

February 11, 2014

agenda

item

DOCUMENT

Section

1,2 CTO, Additions

Document Summary
Agenda

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2A-2B

3 Introduction to a Staff Member

4 Consent Agenda

Minutes of January 10, 2014 Human Resources Committee Meeting (action)
Minutes of January 14, 2014 Regular Meeting of the Board (action)
Minutes of January 30, 2014 Human Resources Committee Meeting (action)
Minutes of January 31, 2014 Technology Committee Meeting (action)
Minutes of February 5, 2014 Human Resources Committee Meeting (action)

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5 Financial Reports (Yellow)

Detailed Balance Sheet January (action)
Detailed Revenue & Expense Report January (action)

8A-8F
9A-9H

6 Approval of Checks (Green)

Manual Check Report January (action)
Check Register January (action)

10A-10C
11A-11J

7 Opportunity to Address Board

(No documents)

8 Old Business

Budget for Fiscal Year 2014-2015 (possible action)
Honoring the Friends of the Library

12A-12I

9 Director's Report

Librarian's Narrative Report
Statistical Reports

13A-13H
14A-14B

10 New Business

New Domain Controller (action)
Transferring Fines Into Sierra (action)

15A-15B
16A

11 Executive Session(s)

12 Committee Reports

(No Documents)

13 Any and All Other Business ...

14 Adjournment

15 Attachments

Lake Forester Article

17A

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, February 11, 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. Introduction to a Staff Member (Gloria Newton)**
- 4. Approval of Minutes**
 - a. Approval of Minutes of 1/10/2014 Human Resources Committee Meeting **(action)**
 - b. Approval of Minutes of 1/14/2014 Regular Meeting of the Board **(action)**
 - c. Approval of Minutes of 1/30/2014 Human Resources Committee Meeting **(action)**
 - d. Approval of Minutes of 1/31/2014 Technology Committee Meeting **(action)**
 - e. Approval of Minutes of 2/05/2014 Human Resources Committee Meeting **(action)**
- 5. January 2014 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages)**
 - a. January Detailed Balance Sheet **(action)**
 - b. January Detailed Revenue & Expense Report **(action)**
- 6. Approval of checks (Green Pages)**
 - a. January Manual Checks (11494-11500) **(action)**
 - b. January Monthly Checks (11501-11530) **(action)**
- 7. Opportunity for Public to Address the Board (limit 5 minutes per person per meeting)**
- 8. Old Business**
 - a. Budget for Fiscal Year 2014-2015 **(possible action)**
 - b. Honoring the Friends of the Library
- 9. Director's Report**
 - a. Director's Narrative Report
 - b. Statistical Report
 - c. Announcements and Correspondence
 - d. Friends Meeting Attendee for February
 - e. Programs of Interest to Library Trustees
- 10. New Business**
 - a. New Domain Controller **(action)**
 - b. Transferring Fines Into Sierra **(action)**

11. Executive Session(s)

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

12. Committee Reports

- a. Finance Committee (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)

13. Any and all other business which may properly come before the Board**14. Adjournment****Attachments:**

Budget for Fiscal Year 2014-2015
Quote for New Domain Controller
Breakdown of Fines and Fees Owed to the Library
Lake Forester Article

Upcoming Board Meetings: March 11, April 8, and May 13, 2014

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES
Human Resources Meeting
Friday, January 10, 2014

- 1) **Call to Order; Roll Call:** The meeting was called to order at 3:05pm by Library Board President Kathy Meierhoff.

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

Absent: None

Library Staff Present: Eric Bailey.

Members of the Public: None

2) **Executive Session**

- a) Stroh moved and Butler seconded that the Committee enter executive session with the Library Director present at 3:10pm for the following purpose:
- 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)
- b) Butler moved and Stroh seconded that the Committee leave executive session at 3:55pm.

3) **Executive Session**

- a) Butler moved and Stroh seconded that the Committee enter executive session with the Library Director present at 4:00pm for the following purpose:
- To discuss minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by section 2.06, in compliance with the Open Meetings Act 5 ILCS 120/2 (c)(21)
- b) Butler moved and Stroh seconded that the Committee leave executive session at 4:10pm.

4) **Discussion of the ongoing revisions of the Library Personnel Handbook.**

5) **Any other business:**

- a) As Deena Sutherland has reduced her hours and Sarah Simpson's were not completely filled, a new staff member will be hired to oversee Interlibrary Loan.

- 6) **Adjournment:** Butler moved and Stroh seconded that the meeting be adjourned at 4:24pm.

AYES: all
 NAYES: none
 ABSENT: none

Respectfully submitted,

Eric S. Bailey, Library Director

4A

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
January 14, 2014

The meeting was called to order at 7:02 p.m. by President Kathy Meierhoff. Also present: Scot Butler, Tim Kregor, Ruth Schnell, Carl Schons Cal Stroh, Romain Wojda, Library Director Eric Bailey, staff members Carlen DeThorne and Martha O'Hara.

Stroh moved, Schons seconded the motion to approve the minutes of the Library Board regular meeting of December 10, 2013, as amended to change the Friends meeting date to January 18. All voted Aye.

Stroh moved, Butler seconded the motion to approve the minutes of the Human Resources Committee Meeting of December 19, 2013. All voted Aye.

Stroh moved, Wojda seconded the motion to approve the December Detailed Balance Sheet. Voting Aye: Butler, Kregor, Meierhoff, Schnell, Schons, Stroh, Wojda. Voting No: None.

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

Stroh moved, Wojda seconded the motion to approve the December Manual Checks 11217, 11454-11455, 11457-11459, 11461-11464. Voting Aye: Butler, Kregor, Meierhoff, Schnell, Schons, Stroh, Wojda. Voting No: None.

Stroh moved, Wojda seconded the motion to approve the December Monthly Checks 11465-11493. Voting Aye: Butler, Kregor, Meierhoff, Schnell, Schons, Stroh, Wojda. Voting No: None.

Director Bailey discussed his January report. He will inform the Board secretary when the Friends have purchased something for the Library, so that the secretary can write thank you notes on behalf of the Board.

Discussion followed about Trustees' concern for the length of the Sierra training for staff, requiring closure of the library (3 days) in February and possible insufficient advance notice of the closing to patrons. The Director will see that the information is out by January 21. Suggestions were: using signs on the door, Patch and Gazebo News, email, the library web-site, letters to patrons, the Village, Park District and schools. Butler moved, Kregor seconded the motion to approve potentially up to 3 days' closure of the library for staff training by Sierra with the understanding that every effort will be

made for the training to be executed more efficiently and that communication to the public will be made no later than January 21st in the event that the library is closed. All voted Aye.

A technology committee meeting will be scheduled to consider the options for the phone system and the Finance Committee will meet before the budget is presented to the Board for approval at its next meeting.

Wojda moved, Butler seconded the motion that we adjourn to executive session for a semi-annual review of the minutes of two executive sessions, June 18, 2013 and November 1, 2013, in compliance with the Open Meetings Act 5 ILCS 120/2 (c)(21), . All voted Aye. Director Bailey started the tape recording and he and the two staff members left the room. Wojda moved, Schons seconded the motion that the June 18, 2013 executive session minutes be open to the public, amended to include the names of board members attending that meeting. All voted Aye.

Stroh moved, Wojda seconded the motion that the minutes of the November 1, 2013 executive session remain closed. All voted Aye. Butler moved, Schons seconded the motion to end the executive session meeting at 8:57 p.m. All voted Aye.

Wojda moved, Butler seconded the motion to approve the quote from Hewlett Packard for virtual servers for the amount of \$7181.36 and from Computer View Inc. for installation/configuration for \$3600.00. Voting Aye: Butler, Kregor, Meierhoff, Schnell, Schons, Stroh, Wojda. Voting No: None

The regular meeting was re-opened. Director Bailey will arrange to schedule a staff member to discuss his or her duties at each Board Meeting, so that the Board will get to know more about them and their work.

Staff member Rumannah Aasi was recognized by the Board for organizing the successful and creative "It's Not a Crime to Read" program this winter.

Wojda moved, Schons seconded the motion to adjourn. President Meierhoff adjourned the meeting at 9:07 p.m.

Respectfully submitted,

Ruth Schnell
Board Secretary

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES
Human Resources Meeting
Thursday, January 30, 2014

- 1) **Call to Order; Roll Call:** The meeting was called to order at 6:02pm by Library Board President Kathy Meierhoff:

Present: Kathy Meierhoff, Romain Wojda, Scot Butler, Cal Stroh (arrived at 6:06)
Absent: None
Library Staff Present: Eric Bailey
Members of the Public: None

2) **Executive Session**

- a) Wojda moved and Butler seconded that the Committee enter Executive Session with the Library Director present at 6:10pm in compliance with the Open Meetings Act 5 ILCS 120/2 (c)(1)
- b) Wojda moved and Stroh seconded that the Committee leave Executive Session at 7:20pm

3) **Discussion**

- a. Wojda moved and Butler seconded that a meeting be held with the Lake Bluff Public Library attorney to seek their legal counsel
 - The motion was approved unanimously by the Committee.

4) **Any other business**

- a. No other business was brought before the committee

5) **Adjournment**

- b. Stroh moved and Wojda seconded that the meeting be adjourned at 7:35pm. The motion was approved unanimously

Respectfully submitted

Scot Butler

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES
Technology Committee Meeting
Friday, January 31, 2014

- 1) **Call to Order; Roll Call:** The meeting was called to order at 6:15pm by Committee Chairman Kregor.

Present: Scot Butler, Tim Kregor, and Romain Wojda.

Absent: None

Library Staff Present: Carlen DeThorne, Eric Bailey.

Members of the Public: None

- 2) Discussion of Library telephone system

RESOLVED: To begin the process of seeking new phone hardware, system, and service provider following the conclusion of the Sierra implementation

- 3) **Any other business:**

a) No other business was brought before the committee.

- 4) **Adjournment:** Butler moved and Kregor seconded a motion to adjourn the meeting at 6:45pm.

