

March 11, 2014

agenda

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Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, March 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 (Amy vanGoethem)**
4. **Approval of Minutes**
 - a. Approval of Minutes of February 11, 2014 Finance Committee Meeting **(action)**
 - b. Approval of Minutes of February 11, 2014 Regular Meeting of the Board **(action)**
 - c. Approval of Minutes of March 3, 2014 Technology Committee Meeting **(action)**
 - d. Approval of Minutes of March 5, 2014 Finance Committee Meeting **(action)**
5. **February 2014 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages)**
 - a. February Detailed Balance Sheet **(action)**
 - b. February Detailed Revenue & Expense Report **(action)**
6. **Approval of checks (Green Pages)**
 - a. February Manual Checks (11531-11537) **(action)**
 - b. February Monthly Checks (11538-11561) **(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 **(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 April 19, 2014
 - e. Programs of Interest to Library Trustees
10. **New Business**
 - a. A Resolution to Eliminate Budget Lines **(action)**
 - b. Proposed Change to Reserve Fund Policy **(action)**
 - c. Presentation of Survey Information

d. Emergency Weather Conditions

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:

Postcard Delivered to Village

Upcoming Board Meetings: April 8, May 13, and June 10, 2014

Meet a Staff Member

Amy vanGoethem joined our staff this past summer and has quickly become an important member of our Library family. Please give her a warm welcome.

Thanks,

Eric S. Bailey

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES
Finance Committee Meeting
Tuesday, February 11, 2014

- 1) **Call to Order; Roll Call:** The meeting was called to order at 6:45 p.m. by Committee Chairman Scot Butler.

Present: Scot Butler, Tim Kregor, and Kathy Meierhoff

Absent: None

Library Staff Present: Eric Bailey.

Members of the Public: None

- 2) Discussion of Budget for Fiscal Year 2014-2015.
a) **RESOLVED:** To recommend approval of the budget to the Board of Library Trustees.
- 3) Discussion of potential use of Reserve Funds in the final draft of the budget.
- 4) **Any other business:**
a) No other business was brought before the committee.
- 5) **Adjournment:** Butler moved and Kregor seconded a motion to adjourn the meeting at 7:00pm.
AYES: all
NAYES: none
ABSENT: none

Respectfully submitted,

Eric S. Bailey, Library Director

DRAFT

**LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING**

February 11, 2014

The meeting was called to order at 7:10 p.m. by President Kathy Meierhoff. Also present: Scot Butler, Tim Kregor, Ruth Schnell, Carl Schons, Romain Wojda, and Library Director Eric Bailey. Cal Stroh arrived at 7:25. No members of the public were present.

Staff member Gloria Newton was introduced to the Board. She described her principal duties.

Butler moved, Kregor seconded the motion to approve the minutes of the 1/10/2014 Human Resources Committee meeting. Voting Aye: All

Schons moved, Butler seconded the motion to approve the minutes of the 1/14/2014 regular meeting of the Board as amended to correct the name of the winter reading program to "It's a Crime Not to Read". Voting Aye: All

Schnell moved, Kregor seconded the motion to approve the minutes of the 1/30/2014 meeting of the Human Resources Committee meeting. Voting Aye: All

Wojda moved, Kregor seconded the motion to approve the minutes of the 1/31/2014 Technology Committee meeting. Voting Aye: All

Stroh moved, Butler seconded the motion to approve the minutes of the 2/05/2014 Human Resources Committee meeting. Voting Aye: All

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

Stroh moved, Schons seconded the motion to approve the January Manual Checks 11494-11500. Voting Aye: Butler, Kregor, Meierhoff, Schnell, Schons, Stroh and Wojda. Voting No: None

Stroh moved, Schons seconded the motion to approve the January Monthly Checks 11501-11530. Voting Aye: Butler, Kregor, Meierhoff, Schnell, Schons, Stroh and Wojda. Voting No: None.

The Budget for Fiscal Year 2014-2015 was discussed, the wording amended and the revised General Fund-Expenditures, General Fund-Revenues, and Grants and Gifts Fund Revenues and Expenditures pages discussed. Director Bailey will make revisions.

Butler moved that we approve the first reading of the budget for \$884,866 as submitted, with the proviso that it may be revised for the March 11 meeting of the Board. Stroh seconded the motion. Voting Aye: Butler, Kregor, Meierhoff, Schnell, Schons, Stroh and Wojda. Voting No: None

To recognize and thank the Friends of the Library, it was suggested that a photo of the Friends be posted in the newsletter and in the library and that the Board provide a potluck lunch for them during National Library Week in April.

Director Bailey discussed his Report. He will provide the Board with a list of factors included in the

decision to close the Library in inclement weather.

Schnell will attend the Friends meeting Feb. 15, and Wojda will attend the one on March 15.

Wojda moved, Butler seconded the motion to purchase a new HP Domain Controller at \$7150.76 .
Voting Aye: Butler, Kregor, Meierhoff, Schnell, Schons, Stroh, and Wojda. Voting No: None

The procedure to collect fines before transferring to the Sierra system was discussed. Schons moved, Butler seconded the motion to keep the file of fines for the last 2 years and declare the fines from the previous years as uncollectible. Voting Aye: Butler, Kregor, Meierhoff, Schnell, Schons, Stroh, and Wojda. Voting No: None

Director Bailey presented reminders to the Board on strict adherence to the Open Meetings act.

Butler moved, Schons seconded the motion to adjourn at 9:10 p.m. Voting Aye: All

Respectfully submitted,

Ruth Schnell
Board Secretary

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES
Technology Committee Meeting
Monday, March 3rd, 2014

- 1) **Call to Order; Roll Call:** The meeting was called to order at 6:30pm by Committee Chairman Kregor.

Present: Scot Butler, Tim Kregor, and Romain Wojda (arrived late at 6:35pm).

Absent: None

Library Staff Present: Eric Bailey.

Members of the Public: None

- 2) **Discussion of community awareness plan for the implementation of Sierra ILS.**

- 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 7:10pm.

AYES: all

NAYES: none

ABSENT: none

Respectfully submitted,

Eric S. Bailey, Library Director

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES
Finance Committee Meeting
Wednesday, March 5, 2014

- 1) **Call to Order; Roll Call:** The meeting was called to order at 6:00 p.m. by Committee Chairman Scot Butler.

Present: Scot Butler, Tim Kregor, and Kathy Meierhoff

Absent: None

Library Staff Present: Eric Bailey.

Members of the Public: None

- 2) **Discussion of Budget for Fiscal Year 2014-2015.**

a) **RESOLVED:** To recommend approval of the budget to the Board of Library Trustees.

- 3) **Discussion of potential use of Reserve Funds in the final draft of the budget.**

a) **RESOLVED:** To add \$5,000 to Other Professional Services budget and \$10,000 to the Exterior Improvements budget from General Reserves for Fiscal Year 2014-2015.

b) **RESOLVED:** To recommend approval of a new Reserves Policy to the Board of Library Trustees, as revised.

c) **RESOLVED:** To recommend the elimination budget lines 80-30-100-53200 and 80-30-100-53300 given the questions surrounding them.

d) **RESOLVED:** The Library Director will work with Gloria Newton, Marlene Scheibl, and Susan Griffin to resolve the enigmatic origins of the \$77,360 of Restricted Reserve Funds. A progress update will be provided in June, 2014, assuming the matter has not been resolved prior to that time.

- 4) **Discussion of Personnel Expenses.**

- 5) **Any other business:**

a) No other business was brought before the committee.

- 6) **Adjournment:** Kregor moved and Butler seconded a motion to adjourn the meeting at 7:40pm.

AYES: all

NAYES: none

ABSENT: none

Respectfully submitted,

Eric S. Bailey, Library Director

Lake Bluff Public Library

8A

DATE: 03/07/2014
 TIME: 14:24:29
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

PAGE: 1
 F-YR: 14

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 10 PERIODS ENDING FEBRUARY 28, 2014

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 02/28/14
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	147.09	161.74	(14.65)
80-10-101-11000	MONEY MARKET ACCOUNT	77,653.85	718,174.13	749,919.16	45,908.82
80-10-101-12000	SAVINGS ACCOUNT	0.00	0.00	0.00	0.00
80-10-101-12100	N TR WEED & FEED CHECKING ACCT	0.00	0.00	0.00	0.00
80-10-101-13000	PETTY CASH	150.00	0.00	0.00	150.00
80-10-101-15000	INVESTMENTS	0.00	0.00	0.00	0.00
80-10-101-15010	US GOVERNMENT OBLIGATIONS	0.00	0.00	0.00	0.00
80-10-101-15020	CERTIFICATES OF DEPOSIT	0.00	0.00	0.00	0.00
80-10-101-15110	ILLINOIS FUND	487,616.56	902,627.86	696,000.00	694,244.42
80-10-101-15111	ILLINOIS FUNDS - GRANTS	1.80	0.00	0.00	1.80
80-10-101-15112	ILLINOIS FUNDS - EPAY	770.36	4,511.79	1,133.84	4,148.31
TOTAL CASH & INVESTMENTS		566,192.57	1,625,460.87	1,447,214.74	744,438.70
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	932,174.21	941,304.96	(9,014.39)
80-10-301-55000	PREPAID EXPENSES	0.00	0.00	0.00	0.00
TOTAL OTHER ASSETS		116.36	932,174.21	941,304.96	(9,014.39)
TOTAL ASSETS		1,402,034.20	2,559,384.41	3,224,244.97	737,173.64

LIABILITIES AND FUND EQUITY

LIABILITIES

PAYABLES

80-2002-20000	ACCOUNTS PAYABLE	224.64	355,815.27	371,287.57	35,696.94
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Lake Bluff Public Library

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DATE: 02/28/2014
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-- VILLAGE LAKE BLUFF --
 DETAILED BALANCE SHEET

PAGE: 2
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FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 10 PERIODS ENDING FEBRUARY 28, 2014

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 02/28/14
LIABILITIES					
PAYABLES					
80-20-102-41000	SOCIAL SECURITY TAX PAYABLE	0.00	52,715.22	52,715.22	0.00
80-20-102-42000	FEDERAL INCOME TAX PAYABLE	0.00	30,818.36	30,818.36	0.00
80-20-102-43000	STATE INCOME TAX PAYABLE	0.00	14,890.99	14,890.99	0.00
80-20-102-44000	IMRF PAYABLE	0.00	45,499.68	45,499.68	0.00
80-20-102-45000	ICMA 457 PLAN PAYABLE	0.00	22,050.00	21,000.00	(1,050.00)
80-20-102-46000	MEDICAL INSURANCE PAYABLE	0.00	0.00	0.00	0.00
80-20-102-65000	LIBRARY FLEXIBLE BENEFIT PAYAB	0.00	2,739.20	2,739.20	0.00
80-20-102-66000	LIBRARY HSA PAYABLE	0.00	4,000.00	4,000.00	0.00
80-20-102-70000	OTHER SHORT TERM LIABILITIES	0.00	0.00	0.00	0.00
TOTAL PAYABLES		20,224.64	528,528.72	542,951.02	34,646.94
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	1,364,253.99	542,951.02	50,370.79
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	156,442.41	156,442.41

