

February 14, 2012 Library Board Packet

agenda

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13	Committee Reports (No Documents)	
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Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, February 14, 2012 at 7:00 PM
123 E. Scranton Ave, Lake Bluff, IL 60044
Enter through Library main entrance

- 1. Call to Order & Roll Call**
- 2. Additions & Corrections to the Agenda**
- 3. Executive Session**
 - a. To discuss the selection of a person to fill a public office in compliance with the Open Meetings Act, 5 ILCS 120/2(c)(3).
- 4. Appointment of New Trustee (action)**
- 5. Oath of Office for New Board Member**
- 6. Approval of Minutes**
 - a. Approval of Minutes of 1/10/12 Regular Meeting **(action)**
 - b. Approval of Minutes of 1/31/12 Special Meeting **(action)**
- 7. Approval of checks (Green Pages)**
 - a. Manual Checks (10356-10372) **(action)**
 - b. Monthly Checks (10373-10404) **(action)**
- 8. January 2012 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages)**
 - a. Detailed Balance Sheet **(action)**
 - b. Detailed Revenue & Expense Report **(action)**
 - c. Detailed Revenue & Expense Report with Percentages **(action)**
- 9. Opportunity for Public to Address the Board (limit 5 minutes per person per meeting)**
- 10. Old Business**
 - a. Possible Safety Issues (Lighting, Sidewalk)
- 11. Director's Report**
 - a. Director's Narrative Report
 - b. Statistical Report
 - c. Announcements and Correspondence
 - d. Friends Meeting Attendee for January
 - e. Programs of Interest to Library Trustees

12. New Business

- a. Budget for Fiscal Year May 2012-April 2013 (**possible action**)
- b. Proposed Staff In-Service Day (September 12, 2012) (**action**)
- c. Letter Regarding Improperly Issued Nonresident Accounts (**action**)
- d. Smoking Near Library Entrance (**possible action**)
- e. Air Conditioning for Library Server Room (**possible action**)
- f. Increased Computer Usage
- g. Corporate Resolution to Set Up Online Banking with Northern Trust (**action**)
- h. Corporate Resolution for Northern Trust to Change Names on Accounts (**action**)
- i. Corporate Resolution for Lake Forest Bank and Trust to Change Names on Accounts (**action**)

13. Committee Reports

- a. Finance Committee (Stroh, Marozsan, Gottshall)
- b. Human Resources Committee (Gottshall, Bush)
- c. Building and Grounds Committee (Stroh, Meierhoff)
- d. Technology Committee (Marozsan, Meierhoff)
- e. Public Relations/Advocacy/Fundraising
- f. Friends Liaison (Bush, Nickels)
- g. Historical Museum Liaison (Nickels, Bush)
- h. Long Range Planning Committee

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

Rough Draft of Library Card Application
Thank You Letter from Chung-Li Elementary
Proposed 2012-2013 Budget
Letter Regarding Improperly Issues Library Cards
Proposals for Air Conditioning Server Room
Updated Board Contact List

Upcoming Board Meetings: March 6, April 10, and May 8, 2012

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES
 Regular Meeting
 Tuesday, January 10, 2012

1. **Call to Order:** The meeting was called to order at 7:00 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: none
 Library Staff Present: Director Eric Bailey, Martha Cordeniz, Carlen DeThorne, Clare Osada
 Members of the Public: none

2. **Additions and Corrections to the Agenda:** Add to "Old Business" review of a draft letter to the Board of Directors of the LB History Museum.

3. **Approval of Minutes:**
 Stroh moved and Meierhoff seconded a motion to approve the minutes of the December 13, 2011 regular meeting, the December 6, 2011 special meeting, and the December 19, 2011 special meeting.
 AYES: all present
 NAYES: none
 ABSENT: none

4. **Approval of checks:** Marozsan moved and Bush seconded the motion to approve manual check numbers 10312 – 10324 and monthly check numbers 10325 – 10355, excluding check numbers 10348, 10351 and 10352, and to authorize the Board President to approve the excluded checks (10348, 10351, 10352) upon receipt of acceptable supporting documentation.
 AYES: Bush, Gottshall, Marozsan, Meierhoff, Nickels, Stroh
 NAYES: none
 ABSENT: none

5. **Approval of December 2011 Financial Report (for periods ending 12/31/11):**
 - a. Detailed Balance Sheet
 - b. Detailed Revenue & Expense Report
 - c. Detailed Revenue & Expense Report with percentage variances
 Stroh moved and Bush seconded motion to approve Financial Reports.
 AYES: Bush, Gottshall, Marozsan, Meierhoff, Nickels, Stroh
 NAYES: none
 ABSENT: none

- 6. Opportunity for the Public to address the Board:** none
- 7. Old Business:**
- a. Vacancy on Board of Trustees. Resolved: The Board will interview candidates on Tuesday, January 31 at 7pm.
 - b. Letter to History Museum Board of Directors. Resolved: President will sign and send letter attached as Exhibit A to the minutes.
- 8. Director's Report:**
- a. Director's Narrative Report
 - b. Statistical Report
 - c. Contract with Rachel Bailey
 - d. Announcements and correspondence
 - e. Friends meeting attendee for January – 1/14/12 at 10am – Meierhoff to attend; for February – 2/11/12 at 10am – Nickels to attend
 - f. Programs of interest to Library Trustees – none
- 9. New Business:**
- a. Possible safety issues.
- 10. 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).
- No executive session held.
- 11. Committee Reports:**
- a. Finance Committee (Stroh, Marozsan, Gottshall) - no report
 - b. Human Resource Committee (Gottshall, Bush) - no report
 - c. Building and Grounds Committee (Stroh, Meierhoff) – no report.
 - d. Technology Committee (Marozsan, Meierhoff) – no report.
 - e. Public Relations/Advocacy/Fundraising (Nickels) – no report.
 - f. Friends Liaison (Bush, Nickels) – no report
 - g. Historical Museum Liaison (Nickels, Bush) – no report
 - h. Long Range Planning Committee (Board as whole when needed) – no report.
- 12. Any and all other business which may properly come before the Board - none**
- 13. Adjournment:** Gottshall moved and Bush seconded a motion to adjourn the meeting at 8:40 p.m.
- AYES: all
 NAYES: none
 ABSENT: none

Respectfully submitted,

Julie L. Gottshall
Board Secretary

123 E. Scranton Ave. • Lake Bluff, IL 60044

Phone (847) 234-2540 • Fax (847) 234-2649

www.lakeblufflibrary.org

January 11, 2012

Board of Directors
Lake Bluff History Museum
127 Scranton Ave.
Lake Bluff, Illinois 60044

Dear Museum Board of Directors:

This letter follows up on our discussion regarding the Library/Museum Agreement to Share Operating Expenses dated February 1, 2005 (the "Share Agreement") during the Intergovernmental Advisory Committee Meeting on December 13, 2011. We believe the discussion was productive and wanted to take this opportunity to summarize our respective positions.

Section II.E of the Agreement contemplated that the Museum and the Library would "re-visit their cost sharing arrangement during the month of January 2009, at which time the Vliet Center and the Library will discuss in good faith and in the spirit of community cooperation whether this Agreement should be restructured." For reasons not relevant, no such meeting occurred in January 2009, but instead was held on December 13, 2011.

At the December 13, 2011 meeting, the Library requested that the cost sharing arrangement set forth in the Share Agreement continue indefinitely, with the Museum contributing to maintenance at the Wood Building equal to 50% of the operating costs for HVAC, plumbing, etc., and 18% of the cost of elevator upkeep (see Exhibit 1 to the Share Agreement). In support of its position, the Library cited past practice, the reasonableness of some contribution given the token amount of rent paid by the Museum to the Library, and the Library Board's responsibility to ensure fairness to the taxpayers. The Museum declined to continue the contributions beyond the last payment made at the end of 2010. In support of its position, the Museum cited the lease agreement (which it interprets not to require operational contributions) and the extenuating circumstances underlying the Share Agreement, including the Library's poor financial condition at the time.

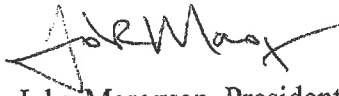
Given the Museum's position, the Library understands that the Museum will not commit to any formal extension of the Share Agreement or any future contribution to operating expenses. The Library also understands that the Museum will consider future contributions on a case-by-case basis, to be evaluated under circumstances existing at the time. The Library has received indications that the Village expects to continue allocating money to the Library (approximately \$7,000 for 2011) to cover both operating and capital costs incurred by the library building, as the Village has done since the Share Agreement was signed. Accordingly, the Library will proceed without the expectation that it will receive contributions from the Museum under the Share

Agreement; provided, however, that in doing so the Library is not waiving its position or rights under the Share Agreement, the lease, or any other agreement or authority between the parties.

This letter will further confirm that both parties agreed at the meeting to continue their relationship in "good faith and in the spirit of community cooperation," as set forth in the Share Agreement.

We appreciate the Museum's efforts on behalf of the Village of Lake Bluff, and look forward to working with you toward the betterment of our shared space and our community. Please contact me if you have any questions.

Sincerely,



John Marozsan, President
Board of Trustees for the Lake Bluff Public Library

cc: Eric Bailey, Library Director
Susan Griffin, Village Director of Finance

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES
Special Meeting
Tuesday, January 31, 2012

- 1. Call to Order; Roll Call:** The meeting was called to order at 7:05 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: none

Library Staff Present: Library Director Eric Bailey

Members of the Public: none

- 2. Presentation and Discussion with Candidates for Trustee position:** Discussion with the following candidates for the open Lake Bluff Library Trustee position: Tom Frevert, Patricia Havrin, Timothy Kregor, Ruth Schnell, Romain Wojda, Gita Shipkowitz.

- 3. Executive Session:**

To discuss the selection of a person to fill a public office in compliance with the Open Meetings Act, 5 ILCS 120/2(c)(3).

Gottshall moved and Bush seconded a motion to go into executive session to discuss candidates for the Trustee position.

AYES: all present

NAYES: none

ABSENT: none

Discussion was held regarding the candidates who interviewed for the position.

Marozsan moved and Nickels seconded a motion to exit executive session.

AYES: all present

NAYES: none

ABSENT: none

- 4. Any other business:** None.

- 5. Adjournment:** Gottshall moved and Stroh seconded a motion to adjourn the meeting at 8:38 p.m.

