

June 18, 2013

agenda

item

DOCUMENT

Section

1,2 CTO, Additions

Document Summary
Agenda

1A
2A-2B

3 Consent Agenda

Minutes of May 14 Building and Grounds Committee Meeting (action)
Minutes of May 14 Regular Board Meeting (action)
Minutes of May 24 Technology Committee Meeting (action)
Minutes of May 29 Human Resources Committee Meeting (action)
Minutes of June 10 Building and Grounds Committee Meeting (action)

3A-3B
4A-4C
5A
6A
7A

4 Financial Reports (Yellow)

Detailed Balance Sheet April (action)
Detailed Revenue & Expense Report April (action)
Revenue & Expense Report with Percentages April (action)

8A-8F
9A-9F
10A-10E

5 Approval of Checks (Green)

Manual Check Report March (action)
Check Register March (action)

11A-11B
12A-12P

6 Opportunity to Address Board

(No documents)

7 Old Business

Draft of Long Range Plan (action)
Integrated Library System Proposal (action)
Discussion of Library Shelving

13A-13I
14A

8 Director's Report

Librarian's Narrative Report
Statistical Reports

15A-15C
16A

9 New Business

Resolution Adopting Prevailing Wage Ordinance (action)

17A-17B

10 Executive Session

18A-18C

11 Committee Reports

(No Documents)

12 Any and All Other Business ...

13 Adjournment

Attachments

Library Calendar

19A-19C

**Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, June 18, 2013 at 7:00 PM
123 E. Scranton Ave, Lake Bluff, IL 60044
Enter Through Library Main Entrance**

- 1. Call to Order**
- 2. Approval of Minutes**
 - a. Approval of Minutes of 5/14/2013 Building and Grounds Committee Meeting **(action)**
 - b. Approval of Minutes of 5/14/2013 Regular Board Meeting **(action)**
 - c. Approval of Minutes of 5/24/2013 Technology Committee Meeting **(action)**
 - d. Approval of Minutes of 5/29/2013 Human Resources Committee Meeting **(action)**
 - e. Approval of Minutes of 6/10/2013 Building and Grounds Committee Meeting **(action)**
- 3. May 2013 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages)**
 - a. May Detailed Balance Sheet **(action)**
 - b. May Detailed Revenue & Expense Report **(action)**
 - c. May Revenue & Expense Report with Percentages **(action)**
- 4. Approval of checks (Green Pages)**
 - a. May Manual Checks (11119-11120, 11122-11127) **(action)**
 - b. May Monthly Checks (11128-11164) **(action)**
- 5. Opportunity for Public to Address the Board (limit 5 minutes per person per meeting)**
- 6. Old Business**
 - a. Draft of Long Range Plan **(action)**
 - b. Integrated Library System Proposal **(action)**
 - c. Discussion of Library Shelving
- 7. Director's Report**
 - a. Director's Narrative Report
 - b. Statistical Report
 - c. Announcements and Correspondence
 - d. Friends Meeting Attendee for July 13
 - e. Programs of Interest to Library Trustees
- 8. New Business**
 - a. Resolutions Adopting Prevailing Wage Ordinance **(action)**

9. 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)

10. Committee Reports

- a. Finance Committee (Butler, Kregor)
- b. Human Resources Committee (Stroh, Wojda, Butler)
- c. Building and Grounds Committee (Stroh, Meierhoff)
- d. Technology Committee (Kregor, Wojda, Butler)
- e. Public Relations/Advocacy/Fundraising (Schnell, Wojda)
- f. Intergovernmental Committee (Stroh, Schnell)
- g. Long Range Planning Committee (Kregor, Wojda, Butler)

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

Draft of Long Range Plan
Proposal on Integrated Library System
Resolution Adopting Prevailing Wage Ordinance
Director's Response to Follow Up Questions on Performance Evaluation
Library Calendar of Events

Upcoming Board Meetings: July 9, August 13, and September 10 2013.

**Lake Bluff Public Library
Building and Grounds Committee Meeting
Tuesday, May 14, 2013 at 6:00 PM
123 E. Scranton Ave, Lake Bluff, IL 60044**

1. **Call to order:** Kathy Meierhoff (Chairperson) called the meeting to order at 6:02 p.m.
2. **Roll** was called and a quorum was established. Present: Cal Stroh, Kathy Meierhoff. Library staff: Eric Bailey, Director.

Members of the Library Staff: Lyndy Jensen
3. **Opportunity for Public to Address the Committee** – no one addressed the Committee
4. **Discussion landscape Projects for Fiscal Year 2013 – 2014** - the design for the "Dalhman Garden" prepared by Breezy Hill Nursery in 2012 was discussed and it was agreed to continue to work with Breezy Hill and request a complete estimate of labor and material. The process to receive Village approval will get started by the Library and final plans will be presented to the Dalhman family. Additional funds have been donated for an additional memorial bench so two will be ordered and installed upon completion of the project.
5. **Discussion of Library Shelving** – Director Bailey presented information comparing two vendors of library shelving. See attached Building and grounds Meeting Report – May 14, 2013. The Committee agreed to pass a recommendation to consider Library Furniture International as the vendor for future shelving purchase to the full Board of Trustees
6. **Discussion of Benches using memorial funds. See #4.**
7. **Any and all other business that may properly come before this committee - none**

7. **Adjournment** –Stroh moved and Meierhoff seconded to adjourn at 6:55 p.m.

Respectfully Submitted,
Kathy Meierhoff, Committee Chair

Attached: Building and Grounds Meeting Report – May 14, 2013

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Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, May 14, 2013 at 7:00 PM
123 E. Scranton Ave, Lake Bluff, IL 60044

1. **Call to Order** – the meeting was called to order at 7:04. Roll call was complete and a quorum was established. Present: Kathy Meierhoff and newly sworn in Library Trustees Cal Stroh, Tim Kregor, Romain Wojda, Scot Butler and Ruth Schnell. There was one vacant Trustee position. Members of the public: none. Library Staff: Director Eric Bailey, staff members Carlen De Thorne, Martha Cordinez.
2. **Additions & Corrections to the Agenda** - none
3. **Election of Secretary Pro Tempore** – Kathy Meierhoff was elected – motion made by Stroh, seconded by Wojda. Ayes: Butler, Kregor, Meierhoff, Schnell, Stroh, Wojda.
4. **Election of Board Officers and Selection of Committee Members** – motion to nominate Kathy Meierhoff as President made by Stroh, seconded by Wojda, ayes: Butler, Kregor, Meierhoff, Schnell, Stroh, Wojda. Motion to nominate Cal Stroh as Vice President was made by Meierhoff, seconded by Wojda, ayes: Butler, Kregor, Meierhoff, Schnell, Stroh, Wojda. Motion to nominate Ruth Schnell as Secretary was made Stroh, seconded by Wojda, ayes: Butler, Kregor, Meierhoff, Schnell, Stroh, Wojda. Motion to nominate Scot Butler as Treasurer was made by Wojda, seconded by Meierhoff, ayes: Butler, Kregor, Meierhoff, Schnell, Stroh, Wojda. See Section 15 for Committee assignments.
5. **Executive Session**
 - a. To discuss the selection of a person to fill a public office in compliance with the Open Meetings Act 5 ILCS 120/2 (c) (3) – a motion was made by Stroh to go into executive Session at 7:40 and seconded by Wojda. Director Bailey was in attendance. The executive Session ended with a motion to adjourn by Stroh seconded by Wojda at 7:52 p.m.
6. **Trustee Vacancy** - a motion was made by Stroh, seconded by Wojda to appoint Carl Schons to fill the vacancy position. Ayes: Butler, Kregor, Meierhoff, Schnell, Stroh, Wojda. Director Bailey will notify Mr. Schons of his appointment.
7. **Approval of Minutes**
 - a. Approval of Minutes of 4/16/2013 Regular Meeting of the Board - the following correction was made to Section 9 a: *Director send a nonbinding letter for the purchase of a Sierra Library System* – motion to make the correction and approve the minutes made by Stroh, seconded by Schnell, ayes: Butler, Kregor, Meierhoff, Schnell, Stroh, Wojda,

- b. Approval of Minutes of 4/24/2013 Human Resources Committee Meeting – motion to approve the minutes made by Meierhoff and seconded by Wojda. ayes: Butler, Kregor, Meierhoff, Schnell, Stroh, Wojda,

8. April 2013 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages)

- a. April Detailed Balance Sheet
- b. April Detailed Revenue & Expense Report
- c. April Revenue & Expense Report with Percentages

A motion was made by Wojda and seconded by Stroh to approve the April 2013 Detailed Balance Sheet, April 2013 Detailed Revenue and Expense Report and the April 2013 Revenue and Expense Report with Percentages. Ayes: Butler, Kregor, Meierhoff, Schnell, Stroh, Wojda,

9. Approval of checks (Green Pages)

- a. April Manual Checks (11072-11078)
- b. April Monthly Checks (11079-11118)

A motion was made by Stroh and seconded by Butler to approve the April 2013 Manual checks (11072 – 11078) and April 2013 Monthly Checks (11079 – 11118). , ayes: Butler, Kregor, Meierhoff, Schnell, Stroh, Wojda.

10. Opportunity for Public to Address the Board (limit 5 minutes per person per meeting) – no one addressed the Board.

11. Old Business

- a. Draft of Long Range Plan - discussion was deferred until the June meeting to allow new Trustees to review.
- b. Draft of New Mission Statement – discussion was deferred until the June meeting to allow new Trustees to review.
- c. Discussion of Library Shelving – the Trustees were updated on the recommendations of the Building and Grounds Committee and the Director was asked to complete a more detailed comparison document of Library Furniture International and Estey. This will be presented at the June meeting.
- d. Discussion of Integrated Library System - the Technology Committee will meet to review the final proposal and report back to the full Board at the June meeting.

12. Director’s Report

- a. Director’s Narrative Report
- b. Statistical Report
- c. Announcements and Correspondence
- d. Friends Meeting Attendee for June 8 – Ruth Schnell will attend
- e. Programs of Interest to Library Trustees

13. New Business -

a. Building and Grounds Update - the design for the "Dalhman Garden" prepared by Breezy Hill Nursery in 2012 was discussed and it was agreed to continue to work with Breezy Hill and request a complete estimate of labor and material. The process to receive Village approval will get started by the Library and final plans will be presented to the Dalhman family. Additional funds have been donated for an additional memorial bench so two will be ordered and installed upon completion of the project.

b. FOIA Request

14. 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 have another Executive Session.

15. Committee Reports

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

16. Any and all other business which may properly come before the Board - none

17. Adjournment – a motion was made to adjourn at 9:28 p.m. by Stroh, seconded by Wojda. Ayes: Butler, Kregor, Meierhoff Schnell, Stroh, Wojda.

Attachments:

- Draft of Long Range Plan
- Draft of New Mission Statement
- Carl Schons Resume

Upcoming Board Meetings: June 18, July 9, and August 13 2013.

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES
Technology Committee
Friday, May 24, 2013

- 1) **Call to Order; Roll Call:** The meeting was called to order at 6:07 p.m. by Committee Chair Tim Kregor. Roll was called and a quorum was established.

Present: Tim Kregor, Romain Wojda, Scot Butler

Absent: None

Library Staff Present: Eric Bailey, Lyndy Jensen

Members of the Public: None

- 2) **Discussion of quotes received for an Integrated Library System (action)**

- a) **RESOLVED:** Budget numbers for a 10 year commitment to be obtained from Polaris and Innovative, and a concise and dramatic write-up to be prepared for the committee with the goal of presenting this summary with a recommendation at the June 18 Regular Board Meeting.

- 3) **Any other business:**

- a) No other business was brought before the committee.

- 4) **Adjournment:** Kregor moved and Wojda seconded a motion to adjourn the meeting at 7:00 p.m.

AYES: all

NAYES: none

ABSENT: none

Respectfully submitted,

Eric S. Bailey, Library Director

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES
 Human Resources Committee Meeting
 Wednesday, May 29, 2013

- 1) **Call to Order; Roll Call:** The meeting was called to order at 6:06 p.m. by Board President Kathy Meierhoff. Roll was called and a quorum was established.

Present: Romain Wojda, Scot Butler, Kathy Meierhoff, and Cal Stroh

Absent: None

Library Staff Present: Eric Bailey

Members of the Public: None

2) **Executive Session**

- a) At 6:07pm Stroh motioned and Meierhoff seconded that the committee go into executive session to "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)".
 AYES: Wojda, Butler, Meierhoff, Stroh NAYS: None

- b) At 7:25pm Meierhoff motioned and Wojda seconded that the committee leave executive session.
 AYES: Wojda, Butler, Meierhoff, Stroh NAYS: None

3) **Any other business:**

- a) No other business was brought before the committee.

- 4) **Adjournment:** Stroh moved and Butler seconded a motion to adjourn the meeting at 7:30 p.m.

AYES: all

NAYES: none

ABSENT: none

Respectfully submitted,

Eric S. Bailey, Library Director

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES
Building and Grounds Committee Meeting
Monday, June 10, 2013

- 1) **Call to Order; Roll Call:** The meeting was called to order at 2:08 p.m. by Board President Kathy Meierhoff. Roll was called and a quorum was established.

Present: Cal Stroh, Kathy Meierhoff
Absent: None
Library Staff Present: Eric Bailey, Lyndy Jensen
Members of the Public: None

- 2) **Discussion of Landscape Project (action)**

- a) The Landscape Project was discussed but no action was taken.

- 3) **Discussion of Library Shelving (action)**

- a) Replacing the Library's Shelving was discussed. **RESOLVED:** To ensure that there is no immediate danger or liability from the shelving, and to collect the information and quotes needed to start the replacement project at the beginning of Fiscal Year 2014-2015.

