

November 8, 2011 Library Board Packet

agenda

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8	Old Business	
9	Executive Session	
10	Committee Reports	
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Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, November 8, 2011 at 7:00 PM
123 E. Scranton Ave
Lake Bluff, IL 60044
Enter through main entrance

1. **Call to Order & Roll Call**
2. **Additions & Corrections to the Agenda**
3. **Approval of checks** (Green Pages)
 - a. Manual checks (TBA)
 - b. Monthly checks (TBA)
4. **Consent Agenda** – any item on the consent agenda may be removed for discussion, if desired. The items on the Consent Agenda will be approved by roll call vote without further discussion.
 - a. Approval of minutes of the October 11, 2011 regular meeting (**action**)
 - b. Treasurer’s report (if any)
5. **October 2011 Financial Reports** – Detailed Balance and Revenue/Expense -2 versions (Yellow Pages)
 - a. Detailed Balance Sheet (**action**)
 - b. Detailed Revenue & Expense Report (**action**)
 - c. Detailed Revenue & Expense Report with Percentages (**action**)
6. **Director’s Report**
 - a. Director’s Narrative Report
 - b. Statistical Report
 - c. Friends meeting attendee for October
7. **Opportunity for Public to Address the Board** (limit 5 minutes per person per meeting)
8. **Old Business**
 - a. **Renovation summary**
9. **Executive session**
10. **Committee Reports**
 - a. Finance Committee (Carole Stroh, John Marozsan, Julie Gottshall)
 - b. Human Resources Committee (Julie Gottshall, Karen Bush)
 - c. Building and Grounds Committee (Carole Stroh, Kathy Meierhoff)
 - d. Technology Committee (John Marozsan, Kathy Meierhoff)
 - e. Public Relations/Advocacy/Fundraising
 - f. Friends Liaison (Karen Bush, Judy Nickels, Linda Verbeke)
 - g. Vliet Liaison (Judy Nickels, Karen Bush)
 - h. Long Range Planning Committee

11. New Business

- a. Approval of 2012 Holidays
- b. Approval of 2012 Board Meeting dates
- c. Approval of 2011 property tax Levy for 2012-2013 Budget
- d. FOIA requirements for elected officials
- e. Discussion of expired cost sharing agreement with the Lake Bluff History Museum

12. Announcements and Correspondence

13. Programs of Interest to Library Trustees

14. Any and all other business which may properly come before the Board

15. Adjournment

Attachments:

Upcoming Board Meetings: December 13, January 10 (proposed), February 14 (proposed)

Lake Bluff Public Library

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-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10231	9AASIRUM	RUMMANAH AASI					
	AAS111011		11/01/11	01	ALA MEMBERSHIP DUES	80-60-001-42440	48.00
				02	7/31/11-7/31/12	** COMMENT **	
						INVOICE TOTAL:	48.00 *
						CHECK TOTAL:	48.00
10232	9AMAZONA	VOIDED---LEADER CHECK					
	009780137523		09/24/11	01	AUDIO VISUAL MATERIAL	80-60-001-45200	17.49
	044339140902		09/14/11	01	USB CABLES	INVOICE TOTAL:	17.49 *
	078680535397		09/21/11	01	ADULT NON-FICTION	80-60-001-49350	1.63
	082152594222		09/21/11	01	USB CABLES	INVOICE TOTAL:	1.63 *
	106580222747		09/16/11	01	ADULT NON-FICTION	80-60-001-45000	10.97
	106582184110		09/16/11	01	ADULT NON-FICTION	INVOICE TOTAL:	10.97 *
	114292937315		09/16/11	01	ADULT NON-FICTION	80-60-001-49350	26.99
	144024152012		09/16/11	01	ADULT AUDIO VISUAL MATERIAL	INVOICE TOTAL:	26.99 *
	144028468363		09/16/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45000	10.88
			09/24/11	01	AUDIO VISUAL MATERIAL	INVOICE TOTAL:	10.88 *
			09/16/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45000	10.88
			09/16/11	01	ADULT AUDIO VISUAL MATERIAL	INVOICE TOTAL:	10.88 *
			09/16/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	27.99
			09/16/11	01	ADULT AUDIO VISUAL MATERIAL	INVOICE TOTAL:	27.99 *
			09/16/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	199.16
			09/16/11	01	ADULT AUDIO VISUAL MATERIAL	INVOICE TOTAL:	199.16 *
			09/16/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.99
			09/16/11	01	ADULT AUDIO VISUAL MATERIAL	INVOICE TOTAL:	19.99 *

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
10232	9AMAZONA	VOIDED---LEADER CHECK						
	154085354138		09/14/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-8.65	
						INVOICE TOTAL:	-8.65 *	
	157836680005		09/21/11	01	MISC. EXPENSES	80-60-001-46000	34.98	
						INVOICE TOTAL:	34.98 *	
	203984131420		10/07/11	01	AUDIO VISUAL MATERIAL	80-60-001-45200	19.98	
						INVOICE TOTAL:	19.98 *	
	204063448013		09/13/11	01	COMPUTER CABLES	80-60-001-49350	7.76	
						INVOICE TOTAL:	7.76 *	
	206880442979		09/11/11	01	AUDIO VISUAL MATERIAL	80-60-001-45200	-2.00	
						INVOICE TOTAL:	-2.00 *	
	227731018821		09/19/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	16.99	
						INVOICE TOTAL:	16.99 *	
	227733548404		09/20/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	244.40	
						INVOICE TOTAL:	244.40 *	
	228306795356		09/13/11	01	USB CABLES	80-60-001-49350	26.54	
						INVOICE TOTAL:	26.54 *	
	247466403919		10/03/11	01	AUDIO VISUAL MATERIAL	80-60-001-45200	162.42	
						INVOICE TOTAL:	162.42 *	
	279097577444		09/22/11	01	ADULT NON-FICTION	80-60-001-45000	28.72	
						INVOICE TOTAL:	28.72 *	
10233	9AMAZONA	AMAZON						
	283880546066		10/03/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	35.99	
						INVOICE TOTAL:	35.99 *	

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10233	9AMAZONA	AMAZON					
	283882875458		09/29/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.99
						INVOICE TOTAL:	19.99 *
	283889129057		10/08/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-8.00
						INVOICE TOTAL:	-8.00 *
	283889251205		09/26/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	82.95
						INVOICE TOTAL:	82.95 *
						CHECK TOTAL:	1,009.02
10234	9ALA	AMERICAN LIBRARY ASSOCIATION					
	ALA102111		10/21/11	01	MEMBERSHIP DUES: ELIZA JARVI	80-60-001-42440	46.00
						INVOICE TOTAL:	46.00 *
						CHECK TOTAL:	46.00
10235	9AUDIOED	AUDIO EDITIONS					
	1367002		10/21/11	01	ADULT AUDIO VIDEO	80-60-001-45200	8.00
						INVOICE TOTAL:	8.00 *
						CHECK TOTAL:	8.00
10236	9BKTLENT	VOIDED---LEADER CHECK					
	0002216165		09/30/11	01	PICTURE/HOLIDAY BKS & READERS	80-60-001-45410	-12.74
						INVOICE TOTAL:	-12.74 *
	2026297760		09/30/11	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	447.35
						INVOICE TOTAL:	447.35 *
	2026299802		09/30/11	01	ADULT FICTION	80-60-001-45100	28.94
						INVOICE TOTAL:	28.94 *

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10236	9BKTLENT	VOIDED---LEADER CHECK						
	2026303910		11/04/11	01	ADULT NON-FICTION	80-60-001-45000	17.00	
						INVOICE TOTAL:	17.00 *	
	2026305487		10/04/11	01	ADULT FICTION	80-60-001-45100	45.99	
						INVOICE TOTAL:	45.99 *	
	2026307115		10/04/11	01	JUVENILE NON-FICTION	80-60-001-45400	7.77	
						INVOICE TOTAL:	7.77 *	
	2026310739		10/05/11	01	ADULT NON-FICTION	80-60-001-45000	317.23	
						INVOICE TOTAL:	317.23 *	
	2026311214		10/04/11	01	ADULT FICTION	80-60-001-45100	44.24	
						INVOICE TOTAL:	44.24 *	
	2026312048		10/05/11	01	ADULT NON FICTION	80-60-001-45000	40.20	
						INVOICE TOTAL:	40.20 *	
	2026316930		10/06/11	01	ADULT FICTION	80-60-001-45100	788.20	
						INVOICE TOTAL:	788.20 *	
	2026318951		10/07/11	01	TEEN BOOKS	80-60-001-45450	20.09	
						INVOICE TOTAL:	20.09 *	
	2026323590		10/07/11	01	ADULT FICTION	80-60-001-45100	102.67	
						INVOICE TOTAL:	102.67 *	
	2026326355		10/11/11	01	ADULT NON-FICTION	80-60-001-45000	210.52	
						INVOICE TOTAL:	210.52 *	
	2026327937		10/11/11	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	47.30	
						INVOICE TOTAL:	47.30 *	
	2026327941		10/11/11	01	CHILDREN/TEEN PROGRAM SUPPLIES	80-60-001-43720	24.77	
						INVOICE TOTAL:	24.77 *	

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10236	9BKTLENT	VOIDED---LEADER CHECK					
	2026333433		10/12/11	01	ADULT NON-FICTION	80-60-001-45000	9.08
						INVOICE TOTAL:	9.08 *
	2026333447		10/12/11	01	PICTURE/HOLIDAY BKS & READERS	80-60-001-45410	12.80
						INVOICE TOTAL:	12.80 *
	2026339379		10/13/11	01	ADULT NON-FICTION	80-60-001-45000	226.21
						INVOICE TOTAL:	226.21 *
	2026341265		10/14/11	01	ADULT FICTION	80-60-001-45100	75.17
						INVOICE TOTAL:	75.17 *
10237	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT					
	2026347221		10/17/11	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	223.72
						INVOICE TOTAL:	223.72 *
	2026351083		10/17/11	01	ADULT FICTION	80-60-001-45100	15.33
						INVOICE TOTAL:	15.33 *
	2026351245		10/17/11	01	TEEN BOOKS	80-60-001-45450	136.04
						INVOICE TOTAL:	136.04 *
	2026352659		10/17/11	01	ADULT FICTION	80-60-001-45100	39.69
						INVOICE TOTAL:	39.69 *
	2026356488		10/19/11	01	ADULT NON-FICTION	80-60-001-45000	306.84
						INVOICE TOTAL:	306.84 *
	2026365574		10/20/11	01	ADULT FICTION	80-60-001-45100	58.45
						INVOICE TOTAL:	58.45 *
	2026368296		10/21/11	01	ADULT FICTION	80-60-001-45100	32.29
						INVOICE TOTAL:	32.29 *

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10237	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT					
	2026373676		10/24/11	01	PICTURE/HOLIDAY BKS & READERS	80-60-001-45410	547.18
						INVOICE TOTAL:	547.18 *
	2026373733		10/25/11	01	ADULT NON-FICTION	80-60-001-45000	367.32
						INVOICE TOTAL:	367.32 *
	2026374075		10/24/11	01	ADULT NON-FICTION	80-60-001-45000	44.79
						INVOICE TOTAL:	44.79 *
	2026377412		10/25/11	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	37.75
						INVOICE TOTAL:	37.75 *
	2026377523		10/24/11	01	ADULT FICTION	80-60-001-45100	15.90
						INVOICE TOTAL:	15.90 *
	2026386083		10/27/11	01	TEEN BOOKS	80-60-001-45450	5.38
						INVOICE TOTAL:	5.38 *
	2026387560		10/27/11	01	LARGE PRINT BOOKS	80-60-001-45110	92.92
						INVOICE TOTAL:	92.92 *
	5011673234		10/11/11	01	ADULT NON-FICTION	80-60-001-45000	41.30
						INVOICE TOTAL:	41.30 *
	5011694599		10/25/11	01	ADULT NON-FICTION	80-60-001-45000	12.51
						INVOICE TOTAL:	12.51 *
						CHECK TOTAL:	4,430.20
10238	9CROSSCL	CLAIRE CROSS					
	CRO091511		09/15/11	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	200.00
						INVOICE TOTAL:	200.00 *
						CHECK TOTAL:	200.00

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10239	9COLBOLI	OLIVER COLBENTSON					
	COL102111		10/21/11	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	100.00
						INVOICE TOTAL:	100.00 *
						CHECK TOTAL:	100.00
10240	9DAISEY	DAISEY BOOK CO					
	502		09/29/11	01	JUVENILE NON-FICTION	80-60-001-45400	1,653.97
				02	PICTURE/HOLIDAY BKS & READERS	80-60-001-45410	504.66
				03	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	200.89
						INVOICE TOTAL:	2,359.52 *
						CHECK TOTAL:	2,359.52
10241	9DEMCO	DEMCO, INC					
	4390839		10/24/11	01	TECHNICAL SUPPLIES	80-60-001-43670	115.45
						INVOICE TOTAL:	115.45 *
						CHECK TOTAL:	115.45
10242	9GOODMAN	GOODMAN ELECTRIC SUPPLY					
	0586270-00		10/07/11	01	BUILDING MAINTENANCE (LIGHTS)	80-60-001-41000	8.22
						INVOICE TOTAL:	8.22 *
	0586519-00		10/13/11	01	BUILDING MAINTENANCE (LIGHTS)	80-60-001-41000	53.55
						INVOICE TOTAL:	53.55 *
	0586737-00		10/24/11	01	BUILDING MAINTENANCE (LIGHTS)	80-60-001-41000	61.20
						INVOICE TOTAL:	61.20 *
						CHECK TOTAL:	122.97
10243	9ILA	ILLINOIS LIBRARY ASSOCIATION					

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10243	9ILA	ILLINOIS LIBRARY ASSOCIATION						
	ILL102611		10/26/11	01	2012 MEMBERSHIP DUES	80-60-001-42440	140.00	
						INVOICE TOTAL:	140.00 *	
						CHECK TOTAL:	140.00	
10244	9ILLSTHI	ILLINOIS STATE HISTORIAL						
	ILL102611		10/26/11	01	2012 MEMBERSHIP DUES	80-60-001-42440	75.00	
						INVOICE TOTAL:	75.00 *	
						CHECK TOTAL:	75.00	
10245	9INGRAM	INGRAM LIBRARY SERVICES						
	1499176		10/25/11	01	ADULT FICTION BOOKS	80-60-001-45100	14.10	
						INVOICE TOTAL:	14.10 *	
						CHECK TOTAL:	14.10	
10246	9KAMINMI	MICAH KAMIN						
	KAM102211		11/04/11	01	CUSTODIAL SERVICES	80-60-001-41000	225.00	
						INVOICE TOTAL:	225.00 *	
	KAM102411		09/01/11	01	BUILDING MAINTENANCE	80-60-001-41000	21.95	
						INVOICE TOTAL:	21.95 *	
						CHECK TOTAL:	246.95	
10247	9LB VILL	VILLAGE OF LAKE BLUFF						
	OCT 2011		10/25/11	01	FY12 MEDICAL INS: OCT 2011	80-10-301-37100	2,934.52	
				02	FY12 DENTAL INS: OCT 2011	80-10-301-37100	291.40	
				03	FY12 LIFE INS: OCT 2011	80-10-301-37100	40.00	

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10247	9LB VILL	VILLAGE OF LAKE BLUFF					
	OCT 2011		10/25/11	04	FY12 'EE IMRF CONTR: OCT 2011	80-10-301-37100	1,195.88
				05	FY12 EMPLOYR IMRF CONTR:OCT 11	80-10-301-37100	2,917.89
					INVOICE TOTAL:		7,379.69 *
	SEPT 2011		10/25/11	01	FY12 MEDICAL INS: SEPT 2011	80-10-301-37100	2,934.52
				02	FY12 DENTAL INS: SEPT 2011	80-10-301-37100	291.40
				03	FY12 LIFE INS: SEPT 2011	80-10-301-37100	40.00
				04	FY12 'EE IMRF CONT: SEPT 2011	80-10-301-37100	1,202.59
				05	FY12 EMPLOYR IMRF CONT:SEPT 11	80-10-301-37100	2,934.27
					INVOICE TOTAL:		7,402.78 *
					CHECK TOTAL:		14,782.47
10248	9LIBFURI	LIBRARY FURNITURE					
	3845		07/13/11	01	RENOVATION FURNISHINGS	81-60-001-49000	700.00
				02	RENOVATION FURNISHINGS	81-60-001-49000	332.00
					INVOICE TOTAL:		1,032.00 *
	3846		07/13/11	01	RENOVATION FURNISHINGS	81-60-001-49000	569.00
				02	RENOVATION FURNISHINGS	81-60-001-49000	150.00
					INVOICE TOTAL:		719.00 *
	3861		10/21/11	01	FURNISHINGS (SHELVING)	80-60-001-49000	1,805.00
				02	FURNISHINGS	80-60-001-49000	657.00
					INVOICE TOTAL:		2,462.00 *
					CHECK TOTAL:		4,213.00
10249	9MIDTAPE	MIDWEST TAPE					
	2658153		10/26/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	114.97
					INVOICE TOTAL:		114.97 *
	2658154		10/26/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	44.99
					INVOICE TOTAL:		44.99 *
					CHECK TOTAL:		159.96

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10250	9MINUTEG	MINUTEMAN PRESS OF GURNEE						
	42065		10/05/11	01	OFFICE SUPPLIES	80-60-001-43550	163.97	
						INVOICE TOTAL:	163.97 *	
	42147		10/19/11	01	OFFICE SUPPLIES	80-60-001-43550	31.75	
						INVOICE TOTAL:	31.75 *	
						CHECK TOTAL:	195.72	
10251	9NCCPETE	NCC-PETERSON PRODUCTS						
	57010		10/28/11	01	CLEANING SUPPLIES	80-60-001-43660	144.29	
						INVOICE TOTAL:	144.29 *	
						CHECK TOTAL:	144.29	
10252	9OPPPFRAN	OPP, FRANCHISING, INC.						
	CHC10111632		10/13/11	01	BUILDING MAINTENANCE	80-60-001-41000	55.00	
						INVOICE TOTAL:	55.00 *	
						CHECK TOTAL:	55.00	
10253	9RANDOMH	RANDOM HOUSE, INC.						
	1082422730		10/04/11	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	21.25	
						INVOICE TOTAL:	21.25 *	
						CHECK TOTAL:	21.25	
10254	9SAFEGUA	SAFEGUARD BUSINESS SYSTEMS						
	027272260		09/27/11	01	OFFICE SUPPLIES	80-60-001-43550	135.96	
						INVOICE TOTAL:	135.96 *	
						CHECK TOTAL:	135.96	

Lake Bluff Public Library

DATE: 11/04/11
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 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