AYES: all

NAYES: none

ABSENT: none

Respectfully submitted,

Eric S. Bailey, Library Director

LAKE BLUFF PUBLIC LIBRARY**BOARD OF TRUSTEES**

Human Resources Meeting

Wednesday, February 5, 2014

- 1) **Call to Order; Roll Call:** The meeting was called to order at 2:41pm by Library Board President Kathy Meierhoff:

Present: Kathy Meierhoff, Cal Stroh, Scot Butler

Absent: Romain Wojda

Library Staff Present: Eric Bailey

Members of the Public: None

2) **Executive Session**

- a) Butler moved and Stroh seconded that the Committee enter Executive Session with the Library Director present at 3:14pm in compliance with the Open Meetings Act 5 ILCS 120/2 (c)(1)
- b) Butler moved and Stroh seconded that the Committee leave Executive Session at 4:07pm

3) **Discussion**

- a. Committee discussed enlisting attorneys from I.R.M.A instead of the Public Library attorney to evaluate a current personnel issue

4) **Any other business**

- a. No other business was brought before the committee

5) **Adjournment**

- b. Butler moved and Stroh seconded that the meeting be adjourned at 4:20pm. The motion was approved unanimously

Respectfully submitted

Scot Butler

Lake Bluff Public Library

8A

DATE: 02/07/2014
 TIME: 15:56:28
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

PAGE: 1
 F-YR: 14

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 9 PERIODS ENDING JANUARY 31, 2014

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 01/31/14
ASSETS					
DUE TO/FROM ACCOUNTS					
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
TOTAL DUE TO/FROM ACCOUNTS		0.00	1,749.33	0.00	1,749.33
CASH & INVESTMENTS					
80-10-101-10000	CHECKING ACCOUNT	0.00	0.00	0.00	0.00
80-10-101-10001	CASH BOX OVER/SHORT	0.00	126.83	157.89	(31.06)
80-10-101-11000	MONEY MARKET ACCOUNT	77,653.85	646,654.41	690,343.25	33,965.01
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	902,611.73	902,000.00	764,228.29
80-10-101-15111	ILLINOIS FUNDS - GRANTS	1.80	0.00	0.00	1.80
80-10-101-15112	ILLINOIS FUNDS - EPAY	770.36	3,157.82	1,116.15	2,812.03
TOTAL CASH & INVESTMENTS		566,192.57	1,552,550.79	1,317,617.29	801,126.07
RECEIVABLES					
80-10-201-15000	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
80-10-201-15200	PROPERTY TAX RECEIVABLE	835,725.27	0.00	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
TOTAL RECEIVABLES		835,725.27	0.00	835,725.27	0.00
OTHER ASSETS					
80-10-301-37100	DUE FROM THE VILLAGE	116.36	923,325.11	932,290.57	(8,849.10)
80-10-301-55000	PREPAID EXPENSES	0.00	0.00	0.00	0.00
TOTAL OTHER ASSETS		116.36	923,325.11	932,290.57	(8,849.10)
TOTAL ASSETS		1,402,034.20	2,477,625.23	3,085,633.13	794,026.30

LIABILITIES AND FUND EQUITY

LIABILITIES

PAYABLES

80-20-102-20000	ACCOUNTS PAYABLE	20,224.64	334,134.87	335,590.63	21,680.40
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Lake Bluff Public Library

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DATE: 02/07/2014
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 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

PAGE: 2
 F-YR: 14

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 9 PERIODS ENDING JANUARY 31, 2014

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 01/31/14
LIABILITIES					
PAYABLES					
80-20-102-41000	SOCIAL SECURITY TAX PAYABLE	0.00	46,916.66	46,916.66	0.00
80-20-102-42000	FEDERAL INCOME TAX PAYABLE	0.00	27,409.78	27,409.78	0.00
80-20-102-43000	STATE INCOME TAX PAYABLE	0.00	13,224.01	13,224.01	0.00
80-20-102-44000	IMRF PAYABLE	0.00	40,343.18	40,343.18	0.00
80-20-102-45000	ICMA 457 PLAN PAYABLE	0.00	18,900.00	18,900.00	0.00
80-20-102-46000	MEDICAL INSURANCE PAYABLE	0.00	0.00	0.00	0.00
80-20-102-65000	LIBRARY FLEXIBLE BENEFIT PAYAB	0.00	2,452.16	2,452.16	0.00
80-20-102-66000	LIBRARY HSA PAYABLE	0.00	3,600.00	3,600.00	0.00
80-20-102-70000	OTHER SHORT TERM LIABILITIES	0.00	0.00	0.00	0.00
TOTAL PAYABLES		20,224.64	486,980.66	488,436.42	21,680.40
OTHER LIABILITIES					
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
TOTAL OTHER LIABILITIES		851,449.12	835,725.27	0.00	15,723.85
ESCROWS & DEPOSITS					
80-20-302-24000	MISCELLANEOUS RESERVE	0.00	0.00	0.00	0.00
TOTAL ESCROWS & DEPOSITS		0.00	0.00	0.00	0.00
LONG TERM LIABILITIES					
80-20-402-39000	OTHER LONG TERM LIABILITIES	0.00	0.00	0.00	0.00
TOTAL LONG TERM LIABILITIES		0.00	0.00	0.00	0.00
TOTAL LIABILITIES		871,673.76	1,322,705.93	488,436.42	37,404.25
FUND EQUITY					
EQUITY SECTION					
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
TOTAL EQUITY SECTION		530,360.44	0.00	0.00	530,360.44
FUND SURPLUS (DEFICIT)		0.00	0.00	226,261.61	226,261.61

Lake Bluff Public Library

DATE: 02/11/2014
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-- VILLAGE LAKE BLUFF --
 DETAILED BALANCE SHEET

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PAGE: 3
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FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 9 PERIODS ENDING JANUARY 31, 2014

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 01/31/14
<hr/>					
TOTAL FUND EQUITY		530,360.44	0.00	226,261.61	756,622.05
TOTAL LIABILITIES AND FUND EQUITY		1,402,034.20	1,322,705.93	714,698.03	794,026.30
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Lake Bluff Public Library

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DATE: 02/07/2014
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-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

PAGE: 4
 F-YR: 14

FUND: LIBRARY BLG RENOVATION FUND
 FOR 9 PERIODS ENDING JANUARY 31, 2014

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 01/31/14
<hr/>					
ASSETS					
<hr/>					
TOTAL ASSETS		0.00	0.00	0.00	0.00
<hr/>					
LIABILITIES AND FUND EQUITY					
LIABILITIES					
--- UNDEFINED CODE ---					
81-00-100-10000	INTERFUND ACCT	0.00	0.00	1,749.33	1,749.33
<hr/>					
TOTAL --- UNDEFINED CODE ---		0.00	0.00	1,749.33	1,749.33
<hr/>					
--- UNDEFINED CODE ---					
81-20-102-20000	ACCOUNTS PAYABLE	0.00	1,749.33	1,749.33	0.00
<hr/>					
TOTAL --- UNDEFINED CODE ---		0.00	1,749.33	1,749.33	0.00
<hr/>					
TOTAL LIABILITIES		0.00	1,749.33	3,498.66	1,749.33
<hr/>					
FUND EQUITY					
--- UNDEFINED CODE ---					
81-30-100-53100	RESERVED FOR CAPITAL	0.00	0.00	0.00	0.00
<hr/>					
TOTAL --- UNDEFINED CODE ---		0.00	0.00	0.00	0.00
	FUND SURPLUS (DEFICIT)	0.00	1,749.33	0.00	(1,749.33)
<hr/>					
TOTAL FUND EQUITY		0.00	1,749.33	0.00	(1,749.33)
<hr/>					
TOTAL LIABILITIES AND FUND EQUITY		0.00	3,498.66	3,498.66	0.00
<hr/>					

Lake Bluff Public Library

DATE: 02 / 2014
 TIME: 15:56:29
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-- VILLAGE LAKE BLUFF --
 DETAILED BALANCE SHEET

8E
 PAGE: 5
 F-YR: 14

FUND: LIBRARY OPERATING GRANTS FUND
 FOR 9 PERIODS ENDING JANUARY 31, 2014

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 01/31/14
ASSETS					
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
LIABILITIES AND FUND EQUITY					
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: 02/07/2014
 TIME: 15:56:29
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

PAGE: 6
 F-YR: 14

FUND: LIBRARY SPECIAL GRANT FUND
 FOR 9 PERIODS ENDING JANUARY 31, 2014

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 01/31/14
ASSETS					
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
LIABILITIES AND FUND EQUITY					
LIABILITIES					
LIABILITIES					
83-20-102-20000	ACCOUNTS PAYABLE	0.00	0.00	0.00	0.00
TOTAL LIABILITIES		0.00	0.00	0.00	0.00
TOTAL LIABILITIES		0.00	0.00	0.00	0.00
FUND EQUITY					
FUND BALANCE					
83-30-100-53150	LIBRARY GRANT FUND RESERVED	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

4A

DATE: 02/07/2014
 TIME: 16:07:35
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 9 PERIODS ENDING JANUARY 31, 2014

PAGE: 1
 F-YR: 14

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: REVENUES

ACCOUNT NUMBER	DESCRIPTION	JANUARY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
PROPERTY TAXES							
80-40-103-10000	LIBRARY PROPERTY TAX	5.37	0.00	849,607.14	800,694.62	833,508.00	101.9%
TOTAL REVENUES: PROPERTY TAXES		5.37	0.00	849,607.14	800,694.62	833,508.00	101.9%
SERVICES & FEES							
80-40-403-48300	PHOTO-COPY CHARGES	107.70	149.30	1,649.10	1,551.58	1,700.00	97.0%
80-40-403-48500	NON-RESIDENT FEES	1,151.48	961.30	5,753.70	5,402.40	6,000.00	95.8%
TOTAL REVENUES: SERVICES & FEES		1,259.18	1,110.60	7,402.80	6,953.98	7,700.00	96.1%
FINES							
80-40-503-65000	RENTAL FINES	823.80	1,199.99	10,719.65	9,888.21	12,000.00	89.3%
TOTAL REVENUES: FINES		823.80	1,199.99	10,719.65	9,888.21	12,000.00	89.3%
MISCELLANEOUS							
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	700.00	0.00	7,800.00	0.0%
80-40-603-75000	INTEREST EARNINGS	22.30	42.87	266.31	622.64	0.00	100.0%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	13.82	10.62	173.70	249.70	500.00	53.2%
80-40-603-78001	RESTRICTED DONATIONS	0.00	25.00	450.00	9,641.77	0.00	100.0%
80-40-603-78002	VCLA EQUITY DONATION	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-78200	TECH-4-U DONATIONS	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-78500	NAPERVILLE (IMPACT) FEE	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-89000	MISCELLANEOUS INCOME	40.71	152.47	3,380.39	1,443.12	3,000.00	112.6%
TOTAL REVENUES: MISCELLANEOUS		76.83	230.96	10,850.61	11,957.23	11,300.00	96.0%
TOTAL REVENUES: REVENUES		2,165.18	2,541.55	878,580.20	829,494.04	864,508.00	101.6%
TOTAL FUND REVENUES		2,165.18	2,541.55	878,580.20	829,494.04	864,508.00	101.6%

