

December 11, 2012

agenda

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Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, December 11, 2012 at 7:00 PM
123 E. Scranton Ave, Lake Bluff, IL 60044
Enter through Library main entrance

1. **Call to Order**
2. **Additions & Corrections to the Agenda**
3. **Approval of Minutes**
 - a. Approval of Minutes of 11/13/2012 Regular Meeting of the Board **(action)**
4. **November 2012 Financial Reports** – Detailed Balance and Revenue/Expense (Yellow Pages)
 - a. November Detailed Balance Sheet **(action)**
 - b. November Detailed Revenue & Expense Report **(action)**
 - c. November Detailed Revenue & Expense Report **(action)**
5. **Approval of checks** (Green Pages)
 - a. November Manual Checks (10873-10883) **(action)**
 - b. November Monthly Checks (10884-10916) **(action)**
6. **Opportunity for Public to Address the Board** (limit 5 minutes per person per meeting)
7. **Old Business**
 - a. Landscape Update
 - b. Discussion of Potential Projects Using the Library Special Reserve Fund in the Next Fiscal Year **(action)**
 - c. Update on Heat Exchanger for Wood Building
8. **Director's Report**
 - a. Director's Narrative Report
 - b. Statistical Report
 - c. Announcements and Correspondence
 - d. Friends Meeting Attendee for January 12, 2013
 - e. Programs of Interest to Library Trustees
9. **New Business**
 - a. Discussion of December 18 Holiday Party
 - b. Discussion and Approval of Auditors Report for 2011-2012 Fiscal Year **(action)**
 - c. Discussion of Rough Draft of Technology Section of the Long Range Plan

10. Executive Session

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

11. Committee Reports

- a. Finance Committee (Stroh, Kregor, Bush)
- b. Human Resources Committee (Gottshall, Bush, Meierhoff)
- c. Building and Grounds Committee (Stroh, Meierhoff)
- d. Technology Committee (Kregor, Wojda)
- e. Public Relations/Advocacy/Fundraising (Gottshall, Wojda)
- f. Friends Liason (rotates among trustees)
- g. Intergovernmental Committee (Stroh, Bush)
- h. Long Range Planning Committee (Kregor, Wojda)

12. Any and all other business which may properly come before the Board**13. Adjournment****Attachments:**

Landscape Budget Numbers
Potential Uses for Reserve Funds, and Original Sketch for 'Phase 2' of the Renovation
Rough Draft of Technology Portion of the Long Range Plan
Summary of Responsibilities, TLC vs. CVI
Lake Forester Article about Library
PC Reservation Brochure

Upcoming Board Meetings: January 8, 2013, February 12, 2013, and March 12, 2013

**Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, November 13, 2012 at 7:00 PM
123 E. Scranton Ave, Lake Bluff, IL 60044**

- 1. Call to Order - the meeting was called to order by President Marozsan. Roll call was called and a quorum was established.**
Present: Karen Bush, Tim Kregor, John Marozsan, Kathy Meierhoff, Cal Stroh, Romain Wojda. Absent: Julie Gottshall (arrived 7:30 p.m.)
Library Staff: Director Eric Bailey, Carlen DeThorne
Members of the Pubic: None

- 2. Additions & Corrections to the Agenda - none**

- 3. Approval of Minutes**
 - a. Approval of Minutes of 10/16/2012 Long Range Plan Committee Meeting**
Correction of minutes to include Martha Cordinez as a member of the public attending. Move to approve, Meierhoff, second, Wojda, ayes: Bush, Kregor, Marozsan, Meierhoff, Stroh, Wojda. Absent: Gottshall
 - b. Approval of Minutes of 10/16/2012 Regular Meeting of the Board Motion to approve, Stroh, second, Kregor, ayes Bush, Kregor, Marozsan, Meierhoff, Stroh, Wojda. Absent: Gottshall**
 - c. Approval of Minutes of 11/3/2012 Human Resources Meeting - Motion to approve, Bush, second, Meierhoff, ayes: Bush, Kregor, Marozsan, Meierhoff, Stroh, Wojda. Absent: Gottshall**

- 4. October 2012 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages)**
 - a. October Detailed Balance Sheet**
 - b. October Detailed Revenue & Expense Report**
 - c. October Detailed Revenue & Expense Report**
Motion to approve all October 2012 Financial Reports made by Bush, second by Meierhoff, ayes: Bush, Kregor, Marozsan, Meierhoff, Stroh, Wojda. Absent: Gottshall

- 5. Approval of checks (Green Pages)**
 - a. October Manual Checks (10832-10843)**
 - b. September Monthly Checks (10844-10872)**
 - c. Motion to approve October manual and September monthly checks made by Wojda, second by Bush, ayes: Bush, Kregor, Marozsan, Meierhoff, Stroh, Wojda. Absent: Gottshall**

6. Opportunity for Public to Address the Board (limit 5 minutes per person per meeting)
none

7. Old Business

- a. **Landscape Update – landscape work complete – waiting final billing. Lights and book drop should be installed by the end of November. Three benches are ordered and will be installed. Library has heard many favorable comments regarding the project.**
- b. **Library User Behavior Policy - will be revised and discussed at a future meeting**
- c. **Discussion of Library Bank Accounts - Accounts at Northern Trust bank will be closed and safe deposit box will be accessed to determine if it holds any valuables.**

8. Director's Report

- a. **Director's Narrative Report**
- b. **Statistical Report**
- c. **Announcements and Correspondence**
- d. **Friends Meeting Attendee for December – Kregor will attend the December meeting and Wojda will attend the January meeting.**
- e. **Programs of Interest to Library Trustees – none discussed**

9. New Business

- a. **Tax Levy for 2013-2014 Fiscal Year - motion to approve and notify the Village of Lake Bluff a levy of \$833,508.00 for fiscal year 2013 – 2014 made by Marozsan, second by Kregor, , ayes: Bush, Kregor, Marozsan, Meierhoff, Stroh, Wojda, Gottshall**
- b. **Discussion of Potential Projects Using Special Reserve Funds in the Next Year – see list**
- c. **Revised Computer Usage Policy – will be further revised and discussed at a future meeting**
- d. **Heat Exchanger for Wood Building HVAC - Director will receive 3 opinions and estimates for review by Building and Grounds Committee**
- e. **Discussion of Long Range Plan – reviewed overview draft – technology 3 year plan/needs/costs will be discussed at Technology Committee with follow up to the Board at a future meeting. Other plans ongoing for future follow up.**

10. Executive Session

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

The Board did not go into Executive Session

11. Committee Reports

- a. Finance Committee (Stroh, Kregor, Bush)
- b. Human Resources Committee (Gottshall, Bush, Meierhoff)
- c. Building and Grounds Committee (Stroh, Meierhoff)
- d. Technology Committee (Kregor, Wojda)
- e. Public Relations/Advocacy/Fundraising (Gottshall, Wojda)
- f. Friends Liason (rotates among trustees)
- g. Intergovernmental Committee (Stroh, Bush)
- h. Long Range Planning Committee (Kregor, Wojda)

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

12. Adjournment – Motion to adjourn by Gottshall at 8:32 p.m., second by Bush, , ayes: Bush, Gottshall, Kregor, Marozsan, Meierhoff, Stroh, Wojda.

Attachments:

Current User Behavior Policy
Revised User Behavior Policy
Tax Levy and Budget Information for FY2013-2014
List of Potential Projects for Which the Special Reserve Fund Might Be Used in the Next Fiscal Year
Current Computer Usage Policy
Revised Computer Usage Policy
Picture of Heat Exchanger in Wood Building HVAC
Fundraising Letter Distributed by the Friends of the Library
Kid's Corner Thank You Letter

Upcoming Board Meetings: December 11, 2012, January 8, 2013, and February 12, 2013

**Respectfully Submitted,
Kathy Meierhoff, Secretary**

Lake Bluff Public Library

4A

DATE: 12/07/2012
 TIME: 15:04:51
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

PAGE: 1
 F-YR: 13

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 7 PERIODS ENDING NOVEMBER 30, 2012

ACCOUNT #	DESCRIPTION	BALANCE 05/01/12	NET DEBITS	NET CREDITS	BALANCE 11/30/12
ASSETS					
DUE TO/FROM ACCOUNTS					
80-00-100-10000	DUE TO/FROM OTHER FUNDS	286,060.54	8,891.48	0.00	294,952.02
80-00-100-20000	LIB GR FND DUE TO/FROM DETAIL	0.00	0.00	0.00	0.00
TOTAL DUE TO/FROM ACCOUNTS		286,060.54	8,891.48	0.00	294,952.02
CASH & INVESTMENTS					
80-10-101-10000	CHECKING ACCOUNT	33,058.22	151,255.85	174,113.49	10,200.58
80-10-101-10001	CASH BOX OVER/SHORT	0.00	27.67	295.31	(267.64)
80-10-101-11000	MONEY MARKET ACCOUNT	205,894.68	288,778.08	293,947.79	200,724.97
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	234,628.87	802,044.32	373,000.00	663,673.19
80-10-101-15111	ILLINOIS FUNDS - GRANTS	1.80	0.00	0.00	1.80
TOTAL CASH & INVESTMENTS		473,733.57	1,242,105.92	841,356.59	874,482.90
RECEIVABLES					
80-10-201-15000	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
80-10-201-15200	PROPERTY TAX RECEIVABLE	804,832.23	0.00	0.00	804,832.23
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		804,832.23	0.00	0.00	804,832.23
OTHER ASSETS					
80-10-301-37100	DUE FROM THE VILLAGE	(64.58)	846,774.47	846,709.89	0.00
80-10-301-55000	PREPAID EXPENSES	0.00	0.00	0.00	0.00
TOTAL OTHER ASSETS		(64.58)	846,774.47	846,709.89	0.00
TOTAL ASSETS		1,564,561.76	2,097,771.87	1,688,066.48	1,974,267.15

LIABILITIES AND FUND EQUITY

LIABILITIES

PAYABLES

80-20-100-20000	ACCOUNTS PAYABLE	18,100.07	211,101.63	263,926.22	71,764.66
80-20-100-41000	SOCIAL SECURITY TAX PAYABLE	0.00	28,189.43	28,189.43	0.00

Lake Bluff Public Library

-- VILLAGE OF LAKE BLUFF --
DETAILED BALANCE SHEET

13

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FUND: LAKE BLUFF PUBLIC LIBRARY
FOR 7 PERIODS ENDING NOVEMBER 30, 2012

ACCOUNT #	DESCRIPTION	BALANCE 05/01/12	NET DEBITS	NET CREDITS	BALANCE 11/30/12
LIABILITIES					
PAYABLES					
80-20-102-42000	FEDERAL INCOME TAX PAYABLE	0.00	18,814.31	18,814.31	0.00
80-20-102-43000	STATE INCOME TAX PAYABLE	0.00	8,968.21	8,968.21	0.00
80-20-102-44000	IMRF PAYABLE	0.00	28,998.31	28,998.31	0.00
80-20-102-45000	ICMA 457 PLAN PAYABLE	0.00	15,250.00	14,200.00	(1,050.00)
80-20-102-46000	MEDICAL INSURANCE PAYABLE	0.00	0.00	0.00	0.00
80-20-102-65000	LIBRARY FLEXIBLE BENEFIT PAYAB	0.00	1,757.76	1,757.76	0.00
80-20-102-66000	LIBRARY HSA PAYABLE	0.00	2,800.00	2,800.00	0.00
80-20-102-70000	OTHER SHORT TERM LIABILITIES	0.00	0.00	0.00	0.00
TOTAL PAYABLES		18,940.07	315,879.65	367,654.24	70,714.66
OTHER LIABILITIES					
80-20-202-16000	ACCRUED PAYROLL	15,087.00	0.00	0.00	15,087.00
80-20-202-22000	DEFERRED PROPERTY TAX	804,832.23	0.00	0.00	804,832.23
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		819,919.23	0.00	0.00	819,919.23
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		838,859.30	315,879.65	367,654.24	890,633.89
FUND EQUITY					
EQUITY SECTION					
80-30-100-53000	UNRESERVED FUND BALANCE	575,702.46	0.00	0.00	575,702.46
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		725,702.46	0.00	0.00	725,702.46
FUND SURPLUS (DEFICIT)		0.00	0.00	357,930.80	357,930.80

