroh and Schnell.)**
  - e. Long Range Planning Committee **(CHAIR: Kregor. MEMBERS: Butler and Wojda.)**
  - f. Outreach Committee **(CHAIR: Schons. Members: Schnell.)**
  - g. Technology Committee **(CHAIR: Kregor. MEMBERS: Wojda.)**
9. **New Business**
  - a. Continuing Education Opportunities for Library Trustees **(10 minutes)(8:19pm)**
10. **Old Business**
  - a. Second Reading of Budget for Fiscal Year 2015-2016 **(10 minutes)(8:29pm)**
  - b. Discussion on Board Email **(10 minutes)(8:39pm)**

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

- a. Director's Narrative Report

**12. Executive Session(s)**

**(Approximately 30-45 minutes if entered)**

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

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

**14. Adjournment (1 minute)(8:45pm)**

**Attachments:**

Continuing Education Possibilities for Library Trustees

Statistics Report

Budget for FY 2015-2016

Upcoming Friends Meetings

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

LAKE BLUFF PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
December 16, 2014

**D R A F T**

The meeting was called to order at 7:02 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 Amy vanGoethem were present. Member of the public Nancy Borkman was present.

Butler moved, Stroh seconded the motion to approve the minutes of the November 19, 2014 regular Board meeting.

Voting Aye: All

Voting No: None

Absent: None

Butler described the changes in the form and page colors of the Treasurer's Report.

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

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

Voting No: None

Absent: None

Stroh moved, Butler seconded the motion to approve the November Manual Checks #11904-11912 and the November Monthly Checks #11913-11952.

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

Voting No: None

Absent: None

Schons reported on the Building and Grounds Committee meeting, and Butler on the Finance and the Human Resources Committee meetings.

Kregor reported on the Long Range Planning Committee's proposal to develop constituency-based goals and metrics. Any Board member is invited to assist in composing and distributing a community survey to measure how well the library is currently fulfilling expectations for each core constituency,

The Aspen Report is recommended to the Board for study, especially the "recommendations" section.

Butler presented the first reading of the Library budget for fiscal year 2015-2016.

Another reading will be included on January or February's Board meeting agenda.

Director Bailey reported that the State of Illinois requires Library Boards to establish a contact email. The address will be included on the Library's website. Board President Meierhoff will monitor for now the messages the Board receives. Rules for monitoring the messages will be considered by the By-Law Revision committee when it meets in January.

President Meierhoff congratulated Staff Member Martha O'Hara on behalf of the Board for recently achieving her Master's Degree in Library Science.

Director Bailey presented his narrative report.

Butler will attend the January Friends of the Library meeting. Stroh suggested the Board show its support by contributing to the Friends' annual fund-raising campaign.

Butler moved, Stroh seconded the motion to adjourn the meeting. All voted Aye.

Respectfully submitted,

Ruth Schnell  
Board Secretary.

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

1/16/2015

4A

Description	FY 2014-15				FY 2013-14		
	Fiscal Year Total-to-Date	Budget	% of Budget Received/ Expensed	% of Actual Y-T-D	Previous Fiscal YTD	% of Budget Received/ Expensed	Budget
<b>Revenues</b>							
Property Taxes	\$ 842,434	\$ 851,666	98.9%	98.3%	\$ 843,817	101.2%	\$ 833,508
Rental Fines	7,573	13,000	58.3%	0.9%	8,720	72.7%	12,000
State Per Capita Grant	-	7,153	0.0%	0.0%	216	3.7%	5,868
Non-Resident Fees	4,493	7,000	64.2%	0.5%	4,430	73.8%	6,000
Miscellaneous Revenue	990	3,000	33.0%	0.1%	3,237	107.9%	3,000
Other Grants	-	5,000	0.0%	0.0%	-	0.0%	15,000
Photo-copy Charges	1,450	2,000	72.5%	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	182	400	45.5%	0.0%	450	90.0%	500
Naperville (Impact) Fees	-	-	---	0.0%	-	---	-
Restricted Donations/Gifts	99	20,000	0.5%	0.0%	-	0.0%	15,000
Unrestricted Donations/Gifts	74	1,000	7.4%	0.0%	132	2.6%	5,000
<b>Total Revenues</b>	<b>\$ 857,294</b>	<b>\$ 918,119</b>	<b>93.4%</b>	<b>100.0%</b>	<b>\$ 868,290</b>	<b>95.9%</b>	<b>\$ 905,376</b>
Use of Fund Balance Reserves		\$ 34,900					\$ 100,000
<b>Total Projected Revenues &amp; Use of Reserves</b>		<b>953,019</b>					<b>1,005,376</b>
<b>Expenditures</b>							
Librarian Salaries	\$ 150,763	\$ 224,000	67.3%	25.3%	\$ 124,729	57.5%	\$ 217,000
Staff Salaries	150,407	231,000	65.1%	25.3%	118,243	58.8%	201,000
Medical Insurance	33,768	42,000	80.4%	5.7%	23,026	46.1%	50,000
Other Employee Benefits	-	500	0.0%	0.0%	288	57.6%	500
Employer IMRF	31,233	45,000	69.4%	5.2%	22,538	56.3%	40,000
Employer FICA	22,585	35,000	64.5%	3.8%	18,229	57.0%	32,000
<i>Subtotal Personnel Expense</i>	<b>\$ 388,756</b>	<b>\$ 577,500</b>	<b>67.3%</b>	<b>65.3%</b>	<b>\$ 307,054</b>	<b>56.8%</b>	<b>\$ 540,500</b>
Building Maintenance	\$ 13,113	\$ 28,000	46.8%	2.2%	\$ 17,826	63.7%	\$ 28,000
Elevator Maintenance	1,226	2,000	61.3%	0.2%	751	33.4%	2,250
Grounds Maintenance	4,547	8,500	53.5%	0.8%	4,696	47.0%	10,000
Copier Maintenance	2,905	4,500	64.6%	0.5%	3,602	80.1%	4,500
<i>Subtotal Maintenance Expense</i>	<b>\$ 21,791</b>	<b>\$ 43,000</b>	<b>50.7%</b>	<b>3.7%</b>	<b>\$ 26,875</b>	<b>60.1%</b>	<b>\$ 44,750</b>
Other Professional Services	\$ 14,396	\$ 20,000	72.0%	2.4%	\$ 50	1.0%	\$ 5,000
Computer Services	11,675	20,000	58.4%	2.0%	8,559	30.6%	28,000
Legal Services	1,404	15,000	9.4%	0.2%	3,569	142.7%	2,500
Professional Development	1,442	5,000	28.8%	0.2%	2,208	73.6%	3,000
Dues	1,708	2,000	85.4%	0.3%	1,090	43.6%	2,500
Utilities	6,830	8,000	85.4%	1.1%	5,465	84.1%	6,500

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

1/16/2015

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Description	FY 2014-15				FY 2013-14		
	Fiscal Year Total-to-Date	Budget	% of Budget Received/ Expensed	% of Actual Y-T-D	Previous Fiscal YTD	% of Budget Received/ Expensed	Budget
Postage	1,773	3,000	59.1%	0.3%	1,760	44.0%	4,000
Printing/E-News	6,021	9,000	66.9%	1.0%	5,371	67.1%	8,000
Office Supplies	2,696	6,000	44.9%	0.5%	3,312	55.2%	6,000
Bldg/Grounds Supplies	784	2,000	39.2%	0.1%	1,018	40.7%	2,500
Technical Services Supplies	2,288	5,500	41.6%	0.4%	2,712	49.3%	5,500
<i>Subtotal Contracts &amp; Commodities</i>	\$ 51,015	\$ 95,500	53.4%	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	3,250	4,000	81.2%	0.5%	3,387	84.7%	4,000
Juvenile Program Support	6,455	7,000	92.2%	1.1%	5,302	75.7%	7,000
Per Capita Grant	6,442	7,153	90.1%	1.1%	3,578	61.0%	5,868
Other Grant Expenditures	-	5,000	0.0%	0.0%	-	0.0%	20,000
<i>Subtotal Programs &amp; Grants</i>	\$ 16,444	\$ 24,153	68.1%	2.8%	\$ 12,470	32.9%	\$ 37,868

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

1/16/2015

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Description	FY 2014-15					FY 2013-14		
	Fiscal Year Total-to-Date	Budget	% of Budget Received/ Expensed	% of Actual Y-T-D		Previous Fiscal YTD	% of Budget Received/ Expensed	Budget
Adult Non-Fiction Books	\$ 11,289	18,000	62.7%	1.9%		\$ 11,344	63.0%	18,000
Adult Fiction Books	9,680	15,000	64.5%	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	8,996	15,000	60.0%	1.5%		6,919	49.4%	14,000
Adult Reference/e-Reference	15,316	23,000	66.6%	2.6%		14,332	79.6%	18,000
Juvenile Non-Fiction Books	7,167	7,000	102.4%	1.2%		7,470	106.7%	7,000
Picture Books	3,487	6,000	58.1%	0.6%		-	0.0%	6,000
Juvenile Fiction Books	3,042	8,500	35.8%	0.5%		3,019	35.5%	8,500
Juvenile AV Materials	1,098	3,750	29.3%	0.2%		4,040	107.7%	3,750
Juvenile e-Reference	334	1,000	33.4%	0.1%		1,895	---	-
Teen Books	1,571	2,750	57.1%	0.3%		1,609	58.5%	2,750
e-Books	8,151	12,000	67.9%	1.4%		3,559	44.5%	8,000
Graphic Novels	218	500	43.6%	0.0%		196	39.3%	500
Periodicals	5,480	\$ 7,000	78.3%	0.9%		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>	<b>\$ 78,663</b>	<b>123,500</b>	<b>63.7%</b>	<b>13.2%</b>		<b>\$ 69,373</b>	<b>61.5%</b>	<b>\$ 112,750</b>
Patron & Staff Software	\$ 2,126	6,000	35.4%	0.4%		\$ 669	14.9%	4,500
Library Automation Software	20,297	24,000	84.6%	3.4%		46,053	329.0%	14,000
Miscellaneous Expense	2,508	2,000	125.4%	0.4%		1,183	59.2%	2,000
<i>Subtotal Software/Other</i>	<b>\$ 24,931</b>	<b>32,000</b>	<b>77.9%</b>	<b>4.2%</b>		<b>\$ 47,905</b>	<b>233.7%</b>	<b>\$ 20,500</b>
FR Restricted Donations	\$ 2,020	2,000	101.0%	0.3%		\$ 300	---	-
Library Furnishings	530	-	---	0.1%		5,556	221.5%	2,508
Computer Equipment	823	14,000	5.9%	0.1%		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%	1.2%		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 &amp; Dona</i>	<b>\$ 13,746</b>	<b>\$ 57,366</b>	<b>24.0%</b>	<b>2.3%</b>		<b>\$ 23,768</b>	<b>14.8%</b>	<b>\$ 160,508</b>
<b>Total Expenditures</b>	<b>\$ 595,345</b>	<b>\$ 953,019</b>	<b>62.5%</b>	<b>100.0%</b>		<b>\$ 522,558</b>	<b>52.8%</b>	<b>\$ 990,376</b>

Fund Balance as of April 30, 2014<sup>a</sup> 526,458  
 Revenues over/(under) Expenditures 261,949  
 Fund Balance at month end 788,407

