

December 13, 2011 Library Board Packet

agenda

<u>Item</u>	<u>DOCUMENT</u>	<u>Section</u>
1,2 CTO, rolcall, additions		
	Document Summary	1
	Agenda	2A-2B
3 Approval of Checks (Green) - May be delayed		
	Manual Check Report	3
	Check Register	4
4 Consent Agenda		
	Minutes of November 8, 2011 regular meeting	5A-5C
5 Financial Reports (Yellow) - May be delayed		
	Detailed Balance Sheet	6
	Detailed Revenue & Expense Report	7
	Revenue & Expense Report with Percentages	8
6 Director's Report		
	Librarians Narrative Report	9A-9B
	Statistical Report	10
7 Opportunity for Public to Address the Board (no documents)		
8 Old Business		
	Accounting for missing check #10119	11A-11F
	Discussion of Bird Memorial Fund – purpose, balance, how to account for funds on balance sheets	
	Resignation of Trustee Linda Verbeke and process to replace her	13A-13B
	Polaris, RFP for integrated library systems	
9 Executive Session		
10 Committee Reports (no documents)		
11 New Business		
	Director/Interim director search update and discussion (possible actions)	14A-14B
	First draft of FY2012-2013 Budget	12A-12D
	Discussion of cost sharing agreement with Vliet Museum (possible action)	
12 Announcements & Correspondence		
13 Programs of Interest to Library Trustees		
14 Any and All Other Business ...		
15 Adjournment		
Attachments		

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, December 13, 2011 at 7:00 PM
123 E. Scranton Ave, Lake Bluff, IL 60044
Enter through Library main entrance

1. **Call to Order & Roll Call**
2. **Additions & Corrections to the Agenda**
3. **Approval of Minutes**
 - a. Approval of minutes of 11/8/11 regular meeting **(action)**
 - b. Approval of minutes of 12/6/11 special meeting **(action)**
4. **Approval of checks (Green Pages)**
 - a. Manual checks (TBA xxxxx-xxxxx) **(action)**
 - b. Monthly checks (TBA xxxxx-xxxxx) **(action)**
5. **November 2011 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages)**
 - a. Detailed Balance Sheet **(action)**
 - b. Detailed Revenue & Expense Report **(action)**
 - c. Detailed Revenue & Expense Report with Percentages **(action)**
6. **Opportunity for Public to Address the Board (limit 5 minutes per person per meeting)**
7. **Old Business**
 - a. Accounting for missing check #10119
 - b. Discussion of Bird Memorial Fund – purpose, balance, how to account for funds on balance sheets
 - c. Resignation of Trustee Linda Verbeke and process to replace her
 - d. Polaris, RFP for integrated library systems
8. **Director's Report**
 - a. Director's Narrative Report
 - b. Statistical Report
 - c. Announcements and correspondence
 - d. Friends meeting attendee for January
 - e. Programs of interest to Library Trustees
9. **New Business**
 - a. Director/Interim director search update and discussion (possible actions)
 - b. Overview of FY 2012-2013 Budget (first reading)
 - c. Discussion of cost sharing agreement with Vliet Museum (possible action)

10. Committee Reports

- a. Finance Committee (Stroh, Marozsan, Gottshall)
- b. Human Resources Committee (Gottshall, Bush)
- c. Building and Grounds Committee (Stroh, Meierhoff)
- d. Technology Committee (Marozsan, Meierhoff)
- e. Public Relations/Advocacy/Fundraising
- f. Friends Liaison (Bush, Nickels)
- g. Historical Museum Liaison (Nickels, Bush)
- h. Long Range Planning Committee

11. Executive session

- a. Director/Interim director search update and discussion
- 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**

Attachments:

Upcoming Board Meetings:

Lake Bluff Public Library

DATE: 12/09/11
 TIME: 14:17:06
 ID: AP225000.CBL

-- VILLAGE OF LAKE BLUFF --
 MANUAL CHECK REGISTER

3A

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
10259	9AT&T 847234254011	AT & T 11/07/11	01 LCL PH SRVC: 10/8-11/7/11	11/21/11	80-60-001-43230	369.57 INVOICE TOTAL: 369.57 *
						CHECK TOTAL: 369.57
10260	9RACHBAI BAI11142011	RACHEL BAILEY 11/14/11	01 CHILDREN/TEEN PROGRAM SUPPLIES	11/21/11	80-60-001-43720	17.39 INVOICE TOTAL: 17.39 *
						CHECK TOTAL: 17.39
10261	9CDW 1481794	CDW GOVERNMENT, INC. 10/27/11	01 OFFICE SUPPLIES	11/21/11	80-60-001-43550	293.31 INVOICE TOTAL: 293.31 *
						CHECK TOTAL: 293.31
10262	9COMCAST COM111211	COMCAST CABLE 11/12/11	01 INTERNET 11/19-12/18/11	11/21/11	80-60-001-43230	134.90 INVOICE TOTAL: 134.90 *
						CHECK TOTAL: 134.90
10263	9USPOSTA USP111811	UNITED STATES POSTAL SERVICE 11/18/11	01 POSTAGE STAMPS	11/21/11	80-60-001-43300	88.00 INVOICE TOTAL: 88.00 *
						CHECK TOTAL: 88.00
10264	9CHISUN SUN1010	CHICAGO SUN-TIMES 10/25/11	01 1 YR RENEWAL: 12/9/11-12/6/12	11/21/11	80-60-001-45500	101.40 INVOICE TOTAL: 101.40 *
						CHECK TOTAL: 101.40
10265	9WENDTM WEN1110111	WENDT MAINTENANCE INC. 11/01/11	01 GROUNDS MAINTENANCE	11/21/11	80-60-001-41050	480.00 INVOICE TOTAL: 480.00 *
						CHECK TOTAL: 480.00

Lake Bluff Public Library

DATE: 11/09/11
 TIME: 14:17:06
 ID: AP225000.CBL

-- VILLAGE LAKE BLUFF --
 MANUAL CHECK REGISTER

3B

PAGE: 2

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
10266	9VANTAGE 101371225	VANTAGEPOINT TRANSFER AGENTS 11/14/11	01 'EE ICMA CONTRIBUTION:11/15/11	11/21/11	80-20-102-45000 INVOICE TOTAL:	1,000.00 1,000.00 *
						CHECK TOTAL: 1,000.00
10267	9VANTAGE 101371248	VANTAGEPOINT TRANSFER AGENTS 11/14/11	01 'EE ICMA CONTRIBUTION:11/30/11	11/21/11	80-20-102-45000 INVOICE TOTAL:	1,000.00 1,000.00 *
						CHECK TOTAL: 1,000.00
10268	9DELAGE 11541543	DE LAGE LANDEN FINANCIAL SRVC 11/06/11	01 COPIER MAINT: NOV 2011	11/21/11	80-60-001-41303 INVOICE TOTAL:	137.06 137.06 *
						CHECK TOTAL: 137.06
10269	9ORIETRA 647758385-01	ORIENTAL TRADING COMPANY, INC 11/09/11	01 CHILDREN/TEEN PROGRAM SUPPLIES	11/21/11	80-60-001-43720 INVOICE TOTAL:	35.99 35.99 *
						CHECK TOTAL: 35.99
10270	9TOSEREL JAR11072011	ELIZA JARVI 11/07/11	01 CHILDREN/TEEN PROGRAM SUPPLIES	11/21/11	80-60-001-43720 INVOICE TOTAL:	17.27 17.27 *
						CHECK TOTAL: 17.27
10271	9QUILL 8033222	QUILL CORPORATION 11/14/11	01 OFFICE SUPPLIES	11/21/11	80-60-001-43550 INVOICE TOTAL:	74.70 74.70 *
						CHECK TOTAL: 74.70
10272	9FIRSTBA DON110311	FIRST BANKCARD 11/03/11	01 JUVENILE AUDIO VISUAL MATERIAL 02 CHILDREN/TEEN PROGRAM SUPPLIES 03 ONLINE COURSE TEXT BOOK	11/21/11	80-60-001-45430 80-60-001-43720 80-60-001-42400	237.24 263.61 58.99

Lake Bluff Public Library

DATE: 12/09/11
 TIME: 14:17:06
 ID: AP225000.CBL

-- VILLAGE OF LAKE BLUFF --
 MANUAL CHECK REGISTER

30

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
10272	9FIRSTBA	FIRST BANKCARD		11/21/11		
	DON110311	11/03/11	04 PICTURE BKS, READRS, HOLIDAY BKS		80-60-001-45410	28.99
			05 JUVENILE FICTION.PBKS & SERIES		80-60-001-45420	12.68
			06 JUVENILE REFERENCE		80-60-001-45440	22.74
			07 OFFICE SUPPLIES		80-60-001-43550	17.81
			08 JUVENILE AUDIO VISUAL MATERIAL		80-60-001-45430	-5.00
			09 JUVENILE AUDIO VISUAL MATERIAL		80-60-001-45430	-1.41
			10 JUVENILE AUDIO VISUAL MATERIAL		80-60-001-45430	-21.99
					INVOICE TOTAL:	613.66 *
					CHECK TOTAL:	613.66
10273	9FIRSTBA	FIRST BANKCARD		11/21/11		
	MAT11032011	11/03/11	01 MISC EXPENSES		80-60-001-46000	26.00
			02 PROFESSIONAL DEVELOPMENT		80-60-001-42400	250.00
			03 BOARD MEETING SNACKS		80-60-001-43700	14.08
					INVOICE TOTAL:	290.08 *
					CHECK TOTAL:	290.08
10274	9FIRSTBA	FIRST BANKCARD		11/21/11		
	CAR11032011	11/03/11	01 HALLOWEEN TREATS		80-60-001-43700	22.94
					INVOICE TOTAL:	22.94 *
					CHECK TOTAL:	22.94
10275	9FIRSTBA	FIRST BANKCARD		11/21/11		
	ERI11032011	11/03/11	01 MISC. EXPENSES		80-60-001-46000	29.00
					INVOICE TOTAL:	29.00 *
					CHECK TOTAL:	29.00
					TOTAL AMOUNT PAID:	4,705.27

Lake Bluff Public Library

4A

DATE: 12/09/11
 TIME: 15:01:15
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

PAGE: 1

CHECK DATE: 12/13/11

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
10276	9AMAZONA	VOIDED---LEADER CHECK						
		005107283325	10/11/11	01	ADULT AUDIO VISUAL	80-60-001-45200	8.81	
						INVOICE TOTAL:	8.81 *	
		006039981952	10/11/11	01	ADULT AUDIO VISUAL	80-60-001-45200	10.86	
						INVOICE TOTAL:	10.86 *	
		006213763030	10/31/11	01	ADULT NON-FICTION	80-60-001-45000	34.62	
						INVOICE TOTAL:	34.62 *	
		018829954921	10/26/11	01	ADULT NON-FICTION	80-60-001-45000	54.13	
						INVOICE TOTAL:	54.13 *	
		023970343044	10/31/11	01	ADULT AUDIO VISUAL	80-60-001-45200	106.49	
						INVOICE TOTAL:	106.49 *	
		023970934776	11/07/11	01	ADULT AUDIO VISUAL	80-60-001-45200	9.99	
						INVOICE TOTAL:	9.99 *	
		023972152024	10/30/11	01	ADULT AUDIO VISUAL	80-60-001-45200	9.88	
						INVOICE TOTAL:	9.88 *	
		034603936220	10/28/11	01	ADULT AUDIO VISUAL	80-60-001-45200	9.48	
						INVOICE TOTAL:	9.48 *	
		048719745067	10/28/11	01	ADULT AUDIO VISUAL	80-60-001-45200	8.90	
						INVOICE TOTAL:	8.90 *	
		066995161225	10/28/11	01	ADULT AUDIO VISUAL	80-60-001-45200	4.28	
						INVOICE TOTAL:	4.28 *	
		080971725875	10/28/11	01	ADULT AUDIO VISUAL	80-60-001-45200	9.97	
						INVOICE TOTAL:	9.97 *	
		097938820159	10/27/11	01	ADULT NON-FICTION	80-60-001-45000	54.29	
						INVOICE TOTAL:	54.29 *	

Lake Bluff Public Library

4B

DATE: 12/09/11
 TIME: 15:01:15
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

PAGE: 2

CHECK DATE: 12/13/11

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
10276	9AMAZONA	VOIDED---LEADER CHECK						
	122521696376		10/18/11	01	ADULT AUDIO VISUAL	80-60-001-45200	26.99	
						INVOICE TOTAL:	26.99 *	
	122521905612		10/17/11	01	ADULT AUDIO VISUAL	80-60-001-45200	135.93	
						INVOICE TOTAL:	135.93 *	
	122523817585		10/19/11	01	ADULT AUDIO VISUAL	80-60-001-45200	-2.50	
						INVOICE TOTAL:	-2.50 *	
	127643475052		10/11/11	01	ADULT AUDIO VISUAL	80-60-001-45200	10.76	
						INVOICE TOTAL:	10.76 *	
	129489631068		10/28/11	01	ADULT AUDIO VISUAL	80-60-001-45200	9.29	
						INVOICE TOTAL:	9.29 *	
	145600247437		10/11/11	01	ADULT AUDIO VISUAL	80-60-001-45200	15.35	
						INVOICE TOTAL:	15.35 *	
	151250213738		10/31/11	01	ADULT AUDIO VISUAL	80-60-001-45200	143.93	
						INVOICE TOTAL:	143.93 *	
10277	9AMAZONA	VOIDED---LEADER CHECK						
	151252703980		11/04/11	01	ADULT AUDIO VISUAL	80-60-001-45200	-4.00	
						INVOICE TOTAL:	-4.00 *	
	155614989620		10/11/11	01	ADULT AUDIO VISUAL	80-60-001-45200	10.48	
						INVOICE TOTAL:	10.48 *	
	158805873780		10/28/11	01	ADULT AUDIO VISUAL	80-60-001-45200	8.87	
						INVOICE TOTAL:	8.87 *	
	164149573419		10/28/11	01	ADULT AUDIO VISUAL	80-60-001-45200	11.97	
						INVOICE TOTAL:	11.97 *	

Lake Bluff Public Library

4c

DATE: 12/09/11
 TIME: 15:01:15
 PRG ID: AP215000,CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

