

October 11, 2011 Library Board Packet

agenda

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Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, October 11, 2011 at 7:00 PM
123 E. Scranton Ave
Lake Bluff, IL 60044
Enter through main entrance

1. **Call to Order & Roll Call**
2. **Additions & Corrections to the Agenda**
3. **Approval of checks (Green Pages)**
 - a. Manual checks (TBA)
 - b. Monthly checks (TBA)
4. **Consent Agenda** – any item on the consent agenda may be removed for discussion, if desired. The items on the Consent Agenda will be approved by roll call vote without further discussion.
 - a. Approval of minutes of the September 13, 2011 regular meeting (**action**)
 - b. Treasurer's report (if any)
5. **September 2011 Financial Reports** – Detailed Balance and Revenue/Expense -2 versions (Yellow Pages)
 - a. Detailed Balance Sheet (**action**)
 - b. Detailed Revenue & Expense Report (**action**)
 - c. Detailed Revenue & Expense Report with Percentages (**action**)
6. **Director's Report**
 - a. Director's Narrative Report
 - b. Statistical Report
 - c. Friends meeting attendee for September
7. **Opportunity for Public to Address the Board** (limit 5 minutes per person per meeting)
8. **Old Business**
 - a. **Renovation summary**
9. **Executive session**
10. **Committee Reports**
 - a. Finance Committee (Carole Stroh, John Marozsan, Julie Gottshall)
 - b. Human Resources Committee (Julie Gottshall, Karen Bush)
 - c. Building and Grounds Committee (Carole Stroh, Kathy Meierhoff)
 - d. Technology Committee (John Marozsan, Kathy Meierhoff)
 - e. Public Relations/Advocacy/Fundraising
 - f. Friends Liaison (Karen Bush, Judy Nickels, Linda Verbeke)
 - g. Vliet Liaison (Judy Nickels, Karen Bush)
 - h. Long Range Planning Committee

11. **New Business**
 - a. **Discussion of the Library Board's participation in a cross-governmental meeting**
 - b. **Discussion of preliminary audit for 2010-2011**

12. **Announcements and Correspondence**

13. **Programs of Interest to Library Trustees**

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

15. **Adjournment**

Attachments:

Upcoming Board Meetings: November 8, December 13

Lake Bluff Public Library

DATE: 10/06/11
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-- VILLAGE OF LAKE BLUFF --
 MANUAL CHECK REGISTER

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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
10172	9COMCARP	COMMERCIAL CARPET CONSULTANTS		09/09/11		
	32014	06/15/11	01 FLOORING MATERIALS & INSTALL		81-60-001-49100	12,999.80
					INVOICE TOTAL:	12,999.80 *
	32232	06/30/11	01 FLOORING MATERIALS & INSTALL		81-60-001-49100	2,370.03
					INVOICE TOTAL:	2,370.03 *
					CHECK TOTAL:	15,369.83
10173	9AT&T	AT & T		09/21/11		
	847234254009	09/07/11	01 LCL PH SRVC: 8/8-9/7/11		80-60-001-43230	309.87
					INVOICE TOTAL:	309.87 *
					CHECK TOTAL:	309.87
10174	9DELAGE	DE LAGE LANDEN FINANCIAL SRVC		09/21/11		
	10616390	09/10/11	01 COPIER MAINT: SEPT 2011		80-60-001-41303	137.06
					INVOICE TOTAL:	137.06 *
					CHECK TOTAL:	137.06
10175	9WENDTM	WENDT MAINTENANCE INC.		09/21/11		
	WEN090111	09/01/11	01 GROUNDS MAINTENANCE		80-60-001-41050	480.00
					INVOICE TOTAL:	480.00 *
					CHECK TOTAL:	480.00
10176	9LACONI	LACONI YSS		09/21/11		
	LAC9212011	09/21/11	01 PROFESSIONAL DEVELOPMENT		80-60-001-42400	50.00
					INVOICE TOTAL:	50.00 *
					CHECK TOTAL:	50.00
10177	9SHREDIT	SHRED-IT CHICAGO		09/21/11		
	21431638	08/29/11	01 SHREDDING OF PAPER		80-60-001-41303	43.36
					INVOICE TOTAL:	43.36 *
					CHECK TOTAL:	43.36
10178	9WEEKSMI	MICHAEL WEEKS		09/21/11		
	WEE091511	09/15/11	01 ADULT PROGRAM SUPPLIES		80-60-001-43710	125.00
					INVOICE TOTAL:	125.00 *

Lake Bluff Public Library

CHECK TOTAL:

36 125.00

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 MANUAL CHECK REGISTER

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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
10179	9FIRSTBA ERI09022011	FIRST BANKCARD 09/02/11			09/22/11		
			01	VIDEO GAMES		80-60-001-45510	218.53
			02	HOSPITALITY		80-60-001-43700	4.31
						INVOICE TOTAL:	222.84 *
						CHECK TOTAL:	222.84
10180	9FIRSTBA DON090211	FIRST BANKCARD 09/02/11			09/22/11		
			01	JUVENILE AUDIO VISUAL		80-60-001-45430	134.63
			02	PROGRAM SUPPLIES		80-60-001-43720	94.71
			03	OFFICE SUPPLIES		80-60-001-43550	29.48
			04	PICTURE BKS,READRS,HOLIDAY BKS		80-60-001-45410	3.95
						INVOICE TOTAL:	262.77 *
						CHECK TOTAL:	262.77
10181	9FIRSTBA CAR090211	FIRST BANKCARD 09/02/11			09/22/11		
			01	ADULT PROGRAM SUPPLIES		80-60-001-43710	43.74
			02	OFFICE SUPPLIES		80-60-001-43550	18.54
			03	BOOK CART		80-60-001-49400	189.90
			04	MISC. EXPENSES		80-60-001-46000	0.72
						INVOICE TOTAL:	252.90 *
						CHECK TOTAL:	252.90
10182	9FIRSTBA MAT09022011	FIRST BANKCARD 09/02/11			09/22/11		
			01	RENEW POSTAL PERMIT #98		80-60-001-43300	190.00
			02	TABLE		80-60-001-49000	119.99
			03	OFFICE SUPPLIES		80-60-001-43550	39.85
			04	MINOR EQUIPMENT		80-60-001-45900	48.92
						INVOICE TOTAL:	398.76 *
						CHECK TOTAL:	398.76
10183	9IMAGESY 156183	IMAGE SYSTEMS & BUSINESS 09/14/11			09/22/11		
			01	PHOTOCOPIER TONER,SRVC & REP'R		80-60-001-41303	158.00
			02	PHOTOCOPIER TONER,SRVC & REP'R		80-60-001-41303	24.65
						INVOICE TOTAL:	182.65 *
						CHECK TOTAL:	182.65
10184	9KAVDELA DEBRA KAVALOS-DELANEY				09/22/11		

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10184	9KAVDELA KAV091611	DEBRA KAVALOS-DELANEY 09/15/11	01 ADULT PROGRAM SUPPLIES	09/22/11	80-60-001-43710	175.00
					INVOICE TOTAL:	175.00 *
					CHECK TOTAL:	175.00
					TOTAL AMOUNT PAID:	18,010.04

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
10185	9AMAZONA	VOIDED---LEADER CHECK						
		009784760181	09/03/11	01	AUDIO VISUAL MATERIAL	80-60-001-45200	203.90	
						INVOICE TOTAL:	203.90 *	
		011023800469	08/30/11	01	AUDIO VISUAL MATERIAL	80-60-001-45200	9.99	
						INVOICE TOTAL:	9.99 *	
		011027923429	08/30/11	01	AUDIO VISUAL MATERIAL	80-60-001-45200	42.91	
						INVOICE TOTAL:	42.91 *	
		011951637600	08/26/11	01	AUDIO VISUAL MATERIAL	80-60-001-45200	216.89	
						INVOICE TOTAL:	216.89 *	
		011958291359	08/18/11	01	ADULT AUDIO VISUAL	80-60-001-45200	6.55	
						INVOICE TOTAL:	6.55 *	
		026100405187	08/24/11	01	AUDIO VISUAL MATERIAL	80-60-001-45200	11.97	
						INVOICE TOTAL:	11.97 *	
		044704923279	08/30/11	01	ADULT NON-FICTION	80-60-001-45000	23.10	
						INVOICE TOTAL:	23.10 *	
		044706052586	08/09/11	01	ADULT NON-FICTION	80-60-001-45000	43.64	
						INVOICE TOTAL:	43.64 *	
		049233897994	08/15/11	01	OFFICE SUPPLIES	80-60-001-43550	9.50	
						INVOICE TOTAL:	9.50 *	
		095219286987	08/18/11	01	ADULT NON-FICTION	80-60-001-45000	61.76	
						INVOICE TOTAL:	61.76 *	
		117396830743	08/24/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	7.83	
						INVOICE TOTAL:	7.83 *	
		117563449087	08/24/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	6.85	
						INVOICE TOTAL:	6.85 *	

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10185	9AMAZONA	VOIDED---LEADER CHECK					
	131261128940		08/05/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	8.97
						INVOICE TOTAL:	8.97 *
	141229346193		08/24/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	10.48
						INVOICE TOTAL:	10.48 *
	166631639260		08/11/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-3.00
						INVOICE TOTAL:	-3.00 *
	184812990210		08/24/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	6.97
						INVOICE TOTAL:	6.97 *
	206272925019		08/24/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	12.86
						INVOICE TOTAL:	12.86 *
	206883662851		09/07/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-4.50
						INVOICE TOTAL:	-4.50 *
	206888142489		09/05/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	206.92
						INVOICE TOTAL:	206.92 *
10186	9AMAZONA	AMAZON					
	206888887065		09/08/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	18.99
						INVOICE TOTAL:	18.99 *
	206889976703		09/08/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-4.00
						INVOICE TOTAL:	-4.00 *
	249577548436		09/08/11	01	ADULT NON-FICTION	80-60-001-45000	33.81
						INVOICE TOTAL:	33.81 *
	250593407117		08/17/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-2.00
						INVOICE TOTAL:	-2.00 *

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10186	9AMAZONA	AMAZON					
	250599028294		08/15/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	185.41
						INVOICE TOTAL:	185.41 *
	280749530497		08/09/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	48.23
						INVOICE TOTAL:	48.23 *
	283424973952		08/24/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	7.77
						INVOICE TOTAL:	7.77 *
						CHECK TOTAL:	1,171.80
10187	9ALA	AMERICAN LIBRARY ASSOCIATION					
	ALA08192011		08/19/11	01	MEMBER DUES:7/31/11-7/31/2012	80-60-001-42440	48.00
						INVOICE TOTAL:	48.00 *
						CHECK TOTAL:	48.00
10188	9RACHBAI	RACHEL BAILEY					
	BAI09142011		09/14/11	01	CHILDREN/TEEN PROGRAM SUPPLIES	80-60-001-43720	300.00
						INVOICE TOTAL:	300.00 *
	BAI09172011		09/17/11	01	CHILDREN/TEEN PROGRAM SUPPLIES	80-60-001-43720	16.41
						INVOICE TOTAL:	16.41 *
						CHECK TOTAL:	316.41
10189	9BKTLENT	VOIDED---LEADER CHECK					
	2026203995		09/01/11	01	ADULT FICTION BOOKS	80-60-001-45100	58.48
						INVOICE TOTAL:	58.48 *
	2026209418		09/06/11	01	CHILDREN/TEEN PROGRAM SUPPLIES	80-60-001-43720	112.48
						INVOICE TOTAL:	112.48 *

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
10189	9BKTLENT	VOIDED---LEADER CHECK						
	2026211408		09/07/11	01	ADULT NON-FICTION BOOKS	80-60-001-45000	312.66	
						INVOICE TOTAL:	312.66 *	
	2026211518		09/07/11	01	ADULT NON-FICTION BOOKS	80-60-001-45000	19.04	
						INVOICE TOTAL:	19.04 *	
	2026213177		09/07/11	01	JUVENILE NON-FICTION BOOKS	80-60-001-45400	12.05	
						INVOICE TOTAL:	12.05 *	
	2026214132		09/07/11	01	JUVENILE FICTION	80-60-001-45420	5.97	
						INVOICE TOTAL:	5.97 *	
	2026214233		09/07/11	01	ADULT FICTION BOOKS	80-60-001-45100	25.78	
						INVOICE TOTAL:	25.78 *	
	2026214461		09/06/11	01	ADULT FICTION BOOKS	80-60-001-45100	15.31	
						INVOICE TOTAL:	15.31 *	
	2026216269		09/07/11	01	ADULT LARGE PRINT BOOKS	80-60-001-45110	18.13	
						INVOICE TOTAL:	18.13 *	
	2026217290		09/07/11	01	ADULT NON-FICTION BOOKS	80-60-001-45000	123.71	
						INVOICE TOTAL:	123.71 *	
	2026218096		09/07/11	01	TEEN BOOKS	80-60-001-45450	94.21	
						INVOICE TOTAL:	94.21 *	
	2026227835		09/09/11	01	ADULT FICTION BOOKS	80-60-001-45100	30.65	
						INVOICE TOTAL:	30.65 *	
	2026228831		09/09/11	01	ADULT FICTION BOOKS	80-60-001-45100	725.16	
						INVOICE TOTAL:	725.16 *	
	2026229428		09/12/11	01	ADULT NON-FICTION BOOKS	80-60-001-45000	175.13	
						INVOICE TOTAL:	175.13 *	