- 4) **Discussion of Electrician's Bill (action)**

- a) The bill from Pasquesi Electric dated 5/20/2013 was discussed. **RESOLVED:** To decline payment, as the work performed falls under the 1 year guarantee on the work performed by Pasquesi Electric in November, 2012.

- 5) **Any other business:**

- a) No other business was brought before the committee.

- 6) **Adjournment:** Meierhoff moved and Stroh seconded a motion to adjourn the meeting at 3:10 p.m.

AYES: all
NAYES: none
ABSENT: none

Respectfully submitted,

Eric S. Bailey, Library Director

DATE: 06/13/2013
 TIME: 16:01:43
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

8A PAGE: 1
 F-YR: 14

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 1 PERIODS ENDING MAY 31, 2013

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 05/31/13
ASSETS					
DUE TO/FROM ACCOUNTS					
80-00-100-10000	DUE TO/FROM OTHER FUNDS	286,083.51	0.00	0.00	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		286,083.51	0.00	0.00	286,083.51
CASH & INVESTMENTS					
80-10-101-10000	CHECKING ACCOUNT	0.00	0.00	0.00	0.00
80-10-101-10001	CASH BOX OVER/SHORT	0.00	12.97	3.62	0.00
80-10-101-11000	MONEY MARKET ACCOUNT	77,653.85	52,094.20	64,753.10	9.35
80-10-101-12000	SAVINGS ACCOUNT	0.00	0.00	0.00	64,994.95
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	0.00
80-10-101-15000	INVESTMENTS	0.00	0.00	0.00	150.00
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	487,616.56	77,869.21	50,000.00	0.00
80-10-101-15111	ILLINOIS FUNDS - GRANTS	1.80	0.00	0.00	515,485.77
80-10-101-15112	ILLINOIS FUNDS - EPAY	770.36	210.87	3.70	1.80
TOTAL CASH & INVESTMENTS		566,192.57	130,187.25	114,760.42	581,619.40
RECEIVABLES					
80-10-201-15000	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
80-10-201-15200	PROPERTY TAX RECEIVABLE	835,725.27	0.00	0.00	835,725.27
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		835,725.27	0.00	0.00	835,725.27
OTHER ASSETS					
80-10-301-37100	DUE FROM THE VILLAGE	(7,691.04)	79,675.26	79,728.68	(7,744.46)
80-10-301-55000	PREPAID EXPENSES	0.00	0.00	0.00	0.00
TOTAL OTHER ASSETS		(7,691.04)	79,675.26	79,728.68	(7,744.46)
TOTAL ASSETS		1,680,310.31	209,862.51	194,489.10	1,695,683.72
LIABILITIES AND FUND EQUITY					
LIABILITIES					
PAYABLES					
80-20-1-20000	ACCOUNTS PAYABLE	19,518	33,874.92	47,075.65	32,465.91

DATE: 06/11/2013
 TIME: 16:01:43
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-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

815 PAGE: 2
 F-YR: 14

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 1 PERIODS ENDING MAY 31, 2013

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 05/31/13
LIABILITIES					
PAYABLES					
80-20-102-41000	SOCIAL SECURITY TAX PAYABLE	0.00	4,903.97	4,903.97	0.00
80-20-102-42000	FEDERAL INCOME TAX PAYABLE	0.00	2,861.94	2,861.94	0.00
80-20-102-43000	STATE INCOME TAX PAYABLE	0.00	1,362.32	1,362.32	0.00
80-20-102-44000	IMRF PAYABLE	0.00	4,324.12	4,324.12	0.00
80-20-102-45000	ICMA 457 PLAN PAYABLE	0.00	3,150.00	2,100.00	(1,050.00)
80-20-102-46000	MEDICAL INSURANCE PAYABLE	0.00	0.00	0.00	0.00
80-20-102-65000	LIBRARY FLEXIBLE BENEFIT PAYAB	0.00	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		19,265.18	51,137.91	63,288.64	31,415.91
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	835,725.27	0.00	0.00	835,725.27
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		850,812.27	0.00	0.00	850,812.27
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		870,077.45	51,137.91	63,288.64	882,228.18
FUND EQUITY					
EQUITY SECTION					
80-30-100-53000	UNRESERVED FUND BALANCE	660,232.86	0.00	0.00	660,232.86
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		810,232.86	0.00	0.00	810,232.86
FUND SURPLUS (DEFICIT)		0.00	0.00	3,222.68	3,222.68

DATE: 06/13/2013
TIME: 16:01:43
ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
DETAILED BALANCE SHEET

8C

FUND: LAKE BLUFF PUBLIC LIBRARY
FOR 1 PERIODS ENDING MAY 31, 2013

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 05/31/13
TOTAL FUND EQUITY		810,232.86	0.00	3,222.68	813,455.54
TOTAL LIABILITIES AND FUND EQUITY		1,680,310.31	51,137.91	66,511.32	1,695,683.72

DATE: 06/10/13
 TIME: 16:01.43
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

FUND: LIBRARY BLG RENOVATION FUND
 FOR 1 PERIODS ENDING MAY 31, 2013

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 05/31/13
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	(290,418.85)	0.00	0.00	(290,418.85)
TOTAL --- UNDEFINED CODE ---		(290,418.85)	0.00	0.00	(290,418.85)
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

DATE: 06/13/2013
 TIME: 16:01:43
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-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

FUND: LIBRARY OPERATING GRANTS FUND
 FOR 1 PERIODS ENDING MAY 31, 2013

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 05/31/13
ASSETS					
CASH & INVESTMENTS					
82-10-101-12000	LIBRARY BIRD MEMORIAL SAVINGS	0.00	0.00	0.00	0.00
TOTAL CASH & INVESTMENTS		0.00	0.00	0.00	0.00
TOTAL ASSETS		0.00	0.00	0.00	0.00
LIABILITIES AND FUND EQUITY					
LIABILITIES					
INTERFUND CLEARING ACCOUNT					
82-00-100-10000	DUE TO/FROM LIBRARY FUND	8,045.73	0.00	0.00	8,045.73
TOTAL INTERFUND CLEARING ACCOUNT		8,045.73	0.00	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		8,045.73	0.00	0.00	8,045.73
FUND EQUITY					
EQUITY SECTION					
82-30-100-53000	UNRESERVED FUND BALANCE	(8,045.73)	0.00	0.00	(8,045.73)
TOTAL EQUITY SECTION		(8,045.73)	0.00	0.00	(8,045.73)
TOTAL FUND EQUITY		(8,045.73)	0.00	0.00	(8,045.73)
TOTAL LIABILITIES AND FUND EQUITY		0.00	0.00	0.00	0.00

DATE: 06/10/2013
 TIME: 16:01:43
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

FUND: LIBRARY SPECIAL GRANT FUND
 FOR 1 PERIODS ENDING MAY 31, 2013

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 05/31/13
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

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 1 PERIODS ENDING MAY 31, 2013

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: REVENUES

ACCOUNT NUMBER	DESCRIPTION	MAY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
80-40-103-10000	LIBRARY PROPERTY TAX	71,980.03	33,416.59	71,980.03	33,416.59	833,508.00	8.6%

TOTAL REVENUES: PROPERTY TAXES		71,980.03	33,416.59	71,980.03	33,416.59	833,508.00	8.6%
80-40-403-48300	PHOTO-COPY CHARGES	155.90	189.07	155.90	189.07	1,700.00	9.1%
80-40-403-48500	NON-RESIDENT FEES	465.48	569.07	465.48	569.07	6,000.00	7.7%

TOTAL REVENUES: SERVICES & FEES		621.38	758.14	621.38	758.14	7,700.00	8.0%
80-40-503-65000	RENTAL FINES	929.55	967.78	929.55	967.78	12,000.00	7.7%

TOTAL REVENUES: FINES		929.55	967.78	929.55	967.78	12,000.00	7.7%

80-40-603-73100	PER CAPITA GRANTS	5,880.21	0.00	5,880.21	0.00	0.00	100.0%
80-40-603-73200	"WEED AND FEED" 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	VILLET OPERATING COST CONTRIB	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-75000	INTEREST EARNINGS	24.69	48.50	0.00	0.00	0.00	0.0%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	4.77	24.69	48.50	48.50	500.00	4.9%
80-40-603-78001	RESTRICTED DONATIONS	0.00	4.77	1.51	1.51	0.00	100.0%
80-40-603-78002	UCLA 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	NAPEVILLE (IMPACT) FEE	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-89000	MISCELLANEOUS INCOME	318.00	333.81	318.00	333.81	3,000.00	10.6%

TOTAL REVENUES: MISCELLANEOUS		6,652.67	383.82	6,652.67	383.82	11,300.00	58.8%
TOTAL REVENUES: REVENUES		80,183.63	35,526.33	80,183.63	35,526.33	864,508.00	9.2%
TOTAL FUND REVENUES		80,183.63	35,526.33	80,183.63	35,526.33	864,508.00	9.2%

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 1 PERIODS ENDING MAY 31, 2013

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	MAY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR-TO-DATE BUDGET	USED
80-60-001-40000	LIBRARIAN SALARIES	17,312.04	16,959.25	17,312.04	16,959.25	217,000.00	7.9%
80-60-001-40050	STAFF SALARIES	15,400.81	13,372.63	15,400.81	13,372.63	201,000.00	7.6%
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	1,327.80	3,159.70	1,327.80	50,000.00	6.3%
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	3,175.45	0.00	3,175.45	0.00	500.00	0.0%
80-60-001-40951	EMPLOYER FICA TAX	2,452.00	3,005.23	2,271.12	3,005.23	40,000.00	7.9%
80-60-001-41000	BUILDING MAINTENANCE	3,768.93	5,332.49	3,768.93	5,332.49	32,000.00	7.6%
80-60-001-41020	ELEVATOR MAINTENANCE	214.64	208.38	214.64	208.38	2,250.00	9.5%
80-60-001-41050	GROUPS MAINTENANCE	1,572.00	619.50	1,572.00	619.50	10,000.00	15.7%
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	278.70	436.02	278.70	436.02	4,500.00	6.1%
80-60-001-41304	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	5,000.00	0.0%
80-60-001-41305	COMPUTER SERVICES	2,710.00	4,710.00	2,710.00	4,710.00	5,000.00	0.0%
80-60-001-41350	LEGAL SERVICES	0.00	0.00	0.00	0.00	2,500.00	0.0%
80-60-001-42400	PROFESSIONAL DEVELOPMENT	550.00	0.00	550.00	0.00	3,000.00	18.3%
80-60-001-42440	DUES	65.00	0.00	65.00	0.00	2,500.00	2.6%
80-60-001-43230	UTILITIES	537.79	315.50	537.79	315.50	3,500.00	8.2%
80-60-001-43300	POSTAGE	504.42	621.98	504.42	621.98	6,500.00	8.2%
80-60-001-43400	PRINTING/E-NEWSLETTER	0.00	1,656.97	0.00	1,656.97	4,000.00	12.6%
80-60-001-43550	OFFICE SUPPLIES	520.07	232.01	520.07	232.01	8,000.00	0.0%
80-60-001-43570	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	6,000.00	8.6%
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	173.68	153.72	173.68	153.72	2,500.00	6.9%
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	574.94	346.25	574.94	346.25	5,500.00	10.4%
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	12.24	9.00	12.24	9.00	1,000.00	1.2%
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	600.00	425.00	600.00	425.00	4,000.00	15.0%
80-60-001-44800	PER CAPITA GRANT	3,227.77	0.00	3,227.77	0.00	7,000.00	29.1%
80-60-001-44850	ROSSI GRANT	0.00	0.00	0.00	0.00	0.00	-100.0%
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	PATRI MANNETLY MEMORIAL GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-45000	ADULT NON-FICTION BOOKS	982.08	1,466.71	982.08	1,466.71	18,000.00	5.4%
80-60-001-45100	ADULT FICTION BOOKS	1,379.38	1,230.60	1,379.38	1,230.60	15,000.00	9.1%
80-60-001-45110	ADULT LARGE PRINT MATERIAL	141.87	81.85	141.87	81.85	1,000.00	14.1%
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	677.23	1,054.46	677.23	1,054.46	14,000.00	4.8%
80-60-001-45220	ADULT REFERENCE/E-REFER	2,100.00	1,702.50	2,100.00	1,702.50	18,000.00	11.6%
80-60-001-45300	ADULT REFERENCE MATERIAL	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-45400	JUVENILE NON-FICTION	14.17	477.07	14.17	477.07	7,000.00	0.2%
80-60-001-45410	PICTURE BOOKS, READERS	38.28	805.39	38.28	805.39	6,000.00	0.6%
80-60-001-45420	JUVENILE FICTION	843.87	1,143.29	843.87	1,143.29	8,500.00	9.9%

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 1 PERIODS ENDING MAY 31, 2013