Lake Bluff Public Library

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-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

PAGE: 3
 F-YR: 14

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 10 PERIODS ENDING FEBRUARY 28, 2014

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 02/28/14
<hr/>					
TOTAL FUND EQUITY		530,360.44	0.00	156,442.41	686,802.85
<hr/>					
TOTAL LIABILITIES AND FUND EQUITY		1,402,034.20	1,364,253.99	699,393.43	737,173.64
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Lake Bluff Public Library

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-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

PAGE: 4
 F-YR: 14

FUND: LIBRARY BLG RENOVATION FUND
 FOR 10 PERIODS ENDING FEBRUARY 28, 2014

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 02/28/14
ASSETS					
TOTAL ASSETS		0.00	0.00	0.00	0.00
LIABILITIES AND FUND EQUITY					
LIABILITIES					
---	UNDEFINED CODE ---				
81-00-100-10000	INTERFUND ACCT	0.00	0.00	1,749.33	1,749.33
TOTAL --- UNDEFINED CODE ---		0.00	0.00	1,749.33	1,749.33
---	UNDEFINED CODE ---				
81-20-102-20000	ACCOUNTS PAYABLE	0.00	1,749.33	1,749.33	0.00
TOTAL --- UNDEFINED CODE ---		0.00	1,749.33	1,749.33	0.00
TOTAL LIABILITIES		0.00	1,749.33	3,498.66	1,749.33
FUND EQUITY					
---	UNDEFINED CODE ---				
81-30-100-53100	RESERVED FOR CAPITAL	0.00	0.00	0.00	0.00
TOTAL --- UNDEFINED CODE ---		0.00	0.00	0.00	0.00
	FUND SURPLUS (DEFICIT)	0.00	1,749.33	0.00	(1,749.33)
TOTAL FUND EQUITY		0.00	1,749.33	0.00	(1,749.33)
TOTAL LIABILITIES AND FUND EQUITY		0.00	3,498.66	3,498.66	0.00

Lake Bluff Public Library

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DATE: 03/07/2014
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 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

PAGE: 5
 F-YR: 14

FUND: LIBRARY OPERATING GRANTS FUND
 FOR 10 PERIODS ENDING FEBRUARY 28, 2014

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 02/28/14
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

8E

DATE: 02/28/2014
 TIME: 14:24:29
 ID: GL450000.WOW

-- VILLAGE LAKE BLUFF --
 DETAILED BALANCE SHEET

PAGE: 6
 F-YR: 14

FUND: LIBRARY SPECIAL GRANT FUND
 FOR 10 PERIODS ENDING FEBRUARY 28, 2014

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 02/28/14
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

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DATE: 03/07/2014
 TIME: 14:33:30
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 10 PERIODS ENDING FEBRUARY 28, 2014

PAGE: 1
 F-YR: 14

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: REVENUES

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
PROPERTY TAXES							
80-40-103-10000	LIBRARY PROPERTY TAX	0.00	0.00	849,607.14	800,694.62	833,508.00	101.9%
TOTAL REVENUES: PROPERTY TAXES		0.00	0.00	849,607.14	800,694.62	833,508.00	101.9%
SERVICES & FEES							
80-40-403-48300	PHOTO-COPY CHARGES	129.85	182.75	1,778.95	1,734.33	1,700.00	104.6%
80-40-403-48500	NON-RESIDENT FEES	317.06	745.33	6,070.76	6,147.73	6,000.00	101.1%
TOTAL REVENUES: SERVICES & FEES		446.91	928.08	7,849.71	7,882.06	7,700.00	101.9%
FINES							
80-40-503-65000	RENTAL FINES	1,250.76	714.77	11,970.41	10,602.98	12,000.00	99.7%
TOTAL REVENUES: FINES		1,250.76	714.77	11,970.41	10,602.98	12,000.00	99.7%
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	7,800.00	0.0%
80-40-603-73800	VLIET OPERATING COST CONTRIB	0.00	0.00	700.00	0.00	0.00	100.0%
80-40-603-75000	INTEREST EARNINGS	24.17	39.91	290.48	662.55	500.00	58.0%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	7.02	3.07	180.72	252.77	0.00	100.0%
80-40-603-78001	RESTRICTED DONATIONS	50.00	0.00	500.00	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	127.37	156.37	3,507.76	1,599.49	3,000.00	116.9%
TOTAL REVENUES: MISCELLANEOUS		208.56	199.35	11,059.17	12,156.58	11,300.00	97.8%
TOTAL REVENUES: REVENUES		1,906.23	1,842.20	880,486.43	831,336.24	864,508.00	101.8%
TOTAL FUND REVENUES		1,906.23	1,842.20	880,486.43	831,336.24	864,508.00	101.8%

Lake Bluff Public Library

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 10 PERIODS ENDING FEBRUARY 28, 2014

PAGE: 2
 F-YR: 14

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
LIBRARY SERVICES							
80-60-001-40000	LIBRARIAN SALARIES	18,012.34	17,540.96	178,765.73	172,857.10	217,000.00	82.3%
80-60-001-40050	STAFF SALARIES	20,573.70	13,880.63	172,517.53	136,260.08	201,000.00	85.8%
80-60-001-40060	SALARY SURVEY ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-40200	SEASONAL STAFF SALARIES	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-40400	MEDICAL INSURANCE	3,570.85	3,159.70	38,130.70	33,843.72	50,000.00	76.2%
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	3,760.33	3,176.46	33,361.05	30,473.41	40,000.00	83.4%
80-60-001-40951	EMPLOYER FICA TAX	2,899.28	2,353.21	26,357.64	23,147.15	32,000.00	82.3%
80-60-001-41000	BUILDING MAINTENANCE	(46.00)	2,651.17	19,618.66	24,788.08	28,000.00	70.0%
80-60-001-41020	ELEVATOR MAINTENANCE	0.00	214.64	1,026.56	1,474.48	2,250.00	45.6%
80-60-001-41050	GROUNDS MAINTENANCE	0.00	960.00	6,205.35	6,401.97	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	148.50	184.78	4,947.09	4,463.65	4,500.00	109.9%
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	6,922.50	0.00	10,491.00	4,127.19	2,500.00	419.6%
80-60-001-42400	PROFESSIONAL DEVELOPMENT	520.00	700.00	3,433.00	3,321.00	3,000.00	114.4%
80-60-001-42440	DUES	0.00	0.00	1,409.00	1,413.13	2,500.00	56.3%
80-60-001-43230	UTILITIES	546.21	528.97	7,358.85	4,872.84	6,500.00	113.2%
80-60-001-43300	POSTAGE	642.82	35.98	2,510.83	2,176.11	4,000.00	62.7%
80-60-001-43400	PRINTING/E-NEWSLETTER	0.00	243.20	5,665.10	5,822.38	8,000.00	70.8%
80-60-001-43550	OFFICE SUPPLIES	473.76	832.15	4,608.06	4,320.14	6,000.00	76.8%
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	81.26	175.55	1,339.31	1,644.91	2,500.00	53.5%
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	133.51	103.79	3,626.47	3,704.24	5,500.00	65.9%
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	292.78	0.00	802.69	753.23	1,000.00	80.2%
80-60-001-43710	ADULT PROGRAM SUPPLIES	48.00	(213.87)	4,309.57	3,348.83	4,000.00	107.7%
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	492.68	250.00	6,408.01	4,994.68	7,000.00	91.5%
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	1,236.34	1,092.12	14,471.45	15,042.98	18,000.00	80.3%
80-60-001-45100	ADULT FICTION BOOKS	1,381.94	847.36	11,511.96	11,884.84	15,000.00	76.7%
80-60-001-45110	ADULT LARGE PRINT MATERIAL	49.79	18.72	728.77	734.38	1,000.00	72.8%
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	718.01	1,471.69	10,266.09	12,055.52	14,000.00	73.3%
80-60-001-45220	ADULT REFERENCE/E-REFER	0.00	275.00	15,832.48	15,327.56	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	189.31	7,470.21	2,620.08	7,000.00	106.7%
80-60-001-45410	PICTURE BOOKS, READERS	597.72	317.32	4,714.64	4,673.47	6,000.00	78.5%
80-60-001-45420	JUVENILE FICTION	671.16	444.42	5,465.16	6,299.06	8,500.00	64.2%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 10 PERIODS ENDING FEBRUARY 28, 2014

PAGE: 3
 F-YR: 14

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
LIBRARY SERVICES							
80-60-001-45430	JUVENILE AUDIO-VISUAL	209.61	143.69	2,768.58	2,259.52	3,750.00	73.8%
80-60-001-45440	JUVENILE REFERENCE	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-45450	TEEN BOOKS	274.49	178.99	2,179.61	2,007.17	2,750.00	79.2%
80-60-001-45460	E-BOOKS	743.64	0.00	6,508.58	3,270.65	8,000.00	81.3%
80-60-001-45470	GRAPHIC NOVELS	0.00	43.03	347.90	286.96	500.00	69.5%
80-60-001-45500	PERIODICALS	612.40	201.00	5,281.02	5,034.59	7,500.00	70.4%
80-60-001-45510	VIDEO GAMES	263.67	0.00	2,564.81	2,348.75	2,750.00	93.2%
80-60-001-45600	PATRON & STAFF SOFTWARE	9.95	9.95	698.50	4,229.10	4,500.00	15.5%
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	46,053.00	12,461.34	14,000.00	328.9%
80-60-001-45700	BRANCH MATERIALS	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-45900	MINOR EQUIPMENT	0.00	0.00	0.00	550.02	0.00	0.0%
80-60-001-46000	MISCELLANEOUS EXPENSES	303.54	(2.70)	1,782.87	705.13	2,000.00	89.1%
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	21.75	0.00	350.17	9,794.11	0.00	-100.0%
80-60-001-49000	LIBRARY FURNISHINGS	1,819.00	0.00	7,653.31	280.10	2,508.00	305.1%
80-60-001-49100	BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-49120	EXT BUILDING IMPROVEMENTS	0.00	0.00	11,372.40	4,935.00	13,000.00	87.4%
80-60-001-49350	COMPUTER EQUIPMENT	3,600.00	314.20	15,908.58	8,088.99	125,000.00	12.7%
80-60-001-49351	TECH-4-U AUTOMATION	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-49400	OTHER EQUIPMENT	0.00	27.81	7.95	1,562.62	2,000.00	0.3%
80-60-001-50000	CONTINGENCY	139.90	0.00	2,029.02	23,213.60	18,000.00	11.2%
TOTAL EXPENSES: LIBRARY SERVICES		71,725.43	52,349.23	724,044.02	639,261.84	964,508.00	75.0%
TOTAL EXPENSES: LIBRARY ADMINISTRATION		71,725.43	52,349.23	724,044.02	639,261.84	964,508.00	75.0%
TOTAL FUND EXPENSES		71,725.43	52,349.23	724,044.02	639,261.84	964,508.00	75.0%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 10 PERIODS ENDING FEBRUARY 28, 2014