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
10189	9BKTLENT	VOIDED---LEADER CHECK						
	2026230708		09/13/11	01	ADULT NON-FICTION BOOKS	80-60-001-45000	198.43	
						INVOICE TOTAL:	198.43 *	
	2026234560		09/13/11	01	CHILDREN/TEEN PROGRAM SUPPLIES	80-60-001-43720	6.56	
						INVOICE TOTAL:	6.56 *	
	2026234859		09/12/11	01	ADULT FICTION BOOKS	80-60-001-45100	14.75	
						INVOICE TOTAL:	14.75 *	
	2026236315		09/13/11	01	JUVENILE FICTION	80-60-001-45420	265.55	
						INVOICE TOTAL:	265.55 *	
	2026238725		09/14/11	01	PICTURE BOOKS,HOLIDAY BOOKS	80-60-001-45410	12.80	
						INVOICE TOTAL:	12.80 *	
10190	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT						
	2026240450		09/14/11	01	ADULT FICTION BOOKS	80-60-001-45100	71.65	
						INVOICE TOTAL:	71.65 *	
	2026248384		09/16/11	01	ADULT NON-FICTION BOOKS	80-60-001-45000	346.94	
						INVOICE TOTAL:	346.94 *	
	2026251122		09/19/11	01	ADULT LARGE PRINT BOOKS	80-60-001-45110	114.05	
						INVOICE TOTAL:	114.05 *	
	2026251705		09/16/11	01	ADULT FICTION BOOKS	80-60-001-45100	94.13	
						INVOICE TOTAL:	94.13 *	
	2026254006		09/19/11	01	ADULT FICTION BOOKS	80-60-001-45100	61.33	
						INVOICE TOTAL:	61.33 *	
	2026257716		09/19/11	01	TEEN BOOKS	80-60-001-45450	10.21	
						INVOICE TOTAL:	10.21 *	

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
10190	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT						
	2026259191		09/20/11	01	ADULT NON-FICTION BOOKS	80-60-001-45000	81.30	
						INVOICE TOTAL:	81.30 *	
	2026261524		09/20/11	01	CHILDREN/TEEN PROGRAM SUPPLIES	80-60-001-43720	51.22	
						INVOICE TOTAL:	51.22 *	
	2026269645		09/22/11	01	ADULT FICTION BOOKS	80-60-001-45100	37.36	
						INVOICE TOTAL:	37.36 *	
	2026270079		09/22/11	01	ADULT NON-FICTION BOOKS	80-60-001-45000	62.43	
						INVOICE TOTAL:	62.43 *	
	2026271948		09/23/11	01	JUVENILE FICTION	80-60-001-45420	56.50	
						INVOICE TOTAL:	56.50 *	
	2026272043		09/22/11	01	ADULT FICTION BOOKS	80-60-001-45100	119.22	
						INVOICE TOTAL:	119.22 *	
	2026276570		09/24/11	01	JUVENILE NON-FICTION BOOKS	80-60-001-45400	22.94	
						INVOICE TOTAL:	22.94 *	
	2026280525		09/27/11	01	ADULT NON-FICTION BOOKS	80-60-001-45000	437.96	
						INVOICE TOTAL:	437.96 *	
	2026285547		09/27/11	01	TEEN BOOKS	80-60-001-45450	116.24	
						INVOICE TOTAL:	116.24 *	
	2026295320		09/30/11	01	CHILDREN/TEEN PROGRAM SUPPLIES	80-60-001-43720	22.24	
						INVOICE TOTAL:	22.24 *	
	5011630710		09/13/11	01	ADULT NON-FICTION BOOKS	80-60-001-45000	30.02	
						INVOICE TOTAL:	30.02 *	
	5011652699		09/27/11	01	ADULT NON-FICTION BOOKS	80-60-001-45000	66.96	
						INVOICE TOTAL:	66.96 *	
						CHECK TOTAL:	4,029.55	

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10191	9COMCAST	COMCAST CABLE					
	COM091211		09/12/11	01	INTERNET 9/19-10/18/11	80-60-001-43230	134.90
						INVOICE TOTAL:	134.90 *
						CHECK TOTAL:	134.90
10192	9COMPVIE	COMPUTER VIEW, INC.					
	25087		09/28/11	01	COMPUTER SERVICES	80-60-001-41305	2,510.00
						INVOICE TOTAL:	2,510.00 *
	25094		09/26/11	01	COMPUTER EQUIPMENT	80-60-001-49350	300.00
						INVOICE TOTAL:	300.00 *
						CHECK TOTAL:	2,810.00
10193	9DEMCO	DEMCO, INC					
	4327937		09/07/11	01	SUPPLIES	80-60-001-43670	136.24
						INVOICE TOTAL:	136.24 *
	4341943		09/16/11	01	SUPPLIES	80-60-001-43670	116.67
				02	OFFICE SUPPLIES	80-60-001-43550	9.52
						INVOICE TOTAL:	126.19 *
	4345677		09/20/11	01	SUPPLIES	80-60-001-43670	112.54
						INVOICE TOTAL:	112.54 *
						CHECK TOTAL:	374.97
10194	9GREATEC	GREATEST ELECTRICAL COMPANY					
	38		10/05/11	01	ELECTRICAL WORK	81-60-001-49100	2,877.80
						INVOICE TOTAL:	2,877.80 *
	39		10/05/11	01	ELECTRICAL WORK	81-60-001-49100	8,429.20
						INVOICE TOTAL:	8,429.20 *
						CHECK TOTAL:	11,307.00

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10195	9ILLABOR	ILLINOIS LABOR LAW POSTER SRVC					
	ILL0100511		10/05/11	01	OFFICE SUPPLIES	80-60-001-43550	57.25
						INVOICE TOTAL:	57.25 *
						CHECK TOTAL:	57.25
10196	9IMAGESY	IMAGE SYSTEMS & BUSINESS					
	156365		09/20/11	01	COPIER MAINT.-QRTERLY BILLING	80-60-001-41303	120.00
				02	COPIES	80-60-001-41303	2.82
						INVOICE TOTAL:	122.82 *
						CHECK TOTAL:	122.82
10197	9ANNJONE	DR. ANNA TRUMBORE-JONES					
	TRU08052011		08/05/11	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	300.00
						INVOICE TOTAL:	300.00 *
						CHECK TOTAL:	300.00
10198	9LAKECOF	LAKE COUNTY FOREST PRESERVE					
	LAK09012011		09/01/11	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	80.00
						INVOICE TOTAL:	80.00 *
						CHECK TOTAL:	80.00
10199	9GODDLES	LESLIE GODDARD					
	GOD08052011		08/05/11	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	250.00
						INVOICE TOTAL:	250.00 *
						CHECK TOTAL:	250.00
10200	9LIBWAST	LIBERTY WASTE & RECYCLING SERV					

Lake Bluff Public Library

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10200	9LIBWAST	LIBERTY WASTE & RECYCLING SERV					
	21075		09/08/11	01	DUMPSTER/RECYCLING SRVC	81-60-001-49100	418.70
						INVOICE TOTAL:	418.70 *
						CHECK TOTAL:	418.70
10201	9NSSD	NORTH SHORE SANITARY DISTRICT					
	2066165		09/17/11	01	WASTEWATER TREATMNT:5/3-8/1/11	80-60-001-43230	26.68
						INVOICE TOTAL:	26.68 *
						CHECK TOTAL:	26.68
10202	9OPPFAN	OPP, FRANCHISING, INC.					
	CHC10110889		10/01/11	01	BUILDING MAINTENANCE	80-60-001-41000	919.00
						INVOICE TOTAL:	919.00 *
						CHECK TOTAL:	919.00
10203	9PATHMAN	PATHMANN CONSTRUCTION MGMT					
	10052011		10/05/11	01	FINAL-CONSTRUCTION MANAGEMENT	80-60-001-41304	148.29
						INVOICE TOTAL:	148.29 *
						CHECK TOTAL:	148.29
10204	9PCASH	PETTY CASH					
	092811		09/28/11	01	CHILDREN/TEEN PROGRAM SUPPLIES	80-60-001-43720	35.73
				02	BOOK DISCUSSION SNACKS	80-60-001-43700	16.55
				03	BUILDING MAINT.	80-60-001-41000	14.97
				04	POSTAGE	80-60-001-43300	8.60
				05	BALLOONS FOR OPEN HOUSE	82-60-001-44800	6.99
				06	CALCULATOR & STAPLER	80-60-001-43550	5.24

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10204	9PCASH	PETTY CASH					
	092811		09/28/11	07	DISC CLEANER & DVD CASES	80-60-001-43670	11.29
				08	JUVENILE FICTION BOOKS	80-60-001-45420	2.50
				09	BOOK DISCUSSION SNACKS	80-60-001-43700	28.00
					INVOICE TOTAL:		129.87 *
					CHECK TOTAL:		129.87
10205	9RANDOMH	RANDOM HOUSE, INC.					
	1082211311		09/09/11	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	52.70
					INVOICE TOTAL:		52.70 *
	1082315198		09/23/11	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	21.25
					INVOICE TOTAL:		21.25 *
					CHECK TOTAL:		73.95
10206	9SIGNARA	SIGN-A-RAMA					
	106118		09/02/11	01	SIGN PLAQUE INSTALLATIONS	80-60-001-41000	270.00
					INVOICE TOTAL:		270.00 *
	106150		09/08/11	01	SIGN LETTERING FOR FRONT DOOR	81-60-001-49100	126.25
					INVOICE TOTAL:		126.25 *
					CHECK TOTAL:		396.25
10207	9THYSSEN	THYSSENKRUPP ELEVATOR CORP.					
	3000078464		09/01/11	01	ELEVATOR MAINT: SEPT 2011	80-60-001-41020	99.23
					INVOICE TOTAL:		99.23 *
	3000086567		10/01/11	01	ELEVATOR MAINT: OCT 2011	80-60-001-41020	99.23
					INVOICE TOTAL:		99.23 *
					CHECK TOTAL:		198.46

Lake Bluff Public Library

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10208	ULINE	ULINE					
	39888889		09/09/11	01	SUPPLIES	80-60-001-43670	63.78
						INVOICE TOTAL:	63.78 *
						CHECK TOTAL:	63.78
10209	9USFIRPR	UNITED STATES FIRE PROTECTION					
	001-366432		09/16/11	01	FIRE SPRINKLR ANN'L INSPECTN	80-60-001-41000	200.00
						INVOICE TOTAL:	200.00 *
						CHECK TOTAL:	200.00
10210	9USPOSTA	UNITED STATES POSTAL SERVICE					
	USP093011		09/30/11	01	STAMPS	80-60-001-43300	88.00
						INVOICE TOTAL:	88.00 *
						CHECK TOTAL:	88.00
10211	9UPSTART	UPSTART					
	4355135		09/27/11	01	CHIDREN/TEEN PROGRAM SUPPLIES	80-60-001-43720	79.22
						INVOICE TOTAL:	79.22 *
						CHECK TOTAL:	79.22
10212	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS					
	101354557		10/05/11	01	'EE ICMA CONTRIBUTION:10/15/11	80-20-102-45000	1,000.00
						INVOICE TOTAL:	1,000.00 *
	101354582		10/05/11	01	'EE ICMA CONTRIBUTION:9/30/11	80-20-102-45000	1,000.00
						INVOICE TOTAL:	1,000.00 *
						CHECK TOTAL:	2,000.00

Lake Bluff Public Library

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10213	9VERNONP	VERNON AREA PUBLIC LIBRARY					
	VER3012011		09/01/11	01	MISC. EXPENSES	80-60-001-46000	30.00
						INVOICE TOTAL:	30.00 *
						CHECK TOTAL:	30.00
10214	9WAREHOU	WAREHOUSE DIRECT					
	1269652-0		09/14/11	01	WALL CLOCKS	80-60-001-45900	55.67
						INVOICE TOTAL:	55.67 *
						CHECK TOTAL:	55.67
						TOTAL AMOUNT PAID:	25,830.57

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES
 Regular Meeting
 Tuesday, September 13, 2011

1. **Call to Order:** The meeting was called to order at 7:01 p.m. by Board President John Marozsan. Roll was called and a quorum was established.

