

October 16, 2012 Meeting

agenda

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
1,2 CTO, Additions		
Document Summary		1A
Agenda		2A-2B
3 Discussion of Financial Reports with Susan Griffin and Marlene Scheibl from the Village		3A-3D
4 Consent Agenda		
Minutes of September 11, 2012 Regular Meeting of the Board (action)		4A-4E
5 Financial Reports (Yellow)		
Detailed Balance Sheet September (action)		5A-5E
Detailed Revenue & Expense Report September (action)		6A-6F
Revenue & Expense Report with Percentages September (action)		7A-7E
6 Approval of Checks (Green)		
Manual Check Report September (action)		8A-8C
Check Register September (action)		9A-9M
7 Opportunity to Address Board		
(No documents)		
8 Old Business		
Landscape Contracts (available at meeting) (possible action)		10
Committee Appointments (action)		11A-11C
GASB Assignment (action)		12A-12C
9 Director's Report		
Librarian's Narrative Report		13A-13F
Statistical Reports		14A
10 New Business		
Special Reserve Fund Policy (action)		15A-15F
Human Resources Needs		16A-16B
Staff Contributions Towards Health Care Premiums (action)		17A
Library User Behavior Policy (possibly available at meeting) (possible action)		18
11 Executive Session		19A-19C
12 Committee Reports		
(No Documents)		
13 Any and All Other Business ...		
14 Adjournment		
Attachments		

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, October 16, 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. **Discussion of Financial Reports with Susan Griffin and Marlene Scheibl from the Village of Lake Bluff**
4. **Approval of Minutes**
 - a. Approval of Minutes of 9/11/2012 Regular Board Meeting **(action)**
5. **July and August 2012 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages)**
 - a. September Detailed Balance Sheet **(action)**
 - b. September Detailed Revenue & Expense Report **(action)**
 - c. September Detailed Revenue & Expense Report **(action)**
6. **Approval of checks (Green Pages)**
 - a. September Manual Checks (10785-10797) **(action)**
 - b. September Monthly Checks (10798-10830) **(action)**
7. **Opportunity for Public to Address the Board (limit 5 minutes per person per meeting)**
8. **Old Business**
 - a. Discussion of landscape contracts (available at meeting) **(possible action)**
 - b. Committee Appointments **(action)**
 - c. GASB 54 Assignment **(action)**
9. **Director's Report**
 - a. Director's Narrative Report
 - b. Statistical Report
 - c. Announcements and Correspondence
 - d. Friends Meeting Attendee for November
 - e. Programs of Interest to Library Trustees
10. **New Business**
 - a. Special Reserve Fund Policy **(action)**
 - b. Human Resource Needs
 - c. Staff Contributions Towards Health Care Premiums **(action)**

d. **Library User Behavior Policy (possible action)**

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. 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)
g. Historical Museum Liaison (Bush)
h. Long Range Planning Committee

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

14. Adjournment

Attachments:

Levy and Budget Information from Susan Griffin
Board By-Laws Regarding Committees
Current and Proposed Policies Regarding Special Reserve Funds
Comparison of Library Activity Versus Staff Hours, 2007-2012
Current and Possible Levels of Contribution Toward Health Care Premiums
Current Staff Salary Range and Comparison of Pay for Library Director's at Area and Similar Library's

Upcoming Board Meetings: November 13, December 11, 2012, and January 8, 2013

**VILLAGE OF LAKE BLUFF
PROPERTY TAX LEVY INFORMATION**

I. GENERAL INFORMATION

The Village's levy must be received by the County tax extension office by the last Tuesday in December each year. Pursuant to State Statutes, the Village must pass a Resolution estimating the amount of the levy and then adopt an Ordinance approving the final levy request. The actual property tax extension is completed by the County by the first week of April the subsequent year. Tax bills are then mailed to residents in early May with both equal installments due the first week of June and September. The Village receives its share of property tax directly from the County in increments as it is remitted to the County.

II. TIMETABLE

Date	Procedure	Responsibility
October & November	Finance Committee meets to review financial projections for current & next fiscal year and to discuss the property tax levy	Staff/Finance Committee
1 st Board meeting in November	Resolution Estimating the Property Tax Levy	Board
2 nd Board meeting in November	1 st Reading of Ordinance Approving Property Tax Levy	Board
1 st Board meeting in December	2 nd Reading of Ordinance Approving Property Tax Levy	Board
Last Tuesday in December	Final Date to remit Approved Ordinance to County	Staff
April	County forwards Tax Extension	County Tax Ext
May	Tax Bills Mailed	County Collector
June	1 st Installment of Property Taxes Due	Property Owner
June-October	Village begins to receive Property Tax Revenue*	County Collector
September	2 nd installment of Property Taxes Due	Property Owner

*The 2012 property tax revenue is received and recorded as revenue in FY13-14 which commences on May 1, 2013 and ends on April 30, 2014.

III. DEFINITIONS

Levy: The amount requested by the taxing body to be imposed on real estate.

Extension: The amount the County imposes on real estate based on actual EAV.

The **levy** is different slightly from the **extension** because the levy is the Village's estimate and request for property tax money; the extension is the amount the County bills on our behalf and is based on the actual EAV. These figures are usually within a few thousand dollars of each other but sometimes cause confusion when making comparisons.

EAV (Equalized Assessed Valuation): A valuation set upon real estate or other property by the Township Assessor as a basis for levying taxes. In Lake County the Assessor attempts to approximate 1/3 of the market value of a home.

Property Tax Limitation Act: Public Act 87-17 limits the increase in property tax extensions to 5% or the percent increase in the national CPI-U index, whichever is less. Some exclusions to the limitations are: general obligation debt approved by referendum and general obligation debt issued prior to 10/1/91. Adjustments to the limitations are: new construction, annexed property and voter approved rate increases. Increases above 5% or the CPI-U must be approved by the voters in a referendum. Can the levy be more than 5% or the CPI-U? Yes, because of the effect of the exclusions and adjustments stated above.

Tax Rate: The amount of tax stated in terms of a unit of the tax base. The Village's property tax rate is shown as a percentage of every \$100 of EAV.

Debt Service: Used to account for the current (due in the current year) portion of principal and interest on long term general obligation debt. Debt service taxes are levied each year by the County once the original bond ordinance has been filed; the Village doesn't need to levy those funds each year. However, if the Village does **not** want the levy it must **abate** the debt service levy.

Abatement: The reduction of an amount already expected to be levied. Typically used for abatement of debt levies. If the debt levy is abated, the Village needs to provide for the semi-annual interest and annual principal payments from a source other than property taxes.

IV. PRACTICES & POLICIES

- ⇒ From 1993-2002 the Village Board's policy was to increase the property tax levy based on new construction added to the tax rolls and NOT take advantage of the CPI factor.
- ⇒ In 2002 the Board revised its policy to levy a property tax that includes the amount applicable to the CPI factor.
- ⇒ Library has always been allowed to levy the maximum.
- ⇒ Under Home Rule Village can levy in excess of property tax limitation act (PTELL-tax caps). However, in 2005 the Board approved a resolution to keep Village property tax levy pursuant to tax cap.
- ⇒ In 2006, the Library levied an amount in excess of the PTELL in order to begin funding a capital reserve. Since then the Library has levied within the PTELL.
- ⇒ In 2010 the Library requested no increase in the levy amount from the 2009 levy.

V. LIBRARY, SPECIAL REVENUE & TRUST FUND LEVIES

Library: The Library Board presents a request to the Finance Committee. Past practice has been to provide the Library with an amount based on the maximum levy rate. Under Home Rule, Library Board can request a levy in excess of the tax caps.

IMRF: The Village staff (except sworn Police officers) retirement and disability plan. IMRF provides the Village with an actuarial determined rate. Levy is requested based on the estimate of expenditures for the fiscal year the levy will be received and an amount required to maintain an adequate reserve for adjustments between budgeted and actual amounts.

FICA/Social Security: Property Tax funds levied for this fund is for the purpose of paying the employer portion. The levy requested is based on the expenditures for the fiscal year the levy is to be received and an amount required to maintain an adequate reserve for adjustments between budgeted and actual amounts.

Police Pension: Retirement and disability pension plan for sworn police officers. The levy is based on the actuarial valuation of the Pension plan and the Pension Board's request.

Liability Insurance: An amount adequate to pay the annual premium and the deductibles for workers comp and general liability insurance.

Debt Service: The Village has two existing issues: 2006 G.O. Certificates of Participation and the 2004 Water Alternate Revenue Bonds. Neither of these obligations is repaid through the property tax

Library Major Finance Projects

Below is a schedule showing the major financial projects.

Project Description	Presented to the		Delivery to Finance Dept
	Library Board	Village Brd	
2012 Financial Report – CAFR ○ Final CAFR	10/16/12	10/22/12	10/16/12
Develop/Update Multi-Year Financial Projections			n/a
2012 Property Tax Levy ○ Prelim Info to Library ○ Resolution Estimating Levy ○ 1 st Reading of Ordinance ○ 2 nd Reading of Ordinance ○ Levy Filed with County	10/16/12	11/12/12 11/26/12 12/10/12 By 12/21/12	11/6/12 11/20/12 12/6/12
2013-14 Annual Budget ○ Preliminary Discussion ○ Detailed Timetable Prepared ○ Preliminary Budget Review ○ 1 st Reading of Ordinance ○ 2 nd Reading of Ordinance	10/27/12 10/27/12 February 2013	3/11/2013 3/25/2013 ¹	

¹ No changes can be made to the budget after the 2nd reading of the Ordinance without a ¾ majority of the Village Board.

Lake Bluff Library Board of Trustees

Meeting Minutes

September 11, 2012, 7 P.M.

123 E Scranton Ave. Lake Bluff Il 60044

Trustees attending: John Marozsan, Julie Gottshall, Tim Kregor, Kathy Meierhoff. Absent: Karen Bush, Cal Stroh, Romain Wojda

Additional attendees; Eric Bailey, Director, Martha Cordeniz, Carlen DeThorne

1. Call to order: the meeting was called to order by President Marozsan at 6:57 p.m. and a quorum was established.
2. Additions and corrections to the agenda: none
3. Quotes to upgrade Library computers to Window 7: motion to approve Computer View Inc. (CVI) proposal for \$7242.00 made by Marozsan, seconded by Meierhoff, Ayes: Marozsan, Meierhoff, Gottshall, Kregor, Absent: Bush, Stroh, Wojda
4. Approval of minutes
 - a. Approval of minutes 7/10/2012 Regular Meeting: motion to approve by Marozsan, seconded by Meierhoff. Ayes: Marozsan, Meierhoff, Gottshall, Kregor, Absent: Bush, Stroh, Wojda
 - b. Approval of minutes 7/10/2012 Building and Grounds Committee Meeting: motion to approve as corrected (Stroh absent) by Marozsan, seconded by Meierhoff. Ayes: Marozsan, Meierhoff, Gottshall, Kregor, Absent: Bush, Stroh, Wojda
 - c. Approval of minutes 7/24/2012 Building and Grounds Committee Meeting: motion to approve by Marozsan, seconded by Meierhoff. Ayes: Marozsan, Meierhoff, Gottshall, Kregor, Absent: Bush, Stroh, Wojda
 - d. Approval of minutes 8/28/2012 Special Board Meeting: motion to approve by Gottshall , seconded by Marozsan. Ayes: Marozsan, Meierhoff, Gottshall, Kregor, Absent: Bush, Stroh, Wojda
 - e. Approval of minutes 8/28/2012 Human Resources Committee Meeting: motion to approve by Gottshall , seconded by

