

March 5, 2012 Library Board Packet

agenda

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**Lake Bluff Public Library
Board of Library Trustees Meeting
Monday, March 5, 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 2/14/12 Regular Meeting **(action)**
- 4. February 2012 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages)**
 - a. Detailed Balance Sheet **(action)**
 - b. Detailed Revenue & Expense Report **(action)**
 - c. Detailed Revenue & Expense Report **(action)**
- 5. Approval of checks (Green Pages)**
 - a. Manual Checks (10405-10411 and 10413-10416) **(action)**
 - b. Monthly Checks (10417-10441) **(action)**
- 6. Opportunity for Public to Address the Board (limit 5 minutes per person per meeting)**
- 7. Old Business**
 - a. (None)
- 8. Director's Report**
 - a. Director's Narrative Report
 - b. Statistical Report
 - c. Announcements and Correspondence
 - d. Friends Meeting Attendee for January
 - e. Programs of Interest to Library Trustees
- 9. New Business**
 - a. Discussion of Grounds Maintenance **(possible action)**
 - b. Discussion of Public Copier/Printer **(possible action)**
 - c. Discussion of List of Building/Grounds Areas for Potential Improvement **(possible action)**
- 10. Committee Reports**
 - a. Finance Committee (Stroh, Marozsan, Gottshall)
 - b. Human Resources Committee (Gottshall, Bush)

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

11. Executive Session

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

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

13. Adjournment

Attachments:

Information on ILA Trustee Workshop
Per Capita Grant Letter
Article on Increase in Cost of eBooks
Worksheet on Public Printers/Copiers at Area Library's
Areas of Possible Improvement on Library Grounds

Upcoming Board Meetings: April 10, May 8, and June 12, 2012

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES
Regular Meeting
Tuesday, February 14, 2012

- 1. Call to Order:** The meeting was called to order at 7:00 p.m. by Board President John Marozsan. Roll was called and a quorum was established.

Present: Karen Bush, Julie Gottshall, John Marozsan, Kathy Meierhoff, Cal Stroh,
Romain Wojda

Absent: Judy Nickels

Library Staff Present: Director Eric Bailey, Carlen DeThorne

Members of the Public: none

- 2. Additions and Corrections to the Agenda:** Add to "Old Business" discussion of letter received from the Board of Directors of the LB History Museum.

- 3. Executive Session:**

To discuss the selection of a person to fill a public office in compliance with the Open Meetings Act, 5 ILCS 120/2(c)(3).

The Board did not go into Executive Session.

- 4. Appointment of New Trustee:**

Marozsan moved and Bush seconded a motion to appoint Romain Woidat to the open Lake Bluff Library Trustee position.

AYES: Bush, Gottshall, Marozsan, Meierhoff

NAYES: Stroh

ABSENT: Nickels

Whereupon, the new Trustee took the Oath of Office.

- 5. Approval of Minutes:** Stroh moved and Meierhoff seconded a motion to approve the minutes of the January 10, 2012 regular meeting, the January 31, 2012 special meeting.

AYES: all present

NAYES: none

ABSENT: Nickels

- 6. Approval of checks:** Gottshall moved and Stroh seconded the motion to approve manual check numbers 10356 – 10372 and monthly check numbers 10373 – 10404.

AYES: Bush, Gottshall, Marozsan, Meierhoff, Wojda

NAYES: none

ABSENT: Nickels

7. Approval of January 2012 Financial Report (for periods ending 1/31/12):

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

Meierhoff moved and Stroh seconded motion to approve Financial Reports.

AYES: Bush, Gottshall, Marozsan, Meierhoff, Stroh, Wojda

NAYES: none

ABSENT: Nickels

8. Opportunity for the Public to address the Board: none

9. Old Business:

- a. Discussion of lighting, sidewalk surrounding Library. Resolved: Grounds Committee to meet to address issues regarding Library exterior.
- b. Letter from History Museum Board of Directors. Resolved: Both parties have preserved their positions; no response required to Museum letter of February 7, 2012.

10. Director's Report:

- a. Director's Narrative Report
- b. Statistical Report
- c. Announcements and correspondence
- d. Friends meeting attendee for March 10, 2012 at 10am – Marozsan to attend.
Intergovernmental meeting attendee for March 13, 2012 at 6:30pm – Nickels or Meierhoff to attend.
- e. Programs of interest to Library Trustees – none

11. New Business:

- a. Budget for FY May 2012-April 2013: Stroh moved and Bush seconded a motion to approve the budget for FY May 2012-13.
AYES: Bush, Gottshall, Marozsan, Meierhoff, Stroh, Wojda
NAYES: none
ABSENT: Nickels
- b. Proposed Staff In-Service Day (9/12/12). Marozsan moved and Meierhoff seconded a motion to approve a staff in-service half day in September 2012 and March 2013.
AYES: all present
NAYES: none
ABSENT: Nickels
- c. Letter regarding improperly issued non-resident accounts. Resolved: Approved to send.
- d. Smoking near Library entrance. Bush moved and Wojda seconded a motion to approve a change to Library policy to address smoking outside the entrance of the building.
AYES: all present
NAYES: none
ABSENT: Nickels

DATE: 03/02/2012
 TIME: 09:25:22
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Lake Bluff Public Library

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

4A PAGE: 1
 F-YR: 12

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 10 PERIODS ENDING FEBRUARY 28, 2012

ACCOUNT #	DESCRIPTION	BALANCE 05/01/11	NET DEBITS	NET CREDITS	BALANCE 02/28/12
ASSETS					
DUE TO/FROM ACCOUNTS					
80-00-100-10000	DUE TO/FROM OTHER FUNDS	(4,888.06)			
80-00-100-20000	LIB GR FND DUE TO/FROM DETAIL	0.00	345,420.73	48,274.84	292,257.83
TOTAL DUE TO/FROM ACCOUNTS		(4,888.06)	0.00	0.00	0.00
CASH & INVESTMENTS					
80-10-101-10000	CHECKING ACCOUNT	16,161.87	345,420.73	48,274.84	292,257.83
80-10-101-10001	CASH BOX OVER/SHORT	0.00			
80-10-101-11000	MONEY MARKET ACCOUNT	0.00	513,366.57	495,043.35	34,485.09
80-10-101-12000	SAVINGS ACCOUNT	361,680.84	51.15	394.12	(342.97)
80-10-101-12100	N TR WEED & FEED CHECKING ACCT	0.00	645,892.05	877,381.76	130,191.13
80-10-101-13000	PETTY CASH	0.00	0.00	0.00	0.00
80-10-101-15000	INVESTMENTS	150.00	0.00	0.00	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	150.00
80-10-101-15110	ILLINOIS FUND	0.00	0.00	0.00	0.00
80-10-101-15111	ILLINOIS FUNDS - GRANTS	300,837.07	0.00	0.00	0.00
TOTAL CASH & INVESTMENTS		1.80	982,432.63	867,899.00	415,370.70
		678,831.58	0.00	0.00	1.80
RECEIVABLES					
80-10-201-15000	ACCOUNTS RECEIVABLE	0.00	2,141,742.40	2,240,718.23	579,855.75
80-10-201-15200	PROPERTY TAX RECEIVABLE	785,105.78	0.00	0.00	0.00
80-10-201-35000	INTEREST RECEIVABLE	0.00	0.00	0.00	785,105.78
80-10-201-37000	OTHER RECEIVABLE	0.00	0.00	0.00	0.00
TOTAL RECEIVABLES		785,105.78	0.00	0.00	0.00
OTHER ASSETS					
80-10-301-37100	DUE FROM THE VILLAGE	194.39	0.00	0.00	785,105.78
80-10-301-55000	PREPAID EXPENSES	2,510.00	856,573.34	856,767.73	0.00
TOTAL OTHER ASSETS		2,704.39	0.00	2,510.00	0.00
TOTAL ASSETS		1,461,753.69	3,343,736.47	3,148,270.80	1,657,219.36
LIABILITIES AND FUND EQUITY					
LIABILITIES					
PAYABLES					
80-20-102-20000	ACCOUNTS PAYABLE	42,438.51	346,203.37	324,412.32	20,647.46
80-20-102-41000	SOCIAL SECURITY TAX PAYABLE	0.00	40,346.77	40,346.77	0.00

Lake Bluff Public Library

-- VILLAGE OF LAKE BLUFF --
DETAILED BALANCE SHEET

4B

PAGE: 2
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FUND: LAKE BLUFF PUBLIC LIBRARY
FOR 10 PERIODS ENDING FEBRUARY 28, 2012