AYES: all present

NAYES: none

ABSENT: none

Respectfully submitted,

Julie L. Gottshall, Board Secretary

Lake Bluff Public Library

DATE: 02/10/12
 TIME: 09:25:40
 ID: AP225000.CBL

-- VILLAGE OF LAKE BLUFF --
 MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
10356	9HOMEDEP 4044932	HOME DEPOT CREDIT SERVICES 12/07/11	01 SPACE HEATER	01/09/12	80-60-001-49400	34.97 INVOICE TOTAL: 34.97 *
					CHECK TOTAL:	34.97
10357	9VANTAGE 101393362	VANTAGEPOINT TRANSFER AGENTS 01/02/12	01 'EE ICMA CONTRIBUTION: 1/13/12	01/09/12	80-20-102-45000	1,000.00 INVOICE TOTAL: 1,000.00 *
					CHECK TOTAL:	1,000.00
10358	9WORLDTR INV56902	WORLD TRADE PRESS 11/22/11	01 ADULT REFERENCE MATERIALS	01/09/12	80-60-001-45300	250.00 INVOICE TOTAL: 250.00 *
					CHECK TOTAL:	250.00
10359	9AT&T 847234254001	AT & T 01/07/12	01 LCL PH SRVC: 12/8/11-1/7/12	01/23/12	80-60-001-43230	380.84 INVOICE TOTAL: 380.84 *
					CHECK TOTAL:	380.84
10360	9DELAGE 12233771	DE LAGE LANDEN FINANCIAL SRVC 01/07/12	01 COPIER MAINT: JAN 2012	01/23/12	80-60-001-41303	137.06 INVOICE TOTAL: 137.06 *
					CHECK TOTAL:	137.06
10361	9WENDTM WEN1012012	WENDT MAINTENANCE INC. 01/01/12	01 GROUNDS MAINTENANCE	01/23/12	80-60-001-41050	480.00 INVOICE TOTAL: 480.00 *
					CHECK TOTAL:	480.00
10362	9FIRSTBA ER101032012	FIRST BANKCARD 01/03/12	01 VIDEO GAMES 02 MISC EXPENSES	01/23/12	80-60-001-45510 80-60-001-46000	522.85 1.75 INVOICE TOTAL: 524.60 *
					CHECK TOTAL:	524.60

Lake Bluff Public Library

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DATE: 02/10/12
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-- VILLAGE OF LAKE BLUFF --
 MANUAL CHECK REGISTER

PAGE: 2

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
10363	9DETHORN DET011712	CARLEN DETHORNE 01/17/12	01	BOOK DISCUSSION REFRESHMENTS	01/23/12	80-60-001-43700	20.52 INVOICE TOTAL: 20.52 *
						CHECK TOTAL:	20.52
10364	9FIRSTBA DON010312	FIRST BANKCARD 01/03/12	01 02 03	JUVENILE AUDIO VISUAL MATERIAL CHILDREN/TEEN PROGRAM SUPPLIES JUVENILE AUDIO VISUAL CREDIT	01/23/12	80-60-001-45430 80-60-001-43720 80-60-001-45430	205.03 877.65 -3.00 INVOICE TOTAL: 1,079.68 *
						CHECK TOTAL:	1,079.68
10365	9ORIETRA 648903306-01	ORIENTAL TRADING COMPANY, INC 01/10/12	01	CHILDREN/TEEN PROGRAM SUPPLIES	01/23/12	80-60-001-43720	102.50 INVOICE TOTAL: 102.50 *
						CHECK TOTAL:	102.50
10366	9MAHONEY P18439	MAHONEY PLUMBING INC 01/09/12	01	BUILDING MAINTENANCE	01/23/12	80-60-001-41000	140.00 INVOICE TOTAL: 140.00 *
						CHECK TOTAL:	140.00
10367	9INNEXPR INN011112	INNOVATION EXPERTS 01/11/12	01	PROFESSIONAL DEVELOPMENT	01/23/12	80-60-001-42400	160.00 INVOICE TOTAL: 160.00 *
						CHECK TOTAL:	160.00
10368	9VANTAGE 101402142	VANTAGEPOINT TRANSFER AGENTS 01/19/12	01	'EE ICMA CONTRIBUTION: 1/31/12	01/24/12	80-20-102-45000	1,000.00 INVOICE TOTAL: 1,000.00 *
						CHECK TOTAL:	1,000.00
10369	9COMCAST COM11212	COMCAST CABLE 01/12/12	01	INTERNET: 1/19/12-2/18/12	01/24/12	80-60-001-43230	141.90 INVOICE TOTAL: 141.90 *
						CHECK TOTAL:	141.90

DATE: 02/10/12
TIME: 09:25:40
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Lake Bluff Public Library

-- VILLAGE OF LAKE BLUFF --
MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
10370	9OSADACL OSA1232012	CLAIRE OSADA 01/23/12	01	JUVENILE FICTION	01/24/12	80-60-001-45420	42.13 INVOICE TOTAL: 42.13 *
						CHECK TOTAL:	42.13
10371	9RHODEIS 2792963	RHODE ISLAND NOVELTY 01/23/12	01	CHILDREN/TEEN PROGRAM SUPPLIES	01/24/12	80-60-001-43720	71.90 INVOICE TOTAL: 71.90 *
						CHECK TOTAL:	71.90
10372	9DRAPCON DRA012512	DRAPERY CONNECTION 01/25/12	01 02 03	DEPOSIT:SPRUTH ROOM DRAPES FROM FRIENDS OF LB LIBRARY DONATION	01/31/12	80-60-001-48001	960.00 ** COMMENT ** ** COMMENT ** INVOICE TOTAL: 960.00 *
						CHECK TOTAL:	960.00
						TOTAL AMOUNT PAID:	6,526.10

Lake Bluff Public Library

GA

DATE: 02/10/12
 TIME: 09:57:51
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

PAGE: 1

CHECK DATE: 02/14/12

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
10373	9AMAZONA	VOIDED---LEADER CHECK						
		051321623572	12/20/11	01	AUDIO VISUAL MATERIAL	80-60-001-45200	12.47	
						INVOICE TOTAL:	12.47 *	
		054975649429	12/18/11	01	ADULT NON-FICTION	80-60-001-45000	29.18	
						INVOICE TOTAL:	29.18 *	
		077603573215	12/21/11	01	AUDIO VISUAL MATERIAL	80-60-001-45200	-2.00	
						INVOICE TOTAL:	-2.00 *	
		090331577543	01/02/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	22.49	
						INVOICE TOTAL:	22.49 *	
		090333211619	12/26/11	01	AUDIO VISUAL MATERIAL	80-60-001-45200	71.46	
						INVOICE TOTAL:	71.46 *	
		134298598299	01/09/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	98.84	
						INVOICE TOTAL:	98.84 *	
		147304015461	01/02/12	01	ADULT NON-FICTION	80-60-001-45000	26.33	
						INVOICE TOTAL:	26.33 *	
		147308428007	01/03/12	01	ADULT NON-FICTION	80-60-001-45000	26.37	
						INVOICE TOTAL:	26.37 *	
		162084646515	12/20/11	01	AUDIO VISUAL MATERIAL	80-60-001-45200	63.05	
						INVOICE TOTAL:	63.05 *	
		162084755452	12/20/11	01	AUDIO VISUAL MATERIAL	80-60-001-45200	12.81	
						INVOICE TOTAL:	12.81 *	
		181570288048	12/21/11	01	AUDIO VISUAL MATERIAL	80-60-001-45200	-3.00	
						INVOICE TOTAL:	-3.00 *	
		181575244112	12/20/11	01	AUDIO VISUAL MATERIAL	80-60-001-45200	-3.00	
						INVOICE TOTAL:	-3.00 *	

Lake Bluff Public Library

6B

DATE: 02/10/12
 TIME: 09:57:51
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

PAGE: 2

CHECK DATE: 02/14/12

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
10373	9AMAZONA	VOIDED---LEADER CHECK						
	185970831383		01/04/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	-1.00	
						INVOICE TOTAL:	-1.00 *	
	185972753558		01/02/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	185.91	
						INVOICE TOTAL:	185.91 *	
	185979997260		01/05/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	-2.00	
						INVOICE TOTAL:	-2.00 *	
	233349389118		12/20/11	01	AUDIO VISUAL MATERIAL	80-60-001-45200	31.98	
						INVOICE TOTAL:	31.98 *	
	233349574630		12/16/11	01	AUDIO VISUAL MATERIAL	80-60-001-45200	68.47	
						INVOICE TOTAL:	68.47 *	
	261966171750		12/20/11	01	AUDIO VISUAL MATERIAL	80-60-001-45200	11.51	
						INVOICE TOTAL:	11.51 *	
	302101369079		12/19/11	01	AUDIO VISUAL MATERIAL	80-60-001-45200	161.40	
						INVOICE TOTAL:	161.40 *	
10374	9AMAZONA	AMAZON						
	302102158064		01/06/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	-1.00	
						INVOICE TOTAL:	-1.00 *	
	302108062372		12/18/11	01	AUDIO VISUAL MATERIAL	80-60-001-45200	19.99	
						INVOICE TOTAL:	19.99 *	
	302108350041		12/22/11	01	AUDIO VISUAL MATERIAL	80-60-001-45200	-1.00	
						INVOICE TOTAL:	-1.00 *	
						CHECK TOTAL:	829.26	
10375	9BKTLENT	VOIDED---LEADER CHECK						

Lake Bluff Public Library

6C

DATE: 02/10/12
 TIME: 09:57:51
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

PAGE: 3

CHECK DATE: 02/14/12

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
		2026595368	12/30/11	01	ADULT NON-FICTION	80-60-001-45000	297.54
						INVOICE TOTAL:	297.54 *
		2026597303	12/30/11	01	ADULT NON-FICTION	80-60-001-45000	125.58
						INVOICE TOTAL:	125.58 *
		2026597493	12/30/11	01	TEEN BOOKS	80-60-001-45450	123.71
						INVOICE TOTAL:	123.71 *
		2026599825	12/30/11	01	ADULT FICTION	80-60-001-45100	61.23
						INVOICE TOTAL:	61.23 *
		2026605896	01/03/12	01	ADULT FICTION	80-60-001-45100	15.89
						INVOICE TOTAL:	15.89 *
		2026617313	01/06/12	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	319.15
						INVOICE TOTAL:	319.15 *
		2026619091	01/06/12	01	ADULT FICTION	80-60-001-45100	57.85
						INVOICE TOTAL:	57.85 *
		2026620714	01/09/12	01	TEEN BOOKS	80-60-001-45450	153.52
						INVOICE TOTAL:	153.52 *
		2026621698	01/10/12	01	ADULT NON-FICTION	80-60-001-45000	211.34
						INVOICE TOTAL:	211.34 *
		2026623486	01/10/12	01	ADULT FICTION	80-60-001-45100	4.77
						INVOICE TOTAL:	4.77 *
		2026624753	01/09/12	01	ADULT FICTION	80-60-001-45100	14.73
						INVOICE TOTAL:	14.73 *
		2026629191	01/10/12	01	ADULT FICTION	80-60-001-45100	272.43
						INVOICE TOTAL:	272.43 *
		2026629775	01/11/12	01	ADULT NON-FICTION	80-60-001-45000	117.96
						INVOICE TOTAL:	117.96 *

Lake Bluff Public Library

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DATE: 02/10/12
 TIME: 09:57:51
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
 CHECK REGISTER

PAGE: 4

CHECK DATE: 02/14/12

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
10375	9BKTLENT	VOIDED---LEADER CHECK						
	2026635065		01/12/12	01	ADULT FICTION	80-60-001-45100	30.08	
						INVOICE TOTAL:	30.08 *	
	2026643116		01/17/12	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	9.65	
						INVOICE TOTAL:	9.65 *	
	2026644100		01/17/12	01	TEEN BOOKS	80-60-001-45450	10.21	
						INVOICE TOTAL:	10.21 *	
	2026653174		01/19/12	01	ADULT FICTION	80-60-001-45100	445.30	
						INVOICE TOTAL:	445.30 *	
	2026655387		01/19/12	01	ADULT FICTION	80-60-001-45100	44.81	
						INVOICE TOTAL:	44.81 *	
	2026656715		01/19/12	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	296.58	
						INVOICE TOTAL:	296.58 *	
10376	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT						
	2026656789		01/19/12	01	PICTURE BKS, READRS, HOLIDAY BKS	80-60-001-45410	440.79	
						INVOICE TOTAL:	440.79 *	
	2026658817		01/23/12	01	ADULT NON-FICTION	80-60-001-45000	201.28	
						INVOICE TOTAL:	201.28 *	
	2026664954		01/23/12	01	ADULT FICTION	80-60-001-45100	15.31	
						INVOICE TOTAL:	15.31 *	
	2026674375		01/26/12	01	ADULT FICTION	80-60-001-45100	157.71	
						INVOICE TOTAL:	157.71 *	
	2026675552		01/26/12	01	ADULT FICTION	80-60-001-45100	44.27	
						INVOICE TOTAL:	44.27 *	