PAGE: 4
 F-YR: 14

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

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY 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		71,725.43	52,349.23	725,793.35	642,061.84	964,508.00	75.2%

Lake Bluff Public Library

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DATE: 03/07/2014
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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 10 PERIODS ENDING FEBRUARY 28, 2014

PAGE: 5
 F-YR: 14

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

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

MISCELLANEOUS							
82-40-603-53000	BIRD MEMORIAL RESERVE	0.00	0.00	0.00	0.00	0.00	0.0%
82-40-603-73000	STATE PER CAPITA GRANT	0.00	0.00	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		1,906.23	1,842.20	880,486.43	837,204.99	905,376.00	97.2%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 10 PERIODS ENDING FEBRUARY 28, 2014

PAGE: 6
 F-YR: 14

FUND: LIBRARY OPERATING GRANTS FUND
 DEPT: BIRD MEMORIAL EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY 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		71,725.43	52,349.23	725,793.35	645,302.32	990,376.00	73.2%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 10 PERIODS ENDING FEBRUARY 28, 2014

PAGE: 7
 F-YR: 14

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

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
<hr/>							
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%
<hr/>							
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		1,906.23	1,842.20	880,486.43	837,204.99	905,376.00	97.2%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 10 PERIODS ENDING FEBRUARY 28, 2014

PAGE: 8
 F-YR: 14

FUND: LIBRARY SPECIAL GRANT FUND
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
<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		71,725.43	52,349.23	725,793.35	645,302.32	990,376.00	73.2%

Lake Bluff Public Library

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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
11531	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS		02/07/14		
	101742831	02/07/14	01 'EE ICMA CONTRIBUTION:2/14/14		80-20-102-45000	1,050.00
					INVOICE TOTAL:	1,050.00 *
					CHECK TOTAL:	1,050.00
11532	9AT&T	AT & T		02/25/14		
	847124254002	02/07/14	01 LCL PH SRVC: 1/8-2/7/14		80-60-001-43230	306.86
					INVOICE TOTAL:	306.86 *
					CHECK TOTAL:	306.86
11533	9COMCAST	COMCAST CABLE		02/25/14		
	COM021214	02/12/14	01 INTERNET SRVC:2/19-3/18/14		80-60-001-43230	154.85
					INVOICE TOTAL:	154.85 *
					CHECK TOTAL:	154.85
11534	9INGRAM	INGRAM LIBRARY SERVICES		02/25/14		
	76454061	01/15/14	01 CREDIT-TEEN BOOKS		80-60-001-45450	-24.08
					INVOICE TOTAL:	-24.08 *
	76868159	01/30/14	01 ADULT FICTION BOOKS		80-60-001-45100	15.23
					INVOICE TOTAL:	15.23 *
	76868160	01/30/14	01 ADULT FICTION BOOKS		80-60-001-45100	14.68
					INVOICE TOTAL:	14.68 *
	76868161	01/30/14	01 ADULT FICTION BOOKS		80-60-001-45100	16.38
					INVOICE TOTAL:	16.38 *
	76868162	01/30/14	01 ADULT FICTION BOOKS		80-60-001-45100	15.25
					INVOICE TOTAL:	15.25 *
	76868163	01/30/14	01 ADULT FICTION BOOKS		80-60-001-45100	14.69
					INVOICE TOTAL:	14.69 *
	76868164	01/30/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	10.14
					INVOICE TOTAL:	10.14 *
	76868165	01/30/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	122.20
					INVOICE TOTAL:	122.20 *
	76868166	01/30/14	01 ADULT FICTION BOOKS		80-60-001-45100	33.08
					INVOICE TOTAL:	33.08 *

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-- VILLAGE OF LAKE BLUFF --
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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
11534	9INGRAM	INGRAM LIBRARY SERVICES		02/25/14		
	76868167	01/30/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	45.19
					INVOICE TOTAL:	45.19 *
	76868168	01/30/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	9.60
					INVOICE TOTAL:	9.60 *
	76868169	01/30/14	01 LARGE PRINT MATERIAL		80-60-001-45110	32.99
					INVOICE TOTAL:	32.99 *
	76895825	01/31/14	01 ADULT FICTION BOOKS		80-60-001-45100	31.64
					INVOICE TOTAL:	31.64 *
	76895826	01/31/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	54.79
					INVOICE TOTAL:	54.79 *
	76895827	01/31/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	16.92
					INVOICE TOTAL:	16.92 *
	76933302	02/03/14	01 ADULT FICTION BOOKS		80-60-001-45100	14.69
					INVOICE TOTAL:	14.69 *
	76933303	02/03/14	01 ADULT FICTION BOOKS		80-60-001-45100	15.82
					INVOICE TOTAL:	15.82 *
	76933304	02/03/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	62.66
					INVOICE TOTAL:	62.66 *
	769333058	02/03/14	01 LARGE PRINT MATERIAL		80-60-001-45110	16.80
					INVOICE TOTAL:	16.80 *
	76933306	02/03/14	01 ADULT FICTION BOOKS		80-60-001-45100	534.70
					INVOICE TOTAL:	534.70 *
	76963555	02/04/14	01 ADULT FICTION BOOKS		80-60-001-45100	8.39
					INVOICE TOTAL:	8.39 *
	76963556	02/04/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	8.97
					INVOICE TOTAL:	8.97 *
	76963557	02/04/14	01 ADULT FICTION BOOKS		80-60-001-45100	73.59
					INVOICE TOTAL:	73.59 *
	77008004	02/06/14	01 ADULT FICTION BOOKS		80-60-001-45100	14.10
					INVOICE TOTAL:	14.10 *
	77008005	02/06/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	11.37
					INVOICE TOTAL:	11.37 *

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11534	9INGRAM	INGRAM LIBRARY SERVICES		02/25/14		
	77008006	02/06/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	14.68
					INVOICE TOTAL:	14.68 *
	77008007	02/06/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	14.69
					INVOICE TOTAL:	14.69 *
	77008008	02/06/14	01 ADULT FICTION BOOKS		80-60-001-45100	44.59
					INVOICE TOTAL:	44.59 *
	77008009	02/06/14	01 TEEN BOOKS		80-60-001-45450	104.01
					INVOICE TOTAL:	104.01 *
	77008010	02/06/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	16.17
					INVOICE TOTAL:	16.17 *
	77032854	02/07/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	25.98
					INVOICE TOTAL:	25.98 *
	77032855	02/07/14	01 ADULT FICTION BOOKS		80-60-001-45100	15.25
					INVOICE TOTAL:	15.25 *
	77032856	02/07/14	01 TEEN BOOKS		80-60-001-45450	10.16
					INVOICE TOTAL:	10.16 *
	77032857	02/07/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	51.93
					INVOICE TOTAL:	51.93 *
	77061211	02/10/14	01 ADULT FICTION BOOKS		80-60-001-45100	46.28
					INVOICE TOTAL:	46.28 *
	77061212	02/10/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	45.76
					INVOICE TOTAL:	45.76 *
	77061213	02/10/14	01 ADULT FICTION BOOKS		80-60-001-45100	33.55
					INVOICE TOTAL:	33.55 *
	77061214	02/10/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	40.65
					INVOICE TOTAL:	40.65 *
	77109286	02/12/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	15.26
					INVOICE TOTAL:	15.26 *
	77109287	02/12/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	16.94
					INVOICE TOTAL:	16.94 *
	77109288	02/12/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	15.79
					INVOICE TOTAL:	15.79 *

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11534	9INGRAM	INGRAM LIBRARY SERVICES			02/25/14		
	77109289	02/12/14	01	ADULT FICTION BOOKS		80-60-001-45100	72.83
						INVOICE TOTAL:	72.83 *
	77109290	02/12/14	01	ADULT FICTION BOOKS		80-60-001-45100	8.99
						INVOICE TOTAL:	8.99 *
	77109291	02/12/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000	78.83
						INVOICE TOTAL:	78.83 *
						CHECK TOTAL:	1,842.13
11535	9USPOSTA	UNITED STATES POSTAL SERVICE			02/25/14		
	USP021014	02/10/14	01	POSTAGE STAMPS		80-60-001-43300	98.00
						INVOICE TOTAL:	98.00 *
	USP021014-1	02/10/14	01	POST CARD STAMPS		80-60-001-43300	34.00
						INVOICE TOTAL:	34.00 *
						CHECK TOTAL:	132.00
11536	9USPOSTA	UNITED STATES POSTAL SERVICE			02/25/14		
	USP022114	02/21/14	01	REPLENISH PERMIT #98		80-60-001-43300	500.00
						INVOICE TOTAL:	500.00 *
						CHECK TOTAL:	500.00
11537	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS			02/25/14		
	101749675	02/21/14	01	'EE ICMA CONTRIBUTION:2/28/14		80-20-102-45000	1,050.00
						INVOICE TOTAL:	1,050.00 *
						CHECK TOTAL:	1,050.00
						TOTAL AMOUNT PAID:	5,035.84

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11538	9AMAZONA	VOIDED---LEADER CHECK						
		034262743114	02/04/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	165.66	
						INVOICE TOTAL:	165.66 *	
		034265151391	01/29/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.68	
						INVOICE TOTAL:	14.68 *	
		034266758000	02/05/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-1.89	
						INVOICE TOTAL:	-1.89 *	
		034267389794	02/06/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-1.00	
						INVOICE TOTAL:	-1.00 *	
		034269512268	01/29/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	16.98	
						INVOICE TOTAL:	16.98 *	
		076218304128	01/18/14	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	48.00	
						INVOICE TOTAL:	48.00 *	
		082723469942	01/12/14	01	ADULT FICTION	80-60-001-45100	56.57	
						INVOICE TOTAL:	56.57 *	
		105584832124	01/26/14	01	ADULT NON-FICTION	80-60-001-45000	16.16	
						INVOICE TOTAL:	16.16 *	
		113141487389	01/14/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	118.54	
						INVOICE TOTAL:	118.54 *	
		113142057328	01/18/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-0.39	
						INVOICE TOTAL:	-0.39 *	
		113143401661	01/17/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-1.89	
						INVOICE TOTAL:	-1.89 *	
		113146945381	01/17/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-6.97	
						INVOICE TOTAL:	-6.97 *	

