

May 13, 2014

agenda

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
1,2 CTO, Additions		
	Document Summary	1A
	Agenda	2A-2B
3 Election of Secretary Pro Tempore		
4 Election of Board Officers and Selection of Committee Members		3A-3B
5 Introduction to a Staff Member (Eliza Jarvi)		
6 Consent Agenda		
	Minutes of April 8, 2014 Regular Board Meeting	4A-4B
	Minutes of April 8, 2014 Building and Grounds Committee Meeting	5A
	Minutes of April 4, 2014 Human Resources Committee Meeting	6A
7 Financial Reports (Yellow)		
	Detailed Balance Sheet March (action)	7A-7F
	Detailed Revenue & Expense Report March (action)	8A-8H
	Detailed Balance Sheet April (action)	9A-9F
	Detailed Revenue & Expense Report April (action)	10A-10H
8 Approval of Checks (Green)		
	Manual Check Report April (action)	11A-11D
	Check Register April (action)	12A-12L
9 Opportunity to Address Board		
	(No documents)	
10 Old Business		
	(None)	
11 Director's Report		
	Librarian's Narrative Report	13A-13G
	Statistical Reports	14A-14B
12 New Business		
	Facilities Maintenance and Space Usage Analysis Reports (action)(available at meeting)	15
	Summary of Fiscal Year 2013-2014 Programs	16A-16I
	Summary of Fiscal Year 2013-2014 Donations	17A
	Brief End of Fiscal Year Financial Report	
	Update on Snow Removal	18A-18D
11 Executive Session(s)		
12 Committee Reports		
	(No Documents)	
13 Any and All Other Business ...		
14 Adjournment		
15 Attachments		
	Annual Calendar	19A-19C
	Book Drive Results	20A

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, May 13, 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. **Election of Secretary Pro Tempore (action) (approx. 5 minutes)**
4. **Election of Board Officers and Selection of Committee Members (action) (approx. 10 minutes)**
5. **Introduction to a Staff Member (Eliza Jarvi) (approx. 5 minutes)**
6. **Approval of Minutes**
 - a. **Approval of Minutes of April 8, 2014 Regular Board Meeting (action) (approx. 5 minutes)**
 - b. **Approval of Minutes of April 8, 2014 Building and Grounds Committee Meeting (action) (approx. 5 minutes)**
 - c. **Approval of Minutes of April 4, 2014 Human Resources Committee Meeting (action) (approx. 5 minutes)**
7. **March and April 2014 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages) (approx. 15 minutes)**
 - a. **March Detailed Balance Sheet (action)**
 - b. **March Detailed Revenue & Expense Report (action)**
 - c. **April Detailed Balance Sheet (action)**
 - d. **April Detailed Revenue & Expense Report (action)**
8. **Approval of checks (Green Pages) (approx. 10 minutes)**
 - a. **April Manual Checks (11600-11606) (action)**
 - b. **April Monthly Checks (11607-11645) (action)**
9. **Opportunity for Public to Address the Board (limit 5 minutes per person per meeting)**
10. **Old Business**
 - a. **(None)**

11. Director's Report (approx. 15 minutes)

- a. Director's Narrative Report
- b. Statistical Report
- c. Announcements and Correspondence
- d. Friends Meeting Attendee for May 17, 2014 at 10:00am
- e. Programs of Interest to Library Trustees

12. New Business

- a. Facilities Maintenance and Space Usage Analysis Reports (action) (available at meeting) (approx. 15 minutes)
- b. Summary of Fiscal Year 2013-2014 Programs (approx. 5 minutes)
- c. Summary of Fiscal Year 2013-2014 Donations (approx. 5 minutes)
- d. Brief End of Fiscal Year Financial Report (approx. 10 minutes)
- e. Update on Snow Removal (approx. 10 minutes)

13. Executive Session(s)

(approx. 30-45 minutes, if entered)

- 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)

14. 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)

15. Any and all other business which may properly come before the Board**16. Adjournment****Attachments:**

Annual Calendar

Photo of Book Drive Results

Summary of Fiscal Year 2013-2014 Programs

Summary of Fiscal Year 2013-2014 Donations

Snow Removal Update

Upcoming Board Meetings: June 10, July 8, and August 12, 2014

ARTICLE II: BOARD OF LIBRARY TRUSTEES

Library Trustees are elected officials. In the event a vacancy occurs on the Board before the term of office is expired, the Board has authority to appoint a Trustee by majority vote.

Pursuant to statute, Library Trustees are not to be compensated, but can be reimbursed for necessary and related expenses.

The officers of the Board shall be a President, a Vice-President, a Secretary, and a Treasurer. Those officers shall be elected at the Annual Meeting. In the event of a resignation from an office, an election to fill the unexpired term of that office will be conducted by a ballot vote at the next regular meeting.

President The President of the Board shall preside at all meetings of the Board, authorize calls for any special meetings, appoint the chairpersons and members of all committees, execute and sign all documents authorized by the Board, serve as ex-officio member of all committees, approve agendas for all meetings, serve as the Library's representative to the Village of Lake Bluff on funding or other matters, and generally perform all duties associated with that office and as assigned by the Board.

Vice-President The Vice-President shall assume and perform all duties of the President in case of the temporary absence of the President, and in case of death or resignation shall assume and perform all duties until a successor President is elected. The Vice-President may undertake other duties at the President's request or at the direction of the Board.

Secretary The Secretary shall keep a true and accurate record of all meetings of the Board and any other records required by law, shall issue notice of all regular and special meetings in accordance with Illinois law, shall maintain a record of all motions before the Board, and, in the event of a roll call vote, indicate the vote of each Library Trustee, and shall perform such duties as are generally associated with that office. The Secretary shall also sign documents and contracts where applicable. The Secretary may designate the Library Director to post notice of the meetings.

Treasurer The Treasurer shall be the officer responsible for fiscal matters of the Board, and, as such, shall establish a Library fund or funds as necessary, oversee the accounts and financial records of the Library, and perform any other duties assigned by law or by the Board. The Treasurer shall report the status of funds to the Board at regular meetings. The Treasurer shall serve as the Chairperson of the Finance Committee. The Treasurer shall be responsible for reviewing the annual financial audit and reporting to the Board. The custodian(s) of the funds of the Library, including the Treasurer and any other officer designated to sign checks, will be bonded as specified by law.

ARTICLE III: COMMITTEES

Standing and Special Committees

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

Finance Committee

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

Human Resources Committee

The Human Resources Committee shall be comprised of at least two Library Trustees and the Library Director. The Human Resources Committee's responsibilities include, but are not limited to, preparation of the annual review of the

Library Director for discussion among the Board prior to the formal review, assisting the Library Director in the preparation of his or her annual statement of goals and objectives for the coming year. The Library Director is responsible for the annual review of all other Library employees.

Building and Grounds Committee

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

Technology Committee

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

Long Range Planning Committee

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

Public Relations/Advocacy/Fundraising/Liaisons

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

Intergovernmental Committee

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

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

D R A F T

April 8, 2014

The meeting was called to order at 7:05 p.m. by President Kathy Meierhoff. Also present: Scot Butler, Tim Kregor, Ruth Schnell, Carl Schons, Cal Stroh, and Library Director Eric Bailey.

Absent: Romain Wojda

No members of the public were present.

Comments on the agenda were:

by Kregor: let the patrons know the results of the Patron Satisfaction Survey

by Schnell: correct "Approval of the Finance Committee Minutes" to read "Approval of the Board of Trustees Minutes"

Stroh moved, Butler seconded the motion to approve the minutes of the March 11, 2014 regular meeting of the Board. Voting Aye: All

Director Bailey reported that the Detailed Balance and Revenue/Expense sheets information from the Village is not available yet.

Butler moved, Stroh seconded the motion to approve the March Manual Checks (11562-11569}. Voting Aye: Butler, Kregor, Meierhoff, Schnell, Schons, Stroh. Voting No: None

Stroh moved, Butler seconded the motion to approve the March Monthly Checks (11570-11599). Voting Aye: Butler, Kregor, Meierhoff, Schnell, Schons, Stroh. Voting No: None

After discussion Butler moved, Stroh seconded the motion to accept the Revised Personnel Handbook recommended for approval by the Human Resources Committee including revisions discussed by the Board, to be effective May 1, 2014.

Voting Aye: All

Director Bailey stated that the Personnel Handbook will be regarded as a living document and will be reviewed once a year.

Director Bailey will inform the Lake Bluff Library patrons via the next Library newsletter, the Gazebonews, and the Lake Forester that their participation in the Patron Satisfaction Survey is very much appreciated. The Library website will include more detailed information on the results.

Director's Report:

The Board continues to be very concerned about safety issues concerning inadequate snow removal on the Oak and Scranton sidewalks and areas of patron access. We expect the Village to give as much attention to the Library's patrons as to those of the rest of the municipal buildings.

Butler moved, Schons seconded the motion to approve the Policy on Payment of Part-Time Staff Members During Unplanned Closings as recommended by the Library Director. Voting Aye: All

The Board Secretary was directed to send notes of thanks to be included with Certificates of Appreciation to Deena Sutherland, for her wonderful contributions as a staff member and to the Friends of the Library, who have given so generously of their time and funds for the benefit of the Library. Director Bailey will write the note of thanks to Julie Gottshall, who gave Director Bailey valuable assistance in revising the Personnel Handbook.

Meierhoff volunteered to represent the Board at the April 19th meeting of the Friends of the Library.

Butler moved, Schons seconded the motion to adjourn at 8:55 p.m.
Voting Aye: All

Respectfully submitted,



Ruth Schnell
Board Secretary

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES
Building and Grounds Committee
Tuesday, April 8, 2014

- 1) **Call to Order; Roll Call:** The meeting was called to order at 6:02 p.m. by Committee Chair Kathleen Meierhoff.

Present: Kathleen Meierhoff, Carl Schons, and Cal Stroh (arrived at 6:30pm)

Absent: None

Library Staff Present: Eric Bailey.

Members of the Public: None

- 2) Discussion of evaluation of facilities.

- a) **RESOLVED:** Working with trustee Carl Schons and Head of Technical Services Lyndy Jensen the Library Director will pursue bids for a cost appropriate space usage and facilities maintenance plan intended to assist in planning for the next 15 years.

- 3) Discussion of landscape maintenance.

- a) **RESOLVED:** The Library Director will meet with Wendt Maintenance regarding grounds maintenance.

- 4) Discussion of landscape projects for Fiscal Year 2014-2015.

- a) **RESOLVED:** The Library Director will pursue options for remedying the drainage and appearance issues for the area in front of the Museum.

- 5) **Any other business:**

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

- 6) **Adjournment:** Stroh moved and Schons seconded a motion to adjourn the meeting at 7:00pm.

AYES: all

NAYES: none

ABSENT: none

Respectfully submitted,

Eric S. Bailey, Library Director

LAKE BLUFF PUBLIC LIBRARY

BOARD OF TRUSTEES

Human Resources Meeting

Friday, April 4, 2014

1) **Call to Order; Roll Call:**

The meeting was called to order at 3:14 pm by Library Board President Kathy Meierhoff:
Present: Kathy Meierhoff, Cal Stroh, Romain Wojda, Scot Butler
Library Staff Present: Eric Bailey, Margaret O'Hara (part time), Carlin DeThorne (part time)
Members of the Public: None

2) **Discussion**

- a) Committee discussed the revised Personnel Handbook. Butler moved and Wojda seconded that the Committee recommend that the Personnel Handbook be approved and made effective on 5/1/2014 and that it be presented to the full Board of Directors at the upcoming April Board meeting
- b) Committee reviewed the Performance Appraisal Forms. Library Director will continue working on updating the forms
- c) Committee discussed the pay for part-time staff during unplanned library closures MNG-9. Wojda moved and Stroh seconded that the policy be presented to the full Board of Directors at the upcoming Board of Directors meeting.
- d) Committee discussed staff bonuses. No decisions were reached at this meeting

3) **Executive Session**

- a) Wojda moved and Butler seconded that the Committee enter Executive Session with the Library Director present at 4:45 pm in compliance with the Open Meetings Act 5 ILCS 120/2 (c)(1)
- b) Butler moved and Stroh seconded that the Committee leave Executive Session at 4:51pm
- c) Stroh moved and Wojda seconded that the Committee enter a second Executive Session with the Library Director present at 4:52 in compliance with the Open Meeting Act 5 ILCS 120/2 (c)(1)
- d) Stroh moved and Wojda seconded that the Committee leave Executive Session at 5:15 pm
- e) Stroh moved and Wojda seconded that the Committee enter a third Executive Session with the Library Director not present at 5:20 in compliance with the Open Meeting Act 5 ILCS 120/2 (c)(1)
- f) Wojda moved and Stroh seconded that the Committee leave Executive Session at 5:15 pm

4) **Any other business**

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

5) **Adjournment**

- a) Wojda moved and Butler seconded that the meeting be adjourned at 5:30 pm. The motion was approved unanimously

Respectfully submitted

Scot Butler

Lake Bluff Public Library

7A

DATE: 04/12/2014
 TIME: 11:52:50
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

PAGE: 1
 F-YR: 14

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 11 PERIODS ENDING MARCH 31, 2014

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 03/31/14
ASSETS					
DUE TO/FROM ACCOUNTS					
80-00-100-10000	DUE TO/FROM OTHER FUNDS	0.00	1,749.33	0.00	1,749.33
80-00-100-20000	LIB GR FND DUE TO/FROM DETAIL	0.00	0.00	0.00	0.00
TOTAL DUE TO/FROM ACCOUNTS		0.00	1,749.33	0.00	1,749.33
CASH & INVESTMENTS					
80-10-101-10000	CHECKING ACCOUNT	0.00	0.00	0.00	0.00
80-10-101-10001	CASH BOX OVER/SHORT	0.00	163.23	167.19	(3.96)
80-10-101-11000	MONEY MARKET ACCOUNT	77,653.85	800,617.12	821,523.75	56,747.22
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	902,637.74	766,009.37	624,244.93
80-10-101-15111	ILLINOIS FUNDS - GRANTS	1.80	0.00	0.00	1.80
80-10-101-15112	ILLINOIS FUNDS - EPAY	770.36	4,793.20	2,147.14	3,416.42
TOTAL CASH & INVESTMENTS		566,192.57	1,708,211.29	1,589,847.45	684,556.41
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	941,188.60	950,123.58	(8,818.62)
80-10-301-55000	PREPAID EXPENSES	0.00	0.00	0.00	0.00
TOTAL OTHER ASSETS		116.36	941,188.60	950,123.58	(8,818.62)
TOTAL ASSETS		1,402,034.20	2,651,149.22	3,375,696.30	677,487.12
LIABILITIES AND FUND EQUITY					
LIABILITIES					
PAYABLES					
80-201-20000	ACCOUNTS PAYABLE	27,224.64	391,512.21	404,836.26	33,548.69