ACCOUNT #	DESCRIPTION	BALANCE 05/01/11	NET DEBITS	NET CREDITS	BALANCE 02/28/12
LIABILITIES					
PAYABLES					
80-20-102-42000	FEDERAL INCOME TAX PAYABLE	0.00	30,788.01	30,788.01	0.00
80-20-102-43000	STATE INCOME TAX PAYABLE	0.00	13,118.75	13,118.75	0.00
80-20-102-44000	IMRF PAYABLE	0.00	41,460.56	41,460.56	0.00
80-20-102-45000	ICMA 457 PLAN PAYABLE	0.00	19,300.00	19,300.00	0.00
80-20-102-46000	MEDICAL INSURANCE PAYABLE	0.00	0.00	0.00	0.00
80-20-102-65000	LIBRARY FLEXIBLE BENEFIT PAYAB	0.00	2,470.80	2,470.80	0.00
80-20-102-66000	LIBRARY HSA PAYABLE	0.00	3,915.00	3,915.00	0.00
80-20-102-70000	OTHER SHORT TERM LIABILITIES	0.00	0.00	0.00	0.00
TOTAL PAYABLES		42,438.51	497,603.26	475,812.21	20,647.46
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	497,603.26	475,812.21	820,490.69
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	217,256.72	217,256.72

Lake Bluff Public Library

DATE: 03/02/2012
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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 10 PERIODS ENDING FEBRUARY 28, 2012

5A PAGE: 1
 F-YR: 12

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: REVENUES

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
PROPERTY TAXES							
80-40-103-10000	LIBRARY PROPERTY TAX	0.00	0.00	782,229.09	779,602.48	780,709.00	100.1%
TOTAL REVENUES: PROPERTY TAXES		0.00	0.00	782,229.09	779,602.48	780,709.00	100.1%
SERVICES & FEES							
80-40-403-48300	PHOTO-COPY CHARGES	174.90	128.70	1,492.95	1,560.65	1,700.00	87.8%
80-40-403-48500	NON-RESIDENT FEES	1,146.82	745.80	5,950.37	4,234.13	4,200.00	141.6%
TOTAL REVENUES: SERVICES & FEES		1,321.72	874.50	7,443.32	5,794.78	5,900.00	126.1%
FINES							
80-40-503-65000	RENTAL FINES	1,109.85	868.98	10,226.63	11,374.00	12,000.00	85.2%
TOTAL REVENUES: FINES		1,109.85	868.98	10,226.63	11,374.00	12,000.00	85.2%
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	59.35	0.00	0.00	1,404.00	6,500.00	0.0%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	0.31	232.65	516.71	1,313.63	1,000.00	51.6%
80-40-603-78001	RESTRICTED DONATIONS	0.00	5.96	295.33	15,450.27	0.00	100.0%
80-40-603-78002	VCLA EQUITY DONATION	0.00	0.00	18,737.23	25.00	0.00	100.0%
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	101.74	49.40	3,884.83	1,263.72	1,200.00	323.7%
TOTAL REVENUES: MISCELLANEOUS		161.40	288.01	23,434.10	19,456.62	8,700.00	269.3%
TOTAL REVENUES: REVENUES		2,592.97	2,031.49	823,333.14	816,227.88	807,309.00	101.9%
TOTAL FUND REVENUES		2,592.97	2,031.49	823,333.14	816,227.88	807,309.00	101.9%

Lake Bluff Public Library

DATE: 03/02/2012
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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 10 PERIODS ENDING FEBRUARY 28, 2012

5B PAGE: 2
 F-YR: 12

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
LIBRARY SERVICES							
80-60-001-40000	LIBRARIAN SALARIES	16,835.86	20,895.72	211,321.81	210,858.37	274,499.00	76.9%
80-60-001-40050	STAFF SALARIES	12,372.17	8,561.61	98,423.03	84,652.14	112,710.00	87.3%
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	3,099.81	3,052.85	34,921.01	40,321.31	50,500.00	69.1%
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	210.00	290.00	2,500.00	8.4%
80-60-001-40950	EMPLOYER IMRF	2,973.94	2,876.57	29,560.57	28,808.13	37,500.00	78.8%
80-60-001-40951	EMPLOYER FICA TAX	2,185.15	2,204.40	23,206.97	22,358.34	30,500.00	76.0%
80-60-001-41000	BUILDING MAINTENANCE	996.25	2,049.23	22,156.50	22,620.26	19,000.00	116.6%
80-60-001-41020	ELEVATOR MAINTENANCE	200.00	198.46	1,733.94	1,519.55	2,500.00	69.3%
80-60-001-41050	GROUPS MAINTENANCE	0.00	780.00	5,243.00	5,295.50	11,000.00	47.6%
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	99.00	0.00	0.00	-100.0%
80-60-001-41303	COPIER MAINTENANCE/SUPPLIES	137.06	137.06	2,753.93	3,392.76	4,500.00	61.1%
80-60-001-41304	OTHER PROFESSIONAL SERVICES	543.75	0.00	7,560.79	9,270.00	6,500.00	116.3%
80-60-001-41305	COMPUTER SERVICES	0.00	0.00	16,689.65	19,384.68	27,000.00	61.8%
80-60-001-41350	LEGAL SERVICES	0.00	0.00	630.00	184.00	2,500.00	25.2%
80-60-001-42400	PROFESSIONAL DEVELOPMENT	0.00	875.00	2,710.49	2,925.00	6,500.00	41.6%
80-60-001-42440	DUES	0.00	0.00	2,118.00	1,683.60	3,000.00	70.6%
80-60-001-43230	UTILITIES	416.06	436.02	4,873.01	5,553.49	9,500.00	51.2%
80-60-001-43300	POSTAGE	0.00	4.24	2,163.86	1,316.44	3,500.00	61.8%
80-60-001-43400	PRINTING/E-NEWSLETTER	1,656.97	1,604.49	6,685.95	6,739.32	8,000.00	83.5%
80-60-001-43550	OFFICE SUPPLIES	1,237.08	400.33	5,487.14	3,418.92	6,000.00	91.4%
80-60-001-43570	OPERATING SUPPLIES	0.00	0.00	0.00	31.93	0.00	0.0%
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	213.59	178.70	1,168.24	1,132.00	3,000.00	38.9%
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	195.90	147.96	4,955.72	2,661.24	4,000.00	123.8%
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	18.09	63.19	930.41	549.27	1,000.00	93.0%
80-60-001-43710	ADULT PROGRAM SUPPLIES	200.00	150.00	3,637.73	3,074.26	4,000.00	90.9%
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	264.00	461.64	5,907.04	6,237.04	7,000.00	84.3%
80-60-001-44800	PER CAPITA GRANT	0.00	32.00	825.61	1,565.93	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	(425.00)	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	862.67	452.88	14,675.63	14,438.72	20,000.00	73.3%
80-60-001-45100	ADULT FICTION BOOKS	1,094.65	1,899.24	14,157.70	13,264.70	16,000.00	88.4%
80-60-001-45110	ADULT LARGE PRINT MATERIAL	0.00	3.38	520.03	781.20	1,000.00	52.0%
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	611.00	794.94	9,097.75	12,605.88	13,500.00	67.3%
80-60-001-45220	ADULT REFERENCE/E-REFER	0.00	0.00	4,190.00	1,202.62	15,000.00	27.9%
80-60-001-45300	ADULT REFERENCE MATERIAL	0.00	3,606.30	6,112.82	10,170.12	0.00	-100.0%
80-60-001-45400	JUVENILE NON-FICTION	49.93	275.57	6,261.82	2,539.19	7,500.00	83.4%
80-60-001-45410	PICTURE BOOKS, READERS	444.03	610.48	4,863.63	3,926.99	6,000.00	81.0%
80-60-001-45420	JUVENILE FICTION	467.36	1,056.41	5,819.34	5,336.36	7,300.00	79.7%

Lake Bluff Public Library

DATE: 03/02/2012
 TIME: 09:33:31
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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 10 PERIODS ENDING FEBRUARY 28, 2012

50 PAGE: 3
 F-YR: 12

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
LIBRARY SERVICES							
80-60-001-45430	JUVENILE AUDIO-VISUAL	0.00	184.97	2,515.57	2,136.75	4,000.00	62.8%
80-60-001-45440	JUVENILE REFERENCE	0.00	0.00	110.81	30.02	0.00	-100.0%
80-60-001-45450	TEEN BOOKS	15.62	209.92	2,127.47	2,208.67	3,000.00	70.9%
80-60-001-45500	PERIODICALS	676.38	269.00	5,773.44	3,805.72	8,500.00	67.9%
80-60-001-45510	VIDEO GAMES	39.99	0.00	1,549.80	728.71	2,300.00	67.3%
80-60-001-45600	PATRON & STAFF SOFTWARE	0.00	0.00	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	11,424.00	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	0.00	0.00	1,797.92	384.16	0.00	-100.0%
80-60-001-46000	MISCELLANEOUS EXPENSES	46.90	0.00	869.72	222.45	2,000.00	43.4%
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	636.00	0.00	1,873.13	0.00	0.00	-100.0%
80-60-001-49000	LIBRARY FURNISHINGS	290.19	0.00	3,442.68	0.00	10,000.00	34.4%
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	4,941.29	4,238.00	13,000.00	38.0%
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	881.35	234.00	4,500.00	19.5%
80-60-001-50000	CONTINGENCY	0.00	0.00	2,150.12	7,867.00	20,000.00	10.7%
TOTAL EXPENSES: LIBRARY SERVICES		48,780.40	54,047.56	606,076.42	587,619.74	807,309.00	75.0%
TOTAL EXPENSES: LIBRARY ADMINISTRATION		48,780.40	54,047.56	606,076.42	587,619.74	807,309.00	75.0%
TOTAL FUND EXPENSES		48,780.40	54,047.56	606,076.42	587,619.74	807,309.00	75.0%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 10 PERIODS ENDING FEBRUARY 28, 2012