- Marozsan. Ayes: Marozsan, Meierhoff, Gottshall, Kregor,
Absent: Bush, Stroh, Wojda
- f. Approval of minutes 8/28/2012 Building and Grounds
Committee Meeting: motion to approve by Marozsan,,
seconded by Meierhoff. Ayes: Marozsan, Meierhoff, Gottshall,
Kregor, Absent: Bush, Stroh, Wojda
 5. July and August 2012 Financial Reports – Detailed Balance and
Revenue/Expense (yellow pages)
 - a. July Detailed Balance Sheet
 - b. July Detailed Revenue and Expense Report
 - c. July Detailed Revenue and Expense Report
 - d. August Detailed Balance Sheet
 - e. August Detailed Revenue and Expense Report
 - f. August Detailed Revenue and Expense Report
Motion to approve all reports by Marozsan, seconded by
Gottshall . Ayes: Marozsan, Meierhoff, Gottshall, Kregor,
Absent: Bush, Stroh, Wojda. Additional discussion to invite
Village Financial representatives to the October Meeting to
discuss the report format and details.
 6. Approval of checks
 - a. July manual checks (10672 – 10693)
 - b. July Monthly checks (10711 – 10747)
 - c. August Manual checks (10748 – 10757)
 - d. August Monthly checks (10758 – 10784)
 - g. Motion to approve all checks by Marozsan, seconded by
Gottshall. Ayes: Marozsan, Meierhoff, Gottshall, Kregor,
Absent: Bush, Stroh, Wojda
 7. Opportunity to address the board: none
 8. Old Business:
 - a. Discussion of landscape plan: Process ongoing. Public
meetings ongoing. Motion to authorize Director Bailey to
approve final proposal from Breezy Hill Nursery up to
\$20,000.00 pending the review of the President of Board of
Trustees and Chairperson of Building and Grounds and to
apply for building permits upon approval of Village Review
Boards made by Marozsan seconded Gottshall. Ayes:
Marozsan, Meierhoff, Gottshall, Kregor, Absent: Bush, Stroh,
Wojda

- b. Discussion of Creating a New Long Range Plan: Four areas identified for consideration: Technology, Phase 2 Renovation, Staffing Needs, Budget. Target date for discussion: November 2012.
 - c. Committee Appointments: deferred to October meeting
9. Director's Report
- a. Director Narrative Report
 - b. Statistical Report
 - c. Announcements and Correspondence
 - d. Friends Meeting Attendee For October 13 Meeting: Gottshall
 - e. Programs of Interest to Library Trustees: none discussed
11. New Business
- a. Review of State Grants and Taxes for Per Capita Requirements
 - b. Discussion of Library Programming and Outreach for Per Capita Grant
 - c. GASB Assignment ; action deferred to October meeting
 - d. Photo Policy: no action taken
 - e. Holiday Dates: motion to approve by Marozsan, seconded by Gottshall. Ayes: Marozsan, Meierhoff, Gottshall, Kregor, Absent: Bush, Stroh, Wojda
 - f. Meeting Dates: motion to approve as corrected by Marozsan, seconded by Gottshall. Ayes: Marozsan, Meierhoff, Gottshall, Kregor, Absent: Bush, Stroh, Wojda
 - g. Trinkets and Treasures: no action taken
 - h. Non Resident Program : motion to approve by Marozsan, seconded by Gottshall. Ayes: Marozsan, Meierhoff, Gottshall, Kregor, Absent: Bush, Stroh, Wojda
 - h. Vote of Thanks to Judy Nickels: motion to approve by Marozsan, seconded by Gottshall. Ayes: Marozsan, Meierhoff, Gottshall, Kregor, Absent: Bush, Stroh, Wojda
12. Executive Session: motion to go to Executive Session at 9:05 p.m. by Marozsan, seconded by Gottshall. Ayes: Marozsan, Meierhoff, Gottshall, Kregor, Absent: Bush, Stroh, Wojda
- 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 © (1

Motion to adjourn Executive Session at 9:21 p.m. by Marozsan,
seconded by Gottshall. Ayes: Marozsan, Meierhoff, Gottshall,
Kregor, Absent: Bush, Stroh, Wojda

13. Committee Reports

- a. Finance Committee (Stroh, Marozsan, Gottshall): none
- b. Human Resource Committee (Gottshall, Bush) none
- c. Building and Grounds Committee (Stroh, Meierhoff): see 9 a.
- d. Technology Committee (Marozsan, Meierhoff): none
- e. Public Relations/Advocacy/Fundraising: none
- f. Friends Liaison (Bush, Nickels): see 10 d.
- g. Historical Museum Liaison (Nickels, Bush): see 11 g.
- h. Long Range Planning Committee (proposed Kregor, Wojda,
Marozsan)

14. Any and all other business which may properly come before the
Board: none

- i. Adjournment: 9:22 p.m. motion to adjourn by Marozsan,
seconded by Gottshall. Ayes: Marozsan, Meierhoff, Gottshall,
Kregor, Absent: Bush, Stroh, Wojda

Future Meetings: October 9, November 13, December 11, 2012

Respectfully Submitted.
Kathy Meierhoff, Secretary

Lake Bluff Public Library

5A

DATE: 10/10/2012
 TIME: 14:56:37
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

PAGE: 1
 F-YR: 13

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2012

ACCOUNT #	DESCRIPTION	BALANCE 05/01/12	NET DEBITS	NET CREDITS	BALANCE 09/30/12
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	143,000.00	138,333.75	37,724.47
80-10-101-10001	CASH BOX OVER/SHORT	0.00	16.17	221.46	(205.29)
80-10-101-11000	MONEY MARKET ACCOUNT	205,894.68	130,490.79	176,509.63	159,875.84
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	778,556.95	256,000.00	757,185.82
80-10-101-15111	ILLINOIS FUNDS - GRANTS	1.80	0.00	0.00	1.80
TOTAL CASH & INVESTMENTS		473,733.57	1,052,063.91	571,064.84	954,732.64
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)	814,022.06	813,957.48	0.00
80-10-301-55000	PREPAID EXPENSES	0.00	0.00	0.00	0.00
TOTAL OTHER ASSETS		(64.58)	814,022.06	813,957.48	0.00
TOTAL ASSETS		1,564,561.76	1,874,977.45	1,385,022.32	2,054,516.89
LIABILITIES AND FUND EQUITY					
LIABILITIES					
PAYABLES					
80-20-102-20000	ACCOUNTS PAYABLE	19,940.07	158,592.28	164,880.75	25,228.54
80-20-102-41000	SOCIAL SECURITY TAX PAYABLE	0.00	19,990.77	19,990.77	0.00

Lake Bluff Public Library

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

5B

DATE: 10/10/2012
 TIME: 14:56:37
 ID: GL450000.WOW

PAGE: 2
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FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2012

ACCOUNT #	DESCRIPTION	BALANCE 05/01/12	NET DEBITS	NET CREDITS	BALANCE 09/30/12
LIABILITIES					
PAYABLES					
80-20-102-42000	FEDERAL INCOME TAX PAYABLE	0.00	13,176.11	13,176.11	0.00
80-20-102-43000	STATE INCOME TAX PAYABLE	0.00	6,364.87	6,364.87	0.00
80-20-102-44000	IMRF PAYABLE	0.00	20,559.28	20,559.28	0.00
80-20-102-45000	ICMA 457 PLAN PAYABLE	0.00	10,000.00	10,000.00	0.00
80-20-102-46000	MEDICAL INSURANCE PAYABLE	0.00	0.00	0.00	0.00
80-20-102-65000	LIBRARY FLEXIBLE BENEFIT PAYAB	0.00	1,219.80	1,219.80	0.00
80-20-102-66000	LIBRARY HSA PAYABLE	0.00	2,000.00	2,000.00	0.00
80-20-102-70000	OTHER SHORT TERM LIABILITIES	0.00	0.00	0.00	0.00
TOTAL PAYABLES		18,940.07	231,903.11	238,191.58	25,228.54
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	231,903.11	238,191.58	845,147.77
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	483,666.66	483,666.66

Lake Bluff Public Library

50

DATE: 10/10/2012
 TIME: 14:56:37
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-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

PAGE: 3
 F-YR: 13

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2012

ACCOUNT #	DESCRIPTION	BALANCE 05/01/12	NET DEBITS	NET CREDITS	BALANCE 09/30/12
<hr style="border-top: 1px dashed black;"/>					
TOTAL FUND EQUITY		725,702.46	0.00	483,666.66	1,209,369.12
<hr style="border-top: 1px dashed black;"/>					
TOTAL LIABILITIES AND FUND EQUITY		1,564,561.76	231,903.11	721,858.24	2,054,516.89
<hr style="border-top: 1px dashed black;"/>					

Lake Bluff Public Library

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DATE: 10/10/2012
 TIME: 14:56:37
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

PAGE: 4
 F-YR: 13

FUND: LIBRARY BLG RENOVATION FUND
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2012

ACCOUNT #	DESCRIPTION	BALANCE 05/01/12	NET DEBITS	NET CREDITS	BALANCE 09/30/12
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

5E

DATE: 10/10/2012
 TIME: 14:56:37
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

PAGE: 5
 F-YR: 13

FUND: LIBRARY BIRD MEMORIAL FUND
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2012

ACCOUNT #	DESCRIPTION	BALANCE 05/01/12	NET DEBITS	NET CREDITS	BALANCE 09/30/12
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

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6A

DATE: 10/10/2012
 TIME: 15:07:13
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2012

PAGE: 1
 F-YR: 13

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: REVENUES

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
PROPERTY TAXES							
80-40-103-10000	LIBRARY PROPERTY TAX	349,592.21	338,350.37	778,383.80	753,658.38	800,255.00	97.2%
TOTAL REVENUES: PROPERTY TAXES		349,592.21	338,350.37	778,383.80	753,658.38	800,255.00	97.2%
SERVICES & FEES							
80-40-403-48300	PHOTO-COPY CHARGES	216.40	138.90	888.01	691.90	1,700.00	52.2%
80-40-403-48500	NON-RESIDENT FEES	831.20	637.84	3,135.43	3,114.51	4,500.00	69.6%
TOTAL REVENUES: SERVICES & FEES		1,047.60	776.74	4,023.44	3,806.41	6,200.00	64.8%
FINES							
80-40-503-65000	RENTAL FINES	1,524.46	1,410.09	5,655.34	5,326.21	11,500.00	49.1%
TOTAL REVENUES: FINES		1,524.46	1,410.09	5,655.34	5,326.21	11,500.00	49.1%
MISCELLANEOUS							
80-40-603-73000	PER CAPITA GRANTS	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73100	"WEED AND FEED" GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73200	ILLINOIS FIRST GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73400	MISCELLANEOUS GRANTS RECEIVED	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73500	HVAC GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73600	SHAKESPEARE GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73700	VILLAGE CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73800	VLIET OPERATING COST CONTRIB	0.00	0.00	0.00	0.00	7,750.00	0.0%
80-40-603-75000	INTEREST EARNINGS	79.01	48.60	308.71	235.06	0.00	0.0%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	6.05	5.71	25.96	85.39	450.00	68.6%
80-40-603-78001	RESTRICTED DONATIONS	2,003.00	1.05	2,073.79	18,612.18	0.00	100.0%
80-40-603-78002	VCLA EQUITY DONATION	0.00	0.00	0.00	0.00	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	94.48	266.32	844.18	1,449.65	0.00	0.0%
TOTAL REVENUES: MISCELLANEOUS		2,182.54	321.68	3,252.64	20,382.28	9,700.00	33.5%
TOTAL REVENUES: REVENUES		354,346.81	340,858.88	791,315.22	783,173.28	827,655.00	95.6%
TOTAL FUND REVENUES		354,346.81	340,858.88	791,315.22	783,173.28	827,655.00	95.6%