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 7 PERIODS ENDING NOVEMBER 30, 2012

ACCOUNT #	DESCRIPTION	BALANCE 05/01/12	NET DEBITS	NET CREDITS	BALANCE 11/30/12
TOTAL FUND EQUITY		725,702.46	0.00	357,930.80	1,083,633.26
TOTAL LIABILITIES AND FUND EQUITY		1,564,561.76	315,879.65	725,585.04	1,974,267.15

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 7 PERIODS ENDING NOVEMBER 30, 2012

ACCOUNT #	DESCRIPTION	BALANCE 05/01/12	NET DEBITS	NET CREDITS	BALANCE 11/30/12
ASSETS					
TOTAL ASSETS		0.00	0.00	0.00	0.00
LIABILITIES AND FUND EQUITY					
LIABILITIES					
--- UNDEFINED CODE ---					
81-00-100-10000	INTERFUND ACCT	287,618.85	0.00	2,800.00	290,418.85
TOTAL --- UNDEFINED CODE ---		287,618.85	0.00	2,800.00	290,418.85
--- UNDEFINED CODE ---					
81-20-102-20000	ACCOUNTS PAYABLE	0.00	2,800.00	2,800.00	0.00
TOTAL --- UNDEFINED CODE ---		0.00	2,800.00	2,800.00	0.00
TOTAL LIABILITIES		287,618.85	2,800.00	5,600.00	290,418.85
FUND EQUITY					
--- UNDEFINED CODE ---					
81-30-100-53100	RESERVED FOR CAPITAL	(287,618.85)	0.00	0.00	(287,618.85)
TOTAL --- UNDEFINED CODE ---		(287,618.85)	0.00	0.00	(287,618.85)
	FUND SURPLUS (DEFICIT)	0.00	2,800.00	0.00	(2,800.00)
TOTAL FUND EQUITY		(287,618.85)	2,800.00	0.00	(290,418.85)
TOTAL LIABILITIES AND FUND EQUITY		0.00	5,600.00	5,600.00	0.00

Lake Bluff Public Library

4E

DATE: 12/07/2012
 TIME: 15:04:51
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

PAGE: 5
 F-YR: 13

FUND: LIBRARY BIRD MEMORIAL FUND
 FOR 7 PERIODS ENDING NOVEMBER 30, 2012

ACCOUNT #	DESCRIPTION	BALANCE 05/01/12	NET DEBITS	NET CREDITS	BALANCE 11/30/12
ASSETS					
CASH & INVESTMENTS					
82-10-101-12000	LIBRARY BIRD MEMORIAL SAVINGS	3,024.76	0.46	0.00	3,025.22
TOTAL CASH & INVESTMENTS		3,024.76	0.46	0.00	3,025.22
TOTAL ASSETS		3,024.76	0.46	0.00	3,025.22
LIABILITIES AND FUND EQUITY					
LIABILITIES					
INTERFUND CLEARING ACCOUNT					
82-00-100-10000	DUE TO/FROM LIBRARY FUND	10,822.76	0.00	6,091.48	16,914.24
TOTAL INTERFUND CLEARING ACCOUNT		10,822.76	0.00	6,091.48	16,914.24
PAYABLES					
82-20-102-20000	ACCOUNTS PAYABLE	2,876.00	3,034.10	158.10	0.00
TOTAL PAYABLES		2,876.00	3,034.10	158.10	0.00
TOTAL LIABILITIES		13,698.76	3,034.10	6,249.58	16,914.24
FUND EQUITY					
EQUITY SECTION					
82-30-100-53000	UNRESERVED FUND BALANCE	(10,674.00)	0.00	0.00	(10,674.00)
TOTAL EQUITY SECTION		(10,674.00)	0.00	0.00	(10,674.00)
	FUND SURPLUS (DEFICIT)	0.00	3,215.02	0.00	(3,215.02)
TOTAL FUND EQUITY		(10,674.00)	3,215.02	0.00	(13,889.02)
TOTAL LIABILITIES AND FUND EQUITY		3,024.76	6,249.12	6,249.58	3,025.22

Lake Bluff Public Library

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

DATE: 12/03/2012
 TIME: 15:04:52
 ID: GL450000.WOW

PAGE: 6
 F-YR: 13

FUND: LAKE BLUFF LIBRARY GRANT FUND
 FOR 7 PERIODS ENDING NOVEMBER 30, 2012

ACCOUNT #	DESCRIPTION	BALANCE 05/01/12	NET DEBITS	NET CREDITS	BALANCE 11/30/12
ASSETS					
INTERFUND CLEARING ACCOUNT					
83-00-100-10000	LIBRARY GRANT FUND DUE TO/FROM	12,381.07	0.00	0.00	12,381.07
TOTAL INTERFUND CLEARING ACCOUNT		12,381.07	0.00	0.00	12,381.07
CASH & INVESTMENTS					
83-10-101-15110	ILLINOIS FUND - GRANT ACCOUNT	0.00	0.00	0.00	0.00
TOTAL CASH & INVESTMENTS		0.00	0.00	0.00	0.00
RECEIVABLES					
83-10-201-15000	IL FIRST GRANT/BLDG EXPANSION	0.00	0.00	0.00	0.00
83-10-201-15400	OTHER RECEIVABLES	0.00	0.00	0.00	0.00
TOTAL RECEIVABLES		0.00	0.00	0.00	0.00
TOTAL ASSETS		12,381.07	0.00	0.00	12,381.07
LIABILITIES AND FUND EQUITY					
LIABILITIES					
LIABILITIES					
83-20-102-20000	ACCOUNTS PAYABLE	0.00	0.00	0.00	0.00
TOTAL LIABILITIES		0.00	0.00	0.00	0.00
TOTAL LIABILITIES		0.00	0.00	0.00	0.00
FUND EQUITY					
FUND BALANCE					
83-30-100-53150	LIBRARY GRANT FUND RESERVED	12,381.07	0.00	0.00	+ 12,381.07
TOTAL FUND BALANCE		12,381.07	0.00	0.00	12,381.07
TOTAL FUND EQUITY		12,381.07	0.00	0.00	12,381.07
TOTAL LIABILITIES AND FUND EQUITY		12,381.07	0.00	0.00	12,381.07

Lake Bluff Public Library

5A

DATE: 12/07/2012
 TIME: 15:08:19
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 7 PERIODS ENDING NOVEMBER 30, 2012

PAGE: 1
 F-YR: 13

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: REVENUES

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
PROPERTY TAXES							
80-40-103-10000	LIBRARY PROPERTY TAX	6,847.04	4,671.54	795,856.50	775,506.22	800,255.00	99.4%
TOTAL REVENUES: PROPERTY TAXES		6,847.04	4,671.54	795,856.50	775,506.22	800,255.00	99.4%
SERVICES & FEES							
80-40-403-48300	PHOTO-COPY CHARGES	176.13	160.05	1,238.64	1,036.85	1,700.00	72.8%
80-40-403-48500	NON-RESIDENT FEES	485.35	409.46	3,953.26	3,885.50	4,500.00	87.8%
TOTAL REVENUES: SERVICES & FEES		661.48	569.51	5,191.90	4,922.35	6,200.00	83.7%
FINES							
80-40-503-65000	RENTAL FINES	791.47	904.74	7,421.87	6,976.08	11,500.00	64.5%
TOTAL REVENUES: FINES		791.47	904.74	7,421.87	6,976.08	11,500.00	64.5%
MISCELLANEOUS							
80-40-603-73000	PER CAPITA GRANTS	5,867.91	0.00	5,867.91	0.00	0.00	100.0%
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	7,750.00	0.0%
80-40-603-75000	INTEREST EARNINGS	92.40	0.00	497.83	282.37	0.00	0.0%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	0.90	4.26	34.53	96.55	450.00	110.6%
80-40-603-78001	RESTRICTED DONATIONS	6,494.09	25.00	8,567.88	18,637.23	0.00	100.0%
80-40-603-78002	VCLA EQUITY DONATION	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-78200	TECH-4-U DONATIONS	0.00	0.00	0.00	0.00	0.00	0.0%
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	116.85	282.26	1,140.35	1,927.97	1,500.00	76.0%
TOTAL REVENUES: MISCELLANEOUS		12,572.15	311.52	16,108.50	20,944.12	9,700.00	166.0%
TOTAL REVENUES: REVENUES		20,872.14	6,457.31	824,578.77	808,348.77	827,655.00	99.6%
TOTAL FUND REVENUES		20,872.14	6,457.31	824,578.77	808,348.77	827,655.00	99.6%

Lake Bluff Public Library

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 7 PERIODS ENDING NOVEMBER 30, 2012

PAGE: 2
 F-YR: 13

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
LIBRARY SERVICES							
80-60-001-40000	LIBRARIAN SALARIES	17,540.96	21,952.52	120,234.22	153,139.24	260,000.00	46.2%
80-60-001-40050	STAFF SALARIES	14,287.24	9,648.12	96,274.10	65,037.80	134,889.00	71.3%
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	3,159.70	3,021.96	19,864.62	21,277.28	50,000.00	39.7%
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	2,000.00	0.0%
80-60-001-40950	EMPLOYER IMRF	3,097.79	2,951.51	21,084.81	20,392.37	39,500.00	53.3%
80-60-001-40951	EMPLOYER FICA TAX	2,384.32	2,368.95	16,214.20	16,348.68	30,500.00	53.1%
80-60-001-41000	BUILDING MAINTENANCE	1,281.83	2,614.35	14,545.34	14,685.03	20,000.00	72.7%
80-60-001-41020	ELEVATOR MAINTENANCE	0.00	99.23	813.33	1,142.33	2,500.00	32.5%
80-60-001-41050	GROUNDS MAINTENANCE	0.00	1,059.50	4,382.47	4,129.00	10,500.00	41.7%
80-60-001-41200	EQUIPMENT MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-41300	COMPUTER SERVICES	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-41303	COPIER MAINTENANCE/SUPPLIES	137.06	137.06	3,198.03	1,972.47	4,500.00	71.0%
80-60-001-41304	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	4,748.29	6,500.00	0.0%
80-60-001-41305	COMPUTER SERVICES	0.00	0.00	12,725.00	14,179.65	28,000.00	45.4%
80-60-001-41350	LEGAL SERVICES	0.00	0.00	4,127.19	630.00	2,500.00	165.0%
80-60-001-42400	PROFESSIONAL DEVELOPMENT	(25.00)	308.99	1,621.00	2,015.49	6,000.00	27.0%
80-60-001-42440	DUES	510.00	248.00	1,183.13	1,581.00	3,000.00	39.4%
80-60-001-43230	UTILITIES	673.13	715.01	3,450.22	3,421.19	8,000.00	43.1%
80-60-001-43300	POSTAGE	93.73	725.03	2,039.71	1,985.86	3,000.00	67.9%
80-60-001-43400	PRINTING/E-NEWSLETTER	1,780.70	1,642.00	5,411.18	4,810.98	8,500.00	63.6%
80-60-001-43550	OFFICE SUPPLIES	396.68	638.92	2,982.63	2,843.38	6,000.00	49.7%
80-60-001-43570	OPERATING SUPPLIES	0.00	0.00	52.98	0.00	0.00	-100.0%
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	0.00	30.94	697.86	664.71	2,500.00	27.9%
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	183.59	566.20	3,032.24	3,407.21	4,500.00	67.3%
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	37.02	539.81	708.92	1,000.00	53.9%
80-60-001-43710	ADULT PROGRAM SUPPLIES	721.54	300.00	2,373.07	2,417.25	4,000.00	59.3%
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	148.63	640.41	4,017.15	3,178.88	7,000.00	57.3%
80-60-001-44800	PER CAPITA GRANT	0.00	0.00	0.00	825.61	0.00	0.0%
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	0.00	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	700.74	1,586.65	11,167.55	11,310.67	18,000.00	62.0%
80-60-001-45100	ADULT FICTION BOOKS	988.35	1,294.03	8,573.47	10,971.20	16,000.00	53.5%
80-60-001-45110	ADULT LARGE PRINT MATERIAL	0.00	85.20	415.32	520.03	1,000.00	41.5%
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	793.47	1,588.45	8,598.13	6,773.53	14,000.00	61.4%
80-60-001-45220	ADULT REFERENCE/E-REFER	2,899.00	0.00	10,456.81	0.00	15,000.00	69.7%
80-60-001-45300	ADULT REFERENCE MATERIAL	0.00	674.00	0.00	5,862.82	0.00	0.0%
80-60-001-45400	JUVENILE NON-FICTION	428.65	(10.09)	1,728.17	4,325.88	7,000.00	24.6%
80-60-001-45410	PICTURE BOOKS, READERS	824.13	589.00	3,243.97	3,338.24	6,000.00	54.0%
80-60-001-45420	JUVENILE FICTION	571.37	436.69	4,370.94	3,910.41	7,800.00	56.0%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 7 PERIODS ENDING NOVEMBER 30, 2012