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10376	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT						
	2026683283		01/31/12	01	ADULT NON-FICTION	80-60-001-45000	29.89	
						INVOICE TOTAL:	29.89 *	
	2026683550		01/30/12	01	ADULT NON-FICTION	80-60-001-45000	177.33	
						INVOICE TOTAL:	177.33 *	
	2026684511		01/31/12	01	PICTURE BKS, READRS, HOLIDAY BKS	80-60-001-45410	18.11	
						INVOICE TOTAL:	18.11 *	
	2026684679		01/30/12	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	94.69	
						INVOICE TOTAL:	94.69 *	
	2026684757		01/30/12	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	216.14	
						INVOICE TOTAL:	216.14 *	
	2026685975		01/30/12	01	ADULT FICTION	80-60-001-45100	47.67	
						INVOICE TOTAL:	47.67 *	
	2026691608		02/01/12	01	TEEN BOOKS	80-60-001-45450	136.24	
						INVOICE TOTAL:	136.24 *	
	2026697670		02/02/12	01	ADULT FICTION	80-60-001-45100	43.70	
						INVOICE TOTAL:	43.70 *	
	5011832118		01/27/12	01	ADULT NON-FICTION	80-60-001-45000	11.89	
						INVOICE TOTAL:	11.89 *	
						CHECK TOTAL:	4,247.35	
10377	9CHICPUB	CHICAGO PUBLIC LIBRARY						
	CPL012612		01/26/12	01	MISC EXPENSES	80-60-001-46000	43.99	
						INVOICE TOTAL:	43.99 *	
						CHECK TOTAL:	43.99	

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10378	9DEMCO	DEMCO, INC					
	4463952		01/09/12	01	BOOK REP'R SUPPLIES	80-60-001-43670	75.87
				02	BULLETIN BOARDS	80-60-001-49000	220.50
						INVOICE TOTAL:	296.37 *
	4476060		01/19/12	01	DVD CASES,BK JACKET COVERS	80-60-001-43670	129.50
						INVOICE TOTAL:	129.50 *
	4482857		01/25/12	01	COLORED CODED TAPE,BK COVERS	80-60-001-43670	194.49
						INVOICE TOTAL:	194.49 *
						CHECK TOTAL:	620.36
10379	9ECOHAND	ECONOMY HANDICRAFTS					
	268503A		01/18/12	01	CHILDREN/TEEN PROGRAM SUPPLIES	80-60-001-43720	96.55
						INVOICE TOTAL:	96.55 *
						CHECK TOTAL:	96.55
10380	9FIRSTBA	FIRST BANKCARD					
	CAR02022012		02/02/12	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	32.15
				02	OFFICE SUPPLIES	80-60-001-43550	8.91
				03	COMPUTER MOUSE	80-60-001-49350	32.71
						INVOICE TOTAL:	73.77 *
						CHECK TOTAL:	73.77
10381	9FIRSTBA	FIRST BANKCARD					
	DON020212		02/02/12	01	JUVENILE AUDIO VISUAL	80-60-001-45430	65.70
				02	CHILDREN/TEEN PROGRAM SUPPLIES	80-60-001-43720	297.98
				03	JUVENILE PICTURE BKS,READERS	80-60-001-45410	9.49
				04	JUVENILE NON-FICTION BOOKS	80-60-001-45400	14.48

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10381	9FIRSTBA	FIRST BANKCARD					
	DON020212		02/02/12	05	CREDIT: JUVENILE AUDIO VISUAL	80-60-001-45430	-1.00
						INVOICE TOTAL:	386.65 *
						CHECK TOTAL:	386.65
10382	9FIRSTBA	FIRST BANKCARD					
	ERIO2022012		02/02/12	01	FINANCE CHARGE CREDITED	80-60-001-46000	-1.75
				02	E-NEWSLETTER	80-60-001-43400	168.00
				03	LF/LB CHAMBER MTG	80-60-001-42440	35.00
				04	HOSPITALITY (HOLIDAY PARTY)	80-60-001-43700	102.44
						INVOICE TOTAL:	303.69 *
						CHECK TOTAL:	303.69
10383	9GIRADIR	ROBERT I. GIRADI					
	GIR012312		01/23/12	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	150.00
						INVOICE TOTAL:	150.00 *
						CHECK TOTAL:	150.00
10384	9HOMEDEP	HOME DEPOT CREDIT SERVICES					
	124823		01/20/12	01	BUILDING/GROUNDS SUPPLIES	80-60-001-43660	17.97
						INVOICE TOTAL:	17.97 *
	6050917		01/14/12	01	BUILDING/GROUNDS SUPPLIES	80-60-001-43660	36.12
						INVOICE TOTAL:	36.12 *
						CHECK TOTAL:	54.09
10385	9IRELAND	IRELAND HEATING & AIRCONDITION					
	54625		02/03/12	01	SRVC MAIN LOBBY HEATER	80-60-001-41000	170.00
						INVOICE TOTAL:	170.00 *
						CHECK TOTAL:	170.00

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10386	9JOHNANG	ANGELA JOHNSON						
	JOH012312		01/23/12	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	150.00	
						INVOICE TOTAL:	150.00	*
						CHECK TOTAL:		150.00
10387	9LB VILL	VILLAGE OF LAKE BLUFF						
	8003537		01/11/12	01	FLU SHOTS	80-60-001-40900	210.00	
						INVOICE TOTAL:	210.00	*
	8003544		01/31/12	01	ELEVATOR INSPECTIONS 12/22/11	80-60-001-41020	84.00	
						INVOICE TOTAL:	84.00	*
	DEC 2011		01/04/12	01	FY12 MEDICAL INS:DEC 11	80-10-301-37100	2,934.52	
				02	FY12 DENTAL INS:DEC 11	80-10-301-37100	291.40	
				03	FY12 LIFE INS:DEC 11	80-10-301-37100	40.00	
				04	FY12 IMRF 'EE CONTR:DEC 11	80-10-301-37100	1,203.58	
				05	FY12 IMRF EMPLOYER CONTR:DEC 11	80-10-301-37100	2,936.69	
						INVOICE TOTAL:	7,406.19	*
	JAN 2012		02/03/12	01	FY12 MEDICAL INS:JAN 12	80-10-301-37100	2,934.52	
				02	FY12 DENTAL INS:JAN 12	80-10-301-37100	291.40	
				03	FY12 LIFE INS:JAN 12	80-10-301-37100	40.00	
				04	FY12 IMRF 'EE CONTR:JAN 12	80-10-301-37100	1,222.62	
				05	FY12 IMRF EMPLOYR CONTR:JAN 12	80-10-301-37100	3,257.56	
						INVOICE TOTAL:	7,746.10	*
						CHECK TOTAL:		15,446.29
10388	9MANGOLA	MANGO LANGUAGES						
	L4104		01/30/12	01	ADULT REFERENCE/ELECTRONIC	80-60-001-45220	1,600.00	
				02	MATERIALS	** COMMENT **		
						INVOICE TOTAL:	1,600.00	*
						CHECK TOTAL:		1,600.00

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10389	9MARSHAL	MARSHALL CAVENDISH CORPORATION					
	R883071		12/13/11	01	JUVENILE NON-FICTION	80-60-001-45400	762.25
						INVOICE TOTAL:	762.25 *
	R884138		01/17/12	01	JUVENILE NON-FICTION	80-60-001-45400	131.70
						INVOICE TOTAL:	131.70 *
						CHECK TOTAL:	893.95
10390	9MIDTAPE	MIDWEST TAPE					
	2718661		01/04/12	01	ADULT AUDIO VISUAL	80-60-001-45200	114.97
						INVOICE TOTAL:	114.97 *
	2723916		01/11/12	01	ADULT AUDIO VISUAL	80-60-001-45200	27.99
						INVOICE TOTAL:	27.99 *
	2729430		01/18/12	01	ADULT AUDIO VISUAL	80-60-001-45200	94.97
						INVOICE TOTAL:	94.97 *
	2734802		01/25/12	01	ADULT AUDIO VISUAL	80-60-001-45200	26.99
						INVOICE TOTAL:	26.99 *
						CHECK TOTAL:	264.92
10391	9MINUTE	MINUTEMAN PRESS OF WHEELING					
	42694		02/07/12	01	OFFICE SUPPLIES	80-60-001-43550	115.14
						INVOICE TOTAL:	115.14 *
						CHECK TOTAL:	115.14
10392	9MIRIAMP	MIRIAM POLLACK & ASSOCIATES					
	657A		02/01/12	01	MENTOR/CONSULTANT SERVICES	80-60-001-41304	2,268.75

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10392	9MIRIAMP	MIRIAM POLLACK & ASSOCIATES					
	657A		02/01/12	02	ARLENE KASPIK	** COMMENT **	
						INVOICE TOTAL:	2,268.75 *
						CHECK TOTAL:	2,268.75
10393	9OPPFAN	OPP, FRANCHISING, INC.					
	CHC01121489		01/01/12	01	BUILDING MAINT: JAN 2012	80-60-001-41000	919.00
						INVOICE TOTAL:	919.00 *
						CHECK TOTAL:	919.00
10394	9PARVISZ	PARVIS ZARGARPOOR					
	PAR020312		02/03/12	01	ADULT NON-FICTION BOOKS	80-60-001-45000	32.50
						INVOICE TOTAL:	32.50 *
						CHECK TOTAL:	32.50
10395	9PROQUES	PROQUEST, LLC					
	70158737		02/01/12	01	ADULT/ELECTRONIC REFERENCE	80-60-001-45220	2,590.00
						INVOICE TOTAL:	2,590.00 *
						CHECK TOTAL:	2,590.00
10396	9RAINBPR	RAINBOW PRINTING					
	144905		01/27/12	01	OFFICE SUPPLIES:LIBRARY CARDS	80-60-001-43550	575.00
						INVOICE TOTAL:	575.00 *
						CHECK TOTAL:	575.00
10397	9ROYALPU	ROYAL PUBLISHING					

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10397	9ROYALPU	ROYAL PUBLISHING					
	7569905		01/24/12	01	MISC EXPENSES	80-60-001-46000	105.00
						INVOICE TOTAL:	105.00 *
						CHECK TOTAL:	105.00
10398	9STAPLES	STAPLES BUSINESS ADVANTAGE					
	8020603561		12/31/11	01	OFFICE SUPPLIES	80-60-001-43550	36.43
				02	DVD CASES	80-60-001-43670	14.99
						INVOICE TOTAL:	51.42 *
						CHECK TOTAL:	51.42
10399	9THYSSEN	THYSSENKRUPP ELEVATOR CORP.					
	3000110482		01/01/12	01	ELEVATOR MAINT:JAN 2012	80-60-001-41020	104.19
						INVOICE TOTAL:	104.19 *
	3000120648		02/01/12	01	ELEVATOR MAINT:FEB 2012	80-60-001-41020	104.19
						INVOICE TOTAL:	104.19 *
						CHECK TOTAL:	208.38
10400	9TUMBLEP	TUMBLEWEED PRESS, INC					
	36518		01/19/12	01	PICTURE BKS,READRS,HOLIDAY BKS	80-60-001-45410	499.00
						INVOICE TOTAL:	499.00 *
						CHECK TOTAL:	499.00
10401	9USFIRPR	UNITED STATES FIRE PROTECTION					
	001-368258		01/13/12	01	ANN'L WET SPRINKLER INSPECTION	80-60-001-41000	310.00
						INVOICE TOTAL:	310.00 *
						CHECK TOTAL:	310.00