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



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-- VILLAGE OF LAKE BLUFF --  
 DETAILED BALANCE SHEET

PAGE: 1  
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5A

FUND: LAKE BLUFF PUBLIC LIBRARY  
 FOR 8 PERIODS ENDING DECEMBER 31, 2014

ACCOUNT #	DESCRIPTION	BALANCE 05/01/14	NET DEBITS	NET CREDITS	BALANCE 12/31/14
<b>ASSETS</b>					
<b>DUE TO/FROM ACCOUNTS</b>					
80-00-100-10000	DUE TO/FROM OTHER FUNDS	0.00	0.00	0.00	0.00
80-00-100-20000	LIB GR FND DUE TO/FROM DETAIL	0.00	0.00	0.00	0.00
<b>TOTAL DUE TO/FROM ACCOUNTS</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>CASH &amp; INVESTMENTS</b>					
80-10-101-10000	CHECKING ACCOUNT	0.00	0.00	0.00	0.00
80-10-101-10001	CASH BOX OVER/SHORT	0.00	16.21	263.69	0.00
80-10-101-11000	MONEY MARKET ACCOUNT	73,297.84	635,033.84	620,381.29	(247.48)
80-10-101-12000	SAVINGS ACCOUNT	0.00	0.00	0.00	87,950.39
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	0.00
80-10-101-15000	INVESTMENTS	0.00	0.00	0.00	150.00
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	855,332.31	630,662.34	0.00
80-10-101-15111	ILLINOIS FUNDS - GRANTS	1.80	0.00	0.00	758,228.13
80-10-101-15112	ILLINOIS FUNDS - EPAY	3,417.89	8.75	3.24	1.80
<b>TOTAL CASH &amp; INVESTMENTS</b>		<b>610,425.69</b>	<b>1,490,391.11</b>	<b>1,251,310.56</b>	<b>849,506.24</b>
<b>RECEIVABLES</b>					
80-10-201-15000	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
80-10-201-15200	PROPERTY TAX RECEIVABLE	852,303.78	0.00	0.00	852,303.78
80-10-201-35000	INTEREST RECEIVABLE	0.00	0.00	0.00	0.00
80-10-201-37000	OTHER RECEIVABLE	0.00	0.00	0.00	0.00
<b>TOTAL RECEIVABLES</b>		<b>852,303.78</b>	<b>0.00</b>	<b>0.00</b>	<b>852,303.78</b>
<b>OTHER ASSETS</b>					
80-10-301-37100	DUE FROM THE VILLAGE	(7,615.84)	939,209.46	942,514.16	(10,920.54)
80-10-301-55000	PREPAID EXPENSES	0.00	0.00	0.00	0.00
<b>TOTAL OTHER ASSETS</b>		<b>(7,615.84)</b>	<b>939,209.46</b>	<b>942,514.16</b>	<b>(10,920.54)</b>
<b>TOTAL ASSETS</b>		<b>1,455,113.63</b>	<b>2,429,600.57</b>	<b>2,193,824.72</b>	<b>1,690,889.48</b>

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LIABILITIES AND FUND EQUITY

LIABILITIES

PAYABLES

80-20-102-20000 ACCOUNTS PAYABLE

58,424.58

340,922.38

314,749.29

32,251.49

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-- VILLAGE OF LAKE BLUFF --  
 DETAILED BALANCE SHEET

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FUND: LAKE BLUFF PUBLIC LIBRARY  
 FOR 8 PERIODS ENDING DECEMBER 31, 2014

ACCOUNT #	DESCRIPTION	BALANCE 05/01/14	NET DEBITS	NET CREDITS	BALANCE 12/31/14
<b>LIABILITIES</b>					
<b>PAYABLES</b>					
80-20-102-41000	SOCIAL SECURITY TAX PAYABLE	0.00	45,169.04	45,169.04	0.00
80-20-102-42000	FEDERAL INCOME TAX PAYABLE	0.00	27,948.52	27,948.52	0.00
80-20-102-43000	STATE INCOME TAX PAYABLE	0.00	13,151.65	13,151.65	0.00
80-20-102-44000	IMRF PAYABLE	0.00	42,829.94	42,829.94	0.00
80-20-102-45000	ICMA 457 PLAN PAYABLE	0.00	16,800.00	16,800.00	0.00
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	3,022.40	3,022.40	0.00
80-20-102-66000	LIBRARY HSA PAYABLE	0.00	2,950.00	2,950.00	0.00
80-20-102-70000	OTHER SHORT TERM LIABILITIES	0.00	0.00	0.00	0.00
<b>TOTAL PAYABLES</b>		<b>58,424.58</b>	<b>492,793.93</b>	<b>466,620.84</b>	<b>32,251.49</b>
<b>OTHER LIABILITIES</b>					
80-20-202-16000	ACCRUED PAYROLL	17,927.45	0.00	0.00	17,927.45
80-20-202-22000	DEFERRED PROPERTY TAX	852,303.78	0.00	0.00	852,303.78
80-20-202-22100	OTHER DEFERRED REVENUE	0.00	0.00	0.00	0.00
80-20-202-22300	RESTRICTED GIFTS	0.00	0.00	0.00	0.00
80-20-202-22301	TECH 2 FOR YOU DONATIONS	0.00	0.00	0.00	0.00
80-20-202-23500	NOTES PAYABLE	0.00	0.00	0.00	0.00
<b>TOTAL OTHER LIABILITIES</b>		<b>870,231.23</b>	<b>0.00</b>	<b>0.00</b>	<b>870,231.23</b>
<b>ESCROWS &amp; DEPOSITS</b>					
80-20-302-24000	MISCELLANEOUS RESERVE	0.00	0.00	0.00	0.00
<b>TOTAL ESCROWS &amp; DEPOSITS</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>LONG TERM LIABILITIES</b>					
80-20-402-39000	OTHER LONG TERM LIABILITIES	0.00	0.00	0.00	0.00
<b>TOTAL LONG TERM LIABILITIES</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL LIABILITIES</b>		<b>928,655.81</b>	<b>492,793.93</b>	<b>466,620.84</b>	<b>902,482.72</b>
<b>FUND EQUITY</b>					
<b>EQUITY SECTION</b>					
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
<b>TOTAL EQUITY SECTION</b>		<b>526,457.82</b>	<b>0.00</b>	<b>0.00</b>	<b>526,457.82</b>
<b>FUND SURPLUS (DEFICIT)</b>		<b>0.00</b>	<b>0.00</b>	<b>261,948.94</b>	<b>261,948.94</b>

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-- VILLAGE OF LAKE BLUFF --  
DETAILED BALANCE SHEET

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FUND: LAKE BLUFF PUBLIC LIBRARY  
FOR 8 PERIODS ENDING DECEMBER 31, 2014

ACCOUNT #	DESCRIPTION	BALANCE 05/01/14	NET DEBITS	NET CREDITS	BALANCE 12/31/14
TOTAL FUND EQUITY		526,457.82	0.00	261,948.94	788,406.76
TOTAL LIABILITIES AND FUND EQUITY		1,455,113.63	492,793.93	728,569.78	1,690,889.48

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-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 8 PERIODS ENDING DECEMBER 31, 2014

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FUND: LAKE BLUFF PUBLIC LIBRARY  
 DEPT: REVENUES

ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
<b>PROPERTY TAXES</b>							
80-40-103-10000	LIBRARY PROPERTY TAX	0.00	5,784.78	842,434.24	849,601.77	851,666.00	98.9%
TOTAL REVENUES: PROPERTY TAXES		0.00	5,784.78	842,434.24	849,601.77	851,666.00	98.9%
<b>SERVICES &amp; FEES</b>							
80-40-403-48300	PHOTO-COPY CHARGES	168.80	133.60	1,449.70	1,541.40	2,000.00	72.4%
80-40-403-48500	NON-RESIDENT FEES	172.96	172.08	4,492.51	4,602.22	7,000.00	64.1%
TOTAL REVENUES: SERVICES & FEES		341.76	305.68	5,942.21	6,143.62	9,000.00	66.0%
<b>FINES</b>							
80-40-503-65000	RENTAL FINES	849.09	1,176.07	7,573.24	9,895.85	13,000.00	58.2%
TOTAL REVENUES: FINES		849.09	1,176.07	7,573.24	9,895.85	13,000.00	58.2%
<b>MISCELLANEOUS</b>							
80-40-603-73000	PER CAPITA GRANTS	0.00	0.00	0.00	5,880.21	0.00	0.0%
80-40-603-73700	VILLAGE CONTRIBUTION	0.00	0.00	0.00	0.00	7,900.00	0.0%
80-40-603-75000	INTEREST EARNINGS	27.13	28.35	181.94	244.01	400.00	45.4%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	26.97	27.82	73.93	159.88	0.00	100.0%
80-40-603-78001	RESTRICTED DONATIONS	0.00	0.00	98.89	450.00	0.00	100.0%
80-40-603-78500	NAPERVILLE (IMPACT) FEE	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-89000	MISCELLANEOUS INCOME	19.50	102.57	989.92	3,339.68	3,000.00	32.9%
TOTAL REVENUES: MISCELLANEOUS		73.60	158.74	1,344.68	10,073.78	11,300.00	11.8%
TOTAL REVENUES: REVENUES		1,264.45	7,425.27	857,294.37	875,715.02	884,966.00	96.8%
TOTAL FUND REVENUES		1,264.45	7,425.27	857,294.37	875,715.02	884,966.00	96.8%

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-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 8 PERIODS ENDING DECEMBER 31, 2014

FUND: LAKE BLUFF PUBLIC LIBRARY  
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
<b>LIBRARY SERVICES</b>							
80-60-001-40000	LIBRARIAN SALARIES	21,526.06	18,012.34	150,762.98	142,741.05	224,000.00	67.3%
80-60-001-40050	STAFF SALARIES	16,911.62	15,930.77	150,406.69	134,174.25	231,000.00	65.1%
80-60-001-40400	MEDICAL INSURANCE	4,829.35	3,462.55	33,768.35	26,489.00	42,000.00	80.4%
80-60-001-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	288.00	500.00	0.0%
80-60-001-40950	EMPLOYER IMRF	4,100.24	3,422.59	31,233.28	25,960.94	45,000.00	69.4%
80-60-001-40951	EMPLOYER FICA TAX	2,877.87	2,544.58	22,584.53	20,773.60	35,000.00	64.5%
80-60-001-41000	BUILDING MAINTENANCE	927.50	(164.32)	13,112.98	17,661.66	28,000.00	46.8%
80-60-001-41020	ELEVATOR MAINTENANCE	0.00	107.32	1,226.00	858.56	2,000.00	61.3%
80-60-001-41050	GROUNDS MAINTENANCE	109.50	480.00	4,546.75	5,175.85	8,500.00	53.4%
80-60-001-41303	COPIER MAINTENANCE/SUPPLIES	611.91	791.86	2,905.24	4,394.22	4,500.00	64.5%
80-60-001-41304	OTHER PROFESSIONAL SERVICES	214.00	0.00	14,395.92	50.00	20,000.00	71.9%
80-60-001-41305	COMPUTER SERVICES	2,790.00	2,710.00	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	39.00	125.00	1,441.75	2,333.00	5,000.00	28.8%
80-60-001-42440	DUES	135.00	133.00	1,708.00	1,223.00	2,000.00	85.4%
80-60-001-43230	UTILITIES	1,569.72	656.67	6,829.72	6,121.50	8,000.00	85.3%
80-60-001-43300	POSTAGE	0.00	6.41	1,773.01	1,766.13	3,000.00	59.1%
80-60-001-43400	PRINTING/E-NEWSLETTER	336.00	294.00	6,020.60	5,665.10	9,000.00	66.8%
80-60-001-43550	OFFICE SUPPLIES	312.16	511.66	2,695.88	3,823.22	6,000.00	44.9%
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	53.98	0.00	783.89	1,017.71	2,000.00	39.1%
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	394.70	485.39	2,287.64	3,197.44	5,500.00	41.5%
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	237.87	306.10	296.86	509.91	1,000.00	29.6%
80-60-001-43710	ADULT PROGRAM SUPPLIES	164.18	125.00	3,249.82	3,511.57	4,000.00	81.2%
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	188.77	341.48	6,454.90	5,643.28	7,000.00	92.2%
80-60-001-44800	PER CAPITA GRANT	0.00	0.00	6,442.27	3,578.05	0.00	-100.0%
80-60-001-45000	ADULT NON-FICTION BOOKS	1,235.57	1,246.20	11,289.22	12,589.72	18,000.00	62.7%
80-60-001-45100	ADULT FICTION BOOKS	904.92	904.35	9,680.07	9,163.52	15,000.00	64.5%
80-60-001-45110	ADULT LARGE PRINT MATERIAL	17.40	106.25	438.69	473.10	500.00	87.7%
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	955.75	1,691.56	8,996.45	8,610.88	15,000.00	59.9%
80-60-001-45220	ADULT REFERENCE/E-REFER	7,025.00	1,250.00	15,316.00	15,581.73	23,000.00	66.5%
80-60-001-45400	JUVENILE NON-FICTION	8.76	0.00	7,166.77	7,470.21	7,000.00	102.3%
80-60-001-45410	PICTURE BOOKS, READERS	131.84	1,073.98	3,487.00	4,093.15	6,000.00	58.1%
80-60-001-45420	JUVENILE FICTION	322.23	487.49	3,042.15	4,527.35	8,500.00	35.7%
80-60-001-45430	JUVENILE AUDIO-VISUAL	120.90	254.59	1,098.07	2,149.90	3,750.00	29.2%
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	59.18	251.60	1,570.62	1,860.38	2,750.00	57.1%
80-60-001-45460	E-BOOKS	1,184.34	0.00	8,150.75	3,559.28	12,000.00	67.9%
80-60-001-45470	GRAPHIC NOVELS	109.20	151.58	217.82	347.90	500.00	43.5%
80-60-001-45500	PERIODICALS	612.40	0.00	5,479.86	4,670.61	7,000.00	78.2%
80-60-001-45510	VIDEO GAMES	0.00	79.92	2,395.55	1,772.62	3,500.00	68.4%
80-60-001-45600	PATRON & STAFF SOFTWARE	9.95	9.95	2,125.85	678.60	6,000.00	35.4%
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	45.40	196.15	2,507.65	1,379.42	2,000.00	125.3%
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	0.00	0.00	2,020.42	300.17	0.00	-100.0%