PAGE: 3
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FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
LIBRARY SERVICES							
80-60-001-45430	JUVENILE AUDIO-VISUAL	303.96	259.84	1,563.08	1,738.45	4,000.00	39.0%
80-60-001-45440	JUVENILE REFERENCE	0.00	30.87	0.00	88.92	0.00	0.0%
80-60-001-45450	TEEN BOOKS	183.02	273.44	1,473.58	1,598.32	3,000.00	49.1%
80-60-001-45460	E-BOOKS	0.00	0.00	2,130.36	0.00	5,000.00	42.6%
80-60-001-45470	GRAPHIC NOVELS	23.28	0.00	137.22	0.00	500.00	27.4%
80-60-001-45500	PERIODICALS	130.00	101.40	4,735.59	5,097.06	8,500.00	55.7%
80-60-001-45510	VIDEO GAMES	770.84	0.00	1,901.88	986.96	2,300.00	82.6%
80-60-001-45600	PATRON & STAFF SOFTWARE	326.25	0.00	4,199.25	3,275.00	4,000.00	104.9%
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	6,131.17	0.00	12,461.34	13,096.00	14,000.00	89.0%
80-60-001-45700	BRANCH MATERIALS	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-45900	MINOR EQUIPMENT	0.00	54.00	550.02	1,721.51	0.00	-100.0%
80-60-001-46000	MISCELLANEOUS EXPENSES	60.35	95.40	611.23	673.83	2,000.00	30.5%
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	6,892.82	125.00	8,953.58	277.13	0.00	-100.0%
80-60-001-49000	LIBRARY FURNISHINGS	135.00	0.00	280.10	2,931.99	5,000.00	5.6%
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	4,935.00	0.00	4,935.00	0.00	5,000.00	98.7%
80-60-001-49350	COMPUTER EQUIPMENT	773.89	17.52	8,548.68	4,908.58	13,000.00	65.7%
80-60-001-49351	TECH-4-U AUTOMATION	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-49400	OTHER EQUIPMENT	0.00	0.00	1,534.81	846.38	4,500.00	34.1%
80-60-001-50000	CONTINGENCY	19,737.97	0.00	23,213.60	2,150.12	25,916.00	89.5%
TOTAL EXPENSES: LIBRARY SERVICES		93,981.16	56,907.12	466,647.97	431,945.65	826,405.00	56.4%
TOTAL EXPENSES: LIBRARY ADMINISTRATION		93,981.16	56,907.12	466,647.97	431,945.65	826,405.00	56.4%
TOTAL FUND EXPENSES		93,981.16	56,907.12	466,647.97	431,945.65	826,405.00	56.4%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 7 PERIODS ENDING NOVEMBER 30, 2012

PAGE: 4
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FUND: LIBRARY BLG RENOVATION FUND
 DEPT: --- UNDEFINED CODE ---

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
----- UNDEFINED CODE -----							
81-60-001-49000	LIBRARY FURNISHINGS	0.00	0.00	2,800.00	70,734.62	0.00	-100.0%
81-60-001-49100	BUILDING IMPROVEMENTS	0.00	0.00	0.00	205,357.15	0.00	0.0%

TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	0.00	2,800.00	276,091.77	0.00	-100.0%
TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	0.00	2,800.00	276,091.77	0.00	-100.0%
TOTAL FUND EXPENSES		93,981.16	56,907.12	469,447.97	708,037.42	826,405.00	56.8%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 7 PERIODS ENDING NOVEMBER 30, 2012

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

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
<hr/>							
MISCELLANEOUS							
82-40-603-53000	BIRD MEMORIAL RESERVE	0.00	0.00	0.00	0.00	0.00	0.0%
82-40-603-73000	STATE PER CAPITA GRANT	0.00	0.00	0.00	0.00	6,197.00	0.0%
82-40-603-73400	MISCELLANEOUS GRANT	0.00	0.00	0.00	0.00	15,000.00	0.0%
82-40-603-75000	INTEREST EARNINGS	0.00	0.00	0.46	0.95	0.00	100.0%
82-40-603-78000	UNRESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.00	5,000.00	0.0%
82-40-603-78100	RESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.00	15,000.00	0.0%
82-40-603-78200	TECH-4-U DONATIONS	0.00	0.00	0.00	0.00	0.00	0.0%
<hr/>							
TOTAL REVENUES: MISCELLANEOUS		0.00	0.00	0.46	0.95	41,197.00	0.0%
TOTAL REVENUES: BIR MEMORIAL FUND REVENUES		0.00	0.00	0.46	0.95	41,197.00	0.0%
TOTAL FUND REVENUES		20,872.14	6,457.31	824,579.23	808,349.72	868,852.00	94.9%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 7 PERIODS ENDING NOVEMBER 30, 2012

PAGE: 6
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FUND: LIBRARY BIRD MEMORIAL FUND
 DEPT: BIRD MEMORIAL EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
--- UNDEFINED CODE ---							
82-60-001-44800	PER CAPITAL GRANT EXPENDITURES	0.00	5,000.00	3,057.38	9,491.70	6,197.00	49.3%
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	0.00	0.0%
82-60-001-49000	BIRD MEMORIAL - CHILDRENS LIBR	0.00	0.00	158.10	0.00	3,000.00	5.2%
82-60-001-49350	TECH-4-U AUTOMATION EXPENDITUR	0.00	0.00	0.00	0.00	0.00	0.0%
82-60-001-49600	HVAC SYSTEM	0.00	0.00	0.00	0.00	0.00	0.0%
82-60-001-99999	USE OF DONATIONS/TEMPORARY EXP	0.00	0.00	0.00	0.00	20,000.00	0.0%

TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	5,000.00	3,215.48	9,491.70	29,197.00	11.0%
CONTRACTUAL & COMMODITIES							
82-60-002-43570	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.0%
82-60-002-45000	BIRD MEMORIAL EXPENSES	0.00	0.00	0.00	0.00	0.00	0.0%

TOTAL EXPENSES: CONTRACTUAL & COMMODITIES		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL EXPENSES: BIRD MEMORIAL EXPENDITURES		0.00	5,000.00	3,215.48	9,491.70	29,197.00	11.0%
TOTAL FUND EXPENSES		93,981.16	61,907.12	472,663.45	717,529.12	855,602.00	55.2%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 7 PERIODS ENDING NOVEMBER 30, 2012

PAGE: 7
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FUND: LAKE BLUFF LIBRARY GRANT FUND
 DEPT: LIBRARY GRANT FUND REVENUES

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
<hr/>							
MISCELLANEOUS							
83-40-603-73000	IL FIRST GRANT/BLDG EXPANSION	0.00	0.00	0.00	0.00	0.00	0.0%
83-40-603-75000	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00	0.0%
<hr/>							
TOTAL REVENUES: MISCELLANEOUS		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL REVENUES: LIBRARY GRANT FUND REVENUES		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL FUND REVENUES		20,872.14	6,457.31	824,579.23	808,349.72	868,852.00	94.9%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 7 PERIODS ENDING NOVEMBER 30, 2012

PAGE: 8
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FUND: LAKE BLUFF LIBRARY GRANT FUND
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
<hr/>							
EXPENDITURES							
83-60-001-49100	IL FIRST GRANT/BLDG EXPANSION	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL EXPENSES: EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL EXPENSES: LIBRARY ADMINISTRATION		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL FUND EXPENSES		93,981.16	61,907.12	472,663.45	717,529.12	855,602.00	55.2%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 7 PERIODS ENDING NOVEMBER 30, 2012

PAGE: 1
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FUND: LAKE BLUFF PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
REVENUES							
PROPERTY TAXES							
80-40-103-10000	LIBRARY PROPERTY TAX	9,508.00	6,847.04	(27.9)	800,255.00	795,856.50	(0.5)
TOTAL PROPERTY TAXES		9,508.00	6,847.04	(27.9)	800,255.00	795,856.50	(0.5)
SERVICES & FEES							
80-40-403-48300	PHOTO-COPY CHARGES	141.67	176.13	24.3	1,700.00	1,238.64	(27.1)
80-40-403-48500	NON-RESIDENT FEES	375.00	485.35	29.4	4,500.00	3,953.26	(12.1)
TOTAL SERVICES & FEES		516.67	661.48	28.0	6,200.00	5,191.90	(16.2)
FINES							
80-40-503-65000	RENTAL FINES	958.33	791.47	(17.4)	11,500.00	7,421.87	(35.4)
TOTAL FINES		958.33	791.47	(17.4)	11,500.00	7,421.87	(35.4)
MISCELLANEOUS							
80-40-603-73000	PER CAPITA GRANTS	0.00	5,867.91	100.0	0.00	5,867.91	100.0
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	7,750.00	0.00	100.0
80-40-603-73800	VLIET OPERATING COST CONTRIB	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-75000	INTEREST EARNINGS	37.50	92.40	146.4	450.00	497.83	10.6
80-40-603-78000	DONATIONS/CONTRIBUTIONS	0.00	0.90	100.0	0.00	34.53	100.0
80-40-603-78001	RESTRICTED DONATIONS	0.00	6,494.09	100.0	0.00	8,567.88	100.0
80-40-603-78002	VCLA EQUITY DONATION	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-78200	TECH-4-U DONATIONS	0.00	0.00	0.0	0.00	0.00	0.0
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	125.00	116.85	(6.5)	1,500.00	1,140.35	(23.9)
TOTAL MISCELLANEOUS		162.50	12,572.15	7636.7	9,700.00	16,108.50	66.0
TOTAL REVENUES: REVENUES		11,145.50	20,872.14	87.2	827,655.00	824,578.77	(0.3)
LIBRARY ADMINISTRATION EXPENSES							
LIBRARY SERVICES							
80-60-001-40000	LIBRARIAN SALARIES	21,666.67	17,540.96	19.0	260,000.00	120,234.22	53.7
80-60-001-40050	STAFF SALARIES	11,240.75	14,287.24	(27.1)	134,889.00	96,274.10	28.6
80-60-001-40060	SALARY SURVEY ADJUSTMENTS	0.00	0.00	0.0	0.00	0.00	0.0

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-- VILLAGE OF LAKE BLUFF --
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 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 7 PERIODS ENDING NOVEMBER 30, 2012

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FUND: LAKE BLUFF PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