PAGE: 3

CHECK DATE: 12/13/11

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
10277	9AMAZONA	VOIDED---LEADER CHECK						
	181904075009		10/28/11	01	ADULT NON-FICTION	80-60-001-45000	14.44	
						INVOICE TOTAL:	14.44 *	
	188241331412		11/07/11	01	ADULT AUDIO VISUAL	80-60-001-45200	115.44	
						INVOICE TOTAL:	115.44 *	
	190862450640		11/09/11	01	ADULT FICTION	80-60-001-45100	14.79	
						INVOICE TOTAL:	14.79 *	
	192356435025		10/28/11	01	ADULT NON-FICTION	80-60-001-45000	8.55	
						INVOICE TOTAL:	8.55 *	
	203982643312		10/11/11	01	ADULT AUDIO VISUAL	80-60-001-45200	24.99	
						INVOICE TOTAL:	24.99 *	
	203982862657		10/13/11	01	ADULT AUDIO VISUAL	80-60-001-45200	114.94	
						INVOICE TOTAL:	114.94 *	
	203987311767		10/13/11	01	ADULT AUDIO VISUAL	80-60-001-45200	24.99	
						INVOICE TOTAL:	24.99 *	
	216616528626		10/12/11	01	COMPUTER EQUIPMENT	80-60-001-49350	6.20	
						INVOICE TOTAL:	6.20 *	
	223353582544		10/28/11	01	ADULT AUDIO VISUAL	80-60-001-45200	6.48	
						INVOICE TOTAL:	6.48 *	
	230210360710		10/28/11	01	ADULT AUDIO VISUAL	80-60-001-45200	6.95	
						INVOICE TOTAL:	6.95 *	
	243206879193		10/12/11	01	COMPUTER EQUIPMENT	80-60-001-49350	11.32	
						INVOICE TOTAL:	11.32 *	
	246320027065		11/07/11	01	EXPENSES FRM RESTRICTED DONAT	80-60-001-48001	25.00	

Lake Bluff Public Library

40

DATE: 12/09/11
 TIME: 15:01:15
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

PAGE: 4

CHECK DATE: 12/13/11

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
10277	9AMAZONA	VOIDED---LEADER CHECK						
	246320027065		11/07/11	02	ADULT NON-FICTION	80-60-001-45000	14.50	
						INVOICE TOTAL:	39.50 *	
	256680777023		10/24/11	01	ADULT AUDIO VISUAL	80-60-001-45200	49.98	
						INVOICE TOTAL:	49.98 *	
	276293533507		10/19/11	01	ADULT AUDIO VISUAL	80-60-001-45200	24.04	
						INVOICE TOTAL:	24.04 *	
	276296100949		10/24/11	01	ADULT AUDIO VISUAL	80-60-001-45200	96.44	
						INVOICE TOTAL:	96.44 *	
10278	9AMAZONA	AMAZON						
	293307887703		10/11/11	01	ADULT AUDIO VISUAL	80-60-001-45200	93.59	
						INVOICE TOTAL:	93.59 *	
						CHECK TOTAL:	1,341.41	
10279	9ALA	AMERICAN LIBRARY ASSOCIATION						
	ALS11112011		11/11/11	01	DUES:CARTER DEC 2011-DEC 2012	80-60-001-42440	98.00	
						INVOICE TOTAL:	98.00 *	
						CHECK TOTAL:	98.00	
10280	9ARTEXC	ART EXCURSIONS						
	ART112511		11/25/11	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	275.00	
						INVOICE TOTAL:	275.00 *	
						CHECK TOTAL:	275.00	
10281	9RACHBAI	RACHEL BAILEY						

Lake Bluff Public Library

4E

DATE: 12/09/11
 TIME: 15:01:15
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

PAGE: 5

CHECK DATE: 12/13/11

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10281	9RACHBAI	RACHEL BAILEY					
	BAI11182011		11/18/11	01	CHILDREN/TEEN PROGRAM SUPPLIES	80-60-001-43720	300.00
						INVOICE TOTAL:	300.00 *
						CHECK TOTAL:	300.00
10282	9BKTLNT	VOIDED---LEADER CHECK					
	0002232797		11/14/11	01	JUVENILE NON-FICTION	80-60-001-45400	-10.09
						INVOICE TOTAL:	-10.09 *
	2026349789		10/18/11	01	LARGE PRINT BOOKS	80-60-001-45110	19.34
						INVOICE TOTAL:	19.34 *
	2026395119		10/31/11	01	ADULT FICTION	80-60-001-45100	81.72
						INVOICE TOTAL:	81.72 *
	2026396953		11/01/11	01	ADULT NON-FICTION	80-60-001-45000	260.59
						INVOICE TOTAL:	260.59 *
	2026401158		11/01/11	01	ADULT FICTION	80-60-001-45100	45.43
						INVOICE TOTAL:	45.43 *
	2026402068		11/01/11	01	ADULT FICTION	80-60-001-45100	48.79
						INVOICE TOTAL:	48.79 *
	2026403594		11/01/11	01	TEEN BOOKS	80-60-001-45450	116.83
						INVOICE TOTAL:	116.83 *
	2026405484		11/02/11	01	ADULT NON-FICTION	80-60-001-45000	206.03
						INVOICE TOTAL:	206.03 *
	2026405631		11/02/11	01	PICTURE BKS, READRS, HOLIDAY BKS	80-60-001-45410	16.02
						INVOICE TOTAL:	16.02 *

Lake Bluff Public Library

41

DATE: 12/09/11
 TIME: 15:01:15
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

PAGE: 6

CHECK DATE: 12/13/11

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
10282	9BKTLENT	VOIDED---LEADER CHECK						
	2026407952		11/02/11	01	ADULT NON-FICTION	80-60-001-45000	56.20	
						INVOICE TOTAL:	56.20 *	
	2026408099		11/02/11	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	226.77	
						INVOICE TOTAL:	226.77 *	
	2026421286		11/08/11	01	LARGE PRINT BOOKS	80-60-001-45110	30.54	
						INVOICE TOTAL:	30.54 *	
	2026424401		11/07/11	01	ADULT FICTION	80-60-001-45100	28.38	
						INVOICE TOTAL:	28.38 *	
	2026424454		11/08/11	01	ADULT NON-FICTION	80-60-001-45000	14.94	
						INVOICE TOTAL:	14.94 *	
	2026425238		11/08/11	01	ADULT NON-FICTION	80-60-001-45000	163.74	
						INVOICE TOTAL:	163.74 *	
	2026429837		11/09/11	01	ADULT FICTION	80-60-001-45100	715.13	
						INVOICE TOTAL:	715.13 *	
	2026437347		11/11/11	01	ADULT NON-FICTION	80-60-001-45000	219.27	
						INVOICE TOTAL:	219.27 *	
	2026440307		11/14/11	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	37.17	
						INVOICE TOTAL:	37.17 *	
	2026440402		11/14/11	01	PICTURE BOOKS & READERS	80-60-001-45410	27.50	
						INVOICE TOTAL:	27.50 *	
10283	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT						
	2026443209		11/14/11	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	147.72	
						INVOICE TOTAL:	147.72 *	

Lake Bluff Public Library

49

DATE: 12/09/11
 TIME: 15:01:15
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

PAGE: 7

CHECK DATE: 12/13/11

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
10283	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT						
	2026443692		11/14/11	01	ADULT FICTION	80-60-001-45100	46.55	
						INVOICE TOTAL:	46.55 *	
	2026456424		11/17/11	01	ADULT NON-FICTION	80-60-001-45000	54.29	
						INVOICE TOTAL:	54.29 *	
	2026461976		11/18/11	01	ADULT FICTION	80-60-001-45100	94.67	
						INVOICE TOTAL:	94.67 *	
	2026464245		11/18/11	01	ADULT FICTION	80-60-001-45100	94.76	
						INVOICE TOTAL:	94.76 *	
	2026465884		11/21/11	01	ADULT NON-FICTION	80-60-001-45000	169.13	
						INVOICE TOTAL:	169.13 *	
	2026467487		11/21/11	01	PICTURE BKS & READERS	80-60-001-45410	172.53	
						INVOICE TOTAL:	172.53 *	
	2026468265		11/22/11	01	LARGE PRINT BOOKS	80-60-001-45110	35.32	
						INVOICE TOTAL:	35.32 *	
	2026475114		11/23/11	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	12.35	
						INVOICE TOTAL:	12.35 *	
	2026483787		11/25/11	01	ADULT FICTION	80-60-001-45100	60.67	
						INVOICE TOTAL:	60.67 *	
	2026490871		11/29/11	01	ADULT FICTION	80-60-001-45100	15.50	
						INVOICE TOTAL:	15.50 *	
	2026490885		11/29/11	01	ADULT NON-FICTION	80-60-001-45000	34.01	
						INVOICE TOTAL:	34.01 *	
	2026490966		11/29/11	01	ADULT FICTION	80-60-001-45100	47.64	
						INVOICE TOTAL:	47.64 *	

Lake Bluff Public Library

47

DATE: 12/09/11
 TIME: 15:01:15
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

PAGE: 8

CHECK DATE: 12/13/11

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT		
10283	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT							
	2026495035		11/30/11	01	PICTURE BOOKS, READERS	80-60-001-45410	37.91		
						INVOICE TOTAL:	37.91	*	
	2026497294		11/30/11	01	TEEN BOOKS	80-60-001-45450	156.61		
						INVOICE TOTAL:	156.61	*	
	2026499905		12/01/11	01	ADULT NON-FICTION	80-60-001-45000	155.33		
						INVOICE TOTAL:	155.33	*	
	5011715804		11/08/11	01	ADULT NON-FICTION	80-60-001-45000	30.04		
						INVOICE TOTAL:	30.04	*	
	5011733303		11/21/11	01	JUVENILE REFERENCE	80-60-001-45440	8.13		
						INVOICE TOTAL:	8.13	*	
	5011735644		11/22/11	01	ADULT NON-FICTION	80-60-001-45000	42.55		
						INVOICE TOTAL:	42.55	*	
						CHECK TOTAL:		3,720.01	
10284	9CHSPRIN	CHICAGO SPRINKLER COMPANY							
	43182		10/31/11	01	GROUNDS MAINTENANCE	80-60-001-41050	99.50		
						INVOICE TOTAL:	99.50	*	
						CHECK TOTAL:		99.50	
10285	9CHILDWO	THE CHILD'S WORLD							
	NA113960		11/30/11	01	PICTURE BOOKS, READERS	80-60-001-45410	306.05		
						INVOICE TOTAL:	306.05	*	
						CHECK TOTAL:		306.05	
10286	9COMPVIE	COMPUTER VIEW, INC.							

Lake Bluff Public Library

41

DATE: 12/09/11
 TIME: 15:01:15
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

PAGE: 9

CHECK DATE: 12/13/11

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10286	9COMPVIE	COMPUTER VIEW, INC.					
	25156		11/04/11	01	HP CHASSIS FAN	80-60-001-45900	54.00
						INVOICE TOTAL:	54.00 *
						CHECK TOTAL:	54.00
10287	9CREEKSI	CREEKSIDE PRINTING					
	11231102		11/23/11	01	BOOK CHAT WINTER NEWSLETTER	80-60-001-43400	1,642.00
						INVOICE TOTAL:	1,642.00 *
						CHECK TOTAL:	1,642.00
10288	9DEMCO	DEMCO, INC					
	4415908		11/14/11	01	BOOK JACKET COVERS,BOOK GLUE	80-60-001-43670	161.82
						INVOICE TOTAL:	161.82 *
	4432153		12/01/11	01	LABEL PROTECTORS,COLORED TAPE	80-60-001-43670	196.03
						INVOICE TOTAL:	196.03 *
						CHECK TOTAL:	357.85
10289	9HELÂNDE	HELANDERS, INC					
	57231		10/31/11	01	OFFICE SUPPLIES	80-60-001-43550	62.72
						INVOICE TOTAL:	62.72 *
						CHECK TOTAL:	62.72
10290	9HOMEDEP	HOME DEPOT CREDIT SERVICES					
	1594341		11/20/11	01	BUILDING MAINTENANCE	80-60-001-41000	15.92
						INVOICE TOTAL:	15.92 *
	8594927		11/23/11	01	BUILDING MAINTENANCE	80-60-001-41000	48.37
						INVOICE TOTAL:	48.37 *
						CHECK TOTAL:	64.29

Lake Bluff Public Library

43

DATE: 12/09/11
 TIME: 15:01:15
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

PAGE: 10

CHECK DATE: 12/13/11

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10291	9INNEXPR	INNOVATION EXPERTS					
	GURL1112F47		11/14/11	01	ADULT REFERENCE MATERIALS	80-60-001-45300	275.00
						INVOICE TOTAL:	275.00 *
						CHECK TOTAL:	275.00
10292	9IRELAND	IRELAND HEATING & AIRCONDITION					
	51335		11/14/11	01	BUILDING MAINTENANCE	80-60-001-41000	54.34
						INVOICE TOTAL:	54.34 *
						CHECK TOTAL:	54.34
10293	9BETTYKA	BETTY KAY					
	KAY112511		11/25/11	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	25.00
						INVOICE TOTAL:	25.00 *
						CHECK TOTAL:	25.00
10294	9KOSCOFL	KOSCO FLAGS & FLAGPOLES, LLC					
	7710		11/08/11	01	FLAG POLE STAND	80-60-001-46000	40.40
						INVOICE TOTAL:	40.40 *
						CHECK TOTAL:	40.40
10295	9LBHISTO	LAKE BLUFF HISTORY MUSEUM					
	LBH120511		12/05/11	01	EXPENSES FRM RESTRICTED DONAT	80-60-001-48001	100.00
						INVOICE TOTAL:	100.00 *
						CHECK TOTAL:	100.00
10296	9LB VILL	VILLAGE OF LAKE BLUFF					

Lake Bluff Public Library

4K

DATE: 12/09/11
 TIME: 15:01:15
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

