

**November 12, 2013**

agenda

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
<b>1,2 CTO, Additions</b>		
	Document Summary	1A
	Agenda	2A-2B
<b>3 Consent Agenda</b>		
	Minutes of October 8, 2013 Regular Meeting of the Board (action)	3A
	Minutes of October 15, 2013 Building and Grounds Committee Meeting (action)	4A
	Minutes of October 17, 2013 Human Resources Committee Meeting (action)	5A
	Minutes of November 1, 2013 Special Emergency Committee Meeting (action)	6A
	Minutes of November 8, 2013 Finance Committee Meeting (action)	7A
<b>4 Financial Reports (Yellow)</b>		
	Detailed Balance Sheet October (action)	8A-8F
	Detailed Revenue & Expense Report October (action)	9A-9H
<b>5 Approval of Checks (Green)</b>		
	Manual Check Report October (action)	10A-10F
	Check Register October (action)	11A-11P
<b>6 Opportunity to Address Board</b>		
	(No documents)	
<b>7 Old Business</b>		
	(None)	
<b>8 Director's Report</b>		
	Librarian's Narrative Report	12A-12E
	Statistical Reports	13A
<b>9 New Business</b>		
	Acceptance of Auditors Report (action)	14A-14C
	Number of Committee Members	15A-15B
	Certificate of Appreciation	
	Tax Levy for Fiscal Year 2014-2015 (action)	16A-16B
	Rough Draft of Budget	17A-17G
	Holiday Luncheon	
<b>10 Executive Session</b>		
<b>11 Committee Reports</b>		
	(No Documents)	
<b>12 Any and All Other Business ...</b>		
<b>13 Adjournment</b>		
<b>14 Attachments</b>		

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting**  
**Tuesday, November 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 10/08/2013 Regular Board Meeting **(action)**
  - b. Approval of Minutes of 10/15/2013 Building and Grounds Committee Meeting **(action)**
  - c. Approval of Minutes of 10/17/2013 Human Resources Meeting **(action)**
  - d. Approval of Minutes of 11/01/2013 Special Emergency Committee Meeting **(action)**
  - e. Approval of Minutes of 11/8/2013 Finance Committee Meeting **(action)**
4. **October 2013 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages)**
  - a. October Detailed Balance Sheet **(action)**
  - b. October Detailed Revenue & Expense Report **(action)**
5. **Approval of checks (Green Pages)**
  - a. October Manual Checks (11355-11369) **(action)**
  - b. October Monthly Checks (11370-11408) **(action)**
6. **Opportunity for Public to Address the Board (limit 5 minutes per person per meeting)**
7. **Old Business**
  - a. (None)
8. **Director's Report**
  - a. Director's Narrative Report
  - b. Statistical Report
  - c. Announcements and Correspondence
  - d. Friends Meeting Attendee for November
  - e. Programs of Interest to Library Trustees
9. **New Business**
  - a. Acceptance of Auditors Reports **(action)**
  - b. Number of Committee Members **(action)**
  - c. Certificate of Appreciation
  - d. Tax Levy for Fiscal Year 2014-2015 **(action)**

- e. Rough Draft of Budget for Fiscal Year 2014-2015
- f. Board and Staff Holiday Luncheon

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

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

Auditors Statement  
Auditors Report  
Board of Trustees Committee Bylaws  
Information on Tax Levy for Fiscal Year 2014-2015  
Rough Draft of 2014-2015 Budget

**Upcoming Board Meetings: December 10 2013, January 14 2014, and February 11, 2014.**

**D R A F T**  
**LAKE BLUFF PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**October 8, 2013**

The meeting was called to order at 7:05 p.m. by President Kathy Meierhoff.

Also present: Scot Butler, Tim Kregor, Ruth Schnell, Carl Schons, Romain Wojda, Library Director Eric Bailey and staff member Carlen Thorne, Village of Lake Bluff Finance Director Susan Griffin and Assistant Finance Director Marlene Scheibl. Absent: Cal Stroh

No members of the public were present. The meeting was recorded by Director Bailey.

Lake Bluff Finance Director Susan Griffin and Assistant Finance Director Susan Griffin provided an overview of the financial reports the Village provides to the Board each month and discussed the levy for the next fiscal year.

Butler moved, Kregor seconded the motion to recommend a 2013 property tax levy estimate of \$851,666, to be reviewed at the Nov. 12 Library Board meeting. Voting Aye: Butler, Kregor, Meierhoff, Schnell, Schons, Wojda. Voting No: None.

Wojda moved, Kregor seconded the motion to approve the 9/10/2013 minutes of the Library Board of Trustees. Voting Aye: All

Schons moved, Wojda seconded the motion to approve the 9/13/2013 minutes of the Building and Grounds Committee meeting. Voting Aye: All

Wojda moved, Butler seconded the motion to approve the September Detailed Balance Sheet and the September Detailed Revenue and Expense Report. Voting Aye: Butler, Kregor, Meierhoff, Schnell, Schons, Wojda. Voting No: None

Butler moved, Schons seconded the motion to approve the September Manual Checks (11314-11320). Voting Aye: Butler, Kregor, Meierhoff, Schnell, Schons, Wojda. Voting No: None

Butler moved, Schons seconded the motion to approve the September Monthly Checks (11322-11354). Voting Aye: Butler, Kregor, Meierhoff, Schnell, Schons, Wojda. Voting No: None

Director Bailey added to his report that he has been asked to be on the planning committee of the State of Illinois Small Public Library Management Institute..

The board member who will attend the Friends meeting on November 9 is Kathy Meierhoff.

Wojda moved, Schons seconded the motion to adjourn. Voting Aye: All  
The meeting was adjourned at 8:59.

Respectfully submitted,

Ruth Schnell  
Board Secretary

**LAKE BLUFF PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
Building and Grounds Committee Meeting  
Tuesday, October 15, 2013

1) **Call to Order; Roll Call:** The meeting was called to order at 2:05p.m. by Board Vice-President Cal Stroh. Roll was called and a quorum was established.

Present: Cal Stroh and Carl Schons  
Absent: None  
Library Staff Present: Eric Bailey, Carlen DeThorne.  
Members of the Public: None

- 2) **Visit to Glencoe Public Library and Discussion on Return**
- a) The Committee visited the Glencoe Public and was given a tour of the facilities by Glencoe Public Library Director Juliann Janovicz.
  - b) Discussion of what was seen and the next essential steps followed the return to Lake Bluff Public Library.
  - c) **RESOLVED:** The Library Director will work to find an affordable way to repair the damaged statue of a small girl holding a book on the main floor.

3) **Any other business:**

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

4) **Adjournment:** Stroh moved and Schons seconded a motion to adjourn the meeting at 5:20 p.m.

AYES: all  
NAYES: none  
ABSENT: none

Respectfully submitted,  
  
Eric S. Bailey, Library Director

**LAKE BLUFF PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
Human Resources Committee Meeting  
Thursday, October 17, 2013

- 1) **Call to Order; Roll Call:** The meeting was called to order at 6:22 p.m. by Board President Kathy Meierhoff. Roll was called and a quorum was established.

Present: Cal Stroh, Kathy Meierhoff, and Scot Butler.

Absent: None

Library Staff Present: Eric Bailey, Carlen DeThorne, and Martha Cordeniz.

Members of the Public: None

- 2) Discussion on optimizing Performance Evaluation Forms. **RESOLVED:** The Library Director will take a course in effective performance evaluations and use that information to suggest new forms to use.
- 3) Discussion of Library Pay Scale and Employee Benefits.
- 4) Discussion of reorganization evaluation.
- 5) **Any other business:**
- a) No other business was brought before the committee.

- 6) **Adjournment:** Stroh moved and Schons seconded a motion to adjourn the meeting at 7:35 p.m.

AYES: all

NAYES: none

ABSENT: none

Respectfully submitted,

Eric S. Bailey, Library Director

LAKE BLUFF PUBLIC LIBRARY  
BOARD OF TRUSTEES SPECIAL EMERGENCY MEETING  
Friday, November 1, 2013

The meeting was called to order at 7:30 p.m. by President Kathy Meierhoff.

Other Board members present: Scot Butler, Tim Kregor, Ruth Schnell, Carl Schons, Cal Stroh, Romain Wojda. Absent: None. Also attending: Library Director Eric Bailey and staff members Carlen deThorne, Martha O'Hara and Donna Williams. Members of the public in attendance included Gary and Melodie Peters, 150 Grafton Ct., Lake Bluff, who requested information on criteria for calling this meeting. The members of the public attending but not requesting to speak: Regina Ruocco, Richard deThorne and Steve Bottlemy.

Butler moved, Schons seconded the motion to adjourn to executive session. Voting Aye: All.  
Voting No: None

The Board adjourned to the Spruth Room for discussion, after which Stroh moved, Butler seconded the motion to come out of executive session and the Board moved back to the main floor. President Meierhoff reported to the public that after discussion, no action will be taken.  
Butler moved, Schons seconded the motion to adjourn the meeting at 9:00 p.m. All voted Aye.

Respectfully submitted,



Ruth Schnell

7A

**LAKE BLUFF PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
Finance Committee Meeting  
Friday, November 8, 2013

- 1) **Call to Order; Roll Call:** The meeting was called to order at 2:10 p.m. by Committee Chairman Scot Butler.

Present: Scot Butler, Tim Kregor.

Absent: None

Library Staff Present: Eric Bailey.

Members of the Public: None

- 2) Discussion of Fiscal Year 2014-2015 Tax Levy and Preliminary Budget

**RESOLVED:** The Library Director will find out what limitations are placed on Special Reserve funds.

**RESOLVED:** The Library Director will examine the cost of electronic resources, eBooks, and eAudiobooks.

**RESOLVED:** The Library Director will examine and provide a breakdown of the reason for staff budget increases.

- 3) **Any other business:**

a) No other business was brought before the committee.

- 4) **Adjournment:** Kregor moved and Butler seconded a motion to adjourn the meeting at 4:20pm.

AYES: all

NAYES: none

ABSENT: none

Respectfully submitted,

Eric S. Bailey, Library Director



# Lake Bluff Public Library

8A

DATE: 11/08/2013  
 TIME: 13:37:38  
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED BALANCE SHEET

PAGE: 1  
 F-YR: 14

FUND: LAKE BLUFF PUBLIC LIBRARY  
 FOR 6 PERIODS ENDING OCTOBER 31, 2013

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 10/31/13
<b>ASSETS</b>					
<b>DUE TO/FROM ACCOUNTS</b>					
80-00-100-10000	DUE TO/FROM OTHER FUNDS	0.00	1,749.33	0.00	1,749.33
80-00-100-20000	LIB GR FND DUE TO/FROM DETAIL	0.00	0.00	0.00	0.00
<b>TOTAL DUE TO/FROM ACCOUNTS</b>		<b>0.00</b>	<b>1,749.33</b>	<b>0.00</b>	<b>1,749.33</b>
<b>CASH &amp; INVESTMENTS</b>					
80-10-101-10000	CHECKING ACCOUNT	0.00	0.00	0.00	0.00
80-10-101-10001	CASH BOX OVER/SHORT	0.00	122.40	89.27	33.13
80-10-101-11000	MONEY MARKET ACCOUNT	77,653.85	510,404.48	479,112.51	108,945.82
80-10-101-12000	SAVINGS ACCOUNT	0.00	0.00	0.00	0.00
80-10-101-12100	N TR WEED & FEED CHECKING ACCT	0.00	0.00	0.00	0.00
80-10-101-13000	PETTY CASH	150.00	0.00	0.00	150.00
80-10-101-15000	INVESTMENTS	0.00	0.00	0.00	0.00
80-10-101-15010	US GOVERNMENT OBLIGATIONS	0.00	0.00	0.00	0.00
80-10-101-15020	CERTIFICATES OF DEPOSIT	0.00	0.00	0.00	0.00
80-10-101-15110	ILLINOIS FUND	487,616.56	891,515.41	496,000.00	883,131.97
80-10-101-15111	ILLINOIS FUNDS - GRANTS	1.80	0.00	0.00	1.80
80-10-101-15112	ILLINOIS FUNDS - EPAY	770.36	864.42	39.47	1,595.31
<b>TOTAL CASH &amp; INVESTMENTS</b>		<b>566,192.57</b>	<b>1,402,906.71</b>	<b>975,241.25</b>	<b>993,858.03</b>
<b>RECEIVABLES</b>					
80-10-201-15000	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
80-10-201-15200	PROPERTY TAX RECEIVABLE	835,725.27	0.00	835,725.27	0.00
80-10-201-35000	INTEREST RECEIVABLE	0.00	0.00	0.00	0.00
80-10-201-37000	OTHER RECEIVABLE	0.00	0.00	0.00	0.00
<b>TOTAL RECEIVABLES</b>		<b>835,725.27</b>	<b>0.00</b>	<b>835,725.27</b>	<b>0.00</b>
<b>OTHER ASSETS</b>					
80-10-301-37100	DUE FROM THE VILLAGE	116.36	887,524.11	895,819.54	(8,179.07)
80-10-301-55000	PREPAID EXPENSES	0.00	0.00	0.00	0.00
<b>TOTAL OTHER ASSETS</b>		<b>116.36</b>	<b>887,524.11</b>	<b>895,819.54</b>	<b>(8,179.07)</b>
<b>TOTAL ASSETS</b>		<b>1,402,034.20</b>	<b>2,292,180.15</b>	<b>2,706,786.06</b>	<b>987,428.29</b>

**LIABILITIES AND FUND EQUITY**

**LIABILITIES**

**PAYABLES**

80-20-10000	ACCOUNTS PAYABLE	20,564	230,470.18	232,905.17	659.63
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# Lake Bluff Public Library

8B

DATE: 11/08/2013  
 TIME: 13:37:38  
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED BALANCE SHEET