Lake Bluff Public Library

7B

DATE: 04/12/2014
 TIME: 11:52:50
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

PAGE: 2
 F-YR: 14

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 11 PERIODS ENDING MARCH 31, 2014

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 03/31/14
LIABILITIES					
PAYABLES					
80-20-102-41000	SOCIAL SECURITY TAX PAYABLE	0.00	58,189.20	58,189.20	0.00
80-20-102-42000	FEDERAL INCOME TAX PAYABLE	0.00	34,052.44	34,052.44	0.00
80-20-102-43000	STATE INCOME TAX PAYABLE	0.00	17,890.36	17,890.36	0.00
80-20-102-44000	IMRF PAYABLE	0.00	50,460.41	50,460.41	0.00
80-20-102-45000	ICMA 457 PLAN PAYABLE	0.00	24,150.00	23,100.00	(1,050.00)
80-20-102-46000	MEDICAL INSURANCE PAYABLE	0.00	0.00	0.00	0.00
80-20-102-65000	LIBRARY FLEXIBLE BENEFIT PAYAB	0.00	3,026.24	3,026.24	0.00
80-20-102-66000	LIBRARY HSA PAYABLE	0.00	4,400.00	4,400.00	0.00
80-20-102-70000	OTHER SHORT TERM LIABILITIES	0.00	0.00	0.00	0.00
TOTAL PAYABLES		20,224.64	583,680.86	595,954.91	32,498.69
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	1,419,406.13	595,954.91	48,222.54
FUND EQUITY					
EQUITY SECTION					
80-30-100-53000	UNRESERVED FUND BALANCE	380,360.44	0.00	150,000.00	530,360.44
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	75,000.00	0.00	0.00
80-30-100-53300	DESIGNATED FOR CAP BLDG IMPR	75,000.00	75,000.00	0.00	0.00
TOTAL EQUITY SECTION		530,360.44	150,000.00	150,000.00	530,360.44
FUND SURPLUS (DEFICIT)		0.00	0.00	98,904.14	98,904.14

Lake Bluff Public Library

DATE: 04/12/2014
 TIME: 11:52:50
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

7C
 PAGE: 3
 F-YR: 14

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 11 PERIODS ENDING MARCH 31, 2014

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 03/31/14
TOTAL FUND EQUITY		530,360.44	150,000.00	248,904.14	629,264.58
TOTAL LIABILITIES AND FUND EQUITY		1,402,034.20	1,569,406.13	844,859.05	677,487.12

Lake Bluff Public Library

70

DATE: 04/12/2014
 TIME: 11:52:50
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

PAGE: 4
 F-YR: 14

FUND: LIBRARY BLG RENOVATION FUND
 FOR 11 PERIODS ENDING MARCH 31, 2014

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 03/31/14
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

DATE: 04/12/2014
 TIME: 11:52:50
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

7E
 PAGE: 5
 F-YR: 14

FUND: LIBRARY OPERATING GRANTS FUND
 FOR 11 PERIODS ENDING MARCH 31, 2014

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 03/31/14
ASSETS					
INTERFUND CLEARING ACCOUNT					
82-00-100-10000	DUE TO/FROM LIBRARY FUND	0.00	0.00	0.00	0.00
TOTAL INTERFUND CLEARING ACCOUNT		0.00	0.00	0.00	0.00
CASH & INVESTMENTS					
82-10-101-12000	LIBRARY BIRD MEMORIAL SAVINGS	0.00	0.00	0.00	0.00
TOTAL CASH & INVESTMENTS		0.00	0.00	0.00	0.00
TOTAL ASSETS		0.00	0.00	0.00	0.00
LIABILITIES AND FUND EQUITY					
LIABILITIES					
PAYABLES					
82-20-102-20000	ACCOUNTS PAYABLE	0.00	0.00	0.00	0.00
TOTAL PAYABLES		0.00	0.00	0.00	0.00
TOTAL LIABILITIES		0.00	0.00	0.00	0.00
FUND EQUITY					
EQUITY SECTION					
82-30-100-53000	UNRESERVED FUND BALANCE	0.00	0.00	0.00	0.00
TOTAL EQUITY SECTION		0.00	0.00	0.00	0.00
TOTAL FUND EQUITY		0.00	0.00	0.00	0.00
TOTAL LIABILITIES AND FUND EQUITY		0.00	0.00	0.00	0.00

Lake Bluff Public Library

72

DATE: 04/12/2014
 TIME: 11:52:50
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

PAGE: 6
 F-YR: 14

FUND: LIBRARY SPECIAL GRANT FUND
 FOR 11 PERIODS ENDING MARCH 31, 2014

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 03/31/14
ASSETS					
INTERFUND CLEARING ACCOUNT					
83-00-100-10000	LIBRARY GRANT FUND DUE TO/FROM	0.00	0.00	0.00	0.00
TOTAL INTERFUND CLEARING ACCOUNT		0.00	0.00	0.00	0.00
CASH & INVESTMENTS					
83-10-101-15110	ILLINOIS FUND - GRANT ACCOUNT	0.00	0.00	0.00	0.00
TOTAL CASH & INVESTMENTS		0.00	0.00	0.00	0.00
RECEIVABLES					
83-10-201-15000	IL FIRST GRANT/BLDG EXPANSION	0.00	0.00	0.00	0.00
83-10-201-15400	OTHER RECEIVABLES	0.00	0.00	0.00	0.00
TOTAL RECEIVABLES		0.00	0.00	0.00	0.00
TOTAL ASSETS		0.00	0.00	0.00	0.00
LIABILITIES AND FUND EQUITY					
LIABILITIES					
LIABILITIES					
83-20-102-20000	ACCOUNTS PAYABLE	0.00	0.00	0.00	0.00
TOTAL LIABILITIES		0.00	0.00	0.00	0.00
TOTAL LIABILITIES		0.00	0.00	0.00	0.00
FUND EQUITY					
FUND BALANCE					
83-30-100-53150	LIBRARY GRANT FUND RESERVED	0.00	0.00	0.00	0.00
TOTAL FUND BALANCE		0.00	0.00	0.00	0.00
TOTAL FUND EQUITY		0.00	0.00	0.00	0.00
TOTAL LIABILITIES AND FUND EQUITY		0.00	0.00	0.00	0.00

Lake Bluff Public Library

DATE: 04/12/2014
 TIME: 11:58:58
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 11 PERIODS ENDING MARCH 31, 2014

PAGE: 1
 F-YR: 14

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: REVENUES

ACCOUNT NUMBER	DESCRIPTION	MARCH 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	208.20	232.30	1,987.15	1,966.63	1,700.00	116.8%
80-40-403-48500	NON-RESIDENT FEES	285.82	1,365.46	6,356.58	7,513.19	6,000.00	105.9%
TOTAL REVENUES: SERVICES & FEES		494.02	1,597.76	8,343.73	9,479.82	7,700.00	108.3%
FINES							
80-40-503-65000	RENTAL FINES	1,235.19	1,504.02	13,205.60	12,107.00	12,000.00	110.0%
TOTAL REVENUES: FINES		1,235.19	1,504.02	13,205.60	12,107.00	12,000.00	110.0%
MISCELLANEOUS							
80-40-603-73000	PER CAPITA GRANTS	0.00	0.00	5,880.21	0.00	0.00	100.0%
80-40-603-73100	"WEED AND FEED" GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73200	ILLINOIS FIRST GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73400	MISCELLANEOUS GRANTS RECEIVED	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73500	HVAC GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73600	SHAKESPEARE GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73700	VILLAGE CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73800	VLIET OPERATING COST CONTRIB	0.00	0.00	0.00	0.00	7,800.00	0.0%
80-40-603-75000	INTEREST EARNINGS	11.37	50.92	700.00	0.00	0.00	100.0%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	2.92	1,003.85	301.85	713.47	500.00	60.3%
80-40-603-78001	RESTRICTED DONATIONS	9,963.00	0.00	183.64	1,256.62	0.00	100.0%
80-40-603-78002	VCLA EQUITY DONATION	0.00	0.00	10,463.00	9,641.77	0.00	100.0%
80-40-603-78200	TECH-4-U DONATIONS	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-78500	NAPERVILLE (IMPACT) FEE	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-89000	MISCELLANEOUS INCOME	29.00	277.41	3,536.76	1,876.90	3,000.00	117.8%
TOTAL REVENUES: MISCELLANEOUS		10,006.29	1,332.18	21,065.46	13,488.76	11,300.00	186.4%
TOTAL REVENUES: REVENUES		11,735.50	4,433.96	892,221.93	835,770.20	864,508.00	103.2%
TOTAL FUND REVENUES		11,735.50	4,433.96	892,221.93	835,770.20	864,508.00	103.2%

Lake Bluff Public Library

88

DATE: 04/12/2014
 TIME: 11:58:58
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 11 PERIODS ENDING MARCH 31, 2014

PAGE: 2
 F-YR: 14

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	MARCH 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	196,778.07	190,398.06	217,000.00	90.6%
80-60-001-40050	STAFF SALARIES	18,452.26	11,861.77	190,969.79	148,121.85	201,000.00	95.0%
80-60-001-40060	SALARY SURVEY ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-40200	SEASONAL STAFF SALARIES	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-40400	MEDICAL INSURANCE	3,570.85	3,159.70	41,701.55	37,003.42	50,000.00	83.4%
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	3,617.55	3,076.44	36,978.60	33,549.85	40,000.00	92.4%
80-60-001-40951	EMPLOYER FICA TAX	2,736.99	2,198.77	29,094.63	25,345.92	32,000.00	90.9%
80-60-001-41000	BUILDING MAINTENANCE	1,048.60	1,155.86	20,667.26	25,943.94	28,000.00	73.8%
80-60-001-41020	ELEVATOR MAINTENANCE	300.00	107.32	1,326.56	1,581.80	2,250.00	58.9%
80-60-001-41050	GROUPS MAINTENANCE	1,680.00	480.00	7,885.35	6,881.97	10,000.00	78.8%
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	1,417.83	893.64	6,364.92	5,357.29	4,500.00	141.4%
80-60-001-41304	OTHER PROFESSIONAL SERVICES	0.00	50.00	50.00	50.00	5,000.00	1.0%
80-60-001-41305	COMPUTER SERVICES	100.00	0.00	11,368.71	15,235.00	28,000.00	40.6%
80-60-001-41350	LEGAL SERVICES	0.00	0.00	10,491.00	4,127.19	2,500.00	419.6%
80-60-001-42400	PROFESSIONAL DEVELOPMENT	668.85	0.00	4,101.85	3,321.00	3,000.00	136.7%
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	489.63	442.01	7,848.48	5,314.85	6,500.00	120.7%
80-60-001-43300	POSTAGE	172.11	15.88	2,682.94	2,191.99	4,000.00	67.0%
80-60-001-43400	PRINTING/E-NEWSLETTER	3,023.51	1,779.90	8,688.61	7,602.28	8,000.00	108.6%
80-60-001-43550	OFFICE SUPPLIES	545.18	389.46	5,153.24	4,709.60	6,000.00	85.8%
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	321.04	210.89	1,660.35	1,855.80	2,500.00	66.4%
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	382.42	412.51	4,008.89	4,116.75	5,500.00	72.8%
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	40.58	264.91	843.27	1,018.14	1,000.00	84.3%
80-60-001-43710	ADULT PROGRAM SUPPLIES	19.87	330.00	4,329.44	3,678.83	4,000.00	108.2%
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	191.97	403.62	6,599.98	5,398.30	7,000.00	94.2%
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	1,045.25	1,613.89	15,516.70	16,656.87	18,000.00	86.2%
80-60-001-45100	ADULT FICTION BOOKS	986.94	1,315.58	12,498.90	13,200.42	15,000.00	83.3%
80-60-001-45110	ADULT LARGE PRINT MATERIAL	206.75	82.94	935.52	817.32	1,000.00	93.5%
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	815.90	1,109.30	11,081.99	13,164.82	14,000.00	79.1%
80-60-001-45220	ADULT REFERENCE/E-REFER	0.00	2,268.37	15,832.48	17,595.93	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	0.00	7,470.21	2,620.08	7,000.00	106.7%
80-60-001-45410	PICTURE BOOKS, READERS	289.58	81.64	5,004.22	4,755.11	6,000.00	83.4%
80-60-001-45420	JUVENILE FICTION	495.39	420.05	5,960.55	6,719.11	8,500.00	70.1%

Lake Bluff Public Library

82

DATE: 04/12/2014
 TIME: 11:58:58
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 11 PERIODS ENDING MARCH 31, 2014

PAGE: 3
 F-YR: 14

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	MARCH 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	561.57	141.70	3,330.15	2,401.22	3,750.00	88.8%
80-60-001-45440	JUVENILE REFERENCE	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-45450	TEEN BOOKS	363.57	369.11	2,543.18	2,376.28	2,750.00	92.4%
80-60-001-45460	E-BOOKS	734.73	989.31	7,243.31	4,259.96	8,000.00	90.5%
80-60-001-45470	GRAPHIC NOVELS	27.12	16.94	375.02	303.90	500.00	75.0%
80-60-001-45500	PERIODICALS	52.00	0.00	5,333.02	5,034.59	7,500.00	71.1%
80-60-001-45510	VIDEO GAMES	307.99	0.00	2,872.80	2,348.75	2,750.00	104.4%
80-60-001-45600	PATRON & STAFF SOFTWARE	183.95	9.95	882.45	4,239.05	4,500.00	19.6%
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	206.05	257.70	1,988.92	962.83	2,000.00	99.4%
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	9,963.00	0.00	10,313.17	9,794.11	0.00	-100.0%
80-60-001-49000	LIBRARY FURNISHINGS	(3,638.00)	760.00	4,015.31	1,040.10	2,508.00	160.1%
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	0.00	0.00	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	0.00	7.95	1,562.62	2,000.00	0.3%
80-60-001-50000	CONTINGENCY	(119.60)	0.00	1,909.42	23,213.60	18,000.00	10.6%

TOTAL EXPENSES: LIBRARY SERVICES		69,273.77	54,210.12	793,317.79	693,471.96	964,508.00	82.2%
TOTAL EXPENSES: LIBRARY ADMINISTRATION		69,273.77	54,210.12	793,317.79	693,471.96	964,508.00	82.2%
TOTAL FUND EXPENSES		69,273.77	54,210.12	793,317.79	693,471.96	964,508.00	82.2%

