

## January 10, 2012 Library Board Packet

### agenda

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
<b>1,2</b>	<b>CTO, rollcall, additions</b>	
	Document Summary	1
	Agenda	2A-2B
<b>3</b>	<b>Approval of Checks (Green) - May be delayed</b>	
	Manual Check Report	3A-3B
	Check Register	4A-4L
<b>4</b>	<b>Consent Agenda</b>	
	Minutes of December 6, 2011 Special Meeting	5A
	Minutes of December 13, 2011 Regular Meeting	6A-6C
	Minutes of December 19, 2011 Special Meeting	7A
<b>5</b>	<b>Financial Reports (Yellow) - May be delayed</b>	
	Detailed Balance Sheet	8A-8E
	Detailed Revenue & Expense Report	9A-9F
	Revenue & Expense Report with Percentages	10A-10E
<b>6</b>	<b>Director's Report</b>	
	Librarians Narrative Report	11A-11B
	Statistical Report	12A
	Contract with Rachel Bailey	13A
	Contract with Arlene	14A
<b>7</b>	<b>Opportunity for Public to Address the Board</b>	
	(No Documents)	
<b>8</b>	<b>Old Business</b>	
	Vacancy on Board (Possible Action)	15A-15E
	<i>Letter to ✓ Viet Board (addition)</i>	
<b>9</b>	<b>Executive Session</b>	
<b>10</b>	<b>Committee Reports</b>	
	(no documents)	
<b>11</b>	<b>New Business</b>	
	Possible Safety Issues (Sidewalk, Outdoor Lighting) (Possible Actions)	
<b>12</b>	<b>Announcements &amp; Correspondence</b>	
<b>13</b>	<b>Programs of Interest to Library Trustees</b>	
<b>14</b>	<b>Any and All Other Business ...</b>	
<b>15</b>	<b>Adjournment</b>	
	<b>Attachments</b>	

## January 10, 2012 Library Board Packet

### agenda

#### item      DOCUMENT

	<u>Section</u>
<b>1,2 CTO, rollcall, additions</b>	
Document Summary	1
Agenda	2A-2B
<b>3 Approval of Checks (Green) - May be delayed</b>	
Manual Check Report	3A-3B
Check Register	4A-4L
<b>4 Consent Agenda</b>	
Minutes of December 6, 2011 Special Meeting	5A
Minutes of December 13, 2011 Regular Meeting	6A-6C
Minutes of December 19, 2011 Special Meeting	7A
<b>5 Financial Reports (Yellow) - May be delayed</b>	
Detailed Balance Sheet	8A-8E
Detailed Revenue & Expense Report	9A-9F
Revenue & Expense Report with Percentages	10A-10E
<b>6 Director's Report</b>	
Librarians Narrative Report	11A-11B
Statistical Report	12A
Contract with Rachel Bailey	13A
Contract with Arlene	14A
<b>7 Opportunity for Public to Address the Board</b>	
(No Documents)	
<b>8 Old Business</b>	
Vacancy on Board (Possible Action)	15A-15E
<b>9 Executive Session</b>	
<b>10 Committee Reports</b>	
(no documents)	
<b>11 New Business</b>	
Possible Safety Issues (Sidewalk, Outdoor Lighting) (Possible Actions)	
<b>12 Announcements &amp; Correspondence</b>	
<b>13 Programs of Interest to Library Trustees</b>	
<b>14 Any and All Other Business ...</b>	
<b>15 Adjournment</b>	
Attachments	

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting**  
**Tuesday, January 10, 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. Approval of Minutes**
  - a. Approval of Minutes of 12/6/11 Special Meeting **(action)**
  - b. Approval of Minutes of 12/13/11 Regular Meeting **(action)**
  - c. Approval of Minutes of 12/19/11 Special Meeting **(action)**
- 4. Approval of checks (Green Pages)**
  - a. Manual Checks (10312-10324) **(action)**
  - b. Monthly Checks (10325-10355) **(action)**
- 5. December 2011 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)**
- 6. Opportunity for Public to Address the Board (limit 5 minutes per person per meeting)**
- 7. Old Business**
  - a. Vacancy on Board **(action)**
- 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
  - f. Programs of Interest to Library Trustees
- 9. New Business**
  - a. Possible Safety Issues (Lighting, Sidewalk) **(action)**
- 10. 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

**11. Executive Session**

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

**13. Adjournment**

**Attachments:**

**Upcoming Board Meetings:**

# Lake Bluff Public Library

DATE: 01/05/12  
 TIME: 08:43:52  
 ID: AP225000.CBL

-- VILLAGE OF LAKE BLUFF --  
 MANUAL CHECK REGISTER

3A

PAGE: 1

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
10312	9AT&T 847234254012	AT & T 12/07/11	01	LCL PH SRVC: 11/8-12/7/11	12/21/11	80-60-001-43230	371.12
						INVOICE TOTAL:	371.12 *
						CHECK TOTAL:	371.12
10313	9RACHBAI BAI121911	RACHEL BAILEY 12/19/11	01	CHILDREN/TEEN PROGRAM SUPPLIES	12/21/11	80-60-001-43720	10.26
			02	CHILDREN/TEEN PROGRAM SUPPLIES		80-60-001-43720	91.12
						INVOICE TOTAL:	101.38 *
						CHECK TOTAL:	101.38
10314	9COMCAST COM121211	COMCAST CABLE 12/21/11	01	INTERNET 12/19/11-1/18/12	12/21/11	80-60-001-43230	141.90
						INVOICE TOTAL:	141.90 *
						CHECK TOTAL:	141.90
10315	9DELAGE 11955492	DE LAGE LANDEN FINANCIAL SRVC 12/10/11	01	COPIER MAINT: DEC 2011	12/21/11	80-60-001-41303	137.06
						INVOICE TOTAL:	137.06 *
						CHECK TOTAL:	141.90
10316	9FIRSTBA ERI12022011	FIRST BANKCARD 12/02/11	01	HOSPITALITY SUPPLIES	12/21/11	80-60-001-43700	51.47
						INVOICE TOTAL:	51.47 *
						CHECK TOTAL:	51.47
10317	9FIRSTBA DON 120211	FIRST BANKCARD 12/02/11	01	JUVENILE AUDIO VISUAL MATERIAL	12/21/11	80-60-001-45430	300.09
			02	CHILDREN/TEEN PROGRAM SUPPLIES		80-60-001-43720	45.16
			03	PROFESSIONAL DEVELOPMENT		80-60-001-42400	35.00
			04	PICTURE BKS, READRS, HOLIDAY BKS		80-60-001-45410	13.99
			05	JUVENILE FICTION, PBKS & SERIES		80-60-001-45420	50.80
			06	DUES: ALA MEMBERSHIP-DONNA		80-60-001-42440	130.00
			07	HOSPITALITY PROGRAM SUPPLIES		80-60-001-43700	28.97
			08	CREDIT-JUVENILE AUDIO VISUAL		80-60-001-45430	-9.00
						INVOICE TOTAL:	595.01 *
						CHECK TOTAL:	595.01

# Lake Bluff Public Library

DATE: 01/05/12  
 TIME: 08:43:52  
 ID: AP225000.CBL

-- VILLAGE OF LAKE BLUFF --  
 MANUAL CHECK REGISTER

3B

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
10318	9FIRSTBA FIRST BANKCARD CAR12022011	12/02/11	01	ADULT PROGRAM SUPPLIES	12/21/11	80-60-001-43710	38.33
						INVOICE TOTAL:	38.33 *
						CHECK TOTAL:	38.33
10319	9IMAGESY IMAGE SYSTEMS & BUSINESS 158777	12/12/11	01	COPIER MAINT. SUPPLIES	12/21/11	80-60-001-41303	187.94
						INVOICE TOTAL:	187.94 *
						CHECK TOTAL:	187.94
10320	9IMAGESY IMAGE SYSTEMS & BUSINESS 158797	12/12/11	01	COPIER MAINT. SUPPLIES	12/21/11	80-60-001-41303	138.82
						INVOICE TOTAL:	138.82 *
						CHECK TOTAL:	138.82
10321	9TOSEREL ELIZA JARVI JAR12192011	12/19/11	01	CHILDREN/TEEN PROGRAM SUPPLIES	12/21/11	80-60-001-43720	21.04
						INVOICE TOTAL:	21.04 *
						CHECK TOTAL:	21.04
10322	9KAMINMI MICAH KAMIN KAM121411	09/01/11	01	BUILDING MAINT.	12/21/11	80-60-001-41000	75.00
						INVOICE TOTAL:	75.00 *
						CHECK TOTAL:	75.00
10323	9USPOSTA UNITED STATES POSTAL SERVICE USP121911	12/19/11	01	POSTAGE STAMPS	12/21/11	80-60-001-43300	88.00
						INVOICE TOTAL:	88.00 *
						CHECK TOTAL:	88.00
10324	9VANTAGE VANTAGEPOINT TRANSFER AGENTS 101387145	12/19/11	01	EE ICMA CONTRIBUTION:12/30/11	12/21/11	80-20-102-45000	1,000.00
						INVOICE TOTAL:	1,000.00 *
						CHECK TOTAL:	1,000.00
						TOTAL AMOUNT PAID:	947.07

# Lake Bluff Public Library

DATE: 01/05/12  
 TIME: 08:56:30  
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
 CHECK REGISTER

4A

PAGE: 1

CHECK DATE: 01/10/12

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
10325	9AMAZONA	VOIDED---LEADER CHECK						
		018292951354	11/15/11	01	ADULT NON-FICTION	80-60-001-45000	46.56	
						INVOICE TOTAL:	46.56 *	
		053902344298	11/16/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	7.88	
						INVOICE TOTAL:	7.88 *	
		077600211446	11/14/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	76.96	
						INVOICE TOTAL:	76.96 *	
		077601549631	12/01/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-74.96	
						INVOICE TOTAL:	-74.96 *	
		077602040511	11/30/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-1.00	
						INVOICE TOTAL:	-1.00 *	
		077605371866	12/06/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-2.00	
						INVOICE TOTAL:	-2.00 *	
		077605558075	11/21/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	55.97	
						INVOICE TOTAL:	55.97 *	
		077605604045	11/16/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-1.00	
						INVOICE TOTAL:	-1.00 *	
		077608719883	12/05/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	46.98	
						INVOICE TOTAL:	46.98 *	
		082692706037	11/30/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	149.92	
						INVOICE TOTAL:	149.92 *	
		082694093611	12/01/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	24.99	
						INVOICE TOTAL:	24.99 *	
		099694797238	11/18/11	01	ADULT NON-FICTION	80-60-001-45000	58.11	
						INVOICE TOTAL:	58.11 *	