PAGE: 2  
 F-YR: 14

FUND: LAKE BLUFF PUBLIC LIBRARY  
 FOR 6 PERIODS ENDING OCTOBER 31, 2013

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 10/31/13
<b>LIABILITIES</b>					
<b>PAYABLES</b>					
80-20-102-41000	SOCIAL SECURITY TAX PAYABLE	0.00	31,098.22	31,098.22	0.00
80-20-102-42000	FEDERAL INCOME TAX PAYABLE	0.00	18,221.07	18,221.07	0.00
80-20-102-43000	STATE INCOME TAX PAYABLE	0.00	8,747.63	8,747.63	0.00
80-20-102-44000	IMRF PAYABLE	0.00	26,271.96	26,271.96	0.00
80-20-102-45000	ICMA 457 PLAN PAYABLE	0.00	11,550.00	12,600.00	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	1,603.84	1,603.84	0.00
80-20-102-66000	LIBRARY HSA PAYABLE	0.00	2,400.00	2,400.00	0.00
80-20-102-70000	OTHER SHORT TERM LIABILITIES	0.00	0.00	0.00	0.00
<b>TOTAL PAYABLES</b>		<b>20,224.64</b>	<b>330,362.90</b>	<b>333,847.89</b>	<b>23,709.63</b>
<b>OTHER LIABILITIES</b>					
80-20-202-16000	ACCRUED PAYROLL	15,723.85	0.00	0.00	15,723.85
80-20-202-22000	DEFERRED PROPERTY TAX	835,725.27	835,725.27	0.00	0.00
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
<b>TOTAL OTHER LIABILITIES</b>		<b>851,449.12</b>	<b>835,725.27</b>	<b>0.00</b>	<b>15,723.85</b>
<b>ESCROWS &amp; DEPOSITS</b>					
80-20-302-24000	MISCELLANEOUS RESERVE	0.00	0.00	0.00	0.00
<b>TOTAL ESCROWS &amp; DEPOSITS</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>LONG TERM LIABILITIES</b>					
80-20-402-39000	OTHER LONG TERM LIABILITIES	0.00	0.00	0.00	0.00
<b>TOTAL LONG TERM LIABILITIES</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL LIABILITIES</b>		<b>871,673.76</b>	<b>1,166,088.17</b>	<b>333,847.89</b>	<b>39,433.48</b>
<b>FUND EQUITY</b>					
<b>EQUITY SECTION</b>					
80-30-100-53000	UNRESERVED FUND BALANCE	380,360.44	0.00	0.00	380,360.44
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
<b>TOTAL EQUITY SECTION</b>		<b>530,360.44</b>	<b>0.00</b>	<b>0.00</b>	<b>530,360.44</b>
<b>FUND SURPLUS (DEFICIT)</b>		<b>0.00</b>	<b>0.00</b>	<b>417,634.37</b>	<b>417,634.37</b>

# Lake Bluff Public Library

80

DATE: 11/08/2013  
 TIME: 13:37:38  
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED BALANCE SHEET

PAGE: 3  
 F-YR: 14

FUND: LAKE BLUFF PUBLIC LIBRARY  
 FOR 6 PERIODS ENDING OCTOBER 31, 2013

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 10/31/13
<hr/>					
TOTAL FUND EQUITY		530,360.44	0.00	417,634.37	947,994.81
TOTAL LIABILITIES AND FUND EQUITY		1,402,034.20	1,166,088.17	751,482.26	987,428.29
<hr/>					

Lake Bluff Public Library

80

DATE: 11/08/2013  
 TIME: 13:37:38  
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED BALANCE SHEET

PAGE: 4  
 F-YR: 14

FUND: LIBRARY BLG RENOVATION FUND  
 FOR 6 PERIODS ENDING OCTOBER 31, 2013

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 10/31/13
<b>ASSETS</b>					
-----					
TOTAL ASSETS		0.00	0.00	0.00	0.00
-----					
<b>LIABILITIES AND FUND EQUITY</b>					
<b>LIABILITIES</b>					
---	UNDEFINED CODE ---				
81-00-100-10000	INTERFUND ACCT	0.00	0.00	1,749.33	1,749.33
-----					
TOTAL --- UNDEFINED CODE ---		0.00	0.00	1,749.33	1,749.33
-----					
---	UNDEFINED CODE ---				
81-20-102-20000	ACCOUNTS PAYABLE	0.00	1,749.33	1,749.33	0.00
-----					
TOTAL --- UNDEFINED CODE ---		0.00	1,749.33	1,749.33	0.00
-----					
TOTAL LIABILITIES		0.00	1,749.33	3,498.66	1,749.33
-----					
<b>FUND EQUITY</b>					
---	UNDEFINED CODE ---				
81-30-100-53100	RESERVED FOR CAPITAL	0.00	0.00	0.00	0.00
-----					
TOTAL --- UNDEFINED CODE ---		0.00	0.00	0.00	0.00
	FUND SURPLUS (DEFICIT)	0.00	1,749.33	0.00	(1,749.33)
-----					
TOTAL FUND EQUITY		0.00	1,749.33	0.00	(1,749.33)
-----					
TOTAL LIABILITIES AND FUND EQUITY		0.00	3,498.66	3,498.66	0.00
-----					

# Lake Bluff Public Library

8E

DATE: 11/08/2013  
 TIME: 13:37:38  
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED BALANCE SHEET

PAGE: 5  
 F-YR: 14

FUND: LIBRARY OPERATING GRANTS FUND  
 FOR 6 PERIODS ENDING OCTOBER 31, 2013

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 10/31/13
<b>ASSETS</b>					
INTERFUND CLEARING ACCOUNT					
82-00-100-10000	DUE TO/FROM LIBRARY FUND	0.00	0.00	0.00	0.00
TOTAL INTERFUND CLEARING ACCOUNT		0.00	0.00	0.00	0.00
CASH & INVESTMENTS					
82-10-101-12000	LIBRARY BIRD MEMORIAL SAVINGS	0.00	0.00	0.00	0.00
TOTAL CASH & INVESTMENTS		0.00	0.00	0.00	0.00
TOTAL ASSETS		0.00	0.00	0.00	0.00
<b>LIABILITIES AND FUND EQUITY</b>					
LIABILITIES					
PAYABLES					
82-20-102-20000	ACCOUNTS PAYABLE	0.00	0.00	0.00	0.00
TOTAL PAYABLES		0.00	0.00	0.00	0.00
TOTAL LIABILITIES		0.00	0.00	0.00	0.00
FUND EQUITY					
EQUITY SECTION					
82-30-100-53000	UNRESERVED FUND BALANCE	0.00	0.00	0.00	0.00
TOTAL EQUITY SECTION		0.00	0.00	0.00	0.00
TOTAL FUND EQUITY		0.00	0.00	0.00	0.00
TOTAL LIABILITIES AND FUND EQUITY		0.00	0.00	0.00	0.00

Lake Bluff Public Library

8F

DATE: 11/08/2013  
 TIME: 13:37:38  
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED BALANCE SHEET

PAGE: 6  
 F-YR: 14

FUND: LIBRARY SPECIAL GRANT FUND  
 FOR 6 PERIODS ENDING OCTOBER 31, 2013

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 10/31/13
<b>ASSETS</b>					
INTERFUND CLEARING ACCOUNT					
83-00-100-10000	LIBRARY GRANT FUND DUE TO/FROM	0.00	0.00	0.00	0.00
TOTAL INTERFUND CLEARING ACCOUNT		0.00	0.00	0.00	0.00
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		0.00	0.00	0.00	0.00
<b>LIABILITIES AND FUND EQUITY</b>					
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	0.00	0.00	0.00	0.00
TOTAL FUND BALANCE		0.00	0.00	0.00	0.00
TOTAL FUND EQUITY		0.00	0.00	0.00	0.00
TOTAL LIABILITIES AND FUND EQUITY		0.00	0.00	0.00	0.00

# Lake Bluff Public Library

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DATE: 11/08/2013  
 TIME: 13:54:42  
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 6 PERIODS ENDING OCTOBER 31, 2013

PAGE: 1  
 F-YR: 14

FUND: LAKE BLUFF PUBLIC LIBRARY  
 DEPT: REVENUES

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
<b>PROPERTY TAXES</b>							
80-40-103-10000	LIBRARY PROPERTY TAX	8,608.23	10,625.66	838,551.60	789,009.46	833,508.00	100.6%
<b>TOTAL REVENUES: PROPERTY TAXES</b>		8,608.23	10,625.66	838,551.60	789,009.46	833,508.00	100.6%
<b>SERVICES &amp; FEES</b>							
80-40-403-48300	PHOTO-COPY CHARGES	181.40	174.50	1,263.30	1,062.51	1,700.00	74.3%
80-40-403-48500	NON-RESIDENT FEES	167.81	332.48	3,942.05	3,467.91	6,000.00	65.7%
<b>TOTAL REVENUES: SERVICES &amp; FEES</b>		349.21	506.98	5,205.35	4,530.42	7,700.00	67.6%
<b>FINES</b>							
80-40-503-65000	RENTAL FINES	1,318.30	975.06	7,447.35	6,630.40	12,000.00	62.0%
<b>TOTAL REVENUES: FINES</b>		1,318.30	975.06	7,447.35	6,630.40	12,000.00	62.0%
<b>MISCELLANEOUS</b>							
80-40-603-73000	PER CAPITA GRANTS	0.00	0.00	5,880.21	0.00	0.00	100.0%
80-40-603-73100	"WEED AND FEED" GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73200	ILLINOIS FIRST GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73400	MISCELLANEOUS GRANTS RECEIVED	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73500	HVAC GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73600	SHAKESPEARE GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73700	VILLAGE CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73800	VLIET OPERATING COST CONTRIB	0.00	0.00	0.00	0.00	7,800.00	0.0%
80-40-603-75000	INTEREST EARNINGS	49.82	96.72	178.45	0.00	0.00	100.0%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	26.59	7.67	125.73	405.43	500.00	35.6%
80-40-603-78001	RESTRICTED DONATIONS	25.00	0.00	450.00	33.63	0.00	100.0%
80-40-603-78002	VCLA EQUITY DONATION	0.00	0.00	0.00	2,073.79	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	169.20	179.32	3,053.75	0.00	0.00	0.0%
<b>TOTAL REVENUES: MISCELLANEOUS</b>		270.61	283.71	10,388.14	3,536.35	11,300.00	91.9%
<b>TOTAL REVENUES: REVENUES</b>		10,546.35	12,391.41	861,592.44	803,706.63	864,508.00	99.6%
<b>TOTAL FUND REVENUES</b>		10,546.35	12,391.41	861,592.44	803,706.63	864,508.00	99.6%

# Lake Bluff Public Library

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DATE: 11/08/2013  
 TIME: 13:54:42  
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 6 PERIODS ENDING OCTOBER 31, 2013

PAGE: 2  
 F-YR: 14

FUND: LAKE BLUFF PUBLIC LIBRARY  
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
<b>LIBRARY SERVICES</b>							
80-60-001-40000	LIBRARIAN SALARIES	18,012.34	17,403.45	106,716.37	102,693.26	217,000.00	49.1%
80-60-001-40050	STAFF SALARIES	17,647.94	13,750.26	100,543.93	81,986.86	201,000.00	50.0%
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	3,462.55	3,143.02	19,563.90	16,704.92	50,000.00	39.1%
80-60-001-40750	PROFESSIONAL INSURANCE & BONDS	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	500.00	0.0%
80-60-001-40950	EMPLOYER IMRF	3,257.52	3,038.27	19,292.98	17,987.02	40,000.00	48.2%
80-60-001-40951	EMPLOYER FICA TAX	2,675.94	2,331.44	15,549.13	13,829.88	32,000.00	48.5%
80-60-001-41000	BUILDING MAINTENANCE	2,824.12	1,302.74	16,821.98	13,263.51	28,000.00	60.0%
80-60-001-41020	ELEVATOR MAINTENANCE	107.32	104.19	643.92	813.33	2,250.00	28.6%
80-60-001-41050	GROUNDS MAINTENANCE	627.00	960.00	4,215.85	4,382.47	10,000.00	42.1%
80-60-001-41200	EQUIPMENT MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-41300	COMPUTER SERVICES	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-41303	COPIER MAINTENANCE/SUPPLIES	146.09	182.26	2,907.71	3,060.97	4,500.00	64.6%
80-60-001-41304	OTHER PROFESSIONAL SERVICES	0.00	0.00	50.00	0.00	5,000.00	1.0%
80-60-001-41305	COMPUTER SERVICES	99.00	0.00	8,558.71	12,725.00	28,000.00	30.5%
80-60-001-41350	LEGAL SERVICES	2,398.50	1,260.00	3,568.50	4,127.19	2,500.00	142.7%
80-60-001-42400	PROFESSIONAL DEVELOPMENT	365.00	0.00	2,208.00	1,646.00	3,000.00	73.6%
80-60-001-42440	DUES	262.00	361.00	557.00	673.13	2,500.00	22.2%
80-60-001-43230	UTILITIES	620.52	402.64	3,791.77	2,777.09	6,500.00	58.3%
80-60-001-43300	POSTAGE	132.40	596.24	1,162.49	1,945.98	4,000.00	29.0%
80-60-001-43400	PRINTING/E-NEWSLETTER	0.00	0.00	3,543.80	3,630.48	8,000.00	44.2%
80-60-001-43550	OFFICE SUPPLIES	781.71	267.91	2,902.96	2,585.95	6,000.00	48.3%
80-60-001-43570	OPERATING SUPPLIES	0.00	0.00	0.00	52.98	0.00	0.0%
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	144.29	153.72	766.39	697.86	2,500.00	30.6%
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	570.10	1,197.44	2,447.74	2,848.65	5,500.00	44.5%
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	5.99	112.94	539.81	1,000.00	11.2%
80-60-001-43710	ADULT PROGRAM SUPPLIES	975.00	91.58	3,386.57	1,651.53	4,000.00	84.6%
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	292.54	101.75	5,041.25	3,868.52	7,000.00	72.0%
80-60-001-44800	PER CAPITA GRANT	0.00	0.00	3,578.05	0.00	0.00	-100.0%
80-60-001-44850	ROSSI GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-44870	PROGRAM EXPENSES	0.00	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	3,620.85	1,701.56	10,395.17	10,466.81	18,000.00	57.7%
80-60-001-45100	ADULT FICTION BOOKS	1,562.93	957.39	7,515.83	7,585.12	15,000.00	50.1%
80-60-001-45110	ADULT LARGE PRINT MATERIAL	121.01	186.55	366.85	415.32	1,000.00	36.6%
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	1,868.74	1,506.23	6,879.33	7,804.66	14,000.00	49.1%
80-60-001-45220	ADULT REFERENCE/E-REFER	0.00	0.00	6,797.40	7,557.81	18,000.00	37.7%
80-60-001-45300	ADULT REFERENCE MATERIAL	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-45400	JUVENILE NON-FICTION	0.00	29.18	6,657.98	1,299.52	7,000.00	95.1%
80-60-001-45410	PICTURE BOOKS, READERS	185.58	32.54	2,795.33	2,419.84	6,000.00	46.5%
80-60-001-45420	JUVENILE FICTION	163.85	522.07	3,538.33	3,799.57	8,500.00	41.6%



# Lake Bluff Public Library

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-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 6 PERIODS ENDING OCTOBER 31, 2013

