

January 8, 2013

agenda

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Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, January 8, 2013 at 7:00 PM
123 E. Scranton Ave, Lake Bluff, IL 60044
Enter through Library main entrance

1. **Call to Order**
2. **Additions & Corrections to the Agenda**
3. **Approval of Minutes**
 - a. Approval of Minutes of 12/11/2012 Regular Meeting of the Board **(action)**
4. **December 2012 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages)**
 - a. December Detailed Balance Sheet **(action)**
 - b. December Detailed Revenue & Expense Report **(action)**
 - c. December Detailed Revenue & Expense Report **(action)**
5. **Approval of checks (Green Pages)**
 - a. December Manual Checks **(action)**
 - b. December Monthly Checks **(action)**
6. **Opportunity for Public to Address the Board (limit 5 minutes per person per meeting)**
7. **Old Business**
 - a. None
8. **Director's Report**
 - a. Director's Narrative Report
 - b. Statistical Report
 - c. Announcements and Correspondence
 - d. Friends Meeting Attendee for February 9, 2013
 - e. Programs of Interest to Library Trustees
9. **New Business**
 - a. Discussion of Network Service Providers
 - b. Discussion of Rough Draft of 2013-2014 FY Budget
 - c. June Meeting Date **(action)**
 - d. Board Vacancy

10. Executive Session

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

11. Committee Reports

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

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

**Rough Draft of 2013-2014 FY Budget
Information on the Small Public Library Management Conference
Thank You Letter From Ryan Kirkpatrick**

Upcoming Board Meetings: February 12, March 12, and April 9, 2013.

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

- 1. Call to Order - the meeting was called to order by President Marozsan at 7:00 p.m. Roll call was called and a quorum was established. Present: Karen Bush, Julie Gottshall, Tim Kregor, John Marozsan, Kathy Meierhoff, Cal Stroh, Romain Wojda
Library Staff: Director Eric Bailey
Members of the Public: None**
- 2. Additions & Corrections to the Agenda - none**
- 3. Approval of Minutes**
 - a. Approval of Minutes of 11/13/2012 Regular Meeting of the Board - moved to approve: Stroh, second: Bush, ayes: Bush, Gottshall, Kregor, Meierhoff, Marozsan, Stroh, Wojda.**
 - b. Correction of 10/16/2012 Long Range Plan Committee Meeting: Martha Cordinez is a member of the Library Staff, not public.**
- 4. November 2012 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages)**
 - a. November Detailed Balance Sheet**
 - b. November Detailed Revenue & Expense Report**
 - c. November Detailed Revenue & Expense Report**
Motion to approve all November financial reports made by Bush, second by Wojda, ayes: Bush, Gottshall, Kregor, Meierhoff, Marozsan, Stroh, Wojda.
- 5. Approval of checks (Green Pages)**
 - a. November Manual Checks (10873-10883)**
 - b. November Monthly Checks (10884-10916)**
moved to approve all November manual and monthly checks: Gottshall, second: Wojda, ayes: Bush, Gottshall, Kregor, Meierhoff, Marozsan, Stroh, Wojda.
- 6. Opportunity for Public to Address the Board : none**
- 7. Old Business**
 - a. Landscape Update – all work complete and paid for except memorial bench. Director Bailey will look into additional vendors.**
 - b. Discussion of Potential Projects Using the Library Special Reserve Fund in the Next Fiscal Year – project discussion was deferred until a later date.**

- c. Update on Heat Exchanger for Wood Building – waiting for final materials and work completion.

8. Director's Report

- a. Director's Narrative Report
- b. Statistical Report
- c. Announcements and Correspondence
- d. Friends Meeting Attendee for January 12, 2013: **Wojda**
- e. Programs of Interest to Library Trustees – **Lake Bluff Middle School Encore Chorus performed 12/11/12 - outstanding performance and well attended.**

9. New Business

- a. Discussion of December 18 Holiday Party
- b. Discussion and Approval of Auditors Report for 2011-2012 Fiscal Year - **moved to approve the audit report: Bush, second: Stroh, ayes Bush, Gottshall, Kregor, Meierhoff, Marozsan, Stroh, Wojda.**
- c. Discussion of Rough Draft of Technology Section of the Long Range Plan

10. Executive Session

- a. To discuss the appointment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 (c) (1)
The Board did not go into Executive Session.

11. Committee Reports

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

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

Adjournment - moved to adjourn at 8:02 p.m.: Gottshall , second Meierhoff, ayes: Bush, Gottshall, Kregor, Meierhoff, Marozsan, Stroh, Wojda.

Attachments:

Landscape Budget Numbers

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

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

Lake Bluff Public Library

4A

DATE: 01/07/2013
 TIME: 16:09:53
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

PAGE: 1
 F-YR: 13

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR PERIOD 8 ENDING DECEMBER 31, 2012

ACCOUNT #	DESCRIPTION	BALANCE 12/01/12	NET DEBITS	NET CREDITS	BALANCE 12/31/12
ASSETS					
DUE TO/FROM ACCOUNTS					
80-00-100-10000	DUE TO/FROM OTHER FUNDS	294,952.02	0.00	8,868.51	286,083.51
80-00-100-20000	LIB GR FND DUE TO/FROM DETAIL	0.00	0.00	0.00	0.00
TOTAL DUE TO/FROM ACCOUNTS		294,952.02	0.00	8,868.51	286,083.51
CASH & INVESTMENTS					
80-10-101-10000	CHECKING ACCOUNT	10,200.58	0.00	0.00	10,200.58
80-10-101-10001	CASH BOX OVER/SHORT	(267.64)	0.00	32.21	(299.85)
80-10-101-11000	MONEY MARKET ACCOUNT	200,724.97	71,654.18	116,618.04	155,761.11
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	663,673.19	4,899.97	50,000.00	618,573.16
80-10-101-15111	ILLINOIS FUNDS - GRANTS	1.80	0.00	0.00	1.80
TOTAL CASH & INVESTMENTS		874,482.90	76,554.15	166,650.25	784,386.80
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	0.00	27,711.27	27,711.27	0.00
80-10-301-55000	PREPAID EXPENSES	0.00	0.00	0.00	0.00
TOTAL OTHER ASSETS		0.00	27,711.27	27,711.27	0.00
TOTAL ASSETS		1,974,267.15	104,265.42	203,230.03	1,875,302.54
LIABILITIES AND FUND EQUITY					
LIABILITIES					
PAYABLES					
80-20-102-20000	ACCOUNTS PAYABLE	71,764.66	71,764.66	21,789.06	21,789.06
80-20-102-41000	SOCIAL SECURITY TAX PAYABLE	0.00	3,985.83	3,985.83	0.00

Lake Bluff Public Library

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-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

PAGE: 2
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FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR PERIOD 8 ENDING DECEMBER 31, 2012

ACCOUNT #	DESCRIPTION	BALANCE 12/01/12	NET DEBITS	NET CREDITS	BALANCE 12/31/12
LIABILITIES					
PAYABLES					
80-20-102-42000	FEDERAL INCOME TAX PAYABLE	0.00	2,744.96	2,744.96	0.00
80-20-102-43000	STATE INCOME TAX PAYABLE	0.00	1,259.63	1,259.63	0.00
80-20-102-44000	IMRF PAYABLE	0.00	4,173.10	4,173.10	0.00
80-20-102-45000	ICMA 457 PLAN PAYABLE	(1,050.00)	1,050.00	2,100.00	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	260.64	260.64	0.00
80-20-102-66000	LIBRARY HSA PAYABLE	0.00	400.00	400.00	0.00
80-20-102-70000	OTHER SHORT TERM LIABILITIES	0.00	0.00	0.00	0.00
TOTAL PAYABLES		70,714.66	85,638.82	36,713.22	21,789.06
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		890,633.89	85,638.82	36,713.22	841,708.29
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)		357,930.80	50,039.01	0.00	307,891.79

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-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

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FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR PERIOD 8 ENDING DECEMBER 31, 2012

ACCOUNT #	DESCRIPTION	BALANCE 12/01/12	NET DEBITS	NET CREDITS	BALANCE 12/31/12
<hr style="border-top: 1px dashed black;"/>					
TOTAL FUND EQUITY		1,083,633.26	50,039.01	0.00	1,033,594.25
<hr style="border-top: 1px dashed black;"/>					
TOTAL LIABILITIES AND FUND EQUITY		1,974,267.15	135,677.83	36,713.22	1,875,302.54
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Lake Bluff Public Library

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-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

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FUND: LIBRARY BLG RENOVATION FUND
 FOR PERIOD 8 ENDING DECEMBER 31, 2012

ACCOUNT #	DESCRIPTION	BALANCE 12/01/12	NET DEBITS	NET CREDITS	BALANCE 12/31/12
ASSETS					
TOTAL ASSETS		0.00	0.00	0.00	0.00
LIABILITIES AND FUND EQUITY					
LIABILITIES					
---	UNDEFINED CODE ---				
81-00-100-10000	INTERFUND ACCT	290,418.85	0.00	0.00	290,418.85
TOTAL --- UNDEFINED CODE ---		290,418.85	0.00	0.00	290,418.85
---	UNDEFINED CODE ---				
81-20-102-20000	ACCOUNTS PAYABLE	0.00	0.00	0.00	0.00
TOTAL --- UNDEFINED CODE ---		0.00	0.00	0.00	0.00
TOTAL LIABILITIES		290,418.85	0.00	0.00	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)	(2,800.00)	0.00	0.00	(2,800.00)
TOTAL FUND EQUITY		(290,418.85)	0.00	0.00	(290,418.85)
TOTAL LIABILITIES AND FUND EQUITY		0.00	0.00	0.00	0.00

Lake Bluff Public Library

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-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

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FUND: LIBRARY BIRD MEMORIAL FUND
 FOR PERIOD 8 ENDING DECEMBER 31, 2012

ACCOUNT #	DESCRIPTION	BALANCE 12/01/12	NET DEBITS	NET CREDITS	BALANCE 12/31/12
ASSETS					
CASH & INVESTMENTS					
82-10-101-12000	LIBRARY BIRD MEMORIAL SAVINGS	3,025.22	0.38	3,025.60	0.00
TOTAL CASH & INVESTMENTS		3,025.22	0.38	3,025.60	0.00
TOTAL ASSETS		3,025.22	0.38	3,025.60	0.00
LIABILITIES AND FUND EQUITY					
LIABILITIES					
INTERFUND CLEARING ACCOUNT					
82-00-100-10000	DUE TO/FROM LIBRARY FUND	16,914.24	8,868.51	0.00	8,045.73
TOTAL INTERFUND CLEARING ACCOUNT		16,914.24	8,868.51	0.00	8,045.73
PAYABLES					
82-20-102-20000	ACCOUNTS PAYABLE	0.00	0.00	0.00	0.00
TOTAL PAYABLES		0.00	0.00	0.00	0.00
TOTAL LIABILITIES		16,914.24	8,868.51	0.00	8,045.73
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)	(3,215.02)	0.00	5,843.29	2,628.27
TOTAL FUND EQUITY		(13,889.02)	0.00	5,843.29	(8,045.73)
TOTAL LIABILITIES AND FUND EQUITY		3,025.22	8,868.51	5,843.29	0.00

Lake Bluff Public Library

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-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

PAGE: 6
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FUND: LAKE BLUFF LIBRARY GRANT FUND
 FOR PERIOD 8 ENDING DECEMBER 31, 2012