Present: Karen Bush, Julie Gottshall, John Marozsan, Kathy Meierhoff, Judy Nickels,
 Cal Stroh, Linda Verbeke

Absent: none

Library Staff Present: Director Matthew Womack, Eric Bailey, Martha Cordeniz

Members of the Public: Neil Dahlmann

2. **Additions and Corrections to the Agenda:** Lighting on east side of building
3. **Approval of checks:** Gottshall moved and Bush seconded the motion to approve checks numbered 10118, 10120 through 10171 totaling \$141,886.03. [#10119 missing; #10133 voided]
 AYES: all
 NAYES: none
 ABSENT: none
4. **Opportunity for the Public to address the Board:** Neil Dahlmann spoke regarding the Reading Garden outside the Library, and sought the Board's approval to add two proposed engravings on boulders in the Garden. [See Memo attached.] Funds to come from Friends of the Library. Vote to come before the Board at the next meeting.
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 August 9, 2011 regular meeting.
 b. Treasurer's Report (Stroh): no report.
 AYES: all
 NAYES: none
 ABSENT: none
6. **August 2011 Financial Report:**
 a. Detailed Balance Sheet
 b. Detailed Revenue & Expense Report
 c. Detailed Revenue & Expense Report with percentage variances
 Verbeke moved and Stroh seconded a motion to approve the August Financial Reports:
 AYES: all
 NAYES: none
 ABSENT: none

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

8. Old Business: None.

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): Nickels gave a brief summary of the September meeting, including the upcoming annual fundraising appeal - no report. The date of the next Friends meeting is October 8, 2011.
- g. Historical Museum Liaison (Judy Nickels, Karen Bush) – Bush reported that the committee had introduced the idea of another cost sharing agreement with the Intergovernmental Committee. Next meeting with the Intergovernmental Committee will be in November.
- h. Long Range Planning Committee (Board as whole when needed) – no report.

11. New Business:

- a. Structural issues with building were discussed, including placement of the bike rack, heaviness of the doors, and overgrowth of the ivy.
- b. The cost/benefit of joining the CCS (Cooperative Computer Services) was discussed, with the Board informally declining to take official action on that proposal at this time.
- c. Lighting on east side of building; Director noted that we may need additional lighting to staff parking lot.
- d. Computer usage is increasing and the library has reached capacity on the eight computers on a least one occasion. The library may need a system to limit or monitor time.

12. Announcements and Correspondence –

- a. Next board meeting will be October 11, 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: Meierhoff moved and Gottshall seconded a motion to adjourn the meeting at 8:42 p.m.

AYES: all

NAYES: none

ABSENT: none

Respectfully submitted,

Julie L. Gottshall
Board Secretary

Lake Bluff Public Library

DATE: 10/07/2011
 TIME: 13:38:59
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-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

6A

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FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2011

ACCOUNT #	DESCRIPTION	BALANCE 05/01/11	NET DEBITS	NET CREDITS	BALANCE 09/30/11
ASSETS					
DUE TO/FROM ACCOUNTS					
80-00-100-10000	DUE TO/FROM OTHER FUNDS	(4,888.06)	214,341.28	48,274.84	161,178.38
80-00-100-20000	LIB GR FND DUE TO/FROM DETAIL	0.00	0.00	0.00	0.00
TOTAL DUE TO/FROM ACCOUNTS		(4,888.06)	214,341.28	48,274.84	161,178.38
CASH & INVESTMENTS					
80-10-101-10000	CHECKING ACCOUNT	16,161.87	352,000.00	340,893.12	27,268.75
80-10-101-10001	CASH BOX OVER/SHORT	0.00	45.46	148.93	(103.47)
80-10-101-11000	MONEY MARKET ACCOUNT	361,680.84	484,566.99	708,013.95	138,233.88
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	300,837.07	953,709.76	557,000.00	697,546.83
80-10-101-15111	ILLINOIS FUNDS - GRANTS	1.80	0.00	0.00	1.80
TOTAL CASH & INVESTMENTS		678,831.58	1,790,322.21	1,606,056.00	863,097.79
RECEIVABLES					
80-10-201-15000	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
80-10-201-15200	PROPERTY TAX RECEIVABLE	785,105.78	0.00	0.00	785,105.78
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		785,105.78	0.00	0.00	785,105.78
OTHER ASSETS					
80-10-301-37100	DUE FROM THE VILLAGE	194.39	783,206.89	790,804.06	(7,402.78)
80-10-301-55000	PREPAID EXPENSES	2,510.00	0.00	2,510.00	0.00
TOTAL OTHER ASSETS		2,704.39	783,206.89	793,314.06	(7,402.78)
TOTAL ASSETS		1,461,753.69	2,787,870.38	2,447,644.90	1,801,979.17
LIABILITIES AND FUND EQUITY					
LIABILITIES					
PAYABLES					
80-20-102-20000	ACCOUNTS PAYABLE	42,438.51	211,365.33	185,538.66	16,611.84
80-20-102-41000	SOCIAL SECURITY TAX PAYABLE	0.00	20,238.54	20,238.54	0.00

Lake Bluff Public Library

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-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

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FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2011

ACCOUNT #	DESCRIPTION	BALANCE 05/01/11	NET DEBITS	NET CREDITS	BALANCE 09/30/11
LIABILITIES					
PAYABLES					
80-20-102-42000	FEDERAL INCOME TAX PAYABLE	0.00	15,632.51	15,632.51	0.00
80-20-102-43000	STATE INCOME TAX PAYABLE	0.00	6,595.79	6,595.79	0.00
80-20-102-44000	IMRF PAYABLE	0.00	20,475.05	20,475.05	0.00
80-20-102-45000	ICMA 457 PLAN PAYABLE	0.00	10,300.00	9,300.00	(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	1,251.00	1,251.00	0.00
80-20-102-66000	LIBRARY HSA PAYABLE	0.00	1,950.00	1,950.00	0.00
80-20-102-70000	OTHER SHORT TERM LIABILITIES	0.00	0.00	0.00	0.00
TOTAL PAYABLES		42,438.51	287,808.22	260,981.55	15,611.84
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	287,808.22	260,981.55	815,455.07
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	367,052.15	367,052.15

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-- VILLAGE OF LAKE BLUFF --
DETAILED BALANCE SHEET

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FUND: LAKE BLUFF PUBLIC LIBRARY
FOR 5 PERIODS ENDING SEPTEMBER 30, 2011

ACCOUNT #	DESCRIPTION	BALANCE 05/01/11	NET DEBITS	NET CREDITS	BALANCE 09/30/11
TOTAL FUND EQUITY		619,471.95	0.00	367,052.15	986,524.10
TOTAL LIABILITIES AND FUND EQUITY		1,461,753.69	287,808.22	628,033.70	1,801,979.17

Lake Bluff Public Library

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-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

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FUND: LIBRARY BLG RENOVATION FUND
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2011

ACCOUNT #	DESCRIPTION	BALANCE 05/01/11	NET DEBITS	NET CREDITS	BALANCE 09/30/11
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	297,713.11	161,546.39
TOTAL --- UNDEFINED CODE ---		0.00	136,166.72	297,713.11	161,546.39
--- UNDEFINED CODE ---					
81-20-102-20000	ACCOUNTS PAYABLE	11,527.08	258,096.07	273,790.77	27,221.78
TOTAL --- UNDEFINED CODE ---		11,527.08	258,096.07	273,790.77	27,221.78
TOTAL LIABILITIES		11,527.08	394,262.79	571,503.88	188,768.17
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)	(23,054.16)	177,241.09	0.00	(200,295.25)
TOTAL FUND EQUITY		(11,527.08)	177,241.09	0.00	(188,768.17)
TOTAL LIABILITIES AND FUND EQUITY		0.00	571,503.88	571,503.88	0.00

Lake Bluff Public Library

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-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

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FUND: LIBRARY BIRD MEMORIAL FUND
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2011

ACCOUNT #	DESCRIPTION	BALANCE 05/01/11	NET DEBITS	NET CREDITS	BALANCE 09/30/11
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	4,520.05	5,815.77
TOTAL INTERFUND CLEARING ACCOUNT		1,295.72	0.00	4,520.05	5,815.77
PAYABLES					
82-20-102-20000	ACCOUNTS PAYABLE	35.34	4,520.05	4,491.70	6.99
TOTAL PAYABLES		35.34	4,520.05	4,491.70	6.99
TOTAL LIABILITIES		1,331.06	4,520.05	9,011.75	5,822.76
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	4,490.75	0.00	(4,490.75)
TOTAL FUND EQUITY		1,691.61	4,490.75	0.00	(2,799.14)
TOTAL LIABILITIES AND FUND EQUITY		3,022.67	9,010.80	9,011.75	3,023.62

Lake Bluff Public Library

DATE: 10/07/2011
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 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2011

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FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: REVENUES

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER 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	338,350.37	334,196.52	753,658.38	752,065.59	780,709.00	96.5%
TOTAL REVENUES: PROPERTY TAXES		338,350.37	334,196.52	753,658.38	752,065.59	780,709.00	96.5%
SERVICES & FEES							
80-40-403-48300	PHOTO-COPY CHARGES	138.90	245.40	691.90	841.10	1,700.00	40.7%
80-40-403-48500	NON-RESIDENT FEES	637.84	728.66	3,114.51	2,378.15	4,200.00	74.1%
TOTAL REVENUES: SERVICES & FEES		776.74	974.06	3,806.41	3,219.25	5,900.00	64.5%
FINES							
80-40-503-65000	RENTAL FINES	1,410.09	1,033.38	5,326.21	5,708.39	12,000.00	44.3%
TOTAL REVENUES: FINES		1,410.09	1,033.38	5,326.21	5,708.39	12,000.00	44.3%
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	6,500.00	0.0%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	48.60	88.65	235.06	608.36	0.00	0.0%
80-40-603-78001	RESTRICTED DONATIONS	5.71	152.35	85.39	15,237.05	1,000.00	23.5%
80-40-603-78002	VCLA EQUITY DONATION	1.05	0.00	18,612.18	25.00	0.00	100.0%
80-40-603-78200	TECH-4-U DONATIONS	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL REVENUES: MISCELLANEOUS		266.32	159.79	1,449.65	625.73	1,200.00	120.8%
TOTAL REVENUES: REVENUES		321.68	400.79	20,382.28	16,496.14	8,700.00	234.2%
TOTAL FUND REVENUES		340,858.88	336,604.75	783,173.28	777,489.37	807,309.00	97.0%
		340,858.88	336,604.75	783,173.28	777,489.37	807,309.00	97.0%

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-- VILLAGE OF LAKE BLUFF --
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 FOR 5 PERIODS ENDING SEPTEMBER 30, 2011

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		FUND: LAKE BLUFF PUBLIC LIBRARY DEPT: LIBRARY ADMINISTRATION							
ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER 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	109,234.20	104,379.77	274,499.00	39.7%		
80-60-001-40050	STAFF SALARIES	9,301.80	8,216.93	46,136.34	41,736.37	112,710.00	40.9%		
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	3,007.57	15,233.36	14,526.78	50,500.00	30.1%		
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	2,934.27	2,845.71	14,522.97	14,165.15	37,500.00	38.7%		
80-60-001-40951	EMPLOYER FICA TAX	2,342.46	2,207.86	11,640.97	11,085.62	30,500.00	38.1%		
80-60-001-41000	BUILDING MAINTENANCE	1,403.97	3,089.69	11,645.76	15,769.06	19,000.00	61.2%		
80-60-001-41020	ELEVATOR MAINTENANCE	198.46	178.50	1,043.10	738.36	2,500.00	41.7%		
80-60-001-41050	GROUPS MAINTENANCE	480.00	398.50	2,589.50	1,983.50	11,000.00	23.5%		
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	485.89	516.69	1,654.99	1,389.82	4,500.00	36.7%		
80-60-001-41304	OTHER PROFESSIONAL SERVICES	148.29	0.00	4,748.29	270.00	6,500.00	73.0%		
80-60-001-41305	COMPUTER SERVICES	2,510.00	2,390.00	14,179.65	15,994.68	27,000.00	52.5%		
80-60-001-41350	LEGAL SERVICES	0.00	0.00	630.00	184.00	2,000.00	25.2%		
80-60-001-42400	PROFESSIONAL DEVELOPMENT	50.00	215.00	1,591.50	1,385.00	6,500.00	24.4%		
80-60-001-42440	DUES	48.00	264.00	924.00	924.00	3,000.00	30.8%		
80-60-001-43230	UTILITIES	471.45	538.57	2,251.91	3,372.33	9,500.00	23.7%		
80-60-001-43300	POSTAGE	286.60	88.00	1,172.83	980.05	3,500.00	33.5%		
80-60-001-43400	PRINTING/E-NEWSLETTER	0.00	30.40	3,168.98	3,500.34	8,000.00	39.6%		
80-60-001-43550	OFFICE SUPPLIES	306.28	299.67	1,474.61	1,598.16	6,000.00	24.5%		
80-60-001-43570	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.0%		
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	0.00	0.00	489.48	621.00	3,000.00	16.3%		
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	440.52	235.23	2,725.56	1,582.01	4,000.00	68.1%		
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	48.86	10.99	171.90	60.99	1,000.00	17.1%		
80-60-001-43710	ADULT PROGRAM SUPPLIES	973.74	52.29	1,637.38	1,303.10	4,000.00	40.9%		
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	718.57	1,060.69	2,383.67	4,201.64	7,000.00	34.0%		
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	2,016.89	1,208.10	8,048.60	7,495.09	20,000.00	40.2%		
80-60-001-45100	ADULT FICTION BOOKS	1,253.82	1,249.00	8,416.20	7,432.76	16,000.00	52.6%		
80-60-001-45110	ADULT LARGE PRINT MATERIAL	132.18	77.51	341.91	298.85	1,000.00	34.1%		
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	999.99	1,233.67	4,188.42	6,112.39	13,500.00	31.0%		
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	0.00	0.00	5,188.82	2,739.41	0.00	-100.0%		
80-60-001-45400	JUVENILE NON-FICTION	34.99	448.58	2,674.23	2,239.57	7,500.00	35.6%		
80-60-001-45410	PICTURE BOOKS, READERS	16.75	168.77	1,667.84	2,555.05	6,000.00	27.7%		
80-60-001-45420	JUVENILE FICTION	330.52	263.18	2,504.49	3,195.51	7,300.00	34.3%		