PAGE: 3  
 F-YR: 14

FUND: LAKE BLUFF PUBLIC LIBRARY  
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
<b>LIBRARY SERVICES</b>							
80-60-001-45430	JUVENILE AUDIO-VISUAL	67.96	406.33	1,640.22	1,259.12	3,750.00	43.7%
80-60-001-45440	JUVENILE REFERENCE	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-45450	TEEN BOOKS	391.63	346.16	1,521.78	1,290.56	2,750.00	55.3%
80-60-001-45460	E-BOOKS	480.84	163.85	3,441.42	2,130.36	8,000.00	43.0%
80-60-001-45470	GRAPHIC NOVELS	38.11	0.00	183.90	113.94	500.00	36.7%
80-60-001-45500	PERIODICALS	269.00	0.00	4,670.61	4,605.59	7,500.00	62.2%
80-60-001-45510	VIDEO GAMES	84.96	0.00	1,233.78	1,131.04	2,750.00	44.8%
80-60-001-45600	PATRON & STAFF SOFTWARE	9.95	845.00	658.70	3,873.00	4,500.00	14.6%
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	0.00	199.00	46,053.00	6,330.17	14,000.00	328.9%
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	0.00	550.02	0.00	0.0%
80-60-001-46000	MISCELLANEOUS EXPENSES	247.64	67.49	1,102.12	550.88	2,000.00	55.1%
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	42.37	1,978.00	300.17	2,060.76	0.00	-100.0%
80-60-001-49000	LIBRARY FURNISHINGS	1,517.05	0.00	2,263.21	145.10	2,508.00	90.2%
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	680.20	0.00	5,045.20	0.00	13,000.00	38.8%
80-60-001-49350	COMPUTER EQUIPMENT	0.00	7,242.00	1,552.22	7,774.79	125,000.00	1.2%
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	7.95	0.00	7.95	1,534.81	2,000.00	0.3%
80-60-001-50000	CONTINGENCY	124.91	2,181.00	1,405.63	3,475.63	18,000.00	7.8%
<b>TOTAL EXPENSES: LIBRARY SERVICES</b>		66,887.41	65,018.25	443,958.07	372,666.81	964,508.00	46.0%
<b>TOTAL EXPENSES: LIBRARY ADMINISTRATION</b>		66,887.41	65,018.25	443,958.07	372,666.81	964,508.00	46.0%
<b>TOTAL FUND EXPENSES</b>		66,887.41	65,018.25	443,958.07	372,666.81	964,508.00	46.0%

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-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 6 PERIODS ENDING OCTOBER 31, 2013

PAGE: 4  
 F-YR: 14

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

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
---	UNDEFINED CODE ---						
81-60-001-49000	LIBRARY FURNISHINGS	0.00	0.00	0.00	2,800.00	0.00	0.0%
81-60-001-49100	BUILDING IMPROVEMENTS	0.00	0.00	1,749.33	0.00	0.00	-100.0%
TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	0.00	1,749.33	2,800.00	0.00	-100.0%
TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	0.00	1,749.33	2,800.00	0.00	-100.0%
TOTAL FUND EXPENSES		66,887.41	65,018.25	445,707.40	375,466.81	964,508.00	46.2%

# Lake Bluff Public Library

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DATE: 11/08/2013  
 TIME: 13:54:42  
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 6 PERIODS ENDING OCTOBER 31, 2013

PAGE: 5  
 F-YR: 14

FUND: LIBRARY OPERATING GRANTS FUND  
 DEPT: BIR MEMORIAL FUND REVENUES

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
<hr/>							
MISCELLANEOUS							
82-40-603-53000	BIRD MEMORIAL RESERVE	0.00	0.00	0.00	0.00	0.00	0.0%
82-40-603-73000	STATE PER CAPITA GRANT	0.00	0.00	0.00	0.00	5,868.00	0.0%
82-40-603-73400	MISCELLANEOUS GRANT	0.00	0.00	0.00	0.00	15,000.00	0.0%
82-40-603-75000	INTEREST EARNINGS	0.00	0.00	0.00	0.46	0.00	0.0%
82-40-603-78000	UNRESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.00	5,000.00	0.0%
82-40-603-78100	RESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.00	15,000.00	0.0%
82-40-603-78200	TECH-4-U DONATIONS	0.00	0.00	0.00	0.00	0.00	0.0%
<hr/>							
TOTAL REVENUES: MISCELLANEOUS		0.00	0.00	0.00	0.46	40,868.00	0.0%
TOTAL REVENUES: BIR MEMORIAL FUND REVENUES		0.00	0.00	0.00	0.46	40,868.00	0.0%
TOTAL FUND REVENUES		10,546.35	12,391.41	861,592.44	803,707.09	905,376.00	95.1%

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-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 6 PERIODS ENDING OCTOBER 31, 2013

PAGE: 6  
 F-YR: 14

FUND: LIBRARY OPERATING GRANTS FUND  
 DEPT: BIRD MEMORIAL EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
--- UNDEFINED CODE ---							
82-60-001-44800	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	0.00	3,057.38	5,868.00	0.0%
82-60-001-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.0%
82-60-001-44901	PATTI MANNELLY MEMORIAL EXPEND	0.00	0.00	0.00	0.00	0.00	0.0%
82-60-001-49000	BIRD MEMORIAL - CHILDRENS LIBR	0.00	0.00	0.00	158.10	0.00	0.0%
82-60-001-49350	TECH-4-U AUTOMATION EXPENDITUR	0.00	0.00	0.00	0.00	0.00	0.0%
82-60-001-49600	HVAC SYSTEM	0.00	0.00	0.00	0.00	0.00	0.0%
82-60-001-99999	USE OF DONATIONS/TEMPORARY EXP	0.00	0.00	0.00	0.00	20,000.00	0.0%
TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	0.00	0.00	3,215.48	25,868.00	0.0%
CONTRACTUAL & COMMODITIES							
82-60-002-43570	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.0%
82-60-002-45000	BIRD MEMORIAL EXPENSES	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL EXPENSES: CONTRACTUAL & COMMODITIES		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL EXPENSES: BIRD MEMORIAL EXPENDITURES		0.00	0.00	0.00	3,215.48	25,868.00	0.0%
TOTAL FUND EXPENSES		66,887.41	65,018.25	445,707.40	378,682.29	990,376.00	45.0%

# Lake Bluff Public Library

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DATE: 11/08/2013  
 TIME: 13:54:43  
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 6 PERIODS ENDING OCTOBER 31, 2013

PAGE: 7  
 F-YR: 14

FUND: LIBRARY SPECIAL GRANT FUND  
 DEPT: LIBRARY GRANT FUND REVENUES

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
-----							
MISCELLANEOUS							
83-40-603-73000	IL FIRST GRANT/BLDG EXPANSION	0.00	0.00	0.00	0.00	0.00	0.0%
83-40-603-75000	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00	0.0%
-----							
TOTAL REVENUES: MISCELLANEOUS		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL REVENUES: LIBRARY GRANT FUND REVENUES		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL FUND REVENUES		10,546.35	12,391.41	861,592.44	803,707.09	905,376.00	95.1%

# Lake Bluff Public Library

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DATE: 11/08/2013  
 TIME: 13:54:43  
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 6 PERIODS ENDING OCTOBER 31, 2013

PAGE: 8  
 F-YR: 14

FUND: LIBRARY SPECIAL GRANT FUND  
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
<hr style="border-top: 1px dashed black;"/>							
EXPENDITURES							
83-60-001-49100	IL FIRST GRANT/BLDG EXPANSION	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL EXPENSES: EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL EXPENSES: LIBRARY ADMINISTRATION		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL FUND EXPENSES		66,887.41	65,018.25	445,707.40	378,682.29	990,376.00	45.0%

# Lake Bluff Public Library

DATE: 11/07/13  
 TIME: 14:09:56  
 ID: AP225000.CBL

-- VILLAGE OF LAKE BLUFF --  
 MANUAL CHECK REGISTER

10A  
 PAGE: 1

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
11355	9HOMEDEP	HOME DEPOT		CREDIT SERVICES	10/08/13		
	104877	09/01/13	01	BUILDING MAINTENANCE		80-60-001-41000	-27.75
						INVOICE TOTAL:	-27.75 *
	4573080	09/17/13	01	BUILDING MAINTENANCE		80-60-001-41000	51.03
						INVOICE TOTAL:	51.03 *
	574526	09/01/13	01	BUILDING MAINTENANCE		80-60-001-41000	29.30
						INVOICE TOTAL:	29.30 *
	9104972	09/02/13	01	BUILDING MAINTENANCE		80-60-001-41000	-57.06
						INVOICE TOTAL:	-57.06 *
	971906	09/01/13	01	BUILDING MAINTENANCE		80-60-001-41000	66.00
						INVOICE TOTAL:	66.00 *
						CHECK TOTAL:	61.52
11356	9AT&T	AT & T			10/24/13		
	8472342540-10	10/07/13	01	LCL PH SRVC:9/8-10/7/13		80-60-001-43230	333.43
						INVOICE TOTAL:	333.43 *
						CHECK TOTAL:	333.43
11357	9HELANDE	HELANDERS, INC			10/24/13		
	093159	09/10/13	01	OFFICE SUPPLIES		80-60-001-43550	20.28
						INVOICE TOTAL:	20.28 *
						CHECK TOTAL:	20.28
11358	9COMCAST	COMCAST CABLE			10/24/13		
	COM101213	10/12/13	01	INTERNET SRVC:10/19-11/18/13		80-60-001-43230	154.85
						INVOICE TOTAL:	154.85 *
						CHECK TOTAL:	154.85
11359	9TOSEREL	ELIZA JARVI			10/24/13		
	JAR100213	10/02/13	01	JUVENILE PROGRAM SUPPLIES		80-60-001-43720	24.33
						INVOICE TOTAL:	24.33 *
						CHECK TOTAL:	24.33
11360	9JENSENL	LYNDY JENSEN			10/24/13		

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11360	9JENSENL JEN100213	LYNDY JENSEN 10/02/13	01 EXTERIOR BUILDING IMPROVEMENTS	10/24/13	80-60-001-49120	30.20 INVOICE TOTAL: 30.20 *
					CHECK TOTAL:	30.20
11361	9KAMINMI KAM101513	MICAH KAMIN 10/15/13	01 CUSTODIAL SRVC'S:9/26 & 10/15	10/24/13	80-60-001-41000	125.00 INVOICE TOTAL: 125.00 *
					CHECK TOTAL:	125.00
11362	9MCPMAHSE 69460	MCPMAHON SERVICES 10/16/13	01 WINDOW WASHING	10/24/13	80-60-001-41000	439.00 INVOICE TOTAL: 439.00 *
					CHECK TOTAL:	439.00
11363	9NCCPETE 62477	NCC-PETERSON PRODUCTS 10/10/13	01 JANITORIAL SUPPLIES	10/24/13	80-60-001-43660	144.29 INVOICE TOTAL: 144.29 *
					CHECK TOTAL:	144.29
11364	9VANTAGE 101688513	VANTAGEPOINT TRANSFER AGENTS 10/16/13	01 'EE ICMA CONTRIBUTION:10/31/13	10/25/13	80-20-102-45000	1,050.00 INVOICE TOTAL: 1,050.00 *
					CHECK TOTAL:	1,050.00
11365	9INGRAM 74237244	INGRAM LIBRARY SERVICES 09/26/13	01 ADULT FICTION BOOKS	10/25/13	80-60-001-45100	17.36 INVOICE TOTAL: 17.36 *
	74237245	09/26/13	01 GRAPHIC NOVELS		80-60-001-45470	11.99 INVOICE TOTAL: 11.99 *
	74237246	09/26/13	01 ADULT NON-FICTION BOOKS		80-60-001-45000	26.60 INVOICE TOTAL: 26.60 *
	74237247	09/26/13	01 ADULT FICTION BOOKS		80-60-001-45100	33.27 INVOICE TOTAL: 33.27 *



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11365	9INGRAM	INGRAM LIBRARY SERVICES			10/25/13		
	74237248	09/26/13	01	TEEN BOOKS		80-60-001-45450	10.16
						INVOICE TOTAL:	10.16 *
	74237249	09/26/13	01	ADULT NON-FICTION BOOKS		80-60-001-45000	145.64
						INVOICE TOTAL:	145.64 *
	74237250	09/26/13	01	ADULT NON-FICTION BOOKS		80-60-001-45000	14.66
						INVOICE TOTAL:	14.66 *
	74256127	09/26/13	01	ADULT FICTION BOOKS		80-60-001-45100	-10.73
						INVOICE TOTAL:	-10.73 *
	74287418	09/30/13	01	ADULT FICTION BOOKS		80-60-001-45100	14.69
						INVOICE TOTAL:	14.69 *
	74287419	09/30/13	01	ADULT FICTION BOOKS		80-60-001-45100	40.63
						INVOICE TOTAL:	40.63 *
	74287420	09/30/13	01	ADULT FICTION BOOKS		80-60-001-45100	31.58
						INVOICE TOTAL:	31.58 *
	74287421	09/30/13	01	ADULT FICTION BOOKS		80-60-001-45100	15.79
						INVOICE TOTAL:	15.79 *
	74287422	09/30/13	01	GRAPHIC NOVELS		80-60-001-45470	14.13
						INVOICE TOTAL:	14.13 *
	74287423	09/30/13	01	ADULT FICTION BOOKS		80-60-001-45100	11.29
						INVOICE TOTAL:	11.29 *
	74287424	09/30/13	01	ADULT NON-FICTION BOOKS		80-60-001-45000	122.78
						INVOICE TOTAL:	122.78 *
	74287425	09/30/13	01	ADULT NON-FICTION BOOKS		80-60-001-45000	170.49
						INVOICE TOTAL:	170.49 *
	74287426	09/30/13	01	EXPENSES FRM RESTRICTED DONAT		80-60-001-48001	25.43
						INVOICE TOTAL:	25.43 *
	74313205	10/01/13	01	ADULT NON-FICTION BOOKS		80-60-001-45000	23.97
						INVOICE TOTAL:	23.97 *
	74313206	10/01/13	01	ADULT NON-FICTION BOOKS		80-60-001-45000	5.99
						INVOICE TOTAL:	5.99 *
	74352295	10/03/13	01	ADULT NON-FICTION BOOKS		80-60-001-45000	16.77
						INVOICE TOTAL:	16.77 *