5D PAGE: 4
 F-YR: 12

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

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

TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	0.00	276,091.77	0.00	0.00	-100.0%
TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	0.00	276,091.77	0.00	0.00	-100.0%
TOTAL FUND EXPENSES		48,780.40	54,047.56	882,168.19	587,619.74	807,309.00	109.2%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 10 PERIODS ENDING FEBRUARY 28, 2012

5E PAGE: 5
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ACCOUNT NUMBER	DESCRIPTION	FEBRUARY 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			
82-40-603-75000	INTEREST EARNINGS	0.11	1.48	1.75	4.43	6,184.00	0.0%
82-40-603-78000	UNRESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.00	0.00	100.0%
82-40-603-78100	RESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.00	10,000.00	0.0%
82-40-603-78200	TECH-4-U DONATIONS	0.00	0.00	0.00	0.00	20,000.00	0.0%
TOTAL REVENUES: MISCELLANEOUS		0.11	1.48	1.75	4.43	0.00	0.0%
TOTAL REVENUES: BIR MEMORIAL FUND REVENUES		0.11	1.48	1.75	4.43	36,184.00	0.0%
TOTAL FUND REVENUES		2,593.08	2,032.97	823,334.89	816,232.31	36,184.00	0.0%
						843,493.00	97.6%

Lake Bluff Public Library

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 10 PERIODS ENDING FEBRUARY 28, 2012

5F PAGE: 6
 F-YR: 12

FUND: LIBRARY BIRD MEMORIAL FUND
 DEPT: BIRD MEMORIAL EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY 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	269.10	9,491.70	889.15	6,184.00	153.4%
82-60-001-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	52.88	0.00	0.0%
82-60-001-44901	PATTI MANNELLY MEMORIAL EXPEND	0.00	0.00	0.00	0.00	0.00	0.0%
82-60-001-49000	BIRD MEMORIAL - CHILDRENS LIBR	0.00	0.00	0.00	0.00	3,000.00	0.0%
82-60-001-49350	TECH-4-U AUTOMATION EXPENDITUR	0.00	0.00	0.00	0.00	0.00	0.0%
82-60-001-49600	HVAC SYSTEM	0.00	0.00	0.00	0.00	0.00	0.0%
82-60-001-99999	UNDEFINED/TEMP EXPENSE ACCT	0.00	0.00	0.00	0.00	30,000.00	0.0%
TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	269.10	9,491.70	942.03	39,184.00	24.2%
----- CONTRACTUAL & COMMODITIES -----							
82-60-002-43570	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.0%
82-60-002-45000	BIRD MEMORIAL EXPENSES	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL EXPENSES: CONTRACTUAL & COMMODITIES		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL EXPENSES: BIRD MEMORIAL EXPENDITURES		0.00	269.10	9,491.70	942.03	39,184.00	24.2%
TOTAL FUND EXPENSES		48,780.40	54,316.66	891,659.89	588,561.77	846,493.00	105.3%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 10 PERIODS ENDING FEBRUARY 28, 2012

6A PAGE: 1
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FUND: LAKE BLUFF PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY BUDGET	FEBRUARY 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	0.00	100.0	780,709.00	782,229.09	0.1
TOTAL PROPERTY TAXES		65,059.08	0.00	100.0	780,709.00	782,229.09	0.1
SERVICES & FEES							
80-40-403-48300	PHOTO-COPY CHARGES	141.66	174.90	23.4	1,700.00	1,492.95	(12.1)
80-40-403-48500	NON-RESIDENT FEES	350.00	1,146.82	227.6	4,200.00	5,950.37	41.6
TOTAL SERVICES & FEES		491.66	1,321.72	168.8	5,900.00	7,443.32	26.1
FINES							
80-40-503-65000	RENTAL FINES	1,000.00	1,109.85	10.9	12,000.00	10,226.63	(14.7)
TOTAL FINES		1,000.00	1,109.85	10.9	12,000.00	10,226.63	(14.7)
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	541.66	0.00	100.0	6,500.00	0.00	100.0
80-40-603-75000	INTEREST EARNINGS	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-78000	DONATIONS/CONTRIBUTIONS	83.33	59.35	(28.7)	1,000.00	516.71	(48.3)
80-40-603-78001	RESTRICTED DONATIONS	0.00	0.31	100.0	0.00	295.33	100.0
80-40-603-78002	VCLA EQUITY DONATION	0.00	0.00	0.0	0.00	18,737.23	100.0
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	100.00	101.74	1.7	0.00	0.00	0.0
TOTAL MISCELLANEOUS		724.99	161.40	(77.7)	8,700.00	23,434.10	169.3
TOTAL REVENUES: REVENUES		67,275.73	2,592.97	(96.1)	807,309.00	823,333.14	1.9
LIBRARY ADMINISTRATION EXPENSES							
LIBRARY SERVICES							
80-60-001-40000	LIBRARIAN SALARIES	22,874.91	16,835.86	26.4	274,499.00	211,321.81	23.0
80-60-001-40050	STAFF SALARIES	9,392.50	12,372.17	(31.7)	112,710.00	98,423.03	12.6
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 10 PERIODS ENDING FEBRUARY 28, 2012

GB PAGE: 2
 F-YR: 12

FUND: LAKE BLUFF PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY BUDGET	FEBRUARY 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	4,208.33	3,099.81	26.3	50,500.00	34,921.01	30.8
80-60-001-40750	PROFESSIONAL INSURANCE & BONDS	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-40900	OTHER EMPLOYEE BENEFITS	208.33	0.00	100.0	2,500.00	210.00	91.6
80-60-001-40950	EMPLOYER IMRF	3,125.00	2,973.94	4.8	37,500.00	29,560.57	21.1
80-60-001-40951	EMPLOYER FICA TAX	2,541.66	2,185.15	14.0	30,500.00	23,206.97	23.9
80-60-001-41000	BUILDING MAINTENANCE	1,583.33	996.25	37.0	19,000.00	22,156.50	(16.6)
80-60-001-41020	ELEVATOR MAINTENANCE	208.33	200.00	4.0	2,500.00	1,733.94	30.6
80-60-001-41050	GROUNDS MAINTENANCE	916.66	0.00	100.0	11,000.00	5,243.00	52.3
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	99.00	100.0
80-60-001-41303	COPIER MAINTENANCE/SUPPLIES	375.00	137.06	63.4	4,500.00	2,753.93	38.8
80-60-001-41304	OTHER PROFESSIONAL SERVICES	541.66	543.75	(0.3)	6,500.00	7,560.79	(16.3)
80-60-001-41305	COMPUTER SERVICES	2,250.00	0.00	100.0	27,000.00	16,689.65	38.1
80-60-001-41350	LEGAL SERVICES	208.33	0.00	100.0	2,500.00	630.00	74.8
80-60-001-42400	PROFESSIONAL DEVELOPMENT	541.66	0.00	100.0	6,500.00	2,710.49	58.3
80-60-001-42440	DUES	250.00	0.00	100.0	3,000.00	2,118.00	29.4
80-60-001-43230	UTILITIES	791.66	416.06	47.4	9,500.00	4,873.01	48.7
80-60-001-43300	POSTAGE	291.66	0.00	100.0	3,500.00	2,163.86	38.1
80-60-001-43400	PRINTING/E-NEWSLETTER	666.66	1,656.97	(148.5)	8,000.00	6,685.95	16.4
80-60-001-43550	OFFICE SUPPLIES	500.00	1,237.08	(147.4)	6,000.00	5,487.14	8.5
80-60-001-43570	OPERATING SUPPLIES	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	250.00	213.59	14.5	3,000.00	1,168.24	61.0
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	333.33	195.90	41.2	4,000.00	4,955.72	(23.8)
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	83.33	18.09	78.2	1,000.00	930.41	6.9
80-60-001-43710	ADULT PROGRAM SUPPLIES	333.33	200.00	40.0	4,000.00	3,637.73	9.0
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	583.33	264.00	54.7	7,000.00	5,907.04	15.6
80-60-001-44800	PER CAPITA GRANT	0.00	0.00	0.0	0.00	825.61	100.0
80-60-001-44850	ROSSI GRANT	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-44870	PROGRAM EXPENSES	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-44900	"WEED AND FEED" GRANT	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-44901	PATTI MANNELLY MEMORIAL GRANT	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-45000	ADULT NON-FICTION BOOKS	1,666.66	862.67	48.2	20,000.00	14,675.63	26.6
80-60-001-45100	ADULT FICTION BOOKS	1,333.33	1,094.65	17.9	16,000.00	14,157.70	11.5
80-60-001-45110	ADULT LARGE PRINT MATERIAL	83.33	0.00	100.0	1,000.00	520.03	48.0
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	1,125.00	611.00	45.6	13,500.00	9,097.75	32.6
80-60-001-45220	ADULT REFERENCE/E-REFER	1,250.00	0.00	100.0	15,000.00	4,190.00	72.0
80-60-001-45300	ADULT REFERENCE MATERIAL	0.00	0.00	0.0	0.00	6,112.82	100.0
80-60-001-45400	JUVENILE NON-FICTION	625.00	49.93	92.0	7,500.00	6,261.82	16.5
80-60-001-45410	PICTURE BOOKS, READERS	500.00	444.03	11.1	6,000.00	4,863.63	18.9
80-60-001-45420	JUVENILE FICTION	608.33	467.36	23.1	7,300.00	5,819.34	20.2
80-60-001-45430	JUVENILE AUDIO-VISUAL	333.33	0.00	100.0	4,000.00	2,515.57	37.1