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ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER 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	208.58	512.13	1,072.94	986.79	4,000.00	26.8%
80-60-001-45440	JUVENILE REFERENCE	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-45450	TEEN BOOKS	220.66	221.43	1,147.63	1,385.32	3,000.00	38.2%
80-60-001-45500	PERIODICALS	0.00	183.88	4,799.00	2,717.42	8,500.00	56.4%
80-60-001-45510	VIDEO GAMES	0.00	48.90	558.13	253.86	2,300.00	24.2%
80-60-001-45600	PATRON & STAFF SOFTWARE	218.53	1,087.00	3,275.00	4,231.00	4,000.00	81.8%
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	13,096.00	10,924.00	13,000.00	100.7%
80-60-001-45700	BRANCH MATERIALS	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-45900	MINOR EQUIPMENT	104.59	106.24	1,667.51	296.24	0.00	-100.0%
80-60-001-46000	MISCELLANEOUS EXPENSES	30.72	0.00	401.41	35.00	0.00	20.0%
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	0.00	0.00	152.13	0.00	0.00	-100.0%
80-60-001-49000	LIBRARY FURNISHINGS	119.99	0.00	469.99	0.00	10,000.00	4.6%
80-60-001-49100	BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.0%
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	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-49351	TECH-4-U AUTOMATION	300.00	0.00	4,828.14	4,169.00	13,000.00	37.1%
80-60-001-49400	OTHER EQUIPMENT	189.90	234.00	846.38	234.00	4,500.00	18.8%
80-60-001-50000	CONTINGENCY	0.00	0.00	2,150.12	1,747.00	20,000.00	10.7%
TOTAL EXPENSES: LIBRARY SERVICES		54,301.75	53,584.40	319,571.45	303,961.54	807,309.00	39.5%
TOTAL EXPENSES: LIBRARY ADMINISTRATION		54,301.75	53,584.40	319,571.45	303,961.54	807,309.00	39.5%
TOTAL FUND EXPENSES		54,301.75	53,584.40	319,571.45	303,961.54	807,309.00	39.5%

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ACTUAL VS. PRIOR VS. BUDGET
FOR 5 PERIODS ENDING SEPTEMBER 30, 2011

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

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
--- UNDEFINED CODE ---		0.00	0.00	(68,983.62)	0.00	0.00	-100.0%
81-60-001-49000	LIBRARY FURNISHINGS	(27,221.78)	0.00	(204,807.15)	0.00	0.00	-100.0%
81-60-001-49100	BUILDING IMPROVEMENTS						
TOTAL EXPENSES: --- UNDEFINED CODE ---		(27,221.78)	0.00	(273,790.77)	0.00	0.00	-100.0%
TOTAL EXPENSES: --- UNDEFINED CODE ---		(27,221.78)	0.00	(273,790.77)	0.00	0.00	-100.0%
TOTAL FUND EXPENSES		27,079.97	53,584.40	45,780.68	303,961.54	807,309.00	5.6%

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ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER 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	1.49	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	1.49	0.95	2.95	36,184.00	0.0%
TOTAL REVENUES: BIR MEMORIAL FUND REVENUES		0.00	1.49	0.95	2.95	36,184.00	0.0%
TOTAL FUND REVENUES		340,858.88	336,606.24	783,174.23	777,492.32	843,493.00	92.8%

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-- VILLAGE OF LAKE BLUFF --
DETAILED REVENUE & EXPENSE REPORT
ACTUAL VS. PRIOR VS. BUDGET
FOR 5 PERIODS ENDING SEPTEMBER 30, 2011

FUND: LIBRARY BIRD MEMORIAL FUND
DEPT: BIRD MEMORIAL EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
--- UNDEFINED CODE ---		6.99	0.00	4,491.70	0.00	6,184.00	72.6%
82-60-001-44800	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	0.00	52.88	0.00	0.0%
82-60-001-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.0%
82-60-001-44901	PATTI MANNELLY MEMORIAL EXPEND	0.00	0.00	0.00	0.00	3,000.00	0.0%
82-60-001-49000	BIRD MEMORIAL - CHILDRENS LIBR	0.00	0.00	0.00	0.00	0.00	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	30,000.00	0.0%
82-60-001-99999	UNDEFINED/TEMP EXPENSE ACCT	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL EXPENSES: --- UNDEFINED CODE ---		6.99	0.00	4,491.70	52.88	39,184.00	11.4%
CONTRACTUAL & COMMODITIES		0.00	0.00	0.00	0.00	0.00	0.0%
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		6.99	0.00	4,491.70	52.88	39,184.00	11.4%
TOTAL FUND EXPENSES		27,086.96	53,584.40	50,272.38	304,014.42	846,493.00	5.9%

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 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2011

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FUND: LAKE BLUFF PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER BUDGET	SEPTEMBER ACTUAL	% VARIANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARIANCE
REVENUES							
REVENUES							
PROPERTY TAXES							
80-40-103-10000	LIBRARY PROPERTY TAX	65,059.08	338,350.37	420.0	780,709.00	753,658.38	(3.4)
TOTAL PROPERTY TAXES		65,059.08	338,350.37	420.0	780,709.00	753,658.38	(3.4)
SERVICES & FEES							
80-40-403-48300	PHOTO-COPY CHARGES	141.67	138.90	(1.9)	1,700.00	691.90	(59.3)
80-40-403-48500	NON-RESIDENT FEES	350.00	637.84	82.2	4,200.00	3,114.51	(25.8)
TOTAL SERVICES & FEES		491.67	776.74	57.9	5,900.00	3,806.41	(35.4)
FINES							
80-40-503-65000	RENTAL FINES	1,000.00	1,410.09	41.0	12,000.00	5,326.21	(55.6)
TOTAL FINES		1,000.00	1,410.09	41.0	12,000.00	5,326.21	(55.6)
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	100.0	0.00	0.00	0.0
80-40-603-75000	INTEREST EARNINGS	0.00	0.00	0.0	6,500.00	0.00	100.0
80-40-603-78000	DONATIONS/CONTRIBUTIONS	83.33	48.60	(41.6)	0.00	0.00	0.0
80-40-603-78001	RESTRICTED DONATIONS	0.00	5.71	100.0	1,000.00	235.06	(76.4)
80-40-603-78002	VCLA EQUITY DONATION	0.00	1.05	100.0	0.00	85.39	100.0
80-40-603-78200	TECH-4-U DONATIONS	0.00	0.00	0.0	0.00	18,612.18	100.0
80-40-603-78500	NAPERVILLE (IMPACT) FEE	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-89000	MISCELLANEOUS INCOME	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL MISCELLANEOUS		100.00	266.32	166.3	1,200.00	1,449.65	20.8
TOTAL REVENUES: REVENUES		725.00	321.68	(55.6)	8,700.00	20,382.28	134.2
LIBRARY ADMINISTRATION EXPENSES		67,275.75	340,858.88	406.6	807,309.00	783,173.28	(2.9)
LIBRARY SERVICES							
80-60-001-40000	LIBRARIAN SALARIES	22,874.92	21,952.52	4.0	274,499.00	109,234.20	60.2
80-60-001-40050	STAFF SALARIES	9,392.50	9,301.80	0.9	112,710.00	46,136.34	59.0
80-60-001-40060	SALARY SURVEY ADJUSTMENTS	0.00	0.00	0.0	0.00	0.00	0.0

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FOR 5 PERIODS ENDING SEPTEMBER 30, 2011

FUND: LAKE BLUFF PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER BUDGET	SEPTEMBER 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	50,500.00	15,233.36	69.8
80-60-001-40400	MEDICAL INSURANCE	4,208.33	3,021.96	28.1	0.00	0.00	0.0
80-60-001-40750	PROFESSIONAL INSURANCE & BONDS	0.00	0.00	0.0	2,500.00	0.00	100.0
80-60-001-40900	OTHER EMPLOYEE BENEFITS	208.33	0.00	100.0	37,500.00	14,522.97	61.2
80-60-001-40950	EMPLOYER IMRF	3,125.00	2,934.27	6.1	30,500.00	11,640.97	61.8
80-60-001-40951	EMPLOYER FICA TAX	2,541.67	2,342.46	7.8	19,000.00	11,645.76	38.7
80-60-001-41000	BUILDING MAINTENANCE	1,583.33	1,403.97	11.3	2,500.00	1,043.10	58.2
80-60-001-41020	ELEVATOR MAINTENANCE	208.33	198.46	4.7	11,000.00	2,589.50	76.4
80-60-001-41050	GROUNDS MAINTENANCE	916.67	480.00	47.6	0.00	0.00	0.0
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	4,500.00	1,654.99	63.2
80-60-001-41303	COPIER MAINTENANCE/SUPPLIES	375.00	485.89	(29.5)	6,500.00	4,748.29	26.9
80-60-001-41304	OTHER PROFESSIONAL SERVICES	541.67	148.29	72.6	27,000.00	14,179.65	47.4
80-60-001-41305	COMPUTER SERVICES	2,250.00	2,510.00	(11.5)	2,500.00	630.00	74.8
80-60-001-41350	LEGAL SERVICES	208.33	0.00	100.0	6,500.00	1,591.50	75.5
80-60-001-42400	PROFESSIONAL DEVELOPMENT	541.67	50.00	90.7	3,000.00	924.00	69.2
80-60-001-42440	DUES	250.00	48.00	80.8	9,500.00	2,251.91	76.3
80-60-001-43230	UTILITIES	791.67	471.45	40.4	3,500.00	1,172.83	66.4
80-60-001-43300	POSTAGE	291.67	286.60	1.7	8,000.00	3,168.98	60.3
80-60-001-43400	PRINTING/E-NEWSLETTER	666.67	0.00	100.0	6,000.00	1,474.61	75.4
80-60-001-43550	OFFICE SUPPLIES	500.00	306.28	38.7	0.00	0.00	0.0
80-60-001-43570	OPERATING SUPPLIES	0.00	0.00	0.0	3,000.00	489.48	83.6
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	250.00	0.00	100.0	4,000.00	2,725.56	31.8
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	333.33	440.52	(32.1)	1,000.00	171.90	82.8
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	83.33	48.86	41.3	4,000.00	1,637.38	59.0
80-60-001-43710	ADULT PROGRAM SUPPLIES	333.33	973.74	(192.1)	7,000.00	2,383.67	65.9
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	583.33	718.57	(23.1)	0.00	825.61	100.0
80-60-001-44800	PER CAPITA GRANT	0.00	0.00	0.0	0.00	0.00	0.0
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	20,000.00	8,048.60	59.7
80-60-001-45000	ADULT NON-FICTION BOOKS	1,666.67	2,016.89	(21.0)	16,000.00	8,416.20	47.4
80-60-001-45100	ADULT FICTION BOOKS	1,333.33	1,253.82	5.9	1,000.00	341.91	65.8
80-60-001-45110	ADULT LARGE PRINT MATERIAL	83.33	132.18	(58.6)	13,500.00	4,188.42	68.9
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	1,125.00	999.99	11.1	15,000.00	0.00	100.0
80-60-001-45220	ADULT REFERENCE/E-REFER	1,250.00	0.00	100.0	0.00	5,188.82	100.0
80-60-001-45300	ADULT REFERENCE MATERIAL	0.00	0.00	0.0	7,500.00	2,674.23	64.3
80-60-001-45400	JUVENILE NON-FICTION	625.00	34.99	94.4	6,000.00	1,667.84	72.2
80-60-001-45410	PICTURE BOOKS, READERS	500.00	16.75	96.6	7,300.00	2,504.49	65.6
80-60-001-45420	JUVENILE FICTION	608.33	330.52	45.6	4,000.00	1,072.94	73.1
80-60-001-45430	JUVENILE AUDIO-VISUAL	333.33	208.58	37.4			