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11365	9INGRAM	INGRAM LIBRARY SERVICES		10/25/13		
	74352296	10/03/13	01 ADULT NON-FICTION BOOKS		80-60-001-45000	81.73
					INVOICE TOTAL:	81.73 *
	74352297	10/03/13	01 ADULT NON-FICTION BOOKS		80-60-001-45000	15.79
					INVOICE TOTAL:	15.79 *
	74352298	10/03/13	01 ADULT NON-FICTION BOOKS		80-60-001-45000	53.83
					INVOICE TOTAL:	53.83 *
	74372394	10/04/13	01 ADULT NON-FICTION BOOKS		80-60-001-45000	16.92
					INVOICE TOTAL:	16.92 *
	74372395	10/04/13	01 ADULT NON-FICTION BOOKS		80-60-001-45000	297.35
					INVOICE TOTAL:	297.35 *
	74396867	10/07/13	01 ADULT FICTION BOOKS		80-60-001-45100	9.60
					INVOICE TOTAL:	9.60 *
	74396868	10/07/13	01 ADULT FICTION BOOKS		80-60-001-45100	47.40
					INVOICE TOTAL:	47.40 *
	74396869	10/07/13	01 ADULT FICTION BOOKS		80-60-001-45100	14.66
					INVOICE TOTAL:	14.66 *
	74396870	10/07/13	01 ADULT NON-FICTION BOOKS		80-60-001-45000	36.10
					INVOICE TOTAL:	36.10 *
	74396871	10/07/13	01 ADULT NON-FICTION BOOKS		80-60-001-45000	123.41
					INVOICE TOTAL:	123.41 *
	74396872	10/07/13	01 LARGE PRINT MATERIALS		80-60-001-45110	48.03
					INVOICE TOTAL:	48.03 *
	74396873	10/07/13	01 TEEN BOOKS		80-60-001-45450	129.87
					INVOICE TOTAL:	129.87 *
	74422565	10/08/13	01 EXPENSES FRM RESTRICTED DONAT		80-60-001-48001	16.94
			02 ADULT NON-FICTION BOOKS		80-60-001-45000	28.29
					INVOICE TOTAL:	45.23 *
	74436710	10/09/13	01 ADULT NON-FICTION BOOKS		80-60-001-45000	32.76
					INVOICE TOTAL:	32.76 *
	74436711	10/09/13	01 ADULT NON-FICTION BOOKS		80-60-001-45000	101.10
					INVOICE TOTAL:	101.10 *

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11365	9INGRAM	INGRAM LIBRARY SERVICES		10/25/13		
	74436712	10/09/13	01 ADULT NON-FICTION BOOKS		80-60-001-45000	15.81
					INVOICE TOTAL:	15.81 *
	74436713	10/09/13	01 ADULT NON-FICTION BOOKS		80-60-001-45000	46.30
					INVOICE TOTAL:	46.30 *
	74456433	10/10/13	01 ADULT NON-FICTION BOOKS		80-60-001-45000	16.94
					INVOICE TOTAL:	16.94 *
	74498253	10/14/13	01 ADULT FICTION BOOKS		80-60-001-45100	14.68
					INVOICE TOTAL:	14.68 *
	74498254	10/14/13	01 ADULT FICTION BOOKS		80-60-001-45100	79.00
					INVOICE TOTAL:	79.00 *
	74498255	10/14/13	01 ADULT FICTION BOOKS		80-60-001-45100	12.43
					INVOICE TOTAL:	12.43 *
	74498256	10/14/13	01 GRAPHIC NOVELS		80-60-001-45470	11.99
					INVOICE TOTAL:	11.99 *
	74498257	10/14/13	01 ADULT NON-FICTION		80-60-001-45000	14.69
					INVOICE TOTAL:	14.69 *
	74498258	10/14/13	01 ADULT NON-FICTION BOOKS		80-60-001-45000	156.43
					INVOICE TOTAL:	156.43 *
	74498259	10/14/13	01 TEEN BOOKS		80-60-001-45450	10.16
					INVOICE TOTAL:	10.16 *
	74498260	10/14/13	01 ADULT NON-FICTION BOOKS		80-60-001-45000	263.12
					INVOICE TOTAL:	263.12 *
	74498261	10/14/13	01 ADULT FICTION BOOKS		80-60-001-45100	835.49
					INVOICE TOTAL:	835.49 *
	74527275	10/15/13	01 ADULT FICTION BOOKS		80-60-001-45100	58.93
					INVOICE TOTAL:	58.93 *
					CHECK TOTAL:	3,332.24
11366	9WENDTM	WENDT MAINTENANCE INC.		10/25/13		
	WEN10012013	10/01/13	01 LANDSCAPE MAINT:OCT 2013		80-60-001-41050	480.00
					INVOICE TOTAL:	480.00 *
					CHECK TOTAL:	480.00

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11367	9NSSD		NORTH SHORE SANITARY DISTRICT	10/25/13		
	2609959	10/05/13	01 WASTEWATER TRTMNT:5/9-7/29/13		80-60-001-43230	132.24
					INVOICE TOTAL:	132.24 *
					CHECK TOTAL:	132.24
11368	9OPPFran		OPP, FRANCHISING, INC.	10/25/13		
	CHC10131177	10/01/13	01 BUILDING MAINT: OCT 2013		80-60-001-41000	954.00
					INVOICE TOTAL:	954.00 *
					CHECK TOTAL:	954.00
11369	9USPOSTA		UNITED STATES POSTAL SERVICE	10/25/13		
	USP101113	10/11/13	01 POST CARD STAMPS		80-60-001-43300	33.00
			02 POSTAGE STAMPS		80-60-001-43300	92.00
					INVOICE TOTAL:	125.00 *
					CHECK TOTAL:	125.00
					TOTAL AMOUNT PAID:	7,406.38

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11370	9AMAZONA	VOIDED---LEADER CHECK						
		005917256166	10/04/13	01	ADULT NON-FICTION	80-60-001-45000	16.95	
						INVOICE TOTAL:	16.95 *	
		039609962392	09/23/13	01	ADULT NON-FICTION	80-60-001-45000	11.31	
						INVOICE TOTAL:	11.31 *	
		048344530614	09/16/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.28	
						INVOICE TOTAL:	19.28 *	
		048349343773	09/13/13	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-6.01	
						INVOICE TOTAL:	-6.01 *	
		055300165034	09/12/13	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-5.00	
						INVOICE TOTAL:	-5.00 *	
		055300192345	09/11/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.98	
						INVOICE TOTAL:	14.98 *	
		055300421468	09/16/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	22.49	
						INVOICE TOTAL:	22.49 *	
		055300597786	09/12/13	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-1.89	
						INVOICE TOTAL:	-1.89 *	
		055301163336	09/13/13	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-3.03	
						INVOICE TOTAL:	-3.03 *	
		055306284761	09/10/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	298.37	
						INVOICE TOTAL:	298.37 *	
		062703520449	10/04/13	01	VIDEO GAMES	80-60-001-45510	49.99	
						INVOICE TOTAL:	49.99 *	
		062705313141	10/05/13	01	CREDIT-VIDEO GAMES	80-60-001-45510	-0.01	
						INVOICE TOTAL:	-0.01 *	

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11370	9AMAZONA	VOIDED---LEADER CHECK						
	073062337922		09/18/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.98	
						INVOICE TOTAL:	19.98 *	
	088133901913		10/02/13	01	VIDEO GAMES	80-60-001-45510	14.99	
						INVOICE TOTAL:	14.99 *	
	088137705713		10/02/13	01	VIDEO GAMES	80-60-001-45510	19.99	
						INVOICE TOTAL:	19.99 *	
	100454109746		09/12/13	01	TAPE RECORDER	80-60-001-49400	7.95	
						INVOICE TOTAL:	7.95 *	
	118188937615		10/09/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	30.96	
						INVOICE TOTAL:	30.96 *	
	124391899200		09/25/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	78.38	
						INVOICE TOTAL:	78.38 *	
	124394440250		10/08/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	12.86	
						INVOICE TOTAL:	12.86 *	
11371	9AMAZONA	VOIDED---LEADER CHECK						
	124394532676		10/03/13	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-4.97	
						INVOICE TOTAL:	-4.97 *	
	124395606245		10/02/13	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-3.29	
						INVOICE TOTAL:	-3.29 *	
	124398862842		10/01/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	86.06	
						INVOICE TOTAL:	86.06 *	
	124399765717		09/27/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.38	
						INVOICE TOTAL:	14.38 *	

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11371	9AMAZONA	VOIDED---LEADER CHECK						
	128768351551		09/27/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	21.98	
						INVOICE TOTAL:	21.98 *	
	133953147504		10/01/13	01	ADULT NON-FICTION	80-60-001-45000	18.79	
						INVOICE TOTAL:	18.79 *	
	134037247041		10/09/13	01	ADULT AUDIO VISULA MATERIAL	80-60-001-45200	24.96	
						INVOICE TOTAL:	24.96 *	
	136813264904		09/18/13	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	25.98	
						INVOICE TOTAL:	25.98 *	
	174989035179		09/18/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	29.96	
						INVOICE TOTAL:	29.96 *	
	192840139610		09/24/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	13.49	
						INVOICE TOTAL:	13.49 *	
	192844562986		09/25/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	77.38	
						INVOICE TOTAL:	77.38 *	
	213011544034		10/02/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	24.99	
						INVOICE TOTAL:	24.99 *	
	213013009789		10/02/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	9.99	
						INVOICE TOTAL:	9.99 *	
	213013804919		10/09/13	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-1.99	
						INVOICE TOTAL:	-1.99 *	
	213015383038		10/08/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	189.80	
						INVOICE TOTAL:	189.80 *	
	289492241841		09/18/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	29.96	
						INVOICE TOTAL:	29.96 *	

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11371	9AMAZONA	VOIDED---LEADER CHECK					
	289492470996		09/25/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	10.00
						INVOICE TOTAL:	10.00 *
	289499236122		09/24/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	200.83
						INVOICE TOTAL:	200.83 *
	291290525910		09/20/13	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.53
						INVOICE TOTAL:	-0.53 *
11372	9AMAZONA	AMAZON					
	291290966861		09/19/13	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.35
						INVOICE TOTAL:	-0.35 *
	291293637000		09/18/13	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-2.18
						INVOICE TOTAL:	-2.18 *
	291297099739		09/17/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	277.01
						INVOICE TOTAL:	277.01 *
						CHECK TOTAL:	1,644.79
11373	9ALA	AMERICAN LIBRARY ASSOCIATION					
	ALA102213		11/06/13	01	ANN'L MEMBERSHIP DUES:JARVI	80-60-001-42440	47.00
						INVOICE TOTAL:	47.00 *
						CHECK TOTAL:	47.00
11374	9ANTPULI	ANTIOCH PUBLIC LIBRARY DIST.					
	ANT092413		09/24/13	01	MISC. EXPENSES	80-60-001-46000	66.49
						INVOICE TOTAL:	66.49 *
						CHECK TOTAL:	66.49



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11375	9BACONSA	SANDIE BACON					
	BAC102113		10/21/13	01	MISC. EXPENSES	80-60-001-46000	150.00
						INVOICE TOTAL:	150.00 *
						CHECK TOTAL:	150.00
11376	9BKTLNT	BAKER & TAYLOR ENTERTAINMENT					
	2028612076		09/30/13	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	48.37
						INVOICE TOTAL:	48.37 *
	2028631352		10/06/13	01	JUVENILE FICTION,PBKS & SERIES	80-60-001-45420	159.67
						INVOICE TOTAL:	159.67 *
	2028633389		10/07/13	01	PICTURE BKS,READRS,HOLIDAY BKS	80-60-001-45410	151.92
						INVOICE TOTAL:	151.92 *
	2028655340		10/11/13	01	PICTURE BKS,READRS,HOLIDAY BKS	80-60-001-45410	16.88
						INVOICE TOTAL:	16.88 *
	2028663234		10/15/13	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	15.80
						INVOICE TOTAL:	15.80 *
	2028680108		10/20/13	01	JUVENILE FICTION,PBKS & SERIES	80-60-001-45420	4.18
						INVOICE TOTAL:	4.18 *
	2028688343		10/22/13	01	PICTURE BKS,READRS,HOLIDAY BKS	80-60-001-45410	16.78
						INVOICE TOTAL:	16.78 *
	5012792223		09/30/13	01	ADULT NON-FICTION	80-60-001-45000	17.53
						INVOICE TOTAL:	17.53 *
	5012812875		10/14/13	01	ADULT NON-FICTION	80-60-001-45000	30.02
						INVOICE TOTAL:	30.02 *
						CHECK TOTAL:	461.15

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11377	9CDW	CDW GOVERNMENT, INC.					
	GR30863		10/25/13	01	PHOTOCOPIER TONER	80-60-001-41303	146.09
						INVOICE TOTAL:	146.09 *
						CHECK TOTAL:	146.09
11378	9CHSPRIN	CHICAGO SPRINKLER COMPANY					
	49839		09/30/13	01	REP'R BROKEN SPRINKLER LINE	80-60-001-41050	147.00
						INVOICE TOTAL:	147.00 *
						CHECK TOTAL:	147.00
11379	9CHISUN	CHICAGO SUN-TIMES					
	SUN102913		10/29/13	01	SUN TIMES DEL:12/8/13-12/7/14	80-60-001-45500	169.00
						INVOICE TOTAL:	169.00 *
						CHECK TOTAL:	169.00
11380	9DEMCO	DEMCO, INC					
	5107509		10/11/13	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	410.51
						INVOICE TOTAL:	410.51 *
	5110988		10/16/13	01	LIBRARY FURNISHINGS	80-60-001-49000	1,517.05
						INVOICE TOTAL:	1,517.05 *
	5117332		10/22/13	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	112.17
				02	PROMO DISCOUNT	80-60-001-43670	-10.00
						INVOICE TOTAL:	102.17 *
						CHECK TOTAL:	2,029.73
11381	9ENVISIO	ENVISIONWARE, INC.					

