

March 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 February 17, 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-4E
	January Detailed Balance Sheet (action)	5A-5C
	January Detailed Revenue & Expense Report (action)	6A-6C
	February Financial Summary Report (action)	7A-7C
	February Detailed Balance Sheet (action)	8A-8C
	February Detailed Revenue & Expense Report (action)	9A-9C
6 Approval of Checks (Green) (10 minutes)(7:19pm)		
	February Manual Check Report (action)	10A
	February Check Register (action)	11A-11L
7 Committee Reports (20 minutes)(7:39pm)		
		12A-12G
8 New Business		
	Recommendation from Building and Grounds Committee (15 minutes)(7:54pm)	13A 14A-14G
9 Old Business		
	Selection of Trustee for April and May Friends Meetings (action)(5 minutes)(7:59pm)	15A
	Proposed Change to Personnel Handbook (action)(10 minutes)(8:09pm)	16A
	Update on Procedure for Removal of Library Cards from System (10 minutes)(8:19pm)	17A-17H
10 Director's Report (5 minutes)(8:24pm)		
	Librarian's Narrative Report	18A-18B
11 Executive Session(s) (30 minutes)(8:54pm)		
12 Any and All Other Business ...		
13 Adjournment (1 minute)(8:55pm)		
14 Attachments		
	Usage Statistics for the Month of January	19A-19C

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, March 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 February 17, 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)**
 - d. February Financial Summary Report **(action)**
 - e. February Detailed Balance Sheet **(action)**
 - f. February Detailed Revenue & Expense Report **(action)**
6. **Approval of checks (Green Pages) (10 minutes)(7:19pm)**
 - a. February Manual Checks (12032-12037) **(action)**
 - b. February Monthly Checks (12038-12068) **(action)**
7. **Committee Reports (20 minutes)(7:39pm) (Met)**
 - a. Long Range Planning Committee **(CHAIR: Kregor. MEMBERS: Butler, Meierhoff, Schons, and Wojda.)**
 - b. Building and Grounds Committee **(CHAIR: Schons. MEMBERS: Meierhoff and Stroh.)**
 - c. Human Resources Committee **(CHAIR: Butler. MEMBERS: Meierhoff, Stroh, Wojda.)**
 - d. Outreach Committee **(CHAIR: Schons. MEMBERS: Schnell.)**
 - (Did not meet)**
 - e. Finance Committee **(CHAIR: Butler. MEMBERS: Kregor.)**
 - f. Intergovernmental Committee **(CHAIR: Bailey. MEMBERS: Stroh and Schnell.)**
 - g. Technology Committee **(CHAIR: Kregor. MEMBERS: Wojda.)**
 - h. Trustee Bylaw Committee **(CHAIR: Stroh. MEMBERS: Schell and Schons.)**

8. New Business

- a. Recommendation from Building and Grounds Committee on Space Usage **(15 minutes)(7:54pm)**

9. Old Business

- a. Selection of Trustee for April and May Friends Meetings **(action)(5 minutes)(7:59pm)**
- b. Proposed Change to Personnel Handbook **(action)(10 minutes)(8:09pm)**
- c. Update on Procedure for Removal of Library Cards from System **(10 minutes)(8:19pm)**

10. Director's Report (5 minutes)(8:24pm)

- a. Director's Narrative Report

11. Executive Session(s)**(30 minutes)(8:54pm)**

- a. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 and in compliance with the Open Meetings Act 5 ILCS 120/2 (c) (21)
- b. To discuss the appointment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 (c) (1)

12. Any and all other business which may properly come before the Board**13. Adjournment (1 minute)(8:55pm)****Attachments:**

Building Proposal

Upcoming Friends Meetings

Proposed Personnel Handbook Changes

Statistics Report

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

Budget Analysis Summary

The budget summary page includes \$33,153 in budget funds that are not included on the yellow sheets. The lines highlighted in red show up on the white analysis pages but not the yellow pages. Each of these lines is part of the Gifts and Grants Fund, which are not present on the Detailed Revenue and Expense reports in their shortened form.

While the amount of difference is similar to the \$34,900 in reserve funds included in the budget for FY2014-2015, the cause is unrelated to any use or tracking of reserve funds.

I have asked Marlene Scheibl at the Village to add the Grant and Gift Fund information back to the financial reports (yellow pages).

I am aware that we've been making use of the old grant and gifts budget lines in the main fund rather than the ones in the Grants and Gifts Fund. Unfortunately, the old lines cannot be deleted until the start of the new fiscal year. I plan to request their removal then, so that we can focus on using the new ones.

Respectfully submitted,

Eric Bailey
Library Director

Budget Sheets Comparison

Revenue Line	Approved Budget	Yellow Sheets	Budget Summary
Tax Levy	\$851,666	\$851,666	\$851,666
Rental Fines	\$13,000	\$13,000	\$13,000
Per Capita Grant	\$7,153		\$7,153
Non-Resident Fees	\$7,000	\$7,000	\$7,000
Misc. Revenues	\$3,000	\$3,000	\$3,000
Other Grants	\$5,000		\$5,000
Photocopy Charges	\$2,000	\$2,000	\$2,000
Village Contribution	\$7,900	\$7,900	\$7,900
Interest Earnings	\$400	\$400	\$400
Restricted Donations	\$20,000		\$20,000
Unrestricted Donations	\$1,000		\$1,000
Total	\$918,119	\$884,966	\$918,119

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

2/12/2015

400

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

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

2/12/2015

Description	FY 2014-15				FY 2013-14		
	Fiscal Year Total-to-Date	Budget	% of Budget Received/ Expensed	% of Actual Y-T-D	Previous Fiscal YTD	% of Budget Received/ Expensed	Budget
Postage	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 SZUFF PUBLIC LIBRARY
REVENUE AND EXPENDITURE REPORT
For period ending January 31, 2015

2/12/2015

43E

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

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

3/12/2015

Description	FY 2014-15				FY 2013-14		
	Fiscal Year Total-to-Date	Budget	% of Budget Received/ Expensed	% of Actual Y-T-D	Previous Fiscal YTD	% of Budget Received/ Expensed	Budget
Revenues							
Property Taxes	\$ 850,197	\$ 851,666	99.8%	97.4%	\$ 843,817	101.2%	\$ 833,508
Rental Fines	9,512	13,000	73.2%	1.1%	8,720	72.7%	12,000
State Per Capita Grant	-	7,153	0.0%	0.0%	216	3.7%	5,868
Non-Resident Fees	6,197	7,000	88.5%	0.7%	4,430	73.8%	6,000
Miscellaneous Revenue	1,124	3,000	37.5%	0.1%	3,237	107.9%	3,000
Other Grants	-	5,000	0.0%	0.0%	-	0.0%	15,000
Photo-copy Charges	1,757	2,000	87.8%	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	224	400	56.0%	0.0%	450	90.0%	500
Naperville (Impact) Fees	-	-	---	0.0%	-	---	-
Restricted Donations/Gifts	3,541	20,000	17.7%	0.4%	-	0.0%	15,000
Unrestricted Donations/Gifts	280	1,000	28.0%	0.0%	132	2.6%	5,000
Total Revenues	\$ 872,832	\$ 918,119	95.1%	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	\$ 193,815	\$ 224,000	86.5%	26.3%	\$ 124,729	57.5%	\$ 217,000
Staff Salaries	187,462	231,000	81.2%	25.4%	118,243	58.8%	201,000
Medical Insurance	49,427	42,000	117.7%	6.7%	23,026	46.1%	50,000
Other Employee Benefits	62	500	12.4%	0.0%	288	57.6%	500
Employer IMRF	38,549	45,000	85.7%	5.2%	22,538	56.3%	40,000
Employer FICA	28,588	35,000	81.7%	3.9%	18,229	57.0%	32,000
<i>Subtotal Personnel Expense</i>	\$ 497,903	\$ 577,500	86.2%	67.5%	\$ 307,054	56.8%	\$ 540,500
Building Maintenance	\$ 17,395	\$ 28,000	62.1%	2.4%	\$ 17,826	63.7%	\$ 28,000
Elevator Maintenance	2,144	2,000	107.2%	0.3%	751	33.4%	2,250
Grounds Maintenance	7,692	8,500	90.5%	1.0%	4,696	47.0%	10,000
Copier Maintenance	3,231	4,500	71.8%	0.4%	3,602	80.1%	4,500
<i>Subtotal Maintenance Expense</i>	\$ 30,462	\$ 43,000	70.8%	4.1%	\$ 26,875	60.1%	\$ 44,750
Other Professional Services	\$ 17,210	\$ 20,000	86.0%	2.3%	\$ 50	1.0%	\$ 5,000
Computer Services	11,675	20,000	58.4%	1.6%	8,559	30.6%	28,000
Legal Services	1,404	15,000	9.4%	0.2%	3,569	142.7%	2,500
Professional Development	4,134	5,000	82.7%	0.6%	2,208	73.6%	3,000
Dues	1,868	2,000	93.4%	0.3%	1,090	43.6%	2,500
Utilities	8,069	8,000	100.9%	1.1%	5,465	84.1%	6,500

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

3/12/2015

7B

Description	FY 2014-15				FY 2013-14		
	Fiscal Year Total-to-Date	Budget	% of Budget Received/ Expensed	% of Actual Y-T-D	Previous Fiscal YTD	% of Budget Received/ Expensed	Budget
Postage	2,062	3,000	68.7%	0.3%	1,760	44.0%	4,000
Printing/E-News	7,904	9,000	87.8%	1.1%	5,371	67.1%	8,000
Office Supplies	3,600	6,000	60.0%	0.5%	3,312	55.2%	6,000
Bldg/Grounds Supplies	974	2,000	48.7%	0.1%	1,018	40.7%	2,500
Technical Services Supplies	2,992	5,500	54.4%	0.4%	2,712	49.3%	5,500
<i>Subtotal Contracts & Commodities</i>	\$ 61,891	\$ 95,500	64.8%	8.4%	\$ 35,112	47.8%	\$ 73,500
Hospitality Program Support	\$ 317	1,000	31.7%	0.0%	\$ 204	20.4%	1,000
Adult Program Support	3,535	4,000	88.4%	0.5%	3,387	84.7%	4,000
Juvenile Program Support	6,647	7,000	95.0%	0.9%	5,302	75.7%	7,000
Per Capita Grant	6,442	7,153	90.1%	0.9%	3,578	61.0%	5,868
Other Grant Expenditures	-	5,000	0.0%	0.0%	-	0.0%	20,000
<i>Subtotal Programs & Grants</i>	\$ 16,942	\$ 24,153	70.1%	2.3%	\$ 12,470	32.9%	\$ 37,868