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5B

DATE: 10/10/2012
 TIME: 15:07:13
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2012

PAGE: 2
 F-YR: 13

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
LIBRARY SERVICES							
80-60-001-40000	LIBRARIAN SALARIES	17,082.64	21,952.52	85,289.81	109,234.20	260,000.00	32.8%
80-60-001-40050	STAFF SALARIES	13,696.92	9,301.80	68,236.60	46,136.34	134,889.00	50.5%
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	3,176.38	3,021.96	13,561.90	15,233.36	50,000.00	27.1%
80-60-001-40750	PROFESSIONAL INSURANCE & BONDS	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-40950	EMPLOYER IMRF	2,999.79	2,934.27	14,948.75	14,522.97	2,000.00	0.0%
80-60-001-40951	EMPLOYER FICA TAX	2,305.38	2,342.46	11,498.44	11,640.97	39,500.00	37.8%
80-60-001-41000	BUILDING MAINTENANCE	958.42	1,403.97	11,960.77	11,645.76	30,500.00	37.6%
80-60-001-41020	ELEVATOR MAINTENANCE	188.19	198.46	709.14	1,043.10	20,000.00	59.8%
80-60-001-41050	GROUNDS MAINTENANCE	480.00	480.00	3,422.47	2,589.50	2,500.00	28.3%
80-60-001-41200	EQUIPMENT MAINTENANCE	0.00	0.00	0.00	0.00	10,500.00	32.5%
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	1,513.33	485.89	2,878.71	1,654.99	0.00	0.0%
80-60-001-41304	OTHER PROFESSIONAL SERVICES	0.00	148.29	0.00	4,748.29	4,500.00	63.9%
80-60-001-41305	COMPUTER SERVICES	2,510.00	2,510.00	12,725.00	14,179.65	6,500.00	0.0%
80-60-001-41350	LEGAL SERVICES	450.00	0.00	2,867.19	630.00	28,000.00	45.4%
80-60-001-42400	PROFESSIONAL DEVELOPMENT	454.00	50.00	1,646.00	1,591.50	2,500.00	114.6%
80-60-001-42440	DUES	0.00	48.00	312.13	924.00	6,000.00	27.4%
80-60-001-43230	UTILITIES	534.92	471.45	2,374.45	2,251.91	3,000.00	10.4%
80-60-001-43300	POSTAGE	120.56	286.60	1,349.74	1,172.83	8,000.00	29.6%
80-60-001-43400	PRINTING/E-NEWSLETTER	265.34	0.00	3,630.48	3,168.98	3,000.00	44.9%
80-60-001-43550	OFFICE SUPPLIES	277.49	306.28	2,318.04	1,474.61	8,500.00	42.7%
80-60-001-43570	OPERATING SUPPLIES	0.00	0.00	52.98	1,474.61	6,000.00	38.6%
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	11.81	0.00	544.14	489.48	0.00	-100.0%
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	511.79	440.52	1,651.21	2,725.56	2,500.00	21.7%
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	139.38	48.86	533.82	171.90	4,500.00	36.6%
80-60-001-43710	ADULT PROGRAM SUPPLIES	200.00	973.74	1,559.95	1,637.38	1,000.00	53.3%
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	198.77	718.57	3,766.77	2,383.67	4,000.00	38.9%
80-60-001-44800	PER CAPITA GRANT	0.00	0.00	0.00	825.61	7,000.00	53.8%
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	1,303.93	2,016.89	8,765.25	8,048.60	0.00	0.0%
80-60-001-45100	ADULT FICTION BOOKS	1,266.05	1,253.82	6,627.73	8,416.20	18,000.00	48.6%
80-60-001-45110	ADULT LARGE PRINT MATERIAL	0.00	132.18	228.77	341.91	16,000.00	41.4%
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	1,916.52	999.99	6,298.43	4,188.42	1,000.00	22.8%
80-60-001-45220	ADULT REFERENCE/E-REFER	0.00	0.00	7,557.81	0.00	14,000.00	44.9%
80-60-001-45300	ADULT REFERENCE MATERIAL	0.00	0.00	0.00	5,188.82	15,000.00	50.3%
80-60-001-45400	JUVENILE NON-FICTION	617.92	34.99	1,270.34	2,674.23	0.00	0.0%
80-60-001-45410	PICTURE BOOKS, READERS	741.07	16.75	2,387.30	1,667.84	7,000.00	18.1%
80-60-001-45420	JUVENILE FICTION	642.21	330.52	3,277.50	2,504.49	6,000.00	39.7%
						7,800.00	42.0%

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60

DATE: 10/10/2012
 TIME: 15:07:13
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2012

PAGE: 3
 F-YR: 13

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
LIBRARY SERVICES							
80-60-001-45430	JUVENILE AUDIO-VISUAL	99.03	208.58	852.79	1,072.94	4,000.00	21.3%
80-60-001-45440	JUVENILE REFERENCE	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-45450	TEEN BOOKS	218.63	220.66	944.40	1,147.63	3,000.00	31.4%
80-60-001-45460	E-BOOKS	1,109.68	0.00	1,966.51	0.00	5,000.00	39.3%
80-60-001-45470	GRAPHIC NOVELS	14.12	0.00	113.94	0.00	500.00	22.7%
80-60-001-45500	PERIODICALS	0.00	0.00	4,605.59	4,799.00	8,500.00	54.1%
80-60-001-45510	VIDEO GAMES	436.97	218.53	1,131.04	558.13	2,300.00	49.1%
80-60-001-45600	PATRON & STAFF SOFTWARE	0.00	0.00	3,028.00	3,275.00	4,000.00	75.7%
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	6,131.17	13,096.00	14,000.00	43.7%
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	104.59	550.02	1,667.51	0.00	-100.0%
80-60-001-46000	MISCELLANEOUS EXPENSES	(129.56)	30.72	483.39	401.41	2,000.00	24.1%
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	11.97	0.00	82.76	152.13	0.00	-100.0%
80-60-001-49000	LIBRARY FURNISHINGS	0.00	119.99	145.10	469.99	5,000.00	2.9%
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	300.00	532.79	4,828.14	5,000.00	0.0%
80-60-001-49351	TECH-4-U AUTOMATION	0.00	0.00	0.00	0.00	13,000.00	4.0%
80-60-001-49400	OTHER EQUIPMENT	25.92	189.90	1,534.81	846.38	4,500.00	0.0%
80-60-001-50000	CONTINGENCY	500.00	0.00	1,294.63	2,150.12	25,916.00	4.9%
TOTAL EXPENSES: LIBRARY SERVICES		56,849.57	54,301.75	307,648.56	319,571.45	826,405.00	37.2%
TOTAL EXPENSES: LIBRARY ADMINISTRATION		56,849.57	54,301.75	307,648.56	319,571.45	826,405.00	37.2%
TOTAL FUND EXPENSES		56,849.57	54,301.75	307,648.56	319,571.45	826,405.00	37.2%

Lake Bluff Public Library

5D

DATE: 10/10/2012
 TIME: 15:07:13
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2012

PAGE: 4
 F-YR: 13

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

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
----- UNDEFINED CODE -----							
81-60-001-49000	LIBRARY FURNISHINGS	0.00	0.00	2,800.00	68,983.62	0.00	-100.0%
81-60-001-49100	BUILDING IMPROVEMENTS	0.00	27,221.78	0.00	204,807.15	0.00	0.0%

TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	27,221.78	2,800.00	273,790.77	0.00	-100.0%
TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	27,221.78	2,800.00	273,790.77	0.00	-100.0%
TOTAL FUND EXPENSES		56,849.57	81,523.53	310,448.56	593,362.22	826,405.00	37.5%

Lake Bluff Public Library

6E

DATE: 10/10/2012
 TIME: 15:07:13
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2012

PAGE: 5
 F-YR: 13

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

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER 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		354,346.81	340,858.88	791,315.68	783,174.23	868,852.00	91.0%

Lake Bluff Public Library

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DATE: 10/10/2012
 TIME: 15:07:13
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2012

PAGE: 6
 F-YR: 13

FUND: LIBRARY BIRD MEMORIAL FUND
 DEPT: BIRD MEMORIAL EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
--- UNDEFINED CODE ---							
82-60-001-44800	PER CAPITAL GRANT EXPENDITURES	0.00	6.99	3,057.38	4,491.70	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	6.99	3,215.48	4,491.70	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	6.99	3,215.48	4,491.70	29,197.00	11.0%
TOTAL FUND EXPENSES		56,849.57	81,530.52	313,664.04	597,853.92	855,602.00	36.6%

Lake Bluff Public Library

7A

DATE: 10/10/2012
 TIME: 15:06:33
 ID: GL470001.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2012

PAGE: 1
 F-YR: 13

FUND: LAKE BLUFF PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER BUDGET	SEPTEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
REVENUES							
PROPERTY TAXES							
80-40-103-10000	LIBRARY PROPERTY TAX	321,900.00	349,592.21	8.6	800,255.00	778,383.80	(2.7)
TOTAL PROPERTY TAXES		321,900.00	349,592.21	8.6	800,255.00	778,383.80	(2.7)
SERVICES & FEES							
80-40-403-48300	PHOTO-COPY CHARGES	141.67	216.40	52.7	1,700.00	888.01	(47.7)
80-40-403-48500	NON-RESIDENT FEES	375.00	831.20	121.6	4,500.00	3,135.43	(30.3)
TOTAL SERVICES & FEES		516.67	1,047.60	102.7	6,200.00	4,023.44	(35.1)
FINES							
80-40-503-65000	RENTAL FINES	958.33	1,524.46	59.0	11,500.00	5,655.34	(50.8)
TOTAL FINES		958.33	1,524.46	59.0	11,500.00	5,655.34	(50.8)
MISCELLANEOUS							
80-40-603-73000	PER CAPITA GRANTS	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-73100	"WEED AND FEED" GRANT	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-73200	ILLINOIS FIRST GRANT	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-73400	MISCELLANEOUS GRANTS RECEIVED	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-73500	HVAC GRANT	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-73600	SHAKESPEARE GRANT	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-73700	VILLAGE CONTRIBUTION	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-73800	VLIET OPERATING COST CONTRIB	0.00	0.00	0.0	7,750.00	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	37.50	79.01	110.6	450.00	308.71	(31.4)
80-40-603-78001	RESTRICTED DONATIONS	0.00	6.05	100.0	0.00	25.96	100.0
80-40-603-78002	VCLA EQUITY DONATION	0.00	2,003.00	100.0	0.00	2,073.79	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	125.00	94.48	(24.4)	0.00	0.00	0.0
TOTAL MISCELLANEOUS		162.50	2,182.54	1243.1	9,700.00	3,252.64	(66.4)
TOTAL REVENUES: REVENUES		323,537.50	354,346.81	9.5	827,655.00	791,315.22	(4.3)
LIBRARY ADMINISTRATION EXPENSES							
LIBRARY SERVICES							
80-60-001-40000	LIBRARIAN SALARIES	21,666.67	17,082.64	21.1	260,000.00	85,289.81	67.2
80-60-001-40050	STAFF SALARIES	11,240.75	13,696.92	(21.8)	134,889.00	68,236.60	49.4
80-60-001-40060	SALARY SURVEY ADJUSTMENTS	0.00	0.00	0.0	0.00	0.00	0.0