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11381	9ENVISIO	ENVISIONWARE, INC.					
	INV-US-14943		10/17/13	01	COMPUTER SERVICES	80-60-001-41305	99.00
						INVOICE TOTAL:	99.00 *
						CHECK TOTAL:	99.00
11382	9FIRSTBA	FIRST BANKCARD					
	CDT10242013		11/06/13	01	PROFESSIONAL DEVELOPMENT	80-60-001-42400	200.00
						INVOICE TOTAL:	200.00 *
						CHECK TOTAL:	200.00
11383	9FIRSTBA	FIRST BANKCARD					
	DON10242013		10/24/13	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	67.96
				02	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	157.99
				03	CONTINGENCY	80-60-001-50000	-39.00
				04	CONTINGENCY	80-60-001-50000	-3.05
				05	CONTINGENCY	80-60-001-50000	4.64
						INVOICE TOTAL:	188.54 *
						CHECK TOTAL:	188.54
11384	9FIRSTBA	FIRST BANKCARD					
	ELI10242013		10/24/13	01	CONTINGENCY	80-60-001-50000	42.32
				02	CONTINGENCY	80-60-001-50000	-6.32
				03	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	54.02
				04	POSTAGE	80-60-001-43300	2.98
				05	OFFICE SUPPLIES	80-60-001-43550	19.95
				06	CREDIT-JUVENILE PGRM SUPPLIES	80-60-001-43720	-7.97
						INVOICE TOTAL:	104.98 *
						CHECK TOTAL:	104.98

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11385	9FIRSTBA	FIRST BANKCARD						
	ERI10242013		10/24/13	01	GATEWAY MONTHLY ACCT	80-60-001-46000	31.15	
				02	WEBSITE FOR ILL	80-60-001-45600	9.95	
				03	POSTAGE	80-60-001-43300	4.42	
				04	CONTINGENCY	80-60-001-50000	6.32	
					INVOICE TOTAL:		51.84	*
					CHECK TOTAL:			51.84
11386	9FISKTER	TERRY FISK						
	FIS100113		10/01/13	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	200.00	
					INVOICE TOTAL:		200.00	*
					CHECK TOTAL:			200.00
11387	9GREGNOE	GREG NOEL CONSTRUCTION						
	GRE100713		10/07/13	01	EXTERIOR BLDG IMPROVEMENTS	80-60-001-49120	650.00	
					INVOICE TOTAL:		650.00	*
					CHECK TOTAL:			650.00
11388	9HOMEDEP	HOME DEPOT CREDIT SERVICES						
	4071271		09/27/13	01	BUILDING MAINTENANCE	80-60-001-41000	34.75	
					INVOICE TOTAL:		34.75	*
	9052651		10/02/13	01	BUILDING MAINTENANCE	80-60-001-41000	48.43	
					INVOICE TOTAL:		48.43	*
	9091558		10/12/13	01	CREDIT-BUILDING MAINTENANCE	80-60-001-41000	-27.58	
					INVOICE TOTAL:		-27.58	*
					CHECK TOTAL:			55.60

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11389	9ILA	ILLINOIS LIBRARY ASSOCIATION					
	ILL103113		10/31/13	01	MEMBER DUES:1/1/14-12/31/14	80-60-001-42440	140.00
						INVOICE TOTAL:	140.00 *
						CHECK TOTAL:	140.00
11390	9INGRAM	VOIDED---LEADER CHECK					
	74558652		10/17/13	01	ADULT FICTION BOOKS	80-60-001-45100	16.94
						INVOICE TOTAL:	16.94 *
	74558653		10/17/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	14.13
						INVOICE TOTAL:	14.13 *
	74558654		10/17/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	15.25
						INVOICE TOTAL:	15.25 *
	74558655		10/17/13	01	TEEN BOOKS	80-60-001-45450	22.58
						INVOICE TOTAL:	22.58 *
	74558656		10/17/13	01	ADULT FICTION BOOKS	80-60-001-45100	25.33
						INVOICE TOTAL:	25.33 *
	74578468		10/18/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	19.78
						INVOICE TOTAL:	19.78 *
	74578469		10/18/13	01	ADULT FICTION BOOKS	80-60-001-45100	19.45
						INVOICE TOTAL:	19.45 *
	74578470		10/18/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	161.12
						INVOICE TOTAL:	161.12 *
	74663372		10/24/13	01	ADULT FICTION BOOKS	80-60-001-45100	10.17
						INVOICE TOTAL:	10.17 *

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11390	9INGRAM	VOIDED---LEADER CHECK						
	74663373		10/24/13	01	ADULT FICTION BOOKS	80-60-001-45100	15.81	
						INVOICE TOTAL:	15.81 *	
	74663374		10/24/13	01	ADULT FICTION BOOKS	80-60-001-45100	9.58	
						INVOICE TOTAL:	9.58 *	
	74663375		10/24/13	01	ADULT FICTION BOOKS	80-60-001-45100	40.10	
						INVOICE TOTAL:	40.10 *	
	74663376		10/24/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	14.10	
						INVOICE TOTAL:	14.10 *	
	74663377		10/24/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	27.78	
						INVOICE TOTAL:	27.78 *	
	74663378		10/24/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	439.09	
						INVOICE TOTAL:	439.09 *	
	74663379		10/24/13	01	LARGE PRINT MATERIAL	80-60-001-45110	72.98	
						INVOICE TOTAL:	72.98 *	
	74663380		10/24/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	15.82	
						INVOICE TOTAL:	15.82 *	
	74663381		10/24/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	32.77	
						INVOICE TOTAL:	32.77 *	
	74663382		10/24/13	01	ADULT FICTION BOOKS	80-60-001-45100	26.53	
						INVOICE TOTAL:	26.53 *	
11391	9INGRAM	VOIDED---LEADER CHECK						
	74709951		10/28/13	01	ADULT FICTION BOOKS	80-60-001-45100	29.36	
						INVOICE TOTAL:	29.36 *	

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11391	9INGRAM	VOIDED---LEADER CHECK						
	74709952		10/28/13	01	ADULT FICTION BOOKS	80-60-001-45100	29.91	
						INVOICE TOTAL:	29.91 *	
	74709953		10/28/13	01	ADULT FICTION BOOKS	80-60-001-45100	47.41	
						INVOICE TOTAL:	47.41 *	
	74709954		10/28/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	54.77	
						INVOICE TOTAL:	54.77 *	
	74709955		10/28/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	55.30	
						INVOICE TOTAL:	55.30 *	
	74709956		10/28/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	30.48	
						INVOICE TOTAL:	30.48 *	
	74709957		10/28/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	472.34	
						INVOICE TOTAL:	472.34 *	
	74731369		10/29/13	01	ADULT FICTION BOOKS	80-60-001-45100	14.68	
						INVOICE TOTAL:	14.68 *	
	74731370		10/29/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	30.48	
						INVOICE TOTAL:	30.48 *	
	74731371		10/29/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	163.21	
						INVOICE TOTAL:	163.21 *	
	74753554		10/30/13	01	ADULT FICTION BOOKS	80-60-001-45100	16.94	
						INVOICE TOTAL:	16.94 *	
	74753555		10/30/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	14.69	
						INVOICE TOTAL:	14.69 *	
	74773468		10/31/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	16.92	
						INVOICE TOTAL:	16.92 *	

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11391	9INGRAM	VOIDED---LEADER CHECK					
	74773469		10/31/13	01	TEEN BOOKS	80-60-001-45450	218.86
						INVOICE TOTAL:	218.86 *
	74781912		10/31/13	01	ADULT FICTION BOOKS	80-60-001-45100	19.99
						INVOICE TOTAL:	19.99 *
	74781913		10/31/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	11.97
						INVOICE TOTAL:	11.97 *
	74781914		10/31/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	10.77
						INVOICE TOTAL:	10.77 *
	74781915		10/31/13	01	ADULT FICTION BOOKS	80-60-001-45100	14.66
						INVOICE TOTAL:	14.66 *
	74781916		10/31/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	58.50
						INVOICE TOTAL:	58.50 *
11392	9INGRAM	INGRAM LIBRARY SERVICES					
	74781917		10/31/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	9.00
						INVOICE TOTAL:	9.00 *
	74781918		10/31/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	30.51
						INVOICE TOTAL:	30.51 *
						CHECK TOTAL:	2,350.06
11393	9INNEXPR	INNOVATION EXPERTS					
	INN102013		10/20/13	01	PROFESSIONAL DEVELOPMENT	80-60-001-42400	165.00
						INVOICE TOTAL:	165.00 *
						CHECK TOTAL:	165.00



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11394	9IRELAND	IRELAND HEATING & AIRCONDITION						
	59848		10/02/13	01	SERVICE CALL	80-60-001-50000	120.00	
						INVOICE TOTAL:	120.00 *	
						CHECK TOTAL:	120.00	
11395	9JOHNHOP	JOHNS HOPKINS UNIVERSITY PRESS						
	1332937-1		10/31/13	01	PERIODICALS	80-60-001-45500	100.00	
						INVOICE TOTAL:	100.00 *	
						CHECK TOTAL:	100.00	
11396	9MALKROB	ROBERTA MALKOWSKI						
	MAL100113		10/01/13	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	200.00	
						INVOICE TOTAL:	200.00 *	
						CHECK TOTAL:	200.00	
11397	9MEANSBE	BETSY MEANS						
	MEA110113		11/01/13	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	400.00	
						INVOICE TOTAL:	400.00 *	
						CHECK TOTAL:	400.00	
11398	9MIDTAPE	MIDWEST TAPE						
	91295944		09/27/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	179.95	
						INVOICE TOTAL:	179.95 *	
	91295946		09/27/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.99	
						INVOICE TOTAL:	14.99 *	
	91317402		10/07/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	74.98	
						INVOICE TOTAL:	74.98 *	

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11398	9MIDTAPE	MIDWEST TAPE					
	91333723		10/11/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	39.99
						INVOICE TOTAL:	39.99 *
	91366848		10/25/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	44.99
						INVOICE TOTAL:	44.99 *
	91366870		10/25/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	34.99
						INVOICE TOTAL:	34.99 *
						CHECK TOTAL:	389.89
11399	9MINUTEG	MINUTEMAN PRESS OF GURNEE					
	46052		11/01/13	01	OFFICE SUPPLIES	80-60-001-43550	404.53
						INVOICE TOTAL:	404.53 *
						CHECK TOTAL:	404.53
11400	90PPFRAN	OPP, FRANCHISING, INC.					
	CHC11131168		11/01/13	01	BUILDING MAINT: NOV 2013	80-60-001-41000	954.00
						INVOICE TOTAL:	954.00 *
						CHECK TOTAL:	954.00
11401	9OVERDRI	OVERDRIVE, INC					
	1018-163746790101413		10/14/13	01	E-BOOKS	80-60-001-45460	79.94
						INVOICE TOTAL:	79.94 *
	1018-164626910101413		10/14/13	01	E-BOOKS	80-60-001-45460	122.87
						INVOICE TOTAL:	122.87 *
	1018-172236420101013		10/10/13	01	E-BOOKS	80-60-001-45460	566.94

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11401	9OVERDRI	OVERDRIVE , INC					
	1018-172236420101013		10/10/13	02	CREDIT E-BOOKS	80-60-001-45460	-310.90
						INVOICE TOTAL:	256.04 *
	1018-190005240101413		10/14/13	01	E-BOOKS	80-60-001-45460	21.99
						INVOICE TOTAL:	21.99 *
						CHECK TOTAL:	480.84
11402	9PERESTI	PEREGRINE, STIME, NEWMAN,					
	54397		10/06/13	01	LEGAL SRVC'S:7/1-9/30/13	80-60-001-41350	2,398.50
						INVOICE TOTAL:	2,398.50 *
						CHECK TOTAL:	2,398.50
11403	9STAPLES	STAPLES BUSINESS ADVANTAGE					
	8027129464		09/28/13	01	OFFICE SUPPLIES	80-60-001-43550	53.92
						INVOICE TOTAL:	53.92 *
						CHECK TOTAL:	53.92
11404	9THYSSEN	THYSSENKRUPP ELEVATOR CORP.					
	3000746522		10/01/13	01	ELEVATOR MAINT:OCT 2013	80-60-001-41020	107.32
						INVOICE TOTAL:	107.32 *
						CHECK TOTAL:	107.32
11405	9UNIILPR	UNIVERSITY OF ILLINOIS PRESS					
	PF-4640951		10/31/13	01	IL ST HISTORICAL SOCIETY DUES	80-60-001-42440	75.00
						INVOICE TOTAL:	75.00 *
						CHECK TOTAL:	75.00

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11406	9WAREHOU	WAREHOUSE DIRECT					
	2085564-0		10/02/13	01	TECHNICAL SRVC SUPPLIES	80-60-001-43670	31.44
						INVOICE TOTAL:	31.44 *
	2085592-0		10/22/13	01	OFFICE SUPPLIES	80-60-001-43550	22.29
						INVOICE TOTAL:	22.29 *
	2106675-0		10/22/13	01	OFFICE SUPPLIES	80-60-001-43550	39.25
						INVOICE TOTAL:	39.25 *
						CHECK TOTAL:	92.98
11407	9WINSTEL	WINSTON ELECTRIC, INC.					
	3786		11/01/13	01	BUILDING MAINTENANCE	80-60-001-41000	235.00
						INVOICE TOTAL:	235.00 *
						CHECK TOTAL:	235.00
11408	9YEHNIMI	MICHELLE NICHOLS-YEHLING					
	NIC100113		10/01/13	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	175.00
						INVOICE TOTAL:	175.00 *
						CHECK TOTAL:	175.00
						TOTAL AMOUNT PAID:	15,253.25

## November Director's Report

### 'Warm Up America'

The turnout for this event was absolutely tremendous. The Library received 118 squares, 7 short of enough for 5 blankets. The 4 blankets will be assembled, and will have edging added. The hope is to display them in the Library for a time before they are passed off to Mother's Trust for donation. The entire community certainly deserves credit for the contributions. Staff Members Carol Carter and Sarah Simpson worked exceptionally hard to make this program a success. They had enthusiastic help from a volunteer, who has asked me not to mention her name.

### New Signs on Second Floor

Sarah Simpson and our 'super shelver' Shea Bellino are creating signs to help patrons navigate the Adult Non-Fiction collection in an easier fashion. Not everyone has memorized the Dewey Decimal System yet. If you have a chance head up to the Second Floor; they are both very helpful and very attractive.

### Human Resources Boot Camp

The Library Director attended a 3 day HR Boot Camp hosted by the Illinois Management Association. It was exceptionally informative. I wish I had had the chance to attend it sooner, and will encourage the Library's Department Heads to attend if it is offered again.

### VOIP Demonstration from TDS

Department Heads Carlen DeThorne and Lyndy Jensen attended a meeting with TDS regarding their VOIP phone system. While outside our price range, the meeting was certainly an eye opener in terms of what is available versus what we are currently working with.

### Policies and Projects

I have identified, from evaluating the reorganization and examining facility's needs, a list of goals for the Library Staff and Director to work on. I look forward to working with the staff to create achievable objectives for these goals at our next staff meeting. I have tried to tie them

in to the library's Long Range Plan. I am working on my own list of raised concerns that simply require a solution.

big part of the goals will be evaluating and rewriting a number of Policies. The Policy Manual, Personnel Handbook, Collection Development Policy, and (not least) Disaster Manual all need revision ranging from minor to major. Carlen DeThorne and Rummanah Aasi have begun reviewing the Collection Development Policy and I look forward to meeting with them. Library Trustee Carl Schons obtained a hugely helpful disaster guide from IRMA, and arranged for a Life and Safety Inspection of the facilities. The Personnel Manual was intended to be updated last spring. I was working with then Library Trustee Julie Gottshall on the revisions. I have not been able to reach Julie, but I still have the notes from our meetings. I hope to meet with either the Human Resources Committee, or a representative of the Committee, to review the notes and begin the necessary revisions. The Policy Manual itself will be a larger undertaking, but I look forward to getting started on it.