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11538	9AMAZONA	VOIDED---LEADER CHECK						
		125024539315	01/28/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	11.01	
						INVOICE TOTAL:	11.01 *	
		125026862817	01/28/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	29.98	
						INVOICE TOTAL:	29.98 *	
		133154277186	02/03/04	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	13.83	
						INVOICE TOTAL:	13.83 *	
		139393008804	02/05/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.96	
						INVOICE TOTAL:	19.96 *	
		167703809018	01/18/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-7.69	
						INVOICE TOTAL:	-7.69 *	
		167704663588	01/18/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-2.00	
						INVOICE TOTAL:	-2.00 *	
		221999565195	02/08/14	01	EXPENSES FROM RESTRICTED DONAT	80-60-001-48001	21.75	
				02	ADULT NON-FICTION	80-60-001-45000	6.00	
						INVOICE TOTAL:	27.75 *	
11539	9AMAZONA	AMAZON						
		227570426361	01/22/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-1.00	
						INVOICE TOTAL:	-1.00 *	
		227570678497	01/15/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	45.94	
						INVOICE TOTAL:	45.94 *	
		227571470853	01/21/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	86.94	
						INVOICE TOTAL:	86.94 *	
		229986448088	01/26/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	61.40	
						INVOICE TOTAL:	61.40 *	

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11539	9AMAZONA	AMAZON					
	229987989042		01/28/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	114.95
						INVOICE TOTAL:	114.95 *
	229988237788		01/24/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	17.99
						INVOICE TOTAL:	17.99 *
	252653008885		01/15/14	01	ADULT NON-FICTION	80-60-001-45000	41.82
						INVOICE TOTAL:	41.82 *
	269234714019		01/17/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	22.98
						INVOICE TOTAL:	22.98 *
	270141517958		02/05/14	01	ADULT NON-FICTION	80-60-001-45000	11.88
						INVOICE TOTAL:	11.88 *
	331741145448		02/04/14	01	VIDEO GAMES	80-60-001-45510	263.67
						INVOICE TOTAL:	263.67 *
						CHECK TOTAL:	1,183.86
11540	9ALA	AMERICAN LIBRARY ASSOCIATION					
	ALA02282014		02/28/14	01	MEMBER DUES:CARLEN DETHORNE	80-60-001-42400	100.00
						INVOICE TOTAL:	100.00 *
						CHECK TOTAL:	100.00
11541	9BKTLNT	BAKER & TAYLOR ENTERTAINMENT					
	0002529170		02/07/14	01	CREDIT:PICTURE BKS,READERS	80-60-001-45410	-58.35
						INVOICE TOTAL:	-58.35 *
	2029044441		02/04/14	01	PICTURE BKS,READRS,HOLIDAY BKS	80-60-001-45410	28.88
						INVOICE TOTAL:	28.88 *

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11541	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT					
	2029052004		02/06/14	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	84.55
						INVOICE TOTAL:	84.55 *
	2029089814		02/18/14	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	267.17
						INVOICE TOTAL:	267.17 *
	2029119297		02/25/14	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	319.44
						INVOICE TOTAL:	319.44 *
	2029119338		02/25/14	01	PICTURE BKS, READRS, HOLIDAY BKS	80-60-001-45410	627.19
						INVOICE TOTAL:	627.19 *
	5012971111		01/31/14	01	ADULT NON-FICTION	80-60-001-45000	12.51
						INVOICE TOTAL:	12.51 *
	5013008406		02/26/14	01	ADULT NON-FICTION	80-60-001-45000	12.51
						INVOICE TOTAL:	12.51 *
						CHECK TOTAL:	1,293.90
11542	9BARRONS	BARRON'S					
	BAR021114		02/11/14	01	PERIODICALS	80-60-001-45500	199.00
						INVOICE TOTAL:	199.00 *
						CHECK TOTAL:	199.00
11543	9COMPVIE	COMPUTER VIEW, INC.					
	26186		02/26/14	01	COMPUTER EQUIPMENT	80-60-001-49350	3,600.00
						INVOICE TOTAL:	3,600.00 *
						CHECK TOTAL:	3,600.00
11544	9DEMCO	DEMCO, INC					

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11544	9DEMCO	DEMCO, INC					
	5208779		02/11/14	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	151.66
				02	DISCOUNT	80-60-001-43670	-50.00
					INVOICE TOTAL:		101.66 *
					CHECK TOTAL:		101.66
11545	9FIRSTBA	FIRST BANKCARD					
	CDT02212014		02/21/14	01	PROFESSIONAL DEVELOPMENT	80-60-001-42400	200.00
				02	PROFESSIONAL DEVELOPMENT	80-60-001-42400	25.00
				03	PROFESSIONAL DEVELOPMENT	80-60-001-42400	195.00
					INVOICE TOTAL:		420.00 *
					CHECK TOTAL:		420.00
11546	9FIRSTBA	FIRST BANKCARD					
	DON02212014		02/21/14	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	212.67
				02	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	228.68
				03	TEEN BOOKS	80-60-001-45450	16.43
				04	(2) SPACE HEATERS	80-60-001-50000	139.90
				05	CREDIT-JUVENILE AUDIO VISUAL	80-60-001-45430	-0.03
				06	CREDIT-JUVENILE AUDIO VISUAL	80-60-001-45430	-3.03
					INVOICE TOTAL:		594.62 *
					CHECK TOTAL:		594.62
11547	9FIRSTBA	FIRST BANKCARD					
	ELI02212014		02/21/14	01	MISC EXPENSES	80-60-001-46000	127.94
				02	MISC EXPENSES	80-60-001-46000	39.00
					INVOICE TOTAL:		166.94 *
					CHECK TOTAL:		166.94

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11548	9FIRSTBA	FIRST BANKCARD					
	ERI02212014		02/21/14	01	GATEWAY MONTHLY ACCT FEE	80-60-001-46000	33.60
				02	WEBSITE FOR ILL	80-60-001-45600	9.95
				03	ICE/SNOW MELT	80-60-001-43660	53.48
				04	MISC EXPENSES	80-60-001-46000	99.00
				05	IN-SERVICE LUNCHEON	80-60-001-43700	288.90
					INVOICE TOTAL:		484.93 *
					CHECK TOTAL:		484.93
11549	9IMAGESY	IMAGE SYSTEMS & BUSINESS					
	189242		02/26/14	01	PHOTOCOPIER SRVC/REPAIRS	80-60-001-41303	148.50
					INVOICE TOTAL:		148.50 *
					CHECK TOTAL:		148.50
11550	9INGRAM	INGRAM LIBRARY SERVICES					
	77237181		02/20/14	01	ADULT FICTION BOOKS	80-60-001-45100	14.13
					INVOICE TOTAL:		14.13 *
	77237182		02/20/14	01	ADULT FICTION BOOKS	80-60-001-45100	14.13
					INVOICE TOTAL:		14.13 *
	77237183		02/20/14	01	ADULT FICTION BOOKS	80-60-001-45100	47.43
					INVOICE TOTAL:		47.43 *
	77237184		02/20/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	14.68
					INVOICE TOTAL:		14.68 *
	77237185		02/20/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	31.61
					INVOICE TOTAL:		31.61 *
	77237186		02/20/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	63.22
					INVOICE TOTAL:		63.22 *

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11550	9INGRAM	INGRAM LIBRARY SERVICES					
	77237187		02/20/14	01	ADULT FICTION BOOKS	80-60-001-45100	154.26
						INVOICE TOTAL:	154.26 *
	77237188		02/20/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	15.82
						INVOICE TOTAL:	15.82 *
	77286487		02/24/14	01	ADULT FICTION BOOKS	80-60-001-45100	15.23
						INVOICE TOTAL:	15.23 *
	77286488		02/24/14	01	ADULT FICTION BOOKS	80-60-001-45100	46.27
						INVOICE TOTAL:	46.27 *
	77286489		02/24/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	115.22
						INVOICE TOTAL:	115.22 *
	77286490		02/24/14	01	ADULT FICTION BOOKS	80-60-001-45100	10.19
						INVOICE TOTAL:	10.19 *
	77286491		02/24/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	102.85
						INVOICE TOTAL:	102.85 *
	77331272		02/26/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	98.86
						INVOICE TOTAL:	98.86 *
	77331273		02/26/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	14.68
						INVOICE TOTAL:	14.68 *
	77331274		02/26/14	01	TEEN BOOKS	80-60-001-45450	167.97
						INVOICE TOTAL:	167.97 *
						CHECK TOTAL:	926.55
11551	9LB VILL	VILLAGE OF LAKE BLUFF					
	JAN 2014		02/14/14	01	FY14 MEDICAL INS:JAN 14	80-10-301-37100	3,528.57

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11551	9LB VILL	VILLAGE OF LAKE BLUFF					
	JAN 2014		02/14/14	02	FY14 DENTAL INS:JAN 14	80-10-301-37100	292.04
				03	FY14 LIFE INS:JAN 14	80-10-301-37100	37.28
				04	FY14 'EE IMRF CONTR:JAN 14	80-10-301-37100	1,351.43
				05	FY14 EMPLYR CONTR:JAN 14	80-10-301-37100	3,639.78
					INVOICE TOTAL:		8,849.10 *
	VIL31914		02/26/14	01	WATER:11/5/13-2/13/14	80-60-001-43230	84.50
					INVOICE TOTAL:		84.50 *
					CHECK TOTAL:		8,933.60
11552	9LIBFURI	LIBRARY FURNITURE					
	4398		02/10/14	01	LIBRARY FURNISHINGS	80-60-001-49000	1,819.00
					INVOICE TOTAL:		1,819.00 *
					CHECK TOTAL:		1,819.00
11553	9MAGOFGA	MAGIC OF GARY KANTOR					
	KAN120813		12/09/13	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	250.00
					INVOICE TOTAL:		250.00 *
					CHECK TOTAL:		250.00
11554	9OPPFAN	OPP, FRANCHISING, INC.					
	CHC03141131		03/01/14	01	BUILDING MAINT: MAR 2014	80-60-001-41000	954.00
					INVOICE TOTAL:		954.00 *
					CHECK TOTAL:		954.00
11555	9OVERDRI	OVERDRIVE , INC					
	1018-132301943021014		02/10/14	01	ADULT E-BOOKS	80-60-001-45460	499.81
					INVOICE TOTAL:		499.81 *

Lake Bluff Public Library

111

DATE: 03/07/14
 TIME: 13:20:32
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