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CHECK DATE: 11/08/11

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10255	9SHREDIT	SHRED-IT CHICAGO					
	21431639		10/24/11	01	SHREDDING OF PAPER	80-60-001-41303	43.36
						INVOICE TOTAL:	43.36 *
						CHECK TOTAL:	43.36
10256	9SIGNARA	SIGN-A-RAMA					
	106064		08/23/11	01	CHECKOUT, RETURN & INFO SIGNS	81-60-001-49100	550.00
						INVOICE TOTAL:	550.00 *
						CHECK TOTAL:	550.00
10257	9STAPLES	STAPLES BUSINESS ADVANTAGE					
	8019994006		10/22/11	01	OFFICE SUPPLIES	80-60-001-43550	237.44
						INVOICE TOTAL:	237.44 *
						CHECK TOTAL:	237.44
10258	9YUNJIMI	JI MIN YUN					
	YUN102111		10/21/11	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	100.00
						INVOICE TOTAL:	100.00 *
						CHECK TOTAL:	100.00
						TOTAL AMOUNT PAID:	29,553.66

Lake Bluff Public Library

DATE: 11/04/11
 TIME: 12:16:15
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-- VILLAGE OF LAKE BLUFF --
 MANUAL CHECK REGISTER

3A

PAGE: 1

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
10215	9AT&T 847234254010	10/24/11	01	AT & T LCL PH SRVC: 9/8-10/7/11	10/24/11	80-60-001-43230	0.00
						INVOICE TOTAL:	319.37
						CHECK TOTAL:	319.37 *
10216	9RACHBAI BAI10172011	10/17/11	01	RACHEL BAILEY CHILDREN/TEEN PROGRAM SUPPLIES	10/24/11	80-60-001-43720	319.37
						INVOICE TOTAL:	26.34
						CHECK TOTAL:	26.34 *
10217	9CARTERC CAR100911	10/09/11	01	CAROL CARTER ADULT PROGRAM SUPPLIES	10/24/11	80-60-001-43710	26.34
						INVOICE TOTAL:	38.95
						CHECK TOTAL:	38.95 *
10218	9COMCAST COM101211	10/12/11	01	COMCAST CABLE INTERNET: 10/19-11/18/11	10/24/11	80-60-001-43230	38.95
						INVOICE TOTAL:	134.90
						CHECK TOTAL:	134.90 *
10219	9DELAGE 11117551	10/08/11	01	DE LAGE LANDEN FINANCIAL SRVC COPIER MAINTENANCE: OCT 2011	10/24/11	80-60-001-41303	134.90
						INVOICE TOTAL:	137.06
						CHECK TOTAL:	137.06 *
10220	9LACONI LAC101711	10/17/11	01	LACONI ANN'L DUES: 11/1/11-10/31/12	10/24/11	80-60-001-42440	137.06
						INVOICE TOTAL:	100.00
						CHECK TOTAL:	100.00 *

Lake Bluff Public Library

DATE: 10/24/11
 TIME: 12:16:15
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-- VILLAGE OF LAKE BLUFF --
 MANUAL CHECK REGISTER

3B

PAGE: 2

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
10221	9WENDTM WEN100111	WENDT MAINTENANCE INC. 10/01/11	01 GROUNDS MAINTENANCE	10/24/11	80-60-001-41050	480.00
					INVOICE TOTAL:	480.00 *
					CHECK TOTAL:	480.00
10222	9USPOSTA USP101911	UNITED STATES POSTAL SERVICE 10/24/11	01 POSTAGE STAMPS	10/24/11	80-60-001-43300	88.00
					INVOICE TOTAL:	88.00 *
					CHECK TOTAL:	88.00
10223	9FIFTHTH 101211DONNA	FIFTH THIRD BANK 10/12/11	01 JUVENILE AUDIO-VISUAL MATERIAL	10/24/11	80-60-001-45430	36.61
					INVOICE TOTAL:	36.61 *
					CHECK TOTAL:	36.61
10224	9NYTIMES NYT100211	NEW YORK TIMES 10/02/11	01 PERIODICALS; 10/2/11-3/31/12	10/24/11	80-60-001-45500	196.66
					INVOICE TOTAL:	196.66 *
					CHECK TOTAL:	196.66
10225	9TOSEREL JAR091811	ELIZA JARVI 09/18/11	01 CHILDREN/TEEN PROGRAM SUPPLIES 02 OFFICE SUPPLIES 03 TEEN BOOKS	10/24/11	80-60-001-43720 80-60-001-43550 80-60-001-45450	4.93 5.83 15.74
					INVOICE TOTAL:	26.50 *
					CHECK TOTAL:	26.50
10226	9VANTAGE 101361597	VANTAGEPOINT TRANSFER AGENTS 10/21/11	01 'EE ICMA CONTRIBUTION:10/31/11	10/24/11	80-20-102-45000	1,000.00
					INVOICE TOTAL:	1,000.00 *
					CHECK TOTAL:	1,000.00
10227	9FIRSTBA ERI10032011	FIRST BANKCARD 10/03/11	01 VIDEO GAMES	10/24/11	80-60-001-45510	428.83
					INVOICE TOTAL:	428.83 *
					CHECK TOTAL:	428.83

Lake Bluff Public Library

DATE: 11/04/11
 TIME: 12:16:15
 ID: AP225000.CBL

-- VILLAGE OF LAKE BLUFF --
 MANUAL CHECK REGISTER

3C

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
10228	9FIRSTBA CAR10032011	FIRST BANKCARD 10/03/11			10/24/11		
			01	ADULT PROGRAM SUPPLIES		80-60-001-43710	40.92
						INVOICE TOTAL:	40.92 *
						CHECK TOTAL:	40.92
10229	9FIRSTBA DON100311	FIRST BANKCARD 10/03/11			10/24/11		
			01	JUVENILE AUDIO VISUAL MATERIAL		80-60-001-45430	356.82
			02	CHILDREN/TEEN PROGRAM SUPPLIES		80-60-001-43720	98.76
			03	PROFESSIONAL DEVELOPMENT		80-60-001-42400	95.00
			04	PICTURE/HOLIDAY BKS, READERS		80-60-001-45410	29.50
			05	JUVENILE FICTION, PBKS & SERIES		80-60-001-45420	12.22
			06	JUVENILE REFERENCE		80-60-001-45440	58.05
			07	JUVENILE AUDIO VISUAL MATERIAL		80-60-001-45430	-8.01
			08	JUVENILE AUDIO VISUAL MATERIAL		80-60-001-45430	-1.00
						INVOICE TOTAL:	641.34 *
						CHECK TOTAL:	641.34
10230	9FIRSTBA MAT10032011	FIRST BANKCARD 10/03/11			10/24/11		
			01	MISC EXPENSES		80-60-001-46000	142.04
			02	TRNG:LF/LB CHAMBER-ST.SENATOR		80-60-001-42400	20.00
			03	HOSPITALITY		80-60-001-43700	500.00
						INVOICE TOTAL:	662.04 *
						CHECK TOTAL:	662.04
						TOTAL AMOUNT PAID:	4,357.52

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES
Regular Meeting
Tuesday, October 11, 2011

1. Call to Order: The meeting was called to order at 7:02 p.m. by Board President John Marozsan. Roll was called and a quorum was established.

Present: Karen Bush, Julie Gottshall, John Marozsan, Kathy Meierhoff, Judy Nickels, Cal Stroh
Absent: Linda Verbeke
Library Staff Present: Director Matthew Womack
Members of the Public: none

2. Additions and Corrections to the Agenda: add discussion of inscriptions on rocks

3. Approval of checks: Gottshall moved and Meierhoff seconded the motion to approve checks numbered 10172 through 10214 totaling \$43,840.61.

AYES: Bush, Gottshall, Marozsan, Meierhoff, Nickels, Stroh
NAYES: none
ABSENT: Verbeke

4. Opportunity for the Public to address the Board: None

5. Consent Agenda:

Bush moved and Gottshall seconded a motion to approve the consent agenda and release the stated minutes which include:

- a. Approval of minutes from the September 13, 2011 regular meeting.
- b. Treasurer's Report (Stroh): no report.

AYES: all present
NAYES: none
ABSENT: Verbeke

6. September 2011 Financial Report (for 5 periods ending 9/30/11):

- a. Detailed Balance Sheet
- b. Detailed Revenue & Expense Report
- c. Detailed Revenue & Expense Report with percentage variances

Bush moved and Stroh seconded a motion to approve the September Financial Reports:

AYES: Bush, Gottshall, Marozsan, Meierhoff, Nickels, Stroh
NAYES: none
ABSENT: Verbeke

7. Director's Report: Director's Report was presented.

8. Old Business:

- a. Accounting for missing check #10119 – still unresolved.

- b. Marozsan moved and Gottshall seconded a motion to approve the inscriptions for the rock garden.
 AYES: all present
 NAYES: none
 ABSENT: Verbeke
- c. Bike rack to be moved to north side of building by ramp.

9. Executive Session:

- a. Discussion of the minutes of meetings lawfully closed under the Open Meetings Act 5 ILCS 120/2 (c) (21).
- b. 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 (c) (1)

The Board did not go into executive session.

10. Committee Reports:

- a. Finance Committee (Carole Stroh, John Marozsan, Julie Gottshall) - no report
- b. Human Resource Committee (Julie Gottshall, Karen Bush) - no report
- c. Building and Grounds Committee (Carole Stroh, Kathy Meierhoff) – no report.
- d. Technology Committee (John Marozsan, Kathy Meierhoff) – no report.
- e. Public Relations/Advocacy/Fundraising (Judy Nickels) – no report.
- f. Friends Liaison (Karen Bush, Judy Nickels, Linda Verbeke): Gottshall and Womack gave a brief summary of the October meeting. The date of the next Friends meeting is November 12, 2011; Stroh to attend.
- g. Historical Museum Liaison (Judy Nickels, Karen Bush) – Bush reported that the committee had introduced the idea of another cost sharing agreement with the Intergovernmental Committee. Next meeting with the Intergovernmental Committee will be in November.
- h. Long Range Planning Committee (Board as whole when needed) – no report.

11. New Business:

- a. Discussion of Library educational programs; Board requested an annual list of programs with the attendance statistics and cost.
- b. Discussion of Bird Memorial Fund – purpose, balance, how to account for funds on balance sheets.
- c. Discussion of inter-governmental agreement with the Historical Museum; Board requested that the Director provide samples of past agreements. Further discussion regarding entranceway to building and displaying library plaques.
- d. Discussion of the Board's participation in inter-governmental meeting with representatives of the Village Board, Park District Board, and School Board. Marozsan and Gottshall volunteered to attend.
- e. Discussion of preliminary audit for fiscal year ended April 30, 2011 and Management's Discussion and Analysis.

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- f. Discussion of initiative from Buildings and Grounds committee to consider landscaping and interior design issues.
- 12. **Announcements and Correspondence –**
 - a. Next board meeting will be November 11, 2011.
- 13. **Programs of interest to Library Trustees – none**
- 14. **Any and all other business which may properly come before the Board - none**
- 15. **Adjournment:** Gottshall moved and Marozsan seconded a motion to adjourn the meeting at 8:32 p.m.
 - AYES: all
 - NAYES: none
 - ABSENT: Verbeke

Respectfully submitted,

Julie L. Gottshall
Board Secretary

Director's Report – October 2011

News and Notes

It's a busy time of year. Let's get right to it.

I attended the Illinois Library Association's annual conference in mid-October. I am including a conference overview in this month's packet. There were a lot of helpful sessions and potentially fruitful discussions with vendors. I learned that we could implement what is arguably the best Integrated Library System on the market, Polaris, without paying any more than we're scheduled to pay in maintenance on our current system. This would be like trading a 1999 Nissan Sentra straight-up for a brand new Mercedes. Wauconda and Barrington are implementing Polaris this fall, and they are very happy with the product. Since joining CCS seems to be out of our price range (at \$75K per year) having this option, which would be budget-neutral, is very enticing.

There was a terrific article in the *Lake Forester* discussing our Paws for a Tale program. This program, which Donna has run for a couple of years now, helps children gain confidence in reading aloud by giving them the opportunity to read books to trained therapy dogs. I'll include the article in the packet.

We now have our new online calendar running live on the web site. It provides features like online registration, email reminders for programs, and notification for new events. We also have a new page dedicated to our Digital Resources. This new page has succinct explanations of our online resources, along with links to the relevant sites. Eric crafted the pages, and Lyndy provided the content. It's a much better presentation of our digital resources than we had before.

Saturday, December 3rd is the third annual "It's a Wonderful Life...in Lake Bluff" event. The library will be hosting a "Storytime with the Library Elf" and a drop in craft. In conjunction with the Museum, we'll be hosting Santa Claus in the building. There will be real live reindeer downtown, too. We're trying to get them to bring the reindeer down to the library. It should be a fun day.

One of the new signs is in place in front of the library. The oval sign should be arriving in the next week or two. We had a delay in getting the lights installed because we were hoping to get a product specification from the Village. The Village staff determined that they could not provide a spec, so we are pursuing a solution of our own choosing.

Financial topics

It's levy season. We need to submit our levy request to the Village this month. The Consumer Price Index went up 1.93% last year, so our maximum levy amount under PTELL would adjust proportionally. Below is a brief summary table. I'll attach an overview of the Levy documentation prepared by the Village Finance Director.

	Levy Amount	Property Tax Rate
2010 Levy	\$785,106	0.134%
2011 with CPI adjustment	\$800,255	0.135%

We have received the formal audit documents (called the CAFR – Comprehensive Annual Financial Report). I will include a copy in the packets. We made the change to the Management Discussion that we discussed in last month's meeting.

We received the funds for the 2011 Per Capita Grant from the state library. We have \$6,197.29 to spend per the grant guidelines. I'm targeting these funds for an expansion of our e-book collection as we've discussed in the past. Our collection is currently shared with 2 million users in 66 area libraries. Our plan is to have a hand-picked collection of materials available only to Lake Bluff residents by Christmas.

There were two invoices from the renovation that came through after we calculated the final figures last month. Justin and I thought we had covered everything, but two remained. One was a small invoice for the Circulation, Information, and Return signs in the checkout area. The other was an invoice for the shelving behind the checkout desk. LFI had generously loaned us temporary shelves while they built the new shelving, and we'd been using it since July. They installed the new shelving in October. I thought we had paid for the new shelving already, but when we reviewed the invoices, we had not. We're still under budget for the project, but it's closer to the final budget figure.

On this month's agenda is a discussion of the expired cost sharing agreement with the Vliet Museum of Lake Bluff History. I am including several supporting documents in the packet, plus a brief summary document. Since the cost sharing agreement has expired, we should consider whether or not we need to establish a new agreement, and how that agreement might be structured.

FOIA training requirements for Trustees

The Governor signed into law House Bill 1670, which is now Public Act 97-0504 and codified in Section 1.05(b) of the Open Meetings Act (See 5 ILCS 120/1.05(b)). **It requires that all of those elected and appointed members of a public body who are such members of a public body on January 1, 2012, to take the electronic FOIA/OMA training by January 1, 2013.** All of those who are elected or appointed after January 1, 2012, have 90-days to complete the training. The member is required to provide the public body with a certificate of completion of the training.

Training site: <http://foia.ilattorneygeneral.net/>

Lake Bluff Public Library
Mid-Year Budget highlights
FY 2011-2012

With 50% of the year completed, let's look at where we stand.

Revenues

137% Misc. Revenues (thanks primarily to Better World Books)

73% Non-resident fees and photocopying

99% Tax revenue

51% Fines

Revenues should slightly exceed budget projections

Expenses

63% Bldg Maint (summer electrical problems hurt us; we'll be over budget here)

73% Prof services (not expecting significant new expenses; this line should stay within budget)

48% Salary expenses (projects to 96%, or \$14K under)

36% Medical Insurance at 36% (very encouraging for the year)

Most other expenses are discretionary. I'm anticipating a \$30-\$35K surplus for reserves

Lake Bluff Public Library

DATE: 11/07/2011
 TIME: 11:39:17
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-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

6A

PAGE: 1
 F-YR: 12

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 6 PERIODS ENDING OCTOBER 31, 2011

ACCOUNT #	DESCRIPTION	BALANCE 05/01/11	NET DEBITS	NET CREDITS	BALANCE 10/31/11
ASSETS					
DUE TO/FROM ACCOUNTS					
80-00-100-10000	DUE TO/FROM OTHER FUNDS	(4,888.06)	241,570.05	48,274.84	188,407.15
80-00-100-20000	LIB GR FND DUE TO/FROM DETAIL	0.00	0.00	0.00	0.00
TOTAL DUE TO/FROM ACCOUNTS		(4,888.06)	241,570.05	48,274.84	188,407.15
CASH & INVESTMENTS					
80-10-101-10000	CHECKING ACCOUNT	16,161.87	383,000.00	371,152.80	28,009.07
80-10-101-10001	CASH BOX OVER/SHORT	0.00	51.15	181.77	(130.62)
80-10-101-11000	MONEY MARKET ACCOUNT	361,680.84	526,118.81	751,854.56	135,945.09
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	300,837.07	970,903.27	628,000.00	643,740.34
80-10-101-15111	ILLINOIS FUNDS - GRANTS	1.80	0.00	0.00	1.80
TOTAL CASH & INVESTMENTS		678,831.58	1,880,073.23	1,751,189.13	807,715.68
RECEIVABLES					
80-10-201-15000	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
80-10-201-15200	PROPERTY TAX RECEIVABLE	785,105.78	0.00	0.00	785,105.78
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		785,105.78	0.00	0.00	785,105.78
OTHER ASSETS					
80-10-301-37100	DUE FROM THE VILLAGE	194.39	815,165.66	815,360.05	0.00
80-10-301-55000	PREPAID EXPENSES	2,510.00	0.00	2,510.00	0.00
TOTAL OTHER ASSETS		2,704.39	815,165.66	817,870.05	0.00
TOTAL ASSETS		1,461,753.69	2,936,808.94	2,617,334.02	1,781,228.61
LIABILITIES AND FUND EQUITY					
LIABILITIES					
PAYABLES					
80-20-102-20000	ACCOUNTS PAYABLE	42,438.51	227,977.17	217,148.84	31,610.18
80-20-101-41000	SOCIAL SECURITY TAX PAYABLE	0.00	24,304.61	24,304.61	0.00

Lake Bluff Public Library

DATE: 11/01/2011
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-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

LB

AGE: 2
 F-YR: 12

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 6 PERIODS ENDING OCTOBER 31, 2011