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10402	9USPOSTA	UNITED STATES POSTAL SERVICE					
	USP012712		01/27/12	01	POSTAGE STAMPS	80-60-001-43300	90.00
						INVOICE TOTAL:	90.00 *
						CHECK TOTAL:	90.00
10403	9WAREHOU	WAREHOUSE DIRECT					
	1404101-0		01/04/12	01	OFFICE SUPPLIES	80-60-001-43550	15.72
						INVOICE TOTAL:	15.72 *
	1427588-0		01/23/12	01	BOOK TAPE/AV LABELS	80-60-001-43670	174.10
				02	OFFICE SUPPLIES	80-60-001-43550	15.59
						INVOICE TOTAL:	189.69 *
						CHECK TOTAL:	205.41
10404	9WENDTM	WENDT MAINTENANCE INC.					
	WEN02012012		02/01/12	01	GROUNDS MAINT/SNOW REMOVAL	80-60-001-41050	480.00
				02	GROUNDS MAINT/SNOW REMOVAL	80-60-001-41050	134.00
				03	ADD'L SHOVELING & SALTING	80-60-001-41050	20.00
						INVOICE TOTAL:	634.00 *
						CHECK TOTAL:	634.00
						TOTAL AMOUNT PAID:	33,934.47

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-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

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FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 9 PERIODS ENDING JANUARY 31, 2012

ACCOUNT #	DESCRIPTION	BALANCE 05/01/11	NET DEBITS	NET CREDITS	BALANCE 01/31/12
ASSETS					
DUE TO/FROM ACCOUNTS					
80-00-100-10000	DUE TO/FROM OTHER FUNDS	(4,888.06)	345,420.73	48,274.84	292,257.83
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)	345,420.73	48,274.84	292,257.83
CASH & INVESTMENTS					
80-10-101-10000	CHECKING ACCOUNT	16,161.87	481,366.57	466,695.27	30,833.17
80-10-101-10001	CASH BOX OVER/SHORT	0.00	51.15	350.42	(299.27)
80-10-101-11000	MONEY MARKET ACCOUNT	361,680.84	600,571.73	836,921.19	125,331.38
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	982,401.14	793,399.00	489,839.21
80-10-101-15111	ILLINOIS FUNDS - GRANTS	1.80	0.00	0.00	1.80
TOTAL CASH & INVESTMENTS		678,831.58	2,064,390.59	2,097,365.88	645,856.29
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	849,139.45	849,333.84	0.00
80-10-301-55000	PREPAID EXPENSES	2,510.00	0.00	2,510.00	0.00
TOTAL OTHER ASSETS		2,704.39	849,139.45	851,843.84	0.00
TOTAL ASSETS		1,461,753.69	3,258,950.77	2,997,484.56	1,723,219.90
LIABILITIES AND FUND EQUITY					
LIABILITIES					
PAYABLES					
80-10-102-20000	ACCOUNTS PAYABLE	42,438.51	305,742.80	303,764.86	40,460.57
80-10-102-41000	SOCIAL SECURITY TAX PAYABLE	0.00	36,547.72	36,547.72	0.00

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FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 9 PERIODS ENDING JANUARY 31, 2012

ACCOUNT #	DESCRIPTION	BALANCE 05/01/11	NET DEBITS	NET CREDITS	BALANCE 01/31/12
LIABILITIES					
PAYABLES					
80-20-102-42000	FEDERAL INCOME TAX PAYABLE	0.00	28,181.10	28,181.10	0.00
80-20-102-43000	STATE INCOME TAX PAYABLE	0.00	11,889.10	11,889.10	0.00
80-20-102-44000	IMRF PAYABLE	0.00	37,370.44	37,370.44	0.00
80-20-102-45000	ICMA 457 PLAN PAYABLE	0.00	17,300.00	17,300.00	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	2,226.84	2,226.84	0.00
80-20-102-66000	LIBRARY HSA PAYABLE	0.00	3,515.00	3,515.00	0.00
80-20-102-70000	OTHER SHORT TERM LIABILITIES	0.00	0.00	0.00	0.00
TOTAL PAYABLES		42,438.51	442,773.00	440,795.06	40,460.57
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	442,773.00	440,795.06	840,303.80
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	263,444.15	263,444.15

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FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 9 PERIODS ENDING JANUARY 31, 2012

ACCOUNT #	DESCRIPTION	BALANCE 05/01/11	NET DEBITS	NET CREDITS	BALANCE 01/31/12
TOTAL FUND EQUITY		619,471.95	0.00	263,444.15	882,916.10
TOTAL LIABILITIES AND FUND EQUITY		1,461,753.69	442,773.00	704,239.21	1,723,219.90

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FUND: LIBRARY BLG RENOVATION FUND
 FOR 9 PERIODS ENDING JANUARY 31, 2012

ACCOUNT #	DESCRIPTION	BALANCE 05/01/11	NET DEBITS	NET CREDITS	BALANCE 01/31/12
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	423,785.57	287,618.85
TOTAL --- UNDEFINED CODE ---		0.00	136,166.72	423,785.57	287,618.85
--- UNDEFINED CODE ---					
81-20-102-20000	ACCOUNTS PAYABLE	11,527.08	287,618.85	276,091.77	0.00
TOTAL --- UNDEFINED CODE ---		11,527.08	287,618.85	276,091.77	0.00
TOTAL LIABILITIES		11,527.08	423,785.57	699,877.34	287,618.85
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	276,091.77	0.00	(276,091.77)
TOTAL FUND EQUITY		(11,527.08)	276,091.77	0.00	(287,618.85)
TOTAL LIABILITIES AND FUND EQUITY		0.00	699,877.34	699,877.34	0.00

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-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

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FUND: LIBRARY BIRD MEMORIAL FUND
 FOR 9 PERIODS ENDING JANUARY 31, 2012

ACCOUNT #	DESCRIPTION	BALANCE 05/01/11	NET DEBITS	NET CREDITS	BALANCE 01/31/12
ASSETS					
CASH & INVESTMENTS					
82-10-101-12000	LIBRARY BIRD MEMORIAL SAVINGS	3,022.67	1.64	0.00	3,024.31
TOTAL CASH & INVESTMENTS		3,022.67	1.64	0.00	3,024.31
TOTAL ASSETS		3,022.67	1.64	0.00	3,024.31
LIABILITIES AND FUND EQUITY					
LIABILITIES					
INTERFUND CLEARING ACCOUNT					
82-00-100-10000	DUE TO/FROM LIBRARY FUND	1,295.72	0.00	9,527.04	10,822.76
TOTAL INTERFUND CLEARING ACCOUNT		1,295.72	0.00	9,527.04	10,822.76
PAYABLES					
82-20-102-20000	ACCOUNTS PAYABLE	35.34	9,527.04	9,491.70	0.00
TOTAL PAYABLES		35.34	9,527.04	9,491.70	0.00
TOTAL LIABILITIES		1,331.06	9,527.04	19,018.74	10,822.76
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	9,490.06	0.00	(9,490.06)
TOTAL FUND EQUITY		1,691.61	9,490.06	0.00	(7,798.45)
TOTAL LIABILITIES AND FUND EQUITY		3,022.67	19,017.10	19,018.74	3,024.31

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 9 PERIODS ENDING JANUARY 31, 2012

PAGE: 1
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FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: REVENUES

ACCOUNT NUMBER	DESCRIPTION	JANUARY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
PROPERTY TAXES							
80-40-103-10000	LIBRARY PROPERTY TAX	0.00	0.00	782,229.09	779,602.48	780,709.00	100.1%
TOTAL REVENUES: PROPERTY TAXES		0.00	0.00	782,229.09	779,602.48	780,709.00	100.1%
SERVICES & FEES							
80-40-403-48300	PHOTO-COPY CHARGES	149.80	184.20	1,318.05	1,431.95	1,700.00	77.5%
80-40-403-48500	NON-RESIDENT FEES	687.37	657.08	4,803.55	3,488.33	4,200.00	114.3%
TOTAL REVENUES: SERVICES & FEES		837.17	841.28	6,121.60	4,920.28	5,900.00	103.7%
FINES							
80-40-503-65000	RENTAL FINES	1,263.41	1,125.43	9,116.78	10,505.02	12,000.00	75.9%
TOTAL REVENUES: FINES		1,263.41	1,125.43	9,116.78	10,505.02	12,000.00	75.9%
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	0.00	0.0%
80-40-603-75000	INTEREST EARNINGS	0.00	0.00	0.00	0.00	6,500.00	0.0%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	115.57	0.00	457.36	1,404.00	0.00	0.0%
80-40-603-78001	RESTRICTED DONATIONS	121.60	156.11	295.02	1,080.98	1,000.00	45.7%
80-40-603-78002	VCLA EQUITY DONATION	0.00	0.00	18,737.23	15,444.31	0.00	100.0%
80-40-603-78200	TECH-4-U DONATIONS	0.00	0.00	0.00	25.00	0.00	100.0%
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	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL REVENUES: MISCELLANEOUS		1,797.52	314.39	3,783.09	1,214.32	1,200.00	315.2%
TOTAL REVENUES: REVENUES		2,034.69	470.50	23,272.70	19,168.61	8,700.00	267.5%
TOTAL FUND REVENUES		4,135.27	2,437.21	820,740.17	814,196.39	807,309.00	101.6%
		4,135.27	2,437.21	820,740.17	814,196.39	807,309.00	101.6%

Lake Bluff Public Library

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 9 PERIODS ENDING JANUARY 31, 2012

PAGE: 2
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FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	JANUARY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
LIBRARY SERVICES							
80-60-001-40000	LIBRARIAN SALARIES	19,394.19	20,895.72	194,485.95	189,962.65	274,499.00	70.8%
80-60-001-40050	STAFF SALARIES	11,665.92	8,708.16	86,050.86	76,090.53	112,710.00	76.3%
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	7,521.96	7,552.85	31,821.20	37,268.46	50,500.00	63.0%
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	210.00	0.00	210.00	290.00	2,500.00	8.4%
80-60-001-40950	EMPLOYER IMRF	3,257.56	2,863.68	26,586.63	25,931.56	37,500.00	70.8%
80-60-001-40951	EMPLOYER FICA TAX	2,327.22	2,215.60	21,021.82	20,153.94	30,500.00	68.9%
80-60-001-41000	BUILDING MAINTENANCE	1,539.00	2,204.73	21,160.25	20,571.03	19,000.00	111.3%
80-60-001-41020	ELEVATOR MAINTENANCE	292.38	200.00	1,533.94	1,321.09	2,500.00	61.3%
80-60-001-41050	GROUPS MAINTENANCE	1,114.00	960.00	5,243.00	4,515.50	11,000.00	47.6%
80-60-001-41200	EQUIPMENT MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-41300	COMPUTER SERVICES	99.00	0.00	99.00	0.00	0.00	-100.0%
80-60-001-41303	COPIER MAINTENANCE/SUPPLIES	137.06	283.22	2,616.87	3,255.70	4,500.00	58.1%
80-60-001-41304	OTHER PROFESSIONAL SERVICES	2,268.75	0.00	7,017.04	9,270.00	6,500.00	107.9%
80-60-001-41305	COMPUTER SERVICES	0.00	0.00	16,689.65	19,384.68	27,000.00	61.8%
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	160.00	600.00	2,710.49	2,050.00	6,500.00	41.6%
80-60-001-42440	DUES	35.00	140.00	2,118.00	1,683.60	3,000.00	70.6%
80-60-001-43230	UTILITIES	522.74	330.70	4,456.95	5,117.47	9,500.00	46.9%
80-60-001-43300	POSTAGE	90.00	88.00	2,163.86	1,312.20	3,500.00	61.8%
80-60-001-43400	PRINTING/E-NEWSLETTER	168.00	0.00	5,028.98	5,134.83	8,000.00	62.8%
80-60-001-43550	OFFICE SUPPLIES	900.69	296.53	4,250.06	3,018.59	6,000.00	70.8%
80-60-001-43570	OPERATING SUPPLIES	0.00	0.00	0.00	31.93	0.00	0.0%
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	54.09	12.95	954.65	953.30	3,000.00	31.8%
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	588.95	179.15	4,759.82	2,513.28	4,000.00	118.9%
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	122.96	0.00	912.32	486.08	1,000.00	91.2%
80-60-001-43710	ADULT PROGRAM SUPPLIES	332.15	1,181.19	3,437.73	2,924.26	4,000.00	85.9%
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	1,446.58	306.86	5,643.04	5,775.40	7,000.00	80.6%
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	1,287.19	1,592.51	13,812.96	13,985.84	20,000.00	69.9%
80-60-001-45100	ADULT FICTION BOOKS	1,255.75	456.12	13,063.05	11,365.46	16,000.00	81.6%
80-60-001-45110	ADULT LARGE PRINT MATERIAL	0.00	92.21	520.03	777.82	1,000.00	52.0%
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	1,012.30	866.12	8,486.75	11,810.94	13,500.00	62.8%
80-60-001-45220	ADULT REFERENCE/E-REFER	4,190.00	0.00	4,190.00	1,202.62	15,000.00	27.9%
80-60-001-45300	ADULT REFERENCE MATERIAL	250.00	2,407.52	6,112.82	6,563.82	0.00	-100.0%
80-60-001-45400	JUVENILE NON-FICTION	908.43	0.00	6,211.89	2,263.62	7,500.00	82.8%
80-60-001-45410	PICTURE BOOKS, READERS	967.39	300.67	4,419.60	3,316.51	6,000.00	73.6%
80-60-001-45420	JUVENILE FICTION	978.34	74.35	5,351.98	4,279.95	7,300.00	73.3%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 9 PERIODS ENDING JANUARY 31, 2012