Lake Bluff Public Library

78

DATE: 10/10/2012
 TIME: 15:06:33
 ID: GL470001.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2012

PAGE: 2
 F-YR: 13

FUND: LAKE BLUFF PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER BUDGET	SEPTEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
LIBRARY ADMINISTRATION							
EXPENSES							
LIBRARY SERVICES							
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	3,176.38	23.7	50,000.00	13,561.90	72.8
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	166.67	0.00	100.0	2,000.00	0.00	100.0
80-60-001-40950	EMPLOYER IMRF	3,291.67	2,999.79	8.8	39,500.00	14,948.75	62.1
80-60-001-40951	EMPLOYER FICA TAX	2,541.67	2,305.38	9.3	30,500.00	11,498.44	62.3
80-60-001-41000	BUILDING MAINTENANCE	1,666.67	958.42	42.4	20,000.00	11,960.77	40.2
80-60-001-41020	ELEVATOR MAINTENANCE	208.33	188.19	9.6	2,500.00	709.14	71.6
80-60-001-41050	GROUNDS MAINTENANCE	875.00	480.00	45.1	10,500.00	3,422.47	67.4
80-60-001-41200	EQUIPMENT MAINTENANCE	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-41300	COMPUTER SERVICES	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-41303	COPIER MAINTENANCE/SUPPLIES	375.00	1,513.33	(303.5)	4,500.00	2,878.71	36.0
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	2,510.00	(7.5)	28,000.00	12,725.00	54.5
80-60-001-41350	LEGAL SERVICES	208.33	450.00	(116.0)	2,500.00	2,867.19	(14.6)
80-60-001-42400	PROFESSIONAL DEVELOPMENT	500.00	454.00	9.2	6,000.00	1,646.00	72.5
80-60-001-42440	DUES	250.00	0.00	100.0	3,000.00	312.13	89.6
80-60-001-43230	UTILITIES	666.67	534.92	19.7	8,000.00	2,374.45	70.3
80-60-001-43300	POSTAGE	250.00	120.56	51.7	3,000.00	1,349.74	55.0
80-60-001-43400	PRINTING/E-NEWSLETTER	708.33	265.34	62.5	8,500.00	3,630.48	57.2
80-60-001-43550	OFFICE SUPPLIES	500.00	277.49	44.5	6,000.00	2,318.04	61.3
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	11.81	94.3	2,500.00	544.14	78.2
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	375.00	511.79	(36.4)	4,500.00	1,651.21	63.3
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	83.33	139.38	(67.2)	1,000.00	533.82	46.6
80-60-001-43710	ADULT PROGRAM SUPPLIES	333.33	200.00	40.0	4,000.00	1,559.95	61.0
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	583.33	198.77	65.9	7,000.00	3,766.77	46.1
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	1,303.93	13.0	18,000.00	8,765.25	51.3
80-60-001-45100	ADULT FICTION BOOKS	1,333.33	1,266.05	5.0	16,000.00	6,627.73	58.5
80-60-001-45110	ADULT LARGE PRINT MATERIAL	83.33	0.00	100.0	1,000.00	228.77	77.1
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	1,166.67	1,916.52	(64.2)	14,000.00	6,298.43	55.0
80-60-001-45220	ADULT REFERENCE/E-REFER	1,250.00	0.00	100.0	15,000.00	7,557.81	49.6
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	617.92	(5.9)	7,000.00	1,270.34	81.8
80-60-001-45410	PICTURE BOOKS, READERS	500.00	741.07	(48.2)	6,000.00	2,387.30	60.2
80-60-001-45420	JUVENILE FICTION	650.00	642.21	1.2	7,800.00	3,277.50	57.9
80-60-001-45430	JUVENILE AUDIO-VISUAL	333.33	99.03	70.2	4,000.00	852.79	78.6

Lake Bluff Public Library

7C

DATE: 10/10/2012
 TIME: 15:06:33
 ID: GL470001.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2012

PAGE: 3
 F-YR: 13

FUND: LAKE BLUFF PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER BUDGET	SEPTEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
LIBRARY ADMINISTRATION EXPENSES							
LIBRARY SERVICES							
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	218.63	12.5	3,000.00	944.40	68.5
80-60-001-45460	E-BOOKS	416.67	1,109.68	(166.3)	5,000.00	1,966.51	60.6
80-60-001-45470	GRAPHIC NOVELS	41.67	14.12	66.1	500.00	113.94	77.2
80-60-001-45500	PERIODICALS	708.33	0.00	100.0	8,500.00	4,605.59	45.8
80-60-001-45510	VIDEO GAMES	191.67	436.97	(127.9)	2,300.00	1,131.04	50.8
80-60-001-45600	PATRON & STAFF SOFTWARE	333.33	0.00	100.0	4,000.00	3,028.00	24.3
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	1,166.67	0.00	100.0	14,000.00	6,131.17	56.2
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	(129.56)	177.7	2,000.00	483.39	75.8
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	0.00	11.97	100.0	0.00	82.76	100.0
80-60-001-49000	LIBRARY FURNISHINGS	416.67	0.00	100.0	5,000.00	145.10	97.1
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	0.00	100.0	5,000.00	0.00	100.0
80-60-001-49350	COMPUTER EQUIPMENT	1,083.33	0.00	100.0	13,000.00	532.79	95.9
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	25.92	93.0	4,500.00	1,534.81	65.8
80-60-001-50000	CONTINGENCY	2,159.67	500.00	76.8	25,916.00	1,294.63	95.0
TOTAL LIBRARY SERVICES		68,867.09	56,849.57	17.4	826,405.00	307,648.56	62.7
TOTAL EXPENSES: LIBRARY ADMINISTRATION		68,867.09	56,849.57	17.4	826,405.00	307,648.56	62.7
TOTAL FUND REVENUES		323,537.50	354,346.81	9.5	827,655.00	791,315.22	(4.3)
TOTAL FUND EXPENSES		68,867.09	56,849.57	17.4	826,405.00	307,648.56	62.7
FUND SURPLUS (DEFICIT)		254,670.41	297,497.24	16.8	1,250.00	483,666.66	8593.3

Lake Bluff Public Library

70

DATE: 10/10/2012
 TIME: 15:06:33
 ID: GL470001.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2012

PAGE: 4
 F-YR: 13

FUND: LIBRARY BLG RENOVATION FUND

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

--- UNDEFINED CODE ---							
EXPENSES							
--- UNDEFINED CODE ---							
81-60-001-49000	LIBRARY FURNISHINGS	0.00	0.00	0.0	0.00	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

Lake Bluff Public Library

7E

DATE: 10/10/2012
 TIME: 15:06:33
 ID: GL470001.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 5 PERIODS ENDING SEPTEMBER 30, 2012

PAGE: 5
 F-YR: 13

FUND: LIBRARY BIRD MEMORIAL FUND

ACCOUNT NUMBER	DESCRIPTION	SEPTEMBER BUDGET	SEPTEMBER 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)

Lake Bluff Public Library

8A

DATE: 10/09/12
 TIME: 14:16:01
 ID: AP225000.CBL

-- VILLAGE OF LAKE BLUFF --
 MANUAL CHECK REGISTER

PAGE: 1

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
10785	9HOMEDEP	HOME DEPOT	CREDIT SERVICES		09/11/12		
	6563949	08/01/12	01	CABLES		80-60-001-49400	25.92
			02	BATTERIES		80-60-001-41000	19.94
						INVOICE TOTAL:	45.86 *
						CHECK TOTAL:	45.86
10786	9AT&T	AT & T			09/21/12		
	847-234-254009	09/07/12	01	LCL PH SRVC: 8/8-9/7/12		80-60-001-43230	354.74
						INVOICE TOTAL:	354.74 *
						CHECK TOTAL:	354.74
10787	9COMCAST	COMCAST CABLE			09/21/12		
	COM091212	09/12/12	01	INTERNET: 9/19-10/18/12		80-60-001-43230	141.90
						INVOICE TOTAL:	141.90 *
						CHECK TOTAL:	141.90
10788	9CDW	CDW GOVERNMENT, INC.			09/21/12		
	Q074573	08/30/12	01	COPIER TONER, SRVC & REPAIRS		80-60-001-41303	437.81
						INVOICE TOTAL:	437.81 *
						CHECK TOTAL:	437.81
10789	9IMAGESY	IMAGE SYSTEMS & BUSINESS			09/21/12		
	165652	09/11/12	01	COPIER MAINT: 9/11-12/11/12		80-60-001-41303	130.80
			02	COPIER SRVC/REPR (B&W COPIES)		80-60-001-41303	78.29
						INVOICE TOTAL:	209.09 *
	165653	09/11/12	01	COPIER MAINT:9/11-12/11/12		80-60-001-41303	158.00
			02	COLOR COPIES SRVC & REPAIRS		80-60-001-41303	369.09
						INVOICE TOTAL:	527.09 *
						CHECK TOTAL:	736.18
10790	9TOSEREL	ELIZA JARVI			09/21/12		
	JAR091912	09/19/12	01	CHILDREN/TEEN PROGRAM SUPPLIES		80-60-001-43720	20.01
			02	CHILDREN/TEEN PROGRAM SUPPLIES		80-60-001-43720	20.00
			03	POSTAGE REIMBURSEMENT		80-60-001-43300	4.57
						INVOICE TOTAL:	44.58 *
						CHECK TOTAL:	44.58

Lake Bluff Public Library

DATE: 09/12
 TIME: 14:16:01
 ID: AP225000.CBL

-- VILLAGE OF LAKE BLUFF --
 MANUAL CHECK REGISTER

8B
 PAGE: 2

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
10791	9MAHONEY P20910	MAHONEY PLUMBING INC 09/06/12	01 SRVC CALL: LEAKING SINK	09/21/12	80-60-001-41000	180.00 INVOICE TOTAL: 180.00 *
					CHECK TOTAL:	180.00
10792	9OSADACL OSA091912	CLAIRE OSADA 09/19/12	01 JUVENILE FICTION, PBKS & SERIES 02 JUVENILE PICTURE BKS, READERS 03 OFFICE SUPPLIES	09/21/12	80-60-001-45420 80-60-001-45410 80-60-001-43550	40.40 14.50 14.04 INVOICE TOTAL: 68.94 *
					CHECK TOTAL:	68.94
10793	9WENDTM WEN09012012	WENDT MAINTENANCE INC. 09/01/12	01 GROUNDS MAINT: SEPT 2012	09/21/12	80-60-001-41050	480.00 INVOICE TOTAL: 480.00 *
					CHECK TOTAL:	480.00
10794	9VANTAGE 10150929	VANTAGEPOINT TRANSFER AGENTS 09/19/12	01 'EE ICMA CONTRIBUTION: 9/28/12	09/21/12	80-20-102-45000	1,000.00 INVOICE TOTAL: 1,000.00 *
					CHECK TOTAL:	1,000.00
10795	9DELAGE 14981934	DE LAGE LANDEN FINANCIAL SRVC 09/08/12	01 COPIER MAINT: SEPT 2012	09/24/12	80-60-001-41303	137.06 INVOICE TOTAL: 137.06 *
					CHECK TOTAL:	137.06
10796	9INGRAM 06805619	INGRAM LIBRARY SERVICES 09/13/12	01 ADULT FICTION	09/24/12	80-60-001-45100	15.25 INVOICE TOTAL: 15.25 *
	06805620	09/13/12	01 ADULT FICTION		80-60-001-45100	159.22 INVOICE TOTAL: 159.22 *
	06854514	09/17/12	01 ADULT FICTION		80-60-001-45100	159.75 INVOICE TOTAL: 159.75 *