Lake Bluff Public Library

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 9 PERIODS ENDING JANUARY 31, 2014

PAGE: 2
 F-YR: 14

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	JANUARY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
LIBRARY SERVICES							
80-60-001-40000	LIBRARIAN SALARIES	18,012.34	17,540.96	160,753.39	155,316.14	217,000.00	74.0%
80-60-001-40050	STAFF SALARIES	17,769.58	13,016.99	151,943.83	122,379.45	201,000.00	75.5%
80-60-001-40060	SALARY SURVEY ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-40200	SEASONAL STAFF SALARIES	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-40400	MEDICAL INSURANCE	8,070.85	7,659.70	34,559.85	30,684.02	50,000.00	69.1%
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	288.00	100.00	500.00	57.6%
80-60-001-40950	EMPLOYER IMRF	3,639.78	3,177.85	29,600.72	27,296.95	40,000.00	74.0%
80-60-001-40951	EMPLOYER FICA TAX	2,684.76	2,287.14	23,458.36	20,793.94	32,000.00	73.3%
80-60-001-41000	BUILDING MAINTENANCE	2,003.00	6,603.00	19,664.66	22,136.91	28,000.00	70.2%
80-60-001-41020	ELEVATOR MAINTENANCE	168.00	235.00	1,026.56	1,259.84	2,250.00	45.6%
80-60-001-41050	GROUPS MAINTENANCE	1,029.50	579.50	6,205.35	5,441.97	10,000.00	62.0%
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	404.37	137.06	4,798.59	4,278.87	4,500.00	106.6%
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	0.00	0.00	11,268.71	15,235.00	28,000.00	40.2%
80-60-001-41350	LEGAL SERVICES	0.00	0.00	3,568.50	4,127.19	2,500.00	142.7%
80-60-001-42400	PROFESSIONAL DEVELOPMENT	580.00	1,000.00	2,913.00	2,621.00	3,000.00	97.1%
80-60-001-42440	DUES	186.00	0.00	1,409.00	1,413.13	2,500.00	56.3%
80-60-001-43230	UTILITIES	691.14	421.73	6,812.64	4,343.87	6,500.00	104.8%
80-60-001-43300	POSTAGE	101.88	4.36	1,868.01	2,140.13	4,000.00	46.7%
80-60-001-43400	PRINTING/E-NEWSLETTER	0.00	168.00	5,665.10	5,579.18	8,000.00	70.8%
80-60-001-43550	OFFICE SUPPLIES	311.08	127.73	4,134.30	3,487.99	6,000.00	68.9%
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	240.34	47.81	1,258.05	1,469.36	2,500.00	50.3%
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	295.52	108.26	3,492.96	3,600.45	5,500.00	63.5%
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	194.42	509.91	753.23	1,000.00	50.9%
80-60-001-43710	ADULT PROGRAM SUPPLIES	750.00	1,040.70	4,261.57	3,562.70	4,000.00	106.5%
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	272.05	398.93	5,915.33	4,744.68	7,000.00	84.5%
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	645.39	1,686.43	13,235.11	13,950.86	18,000.00	73.5%
80-60-001-45100	ADULT FICTION BOOKS	966.50	1,361.69	10,130.02	11,037.48	15,000.00	67.5%
80-60-001-45110	ADULT LARGE PRINT MATERIAL	205.88	186.90	678.98	715.66	1,000.00	67.8%
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	937.20	865.68	9,548.08	10,583.83	14,000.00	68.2%
80-60-001-45220	ADULT REFERENCE/E-REFER	250.75	4,595.75	15,832.48	15,052.56	18,000.00	87.9%
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	502.28	7,470.21	2,430.77	7,000.00	106.7%
80-60-001-45410	PICTURE BOOKS, READERS	23.77	1,096.11	4,116.92	4,356.15	6,000.00	68.6%
80-60-001-45420	JUVENILE FICTION	266.65	1,467.65	4,794.00	5,854.64	8,500.00	56.4%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 9 PERIODS ENDING JANUARY 31, 2014

PAGE: 3
 F-YR: 14

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	JANUARY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
LIBRARY SERVICES							
80-60-001-45430	JUVENILE AUDIO-VISUAL						
80-60-001-45440	JUVENILE REFERENCE	409.07	98.81	2,558.97	2,115.83	3,750.00	68.2%
80-60-001-45450	TEEN BOOKS	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-45460	E-BOOKS	44.74	98.43	1,905.12	1,828.18	0.00	0.0%
80-60-001-45470	GRAPHIC NOVELS	2,205.66	380.66	5,764.94	3,270.65	2,750.00	69.2%
80-60-001-45500	PERIODICALS	0.00	106.71	347.90	243.93	8,000.00	72.0%
80-60-001-45510	VIDEO GAMES	(1.99)	98.00	4,668.62	4,833.59	500.00	69.5%
80-60-001-45600	PATRON & STAFF SOFTWARE	528.52	446.87	2,301.14	2,348.75	7,500.00	62.2%
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	9.95	19.90	688.55	4,219.15	2,750.00	83.6%
80-60-001-45700	BRANCH MATERIALS	0.00	0.00	46,053.00	4,219.15	4,500.00	15.3%
80-60-001-45900	MINOR EQUIPMENT	0.00	0.00	0.00	12,461.34	14,000.00	328.9%
80-60-001-46000	MISCELLANEOUS EXPENSES	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	99.91	65.90	1,479.33	550.02	0.00	0.0%
80-60-001-49000	LIBRARY FURNISHINGS	28.25	25.00	328.42	707.83	2,000.00	73.9%
80-60-001-49100	BUILDING IMPROVEMENTS	0.00	0.00	5,834.31	9,794.11	0.00	-100.0%
80-60-001-49120	EXT BUILDING IMPROVEMENTS	0.00	0.00	0.00	280.10	2,508.00	232.6%
80-60-001-49350	COMPUTER EQUIPMENT	0.00	0.00	11,372.40	0.00	0.00	0.0%
80-60-001-49351	TECH-4-U AUTOMATION	7,181.36	0.00	12,308.58	4,935.00	13,000.00	87.4%
80-60-001-49400	OTHER EQUIPMENT	0.00	0.00	0.00	7,774.79	125,000.00	9.8%
80-60-001-50000	CONTINGENCY	0.00	0.00	7.95	0.00	0.00	0.0%
		0.00	0.00	1,889.12	1,534.81	2,000.00	0.3%
					23,213.60	18,000.00	10.4%
TOTAL EXPENSES: LIBRARY SERVICES		71,011.80	67,851.91	652,318.59	586,912.61	964,508.00	67.6%
TOTAL EXPENSES: LIBRARY ADMINISTRATION		71,011.80	67,851.91	652,318.59	586,912.61	964,508.00	67.6%
TOTAL FUND EXPENSES		71,011.80	67,851.91	652,318.59	586,912.61	964,508.00	67.6%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 9 PERIODS ENDING JANUARY 31, 2014

PAGE: 4
 F-YR: 14

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

ACCOUNT NUMBER	DESCRIPTION	JANUARY 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		71,011.80	67,851.91	654,067.92	589,712.61	964,508.00	67.8%

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DATE: 02/07/2014
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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 9 PERIODS ENDING JANUARY 31, 2014

PAGE: 5
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FUND: LIBRARY OPERATING GRANTS FUND
 DEPT: BIR MEMORIAL FUND REVENUES

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

MISCELLANEOUS							
82-40-603-53000	BIRD MEMORIAL RESERVE	0.00	0.00	0.00	0.00	0.00	0.0%
82-40-603-73000	STATE PER CAPITA GRANT	0.00	0.00	0.00	5,867.91	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	0.84	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%

TOTAL REVENUES: MISCELLANEOUS		0.00	0.00	0.00	5,868.75	40,868.00	0.0%
TOTAL REVENUES: BIR MEMORIAL FUND REVENUES		0.00	0.00	0.00	5,868.75	40,868.00	0.0%
TOTAL FUND REVENUES		2,165.18	2,541.55	878,580.20	835,362.79	905,376.00	97.0%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 9 PERIODS ENDING JANUARY 31, 2014

PAGE: 6
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FUND: LIBRARY OPERATING GRANTS FUND
 DEPT: BIRD MEMORIAL EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	JANUARY 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	25.00	0.00	0.0%
TOTAL EXPENSES: CONTRACTUAL & COMMODITIES		0.00	0.00	0.00	25.00	0.00	0.0%
TOTAL EXPENSES: BIRD MEMORIAL EXPENDITURES		0.00	0.00	0.00	3,240.48	25,868.00	0.0%
TOTAL FUND EXPENSES		71,011.80	67,851.91	654,067.92	592,953.09	990,376.00	66.0%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 9 PERIODS ENDING JANUARY 31, 2014

PAGE: 7
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FUND: LIBRARY SPECIAL GRANT FUND
 DEPT: LIBRARY GRANT FUND REVENUES

ACCOUNT NUMBER	DESCRIPTION	JANUARY 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		2,165.18	2,541.55	878,580.20	835,362.79	905,376.00	97.0%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 9 PERIODS ENDING JANUARY 31, 2014

PAGE: 8
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FUND: LIBRARY SPECIAL GRANT FUND
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	JANUARY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
<hr/>							
EXPENDITURES							
83-60-001-49100	IL FIRST GRANT/BLDG EXPANSION	0.00	0.00	0.00	0.00	0.00	0.0%
<hr/>							
	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	71,011.80	67,851.91	654,067.92	592,953.09	990,376.00	66.0%

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DATE: 02/07/14
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-- VILLAGE OF LAKE BLUFF --
 MANUAL CHECK REGISTER

