

## July 10, 2012 Library Board Packet

### agenda

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
<b>1,2 CTO, Additions</b>		
	Document Summary	1
	Agenda	2A-2B
<b>3 Consent Agenda</b>		
	Minutes of June 12, 2012 Regular Board Meeting	3A-3C
<b>4 Financial Reports (Yellow)</b>		
	Detailed Balance Sheet	4A-4E
	Detailed Revenue & Expense Report	5A-5F
	Revenue & Expense Report with Percentages	6A-6E
<b>5 Approval of Checks (Green)</b>		
	Manual Check Report	7A-7D
	Check Register	8A-8K
<b>6 Opportunity to Address Board</b>		
	(No documents)	
<b>7 Old Business</b>		
	Discussion of Landscape Project <b>(action)</b>	9A-Etc.
	Use of Audiovisual Equipment by Registered Non-Library Groups <b>(action)</b>	10A-10E
	Discussion of rough draft of plan for creating a new Long Range Plan	11A-11C
<b>8 Director's Report</b>		
	Librarian's Narrative Report	12A-12C
	Statistical Report	13A
<b>9 New Business</b>		
	Discussion of Chapter 9 "Programming" from the <i>Serving Our Public 2.0: Standards for Illinois Public Libraries, 2009</i> for Per Capita Grant Requirements	14A-14B
	Discussion of serving diverse populations within the service area	
	Payment of bills during month of August <b>(action)</b>	
<b>10 Executive Session</b>		
<b>11 Committee Reports</b>		
	(No Documents)	
<b>12 Any and All Other Business ...</b>		
<b>13 Adjournment</b>		
	<b>Attachments</b>	
	2012 Per Capita Grant Requirements	15A-15B

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting**  
**Tuesday, July 10, 2012 at 7:00 PM**  
123 E. Scranton Ave, Lake Bluff, IL 60044  
Enter through Library main entrance

1. **Call to Order**
2. **Additions & Corrections to the Agenda**
3. **Approval of Minutes**
  - a. Approval of Minutes of 6/12/2012 Regular Board Meeting **(action)**
4. **June 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)**
5. **Approval of checks (Green Pages)**
  - a. Manual Checks (10626-10644) **(action)**
  - b. Monthly Checks (10645-10671) **(action)**
6. **Opportunity for Public to Address the Board (limit 5 minutes per person per meeting)**
7. **Old Business**
  - a. Discussion of Landscape Project **(action)**
  - b. Use of Audiovisual Equipment by Registered Non-Library Groups **(action)**
  - c. Discussion of rough draft of plan for creating a new Long Range Plan
8. **Director's Report**
  - a. Director's Narrative Report
  - b. Elvis in Lake Bluff
  - c. Statistical Report
  - d. Announcements and Correspondence
  - e. Friends Meeting Attendee for January
  - f. Programs of Interest to Library Trustees
9. **New Business**
  - a. Discussion of Chapter 9 "Programming" from the *Serving Our Public 2.0: Standards for Illinois Public Libraries, 2009* for Per Capita Grant Requirements
  - b. Discussion of serving diverse populations within the service area
  - c. Payment of bills during month of August **(action)**

**10. Executive Session**

- a. To discuss the appointment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 (c) (1)

**11. Committee Reports**

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

**12. Any and all other business which may properly come before the Board****13. Adjournment****Attachments:**

Potential funding for landscape project

Proposals from Breezy Hill, Kinnucan, and J&E

Cost of Audiovisual equipment

Proposed updated policy on use of AV equipment by registered groups

Rough draft of Long Range Plan proposal

Chapter 9 of *Serving our Public 2.0*

Per Capita Grant requirements

Upcoming Board Meetings: September 11, October 9, and November 13 2012

# Lake Bluff Public Library

DATE: 07/06/2012  
 TIME: 12:44:53  
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED BALANCE SHEET

4A

PAGE: 1  
 F-YR: 13

FUND: LAKE BLUFF PUBLIC LIBRARY  
 FOR 2 PERIODS ENDING JUNE 30, 2012

ACCOUNT #	DESCRIPTION	BALANCE 05/01/12	NET DEBITS	NET CREDITS	BALANCE 06/30/12
<b>ASSETS</b>					
<b>DUE TO/FROM ACCOUNTS</b>					
80-00-100-10000	DUE TO/FROM OTHER FUNDS	286,060.54	5,676.00	0.00	291,736.54
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>		<b>286,060.54</b>	<b>5,676.00</b>	<b>0.00</b>	<b>291,736.54</b>
<b>CASH &amp; INVESTMENTS</b>					
80-10-101-10000	CHECKING ACCOUNT	33,058.22	63,000.00	59,350.92	36,707.30
80-10-101-10001	CASH BOX OVER/SHORT	0.00	0.00	85.96	(85.96)
80-10-101-11000	MONEY MARKET ACCOUNT	205,894.68	97,744.22	72,903.70	230,735.20
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	234,628.87	399,806.09	156,000.00	478,434.96
80-10-101-15111	ILLINOIS FUNDS - GRANTS	1.80	0.00	0.00	1.80
<b>TOTAL CASH &amp; INVESTMENTS</b>		<b>473,733.57</b>	<b>560,550.31</b>	<b>288,340.58</b>	<b>745,943.30</b>
<b>RECEIVABLES</b>					
80-10-201-15000	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
80-10-201-15200	PROPERTY TAX RECEIVABLE	804,832.23	0.00	0.00	804,832.23
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>		<b>804,832.23</b>	<b>0.00</b>	<b>0.00</b>	<b>804,832.23</b>
<b>OTHER ASSETS</b>					
80-10-301-37100	DUE FROM THE VILLAGE	(64.58)	413,191.25	412,893.97	232.70
80-10-301-55000	PREPAID EXPENSES	0.00	0.00	0.00	0.00
<b>TOTAL OTHER ASSETS</b>		<b>(64.58)</b>	<b>413,191.25</b>	<b>412,893.97</b>	<b>232.70</b>
<b>TOTAL ASSETS</b>		<b>1,564,561.76</b>	<b>979,417.56</b>	<b>701,234.55</b>	<b>1,842,744.77</b>
<b>LIABILITIES AND FUND EQUITY</b>					
<b>LIABILITIES</b>					
<b>PAYABLES</b>					
80-20-102-20000	ACCOUNTS PAYABLE	18,940.07	69,741.86	75,274.54	34,472.75
80-20-101-1000	SOCIAL SECURITY TAX PAYABLE	0.00	7,964.70	7,964.70	0.00

# Lake Bluff Public Library

-- VILLAGE OF LAKE BLUFF --  
 DETAILED BALANCE SHEET

4B

PAGE: 2  
 F-YR: 13

DATE: 07/06/2012  
 TIME: 12:44:53  
 ID: GL450000.WOW

FUND: LAKE BLUFF PUBLIC LIBRARY  
 FOR 2 PERIODS ENDING JUNE 30, 2012

ACCOUNT #	DESCRIPTION	BALANCE 05/01/12	NET DEBITS	NET CREDITS	BALANCE 06/30/12
<b>LIABILITIES</b>					
<b>PAYABLES</b>					
80-20-102-42000	FEDERAL INCOME TAX PAYABLE	0.00	5,237.84	5,237.84	0.00
80-20-102-43000	STATE INCOME TAX PAYABLE	0.00	2,527.40	2,527.40	0.00
80-20-102-44000	IMRF PAYABLE	0.00	8,287.24	8,287.24	0.00
80-20-102-45000	ICMA 457 PLAN PAYABLE	0.00	4,000.00	4,000.00	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	487.92	487.92	0.00
80-20-102-66000	LIBRARY HSA PAYABLE	0.00	800.00	800.00	0.00
80-20-102-70000	OTHER SHORT TERM LIABILITIES	0.00	0.00	0.00	0.00
<b>TOTAL PAYABLES</b>		<b>18,940.07</b>	<b>99,046.96</b>	<b>104,579.64</b>	<b>24,472.75</b>
<b>OTHER LIABILITIES</b>					
80-20-202-16000	ACCRUED PAYROLL	15,087.00	0.00	0.00	15,087.00
80-20-202-22000	DEFERRED PROPERTY TAX	804,832.23	0.00	0.00	804,832.23
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>		<b>819,919.23</b>	<b>0.00</b>	<b>0.00</b>	<b>819,919.23</b>
<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>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<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>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL LIABILITIES</b>		<b>838,859.30</b>	<b>99,046.96</b>	<b>104,579.64</b>	<b>844,391.98</b>
<b>FUND EQUITY</b>					
<b>EQUITY SECTION</b>					
80-30-100-53000	UNRESERVED FUND BALANCE	575,702.46	0.00	0.00	575,702.46
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>		<b>725,702.46</b>	<b>0.00</b>	<b>0.00</b>	<b>725,702.46</b>
<b>FUND SURPLUS (DEFICIT)</b>		<b>0.00</b>	<b>0.00</b>	<b>272,650.33</b>	<b>272,650.33</b>

# Lake Bluff Public Library

DATE: 07/06/2012  
TIME: 12:44:53  
ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --  
DETAILED BALANCE SHEET

4C

PAGE: 3  
F-YR: 13

FUND: LAKE BLUFF PUBLIC LIBRARY  
FOR 2 PERIODS ENDING JUNE 30, 2012

ACCOUNT #	DESCRIPTION	BALANCE 05/01/12	NET DEBITS	NET CREDITS	BALANCE 06/30/12
TOTAL FUND EQUITY		725,702.46	0.00	272,650.33	998,352.79
TOTAL LIABILITIES AND FUND EQUITY		1,564,561.76	99,046.96	377,229.97	1,842,744.77

# Lake Bluff Public Library

-- VILLAGE OF LAKE BLUFF --  
DETAILED BALANCE SHEET

DATE: 07/06/2012  
TIME: 12:44:53  
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FUND: LIBRARY BLG RENOVATION FUND  
FOR 2 PERIODS ENDING JUNE 30, 2012