Lake Bluff Public Library

80

DATE: 04/12/2014
 TIME: 11:58:58
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 11 PERIODS ENDING MARCH 31, 2014

PAGE: 4
 F-YR: 14

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

ACCOUNT NUMBER	DESCRIPTION	MARCH 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		69,273.77	54,210.12	795,067.12	696,271.96	964,508.00	82.4%

Lake Bluff Public Library

8E

DATE: 04/12/2014
 TIME: 11:58:58
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 11 PERIODS ENDING MARCH 31, 2014

PAGE: 5
 F-YR: 14

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

ACCOUNT NUMBER	DESCRIPTION	MARCH ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
<hr/>							
MISCELLANEOUS							
82-40-603-53000	BIRD MEMORIAL RESERVE	0.00	0.00	0.00	0.00	0.00	0.0%
82-40-603-73000	STATE PER CAPITA GRANT	0.00	0.00	0.00	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%
<hr/>							
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		11,735.50	4,433.96	892,221.93	841,638.95	905,376.00	98.5%

Lake Bluff Public Library

8F

DATE: 04/12/2014
 TIME: 11:58:58
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 11 PERIODS ENDING MARCH 31, 2014

PAGE: 6
 F-YR: 14

FUND: LIBRARY OPERATING GRANTS FUND
 DEPT: BIRD MEMORIAL EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	MARCH 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		69,273.77	54,210.12	795,067.12	699,512.44	990,376.00	80.2%

Lake Bluff Public Library

86

DATE: 04/12/2014
 TIME: 11:58:58
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 11 PERIODS ENDING MARCH 31, 2014

PAGE: 7
 F-YR: 14

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

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

MISCELLANEOUS							
83-40-603-73000	IL FIRST GRANT/BLDG EXPANSION	0.00	0.00	0.00	0.00	0.00	0.0%
83-40-603-75000	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00	0.0%

TOTAL REVENUES: MISCELLANEOUS		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL REVENUES: LIBRARY GRANT FUND REVENUES		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL FUND REVENUES		11,735.50	4,433.96	892,221.93	841,638.95	905,376.00	98.5%

Lake Bluff Public Library

8H

DATE: 04/12/2014
 TIME: 11:58:58
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 11 PERIODS ENDING MARCH 31, 2014

PAGE: 8
 F-YR: 14

FUND: LIBRARY SPECIAL GRANT FUND
 DEPT: LIBRARY ADMINISTRATION

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

EXPENDITURES							
83-60-001-49100	IL FIRST GRANT/BLDG EXPANSION	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL EXPENSES: EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL EXPENSES: LIBRARY ADMINISTRATION		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL FUND EXPENSES		69,273.77	54,210.12	795,067.12	699,512.44	990,376.00	80.2%

Lake Bluff Public Library

9A

DATE: 05/09/2014
 TIME: 15:39:37
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

PAGE: 1
 F-YR: 14

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 12 PERIODS ENDING APRIL 30, 2014

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 04/30/14
ASSETS					
DUE TO/FROM ACCOUNTS					
80-00-100-10000	DUE TO/FROM OTHER FUNDS	0.00	8,901.83	8,901.83	0.00
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	8,901.83	8,901.83	0.00
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	191.19	191.19	0.00
80-10-101-11000	MONEY MARKET ACCOUNT	77,653.85	903,166.23	907,517.24	73,302.84
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	0.00
80-10-101-15000	INVESTMENTS	0.00	0.00	0.00	150.00
80-10-101-15010	US GOVERNMENT OBLIGATIONS	0.00	0.00	0.00	0.00
80-10-101-15020	CERTIFICATES OF DEPOSIT	0.00	0.00	0.00	0.00
80-10-101-15110	ILLINOIS FUND	487,616.56	911,956.34	866,009.37	533,563.53
80-10-101-15111	ILLINOIS FUNDS - GRANTS	1.80	0.00	0.00	1.80
80-10-101-15112	ILLINOIS FUNDS - EPAY	770.36	4,793.23	2,156.50	3,407.09
TOTAL CASH & INVESTMENTS		566,192.57	1,820,106.99	1,775,874.30	610,425.26
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	952,166.58	961,248.87	(8,965.93)
80-10-301-55000	PREPAID EXPENSES	0.00	0.00	0.00	0.00
TOTAL OTHER ASSETS		116.36	952,166.58	961,248.87	(8,965.93)
TOTAL ASSETS		1,402,034.20	2,781,175.40	3,581,750.27	601,459.33

LIABILITIES AND FUND EQUITY

LIABILITIES

PAYABLES

80-20	2-20000	ACCOUNTS PAYABLE	224.64	440,533.49	473,003.46	52,694.61
-------	---------	------------------	--------	------------	------------	-----------

Lake Bluff Public Library

13

DATE: 05/09/2014
 TIME: 15:39:37
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

PAGE: 2
 F-YR: 14

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 12 PERIODS ENDING APRIL 30, 2014

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 04/30/14
LIABILITIES					
PAYABLES					
80-20-102-41000	SOCIAL SECURITY TAX PAYABLE	0.00	63,853.56	63,853.56	0.00
80-20-102-42000	FEDERAL INCOME TAX PAYABLE	0.00	37,366.87	37,366.87	0.00
80-20-102-43000	STATE INCOME TAX PAYABLE	0.00	19,514.15	19,514.15	0.00
80-20-102-44000	IMRF PAYABLE	0.00	55,568.46	55,568.46	0.00
80-20-102-45000	ICMA 457 PLAN PAYABLE	0.00	25,200.00	25,200.00	0.00
80-20-102-46000	MEDICAL INSURANCE PAYABLE	0.00	0.00	0.00	0.00
80-20-102-65000	LIBRARY FLEXIBLE BENEFIT PAYAB	0.00	3,313.28	3,313.28	0.00
80-20-102-66000	LIBRARY HSA PAYABLE	0.00	4,800.00	4,800.00	0.00
80-20-102-70000	OTHER SHORT TERM LIABILITIES	0.00	0.00	0.00	0.00
TOTAL PAYABLES		20,224.64	650,149.81	682,619.78	52,694.61
OTHER LIABILITIES					
80-20-202-16000	ACCRUED PAYROLL	15,723.85	15,723.85	17,927.45	17,927.45
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	851,449.12	17,927.45	17,927.45
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	1,501,598.93	700,547.23	70,622.06
FUND EQUITY					
EQUITY SECTION					
80-30-100-53000	UNRESERVED FUND BALANCE	380,360.44	1,749.33	157,152.50	535,763.61
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	75,000.00	0.00	0.00
80-30-100-53300	DESIGNATED FOR CAP BLDG IMPR	75,000.00	75,000.00	0.00	0.00
TOTAL EQUITY SECTION		530,360.44	151,749.33	157,152.50	535,763.61
FUND SURPLUS (DEFICIT)		0.00	4,926.34	0.00	(4,926.34)

Lake Bluff Public Library

9c

DATE: 05/09/2014
 TIME: 15:39:37
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

PAGE: 3
 F-YR: 14

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 12 PERIODS ENDING APRIL 30, 2014

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 04/30/14
<hr style="border-top: 1px dashed black;"/>					
TOTAL FUND EQUITY		530,360.44	156,675.67	157,152.50	530,837.27
<hr style="border-top: 1px dashed black;"/>					
TOTAL LIABILITIES AND FUND EQUITY		1,402,034.20	1,658,274.60	857,699.73	601,459.33
<hr style="border-top: 1px dashed black;"/>					

Lake Bluff Public Library

90

DATE: 05/09/2014
 TIME: 15:39:37
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

PAGE: 4
 F-YR: 14

FUND: LIBRARY BLG RENOVATION FUND
 FOR 12 PERIODS ENDING APRIL 30, 2014

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 04/30/14
ASSETS					
---	UNDEFINED CODE ---				
81-00-100-10000	INTERFUND ACCT	0.00	1,749.33	1,749.33	0.00
TOTAL --- UNDEFINED CODE ---		0.00	1,749.33	1,749.33	0.00
TOTAL ASSETS		0.00	1,749.33	1,749.33	0.00
LIABILITIES AND FUND EQUITY					
LIABILITIES					
---	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	1,749.33	0.00
FUND EQUITY					
---	UNDEFINED CODE ---				
81-30-100-53100	RESERVED FOR CAPITAL	0.00	0.00	1,749.33	1,749.33
TOTAL --- UNDEFINED CODE ---		0.00	0.00	1,749.33	1,749.33
	FUND SURPLUS (DEFICIT)	0.00	1,749.33	0.00	(1,749.33)
TOTAL FUND EQUITY		0.00	1,749.33	1,749.33	0.00
TOTAL LIABILITIES AND FUND EQUITY		0.00	3,498.66	3,498.66	0.00

Lake Bluff Public Library

9E

DATE: 05/09/2014
 TIME: 15:39:37
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

PAGE: 5
 F-YR: 14

FUND: LIBRARY OPERATING GRANTS FUND
 FOR 12 PERIODS ENDING APRIL 30, 2014

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 04/30/14
ASSETS					
INTERFUND CLEARING ACCOUNT					
82-00-100-10000	DUE TO/FROM LIBRARY FUND	0.00	7,152.50	7,152.50	0.00
TOTAL INTERFUND CLEARING ACCOUNT		0.00	7,152.50	7,152.50	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	7,152.50	7,152.50	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	7,152.50	0.00	(7,152.50)
TOTAL EQUITY SECTION		0.00	7,152.50	0.00	(7,152.50)
	FUND SURPLUS (DEFICIT)	0.00	0.00	7,152.50	7,152.50
TOTAL FUND EQUITY		0.00	7,152.50	7,152.50	0.00
TOTAL LIABILITIES AND FUND EQUITY		0.00	7,152.50	7,152.50	0.00

Lake Bluff Public Library

9F

DATE: 05/09/2014
 TIME: 15:39:37
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

PAGE: 6
 F-YR: 14

FUND: LIBRARY SPECIAL GRANT FUND
 FOR 12 PERIODS ENDING APRIL 30, 2014

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 04/30/14
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

10A

DATE: 05/09/2014
 TIME: 15:45:16
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 12 PERIODS ENDING APRIL 30, 2014

PAGE: 1
 F-YR: 14

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: REVENUES

ACCOUNT NUMBER	DESCRIPTION	APRIL 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	199.45	213.08	2,186.60	2,179.71	1,700.00	128.6%
80-40-403-48500	NON-RESIDENT FEES	785.85	274.45	7,142.43	7,787.64	6,000.00	119.0%
TOTAL REVENUES: SERVICES & FEES		985.30	487.53	9,329.03	9,967.35	7,700.00	121.1%
FINES							
80-40-503-65000	RENTAL FINES	1,286.94	1,128.52	14,492.54	13,235.52	12,000.00	120.7%
TOTAL REVENUES: FINES		1,286.94	1,128.52	14,492.54	13,235.52	12,000.00	120.7%
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	7,807.40	0.00	7,807.40	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	18.51	37.40	320.36	750.87	500.00	64.0%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	1.76	101.50	185.40	1,358.12	0.00	100.0%
80-40-603-78001	RESTRICTED DONATIONS	0.00	0.00	10,463.00	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	2,426.69	425.60	5,963.45	2,302.50	3,000.00	198.7%
TOTAL REVENUES: MISCELLANEOUS		2,446.96	8,371.90	23,512.42	21,860.66	11,300.00	208.0%
TOTAL REVENUES: REVENUES		4,719.20	9,987.95	896,941.13	845,758.15	864,508.00	103.7%
TOTAL FUND REVENUES		4,719.20	9,987.95	896,941.13	845,758.15	864,508.00	103.7%

Lake Bluff Public Library

103

DATE: 05/09/2014
 TIME: 15:45:16
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 12 PERIODS ENDING APRIL 30, 2014

PAGE: 2
 F-YR: 14

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	APRIL 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	18,248.03	17,893.51	215,026.10	208,291.57	217,000.00	99.0%
80-60-001-40050	STAFF SALARIES	21,664.40	13,797.56	212,634.19	161,919.41	201,000.00	105.7%
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	45,272.40	40,163.12	50,000.00	90.5%
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	3,724.98	3,136.21	40,703.58	36,686.06	40,000.00	101.7%
80-60-001-40951	EMPLOYER FICA TAX	2,832.18	2,325.11	31,926.81	27,671.03	32,000.00	99.7%
80-60-001-41000	BUILDING MAINTENANCE	1,540.40	77.76	22,207.66	26,021.70	28,000.00	79.3%
80-60-001-41020	ELEVATOR MAINTENANCE	880.00	0.00	2,206.56	1,581.80	2,250.00	98.0%
80-60-001-41050	GROUNDS MAINTENANCE	0.00	0.00	7,885.35	6,881.97	10,000.00	78.8%
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	0.00	185.42	6,364.92	5,542.71	4,500.00	141.4%
80-60-001-41304	OTHER PROFESSIONAL SERVICES	0.00	0.00	50.00	50.00	5,000.00	1.0%
80-60-001-41305	COMPUTER SERVICES	0.00	0.00	11,368.71	15,235.00	28,000.00	40.6%
80-60-001-41350	LEGAL SERVICES	7,401.40	360.00	17,892.40	4,487.19	2,500.00	715.6%
80-60-001-42400	PROFESSIONAL DEVELOPMENT	125.00	329.00	4,226.85	3,650.00	3,000.00	140.8%
80-60-001-42440	DUES	0.00	75.00	1,409.00	1,488.13	2,500.00	56.3%
80-60-001-43230	UTILITIES	594.57	721.00	8,443.05	6,035.85	6,500.00	129.8%
80-60-001-43300	POSTAGE	104.83	96.49	2,787.77	2,288.48	4,000.00	69.6%
80-60-001-43400	PRINTING/E-NEWSLETTER	0.00	0.00	8,688.61	7,602.28	8,000.00	108.6%
80-60-001-43550	OFFICE SUPPLIES	451.18	482.59	5,604.42	5,192.19	6,000.00	93.4%
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	265.11	88.43	1,925.46	1,944.23	2,500.00	77.0%
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	267.29	273.08	4,276.18	4,389.83	5,500.00	77.7%
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	5.99	843.27	1,024.13	1,000.00	84.3%
80-60-001-43710	ADULT PROGRAM SUPPLIES	0.00	209.59	4,329.44	3,888.42	4,000.00	108.2%
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	200.00	203.34	6,799.98	5,601.64	7,000.00	97.1%
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	2,027.68	1,426.04	17,544.38	18,082.91	18,000.00	97.4%
80-60-001-45100	ADULT FICTION BOOKS	1,493.37	2,149.51	13,992.27	15,349.93	15,000.00	93.2%
80-60-001-45110	ADULT LARGE PRINT MATERIAL	0.00	78.02	935.52	895.34	1,000.00	93.5%
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	83.98	1,865.89	11,165.97	15,030.71	14,000.00	79.7%
80-60-001-45220	ADULT REFERENCE/E-REFER	4,358.70	0.00	20,191.18	17,595.93	18,000.00	112.1%
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	1,519.53	7,470.21	4,139.61	7,000.00	106.7%
80-60-001-45410	PICTURE BOOKS, READERS	173.95	667.06	5,178.17	5,422.17	6,000.00	86.3%
80-60-001-45420	JUVENILE FICTION	218.23	607.49	6,178.78	7,326.60	8,500.00	72.6%