ACCOUNT NUMBER	DESCRIPTION	MAY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR ACTUAL	YEAR-TO-DATE BUDGET	USED
80-60-001-45430	JUVENILE AUDIO-VISUAL	178.45	0.00	178.45	0.00	3,750.00	3,750.00	4.7%
80-60-001-45440	JUVENILE REFERENCE	0.00	0.00	0.00	0.00	2,750.00	2,750.00	8.9%
80-60-001-45450	TEEN BOOKS	245.85	176.61	245.85	176.61	2,750.00	2,750.00	8.9%
80-60-001-45460	E-BOOKS	0.00	0.00	0.00	0.00	8,000.00	8,000.00	0.0%
80-60-001-45500	PERIODICALS	39.54	0.00	39.54	0.00	8,000.00	8,000.00	0.0%
80-60-001-45510	VIDEO GAMES	4,016.66	4,339.09	4,016.66	4,339.09	500.00	500.00	7.9%
80-60-001-45600	PATRON & STAFF SOFTWARE	132.96	0.00	132.96	0.00	7,500.00	7,500.00	53.5%
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	608.95	125.00	608.95	125.00	2,750.00	2,750.00	4.8%
80-60-001-45700	BRANCH MATERIALS	6,526.50	6,131.17	6,526.50	6,131.17	14,000.00	14,000.00	46.6%
80-60-001-45900	MINOR EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-46000	MISCELLANEOUS EXPENSES	51.25	345.72	51.25	345.72	2,000.00	2,000.00	2.5%
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	105.82	0.00	105.82	0.00	0.00	0.00	-100.0%
80-60-001-49000	LIBRARY FURNISHINGS	0.00	0.00	0.00	0.00	2,508.00	2,508.00	0.0%
80-60-001-49100	BUILDING IMPROVEMENTS	0.00	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	0.00	0.0%
80-60-001-49350	COMPUTER EQUIPMENT	29.00	0.00	29.00	0.00	13,000.00	13,000.00	0.0%
80-60-001-49351	TECH-4-U AUTOMATION	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-49400	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	125,000.00	125,000.00	0.0%
80-60-001-50000	CONTINGENCY	0.00	1,251.00	0.00	1,251.00	2,000.00	2,000.00	0.0%
LIBRARY SERVICES		76,960.95	74,688.86	76,960.95	74,688.86	18,000.00	18,000.00	0.0%
TOTAL EXPENSES: LIBRARY SERVICES		76,960.95	74,688.86	76,960.95	74,688.86	964,508.00	964,508.00	7.9%
TOTAL EXPENSES: LIBRARY ADMINISTRATION		76,960.95	74,688.86	76,960.95	74,688.86	964,508.00	964,508.00	7.9%
TOTAL FUND EXPENSES		76,960.95	74,688.86	76,960.95	74,688.86	1,929,016.00	1,929,016.00	7.9%

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 1 PERIODS ENDING MAY 31, 2013

ACCOUNT NUMBER	DESCRIPTION	MAY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR	USED
81-60-001-49000	LIBRARY FURNISHINGS	0.00	2,800.00	0.00	2,800.00	0.00	0.0%
81-60-001-49100	BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.0%

---	UNDEFINED CODE	0.00	2,800.00	0.00	2,800.00	0.00	0.0%
---	UNDEFINED CODE	0.00	2,800.00	0.00	2,800.00	0.00	0.0%
TOTAL EXPENSES:		76,960.95	77,488.86	76,960.95	77,488.86	964,508.00	7.9%
TOTAL FUND EXPENSES							

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 1 PERIODS ENDING MAY 31, 2013

ACCOUNT NUMBER	DESCRIPTION	MAY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
FUND: LIBRARY OPERATING GRANTS FUND							
DEPT: BIR MEMORIAL FUND REVENUES							
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	5,868.00	0.0%
82-40-603-73400	MISCELLANEOUS GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
82-40-603-75000	INTEREST EARNINGS	0.00	0.00	0.00	0.00	15,000.00	0.0%
82-40-603-78000	UNRESTRICTED DONATIONS/CONTRIB	0.00	0.11	0.00	0.11	0.00	0.0%
82-40-603-78100	RESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.00	5,000.00	0.0%
82-40-603-78200	TECH-4-U DONATIONS	0.00	0.00	0.00	0.00	15,000.00	0.0%
MISCELLANEOUS							
TOTAL REVENUES: MISCELLANEOUS							
		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL REVENUES: BIR MEMORIAL FUND REVENUES							
		80,183.63	35,526.44	80,183.63	35,526.44	905,376.00	8.8%

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 1 PERIODS ENDING MAY 31, 2013

FUND: LIBRARY OPERATING GRANTS FUND
 DEPT: BIRD MEMORIAL EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	MAY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
82-60-001-44800	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	0.00	0.00	5,868.00	0.0%
82-60-001-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.0%
82-60-001-44901	PATRI MANNELLY MEMORIAL EXPEND	0.00	0.00	0.00	0.00	0.00	0.0%
82-60-001-49000	BIRD MEMORIAL - CHILDRENS LIBR	0.00	0.00	0.00	0.00	0.00	0.0%
82-60-001-49350	TECH-4-U AUTOMATION EXPENDITUR	0.00	0.00	0.00	0.00	0.00	0.0%
82-60-001-49600	HVAC SYSTEM	0.00	0.00	0.00	0.00	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%
--- UNDEFINED CODE ---							
TOTAL EXPENSES:		0.00	0.00	0.00	0.00	25,868.00	0.0%

CONTRACTUAL & COMMODITIES		0.00	0.00	0.00	0.00	0.00	0.0%
82-60-002-43570 OPERATING SUPPLIES		0.00	0.00	0.00	0.00	0.00	0.0%
82-60-002-45000 BIRD MEMORIAL EXPENSES		0.00	0.00	0.00	0.00	0.00	0.0%

TOTAL EXPENSES: CONTRACTUAL & COMMODITIES		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL EXPENSES: BIRD MEMORIAL EXPENDITURES		0.00	0.00	0.00	0.00	25,868.00	0.0%
TOTAL FUND EXPENSES		76,960.95	77,488.86	76,960.95	77,488.86	990,376.00	7.7%

-- VILLAGE OF LAKE BLUE --

DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 1 PERIODS ENDING MAY 31, 2013

FUND: LAKE BLUE PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MAY BUDGET	MAY ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR ACTUAL	% VARI- ANCE
80-40-103-10000	LIBRARY PROPERTY TAX	41,675.00	71,980.03	72.7	833,508.00	71,980.03	(91.3)

	TOTAL PROPERTY TAXES	41,675.00	71,980.03	72.7	833,508.00	71,980.03	(91.3)
80-40-403-48300	PHOTO-COPY CHARGES	141.67	155.90	10.0	1,700.00	155.90	(90.8)
80-40-403-48500	NON-RESIDENT FEES	500.00	465.48	(6.9)	6,000.00	465.48	(92.2)

	TOTAL SERVICES & FEES	641.67	621.38	(3.1)	7,700.00	621.38	(91.9)
80-40-503-65000	RENTAL FINES	1,000.00	929.55	(7.0)	12,000.00	929.55	(92.2)

	TOTAL FINES	1,000.00	929.55	(7.0)	12,000.00	929.55	(92.2)
80-40-603-73000	MISCELLANEOUS	0.00	5,880.21	100.0	0.00	5,880.21	100.0
80-40-603-73100	"WEED AND FEED" GRANT	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-73200	ILLINOIS FIRST GRANT	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-73400	MISCELLANEOUS GRANTS RECEIVED	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-73500	HVAC GRANT	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-73600	SHAKESPEARE GRANT	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-73700	VILLAGE CONTRIBUTION	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-73800	VLIET OPERATING COST CONTRIB	0.00	0.00	0.0	7,800.00	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	41.67	24.69	(40.7)	500.00	24.69	(95.0)
80-40-603-78001	RESTRICTED DONATIONS	0.00	100.0	100.0	0.00	100.0	100.0
80-40-603-78002	VCLA EQUITY DONATION	0.00	425.00	100.0	0.00	425.00	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	250.00	318.00	127.2	3,000.00	318.00	(89.4)

	TOTAL MISCELLANEOUS	291.67	6,652.67	2180.8	11,300.00	6,652.67	(41.1)

	TOTAL REVENUES: REVENUES	43,608.34	80,183.63	83.8	864,508.00	80,183.63	(90.7)
80-60-001-40000	LIBRARY SERVICES	18,083.34	17,312.04	4.2	217,000.00	17,312.04	92.0
80-60-001-40050	STAFF SALARIES	16,750.00	15,400.81	8.0	201,000.00	15,400.81	92.3
80-60-001-40060	SALARY SURVEY ADJUSTMENTS	0.00	0.00	0.0	0.00	0.00	0.0

	TOTAL REVENUES	18,083.34	17,312.04	4.2	217,000.00	17,312.04	92.0

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 1 PERIODS ENDING
 MAY 31, 2013

FUND: LAKE BLUFF PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MAY BUDGET	MAY ACTUAL	% VARIANCE	FISCAL YEAR BUDGET	FISCAL YEAR ACTUAL	% VARIANCE
80-60-001-40200	SEASONAL STAFF SALARIES	0.00	0.00	0.00	0.00	0.00	0.00
80-60-001-40400	MEDICAL INSURANCE	4,166.67	3,159.70	24.1	50,000.00	3,159.70	93.6
80-60-001-40900	PROFESSIONAL INSURANCE & BONDS	0.00	0.00	0.00	0.00	0.00	0.0
80-60-001-40950	OTHER EMPLOYEE BENEFITS	41.67	0.00	100.0	500.00	0.00	100.0
80-60-001-40950	EMPLOYER IMRF	3,333.34	3,175.45	4.7	40,000.00	3,175.45	92.0
80-60-001-40951	EMPLOYER FICA TAX	2,666.67	2,452.00	8.0	32,000.00	2,452.00	92.3
80-60-001-41000	BUILDING MAINTENANCE	2,333.34	3,768.93	(61.5)	28,000.00	3,768.93	86.5
80-60-001-41020	ELEVATOR MAINTENANCE	187.50	214.64	(14.4)	2,250.00	214.64	90.4
80-60-001-41050	GROUNDS MAINTENANCE	833.34	1,572.00	(88.6)	10,000.00	1,572.00	84.2
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	375.00	278.70	25.6	4,500.00	278.70	93.8
80-60-001-41304	OTHER PROFESSIONAL SERVICES	416.67	100.0	100.0	5,000.00	100.0	100.0
80-60-001-41305	COMPUTER SERVICES	2,333.34	2,710.00	(16.1)	28,000.00	2,710.00	90.3
80-60-001-41350	LEGAL SERVICES	208.34	0.00	100.0	2,500.00	0.00	100.0
80-60-001-42400	PROFESSIONAL DEVELOPMENT	250.00	550.00	(120.0)	3,000.00	550.00	81.6
80-60-001-42440	DUES	208.34	65.00	68.8	2,500.00	65.00	97.4
80-60-001-43230	UTILITIES	541.67	537.79	0.7	6,500.00	537.79	91.7
80-60-001-43300	POSTAGE	333.34	504.42	(51.3)	4,000.00	504.42	87.3
80-60-001-43400	PRINTING/E-NEWSLETTER	666.67	0.00	100.0	8,000.00	0.00	100.0
80-60-001-43550	OFFICE SUPPLIES	500.00	520.07	(4.0)	6,000.00	520.07	91.3
80-60-001-43570	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.0
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	208.34	173.68	16.6	2,500.00	173.68	93.0
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	458.34	574.94	(25.4)	5,500.00	574.94	89.5
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	83.34	12.24	85.3	1,000.00	12.24	98.7
80-60-001-43710	ADULT PROGRAM SUPPLIES	333.34	600.00	(80.0)	4,000.00	600.00	85.0
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	583.34	2,038.91	(249.5)	7,000.00	2,038.91	70.8
80-60-001-44800	PER CAPITA GRANT	0.00	3,227.77	100.0	0.00	3,227.77	100.0
80-60-001-44850	ROSSI GRANT	0.00	0.00	0.00	0.00	0.00	0.0
80-60-001-44870	PROGRAM EXPENSES	0.00	0.00	0.00	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	PATRI MANFULLY MEMORIAL GRANT	0.00	0.00	0.00	0.00	0.00	0.0
80-60-001-45000	ADULT NON-FICTION BOOKS	1,500.00	982.08	34.5	18,000.00	982.08	94.5
80-60-001-45100	ADULT FICTION BOOKS	1,250.00	1,379.38	(10.3)	15,000.00	1,379.38	90.8
80-60-001-45110	ADULT LARGE PRINT MATERIAL	83.34	141.87	(70.2)	1,000.00	141.87	85.8
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	1,166.67	677.23	41.9	14,000.00	677.23	95.1
80-60-001-45220	ADULT REFERENCE/E-REFER	1,500.00	2,100.00	(40.0)	18,000.00	2,100.00	88.3
80-60-001-45300	ADULT REFERENCE MATERIAL	0.00	0.00	0.00	0.00	0.00	0.0
80-60-001-45400	JUVENILE NON-FICTION	583.34	14.17	97.5	7,000.00	14.17	99.8
80-60-001-45410	PICTURE BOOKS, READERS	500.00	38.28	92.3	6,000.00	38.28	99.3
80-60-001-45420	JUVENILE FICTION	708.34	843.87	(19.1)	8,500.00	843.87	90.0
80-60-001-45430	JUVENILE AUDIO-VISUAL	312.50	178.45	42.9	3,750.00	178.45	95.2

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-- VILLAGE OF LAKE BLUFF --
 DETAILLED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 1 PERIODS ENDING MAY 31, 2013