PAGE: 3
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FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	JANUARY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
LIBRARY SERVICES							
80-60-001-45430	JUVENILE AUDIO-VISUAL	266.73	166.66	2,515.57	1,951.78	4,000.00	62.8%
80-60-001-45440	JUVENILE REFERENCE	0.00	0.00	110.81	30.02	0.00	-100.0%
80-60-001-45450	TEEN BOOKS	423.68	65.44	2,111.85	1,998.75	3,000.00	70.3%
80-60-001-45500	PERIODICALS	0.00	363.48	5,097.06	3,536.72	8,500.00	59.9%
80-60-001-45510	VIDEO GAMES	522.85	177.96	1,509.81	728.71	2,300.00	65.6%
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	11,424.00	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	87.92	1,797.92	384.16	0.00	-100.0%
80-60-001-46000	MISCELLANEOUS EXPENSES	148.99	82.50	822.82	222.45	2,000.00	41.1%
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	960.00	0.00	1,237.13	0.00	0.00	-100.0%
80-60-001-49000	LIBRARY FURNISHINGS	220.50	0.00	3,152.49	0.00	10,000.00	31.5%
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	32.71	0.00	4,941.29	4,238.00	13,000.00	38.0%
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	34.97	0.00	881.35	234.00	4,500.00	19.5%
80-60-001-50000	CONTINGENCY	0.00	6,120.00	2,150.12	7,867.00	20,000.00	10.7%
TOTAL EXPENSES: LIBRARY SERVICES		67,708.03	61,872.80	557,296.02	533,572.18	807,309.00	69.0%
TOTAL EXPENSES: LIBRARY ADMINISTRATION		67,708.03	61,872.80	557,296.02	533,572.18	807,309.00	69.0%
TOTAL FUND EXPENSES		67,708.03	61,872.80	557,296.02	533,572.18	807,309.00	69.0%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 9 PERIODS ENDING JANUARY 31, 2012

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

ACCOUNT NUMBER	DESCRIPTION	JANUARY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
----- UNDEFINED CODE -----							
81-60-001-49000	LIBRARY FURNISHINGS	0.00	0.00	70,734.62	0.00	0.00	-100.0%
81-60-001-49100	BUILDING IMPROVEMENTS	0.00	0.00	205,357.15	0.00	0.00	-100.0%
TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	0.00	276,091.77	0.00	0.00	-100.0%
TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	0.00	276,091.77	0.00	0.00	-100.0%
TOTAL FUND EXPENSES		67,708.03	61,872.80	833,387.79	533,572.18	807,309.00	103.2%

Lake Bluff Public Library

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 9 PERIODS ENDING JANUARY 31, 2012

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ACCOUNT NUMBER	DESCRIPTION	JANUARY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
MISCELLANEOUS							
82-40-603-73000	STATE PER CAPITA GRANT	0.00	0.00	0.00	0.00	6,184.00	0.0%
82-40-603-75000	INTEREST EARNINGS	0.69	0.00	1.64	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		0.69	0.00	1.64	2.95	36,184.00	0.0%
TOTAL REVENUES: BIR MEMORIAL FUND REVENUES		0.69	0.00	1.64	2.95	36,184.00	0.0%
TOTAL FUND REVENUES		4,135.96	2,437.21	820,741.81	814,199.34	843,493.00	97.3%

Lake Bluff Public Library

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DATE: 02/10/2012
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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 9 PERIODS ENDING JANUARY 31, 2012

PAGE: 6
 F-YR: 12

FUND: LIBRARY BIRD MEMORIAL FUND
 DEPT: BIRD MEMORIAL EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	JANUARY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
--- UNDEFINED CODE ---							
82-60-001-44800	PER CAPITAL GRANT EXPENDITURES	0.00	620.05	9,491.70	620.05	6,184.00	153.4%
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	0.00	0.0%
82-60-001-49350	TECH-4-U AUTOMATION EXPENDITUR	0.00	0.00	0.00	0.00	3,000.00	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	0.00	0.0%
TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	620.05	9,491.70	672.93	39,184.00	24.2%
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	620.05	9,491.70	672.93	39,184.00	24.2%
TOTAL FUND EXPENSES		67,708.03	62,492.85	842,879.49	534,245.11	846,493.00	99.5%

Lake Bluff Public Library

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 9 PERIODS ENDING JANUARY 31, 2012

PAGE: 1
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FUND: LAKE BLUFF PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JANUARY BUDGET	JANUARY 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	0.00	100.0	780,709.00	782,229.09	0.1
TOTAL PROPERTY TAXES		65,059.08	0.00	100.0	780,709.00	782,229.09	0.1
SERVICES & FEES							
80-40-403-48300	PHOTO-COPY CHARGES	141.66	149.80	5.7	1,700.00	1,318.05	(22.4)
80-40-403-48500	NON-RESIDENT FEES	350.00	687.37	96.3	4,200.00	4,803.55	14.3
TOTAL SERVICES & FEES		491.66	837.17	70.2	5,900.00	6,121.60	3.7
FINES							
80-40-503-65000	RENTAL FINES	1,000.00	1,263.41	26.3	12,000.00	9,116.78	(24.0)
TOTAL FINES		1,000.00	1,263.41	26.3	12,000.00	9,116.78	(24.0)
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	541.66	0.00	100.0	6,500.00	0.00	0.0
80-40-603-75000	INTEREST EARNINGS	0.00	0.00	0.0	0.00	0.00	100.0
80-40-603-78000	DONATIONS/CONTRIBUTIONS	83.33	115.57	38.6	1,000.00	0.00	0.0
80-40-603-78001	RESTRICTED DONATIONS	0.00	121.60	100.0	0.00	457.36	(54.2)
80-40-603-78002	VCLA EQUITY DONATION	0.00	0.00	0.0	0.00	295.02	100.0
80-40-603-78200	TECH-4-U DONATIONS	0.00	0.00	0.0	0.00	18,737.23	100.0
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	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL MISCELLANEOUS		100.00	1,797.52	1697.5	1,200.00	3,783.09	215.2
TOTAL REVENUES: REVENUES		724.99	2,034.69	180.6	8,700.00	23,272.70	167.5
		67,275.73	4,135.27	(93.8)	807,309.00	820,740.17	1.6
LIBRARY ADMINISTRATION EXPENSES							
LIBRARY SERVICES							
80-60-001-40000	LIBRARIAN SALARIES	22,874.91	19,394.19	15.2	274,499.00	194,485.95	29.1
80-60-001-40050	STAFF SALARIES	9,392.50	11,665.92	(24.2)	112,710.00	86,050.86	23.6
80-60-001-40060	SALARY SURVEY ADJUSTMENTS	0.00	0.00	0.0	0.00	0.00	0.0

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-- VILLAGE OF LAKE BLUFF --
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 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 9 PERIODS ENDING JANUARY 31, 2012

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FUND: LAKE BLUFF PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JANUARY BUDGET	JANUARY ACTUAL	% VARIANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARIANCE
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	7,521.96	(78.7)	50,500.00	31,821.20	36.9
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	210.00	(0.8)	2,500.00	210.00	91.6
80-60-001-40950	EMPLOYER IMRF	3,125.00	3,257.56	(4.2)	37,500.00	26,586.63	29.1
80-60-001-40951	EMPLOYER FICA TAX	2,541.66	2,327.22	8.4	30,500.00	21,021.82	31.0
80-60-001-41000	BUILDING MAINTENANCE	1,583.33	1,539.00	2.8	19,000.00	21,160.25	(11.3)
80-60-001-41020	ELEVATOR MAINTENANCE	208.33	292.38	(40.3)	2,500.00	1,533.94	38.6
80-60-001-41050	GROUNDS MAINTENANCE	916.66	1,114.00	(21.5)	11,000.00	5,243.00	52.3
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	99.00	100.0	0.00	99.00	100.0
80-60-001-41303	COPIER MAINTENANCE/SUPPLIES	375.00	137.06	63.4	4,500.00	2,616.87	41.8
80-60-001-41304	OTHER PROFESSIONAL SERVICES	541.66	2,268.75	(318.8)	6,500.00	7,017.04	(7.9)
80-60-001-41305	COMPUTER SERVICES	2,250.00	0.00	100.0	27,000.00	16,689.65	38.1
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	541.66	160.00	70.4	6,500.00	2,710.49	58.3
80-60-001-42440	DUES	250.00	35.00	86.0	3,000.00	2,118.00	29.4
80-60-001-43230	UTILITIES	791.66	522.74	33.9	9,500.00	4,456.95	53.0
80-60-001-43300	POSTAGE	291.66	90.00	69.1	3,500.00	2,163.86	38.1
80-60-001-43400	PRINTING/E-NEWSLETTER	666.66	168.00	74.8	8,000.00	5,028.98	37.1
80-60-001-43550	OFFICE SUPPLIES	500.00	900.69	(80.1)	6,000.00	4,250.06	29.1
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	54.09	78.3	3,000.00	954.65	68.1
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	333.33	588.95	(76.6)	4,000.00	4,759.82	(19.0)
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	83.33	122.96	(47.5)	1,000.00	912.32	8.7
80-60-001-43710	ADULT PROGRAM SUPPLIES	333.33	332.15	0.3	4,000.00	3,437.73	14.0
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	583.33	1,446.58	(147.9)	7,000.00	5,643.04	19.3
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	1,666.66	1,287.19	22.7	20,000.00	13,812.96	30.9
80-60-001-45100	ADULT FICTION BOOKS	1,333.33	1,255.75	5.8	16,000.00	13,063.05	18.3
80-60-001-45110	ADULT LARGE PRINT MATERIAL	83.33	0.00	100.0	1,000.00	520.03	48.0
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	1,125.00	1,012.30	10.0	13,500.00	8,486.75	37.1
80-60-001-45220	ADULT REFERENCE/E-REFER	1,250.00	4,190.00	(235.2)	15,000.00	4,190.00	72.0
80-60-001-45300	ADULT REFERENCE MATERIAL	0.00	250.00	100.0	0.00	6,112.82	100.0
80-60-001-45400	JUVENILE NON-FICTION	625.00	908.43	(45.3)	7,500.00	6,211.89	17.1
80-60-001-45410	PICTURE BOOKS, READERS	500.00	967.39	(93.4)	6,000.00	4,419.60	26.3
80-60-001-45420	JUVENILE FICTION	608.33	978.34	(60.8)	7,300.00	5,351.98	26.6
80-60-001-45430	JUVENILE AUDIO-VISUAL	333.33	266.73	19.9	4,000.00	2,515.57	37.1

