

March 12, 2013

agenda

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Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, March 12, 2013 at 7:00 PM
123 E. Scranton Ave, Lake Bluff, IL 60044
Enter Through Library Main Entrance

- 1. Call to Order**
- 2. Additions & Corrections to the Agenda**
- 3. Approval of Minutes**
 - a. Approval of Minutes of 2/12/2013 Regular Meeting of the Board **(action)**
 - b. Approval of Minutes of 2/12/2013 Technology Committee Meeting **(action)**
 - c. Approval of Minutes of 3/1/2013 Long Range Planning Committee Meeting **(action)**
- 4. February 2013 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages)**
 - a. February Detailed Balance Sheet **(action)**
 - b. February Detailed Revenue & Expense Report **(action)**
 - c. February Detailed Revenue & Expense Report **(action)**
- 5. Approval of checks (Green Pages)**
 - a. February Manual Checks (10996-11007) **(action)**
 - b. February Monthly Checks (11008-10034) **(action)**
- 6. Opportunity for Public to Address the Board (limit 5 minutes per person per meeting)**
- 7. Old Business**
 - a. Final Budget for Fiscal Year 2013-2014 **(action)**
- 8. Director's Report**
 - a. Director's Narrative Report
 - b. Statistical Report
 - c. Announcements and Correspondence
 - d. Friends Meeting Attendee for April 13 (No Meeting was held in March)
 - e. Programs of Interest to Library Trustees
- 9. New Business**
 - a. Rough Draft of Long Range Plan
 - b. Staff In-Service Days

10. Executive Session

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

11. Committee Reports

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

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

Budget for 2013-2014 Fiscal Year
Draft of Long Range Plan

Upcoming Board Meetings: April 9, May 14, and May 14, 2013.

**Lake Bluff Public Library
Board of Library Trustees Meeting Minutes
Tuesday, February 12, 2013 at 7:00 PM
123 E. Scranton Ave, Lake Bluff, IL 60044**

1. **Call to Order** -- the meeting was called to order by President John Marozsan at 7:02 p.m. Roll call was called and a quorum was established. Present: Karen Bush, Julie Gottshall, Tim Kregor, John Marozsan, Kathy Meierhoff, Cal Stroh, Romain Wojda. Library Staff: Director Eric Bailey, Carlen DeThorne, Martha Cordinez, Claire Osada
2. **Additions & Corrections to the Agenda** - none
3. **Approval of Minutes**
 - a. Approval of Minutes of 1/08/2013 Regular Meeting of the Board - **Bush motioned to approve, Wodja seconded, ayes: Bush, Gottshall, Kregor, Marozsan, Meierhoff, Stroh, Wojda.**
 - b. Approval of Minutes of 1/24/2013 Technology Committee Meeting - **Kregor motioned to approve, Bush seconded, ayes: Bush, Gottshall, Kregor, Marozsan, Meierhoff, Stroh, Wojda.**
 - c. Approval of Minutes of 2/5/2013 Human Resources Committee Meeting – **Gottshall motioned to approve, Bush seconded, ayes: Bush, Gottshall, Kregor, Marozsan, Meierhoff, Stroh, Wojda**
4. **January 2013 Financial Reports** – Detailed Balance and Revenue/Expense (Yellow Pages)
 - a. January Detailed Balance Sheet
 - b. January Detailed Revenue & Expense Report
 - c. January Detailed Revenue & Expense Report

Motion to approve all January 2013 financial reports made by Bush, seconded by Wojda, ayes: Bush, Gottshall, Kregor, Marozsan, Meierhoff, Stroh, Wojda.
5. **Approval of checks** (Green Pages)
 - a. January Manual Checks (10952-10953, 10955-10961)
 - b. January Monthly Checks (10962-10995)

Motion to approve all January 2013 monthly and manual checks made by Gottshall, seconded by Bush, ayes: Bush, Gottshall, Kregor, Marozsan, Meierhoff, Stroh, Wojda.
6. **Opportunity for Public to Address the Board** - none
7. **Old Business**

- a. Revised Patron Behavior Policy – motion to approve by Gottshall, seconded by Meierhoff, ayes: Bush, Gottshall, Kregor, Marozsan, Meierhoff, Stroh, Wojda.
- b. Revised Computer Usage Policy - motion to approve by Gottshall, seconded by Meierhoff, ayes: Bush, Gottshall, Kregor, Marozsan, Meierhoff, Stroh, Wojda
- c. Budget for Fiscal Year 2013-2014 motion to approve the Lake Bluff Library Budget 2013/2014 for \$864,452.00 and transfer \$100,000.00 to the General Reserve Fund from the Reserve Fund made by Marozsan, seconded by Bush, ayes: Bush, Gottshall, Kregor, Marozsan, Meierhoff, Stroh, Wojda.

8. Director's Report

- a. Director's Narrative Report
- b. Statistical Report
- c. Announcements and Correspondence
- d. Friends Meeting Attendee for April 13 (No Meeting in March) – to be determined at March Library Board Meeting
- e. Programs of Interest to Library Trustees – none discussed

9. New Business

- a. Staff Reorganization and Salary Ranges – motion to approve the Organizational Plan and Salary Ranges as outlined by the Flow Chart and Salary Range Schedule attached made by Bush, seconded by Gottshall, ayes: Bush, Gottshall, Kregor, Marozsan, Meierhoff, Stroh, Wojda.

10. Executive Session

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

A motion was made by Bush for the Board to go into Executive Session at 8:18 p.m., seconded by Wojda , ayes: Bush, Gottshall, Kregor, Marozsan, Meierhoff, Stroh, Wojda.

A motion was made by Marozsan to end Executive Session at 8:31 p.m. seconded by Gottshall, ayes: Bush, Gottshall, Kregor, Marozsan, Meierhoff, Stroh, Wojda.

11. Committee Reports

- a. Finance Committee (Stroh, Kregor, Bush)
- b. Human Resources Committee (Gottshall, Bush, Meierhoff)
- c. Building and Grounds Committee (Stroh, Meierhoff)

- d. Technology Committee (Kregor, Wojda) – **Technology Timetable was discussed pursuant to the attached Committee Timetable Report**
- e. Public Relations/Advocacy/Fundraising (Gottshall, Wojda)
- f. Friends Liason (rotates among trustees)
- g. Intergovernmental Committee (Stroh, Bush)
- h. Long Range Planning Committee (Kregor, Wojda)

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

13. Adjournment – a motion to adjourn at 8:32 p.m. was made by Marozsan, seconded by Gottsall, ayes: Bush, Gottshall, Kregor, Marozsan, Meierhoff, Stroh, Wojda.

Attachments:

- Draft of 2013-2014 FY Budget**
- Revised User Behavior Policy**
- Revised Computer Usage Policy**
- Flow Chart and Salary Ranges**
- Technology Timetable**

Upcoming Board Meetings: March 12, April 9, 2013, and May 14.

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES
Technology Committee
Tuesday, February 12, 2013

1) **Call to Order; Roll Call:** The meeting was called to order at 6:05 p.m. by Committee Chair Tim Kregor. Roll was called and a quorum was established.

Present: Tim Kregor, Romain Wojda

Absent: John Marozan

Library Staff Present: Eric Bailey, Lyndy Jensen, Carlen DeThorne

Members of the Public: none

2) **Discussion of Technology Projects for the 2013-2014 Fiscal Year**

a) Discussion of the Integrated Library System (ILS) request for proposal.

b) Discussion of new servers for the Library.

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
Long Range Plan Meeting
Friday, March 1, 2013

- 1) **Call to Order; Roll Call:** The meeting was called to order at 6:06 p.m. by Committee Chair Timothy Kregor. Roll was called and a quorum was established.

Present: Timothy Kregor and Romain Wojda
Absent: none
Library Staff Present: Eric Bailey
Members of the Public: none

- 2) **Discussions of a Long Range Plan for the Lake Bluff Public Library**
 - a) Discussion of the Long Range Plan for the library.

- 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 7:10 p.m.
AYES: all
NAYES: none
ABSENT: none

Respectfully submitted,

Eric S. Bailey, Library Director

Lake Bluff Public Library

DATE: 03/08/2013
 TIME: 12:26:07
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

GA PAGE: 1
 F-YR: 13

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 10 PERIODS ENDING FEBRUARY 28, 2013

ACCOUNT #	DESCRIPTION	BALANCE 05/01/12	NET DEBITS	NET CREDITS	BALANCE 02/28/13
ASSETS					
DUE TO/FROM ACCOUNTS					
80-00-100-10000	DUE TO/FROM OTHER FUNDS	286,060.54			
80-00-100-20000	LIB GR FND DUE TO/FROM DETAIL	0.00	8,891.48	8,868.51	286,083.51
TOTAL DUE TO/FROM ACCOUNTS		286,060.54	8,891.48	8,868.51	286,083.51
CASH & INVESTMENTS					
80-10-101-10000	CHECKING ACCOUNT	33,058.22			
80-10-101-10001	CASH BOX OVER/SHORT	0.00	151,255.85	174,113.49	10,200.58
80-10-101-11000	MONEY MARKET ACCOUNT	205,894.68	27.67	401.15	(373.48)
80-10-101-12000	SAVINGS ACCOUNT	0.00	482,837.76	523,057.50	165,674.94
80-10-101-12100	N TR WEED & FEED CHECKING ACCT	0.00		0.00	0.00
80-10-101-13000	PETTY CASH	150.00		0.00	0.00
80-10-101-15000	INVESTMENTS	0.00		0.00	150.00
80-10-101-15010	US GOVERNMENT OBLIGATIONS	0.00		0.00	0.00
80-10-101-15020	CERTIFICATES OF DEPOSIT	0.00		0.00	0.00
80-10-101-15110	ILLINOIS FUND	234,628.87		0.00	0.00
80-10-101-15111	ILLINOIS FUNDS - GRANTS	1.80	806,996.17	541,000.00	500,625.04
TOTAL CASH & INVESTMENTS		473,733.57	1,441,117.45	1,238,572.14	676,278.88
RECEIVABLES					
80-10-201-15000	ACCOUNTS RECEIVABLE	0.00			
80-10-201-15200	PROPERTY TAX RECEIVABLE	804,832.23		0.00	0.00
80-10-201-35000	INTEREST RECEIVABLE	0.00		0.00	804,832.23
80-10-201-37000	OTHER RECEIVABLE	0.00		0.00	0.00
TOTAL RECEIVABLES		804,832.23	0.00	0.00	804,832.23
OTHER ASSETS					
80-10-301-37100	DUE FROM THE VILLAGE	(64.58)			
80-10-301-55000	PREPAID EXPENSES	0.00	889,979.32	889,914.74	0.00
TOTAL OTHER ASSETS		(64.58)	889,979.32	889,914.74	0.00
TOTAL ASSETS		1,564,561.76	2,339,988.25	2,137,355.39	1,767,194.62
LIABILITIES AND FUND EQUITY					
LIABILITIES					
PAYABLES					
80-20-20000	ACCOUNTS PAYABLE	18,10.07			
80-20-41000	SOCIAL SECURITY TAX PAYABLE	0.00	330,924.62	342,533.08	30,548.53
			41,455.97	41,455.97	0.00

Lake Bluff Public Library

DATE: 03/ /2013
 TIME: 12:26:07
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

615 PAGE: 2
 F-YR: 13

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 10 PERIODS ENDING FEBRUARY 28, 2013