ACCOUNT #	DESCRIPTION	BALANCE 12/01/12	NET DEBITS	NET CREDITS	BALANCE 12/31/12
ASSETS					
INTERFUND CLEARING ACCOUNT					
83-00-100-10000	LIBRARY GRANT FUND DUE TO/FROM	12,381.07	0.00	0.00	12,381.07
TOTAL INTERFUND CLEARING ACCOUNT		12,381.07	0.00	0.00	12,381.07
CASH & INVESTMENTS					
83-10-101-15110	ILLINOIS FUND - GRANT ACCOUNT	0.00	0.00	0.00	0.00
TOTAL CASH & INVESTMENTS		0.00	0.00	0.00	0.00
RECEIVABLES					
83-10-201-15000	IL FIRST GRANT/BLDG EXPANSION	0.00	0.00	0.00	0.00
83-10-201-15400	OTHER RECEIVABLES	0.00	0.00	0.00	0.00
TOTAL RECEIVABLES		0.00	0.00	0.00	0.00
TOTAL ASSETS		12,381.07	0.00	0.00	12,381.07
LIABILITIES AND FUND EQUITY					
LIABILITIES					
LIABILITIES					
83-20-102-20000	ACCOUNTS PAYABLE	0.00	0.00	0.00	0.00
TOTAL LIABILITIES		0.00	0.00	0.00	0.00
TOTAL LIABILITIES		0.00	0.00	0.00	0.00
FUND EQUITY					
FUND BALANCE					
83-30-100-53150	LIBRARY GRANT FUND RESERVED	12,381.07	0.00	0.00	12,381.07
TOTAL FUND BALANCE		12,381.07	0.00	0.00	12,381.07
TOTAL FUND EQUITY		12,381.07	0.00	0.00	12,381.07
TOTAL LIABILITIES AND FUND EQUITY		12,381.07	0.00	0.00	12,381.07

Lake Bluff Public Library

5A

DATE: 01/07/2013
 TIME: 16:14:03
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 8 PERIODS ENDING DECEMBER 31, 2012

PAGE: 1
 F-YR: 13

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: REVENUES

ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
PROPERTY TAXES							
80-40-103-10000	LIBRARY PROPERTY TAX	4,838.12	6,722.87	800,694.62	782,229.09	800,255.00	100.0%
TOTAL REVENUES: PROPERTY TAXES		4,838.12	6,722.87	800,694.62	782,229.09	800,255.00	100.0%
SERVICES & FEES							
80-40-403-48300	PHOTO-COPY CHARGES	163.64	131.40	1,402.28	1,168.25	1,700.00	82.4%
80-40-403-48500	NON-RESIDENT FEES	487.84	230.68	4,441.10	4,116.18	4,500.00	98.6%
TOTAL REVENUES: SERVICES & FEES		651.48	362.08	5,843.38	5,284.43	6,200.00	94.2%
FINES							
80-40-503-65000	RENTAL FINES	1,266.35	877.29	8,688.22	7,853.37	11,500.00	75.5%
TOTAL REVENUES: FINES		1,266.35	877.29	8,688.22	7,853.37	11,500.00	75.5%
MISCELLANEOUS							
80-40-603-73000	PER CAPITA GRANTS	(5,867.91)	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	81.94	59.42	579.77	341.79	0.00	0.0%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	204.55	76.87	239.08	173.42	450.00	128.8%
80-40-603-78001	RESTRICTED DONATIONS	1,048.89	100.00	9,616.77	18,737.23	0.00	100.0%
80-40-603-78002	VCLA EQUITY DONATION	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-78200	TECH-4-U DONATIONS	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-78500	NAPERVILLE (IMPACT) FEE	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-89000	MISCELLANEOUS INCOME	150.30	57.60	1,290.65	1,985.57	1,500.00	86.0%
TOTAL REVENUES: MISCELLANEOUS		(4,382.23)	293.89	11,726.27	21,238.01	9,700.00	120.8%
TOTAL REVENUES: REVENUES		2,373.72	8,256.13	826,952.49	816,604.90	827,655.00	99.9%
TOTAL FUND REVENUES		2,373.72	8,256.13	826,952.49	816,604.90	827,655.00	99.9%

Lake Bluff Public Library

5B

DATE: 01/07/2013
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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 8 PERIODS ENDING DECEMBER 31, 2012

PAGE: 2
 F-YR: 13

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
LIBRARY SERVICES							
80-60-001-40000	LIBRARIAN SALARIES	17,540.96	21,952.52	137,775.18	175,091.76	260,000.00	52.9%
80-60-001-40050	STAFF SALARIES	13,088.36	9,347.14	109,362.46	74,384.94	134,889.00	81.0%
80-60-001-40060	SALARY SURVEY ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-40200	SEASONAL STAFF SALARIES	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-40400	MEDICAL INSURANCE	3,159.70	3,021.96	23,024.32	24,299.24	50,000.00	46.0%
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	100.00	0.00	100.00	0.00	2,000.00	5.0%
80-60-001-40950	EMPLOYER IMRF	3,034.29	2,936.70	24,119.10	23,329.07	39,500.00	61.0%
80-60-001-40951	EMPLOYER FICA TAX	2,292.60	2,345.92	18,506.80	18,694.60	30,500.00	60.6%
80-60-001-41000	BUILDING MAINTENANCE	988.57	4,936.22	15,533.91	19,621.25	20,000.00	77.6%
80-60-001-41020	ELEVATOR MAINTENANCE	211.51	99.23	1,024.84	1,241.56	2,500.00	40.9%
80-60-001-41050	GROUNDS MAINTENANCE	480.00	0.00	4,862.47	4,129.00	10,500.00	46.3%
80-60-001-41200	EQUIPMENT MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-41300	COMPUTER SERVICES	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-41303	COPIER MAINTENANCE/SUPPLIES	943.78	507.34	4,141.81	2,479.81	4,500.00	92.0%
80-60-001-41304	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	4,748.29	6,500.00	0.0%
80-60-001-41305	COMPUTER SERVICES	2,510.00	2,510.00	15,235.00	16,689.65	28,000.00	54.4%
80-60-001-41350	LEGAL SERVICES	0.00	0.00	4,127.19	630.00	2,500.00	165.0%
80-60-001-42400	PROFESSIONAL DEVELOPMENT	0.00	535.00	1,621.00	2,550.49	6,000.00	27.0%
80-60-001-42440	DUES	230.00	502.00	1,413.13	2,083.00	3,000.00	47.1%
80-60-001-43230	UTILITIES	471.92	513.02	3,922.14	3,934.21	8,000.00	49.0%
80-60-001-43300	POSTAGE	96.06	88.00	2,135.77	2,073.86	3,000.00	71.1%
80-60-001-43400	PRINTING/E-NEWSLETTER	0.00	50.00	5,411.18	4,860.98	8,500.00	63.6%
80-60-001-43550	OFFICE SUPPLIES	377.63	505.99	3,360.26	3,349.37	6,000.00	56.0%
80-60-001-43570	OPERATING SUPPLIES	0.00	0.00	52.98	0.00	0.00	-100.0%
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	723.69	235.85	1,421.55	900.56	2,500.00	56.8%
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	459.95	763.66	3,492.19	4,170.87	4,500.00	77.6%
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	19.00	80.44	558.81	789.36	1,000.00	55.8%
80-60-001-43710	ADULT PROGRAM SUPPLIES	148.93	688.33	2,522.00	3,105.58	4,000.00	63.0%
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	328.60	1,017.58	4,345.75	4,196.46	7,000.00	62.0%
80-60-001-44800	PER CAPITA GRANT	0.00	0.00	0.00	825.61	0.00	0.0%
80-60-001-44850	ROSSI GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-44870	PROGRAM EXPENSES	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-44900	"WEED AND FEED" GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-44901	PATTI MANNELLY MEMORIAL GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-45000	ADULT NON-FICTION BOOKS	1,096.88	1,215.10	12,264.43	12,525.77	18,000.00	68.1%
80-60-001-45100	ADULT FICTION BOOKS	1,102.32	836.10	9,675.79	11,807.30	16,000.00	60.4%
80-60-001-45110	ADULT LARGE PRINT MATERIAL	113.44	0.00	528.76	520.03	1,000.00	52.8%
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	1,120.02	700.92	9,718.15	7,474.45	14,000.00	69.4%
80-60-001-45220	ADULT REFERENCE/E-REFER	0.00	0.00	10,456.81	0.00	15,000.00	69.7%
80-60-001-45300	ADULT REFERENCE MATERIAL	0.00	0.00	0.00	5,862.82	0.00	0.0%
80-60-001-45400	JUVENILE NON-FICTION	200.32	977.58	1,928.49	5,303.46	7,000.00	27.5%
80-60-001-45410	PICTURE BOOKS, READERS	16.07	113.97	3,260.04	3,452.21	6,000.00	54.3%
80-60-001-45420	JUVENILE FICTION	16.05	463.23	4,386.99	4,373.64	7,800.00	56.2%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 8 PERIODS ENDING DECEMBER 31, 2012

PAGE: 3
 F-YR: 13

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	DECEMBER 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	453.94	510.39	2,017.02	2,248.84	4,000.00	50.4%
80-60-001-45440	JUVENILE REFERENCE	0.00	21.89	0.00	110.81	0.00	0.0%
80-60-001-45450	TEEN BOOKS	256.17	89.85	1,729.75	1,688.17	3,000.00	57.6%
80-60-001-45460	E-BOOKS	759.63	0.00	2,889.99	0.00	5,000.00	57.7%
80-60-001-45470	GRAPHIC NOVELS	0.00	0.00	137.22	0.00	500.00	27.4%
80-60-001-45500	PERIODICALS	0.00	0.00	4,735.59	5,097.06	8,500.00	55.7%
80-60-001-45510	VIDEO GAMES	0.00	0.00	1,901.88	986.96	2,300.00	82.6%
80-60-001-45600	PATRON & STAFF SOFTWARE	0.00	0.00	4,199.25	3,275.00	4,000.00	104.9%
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	12,461.34	13,096.00	14,000.00	89.0%
80-60-001-45700	BRANCH MATERIALS	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-45900	MINOR EQUIPMENT	0.00	76.41	550.02	1,797.92	0.00	-100.0%
80-60-001-46000	MISCELLANEOUS EXPENSES	30.70	0.00	641.93	673.83	2,000.00	32.0%
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	815.53	0.00	9,769.11	277.13	0.00	-100.0%
80-60-001-49000	LIBRARY FURNISHINGS	0.00	0.00	280.10	2,931.99	5,000.00	5.6%
80-60-001-49100	BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-49120	EXT BUILDING IMPROVEMENTS	0.00	0.00	4,935.00	0.00	5,000.00	98.7%
80-60-001-49350	COMPUTER EQUIPMENT	(773.89)	0.00	7,774.79	4,908.58	13,000.00	59.8%
80-60-001-49351	TECH-4-U AUTOMATION	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-49400	OTHER EQUIPMENT	0.00	0.00	1,534.81	846.38	4,500.00	34.1%
80-60-001-50000	CONTINGENCY	0.00	0.00	23,213.60	2,150.12	25,916.00	89.5%
TOTAL EXPENSES: LIBRARY SERVICES		52,412.73	57,642.34	519,060.70	489,587.99	826,405.00	62.8%
TOTAL EXPENSES: LIBRARY ADMINISTRATION		52,412.73	57,642.34	519,060.70	489,587.99	826,405.00	62.8%
TOTAL FUND EXPENSES		52,412.73	57,642.34	519,060.70	489,587.99	826,405.00	62.8%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 8 PERIODS ENDING DECEMBER 31, 2012