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-- VILLAGE LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 8 PERIODS ENDING DECEMBER 31, 2014

FUND: LAKE BLUFF PUBLIC LIBRARY  
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	DECEMBER 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	278.55	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	86.00	0.00	823.24	5,127.22	14,000.00	5.8%
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	484.45	3,015.60	1,889.12	6,366.00	47.3%
TOTAL EXPENSES: LIBRARY SERVICES		71,158.27	58,749.02	595,345.43	581,306.79	919,866.00	64.7%
TOTAL EXPENSES: LIBRARY ADMINISTRATION		71,158.27	58,749.02	595,345.43	581,306.79	919,866.00	64.7%
TOTAL FUND EXPENSES		71,158.27	58,749.02	595,345.43	581,306.79	919,866.00	64.7%
TOTAL FUND REVENUES		1,264.45	7,425.27	857,294.37	875,715.02	884,966.00	96.8%
TOTAL FUND EXPENSES		71,158.27	58,749.02	595,345.43	581,306.79	919,866.00	64.7%
FUND SURPLUS (DEFICIT)		(69,893.82)	(51,323.75)	261,948.94	294,408.23	(34,900.00)	-750.5%

DATE: 01/16/15  
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-- VILLAGE OF LAKE BLUFF --  
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
11953	9AT&T 847-234-254012	AT & T 12/07/14	01 LCL PH SRVC:11/8-12/7/14	12/21/14	80-60-001-43230	338.89 INVOICE TOTAL: 338.89 *
					CHECK TOTAL:	338.89
11954	9COMCAST COM121214	COMCAST CABLE 12/12/14	01 INTERNET SRVC:12/19/14-1/18/15	12/22/14	80-60-001-43230	244.85 INVOICE TOTAL: 244.85 *
					CHECK TOTAL:	244.85
11955	9LIBIDEA 42385	LIBRARY IDEAS LLC 11/06/14	01 ADULT REFERENCE/E-REFERENCE	12/24/14	80-60-001-45220	2,500.00 INVOICE TOTAL: 2,500.00 *
					CHECK TOTAL:	2,500.00
11956	9MEIERKA MEI121714	KATHLEEN MEIERHOFF 12/17/14	01 HOSPITALITY PROGRAM SUPPLIES	12/22/14	80-60-001-43700	43.04 INVOICE TOTAL: 43.04 *
					CHECK TOTAL:	43.04
11957	9LB VILL VIL121614	VILLAGE OF LAKE BLUFF 12/16/14	01 WATER USAGE:8/18-11/17/14	12/22/14	80-60-001-43230	860.70 INVOICE TOTAL: 860.70 *
					CHECK TOTAL:	860.70
11958	9INGRAM 81963169	INGRAM LIBRARY SERVICES 12/04/14	01 ADULT NON-FICTION BOOKS	12/22/14	80-60-001-45000	11.25 INVOICE TOTAL: 11.25 *
	82116382	12/10/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	28.22 INVOICE TOTAL: 28.22 *
	82116383	12/10/14	01 JUVENILE FICTION		80-60-001-45420	198.84 INVOICE TOTAL: 198.84 *
	82116384	12/10/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	8.97 INVOICE TOTAL: 8.97 *



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-- VILLAGE OF LAKELAND --  
MANUAL CHECK REGISTER

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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
11958	9INGRAM	INGRAM LIBRARY SERVICES			12/22/14		
	82116385	12/30/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000	22.57
						INVOICE TOTAL:	22.57 *
	82116386	12/10/14	01	ADULT FICTION BOOKS		80-60-001-45100	64.66
						INVOICE TOTAL:	64.66 *
	82116387	12/10/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000	47.00
						INVOICE TOTAL:	47.00 *
	82116388	12/10/14	01	PICTURE BKS, READRS, HOLIDAY BKS		80-60-001-45410	9.60
						INVOICE TOTAL:	9.60 *
	82200293	12/12/14	01	JUVENILE FICTION		80-60-001-45420	25.37
						INVOICE TOTAL:	25.37 *
	82232754	12/15/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000	10.19
						INVOICE TOTAL:	10.19 *
	82232755	12/15/14	01	ADULT FICTION BOOKS		80-60-001-45100	18.00
						INVOICE TOTAL:	18.00 *
	82232756	12/15/14	01	ADULT FICTION BOOKS		80-60-001-45100	74.55
						INVOICE TOTAL:	74.55 *
	82232757	12/15/14	01	PICTURE BKS, READRS, HOLIDAY BKS		80-60-001-45410	10.14
						INVOICE TOTAL:	10.14 *
	82232758	12/15/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000	59.04
						INVOICE TOTAL:	59.04 *
						CHECK TOTAL:	588.40
						TOTAL AMOUNT PAID:	4,575.88

DATE: 01/16/15  
TIME: 15:12:29  
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-- VILLAGE OF LAKE BLUFF --  
CHECK REGISTER

CHECK DATE: 01/20/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
11959	9AMAZONA	VOIDED---LEADER CHECK						
	027731456575		12/05/14	01	CREDIT-ADULT AUDIO VISUAL MAT	80-60-001-45200	-1.91	
						INVOICE TOTAL:	-1.91 *	
	0277314657890		11/25/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	16.99	
						INVOICE TOTAL:	16.99 *	
	027731799997		12/03/14	01	CREDIT-ADULT AUDIO VISUAL MAT	80-60-001-45200	-0.02	
						INVOICE TOTAL:	-0.02 *	
	027733161928		11/30/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	135.45	
						INVOICE TOTAL:	135.45 *	
	027736113451		12/04/14	01	CREDIT-ADULT AUDIO VISUAL MAT	80-60-001-45200	-5.00	
						INVOICE TOTAL:	-5.00 *	
	027739212513		12/06/14	01	CREDIT-ADULT AUDIO VISUAL MAT	80-60-001-45200	-0.06	
						INVOICE TOTAL:	-0.06 *	
	031632901701		12/03/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.99	
						INVOICE TOTAL:	19.99 *	
	031632980329		12/02/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	47.94	
						INVOICE TOTAL:	47.94 *	
	031633034637		12/02/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	25.16	
						INVOICE TOTAL:	25.16 *	
	031633326896		12/02/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	23.43	
						INVOICE TOTAL:	23.43 *	
	031638362319		12/08/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	103.66	
						INVOICE TOTAL:	103.66 *	
	057121880633		11/16/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	37.86	
						INVOICE TOTAL:	37.86 *	

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-- VILLAGE OF LAKE LUFF --  
CHECK REGISTER

CHECK DATE: 01/20/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
11959	9AMAZONA	VOIDED---LEADER CHECK						
	057122935319		11/20/14	01	CREDIT-ADULT AUDIO VISUAL MAT	80-60-001-45200	-3.00	
						INVOICE TOTAL:	-3.00 *	
	057124270309		11/19/14	01	CREDIT-ADULT AUDIO VISUAL MAT	80-60-001-45200	-1.89	
						INVOICE TOTAL:	-1.89 *	
	057125494946		11/17/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	158.77	
						INVOICE TOTAL:	158.77 *	
	057126103208		11/11/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	13.88	
						INVOICE TOTAL:	13.88 *	
	057126835176		11/20/14	01	CREDIT-ADULT AUDIO VISUAL MAT	80-60-001-45200	-0.01	
						INVOICE TOTAL:	-0.01 *	
	057127504872		11/20/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	13.99	
						INVOICE TOTAL:	13.99 *	
	08764037743		11/13/14	01	CREDIT-ADULT AUDIO VISUAL MAT	80-60-001-45200	-2.20	
						INVOICE TOTAL:	-2.20 *	
11960	9AMAZONA	AMAZON						
	087860530482		11/15/14	01	CREDIT-ADULT AUDIO VISUAL MAT	80-60-001-45200	-3.00	
						INVOICE TOTAL:	-3.00 *	
	087862386759		11/14/14	01	CREDIT-ADULT AUDIO VISUAL MAT	80-60-001-45200	-0.01	
						INVOICE TOTAL:	-0.01 *	
	087863675233		11/13/14	01	CREDIT-ADULT AUDIO VISUAL MAT	80-60-001-45200	-1.89	
						INVOICE TOTAL:	-1.89 *	
	087863956233		11/13/14	01	CREDIT-ADULT AUDIO VISUAL MAT	80-60-001-45200	-1.00	
						INVOICE TOTAL:	-1.00 *	

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== VILLAGE OF LAKE BLUFF ==  
 CHECK REGISTER

CHECK DATE: 01/20/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11960	9AMAZONA	AMAZON					
		087867067417	11/10/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	188.76
						INVOICE TOTAL:	188.76 *
		087869400914	11/14/14	01	CREDIT-ADULT AUDIO VISUAL MAT	80-60-001-45200	-2.50
						INVOICE TOTAL:	-2.50 *
		158551582203	11/21/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	26.98
						INVOICE TOTAL:	26.98 *
		158557204589	11/25/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	15.99
						INVOICE TOTAL:	15.99 *
		158558447535	11/24/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	109.40
						INVOICE TOTAL:	109.40 *
		193812431899	11/22/14	01	ADULT NON-FICTION	80-60-001-45000	57.45
						INVOICE TOTAL:	57.45 *
		193812832886	11/22/14	01	ADULT NON-FICTION	80-60-001-45000	30.62
						INVOICE TOTAL:	30.62 *
		193814236850	11/21/14	01	ADULT NON-FICTION	80-60-001-45000	11.99
						INVOICE TOTAL:	11.99 *
		193818329689	11/22/14	01	ADULT NON-FICTION	80-60-001-45000	34.29
						INVOICE TOTAL:	34.29 *
		251235290413	12/05/14	01	ADULT FICTION	80-60-001-45100	57.95
						INVOICE TOTAL:	57.95 *
						CHECK TOTAL:	1,108.06
11961	9ALA	AMERICAN LIBRARY ASSOCIATION					
		ALS122214	12/22/14	01	DUES:DONNA JAN 2015-JAN 2016	80-60-001-42440	135.00
						INVOICE TOTAL:	135.00 *
						CHECK TOTAL:	135.00