Lake Bluff Public Library

8C

DATE: 10/09/12
 TIME: 14:16:01
 ID: AP225000.CBL

-- VILLAGE OF LAKE BLUFF --
 MANUAL CHECK REGISTER

PAGE: 3

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
10796	9INGRAM	INGRAM LIBRARY SERVICES		09/24/12		
	06854515	09/17/12	01 ADULT FICTION		80-60-001-45100	9.60
					INVOICE TOTAL:	9.60 *
					CHECK TOTAL:	343.82
10797	9INGRAM	INGRAM LIBRARY SERVICES		09/24/12		
	06669205	09/06/12	01 ADULT FICTION		80-60-001-45100	60.95
					INVOICE TOTAL:	60.95 *
					CHECK TOTAL:	60.95
					TOTAL AMOUNT PAID:	4,031.84

Lake Bluff Public Library

9A

DATE: 10/09/12
 TIME: 14:28:02
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

PAGE: 1

CHECK DATE: 10/09/12

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
10798	9AMAZONA	VOIDED---LEADER CHECK						
		002151183349	09/06/12	01	ADULT NON-FICTION BOOKS	80-60-001-45000	-1.12	
						INVOICE TOTAL:	-1.12 *	
		002153612994	08/28/12	01	ADULT NON-FICTION BOOKS	80-60-001-45000	53.82	
						INVOICE TOTAL:	53.82 *	
		002155308857	09/07/12	01	ADULT NON-FICTION BOOKS	80-60-001-45000	-4.99	
						INVOICE TOTAL:	-4.99 *	
		002156017619	08/30/12	01	ADULT NON-FICTION BOOKS	80-60-001-45000	-3.63	
						INVOICE TOTAL:	-3.63 *	
		002157116606	08/31/12	01	ADULT NON-FICTION BOOKS	80-60-001-45000	-4.02	
						INVOICE TOTAL:	-4.02 *	
		002159606095	08/17/12	01	ADULT NON-FICTION BOOKS	80-60-001-45000	42.35	
						INVOICE TOTAL:	42.35 *	
		018870800636	09/04/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-11.50	
						INVOICE TOTAL:	-11.50 *	
		018870896528	09/05/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-1.97	
						INVOICE TOTAL:	-1.97 *	
		018871400223	09/06/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-1.00	
						INVOICE TOTAL:	-1.00 *	
		018871626675	09/03/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-4.97	
						INVOICE TOTAL:	-4.97 *	
		018871820357	08/31/12	01	EXPENSES FROM RESTRICTED DONAT	80-60-001-48001	11.97	
				02	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	218.45	
						INVOICE TOTAL:	230.42 *	

Lake Bluff Public Library

9B

DATE: 10/09/12
 TIME: 14:28:02
 PRG ID: AP215000,CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

PAGE: 2

CHECK DATE: 10/09/12

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
10798	9AMAZONA	VOIDED---LEADER CHECK						
		018873657072	08/29/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	24.99	
						INVOICE TOTAL:	24.99 *	
		018874372545	09/07/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-0.97	
						INVOICE TOTAL:	-0.97 *	
		018877304499	09/02/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-10.00	
						INVOICE TOTAL:	-10.00 *	
		019108294973	08/15/12	01	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	15.42	
						INVOICE TOTAL:	15.42 *	
		028387533838	08/09/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.99	
						INVOICE TOTAL:	14.99 *	
		028388912521	08/09/12	01	ADULT AUDIO VIUAL MATERIAL	80-60-001-45200	142.77	
						INVOICE TOTAL:	142.77 *	
		051503546478	08/29/12	01	ADULT NON-FICTION BOOKS	80-60-001-45000	11.94	
						INVOICE TOTAL:	11.94 *	
		051507949908	08/29/12	01	ADULT NON-FICTION BOOKS	80-60-001-45000	15.45	
						INVOICE TOTAL:	15.45 *	
10799	9AMAZONA	AMAZON						
		088404095875	08/09/12	01	MISC. EXPENSES	80-60-001-46000	55.18	
						INVOICE TOTAL:	55.18 *	
		123087532239	08/16/12	01	ADULT NON-FICTION BOOKS	80-60-001-45000	-25.68	
						INVOICE TOTAL:	-25.68 *	
		126851113267	08/21/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	10.86	
						INVOICE TOTAL:	10.86 *	

Lake Bluff Public Library

90

DATE: 10/09/12
 TIME: 14:28:02
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

PAGE: 3

CHECK DATE: 10/09/12

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10799	9AMAZONA	AMAZON					
		126855299187	08/21/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	22.46
						INVOICE TOTAL:	22.46 *
		126857267763	08/23/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	195.46
						INVOICE TOTAL:	195.46 *
		126857683313	08/23/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	24.99
						INVOICE TOTAL:	24.99 *
		175351423762	08/17/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	216.11
						INVOICE TOTAL:	216.11 *
		175355681156	09/06/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-7.01
						INVOICE TOTAL:	-7.01 *
		175356748617	09/05/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-16.99
						INVOICE TOTAL:	-16.99 *
		175356750475	08/18/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	70.96
						INVOICE TOTAL:	70.96 *
		179991526776	08/09/12	01	ADULT NON-FICTION BOOKS	80-60-001-45000	34.55
						INVOICE TOTAL:	34.55 *
		213779376603	08/23/12	01	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	31.23
						INVOICE TOTAL:	31.23 *
		261302962271	08/28/12	01	ADULT NON-FICTION BOOKS	80-60-001-45000	11.69
						INVOICE TOTAL:	11.69 *
		261303431891	08/31/12	01	ADULT NON-FICTION BOOKS	80-60-001-45000	32.87
						INVOICE TOTAL:	32.87 *
		261303629482	08/27/12	01	ADULT NON-FICTION BOOKS	80-60-001-45000	15.25
						INVOICE TOTAL:	15.25 *
						CHECK TOTAL:	1,179.91

10800 9BKTLNT VOIDED---LEADER CHECK

Lake Bluff Public Library

90

DATE: 10/09/12
 TIME: 14:28:02
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

PAGE: 4

CHECK DATE: 10/09/12

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
	0002345400		09/07/12	01	TEEN BOOKS	80-60-001-45450	-10.16
						INVOICE TOTAL:	-10.16 *
	0002349189		09/17/12	01	CREDIT:ADULT NON-FICTION BOOKS	80-60-001-45000	-13.56
						INVOICE TOTAL:	-13.56 *
	2027343735		08/31/12	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	13.13
						INVOICE TOTAL:	13.13 *
	2027345750		09/05/12	01	TEEN BOOKS	80-60-001-45450	222.82
						INVOICE TOTAL:	222.82 *
	2027346730		09/05/12	01	JUVENILE NON-FICTION	80-60-001-45400	536.11
						INVOICE TOTAL:	536.11 *
	2027346741		09/05/12	01	PICTURE BKS, READERS	80-60-001-45410	435.51
						INVOICE TOTAL:	435.51 *
	2027347771		09/05/12	01	PICTURE BKS, READERS	80-60-001-45410	231.96
						INVOICE TOTAL:	231.96 *
	2027353623		09/06/12	01	ADULT NON-FICTION BOOKS	80-60-001-45000	177.47
						INVOICE TOTAL:	177.47 *
	2027353873		09/05/12	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	555.16
						INVOICE TOTAL:	555.16 *
	2027357205		09/07/12	01	ADULT NON-FICTION BOOKS	80-60-001-45000	167.71
						INVOICE TOTAL:	167.71 *
	2027363816		09/07/12	01	ADULT FICTION BOOKS	80-60-001-45100	57.89
						INVOICE TOTAL:	57.89 *
	2027370253		09/11/12	01	TEEN BOOKS	80-60-001-45450	5.97
						INVOICE TOTAL:	5.97 *
	2027374312		09/12/12	01	PICTURE BKS, READERS	80-60-001-45410	31.87
						INVOICE TOTAL:	31.87 *

Lake Bluff Public Library

9E

DATE: 10/09/12
 TIME: 14:28:02
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

PAGE: 5

CHECK DATE: 10/09/12

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
10800	9BKTLENT	VOIDED---LEADER CHECK						
	2027386471		09/17/12	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	27.57	
						INVOICE TOTAL:	27.57 *	
	2027386646		09/17/12	01	JUVENILE NON-FICTION	80-60-001-45400	13.03	
						INVOICE TOTAL:	13.03 *	
	2027388607		09/18/12	01	ADULT NON-FICTION BOOKS	80-60-001-45000	417.95	
						INVOICE TOTAL:	417.95 *	
	20273886651		09/17/12	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	18.09	
						INVOICE TOTAL:	18.09 *	
	2027393126		09/18/12	01	ADULT FICTION BOOKS	80-60-001-45100	77.11	
						INVOICE TOTAL:	77.11 *	
	2027403373		09/21/12	01	ADULT NON-FICTION BOOKS	80-60-001-45000	336.87	
						INVOICE TOTAL:	336.87 *	
10801	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT						
	2027405643		09/20/12	01	ADULT FICTION BOOKS	80-60-001-45100	59.04	
						INVOICE TOTAL:	59.04 *	
	2027409380		09/21/12	01	PICTURE BKS, READERS	80-60-001-45410	27.23	
						INVOICE TOTAL:	27.23 *	
	2027413729		09/25/12	01	ADULT FICTION BOOKS	80-60-001-45100	90.81	
						INVOICE TOTAL:	90.81 *	
	2027416516		09/25/12	01	JUVENILE NON-FICTION	80-60-001-45400	25.38	
						INVOICE TOTAL:	25.38 *	
	2027416597		09/25/12	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	19.08	
						INVOICE TOTAL:	19.08 *	

Lake Bluff Public Library

9F

DATE: 10/09/12
 TIME: 14:28:02
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

PAGE: 6

CHECK DATE: 10/09/12

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10801	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT					
	5012197881		09/13/12	01	ADULT NON-FICTION BOOKS	80-60-001-45000	12.51
						INVOICE TOTAL:	12.51 *
						CHECK TOTAL:	3,536.55
10802	9BRODART	BRODART CO.					
	268560		09/19/12	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	242.11
						INVOICE TOTAL:	242.11 *
						CHECK TOTAL:	242.11
10803	9CDW	CDW GOVERNMENT, INC.					
	R181012		09/26/12	01	PHOTOCOPIER TONER,SRVC & REP'R	80-60-001-41303	158.28
						INVOICE TOTAL:	158.28 *
						CHECK TOTAL:	158.28
10804	9COMPVIE	COMPUTER VIEW, INC.					
	25560		09/28/12	01	COMPUTER SERVICES	80-60-001-41305	2,510.00
						INVOICE TOTAL:	2,510.00 *
						CHECK TOTAL:	2,510.00
10805	9DEMCO	DEMCO, INC					
	4733239		09/14/12	01	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	152.82
				02	PROMOTIONAL DISCOUNT	80-60-001-43670	-50.00
						INVOICE TOTAL:	102.82 *
						CHECK TOTAL:	102.82
10806	9FIRSTBA	FIRST BANKCARD					

Lake Bluff Public Library

96

DATE: 10/09/12
 TIME: 14:28:02
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