PAGE: 11

CHECK DATE: 12/13/11

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
10296	9LB VILL	VILLAGE OF LAKE BLUFF						
	1123VIL		11/23/11	01	UTILITIES:WATER 8/1-10/26/11	80-60-001-43230	182.70	
						INVOICE TOTAL:	182.70 *	
	NOV 2011		11/23/11	01	FY12 MEDICAL INS: NOV 2011	80-10-301-37100	2,934.52	
				02	FY12 DENTAL INS: NOV 2011	80-10-301-37100	291.40	
				03	FY12 LIFE INS: NOV 2011	80-10-301-37100	40.00	
				04	FY12 IMRF 'EE CONTR: NOV 2011	80-10-301-37100	1,209.65	
				05	FY12 IMRF EMPLYR CONT:NOV 2011	80-10-301-37100	2,951.52	
						INVOICE TOTAL:	7,427.09 *	
						CHECK TOTAL:	7,609.79	
10297	9LFLBCHA	LAKE FOREST/LAKE BLUFF						
	11334		11/16/11	01	DUES	80-60-001-42440	150.00	
						INVOICE TOTAL:	150.00 *	
						CHECK TOTAL:	150.00	
10298	9JAMESMA	JAMES L MARTIN						
	MAR112911		11/29/11	01	NEW LIBRARY/MUSEUM SIGN	80-60-001-41000	1,575.00	
						INVOICE TOTAL:	1,575.00 *	
						CHECK TOTAL:	1,575.00	
10299	9MIDTAPE	MIDWEST TAPE						
	2664805		11/02/11	01	ADULT AUDIO VISUAL	80-60-001-45200	74.98	
						INVOICE TOTAL:	74.98 *	
	2664806		11/02/11	01	ADULT AUDIO VISUAL	80-60-001-45200	94.98	
						INVOICE TOTAL:	94.98 *	
	2672072		11/09/11	01	ADULT AUDIO VISUAL	80-60-001-45200	99.98	
						INVOICE TOTAL:	99.98 *	

Lake Bluff Public Library

4L

DATE: 12/09/11
 TIME: 15:01:15
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

CHECK DATE: 12/13/11

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10299	9MIDTAPE	MIDWEST TAPE					
	2672073		11/09/11	01	ADULT AUDIO VISUAL	80-60-001-45200	69.98
						INVOICE TOTAL:	69.98 *
	2678846		11/16/11	01	ADULT AUDIO VISUAL	80-60-001-45200	34.99
						INVOICE TOTAL:	34.99 *
	2686720		11/23/11	01	ADULT AUDIO VISUAL	80-60-001-45200	39.99
						INVOICE TOTAL:	39.99 *
	2691534		11/30/11	01	ADULT AUDIO VISUAL	80-60-001-45200	39.99
						INVOICE TOTAL:	39.99 *
	2691535		11/30/11	01	ADULT AUDIO VISUAL	80-60-001-45200	29.99
						INVOICE TOTAL:	29.99 *
						CHECK TOTAL:	484.88
10300	9NSSD	NORTH SHORE SANITARY DISTRICT					
	2132498		12/10/11	01	WASTEWTR TRTMENT:8/1-10/26/11	80-60-001-43230	27.84
						INVOICE TOTAL:	27.84 *
						CHECK TOTAL:	27.84
10301	9OPPFAN	OPP, FRANCHISING, INC.					
	CHC11110886		11/01/11	01	BUILDING MAINTENANCE	80-60-001-41000	919.00
						INVOICE TOTAL:	919.00 *
						CHECK TOTAL:	919.00
10302	9OVERDRI	OVERDRIVE , INC					
	ADV-0000639		11/18/11	01	PER CAPITA GRANT	82-60-001-44800	5,000.00
						INVOICE TOTAL:	5,000.00 *
						CHECK TOTAL:	5,000.00

Lake Bluff Public Library

4M

DATE: 12/09/11
 TIME: 15:01:15
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

PAGE: 13

CHECK DATE: 12/13/11

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10303	9PCASH	PETTY CASH					
	12052011		12/05/11	01	CHILDREN/TEEN PROGRAM SUPPLIES	80-60-001-43720	6.15
				02	BUILDING MAINTENANCE	80-60-001-41000	1.72
				03	POSTAGE	80-60-001-43300	49.03
				04	OFFICE SUPPLIES	80-60-001-43550	13.98
				05	DISC CLEANER,CHEESECLOTH	80-60-001-43670	7.77
				06	JANITORIAL SUPPLIES	80-60-001-43660	30.94
					INVOICE TOTAL:		109.59 *
					CHECK TOTAL:		109.59
10304	9RANDOMH	RANDOM HOUSE, INC.					
	1082681805		11/07/11	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	51.00
					INVOICE TOTAL:		51.00 *
					CHECK TOTAL:		51.00
10305	9THYSSEN	THYSSENKRUPP ELEVATOR CORP.					
	3000092835		11/01/11	01	ELEVATOR MAINT: NOV 2011	80-60-001-41020	99.23
					INVOICE TOTAL:		99.23 *
					CHECK TOTAL:		99.23
10306	9TUMBLEP	TUMBLEWEED PRESS, INC					
	35119		11/09/11	01	ADULT REFERENCE MATERIAL	80-60-001-45300	399.00
					INVOICE TOTAL:		399.00 *
					CHECK TOTAL:		399.00
10307	9USPOSTA	UNITED STATES POSTAL SERVICE					
	USP120211		12/02/11	01	POSTAGE: REPLENISH PERMIT #98	80-60-001-43300	500.00
					INVOICE TOTAL:		500.00 *
					CHECK TOTAL:		500.00

Lake Bluff Public Library

4N

DATE: 12/09/11
 TIME: 15:01:15
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

PAGE: 14

CHECK DATE: 12/13/11

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
10308	9USPOSTA	UNITED STATES POSTAL SERVICE						
	USP120511		12/05/11	01	POSTAGE STAMPS	80-60-001-43300	88.00	
						INVOICE TOTAL:	88.00 *	
						CHECK TOTAL:	88.00	
10309	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS						
	101381593		12/06/11	01	'EE ICMA CONTRIBUTION:12/15/11	80-20-102-45000	1,000.00	
						INVOICE TOTAL:	1,000.00 *	
						CHECK TOTAL:	1,000.00	
10310	9WAREHOU	WAREHOUSE DIRECT						
	1334268-0		11/07/11	01	BOOK TAPE & LABELS	80-60-001-43670	83.19	
				02	OFFICE SUPPLIES	80-60-001-43550	39.50	
						INVOICE TOTAL:	122.69 *	
	1356386-0		11/28/11	01	BOOK TAPE	80-60-001-43670	117.39	
						INVOICE TOTAL:	117.39 *	
						CHECK TOTAL:	240.08	
10311	9WENDTM	WENDT MAINTENANCE INC.						
	WEN120111		12/01/11	01	GROUNDS MAINTENANCE	80-60-001-41050	480.00	
						INVOICE TOTAL:	480.00 *	
						CHECK TOTAL:	480.00	
						TOTAL AMOUNT PAID:	27,548.98	

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES
Regular Meeting
Tuesday, November 8, 2011

1. **Call to Order:** The meeting was called to order at 7:03 p.m. by Board President John Marozsan. Roll was called and a quorum was established.

Present: Karen Bush, Julie Gottshall, John Marozsan, Kathy Meierhoff, Cal Stroh
Absent: Judy Nickels, Linda Verbeke
Library Staff Present: Director Matthew Womack, Martha Cordeniz, Eric Bailey
Members of the Public: none

2. **Additions and Corrections to the Agenda:** Resignation of Trustee Linda Verbeke added as New Business.

3. **Approval of checks:** Bush moved and Stroh seconded the motion to approve checks numbered 10215 through 10258 totaling \$33,911.18.

AYES: Bush, Gottshall, Marozsan, Meierhoff, Stroh
NAYES: none
ABSENT: Verbeke, Nickels

4. **Opportunity for the Public to address the Board:** None

5. **Consent Agenda:**

Stroh moved and Bush seconded a motion to approve the consent agenda and release the stated minutes which include:

- a. Approval of minutes from the October 11, 2011 regular meeting
- b. Treasurer's Report (Stroh): no report.

AYES: all present
NAYES: none
ABSENT: Verbeke, Nickels

6. **October 2011 Financial Report (for 6 periods ending 10/31/11):**

- a. Detailed Balance Sheet
- b. Detailed Revenue & Expense Report
- c. Detailed Revenue & Expense Report with percentage variances

Meierhoff moved and Stroh seconded a motion to approve the October Financial Reports:

AYES: Bush, Gottshall, Marozsan, Meierhoff, Nickels, Stroh
NAYES: none
ABSENT: Nickels, Verbeke

7. **Director's Report:** Director's Report was presented.

8. Old Business:

- a. Accounting for missing check #10119 – still unresolved.
- b. Discussion of Library educational programs; Board requested an annual list of programs with the attendance statistics and cost. Resolved: To be distributed to Board at end of fiscal year.
- c. Discussion of Bird Memorial Fund – purpose, balance, how to account for funds on balance sheets. Resolved: Director to investigate purpose of fund and spend remaining funds.

9. Executive Session:

- a. Discussion of the minutes of meetings lawfully closed under 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 (c) (1)

The Board did not go into executive session.

10. Committee Reports:

- a. Finance Committee (Carole Stroh, John Marozsan, Julie Gottshall) - no report
- b. Human Resource Committee (Julie Gottshall, Karen Bush) - no report
- c. Building and Grounds Committee (Carole Stroh, Kathy Meierhoff) – no report.
- d. Technology Committee (John Marozsan, Kathy Meierhoff) – no report.
- e. Public Relations/Advocacy/Fundraising (Judy Nickels) – no report.
- f. Friends Liaison (Karen Bush, Judy Nickels, Linda Verbeke): no report
- g. Historical Museum Liaison (Judy Nickels, Karen Bush) – no report
- h. Long Range Planning Committee (Board as whole when needed) – no report.

11. New Business:

- a. Discussion of resignation of Trustee Linda Verbeke and process for replacing her.
- b. Discussion of Polaris, RFP for integrated library system
- c. Approval of 2012 holidays, as amended to include Veterans' Day.
Bush moved and Meierhoff seconded a motion to approve the holiday schedule for 2012:
AYES: Bush, Gottshall, Marozsan, Meierhoff, Nickels, Stroh
NAYES: none
ABSENT: Nickels, Verbeke
- d. Approval of meeting dates for 2012
- e. Discussion of tax levy for FY2012-13.
Marozsan moved and Gottshall seconded a motion to levy \$800,255 for FY2012-13:
AYES: Bush, Gottshall, Marozsan, Meierhoff, Stroh
NAYES: none
ABSENT: Nickels, Verbeke

- f. Discussion of inter-governmental agreement with the Historical Museum.
- 12. **Announcements and Correspondence –**
 - a. Next board meeting will be December 13, 2011.
- 13. **Programs of interest to Library Trustees – none**
- 14. **Any and all other business which may properly come before the Board - none**
- 15. **Adjournment:** Gottshall moved and Marozsan seconded a motion to adjourn the meeting at 8:41 p.m.
 - AYES: all
 - NAYES: none
 - ABSENT: Nickels, Verbeke

Respectfully submitted,

Julie L. Gottshall
Board Secretary

Lake Bluff Public Library

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

LeA

DATE: 12/09/2011
 TIME: 15:09:09
 ID: GL450000.WOW

PAGE: 1
 F-YR: 12

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 7 PERIODS ENDING NOVEMBER 30, 2011

ACCOUNT #	DESCRIPTION	BALANCE 05/01/11	NET DEBITS	NET CREDITS	BALANCE 11/30/11
ASSETS					
DUE TO/FROM ACCOUNTS					
80-00-100-10000	DUE TO/FROM OTHER FUNDS	(4,888.06)			
80-00-100-20000	LIB GR FND DUE TO/FROM DETAIL	0.00	340,420.73	48,274.84	287,257.83
			0.00	0.00	0.00
TOTAL DUE TO/FROM ACCOUNTS		(4,888.06)	340,420.73	48,274.84	287,257.83
CASH & INVESTMENTS					
80-10-101-10000	CHECKING ACCOUNT	16,161.87			
80-10-101-10001	CASH BOX OVER/SHORT	0.00	383,000.00	401,805.68	(2,643.81)
80-10-101-11000	MONEY MARKET ACCOUNT	361,680.84	51.15	270.08	(218.93)
80-10-101-12000	SAVINGS ACCOUNT	0.00	527,992.89	785,765.74	103,907.99
80-10-101-12100	N TR WEED & FEED CHECKING ACCT	0.00	0.00	0.00	0.00
80-10-101-13000	PETTY CASH	0.00	0.00	0.00	0.00
80-10-101-15000	INVESTMENTS	150.00	0.00	0.00	150.00
80-10-101-15010	US GOVERNMENT OBLIGATIONS	0.00	0.00	0.00	0.00
80-10-101-15020	CERTIFICATES OF DEPOSIT	0.00	0.00	0.00	0.00
80-10-101-15110	ILLINOIS FUND	0.00	0.00	0.00	0.00
80-10-101-15111	ILLINOIS FUNDS - GRANTS	300,837.07	975,574.81	628,000.00	648,411.88
		1.80	0.00	0.00	1.80
TOTAL CASH & INVESTMENTS		678,831.58	1,886,618.85	1,815,841.50	749,608.93
RECEIVABLES					
80-10-201-15000	ACCOUNTS RECEIVABLE	0.00			
80-10-201-15200	PROPERTY TAX RECEIVABLE	785,105.78	0.00	0.00	0.00
80-10-201-35000	INTEREST RECEIVABLE	0.00	0.00	0.00	785,105.78
80-10-201-37000	OTHER RECEIVABLE	0.00	0.00	0.00	0.00
			0.00	0.00	0.00
TOTAL RECEIVABLES		785,105.78	0.00	0.00	785,105.78
OTHER ASSETS					
80-10-301-37100	DUE FROM THE VILLAGE	194.39			
80-10-301-55000	PREPAID EXPENSES	2,510.00	827,264.29	827,458.68	0.00
			0.00	2,510.00	0.00
TOTAL OTHER ASSETS		2,704.39	827,264.29	829,968.68	0.00
TOTAL ASSETS		1,461,753.69	3,054,303.87	2,694,085.02	1,821,972.54
LIABILITIES AND FUND EQUITY					
LIABILITIES					
PAYABLES					
80-20-102-20000	ACCOUNTS PAYABLE	42,438.51			
80-20-102-41000	SOCIAL SECURITY TAX PAYABLE	0.00	259,587.35	244,403.09	27,254.25
			28,423.20	28,423.20	0.00

Lake Bluff Public Library

DATE: 12/31/2011
 TIME: 15:09:09
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