ACCOUNT #	DESCRIPTION	BALANCE 05/01/11	NET DEBITS	NET CREDITS	BALANCE 10/31/11
LIABILITIES					
PAYABLES					
80-20-102-42000	FEDERAL INCOME TAX PAYABLE	0.00	18,794.07	18,794.07	0.00
80-20-102-43000	STATE INCOME TAX PAYABLE	0.00	7,914.60	7,914.60	0.00
80-20-102-44000	IMRF PAYABLE	0.00	24,588.82	24,588.82	0.00
80-20-102-45000	ICMA 457 PLAN PAYABLE	0.00	11,300.00	11,300.00	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	1,494.96	1,494.96	0.00
80-20-102-66000	LIBRARY HSA PAYABLE	0.00	2,340.00	2,340.00	0.00
80-20-102-70000	OTHER SHORT TERM LIABILITIES	0.00	0.00	0.00	0.00
TOTAL PAYABLES		42,438.51	318,714.23	307,885.90	31,610.18
OTHER LIABILITIES					
80-20-202-16000	ACCRUED PAYROLL	14,737.45	0.00	0.00	14,737.45
80-20-202-22000	DEFERRED PROPERTY TAX	785,105.78	0.00	0.00	785,105.78
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		799,843.23	0.00	0.00	799,843.23
ESCROWS & DEPOSITS					
80-20-302-24000	MISCELLANEOUS RESERVE	0.00	0.00	0.00	0.00
TOTAL ESCROWS & DEPOSITS		0.00	0.00	0.00	0.00
LONG TERM LIABILITIES					
80-20-402-39000	OTHER LONG TERM LIABILITIES	0.00	0.00	0.00	0.00
TOTAL LONG TERM LIABILITIES		0.00	0.00	0.00	0.00
TOTAL LIABILITIES		842,281.74	318,714.23	307,885.90	831,453.41
FUND EQUITY					
EQUITY SECTION					
80-30-100-53000	UNRESERVED FUND BALANCE	469,471.95	0.00	0.00	469,471.95
80-30-100-53100	RESERVED FOR AUTOMATION	0.00	0.00	0.00	0.00
80-30-100-53200	DESIGNATED FOR CAPITAL MAINT	75,000.00	0.00	0.00	75,000.00
80-30-100-53300	DESIGNATED FOR CAP BLDG IMPR	75,000.00	0.00	0.00	75,000.00
TOTAL EQUITY SECTION		619,471.95	0.00	0.00	619,471.95
FUND SURPLUS (DEFICIT)		0.00	0.00	330,303.25	330,303.25

Lake Bluff Public Library

DATE: 11/07/2011
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-- VILLAGE OF LAKE BLUFF --
DETAILED BALANCE SHEET

6C

PAGE: 3
F-YR: 12

FUND: LAKE BLUFF PUBLIC LIBRARY
FOR 6 PERIODS ENDING OCTOBER 31, 2011

ACCOUNT #	DESCRIPTION	BALANCE 05/01/11	NET DEBITS	NET CREDITS	BALANCE 10/31/11
<hr/>					
TOTAL FUND EQUITY		619,471.95	0.00	330,303.25	949,775.20
<hr/>					
TOTAL LIABILITIES AND FUND EQUITY		1,461,753.69	318,714.23	638,189.15	1,781,228.61
<hr/>					

Lake Bluff Public Library

DATE: 11/01/2011
 TIME: 11:39:17
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-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

61

PAGE: 4
 F-YR: 12

FUND: LIBRARY BLG RENOVATION FUND
 FOR 6 PERIODS ENDING OCTOBER 31, 2011

ACCOUNT #	DESCRIPTION	BALANCE 05/01/11	NET DEBITS	NET CREDITS	BALANCE 10/31/11
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	136,166.72	324,934.89	188,768.17
TOTAL --- UNDEFINED CODE ---		0.00	136,166.72	324,934.89	188,768.17
---	UNDEFINED CODE ---				
81-20-102-20000	ACCOUNTS PAYABLE	11,527.08	285,317.85	276,091.77	2,301.00
TOTAL --- UNDEFINED CODE ---		11,527.08	285,317.85	276,091.77	2,301.00
TOTAL LIABILITIES		11,527.08	421,484.57	601,026.66	191,069.17
FUND EQUITY					
---	UNDEFINED CODE ---				
81-30-100-53100	RESERVED FOR CAPITAL	(11,527.08)	0.00	0.00	(11,527.08)
TOTAL --- UNDEFINED CODE ---		(11,527.08)	0.00	0.00	(11,527.08)
	FUND SURPLUS (DEFICIT)	0.00	179,542.09	0.00	(179,542.09)
TOTAL FUND EQUITY		(11,527.08)	179,542.09	0.00	(191,069.17)
TOTAL LIABILITIES AND FUND EQUITY		0.00	601,026.66	601,026.66	0.00

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-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

GE

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FUND: LIBRARY BIRD MEMORIAL FUND
 FOR 6 PERIODS ENDING OCTOBER 31, 2011

ACCOUNT #	DESCRIPTION	BALANCE 05/01/11	NET DEBITS	NET CREDITS	BALANCE 10/31/11
ASSETS					
CASH & INVESTMENTS					
82-10-101-12000	LIBRARY BIRD MEMORIAL SAVINGS	3,022.67	0.95	0.00	3,023.62
TOTAL CASH & INVESTMENTS		3,022.67	0.95	0.00	3,023.62
TOTAL ASSETS		3,022.67	0.95	0.00	3,023.62
LIABILITIES AND FUND EQUITY					
LIABILITIES					
INTERFUND CLEARING ACCOUNT					
82-00-100-10000	DUE TO/FROM LIBRARY FUND	1,295.72	0.00	4,527.04	5,822.76
TOTAL INTERFUND CLEARING ACCOUNT		1,295.72	0.00	4,527.04	5,822.76
PAYABLES					
82-20-102-20000	ACCOUNTS PAYABLE	35.34	4,527.04	4,491.70	0.00
TOTAL PAYABLES		35.34	4,527.04	4,491.70	0.00
TOTAL LIABILITIES		1,331.06	4,527.04	9,018.74	5,822.76
FUND EQUITY					
EQUITY SECTION					
82-30-100-53000	UNRESERVED FUND BALANCE	1,691.61	0.00	0.00	1,691.61
TOTAL EQUITY SECTION		1,691.61	0.00	0.00	1,691.61
FUND SURPLUS (DEFICIT)		0.00	4,490.75	0.00	(4,490.75)
TOTAL FUND EQUITY		1,691.61	4,490.75	0.00	(2,799.14)
TOTAL LIABILITIES AND FUND EQUITY		3,022.67	9,017.79	9,018.74	3,023.62

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 6 PERIODS ENDING OCTOBER 31, 2011

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FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: REVENUES

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
PROPERTY TAXES							
80-40-103-10000	LIBRARY PROPERTY TAX	17,176.30	12,167.13	770,834.68	764,232.72	780,709.00	98.7%
TOTAL REVENUES: PROPERTY TAXES		17,176.30	12,167.13	770,834.68	764,232.72	780,709.00	98.7%
SERVICES & FEES							
80-40-403-48300	PHOTO-COPY CHARGES	184.90	161.85	876.80	1,002.95	1,700.00	51.5%
80-40-403-48500	NON-RESIDENT FEES	361.53	34.70	3,476.04	2,412.85	4,200.00	82.7%
TOTAL REVENUES: SERVICES & FEES		546.43	196.55	4,352.84	3,415.80	5,900.00	73.7%
FINES							
80-40-503-65000	RENTAL FINES	745.13	1,018.58	6,071.34	6,726.97	12,000.00	50.5%
TOTAL REVENUES: FINES		745.13	1,018.58	6,071.34	6,726.97	12,000.00	50.5%
MISCELLANEOUS							
80-40-603-73000	PER CAPITA GRANTS	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73100	"WEED AND FEED" GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73200	ILLINOIS FIRST GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73400	MISCELLANEOUS GRANTS RECEIVED	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73500	HVAC GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73600	SHAKESPEARE GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73700	VILLAGE CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73800	VLIET OPERATING COST CONTRIB	0.00	0.00	0.00	0.00	6,500.00	0.0%
80-40-603-75000	INTEREST EARNINGS	47.31	0.00	282.37	608.36	1,000.00	28.2%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	6.90	9.56	92.29	15,246.61	0.00	100.0%
80-40-603-78001	RESTRICTED DONATIONS	0.05	0.00	18,612.23	25.00	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	196.06	71.80	1,645.71	697.53	1,200.00	137.1%
TOTAL REVENUES: MISCELLANEOUS		250.32	81.36	20,632.60	16,577.50	8,700.00	237.1%
TOTAL REVENUES: REVENUES		18,718.18	13,463.62	801,891.46	790,952.99	807,309.00	99.3%
TOTAL FUND REVENUES		18,718.18	13,463.62	801,891.46	790,952.99	807,309.00	99.3%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 6 PERIODS ENDING OCTOBER 31, 2011

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ACCOUNT NUMBER	DESCRIPTION	OCTOBER 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	21,952.52	20,895.72	131,186.72	125,275.49	274,499.00	47.7%
80-60-001-40050	STAFF SALARIES	9,253.34	8,289.49	55,389.68	50,025.86	112,710.00	49.1%
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	3,021.96	3,007.57	18,255.32	17,534.35	50,500.00	36.1%
80-60-001-40750	PROFESSIONAL INSURANCE & BONDS	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	2,500.00	0.0%
80-60-001-40950	EMPLOYER IMRF	2,917.89	2,859.14	17,440.86	17,024.29	37,500.00	46.5%
80-60-001-40951	EMPLOYER FICA TAX	2,338.76	2,213.41	13,979.73	13,299.03	30,500.00	45.8%
80-60-001-41000	BUILDING MAINTENANCE	424.92	780.06	12,070.68	16,549.12	19,000.00	63.5%
80-60-001-41020	ELEVATOR MAINTENANCE	0.00	94.50	1,043.10	832.86	2,500.00	41.7%
80-60-001-41050	GROUNDS MAINTENANCE	480.00	512.50	3,069.50	2,496.00	11,000.00	27.9%
80-60-001-41200	EQUIPMENT MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-41300	COMPUTER SERVICES	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-41303	COPIER MAINTENANCE/SUPPLIES	180.42	137.06	1,835.41	1,526.88	4,500.00	40.7%
80-60-001-41304	OTHER PROFESSIONAL SERVICES	0.00	4,000.00	4,748.29	4,270.00	6,500.00	73.0%
80-60-001-41305	COMPUTER SERVICES	0.00	0.00	14,179.65	15,994.68	27,000.00	52.5%
80-60-001-41350	LEGAL SERVICES	0.00	0.00	630.00	184.00	2,500.00	25.2%
80-60-001-42400	PROFESSIONAL DEVELOPMENT	115.00	0.00	1,706.50	1,385.00	6,500.00	26.2%
80-60-001-42440	DUES	409.00	148.00	1,333.00	1,072.00	3,000.00	44.4%
80-60-001-43230	UTILITIES	454.27	431.88	2,706.18	3,804.21	9,500.00	28.4%
80-60-001-43300	POSTAGE	88.00	88.00	1,260.83	1,068.05	3,500.00	36.0%
80-60-001-43400	PRINTING/E-NEWSLETTER	0.00	50.00	3,168.98	3,550.34	8,000.00	39.6%
80-60-001-43550	OFFICE SUPPLIES	729.85	238.57	2,204.46	1,836.73	6,000.00	36.7%
80-60-001-43570	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	144.29	143.29	633.77	764.29	3,000.00	21.1%
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	115.45	116.91	2,841.01	1,698.92	4,000.00	71.0%
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	500.00	153.52	671.90	214.51	1,000.00	67.1%
80-60-001-43710	ADULT PROGRAM SUPPLIES	479.87	12.79	2,117.25	1,315.89	4,000.00	52.9%
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	154.80	496.69	2,538.47	4,698.33	7,000.00	36.2%
80-60-001-44800	PER CAPITA GRANT	0.00	0.00	825.61	1,533.93	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	425.00	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	1,675.42	2,540.33	9,724.02	10,035.42	20,000.00	48.6%
80-60-001-45100	ADULT FICTION BOOKS	1,260.97	1,295.84	9,677.17	8,728.60	16,000.00	60.4%
80-60-001-45110	ADULT LARGE PRINT MATERIAL	92.92	257.42	434.83	556.27	1,000.00	43.4%
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	996.66	1,347.72	5,185.08	7,460.11	13,500.00	38.4%
80-60-001-45220	ADULT REFERENCE/E-REFER	0.00	0.00	0.00	1,202.62	15,000.00	0.0%
80-60-001-45300	ADULT REFERENCE MATERIAL	0.00	75.75	5,188.82	2,815.16	0.00	-100.0%
80-60-001-45400	JUVENILE NON-FICTION	1,661.74	24.05	4,335.97	2,263.62	7,500.00	57.8%
80-60-001-45410	PICTURE BOOKS, READERS	1,081.40	180.03	2,749.24	2,735.08	6,000.00	45.8%
80-60-001-45420	JUVENILE FICTION	969.23	275.11	3,473.72	3,470.62	7,300.00	47.5%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 6 PERIODS ENDING OCTOBER 31, 2011

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FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
LIBRARY SERVICES							
80-60-001-45430	JUVENILE AUDIO-VISUAL	405.67	376.29	1,478.61	1,363.08	4,000.00	36.9%
80-60-001-45440	JUVENILE REFERENCE	58.05	0.00	58.05	0.00	0.00	-100.0%
80-60-001-45450	TEEN BOOKS	177.25	76.25	1,324.88	1,461.57	3,000.00	44.1%
80-60-001-45500	PERIODICALS	196.66	383.02	4,995.66	3,100.44	8,500.00	58.7%
80-60-001-45510	VIDEO GAMES	428.83	74.79	986.96	328.65	2,300.00	42.9%
80-60-001-45600	PATRON & STAFF SOFTWARE	0.00	0.00	3,275.00	4,231.00	4,000.00	81.8%
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	13,096.00	10,924.00	13,000.00	100.7%
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	1,667.51	296.24	0.00	-100.0%
80-60-001-46000	MISCELLANEOUS EXPENSES	177.02	39.00	578.43	74.00	2,000.00	28.9%
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	0.00	0.00	152.13	0.00	0.00	-100.0%
80-60-001-49000	LIBRARY FURNISHINGS	2,462.00	0.00	2,931.99	0.00	10,000.00	29.3%
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	0.00	0.00	0.00	0.0%
80-60-001-49350	COMPUTER EQUIPMENT	62.92	0.00	4,891.06	4,169.00	13,000.00	37.6%
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	846.38	234.00	4,500.00	18.8%
80-60-001-50000	CONTINGENCY	0.00	0.00	2,150.12	1,747.00	20,000.00	10.7%
TOTAL EXPENSES: LIBRARY SERVICES		55,467.08	51,614.70	375,038.53	355,576.24	807,309.00	46.4%
TOTAL EXPENSES: LIBRARY ADMINISTRATION		55,467.08	51,614.70	375,038.53	355,576.24	807,309.00	46.4%
TOTAL FUND EXPENSES		55,467.08	51,614.70	375,038.53	355,576.24	807,309.00	46.4%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 6 PERIODS ENDING OCTOBER 31, 2011

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

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
----- UNDEFINED CODE -----							
81-60-001-49000	LIBRARY FURNISHINGS	1,751.00	0.00	70,734.62	0.00	0.00	-100.0%
81-60-001-49100	BUILDING IMPROVEMENTS	550.00	0.00	205,357.15	0.00	0.00	-100.0%

TOTAL EXPENSES: --- UNDEFINED CODE ---		2,301.00	0.00	276,091.77	0.00	0.00	-100.0%
TOTAL EXPENSES: --- UNDEFINED CODE ---		2,301.00	0.00	276,091.77	0.00	0.00	-100.0%
TOTAL FUND EXPENSES		57,768.08	51,614.70	651,130.30	355,576.24	807,309.00	80.6%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 6 PERIODS ENDING OCTOBER 31, 2011

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

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
MISCELLANEOUS							
82-40-603-73000	STATE PER CAPITA GRANT	0.00	0.00	0.00	0.00	6,184.00	0.0%
82-40-603-75000	INTEREST EARNINGS	0.00	0.00	0.95	2.95	0.00	100.0%
82-40-603-78000	UNRESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.00	10,000.00	0.0%
82-40-603-78100	RESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.00	20,000.00	0.0%
82-40-603-78200	TECH-4-U DONATIONS	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL REVENUES: MISCELLANEOUS		0.00	0.00	0.95	2.95	36,184.00	0.0%
TOTAL REVENUES: BIR MEMORIAL FUND REVENUES		0.00	0.00	0.95	2.95	36,184.00	0.0%
TOTAL FUND REVENUES		18,718.18	13,463.62	801,892.41	790,955.94	843,493.00	95.0%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 6 PERIODS ENDING OCTOBER 31, 2011

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FUND: LIBRARY BIRD MEMORIAL FUND
 DEPT: BIRD MEMORIAL EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
----- UNDEFINED CODE -----							
82-60-001-44800	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	4,491.70	0.00	6,184.00	72.6%
82-60-001-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	52.88	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	0.00	3,000.00	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	UNDEFINED/TEMP EXPENSE ACCT	0.00	0.00	0.00	0.00	30,000.00	0.0%
TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	0.00	4,491.70	52.88	39,184.00	11.4%
----- CONTRACTUAL & COMMODITIES -----							
82-60-002-43570	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.0%
82-60-002-45000	BIRD MEMORIAL EXPENSES	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL EXPENSES: CONTRACTUAL & COMMODITIES		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL EXPENSES: BIRD MEMORIAL EXPENDITURES		0.00	0.00	4,491.70	52.88	39,184.00	11.4%
TOTAL FUND EXPENSES		57,768.08	51,614.70	655,622.00	355,629.12	846,493.00	77.4%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 6 PERIODS ENDING OCTOBER 31, 2011

FUND: LAKE BLUFF PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
REVENUES							
80-40-103-10000	LIBRARY PROPERTY TAX	65,059.08	17,176.30	(73.6)	780,709.00	770,834.68	(1.2)
TOTAL PROPERTY TAXES		65,059.08	17,176.30	(73.6)	780,709.00	770,834.68	(1.2)
SERVICES & FEES							
80-40-403-48300	PHOTO-COPY CHARGES	141.67	184.90	30.5	1,700.00	876.80	(48.4)
80-40-403-48500	NON-RESIDENT FEES	350.00	361.53	3.2	4,200.00	3,476.04	(17.2)
TOTAL SERVICES & FEES		491.67	546.43	11.1	5,900.00	4,352.84	(26.2)
FINES							
80-40-503-65000	RENTAL FINES	1,000.00	745.13	(25.4)	12,000.00	6,071.34	(49.4)
TOTAL FINES		1,000.00	745.13	(25.4)	12,000.00	6,071.34	(49.4)
MISCELLANEOUS							
80-40-603-73000	PER CAPITA GRANTS	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-73100	"WEED AND FEED" GRANT	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-73200	ILLINOIS FIRST GRANT	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-73400	MISCELLANEOUS GRANTS RECEIVED	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-73500	HVAC GRANT	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-73600	SHAKESPEARE GRANT	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-73700	VILLAGE CONTRIBUTION	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-73800	VLIET OPERATING COST CONTRIB	541.67	0.00	100.0	6,500.00	0.00	100.0
80-40-603-75000	INTEREST EARNINGS	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-78000	DONATIONS/CONTRIBUTIONS	83.33	47.31	(43.2)	1,000.00	282.37	(71.7)
80-40-603-78001	RESTRICTED DONATIONS	0.00	6.90	100.0	0.00	92.29	100.0
80-40-603-78002	VCLA EQUITY DONATION	0.00	0.05	100.0	0.00	18,612.23	100.0
80-40-603-78200	TECH-4-U DONATIONS	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-78500	NAPERVILLE (IMPACT) FEE	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-89000	MISCELLANEOUS INCOME	100.00	196.06	96.0	0.00	0.00	0.0
TOTAL MISCELLANEOUS		725.00	250.32	(65.4)	8,700.00	20,632.60	137.1
TOTAL REVENUES: REVENUES		67,275.75	18,718.18	(72.1)	807,309.00	801,891.46	(0.6)
LIBRARY ADMINISTRATION EXPENSES							
LIBRARY SERVICES							
80-60-001-40000	LIBRARIAN SALARIES	22,874.92	21,952.52	4.0	274,499.00	131,186.72	52.2
80-60-001-40050	STAFF SALARIES	9,392.50	9,253.34	1.4	112,710.00	55,389.68	50.8
80-60-001-40060	SALARY SURVEY ADJUSTMENTS	0.00	0.00	0.0	0.00	0.00	0.0