PAGE: 7

CHECK DATE: 10/09/12

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10806	9FIRSTBA	FIRST BANKCARD					
	CAR09242012		09/24/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	5.00
				02	PRINTING	80-60-001-43400	22.22
					INVOICE TOTAL:		27.22 *
					CHECK TOTAL:		27.22
10807	9FIRSTBA	FIRST BANKCARD					
	CDT09242012		09/24/12	01	POSTAGE	80-60-001-43300	25.99
				02	VIDEO GAMES	80-60-001-45510	436.97
				03	ILA CONF	80-60-001-42400	225.00
					INVOICE TOTAL:		687.96 *
					CHECK TOTAL:		687.96
10808	9FIRSTBA	FIRST BANKCARD					
	DON09242012		09/24/12	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	101.86
				02	CHILDREN/TEEN PROGRAM SUPPLIES	80-60-001-43720	37.54
				03	PROFESSIONAL DEVELOPMENT	80-60-001-42400	229.00
				04	CREDIT:JUVENILE AUDIO VISUAL	80-60-001-45430	-1.96
				05	CREDIT:JUVENILE AUDIO VISUAL	80-60-001-45430	-0.87
					INVOICE TOTAL:		365.57 *
					CHECK TOTAL:		365.57
10809	9FIRSTBA	FIRST BANKCARD					
	ERI09242012		09/24/12	01	GATEWAY ACCT MONTHLY FEE	80-60-001-46000	20.85
				02	EFFECTIVE MTGS COURSE	80-60-001-42400	75.00
				03	IN-SERVICE FOOD	80-60-001-43700	129.22
				04	PRINTING	80-60-001-43400	243.12
				05	CREDIT:EFFECTIVE MTGS COURSE	80-60-001-42400	-75.00
					INVOICE TOTAL:		393.19 *
					CHECK TOTAL:		393.19

Lake Bluff Public Library

9H

DATE: 10/09/12
 TIME: 14:28:02
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

PAGE: 8

CHECK DATE: 10/09/12

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10810	9HELANDE	HELANDERS, INC					
	75805		09/11/12	01	OFFICE SUPPLIES	80-60-001-43550	45.34
						INVOICE TOTAL:	45.34 *
						CHECK TOTAL:	45.34
10811	9HOMEDep	HOME DEPOT CREDIT SERVICES					
	9122005		09/27/12	01	BUILDING MAINTENANCE	80-60-001-41000	15.94
						INVOICE TOTAL:	15.94 *
						CHECK TOTAL:	15.94
10812	9INGRAM	INGRAM LIBRARY SERVICES					
	06882459		09/18/12	01	CREDIT: ADULT FICTION	80-60-001-45100	-54.22
						INVOICE TOTAL:	-54.22 *
	06969987		09/24/12	01	ADULT FICTION	80-60-001-45100	15.23
						INVOICE TOTAL:	15.23 *
	06969988		09/24/12	01	ADULT FICTION	80-60-001-45100	14.13
						INVOICE TOTAL:	14.13 *
	06969989		09/24/12	01	ADULT FICTION	80-60-001-45100	14.10
						INVOICE TOTAL:	14.10 *
	06969990		09/24/12	01	ADULT FICTION	80-60-001-45100	348.80
						INVOICE TOTAL:	348.80 *
	06988050		09/25/12	01	ADULT FICTION	80-60-001-45100	19.78
						INVOICE TOTAL:	19.78 *
	07001699		09/25/12	01	ADULT FICTION	80-60-001-45100	14.13
						INVOICE TOTAL:	14.13 *

Lake Bluff Public Library

91

DATE: 10/09/12
 TIME: 14:28:02
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

PAGE: 9

CHECK DATE: 10/09/12

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10812	9INGRAM	INGRAM LIBRARY SERVICES					
	07014980		09/26/12	01	GRAPHIC NOVELS	80-60-001-45470	14.12
						INVOICE TOTAL:	14.12 *
	07014981		09/26/12	01	ADULT FICTION	80-60-001-45100	94.29
						INVOICE TOTAL:	94.29 *
	07014982		09/26/12	01	ADULT FICTION	80-60-001-45100	110.19
						INVOICE TOTAL:	110.19 *
						CHECK TOTAL:	590.55
10813	9BETTYKA	BETTY KAY					
	KAY090412		09/04/12	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	50.00
						INVOICE TOTAL:	50.00 *
						CHECK TOTAL:	50.00
10814	9LB VILL	VILLAGE OF LAKE BLUFF					
	8006998		07/02/12	01	ELEVATOR INSPECTION: 6/6/12	80-60-001-41020	84.00
						INVOICE TOTAL:	84.00 *
	SEPT 2012		10/02/12	01	FY13 MEDICAL INS:SEPT 12	80-10-301-37100	3,091.02
				02	FY13 DENTAL INS:SEPT 12	80-10-301-37100	292.04
				03	FY13 LIFE INS:SEPT 12	80-10-301-37100	37.28
				04	FY13 IMRF 'EE CONTR:SEPT 12	80-10-301-37100	1,125.87
				05	FY13 IMRF EMPLYR CONTR:SEPT 12	80-10-301-37100	2,999.79
						INVOICE TOTAL:	7,546.00 *
						CHECK TOTAL:	7,630.00
10815	9LOYOLAP	LOYOLA PRESS					
	6520704		09/20/12	01	ADULT NON-FICTION BOOKS	80-60-001-45000	26.50
						INVOICE TOTAL:	26.50 *
						CHECK TOTAL:	26.50

Lake Bluff Public Library

95

DATE: 10/09/12
 TIME: 14:28:02
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

PAGE: 10

CHECK DATE: 10/09/12

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10816	9MIDTAPE	MIDWEST TAPE					
	90357800		08/31/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	49.99
						INVOICE TOTAL:	49.99 *
	90406183		09/21/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	39.99
						INVOICE TOTAL:	39.99 *
						CHECK TOTAL:	89.98
10817	9BASINMI	MIKHAIL BASIN					
	BAS090412		09/04/12	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	150.00
						INVOICE TOTAL:	150.00 *
						CHECK TOTAL:	150.00
10818	9MORGANW	WENDY MORGAN					
	MOR100512		10/05/12	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	50.00
						INVOICE TOTAL:	50.00 *
						CHECK TOTAL:	50.00
10819	9NSSD	NORTH SHORE SANITARY DISTRICT					
	2342799		09/22/12	01	WSTWTR TREATMENT:5/24-8/6/12	80-60-001-43230	38.28
						INVOICE TOTAL:	38.28 *
						CHECK TOTAL:	38.28
10820	9NORTHWE	NORTHWESTERN ENGINEERING					
	NOR090912		09/04/12	01	TOPOGRAPHIC DRAWING	80-60-001-50000	500.00
						INVOICE TOTAL:	500.00 *
						CHECK TOTAL:	500.00

Lake Bluff Public Library

9K

DATE: 10/09/12
 TIME: 14:28:02
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

PAGE: 11

CHECK DATE: 10/09/12

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10821	9OPPFRA	OPP, FRANCHISING, INC.					
	CHC10121336		10/01/12	01	BUILDING MAINT: OCT 2012	80-60-001-41000	954.00
						INVOICE TOTAL:	954.00 *
						CHECK TOTAL:	954.00
10822	9OVERDRI	OVERDRIVE , INC					
	1018-123104930092512		09/25/12	01	E-BOOKS	80-60-001-45460	508.83
						INVOICE TOTAL:	508.83 *
	1018-124610823090512		09/05/12	01	E-BOOKS	80-60-001-45460	289.95
						INVOICE TOTAL:	289.95 *
	1018-144713213072412		07/24/12	01	E-BOOKS	80-60-001-45460	310.90
						INVOICE TOTAL:	310.90 *
						CHECK TOTAL:	1,109.68
10823	9PCASH	PETTY CASH					
	09282012		09/28/12	01	CHILDRED/TEEN PROGRAM SUPPLIES	80-60-001-43720	40.00
				02	OFFICE SUPPLIES	80-60-001-43550	26.01
				03	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	19.92
				04	HOSPITALITY	80-60-001-43700	10.16
				05	CLEANING/GROUNDS SUPPLIES	80-60-001-43660	11.81
				06	KEYS	80-60-001-41000	8.54
						INVOICE TOTAL:	116.44 *
						CHECK TOTAL:	116.44
10824	9SHREDIT	SHRED-IT USA-CHICAGO					
	9400797143		08/27/12	01	PHOTOCOPIER TONER,SRVC/REPAIRS	80-60-001-41303	44.00
						INVOICE TOTAL:	44.00 *
						CHECK TOTAL:	44.00

Lake Bluff Public Library

9L

DATE: 10/09/12
 TIME: 14:28:02
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

PAGE: 12

CHECK DATE: 10/09/12

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10825	9STAPLES	STAPLES BUSINESS ADVANTAGE					
	8022943813		09/01/12	01	TECHNICAL SERVICES SUPPLIES	80-60-001-43670	62.04
				02	OFFICE SUPPLIES	80-60-001-43550	14.05
						INVOICE TOTAL:	76.09 *
						CHECK TOTAL:	76.09
10826	9THYSSEN	THYSSENKRUPP ELEVATOR CORP.					
	3000152669		10/01/12	01	ELEVATOR MAINT:OCT 2012	80-60-001-41020	104.19
						INVOICE TOTAL:	104.19 *
						CHECK TOTAL:	104.19
10827	9USFIRPR	UNITED STATES FIRE PROTECTION					
	002-368258		09/27/12	01	ANN'L INSPECTION OF SPRINKLER	80-60-001-41000	200.00
						INVOICE TOTAL:	200.00 *
						CHECK TOTAL:	200.00
10828	9USPOSTA	UNITED STATES POSTAL SERVICE					
	USP092812		09/28/12	01	POSTAGE STAMPS	80-60-001-43300	90.00
						INVOICE TOTAL:	90.00 *
						CHECK TOTAL:	90.00
10829	9UPSTART	UPSTART					
	4749178		09/26/12	01	JUVENILE NON-FICTION	80-60-001-45400	43.40
						INVOICE TOTAL:	43.40 *
						CHECK TOTAL:	43.40
10830	9WAREHOU	WAREHOUSE DIRECT					

Lake Bluff Public Library

9M

DATE: 10/09/12
 TIME: 14:28:02
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

PAGE: 13

CHECK DATE: 10/09/12

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10830	9WAREHOU	WAREHOUSE DIRECT					
	1690007-0		09/20/12	01	OFFICE SUPPLIES	80-60-001-43550	30.45
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	38.25
					INVOICE TOTAL:		68.70 *
					CHECK TOTAL:		68.70
					TOTAL AMOUNT PAID:		21,196.70

Committees and Their Functions – From Bylaws – Current

ARTICLE III: COMMITTEES

Standing and Special Committees

Library Trustees shall be appointed to committees at the Annual Meeting. Standing committees shall consist of three Library Trustees and the Library Director. Each committee shall elect a chairperson. Special committees may be appointed by the President to present reports or recommendations to the Board and shall serve until the completion of the work for which they were appointed. Standing Committees are: Finance, Human Resources, Building and Grounds, Technology, Long Range Planning, and Public Relations/Advocacy/Fundraising, Liaisons.

Finance Committee

The Finance Committee shall be comprised of two Library Trustees, including the Treasurer, and the Library Director. The Finance Committee's responsibilities include, but are not limited to, drafting a preliminary Budget for Board approval, drafting a Levy for Board approval, drafting a working budget for Board approval, monitoring Library investments, and implementing the Library's investment policy.

Human Resources Committee

The Human Resources Committee shall be comprised of two Library Trustees and the Library Director. The Human Resources Committee's responsibilities include, but are not limited to, preparation of the annual review of the Library Director for discussion among the Board prior to the formal review, assisting the Library Director in the preparation of his or her annual statement of goals and objectives for the coming year. The Library Director is responsible for the annual review of all other Library employees.