### Change in Responsibilities

One outcome of the reorganization discussions was some shifting of responsibilities. Valerie Cepa will be taking over as our main cataloger. She is quick, efficient, and a fast learner. Martha O'Hara, who along with Carlen DeThorne is one of the few staff members with strong HTML skills, will be working to redo and maintain our website. She will also be committed to making certain that the many features of Sierra (when it arrives) and our other databases are setup, working, and well-advertised. Amy vanGoethem has expressed an interest in getting involved with community outreach. As we work to establish a framework for that outreach, I anticipate giving her the change to pitch in. Amy will also be stepping in as our backup cataloger.

### Sierra Implementation Update

Our Innovative Interfaces crew provided us with a revised timeline for implementation. We are scheduled to go live March 19 rather than January 20. Innovative is aware of our frustration regarding the initial delays, but I hope to see the project begin moving forward quickly soon.

## Data Cleanup

New staff member Will Cordeniz did a fantastic job cleaning up patron data to allow for a smooth migration of information from TLC to our new Sierra Integrated Library System.

## Surveys

Martha O'Hara and Carlen DeThorne have continued to work with Trustee Tim Kregor on preparing patron surveys. They hope to have them ready sometime in November, and will be raffling off 1 or 2 Kindles as a reward for participating.

## eNewsletter Redesign

Our eNewsletter provider, Constant Contact, has made significant upgrades since we created the template for our monthly mailing. Carlen DeThorne and Eliza Jarvi are working together to make use of the new resources to jazz up our current template.

## Update on Landscaping

One of the requirements of the Building Permit was that our landscaper (Breezy Hill) meet with Village Engineer George Russell before work began. They have managed to connect, and Jerry from Breezy Hill stated that work would begin soon. I look forward to, weather permitting, setting a date and getting the project finished after Veteran's Day.

## FOIA Request

The Library received a Freedom of Information Act request from a member of the community on November 6, seeking a wide range of information about the library and particularly the staff. I have worked with the Public Access Counselor and the library's legal representatives to answer the questions. I anticipate having an answer well before the due date, and do not anticipate it representing a problem. I will keep the Board posted as necessary and appropriate.

## AGENDA ITEMS

### Acceptance of Auditor's Report

The Library has received the finalized copy of the financial audit of Fiscal Year 2012-2013. Sikich, our auditors, did not note any problems with our internal procedures.

**Recommendation:** The auditor's report does not need to be approved, but it does require a vote by the Board to accept it.

### Number of Committee Members

A number of the committees of the Board of Library Trustee's Committees state that the committee will have only 2 members. From the Library Director's perspective, 3 members on a Committee makes obtaining a quorum much easier.

**Recommendation:** The Board may choose to reduce the number of individuals on each committee, eliminate any numerical requirements, or keep the numbers but adjust them.

### Certificates of Appreciation

As mentioned above, the 'Warm up America' program was a tremendous success that grabbed the attention of patrons. It succeeded due to the hard work of 2 particular staff members (Carol Carter and Sarah Simpson), and a very persistent volunteer. I have thanked Carol and Sarah profusely, and believe that our dedicated volunteer deserves a Certificate of Thanks.

**Recommendation:** Eliza Jarvi has created a wonderful certificate to be signed by the Director and the President of the Board of Trustees.

### Tax Levy for Fiscal Year 2014-2015

The Financial Committee met but did not agree on a recommendation, in large part due to the need for further work and information. I wish to emphasize that the information contained in the packet is only a summary of what I as the Library Director presented to the Financial Committee. My intention is to present information; no recommendation is included.



Rough Draft of Budget for Fiscal Year 2014-2015

12E

This represents a rough draft, and will be tweaked a number of times before it is finalized.

However, I did want to give the Board a picture of our future fiscal outlook.

**Recommendation:** I suggest that, with the final draft due in February, 2014, delving into each line is not necessary at this time. It is intended to help with the Tax Levy decision. I look forward to working with Scot to tweak and improve the Budget in the coming months. Please pass along any observations and feedback.

Holiday Trustee and Staff Luncheon

The 2<sup>nd</sup> Annual Holiday Gathering is scheduled for December 12 at 1:00pm. Everyone is very much looking forward to it. It is time, however, to start planning.

# Monthly Statistics Summary

## October 2013

### Circulation

#### Total October Activity

Fiscal Year	Total Circ.	Avg. Circ/Hour	% change
2013-2014	8637	34.41	-1.46%
2012-2013	8765	34.92	6.54%
2011-2012	8227	32.26	1.19%

#### Total Activity Fiscal Year to Date

Fiscal Year	Total Circ	Avg. Circ/Hour	% change
2013-2014	60222	43.67	0.80%
2012-2013	59745	43.10	21.03%
2011-2012	49363	37.83	-5.90%

#### Circulation by Collection (Fiscal Year to Date)

Fiscal Year	Adult	Juvenile	Adult Fiction	Adult Non Fiction	Audio Visual	ILL Borrowed	ILL Lent
2013-2014	31549	24118	7307	4391	22523	859	170
2012-2013	32289	24107	7894	4818	21651	900	205
2011-2012	27609	19368	8476	3794	17420	753	172

### User Visits

#### Total October Activity

Fiscal Year	Total Visits	Avg. Visits/Hour	% change
2013-2014	6200	24.70	-10.09%
2012-2013	6896	27.47	8.27%
2011-2012	6369	24.98	0.58%

#### Total Activity Fiscal Year to Date

Fiscal Year	Total Visits	Avg. Visits/Hour	% change
2013-2014	45087.5	32.86	-3.05%
2012-2013	46507	33.55	21.16%
2011-2012	38386	29.38	3.88%

### Materials Acquired & Withdrawn

#### Total October Activity

Fiscal Year	Acquired	Withdrawn
2013-2014	641	285
2012-2013	406	1028
2011-2012	748	538

#### Total Activity Fiscal Year to Date

Fiscal Year	Acquired	Withdrawn
2013-2014	4106	4345
2012-2013	3727	4669
2011-2012	3830	3438

#### Acquisitions by Collection (Fiscal Year to Date)

Fiscal Year	Adult	Juvenile	A/V
2013-2014	2702	1404	675
2012-2013	2558	1169	632
2011-2012	2781	1049	662

#### Withdrawals by Collection

Fiscal Year	Adult	Juvenile	A/V
2013-2014	3902	443	502
2012-2013	3576	1093	447
2011-2012	2621	817	453

### Online Access

#### Digital Books and Music

##### Total October Activity

Fiscal Year	Books	Music	Magazines	% change
2013-2014	437	229	39	48.14%
2012-2013	295	224	N/A	41.15%
2011-2012	209	172	N/A	85.71%

##### Total Activity Fiscal Year to Date

Books	Music	Magazines	% change
2550	1259	225	79.32%
1422	1168	N/A	55.41%
915	948	N/A	165.99%

#### Website Usage Fiscal Year to Date

Fiscal Year	Page Loads	Unique Visitors
2013-2014	63222	42072
2012-2013	54824	37140
2011-2012	47695	31428



1415 W. Diehl Road, Suite 400  
Naperville, Illinois 60563

Certified Public Accountants & Advisors  
Members of American Institute of Certified Public Accountants

August 27, 2013

The Honorable President  
Members of the Board of Trustees  
Lake Bluff Public Library  
Lake Bluff, Illinois

We have audited the financial statements of the governmental activities, the business-type activities, the discretely presented component units, each major fund, and the aggregate remaining fund information of the Village of Lake Bluff for the year ended April 30, 2013, and have issued our report thereon dated August 27, 2013, which includes the Lake Bluff Public Library as a discretely presented component unit. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and communicate to you the following information related to our audit.

#### **Our Responsibility under Generally Accepted Auditing Standards**

As stated in our engagement letter dated February 11, 2013, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

#### **Planned Scope and Timing of the Audit**

We performed the audit according to the planned scope and timing previously communicated to the Village in our engagement letter dated February 11, 2013 which was sent to your attention in February 2013.

#### **Qualitative Aspects of Accounting Practices**

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the Village of Lake Bluff are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended April 30, 2013, with the exception of the implementation of GASB Statements No. 61, 63 and 65. We noted no transactions entered into by the Village during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. We noted no particularly sensitive estimates made by management during our audit of the financial statements.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. We noted no particularly sensitive financial statement disclosures made by management during our audit of the financial statements.

The financial statement disclosures are neutral, consistent, and clear.

#### **Difficulties Encountered in Performing the Audit**

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### **Corrected and Uncorrected Misstatements**

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

#### **Disagreements with Management**

For purposes of this letter, a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

#### **Management Representations**

We have requested certain representations from management that are included in the management representation letter dated August 27, 2013.

#### **Management Consultations with Other Independent Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Village's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### **Other Audit Findings or Issues**

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Village's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### **Other Matters**

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principle generally accepted in the United State of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the management of the Village of Lake Bluff and is not intended to be, and should not be, used by anyone other than these specified parties.

We appreciate the courtesies extended to us by the Village. If you have any questions regarding the purpose of this letter or the requirement mentioned, please give me a call.

Sincerely,



Sikich LLP

By: Daniel A. Berg, CPA  
Partner

# Excerpt on Committees From Current Policy Manual

## ARTICLE III: COMMITTEES

### Standing and Special Committees

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

### Finance Committee

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

### Human Resources Committee

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

### Building and Grounds Committee

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

### Technology Committee

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

### Long Range Planning Committee

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

### Public Relations/Advocacy/Fundraising/Liaisons

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

### Intergovernmental Committee

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

**Librarian Search Committee**

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

## Director's Report – Finances

### INTRODUCTION

This is a preliminary summary of the Library's finances to determine if the recommended Levy is too high, too low, or just right. The maximum rate of increase under the Property Tax Extension Limit Law (PTELL) would provide a Tax Levy of \$851,666 for next Fiscal Year. As a component unit of a Home Rule community, the Library is not bound by that number. The Library can levy more or less than the PTELL increase, but should be prepared to defend either decision.

### RECENT BUDGET PLANNING

In 2005, the Library budget was \$536,531. The roof leaked, requiring the placement of buckets at strategic points around the building. The HVAC system suffered a catastrophic failure and the Library operated through a winter, a summer, and most of an autumn without heating or air conditioning. There was no money in reserve, and the Library had been told that it could not set its own tax levy to remedy that. The Levy was, in fact, set below the legal limit of .13% required by the State of Illinois to operate a Public Library.

The Library gained control of its levy, fixed the immediate problems, and began building a reserve with the Village's encouragement. Some of the money saved in Reserve was used in the 2011 Renovation, with the intent that the Reserve would be replenished over time to allow further work that could not be afforded in 2011.

In an effort to efficiently manage Reserve Funds, the Lake Bluff Library Board of Trustees amended its Financial Policies in 2012. The money management policy (MNG 4.5 – Special Reserve Funds) provides that the Library will 'strive to maintain' a Reserve Fund '25% above a current year's operating budget.' It also provides that the Library will not allow Reserve Funds to 'exceed a total of 50% of its Annual Operating Budget' unless the Library Board is accumulating funds for a 'specific project or projects.' Otherwise, the Reserve is to be spent down appropriately and the Budget examined to prevent a recurrence.

### BUDGET

The provided Revenue and Budget estimates represent a very rough draft. I have attached a summary explaining the logic behind the number proposed for each Budget line. Past expenses, projected future needs, projected future expenses, and known goals were all weighed in considering the numbers proposed. Each line was reviewed by the person responsible for spending it.



## TOTAL RESERVE

I receive 2 reports from the Village and one annually from the auditors. It took some conversation with Marlene and Susan but I was able to get all 3 numbers to agree on a total Unreserved Fund Balance. That total is \$530,360; ignoring the Special Reserve funds set aside for use this year, this represents 64% of the 2013-2014 Annual Operating Budget.

Of that money, \$111,173 represents unspent Donations and Gifts. Between FY 2008-2009 and FY 2011-2012 the amount of donated money in reserve increased from \$1,759 to \$111,173. Better tracking has stopped the accrual; no gift money was added to reserve last year, and I intend that little or none will be added this year. Still, there is the money already accrued. The same rules that apply to spending any Special Reserve funds apply here as well.

**RECOMMENDATION:** Only 48% of the money in reserve represents extra Levy funds. The remainder is unspent Gifts and Donations. I suggest that a project be found to use this money to honor those who have donated over the years given the trust that comes with making such a gift.

## PLANNING AND CHANGING NEEDS

The Lake Bluff Public Library's past financial planning has reflected a focus on fixing current problems. That is changing, but the change requires some assistance. I would recommend:

- A survey of the physical, mechanical, and technological infrastructure of the building projecting expenses as far out as is feasible.
- A clear and written vision of what the Library is going to become, in terms of both space and service, in the next 10 years.

Such planning, kept updated, would greatly simplify the Levy and Budgeting process. It would also help the Library sell itself to the community.

## Misc. Points to Consider

- Known increases do require increased monetary support. *Sierra* is budgeted at \$10,000 above our previous vendors cost. Our water bill has increased with the expansion of the sprinkler system, increasing the Utilities Budget by \$1,500. The cost of our paper newsletter has increased, and due to the many people signing up for the eNewsletter its cost has increased as well. Another \$1,000 is needed by the Printing/eNewsletter line. There are other needs as well, but these alone total \$17,000. The total proposed Tax Levy increase will only add \$18,158. The projected total Revenue Increase, other income plus the Tax Levy, brings the projected total to \$20,358. The Library also faces an increasing demand for eBooks and other digital resources.

- The inflation rate for the coming year is projected by financial analysts to be around 2.0%. This rate will be reflected in the services and materials the Library spends money on. As a result, staying with the current Tax Levy number would represent a reduction of around 2.0% in the Library's purchasing ability.
- Unless asked to do otherwise by the Board of Library Trustees it is the intention of the Library Director to work to create Operating Budgets designed to optimize use of the funds entrusted to the Library, and hold the Special Reserves below 50% once they drop below that mark. Regardless of the Board of Trustees decision on the Tax Levy, I look forward to working with the Finance Committee on this project.