FUND: LAKE BLUFF PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	MAY BUDGET	MAY ACTUAL	% VARIANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARIANCE
80-60-001-45440	JUVENILE REFERENCE	0.00	0.00	0.00	0.00	0.00	0.00
80-60-001-45450	TEEN BOOKS	229.17	245.85	(7.2)	2,750.00	245.85	91.0
80-60-001-45460	E-BOOKS	666.67	0.00	100.0	8,000.00	0.00	100.0
80-60-001-45470	GRAPHIC NOVELS	41.67	39.54	5.1	500.00	39.54	92.0
80-60-001-45500	PERIODICALS	625.00	4,016.66	(542.6)	7,500.00	4,016.66	46.4
80-60-001-45600	PATRON & STAFF SOFTWARE	229.17	132.96	41.9	2,750.00	132.96	95.1
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	375.00	608.95	(62.3)	4,500.00	608.95	86.4
80-60-001-45700	BRANCH MATERIALS	1,166.67	6,526.50	(459.4)	14,000.00	6,526.50	53.3
80-60-001-45900	MINOR EQUIPMENT	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-46000	MISCELLANEOUS EXPENSES	166.67	51.25	69.2	2,000.00	0.00	0.0
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	0.00	105.82	100.0	0.00	51.25	97.4
80-60-001-49000	LIBRARY FURNISHINGS	209.00	0.00	100.0	2,508.00	105.82	100.0
80-60-001-49100	BUILDING IMPROVEMENTS	0.00	0.00	0.0	0.00	0.00	100.0
80-60-001-49120	EXT BUILDING IMPROVEMENTS	0.00	1,083.34	0.0	0.00	0.00	0.0
80-60-001-49350	COMPUTER EQUIPMENT	10,416.67	29.00	100.0	13,000.00	0.00	100.0
80-60-001-49351	TECH-4-U AUTOMATION	0.00	0.00	0.0	125,000.00	29.00	99.9
80-60-001-49400	OTHER EQUIPMENT	166.67	0.00	100.0	2,000.00	0.00	0.0
80-60-001-50000	CONTINGENCY	1,500.00	0.00	100.0	18,000.00	0.00	100.0
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TOTAL LIBRARY SERVICES		80,375.83	76,960.95	4.2	964,508.00	76,960.95	92.0
TOTAL EXPENSES: LIBRARY ADMINISTRATION		80,375.83	76,960.95	4.2	964,508.00	76,960.95	92.0
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80,183.63		80,183.63	76,960.95	4.2	864,508.00	80,183.63	(90.7)
43,608.34		80,375.83	76,960.95	4.2	964,508.00	76,960.95	92.0
(36,767.49)		80,375.83	76,960.95	4.2	964,508.00	76,960.95	92.0
80,183.63		80,183.63	76,960.95	4.2	864,508.00	80,183.63	(90.7)
3,222.68		3,222.68	3,222.68		3,222.68	3,222.68	(103.2)
TOTAL FUND REVENUES		80,183.63	76,960.95	4.2	864,508.00	80,183.63	(90.7)
TOTAL FUND EXPENSES		80,375.83	76,960.95	4.2	964,508.00	76,960.95	92.0
FUND SURPLUS (DEFICIT)		(36,767.49)	3,222.68	(108.7)	(100,000.00)	3,222.68	(103.2)

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 1 PERIODS ENDING MAY 31, 2013
 FUND: LIBRARY BLDG RENOVATION FUND

ACCOUNT NUMBER	DESCRIPTION	MAY BUDGET	MAY ACTUAL	VARI-ANCE	FISCAL YEAR BUDGET	FISCAL YEAR ACTUAL	VARI-ANCE
81-60-001-49000	LIBRARY FURNISHINGS	0.00	0.00	0.00	0.00	0.00	0.00
81-60-001-49100	BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00
--- UNDEFINED CODE ---							
TOTAL EXPENSES		0.00	0.00	0.00	0.00	0.00	0.00
--- UNDEFINED CODE ---							
TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	0.00	0.00	0.00	0.00	0.00
--- UNDEFINED CODE ---							
TOTAL FUND REVENUES		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FUND EXPENSES		0.00	0.00	0.00	0.00	0.00	0.00
FUND SURPLUS (DEFICIT)		0.00	0.00	0.00	0.00	0.00	0.00

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 1 PERIODS ENDING MAY 31, 2013

FUND: LIBRARY OPERATING GRANTS FUND

ACCOUNT NUMBER	DESCRIPTION	MAY BUDGET	MAY ACTUAL	% VARIANCE	FISCAL YEAR BUDGET	FISCAL YEAR ACTUAL	% VARIANCE
82-40-603-53000	BIRD MEMORIAL RESERVE	0.00	0.00	0.00	0.00	0.00	0.00
82-40-603-73000	STATE PER CAPITA GRANT	489.00	100.00	20.45	5,868.00	100.00	1.71
82-40-603-75000	MISCELLANEOUS GRANT	1,250.00	100.00	8.00	15,000.00	100.00	0.67
82-40-603-78000	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00	0.00
82-40-603-78100	UNRESTRICTED DONATIONS/CONTRIB	416.67	100.00	24.00	5,000.00	100.00	2.00
82-40-603-78200	TECH-4-U DONATIONS	0.00	0.00	0.00	15,000.00	0.00	0.00
MISCELLANEOUS REVENUES							
82-60-001-44800	PER CAPITAL GRANT EXPENDITURES	489.00	100.00	20.45	5,868.00	100.00	1.71
82-60-001-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
82-60-001-44901	PATRI MANANELLY MEMORIAL EXPEND	0.00	0.00	0.00	0.00	0.00	0.00
82-60-001-49000	BIRD MEMORIAL - CHILDRENS LIBR	0.00	0.00	0.00	0.00	0.00	0.00
82-60-001-49350	TECH-4-U AUTOMATION EXPENDITUR	0.00	0.00	0.00	0.00	0.00	0.00
82-60-001-49600	HVAC SYSTEM	0.00	0.00	0.00	0.00	0.00	0.00
82-60-001-99999	USE OF DONATIONS/TEMPORARY EXP	1,666.67	100.00	6.00	20,000.00	0.00	0.00
TOTAL --- UNDEFINED CODE ---							
82-60-002-43570	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
82-60-002-45000	BIRD MEMORIAL EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL & COMMODITIES							
TOTAL EXPENSES: BIRD MEMORIAL EXPENDITURES		2,155.67	100.00	0.00	25,868.00	0.00	0.00
TOTAL FUND REVENUES							
TOTAL FUND EXPENSES		3,405.67	100.00	0.00	40,868.00	0.00	0.00
FUND SURPLUS (DEFICIT)		2,155.67	100.00	0.00	25,868.00	0.00	0.00

Lake Bluff Public Library

-- VILLAGE OF LAKE BLUFF --

MANUAL CHECK REGISTER

DATE: 06/11/13

TIME: 13:16:20

ID: AP225000.CBL

CHECK # VENDOR # INVOICE # DATE INVOICE ITEM # DESCRIPTION CHECK DATE ACCOUNT # ITEM AMT

11119 9VANTAGE 9VANTAGE 05/14/13 01 VANTAGEPOINT TRANSFER AGENTS 05/14/13 80-20-102-45000 1,050.00

101614806 05/07/13 01 EE ICMA CONTRIBUTION:5/15/13 05/07/13 80-20-102-45000 1,050.00

CHECK TOTAL: 1,050.00

11120 9AT&T 9AT&T 05/22/13 01 AT & T 05/22/13 80-60-001-43230 306.14

847-234254005 05/07/13 01 TCL PH SRVC:4/8-5/7/13 05/07/13 80-60-001-43230 306.14

CHECK TOTAL: 306.14

11122 9COMCAST 9COMCAST 05/22/13 01 COMCAST CABLE 05/22/13 80-60-001-43230 306.14

COM051213 05/12/13 01 INTERNET SRVC:5/19-6/18/13 05/12/13 80-60-001-43230 154.85

CHECK TOTAL: 154.85

11123 9DELAG 9DELAG 05/22/13 01 DE LAGE LANDEN FINANCIAL SRVC 05/22/13 80-60-001-41303 137.06

17952623 05/11/13 01 COPIER MAINT:MAY 2013 05/11/13 80-60-001-41303 137.06

CHECK TOTAL: 137.06

11124 9USPOSTA 9USPOSTA 05/22/13 01 UNITED STATES POSTAL SERVICE 05/22/13 80-60-001-43300 500.00

USP051713 05/17/13 01 POSTAGE: PERMIT #98 05/17/13 80-60-001-43300 500.00

CHECK TOTAL: 500.00

11125 9INGRAM 9INGRAM 05/22/13 01 INGRAM LIBRARY SERVICES 05/22/13 80-60-001-45100 15.81

71714566 05/02/13 01 ADULT FICTION BOOKS 05/02/13 80-60-001-45100 15.81

CHECK TOTAL: 15.81

71714567 05/02/13 01 ADULT FICTION BOOKS 05/02/13 80-60-001-45100 26.54

71714568 05/02/13 01 GRAPHIC NOVELS 05/02/13 80-60-001-45470 11.29

71714569 05/02/13 01 ADULT FICTION BOO 05/02/13 80-60-001-45100 29.93

CHECK TOTAL: 29.93

Lake Bluff Public Library

-- VILLAGE OF LAKE BLUFF --
 MANUAL CHECK REGISTER

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 CHECK # VENDOR # INVOICE # DATE INVOICE ITEM # DESCRIPTION CHECK DATE ACCOUNT # ITEM AMT

11125 9INGRAM 71714570 05/02/13 01 ADULT FICTION BOOKS 80-60-001-45100 101.07

INVOICE TOTAL: 101.07 *
 CHECK TOTAL: 184.64

11126 9VANTAGE 101619804 05/17/13 01 BE ICMA CONTRIBUTION:5/31/13 80-20-102-45000 1,050.00

INVOICE TOTAL: 1,050.00 *
 CHECK TOTAL: 1,050.00

11127 9UNIVILS UNIVERSITY OF ILLINOIS AT 05/22/13 01 TRNG:MANAGEMENT INSTITUTE: 80-60-001-42400 50.00

INVOICE TOTAL: 50.00 *
 CHECK TOTAL: 50.00

TOTAL AMOUNT PAID: 3,432.69

-- VILLAGE OF LAKE BLUFF --

CHECK REGISTER

CHECK DATE: 06/12/13

DATE: 06/11/13
 TIME: 13:50:37
 PRG ID: AP215000.CBL

 CHECK # VENDOR # INVOICE # INVOICE DATE # DESCRIPTION ACCOUNT # ITEM AMT

11128 9AMAZONA VOIDED---LEADER CHECK

201969117496	03/30/13	01	ADULT AUDIO VISUAL MATERIAL	80-20-102-20000	INVOICE TOTAL:	-1.00
260640787271	04/19/13	01	ADULT AUDIO VISUAL MATERIAL	80-20-102-20000	INVOICE TOTAL:	-1.00
260641609069	04/20/13	01	ADULT AUDIO VISUAL MATERIAL	80-20-102-20000	INVOICE TOTAL:	-0.03
260645154555	04/22/13	01	ADULT AUDIO VISUAL MATERIAL	80-20-102-20000	INVOICE TOTAL:	-1.00
260646853739	04/21/13	01	ADULT AUDIO VISUAL MATERIAL	80-20-102-20000	INVOICE TOTAL:	-2.00
260648287635	04/18/13	01	ADULT AUDIO VISUAL MATERIAL	80-20-102-20000	INVOICE TOTAL:	194.76
260649770032	04/23/13	01	ADULT AUDIO VISUAL MATERIAL	80-20-102-20000	INVOICE TOTAL:	-2.87
262076918258	05/08/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	INVOICE TOTAL:	89.92
262089532086	05/08/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	INVOICE TOTAL:	23.93
274440420004	04/16/13	01	ADULT AUDIO VISUAL MATERIAL	80-20-102-20000	INVOICE TOTAL:	19.31
27444402296090	04/16/13	01	ADULT AUDIO VISUAL MATERIAL	80-20-102-20000	INVOICE TOTAL:	-1.30

11129 9AMAZONA AMAZON

Lake Bluff Public Library

-- VILLAGE OF LAKE BLUFF --

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DATE: 06/11/13

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PRG ID: AP215000.CBL

CHECK # VENDOR # INVOICE # INVOICE NUMBER DATE # DESCRIPTION ACCOUNT # ITEM AMT

11129 9AMAZONA AMAZON

2744443246186 04/26/13 01 ADULT AUDIO VISUAL MATERIAL 80-20-102-20000 INVOICE TOTAL: 13.58 * 13.58

27449962560 04/15/13 01 ADULT AUDIO VISUAL MATERIAL 80-20-102-20000 INVOICE TOTAL: 179.17 * 179.17

280685541083 05/08/13 01 OFFICE SUPPLIES 80-60-001-43550 INVOICE TOTAL: 52.21 * 52.21

27449962560 04/15/13 01 ADULT AUDIO VISUAL MATERIAL 80-20-102-20000 INVOICE TOTAL: 179.17 * 179.17

280685541083 05/08/13 01 OFFICE SUPPLIES 80-60-001-43550 INVOICE TOTAL: 52.21 * 52.21

0002436858 05/08/13 01 ADULT NON-FICTION 80-60-001-45000 INVOICE TOTAL: -16.92 * -16.92

2028134180 04/27/13 01 ADULT NON-FICTION 80-60-001-45000 INVOICE TOTAL: 86.15 * 86.15

2028134283 04/27/13 01 LARGE PRINT BOOKS 80-60-001-45110 INVOICE TOTAL: 90.16 * 90.16

2028148669 05/01/13 01 JUVENILE FICTION, PBKS & SERIES 80-60-001-45420 INVOICE TOTAL: 23.81 * 23.81

2028148710 05/01/13 01 PICTURE BKS, READRS, HOLIDAY BKS 80-60-001-45410 INVOICE TOTAL: 3.56 * 3.56

2028155807 05/02/13 01 ADULT FICTION 80-60-001-45100 INVOICE TOTAL: 14.73 * 14.73

2028157655 05/03/13 01 JUVENILE FICTION, PBKS & SERIES 80-60-001-45420 INVOICE TOTAL: 577.45 * 577.45

11130 9BKTLTENT VOIDED--LEADER CHECK

CHECK TOTAL: 1,228.94

DATE: 06/11/13

TIME: 13:50:37

PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --

CHECK REGISTER

CHECK DATE: 06/12/13

 CHECK # VENDOR # INVOICE INVOICE # DESCRIPTION ACCOUNT # ITEM AMT

11130 9BKTLTENT VOIDED---LEADER CHECK

2028158104	05/04/13	01	ADULT NON-FICTION	80-60-001-45000	INVOICE TOTAL:	94.16
2028160355	05/06/13	01	JUVENILE NON-FICTION	80-60-001-45400	INVOICE TOTAL:	14.17
2028165780	05/07/13	01	TEEN BOOKS	80-60-001-45450	INVOICE TOTAL:	22.20
2028166972	05/07/13	01	ADULT FICTION	80-60-001-45100	INVOICE TOTAL:	35.44
2028168567	05/08/13	01	ADULT NON-FICTION	80-60-001-45000	INVOICE TOTAL:	204.11
2028177961	05/09/13	01	ADULT FICTION	80-60-001-45100	INVOICE TOTAL:	32.88
2028182099	05/13/13	01	PICTURE BKS,READRS,HOLIDAY BKS	80-60-001-45410	INVOICE TOTAL:	34.72
2028183392	05/13/13	01	JUVENILE FICTION,BKRS & SERIES	80-60-001-45420	INVOICE TOTAL:	157.67
2028198320	05/20/13	01	EXPENSES FR RESTRICTED DONAT	80-60-001-48001	INVOICE TOTAL:	167.99
		02	EXPENSES FR RESTRICTED DONAT	80-60-001-48001		10.32
		03	EXPENSES FR RESTRICTED DONAT	80-60-001-48001		37.95
		04	ADULT NON-FICTION	80-60-001-45000	INVOICE TOTAL:	82.78
2028202285	05/20/13	01	ADULT FICTION	80-60-001-45100	INVOICE TOTAL:	14.17
9BKTLTENT			BAKER & TAYLOR ENTERTAINMENT			14.17