6B

PAGE: 2
 F-YR: 12

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 7 PERIODS ENDING NOVEMBER 30, 2011

ACCOUNT #	DESCRIPTION	BALANCE 05/01/11	NET DEBITS	NET CREDITS	BALANCE 11/30/11
LIABILITIES					
PAYABLES					
80-20-102-42000	FEDERAL INCOME TAX PAYABLE	0.00	22,023.44	22,023.44	0.00
80-20-102-43000	STATE INCOME TAX PAYABLE	0.00	9,252.45	9,252.45	0.00
80-20-102-44000	IMRF PAYABLE	0.00	28,749.99	28,749.98	(0.01)
80-20-102-45000	ICMA 457 PLAN PAYABLE	0.00	14,300.00	13,300.00	(1,000.00)
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	1,738.92	1,738.92	0.00
80-20-102-66000	LIBRARY HSA PAYABLE	0.00	2,730.00	2,730.00	0.00
80-20-102-70000	OTHER SHORT TERM LIABILITIES	0.00	0.00	0.00	0.00
TOTAL PAYABLES		42,438.51	366,805.35	350,621.08	26,254.24
OTHER LIABILITIES					
80-20-202-16000	ACCRUED PAYROLL	14,737.45	0.00	0.00	14,737.45
80-20-202-22000	DEFERRED PROPERTY TAX	785,105.78	0.00	0.00	785,105.78
80-20-202-22100	OTHER DEFERRED REVENUE	0.00	0.00	0.00	0.00
80-20-202-22200	DUE TO THE VILLAGE MEDICAL FND	0.00	0.00	0.00	0.00
80-20-202-22300	RESTRICTED GIFTS	0.00	0.00	0.00	0.00
80-20-202-22301	TECH 2 FOR YOU DONATIONS	0.00	0.00	0.00	0.00
80-20-202-23500	NOTES PAYABLE	0.00	0.00	0.00	0.00
TOTAL OTHER LIABILITIES		799,843.23	0.00	0.00	799,843.23
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		842,281.74	366,805.35	350,621.08	826,097.47
FUND EQUITY					
EQUITY SECTION					
80-30-100-53000	UNRESERVED FUND BALANCE	469,471.95	0.00	0.00	469,471.95
80-30-100-53100	RESERVED FOR AUTOMATION	0.00	0.00	0.00	0.00
80-30-100-53200	DESIGNATED FOR CAPITAL MAINT	75,000.00	0.00	0.00	75,000.00
80-30-100-53300	DESIGNATED FOR CAP BLDG IMPR	75,000.00	0.00	0.00	75,000.00
TOTAL EQUITY SECTION		619,471.95	0.00	0.00	619,471.95
FUND SURPLUS (DEFICIT)		0.00	0.00	376,403.12	376,403.12

Lake Bluff Public Library

DATE: 12/09/2011
TIME: 15:09:09
ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
DETAILED BALANCE SHEET

60

PAGE: 3
F-YR: 12

FUND: LAKE BLUFF PUBLIC LIBRARY
FOR 7 PERIODS ENDING NOVEMBER 30, 2011

ACCOUNT #	DESCRIPTION	BALANCE 05/01/11	NET DEBITS	NET CREDITS	BALANCE 11/30/11
TOTAL FUND EQUITY		619,471.95	0.00	376,403.12	995,875.07
TOTAL LIABILITIES AND FUND EQUITY		1,461,753.69	366,805.35	727,024.20	1,821,972.54

Lake Bluff Public Library

DATE: 12/01/2011
 TIME: 15:09:09
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

6D

PAGE: 4
 F-YR: 12

FUND: LIBRARY BLG RENOVATION FUND
 FOR 7 PERIODS ENDING NOVEMBER 30, 2011

ACCOUNT #	DESCRIPTION	BALANCE 05/01/11	NET DEBITS	NET CREDITS	BALANCE 11/30/11
ASSETS					
TOTAL ASSETS		0.00	0.00	0.00	0.00
LIABILITIES AND FUND EQUITY					
LIABILITIES					
---	UNDEFINED CODE ---				
81-00-100-10000	INTERFUND ACCT	0.00	136,166.72	423,785.57	287,618.85
TOTAL --- UNDEFINED CODE ---		0.00	136,166.72	423,785.57	287,618.85
---	UNDEFINED CODE ---				
81-20-102-20000	ACCOUNTS PAYABLE	11,527.08	287,618.85	276,091.77	0.00
TOTAL --- UNDEFINED CODE ---		11,527.08	287,618.85	276,091.77	0.00
TOTAL LIABILITIES		11,527.08	423,785.57	699,877.34	287,618.85
FUND EQUITY					
---	UNDEFINED CODE ---				
81-30-100-53100	RESERVED FOR CAPITAL	(11,527.08)	0.00	0.00	(11,527.08)
TOTAL --- UNDEFINED CODE ---		(11,527.08)	0.00	0.00	(11,527.08)
	FUND SURPLUS (DEFICIT)	0.00	276,091.77	0.00	(276,091.77)
TOTAL FUND EQUITY		(11,527.08)	276,091.77	0.00	(287,618.85)
TOTAL LIABILITIES AND FUND EQUITY		0.00	699,877.34	699,877.34	0.00

Lake Bluff Public Library

6E

DATE: 12/09/2011
 TIME: 15:09:09
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

PAGE: 5
 F-YR: 12

FUND: LIBRARY BIRD MEMORIAL FUND
 FOR 7 PERIODS ENDING NOVEMBER 30, 2011

ACCOUNT #	DESCRIPTION	BALANCE 05/01/11	NET DEBITS	NET CREDITS	BALANCE 11/30/11
ASSETS					
CASH & INVESTMENTS					
82-10-101-12000	LIBRARY BIRD MEMORIAL SAVINGS	3,022.67	0.95	0.00	3,023.62
TOTAL CASH & INVESTMENTS		3,022.67	0.95	0.00	3,023.62
TOTAL ASSETS		3,022.67	0.95	0.00	3,023.62
LIABILITIES AND FUND EQUITY					
LIABILITIES					
INTERFUND CLEARING ACCOUNT					
82-00-100-10000	DUE TO/FROM LIBRARY FUND	1,295.72	0.00	4,527.04	5,822.76
TOTAL INTERFUND CLEARING ACCOUNT		1,295.72	0.00	4,527.04	5,822.76
PAYABLES					
82-20-102-20000	ACCOUNTS PAYABLE	35.34	4,527.04	9,491.70	5,000.00
TOTAL PAYABLES		35.34	4,527.04	9,491.70	5,000.00
TOTAL LIABILITIES		1,331.06	4,527.04	14,018.74	10,822.76
FUND EQUITY					
EQUITY SECTION					
82-30-100-53000	UNRESERVED FUND BALANCE	1,691.61	0.00	0.00	1,691.61
TOTAL EQUITY SECTION		1,691.61	0.00	0.00	1,691.61
FUND SURPLUS (DEFICIT)		0.00	9,490.75	0.00	(9,490.75)
TOTAL FUND EQUITY		1,691.61	9,490.75	0.00	(7,799.14)
TOTAL LIABILITIES AND FUND EQUITY		3,022.67	14,017.79	14,018.74	3,023.62

Lake Bluff Public Library

7A

DATE: 12/09/2011
 TIME: 15:16:57
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 7 PERIODS ENDING NOVEMBER 30, 2011

PAGE: 1
 F-YR: 12

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: REVENUES

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER 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	4,671.54	7,321.24	775,506.22	771,553.96	780,709.00	99.3%
TOTAL REVENUES: PROPERTY TAXES		4,671.54	7,321.24	775,506.22	771,553.96	780,709.00	99.3%
SERVICES & FEES							
80-40-403-48300	PHOTO-COPY CHARGES	160.05	166.85	1,036.85	1,169.80	1,700.00	60.9%
80-40-403-48500	NON-RESIDENT FEES	409.46	217.64	3,885.50	2,630.49	4,200.00	92.5%
TOTAL REVENUES: SERVICES & FEES		569.51	384.49	4,922.35	3,800.29	5,900.00	83.4%
FINES							
80-40-503-65000	RENTAL FINES	904.74	1,276.60	6,976.08	8,003.57	12,000.00	58.1%
TOTAL REVENUES: FINES		904.74	1,276.60	6,976.08	8,003.57	12,000.00	58.1%
MISCELLANEOUS							
80-40-603-73000	PER CAPITA GRANTS	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73100	"WEED AND FEED" GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73200	ILLINOIS FIRST GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73400	MISCELLANEOUS GRANTS RECEIVED	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73500	HVAC GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73600	SHAKESPEARE GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73700	VILLAGE CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73800	VLIET OPERATING COST CONTRIB	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-75000	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	0.00	1,404.00	0.00	0.00	6,500.00	0.0%
80-40-603-78001	RESTRICTED DONATIONS	4.26	180.31	282.37	1,404.00	0.00	0.0%
80-40-603-78002	VCLA EQUITY DONATION	25.00	39.53	96.55	788.67	1,000.00	28.2%
80-40-603-78200	TECH-4-U DONATIONS	0.00	0.00	18,637.23	15,286.14	0.00	100.0%
80-40-603-78500	NAPERVILLE (IMPACT) FEE	0.00	0.00	0.00	25.00	0.00	100.0%
80-40-603-89000	MISCELLANEOUS INCOME	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL REVENUES: MISCELLANEOUS		282.26	0.00	0.00	0.00	0.00	0.0%
TOTAL REVENUES: REVENUES		311.52	94.00	1,927.97	791.53	1,200.00	160.6%
TOTAL FUND REVENUES		6,457.31	10,700.17	20,944.12	18,295.34	8,700.00	240.7%
		6,457.31	10,700.17	808,348.77	801,653.16	807,309.00	100.1%
				808,348.77	801,653.16	807,309.00	100.1%

Lake Bluff Public Library

7B

DATE: 12/09/2011
 TIME: 15:16:57
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 7 PERIODS ENDING NOVEMBER 30, 2011

PAGE: 2
 F-YR: 12

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER 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	21,952.52	20,895.72	153,139.24	146,171.21	274,499.00	55.7%
80-60-001-40050	STAFF SALARIES	9,648.12	8,548.57	65,037.80	58,574.43	112,710.00	57.7%
80-60-001-40060	SALARY SURVEY ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-40200	SEASONAL STAFF SALARIES	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-40400	MEDICAL INSURANCE	3,021.96	4,628.41	21,277.28	22,162.76	50,500.00	42.1%
80-60-001-40750	PROFESSIONAL INSURANCE & BONDS	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	2,500.00	0.0%
80-60-001-40950	EMPLOYER IMRF	2,951.51	2,898.45	20,392.37	19,922.74	37,500.00	54.3%
80-60-001-40951	EMPLOYER FICA TAX	2,368.95	2,233.23	16,348.68	15,532.26	30,500.00	53.6%
80-60-001-41000	BUILDING MAINTENANCE	2,614.35	1,517.60	14,685.03	18,066.72	19,000.00	77.2%
80-60-001-41020	ELEVATOR MAINTENANCE	99.23	189.00	1,142.33	1,021.86	2,500.00	45.6%
80-60-001-41050	GROUNDS MAINTENANCE	1,059.50	960.00	4,129.00	3,456.00	11,000.00	37.5%
80-60-001-41200	EQUIPMENT MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-41300	COMPUTER SERVICES	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-41303	COPIER MAINTENANCE/SUPPLIES	137.06	1,028.04	1,972.47	2,554.92	4,500.00	43.8%
80-60-001-41304	OTHER PROFESSIONAL SERVICES	0.00	0.00	4,748.29	4,270.00	6,500.00	73.0%
80-60-001-41305	COMPUTER SERVICES	0.00	1,000.00	14,179.65	16,994.68	27,000.00	52.5%
80-60-001-41350	LEGAL SERVICES	0.00	0.00	630.00	184.00	2,500.00	25.2%
80-60-001-42400	PROFESSIONAL DEVELOPMENT	308.99	65.00	2,015.49	1,450.00	6,500.00	31.0%
80-60-001-42440	DUES	248.00	471.60	1,581.00	1,543.60	3,000.00	52.7%
80-60-001-43230	UTILITIES	715.01	634.67	3,421.19	4,438.88	9,500.00	36.0%
80-60-001-43300	POSTAGE	725.03	156.15	1,985.86	1,224.20	3,500.00	56.7%
80-60-001-43400	PRINTING/E-NEWSLETTER	1,642.00	1,584.49	4,810.98	5,134.83	8,000.00	60.1%
80-60-001-43550	OFFICE SUPPLIES	638.92	518.46	2,843.38	2,355.19	6,000.00	47.3%
80-60-001-43570	OPERATING SUPPLIES	0.00	31.93	0.00	31.93	0.00	0.0%
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	30.94	17.12	664.71	781.41	3,000.00	22.1%
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	566.20	394.66	3,407.21	2,093.58	4,000.00	85.1%
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	37.02	19.57	708.92	234.08	1,000.00	70.8%
80-60-001-43710	ADULT PROGRAM SUPPLIES	300.00	220.00	2,417.25	1,535.89	4,000.00	60.4%
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	640.41	380.92	3,178.88	5,079.25	7,000.00	45.4%
80-60-001-44800	PER CAPITA GRANT	0.00	0.00	825.61	1,533.93	0.00	-100.0%
80-60-001-44850	ROSSI GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-44870	PROGRAM EXPENSES	0.00	0.00	0.00	425.00	0.00	0.0%
80-60-001-44900	"WEED AND FEED" GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-44901	PATTI MANNELLY MEMORIAL GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-45000	ADULT NON-FICTION BOOKS	1,586.65	1,083.01	11,310.67	11,118.43	20,000.00	56.5%
80-60-001-45100	ADULT FICTION BOOKS	1,294.03	1,559.99	10,971.20	10,288.59	16,000.00	68.5%
80-60-001-45110	ADULT LARGE PRINT MATERIAL	85.20	96.95	520.03	653.22	1,000.00	52.0%
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	1,588.45	2,269.86	6,773.53	9,729.97	13,500.00	50.1%
80-60-001-45220	ADULT REFERENCE/E-REFER	0.00	0.00	0.00	1,202.62	15,000.00	0.0%
80-60-001-45300	ADULT REFERENCE MATERIAL	674.00	1,235.63	5,862.82	4,050.79	0.00	-100.0%
80-60-001-45400	JUVENILE NON-FICTION	(10.09)	0.00	4,325.88	2,263.62	7,500.00	57.6%
80-60-001-45410	PICTURE BOOKS, READERS	589.00	153.63	3,338.24	2,888.71	6,000.00	55.6%
80-60-001-45420	JUVENILE FICTION	436.69	383.72	3,910.41	3,854.34	7,300.00	53.5%