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11962	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT					
	2030135200		12/19/14	01	GRAPHIC NOVELS	80-60-001-45470	96.21
						INVOICE TOTAL:	96.21 *
	5013399835		12/02/14	01	JUVENILE NON-FICTION	80-60-001-45400	8.76
						INVOICE TOTAL:	8.76 *
						CHECK TOTAL:	104.97
11963	9BARRONS	BARRON'S					
	BAR010515		01/05/15	01	PERIODICALS	80-60-001-45500	199.00
						INVOICE TOTAL:	199.00 *
						CHECK TOTAL:	199.00
11964	9CHSPRIN	CHICAGO SPRINKLER COMPANY					
	54394		10/31/14	01	GROUNDS MAINT/SNOW REMOVAL	80-60-001-41050	109.50
						INVOICE TOTAL:	109.50 *
						CHECK TOTAL:	109.50
11965	9COMPVIE	COMPUTER VIEW, INC.					
	26539		12/28/14	01	COMPUTER SERVICES	80-60-001-41305	2,790.00
						INVOICE TOTAL:	2,790.00 *
						CHECK TOTAL:	2,790.00
11966	9CRYSMAN	CRYSTAL MANAGEMENT &					
	22498		11/14/14	01	CLEANING SRVC'S:DEC 2014	80-60-001-41000	645.00
						INVOICE TOTAL:	645.00 *
						CHECK TOTAL:	645.00

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11967	9DEMCO	DEMCO, INC					
	5475605		12/09/14	01	TECHNICAL SRVC SUPPLIES	80-60-001-43670	121.14
						INVOICE TOTAL:	121.14 *
	5480566		12/15/14	01	TECHNICAL SRVC SUPPLIES	80-60-001-43670	102.56
						INVOICE TOTAL:	102.56 *
						CHECK TOTAL:	223.70
11968	9FIRSTBA	FIRST BANKCARD					
	CAR123014		12/30/14	01	READING CLUB SUPPLIES	80-60-001-43710	164.18
				02	READING CLUB SUPPLIES	80-60-001-43700	20.00
				03	SCANNER	80-60-001-49350	86.00
						INVOICE TOTAL:	270.18 *
						CHECK TOTAL:	270.18
11969	9FIRSTBA	FIRST BANKCARD					
	DON12302014		12/30/14	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	23.98
				02	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	124.64
				03	CREDIT-JUVENILE AUDIO VISUAL	80-60-001-45430	-3.74
						INVOICE TOTAL:	144.88 *
						CHECK TOTAL:	144.88
11970	9FIRSTBA	FIRST BANKCARD					
	ELI12302014		12/30/14	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	89.79
						INVOICE TOTAL:	89.79 *
						CHECK TOTAL:	89.79
11971	9FIRSTBA	FIRST BANKCARD					

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-- VILLAGE OF LAUREL HURF --  
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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11971	9FIRSTBA	FIRST BANKCARD					
	ERI123014		12/30/14	01	PAYFLOW/PAYPAL	80-60-001-46000	25.40
				02	WEBSITE FOR ILL	80-60-001-45600	9.95
				03	BASECAMP	80-60-001-46000	20.00
				04	KEYS	80-60-001-41000	67.50
				05	HOLIDAY LUNCHEON	80-60-001-43700	159.58
				06	ULTIMATE NOTARY PACKAGE	80-60-001-41304	107.00
				07	PRINTING/E-NEWSLETTER	80-60-001-43400	336.00
				08	HOSPITALITY	80-60-001-43700	15.25
					INVOICE TOTAL:		740.68 *
					CHECK TOTAL:		740.68
11972	9FIRSTBA	FIRST BANKCARD					
	MCO12302014		12/30/14	01	PROFESSIONAL DEVELOPMENT	80-60-001-42400	39.00
				02	ULTIMATE NOTARY PACKAGE	80-60-001-41304	107.00
					INVOICE TOTAL:		146.00 *
					CHECK TOTAL:		146.00
11973	9IDLABELI	ID LABEL, INC					
	0079879-IN		12/01/14	01	TECHNICAL SRVC SUPPLIES	80-60-001-43670	171.00
					INVOICE TOTAL:		171.00 *
					CHECK TOTAL:		171.00
11974	9IMAGESY	IMAGE SYSTEMS & BUSINESS					
	204553		12/11/14	01	PHOTOCOPIER QTRLY BILLING	80-60-001-41303	142.56
				02	PHOTOCOPIER: B & W COPIES	80-60-001-41303	19.10
					INVOICE TOTAL:		161.66 *
	204554		12/11/14	01	PHOTOCOPIER QTRLY BILLING	80-60-001-41303	172.00

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
11974	9IMAGESY	IMAGE SYSTEMS & BUSINESS						
	204554		12/11/14	02	PHOTOCOPIER: B & W COPIES	80-60-001-41303	227.64	
						INVOICE TOTAL:	399.64 *	
						CHECK TOTAL:	561.30	
11975	9INGRAM	VOIDED---LEADER CHECK						
	82269017		12/16/14	01	ADULT FICTION BOOKS	80-60-001-45100	7.79	
						INVOICE TOTAL:	7.79 *	
	82269018		12/16/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	14.99	
						INVOICE TOTAL:	14.99 *	
	82284869		12/16/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	16.17	
						INVOICE TOTAL:	16.17 *	
	82284870		12/16/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	46.93	
						INVOICE TOTAL:	46.93 *	
	82309051		12/17/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	5.64	
						INVOICE TOTAL:	5.64 *	
	82309052		12/17/14	01	ADULT FICTION BOOKS	80-60-001-45100	14.66	
						INVOICE TOTAL:	14.66 *	
	82309053		12/17/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	12.00	
						INVOICE TOTAL:	12.00 *	
	82309054		12/17/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	11.97	
						INVOICE TOTAL:	11.97 *	
	82358729		12/18/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	9.57	
						INVOICE TOTAL:	9.57 *	



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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
11975	9INGRAM	VOIDED---LEADER CHECK						
	82405770		12/22/14	01	ADULT FICTION BOOKS	80-60-001-45100	15.26	
						INVOICE TOTAL:	15.26 *	
	82405771		12/22/14	01	GRAPHIC NOVELS	80-60-001-45470	12.99	
						INVOICE TOTAL:	12.99 *	
	82405772		12/22/14	01	ADULT FICTION BOOKS	80-60-001-45100	9.00	
						INVOICE TOTAL:	9.00 *	
	82405773		12/22/14	01	ADULT FICTION BOOKS	80-60-001-45100	46.82	
						INVOICE TOTAL:	46.82 *	
	82405774		12/22/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	46.32	
						INVOICE TOTAL:	46.32 *	
	82405775		12/22/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	11.97	
						INVOICE TOTAL:	11.97 *	
	82405776		12/22/14	01	ADULT FICTION BOOKS	80-60-001-45100	84.08	
						INVOICE TOTAL:	84.08 *	
	82405777		12/22/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	9.59	
						INVOICE TOTAL:	9.59 *	
	82405778		12/22/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	71.50	
						INVOICE TOTAL:	71.50 *	
	82405779		12/22/14	01	ADULT FICTION BOOKS	80-60-001-45100	4.79	
						INVOICE TOTAL:	4.79 *	
11976	9INGRAM	VOIDED---LEADER CHECK						
	82405780		12/22/14	01	PICTURE BKS, READRS, HOLIDAY BKS	80-60-001-45410	10.16	
						INVOICE TOTAL:	10.16 *	

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
11976	9INGRAM	VOIDED---LEADER CHECK						
	82430023		12/23/14	01	ADULT FICTION BOOKS	80-60-001-45100	15.23	
						INVOICE TOTAL:	15.23 *	
	82430024		12/23/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	19.75	
						INVOICE TOTAL:	19.75 *	
	82430025		12/23/14	01	ADULT FICTION BOOKS	80-60-001-45100	14.12	
						INVOICE TOTAL:	14.12 *	
	82453707		12/23/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	11.97	
						INVOICE TOTAL:	11.97 *	
	82453708		12/23/14	01	PICTURE BKS, READRS, HOLIDAY BKS	80-60-001-45410	9.58	
						INVOICE TOTAL:	9.58 *	
	82475174		12/24/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	44.16	
						INVOICE TOTAL:	44.16 *	
	82489164		12/26/14	01	ADULT FICTION BOOKS	80-60-001-45100	14.66	
						INVOICE TOTAL:	14.66 *	
	82489165		12/26/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	184.63	
						INVOICE TOTAL:	184.63 *	
	82489166		12/26/14	01	ADULT FICTION BOOKS	80-60-001-45100	9.00	
						INVOICE TOTAL:	9.00 *	
	82507088		12/28/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	29.06	
						INVOICE TOTAL:	29.06 *	
	82547761		12/30/14	01	ADULT FICTION BOOKS	80-60-001-45100	15.79	
						INVOICE TOTAL:	15.79 *	
	82547762		12/30/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	36.10	
						INVOICE TOTAL:	36.10 *	

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
11976	9INGRAM	VOIDED---LEADER CHECK						
	82547763		12/30/14	01	ADULT FICTION BOOKS	80-60-001-45100	19.18	
						INVOICE TOTAL:	19.18 *	
	82547764		12/30/14	01	ADULT FICTION BOOKS	80-60-001-45100	181.81	
						INVOICE TOTAL:	181.81 *	
	82547765		12/30/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	142.77	
						INVOICE TOTAL:	142.77 *	
	82547766		12/30/14	01	TEEN BOOKS	80-60-001-45450	59.18	
						INVOICE TOTAL:	59.18 *	
	82547767		12/30/14	01	JUVENILE FICTION	80-60-001-45420	91.44	
						INVOICE TOTAL:	91.44 *	
	82547768		12/30/14	01	PICTURE BKS,READRS,HOLIDAY BKS	80-60-001-45410	71.72	
						INVOICE TOTAL:	71.72 *	
11977	9INGRAM	INGRAM LIBRARY SERVICES						
	82547769		12/30/14	01	ADULT FICTION BOOKS	80-60-001-45100	37.79	
						INVOICE TOTAL:	37.79 *	
	82547770		12/30/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	41.27	
						INVOICE TOTAL:	41.27 *	
	82547771		12/30/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	50.36	
						INVOICE TOTAL:	50.36 *	
	82596117		12/31/14	01	ADULT FICTION BOOKS	80-60-001-45420	6.58	
						INVOICE TOTAL:	6.58 *	
	82596118		12/31/14	01	PICTURE BKS,READRS,HOLIDAY BKS	80-60-001-45410	20.64	
						INVOICE TOTAL:	20.64 *	