PAGE: 4
 F-YR: 13

FUND: LIBRARY BLG RENOVATION FUND

DEPT: --- UNDEFINED CODE ---

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

---	UNDEFINED CODE	---					
81-60-001-49000	LIBRARY FURNISHINGS	0.00	0.00	2,800.00	70,734.62	0.00	-100.0%
81-60-001-49100	BUILDING IMPROVEMENTS	0.00	0.00	0.00	205,357.15	0.00	0.0%

	TOTAL EXPENSES: --- UNDEFINED CODE ---	0.00	0.00	2,800.00	276,091.77	0.00	-100.0%
	TOTAL EXPENSES: --- UNDEFINED CODE ---	0.00	0.00	2,800.00	276,091.77	0.00	-100.0%
	TOTAL FUND EXPENSES	52,412.73	57,642.34	521,860.70	765,679.76	826,405.00	63.1%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 8 PERIODS ENDING DECEMBER 31, 2012

PAGE: 5
 F-YR: 13

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

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

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	5,867.91	0.00	5,867.91	0.00	6,197.00	94.6%
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	0.38	0.00	0.84	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%

TOTAL REVENUES: MISCELLANEOUS		5,868.29	0.00	5,868.75	0.95	41,197.00	14.2%
TOTAL REVENUES: BIR MEMORIAL FUND REVENUES		5,868.29	0.00	5,868.75	0.95	41,197.00	14.2%
TOTAL FUND REVENUES		8,242.01	8,256.13	832,821.24	816,605.85	868,852.00	95.8%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 8 PERIODS ENDING DECEMBER 31, 2012

PAGE: 6
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ACCOUNT NUMBER	DESCRIPTION	DECEMBER 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	0.00	3,057.38	9,491.70	6,197.00	49.3%
82-60-001-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.0%
82-60-001-44901	PATTI MANNELLY MEMORIAL EXPEND	0.00	0.00	0.00	0.00	0.00	0.0%
82-60-001-49000	BIRD MEMORIAL - CHILDRENS LIBR	0.00	0.00	158.10	0.00	3,000.00	5.2%
82-60-001-49350	TECH-4-U AUTOMATION EXPENDITUR	0.00	0.00	0.00	0.00	0.00	0.0%
82-60-001-49600	HVAC SYSTEM	0.00	0.00	0.00	0.00	0.00	0.0%
82-60-001-99999	USE OF DONATIONS/TEMPORARY EXP	0.00	0.00	0.00	0.00	20,000.00	0.0%
TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	0.00	3,215.48	9,491.70	29,197.00	11.0%
CONTRACTUAL & COMMODITIES							
82-60-002-43570	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.0%
82-60-002-45000	BIRD MEMORIAL EXPENSES	25.00	0.00	25.00	0.00	0.00	-100.0%
TOTAL EXPENSES: CONTRACTUAL & COMMODITIES		25.00	0.00	25.00	0.00	0.00	-100.0%
TOTAL EXPENSES: BIRD MEMORIAL EXPENDITURES		25.00	0.00	3,240.48	9,491.70	29,197.00	11.0%
TOTAL FUND EXPENSES		52,437.73	57,642.34	525,101.18	775,171.46	855,602.00	61.3%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 8 PERIODS ENDING DECEMBER 31, 2012

PAGE: 7
 F-YR: 13

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

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

MISCELLANEOUS							
83-40-603-73000	IL FIRST GRANT/BLDG EXPANSION	0.00	0.00	0.00	0.00	0.00	0.0%
83-40-603-75000	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00	0.0%

TOTAL REVENUES: MISCELLANEOUS		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL REVENUES: LIBRARY GRANT FUND REVENUES		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL FUND REVENUES		8,242.01	8,256.13	832,821.24	816,605.85	868,852.00	95.8%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 8 PERIODS ENDING DECEMBER 31, 2012

PAGE: 8
 F-YR: 13

FUND: LAKE BLUFF LIBRARY GRANT FUND
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
<hr/>							
EXPENDITURES							
83-60-001-49100	IL FIRST GRANT/BLDG EXPANSION	0.00	0.00	0.00	0.00	0.00	0.0%
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TOTAL EXPENSES: EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL EXPENSES: LIBRARY ADMINISTRATION		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL FUND EXPENSES		52,437.73	57,642.34	525,101.18	775,171.46	855,602.00	61.3%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 8 PERIODS ENDING DECEMBER 31, 2012

PAGE: 1
 F-YR: 13

FUND: LAKE BLUFF PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
REVENUES							
80-40-103-10000	LIBRARY PROPERTY TAX	4,024.00	4,838.12	20.2	800,255.00	800,694.62	0.0
TOTAL PROPERTY TAXES		4,024.00	4,838.12	20.2	800,255.00	800,694.62	0.0
SERVICES & FEES							
80-40-403-48300	PHOTO-COPY CHARGES	141.67	163.64	15.5	1,700.00	1,402.28	(17.5)
80-40-403-48500	NON-RESIDENT FEES	375.00	487.84	30.0	4,500.00	4,441.10	(1.3)
TOTAL SERVICES & FEES		516.67	651.48	26.0	6,200.00	5,843.38	(5.7)
FINES							
80-40-503-65000	RENTAL FINES	958.33	1,266.35	32.1	11,500.00	8,688.22	(24.4)
TOTAL FINES		958.33	1,266.35	32.1	11,500.00	8,688.22	(24.4)
MISCELLANEOUS							
80-40-603-73000	PER CAPITA GRANTS	0.00	(5,867.91)	100.0	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	37.50	81.94	118.5	0.00	0.00	0.0
80-40-603-78000	DONATIONS/CONTRIBUTIONS	0.00	204.55	100.0	450.00	579.77	28.8
80-40-603-78001	RESTRICTED DONATIONS	0.00	1,048.89	100.0	0.00	239.08	100.0
80-40-603-78002	VCLA EQUITY DONATION	0.00	0.00	0.0	0.00	9,616.77	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	150.30	20.2	0.00	0.00	0.0
TOTAL MISCELLANEOUS		162.50	(4,382.23)	(2796.7)	9,700.00	11,726.27	20.8
TOTAL REVENUES: REVENUES		5,661.50	2,373.72	(58.0)	827,655.00	826,952.49	0.0
LIBRARY ADMINISTRATION EXPENSES							
LIBRARY SERVICES							
80-60-001-40000	LIBRARIAN SALARIES	21,666.67	17,540.96	19.0	260,000.00	137,775.18	47.0
80-60-001-40050	STAFF SALARIES	11,240.75	13,088.36	(16.4)	134,889.00	109,362.46	18.9
80-60-001-40060	SALARY SURVEY ADJUSTMENTS	0.00	0.00	0.0	0.00	0.00	0.0

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 8 PERIODS ENDING DECEMBER 31, 2012

PAGE: 2
 F-YR: 13

FUND: LAKE BLUFF PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARIANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARIANCE
LIBRARY ADMINISTRATION EXPENSES							
LIBRARY SERVICES							
80-60-001-40200	SEASONAL STAFF SALARIES	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-40400	MEDICAL INSURANCE	4,166.67	3,159.70	24.1	50,000.00	23,024.32	53.9
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	100.00	40.0	2,000.00	100.00	95.0
80-60-001-40950	EMPLOYER IMRF	3,291.67	3,034.29	7.8	39,500.00	24,119.10	38.9
80-60-001-40951	EMPLOYER FICA TAX	2,541.67	2,292.60	9.8	30,500.00	18,506.80	39.3
80-60-001-41000	BUILDING MAINTENANCE	1,666.67	988.57	40.6	20,000.00	15,533.91	22.3
80-60-001-41020	ELEVATOR MAINTENANCE	208.33	211.51	(1.5)	2,500.00	1,024.84	59.0
80-60-001-41050	GROUNDS MAINTENANCE	875.00	480.00	45.1	10,500.00	4,862.47	53.6
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	943.78	(151.6)	4,500.00	4,141.81	7.9
80-60-001-41304	OTHER PROFESSIONAL SERVICES	541.67	0.00	100.0	6,500.00	0.00	100.0
80-60-001-41305	COMPUTER SERVICES	2,333.33	2,510.00	(7.5)	28,000.00	15,235.00	45.5
80-60-001-41350	LEGAL SERVICES	208.33	0.00	100.0	2,500.00	4,127.19	(65.0)
80-60-001-42400	PROFESSIONAL DEVELOPMENT	500.00	0.00	100.0	6,000.00	1,621.00	72.9
80-60-001-42440	DUES	250.00	230.00	8.0	3,000.00	1,413.13	52.9
80-60-001-43230	UTILITIES	666.67	471.92	29.2	8,000.00	3,922.14	50.9
80-60-001-43300	POSTAGE	250.00	96.06	61.5	3,000.00	2,135.77	28.8
80-60-001-43400	PRINTING/E-NEWSLETTER	708.33	0.00	100.0	8,500.00	5,411.18	36.3
80-60-001-43550	OFFICE SUPPLIES	500.00	377.63	24.4	6,000.00	3,360.26	44.0
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	723.69	(247.3)	2,500.00	1,421.55	43.1
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	375.00	459.95	(22.6)	4,500.00	3,492.19	22.4
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	83.33	19.00	77.2	1,000.00	558.81	44.1
80-60-001-43710	ADULT PROGRAM SUPPLIES	333.33	148.93	55.3	4,000.00	2,522.00	36.9
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	583.33	328.60	43.6	7,000.00	4,345.75	37.9
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	1,096.88	26.8	18,000.00	12,264.43	31.8
80-60-001-45100	ADULT FICTION BOOKS	1,333.33	1,102.32	17.3	16,000.00	9,675.79	39.5
80-60-001-45110	ADULT LARGE PRINT MATERIAL	83.33	113.44	(36.1)	1,000.00	528.76	47.1
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	1,166.67	1,120.02	4.0	14,000.00	9,718.15	30.5
80-60-001-45220	ADULT REFERENCE/E-REFER	1,250.00	0.00	100.0	15,000.00	10,456.81	30.2
80-60-001-45300	ADULT REFERENCE MATERIAL	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-45400	JUVENILE NON-FICTION	583.33	200.32	65.6	7,000.00	1,928.49	72.4
80-60-001-45410	PICTURE BOOKS, READERS	500.00	16.07	96.7	6,000.00	3,260.04	45.6
80-60-001-45420	JUVENILE FICTION	650.00	16.05	97.5	7,800.00	4,386.99	43.7
80-60-001-45430	JUVENILE AUDIO-VISUAL	333.33	453.94	(36.1)	4,000.00	2,017.02	49.5