LIBRARY ADMINISTRATION							
EXPENSES							
LIBRARY SERVICES							
80-60-001-40200	SEASONAL STAFF SALARIES	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-40400	MEDICAL INSURANCE	4,166.67	3,159.70	24.1	50,000.00	19,864.62	60.2
80-60-001-40750	PROFESSIONAL INSURANCE & BONDS	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-40900	OTHER EMPLOYEE BENEFITS	166.67	0.00	100.0	2,000.00	0.00	100.0
80-60-001-40950	EMPLOYER IMRF	3,291.67	3,097.79	5.8	39,500.00	21,084.81	46.6
80-60-001-40951	EMPLOYER FICA TAX	2,541.67	2,384.32	6.1	30,500.00	16,214.20	46.8
80-60-001-41000	BUILDING MAINTENANCE	1,666.67	1,281.83	23.0	20,000.00	14,545.34	27.2
80-60-001-41020	ELEVATOR MAINTENANCE	208.33	0.00	100.0	2,500.00	813.33	67.4
80-60-001-41050	GROUNDS MAINTENANCE	875.00	0.00	100.0	10,500.00	4,382.47	58.2
80-60-001-41200	EQUIPMENT MAINTENANCE	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-41300	COMPUTER SERVICES	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-41303	COPIER MAINTENANCE/SUPPLIES	375.00	137.06	63.4	4,500.00	3,198.03	28.9
80-60-001-41304	OTHER PROFESSIONAL SERVICES	541.67	0.00	100.0	6,500.00	0.00	100.0
80-60-001-41305	COMPUTER SERVICES	2,333.33	0.00	100.0	28,000.00	12,725.00	54.5
80-60-001-41350	LEGAL SERVICES	208.33	0.00	100.0	2,500.00	4,127.19	(65.0)
80-60-001-42400	PROFESSIONAL DEVELOPMENT	500.00	(25.00)	105.0	6,000.00	1,621.00	72.9
80-60-001-42440	DUES	250.00	510.00	(104.0)	3,000.00	1,183.13	60.5
80-60-001-43230	UTILITIES	666.67	673.13	(0.9)	8,000.00	3,450.22	56.8
80-60-001-43300	POSTAGE	250.00	93.73	62.5	3,000.00	2,039.71	32.0
80-60-001-43400	PRINTING/E-NEWSLETTER	708.33	1,780.70	(151.3)	8,500.00	5,411.18	36.3
80-60-001-43550	OFFICE SUPPLIES	500.00	396.68	20.6	6,000.00	2,982.63	50.2
80-60-001-43570	OPERATING SUPPLIES	0.00	0.00	0.0	0.00	52.98	100.0
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	208.33	0.00	100.0	2,500.00	697.86	72.0
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	375.00	183.59	51.0	4,500.00	3,032.24	32.6
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	83.33	0.00	100.0	1,000.00	539.81	46.0
80-60-001-43710	ADULT PROGRAM SUPPLIES	333.33	721.54	(116.4)	4,000.00	2,373.07	40.6
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	583.33	148.63	74.5	7,000.00	4,017.15	42.6
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	0.00	0.00	0.0
80-60-001-45000	ADULT NON-FICTION BOOKS	1,500.00	700.74	53.2	18,000.00	11,167.55	37.9
80-60-001-45100	ADULT FICTION BOOKS	1,333.33	988.35	25.8	16,000.00	8,573.47	46.4
80-60-001-45110	ADULT LARGE PRINT MATERIAL	83.33	0.00	100.0	1,000.00	415.32	58.4
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	1,166.67	793.47	31.9	14,000.00	8,598.13	38.5
80-60-001-45220	ADULT REFERENCE/E-REFER	1,250.00	2,899.00	(131.9)	15,000.00	10,456.81	30.2
80-60-001-45300	ADULT REFERENCE MATERIAL	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-45400	JUVENILE NON-FICTION	583.33	428.65	26.5	7,000.00	1,728.17	75.3
80-60-001-45410	PICTURE BOOKS, READERS	500.00	824.13	(64.8)	6,000.00	3,243.97	45.9
80-60-001-45420	JUVENILE FICTION	650.00	571.37	12.1	7,800.00	4,370.94	43.9
80-60-001-45430	JUVENILE AUDIO-VISUAL	333.33	303.96	8.8	4,000.00	1,563.08	60.9

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 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 7 PERIODS ENDING NOVEMBER 30, 2012

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FUND: LAKE BLUFF PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
LIBRARY ADMINISTRATION							
EXPENSES							
LIBRARY SERVICES							
80-60-001-45440	JUVENILE REFERENCE	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-45450	TEEN BOOKS	250.00	183.02	26.7	3,000.00	1,473.58	50.8
80-60-001-45460	E-BOOKS	416.67	0.00	100.0	5,000.00	2,130.36	57.3
80-60-001-45470	GRAPHIC NOVELS	41.67	23.28	44.1	500.00	137.22	72.5
80-60-001-45500	PERIODICALS	708.33	130.00	81.6	8,500.00	4,735.59	44.2
80-60-001-45510	VIDEO GAMES	191.67	770.84	(302.1)	2,300.00	1,901.88	17.3
80-60-001-45600	PATRON & STAFF SOFTWARE	333.33	326.25	2.1	4,000.00	4,199.25	(4.9)
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	1,166.67	6,131.17	(425.5)	14,000.00	12,461.34	10.9
80-60-001-45700	BRANCH MATERIALS	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-45900	MINOR EQUIPMENT	0.00	0.00	0.0	0.00	550.02	100.0
80-60-001-46000	MISCELLANEOUS EXPENSES	166.67	60.35	63.7	2,000.00	611.23	69.4
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	0.00	6,892.82	100.0	0.00	8,953.58	100.0
80-60-001-49000	LIBRARY FURNISHINGS	416.67	135.00	67.6	5,000.00	280.10	94.4
80-60-001-49100	BUILDING IMPROVEMENTS	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-49120	EXT-BUILDING IMPROVEMENTS	416.67	4,935.00	(1084.3)	5,000.00	4,935.00	1.3
80-60-001-49350	COMPUTER EQUIPMENT	1,083.33	773.89	28.5	13,000.00	8,548.68	34.2
80-60-001-49351	TECH-4-U AUTOMATION	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-49400	OTHER EQUIPMENT	375.00	0.00	100.0	4,500.00	1,534.81	65.8
80-60-001-50000	CONTINGENCY	2,159.67	19,737.97	(813.9)	25,916.00	23,213.60	10.4
TOTAL LIBRARY SERVICES		68,867.09	93,981.16	(36.4)	826,405.00	466,647.97	43.5
TOTAL EXPENSES: LIBRARY ADMINISTRATION		68,867.09	93,981.16	(36.4)	826,405.00	466,647.97	43.5
TOTAL FUND REVENUES		11,145.50	20,872.14	87.2	827,655.00	824,578.77	(0.3)
TOTAL FUND EXPENSES		68,867.09	93,981.16	(36.4)	826,405.00	466,647.97	43.5
FUND SURPLUS (DEFICIT)		(57,721.59)	(73,109.02)	26.6	1,250.00	357,930.80	8534.4

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FUND: LIBRARY BLG RENOVATION FUND

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
----- UNDEFINED CODE -----							
EXPENSES							
---- UNDEFINED CODE ----							
81-60-001-49000	LIBRARY FURNISHINGS	0.00	0.00	0.0	0.00	2,800.00	100.0
81-60-001-49100	BUILDING IMPROVEMENTS	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL --- UNDEFINED CODE ---		0.00	0.00	0.0	0.00	2,800.00	100.0
TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	0.00	0.0	0.00	2,800.00	100.0
TOTAL FUND REVENUES		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FUND EXPENSES		0.00	0.00	0.0	0.00	2,800.00	100.0
FUND SURPLUS (DEFICIT)		0.00	0.00	0.0	0.00	(2,800.00)	100.0

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 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
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FUND: LIBRARY BIRD MEMORIAL FUND

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
BIR MEMORIAL FUND REVENUES							
REVENUES							
MISCELLANEOUS							
82-40-603-53000	BIRD MEMORIAL RESERVE	0.00	0.00	0.0	0.00	0.00	0.0
82-40-603-73000	STATE PER CAPITA GRANT	0.00	0.00	0.0	6,197.00	0.00	100.0
82-40-603-73400	MISCELLANEOUS GRANT	1,250.00	0.00	100.0	15,000.00	0.00	100.0
82-40-603-75000	INTEREST EARNINGS	0.00	0.00	0.0	0.00	0.46	100.0
82-40-603-78000	UNRESTRICTED DONATIONS/CONTRIB	416.67	0.00	100.0	5,000.00	0.00	100.0
82-40-603-78100	RESTRICTED DONATIONS/CONTRIB	1,250.00	0.00	100.0	15,000.00	0.00	100.0
82-40-603-78200	TECH-4-U DONATIONS	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL MISCELLANEOUS		2,916.67	0.00	100.0	41,197.00	0.46	(100.0)
TOTAL REVENUES: BIR MEMORIAL FUND REVENUES		2,916.67	0.00	100.0	41,197.00	0.46	(100.0)
BIRD MEMORIAL EXPENDITURES							
EXPENSES							
--- UNDEFINED CODE ---							
82-60-001-44800	PER CAPITAL GRANT EXPENDITURES	516.42	0.00	100.0	6,197.00	3,057.38	50.6
82-60-001-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.0	0.00	0.00	0.0
82-60-001-44901	PATTI MANNELLY MEMORIAL EXPEND	0.00	0.00	0.0	0.00	0.00	0.0
82-60-001-49000	BIRD MEMORIAL - CHILDRENS LIBR	250.00	0.00	100.0	3,000.00	158.10	94.7
82-60-001-49350	TECH-4-U AUTOMATION EXPENDITUR	0.00	0.00	0.0	0.00	0.00	0.0
82-60-001-49600	HVAC SYSTEM	0.00	0.00	0.0	0.00	0.00	0.0
82-60-001-99999	USE OF DONATIONS/TEMPORARY EXP	1,666.67	0.00	100.0	20,000.00	0.00	100.0
TOTAL --- UNDEFINED CODE ---		2,433.09	0.00	100.0	29,197.00	3,215.48	88.9
CONTRACTUAL & COMMODITIES							
82-60-002-43570	OPERATING SUPPLIES	0.00	0.00	0.0	0.00	0.00	0.0
82-60-002-45000	BIRD MEMORIAL EXPENSES	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL CONTRACTUAL & COMMODITIES		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: BIRD MEMORIAL EXPENDITURES		2,433.09	0.00	100.0	29,197.00	3,215.48	88.9
TOTAL FUND REVENUES		2,916.67	0.00	100.0	41,197.00	0.46	(100.0)
TOTAL FUND EXPENSES		2,433.09	0.00	100.0	29,197.00	3,215.48	88.9
FUND SURPLUS (DEFICIT)		483.58	0.00	100.0	12,000.00	(3,215.02)	(126.7)

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FUND: LAKE BLUFF LIBRARY GRANT FUND

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
LIBRARY GRANT FUND REVENUES							
REVENUES							
MISCELLANEOUS							
83-40-603-73000	IL FIRST GRANT/BLDG EXPANSION	0.00	0.00	0.0	0.00	0.00	0.0
83-40-603-75000	INTEREST EARNINGS	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL MISCELLANEOUS		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL REVENUES: LIBRARY GRANT FUND REVENUES		0.00	0.00	0.0	0.00	0.00	0.0
LIBRARY ADMINISTRATION EXPENSES							
EXPENDITURES							
83-60-001-49100	IL FIRST GRANT/BLDG EXPANSION	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENDITURES		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: LIBRARY ADMINISTRATION		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FUND REVENUES		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FUND EXPENSES		0.00	0.00	0.0	0.00	0.00	0.0
FUND SURPLUS (DEFICIT)		0.00	0.00	0.0	0.00	0.00	0.0

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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
10873	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS			11/14/12		
	101533869	11/08/12	01	'EE ICMA 457 CONTRIB.	11/15/12	80-20-102-45000	1,050.00
						INVOICE TOTAL:	1,050.00 *
						CHECK TOTAL:	1,050.00
10874	9KAMINMI	MICAH KAMIN			11/14/12		
	KAM110812	11/08/12	01	BUILDING MAINT.		80-60-001-41000	75.00
						INVOICE TOTAL:	75.00 *
						CHECK TOTAL:	75.00
10876	9LIBRCOR	THE LIBRARY CORPORATION			11/14/12		
	2012100137	11/07/12	01	LIBRARY AUTOMATION SOFTWARE		80-60-001-45610	6,131.17
						INVOICE TOTAL:	6,131.17 *
						CHECK TOTAL:	6,131.17
10877	9TUMBLEP	TUMBLEWEED PRESS, INC			11/14/12		
	43372	11/07/12	01	READ ALONG E-BOOKS		80-60-001-45220	399.00
						INVOICE TOTAL:	399.00 *
						CHECK TOTAL:	399.00
10878	9WILSONB	BOB WILSON CONCRETE CONST.			11/19/12		
	WIL110612	11/06/12	01	EXT.BUILDING IMPROVEMENTS		80-60-001-49120	1,750.00
						INVOICE TOTAL:	1,750.00 *
						CHECK TOTAL:	1,750.00
10879	9AT&T	AT & T			11/27/12		
	847234254011-12	11/07/12	01	UTILITIES		80-60-001-43230	274.58
						INVOICE TOTAL:	274.58 *
						CHECK TOTAL:	274.58
10880	9COMCAST	COMCAST CABLE			11/27/12		
	COM111212	11/12/12	01	INTERNET		80-60-001-43230	141.90
						INVOICE TOTAL:	141.90 *
						CHECK TOTAL:	141.90