# Lake Bluff Public Library

DATE: 01/05/12  
 TIME: 08:56:30  
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
 CHECK REGISTER

43

PAGE: 2

CHECK DATE: 01/10/12

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
10325	9AMAZONA	VOIDED---LEADER CHECK						
		122526761476	11/16/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-2.50	
						INVOICE TOTAL:	-2.50 *	
		132520406845	11/30/11	01	ADULT NON-FICTION	80-60-001-45000	20.49	
						INVOICE TOTAL:	20.49 *	
		133732224315	11/16/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	10.85	
						INVOICE TOTAL:	10.85 *	
		144872276611	11/16/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	12.47	
						INVOICE TOTAL:	12.47 *	
		150148628488	11/14/11	01	ADULT NON-FICTION	80-60-001-45000	10.79	
				02	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	24.99	
						INVOICE TOTAL:	35.78 *	
		151259636037	11/19/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-4.00	
						INVOICE TOTAL:	-4.00 *	
		176433194627	11/11/11	01	ADULT NON-FICTION	80-60-001-45000	45.26	
						INVOICE TOTAL:	45.26 *	
10326	9AMAZONA	VOIDED---LEADER CHECK						
		181570776703	12/06/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-3.00	
						INVOICE TOTAL:	-3.00 *	
		181572242146	12/05/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	63.97	
						INVOICE TOTAL:	63.97 *	
		181575471076	12/07/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-1.00	
						INVOICE TOTAL:	-1.00 *	
		181575901845	12/08/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-3.00	
						INVOICE TOTAL:	-3.00 *	



# Lake Bluff Public Library

DATE: 01/05/12  
 TIME: 08:56:30  
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
 CHECK REGISTER

4C PAGE: 3

CHECK DATE: 01/10/12

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10326	9AMAZONA	VOIDED---LEADER CHECK					
		181576453583	11/25/11	01	AUDIO VISUAL MATERIAL	80-60-001-45200	9.99
						INVOICE TOTAL:	9.99 *
		184332415158	12/05/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	120.43
						INVOICE TOTAL:	120.43 *
		185812160246	12/05/11	01	OFFICE SUPPLIES	80-60-001-43550	140.34
						INVOICE TOTAL:	140.34 *
		188240074307	11/17/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-1.50
						INVOICE TOTAL:	-1.50 *
		188240207997	11/18/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-2.50
						INVOICE TOTAL:	-2.50 *
		188242704005	11/19/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-3.50
						INVOICE TOTAL:	-3.50 *
		188247188222	11/16/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-3.00
						INVOICE TOTAL:	-3.00 *
		188247456668	11/13/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	31.49
						INVOICE TOTAL:	31.49 *
		226967018557	11/29/11	01	ADULT NON-FICTION	80-60-001-45000	13.49
						INVOICE TOTAL:	13.49 *
		226968010075	11/25/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	122.45
						INVOICE TOTAL:	122.45 *
		256431599830	11/16/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	10.68
						INVOICE TOTAL:	10.68 *
		264551151481	11/16/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	7.87
						INVOICE TOTAL:	7.87 *

# Lake Bluff Public Library

DATE: 01/05/12  
 TIME: 08:56:30  
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
 CHECK REGISTER

40 PAGE: 4

CHECK DATE: 01/10/12

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
10326	9AMAZONA	VOIDED---LEADER CHECK						
	270933090218		11/30/11	01	ADULT NON-FICTION	80-60-001-45000	48.99	
						INVOICE TOTAL:	48.99	*
	282441095229		11/19/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	7.90	
						INVOICE TOTAL:	7.90	*
	282445640914		12/06/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-0.89	
						INVOICE TOTAL:	-0.89	*
10327	9AMAZONA	AMAZON						
	282447533125		11/20/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	27.87	
						INVOICE TOTAL:	27.87	*
	282449331108		11/22/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-0.89	
						INVOICE TOTAL:	-0.89	*
	283884210409		11/17/11	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-8.00	
						INVOICE TOTAL:	-8.00	*
						CHECK TOTAL:		1,084.95
10328	9APPLEBO	APPLE BOOKS						
	93271		12/08/11	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	95.70	
						INVOICE TOTAL:	95.70	*
	93294		12/12/11	01	JUVENILE NON-FICTION BOOKS	80-60-001-45400	511.30	
						INVOICE TOTAL:	511.30	*
						CHECK TOTAL:		607.00
10329	9ARTEXCU	ART EXCURSIONS						
	ART120711		12/07/11	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	275.00	
						INVOICE TOTAL:	275.00	*
						CHECK TOTAL:		275.00

# Lake Bluff Public Library

DATE: 01/05/12  
 TIME: 08:56:30  
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
 CHECK REGISTER

4E PAGE: 5

CHECK DATE: 01/10/12

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10330	9RACHBAI	RACHEL BAILEY					
	BAI12092011		12/09/11	01	CHILDREN/TEEN PROGRAM SUPPLIES	80-60-001-43720	300.00
						INVOICE TOTAL:	300.00 *
						CHECK TOTAL:	300.00
10331	9BKTLNT	VOIDED---LEADER CHECK					
	0002243578		12/08/11	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	-9.60
						INVOICE TOTAL:	-9.60 *
	2026449679		11/17/11	01	ADULT NON-FICTION BOOKS	80-60-001-45000	14.75
						INVOICE TOTAL:	14.75 *
	2026459556		11/18/11	01	ADULT NON-FICTION BOOKS	80-60-001-45000	55.66
						INVOICE TOTAL:	55.66 *
	2026487722		11/29/11	01	ADULT NON-FICTION BOOKS	80-60-001-45000	48.76
						INVOICE TOTAL:	48.76 *
	2026506569		12/04/11	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	2.38
						INVOICE TOTAL:	2.38 *
	2026508859		12/05/11	01	ADULT NON-FICTION BOOKS	80-60-001-45000	167.33
						INVOICE TOTAL:	167.33 *
	2026514131		12/05/11	01	JUVENILE NON-FICTION	80-60-001-45400	370.27
						INVOICE TOTAL:	370.27 *
	2026514329		12/05/11	01	PICTURE BKS, READRS, HOLIDAY BKS	80-60-001-45410	59.34
						INVOICE TOTAL:	59.34 *
	2026514387		12/05/11	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	222.98
						INVOICE TOTAL:	222.98 *

Lake Bluff Public Library

DATE: 01/05/12  
 TIME: 08:56:30  
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
 CHECK REGISTER

4F PAGE: 6

CHECK DATE: 01/10/12

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
10331	9BKTLENT	VOIDED---LEADER CHECK						
	2026515393		12/06/11	01	TEEN BOOKS	80-60-001-45450	64.15	
						INVOICE TOTAL:	64.15 *	
	2026526402		12/09/11	01	ADULT NON-FICTION BOOKS	80-60-001-45000	143.98	
						INVOICE TOTAL:	143.98 *	
	2026529617		12/11/11	01	ADULT FICTION	80-60-001-45100	24.77	
						INVOICE TOTAL:	24.77 *	
	2026533433		12/12/11	01	ADULT FICTION	80-60-001-45100	61.79	
						INVOICE TOTAL:	61.79 *	
	2026536376		12/13/11	01	ADULT NON-FICTION BOOKS	80-60-001-45000	32.85	
						INVOICE TOTAL:	32.85 *	
	2026538150		12/13/11	01	ADULT NON-FICTION BOOKS	80-60-001-45000	92.64	
						INVOICE TOTAL:	92.64 *	
	2026550070		12/16/11	01	JUVENILE NON-FICTION	80-60-001-45400	30.61	
						INVOICE TOTAL:	30.61 *	
	2026550101		12/16/11	01	TEEN BOOKS	80-60-001-45450	25.70	
						INVOICE TOTAL:	25.70 *	
	2026550110		12/16/11	01	JUVENILE FICTION,PBKS & SERIES	80-60-001-45420	68.58	
						INVOICE TOTAL:	68.58 *	
	2026550128		12/15/11	01	PICTURE BKS,READRS,HOLIDAY BKS	80-60-001-45410	24.85	
						INVOICE TOTAL:	24.85 *	
10332	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT						
	2026554965		12/18/11	01	ADULT FICTION	80-60-001-45100	91.89	
						INVOICE TOTAL:	91.89 *	

Lake Bluff Public Library

DATE: 01/05/12  
 TIME: 08:56:30  
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
 CHECK REGISTER

46 PAGE: 7

CHECK DATE: 01/10/12

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
10332	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT						
	2026557214		12/18/11	01	ADULT NON-FICTION BOOKS	80-60-001-45000	158.08	
						INVOICE TOTAL:	158.08 *	
	2026562933		12/19/11	01	ADULT FICTION	80-60-001-45100	31.78	
						INVOICE TOTAL:	31.78 *	
	2026565289		12/20/11	01	ADULT NON-FICTION BOOKS	80-60-001-45000	176.66	
						INVOICE TOTAL:	176.66 *	
	2026565297		12/20/11	01	ADULT FICTION	80-60-001-45100	398.30	
						INVOICE TOTAL:	398.30 *	
	2026576044		12/22/11	01	ADULT FICTION	80-60-001-45100	143.97	
						INVOICE TOTAL:	143.97 *	
	2026583938		12/27/11	01	ADULT FICTION	80-60-001-45100	91.31	
						INVOICE TOTAL:	91.31 *	
	2026585281		12/28/11	01	JUVENILE NON-FICTION	80-60-001-45400	65.40	
						INVOICE TOTAL:	65.40 *	
	2026585305		12/28/11	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	32.39	
						INVOICE TOTAL:	32.39 *	
	2026585314		12/27/11	01	PICTURE BKS, READRS, HOLIDAY BKS	80-60-001-45410	15.79	
						INVOICE TOTAL:	15.79 *	
	2244482		12/12/11	01	ADULT FICTION	80-60-001-45100	-7.71	
						INVOICE TOTAL:	-7.71 *	
	5011754476		12/06/11	01	ADULT NON-FICTION BOOKS	80-60-001-45000	56.32	
						INVOICE TOTAL:	56.32 *	
	5011775433		12/19/11	01	JUVENILE REFERENCE	80-60-001-45440	21.89	
						INVOICE TOTAL:	21.89 *	

# Lake Bluff Public Library

DATE: 01/05/12  
 TIME: 08:56:30  
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
 CHECK REGISTER