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

8000

CODE/LINE ITEM	ACTUAL FY 11/12	ACTUAL FY 12/13	BUDGET FY 13/14	Estimated Actual FY 13/14	BUDGET FY 14/15	% CHANGE BUDGET TO BUDGET FY 14--15	\$ CHANGE	% CHANGE EST ACTUAL TO BUDGET FY 14--15	\$ CHANGE
<b>TAXES</b>									
103-10000 Property Taxes	782,229	800,695	833,508	833,508	851,666	2.2%	18,158	2.2%	18,158
<b>TOTAL TAXES</b>	<b>782,229</b>	<b>800,695</b>	<b>833,508</b>	<b>833,508</b>	<b>851,666</b>	<b>2.2%</b>	<b>18,158</b>	<b>2.2%</b>	<b>18,158</b>
<b>FINES &amp; FORFEITURES</b>									
503-65000 Fines	12,105	13,236	12,000	14,710	13,000	8.3%	1,000	-11.6%	(1,710)
<b>TOTAL FINES &amp; FORFEITURES</b>	<b>12,105</b>	<b>13,236</b>	<b>12,000</b>	<b>14,710</b>	<b>13,000</b>	<b>8.3%</b>	<b>1,000</b>	<b>-11.6%</b>	<b>(1,710)</b>
<b>CHARGE FOR SERVICES</b>									
403-48300 Photocopy Charges	1,825	2,180	1,700	2,597	2,000	17.6%	300	-23.0%	(597)
403-48500 Non-Resident Fees	7,175	7,788	6,000	9,058	7,000	16.7%	1,000	-22.7%	(2,058)
<b>TOTAL CHARGE FOR SERVICES</b>	<b>9,000</b>	<b>9,967</b>	<b>7,700</b>	<b>11,655</b>	<b>9,000</b>	<b>24.2%</b>	<b>1,500</b>	<b>-22.8%</b>	<b>(2,655)</b>
<b>OTHER</b>									
603-3700 Village Contribution	7,650	7,750	7,800	7,800	7,800	0.0%	0	0.0%	0
603-3800 Vliet Operating Cost Contrib	0	0	0	0	0	---	0	---	0
603-75000 Interest Income	648	751	500	309	400	-20.0%	(100)	29.6%	91
603-78500 Naperville/Impact Fees	0	0	0	0	0	---	0	---	0
603-89000 Miscellaneous Income	5,477	2,361	3,000	6,923	3,000	0.0%	0	-56.7%	(3,923)
<b>TOTAL OTHER</b>	<b>13,775</b>	<b>10,861</b>	<b>11,300</b>	<b>15,032</b>	<b>11,200</b>	<b>-0.9%</b>	<b>(100)</b>	<b>-25.5%</b>	<b>(3,832)</b>
<b>FUND BALANCE RESERVES</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	<b>100,000</b>	<b>0</b>	<b>-100.0%</b>	<b>(100,000)</b>	<b>-100.0%</b>	<b>(100,000)</b>
<b>LIBRARY FUND REVENUE</b>	<b>817,108</b>	<b>834,759</b>	<b>964,508</b>	<b>974,904</b>	<b>884,866</b>	<b>-8.3%</b>	<b>(79,642)</b>	<b>-9.2%</b>	<b>(90,038)</b>
<b>FUND BALANCE:</b>									
May 1	514,860	328,617	419,457	419,457	562,344				
April 30	328,617	419,457	419,457	562,344	562,844				

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

80-60-001-

CODE/LINE ITEM	ACTUAL	Actual	BUDGET	Estimated	Budget	% CHANGE	\$ CHANGE	% CHANGE	\$ CHANGE
	FY 11/12	FY 12/13	FY 13/14	Actual FY 13/14		FY 14/15	BUDGET TO BUDGET FY 14---15	% EST ACTUAL TO BUDGE FY 14---15	\$
<b>PERSONNEL SERVICES</b>									
40000 Librarian Salaries	242,964	207,939	217,000	212,890	218,000	0.5%	1,000	2.4%	5,110
40050 Staff Salaries	124,565	161,635	201,000	198,950	216,000	7.5%	15,000	8.6%	17,050
40400 Medical Insurance	42,609	40,163	50,000	41,735	45,000	-10.0%	(5,000)	7.8%	3,265
40900 Other Employee Benefit	210	100	500	200	500	0.0%	0	150.0%	300
40950 IL Municipal Retire Fund	35,450	36,686	40,000	38,485	43,000	7.5%	3,000	11.7%	4,515
40951 Social Security (Note 1)	27,502	27,671	32,000	30,896	34,000	6.3%	2,000	10.0%	3,104
<b>TOTAL PERSONNEL SERVICES</b>	<b>473,300</b>	<b>474,194</b>	<b>540,500</b>	<b>523,156</b>	<b>556,500</b>	<b>3.0%</b>	<b>16,000</b>	<b>6.4%</b>	<b>33,344</b>
<b>CONTRACT. SERVICES/COMMODITIES</b>									
41000 Building Maintenance	25,318	26,022	28,000	33,595	28,000	0.0%	0	-16.7%	(5,595)
41020 Elevator Maintenance	1,942	1,582	2,250	1,288	2,000	-11.1%	(250)	55.3%	712
41050 Grounds Maintenance	6,309	6,882	10,000	7,000	8,500	-15.0%	(1,500)	21.4%	1,500
41303 Copier Maintenance	3,478	5,543	4,500	3,632	4,500	0.0%	0	23.9%	868
41304 Other Professional Service	7,561	50	5,000	500	5,000	0.0%	0	900.0%	4,500
41305 Computer Services	18,788	15,235	28,000	20,303	24,000	-14.3%	(4,000)	18.2%	3,697
41350 Legal & Accounting	2,160	4,487	2,500	2,808	5,000	100.0%	2,500	78.1%	2,192
42400 Professional Development	2,730	3,550	3,000	3,000	3,000	0.0%	0	0.0%	0
42440 Dues	2,143	1,488	2,500	708	2,000	-20.0%	(500)	182.5%	1,292
43230 Utilities	6,077	6,036	6,500	7,611	8,000	23.1%	1,500	5.1%	389
43300 Postage	2,365	2,288	4,000	2,472	3,000	-25.0%	(1,000)	21.3%	528
43400 Printing/E-Newsletter	6,731	7,602	8,000	8,505	9,000	12.5%	1,000	5.8%	495
43550 Office Supplies	6,188	5,245	6,000	5,091	6,000	0.0%	0	17.9%	909
43660 Building & Grounds Supplies	1,299	1,944	2,500	1,493	2,000	-20.0%	(500)	34.0%	507
43670 Technical Services Supplies	5,808	4,390	5,500	4,506	5,500	0.0%	0	22.1%	994
43700 Hospitality Program Supplies	1,011	1,024	1,000	1,000	1,000	0.0%	0	0.0%	0
43710 Adult Program Supplies	4,241	3,888	4,000	4,000	4,000	0.0%	0	0.0%	0
3720 Juvenile Program Supplies	7,397	5,602	7,000	7,000	7,000	0.0%	0	0.0%	0
45000 Adult Nonfiction	17,819	18,083	18,000	18,000	18,000	0.0%	0	0.0%	0
45100 Adult Fiction	16,497	15,350	15,000	15,000	15,000	0.0%	0	0.0%	0
45110 Adult Large Print	1,280	895	1,000	1,000	500	-50.0%	(500)	-50.0%	(500)
45200 Adult Audio-Visual	12,535	14,371	14,000	14,000	15,000	7.1%	1,000	7.1%	1,000
45220 Adult E-Reference	6,690	17,596	18,000	18,000	25,000	38.9%	7,000	38.9%	7,000
45300 Adult Reference	6,183	0	0	0	0	---	0	---	0
45400 Juvenile Non-fiction	7,364	4,140	7,000	7,000	7,000	0.0%	0	0.0%	0
45410 Picture Books, Readers	5,978	5,422	6,000	6,000	6,000	0.0%	0	0.0%	0
45420 Juvenile Fiction	6,930	7,327	8,500	8,500	8,500	0.0%	0	0.0%	0
45430 Juvenile Audio-Visual	3,660	3,219	3,750	3,750	3,750	0.0%	0	0.0%	0
45440 Juvenile Reference	111	0	0	0	0	---	0	---	0
NEW Juvenile eReference	0	0	0	0	1,000	---	1,000	0.0%	1,000
45460 Ebooks	0	4,970	8,000	8,000	16,000	100.0%	8,000	100.0%	8,000
45470 Graphic Novels	0	508	500	500	500	0.0%	0	0.0%	0
45450 Teen Books	2,965	2,839	2,750	2,750	2,750	0.0%	0	0.0%	0
45500 Periodicals	6,220	5,364	7,500	6,000	7,000	-6.7%	(500)	16.7%	1,000
45510 Video Games	2,316	2,349	2,750	2,750	3,500	27.3%	750	27.3%	750
45600 Public & Staff PC Software	3,943	4,249	4,500	4,800	6,000	33.3%	1,500	25.0%	1,200
45610 Library Automation Software	13,096	12,461	14,000	50,000	24,000	71.4%	10,000	-52.0%	(26,000)
45900 Minor Equipment	1,797	550	0	0	0	---	0	---	0
46000 Miscellaneous Expenditure	1,508	1,189	2,000	2,000	2,000	0.0%	0	0.0%	0
<b>TOTAL CONTRACT/COMMOD.</b>	<b>228,438</b>	<b>223,741</b>	<b>263,500</b>	<b>282,563</b>	<b>289,000</b>	<b>9.7%</b>	<b>25,500</b>	<b>2.3%</b>	<b>6,437</b>
<b>CAPITAL OUTLAY</b>									
49000 Library Furnishings	3,443	1,040	2,508	2,500	2,000	-20.3%	(508)	-20.0%	(500)
49000 Building Renovation <sup>1</sup>	276,092	0	0	0	0	---	0	---	0
49120 Exterior Bldg Improvements	0	4,935	13,000	15,000	2,000	-84.6%	(11,000)	-86.7%	(13,000)
49350 Computer Equipment	18,147	14,813	125,000	3,725	15,000	-88.0%	(110,000)	302.6%	11,275
49400 Library Equipment	1,781	1,563	2,000	2,000	2,000	0.0%	0	0.0%	0
000 Contingency	2,150	23,326	18,000	3,074	18,366	2.0%	366	497.5%	15,292
<b>TOTAL CAPITAL OUTLAY</b>	<b>301,613</b>	<b>45,984</b>	<b>160,508</b>	<b>26,299</b>	<b>39,366</b>	<b>-75.5%</b>	<b>(121,142)</b>	<b>49.7%</b>	<b>13,067</b>
<b>LIBRARY TOTAL</b>	<b>1,003,351</b>	<b>743,920</b>	<b>964,508</b>	<b>832,017</b>	<b>884,866</b>	<b>-8.3%</b>	<b>(79,642)</b>	<b>6.4%</b>	<b>52,849</b>

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

ACCOUNT/LINE ITEM	ACTUAL FY 11/12	ACTUAL FY 12/13	BUDGET FY 13/14	Estimated ACTUAL FY 13/14	BUDGET FY 14/15	% CHANGE BUDGET TO BUDGET FY 14--15	\$ CHANGE BUDGET TO BUDGET FY 14--15	% CHANGE EST ACTUAL TO BUDGET FY 14--15	\$ CHANGE EST ACTUAL TO BUDGET FY 14--15
<b>REVENUES 82-40-603</b>									
<b>GRANTS</b>									
TBD Bird Memorial Reserve	0	158	0	0	0	----	0	----	0
73000 Per Capita Grant	6,197	5,868	5,868	5,868	5,868	0.0%	0	0.0%	0
73400 Miscellaneous Grants	0	0	15,000	0	15,000	0.0%	0	---	15,000
<b>TOTAL GRANTS</b>	<b>6,197</b>	<b>6,026</b>	<b>20,868</b>	<b>5,868</b>	<b>20,868</b>	<b>-13.8%</b>	<b>0</b>	<b>255.6%</b>	<b>15,000</b>
<b>DONATIONS</b>									
78200 Tech-4-U Donations	0	0	0	0	0	----	0	---	0
78000 Unrestricted Donations	326	359	5,000	1,358	5,000	0.0%	0	268.2%	3,642
78100 Restricted Donations	18,787	9,617	15,000	9,642	15,000	0.0%	0	55.6%	5,358
<b>TOTAL DONATIONS</b>	<b>19,113</b>	<b>9,975</b>	<b>20,000</b>	<b>11,000</b>	<b>20,000</b>	<b>0.0%</b>	<b>0</b>	<b>81.8%</b>	<b>9,000</b>
75000 Interest Earnings	2	0	0	0	0	----	0	---	0
<b>TOTAL FUND REVENUES</b>	<b>25,312</b>	<b>16,001</b>	<b>40,868</b>	<b>16,868</b>	<b>40,868</b>	<b>0.0%</b>	<b>0</b>	<b>142.3%</b>	<b>24,000</b>

**EXPENDITURES 82-60-001**

**OPERATIONAL/GRANT PROGRAMS**

44800 Per Capita Grant Expend	10,318	5,868	5,868	5,868	5,868	0.0%	0	0.0%	0
44825 Misc Grant Expenditures	0	0	15,000	0	15,000	0.0%	0	---	15,000
99999 Use of Unrestrict Donation	0	359	5,000	0	5,000	0.0%	0	---	5,000
99999 Use of Restricted Donations	1,906	9,617	15,000	9,809	15,000	0.0%	0	52.9%	5,191
	12,224	15,843	40,868	15,677	40,868	0.0%	0	160.7%	25,191

**CAPITAL OUTLAY**

49000 Bird Memorial - Children's	2,876	158	0	0	0	----	0	---	0
49350 Tech-4-U Automation	0	0	0	0	0	----	0	---	0
	2,876	158	0	0	0	----	0	---	0

**TOTAL EXPENDITURES**

	15,100	16,001	40,868	15,677	40,868	0.0%	0	160.7%	25,191
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**FUND BALANCE:**

May 1 100,961 111,173 111,173 111,173 112,364

April 30 111,173 111,173 111,173 112,364 112,364

## Notes on Budget lines for the November rough draft of the 2014-2015 Fiscal Year Budget

### PERSONNEL

**0000 – Librarian Salaries** – The proposed budget for this line reflects a 2% raise pool with a bit of padding in case an employee leaves the Library and severance needs to be paid.

**40050 – Staff Salaries** – The proposed budget for this line reflect a 2% raise pool, padding for an employee's departure, and 10 added hours for some staff following the fall Reorganization Evaluation. The extra hours will go towards increasing outreach, ongoing improvement of the website, and optimizing the availability, features, and integration of our digital resources.