Building and Grounds Committee

The Building and Grounds Committee shall be comprised of two Library Trustees and the Library Director. The Building and Grounds Committee's responsibilities include conducting an annual inspection of the Library's physical facility to identify areas in need of repair and making recommendations to the Board regarding necessary repairs.

Technology Committee

The Technology Committee shall be comprised of two Library Trustees and the Library Director. The Technology Committee shall review current technology annually and assess the Library's needs in this field. The Technology Committee shall make recommendations to the Board regarding technology needs.

Long Range Planning Committee

The Long Range Planning Committee shall be comprised of two Library Trustees and the Library Director. The Long Range Planning Committee shall prepare a long range plan on a five-year basis.

Public Relations/Advocacy/Fundraising/Liaisons

The Public Relations/Advocacy/Fundraising Committee and the Liaisons shall act as the Library's liaisons to community and library organizations, including North Suburban Library System, the Vliet Museum, and the Friends of the Library. This Committee shall also undertake any measures necessary to communicate with the public regarding the Library's status, activities, and needs.

Librarian Search Committee

If the position of Library Director becomes vacant, the Board shall select an acting Library Director for the interim and establish a Library Director Search Committee, which shall consist of the President and two Library Trustees. Applications for the position of Library Director shall be filed at the Library and available to all Library Trustees. The Search Committee shall report the results of applications and interviews to the Board. Five votes shall be required for the Board to hire a Library Director, after which hiring the Search Committee is dissolved.

Committees and Their Functions – From Bylaws – Proposed Revision October 16, 2012

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The Public Relations/Advocacy/Fundraising Committee and the Liaisons shall act as the Library's liaisons to community and library organizations, including the 'Reaching Across Illinois Library System.' This Committee shall also undertake any measures necessary to communicate with the public regarding the Library's status, activities, and needs.

Intergovernmental Committee

The Intergovernmental Committee shall be comprised of two Library Trustees and the Library Director. As established by the 1999 Intergovernmental Agreement between the Lake Bluff History Museum, the Village of Lake Bluff, and the Lake Bluff Public Library, an Intergovernmental Committee of two Museum representatives, two Library Trustees, and a Village Representative shall meet four times annually to discuss and coordinate concerns and activities relating to both the Museum and the Library. The Committee Chair shall prepare an annual report.

Librarian Search Committee

If the position of Library Director becomes vacant, the Board shall select an acting Library Director for the interim and establish a Library Director Search Committee, which shall consist of the President and two Library Trustees. Applications for the position of Library Director shall be filed at the Library and available to all Library Trustees. The Search Committee shall report the results of applications and interviews to the Board. Five votes shall be required for the Board to hire a Library Director, after which hiring the Search Committee is dissolved.



Summaries / Status

Summary of Statement No. 54 *Fund Balance Reporting and Governmental Fund Type Definitions* (Issued 03/09)

The objective of this Statement is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund type definitions. This Statement establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds.

The initial distinction that is made in reporting fund balance information is identifying amounts that are considered *nonspendable*, such as fund balance associated with inventories. This Statement also provides for additional classification as restricted, committed, assigned, and unassigned based on the relative strength of the constraints that control how specific amounts can be spent.

The *restricted* fund balance category includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation. The *committed* fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority. Amounts in the *assigned* fund balance classification are intended to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed. *Unassigned* fund balance is the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications. In other funds, the unassigned classification should be used only to report a deficit balance resulting from overspending for specific purposes for which amounts had been restricted, committed, or assigned. Governments are required to disclose information about the processes through which constraints are imposed on amounts in the committed and assigned classifications.

Governments also are required to classify and report amounts in the appropriate fund balance classifications by applying their accounting policies that determine whether restricted, committed, assigned, and unassigned amounts are considered to have been spent. Disclosure of the policies in the notes to the financial statements is required.

This Statement also provides guidance for classifying stabilization amounts on the face of the balance sheet and requires disclosure of certain information about stabilization arrangements in the notes to

Summary of Statement No. 54

the financial statements.

The definitions of the general fund, special revenue fund type, capital projects fund type, debt service fund type, and permanent fund type are clarified by the provisions in this Statement. Interpretations of certain terms within the definition of the special revenue fund type have been provided and, for some governments, those interpretations may affect the activities they choose to report in those funds. The capital projects fund type definition also was clarified for better alignment with the needs of preparers and users. Definitions of other governmental fund types also have been modified for clarity and consistency.

The requirements of this Statement are effective for financial statements for periods beginning after June 15, 2010. Early implementation is encouraged. Fund balance reclassifications made to conform to the provisions of this Statement should be applied retroactively by restating fund balance for all prior periods presented.

How the Changes in This Statement Will Improve Financial Reporting

The requirements in this Statement will improve financial reporting by providing fund balance categories and classifications that will be more easily understood. Elimination of the *reserved* component of fund balance in favor of a *restricted* classification will enhance the consistency between information reported in the government-wide statements and information in the governmental fund financial statements and avoid confusion about the relationship between reserved fund balance and restricted net assets. The fund balance classification approach in this Statement will require governments to classify amounts consistently, regardless of the fund type or column in which they are presented. As a result, an amount cannot be classified as restricted in one fund but unrestricted in another. The fund balance disclosures will give users information necessary to understand the processes under which constraints are imposed upon the use of resources and how those constraints may be modified or eliminated. The clarifications of the governmental fund type definitions will reduce uncertainty about which resources can or should be reported in the respective fund types.

Unless otherwise specified, pronouncements of the GASB apply to financial reports of all state and local governmental entities, including general purpose governments; public benefit corporations and authorities; public employee retirement systems; and public utilities, hospitals and other healthcare providers, and colleges and universities. Paragraph 3 discusses the applicability of this Statement.

October 2012 Director's Report

We had our busiest September on record; I'll let you know in the future if we didn't break a record. I mention this one only because we are now competing against the records we set following the renovation, which makes our continued upward trend in usage notable.

Carlen is learning Drupal and Joomla, two Content Management Systems for managing websites, as our efforts to update the current website begin to gain traction. Martha and Carlen worked hard to gather comments from staff regarding ongoing needs. This information will be very helpful in the formulation of portions of the Long Range Plan. I am working with both Martha and Carlen on surveys to be completed by the public.

Lyndy has been clutch this month, putting in many long hours alongside her boss in pulling together quotes and drawings for the Building Permit, as well as a variety of other building and technology related projects.

Claire Osada attended the Illinois Library Association opening festivities on October 10th as the winner of the Oberman and Rich Award for Library support staff.

Donna and Eliza worked together to create an afterschool program on Tuesdays that offers kids the chance to socialize and play video games on the Library's Nintendo Wii. It has quickly gathered a small but devoted and growing following, and I look forward to watching its continued progress.

The Per Capita Grant application for next year has been completed and submitted. The Library usually alternates what it requests the money for, between materials and programming. My request for the coming year is a bit of a hybrid, seeking money for programs, services, and materials

that would enhance the Library's outreach and involvement in the community.

Committees

According to the Bylaws, there are 6 standing committees. There are 8 listed in each month's minutes. I would suggest that 'Friend's Liaison' be dropped from the monthly minutes as a Committee, as the entire Board has historically taken that responsibility in turns. I would also suggest that the Historical Museum Liaisons be added to the bylaws and agenda. The Intergovernmental Agreement between the Library, the Museum, and the Village established an 'Intergovernmental Committee' made up of a Village representative and 2 representatives from the Library and Museum respectively. It is required to meet, for the purposes of discussion and coordination, 4 times annually. The Public Relations etc. Committee's responsibilities could then be pared down to acting as a liaison with community and Library organizations. I have included a copy of the current bylaws along with a proposed revision.

Special Reserve Funds Policy

Given the situation with District 65, as well as the Board of Library Trustee's questions regarding the Library's own Reserve Funds, I looked into both quantity and policy over the past month. My records show that the Library should have approximately \$323,675 in Reserves after the end of the last Fiscal Year on May 1, 2012. The final budget numbers from the May 1, 2011 – April 30, 2012 Fiscal Year should be forthcoming soon, and I will be able to report a number with 100% confidence. The Reserves are currently projected, with all known projects for the year factored in, to increase to \$364,209 on May 1, 2013. Susan and Marlene should be able to provide further information. Beyond investment guidance and a requirement of putting away at least \$20,000 in Special Reserves each year, our policy currently provides no guidelines for management of these Reserves. Referencing sample policies, I created a rough draft of a more specific policy for the Special

Reserve Funds. The policy provides guidance on what the Funds are to be used for, how much the Library will accumulate for emergency purposes, and the handling and definition of an excessive Special Reserve Fund (for both cases where it is intentional and unintentional). The tax payers of this community place a great deal of trust in their public institutions; the intent of my draft is to ensure that they receive maximum accountability and transparency from their Public Library.

Macy's Museum Adventure Pass

This program, funded first by Macy's and then by a grant, has allowed 165 libraries (including Lake Bluff Library) to issue 129,657 passes to 13 cultural institutions. Unfortunately, it appears set to run out of money at the end of December, 2012. Fortunately, the program administrators have put forth an impressive effort to try and raise the funds to keep the program going. This includes fundraising, but also the possibility of asking for payment from participating libraries. The cost, as it is currently proposed, would be pro-rated. Our annual charge would be \$75, which would be a steal for continuing to participate in such a great program.

Computer Upgrades

The upgrade process to Windows 7 and installation of new computers, followed immediately by the installation of PC Reservation, is underway and should be done by the end of October or early November.

Library Payroll

The transition to drawing payroll from our Lake Forest Bank and Trust Checking Account is now complete! The October 15th payroll will be the first to draw from Lake Forest Bank and Trust and not Northern Trust. This allows for the consolidation of accounts at Lake Forest Bank and Trust as the Library Board had voted on in 2009. The money in the Northern Trust Checking Account can be easily moved to the Lake

Forest Bank and Trust Checking account. We also have at Northern Trust a Safety Deposit Box that we need to consider the disposition of, and a Savings Account containing \$85,967.24. The Savings Accounts at Northern Trust and Lake Forest Bank and Trust are both currently generating extremely low interest for us. Low enough that they are essentially bringing in what we would be getting by leaving the money centralized in our Illinois Funds accounts where the tax dollars are first deposited by the County. We can open another Savings Account at Lake Forest Bank and Trust in the likely knowledge that rates will increase at some point, or move the money back to Illinois Funds for the time being. These strike me as the two best solutions for this Savings Account, but I leave the discussion and decision to the Board of Library Trustees.

GASB 54 Assignment

Susan Griffin and Marlene Scheibl, the Village Accounts Managers, will provide more information on GASB 54 and what it means for our ledgers. In essence, we must decide whether to designate any portion of the Library's Special Reserve Fund for a specific use or to leave it in a general Reserve Fund. The roughly \$323,000 in Reserve at the present time represents 38% of this years Annual Operating Budget. A total of \$205,000 would represent 25% of the Annual Operating Budget.

Staffing the Library

Usage of the Library has increased dramatically in recent years, and the layout of the main staff work area has changed significantly. Many of our job descriptions and other personnel policies have become dated. The new Health Care Laws will impact our operations as well. The sum of all of this is a growing strain on the Library staff members who represent the Library's greatest asset. As a result, I believe it's time for a serious and comprehensive examination of our staffing needs, policies, etc., and the establishment of a complete plan to lay the framework for success now and into the future. I have completed rough drafts on many of the most critical pieces of the puzzle, and would like to meet with the

Human Resources Committee sometime over the next month to get feedback.