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 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 10 PERIODS ENDING FEBRUARY 28, 2012

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FUND: LAKE BLUFF PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY BUDGET	FEBRUARY 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	110.81	100.0
80-60-001-45450	TEEN BOOKS	250.00	15.62	93.7	3,000.00	2,127.47	29.0
80-60-001-45500	PERIODICALS	708.33	676.38	4.5	8,500.00	5,773.44	32.0
80-60-001-45510	VIDEO GAMES	191.66	39.99	79.1	2,300.00	1,549.80	32.6
80-60-001-45600	PATRON & STAFF SOFTWARE	333.33	0.00	100.0	4,000.00	3,275.00	18.1
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	1,083.33	0.00	100.0	13,000.00	13,096.00	(0.7)
80-60-001-45700	BRANCH MATERIALS	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-45900	MINOR EQUIPMENT	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-46000	MISCELLANEOUS EXPENSES	166.66	46.90	71.8	2,000.00	1,797.92	100.0
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	0.00	636.00	100.0	0.00	869.72	56.5
80-60-001-49000	LIBRARY FURNISHINGS	833.33	290.19	65.1	10,000.00	3,442.68	65.5
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	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-49350	COMPUTER EQUIPMENT	1,083.33	0.00	100.0	13,000.00	4,941.29	61.9
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	881.35	80.4
80-60-001-50000	CONTINGENCY	1,666.66	0.00	100.0	20,000.00	2,150.12	89.2
TOTAL LIBRARY SERVICES		67,275.61	48,780.40	27.4	807,309.00	606,076.42	24.9
TOTAL EXPENSES: LIBRARY ADMINISTRATION		67,275.61	48,780.40	27.4	807,309.00	606,076.42	24.9
TOTAL FUND REVENUES							
TOTAL FUND EXPENSES		67,275.73	2,592.97	(96.1)	807,309.00	823,333.14	1.9
FUND SURPLUS (DEFICIT)		67,275.61	48,780.40	27.4	807,309.00	606,076.42	24.9
		0.12	(46,187.43)	(9625.0)	0.00	217,256.72	100.0

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 FOR 10 PERIODS ENDING FEBRUARY 28, 2012

6D PAGE: 4
 F-YR: 12

FUND: LIBRARY BLG RENOVATION FUND

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

---	UNDEFINED CODE	---					
EXPENSES							
---	UNDEFINED CODE	---					
81-60-001-49000	LIBRARY FURNISHINGS	0.00	0.00	0.0	0.00	70,734.62	100.0
81-60-001-49100	BUILDING IMPROVEMENTS	0.00	0.00	0.0	0.00	205,357.15	100.0

TOTAL ---	UNDEFINED CODE	---	0.00	0.00	0.0	276,091.77	100.0
TOTAL EXPENSES: ---	UNDEFINED CODE	---	0.00	0.00	0.0	276,091.77	100.0
TOTAL FUND REVENUES		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FUND EXPENSES		0.00	0.00	0.0	0.00	276,091.77	100.0
FUND SURPLUS (DEFICIT)		0.00	0.00	0.0	0.00	(276,091.77)	100.0

Lake Bluff Public Library

DATE: 03/02/2012
 TIME: 09:31:23
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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 10 PERIODS ENDING FEBRUARY 28, 2012

6E PAGE: 5
 F-YR: 12

FUND: LIBRARY BIRD MEMORIAL FUND

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY BUDGET	FEBRUARY ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
BIR MEMORIAL FUND REVENUES							
REVENUES							
MISCELLANEOUS							
82-40-603-73000	STATE PER CAPITA GRANT	515.33	0.00	100.0	6,184.00	0.00	100.0
82-40-603-75000	INTEREST EARNINGS	0.00	0.11	100.0	0.00	1.75	100.0
82-40-603-78000	UNRESTRICTED DONATIONS/CONTRIB	833.33	0.00	100.0	10,000.00	0.00	100.0
82-40-603-78100	RESTRICTED DONATIONS/CONTRIB	1,666.66	0.00	100.0	20,000.00	0.00	100.0
82-40-603-78200	TECH-4-U DONATIONS	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL MISCELLANEOUS		3,015.32	0.11	(100.0)	36,184.00	1.75	(100.0)
TOTAL REVENUES: BIR MEMORIAL FUND REVENUES		3,015.32	0.11	(100.0)	36,184.00	1.75	(100.0)
BIRD MEMORIAL EXPENDITURES							
EXPENSES							
--- UNDEFINED CODE ---							
82-60-001-44800	PER CAPITAL GRANT EXPENDITURES	515.33	0.00	100.0	6,184.00	9,491.70	(53.4)
82-60-001-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.0	0.00	0.00	0.0
82-60-001-44901	PATTI MANNELLY MEMORIAL EXPEND	0.00	0.00	0.0	0.00	0.00	0.0
82-60-001-49000	BIRD MEMORIAL - CHILDRENS LIBR	250.00	0.00	100.0	3,000.00	0.00	100.0
82-60-001-49350	TECH-4-U AUTOMATION EXPENDITUR	0.00	0.00	0.0	0.00	0.00	0.0
82-60-001-49600	HVAC SYSTEM	0.00	0.00	0.0	0.00	0.00	0.0
82-60-001-99999	UNDEFINED/TEMP EXPENSE ACCT	2,500.00	0.00	100.0	30,000.00	0.00	100.0
TOTAL --- UNDEFINED CODE ---		3,265.33	0.00	100.0	39,184.00	9,491.70	75.7
CONTRACTUAL & COMMODITIES							
82-60-002-43570	OPERATING SUPPLIES	0.00	0.00	0.0	0.00	0.00	0.0
82-60-002-45000	BIRD MEMORIAL EXPENSES	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL CONTRACTUAL & COMMODITIES		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: BIRD MEMORIAL EXPENDITURES		3,265.33	0.00	100.0	39,184.00	9,491.70	75.7
TOTAL FUND REVENUES		3,015.32	0.11	(100.0)	36,184.00	1.75	(100.0)
TOTAL FUND EXPENSES		3,265.33	0.00	100.0	39,184.00	9,491.70	75.7
FUND SURPLUS (DEFICIT)		(250.01)	0.11	(100.0)	(3,000.00)	(9,489.95)	216.3

Lake Bluff Public Library

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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
10405	9VANTAGE 101409724	VANTAGEPOINT TRANSFER AGENTS 02/06/12	01	'EE' ICMA CONTRIBUTION: 2/15/12	02/10/12	80-20-102-45000 INVOICE TOTAL:	1,000.00 1,000.00 *
						CHECK TOTAL:	1,000.00
10406	9AT&T 847234254002	AT & T 02/07/12	01	LCL PH SRVC:1/8-2/7/12	02/23/12	80-60-001-43230 INVOICE TOTAL:	274.16 274.16 *
						CHECK TOTAL:	274.16
10407	9COMCAST COM21212	COMCAST CABLE 02/12/12	01	INTERNET: 2/19-3/18/12	02/23/12	80-60-001-43230 INVOICE TOTAL:	141.90 141.90 *
						CHECK TOTAL:	141.90
10408	9DELAGE 12637500	DE LAGE LANDEN FINANCIAL SRVC 02/11/12	01	COPIER MAINT: FEB 2012	02/23/12	80-60-001-41303 INVOICE TOTAL:	137.06 137.06 *
						CHECK TOTAL:	137.06
10409	9TOSEREL JAR021712-1	ELIZA JARVI 02/17/12	01	CHILDREN/TEEN PROGRAM SUPPLIES	02/23/12	80-60-001-43720 INVOICE TOTAL:	39.00 39.00 *
						CHECK TOTAL:	39.00
10410	9INGRAM 3341440	INGRAM LIBRARY SERVICES 02/07/12	01	ADULT FICTION BOOKS	02/23/12	80-60-001-45100 INVOICE TOTAL:	14.12 14.12 *
	3430985	02/13/12	01	ADULT FICTION BOOKS		80-60-001-45100 INVOICE TOTAL:	14.69 14.69 *
						CHECK TOTAL:	28.81
10411	9MINUTEG 42694	MINUTEMAN PRESS OF GURNEE 02/23/12	01	OFFICE SUPPLIES	02/23/12	80-60-001-43550 INVOICE TOTAL:	115.14 115.14 *