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

3/12/2015

7C

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	\$ 12,744	18,000	70.8%	1.7%	\$ 11,344	63.0%	18,000
Adult Fiction Books	11,361	15,000	75.7%	1.5%	8,259	55.1%	15,000
Adult Large Print Materials	475	500	95.0%	0.1%	367	36.7%	1,000
Adult AV Materials	11,609	15,000	77.4%	1.6%	6,919	49.4%	14,000
Adult Reference/e-Reference	15,316	23,000	66.6%	2.1%	14,332	79.6%	18,000
Juvenile Non-Fiction Books	7,167	7,000	102.4%	1.0%	7,470	106.7%	7,000
Picture Books	4,070	6,000	67.8%	0.6%	-	0.0%	6,000
Juvenile Fiction Books	3,560	8,500	41.9%	0.5%	3,019	35.5%	8,500
Juvenile AV Materials	1,477	3,750	39.4%	0.2%	4,040	107.7%	3,750
Juvenile e-Reference	334	1,000	33.4%	0.0%	1,895	---	-
Teen Books	2,210	2,750	80.4%	0.3%	1,609	58.5%	2,750
e-Books	10,302	12,000	85.8%	1.4%	3,559	44.5%	8,000
Graphic Novels	386	500	77.1%	0.1%	196	39.3%	500
Periodicals	5,514	\$ 7,000	78.8%	0.7%	4,671	62.3%	7,500
Video Games	2,904	3,500	83.0%	0.4%	1,693	61.6%	2,750
<i>Subtotal Materials</i>	\$ 89,429	123,500	72.4%	12.1%	\$ 69,373	61.5%	\$ 112,750
Patron & Staff Software	\$ 2,253	6,000	37.6%	0.3%	\$ 669	14.9%	4,500
Library Automation Software	20,297	24,000	84.6%	2.8%	46,053	329.0%	14,000
Miscellaneous Expense	2,856	2,000	142.8%	0.4%	1,183	59.2%	2,000
<i>Subtotal Software/Other</i>	\$ 25,406	32,000	79.4%	3.4%	\$ 47,905	233.7%	\$ 20,500
FR Restricted Donations	\$ 3,559	2,000	178.0%	0.5%	\$ 300	---	-
Library Furnishings	530	-	---	0.1%	5,556	221.5%	2,508
Computer Equipment	1,190	14,000	8.5%	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%	1.0%	11,372	87.5%	13,000
Other Building Improvements	-	-	---	0.0%	-	---	-
Use of Temporarily Restrict Donat	-	21,000	0.0%	0.0%	8	---	-
Contingency	3,016	6,366	47.4%	0.4%	1,405	7.8%	18,000
<i>Subtotal Capital, Grants & Dona</i>	\$ 15,651	\$ 57,366	27.3%	2.1%	\$ 23,768	14.8%	\$ 160,508
Total Expenditures	\$ 737,683	\$ 953,019	77.4%	100.0%	\$ 522,558	52.8%	\$ 990,376

Fund Balance as of April 30, 2014 526,458
YTD Addition to/(Subtraction from) Fund Balance 135,149
Fund Balance at month end 661,606

DATE: 02/12/ 5
TIME: 12:42:z
ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
DETAILED BALANCE SHEET

PAGE 1
F-1 15

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

DATE: 02/15
 TIME: 12:42
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

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

DATE: 02/12/15
TIME: 12:42:..
ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
DETAILED BALANCE SHEET

PAGE 3
F- 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: 02/12/2
TIME: 12:45:16
ID: GL470006.WOW

-- VILLAGE 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
<hr/>							
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%
<hr/>							
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%
<hr/>							
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%
<hr/>							
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
 TIME: 12:45:16
 ID: GL470006.WOW

-- 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: 02/12/2
TIME: 12:45:10
ID: GL470006.WOW

-- 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
<hr/>							
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%
<hr/>							
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%
<hr/>							
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: 03/12/2015
 TIME: 10:15:30
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

PAGE: 1
 F-YR: 15

8A

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 10 PERIODS ENDING FEBRUARY 28, 2015

ACCOUNT #	DESCRIPTION	BALANCE 05/01/14	NET DEBITS	NET CREDITS	BALANCE 02/28/15
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	30.89	282.35	(251.46)
80-10-101-11000	MONEY MARKET ACCOUNT	73,297.84	814,798.13	778,882.52	109,213.45
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	863,109.91	802,662.34	594,005.73
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	8.81	3.24	3,423.46
TOTAL CASH & INVESTMENTS		610,425.69	1,677,947.74	1,581,830.45	706,542.98
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)	978,919.01	971,303.17	0.00
80-10-301-55000	PREPAID EXPENSES	0.00	0.00	0.00	0.00
TOTAL OTHER ASSETS		(7,615.84)	978,919.01	971,303.17	0.00
TOTAL ASSETS		1,455,113.63	2,656,866.75	2,553,133.62	1,558,846.76
LIABILITIES AND FUND EQUITY					
LIABILITIES					
PAYABLES					
80-20-102-20000	ACCOUNTS PAYABLE	58,424.58	415,083.61	383,668.07	27,009.04

DATE: 03/11/2015
 TIME: 10:12:30
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

PAGE: 2
 F-YR: 15

8B

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 10 PERIODS ENDING FEBRUARY 28, 2015

ACCOUNT #	DESCRIPTION	BALANCE 05/01/14	NET DEBITS	NET CREDITS	BALANCE 02/28/15
LIABILITIES					
PAYABLES					
80-20-102-41000	SOCIAL SECURITY TAX PAYABLE	0.00	57,175.02	57,175.02	0.00
80-20-102-42000	FEDERAL INCOME TAX PAYABLE	0.00	35,718.33	35,718.33	0.00
80-20-102-43000	STATE INCOME TAX PAYABLE	0.00	15,831.42	15,831.42	0.00
80-20-102-44000	IMRF PAYABLE	0.00	53,260.21	53,260.21	0.00
80-20-102-45000	ICMA 457 PLAN PAYABLE	0.00	21,000.00	21,000.00	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	3,959.52	3,959.52	0.00
80-20-102-66000	LIBRARY HSA PAYABLE	0.00	3,650.00	3,650.00	0.00
80-20-102-70000	OTHER SHORT TERM LIABILITIES	0.00	0.00	0.00	0.00
TOTAL PAYABLES		58,424.58	605,678.11	574,262.57	27,009.04
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	605,678.11	574,262.57	897,240.27
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	135,148.67	135,148.67

DATE: 03/12/2015
TIME: 10:15:30
ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
DETAILED BALANCE SHEET

PAGE: 3
F-YR: 15

80

FUND: LAKE BLUFF PUBLIC LIBRARY
FOR 10 PERIODS ENDING FEBRUARY 28, 2015

ACCOUNT #	DESCRIPTION	BALANCE 05/01/14	NET DEBITS	NET CREDITS	BALANCE 02/28/15
TOTAL FUND EQUITY		526,457.82	0.00	135,148.67	661,606.49
TOTAL LIABILITIES AND FUND EQUITY		1,455,113.63	605,678.11	709,411.24	1,558,846.76

DATE: 03/12/2015
 TIME: 10:17:46
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 10 PERIODS ENDING FEBRUARY 28, 2015

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: REVENUES

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
PROPERTY TAXES							
80-40-103-10000	LIBRARY PROPERTY TAX	0.00	0.00	850,197.16	849,607.14	851,666.00	99.8%
TOTAL REVENUES: PROPERTY TAXES		0.00	0.00	850,197.16	849,607.14	851,666.00	99.8%
SERVICES & FEES							
80-40-403-48300	PHOTO-COPY CHARGES	117.20	129.85	1,756.70	1,778.95	2,000.00	87.8%
80-40-403-48500	NON-RESIDENT FEES	910.57	317.06	6,196.74	6,070.76	7,000.00	88.5%
TOTAL REVENUES: SERVICES & FEES		1,027.77	446.91	7,953.44	7,849.71	9,000.00	88.3%
FINES							
80-40-503-65000	RENTAL FINES	975.86	1,250.76	9,511.89	11,970.41	13,000.00	73.1%
TOTAL REVENUES: FINES		975.86	1,250.76	9,511.89	11,970.41	13,000.00	73.1%
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	19.84	24.17	224.03	290.48	400.00	56.0%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	3.75	7.02	279.89	180.72	0.00	100.0%
80-40-603-78001	RESTRICTED DONATIONS	3,430.93	50.00	3,541.11	500.00	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	31.45	127.37	1,124.32	3,507.76	3,000.00	37.4%
TOTAL REVENUES: MISCELLANEOUS		3,485.97	208.56	5,169.35	10,359.17	11,300.00	45.7%
TOTAL REVENUES: REVENUES		5,489.60	1,906.23	872,831.84	879,786.43	884,966.00	98.6%
TOTAL FUND REVENUES		5,489.60	1,906.23	872,831.84	879,786.43	884,966.00	98.6%

DATE: 03/17/2015
 TIME: 10:11
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 10 PERIODS ENDING FEBRUARY 28, 2015