Lake Bluff Public Library

100

DATE: 05/09/2014
 TIME: 15:45:16
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 12 PERIODS ENDING APRIL 30, 2014

PAGE: 3
 F-YR: 14

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	APRIL 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	181.78	818.18	3,511.93	3,219.40	3,750.00	93.6%
80-60-001-45440	JUVENILE REFERENCE	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-45450	TEEN BOOKS	136.59	462.52	2,679.77	2,838.80	2,750.00	97.4%
80-60-001-45460	E-BOOKS	755.88	709.90	7,999.19	4,969.86	8,000.00	99.9%
80-60-001-45470	GRAPHIC NOVELS	0.00	204.23	375.02	508.13	500.00	75.0%
80-60-001-45500	PERIODICALS	49.00	329.86	5,382.02	5,364.45	7,500.00	71.7%
80-60-001-45510	VIDEO GAMES	0.00	0.00	2,872.80	2,348.75	2,750.00	104.4%
80-60-001-45600	PATRON & STAFF SOFTWARE	9.95	209.95	892.40	4,449.00	4,500.00	19.8%
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	91.82	226.05	2,080.74	1,188.88	2,000.00	104.0%
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	2,566.19	14.68	12,879.36	9,808.79	0.00	-100.0%
80-60-001-49000	LIBRARY FURNISHINGS	0.00	0.00	4,015.31	1,040.10	2,508.00	160.1%
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	22,535.34	6,724.03	38,443.92	14,813.02	125,000.00	30.7%
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	0.00	7.95	1,562.62	2,000.00	0.3%
80-60-001-50000	CONTINGENCY	11,997.00	111.98	13,906.42	23,325.58	18,000.00	77.2%
TOTAL EXPENSES: LIBRARY SERVICES		108,549.68	61,544.70	901,867.47	755,016.66	964,508.00	93.5%
TOTAL EXPENSES: LIBRARY ADMINISTRATION		108,549.68	61,544.70	901,867.47	755,016.66	964,508.00	93.5%
TOTAL FUND EXPENSES		108,549.68	61,544.70	901,867.47	755,016.66	964,508.00	93.5%

Lake Bluff Public Library

100

DATE: 05/09/2014
 TIME: 15:45:16
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 12 PERIODS ENDING APRIL 30, 2014

PAGE: 4
 F-YR: 14

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

ACCOUNT NUMBER	DESCRIPTION	APRIL 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		108,549.68	61,544.70	903,616.80	757,816.66	964,508.00	93.6%

Lake Bluff Public Library

10E

DATE: 05/09/2014
 TIME: 15:45:16
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 12 PERIODS ENDING APRIL 30, 2014

PAGE: 5
 F-YR: 14

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

ACCOUNT NUMBER	DESCRIPTION	APRIL ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
<hr/>							
MISCELLANEOUS							
82-40-603-53000	BIRD MEMORIAL RESERVE	0.00	0.00	0.00	0.00	0.00	0.0%
82-40-603-73000	STATE PER CAPITA GRANT	7,152.50	0.00	7,152.50	5,867.91	5,868.00	121.8%
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%
<hr/>							
TOTAL REVENUES: MISCELLANEOUS		7,152.50	0.00	7,152.50	5,868.75	40,868.00	17.5%
TOTAL REVENUES: BIR MEMORIAL FUND REVENUES		7,152.50	0.00	7,152.50	5,868.75	40,868.00	17.5%
TOTAL FUND REVENUES		11,871.70	9,987.95	904,093.63	851,626.90	905,376.00	99.8%

Lake Bluff Public Library

DATE: 05/09/2014
 TIME: 15:45:17
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 12 PERIODS ENDING APRIL 30, 2014

PAGE: 6
 F-YR: 14

FUND: LIBRARY OPERATING GRANTS FUND
 DEPT: BIRD MEMORIAL EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	APRIL 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		108,549.68	61,544.70	903,616.80	761,057.14	990,376.00	91.2%

Lake Bluff Public Library

106

DATE: 05/09/2014
 TIME: 15:45:17
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 12 PERIODS ENDING APRIL 30, 2014

PAGE: 7
 F-YR: 14

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

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

MISCELLANEOUS							
83-40-603-73000	IL FIRST GRANT/BLDG EXPANSION	0.00	0.00	0.00	0.00	0.00	0.0%
83-40-603-75000	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00	0.0%

TOTAL REVENUES: MISCELLANEOUS		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL REVENUES: LIBRARY GRANT FUND REVENUES		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL FUND REVENUES		11,871.70	9,987.95	904,093.63	851,626.90	905,376.00	99.8%

Lake Bluff Public Library

104

DATE: 05/09/2014
 TIME: 15:45:17
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 12 PERIODS ENDING APRIL 30, 2014

PAGE: 8
 F-YR: 14

FUND: LIBRARY SPECIAL GRANT FUND
 DEPT: LIBRARY ADMINISTRATION

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

EXPENDITURES							
83-60-001-49100	IL FIRST GRANT/BLDG EXPANSION	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL EXPENSES: EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL EXPENSES: LIBRARY ADMINISTRATION		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL FUND EXPENSES		108,549.68	61,544.70	903,616.80	761,057.14	990,376.00	91.2%

Lake Bluff Public Library

11A

DATE: 05/08/14
 TIME: 13:59:10
 ID: AP225000.CBL

-- VILLAGE OF LAKE BLUFF --
 MANUAL CHECK REGISTER

PAGE: 1

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
11600	9AT&T AT & T			04/23/14		
	8472342540-04	04/07/14	01 LCL PH SRVC:3/8-4/7/14		80-60-001-43230	439.72
					INVOICE TOTAL:	439.72 *
					CHECK TOTAL:	439.72
11601	9COMCAST COMCAST CABLE			04/23/14		
	COM041214	04/12/14	01 INTERNET SRVC:4/19-5/18/14		80-60-001-43230	154.85
					INVOICE TOTAL:	154.85 *
					CHECK TOTAL:	154.85
11602	9USPOSTA UNITED STATES POSTAL SERVICE			04/23/14		
	USP042114	04/21/14	01 POSTAGE STAMPS		80-60-001-43300	98.00
					INVOICE TOTAL:	98.00 *
					CHECK TOTAL:	98.00
11603	9INGRAM INGRAM LIBRARY SERVICES			04/23/14		
	77777434	03/27/14	01 ADULT FICTION BOOKS		80-60-001-45100	15.81
					INVOICE TOTAL:	15.81 *
	77777435	03/27/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	47.45
					INVOICE TOTAL:	47.45 *
	77777436	03/27/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	28.23
					INVOICE TOTAL:	28.23 *
	77777437	03/27/14	01 ADULT FICTION BOOKS		80-60-001-45100	9.00
					INVOICE TOTAL:	9.00 *
	77777438	03/27/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	15.79
					INVOICE TOTAL:	15.79 *
	77868861	04/02/14	01 ADULT FICTION BOOKS		80-60-001-45100	15.81
					INVOICE TOTAL:	15.81 *
	77868862	04/02/14	01 ADULT FICTION BOOKS		80-60-001-45100	31.04
					INVOICE TOTAL:	31.04 *
	77868863	04/02/14	01 ADULT FICTION BOOKS		80-60-001-45100	30.46
					INVOICE TOTAL:	30.46 *
	77868864	04/02/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	13.55
					INVOICE TOTAL:	13.55 *

Lake Bluff Public Library

113

DATE: 05/08/14
 TIME: 13:59:10
 ID: AP225000.CBL

-- VILLAGE OF LAKE BLUFF --
 MANUAL CHECK REGISTER

PAGE: 2

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
11603	9INGRAM	INGRAM LIBRARY SERVICES			04/23/14		
	77868865	04/02/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000	144.86
						INVOICE TOTAL:	144.86 *
	77868866	04/02/14	01	TEEN BOOKS		80-60-001-45450	42.37
						INVOICE TOTAL:	42.37 *
	77868867	04/02/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000	37.28
						INVOICE TOTAL:	37.28 *
	77868868	04/02/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000	14.69
						INVOICE TOTAL:	14.69 *
	77868869	04/02/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000	11.29
						INVOICE TOTAL:	11.29 *
	77891443	04/03/14	01	ADULT FICTION BOOKS		80-60-001-45100	15.25
						INVOICE TOTAL:	15.25 *
	77891444	04/03/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000	15.82
						INVOICE TOTAL:	15.82 *
	77937011	04/04/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000	31.94
						INVOICE TOTAL:	31.94 *
	77937012	04/04/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000	9.60
						INVOICE TOTAL:	9.60 *
	77937013	04/04/14	01	EXPENSES FRM RESTRICTED DONAT		80-60-001-48001	31.58
						INVOICE TOTAL:	31.58 *
	77937014	04/04/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000	94.34
						INVOICE TOTAL:	94.34 *
	77974663	04/04/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000	18.58
						INVOICE TOTAL:	18.58 *
	77993686	04/07/14	01	ADULT FICTION BOOKS		80-60-001-45100	31.58
						INVOICE TOTAL:	31.58 *
	77993687	04/07/14	01	TEEN BOOKS		80-60-001-45450	12.99
						INVOICE TOTAL:	12.99 *
	77993688	04/07/14	01	ADULT NON-FICTION BOOKS		80-60-001-45000	16.38
						INVOICE TOTAL:	16.38 *
	77993689	04/07/14	01	TEEN BOOKS		80-60-001-45450	20.33
						INVOICE TOTAL:	20.33 *

Lake Bluff Public Library

110

DATE: 05/08/14
 TIME: 13:59:10
 ID: AP225000.CBL

-- VILLAGE OF LAKE BLUFF --
 MANUAL CHECK REGISTER

PAGE: 3

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
11603	9INGRAM	INGRAM LIBRARY SERVICES		04/23/14		
	77993690	04/07/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	65.07
					INVOICE TOTAL:	65.07 *
	77993691	04/07/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	89.59
					INVOICE TOTAL:	89.59 *
	78020070	04/08/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	77.54
					INVOICE TOTAL:	77.54 *
	78076787	04/11/14	01 TEEN BOOKS		80-60-001-45420	14.10
					INVOICE TOTAL:	14.10 *
	78076788	04/11/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	14.13
					INVOICE TOTAL:	14.13 *
	78076789	04/11/14	01 EXPENSES FRM RESTRICTED DONAT		80-60-001-48001	14.12
					INVOICE TOTAL:	14.12 *
	78076790	04/11/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	53.67
					INVOICE TOTAL:	53.67 *
	78076791	04/11/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	70.36
					INVOICE TOTAL:	70.36 *
	78119395	04/15/14	01 ADULT FICTION BOOKS		80-60-001-45100	30.50
					INVOICE TOTAL:	30.50 *
	78119396	04/15/14	01 ADULT FICTION BOOKS		80-60-001-45100	62.69
					INVOICE TOTAL:	62.69 *
	78119397	04/15/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	53.11
					INVOICE TOTAL:	53.11 *
	78119398	04/15/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	19.75
					INVOICE TOTAL:	19.75 *
	78119399	04/15/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	46.89
					INVOICE TOTAL:	46.89 *
	78119400	04/15/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	77.67
					INVOICE TOTAL:	77.67 *
	78127028	04/15/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	12.74
					INVOICE TOTAL:	12.74 *
	78139775	04/16/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	14.10
					INVOICE TOTAL:	14.10 *

Lake Bluff Public Library

DATE: 05/08/14
 TIME: 13:59:10
 ID: AP225000.CBL

-- VILLAGE OF LAKE BLUFF --
 MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
11603	9INGRAM	INGRAM LIBRARY SERVICES		04/23/14		
	78139776	04/16/14	01 ADULT NON-FICTION BOOKS		80-60-001-45000	15.81
					INVOICE TOTAL:	15.81 *
					CHECK TOTAL:	1,487.86
11604	9TECHSYS	TECH SYSTEMS, INC		04/25/14		
	300525	04/23/14	01 60% DOWN-FIRE ALARM SYSTEM		80-60-001-50000	11,997.00
					INVOICE TOTAL:	11,997.00 *
					CHECK TOTAL:	11,997.00
11605	9NCCPETE	NCC-PETERSON PRODUCTS		04/25/14		
	63838	04/25/14	01 JANITORIAL SUPPLIES		80-60-001-43660	245.16
					INVOICE TOTAL:	245.16 *
					CHECK TOTAL:	245.16
11606	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS		04/25/14		
	101778146	04/22/14	01 'EE ICMA CONTRIBUTION:4/30/14		80-20-102-45000	1,050.00
					INVOICE TOTAL:	1,050.00 *
					CHECK TOTAL:	1,050.00
					TOTAL AMOUNT PAID:	15,472.59

Lake Bluff Public Library

12A

DATE: 05/09/14
 TIME: 14:29:48
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

PAGE: 1

CHECK DATE: 05/13/14

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
11607	9121ELEV	121 ELEVATOR INCORPORATED						
	1553		01/28/14	01	QTRLY ELEVATOR MAINT	80-60-001-41020	880.00	
						INVOICE TOTAL:	880.00 *	
	1626		05/05/14	01	ELEVATOR MAINTENANCE	80-60-001-41020	175.00	
						INVOICE TOTAL:	175.00 *	
						CHECK TOTAL:	1,055.00	
11608	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT						
	2029254849		04/03/14	01	JUVENILE PICTURE, READERS	80-60-001-45410	137.33	
						INVOICE TOTAL:	137.33 *	
	2029261956		04/07/14	01	IN MEMORY OF N. MOCOgni	80-60-001-48001	12.81	
						INVOICE TOTAL:	12.81 *	
	2029282524		04/14/14	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	71.77	
						INVOICE TOTAL:	71.77 *	
	2029288494		04/15/14	01	JUVENILE PICTURE, READERS	80-60-001-45410	36.62	
						INVOICE TOTAL:	36.62 *	
	2029297116		04/16/14	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	132.36	
						INVOICE TOTAL:	132.36 *	
	2029312990		04/22/14	01	IN MEMORY OF N. MOCOgni	80-60-001-48001	15.72	
						INVOICE TOTAL:	15.72 *	
	2029342550		04/29/14	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	40.28	
						INVOICE TOTAL:	40.28 *	
	5013065449		04/03/14	01	ADULT NON-FICTION	80-60-001-45000	6.86	
						INVOICE TOTAL:	6.86 *	
						CHECK TOTAL:	453.75	