Lake Bluff Public Library

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2011

8C

FUND: LAKE BLUFF PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER BUDGET	SEPTEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
<hr/>							
LIBRARY ADMINISTRATION EXPENSES							
LIBRARY SERVICES							
80-60-001-45440	JUVENILE REFERENCE	0.00					
80-60-001-45450	TEEN BOOKS	250.00	0.00	0.0			
80-60-001-45500	PERIODICALS	708.33	220.66	11.7	0.00	0.00	0.0
80-60-001-45510	VIDEO GAMES	191.67	0.00	100.0	3,000.00	1,147.63	61.7
80-60-001-45600	PATRON & STAFF SOFTWARE	333.33	218.53	(14.0)	8,500.00	4,799.00	43.5
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	1,083.33	0.00	100.0	2,300.00	558.13	75.7
80-60-001-45700	BRANCH MATERIALS	0.00	0.00	100.0	4,000.00	3,275.00	18.1
80-60-001-45900	MINOR EQUIPMENT	0.00	0.00	0.0	13,000.00	13,096.00	(0.7)
80-60-001-46000	MISCELLANEOUS EXPENSES	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	166.67	104.59	100.0	0.00	0.00	0.0
80-60-001-49000	LIBRARY FURNISHINGS	0.00	30.72	81.5	2,000.00	1,667.51	100.0
80-60-001-49100	BUILDING IMPROVEMENTS	833.33	0.00	0.0	0.00	401.41	79.9
80-60-001-49120	EXT BUILDING IMPROVEMENTS	0.00	119.99	85.6	10,000.00	152.13	100.0
80-60-001-49350	COMPUTER EQUIPMENT	0.00	0.00	0.0	0.00	469.99	95.3
80-60-001-49351	TECH-4-U AUTOMATION	1,083.33	0.00	0.0	0.00	0.00	0.0
80-60-001-49400	OTHER EQUIPMENT	0.00	300.00	72.3	0.00	0.00	0.0
80-60-001-50000	CONTINGENCY	375.00	0.00	0.0	13,000.00	4,828.14	62.8
		1,666.67	189.90	49.3	0.00	0.00	0.0
			0.00	100.0	4,500.00	846.38	81.1
					20,000.00	2,150.12	89.2
<hr/>							
	TOTAL LIBRARY SERVICES	67,275.73	54,301.75	19.2	807,309.00	319,571.45	60.4
	TOTAL EXPENSES: LIBRARY ADMINISTRATION	67,275.73	54,301.75	19.2	807,309.00	319,571.45	60.4
<hr/>							
	TOTAL FUND REVENUES	67,275.75	340,858.88	406.6	807,309.00	783,173.28	(2.9)
	TOTAL FUND EXPENSES	67,275.73	54,301.75	19.2	807,309.00	319,571.45	60.4
	FUND SURPLUS (DEFICIT)	0.02	286,557.13	5550.0	0.00	463,601.83	100.0

Lake Bluff Public Library

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-- VILLAGE OF LAKE BLUFF --
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 5 PERIODS ENDING SEPTEMBER 30, 2011

FUND: LIBRARY BLG RENOVATION FUND

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER BUDGET	SEPTEMBER 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	(68,983.62)	100.0
81-60-001-49100	BUILDING IMPROVEMENTS	0.00	(27,221.78)	100.0	0.00	(204,807.15)	100.0

TOTAL --- UNDEFINED CODE . ---		0.00	(27,221.78)	100.0	0.00	(273,790.77)	100.0
TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	(27,221.78)	100.0	0.00	(273,790.77)	100.0
TOTAL FUND REVENUES		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FUND EXPENSES		0.00	(27,221.78)	100.0	0.00	(273,790.77)	100.0
FUND SURPLUS (DEFICIT)		0.00	27,221.78	100.0	0.00	273,790.77	100.0

Lake Bluff Public Library

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2011

8E PAGE: 5
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FUND: LIBRARY BIRD MEMORIAL FUND

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER BUDGET	SEPTEMBER ACTUAL	% VARIANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARIANCE
BIR MEMORIAL FUND REVENUES							
REVENUES							
MISCELLANEOUS							
82-40-603-73000	STATE PER CAPITA GRANT	515.33					
82-40-603-75000	INTEREST EARNINGS	0.00	0.00	100.0	6,184.00	0.00	100.0
82-40-603-78000	UNRESTRICTED DONATIONS/CONTRIB	833.33	0.00	0.0	0.00	0.95	100.0
82-40-603-78100	RESTRICTED DONATIONS/CONTRIB	1,666.67	0.00	100.0	10,000.00	0.00	100.0
82-40-603-78200	TECH-4-U DONATIONS	0.00	0.00	0.0	20,000.00	0.00	100.0
TOTAL MISCELLANEOUS		3,015.33	0.00	100.0	0.00	0.00	0.0
TOTAL REVENUES: BIR MEMORIAL FUND REVENUES		3,015.33	0.00	100.0	36,184.00	36,184.00	(100.0)
BIRD MEMORIAL EXPENDITURES							
EXPENSES							
--- UNDEFINED CODE ---							
PER CAPITAL GRANT EXPENDITURES							
82-60-001-44800	MISC. GRANT EXPENDITURES	515.33	6.99	98.6			
82-60-001-44825	PATTI MANNELLY MEMORIAL EXPEND	0.00	0.00	0.0	6,184.00	4,491.70	27.3
82-60-001-44901	BIRD MEMORIAL - CHILDRENS LIBR	0.00	0.00	0.0	0.00	0.00	0.0
82-60-001-49000	TECH-4-U AUTOMATION EXPENDITUR	250.00	0.00	100.0	0.00	0.00	0.0
82-60-001-49350	HVAC SYSTEM	0.00	0.00	0.0	3,000.00	0.00	100.0
82-60-001-49600	UNDEFINED/TEMP EXPENSE ACCT	0.00	0.00	0.0	0.00	0.00	0.0
82-60-001-99999		0.00	0.00	100.0	0.00	0.00	0.0
TOTAL --- UNDEFINED CODE ---		2,500.00	0.00	100.0	30,000.00	0.00	100.0
TOTAL --- UNDEFINED CODE ---		3,265.33	6.99	99.7	39,184.00	4,491.70	88.5
CONTRACTUAL & COMMODITIES							
OPERATING SUPPLIES							
82-60-002-43570	BIRD MEMORIAL EXPENSES	0.00	0.00	0.0			
82-60-002-45000		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	6.99	99.7	39,184.00	4,491.70	88.5
TOTAL FUND REVENUES		3,015.33	0.00	100.0	36,184.00	0.95	(100.0)
TOTAL FUND EXPENSES		3,265.33	6.99	99.7	39,184.00	4,491.70	88.5
FUND SURPLUS (DEFICIT)		(250.00)	(6.99)	(97.2)	(3,000.00)	(4,490.75)	49.6

Renovation Wrap-up

We can now calculate a pretty accurate total spent on the renovation project. We've now paid for everything that was included in the scope of the project.

Lake Bluff Public Library - 2011 Renovation Summary

Architect (Approved 10/2010)	\$19,000
Construction Manager (Approved 12/2010)	\$24,991
Construction Contracts (Approved 3/8/2011)	\$101,966
-Carpentry, Flooring, Ceiling Tile, Furniture, Paint-	
Additional Contracts cap (Approved 3/8/2011)	\$196,000
-Electrical, Steel, Masonry, Saw cutting-	
Total Project Approved	\$341,957
Total Spent as of 10/11/2011	\$336,936
Under budget	\$5,021

The only outstanding items are the exterior signage and lighting that were not originally included in the scope of the project. The materials for the oval sign have been ordered. It's being made by a carpenter in North Carolina who has manufactured the signs for the Village in the past. He expects to have the sign ready by early November.

News and Notes

Our ebook collection at MyMediaMall is now compatible with the Amazon Kindle. There's been a lot of discussion about this development on blogs, social media sites, and traditional news sources. We announced it on our website, Facebook, and Twitter feeds. We'll also highlight it in the winter newsletter. I tried the Kindle App for the iPad myself and found the library checkout process to be very straightforward. The best part is that the delivery is wireless, so there's no need to connect your computer to your device.

This development opens up ebook use not only for the Kindle, but for all kinds of devices that can run the Kindle App, like the iPad and Android tablets. I expect ebook demand to increase significantly in the coming year. Right now we only spend about 1% of our materials budget on ebooks. We will need to consider allocating more resources to ebooks in next year's budget.

One of the "new" things we've implemented with our new circulation desk is an actual cash drawer (rather than a shoebox). For the first two months we've used it, it has been connected to only one computer. We've finally received all the hardware to mount the drawer under the desk, and can now share it with the other workstation. It's just another small way we've improved our operations and the public perception of the library.

The preliminary figures and reports for the 2010-2011 Audit have been presented by our accounting firm. There aren't any surprises or red flags to note. I'll attach the preliminary audit to this month's Packet. We stayed under budget even though we spent a considerable amount of money on the renovation (which is formally part of our current year's budget). Several of the subcontractors ended up being paid from 2010-2011 funds. The auditors looked closely at the renovation bills to be sure that we accounted for them appropriately.

Donna and Eliza went to a couple of helpful workshops this month. They got a great look at forthcoming children's books at a publisher event, and at another meeting they talked with other library staff about trends, programs, and events for kids. Donna arranged for the library to exhibit student artwork during Teen Read Week. Scooby Doo visited the library on Oct. 1, and was a big hit. Thanks to Rick DeThorne for hamming it up for the kids.

The Circulation Manager from the Deerfield Public Library came over to meet with us about Inter Library Loan procedures. They're hoping to improve their process and they like what they've seen from our approach. Carlen demonstrated our system and answered many questions. This kind of knowledge sharing enriches libraries all the time. Lyndy visited a few libraries in the spring to learn more about reference services; she intentionally chose libraries that had really good reputations for reference work. The fact that we were targeted by Deerfield is nice recognition that our innovations are noticed.

I was approached by Ron Salski, the Director of the Park District, to inquire about our interest in a cross-organizational meeting that the Village, School District, and Park District schedule about 4 times a year. The aim is to discuss issues that might affect other public bodies in Lake Bluff. They would like to invite two trustees and me to attend their next meeting. If anyone is interested in this venture we can discuss it during our October meeting.

Monthly Statistics Summary

September, 2011

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Circulation

September

Year	Circulations per Hour	Total
2011-12	33.4	7,950
2010-11	35.0	7,981
2009-10	35.8	8,052

Fiscal Year to Date

Total	Percent Change	Adult	Juvenile	Adult Fiction	Adult Non-Fiction	Audio Visual	ILL	
							Borrowed	Lent
40,850	-7.68%	22,486	16,630	6,860	3,078	14,524	593	144
44,249	-2.17%	24,547	18,372	8,014	4,242	15,638	747	363
45,231	N/A	23,699	20,505	7,295	3,839	16,135	680	340

User Visits

September

Year	Per Hour	Total
2011-12	28.6	6,800
2010-11	24.6	5,598
2009-10	25.4	5,706

Fiscal Year to Date

Avg. Per Hour	Total Visits
28.4	30,912
27.2	30,621
27.5	31,023

Materials Aquired and Withdrawn

September

Year	Total	
	Aquired	Withdrawn
2011-12	527	314
2010-11	391	567
2009-10	528	714

Fiscal Year to Date

Total		Adult		Juvenile		Audio Visual	
Aquired	Withdrawn	Aquired	Withdrawn	Aquired	Withdrawn	Aquired	Withdrawn
3,014	2,895	2,137	2,222	877	673	494	348
2,522	2,492	1,171	1,303	863	759	529	301
2,458	4,883	1,222	2,400	754	1,982	482	501

Online Access

Downloaded Materials

September

Year	Downloads	
	Books	Music
2011-12	146	152
2010-11	84	NA.
2009-10	13	NA.

Fiscal Year to Date

Downloads	
Books	Music
786	948
344	NA.
67	NA.

Website Usage

Fiscal Year to Date

Site Visits	
Unique Visitors	Page Loads
38,968	25,826
46,552	29,364
NA.	NA.