Lake Bluff Public Library

DATE: 06/11/13

TIME: 13:50:37

PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --

CHECK REGISTER

CHECK DATE: 06/12/13

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	DESCRIPTION	ACCOUNT #	ITEM AMT
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11131	9BKTLTNT	2028209361	05/21/13	01 JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	84.94 *
				BAKER & TAYLOR ENTERTAINMENT		
11132	9CHSPRIN	48396	05/31/13	01 GROUNDS MAINTENANCE	80-60-001-41050	139.50
				02 GROUNDS MAINTENANCE	80-60-001-41050	190.00
				CHICAGO SPRINKLER COMPANY		
11133	9CHITRIB					
				CHICAGO TRIBUNE		
11134	9COMPVIE	25834	05/07/13	01 1 YR RENWL: SOFTWARE ANTIIVIRUS	80-60-001-45600	474.00 *
				COMPUTER VIEW, INC.		
11135	9CORDMAR					
				MARTHA CORDENIZ		
11136	9DEMCO					
				DEMCO, INC		

11132	9CHSPRIN	48396	05/31/13	01 GROUNDS MAINTENANCE	80-60-001-41050	139.50
				02 GROUNDS MAINTENANCE	80-60-001-41050	190.00
				CHICAGO SPRINKLER COMPANY		
11133	9CHITRIB					
				CHICAGO TRIBUNE		
11134	9COMPVIE	25834	05/07/13	01 1 YR RENWL: SOFTWARE ANTIIVIRUS	80-60-001-45600	474.00 *
				COMPUTER VIEW, INC.		
11135	9CORDMAR					
				MARTHA CORDENIZ		
11136	9DEMCO					
				DEMCO, INC		

11132	9CHSPRIN	48396	05/31/13	01 GROUNDS MAINTENANCE	80-60-001-41050	139.50
				02 GROUNDS MAINTENANCE	80-60-001-41050	190.00
				CHICAGO SPRINKLER COMPANY		
11133	9CHITRIB					
				CHICAGO TRIBUNE		
11134	9COMPVIE	25834	05/07/13	01 1 YR RENWL: SOFTWARE ANTIIVIRUS	80-60-001-45600	474.00 *
				COMPUTER VIEW, INC.		
11135	9CORDMAR					
				MARTHA CORDENIZ		
11136	9DEMCO					
				DEMCO, INC		

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11136 9DEMCO 4959425 05/02/13 01 TECHNICAL SERVICES SUPPLIES 80-60-001-43670 179.15

4961403 01 NAME BADGES 05/06/13 01 NAME BADGES 80-60-001-43670 149.11

4969170 01 NAME BADGES 05/13/13 01 NAME BADGES 80-60-001-43670 57.34

4981725 01 BOOK COVERS, BOOK TAPE 05/23/13 01 BOOK COVERS, BOOK TAPE 80-60-001-43670 121.57

INVOICE TOTAL: 121.57 * CHECK TOTAL: 507.17

11137 9BSC0 9BSC0 EBS00 SUBSCRIPTION SERVICES

02274 01 DISCOUNT 08/13/12 01 DISCOUNT 80-60-001-45500 -24.00

1429179 01 PERIODICALS ANN'L RENEWAL 05/03/13 01 PERIODICALS ANN'L RENEWAL 80-60-001-45500 3,520.66

INVOICE TOTAL: -24.00 * CHECK TOTAL: 3,496.66

11138 9FIRSTBA 9FIRSTBA FIRST BANKCARD

01 ALA MEMBR DUES:FY12-13-CARLEN 80-60-001-42440 65.00

02 COMPUTER EQUIPMENT:FY12-13 80-60-001-49350 29.00

03 ON LINE SCHEDULING SOFTWARE 80-20-102-20000 200.00

04 ALA MEMBR DUES:FY13-14-CARLEN 80-20-102-20000 100.00

05 HOSPITALITY SNACKS 80-60-001-43700 12.24

INVOICE TOTAL: 406.24 * CHECK TOTAL: 406.24

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11139

9FIRSTBA

FIRST BANKCARD

DON05242013

05/24/13

01 JUVENILE AUDIO VISUAL MATERIAL
02 JUVENILE AUDIO VISUAL MATERIAL
03 JUVENILE PROGRAM SUPPLIES
04 OFFICE SUPPLIES

80-60-001-45430
80-60-001-45430
80-60-001-43720
80-60-001-43550

82.48
54.72
821.41
7.98

966.59 *

CHECK TOTAL:

966.59

11140

9FIRSTBA

FIRST BANKCARD

BLI05242013

05/24/13

01 JUVENILE PROGRAM SUPPLIES

80-60-001-43720

19.80

19.80 *

CHECK TOTAL:

19.80

11141

9FIRSTBA

FIRST BANKCARD

ERI05242013

05/24/13

01 GATEWAY MONTHLY ACCT
02 WEBSITE FOR ILL
03 COPIER TONER
04 POSTAGE

80-60-001-46000
80-60-001-45600
80-60-001-41303
80-60-001-43300

31.25
9.95
141.64
4.42

187.26 *

CHECK TOTAL:

187.26

11142

9GRAMARK

GRAND MARKETING SOLUTIONS

GS 3680

05/16/13

01 CHILDREN/TEEN PROGRAM SUPPLIES

80-60-001-43720

206.75

206.75 *

GS 3682

05/16/13

01 BUSINESS CARDS

80-60-001-43550

88.75

88.75 *

GS 3685

05/20/13

01 CHILDREN/TEEN PROGRAM SUPPLIES

80-60-001-43720

63.00

63.00 *

CHECK TOTAL:

358.50

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11143	9GRAYARP			05/23/13	01	MISC EXPENSES	80-60-001-46000	20.00
							INVOICE TOTAL:	20.00 *
							CHECK TOTAL:	20.00

11144	9HOMEDEP			05/13/13	01	SHELVING SUPPLIES	80-60-001-41000	36.05
							INVOICE TOTAL:	36.05 *
1102162				05/13/13	01	RETURN SHELVING SUPPLIES	80-60-001-41000	-18.94
							INVOICE TOTAL:	-18.94 *
1572210				05/13/13	01	SHELVING SUPPLIES	80-60-001-41000	42.80
							INVOICE TOTAL:	42.80 *
1582958				05/13/13	01	SHELVING SUPPLIES	80-60-001-41000	56.22
							INVOICE TOTAL:	56.22 *
5064835				05/19/13	01	SHELVING SUPPLIES	80-60-001-41000	48.51
							INVOICE TOTAL:	48.51 *
5561843				04/29/13	01	EXTENSION CORD	80-60-001-41000	13.80
							INVOICE TOTAL:	13.80 *
6104796				05/28/13	01	RETURN SHELVING SUPPLIES	80-60-001-41000	-14.32
							INVOICE TOTAL:	-14.32 *
6584593				05/18/13	01	SHELVING SUPPLIES	80-60-001-41000	3.96
							INVOICE TOTAL:	3.96 *
7094153				05/27/13	01	RETURN SHELVING SUPPLIES	80-60-001-41000	-30.90
							INVOICE TOTAL:	-30.90 *
7573070				05/17/13	01	SHELVING SUPPLIES	80-60-001-41000	24.47
							INVOICE TOTAL:	24.47 *

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11144	9HOMEDBP					HOME DEPOT CREDIT SERVICES		
9102385		01		05/15/13	01	RETURN SHELVING SUPPLIES	80-60-001-41000	-73.60 *
9102386		01		05/15/13	01	RETURN SHELVING SUPPLIES	80-60-001-41000	-4.86 *
9572550		01		05/15/13	01	SHELVING SUPPLIES	80-60-001-41000	23.92 *
11145	9INGRAM					VOIDED---LEADER CHECK		

71828457		01		05/09/13	01	CREDIT:ADULT FICTION	80-60-001-45100	-28.22 *
71832391		01		05/10/13	01	ADULT FICTION BOOKS	80-60-001-45100	8.99 *
71832392		01		05/10/13	01	TEEN BOOKS	80-60-001-45450	31.05 *
71832393		01		05/10/13	01	TEEN BOOKS	80-60-001-45450	52.10 *
71832394		01		05/10/13	01	ADULT FICTION BOOKS	80-60-001-45100	16.92 *
71832395		01		05/10/13	01	ADULT FICTION BOOKS	80-60-001-45100	16.92 *
71856484		01		05/13/13	01	ADULT FICTION BOOKS	80-60-001-45100	16.36 *

107.11

CHECK TOTAL:

23.92
 -4.86
 -73.60
 -73.60 *

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11145	9INGRAM				VOIDED---LEADER CHECK		
71856485			05/13/13	01	TEEN BOOKS	80-60-001-45450	9.60
						INVOICE TOTAL:	9.60
71856486			05/13/13	01	TEEN BOOKS	80-60-001-45450	10.16
						INVOICE TOTAL:	10.16
71856487			05/13/13	01	ADULT FICTION BOOKS	80-60-001-45100	644.67
						INVOICE TOTAL:	644.67
71872464			05/14/13	01	ADULT NON-FICTION	80-60-001-45000	14.99
						INVOICE TOTAL:	14.99
71880365			05/14/13	01	TEEN BOOKS	80-60-001-45450	42.38
						INVOICE TOTAL:	42.38
71880366			05/14/13	01	ADULT FICTION BOOKS	80-60-001-45100	42.60
						INVOICE TOTAL:	42.60
71895180			05/15/13	01	GRAPHIC NOVELS	80-60-001-45470	14.12
						INVOICE TOTAL:	14.12
71895181			05/15/13	01	ADULT FICTION BOOKS	80-60-001-45100	13.53
						INVOICE TOTAL:	13.53
72012904			05/23/13	01	ADULT FICTION BOOKS	80-60-001-45100	15.23
						INVOICE TOTAL:	15.23
72012905			05/23/13	01	ADULT FICTION BOOKS	80-60-001-45100	16.36
						INVOICE TOTAL:	16.36
72012906			05/23/13	01	ADULT FICTION BOOKS	80-60-001-45100	109.39
						INVOICE TOTAL:	109.39
72033889			05/24/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	111.25
						INVOICE TOTAL:	111.25

Lake Bluff Public Library

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11146	9INGRAM					INGRAM LIBRARY SERVICES		
72033890		05/24/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	INVOICE TOTAL:	268.83	*
72085449		05/29/13	01	VIDEO GAMES	80-60-001-45510	INVOICE TOTAL:	132.96	*
72085450		05/29/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	INVOICE TOTAL:	11.37	*
72103238		05/30/13	01	ADULT FICTION BOOKS	80-60-001-45100	INVOICE TOTAL:	29.93	*
72103239		05/30/13	01	ADULT FICTION BOOKS	80-60-001-45100	INVOICE TOTAL:	15.82	*
72103240		05/30/13	01	ADULT FICTION BOOKS	80-60-001-45100	INVOICE TOTAL:	9.60	*
72103241		05/30/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	INVOICE TOTAL:	46.28	*
72123370		05/31/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	INVOICE TOTAL:	16.94	*
72123371		05/31/13	01	LARGE PRINT BOOKS	80-60-001-45110	INVOICE TOTAL:	51.71	*
72123372		05/31/13	01	ADULT FICTION BOOKS	80-60-001-45100	INVOICE TOTAL:	29.38	*
72123373		05/31/13	01	GRAPHIC NOVELS	80-60-001-45470	INVOICE TOTAL:	14.13	*
72123374		05/31/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	INVOICE TOTAL:	45.76	*