PAGE: 9

CHECK DATE: 03/11/14

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11555	9OVERDRI	OVERDRIVE , INC					
	1018-132625247021014		02/10/14	01	TEEN E-BOOKS	80-60-001-45460	56.96
						INVOICE TOTAL:	56.96 *
	1018-132659657021014		02/10/14	01	JUVENILE E-BOOKS	80-60-001-45460	186.87
						INVOICE TOTAL:	186.87 *
						CHECK TOTAL:	743.64
11556	9PERESTI	PEREGRINE, STIME, NEWMAN,					
	54765		01/21/14	01	GENR'L LEGAL SRVC'S:OCT-DEC 13	80-60-001-41350	6,922.50
						INVOICE TOTAL:	6,922.50 *
						CHECK TOTAL:	6,922.50
11557	9PCASH	PETTY CASH					
	022414		03/07/14	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	8.46
				02	OFFICE SUPPLIES	80-60-001-43550	21.77
				03	POSTAGE	80-60-001-43300	10.82
				04	JANITORIAL SUPPLIES	80-60-001-43660	27.78
				05	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	14.00
				06	MISC EXPENSES	80-60-001-46000	4.00
				07	PLATES & FORKS	80-60-001-43700	3.88
						INVOICE TOTAL:	90.71 *
						CHECK TOTAL:	90.71
11558	9STAPLES	STAPLES BUSINESS ADVANTAGE					
	8028855500		02/22/14	01	OFFICE SUPPLIES	80-60-001-43550	227.95
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	23.39
						INVOICE TOTAL:	251.34 *
						CHECK TOTAL:	251.34

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-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

PAGE: 10

CHECK DATE: 03/11/14

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
11559	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS						
	101754794		03/04/14	01	'EE ICMA CONTRIBUTION:3/14/14	80-20-102-45000	1,050.00	
						INVOICE TOTAL:	1,050.00 *	
						CHECK TOTAL:		1,050.00
11560	9WALLSTJ	THE WALL STREET JOURNAL						
	WAL021114		02/11/14	01	1 YR RENEWAL:4/23/14-4/23/15	80-60-001-45500	413.40	
						INVOICE TOTAL:	413.40 *	
						CHECK TOTAL:		413.40
11561	9WAREHOU	WAREHOUSE DIRECT						
	2236570-0		02/20/14	01	OFFICE SUPPLIES	80-60-001-43550	12.95	
						INVOICE TOTAL:	12.95 *	
						CHECK TOTAL:		12.95
						TOTAL AMOUNT PAID:		30,661.10

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, and inspiration.

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

Projects completed in the 2013-2014 Fiscal Year 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;
- Purchased 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	7.80	7.55	11.05	9.60	10.10	

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

80-40

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)
C R									
603-73700 Village Contribution	7,650	7,807	7,800	7,800	7,900	1.3%	100	1.3%	100
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	11,300	0.0%	0	-24.8%	(3,732)
TOTAL REVENUES	817,108	834,759	864,508	890,999	884,966	2.4%	20,458	-0.7%	(6,033)
FUND BALANCE RESERVES	0	0	100,000	100,000	34,900	---	(65,100)	-65.1%	(65,100)
LIBRARY FUND REVENUE	817,108	834,759	964,508	990,999	919,866	-4.6%	(44,642)	-7.2%	(71,133)
FUND BALANCE:									
May 1	514,860	328,617	415,368	415,368	553,648				
April 30	328,617	415,368	415,368	553,648	518,748				

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

0-60-001-

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 \$ CHANGE		% CHANGE \$ CHANGE		
						BUDGET TO BUDGET FY 14--15	% CHANGE FY 14--15	BUDGET TO BUDGET FY 14--15	% CHANGE FY 14--15	
PERSONNEL SERVICES										
40000 Librarian Salaries	242,964	208,292	217,000	213,821	224,000	3.2%	7,000	4.8%	10,179	
40050 Staff Salaries	124,565	161,919	201,000	202,703	231,000	14.9%	30,000	14.0%	28,297	
40400 Medical Insurance	42,609	40,163	50,000	39,474	42,000	-16.0%	(8,000)	6.4%	2,526	
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	45,000	12.5%	5,000	16.5%	6,363	
40951 Social Security (Note 1)	27,502	27,671	32,000	31,250	35,000	9.4%	3,000	12.0%	3,750	
TOTAL PERSONNEL SERVICES	473,300	474,831	540,500	526,173	577,500	6.8%	37,000	9.8%	51,327	
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	20,000	300.0%	15,000	39900.0%	19,950	
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	
3670 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	306,000	16.1%	42,500	5.2%	15,087	
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	12,000	-7.7%	(1,000)	-20.0%	(3,000)	
49350 Computer Equipment	18,147	14,813	125,000	13,725	14,000	-88.8%	(111,000)	2.0%	275	
49400 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	36,366	-77.3%	(124,142)	2.1%	733	
LIBRARY TOTAL	1,003,351	748,008	964,508	852,719	919,866	-4.6%	(44,642)	7.9%	67,147	

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	7,153	21.9%	1,285	21.9%	1,285
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	12,153	-41.8%	(8,716)	107.1%	6,285
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	33,153	-18.9%	(7,716)	96.5%	16,285

E. EXPENDITURES 82-60-001

OTHER/GRANT PROGRAMS

44800 Per Capita Grant Expend	10,318	3,057	5,868	5,868	7,153	21.9%	1,285	21.9%	1,285
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
	12,224	12,866	40,868	16,868	33,153	-18.9%	(7,716)	96.5%	16,285
CAPITAL OUTLAY									
49000 Bird Memorial Children's	2,876	183	0	0	0	---	0	---	0
49350 Tech-4-U Automation	0	0	0	0	0	---	0	---	0
	2,876	183	0	0	0	---	0	---	0
TOTAL EXPENDITURES	15,100	13,049	40,868	16,868	33,153	-18.9%	(7,716)	96.5%	16,285

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 March Draft of the 2014-2015 Fiscal Year Budget

PERSONNEL

40000 – Librarian Salaries – The proposed budget includes a 3% raise pool, with raises to be allocated based on employee performance.

40050 – Staff Salaries – The proposed budget for this line reflects a 3% raise pool, with raises to be allocated based on employee performance. The next 4 years will see attrition at significant positions. This makes staff members currently here and developing particularly valuable. Continuing to develop these employees with succession planning in mind will cost money as I do not believe it appropriate to put any staff member in a position where they're pay is not commensurate with their responsibilities. Continuing to invest in staff growth will cost more in the short term and less in the long term. In 4 years, by Fiscal Year 2017-2018, there is the potential for the Personnel Expenses budget to have fallen below where they were budgeted this year. A total of \$19,900 will be transferred from General Reserve to cover the cost in Fiscal Year 2014-2015.

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 4 companies went into selecting the budget number. A total of \$5,000 from General Reserves was added to ensure that finances did not limit the selection of the right vendor.

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.

5220 – Adult eReference – Databases aimed towards an adult audience. As Juvenile eReference is being added as a line, the spending power of this line will increase.

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

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

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

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

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

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

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

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

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

CAPITAL OUTLAY

49000 – Library Furnishings – Money for interior furnishings.

49120 – Exterior Building Improvements – Money for exterior improvements. Water currently drains towards the Wood Building Annex, which needs to be addressed. After the drainage issue is addressed, some plantings need to be added to improve the area's appearance. A total of \$10,000 has been transferred from General Reserve to assist with this project.

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.

Recommendation for Friends

Date: March 11, 2014

The ongoing commitment of the Friends of the Library is very important and not to be taken for granted. I suggest the following 3 actions to honor the Friends.

1. Providing each Friend with a Certificate of Thanks signed by the President of the Board of Library Trustees. I recommend their May 3rd fundraiser for the Library as a good opportunity. I recommend providing food and water for the Friends at that event as well.
2. Contacting Gazebo News to see if they would be willing to write an article or series of articles about the Friends of the Library.
3. Installing a plaque in the Library with the name of the Friends, with removable names so that the list can be kept up to date.

Respectfully submitted,

Eric S. Bailey

March Director's Report

The past month has been incredibly busy, with lots of work on and training for our new Integrated Library System. Amidst all the hubbub and chaos behind the scenes, business has carried on. We have had our usual small moments, such as a little girl taking her first steps while playing in the Library's Preschool Room. Beyond the advertisements that we have put out, most patrons are unaware of Sierra as it has had very little impact on service to this point.

February 12, 2014 In-Service

The 1 day closure to learn how to use our new circulation interface was well worth it. Everyone in attendance got a ton of information and hands on experience. Coffee and snacks, along with lunch from Chipotle, kept the staff fueled and focused.

Personnel Manual

Our revised Personnel Manual is being reviewed by legal counsel. I expect to have the reviewed Manual for the Human Resources Committee in the next month with a copy ready for approval in April or May.

Virtual Server

The hardware for the new Virtual Server was installed on March 6, and Computer View is working remotely to complete the setup.

Disaster Manual and Review Forms

I have begun working on new Personnel Review Forms and hope to have those ready for review at the Human Resources Committee meeting when the Manual is reviewed. I have started on the Disaster Manual and anticipate that being my next goal.

Ken Mitsuoka, Interlibrary Loan Driver

Ken has been a regular presence in the nearly 10 years I have worked at Lake Bluff Public Library. His arrival shortly after we open, with bags of books, CDs, DVDs, etc. in hand and a smile on his face has been a routine part of the morning at LBPL. Regardless of the weather, it is almost possible to set your clock by his arrival. I received a notice from the Reaching Across Illinois Library System (RAILS) that Ken Mitsuoka will have worked as a delivery driver for the North Suburban Library System (NSLS) and then RAILS for 40 years as of Tuesday, March 11, 2014. Noticeably absent was any mention of retirement.

LEGO Program

The Friends of the Library sponsored and paid for a LEGO robot building program on March 1, 2014. It was hugely successful, with full attendance and a wait list. During March the Library is also displaying LEGO creations in the Spruth Room Display Case. Donna Williams deserves credit for helping make the Friends' vision a reality.

Snow Removal

I have continued to explore options to improve the state of the public sidewalks facing Scranton and Oak Avenues. In the interim, the Library Director has been getting a bit of extra exercise. The sidewalk has been cleaner but Mother Nature hasn't made it easy.

FOIA Request

A Freedom of Information Act request was received on February 14, 2014 and was answered before the deadline on Monday, February 24, 2014.

Sierra

A great deal of work has been done by Valerie Cepa, Carlen DeThorne, Eliza Jarvi, Lyndy Jensen, Martha O'Hara, and Amy vanGoethem of the Sierra Implementation team. The team is now focusing on making the final run toward completing implementation and making certain that patrons have access to as much or as little information as they want and in the format they want. The Technology Committee met on March 3 and provided feedback. Please see attached for a copy of the postcard mailed to Lake Bluff homes on March 5.

All the implementation projects over the last month could take up an entire report on their own. Rather than list them off I will just say this:

Up until these final weeks staff members have not only contributed to implementing Sierra while staying on top of their regular workload but have also been taking continuing education classes. Over the last 2 months the Library's employees have shouldered exhausting extra hours and heavy workloads and kept pushing forward. I am extremely proud of each and every one of them. The Library is lucky to have such a staff.