Lake Bluff Public Library

CHECK TOTAL:

75 115.14

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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
10413	9NAMEBAD 1332470	NAME BADGE PRODUCTIONS, LLC 02/17/12	01 OFFICE SUPPLIES	02/23/12	80-60-001-43550	62.25
					INVOICE TOTAL:	62.25 *
					CHECK TOTAL:	62.25
10414	9WALLSTJ WAL021512	THE WALL STREET JOURNAL 02/15/12	01 2-YEAR RENEWAL:4/19/12-4/19/14	02/23/12	80-60-001-45500	577.38
					INVOICE TOTAL:	577.38 *
					CHECK TOTAL:	577.38
10416	9OSADACL OSA020712	CLAIRE OSADA 02/07/12	01 JUVENILE FICTION, PBKS & SERIES	02/23/12	80-60-001-45420	21.29
					INVOICE TOTAL:	21.29 *
					CHECK TOTAL:	21.29
					TOTAL AMOUNT PAID:	2,396.99

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CHECK DATE: 03/05/12

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
10417	9AMAZONA	VOIDED---LEADER CHECK						
		009852277110	01/27/12	01	MISC EXPENSES	80-60-001-46000	9.40	
						INVOICE TOTAL:	9.40 *	
		042083278067	01/28/12	01	ADULT NON FICTION	80-60-001-45000	11.19	
						INVOICE TOTAL:	11.19 *	
		042087579004	02/01/12	01	ADULT NON FICTION	80-60-001-45000	68.13	
						INVOICE TOTAL:	68.13 *	
		097826625024	02/07/12	01	ADULT NON FICTION	80-60-001-45000	65.39	
						INVOICE TOTAL:	65.39 *	
		134291226346	01/26/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	-3.00	
						INVOICE TOTAL:	-3.00 *	
		134297192665	01/30/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	14.99	
						INVOICE TOTAL:	14.99 *	
		134299331522	01/11/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	-3.00	
						INVOICE TOTAL:	-3.00 *	
		143101840301	01/18/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	35.73	
						INVOICE TOTAL:	35.73 *	
		147302281276	01/17/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	-22.38	
						INVOICE TOTAL:	-22.38 *	
		149442074956	01/16/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	178.90	
						INVOICE TOTAL:	178.90 *	
		174094635963	02/01/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	5.72	
						INVOICE TOTAL:	5.72 *	
		180025778328	01/24/12	01	VIDEO GAMES	80-60-001-45510	39.99	
						INVOICE TOTAL:	39.99 *	

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-- VILLAGE OF LAKE BLUFF --
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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
10417	9AMAZONA	VOIDED---LEADER CHECK						
	185971248177		01/19/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	24.95	
						INVOICE TOTAL:	24.95 *	
	185977712331		01/19/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	-1.00	
						INVOICE TOTAL:	-1.00 *	
	185977806563		01/18/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	-2.00	
						INVOICE TOTAL:	-2.00 *	
	186583973573		01/26/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	-1.00	
						INVOICE TOTAL:	-1.00 *	
	186585134612		01/24/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	-4.00	
						INVOICE TOTAL:	-4.00 *	
	186585893354		01/23/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	234.43	
						INVOICE TOTAL:	234.43 *	
	186586771728		02/09/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	-4.00	
						INVOICE TOTAL:	-4.00 *	
10418	9AMAZONA	AMAZON						
	186588696494		01/27/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	-0.16	
						INVOICE TOTAL:	-0.16 *	
	186588791685		02/08/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	-0.16	
						INVOICE TOTAL:	-0.16 *	
	186588971900		01/25/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	-2.00	
						INVOICE TOTAL:	-2.00 *	
	211224136667		01/15/12	01	ADULT NON FICTION	80-60-001-45000	17.81	
						INVOICE TOTAL:	17.81 *	

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10418	9AMAZONA	AMAZON					
	211229328277		01/16/12	01	ADULT NON FICTION	80-60-001-45000	26.39
	220420762871		01/11/12	01	ADULT NON FICTION	INVOICE TOTAL:	26.39 *
	220423736001		01/11/12	01	ADULT NON FICTION	80-60-001-45000	21.00
	231193000930		02/01/12	01	AUDIO VISUAL MATERIAL	INVOICE TOTAL:	21.00 *
						80-60-001-45000	12.31
						INVOICE TOTAL:	12.31 *
						80-60-001-45200	118.99
						INVOICE TOTAL:	118.99 *
						CHECK TOTAL:	
							842.62
10419	9BKTLNT	VOIDED---LEADER CHECK					
	0002271091		02/20/12	01	ADULT NON FICTION	80-60-001-45000	-31.94
	2026703976		02/06/12	01	ADULT FICTION	INVOICE TOTAL:	-31.94 *
	2026707266		02/06/12	01	ADULT FICTION	80-60-001-45100	245.32
	2026712090		02/08/12	01	ADULT NON FICTION	INVOICE TOTAL:	245.32 *
	2026714373		02/09/12	01	ADULT NON FICTION	80-60-001-45100	74.83
	2026714942		02/09/12	01	ADULT NON FICTION	INVOICE TOTAL:	74.83 *
						80-60-001-45000	169.14
						INVOICE TOTAL:	169.14 *
						80-60-001-45000	99.87
						INVOICE TOTAL:	99.87 *
						80-60-001-45000	134.98
						INVOICE TOTAL:	134.98 *

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
10419	9BKTLENT	VOIDED---LEADER CHECK						
	2026716814		02/09/12	01	PICTURE BKS,READRS,HOLIDAY BKS	80-60-001-45410	40.10	
						INVOICE TOTAL:	40.10 *	
	2026716848		02/09/12	01	JUVENILE FICTION,PBKS & SERIES	80-60-001-45420	31.98	
						INVOICE TOTAL:	31.98 *	
	2026721275		02/09/12	01	ADULT FICTION	80-60-001-45100	14.19	
						INVOICE TOTAL:	14.19 *	
	2026724659		02/10/12	01	TEEN BOOKS	80-60-001-45400	49.93	
						INVOICE TOTAL:	49.93 *	
	2026727633		02/13/12	01	JUVENILE FICTION,PBKS & SERIES	80-60-001-45420	228.72	
						INVOICE TOTAL:	228.72 *	
	2026729122		02/13/12	01	ADULT FICTION	80-60-001-45100	343.94	
						INVOICE TOTAL:	343.94 *	
	2026735141		02/15/12	01	ADULT NON FICTION	80-60-001-45000	153.74	
						INVOICE TOTAL:	153.74 *	
	2026740117		02/16/12	01	ADULT NON FICTION	80-60-001-45000	114.66	
						INVOICE TOTAL:	114.66 *	
	2026743131		02/16/12	01	ADULT FICTION	80-60-001-45100	76.08	
						INVOICE TOTAL:	76.08 *	
	2026744782		02/16/12	01	PICTURE BKS,READRS,HOLIDAY BKS	80-60-001-45410	403.93	
						INVOICE TOTAL:	403.93 *	
	2026751805		02/21/12	01	JUVENILE FICTION,PBKS & SERIES	80-60-001-45420	185.37	
						INVOICE TOTAL:	185.37 *	
	2026753358		02/21/12	01	ADULT FICTION	80-60-001-45100	74.27	
						INVOICE TOTAL:	74.27 *	

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-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

CHECK DATE: 03/05/12

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
10423	9DEMCO	DEMCO, INC						
	4506434		02/13/12	02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	60.24	
						INVOICE TOTAL:	129.63 *	
						CHECK TOTAL:		555.48
10424	9DRAPCON	DRAPERY CONNECTION						
	DRA012512A		01/25/12	01	BAL OWED:SPRUTH ROOM DRAPES	80-60-001-48001	636.00	
						INVOICE TOTAL:	636.00 *	
						CHECK TOTAL:		636.00
10425	9GAYLORD	GAYLORD BROS.						
	2012177		02/06/12	01	OFFICE SUPPLIES	80-60-001-43550	30.63	
						INVOICE TOTAL:	30.63 *	
						CHECK TOTAL:		30.63
10426	9GENMEDI	GENERATION 3 MEDIA						
	10416		02/21/12	01	MISC. EXPENSES	80-60-001-46000	37.50	
						INVOICE TOTAL:	37.50 *	
						CHECK TOTAL:		37.50
10427	9GRAMARK	GRAND MARKETING SOLUTIONS						
	8573		02/13/12	01	WINDOW ENVELOPES	80-60-001-43550	660.00	
				02	DISCOUNT:WINDOW ENVELOPES	80-60-001-43550	-260.00	
				03	BUSINESS CARDS	80-60-001-43550	114.00	
				04	OFFICE SUPPLIES	80-60-001-43550	37.50	
						INVOICE TOTAL:	551.50 *	
						CHECK TOTAL:		551.50