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11977	9INGRAM	INGRAM LIBRARY SERVICES					
	82663280		01/05/15	01	ADULT FICTION BOOKS	80-60-001-45100	15.79
						INVOICE TOTAL:	15.79 *
	82663281		01/05/15	01	ADULT FICTION BOOKS	80-60-001-45100	15.82
						INVOICE TOTAL:	15.82 *
	82663282		01/05/15	01	ADULT FICTION BOOKS	80-60-001-45100	138.82
						INVOICE TOTAL:	138.82 *
	82663283		01/05/15	01	ADULT NON-FICTION BOOKS	80-60-001-45000	45.18
						INVOICE TOTAL:	45.18 *
	82663284		01/05/15	01	ADULT NON-FICTION BOOKS	80-60-001-45000	29.92
						INVOICE TOTAL:	29.92 *
	82812006		01/08/15	01	ADULT FICTION BOOKS	80-60-001-45100	29.35
						INVOICE TOTAL:	29.35 *
	82812007		01/08/15	01	ADULT NON-FICTION BOOKS	80-60-001-45000	11.99
						INVOICE TOTAL:	11.99 *
	82812008		01/08/15	01	LARGE PRINT	80-60-001-45110	17.40
						INVOICE TOTAL:	17.40 *
	82812009		01/08/15	01	ADULT NON-FICTION BOOKS	80-60-001-45000	10.17
						INVOICE TOTAL:	10.17 *
						CHECK TOTAL:	1,903.43
11978	9LB VILL	VILLAGE OF LAKE BLUFF					
	NOV 2014		12/10/14	01	FY15 MEDICAL INS:NOV 14	80-10-301-37100	4,808.23
				02	FY15 DENTAL/VISION INS:NOV 14	80-10-301-37100	444.08
				03	FY15 LIFE INS:NOV 14	80-10-301-37100	45.60

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11978	9LB VILL	VILLAGE OF LAKE BLUFF					
	NOV 2014		12/10/14	04	FY15 'EE IMRF CONTRIB:NOV 14	80-10-301-37100	1,427.96
				05	FY15 IMRF EMPLYR CONTR:NOV 14	80-10-301-37100	3,845.89
					INVOICE TOTAL:		10,571.76 *
					CHECK TOTAL:		10,571.76
11979	9LFHARDW	LAKE FOREST HARDWARE					
	B9529		11/24/14	01	ICE MELT	80-60-001-43660	14.99
					INVOICE TOTAL:		14.99 *
					CHECK TOTAL:		14.99
11980	9MAHONEY	MAHONEY PLUMBING INC					
	230901m		12/19/14	01	BUILDING MAINTENANCE	80-60-001-41000	162.00
					INVOICE TOTAL:		162.00 *
					CHECK TOTAL:		162.00
11981	9MANGOLA	MANGO LANGUAGES					
	L8680		11/25/14	01	ADULT REFERENCE/E-REFERENCE	80-60-001-45220	1,680.00
					INVOICE TOTAL:		1,680.00 *
					CHECK TOTAL:		1,680.00
11982	9METROSE	METRO SELF STORAGE					
	MET121614		12/16/14	01	STORAGE LOCKER MONTHLY RENTAL	80-60-001-41000	62.00
				02	CREDIT-REIMBURSE INSURANCE	80-60-001-41000	-9.00
					INVOICE TOTAL:		53.00 *
					CHECK TOTAL:		53.00

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11983	9MIDTAPE	MIDWEST TAPE					
	92464871		12/30/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	39.99
						INVOICE TOTAL:	39.99 *
						CHECK TOTAL:	39.99
11984	9MOVIELI	MOVIE LICENSING USA					
	2004766		12/15/14	01	CHILDREN/TEEN PGRM SUPPLIES	80-60-001-43720	75.00
						INVOICE TOTAL:	75.00 *
						CHECK TOTAL:	75.00
11985	9NSSD	NORTH SHORE SANITARY DISTRICT					
	2932167		12/27/14	01	WSTWTR TRTMNT 8/18/14-11/17/14	80-60-001-43230	125.28
						INVOICE TOTAL:	125.28 *
						CHECK TOTAL:	125.28
11986	9OVERDRI	OVERDRIVE , INC					
	1018-114715790121614		12/16/14	01	TEEN E-BOOKS	80-60-001-45460	212.89
						INVOICE TOTAL:	212.89 *
	1018-115236697121614		12/16/14	01	ADULT E-BOOKS	80-60-001-45460	636.74
						INVOICE TOTAL:	636.74 *
	1018-115548513121614		12/16/14	01	JUVENILE E-BOOKS	80-60-001-45460	236.57
						INVOICE TOTAL:	236.57 *
	1018-120009000121614		12/16/14	01	ADULT STREAMING VIDEOS	80-60-001-45460	73.15
						INVOICE TOTAL:	73.15 *
	1018-120144923121614		12/16/14	01	JUVENILE STREAMING VIDEOS	80-60-001-45460	24.99
						INVOICE TOTAL:	24.99 *
						CHECK TOTAL:	1,184.34

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11987	9PROQUES	PROQUEST, LLC					
	PRO010515		01/05/14	01	ADULT REFERENCE/E-REFER	80-60-001-45220	2,845.00
						INVOICE TOTAL:	2,845.00 *
						CHECK TOTAL:	2,845.00
11988	9SHREDIT	SHRED-IT USA-CHICAGO					
	9404634891		12/16/14	01	PAPER SHREDDING	80-60-001-41303	50.61
						INVOICE TOTAL:	50.61 *
						CHECK TOTAL:	50.61
11989	9STAPLES	STAPLES BUSINESS ADVANTAGE					
	8032317569		11/29/14	01	OFFICE SUPPLIES	80-60-001-43550	23.68
						INVOICE TOTAL:	23.68 *
	8032427065		12/06/14	01	OFFICE SUPPLIES	80-60-001-43550	5.08
				02	JANITORIAL SUPPLIES	80-60-001-43660	38.99
						INVOICE TOTAL:	44.07 *
						CHECK TOTAL:	67.75
11990	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS					
	101907759		01/15/15	01	EE ICMA CONTRIBUTION:1/15/15	80-20-102-45000	1,050.00
						INVOICE TOTAL:	1,050.00 *
						CHECK TOTAL:	1,050.00
11991	9WALLSTJ	THE WALL STREET JOURNAL					
	WAL010515		01/05/15	01	1 YR RENEWAL:4/23/15-4/23/16	80-60-001-45500	413.40
						INVOICE TOTAL:	413.40 *
						CHECK TOTAL:	413.40
						TOTAL AMOUNT PAID:	27,675.61

## Committee Reports

There have been 5 committee meetings scheduled since the December 16, 2014 meeting of the Board.

- Building and Grounds Committee (9B)
  - January 14, 2015
- Outreach Committee (9C)
  - January 14, 2015
- Long Range Planning Committee (9D)
  - January 15, 2015
- Human Resources Committee (Minutes not yet available) (9E)
  - January 19, 2015
- Long Range Planning Committee (Minutes not yet available) (9F)
  - January 20, 2015



Lake Bluff Public Library Building and Grounds Committee Meeting

January 14, 2015 6:00 PM

Lake Bluff Public Library

123 Scranton Ave

Lake Bluff IL 60044

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

Members of the Library staff: Eric Bailey, Director, Martha O'Hara

Members of the Public: none

The meeting was called to order at 6:07 pm and a quorum was established.

The minutes from the meeting of November 12, 2014 were approved as amended (spelling of Huberty and 4:00 pm adjournment). Meierhoff moved and Stroh seconded. All ayes.

Update on the Space Usage Project: Eric Bailey reported that consultant Huberty is continuing to work with an engineer on detailed cost estimates and breakdown of the three building options. A meeting in mid February is expected.

Other business: snow removal by a new service appears to be going well.

Meierhoff moved to adjourn at 6:30 pm and Stroh seconded. All ayes.

Respectfully submitted.

Kathy Meierhoff

Trustee

**LAKE BLUFF PUBLIC LIBRARY****Minutes of the Outreach Committee Meeting**

12:00, January 14, 2015

Children's Activity Room

Attending: Carl Schons, chairman, Ruth Schnell, Director Eric Bailey

Absent: None

No members of the public were present.

The meeting was called to order at 12 noon.

Director Bailey described staff member Amy vanGoethem's new position as community engagement coordinator. She will take information collected by the Long Range Planning Committee and use it to increase meaningful and long-term connections to our community. Schnell reported the enthusiasm vanGoethem brought to a recent meeting of the Friends of the Library. Discussion followed on opportunities for her and others to present to community organizations some ways the Library can help them. Schons commented on the high value to the community and the effectiveness of the Library's newsletter.

Bailey reported that the Long Range Planning committee will provide goals and objectives which will be used by the Library staff and Library Board committees, and the Outreach Committee will work with the staff to meet them. Chairman Schons will attend LRP Committee meetings. The LRP committee has prepared a list of connections which could be made:

**Kathy's Team**

Lake Bluff Village Board

Lake Bluff Park District

Lake Bluff School Board

Lake Bluff School District(s)

Woodlands Academy

Round Lake School (Academy?)

East Lake School (Academy?)

Lake Forest High School

Target

Heinen's

Abbot

AbVie

Rotary

Kiwanis

CROYA

Lake Bluff Library Staff

State & District Representatives

Reading Power

**Scot's Team**

Lake Forest Library & Board

Lake Forest College

Friends of the Lake Bluff Library

Bernie's Books

Girl Scouts, Boy Scouts & Cub Scouts

North Chicago Cares

Veterans Groups -- planning to reach out to Carl to see if he has any contacts

Lake Bluff Women's Club

Tom Tincher

Lake County Career Resource Center

Lake Bluff Senior Center

Lake Bluff History Museum

Lake Bluff Garden Club

Knollwood Neighbors (Homeowners Group)

Lake Bluff Chamber of Commerce

Lake Forest Hospital

Craig Moreland (New Vision Athletics)

Union Church of Lake Bluff

1st Presbyterian of Lake Forest

Lake Bluff Methodist Church

The Outreach Committee will work closely with the LRP to build on the connections established by them.

Amy vanGoethem, Martha O'Hara and Director Bailey already have been working on some of these connections, such as recent meetings with Village Administrator Drew Irwin and Finance Director Susan Griffin, Executive Director of Lake Bluff Park District Ron Salski, School District #65 Superintendent Dr. Jean Sophie, Friends of the Library, American Library Association, local Kiwanis, directors of other libraries, Lake Forest/Lake Bluff Chamber of Commerce, and the Lake Bluff History Museum.

Suggestions for Library Trustees' training and continuing education were discussed, including formal and informal courses, printed materials and attendance at the 2015 American Library Association Mid-Winter Conference, which provides some sessions specifically for library board members.

Director Bailey will include information on continuing education opportunities for Board members in his monthly reports to the Board.

Schnell moved, Schons seconded the motion to adjourn at 1:13 p.m. All voted Aye.

Respectfully submitted,

Ruth Schnell

Lake Bluff Library

Board of Trustees

Long Range Planning Committee Meeting

Thursday January 15, 2015

1. Call to order; Roll Call: The meeting was called to order at 4:40PM by Tim Kregor in the Spruce room of the Lake Bluff Library.
  - a. Present: Tim Kregor, Romain Wojda.
  - b. Absent: Scott Butler, Kathy Meierhoff
  - c. Library staff present: Amy VanGoethem
  - d. Public present: None
2. Ajournment: Wojda moved and Kregor seconded a motion to adjourn at 5:30PM.
  - a. AAYES: Kregor, Wojda.
  - b. NAYES: None
  - c. Absent: Meierhoff, Butler.