ACCOUNT #	DESCRIPTION	BALANCE 05/01/12	NET DEBITS	NET CREDITS	BALANCE 02/28/13
LIABILITIES					
PAYABLES					
80-20-102-42000	FEDERAL INCOME TAX PAYABLE	0.00	27,073.97	27,073.97	0.00
80-20-102-43000	STATE INCOME TAX PAYABLE	0.00	12,778.38	12,778.38	0.00
80-20-102-44000	IMRF PAYABLE	0.00	41,824.31	41,824.31	0.00
80-20-102-45000	ICMA 457 PLAN PAYABLE	0.00	21,550.00	20,500.00	(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	2,539.68	2,539.68	0.00
80-20-102-66000	LIBRARY HSA PAYABLE	0.00	4,000.00	4,000.00	0.00
80-20-102-70000	OTHER SHORT TERM LIABILITIES	0.00	0.00	0.00	0.00
TOTAL PAYABLES		18,940.07	482,146.93	492,705.39	29,498.53
OTHER LIABILITIES					
80-20-202-16000	ACCRUED PAYROLL	15,087.00	0.00	0.00	15,087.00
80-20-202-22000	DEFERRED PROPERTY TAX	804,832.23	0.00	0.00	804,832.23
80-20-202-22100	OTHER DEFERRED REVENUE	0.00	0.00	0.00	0.00
80-20-202-22200	DUE TO THE VILLAGE MEDICAL FND	0.00	0.00	0.00	0.00
80-20-202-22300	RESTRICTED GIFTS	0.00	0.00	0.00	0.00
80-20-202-22301	TECH 2 FOR YOU DONATIONS	0.00	0.00	0.00	0.00
80-20-202-23500	NOTES PAYABLE	0.00	0.00	0.00	0.00
TOTAL OTHER LIABILITIES		819,919.23	0.00	0.00	819,919.23
ESCROWS & DEPOSITS					
80-20-302-24000	MISCELLANEOUS RESERVE	0.00	0.00	0.00	0.00
TOTAL ESCROWS & DEPOSITS		0.00	0.00	0.00	0.00
LONG TERM LIABILITIES					
80-20-402-39000	OTHER LONG TERM LIABILITIES	0.00	0.00	0.00	0.00
TOTAL LONG TERM LIABILITIES		0.00	0.00	0.00	0.00
TOTAL LIABILITIES		838,859.30	482,146.93	492,705.39	849,417.76
FUND EQUITY					
EQUITY SECTION					
80-30-100-53000	UNRESERVED FUND BALANCE	575,702.46	0.00	0.00	575,702.46
80-30-100-53100	RESERVED FOR AUTOMATION	0.00	0.00	0.00	0.00
80-30-100-53200	DESIGNATED FOR CAPITAL MAINT	75,000.00	0.00	0.00	75,000.00
80-30-100-53300	DESIGNATED FOR CAP BLDG IMPR	75,000.00	0.00	0.00	75,000.00
TOTAL EQUITY SECTION		725,702.46	0.00	0.00	725,702.46
FUND SURPLUS (DEFICIT)		0.00	0.00	192,074.40	192,074.40

Lake Bluff Public Library

DATE: 03/08/2013
TIME: 12:26:07
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-- VILLAGE OF LAKE BLUFF --
DETAILED BALANCE SHEET

GC PAGE: 3
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FUND: LAKE BLUFF PUBLIC LIBRARY
FOR 10 PERIODS ENDING FEBRUARY 28, 2013

ACCOUNT #	DESCRIPTION	BALANCE 05/01/12	NET DEBITS	NET CREDITS	BALANCE 02/28/13
TOTAL FUND EQUITY		725,702.46	0.00	192,074.40	917,776.86
TOTAL LIABILITIES AND FUND EQUITY		1,564,561.76	482,146.93	684,779.79	1,767,194.62

Lake Bluff Public Library

DATE: 03/05/2013
 TIME: 12:26:07
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

60 PAGE: 4
 F-YR: 13

FUND: LIBRARY BLG RENOVATION FUND
 FOR 10 PERIODS ENDING FEBRUARY 28, 2013

ACCOUNT #	DESCRIPTION	BALANCE 05/01/12	NET DEBITS	NET CREDITS	BALANCE 02/28/13
ASSETS					
TOTAL ASSETS		0.00	0.00	0.00	0.00
LIABILITIES AND FUND EQUITY					
LIABILITIES					
---	UNDEFINED CODE ---				
81-00-100-10000	INTERFUND ACCT	287,618.85	0.00	2,800.00	290,418.85
TOTAL --- UNDEFINED CODE ---		287,618.85	0.00	2,800.00	290,418.85
---	UNDEFINED CODE ---				
81-20-102-20000	ACCOUNTS PAYABLE	0.00	2,800.00	2,800.00	0.00
TOTAL --- UNDEFINED CODE ---		0.00	2,800.00	2,800.00	0.00
TOTAL LIABILITIES		287,618.85	2,800.00	5,600.00	290,418.85
FUND EQUITY					
---	UNDEFINED CODE ---				
81-30-100-53100	RESERVED FOR CAPITAL	(287,618.85)	0.00	0.00	(287,618.85)
TOTAL --- UNDEFINED CODE ---		(287,618.85)	0.00	0.00	(287,618.85)
	FUND SURPLUS (DEFICIT)	0.00	2,800.00	0.00	(2,800.00)
TOTAL FUND EQUITY		(287,618.85)	2,800.00	0.00	(290,418.85)
TOTAL LIABILITIES AND FUND EQUITY		0.00	5,600.00	5,600.00	0.00

Lake Bluff Public Library

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

6E PAGE: 5
 F-YR: 13

DATE: 03/08/2013
 TIME: 12:26:07
 ID: GL450000.WOW

FUND: LIBRARY BIRD MEMORIAL FUND
 FOR 10 PERIODS ENDING FEBRUARY 28, 2013

ACCOUNT #	DESCRIPTION	BALANCE 05/01/12	NET DEBITS	NET CREDITS	BALANCE 02/28/13
ASSETS					
CASH & INVESTMENTS					
82-10-101-12000	LIBRARY BIRD MEMORIAL SAVINGS	3,024.76	0.84	3,025.60	0.00
TOTAL CASH & INVESTMENTS		3,024.76	0.84	3,025.60	0.00
TOTAL ASSETS		3,024.76	0.84	3,025.60	0.00
LIABILITIES AND FUND EQUITY					
LIABILITIES					
INTERFUND CLEARING ACCOUNT					
82-00-100-10000	DUE TO/FROM LIBRARY FUND	10,822.76	8,868.51	6,091.48	8,045.73
TOTAL INTERFUND CLEARING ACCOUNT		10,822.76	8,868.51	6,091.48	8,045.73
PAYABLES					
82-20-102-20000	ACCOUNTS PAYABLE	2,876.00	3,034.10	158.10	0.00
TOTAL PAYABLES		2,876.00	3,034.10	158.10	0.00
TOTAL LIABILITIES		13,698.76	11,902.61	6,249.58	8,045.73
FUND EQUITY					
EQUITY SECTION					
82-30-100-53000	UNRESERVED FUND BALANCE	(10,674.00)	0.00	0.00	(10,674.00)
TOTAL EQUITY SECTION		(10,674.00)	0.00	0.00	(10,674.00)
FUND SURPLUS (DEFICIT)		0.00	0.00	2,628.27	(10,674.00)
TOTAL FUND EQUITY		(10,674.00)	0.00	2,628.27	(8,045.73)
TOTAL LIABILITIES AND FUND EQUITY		3,024.76	11,902.61	8,877.85	0.00

Lake Bluff Public Library

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

DATE: 03/05/2013
 TIME: 12:26:07
 ID: GL450000.WOW

61 PAGE: 6
 F-YR: 13

FUND: LAKE BLUFF LIBRARY GRANT FUND
 FOR 10 PERIODS ENDING FEBRUARY 28, 2013

ACCOUNT #	DESCRIPTION	BALANCE 05/01/12	NET DEBITS	NET CREDITS	BALANCE 02/28/13
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

Lake Bluff Public Library

DATE: 03/08/2013
 TIME: 12:34:42
 ID: GL470006.WOW

7A

PAGE: 1
 F-YR: 13

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 10 PERIODS ENDING FEBRUARY 28, 2013

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: REVENUES

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
PROPERTY TAXES							
80-40-103-10000	LIBRARY PROPERTY TAX	0.00	0.00	800,694.62	782,229.09	800,255.00	100.0%
TOTAL REVENUES: PROPERTY TAXES		0.00	0.00	800,694.62	782,229.09	800,255.00	100.0%
SERVICES & FEES							
80-40-403-48300	PHOTO-COPY CHARGES	182.75	174.90	1,734.33	1,492.95	1,700.00	102.0%
80-40-403-48500	NON-RESIDENT FEES	745.33	1,146.82	6,147.73	5,950.37	4,500.00	136.6%
TOTAL REVENUES: SERVICES & FEES		928.08	1,321.72	7,882.06	7,443.32	6,200.00	127.1%
FINES							
80-40-503-65000	RENTAL FINES	714.77	1,109.85	10,602.98	10,226.63	11,500.00	92.1%
TOTAL REVENUES: FINES		714.77	1,109.85	10,602.98	10,226.63	11,500.00	92.1%
MISCELLANEOUS							
80-40-603-73000	PER CAPITA GRANTS	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73100	"WEED AND FEED" GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73200	ILLINOIS FIRST GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73400	MISCELLANEOUS GRANTS RECEIVED	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73500	HVAC GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73600	SHAKESPEARE GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73700	VILLAGE CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73800	VLIET OPERATING COST CONTRIB	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-75000	INTEREST EARNINGS	0.00	0.00	0.00	0.00	7,750.00	0.0%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	39.91	59.35	662.55	516.71	0.00	0.0%
80-40-603-78001	RESTRICTED DONATIONS	3.07	0.31	252.77	295.33	450.00	147.2%
80-40-603-78002	VCLA EQUITY DONATION	0.00	0.00	9,641.77	18,737.23	0.00	100.0%
80-40-603-78200	TECH-4-U DONATIONS	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-78500	NAPERVILLE (IMPACT) FEE	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-89000	MISCELLANEOUS INCOME	156.37	101.74	0.00	0.00	0.00	0.0%
TOTAL REVENUES: MISCELLANEOUS		199.35	161.40	1,599.49	3,884.83	1,500.00	106.6%
TOTAL REVENUES: REVENUES		1,842.20	2,592.97	831,336.24	823,333.14	9,700.00	125.3%
TOTAL FUND REVENUES		1,842.20	2,592.97	831,336.24	823,333.14	827,655.00	100.4%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 10 PERIODS ENDING FEBRUARY 28, 2013