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-- VILLAGE OF LAKE BLUFF --
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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10428	9HENRICH	HENRICHSEN'S FIRE & SAFETY					
	80747		02/16/12	01	FIRE EXTINGUISHER INSPECTION	80-60-001-41000	77.25
						INVOICE TOTAL:	77.25 *
						CHECK TOTAL:	77.25
10429	9LB VILL	VILLAGE OF LAKE BLUFF					
	FEB 2012		03/01/12	01	FY12 MEDICAL INS: FEB 12	80-10-301-37100	2,934.52
				02	FY12 DENTAL INS: FEB 12	80-10-301-37100	374.30
				03	FY12 LIFE INS: FEB 12	80-10-301-37100	34.95
				04	FY12 IMRF 'EE CONTR:FEB 12	80-10-301-37100	1,116.18
				05	FY12 IMRF EMPLYR CONTR:FEB 12	80-10-301-37100	2,973.94
						INVOICE TOTAL:	7,433.89 *
						CHECK TOTAL:	7,433.89
10430	9MIDTAPE	MIDWEST TAPE					
	2746812		02/08/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	39.99
						INVOICE TOTAL:	39.99 *
						CHECK TOTAL:	39.99
10431	9MIRIAMP	MIRIAM POLLACK & ASSOCIATES					
	660A		02/27/12	01	MENTOR/CONSULTANT SERVICES	80-60-001-41304	543.75
						INVOICE TOTAL:	543.75 *
						CHECK TOTAL:	543.75
10432	9MOVIELI	MOVIE LICENSING USA					
	1646651		01/06/12	01	CHILDREN/TEEN PROGRAM SUPPLIES	80-60-001-43720	75.00
						INVOICE TOTAL:	75.00 *
						CHECK TOTAL:	75.00

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10433	9NCCPETE	NCC-PETERSON PRODUCTS					
	57819		02/14/12	01	JANITORIAL SUPPLIES	80-60-001-43660	213.59
						INVOICE TOTAL:	213.59 *
						CHECK TOTAL:	213.59
10434	90PPFRAN	OPP, FRANCHISING, INC.					
	CHC02121455		02/01/12	01	BUILDING MAINTENANCE:FEB 2012	80-60-001-41000	919.00
						INVOICE TOTAL:	919.00 *
						CHECK TOTAL:	919.00
10435	9SILKCHR	CHRISTY SILKAITIS					
	SIL020712		02/07/12	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	150.00
						INVOICE TOTAL:	150.00 *
						CHECK TOTAL:	150.00
10436	9STAPLES	STAPLES BUSINESS ADVANTAGE					
	3169022319		02/04/12	01	OFFICE SUPPLIES	80-60-001-43550	204.46
						INVOICE TOTAL:	204.46 *
	3169022320		02/04/12	01	CREDIT: OFFICE SUPPLIES	80-60-001-43550	-16.08
						INVOICE TOTAL:	-16.08 *
						CHECK TOTAL:	188.38
10437	9SUTHDEE	DEENA SUTHERLAND					
	SUT022712		02/27/12	01	BOOK DISCUSSION SNACKS	80-60-001-43700	18.09
						INVOICE TOTAL:	18.09 *
						CHECK TOTAL:	18.09

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10438	9THYSSEN	THYSSENKRUPP ELEVATOR CORP.					
	6000006068		02/01/12	01	ELEVATOR INSPECTION	80-60-001-41020	200.00
						INVOICE TOTAL:	200.00 *
						CHECK TOTAL:	200.00
10439	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS					
	101416966		02/22/12	01	'EE ICMA CONTRIBUTION: 2/29/12	80-20-102-45000	1,000.00
						INVOICE TOTAL:	1,000.00 *
						CHECK TOTAL:	1,000.00
10440	9WAREHOU	WAREHOUSE DIRECT					
	1453617-0		02/13/12	01	OFFICE SUPPLIES	80-60-001-43550	19.89
						INVOICE TOTAL:	19.89 *
						CHECK TOTAL:	19.89
10441	9BETSYWI	BETSY MEANS WILLS					
	MEA020712		02/07/12	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	150.00
				02	CHILDREN/TEEN PROGRAM SUPPLIES	80-60-001-43720	150.00
						INVOICE TOTAL:	300.00 *
						CHECK TOTAL:	300.00
						TOTAL AMOUNT PAID:	18,250.47

Director's Report – March 2012

We received a total of 96 applications for the two Library Assistant positions. I'm currently setting up interviews with candidates. It will be good to get some new faces on staff. Special thanks to Claire, Deena, Martha, and Rummanah who really pitched in when the flu made the rounds and we were very short staffed.

This was our busiest February on record, making for 5 consecutive record setting months. Circulation of both the materials in the library and materials available for download continues to surge. At the same moment that our digital lending is growing, several large publishers have taken steps to limit eBook access to libraries. Depending on how this situation resolves, it could affect the library's budget in the years ahead.

Children's Department

Children stopped by the second week of February to make valentines at the library. Donna and Eliza have continued to work on getting the Summer Reading Club ready. The theme will be Rock and Roll at the beach. The 'Super Stolie' program ('Super Stolie' is the stage name for Rebecca Stoelinga) was attended by 45 individuals. We are not ordinarily able to afford Ms. Stoelinga's programs, but the 2011 Per Capita Grant allowed us to schedule some programs in 2011-2012 that we ordinarily would not be able to provide.

Adult Services

We have set April 1st as the start date for the new library card applications. We put information about the change in the eNewsletter and on posters around the library. The last of the Art Excursions programs, featuring Jeff and Michelle Mishur, was as well attended as the earlier programs in the series.

Rick Petrocelly of The Olive Tap, who had been a no show for a program last month, dropped off two cases of his four bestselling olive oils. Tremendous thanks to Kathy Meierhoff for volunteering to call the list of attendees. Twenty have stopped by to pick up their bottle of olive oil so far.

Building and Grounds

As I notified the board earlier, Lyndy and I are continuing to dig into the world of Air Conditioning. Jerry Nelleson, with the village, has been extremely helpful in lending his expertise. I am hoping that this will be ready for the board's attention by the April meeting.

Unfortunately, when the new Spruth Room blinds arrived, they were the wrong size. Replacements have been ordered and will hopefully be out within the next month.

The public copier, which had previously been the staff copier, has been breaking down more frequently of late. In addition, many of its features work only sporadically. It does not easily do double sided copies, makes legal size copies only intermittently, and has a document feeder option that has not worked for several years (hence the unattractive tape across the top of the machine). As we have the money in the budget at the end of the year, I think it is time to replace the copier. Doing so now, before it completely quits, will allow us to make a smooth transition and carefully select a copy machine that meets library user needs for the next year. Some questions to consider include, do we want to offer color printing and copies, and what do we want to charge if we do so? Lyndy is getting quotes on both a black and white and a color copier.

Our network maintenance firm, Computer View, alerted us to a service called Tech Soup. Tech Soup offers free or heavily discounted software licenses to nonprofits and libraries. We are adding, for instance, Microsoft Access to our patron computers at a cost of \$12 per license and \$96 total. This could ordinarily have cost around \$139.95 per

license, and \$1,119.60 for all eight computers (using a price quote from Microsoft's website). Lyndy has done a fantastic job getting us started with this amazing resource.

The second panic button is scheduled to be installed on Tuesday, March 6. Once that is done, we'll be able to activate the system.

Monthly Statistics Summary

February, 2012

IOA

Circulation

February

Year	Circulations per Hour	Total
2011-12	35.1	8,115
2010-11	33.2	7,066
2009-10	36.8	7,214

Fiscal Year to Date

Total	Percent Change	Adult	Juvenile	Adult Fiction	Adult Non-Fiction	Audio Visual	ILL	
							Borrowed	Lent
82,901	-1.86%	47,957	30,409	13,498	7,103	30,516	1,349	292
84,468	2.48%	49,718	26,769	12,366	6,360	24,697	1,137	507
82,420	N/A	46,208	34,357	11,383	5,909	25,457	1,031	506

User Visits

February

Year	Per Hour	Total
2011-12	24.9	6,040
2010-11	20.0	4,578
2009-10	21.0	4,694

Fiscal Year to Date

Avg. Per Hour	Total Visits
27.2	62,528
25.4	46,283
25.3	46,002

Materials Aquired and Withdrawn

February

Year	Total	
	Aquired	Withdrawn
2011-12	593	740
2010-11	342	164
2009-10	268	1,298

Fiscal Year to Date

Total		Adult		Juvenile		Audio Visual	
Aquired	Withdrawn	Aquired	Withdrawn	Aquired	Withdrawn	Aquired	Withdrawn
5,882	5,293	4,045	4,004	1,837	1,289	979	858
3,758	3,606	1,920	2,282	1,070	854	827	337
3,600	6,838	1,834	2,896	987	3,350	779	592

Online Access

Downloaded Materials

February

Year	Downloads	
	Books	Music
2011-12	262	279
2010-11	138	NA.
2009-10	15	NA.