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FUND: LAKE BLUFF PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER 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	256.17	(2.4)	3,000.00	1,729.75	42.3
80-60-001-45460	E-BOOKS	416.67	759.63	(82.3)	5,000.00	2,889.99	42.2
80-60-001-45470	GRAPHIC NOVELS	41.67	0.00	100.0	500.00	137.22	72.5
80-60-001-45500	PERIODICALS	708.33	0.00	100.0	8,500.00	4,735.59	44.2
80-60-001-45510	VIDEO GAMES	191.67	0.00	100.0	2,300.00	1,901.88	17.3
80-60-001-45600	PATRON & STAFF SOFTWARE	333.33	0.00	100.0	4,000.00	4,199.25	(4.9)
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	1,166.67	0.00	100.0	14,000.00	12,461.34	10.9
80-60-001-45700	BRANCH MATERIALS	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-45900	MINOR EQUIPMENT	0.00	0.00	0.0	0.00	550.02	100.0
80-60-001-46000	MISCELLANEOUS EXPENSES	166.67	30.70	81.5	2,000.00	641.93	67.9
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	0.00	815.53	100.0	0.00	9,769.11	100.0
80-60-001-49000	LIBRARY FURNISHINGS	416.67	0.00	100.0	5,000.00	280.10	94.4
80-60-001-49100	BUILDING IMPROVEMENTS	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-49120	EXT BUILDING IMPROVEMENTS	416.67	0.00	100.0	5,000.00	4,935.00	1.3
80-60-001-49350	COMPUTER EQUIPMENT	1,083.33	(773.89)	171.4	13,000.00	7,774.79	40.1
80-60-001-49351	TECH-4-U AUTOMATION	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-49400	OTHER EQUIPMENT	375.00	0.00	100.0	4,500.00	1,534.81	65.8
80-60-001-50000	CONTINGENCY	2,159.67	0.00	100.0	25,916.00	23,213.60	10.4
TOTAL LIBRARY SERVICES		68,867.09	52,412.73	23.8	826,405.00	519,060.70	37.1
TOTAL EXPENSES: LIBRARY ADMINISTRATION		68,867.09	52,412.73	23.8	826,405.00	519,060.70	37.1
TOTAL FUND REVENUES		5,661.50	2,373.72	(58.0)	827,655.00	826,952.49	0.0
TOTAL FUND EXPENSES		68,867.09	52,412.73	23.8	826,405.00	519,060.70	37.1
FUND SURPLUS (DEFICIT)		(63,205.59)	(50,039.01)	(20.8)	1,250.00	307,891.79	4531.3

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FUND: LIBRARY BLG RENOVATION FUND

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

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

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FUND: LIBRARY BIRD MEMORIAL FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER 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	5,867.91	100.0	6,197.00	5,867.91	(5.3)
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	0.38	100.0	0.00	0.84	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	5,868.29	101.2	41,197.00	5,868.75	(85.7)
TOTAL REVENUES: BIR MEMORIAL FUND REVENUES		2,916.67	5,868.29	101.2	41,197.00	5,868.75	(85.7)
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	25.00	100.0	0.00	25.00	100.0
TOTAL CONTRACTUAL & COMMODITIES		0.00	25.00	100.0	0.00	25.00	100.0
TOTAL EXPENSES: BIRD MEMORIAL EXPENDITURES		2,433.09	25.00	98.9	29,197.00	3,240.48	88.9
TOTAL FUND REVENUES		2,916.67	5,868.29	101.2	41,197.00	5,868.75	(85.7)
TOTAL FUND EXPENSES		2,433.09	25.00	98.9	29,197.00	3,240.48	88.9
FUND SURPLUS (DEFICIT)		483.58	5,843.29	1108.3	12,000.00	2,628.27	(78.1)

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FUND: LAKE BLUFF LIBRARY GRANT FUND

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

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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
10917	9AT&T AT & T			12/21/12		
	8472342540-12	12/07/12	01 LCL PH SRVC: 11/8-12/7/12		80-60-001-43230	291.74
					INVOICE TOTAL:	291.74 *
					CHECK TOTAL:	291.74
10918	9COMCAST COMCAST CABLE			12/21/12		
	COM121212	12/12/12	01 INTERNET SRVC:12/19/12-1/18/13		80-60-001-43230	141.90
					INVOICE TOTAL:	141.90 *
					CHECK TOTAL:	141.90
10919	9DELAGE DE LAGE LANDEN FINANCIAL SRVC			12/21/12		
	16102610	12/08/12	01 EQUIPMENT MAINTENANCE:DEC 2012		80-60-001-41303	137.06
					INVOICE TOTAL:	137.06 *
					CHECK TOTAL:	137.06
10920	9IMAGESY IMAGE SYSTEMS & BUSINESS			12/21/12		
	168050	12/11/12	01 COPIER SRVC:12/11/12-3/11/13		80-60-001-41303	130.80
			02 COPIER TONER & SUPPLIES		80-60-001-41303	56.31
					INVOICE TOTAL:	187.11 *
	168051	12/11/12	01 COPIER SRVC:12/11/12-3/11/13		80-60-001-41303	158.00
			02 COPIER TONER & SUPPLIES		80-60-001-41303	336.62
					INVOICE TOTAL:	494.62 *
					CHECK TOTAL:	681.73
10921	9INGRAM INGRAM LIBRARY SERVICES			12/21/12		
	08093488	12/04/12	01 ADULT FICTION		80-60-001-45100	21.47
					INVOICE TOTAL:	21.47 *
	08093489	12/04/12	01 ADULT FICTION		80-60-001-45100	16.92
					INVOICE TOTAL:	16.92 *
	08093490	12/04/12	01 ADULT FICTION		80-60-001-45100	510.42
					INVOICE TOTAL:	510.42 *
	08137269	12/05/12	01 ADULT FICTION		80-60-001-45100	25.95
					INVOICE TOTAL:	25.95 *
					CHECK TOTAL:	574.76

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10922	9NCCPETE	NCC-PETERSON PRODUCTS			12/21/12		
	60081	11/29/12	01	JANITORIAL SUPPLIES		80-60-001-43660	148.69
						INVOICE TOTAL:	148.69 *
						CHECK TOTAL:	148.69
10923	9THYSSEN	THYSSENKRUPP ELEVATOR CORP.			12/21/12		
	3000324667	12/01/12	01	ELEVATOR MAINT: DEC 2012		80-60-001-41020	104.19
						INVOICE TOTAL:	104.19 *
						CHECK TOTAL:	104.19
10924	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS			12/31/12		
	101553638	12/21/12	01	'EE ICMA CONTRIBUTION:12/28/12		80-20-102-45000	1,050.00
						INVOICE TOTAL:	1,050.00 *
						CHECK TOTAL:	1,050.00
						TOTAL AMOUNT PAID:	3,130.07

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10925	9AMAZONA	AMAZON					
	015572008944		12/08/12	01	CREDIT:ADULT AUDIO VISUAL	80-60-001-45200	-2.00
						INVOICE TOTAL:	-2.00 *
	0155771675614		12/05/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.60
						INVOICE TOTAL:	19.60 *
	015577171306		12/08/12	01	CREDIT:ADULT AUDIO VISUAL	80-60-001-45200	-1.03
						INVOICE TOTAL:	-1.03 *
	015579085145		12/06/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	170.85
						INVOICE TOTAL:	170.85 *
	106876017303		12/05/12	01	ADULT NON FICTION	80-60-001-45000	48.94
						INVOICE TOTAL:	48.94 *
	125485752277		12/03/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	169.80
						INVOICE TOTAL:	169.80 *
	125485890608		12/01/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	26.98
						INVOICE TOTAL:	26.98 *
	151712250662		11/14/02	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	16.99
						INVOICE TOTAL:	16.99 *
	1517172094740		11/13/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	105.65
						INVOICE TOTAL:	105.65 *
	209412737011		11/30/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	12.99
						INVOICE TOTAL:	12.99 *
	209413360410		11/30/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	6.99
						INVOICE TOTAL:	6.99 *
	275481300075		11/25/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	138.88
						INVOICE TOTAL:	138.88 *

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10925	9AMAZONA	AMAZON					
		275482682086	12/02/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.99
						INVOICE TOTAL:	14.99 *
		275483619558	11/30/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	28.97
						INVOICE TOTAL:	28.97 *
		275484988333	12/01/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.99
						INVOICE TOTAL:	14.99 *
		275485185057	12/01/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	36.98
						INVOICE TOTAL:	36.98 *
		275489733372	11/30/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	82.47
						INVOICE TOTAL:	82.47 *
		296332704574	12/05/12	01	OFFICE SUPPLIES	80-60-001-43550	25.43
						INVOICE TOTAL:	25.43 *
						CHECK TOTAL:	918.47
10926	9BKTLNT	VOIDED---LEADER CHECK					
		0002379275	12/03/12	01	CREDIT:JUVENILE FICTION	80-60-001-45420	-11.29
						INVOICE TOTAL:	-11.29 *
		0002379296	12/03/12	01	CREDIT:TEEN BOOKS	80-60-001-45450	-22.75
						INVOICE TOTAL:	-22.75 *
		2027630587	11/28/12	01	JUVENILE NON FICTION	80-60-001-45400	20.42
				02	RESTRICTED DONATION EXPENSES	80-60-001-48001	19.14
						INVOICE TOTAL:	39.56 *
		2027639107	12/03/12	01	ADULT NON FICTION	80-60-001-45000	185.77
						INVOICE TOTAL:	185.77 *

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
10926	9BKTLENT	VOIDED---LEADER CHECK						
	2027639965		11/29/12	01	ADULT FICTION	80-60-001-45100	15.33	
						INVOICE TOTAL:	15.33 *	
	2027641522		11/30/12	01	ADULT NON FICTION	80-60-001-45000	45.35	
						INVOICE TOTAL:	45.35 *	
	2027645728		12/04/12	01	ADULT NON FICTION	80-60-001-45000	152.59	
						INVOICE TOTAL:	152.59 *	
	2027650115		12/03/12	01	TEEN BOOKS	80-60-001-45450	166.81	
						INVOICE TOTAL:	166.81 *	
	2027651258		12/04/12	01	PICTURE BKS, READRS, HOLIDAY BKS	80-60-001-45410	11.30	
						INVOICE TOTAL:	11.30 *	
	2027661978		12/06/12	01	ADULT NON FICTION	80-60-001-45000	82.31	
						INVOICE TOTAL:	82.31 *	
	2027662993		12/06/12	01	ADULT FICTION	80-60-001-45100	28.37	
						INVOICE TOTAL:	28.37 *	
	2027670101		12/09/12	01	JUVENILE NON FICTION	80-60-001-45400	32.30	
						INVOICE TOTAL:	32.30 *	
	2027678450		12/11/12	01	ADULT FICTION	80-60-001-45100	9.65	
						INVOICE TOTAL:	9.65 *	
	2027681364		12/11/12	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	27.34	
						INVOICE TOTAL:	27.34 *	
	2027681365		12/11/12	01	ADULT NON FICTION	80-60-001-45000	100.54	
						INVOICE TOTAL:	100.54 *	
	2027684740		12/12/12	01	JUVENILE NON FICTION	80-60-001-45400	139.47	
						INVOICE TOTAL:	139.47 *	