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-- VILLAGE OF LAKE BLUFF --
 MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
10881	9DELAG	DE LAGE LANDEN FINANCIAL SRVC		11/27/12		
	15748726	11/10/12	01 EQUIPMENT MAINTENANCE		80-60-001-41303	137.06
					INVOICE TOTAL:	137.06 *
					CHECK TOTAL:	137.06
10882	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS		11/27/12		
	101539266	11/20/12	01 'EE ICMA 457 CONTRIB.	11/30/12	80-20-102-45000	1,050.00
					INVOICE TOTAL:	1,050.00 *
					CHECK TOTAL:	1,050.00
10883	9INGRAM	INGRAM LIBRARY SERVICES		11/27/12		
	07541067	11/01/12	01 ADULT FICTION BOOKS		80-60-001-45100	14.66
					INVOICE TOTAL:	14.66 *
	07541068	11/01/12	01 ADULT FICTION BOOKS		80-60-001-45100	18.59
					INVOICE TOTAL:	18.59 *
	07541069	11/01/12	01 ADULT FICTION BOOKS		80-60-001-45100	15.25
					INVOICE TOTAL:	15.25 *
	07541070	11/01/12	01 ADULT FICTION BOOKS		80-60-001-45100	16.36
					INVOICE TOTAL:	16.36 *
	07593248	11/06/12	01 GRAPHIC NOVELS		80-60-001-45470	11.99
					INVOICE TOTAL:	11.99 *
	07593249	11/06/12	01 GRAPHIC NOVELS		80-60-001-45470	11.29
					INVOICE TOTAL:	11.29 *
	07593250	11/06/12	01 ADULT FICTION BOOKS		80-60-001-45100	485.09
					INVOICE TOTAL:	485.09 *
	07642741	11/08/12	01 ADULT FICTION BOOKS		80-60-001-45100	13.19
					INVOICE TOTAL:	13.19 *
					CHECK TOTAL:	586.42
					TOTAL AMOUNT PAID:	11,595.13

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CHECK REGISTER

CHECK DATE: 12/11/12

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10884	9AMAZONA	AMAZON					
	020700805234		10/26/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	172.87
						INVOICE TOTAL:	172.87 *
	077836862373		11/09/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	43.89
						INVOICE TOTAL:	43.89 *
	121970826023		12/06/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	251.56
						INVOICE TOTAL:	251.56 *
	151712799137		11/01/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-0.03
						INVOICE TOTAL:	-0.03 *
	151715659379		10/31/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	81.25
						INVOICE TOTAL:	81.25 *
	191680293840		11/06/12	01	ADULT NON FICTION	80-60-001-45000	32.65
						INVOICE TOTAL:	32.65 *
	209195910718		10/25/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	16.99
						INVOICE TOTAL:	16.99 *
	234019506140		10/10/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.99
						INVOICE TOTAL:	14.99 *
	270553002650		10/21/12	01	OFFICE SUPPLIES	80-60-001-43550	129.76
						INVOICE TOTAL:	129.76 *
	276955533635		10/11/12	01	ADULT FICTION	80-60-001-45100	13.99
						INVOICE TOTAL:	13.99 *
	2915830000028		10/23/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	22.46
						INVOICE TOTAL:	22.46 *
	291588386123		10/24/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	163.22
						INVOICE TOTAL:	163.22 *

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10884	9AMAZONA	AMAZON					
	291588658785		10/25/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-1.89
						INVOICE TOTAL:	-1.89 *
						CHECK TOTAL:	941.71
10885	9ALA	AMERICAN LIBRARY ASSOCIATION					
	ALS102612		10/26/12	01	MEMBERSHIP RENEWAL C. CARTER	80-60-001-42440	130.00
						INVOICE TOTAL:	130.00 *
						CHECK TOTAL:	130.00
10886	9BKTLNT	VOIDED---LEADER CHECK					
	2027542143		11/01/12	01	JUVENILE PROGRAMS SUPPLIES	80-60-001-43720	8.31
						INVOICE TOTAL:	8.31 *
	2027542922		11/01/12	01	TEEN BOOKS	80-60-001-45450	10.78
						INVOICE TOTAL:	10.78 *
	2027547171		11/02/12	01	JUVENILE FICTION	80-60-001-45420	9.65
						INVOICE TOTAL:	9.65 *
	2027552328		11/03/12	01	JUVENILE FICTION, PBKS	80-60-001-45420	305.16
						INVOICE TOTAL:	305.16 *
	2027552542		11/03/12	01	PICTURE BOOKS, READERS	80-60-001-45410	750.18
						INVOICE TOTAL:	750.18 *
	2027554092		11/06/12	01	TEEN BOOKS	80-60-001-45450	166.27
						INVOICE TOTAL:	166.27 *
	2027558285		11/05/12	01	ADULT FICTION	80-60-001-45100	46.53
						INVOICE TOTAL:	46.53 *

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10886	9BKTLENT	VOIDED---LEADER CHECK						
	2027570660		11/12/12	01	ADULT NON-FICTION BOOKS	80-60-001-45000	171.99	
						INVOICE TOTAL:	171.99 *	
	2027572524		11/09/12	01	ADULT NON-FICTION BOOKS	80-60-001-45000	47.69	
						INVOICE TOTAL:	47.69 *	
	2027579074		11/12/12	01	ADULT FICTION	80-60-001-45100	47.69	
						INVOICE TOTAL:	47.69 *	
	2027581802		11/13/12	01	PICTURE BOOKS , READERS	80-60-001-45410	28.56	
						INVOICE TOTAL:	28.56 *	
	2027581834		11/13/12	01	JUVENILE FICTION PBKS	80-60-001-45420	8.96	
						INVOICE TOTAL:	8.96 *	
	2027585563		11/14/12	01	TEEN BOOKS	80-60-001-45450	5.97	
						INVOICE TOTAL:	5.97 *	
	2027587290		11/14/12	01	PICTURE BOODS READERS	80-60-001-45410	12.80	
						INVOICE TOTAL:	12.80 *	
	2027595283		11/19/12	01	ADULT NON-FICTION BOOKS	80-60-001-45000	235.85	
						INVOICE TOTAL:	235.85 *	
	2027599779		11/20/12	01	ADULT NON-FICTION BOOKS	80-60-001-45000	150.13	
						INVOICE TOTAL:	150.13 *	
	2027601862		11/19/12	01	JUVENILE NON FICTION	80-60-001-45400	406.76	
						INVOICE TOTAL:	406.76 *	
	2027604687		11/20/12	01	ADULT NON-FICTION BOOKS	80-60-001-45000	19.88	
						INVOICE TOTAL:	19.88 *	
	2027605464		11/19/12	01	ADULT FICTION	80-60-001-45100	62.95	
						INVOICE TOTAL:	62.95 *	

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
10887	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT						
	2027610805		11/20/12	01	JUVENILE FICTION PBKS SERIES	80-60-001-45420	247.60	
						INVOICE TOTAL:	247.60 *	
	2027619735		11/25/12	01	PICTURE BOOKS, READERS	80-60-001-45410	10.19	
						INVOICE TOTAL:	10.19 *	
	2027620079		11/23/12	01	ADULT FICTION	80-60-001-45100	53.36	
						INVOICE TOTAL:	53.36 *	
	2027626100		11/26/12	01	ADULT FICTION	80-60-001-45100	43.72	
						INVOICE TOTAL:	43.72 *	
	5012285886		11/08/12	01	ADULT NON FICTION	80-60-001-45200	28.16	
						INVOICE TOTAL:	28.16 *	
	5012290308		11/12/12	01	JUVENILE NON-FICTION	80-60-001-45400	21.89	
						INVOICE TOTAL:	21.89 *	
	5012307479		11/23/12	01	ADULT NON-FICTION BOOKS	80-60-001-45000	42.55	
						INVOICE TOTAL:	42.55 *	
						CHECK TOTAL:	2,943.58	
10888	9BOBWILS	BOB WILSON CONCRETE CONTRACTOR						
	WIL110612-1		11/06/12	01	EXT.BUILDING IMPROVEMENTS	80-60-001-49120	85.00	
				02	EXPENSES FR RESTRICT.DONATION	80-60-001-48001	80.00	
						INVOICE TOTAL:	165.00 *	
						CHECK TOTAL:	165.00	
10889	9BREEZY	BREEZY HILL NURSERY						
	1-164183		11/14/12	01	CONTINGENCY (LANDSCAPE PROJ.)	80-60-001-50000	16,421.96	

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10889	9BREEZY	BREEZY HILL NURSERY					
	1-164183		11/14/12	02	DONATION FOR MAPLE TREE	80-60-001-48001	250.00
					INVOICE TOTAL:		16,671.96 *
	1-164184		11/14/12	01	CONTIGENCY-LANDSCAPE PROJ.	80-60-001-50000	3,316.01
					INVOICE TOTAL:		3,316.01 *
					CHECK TOTAL:		19,987.97
10890	9CHISUN	CHICAGO SUN-TIMES					
	SUN102412		10/24/12	01	NEWSPAPER	80-60-001-45500	130.00
					INVOICE TOTAL:		130.00 *
					CHECK TOTAL:		130.00
10891	9COMPVIE	COMPUTER VIEW, INC.					
	25622		11/19/12	01	PATRON AND STAFF SOFTWARE	80-60-001-45600	135.00
					INVOICE TOTAL:		135.00 *
					CHECK TOTAL:		135.00
10892	9CREEKSI	CREEKSIDE PRINTING					
	11291202		11/29/12	01	WINTER NEWSLETTER 2012	80-60-001-43400	1,757.50
					INVOICE TOTAL:		1,757.50 *
					CHECK TOTAL:		1,757.50
10893	9DEMCO	DEMCO, INC					
	4809069		11/26/12	01	SUPPLIES	80-60-001-43670	151.23
					INVOICE TOTAL:		151.23 *
					CHECK TOTAL:		151.23

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10894	9FIRSTBA	FIRST BANKCARD					
	CAR11232012		11/23/12	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	36.97
					INVOICE TOTAL:		36.97 *
	CDT11232012		11/23/12	01	VIDEO GAMES	80-60-001-45510	770.84
				02	PROFESSIONAL DEVELOPMENT	80-60-001-42400	50.00
				03	ADULT PROGRAM SUPPLIES	80-60-001-43710	9.57
				04	TECH SERVICES SUPPLIES	80-60-001-43670	2.58
					INVOICE TOTAL:		832.99 *
	DON11232012		11/23/12	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	303.96
				02	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	15.94
				03	JUVENILE PICTURE BOOKS	80-60-001-45410	19.70
					INVOICE TOTAL:		339.60 *
	ELI11232012		11/23/12	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	74.38
				02	JUVENILE PICTURE BOOKS	80-60-001-45410	2.70
				03	POSTAGE	80-60-001-43300	3.73
					INVOICE TOTAL:		80.81 *
	ERI10242012		10/24/12	01	PROFESSIONAL DEVELOPMENT	80-60-001-42400	-75.00
				02	MISC. EXPENSES	80-60-001-46000	30.35
					INVOICE TOTAL:		-44.65 *
	ERI11232012		11/23/12	01	MISC. EXPENSES	80-60-001-46000	30.00
				02	COMPUTER EQUIPMENT	80-60-001-49350	840.73
				03	COMPUTER EQUIPMENT	80-60-001-49350	-381.04
				04	COMPUTER EQUIPMENT	80-60-001-49350	314.20
				05	PATRON & STAFF COMP. SOFTWARE	80-60-001-45600	191.25
					INVOICE TOTAL:		995.14 *
					CHECK TOTAL:		2,240.86
10895	9GAYLORD	GAYLORD BROS.					
	2104850		10/24/12	01	EXP.FOR RESTICTED DONATIONS	80-60-001-48001	4,546.44
					INVOICE TOTAL:		4,546.44 *
					CHECK TOTAL:		4,546.44