ACCOUNT #	DESCRIPTION	BALANCE 05/01/12	NET DEBITS	NET CREDITS	BALANCE 06/30/12
<b>ASSETS</b>					
TOTAL ASSETS		0.00	0.00	0.00	0.00
<b>LIABILITIES AND FUND EQUITY</b>					
<b>LIABILITIES</b>					
---	UNDEFINED CODE ---				
81-00-100-10000	INTERFUND ACCT	287,618.85	0.00	2,800.00	290,418.85
TOTAL --- UNDEFINED CODE ---		287,618.85	0.00	2,800.00	290,418.85
---	UNDEFINED CODE ---				
81-20-102-20000	ACCOUNTS PAYABLE	0.00	2,800.00	2,800.00	0.00
TOTAL --- UNDEFINED CODE ---		0.00	2,800.00	2,800.00	0.00
TOTAL LIABILITIES		287,618.85	2,800.00	5,600.00	290,418.85
<b>FUND EQUITY</b>					
---	UNDEFINED CODE ---				
81-30-100-53100	RESERVED FOR CAPITAL	(287,618.85)	0.00	0.00	(287,618.85)
TOTAL --- UNDEFINED CODE ---		(287,618.85)	0.00	0.00	(287,618.85)
	FUND SURPLUS (DEFICIT)	0.00	2,800.00	0.00	(2,800.00)
TOTAL FUND EQUITY		(287,618.85)	2,800.00	0.00	(290,418.85)
TOTAL LIABILITIES AND FUND EQUITY		0.00	5,600.00	5,600.00	0.00

# Lake Bluff Public Library

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-- VILLAGE OF LAKE BLUFF --  
 DETAILED BALANCE SHEET

4E PAGE: 5  
 F-YR: 13

FUND: LIBRARY BIRD MEMORIAL FUND  
 FOR 2 PERIODS ENDING JUNE 30, 2012

ACCOUNT #	DESCRIPTION	BALANCE 05/01/12	NET DEBITS	NET CREDITS	BALANCE 06/30/12
<b>ASSETS</b>					
<b>CASH &amp; INVESTMENTS</b>					
82-10-101-12000	LIBRARY BIRD MEMORIAL SAVINGS	3,024.76	0.23	0.00	3,024.99
<b>TOTAL CASH &amp; INVESTMENTS</b>		3,024.76	0.23	0.00	3,024.99
<b>TOTAL ASSETS</b>		3,024.76	0.23	0.00	3,024.99
<b>LIABILITIES AND FUND EQUITY</b>					
<b>LIABILITIES</b>					
<b>INTERFUND CLEARING ACCOUNT</b>					
82-00-100-10000	DUE TO/FROM LIBRARY FUND	10,822.76	0.00	2,876.00	13,698.76
<b>TOTAL INTERFUND CLEARING ACCOUNT</b>		10,822.76	0.00	2,876.00	13,698.76
<b>PAYABLES</b>					
82-20-102-20000	ACCOUNTS PAYABLE	2,876.00	2,876.00	0.00	0.00
<b>TOTAL PAYABLES</b>		2,876.00	2,876.00	0.00	0.00
<b>TOTAL LIABILITIES</b>		13,698.76	2,876.00	2,876.00	13,698.76
<b>FUND EQUITY</b>					
<b>EQUITY SECTION</b>					
82-30-100-53000	UNRESERVED FUND BALANCE	(10,674.00)	0.00	0.00	(10,674.00)
<b>TOTAL EQUITY SECTION</b>		(10,674.00)	0.00	0.00	(10,674.00)
	FUND SURPLUS (DEFICIT)	0.00	0.00	0.23	0.23
<b>TOTAL FUND EQUITY</b>		(10,674.00)	0.00	0.23	(10,673.77)
<b>TOTAL LIABILITIES AND FUND EQUITY</b>		3,024.76	2,876.00	2,876.23	3,024.99



# Lake Bluff Public Library

5A

DATE: 07/06/2012  
 TIME: 12:55:51  
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 2 PERIODS ENDING JUNE 30, 2012

PAGE: 1  
 F-YR: 13

FUND: LAKE BLUFF PUBLIC LIBRARY  
 DEPT: REVENUES

ACCOUNT NUMBER	DESCRIPTION	JUNE 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	366,355.18	372,475.11	399,771.77	384,594.05	800,255.00	49.9%
<b>TOTAL REVENUES: PROPERTY TAXES</b>		366,355.18	372,475.11	399,771.77	384,594.05	800,255.00	49.9%
<b>SERVICES &amp; FEES</b>							
80-40-403-48300	PHOTO-COPY CHARGES	162.79	85.65	351.86	254.90	1,700.00	20.6%
80-40-403-48500	NON-RESIDENT FEES	851.77	1,062.04	1,420.84	1,382.88	4,500.00	31.5%
<b>TOTAL REVENUES: SERVICES &amp; FEES</b>		1,014.56	1,147.69	1,772.70	1,637.78	6,200.00	28.5%
<b>FINES</b>							
80-40-503-65000	RENTAL FINES	1,435.94	1,035.33	2,403.72	1,927.70	11,500.00	20.9%
<b>TOTAL REVENUES: FINES</b>		1,435.94	1,035.33	2,403.72	1,927.70	11,500.00	20.9%
<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	7,750.00	0.0%
80-40-603-75000	INTEREST EARNINGS	54.00	52.17	102.50	0.00	0.00	0.0%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	9.11	2.15	10.62	116.65	450.00	22.7%
80-40-603-78001	RESTRICTED DONATIONS	0.00	0.00	0.00	4.25	0.00	100.0%
80-40-603-78002	VCLA EQUITY DONATION	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-78200	TECH-4-U DONATIONS	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-78500	NAPERVILLE (IMPACT) FEE	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-89000	MISCELLANEOUS INCOME	69.23	31.15	403.04	0.00	0.00	0.0%
<b>TOTAL REVENUES: MISCELLANEOUS</b>		132.34	85.47	516.16	571.82	1,500.00	26.8%
<b>TOTAL REVENUES: REVENUES</b>		368,938.02	374,743.60	404,464.35	388,852.25	9,700.00	5.3%
<b>TOTAL FUND REVENUES</b>		368,938.02	374,743.60	404,464.35	388,852.25	827,655.00	48.8%

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-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 2 PERIODS ENDING JUNE 30, 2012

PAGE: 2  
 F-YR: 13

FUND: LAKE BLUFF PUBLIC LIBRARY  
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	JUNE 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	17,082.64	21,952.52	34,041.89	43,376.64	260,000.00	13.0%
80-60-001-40050	STAFF SALARIES	13,758.47	9,667.15	27,131.10	18,293.67	134,889.00	20.1%
80-60-001-40060	SALARY SURVEY ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-40200	SEASONAL STAFF SALARIES	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-40400	MEDICAL INSURANCE	3,019.24	3,052.85	4,347.04	6,105.70	50,000.00	8.6%
80-60-001-40750	PROFESSIONAL INSURANCE & BONDS	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	2,000.00	0.0%
80-60-001-40950	EMPLOYER IMRF	3,020.46	2,978.42	6,025.69	5,776.84	39,500.00	15.2%
80-60-001-40951	EMPLOYER FICA TAX	2,310.08	2,369.81	4,581.20	4,619.59	30,500.00	15.0%
80-60-001-41000	BUILDING MAINTENANCE	1,136.50	682.95	6,468.99	2,169.46	20,000.00	32.3%
80-60-001-41020	ELEVATOR MAINTENANCE	0.00	99.23	208.38	198.46	2,500.00	8.3%
80-60-001-41050	GROUNDS MAINTENANCE	480.00	0.00	1,099.50	1,149.50	10,500.00	10.4%
80-60-001-41200	EQUIPMENT MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-41300	COMPUTER SERVICES	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-41303	COPIER MAINTENANCE/SUPPLIES	611.04	556.17	1,047.06	894.98	4,500.00	23.2%
80-60-001-41304	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	6,500.00	0.0%
80-60-001-41305	COMPUTER SERVICES	0.00	2,510.00	4,710.00	11,669.65	28,000.00	16.8%
80-60-001-41350	LEGAL SERVICES	0.00	0.00	0.00	0.00	2,500.00	0.0%
80-60-001-42400	PROFESSIONAL DEVELOPMENT	0.00	500.00	0.00	637.50	6,000.00	0.0%
80-60-001-42440	DUES	0.00	0.00	0.00	155.00	3,000.00	0.0%
80-60-001-43230	UTILITIES	451.45	330.88	766.95	802.46	8,000.00	9.5%
80-60-001-43300	POSTAGE	283.73	180.46	905.71	298.23	3,000.00	30.1%
80-60-001-43400	PRINTING/E-NEWSLETTER	0.00	0.00	1,656.97	1,584.49	8,500.00	19.4%
80-60-001-43550	OFFICE SUPPLIES	626.60	105.68	858.61	513.19	6,000.00	14.3%
80-60-001-43570	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	0.00	0.00	153.72	87.65	2,500.00	6.1%
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	328.63	1,736.70	674.88	1,912.54	4,500.00	14.9%
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	120.44	0.00	129.44	0.00	1,000.00	12.9%
80-60-001-43710	ADULT PROGRAM SUPPLIES	682.45	0.00	1,107.45	110.60	4,000.00	27.6%
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	381.50	161.85	2,737.05	541.10	7,000.00	39.1%
80-60-001-44800	PER CAPITA GRANT	0.00	0.00	0.00	21.60	0.00	0.0%
80-60-001-44850	ROSSI GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-44870	PROGRAM EXPENSES	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-44900	"WEED AND FEED" GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-44901	PATTI MANNELLY MEMORIAL GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-45000	ADULT NON-FICTION BOOKS	2,466.36	(343.78)	3,933.07	3,274.20	18,000.00	21.8%
80-60-001-45100	ADULT FICTION BOOKS	908.55	3,274.96	2,139.15	4,019.25	16,000.00	13.3%
80-60-001-45110	ADULT LARGE PRINT MATERIAL	0.00	0.00	81.85	0.00	1,000.00	8.1%
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	967.09	846.31	2,021.55	1,295.42	14,000.00	14.4%
80-60-001-45220	ADULT REFERENCE/E-REFER	2,699.43	0.00	4,401.93	0.00	15,000.00	29.3%
80-60-001-45300	ADULT REFERENCE MATERIAL	0.00	222.94	0.00	222.94	0.00	0.0%
80-60-001-45400	JUVENILE NON-FICTION	3,174.87	1,677.01	3,651.94	2,400.39	7,000.00	52.1%
80-60-001-45410	PICTURE BOOKS, READERS	138.82	31.22	944.21	620.40	6,000.00	15.7%
80-60-001-45420	JUVENILE FICTION	839.96	632.61	1,983.25	1,395.33	7,800.00	25.4%