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10926	9BKTLENT	VOIDED---LEADER CHECK						
	2027688660		12/13/12	01	ADULT NON FICTION	80-60-001-45000	37.05	
						INVOICE TOTAL:	37.05 *	
	2027690020		12/13/12	01	ADULT NON FICTION	80-60-001-45000	58.95	
						INVOICE TOTAL:	58.95 *	
	2027693153		12/14/12	01	PICTURE BKS,READRS,HOLIDAY BKS	80-60-001-45410	4.77	
						INVOICE TOTAL:	4.77 *	
10927	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT						
	2027700443		12/17/12	01	ADULT NON FICTION	80-60-001-45000	105.45	
						INVOICE TOTAL:	105.45 *	
	2027707333		12/17/02	01	ADULT FICTION	80-60-001-45100	45.94	
						INVOICE TOTAL:	45.94 *	
	2027708577		12/18/12	01	TEEN BOOKS	80-60-001-45450	112.11	
						INVOICE TOTAL:	112.11 *	
	2027718649		12/20/12	01	ADULT NON FICTION	80-60-001-45000	179.61	
						INVOICE TOTAL:	179.61 *	
	2027726325		12/21/12	01	ADULT FICTION	80-60-001-45100	166.23	
						INVOICE TOTAL:	166.23 *	
	2027728178		12/26/12	01	LARGE PRINT BOOKS	80-60-001-45110	113.44	
				02	ADULT NON FICTION	80-60-001-45000	29.51	
						INVOICE TOTAL:	142.95 *	
	2027742214		12/27/12	01	ADULT FICTION	80-60-001-45100	77.18	
						INVOICE TOTAL:	77.18 *	
	5012332431		12/10/12	01	JUVENILE NON FICTION	80-60-001-45400	8.13	
						INVOICE TOTAL:	8.13 *	

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10927	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT					
	5012337473		12/13/12	01	ADULT NON FICTION	80-60-001-45000	53.81
						INVOICE TOTAL:	53.81 *
						CHECK TOTAL:	1,994.83
10928	9COMPVIE	COMPUTER VIEW, INC.					
	25648		12/28/12	01	COMPUTER SRVCS:FEB-APR 2013	80-60-001-41305	2,510.00
						INVOICE TOTAL:	2,510.00 *
						CHECK TOTAL:	2,510.00
10929	9DEMCO	DEMCO, INC					
	4833782		12/26/12	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	459.95
						INVOICE TOTAL:	459.95 *
						CHECK TOTAL:	459.95
10930	9FIRSTBA	FIRST BANKCARD					
	CAR12242012		12/24/12	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	23.93
				02	POSTAGE	80-60-001-43300	2.75
						INVOICE TOTAL:	26.68 *
						CHECK TOTAL:	26.68
10931	9FIRSTBA	FIRST BANKCARD					
	CDT12242012		12/24/12	01	RESTRICTED DONATION EXPENSES	80-60-001-48001	22.50
				02	POSTAGE	80-60-001-43300	3.31
				03	BOOK DISCUSSION SNACKS	80-60-001-43700	19.00
						INVOICE TOTAL:	44.81 *
						CHECK TOTAL:	44.81

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10932	9FIRSTBA	FIRST BANKCARD					
	DON12242012		12/24/12	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	63.27
				02	CHILDREN/TEEN PROGRAM SUPPLIES	80-60-001-43720	42.47
				03	OFFICE SUPPLIES	80-60-001-43550	5.99
				04	ALA MEMBR DUES:1/31/13-1/31/14	80-60-001-42440	130.00
				05	CREDIT-JUVENILE AUDIO-VISUAL	80-60-001-45430	-2.33
					INVOICE TOTAL:		239.40 *
					CHECK TOTAL:		239.40
10933	9FIRSTBA	FIRST BANKCARD					
	ELI12242012		12/24/12	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	86.13
					INVOICE TOTAL:		86.13 *
					CHECK TOTAL:		86.13
10934	9FIRSTBA	FIRST BANKCARD					
	ERI12242012		12/24/12	01	MISC EXPENSES	80-60-001-46000	30.70
				02	COPIER SUPPLIES	80-60-001-41303	79.99
					INVOICE TOTAL:		110.69 *
					CHECK TOTAL:		110.69
10935	9HOMEDep	HOME DEPOT CREDIT SERVICES					
	7564893		11/28/12	01	BUILDING MAINTENANCE	80-60-001-41000	34.57
					INVOICE TOTAL:		34.57 *
					CHECK TOTAL:		34.57
10936	9INGRAM	INGRAM LIBRARY SERVICES					
	08441718		12/19/12	01	ADULT FICTION	80-60-001-45100	16.36
					INVOICE TOTAL:		16.36 *

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10936	9INGRAM	INGRAM LIBRARY SERVICES					
	08441719		12/19/12	01	ADULT FICTION	80-60-001-45100	68.85
						INVOICE TOTAL:	68.85 *
	08503279		12/21/12	01	ADULT FICTION	80-60-001-45100	15.23
						INVOICE TOTAL:	15.23 *
	08512383		12/21/12	01	CREDIT: ADULT FICTION	80-60-001-45100	-19.78
						INVOICE TOTAL:	-19.78 *
	08558713		12/27/12	01	ADULT FICTION	80-60-001-45100	7.77
						INVOICE TOTAL:	7.77 *
	08558714		12/27/12	01	ADULT FICTION	80-60-001-45100	96.43
						INVOICE TOTAL:	96.43 *
						CHECK TOTAL:	184.86
10937	9LACONI	LACONI					
	LAC112812		11/28/12	01	ANN'L DUES:11/1/12-10/31/13	80-60-001-42440	100.00
						INVOICE TOTAL:	100.00 *
						CHECK TOTAL:	100.00
10938	9LBGARDE	LAKE BLUFF GARDEN CLUB					
	LAK122012		12/20/12	01	ADULT NON FICTION	80-60-001-45000	17.00
						INVOICE TOTAL:	17.00 *
						CHECK TOTAL:	17.00
10939	9LB VILL	VILLAGE OF LAKE BLUFF					
	8007073		01/04/13	01	FLU SHOTS	80-60-001-40900	100.00
						INVOICE TOTAL:	100.00 *

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
10939	9LB VILL	VILLAGE OF LAKE BLUFF						
	DECEMBER 2012		12/31/12	01	FY13 MEDICAL INS:DEC 12	80-10-301-37100	3,091.02	
				02	FY13 DENTAL INS:DEC 12	80-10-301-37100	292.04	
				03	FY13 LIFE INS:DEC 12	80-10-301-37100	37.28	
				04	FY13 IMRF 'EE CONTRI:DEC 12	80-10-301-37100	1,138.81	
				05	FY13 IMRF EMPLYR CONTRI:DEC 12	80-10-301-37100	3,034.29	
					INVOICE TOTAL:		7,593.44	*
					CHECK TOTAL:			7,693.44
10940	9MIDTAPE	MIDWEST TAPE						
	90587684		12/03/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	29.99	
					INVOICE TOTAL:		29.99	*
	90607219		12/10/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	44.99	
					INVOICE TOTAL:		44.99	*
	90625701		12/17/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	131.96	
					INVOICE TOTAL:		131.96	*
	90638534		12/21/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	68.98	
					INVOICE TOTAL:		68.98	*
					CHECK TOTAL:			275.92
10941	9MOVIELI	MOVIE LICENSING USA						
	1758612		12/03/12	01	LIC RENEWAL:1/1/13-12/31/13	80-60-001-43710	125.00	
				02	CHILDREN/TEEN PROGRAM SUPPLIES	80-60-001-43720	125.00	
					INVOICE TOTAL:		250.00	*
	1762542		12/17/12	01	CHILDREN/TEEN PROGRAM SUPPLIES	80-60-001-43720	75.00	
					INVOICE TOTAL:		75.00	*
					CHECK TOTAL:			325.00

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10942	9NSSD	NORTH SHORE SANITARY DISTRICT					
	2414187		12/29/12	01	WASTEWTR TRTMNT:8/6-11/1/12	80-60-001-43230	38.28
						INVOICE TOTAL:	38.28 *
						CHECK TOTAL:	38.28
10943	9OPPPFRAN	OPP, FRANCHISING, INC.					
	CHC01131257		01/01/13	01	BUILDING MAINTENANCE:JAN 2013	80-60-001-41000	954.00
						INVOICE TOTAL:	954.00 *
						CHECK TOTAL:	954.00
10944	9OVERDRI	OVERDRIVE , INC					
	1018-163638967121212		12/12/12	01	E-BOOKS	80-60-001-45460	759.63
						INVOICE TOTAL:	759.63 *
						CHECK TOTAL:	759.63
10945	9RANDOMH	RANDOM HOUSE, INC.					
	1085836734		12/06/12	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	393.00
						INVOICE TOTAL:	393.00 *
						CHECK TOTAL:	393.00
10946	9SHREDIT	SHRED-IT USA-CHICAGO					
	9401291686		12/17/12	01	PAPER SHREDDING:12/17/12	80-60-001-41303	45.00
						INVOICE TOTAL:	45.00 *
						CHECK TOTAL:	45.00
10947	9STAPLES	STAPLES BUSINESS ADVANTAGE					

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10947	9STAPLES	STAPLES BUSINESS ADVANTAGE						
	8023859079		12/01/12	01	OFFICE SUPPLIES	80-60-001-43550	195.01	
						INVOICE TOTAL:	195.01 *	
						CHECK TOTAL:	195.01	
10948	9THYSSEN	THYSSENKRUPP ELEVATOR CORP.						
	3000359376		01/01/13	01	ELEVATOR MAINT: JAN 2013	80-60-001-41020	107.32	
						INVOICE TOTAL:	107.32 *	
						CHECK TOTAL:	107.32	
10949	9USPOSTA	UNITED STATES POSTAL SERVICE						
	USP010713		01/07/13	01	POSTAGE STAMPS	80-60-001-43300	90.00	
						INVOICE TOTAL:	90.00 *	
						CHECK TOTAL:	90.00	
10950	9WENDTM	WENDT MAINTENANCE INC.						
	WEN12012012		12/01/12	01	GROUNDS MAINT: DEC 2012	80-60-001-41050	480.00	
						INVOICE TOTAL:	480.00 *	
						CHECK TOTAL:	480.00	
10951	9WINSTEL	WINSTON ELECTRIC, INC.						
	3084		12/20/12	01	BUILDING/GROUNDS SUPPLIES	80-60-001-43660	300.00	
						INVOICE TOTAL:	300.00 *	
	3085		12/20/12	01	BUILDING/GROUNDS SUPPLIES	80-60-001-43660	275.00	
						INVOICE TOTAL:	275.00 *	
						CHECK TOTAL:	575.00	
						TOTAL AMOUNT PAID:	18,658.99	

January Director's Report

December was a very busy month, and I have a lot to update the Board on. There is not a lot requiring a final vote or decision, so the meeting should be brief.

Donna and Eliza, in addition to their usual good work during December, are beginning to dig into preparing next summer's Children's Reading Club. The theme will be 'Lords and Ladies of the Reading Round Table.' I briefly toyed with the idea of marching in the Fourth of July Parade as a knight in full armor but I doubt I would make it to the end of the route. I'll aim for the lighter costumes of a minstrel or squire instead.

Martha completed her first full semester of work on her Masters in Library Science with the University of Illinois this December and received excellent marks. Martha, along with Carlen, created a Christmas tree out of discarded books. Deena and Rummanah get credit for the original idea. It was a wonderful addition to the Library during the holidays.

With the new 'Wii U' gaming system out and selling like hotcakes, Carlen added some 'Wii U' games to our Video Game collection. The new system, thankfully, still plays 'Wii' games so that that popular portion of our collection will remain accessible to anyone who has bought a 'Wii U' console.

On December 21st, at Carol Carter's suggestion, we held our first annual 'Staff Ugly Holiday Sweater Friday.' It was a lot of fun for both staff and patrons. While no vote was taken, Valerie Cepa's flamboyant 'Bah Humbug' sweater would have gotten mine for 'Best in Library.'