44 PAGE: 8

CHECK DATE: 01/10/12

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10332	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT					
	5011777009		12/20/11	01	ADULT NON-FICTION BOOKS	80-60-001-45000	24.38
						INVOICE TOTAL:	24.38 *
						CHECK TOTAL:	2,802.24
10333	9BRODART	BRODART CO.					
	161817A		01/17/11	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	-14.18
						INVOICE TOTAL:	-14.18 *
	220775		12/05/11	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	182.40
						INVOICE TOTAL:	182.40 *
						CHECK TOTAL:	168.22
10334	9JOHNCHR	CHRIS JOHNSON INC					
	JOH120611		12/06/11	01	INSTALLATION OF LIBRARY SIGN	80-60-001-41000	52.50
						INVOICE TOTAL:	52.50 *
						CHECK TOTAL:	52.50
10335	9COMPVIE	COMPUTER VIEW, INC.					
	25203		12/28/11	01	COMPUTER SERVICES	80-60-001-41305	2,510.00
						INVOICE TOTAL:	2,510.00 *
						CHECK TOTAL:	2,510.00
10336	9CLARKDA	DAVID C CLARK					
	CLA122111		12/21/11	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	150.00
						INVOICE TOTAL:	150.00 *
						CHECK TOTAL:	150.00



Lake Bluff Public Library

DATE: 01/05/12  
 TIME: 08:56:30  
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
 CHECK REGISTER

41 PAGE: 9

CHECK DATE: 01/10/12

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10337	9DEMCO	DEMCO, INC					
	4435988		12/05/11	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	246.94
						INVOICE TOTAL:	246.94 *
	4452099		12/20/11	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	51.55
				02	HEADPHONES FOR COMPUTERS	80-60-001-45900	76.41
						INVOICE TOTAL:	127.96 *
						CHECK TOTAL:	374.90
10338	9DETHORN	CARLEN DETHORNE					
	DETHORNE1211		12/29/11	01	TUITION REIMBURSEMNT-FALL 2011	80-60-001-42400	500.00
						INVOICE TOTAL:	500.00 *
						CHECK TOTAL:	500.00
10339	9FASTSIG	FASTSIGNS GURNEE					
	349-18858		12/14/11	01	LIBRARY MARQUIS SIGN	80-60-001-41000	520.00
						INVOICE TOTAL:	520.00 *
						CHECK TOTAL:	520.00
10340	9GRAMARK	GRAND MARKETING SOLUTIONS					
	8469		12/22/11	01	LETTERHEAD	80-60-001-43550	145.00
				02	LETTERHEAD ENVELOPES	80-60-001-43550	165.00
				03	LETTERHEAD UPDATE	80-60-001-43550	18.75
				04	DISCOUNT	80-60-001-43550	-100.00
						INVOICE TOTAL:	228.75 *
						CHECK TOTAL:	228.75
10341	9IDLABEI	ID LABEL, INC					

Lake Bluff Public Library

DATE: 01/05/12  
 TIME: 08:56:30  
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
 CHECK REGISTER

CHECK DATE: 01/10/12

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10341	9IDLABEI	ID LABEL, INC					
	0055781-IN		12/27/11	01	BAR CODES	80-60-001-43670	172.00
						INVOICE TOTAL:	172.00 *
						CHECK TOTAL:	172.00
10342	9ILA	ILLINOIS LIBRARY ASSOCIATION					
	1634410		10/25/11	01	DUES: NOV 2011-OCT 2012	80-60-001-42440	100.00
						INVOICE TOTAL:	100.00 *
						CHECK TOTAL:	100.00
10343	9IRELAND	IRELAND HEATING & AIRCONDITION					
	50713		08/22/11	01	SRVC CALL/FURNACE FILTERS	80-60-001-41000	69.72
						INVOICE TOTAL:	69.72 *
						CHECK TOTAL:	69.72
10344	9LFLBCHA	LAKE FOREST/LAKE BLUFF					
	555		10/31/11	01	ANN'L MEMBERSHIP: 2012	80-60-001-42440	272.00
						INVOICE TOTAL:	272.00 *
						CHECK TOTAL:	272.00
10345	9MIALISA	MIA LISA FINE FOODS, INC.					
	MIA120711		12/07/11	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	100.00
						INVOICE TOTAL:	100.00 *
						CHECK TOTAL:	100.00
10346	9MOVIELI	MOVIE LICENSING USA					



Lake Bluff Public Library

DATE: 01/05/12  
 TIME: 08:56:30  
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
 CHECK REGISTER

4K PAGE: 11

CHECK DATE: 01/10/12

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10346	9MOVIELI	MOVIE LICENSING USA					
	1638361		12/01/11	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	125.00
				02	CHILDREN/TEEN PROGRAM SUPPLIES	80-60-001-43720	125.00
					INVOICE TOTAL:		250.00 *
					CHECK TOTAL:		250.00
10347	9NCCPETE	NCC-PETERSON PRODUCTS					
	57387		12/20/11	01	CLEANING/GROUNDS SUPPLIES	80-60-001-43660	235.85
					INVOICE TOTAL:		235.85 *
					CHECK TOTAL:		235.85
10348 ✓	9OPPFRAN	OPP, FRANCHISING, INC.					
	CHC12111515		12/01/11	01	BUILDING MAINTENANCE:DEC 2011	80-60-001-41000	919.00
					INVOICE TOTAL:		919.00 *
					CHECK TOTAL:		919.00
10349	9RANDOMH	RANDOM HOUSE, INC.					
	1082997962		12/16/11	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	219.30
					INVOICE TOTAL:		219.30 *
					CHECK TOTAL:		219.30
10350	9RESTECH	RESEARCH TECHNOLOGY					
	163490		12/28/11	01	PADS FOR DISC CLEANER	80-60-001-43670	124.95
					INVOICE TOTAL:		124.95 *
					CHECK TOTAL:		124.95
10351	9SCREAMI	SCREAMINGGALAXY LLC					

# Lake Bluff Public Library

DATE: 01/05/12  
 TIME: 08:56:30  
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
 CHECK REGISTER

4L PAGE: 12

CHECK DATE: 01/10/12

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10351	9SCREAMI	SCREAMINGGALAXY LLC					
	SCR120911		12/09/11	01	CHILDREN/TEEN PROGRAM SUPPLIES	80-60-001-43720	425.00
						INVOICE TOTAL:	425.00 *
						CHECK TOTAL:	425.00
10352	9SERVPLU	SERVICE PLUS, INS					
	13983		12/28/11	01	SIGN ILLUMINATION LED INSTALL	80-60-001-41000	3,300.00
						INVOICE TOTAL:	3,300.00 *
						CHECK TOTAL:	3,300.00
10353	9SHREDIT	SHRED-IT CHICAGO					
	21431640		12/19/11	01	COPIER MAINTENANCE/SUPPLIES	80-60-001-41303	43.52
						INVOICE TOTAL:	43.52 *
						CHECK TOTAL:	43.52
10354	9SUN-TIM	SUN-TIME MEDIA					
	SUN121511		12/15/11	01	BK CHAT,E-NEWSLETTR,BROCHURES	80-60-001-43400	50.00
						INVOICE TOTAL:	50.00 *
						CHECK TOTAL:	50.00
10355	9THYSSEN	THYSSENKRUPP ELEVATOR CORP.					
	3000100591		12/01/11	01	ELEVATOR MAINT: DEC 2011	80-60-001-41020	99.23
						INVOICE TOTAL:	99.23 *
						CHECK TOTAL:	99.23
						TOTAL AMOUNT PAID:	15,954.13

**LAKE BLUFF PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
Special Meeting  
Tuesday, December 6, 2011

1. **Call to Order; Roll Call:** The meeting was called to order at 7:04 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 Matthew Womack, Eric Bailey

Members of the Public: none

2. **Additions and Corrections to the Agenda:** None.
3. **Opportunity for the Public to Address the Board.** No presenters.
4. **New Business:**
- a. Discussion of resignation of Library Director Matthew Womack and process for replacing him.
  - b. Discussion of inter-governmental agreement with the Historical Museum.
5. **Adjournment:** Gottshall moved and Bush seconded a motion to adjourn the meeting at 7:49 p.m.
- AYES:           all  
NAYES:         none  
ABSENT:        none

Respectfully submitted,

Julie L. Gottshall  
Board Secretary

**LAKE BLUFF PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
Regular Meeting  
Tuesday, December 13, 2011

**1. Call to Order:** The meeting was called to order at 7:06 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 Matthew Womack, Martha Cordeniz, Eric Bailey, Carlen DeThorne, Clare Osada

Members of the Public: none

**2. Additions and Corrections to the Agenda:** none

**3. Approval of Minutes:**

Bush moved and Meierhoff seconded a motion to approve the minutes of the November meeting, as amended.

AYES: all present

NAYES: none

ABSENT: none

**4. Approval of checks:** Stroh moved and Nickels seconded the motion to approve checks numbered 10259 through 10311 totaling \$32,254.25 and to approve the financial reports.

AYES: Bush, Gottshall, Marozsan, Meierhoff, Nickels, Stroh

NAYES: none

ABSENT: none

**5. Approval of November 2011 Financial Report (for 7 periods ending 11/30/11):**

a. Detailed Balance Sheet

b. Detailed Revenue & Expense Report

c. Detailed Revenue & Expense Report with percentage variances

Combined motion – see above.

**6. Opportunity for the Public to address the Board:** Board expressed thanks to Director Womack for his service.

**7. Old Business:**

- a. Accounting for missing check #10119. Resolved: Paycheck for staff member after direct deposit did not go through.
- b. Discussion of Bird Memorial Fund – purpose, balance, how to account for funds on balance sheets. Resolved: Fund to enhance technology in Children’s Dept.; the Director will look for opportunities to spend the Fund.
- c. Resignation of Linda Verbeke and process to replace her. Resolved: Posting for vacancy will be put up at Library, sent in e-newsletter, and otherwise publicized by Board members.
- d. Polaris, RFP for integrated library systems. Resolved: Further pursuit of this initiative to be continued until new director is in place.

**8. Director’s Report:**

- a. Director’s Narrative Report
  - Snow removal – negotiate with Park District in summer 2012
- b. Statistical Report
- c. Announcements and correspondence
  - Library Holiday Party, 12/16/11
- d. Friends meeting attendee for January – 1/14/12 at 10am – Meierhoff to attend
- e. Programs of interest to Library Trustees – none

**9. New Business:**

- a. Director/Interim director search update and discussion. Board to reconvene on Monday, 12/19/11 at 7pm.
- b. Overview of FY 2012-13 budget (first reading)
  - Preliminary budget – check Village % salary increase
- c. Discussion of cost sharing agreement with LB Historical Museum.
  - Letter to Museum reflecting Board position to be drafted and approved at next meeting.
- d. Change of meeting date for March 2012 to first Tuesday in March (3/6/12)

**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).

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

**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, Verbeke): Report from Stroh regarding November Friends meeting.
- 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 9:07 p.m.