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY 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	193,815.10	178,765.73	224,000.00	86.5%
80-60-001-40050	STAFF SALARIES	18,021.57	20,573.70	187,461.99	172,517.53	231,000.00	81.1%
80-60-001-40400	MEDICAL INSURANCE	7,079.35	3,570.85	49,427.05	38,130.70	42,000.00	117.6%
80-60-001-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	62.00	288.00	500.00	12.4%
80-60-001-40950	EMPLOYER IMRF	3,549.80	3,760.33	38,548.98	33,361.05	45,000.00	85.6%
80-60-001-40951	EMPLOYER FICA TAX	2,962.77	2,899.28	28,587.51	26,357.64	35,000.00	81.6%
80-60-001-41000	BUILDING MAINTENANCE	2,121.00	(46.00)	17,395.36	19,618.66	28,000.00	62.1%
80-60-001-41020	ELEVATOR MAINTENANCE	38.00	0.00	2,144.00	1,026.56	2,000.00	107.2%
80-60-001-41050	GROUNDS MAINTENANCE	1,430.00	0.00	7,691.75	6,205.35	8,500.00	90.4%
80-60-001-41303	COPIER MAINTENANCE/SUPPLIES	52.44	148.50	3,230.73	4,947.09	4,500.00	71.7%
80-60-001-41304	OTHER PROFESSIONAL SERVICES	0.00	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	6,922.50	1,404.00	10,491.00	15,000.00	9.3%
80-60-001-42400	PROFESSIONAL DEVELOPMENT	475.00	520.00	4,133.75	3,433.00	5,000.00	82.6%
80-60-001-42440	DUES	160.00	0.00	1,868.00	1,409.00	2,000.00	93.4%
80-60-001-43230	UTILITIES	655.08	546.21	8,068.87	7,358.85	8,000.00	100.8%
80-60-001-43300	POSTAGE	284.00	642.82	2,061.71	2,510.83	3,000.00	68.7%
80-60-001-43400	PRINTING/E-NEWSLETTER	1,883.00	0.00	7,903.60	5,665.10	9,000.00	87.8%
80-60-001-43550	OFFICE SUPPLIES	505.87	473.76	3,599.91	4,608.06	6,000.00	59.9%
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	14.17	81.26	973.55	1,339.31	2,000.00	48.6%
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	294.12	133.51	2,992.21	3,626.47	5,500.00	54.4%
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	20.49	292.78	317.35	802.69	1,000.00	31.7%
80-60-001-43710	ADULT PROGRAM SUPPLIES	23.32	48.00	3,535.23	4,309.57	4,000.00	88.3%
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	102.43	492.68	6,646.67	6,408.01	7,000.00	94.9%
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	482.19	1,236.34	12,743.72	14,471.45	18,000.00	70.7%
80-60-001-45100	ADULT FICTION BOOKS	734.71	1,381.94	11,361.39	11,511.96	15,000.00	75.7%
80-60-001-45110	ADULT LARGE PRINT MATERIAL	36.27	49.79	474.96	728.77	500.00	94.9%
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	1,269.07	718.01	11,609.40	10,266.09	15,000.00	77.3%
80-60-001-45220	ADULT REFERENCE/E-REFER	0.00	0.00	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	555.37	597.72	4,070.03	4,714.64	6,000.00	67.8%
80-60-001-45420	JUVENILE FICTION	286.59	671.16	3,559.98	5,465.16	8,500.00	41.8%
80-60-001-45430	JUVENILE AUDIO-VISUAL	255.02	209.61	1,476.94	2,768.58	3,750.00	39.3%
80-60-001-45440	JUVENILE E-REFERENCE	0.00	0.00	334.33	0.00	1,000.00	33.4%
80-60-001-45450	TEEN BOOKS	608.80	274.49	2,209.91	2,179.61	2,750.00	80.3%
80-60-001-45460	E-BOOKS	1,054.38	743.64	10,301.95	6,508.58	12,000.00	85.8%
80-60-001-45470	GRAPHIC NOVELS	127.69	0.00	385.72	347.90	500.00	77.1%
80-60-001-45500	PERIODICALS	34.00	612.40	5,513.86	5,281.02	7,000.00	78.7%
80-60-001-45510	VIDEO GAMES	508.88	263.67	2,904.43	2,564.81	3,500.00	82.9%
80-60-001-45600	PATRON & STAFF SOFTWARE	9.95	9.95	2,253.15	698.50	6,000.00	37.5%
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	263.31	303.54	2,856.25	1,782.87	2,000.00	142.8%
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	1,515.79	21.75	3,559.42	350.17	0.00	-100.0%

DATE: 03/12/2015
 TIME: 10:17:46
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 10 PERIODS ENDING FEBRUARY 28, 2015

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY 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	1,819.00	530.01	7,653.31	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	175.00	3,600.00	1,189.59	15,908.58	14,000.00	8.4%
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	139.90	3,015.60	2,029.02	6,366.00	47.3%
TOTAL EXPENSES: LIBRARY SERVICES		69,115.49	71,725.43	737,683.17	724,044.02	919,866.00	80.1%
TOTAL EXPENSES: LIBRARY ADMINISTRATION		69,115.49	71,725.43	737,683.17	724,044.02	919,866.00	80.1%
TOTAL FUND EXPENSES		69,115.49	71,725.43	737,683.17	724,044.02	919,866.00	80.1%
TOTAL FUND REVENUES		5,489.60	1,906.23	872,831.84	879,786.43	884,966.00	98.6%
TOTAL FUND EXPENSES		69,115.49	71,725.43	737,683.17	724,044.02	919,866.00	80.1%
FUND SURPLUS (DEFICIT)		(63,625.89)	(69,819.20)	135,148.67	155,742.41	(34,900.00)	-387.2%

DATE: 03/12/15
 TIME: 08:29:30
 ID: AP225000.CBL

-- VILLAGE OF LAKE BLUFF --
 MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
12032	9AT&T AT & T				02/23/15		
	847-234-254002	02/07/15	01	LC PH SRVC:1/8-2/7/15		80-60-001-43230	339.53
						INVOICE TOTAL:	339.53 *
						CHECK TOTAL:	339.53
12033	9COMCAST COMCAST CABLE				02/23/15		
	COM021215	02/12/15	01	INTERNET:2/19-3/18/15		80-60-001-43230	244.85
						INVOICE TOTAL:	244.85 *
						CHECK TOTAL:	244.85
12034	9INGRAM INGRAM LIBRARY SERVICES				02/23/15		
	83748779	02/08/15	01	ADULT NON-FICTION BOOKS		80-60-001-45000	22.49
						INVOICE TOTAL:	22.49 *
						CHECK TOTAL:	22.49
12035	9METROSE METRO SELF STORAGE				02/23/15		
	MET021315	02/13/15	01	STORAGE SPACE RENTAL		80-60-001-41000	62.00
						INVOICE TOTAL:	62.00 *
						CHECK TOTAL:	62.00
12036	9SURPRKI KIRA SURPRISE				02/23/15		
	SUR021115	02/11/15	01	MISC EXPENSES		80-60-001-46000	21.00
						INVOICE TOTAL:	21.00 *
	SUR022015	02/20/15	01	ADULT PROGRAM SUPPLIES		80-60-001-43710	23.32
						INVOICE TOTAL:	23.32 *
						CHECK TOTAL:	44.32
12037	9VANTAGE VANTAGEPOINT TRANSFER AGENTS				02/23/15		
	101928398	02/19/15	01	'EE ICMA CONTRIBUTION:2/27/15		80-20-102-45000	1,050.00
						INVOICE TOTAL:	1,050.00 *
						CHECK TOTAL:	1,050.00
						TOTAL AMOUNT PAID:	1,763.19

DATE: 03/12/15
TIME: 09:06:40
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

PAGE: 1 11A

CHECK DATE: 03/17/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12038	9AMAZONA	VOIDED---LEADER CHECK						
	001339440969		02/06/15	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	21.22	
						INVOICE TOTAL:	21.22 *	
	022443984092		01/10/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	11.99	
						INVOICE TOTAL:	11.99 *	
	051230781210		02/03/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.08	
						INVOICE TOTAL:	19.08 *	
	051233769896		02/03/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	15.93	
						INVOICE TOTAL:	15.93 *	
	058247036713		01/22/15	01	ADULT FICTION BOOKS	80-60-001-45100	21.94	
						INVOICE TOTAL:	21.94 *	
	088402747971		01/26/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	195.58	
						INVOICE TOTAL:	195.58 *	
	097837608918		01/15/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-20.96	
						INVOICE TOTAL:	-20.96 *	
	124484193249		01/09/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	24.99	
						INVOICE TOTAL:	24.99 *	
	124486739646		01/10/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.59	
						INVOICE TOTAL:	14.59 *	
	146580719589		01/13/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	45.38	
						INVOICE TOTAL:	45.38 *	
	146580858947		01/21/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.40	
						INVOICE TOTAL:	-0.40 *	
	146582927101		01/22/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.01	
						INVOICE TOTAL:	-0.01 *	

DATE: 03/17/15
TIME: 09:06:40
PRG ID: AP215000.CBL

-- VILLAGE OF LONE BLUFF --
CHECK REGISTER

PAGE: 2

11B

CHECK DATE: 03/17/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12038	9AMAZONA	VOIDED---LEADER CHECK						
	146585207280		01/18/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	145.17	
					INVOICE TOTAL:		145.17 *	
	146588666482		01/23/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-1.89	
					INVOICE TOTAL:		-1.89 *	
	156005143976		01/11/15	01	ADULT NON-FICTION BOOKS	80-60-001-45000	15.88	
					INVOICE TOTAL:		15.88 *	
	202212751298		02/08/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	131.56	
					INVOICE TOTAL:		131.56 *	
	202212756015		02/02/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	13.80	
					INVOICE TOTAL:		13.80 *	
	202219843809		02/04/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	83.74	
					INVOICE TOTAL:		83.74 *	
	221641801623		01/12/15	01	OFFICE SUPPLIES	80-60-001-43550	12.79	
					INVOICE TOTAL:		12.79 *	
12039	9AMAZONA	AMAZON						
	268450020204		01/17/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-1.00	
					INVOICE TOTAL:		-1.00 *	
	268451576089		01/15/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-4.97	
					INVOICE TOTAL:		-4.97 *	
	268451590978		01/12/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	250.14	
					INVOICE TOTAL:		250.14 *	
	268453126416		01/21/15	01	CREIDT-ADULT AUDIO VISUAL	80-60-001-45200	-3.00	
					INVOICE TOTAL:		-3.00 *	

DATE: 03/12/15
TIME: 09:06:40
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

CHECK DATE: 03/17/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12039	9AMAZONA	AMAZON					
	268453903514		01/14/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-1.89
						INVOICE TOTAL:	-1.89 *
	268455917179		01/19/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.54
						INVOICE TOTAL:	-0.54 *
	268458889328		01/16/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.97
						INVOICE TOTAL:	-0.97 *
	296051085588		02/06/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-2.13
						INVOICE TOTAL:	-2.13 *
	296051834005		02/02/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	162.16
						INVOICE TOTAL:	162.16 *
	296052198594		02/05/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-3.19
						INVOICE TOTAL:	-3.19 *
	296053377257		02/04/15	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-2.01
						INVOICE TOTAL:	-2.01 *
	296055146330		01/28/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.99
						INVOICE TOTAL:	14.99 *
	29605788619		01/27/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	37.98
						INVOICE TOTAL:	37.98 *
						CHECK TOTAL:	1,195.95
12040	9AMERSPI	AMERICAN SPIRIT, NSDAR					
	AME030915		03/09/15	01	PERIODICALS-2 YR SUBSCRIPTION	80-60-001-45500	34.00
						INVOICE TOTAL:	34.00 *
						CHECK TOTAL:	34.00
12041	9BKTLNT	VOIDED---LEADER CHECK					

DATE: 03/20/15
TIME: 09:40
PRG ID: 11215000.CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