# Lake Bluff Public Library

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-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 2 PERIODS ENDING JUNE 30, 2012

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FUND: LAKE BLUFF PUBLIC LIBRARY  
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	JUNE 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	226.98	59.26	226.98	329.34	4,000.00	5.6%
80-60-001-45440	JUVENILE REFERENCE	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-45450	TEEN BOOKS	165.70	255.03	342.31	560.70	3,000.00	11.4%
80-60-001-45460	E-BOOKS	0.00	0.00	0.00	0.00	5,000.00	0.0%
80-60-001-45470	GRAPHIC NOVELS	0.00	0.00	0.00	0.00	500.00	0.0%
80-60-001-45500	PERIODICALS	119.00	396.95	4,458.09	4,301.25	8,500.00	52.4%
80-60-001-45510	VIDEO GAMES	336.90	0.00	336.90	339.60	2,300.00	14.6%
80-60-001-45600	PATRON & STAFF SOFTWARE	0.00	953.00	125.00	3,275.00	4,000.00	3.1%
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	0.00	1,575.00	6,131.17	13,096.00	14,000.00	43.7%
80-60-001-45700	BRANCH MATERIALS	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-45900	MINOR EQUIPMENT	11.68	1,475.00	11.68	1,475.00	0.00	-100.0%
80-60-001-46000	MISCELLANEOUS EXPENSES	275.75	0.00	621.47	249.71	2,000.00	31.0%
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-49000	LIBRARY FURNISHINGS	145.10	0.00	145.10	0.00	5,000.00	2.9%
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	5,000.00	0.0%
80-60-001-49350	COMPUTER EQUIPMENT	355.74	396.00	355.74	474.14	13,000.00	2.7%
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	1,251.00	0.00	4,500.00	27.8%
80-60-001-50000	CONTINGENCY	0.00	0.00	0.00	0.00	25,916.00	0.0%
<b>TOTAL EXPENSES: LIBRARY SERVICES</b>		57,125.16	58,336.18	131,814.02	138,247.52	826,405.00	15.9%
<b>TOTAL EXPENSES: LIBRARY ADMINISTRATION</b>		57,125.16	58,336.18	131,814.02	138,247.52	826,405.00	15.9%
<b>TOTAL FUND EXPENSES</b>		57,125.16	58,336.18	131,814.02	138,247.52	826,405.00	15.9%

Lake Bluff Public Library

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-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 2 PERIODS ENDING JUNE 30, 2012

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ACCOUNT NUMBER	DESCRIPTION	JUNE 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	2,800.00	28,982.00	0.00	-100.0%
81-60-001-49100	BUILDING IMPROVEMENTS	0.00	25,354.31	0.00	58,909.88	0.00	0.0%
-----							
TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	25,354.31	2,800.00	87,891.88	0.00	-100.0%
TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	25,354.31	2,800.00	87,891.88	0.00	-100.0%
TOTAL FUND EXPENSES		57,125.16	83,690.49	134,614.02	226,139.40	826,405.00	16.2%

# Lake Bluff Public Library

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-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 2 PERIODS ENDING JUNE 30, 2012

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ACCOUNT NUMBER	DESCRIPTION	JUNE ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
<b>MISCELLANEOUS</b>							
82-40-603-53000	BIRD MEMORIAL RESERVE	0.00	0.00	0.00	0.00	0.00	0.0%
82-40-603-73000	STATE PER CAPITA GRANT	0.00	0.00	0.00	0.00	6,197.00	0.0%
82-40-603-73400	MISCELLANEOUS GRANT	0.00	0.00	0.00	0.00	15,000.00	0.0%
82-40-603-75000	INTEREST EARNINGS	0.12	0.95	0.23	0.95	0.00	100.0%
82-40-603-78000	UNRESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.00	5,000.00	0.0%
82-40-603-78100	RESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.00	15,000.00	0.0%
82-40-603-78200	TECH-4-U DONATIONS	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL REVENUES: MISCELLANEOUS		0.12	0.95	0.23	0.95	41,197.00	0.0%
TOTAL REVENUES: BIR MEMORIAL FUND REVENUES		0.12	0.95	0.23	0.95	41,197.00	0.0%
TOTAL FUND REVENUES		368,938.14	374,744.55	404,464.58	388,853.20	868,852.00	46.5%

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 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 2 PERIODS ENDING JUNE 30, 2012

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FUND: LIBRARY BIRD MEMORIAL FUND  
 DEPT: BIRD MEMORIAL EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	JUNE 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	2,105.23	0.00	3,662.84	6,197.00	0.0%
82-60-001-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.0%
82-60-001-44901	PATTI MANNELLY MEMORIAL EXPEND	0.00	0.00	0.00	0.00	0.00	0.0%
82-60-001-49000	BIRD MEMORIAL - CHILDRENS LIBR	0.00	0.00	0.00	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	USE OF DONATIONS/TEMPORARY EXP	0.00	0.00	0.00	0.00	20,000.00	0.0%
TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	2,105.23	0.00	3,662.84	29,197.00	0.0%
CONTRACTUAL & COMMODITIES							
82-60-002-43570	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.0%
82-60-002-45000	BIRD MEMORIAL EXPENSES	0.00	0.00	0.00	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	2,105.23	0.00	3,662.84	29,197.00	0.0%
TOTAL FUND EXPENSES		57,125.16	85,795.72	134,614.02	229,802.24	855,602.00	15.7%



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-- VILLAGE OF LAKE BLUFF --  
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 BUDGET VS. ACTUAL WITH PERCENT VARIANCE  
 FOR 2 PERIODS ENDING JUNE 30, 2012

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FUND: LAKE BLUFF PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JUNE BUDGET	JUNE ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
<b>REVENUES</b>							
<b>REVENUES</b>							
PROPERTY TAXES							
80-40-103-10000	LIBRARY PROPERTY TAX	321,900.00	366,355.18	13.8	800,255.00	399,771.77	(50.0)
<b>TOTAL PROPERTY TAXES</b>		<b>321,900.00</b>	<b>366,355.18</b>	<b>13.8</b>	<b>800,255.00</b>	<b>399,771.77</b>	<b>(50.0)</b>
SERVICES & FEES							
80-40-403-48300	PHOTO-COPY CHARGES	141.67	162.79	14.9	1,700.00	351.86	(79.3)
80-40-403-48500	NON-RESIDENT FEES	375.00	851.77	127.1	4,500.00	1,420.84	(68.4)
<b>TOTAL SERVICES &amp; FEES</b>		<b>516.67</b>	<b>1,014.56</b>	<b>96.3</b>	<b>6,200.00</b>	<b>1,772.70</b>	<b>(71.4)</b>
FINES							
80-40-503-65000	RENTAL FINES	958.34	1,435.94	49.8	11,500.00	2,403.72	(79.1)
<b>TOTAL FINES</b>		<b>958.34</b>	<b>1,435.94</b>	<b>49.8</b>	<b>11,500.00</b>	<b>2,403.72</b>	<b>(79.1)</b>
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	7,750.00	0.00	100.0
80-40-603-73800	VLIET OPERATING COST CONTRIB	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-75000	INTEREST EARNINGS	37.50	54.00	44.0	450.00	102.50	(77.2)
80-40-603-78000	DONATIONS/CONTRIBUTIONS	0.00	9.11	100.0	0.00	10.62	100.0
80-40-603-78001	RESTRICTED DONATIONS	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-78002	VCLA EQUITY DONATION	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-78200	TECH-4-U DONATIONS	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-78500	NAPERVILLE (IMPACT) FEE	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-89000	MISCELLANEOUS INCOME	125.00	69.23	(44.6)	1,500.00	403.04	(73.1)
<b>TOTAL MISCELLANEOUS</b>		<b>162.50</b>	<b>132.34</b>	<b>(18.5)</b>	<b>9,700.00</b>	<b>516.16</b>	<b>(94.6)</b>
<b>TOTAL REVENUES: REVENUES</b>		<b>323,537.51</b>	<b>368,938.02</b>	<b>14.0</b>	<b>827,655.00</b>	<b>404,464.35</b>	<b>(51.1)</b>
<b>LIBRARY ADMINISTRATION EXPENSES</b>							
LIBRARY SERVICES							
80-60-001-40000	LIBRARIAN SALARIES	21,666.67	17,082.64	21.1	260,000.00	34,041.89	86.9
80-60-001-40050	STAFF SALARIES	11,240.75	13,758.47	(22.4)	134,889.00	27,131.10	79.8
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 --  
 DETAILED REVENUE & EXPENSE REPORT  
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE  
 FOR 2 PERIODS ENDING JUNE 30, 2012