PAGE: 1

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
11494	9AT&T AT & T				01/24/14		
	847234-254001	01/07/14	01	LCL PH SRVC: 12/8/13-1/7/14		80-60-001-43230	306.29
							INVOICE TOTAL: 306.29 *
							CHECK TOTAL: 306.29
11495	9COMCAST COMCAST CABLE				01/24/14		
	COM011214	01/12/14	01	INTERNET SRVC: 1/19-2/18/14		80-60-001-43230	154.85
							INVOICE TOTAL: 154.85 *
							CHECK TOTAL: 154.85
11496	9INGRAM INGRAM LIBRARY SERVICES				01/24/14		
	76046108	01/02/14	01	ADULT FICTION BOOKS		80-60-001-45100	77.27
							INVOICE TOTAL: 77.27 *
	76046109	01/02/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000	10.17
							INVOICE TOTAL: 10.17 *
	76046110	01/02/14	01	TEEN BOOKS		80-60-001-45450	9.60
							INVOICE TOTAL: 9.60 *
	76046111	01/02/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000	136.11
							INVOICE TOTAL: 136.11 *
	76046112	01/02/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000	34.99
							INVOICE TOTAL: 34.99 *
	76046113	01/02/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000	36.99
							INVOICE TOTAL: 36.99 *
	76046114	01/02/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000	15.79
							INVOICE TOTAL: 15.79 *
	76046115	01/02/14	01	ADULT FICTION BOOKS		80-60-001-45100	8.99
							INVOICE TOTAL: 8.99 *
	76237604	01/09/14	01	ADULT FICTION BOOKS		80-60-001-45100	15.23
							INVOICE TOTAL: 15.23 *
	76237605	01/09/14	01	ADULT FICTION BOOKS		80-60-001-45100	42.94
							INVOICE TOTAL: 42.94 *
	76237606	01/09/14	01	ADULT FICTION BOOKS		80-60-001-45100	29.38
							INVOICE TOTAL: 29.38 *

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11496	9INGRAM	INGRAM LIBRARY SERVICES		01/24/14		
	76237608	01/09/14	01 LARGE PRINT MATERIAL		80-60-001-45110	30.99
					INVOICE TOTAL:	30.99 *
	762387607	01/09/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	57.63
					INVOICE TOTAL:	57.63 *
	76284886	01/10/14	01 RESTRICTED DONATIONS EXPENSES		80-60-001-48001	28.25
					INVOICE TOTAL:	28.25 *
	76360037	01/13/14	01 ADULT NON FICTION BOOKS		80-60-001-45000	9.60
					INVOICE TOTAL:	9.60 *
	76360038	01/13/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	88.93
					INVOICE TOTAL:	88.93 *
	76360039	01/13/14	01 ADULT FICTION BOOKS		80-60-001-45100	409.67
					INVOICE TOTAL:	409.67 *
	76384553	01/14/14	01 ADULT FICTION BOOKS		80-60-001-45100	14.12
					INVOICE TOTAL:	14.12 *
	76384554	01/14/14	01 TEEN BOOKS		80-60-001-45450	9.60
					INVOICE TOTAL:	9.60 *
	763845555	01/14/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	14.68
					INVOICE TOTAL:	14.68 *
	76384556	01/14/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	56.25
					INVOICE TOTAL:	56.25 *
	76397428	01/14/14	01 ADULT FICTION BOOKS		80-60-001-45100	72.81
					INVOICE TOTAL:	72.81 *
	76439420	01/15/14	01 ADULT FICTION BOOKS		80-60-001-45100	15.81
					INVOICE TOTAL:	15.81 *
	76439421	01/15/14	01 ADULT FICTION BOOKS		80-60-001-45100	9.00
					INVOICE TOTAL:	9.00 *
	76439422	01/15/14	01 LARGE PRINT MATERIALS		80-60-001-45110	71.91
					INVOICE TOTAL:	71.91 *
	79397427	01/14/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	28.14
					INVOICE TOTAL:	28.14 *
					CHECK TOTAL:	1,334.85

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11497	90PPFRAN CHC02141142	02/01/14	01 BUILDING MAINT:FEB 2014	01/24/14	80-60-001-41000	954.00
					INVOICE TOTAL:	954.00 *
					CHECK TOTAL:	954.00
11498	9JANWAY 111882	01/02/14	01 TECHNICAL SERVICE SUPPLIES 02 DISCOUNT 03 TECHNICAL SERVICE SUPPLIES 04 TECHNICAL SERVICE SUPPLIES	01/24/14	80-60-001-43670 80-60-001-43670 80-60-001-43670 80-60-001-43670	150.00 -7.50 15.00 10.75
					INVOICE TOTAL:	168.25 *
					CHECK TOTAL:	168.25
11499	9USPOSTA USP011014	01/10/14	01 POSTAGE STAMPS	01/24/14	80-60-001-43300	98.00
					INVOICE TOTAL:	98.00 *
					CHECK TOTAL:	98.00
11500	9VANTAGE 101733062	01/24/14	01 'EE ICMA CONTRIBUTION: 1/31/14	01/24/14	80-20-102-45000	1,050.00
					INVOICE TOTAL:	1,050.00 *
					CHECK TOTAL:	1,050.00
					TOTAL AMOUNT PAID:	4,066.24

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11501	9AMAZONA	VOIDED---LEADER CHECK						
		019860245745	12/18/13	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-2.99	
						INVOICE TOTAL:	-2.99 *	
		019863572503	12/17/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	13.99	
						INVOICE TOTAL:	13.99 *	
		019866684103	12/19/13	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-1.03	
						INVOICE TOTAL:	-1.03 *	
		019868495236	12/10/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	32.93	
						INVOICE TOTAL:	32.93 *	
		019869425159	12/16/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	234.86	
						INVOICE TOTAL:	234.86 *	
		022810978975	12/13/13	01	ADULT NON-FICTION	80-60-001-45000	35.96	
						INVOICE TOTAL:	35.96 *	
		022812023926	12/29/13	01	ADULT NON-FICTION	80-60-001-45000	41.61	
						INVOICE TOTAL:	41.61 *	
		037425419244	12/13/13	01	CREDIT-TECHNICAL SRVC SUPPLIES	80-60-001-43670	-14.99	
						INVOICE TOTAL:	-14.99 *	
		037429373607	12/11/13	01	OFFICE SUPPLIES	80-60-001-43550	27.80	
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	14.99	
						INVOICE TOTAL:	42.79 *	
		133153993999	12/30/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	118.29	
						INVOICE TOTAL:	118.29 *	
		133156084602	12/28/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	12.98	
						INVOICE TOTAL:	12.98 *	

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11501	9AMAZONA	VOIDED---LEADER CHECK						
		133156807815	12/20/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	24.98	
						INVOICE TOTAL:	24.98 *	
		133157142930	01/01/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-1.97	
						INVOICE TOTAL:	-1.97 *	
		167703475980	12/26/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	20.79	
						INVOICE TOTAL:	20.79 *	
		167708295216	01/06/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	99.38	
						INVOICE TOTAL:	99.38 *	
		167708395501	01/09/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	15.99	
						INVOICE TOTAL:	15.99 *	
		179051327488	12/19/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	28.12	
						INVOICE TOTAL:	28.12 *	
		179053274938	12/30/13	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-28.96	
						INVOICE TOTAL:	-28.96 *	
		179057606070	12/24/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	46.95	
						INVOICE TOTAL:	46.95 *	
11502	9AMAZONA	AMAZON						
		179059724956	12/20/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	12.99	
						INVOICE TOTAL:	12.99 *	
		182581353452	12/11/13	01	VIDEO GAMES	80-60-001-45510	109.91	
						INVOICE TOTAL:	109.91 *	
		182581620149	12/11/13	01	VIDEO GAMES	80-60-001-45510	19.99	
						INVOICE TOTAL:	19.99 *	

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11502	9AMAZONA	AMAZON					
	182587310416		12/11/13	01	VIDEO GAMES	80-60-001-45510	59.99
						INVOICE TOTAL:	59.99 *
	252085706850		12/11/13	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-4.00
						INVOICE TOTAL:	-4.00 *
	252089216603		12/11/13	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-1.00
						INVOICE TOTAL:	-1.00 *
	255331793422		01/01/14	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45500	-1.99
						INVOICE TOTAL:	-1.99 *
	255336004893		12/30/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.98
						INVOICE TOTAL:	14.98 *
	268187014314		12/17/13	01	VIDEO GAMES	80-60-001-45510	338.63
						INVOICE TOTAL:	338.63 *
						CHECK TOTAL:	1,269.18
11503	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT					
	0002517235		01/10/14	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	-19.76
						INVOICE TOTAL:	-19.76 *
	2028930100		12/31/13	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	24.68
						INVOICE TOTAL:	24.68 *
	2028953652		01/09/14	01	PICTURE BKS, READRS, HOLIDAY BKS	80-60-001-45410	10.21
						INVOICE TOTAL:	10.21 *
	2028997648		01/21/14	01	PICTURE BKS, READRS, HOLIDAY BKS	80-60-001-45410	13.56
						INVOICE TOTAL:	13.56 *
	2029019416		01/28/14	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	261.73
						INVOICE TOTAL:	261.73 *
						CHECK TOTAL:	290.42

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11504	9CDW	CDW GOVERNMENT, INC.					
	JJ97720		01/22/14	01	COPIER TONER	80-60-001-41303	356.65
						INVOICE TOTAL:	356.65 *
						CHECK TOTAL:	356.65
11505	9CHSPRIN	CHICAGO SPRINKLER COMPANY					
	50923		11/30/13	01	SHUT DOWN SERVICES	80-60-001-41050	99.50
						INVOICE TOTAL:	99.50 *
						CHECK TOTAL:	99.50
11506	9DEMCO	DEMCO, INC					
	5187960		01/20/14	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	103.88
						INVOICE TOTAL:	103.88 *
						CHECK TOTAL:	103.88
11507	9FIRSTBA	FIRST BANKCARD					
	CDT01242014		01/24/14	01	PROFESSIONAL DEVELOPMENT	80-60-001-42400	150.00
				02	PROFESSIONAL DEVELOPMENT	80-60-001-42400	195.00
						INVOICE TOTAL:	345.00 *
						CHECK TOTAL:	345.00
11508	9FIRSTBA	FIRST BANKCARD					
	DON01242014		01/24/14	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	211.82
				02	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	188.02
						INVOICE TOTAL:	399.84 *
						CHECK TOTAL:	399.84