Lake Bluff Public Library

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 9 PERIODS ENDING JANUARY 31, 2012

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FUND: LAKE BLUFF PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JANUARY BUDGET	JANUARY ACTUAL	% VARIANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARIANCE
LIBRARY ADMINISTRATION EXPENSES							
LIBRARY SERVICES							
80-60-001-45440	JUVENILE REFERENCE	0.00	0.00	0.0	0.00	110.81	100.0
80-60-001-45450	TEEN BOOKS	250.00	423.68	(69.4)	3,000.00	2,111.85	29.6
80-60-001-45500	PERIODICALS	708.33	0.00	100.0	8,500.00	5,097.06	40.0
80-60-001-45510	VIDEO GAMES	191.66	522.85	(172.8)	2,300.00	1,509.81	34.3
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	1,797.92	100.0
80-60-001-46000	MISCELLANEOUS EXPENSES	166.66	148.99	10.6	2,000.00	822.82	58.8
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	0.00	960.00	100.0	0.00	1,237.13	100.0
80-60-001-49000	LIBRARY FURNISHINGS	833.33	220.50	73.5	10,000.00	3,152.49	68.4
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	32.71	96.9	13,000.00	4,941.29	61.9
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	34.97	90.6	4,500.00	881.35	80.4
80-60-001-50000	CONTINGENCY	1,666.66	0.00	100.0	20,000.00	2,150.12	89.2
TOTAL LIBRARY SERVICES		67,275.61	67,708.03	(0.6)	807,309.00	557,296.02	30.9
TOTAL EXPENSES: LIBRARY ADMINISTRATION		67,275.61	67,708.03	(0.6)	807,309.00	557,296.02	30.9
TOTAL FUND REVENUES		67,275.73	4,135.27	(93.8)	807,309.00	820,740.17	1.6
TOTAL FUND EXPENSES		67,275.61	67,708.03	(0.6)	807,309.00	557,296.02	30.9
FUND SURPLUS (DEFICIT)		0.12	(63,572.76)	(7400.0)	0.00	263,444.15	100.0

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 FOR 9 PERIODS ENDING JANUARY 31, 2012

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FUND: LIBRARY BLG RENOVATION FUND

ACCOUNT NUMBER	DESCRIPTION	JANUARY BUDGET	JANUARY 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	0.00	0.0	0.00	70,734.62	100.0
81-60-001-49100	BUILDING IMPROVEMENTS	0.00	0.00	0.0	0.00	205,357.15	100.0

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

Lake Bluff Public Library

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-- VILLAGE OF LAKE BLUFF --
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 FOR 9 PERIODS ENDING JANUARY 31, 2012

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FUND: LIBRARY BIRD MEMORIAL FUND

ACCOUNT NUMBER	DESCRIPTION	JANUARY BUDGET	JANUARY 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		
82-40-603-75000	INTEREST EARNINGS	0.00	0.69	100.0	0.00	0.00	100.0
82-40-603-78000	UNRESTRICTED DONATIONS/CONTRIB	833.33	0.00	100.0	10,000.00	1.64	100.0
82-40-603-78100	RESTRICTED DONATIONS/CONTRIB	1,666.66	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	100.0
TOTAL MISCELLANEOUS		3,015.32	0.69	(99.9)	36,184.00	1.64	(100.0)
TOTAL REVENUES: BIR MEMORIAL FUND REVENUES		3,015.32	0.69	(99.9)	36,184.00	1.64	(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	9,491.70	(53.4)
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	0.0
TOTAL --- UNDEFINED CODE ---		3,265.33	0.00	100.0	39,184.00	9,491.70	75.7
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	9,491.70	75.7
TOTAL FUND REVENUES		3,015.32	0.69	(99.9)	36,184.00	1.64	(100.0)
TOTAL FUND EXPENSES		3,265.33	0.00	100.0	39,184.00	9,491.70	75.7
FUND SURPLUS (DEFICIT)		(250.01)	0.69	(100.2)	(3,000.00)	(9,490.06)	216.3

Director's Report – January 2012

News and Notes

January was another busy month at the Lake Bluff Public Library! It was, in fact, the fourth consecutive record setting month for the library. If this trend continues, the library will finish with an annual circulation near or above the high water mark set by the 2009-2010 Fiscal Year. An impressive feat considering that the library was under construction for what are usually the 3 busiest months of the year, and also a real testament to the hard work and perseverance of the staff.

I simply cannot say enough about how everyone on staff has stepped up to take on new responsibilities over the last month. Martha, Carlen, Deena, Rummanah, Carol, and Lyndy particularly deserve credit for everything they have taken on.

Starting March 1, the library will be requiring new patrons (as well as those renewing their cards) to fill out an application, which will be scanned and kept on file at the library. The ordering of newly designed library cards in December led to a reevaluation of our current procedures for issuing cards to patrons. The library's current policy states that patrons will fill out an application when applying for a card. Carlen has been instrumental in setting this up.

The library began taking applications for two Library Assistant positions on Monday, February 6. Within the first week, we have received 57 applications.

Our patron database had accumulated quirks (and the occasional data entry error) over many years of varying standards and changing staff. Martha did a fantastic job of cleaning this up, and has compiled a list of suggested best practices for entering information going forward. This

allows us to use a number of helpful circulation system functions that had previously been unusable.

Early last year, Donna had sent some no longer needed children's books to the Chung-Li Elementary School in Taoyuan County, Taiwan, to help establish an English language collection there. In January, we received a thank you letter and school flag in thanks.

Building and Grounds

The sidewalk drop-off near the library's entrance was filled in with mulch, courtesy of Wendt Maintenance.

The Friends of the Library generously donated \$1,596 to the library for blackout blinds for the Spruth Room. In addition to being old and unattractive, the current blinds don't keep enough light out of the room to allow the use of audio visual equipment during the day. The new blinds, which should be installed before the end of February, will both look better and allow us to do more with this space. Carol has done a fantastic job coordinating this project.

The temperature of the library's Server Room has been a source of increasing concern. According to CVI, who maintain our network, the room is often warmer than is safe for our equipment. We have contacted two heating and ventilation companies seeking a way to increase cooling in the Server Room, and have received proposals from them.

Adult Services

The January 29 program on the *Highlights of the Art Institute of Chicago* by Jeff Mishur, co-owner of Art Excursions, was excellent and attended by 26 patrons. Unfortunately, the winter day was sunny and the blinds did not block the sunrays pouring through the windows. Although Jeff's wonderful slides were difficult to see, the program still held everyone's interest because Jeff was comfortable speaking and very knowledgeable

on the AIC. The blackout blinds purchased by the Friends of the Library should be installed before Jeff's wife, Michelle, presents a program on *The Art of Marc Chagall: Paintings, Mosaics and Stained Glass* on February 26 at 2:00pm.

Although Rick Petrocelly from The Olive Tap in Long Grove did not appear for his program on Monday, February 6, he has since sincerely apologized and is giving the library complimentary gift bottles of olive oil for all of the disappointed attendees. Carol will contact the attendees from the registration list. Mr. Petrocelly is rescheduled for Monday, June 11 at 7:00pm and is presenting the program at no charge. Carol handled this difficult situation with grace and humor.

Children's Department

The awards ceremony for the annual Phyllis Fox Memorial Writing Contest and the Book Mark Design Contest has been set for Wednesday, May 9 at 7:00pm. It will be held at the Lake Bluff Recreation Center, and members of the Board of Trustees are strongly encouraged to attend.

The Anime and Scrapbooking programs continue to be well attended. The plan is to try and build on this momentum after the end of program leader Rachel Bailey's current contract. Eliza will lead the Anime program, and former staff member Jackie Pasko has agreed to conduct 3 spring programs, called "ultra-crafting," for teens and tweens.

Monthly Statistics Summary

January, 2011

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Circulation

January

Year	Circulations per Hour	Total
2011-12	34.1	8,582
2010-11	34.0	8,132
2009-10	33.2	7,642

Fiscal Year to Date

Total	Percent Change	Adult	Juvenile	Adult Fiction	Adult Non-Fiction	Audio Visual	ILL	
							Borrowed	Lent
74,786	-1.17%	43,200	27,577	12,388	6,204	27,464	1,124	264
75,673	0.40%	43,194	29,432	13,783	7,135	27,897	1,325	564
75,375	N/A	41,971	31,623	12,696	6,666	28,663	1,158	594

User Visits

January

Year	Per Hour	Total
2011-12	26.5	6,666
2010-11	20.7	4,951
2009-10	20.4	4,694

Fiscal Year to Date

Avg. Per Hour	Total Visits
27.2	56,413
24.9	51,234
24.7	50,696

Materials Aquired and Withdrawn

January

Year	Total	
	Aquired	Withdrawn
2011-12	246	425
2010-11	292	154
2009-10	402	1,487

Fiscal Year to Date

Total		Adult		Juvenile		Audio Visual	
Aquired	Withdrawn	Aquired	Withdrawn	Aquired	Withdrawn	Aquired	Withdrawn
5,083	5,031	3,562	3,759	1,521	1,272	907	794
4,050	3,760	2,101	2,380	1,125	897	891	347
4,002	8,325	2,102	3,007	1,032	4,604	868	714

Online Access

Downloaded Materials

January

Year	Downloads	
	Books	Music
2011-12	273	254
2010-11	210	NA.
2009-10	25	NA.

Fiscal Year to Date

Downloads	
Books	Music
1,923	1,875
852	NA.
151	NA.

Website Usage

Fiscal Year to Date

Site Visits	
Unique Visitors	Page Loads
73,701	48,434
82,494	52,080
NA.	NA.



Lake Bluff Public Library Card Application Form

Today's Date _____

Please print name _____,
(Last) (First) (Middle initial) (Mr. / Ms.)

Preferred Name (if applicable) _____

Phone #(_____) _____ E-Mail Address _____@_____

I prefer to be contacted via: Phone Email Text Message

Cellular Phone Provider (For Text Message Notification) _____

Home Address _____ Apt. # _____
(Street)

(City) (Zip Code) (Home Library)

I hereby certify that the information I have provided on this application is truthful and that the documents I have provided are authentic and legitimate.

Applicant's Signature _____

If the applicant is under 18: I agree to be responsible for my child's compliance of all rules listed. I am aware that there are no age restrictions on borrowing any library materials and I accept the responsibility for my child's selection of materials.

Applicant Date of Birth ____/____/____

Please print parent's name: _____,
(Last) (First) (Middle)

Parent's Signature: _____

By signing above, I agree to abide by the Lake Bluff Public Library's current policies and regulations, to be responsible for materials borrowed with this card and for fines and fees incurred, including charges for late returns, lost items, and damaged materials. A Lake Bluff Public Library card is considered valid if a correct, current street address and phone number are on file at the Lake Bluff Public Library and if fines / fees do not exceed limits imposed by the Lake Bluff Public Library policy. A Lake Bluff Public Library card is the property of the Lake Bluff Public Library and must be returned upon request. I will notify the Lake Bluff Public Library promptly in the event of a lost or stolen card or a change in my address or contact information. I understand that to renew my card, proper identification is needed.

The Lake Bluff Public Library is a member of the Reaching Across Illinois Library System. In presenting a Lake Bluff Public Library card for use of materials or services at other libraries, the undersigned cardholder agrees to comply with all rules and regulations and to pay promptly all charges levied by the member library.

Patrons Under 18 Years of Age: Illinois law requires the signature of a parent or legal guardian when application for a library card is made by anyone 17 years of age or younger. Legal guardians are responsible for all materials borrowed on a minor's card. Legal guardians are also responsible for any fines and fees incurred, including charges for late returns, lost items, or damaged materials.