Lake Bluff Public Library

123

DATE: 05/09/14
 TIME: 14:29:48
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

PAGE: 2

CHECK DATE: 05/13/14

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11609	9PECORAC	CHRIS PECORA					
	1		02/26/14	01	FISH TANK SERVICE	80-60-001-43720	100.00
						INVOICE TOTAL:	100.00 *
	2		03/26/14	01	FISH TANK SERVICE	80-60-001-43720	100.00
						INVOICE TOTAL:	100.00 *
						CHECK TOTAL:	200.00
11610	9COMPVIE	COMPUTER VIEW, INC.					
	26205		03/28/14	01	COMPUTER SERVICES	80-60-001-41305	2,790.00
						INVOICE TOTAL:	2,790.00 *
	26237		04/09/14	01	COMPUTER EQUIP-5 DESKTOPS	80-60-001-49350	6,680.00
						INVOICE TOTAL:	6,680.00 *
	26265		04/23/14	01	COMPUTER EQUIPMENT	80-60-001-49350	3,487.00
						INVOICE TOTAL:	3,487.00 *
	26266		04/23/14	01	COMPUTER EQUIPMENT	80-60-001-49350	1,200.00
						INVOICE TOTAL:	1,200.00 *
						CHECK TOTAL:	14,157.00
11611	9DEMCO	DEMCO, INC					
	5275436		04/22/14	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	211.73
				02	DISCOUNT	80-60-001-43670	-25.00
						INVOICE TOTAL:	186.73 *
						CHECK TOTAL:	186.73
11612	9EBSCO	EBSCO SUBSCRIPTION SERVICES					
	05472		07/13/13	01	CREDIT-PERIODICALS	80-60-001-45500	-34.68
						INVOICE TOTAL:	-34.68 *

Lake Bluff Public Library

124

DATE: 05/09/14
 TIME: 14:29:48
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

PAGE: 3

CHECK DATE: 05/13/14

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11612	9EBSCO	EBSCO SUBSCRIPTION SERVICES					
	1465465		05/02/14	01	PERIODICALS	80-60-001-45500	3,684.54
						INVOICE TOTAL:	3,684.54 *
						CHECK TOTAL:	3,649.86
11613	9FIRSTBA	FIRST BANKCARD					
	CAR042414		04/24/14	01	PERIODICALS	80-60-001-45500	49.00
				02	POSTAGE	80-60-001-43300	2.56
						INVOICE TOTAL:	51.56 *
						CHECK TOTAL:	51.56
11614	9FIRSTBA	FIRST BANKCARD					
	CDT04242014		04/24/14	01	MISC EXPENSES	80-60-001-46000	38.97
						INVOICE TOTAL:	38.97 *
						CHECK TOTAL:	38.97
11615	9FIRSTBA	FIRST BANKCARD					
	DON04242014		04/24/14	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	184.80
				02	CREDIT-JUVENILE AUDIO VISUAL	80-60-001-45430	-3.02
				03	IN MEMORY OF N. MOCOgni	80-60-001-48001	16.16
						INVOICE TOTAL:	197.94 *
						CHECK TOTAL:	197.94
11616	9FIRSTBA	FIRST BANKCARD					
	ELI04242014		04/24/14	01	TEEN CRAFT SUPPLIES	80-60-001-45450	60.90
						INVOICE TOTAL:	60.90 *
						CHECK TOTAL:	60.90

DATE: 05/09/14
 TIME: 14:29:48
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

CHECK DATE: 05/13/14

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11617	9FIRSTBA	FIRST BANKCARD					
	ERI04242014		04/24/14	01	GATEWAY ACCT MONTHLY FEE	80-60-001-46000	32.85
				02	WEBSITE FOR ILL	80-60-001-45600	9.95
				03	PROFESSIONAL DEVELOPMENT	80-60-001-42400	125.00
				04	MISC EXPENSES-BASECAMP	80-60-001-46000	20.00
				05	POSTAGE	80-60-001-43300	4.27
					INVOICE TOTAL:		192.07 *
					CHECK TOTAL:		192.07
11618	9GALE	GALE/CENGAGE LEARNING					
	52033718		05/01/14	01	ADULT REFERENCE/E-REFERENCE	80-60-001-45220	2,500.00
					INVOICE TOTAL:		2,500.00 *
					CHECK TOTAL:		2,500.00
11619	9HEWLETT	HEWLETT-PACKARD COMPANY					
	54222653		04/21/14	01	COMPUTER EQUIPMENT-FILE SERVER	80-60-001-49350	7,164.34
					INVOICE TOTAL:		7,164.34 *
					CHECK TOTAL:		7,164.34
11620	9HOMEDEP	HOME DEPOT CREDIT SERVICES					
	6063960		04/13/14	01	BUILDING & GROUND SUPPLIES	80-60-001-43660	19.95
					INVOICE TOTAL:		19.95 *
					CHECK TOTAL:		19.95
11621	9INGRAM	VOIDED---LEADER CHECK					
	78114848		04/14/14	01	CREDIT-ADULT NON-FICTION BOOKS	80-60-001-45000	-19.49
					INVOICE TOTAL:		-19.49 *

Lake Bluff Public Library

12E

DATE: 05/09/14
 TIME: 14:29:48
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

PAGE: 5

CHECK DATE: 05/13/14

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
11621	9INGRAM	VOIDED---LEADER CHECK						
	78158844		04/17/14	01	ADULT FICTION BOOKS	80-60-001-45100	14.13	
						INVOICE TOTAL:	14.13 *	
	78158845		04/17/14	01	ADULT FICTION BOOKS	80-60-001-45100	15.81	
						INVOICE TOTAL:	15.81 *	
	78158846		04/17/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	67.13	
						INVOICE TOTAL:	67.13 *	
	78158847		04/17/14	01	ADULT FICTION BOOKS	80-60-001-45100	1,028.22	
						INVOICE TOTAL:	1,028.22 *	
	78238926		04/23/14	01	ADULT FICTION BOOKS	80-60-001-45100	15.81	
						INVOICE TOTAL:	15.81 *	
	78238927		04/23/14	01	ADULT FICTION BOOKS	80-60-001-45100	15.81	
						INVOICE TOTAL:	15.81 *	
	78238928		04/23/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	19.78	
						INVOICE TOTAL:	19.78 *	
	78238929		04/23/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	30.50	
						INVOICE TOTAL:	30.50 *	
	78238930		04/23/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	104.47	
						INVOICE TOTAL:	104.47 *	
	78238931		04/23/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	31.36	
						INVOICE TOTAL:	31.36 *	
	78238932		04/23/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	41.22	
						INVOICE TOTAL:	41.22 *	
	78238933		04/23/14	01	ADULT FICTION BOOKS	80-60-001-45100	10.18	
						INVOICE TOTAL:	10.18 *	

DATE: 05/09/14
 TIME: 14:29:48
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

CHECK DATE: 05/13/14

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
11621	9INGRAM	VOIDED---LEADER CHECK						
	78238934		04/23/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	230.75	
						INVOICE TOTAL:	230.75 *	
	78238935		04/23/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	15.26	
						INVOICE TOTAL:	15.26 *	
	78238936		04/23/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	15.26	
						INVOICE TOTAL:	15.26 *	
	78267084		04/24/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	14.97	
						INVOICE TOTAL:	14.97 *	
	78267085		04/24/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	12.97	
						INVOICE TOTAL:	12.97 *	
	78304362		04/28/14	01	ADULT FICTION BOOKS	80-60-001-45100	31.64	
						INVOICE TOTAL:	31.64 *	
11622	9INGRAM	INGRAM LIBRARY SERVICES						
	78304363		04/28/14	01	ADULT FICTION BOOKS	80-60-001-45100	44.58	
						INVOICE TOTAL:	44.58 *	
	78304364		04/28/14	01	ADULT FICTION BOOKS	80-60-001-45100	75.05	
						INVOICE TOTAL:	75.05 *	
	78304365		04/28/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	90.00	
						INVOICE TOTAL:	90.00 *	
	78304366		04/28/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	8.99	
						INVOICE TOTAL:	8.99 *	
	78304367		04/28/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	12.42	
						INVOICE TOTAL:	12.42 *	

Lake Bluff Public Library

126

DATE: 05/09/14
 TIME: 14:29:48
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

PAGE: 7

CHECK DATE: 05/13/14

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11622	9INGRAM	INGRAM LIBRARY SERVICES					
	78304368		04/28/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	148.26
							INVOICE TOTAL: 148.26 *
	78304369		04/28/14	01	ADULT NON-FICTION BOOKS	80-60-001-45000	95.74
							INVOICE TOTAL: 95.74 *
	78364679		04/30/14	01	CREDIT-ADULT NON-FICTION	80-60-001-45000	-9.00
							INVOICE TOTAL: -9.00 *
							CHECK TOTAL: 2,161.82
11623	9INNINTE	INNOVATIVE INTERFACES, INC.					
	INV-INC01348		04/30/14	01	COMPUTER EQUIPMENT	80-60-001-49350	4,004.00
							INVOICE TOTAL: 4,004.00 *
							CHECK TOTAL: 4,004.00
11624	9IRELAND	IRELAND HEATING & AIRCONDITION					
	61475		04/08/14	01	SRVC CALL/GAS LEAK REP'R	80-60-001-41000	1,057.19
							INVOICE TOTAL: 1,057.19 *
							CHECK TOTAL: 1,057.19
11625	9JENSENL	LYNDY JENSEN					
	JEN042614		04/26/14	01	BUILDING MAINTENANCE	80-60-001-41000	23.21
							INVOICE TOTAL: 23.21 *
							CHECK TOTAL: 23.21
11626	9KAMINMI	MICAH KAMIN					
	KAM050314		05/03/14	01	CUSTODIAL SRVC'S	80-60-001-41000	100.00
							INVOICE TOTAL: 100.00 *

Lake Bluff Public Library

12H

DATE: 05/09/14
 TIME: 14:29:48
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

PAGE: 8

CHECK DATE: 05/13/14

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11626	9KAMINMI	MICAH KAMIN					
	KAM050314.1		05/03/14	01	CUSTODIAL SRVC'S	80-60-001-41000	100.00
						INVOICE TOTAL:	100.00 *
						CHECK TOTAL:	200.00
11627	9KREROWA	AARON KREROWICZ					
	KRE030714		03/07/14	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	150.00
						INVOICE TOTAL:	150.00 *
						CHECK TOTAL:	150.00
11628	9LB VILL	VILLAGE OF LAKE BLUFF					
	MARCH 2014		04/14/14	01	FY14 MEDICAL INS:MAR 14	80-10-301-37100	3,528.57
				02	FY14 DENT'L INS:MAR 14	80-10-301-37100	292.04
				03	FY14 LIFE INS:MAR 14	80-10-301-37100	37.28
				04	FY14 IMRF 'EE CONTR:MAR 14	80-10-301-37100	1,343.18
				05	FY14 IMRF EMPLYR CONTR:MAR 14	80-10-301-37100	3,617.55
						INVOICE TOTAL:	8,818.62 *
	VIL040113		04/01/14	01	ANN'L FIRE ALARM REG'N	80-60-001-41000	25.00
						INVOICE TOTAL:	25.00 *
						CHECK TOTAL:	8,843.62
11629	9MIDKIFF	GARY MIDKIFF					
	MID031414		03/14/14	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	150.00
						INVOICE TOTAL:	150.00 *
						CHECK TOTAL:	150.00
11630	9MIDTAPE	MIDWEST TAPE					

Lake Bluff Public Library

121

DATE: 05/09/14
 TIME: 14:29:48
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

PAGE: 9

CHECK DATE: 05/13/14

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11630	9MIDTAPE	MIDWEST TAPE					
	91813495		04/28/14	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	83.98
						INVOICE TOTAL:	83.98 *
						CHECK TOTAL:	83.98
11631	9MILLERB	BLAIR MILLER					
	MIL011014		01/10/14	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	200.00
						INVOICE TOTAL:	200.00 *
						CHECK TOTAL:	200.00
11632	9OPPPFRAN	OPP, FRANCHISING, INC.					
	CHC05141141		05/01/14	01	BUILDING MAINTENANCE	80-60-001-41000	954.00
						INVOICE TOTAL:	954.00 *
						CHECK TOTAL:	954.00
11633	9OVERDRI	OVERDRIVE , INC					
	1018-201942040040714		04/07/14	01	JUVENILE E-BOOKS	80-60-001-45460	167.99
						INVOICE TOTAL:	167.99 *
	1018-202204163040714		04/07/14	01	TEEN E-BOOKS	80-60-001-45460	291.96
						INVOICE TOTAL:	291.96 *
	1018-202258460040714		04/07/14	01	ADULT E-BOOKS	80-60-001-45460	295.93
						INVOICE TOTAL:	295.93 *
						CHECK TOTAL:	755.88
11634	9PERESTI	PEREGRINE, STIME, NEWMAN,					
	55122		04/16/14	01	LEGAL SRVC:1/1-3/31/14	80-60-001-41350	3,826.40
						INVOICE TOTAL:	3,826.40 *
						CHECK TOTAL:	3,826.40

Lake Bluff Public Library

125

DATE: 05/09/14
 TIME: 14:29:48
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