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11146	9INGRAM	9INGRAM	05/31/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	16.38
						INVOICE TOTAL:	16.38 *
						CHECK TOTAL:	1,847.49
11147	9INNEXP	9INNEXP	06/12/13	01	ADULT REFERENCE/E-REFER	80-60-001-45220	2,100.00
						INVOICE TOTAL:	2,100.00 *
						CHECK TOTAL:	2,100.00
11148	9IRELAND	9IRELAND	05/17/13	01	SVC CALL:REP'L BAD SWITCH	80-60-001-41000	174.82
						INVOICE TOTAL:	174.82 *
						CHECK TOTAL:	174.82
11149	9KAMINMI	9KAMINMI	05/30/13	01	BUILDING MAINTENANCE	80-60-001-41000	50.00
						INVOICE TOTAL:	50.00 *
						CHECK TOTAL:	50.00
11150	9LB VILL	9LB VILL	05/28/13	01	UTILITIES:WATER 2/7-5/9/13	80-60-001-43230	76.80
						INVOICE TOTAL:	76.80 *
						CHECK TOTAL:	3,091.02
							292.04
							37.28
							03
							02
							01
							05/09/13
							APRIL 2013

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11150 9LB VILL VILLAGE OF LAKE BLUFF

APRIL 2013 05/09/13 04 FY13 IMRF 'EE CONT:APR 2013

80-10-301-37100 FY13 IMRF EMPLYR CONT:APR 2013

1,134.49
 3,136.21
 7,691.04 *

CHECK TOTAL:

7,767.84

11151 9MIDTAP MIDWEST TAPE

91009196 05/24/13 01 ADULT AUDIO VISUAL MATERIAL

80-60-001-45200 INVOICE TOTAL:

39.99 *

91009198 05/24/13 01 ADULT AUDIO VISUAL MATERIAL

80-60-001-45200 INVOICE TOTAL:

89.98 *

91025754 06/01/13 01 ADULT AUDIO VISUAL MATERIAL

80-60-001-45200 INVOICE TOTAL:

29.99 *

CHECK TOTAL:

159.96

11152 9NCPETE NCG-PETERSON PRODUCTS

61493 05/30/13 01 JANITORIAL SUPPLIES

80-60-001-43660 INVOICE TOTAL:

173.68 *

CHECK TOTAL:

173.68

11153 9OPPERAN OPB, FRANCHISING, INC.

CHC06131177 06/01/13 01 BUILDING MAINT: JUNE 2013

80-60-001-41000 INVOICE TOTAL:

954.00 *

CHECK TOTAL:

954.00

11154 9OVERDRI OVERDRIVE, INC

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11154 9OVERDR1 9OVERDRIVE , INC

1018-171705707052813 05/28/13 01 ADULT E-BOOKS 80-60-001-44800 INVOICE TOTAL: 1,288.79 *

1018-172408770052813 05/28/13 01 TEEN E-BOOKS 80-60-001-44800 INVOICE TOTAL: 761.71 *

1018-172738330052813 05/28/13 01 JUVENILE E-BOOKS 80-60-001-44800 INVOICE TOTAL: 702.27 *

2,752.77

CHECK TOTAL:

11155 9RANDOMHM RANDOM HOUSE, INC.

1087004276 05/10/13 01 JUVENILE AUDIO VISUAL MATERIAL 80-60-001-45430 INVOICE TOTAL: 22.50 *

1087150897 05/24/13 01 JUVENILE AUDIO VISUAL MATERIAL 80-60-001-45430 INVOICE TOTAL: 18.75 *

41.25

CHECK TOTAL:

11156 9RUOCCOR REGINA RUOCCO

RU0060413 06/04/13 01 JUVENILE PROGRAM SUPPLIES 80-60-001-43720 INVOICE TOTAL: 76.76 *

76.76

CHECK TOTAL:

11157 9SERVPLU SERVICE PLUS, INS

14438 05/23/13 01 REPL GASKET FOR WELL LIGHT 80-60-001-41000 INVOICE TOTAL: 30.00 *

30.00

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11161	9THYSSEN	3000600691	06/01/13	01	ELEVATOR MAINT: JUNE 2013	80-60-001-41020	107.32
	THYSSENKRUPP ELEVATOR CORP.						107.32 *
11162	9USFIRPR	001-000350	05/07/13	01	ANN'L SPRINKLER INSPECTION &	80-60-001-41000	720.00
	UNITED STATES FIRE PROTECTION				02 BACKFLOW CERTIFICATION	** COMMENT **	720.00 *
11163	9VANTAGE	101629679	06/10/13	01	EE ICMA CONTRIBUTION:6/14/13	80-20-102-45000	1,050.00
	VANTAGEPOINT TRANSFER AGENTS						1,050.00 *
11164	9WENDTM	WEN06012013	06/01/13	01	GROUNDS MAINT:JUNE 2013	80-60-001-41050	480.00
	WENDT MAINTENANCE INC.				02 TURF REPAIR		282.50
							762.50 *
							CHECK TOTAL: 762.50
							INVOICE TOTAL: 282.50
							TOTAL AMOUNT PAID: 29,992.68

Long Range Plan
Fiscal Years 13-14 to 15-16
ROUGH DRAFT
June 18, 2013
Prepared by Library Director Eric Bailey

Summary of Intent

This document summarizes a 3 year strategic plan for the Lake Bluff Public Library that will provide a coherent framework from which to base annual goals.

The Lake Bluff Public Library continues to evolve, shifting from still popular physical collections to increasingly digital offerings, and from quiet dusty stacks to a bustling community center that serves as an important downtown hub. These developments will have a significant effect on Library Facilities, Human Resources, Collection Development, and how the library provides service to the public. The rapidly changing nature of Public Library Service and its impact on service to the Village of Lake Bluff are the themes that bind together all sections of this document.

Study of Community and Long Range Trends

Lake Bluff is a village of approximately 4 square miles located on the shores of Lake Michigan about 30 miles north of Chicago and just south of Great Lakes Naval Base. In general, the community cherishes its small-town and family-oriented atmosphere, and its population is significantly above average in terms of household income and education level. The Village is primarily residential, featuring a compact commercial center surrounded by historic cottages, upscale single-family residences, and a few multi-unit apartment buildings, as well as some subdivisions and neighborhoods outside the Village center.

The Village draws people into the commercial center with several restaurants and gift shops, as well as seasonal events such as the 4th of July Parade, Farmers' Market, Bluffinia, the Twilight Criterion Race, the Ghost Walk, block parties, and other happenings that demonstrate a continuing commitment to maintaining a close knit and active community. The character and demographics of the Village may fluctuate based on the housing market and economy, but given the absence of significant room for the community to spread will likely remain stable within a certain range.

A comparison of the 2000 and 2010 censuses show some distinct trends in the community:

- Total population decreased by 334 individuals (5.5%) to 5,745.
- The total number of households decreased from 2,118 to 2,064.
- The population shifted slightly in age demographics:
- The percentage of the population under the age of 18 decreased from 33% to 29.3% while the percent over age 65 increased from 12% to 14.5%. Both numbers remain higher than the national averages of 23.3% and 13.3% respectively.
- The median income per household increased from \$114,521 to \$146,400, well above the nation median which increased from \$41,994 to \$51,914.
- The percent of individuals living below the poverty line increased slightly from 1% to 2.3%, though staying well below the national average of 13.8% nationally in 2010.
- The high level of education remained constant, with 82% of individuals over the age of 25 having at least a bachelor's degree, versus the national average of 27.9% in 2010.
- The percentage of the community listed as 'White' dropped from 95% to 92%.

New technologies such as eBooks will have the biggest impact on libraries overall in the next 3-5 years. The high levels of income and education will make it even more important in Lake Bluff. Staying abreast of current trends and the needs of extremely tech savvy patrons will be key, as will providing assistance so that those patrons who are less tech savvy are not left behind.

The community remains ethnically homogenous, but the percentage of Asians did increase from .6% to 5.5%. This does represent a growing portion of the community, and the only minority group of significant size within our service area. It will be important to be aware of the increase in members of this ethnicity in the community; at present, it represents an important trend to be aware of and is worthy of some attention when selecting materials and planning programs.

MISSION STATEMENT AND DESCRIPTION OF LIBRARY

Mission Statement

The mission of the Lake Bluff Library is to act as a vibrant community center that provides materials and services to enhance individual knowledge, offer personal enjoyment, expand technological resources, and facilitate civic interaction.

Description

The Library is a unit of local government operating in accordance with the Illinois Local Library Act, 75 ILCS 5/1-0.1 et seq. The powers and duties of the Board of Library Trustees are set forth in said Act and include "the exclusive control of the expenditure of all moneys collected for the library and deposited to the credit of the Library fund." (75 ILCS 5/4-7(2)). Library taxes are levied by the Village in amounts determined by the Library Board and collected with other Village taxes (75 ILCS 5/3-5). The Library leases space in the building to the Lake Bluff History Museum.

Lake Bluff Public Library was founded in 1919 "as a memorial to its veterans of the war." The Library has been at its present location for 38 years. It has been characterized as a neighborhood, professional, and friendly library. Lake Bluff Public Library seeks to serve all ages and backgrounds within the local reading and viewing population. There are currently over 6000 active borrowers, including residents, non-residents and reciprocal borrowers of our library materials. Programs for all ages occur weekly. The Lake Bluff Public Library, in its conception and operation for the past 94 years, is best described by the inscription on the 1975 Dedication plaque that still hangs in the Library's former entrance: "This Library is dedicated to the people of Lake Bluff."

With the expansion of services and newly renovated facilities, Library circulation has soared. Fiscal Year 2012-2013 is on pace to exceed 112,000 checkouts. This would be 10,000 more checkouts than any previous year, and nearly double the circulation numbers from 10 years past.

BUILDING AND GROUNDS

Building and Grounds Projects

The main Library Building is 38 years old; while the structure remains sound, routine repairs (planned and unplanned) are the norm for a public building this age. The Wood Building Annex is now 11 years old, and beginning to require an increase in upkeep. A good example of this is the November 2012 failure of the heat exchanger in the primary Wood Building furnace. The following 2 lists outline known issues, however any list of projects should be under constant review and updated as required to maintain public safety and sustain long-term Library utilization. The first lists issues that need to be addressed within the next 1-2 years, and the second covers issues that should be addressed within the 3 year time frame of the Long Range Plan.

Short term projects:

- Assess and, if advisable, replace current Library shelving.
- Recaulk the windows in the main building.
- Assess and, if advisable, relocate the Library's indoor book drop.
- Improve landscaping east of the Museum/Library's main entrance.
- Replace the soffits, fascia, and flashing on the Wood Building Annex roof.
- Assess and update indoor emergency lighting as necessary.

3 year projects:

- Evaluate the current physical space of the Library to determine if expanding the footprint of the building is desirable.
- Sand the southern exposures of the beams on the top of the Wood Building Annex every 3-4 years.
- Replace the ejector pump in the sewer pit.
- Resurface the parking lot.

Contracts

There are a number of major contracts for building maintenance. As a responsible community organization it is the duty of the Library to ensure that the best service is being received for the money spent. **GOAL: Establish a list of all building and grounds contracts and vendors and evaluate on an annual basis which of these need to be reevaluated or put out to bid to ensure optimal use of tax payer dollars. To be created before December 2013.**

COLLECTIONS

Policy

The current Collection Development Policy for the Library was approved in April of 2007, 6 years ago. The current policy states that this Policy is to be reviewed every 5 years, or as part of the Long Range Planning process whenever a new Long Range Plan is deemed necessary. **GOAL: The Collection Development Policy should be revised before December 2013.**

Electronic versus Paper Collections

Transition away from physical resources and towards electronic ones is the current trend, though both physical and electronic collections are more popular in Lake Bluff than at any previous point.

GOAL: While maintaining the current balance, transition towards electronic resources should be planned for in Collection Development, Building Design, and most critically Technological Infrastructure.

Database and Online Resource Development

The shift towards online and digital materials eliminates an age-old barrier for small Public Libraries; a lack of space. It is possible for the Lake Bluff Public Library to develop a non-physical collection that can compete with larger area libraries.

GOAL 1: Strive to increase the budget for databases and online resources by at least 10% annually.

GOAL 2: Examine the manner in which current resources are promoted. Create a list by December 2013 of ways to increase promotion. Begin implementing them by May 1, 2014.

GOAL 3: Provide a training schedule to ensure proficiency in the use of electronic resources by the staff and the community before December 1, 2013.

Finances

The tax funds delivered to the Library for its maintenance and growth represent a trust that must never be taken lightly and never under any circumstances misused or abused.

GOAL 1: Keep reserve funds between 25% and 50% of the Annual Operating Budget, per Library Policy.

GOAL 2: Pursue fundraising and grant opportunities.

HUMAN RESOURCES

Human Resources

The staff and volunteers of the Lake Bluff Public Library are its most valuable assets. Between March and May, 2013 the Library Staff is adding 6 new individuals and reorganizing significantly to optimize staff use of time, creativity, and problem solving.

GOAL 1: Ensure smooth operations following the staff reorganization by, among other things, having all new staff adequately trained by July 1, 2013.

GOAL 2: Facilitate cross-training between staff positions and implement succession planning.

Pay Scale and Benefits

Ensuring that Library staff members are adequately compensated relative to similar staff at neighboring and similar libraries is essential. The Affordable Care Act and similar initiatives are changing the nature of employer provided health care.

GOAL 1: Identify key positions and responsibilities and by December 31, 2013 create a plan of succession and cross training to ensure optimum continuity.

GOAL 2: Use the annual LACONI salary and benefits survey to compare wages and benefits each year and consider adjustments as necessary. To be completed as part of the Budget creation process.

GOAL 3: Annual evaluation, or as necessary, of Health Care Law with the intention of keeping Library practice and policy in line with both the law and best practices.