AYES: all  
 NAYES: none  
 ABSENT: none

Respectfully submitted,

Julie L. Gottshall  
 Board Secretary

**LAKE BLUFF PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
Special Meeting  
Monday, December 19, 2011

- 1. Call to Order; Roll Call:** The meeting was called to order at 7:01 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: Eric Bailey

Members of the Public: none

- 2. Presentation and Discussion with Candidate for Director position:** Presentation by Eric Bailey on Technology for Small Libraries; discussion regarding his qualifications for Director position.

- 3. Executive Session:**

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).

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

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

- 4. Any other business:**

Gottshall moved and Stroh seconded a motion to offer the position of Director of the Lake Bluff Library to Eric Bailey effective January 1, 2012. An offer letter will be forthcoming.

Bush moved and Marozsan seconded a motion to retain Arlene Kapsik through Miriam Pollack & Associates to serve as a consultant to the Director on a month to month basis effective January 1, 2012.

- 5. Adjournment:** Gottshall moved and Bush seconded a motion to adjourn the meeting at 8:58 p.m.

AYES: all

NAYES: none

ABSENT: none

Respectfully submitted,

Julie L. Gottshall, Board Secretary

# Lake Bluff Public Library

DATE: 01/05/2012  
 TIME: 09:43:11  
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED BALANCE SHEET

8A

PAGE: 1  
 F-YR: 12

FUND: LAKE BLUFF PUBLIC LIBRARY  
 FOR 8 PERIODS ENDING DECEMBER 31, 2011

ACCOUNT #	DESCRIPTION	BALANCE 05/01/11	NET DEBITS	NET CREDITS	BALANCE 12/31/11
<b>ASSETS</b>					
<b>DUE TO/FROM ACCOUNTS</b>					
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
<b>TOTAL DUE TO/FROM ACCOUNTS</b>		(4,888.06)	345,420.73	48,274.84	292,257.83
<b>CASH &amp; INVESTMENTS</b>					
80-10-101-10000	CHECKING ACCOUNT	16,161.87	447,366.57	432,140.62	31,387.82
80-10-101-10001	CASH BOX OVER/SHORT	0.00	51.15	297.98	(246.83)
80-10-101-11000	MONEY MARKET ACCOUNT	361,680.84	572,156.72	818,019.99	115,817.57
80-10-101-12000	SAVINGS ACCOUNT	0.00	0.00	0.00	0.00
80-10-101-12100	N TR WEED & FEED CHECKING ACCT	0.00	0.00	0.00	0.00
80-10-101-13000	PETTY CASH	150.00	0.00	0.00	0.00
80-10-101-15000	INVESTMENTS	0.00	0.00	0.00	150.00
80-10-101-15010	US GOVERNMENT OBLIGATIONS	0.00	0.00	0.00	0.00
80-10-101-15020	CERTIFICATES OF DEPOSIT	0.00	0.00	0.00	0.00
80-10-101-15110	ILLINOIS FUND	300,837.07	982,328.44	735,000.00	548,165.51
80-10-101-15111	ILLINOIS FUNDS - GRANTS	1.80	0.00	0.00	1.80
<b>TOTAL CASH &amp; INVESTMENTS</b>		678,831.58	2,001,902.88	1,985,458.59	695,275.87
<b>RECEIVABLES</b>					
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
<b>TOTAL RECEIVABLES</b>		785,105.78	0.00	0.00	785,105.78
<b>OTHER ASSETS</b>					
80-10-301-37100	DUE FROM THE VILLAGE	194.39	833,987.16	841,587.74	(7,406.19)
80-10-301-55000	PREPAID EXPENSES	2,510.00	0.00	2,510.00	0.00
<b>TOTAL OTHER ASSETS</b>		2,704.39	833,987.16	844,097.74	(7,406.19)
<b>TOTAL ASSETS</b>		1,461,753.69	3,181,310.77	2,877,831.17	1,765,233.29
<b>LIABILITIES AND FUND EQUITY</b>					
<b>LIABILITIES</b>					
<b>PAYABLES</b>					
80-20-102-20000	ACCOUNTS PAYABLE	42,438.51	286,841.60	263,304.29	18,901.20
80-20-102-41000	SOCIAL SECURITY TAX PAYABLE	0.00	32,501.72	32,501.72	0.00



# Lake Bluff Public Library

DATE: 01/05/2012  
 TIME: 09:43:11  
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED BALANCE SHEET

83 PAGE: 2  
 F-YR: 12

FUND: LAKE BLUFF PUBLIC LIBRARY  
 FOR 8 PERIODS ENDING DECEMBER 31, 2011

ACCOUNT #	DESCRIPTION	BALANCE 05/01/11	NET DEBITS	NET CREDITS	BALANCE 12/31/11
<b>LIABILITIES</b>					
<b>PAYABLES</b>					
80-20-102-42000	FEDERAL INCOME TAX PAYABLE	0.00	25,211.00	25,211.00	0.00
80-20-102-43000	STATE INCOME TAX PAYABLE	0.00	10,575.55	10,575.55	0.00
80-20-102-44000	IMRF PAYABLE	0.00	32,890.26	32,890.26	0.00
80-20-102-45000	ICMA 457 PLAN PAYABLE	0.00	15,300.00	15,300.00	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	1,982.88	1,982.88	0.00
80-20-102-66000	LIBRARY HSA PAYABLE	0.00	3,120.00	3,120.00	0.00
80-20-102-70000	OTHER SHORT TERM LIABILITIES	0.00	0.00	0.00	0.00
<b>TOTAL PAYABLES</b>		42,438.51	408,423.01	384,885.70	18,901.20
<b>OTHER LIABILITIES</b>					
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
<b>TOTAL OTHER LIABILITIES</b>		799,843.23	0.00	0.00	799,843.23
<b>ESCROWS &amp; DEPOSITS</b>					
80-20-302-24000	MISCELLANEOUS RESERVE	0.00	0.00	0.00	0.00
<b>TOTAL ESCROWS &amp; DEPOSITS</b>		0.00	0.00	0.00	0.00
<b>LONG TERM LIABILITIES</b>					
80-20-402-39000	OTHER LONG TERM LIABILITIES	0.00	0.00	0.00	0.00
<b>TOTAL LONG TERM LIABILITIES</b>		0.00	0.00	0.00	0.00
<b>TOTAL LIABILITIES</b>		842,281.74	408,423.01	384,885.70	818,744.43
<b>FUND EQUITY</b>					
<b>EQUITY SECTION</b>					
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
<b>TOTAL EQUITY SECTION</b>		619,471.95	0.00	0.00	619,471.95
<b>FUND SURPLUS (DEFICIT)</b>		0.00	0.00	327,016.91	327,016.91

# Lake Bluff Public Library

DATE: 01/05/2012  
TIME: 09:43:11  
ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --  
DETAILED BALANCE SHEET

8C PAGE: 3  
F-YR: 12

FUND: LAKE BLUFF PUBLIC LIBRARY  
FOR 8 PERIODS ENDING DECEMBER 31, 2011

ACCOUNT #	DESCRIPTION	BALANCE 05/01/11	NET DEBITS	NET CREDITS	BALANCE 12/31/11
TOTAL FUND EQUITY		619,471.95	0.00	327,016.91	946,488.86
TOTAL LIABILITIES AND FUND EQUITY		1,461,753.69	408,423.01	711,902.61	1,765,233.29

# Lake Bluff Public Library

DATE: 01/05/2012  
 TIME: 09:43:11  
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED BALANCE SHEET

80

PAGE: 4  
 F-YR: 12

FUND: LIBRARY BLG RENOVATION FUND  
 FOR 8 PERIODS ENDING DECEMBER 31, 2011

ACCOUNT #	DESCRIPTION	BALANCE 05/01/11	NET DEBITS	NET CREDITS	BALANCE 12/31/11
<hr style="border-top: 1px dashed black;"/>					
ASSETS					
<hr style="border-top: 1px dashed black;"/>					
TOTAL ASSETS		0.00	0.00	0.00	0.00
<hr style="border-top: 1px dashed black;"/>					
LIABILITIES AND FUND EQUITY					
LIABILITIES					
--- UNDEFINED CODE ---					
81-00-100-10000	INTERFUND ACCT	0.00	136,166.72	423,785.57	287,618.85
<hr style="border-top: 1px dashed black;"/>					
TOTAL --- UNDEFINED CODE ---		0.00	136,166.72	423,785.57	287,618.85
<hr style="border-top: 1px dashed black;"/>					
--- UNDEFINED CODE ---					
81-20-102-20000	ACCOUNTS PAYABLE	11,527.08	287,618.85	276,091.77	0.00
<hr style="border-top: 1px dashed black;"/>					
TOTAL --- UNDEFINED CODE ---		11,527.08	287,618.85	276,091.77	0.00
<hr style="border-top: 1px dashed black;"/>					
TOTAL LIABILITIES		11,527.08	423,785.57	699,877.34	287,618.85
<hr style="border-top: 1px dashed black;"/>					
FUND EQUITY					
--- UNDEFINED CODE ---					
81-30-100-53100	RESERVED FOR CAPITAL	(11,527.08)	0.00	0.00	(11,527.08)
<hr style="border-top: 1px dashed black;"/>					
TOTAL --- UNDEFINED CODE ---		(11,527.08)	0.00	0.00	(11,527.08)
<hr style="border-top: 1px dashed black;"/>					
	FUND SURPLUS (DEFICIT)	0.00	276,091.77	0.00	(276,091.77)
<hr style="border-top: 1px dashed black;"/>					
TOTAL FUND EQUITY		(11,527.08)	276,091.77	0.00	(287,618.85)
<hr style="border-top: 1px dashed black;"/>					
TOTAL LIABILITIES AND FUND EQUITY		0.00	699,877.34	699,877.34	0.00
<hr style="border-top: 1px dashed black;"/>					

# Lake Bluff Public Library

DATE: 01/05/2012  
 TIME: 09:43:11  
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED BALANCE SHEET