Lake Bluff Public Library

7C

DATE: 12/09/2011
 TIME: 15:16:57
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 7 PERIODS ENDING NOVEMBER 30, 2011

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
LIBRARY SERVICES							
80-60-001-45430	JUVENILE AUDIO-VISUAL	259.84	157.79				
80-60-001-45440	JUVENILE REFERENCE	30.87	8.13	1,738.45	1,520.87	4,000.00	43.4%
80-60-001-45450	TEEN BOOKS	273.44	8.13	88.92	8.13	0.00	-100.0%
80-60-001-45500	PERIODICALS	101.40	159.29	1,598.32	1,620.86	3,000.00	53.2%
80-60-001-45510	VIDEO GAMES	0.00	72.80	5,097.06	3,173.24	8,500.00	59.9%
80-60-001-45600	PATRON & STAFF SOFTWARE	0.00	0.00	986.96	328.65	2,300.00	42.9%
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	3,275.00	4,231.00	4,000.00	81.8%
80-60-001-45700	BRANCH MATERIALS	0.00	0.00	13,096.00	10,924.00	13,000.00	100.7%
80-60-001-45900	MINOR EQUIPMENT	54.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-46000	MISCELLANEOUS EXPENSES	95.40	0.00	1,721.51	296.24	0.00	0.0%
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	125.00	84.95	673.83	158.95	2,000.00	-100.0%
80-60-001-49000	LIBRARY FURNISHINGS	0.00	0.00	277.13	0.00	0.00	-100.0%
80-60-001-49100	BUILDING IMPROVEMENTS	0.00	0.00	2,931.99	0.00	10,000.00	29.3%
80-60-001-49120	EXT BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-49350	COMPUTER EQUIPMENT	17.52	0.00	0.00	0.00	0.00	0.0%
80-60-001-49351	TECH-4-U AUTOMATION	0.00	0.00	4,908.58	4,169.00	13,000.00	37.7%
80-60-001-49400	OTHER EQUIPMENT	0.00	0.00	0.00	234.00	4,500.00	18.8%
80-60-001-50000	CONTINGENCY	0.00	0.00	846.38	0.00	0.00	0.0%
TOTAL EXPENSES: LIBRARY SERVICES		56,907.12	55,659.34	431,945.65	411,235.58	807,309.00	53.5%
TOTAL EXPENSES: LIBRARY ADMINISTRATION		56,907.12	55,659.34	431,945.65	411,235.58	807,309.00	53.5%
TOTAL FUND EXPENSES		56,907.12	55,659.34	431,945.65	411,235.58	807,309.00	53.5%

Lake Bluff Public Library

7D

DATE: 12/09/2011
 TIME: 15:16:57
 ID: GL470006.WOW

PAGE: 4
 F-YR: 12

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 7 PERIODS ENDING NOVEMBER 30, 2011

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

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
----- UNDEFINED CODE -----							
81-60-001-49000	LIBRARY FURNISHINGS	0.00	0.00	70,734.62	0.00	0.00	-100.0%
81-60-001-49100	BUILDING IMPROVEMENTS	0.00	0.00	205,357.15	0.00	0.00	-100.0%

TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	0.00	276,091.77	0.00	0.00	-100.0%
TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	0.00	276,091.77	0.00	0.00	-100.0%
TOTAL FUND EXPENSES		56,907.12	55,659.34	708,037.42	411,235.58	807,309.00	87.7%

Lake Bluff Public Library

7E

DATE: 12/09/2011
 TIME: 15:16:57
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 7 PERIODS ENDING NOVEMBER 30, 2011

FUND: LIBRARY BIRD MEMORIAL FUND
 DEPT: BIR MEMORIAL FUND REVENUES

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

MISCELLANEOUS							
82-40-603-73000	STATE PER CAPITA GRANT	0.00	0.00	0.00	0.00	6,184.00	0.0%
82-40-603-75000	INTEREST EARNINGS	0.00	0.00	0.95	2.95	0.00	100.0%
82-40-603-78000	UNRESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.00	10,000.00	0.0%
82-40-603-78100	RESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.00	20,000.00	0.0%
82-40-603-78200	TECH-4-U DONATIONS	0.00	0.00	0.00	0.00	0.00	0.0%

TOTAL REVENUES: MISCELLANEOUS		0.00	0.00	0.95	2.95	36,184.00	0.0%
TOTAL REVENUES: BIR MEMORIAL FUND REVENUES		0.00	0.00	0.95	2.95	36,184.00	0.0%
TOTAL FUND REVENUES		6,457.31	10,700.17	808,349.72	801,656.11	843,493.00	95.8%

Lake Bluff Public Library

7F

DATE: 12/09/2011
 TIME: 15:16:57
 ID: GL470006.WOW

PAGE: 6
 F-YR: 12

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 7 PERIODS ENDING NOVEMBER 30, 2011

FUND: LIBRARY BIRD MEMORIAL FUND
 DEPT: BIRD MEMORIAL EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
---	UNDEFINED CODE ---						
82-60-001-44800	PER CAPITAL GRANT EXPENDITURES	5,000.00	0.00	9,491.70	0.00	6,184.00	153.4%
82-60-001-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	52.88	0.00	0.0%
82-60-001-44901	PATTI MANNELLY MEMORIAL EXPEND	0.00	0.00	0.00	0.00	0.00	0.0%
82-60-001-49000	BIRD MEMORIAL - CHILDRENS LIBR	0.00	0.00	0.00	0.00	3,000.00	0.0%
82-60-001-49350	TECH-4-U AUTOMATION EXPENDITUR	0.00	0.00	0.00	0.00	0.00	0.0%
82-60-001-49600	HVAC SYSTEM	0.00	0.00	0.00	0.00	0.00	0.0%
82-60-001-99999	UNDEFINED/TEMP EXPENSE ACCT	0.00	0.00	0.00	0.00	30,000.00	0.0%
TOTAL EXPENSES: --- UNDEFINED CODE ---		5,000.00	0.00	9,491.70	52.88	39,184.00	24.2%
CONTRACTUAL & COMMODITIES							
82-60-002-43570	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.0%
82-60-002-45000	BIRD MEMORIAL EXPENSES	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL EXPENSES: CONTRACTUAL & COMMODITIES		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL EXPENSES: BIRD MEMORIAL EXPENDITURES		5,000.00	0.00	9,491.70	52.88	39,184.00	24.2%
TOTAL FUND EXPENSES		61,907.12	55,659.34	717,529.12	411,288.46	846,493.00	84.7%

Lake Bluff Public Library

DATE: 12/09/2011
 TIME: 15:16:29
 ID: GL470001.WOW

8A

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 7 PERIODS ENDING NOVEMBER 30, 2011

PAGE: 1
 F-YR: 12

FUND: LAKE BLUFF PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
REVENUES							
80-40-103-10000	LIBRARY PROPERTY TAX	65,059.08	4,671.54	(92.8)	780,709.00	775,506.22	(0.6)
TOTAL PROPERTY TAXES		65,059.08	4,671.54	(92.8)	780,709.00	775,506.22	(0.6)
SERVICES & FEES							
80-40-403-48300	PHOTO-COPY CHARGES	141.67	160.05	12.9	1,700.00	1,036.85	(39.0)
80-40-403-48500	NON-RESIDENT FEES	350.00	409.46	16.9	4,200.00	3,885.50	(7.4)
TOTAL SERVICES & FEES		491.67	569.51	15.8	5,900.00	4,922.35	(16.5)
FINES							
80-40-503-65000	RENTAL FINES	1,000.00	904.74	(9.5)	12,000.00	6,976.08	(41.8)
TOTAL FINES		1,000.00	904.74	(9.5)	12,000.00	6,976.08	(41.8)
MISCELLANEOUS							
80-40-603-73000	PER CAPITA GRANTS	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-73100	"WEED AND FEED" GRANT	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-73200	ILLINOIS FIRST GRANT	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-73400	MISCELLANEOUS GRANTS RECEIVED	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-73500	HVAC GRANT	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-73600	SHAKESPEARE GRANT	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-73700	VILLAGE CONTRIBUTION	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-73800	VLIET OPERATING COST CONTRIB	541.67	0.00	0.0	0.00	0.00	0.0
80-40-603-75000	INTEREST EARNINGS	0.00	0.00	100.0	6,500.00	0.00	0.0
80-40-603-78000	DONATIONS/CONTRIBUTIONS	83.33	0.00	0.0	0.00	0.00	100.0
80-40-603-78001	RESTRICTED DONATIONS	0.00	0.00	100.0	1,000.00	0.00	0.0
80-40-603-78002	VCLA EQUITY DONATION	0.00	4.26	100.0	0.00	282.37	(71.7)
80-40-603-78200	TECH-4-U DONATIONS	0.00	25.00	100.0	0.00	96.55	100.0
80-40-603-78500	NAPERVILLE (IMPACT) FEE	0.00	0.00	0.0	0.00	18,637.23	100.0
80-40-603-89000	MISCELLANEOUS INCOME	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL MISCELLANEOUS		100.00	282.26	182.2	0.00	0.00	0.0
TOTAL REVENUES: REVENUES		725.00	311.52	(57.0)	1,200.00	1,927.97	60.6
LIBRARY ADMINISTRATION EXPENSES							
LIBRARY SERVICES							
80-60-001-40000	LIBRARIAN SALARIES	67,275.75	6,457.31	(90.4)	8,700.00	20,944.12	140.7
80-60-001-40050	STAFF SALARIES	22,874.92	21,952.52	4.0	807,309.00	808,348.77	0.1
80-60-001-40060	SALARY SURVEY ADJUSTMENTS	9,392.50	9,648.12	(2.7)	274,499.00	153,139.24	44.2
		0.00	0.00	0.0	112,710.00	65,037.80	42.3
					0.00	0.00	0.0

Lake Bluff Public Library

8B

DATE: 12/09/2011
 TIME: 15:16:30
 ID: GL470001.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 7 PERIODS ENDING NOVEMBER 30, 2011

PAGE: 2
 F-YR: 12

FUND: LAKE BLUFF PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
LIBRARY ADMINISTRATION							
EXPENSES							
	LIBRARY SERVICES				0.00	0.00	0.0
80-60-001-40200	SEASONAL STAFF SALARIES	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-40400	MEDICAL INSURANCE	4,208.33	3,021.96	28.1	50,500.00	21,277.28	57.8
80-60-001-40750	PROFESSIONAL INSURANCE & BONDS	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-40900	OTHER EMPLOYEE BENEFITS	208.33	0.00	100.0	2,500.00	0.00	100.0
80-60-001-40950	EMPLOYER IMRF	3,125.00	2,951.51	5.5	37,500.00	20,392.37	45.6
80-60-001-40951	EMPLOYER FICA TAX	2,541.67	2,368.95	6.8	30,500.00	16,348.68	46.4
80-60-001-41000	BUILDING MAINTENANCE	1,583.33	2,614.35	(65.1)	19,000.00	14,685.03	22.7
80-60-001-41020	ELEVATOR MAINTENANCE	208.33	99.23	52.3	2,500.00	1,142.33	54.3
80-60-001-41050	GROUNDS MAINTENANCE	916.67	1,059.50	(15.5)	11,000.00	4,129.00	62.4
80-60-001-41200	EQUIPMENT MAINTENANCE	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-41300	COMPUTER SERVICES	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-41303	COPIER MAINTENANCE/SUPPLIES	375.00	137.06	63.4	4,500.00	1,972.47	56.1
80-60-001-41304	OTHER PROFESSIONAL SERVICES	541.67	0.00	100.0	6,500.00	4,748.29	26.9
80-60-001-41305	COMPUTER SERVICES	2,250.00	0.00	100.0	27,000.00	14,179.65	47.4
80-60-001-41350	LEGAL SERVICES	208.33	0.00	100.0	2,500.00	630.00	74.8
80-60-001-42400	PROFESSIONAL DEVELOPMENT	541.67	308.99	42.9	6,500.00	2,015.49	68.9
80-60-001-42440	DUES	250.00	248.00	0.8	3,000.00	1,581.00	47.3
80-60-001-43230	UTILITIES	791.67	715.01	9.6	9,500.00	3,421.19	63.9
80-60-001-43300	POSTAGE	291.67	725.03	(148.5)	3,500.00	1,985.86	43.2
80-60-001-43400	PRINTING/E-NEWSLETTER	666.67	1,642.00	(146.3)	8,000.00	4,810.98	39.8
80-60-001-43550	OFFICE SUPPLIES	500.00	638.92	(27.7)	6,000.00	2,843.38	52.6
80-60-001-43570	OPERATING SUPPLIES	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	250.00	30.94	87.6	3,000.00	664.71	77.8
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	333.33	566.20	(69.8)	4,000.00	3,407.21	14.8
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	83.33	37.02	55.5	1,000.00	708.92	29.1
80-60-001-43710	ADULT PROGRAM SUPPLIES	333.33	300.00	10.0	4,000.00	2,417.25	39.5
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	583.33	640.41	(9.7)	7,000.00	3,178.88	54.5
80-60-001-44800	PER CAPITA GRANT	0.00	0.00	0.0	0.00	825.61	100.0
80-60-001-44850	ROSSI GRANT	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-44870	PROGRAM EXPENSES	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-44900	"WEED AND FEED" GRANT	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-44901	PATTI MANNELLY MEMORIAL GRANT	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-45000	ADULT NON-FICTION BOOKS	1,666.67	1,586.65	4.8	20,000.00	11,310.67	43.4
80-60-001-45100	ADULT FICTION BOOKS	1,333.33	1,294.03	2.9	16,000.00	10,971.20	31.4
80-60-001-45110	ADULT LARGE PRINT MATERIAL	83.33	85.20	(2.2)	1,000.00	520.03	48.0
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	1,125.00	1,588.45	(41.2)	13,500.00	6,773.53	49.8
80-60-001-45220	ADULT REFERENCE/E-REFER	1,250.00	0.00	100.0	15,000.00	0.00	100.0
80-60-001-45300	ADULT REFERENCE MATERIAL	0.00	674.00	100.0	0.00	5,862.82	100.0
80-60-001-45400	JUVENILE NON-FICTION	625.00	(10.09)	101.6	7,500.00	4,325.88	42.3
80-60-001-45410	PICTURE BOOKS, READERS	500.00	589.00	(17.8)	6,000.00	3,338.24	44.3
80-60-001-45420	JUVENILE FICTION	608.33	436.69	28.2	7,300.00	3,910.41	46.4
80-60-001-45430	JUVENILE AUDIO-VISUAL	333.33	259.84	22.0	4,000.00	1,738.45	56.5