Staff Handbook

The current Staff Handbook, approved March 2009, no longer accurately reflects the organization and practice of the Library following changes approved by the Board of Library Trustees.

GOAL: Create a new Staff Handbook to be approved by December 2013.

SERVICE

Assistance at the Library

Most patrons still experience the Library through first hand visits. As a result, providing a positive experience for visitors remains essential. Patrons also expect all staff to have a basic level of knowledge regarding Library Operations.

GOAL 1: Continue to emphasize the friendly, patron oriented service that has been the Library's hallmark.

GOAL 2: Ensure that all staff members working with the public have the necessary basic knowledge level via staff training (see Human Resources).

GOAL 3: For more difficult and/or time consuming questions, provide an online interface for patrons to 'Reserve a Librarian' for 30 minutes to an hour.

Outreach to the Community

The extent of the services provided by the Lake Bluff Public Library is one of the community's best kept secrets. The Library, while landlocked in its downtown location, is ideally situated to be involved in events and business at the heart of the community.

GOAL 1: Increase the number of programs held outside the Library and elsewhere in the community.

GOAL 2: Increase both the number and benefit of partnerships with community organizations. A list of partners and programs can be maintained and presented to the Board at the conclusion of each Fiscal Year.

GOAL 3: Implement and enhance the Village's branding initiative by 'buying in' to the brand as much as practical to increase the Library's visibility.

GOAL 4: Seek partnership opportunities with other civic and commercial enterprises that will bring new populations into the Library.

GOAL 5: Increase outreach and programs aimed at the teachers and students of the Lake Bluff Elementary School and Lake Bluff Middle School in cooperation with the School District 65 Administration.

Outreach to Patron Groups

The Library remains busier than it has ever been, and its commitment to serving patrons of all ages remains strong. Programs are provided for Children, Teens, and Adults with growing attendance numbers.

GOAL 1: Track program attendance and identify at the end of each Fiscal Year which types of programs have been most successful.

TECHNOLOGY

GOAL 2: Seek opportunities to extend the Library's services outside the building by mirroring and expanding initiatives such as the borrowing rack at the Lake Bluff Train Station and service to homebound patrons. The Head of Adult Services will work with the Director to seek further opportunities and analyze the level of success as part of the annual Budget process.

Technology Infrastructure

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

GOAL 1: Select an Integrated Library System vendor before August 1, 2013 and implement the system before December 1, 2013.

GOAL 2: Create PC and Server replacement schedule that will operate on a 4 year cycle before May 1, 2013.

GOAL 3: Obtain a list of necessary and optional software upgrades and additions for the coming year from the Library's Local Area Network manager. This should be part of the Library Director's annual Budget preparation process.

Telephone System

The current phone system is 7 years old and lacks the ease of use and features that would be in keeping with Lake Bluff Public Library's high standard of patron service. Emerging technologies such as VOIP may also offer less expensive alternatives.

GOAL: Replace the current phone system by April 30, 2015.

Patron Use of Technology

New devices, applications, and services are appearing at an ever faster rate. The Library must make all efforts to stay aware of emerging trends and implement those of benefit to the community when possible.

GOAL: Monitor technology developments, and their application in libraries, on a constant basis. The Library Director will meet twice a year with staff specifically to discuss new technologies.

Website

An overhaul of the website's appearance followed by consistent updates is essential to the Library. The website is increasingly the face of the Library, and must be maintained as such.

GOAL: Implement a new library website by May 1, 2014.

Leasing versus Purchasing

For all electronic equipment, the library will attempt to purchase rather than lease equipment. Purchasing equipment outright is inherently cheaper over the long run than leasing.

Conclusion

The next 3 years are certain to see continued changes in the lives of patrons and in the way they use the library. In recent years, the Lake Bluff Public Library has taken important steps towards continuing to meet those needs. As long as the library continues to strive to meet the changing needs of the community, it will remain a strong and vibrant part of downtown Lake Bluff.

4 Year Budget Projections for FY 13-14 to FY 16-17

ATTACHMENT A

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Numbers based on average change in Actual Expenses for the past 4 Fiscal Years (May 1 - April 30), unless other numbers provide a better estimate.

Revenues				
	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Tax Levy	\$833,508	\$852,512	\$871,949	\$891,830
Other Funds	\$31,000	\$30,107	\$29,240	\$28,398
Special Reserves	\$100,000	\$0	\$0	\$0
Fundraising and Grants	\$5,000	\$5,000	\$5,000	\$5,000
Total	\$969,508	\$887,619	\$906,189	\$925,228
Expenses				
Staff	\$217,000	\$221,340	\$225,767	\$200,282
Librarian Salaries	\$201,000	\$205,020	\$209,120	\$213,303
Staff Salaries	\$50,000	\$51,500	\$53,045	\$54,636
Medical Insurance	\$500	\$500	\$500	\$500
Other Benefits	\$40,000	\$41,200	\$42,436	\$43,709
IMRF	\$32,000	\$32,384	\$32,773	\$33,166
Social Security	\$540,500	\$551,944	\$563,641	\$545,596
Services and Commodities	\$110,750	\$114,073	\$117,494.68	\$121,020
Services/Maintenance	\$112,750	\$117,260	\$121,950	\$126,828
Library Materials	\$40,000	\$41,600	\$43,264	\$44,995
Operational Supplies	\$263,500	\$272,933	\$282,709	\$292,842
Total Serv./Comm.	\$263,500	\$272,933	\$282,709	\$292,842
Capital Expenses	\$2,508	\$5,000	\$2,500	\$5,000
Library Furnishings	\$13,000	\$5,000	\$5,000	\$5,000
Exterior Improvements	\$125,000	\$10,000	\$25,000	\$30,000
Computer Equipment	\$2,000	\$2,000	\$2,000	\$2,000
Library Equipment	\$18,000	\$20,000	\$25,000	\$25,000
Contingency	\$160,508	\$42,000	\$59,500	\$67,000
Total Capital Expenses	\$160,508	\$42,000	\$59,500	\$67,000
TOTAL EXPENSES	\$964,508	\$866,877	\$905,850	\$905,439
Revenue vs. Expense	\$5,000	\$20,743	\$339	\$19,789

NOTE: Computer Equipment expenses in 2013-2014 represent the use of \$100,000 of Special Reserve Funds to upgrade the library's servers and Integrated Library System.

Recommendation to Board of Library Trustees Regarding the Selection of an Integrated Library System

The staff 'ILS Selection Committee' and Board of Library Trustees Technology Committee have reviewed and compared the applications submitted in response to the Lake Bluff Public Library's Request for Proposal (RFP) for bids for an integrated Library System (ILS). Polaris Library Systems and Innovative Interfaces were identified as finalists as they represented the most affordable, progressive, and responsive bidders. The Staff Committee and Technology Board are both prepared to make a unanimous recommendation that a long term (10 year) contract be signed for Innovative Interfaces' Sierra system.

- Most importantly, Sierra provides a better patron experience. Including:
 - Sierra provides a user interface that is easier to customize than Polaris', allowing staff to provide a custom tailored user experience for the user community rather than a generic one.
 - Innovative's Encore search interface integrates databases and physical materials into a one catalog search that is superior to Polaris' search system.
 - Sierra provides enhanced user options, such as the ability for patrons to track materials they have checked out, that Polaris' does not.
 - Innovative has partnered with Overdrive, which powers MyMediaMall, to provide seamless integration with e-Material. Polaris has not similarly partnered with Overdrive.

- Sierra's staff interface is significantly better than Polaris':
 - Innovative's product is slick and intuitive, while Polaris' system is clunky and frustrating.
 - While both interfaces save staff time with an Interlibrary Loan (ILL) module Sierra ties their ILL tracking all the way to a patron's account. Polaris does not.

- Innovative Interfaces also provides better support service than Polaris.
 - Innovative provides 24/7/365 support, Polaris does not. Innovative also provides more flexibility in handling upgrades and trouble shooting.
 - Innovative has a stronger infrastructure in place to safely host our data offsite than Polaris does.
 - Innovative has made significant investments towards future development. They recently added 30 more developers, creating a development team of 130+. This number exceeds Polaris' entire staff.
- Polaris costs less over a 10 year span, but not enough to outweigh the performance advantages of Sierra.
 - Sierra will cost an average of \$2,505 more per year, but the gains for patrons and staff represented by the extra money outweigh the additional cost.
 - Additionally, the yearly costs are convergent over time. Polaris' cost in year 10 represents a 24% increase versus year 1, with larger percentage increases over time. Sierra's cost increases by only 10% from year 1 to year 10, and the later years of the contract represent a lower rate of annual increase.

SUMMARY: Innovative Interfaces' Sierra offers features that will best optimize the use of both staff and patron time, provide greater flexibility in design, and best meet the Lake Bluff Public Library's upcoming technology goals and challenges. Our catalog and website have become as much the face of the Library as the brick, mortar, and ivy of the building. The streamlined, handsome, and powerful Sierra system from Innovative Interfaces will ensure that the face we are presenting to the public grabs both the attention and imagination of our patrons for years to come.

June Director's Report

May is nearly always the quiet before the summer storm. Still, we had a very strong start to the Fiscal Year. Our circulation per hour was up versus last year, though we were open fewer hours. June 8 marked the start of the Adult, Teen, and Children's Summer Reading Clubs. The decorations for the medieval themed 'Lords and Ladies of the Reading Round Table' are quiet impressive. I highly encourage you to take a walk around, especially through the Children's Department, if you have not already done so. Donna, Eliza, and Rumanah deserve credit for getting our summer off to a great start. Eliza and seasonal staff member Jamie Sawicz had a beautiful day for sitting outside under their 'medieval' tent and signing up patrons as they came into the building.

The list of programs for the summer is impressive as well. The summer newsletter turned out particularly well. Carlen has taken on the responsibility of pulling all of the newsletter information together. She deserves credit for a job well done on her first effort, as does Carol for doing a fantastic job instructing her on what to do.

Lyndy worked especially hard this month, making certain that we stayed on top of our landscaping, shelving, and integrated Library System (ILS) projects. This was especially important during my week long trip to Springfield for the Small Public Library Management Institute conference. I made a lot of great contacts, learned a ton, and given its low cost (\$50) would like to attend next year as well. In addition to Lyndy, Carlen and Carol deserve credit for respectfully making sure handling scheduling issues when they arose and making certain the payroll was tallied and delivered in a timely fashion.

In addition to our chalk art contest, raffle drawing, and juggling unicyclist, the Library will be contributing a team to the 'Celebrity Bartender' competition during the July 20 block party. Teams will be judged on theme and enthusiasm. We're going up against heavy weight contenders, like the Rotary Club and Yacht Club, who really know how to put on a show! Other non-profits such as KidsUganda will also be participating. Right now, I am leaning toward 'Drink Responsibly, Read Recklessly' for our group theme.

Valerie has created some fantastic new resources for patrons seeking assistance on MyMediaMall. Carlen also found some free Microsoft Office Reference Sheets. We are working away at our goal of optimizing the computer assistance we provide.

Lastly, we added 30 new recipients to our eNewsletter mailing list this month. This represents our highest monthly total since we got started. We also had 90 individuals who opened and read the email, which is our highest ever.

Agenda Items

Draft of Long Range Plan

I sent the Draft out for review and final comment via email. I appreciate the responses that I got. I have to particularly thank Carl for taking the time to read and comment on the Long Range Plan before having the chance to attend a meeting in his new official capacity.

RECOMMENDATION: I believe it is as ready to be approved as it is likely to get.

Integrated Library System Proposal

The Technology Committee is prepared to recommend that Innovative Interfaces *Sierra* system be selected as the library's new ILS. Polaris final quote of \$221,255 over 10 years is below the \$246,760 quoted by Innovative Interfaces for *Sierra* over the same time frame. However, *Sierra* provides not only better performance and features, but better meets the operational needs and Long Range Plan of the Library. In short, their product much better fits the needs and goals laid out in our bid. An extra \$2,505 per year is worth paying to get the ILS that is the best fit for this Library.

RECOMMENDATION: Select Innovative's *Sierra* ILS pending final approval from the Library Attorney of the contract.

Library Shelving

Lyndy and I met with the Building and Grounds Committee on June 10 and recommended that, given the expanding scope of the shelving project, we take a step back and proceed at a slower pace. Doing the project right in terms of comparable quotes, developing a complete project plan, and ensuring adequate funding cannot be done at a rush for a project this size. I consulted with the local representative of our shelving manufacturer and a Library Architect, both of whom provided opinions free of charge. For a cost of \$997 we can provide short term safety on the shelves. Lyndy and I, as well as the Building and Grounds Committee, believe doing the project right rather than in a rush will yield much better results.

RECOMMENDATION: The Building and Grounds Committee's recommendation is to ensure short term safety, plan for new shelves to be installed May, 2014, and use the time to set the project up for success. This would also provide time to apply for any available and applicable grants.

Prevailing Wage Resolution

We are legally required by the State of Illinois to pass this resolution every June and to provide notice that we have done so. In essence it affirms that when hiring contractors for projects the Library will use what has been determined to be the Prevailing Wage in Lake County for the type of work to be performed.

RECOMMENDATION: We are bound by the law either way, so requiring us to pass the resolution is a necessary formality. The Library can only get into trouble for failing to ratify what the State has already approved. I recommend that the Board approve the Prevailing Wage Resolution, and for the above reasons I don't think it warrants much discussion.

Library Calendar

To help in my own planning I created an annual calendar of events. I believe this could be helpful to the Board of Trustees as well. I have added in what action has historically been taken by the Board of Trustees on each item.