A replacement for a lost card will be issued for a fee as determined by current Lake Bluff Public Library policy. The Lake Bluff Public Library charges fines for materials kept past the due date, and reserves the right to refuse further service until the account is in good standing.

The information requested on this application is held in strict confidence by the Lake Bluff Public Library and is used for library purposes only.

If the Lake Bluff Public Library determines that any document you have provided in order to become eligible to borrow materials is counterfeit, false, forged, unauthentic, illegitimate, or phony, the Lake Bluff Public Library has the right to make this information available to the appropriate law enforcement authorities for appropriate legal action. This information will be stored in electronic format and this sheet will not be retained.

STAFF USE ONLY BEYOND THIS POINT

Type of card applying for: Adult Resident: _____ Juvenile Resident: _____ Adult Reciprocal: _____

Juvenile Reciprocal: _____ Commercial Non-Resident: _____ Adult Non-Resident: _____ Juvenile Non-Resident: _____

Library Barcode Number: _____

Date Address Verified (Reciprocal Borrowers Only): _____

Other Family Members and Barcodes (If Applicable): _____

Staff Member Initials: _____ /Date/ _____

Dear *Ms. Williams,*

14A

I am Principal Janet Shu-Zhen Hu, and I was transferred to Chung-Li Elementary School, a 113 years old school located in downtown Chung-Li, on August 1st, 2011. The school used to be a large-size school, but due to the population changes, it had turned into a smaller-size school. To provide a better international based education and English learning environment, we have received subsidy from Taoyuan County government to create an English Village from empty classrooms. The main function of the English Village is to provide a one-day-tour for Taoyuan County's fifth grade students. It also provides a location for winter camps and summer camps. Managing the English Village may be busy, yet it created many friends for Chung-Li Elementary School just like you. In these few years, through letters by Vince from Q-1 English School, we constantly received book donations from libraries throughout the United States. Every book donations from these libraries means great value to us. There are many interesting stories from these books, which created a way for our students to gain international views. As our library received more and more variety genre of books, students are able to read at the English Village or borrow the books home. Thus, it created an easier way for students and their parents to approach English language. We believe reading is a great way to help students to gain great knowledge. Providing variety of books for students to use will help them build their reading habits as a lifelong learning interest. So, through reading, we can see its power to change the future. For all of the above, we would like to thank you and the library for the generous contributions and wish you all the best.

Sincerely,

Janet Shu-Zhen Hu
Principal of Chung-Li Elementary School
Village Leader of English Village

校長 胡淑貞

January 20th, 2012

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

80-40

CODE/LINE ITEM	ACTUAL FY 08/09	ACTUAL FY 09/10	BUDGET FY 10/11	ACTUAL FY 10/11	BUDGET FY 11/12	Mid Year FY11/12	Projected FY 11/12	BUDGET FY 12/13	% CHANGE BUDGET TO BUDGET FY 11--12	\$ CHANGE FY 11--12	% CHANGE EST ACTUAL TO BUDGET FY 11--12	\$ CHANGE FY 11--12
TAXES												
103-10000 Property Taxes	732,163	771,464	780,709	779,602	750,467	770,835	782,229	800,255	-3.9%	(30,242)		
TOTAL TAXES	732,163	771,464	780,709	779,602	750,467	770,835	782,229	800,255	-3.9%	(30,242)	-3.7%	(29,135)
FINES & FORFEITURES												
503-65000 Fines	11,659	13,846	12,000	13,613	12,000	7,853	11,780	11,500	0.0%	0	-11.8%	(1,613)
TOTAL FINES & FORFEITURES	11,659	13,846	12,000	13,613	12,000	7,853	11,780	11,500	0.0%	0	-11.8%	(1,613)
CHARGE FOR SERVICES												
403-48300 Photocopy Charges	1,582	1,538	1,600	1,946	1,700	1,168	1,752	1,700	6.3%	100	-12.7%	(246)
403-48500 Non-Resident Fees	6,172	5,663	4,500	5,394	4,200	4,116	6,174	4,500	-6.7%	(300)	-22.1%	(1,194)
TOTAL CHARGE FOR SERVICES	7,754	7,201	6,100	7,340	5,900	5,284	7,927	6,200	-3.3%	(200)	-19.6%	(1,440)
OTHER												
603-73700 Village Contribution	6,882	5,073	6,500	6,500	6,500		6,500	6,500	0.0%	0	0.0%	0
603-73800 Vliet Operating Cost Contrib	0	1,882	1,500	1,404	0				-100.0%	(1,500)	-100.0%	(1,404)
603-75000 Interest Income	7,145	1,880	3,000	1,560	1,000	342	513	450	-66.7%	(2,000)	-35.9%	(560)
603-78500 Naperville/Impact Fees	0		1,000		0				-100.0%	(1,000)	---	0
603-89000 Miscellaneous Income	3,561	1,661	2,500	3,083	1,200	1,986	2,978	1,500	-52.0%	(1,300)	-61.1%	(1,883)
TOTAL OTHER	17,588	10,496	14,500	12,547	8,700	2,327	9,991	8,450	-40.0%	(5,800)	-30.7%	(3,847)
FUND BALANCE RESERVES	0	0	0	0	0							
LOAN FROM VILLAGE	0	0	0	0	0							
LIBRARY FUND REVENUE	769,164	803,007	813,309	813,102	777,067	786,300	811,927	826,405	-4.5%	(36,242)	-4.4%	(36,035)

FUND BALANCE:

May 1	241,192	348,272	430,198	430,198	503,601
April 30	<u>348,272</u>	<u>430,198</u>	<u>417,102</u>	<u>503,601</u>	<u>173,359</u>

80-60-001-

CODE/LINE ITEM	Budget FY 11/12	Two Thirds of a Year FY11/12	Est. Actual FY 11/12	Est. % Spent FY 2011-2012	Budget FY 12/13	% CHANGE BUDGET TO BUDGET FY 12--13	\$ CHANGE	% CHANGE EST ACTUAL TO BUDGET FY 12--13	\$ CHANGE	Comments
PERSONNEL SERVICES										
40000 Librarian Salaries	274,499	175,092	262,638	95.68%	260,000	-5.6%	-\$14,499	-1.0%	(2,638)	
40050 Staff Salaries	112,710	74,385	111,577	99.00%	134,889	16.4%	\$22,179	20.9%	23,312	
40020 Seasonal Salaries	0		0						0	
40400 Medical Insurance	50,500	24,299	36,449	72.18%	50,000	-1.0%	-\$500	37.2%	13,551	Lucky to have a flat year in 2011. Plan on an increase in 2012.
40900 Other Employee Benefit	2,500		1,500	60.00%	2,000	-25.0%	-\$500	33.3%	500	
40950 IL Municipal Retire Fund	37,500	23,329	34,994	93.32%	39,500	5.1%	\$2,000	12.9%	4,506	
40951 Social Security (Note 1)	30,500	18,695	28,042	91.94%	30,500	0.0%	\$0	8.8%	2,458	
40750 IRMA Insuranc Deductible									0	
TOTAL PERSONNEL SERVICES	508,209	315,800	475,199	93.50%	516,889	1.7%	\$8,680	8.8%	41,690	
CONTRACT. SERVICES/COMMODITIES										
41000 Building Maintenance	19,000	19,621	29,432	154.90%	20,000	5.0%	\$1,000	-32.0%	(9,432)	Summer power outages took a bite; better next year?
41020 Elevator Maintenance	2,500	1,242	1,862	74.49%	2,500	0.0%	\$0	34.2%	638	
41050 Grounds Maintenance	11,000	4,129	6,194	56.30%	10,500	-4.8%	-\$500	69.5%	4,307	Combined building & grounds costs remain about the same
41303 Copier Maintenance	4,500	2,480	3,720	82.66%	4,500	0.0%	\$0	21.0%	780	
41304 Other Professional Service	6,500	4,748	7,122	109.58%	6,500	0.0%	\$0	-8.7%	(622)	
41305 Computer Services	27,000	16,690	25,034	92.72%	28,000	3.6%	\$1,000	11.8%	2,966	
41350 Legal & Accounting	2,500	630	945	37.80%	2,500	0.0%	\$0	164.6%	1,555	
42400 Professional Development	6,500	2,550	3,826	58.86%	6,000	-8.3%	-\$500	56.8%	2,174	
42440 Dues	3,000	2,083	3,125	104.15%	3,000	0.0%	\$0	-4.0%	(125)	
43230 Utilities	9,500	3,934	5,901	62.12%	8,000	-18.8%	-\$1,500	35.6%	2,099	Utilities costs have gone down
43300 Postage	3,500	2,074	3,111	88.88%	3,000	-16.7%	-\$500	-3.6%	(111)	
43400 Printing/E-Newsletter	8,000	4,861	7,291	91.14%	8,500	5.9%	\$500	16.6%	1,209	
43550 Office Supplies	6,000	3,349	5,024	83.73%	6,000	0.0%	\$0	19.4%	976	
43660 Building & Grounds Supplies	3,000	901	1,351	45.03%	2,500	-20.0%	-\$500	85.1%	1,149	
43670 Technical Services Supplies	4,000	4,171	6,256	156.41%	4,500	11.1%	\$500	-28.1%	(1,756)	Disc repair machine and library cards were big items in 2011
43700 Hospitality Program Supplies	1,000	789	1,184	118.40%	1,000	0.0%	\$0	-15.5%	(184)	
43710 Adult Program Supplies	4,000	3,106	4,658	116.46%	4,000	0.0%	\$0	-14.1%	(658)	
43720 Juvenile Program Supplies	7,000	4,196	6,295	89.92%	7,000	0.0%	\$0	11.2%	705	
45000 Adult Nonfiction	20,000	12,526	18,789	93.94%	18,000	-11.1%	-\$2,000	-4.2%	(789)	
45100 Adult Fiction	16,000	11,807	17,711	110.69%	16,000	0.0%	\$0	-9.7%	(1,711)	
45110 Adult Large Print	1,000	520	780	78.00%	1,000	0.0%	\$0	28.2%	220	
45200 Adult Audio-Visual	13,500	7,474	11,212	83.05%	14,000	3.6%	\$500	24.9%	2,788	
45220 Adult Reference/E-Refer	15,000	5,863	8,794	58.63%	15,000	0.0%	\$0	70.6%	6,206	
45400 Juvenile Non-fiction	7,500	5,303	7,955	106.07%	7,000	-7.1%	-\$500	-12.0%	(955)	
45410 Picture Books, Readers	6,000	3,452	5,178	86.31%	6,000	0.0%	\$0	15.9%	822	
45420 Juvenile Fiction	7,300	4,374	6,560	89.87%	7,800	6.4%	\$500	18.9%	1,240	
45430 Juvenile Audio-Visual	4,000	2,249	3,373	84.33%	4,000	0.0%	\$0	18.6%	627	
NEW Graphic Novels					500	100.0%	\$500	NEW	500	Separating this collection due to procedural difficulties
NEW Ebooks	0	0	0		5,000	100.0%	\$5,000	NEW	5,000	We need to add more ebooks to MyMediaMall
45450 Teen Books	3,000	1,688	2,532	84.41%	3,000	0.0%	\$0	18.5%	468	
45500 Periodicals	8,500	5,097	7,646	89.95%	8,500	0.0%	\$0	11.2%	854	
45510 Video Games	2,300	987	1,480	64.37%	2,300	0.0%	\$0	55.4%	820	
45600 Public & Staff PC Software	4,000	3,275	4,913	122.81%	4,000	0.0%	\$0	-18.6%	(913)	