The Lake Bluff Middle School show choir 'Encore!' stopped by again this year and were as amazing as they have been in previous years. At the audience's request, former choir member and current library staff member Martha Cordeniz contributed a song as well.

Rough Draft of Budget

Karen Bush and I had a very productive meeting on the Budget, and I have done the necessary analysis and research for the core lines. I feel confident in where these are set, and want the Board to have a chance to ask any questions or suggest any changes to these lines in January. The Board of Library Trustees needs to approve a Rough Draft of the Budget at the February meeting for publication with the Village's budget, and approve a final Budget for publication before March 20th. It can still be revised at any point up until April 30, 2014 with a 'Super Majority' vote of $\frac{3}{4}$ of the Board.

Small Public Library Institute

The Small Public Library Institute (SPLMI) gathering will be held, after a 2 year hiatus, from June 2-7 2013. Both of my predecessors attended and came back with a wealth of managerial, legal, etc. information. I would like to attend if at all possible. The fee is only \$50 for the entire week. Unfortunately, the week is when I would ordinarily be preparing Board Packets for the June 11 Meeting. Would the Board consider moving its meeting back a week to allow me to attend this conference?

Request for Proposals (RFP) for New Integrated Library System (ILS)

On December 27th the Library published notification that we would be accepting bids for a new Integrated Library System. Copies of the RFP detailing software requirements are available online and at the library's Reference Desk. The deadline for proposals is February 7, 2013 at 2:00pm, when they will be formally and publically opened in front of representatives of the Library Staff, Library Board, and ILS Vendors (should any wish to attend).

Changing systems is rapidly gaining importance. This past month, we noticed a growing number of problems with our 'Holds System', ranging from email notifications being sent out late to 'phantom holds' appearing asking staff members to roam the library pulling items that have not actually been requested by anyone. TLC's answer is that the current version of their 'Holds System' is flawed. They, and I quote the representative I talked to, "are aware of the

problems with this complicated part of [their] software system, but [their] development team does not consider repairing the problems a priority." It's on the 'to do' list for some indeterminate point in the future, which in the past has often meant waiting years. The glitches in the system are growing, and both the community of Lake Bluff and the Library staff serving it deserve a system and company that functions better than this.

Request for Estimate for Local Area Network (LAN) Support

In addition to the RFP for a new ILS, Lyndy, Carlen, and I have been seeking estimates for a LAN provider to potentially replace Computer View (CVI). We identified 5 other companies servicing library networks in the area or interested in doing so, and in the last two weeks before the Holiday's descended on us, the 3 of us met with representatives of all 5. So far, we have received 1 estimate; if we have enough information gathered to be able to provide a meaningful comparison/recommendation then Lyndy will prepare the information to be distributed at the January meeting.

Negligence by Electrician

The electrician that we hired for our landscaping project this past fall unfortunately did not perform all work up to snuff. He went above and beyond in preparing for the project but what followed did not match that diligence. When all of the exterior (both old and newly installed) exterior lights failed, I contacted the electrician that did the original work. His suggestions were not helpful or timely, and were not appropriately delivered. I made the decision to act quickly and find someone the Library had received reliable service from in the past to come out. Jack Winston of Winston Electric, whom the library has used for projects for many years, was in the area the next morning and agreed to stop by. Jack quickly found the problems, which were due to negligence and faulty work on the part of Pasquesi Electric. The total repair cost for Pasquesi Electric's faulty work came to only \$300, plus another \$275 to fix an existing part of the system that was being taxed by the new installation. This last should have been quickly identified by the original Pasquesi work crew but was not. I am working with our

intrepid Board President to recoup any money spent by the Library in fixing work that we paid Pasquesi Electric for.

Keys on Restroom Doors

We have had some minor incidents with the two restrooms shared by the Museum and the Library that have alarmed staff, including myself. I want staff to feel safe, and both restrooms are relatively hidden and hard to monitor. For that reason we are leaving them open to the public but adding locks with the keys to be kept behind the desks of the Library and Museum.

Update on Human Resources

I am nearing the completion of a recommendation for the Human Resources Committee regarding library staffing. I just need to (and will have by the time we meet) sit down with Kathy Meierhoff, who has generously offered to help create the appropriate flow charts, etc., and wrap it up. When it is ready, I will email the HR Committee members about setting a date for a meeting.

Update on Wood Building HVAC

I met with Dave Ireland and Tom Tincher before the holidays; most of the Museum's concerns (raised at the Intergovernmental Agreement Meeting on December 11) don't relate to the new heating unit but to the manner in which the system was originally designed. I am hoping to meet with Dave Ireland and a contingent of Museum Board Trustees soon, so that they are comfortable with the system and its new heater. The new custom built unit should arrive and be ready for installation within 1-2 weeks.

Technology Committee Meeting

Before the next Regular Board Meeting, Library Staff will have accumulated information regarding LAN Support Providers, ILS Vendors, and necessary new hardware. These items will be the final pieces of the Budget for the next fiscal year. As these three items represent a significant discussion on their own, it is my recommendation that the Technology Committee meet prior to the next Regular

Board Meeting on February 12th to consider the information/proposals and make a recommendation to the full Board.

Board Vacancy Following April Election

Following the filing deadline on December 26, 2012 I checked the candidate list, which is public, to see who had filed. There are 6 individuals who filed for the 4 full term openings, and 1 individual who filed as a candidate for 1 of the 2 open 2 year terms. I checked with the County Clerk's Office regarding our situation. As the 2 year terms, which represent the remainder of a term, are treated separately from the 4 year terms the Library Board will have only 6 members following the April elections. It is not possible for any of the 6 individuals running for 4 year terms to change their paperwork at this time to run for a 2 year term. The Board would then need to appoint someone to fill the vacant 2 year position. The only alternative to this scenario is if someone files as a write-in candidate for the 2 year position before February 7th. That person would not be on the ballot and would need to campaign to make voters aware that they were running.

Monthly Statistics Summary

December 2012

Circulation

December

Year	Circulations per Hour	Total
2012-13	36.9	7,941
2011-12	33.6	8,162
2010-11	20.0	7,485

Fiscal Year to Date

Total	Percent Change	Adult	Juvenile	Adult Fiction	Adult Non-Fiction	Audio Visual	ILL	
							Borrowed	Lent
76,324	15.29%	42,124	29,725	10,118	6,182	23,332	1,083	248
66,204	-1.98%	38,014	24,728	11,130	5,284	22,021	988	233
67,541	N/A	38,417	26,769	12,366	6,360	24,685	1,137	507

User Visits

December

Year	Per Hour	Total
2012-13	23.6	5,084
2011-12	24.9	6,040
2010-11	20.0	4,578

Fiscal Year to Date

Avg. Per Hour	Total Visits
31.6	57,748
27.3	49,748
25.4	46,283

Materials Acquired and Withdrawn

December

Year	Total	
	Acquired	Withdrawn
2012-13	468	189
2011-12	593	740
2010-11	342	164

Fiscal Year to Date

Total		Adult		Juvenile		Audio Visual	
Acquired	Withdrawn	Acquired	Withdrawn	Acquired	Withdrawn	Acquired	Withdrawn
4,813	5,878	3,255	4,028	1,558	1,850	666	425
4,880	4,606	3,456	3,590	1,424	1,016	738	570
3,758	3,606	2,547	2,586	3,758	1,020	627	171

Online Access

Downloaded Materials

December

Year	Downloads	
	Books	Music
2012-13	265	266
2011-12	262	279
2010-11	138	227

Fiscal Year to Date

Downloads	
Books	Music
2,280	1,840
1,650	1,621
642	NA.

Website Usage

Fiscal Year to Date

Site Visits	
Unique Visitors	Page Loads
46,676	70,019
42,146	64,386
45,953	72,839

LAKE BLUFF PUBLIC LIBRARY
GENERAL FUND - EXPENDITURES

80-60-001-

CODE/LINE ITEM	ACTUAL FY 08/09	ACTUAL FY 09/10	ACTUAL FY 10/11	BUDGET FY 11/12	ACTUAL FY 11/12	BUDGET FY 12/13	Estimated Actual FY 12/13	BUDGET FY 13/14	% CHANGE BUDGET TO FY 13--14	\$ CHANGE BUDGET FY 13--14	% CHANGE ACTUAL TO FY 13--14	\$ CHANGE ACTUAL FY 13--14
PERSONNEL SERVICES												
40000 Librarian Salaries	210,066	223,365	252,749	274,499	259,315	260,000	205,387	214,000	-17.7%	(46,000)	4.2%	8,613
40050 Staff Salaries	135,872	108,258	102,887	112,710	114,734	134,889	163,974	195,000	44.6%	60,111	18.9%	31,026
40020 Seasonal Salaries	0	0	0	0	0	0	0	0	---	0	---	0
40400 Medical Insurance	28,767	34,821	46,427	50,500	42,428	50,000	37,910	45,000	-10.0%	(5,000)	18.7%	7,090
40900 Other Employee Benefit	792	416	290	2,500	280	2,000	0	500	-75.0%	(1,500)	---	500
40950 IL Municipal Retire Fund	25,929	26,147	34,435	37,500	35,449	39,500	35,974	37,000	-6.3%	(2,500)	2.9%	1,026
40951 Social Security (Note 1)	26,568	25,162	26,831	30,500	28,029	30,500	27,660	30,500	0.0%	0	10.3%	2,840
40750 IRMA Insuranc Deductible	0	0	0	0	0	0	0	0	---	0	---	0
TOTAL PERSONNEL SERVICES	427,994	418,169	463,619	508,209	480,235	516,889	470,904	522,000	1.0%	5,111	10.9%	51,096
CONTRACT. SERVICES/COMMODITIES												
41000 Building Maintenance	39,859	25,184	24,861	19,000	28,214	20,000	31,527	30,000	50.0%	10,000	-4.8%	(1,527)
41020 Elevator Maintenance	0	0	1,745	2,500	2,045	2,500	1,627	2,250	-10.0%	(250)	38.3%	623
41050 Grounds Maintenance	0	5,073	6,256	11,000	6,991	10,500	8,765	10,000	-4.8%	(500)	14.1%	1,235
41303 Copier Maintenance	0	2,765	4,286	4,500	3,489	4,500	6,122	4,500	0.0%	0	-26.5%	(1,622)
41304 Other Professional Service	13,464	43,710	16,766	6,500	9,356	6,500	0	5,000	-23.1%	(1,500)	---	5,000
41305 Computer Services	0	600	19,454	27,000	22,385	28,000	25,450	28,000	0.0%	0	10.0%	2,550
41350 Legal & Accounting	0	5,680	508	2,500	840	2,500	5,000	2,500	0.0%	0	-50.0%	(2,500)
42400 Professional Development	7,129	1,824	2,995	6,500	3,614	6,000	3,292	6,000	0.0%	0	82.3%	2,708
42440 Dues	0	2,313	1,684	3,000	2,824	3,000	1,346	2,500	-16.7%	(500)	85.7%	1,154
43230 Utilities	8,050	8,047	6,267	9,500	5,943	8,000	5,554	7,000	-12.5%	(1,000)	26.0%	1,446
43300 Postage	0	0	1,992	3,500	2,885	3,000	3,892	4,000	33.3%	1,000	2.8%	108
43400 Printing/E-Newsletter	0	0	6,925	8,000	6,945	8,500	7,261	8,000	-5.9%	(500)	10.2%	739
43550 Office Supplies	29,098	26,579	4,441	6,000	5,667	6,000	5,172	6,000	0.0%	0	16.0%	828
43660 Building & Grounds Supplies	0	0	1,260	3,000	1,273	2,500	1,396	2,500	0.0%	0	79.1%	1,104
43670 Technical Services Supplies	0	0	3,518	4,000	6,346	4,500	5,697	5,500	22.2%	1,000	-3.5%	(197)
43700 Hospitality Program Supplies	0	0	549	1,000	1,216	1,000	1,000	1,000	0.0%	0	0.0%	0
43710 Adult Program Supplies	0	0	3,423	4,000	4,584	4,000	4,000	4,000	0.0%	0	0.0%	0
43720 Juvenile Program Supplies	0	12,815	6,594	7,000	7,524	7,000	7,000	7,000	0.0%	0	0.0%	0
45000 Adult Nonfiction	24,668	25,468	16,128	20,000	18,417	18,000	18,000	18,000	0.0%	0	0.0%	0
45100 Adult Fiction	16,218	16,739	14,317	16,000	17,417	16,000	16,000	15,000	-6.3%	(1,000)	-6.3%	(1,000)
45110 Adult Large Print	0	0	861	1,000	693	1,000	1,000	1,000	0.0%	0	0.0%	0
45200 Adult Audio-Visual	14,682	12,953	14,496	13,500	11,316	14,000	14,000	14,000	0.0%	0	0.0%	0
45220 Adult Reference/E-Refer	10,398	7,915	12,504	15,000	13,737	15,000	15,000	18,000	20.0%	3,000	20.0%	3,000
45400 Juvenile Non-fiction	30,819	26,776	5,300	7,500	8,283	7,000	7,000	7,000	0.0%	0	0.0%	0
45410 Picture Books, Readers	0	0	4,773	6,000	5,893	6,000	6,000	6,000	0.0%	0	0.0%	0
45420 Juvenile Fiction	0	0	7,029	7,300	7,136	7,800	7,800	8,500	9.0%	700	9.0%	700
45430 Juvenile Audio-Visual	0	0	3,479	4,000	3,354	4,000	4,000	4,000	0.0%	0	0.0%	0
NEW Graphic Novels	0	0	0	0	0	500	500	500	0.0%	0	0.0%	0
NEW Ebooks	0	0	74	0	0	5,000	5,000	8,000	60.0%	3,000	60.0%	3,000
45450 Teen Books	0	0	2,608	3,000	2,816	3,000	3,000	2,500	-16.7%	(500)	-16.7%	(500)
45500 Medicals	4,332	6,537	3,858	8,500	6,796	8,500	8,500	7,500	-11.8%	(1,000)	-11.8%	(1,000)
45510 Board Games	0	0	1,000	700	2,013	2,300	2,300	2,750	19.6%	450	19.6%	450