Lake Bluff Public Library

DATE: 12/09/2011
 TIME: 15:16:30
 ID: GL470001.WOW

8C

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 7 PERIODS ENDING NOVEMBER 30, 2011

FUND: LAKE BLUFF PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
LIBRARY ADMINISTRATION EXPENSES							
LIBRARY SERVICES							
80-60-001-45440	JUVENILE REFERENCE	0.00	30.87	100.0	0.00	88.92	100.0
80-60-001-45450	TEEN BOOKS	250.00	273.44	(9.3)	3,000.00	1,598.32	46.7
80-60-001-45500	PERIODICALS	708.33	101.40	85.6	8,500.00	5,097.06	40.0
80-60-001-45510	VIDEO GAMES	191.67	0.00	100.0	2,300.00	986.96	57.0
80-60-001-45600	PATRON & STAFF SOFTWARE	333.33	0.00	100.0	4,000.00	3,275.00	18.1
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	1,083.33	0.00	100.0	13,000.00	13,096.00	(0.7)
80-60-001-45700	BRANCH MATERIALS	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-45900	MINOR EQUIPMENT	0.00	54.00	100.0	0.00	0.00	0.0
80-60-001-46000	MISCELLANEOUS EXPENSES	166.67	95.40	42.7	2,000.00	1,721.51	100.0
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	0.00	125.00	100.0	0.00	673.83	66.3
80-60-001-49000	LIBRARY FURNISHINGS	833.33	0.00	100.0	10,000.00	277.13	100.0
80-60-001-49100	BUILDING IMPROVEMENTS	0.00	0.00	0.0	0.00	2,931.99	70.6
80-60-001-49120	EXT BUILDING IMPROVEMENTS	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-49350	COMPUTER EQUIPMENT	1,083.33	17.52	98.3	13,000.00	0.00	0.0
80-60-001-49351	TECH-4-U AUTOMATION	0.00	0.00	0.0	0.00	4,908.58	62.2
80-60-001-49400	OTHER EQUIPMENT	375.00	0.00	100.0	0.00	0.00	0.0
80-60-001-50000	CONTINGENCY	1,666.67	0.00	100.0	4,500.00	846.38	81.1
TOTAL LIBRARY SERVICES		67,275.73	56,907.12	15.4	807,309.00	431,945.65	46.5
TOTAL EXPENSES: LIBRARY ADMINISTRATION		67,275.73	56,907.12	15.4	807,309.00	431,945.65	46.5
TOTAL FUND REVENUES		67,275.75	6,457.31	(90.4)	807,309.00	808,348.77	0.1
TOTAL FUND EXPENSES		67,275.73	56,907.12	15.4	807,309.00	431,945.65	46.5
FUND SURPLUS (DEFICIT)		0.02	(50,449.81)	(9150.0)	0.00	376,403.12	100.0

Lake Bluff Public Library

8D

DATE: 12/09/2011
TIME: 15:16:30
ID: GL470001.WOW

-- VILLAGE OF LAKE BLUFF --
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 7 PERIODS ENDING NOVEMBER 30, 2011

FUND: LIBRARY BLG RENOVATION FUND

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
--- UNDEFINED CODE ---							
EXPENSES							
--- UNDEFINED CODE ---							
81-60-001-49000	LIBRARY FURNISHINGS	0.00	0.00	0.0	0.00	70,734.62	100.0
81-60-001-49100	BUILDING IMPROVEMENTS	0.00	0.00	0.0	0.00	205,357.15	100.0
<hr/>							
TOTAL --- UNDEFINED CODE ---		0.00	0.00	0.0	0.00	276,091.77	100.0
TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	0.00	0.0	0.00	276,091.77	100.0
TOTAL FUND REVENUES		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FUND EXPENSES		0.00	0.00	0.0	0.00	276,091.77	100.0
FUND SURPLUS (DEFICIT)		0.00	0.00	0.0	0.00	(276,091.77)	100.0

Lake Bluff Public Library

8E

DATE: 12/09/2011
 TIME: 15:16:30
 ID: GL470001.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 7 PERIODS ENDING NOVEMBER 30, 2011

PAGE: 5
 F-YR: 12

FUND: LIBRARY BIRD MEMORIAL FUND

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
BIR MEMORIAL FUND REVENUES							
MISCELLANEOUS							
82-40-603-73000	STATE PER CAPITA GRANT	515.33	0.00	100.0	6,184.00	0.00	100.0
82-40-603-75000	INTEREST EARNINGS	0.00	0.00	0.0	0.00	0.95	100.0
82-40-603-78000	UNRESTRICTED DONATIONS/CONTRIB	833.33	0.00	100.0	10,000.00	0.00	100.0
82-40-603-78100	RESTRICTED DONATIONS/CONTRIB	1,666.67	0.00	100.0	20,000.00	0.00	100.0
82-40-603-78200	TECH-4-U DONATIONS	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL MISCELLANEOUS		3,015.33	0.00	100.0	36,184.00	0.95	(100.0)
TOTAL REVENUES: BIR MEMORIAL FUND REVENUES		3,015.33	0.00	100.0	36,184.00	0.95	(100.0)
BIRD MEMORIAL EXPENDITURES							
EXPENSES							
--- UNDEFINED CODE ---							
82-60-001-44800	PER CAPITAL GRANT EXPENDITURES	515.33	5,000.00	(870.2)	6,184.00	9,491.70	(53.4)
82-60-001-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.0	0.00	0.00	0.0
82-60-001-44901	PATTI MANNELLY MEMORIAL EXPEND	0.00	0.00	0.0	0.00	0.00	0.0
82-60-001-49000	BIRD MEMORIAL - CHILDRENS LIBR	250.00	0.00	100.0	3,000.00	0.00	100.0
82-60-001-49350	TECH-4-U AUTOMATION EXPENDITUR	0.00	0.00	0.0	0.00	0.00	0.0
82-60-001-49600	HVAC SYSTEM	0.00	0.00	0.0	0.00	0.00	0.0
82-60-001-99999	UNDEFINED/TEMP EXPENSE ACCT	2,500.00	0.00	100.0	0.00	0.00	0.0
TOTAL --- UNDEFINED CODE ---		3,265.33	5,000.00	(53.1)	39,184.00	9,491.70	75.7
CONTRACTUAL & COMMODITIES							
82-60-002-43570	OPERATING SUPPLIES	0.00	0.00	0.0	0.00	0.00	0.0
82-60-002-45000	BIRD MEMORIAL EXPENSES	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL CONTRACTUAL & COMMODITIES		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: BIRD MEMORIAL EXPENDITURES		3,265.33	5,000.00	(53.1)	39,184.00	9,491.70	75.7
TOTAL FUND REVENUES		3,015.33	0.00	100.0	36,184.00	0.95	(100.0)
TOTAL FUND EXPENSES		3,265.33	5,000.00	(53.1)	39,184.00	9,491.70	75.7
FUND SURPLUS (DEFICIT)		(250.00)	(5,000.00)	1900.0	(3,000.00)	(9,490.75)	216.3

News and Notes

This will be my last formal report for the Board. Thank you for giving me the chance to serve the citizens of Lake Bluff by working as your Library Director.

Last month we discussed some mandatory training for elected officials. It was initially reported as a requirement for Freedom of Information Act (FOIA) training, but instead it's a requirement for Open Meetings Act training. I mentioned at the meeting that this option would make much more sense. Understanding the rules of the OMA will help you better understand your responsibilities as a public official. The training is due by 12/31/2012, so you have a year to do the online training, which takes about an hour. The training site is <http://foia.ilattorneygeneral.net/>

After several discussions with library staff, we have decided to table the ILS migration (potentially to Polaris) that we discussed at the November meeting. Things are just a little too hectic with my pending departure, and it will be important for the new Director to be involved in the selection of the system. The staff will continue to refine the RFP (Request for Proposal) so that they're ready to run with it when a new Director comes aboard.

Our new oval sign has been installed in front of the library. It helps to limit confusion by pointing only one direction for the building entry. The underground electrical work has been done to aim spotlights at the sign. We're waiting on delivery of the fixtures. This spotlight should provide not only illumination of the sign, but a brighter path heading west on the sidewalk. The electrician is also researching the options for improving the lighting on the east side of the building's exterior.

The credit card payment setup is creeping along. The bank accounts have been established. It's now a matter of getting the Treasurer's Office, our IT consultants, and our library software provider to collaborate on the finished product. Visa's rules continue to fluctuate, so we may have to revisit the convenience fee assessment. I seem to get different guidance on that issue pretty regularly. Visa is adamantly opposed to convenience fees of any kind. It appears that the only merchants who can circumvent Visa's policy are big corporations acting as their own payment processors.

We had been discussing lawn care and snow removal with the Park District. We were interested to see if they could provide these services less expensively than our current contract with Wendt. However, the proposal took a while to complete, and we didn't get the final numbers until we were almost 2 months into the Wendt renewal. Though the Park District's price was around \$50 a month cheaper, I don't feel it would be appropriate to abandon a contract with a local business in such a way.

Library Activities and Projects

The library staff will be holding an after-hours party on Friday, December 16. Trustees are invited to attend.

Eric has been working with the selectors (Carol, Lyndy, Carlen, and Donna) to develop our Overdrive Advantage collection. We will have about \$4500 from the Per Capita Grant to purchase ebooks for the exclusive use of Lake Bluff residents.

The display case in The Spruth Room was filled with Civil War memorabilia during November. We partnered with the Lake County Museum to present a program on Lake County's participation in the Civil War. The Board is invited to visit the "Snow Village" in the display case for the month of December.

We also invite you to attend two holiday concerts that we're hosting. Violinist Oliver Colbentson will be performing on Sunday, December 11 at 2:30PM. The Lake Bluff Middle School chorus, Encore!, will be performing holiday songs at 2:30PM on Tuesday, December 13.

The Children's department had a very busy month. Donna reports that Gaming Day was a big success considering that it was a late addition to our programming. The children seemed to enjoy the video games more than the traditional board games. The holiday program on December 3rd was a big hit as well, with Eliza performing story time feats while dressed as one of Santa's elves.

Donna and Eliza attended several workshops and webinars related to children's library services. They've made and kept a commitment to continue to explore library services and find innovative concepts to incorporate into our library. They also met with the school librarian to discuss cooperative services and communication.

Budget

I have included a first draft of the operating budget for FY 2012-2013. The projected total for the budget is \$826,405. Library staff have seen the draft and will help refine some of the line items as we discuss it over the next few weeks. I've included comments on the line items that show significant changes from the 2011-2012 figures.

The Board should formally approve the budget at the March meeting. You'll want to keep it on the agenda each month to discuss any changes. The Village will incorporate the library's final budget with the Village's budget document.

Missing from the first draft is the small (and separate) budget for grants and donations. It's essentially a self-contained fund for the Per Capita Grant, Friends donations, and Bird memorial fund. I'm still working with the Village on the Bird fund issue, so you'll see a draft of the grant budget before I leave at the end of December. It will be a part of the January packet, but I'll send it separately as an informational item.

Monthly Statistics Summary

November, 2011

10

Circulation

November

Year	Circulations per Hour	Total
2011-12	36.2	8,644
2010-11	34.4	7,599
2009-10	34.1	7,495

Fiscal Year to Date

Total	Percent Change	Adult		Juvenile		Audio Visual	ILL	
		Adult Fiction	Adult Non-Fiction	Juvenile Fiction	Juvenile Non-Fiction		Borrowed	Lent
57,865	-3.65%	33,015	22,127	9,964	4,578	20,769	861	201
60,056	-1.11%	33,750	24,469	10,990	5,703	21,527	1,040	462
60,729	N/A	32,756	26,511	10,013	5,277	22,335	926	453

User Visits

November

Year	Per Hour	Total
2011-12	26.6	6,369
2010-11	21.5	4,752
2009-10	22.0	4,843

Fiscal Year to Date

Avg. Per Hour	Total Visits
27.7	43,687
26.2	41,705
25.9	41,309

Materials Aquired and Withdrawn

November

Year	Total	
	Aquired	Withdrawn
2011-12	560	433
2010-11	367	107
2009-10	460	253

Fiscal Year to Date

Total		Adult		Juvenile		Audio Visual	
Aquired	Withdrawn	Aquired	Withdrawn	Aquired	Withdrawn	Aquired	Withdrawn
4,244	3,866	2,970	2,977	1,274	889	698	491
3,416	3,442	1,733	2,148	1,015	833	717	328
3,332	5,540	1,703	2,825	941	2,190	688	525

Online Access

Downloaded Materials

November

Year	Downloads	
	Books	Music
2011-12	257	222
2010-11	89	NA.
2009-10	20	NA.

Fiscal Year to Date

Downloads	
Books	Music
1,381	1,342
504	NA.
111	NA.

Website Usage

Fiscal Year to Date

Site Visits	
Unique Visitors	Page Loads
56,119	36,765
64,847	40,896
NA.	NA.