8E

PAGE: 5  
 F-YR: 12

FUND: LIBRARY BIRD MEMORIAL FUND  
 FOR 8 PERIODS ENDING DECEMBER 31, 2011

ACCOUNT #	DESCRIPTION	BALANCE 05/01/11	NET DEBITS	NET CREDITS	BALANCE 12/31/11
<b>ASSETS</b>					
<b>CASH &amp; INVESTMENTS</b>					
82-10-101-12000	LIBRARY BIRD MEMORIAL SAVINGS	3,022.67	0.95	0.00	3,023.62
<b>TOTAL CASH &amp; INVESTMENTS</b>		3,022.67	0.95	0.00	3,023.62
<b>TOTAL ASSETS</b>		3,022.67	0.95	0.00	3,023.62
<b>LIABILITIES AND FUND EQUITY</b>					
<b>LIABILITIES</b>					
<b>INTERFUND CLEARING ACCOUNT</b>					
82-00-100-10000	DUE TO/FROM LIBRARY FUND	1,295.72	0.00	9,527.04	10,822.76
<b>TOTAL INTERFUND CLEARING ACCOUNT</b>		1,295.72	0.00	9,527.04	10,822.76
<b>PAYABLES</b>					
82-20-102-20000	ACCOUNTS PAYABLE	35.34	9,527.04	9,491.70	0.00
<b>TOTAL PAYABLES</b>		35.34	9,527.04	9,491.70	0.00
<b>TOTAL LIABILITIES</b>		1,331.06	9,527.04	19,018.74	10,822.76
<b>FUND EQUITY</b>					
<b>EQUITY SECTION</b>					
82-30-100-53000	UNRESERVED FUND BALANCE	1,691.61	0.00	0.00	1,691.61
<b>TOTAL EQUITY SECTION</b>		1,691.61	0.00	0.00	1,691.61
	FUND SURPLUS (DEFICIT)	0.00	9,490.75	0.00	(9,490.75)
<b>TOTAL FUND EQUITY</b>		1,691.61	9,490.75	0.00	(7,799.14)
<b>TOTAL LIABILITIES AND FUND EQUITY</b>		3,022.67	19,017.79	19,018.74	3,023.62

# Lake Bluff Public Library

DATE: 01/05/2012  
 TIME: 09:49:04  
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 8 PERIODS ENDING DECEMBER 31, 2011

9A

PAGE: 1  
 F-YR: 12

FUND: LAKE BLUFF PUBLIC LIBRARY  
 DEPT: REVENUES

ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
<b>PROPERTY TAXES</b>							
80-40-103-10000	LIBRARY PROPERTY TAX	6,722.87 →	8,048.52	[782,229.09]	779,602.48	780,709.00	100.1%
<b>TOTAL REVENUES: PROPERTY TAXES</b>		6,722.87	8,048.52	782,229.09	779,602.48	780,709.00	100.1%
<b>SERVICES &amp; FEES</b>							
80-40-403-48300	PHOTO-COPY CHARGES	131.40	77.95	1,168.25	1,247.75	1,700.00	68.7%
80-40-403-48500	NON-RESIDENT FEES	230.68	200.76	4,116.18	2,831.25	4,200.00	98.0%
<b>TOTAL REVENUES: SERVICES &amp; FEES</b>		362.08	278.71	5,284.43	4,079.00	5,900.00	89.5%
<b>FINES</b>							
80-40-503-65000	RENTAL FINES	877.29	1,376.02	7,853.37	9,379.59	12,000.00	65.4%
<b>TOTAL REVENUES: FINES</b>		877.29	1,376.02	7,853.37	9,379.59	12,000.00	65.4%
<b>MISCELLANEOUS</b>							
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	59.42	0.00	0.00	1,404.00	0.00	0.0%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	76.87	292.31	341.79	1,080.98	1,000.00	34.1%
80-40-603-78001	RESTRICTED DONATIONS	100.00	2.06	173.42	15,288.20	0.00	100.0%
80-40-603-78002	VCLA EQUITY DONATION	0.00	0.00	18,737.23	25.00	0.00	100.0%
80-40-603-78200	TECH-4-U DONATIONS	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-78500	NAPERVILLE (IMPACT) FEE	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-89000	MISCELLANEOUS INCOME	57.60	108.40	0.00	0.00	0.00	0.0%
<b>TOTAL REVENUES: MISCELLANEOUS</b>		293.89	402.77	21,238.01	18,698.11	8,700.00	244.1%
<b>TOTAL REVENUES: REVENUES</b>		8,256.13	10,106.02	816,604.90	811,759.18	807,309.00	101.1%
<b>TOTAL FUND REVENUES</b>		8,256.13	10,106.02	816,604.90	811,759.18	807,309.00	101.1%

# Lake Bluff Public Library

DATE: 01/05/2012  
 TIME: 09:49:04  
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 8 PERIODS ENDING DECEMBER 31, 2011

9B PAGE: 2  
 F-YR: 12

FUND: LAKE BLUFF PUBLIC LIBRARY  
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
<b>LIBRARY SERVICES</b>							
80-60-001-40000	LIBRARIAN SALARIES	21,952.52	22,895.72	175,091.76	169,066.93	274,499.00	63.7%
80-60-001-40050	STAFF SALARIES	9,347.14	8,807.94	74,384.94	67,382.37	112,710.00	65.9%
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	7,552.85	24,299.24	29,715.61	50,500.00	48.1%
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	290.00	0.00	0.00	0.00	0.0%
80-60-001-40950	EMPLOYER IMRF	2,936.70	3,145.14	23,329.07	23,067.88	2,500.00	0.0%
80-60-001-40951	EMPLOYER FICA TAX	2,345.92	2,406.08	18,694.60	17,938.34	37,500.00	62.2%
80-60-001-41000	BUILDING MAINTENANCE	4,936.22	299.58	19,621.25	18,366.30	30,500.00	61.2%
80-60-001-41020	ELEVATOR MAINTENANCE	99.23	99.23	1,241.56	1,121.09	19,000.00	103.2%
80-60-001-41050	GROUNDS MAINTENANCE	0.00	99.50	4,129.00	3,555.50	2,500.00	49.6%
80-60-001-41200	EQUIPMENT MAINTENANCE	0.00	0.00	0.00	0.00	11,000.00	37.5%
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	507.34	417.56	2,479.81	2,972.48	0.00	0.0%
80-60-001-41304	OTHER PROFESSIONAL SERVICES	0.00	5,000.00	4,748.29	9,270.00	4,500.00	55.1%
80-60-001-41305	COMPUTER SERVICES	2,510.00	2,390.00	16,689.65	19,384.68	6,500.00	73.0%
80-60-001-41350	LEGAL SERVICES	0.00	0.00	630.00	184.00	27,000.00	61.8%
80-60-001-42400	PROFESSIONAL DEVELOPMENT	535.00	0.00	2,550.49	1,450.00	2,500.00	25.2%
80-60-001-42440	DUES	502.00	0.00	2,083.00	1,543.60	6,500.00	39.2%
80-60-001-43230	UTILITIES	513.02	347.89	3,934.21	4,786.77	3,000.00	69.4%
80-60-001-43300	POSTAGE	88.00	0.00	2,073.86	1,224.20	9,500.00	41.4%
80-60-001-43400	PRINTING/E-NEWSLETTER	50.00	0.00	4,860.98	5,134.83	3,500.00	59.2%
80-60-001-43550	OFFICE SUPPLIES	505.99	366.87	3,349.37	2,722.06	8,000.00	60.7%
80-60-001-43570	OPERATING SUPPLIES	0.00	0.00	0.00	31.93	6,000.00	55.8%
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	235.85	158.94	900.56	940.35	0.00	0.0%
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	763.66	240.55	4,170.87	2,334.13	3,000.00	30.0%
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	80.44	252.00	789.36	486.08	4,000.00	104.2%
80-60-001-43710	ADULT PROGRAM SUPPLIES	688.33	207.18	3,105.58	1,743.07	1,000.00	78.9%
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	1,017.58	389.29	4,196.46	5,468.54	4,000.00	77.6%
80-60-001-44800	PER CAPITA GRANT	0.00	0.00	825.61	1,533.93	7,000.00	59.9%
80-60-001-44850	ROSSI GRANT	0.00	0.00	0.00	0.00	0.00	-100.0%
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	1,215.10	1,274.90	12,525.77	12,393.33	0.00	0.0%
80-60-001-45100	ADULT FICTION BOOKS	836.10	620.75	11,807.30	10,909.34	20,000.00	62.6%
80-60-001-45110	ADULT LARGE PRINT MATERIAL	0.00	32.39	520.03	685.61	16,000.00	73.7%
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	700.92	1,214.85	7,474.45	10,944.82	1,000.00	52.0%
80-60-001-45220	ADULT REFERENCE/E-REFER	0.00	0.00	0.00	1,202.62	13,500.00	55.3%
80-60-001-45300	ADULT REFERENCE MATERIAL	0.00	105.51	5,862.82	4,156.30	15,000.00	0.0%
80-60-001-45400	JUVENILE NON-FICTION	977.58	0.00	5,303.46	2,263.62	0.00	-100.0%
80-60-001-45410	PICTURE BOOKS, READERS	113.97	127.13	3,452.21	3,015.84	7,500.00	70.7%
80-60-001-45420	JUVENILE FICTION	463.23	351.26	4,373.64	4,205.60	6,000.00	57.5%
						7,300.00	59.9%



# Lake Bluff Public Library

DATE: 01/05/2012  
 TIME: 09:49:04  
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 8 PERIODS ENDING DECEMBER 31, 2011

9C PAGE: 3  
 F-YR: 12

FUND: LAKE BLUFF PUBLIC LIBRARY  
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
<b>LIBRARY SERVICES</b>							
80-60-001-45430	JUVENILE AUDIO-VISUAL	510.39	264.25	2,248.84	1,785.12	4,000.00	56.2%
80-60-001-45440	JUVENILE REFERENCE	21.89	21.89	110.81	30.02	0.00	-100.0%
80-60-001-45450	TEEN BOOKS	89.85	312.45	1,688.17	1,933.31	3,000.00	56.2%
80-60-001-45500	PERIODICALS	0.00	0.00	5,097.06	3,173.24	8,500.00	59.9%
80-60-001-45510	VIDEO GAMES	0.00	222.10	986.96	550.75	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	500.00	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	76.41	0.00	1,797.92	296.24	0.00	-100.0%
80-60-001-46000	MISCELLANEOUS EXPENSES	0.00	(19.00)	673.83	139.95	2,000.00	33.6%
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	0.00	0.00	277.13	0.00	0.00	-100.0%
80-60-001-49000	LIBRARY FURNISHINGS	0.00	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	0.00	69.00	4,908.58	4,238.00	13,000.00	37.7%
80-60-001-49351	TECH-4-U AUTOMATION	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-49400	OTHER EQUIPMENT	0.00	0.00	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%
<b>TOTAL EXPENSES: LIBRARY SERVICES</b>		57,642.34	60,463.80	489,587.99	471,699.38	807,309.00	60.6%
<b>TOTAL EXPENSES: LIBRARY ADMINISTRATION</b>		57,642.34	60,463.80	489,587.99	471,699.38	807,309.00	60.6%
<b>TOTAL FUND EXPENSES</b>		57,642.34	60,463.80	489,587.99	471,699.38	807,309.00	60.6%

# Lake Bluff Public Library

DATE: 01/05/2012  
 TIME: 09:49:04  
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 8 PERIODS ENDING DECEMBER 31, 2011

90 PAGE: 4  
 F-YR: 12

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

ACCOUNT NUMBER	DESCRIPTION	DECEMBER 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		57,642.34	60,463.80	765,679.76	471,699.38	807,309.00	94.8%