11A

Preliminary and Tentative
For Discussion Purposes Only

LAKE BLUFF PUBLIC LIBRARY
LAKE BLUFF, ILLINOIS

ANNUAL FINANCIAL REPORT

For the Year Ended
April 30, 2011



Certified Public Accountants & Advisors

LAKE BLUFF PUBLIC LIBRARY
LAKE BLUFF, ILLINOIS
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Preliminary and Tentative
For Discussion Purposes Only

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11C

Preliminary and Tentative
For Discussion Purposes Only

INDEPENDENT AUDITOR'S REPORT

11D

Preliminary and Tentative
For Discussion Purposes Only

INDEPENDENT AUDITOR'S REPORT

Members of the Board of Trustees
Lake Bluff Public Library
Lake Bluff, Illinois

We have audited the accompanying financial statements of the governmental activities and each major fund of the Lake Bluff Public Library, a component unit of the Village of Lake Bluff, Illinois, as of and for the year ended April 30, 2011, which collectively comprise the Lake Bluff Public Library's basic financial statements as listed in the table of contents. These basic financial statements are the responsibility of the Lake Bluff Public Library's management. Our responsibility is to express opinions on the basic financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the basic financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall basic financial statements presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Lake Bluff Public Library as of April 30 2011, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The Management's Discussion and Analysis and other required supplementary information are not a required part of the basic financial statements but are supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Aurora, Illinois
September 9, 2011

1/E

Preliminary and Tentative
For Discussion Purposes Only

GENERAL PURPOSE EXTERNAL FINANCIAL STATEMENTS

LAKE BLUFF PUBLIC LIBRARY
LAKE BLUFF, ILLINOIS

11F
Preliminary and Tentative
For Discussion Purposes Only

STATEMENT OF NET ASSETS

April 30, 2011

	<u>Governmental Activities</u>
ASSETS	
Cash and investments	\$ 678,832
Property taxes receivable	785,106
Prepaid items	2,510
Restricted cash and investments	3,023
Capital assets not being depreciated	375,390
Capital assets (net of accumulated depreciation)	<u>1,494,705</u>
 Total assets	 <u>3,339,566</u>
LIABILITIES	
Accounts payable	53,808
Accrued payroll	14,737
Deferred revenue	785,106
Noncurrent liabilities	
Due in more than one year	<u>24,795</u>
 Total liabilities	 <u>878,446</u>
NET ASSETS	
Invested in capital assets, net of related debt	1,870,095
Restricted for	
Library's Children's Computer Center	3,023
Unrestricted	<u>588,002</u>
 TOTAL NET ASSETS	 <u><u>\$ 2,461,120</u></u>

See accompanying notes to financial statements.

LAKE BLUFF PUBLIC LIBRARY
LAKE BLUFF, ILLINOIS

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Preliminary and Tentative
For Discussion Purposes Only

STATEMENT OF ACTIVITIES

For the Year Ended April 30, 2011

FUNCTIONS/PROGRAMS	Expenses	Program Revenues		Governmental Activities	Net (Expense) Revenue and Change in Net Assets
		Charges for Services	Operating Grants and Contributions		
PRIMARY GOVERNMENT					
Governmental Activities					
Culture and recreation	\$ 778,564	\$ 20,953	\$ 24,186	\$ -	\$ (733,425)
Total governmental activities	778,564	20,953	24,186	-	(733,425)
TOTAL PRIMARY GOVERNMENT	\$ 778,564	\$ 20,953	\$ 24,186	\$ -	(733,425)

General Revenues	
Taxes	
Property	779,602
Investment income	1,562
Miscellaneous	10,608
Total	791,772

CHANGE IN NET ASSETS	58,347
NET ASSETS, MAY 1	2,402,773
NET ASSETS, APRIL 30	\$ 2,461,120

See accompanying notes to financial statements.

LAKE BLUFF PUBLIC LIBRARY
LAKE BLUFF, ILLINOIS

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Preliminary and Tentative
For Discussion Purposes Only

BALANCE SHEET
GOVERNMENTAL FUND

April 30, 2011

	<u>General</u>
ASSETS	
Cash and investments	\$ 678,832
Property taxes receivable	785,106
Prepaid items	2,510
Restricted cash and investments	<u>3,023</u>
TOTAL ASSETS	<u>\$ 1,469,471</u>
LIABILITIES AND FUND BALANCE	
LIABILITIES	
Accounts payable	\$ 53,808
Accrued payroll	14,737
Unearned property taxes	<u>785,106</u>
Total liabilities	<u>853,651</u>
FUND BALANCE	
Reserved for Library's Children's Computer Center	3,023
Unreserved	<u>612,797</u>
Total fund balance	<u>615,820</u>
TOTAL LIABILITIES AND FUND BALANCE	<u>\$ 1,469,471</u>

See accompanying notes to financial statements.

RECONCILIATION OF FUND BALANCE OF GOVERNMENTAL FUND TO THE
GOVERNMENTAL ACTIVITIES IN THE STATEMENT OF NET ASSETS

April 30, 2011

FUND BALANCE OF GOVERNMENTAL FUNDS	\$ 615,820
Amounts reported for governmental activities in the statement of net assets are different because:	
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds	1,870,095
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds	
Net other postemployment benefit obligation	<u>(24,795)</u>
NET ASSETS OF GOVERNMENTAL ACTIVITIES	<u>\$ 2,461,120</u>

See accompanying notes to financial statements.

LAKE BLUFF PUBLIC LIBRARY
LAKE BLUFF, ILLINOIS

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STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE
GOVERNMENTAL FUND

For the Year Ended April 30, 2011

	<u>General</u>
REVENUES	
Taxes	\$ 779,602
Intergovernmental	6,190
Charges for services	7,340
Fines and forfeits	13,613
Investment income	1,562
Donations	17,996
Miscellaneous	<u>10,608</u>
Total revenues	<u>836,911</u>
EXPENDITURES	
Current	
Culture and recreation	<u>732,542</u>
Total expenditures	<u>732,542</u>
NET CHANGE IN FUND BALANCE	104,369
FUND BALANCE, MAY 1	<u>511,451</u>
FUND BALANCE, APRIL 30	<u>\$ 615,820</u>

See accompanying notes to financial statements.

RECONCILIATION OF THE GOVERNMENTAL FUND STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCE TO THE
GOVERNMENTAL ACTIVITIES IN THE STATEMENT OF ACTIVITIES

For the Year Ended April 30, 2011

NET CHANGE IN FUND BALANCE - TOTAL GOVERNMENTAL FUND	\$ 104,369
Amounts reported for governmental activities in the statement of activities are different because:	
Governmental funds report capital outlay as expenditures; however, they are capitalized and depreciated in the statement of activities	114,372
The gain (loss) on the disposal of capital assets is calculated and reported in the statement of activities	(25,297)
Some expenses in the statement of activities (e.g., depreciation) do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds	(122,597)
The change in the net other postemployment benefit obligation is not a source or use of a financial resource	<u>(12,500)</u>
CHANGE IN NET ASSETS OF GOVERNMENTAL ACTIVITIES	<u>\$ 58,347</u>

See accompanying notes to financial statements.

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NOTES TO FINANCIAL STATEMENTS

April 30, 2011

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Lake Bluff Public Library (the Library), have been prepared in conformity with accounting principles generally accepted in the United States of America, as applied to government units (hereinafter referred to as generally accepted accounting principles (GAAP)). The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and reporting principles. The more significant of the accounting policies are described below.

a. Reporting Entity

The Library is a discretely presented component unit of the Village of Lake Bluff, Illinois (the Village) pursuant to GASB Statement No. 14, since the Village is financially accountable for the Library.

b. Fund Accounting

The Library uses funds to report on its financial position and the changes in its financial position. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities. A fund is a separate accounting entity with a self-balancing set of accounts.

Funds are classified into the following categories: governmental, proprietary and fiduciary. The Library reports only governmental funds.

Governmental funds are used to account for all or most of a library's general activities, including the collection and disbursement of earmarked monies (special revenue funds), the acquisition or construction of general capital assets (capital projects funds) and the servicing of general long-term debt (debt service funds). The general fund is used to account for all activities of the Library.

c. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net assets and the statement of activities) report information on all of the nonfiduciary activities of the Library. The effect of material interfund activity, if any, has been eliminated from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, if any, which rely to a significant extent on fees and charges for support.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

c. Government-Wide and Fund Financial Statements (Continued)

The statement of activities demonstrates the degree to which the direct expenses of a given function, segment or program are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include (1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment and (2) grants and standard revenues that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds. Major individual governmental funds are reported as separate columns in the fund financial statements.

The Library reports the following major governmental fund:

The General Fund is the Library's primary operating fund. It accounts for all financial resources of the Library, except those required to be accounted for in another fund.

d. Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred. Property taxes are recognized as revenues in the year for which they are levied (i.e., intended to finance). Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both "measurable" and "available." Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Library considers revenues to be available if they are collected within six months of the end of the current fiscal period. Expenditures generally are recorded when a fund liability is incurred.

Property taxes and interest associated with the current fiscal period are all considered to be susceptible to accrual and are recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the Library.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

d. Measurement Focus, Basis of Accounting and Financial Statement Presentation
(Continued)

The Library reports unearned revenue on its financial statements. Unearned revenues arise when a potential revenue does not meet both the measurable and available or earned criteria for recognition in the current period. Unearned revenues also arise when resources are received by the Library before it has a legal claim to them or prior to the provision of services, as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the Library has a legal claim to the resources, the liability for unearned revenue is removed from the financial statements and revenue is recognized.

e. Investments

Investments are stated at cost or amortized cost, which approximates fair value. The Library's investments include the Illinois Funds Investment Pool, money market mutual funds and certificates of deposit.

f. Capital Assets

Capital assets, which include property, equipment and books are reported in the applicable governmental columns in the government-wide financial statements. Capital assets are defined by the Library as assets with an initial, individual cost in excess of \$1,000 (except that all books are capitalized) and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value or service capacity of the asset or materially extend asset lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Capital assets are depreciated using the straight-line method over the following estimated useful lives:

Assets	Years
Buildings	15-50
Equipment	3-25
Books	10

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

g. Compensated absences

Library employees are awarded vacation and sick days on the first day of the fiscal year. Earned vacation and sick time may not be carried over into the following year unless specifically approved by the Library Executive Director. If not used within the time period specified, carryover vacation days are forfeited. The General Fund has been used in prior years to liquidate the liability for compensated absences.

h. Fund Balance/Net Assets

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance, if any, represent tentative management plans that are subject to change. In the government-wide financial statements, restricted net assets are legally restricted by outside parties for a specific purpose. None of the Library's net assets are restricted as a result of enabling legislation adopted by the Library. Invested in capital assets, net of related debt, represents the Library's investment in the book value of capital assets, less any outstanding debt that was issued to construct or acquire the capital assets.

2. DEPOSITS AND INVESTMENTS

The Library's investment policy authorizes the Library to make deposits/invest in insured commercial banks, savings and loan institutions, obligations of the U.S. Treasury and U.S. agencies, insured credit union shares, money market mutual funds with portfolios of securities issued or guaranteed by the United States or agreements to repurchase these obligations, repurchase agreements, short-term commercial paper rated within the three highest classifications by at least two standard rating services and Illinois Funds.

Illinois Funds is an investment pool managed by the state of Illinois, Office of the Treasurer, which allows governments within the state to pool their funds for investment purposes. Illinois Funds is not registered with the SEC as an investment company, but does operate in a manner consistent with Rule 2a7 of the Investment Company Act of 1940. Investments in Illinois Funds are valued at Illinois Funds' share price, the price at which the investment could be sold.

It is the policy of the Library to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Library and conforming to all state and local statutes governing the investment of public funds, using the "prudent person" standard for managing the overall portfolio. The primary objective of the policy is safety of principal, liquidity, yield and maintaining the public trust.

2. DEPOSITS AND INVESTMENTS (Continued)

a. Deposits with Financial Institutions

Custodial credit risk for deposits with financial institutions is the risk that in the event of bank failure, the Library's deposits may not be returned to it. To guard against credit risk for deposits with financial institutions, the Library's investment policy requires that deposits with financial institutions in excess of FDIC insurance be collateralized with collateral held by an independent third-party in the name of the Library.

b. Investments

As of April 30, 2011, the Library had the following investments and maturities:

	<u>Fair Value</u>	<u>Maturity</u>
Illinois Funds	\$ 300,839	On Demand
TOTAL INVESTMENTS	<u>\$ 300,839</u>	

In accordance with its investment policy, the Library limits its exposure to interest rate risk by diversifying its investment portfolio to the best of its ability based on the nature of the funds invested and the cash flow needs of those funds. A variety of financial instruments and maturities, properly balanced, will help to ensure liquidity and reduce risk or interest rate volatility and loss of principal. Diversifying investments and maturities will avoid incurring unreasonable risks in the investment portfolio regarding specific security types, issuers or individual financial institutions. The Library's investment policy does not specifically limit the maximum maturity length of investments.