PAGE: 2  
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FUND: LAKE BLUFF PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JUNE BUDGET	JUNE ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
LIBRARY ADMINISTRATION EXPENSES							
LIBRARY SERVICES							
80-60-001-40200	SEASONAL STAFF SALARIES	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-40400	MEDICAL INSURANCE	4,166.67	3,019.24	27.5	50,000.00	4,347.04	91.3
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	166.67	0.00	100.0	2,000.00	0.00	100.0
80-60-001-40950	EMPLOYER IMRF	3,291.67	3,020.46	8.2	39,500.00	6,025.69	84.7
80-60-001-40951	EMPLOYER FICA TAX	2,541.67	2,310.08	9.1	30,500.00	4,581.20	84.9
80-60-001-41000	BUILDING MAINTENANCE	1,666.67	1,136.50	31.8	20,000.00	6,468.99	67.6
80-60-001-41020	ELEVATOR MAINTENANCE	208.34	0.00	100.0	2,500.00	208.38	91.6
80-60-001-41050	GROUNDS MAINTENANCE	875.00	480.00	45.1	10,500.00	1,099.50	89.5
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	611.04	(62.9)	4,500.00	1,047.06	76.7
80-60-001-41304	OTHER PROFESSIONAL SERVICES	541.67	0.00	100.0	6,500.00	0.00	100.0
80-60-001-41305	COMPUTER SERVICES	2,333.34	0.00	100.0	28,000.00	4,710.00	83.1
80-60-001-41350	LEGAL SERVICES	208.34	0.00	100.0	2,500.00	0.00	100.0
80-60-001-42400	PROFESSIONAL DEVELOPMENT	500.00	0.00	100.0	6,000.00	0.00	100.0
80-60-001-42440	DUES	250.00	0.00	100.0	3,000.00	0.00	100.0
80-60-001-43230	UTILITIES	666.67	451.45	32.2	8,000.00	766.95	90.4
80-60-001-43300	POSTAGE	250.00	283.73	(13.4)	3,000.00	905.71	69.8
80-60-001-43400	PRINTING/E-NEWSLETTER	708.34	0.00	100.0	8,500.00	1,656.97	80.5
80-60-001-43550	OFFICE SUPPLIES	500.00	626.60	(25.3)	6,000.00	858.61	85.6
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	208.34	0.00	100.0	2,500.00	153.72	93.8
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	375.00	328.63	12.3	4,500.00	674.88	85.0
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	83.34	120.44	(44.5)	1,000.00	129.44	87.0
80-60-001-43710	ADULT PROGRAM SUPPLIES	333.34	682.45	(104.7)	4,000.00	1,107.45	72.3
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	583.34	381.50	34.6	7,000.00	2,737.05	60.9
80-60-001-44800	PER CAPITA GRANT	0.00	0.00	0.0	0.00	0.00	0.0
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	1,500.00	2,466.36	(64.4)	18,000.00	3,933.07	78.1
80-60-001-45100	ADULT FICTION BOOKS	1,333.34	908.55	31.8	16,000.00	2,139.15	86.6
80-60-001-45110	ADULT LARGE PRINT MATERIAL	83.34	0.00	100.0	1,000.00	81.85	91.8
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	1,166.67	967.09	17.1	14,000.00	2,021.55	85.5
80-60-001-45220	ADULT REFERENCE/E-REFER	1,250.00	2,699.43	(115.9)	15,000.00	4,401.93	70.6
80-60-001-45300	ADULT REFERENCE MATERIAL	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-45400	JUVENILE NON-FICTION	583.34	3,174.87	(444.2)	7,000.00	3,651.94	47.8
80-60-001-45410	PICTURE BOOKS, READERS	500.00	138.82	72.2	6,000.00	944.21	84.2
80-60-001-45420	JUVENILE FICTION	650.00	839.96	(29.2)	7,800.00	1,983.25	74.5
80-60-001-45430	JUVENILE AUDIO-VISUAL	333.34	226.98	31.9	4,000.00	226.98	94.3



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-- VILLAGE OF LAKE BLUFF --  
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FUND: LAKE BLUFF PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JUNE BUDGET	JUNE 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	0.00	0.0	0.00	0.00	0.0
80-60-001-45450	TEEN BOOKS	250.00	165.70	33.7	3,000.00	342.31	88.5
80-60-001-45460	E-BOOKS	416.67	0.00	100.0	5,000.00	0.00	100.0
80-60-001-45470	GRAPHIC NOVELS	41.67	0.00	100.0	500.00	0.00	100.0
80-60-001-45500	PERIODICALS	708.34	119.00	83.2	8,500.00	4,458.09	47.5
80-60-001-45510	VIDEO GAMES	191.67	336.90	(75.7)	2,300.00	336.90	85.3
80-60-001-45600	PATRON & STAFF SOFTWARE	333.34	0.00	100.0	4,000.00	125.00	96.8
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	1,166.67	0.00	100.0	14,000.00	6,131.17	56.2
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	11.68	100.0	0.00	11.68	100.0
80-60-001-46000	MISCELLANEOUS EXPENSES	166.67	275.75	(65.4)	2,000.00	621.47	68.9
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-49000	LIBRARY FURNISHINGS	416.67	145.10	65.1	5,000.00	145.10	97.1
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	416.67	0.00	100.0	5,000.00	0.00	100.0
80-60-001-49350	COMPUTER EQUIPMENT	1,083.34	355.74	67.1	13,000.00	355.74	97.2
80-60-001-49351	TECH-4-U AUTOMATION	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-49400	OTHER EQUIPMENT	375.00	0.00	100.0	4,500.00	1,251.00	72.2
80-60-001-50000	CONTINGENCY	2,159.67	0.00	100.0	25,916.00	0.00	100.0
TOTAL LIBRARY SERVICES		68,867.24	57,125.16	17.0	826,405.00	131,814.02	84.0
TOTAL EXPENSES: LIBRARY ADMINISTRATION		68,867.24	57,125.16	17.0	826,405.00	131,814.02	84.0
TOTAL FUND REVENUES		323,537.51	368,938.02	14.0	827,655.00	404,464.35	(51.1)
TOTAL FUND EXPENSES		68,867.24	57,125.16	17.0	826,405.00	131,814.02	84.0
FUND SURPLUS (DEFICIT)		254,670.27	311,812.86	22.4	1,250.00	272,650.33	1712.0

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FUND: LIBRARY BLG RENOVATION FUND

ACCOUNT NUMBER	DESCRIPTION	JUNE BUDGET	JUNE 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	2,800.00	100.0
81-60-001-49100	BUILDING IMPROVEMENTS	0.00	0.00	0.0	0.00	0.00	0.0
-----							
TOTAL ---	UNDEFINED CODE	0.00	0.00	0.0	0.00	2,800.00	100.0
TOTAL EXPENSES: ---	UNDEFINED CODE	0.00	0.00	0.0	0.00	2,800.00	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	2,800.00	100.0
FUND SURPLUS (DEFICIT)		0.00	0.00	0.0	0.00	(2,800.00)	100.0

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FUND: LIBRARY BIRD MEMORIAL FUND

ACCOUNT NUMBER	DESCRIPTION	JUNE BUDGET	JUNE ACTUAL	% VARIANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARIANCE
<b>BIR MEMORIAL FUND REVENUES</b>							
<b>REVENUES</b>							
<b>MISCELLANEOUS</b>							
82-40-603-53000	BIRD MEMORIAL RESERVE	0.00	0.00	0.0	0.00	0.00	0.0
82-40-603-73000	STATE PER CAPITA GRANT	0.00	0.00	0.0	6,197.00	0.00	100.0
82-40-603-73400	MISCELLANEOUS GRANT	1,250.00	0.00	100.0	15,000.00	0.00	100.0
82-40-603-75000	INTEREST EARNINGS	0.00	0.12	100.0	0.00	0.23	100.0
82-40-603-78000	UNRESTRICTED DONATIONS/CONTRIB	416.67	0.00	100.0	5,000.00	0.00	100.0
82-40-603-78100	RESTRICTED DONATIONS/CONTRIB	1,250.00	0.00	100.0	15,000.00	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>2,916.67</b>	<b>0.12</b>	<b>(100.0)</b>	<b>41,197.00</b>	<b>0.23</b>	<b>(100.0)</b>
<b>TOTAL REVENUES: BIR MEMORIAL FUND REVENUES</b>		<b>2,916.67</b>	<b>0.12</b>	<b>(100.0)</b>	<b>41,197.00</b>	<b>0.23</b>	<b>(100.0)</b>
<b>BIRD MEMORIAL EXPENDITURES</b>							
<b>EXPENSES</b>							
<b>--- UNDEFINED CODE ---</b>							
82-60-001-44800	PER CAPITAL GRANT EXPENDITURES	516.42	0.00	100.0	6,197.00	0.00	100.0
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	USE OF DONATIONS/TEMPORARY EXP	1,666.67	0.00	100.0	20,000.00	0.00	100.0
<b>TOTAL --- UNDEFINED CODE ---</b>		<b>2,433.09</b>	<b>0.00</b>	<b>100.0</b>	<b>29,197.00</b>	<b>0.00</b>	<b>100.0</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>2,433.09</b>	<b>0.00</b>	<b>100.0</b>	<b>29,197.00</b>	<b>0.00</b>	<b>100.0</b>
<b>TOTAL FUND REVENUES</b>		<b>2,916.67</b>	<b>0.12</b>	<b>(100.0)</b>	<b>41,197.00</b>	<b>0.23</b>	<b>(100.0)</b>
<b>TOTAL FUND EXPENSES</b>		<b>2,433.09</b>	<b>0.00</b>	<b>100.0</b>	<b>29,197.00</b>	<b>0.00</b>	<b>100.0</b>
<b>FUND SURPLUS (DEFICIT)</b>		<b>483.58</b>	<b>0.12</b>	<b>(99.9)</b>	<b>12,000.00</b>	<b>0.23</b>	<b>(100.0)</b>