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10896	9GOODMAN	GOODMAN ELECTRIC SUPPLY						
	0594772-00		11/08/12	01	BUILDING MAINTENANCE	80-60-001-41000	74.01	
						INVOICE TOTAL:	74.01 *	
						CHECK TOTAL:	74.01	
10897	9HELANDE	HELANDERS, INC						
	079584		11/27/12	01	SUPPLIES	80-60-001-43550	20.05	
						INVOICE TOTAL:	20.05 *	
						CHECK TOTAL:	20.05	
10898	9HOMEDEP	HOME DEPOT CREDIT SERVICES						
	7560523		11/08/12	01	BUILDING MAINT.	80-60-001-41000	99.94	
						INVOICE TOTAL:	99.94 *	
	9580122		11/06/12	01	BUILDING MAINT.	80-60-001-41000	78.88	
						INVOICE TOTAL:	78.88 *	
						CHECK TOTAL:	178.82	
10899	9ILA	ILLINOIS LIBRARY ASSOCIATION						
	1737300		10/31/12	01	MEMBER RENEWAL C.CARTER	80-60-001-42440	100.00	
						INVOICE TOTAL:	100.00 *	
						CHECK TOTAL:	100.00	
10900	9INGRAM	INGRAM LIBRARY SERVICES						
	07750595		11/15/12	01	ADULT FICTION BOOKS	80-60-001-45100	14.69	
						INVOICE TOTAL:	14.69 *	
	07750596		11/15/12	01	ADULT FICTION BOOKS	80-60-001-45100	13.00	
						INVOICE TOTAL:	13.00 *	

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
10900	9INGRAM	INGRAM LIBRARY SERVICES						
	07808806		11/19/12	01	ADULT FICTION BOOKS	80-60-001-45100	15.79	
						INVOICE TOTAL:	15.79 *	
	07808807		11/19/12	01	ADULT FICTION BOOKS	80-60-001-45100	113.49	
						INVOICE TOTAL:	113.49 *	
						CHECK TOTAL:	156.97	
10901	9JIMGIBB	JIM GIBBONS						
	GIB090412		09/04/12	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	150.00	
						INVOICE TOTAL:	150.00 *	
						CHECK TOTAL:	150.00	
10902	9LB VILL	VILLAGE OF LAKE BLUFF						
	1128VIL		11/28/12	01	UTILITIES-WATER	80-60-001-43230	256.65	
						INVOICE TOTAL:	256.65 *	
	NOV 2012		12/03/12	01	FY13 MED.INSURANCE:NOV 12	80-10-301-37100	3,091.02	
				02	FY13 DENTAL INSURANCE:NOV 12	80-10-301-37100	292.04	
				03	FY13 LIFE INSURANCE:NOV 12	80-10-301-37100	37.28	
				04	FY13 IMRF EMP.CONTRIB.:NOV 12	80-10-301-37100	1,162.66	
				05	FY13 IMRF EMPLYR CONTR:NOV 12	80-10-301-37100	3,097.79	
						INVOICE TOTAL:	7,680.79 *	
	OCT 2012		11/08/12	01	FY13 MEDICAL INS.:OCT 12	80-10-301-37100	3,091.02	
				02	FY13 DENTAL INS.:OCT 12	80-10-301-37100	292.04	
				03	FY13 LIFE INS.:OCT 12	80-10-301-37100	37.28	
				04	FY13 IMRF EE CONTRIB.:OCT 12	80-10-301-37100	1,140.31	
				05	FY13 IMRF EMPLYR CONTR:OCT 12	80-10-301-37100	3,038.27	
						INVOICE TOTAL:	7,598.92 *	
						CHECK TOTAL:	15,536.36	

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
10903	9LFLBCHA	LAKE FOREST/LAKE BLUFF						
	1220		11/14/12	01	ANNUAL MEMBERSHIP	80-60-001-42440	280.00	
						INVOICE TOTAL:	280.00 *	
						CHECK TOTAL:	280.00	
10904	9LIBFURI	LIBRARY FURNITURE						
	4045		08/13/12	01	LIBRARY FURNISHING	80-60-001-49000	135.00	
						INVOICE TOTAL:	135.00 *	
						CHECK TOTAL:	135.00	
10905	9LIBIDEA	LIBRARY IDEAS						
	28679		11/22/12	01	ANNUAL FREEGAL RENEWAL	80-60-001-45220	2,500.00	
						INVOICE TOTAL:	2,500.00 *	
						CHECK TOTAL:	2,500.00	
10906	9MANDILY	MANDI LYNN						
	LYN090412		09/04/12	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	125.00	
						INVOICE TOTAL:	125.00 *	
						CHECK TOTAL:	125.00	
10907	9CELLINI	NOELLE CELLINI						
	CEL090412		09/04/12	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	250.00	
						INVOICE TOTAL:	250.00 *	
						CHECK TOTAL:	250.00	
10908	9OPPFRAN	OPP, FRANCHISING, INC.						

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10908	90PPFRAN	OPP, FRANCHISING, INC.						
	CHC12121301		12/01/12	01	BUILDING MAINT.	80-60-001-41000	954.00	
						INVOICE TOTAL:	954.00 *	
						CHECK TOTAL:	954.00	
10909	9PASQUE	PASQUESI ELECTRIC INC.						
	PAS112412		11/24/12	01	EXT.BUILDING IMPROVEMENTS	80-60-001-49120	3,100.00	
						INVOICE TOTAL:	3,100.00 *	
						CHECK TOTAL:	3,100.00	
10910	9SCHWANT	JIM SCHWANTZ						
	SCH090412		09/04/12	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	150.00	
						INVOICE TOTAL:	150.00 *	
						CHECK TOTAL:	150.00	
10911	9SUN-TIM	SUN-TIME MEDIA						
	135201		10/31/12	01	LEGAL AD	80-60-001-43400	23.20	
						INVOICE TOTAL:	23.20 *	
						CHECK TOTAL:	23.20	
10912	9USPOSTA	UNITED STATES POSTAL SERVICE						
	USP110312		12/03/12	01	POSTAGE	80-60-001-43300	90.00	
						INVOICE TOTAL:	90.00 *	
						CHECK TOTAL:	90.00	
10913	9UPBEAT	UPBEAT INC.						

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10913	9UPBEAT	UPBEAT INC.					
	523344		11/27/12	01	BIKE RACKS	80-60-001-48001	912.38
						INVOICE TOTAL:	912.38 *
	523414		11/28/12	01	BENCHES	80-60-001-48001	1,104.00
						INVOICE TOTAL:	1,104.00 *
						CHECK TOTAL:	2,016.38
10914	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS					
	101544793		12/04/12	01	'EE ICMA 457 CONTRIB.12/14/12	80-20-102-45000	1,050.00
						INVOICE TOTAL:	1,050.00 *
						CHECK TOTAL:	1,050.00
10915	9VOCAL	THE VOCAL GYMNASIUM					
	MOR10412-2		10/04/12	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	50.00
						INVOICE TOTAL:	50.00 *
						CHECK TOTAL:	50.00
10916	9WAREHOU	WAREHOUSE DIRECT					
	1744455-0		11/08/12	01	OFFICE SUPPLIES	80-60-001-43550	29.68
				02	TECHNICAL SERVICES	80-60-001-43670	29.78
						INVOICE TOTAL:	59.46 *
	1755662-0		11/19/12	01	OFFICE SUPPLIES	80-60-001-43550	20.37
						INVOICE TOTAL:	20.37 *
	1760158-0		11/27/12	01	OFFICE SUPPLIES	80-60-001-43550	20.62
						INVOICE TOTAL:	20.62 *
						CHECK TOTAL:	100.45
						TOTAL AMOUNT PAID:	60,169.53

Landscape Project, Contractors and Money Spent

Money Available for Project

<u>Source</u>	<u>Amount</u>	<u>Used</u>	<u>Remaining</u>
Library Budget			
Contingency	\$22,440.37	\$16,671.96	\$5,768.41
Exterior Building Improvements	\$5,000.00	\$8,001.01	-\$3,001.01
Misc. Expenses	\$1,449.12	\$0.00	\$1,449.12
Other Equipment	\$2,965.19	\$0.00	\$2,965.19
Total	\$31,854.68	\$24,672.97	\$7,181.71
Other Sources			
Friends of the Library	\$9,000.00	\$6,469.09	\$2,530.91
John Sheppard Memorial	\$1,000.00	\$0.00	\$1,000.00
Misc. Donations	\$330.00	\$330.00	\$0.00
Total	\$10,330.00	\$6,799.09	\$3,530.91
Grand Total	\$42,184.68	\$31,472.06	\$10,712.62
Friends Contribution (Delivered)	\$6,469.09		
Library Expenditure	\$27,276.70		
Total Expense	\$33,745.79		

Money Used for Project

<u>Item</u>	<u>Amount</u>	<u>Contractor</u>
Landscape/Hardscape/Sprinklers		
Landscape	\$16,671.96	Breezy Hill Nursery
Sprinklers	\$3,316.01	Breezy Hill Nursery
Concrete	\$1,750.00	Bob Wilson
John Shepard Bench	\$0.00	*Fiore Carpentry
2 Benches	\$1,305.19	UpStart
Bike Rack	\$711.19	UpStart
Installation	\$165.00	Bob Wilson
Drop Box		
Drop Box and Cart	\$4,546.44	Gaylor
Electrical		
Bollards, Sign Lighting	\$5,280.00	Pasquesi Electric
Grand Total	\$33,745.79	

*Custom work, still awaiting a quote.

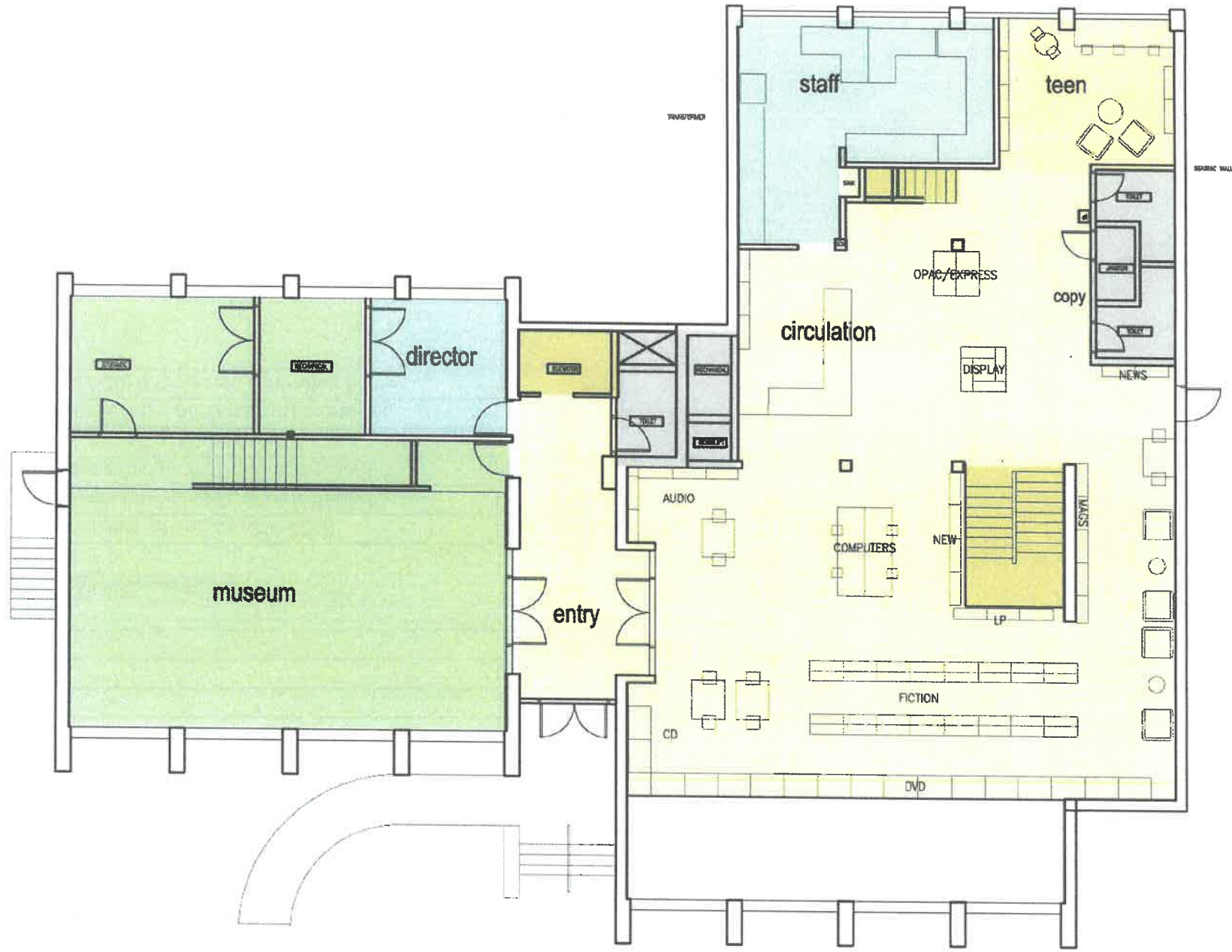
Projects Needing to be Addressed Near to Mid Future