Staff Payment Towards Insurance Premium

At the request of the Board, I have included information regarding how much staff members currently pay toward their insurance Premiums. The Library, like the Park District, is part of the Village's plan. More individuals on a plan generally allows for more leverage in negotiating a better rate, and I cannot speak highly enough of the job that Catherine Loney of GCG Financial has done on that front in recent years. Our rates actually went DOWN last year, while staying on the same plan! At present, the Library pays 100% of the Premium for the Individual employee, and pays 80% of the Premium for further individuals added to the plan. So the employee is always 100% covered, but additional individuals to be covered are not. The Village handles its Premiums the same way. The Park District charges all employees 20% of whatever their plan Premium may be. The Library has been able to provide its Full-Time staff with good benefits, something that our staff members are very much aware of. Surrounded by larger libraries with the resources to offer much higher base pay for work equivalent to what our Full-Time staff is asked to perform, the Lake Bluff Public Library's ability to offer better benefits has been a key in retaining essential staff. For that reason, I would encourage the Board of Trustees to think very carefully before making any adjustments to the current Employee Premium Payment Plan.

Landscape Permit

We received approval from the Village Board to go ahead with our landscape plans at the September 24th Meeting. Lyndy and I have been pulling together the necessary cross sections, drawings, etc. since that point. We've also had to get concrete bids, and get the electrical components rebid, because of changes to the plan in September. We are aiming to have the Building Permit at Village Hall by Monday, October

15th. This should put us well on pace to get work done towards the end of October. Jerry at Breezy Hill has indicated that he can work into mid-November if necessary, and that starting work anytime on or after October 22nd is feasible.

Library User Behavior Policy

The staff in-service day on September 12th, which focused on safety, was a huge success. Officer Riforgiato of the Lake Bluff Police Department talked to the staff, and we reviewed our policies and procedures for safety. Both the User Behavior Policies and the Disaster Manual displayed a need for revision. I felt the User Behavior Policy to be the more critical of the two, and focused my energy accordingly. If the revised policy is ready for the Board's consideration I will have it at the meeting, otherwise I will include only a copy of the current policy so that the Board can see what we are going to be tweaking.

Executive Session

I have, at the request of the Human Resources Committee, included some information for discussion during Executive Session. These are included as pages 19A-19C in the Board Packets.

Monthly Statistics Summary

September, 2012

14A

Circulation

September

Year	Circulations per Hour	Total
2012-13	37.3	8,385
2011-12	33.5	7,979
2010-12	24.6	7,991

Fiscal Year to Date

Total	Percent Change	Adult		Juvenile		Audio Visual	ILL	
		Adult Fiction	Adult Non-Fiction	Juvenile Fiction	Juvenile Non-Fiction		Borrowed	Lent
50,980	23.93%	27,588	20,619	6,905	3,970	3,118	748	170
41,136	-7.20%	22,528	16,630	6,860	3,078	2,886	593	144
44,327	N/A	24,625	18,372	8,014	4,242	2,844	747	363

User Visits

September

Year	Per Hour	Total
2012-13	27.1	6,087
2011-12	28.6	6,800
2010-11	24.6	5,598

Fiscal Year to Date

Avg. Per Hour	Total Visits
34.4	39,611
28.4	30,970
27.2	30,621

Materials Aquired and Withdrawn

September

Year	Total	
	Aquired	Withdrawn
2012-13	464	156
2011-12	527	314
2010-11	391	567

Fiscal Year to Date

Total		Adult		Juvenile		Audio Visual	
Aquired	Withdrawn	Aquired	Withdrawn	Aquired	Withdrawn	Aquired	Withdrawn
4,349	3,547	2,618	2,919	1,731	628	393	297
3,014	2,895	2,137	2,222	2,895	673	377	286
2,522	2,492	1,570	1,573	2,522	919	399	141

Online Access

Downloaded Materials

September

Year	Downloads	
	Books	Music
2012-13	259	221
2011-12	156	152
2010-11	84	NA.

Fiscal Year to Date

Downloads	
Books	Music
1,422	1,168
915	948
344	NA.

Website Usage

Fiscal Year to Date

Site Visits	
Unique Visitors	Page Loads
31,498	46,050
25,826	38,968
29,364	46,552

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

NOTICE OF Long Range Planning Committee Meeting

The Long Range Planning Committee of the Lake Bluff Public Library Board of Library Trustees will meet at the Lake Bluff Public Library on October 16, 2012 at 6:00pm for the purposes outlined below:

**Lake Bluff Public Library Board of Trustees Long Range Planning
Committee Meeting**

October 16, 2012

6:00pm

At the Lake Bluff Public Library

123 E. Scranton Avenue

Lake Bluff, Illinois 60044

AGENDA

- I. Call to order**
- II. Roll Call**
- III. Discussion of a Long Range Plan for the Lake Bluff Public Library (possible action)**
- IV. Any and all other business that may properly come before this committee**
- V. Dismissal**

All regular meetings and committee meetings of the Lake Bluff Board of Library Trustees are open to the public. If you wish to attend the October 16, 2012 meeting and have special requirements as outlined in the Americans with Disabilities Act, please notify the Library Director, Eric Bailey, by noon on October 16.

Long Range Plan:

Concerns to Consider:

Building and Grounds:

- Windows over the old entrance leak periodically and need to be re-caulked.
- Shelves are original to building, and are beginning to slightly lean (plus being a bit ugly).
- I have been told that the present location of the indoor book drop, behind the copier, works poorly for both staff and patrons.
- Further work is tentatively planned to connect the Dahlmann Reading Garden with the rest of the library.
- Stage 2 of the facilities renovation is to build out the west side of the building.
- The southern exposure of the beams on the top of the Wood Building need to be re-sanded every 3-4 years, depending on weather conditions.
- Drinking fountains are old, unattractive, and semi-functional.
- The drainage system from the three bathrooms added during the construction of the annex have a periodic odor problem; plumbers have not been able to fix it, and we now keep bleach on hand.
- Ejector pump in the sewer ejection pit will need to be replaced in the next several years.
- There is no emergency lighting on the main floor; when the power goes out, or staff members are leaving for the evening, it is pitch black.

I would recommend completion of any further landscaping in the Spring. The windows will need to be dealt with soon, as well. Replacement of the library's shelves will be a major project, but they are original to the building and I have significant concerns about how many more years they can safely be used. Plus, they are the pink elephant in the library detracting from the elegance of the rest of the renovation. We may wish to consider metal covers for the outside roof beams to eliminate the need for repeated painting. The interior lighting issue should be addressed soon. While these issues are not all small ones, most can be effectively dealt with through the library's normal budget accompanied by appropriate use of reserve funds. They are, many of them, the final corners of Phase 1 of the Renovation; once dealt with, we will be well positioned to begin working on Phase 2 of the Renovation if the Board so desires. Phase 2 focused on the extension of the building to the west, moving into the area that was formerly taken up with sidewalks for the old entrance. This would allow the creation of a Teen Area, which would in turn create space and ease space strains on collections such as Adult Fiction, DVD's, and Magazines. It would also provide an increase in comfortable seating, something that has probably been our biggest interior patron request since the Renovation was finished last year.

Staffing:

- Number of staff hours is inadequate to meet the growing use of the library.
- Health care costs are on the rise.
- The new health care laws will impact how the library is staffed – we are, for instance, legally obligated in 2014 to provide benefits to anyone working over 30 hours per week (\$5,806 per year for individual insurance, \$17,184 for family). Because who is eligible

for insurance is to be determined by examining the previous year, this will begin affecting scheduling January 1, 2013.

- Staff workflow prior to the renovation was very poor; it is better in the new space, but still needs further improvement.

Staff are becoming frustrated (the details provided below in the policy section do not help) with many saddled with far more responsibilities than they can accomplish. A serious and comprehensive evaluation of the library's staffing needs and distribution of responsibilities accompanied by appropriate follow through is necessary in order to retain and maximize what is truly the library's greatest resource.

Collections and Services:

- eBook and eAudiobook circulation continues to increase.
- Database usage continues to increase.
- Computer usage, both fixed terminals and patrons with laptops, has soared.
- DVD and Blu-ray collections are circulating very well, due in no small part to in-fighting caused by the distributors of both.
- Most print collections have either held the line in usage, or increased in usage, in recent years.
- Program attendance in teens, children, and adults has been growing each year.
- While it has required some significant ongoing adjustments to staffing, the layout of the new Adult Services Desk has enhanced the service patrons receive when in the library.

The library's material collections remain more popular than ever. The transition to electronic formats remains ongoing but shows no signs of slowing. As much work will be needed in helping patrons make the transition to databases from reference guides, finding and learning to use the resources we have in their new formats, will be needed in appropriately developing our digital collections. To have both print and electronic resources this popular remains both a great challenge and a significant opportunity. I believe we have gotten off to a strong start, have kept up with ongoing trends well for a small library, and are in good position to ensure that our offerings to the community remain relevant.

In the last 7 years, we have gone from little programming (and none outside the children's department) to hosting a healthy number of thriving well attended gatherings on a variety of subjects. I am hoping, and will continue to encourage, more involvement in the community in our programming as elsewhere.

Technology:

- Website needs to be redone.
- Digital resources need to be expanded and made more accessible.
- Servers need to be updated.
- Annual replacement of oldest library computers needs to be scheduled.

Lyndy and I will be meeting with CVI on October 10th or 11th to discuss the library's long range network infrastructure needs.

Major Contracts:

- Ireland for HVAC Maintenance (\$1,540 per year, signed in 2010).
- Computer View Inc. for network maintenance (\$10,040 per year, informally bid out in 2010 and 2007 – bidders could not match same level of service with same cost).
- The Library Corporation for our Integrated Library System (\$12,262.34 per year, signed longer than 7 years ago).
- Wendt for Grounds Maintenance (\$5,760 per year, bid out in 2011).
- Janiking for Janitorial Service (\$10,608 per year, signed in 2011).
- Tech Systems Monitoring (\$500 per year, signed in 2008).
- U.S. Fire Protection, Inc. inspection of sprinkler system (\$200, signed in 2009).
- Esscoe, test smoke detectors, alarm panel and system (\$1,400, signed in 2010).
- ThyssenKrupp Elevator (\$1,080, signed in ??).

The contract for TLC has not been bid out in a very long time. I recommend starting work on an RFP for our ILS (TLC's service) next Spring following the completion of any further landscaping. Once the landscaping projects are finished, and a fixed target has been set for bidding, the Board will be best positioned to consider whether to continue with Wendt Maintenance or put that contract out to bid. I would recommend putting CVI's contract out to bid the following year (2-3 years out). We have had poor luck finding an affordable replacement in the recent past, but the staff and I continue to have concerns regarding the level of service we are receiving.

Policy:

- Most of the library's policies are out of date. They need to be reviewed and the majority of them need to be rewritten. For reasons that I will not go into here, they are often contradictory and provide insufficient guidance.
- Staff training has been minimal on policy and procedure.
- The library is on its 6th Director in 7 years, counting interims. Many of those Directors had wildly differing expectations of staff.
- Budgeting policies and guidelines need to be particularly tightened. There are currently no guidelines, for instance, governing the Library's reserve fund other than a goal of adding at least \$20,000 to it annually.

The overall result is that most staff members have learned to 'wing it', usually in a surprisingly consistent and admirably practical fashion, but with the growing inconsistencies that you would expect nonetheless. That we have not grown more inconsistent in practice and procedure at some points in recent years is a huge testament to the ability of the staff to work as a team. I am working to review the library's policies and to provide and hold staff to a consistent set of expectations. Further staff training sessions and staff in-service days are critical in achieving this goal.