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

80-60-001-

CODE/LINE ITEM	ACTUAL FY 08/09	ACTUAL FY 09/10	ACTUAL FY 10/11	BUDGET FY 11/12	ACTUAL FY 11/12	BUDGET FY 12/13	Estimated Actual FY 12/13	BUDGET FY 13/14	% CHANGE BUDGET TO FY 13---14	\$ CHANGE BUDGET FY 13---14	% CHANGE ST ACTUAL TO FY 13---14	\$ CHANGE BUDGET FY 13---14
45600 Public & Staff PC Software	125	125	4,231	4,000	4,367	4,000	4,000	4,500	12.5%	500	12.5%	500
45610 Library Automation Software	0	0	11,424	13,000	17,461	14,000	12,660	14,000	0.0%	0	10.6%	1,340
45700 Branch library material	0	0	0	0	0	0	0	0	---	0	---	0
45900 Minor Equipment	26	431	674	0	2,397	0	550	0	---	0	-100.0%	(550)
46000 Miscellaneous Expenditure	0	0	341	2,000	1,097	2,000	1,102	2,000	0.0%	0	81.5%	898
TOTAL CONTRACT/COMMOD.	198,868	231,534	216,619	251,600	245,334	256,100	250,513	269,000	5.0%	12,900	7.4%	18,487
CAPITAL OUTLAY												
49000 Library Furnishings	0	9,954	0	10,000	4,203	5,000	5,000	6,458	29.2%	1,458	29.2%	1,458
49050 Interior Bldg Improvements		8,366	0	0	0	0	0	0	---	0	---	0
49100 Library/Vliet Renovation		0	0	0	0	0	0	0	---	0	---	0
49120 Exterior Bldg Improvements	32,616	0	0	0	0	5,000	5,000	5,000	0.0%	0	0.0%	0
49350 Computer Equipment	0	53,058	11,525	13,000	5,000	13,000	9,598	10,000	-23.1%	(3,000)	4.2%	402
49351 Tech-4-You Automation	0	0	0	0	0	0	0	0	---	0	---	0
49400 Library Equipment	2,606	0	234	4,500	1,175	4,500	3,070	2,000	-55.6%	(2,500)	-34.8%	(1,070)
50000 Contingency	0	0	29,692	20,000	2,867	25,916	25,916	20,000	-22.8%	(5,916)	-22.8%	(5,916)
TOTAL CAPITAL OUTLAY	35,222	71,378	41,450	47,500	13,245	53,416	48,584	73,458	37.5%	20,042	51.2%	24,874
Transfer to Renovation Fund	0	0	0	300,000	276,092	0	0	72,000	---	72,000	---	72,000
LIBRARY TOTAL	662,084	721,081	721,689	1,107,309	1,014,907	826,405	770,001	936,458	13.3%	110,053	21.6%	166,457

LAKE BLUFF PUBLIC LIBRARY
GENERAL FUND - REVENUES

80-40

CODE/LINE ITEM	ACTUAL FY 10/11	BUDGET FY 11/12	ACTUAL FY 11/12	BUDGET FY 12/13	Estimated Actual FY 12/13	BUDGET FY 13/14	% CHANGE BUDGET TO BUDGET FY 13--14	\$ CHANGE	% CHANGE EST ACTUAL TO BUDGET FY 13--14	\$ CHANGE
TAXES										
103-10000 Property Taxes	779,602	780,709	782,229	800,255	804,832	833,508	4.2%	33,253	3.6%	28,676
TOTAL TAXES	779,602	780,709	782,229	800,255	804,832	833,508	4.2%	33,253	3.6%	28,676
FINES & FORFEITURES										
503-65000 Fines	13,613	12,000	12,105	11,500	13,261	12,000	4.3%	500	-9.5%	(1,261)
TOTAL FINES & FORFEITURES	13,613	12,000	12,105	11,500	13,261	12,000	4.3%	500	-9.5%	(1,261)
CHARGE FOR SERVICES										
403-48300 Photocopy Charges	1,946	1,700	1,825	1,700	2,125	1,700	0.0%	0	-20.0%	(425)
403-48500 Non-Resident Fees	5,394	4,200	7,175	4,500	6,936	6,000	33.3%	1,500	-13.5%	(936)
TOTAL CHARGE FOR SERVICES	7,340	5,900	9,000	6,200	9,061	7,700	24.2%	1,500	-15.0%	(1,361)
OTHER										
603-73700 Village Contribution	6,500	6,500	6,500	6,500	7,750	7,750	19.2%	1,250	0.0%	0
603-73800 Vliet Operating Cost Contrib	1,404	0	0	0	0	0	---	0	---	0
603-75000 Interest Income	1,560	1,000	651	450	811	500	11.1%	50	-38.3%	(311)
603-78500 Naperville/Impact Fees	0	0	0	0	0	0	---	0	---	0
603-89000 Miscellaneous Income	3,083	1,200	5,977	1,500	2,047	3,000	100.0%	1,500	46.6%	953
TOTAL OTHER	12,547	8,700	13,128	8,450	10,608	11,250	33.1%	2,800	6.1%	642
FUND BALANCE RESERVES	0	0	0	0	0	0	---	0	---	0
LOAN FROM VILLAGE	0	0	0	0	0	0	---	0	---	0
LIBRARY FUND REVENUE	813,102	807,309	816,461	826,405	837,762	864,458	4.6%	38,053	3.2%	26,697

FUND BALANCE:

May 1	430,198	521,611	521,611	399,263	399,263	467,024
April 30	521,611	221,611	399,263	399,263	467,024	395,024

**LAKE BLUFF PUBLIC LIBRARY
2013 BUILDING RENOVATION FUND**

CODE/LINE ITEM	BUDGET FY 11/12	ESTIMATED FY 11/12	BUDGET FY 12/13	BUDGET FY 13/14	% CHANGE \$ CHANGE		% CHANGE \$ CHANGE		
					BUDGET TO BUDGET FY 13—14	EST ACTUAL TO BUDGE FY 13—14	BUDGET TO BUDGET FY 13—14	EST ACTUAL TO BUDGE FY 13—14	
REVENUES 81-40-									
TRANSFERS									
TBD General Fund Reserves	300,000	300,000	0	60,000	---	60,000	---	60,000	
73400 Miscellaneous					---	0	---	0	
TOTAL TRANSFERS	300,000	300,000	0	60,000	---	60,000	---	60,000	
DONATIONS									
78000 Unrestricted Donations	10,000	10,000	0	0	---	0	---	0	
78100 Restricted Donations	20,000	18,737	0	0	---	0	---	0	
TOTAL DONATIONS	30,000	28,737	0	0	---	0	---	0	
TOTAL FUND REVENUES	330,000	328,737	0	60,000	---	60,000	---	60,000	

EXPENDITURES 81-60-001

CAPITAL OUTLAY

49350 Automation	10,000	0	0	62,000	---	62,000	---	62,000	
49000 Furnishings	75,000	70,735	0	0	---	0	---	0	
49100 Building Improvements	10,000	0	0	0	---	0	---	0	
49120 Exterior Bldg Improvements	235,000	205,357	0	10,000	---	10,000	---	10,000	
	330,000	276,092	0	72,000	---	72,000	---	72,000	
TOTAL EXPENDITURES	330,000	276,092	0	72,000	---	72,000	---	72,000	

FUND BALANCE:

May 1 0 0 0

April 30 0 52,645 0

LAKE BLUFF PUBLIC LIBRARY
BIRD MEMORIAL, OTHER GRANTS & GIFT FUND - REVENUES & EXPENDITURES

CODE/LINE ITEM	ACTUAL FY 09/10	BUDGET FY 10/11	Actual FY 10/11	BUDGET FY 11/12	Estimated Actual FY 11/12	BUDGET FY 12/13	Estimated Actual FY 12/13	BUDGET FY 13/14	% CHANGE BUDGET TO FY 13--14	\$ CHANGE BUDGET TO FY 13--14	% CHANGE EST ACTUAL FY 13--14	\$ CHANGE EST ACTUAL FY 13--14
REVENUES 82-40-603												
GRANTS												
TBD Bird Memorial Reserve	0	3,000		3,000	0	3,000	158	0	-100.0%	(3,000)	-100.0%	(158)
73000 Per Capita Grant	7,327	6,500	6,500	6,184	6,197	6,197	5,868	5,868	-5.3%	(329)	0.0%	0
73100 Weed/Feed Grant	0	0		0	0	0	0	0	---	0	---	0
73200 Illinois First Grant	0	0		0	0	0	0	0	---	0	---	0
73400 Miscellaneous Grants	0	15,000		0	0	15,000	0	15,000	0.0%	0	---	15,000
TOTAL GRANTS	7,327	24,500	6,500	9,184	6,197	24,197	6,026	20,868	-13.8%	(3,329)	246.3%	14,842
DONATIONS												
78200 Tech-4-U Donations	0	0	0	0	0	0	0	0	---	0	---	0
78000 Unrestricted Donations	4,620	5,000		10,000	326	5,000	67	5,000	0.0%	0	7333.8%	4,933
78100 Restricted Donations	4,404	12,000		20,000	18,787	15,000	8,543	15,000	0.0%	0	75.6%	6,457
TOTAL DONATIONS	9,024	17,000	0	30,000	19,113	20,000	8,610	20,000	0.0%	0	132.3%	11,390
75000 Interest Earnings	6	0	0	0	0	0	0	0	---	0	---	0
TOTAL FUND REVENUES	16,357	41,500	6,500	39,184	25,310	44,197	14,636	40,868	-7.5%	(3,329)	179.2%	26,232