CHECK DATE: 03/17/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
	0002655185		02/04/15	01	CREDIT-ADULT NON-FICTION	80-60-001-45000	-15.81
						INVOICE TOTAL:	-15.81 *
	203003770		02/06/15	01	ADULT NON-FICTION	80-60-001-45000	94.23
						INVOICE TOTAL:	94.23 *
	2030291421		02/05/15	01	ADULT NON-FICTION	80-60-001-45000	64.90
						INVOICE TOTAL:	64.90 *
	2030300977		02/06/15	01	TEEN BOOKS	80-60-001-45450	284.80
						INVOICE TOTAL:	284.80 *
	2030303767		02/09/15	01	ADULT FICTION BOOKS	80-60-001-45100	98.76
						INVOICE TOTAL:	98.76 *
	2030314924		02/11/15	01	ADULT NON-FICTION	80-60-001-45000	77.18
						INVOICE TOTAL:	77.18 *
	2030319519		02/11/15	01	ADULT FICTION BOOKS	80-60-001-45100	71.43
						INVOICE TOTAL:	71.43 *
	2030319520		02/12/15	01	ADULT NON-FICTION	80-60-001-45000	53.16
						INVOICE TOTAL:	53.16 *
	2030322383		02/12/15	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	116.66
						INVOICE TOTAL:	116.66 *
	2030324641		02/13/15	01	ADULT FICTION BOOKS	80-60-001-45100	38.53
						INVOICE TOTAL:	38.53 *
	2030324811		02/13/15	01	PICTURE BKS, READRS, HOLIDAY BKS	80-60-001-45410	518.39
						INVOICE TOTAL:	518.39 *
	2030328273		02/13/15	01	GRAPHIC NOVELS	80-60-001-45470	127.69
						INVOICE TOTAL:	127.69 *
	2030339976		02/18/15	01	ADULT FICTION BOOKS	80-60-001-45100	158.76
						INVOICE TOTAL:	158.76 *

DATE: 03/12/15
TIME: 09:06:40
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

CHECK DATE: 03/17/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12041	9BKTLENT	VOIDED---LEADER CHECK						
	2030340700		02/19/15	01	ADULT NON-FICTION	80-60-001-45000	96.99	
				02	EXPENSES FRM RESTRICTED DONAT	80-60-001-48001	15.79	
						INVOICE TOTAL:	112.78 *	
	2030347304		02/19/15	01	TEEN BOOKS	80-60-001-45450	46.67	
						INVOICE TOTAL:	46.67 *	
	2030351562		02/24/15	01	ADULT LARGE PRINT MATERIAL	80-60-001-45110	36.27	
						INVOICE TOTAL:	36.27 *	
	2030353691		02/24/15	01	JUVENILE FICTION,PBKS & SERIES	80-60-001-45420	55.07	
						INVOICE TOTAL:	55.07 *	
	2030357357		02/24/15	01	PICTURE BKS,READRS,HOLIDAY BKS	80-60-001-45410	36.98	
						INVOICE TOTAL:	36.98 *	
	2030357531		02/23/15	01	ADULT NON-FICTION	80-60-001-45000	46.52	
						INVOICE TOTAL:	46.52 *	
12042	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT						
	2030374328		02/27/15	01	TEEN BOOKS	80-60-001-45450	194.58	
						INVOICE TOTAL:	194.58 *	
	2030376148		02/27/15	01	ADULT FICTION BOOKS	80-60-001-45100	328.93	
						INVOICE TOTAL:	328.93 *	
	2030380939		03/03/15	01	MISC EXPENSES	80-60-001-46000	104.52	
						INVOICE TOTAL:	104.52 *	
	2030386803		03/04/15	01	JUVENILE FICTION,PBKS & SERIES	80-60-001-45420	114.86	
						INVOICE TOTAL:	114.86 *	
	2030393791		03/05/15	01	TEEN BOOKS	80-60-001-45450	82.75	
						INVOICE TOTAL:	82.75 *	
						CHECK TOTAL:	2,848.61	

DATE: 03/17/15
TIME: 09:00:40
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

CHECK DATE: 03/17/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12043	9CAPMCON	CAPITAL M. CONSULTING , INC.					
	CAP022315		02/23/15	01	EXPENSES FRM RESTRICTED DONAT	80-60-001-48001	250.00
						INVOICE TOTAL:	250.00 *
						CHECK TOTAL:	250.00
12044	9CDW	CDW GOVERNMENT, INC.					
	SS69677		02/25/15	01	EXPENSES FRM RESTRICTED DONAT	80-60-001-48001	1,075.00
						INVOICE TOTAL:	1,075.00 *
	ST41165		02/26/15	01	EXPENSES FRM RESTRICTED DONAT	80-60-001-48001	175.00
						INVOICE TOTAL:	175.00 *
						CHECK TOTAL:	1,250.00
12045	9COMPVIE	COMPUTER VIEW, INC.					
	26636		02/23/15	01	COMPUTER EQUIPMENT	80-60-001-49350	175.00
						INVOICE TOTAL:	175.00 *
						CHECK TOTAL:	175.00
12046	9CREEKSI	CREEKSIDE PRINTING					
	02271507		02/27/15	01	SPRING BOOK CHAT NEWSLETTER	80-60-001-43400	1,883.00
						INVOICE TOTAL:	1,883.00 *
						CHECK TOTAL:	1,883.00
12047	9CRYSMAN	CRYSTAL MANAGEMENT &					
	22632		01/15/15	01	CLEANING SERVICES:FEB 2015	80-60-001-41000	645.00
						INVOICE TOTAL:	645.00 *
						CHECK TOTAL:	645.00

DATE: 03/12/15
TIME: 09:06:40
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

CHECK DATE: 03/17/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12048	9DEMCO	DEMCO, INC					
	5527109		02/16/15	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	156.46
				02	DISCOUNT	80-60-001-43670	-50.00
					INVOICE TOTAL:		106.46 *
					CHECK TOTAL:		106.46
12049	9ENVIRME	ENVIRONMENT MECHANICAL					
	78439		01/27/15	01	BUILDING MAINTENANCE	80-60-001-41000	1,130.00
					INVOICE TOTAL:		1,130.00 *
	78531		01/26/15	01	BUILDING MAINTENANCE	80-60-001-41000	284.00
					INVOICE TOTAL:		284.00 *
					CHECK TOTAL:		1,414.00
12050	9FIRSTBA	FIRST BANKCARD					
	AMY02262015		02/26/15	01	MISC. EXPENSES	80-60-001-46000	42.00
				02	VIDEO GAMES	80-60-001-45510	508.88
					INVOICE TOTAL:		550.88 *
					CHECK TOTAL:		550.88
12051	9FIRSTBA	FIRST BANKCARD					
	CAR022615		02/26/15	01	ALA MID WINTER CONF:LYNDY	80-60-001-42400	155.00
				02	ALA MID WINTER CONF:ROSS	80-60-001-42400	165.00
				03	HOSPITALITY SUPPLIES	80-60-001-43700	20.49
					INVOICE TOTAL:		340.49 *
					CHECK TOTAL:		340.49
12052	9FIRSTBA	FIRST BANKCARD					

DATE: 03/17/15
TIME: 09:06:40
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

PAGE: 8 114

CHECK DATE: 03/17/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12052	9FIRSTBA	FIRST BANKCARD					
	DON02262015		02/26/15	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	258.12
				02	CREDIT-JUVENILE AUDIO VISUAL	80-60-001-45430	-2.13
				03	CREDIT-JUVENILE AUDIO VISUAL	80-60-001-45430	-0.95
				04	CREDIT-JUVENILE AUDIO VISUAL	80-60-001-45430	-0.01
				05	CREDIT-JUVENILE AUDIO VISUAL	80-60-001-45430	-0.01
				06	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	48.04
					INVOICE TOTAL:		303.06 *
					CHECK TOTAL:		303.06
12053	9FIRSTBA	FIRST BANKCARD					
	ELI022615		02/26/15	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	54.39
				02	MISC. EXPENSES	80-60-001-46000	50.79
					INVOICE TOTAL:		105.18 *
					CHECK TOTAL:		105.18
12054	9FIRSTBA	FIRST BANKCARD					
	ERI022615		02/26/15	01	MISC EXPENSES	80-60-001-46000	25.00
				02	MISC EXPENSES	80-60-001-46000	20.00
				03	ALA MID WINTER CONF	80-60-001-42400	155.00
					INVOICE TOTAL:		200.00 *
					CHECK TOTAL:		200.00
12055	9FIRSTBA	FIRST BANKCARD					
	MCO02262015		02/26/15	01	ILA MEMBER DUES:2/9/15-2/9/16	80-60-001-42440	100.00
				02	WEBSITE FOR ILL	80-60-001-45600	9.95
					INVOICE TOTAL:		109.95 *
					CHECK TOTAL:		109.95

DATE: 03/12/15
 TIME: 09:06:40
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

CHECK DATE: 03/17/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12056	9HELANDE	HELANDERS, INC					
	115129		02/18/15	01	OFFICE SUPPLIES	80-60-001-43550	19.97
						INVOICE TOTAL:	19.97 *
						CHECK TOTAL:	19.97
12057	9INGRAM	INGRAM LIBRARY SERVICES					
	83918103		02/19/15	01	ADULT NON-FICTION BOOKS	80-60-001-45000	14.68
						INVOICE TOTAL:	14.68 *
	83918104		02/19/15	01	ADULT NON-FICTION BOOKS	80-60-001-45000	11.97
						INVOICE TOTAL:	11.97 *
	84040435		02/26/15	01	ADULT FICTION BOOKS	80-60-001-45100	16.36
						INVOICE TOTAL:	16.36 *
						CHECK TOTAL:	43.01
12058	9LB VILL	VILLAGE OF LAKE BLUFF					
	80070268		02/20/15	01	ELEVATOR INSPECTIONS	80-60-001-41020	38.00
						INVOICE TOTAL:	38.00 *
	FEB 2015		02/26/15	01	FY15 MEDICAL INS:FEB 15	80-10-301-37100	4,808.23
				02	FY15 DENTAL/VISION:FEB 15	80-10-301-37100	444.08
				03	FY15 LIFE INS:FEB 15	80-10-301-37100	45.60
				04	FY15 IMRF 'EE CONTR:FEB 15	80-10-301-37100	1,511.28
				05	FY15 IMRF EMPLYR CONTR:FEB 15	80-10-301-37100	3,549.80
						INVOICE TOTAL:	10,358.99 *
	VIL022515		02/25/15	01	WATER:11/17/14-2/10/15	80-60-001-43230	70.70
						INVOICE TOTAL:	70.70 *
						CHECK TOTAL:	10,467.69

DATE: 03/17/15
TIME: 09:06:40
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