BOARD PACKET ITEMS

Finances

The following items are forwarded to the attention of the Board of Library Trustees from the Finance Committee.

Reserves

After further research, we have learned that all unspent funds from previous years represent General Reserves that can be added to the annual budget and used freely. The Library Director continues to work with Gloria Newton and

Marlene Scheibl (at the Library and Village respectively) to clarify the Grants and Gifts Fund. Better tracking and diligence will provide clarity going forward.

The Finance Committee considered the use of General Reserve Funds as part of the Fiscal Year 2014-2015 budget and approved the addition of General Reserve Funds to some Budget Lines.

The Finance Committee recommends, given the lack of clarity surrounding the 2 \$75,000 revenue lines, that they be eliminated. The lines will be gone but the money they represent will remain and be accounted for as part of the General Reserve.

The Finance Committee also recommends the approval of a revised policy regarding reserves that reflects the new and stronger understanding of their functionality.

At present the Library is projected to start the year with \$668,640 in General Reserve (76% of the Fiscal Year 2014-2015 Annual Operating Budget) without factoring in money transferred to the Operating Budget.

Friends of the Library

Please see attached for my proposal to honor the contributions of the Friends of the Library.

Survey

The Library received a good response to its recently concluded survey. The data, along with analysis performed by Carlen DeThorne, Martha O'Hara, and Amy vanGoethem, are included in your Board Packet. They will provide a short presentation on the survey's findings at the meeting.

Policy and Procedure for Inclement Weather

How we determined whether we closed or stayed open during poor weather conditions was raised as a question at the last Trustee Meeting. As requested, I have included a summary of our policy and procedure for making this decision.

Monthly Statistics Summary February 2014

Circulation

Total February Activity

Fiscal Year	Total Circ.	Avg. Circ/Hour	% change
2013-2014	7879	38.43	-3.04%
2012-2013	8126	39.83	0.14%
2011-2012	8115	35.13	14.85%

Total Activity Fiscal Year to Date

Fiscal Year	Total Circ	Avg. Circ/Hour	% change
2013-2014	93244	41.63	-0.85%
2012-2013	94047	41.40	13.44%
2011-2012	82901	36.60	0.20%

Circulation by Collection (Fiscal Year to Date)

Fiscal Year	Adult	Juvenile	Adult Fiction	Adult Non Fiction	Audio Visual	ILL Borrowed	ILL Lent
2013-2014	50206	35123	10953	7406	35739	1323	263
2012-2013	52550	35669	12506	7901	35617	1350	310
2011-2012	47957	30409	13498	7103	30516	1349	292

User Visits

Total February Activity

Fiscal Year	Total Visits	Avg. Visits/Hour	% change
2013-2014	5141	25.08	-2.02%
2012-2013	5247	25.72	-14.19%
2011-2012	6115	26.47	39.68%

Total Activity Fiscal Year to Date

Fiscal Year	Total Visits	Avg. Visits/Hour	% change
2013-2014	67609.5	30.23	-2.55%
2012-2013	69382	30.48	9.13%
2011-2012	63576	28.07	14.32%

Materials Acquired & Withdrawn

Total February Activity

Fiscal Year	Acquired	Withdrawn
2012-2013	665	1323
2011-2012	338	953
2010-2011	612	264

Total Activity Fiscal Year to Date

Fiscal Year	Acquired	Withdrawn
2012-2013	6245	6486
2011-2012	5753	7978
2010-2011	6074	5311

Acquisitions by Collection (Fiscal Year to Date)

Fiscal Year	Adult	Juvenile	A/V
2013-2014	4151	2094	1057
2012-2013	3968	1785	1039
2011-2012	4248	1826	1058

Withdrawals by Collection

Fiscal Year	Adult	Juvenile	A/V
2013-2014	5734	752	693
2012-2013	5221	2757	887
2011-2012	4020	1291	871

Online Access

Digital Books and Music

Total February Activity

Fiscal Year	Books	Music	Magazines	% change
2013-2014	442	261	87	45.87%
2012-2013	303	281	N/A	16.09%
2011-2012	261	244	N/A	30.00%

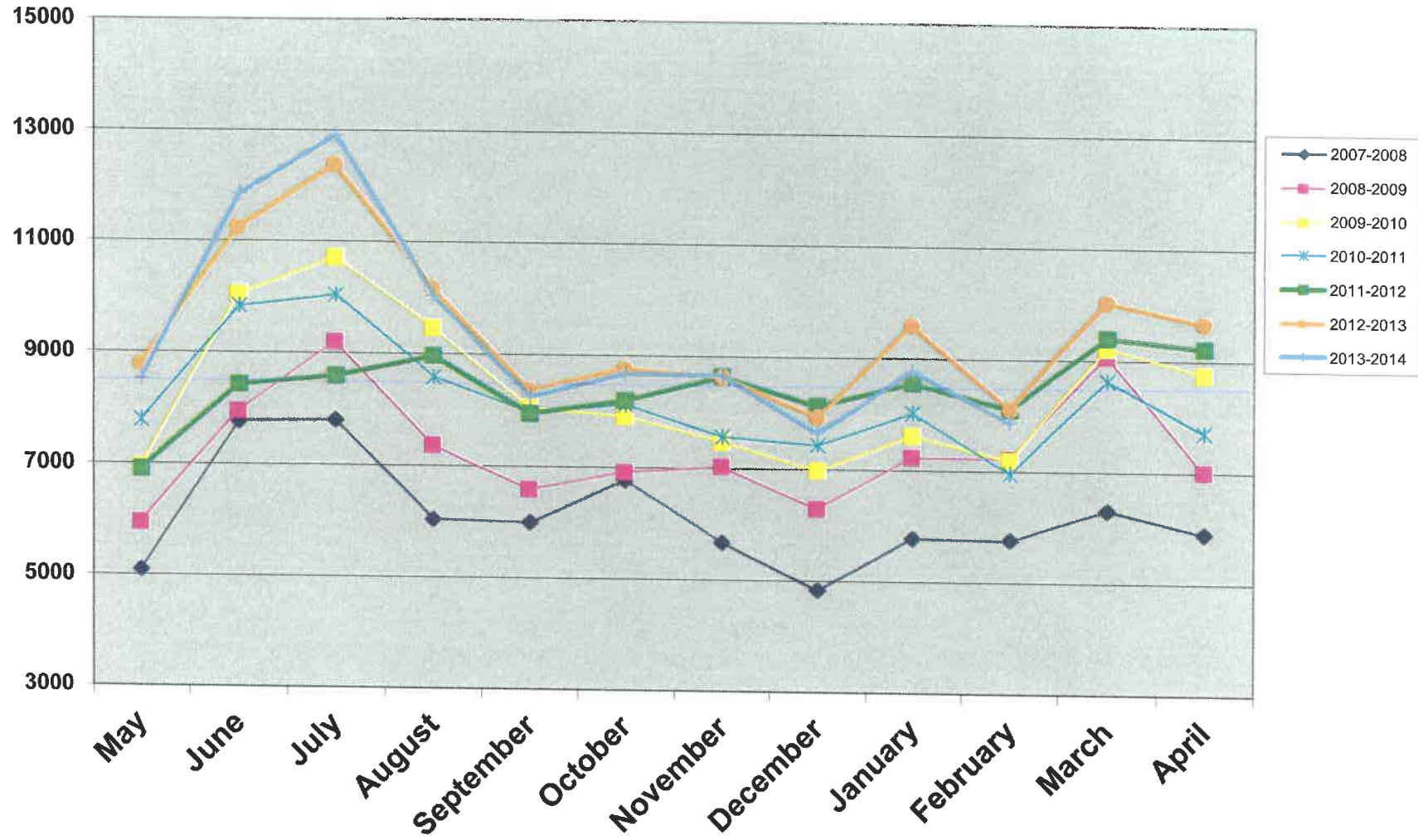
Total Activity Fiscal Year to Date

Fiscal Year	Books	Music	Magazines	% change
2013-2014	4438	2154	562	50.75%
2012-2013	2944	2395	N/A	34.80%
2011-2012	2184	2119	N/A	125.70%

Website Usage Fiscal Year to Date

Fiscal Year	Page Loads	Unique Visitors
2013-2014	97992	63657
2012-2013	88031	57580
2011-2012	83340	54175

Total Circulation '07-'13



Resolution No. 2014-A

RESOLUTION ELIMINATING TWO REVENUE LINES

WHEREAS, the Illinois Local Library Act authorizes establishment of a Special Reserve Fund and accumulation of money in said Fund; and

WHEREAS, money deposited from time to time in a Special Reserve Fund is limited in use as provided by the Illinois Local Library Act; and

WHEREAS, except for expenditures for emergency repairs, a plan for the use of the accumulations in the Special Reserve Fund (and a cost estimate for said plan) is required; and

WHEREAS, no plan is currently in place for revenue account numbers 80-30-100-53200 and 80-30-100-53300; and

WHEREAS, the designations of these accounts no longer reflects best practice according to the Government Accounting Standards Board (GASB); and

WHEREAS, whether or not these 2 accounts represent Special or General Reserve Funds; and

WHEREAS, the Library Trustees have determined to optimize the clarity and transparency of Reserve Funds.

NOW, THEREFORE, be it resolved by the Board of Library Trustees of the Lake Bluff Public Library as follows that account numbers 80-30-100-53200 and 80-30-100-53300 be eliminated and the \$150,000 in funds contained in each account be accounted for as part of the General Fund Reserves.

PASSED this 11th day of March, 2014, pursuant to a vote as follows:

AYES:

NAYES:

ABSTENTIONS:

ABSENT:

ATTEST:

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

h Schnell, Secretary of the Board of Library Trustees
Lake Bluff Public Library

MNG-4.5 Special Reserve Fund

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

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

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

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

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

MNG-4.5 General Fund

The unexpended balances of the proceeds annually received in excess of the amount budgeted will remain part of the Library's General/Operating Fund. These General Reserve Funds can be added to the Library budget in future years.

The Library will strive not to exceed a total of 75% of its Annual Operating Budget in General Reserve unless the Board of Library Trustees has determined to accumulate funds for a specific project or project(s) and does not yet know the cost or nature of the projects. If such is the case, the Library will make all reasonable good faith efforts to account for its intent within its Financial Reports, both annually and monthly, to the residents of the Village of Lake Bluff.

If the total money present within the General Reserve Fund exceeds 75% of the library's Annual Operating Budget without a specific purpose having been set, the Board of Library Trustees will take appropriate action to reduce the General Reserve Fund below 75% and adjust the Library's Annual Levy and Operating Budget to prevent future unnecessary accumulation of funds.

Funds not to exceed 20% of the current Annual Operating Budget will be kept in the General Reserve in case of an emergency.