7B PAGE: 2
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FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
LIBRARY SERVICES							
80-60-001-40000	LIBRARIAN SALARIES	17,540.96	16,835.86	172,857.10	211,321.81	260,000.00	66.4%
80-60-001-40050	STAFF SALARIES	13,880.63	12,372.17	136,260.08	98,423.03	134,889.00	101.0%
80-60-001-40060	SALARY SURVEY ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-40200	SEASONAL STAFF SALARIES	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-40400	MEDICAL INSURANCE	3,159.70	3,099.81	33,843.72	34,921.01	50,000.00	67.6%
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	100.00	210.00	2,000.00	5.0%
80-60-001-40950	EMPLOYER IMRF	3,176.46	2,973.94	30,473.41	29,560.57	39,500.00	77.1%
80-60-001-40951	EMPLOYER FICA TAX	2,353.21	2,185.15	23,147.15	23,206.97	30,500.00	75.8%
80-60-001-41000	BUILDING MAINTENANCE	2,651.17	996.25	24,788.08	22,156.50	20,000.00	123.9%
80-60-001-41020	ELEVATOR MAINTENANCE	214.64	200.00	1,474.48	1,733.94	2,500.00	58.9%
80-60-001-41050	GROUNDS MAINTENANCE	960.00	0.00	6,401.97	5,243.00	10,500.00	60.9%
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	99.00	0.00	0.0%
80-60-001-41303	COPIER MAINTENANCE/SUPPLIES	184.78	137.06	4,463.65	2,753.93	4,500.00	99.1%
80-60-001-41304	OTHER PROFESSIONAL SERVICES	0.00	543.75	0.00	7,560.79	6,500.00	0.0%
80-60-001-41305	COMPUTER SERVICES	0.00	0.00	15,235.00	16,689.65	28,000.00	54.4%
80-60-001-41350	LEGAL SERVICES	0.00	0.00	4,127.19	630.00	2,500.00	165.0%
80-60-001-42400	PROFESSIONAL DEVELOPMENT	700.00	0.00	3,321.00	2,710.49	6,000.00	55.3%
80-60-001-42440	DUES	0.00	0.00	1,413.13	2,118.00	3,000.00	47.1%
80-60-001-43230	UTILITIES	528.97	416.06	4,872.84	4,873.01	8,000.00	60.9%
80-60-001-43300	POSTAGE	35.98	0.00	2,176.11	2,163.86	3,000.00	72.5%
80-60-001-43400	PRINTING/E-NEWSLETTER	243.20	1,656.97	5,822.38	6,685.95	8,500.00	68.4%
80-60-001-43550	OFFICE SUPPLIES	832.15	1,237.08	4,320.14	5,487.14	6,000.00	72.0%
80-60-001-43570	OPERATING SUPPLIES	0.00	0.00	52.98	0.00	0.00	-100.0%
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	175.55	213.59	1,644.91	1,168.24	2,500.00	65.7%
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	103.79	195.90	3,704.24	4,955.72	4,500.00	82.3%
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	18.09	753.23	930.41	1,000.00	75.3%
80-60-001-43710	ADULT PROGRAM SUPPLIES	(213.87)	200.00	3,348.83	3,637.73	4,000.00	83.7%
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	250.00	264.00	4,994.68	5,907.04	7,000.00	71.3%
80-60-001-44800	PER CAPITA GRANT	0.00	0.00	0.00	825.61	0.00	0.0%
80-60-001-44850	ROSSI GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-44870	PROGRAM EXPENSES	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-44900	"WEED AND FEED" GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-44901	PATTI MANNELLY MEMORIAL GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-45000	ADULT NON-FICTION BOOKS	1,092.12	862.67	15,042.98	14,675.63	18,000.00	83.5%
80-60-001-45100	ADULT FICTION BOOKS	847.36	1,094.65	11,884.84	14,157.70	16,000.00	74.2%
80-60-001-45110	ADULT LARGE PRINT MATERIAL	18.72	0.00	734.38	520.03	1,000.00	73.4%
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	1,471.69	611.00	12,055.52	9,097.75	14,000.00	86.1%
80-60-001-45220	ADULT REFERENCE/E-REFER	275.00	0.00	15,327.56	4,190.00	15,000.00	102.1%
80-60-001-45300	ADULT REFERENCE MATERIAL	0.00	0.00	0.00	6,112.82	0.00	0.0%
80-60-001-45400	JUVENILE NON-FICTION	189.31	49.93	2,620.08	6,261.82	7,000.00	37.4%
80-60-001-45410	PICTURE BOOKS, READERS	317.32	444.03	4,673.47	4,863.63	6,000.00	77.8%
80-60-001-45420	JUVENILE FICTION	444.42	467.36	6,299.06	5,819.34	7,800.00	80.7%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 10 PERIODS ENDING FEBRUARY 28, 2013

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FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
LIBRARY SERVICES							
80-60-001-45430	JUVENILE AUDIO-VISUAL	143.69	0.00	2,259.52	2,515.57	4,000.00	56.4%
80-60-001-45440	JUVENILE REFERENCE	0.00	0.00	0.00	110.81	0.00	0.0%
80-60-001-45450	TEEN BOOKS	178.99	15.62	2,007.17	2,127.47	3,000.00	66.9%
80-60-001-45460	E-BOOKS	0.00	0.00	3,270.65	0.00	5,000.00	65.4%
80-60-001-45470	GRAPHIC NOVELS	43.03	0.00	286.96	0.00	500.00	57.3%
80-60-001-45500	PERIODICALS	201.00	676.38	5,034.59	5,773.44	8,500.00	59.2%
80-60-001-45510	VIDEO GAMES	0.00	39.99	2,348.75	1,549.80	2,300.00	102.1%
80-60-001-45600	PATRON & STAFF SOFTWARE	9.95	0.00	4,229.10	3,275.00	4,000.00	105.7%
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	12,461.34	13,096.00	14,000.00	89.0%
80-60-001-45700	BRANCH MATERIALS	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-45900	MINOR EQUIPMENT	0.00	0.00	550.02	1,797.92	0.00	-100.0%
80-60-001-46000	MISCELLANEOUS EXPENSES	(2.70)	46.90	705.13	869.72	2,000.00	35.2%
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	0.00	636.00	9,794.11	1,873.13	0.00	-100.0%
80-60-001-49000	LIBRARY FURNISHINGS	0.00	290.19	280.10	3,442.68	5,000.00	5.6%
80-60-001-49100	BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-49120	EXT BUILDING IMPROVEMENTS	0.00	0.00	4,935.00	0.00	5,000.00	98.7%
80-60-001-49350	COMPUTER EQUIPMENT	314.20	0.00	8,088.99	4,941.29	13,000.00	62.2%
80-60-001-49351	TECH-4-U AUTOMATION	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-49400	OTHER EQUIPMENT	27.81	0.00	1,562.62	881.35	4,500.00	34.7%
80-60-001-50000	CONTINGENCY	0.00	0.00	23,213.60	2,150.12	25,916.00	89.5%
TOTAL EXPENSES: LIBRARY SERVICES		52,349.23	48,780.40	639,261.84	606,076.42	826,405.00	77.3%
TOTAL EXPENSES: LIBRARY ADMINISTRATION		52,349.23	48,780.40	639,261.84	606,076.42	826,405.00	77.3%
TOTAL FUND EXPENSES		52,349.23	48,780.40	639,261.84	606,076.42	826,405.00	77.3%

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 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 10 PERIODS ENDING FEBRUARY 28, 2013

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

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
MISCELLANEOUS							
82-40-603-53000	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	5,867.91	0.00	6,197.00	94.6%
82-40-603-73400	MISCELLANEOUS GRANT	0.00	0.00	0.00	0.00	15,000.00	0.0%
82-40-603-75000	INTEREST EARNINGS	0.00	0.11	0.84	1.75	0.00	100.0%
82-40-603-78000	UNRESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.00	5,000.00	0.0%
82-40-603-78100	RESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.00	15,000.00	0.0%
82-40-603-78200	TECH-4-U DONATIONS	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL REVENUES: MISCELLANEOUS		0.00	0.11	5,868.75	1.75	41,197.00	14.2%
TOTAL REVENUES: BIR MEMORIAL FUND REVENUES		0.00	0.11	5,868.75	1.75	41,197.00	14.2%
TOTAL FUND REVENUES		1,842.20	2,593.08	837,204.99	823,334.89	868,852.00	96.3%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 10 PERIODS ENDING FEBRUARY 28, 2013

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FUND: LAKE BLUFF PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY BUDGET	FEBRUARY ACTUAL	% VARIANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARIANCE
REVENUES							
REVENUES							
80-40-103-10000	LIBRARY PROPERTY TAX	0.00	0.00	0.0	800,255.00	800,694.62	0.0
TOTAL PROPERTY TAXES		0.00	0.00	0.0	800,255.00	800,694.62	0.0
SERVICES & FEES							
80-40-403-48300	PHOTO-COPY CHARGES	141.66	182.75	29.0	1,700.00	1,734.33	2.0
80-40-403-48500	NON-RESIDENT FEES	375.00	745.33	98.7	4,500.00	6,147.73	36.6
TOTAL SERVICES & FEES		516.66	928.08	79.6	6,200.00	7,882.06	27.1
FINES							
80-40-503-65000	RENTAL FINES	958.33	714.77	(25.4)	11,500.00	10,602.98	(7.8)
TOTAL FINES		958.33	714.77	(25.4)	11,500.00	10,602.98	(7.8)
MISCELLANEOUS							
80-40-603-73000	PER CAPITA GRANTS	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-73100	"WEED AND FEED" GRANT	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-73200	ILLINOIS FIRST GRANT	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-73400	MISCELLANEOUS GRANTS RECEIVED	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-73500	HVAC GRANT	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-73600	SHAKESPEARE GRANT	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-73700	VILLAGE CONTRIBUTION	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-73800	VLIET OPERATING COST CONTRIB	0.00	0.00	0.0	7,750.00	0.00	100.0
80-40-603-75000	INTEREST EARNINGS	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-78000	DONATIONS/CONTRIBUTIONS	37.50	39.91	6.4	450.00	0.00	0.0
80-40-603-78001	RESTRICTED DONATIONS	0.00	3.07	100.0	0.00	662.55	47.2
80-40-603-78002	VCLA EQUITY DONATION	0.00	0.00	0.0	0.00	252.77	100.0
80-40-603-78200	TECH-4-U DONATIONS	0.00	0.00	0.0	0.00	9,641.77	100.0
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	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL MISCELLANEOUS		125.00	156.37	25.1	1,500.00	1,599.49	6.6
TOTAL REVENUES: REVENUES		162.50	199.35	22.6	9,700.00	12,156.58	25.3
		1,637.49	1,842.20	12.5	827,655.00	831,336.24	0.4
LIBRARY ADMINISTRATION EXPENSES							
LIBRARY SERVICES							
80-60-001-40000	LIBRARIAN SALARIES	21,666.66	17,540.96	19.0	260,000.00	172,857.10	33.5
80-60-001-40050	STAFF SALARIES	11,240.75	13,880.63	(23.4)	134,889.00	136,260.08	(1.0)
80-60-001-40060	SALARY SURVEY ADJUSTMENTS	0.00	0.00	0.0	0.00	0.00	0.0

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 FOR 10 PERIODS ENDING FEBRUARY 28, 2013

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FUND: LAKE BLUFF PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY BUDGET	FEBRUARY ACTUAL	VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	VARI- ANCE
LIBRARY ADMINISTRATION							
EXPENSES							
LIBRARY SERVICES							
80-60-001-40200	SEASONAL STAFF SALARIES	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-40400	MEDICAL INSURANCE	4,166.66	3,159.70	24.1	50,000.00	33,843.72	32.3
80-60-001-40750	PROFESSIONAL INSURANCE & BONDS	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-40900	OTHER EMPLOYEE BENEFITS	166.66	0.00	100.0	2,000.00	100.00	95.0
80-60-001-40950	EMPLOYER IMRF	3,291.66	3,176.46	3.5	39,500.00	30,473.41	22.8
80-60-001-40951	EMPLOYER FICA TAX	2,541.66	2,353.21	7.4	30,500.00	23,147.15	24.1
80-60-001-41000	BUILDING MAINTENANCE	1,666.66	2,651.17	(59.0)	20,000.00	24,788.08	(23.9)
80-60-001-41020	ELEVATOR MAINTENANCE	208.33	214.64	(3.0)	2,500.00	1,474.48	41.0
80-60-001-41050	GROUNDS MAINTENANCE	875.00	960.00	(9.7)	10,500.00	6,401.97	39.0
80-60-001-41200	EQUIPMENT MAINTENANCE	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-41300	COMPUTER SERVICES	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-41303	COPIER MAINTENANCE/SUPPLIES	375.00	184.78	50.7	4,500.00	4,463.65	0.8
80-60-001-41304	OTHER PROFESSIONAL SERVICES	541.66	0.00	100.0	6,500.00	0.00	100.0
80-60-001-41305	COMPUTER SERVICES	2,333.33	0.00	100.0	28,000.00	15,235.00	45.5
80-60-001-41350	LEGAL SERVICES	208.33	0.00	100.0	2,500.00	4,127.19	(65.0)
80-60-001-42400	PROFESSIONAL DEVELOPMENT	500.00	700.00	(40.0)	6,000.00	3,321.00	44.6
80-60-001-42440	DUES	250.00	0.00	100.0	3,000.00	1,413.13	52.9
80-60-001-43230	UTILITIES	666.66	528.97	20.6	8,000.00	4,872.84	39.0
80-60-001-43300	POSTAGE	250.00	35.98	85.6	3,000.00	2,176.11	27.4
80-60-001-43400	PRINTING/E-NEWSLETTER	708.33	243.20	65.6	8,500.00	5,822.38	31.5
80-60-001-43550	OFFICE SUPPLIES	500.00	832.15	(66.4)	6,000.00	4,320.14	28.0
80-60-001-43570	OPERATING SUPPLIES	0.00	0.00	0.0	0.00	52.98	100.0
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	208.33	175.55	15.7	2,500.00	1,644.91	34.2
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	375.00	103.79	72.3	4,500.00	3,704.24	17.6
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	83.33	0.00	100.0	1,000.00	753.23	24.6
80-60-001-43710	ADULT PROGRAM SUPPLIES	333.33	(213.87)	164.1	4,000.00	3,348.83	16.2
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	583.33	250.00	57.1	7,000.00	4,994.68	28.6
80-60-001-44800	PER CAPITA GRANT	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-44850	ROSSI GRANT	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-44870	PROGRAM EXPENSES	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-44900	"WEED AND FEED" GRANT	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-44901	PATTI MANNELLY MEMORIAL GRANT	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-45000	ADULT NON-FICTION BOOKS	1,500.00	1,092.12	27.1	18,000.00	15,042.98	16.4
80-60-001-45100	ADULT FICTION BOOKS	1,333.33	847.36	36.4	16,000.00	11,884.84	25.7
80-60-001-45110	ADULT LARGE PRINT MATERIAL	83.33	18.72	77.5	1,000.00	734.38	26.5
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	1,166.66	1,471.69	(26.1)	14,000.00	12,055.52	13.8
80-60-001-45220	ADULT REFERENCE/E-REFER	1,250.00	275.00	78.0	15,000.00	15,327.56	(2.1)
80-60-001-45300	ADULT REFERENCE MATERIAL	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-45400	JUVENILE NON-FICTION	583.33	189.31	67.5	7,000.00	2,620.08	62.5
80-60-001-45410	PICTURE BOOKS, READERS	500.00	317.32	36.5	6,000.00	4,673.47	22.1
80-60-001-45420	JUVENILE FICTION	650.00	444.42	31.6	7,800.00	6,299.06	19.2
80-60-001-45430	JUVENILE AUDIO-VISUAL	333.33	143.69	56.8	4,000.00	2,259.52	43.5