Lake Bluff Public Library

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 6 PERIODS ENDING OCTOBER 31, 2011

PAGE: 2
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FUND: LAKE BLUFF PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
LIBRARY ADMINISTRATION EXPENSES							
LIBRARY SERVICES							
80-60-001-40200	SEASONAL STAFF SALARIES	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-40400	MEDICAL INSURANCE	4,208.33	3,021.96	28.1	50,500.00	18,255.32	63.8
80-60-001-40750	PROFESSIONAL INSURANCE & BONDS	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-40900	OTHER EMPLOYEE BENEFITS	208.33	0.00	100.0	2,500.00	0.00	100.0
80-60-001-40950	EMPLOYER IMRF	3,125.00	2,917.89	6.6	37,500.00	17,440.86	53.4
80-60-001-40951	EMPLOYER FICA TAX	2,541.67	2,338.76	7.9	30,500.00	13,979.73	54.1
80-60-001-41000	BUILDING MAINTENANCE	1,583.33	424.92	73.1	19,000.00	12,070.68	36.4
80-60-001-41020	ELEVATOR MAINTENANCE	208.33	0.00	100.0	2,500.00	1,043.10	58.2
80-60-001-41050	GROUNDS MAINTENANCE	916.67	480.00	47.6	11,000.00	3,069.50	72.1
80-60-001-41200	EQUIPMENT MAINTENANCE	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-41300	COMPUTER SERVICES	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-41303	COPIER MAINTENANCE/SUPPLIES	375.00	180.42	51.8	4,500.00	1,835.41	59.2
80-60-001-41304	OTHER PROFESSIONAL SERVICES	541.67	0.00	100.0	6,500.00	4,748.29	26.9
80-60-001-41305	COMPUTER SERVICES	2,250.00	0.00	100.0	27,000.00	14,179.65	47.4
80-60-001-41350	LEGAL SERVICES	208.33	0.00	100.0	2,500.00	630.00	74.8
80-60-001-42400	PROFESSIONAL DEVELOPMENT	541.67	115.00	78.7	6,500.00	1,706.50	73.7
80-60-001-42440	DUES	250.00	409.00	(63.6)	3,000.00	1,333.00	55.5
80-60-001-43230	UTILITIES	791.67	454.27	42.6	9,500.00	2,706.18	71.5
80-60-001-43300	POSTAGE	291.67	88.00	69.8	3,500.00	1,260.83	63.9
80-60-001-43400	PRINTING/E-NEWSLETTER	666.67	0.00	100.0	8,000.00	3,168.98	60.3
80-60-001-43550	OFFICE SUPPLIES	500.00	729.85	(45.9)	6,000.00	2,204.46	63.2
80-60-001-43570	OPERATING SUPPLIES	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	250.00	144.29	42.2	3,000.00	633.77	78.8
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	333.33	115.45	65.3	4,000.00	2,841.01	28.9
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	83.33	500.00	(500.0)	1,000.00	671.90	32.8
80-60-001-43710	ADULT PROGRAM SUPPLIES	333.33	479.87	(43.9)	4,000.00	2,117.25	47.0
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	583.33	154.80	73.4	7,000.00	2,538.47	63.7
80-60-001-44800	PER CAPITA GRANT	0.00	0.00	0.0	0.00	825.61	100.0
80-60-001-44850	ROSSI GRANT	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-44870	PROGRAM EXPENSES	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-44900	"WEED AND FEED" GRANT	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-44901	PATTI MANNELLY MEMORIAL GRANT	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-45000	ADULT NON-FICTION BOOKS	1,666.67	1,675.42	(0.5)	20,000.00	9,724.02	51.3
80-60-001-45100	ADULT FICTION BOOKS	1,333.33	1,260.97	5.4	16,000.00	9,677.17	39.5
80-60-001-45110	ADULT LARGE PRINT MATERIAL	83.33	92.92	(11.5)	1,000.00	434.83	56.5
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	1,125.00	996.66	11.4	13,500.00	5,185.08	61.5
80-60-001-45220	ADULT REFERENCE/E-REFER	1,250.00	0.00	100.0	15,000.00	0.00	100.0
80-60-001-45300	ADULT REFERENCE MATERIAL	0.00	0.00	0.0	0.00	5,188.82	100.0
80-60-001-45400	JUVENILE NON-FICTION	625.00	1,661.74	(165.8)	7,500.00	4,335.97	42.1
80-60-001-45410	PICTURE BOOKS, READERS	500.00	1,081.40	(116.2)	6,000.00	2,749.24	54.1
80-60-001-45420	JUVENILE FICTION	608.33	969.23	(59.3)	7,300.00	3,473.72	52.4
80-60-001-45430	JUVENILE AUDIO-VISUAL	333.33	405.67	(21.7)	4,000.00	1,478.61	63.0

Lake Bluff Public Library

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 6 PERIODS ENDING OCTOBER 31, 2011

PAGE: 3
 F-YR: 12

FUND: LAKE BLUFF PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI-ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
<hr/>							
LIBRARY ADMINISTRATION EXPENSES							
LIBRARY SERVICES							
80-60-001-45440	JUVENILE REFERENCE	0.00	58.05	100.0	0.00	58.05	100.0
80-60-001-45450	TEEN BOOKS	250.00	177.25	29.1	3,000.00	1,324.88	55.8
80-60-001-45500	PERIODICALS	708.33	196.66	72.2	8,500.00	4,995.66	41.2
80-60-001-45510	VIDEO GAMES	191.67	428.83	(123.7)	2,300.00	986.96	57.0
80-60-001-45600	PATRON & STAFF SOFTWARE	333.33	0.00	100.0	4,000.00	3,275.00	18.1
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	1,083.33	0.00	100.0	13,000.00	13,096.00	(0.7)
80-60-001-45700	BRANCH MATERIALS	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-45900	MINOR EQUIPMENT	0.00	0.00	0.0	0.00	1,667.51	100.0
80-60-001-46000	MISCELLANEOUS EXPENSES	166.67	177.02	(6.2)	2,000.00	578.43	71.0
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	0.00	0.00	0.0	0.00	152.13	100.0
80-60-001-49000	LIBRARY FURNISHINGS	833.33	2,462.00	(195.4)	10,000.00	2,931.99	70.6
80-60-001-49100	BUILDING IMPROVEMENTS	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-49120	EXT BUILDING IMPROVEMENTS	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-49350	COMPUTER EQUIPMENT	1,083.33	62.92	94.1	13,000.00	4,891.06	62.3
80-60-001-49351	TECH-4-U AUTOMATION	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-49400	OTHER EQUIPMENT	375.00	0.00	100.0	4,500.00	846.38	81.1
80-60-001-50000	CONTINGENCY	1,666.67	0.00	100.0	20,000.00	2,150.12	89.2
<hr/>							
TOTAL LIBRARY SERVICES		67,275.73	55,467.08	17.5	807,309.00	375,038.53	53.5
TOTAL EXPENSES: LIBRARY ADMINISTRATION		67,275.73	55,467.08	17.5	807,309.00	375,038.53	53.5
TOTAL FUND REVENUES							
TOTAL FUND EXPENSES		67,275.75	18,718.18	(72.1)	807,309.00	801,891.46	(0.6)
FUND SURPLUS (DEFICIT)		67,275.73	55,467.08	17.5	807,309.00	375,038.53	53.5
		0.02	(36,748.90)	(4600.0)	0.00	426,852.93	100.0

Lake Bluff Public Library

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 6 PERIODS ENDING OCTOBER 31, 2011

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FUND: LIBRARY BLG RENOVATION FUND

ACCOUNT NUMBER	DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
----- UNDEFINED CODE -----							
EXPENSES							
---- UNDEFINED CODE ----							
81-60-001-49000	LIBRARY FURNISHINGS	0.00	1,751.00	100.0	0.00	70,734.62	100.0
81-60-001-49100	BUILDING IMPROVEMENTS	0.00	550.00	100.0	0.00	205,357.15	100.0

TOTAL --- UNDEFINED CODE ---		0.00	2,301.00	100.0	0.00	276,091.77	100.0
TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	2,301.00	100.0	0.00	276,091.77	100.0
TOTAL FUND REVENUES		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FUND EXPENSES		0.00	2,301.00	100.0	0.00	276,091.77	100.0
FUND SURPLUS (DEFICIT)		0.00	(2,301.00)	100.0	0.00	(276,091.77)	100.0

Lake Bluff Public Library

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 6 PERIODS ENDING OCTOBER 31, 2011

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FUND: LIBRARY BIRD MEMORIAL FUND

ACCOUNT NUMBER	DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI-ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
BIR MEMORIAL FUND REVENUES							
REVENUES							
MISCELLANEOUS							
82-40-603-73000	STATE PER CAPITA GRANT	515.33	0.00	100.0	6,184.00	0.00	100.0
82-40-603-75000	INTEREST EARNINGS	0.00	0.00	0.0	0.00	0.95	100.0
82-40-603-78000	UNRESTRICTED DONATIONS/CONTRIB	833.33	0.00	100.0	10,000.00	0.00	100.0
82-40-603-78100	RESTRICTED DONATIONS/CONTRIB	1,666.67	0.00	100.0	20,000.00	0.00	100.0
82-40-603-78200	TECH-4-U DONATIONS	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL MISCELLANEOUS		3,015.33	0.00	100.0	36,184.00	0.95	(100.0)
TOTAL REVENUES: BIR MEMORIAL FUND REVENUES		3,015.33	0.00	100.0	36,184.00	0.95	(100.0)
BIRD MEMORIAL EXPENDITURES							
EXPENSES							
--- UNDEFINED CODE ---							
82-60-001-44800	PER CAPITAL GRANT EXPENDITURES	515.33	0.00	100.0	6,184.00	4,491.70	27.3
82-60-001-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.0	0.00	0.00	0.0
82-60-001-44901	PATTI MANNELLY MEMORIAL EXPEND	0.00	0.00	0.0	0.00	0.00	0.0
82-60-001-49000	BIRD MEMORIAL - CHILDRENS LIBR	250.00	0.00	100.0	3,000.00	0.00	100.0
82-60-001-49350	TECH-4-U AUTOMATION EXPENDITUR	0.00	0.00	0.0	0.00	0.00	0.0
82-60-001-49600	HVAC SYSTEM	0.00	0.00	0.0	0.00	0.00	0.0
82-60-001-99999	UNDEFINED/TEMP EXPENSE ACCT	2,500.00	0.00	100.0	30,000.00	0.00	100.0
TOTAL --- UNDEFINED CODE ---		3,265.33	0.00	100.0	39,184.00	4,491.70	88.5
CONTRACTUAL & COMMODITIES							
82-60-002-43570	OPERATING SUPPLIES	0.00	0.00	0.0	0.00	0.00	0.0
82-60-002-45000	BIRD MEMORIAL EXPENSES	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL CONTRACTUAL & COMMODITIES		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: BIRD MEMORIAL EXPENDITURES		3,265.33	0.00	100.0	39,184.00	4,491.70	88.5
TOTAL FUND REVENUES		3,015.33	0.00	100.0	36,184.00	0.95	(100.0)
TOTAL FUND EXPENSES		3,265.33	0.00	100.0	39,184.00	4,491.70	88.5
FUND SURPLUS (DEFICIT)		(250.00)	0.00	100.0	(3,000.00)	(4,490.75)	49.6

Monthly Statistics Summary

October, 2011

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Circulation

October

Year	Circulations per Hour	Total
2011-12	32.2	8,200
2010-11	33.6	8,130
2009-10	31.9	7,937

Fiscal Year to Date

Total	Percent Change	Adult	Juvenile	Adult Fiction	Adult Non-Fiction	Audio Visual	ILL	
							Borrowed	Lent
49,221	-6.17%	27,609	19,368	8,476	3,794	17,420	753	172
52,457	-1.46%	29,158	21,756	9,530	4,999	18,523	877	420
53,234	N/A	28,311	23,675	8,603	4,538	19,408	802	417

User Visits

October

Year	Per Hour	Total
2011-12	25.0	6,369
2010-11	26.2	6,332
2009-10	21.9	5,443

Fiscal Year to Date

Avg. Per Hour	Total Visits
27.9	37,318
27.0	36,953
26.5	36,466

Materials Aquired and Withdrawn

October

Year	Total	
	Aquired	Withdrawn
2011-12	670	538
2010-11	527	843
2009-10	414	404

Fiscal Year to Date

Total		Adult		Juvenile		Audio Visual	
Aquired	Withdrawn	Aquired	Withdrawn	Aquired	Withdrawn	Aquired	Withdrawn
3,684	3,433	2,609	2,616	1,075	817	612	453
3,049	3,335	1,543	2,075	931	809	621	318
2,872	5,287	1,460	2,747	841	2,029	571	511

Online Access

Downloaded Materials

October

Year	Downloads	
	Books	Music
2011-12	209	172
2010-11	71	NA.
2009-10	24	NA.

Fiscal Year to Date

Downloads	
Books	Music
1,124	1,120
415	NA.
91	NA.

Website Usage

Fiscal Year to Date

Site Visits	
Unique Visitors	Page Loads
47,695	31,428
55,994	35,360
NA.	NA.

Overview of Lake Bluff History Museum documents

Lake Bluff Public Library – Board of Trustees meeting 11/8/2011

Document 13 Intergovernmental agreement

This agreement was signed in 1998, and outlines the acquisition of property. Rather than print the whole thing, most of which has no bearing on the maintenance of the building, I have included page 4 only. Section 5B on page 4 outlines the Village's obligations in the tenancy of the Museum in the Library. The Village contributes \$5,000 per year for maintenance, and provides electric, natural gas, water, sanitary sewer, and trash collection for no charge. Costs for these services would be about \$20,000 annually.

Document 14 Original Lease agreement

I've included the entire lease, signed in January 1999. I think the critical sections are 8 and 9. These sections describe the maintenance responsibilities of the Museum (tenant) and the Library (landlord).

Document 15 Agreement to share operating expenses

This agreement was signed in 2005 and is treated as a separate agreement from the lease. It specifically states that it does not supersede the terms of the lease. It was an agreement for the museum to pay a prescribed amount annually over 5 years to cover the cost of specific building maintenance issues. It has a provision for the agreement to be revisited in 2009 to determine if it should be restructured. The full amounts payable under the agreement have been paid. No new agreement has been proposed. *It is the potential restructuring of this agreement that is under consideration by the Board at tonight's meeting.*

These three documents give us a framework to understand the responsibilities of each party under the lease, as well as the financial impact of the Museum's tenancy.

B. **Term.** The term of the Vliet Center Lease shall be 25 years, with three options to renew in 10 year increments.

C. **Rent.** The rent for the Leased Premises shall not exceed \$10.00 per year.

SECTION 5. IMPROVEMENT AND MAINTENANCE OF PROPERTY.

A. **Obligations of Library.** The Library shall:

1. Take all steps necessary to bring the Property into compliance with the Americans with Disabilities Act of 1990, 42 USC §12101 *et seq.* (the "ADA") prior to the opening of the Property to the general public, but in no event later than 12 months after the effective date of this Agreement; and
2. Subject to the terms of the Vliet Center Lease, maintain and keep the Property in good condition and repair, with the assistance of the Village as provided in Section 5.B below.

The foregoing obligations of the Library shall be performed at the Library's sole cost and expense. The parties acknowledge, however, that such costs and expenses may be offset by and through contributions made to, and raised by, the VC / LA Committee.

B. **Obligations of the Village.** The Village does hereby agree that, for so long as the Property is used and occupied by both the Library and the Vliet Center, the Village shall:

1. Assist the Library in the maintenance and repair of the exterior portions of the Property; provided, however, that the total cost to the Village for the provision of the same shall not exceed \$5,000 per calendar year. Said amount shall be adjusted annually for inflation to reflect the most recent annual increase, if any, in the Illinois Municipal Price Index prepared by the Illinois Institute for Rural Affairs of Western Illinois University and published annually in the Illinois Municipal Review (1982=100); if such index is ever not published, the Fixed-Weighted Price Index for State and Local Government Purchase of Goods and Services (July adjustment), published by the Bureau of Economic Analysis of the United States Department of Commerce (1982=100), shall be used. Such maintenance and repair shall include, without limitation, landscaping and lawn care, snow and ice removal, and maintenance of the existing exterior of the Building and the Accessory Structure including, without limitation, painting, tuck pointing, minor roof repair (but not roof replacement); and
2. Provide, or cause to be provided, at no expense to the Library or the Vliet Center, all electric, natural gas, water, sanitary sewer, and trash collection service, to the Property.

SECTION 6. ZONING RELIEF.

The Village, the Library, and the Vliet Center agree to jointly take all procedural steps necessary to initiate and pursue to completion the following zoning actions in accordance with the Lake Bluff Zoning Ordinance:

14

EXECUTION COPY

1/27/99

LEASE OF THE PREMISES LOCATED AT
 127 EAST SCRANTON AVENUE, LAKE BLUFF, ILLINOIS
 FROM
 BOARD OF LIBRARY TRUSTEES
 OF THE VILLAGE OF LAKE BLUFF
 TO
 VLIET CENTER FOR LAKE BLUFF HISTORY



VLIET CENTER
 FOR LAKE BLUFF AREA HISTORY

No. 1105

70-2533/719

DATE 1/28/99

Pay to the order of LAKE BLUFF PUBLIC LIBRARY
 Ten dollars and 00/100

\$10.00

Security features. Details on back.