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

Emergency Weather Closings

Submitted by: Eric Bailey, Library Director

Date: March 11, 2014

Lake Bluff Public Library Policy Manual

MNG-9 Inclement Weather and Closing

“During an officially declared weather emergency (as defined by Municipal, State, or Federal Personnel) during Library hours, the Library Director will be responsible for closing the Library. If an official emergency is declared before scheduled hours, the Library will not open until the emergency declaration is removed.

LIMITED SERVICE: When heavy snow, freezing or heavy rain, and/or severe wind chills are in effect, the Library Director may determine that Library service will be reduced or that there will be a delayed opening until conditions improve.

NOTIFICATION: The Library Director will notify the Board President of these actions as soon as possible.

COMPENSATION: Part-time employees will be compensated only for the hours they have worked.”

In regards to the policy:

- I have talked to the State of Illinois Emergency Management Agency (IEMA) and both the Lincoln and Chicago National Weather Service outposts. I have also searched online. I cannot find a definition at any level of government for ‘weather emergency.’ The gentleman I spoke to in Chicago, besides stating that he did not believe this was a term they used, said he thought the definition to be too broad to be useful.
- For inclement weather the policy provides only for ‘Limited Service.’ Closing is not mentioned, but neither is the length or extent to which the Library Director can delay opening and limit service.
- Part-time staff members have expressed displeasure at losing pay during closures. A survey (available on request) conducted of area Libraries shows that we are in the minority with our current practice. I am not uncomfortable with our current practice but believe that this is worth discussing at the next Human Resources Committee Meeting.

SUMMARY: The wording of this policy is confusing. It is also vague where it should be specific and specific where it should be vague.

Procedure and Practice

Regardless of policy, inclement weather happens. As Library Director making the decision to close is my responsibility. I consider all or some of the following, in no specific order, when making that decision:

1. Safety risk to Library Staff attempting to reach or leave the Library.

- a. Which Staff Members are scheduled and/or available to work and their proximity to the Library is considered as part of staff safety.
2. Lake Bluff is a 'walking community,' meaning that many potentially hazardous conditions (such as snow) will not stop patrons from coming to the Library.
3. Weather forecasts from multiple sources.
4. What are the scheduled hours for the day? If we close at 6:00pm before a storm will arrive an early closing might be avoidable.
5. Closing information, especially other Library closings. The Reaching Across Illinois Library System (RAILS) and the Emergency Closing Center (which is maintained by WGN and collects all Chicagoland closings) are the 2 best resources for this. Considered in reviewing closings elsewhere:
 - a. Are schools in Lake Bluff closed?
 - b. Are other Libraries closed/opening late/opening early?
 - c. How close to Lake Bluff are those other Libraries? Are our neighboring Libraries closing?
 - d. Are similar Libraries, those set in areas accessible to pedestrian traffic such as Deerfield and Lake Forest, closed or open?
6. Consultation with staff members living in different parts of Lake County, as well as with the Board President.
7. Can I justify the decision, if asked to do so, to patrons, Staff Members, and Library Trustees?
8. Finally, what discussion (if any) is occurring on the Library Director's ListServ's? I have access to 3, 1 from RAILS, 1 from the Small Public Library Management Institute (SPLMI), and 1 that is exclusively Directors of the former North Suburban Library System (NSLS) Libraries. This last is the most useful.

SUMMARY: As Library Director it is my responsibility to ensure the safety of staff and patrons while minimizing library downtime. This can be a difficult balance. There are no hard and fast rules for closing except during clearly life threatening weather conditions. And there should not be given that every situation will be unique. At the request of the Board of Trustees I am always happy to discuss any decision I have made related to closing or staying open.

**LAKE BLUFF PUBLIC LIBRARY
123 E. Scranton Avenue
Lake Bluff, Illinois 60044**

NOTICE OF Finance Committee Meeting

The Finance Committee of the Lake Bluff Public Library Board of Library Trustees will meet at the Lake Bluff Public Library on March 5, at 6:00pm for the purposes outlined below:

**Lake Bluff Public Library Board of Trustees Finance
Committee Meeting
March 5th
6:00pm
At the Lake Bluff Public Library
123 E. Scranton Avenue
Lake Bluff, Illinois 60044**

AGENDA

- I. Call to order**
- II. Roll Call**
- III. Discussion of Budget for Fiscal Year 2014-2015 (action)**
- IV. Discussion of Use of Reserves (action)**
- V. Discussion of Personnel Expenses (action)**
- VI. Any and all other business that may properly come before this committee**

- VII. Dismissal**

All regular meetings and committee meetings of the Lake Bluff Board of Library Trustees are open to the public. If you wish to attend the March 5th meeting and have special requirements as outlined in the Americans with Disabilities Act, please notify the Library Director, Eric Bailey, by noon on March 5th.

ATTACHMENTS

Attachment A: Illinois Local Library Act

Attachment B: Current Lake Bluff Public Library Policy Regarding Special Reserves

Attachment C: Proposed Resolution Dissolving Special Reserves Lines

Attachment D: A Proposed Resolution Transferring Funds to the Special Reserve Fund

Attachment E: A Proposed Resolution Opening a New Savings Account with Lake Forest Bank and Trust

Attachment F: A Proposed Revision to the Library's Policy Regarding Reserves

Attachment G: Breakdown of Fund Balance for Gifts and Grants

Final Attachment: Proposed Budget for Fiscal Year 2014-2015

Financial Information and Recommendations

The intention of this document is to answer questions that have been raised regarding Library Finances and Financial Policy. Where possible, I have recommended a course of action.

Miscellaneous Income

I discussed our Miscellaneous Income stream with Library employee Gloria Newton since she prepares the paperwork and deposits for such in-house collected revenue. Per Gloria, Miscellaneous Income is anything other than photocopying, non-resident fees, faxes, fines, overdues, lost items, or damaged item. Miscellaneous thus includes sales of book bags, flash drives, and discards. The most significant change affecting this revenue stream is our increased reliance on Better World Books (BWB). We previously struggled to sell discards and recycled many of them. We now have only a token amount of discards in-house as BWB has proven such an effective and surprisingly profitable means of providing a good home for used materials.

Reserves

There have been some questions regarding the state and organization of our reserves.

Financial Reserves

Unless the Board votes to set aside a particular portion of the Reserves for a special reason as provided for by the Illinois Local Library Act 75 ILCS 5/5-8 (see Attachment A) and the Library's own policy (see Attachment B) then all funds are General Reserves and can be used for any purpose provided they are included as revenue when the budget is passed for the coming Fiscal Year.

The two \$75,000 lines (80-30-100-53200 and 80-30-100-53300 on the Detailed Balance Sheet) first appear in the financial reports for July 2009. There is no record in the Board Minutes that I have found for a specific reason behind their creation. I have not found a vote authorizing their conception. Susan Griffin and Marlene Scheibl have encouraged the Library to do away with these notations as a new Government Accounting Standards Board (GASB) pronouncement has rendered them obsolete. In addition per the Illinois Local Library Act (Attachment A) 'Special Reserves' are to be set aside only for specifically designated purposes. Allowing these lines to continue to be broken out as Special Reserves without a clear picture of their purpose does not reflect best practice for Special Reserves. The opinion of the Library's legal counsel is that all of the **\$530,630** currently in reserve is General Reserves. I would prefer to err on the side of

caution, as my recommendation will show, since it costs little to do so. The Library is projected to have **\$668,440** in reserve at the end of Fiscal Year 2013-2014.

Gift and Donation Reserves

A total of **\$114,992** of the amount in reserve represents Gifts and Donations given to the Library. The record keeping for this money has not historically been as strong as it needed to be, with a failure to track both revenue and expenses properly. The Gifts and Donations Fund on May 1, 2007 starts with a balance of **\$2,999**. As this number is entered and does not reflect the totals from the previous year I do not know its origin. Since May 1, 2007 I can show, definitively, that **\$26,686** of the balance represents unspent Unrestricted Donations and that **\$56,761** represents unspent Restricted Donations. These 3 numbers only represent **\$86,446**. Where has the remaining **\$28,546** come from?

A total of **\$7,773** comes from improperly recorded Per Capita Grant expenditures. This total is listed on the sheet as unspent Per Capita Grant money but demonstrating that you spent the previous year's grant is a caveat when applying for the current year's grant. As there is no gap in money received, as shown on the worksheet and in the Library's grant application records, these funds were marked as spent from lines for regular Library Expenditures. As such, this **\$7,773** actually represents unspent tax money. It can be considered Unrestricted.

The majority of the remaining **\$35,093** is money left over from the Tech 4 You Grant. Like the Per Capita Grant excess, this may have been spent with not all of the charges having been taken from the appropriate line.

Finally a small amount of interest, the Bird Memorial Fund, and the Patti Mannelly Memorial Fund complete the balance of the Grants and Gifts Fund through the past 7 years.

I have been unable to locate a file recording receiving and spending the Tech 4 You Grant donations. I have likewise been unable to find a file for the majority of the Restricted Donations. I will work with Gloria Newton to see what information we have. In summary, of the **\$114,992** of Grant money I can confidently say **\$37,632** of this is Unrestricted. The remaining **\$77,360** is either Restricted or cannot be allotted without further research.

Reserves Summary

The Reserves break out as follows, assuming no action by the Director or Board:

As of May 1, 2013:

- GENERAL RESERVE FUNDS: **\$530,360**
- SPECIAL RESERVE FUNDS: **\$0**
- GENERAL UNRESTRICTED RESERVES: **\$453,720**
- GENERAL RESTRICTED RESERVES: **\$77,360**

Projected for May 1, 2014:

- GENERAL RESERVE FUNDS: **\$668,640**
- SPECIAL RESERVE FUNDS: **\$0**
- GENERAL UNRESTRICTED RESERVES: **\$591,280**
- GENERAL RESTRICTED RESERVES: **\$77,360**

LIBRARY DIRECTOR'S RECOMMENDATIONS

RECOMMENDATION 1: By Board vote eliminate lines 80-30-100-53200 and 80-30-100-53300, each of which show \$75,000 of funds set aside on the monthly and annual accounting reports (Attachment C).

RECOMMENDATION 2: Both the Village and the library's legal counsel suggested 25% of operating expenses be held aside for emergency purposes. Emergency planning is one of the reasons for which Special Reserve funds can be set aside. I recommend that by Board vote \$250,000, slightly in excess of 25% of the current annual operating budget, be set aside as a Special Reserve to handle any potential Emergency (Attachment D).

RECOMMENDATION 3: The Library's legal counsel recommends separating this money out and placing it in a separate bank account to optimize clarity and transparency. I recommend that a Savings Account be opened with Lake Forest Bank and Trust to hold the 25% Emergency Reserve and any future funds that may be earmarked as a Special Reserve in the future (see Attachment E).

RECOMMENDATION 4: I recommend approval of the attached revisions to the Library's Reserve Policy by the Library Board (see Attachment F).