The Library limits its exposure to credit risk, the risk that the issuer of a debt security will not pay its par value upon maturity, by primarily investing in obligations guaranteed by the United States Government or securities issued by agencies of the United States Government that are explicitly guaranteed by the United States Government. However, the Library's investment policy does not specifically limit the Library to these types of investments.

Custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to the investment, the Library will not be able to recover the value of its investments that are in the possession of an outside party. To limit its exposure, the Library's investment policy requires all security transactions that are exposed to custodial credit risk to be processed on a delivery versus payment (DVP) basis with the underlying investments held by a third-party acting as the Library's agent separate from where the investment was purchased.

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 NOTES TO FINANCIAL STATEMENTS (Continued)

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3. RECEIVABLES - TAXES

Property taxes for 2010 attach as an enforceable lien on January 1, 2010, on property values assessed as of the same date. Taxes are levied by December 31 of the subsequent fiscal year (by passage of a Tax Levy Ordinance). Tax bills are prepared by the County and issued on or about May 1 and August 1 and are payable in two installments, on or about June 1 and September 1. The County collects such taxes and remits them periodically. Based upon collection histories, library management does not consider an allowance for uncollectible property taxes at April 30, 2011 to be necessary. These 2010 taxes are intended to finance the 2011 fiscal year and are not considered available or earned for current operations and are, therefore, reported as deferred/unearned revenue. The 2011 tax levy has not been recorded as a receivable at April 30, 2011, as the tax attached as a lien on property as of January 1, 2011; however, the tax will not be levied until December 2011 and, accordingly, is not measurable at April 30, 2011.

The Library has a statutory maximum tax rate of \$0.15 per \$100 of assessed valuation.

4. CAPITAL ASSETS

Capital asset activity for the year ended April 30, 2011 was as follows:

	Balances May 1	Increases	Decreases	Balances April 30
GOVERNMENTAL ACTIVITIES				
Capital assets not being depreciated				
Land	\$ 347,445	\$ -	\$ -	\$ 347,445
Construction in progress	-	27,945	-	27,945
Total capital assets not being depreciated	347,445	27,945	-	375,390
Capital assets being depreciated				
Buildings	1,618,089	-	-	1,618,089
Equipment	105,357	-	-	105,357
Books	817,595	86,427	124,619	779,403
Total capital assets being depreciated	2,541,041	86,427	124,619	2,502,849
Less accumulated depreciation for				
Buildings	573,149	40,375	-	613,524
Equipment	38,115	8,663	-	46,778
Books	373,605	73,559	99,322	347,842
Total accumulated depreciation	984,869	122,597	99,322	1,008,144
Total capital assets being depreciated, net	1,556,172	(36,170)	25,297	1,494,705
GOVERNMENTAL ACTIVITIES				
CAPITAL ASSETS, NET	\$ 1,903,617	\$ (8,225)	\$ 25,297	\$ 1,870,095

Depreciation expense was charged to functions of the primary government as follows:

GOVERNMENTAL ACTIVITIES
 Culture and recreation

\$ 122,597

5. LONG-TERM OBLIGATIONS

During the year, the following changes occurred in liabilities reported in long-term obligations:

	Balances May 1	Additions	Retirements	Balances April 30	Due Within One Year
Net other postemployment benefits obligation	\$ 12,295	\$ 12,500	\$ -	\$ 24,795	\$ -

6. DEFINED BENEFIT PENSION PLAN

The employees of the Library are covered by the Village's defined benefit pension plan.

Plan Description

The Library, under the sponsorship of the Village, contributes to the Illinois Municipal Retirement Fund (IMRF), an agent multiple-employer public employee retirement system that acts as a common investment and administrative agent for local governments and school districts in Illinois. The Illinois Pension Code establishes the benefit provisions of the plan that can only be amended by the Illinois General Assembly. The Library's participation in IMRF through the Village results in the Library participating in a cost-sharing multiple-employer plan.

IMRF provides two tiers of pension benefits. Employees hired prior to January 1, 2011, are eligible for Tier 1 benefits. For Tier 1 employees, pension benefits vest after eight years of service. Participating members who retire at age 55 (reduced benefits) or after age 60 (full benefits) with eight years of credited service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1 2/3% of their final rate of earnings, for each year of credited service up to 15 years, and 2% for each year thereafter.

Employees hired on or after January 1, 2011, are eligible for Tier 2 benefits. For Tier 2 employees, pension benefits vest after 10 years of service. Participating members who retire at age 62 (reduced benefits) or after age 67 (full benefits) with 10 years of credited service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1 2/3% of their final rate of earnings, for each year of credited service up to 15 years, and 2% for each year thereafter.

Participating members are required to contribute 4.5% of their annual salary to IMRF. The Library, under the sponsorship of the Village, is required to contribute the remaining amounts necessary to fund the plan, using the actuarial basis specified by statute. The employer required contributions for 2010 and 2011 were 10.38% and 10.98%, respectively.

6. DEFINED BENEFIT PENSION PLAN (Continued)

The actuarial accrued liability for the Village as a whole as of December 31, 2010, 2009 and 2008 was \$5,354,595, \$6,241,956 and \$6,222,557, respectively. The actuarial value of assets at these dates was \$3,929,456, \$4,948,560 and \$4,735,416, respectively, resulting in an unfunded actuarial accrued liability of \$1,425,139, \$1,293,396 and \$1,487,141, respectively.

7. OTHER POSTEMPLOYMENT BENEFITS

a. Plan Description

In addition to providing the pension benefits described, the Library provides postemployment health care benefits (OPEB) for retired employees through a single-employer defined benefit plan (the Plan). The benefits, benefit levels, employee contributions and employer contributions are governed by the Village and can be amended by the Village through its personnel manual. The Plan is not accounted for as a trust fund, as an irrevocable trust has not been established to account for the Plan. The Plan does not issue a separate report. The activity of the Plan is reported in the Library's governmental activities.

b. Benefits Provided

The Library provides pre and post Medicare postretirement health insurance to retirees, their spouses and dependents (enrolled at time of employee's retirement). To be eligible for benefits, the employee must qualify for retirement under the Library's retirement plan. The retirees pay 100% of the average employer group cost.

c. Membership

At April 30, 2010 (most recent available), membership consisted of:

Retirees and beneficiaries currently receiving benefits	1
Terminated employees entitled to benefits but not yet receiving them	-
Active employees	<u>5</u>
TOTAL	<u>6</u>
Participating employers	<u>1</u>

7. OTHER POSTEMPLOYMENT BENEFITS (Continued)

d. Funding Policy

The Library is not required to and currently does not advance fund the cost of benefits that will become due and payable in the future. Active employees do not contribute to the Plan until retirement.

e. Annual OPEB Costs and Net OPEB Obligation

The Library's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan and the net OPEB obligation for 2010 and 2011 was as follows:

Fiscal Year Ended	Annual OPEB Cost	Employer Contributions	Percentage of Annual OPEB Cost Contributed	Net OPEB Obligation
April 30, 2010	\$ 19,640	\$ 7,345	37.40%	\$ 12,295
April 30, 2011	19,845	7,345	37.01%	24,795

The net OPEB obligation as of April 30, 2011, was calculated as follows:

Annual required contribution	\$ 19,640
Interest on net OPEB obligation	615
Adjustment to annual required contribution	<u>(410)</u>
Annual OPEB cost	19,845
Contributions made	<u>7,345</u>
Increase in net OPEB obligation	12,500
Net OPEB obligation beginning of year	<u>12,295</u>
NET OPEB OBLIGATION END OF YEAR	<u><u>\$ 24,795</u></u>

7. OTHER POSTEMPLOYMENT BENEFITS (Continued)

e. Annual OPEB Costs and Net OPEB Obligation (Continued)

Funded Status and Funding Progress: The funded status and funding progress of the plan as of April 30, 2010 (most recent available), was as follows:

Actuarial accrued liability (AAL)	\$	158,482
Actuarial value of plan assets		-
Unfunded actuarial accrued liability (UAAL)		158,482
Funded ratio (actuarial value of plan assets/AAL)		0.00%
Covered payroll (active plan members)		248,373
UAAL as a percentage of covered payroll		63.81%

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality and the healthcare cost trend. Amounts determined regarding the funded status of the Plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to financial statements, presents multi-year trend information that shows whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

Actuarial methods and assumptions - projections of benefits for financial reporting purposes are based on the substantive plan (the Plan as understood by the employer and plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the April 30, 2010 actuarial valuation (most recent available), the entry-age normal actuarial cost method was used. The actuarial assumptions included an investment rate of return of 5.0% and an initial healthcare cost trend rate of 9.0% with an ultimate healthcare inflation rate of 5.0%. Both rates include a 2.5% inflation assumption. The actuarial value of assets was not determined as the Library has not advance funded its obligation. The Plan's unfunded actuarial accrued liability is being amortized as a level percentage of projected payroll on an open basis. The remaining amortization period at April 30, 2011 was 30 years.

8. RISK MANAGEMENT

The Library is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; employee health; natural disasters; and injuries to the Village's employees. Employees' health insurance is purchased through a broker and no risk of loss is retained by the Library.

Intergovernmental Risk Management Agency (IRMA)

The Library participates in the Intergovernmental Risk Management Agency (IRMA). IRMA is an organization of municipalities and special districts in northeastern Illinois that have formed an association under the Illinois Intergovernmental Cooperation Statute to pool their risk management needs. IRMA administers a mix of self-insurance and commercial insurance coverages; property/casualty and workers' compensation claim administration/litigation management services; unemployment claim administration; extension risk management/loss control consulting and training programs; and a risk information system and financial reporting service for its members.

The Library's payments to IRMA are displayed on the financial statements as expenditures/expenses in appropriate funds. Each member assumes the first \$2,500 of each occurrence and IRMA has a mix of self-insurance and commercial insurance at various amounts above that level.

Each member appoints one delegate, along with an alternate delegate, to represent the member on the Board of Directors. The Library does not exercise any control over the activities of IRMA beyond its representation on the Board of Directors.

Initial contributions are determined each year based on the individual member's eligible revenue as defined in the bylaws of IRMA and experience modification factors based on past member loss experience. Members have a contractual obligation to fund any deficit of IRMA attributable to a membership year during which they were a member. Supplemental contributions may be required to fund these deficits. The Library is aware of no additional contributions due to IRMA as of April 30, 2011.

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REQUIRED SUPPLEMENTARY INFORMATION

LAKE BLUFF PUBLIC LIBRARY
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SCHEDULE OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
GENERAL FUND

For the Year Ended April 30, 2011

	Original and Final Budget	Actual	Variance Over (Under)
REVENUES			
Taxes	\$ 780,709	\$ 779,602	\$ (1,107)
Intergovernmental	6,500	6,190	(310)
Charges for services	6,100	7,340	1,240
Fines and forfeits	12,000	13,613	1,613
Investment income	3,000	1,562	(1,438)
Donations	1,500	17,996	16,496
Miscellaneous	10,000	10,608	608
Total revenues	819,809	836,911	17,102
EXPENDITURES			
Culture and recreation			
Salaries and employee benefits	514,500	459,119	(55,381)
Books, periodicals, films and records	129,000	113,066	(15,934)
Professional services	38,500	25,626	(12,874)
Printing, stationery and office supplies	19,500	13,359	(6,141)
Dues and professional development	11,500	4,679	(6,821)
Utilities	12,000	6,267	(5,733)
Special programs	24,500	3,079	(21,421)
Building and grounds maintenance	37,500	34,241	(3,259)
Computers/automation	35,000	30,979	(4,021)
Equipment	16,500	908	(15,592)
Contingency	15,309	29,692	14,383
Capital outlay	-	11,527	11,527
Total expenditures	853,809	732,542	(121,267)
NET CHANGE IN FUND BALANCE	\$ (34,000)	104,369	\$ 138,369
FUND BALANCE, MAY 1		511,451	
FUND BALANCE, APRIL 30		\$ 615,820	

(See independent auditor's report.)

LAKE BLUFF PUBLIC LIBRARY
LAKE BLUFF, ILLINOIS

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SCHEDULE OF FUNDING PROGRESS
OTHER POSTEMPLOYMENT BENEFIT PLAN

April 30, 2011

Actuarial Valuation Date April 30,	(1) Actuarial Value of Assets	(2) Actuarial Accrued Liability (AAL) Entry-Age	(3) Funded Ratio (1) / (2)	(4) Unfunded (Overfunded) AAL (OAAL) (UAAL) (2) - (1)	(5) Covered Payroll	UAAL (OAAL) as a Percentage of Covered Payroll (4) / (5)
2010	\$ -	\$ 158,482	0.00%	\$ 158,482	\$ 248,373	63.81%
2011	N/A	N/A	N/A	N/A	N/A	N/A

N/A - Information not available

The Library implemented GASB Statement No. 45 for the fiscal year ended April 30, 2010.