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11509	9FIRSTBA	FIRST BANKCARD						
	ELI01242014		01/24/14	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	84.03	
				02	POSTAGE	80-60-001-43300	3.88	
				03	TEEN BOOKS	80-60-001-45450	25.54	
				04	BOXES/CONTAINERS-CD STORAGE	80-60-001-46000	67.71	
				05	PROFESSIONAL DEVELOPMENT	80-60-001-42400	235.00	
					INVOICE TOTAL:		416.16	*
					CHECK TOTAL:			416.16
11510	9FIRSTBA	FIRST BANKCARD						
	ERI01242014		01/24/14	01	GATEWAY MONTHLY ACCT.	80-60-001-46000	32.20	
				02	WEBSITE FOR ILL	80-60-001-45600	9.95	
				03	ICE/SNOW MELT	80-60-001-43660	117.62	
					INVOICE TOTAL:		159.77	*
					CHECK TOTAL:			159.77
11511	9GIBBJIM	JIM GIBBONS						
	GIB012414		01/24/14	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	200.00	
					INVOICE TOTAL:		200.00	*
					CHECK TOTAL:			200.00
11512	9GREGBAR	BARBARA GREGORICH						
	GRE011014		01/10/14	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	250.00	
					INVOICE TOTAL:		250.00	*
					CHECK TOTAL:			250.00
11513	9HEWLETT	HEWLETT-PACKARD COMPANY						
	53862281		01/28/14	01	COMPUTER EQUIPMENT(SERVER)	80-60-001-49350	7,181.36	
					INVOICE TOTAL:		7,181.36	*
					CHECK TOTAL:			7,181.36

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11514	9INGRAM	INGRAM LIBRARY SERVICES					
	76503807		01/16/14	01	ADULT NON-FICTION	80-60-001-45000	12.95
						INVOICE TOTAL:	12.95 *
	76549729		01/17/14	01	LARGE PRINT MATERIAL	80-60-001-45110	87.38
						INVOICE TOTAL:	87.38 *
	76691723		01/23/14	01	ADULT FICTION BOOKS	80-60-001-45100	15.79
						INVOICE TOTAL:	15.79 *
	76691724		01/23/14	01	ADULT FICTION BOOKS	80-60-001-45100	60.40
						INVOICE TOTAL:	60.40 *
	76691725		01/23/14	01	ADULT FICTION BOOKS	80-60-001-45100	44.63
						INVOICE TOTAL:	44.63 *
	76691726		01/23/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	27.65
						INVOICE TOTAL:	27.65 *
	76691727		01/23/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	16.94
						INVOICE TOTAL:	16.94 *
	76691728		01/23/14	01	ADULT FICTION BOOKS	80-60-001-45100	142.69
						INVOICE TOTAL:	142.69 *
	76691729		01/23/14	01	LARGE PRINT MATERIAL	80-60-001-45110	15.60
						INVOICE TOTAL:	15.60 *
	76691730		01/23/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	21.00
						INVOICE TOTAL:	21.00 *
	76691731		01/23/14	01	ADULT FICTION BOOKS	80-60-001-45100	7.77
						INVOICE TOTAL:	7.77 *
						CHECK TOTAL:	452.80

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11515	9INTBUS	INTERACT BUSINESS PRODUCTS						
	INV91831		01/27/14	01	UTILITIES	80-60-001-43230	230.00	
						INVOICE TOTAL:	230.00 *	
						CHECK TOTAL:	230.00	
11516	9WASIKJO	JOHN WASIK						
	WAS011714		01/17/14	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	100.00	
						INVOICE TOTAL:	100.00 *	
						CHECK TOTAL:	100.00	
11517	9LB VILL	VILLAGE OF LAKE BLUFF						
	80070096		03/12/13	01	ELEVATOR INSPECTION	80-60-001-41020	84.00	
						INVOICE TOTAL:	84.00 *	
	80070135		07/03/13	01	ELEVATOR INSPECTION	80-60-001-41020	84.00	
						INVOICE TOTAL:	84.00 *	
						CHECK TOTAL:	168.00	
11518	9MADDMIC	MICHAEL MADDOX						
	MAD011014		01/10/14	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	200.00	
						INVOICE TOTAL:	200.00 *	
						CHECK TOTAL:	200.00	
11519	9MIDTAPE	MIDWEST TAPE						
	91553965		01/17/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	69.98	
						INVOICE TOTAL:	69.98 *	
	91572400		01/24/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	24.99	
						INVOICE TOTAL:	24.99 *	

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11519	9MIDTAPE	MIDWEST TAPE					
	91572402		01/24/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	204.95
						INVOICE TOTAL:	204.95 *
						CHECK TOTAL:	299.92
11520	9NCCPETE	NCC-PETERSON PRODUCTS					
	63243		01/30/14	01	JANITORIAL SUPPLIES	80-60-001-43660	122.72
						INVOICE TOTAL:	122.72 *
						CHECK TOTAL:	122.72
11521	9OCLC-IH	OCLC-IHLS					
	342		12/31/13	01	DUES	80-60-001-42440	186.00
						INVOICE TOTAL:	186.00 *
						CHECK TOTAL:	186.00
11522	9OPPFran	OPP, FRANCHISING, INC.					
	CHC01141152		01/01/14	01	BUILDING MAINT:JAN 2014	80-60-001-41000	954.00
						INVOICE TOTAL:	954.00 *
						CHECK TOTAL:	954.00
11523	9OVERDRI	OVERDRIVE , INC					
	1018-143736553122013		12/20/13	01	ADULT E-BOOKS	80-60-001-45460	672.43
						INVOICE TOTAL:	672.43 *
	1018-143908070011014		01/10/14	01	ADULT E-BOOKS	80-60-001-45460	477.61
						INVOICE TOTAL:	477.61 *
	1018-144221570011014		01/10/14	01	TEEN E-BOOKS	80-60-001-45460	167.98
						INVOICE TOTAL:	167.98 *

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11523	9OVERDRI	OVERDRIVE , INC					
		1018-144626290011014	01/10/14	01	JUVENILE E-BOOKS	80-60-001-45460	92.91
						INVOICE TOTAL:	92.91 *
		1018-145159900111013	11/10/13	01	ADULT E-BOOKS	80-60-001-45460	517.63
						INVOICE TOTAL:	517.63 *
		1018-150532750111013	11/10/13	01	TEEN E-BOOKS	80-60-001-45460	159.26
						INVOICE TOTAL:	159.26 *
		1018-153020320122013	12/20/13	01	JUVENILE E-BOOKS	80-60-001-45460	90.86
						INVOICE TOTAL:	90.86 *
		1018145242753122013	12/20/13	01	TEEN E-BOOKS	80-60-001-45460	26.98
						INVOICE TOTAL:	26.98 *
						CHECK TOTAL:	2,205.66
11524	9RANDOMH	RANDOM HOUSE, INC.					
		1089100420	01/22/14	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	197.25
						INVOICE TOTAL:	197.25 *
						CHECK TOTAL:	197.25
11525	9SHREDIT	SHRED-IT USA-CHICAGO					
		9403076646	01/14/14	01	PAPER SHREDDING 1/13/14	80-60-001-41303	47.72
						INVOICE TOTAL:	47.72 *
						CHECK TOTAL:	47.72
11526	9STAPLES	STAPLES BUSINESS ADVANTAGE					
		8028511242	01/25/14	01	OFFICE SUPPLIES	80-60-001-43550	42.46

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-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

PAGE: 10

CHECK DATE: 02/11/14

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11526	9STAPLES	STAPLES BUSINESS ADVANTAGE					
	8028511242		01/25/14	02	DVD CASES	80-60-001-43670	23.39
						INVOICE TOTAL:	65.85 *
						CHECK TOTAL:	65.85
11527	9TECHSYS	TECH SYSTEMS, INC					
	106968		01/13/14	01	INSTALL GROUND WIRE	80-60-001-41000	95.00
						INVOICE TOTAL:	95.00 *
						CHECK TOTAL:	95.00
11528	9TUMBLEP	TUMBLEWEED PRESS, INC					
	53829		01/15/14	01	ADULT REFERENCE/E REFERENCE	80-60-001-45220	250.75
						INVOICE TOTAL:	250.75 *
						CHECK TOTAL:	250.75
11529	9WAREHOU	WAREHOUSE DIRECT					
	2202430-0		01/20/14	01	OFFICE SUPPLIES	80-60-001-43550	36.73
						INVOICE TOTAL:	36.73 *
						CHECK TOTAL:	36.73
11530	9WENDTM	WENDT MAINTENANCE INC.					
	WEN02012014		02/01/14	01	GROUNDS MAINT/SNOW REMOVAL	80-60-001-41050	930.00
				02	FEB 2014	** COMMENT **	
						INVOICE TOTAL:	930.00 *
						CHECK TOTAL:	930.00
						TOTAL AMOUNT PAID:	17,614.16

Lake Bluff Public Librarywww.lakebluffLibrary.org

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

The Library is a component unit of the Village of Lake Bluff but has a separately elected Board of Trustees. The Library is a unit of local government operating in accordance with the Illinois Local Library Act, 75 ILCS 5/1-0.1 et seq. The powers and duties of the Board of Library Trustees are set forth in said Act and include "the exclusive control of the expenditure of all moneys collected for the Library and deposited to the credit of the Library fund" (75 ILCS 5/4-7(2)). Library taxes are levied by the Village in amounts determined by the Library Board and collected with other Village taxes (75 ILCS 5/3-5). The Library Board meets monthly at 7:00pm on the second Tuesday of each month and meetings are open to the public.

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

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

FY2013-2014 Accomplishments

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

- New plantings to create a more open and park like atmosphere;
- Acquisition of a new Online Catalog;
- Expansion of the eBook collection available to patrons;
- Purchase of new Virtual Servers;
- Painted and fixed exterior fascia, soffits, and trim;
- Participation in the Lake Bluff 4th of July Parade, Farmer's Market, Criterium Bike Race and much more!

The Library spent \$33,000 to acquire a new Library System, called *Sierra*, from Innovative Interfaces. The features that will be available when this software goes live March 2014 will greatly enhance patron options and experience. The 2012-2013 Fiscal Year was the busiest in the Library's history, with 113,764 checkouts and 82,294 recorded visits. This represents an increase of 12.06% in Circulation and 7.13% in visits. So far, the Library is on pass to beat this record year. Of Lake Bluff's 5,745 residents 4,351 (76%) are Library card holders. A total of 1,349 individuals who possess cards at other area Libraries have also registered as Reciprocal Borrowers to use the Lake Bluff Library.

The Library continues to add to its MyMediaMall digital collection of eBooks and eAudiobooks. Migration to a new Virtual Server and continuing to replace computers on an annual cycle shows the Lake Bluff Library's dedication to maintaining its electronic infrastructure.

FY2014-2015 Goals and Needs

The main Library building is nearing 40 years in age, and the Wood Building Annex is now 11 years old. The nature and goals of Public Libraries continues to change rapidly. The staff members and Board of Trustees of the Library are committed to staying on top of trends. This means Long Range Planning and evaluation of the space available for use. In addition, a new website is in the works.