Fiscal Year to Date

Downloads	
Books	Music
2,184	2,119
642	NA.
126	NA.

Website Usage

Fiscal Year to Date

Site Visits	
Unique Visitors	Page Loads
83,340	54,175
72,839	45,953
NA.	NA.



**Illinois Library Trustees:
Charting a New Course in Times of Change**

**ILA Library Trustee Forum 2012
Workshop**

Saturday, March 24, 2012

President Abraham Lincoln Hotel and Conference
Center

701 E Adams St

Springfield, IL 62701-1616

Agenda

- 7:30-8:45 a.m. Continental Breakfast and Networking**
- 8:45-9:00 a.m. Welcome and Introductions**
- 9:00-10:15 a.m. Trustee 101: How to be an Effective Trustee**

Speakers: Robert Bush and Brett Isaly, Attorney, Ancel, Glink, Diamond, Bush, DiCianni, & Krafthefer, P.C.

Have you ever asked yourself: I swore an oath to of office as a Library Trustee. What are the duties of a Trustee as required by Illinois state law? Why are library budgets and levies so important? What powers do I have as a Library District Trustee anyway? How about as a Trustee at a City or Village Library? Why does everyone keep talking about the Open Meetings Act, the Freedom of Information Act and the Library Records Confidentiality Act? Why do those laws seem so important for a Trustee? How can I make my Library Board meetings shorter and get along with my fellow Trustees better?

If you want answers to any of these questions, come and hear Britt Isaly and Rob Bush, partners at the law firm Ancel, Glink, who represent libraries and library districts, speak about these and other questions and provide insightful answers. Please bring along your questions about your difficult Board Meetings and how to make them less so.

- 10:15-10:30 a.m. Break**
- 10:30 a.m.-Noon You Are the Library: Advocacy for Trustees**

Speakers: Brett Isaly, Attorney, Ancel, Glink, Diamond, Bush, DiCianni, & Krafthefer, P.C.; Betsy Adamowski, Director, Itasca Community Library; Chair, ILA Advocacy Committee; Denise Zielinski, Joliet Public Library

- Noon-1:15 p.m. Lunch**
- 1:30 - 2:30 p.m. Legislative Update**

Speaker: Kip Kolkmeier, ILA Legislative Consultant

Kip will provide an update from Springfield and answer your questions.

- 2:30-2:45 p.m. Break**
- 2:45-3:30 p.m. Legal Q&A**

11C

Speaker: Phil Lenzini, Library Attorney

Bring your library-related legal questions -- Phil will answer them all!

Hotel Accommodations

For those requiring an overnight stay, a block of hotel rooms has been reserved.

President Abraham Lincoln Hotel and Conference Center:

The single/double room rate is \$89.99.

Please call (217) 544-8800 to make your reservation. Reservations must be made by Friday, March 2.

The deadline for workshop registration is March 16, 2012.



OFFICE OF THE SECRETARY OF STATEJESSE WHITE • Secretary of State

February 10, 2012

Mr. Matthew Womack, Director
Lake Bluff Public Library
123 East Scranton Avenue
Lake Bluff, Illinois 60044

Dear Mr. Womack:

As Secretary of State and State Librarian, I am pleased to award the Lake Bluff Public Library an Illinois Public Library Per Capita Grant in the amount of \$5,867.91. These FY2012 grant awards will be released using traditional state funds. Nearly \$12 million is being awarded this year to 620 Illinois public libraries serving 11.6 million patrons at a rate of \$1.02 per resident. These funds must be obligated and expended by June 30, 2012.

Illinois Public Library Per Capita and Equalization Aid Grants help ensure that public libraries have the resources to address patron needs. I know that libraries count on these grants for important expenses such as paying for materials, personnel, equipment, electronic access, telecommunications and technology.

Our public libraries are truly cornerstones of our communities, and they are the best and most reliable resource citizens have to obtain information. I am extremely proud of the outstanding service you and all Illinois public libraries provide.

Sincerely,

JESSE WHITE, Secretary of State
and State Librarian

cc: Mr. John Marozsan, Board President
Lake Bluff FY2012 Per Capita Grant File

JW:isl

Librarians Feel Sticker Shock as Price for Random House Ebooks Rises as Much as 300 Percent

March 2, 2012 By [Michael Kelley](#) 24 Comments

See also:

[A Guide to Publishers in the Library Ebook Market](#)

(This story has been updated to clarify the meaning of "simultaneity" and include remarks from the North Texas Library Partners.)

New prices for Random House's ebooks took effect on Thursday, and as the details emerged a number of librarians across the country expressed dismay at the doubling and tripling in prices they are seeing.

"We're very concerned. These are tough times for libraries. It's very tough here in Louisville," said Debbe Oberhausen, manager of collection services, at the Louisville Free Public Library. "We want to provide this service, but this kind of pricing is really going to take a huge chunk of our budget," she said.



RANDOM HOUSE

On Wednesday, Oberhausen bought **Eisenhower in War and Peace** by Jean Edward Smith for \$40 via OverDrive. On Thursday, the price was \$120. The print version of the book, with the library's discount, is a little over \$20 (it retails at \$40). For **Blessings** by Anna Quindlen the ebook price went from \$15 to \$45.

"We're happy they are continuing to sell to libraries, very happy," Oberhausen said. "But this price increase is really, really hard," she said.

Random House, which first announced the price hike (without details) on February 2 when it reaffirmed its commitment to the library ebook market, provided the following breakdown for what it is now charging library ebook distributors:

- Titles available in print as new hardcovers: \$65- \$85
- Titles available for several months, or generally timed to paperback release: \$25-\$50
- New children's titles available in print as hardcovers: \$35-\$85
- Older children's titles and children's paperbacks: \$25-\$45

"We believe our new library e-pricing reflects the high value placed on perpetuity of lending and simultaneity of availability for our titles," said Stuart Applebaum, a Random House spokesperson.

"Understandably, every library will have its own perspective on this topic, and we are prepared to listen, learn, and adapt as appropriate," he said.

"Simultaneity" here means that Random House's titles are available to libraries on the same date the retail edition is put on sale. It is not referring to simultaneous, multiple user access. The model remains one book, one user.

[The entire text of the statement Applebaum sent to *LJ* is reproduced at the end of this article.]
Applebaum said that the publishing house, which is the only one of the Big Six to make its ebooks available without restriction for library lending, is setting the library ebook price with "far less definitive, encompassing circulation data" than the sell-through information used to determine retail pricing.

"We are requesting data that libraries can share about their patrons' borrowing patterns that over time will better enable us to establish mutually workable pricing levels that will best serve the overall e-book ecosystem," Applebaum said.

LJ's 2012 Book Buying Survey showed a 102 percent jump in ebook circulation, and 74 percent of the ebook patrons in *LJ's Patron Profiles* report say they want even more ebooks in the library. Applebaum said the new pricing does not affect Random House titles already in a library's collection.

Random House's increase was to distributors, such as OverDrive, which in turn can add its own increase on to what libraries ultimately pay. OverDrive, by far the largest distributor of ebooks to public libraries, declined to comment, but a number of librarians told *LJ* that the company holds closely information about its own markups.

The rationale for the price hike to distributors was to align ebook pricing with Random House's Books on Tape audio book downloads for library lending.

"They're aligning it with the e-audio version as a library edition price," said Christopher Platt, the deputy director, collections and circulating operations, for the New York Public Library. "It would affect the number of units we acquire, but we're not freaking out about it. They're still in libraries after all," he said.

Others also said they will have to rethink their collection decisions.

"They've tripled their prices on every title. A book that a week ago we purchased for \$28.00 now costs \$84.00," said Scarlett Fisher-Herreman, the technical services & collection development supervisor, at the Topeka and Shawnee County Public Library in Kansas, whose director, Gina Millsap, is seeking the presidency of the American Library Association. "I looked back at Random House titles we've purchased since December and looked up a number of titles, both new and titles they've had for years on Overdrive. Everything has tripled in price: kids, YA, adult, fiction, and nonfiction," she said.

Fisher-Herreman, who had been bracing for an increase in the 50 percent range, said she found the tripling of price frustrating and surprising. For example, **The 10 Easter Egg Hunters**, a children's title by Janet Schulman, was affordable at \$8.99, but it now costs \$26.97.

"We simply can't afford to pay three times the price for the same titles. I will be working with my collection development team to determine how we move forward now that we know the severity of the price increase," Fisher-Herreman said.