THE NEW LAKE BLUFF BANK
 LAKE FOREST BANK
 & TRUST COMPANY
 103 E. Scranton
 Lake Bluff, Illinois 60044
 877-515-4060

Handwritten signature: Janet Nelson

1/97 Annual Rent Payment

⑈001105⑈ ⑆071925334⑆ ⑆4400000095⑈

**LEASE OF THE PREMISES LOCATED AT
127 EAST SCRANTON AVENUE, LAKE BLUFF, ILLINOIS**

FROM

**BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF LAKE BLUFF**

TO

VLIET CENTER FOR LAKE BLUFF HISTORY

EXECUTION COPY

1. **BASIC LEASE TERMS.** The following are Basic Lease Terms which will be used throughout this Lease, except as qualified or modified elsewhere herein:

- (a) Building and Address: Building and Accessory Frame Storage Structure located at 127 East Scranton Avenue Lake Bluff, Illinois 60044
- (b) Landlord: Board of Library Trustees of the Village of Lake Bluff 123 East Scranton Avenue Lake Bluff, Illinois 60044
- (c) Managing Agent: None
- (d) Tenant & Address: Vliet Center for Lake Bluff History P.O. Box 247 Lake Bluff, IL 60044
- (e) Tenant's Business: Non-Profit Historical Organization
- (f) Date of Lease: July __, 1998
- (g) Initial Term: 25 Years
- (h) Commencement Date: _____, 1998
- (i) Expiration Date: _____, 2023
- (j) Premises: Approximately 1500 square feet of the building and 200 square feet of the accessory structure located at 127 East Scranton Avenue, Lake Bluff, Illinois as depicted on the floor plan attached hereto as Exhibit A.
- (k) Rent: \$10.00 per year
- (l) Renewal Terms: Three consecutive 10 year options to renew following expiration of initial term.

2. **LEASING AGREEMENT.** Landlord leases to Tenant and Tenant leases from Landlord the Premises. The Term set forth in Section 1(g) shall commence on the Commencement Date set forth in Section 1(h) and shall expire on the Expiration Date set forth in Section 1(i), unless terminated earlier as provided in this Lease or unless extended as provided in Section 4.

3. **RENT.** Tenant shall pay Rent at the annual rate set forth in Section 1(k). Rent shall be payable in advance during the Term and any extension thereto beginning on the Commencement Date. Tenant's covenant to pay Rent shall be independent of every other covenant in this Lease. All Rent payable to Landlord shall be paid by Tenant without demand, notice, abatement, offset or deduction to the Landlord at the address set forth in Section 1(b), or to such other person or place as directed from time to time by notice to Tenant from Landlord.

4. **OPTION FOR RENEWAL.** Landlord does hereby give and grant to the Tenant the option to extend the Term for three consecutive ten year renewal terms at the same Initial Base Rent. This Lease shall continue in force after the expiration of the initial term on the same terms and conditions for three successive periods of ten years each unless canceled by either party hereto by 60 days prior written notice to the other. Landlord shall, on an annual basis, invoice the Tenant for annual rent payments.

5. **POSSESSION.**

(a) If Tenant shall occupy the Premises prior to the Commencement Date, all the provisions of this Lease shall be in full force and effect as of the date Tenant occupies the Premises and the Expiration Date shall remain unchanged.

(b) If the Premises are not ready for occupancy on the Commencement Date, or if possession of the Premises is not delivered to Tenant on the Commencement Date for any reason whatsoever, this Lease shall continue in full force and effect, but Rent shall not become payable until the Premises are ready for occupancy or until possession is delivered, as the case may be, and the Landlord shall have no other liability whatsoever on the account thereof.

(c) Tenant's taking possession shall be conclusive evidence as against the Tenant that the Premises were in good order and satisfactory condition when the Tenant took possession. No promise of the Landlord to alter, remodel or improve the Premises or the Building and no representation respecting the condition of the Premises or the Building have been made to the Tenant unless the same is set forth in this Lease.

6. **USE OF PREMISES.** Tenant agrees to observe and to comply with all rules and regulations that may from time to time be prescribed for the Building and the land upon which it is situated, as long as such rules and regulations do not interfere with the ordinary use of the property for the operation of a museum and an historical center. Tenant shall use Premises for the purpose of operating a historical museum for the preservation and display of materials relating to the history of the Lake Bluff Area only in connection with Tenant's Business set forth in Section 1(e) and for no other purpose. Landlord acknowledges and agrees that Tenant shall have the right to open such Museum to the general public at such hours, and on such conditions, as Tenant shall determine appropriate.

7. **ALTERATIONS AND IMPROVEMENTS.**

(a) Landlord shall have the right at any time to alter or repair the Premises or the Building. Landlord shall have the right to enter the premises without notice to the Tenant in emergency situations and shall give 24 hour's notice for non-emergency repairs, however, failure to give such notice shall not be deemed a breach of this Lease.

(b) Tenant shall not make any alterations in or additions to the Premises, structural or non-structural, without in each case Landlord's prior written consent.

8. **MAINTENANCE AND REPAIRS.** Tenant shall keep the interior, nonstructural portions of the Premises in good clean order, repair and tenantable condition at all times during the Term and shall promptly repair all damage to the interior, nonstructural portions of the Premises and replace or repair all damaged or broken glass, fixtures and appurtenances, including windows, doors, and

light bulbs. Tenant agrees on the last day of the Term or any renewed term or upon sooner termination, to surrender unto the Landlord the Premises in the same condition as when received, ordinary wear and tear excepted.

9. **LANDLORD SERVICES.** Landlord shall cause the following to be provided: structural maintenance and repairs and all repairs required due to defects in mechanical equipment installed by Landlord located within the Premises; provided, however, that Tenant, at its sole cost and expense, shall pay for any and all repairs and replacements of the foregoing directly or indirectly caused by Tenant's negligence, improper use or abuse thereof. Landlord shall be responsible for the rehabilitation and construction of the premises to meet the requirements of the Americans with Disabilities Act or any other federal, state or local requirements for use of the building, including but not limited to handicap accessibility, fire prevention, and other life safety requirements for the premises to be used by the Tenant.

10. **INSURANCE.**

(a) Tenant shall obtain and maintain in effect throughout the Term comprehensive general public liability or Owners, Landlord and Tenant liability insurance, including contractual liability insurance, at its own cost and expense covering the Premises, and its appurtenances insuring Landlord and Tenant from all claims, demands or actions for:

- (i) injury to or death of any one person in the amount of \$1,000,000;
- (ii) injury to or death of more than one person in any one occurrence in an amount of not less than \$2,000,000; and
- (iii) property damage liability insurance in an amount of not less than \$500,000;

made by, or on behalf of, any person or persons, firm or corporation arising from, related to or connected with the Premises.

(b) All insurance under this section shall name Landlord and Tenant as insureds, with loss payable clauses thereof in the favor of Landlord or Tenant as their interests may appear and shall comprehend full coverage of the indemnity set forth in this Lease by Tenant. This insurance shall protect Landlord against the foregoing risks which are due or alleged to be due to any act or neglect of Tenant, Landlord, Landlord's beneficiary, any occupant of any portion of the Building, or any agent, employees or invitees of any of the foregoing, or by any reason of any persons property in and upon the Premises.

(c) A certificate of insurance naming Landlord as "Additional Insured" shall be delivered to Landlord prior to Tenant's taking possession of the Premises and thereafter, prior to any termination date of any then existing policy or policies. The required insurance shall be cancelable or terminated only upon not less than 30 days prior written notice to Landlord.

11. **DAMAGE OR DESTRUCTION OF PREMISES; REPLACEMENT OF PREMISES.**

(a) If the Premises or the Building is partially damaged or destroyed by fire or other cause and if the Building may, in Landlord's opinion, be repaired and restored within 60 days, then Landlord shall commence repairs to the Premises or Building as soon as possible after such

damage, due allowance being made for time needed to adjust insurance and for unavoidable delays.

(b) If the Premises or the Building are totally destroyed or if the partial damage renders the Premises untenable in whole or in part and the Premises cannot reasonably be repaired or restored, Landlord may: (i) elect to demolish the Premises or Building or cease its operation and terminate this Lease as of the date of such damage by giving notice to that effect to Tenant at any time within 30 days after such damage occurs or (ii) replace the Premises or Building with a new structure. If the Landlord chooses to replace the Premises or Building with a new structure, Tenant shall be entitled to occupy substantially similar space within the new structure with such occupancy subject to the terms of this Lease.

(c) If the Premises, or any portion thereof, is demolished for any reason (whether by casualty or otherwise) and replaced by a new structure, Tenant shall be entitled to occupy substantially similar space within the new structure with such occupancy subject to the terms of this Lease.

(d) Any time the premises is rendered untenable in whole or in part for more than sixty days, the Tenant shall have the option to terminate this Lease by giving the Landlord fourteen days written notice.

12. **CONDEMNATION.** If any part of the Premises shall be taken, pursuant to a condemnation action or proceeding, determines that the Premises are no longer suitable for the intended purpose, then this Lease shall terminate as of one day prior to the date title shall vest in the public or quasi-public authority.

If less than a substantial part of the Premises shall be taken for any public or quasi-public use under any governmental law, ordinance, or regulation or by right of eminent domain or shall be sold to the condemning authority under threat of condemnation or if less than a substantial part of the building is taken or sold so that the Premises can be economically used for the purpose intended once the balance of the building is restored, this Lease shall not terminate but Landlord shall, at its sole expense, restore and reconstruct the building and the Premises to make the same tenantable and economically suitable for the intended use of the Premises.

Landlord and Tenant shall each be entitled to receive such separate awards and portions of lump-sum awards as may be allocated to their respective interests in any condemnation proceedings based upon any improvements made by Tenant. The termination of this Lease shall not affect the rights of the respective parties to those awards.

13. **TENANT'S FIXTURES.** Tenant shall remove its movable trade fixtures and equipment upon the expiration or termination of the Term or upon the expiration or termination of any optional renewal term. Tenant shall fully repair all damage occasioned by such removal and shall leave the Premises and Building in the same condition as when received, ordinary wear and tear excepted.

14. **ASSIGNMENT AND SUBLETTING.** Tenant shall not assign this Lease, nor sublet all or any portion of the Premises, nor shall Tenant permit the use of all or any portion of the Premises by persons other than Tenant, its agents and employees, without the prior written consent of Landlord, which shall not be unreasonably withheld.

15. **DEFAULT AND LANDLORD'S REMEDIES.**

(a) Each of the following shall constitute an event of default by Tenant under this Lease:

- (i) Tenant fails to pay any installment of Rent within 20 days after written notice to Tenant that such payment of Rent is delinquent;
- (ii) Tenant fails to observe or perform any of the other covenants or provisions of the Lease to be observed or performed by Tenant and fails to cure such default within 30 days after written notice ("Default Notice") to Tenant; provided, that if such default cannot be cured within such 30 day period, but Tenant promptly commences such cure, said 30 day period shall be extended so long as Tenant is actively, diligently and continuously attempting to effectuate such cure;
- (iii) the interest of Tenant in this Lease is levied upon under execution or other legal process;
- (iv) a receiver is appointed for Tenant or Tenant's property; or
- (v) Tenant abandons the Premises.

(b) Upon the occurrence of an event of default by the Tenant, Landlord, at its option, without further notice or demand to Tenant, may, in addition to all other rights and remedies provided in this Lease, or available to Landlord at law or in equity:

- (i) terminate this Lease and Tenant's right to possession of the Premises and recover all damages to which Landlord is entitled under law, and in such event, Landlord shall, if and to the extent required by law, take reasonable measures to mitigate damages recoverable against Tenant.

(c) Tenant shall pay upon demand any expenses including attorneys' fees, expenses, and costs incurred in the enforcement of this Lease or any default under this Lease including, without limitations, matters involving payment of rent, alterations or other work in the premises and assignment or subletting shall be the responsibility of the non-prevailing party in connection with:

- (i) any action or proceeding by Landlord to terminate this Lease or to terminate Tenant's right to possession of the Premises, any other action or proceeding by Landlord against Tenant, any default by Tenant under this Lease (including, without limitation, matters involving: payment of Rent, alterations or other work in the Premises; and assignment or subletting) whether or not Landlord commences any action or proceeding against Tenant; or
- (ii) any action or proceeding by Tenant against Landlord in which Tenant fails to obtain a final judgement against Landlord;

Tenant's obligations under this subsection shall expressly survive the expiration or earlier termination of this Lease.

16. **HOLDING OVER.** If Tenant remains in possession of the Premises after the expiration of the Term, such holding over shall constitute a tenancy at sufferance at \$10 per day for the time Tenant remains in possession. In addition, Tenant shall pay to Landlord all damages sustained by reason of the Tenant's retention of such possession. The provisions of this Section shall not constitute a waiver by Landlord of any re-entry rights of Landlord available under this Lease or by law.

17. **WAIVERS.** The acceptance of Rent by Landlord shall not be deemed a waiver of any preceding breach by Tenant of any term, covenant, or condition of this Lease, other than the failure of Tenant to pay the particular Rent so accepted. None of the terms, covenants or conditions of this Lease can be waived by either Tenant or Landlord except by appropriate written instrument signed by both Landlord and Tenant.

18. **SUBORDINATION.** This Lease and all rights of Tenant hereunder are subject and subordinate to the lien of any mortgage or trust deed now or at any time hereafter in force against the Building or the land upon which it is situated and all replacements thereof and to all advances now or hereafter to be made upon the security thereof. Tenant agrees to execute such further instruments subordinating this Lease to the lien or liens of any such mortgage or trust deed as Landlord from time to time may request. Tenant shall, in the event any proceedings are brought for the foreclosure of any mortgage or other financing document made by the Landlord covering the Premises, attorn to the purchaser upon such foreclosure and recognize such purchaser as the successor Landlord under this Lease, if such purchaser so requests.

19. **AUTHORITY OF TENANT.** It is expressly warranted by Tenant and its officers executing this Lease on its behalf, that Tenant is a non-profit corporation duly organized, validly existing and in good standing under the laws in the State of Illinois and that the execution of this Lease by said corporation has been duly authorized by the resolution of its Board of Directors.

20. **RIGHTS RESERVED BY LANDLORD.** Landlord shall have the following rights, exercisable with a 24-hour notice to Tenant for non-emergency repairs and improvements, with the condition that failure to give such notice shall not be deemed a breach of this Lease, and without liability to Tenant for damage or injury to property, person or business (all claims for damage being hereby waived), and without effecting an eviction or disturbance of Tenant's use or possession or giving rise to any claim for set-offs or abatement of rent:

- (a) To approve all sources furnishing janitorial cleaning services, sign painting and lettering and mechanical maintenance service used on Premises and Building.
- (b) To decorate or make repairs, alterations, additions, or improvements, whether structural or otherwise, in and about the Building or the land upon which it is situated, or any part thereof, which Landlord may deem necessary or which may be required by the Village of Lake Bluff or any other governmental agency having jurisdiction over the Building or the land upon which it is situated (including, without limitation, repairs and improvements required pursuant to the Americans with Disabilities Act of 1990, § 12101 et seq. (the "ADA")), and for such purposes to enter upon the Premises, and,

during the continuance of any said work, to temporarily close doors, entryways, public space, and corridors in the Building and to interrupt, or temporarily suspend Building services and facilities, provided that Landlord will at all times use its best effort to maintain reasonable accessibility to the Premises, and to minimize any disruption of Tenant's business.

- (c) To enter the Premises at all reasonable times to inspect the same and to post such reasonable notices as Landlord may desire to protect its rights.

21. **INDEMNITY BY TENANT.** To the extent not expressly prohibited by law, Tenant agrees to indemnify and hold harmless Landlord, its beneficiary, agents, representatives, officers, employees and mortgagees from and against all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses, including, without limitation, reasonable attorneys' fees and expenses, imposed upon or incurred by or asserted against any one or more of the indemnified parties by reason of:

- (a) any accident, injury or death to persons or loss or damage to property occurring on or about the Premises or any part thereof, or occurring in or about the Building or the land upon which it is situated and due to any act or failure to act or any negligence or default under this Lease by Tenant, its contractors, agents, representatives, invitees or employees;
- (b) any failure on the part of the Tenant to perform or comply with any of the terms of this Lease; or
- (c) performance of any labor or services or the furnishing of any materials or property in respect to the Premises or any part thereof by Tenant.

In case any such action, suit or proceeding is brought against any one or more of the indemnified parties, Tenant shall, at Tenant's expense, resist and defend such action, suit or proceeding, or cause the same to be resisted and defended by counsel reasonably acceptable to Landlord and Tenant.

22. **INDEMNITY BY LANDLORD.** To the extent not expressly prohibited by law, Landlord agrees to indemnify and hold harmless Tenant, its beneficiary, agents, representatives, officers, employees and mortgagees from and against all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses, including, without limitation, reasonable attorneys' fees and expenses, imposed upon or incurred by or asserted against any one or more of the indemnified parties by reason of:

- (a) any accident, injury or death to persons or loss or damage to property occurring on or about the Premises or any part thereof, or occurring in or about the Building or the land upon which it is situated and due to any act or failure to act or any negligence or default under this Lease by Landlord, its contractors, agents, representatives, invitees or employees;
- (b) any failure on the part of the Landlord to perform or comply with any of the terms of this Lease; or

- (c) performance of any labor or services or the furnishing of any materials or property in respect to the Premises or any part thereof by Landlord.

In case any such action, suit or proceeding is brought against any one or more of the indemnified parties, Landlord shall, at Landlord's expense, resist and defend such action, suit or proceeding, or cause the same to be resisted and defended by counsel reasonably acceptable to Tenant and Landlord.

23. **MISCELLANEOUS.**

- (a) This Lease shall be recorded, and the cost of recording shall be shared between the parties.

- (b) Time is of the essence of this Lease, and all provisions relating thereto shall be strictly construed.

- (c) Intentionally deleted.

- (d) The captions of this Lease are for convenience only and are not to be construed as part of this Lease and shall not be construed as defining or limiting in any way the scope or intent of the provisions hereof.

- (e) If any term or provision of the Lease shall to any extent be held invalid or unenforceable, the remaining terms and provisions of this Lease shall not be affected thereby, but each term and provision of this Lease shall be valid and enforced to the fullest extent permitted by law.

- (f) All of the covenants, agreements, conditions and undertakings contained in this Lease shall extend and inure to and be binding upon the heirs, executors, administrators, personal representatives, successors and permitted assigns of the respective parties hereto. Nothing herein contained shall be construed to grant or confer upon any person or persons, firm, corporation, or governmental authority, other than the parties hereto, their heirs, executors, administrators, successors and assigns, any right, claim, or privilege by virtue of any covenant, agreement, condition or undertaking contained in this Lease.

- (g) Intentionally deleted.

- (h) Submission of this instrument for examination or signature by Tenant does not constitute a reservation of or option for this Lease.

- (i) This Lease shall be governed by and construed in accordance with the laws of the State of Illinois.

- (j) No remedy herein or otherwise conferred upon or reserved to Landlord shall be considered to exclude or suspend any other remedy, but the same shall now be cumulative and shall be in addition to every other remedy given hereunder now or hereafter existing at law or in equity.