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

Library Personnel

POSITION TITLE	FY 2012-2013		FY 2013-2014		FY 2014-2015	
	Number of Positions Authorized	Actual Number of Positions	Number of Positions Authorized	Actual Number of Positions	Number of Positions Authorized	Library % Share of Salary
Library Director	1	1	1	1	1	100%
Department Heads	1	1	3	3	3	100%
Library Associate	3.5	3	0	0	0	100%
Library Assistant I	2.05	2.05	2.75	3.25	3.25	100%
Library Assistant II	0	0	2.75	1.60	1.60	100%
Library Technical Assistant	0	0	1.30	.5	1.00	100%
Shelver	.25	.5	.25	.25	.25	100%
FULL TIME EQUIVALENT	7.8	7.55	7.8	7.55	10.01	

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

80-

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
TAXES									
103-10000 Property Taxes	782,229	800,695	833,508	849,602	851,666	2.2%	18,158	0.2%	2,064
TOTAL TAXES	782,229	800,695	833,508	849,602	851,666	2.2%	18,158	0.2%	2,064
FINES & FORFEITURES									
503-65000 Fines	12,105	13,236	12,000	14,710	13,000	8.3%	1,000	-11.6%	(1,710)
TOTAL FINES & FORFEITURES	12,105	13,236	12,000	14,710	13,000	8.3%	1,000	-11.6%	(1,710)
CHARGE FOR SERVICES									
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)
TOTAL CHARGE FOR SERVICES	9,000	9,968	7,700	11,655	9,000	16.9%	1,300	-22.8%	(2,655)
OTHER									
603-0000 Village Contribution	7,650	7,807	7,800	7,800	7,800	0.0%	0	0.0%	0
603-73800 Vliet Operating Cost Contrib	0	0	0	0	0	---	0	---	0
603-75000 Interest Income	648	751	500	309	400	-20.0%	(100)	29.4%	91
603-78500 Naperville/Impact Fees	0	0	0	0	0	---	0	---	0
603-89000 Miscellaneous Income	5,477	2,302	3,000	6,923	3,000	0.0%	0	-56.7%	(3,923)
TOTAL OTHER	13,775	10,860	11,300	15,032	11,200	-0.9%	(100)	-25.5%	(3,832)
TOTAL REVENUES	817,108	834,759	864,508	890,999	884,866	2.4%	20,358	-0.7%	(6,133)
FUND BALANCE RESERVES	0	0	100,000	100,000	0	---	(100,000)	-100.0%	(100,000)
LIBRARY FUND REVENUE	817,108	834,759	964,508	990,999	884,866	-8.3%	(79,642)	-10.7%	(106,133)
FUND BALANCE:									
	514,860	328,617	415,368	415,368	553,648				
May 1									
April 30	328,617	415,368	415,368	553,648	553,648				

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

80-60-001-

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 FY 14--15	\$ CHANGE	% CHANGE EST ACTUAL FY 14--15	\$ CHANGE
PERSONNEL SERVICES									
40000 Librarian Salaries	242,964	208,292	217,000	213,821	219,000	0.9%	2,000	2.4%	5,179
40050 Staff Salaries	124,565	161,919	201,000	202,703	219,000	9.0%	18,000	8.0%	16,297
40400 Medical Insurance	42,609	40,163	50,000	39,474	45,000	-10.0%	(5,000)	14.0%	5,526
40900 Other Employee Benefit	210	100	500	288	500	0.0%	0	73.6%	212
40950 IL Municipal Retire Fund	35,450	36,686	40,000	38,637	41,000	2.5%	1,000	6.1%	2,363
40951 Social Security (Note 1)	27,502	27,671	32,000	31,250	33,000	3.1%	1,000	5.6%	1,750
TOTAL PERSONNEL SERVICES	473,300	474,831	540,500	526,173	557,500	3.1%	17,000	6.0%	31,327
CONTRACT. SERVICES/COMMODITIES									
41000 Building Maintenance	25,318	26,022	28,000	30,559	28,000	0.0%	0	-8.4%	(2,559)
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	8,050	8,500	-15.0%	(1,500)	5.6%	450
41303 Copier Maintenance	3,478	5,543	4,500	4,461	4,500	0.0%	0	0.9%	39
41304 Other Professional Service	7,561	50	5,000	50	15,000	200.0%	10,000	29900.0%	14,950
41305 Computer Services	18,788	15,235	28,000	14,672	20,000	-28.6%	(8,000)	36.3%	5,328
41350 Legal & Accounting	2,160	4,487	2,500	13,117	15,000	500.0%	12,500	14.4%	1,883
42400 Professional Development	2,730	3,650	3,000	3,785	5,000	66.7%	2,000	32.1%	1,215
42440 Dues	2,143	1,488	2,500	1,869	2,000	-20.0%	(500)	7.0%	131
43230 Utilities	6,077	6,036	6,500	9,368	8,000	23.1%	1,500	-14.6%	(1,368)
43300 Postage	2,365	2,288	4,000	3,017	3,000	-25.0%	(1,000)	-0.6%	(17)
43400 Printing/E-Newsletter	6,731	7,602	8,000	9,208	9,000	12.5%	1,000	-2.3%	(208)
43550 Office Supplies	6,188	5,245	6,000	5,677	6,000	0.0%	0	5.7%	323
43660 Building & Grounds Supplies	1,299	1,944	2,500	1,745	2,000	-20.0%	(500)	14.6%	255
43670 Technical Services Supplies	5,808	4,390	5,500	4,649	5,500	0.0%	0	18.3%	851
43700 Hospitality Program Supplies	1,011	1,024	1,000	349	1,000	0.0%	0	186.2%	651
43710 Adult Program Supplies	4,241	3,888	4,000	4,000	4,000	0.0%	0	0.0%	0
43720 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	15,031	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	23,000	27.8%	5,000	27.8%	5,000
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	---	1,000
45460 Ebooks	0	4,970	8,000	8,000	12,000	50.0%	4,000	50.0%	4,000
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	4,449	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
TOTAL CONTRACT/COMMOD.	228,438	224,700	263,500	290,913	301,000	14.2%	37,500	3.5%	10,087
CAPITAL OUTLAY									
49000 Library Furnishings	3,443	3,840	2,508	2,500	2,000	-20.3%	(508)	-20.0%	(500)
49000 Building Renovation ¹	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)
49120 Computer Equipment	18,147	14,813	125,000	13,725	14,000	-88.8%	(111,000)	2.0%	275
49120 Library Equipment	1,781	1,563	2,000	2,000	2,000	0.0%	0	0.0%	0
50000 Contingency	2,150	23,326	18,000	2,408	6,366	-64.6%	(11,634)	164.4%	3,958
TOTAL CAPITAL OUTLAY	301,613	48,477	160,508	35,633	26,366	-83.6%	(134,142)	-26.0%	(9,267)
LIBRARY TOTAL	1,003,351	748,008	964,508	852,719	884,866	-8.3%	(79,642)	3.8%	32,147

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

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

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 BUDGE FY 14--15	\$ CHANGE
REVENUES 82-40-603									
GRANTS									
TBD Bird Memorial Reserve	0	0	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	5,000	-66.7%	(10,000)	---	5,000
TOTAL GRANTS	6,197	5,868	20,868	5,868	10,868	-47.9%	(10,000)	85.2%	5,000
DONATIONS									
78200 Tech 4 U Donations	0		0	0	0	---	0	---	0
78000 Unrestricted Donations	326	1,358	5,000	1,358	1,000	-80.0%	(4,000)	-26.4%	(358)
78100 Restricted Donations	18,787	9,642	15,000	9,642	20,000	33.3%	5,000	107.4%	10,358
TOTAL DONATIONS	19,113	11,000	20,000	11,000	21,000	5.0%	1,000	90.9%	10,000
75000 Interest Earnings	2		0	0	0	---	0	---	0
TOTAL FUND REVENUES	25,312	16,868	40,868	16,868	31,868	-22.0%	(9,000)	88.9%	15,000

EXPENDITURES 82-60-001

OTHER/GRANT PROGRAMS

44800 Per Capita Grant Expend	10,318	3,057	5,868	5,868	5,868	0.0%	0	0.0%	0
44825 Misc Grant Expenditures	0	0	15,000	0	5,000	-66.7%	(10,000)	---	5,000
99999 Use of Unrestrict Donation	0	0	5,000	1,358	1,000	-80.0%	(4,000)	-26.4%	(358)
99999 Use of Restricted Donations	1,906	9,809	15,000	9,642	20,000	33.3%	5,000	107.4%	10,358
TOTAL OTHER/GRANT PROGRAMS	12,224	12,866	40,868	16,868	31,868	-22.0%	(9,000)	88.9%	15,000
CAPITAL OUTLAY									
49000 Bird Memorial--Children's	2,876	183	0	0	0	---	0	---	0
49360 Tech 4 U Automation	0	0	0	0	0	---	0	---	0
TOTAL CAPITAL OUTLAY	2,876	183	0	0	0	---	0	---	0
TOTAL EXPENDITURES	15,100	13,049	40,868	16,868	31,868	-22.0%	(9,000)	88.9%	15,000

FUND BALANCE:

May 1	100,961	111,173	114,992	114,992	114,992
April 30	111,173	114,992	114,992	114,992	114,992

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

PERSONNEL

40000 – 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 have gone towards increasing outreach, ongoing improvement of the website, and optimizing the availability, features, and integration of our digital resources. While the core staff has been stable for some time that will likely change in coming years; some of the increase represents an investment in retaining staff members with succession planning in mind. Two Staff Members were made Library Assistants I with this in mind.

40400 – Medical Insurance – This line does not need to remain as padded as it has been in the past, especially since the insurance increase (which turned out to be minimal) following January 1, 2014 is a known entity.

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. The rate for the coming year is 12.12%.

40951 – Social Security – The increase in this line reflects the annual growth in the cost of the Library's Social Security contributions. It can be estimated based off of current salaries and past trends.

CONTRACT SERVICES/COMMODITIES

41000 – Building Maintenance – This line reflects known contracts, but historically it is extremely variable depending on what comes to light during the year. Many of the contracts themselves are variable in their cost.

41020 – Elevator Maintenance – The decrease in budget reflects the switch from Thyssen Krupp to 1-2-1 for maintenance. It also reflects a less aggressive maintenance schedule, as the previous schedule was more aggressive than necessary.

41050 – Grounds Maintenance – This line reflects the known annual cost of grounds maintenance provided by Wendt Landscaping. We have previously budgeted much more than needed. The scope of the work that Wendt performs is to be reevaluated by the Building and Grounds Committee in the coming year to ensure recent investments are maintained.