11A

PERSONNEL	HOURS			EARNINGS			GROSS	STATUTORY DEDUCTIONS			VOLUNTARY DEDUCTIONS			NET PAY	✓
	Reg	O/T	Hours 3&4	Reg	O/T	Earnings 3&4		Earnings 5	Federal	State/Local					
BAILEY, ERIC File: 000051 Dept: 001 Rate: 1875.00				1,875.00											
							1,875.00	142.64 FIT 73.46 SS 25.36 MED	83.52 IL S1	1345.43 X CHECK 84.72 M MED	41.16 D DENTAL 78.71 R IMRF		Voucher# 300001	<input type="checkbox"/>	
CARTER, CAROL File: 000052 Dept: 001 Rate: 1553.12				1,553.12											
							1,553.12	.00 FIT 62.09 SS 21.43 MED	20.41 IL	554.30 Y CHECK 750.00 K 457 75.00 HSA HSAEE	75.00 HDD HSA DD 69.89 R IMRF 75.00-HSO HSAOFF		Voucher# 300002	<input type="checkbox"/>	
JENSEN, LYNDON File: 000057 Dept: 001 Rate: 2020.83				2,020.83											
							2,020.83	235.61 FIT 80.67 SS 27.85 MED	91.49 IL S1	1394.27 X CHECK 90.94 R IMRF 100.00-HSO HSAOFF	100.00 HDD HSA DD 100.00 HSA HSAEE		Voucher# 300003	<input type="checkbox"/>	
WILLIAMS, DONNA File: 000064 Dept: 001 Rate: 2552.31				2,552.31											
							2,552.31	446.04 FIT 107.20 SS 37.01 MED	117.71 IL S1	114.85 R IMRF			Check# 408	<input type="checkbox"/>	
WOMACK, MATTHEW W File: 000073 Dept: 001 Rate: 2975.00				2,975.00											
							2,975.00	488.37 FIT 124.11 SS 42.84 MED	136.89 IL S1	2028.91 X CHECK 193.88 R IMRF 20.00-HSO HSAOFF	20.00 HDD HSA DD 20.00 HSA HSAEE		Voucher# 300004	<input type="checkbox"/>	
DEPT TOTAL 001	.00 REG .00 O/T .00 HOURS 3 .00 HOURS 4			10,976.26 REG .00 EARNINGS 3 .00 EARNINGS 5			10,976.26 GROSS	1,312.66 FIT 447.53 SS 154.49 MED 450.02 STATE		6,882.06 TOTAL DEDUCTIONS			5 Pays	<input type="checkbox"/>	

STATUTORY DED. ANALYSIS: 450.02 43 IL
 VOLUNTARY DED. ANALYSIS: 41.16 D DENTAL 750.00 K 457 84.72 M MED 488.27 R IMRF
 4,768.61 X CHECK 554.30 Y CHECK 195.00 HDD HSA DD 195.00 HSA HSAEE
 195.00-HSO HSAOFF

AASI, RUMMANAH File: 000076 Dept: 002 Rate: 11.2200	14.25			159.89											
							159.89	.00 FIT 6.71 SS 2.31 MED	3.83 IL S1	147.04 X CHECK			Voucher# 300005	<input type="checkbox"/>	
CORDENIZ, MARTHA File: 000069 Dept: 002 Rate: 11.5800	48.00			555.84											
							555.84	52.55 FIT 23.35 SS 8.06 MED	27.79 IL S1	444.09 V SAVE			Voucher# 300006	<input type="checkbox"/>	

Direct deposit was rejected
 shown as Act Chargeback on Dordern Trus
 Replaced by check # 10119 on 8-9-11



Northern Trust

The Northern Trust Company
959 South Waukegan Road
Lake Forest, Illinois 60045

Combined Statement

Page 1 of 6

Please refer statement inquiries to:
Northern Phone Banking
(888) 289-6542
outside US & Canada (312) 444-4454

#BWNHPPG
#A9889995103991G0#
MDG2005 0004786 1 AT 0365 09231S



LAKE BLUFF PUBLIC LIBRARY
123 E SCRANTON AVE
LAKE BLUFF IL 60044-2570

Statement Period
07/01/11 through 07/31/11

004786

Summary of Accounts			
Type of Account	Account #	Number	Ending Balance
Basic Business Checking	489600901		18,944.89
Money Market Deposit Account	489600910		85,828.48
	Combined Balance		104,773.37

Basic Business Checking

Account Number: 489600901

Beginning Balance on July 1, 2011	19,540.99
Deposits and Credits	32,444.09
Checks and Other Items Paid	(33,040.19)
Ending Balance on July 31, 2011	18,944.89
Average Collected Balance	19,709.00

Deposits and Credits

Date	Description	Amount
07-12	Domestic Wire Recvd WIRE IN #237162 BY FWR#000699ORG=LAK E BLUFF LIBRARY 123 SCRANTON AVE	17,000.00 ✓
07-27	Domestic Wire Recvd WIRE IN #229681 BY FWR#000769ORG=LAK E BLUFF LIBRARY 123 SCRANTON AVE	15,000.00 ✓
07-29	ACH Chargeback ACH RETURN SETTLEMENT - <i>Martha Condeniz - Payable</i>	444.09

*7/29/11 Replaced by Chk# 10119
dated 8/19/11*



DPS633C P 0 0 15922 1 / 4 NNN

118



Member FDIC

Equal Housing Lender



LAKE BLUFF PUBLIC LIBRARY

Accounts Payable Check Register

CALENDAR YEAR 2011

Date	Check Number	Payee	Amount	Requestor	Prepared By	Booked
6-28-11	10026	Delage Landen Financial	\$137.06	MW	CL	L110112M
6-28-11	10027	Fifth Third Bank	\$59.26	mw	CL	
6-28-11	10028	Micah Kamin	\$250.00	mw	CL	
6-28-11	10029	Oriental Trading Co	\$83.90	mw	CL	
6-28-11	10030	U.S. Postal Serv.	\$88.00	mw	CL	
6-28-11	10031	Chicago Tribune	\$299.00	mw	CL	
6-28-11	10032	Carleen Dethorne	\$500.00	mw	CL	L110712M
6-28-11	10033	Research Tech Inter	\$2950.00	mw	CL	
6-28-11	10034	Vantage Point	\$900.00	MW	CL	
6-28-11	10035	DD Restaurant Service	\$1,800.00	MW	CL	
7-12-11	10036-10068	AP Batch	\$47,014.08	MW	CL	L110712C
7-12-11	10069	Vantage Point	\$900.00	MW	CL	
7-26-11	10070	Wendt maintenance	\$480.00	MW	CL	
7-26-11	10071	Micah Kamin	\$125.00	MW	CL	
7-26-11	10072	Fifth Third Bank	\$15.99	MW	CL	
7-26-11	10073	Delage, Landen Financial	\$137.06	MW	CL	
7-26-11	10074	Comcast	\$134.90	MW	CL	
7-26-11	10075	AT & T	\$196.04	mw	CL	
7-26-11	10076	First Bankcard	\$343.75	MW	CL	
7-26-11	10077	First Bankcard	\$31.00	MW	CL	
7-26-11	10078	First Bankcard	\$811.29	MW	CL	
7-26-11	10099	North Shore Sanitary Dist	\$20.88	MW	CL	
7-26-11	10080	Village of LAKE Bluff	\$25.00	MW	CL	
7-26-11	10081	Susan Ask	\$150.00	MW	CL	
8-9-11	10082-10117	AP Batch	\$73,525.07	MW	CL	
8-9-11	10118	Ncc-Peterson Products	\$112.16	MW	CL	
8-9-11	10119	Martha Cordeniz	\$444.09	MW	CL	
8-11-11	10120	Home Depot Credit Services	\$13.94	MW	CL	
8-24-11	10121	Wendt Maintenance	\$480.00	MW	CL	
8-24-11	10122	US Postal Serv.	\$88.00	MW	CL	
8-24-11	10123	Delage Landen Financial	\$137.06	MW	CL	
8-24-11	10124	Vantage Point	\$1000.00	MW	CL	
8-24-11	10125	Fifth Third Bank	\$66.16	MW	CL	
8-24-11	10126	AT & T	\$315.88	MW	CL	
8-24-11	10127	Comcast Cable	\$134.90	MW	CL	
8-24-11	10128	The New York Times	\$88.80	MW	CL	

CK# 10043 VOID

Replaces Rejected Direct Deposit from 7/29/11

110

LAKE BLUFF PUBLIC LIBRARY

10119

MARTHA CORDENIZ

8/9/11

REPLACES REJECTED DIRECT DEPOSIT FROM 7/29/11 PAYROLL

\$444.09

110 SAFEGUARD 1101514 CK7588114L

TO REORDER, CALL YOUR LOCAL SAFEGUARD DISTRIBUTOR AT 888-698-3636

HP2PF10010000 G05SF017588

LAKE BLUFF PUBLIC LIBRARY

123 SCRANTON AVENUE
LAKE BLUFF, ILLINOIS 60044
(847) 234-2540

LAKE FOREST BANK
& TRUST COMPANY
LAKE FOREST, IL 60045

70-2533/719

10119

DATE

8/9/11

AMOUNT

\$444.09

PAY
TO THE
C 9

****FOUR HUNDRED FORTY-FOUR AND 09/100 DOLLARS****
MARTHA CORDENIZ

MP

MP

AUTHORIZED SIGNATURE

⑈010119⑈ ⑆071925334⑆ ⑈4400005240⑈

Daily Transaction Activity (cont.)



Date	Description	Additions	Subtractions	Balance
08-09	CHECK 10070		480.00	100,465.98
08-10	#WIRE TRANSFER IN	75,000.00		175,465.98
08-11	CHECK 10094		7.79	175,458.19
08-11	CHECK 10101		121.76	175,336.43
08-11	CHECK 10115		278.00	175,058.43
08-12	CHECK 10090		4,054.00	171,004.43
08-12	CHECK 10102		668.25	170,336.18
08-12	CHECK 10104		363.72	169,972.46
08-12	CHECK 10111		3,700.00	166,272.46
08-12	CHECK 10112		630.00	165,642.46
08-12	#DEPOSIT	796.08		166,438.54
08-15	CHECK 10084		130.00	166,308.54
08-15	CHECK 10089		21,330.17	144,978.37
08-15	CHECK 10091		101.34	144,877.03
08-15	CHECK 10092		832.01	144,045.02
08-15	CHECK 10093		2,570.88	141,474.14
08-15	CHECK 10096		27.12	141,447.02
08-15	CHECK 10099		880.00	140,567.02
08-15	CHECK 10105		349.80	140,217.22
08-15	CHECK 10107		14,907.00	125,310.22
08-15	CHECK 10114		51.91	125,258.31
08-15	CHECK 10116		99.23	125,159.08
08-15	CHECK 10118		112.16	125,046.92
08-15	#DEPOSIT	183.02		125,229.94
08-16	CHECK 10087		3,713.37	121,516.57
08-16	CHECK 10100		177.44	121,339.13
08-16	CHECK 10103		489.00	120,850.13
08-16	CHECK 10108		246.93	120,603.20
08-16	CHECK 10109		1,613.82	118,989.38
08-16	CHECK 10113		105.00	118,884.38
08-16	CHECK 10117		1,800.00	117,084.38
08-17	CHECK 10083		908.93	116,175.45
08-17	CHECK 10085		8.00	116,167.45
08-17	CHECK 10088		570.85	115,596.60
08-17	CHECK 10095		186.00	115,410.60
08-18	CHECK 10120		13.94	115,396.66
08-19	CHECK 10119		444.09	114,952.57
08-22	#DEPOSIT	447.01		115,399.58
08-23	CHECK 10035		1,800.00	113,599.58
08-23	CHECK 10098		11,019.62	102,579.96
08-29	#DEPOSIT	531.10		103,111.06
08-30	CHECK 10122		88.00	103,023.06
08-30	CHECK 10126		315.88	102,707.18
08-30	CHECK 10129		847.13	101,860.05
08-30	CHECK 10130		3.04	101,857.01
08-31	CHECK 10121		480.00	101,377.01
08-31	CHECK 10123		137.06	101,239.95
08-31	CHECK 10124		1,000.00	100,239.95
08-31	CHECK 10125		66.16	100,173.79
08-31	CHECK 10127		134.90	100,038.89
08-31	CHECK 10128		88.80	99,950.09
08-31	#INTEREST	20.96		99,971.05
08-31	ENDING TOTALS	77,922.91	81,944.01	99,971.05

Lake Forest Bank & Trust

Account: 4400005240

Period: 7/29/2011 To 8/31/2011

PAGE 6

LAKE BLUFF PUBLIC LIBRARY
10107
DATE: 08/15/11
AMOUNT: \$14,907.00
PAY TO THE ORDER OF: SAUNDERS, JUDY
P.O. BOX 40000
LAKE BLUFF, IL 60130

10107 08/15/11 \$14907.00

LAKE BLUFF PUBLIC LIBRARY
10114
DATE: 08/15/11
AMOUNT: \$51.91
PAY TO THE ORDER OF: P. O. BOX 40000
LAKE BLUFF, IL 60130

10114 08/15/11 \$51.91

LAKE BLUFF PUBLIC LIBRARY
10120
DATE: 08/18/11
AMOUNT: \$13.94
PAY TO THE ORDER OF: BANC OF AMERICA
P.O. BOX 40000
LAKE BLUFF, IL 60130

10120 08/18/11 \$13.94

LAKE BLUFF PUBLIC LIBRARY
10108
DATE: 08/16/11
AMOUNT: \$246.93
PAY TO THE ORDER OF: WINDY HILL
P.O. BOX 40000
LAKE BLUFF, IL 60130

10108 08/16/11 \$246.93

LAKE BLUFF PUBLIC LIBRARY
10115
DATE: 08/11/11
AMOUNT: \$278.00
PAY TO THE ORDER OF: TOSH COOKING, INC.
P.O. BOX 40000
LAKE BLUFF, IL 60130

10115 08/11/11 \$278.00

LAKE BLUFF PUBLIC LIBRARY
10121
DATE: 08/31/11
AMOUNT: \$480.00
PAY TO THE ORDER OF: BANC OF AMERICA
P.O. BOX 40000
LAKE BLUFF, IL 60130

10121 08/31/11 \$480.00

LAKE BLUFF PUBLIC LIBRARY
10109
DATE: 08/16/11
AMOUNT: \$1613.82
PAY TO THE ORDER OF: COPY FRANCHISING, INC.
P.O. BOX 40000
LAKE BLUFF, IL 60130

10109 08/16/11 \$1613.82

LAKE BLUFF PUBLIC LIBRARY
10116
DATE: 08/15/11
AMOUNT: \$99.23
PAY TO THE ORDER OF: TRENDSOURCE ALYSON CORP.
P.O. BOX 40000
LAKE BLUFF, IL 60130

10116 08/15/11 \$99.23

LAKE BLUFF PUBLIC LIBRARY
10122
DATE: 08/30/11
AMOUNT: \$88.00
PAY TO THE ORDER OF: SCOTT & BROWN BOLLARD
P.O. BOX 40000
LAKE BLUFF, IL 60130