RECOMMENDATION 5: I recommend that the state of the Library's reserves be taken into account when considering the levy next year.

RECOMMENDATION 6: I recommend that the Library Director be charged with unraveling the mystery of the unspent Grants and Restricted Donations as soon as possible. At the latest before April 31, 2014.

RECOMMENDATION 7: I would also recommend that money from General Reserves be added to Other Professional Services (\$5,000), Library Furnishings (\$50,000), Exterior Improvements (\$10,000), and Library Equipment (\$13,000). This represents a total of \$78,000. It remains the goal of the Board to seek a consultant to evaluate the building and then proceed forward using this information to plan the use of Reserve Funds in the future. This ultimately will mean using unallocated Reserve Funds to modernize the library. The reason for including them in the next year's budget is valid and if the process does not move as quickly as expected then the money would merely return to the General Reserve Fund at Fiscal Year's end. Conversely without moving the funds the Library could end up ready to move and waiting for the start of Fiscal Year 2015-2016 to do so.

If followed, these recommendations would provide the projected reserve funds for May 1, 2014:

- **GENERAL UNRESTRICTED RESERVE FUNDS: \$340,640
(38% of FY 2014-2015 Operating Budget)**
- **SPECIAL RESERVE FUNDS: \$250,000 (28% of FY 2014-2015 Operating Budget)**
- **GENERAL RESERVE IN BUDGET: \$78,000**
- **GENERAL RESTRICTED RESERVES: \$0**

Illinois Local Library Act - Special Reserves

(75 ILCS 5/5-8) (from Ch. 81, par. 5-8)

Sec. 5-8. The library board of any public library organized under the provisions of this Act may accumulate and set apart, as reserve funds, for the purchase of sites and buildings, for the construction and equipment of buildings, for the rental and repair of buildings acquired for library purposes, and for planned or emergency repairs and alterations of library buildings and equipment, the unexpended balances of the proceeds annually received from taxes not to excess of the statutory limits, provided the library board in its annual appropriation determination to the corporate authorities specifies that a specific fund is to be or is being accumulated for this purpose and has further resolved to develop and adopt a plan or plans pursuant to this Article. The plan required herein will be developed in general form within 2 years of the adoption of the ordinance establishing a special reserve fund; such plan subsequently may be amended as circumstances may require. No plan is needed for the emergency expenditures from this fund for the repair of an existing library building or its equipment.
(Source: P.A. 84-770.)

MNG-4.5 Special Reserve Fund

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

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

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

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

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

RESOLUTION DISSOLVING SPECIAL RESERVE LINES

WHEREAS, the Illinois Local Library Act authorizes establishment of a Special Reserve Fund and accumulation of money in said Fund; and

WHEREAS, money deposited from time to time in a Special Reserve Fund is limited in use as provided by the Illinois Local Library Act; and

WHEREAS, except for expenditures for emergency repairs, a plan for the use of the accumulations in the Special Reserve Fund (and a cost estimate for said plan) is required; and

WHEREAS, no plan is currently in place for revenue account numbers 80-30-100-53200 and 80-30-100-53300; and

WHEREAS, the designations of these accounts no longer reflects best practice according to the Government Accounting Standards Board (GASB); and

WHEREAS, whether or not these 2 accounts represent Special or General Reserve Funds; and

WHEREAS, the Library Trustees have determined to optimize the clarity and transparency of Reserve Funds.

NOW, THEREFORE, be it resolved by the Board of Library Trustees of the Lake Bluff Public Library as follows that account numbers 80-30-100-53200 and 80-30-100-53300 be eliminated and the \$150,000 in funds contained in each account be accounted for as part of the General Fund Reserves.

PASSED this 11th day of March, 2014, pursuant to a vote as follows:

AYES:

NAYES:

ABSTENTIONS:

ABSENT:

ATTEST:

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

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

A RESOLUTION TRANSFERRING FUNDS TO THE SPECIAL RESERVE FUND

WHEREAS, the Illinois Local Library Act authorizes establishment of a Special Reserve Fund and accumulation of money in said Fund; and

WHEREAS, money deposited from time to time in a Special Reserve Fund is limited in use as provided by the Illinois Local Library Act; and

WHEREAS, except for expenditures for emergency repairs a plan for the use of the accumulations in the Special Reserve Fund (and a cost estimate for said plan) is required; and

WHEREAS, the Board of Library Trustees has determined to set aside 25% of its annual operating budget in Special Reserve to handle emergency repairs; and

WHEREAS, \$250,000 represents an even figure above the 25% limit.

NOW, THEREFORE, be it resolved by the Board of Library Trustees of the Lake Bluff Public Library as follows that, of the unexpended balances of the proceeds received annually from public library taxes (General Fund/Operating Fund), the sum of \$250,000 shall be transferred to the Library's Special Reserve Fund to handle emergency repairs that may arise.

PASSED this 11th day of March, 2014, pursuant to a vote as follows:

AYES:

NAYES:

ABSTENTIONS:

ABSENT:

ATTEST:

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

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

Resolution No. 2014-C

A RESOLUTION OPENING A NEW SAVINGS ACCOUNT WITH LAKE FOREST BANK AND TRUST

WHEREAS, the Illinois Local Library Act authorizes establishment of a Special Reserve Fund and accumulation of money in said Fund; and

WHEREAS, money deposited from time to time in a Special Reserve Fund is limited in use as provided by the Illinois Local Library Act; and

WHEREAS, except for expenditures for emergency repairs a plan for the use of the accumulations in the Special Reserve Fund (and a cost estimate for said plan) is required; and

WHEREAS, the Board of Library Trustees has been advised by legal counsel to have a separate bank account for Special Reserve Funds; and

WHEREAS, the Board of Library Trustees strives for clarity and transparency; and

WHEREAS, the Lake Bluff Public Library currently banks with Lake Forest Bank and Trust and has built a positive relationship with that institution.

NOW, THEREFORE, be it resolved by the Board of Library Trustees of the Lake Bluff Public Library as follows that a Savings Account for all funds transferred to the Special Reserve Fund will be opened with the Lake Forest Bank and Trust with Board Officers to be listed as signatories.

PASSED this 11th day of March, 2014, pursuant to a vote as follows:

AYES:

NAYES:

ABSTENTIONS:

ABSENT:

ATTEST:

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

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

MNG-4.5 General Fund

The unexpended balances of the proceeds annually received in excess of the amount budgeted will remain part of the Library's General/Operating Fund. These General Reserve funds can be added to the Library budget in future years or transferred to the Library's Special Reserve Fund.

The Library will strive not to exceed a total of 50% of its Annual Operating Budget in General Reserve unless the Board of Library Trustees has determined to accumulate funds for a specific project or project(s) and does not yet know the cost or nature of the projects as required for a transfer to Special Reserve Funds. If such is the case, the Library will make all reasonable good faith efforts to account for its intent within its Financial Reports, both annually and monthly, to the residents of the Village of Lake Bluff.

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

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

MNG-4.6 Special Reserve Fund

The Library has established a Special Reserve Fund per Section 5/5-8 and Section 5/5-4 of the Illinois Local Library Act regarding Accumulation and Investment of Funds by Library's within the State of Illinois. Reasons for setting funds aside in Special Reserve include:

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

Except in the case of funds set aside for Emergency purposes any funds moved to the Special Reserve Fund require a plan, which is to include a budget, for their use. This plan must be developed within 2 years of the funds having been moved to the Special Reserve Fund.

Should use of the Special Reserve Funds other than the purposes listed above be proposed, the Board of Trustees shall instruct the Director to take the appropriate steps to determine whether such usage would be in keeping with Illinois State Law. The Library will strive to maintain and

keep available for emergency use a minimum of 25% of the current year's operating budget within its Special Reserve Fund.

Breakdown of Fund Balance for Gifts and Grants -- May 1, 2007 to April 30, 2013

UNRESTRICTED

<u>Account</u>	<u>Balance</u>
Unrestricted Donations	29,845
Per Capita Grant	7,773
Interest	14
Balance on April 30, 2013	37,632

RESTRICTED

<u>Account</u>	<u>Balance</u>
Restricted	56,761
Misc. Grants	-11,178
Tech 4 You Donations	35,093
Bird Memorial	-3,059
Patti Mannelly	-257
Balance on April 30, 2013	77,360
Total Reserve Balance	114,992

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

80-4U

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									
603-73700 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	78,000	---	(22,000)	-22.0%	(22,000)
LIBRARY FUND REVENUE	817,108	834,759	964,508	990,999	962,866	-0.2%	(1,642)	-2.8%	(28,133)
FUND BALANCE:									
May 1	514,860	328,617	415,368	415,368	553,648				
April 30	328,617	415,368	415,368	553,648	475,648				

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

90-60-001-

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 \$ CHANGE		% CHANGE \$ CHANGE		
						BUDGET TO BUDGET FY 14--15	EST ACTUAL TO BUDGET FY 14--15	BUDGET TO BUDGET FY 14--15	EST ACTUAL TO BUDGET FY 14--15	
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	20,000	300.0%	15,000	39900.0%	19,950	
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	306,000	16.1%	42,500	5.2%	15,087	
CAPITAL OUTLAY										
49000 Library Furnishings	3,443	3,840	2,508	2,500	52,000	1973.4%	49,492	1980.0%	49,500	
49000 Building Renovation ¹	276,092	0	0	0	0	---	0	---	0	
49120 Exterior Bldg Improvements	0	4,935	13,000	15,000	12,000	-7.7%	(1,000)	-20.0%	(3,000)	
49350 Computer Equipment	18,147	14,813	125,000	13,725	14,000	-88.8%	(111,000)	2.0%	275	
49400 Library Equipment	1,781	1,563	2,000	2,000	15,000	650.0%	13,000	650.0%	13,000	
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	99,366	-38.1%	(61,142)	178.9%	63,733	
LIBRARY TOTAL	1,003,351	748,008	964,508	852,719	962,866	-0.2%	(1,642)	12.9%	110,147	

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	7,153	21.9%	1,285	21.9%	1,285
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	12,153	-41.8%	(8,716)	107.1%	6,285
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	33,153	-18.9%	(7,716)	96.5%	16,285

EXPENDITURES 82-60-001

OTHER/GRANT PROGRAMS

44800 Per Capita Grant Expend	10,318	3,057	5,868	5,868	7,153	21.9%	1,285	21.9%	1,285
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
	12,224	12,866	40,868	16,868	33,153	-18.9%	(7,716)	96.5%	16,285
CAPITAL OUTLAY									
49000 Bird-Memorial-Children's	2,876	183	0	0	0	----	0	---	0
49350 Tech-4-U-Automation	0	0	0	0	0	----	0	---	0
	2,876	183	0	0	0	----	0	---	0
TOTAL EXPENDITURES	15,100	13,049	40,868	16,868	33,153	-18.9%	(7,716)	96.5%	16,285

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