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10645	9AMAZONA	VOIDED---LEADER CHECK						
	030062639755		05/10/12	01	ADULT AUDIO VISUAL	80-60-001-45200	9.96	
						INVOICE TOTAL:	9.96 *	
	030067656794		05/10/12	01	ADULT AUDIO VISUAL	80-60-001-45200	-6.06	
						INVOICE TOTAL:	-6.06 *	
	030069239529		05/11/12	01	ADULT AUDIO VISUAL	80-60-001-45200	-1.00	
						INVOICE TOTAL:	-1.00 *	
	078510412488		05/14/12	01	ADULT AUDIO VISUAL	80-60-001-45200	273.19	
						INVOICE TOTAL:	273.19 *	
	078511407396		05/21/12	01	ADULT AUDIO VISUAL	80-60-001-45200	-4.00	
						INVOICE TOTAL:	-4.00 *	
	078511851859		05/17/12	01	ADULT AUDIO VISUAL	80-60-001-45200	-3.00	
						INVOICE TOTAL:	-3.00 *	
	078512066868		05/18/12	01	ADULT AUDIO VISUAL	80-60-001-45200	-5.00	
						INVOICE TOTAL:	-5.00 *	
	078512851257		05/20/12	01	ADULT AUDIO VISUAL	80-60-001-45200	-4.00	
						INVOICE TOTAL:	-4.00 *	
	078514521765		05/23/12	01	ADULT AUDIO VISUAL	80-60-001-45200	-0.96	
						INVOICE TOTAL:	-0.96 *	
	078516533602		05/22/12	01	ADULT AUSIO VISUAL	80-60-001-45200	-5.00	
						INVOICE TOTAL:	-5.00 *	
	078517165217		05/19/12	01	ADULT AUDIO VISUAL	80-60-001-45200	-0.53	
						INVOICE TOTAL:	-0.53 *	
	101885644860		06/04/12	01	ADULT NON-FICTION	80-60-001-45000	68.93	
						INVOICE TOTAL:	68.93 *	

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
10645	9AMAZONA	VOIDED---LEADER CHECK						
	133102490460		06/06/12	01	ADULT NON-FICTION	80-60-001-45000	20.33	
						INVOICE TOTAL:	20.33 *	
	133107998790		06/08/12	01	ADULT NON-FICTION	80-60-001-45000	8.49	
						INVOICE TOTAL:	8.49 *	
	133108165730		06/06/12	01	ADULT NON-FICTION	80-60-001-45000	7.99	
						INVOICE TOTAL:	7.99 *	
	151895100195		06/06/12	01	ADULT NON-FICTION	80-60-001-45000	19.77	
						INVOICE TOTAL:	19.77 *	
	171792062521		05/21/12	01	ADULT AUDIO VISUAL	80-60-001-45200	203.63	
						INVOICE TOTAL:	203.63 *	
	171799355498		05/26/12	01	ADULT AUDIO VISUAL	80-60-001-45200	-3.00	
						INVOICE TOTAL:	-3.00 *	
	185372142335		05/25/12	01	ADULT NON-FICTION	80-60-001-45000	32.76	
						INVOICE TOTAL:	32.76 *	
10646	9AMAZONA	VOIDED---LEADER CHECK						
	185379926504		05/19/12	01	ADULT NON-FICTION	80-60-001-45000	53.66	
						INVOICE TOTAL:	53.66 *	
	189244627788		05/26/12	01	ADULT NON-FICTION	80-60-001-45000	10.20	
						INVOICE TOTAL:	10.20 *	
	189246325472		05/27/12	01	ADULT NON-FICTION	80-60-001-45000	81.41	
						INVOICE TOTAL:	81.41 *	
	189249929948		05/19/12	01	ADULT NON-FICTION	80-60-001-45000	16.24	
						INVOICE TOTAL:	16.24 *	

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10646	9AMAZONA	VOIDED---LEADER CHECK					
		201232993718	06/05/12	01	ADULT NON-FICTION	80-60-001-45000	11.66
						INVOICE TOTAL:	11.66 *
		201233672392	06/04/12	01	ADULT NON-FICTION	80-60-001-45000	13.22
						INVOICE TOTAL:	13.22 *
		201234257020	06/04/12	01	ADULT NON-FICTION	80-60-001-45000	14.95
						INVOICE TOTAL:	14.95 *
		201236433545	06/01/12	01	ADULT NON-FICTION	80-60-001-45000	52.82
						INVOICE TOTAL:	52.82 *
		201236599773	06/06/12	01	ADULT NON-FICTION	80-60-001-45000	9.99
						INVOICE TOTAL:	9.99 *
		201237156113	06/04/12	01	ADULT NON-FICTION	80-60-001-45000	84.93
						INVOICE TOTAL:	84.93 *
		240838959153	05/10/12	01	ADULT NON-FICTION	80-60-001-45000	11.46
						INVOICE TOTAL:	11.46 *
		249281494480	06/08/12	01	ADULT AUDIO VISUAL	80-60-001-45200	-2.00
						INVOICE TOTAL:	-2.00 *
		249281522006	06/09/12	01	ADULT AUDIO VISUAL	80-60-001-45200	-2.47
						INVOICE TOTAL:	-2.47 *
		249282978226	06/04/12	01	ADULT AUDIO VISUAL	80-60-001-45200	152.13
						INVOICE TOTAL:	152.13 *
		249283180613	06/07/12	01	ADULT AUDIO VISUAL	80-60-001-45200	-4.97
						INVOICE TOTAL:	-4.97 *
		249289460517	06/06/12	01	ADULT AUDIO VISUAL	80-60-001-45200	-1.97
						INVOICE TOTAL:	-1.97 *



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10646	9AMAZONA	VOIDED---LEADER CHECK					
	256150038860		06/08/12	01	ADULT NON-FICTION	80-60-001-45000	37.43
						INVOICE TOTAL:	37.43 *
	256156550167		06/06/12	01	ADULT NON-FICTION	80-60-001-45000	18.31
						INVOICE TOTAL:	18.31 *
	261475134987		05/23/12	01	ADULT AUDIO VISUAL	80-60-001-45200	-22.99
						INVOICE TOTAL:	-22.99 *
10647	9AMAZONA	AMAZON					
	269702132580		06/02/12	01	ADULT AUDIO VISUAL	80-60-001-45200	39.48
						INVOICE TOTAL:	39.48 *
	269709629757		06/02/12	01	ADULT AUDIO VISUAL	80-60-001-45200	185.47
						INVOICE TOTAL:	185.47 *
	281075068448		05/10/12	01	ADULT AUDIO VISUAL	80-60-001-45200	-11.43
						INVOICE TOTAL:	-11.43 *
						CHECK TOTAL:	1,360.03
10648	9BKTLNT	VOIDED---LEADER CHECK					
	0002312265		05/29/12	01	JUVENILE NON-FICTION	80-60-001-45400	-15.99
						INVOICE TOTAL:	-15.99 *
	0002316212		06/13/12	01	JUVENILE FICTION,PKS & SERIES	80-60-001-45420	-12.74
						INVOICE TOTAL:	-12.74 *
	20270094823		06/07/12	01	ADULT FICTION	80-60-001-45100	75.47
						INVOICE TOTAL:	75.47 *
	2027042437		05/22/12	01	JUVENILE NON-FICTION	80-60-001-45400	86.91
						INVOICE TOTAL:	86.91 *

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10648	9BKTLENT	VOIDED---LEADER CHECK						
	2027071075		06/01/12	01	ADULT NON-FICTION	80-60-001-45000	86.46	
						INVOICE TOTAL:	86.46 *	
	2027073419		06/01/12	01	JUVENILE NON-FICTION	80-60-001-45400	46.57	
						INVOICE TOTAL:	46.57 *	
	2027073891		06/01/12	01	ADULT FICTION	80-60-001-45100	88.52	
						INVOICE TOTAL:	88.52 *	
	2027075285		06/04/12	01	ADULT NON-FICTION	80-60-001-45000	391.36	
						INVOICE TOTAL:	391.36 *	
	2027085346		06/05/12	01	ADULT NON-FICTION	80-60-001-45000	160.10	
						INVOICE TOTAL:	160.10 *	
	2027085450		06/06/12	01	ADULT NON-FICTION	80-60-001-45000	189.99	
						INVOICE TOTAL:	189.99 *	
	2027092570		06/08/12	01	ADULT NON-FICTION	80-60-001-45000	139.41	
						INVOICE TOTAL:	139.41 *	
	2027101577		06/12/12	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	101.20	
						INVOICE TOTAL:	101.20 *	
	2027101771		06/12/12	01	PICTURE BKS, READERS	80-60-001-45410	60.65	
						INVOICE TOTAL:	60.65 *	
	2027109838		06/14/12	01	ADULT NON-FICTION	80-60-001-45000	269.08	
						INVOICE TOTAL:	269.08 *	
	2027115756		06/14/12	01	ADULT FICTION	80-60-001-45100	28.38	
						INVOICE TOTAL:	28.38 *	
	2027116981		06/15/12	01	ADULT NON-FICTION	80-60-001-45000	132.43	
						INVOICE TOTAL:	132.43 *	



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10648	9BKTLENT	VOIDED---LEADER CHECK					
	2027121151		06/19/12	01	TEEN BOOKS	80-60-001-45450	165.70
						INVOICE TOTAL:	165.70 *
	2027123548		06/19/12	01	ADULT NON-FICTION	80-60-001-45000	242.34
						INVOICE TOTAL:	242.34 *
	2027125964		06/18/12	01	ADULT FICTION	80-60-001-45100	15.89
						INVOICE TOTAL:	15.89 *
10649	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT					
	2027127676		06/19/12	01	ADULT NON-FICTION	80-60-001-45000	44.27
						INVOICE TOTAL:	44.27 *
	2027129447		06/20/12	01	JUVENILE FICTION, PBKS	80-60-001-45420	7.38
						INVOICE TOTAL:	7.38 *
	2027129457		06/20/12	01	PICTURE BOOKS, READERS	80-60-001-45410	16.22
						INVOICE TOTAL:	16.22 *
	2027138120		06/21/12	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	12.65
						INVOICE TOTAL:	12.65 *
	2027141283		06/22/12	01	ADULT FICTION	80-60-001-45100	104.42
						INVOICE TOTAL:	104.42 *
	2027142674		06/25/12	01	ADULT NON-FICTION	80-60-001-45000	221.98
						INVOICE TOTAL:	221.98 *
	5012070807		06/21/12	01	ADULT NON-FICTION	80-60-001-45000	14.39
						INVOICE TOTAL:	14.39 *
						CHECK TOTAL:	2,673.04
10650	9CDW	CDW GOVERNMENT, INC.					