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

## **NOTICE OF Human Resources Committee Meeting**

The Human Resources Committee of the Lake Bluff Public Library Board of Library Trustees will meet at the Lake Bluff Public Library on January 19<sup>th</sup>, 2015 for the purposes outlined below:

**Lake Bluff Public Library Board of Trustees Human Resources  
Committee Meeting  
January 19<sup>th</sup>, 2015 at 3:00pm  
At the Lake Bluff Public Library  
123 E. Scranton Avenue  
Lake Bluff, Illinois 60044**

### **AGENDA**

- I. Call to order (3:00pm)**
- II. Roll Call**
- III. Approval of Minutes of November 5, 2014 Human Resources Committee Meeting (5 minutes)(3:05pm)**
- IV. Evaluation Process for Library Director (possible action)(30 minutes)(3:35pm)**
- V. Update to Personnel Manual and Personnel Policy (possible action)(30 minutes)(4:05pm)**
- VI. Any and all other business that may properly come before this committee (5 minutes)(4:10pm)**
- VII. Adjournment (4:10pm)**

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 January 19<sup>th</sup>, 2015 meeting and have special requirements as outlined in the Americans with Disabilities Act, please notify the Library Director, Eric Bailey, by noon on January 19, 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, January 20, 2015 at 6:00 PM for the purposes outlined below:

**Lake Bluff Public Library Board of Trustees Technology Committee Meeting  
Tuesday, January 20, 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)**
- III. 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 (1 hour) (7:00pm)**
- IV. Any and all other business that may properly come before this committee**
- V. 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 January 20<sup>th</sup>, 2015 meeting and have special requirements as outlined in the Americans with Disabilities Act, please notify the Library Director, Eric Bailey, by noon on January 20<sup>th</sup>, 2015.

## Continuing Education Opportunities for Library Trustees

There is a wealth of opportunities available to a Trustee seeking to increase their knowledge of libraries. See below for a sample. I hope to highlight a new continuing education opportunity for the library board each month as part of the Board packet. The library can help pay membership and attendance costs.

### American Library Association (ALA)

The American Library Association has a number of divisions that focus in on narrower topics/groups. Public libraries and library trustees are two such groups with their own divisions within ALA, as discussed below. The ALA website does have a wealth of excellent information on its own, however, which is why I have included it here.

<http://www.ala.org/>

The American Library Association also hosts 2 conferences each year. Since ALA is headquartered in Chicago the conference tends to come back around fairly regularly. The ALA winter meeting is in Chicago, from January 30 to February 2, 2015 at the McCormick Place convention center. The next annual conference is in San Francisco on June 25-30, 2015.

### CyberDrive Illinois

The Illinois Secretary of State serves as the 'Chief Librarian' for the state. CyberDrive provides helpful information about libraries for administrators and trustees. The folks working at the State Library are also knowledgeable and helpful.

<http://www.cyberdriveillinois.com/departments/library/libraries/trustee.html>

### Illinois Library Association (ILA)

The Illinois Library Association offers resources such as Administrative Ready Reference and Trustee Fact File on their website. Most are freely accessible. Self-directed learning is encouraged.

<http://www.ila.org/forums/library-trustee-forum-ltf>



The annual ILA conference has programs of interest for everyone, including some specifically targeting library trustees. The next annual conference is October 22-24, 2015 at the Peoria Convention Center.

While smaller than other organizations, ILA has the advantage of being able to speak to legal and organizational issues within the state in a way that is harder to find in the bigger national associations. The conference is in Chicago roughly every other year, usually at Navy Pier.

### Public Library Association (PLA)

The Public Library Association does not, that I have been able to find, have a forum specifically for trustees. While they work at the national level PLA does focus in on public libraries. They also have programs of interest to trustees at their biennial conference, and have useful information and opportunities for ongoing education online. They are a division of the American Library Association.

<http://www.ala.org/pla/onlinelearning>

PLA does programs and workshops twice a year at the American Library Association's conferences. There is also, every 2 years, a PLA conference. The next one is in Denver, April 5-9, 2016.

### Reaching Across Illinois Library System (RAILS)

RAILS is the local system to which the Lake Bluff Public Library belongs. While their main focus is on van delivery of interlibrary loans and support for union catalogs, they also provide good programs and information. Some of the programs do focus on Trustee Development/Governance.

<https://www.railslibraries.info/>

## United for Libraries

United for Libraries, another division of the American Library Association, is a national 'Association of Library Trustees, Advocates, Friends, and Foundations.' They offer a wide range of information, both for sale and for free. Among these are online courses as part of the 'Trustee Academy.'

<http://www.ala.org/united/trustees>

## New Business

### Second Reading of Budget for Fiscal Year 2015-2016

A rough draft of the budget for Fiscal Year 2015-2016 is included. It was reviewed by the Finance Committee on Monday, December 8, 2014 and by the board as a whole on Tuesday, December 16, 2014.

**RECOMMENDATION:** The budget will be completely finalized and ready for approval for the February board meeting.

### Discussion on Board email

Per an amendment to the Local Records Act (50 ILCS 205) all public libraries within the State of Illinois must provide an email address for contacting the Board of Trustees. An email address is required to be posted on the website within 90 days of January 1, 2015.

Due to the strong security settings on our network, it has not proven possible to both edit and forward an email received by the [board@lakeblufflibrary.org](mailto:board@lakeblufflibrary.org) account.

**RECOMMENDATION:** I can set up a reminder system so that the Board email account will remind someone that it needs checking. Once or twice a week should be sufficient. I just need to know who that person will be.

Library Director's Report – January, 2015

PNC Bank Parking Lot

The village's attempt to lease the unused PNC lot failed at the last moment when PNC decided to close their Lake Bluff branch. Other than talk of the village working with a developer, there isn't anything new to report.

Per Capita Grant Awarded

Early in January I received notification that the Library received a 2015-2016 Per Capita Grant for \$7,152.50. The grant was written for ematerials and community engagement. The money should arrive in our Illinois Funds account this March.

Warm Up America

A total of 12 bags of knitted squares, each one representing a quilt in the making, were collected as part of our Warm up America program. They have been distributed to local knitters for assembly, and will be returned following assembly by January 19. Carol did a great job coordinating this.

Winter Reading Club

The Adult Winter Reading Club is off to a good start. Kira and Carol did a great job working together on this.

eReader Programs

Each of the last 5 to 10 years in January the Library has been inundated by new eReader owners after the holidays. We have been working to be more proactive. This year, with the help of the devices donated by the Friends of the Library, Martha O'Hara set up a series of very well received programs. Laurence, Will, Kira, and Amy all helped out to make the programs a huge success.

Display Case

Carol continues to do a great job finding displays for the case each month. It is virtually never empty and has been drawing more and more attention. In December the Library's Teen Advisory Board (TAB) group stopped by and set up a holiday village. Eliza does great work organizing our Teens and getting them excited about everything the Library has to offer. In January we are featuring the work of local artist Jimmy Fyffe. His paintings are quite good.

DIY Programs

She has taken the lead on creating the Library's first series of do-it-yourself programs. The first entry in the series features making a clock out of a discarded book. I hope to have pictures for the next Board packet!

Recipe Bookmarks

Kira has been putting together monthly recipe bookmarks for patrons to take home. Pick one up if you have the chance.

New 'Welcome to LBPL' Flyers

Following some discussion about welcoming new community members at a recent Chamber of Commerce meeting, Amy was inspired to redo our Welcome to the Lake Bluff Library flyers. We distribute them to new card applicants, and the new ones look very sharp.

Community Engagement Coordinator

Amy has also been working hard to build connections to community organizations as she steps in as our Community Engagement Coordinator. She is doing a fantastic job and already has a ton of great ideas. Amy also started work on her Masters in Library Science early this January. She is already a great part of our staff, so I am excited to see what she can do as she learns more about public libraries. Amy is a great part of a very strong staff; I wish I had more space each month to talk about all of the fantastic things they do.

Statistics Analysis

As requested I looked into the Library's usage trends. I looked at public library trends, and discussed our numbers with the Library's Department Heads. I attached the resulting 2 pages as part of this month's Statistics Report. Those of you on the Long Range Planning Committee will have already seen it, as I included it with the other information for the early January meeting.

## Notes on Circulation Trends

### Sample Source

The annual *Public Library Data Service Report* was the primary source for trend information. For the years in question, the report included voluntarily donated information from 1,500 to 1,900 of the approximately 9,200 public libraries in the United States. This represents a confidence level of 95% and a confidence interval of 2.

### Methodology

The blue line on the chart shows actual trends for circulation at the Lake Bluff Public Library from Fiscal Year 2002-2003 forward. A hypothetical end total for Fiscal Year 2014-2015, based off trends to date, is included. The red line takes circulation from the first Fiscal Year being considered, 2002-2003, and applies national trend data. This shows what would be expected had the Lake Bluff Public Library's circulation followed the expected national trends. The numbers for the library and the numbers from the *Public Library Data Service Report* both include checkouts of digital materials.

### Observations

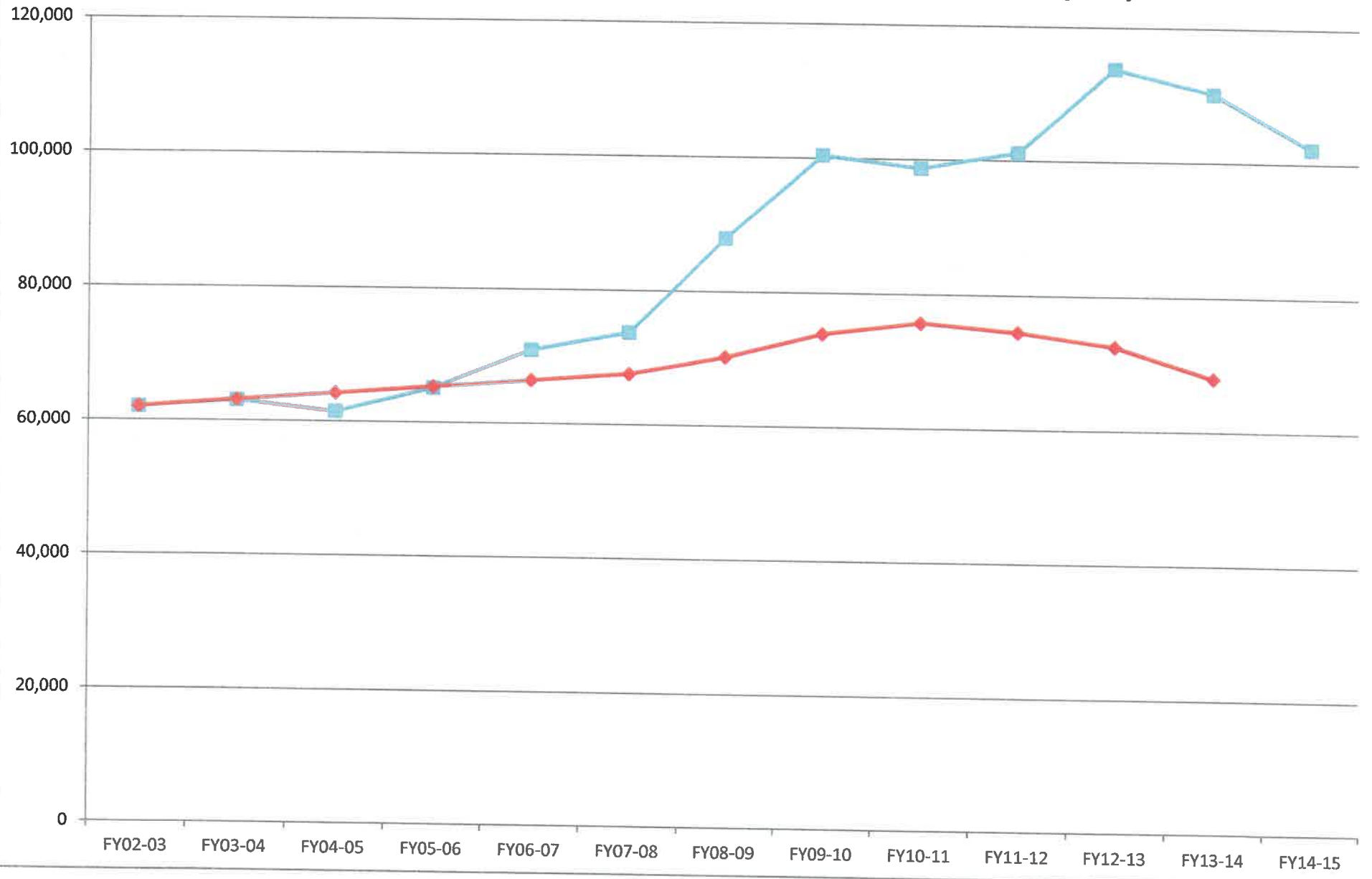
Starting in Fiscal Year 2006-2007 the actual number of checkouts for the Lake Bluff Library has been better than expected. Starting in FY 2008-2009, significantly so. The trend is attributable to the following:

- First the increase in unemployment due to the recession led to an increase in library.
- When unemployment rates began dropping, so too did library circulation.
- Public libraries continue to become more community centered. Programming and other types of library usage have increased consistently and dramatically.
- While our circulation generally follows the national trend, the library has done better than projected over the last 12 years.