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 10 PERIODS ENDING FEBRUARY 28, 2013

8C PAGE: 3
 F-YR: 13

FUND: LAKE BLUFF PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY BUDGET	FEBRUARY ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
LIBRARY ADMINISTRATION EXPENSES							
LIBRARY SERVICES							
80-60-001-45440	JUVENILE REFERENCE	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-45450	TEEN BOOKS	250.00	178.99	28.4	3,000.00	2,007.17	33.0
80-60-001-45460	E-BOOKS	416.66	0.00	100.0	5,000.00	3,270.65	34.5
80-60-001-45470	GRAPHIC NOVELS	41.66	43.03	(3.2)	500.00	286.96	42.6
80-60-001-45500	PERIODICALS	708.33	201.00	71.6	8,500.00	5,034.59	40.7
80-60-001-45510	VIDEO GAMES	191.66	0.00	100.0	2,300.00	2,348.75	(2.1)
80-60-001-45600	PATRON & STAFF SOFTWARE	333.33	9.95	97.0	4,000.00	4,229.10	(5.7)
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	1,166.66	0.00	100.0	14,000.00	12,461.34	10.9
80-60-001-45700	BRANCH MATERIALS	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-45900	MINOR EQUIPMENT	0.00	0.00	0.0	0.00	550.02	100.0
80-60-001-46000	MISCELLANEOUS EXPENSES	166.66	(2.70)	101.6	2,000.00	705.13	64.7
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	0.00	0.00	0.0	0.00	9,794.11	100.0
80-60-001-49000	LIBRARY FURNISHINGS	416.66	0.00	100.0	5,000.00	280.10	94.4
80-60-001-49100	BUILDING IMPROVEMENTS	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-49120	EXT BUILDING IMPROVEMENTS	416.66	0.00	100.0	5,000.00	4,935.00	1.3
80-60-001-49350	COMPUTER EQUIPMENT	1,083.33	314.20	71.0	13,000.00	8,088.99	37.7
80-60-001-49351	TECH-4-U AUTOMATION	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-49400	OTHER EQUIPMENT	375.00	27.81	92.5	4,500.00	1,562.62	65.2
80-60-001-50000	CONTINGENCY	2,159.66	0.00	100.0	25,916.00	23,213.60	10.4
TOTAL LIBRARY SERVICES		68,866.92	52,349.23	23.9	826,405.00	639,261.84	22.6
TOTAL EXPENSES: LIBRARY ADMINISTRATION		68,866.92	52,349.23	23.9	826,405.00	639,261.84	22.6
TOTAL FUND REVENUES		1,637.49	1,842.20	12.5			
TOTAL FUND EXPENSES		68,866.92	52,349.23	23.9	827,655.00	831,336.24	0.4
FUND SURPLUS (DEFICIT)		(67,229.43)	(50,507.03)	(24.8)	1,250.00	192,074.40	5265.9

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 10 PERIODS ENDING FEBRUARY 28, 2013

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FUND: LIBRARY BLG RENOVATION FUND

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY BUDGET	FEBRUARY ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
--- UNDEFINED CODE ---							
EXPENSES							
--- UNDEFINED CODE ---							
81-60-001-49000	LIBRARY FURNISHINGS	0.00	0.00	0.0	0.00	2,800.00	100.0
81-60-001-49100	BUILDING IMPROVEMENTS	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL --- UNDEFINED CODE ---		0.00	0.00	0.0	0.00	2,800.00	100.0
TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	0.00	0.0	0.00	2,800.00	100.0
TOTAL FUND REVENUES		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FUND EXPENSES		0.00	0.00	0.0	0.00	2,800.00	100.0
FUND SURPLUS (DEFICIT)		0.00	0.00	0.0	0.00	(2,800.00)	100.0

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 10 PERIODS ENDING FEBRUARY 28, 2013

8E PAGE: 5
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FUND: LIBRARY BIRD MEMORIAL FUND

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY BUDGET	FEBRUARY ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
BIR MEMORIAL FUND REVENUES							
REVENUES							
MISCELLANEOUS							
82-40-603-53000	BIRD MEMORIAL RESERVE	0.00	0.00	0.0	0.00	0.00	0.0
82-40-603-73000	STATE PER CAPITA GRANT	0.00	0.00	0.0	6,197.00	0.00	0.0
82-40-603-73400	MISCELLANEOUS GRANT	1,250.00	0.00	100.0	15,000.00	5,867.91	(5.3)
82-40-603-75000	INTEREST EARNINGS	0.00	0.00	0.0	0.00	0.00	100.0
82-40-603-78000	UNRESTRICTED DONATIONS/CONTRIB	416.66	0.00	100.0	5,000.00	0.84	100.0
82-40-603-78100	RESTRICTED DONATIONS/CONTRIB	1,250.00	0.00	100.0	15,000.00	0.00	100.0
82-40-603-78200	TECH-4-U DONATIONS	0.00	0.00	0.0	0.00	0.00	100.0
TOTAL MISCELLANEOUS		2,916.66	0.00	100.0	41,197.00	5,868.75	(85.7)
TOTAL REVENUES: BIR MEMORIAL FUND REVENUES		2,916.66	0.00	100.0	41,197.00	5,868.75	(85.7)
BIRD MEMORIAL EXPENDITURES							
EXPENSES							
--- UNDEFINED CODE ---							
82-60-001-44800	PER CAPITAL GRANT EXPENDITURES	516.41	0.00	100.0	6,197.00	3,057.38	50.6
82-60-001-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.0	0.00	0.00	0.0
82-60-001-44901	PATTI MANNELLY MEMORIAL EXPEND	0.00	0.00	0.0	0.00	0.00	0.0
82-60-001-49000	BIRD MEMORIAL - CHILDRENS LIBR	250.00	0.00	100.0	3,000.00	158.10	94.7
82-60-001-49350	TECH-4-U AUTOMATION EXPENDITUR	0.00	0.00	0.0	0.00	0.00	0.0
82-60-001-49600	HVAC SYSTEM	0.00	0.00	0.0	0.00	0.00	0.0
82-60-001-99999	USE OF DONATIONS/TEMPORARY EXP	1,666.66	0.00	100.0	20,000.00	0.00	100.0
TOTAL --- UNDEFINED CODE ---		2,433.07	0.00	100.0	29,197.00	3,215.48	88.9
CONTRACTUAL & COMMODITIES							
82-60-002-43570	OPERATING SUPPLIES	0.00	0.00	0.0	0.00	0.00	0.0
82-60-002-45000	BIRD MEMORIAL EXPENSES	0.00	0.00	0.0	0.00	25.00	100.0
TOTAL CONTRACTUAL & COMMODITIES		0.00	0.00	0.0	0.00	25.00	100.0
TOTAL EXPENSES: BIRD MEMORIAL EXPENDITURES		2,433.07	0.00	100.0	29,197.00	3,240.48	88.9
TOTAL FUND REVENUES		2,916.66	0.00	100.0	41,197.00	5,868.75	(85.7)
TOTAL FUND EXPENSES		2,433.07	0.00	100.0	29,197.00	3,240.48	88.9
FUND SURPLUS (DEFICIT)		483.59	0.00	100.0	12,000.00	2,628.27	(78.1)

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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
10996	9VANTAGE 101573643	02/05/13	VANTAGEPOINT TRANSFER AGENTS 01 'EE ICMA CONTRIBUTION: 2/15/13	02/12/13	80-20-102-45000 INVOICE TOTAL:	1,050.00 1,050.00 *
					CHECK TOTAL:	1,050.00
10997	9AT&T 84723425402	02/07/13	AT & T 01 LCL PH SRVC: 1/8-2/7/13	02/25/13	80-60-001-43230 INVOICE TOTAL:	273.87 273.87 *
					CHECK TOTAL:	273.87
10998	9COMCAST COM021213	02/12/13	COMCAST CABLE 01 INTERNET SRVC: 2/19-3/18/13	02/25/13	80-60-001-43230 INVOICE TOTAL:	141.90 141.90 *
					CHECK TOTAL:	141.90
10999	9DELAGÉ 16817684	02/09/13	DE LAGE LANDEN FINANCIAL SRVC 01 COPIER MAINT: FEB 2013	02/25/13	80-60-001-41303 INVOICE TOTAL:	137.06 137.06 *
					CHECK TOTAL:	137.06
11000	9INGRAM 70371316	02/01/13	INGRAM LIBRARY SERVICES 01 GRAPHIC NOVELS	02/25/13	80-60-001-45470 INVOICE TOTAL:	11.99 11.99 *
	70371317	02/01/13	01 ADULT FICTION BOOKS		80-60-001-45100 INVOICE TOTAL:	20.55 20.55 *
	70468217	02/07/13	01 ADULT FICTION BOOKS		80-60-001-45100 INVOICE TOTAL:	14.12 14.12 *
	70468218	02/07/13	01 ADULT FICTION BOOKS		80-60-001-45100 INVOICE TOTAL:	14.12 14.12 *
	70468219	02/07/13	01 ADULT FICTION BOOKS		80-60-001-45100 INVOICE TOTAL:	15.25 15.25 *
	70468220	02/07/13	01 ADULT FICTION BOOKS		80-60-001-45100 INVOICE TOTAL:	194.11 194.11 *