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10650	9CDW	CDW GOVERNMENT, INC.					
	M568143		07/02/12	01	BATTERIES	80-60-001-49350	355.74
						INVOICE TOTAL:	355.74 *
						CHECK TOTAL:	355.74
10651	9CRAINS	CRAINS CHICAGO BUSINESS					
	CRA061212		06/12/12	01	ANN'L RENEWAL:9/19/12-9/18/13	80-60-001-45500	119.00
						INVOICE TOTAL:	119.00 *
						CHECK TOTAL:	119.00
10652	9DAISEY	DAISEY BOOK CO					
	583		06/11/12	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	718.51
						INVOICE TOTAL:	718.51 *
	584		06/19/12	01	JUVENILE NON-FICTION	80-60-001-45400	3,057.38
						INVOICE TOTAL:	3,057.38 *
						CHECK TOTAL:	3,775.89
10653	9DEMCO	DEMCO, INC					
	4643244		06/14/12	01	BOOK JACKET COVERS/TAPE	80-60-001-43670	105.14
				02	OFFICE SUPPLIES	80-60-001-43550	14.49
				03	BOOK SUPPORTS	80-60-001-49000	145.10
						INVOICE TOTAL:	264.73 *
	4653180		06/27/12	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	164.89
				02	OFFICE SUPPLIES	80-60-001-43550	17.00
				03	CREDIT: OFFICE SUPPLIES	80-60-001-43550	-17.00
						INVOICE TOTAL:	164.89 *
						CHECK TOTAL:	429.62

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10654	9GALE	GALE					
	GAL060112		06/01/12	01	ADULT REF/ELECTRONICS	80-60-001-45220	2,699.43
						INVOICE TOTAL:	2,699.43 *
						CHECK TOTAL:	2,699.43
10655	9HELANDE	HELANDERS, INC					
	71147		06/06/12	01	OFFICE SUPPLIES	80-60-001-43550	53.12
						INVOICE TOTAL:	53.12 *
						CHECK TOTAL:	53.12
10656	9INGRAM	INGRAM LIBRARY SERVICES					
	05346852		06/21/12	01	ADULT FICTION BOOKS	80-60-001-45100	14.12
						INVOICE TOTAL:	14.12 *
	05346853		06/21/12	01	ADULT FICTION BOOKS	80-60-001-45100	28.25
						INVOICE TOTAL:	28.25 *
	05351387		06/21/12	01	ADULT FICTION BOOKS	80-60-001-45100	9.57
						INVOICE TOTAL:	9.57 *
	05365425		06/22/12	01	ADULT FICTION BOOKS	80-60-001-45100	151.26
						INVOICE TOTAL:	151.26 *
	5253801		06/14/12	01	ADULT FICTION	80-60-001-45100	29.91
						INVOICE TOTAL:	29.91 *
						CHECK TOTAL:	233.11
10657	9IRELAND	IRELAND HEATING & AIRCONDITION					
	55737		06/15/12	01	BUILDING MAINTENANCE	80-60-001-41000	120.00
						INVOICE TOTAL:	120.00 *
						CHECK TOTAL:	120.00

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10658	9TOSEREL	ELIZA JARVI					
	JAR062212		06/22/12	01	CHILDREN/TEEN PROGRAM SUPPLIES	80-60-001-43720	12.17
						INVOICE TOTAL:	12.17 *
	JAR062212-2		06/22/12	01	CHILDREN/TEEN PROGRAM SUPPLIES	80-60-001-43720	26.94
						INVOICE TOTAL:	26.94 *
	JAR062712		06/27/12	01	CHILDREN/TEEN PROGRAM SUPPLIES	80-60-001-43720	14.94
						INVOICE TOTAL:	14.94 *
						CHECK TOTAL:	54.05
10659	9KAMINMI	MICAH KAMIN					
	KAM062412		06/24/12	01	BUILDING MAINTENANCE	80-60-001-41000	62.50
						INVOICE TOTAL:	62.50 *
						CHECK TOTAL:	62.50
10660	9PLUMMEK	KAREN PLUMMER					
	PLU062012		06/20/12	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	200.00
						INVOICE TOTAL:	200.00 *
						CHECK TOTAL:	200.00
10661	9LB VILL	VILLAGE OF LAKE BLUFF					
	MAY 2012		06/08/12	01	FY13 MEDICAL INS: MAY 12	80-10-301-37100	1,243.08
				02	FY13 DENTAL INS: MAY 12	80-10-301-37100	291.40
				03	FY13 LIFE INS: MAY 12	80-10-301-37100	37.28
				04	FY13 IMRF 'EE CONTRIB:MAY 12	80-10-301-37100	1,127.91
				05	FY13 IMRF EMPLOYER CONTR:MAY 12	80-10-301-37100	3,005.23
						INVOICE TOTAL:	5,704.90 *
						CHECK TOTAL:	5,704.90

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10662	9LAKECOF	LAKE COUNTY FOREST PRESERVE					
	LAK062012		06/20/12	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	80.00
						INVOICE TOTAL:	80.00 *
						CHECK TOTAL:	80.00
10663	9LKFORDI	LAKE COUNTY FOREST PRESERVE					
	LAK062012-1		06/20/12	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	80.00
						INVOICE TOTAL:	80.00 *
						CHECK TOTAL:	80.00
10664	9M&NINTE	M & N PARTY STORE					
	5620276		06/15/12	01	PARADE ITEMS	80-60-001-46000	80.47
						INVOICE TOTAL:	80.47 *
						CHECK TOTAL:	80.47
10665	9MIDTAPE	MIDWEST TAPE					
	90146671		06/04/12	01	ADULT AUDIO VISUAL	80-60-001-45200	110.23
						INVOICE TOTAL:	110.23 *
	90165692		06/13/12	01	ADULT AUDIO VISUAL	80-60-001-45200	71.38
						INVOICE TOTAL:	71.38 *
						CHECK TOTAL:	181.61
10666	9NORDINK	KIM NORDIN					
	NOR061312		06/13/12	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	175.00
						INVOICE TOTAL:	175.00 *
						CHECK TOTAL:	175.00

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10667	90PPFRAN	OPP, FRANCHISING, INC.					
	CHC06121378		06/01/12	01	BUILDING MAINTENANCE	80-60-001-41000	954.00
						INVOICE TOTAL:	954.00 *
						CHECK TOTAL:	954.00
10668	9POSITPR	POSITIVE PROMOTIONS, INC					
	04450388		06/01/12	01	CHILDREN/TEEN PROGRAM SUPPLIES	80-60-001-43720	66.55
						INVOICE TOTAL:	66.55 *
						CHECK TOTAL:	66.55
10669	9RHODEIS	RHODE ISLAND NOVELTY					
	2878734		06/26/12	01	CHILDREN/TEEN PROGRAM SUPPLIES	80-60-001-43720	77.35
						INVOICE TOTAL:	77.35 *
						CHECK TOTAL:	77.35
10670	9USPOSTA	UNITED STATES POSTAL SERVICE					
	USP062012		06/20/12	01	ANN'L PERMIT #98 RENEWAL	80-60-001-43300	190.00
						INVOICE TOTAL:	190.00 *
						CHECK TOTAL:	190.00
10671	9WAREHOU	WAREHOUSE DIRECT					
	1578421-0		06/06/12	01	BOOK TAPE	80-60-001-43670	58.60
				02	OFFICE SUPPLIES	80-60-001-43550	45.72
						INVOICE TOTAL:	104.32 *
						CHECK TOTAL:	104.32
						TOTAL AMOUNT PAID:	19,829.73

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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
10626	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS		06/18/12		
	101464496	06/06/12	01 'EE ICMA CONTRIBUTION: 6/15/12		80-20-102-45000	1,000.00
					INVOICE TOTAL:	1,000.00 *
					CHECK TOTAL:	1,000.00
10627	9USPOSTA	UNITED STATES POSTAL SERVICE		06/21/12		
	USP061912	06/19/12	01 POSTAGE STAMPS		80-60-001-43300	90.00
					INVOICE TOTAL:	90.00 *
					CHECK TOTAL:	90.00
10628	9TOSEREL	ELIZA JARVI		06/21/12		
	JAR061812	06/18/12	01 CHILDREN/TEEN PROGRAM SUPPLIES		80-60-001-43720	25.21
					INVOICE TOTAL:	25.21 *
					CHECK TOTAL:	25.21
10629	9IMAGESY	IMAGE SYSTEMS & BUSINESS		06/21/12		
	163469	06/12/12	01 COPIER USAGE: 6/11-9/11/12		80-60-001-41303	158.00
			02 COLOR COPIES		80-60-001-41303	185.18
					INVOICE TOTAL:	343.18 *
	163498	06/12/12	01 BLACK/WHITE COPIES		80-60-001-41303	130.80
					INVOICE TOTAL:	130.80 *
					CHECK TOTAL:	473.98
10630	9DELAGE	DE LAGE LANDEN FINANCIAL SRVC		06/21/12		
	14016464	06/09/12	01 COPIER MAINT: JUNE 2012		80-60-001-41303	137.06
					INVOICE TOTAL:	137.06 *
					CHECK TOTAL:	137.06
10631	9COMCAST	COMCAST CABLE		06/21/12		
	COMO61212	06/12/12	01 INTERNET: 6/19-7/18/12		80-60-001-43230	141.90
					INVOICE TOTAL:	141.90 *
					CHECK TOTAL:	141.90
10632	9CARTERC	CAROL CARTER		06/21/12		