Respectfully submitted,

Eric Scott Bailey  
Library Director  
Lake Bluff Public Library

### Total Circulation by Year -- Actual (Blue) versus Projected (Red)



# Monthly Statistics Summary

## December 2014

14C

### Library Usage Summary

#### Total December Circulation

FY	Total	Avg. Circ/Hour	% Change
14-15	8200	36.61	7.09%
13-14	7657	34.34	-3.58%
12-13	7941	36.93	-2.71%

#### Total December Visits

FY	Total Visits	Avg. Visits/Hour	% Change
14-15	5232	23.36	6.60%
13-14	4908	22.01	-3.46%
12-13	5084	23.65	-15.83%

#### Total December Programs

FY	# of Programs	% Change	Attendance	% Change
14-15	11	-42.11%	261	5.24%
13-14	19	-13.64%	248	-8.82%
12-13	22	-12.00%	272	-33.00%

### Online Access

#### Total December eMaterial Circulation

FY	eBook/ eAudio	eVideo	eMusic	eMagazines	% Change
14-15	632	1	183	28	14.05%
13-14	449	N/A	204	87	39.36%
12-13	265	N/A	266	N/A	-1.85%

#### Total December Website Usage

FY	Page Loads	% Change	Unique Visitors	% Change
14-15	7945	-6.45%	4886	-6.04%
13-14	8493	16.12%	5200	11.11%
12-13	7314	-11.53%	4680	-13.03%

#### Total December Database Usage

FY	Research*	Novelist	Tumble Books	% Change
14-15	513	481	9	279.92%
13-14	94	169	1	142.20%
12-13	109	N/A	0	165.85%

### Other Services

#### Total December Other Services

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
14-15	1	99	48	9
13-14	2	109	17	N/A
12-13	4	89	23	N/A

#### Total Circulation Fiscal Year to Date

FY	Total	Avg. Circ/Hour	% Change
14-15	71922	39.60	-6.09%
13-14	76583	42.08	0.34%
12-13	76324	41.83	15.29%

#### Total User Visits Fiscal Year to Date

FY	Total Visits	Avg. Visits/Hour	% Change
14-15	48057	26.39	-16.52%
13-14	57565.5	31.78	-0.32%
12-13	57748	31.60	13.69%

#### Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
14-15	201	-25.56%	4907	-4.25%
13-14	270	19.47%	5125	-0.06%
12-13	226	10.24%	5128	3.08%

#### Total eMaterial Circulation Year to Date

FY	eBook/e Audio	eVideo	eMusic	eMagazines	% Change
14-15	4361	27	1395	371	10.60%
13-14	3468	N/A	1705	391	35.05%
12-13	2280	N/A	1840	N/A	25.96%

#### Total Website Usage Fiscal Year to Date

FY	Page Loads	% Change	Unique Visitors	% Change
14-15	68173	-15.17%	41229	-11.93%
13-14	80367	14.78%	46815	0.30%
12-13	70019	8.75%	46676	10.75%

#### Total Database Usage Fiscal Year to Date

FY	Research*	Novelist	Tumble Books	% Change
14-15	2268	1672	114	145.85%
13-14	539	1056	54	96.08%
12-13	825	N/A	16	-38.97%

#### Total Other Services Fiscal Year to date

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
14-15	28	1018	277	96
13-14	29	1083	205	N/A
12-13	32	1083	248	N/A

\* Research Databases include all EBSCO databases, ProQuest Chicago Tribune, HeritageQuest Online, Ancestry.com, and Mango Languages



# Monthly Statistics Summary

## December 2014

### Adult Services Summary

#### Total December Circulation

FY	Fiction	Non Fiction	A/V	Total	% Change
14-15	920	630	2337	4158	-6.83%
13-14	890	750	2436	4463	-2.98%
12-13	1035	636	2617	4600	-4.49%

#### Total Circulation Fiscal Year to Date

FY	Fiction	Non Fiction	A/V	Total	% Change
14-15	8166	5457	17942	34442	-11.64%
13-14	9118	5931	21046	38980	-2.76%
12-13	10118	6182	20649	40085	10.48%

#### Total December Programs

FY	# of Programs	% Change	Attendance	% Change
14-15	4	-33.33%	56	-9.68%
13-14	6	-33.33%	62	-23.46%
12-13	9	-18.18%	81	-42.55%

#### Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
14-15	50	-26.47%	631	-11.13%
13-14	68	7.94%	710	23.48%
12-13	63	-3.08%	575	-3.69%

### Teen Services Summary

#### Total December Circulation

FY	Total	% Change
14-15	181	-3.21%
13-14	187	5.06%
12-13	178	-2.73%

#### Total Circulation Fiscal Year to Date

FY	Total	% Change
14-15	1718	-6.32%
13-14	1834	-10.05%
12-13	2039	17.86%

#### Total December Programs

FY	# of Programs	% Change	Attendance	% Change
14-15	3	-40.00%	8	-52.94%
13-14	5	-16.67%	17	-39.29%
12-13	6	0.00%	28	-9.68%

#### Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
14-15	56	64.71%	173	-3.89%
13-14	34	-2.86%	180	-23.08%
12-13	35	-5.41%	234	-16.73%

### Youth Services Summary

#### Total December Circulation

FY	Fiction	Non Fiction	A/V	Total	% Change
14-15	1805	269	820	2900	32.84%
13-14	1220	273	688	2183	-15.29%
12-13	1414	298	851	2577	-0.92%

#### Total Circulation Fiscal Year to Date

FY	Fiction	Non Fiction	A/V	Total	% Change
14-15	18441	2927	7300	28712	-2.51%
13-14	18284	3201	7911	29452	-0.92%
12-13	17809	3797	7999	29725	20.21%

#### Total December Programs

FY	# of Programs	% Change	Attendance	% Change
14-15	4	-50.00%	197	16.57%
13-14	8	14.29%	169	3.68%
12-13	7	-12.50%	163	-30.34%

#### Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
14-15	95	-43.45%	4103	-3.12%
13-14	168	31.25%	4235	-1.94%
12-13	128	28.00%	4319	16.82%

### Technical Services Summary

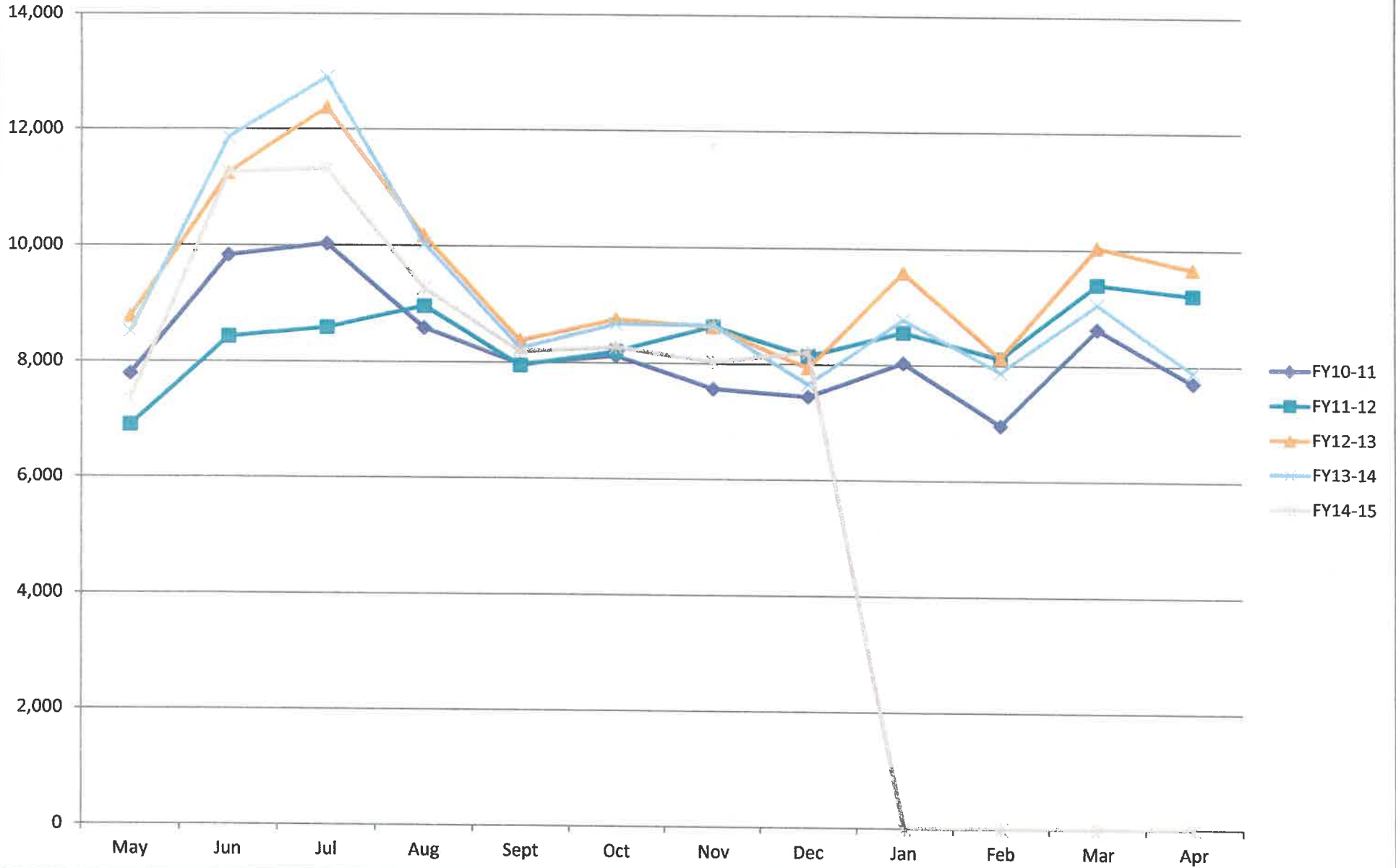
#### Total December Activity

FY	Acquisitions	Deletions
14-15	373	1292
13-14	456	141
12-13	468	407

#### Total Activity Fiscal Year to Date

FY	Acquisitions	Deletions
14-15	4507	4095
13-14	5158	4695
12-13	4819	5934

Total Circulation by Month -- Last 5 Fiscal Years



14E

Meetings Dates and Times for the Friends of the Lake Bluff Public Library

January 17 at 10:00am

February 21 at 10:00am

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

## Lake Bluff Public Library

[www.lakeblufflibrary.org](http://www.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 4<sup>th</sup> 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 3<sup>rd</sup> 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	3.25	2.75	0	0	100%
Library Assistant II	2.75	1.60	2.75	2.60	2.75	100%
Library Technical Assistant	1.30	.5	1.30	.9	1.00	100%
Shelver	.25	.25	.25	.39	.50	100%
<b>FULL TIME EQUIVALENT</b>	<b>7.80</b>	<b>7.55</b>	<b>11.05</b>	<b>13.37</b>	<b>13.75</b>	