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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
11000	9INGRAM	INGRAM LIBRARY SERVICES			02/25/13		
	70468221	02/07/13	01	ADULT FICTION BOOKS		80-60-001-45100	9.57
						INVOICE TOTAL:	9.57 *
						CHECK TOTAL:	279.71
11001	9NCCPETE	NCC-PETERSON PRODUCTS			02/25/13		
	60533	01/30/13	01	JANITORIAL SUPPLIES		80-60-001-43660	164.76
						INVOICE TOTAL:	164.76 *
						CHECK TOTAL:	164.76
11002	9USPOSTA	UNITED STATES POSTAL SERVICE			02/25/13		
	USP022013	02/20/13	01	STAMPS		80-60-001-43300	33.00
						INVOICE TOTAL:	33.00 *
						CHECK TOTAL:	33.00
11003	9WENDTM	WENDT MAINTENANCE INC.			02/25/13		
	WEN02012013	02/01/13	01	GRNDS MAINT/SNOW REMVL:FEB 13		80-60-001-41050	480.00
						INVOICE TOTAL:	480.00 *
						CHECK TOTAL:	480.00
11004	9KAMINMI	MICAH KAMIN			02/25/13		
	KAM021612	02/16/13	01	CUSTODIAL SRVC'S: 2/12/13		80-60-001-41000	75.00
						INVOICE TOTAL:	75.00 *
						CHECK TOTAL:	75.00
11005	9INNEXPR	INNOVATION EXPERTS			02/25/13		
	GVRL1213F45	10/29/12	01	ADULT REFERENCE/E-REFER		80-60-001-45220	275.00
						INVOICE TOTAL:	275.00 *
						CHECK TOTAL:	275.00
11006	9MINUTEG	MINUTEMAN PRESS OF GURNEE			02/25/13		
	44578	02/08/13	01	OFFICE SUPPLIES		80-60-001-43550	169.80
						INVOICE TOTAL:	169.80 *
						CHECK TOTAL:	169.80

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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
11007	9VANTAGE 101582208	VANTAGEPOINT TRANSFER AGENTS 02/25/13	01 'EE ICMA CONTRIBUTION: 2/28/13	03/01/13	80-20-102-45000	1,050.00
					INVOICE TOTAL:	1,050.00 *
					CHECK TOTAL:	1,050.00
					TOTAL AMOUNT PAID:	4,130.10

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-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
11008	9AMAZONA	VOIDED---LEADER CHECK						
	00884808752		01/18/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	38.73	
						INVOICE TOTAL:	38.73 *	
	028943411400		01/22/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.99	
						INVOICE TOTAL:	14.99 *	
	028949050365		01/29/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	171.84	
						INVOICE TOTAL:	171.84 *	
	039021219120		01/18/13	01	ADULT FICTION	80-60-001-45100	22.53	
						INVOICE TOTAL:	22.53 *	
	108860123804		02/05/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	24.99	
						INVOICE TOTAL:	24.99 *	
	108864953589		01/24/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	9.99	
						INVOICE TOTAL:	9.99 *	
	108867456910		02/02/13	01	CREDIT	80-60-001-45200	-2.00	
						INVOICE TOTAL:	-2.00 *	
	108869363169		02/01/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	166.39	
						INVOICE TOTAL:	166.39 *	
	112682687128		01/18/13	01	ADULT FICTION	80-60-001-45100	6.14	
						INVOICE TOTAL:	6.14 *	
	118480345825		01/31/13	01	ADULT FICTION	80-60-001-45100	21.01	
						INVOICE TOTAL:	21.01 *	
	212898347456		01/27/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	46.93	
						INVOICE TOTAL:	46.93 *	
	223988619828		01/23/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	204.74	
						INVOICE TOTAL:	204.74 *	

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11008	9AMAZONA	VOIDED---LEADER CHECK					
	223988954794		01/18/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.99
						INVOICE TOTAL:	14.99 *
	244640980559		01/20/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	65.69
						INVOICE TOTAL:	65.69 *
	249725663239		01/27/13	01	ADULT NON-FICTION	80-60-001-45000	209.89
						INVOICE TOTAL:	209.89 *
	265680457627		01/29/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	74.97
						INVOICE TOTAL:	74.97 *
	265682165175		01/11/13	01	CREDIT	80-60-001-45200	-0.36
						INVOICE TOTAL:	-0.36 *
	265688156815		01/10/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	223.80
						INVOICE TOTAL:	223.80 *
	275274604535		02/09/13	01	CREDIT	80-60-001-45200	-1.01
						INVOICE TOTAL:	-1.01 *
11009	9AMAZONA	AMAZON					
	275274844581		02/08/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	245.07
						INVOICE TOTAL:	245.07 *
						CHECK TOTAL:	1,559.32
11010	9BKTLENT	VOIDED---LEADER CHECK					
	2027867064		02/04/13	01	PICTURE BKS,READRS,HOLIDAY BKS	80-60-001-45410	26.39
						INVOICE TOTAL:	26.39 *
	2027867255		02/04/13	01	ADULT FICTION	80-60-001-45100	61.83
						INVOICE TOTAL:	61.83 *

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
11010	9BKTLENT	VOIDED---LEADER CHECK						
	2027870682		02/06/13	01	LARGE PRINT BOOKS	80-60-001-45110	18.72	
						INVOICE TOTAL:	18.72 *	
	2027876191		02/05/13	01	TEEN BOOKS	80-60-001-45450	169.34	
						INVOICE TOTAL:	169.34 *	
	2027884786		02/08/13	01	ADULT NON-FICTION	80-60-001-45000	360.15	
						INVOICE TOTAL:	360.15 *	
	2027886906		02/08/13	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	26.85	
						INVOICE TOTAL:	26.85 *	
	2027887204		02/07/13	01	ADULT FICTION	80-60-001-45100	32.92	
						INVOICE TOTAL:	32.92 *	
	2027895954		02/12/13	01	JUVENILE NON-FICTION	80-60-001-45400	24.07	
						INVOICE TOTAL:	24.07 *	
	2027897161		02/12/13	01	PICTURE BOOKS, READERS	80-60-001-45410	6.63	
						INVOICE TOTAL:	6.63 *	
	2027897475		02/11/13	01	ADULT FICTION	80-60-001-45100	15.87	
						INVOICE TOTAL:	15.87 *	
	2027902471		02/12/13	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	246.06	
						INVOICE TOTAL:	246.06 *	
	2027902523		02/12/13	01	JUVENILE NON-FICTION	80-60-001-45400	122.47	
						INVOICE TOTAL:	122.47 *	
	2027908008		02/15/13	01	ADULT NON-FICTION	80-60-001-45000	157.82	
						INVOICE TOTAL:	157.82 *	
	2027909921		02/15/13	01	TEEN BOOKS	80-60-001-45450	9.65	
						INVOICE TOTAL:	9.65 *	

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
11010	9BKTLENT	VOIDED---LEADER CHECK						
	2027910373		02/15/13	01	ADULT FICTION	80-60-001-45100	94.72	
						INVOICE TOTAL:	94.72 *	
	2027916744		02/19/13	01	ADULT NON-FICTION	80-60-001-45000	63.97	
						INVOICE TOTAL:	63.97 *	
	2027918473		02/18/13	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	171.51	
						INVOICE TOTAL:	171.51 *	
	2027931267		02/22/13	01	ADULT NON-FICTION	80-60-001-45000	300.29	
						INVOICE TOTAL:	300.29 *	
	2027933352		02/21/13	01	ADULT FICTION	80-60-001-45100	29.51	
						INVOICE TOTAL:	29.51 *	
11011	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT						
	2027940345		02/25/13	01	PICTURE BKS, READRS, HOLIDAY BKS	80-60-001-45410	284.30	
						INVOICE TOTAL:	284.30 *	
	2027942197		02/26/13	01	JUVENILE NON-FICTION	80-60-001-45400	28.56	
						INVOICE TOTAL:	28.56 *	
	2027943974		02/25/13	01	ADULT FICTION	80-60-001-45100	15.89	
						INVOICE TOTAL:	15.89 *	
						CHECK TOTAL:	2,267.52	
11012	9BARRONS	BARRON'S						
	BAR030113		03/01/13	01	PERIODICALS	80-60-001-45500	149.00	
						INVOICE TOTAL:	149.00 *	
						CHECK TOTAL:	149.00	

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11013	9DEMCO	DEMCO, INC					
	4869498		02/04/13	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	103.79
						INVOICE TOTAL:	103.79 *
						CHECK TOTAL:	103.79
11014	9FIRSTBA	FIRST BANKCARD					
	CAR02222013		02/22/13	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	36.13
						INVOICE TOTAL:	36.13 *
						CHECK TOTAL:	36.13
11015	9FIRSTBA	FIRST BANKCARD					
	CDT02222013		02/22/13	01	ICE MELT	80-60-001-43660	10.79
				02	OFFICE SUPPLIES	80-60-001-43550	271.50
						INVOICE TOTAL:	282.29 *
						CHECK TOTAL:	282.29
11016	9FIRSTBA	FIRST BANKCARD					
	DON02222013		02/22/13	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	161.85
				02	JUVENILE NON-FICTION	80-60-001-45400	14.21
				03	CREDIT	80-60-001-45430	-1.96
				04	CREDIT	80-60-001-45430	-16.20
						INVOICE TOTAL:	157.90 *
						CHECK TOTAL:	157.90
11017	9FIRSTBA	FIRST BANKCARD					
	ELI02222013		02/22/13	01	POSTAGE	80-60-001-43300	2.98
						INVOICE TOTAL:	2.98 *
						CHECK TOTAL:	2.98

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11018	9FIRSTBA	FIRST BANKCARD					
	ERI02222013		02/22/13	01	GATEWAY MONTHLY ACCT. FEE	80-60-001-46000	32.30
				02	WEBSITE FOR ILL	80-60-001-45600	9.95
				03	MANAGER BOOT CAMP COURSE	80-60-001-42400	645.00
				04	USB CORD	80-60-001-49400	27.81
				05	PRINTER	80-60-001-49350	314.20
				06	CREDIT	80-60-001-46000	-35.00
					INVOICE TOTAL:		994.26 *
					CHECK TOTAL:		994.26
11019	9GAYLORD	GAYLORD BROS.					
	2142963		02/25/13	01	LOCKS FOR BOOK RETURN	80-60-001-41000	69.27
					INVOICE TOTAL:		69.27 *
					CHECK TOTAL:		69.27
11020	9HENRICH	HENRICHSEN'S FIRE & SAFETY					
	85087		02/19/13	01	FIRE EXTINGUISHER INSPECTION	80-60-001-41000	299.90
					INVOICE TOTAL:		299.90 *
					CHECK TOTAL:		299.90
11021	9INGRAM	INGRAM LIBRARY SERVICES					
	70577578		02/14/13	01	ADULT FICTION BOOKS	80-60-001-45100	14.12
					INVOICE TOTAL:		14.12 *
	70577579		02/14/13	01	GRAPHIC NOVELS	80-60-001-45470	16.92
					INVOICE TOTAL:		16.92 *
	70577580		02/14/13	01	ADULT FICTION BOOKS	80-60-001-45100	52.45
					INVOICE TOTAL:		52.45 *

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11021	9INGRAM	INGRAM LIBRARY SERVICES					
	70615761		02/17/13	01	GRAPHIC NOVELS	80-60-001-45470	14.12
						INVOICE TOTAL:	14.12 *
	70615762		02/17/13	01	ADULT FICTION BOOKS	80-60-001-45100	16.95
						INVOICE TOTAL:	16.95 *
	70682551		02/21/13	01	ADULT FICTION BOOKS	80-60-001-45100	61.84
						INVOICE TOTAL:	61.84 *
	70727031		02/25/13	01	ADULT FICTION BOOKS	80-60-001-45100	124.26
						INVOICE TOTAL:	124.26 *
	70751242		02/26/13	01	ADULT FICTION BOOKS	80-60-001-45100	9.60
						INVOICE TOTAL:	9.60 *
						CHECK TOTAL:	310.26
11022	9INNEXPR	INNOVATION EXPERTS					
	LSS44		03/04/13	01	PROFESSIONAL DEVELOPMENT	80-60-001-42400	55.00
						INVOICE TOTAL:	55.00 *
						CHECK TOTAL:	55.00
11023	9IRELAND	IRELAND HEATING & AIRCONDITION					
	58036		02/25/13	01	SRVC/REP'R PILOTS ON FURNANCE	80-60-001-41000	470.00
						INVOICE TOTAL:	470.00 *
	58067		03/04/13	01	REP'L FURNACE PILOT, CHNG FILTR	80-60-001-41000	288.00
						INVOICE TOTAL:	288.00 *
						CHECK TOTAL:	758.00
11024	9LB VILL	VILLAGE OF LAKE BLUFF					