Potential Projects*

Repair Minor Window Leaks w/Recaulking	\$5,000.00
Repair Wood Building Fascia, Soffet, Flashing	\$5,000.00
Change in ILS Vendor	\$50,000.00
New Shelves (Replace brown stacks)	\$92,432.00
Landscaping the Reading Garden	\$20,000.00
New Virtual Server	\$12,000.00
Total	\$184,432.00
Total for Budget	\$200,000.00

Projected Effect on Reserve Funds

Projected Reserve Funds at End of 2012-2013	\$471,588.00
Percent of Next Years Projected Operating Budget	55%
25% of the Operating Budget (Minimum Required)	\$216,114.50
Reserve Funds Remaining If All Projects Undertaken	\$271,588.00
Percentage of 2013-2014 Projected Operating Budget	31%



1ST FLOOR: NEW ENTRY, WITH ADDITION

December Director's Report

We have had our usual busy month, though we are as always a bit slower when the Holidays arrive. The Lake Forester did an article on our recent renovations and increase in circulation. I'm encouraging them to do a story on Claire Osada, and the honors she has received this year, as well.

I received word on Friday, December 7 that the Macy's Museum Pass program will continue on even if no new donor comes forward to support it. Of the 160 participating libraries, 149 have agreed to stay on even if it means paying an annual fee from their own budget. Since the fees would be prorated by the size of service population, our cost would be a meager \$75 to continue participating in this wonderful and heavily used service.

Adult Services

The credit card payment system has been running well. We have not taken in a lot of payments, but we're just getting started. Gloria and Martha have done a fantastic job incorporating this new means of accepting money into our regular financial procedures.

The transition to using PC Reservation has gone very smoothly. The staff is very much enjoying no longer being in the middle of squabbles over computer use, or having to nearly drag some patrons out of the library at closing. The effect on closing has been particularly marked, allowing us to get patrons to the door much quicker than we have ever done before. Valerie made a fantastic brochure to help patrons with the finer points of using the system (see attached, 16A).

Carlen and Martha have begun work on a new website, using the Content Management System Joomla. Joomla is a free program for website design, and it will drastically cut the time we spend updating the website once the design is finished. It also has a lot of very nice features that will really make the next version of our website 'pop'.

Lyndy has been a great help in working on the broken Heat Exchanger, and preparing the very rough draft of the Technology section of the Long Range Plan. Both she and Carlen have worked wonders coordinating with CVI to iron out the few remaining kinks following our fall computer upgrades.

Rummanah designed this year's Adult Winter Reading Program, which is entitled 'A Sneak Peak at the Oscars.' In addition to putting a lot of hard work into the program, her design is very creative as well.

Lastly, I cannot resist passing a little praise my own direction. The two benches and bike rack arrived with 'some assembly required;' assembling them myself was quite possibly the most fun I had this month! Lyndy handled putting varnish on the benches; they looked nice straight out of the box, but I think they really glow with the extra treatment.

Children's Services

Martha and Eliza were our library Elves this year, reading books to children as part of the library's participation in the 'It's a Wonderful Life...In Lake Bluff' community program. They both had a blast and so did the kids.

For the second straight year, Eliza and Donna rolled out a plethora of board, computer, and video games for 'International Games Day.' It

was well attended, and has been a fun and creative addition to our annual calendar of events.

Our fall 'Paws for a Tale' program has wrapped up. This program, which provides children who are struggling to learn to read the chance to read aloud to a non-judgmental specially trained dog, has been incredibly well received since we began offering it a few years ago. The dogs, provided by the Schmude family, are great and the kids absolutely love them.

Receipt Printers

Our new receipt printers (the old ones proved not to be Windows 7 compatible) have been installed and are in use. As Thermal Printers they are a lightning fast upgrade from the dot matrix machines we have had in the past. With the most recent upgrades to our Integrated Library System we did lose the ability to make 'no receipt' the default setting. We have, for years, resisted doing away with the due date slips, as most libraries' already have, and kept the stamps as the default and the receipts as an option. I have decided, with the staff's input, that we have arrived at the time to let the stamps go.

- The library would save money by committing to 1 option. The annual cost of the Thermal Paper for the Receipt Printers is half that of the labels and slips. We would save \$260 per year.
- Eliminating stamping will significantly speed up the check-out process, something that we very much need.
- The printed receipts are more accurate and clear (the usual advantage computers hold over humans), and patrons can check their accounts online or call the library if necessary.

- Stamping results in cumulative damage to items, particularly but not exclusively to AV items, resulting in replaced items and/or replaced cases.

These are the primary reasons, but there are many others. The staff is overwhelmingly in favor of the change. We will do as much advertising, announcing, etc. as we can in advance of March 1, 2013 when we will officially stop stamping.

Software and Technology Upgrades

At the November meeting of the Board, simultaneously changing our Integrated Library System (ILS) vendor and Network Maintenance Provider was discussed. Per that request, we have begun tracking down Network Maintenance Providers who could provide us with a bid. However, in talking with Lyndy, Tim Kregor, and also some ILS vendors and LAN Network Maintenance companies I am not certain this is the best course. It is our, mine and Lyndy's, strong recommendation that the LAN Network Maintenance Provider not be changed at the same time that we change software and hardware. A new company, coming in at the same time that we change our ILS would need to simultaneously learn the organization of the network and then work closely with a new ILS vendor to facilitate major changes to one of its most substantial components. Computer View Inc. (CVI) is certainly not flawless, but they have been reliable when we needed them to coordinate projects like our recent Windows 7 OS upgrade. They know our system very well (they essentially built it) and we have confidence in their ability to complete this task. They may not be the company we choose for support in the long term, but we, Lyndy and I, strongly recommend retaining them for the next Fiscal Year while we transition

to our new ILS. I have included (Pages 14A and 14B) a comparison between what CVI and TLC provide and do, that was prepared by Lyndy.

I would propose the following course for the upgrades:

1. Install the new servers May 1, 2013.
2. Renew TLC for a further 6 months, until the fall of 2013.
3. Upgrade to a new ILS vendor over the ensuing summer of 2013, so that all issues have been worked out prior to going live.
4. Select a Network Maintenance Company (current or new) in the spring of 2014.

If it remains the Boards desire to change the hardware, ILS software, and Network Maintenance Provider at the same time next spring, the library staff and I will do our best to see that it happens as smoothly as is possible. And, if I gather information that suggests we can do this quicker I will certainly change my proposed itinerary.

Potential Projects for Fiscal Year 2013-2014

We are currently on pace to end the year with \$471,588 in Reserve Funds, about 55% of our operating budget for Fiscal Year 2013-2014, according to the accountants at Village Hall. My understanding is that it remains the intent of the Board of Library Trustees to undertake a building project using Reserve Funds in the upcoming years to extend the library building to the west. I have attached a copy of architect Tiffany Nash's drawing envisioning Phase 2 of the renovation. This plan is, by no means, writ in stone; I wouldn't even go as far as saying it was written in clay. Tiffany stated that she guessed Phase 2 would cost around \$300,000-350,000, though I think this is a very low estimate. With \$250,000 to spend without going below 25% of next year's

operating budget we don't have the Reserve Funds to take on this project right now. I plan to meet with Tiffany and get further information.

I do believe that, before the library takes the steps to expand its footprint, the library has issues that need to be addressed. Two pressing issues that cannot be addressed using Reserve Funds, the need to address staff levels/organization and the growing costs of maintaining support for still popular physical items while feeding the growing demand for eBooks and eAudiobooks, will likely take up (at minimum) the levy increase this year. As a result, for those issues that need addressing in the near future and can be paid for using Reserve Funds, I recommend paying for using some of our Reserves in the coming Fiscal Year.

Before we discuss what the Library might use the Reserve Funds for, however, I have to ask the Board the most central question: **does the Board wish to use Reserve Funds in the coming Fiscal Year?**

My second question is, regardless of the answer to the above, **what projects listed in the attached spreadsheet would the Board like to see addressed in the Budget for the coming year?**

The list of issues is attached; the items highlighted in red are those that I recommend the library undertake in the next year, as Lyndy and I consider them the most pressing. **My recommendation as Director is that, at minimum, the items highlighted in red on the sheet and totaling \$72,000 be addressed with Reserve Funds in the coming Fiscal Year.** Finding that amount of money in our operating budget for the next Fiscal Year would be possible only with severe cuts elsewhere (i.e. we stop buying Fiction and providing programs).

If the Board would like to pursue further landscaping, I recommend allotting Reserve Funds for that as well. Given that future potential expansion of the building to the west would affect our shelving situation, I recommend replacing the shelves as part of that larger project (this is one reason why I think Tiffany's estimate for Phase 2 will turn out to be very low). This would need to be reevaluated if we received a professional opinion that the shelves cannot be trusted to last until that project commences.

Landscape Update

Other than the John Sheppard Bench, which is custom work that has not been finished, the landscape project is complete. All of the various pieces, put together, cost \$33,745.79. The library spent \$27,276.70, the Friends of the Library donated \$6,469.09, and 2 other donors contributed \$330. The majority of the \$330 came from Margaret Abel, who paid for 1 of the Paperbark Maples (the one that isn't next to a garbage can), as a memorial to her recently deceased husband. I sent her a letter of thanks, and will look into ways that we might appropriately honor the memorial gift (plaque, etc.). Of the \$31,854.68 the library had directly at its disposal for the project, \$7,181.71 remains thanks to careful planning and generous donations. See attached for the full breakdown of expenses.

Wood Building Heat Exchanger Update

Lyndy and I sought bids for replacing the heat exchanger in the Wood Building Heater. The bidders were unanimous in recommending that given the age of the unit, its condition, and the high labor expense of getting the unit out of its cramped confines to do any repair work that we acquire a new Heater instead. The cost of putting in an aluminum

Heat Exchanger with a one year warranty alone would have been \$2,700 to \$3,000; the cost of a new Heater with a 10 year warranty on parts and a stainless steel Heat Exchanger better suited to our needs will be only \$4,700. Ireland Heating was easily the low bidder; the unit requires some custom design (a result of the original design of the Wood Building) and will arrive in 3-4 weeks. In the meantime, Ireland has caulked the crack in the Heat Exchanger allowing the temporary restoration of heat to the Museum, the Preschool Room, and (blissfully) the Director's Office.

Open Meetings Act

January 1 is the deadline for completing the Open Meetings Act online training. If you have not taken it already, please do so and drop off a copy of the Certificate of Completion to be kept on file at the library. The URL is: <http://foia.ilattorneygeneral.net/>

I'm available to help, or answer any questions you may have.

2011-2012 Audit

We have received the final copy of the 2011-2012 Audit. As Marlene and Susan stated when they visited, it was a good audit with no red flags.