**40400 – Medical Insurance** – This line does not need to remain as padded as it has been in the past.

**40900 – Other Employee Benefits** – This line provides flu vaccines for Library Staff.

**40950 – IMRF** – The increase in this line reflects the annual growth in the cost of IMRF participation. A formula is available that allows the next year's IMRF needs (based on current staff pay) to be calculated.

**40951 – Social Security** – The increase in this line reflects the annual growth in the cost of IMRF participation. It can be estimated based off of current salaries and past trends.

### CONTRACT SERVICES/COMMODITIES

**41000 – Building Maintenance** – This line reflects known contracts, but it is variable depending on what needs come to light during the year.

**41020 – Elevator Maintenance** – This line reflects the known cost of elevator maintenance as provided by Thyssen Krupp. The Library will be signing a new contract with a new vendor before the end of the calendar year. The final number here will reflect that new contract.

**41050 – Grounds Maintenance** – This line reflects the known annual cost of grounds maintenance provided by Wendt Landscaping. We have previously been budgeted much more than needed. The scope of the work that Wendt performs is to be reevaluated by the Building and Grounds Committee, which may affect this number.

**41303 – Copier Maintenance** – This line reflects our known contract with ISBS for maintenance; copier breakdowns are difficult to predict.

**41304 – Other Professional Services** – The funds in this line are intended for third party professional contractors, such as the hiring of an interim director or an engineer to perform a structural evaluation. My understanding at this time is that the Building and Grounds Committee is considering proposing that the Library be evaluated by a professional from top to bottom in order to aide in planning. The number will vary depending on whether that remains a goal for next year.

**41305 – Computer Services** – This line reflects the known expenses of Computer View's maintenance of our Local Area Network. These are anticipated to go down, but if they do not the final number here will change.

**41350 – Legal and Accounting** – As the expenses in this line are usually unpredictable, as they deal with unforeseen situations, the budgeted amount is estimated based on past expenses. With policy updates and evaluation of the Library facilities in the works, the line is budgeted higher for the coming year.

**42400 – Professional Development** – This line reflects money for continuing education and tuition reimbursement. It is calculated based off of library goals and previous spending.

**42440 – Dues** – These funds pay for the organizational membership of the Library and its staff. It is calculated based on previous year's expenditures; we have been spending less with the collapse of NSLS and the resources it provided.

**43230 – Utilities** – These funds pay for the few utilities that are the Library's responsibility. The increase reflects the addition of sprinklers resulting in higher water bills.

**43300 – Postage** – Money used for the purchase of stamps. We rely less and less on physical mail for communications.

**43400 – Printing/eNewsletter** – The cost of sending out our physical and electronic newsletters. The cost for both increased in the last year.

**43550 – Office Supplies** – These funds are used for the purchase of binders, paperclips, etc. The total is calculated using past expenses (which have been fairly consistent).

**43660 – Building and Grounds Supplies** – Supplies to maintain the grounds. Predicted based off previous expenses.

**43670 – Technical Services Supplies** – Book covers, tape, and other supplies used in cataloging and processing materials. Predicted based off previous expenses.

**43700 – Hospitality Program Services** – Supplies for meetings and programs. Predicted based off previous expenses.

**43710 – Adult Program Supplies** – Funds for Adult Programs. The current amount of money is sufficient.

**43720 – Juvenile Program Supplies** – Funds for Juvenile Programs. The current total is adequate.

**43800 – Adult Non-Fiction** – Funds for purchasing adult non-fiction books. The current number meets the Library's needs.

**45100 – Adult Fiction** – Funds for purchasing adult fiction books. The current number meets the Library's needs.

**45110 – Adult Large Print** – Funds for purchasing large print books. The collection sees little use given the space it occupies. The plan is to condense but maintain the collection.

**45200 – Adult Audio Visual Materials** – Funds for music, blu-rays, DVD's, and audiobooks for adults. These collections will be receiving some of the space from the consolidation of Large Print. As such, the budget is increasing slightly.

**45220 – Adult eReference** – Databases aimed towards an adult audience. As Juvenile eReference is being added as a line, the spending power of this line will increase.

**NEW – Juvenile eReference** – Databases aimed towards a younger audience. Created as its own unique line to simplify budgeting.

**45460 – eBooks** – Money to purchase eBooks and eAudiobooks that will be available only to our patrons. A growing demand, and a resultant increase in budget.

**45470 – Graphic Novels** – Money to purchase adult graphic novels. The current number meets the Library's needs.

**45450 – Teen Books** – Money to purchase teen books. The current number meets the Library's needs.

**45500 – Periodicals** – Money to pay for magazine subscriptions. The number of subscriptions is dropping as periodicals move online.

**45510 – Video Games** – Video games in a wide variety of formats. As the collection has room to grow and new formats are due for release, the budget has been increased.

**45600 – Public and Staff PC Software** – Licenses for software used by the staff and/or the public. We have added print management software, and increased the line to account for the additional expense.

**45610 – Library Automation Software** – This line covers the cost of the Library's Integrated Library System. As we are changing vendors, the money allotted for the line is increasing accordingly.

**45900 – Miscellaneous Expenditure** – Funds to cover minor purchases that do not fit elsewhere. The current number meets the Library's needs.

## **CAPITAL OUTLAY**



**49000 – Library Furnishings** – Money for interior furnishings. The ongoing discussion of the Building and Grounds Committee may impact the total set for this line.

**49120 – Exterior Building Improvements** – Money for exterior improvements. No major projects are planned for next year at this time.

**49350 – Computer Equipment** – Money budgeted for special or regularly scheduled updating of the Library's computer network. Only regular updates to computers are anticipated for next year.

**49400 – Library Equipment** – Miscellaneous equipment, such as book carts or projector screens. The current number meets the Library's needs.

**50000 – Contingency** – Money set aside to handle any significant expenses that arise during the fiscal year.

# Monthly Statistics Summary

## November 2013

### Circulation

**November Activity**

Fiscal Year	Total Circ.	Avg. Circ/Hour	% change
2013-2014	8665	40.12	0.31%
2012-2013	8638	39.09	-0.47%
2011-2012	8679	36.31	14.21%

**Total Activity Fiscal Year to Date**

Fiscal Year	Total Circ	Avg. Circ/Hour	% change
2013-2014	68926	43.18	0.79%
2012-2013	68383	42.53	17.82%
2011-2012	58042	37.61	-3.35%

**Circulation by Collection (Fiscal Year to Date)**

Fiscal Year	Adult	Juvenile	Adult Fiction	Adult Non Fiction	Audio Visual	ILL Borrowed	ILL Lent
2013-2014	36164	27269	8228	5181	25833	974	188
2012-2013	37346	27148	9083	5546	25180	994	225
2011-2012	33015	22127	9964	4578	20769	861	201

### User Visits

**Total November Activity**

Fiscal Year	Total Visits	Avg. Visits/Hour	% change
2013-2014	7570	35.05	22.95%
2012-2013	6157	27.86	-3.33%
2011-2012	6369	26.65	34.03%

**Total Activity Fiscal Year to Date**

Fiscal Year	Total Visits	Avg. Visits/Hour	% change
2013-2014	52657.5	33.17	-0.01%
2012-2013	52664	32.74	17.67%
2011-2012	44755	28.99	7.31%

### Materials Acquired & Withdrawn

**Total November Activity**

Fiscal Year	Acquired	Withdrawn
2013-2014	596	209
2012-2013	624	858
2011-2012	562	444

**Total Activity Fiscal Year to Date**

Fiscal Year	Acquired	Withdrawn
2013-2014	4702	4554
2012-2013	4351	5527
2011-2012	4392	3882

**Acquisitions by Collection (Fiscal Year to Date)**

Fiscal Year	Adult	Juvenile	A/V
2013-2014	3119	1583	763
2012-2013	2952	1399	747
2011-2012	3140	1252	737

**Withdrawals by Collection**

Fiscal Year	Adult	Juvenile	A/V
2013-2014	4072	482	505
2012-2013	3857	1670	454
2011-2012	2993	889	502

### Online Access

#### Digital Books and Music

**Total November Activity**

Fiscal Year	Books	Music	Magazines	% change
2013-2014	469	242	79	57.38%
2012-2013	298	182	N/A	12.88%
2011-2012	264	222	N/A	196.63%

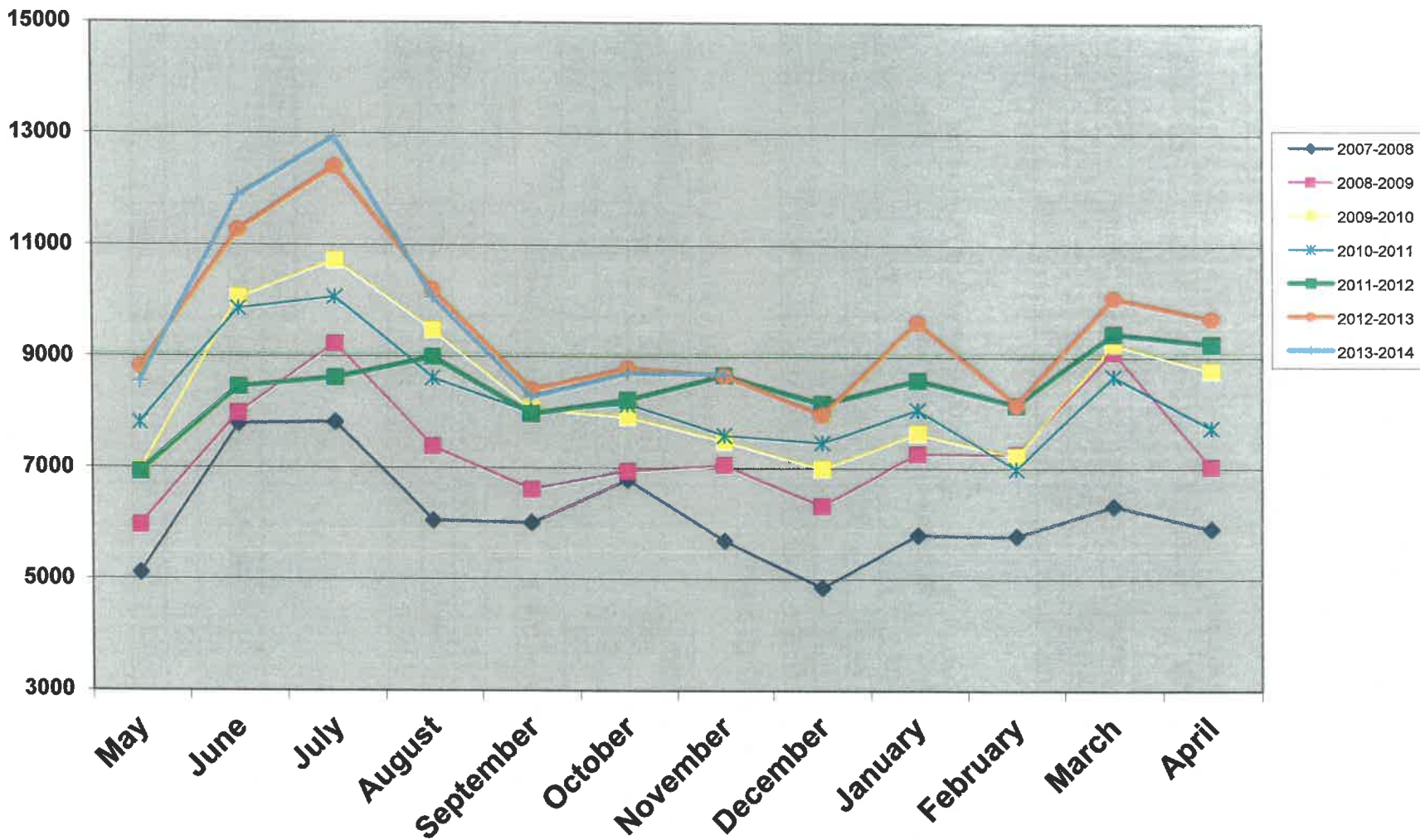
**Total Activity Fiscal Year to Date**

Fiscal Year	Books	Music	Magazines	% change
2013-2014	3019	1501	304	49.83%
2012-2013	2015	1574	N/A	45.17%
2011-2012	1388	1342	N/A	175.40%

**Website Usage Fiscal Year to Date**

Fiscal Year	Page Loads	Unique Visitors
2013-2014	71874	47266
2012-2013	62705	41996
2011-2012	56119	36765

### Total Circulation '07-'13



### **MNG-4.5 Special Reserve Fund**

The unexpended balances of the proceeds annually received from taxes not in excess of the statutory limits will be transferred each year to the Special Reserve Fund as the Library Trustees deem appropriate. Funds which have accumulated and which may accumulate in the future in the Special Reserve Fund may be used for one or more of the following purposes, as allowed in (Section 5/5-8) and (Section 5/5-4) of the Illinois Local Library Act regarding Accumulation and Investment of Funds by Library's within the State of Illinois:

- The purchase of sites and buildings.
- Construction and equipment of buildings.
- The rental and repair of buildings acquired for library purposes.
- Planned or emergency repairs.
- Alteration or remodeling of library buildings, grounds, and equipment (including data storage and retrieval facilities).
- The construction of an addition onto an existing building.
- The purchase of necessary equipment, or the acquisition of library materials such as books, periodicals, recordings, and electronic data storage and retrieval facilities in connection with either the purchase or the expansion of an existing building.

Should use of the Special Reserve Funds for other purposes be proposed, the Board of Trustees shall instruct the Director to take the appropriate steps to determine whether such usage would be in keeping with Illinois State Law. The Library will strive to maintain, and keep available for emergency use, a minimum of 25% of a current year's operating budget within its Special Reserve Fund. The Library will strive not to exceed a total of 50% of its Annual Operating Budget in Special Reserve Funds unless the Board of Library Trustees has determined to accumulate funds for a specific project or project(s). If such is the case, the Library will make all reasonable good faith efforts to account for its intent within its Financial Reports, both annually and monthly, to the Village of Lake Bluff. All reasonable efforts to communicate the amount to be accumulated and the intended use of the excess Special Reserve Funds to the community as a whole will also be made.

If the total money present within the Special Reserve Funds exceeds 50% of the library's Annual Operating Budget without a specific purpose having been set, the Board of Library Trustees will take appropriate action to reduce the Special Reserve Fund below 50% and adjust the Library's Annual Levy and Operating Budget to prevent future unnecessary accumulation of funds.

Funds in excess of the 25% minimum Special Reserve Fund goal can be invested in longer term, less accessible, higher yield Bonds, Treasury Bills, etc. according to the laws of the State of Illinois, the guidelines provided within MNG-4.4, and the best judgment of the Board of Library Trustees.