At the North Texas Library Partners, Carolyn Brewer, the executive director, had her staff make a duplicate cart of a Random House order the library had just recently placed. She found a 200 percent increase was the norm, with some titles hitting the 300 percent mark.

"I'm worried that, between the lack of content available and the new pricing structures, we won't be able to meet the demand for popular materials," Brewer said.

Trent Garcia, the electronic resources librarian at the San Francisco Public Library, also felt a bit nonplussed: glad that Random House was still in the market but concerned about "a pretty steep increase."

"The impact I foresee is we won't be able to purchase as many titles as we were before," Garcia said. "And in terms of our holds ratio, how many additional copies we will be able to buy will probably be affected as well," he said.

The holds on ebooks are already notoriously long in libraries across the country.

Kathy Petlewski, the electronic resources librarian at the Plymouth District Library in Plymouth, Michigan, wrote on her [blog](#) on Thursday after seeing the price increases:

The first thing that popped into my mind was that Random House must really hate libraries. Perhaps this isn't true, but it will take a lot of convincing for me to believe otherwise. Do they not realize that libraries are hard hit by the economic downturn and that our budgets are shrinking. How do they think we can afford to build a decent collection of e-books when we're spending over \$100 per book? I am terribly disappointed by this latest turn of events.

Applebaum said the company remained committed to serving libraries.

"Throughout our long history of mutual respect and partnership with libraries we have endeavored to satisfy our shared goals," Applebaum said. "We are certain our ongoing straightforward dialogues with them on library e-lending will continue to yield constructive results," he said.

Here is the full text of the statement Random House sent to *LJ*:

Random House, Inc. is constantly experimenting, evaluating, and adjusting different retail price points for our e-books. With our price adjustments announced March 1 we are now doing the same for our library e-pricing, albeit with far less definitive, encompassing circulation data than the sell-through information we use to determine our retail pricing for e-titles. We are requesting data that libraries can share about their patrons' borrowing patterns that over time will better enable us to establish mutually workable pricing levels that will best serve the overall e-book ecosystem.

Currently absent such information in quantity, it is important to reiterate that our guiding principles in setting these new e-prices are the unrestricted and perpetual availability of our complete frontlist and backlist of Random House, Inc. titles under a model of one-copy, one user. All our titles continue to be available to libraries day and date with the release of the retail edition. We believe that pricing to libraries must account for the higher value of this institutional model, which permits e-books to be repeatedly circulated without limitation. The library e-book and the lending privileges it allows enables many more readers to enjoy that copy than a typical consumer copy. Therefore, Random House believes it has greater value, and should be priced accordingly.

For the most part, RH prices to library wholesalers for titles available in print as new hardcovers are now set in the range of \$65- \$85.

Titles available for several months, or generally timed to paperback release, will be decreased in price to a range of \$25-\$50.

New children's titles available in print as hcs: \$35-\$85.

Older children's titles and children's paperbacks: \$25-\$45.

Of course, there will be some "outlier" titles whose respective e-pricing will be above—or below—these ranges, in parallel to their higher/lower level in print. (For example, note that the suggested

physical retail price for the Robert Massie title being cited in some literary blogs is \$35, higher than most hardcovers, so its corresponding library e-price is higher than the aforesaid price ranges)

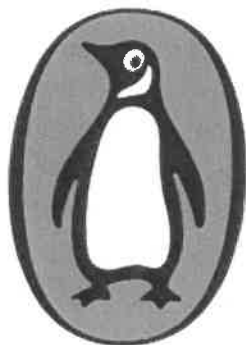
As we first said last month, our new e-book pricing framework is to bring our titles in price-point symmetry with our Books on Tape audio book downloads for library lending. These long have carried a considerably higher purchase price point than our digital audio books purchased for individual consumption.

This new pricing will have no impact on Random House collections previously purchased by libraries.

We believe our new library e-pricing reflects the high value placed on perpetuity of lending and simultaneity of availability for our titles. Understandably, every library will have its own perspective on this topic, and we are prepared to listen, learn, and adapt as appropriate. Throughout our long history of mutual respect and partnership with libraries we have endeavored to satisfy our shared goals. We are certain our ongoing straightforward dialogues with them on library e-lending will continue to yield constructive results.

Penguin Group Terminating Its Contract with OverDrive

February 9, 2012 By [Michael Kelley](#) [29 Comments](#)



Penguin Group

(This story has been updated to include OverDrive's email to

its partners.)

In a stunning development, Penguin Group has extricated itself from its contract with OverDrive, the primary supplier of ebooks to public libraries.

Starting February 10, Penguin, which had recently instituted limitations on library lending for ebooks and audiobooks, will now no longer offer any ebooks or audiobooks through OverDrive.

"Looking ahead, we are continuing to talk about our future plans for ebook and digital audiobook availability for library lending with a number of partners providing these services," said Erica Glass, in a prepared statement.

Penguin is negotiating a "continuance agreement" with OverDrive, which will allow libraries that have Penguin ebooks in their catalog to continue to have access to those titles.

See also:

[ALA, Authors Guild, 3M Weigh In on Penguin-OverDrive Dispute](#)

But since the company does not have a contract with 3M, the still fledgling but growing competitor to OverDrive, the practical effect of the decision will be to shut down public library access to additional Penguin ebook titles (not physical titles) for the immediate future.

OverDrive could not be reached for comment, but an email sent to its partners has been posted at [InfoDocket](#). It reads:

Starting tomorrow (February 10, 2012), Penguin will no longer offer additional copies of eBooks and download audiobooks for library purchase. Additionally, Penguin eBooks loaned for reading on Kindle devices will need to be downloaded to a computer then transferred to the device over USB. For library patrons, this means Penguin eBooks will no longer be available for over-the-air delivery to Kindle devices or to Kindle apps.

We are continuing to talk to Penguin about their future plans for eBook and digital audiobook availability for library lending.

Penguin thus joins Simon & Schuster, Macmillan, and Hachette among the Big Six publishers in search of an ebook library lending model.

In its November decision to not allow library lending of its new titles (via any vendor), Penguin had initially also targeted OverDrive's relationship with Amazon as a particular concern, which led the company to demand that OverDrive disable the "Get for Kindle" functionality for all Penguin ebooks.

The company backed away from that demand, but the security concerns have likely never been allayed. When borrowing with a Kindle via OverDrive, the transaction essentially is removed from the public library and takes place under the terms that Amazon has worked out with OverDrive. This "disintermediation" of the public library has also left some publishers feeling a bit left out in the cold, since the supply chain that has grown up around library lending of ebooks has evolved among other third-party commercial entities without much input from the publishers.

Penguin said it is not getting out of the library business, and that it was encouraged by the recent talks it had with the leadership of the American Library Association in New York City.

"In these ever changing times, it is vital that we forge relationships with libraries and build a future together. We care about preserving the value of our authors' work as well as helping libraries continue to serve their communities," Penguin's statement reads. "Our ongoing partnership with the ALA is more important than ever, and our recent talks with ALA leadership helped bring everything into focus."

However, one upshot of those talks, as LJ reported, was publishers' concerns that if library loans become too "frictionless," in other words, do not involve a physical trip to the library to borrow and return a book, that it will eat into their sales.

The desire to increase this friction may lead the recalcitrant publishers to demand a business model in which they will only make their ebooks available to public libraries if they are used in the library or if a patron is required to bring their device to the library and load the title onto the device in the library, then bring it home.

This would essentially eliminate all the convenience of borrowing ebooks from a home computer or device.

Areas of Potential Improvement for the Grounds and Exterior of the Building

Lighting –

The Scranton side of the library, particularly the corner of Scranton and Oak, has very little illumination after dark.

Bike Rack –

The present location of the bike rack, while better, is still farther away from the library entrance than is ideal.

Drop-off Next to Sidewalk –

While this was filled in with mulch, the steep decline on the west side of the sidewalk leading to the library's entrance means this is probably a temporary solution. It will likely wash out again over time.

Book Drop –

The renovation resulted in the removal of the book drop mounted into the side of the building near the old entrance. This has resulted in some confusion for patrons, who expect a book drop near the library's entrance, and a huge increase in the amount of materials in the remaining exterior book drop (on Oak Ave.). The remaining book drop has proven unable to hold everything returned during off hours on some days.

Strollers –

Some caregivers opt to leave their strollers at the entrance of the library. Many of them end up parked directly in front of the door.

Sidewalk to Old Entrance –

The improved signage has helped direct traffic to the new entrance, but some patrons, usually ones new to the library, still express frustration. The landscaping around, and sidewalks leading up to, the old entrance, still make it look like an entrance.

Ramp to Street –

There is no ramp leading down to the street from the new entrance. This is particularly noticeable in the winter, when patrons have to wade through the snow in the parkway to get from their vehicles to the sidewalk for lack of an easy path between the two.

Seating –

The only exterior seating near the library's entrance is the bench in the Dahlmann Garden. This bench is not terribly visible, and is inaccessible to all but the most determined when snow is on the ground.

LB Garden Club - relandscaped