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11024	9LB VILL	VILLAGE OF LAKE BLUFF					
	0227VIL		02/27/13	01	WATER USAGE:11/1/12-2/7/13	80-60-001-43230	113.20
						INVOICE TOTAL:	113.20 *
	FEB 2013		03/04/13	01	FY13 MEDICAL INS:FEB 13	80-10-301-37100	3,091.02
				02	FY13 DENTAL INS:FEB 13	80-10-301-37100	292.04
				03	FY13 LIFE INS:FEB 13	80-10-301-37100	37.28
				04	FY13 IMRF 'EE CONTRIB:FEB 13	80-10-301-37100	1,149.04
				05	FY13 IMRF EMPLYR CONTR:FEB 13	80-10-301-37100	3,176.46
						INVOICE TOTAL:	7,745.84 *
	JAN 2013		02/08/13	01	FY13 MEDICAL INS:JAN 13	80-10-301-37100	3,091.02
				02	FY13 DENTAL INS:JAN 13	80-10-301-37100	292.04
				03	FY13 LIFE INS:JAN 13	80-10-301-37100	37.28
				04	FY13 IMRF 'EE CONTRIB:JAN 13	80-10-301-37100	1,149.55
				05	FY13 IMRF EMPLYR CONTRI:JAN 13	80-10-301-37100	3,177.85
						INVOICE TOTAL:	7,747.74 *
						CHECK TOTAL:	15,606.78
11025	9MIDTAPE	MIDWEST TAPE					
	90729032		02/01/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	31.99
						INVOICE TOTAL:	31.99 *
	90746382		02/08/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	29.99
						INVOICE TOTAL:	29.99 *
	90764009		02/15/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	94.97
						INVOICE TOTAL:	94.97 *
	90784211		02/25/13	01	ADULT AUDIO VISUAL METERIAL	80-60-001-45200	14.99
						INVOICE TOTAL:	14.99 *
						CHECK TOTAL:	171.94

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11026	90PPFRAN	OPP, FRANCHISING, INC.					
	CHC03131234		03/01/13	01	BUILDING MAINT: MAR 2013	80-60-001-41000	954.00
						INVOICE TOTAL:	954.00 *
						CHECK TOTAL:	954.00
11027	9PIONEER	PIONEER PRESS					
	PIO022113		02/21/13	01	ANN'L LAKE FORESTER RENEWAL	80-60-001-45500	52.00
						INVOICE TOTAL:	52.00 *
						CHECK TOTAL:	52.00
11028	9SHREDIT	SHRED-IT USA-CHICAGO					
	9401538417		02/11/13	01	ON SITE PAPER SHREDDING	80-60-001-41303	47.72
						INVOICE TOTAL:	47.72 *
						CHECK TOTAL:	47.72
11029	9STAPLES	STAPLES BUSINESS ADVANTAGE					
	8024591963		02/09/13	01	OFFICE SUPPLIES	80-60-001-43550	57.53
						INVOICE TOTAL:	57.53 *
						CHECK TOTAL:	57.53
11030	9SUN-TIM	SUN-TIME MEDIA					
	154049		01/31/13	01	PRINTING & E-PUBLICATIONS	80-60-001-43400	243.20
						INVOICE TOTAL:	243.20 *
						CHECK TOTAL:	243.20
11031	9THYSSEN	THYSSENKRUPP ELEVATOR CORP.					

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11031	9THYSSEN	THYSSENKRUPP ELEVATOR CORP.					
	3000397346		02/01/13	01	ELEVATOR MAINT: FEB 2013	80-60-001-41020	107.32
						INVOICE TOTAL:	107.32 *
	3000432868		03/01/13	01	ELEVATOR MAINT: MAR 2013	80-60-001-41020	107.32
						INVOICE TOTAL:	107.32 *
						CHECK TOTAL:	214.64
11032	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS					
	101587239		03/06/13	01	EE ICMA CONTRIBUTION: 3/15/13	80-20-102-45000	1,050.00
						INVOICE TOTAL:	1,050.00 *
						CHECK TOTAL:	1,050.00
11033	9WENDTM	WENDT MAINTENANCE INC.					
	WEN03012013		03/01/13	01	GRNDS MAINT/SNOW REMVL:MAR 13	80-60-001-41050	480.00
						INVOICE TOTAL:	480.00 *
						CHECK TOTAL:	480.00
11034	9WINSTEL	WINSTON ELECTRIC, INC.					
	3114-IN		03/04/13	01	BUILDING MAINT.	80-60-001-41000	495.00
						INVOICE TOTAL:	495.00 *
						CHECK TOTAL:	495.00
						TOTAL AMOUNT PAID:	26,418.43

The Lake Bluff Public Library is located in the heart of the Village, offering the residents of Lake Bluff and surrounding areas a variety of materials and services. In addition to current materials and programs, the Library also offers public computers with Internet. Wireless Internet access is also available. The collection includes books and much more, with a variety of audio-visual materials including DVDs, Blu-rays, and music and audio books on CD and via download. There are newspapers, magazines and journals available in print and online formats. Library patrons use the Library for learning, entertainment, programs, recreation, inspiration, and programs.

The Library is a component unit of the Village of Lake Bluff but has a separately elected Board of Trustees. 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 Board meets monthly at 7:00pm on the second Tuesday of each month and meetings are open to the public.

The Library is renowned for its personable and helpful staff. Every Library user is welcomed as a friend and neighbor. The Lake Bluff Library has a reputation for individual service and engaging programs. Children and their caregivers enjoy a wide variety of programs for all ages. Imaginative Summer Reading Programs are offered for both children and adults. The wide variety of Adult Programs focus on book discussions, local interest, history, health, finance, and leisure pursuits. Our daily service goal is to be central to the community's ever-changing needs, and to offer a comfortable setting with access to information and materials for all.

The Friends of the Library is an independent non-profit organization that raises funds and sponsors events for the Library. Fun events are being planned for the coming year, to continue advocacy and support of the Library. Membership is open to the public. New Friends are always welcome.

FY2012-2013 Accomplishments

Following the renovation of the Library's interior in the summer of 2011, the Library undertook a landscaping project in the fall of 2012. The goal of the project was to increase the safety, accessibility, and beauty of the Scranton Avenue side of the building. The project was focused in particular on the new shared entrance with the Lake Bluff History Museum and included:

- Improved lighting along the Scranton Avenue sidewalk;
- An exterior walkup book drop;
- A new bike rack near the new entrance;
- Benches near the new entrance;
- New plantings to create a more open and park like atmosphere;
- And a sprinkler system to protect the money invested in landscaping, past, present, and future.

The Library spent \$27,276 from its annual operating budget on the landscaping project, along with \$6,469 donated, mostly from the Friends of the Library. The 2011-2012 Fiscal Year was the busiest in the Library's history, with 101,520 checkouts and 75,769 recorded visits. The Library is 15.9% ahead of last year's circulation numbers as of January 1, 2013, and should finish with another record breaking year. Of Lake Bluff's 5,745 residents 3,957 (69%) are Library card holders. A total of 1,288 individuals who possess cards at other area Libraries have also registered as Reciprocal Borrowers to use the Lake Bluff Library.

The Library continues to add to its MyMediaMall digital collection of eBooks and eAudiobooks. The Library's network and desktops received a much needed upgrade from Windows XP to Windows 7, allowing Web Browsers, Microsoft Office, and other programs to be upgraded.

Computer usage continues to increase, enough so that the Library purchased a program to manage patron computer usage to ensure that this important resource is managed efficiently.

The Library also increased its participation in the community, contributing to the first annual Lake Bluff Criterion Bike Race, holding a weekly story time at the Farmer's Market, and creating a program for home bound patrons to have Library materials delivered. Combining entrances with the Lake Bluff History Museum has also strengthened ties and opportunities for joint programs with our closest neighbor.

FY2013-2014 Goals and Needs

The main Library building is nearing 40 years in age, and the Wood Building Annex is now 11 years old. The annex, occupied by the Lake Bluff History Museum, requires repairs to fascia, soffits, and flashing on its roof. The main Library building needs to have its windows caulked to address minor problems with leaking following rain and drafts during the winter.

The Library will also be working to upgrade the Integrated Library Software that controls all Library functions and to replace the servers in our aging Local Area Network. In addition, a new website is in the works. These changes will equip the Library to provide the community of Lake Bluff with high quality online and digital access and service both now and in the future.

Finally, the Library plans to continue to build on the connections established in the past year and increase its participation in community events and collaboration with area organizations and businesses.

Library Personnel

POSITION TITLE	FY 2011-2012		FY 2012-2013		FY 2013-2014	
	Number of Positions Authorized	Actual Number of Positions	Number of Positions Authorized	Actual Number of Positions	Number of Positions Authorized	Library % Share of Salary
Library Director	1	1	1	1	1	100%
Department Heads	1	1	1	1	3	100%
Library Associate	3.5	3	3.5	3	0	100%
Library Assistant I	2.05	2.05	2.05	2.05	2.75	100%
Library Assistant II	0	0	0	0	2.75	100%
Library Technical Assistant	0	0	0	0	1.30	100%
Shelver	.25	.25	.25	.5	.25	100%
FULL TIME EQUIVALENT	7.8	7.55	7.8	7.55	8.05	

11C

LAKE BLUFF PUBLIC LIBRARY
GENERAL FUND - REVENUES

80-4

CODE/LINE ITEM	ACTUAL FY 10/11	ACTUAL FY 11/12	BUDGET FY 12/13	Estimated Actual FY 12/13	BUDGET FY 13/14	% CHANGE BUDGET TO BUDGET FY 13--14	\$ CHANGE	% CHANGE EST ACTUAL TO BUDGET FY 13--14	\$ CHANGE
TAXES									
103-10000 Property Taxes	779,602	782,229	800,255	800,695	833,508	4.2%	33,253	4.1%	32,813
TOTAL TAXES	779,602	782,229	800,255	800,695	833,508	4.2%	33,253	4.1%	32,813
FINES & FORFEITURES									
503-65000 Fines	13,613	12,105	11,500	13,032	12,000	4.3%	500	-7.9%	(1,032)
TOTAL FINES & FORFEITURES	13,613	12,105	11,500	13,032	12,000	4.3%	500	-7.9%	(1,032)
CHARGE FOR SERVICES									
403-48300 Photocopy Charges	1,946	1,825	1,700	2,103	1,700	0.0%	0	-19.2%	(403)
403-48500 Non-Resident Fees	5,394	7,175	4,500	6,662	6,000	33.3%	1,500	-9.9%	(662)
TOTAL CHARGE FOR SERVICES	7,340	9,000	6,200	8,765	7,700	24.2%	1,500	-12.2%	(1,065)
OTHER									
603-73700 Village Contribution	7,525	7,650	6,500	7,750	7,800	20.0%	1,300	0.6%	50
603-73800 Vliet Operating Cost Contrib	1,404	0	0	0	0	---	0	---	0
603-75000 Interest Income	1,556	648	450	870	500	11.1%	50	-42.5%	(370)
603-78500 Naperville/Impact Fees	0	0	0	0	0	---	0	---	0
603-89000 Miscellaneous Income	3,083	5,477	1,500	1,936	3,000	100.0%	1,500	55.0%	1,064
TOTAL OTHER	13,568	13,775	8,450	10,556	11,300	33.7%	2,850	7.1%	744
FUND BALANCE RESERVES	0	0	0	0	100,000	---	100,000	---	100,000
LIBRARY FUND REVENUE	814,123	817,108	826,405	833,048	964,508	16.7%	138,103	15.8%	131,460

FUND BALANCE:

May 1	430,198	514,860	328,617	328,617	404,551
April 30	514,860	328,617	328,617	404,551	404,551