PAGE: 10

CHECK DATE: 05/13/14

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
11635	9PROQUES	PROQUEST, LLC						
	70277708		04/22/14	01	ADULT REFERENCE/E-REFERENCE	80-60-001-45220	1,210.00	
				02	ADULT REFERENCE/E-REFERENCE	80-60-001-45220	700.00	
						INVOICE TOTAL:	1,910.00 *	
						CHECK TOTAL:		1,910.00
11636	9RECORDE	RECORDED BOOKS, LLC						
	74899738		04/02/14	01	ADULT REFERENCE/E-REFERENCE	80-60-001-45220	1,448.70	
						INVOICE TOTAL:	1,448.70 *	
	74910614		04/02/14	01	ADULT REFERENCE/E-REFERENCE	80-60-001-45220	1,000.00	
						INVOICE TOTAL:	1,000.00 *	
						CHECK TOTAL:		2,448.70
11637	9RENAISS	RENAISSANCE COMMUNICATION						
	14-60102		01/01/14	01	BUILDING MAINTENNCE	80-60-001-41000	360.00	
						INVOICE TOTAL:	360.00 *	
						CHECK TOTAL:		360.00
11638	9ROBBSCH	ROBBINS SCHWARTZ						
	254238		04/10/14	01	LEGAL SRVC'S	80-60-001-41350	3,575.00	
						INVOICE TOTAL:	3,575.00 *	
						CHECK TOTAL:		3,575.00
11639	9ROYALPU	ROYAL PUBLISHING						
	7692324		04/25/14	01	AD FOR LAKE FOREST HIGH SCHOOL	80-60-001-46000	195.00	
						INVOICE TOTAL:	195.00 *	
						CHECK TOTAL:		195.00

Lake Bluff Public Library

12K

DATE: 05/09/14
 TIME: 14:29:48
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

PAGE: 11

CHECK DATE: 05/13/14

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11640	9STAPLES	STAPLES BUSINESS ADVANTAGE					
	8029550272		04/19/14	01	OFFICE SUPPLIES	80-60-001-43550	202.72
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	58.07
					INVOICE TOTAL:		260.79 *
	809628617		04/26/14	01	OFFICE SUPPLIES	80-60-001-43550	27.97
				02	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	22.49
					INVOICE TOTAL:		50.46 *
					CHECK TOTAL:		311.25
11641	9TECHSYS	TECH SYSTEMS, INC					
	300377		04/01/14	01	FIRE ALARM MONITORING	80-60-001-41000	564.00
				02	5/20/14-5/19/15	** COMMENT **	
					INVOICE TOTAL:		564.00 *
					CHECK TOTAL:		564.00
11642	9UPBEAT	UPBEAT INC.					
	545439		04/02/14	01	EXPENSES FRM RESTRICTED DONAT	80-60-001-48001	2,475.80
					INVOICE TOTAL:		2,475.80 *
					CHECK TOTAL:		2,475.80
11643	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS					
	101785562		05/07/14	01	'EE ICMA CONTRIBUTION:5/15/14	80-20-102-45000	1,050.00
					INVOICE TOTAL:		1,050.00 *
					CHECK TOTAL:		1,050.00
11644	9WAREHOU	WAREHOUSE DIRECT					
	2292524-0		04/15/14	01	OFFICE SUPPLIES	80-60-001-43550	9.83
					INVOICE TOTAL:		9.83 *
					CHECK TOTAL:		9.83

DATE: 05/09/14
TIME: 14:29:48
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

CHECK DATE: 05/13/14

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11645	9WENDTM	WENDT MAINTENANCE INC.					
	WEN05012014		05/01/14	01	GROUNDS MAINTENANCE:MAY 2014	80-60-001-41050	610.00
						INVOICE TOTAL:	610.00 *
						CHECK TOTAL:	610.00
						TOTAL AMOUNT PAID:	65,847.75

May Directors Report

GENERAL ITEMS

Statistics

The Library recorded 110,192 checkouts in Fiscal Year 2013-2014, 3.14% lower than last year. However, while we were unable to set a new record by surpassing last year's total this still represents the 2nd busiest year in the history of the Lake Bluff Public Library.

Staff Departures

Two staff members will be leaving us. Shea Bellino, having graduated High School, is heading off to college. Marcy Leach has also submitted her resignation after 12 years of work at the Library, following many years of outstanding work as a teacher.

Audit Season

The Library's annual audit begins on Tuesday, May 13 with interviews of staff and examination of preliminary documents collected at the auditor's request. I anticipate another clean bill of health when the audit is concluded this fall. I have not yet received copies of the letters that are ordinarily sent to Trustees but may have them by the time of the meeting.

FACILITIES

Smoke and Fire Alarm System

Our smoke and fire alarm monitoring company, TechSystems, informed us mid-April that issues we had been experiencing with the system were a sign that the monitoring system was in the process of failing. No replacement parts were available; the system is certainly not new. The Apollo industries smoke and fire detectors in place throughout the building were newer but not being a common brand they were old enough to be incompatible with any new systems on the market. Given that the alarm system could fail without warning, which would result in an unscheduled closure of the Library for an indeterminate period of time, I gave TechSystems the go ahead to install a Honeywell SilentKnight monitoring system and replace the sensors. The system should last 25-30 years, and is known for compatibility with a wide range of other systems.

TechSystems worked quickly and efficiently from start to finish and stayed in touch with Village Building Inspector Jerry Nellessens throughout the process. After the final inspection, Joe Hiatt of TechSystems stated he would leave extra detectors at the Library. He explained

how to replace the detectors so that Library staff could replace those within reach when necessary and avoid a service call. The system is now operational; the Library stayed open throughout the process without incident. Lyndy Jensen did a fantastic job coordinating with TechSystems. The Library's staff as a whole did, as always, a professional job dealing with the unusual circumstances.

Planters for Library

Per the request of the Library Board I contacted the Garden Club and asked about having a planter placed in the half circle by the bike rack. I learned that the Village of Lake Bluff controls the quantity, availability, and location of planters while the Garden Club maintains them. The Garden Club and the Village are both making an effort to reduce the number of planters. My request was denied. The Garden Club did offer some leftover pansies or poppies they had in stock, but I have no intention of letting anyone dig around in an area that I know has a buried electrical junction box with cables fanning out in all directions.

I have learned that the planters were purchased from Pasquesi and intend to find out what it would cost the Library to buy a planter that would match the containers downtown. As the Garden Club does not wish to take on responsibility for the upkeep of more planters, maintenance of the planter would fall to the Library.

Boxwood Damage and Landscaping

I have talked with Jerry Epping of Breezy Hill and he will be stopping by to take a look at the boxwoods installed last fall. They are still under warranty and took some frost damage during the winter.

I also intend to ask Jerry for recommendations for landscaping the area immediately in front of the museum. Besides lacking any plantings, water in this area also drains towards the building.

Caulking

Lyndy Jensen has been working to fill gaps in some of the bricks and cement around the front entrance. Her attention to detail is much appreciated.

Benches

The four memorial benches are being stained and put into place. Their installation may well be completed by the time of the Board meeting. The donor will be notified and given a picture of the benches, as will the family of the individual the money for the benches was donated in

memory of. The four benches used up most of the donated funds. If it is agreeable to both families the last of the donation will be used in acquiring the final bench intended for the Reading Garden.

DIGITAL RESOURCES

eMaterials

Particularly worth noting in our circulation statistics is the increase in the circulation of downloadable materials. A total of 5,461 eBooks and eAudiobooks, 2,562 music tracks, and 722 magazines were checked out this past year. This represents an increase of 46.02% versus last year. Website usage also increased.

New Databases

Several new databases have been added for our patrons. The Library acquired subscriptions to Ancestry.com, Heritage Quest, and a selection of EBSCO reference databases. The last was offered through the Reaching Across Illinois Library System at a significant discount. We have received requests for access to genealogy resources and these are two very good ones. Lyndy Jensen has done a fantastic job working with the vendors and bringing in these new resources.

eVideos

On June 6, 2014, National Drive-In Movie Day, we will be going live with another new service. Overdrive, as part of a system wide overhaul to improve ease of use for systems such as MyMediaMall that it supports, will also be offering streaming videos. The videos will stream on nearly any device and no download or application is required to use the service. Most importantly, while not brand new, the videos are recent and relevant. Films such as *Seal Team Six* and *The King's Speech* are among those offered. Martha O'Hara is working hard to assemble our initial collection, which will consist of about 200 titles, and get the word out.

OUTREACH

Friends of the Library Book Drive

The Friends of the Lake Bluff Library Book Drive on the weekend of May 3-4 was a huge success. A total of 3,335 books were collected, filling over 120 boxes. The books will be sent to Better World Books (BWB), which will sell the books online. This system has worked well in handling Library discards. The money from the books sold online goes to support BWB's operations and a percentage is also given to the Library. The bulk of the money raised goes to support literacy initiatives in developing countries. With the Friends hard work and the free boxes and shipping provided by BWB this was a wonderful event, the success of which will be

well publicized. Carlen DeThorne worked hard to help the Friends get this done, and worked both days of the event itself.

Survey Results

The results of the Library's recent survey have been posted on the website, along with information on existing, new, or future Library programs and/or initiatives that show the feedback of those who contributed has been heard.

4th of July Parade Guidebook

The Library will be featured in a half page advertisement in this year's Parade Guidebook. Given the importance of the 4th of July in Lake Bluff, the ad will be seen by quite a few people. Library staff, Friends, and (hopefully) Trustees will also be marching in the parade once again. This year's parade theme is 'America's Pastimes.' We will be marching as, 'Reading: America's Other Favorite Pastime.' A local little league organization is acting as Parade Marshall this year.

Phyllis Fox Awards Ceremony

The Phyllis Fox Writing Contest and Bookmark Design Contest awards ceremony is on Wednesday, May 14, 2014 at 7:00pm. I strongly encourage the members of the Board to attend if they can.

SIERRA

Status Update

The Lake Bluff Library Sierra Implementation team continues to work at hammering out the kinks in the new system, adding or fixing something each day. It is an impressive piece of software, and one that affects virtually everything that we do at the Library on a day to day basis. Valerie Cepa, Carlen DeThorne, Eliza Jarvi, Lyndy Jensen, Martha O'Hara, and Amy vanGoethem have all worked wonders during the ongoing transition.

Patron API

When operating with Library.Solution from TLC the Library used SIP2 for patron authentication. Patron authentication allows databases and programs that need a verification of identity using a patron barcode (such as MyMediaMall) to securely access the Library's database to do so.

With Sierra, a new SIP2 license would need to be purchased for each database we added that required authentication. Each new license is expensive and adds to the annual subscription

cost. Therefore, as part of the implementation process, we selected Patron API for authentication instead. The annual maintenance fee is a bit higher right now compared to SIP2, but API can be used to authenticate as many different databases, programs, etc. as we need without adding new licenses. In the long, and quite probably near, term it is a cheaper and more efficient option.

AGENDA ITEMS

Election of Secretary Pro Tempore

Selecting someone to take notes at the first meeting of the Fiscal Year is the first order of business, so that all discussions, etc. can be tracked. Ideally the Pro Tem Secretary will be interested in being elected to the position for the year.

GOAL: Elect Secretary Pro Tem.

Election of Board Officers and Committee Members

Starting with the President, Board Members will be elected to officer positions. A Trustee can nominate not only another member of the Board but themselves for a position. Voting for Officers and the Secretary Pro Tem is verbal. Members of Committee are then selected. Each Committee consists of at least 2 Trustees and the President of the Board. See attached for the responsibilities of each officer and committee.

GOAL: Elect Board Officers and select Committee Members.

Facilities Analysis and Space Usage Analysis Reports

The Building and Grounds Committee will be meeting at 6:00pm on Tuesday, May 13 before the Regular Board meeting. Any recommendations from that meeting will be forwarded to the Regular Board for consideration.

GOAL: Discuss, as necessary, any recommendations from the Building and Grounds Committee. Approve as necessary and appropriate.

Summary of Fiscal Year 2013-2014 Programs

As usual I intend to review this summary with the Library's programmers, looking for trends to optimize the use of time and resources. This year the feedback from the survey will be incorporated in that discussion.

GOAL: Review and discuss summary of Fiscal Year 2013-2014 Programs.

Summary of Fiscal Year 2013-2014 Donations

With two exceptions, orders which have not yet arrived, all money accounted for as donations Fiscal Year 2013-2014 has been spent.

GOAL: Review and discuss summary of Fiscal Year 2013-2014 Donations.

Brief End of Fiscal Year Financial Report

Please be aware that these numbers, pulled from the April 30, 2014 Financial Reports, are not final. A final copy of the end of year numbers is unavailable until August or September. They are, however, pretty close to what the final numbers will be.

REVENUE:

- BUDGETED FOR: \$964,508
- RECEIVED: \$987,513
- DIFFERENCE: + \$23,005

EXPENDITURES:

- BUDGETED FOR: \$964,508
- EXPENDED: \$885,410
- DIFFERENCE: + \$79,098

GRANTS AND GIFTS:

- RECEIVED: \$16,516
- SPENT: \$16,457
- DIFFERENCE: + \$59

NOTE: Once the remainder of the Per Capita Grant is added to expenditures, the total spent will drop another \$2,000.

GENERAL RESERVE FUND BALANCE

- GENERAL RESERVE FUND APRIL 30, 2013: \$530,360
- GENERAL RESERVE FUND APRIL 30, 2014: \$632,581
- TOTAL INCREASE: + \$102,221
- PERCENTAGE OF OPERATING BUDGET: 69%

Revenue exceeded projections by \$23,005 and expenditures fell short by \$79,157. The total increase in reserves primarily represents an overestimation of the cost of the new Integrated

Library System and an unexpected increase in Revenue (\$16,099 of which represents an increase in the amount levied versus the amount received).

GOAL: Review and discuss summary of end of Fiscal Year 2013-2014 budget numbers.

Update on Snow Removal

Following the last Board Meeting I have continued to pursue better snow removal in future winters. At the request of the Board President I prepared a summary of the actions I have taken, and have included it here for consideration.

GOAL: Discuss what future steps are to be taken.

ATTACHMENTS

Annual Calendar

Updated for the new Fiscal Year, it is a guide to the milestones of the Fiscal Year. Projected deadlines for non-recurring projects not included.

Book Drive Success

A few of the boxes collected by the Friends during their book drive; I believe the picture says it all.