EXHIBIT A

Floor Plan

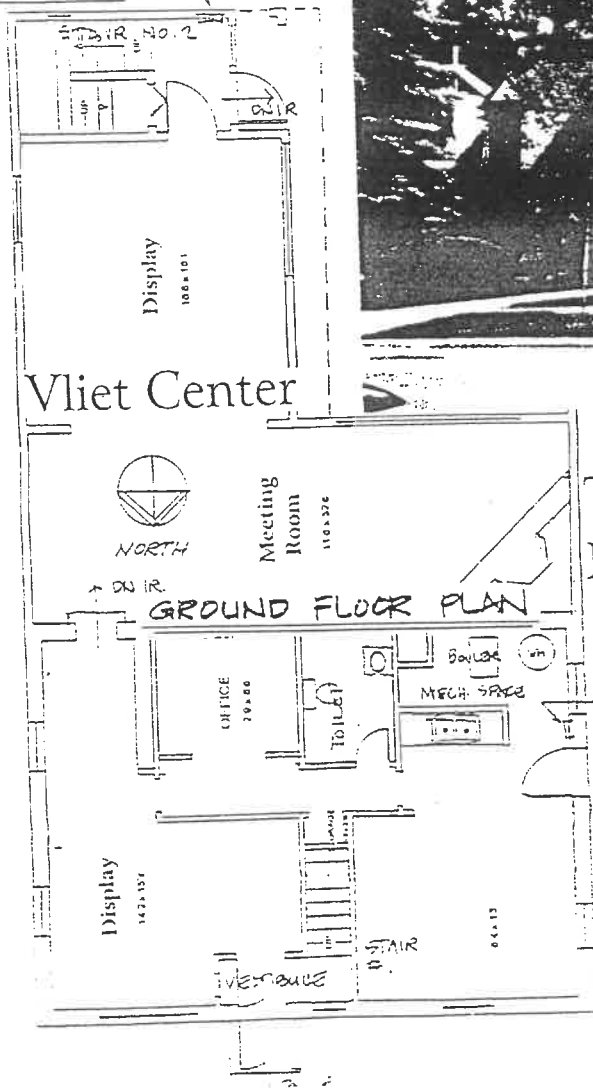
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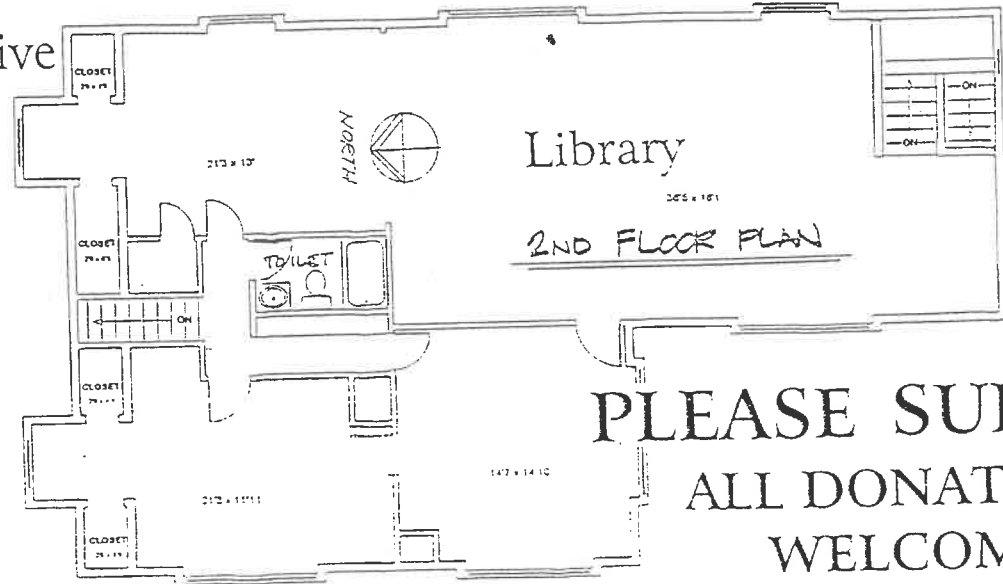
Lake Bluff VLIET CENTER LIBRARY ANNEX



The Project
127 East Scranton Avenue
(adjacent to Lake Bluff Library)



Tentative
Plan



**PLEASE SUPPORT
ALL DONATIONS
WELCOME**

IN WITNESS WHEREOF, the parties hereto have executed this Lease as of the
Date of Lease.

TENANT:

**VLIET CENTER FOR
LAKE BLUFF HISTORY**

By: Jamiet W. Nelson

Its: PRESIDENT

1/27/99

LANDLORD:

**BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF LAKE BLUFF**

By: R. A. Morissette

Its: President

RWR\jwC:WP61PUMA\VLIETCEN.TER\LEASE.1991890000.000

AGREEMENT TO SHARE OPERATING EXPENSES

(Vliet Center and Library)

This Agreement To Share Operating Expenses ("Agreement") is entered into effective February 1, 2005 between the Board of Directors of the Vliet Center for Lake Bluff Area History ("Vliet Center") and the Board of Library Trustees of the Lake Bluff Public Library (the "Library").

- I. The Vliet Center and the Library acknowledge:
 - A. They are tenant and landlord whereby the Vliet Center leases approximately 2,313 square feet (approximately eighteen percent (18%) of the total library Building or 50% of the building commonly referred to as the Library Annex or Wood Building).
 - B. The Vliet Center's occupancy of the Wood Building at 127 E Scranton Ave is governed by an Intergovernmental Agreement dated and signed July 13, 1998 (Exhibit 1) and a lease agreement signed and dated January 12, 1999 (Exhibit 2). Nothing in this cost sharing agreement shall supercede the terms of the lease.
 - C. The joint use of the Library building by the Vliet Center and the Library is a wonderful example of cooperation for the benefit of the Lake Bluff community.
 - D. The Vliet Center and Library wish to continue their cooperative relationship by sharing operating costs.
 - E. There have been discussions between the Vliet Center and the Library relative to the sharing of agreed upon costs of operating the Library building.

- II. Consistent with the foregoing, the Vliet Center and Library agree as follows:
- A. Sharing of operating costs of the area of the library known as the Wood Building is on a 50/50 basis except that elevator-operating costs are shared 18% by the Vliet Center and 82% by the Library.
 - B. The prorated sharing of operating expenses is stated in detail on the attached Exhibit 3.
 - C. Given that the operation cost figures are estimates and given the volunteer nature of the Vliet Center, the Vliet Center stipulates that any request by the Library Board to adjust payments to a "not to exceed figure" as outlined on the attached Exhibit 3 be justified in writing and approved prior to implementation.
 - D. Payments from the Vliet Center to the Library will be made on the 1st day of December of each calendar year.
 - E. While the operation cost sharing schedule runs through the 2009-2010 fiscal year, the Vliet Center and Library agree to re-visit their cost sharing arrangement during the month of January, 2009 at which time the Vliet Center and Library will discuss in good faith and in the spirit of community cooperation whether this Agreement should be restructured.

Board of Directors
Vliet Center for Lake Bluff Area History

By: Tom Tincher
Tom Tincher, President

Signed: February ____, 2005

Board of Library Trustees
Lake Bluff Public Library

By: Andrea Haller
Andrea Haller, President

Signed: February 21, 2005

**Exhibit 1
(Agreement to Share Operating Expenses)**

Fiscal Year	05-06	06-07	07-08	08-09	09-10	5 yr Total
Calendar Year	2005	2006	2007	2008	2009	
Estimated Total Cost	3,878	5,171	4,291	5,816	4,953	29,421
Elevator	2,751	2,904	3,038	3,204	3,351	17,878
Vliet (18%)	495	522	546	576	603	3,215
Library (82%)	2,256	2,382	2,492	2,628	2,748	14,663
Other (HVAC/Plumbing/etc.) Wood Building only	1,127	2,267	1,253	2,612	1,602	11,543
Vliet (50%)	563	1,133	626	1,306	801	5,771
Library (50%)	564	1,134	627	1,306	801	5,772
Total						
Vliet	1,058	1,655	1,172	1,882	1,404	8,986
Library	2,820	3,516	3,119	3,934	3,549	20,435

Vliet Center For Lake Bluff Area History
Lake Bluff Public Library District

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2011 Closed Dates

Monday, February 21
President's Day

Sunday, April 24
Easter

Sunday, May 29
Monday, May 30
Memorial Day Weekend

**All Sundays from May 29 thru
September 4**

Monday, July 4
Independence Day

Monday, September 5
Labor Day

Thursday, November 24
Thanksgiving Day

Saturday, December 24
Christmas Eve Day

Sunday, December 25
Christmas Day

Saturday, December 31
New Year's Eve

Sunday, January 1, 2012
New Year's Day

2012 Closed Dates (Proposed) ¹⁶

Monday, February 20
President's Day

Sunday, April 8
Easter

Sunday, May 27
Monday, May 28
Memorial Day Weekend

**All Sundays from May 28 thru
September 3**

Wednesday, July 4
Independence Day

Monday, September 3
Labor Day

Thursday, November 22
Thanksgiving Day

Monday, December 24
Christmas Eve Day

Tuesday, December 25
Christmas Day

Monday, December 31
New Year's Eve

Sunday, January 1, 2012
New Year's Day

VILLAGE OF LAKE BLUFF

MEMORANDUM

TO: Chairman and Finance Committee Members
Christine Letchinger, Village President
R. Drew Irvin, Village Administrator
CC: Matt Womack, Library Director
Marlene Scheibl, Assistant Finance Director
FROM: Susan Griffin, Finance Director
DATE: November 2, 2011
SUBJECT: 2011 Property Tax Levy Estimate

The attached packet includes three supporting schedules (A-C) estimating the 2011 Property Tax Levy and showing the breakdown by purpose with comparison to prior years. Also attached, for background information, are Attachments 1-3 as follows: the May 1, 2011 Police Pension Plan actuarial valuation; the Illinois Municipal League analysis of the Police, Fire and IMRF pension funds along with a Key Findings report; and a three page primer on the property tax levy and extension process.

Levy Calculation and Estimates - Schedule A

Schedule A of the package shows the calculation of the tax levy based on the maximum non-referendum tax levy which takes into account the CPI factor and estimated new construction.

The CPI factor is 1.5%, the EAV for 2011 is projected at 1.25% higher than 2011, and new construction is estimated at \$2.5 million. The estimated maximum amount (under the Property Tax Limitation Act - PTELL) that could be levied is \$3,713,870 representing a 1.93% increase. While the Village is not legally limited by the tax caps since becoming home rule, the Village Board passed a resolution pledging to not increase the aggregate levy in excess of the amount that is allowed under the PTELL.

Part III, of Schedule A details the new dollars received, the percentage increase, and the tax rate changes compared to the 2010 extension. Under the estimated levy, the Village would realize \$55,157 and the Library \$15,149 for a total of \$70,306 new dollars while the blended tax rate would decrease from \$.624 to \$.610 per \$100 of EAV.

Below is a table showing the last 9 years' total (Village and Library) tax extension and the current estimated levy.

Table with 7 columns: Tax Collection Yr, Levy Year, Tax Extension, Equalized Assessed Value, Blended Tax Rate, Inc/(Dec) in EAV, Inc/(Dec) in Levy. Rows include years from 2012-13 (1) back to 2003-04.

(1) Year 2011 Levy, EAV, rate & percentage increases are estimates.

Special Levies and Levy Breakdown by Fund/Purpose – Schedules B & C

Schedule B shows the breakdown of the levy by fund/purpose with a comparison to previous years. The shaded column shows the effect of the 2011 levy on the Village funds. Of the total new dollars projected under this allocation scenario, the General fund would realize \$54,469 or 2.91% increase over the 2010 extension. **Schedule C** shows much of the same information as Schedule B but includes the maximum tax rates allowed by law for each specific taxing purpose.

The Police Pension Board met on October 24th to discuss the Fund's levy requirement and requested a \$550,000 tax levy. The 2011 actuarial valuation (**Attachment 1**) calculates a statutorily required minimum Village contribution of \$423,075 down from the contribution last year of \$490,000. The actuarial recommended levy of \$607,620 is based on more conservative funding methods and assumptions and seeks to avoid dramatic increases in future pension fund levy requirements. However, the Police Pension Board acknowledges that a 24% increase from \$490,000 to \$607,620 in the Village contribution is a financial hardship. But a levy request of \$550,000 would exceed the statutory minimum by 30% and move closer to the goal of contributing the actuarial recommended levy in future years which is designed to reduce the unfunded liability each year to achieve at least 90% funding by 2040. The plan is 54% funded as of May 1, 2011.

The Illinois Municipal Retirement Fund and Social Security levy allocations are based on a projection of the costs for FY2012-13. These funds have unreserved fund balances at the end of fiscal year 2011 of \$211 and \$186 thousand, respectively, and are estimated to exceed these amounts at the end of fiscal year 2012. Therefore, the levies for these purposes have been scaled back for two reasons: (1) the expenses are predicated on lower salaries from reduced staffing levels and (2) the intentional utilization of excess fund balance reserves.

Attachment 2 is a report, while dated February 2007 it is still very relevant, on Key Findings from the "Fiscal Analysis of the Downstate Police, Fire and IMRF Pension Systems" and the full report. When the report refers to the "Downstate" funds, it includes all of the Police and Fire funds in the State of Illinois except Chicago.

Library Property Tax Levy

The Library Board has not submitted its levy request yet; so this report reflects a levy amount of \$800,255 which represents a 1.93% increase over the 2010 tax extension. In 2010 the Library held its levy request to a zero increase from 2009. The

Abatement of 2011 Bonds (refunding 2004 Alternate Water Revenue Bonds Debt) and 2006 G.O. Bond Debt

As has been past practice, this levy does not include a levy for these bond payments. This debt requires an abatement ordinance to request that the County NOT levy this tax because Ordinance 2011-19 and Ordinance 2006-26 is filed with the County and specifies a levy amount if the revenue sources are not adequate to pay the bonds. This abatement ordinance will be submitted to the Board for approval in conjunction with the levy ordinance.

General Information and Tax Levy Legal Adoption Requirements

The Village is required by Statute to prepare a resolution estimating the property tax levy which will be on the November 14th agenda. The first reading of the Levy Ordinance, Debt Abatement Ordinance, and Public Hearing will be held on November 28th with final adoption of the levy on December 12th. The levy must be filed with the County Clerk by the last Tuesday in December.

Attachment 3 is some general information on the requirements, deadlines, past practices, and some definitions on the property tax levy and extension process.

Truth-in-Taxation Law Compliance Is Not Required

The truth in taxation law requires that the corporate authorities comply with specific publication and public hearing requirements if the aggregate tax levy is estimated to be more than 105% of the amount extended the prior year. At this time, the Village and the Library levies are in compliance with the tax cap amount, therefore, compliance with the provisions of this law is not required. However, the Village will hold a public hearing on the budget at the November 28th Board meeting in accordance with past practice. The public hearing notice will be posted on the Village Hall bulletin board, the website, and printed in the November 17th edition of the Lake Forester.

VILLAGE OF LAKE BLUFF

2-Nov-11

SCHEDULE A

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2011 PROPERTY TAX LEVY ESTIMATED TOTAL LEVY

I. Calculation of 2011 Estimated EAV & Historical Data

	2006	2007	2008	2009	2010 Actual	2011 Estimated
Village EAV	\$545,817,083	\$601,794,906	\$621,132,519	\$605,179,705	\$561,955,086	\$568,979,525
Sanctuary EAV	\$25,877,107	\$25,970,854	\$26,608,466	\$25,773,313	\$23,944,748	\$24,184,195
Total Village EAV	\$571,694,190	\$627,765,760	\$647,740,985	\$630,953,018	\$585,899,834	\$593,163,720
Shield's Township EAV	\$2,027,510,069	\$2,186,450,835	\$2,120,045,975	\$2,223,203,731	\$2,060,162,776	\$2,120,045,975
Village % of Township	28.20%	28.71%	30.55%	28.38%	28.44%	27.98%
New Construction Value Annexed Property	\$12,264,821	\$7,628,998	\$4,470,498	\$4,796,244	\$3,063,550	\$2,500,000
Property Tax Extension	\$2,958,329	\$3,129,333	\$3,316,848	\$3,364,799	\$3,506,600	\$3,473,555
Sanctuary Extension	\$128,609	\$123,881	\$130,381	\$131,444	\$136,984	\$135,341
Total Extension	\$3,086,938	\$3,253,214	\$3,447,229	\$3,496,243	\$3,643,584	\$3,608,896
Tax Rate	0.542	0.520	0.534	0.556	0.624	0.610
Sanctuary Rate	0.497	0.477	0.490	0.510	0.572	0.560

II. Calculation of Maximum Tax Levy

A. Tax Cap Calculation - MAXIMUM

YEAR 2011 ESTIMATE

CPI Factor 1.5%

STEP 1: Prior year Extension less debt * CPI factor

2010 Extension \$3,643,564 \$3,698,217

STEP 2: Tax Rate Maximum = New Extension (less debt) Divided by Estimated EAV less New Construction

Maximum Tax Rate with CPI

0.6261 PTELL Limiting Rate

STEP 3: Rate * Total EAV = Total levy (less debt)

\$3,713,870 MAXIMUM 1.93% % Increase

STEP 4: \$3,713,870 1.93% % Increase

STEP 5: Add G.O. Debt Payments ABATED \$0

STEP 6: Total Maximum Levy & Tax Rate \$3,713,870 0.6261

III. Comparison 2010 & 2011 Levy - VILLAGE

A. Maximum (CPI + New Constr.)

	2010 Tax Exten	2011 Tax Max	2011 Estimate	\$ Change	% Change
Levy Before Debt	\$2,858,458	\$2,913,615	\$2,913,615	\$55,157	1.93%
Debt Levy	\$0	\$0	\$0	\$0	
Abatement	\$0	\$0	\$0	\$0	
Total Levy	\$2,858,458	\$2,913,615	\$2,913,615	\$55,157	1.93%

2011 PROPERTY TAX LEVY ESTIMATED TOTAL LEVY

Library Levy Estimates					
	2010 Extension	2011 Max	2011 Estimate	\$ Increase	% Change
Amount Allowed per Tax Cap	\$785,106	\$800,255	\$800,255	\$15,149	1.93%
Objective of .13 tax rate to meet State Library grant requirement	\$761,670	\$771,113		\$9,443	1.24%
TOTAL LEVY	\$3,643,564	\$3,713,870	\$3,713,870	\$70,306	1.93%

SCHEDULE B

VILLAGE OF LAKE BLUFF
COMPARISON OF PROPERTY TAX LEVIES 2007-2011

FUND TITLE		PROPERTY TAX	PROPERTY TAX	PROPERTY TAX	PROPERTY TAX	ESTIMATED	\$ INC/(DEC)	% INC/(DEC)	% of Total
		2007 EXT	2008 EXT	2009 EXT	2010 EXT	PROPERTY TAX			
		(FY08-09)	(FY09-10)	(FY10-11)	(FY11-12)	2011 LEVY	2010 Extension to 2011 Levy		Levy
						(FY12-13)			
01	General Fund	\$1,621,023	\$1,685,374	\$1,735,884	\$1,874,146	\$1,928,615	\$54,469	2.91%	49.53%
	Debt Service Abatement	\$0	\$0	\$0	\$0	\$0	\$0	N/A	0.00%
	General Fund Total Tax Revnu	\$1,621,023	\$1,685,374	\$1,735,884	\$1,874,146	\$1,928,615	\$54,469	2.91%	49.53%
07	IL Municipal Retirement (Village)	244,829	272,051	252,381	216,783	190,000	(\$26,783)	-12.35%	7.47%
14	Social Security Fund (Village)	276,217	291,483	290,238	275,373	245,000	(\$30,373)	-11.03%	8.56%
62	Police Pension Fund (Village)	376,659	421,032	435,358	492,156	550,000	\$57,844	11.75%	11.68%
	Subtotal-Village	\$2,518,728	\$2,669,940	\$2,713,861	\$2,858,458	\$2,913,615	\$55,157	1.93%	77.24%
00	Library Fund	677,406	714,454	719,547	726,106	740,035	\$13,929	1.92%	20.90%
00	Library IMRF	28,900	33,235	33,235	32,000	32,700	\$700	2.19%	1.07%
00	Library FICA	28,180	29,600	29,600	27,000	27,520	\$520	1.93%	0.78%
	Subtotal-Library	\$734,486	\$777,289	\$782,382	\$785,106	\$800,255	\$15,149	1.93%	22.76%
	TOTAL EXTENSION/LEVY	\$3,253,214	\$3,447,229	\$3,496,243	\$3,643,564	\$3,713,870	\$70,306	1.93%	100.00%

Residential property represents 90.6% of the total EAV of the Village.
Commercial, industrial, farm and railroad property combined EAV represents 9.4%.