Information for prior years is not available.

(See independent auditor's report.)

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SCHEDULE OF EMPLOYER CONTRIBUTIONS
OTHER POSTEMPLOYMENT BENEFIT PLAN

April 30, 2011

<u>Fiscal Year</u>	<u>Employer Contributions</u>	<u>Annual Required Contribution (ARC)</u>	<u>Percentage Contributed</u>	<u>Net Pension Obligation/ (Asset)</u>
2010	\$ 7,345	\$ 19,640	37.40%	\$ 12,295
2011	7,345	19,640	37.40%	24,795

The Library implemented GASB Statement No. 45 for the fiscal year ended April 30, 2010.

Information for prior years is not available.

(See independent auditor's report.)

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LAKE BLUFF PUBLIC LIBRARY
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NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

April 30, 2011

BUDGETS

The Library Board has the authority to approve the budget for the General Fund; the Village Board approves the tax levy for that fund. State statutes and local ordinances require that the budget be approved before the beginning of the fiscal year.

Expenditures may not legally exceed budgeted appropriations at the fund level. During the year, no supplementary appropriations were adopted.

MANAGEMENT'S DISCUSSION AND ANALYSIS
Fiscal Year Ended April 30, 2011

As management of the Lake Bluff Public Library, Illinois, we offer readers of the Library's financial statements this narrative overview and analysis of the financial activities of the Lake Bluff Public Library for the fiscal year ended April 30, 2011. The Library is a component unit of the Village of Lake Bluff but has a separately elected Board of Trustees. The Library is a unit of local government operating in accordance with the Illinois Local Library Act, 75 ILCS 5/1-0.1 et seq. The powers and duties of the Board of Library Trustees are set forth in said Act and include "the exclusive control of the expenditure of all moneys collected for the library and deposited to the credit of the library fund" (75 ILCS 5/4-7(2)). Library taxes are levied by the Village in amounts determined by the Library Board and collected with other Village taxes (75 ILCS 5/3-5).

This management discussion and analysis is designed to (1) assist the reader in focusing on significant financial issues; (2) provide an overview of the Library's financial activity; (3) clarify the Library's financial position and ability to address future challenges; (4) identify material deviations from the budget; and (5) identify concerns specific to individual funds. The Library's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements.

FINANCIAL HIGHLIGHTS

- The Library's total net assets are \$2.461 million as of April 30, 2011; an increase in total net assets of \$58,347. The *unrestricted* net assets are \$588,002 compared to \$496,139 in 2010 reflecting growth of \$91,863 or 19%. The decrease of \$33,522 in investment in net capital assets and a \$6 increase in the Bird Memorial restricted funds accounts for the additional change in net assets.
- Total expenses were \$778,564 funded with property tax revenues of \$779,602; charge for services of \$20,953; donations and grants of \$24,186; interest of \$1,562; other revenues of \$3,083; and \$7,525 transfer from the Village, accounting for the increase in net assets of \$58,347.
- The governmental operating fund balance increased by \$104,369 from \$511,451 to \$615,820 representing the Library's spendable resources.
- The investment in capital assets (net of accumulated depreciation) is \$1,870,095 consisting of \$1,004,565 in buildings; \$431,561 in books and materials; \$347,445 land value; \$58,579 in furniture and equipment, and \$27,945 in construction in progress.
- The Library's economic condition continues to improve as evidenced by the modest growth of both the unrestricted fund balance and the total net assets. The Library intentionally contained operating and reduced capital expenditures to grow its capital reserve account for future building renovations.

OVERVIEW OF THE BASIC FINANCIAL STATEMENTS

The Library's annual report includes two government-wide financial statements. These statements provide both long-term and short-term information about the Library's overall financial condition. Financial reporting at this level uses accounting similar to full accrual accounting such as in the private sector. Inter-fund activity is eliminated and the cost of assets with a long service life is spread out over future years so that capital expenditures are amortized through depreciation when the benefits are realized.

The first statement is the **Statement of Net Assets** that presents information about all of the Library's assets and liabilities, with the differences reported as net assets. Over a multi-year period, an increase or decrease in net assets can detect an improvement or deterioration in the financial position of the Library. Additionally, one would need to evaluate non-financial factors, such as the condition of Library infrastructure, the satisfaction of constituents, and other information beyond the scope of this report to make a more complete assessment of whether the Library as a whole has improved.

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The second statement is the **Statement of Activities**, which reports *how* the Library's net assets changed during the current fiscal year. All current year revenues and expenses are included regardless of when the cash is received or paid. An important purpose of the design of the Statement of Activities is to show the financial reliance of the Library's distinct activities or functions on revenues provided by the Library's taxpayers.

REPORTING THE LIBRARY'S MOST SIGNIFICANT FUNDS

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Library uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The Library has only one governmental fund.

Governmental funds. Governmental funds are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets. Unlike the government-wide financial statements, governmental fund financial information focuses on near-term *flow* of spendable resources, as well as on *the balance* of spendable resources available at the end of the fiscal year. *Fund information for the Library is presented in a "Governmental Fund Balance Sheet" on page 5.*

Notes to the financial statements

The accompanying notes to the financial statements provide information essential to a full understanding of these financial statements. *The notes are on pages 9-19 of this report.*

Other information

The Library's pension benefit obligations are combined with the Village of Lake Bluff and included in the Village's comprehensive annual financial report. *The Library's post employment pension obligation information is presented on pages 16-17.*

Financial Analysis of the Library

The largest portion of the Library's net assets reflects its investment in capital assets less any related debt used to acquire those assets that is still outstanding. The Library does not use capital assets to provide services to citizens; therefore these assets are not available for future spending.

Lake Bluff Public Library Net Assets

	2011	2010	Increase/ (Decrease)	Percentage Change
Current & other assets	\$1,469,471	\$1,337,378	\$ 132,093	9.9%
Capital assets	\$1,870,095	\$1,903,617	\$ (33,522)	(1.8)
Total assets	\$3,339,566	\$3,240,995	\$ 98,571	3.0
Short-term liabilities	\$ 853,651	\$ 825,927	\$ 27,724	3.4
Long-term liabilities	\$ 24,795	\$ 12,295	\$ 12,500	101.7
Total term liabilities	\$ 878,446	\$ 838,222	\$ 40,224	4.8
Invested in capital assets, net of related debt	\$1,870,095	\$1,903,617	\$ (33,522)	(1.8)
Reserved for Bird Children's Cntr	\$ 3,023	\$ 3,017	\$ 6	.2
Unrestricted	\$ 588,002	\$ 496,139	\$ 91,863	18.5
Total net assets	\$2,461,120	\$2,402,773	\$ 58,347	2.4%

Current and other assets rose 9.9% due to an increase in cash and investments and property tax receivable. Long-term liabilities rose by \$12,500 pursuant to the implementation of GASB Statement No. 45 that

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established requirements for the recognition of potential postemployment health care costs. Unrestricted net assets grew nearly 18% due to a concerted effort to contain operational spending in order to increase the capital reserve account.

Library Activities

The Library has a major General Fund and a non-major Bird Memorial Children's Fund. The Library provides books, CD's, and DVD's for rental to its patrons and periodicals, Internet access, and research assistance to the residents of the community. The focus of the Library's governmental funds is to provide information on current inflows, outflows, and balances of non-capital assets.

Change in Net Assets

The 2011 revenues increased by \$17,546 or 2.1% though the charge for services and property taxes remained relatively unchanged. The 2011 grant revenues increased by 32.6% or \$5,952 from 2010. Interest income declined by 17.2% or \$324 due to the historically low short-term interest rates.

Lake Bluff Public Library Changes in Net Assets

	Governmental Activities		Total	
	2011	2010	Increase/ (Decrease)	Percentage Change
Revenues:				
Program revenues				
Charge for services	20,953	21,047	(94)	-----
Operating grants and contributions	24,186	18,234	5,952	32.6%
General revenues				
Property taxes	779,602	771,464	8,138	1.1
Interest/Investment Inc	1,562	1,886	(324)	(17.2)
Miscellaneous	10608	6,734	3,874	57.5
<i>Subtotal general revenue</i>	<i>791,772</i>	<i>780,084</i>	<i>11,688</i>	<i>1.5</i>
Total Revenues	836,911	819,365	17,546	2.1
Expenses:				
Library/culture	778,564	743,171	35,393	4.8
Increase/(Decrease) in net assets	58,347	76,194	(17,847)	(23.4)
Net assets – May 1, 2010	2,402,773	2,326,579	76,194	3.3
Net assets – April 30, 2011	2,461,120	2,402,773	58,347	2.4

The following schedule (shown on the next page) presents a summary of **revenues** and **expenditures** for the fiscal year ended April 30, 2011 and the amount and percentage of increases and decreases in relation to the prior year. This schedule shows capital outlay as a reduction in spendable resources and does not account for depreciation expense. These accounts for the difference between the increase in net assets of \$58,347 (shown in the table above) and the change in fund balance of \$104,369. Unreserved fund balance serves as a useful measure of the Library's net resources available for spending at the end of the year. The total unreserved fund balance of \$612,797 is \$104,363 or 20.5% more than 2010

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	2011	2010	Increase/ (Decrease)	Percentage Change
Revenues:				
Property Taxes	\$ 779,602	\$ 771,464	\$ 8,138	1.1%
Intergovernmental	6,190	7,327	(1,137)	(15.5)
Donations & Grants	17,996	10,907	7,089	65.0
Charge for Services	7,340	7,201	139	1.9
Fines & Forfeits	13,613	13,846	(233)	(1.7)
Investment Income	1,562	1,886	(324)	(17.2)
Miscellaneous	10,608	6,734	3,874	57.5
Total Revenues	\$ 836,911	\$ 819,365	\$ 17,546	2.1%
Expenditures:				
Salaries and benefits	\$ 459,119	\$ 418,169	\$ 40,950	9.8%
Books, DVD, CD	113,066	96,512	16,554	17.2
Contractual/Professional	36,572	61,574	(25,002)	(40.6)
Commodities	13,359	26,579	(13,220)	(49.7)
Special Programs	3,079	23,218	(20,139)	(86.7)
Building maint/improve	34,241	33,022	1,219	3.4
Technology	30,979	53,658	(22,679)	(42.3)
Equipment/Capital	12,435	18,752	(6,317)	(38.5)
Contingency	29,692	-	29,692	100.0
Total Expenditures	\$ 732,542	\$ 731,484	\$ 1,058	.1%
Change in fund balance	\$ 104,369	\$ 87,881	\$ (92,738)	(51.3)
Fund balance – May 1, 2010	\$ 511,451	\$ 423,570	\$ 180,619	74.3
Fund balance – April 30, 2011	\$ 615,820	\$ 511,451	\$ 87,881	20.7%

Revenues

Ninety-three percent of the Library's 2011 revenues are derived from property taxes. Donations and grants grew by \$7,089 or 65%. The Library received a per capita grant from the Illinois State Library in the amount of \$6,190.

Expenditures

Salaries and benefits increased by \$40,950 or 9.8%. This was offset by a decrease in spending on contractual/professional services of (40.6%) or (\$25,002). In 2010 the library paid an Interim Director through contractual/professional services, rather than paying a salary. When the current director was hired, the compensation moved from contractual back to salary.

Decrease in spending on commodities was (49.7%) or (\$13,220). Increase in spending on books, DVDs and CDs was \$16,554 or 17.2%. Decrease in spending on special programs was (86.7%) or (\$20,139). Decrease in spending on Technology was (42.3%) or (\$22,679).

The Contingency spending (\$29,692) was the start of a building renovation that will be completed in 2012.

Budgetary Highlights

The budget was not modified during the year and actual expenditures did not exceed the budget.

Economic Factors/Subsequent Events

- The library has been exempt from the Property Tax Limitation Act since the voters approved Home Rule in April 2005.
- The Library utilization is expected to continue to grow as the economy is projected to begin a protracted recovery.
- The library will use about half its capital reserves to renovate the building in 2011-2012.

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All of these factors were considered when preparing the fiscal year 2011-12 annual budget.

Contacting the Library's Financial Management

This financial report is designed to provide a general overview of the Library's finances, comply with finance related laws and regulations and demonstrate the Library's commitment to public accountability. If you have questions about this report or would like to request additional information, contact the Library Director, Matt Womack at 123 E. Scranton Ave, Lake Bluff, IL 60044, 847-234-2540 x 110, or access the Library's website at www.lakeblufflibrary.org.