Monthly Statistics Summary

April 2014

Circulation

Total April Activity

Fiscal Year	Total Circ.	Avg. Circ/Hour	% change
2013-2014	7894	33.45	-18.39%
2012-2013	9673	39.81	4.92%
2011-2012	9219	37.63	18.86%

Total Activity for Fiscal Year 2013-2014

Fiscal Year	Total Circ	Avg. Circ/Hour	% change
2013-2014	110192	40.56	-3.14%
2012-2013	113764	41.52	12.06%
2011-2012	101520	36.66	2.35%

Circulation by Collection (For Fiscal Year 2013-2014)

Fiscal Year	Adult	Juvenile	Adult Fiction	Adult Non Fiction	Audio Visual	ILL Borrowed	ILL Lent
2013-2014	59274	41208	12956	8851	42079	1567	305
2012-2013	63353	43165	14773	9512	43493	1595	358
2011-2012	58582	37295	16269	8933	37270	1680	372

User Visits

Total April Activity

Fiscal Year	Total Visits	Avg. Visits/Hour	% change
2013-2014	5625	23.83	-16.57%
2012-2013	6742	27.74	-0.10%
2011-2012	6749	27.55	21.43%

Total Activity Fiscal Year to Date

Fiscal Year	Total Visits	Avg. Visits/Hour	% change
2013-2014	78343.5	28.92	-4.80%
2012-2013	82293.5	30.23	7.13%
2011-2012	76818	27.78	15.21%

Materials Acquired & Withdrawn

Total April Activity

Fiscal Year	Acquired	Withdrawn
2013-2014	586	6
2012-2013	588	317
2011-2012	745	434

Total Activity for Fiscal Year 2013-2014

Fiscal Year	Acquired	Withdrawn
2013-2014	7223	6687
2012-2013	7047	8740
2011-2012	7509	5968

Acquisitions by Collection (Fiscal Year 2013-2014)

Fiscal Year	Adult	Juvenile	A/V
2013-2014	4938	2285	174
2012-2013	4906	2141	1255
2011-2012	5196	2313	1335

Withdrawals by Collection (for Fiscal Year 2013-2014)

Fiscal Year	Adult	Juvenile	A/V
2013-2014	5848	839	133
2012-2013	5612	3128	1046
2011-2012	4633	1335	992

Online Access

Digital Books and Music

Total April Activity

Fiscal Year	Books	Music	Magazines	% change
2013-2014	487	199	47	28.16%
2012-2013	380	174	N/A	53.23%
2011-2012	248	243	N/A	30.00%

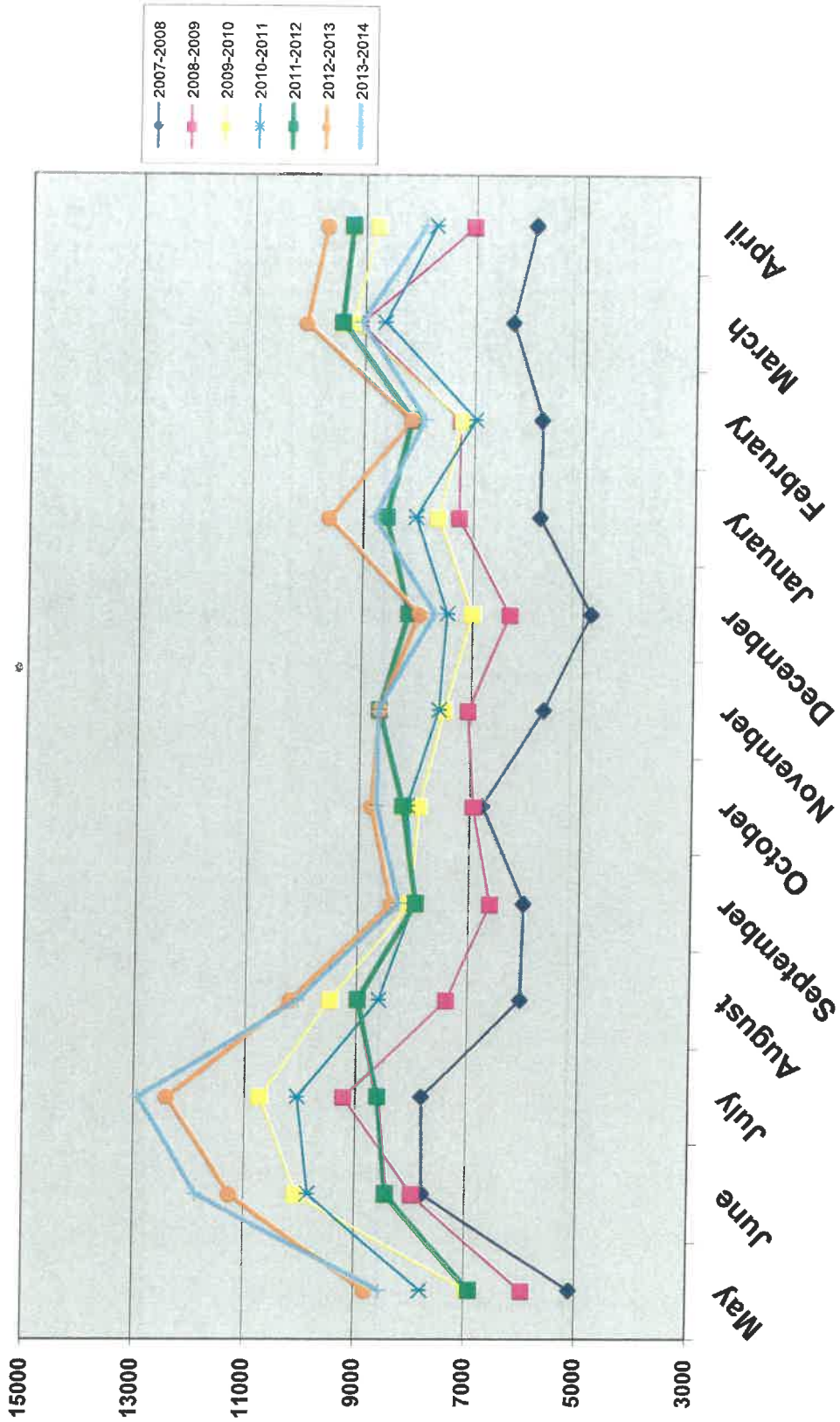
Total Activity Fiscal Year to Date

Fiscal Year	Books	Music	Magazines	% change
2013-2014	5461	2562	722	46.02%
2012-2013	3740	2856	N/A	38.31%
2011-2012	2704	2668	N/A	125.70%

Website Usage Fiscal Year to Date

Fiscal Year	Page Loads	Unique Visitors
2013-2014	117650	75808
2012-2013	108698	69584
2011-2012	101575	66360

Total Circulation '07-'13



Adult Programs 2013-2014

by Carol Ann Carter

	Program	Attendees	Cost
May			
5-May	PEO Book Talk	23	0
6-May	I-Pad	14	0
9-May	Distillery	10	0
13-May	Trading Cards	6	0
16-May	Movie: <i>Separation</i>	4	0
20-May	Wool Gatherers	4	0
21-May	Carol: <i>Girlchild</i>	8	0
30-May	Movie: <i>This is 40!</i>	2	0
23-May	Movie Discussion	8	0
		79	0
June			
4-Jun	Tattoo Art	6	0
6-Jun	Movie: <i>Hyde Park</i>	4	0
10-Jun	Hot to Shot	6	0
13-Jun	Beekeepers/B. Meyers	20	0
17-Jun	Wool Gatherers	4	0
18-Jun	Carol: <i>Defending Jacob</i>	7	0
20-Jun	Reel Time	0	0
24-Jun	Kindle	15	0
25-Jun	Movie: <i>Les Miz</i>	3	0
27-Jun	BBQ/Maddox	15	200
		80	200
July			
6-Jul	Activator Cycles	0	0
9-Jul	Movie: <i>Breaking Away</i>	4	0
11-Jul	IL UFO/Terry Fiske	14	200
13-Jul	Deena: <i>The Listener</i>	0	0
15-Jul	Wool Gatherers	2	0
16-Jul	Carol: <i>Homecoming of Samuel Lake</i>	12	0
22-Jul	Movie: <i>Zero Dark Thirty</i>	7	0
20-Jul	Chalk Contest	24	0
29-Jul	Ala Mode: Fashion/R. Robinson	27	200
		90	400

August					
8-Aug	Movie: <i>Cloud Atlas</i>		4		0
10-Aug	ASRC/Ye Olde Reading Club		43	(112 logs taken)	0
12-Aug	E-audiobooks		4		0
19-Aug	Wool Gatherers		0		0
20-Aug	Carol: <i>She's Not There</i>		12		0
26-Aug	Movie: <i>Oranges and Sunshine</i>		8		0
			71		0
September					
5-Sep	Affordable Health Care		23		0
12-Sep	Rifftrax		10		0
14-Sep	Deena: <i>Caleb's Crossing</i>		2		0
9-Sep	Gold & Coins/Dave Ekstrom		15		0
16-Sep	Wool Gatherers		9		0
17-Sep	Carol: <i>God of Small Things</i>		10		0
19-Sep	Houdini/Bill Pack		6		200
24-Sep	Emily Dickenson/Betsey Means		35		250
26-Sep	Movie: <i>Impossible</i>		4		0
30-Sep	College/Joe Orsolini		9		0
			123		450
October					
3-Oct	Hauntings/William Pack		7		300
7-Oct	Organizing		24		65
10-Oct	Eleanor Roosevelt/Gibbons		8		150
12-Oct	Deena: <i>City of Thieves</i>		2		0
15-Oct	Carol: <i>Wild</i>		10		0
17-Oct	Social Security/Vicelli		16		0
21-Oct	Wool Gatherers		6		0
24-Oct	Reel Time		4		0
29-Oct	Movie: <i>Stories We Tell</i>		7		0
			84		515
November					
4-Nov	Wool Gatherers		8	(118 squares)	
5-Nov	Hors d'oeuvres/Maddox		24		200
7-Nov	Holiday Decorating/Hausuer		14		150
14-Nov	J. Kennedy/Goddard		25		275

16-Nov	Deena: <i>Sandcastle</i>		2	0
18-Nov	Kennedy Assassination/Gibbons		7	150
19-Nov	Carol: <i>Harold Fry</i>		13	0
25-Nov	Memory/Stewart		25	0
21-Nov	Reel Time		3	0
			121	775
December				
5-Dec	Xmas Songs/Malkowski		7	200
9-Dec	Admission		3	0
10-Dec	Middle School Chorus		35	0
16-Dec	Wool Gatherers		8	0
17-Dec	Carol: <i>Story of Beautiful Girl</i>		9	0
31-Dec	Movie License		x	125
			62	325
January				
9-Jan	Movie: <i>Place Beyond the Pines</i>		5	0
16-Jan	Ipad		5	0
18-Jan	Reel Time		0	0
20-Jan	Wool Gatherers		1	0
21-Jan	Carol: <i>Madame Tussaud</i>		8	48
25-Jan	Hubble/McNichols		10	175
20-Jan	Wool Gatherers		0	0
			29	223
February				
13-Feb	Il Ghosts & After Life/ Terry Fiske		10	200
4-Feb	Clara Schuman/Betsey Means		34	400
6-Feb	Reel Time		2	0
10-Feb	Wool Gatherers		2	0
15-Feb	Deena: <i>Atlas of Impossible</i>		2	0
20-Feb	Movie: <i>Promised Land</i>		0	0
20-Feb	Kindle		0	0
24-Feb	Therapy Dogs/Schmudes		14	0
25-Feb	Carol: <i>Light Between Oceans</i>		9	0
			73	600
March				
11-Mar	Women in Baseball		12	250
17-Mar	Wool Gatherers		3	0

18-Mar	Carol:HenriettaLacks		9		0
27-Mar	Movie: Captain Phillips		8		0
			32		250
April					
8-Apr	Easter dinner/ Michael Maddox		20		200
17-Apr	Investments /John Wasik		2		100
15-Apr	Carol: Mourning Hour		7		0
21-Apr	Wool Gatherers		4		0
24-Apr	Movie: Life of King		9		0
			42		300
	Refreshment Costs				109.57
5/1/2014	TOTALS	93 programs	886		4,147.57

May 2013 attendance & expenses

May Programs --

Mother Goose -- 22 (\$250)

TAB -9 (\$20)

Knitting -- 4 (\$0)

Award Ceremony -- 98 (\$471)

School Visits -- 38classes, 792 kids (\$0)

Pk District visits --98 (\$0)

Mother's Day Card -- 32 (\$15)

Teen Bk Grp -- 4 (\$10)

Manga -- 5 (\$12)

TOTAL NUMBER OF CHILDRENS PROGRAMS IN MAY -- 60

TOTAL NUMBER OF CHILDREN ATTENDEES -- 1042

TOTAL NUMBER OF TEEN PROGRAMS IN MAY -- 4

TOTAL NUMBER OF TEEN ATTENDEES -- 22

SUMMER 2013—EXPENSES & ATTENDANCE

Deco -- \$811.57

Prizes -- \$452.10

Printing -- \$290

SRC paperbacks for finishers -- \$953.08

Pizza -- \$98.66

MMM 6x -- 120 total \$100

Contest #1 -- 502 total \$91

Crafts (Wonderful Wednesdays 5X and opening day craft) -- 148 total \$211.51

Contest #2 -- 103 total \$35.

Preschool ST 2s and 3-5s 6x@ --59 total \$30 for crafts total

ST on the green -- 11X, 293 \$0.

LF Mont. ST 4x -- 56 total \$20 crafts

Pennies donated to St. Judes -- 8746 total \$55.