80-60-001-

CODE/LINE ITEM	Budget	Two Thirds	Est. Actual	Est. %	Budget	% CHANGE	\$ CHANGE	% CHANGE	\$ CHANGE	Comments
	FY 11/12	of a Year FY11/12	FY 11/12	Spent FY 2011-2012	FY 12/13	BUDGET TO BUDGET FY 12--13		EST ACTUAL TO BUDGET FY 12--13		
45610 Library Automation Software	13,000	13,096	19,644	151.11%	14,000	7.1%	\$1,000	-28.7%	(5,644)	
45700 Branch library material	0		0			---	\$0	---	0	
45900 Minor Equipment	0					---	\$0	---	0	
46000 Miscellaneous Expenditure	2,000	674	1,011	50.54%	2,000	0.0%	\$0	97.9%	989	
TOTAL CONTRACT/COMMOD.	251,600	159,940	239,910	95.35%	256,100	1.8%	\$4,500	6.7%	16,190	
CAPITAL OUTLAY										
49000 Library Furnishings	10,000	2,932	4,398	43.98%	5,000	-100.0%	-\$5,000	13.7%	602	We purchased a lot of furniture for the renovation. Less needed in
49050 Interior Bldg Improvements			0			---	\$0	---	0	
49100 Library/Vliet Renovation	0		0			---	\$0	---	0	
49120 Exterior Bldg Improvements	0		0		5,000	100.0%	\$5,000	NEW	5,000	Landscaping and exterior projects
49350 Computer Equipment	13,000	4,909	13,000	100.00%	13,000	0.0%	\$0	0.0%	0	
49351 Tech-4-You Automation	0		0			---	\$0	---	0	
49400 Library Equipment	4,500	2,644	3,966	88.14%	4,500	0.0%	\$0	13.5%	534	
50000 Contingency	20,000	2,150	3,225	16.13%	25,916	22.8%	\$5,916	703.6%	22,691	Trying to set more money aside to rebuild reserve
TOTAL CAPITAL OUTLAY	47,500	12,635	24,590	51.77%	53,416	11.1%	\$5,916	117.2%	28,826	
Transfer to Renovation Fund	300,000		0	0.00%		---	-\$300,000	---	0	
LIBRARY TOTAL	1,107,309	488,374	739,699	66.80%	826,405	-34.0%	-\$280,904	11.7%	86,706	

Lake Bluff Public Library

16A

123 E Scranton Ave. • Lake Bluff, IL 60044

Phone (847) 234-2540 • Fax (847) 234-2549

www.lakeblufflibrary.org



January 24, 2012

Dear Library Patron,

As you may have read in the local news services this past summer, the Lake Bluff Public Library has discovered some library cards were not properly issued. These accounts primarily belong to residents of Knollwood or unincorporated Lake Bluff.

State Law requires that libraries issue cards to individuals residing in unincorporated areas in a very specific manner. Cards must be issued by the library that is closest to the property, and for both Knollwood and certain areas of unincorporated Lake Bluff that is the Lake Bluff Public Library.

The boundaries between communities and taxing districts can sometimes be difficult to determine. Our responsibility when issuing library cards to nonresidents or registering reciprocal borrowers requires a certain amount of due diligence. That process has recently identified approximately twenty households whose cards have been mistakenly issued by the North Chicago Public Library. There are also about twenty Lake Bluff addresses that have been issued Lake Bluff cards without paying the required property taxes to the library. We want to make sure that everyone – library and patrons – is in compliance with Illinois State Law.

Our records indicate that your card is among those that need to be addressed. What this means is that when your current card expires, or on July 1, 2012, whichever comes first, you will need to purchase your library card from the Lake Bluff Public Library. Nonresident fees are assessed based on the same formula used to determine the tax paid by residents of incorporated Lake Bluff.

We very much want you to continue to be a part of our library! This measure is simply to be sure that everyone is compliant with Illinois State Law. We regret any confusion this situation may have caused, and thank you for your patience and cooperation in bringing the matter to a fair and legal resolution. If you have any questions, please contact the library during our regular business hours.

Sincerely,

A handwritten signature in black ink that reads "Eric Bailey".

Eric Bailey
Library Director

[Handwritten mark]

February 4, 2012

Lake Bluff Public Library
c/o Lyndy Jensen
123 E. Scranton Ave
Lake Bluff, IL 60044

O847-234-2540/C847-436-9898
ljensen@lakeblufflibrary.org
Re: Server Room

Option #1 - Installation of Sanyo ceiling recessed cassette R410a Puron 11,900 BTU air conditioner system Model SA12XLS71# with low ambient. Includes indoor and outdoor unit, refrigeration line set and wind baffle. Complete and operating \$5,226.00 ____ *

Note: Electric by others.

Option #2 - Install Braun L-300 exhaust fan with speed controller, 3.0 Sones, 308 cfm, thermostat, venting and termination. Including electrical piping and wiring \$1,975.00 ____ *

Option #3 - Install TPI 48" 120v 1500kW electric baseboard heat with single-pole Built-in thermostat for the directors office. Parts = \$210. Labor 1-2 hr approx \$425.00 ____ *

*Initial please.

***All permit fees by others.**

All work to be completed in compliance with all local codes and ordinances.

Warranty Policy: Unless specifically stated otherwise in this proposal a limited manufacturer warranty applies to all new Carrier brand equipment. Carrier residential heating and cooling equipment will carry a ten(10) year warranty on all parts. Carrier rooftop heating and cooling equipment will carry a one (1) year warranty on all parts. Warranty does not apply to existing soft solder joint leaks. Parts labor is covered for a period of one year. Carrier indoor air treatment products will carry the applicable manufacturers warranty. All other miscellaneous equipment will carry the applicable manufacturer warranty. All installation labor guaranteed for two (2) years, during normal working hours. The equipment owner is required to perform (and provide documentation upon request) preventative maintenance by a certified Carrier dealer as required by the manufacturer. *Lack of preventative maintenance may void the warranty.*

If contract includes range venting, this proposal will include up to 12 feet of 6" round piping with termination.

If this contract includes PVC venting in the base price, this proposal will include a maximum of 50 feet of pipe and 6 elbows of manufacturer's specified size.

If this contract includes air conditioning, this proposal will include a maximum of 50 feet. For longer line sets an upgrade in copper tubing size and compatible fittings are required.

Any alteration or deviation from the specifications herein, involving extra cost of labor or materials will only be executed upon written orders and will become an extra charge over and above the sum stated in the contract.

This contractor is not responsible for relocation of any underground utilities, or any utility company charges unless otherwise stated in the contract.

Any or all-salvageable demolition of existing HVAC equipment removed from the structure will become the property of this contractor.

This contractor will not be responsible for the condition of any materials being removed.

This contractor will not be responsible for repairs, patching, painting or decorating of walls, ceilings or floors for damages incurred by installation of new equipment in existing structures. Furthermore, this contractor will not be responsible for damages to hidden electrical wiring and conduit or plumbing pipe in existing structures.

Contractor to leave job site "broom clean". **No duct cleaning or installed equipment cleaning** is included unless otherwise stated in the contract.

Basic testing and balancing of systems included. **No certified testing and balancing of systems is included.**

All ductwork in unconditioned areas will be as follows: Main lines will have interior duct lining. All branches will be exteriorly wrapped. Underground ductwork excluded.

No coring or cutting of any concrete, brick, block or masonry is included in this contract.

All insulating and caulking for fire protection of penetrations by others.

Trim package includes basic steel stamped Hart & Cooley registers or 2x2 basic lay-in ceiling vents unless otherwise specified. Upgrades available upon request.

Important: This contractor will not be responsible for damage to new equipment resulting from operation during drywall construction or other excessive dust conditions during construction periods. All costs associated with such repairs will be the responsibility of the general contractor, builder or building owner.

Owner must carry fire, tornado, and other necessary insurance.

This contractor agrees to carry Workman's Compensation, and Public Liability Insurance. Also agrees to pay all sales taxes, and unemployment taxes upon the labor and materials furnished for this contract.

This contractor is not responsible for removal of any hazardous material or cost incurred with proper removal.

Starting Date, Estimated Completion Date, and Termination.

Work shall begin on or about: to be arranged and shall be substantially completed on or about: to be arranged
Customer may terminate this agreement if work is not completed within _____ days after the substantial completion date by giving written notice to contractor (contractor to be paid in full for work actually completed).

This contractor has the right to stop work if working conditions are unsafe or unacceptable to this contractor or payment for the work is not paid for as follows: **1/3 deposit. Balance due upon completion.**

Payment Terms: Net Due. Credit card payment will not be accepted. A late fee of \$10.00 per month plus 2% of the outstanding balance will be charged on past due accounts. All equipment and materials remain the sole property of this contractor until payment is received *in full*. At this contractor's discretion, equipment may be removed from premises in lieu of payment after 60 days.

Collection Costs: Customer shall pay all reasonable collection, attorneys, court costs, and other expenses incurred in the collection of the charges or enforcement of the Dealer's rights under this contract.

Customer confesses judgments on all amounts past due more than 60 days.

Respectfully Submitted and Authorized by,

Dave Ireland

Dave E. Ireland, President
Ireland Heating & Air Conditioning Co.

Date: February 4, 2012

Acceptance:

You are hereby authorized to furnish all materials and labor required to complete the work as specified herein, for which the undersigned agrees to pay the amount(s) stated in said proposal, according to the terms thereof.

Accepted by: _____ on this
_____ day of _____, 20_____.

This proposal may be withdrawn if not accepted in 30 days.
Please return one signed copy of the acceptance page with your deposit.

DI/ai
MSword\Proposal\Commercial\Lake Bluff Library\Server room AC - revised

Proposal Submitted To: Lake Bluff Public Library	Phone / Fax # 847-234-2540	Date: 5/2/11
Street: 123 E. Scranton Avenue	Job Name Server Room A/C	Attn: Lyndy Jensen
City, State & ZipCode: Lake Bluff, IL. 60044	Job Location:	

PROPOSAL

WE PROPOSE hereby to furnish the listed material and labor – in accordance with the conditions on reverse side of this proposal.

Mrs. Jensen,

Thank you for allowing RMC to submit the following proposal. Attached is a scope of work based off our meeting and survey.

RMC will furnish and install (1) new 2-ton Sanyo ductless split air conditioning system for your server room. Per our meeting, the ductless split system looks very much like the one I had pointed out to you at the Museum. These systems are great for cooling down areas where ductwork is cost prohibitive to install.

The new ductless split system will have an outdoor condensing unit and an indoor wall hung evaporator. The outdoor unit will need to be installed either in the landscaped area on the ground or we can mount it to the building.

RMC will core necessary, small holes, in the building for our refrigeration piping. The new system will also have a condensate pump, all condensate piping to be handled by RMC.

Once the above work is complete, we will test the system for proper operation and review system operation with Library staff.

Included is a one year parts and labor warranty.

Total Sell Price is \$6,361.00

Not Included in this proposal is: Any permits and or fees, Any work outside the above scope

Payment Terms: ½ down upon agreement and remaining ½ due upon completion.

ACCEPTANCE

This proposal is not an offer to furnish equipment or services, but when signed by Purchaser as the place indicated below, it becomes Purchaser's offer to buy the equipment and services described herein, at the prices and on the terms and conditions indicated in this Proposal, which can be accepted following credit approval, only by a written notice of acceptance signed by an officer of Seller.

PURCHASER:

THE UNDERSIGNED AGREES TO PURCHASE THE EQUIPMENT AND SERVICES DESCRIBED ABOVE, AT THE PRICES AND ON THE TERMS AND CONDITIONS INDICATED IN THIS PROPOSAL.

DATE: _____.

BY: _____.

TITLE: _____.

SELLER:

YOU ARE HEREBY NOTIFIED THAT THE UNDERSIGNED HEREBY ACCEPTS YOUR OFFER BASED ON THIS PROPOSAL THIS _____ DAY OF _____, 2011.

BY: _____.

TITLE: _____.