CHECK DATE: 03/17/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
12059	9LFHARDW	LAKE FOREST HARDWARE						
	B18367		02/05/15	01	BUILDING & GROUNDS SUPPLIES	80-60-001-43660	4.19	
						INVOICE TOTAL:	4.19 *	
						CHECK TOTAL:		4.19
12060	9LFGSMT0	LFGSM TOASTMASTERS						
	LFG030215		03/02/15	01	SEMI-ANN'L DUES:ERIC	80-60-001-42440	60.00	
						INVOICE TOTAL:	60.00 *	
						CHECK TOTAL:		60.00
12061	9MIDTAPE	MIDWEST TAPE						
	92595880		02/20/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	9.99	
						INVOICE TOTAL:	9.99 *	
	92617933		02/27/15	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	134.96	
						INVOICE TOTAL:	134.96 *	
						CHECK TOTAL:		144.95
12062	9OVERDRI	OVERDRIVE , INC						
	1018-134147853021315		02/13/15	01	ADULT E-BOOKS	80-60-001-45460	564.12	
						INVOICE TOTAL:	564.12 *	
	1018-134526537021315		02/13/15	01	TEEN E-BOOKS	80-60-001-45460	183.90	
						INVOICE TOTAL:	183.90 *	
	1018-134810943021315		02/13/15	01	JUVENILE E-BOOKS	80-60-001-45460	174.04	
						INVOICE TOTAL:	174.04 *	
	1018-135128357021315		02/13/15	01	ADULT STREAMING VIDEOS E-BOOKS	80-60-001-45460	67.45	
						INVOICE TOTAL:	67.45 *	

DATE: 03/12/15
TIME: 09:06:40
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

CHECK DATE: 03/17/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
12062	9OVERDRI	OVERDRIVE , INC					
		1018-135455177021315	02/13/15	01	JUVENILE STREAMING VIDEOS	80-60-001-45460	64.87
						INVOICE TOTAL:	64.87 *
						CHECK TOTAL:	1,054.38
12063	9REYESIS	ISAURO REYES					
		REY020115	02/01/15	01	GROUNDS MAINT:FEB 2015	80-60-001-41050	1,430.00
						INVOICE TOTAL:	1,430.00 *
						CHECK TOTAL:	1,430.00
12064	9SHREDIT	SHRED-IT USA-CHICAGO					
		9404935517	02/09/15	01	PAPER SHREDDING 2/9/15	80-60-001-41303	52.44
						INVOICE TOTAL:	52.44 *
						CHECK TOTAL:	52.44
12065	9STAPLES	STAPLES BUSINESS ADVANTAGE					
		8033112939	01/31/15	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	64.77
				02	BUILDING & GROUNDS SUPPLIES	80-60-001-43660	9.98
						INVOICE TOTAL:	74.75 *
						CHECK TOTAL:	74.75
12066	9USPOSTA	UNITED STATES POSTAL SERVICE					
		USPO30915	03/09/15	01	POST CARD STAMPS	80-60-001-43300	34.00
						INVOICE TOTAL:	34.00 *
						CHECK TOTAL:	34.00
12067	9USPOSTA	UNITED STATES POSTAL SERVICE					

DATE: 03/17/15
TIME: 09:06:40
PRG ID: AP215000.CBL

-- VILLAGE OF LITTLE BLUFF --
CHECK REGISTER

PAGE: 12

111

CHECK DATE: 03/17/15

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT		
12067	9USPOSTA	UNITED STATES POSTAL SERVICE							
	USP030915-1		03/09/15	01	POSTAGE-PERMIT #98	80-60-001-43300	250.00		
						INVOICE TOTAL:	250.00 *		
						CHECK TOTAL:		250.00	
12068	9WAREHOU	WAREHOUSE DIRECT							
	2616037-0		02/24/15	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	33.89		
						INVOICE TOTAL:	33.89 *		
	2623257-0		03/03/15	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	67.78		
				02	OFFICE SUPPLIES	80-60-001-43550	97.22		
						INVOICE TOTAL:	165.00 *		
						CHECK TOTAL:		198.89	
						TOTAL AMOUNT PAID:		25,245.85	

Committee Reports

There will have been 6 committee meetings since the February 17, 2015 meeting of the Board. These represent 4 separate committees

- Long Range Planning Committee (12B)
 - February 24, 2015
- Long Range Planning Committee (Minutes not yet available) (12C)
 - March 17, 2015
- Building and Grounds Committee (12D)
 - March 3, 2015
- Human Resources Committee (12E)
 - March 4, 2015
- Human Resources Committee (Minutes not yet available) (12F)
 - March 16, 2015
- Outreach Committee Meeting (Minutes not yet available) (12G)
 - March 17, 2015

Lake Bluff Library

Board of Trustees

Long Range Planning Committee Meeting

Tuesday February 24, 2015

1. Call to order; Roll Call: The meeting was called to order at 6:00PM by Tim Kregor in the general seating area of the Lake Bluff Library.
 - a. Present: Scot Butler, Tim Kregor, Carl Schons, Kathy Meierhoff, Romain Wojda.
 - b. Absent: None
 - c. Library staff present: Amy vanGoethem, Eric Bailey, Martha Corteniz O'Hara, Ross Shanley-Roberts.
 - d. Public present: None
2. Agenda:
 - a. Orientation to database for archiving Library Board information
 - b. Demo Team reviewed progress
 - c. Community Team 1 reviewed progress
 - d. Community Team 2 reviewed progress
3. Adjournment: Butler moved and Meierhoff seconded a motion to adjourn at 7:30PM.
 - a. AAYES: Kregor, Butler, Meierhoff, Schons, Wojda.
 - b. NAYES: None
 - c. Absent: None

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

**Lake Bluff Public Library Board of Trustees Long Range Planning Committee Meeting
Tuesday, March 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 February 24, 2015 Long Range Planning Committee Meeting (action)(2 minutes)(6:02pm)**
- VI. Discussion of plan to develop long term (5+ year) goals and measurement criteria for the Lake Bluff Public Library based on alignment with core community constituencies (58 minutes) (7:00pm)**
- 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 March 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 March 17th, 2015.

Lake Bluff Public Library
123 E Scranton Avenue
Lake Bluff, IL 60044

Minutes of Building and Grounds Committee Meeting

March 3, 2015 1:00 p.m.

Lake Bluff Public Library Spruth Room

1. Call to order: the meeting was called to order at 1:04 P.M. and a quorum was established
2. Attending: Trustees: Carl Schons, Chairman, Kathy Meierhoff, Cal Stroh
Staff Members, Eric Bailey, Director, Martha O'Hara, Lindy Jensen
Presenter via SKYPE: Joe Huberty - Engberg Anderson Consulting
3. The minutes from the last B&G meeting February 10, 2015 were approved by motion of Cal Stroh, seconded by Kathy Meierhoff, all ayes.
4. Presentation and Discussion of Cost Modeling for Building Plans - Joe Huberty led a discussion of the building option 1, 2c, 2d, 3 and 3+. There were no changes to the design plans detailed at the February 10 meeting. The B&G committee had asked for cost projections to extend into 2016 and these were provided. These projections range from \$1,204,091 - \$3,517,566. Further discussion regarding the existing heating and cooling system for which rejuvenation/replacement was last undertaken in 2005. The system would need some or little/no changes or reconfiguration for option 2c, 2d. However, options 3 and 3+ require more detailed evaluation of the long-term service and replacement needs. It is advised that a replacement with a variable air volume system be considered. Cost is not known.
5. Other business: there was additional discussion of a current estimate for update of the heating/ air system
6. Adjournment: Stroh moved to adjourn at 4:04 and Schons seconded.

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES
Human Resources Committee Meeting
Wednesday, March 4, 2015

1) **Call to Order; Roll Call:** The meeting was called to order at 7:04pm pm by Scot Butler. The committee met in the Adult Reading Area of the Lake Bluff Public Library building.

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

2) **Approval of Minutes of January 19th, 2015 Human Resources Committee Meeting**

a) **MOTION:** Meierhoff moved and Butler seconded that the minutes of the January 19, 2015 Human Resources Committee be approved.

AYES: Butler, Meierhoff, Stroh, and Wojda
NAYES: None
ABSENT: None

3) **Discussion of Long Range Staffing Plan and Costs**

a) **DISCUSSED:** Information regarding the library’s long range staffing plans was discussed. Having found the information satisfactory, details will be relayed to members of the Finance Committee as necessary.

4) **Discussion of Library Director’s Performance**

a) **RESOLVED:** Chairman Butler will contact Trustees Kregor and Schnell for their feedback regarding the Director’s performance. The Human Resources Committee will meet again regarding the Director’s evaluation on March 16, 2015 at 6:00pm.

5) **Any other business:**

a) **None.**

6) **Adjournment:** Butler moved and Meierhoff seconded a motion to adjourn the meeting at 7:53 pm.

AYES: Buter, Meierhoff, Stroh, and Wojda
NAYES: None
ABSENT: None

Respectfully submitted,

Eric Scott Bailey, Library Director

**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 March 16th, 2015 for the purposes outlined below:

**Lake Bluff Public Library Board of Trustees Human Resources
Committee Meeting**

March 16th, 2015 at 6:00pm

At the Lake Bluff Public Library

123 E. Scranton Avenue

Lake Bluff, Illinois 60044

AGENDA

- I. Call to order (7:00pm)**
- II. Roll Call**
- III. Approval of Minutes of March 4th, 2015 Human Resources Committee Meeting (5 minutes)(6:05pm)**
- IV. Discussion of Library Director's Annual Evaluation (60 minutes)(7:05pm)**
- V. Any and all other business that may properly come before this committee (5 minutes)(7:10pm)**
- VI. Adjournment (7:10pm)**

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 March 16th, 2015 meeting and have special requirements as outlined in the Americans with Disabilities Act, please notify the Library Director, Eric Bailey, by noon on March 16th, 2015.

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

NOTICE OF Outreach Committee Meeting

The Outreach Committee of the Lake Bluff Public Library Board of Library Trustees will meet at the Lake Bluff Public Library on March 17th, 2015 at 12:30pm for the purposes outlined below:

**Lake Bluff Public Library Board of Trustees
Outreach Committee Meeting
March 17th, 2015 at 12:30pm
At the Lake Bluff Public Library
123 E. Scranton Avenue
Lake Bluff, Illinois 60044**

AGENDA

- I. Call to order (12:30pm)**
- II. Roll Call**
- III. Consideration of minutes of January 14, 2015 Outreach Committee Meeting (2 minutes)(12:32pm)**
- IV. Creation of Scholarship (58 minutes)(1:30pm)**
- V. Any and all other business that may properly come before this committee**
- VI. Adjournment (1:30pm)**

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 March 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 March 17th, 2015.

New Business

Recommendation from Building and Grounds Committee Regarding Space Usage

The Building and Grounds Committee of the Library Board voted at its March 3rd, 2015 meeting, after reviewing cost models for construction in 2016, to recommend that the possibility of pursuing Option 3+ continue to be investigated.