LAKE BLUFF PUBLIC LIBRARY  
GENERAL FUND - REVENUES

80-

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
<b>TAXES</b>									
103-10000 Property Taxes	800,695	849,607	851,666	851,666	873,917	2.6%	22,251	2.6%	22,251
<b>TOTAL TAXES</b>	<b>800,695</b>	<b>849,607</b>	<b>851,666</b>	<b>851,666</b>	<b>873,917</b>	<b>2.6%</b>	<b>22,251</b>	<b>2.6%</b>	<b>22,251</b>
<b>FINES &amp; FORFEITURES</b>									
503-65000 Fines	13,236	14,493	13,000	11,502	12,000	-7.7%	(1,000)	4.3%	498
<b>TOTAL FINES &amp; FORFEITURES</b>	<b>13,236</b>	<b>14,493</b>	<b>13,000</b>	<b>11,502</b>	<b>12,000</b>	<b>-7.7%</b>	<b>(1,000)</b>	<b>4.3%</b>	<b>498</b>
<b>CHARGE FOR SERVICES</b>									
403-48300 Photocopy Charges	2,180	2,187	2,000	2,085	2,000	0.0%	0	-4.1%	(85)
403-48500 Non-Resident Fees	7,788	7,142	7,000	8,150	7,000	0.0%	0	-14.1%	(1,150)
<b>TOTAL CHARGE FOR SERVICES</b>	<b>9,968</b>	<b>9,329</b>	<b>9,000</b>	<b>10,235</b>	<b>9,000</b>	<b>0.0%</b>	<b>0</b>	<b>-12.1%</b>	<b>(1,235)</b>
<b>OTHER</b>									
603-700 Village Contribution	7,807	7,800	7,900	7,900	7,900	0.0%	0	0.0%	0
603-7800 Vliet Operating Cost Contrib	0	0	0	0	0	---	0	---	0
603-75000 Interest Income	751	320	400	275	400	0.0%	0	45.5%	125
603-78500 Naperville/Impact Fees	0	0	0	0	0	---	0	---	0
603-89000 Miscellaneous Income	2,302	5,963	3,000	2,206	3,000	0.0%	0	36.0%	794
<b>TOTAL OTHER</b>	<b>10,860</b>	<b>14,084</b>	<b>11,300</b>	<b>10,381</b>	<b>11,300</b>	<b>0.0%</b>	<b>0</b>	<b>8.9%</b>	<b>919</b>
<b>TOTAL REVENUES</b>	<b>834,759</b>	<b>887,513</b>	<b>884,966</b>	<b>883,785</b>	<b>906,217</b>	<b>2.4%</b>	<b>21,251</b>	<b>2.5%</b>	<b>22,432</b>
<b>FUND BALANCE RESERVES</b>	<b>0</b>	<b>100,000</b>	<b>34,900</b>	<b>34,900</b>	<b>36,783</b>	<b>5.4%</b>	<b>1,883</b>	<b>5.4%</b>	<b>1,883</b>
<b>LIBRARY FUND REVENUE</b>	<b>834,759</b>	<b>987,513</b>	<b>919,866</b>	<b>918,685</b>	<b>943,000</b>	<b>2.5%</b>	<b>23,134</b>	<b>2.6%</b>	<b>24,315</b>
<b>FUND BALANCE:</b>									
May 1	328,617	415,368	517,471	517,471	532,084				
April 30	415,368	517,471	517,471	532,084	532,084				

- 918,119  
17,477

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

12 D

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 BUDGET FY 15--16	\$ CHANGE	% CHANGE EST ACTUAL TO BUDGE FY 15--16	\$ CHANGE
<b>PERSONNEL SERVICES</b>									
40000 Librarian Salaries	208,292	215,026	224,000	218,666	225,000	0.4%	1,000	2.9%	6,334
40050 Staff Salaries	161,919	212,634	231,000	234,284	266,000	15.2%	35,000	13.5%	31,716
40400 Medical Insurance	40,163	45,272	42,000	74,993	80,000	90.5%	38,000	6.7%	5,007
40900 Other Employee Benefit	100	288	500	50	250	-50.0%	(250)	400.0%	200
40950 IL Municipal Retire Fund	36,686	40,704	45,000	52,590	45,000	0.0%	0	-14.4%	(7,590)
40951 Social Security (Note 1)	27,671	31,927	35,000	33,986	37,000	5.7%	2,000	8.9%	3,014
<b>TOTAL PERSONNEL SERVICES</b>	<b>474,831</b>	<b>545,851</b>	<b>577,500</b>	<b>614,569</b>	<b>653,250</b>	<b>13.1%</b>	<b>75,750</b>	<b>6.3%</b>	<b>31,649</b>
<b>CONTRACT. SERVICES/COMMODITIES</b>									
41000 Building Maintenance	26,022	22,208	28,000	19,821	24,000	-14.3%	(4,000)	21.1%	4,179
41020 Elevator Maintenance	1,582	2,207	2,000	2,452	2,000	0.0%	0	-18.4%	(452)
41050 Grounds Maintenance	6,882	7,885	8,500	8,425	8,500	0.0%	0	0.9%	76
41303 Copier Maintenance	5,543	6,365	4,500	4,587	4,500	0.0%	0	-1.9%	(87)
41304 Other Professional Service	50	50	20,000	19,267	5,000	-75.0%	(15,000)	-74.0%	(14,267)
41305 Computer Services	15,235	11,369	20,000	17,070	18,000	-10.0%	(2,000)	5.4%	930
41350 Legal & Accounting	4,487	17,892	15,000	2,808	4,000	-73.3%	(11,000)	42.5%	1,192
42400 Professional Development	3,650	4,227	5,000	5,000	5,000	0.0%	0	0.0%	0
42440 Dues	1,488	1,409	2,000	1,832	1,500	-25.0%	(500)	-18.1%	(332)
43230 Utilities	6,036	8,443	8,000	6,999	8,000	0.0%	0	14.3%	1,001
43300 Postage	2,288	2,788	3,000	3,068	3,000	0.0%	0	-2.2%	(68)
43400 Printing/E-Newsletter	7,602	8,689	9,000	7,603	9,000	0.0%	0	18.4%	1,397
43550 Office Supplies	5,245	5,604	6,000	4,311	6,000	0.0%	0	39.2%	1,689
43660 Building & Grounds Supplies	1,944	1,925	2,000	1,440	2,000	0.0%	0	38.9%	560
43670 Technical Services Supplies	4,390	4,276	5,500	3,428	5,000	-9.1%	(500)	45.9%	1,572
43700 Hospitality Program Supplies	1,024	843	1,000	118	500	-50.0%	(500)	324.4%	382
43710 Outreach Supplies	0	0	0	0	2,000	---	2,000	---	2,000
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	17,500	-2.8%	(500)	-2.8%	(500)
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	9,500	11.8%	1,000	11.8%	1,000
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	12,000	0.0%	0	0.0%	0
45470 Graphic Novels	508	375	500	500	500	0.0%	0	0.0%	0
45450 Teen Books	2,839	2,680	2,750	2,750	2,750	0.0%	0	0.0%	0
45500 Periodicals	5,364	5,382	7,000	7,000	6,000	-14.3%	(1,000)	-14.3%	(1,000)
45510 Video Games	2,349	2,873	3,500	3,500	3,500	0.0%	0	0.0%	0
45600 Public & Staff PC Software	4,449	892	6,000	4,212	5,000	-16.7%	(1,000)	18.7%	788
45610 Library Automation Software	12,461	46,053	24,000	21,000	24,000	0.0%	0	14.3%	3,000
45900 Minor Equipment	550	0	0	0	0	---	0	---	0
46000 Miscellaneous Expenditure	1,189	2,081	2,000	4,359	1,000	-50.0%	(1,000)	-77.1%	(3,359)
<b>TOTAL CONTRACT/COMMOD.</b>	<b>224,700</b>	<b>271,813</b>	<b>306,000</b>	<b>272,298</b>	<b>267,750</b>	<b>-12.5%</b>	<b>(38,250)</b>	<b>-1.7%</b>	<b>(4,548)</b>
<b>CAPITAL OUTLAY</b>									
49000 Library Furnishings	3,840	4,015	2,000	1,060	2,000	0.0%	0	88.7%	940
49120 Exterior Bldg Improvements	4,935	11,372	12,000	5,743	2,000	-83.3%	(10,000)	-65.2%	(3,743)
49350 Computer Equipment	14,813	38,444	14,000	4,054	10,000	-28.6%	(4,000)	146.7%	5,946
49400 Library Equipment	1,563	8	2,000	317	2,000	0.0%	0	530.9%	1,683
49500 Contingency	23,326	13,906	6,366	6,031	6,000	-5.7%	(366)	-0.5%	(31)
<b>TOTAL CAPITAL OUTLAY</b>	<b>48,477</b>	<b>67,746</b>	<b>36,366</b>	<b>17,205</b>	<b>22,000</b>	<b>-39.5%</b>	<b>(14,366)</b>	<b>27.9%</b>	<b>4,795</b>
<b>LIBRARY TOTAL</b>	<b>748,008</b>	<b>885,410</b>	<b>919,866</b>	<b>904,071</b>	<b>943,000</b>	<b>2.5%</b>	<b>23,134</b>	<b>4.3%</b>	<b>38,929</b>

**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		
<b>REVENUES 82-40-603</b>										
<b>GRANTS</b>										
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	
<b>TOTAL GRANTS</b>	<b>20,868</b>	<b>5,868</b>	<b>12,153</b>	<b>7,153</b>	<b>12,153</b>	<b>-41.8%</b>	<b>(8,716)</b>	<b>107.1%</b>	<b>6,285</b>	
<b>DONATIONS</b>										
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	
<b>TOTAL DONATIONS</b>	<b>20,000</b>	<b>10,648</b>	<b>21,000</b>	<b>10,085</b>	<b>21,000</b>	<b>5.0%</b>	<b>1,000</b>	<b>97.2%</b>	<b>10,352</b>	
75000 Interest Earnings	0	0	0	0	0	---	0	---	0	
<b>TOTAL FUND REVENUES</b>	<b>40,868</b>	<b>16,516</b>	<b>33,153</b>	<b>17,238</b>	<b>33,153</b>	<b>-18.9%</b>	<b>(7,716)</b>	<b>100.7%</b>	<b>16,636</b>	

**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	
	<b>40,868</b>	<b>16,457</b>	<b>33,153</b>	<b>17,238</b>	<b>33,153</b>	<b>-18.9%</b>	<b>(7,716)</b>	<b>101.4%</b>	<b>16,695</b>	
<b>CAPITAL OUTLAY</b>										
49000 Bird Memorial—Children's	0	0	0	0	0	---	0	---	0	
49350 Tech 4 U Automation	0	0	0	0	0	---	0	---	0	
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>---</b>	<b>0</b>	<b>---</b>	<b>0</b>	
<b>TOTAL EXPENDITURES</b>	<b>40,868</b>	<b>16,457</b>	<b>33,153</b>	<b>17,238</b>	<b>33,153</b>	<b>-18.9%</b>	<b>(7,716)</b>	<b>101.4%</b>	<b>16,695</b>	

**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