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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
10632	9CARTERC CAR061212	CAROL CARTER 06/26/12	01 ADULT PROGRAM SUPPLIES	06/21/12	80-60-001-43710	19.33
					INVOICE TOTAL:	19.33 *
	CAR061312	06/13/12	01 ADULT PROGRAM SUPPLIES		80-60-001-43710	52.50
					INVOICE TOTAL:	52.50 *
	CAR061912	06/19/12	01 ADULT PROGRAM SUPPLIES		80-60-001-43710	59.63
					INVOICE TOTAL:	59.63 *
					CHECK TOTAL:	131.46
10633	9AT&T 84723425406	AT & T 06/07/12	01 LCL PH SRVC: 5/8-6/7/12	06/21/12	80-60-001-43230	284.03
					INVOICE TOTAL:	284.03 *
					CHECK TOTAL:	284.03
10634	9WENDTM WEN06012012	WENDT MAINTENANCE INC. 06/01/12	01 MONTHLY GROUNDS MAINT: JUN 2012	06/21/12	80-60-001-41050	480.00
					INVOICE TOTAL:	480.00 *
					CHECK TOTAL:	480.00
10635	9FIRSTBA ERI06042012	FIRST BANKCARD 06/04/12	01 GATEWAY MONTHLY ACCT 02 HOSPITALITY 03 MISC EXPENSES	06/21/12	80-60-001-46000 80-60-001-43700 80-60-001-46000	40.00 63.10 36.92
					INVOICE TOTAL:	140.02 *
					CHECK TOTAL:	140.02
10636	9FIRSTBA DON06042012	FIRST BANKCARD 06/04/12	01 JUVENILE AUDIO VISUAL MATERIAL 02 CHILDREN/TEEN PROGRAM SUPPLIES 03 PICTURE BKS, READERS 04 REMOTE 05 MISC EXPENSES	06/21/12	80-60-001-45430 80-60-001-43720 80-60-001-45410 80-60-001-45900 80-60-001-46000	226.98 158.34 61.95 11.68 43.71
					INVOICE TOTAL:	502.66 *
					CHECK TOTAL:	502.66
10637	9FIRSTBA	FIRST BANKCARD		06/21/12		



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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
10637	9FIRSTBA	FIRST BANKCARD		06/21/12		
	CDT06042012	06/04/12	01 POSTAGE		80-60-001-43300	3.73
			02 BOOK CLUB SNACKS		80-60-001-43700	7.34
			03 VIDEO GAMES		80-60-001-45510	336.90
			04 MISC EXPENSES		80-60-001-46000	37.37
					INVOICE TOTAL:	385.34 *
					CHECK TOTAL:	385.34
10638	9FIRSTBA	FIRST BANKCARD		06/21/12		
	CAR06042012	06/04/12	01 ADULT PROGRAM SUPPLIES		80-60-001-43710	15.99
			02 HOSPITALITY		80-60-001-43700	50.00
			03 MISC EXPENSES		80-60-001-46000	37.28
					INVOICE TOTAL:	103.27 *
					CHECK TOTAL:	103.27
10639	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS		06/22/12		
	101470927	06/21/12	01 'EE ICMA CONTRIBUTION: 6/29/12		80-20-102-45000	1,000.00
					INVOICE TOTAL:	1,000.00 *
					CHECK TOTAL:	1,000.00
10640	9NSSD	NORTH SHORE SANITARY DISTRICT		06/22/12		
	2264832	06/09/12	01 WASTEWATER TRTMNT:1/13-5/24/12		80-60-001-43230	25.52
					INVOICE TOTAL:	25.52 *
					CHECK TOTAL:	25.52
10641	9JANWAY	JANWAY COMPANY USA, INC.		06/22/12		
	105236	06/13/12	01 OFFICE SUPPLIES		80-60-001-43550	178.52
					INVOICE TOTAL:	178.52 *
	105269	06/14/12	01 OFFICE SUPPLIES		80-60-001-43550	131.65
					INVOICE TOTAL:	131.65 *
					CHECK TOTAL:	310.17
10643	9OSADACL	CLAIRE OSADA		06/22/12		
	OSA061812	06/18/12	01 JUVENILE FICTION, PBKS & SERIES		80-60-001-45420	12.96
					INVOICE TOTAL:	12.96 *
					CHECK TOTAL:	12.96

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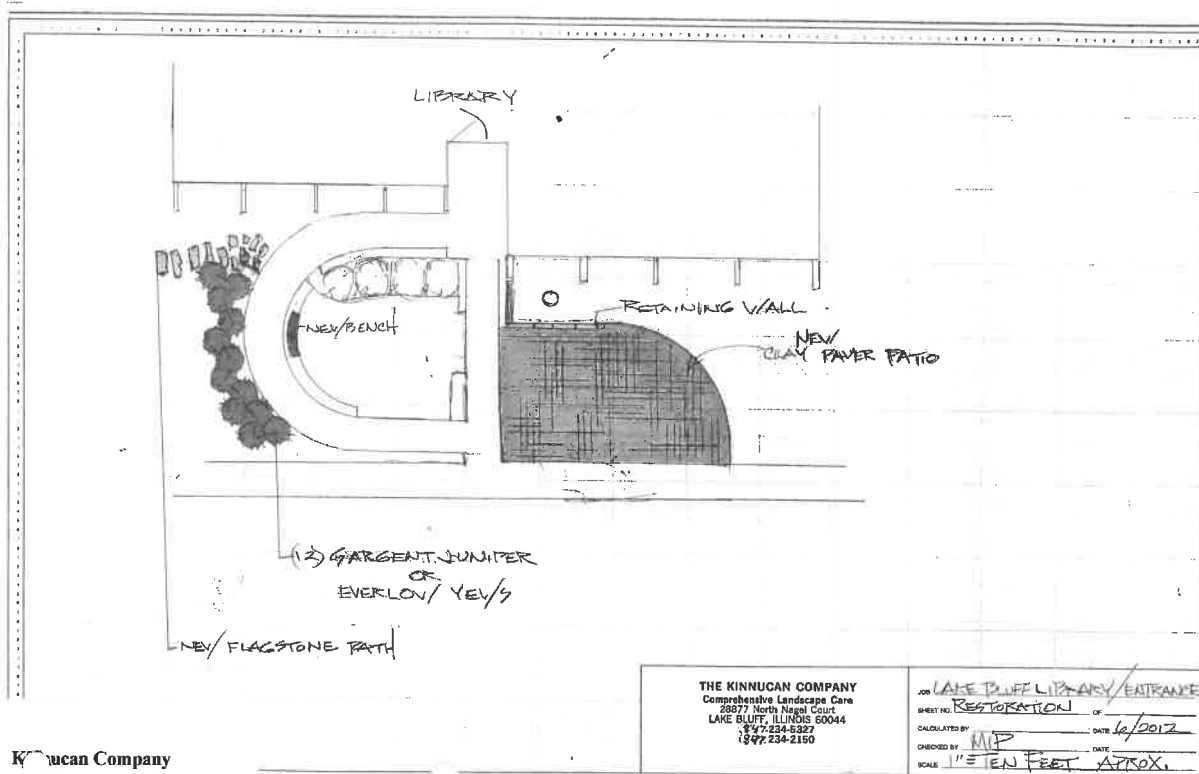
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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
10644	9INGRAM	INGRAM LIBRARY SERVICES			06/22/12		
	05018979	05/29/12	01	CREDIT: ADULT FICTION		80-60-001-45100	-31.07
						INVOICE TOTAL:	-31.07 *
	05075056	06/01/12	01	ADULT FICTION BOOKS		80-60-001-45100	25.95
						INVOICE TOTAL:	25.95 *
	05075057	06/01/12	01	ADULT FICTION BOOKS		80-60-001-45100	309.15
						INVOICE TOTAL:	309.15 *
	05154919	06/07/12	01	ADULT FICTION BOOKS		80-60-001-45100	58.73
						INVOICE TOTAL:	58.73 *
						CHECK TOTAL:	362.76
						TOTAL AMOUNT PAID:	5,606.34

### Sources of Money for Landscaping Projects

<u>Source</u>	<u>Amount</u>
<u>Library Budget</u>	
Contingency	\$25,916.00
Exterior Building Improvements	\$5,000.00
Misc. Expenses	\$1,654.28
Other Equipment	\$3,249.00
<b>Total</b>	<b>\$35,819.28</b>
<u>Other Sources</u>	
Friends of the Library	\$7,000.00
John Sheppard Memorial	\$1,000.00
<b>Total</b>	<b>\$8,000.00</b>
<b>Grand Total</b>	<b>\$43,819.28</b>
Total Capital Reserve (Estimate)	\$320,000.00



Kinnucan Company

THE KINNUCAN COMPANY  
 Comprehensive Landscape Care  
 28877 North Nagel Court  
 LAKE BLUFF, ILLINOIS 60044  
 (847) 234-5322  
 (847) 234-2150

JOB: LAKE BLUFF LIBRARY ENTRANCE  
 SHEET NO. RESTORATION OF  
 CALCULATED BY: MJP DATE: 6/2012  
 CHECKED BY: MJP DATE:  
 SCALE: 1" = TEN FEET APPROX.

118821-00



# LANDSCAPE PROPOSAL

### General Proposal Information

Proposal Date: 6/26/12

Kinnucan Representative:

Gregg Johnson

### OWNER/AGENT'S MAILING ADDRESS

Lake Bluff Public Library  
Ms. Lyndy Jensen  
123 E Scranton Ave  
Lake Bluff IL 60044

### SERVICE ADDRESS

Lake Bluff Public Library  
Ms. Lyndy Jensen  
123 E Scranton Ave  
Lake Bluff IL 60044

The KINNUCAN COMPANY submits this proposal for labor, material and equipment to complete the following services at the above site address

The KINNUCAN COMPANY proposes to:

#### East of patio in front

- Remove overgrown Junipers from planting bed
- Install flagstone stepper path
- Install 12 24" Sargent green Juniper or Ever low Yews
- Mulch new plantings
- Haul away all debris
- Material
- 12 24" evergreen shrubs
- 1 ton Fond du lac Flagstone
- ¼ cubic yard sand
- 2 cubic yards hardwood mulch
- 2 cubic yards debris

Proposal Total: \$3,000.00

*This proposal is valid for and must be accepted within thirty (30) days. Thereafter, it shall be considered withdrawn.*

Client / Agent acknowledges and accepts as part of the Agreement should one ensue, the **CONDITIONS OF CONTRACT ADDENDUM** consisting of three (3) pages with Sections A through J; as well as the payment terms set forth below:

#### PAYMENT TERMS:

Payment for this Agreement shall be made as follows: 50% deposit upon acceptance and the remaining balance due as outlined:

- Deposit to be submitted with signed Agreement
- Remaining balance upon completion and final invoicing of this Agreement

AS THE OWNER/AGENT, I ACCEPT THIS PROPOSAL ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2012.