10122 08/30/11 \$88.00

LAKE BLUFF PUBLIC LIBRARY
10111
DATE: 08/12/11
AMOUNT: \$3700.00
PAY TO THE ORDER OF: PATRICK CONSTRUCTION INC
P.O. BOX 40000
LAKE BLUFF, IL 60130

10111 08/12/11 \$3700.00

LAKE BLUFF PUBLIC LIBRARY
10117
DATE: 08/16/11
AMOUNT: \$1800.00
PAY TO THE ORDER OF: VANGUARD TRAFFIC ACPTS
P.O. BOX 40000
LAKE BLUFF, IL 60130

10117 08/16/11 \$1800.00

LAKE BLUFF PUBLIC LIBRARY
10123
DATE: 08/31/11
AMOUNT: \$137.06
PAY TO THE ORDER OF: BANC OF AMERICA
P.O. BOX 40000
LAKE BLUFF, IL 60130

10123 08/31/11 \$137.06

LAKE BLUFF PUBLIC LIBRARY
10112
DATE: 08/12/11
AMOUNT: \$630.00
PAY TO THE ORDER OF: PETERSON, PEGGY
P.O. BOX 40000
LAKE BLUFF, IL 60130

10112 08/12/11 \$630.00

LAKE BLUFF PUBLIC LIBRARY
10118
DATE: 08/15/11
AMOUNT: \$112.16
PAY TO THE ORDER OF: ONE THOUSAND TWELVE AND 16/100 DOLLARS
P.O. BOX 40000
LAKE BLUFF, IL 60130

10118 08/15/11 \$112.16

LAKE BLUFF PUBLIC LIBRARY
10124
DATE: 08/31/11
AMOUNT: \$1000.00
PAY TO THE ORDER OF: VANGUARD TRAFFIC ACPTS
P.O. BOX 40000
LAKE BLUFF, IL 60130

10124 08/31/11 \$1000.00

LAKE BLUFF PUBLIC LIBRARY
10113
DATE: 08/16/11
AMOUNT: \$105.00
PAY TO THE ORDER OF: ROYAL FINEARTS INC
P.O. BOX 40000
LAKE BLUFF, IL 60130

10113 08/16/11 \$105.00

LAKE BLUFF PUBLIC LIBRARY
10119
DATE: 08/19/11
AMOUNT: \$444.09
PAY TO THE ORDER OF: FOUR HUNDRED FORTY-FOUR AND 09/100 DOLLARS
MARTHA CORDEZ
P.O. BOX 40000
LAKE BLUFF, IL 60130

10119 08/19/11 \$444.09

LAKE BLUFF PUBLIC LIBRARY
10125
DATE: 08/31/11
AMOUNT: \$66.16
PAY TO THE ORDER OF: SIXTY SIX AND 16/100 DOLLARS
FIFTH THIRD BANK
P.O. BOX 40000
LAKE BLUFF, IL 60130

10125 08/31/11 \$66.16

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

80-40

CODE/LINE ITEM	ACTUAL FY 08/09	ACTUAL FY 09/10	BUDGET FY 10/11	ACTUAL FY 10/11	BUDGET FY 11/12	Mid Year FY11/12	Projected FY 11/12	BUDGET FY 12/13	% CHANGE BUDGET TO BUDGET FY 11--12	\$ CHANGE BUDGET TO BUDGET FY 11--12	% CHANGE EST ACTUAL TO BUDGET FY 11--12	\$ CHANGE EST ACTUAL TO BUDGET FY 11--12
TAXES												
103-10000 Property Taxes	732,163	771,464	780,709	779,602	780,709	770,835	780,000	800,255	0.0%	0	0.1%	1,107
TOTAL TAXES	732,163	771,464	780,709	779,602	780,709	770,835	780,000	800,255	0.0%	0	0.1%	1,107
FINES & FORFEITURES												
503-65000 Fines	11,659	13,846	12,000	13,613	12,000	6,071	11,536	11,500	0.0%	0	-11.8%	(1,613)
TOTAL FINES & FORFEITURES	11,659	13,846	12,000	13,613	12,000	6,071	11,536	11,500	0.0%	0	-11.8%	(1,613)
CHARGE FOR SERVICES												
403-48300 Photocopy Charges	1,582	1,538	1,600	1,946	1,700	877	1,666	1,700	6.3%	100	-12.7%	(246)
403-48500 Non-Resident Fees	6,172	5,663	4,500	5,394	4,200	3,476	6,604	4,500	-6.7%	(300)	-22.1%	(1,194)
TOTAL CHARGE FOR SERVICES	7,754	7,201	6,100	7,340	5,900	4,353	8,270	6,200	-3.3%	(200)	-19.6%	(1,440)
OTHER												
603-73700 Village Contribution	6,882	5,073	6,500	6,500	6,500		6,500	6,500	0.0%	0	0.0%	0
603-73800 Vliet Operating Cost Contrib	0	1,882	1,500	1,404	0							
603-75000 Interest Income	7,145	1,880	3,000	1,560	1,000	282	537	450	-100.0%	(1,500)	-100.0%	(1,404)
603-78500 Naperville/Impact Fees	0		1,000		0				-66.7%	(2,000)	-35.9%	(560)
603-89000 Miscellaneous Income	3,561	1,661	2,500	3,083	1,200	1,646	3,127	1,500	-100.0%	(1,000)	---	0
TOTAL OTHER	17,588	10,496	14,500	12,547	8,700	1,928	10,163	8,450	-52.0%	(1,300)	-61.1%	(1,883)
FUND BALANCE RESERVES	0	0	0	0	0				-40.0%	(5,800)	-30.7%	(3,847)
LOAN FROM VILLAGE	0	0	0	0	0				---	0	---	0
LIBRARY FUND REVENUE	769,164	803,007	813,309	813,102	807,309	783,187	809,969	826,405	---	0	---	0
									-0.7%	(6,000)	-0.7%	(5,793)

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

FUND BALANCE:

May 1	241,192	348,272	430,198	430,198	502,250
April 30	<u>348,272</u>	<u>430,198</u>	<u>417,102</u>	<u>502,250</u>	<u>202,250</u>

80-60-001-

CODE/LINE ITEM	Budget FY 11/12	Mid-Year FY11/12	Est. Actual FY 11/12	Est. % Spent FY 2011-2012	Budget FY 12/13	% CHANGE BUDGET TO BUDGET FY 12--13	\$ CHANGE	% CHANGE EST ACTUAL TO BUDGET FY 12--13	\$ CHANGE	Comments
PERSONNEL SERVICES										
40000 Librarian Salaries	274,499	131,187	262,373	95.58%	279,989	2.0%	\$5,490	6.7%	17,616	
40050 Staff Salaries	112,710	55,390	110,779	98.29%	114,964	2.0%	\$2,254	3.8%	4,185	
40020 Seasonal Salaries	0	0	0				\$0		0	
40400 Medical Insurance	50,500	18,255	40,162	79.53%	50,000	-1.0%	-\$500	24.5%	9,838	
40900 Other Employee Benefit	2,500		1,500	60.00%	2,000	-25.0%	-\$500	33.3%	500	Lucky to have a flat year in 2011. Plan on an increase in 2012.
40950 IL Municipal Retire Fund	37,500	17,441	34,882	93.02%	37,500	0.0%	\$0	7.5%	2,618	
40951 Social Security (Note 1)	30,500	13,980	27,959	91.67%	30,500	0.0%	\$0	9.1%	2,541	
40750 IRMA Insuranc Deductible							\$0		0	
TOTAL PERSONNEL SERVICES	508,209	236,252	477,656	93.99%	514,953	1.3%	\$6,744	7.8%	37,297	
CONTRACT. SERVICES/COMMODITIES										
41000 Building Maintenance	19,000	12,071	24,141	127.06%	20,000	5.0%	\$1,000	-17.2%	(4,141)	Summer power outages took a bite; better next year?
41020 Elevator Maintenance	2,500	1,043	2,086	83.45%	2,500	0.0%	\$0	19.8%	414	
41050 Grounds Maintenance	11,000	3,070	6,139	55.81%	10,500	-4.8%	-\$500	71.0%	4,361	Combined building & grounds costs remain about the same
41303 Copier Maintenance	4,500	1,835	3,671	81.57%	4,500	0.0%	\$0	22.6%	829	
41304 Other Professional Service	6,500	4,748	7,122	109.58%	6,500	0.0%	\$0	-8.7%	(622)	
41305 Computer Services	27,000	14,180	28,359	105.03%	28,000	3.6%	\$1,000	-1.3%	(359)	
41350 Legal & Accounting	2,500	630	1,260	50.40%	2,500	0.0%	\$0	98.4%	1,240	
42400 Professional Development	6,500	1,707	3,413	52.51%	6,000	-8.3%	-\$500	75.8%	2,587	
42440 Dues	3,000	1,333	2,666	88.87%	3,000	0.0%	\$0	12.5%	334	Utilities costs have gone down
43230 Utilities	9,500	2,706	5,412	56.97%	8,000	-18.8%	-\$1,500	47.8%	2,588	
43300 Postage	3,500	1,261	2,522	72.05%	3,000	-16.7%	-\$500	19.0%	478	
43400 Printing/E-Newsletter	8,000	3,169	6,338	79.22%	8,500	5.9%	\$500	34.1%	2,162	
43550 Office Supplies	6,000	2,204	4,409	73.48%	6,000	0.0%	\$0	36.1%	1,591	
43660 Building & Grounds Supplies	3,000	634	1,268	42.25%	2,500	-20.0%	-\$500	97.2%	1,232	
43670 Technical Services Supplies	4,000	2,841	6,341	158.53%	4,500	11.1%	\$500	-29.0%	(1,841)	Disc repair machine and library cards were big items in 2011
43700 Hospitality Program Supplies	1,000	672	1,000	100.00%	1,000	0.0%	\$0	0.0%	0	
43710 Adult Program Supplies	4,000	2,117	3,999	99.98%	4,000	0.0%	\$0	0.0%	1	
43720 Juvenile Program Supplies	7,000	2,538	5,077	72.53%	7,000	0.0%	\$0	37.9%	1,923	
45000 Adult Nonfiction	20,000	9,724	17,989	89.95%	18,000	-11.1%	-\$2,000	0.1%	11	
45100 Adult Fiction	16,000	9,677	19,354	120.96%	16,000	0.0%	\$0	-17.3%	(3,354)	
45110 Adult Large Print	1,000	435	870	86.97%	1,000	0.0%	\$0	15.0%	130	
45200 Adult Audio-Visual	13,500	5,185	10,370	76.82%	14,000	3.6%	\$500	35.0%	3,630	
45220 Adult Reference/E-Refer	15,000	5,189	13,987	93.25%	15,000	0.0%	\$0	7.2%	1,013	
45400 Juvenile Non-fiction	7,500	4,336	8,672	115.63%	7,000	-7.1%	-\$500	-19.3%	(1,672)	
45410 Picture Books, Readers	6,000	2,749	5,498	91.64%	6,000	0.0%	\$0	9.1%	502	
45420 Juvenile Fiction	7,300	3,474	6,947	95.17%	7,800	6.4%	\$500	12.3%	853	
45430 Juvenile Audio-Visual	4,000	1,479	2,957	73.93%	4,000	0.0%	\$0	35.3%	1,043	
NEW Graphic Novels					500	100.0%	\$500	NEW	500	Separating this collection due to procedural difficulties
NEW Ebooks	0	0	0		5,000	100.0%	\$5,000	NEW	5,000	We need to add more ebooks to MyMediaMall
45450 Teen Books	3,000	1,325	2,650	88.33%	3,000	0.0%	\$0	13.2%	350	
45500 Periodicals	8,500	4,996	9,991	117.54%	8,500	0.0%	\$0	-14.9%	(1,491)	
45510 Video Games	2,300	987	1,974	85.82%	2,300	0.0%	\$0	16.5%	326	

80-60-001-

CODE/LINE ITEM	Budget	Mid-Year	Est. Actual	Est. %	Budget	% CHANGE	\$ CHANGE	% CHANGE	\$ CHANGE	Comments
	FY 11/12	FY11/12	FY 11/12	Spent FY 2011-2012	FY 12/13	BUDGET TO BUDGET FY 12--13		EST ACTUAL TO BUDGET FY 12--13		
45600 Public & Staff PC Software	4,000	3,275	4,094	102.34%	4,000	0.0%	\$0	-2.3%	(94)	
45610 Library Automation Software	13,000	13,096	14,096	108.43%	14,000	7.1%	\$1,000	-0.7%	(96)	
45700 Branch library material	0		0			---	\$0	---	0	
45900 Minor Equipment	0					---	\$0	---	0	
46000 Miscellaneous Expenditure	2,000	578	1,157	57.84%	2,000	0.0%	\$0	72.9%	843	
TOTAL CONTRACT/COMMOD.	251,600	125,263	235,831	93.73%	256,100	1.8%	\$4,500	8.6%	20,269	
CAPITAL OUTLAY										
49000 Library Furnishings	10,000	2,932	5,864	58.64%	5,000	-100.0%	-\$5,000	-14.7%	(864)	We purchased a lot of furniture for the renovation. Less needed in
49050 Interior Bldg Improvements			0			---	\$0	---	0	
49100 Library/Vliet Renovation	0		0			---	\$0	---	0	
49120 Exterior Bldg Improvements	0		0		5,000	100.0%	\$5,000	NEW	5,000	Landscaping and exterior projects
49350 Computer Equipment	13,000	4,891	13,000	100.00%	13,000	0.0%	\$0	0.0%	0	
49351 Tech-4-You Automation	0		0			---	\$0	---	0	
49400 Library Equipment	4,500	2,514	4,399	97.76%	4,500	0.0%	\$0	2.3%	101	
50000 Contingency	20,000	2,150	4,300	21.50%	27,852	28.2%	\$7,852	547.7%	23,552	Trying to set more money aside to rebuild reserve
TOTAL CAPITAL OUTLAY	47,500	12,487	27,564	58.03%	55,352	14.2%	\$7,852	100.8%	27,788	
Transfer to Renovation Fund	300,000		0	0.00%		---	-\$300,000	---	0	
LIBRARY TOTAL	1,107,309	374,003	741,050	66.92%	826,405	-34.0%	-\$280,904	11.5%	85,355	