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**VILLAGE OF LAKE BLUFF
2010 PROPERTY TAX BREAKDOWN**

<u>2011 Actual EAV</u>	<u>2011 Estimated EAV</u>	<u>2010 Actual EAV</u>
Village (w/o Sanct)	568,979,525	561,955,086
Sanctuary	24,184,195	23,944,748
0 Total EAV	593,163,720	585,899,834

Levy Purpose	Maximum Rate	2010 Rate	2010 Extension	2011 Max	2011 Levy	2011 Est Rate
Corporate	0.250	0.091	533,169	1,482,909	549,745	0.093
Police	0.075	0.056	328,104	444,873	337,950	0.057
Fire ¹	0.075	0.052	292,217	426,735	297,900	0.052
Sanitation	0.200	0.068	398,412	1,186,327	418,330	0.071
Street & Bridge	0.060	0.000	-	355,898	-	0.000
Crossing Guard	0.020	0.001	5,859	118,633	4,690	0.001
Liability	Amt necessary	0.049	287,091		290,000	0.049
Audit	Amt necessary	0.004	23,436		25,000	0.004
Unemployment	Amt necessary	0.001	5,859		5,000	0.001
General Fund			1,874,147	4,015,375	1,928,615	
IMRF	Amt necessary	0.037	216,783		190,000	0.032
FICA	Amt necessary	0.047	275,373		245,000	0.041
Library	0.15	0.134	785,106	889,746	800,255	0.135
Police Pension	Amt necessary	0.084	492,156		550,000	0.093
G.O. Bonds	Amt necessary	0	-		-	0.000
Total Levy			3,643,565	4,905,121	3,713,870	
Less Abatement						
Total Village Ext (blended rate)		0.624			3,713,870	0.628
Village (w/o Sanctuary)		0.622				0.626
Sanctuary		0.572				0.576

¹Fire levy is applicable ONLY to the Village EAV - Sanctuary residents pay to Knollwood/Rockland Fire District

lakeforest

19A

Reading to dogs a hit at Lake Bluff Public Library

BY LINDA BLASER

lblaser@pioneerlocal.com

Last Modified: Nov 2, 2011 03:05AM

Just 6-years-old and entering first grade this fall, Will Atzeff of Lake Bluff read one of his favorite "Fly Guy" books to Josie, a Leonberger who -- at over 100 pounds -- loomed large.

"I like bigger dogs," Atzeff said, walking into the reading room with Josie and her owner Grainne Mitzenberger of Lake Bluff. So started the last summer session of Paws for a Tale, a reading program at Lake Bluff Public Library.

While Atzeff settled into a kid-sized beanbag chair, Mitzenberger and Josie made themselves comfortable on the carpet at his feet to enjoy a quiet 20-minute story.

"Fly Guy by Tedd Arnold," Atzeff started. "A boy had a pet fly. He named him Fly Guy."

As Atzeff continued, Josie laid her head almost in his lap, licking Atzeff's nose several times.

The 6-year-old reader persisted, with Mitzenberger's prompting, and finished the book — the second time he has signed up for and participated in Paws for a Tale.

"It was my mom's idea," Atzeff said about why he signed up for a reading slot, slots that are hard to get. But, he admits, he likes to read — a skill he started at the end of kindergarten -- and he likes reading to the dogs.

And that, really, is the whole point of the reading program launched as a pilot last fall at Lake Bluff Public Library.

While Atzeff read to a dog big enough for him to ride, his 8-year-old brother John read to Bailey, a Sheltie who probably tips the scale at just 20 pounds.

Since he's going into third grade, reading aloud for John is a much smoother exercise. Reading to Bailey, who sat attentively next to John with her head on her paws looking at the pages, "was fun," the older Atzeff admitted.

Having fun at the library with books is the whole reason Children's Librarian Donna Williams jumped at the offer by Maggie Schmude of Lake Bluff and her husband Rick to start up a reading program through the local Love on a Leash certified dog chapter the Schmudes started.

"It gets children into the library, it gets them to see the library in a different light and it facilitates their reading. That's the most important thing. It really has helped a lot of children make that leap," said

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Williams.

Maggie Schmude speaks of studies done that show reading out loud to animals helps improve children's reading and retention. She credits the non-judgmental nature of dogs and cats with helping young readers improve.

"I had a mom who told me her son was a great reader but was always intimidated of reading out loud. This program has really helped him," Schmude said.

"Connecting children with books that speak to them, that's the most important thing I do," Williams said.

Though the summertime Paws for a Tale has ended, Williams said weekly sessions will be scheduled this fall.

"The slots fill up quickly," she noted, "so sign up early."

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Lake Bluff Public Library Lake Bluff, IL

You Can Count on Us



POLARIS

Polaris Integrated Library System Configuration and Pricing for Polaris Hosted Services

Polaris is pleased to provide the following quotation for the Polaris ILS, which includes hosted services. The specific duties that Polaris will undertake as your integrated library system partner are listed under Overview of Services. In general terms, any duties that an on-site system administrator would do will be performed by Polaris.

Contents:

- Cost Proposal Summary
- Overview of Services
- Polaris ILS Software
- PC Workstation and Terminal Services Requirements
- Detailed quote with estimated 5 year costs

CONDITIONS AND PRICES QUOTED ARE VALID FOR 90 DAYS FROM:

10/19/2011

Cost Proposal Summary

Number of Polaris Staff Clients 8

<u>Service Description</u>	<u>Costs</u>
Training	\$4,500
Implementation Services	\$4,665
Data Migration and Database Services	\$1,015
Software	
	Polaris Server Software \$10,000
	Polaris Staff Clients \$6,000
Syndetics Small Library Package	\$400
Hosted Services	\$4,000
Options	\$0
Total Cost Due On Operational Date	\$30,580

Estimated Annual Costs:

Year Two, Subscriptions, Maintenance & Hosting Services	\$7,500
Year Three, Subscriptions, Maintenance & Hosting Services	\$7,875
Year Four, Subscriptions, Maintenance & Hosting Services	\$8,269
Year Five, Subscriptions, Maintenance & Hosting Services	\$8,682
Estimated Total Five Year Cost	\$62,906

Overview of Services

Polaris will provide the following:

One-Time Services	Description
<p>Training</p>	<p>INCLUDED:</p> <ul style="list-style-type: none"> • Web-based training for PAC, Cataloging, Circulation, and toolbar reports • 6 half-day session, maximum of 10 trainees in the room • Library must designate one person, on-site, as an in-room moderator <p>• Unlimited yearly attendance at monthly scheduled half day refresher webinars covering PAC, Cataloging, Circulation, and toolbar reports (requires advance registration, and available space in the session. Maximum of 15 customer logins per webinar.)</p> <ul style="list-style-type: none"> • Web-based post-live follow up training, delivered as a half day web-based session within 60 days of go-live <p>All training will utilize a standardized training database hosted on a training server at Polaris Library Systems. Training will not utilize the library's own data.</p> <p><i>RECOMMENDED OPTIONS:</i></p> <ul style="list-style-type: none"> • <i>On-site training upgrade for PAC/Cat/Circulation/toolbar reporting (3 days onsite). Minimum 2 days onsite per trip. Add \$2400 for this option.</i> • <i>Onsite Go-Live Assistance at \$1,800/day. Minimum 2 day visit, unless combined with other onsite services.</i> <p><i>All web-based training, with the exception of monthly half-day refresher webinars, will be private sessions (only one library attending).</i></p> <p><i>There is a minimum \$500 charge for all web-based training.</i></p> <p><i>There is a minimum 2 day charge for any on-site services.</i></p>
<p>Implementation Services</p>	<p>INCLUDED:</p> <ul style="list-style-type: none"> • Assignment of an implementation team, including an Implementation Manager and a Data Migration Specialist • Web-based system profiling • Web-based data mapping • Project management <p><i>There is a minimum 2 day charge for any on-site services</i></p>

OPAC Customization	INCLUDED: <ul style="list-style-type: none">• Selection and configuration of an existing Polaris PowerPAC theme• Resizing and installation in the Polaris PowerPAC of logo, or photo, provided by the Library in a suitable electronic format.• Configuration of any Polaris PowerPAC customizations that can be accomplished through the Polaris SA interface <p>Customization does not cover changes to colors, layouts, text, additional elements, or other characteristics that can't be configured through the Polaris SA interface.</p>
Database Services	INCLUDED: <ul style="list-style-type: none">• Data mapping services, required to map database elements in the legacy database into Polaris.• One data load, including the following elements:<ul style="list-style-type: none">• Bibliographic records• Item (holdings) records• Patron records• Current circulation status (transaction) records <p>The library is solely responsible for providing data, extracted from the legacy ILS database, to Polaris Library Systems in a format suitable for loading.</p> <p>The library must provide two data pulls. The first is used during the profiling and mapping process. The second is used for the go-live production data load.</p> <p>If desired, the Library may contract with Polaris Library Systems for the extraction of data from SirsiDynix Horizon, Unicorn, Dynix Classic, or DRA Classic databases. Additional costs will apply.</p> <p><i>Recommended Options:</i></p> <ul style="list-style-type: none">• Authority record migration (if good authority records exist in the legacy ILS database)• Second data load, to be used for training

<p>Software</p>	<p>INCLUDED:</p> <ul style="list-style-type: none"> • Polaris server software, hosted by Polaris Library Systems • Polaris Staff Client software, hosted by Polaris Library Systems • Access to the full set of Polaris Toolbar Reports • Use of the following enhanced PAC data elements from Syndetic Solutions: <ul style="list-style-type: none"> • Cover images • Summaries & Annotations • Table of Contents • Fiction & Bio Profile • First Chapters & Excerpts • Author Notes <p><i>Recommended Options:</i></p> <ul style="list-style-type: none"> • <i>SimplyReports web-based custom reporting tool</i>
<p>Polaris Documentation</p>	<p>INCLUDED:</p> <ul style="list-style-type: none"> • Unlimited access to online help files • Unlimited access to downloadable, printable, searchable user manuals on the Customer Support Extranet
<p>On-Going Services</p>	<p>Description</p>
<p>Use of Hardware & 3rd Party Software</p>	<p>INCLUDED:</p> <ul style="list-style-type: none"> • Use of Polaris database, reporting, and terminal servers, Windows Server operating system, Microsoft SQL Server RDBMS, and other infrastructure.
<p>Network Usage</p>	<p>INCLUDED:</p> <ul style="list-style-type: none"> • On-going use of proportional network bandwidth to access Polaris Hosted Services.

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Polaris Support	<p>INCLUDED:</p> <ul style="list-style-type: none"> • Polaris application support, during established support hours • Full technical support during established business hours • Emergency on-call support, for "system down", 24x7 • Monitoring of Polaris ILS server jobs and batch processes • Maintenance of system server software configuration • Monitoring and installation of OS and DBMS patches • Upgrade of Polaris ILS to new software releases • Installation, configuration, and maintenance of server antivirus • Monitoring and maintenance of host site internet connectivity and capacity • Ongoing backup of Library's database • Offsite backup storage • Maintenance of server hardware performance and capacity <p><i>Recommended Options:</i></p> <ul style="list-style-type: none"> • <i>Support for Acquisitions and Serials (requires the purchase of Acquisitions and Serials training)</i>
Hosted System Administration	<p>INCLUDED:</p> <ul style="list-style-type: none"> • Manage Polaris ILS configuration changes • Perform Polaris ILS system administration tasks as required • Update system policy tables on an as-needed basis (such as dates)
Periodic Maintenance	<p>INCLUDED:</p>

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• Polaris reserves the right to perform periodic maintenance on the hosted servers. Such maintenance would occur between the hours of 5:00 and 7:00 a.m. on Thursdays, and may necessitate a service outage during part or all of this timeframe. Notification of such an outage will be provided to the Library in advance.

Customer will be responsible for the following:

- ✓ Reports & notices
- ✓ Local workstation & peripheral hardware maintenance
- ✓ Network connectivity at the Library
- ✓ Cost associated with optional Polaris ILS upgrade training
- ✓ Cost of custom reports and SQL queries

Polaris ILS Software

- Polaris ILS Database (full and documented schema available via Extranet)
- Z39.50 Server
- SMTP For email notification (Library may also use other email server)
- Remote Patron Authentication via SIP2 service
- Find Tool (Over 600 search points available)
- Cataloging with authority control
 - MARC validation program
 - Bibliographic and authority records importing interfaces
 - Fully integrated WYSIWYG Label Printing (see/edit before you print)
- Circulation
 - Offline circulation, inventory and Bookmobile (one offline client at no additional cost)
 - Group holds
 - OCLC Inter Library Loan Interface
- Record set (bulk change operations for patron, item, authority and bibliographic records)
- Z39.50 client
- System Administration (familiar Directory / Tree structure with point-and-click options)
- Integrated desktop Reports and Notices (export to Excel, Word, PDF, HTML, XML and other formats)
- Extensive online help
- Polaris ILS PowerPAC supports Internet Explorer 6.0+, Netscape Navigator 7.0+, Mozilla Firefox, Opera 8.02+, Safari 1.2+
- Multiple database searching
- Patron Authentication
- My Account Options: Self-registration, search agent alerts, pre-notification of overdues, reading history, formatted title lists (MLA, Chicago Manual of Style, etc.)

- Customizable Dashboards (automated links to bestsellers, subject areas, etc.)

PURCHASED OPTIONS

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Optional Polaris Products	Option Qty	Price	Total
Total Optional Polaris Products			\$0

Optional Polaris Services <i>Note: Discounts do not apply to services</i>	Option Qty	Price	Total
Total Optional Polaris Services			\$0

Optional Third-Party Products <i>Note: Discounts do not apply to third party products</i>	Option Qty	Price	Total
Total Optional Third-Party Products			\$0

Optional Third Party Services <i>Note: Discounts do not apply to third party services</i>	Option Qty	Price	Total
Total Optional Third-Party Services			\$0

PC Workstation Requirements

Staff workstations

All connections to the Polaris server are accomplished using a Microsoft Remote Desktop client. The minimum requirements for remote desktop (RDP) connection are an RDP thin client or a workstation running Microsoft Windows XP, Windows 2000 Workstation, Windows Vista, or Windows 7. RDP clients running on other operating systems may work, but are not officially supported.

Note:

- (1) the remote desktop client must be at version 6.1 or higher. This allows the Library to map drives and use certain printers.
- (2) Printers that the Library decides to use must be approved for terminal server usage, and must be Adobe/Terminal Server compatible.
- (3) Workstations that are used for offline circulation must be running Windows XP or better, have current anti-virus and Microsoft updates. The Library is responsible for loading Polaris software and pre-requisites on the workstation.
- (4) All workstations should meet the minimum hardware requirements, established by the operating system vendor, for the operating system being run.
- (5) Reliable network connectivity with adequate bandwidth (estimated 20Kbps-30Kbps per remote desktop user) and low end-to-end network latency between the library and the Polaris hosting facility.

Offline Access Workstations

Your Polaris license allows for the use of one workstation with a locally installed Polaris staff client, to be used solely for the purpose of offline circulation at times when the Internet, or the Polaris server, is unavailable. Minimum requirements for the offline circulation workstation are as follows:

Operating System	Windows XP Professional / Vista Business / Windows 7 Professional, 32- or 64-bit
System Processor	1 GHz or better
System Memory	1 GB or better
Hard Disk Requirements	20 GB available space
Video Requirements	SVGA Graphics Controller/4 MB Video Memory or better
Other	100 MB NIC Card
Monitor	17" (1024 x 768)

Pricing Detail

Standard Products and Services	Year One	Year Two	Year Three	Year Four	Year Five
Training	\$4,500				
Implementation Services	\$4,165				
Data Migration and Database Services	\$1,015				
OPAC Customization	\$500				
Software					
Polaris Server Software	\$10,000	\$1,800	\$1,890	\$1,985	\$2,084
Polaris Staff Clients	\$6,000	\$1,080	\$1,134	\$1,191	\$1,250
Syndetics Small Library Package	\$400	\$420	\$441	\$463	\$486
Server Hosting	\$4,000	\$4,200	\$4,410	\$4,631	\$4,862
In-House Optional Products	\$0	\$0	\$0	\$0	\$0
In-House Optional Services	\$0	\$0	\$0	\$0	\$0
Third-Party Optional Products	\$0	\$0	\$0	\$0	\$0
Third-Party Optional Services	\$0	\$0	\$0	\$0	\$0

Summary Totals

In-House Products	\$16,000				
In-House Services	\$10,180				
Subscriptions	\$400	\$420	\$441	\$463	\$486
Server Hosting	\$4,000	\$4,200	\$4,410	\$4,631	\$4,862
Options	\$0	\$0	\$0	\$0	\$0
Maintenance on In-House Products	\$0	\$2,880	\$3,024	\$3,175	\$3,334
Total Products & Services	\$30,580				
GRAND TOTAL	\$30,580	\$7,500	\$7,875	\$8,269	\$8,682

Estimated Five Year Total \$62,906

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WAUCONDA AREA PUBLIC LIBRARY DISTRICT

22A

NEWS RELEASE

FOR IMMEDIATE RELEASE

Contact: Tom Kern, Library Director

September 30, 2011 847-526-6225, x209

tkern@wauclib.org

New Online Catalog Will Improve Library Service at Wauconda Area Library

A new automated computer system is being installed at the Wauconda Area Library, and will make the library more user-friendly by providing easier, more enjoyable access to library resources. The new system will result in significant service improvements for library users and increased efficiency for library staff.