RECOMMENDATION: A meeting in the second half of March with Joe Huberty of Engberg Anderson will be scheduled. Joe will provide a full picture of the process and information that led to the recommendation. No action is necessary at this time.

Executive Session

The library Board is legally required to review minutes of closed sessions twice a year. It has been roughly 6 months since the last review; it is time to review them again.

RECOMMENDATION: Discuss the minutes of the closed sessions in closed session. A vote to open the minutes of any closed session must take place outside executive session.

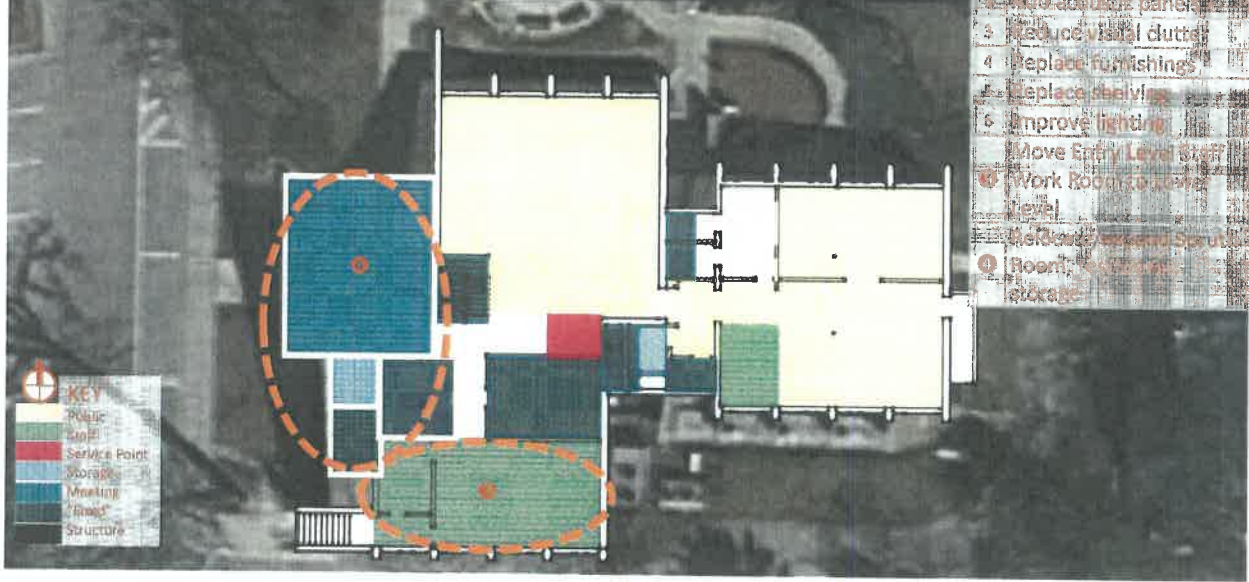
OPTION 3+ – OUTSIDE THE BOX

- 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		

LAKE BLUFF PUBLIC LIBRARY | FACILITY MODERNIZATION PLAN

3, 3+: Outside the box



There are limitations to working only within the footprint of the existing building. Accomplishing all of the goals requires more space that can be found within the existing shell. The third option explores the limits to which the current facility can be logically expanded on the current site.

The key element is extending the building west to align with the western most face of the residence to the south of the library. (This distance needs to be verified.) The expansion is prosed on two levels:

- Use 1st Floor (Entry Level) for expanded seating, collection merchandising areas.
- Use Lower Level for new, enlarged Spruth Room, convert existing Spruth Room to new Staff Work Room, maintain the current Story Time/Craft Room in that use.

This additional area offsets a large number of concerns related to the loss of the Story Time/Craft Room. With a new Spruth Room and the Story Time/Craft Room restored to its previous dedicated status there

is little concern about the library taking a step backward in developing programming to meet community needs and the emerging service patterns.

Variations on the Theme

Option 3 proposes a west ward expansion only. Option 3+ includes the west expansion and the infill of the first floor toward the north. The primary advantage of 3+ is the flow of people through the first floor to the western addition.

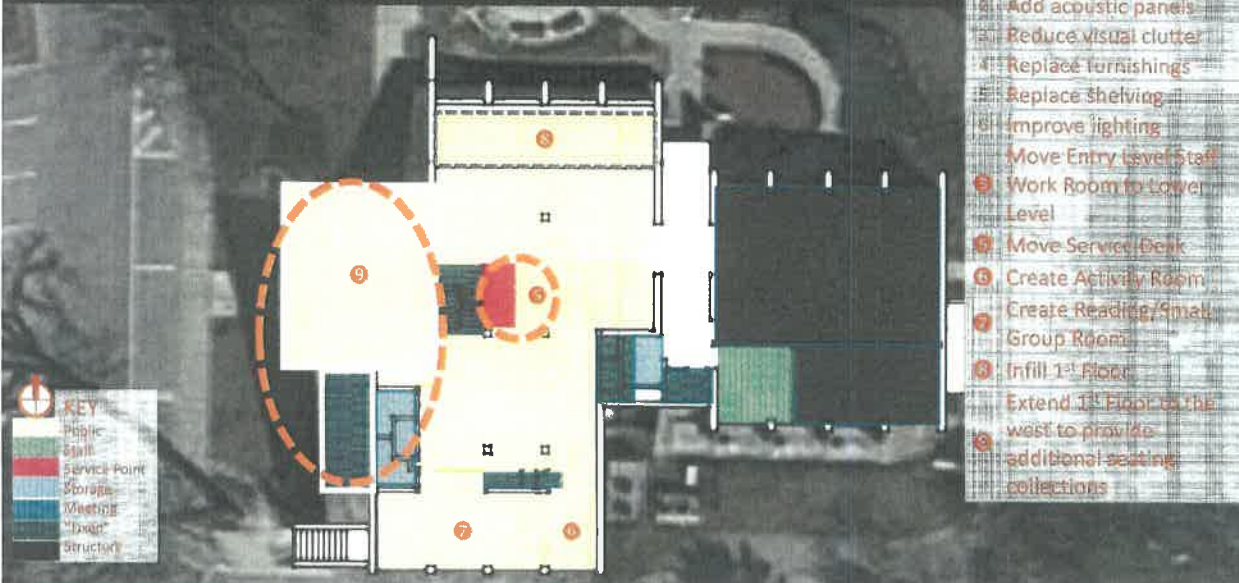
LAKE BLUFF PUBLIC LIBRARY | FACILITY MODERNIZATION PLAN

3: Outside the box



LAKE BLUFF PUBLIC LIBRARY | FACILITY MODERNIZATION PLAN

3+: Outside the box

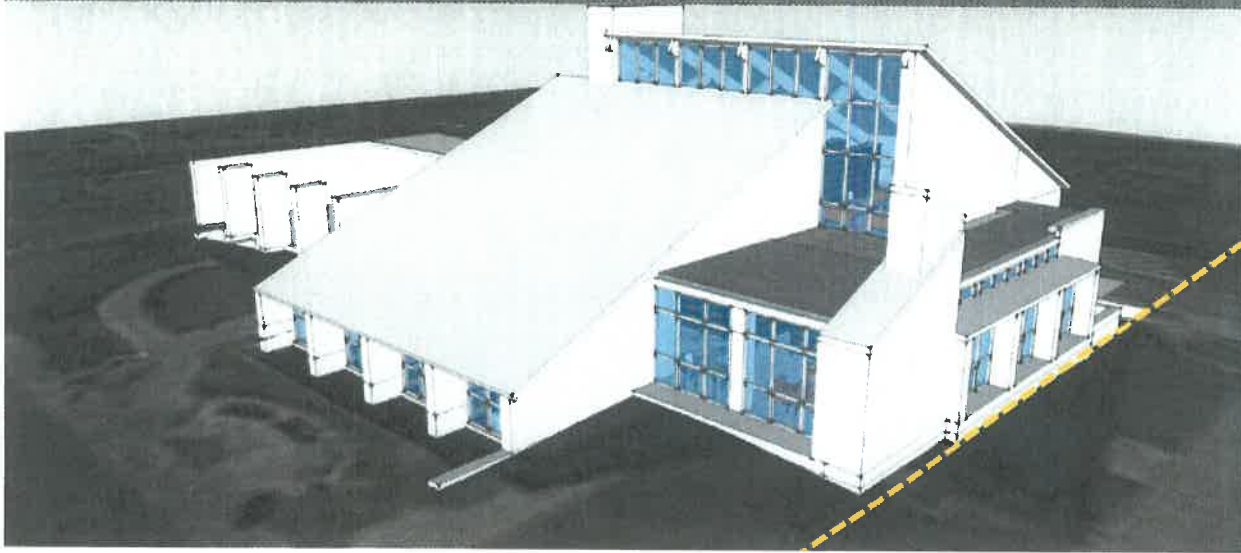


Aerial perspective looking southeast at the West Expansion, with 1st Floor (Entry Level) Reading Room, hearth and vegetated / decorative roof.