# Lake Bluff Public Library

DATE: 01/05/2012  
 TIME: 09:49:04  
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 8 PERIODS ENDING DECEMBER 31, 2011

9E PAGE: 5  
 F-YR: 12

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

ACCOUNT NUMBER	DESCRIPTION	DECEMBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
<hr/>							
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%
<hr/>							
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		8,256.13	10,106.02	816,605.85	811,762.13	843,493.00	96.8%

# Lake Bluff Public Library

DATE: 01/05/2012  
 TIME: 09:49:04  
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 8 PERIODS ENDING DECEMBER 31, 2011

9F PAGE: 6  
 F-YR: 12

FUND: LIBRARY BIRD MEMORIAL FUND  
 DEPT: BIRD MEMORIAL EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	DECEMBER 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	9,491.70	0.00	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	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	9,491.70	52.88	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	0.00	9,491.70	52.88	39,184.00	24.2%
TOTAL FUND EXPENSES		57,642.34	60,463.80	775,171.46	471,752.26	846,493.00	91.5%

# Lake Bluff Public Library

DATE: 01/05/2012  
 TIME: 09:48:24  
 ID: GL470001.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE  
 FOR 8 PERIODS ENDING DECEMBER 31, 2011

10A

PAGE: 1  
 F-YR: 12

FUND: LAKE BLUFF PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
<b>REVENUES</b>							
<b>REVENUES</b>							
80-40-103-10000	LIBRARY PROPERTY TAX	65,059.08	6,722.87	(89.6)	780,709.00	782,229.09	0.1
<b>TOTAL PROPERTY TAXES</b>		65,059.08	6,722.87	(89.6)	780,709.00	782,229.09	0.1
<b>SERVICES &amp; FEES</b>							
80-40-403-48300	PHOTO-COPY CHARGES	141.67	131.40	(7.2)	1,700.00	1,168.25	(31.2)
80-40-403-48500	NON-RESIDENT FEES	350.00	230.68	(34.0)	4,200.00	4,116.18	(2.0)
<b>TOTAL SERVICES &amp; FEES</b>		491.67	362.08	(26.3)	5,900.00	5,284.43	(10.4)
<b>FINES</b>							
80-40-503-65000	RENTAL FINES	1,000.00	877.29	(12.2)	12,000.00	7,853.37	(34.5)
<b>TOTAL FINES</b>		1,000.00	877.29	(12.2)	12,000.00	7,853.37	(34.5)
<b>MISCELLANEOUS</b>							
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	59.42	(28.6)	1,000.00	0.00	0.0
80-40-603-78001	RESTRICTED DONATIONS	0.00	76.87	100.0	0.00	341.79	(65.8)
80-40-603-78002	VCLA EQUITY DONATION	0.00	100.00	100.0	0.00	173.42	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
<b>TOTAL MISCELLANEOUS</b>		100.00	57.60	(42.4)	1,200.00	0.00	0.0
<b>TOTAL REVENUES: REVENUES</b>		725.00	293.89	(59.4)	8,700.00	21,238.01	144.1
		67,275.75	8,256.13	(87.7)	807,309.00	816,604.90	1.1
<b>LIBRARY ADMINISTRATION EXPENSES</b>							
<b>LIBRARY SERVICES</b>							
80-60-001-40000	LIBRARIAN SALARIES	22,874.92	21,952.52	4.0	274,499.00	175,091.76	36.2
80-60-001-40050	STAFF SALARIES	9,392.50	9,347.14	0.4	112,710.00	74,384.94	34.0
80-60-001-40060	SALARY SURVEY ADJUSTMENTS	0.00	0.00	0.0	0.00	0.00	0.0

# Lake Bluff Public Library

DATE: 01/05/2012  
 TIME: 09:48:24  
 ID: GL470001.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE  
 FOR 8 PERIODS ENDING DECEMBER 31, 2011

10B PAGE: 2  
 F-YR: 12

## FUND: LAKE BLUFF PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARIANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARIANCE
<b>LIBRARY ADMINISTRATION EXPENSES</b>							
<b>LIBRARY SERVICES</b>							
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	24,299.24	51.8
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	2,936.70	6.0	37,500.00	23,329.07	37.7
80-60-001-40951	EMPLOYER FICA TAX	2,541.67	2,345.92	7.7	30,500.00	18,694.60	38.7
80-60-001-41000	BUILDING MAINTENANCE	1,583.33	4,936.22	(211.7)	19,000.00	19,621.25	(3.2)
80-60-001-41020	ELEVATOR MAINTENANCE	208.33	99.23	52.3	2,500.00	1,241.56	50.3
80-60-001-41050	GROUNDS MAINTENANCE	916.67	0.00	100.0	11,000.00	4,129.00	62.4
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	507.34	(35.2)	4,500.00	2,479.81	44.8
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	2,510.00	(11.5)	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	541.67	535.00	1.2	6,500.00	2,550.49	60.7
80-60-001-42440	DUES	250.00	502.00	(100.8)	3,000.00	2,083.00	30.5
80-60-001-43230	UTILITIES	791.67	513.02	35.2	9,500.00	3,934.21	58.5
80-60-001-43300	POSTAGE	291.67	88.00	69.8	3,500.00	2,073.86	40.7
80-60-001-43400	PRINTING/E-NEWSLETTER	666.67	50.00	92.5	8,000.00	4,860.98	39.2
80-60-001-43550	OFFICE SUPPLIES	500.00	505.99	(1.2)	6,000.00	3,349.37	44.1
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	235.85	5.6	3,000.00	900.56	69.9
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	333.33	763.66	(129.1)	4,000.00	4,170.87	(4.2)
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	83.33	80.44	3.4	1,000.00	789.36	21.0
80-60-001-43710	ADULT PROGRAM SUPPLIES	333.33	688.33	(106.5)	4,000.00	3,105.58	22.3
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	583.33	1,017.58	(74.4)	7,000.00	4,196.46	40.0
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	1,215.10	27.0	20,000.00	12,525.77	37.3
80-60-001-45100	ADULT FICTION BOOKS	1,333.33	836.10	37.2	16,000.00	11,807.30	26.2
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	700.92	37.7	13,500.00	7,474.45	44.6
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	5,862.82	100.0
80-60-001-45400	JUVENILE NON-FICTION	625.00	977.58	(56.4)	7,500.00	5,303.46	29.2
80-60-001-45410	PICTURE BOOKS, READERS	500.00	113.97	77.2	6,000.00	3,452.21	42.4
80-60-001-45420	JUVENILE FICTION	608.33	463.23	23.8	7,300.00	4,373.64	40.0
80-60-001-45430	JUVENILE AUDIO-VISUAL	333.33	510.39	(53.1)	4,000.00	2,248.84	43.7

# Lake Bluff Public Library

DATE: 01/05/2012  
 TIME: 09:48:24  
 ID: GL470001.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE  
 FOR 8 PERIODS ENDING DECEMBER 31, 2011

10C PAGE: 3  
 F-YR: 12

FUND: LAKE BLUFF PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
LIBRARY ADMINISTRATION EXPENSES							
LIBRARY SERVICES							
80-60-001-45440	JUVENILE REFERENCE	0.00	21.89	100.0	0.00	110.81	100.0
80-60-001-45450	TEEN BOOKS	250.00	89.85	64.0	3,000.00	1,688.17	43.7
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	191.67	0.00	100.0	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	76.41	100.0	0.00	0.00	0.0
80-60-001-46000	MISCELLANEOUS EXPENSES	166.67	0.00	100.0	2,000.00	1,797.92	100.0
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	0.00	0.00	0.0	0.00	673.83	66.3
80-60-001-49000	LIBRARY FURNISHINGS	833.33	0.00	100.0	10,000.00	2,277.13	100.0
80-60-001-49100	BUILDING IMPROVEMENTS	0.00	0.00	0.0	0.00	2,931.99	70.6
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	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-49351	TECH-4-U AUTOMATION	1,083.33	0.00	100.0	13,000.00	4,908.58	62.2
80-60-001-49400	OTHER EQUIPMENT	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
TOTAL LIBRARY SERVICES		67,275.73	57,642.34	14.3	807,309.00	489,587.99	39.3
TOTAL EXPENSES: LIBRARY ADMINISTRATION		67,275.73	57,642.34	14.3	807,309.00	489,587.99	39.3
TOTAL FUND REVENUES							
TOTAL FUND EXPENSES		67,275.75	8,256.13	(87.7)	807,309.00	816,604.90	1.1
FUND SURPLUS (DEFICIT)		67,275.73	57,642.34	14.3	807,309.00	489,587.99	39.3
		0.02	(49,386.21)	(1150.0)	0.00	327,016.91	100.0



# Lake Bluff Public Library

DATE: 01/05/2012  
 TIME: 09:48:24  
 ID: GL470001.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE  
 FOR 8 PERIODS ENDING DECEMBER 31, 2011

100 PAGE: 4  
 F-YR: 12

FUND: LIBRARY BLG RENOVATION FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER 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

DATE: 01/05/2012  
 TIME: 09:48:24  
 ID: GL470001.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE  
 FOR 8 PERIODS ENDING DECEMBER 31, 2011

10E PAGE: 5  
 F-YR: 12

FUND: LIBRARY BIRD MEMORIAL FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
<b>BIR MEMORIAL FUND REVENUES</b>							
<b>REVENUES</b>							
<b>MISCELLANEOUS</b>							
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
<b>TOTAL MISCELLANEOUS</b>		<b>3,015.33</b>	<b>0.00</b>	<b>100.0</b>	<b>36,184.00</b>	<b>0.95</b>	<b>(100.0)</b>
<b>TOTAL REVENUES: BIR MEMORIAL FUND REVENUES</b>		<b>3,015.33</b>	<b>0.00</b>	<b>100.0</b>	<b>36,184.00</b>	<b>0.95</b>	<b>(100.0)</b>
<b>BIRD MEMORIAL EXPENDITURES</b>							
<b>EXPENSES</b>							
--- 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	100.0
<b>TOTAL --- UNDEFINED CODE ---</b>		<b>3,265.33</b>	<b>0.00</b>	<b>100.0</b>	<b>39,184.00</b>	<b>9,491.70</b>	<b>75.7</b>
<b>CONTRACTUAL &amp; COMMODITIES</b>							
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
<b>TOTAL CONTRACTUAL &amp; COMMODITIES</b>		<b>0.00</b>	<b>0.00</b>	<b>0.0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0</b>
<b>TOTAL EXPENSES: BIRD MEMORIAL EXPENDITURES</b>		<b>3,265.33</b>	<b>0.00</b>	<b>100.0</b>	<b>39,184.00</b>	<b>9,491.70</b>	<b>75.7</b>
<b>TOTAL FUND REVENUES</b>		<b>3,015.33</b>	<b>0.00</b>	<b>100.0</b>	<b>36,184.00</b>	<b>0.95</b>	<b>(100.0)</b>
<b>TOTAL FUND EXPENSES</b>		<b>3,265.33</b>	<b>0.00</b>	<b>100.0</b>	<b>39,184.00</b>	<b>9,491.70</b>	<b>75.7</b>
<b>FUND SURPLUS (DEFICIT)</b>		<b>(250.00)</b>	<b>0.00</b>	<b>100.0</b>	<b>(3,000.00)</b>	<b>(9,490.75)</b>	<b>216.3</b>

## Director's Report – December 2011

### News and Notes

Matt Womack's last day at the library was Friday, December 30, 2011. The staff gathered at the Noodle Bar for a farewell party on December 16; to say that he was surprised would be a gross understatement. Members of the public were encouraged to say their goodbyes on Matt's last day. Many thanks from the staff for the board members understanding regarding the mix-up with the date for the farewell party. The date of the holiday party has been set as Friday, January 27 at 6:30 pm. It will be a potluck, held at the library, and the Board of Trustees is invited. I assumed the post of Director on Monday, January 2.