EXPENDITURES 82-60-001

OTHER/GRANT PROGRAMS

44800 Per Capita Grant Expend	5,619	6,500		6,184	6,197	6,197	5,868	5,868	-5.3%	(329)	0.0%	0
44825 Misc Grant Expenditures	0	15,000							---	0	---	0
44901 Patti Mannelly Mem Grant	0	0							---	0	---	0
99999 Use of Unrestrict Donation	106	5,000		10,000		5,000	67	5,000	0.0%	0	7333.8%	4,933
99999 Use of Restricted Donations	4,679	12,000		20,000	18,500	15,000	8,543	15,000	0.0%	0	75.6%	6,457
	10,404	38,500	0	36,184	24,697	26,197	14,478	25,868	-1.3%	(329)	78.7%	11,390

CAPITAL OUTLAY

49000	Bird Memorial - Children's	0	3,000	0	3,000	3,000	3,000	158	0	-100.0%	(3,000)	-100.0%	(158)
49600	HVAC System	0	0	0	0	0	0	0	0	----	0	---	0
49350	Tech-4-U Automation	0	0	0	0	0	0	0	0	----	0	---	0
		0	3,000	0	3,000	3,000	3,000	158	0	-100.0%	(3,000)	-100.0%	(158)
TOTAL EXPENDITURES		10,404	41,500	0	39,184	27,697	29,197	14,636	25,868	-11.4%	(3,329)	76.7%	11,232

FUND BALANCE:

May 1

75,298	81,251	81,251	87,751	87,751	85,364	85,364	85,364
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April 30

81,251	81,251	87,751	87,751	85,364	100,364	85,364	100,364
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Small Public Library Management Institute

[Fees](#) | [Lodging](#) | [How Do I Apply?](#)

The Illinois State Library's 18th Annual Small Public Library Management Institute, June 2-7, 2013

The Small Public Library Management Institute (SPLMI) began in 1994, as an IMLS grant funded initiative to deliver library education to directors of rural libraries. With the exception of a two year hiatus during 2011 and 2012, SPLMI is held annually, as a weeklong Institute, whose mission is twofold:

1. To provide public library administrators with a clear understanding of their roles and responsibilities, and
2. To provide public library administrators with the skills they need to better serve their constituents.

Opportunities for networking, teambuilding, and informal discussions provide the platform for intensive work and professional growth.

Targeted Participants

- Directors of small public libraries
- Directors of all sizes of libraries that are either new to their position or new to the Illinois library community

Scope

Topics will range from legal and budgeting issues to policy development; innovative programs; building safety; leadership; customer service; and personnel.

Fees

The registration fee is **\$50.00**, which includes housing, meals, speakers and program materials. Participants are responsible for their own travel expenses to and from UIS.

Lodging

Participants are housed in individual rooms on the [University of Illinois Springfield](#) (UIS) campus during the week, and classes will take place on campus. Participants are required to stay at UIS the entire week and attend all classes.

How Do I Apply?

- [SPLMI Application](#)

Print and complete the application and mail, fax or send as an email attachment to:

Donna Haynes, Facilities Scheduling & Services
University of Illinois Springfield
PAC165 – 1 University Plaza
Springfield, IL 62703-5407
Phone: 217-206-7465
Fax: 217-206-6440
Email: Dhayn1@uis.edu

Applications must be received by **5 p.m., March 15, 2013**. Applications will be reviewed and selected participants will be notified in early April.

For more information, contact the Library Development Group, Illinois State Library, 217-782-1891 or 1-800-665-5576. SPLMI is hosted by the University of Illinois Springfield.

This project is made possible by a grant from the Illinois State Library, a Division of the Office of the Secretary of State, using Library Services and Technology Act funds provided by the U.S. Institute of Museum and Library Services.

Attn: Lake Bluff Library

8/19/

123 E. Scranton

Lake Bluff, IL 60044.

To Whom It May Concern.

I received the 15 books. That is greatly appreciated. May the sun shine on you may the wind be at your back & may your journey be easy.

Thank-You.

Ryan.

Ryan Kirkpatrick #K-83724

Tamm's C.C.

8500 Supermax Rd

Tamm's, IL 62988



System Overview

PCReservation Facts:

- ◆ Computers will be available immediately upon opening the library until 15 minutes before the library closes.
- ◆ **PCRes** assigns the same amount of time each day for each computer patron. The initial reservation allows patrons 120 minutes of uninterrupted computer time. Dependent on computer availability, an additional 120 minutes of computer time may be requested in 20 minute increments up to a total 240 minutes of daily computer time.
- ◆ There will be a grace period of 10 minutes before a patron's appointment is canceled.
- ◆ If a patron desires a break, they may suspend and lock their computer session by clicking on the **Other Options** button followed by clicking on the **Hide Screen** button. The **Hide Screen** button is located on the bottom right side of the computer screen. Once **Hide Screen** is selected, the patron is prompted to create a password. This password will be used to unlock the computer and resume the session. Minutes spent away from the computer count as part of a patron's total allowed time.
- ◆ After 10 minutes of inactivity, a computer will shut down and become available to the next patron.
- ◆ **PCRes** provides three onscreen warning messages before the end of a computer session. These warnings allow the patron to print and/or save the data to a personal data storage device before the session ends.
- ◆ When a patron finishes using the computer, the patron should click on **End Session** followed by **End Now**. Completing this process assures patron privacy and ensures that any remaining computer time is available if the patron chooses to log in again, later that day.



Sign Up Materials & Open Computers

PCRes User Requirements

- ◆ All patrons wishing to use a computer will need a **Lake Bluff Public Library card** or a **reciprocal borrower library card** that has been entered into the Lake Bluff Library System.
- ◆ Registered patrons who have forgotten or lost their library card can retrieve their library card number at the reference desk by providing identification material.
- ◆ Unregistered patrons should register their card at the reference desk. Identification materials that verify the patron's name and address are needed to complete the registration process.
- ◆ **Visiting** library patrons, from outside of the area, may use the public access computers by obtaining a **temporary guest pass** from the reference desk. Guest passes are given the same amount of time per day as a registered library card number.
- ◆ Patrons must sign in with their library card or guest pass at any available computer; the PC Reservation system reservation station; or at the reference desk if assistance is required.

Usage of Available Computers

- Step 1:** Press a computer key or the mouse on any open computer to start the login process.
- Step 2:** Type in the Library card number or guest pass number without spaces. Click on the **Log in** button.
- Step 3:** The computer will prompt the patron with the following message: **Confirm Your Use**. Click on the **Confirm** button to confirm the computer reservation.
- Step 4:** Begin computer usage.



Reservation Steps & Signing Off

How to Reserve a Computer

⇒ [At the PCReservation Station ...](#)

Step 1: At the designated PCReservation Station, click on **Next Available PC** button.

Step 2: Scan or enter the library card number without spaces.

Step 3: The computer will prompt the patron with the following message: **The following reservation has been made** followed by the PC#, reservation date, time and session length. Click on **Accept Reservation** button to confirm the reservation.

Step 4: Print reservation receipt. This receipt contains the computer reservation's information: date, time, and computer number.

Step 5: At the reservation time, locate the reserved computer. Press a computer key or the mouse to start login process.

Step 6: Begin computer usage by accessing the internet or other software programs. Selection of the internet icon will direct the patron to the Library's webpage. Access to other internet websites can be accomplished by replacing the Library's URL with another website's URL or a search engine's URL, such as Google.com.

⇒ [At the Reference Desk ...](#)

A computer reservation can be made one day ahead via a phone request or in person at the Reference desk.

Computer Sign Out

When a patron has completed their computer time, sign out is accomplished by clicking on the **End Session** button followed by the **End Now** button located in the bottom right corner of the computer screen. Any remaining computer time will be available to the patron later that day.



Reservation Software

What is PCReservation?

- ◆ **PCReservation (PCRes)** is computer software that lets patrons reserve computer time. Public libraries utilize reservation systems to ensure equitable use of a limited number of public access computers.
- ◆ **PCRes** monitors a session time, **not** a patron's computer activity.
- ◆ **PCRes** reserves the next available computer for a patron and provides them with the reserved computer number, start time, and session length.
- ◆ **PCRes** warns patrons prior to the end of the computer session that their computer time will soon expire. Patrons are asked to print or save their work. When time is up, the computer will log off the current session and prepare for the next patron.



Need Help?

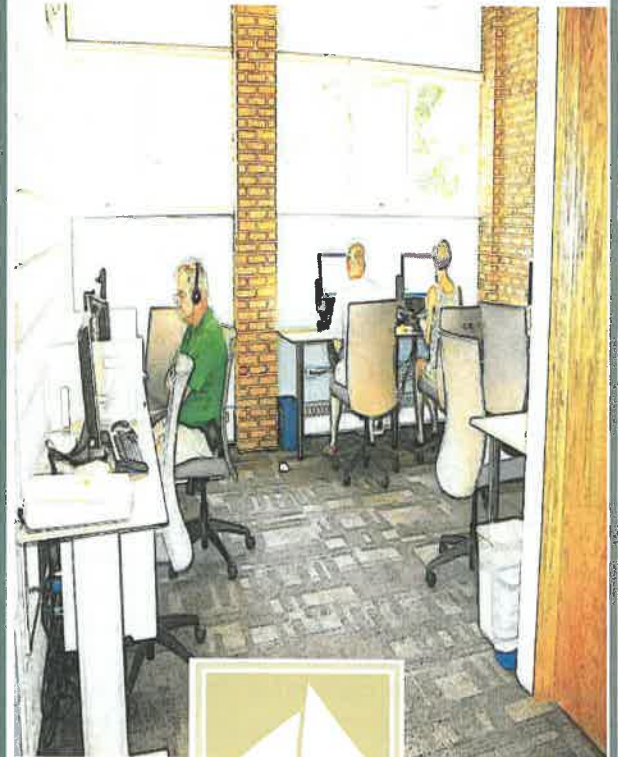
More help is available

- ◆ Visit the library website at [www. LakeBluffLibrary.org](http://www.LakeBluffLibrary.org)
- ◆ Call the Lake Bluff Library reference desk at 847.234.2540
- ◆ email us at staffmail@LakeBluffLibrary.org
- ◆ Request an PCRes tutorial in person or by phone.



PCRes Station

Scheduling Computer Time



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