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

11D

80-60-001-

CODE/LINE ITEM	ACTUAL FY 10/11	ACTUAL FY 11/12	BUDGET FY 12/13	Estimated Actual FY 12/13	BUDGET FY 13/14	% CHANGE BUDGET TO BUDGET FY 13--14	\$ CHANGE BUDGET TO BUDGET FY 13--14	% CHANGE ACTUAL TO BUDGET FY 13--14	\$ CHA ACTUAL TO BUDGET FY 13--14
PERSONNEL SERVICES									
40000 Librarian Salaries	252,749	242,964	260,000	206,663	217,000	-16.5%	(43,000)	5.0%	10,337
40050 Staff Salaries	102,887	124,565	134,889	164,044	201,000	49.0%	66,111	22.5%	36,956
40400 Medical Insurance	41,927	42,609	50,000	39,036	50,000	0.0%	0	28.1%	10,964
40900 Other Employee Benefit	290	210	2,000	100	500	-75.0%	(1,500)	400.0%	400
40950 IL Municipal Retire Fund	34,435	35,450	39,500	36,179	40,000	1.3%	500	10.6%	3,821
40951 Social Security (Note 1)	26,831	27,502	30,500	27,760	32,000	4.9%	1,500	15.3%	4,240
TOTAL PERSONNEL SERVICES	459,119	473,300	516,889	473,782	540,500	4.6%	23,611	14.1%	66,718
CONTRACT. SERVICES/COMMODITIES									
41000 Building Maintenance	24,981	25,318	20,000	23,301	28,000	40.0%	8,000	20.2%	4,699
41020 Elevator Maintenance	1,745	1,942	2,500	1,537	2,250	-10.0%	(250)	46.4%	713
41050 Grounds Maintenance	6,256	6,309	10,500	7,294	10,000	-4.8%	(500)	37.1%	2,706
41303 Copier Maintenance	4,286	3,478	4,500	6,213	4,500	0.0%	0	-27.6%	(1,713)
41304 Other Professional Service	16,766	7,561	6,500	0	5,000	-23.1%	(1,500)	---	5,000
41305 Computer Services	19,454	18,788	28,000	22,853	28,000	0.0%	0	22.5%	5,148
41350 Legal & Accounting	508	2,160	2,500	5,000	2,500	0.0%	0	-50.0%	(2,500)
42400 Professional Development	2,995	2,730	6,000	2,432	3,000	-50.0%	(3,000)	23.4%	569
42440 Dues	1,684	2,143	3,000	2,120	2,500	-16.7%	(500)	17.9%	380
43230 Utilities	6,267	6,077	8,000	5,883	6,500	-18.8%	(1,500)	10.5%	617
43300 Postage	1,992	2,365	3,000	3,204	4,000	33.3%	1,000	24.9%	796
43400 Printing/E-Newsletter	6,925	6,731	8,500	7,200	8,000	-5.9%	(500)	11.1%	800
43550 Office Supplies	4,441	6,188	6,000	5,040	6,000	0.0%	0	19.0%	960
43660 Building & Grounds Supplies	1,260	1,299	2,500	2,132	2,500	0.0%	0	17.2%	368
43670 Technical Services Supplies	3,518	5,808	4,500	5,238	5,500	22.2%	1,000	5.0%	262
43700 Hospitality Program Supplies	549	1,011	1,000	1,000	1,000	0.0%	0	0.0%	0
43710 Adult Program Supplies	3,423	4,241	4,000	4,000	4,000	0.0%	0	0.0%	0
43720 Juvenile Program Supplies	6,594	7,397	7,000	7,000	7,000	0.0%	0	0.0%	0
45000 Adult Nonfiction	16,154	17,819	18,000	18,000	18,000	0.0%	0	0.0%	0
45100 Adult Fiction	14,317	16,497	16,000	16,000	15,000	-6.3%	(1,000)	-6.3%	(1,000)
45110 Adult Large Print	861	1,280	1,000	1,000	1,000	0.0%	0	0.0%	0
45200 Adult Audio-Visual	14,795	12,535	14,000	14,000	14,000	0.0%	0	0.0%	0
45220 Adult E-Reference	11,301	6,690	15,000	15,000	18,000	20.0%	3,000	20.0%	3,000
45300 Adult Reference	1,203	6,183	0	0	0	---	0	---	0
45400 Juvenile Non-fiction	5,300	7,364	7,000	7,000	7,000	0.0%	0	0.0%	0
45410 Picture Books, Readers	4,773	5,978	6,000	6,000	6,000	0.0%	0	0.0%	0
45420 Juvenile Fiction	7,029	6,930	7,800	7,800	8,500	9.0%	700	9.0%	700
45430 Juvenile Audio-Visual	3,655	3,660	4,000	4,000	3,750	-6.3%	(250)	-6.3%	(250)
45440 Juvenile Reference	74	111	0	0	0	---	0	---	0
45460 Ebooks	0	0	5,000	5,000	8,000	60.0%	3,000	60.0%	3,000
45470 Graphic Novels	0	0	500	500	500	0.0%	0	0.0%	0
45450 Teen Books	2,608	2,965	3,000	3,000	2,750	-8.3%	(250)	-8.3%	(250)
45500 Periodicals	3,858	6,220	8,500	7,000	7,500	-11.8%	(1,000)	7.1%	500
45510 Video Games	1,000	2,316	2,300	2,300	2,750	19.6%	450	19.6%	450
45600 Public & Staff PC Software	4,356	3,943	4,000	4,199	4,500	12.5%	500	7.2%	301
45610 Library Automation Software	11,424	13,096	14,000	12,461	14,000	0.0%	0	12.3%	1,539
45900 Minor Equipment	674	1,797	0	550	0	---	0	-100.0%	(550)
46000 Miscellaneous Expenditure	341	1,508	2,000	963	2,000	0.0%	0	107.7%	1,037
TOTAL CONTRACT/COMMOD.	217,365	228,438	256,100	236,220	263,500	2.9%	7,400	11.5%	27,280
CAPITAL OUTLAY									
49000 Library Furnishings	0	3,443	5,000	5,000	2,508	-49.8%	(2,492)	-49.8%	(2,492)
49000 Building Renovation ¹	0	276,092	0	0	0	---	0	---	0
49120 Exterior Bldg Improvements	11,527	0	5,000	4,935	13,000	160.0%	8,000	163.4%	8,065
49350 Computer Equipment	11,525	18,147	13,000	11,662	125,000	861.5%	112,000	971.8%	113,337
49400 Library Equipment	234	1,781	4,500	2,302	2,000	-55.6%	(2,500)	-13.1%	(366)
50000 Contingency	29,692	2,150	25,916	23,214	18,000	-30.5%	(7,916)	-22.5%	(5,214)
TOTAL CAPITAL OUTLAY	52,977	301,613	53,416	47,113	160,508	200.5%	107,092	240.7%	113,395
LIBRARY TOTAL	729,461	1,003,351	826,405	757,114	964,508	16.7%	138,103	27.4%	207,394

¹The building renovation costs were included in a separate fund in FY2012.

**LAKE BLUFF PUBLIC LIBRARY
GRANTS & GIFTS FUND - REVENUES & EXPENDITURES**

11E

CODE/LINE ITEM	ACTUAL FY 10/11	ACTUAL FY 11/12	BUDGET FY 12/13	Estimated ACTUAL FY 12/13	BUDGET FY 13/14	% CHANGE BUDGET TO BUDGET FY 13---14	\$ CHANGE BUDGET TO BUDGET FY 13---14	% CHANGE EST ACTUAL TO BUDGE FY 13---14	\$ CHANGE EST ACTUAL TO BUDGE FY 13---14
REVENUES 82-40-603									
GRANTS									
TBD Bird Memorial Reserve		0	3,000	158	0	-100.0%	(3,000)	-100.0%	(158)
73000 Per Capita Grant	6,190	6,197	6,197	5,868	5,868	-5.3%	(329)	0.0%	0
73400 Miscellaneous Grants	0	0	15,000	0	15,000	0.0%	0	---	15,000
TOTAL GRANTS	6,190	6,197	24,197	6,026	20,868	-13.8%	(3,329)	246.3%	14,842
DONATIONS									
78200 Tech-4-U Donations	0	0	0	0	0	---	0	---	0
78000 Unrestricted Donations	16,526	326	5,000	359	5,000	0.0%	0	1294.2%	4,641
78100 Restricted Donations	67	18,787	15,000	9,617	15,000	0.0%	0	56.0%	5,383
TOTAL DONATIONS	16,593	19,113	20,000	9,975	20,000	0.0%	0	100.5%	10,025
75000 Interest Earnings	6	2	0	0	0	---	0	---	0
TOTAL FUND REVENUES	22,789	25,312	44,197	16,001	40,868	-7.5%	(3,329)	155.4%	24,867

EXPENDITURES 82-60-001

OTHER/GRANT PROGRAMS

44800 Per Capita Grant Expend	3,026	10,318	6,197	5,868	5,868	-5.3%	(329)	0.0%	0
44825 Misc Grant Expenditures	53	0	0	0	0	---	0	---	0
99999 Use of Unrestrict Donation	0	0	5,000	359	5,000	0.0%	0	1294.2%	4,641
99999 Use of Restricted Donations	0	1,906	15,000	9,617	15,000	0.0%	0	56.0%	5,383
TOTAL OTHER/GRANT PROGRAMS	3,079	12,224	26,197	15,843	25,868	-1.3%	(329)	63.3%	10,025

CAPITAL OUTLAY

49000 Bird Memorial - Children's	0	2,876	3,000	158	0	-100.0%	(3,000)	-100.0%	(158)
49350 Tech-4-U Automation	0	0	0	0	0	---	0	---	0
TOTAL CAPITAL OUTLAY	0	2,876	3,000	158	0	-100.0%	(3,000)	-100.0%	(158)
TOTAL EXPENDITURES	3,079	15,100	29,197	16,001	25,868	-11.4%	(3,329)	61.7%	9,867

FUND BALANCE:

May 1	81,251	100,961	111,173	111,173	111,173
April 30	100,961	111,173	126,173	111,173	126,173

11F

LAKE BLUFF PUBLIC LIBRARY

CODE/LINE ITEM	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	% CHANGE	\$ CHANGE	% CHANGE	\$ CHANGE
	FY 08/09	FY 09/10	FY 10/11	FY 11/12	FY 12/13		FY 13/14	BUDGET TO BUDGET	FY 13--14	EST ACTUAL TO BUDGE
REVENUES 81-40-										
TRANSFERS										
TBD General Fund Reserves	0	0	0	276,092	0	0	---	0	---	0
73400 Miscellaneous	0	0	0	0	0	0	---	0	---	0
TOTAL TRANSFERS	0	0	0	276,092	0	0	---	0	---	0
DONATIONS										
78000 Unrestricted Donations				0	0	0	---	0	---	0
78100 Restricted Donations				0	0	0	---	0	---	0
TOTAL DONATIONS	0	0	0	0	0	0	---	0	---	0
TOTAL FUND REVENUES	0	0	0	276,092	0	0	---	0	---	0
EXPENDITURES 81-60-001										
CAPITAL OUTLAY										
49350 Automation	0	0	0	0	0	0	---	0	---	0
49000 Furnishings	0	0	0	70,735	0	0	---	0	---	0
49100 Building Improvements	0	0	0	205,357	0	0	---	0	---	0
49120 Exterior Bldg Improvements	0	0	0	0	0	0	---	0	---	0
TOTAL EXPENDITURES	0	0	0	276,092	0	0	---	0	---	0
FUND BALANCE:										
May 1	0	0		0	0					
April 30	0	0		0	0					

Directors Report for March 2013

February was a short but busy month for the Lake Bluff Public Library. We closed early twice, and once for a full day. Despite that, we managed to exceed last year's circulation total by a small margin. Martha also redid the statistics forms to make them easier to use (they require a lot less math). They have a slightly different appearance and format as well.

Deena and Carlen, with Carol's assistance, have put together 2 recurring programs: Book Buffs and Reel Talk. Book Buffs offers a new spin on our traditional evening Book Club and Reel Talk takes the Book Club idea and applies it to movies. Deena and Carlen will also be starting a series of programs on the finer points of using MyMediaMall.