RECOMMENDATION: I'm open to suggestions and observations on timing, as well as what I included and did not include. My recommendation is that the discussion at the meeting be kept relatively brief and that Board members email me their comments and questions at their leisure.

Monthly Statistics Summary May 2013

Circulation

Total May Activity

Fiscal Year	Total Circ.	Avg. Circ./Hour	% change
2013-2014	8524	36.12	-2.93%
2012-2013	8781	35.70	25.53%
2011-2012	6995	30.15	-10.44%

Total Activity Fiscal Year to Date

Fiscal Year	Total Circ	Avg. Circ./Hour	% change
2013-2014	8524	36.12	-2.93%
2012-2013	8781	35.70	25.53%
2011-2012	6995	30.15	-10.44%

Circulation by Collection (Fiscal Year to Date)

Fiscal Year	Adult	Juvenile	Adult Fiction	Adult Non Fiction	Audio	Visual	ILL Borrowed	ILL Lent
2013-2014	4885	3024	1188	667	3403	108	31	
2012-2013	5317	2946	1448	796	3250	155	29	
2011-2012	4036	2476	1409	555	2444	125	21	

User Visits

Total May Activity

Fiscal Year	Total Visits	Avg. Visits/Hour	% change
2013-2014	6463	27.39	-4.05%
2012-2013	6736	27.38	21.19%
2011-2012	5558	23.96	10.65%

Total Activity Fiscal Year to Date

Fiscal Year	Total Visits	Avg. Visits/Hour	% change
2013-2014	6463	27.39	-4.05%
2012-2013	6736	27.38	21.19%
2011-2012	5558	23.96	10.65%

Materials Acquired & Withdrawn

Total May Activity

Fiscal Year	Acquired	Withdrawn
2013-2014	899	726
2012-2013	633	1298
2011-2012	648	462

Total Activity Fiscal Year to Date

Fiscal Year	Acquired	Withdrawn
2013-2014	899	726
2012-2013	633	1298
2011-2012	648	462

Acquisitions by Collection (Fiscal Year to Date)

Fiscal Year	Adult	Juvenile	A/V
2013-2014	512	387	143
2012-2013	384	249	124
2011-2012	457	191	79

Withdrawals by Collection

Fiscal Year	Adult	Juvenile	A/V
2013-2014	710	16	122
2012-2013	1260	38	127
2011-2012	411	51	41

Online Access

Digital Books and Music

Total May Activity

Fiscal Year	Books	Music	% change
2013-2014	374	179	41.13%
2012-2013	265	241	37.31%
2011-2012	193	258	348.84%

Digital Books and Music

Total Activity Fiscal Year to Date

Fiscal Year	Books	Music	% change
2013-2014	374	179	41.13%
2012-2013	265	241	37.31%
2011-2012	193	258	348.84%

Website Usage Fiscal Year to Date

Fiscal Year	Page Loads	Unique Visitors
2013-2014	10300	5797
2012-2013	9104	6100
2011-2012	7766	5103

RESOLUTION NO. 2013-01

Resolution Adopting Prevailing Wage Rates

Lake Bluff Public Library

WHEREAS, the State of Illinois has a Prevailing Wage Act (the Act), 820 ILCS 130/0.01,

et seq.; and

WHEREAS, the Act requires that the Board of Library Trustees ascertain the prevailing

rate of wages in the locality of the Library for laborers, mechanics and other workers performing

construction of public works for the Library.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees as follows:

SECTION 1: The general prevailing rate of wages in this locality is hereby ascertained to

be the same as the prevailing wage rate for construction work in Lake County as determined by the

Department of Labor of the State of Illinois.

SECTION 2: The Board Secretary shall:

- a) Keep this Resolution available for inspection in the main office of the Library;
- b) Promptly file a certified copy of this Resolution with the Secretary of State and the Department of Labor of the State of Illinois;
- c) Cause to be published in a newspaper of general circulation a notice of this Library action;
- d) Mail a copy of this Resolution to any employer and to any association of employers and to any person or association of employees who have filed their names and addresses requesting copies of this determination.

SECTION 3: This Resolution shall be in full force and effect from and after its passage and approval.

PASSED by the Board of Library Trustees on the 18th day of June, 2013 by a vote of:

YEAS:

NAYS:

ABSENT OR NOT VOTING:

Kathy Meierhoff, President
The Board of Library Trustees of the
Lake Bluff Public Library

ATTEST:

Ruth Schnell, Secretary
The Board of Library Trustees of the
Lake Bluff Public Library

(SEAL)

1. Are there any areas where you would like more interaction with or assistance from the Board in helping you perform your job more effectively and/or efficiently?

The Board has been extremely helpful whenever I have had a question or needed assistance. Some things that would be helpful to me:

- A resume from each Board member. We have such a wide range of experience on the Board I don't always recall or know when 1 of the 7 Trustees might have experience that would be helpful.
- I love feedback, so if I did something that a Board Member thought worked very well or very poorly I am eager to listen. I like suggestions as well.
- I try to take good notes at Board Meetings, but I find that I lose track of the conversation when multiple individuals are talking simultaneously. Minimizing the number of people talking at one time would be helpful.

2. How can the Board of Trustees help to improve the effectiveness of you and your staff?

- I believe that the Board and the Staff have a great deal of trust in one another, but I do believe it can be built upon.
 - I have had Staff Members express the concern that the Board does not understand what they do working on the proverbial 'front lines.' I do think it might be helpful to both the Staff and the Board if each could improve their understanding of how the other thinks and works.
 - Opportunities, such as last year's Holiday Party, for both groups to casually mix and talk are helpful.
 - I suggest that the Board consider scheduling a Staff Member to come to some Board Meetings to talk for around 5 minutes about who they are and what they do for the Library on an average day. The Board would get a little bit more information on Library operations, and the Staff would definitely notice the Board's interest.
 - I have been encouraging Staff Members to take the time to attend at least an occasional Board Meeting, and I hope that more will do so in the future.

3. Are there any suggestions you would offer to make monthly Board or regular Committee meetings more productive?

This is an area I have identified for personal growth, and thus one I have spent more time thinking about.

- I think Committee Meetings help shorten Board Meetings a great deal. Some issues are not well suited to being worked on at a Regular Meeting. They can bog conversation down. Taking those issues and having a Committee focus on them and make a recommendation often seems to take these Regular Meeting 'showstoppers' and turn them into a brief discussion point.
- I am aware that how I prepare both myself and the Board for a meeting has an enormous impact on how effective that meeting is. I'm working hard to improve my skills in this area, especially providing the best possible information to the Board.
- I have tried to eliminate agenda items that I cannot provide a specific goal or recommendation for, as conversations on these items often seem to do nothing but go in circles for a very, very long time. I would appreciate the Board's help in spotting when we've gotten stuck in such a 'loop'. I have a family waiting at home for me, so a quick and efficient meeting is a good one in my book. I believe the Board of Trustees would agree.

Goals for the next review period:

1). Improve professional communication skills:

- Action Plan a) Attend conferences, seminars, etc. on professional communication.
- b) Tape myself speaking at a meeting or to a crowd, so that I can study the impression I relay to others.

How will the Action Plan be measured?

I will need to rely on others to let me know if my communication has improved, but I can

- Attend a minimum of 2 communication centered workshops.
- Tape myself at least once and make a list of observations and items to improve.

2. Ensure that new staff organization functions as planned.

- Action Plan a) Schedule a regular monthly Department Head meeting and communicate with Department Heads often in the interim.
- b) Handle concerns and problems carefully and quickly when they arise.
- c) Provide Staff the chance to give anonymous feedback after 6 months under the new organization.

D) I have, and will continue, to work as hard as I can to make certain that everyone is as comfortable as possible within the new scheme.
E) Continue learning about organizations and organizational change. Libraries, like pretty much any organization, work best when they are growth oriented.

How will Action Plan be measured?

- A Department Head meeting in 9 out of the next 12 months.
- Collection of Staff surveys.
- A demonstrable response to issues raised in Staff surveys.
- Attend a minimum of 3 HR Management focused workshops, seminars, etc.

3) Work with the Board of Trustees to develop a goal oriented evaluation plan for all employees reflecting the objectives of the Lake Bluff Library Community.

Action Plan a) Gather samples of evaluation plans from other Libraries and organizations.

b) Boil the Long Range Plan and other documents down into a list of very specific organizational goals. Focus on what each Staff Member can do to help reach those goals more than on assigning a grade.

How can this plan be measured?

- Get the samples and create the list by September 1, 2013.
- Use them to create, in cooperation with the Human Resources Committee, a new evaluation form before March 1, 2014.

Library Fiscal Year Calendar with Required Board Actions

- **May –**
 - Audit of previous years financial reports begins (Action: Board Members will receive letters from the auditors and may be interviewed.)
 - New Trustees (if an election year) sworn in (Action: Swear in newly elected Trustees. New Trustees must take the Open Meetings Act training within 90 days of being sworn in and deliver a copy of the completion certificate to the Library Director.)
 - Board Officers elected (Action: Elect Board Officers for Fiscal Year.)
 - Committee Members appointed (Action: Appoint Committee Members for Fiscal Year.)
 - Phyllis Fox Awards Ceremony is held at the beginning of the month (Action: Trustees are strongly encouraged to attend.)
 - Review End of Fiscal Year budget numbers, amount spent and amount added to Special Reserve (Action: Review of information.)
- **June –**
 - Approve and publish the Prevailing Wage Ordinance (Action: Vote to approve the Prevailing Wage Ordinance.)
 - Illinois Public Library Annual Report (IPLAR) to be completed and sent to the State before June 30 (Action: Before being mailed, the report requires the signature of the Library Director, President, and Secretary. No vote needed.)
- **July –**
 - Review of Board Minutes of Closed Sessions as required by the Open Meetings Act (Action: Review minutes of closed session discussions and vote on which, if any, to release.)
- **August –**
 - Beginning of Per Capita Grant process (Action: Review sections of the Illinois Library Standards Report or other information as required by the Grant.)
- **September –**
 - Continuation of Per Capita Grant process (Action: Review sections of the Illinois Library Standards Report or other information as required by the Grant.)

- Setting of Regular Board Meeting Dates for next Calendar Year (Action: Vote to approve Board Meeting dates and times for January – December of the next year.)
- Setting of Library Closures for next Calendar Year (Action: Vote to approve dates the library will be closed during January – December of the next year.)
- Renewal of Health Benefits plans (Action: The Library Director will keep the Board informed. Usually no discussion needed.)

October –

- Per Capita Grant applications must be submitted by October 15 (Action: No action.)
- Initial discussion of Levy for next Fiscal Year (Action: Discussion, and presentation from Village Financial Representatives.)
- Presentation of list of major Library contracts with recommendations from the Library Director and Head of Technical Services and Facilities on any that require evaluation (Action: Review contracts and direct which, if any, should be reviewed, put out to bid, etc.)

November –

- Approval of Tax Levy for next Fiscal Year (Action: Review rough draft of budget for next Fiscal Year and vote on dollar amount to be levied.)
- Receive and discuss Auditors Final Report for previous Fiscal Year (Action: Review the auditors findings, instruct the Library Director to take any necessary action based off those findings, and vote to accept the report.)

December –

- Presentation of Rough Draft of the Budget for the next Fiscal Year (Action: Discuss proposed budget and the objectives it reflects.)
- Review of Board Minutes of Closed Sessions as required by the Open Meetings Act (Action: Review minutes of closed session discussions and vote on which, if any, to release.)

January –

- Continued review of Rough Draft of the Budget for the next Fiscal Year (Action: Discuss proposed budget and the objectives it reflects.)
- Beginning of Statement of Economic Interest process (Action: The Village will ask the Library Director to verify the contact information for Trustees and

- relevant Staff Members. Confirm your information when asked. The information is usually due to the County from the Village before January 31.)
- Submission of Tax Exempt Property Form (Action: Due January 31. Handled by Library Director, no action normally needed by Trustees.)

February –

- If it has not already been approved, approval of the Final Budget for the next Fiscal Year (Action: Vote and approve a budget.)

March –

- Drafting of annual performance evaluations for all Staff Members (Action: A meeting of the Human Resources Committee to evaluate the performance of the Library Director.)

April –

- Complete and submit a Statement of Economic Interest before the end of April (Action: To be completed individually by each Board member in their own time. There are cumulative penalties for not submitting on time, so don't miss the deadline.)
- Complete any final business or planning before the Fiscal Year ends on April 30 (Action: Varies depending on the year.)
- Library Staff receive their performance evaluations (Action: The Board reviews the Human Resource Committees review of the Library Director and appoints a Trustee to meet one on one with the Director to deliver it.)

Eric Bailey

From: Dominican University <gslis@dom.edu>
To: ebailey@lakeblufflibrary.org
Subject: Dominican University GSLIS Public Library Trustee Orientation



PUBLIC LIBRARY TRUSTEE ORIENTATION

Learn about trustee legal obligations and responsibilities from attorneys experienced in Illinois public library law. Hope soft skills for working with other board members and the library director. All day workshop provides time for questions and mingling with other trustees.

Price of two identical sessions:

- July 20, 2013, 9:30 am – 3:30 pm Dominican University, River Forest, IL
- August 3, 2013, 9:30 am – 3:30 pm Gail Borden Public Library, Elgin, IL

Day includes morning and afternoon break and box lunch.

\$130 first person from your library; \$100 for each additional person.

Visit <http://gslis.dom.edu/newsevents/trustee-orientation> for more information and registration.



This message sent to ebailey@lakeblufflibrary.org by gslis@dom.edu.
Dominican University
Graduate School of Library and Information Science (GSLIS)
7900 West Division Street
River Forest, Illinois 60305
[Unsubscribe](#)