Carlen DeThorne has agreed to take on the position of Head of Acquisitions and Technical Services that I vacated. Carlen, who graduated with her Masters in Library Science this December, has been an asset to the library as Circulation Manager over the last year and a half. She also brings experience from other libraries, as a former employee of Lake Forest Public Library and current employee of Highland Park Public Library. Given the contributions she has already made in her time here, I think we are fortunate to be able to keep her on staff. Staff members Lyndy Jensen, Rumannah Aasi, Deena Sutherland, Carol Carter, and Martha Cordeniz have all taken on additional responsibilities as well. We will be hiring additional staff members, as we are presently short on staff hours. In the interim, everyone has pitched in admirably to keep things running smoothly.

On Monday, January 2 the domestic water pipes in the building began to shake, with some minor water leakage resulting. After working with Rodney from Ireland Heating and Air Conditioning and Jay from United Fire Protection, it appears that there is either air in the sprinkler system or a problem with the Backflow Preventer. In either case, the result is that the system is under far more pressure than it should be. A representative of Chicago Backflow will be out on Monday, January 9 to take a look and determine the exact problem and what repairs may be necessary. Lyndy was indispensable in handling this situation.

On Tuesday, December 13 the Lake Bluff Middle School 'Encore!' chorus treated staff and patrons to holiday music. Their concert this year was as amazing as the one the previous year, and we were happy to be able to welcome them back.



I attended a meeting with the village and Chamber of Commerce for the unveiling of 'Live, Work, Play – Lake Forest and Lake Bluff.' LWP is a custom made app that provides a handy local directory to businesses, government agencies, and local not-for-profit organizations that can be accessed from most mobile devices. Local organizations and businesses are automatically listed, and for a small fee can also provide coupons and loyalty programs as well. This may provide us with some outreach opportunities that would cost us little.

Community member Pat Falligant, who is President of 'Artist's on the Bluff', approached the library about the possibility of the library hosting an art auction or sale. The library would receive a percentage of sales. The library has previously hosted an auction for 'Artist's on the Bluff', but not recently. This could be a great opportunity to start fundraising for the second phase of the renovation.

Steve, a local resident and the owner of Fish Planet in Deerfield, volunteered his time to clean our fish tank. The fish have never been happier, and Steve indicated that he would be glad to continue to lend his expertise to the library.

I have included in the board packet a copy of a contract between my wife (Rachel Bailey) and Donna Williams (Head of Youth Services) signed in October of 2011, for a series of teen programs in January and February on scrapbooking and anime. Rachel has been contracted by the library for programs on a regular basis over the last 3 years, but my new position as director does alter the situation. Rachel will be available to finish out her current contract, but will not take on further contract work from the library in order to avoid a potential conflict of interest.

# Monthly Statistics Summary

## December, 2011

12A

### Circulation

#### December

Year	Circulations per Hour	Total
2011-12	33.5	8,141
2010-11	32.7	7,485
2009-10	31.3	7,004

#### Fiscal Year to Date

Total	Percent Change	Adult		Juvenile		Audio Visual	ILL	
		Adult Fiction	Adult Non-Fiction	Juvenile Fiction	Juvenile Non-Fiction		Borrowed	Lent
66,013	-2.26%	38,014	24,728	11,130	5,284	24,243	988	233
67,541	-0.28%	38,417	26,769	12,366	6,360	24,697	1,137	507
67,733	N/A	37,269	28,892	11,383	5,909	25,457	1,031	506

### User Visits

#### December

Year	Per Hour	Total
2011-12	24.9	6,040
2010-11	20.0	4,578
2009-10	21.0	4,694

#### Fiscal Year to Date

Avg. Per Hour	Total Visits
27.3	49,727
25.4	46,283
25.3	46,002

### Materials Aquired and Withdrawn

#### December

Year	Total	
	Aquired	Withdrawn
2011-12	593	739
2010-11	342	164
2009-10	268	1,298

#### Fiscal Year to Date

Total		Adult		Juvenile		Audio Visual	
Aquired	Withdrawn	Aquired	Withdrawn	Aquired	Withdrawn	Aquired	Withdrawn
4,837	4,605	3,379	3,590	1,458	1,015	852	672
3,758	3,606	1,920	2,282	1,070	854	827	337
3,600	6,838	1,834	2,896	987	3,350	779	592

### Online Access

#### Downloaded Materials

##### December

Year	Downloads	
	Books	Music
2011-12	262	279
2010-11	138	NA.
2009-10	15	NA.

##### Fiscal Year to Date

Downloads	
Books	Music
1,650	1,621
642	NA.
126	NA.

#### Website Usage

##### Fiscal Year to Date

Site Visits	
Unique Visitors	Page Loads
64,386	42,146
72,839	45,953
NA.	NA.

## LAKE BLUFF PUBLIC LIBRARY

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

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

[www.lakeblufflibrary.org](http://www.lakeblufflibrary.org)

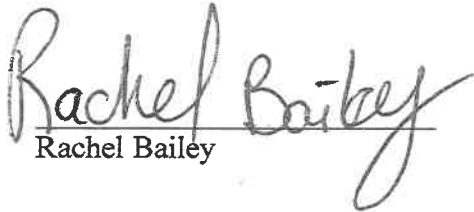
22 October, 2011


Rachel Bailey agrees to hold 3 scrapbooking sessions for teens on the following Mondays in 2011: December 19, January 9 and February 13 all at 7:30 PM and each to last about an hour.

She will be paid \$300 for all three sessions and will be reimbursed for supplies with the presentation of receipts.

Rachel has also agreed to hold 3 Anime/Manga sessions for teens on the following Mondays in 2011: December 12, January 2, January 23 all at 7:30 PM and each to last about 1 hour.

She will be paid \$300 for all three sessions and will be reimbursed for supplies with the presentation of receipts.

  
Rachel Bailey

  
Donna M. Williams,  
Head of Youth Services



Ms. Karen Bush  
Lake Bluff Public Library  
123 E Scranton Ave  
Lake Bluff, IL 60044-2594

Dear Karen:

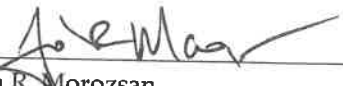
I propose that the Lake Bluff Public Library (the "Library") contract with Miriam Pollack + Associates (the "Agency") for the services of Arlene M. Kaspik as Consultant/Mentor to Eric Bailey who will become Library Director on January 1, 2012. She served for many years as the Director of the McHenry Public Library.

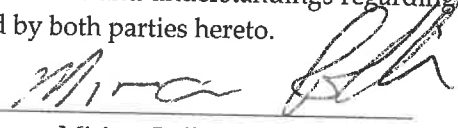
The terms of Ms. Kaspik's services on behalf of the Library would be as follows:

- Her appointment will be effective first week of January, 2012, or such later date in 2012 as designated by the President of the Board of Library Trustees (the "President").
- She will work 10-20 hours per week, both at the Library and from home. Generally the hours will be accomplished over 2-3 days, which will vary from week to week.
- She will be available as needed during off-site hours, and will provide her home and cell telephone numbers to Library staff.
- She will attend all regular meetings of the Board of Library Trustees (the "Board") and any special meetings or committee meetings of the Board as requested. Attendance at such meetings will constitute billable hours.
- The Agency will submit invoices to the Board by the 10<sup>th</sup> of each month. Invoices will reflect the previous month's billable hours, in increments of .25 of an hour. The invoices shall be paid by the end of the month in which they are submitted to the Board.
- The Library will be charged \$75 per hour, pro rated to the nearest .25 of an hour, for the Interim Director services.
- She will be a contractor with the Agency, not the Library, for all purposes. She will not be eligible to participate in any Library-provided employee benefit plan or program.
- The terms of this agreement shall remain in effect until the earlier of: (i) March 31, 2012 or (ii) the Board provides written notice to the Agency that it is terminating this arrangement.
- These terms may be extended beyond March 31, 2012 by mutual agreement.

If the terms outlined in this letter of engagement accurately reflect the needs and interests of the Lake Bluff Public Library and are acceptable to both parties then two original copies of this agreement shall be executed and signed by the President of the Board of Library Trustees. These copies may be mailed to Miriam Pollack for her signature.

This letter of engagement contains the entire understanding of the parties concerning the engagement of Ms. Kapsik, and supersedes all prior oral or written discussions and understandings regarding same. This terms set forth above may be modified only in writing, signed by both parties hereto.

  
 \_\_\_\_\_  
 John R. Morozsan  
 President, Board of Trustees  
 12/28/11  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Miriam Pollack  
 12/23/2011  
 \_\_\_\_\_  
 Date

**Lake Bluff Public Library**  
**Board of Trustees vacancy | January 2012-April 2013**

There is a vacancy on the Lake Bluff Public Library's Board of Trustees. The Board will appoint a replacement Trustee to serve until the April 2013 election. Please respond to the following questions to help the Board evaluate your potential contributions as a trustee.

Please return the application to the checkout desk by January 15, 2012.

Name:	Timothy Kregor
Address:	38 Forest Hills Rd. - LAKE BLUFF 60044
Phone:	847-735-1068
Email:	tkregor@SBCGLOBAL.net

1. Describe your interest in serving on the Lake Bluff Public Library's Board of Trustee. I see the LIBRARY AS A CRITICAL INSTITUTION IN CREATING COMMUNITY WITHIN LAKE BLUFF. I would like to devote more energy to growing AND STRENGTHENING our community, AND SEE THIS POSITION AS AN OPPORTUNITY.