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. The latter is on the table for the next, hence the increase. Information from 7 other area libraries and 3 companies into selecting the budget number.

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 have not done so as yet.

41350 – Legal and Accounting – As the expenses in this line are usually unpredictable, dealing 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.

45000 – 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.

45360 – 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.

PITAL OUTLAY

49000 – Library Furnishings – Money for interior furnishings.

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. The primary purpose of this money has been to be the core of the funds going into reserve in the next year.

January Director's Report

With the challenging weather this past month circulation was down compared to previous Januarys. However, the number of checkouts per hour was up.

Ongoing Education

This past month saw a lot of ongoing education, something very important to the organization. Carlen DeThorne attended a course on Communication. I had planned to attend as well but ran into a schedule conflict; fortunately Carlen takes exceptionally good notes and the Illinois Management Association will be offering the program again in 2014. Carol Carter took several online communication courses. Amy vanGoethem continues to progress as a cataloger, taking on the cataloging of Audio Visual materials. These are generally the hardest items to catalog. Marcy Leach has been working with Carlen on improving her already strong computer skills. Marcy's interest in continuing to learn and Carlen's willingness to help is far from an isolated example. The willingness to learn and to share knowledge is part of what makes our staff so strong.

Carlen DeThorne gave the staff a short introduction to Sierra on February 4. The entire staff has been encouraged to work with our Sierra sandbox and ask questions in advance of our scheduled training on February 11, 12, and 13. The staff has embraced the opportunity, and I expect a very productive 3 days of training. On the most important day of training, which will be focused on Circulation, the Library will be closed to the public. This is Wednesday, February 12. The Library will be open the other 2 days. Posters, news outlets, social media, digital media and more were used to get the word out.

Garden Market, May 10

For the 2nd consecutive year we will be sending a staff member to read to youth at the Garden Club's Garden Market. I had the chance to be the reader last year and had a blast. Eliza Jarvi will be reading this year.

Statements of Economic Interest

I verified the contact information for our Library Trustees, the Library Director, and the Department Heads this past month for the Statement of Economic Interest. The forms generally arrive late February or early March. If you have not completed one before, they are aimed at

identifying any potential conflicts of interest. If anyone has any questions, let me know and with the help of the County Clerk we can find an answer.

Adult Winter Reading Club

We have received a lot of positive feedback about the Adult Winter Reading Club. Rummanah did a fantastic job selecting a fun theme and decorating the Library.

Annual Audit

The Village has adopted a new GASB (Government Accounting Standard's Board) provision. I had heard about the new provision and was anticipating hearing from Susan Griffin. I am happy to report that the effect of the new provision is anti-climactic. Lake Bluff is evidently one of the few communities that had already broken out the reporting of Library revenues and expenses as GASB now recommends. Per Susan Griffin at the Village, the only change for us will be that the Library will receive its own contract from the auditors as proof that we are following the new rule. The document provides for the Village to track our finances, pay for the audit, and otherwise coordinate what needs coordinating.

Tax Forms

Will Cordeniz has taken on the responsibility of organizing and handling them this year. As part of an ongoing trend, we received fewer paper copies than we did last year. We primarily print forms on request.

Website Redesign

Martha and Carlen continue to work on the website redesign, with the goal of going live not long after Sierra is unveiled. Ultimately, though, it needs to represent the improvement we are looking for. It will not go out half finished. Taking a page from our Sierra implementation Carlen created a Basecamp site to be used for the growing number of individuals contributing assistance and feedback to the project.

Personnel Manual

The Human Resources Committee met and discussed the revised Personnel Manual. I am continuing to work on it and hope to have the last details worked out in time for consideration

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at the March Board Meeting. I owe Julie Gottshall for the time she spent working with me on the revision.

Phone System

The Technology Committee met and discussed concerns about the current phone system along with what a new system might offer. Approval was granted to, once the Sierra transition has been completed, begin gathering information aimed at replacing the existing system.

Sierra Transition

In addition to training on the new system, the Library Implementation Team is working to identify areas where service will be disrupted during the transition. For several weeks we will be unable to catalog or delete materials. Hold requests won't transfer automatically. There will be a short span of time in which we cannot check items in. We have already stopped adding 'On Order' records to the system and modified our Interlibrary Loan procedure. The modification came courtesy of the teamwork of Valerie Cepa and Carlen DeThorne. There has not been any indication of a period of time when we won't be able to check items out. The Library's Sierra Implementation Team (Valerie Cepa, Carlen DeThorne, Eliza Jarvi, Lyndy Jensen, Martha O'Hara, Amy vanGoethem) and the rest of the staff are addressing potential disruptions by:

- Identifying them early;
- Getting the word out early;
- Making certain the word is out not only early but widely distributed.

Spreading the word about the February 12 closing has provided the Library with experience and a system for broadcasting updates. While services may fluctuate the goal is to stay open through the transition.

Mother's Trust Blankets

For those that missed it, our quilts were handed off to Cheri Richardson of Mother's Trust who passed them on to the nurses at the Lake County Health Department. The nurses perform the outreach where the blankets are given to those that need them. There were articles online in Patch and the Lake Forester. I have attached the article from the Lake Forester. In addition to pictures of the blankets, there are pictures of Cheri, Carol, and I.

Survey Information

Carlen DeThorne and Martha Cordeniz are working hard to organize the information from the survey, which ended on February 7. A winner in the drawing for the iPad has not been selected yet. Many useful comments were collected. A desire for better access to eMaterials, requests for expanded space (especially more private space), and high ratings on service were fairly universal. There were surprises, too, such as a moderate number of requests for more physical materials. I would like to note that Donna Williams, Eliza Jarvi, and Amy vanGoethem were all singled out in the survey for positive praise. The staff as a whole received high marks.

Carlen and Martha, working with trustee Tim Kregor, did an excellent job setting up the survey and getting the word out. A total of 272 responses were gathered. Previous surveys have been a distraction at the desk and a lot of work. This survey got far more responses with very little disruption.

Holiday Luncheon with Trustees

The luncheon provided by the Board of Trustees, and the chance for staff and Trustees to chat, was also greatly appreciated. Carol Carter asked that it be underscored how much the staff enjoyed lunch with the Trustees and the value of such experiences.

Building and Grounds Items

The installation of the extension of the Adult Services Desk to cover the new location of the book drop was scheduled for the end of January, but was rescheduled due to snow. Library Furniture International will let Lyndy know the new delivery date when it is scheduled.

Gamewell, who maintains our smoke and fire alarm system, has been working on a system fault in the motherboard that controls the system. The system is functional; the fault is causing false alarms. Gamewell has indicated that at 10 years old the system may require updating rather than repair. Should the system require updating, they will try to keep the existing sensors and replace the central hardware and software controlling the system.

The Library has changed vendors for elevator maintenance. The new company, 1-2-1 Elevator Incorporated, is also used by the Village. They have a strong reputation for customer service and also offered Lyndy a better price than our previous vendor when she contacted them. We are still required to do maintenance on the Library's small book cart elevator, which is no longer in use. Working with 1-2-1 to put this elevator out of service is a likely future project.

The weather this winter has been an adventure. Wendt Maintenance, given what they have had to fight against, has done a good job keeping the Library's sidewalks clear. Many staff members have also pitched in with a shovel and/or a bucket of salt to help hold back the rising tide of drifting and falling snow. The Village is responsible for clearing the sidewalks along Oak Street and Scranton Avenue. They have indicated they are stretched thin and that any extra snow removal beyond what they provide now is not possible. I plan to follow up on this.

At the moment, though, further snow and ice removal would need to come at the Library's expense and/or hands. Given the frequency with which the sidewalks have needed clearing, I have asked Wendt Maintenance if they could provide a quote for clearing away extra snow and ice on the public sidewalks. I believe the cost of staff hours spent shoveling would exceed what Wendt would charge for the work.

Lyndy has done an incredible job not letting any balls drop while we have been going through the labor intensive process of transitioning to a new Integrated Library System.

Agenda Items

Meeting with Gloria Newton

I am working on setting up a tour of Library operations for the Board. I will also try to have 1 staff member at each monthly Trustee Meeting to talk about what they do at the Library. Every member of our staff brings something special to our team.

Most of you are probably familiar with Gloria Newton from her fantastic and friendly service at the Reference and Circulation Desks. However, the contributions that Gloria makes in her work off the desk and away from the public eye are even more impressive.

RECOMMENDATION: Please give Gloria a warm welcome!

Budget for Fiscal Year 2014-2015

The Board of Library Trustees, as a component unit of the Village, needs to approve a budget before March 10. As the next Library Board meeting is on March 11, a Budget needs to be approved at the February meeting. While a Budget needs to be submitted prior to March 10, it is not considered finalized until the second reading on March 24. Therefore, if the Board would

like to make a change in the Budget after the evening of Tuesday, February 11 this is easily done.

RECOMMENDATION: We have a legal obligation to publish the initial budget and provide notice of said publication. Allowing the Village to do this in advance of March 10 will save the Library money. I believe, in working with Scot Butler and the Finance Committee, that the Budget might be tweaked further. Any such changes can be discussed prior to, and approved at, the March 11 Library Board meeting.

Honoring the Friends of the Library

The Friends of the Library do a great deal for the Lake Bluff Library. Most recently they provided a holiday luncheon for the staff, which was very thoughtful and much appreciated. The Friends do a great deal for the Library and deserve more thanks, at least once a year, than the usual letter and thank you from the Library Director. Staff members brainstormed regarding how best to thank our Friends, who are certainly not Friends of the Library in name only. The 2 strongest suggestions that came from the discussion were:

- A potluck lunch/dinner with the staff, Friends, and Library Trustee's.
- Gift cards from the Chamber of Commerce, which can be used at many Lake Bluff stores and restaurants.

RECOMMENDATION: I believe the potluck idea is an especially good one. Library Trustees attend Friend's meetings, but other than Carlen and I staff members do not. The staff strongly indicated a desire to not only thank the Friends but meet and talk to them. Bringing in food rather than having the event catered would also add the personal touch that comes with any gift or contribution made rather than bought. The Library cannot afford to provide a gift card to each Friend, but a drawing of some sort would work well as part of the potluck. I request permission to begin working with the Board to set this event up and hope that it will become an annual event.

New Domain Controller

Computer View Inc. (CVI) had not included a Domain Controller with the server equipment approved by the Library Board at the January meeting. Our current Domain Controller is aging and on loan from CVI. Computer View had not believed we would be able to afford buying our own Controller after buying new servers and believed a few more years could be squeezed out

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of the existing one. This was unfortunately not straightened out before the January Board Meeting.