LAKE BLUFF PUBLIC LIBRARY | FACILITY MODERNIZATION PLAN

AERIAL - EXPANDED

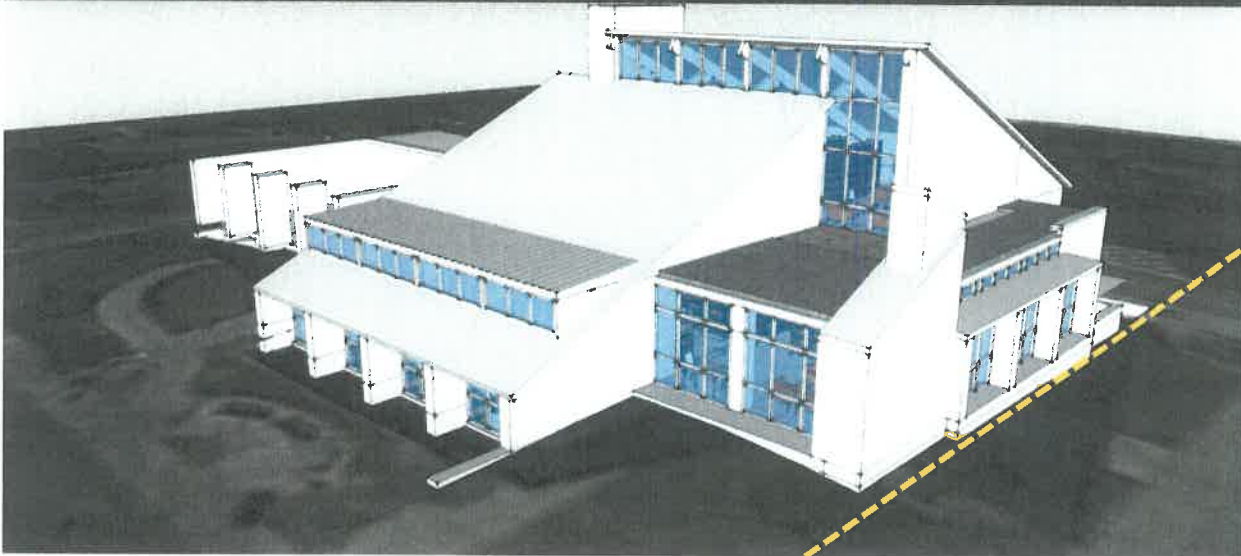
3: Outside the box



LAKE BLUFF PUBLIC LIBRARY | FACILITY MODERNIZATION PLAN

AERIAL - EXPANDED

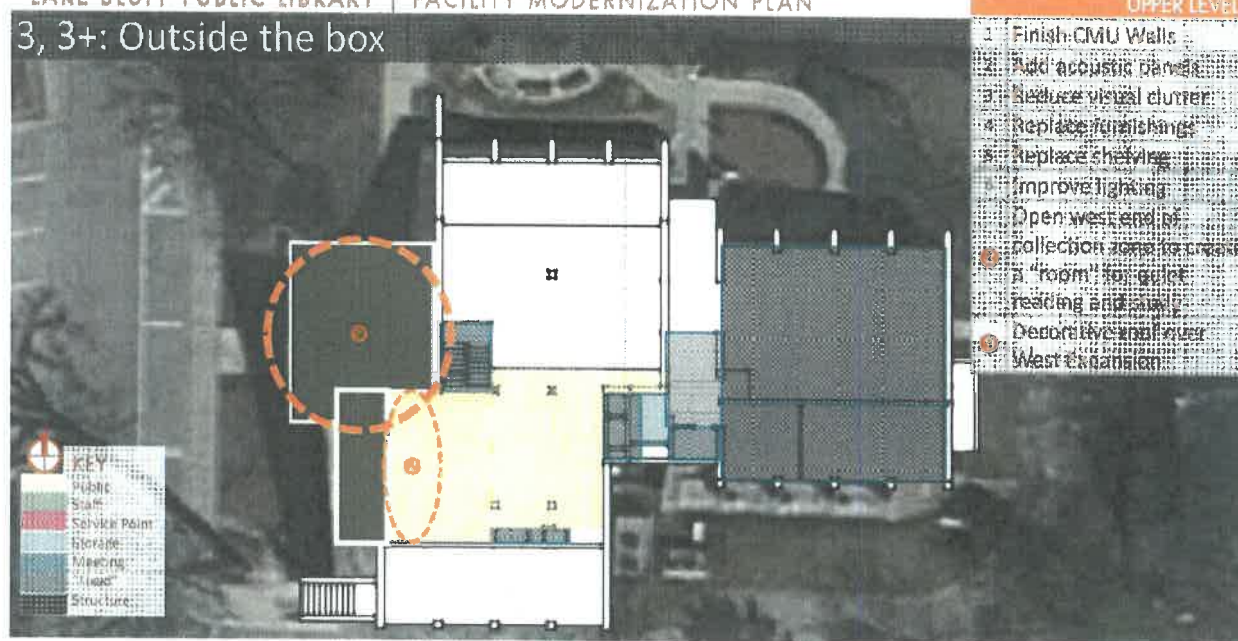
3+: Outside the box



The second floor of the existing building would overlook the roof of the first floor addition.

LAKE BLUFF PUBLIC LIBRARY | FACILITY MODERNIZATION PLAN

3, 3+: Outside the box

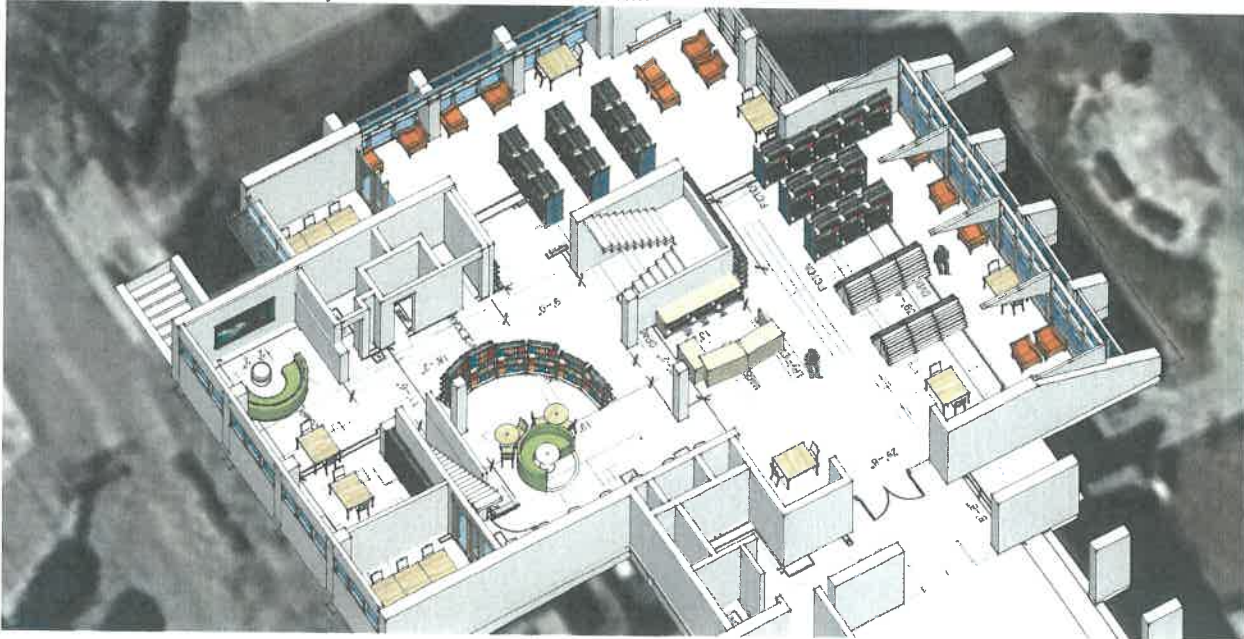


Option 3+ Sketch showing (clockwise from left) repurposed Staff Work Room and Computing Room, West Expansion, and 1st Floor (Entry Level) infill along north wall, all wrapping around a relocated Public Service Desk and reconfigured Popular Materials / Gathering zone.



Option 3+

Sketch showing (clockwise from left) repurposed Staff Work Room and Computing Room, West Expansion, and 1st Floor (Entry Level) infill along north wall, all wrapping around a relocated Public Service Desk and reconfigured Popular Materials / Gathering zone. The opening from the First Floor to the Lower Level is closed by the First Floor North Infill.



	Option 1	Option 2C	Option 2D	Option 3	Option 3+
Finish Issues					
• Improve acoustics	Yes	Yes	Yes	Yes	Yes
• Improve lighting	Yes	Yes	Yes	Yes	Yes
• Improve level of finish	Yes	Yes	Yes	Yes	Yes
Space Issues					
• Increase aisle width		Yes	Yes	Yes	Yes
• Reduce shelving height		Yes	Yes	Yes	Yes
• Maintain collection	100%	90%	88%	97%	96%
• Add seating		169%	244%	211%	236%
• Add group rooms		+1	+4	+2	+2
• Add Quiet Reading area		+2	+2	+2	+2
• Add Teen Zone		?	?	Yes	Yes
• Provide Meeting Room	Yes	Yes	Yes	140%	140%
• Provide Story Time / Craft Room	Yes	?	?	Yes	Yes
• Improve Staff Work Room		Yes*	Yes*	Yes*	Yes*
• Add Staff Lunch Room					

As with the “Flip” scheme, this Concept would include efforts to address the physical and the service issues with the current facility. The difference is the greater extent to which the quantitative and qualitative goals can be achieved.

- The qualitative improvements would help establish the library as a more pleasant place to spend time in pursuit of knowledge, as a place to seek enjoyment, and as a place to interact with fellow residents and with the staff.
- A larger series of smaller scale spaces could support a variety of quiet and active individual and group uses.
- An enlarged Spruth Room and separate, dedicated Story Time/Craft Room are possible.
- Significant increases in seating potential, some of which could be traded to minimize the contraction of the collection.

There are some tradeoffs.

- The disconnect between the Staff Work Room and the Adult Service area and the potential for diminished access to staff by the public and the complications of scaling service to transitional and peak activity periods.

There are additional challenges with this scheme, primarily securing Village approval to modify the exterior appearance of the building and the additional maintenance associated with the complications to the roof forms introduced by the “dormers”.

On balance this is a definitive and strategic realignment of the building and there is a net increase in the ability of the facility to support emerging service patterns or expressed community needs, especially if the value is placed on people spaces over collection.

Cost Models

February 20, 2015

Area:			9,000	9,000	9,800	11,700	12,100
			Option 1	Option 2C	Option 2D	Option 3	Option 3+
Cost Component			Keep It Simple	Internal Flip	Internal Expansion	West Expansion	West Expansion + North Infill
	Construction			\$447,240	\$572,900	\$761,300	\$1,505,500
General Conditions			\$50,000	\$55,000	\$75,000	\$150,000	\$150,000
Phasing			\$30,000	\$50,000	\$75,000	\$75,000	\$75,000
Contingencies	Design	5%	\$22,362	\$28,645	\$38,065	\$75,275	\$86,675
	Construction	10%	\$44,724	\$57,290	\$76,130	\$150,550	\$173,350
Total - Building			\$594,326	\$763,835	\$1,025,495	\$1,956,325	\$2,218,525
FF&E			\$259,800	\$362,000	\$389,600	\$411,500	\$431,500
Technology	\$5		\$45,000	\$45,000	\$49,000	\$58,500	\$60,500
Signage	\$2		\$18,000	\$18,000	\$19,600	\$23,400	\$24,200
Expenses			\$30,000	\$40,000	\$50,000	\$60,000	\$60,000
Fees			170,483	221,190	276,065	376,459	419,209
TOTAL (Q1, 2015)			\$1,117,609	\$1,450,025	\$1,809,760	\$2,886,184	\$3,213,934
\$/SF			\$124	\$161	\$185	\$247	\$266
Escalation based on Q2 2016 Referendum							
Estimate Date			2015.25	2015.25	2015.25	2015.25	2015.25
Midpoint of Construction			2017.25	2017.50	2017.75	2018.00	2018.25
Escalation Period	Yrs		2.00	2.25	2.50	2.75	3.00
Escalation (Rate)		3%	\$68,062	\$99,716	\$138,801	\$244,407	\$298,018
TOTAL wth escalation			\$1,185,671	\$1,549,742	\$1,948,561	\$3,130,591	\$3,511,952

Each model is an opinion of probable cost. Many decisions regarding material selection, system development and project parameters have yet to be defined. Market conditions, as always, are beyond the control of the architect or estimator and will vary over time. No guarantee is given or implied that costs will not vary from these models. It is imperative that additional estimates are prepared as the project is developed to ensure conformance with project budgets.