2. What are your professional and personal strengths that would equip you for assuming I Am the role of Library Trustee? I AM A SUCCESSFUL BUSINESS PROFESSIONAL WITH 35 YEARS OF ACCOMPLISHMENT. MY STRENGTHS IN MARKETING AND STRATEGY SHOULD BE VALUABLE TO THE LIBRARY.

3. Describe your use of the Lake Bluff Public Library. I VISIT AT LEAST ONCE PER WEEK, PRIMARILY TO SELECT CURRENT FICTION FOR PLEASURE READING. I OCCASIONALLY WILL JOIN A GROUP SESSION.

4. Describe your work with other community organizations or public offices. VILLAGE ZONING BOARD - WEST PUNDEE IL. - I SERVED FOR TWO YEARS IN THIS GROWING COMMUNITY. TAPROOT FOUNDATION - PRACTICE CENTER IN THIS PRAO-BAND MARKETING PROFESSIONAL GROUP.

5. Would you consider running for the permanent seat in the April 2013 election?

Yes. I would expect to run for a PERMANENT SEAT.

**Lake Bluff Public Library**  
**Board of Trustees vacancy | January 2012-April 2013**

There is a vacancy on the Lake Bluff Public Library's Board of Trustees. The Board will appoint a replacement Trustee to serve until the April 2013 election. Please respond to the following questions to help the Board evaluate your potential contributions as a trustee.

Please return the application to the checkout desk by January 15, 2012.

<b>Name:</b> Romain Richard Wojda
<b>Address:</b> 716 Rockland Avenue, Lake Bluff, IL 60044
<b>Phone:</b> Home (847)615-8979    Mobile (847)909-9544
<b>Email:</b> rrwojda@hotmail.com

1. Describe your interest in serving on the Lake Bluff Public Library's Board of Trustee  
 My interest in serving is related to my passion for reading which started with access to materials at a public library. I strive to transfer this love of reading and knowledge to my children and to others as it I believe reading opens the doors of opportunity. Additionally, I am looking to expand my traditional channels of volunteer opportunities beyond the service organizations I currently support.
2. What are your professional and personal strengths that would equip you for assuming the role of Library Trustee?  
 I believe my strong background in information technology, operations and production management, consulting, auditing, and general project management can provide the requisite skills to address the challenges which come with the stewardship of a public resource. I believe my communication skills and ability to work well with others facilitates the application of my skills to resolve issues which arise in both my personal and professional life.
3. Describe your use of the Lake Bluff Public Library.  
 Our family is frequent user of the Lake Bluff Public Library. We often use the library as a family to select books, audio books, movies, and music. We have found that audio books are the best way to keep ourselves occupied on long car trips. We do often get movies and music, but my personal interaction with the library is mainly related to supporting the needs of my children while finding the time to read a few of the best sellers each year.
4. Describe your work with other community organizations or public offices.  
 I have a history of working with community organizations via our church, my employer, or opportunities which have been presented to me. Through our church, as both an elder and a trustee, I have worked with our local PADS chapter, Bernie's Book Bank, local food pantries, and have been an advisor and planner for the annual work trip. Through my employer, I have participated in our corporate outreach program which has included working with organizations ranging from Kaboom, North Chicago Partners, and the Chicago Botanical Gardens. Additionally, I have been involved in Cub Scouts, serving as a den leader and a member of the pack committee and have volunteered with Habitat for Humanity.
5. Would you consider running for the permanent seat in the April 2013 election?  
 Yes.

Lake Bluff Public Library  
Board of Trustees vacancy | January 2012-April 2013

There is a vacancy on the Lake Bluff Public Library's Board of Trustees. The Board will appoint a replacement Trustee to serve until the April 2013 election. Please respond to the following questions to help the Board evaluate your potential contributions as a trustee.

Please return the application to the checkout desk by January 15, 2012.

Name:	Ruth Schnell
Address:	370 Hirst Ct
Phone:	847-234-3764
Email:	rschnell@positivechange.com

- Describe your interest in serving on the Lake Bluff Public Library's Board of Trustee  
40-yr. resident, part-time employee at one time, former board member  
LOVE this library
- What are your professional and personal strengths that would equip you for assuming the role of Library Trustee? Previous experience on board, certificate in lib. science, employed by LB lib. years ago, and at NLL music lib. Teacher for 40 years. Volunteer shelf-reader, + at story hour here.  
↓  
in Lake Bluff and other nearby suburbs, all ages
- Describe your use of the Lake Bluff Public Library.  
use several times/wk. and see above
- Describe your work with other community organizations or public offices.  
church, senior center, served one 4-yr. term on LBlib. Board -
- Would you consider running for the permanent seat in the April 2013 election?  
possibly

**Lake Bluff Public Library**  
**Board of Trustees vacancy | January 2012-April 2013**

There is a vacancy on the Lake Bluff Public Library's Board of Trustees. The Board will appoint a replacement Trustee to serve until the April 2013 election. Please respond to the following questions to help the Board evaluate your potential contributions as a trustee.

Please return the application to the checkout desk by January 15, 2012.

Name:	Mary Summers
Address:	241 Buckminster Ct, Lake Bluff, IL
Phone:	847-295-7419 H 847-309-7419 cell
Email:	marycooksveggies@yahoo.com

1. Describe your interest in serving on the Lake Bluff Public Library's Board of Trustee

As an advocate of both literacy and public libraries, I would like to serve my community in a way that enhances my interests.

2. What are your professional and personal strengths that would equip you for assuming the role of Library Trustee?

I am in my fourth year as a volunteer tutor in the North Chicago Reading Power program. Before this I was the volunteer coordinator of the Art in the Classroom Outreach Program, through Community Associates of Art Institute. Formerly I designed and taught cooking classes at Gorton Community Center.

3. Describe your use of the Lake Bluff Public Library.

I visit the LB Library two-four times per month to check out fiction and non fiction books as well as audio tapes. Also, I have used Mango Language database at home available through the LB library.

4. Describe your work with other community organizations or public offices.

In addition to above volunteer work I have worked (also as a volunteer) at the Chicago Botanic Garden and Lake Co. Forest Preserves in garden maintenance and given cooking demonstrations at the CB Garden. I was on the Lake Bluff Farmers Market Committee.

5. Would you consider running for the permanent seat in the April 2013 election?

yes



# Lake Bluff Public Library Board of Trustees vacancy | January 2012-April 2013

There is a vacancy on the Lake Bluff Public Library's Board of Trustees. The Board will appoint a replacement Trustee to serve until the April 2013 election. Please respond to the following questions to help the Board evaluate your potential contributions as a trustee.

	December 21, 2011
Name: Patricia (Trish) Havrin	
Address: 205 East Scranton Avenue, Lake Bluff Mailing address: P.O. Box 41, Lake Bluff	
Phone: 724-217-2275	
Email: <a href="mailto:rghavrin@gmail.com">rghavrin@gmail.com</a> (preferred method of contact)	

**1. Describe your interest in serving on the Lake Bluff Public Library's Board of Trustees**

I have an interest in literacy and advocacy and the standards that ensure quality among staff services, technology and collections.

I enjoy working with a group where new perspectives can be learned from individuals who have lived in the area for a number of years.

**2. What are your professional and personal strengths that would equip you for assuming the role of Library Trustee?**

Personal strengths for working with others include a sense of humor, creativity and flexibility.

Personal strengths for getting the job done include self motivation, strong organization and technical abilities, as well as completion of evaluation within specific time frames.

Professional strengths include a recent Masters in Library & Information Science (2009).

**3. Describe your use of the Lake Bluff Public Library.**

- In the Children's Department I have asked about recommendations for books quite a number of times, with successful results.
- I have gone into the library and stumbled upon new popular titles that other larger libraries did not have readily available.
- I have used the library computers for catalogue searches, internet access; attended programs and experienced staff services.
- I served as a Friend of the Library for a short time when I first moved to the area.

**4. Describe your work with other community organizations or public offices.**

I have a track record of commitment to a volunteer task until the completion of the effort/term and/or a replacement is found.

Previous volunteer work included:

- o Girl Scout Leader
- o Library, Church and School Volunteer
- o Coach & Judge for Odyssey of the Mind Program
- o Volunteer for American Library Association Children & Technology Committee
- o Created and facilitated community wide after school book club-“Redwall Readers”
- o Initiated and facilitated community wide drop in playgroup at local library.
- o Previous employed positions also included creation, marketing and running of early elementary hands on science programs within after school programs, libraries and community groups.

**5. Would you consider running for the permanent seat in the April 2013 election?**

Yes. I plan on making Lake Bluff my home for many years.

## Lake Bluff Public Library

### Board of Trustees vacancy | January 2012-April 2013

There is a vacancy on the Lake Bluff Public Library's Board of Trustees. The Board will appoint a replacement Trustee to serve until the April 2013 election. Please respond to the following questions to help the Board evaluate your potential contributions as a trustee.

Please return the application to the checkout desk by January 15, 2012.

Name:	Tom Frevert
Address:	12615 Meadow Circle Lake Bluff, IL 60044
Phone:	847-757-4585
Email:	tofrevert@comcast.net

1. Describe your interest in serving on the Lake Bluff Public Library's Board of Trustees

My interest in serving on the Board stems from numerous reasons. First and foremost, as an interested and engaged resident of Lake Bluff with kids in the school district, I personally would like to be more involved in helping the library become an even more integral and popular part of the community. Secondarily, I have always been a user of libraries and my sister-in-law serves as Executive Director of the library in her town.
2. What are your professional and personal strengths that would equip you for assuming the role of Library Trustee?

My professional strengths which would serve the Board well include working and leading many people and projects in my career as a Project Manager for a Fortune 500 company focused on Leadership Development. On a daily basis, I work with and through others to accomplish goals. It starts with listening and consensus building. In terms of personal strengths, I believe my positive attitude, thoughtfulness, adaptability, strong ethics, and a genuine interest in the library and community stand out.
3. Describe your use of the Lake Bluff Public Library.

I am a regular user of the library, checking out books and movies for myself and with my kids. I also download music through the library website and have attended numerous community-based programs.
4. Describe your work with other community organizations or public offices.

I have served as co-chair of membership for two terms on the Board of Elders at the Union Church in Lake Bluff. I have also taught Sunday school for several years. I have been a baseball coach for my son's team for Lake Bluff Park District. From a work standpoint, I am in charge, nominated by the company's President, of the sustainability team. I have also headed my work committee in regards to reducing traffic congestion by working with other large local businesses in Lake County and corresponding local and state government offices.
5. Would you consider running for the permanent seat in the April 2013 election?

Yes.

*[Lake Bluff Library letterhead]*

January 10, 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 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 the 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 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 to 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 assurances 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 Museum, 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.