Monthly Statistics Summary

November 2012

12A

Circulation

November

Year	Circulations per Hour	Total
2012-13	39.1	8,638
2011-12	36.3	8,679
2010-11	21.5	7,599

Fiscal Year to Date

Total	Percent Change	Adult	Juvenile	Adult Fiction	Adult Non-Fiction	Audio Visual	ILL	
							Borrowed	Lent
68,383	17.82%	37,346	27,148	9,083	5,546	23,332	994	225
58,042	-3.35%	33,015	22,127	9,964	4,578	18,856	861	201
60,056	N/A	33,750	24,469	10,990	5,703	21,866	1,040	462

User Visits

November

Year	Per Hour	Total
2012-13	27.9	6,157
2011-12	26.6	6,369
2010-11	21.5	4,752

Fiscal Year to Date

Avg. Per Hour	Total Visits
32.7	52,664
27.7	43,708
26.2	41,705

Materials Acquired and Withdrawn

November

Year	Total	
	Aquired	Withdrawn
2012-13	625	281
2011-12	560	433
2010-11	367	107

Fiscal Year to Date

Total		Adult		Juvenile		Audio Visual	
Aquired	Withdrawn	Aquired	Withdrawn	Aquired	Withdrawn	Aquired	Withdrawn
4,345	5,471	2,949	3,839	1,396	1,632	596	391
4,287	3,866	3,047	2,977	3,866	889	607	391
3,416	3,442	2,279	2,444	3,416	998	546	163

Online Access

Downloaded Materials

November

Year	Downloads	
	Books	Music
2012-13	298	182
2011-12	264	222
2010-11	89	NA.

Fiscal Year to Date

Downloads	
Books	Music
2,015	1,574
1,388	1,342
504	NA.

Website Usage

Fiscal Year to Date

Site Visits	
Unique Visitors	Page Loads
41,996	62,705
36,765	56,119
40,896	64,847

Technology Infrastructure

It is the goal of the Lake Bluff Public Library to maintain an up to date computer network for both staff and patrons. The library currently owns a total of 29 desktop computers (18 for the public and 11 for staff), 1 laptop (for staff), and 3 servers.

In consultation with Computer View Inc. (CVI), our current network support management firm, a plan has been established to upgrade this equipment and the software that accompanies it on a 3 year cycle. The hardware (see attached) can be accounted for relatively easily. Software upgrades are much harder to predict; they are not only harder to foresee the release and price of, but the Integrated Library System (ILS) that our networks are established to protect and support must be compatible with any network upgrades. This usually takes time; our current ILS vendor, The Library Corporation (TLC), instructed their customers not to upgrade to Windows 7 for a year and a half after its release because the ILS would not run on that platform. Appropriate money will be set aside for software upgrades each year based on consultation with the library's network maintenance provider.

The library will transition to a virtual server system over the next 4 years. The advantage in such a system is that it is compact, emits less heat, and is far easier to upgrade than the traditional server system that the library currently possesses. There is a larger expense up front, but the system is cheaper to run and maintain in the long run.

The 11 staff computers see heavy use, as do 13 of the public use computers. The remaining 6 public computers are used for catalog access, preschool games, and do not require the durability and computing power of the other 23 computers. As such, computers that can no longer adequately be used for Cataloging, Microsoft Access, etc. can and should gain a second life as one of these 6 desktops. With 23 computers, and planning a 4 year schedule of replacement, 5-6 computers will be replaced each year.

- 2013-2014 Fiscal Year – 6 Computers Replaced
- 2014-2015 Fiscal Year – 6 Computers Replaced
- 2015-2016 Fiscal Year – 6 Computers Replaced
- 2016-2017 Fiscal Year – 5 Computers Replaced

The attached spreadsheet has the details of which computers will be replaced when.

For both servers and computers, the library will make all efforts to purchase rather than lease equipment. Purchasing equipment outright is inherently cheaper over the long run than leasing.

Hardware Budget for Next 4 Fiscal Years

2013-2014

2013-2014	Cost
6 Computers	\$7,500.00
Virtual Server	\$12,000.00

Total	\$19,500.00
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2014-2015	Cost
6 Computers	\$7,500.00
Firewall Server	\$4,000.00
3 Access Points 802.11N	\$2,100.00

Total	\$13,600.00
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2015-2016	Cost
6 Computers	\$7,500.00
Websense 3 Year Renewal	\$2,000.00

Total	\$9,500.00
-------	------------

2016-2017	Cost
5 Computers	\$6,250.00
Websense 3 Year Renewal	\$2,000.00

Total	\$8,250.00
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NOTE: Prices include installation and setup fees.

Items in Green are recommended for purchase using Special Reserve Funds.

Desktop Computers Currently in Place at the Lake Bluff Public Library by Department (Nov. 2012)

Adult Staff and Circulation

Computer Name	Use	Current Computer Model	Computer Count	Model Year	Heavy Use?	Replacement Year
09S3	CARLEN	dc5750 Microtower	1	2012	Yes	2016-2017
09S4	CAROL	dc5750 Microtower	2	2012	Yes	2016-2017
03Z7	LYNDY	6000 Pro MT PC	3	2010	Yes	2015-2016
09S8	MARTHA	dc5750 Microtower	4	2012	Yes	2016-2017
09S7	GLORIA	dc5750 Microtower	5	2012	Yes	2016-2017
O299	REF	dc5750 Microtower	6	2012	Yes	2015-2016
O9JK	CIRCULATION 1	dc5750 Microtower	7	2008	Yes	2013-2014
O9JK	CIRCULATION 2	dc5750 Microtower	8	2008	Yes	2013-2014
03Z8	DIRECTOR	6000 Pro MT PC	9	2010	Yes	2015-2016

Adult Patron Use

Computer Name	Use	Current Computer Model	Computer Count	Model Year	Heavy Use?	Replacement Year
L9QG	COMPUTER ROOM	6005 Pro USDT	10	2011	Yes	2014-2015
OBQD	COMPUTER ROOM	6005 Pro USDT	11	2011	Yes	2014-2015
OBQF	COMPUTER ROOM	6005 Pro USDT	12	2011	Yes	2014-2015
OK67	COMPUTER ROOM	6005 Pro USDT	13	2011	Yes	2014-2015
19CP	COMPUTER ROOM	6005 Pro USDT	14	2011	Yes	2014-2015
2F6J	COMPUTER ROOM	6005 Pro USDT	15	2011	Yes	2014-2015
OFKJ	COMPUTER ROOM	dc5750 Microtower	16	2008	Yes	2013-2014
OFKL	COMPUTER ROOM	dc5750 Microtower	17	2008	Yes	2013-2014
OLO3	PC RESERVATION	dc5750 Microtower	18	2007	No	SWAP
1HYO	MAIN LEVEL CATALOG	dc5750 Microtower	19	2007	No	SWAP
1HXZ	UPPER LEVEL CATALOG	dc5750 Microtower	20	2007	No	SWAP

Children's Staff Use

Computer Name	Use	Current Computer Model	Computer Count	Model Year	Heavy Use?	Replacement Year
09S2	YOUTH REFERENCE	dc5750 Microtower	21	2012	Yes	2015-2016
OFKD	PRESCHOOL RM STAFF	dc5750 Microtower	22	2008	Yes	2013-2014

Children's Patron Use

Computer Name	Use	Current Computer Model	Computer Count	Model Year	Heavy Use?	Replacement Year
OFKC	YOUTH - INTERNET	dc5750 Microtower	23	2008	Yes	2015-2016
OFKF	YOUTH - INTERNET	dc5750 Microtower	24	2008	Yes	2015-2016
09S9	YOUTH - INTERNET	dc5750 Microtower	25	2012	Yes	2016-2017
09S5	YOUTH - INTERNET	dc5750 Microtower	26	2012	Yes	2016-2017
OFK8	Catalog / Pre-School	dc5750 Microtower	27	2008	No	SWAP
1HXY	Youth - Games	dc5750 Microtower	28	2007	No	SWAP
1HY1	Youth - Games	dc5750 Microtower	29	2007	No	SWAP

Model Key:

RED=Heavy Use and Pre-2010 Model	Green=Heavy Use, 2012 Model
ORANGE=Heavy Use, 2010 Model	Black=Low Use, Can Be Replaced
PURPLE=Heavy Use, 2011 Model	w/Discarded Computers

TLC & CVI

Who, What, Why and How

TLC = The Library Corporation

- ✓ provides the **ILS (Integrated Library System)** for the Library (ILS—aka- Library Automation System, or Library Management System.)

ILS is . . .

- A relational database
- Software to interact with that database
- Comprised of 2 user interfaces—Public and Staff sided
- Handles many facets of the library's work including:
 - Acquisitions – ordering, receiving, invoicing materials
 - Cataloging – classifying and indexing materials
 - Circulation – lending materials to patrons and receiving them back
 - Serials – tracking magazines and newspaper holdings
 - PAC – public interface for users (**Patron Access Catalog**)

CVI = Computer View Incorporated

- ✓ provides computer support, including –
 - System management of the Library's LAN including all servers, desktops, notebooks, printers and network devices
 - Consulting and system planning
 - Diagnosis and resolution issues
 - Routine preventative maintenance of network equipment
 - Telephone technical support
 - End user application support
 - Repair equipment with pickup and delivery

Services available outside our LAN Management Agreement @ an additional cost include –

- Installation and configuration of major system or component upgrades
- Software/internet programming services
- Equipment and or service costs not covered by vendor warranty
- Technical support for issues created by Library or other third parties

TLC – pros and cons:**Pro:**

- Familiar
- Less expensive
- Good support from vendor
- Good support from listserv – (ie other library users)

Con:

- No alpha sorting PAC results
- Confusing having two PAC interfaces
- Not fully compatible with our current IOS (Windows 7)

CVI – pros and cons:**Pro:**

- Familiar with our LAN
- Good value (based on recent enquiries)
- Loaner equipment provided
- Able/willing to create individual profiles

Con:

- Limited planning
- Seemingly less proactive about future planning than other possible vendors

Usage increases dramatically at Lake Bluff's library

BY LINDA BLASER | lblaser@pioneerlocal.com

LAKE BLUFF

The sleepy little library in Lake Bluff has become a hot spot of activity with record numbers of items being checked out and a need to accommodate an increase in after-school returns.

A larger walk-up drop-off slot has been installed at the new entrance that opened in the summer of 2011 as part of an overall interior renovation of the nearly 40-year-old structure. The book and media drop slot is part of an outdoor landscaping project completed in the last few weeks that includes the addition of two benches on a flagstone patio with Wi-Fi access expanded outdoors and an overall clean-up of plants in front of the library and Lake Bluff History Museum.

Looking at the circulation figures, it's easy to see why there was a need to provide more ways for library users to return the increasing numbers of items they check out.

In July, the busiest month to date in 2012, circulation topped 12,300 items. The slowest month in 2012 was September, with circulation at 8,385 items, which is more than the busiest month eight years ago. In 2004, circulation peaked in June at 6,945. The slowest month in 2004 was December, where circulation reached 3,952 items.

"The drive-up drop-box fills up every day and is overflowing on the weekend," Kathy Meieroff, a library member, said. "It's been sort of a good perfect storm."

Library Director Eric Bailey said circulation has increased in all collections and noted a particularly high jump in movie checkouts.



Lake Bluff Public Library patron Simon Moughamian peruses the book selection. Circulation has increased dramatically over the past several years. | MICHELLE LAVIGNE-Sun-Times Media

Just 10 years ago, video checkouts by adults numbered 985 for 2001 and 2002. In 2011 and 2012 so far, the running total of DVDs and Blu-rays checkouts has jumped dramatically to 20,454. Children's videos also have jumped from 1,343 checkouts in 2001-2002 to 9,300 in 2011-2012.

Adult fiction, the bread and butter of any library, has seen big increases from a circulation of 11,747 in 2001-2002 to 16,269 in 2011-2012. Library patrons also are using eBooks and eAudiobook downloads in ever-increasing numbers. In 2009-2010, Lake Bluff had 209 downloads. In 2011 and 2012, so far, that number

has jumped to 2,704.

"We were pretty sleepy. That is definitely not the case now," said Bailey, who has worked at the library for the past seven years.

"Like a lot of public libraries, we're seeing more use because of the recession, but we've increased even more since we finished our renovation."

The renovation project, which was financed as part of the general operating fund and through private donations, included moving DVDs and Blu-rays to a more centrally located area, changing the traffic pattern for checkouts, installing a new circulation desk and carving

out more accessible areas for online computer work and a new computer lab with eight workstations. New furniture and other spots for quiet reading also were arranged as well as a change in the lighting to make the library more warm and inviting.

"It has become a more important part of the community and is enjoying more widespread use within the community," Carole Stroh, a library board member for eight years, said. "I really think that the changes we made ... have contributed to greater use of the library."

"It's a well-organized, well-run library," said Meieroff. "We're very proud of it." ■