Flash Drives

Rather than the usual plain black flash drives we have previously purchased to sell at the Reference Desk, Carlen found an affordable alternative that allowed us to customize the look of the drives for the same price we had been paying. They look very sharp, and I will have one at the meeting to pass around if you have not already seen them.

Juvenile Fiction and Series

In order to help our young readers browse our collections and find materials quickly, we have made two changes to the Juvenile collections. First, all of the hardcover series books formerly shelved separately have joined their paperback brethren in the Juvenile Series collection. We are also in the process of doing away with the separate Juvenile Paperback collection; we will have only one collection for Juvenile Fiction going forward. Donna and Eliza have been key in orchestrating the transition, and the cataloging team of Martha, Carlen, and especially Rummanah has worked hard to make it happen.

Farewell to the Stampers

We bid farewell to our trusty stampers on March 1; all staff members worked hard to get the word out and the transition has been a smooth one. Valerie's posters, scattered throughout the Library, particularly caught people's attention. We will keep the old stampers stored behind the circulation desk along with the paper forms we use for checkouts when the computers are down or the power is out.

4th of July Parade

The parade theme this year will be 'Let Patriotism Grow' with the Farmer's Market as the Parade Marshal. We will, of course, be marching and have begun brainstorming ideas. Board Trustees will be, as always, welcome to march; here's hoping the heat is less than 100 degrees this year!

Staff In-Service

The second half-day staff in-service will be held March 13. The focus will be studying up on the technology and databases the Library offers. The first in-service was very productive, and I anticipate that the second one will be as well. I would ask that the Board again grant the Library Director the authority to schedule 2 in-service half-days in Fiscal Year 2013-2014 at his discretion.

Staff Reorganization

Staff Member Justin Freeman has submitted his resignation. Highland Park Public Library, where he has worked longer than at Lake Bluff Public Library, offered him a promotion. Justin wanted to stay, but the dramatic change in his availability meant that we could not offer him enough hours. He will be missed.

I have offered the Children's Department Assistant position to former Staff Member Regina Ruocco. She will start April 1. Everyone is thrilled to have her back. I have listed the other positions, and hope to have made job offers by early April so that new Staff Members can come in for training before they start on May 1. As of writing this I have received over 90 applications in under a week. While any significant change in an organization is bound to result in some anxiety, I am

very proud of the positive and pro-active attitude that Library Staff have taken towards the changes. I have been working very hard to ensure they are rewarded with as smooth a transition as possible.

Integrated Library System Update

I had hoped to have a recommendation for the Board of Trustees at this meeting on which ILS system should be selected and why. Unfortunately, our final vendor demo on March 5 got snowed out; it is rescheduled for Thursday, March 14. Any interested Board Members are welcome to attend. I plan to submit a recommendation to the Technology Committee sometime after March 14, so that the Board can officially make a selection at its April 9 meeting.

Museum Furnace

It is now completely installed, and running perfectly. Museum volunteers have commented that the noise level has diminished as well. I have not heard from the Museum Board whether they would like to pursue the ventilation dampeners recommended to further limit the sound or if they intend to contribute towards the cost of the replacement of the furnace. I have been in touch with Kathy O'Hara and Tom Tincher and hope to receive an update soon. I will bring any requests or information to the Board's attention as necessary.

Gas Leak

The Library has experienced a persistent but small gas leak related to the HVAC system. Ireland Heating continues to work with staff. A new igniter has been installed and several small leaks patched. The issue is now resolved.

Failure of New Bollard Lights

The three newly installed Bollard Lights have failed again. The problem was quickly identified as a short caused by a failure in the buried electrical wires. Unfortunately, full diagnosis and repair of this issue will have to wait until it is warm enough to excavate and examine the lines.

Agenda Items

Final Approval of Budget

It has not changed much. Mostly, the format and tracking of the 100K transfer changed. I do not believe the changes are significant enough that they require a vote unless the Board disagrees. I did, though want the Board to have a chance to see the Budget for Fiscal Year 13-14 in its final layout since March is the last opportunity to make any changes without super majority approval.

Rough Draft of Long Range Plan

I have also included the Rough Draft of the new Long Range Plan that I polished up after the March 1 meeting with the Long Range Planning Committee. I believe it is close to finished, and plan to work out remaining kinks in the next Committee meeting. Given that I will be seeking Board approval in April, though, I wanted to provide the entire Board the chance to have a look before then.

Monthly Statistics Summary

February 2013

Circulation

Total February Activity

Fiscal Year	Total Circ.	Avg. Circ/Hour	% change
2012-2013	8126	39.83	0.14%
2011-2012	8115	35.13	14.85%
2010-2011	7066	33.17	-2.05%

Total Activity Fiscal Year to Date

Fiscal Year	Total Circ	Avg. Circ/Hour	% change
2012-2013	94047	41.40	13.44%
2011-2012	82901	36.60	0.20%
2010-2011	82739	36.45	0.18%

Circulation by Collection (Fiscal Year to Date)

Fiscal Year	Adult	Juvenile	Adult Fiction	Adult Non Fiction	Audio Visual	ILL Borrowed	ILL Lent
2012-2013	52550	35669	12506	7901	35617	1350	310
2011-2012	47957	30409	13498	7103	30516	1349	292
2010-2011	47337	31759	15016	7863	30546	1482	635

User Visits

Total February Activity

Fiscal Year	Total Visits	Avg. Visits/Hour	% change
2012-2013	5247	25.72	-14.19%
2011-2012	6115	26.47	39.68%
2010-2011	4378	20.55	-3.99%

Total Activity Fiscal Year to Date

Fiscal Year	Total Visits	Avg. Visits/Hour	% change
2012-2013	69382	30.48	9.13%
2011-2012	63576	28.07	14.32%
2010-2011	55613	24.48	0.64%

Materials Acquired & Withdrawn

Total February Activity

Fiscal Year	Acquired	Withdrawn
2012-2013	338	953
2011-2012	612	264
2010-2011	652	316

Total Activity Fiscal Year to Date

Fiscal Year	Acquired	Withdrawn
2012-2013	5753	7978
2011-2012	6074	5311
2010-2011	5766	5005

Acquisitions by Collection (Fiscal Year to Date)

Fiscal Year	Adult	Juvenile	A/V
2012-2013	3968	1785	1039
2011-2012	4248	1826	1058
2010-2011	3032	1498	912

Withdrawals by Collection

Fiscal Year	Adult	Juvenile	A/V
2012-2013	5221	2757	887
2011-2012	4020	1291	871
2010-2011	2932	1643	415

Online Access

Digital Books and Music

Total February Activity

Fiscal Year	Books	Music	% change
2012-2013	303	281	16.09%
2011-2012	261	244	33.16%
2010-2011	196	223	2105.26%

Digital Books and Music

Total Activity Fiscal Year to Date

Fiscal Year	Books	Music	% change
2012-2013	2944	2395	34.80%
2011-2012	2184	2119	108.40%
2010-2011	1048	802	516.47%

Website Usage Fiscal Year to Date

Fiscal Year	Page Loads	Unique Visitors
2012-2013	88031	57580
2011-2012	83340	54175
2010-2011	91306	57562

Long Range Plan

Fiscal Years 13-14 to 15-16

ROUGH DRAFT

March 7, 2013

Prepared by Library Director Eric Bailey

Summary of Intent

It is the goal of this document to provide 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 stands at a point of transition, moving from still popular physical collections to digital ones. From quiet dusty stacks and shushing Librarians to a bustling community center that is a thriving and important downtown hub. This will have an increasingly 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

As noted in the previous Long Range Plan, Lake Bluff, Illinois 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. The village features historic cottages and upscale single-family residences as well as multi-unit apartment buildings. Houses built in the 1800s are often situated next to contemporary construction. Lake Bluff is a community of individuals and families who cherish the small-town atmosphere. The Village of Lake Bluff has taken on new events such as the Twilight Criterium Race and Bluffinia, showing continued commitment to maintaining a close knit and active community.

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%.

The community of Lake Bluff remains significantly above average in household income and level of education. The overall population and demographics will likely 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.

New technologies such as ebooks will have the biggest impact on Library's 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 trend in local schools has been towards the elimination of Library services. We have seen an increase in student usage of the Library, but this remains an opportunity that we have not fully pursued.

The community remains relatively homogenous ethnically, but the percentage of Asian Indians in the community did increase from .6% to 4.5%. At 270 individuals 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 Lake Bluff Public Library is a community resource center providing quality, high-demand materials, information and technology via multiple media sources. A knowledgeable and proactive staff creates an environment that is accessible and comfortable to all users and promotes return visits. Community participation and partnerships through the Friends of the Lake Bluff Library, volunteers, community organizations and businesses will ensure that our Library remains responsive to our patrons.

(Statement approved by the Board of Library Trustees July 2007)

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 of Lake Bluff History.

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 neighborly, 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. I will provide 2 lists below of known issues. The first lists

issues that need to be addressed within the next 1-2 years, and the second for issues that should be addressed within the 3 year time frame of the Long Range Plan.

Short term projects:

- The windows in the main building require need to be recaulked.
- The current location of the indoor book drop is inconvenient for both patrons and staff and its location should be changed.
- Further landscaping if the Board chooses to pursue it.
- The soffits, fascia, and flashing on the Wood Building Annex roof require replacement.
- Indoor emergency lighting is inadequate.

3 year projects:

- The Libraries current stacks (upright shelving) require replacement.
- Evaluation of the current physical space of the Library, including its use given current trends and whether or not expanding the footprint of the building is necessary.
- The southern exposures of the beams on the top of the Wood Building Annex require sanding every 3-4 years.
- The ejector pump in the sewer pit will require replacement within the next 3 years.

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 all staff by September 1, 2013.

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: Eliminate any major issues following the reorganization and have all new staff adequately trained by July 1, 2013.

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

GOAL 2: 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 April, 2013.

SERVICE

The ultimate purpose of the Library is to serve the Village of Lake Bluff.

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 communities 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: The Village of Lake Bluff is currently undergoing a Branding Initiative. Pending the conclusion of the branding process, 'buying in' to the brand as much as practical will increase the visibility of the Library.

GOAL 4: Seek partnership opportunities, such as the upcoming blood drives at the Library, that will bring individuals into the Library.

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.

GOAL 2: The rack of books available at the Lake Bluff Train Station has been a huge success, and service to homebound patrons is gaining traction. Further such opportunities should be sought. 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

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 May 1, 2013 and implement the system before October 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 Library's, on a constant basis. The Library Director will meet twice a year with staff specifically to discuss new technologies.

Website

An overhaul of the websites 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: A new Library website will be in place 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

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	\$10,000	\$15,000	\$15,000	\$100,000
Total	\$974,508	\$897,619	\$916,189	\$1,020,228

Expenses

Staff

Librarian Salaries	\$217,000	\$221,340	\$225,767	\$200,282
Staff Salaries	\$201,000	\$205,020	\$209,120	\$213,303
Medical Insurance	\$50,000	\$51,500	\$53,045	\$54,636
Other Benefits	\$500	\$500	\$500	\$500
IMRF	\$40,000	\$41,200	\$42,436	\$43,709
Social Security	\$32,000	\$32,384	\$32,773	\$33,166

Total Staff	\$540,500	\$551,944	\$563,641	\$545,596
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Total Commodities	\$263,500	\$275,885	\$288,851	\$302,427
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Capital Expenses

Library Furnishings	\$2,508	\$5,000	\$2,500	\$100,000
Exterior Improvements	\$13,000	\$5,000	\$5,000	\$5,000
Computer Equipment	\$125,000	\$10,000	\$25,000	\$30,000
Library Equipment	\$2,000	\$2,000	\$2,000	\$2,000
Contingency	\$18,000	\$20,000	\$25,000	\$25,000

Total Capital Expenses	\$160,508	\$42,000	\$59,500	\$162,000
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TOTAL EXPENSES	\$964,508	\$869,829	\$911,992	\$1,010,023
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Revenue vs. Expense	\$10,000	\$27,791	\$4,197	\$10,204
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