Madhatters performers -- 34 total, \$0

Paws for a Tale -- 6X, 48 total, \$0

Bridge for teens -- 8X, 26 total, \$0

Little Knitters -- 3X, 9 total \$14.94

Chris McBrien -- performer 43 total, \$350

Dave Landau performer -- 21 total, \$250

Movie -- 8 total, \$6.43 popcorn

Video Games 4x -- 7 \$0

TEENS

Teen SRC -- 38 total, \$570

Manga -- 22 total, \$69.29

TAB -- 3X, total, \$46.09

Bk Group 2X -- 0

Knitting 3X -- 0

Crafting 1X -- 5 total, \$79.02

Teen Contest -- 20 total, \$25

FALL 2013—PROGRAM EXPENSES & ATTENDANCE

FALL 2013 PROGRAM STATS

Video game Thursdays -- 11 (\$0)

Preschool ST 3-5 (6x) -- 46 (\$15)

Preschool ST 2s (6x) -- 17 (\$10)

Pk Dist ST (2x) -- 89, 94

Wendy Morgan -- 12 (\$200)

Paws (6X) --32 (\$0)

P/C reading grp 2-4 -- 4 (\$35)

P/C reading grp 4-6 -- 4 (\$35)

Halloween party pres -- 36 (\$82.09)

Halloween party school age^r -- 3

International games day -- 24 (\$146.02)

Thanksgiving drop in craft -- 36 (\$35)

TEEN (\$82.66 for food & misc)

Manga 3X --26

TAB 3X -- 25

Teen read week contest -- 3 (\$25)

Teen bk discussion -- 2

Teen Knitting3X -- 7

WINTER CD PROGRAMMING EXPENSES 2013-14

WINTER 2014

Drop-in holiday crafts -- 132 \$45

Elf Day -- 89 \$42

Movie -- 7 \$5

Holiday Cookies -- 0

Valentine Wkshp -- 48 \$32

Princess Party --38 \$220

Chinese NY Craft -- 18 \$12

Young Knitters --0

Video Games --0

NY Craft -- 7 \$10

P/C grp gr 2-3 -- closed

P/C grp gr 4-6 -- 4 \$45

ST 2s, 6X --11,8 closed 2x,11 \$30

ST 3-5s, 6x ---- 7,6, closed 2x, 8 \$30

Pk Dist ST -- closed, 88

TEEN PROGRAMS

Vote favorite bk -- 3 \$25

Anime --4,5,4 \$34

Crafting --4 \$35

TAB --6,8,7 \$24

Holiday Cookies -- 0

Teen Movie -- 0

Teen Bk Disc. -0

Total # of children's programs -- 26

Total # of attendees to children's programs -- 494

Total # of teen programs -- 11

Total # of attendees to teen programs -- 44

Total # of programs -- 37

Total # of attendees -- 538

SPRING 2014

Pres ST (6x) 2s -4,4,10, 4, 5, 0 (\$10)

Pres ST (6x) 3-5 -0,0,0,1,2,2 (\$5)

Park District ST (3X) - 93,97,91 (\$0)

PF entries - 47 (\$0)

Bkmk entries - 44 (\$0)

Award Ceremony (MAY) -

Madhatters -- 36 (\$0)

P/C bk group gr 2-3 - 6 (\$35)

P/C bk group gr 4-5 - 6 (\$35)

Movie - 12 (\$0)

April art show - lots (\$0)

Little Knitter - 7 (\$30)

Magic show - 48 (\$250)

Craft - 48 (\$20)

WRC badges - 66 (\$66)

ST on the green (MAY) - (\$0)

TEEN PROGRAMS

Tab (3X) -- one in May 8- 8 - 8, (\$25)

Divergent party - 0

Movie - 0

Crafting - 2, 4 (\$42)

Knitting (3x) - one in May - 3, 4, 2 (\$0)

Anime/Manga (3x) - one in May 2, 3,3 (\$36)

Total # of children's programs -- 9

Total # of attendees to children's programs -- 626

Total # of teen programs -- 12

Total # of attendees to teen programs -- 37

Total # of programs -- 21

Total # of attendees -- 663

IN MAY 2014

Total # of children's programs --

Total # of attendees to children's programs --

Total # of teen programs --

Total # of attendees to children's programs --

Total # of programs --

Total # of attendees --

Donations to the Library in Fiscal Year 2013-2014

Received	Donor	Amount	Thanked?	Used For	Memorial For
5/25/2013	Stephen and Kathleen Schilling	\$25.00	6/28/2013	The Little Girl Who Fought the Great Depression	Norma Mocogni
5/25/2013	Donna Kroll	\$250.00	6/28/2013	Postcards from Cookie	Norma Mocogni
5/25/2013	Daniel and Adele Reedy	\$50.00	6/28/2013	You Must Remember This by Robert Wagner	Norma Mocogni
5/25/2013	Anthony and Kathy Jungblut	\$50.00	6/28/2013	JNF Books on Farming	Norma Mocogni
10/8/2013	Lake Bluff Women's Club	\$25.00	10/8/2013	Heavenly Hydrangeas by Joan Harrison	Betty Boese
10/27/2013	Armiger Sommers	\$25.00	10/27/2013	On Order	Karl Beck
1/7/2014	Lake Bluff Women's Club	\$50.00	1/7/2014	Decorating in Detail, London's Best Pubs, and London's Afternoon Teas	D. Lawrence and J. Smith
2/10/2014	Mary Ann Mahoney	\$1,000.00	2/10/2014	Benches (One On Order)	John Sheppard
3/15/2014	Friends of the Library	\$3,477.00	3/15/2014	Book Drop Extension to Circulation Desk	N/A
3/15/2014	Friends of the Library	\$6,486.00	3/15/2014	AWE Early Literacy Stations	N/A

Total

\$11,438.00

Summary of Efforts to Increase Snow Removal

Drafted by: Eric Bailey, Library Director

Date: 5-9-2014

SUMMARY: Given the concerns of patrons, staff members, and Board Trustees at the accumulating snow and ice on the public sidewalks along Oak and Scranton I pursued additional snow removal service. The sidewalks not running along the street, while occasionally problematical, were regularly salted and cared for by Wendt Maintenance. As such, they fared much better. As Library Director I considered the public sidewalks to be a safety concern. As the Library Board voiced agreement, I pursued expanding the removal of snow on the public sidewalks. My goal was to increase shoveling and add the dispersal of salt.

- **January 14, February 11, March 11, April 8, 2014** – Personal concerns regarding the state of the public sidewalks were discussed by the Library Board at regularly scheduled monthly meetings, along with concerns raised by patrons. Patron concerns were verbally expressed and were not recorded.
- **Winter Communications**
 - **February 3, 2014** – I sent an email to Jake Terlap requesting confirmation that our public sidewalks were the Villages responsibility and seeking a way to obtain additional service.
 - **February 4, 2014** – Jake responded via email confirming that the Village was responsible for the sidewalks but lacked resources to do more. He wrote that only the train depot, Village Hall, and Public Safety Building received salt on their sidewalks. He also wrote that any additional service would have to be at the expense of the Library.
 - **February 8, 2014** – I contacted Wendt Maintenance, via email, asking for a quote on expanding their removal of snow and dispersal of salt to include the sidewalks along Scranton and Oak.
 - **February 10, 2014** – Dale Wendt spoke with Lyndy Jensen, Head of Facilities and Technology. Dale stated that he did not have the resources to expand shoveling and salting and that he considered doing so to be a legal liability.
 - **February to Present** – Additional snow and ice clearance, using library purchased salt, a shovel, a hammer, and an ice pick were undertaken by Library staff members as needed and when possible. Work was performed principally, but not exclusively, by the Library Director.
- **Spring Communications**
 - **March 4, 2014** – I emailed Jake Terlap as well as Drew Irvin, Village Administrator, requesting a discussion on planning for added snow and ice removal service for the winter of 2014-2015. This email included:
 - Our failed attempt to engage Wendt Maintenance in further snow removal service.
 - That the Library had received about 15,000 (14,952 to be precise) visits during December, January, and February.
 - That the Village and Library shared an insurance plan and keeping the sidewalks in such a high traffic area clear was in the interest of the Village.
 - **Mid-March** – I met with Pam Russell, Museum Board President. Pam agreed that the manner in which the public sidewalks had been cleared for much of the winter was not acceptable and increased service would be welcome.
 - **Mid-March** – Not having received a response, I called and left a message with Drew Irvin.

- **Mid-March** – Drew Irvin returned my call. He stated that the Village lacked the resources to handle the sidewalk, and that extra clearance was the Library's responsibility. I stated that I was seeking an open dialogue, not an immediate answer, and asked for a chance to meet and discuss the situation. Drew suggested that I contact Wendt Maintenance again, that he would talk further with Jake, and then we would schedule a time to meet.
- **Late-March** – I left 2 phone messages with Wendt Maintenance.
- **April 1, 2014** – I contacted, via email, Elizabeth Schaffer of Attorney Roger Ritzman's office. I requested information regarding the liability surrounding snow removal on public sidewalks by a third party and if there was any way to limit said liability to mollify a reluctant contractor.
- **April 2, 2014** – Ms. Schaffer responded that with the Village having primary responsibility for clearing the sidewalks there would be no conflict and limited liability in bringing in a 3rd party.
- **April 17, 2014** – I sent Wendt Maintenance an email requesting an estimate on expanded snow removal for the winter of 2014-2015.
- **Mid-April** – Pati Wendt called and we spoke over the phone. She indicated that they (Dale and Pati Wendt) were very uncertain about clearing the sidewalk because of potential liability. Pati stated they were waiting to hear back from their insurance agent. I passed on the information I had gained from our legal counsel.
- **April 28, 2014** – Dale Wendt visited the Library, and we spoke about snow removal and grounds maintenance. Dale stated that Wendt Maintenance was still waiting to hear back from their insurance agent but that he felt his clearing the sidewalk to be a bad idea. He stated that he believed any additional attention to the sidewalk should come from the Village as it was their property. I asked for a quote, if possible, for extra snow removal after they had heard from their insurer. Dale stated that he believed the cost per visit would come close to doubling.
- **April 28, 2014** – I sent an email to Drew Irvin stating that I had talked with Wendt Maintenance and asked to schedule a meeting time.
- **April 30, 2014** – Drew responded via email that we should meet on Friday at 11:00am. I responded that I was not available at that time.
- **May 6, 2014** – Drew called and we set an appointment for 10:30am on Thursday, May 8, 2014 to meet at the Library.
- **May 6, 2014** – Pati Wendt left a voicemail stating that they (she and Dale) had heard back from their insurance agent, had talked to Jake Terlap of the Village, and would tentatively agree to take on clearing snow along Scranton and Oak.
 - I called Pati back immediately. She indicated that Wendt Maintenance remained reluctant and concerned about liability but could provide extra snow and ice removal if desired. She stated that the cost per visit for clearing snow would increase from \$90 to about \$160.
 - Dale Wendt stopped by and talked with me shortly thereafter, reiterating what Pati had said.
- **May 8, 2014** – I met with Drew Irvin at the Library. He stated the following:
 - Drew reiterated that the Village did not have the resources to provide extra service to the Library. He stated that the crew available consisted of only 8 individuals.

- He stated that all businesses and homeowners were expected to provide additional service at their own expense if they desired it. He stated that the practice was common and he had never before heard of liability concerns.
 - In regards to the Library's status as a component unit of the Village of Lake Bluff, he stated that the Village did not own the Library Building. The Village owns Village Hall, the Public Safety Building, and has a lease for the Depot that requires a certain level of snow removal.
- Drew stated that he believed planning for the future based on an exceptional winter such as the one that had just ended was inadvisable.
- I noted that the property in question was in the Village Right of Way and therefore not actually Library property but Village property. Drew confirmed this but repeated that this did not obligate the Village to provide an additional level of service beyond what they currently provided. Regardless of the level of traffic.
 - Drew noted that, as the Village paid for the Library's insurance, our attention to keeping the sidewalks along Scranton and Oak clear and safe would be appreciated.
- I stated that the Board of Library Trustees considered this a serious matter, and believed that it was in the best interest of both parties that the sidewalks receive additional attention from the Village. I informed him that I had been asked to draft a letter to the Village Board if necessary.
 - Drew stated that, based on his experience, the Village Board would respond by analyzing all of the services already provided for free or minimal charge to the Library. He cited the following specific examples:
 - Auditing and accounting;
 - Payroll management;
 - Plowing of the Library parking lot;
 - Payment for the Library's insurance and bonding, and;
 - An annual contribution towards the maintenance of the Wood Building's grounds maintenance.
- Drew indicated that he felt the Library already had a good deal which it would be inadvisable to jeopardize.
- He suggested that, before any other action be taken, that Village President Kathy O'Hara meet with Library Board President Kathy Meierhoff to discuss the matter informally.

SUMMARY NOTES:

- The quality of snow and ice removal on the public sidewalks along Scranton Avenue and Oak Avenue by the Village in previous years leads me to believe that pursuing extra service is still advisable.
- The Village, those members of it I have contacted, do not believe they can or should provide additional service.
- Wendt Maintenance will do so for a cost.
- Drew Irvin is correct that we are receiving, for free, support and services that would cost us far more than paying for extra snow removal.
- Should the matter of additional snow and ice removal come before the Village Board, the Village Administrator would be tasked with providing supplementary information to the Village Trustees for any discussion. The Village Board has strong and independent minded leaders and members, but Drew's opinion as administrator carries weight. Particularly in the management of Village resources and operations. His views would be influential in any discussion that came before the Village Board.

Library Fiscal Year Calendar with Required Board Actions

May –

- Audit of previous year's financial reports begins **(Action: Board Members will receive letters from the auditors at this meeting or shortly thereafter and may be interviewed.)**
- New Trustees (if an election year) sworn in **(Action: Swear in newly elected Trustees. New Trustees must take the Open Meetings Act training within 90 days of being sworn in and deliver a copy of the completion certificate to the Library Director.)**
- Board Officers elected **(Action: Elect Board Officers for Fiscal Year.)**
- Committee Members appointed **(Action: Appoint Committee Members for Fiscal Year.)**
- Phyllis Fox Awards Ceremony is held at the beginning of the month **(Action: Trustees are strongly encouraged to attend.)**
- Review End of Fiscal Year budget numbers, amount spent and amount added to Special Reserve **(Action: Review of information.)**
- Review of donations received in the last fiscal year **(Action: Review of information.)**
- Review of programs, attendance, and cost in the last fiscal year **(Action: Review of information.)**

June –

- Approve and publish the Prevailing Wage Ordinance **(Action: Vote to approve the Prevailing Wage Ordinance.)**
- Illinois Public Library Annual Report (IPLAR) to be completed and sent to the State before June 30 **(Action: Before being mailed, the report requires the signature of the Library Director, President, and Secretary. No vote needed.)**

July –

- Review of Board Minutes of Closed Sessions as required by the Open Meetings Act **(Action: Review minutes of closed session discussions and vote on which, if any, to release.)**

August –

- Beginning of Per Capita Grant process **(Action: Review sections of the Illinois Library Standards Report or other information as required by the Grant.)**

September –

- Continuation of Per Capita Grant process (**Action: Review sections of the Illinois Library Standards Report or other information as required by the Grant.**)
- Setting of Regular Board Meeting Dates for next Calendar Year (**Action: Vote to approve Board Meeting dates and times for January – December of the next year.**)
- Setting of Library Closures for next Calendar Year (**Action: Vote to approve dates the Library will be closed during between January – December of the next year.**)
- Renewal of Health Benefits plans (**Action: The Library Director will keep the Board informed. Usually no discussion needed.**)

October –

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

November –

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

December –

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

January –

- Continued review of Rough Draft of the Budget for the next Fiscal Year **(Action: Discuss proposed budget and the objectives it reflects.)**
- Beginning of Statement of Economic Interest process **(Action: The Village will ask the Library Director to verify the contact information for Trustees and relevant Staff Members. Confirm your information when asked. The information is usually due to the County from the Village before January 31.)**
- Submission of Tax Exempt Property Form **(Action: Due January 31. Handled by Library Director, no action normally needed by Trustees.)**

February –

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

March –

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

April –

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

20A