RECOMMENDATION: The money is in the Budget this Fiscal Year to purchase our own Domain Controller. Besides replacing an aging piece of equipment, we will part ways with another item on loan to us without terms or contract from CVI.

Transferring Fines from Library.Solution to Sierra

Not all data will transfer from our old system to our new one. Most data that cannot be moved, such as hold requests, can be dealt with by a workaround or an aggressive awareness campaign.

The \$14,314.37 owed to the Library in fines, replacements costs, and other fees will transfer over. However, the details regarding what each charge is for will not. Each fine or fee transferred will be only a number owed.

That being asked to pay charges without the Library being able to provide a reason will frustrate some patrons is a given. This will also put staff members in a bad position. Amy vanGoethem created an excellent spreadsheet breaking out the fines, of which what I have passed along is only a small piece. A decision needs to be made regarding whether all fines and fees should be carried over.

RECOMMENDATION: Trying to collect fines and fees when we no longer have a record of what we are charging people for represents an obstacle for both staff and patrons in achieving a happy and easy transition. My first recommendation would be that the Library should not transfer any patron fines or fees to the new ILS system.

If the Board is uncomfortable doing this I recommend not transferring particular groups of fines and fees. We are unlikely to collect on fines when the patron has not been to the Library in over 1 year, and returning patrons are unlikely to remember what these older charges are for. I recommend that these not be transferred to the new system. In addition, a Library Card with fines under \$5.00 has no restrictions placed on it. Again, smaller fines are often forgotten. I recommend not transferring fines under \$5.00. This would reduce the fees owed to the Library from \$14,314.37 to \$3,157.85. A total of \$11,156.52 would be waived.

Should either action be taken, the Library staff will do its best to collect on as many of these outstanding fines before they are waived. I have considered these options carefully and believe

they would help ease the transition. As hard as waiving these fines and fees is for me to suggest, I believe charging patrons when we cannot show the why or what of the charge is the worst of the 2 options.

Monthly Statistics Summary

January 2014

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Circulation

Total January Activity

Fiscal Year	Total Circ.	Avg. Circ/Hour	% change
2013-2014	8782	41.23	-8.49%
2012-2013	9597	39.49	11.83%
2011-2012	8582	34.06	5.53%

Total Activity Fiscal Year to Date

Fiscal Year	Total Circ	Avg. Circ/Hour	% change
2013-2014	85365	41.98	-0.65%
2012-2013	85921	41.57	14.89%
2011-2012	74786	36.77	-1.1%

Circulation by Collection (Fiscal Year to Date)

Fiscal Year	Adult	Juvenile	Adult Fiction	Adult Non Fiction	Audio Visual	ILL Borrowed	ILL Lent
2013-2014	45899	32340	10084	6717	32641	1221	241
2012-2013	47780	32976	11391	7099	32462	1240	283
2011-2012	43200	27577	12388	6204	27464	1124	264

User Visits

Total January Activity

Fiscal Year	Total Visits	Avg. Visits/Hour	% change
2013-2014	4903	23.02	-23.23%
2012-2013	6387	26.28	-4.19%
2011-2012	6666	26.45	34.64%

Total Activity Fiscal Year to Date

Fiscal Year	Total Visits	Avg. Visits/Hour	% change
2013-2014	62468.5	30.80	-2.60%
2012-2013	64135	31.51	11.61%
2011-2012	57461	28.25	12.15%

Materials Acquired & Withdrawn

Total January Activity

Fiscal Year	Acquired	Withdrawn
2013-2014	422	468
2012-2013	596	1091
2011-2012	465	425

Total Activity Fiscal Year to Date

Fiscal Year	Acquired	Withdrawn
2013-2014	5580	5163
2012-2013	5415	7025
2011-2012	5462	5047

Acquisitions by Collection (Fiscal Year to Date)

Fiscal Year	Adult	Juvenile	A/V
2013-2014	3736	1844	926
2012-2013	3672	1743	939
2011-2012	3888	1574	977

Withdrawals by Collection

Fiscal Year	Adult	Juvenile	A/V
2013-2014	4642	521	519
2012-2013	4767	2258	747
2011-2012	3775	1272	805

Online Access

Digital Books and Music

Total January Activity

Fiscal Year	Books	Music	Magazines	% change
2013-2014	528	188	84	46.26%
2012-2013	361	274	N/A	32.23%
2011-2012	273	254	N/A	30.00%

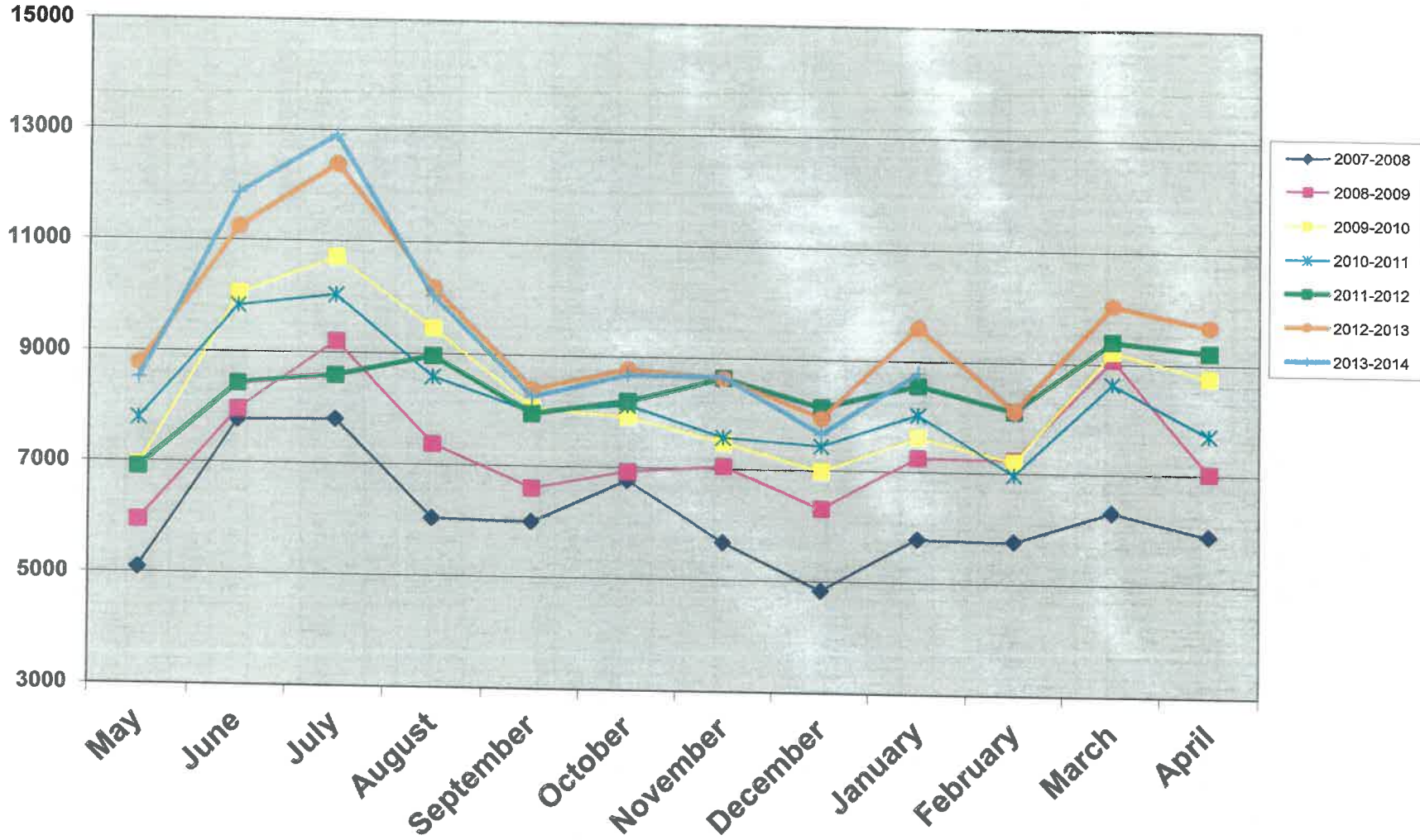
Total Activity Fiscal Year to Date

Fiscal Year	Books	Music	Magazines	% change
2013-2014	3996	1893	475	51.31%
2012-2013	2641	2114	N/A	37.34%
2011-2012	1923	1875	N/A	125.70%

Website Usage Fiscal Year to Date

Fiscal Year	Page Loads	Unique Visitors
2013-2014	89616	58594
2012-2013	79480	52580
2011-2012	73701	48434

Total Circulation '07-'13



HP Care Pack, 3 Years, 4 Hours, 24x7,
Hardware, ProLiant DL380

\$1,096.80

153

Subtotal: \$7,150.76

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Fine Totals

Date Last Active	Fine Total
5 years or older	\$4,145.25
3-4 years	\$3,974.53
2 years	\$1,961.62
1 year	\$4,232.97
Total	\$14,314.37

Non Lake Bluff Patrons	\$3,388.95
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Account Balance	All fines	Fines 1 year or newer
\$5.00 or less	\$10,619.68	\$1,029.73
\$5.01-\$10.00	\$1,451.77	\$547.10
\$10.01-\$20.00	\$1,083.60	\$679.16
\$20.01-\$30.00	\$403.14	\$628.11
\$30.01-\$40.00	\$232.89	\$204.59
\$40.01-\$50.00	\$116.86	\$85.68
\$50.01 or more	\$406.43	\$1,013.21

February 03, 2014 3:53 p.m.

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Wool Gatherers knit blankets at Lake Bluff Library

By: Lake Bluff Public Library | Submitted



Wool Gatherers knitted blankets at home and at the Lake Bluff Library for children in Lake County.

The Wool Gatherers at Lake Bluff Public Library knitted and crocheted six afghans for children in Lake County cared for by the Mothers Trust Foundation. In the first year of this collaboration, the library patrons handmade over 120 7x9 sections at the library and at home. More volunteers crocheted the segments together. Cheri Richardson, Executive Director of the Mothers Trust Foundation, collected the afghans from Carol Ann Carter, Adult Program Coordinator, and Eric Bailey, Director, at Lake Bluff Public Library, and will take them to the Lake County Health Department for distribution. The Lake Bluff Public Library appreciates each participants help this past year!

This is reader submitted content. If you would like to get your news, photos or events published on the website click here (<http://lakeforest.suntimes.com/submit-content/>).