This system, called Polaris, will go live Thursday, October 13. Library Director Tom Kern said the new system will allow patrons to view their own personal library account and renew and reserve items from home, the office or a even a smart phone. "Using this new system is a joy for staff, and we think the public will love it, too," said Kern.

As the library installs the new system, some circulation services at the library will be limited from October 8 to October 12, Kern said. "We will only be able to check materials in or out, and register new patrons," he said. "People will still be able to search for materials online, but no other activity, including paying fines or fees, reserving or renewing, will be available."

When the new system is launched October 13, card holders will have the ability to browse and search the library's thousands of titles from their home computers or even their smart phones. Users will enjoy a new library catalog with improved search options, reading recommendations, a spell check feature ("did you mean?"), and much more. The system also features automated notification by text message or email alerts for holds and items about to become due, as well as personalized automatic alerts of new materials within the user's favorite subject areas. A wide variety of mobile devices will be able to access the Public Access Catalog (PAC). A social bookmarking feature allows Internet users to share bookmarks to titles in their search results with sharing sites such as Facebook, Twitter, and Digg.

An integrated library automation system involves all aspects of library operations including acquisitions, cataloging, loans, returns and the public catalog. The library's current system, in place since 1997, had become outdated and is no longer being serviced by the vendor. The library requested proposals from the four top vendors in the industry. Polaris responded with a competitive quote and was ranked highest in user satisfaction in recent library technical literature. Most importantly – after a thorough review of all the alternatives – the library's Selection Committee found this system to be the most cost-effective, innovative, and user-friendly system available. When the library board approved the selection of Polaris earlier this year, library managers at the meeting cheered.

The first data transfer from the old system to the new went smoothly, and intensive staff training for the library took place September 19-23. The final transfer of data will be done the week leading up to the Go Live date of October 13.

The Wauconda Area Library is the first library in the north suburban area to select Polaris as its automation system. Other Polaris libraries include Baltimore County Public Library, Dallas Public Library and Denver Public Library. Most recent customers include Barrington Area Library, Urbana Free Library and Champaign Public Library, all of whom plan to launch their new systems in December this year.

Along with this fall, the library is upgrading its entire computer system from Windows XP to Windows 7, including upgrades of all Microsoft Office programs from the 2003 version to 2010, the most recent version.

The Wauconda Area Public Library District serves a total of more than 27,000 residents. Last year, checkouts of library materials totaled

643,423, and the library counted more than 256,000 patron visits. Library website (www.wauclib.org) usage reached an all-time high, with a record 322,010 visits and 244,650 logins to the library catalog system.

For further information, please visit the library's website at www.wauclib.org or call Tom Kern at 847-526-6225, extension 209.



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Special Meeting – December 6, 2011

Lake Bluff Public Library

Chicago Area library consultants who have experience with Director Searches

John Keister

<http://johnkeister.com>

Mary Jane Kepner

<http://kepnerassociates.com/>

Miriam Pollack

<http://www.miriampollack.com/>

Sharon Wiseman

<http://www.wisemanconsulting.com>

National recruiter with a Chicago office

Dan Bradbury – Bradbury Associates / Gossage Sager Associates

<http://www.gossagesager.com>

John Keister & Associates
Executive Search: Library Administration

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Executive Search For Library Executives

John Keister & Associates is a nationwide Executive Search firm founded by John and Beth Keister in 1987. We help public library boards identify and hire executive library directors. Our firm also helps leading global corporations identify and hire executive leaders in the fields of engineering and technology.

Our experience in the library community and the corporate sector helps us identify management and leadership traits in candidates, assets that are critical to successful administration of today's library organizations. Our diverse experience enables us to ask the right questions and examine characteristics beyond just the basic skills of a good library Executive Director.

John Keister is a Partner and Co-founder of John Keister & Associates. With more than 24 years of executive search experience, John has completed executive level searches for respected global corporations and library organizations. As a library advocate, John has extensive experience as an elected public library Trustee and library Board President.

John has been active on behalf of libraries at the local, state, and federal levels and has raised community awareness of library issues through town meetings, focus groups, forums, print media, and local cable TV broadcasts. He has successfully negotiated with third parties and local governments to solve community library challenges. John is well acquainted with many ongoing library concerns such as budgets, technology, personnel, and issues of community standards. He has been an invited speaker at numerous library meetings, conferences, and other events.

John holds a Bachelor of Science degree in Mechanical Engineering with post-graduate coursework in business management and administration. Prior to founding the search firm, John was a Design Engineer. He achieved recognition for leading innovative design teams and working with customers.



serving leaders in the nonprofit community



How We Help You

We transform your organization by strategically connecting all your operations. Our services are simultaneously strategic and tactical providing tangible results. Our services can be long-term assistance, a one-day session, or individual coaching. We are here to help you achieve your mission. We have leveraged our expertise and years of proven experience to design services especially for library and non-profit organization needs. We deliver our services in ways that are collaborative, timely, practical and cost-effective.

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Contact Dan and Sharon Wiseman at: connect@wisemanconsulting.com

133 W. Palatine Road, Suite 202, Palatine IL, 60067, Phone 847-221-5197, Fax 847-221-5198

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PHILOSOPHY

WE believe successful leaders — boards, directors, managers — foster environments in which people communicate with honesty and integrity.

WE believe to succeed, leaders build trust, create participation, and affirm the individual.

Our Clients Say

“I just want to thank you for the very professional manner in which you led us through the Director Search process. You were so very helpful, organized, and more than competent. In fact, you made it very interesting and quite a learning process for all of us.” Dee deGroh, trustee

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Mary Jane Kepner

Owner and founder of Kepner + Associates 1996.
30 years of experience as manager, director and consultant. BA University of Illinois, MA University of Denver. Incorporates training in coaching and organizational development in her work with library staff, management and boards.

Miriam Pollack

Miriam Pollack has over 30 years of experience working in non-profit organizations, public and special libraries, library systems, and library education programs. A consultant, planner, leader, and teacher, she is known for her skills in innovative thinking, creative project and service development, and assisting organizations in embracing change. Ms. Pollack is a results-oriented facilitator with cost-effective solutions.

Ms. Pollack works closely with non-profit organization staff, library staff and trustees to help them identify their preferred future. She is an expert in discovering innovative and practical responses to opportunities and challenges. A goal of her method is improving individual and organizational effectiveness and partnering within and outside of the organization. She designs and develops powerful solutions to library issues ranging from comprehensive staff development analysis to return-on-investment or impact studies of library services and expenditures.

Ms. Pollack is the recipient of the American Library Association 2003 Margaret E. Monroe Award for significant contributions to adult library services, and the Illinois Library Association Reaching Forward Special Recognition Award for support of staff development. She has a BA in Education from the University of Illinois Chicago, an MA in Library Science from the University of Wisconsin-Madison, and an MA in Human Resource Development from Northeastern Illinois University.

Results-oriented accomplishments are a hallmark of Ms. Pollack's creative and energetic approach to problem solving and professional development.

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Public Library Clients in Illinois:

Downers Grove Public Library, IL

Evanston Public Library, Evanston, IL

Glenview Public Library, Glenview , IL

Lake Villa Library District, Lake Villa , IL

law

A1

From: Mary Pergander [mpergander@excite.com]
Sent: Thursday, January 06, 2005 1:37 PM
To: Roger Ritzman
Cc: ahaller@amtamassage.org
Subject: FW: vliet/library cost share document

Roger,

Attached is the document my Board discussed Tuesday night and would like you to review. It is the result of discussions between our Board members and members of the Vliet, which leases space in our new building for \$10 per year. Our Board has asked their's for assistance in paying operating and future capital costs related to the building. An existing Intergovernmental Agreement with the Village also supports some of the activities. Our Board requested 50%. They countered with a lower number.

The Board needs to know: If they sign this, will they be restricted from approaching the Vliet again?

There is a very real concern that trying to negotiate this document will take the offer off the table.

One idea the Board had was to sign it with the following "corrections" written in and initialed:

- 1) Although the document says they do not accept 50% responsibility, and accept only 18%, in fact the numbers used throughout indicate they do accept 50% of all costs EXCEPT the elevator costs, and accept 18% of the elevator costs. We are afraid that not correcting this (making it clearer), they could come back in the future and reduce the amounts to the "agreed upon" 18%. The proposed clarification "50% of all operating costs except elevator-related, and 18% of the elevator-related costs" would be added at the end of paragraph 4, and also in the notes for Exhibit A.
- 2) The Board suggests an asterisk on the headline to the table, with the asterisked note indicating that the costs are estimates and subject to change.

Either Andrea Haller, President, who participated in the discussions with the Vliet, or I would be happy to provide additional background or answer any question you may have.

We are mindful of the deadline looming in just a couple of weeks. I am also away January 18 -20. Andrea's email address is included above.

Mary Pergander
 Library Director
 Lake Bluff Public Library
 123 E. Scranton
 Lake Bluff, IL 60044
 1.847.234.2540
 mpergander@excite.com
 mpergander@lakeblufflibrary.org

--- On Wed 12/22, <LBLUFF@aol.com > wrote:

From: [mailto:LBLUFF@aol.com]
To: ahaller@amtamassage.org
Cc: mpergander@excite.com, Albrecjp@aol.com, bethkeeper@comcast.net, cathmck1@comcast.net, CoyleRsch@aol.com, d.ritter@comcast.net, daveannem@prodigy.net, doug.nickels@abbott.com, Janetn2@aol.com, kohara65@comcast.net, kohara@lbsd.lfc.edu, LBLUFF@aol.com, lesgreniers@sbcglobal.net, paul_bergmann@psasi.com, phillip@neodeco.com, prussell@prmc-inc.com, suzsurk@comcast.net, Suzsurkdib@aol.com, TLach@aol.com, william_lape@yahoo.com
Date: Wed, 22 Dec 2004 12:20:52 EST
Subject: vliet/library cost share document

Andrea.

01/06/05

A2

A signed copy of the document attached and below has been delivered to the Library. Hope this meets with your Board's approval. The best of the holiday spirit to you and your board from myself and the Vliet Center Board of Directors.
Tom Tincher

To: Andrea Haller, President 12/22/04
Lake Bluff Library Board of Trustees
From: Tom Tincher, President
Vliet Center for Lake Bluff History
Re: **Wood Building Operating Cost Share Contribution Proposal**

The Vliet Center / Library Annex project envisioned a public-private partnership with the common goal to provide a building in which services would be provided collaboratively for all members of the community. Lake Bluff residents responded enthusiastically to appeal for funds for the VC/LA project. The Annex was built, completely paid for and named the Wood Building in honor of Lake Bluff's J. Howard Wood family, the principal donors. The Village of Lake Bluff and the Lake Bluff Park District voluntarily agreed to provide ongoing services as a payment in kind to reinforce the spirit of community involvement.

Today that vision is a reality virtually unparalleled in Chicago's suburbs. The new building is a positive presence in the Village. The Vliet Center has a home for its museum, still a 100% volunteer operation deriving all staffing and funding from public appeals. Innovative library and museum programs are regularly produced as promised. One issue remains, how to meet ongoing building operating costs.

The Library Board of Trustees has asked the Vliet Center Board of Directors to contribute to the operating and anticipated capital costs of the Library Annex, or Wood Building, on a 50/50 basis.

The Vliet Center's occupancy of the Wood Building at 127 East Scranton Avenue is governed by a lease agreement signed and dated January 12, 1999. Because of Vliet's major financial contributions to the VC/LA fund this agreement put Vliet under no obligation to pay any operating costs associated with the Wood building. However, Vliet would consider a series of voluntary payments that would over a short, well-defined period assist the Library with a portion of its facilities obligations. To that end, Vliet would undertake to make such payments based on specified costs and based upon the actual square footage of the facility which is dedicated to the Vliet Center, that being, 2,313 square feet as a percentage of 12,397 square feet, or 18%.

The Vliet Center's voluntary contribution to the Wood Building Operating Cost is proposed to start in fiscal year 2004-2005. The contribution amount is based on Section C in the Wood Building Anticipated Operating Costs 2004-2010 report (Exhibit A) attached.

Vliet's voluntary contribution will be reviewed at the first regular meeting of the Vliet Board each year until 2010. The agreement to contribute to the operating costs of the Wood Building is in no way connected to terms of the existing lease between the Library and the Vliet Center. This offer to make a voluntary contribution to offset operating costs expires 45 days from the date on this document.

Signed by:

Andrea Haller, President Tom Tincher, President
Library Board of Trustees Vliet Center Board of Directors

Date Date

01/06/05

A3

Exhibit A

The following table represents Vliet's™ interpretation of the recommended (50/50) and revised (18/82) annual Wood Building Operating Costs to the partners.

Wood Building Operating Costs 2004-2010 in dollars

Fiscal Year 04-05 05-06 06-07 07-08 08-09 09-10 **6 yr T**

A. Elevator * 2630 2751 2904 3038 3204 3351 17878

Requested by the Library Board:

w/Vliet @ 50% 1315 1375 1452 1519 1602 1675 8939

Revised by Vliet Board:

w/Vliet @ 18% 473 495 522 546 576 603 3218

B. HVAC/plumb/alarm ** 2682 1127 2267 1253 2612 1602 11543

Requested by Library Board and accepted by Vliet Board:

w/Vliet @ 50% 1341 563 1133 626 1306 801 5771

C. Total Cost 5321 3878 5171 4291 5816 4953 29421

Library recommendation 2656 1938 2585 2145 2908 2476 14710

Vliet contribution 1814 1058 1655 1172 1882 1404 8989

Signed by:

Andrea Haller, President Tom Tincher, President
Library Board of Trustees Vliet Center Board of Directors

Date Date

A4

* Library Building plus Wood Building
**Wood Building portion only
Source: Library Director dated 11/1/04:

Attachment: cost share.doc (0.56KB)
Attachment: cost share.doc (48.65KB)

B1

law

From: Roger Ritzman
Sent: Thursday, January 13, 2005 4:10 PM
To: Mary Pergander (E-mail)
Cc: 'ahaller@amtamassage.org'
Subject: Vliet Center - Operating Costs

E-MAILED
4:10 PM

JW



BOARD.LTRS.Agreem
ent.doc



Agreement.Operating
Exp.doc



TableForFiscalYear.do
c

Please find 3 attachments regarding the above-referenced.

Roger A. Ritzman
PEREGRINE, STIME, NEWMAN, RITZMAN & BRUCKNER, LTD.
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BZ

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ROBERT T. C. KAY
DAVID W. CLARK
DANTE B. MAIDLOW
DAVID A. VICTOR
ELIZABETH P. SCHAFFER
* ALSO LICENSED IN WISCONSIN

January 13, 2005

VIA E-MAIL AND U.S. MAIL

Board of Library Trustees
Lake Bluff Public Library
123 East Scranton Avenue
Lake Bluff, Illinois 60044

Attn: Mary Pergander

RE: Vliet Center - Operating Costs

Dear Trustees:

Supplementing my recent discussion with Library Director Pergander, enclosed is a draft Agreement to Share Operating Expenses (Vliet Center).

The draft Agreement has been sent in e-mail format for ease of modification.

I am aware that this is a sensitive issue between the Library and the Vliet Center. The objective is to have a simple agreement which is both palatable to the Vliet Center and of financial assistance to the Library.

Will the Vliet Center go along with a 6 year commitment? Do you want to re-visit the issue in a few years? Strike Paragraph II(E)?

AGREEMENT TO SHARE OPERATING EXPENSES
(Vliet Center and Library)

This Agreement To Share Operating Expenses ("Agreement") is entered into effective February 1, 2005 between the Vliet Center for Lake Bluff Area History ("Vliet Center") and the Board of Library Trustees of the Lake Bluff Public Library (the "Library").

- I. The Vliet Center and the Library acknowledge:
 - A. They are tenant and landlord whereby the Vliet Center leases approximately 2,313 square feet of the Library Building (approximately eighteen percent (18%) of the Library Building commonly referred to as the Library Annex or Wood Building).
 - B. The joint use of the Library building by the Vliet Center and the Library is a wonderful example of cooperation for the benefit of the Lake Bluff community.
 - C. There have been discussions between the Vliet Center and the Library relative to the sharing of the costs of operating the Library building.
 - D. The Vliet Center and Library wish to continue their cooperative relationship by sharing operating costs.

- II. Consistent with the foregoing, the Vliet Center and Library agree as follows:
 - A. Sharing of operating costs is on a 50/50 basis except that elevator operating costs are shared 18% by the Vliet Center and 82% by the Library.
 - B. The prorata sharing of operating expenses is stated in detail on the attached Exhibit 1.
 - C. Given that the operation cost figures are estimates and given the volunteer nature of the Vliet Center, it is fair to the Vliet Center to provide the Vliet Center with a "not to exceed figure" as outlined on the attached Exhibit 1.
 - D. Payments from the Vliet Center to the Library will be made on the 1st day of _____ of each calendar year.

C

law

From: Mary Pergander [mpergander@excite.com]
Sent: Thursday, January 13, 2005 4:36 PM
To: Roger Ritzman; ahaller@amtamassage.org
Cc: mpergander@excite.com
Subject: RE: Vliet Center - Operating Costs

Important correction to this paragraph:

A. They are tenant and landlord whereby the Vliet Center leases approximately 2,313 square feet of the Library Building (approximately eighteen percent (18%) of the Library Building commonly referred to as the Library Annex or Wood Building).

The portion of the Wood Building for which the Vliet is responsible is 2313 sq. feet. This includes shared space and unused space such as mechanical rooms. We and they split that building 50/50. (The Wood Building contains 4627 sq.ft. total.)

The combination of the Library building and the Wood Building is 12,397 square feet. That information is used to calculate the percent they recommend for sharing of the elevator costs (18%). This portion still needs to be clarified in the agreement.

Mary Pergander
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mpergander@lakeblufflibrary.org

--- On Thu 01/13, Roger Ritzman <Rritzman@psnrb.com > wrote:

From: Roger Ritzman [mailto:Rritzman@psnrb.com]
To: mpergander@excite.com
Cc: ahaller@amtamassage.org
Date: Thu, 13 Jan 2005 16:10:01 -0600
Subject: Vliet Center - Operating Costs

Please find 3 attachments regarding the above-referenced.

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Attachment: BOARD.LTR5.Agreement.doc (32.16KB)
Attachment: Agreement.Operating Exp.doc (32.16KB)
Attachment: TableForFiscalYear.doc (54.74KB)

01/13/05