Old Business

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

Volunteers are needed to attend the April 18 and May 16, 2015 meetings of the Friends of the Library.

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. The changes have been edited with Trustee Cal Stroh's help.

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

Update on Removal of Library Cards from System

Since the last meeting, the following has happened:

- I am working with Martha O'Hara, Head of Adult Services, to arrange for notices for patrons when their card is about to expire, and;
- The Long Range Plan Committee has moved forward with sending out email notices to patrons with expired cards, which will hopefully lead to phone conversations with those who indicate they would be okay with that. If this does not produce the necessary results, something else will be tried.

If there is any further information that becomes available before the next meeting, I will make it available.

Friends of the Library Meeting Dates

February 21 at 10:00am – KATHY MEIERHOFF

March 21 at 10:00am – CAL STROH

April 18 at 10:00am – ~~Tim~~ Ruth Schnell

May 16 at 10:00am – Tim Kregor

June – Scot Butler

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

Respectfully submitted,

Eric Bailey

Library Director

Executive Session

According to Section 2.06 of the Open Meetings Act (OMA) the Board of Library Trustees is responsible for keeping a written record of all open and closed meetings. The Board is also responsible for keeping a verbatim recording of all closed meetings. The OMA requires that the Board meet and discuss, in closed session, the minutes of previous closed sessions at least semi-annually. The Board is to discuss whether the minutes should remain closed or if they can be opened to the public. Once opened to the public, they are placed on the Library's website and made openly available like all other meeting minutes. The verbatim recording can be destroyed, at the Library Board's instruction, 18 months after the closed meeting minutes are made public.

Respectfully submitted,

Eric Scott Bailey
Library Director

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

A Library Associate 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, he/she may take on a leadership role if necessary to resolve a situation.

E. Library Assistant and Library Technical Assistant

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

F. Shelver

A 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.

177

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, he/she receives that day off work. If a holiday falls on a day that an employee is not scheduled to work, he/she 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 employee's 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, he/she receives pay equivalent to the time he/she would have worked. If a holiday falls on a day that an employee is not scheduled to work, he/she 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 are 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 are 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 employee's 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, he/she receives pay equivalent to the time he/she would have worked. If a holiday falls on a day that an employee is not scheduled to work, he/she 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 employee's 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.

Library Director's Report – March, 2015

Information for Trustees

Martha O'Hara forwarded to my attention the American Library Association's Short Takes for Trustees online video series. The series consists of 10 short videos centered on the pivotal role played by Trustees; it has an annual subscription cost of \$79.

It can be found online here: http://www.ala.org/united/trustees/short_takes

Beginning Knitting for Adults

The library's Beginning Knitting for Adults series of programs, hosted by Eliza Jarvi with Martha O'Hara's help, were very well received and attended. The group of new knitters has decided to continue meeting at Wisma following the end of the program.

Warm Up America

I received a letter of thanks from Mother's Trust, singling out Carol Carter and our volunteer knitters for their hard work in creating quilts for needy children. An article about the quilts also appeared in the new local newspaper, *The Lake Forest Leader*.

LEGO-Mania!

The library's LEGO robot event, sponsored for the second consecutive year by the Friends of the Library, was very well received and attended. *The Lake Forest Leader* provided an online review of the event.

Friends of the Library Support

The Friends of the Library have agreed to provide money for the purchase of a large screen TV to be mounted on the wall behind the circulation desk. The TV will show information about services and upcoming programs, replacing the picture frame.

Cooperation with Lake Forest High School

During a recent visit, the staff of the Lake Forest High School library was very positive about their experience working with teen services staff member Eliza Jarvi. Eliza has put in a lot of hard work building this relationship, along with building our teen programming.

Trivia Night at the Lake Bluff Brewery

Amy vanGoethem and Kira Surprise have set June 15, 2015 at the Lake Bluff Brewery as the date and place for our first trivia night. The brewery is ordinarily closed on Monday nights, but was willing to stay open for the event.

Farmer's Market Table

Amy is also working on getting us a table at the Farmer's Market to provide information about the library and its services to the community.

Museum Board Meetings

Amy has been attending Museum Board Meetings and has identified a number of new partnership opportunities, including a summer scavenger hunt.

New Phone System

If it hasn't gone in already, the new phone system will be installed sometime later this week.

Monthly Statistics Summary

February 2015

19A

Library Usage Summary

Total February Circulation

FY	Total	Avg. Circ/Hour	% Change
14-15	7385	34.67	-6.27%
13-14	7879	38.43	-3.04%
12-13	8126	39.83	0.14%

Total February Visits

FY	Total Visits	Avg. Visits/Hour	% Change
14-15	4747.5	22.29	-7.65%
13-14	5141	25.08	-2.02%
12-13	5247	25.72	-14.19%

Total February Programs

FY	# of Programs	% Change	Attendance	% Change
14-15	26	23.81%	158	-43.37%
13-14	21	-30.00%	279	9.41%
12-13	30	25.00%	255	-8.93%

Online Access

Total February eMaterial Circulation

FY	eBook/ eAudio	eVideo	eMusic	eMagazines	% Change
14-15	580	0	173	41	0.51%
13-14	442	N/A	261	87	35.27%
12-13	303	N/A	281	N/A	15.64%

Total February Website Usage

FY	Page Loads	% Change	Unique Visitors	% Change
14-15	7414	-11.49%	4945	-2.33%
13-14	8376	-2.05%	5063	1.26%
12-13	8,551	-11.29%	5,000	-12.91%

Total February Database Usage

FY	Research*	Novelist	Tumble Books	% Change
14-15	285	49	0	108.75%
13-14	9	122	29	471.43%
12-13	23	N/A	5	-65.43%

Other Services

Total February Other Services

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
14-15	1	128	34	9
13-14	1	102	22	N/A
12-13	1	110	27	N/A

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

Total Circulation Fiscal Year to Date

FY	Total	Avg. Circ/Hour	% Change
14-15	87932	38.77	-5.70%
13-14	93244	41.63	-0.85%
12-13	94047	41.40	13.44%

Total User Visits Fiscal Year to Date

FY	Total Visits	Avg. Visits/Hour	% Change
14-15	58743	25.84	-13.11%
13-14	67609.5	30.23	-2.55%
12-13	69382	30.48	9.13%

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
14-15	261	-14.98%	5307	-3.58%
13-14	307	6.60%	5504	-3.03%
12-13	288	13.39%	5676	3.78%

Total eMaterial Circulation Year to Date

FY	eBook/e Audio	eVideo	eMusic	eMagazines	% Change
14-15	5587	33	1747	458	9.38%
13-14	4438	N/A	2154	562	34.00%
12-13	2944	N/A	2395	N/A	24.08%

Total Website Usage Fiscal Year to Date

FY	Page Loads	% Change	Unique Visitors	% Change
14-15	84412	-13.86%	51904	-10.52%
13-14	97992	11.32%	58006	0.74%
12-13	88,031	5.63%	57,580	6.29%

Total Database Usage Fiscal Year to Date

FY	Research*	Novelist	Tumble Books	% Change
14-15	3127	2263	123	142.44%
13-14	874	1317	83	145.84%
12-13	892	N/A	33	-60.67%

Total Other Services Fiscal Year to date

FY	Museum Pass	ILL Borrowed	ILL Loaned	Tech Tutorials
14-15	29	1275	354	110
13-14	31	1323	263	N/A
12-13	33	1350	310	N/A

Monthly Statistics Summary

February 2015

Adult Services Summary

Total February Circulation

FY	Fiction	Non Fiction	A/V	Total	% Change
14-15	891	693	2061	3950	-5.39%
13-14	869	689	2277	4175	-9.00%
12-13	1115	802	2420	4588	-0.52%

Total February Programs

FY	# of Programs	% Change	Attendance	% Change
14-15	11	22.22%	70	-4.11%
13-14	9	28.57%	73	78.05%
12-13	7	-12.50%	41	-53.41%

Teen Services Summary

Total February Circulation

FY	Total	% Change
14-15	81	-38.64%
13-14	132	-27.47%
12-13	182	25.52%

Total February Programs

FY	# of Programs	% Change	Attendance	% Change
14-15	5	150.00%	18	50.00%
13-14	2	-50.00%	12	-29.41%
12-13	4	0.00%	17	6.25%

Youth Services Summary

Total February Circulation

FY	Fiction	Non Fiction	A/V	Total	% Change
14-15	1530	213	690	2452	-11.89%
13-14	1607	346	821	2783	3.34%
12-13	1541	409	735	2693	-4.91%

Total February Programs

FY	# of Programs	% Change	Attendance	% Change
14-15	10	0.00%	70	-63.92%
13-14	10	-47.37%	194	-1.52%
12-13	19	58.33%	197	11.93%

Technical Services Summary

Total February Activity

FY	Acquisitions	Deletions
14-15	462	618
13-14	665	1323
12-13	338	953

Total Circulation Fiscal Year to Date

FY	Fiction	Non Fiction	A/V	Total	% Change
14-15	10078	6868	22502	42945	-10.68%
13-14	10953	7406	26121	48081	-4.11%
12-13	12506	7901	25947	50142	9.20%

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
14-15	73	-13.10%	829	2.09%
13-14	84	6.33%	812	22.66%
12-13	79	-1.25%	662	-12.32%

Total Circulation Fiscal Year to Date

FY	Total	% Change
14-15	1930	-9.18%
13-14	2125	-11.75%
12-13	2408	18.10%

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
14-15	66	73.68%	209	1.95%
13-14	38	-9.52%	205	-22.93%
12-13	42	-10.64%	266	-18.15%

Total Circulation Fiscal Year to Date

FY	Fiction	Non Fiction	A/V	Total	% Change
14-15	21842	3436	8735	34085	-2.96%
13-14	21488	3946	9618	35123	-1.53%
12-13	21062	4794	9670	35669	17.30%

Total Programs Fiscal Year to Date

FY	# of Programs	% Change	Attendance	% Change
14-15	122	-34.05%	4269	-4.86%
13-14	185	10.78%	4487	-5.50%
12-13	167	34.68%	4748	19.03%

Total Activity Fiscal Year to Date

FY	Acquisitions	Deletions
14-15	5390	4820
13-14	6245	6486
12-13	5753	7978

Monthly Statistics Summary
February 2015

19c

Community Penetration--Physical Collection

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