Submitted by Kinnucan Company Representative

Accepted by Owner/Agent



## CONDITIONS OF CONTRACT ADDENDUM

*These conditions are a part of your contract, please read them carefully.*

### A. STANDARDS OF PERFORMANCE

1. Kinnucan Company will perform all services in a professional and workman-like manner in accordance with standard high quality horticulture practices as outlined by the Illinois Landscape Contractors Association, the Professional Landcare Network, the International Society of Arboriculture and the Tree Care Industry Association. Landscape areas will be inspected regularly by a Kinnucan Company supervisor to ensure that standards are met.
2. The Kinnucan Company is a member of the Illinois Landscape Contractors Association, the Illinois Arborist Association, the International Society of Arboriculture, the Professional Landscape Network, and the Tree Care Industry Association and is an equal opportunity employer.
3. Kinnucan Company is licensed by the State of Illinois as an authorized Spray Applicator and Spray Operator. By state law and The US Environmental Protection Agency regulations, all restricted pesticides must be applied by a licensed applicator or a licensed operator under the supervision of a licensed applicator. Kinnucan Company shall only use chemicals which are approved by the State of Illinois and are considered to be effective. The product, timing and rate of all applications will be adjusted to meet the needs of the grasses and plants in conjunction with horticulture conditions, weather, manufacturers' recommendations and governmental regulations.
4. Kinnucan Company shall furnish all necessary supervision, labor, supplies, materials and equipment required in performing the contracted services on a timely basis.
5. Kinnucan Company shall make every reasonable effort to perform the said services so as to avoid inconvenience to the owner. Weekly services will be performed on the same day(s) of the week as weather and holiday schedules permit. When necessary, work will usually be rescheduled for the day after or day prior. If additional clean-ups are needed due to conditions beyond Kinnucan Company's control (wind, storm, neighbor's leaves blowing in, late leaf drop, etc) it will be performed on a time and material basis.

### B. UTILITIES AND UNKNOWN FACTORS

1. For safety reasons gas, phone and electric utilities will be located and marked by a representative of the utility companies on your property at the request of Kinnucan Company. However, **Kinnucan Company is not responsible for the accuracy of any marking done by the utility companies.**
2. It is owner's responsibility for marking any other underground cables, tile, plumbing, and irrigation, private utilities such as barbecue lines, cable TV, lighting, invisible fence wires, etc. Any delays in crew time and cost involved for repairing unmarked systems is the responsibility of the owner.
3. All work subject to normal sub-surface and site conditions. Property and building line location pertinent to the execution of landscape work are the responsibility of the owner. Any extraordinary expenses caused by unknown or undisclosed buried/foreign objects, electrical wires, invisible fence wires, wire meshing in concrete, telephone wires, cable TV, satellite TV, landscape lighting, irrigation wiring and piping, drain tile, sump drains, gas lines, pool lines, water lines, sewer lines, tree roots and stumps, etc., are the homeowners responsibility and shall be relocated, removed and/or repaired on an additional time and material basis. This Agreement assumes that the site is free of debris and all grades are within 1.5" of finish grade prior to the Landscape Contractor starting work.

**C. SITE DRAINAGE:**

1. Unless otherwise stated Kinnucan Company is not responsible for site drainage or damage to plants caused by poor site drainage. Kinnucan Company will take all precautions possible to avoid making ruts or tracks in low, poorly drained areas on the property. Kinnucan Company is not responsible if ruts or tracks are unavoidable in low, poorly drained areas of the property.

**D. LIABILITY**

1. Kinnucan Company shall not be responsible or liable to owner for any damage or loss which might arise out of any act or cause beyond Kinnucan Company's control including, but not limited to, damage of loss resulting from vandalism, insects, disease, storm, flood, fire, wind, drought, hail, rain, snow, freezing, or other causes or acts of persons other than Kinnucan Company employees or agents.
2. Kinnucan Company is not responsible for damage to sub-surface, buried objects as listed in Section B3 that are the result of normal operations.
3. Kinnucan Company's obligations under this Agreement and the delivery of services and materials hereunder are contingent upon strikes, accidents, shortages of materials, inclement weather, acts of God and unforeseen delays.

**E. OWNERS RESPONSIBILITIES**

1. **Water supply:** An adequate water supply (i.e. standard silcox that will accommodate a standard garden hose with at least 30 lbs of head pressure at 200 ft.) shall be readily available on site within 200 ft. of the watering needs of this Agreement. If this supply is not available and/or dependable, it would result in an added charge and loss of plant guarantee.
2. **Watering:** Other than initial watering at the time of new plant installation, Kinnucan Company is not responsible for watering unless otherwise stated in writing. Our work under Agreement does not include watering which is critical to the health and condition of all plant material. We urge you to maintain adequate watering of your plants at all times. Upon inspection, if watering is being neglected, **Kinnucan Company may deem it necessary to water your plant material at an additional charge.**
3. **Insurance:** It is the owner's responsibility to carry fire, tornado and other necessary insurance. Kinnucan's workers are fully covered by workman's compensation insurance. By entering into this Agreement, you agree to indemnify and hold Kinnucan Co. harmless from all loss, cost, liability, and expense arising from any and all injury or loss sustained by you, your family, guests invitees or third parties in, on, or around your property in connection with any of the work performed or materials used under this Agreement.

**F. MISCELLANEOUS SERVICES**

1. Services rendered beyond the operations specified in this Agreement will be subject to an additional charge as mutually agreed upon the Owner/Agent and Kinnucan Company and will be invoiced separately. This includes, but is not limited to pest control, pruning, seeding, planting, watering, irrigation repair and other landscape operations.

**G. CANCELLATION:**

1. This Agreement may be cancelled by either party upon (30) thirty days written notice to the other. If Kinnucan Company cannot correct any Owner/Agent complaint within said thirty days, this Agreement will become terminated and sums for all services rendered will then become due and payable. All correspondence regarding termination shall be via certified mail/return receipt requested.
2. Agreements cancelled prior to completion of will automatically revert to an hourly invoicing method. At that time Kinnucan Company will determine the actual time and material usage that occurred up to the point of cancellation. The amount paid to date will be compared to the amount that would have been charged on a time and material basis. The difference in this comparison will determine a final payment or refund.

#### H. PAYMENT:

1. Invoicing will be issued as outlined in your Agreement or monthly through completion. Payment in the full amount of each invoice is due upon receipt. Accounts remaining unpaid 30 days past invoice date will lose all applicable plant guarantees and will be charged interest at the rate of 2.0% per month on the amount unpaid.
2. Owner hereby acknowledges and agrees that work done pursuant to this Agreement is deemed to be an enhancement to the value of the property.
3. In the event that the Kinnucan Company pursues the collection of an unpaid account thirty (30) days or more past due, whether through a collection agency, an attorney or litigation, Owner/Agent shall pay the fees and costs therefore.

#### I. DISPUTES

1. In the event that a dispute arises in connection with this Agreement and the parties are unable to resolve the dispute, the jurisdiction for any litigation shall be the Nineteenth Judicial District, Lake County, Illinois.

#### J. GUARANTEE

##### 1. PLANT MATERIAL

All woody and evergreen plant material furnished and installed by Kinnucan, which fail to live for one- (1) year past the date of installation will be replaced one time only at no charge. We offer a lifetime guarantee on any plant material installed by Kinnucan Company provided you utilize our Landscape Maintenance Service upon the completion of your Landscape Installation. Please see Plant Replacement Provision below.

##### 2. PLANT REPLACEMENT PROVISION: *Please read carefully*

- a. All plant materials to be furnished under this proposal have been nursery-grown, inspected and will be free of common diseases, pests, and physical damage. Material found to have been damaged in transit or handling will be replaced prior to planting. Installation will be in accordance with accepted horticultural standards and practices, and include the usual adjustments for each variety to perform well within this region.
- b. Kinnucan will replace, with comparable varieties and quality, any plants that fail within a year after planting, with the exceptions of transplanted material, sod, seeding, annual flowers or any plants in raised containers. This provision does not indemnify our customer against theft, vandalism, damage from accident, acts of God, neglect of proper maintenance or failure of irrigation, including over-watering.
- c. Instructions care of your plant material will be provided, and our staff will gladly answer inquiries about proper care of your landscape if situations arise with which you are unfamiliar. We do reserve the right to inspect plant material, at will, inform owner and perform any horticultural care needed.
- d. Kinnucan Company will not guarantee annuals, plants growing in pots or raised containers, or transplanted plant material. All perennials and ground covers are guaranteed for one (1)-growing season. Both seeded and sodded lawns will be under warranty until the first mowing. Continued watering of newly planted lawn areas is required for proper germination and is the responsibility of the owner.

##### 3. HARDSCAPES

All hardscape materials, such as brick, stone and paving, will be installed according to specifications. Materials shall be provided according to specification and installed according to plan grades and pitches. All labor and materials are guaranteed in full for one (1) year after date of installation. **Installations are not guaranteed against settling in new construction conditions.**

##### 4. TERMS REGARDING GUARANTEE

In the event Agent/Owner fails to pay the Kinnucan Company in accordance with this Agreement, the Plant Material guarantee shall be void.





# LANDSCAPE PROPOSAL

## General Proposal Information

Proposal Date: 6/26/12

Kinnucan Representative:

Gregg Johnson

### OWNER/AGENT'S MAILING ADDRESS

Lake Bluff Public Library  
Ms. Lyndy Jensen  
123 E Scranton Ave  
Lake Bluff IL 60044

### SERVICE ADDRESS

Lake Bluff Public Library  
Ms. Lyndy Jensen  
123 E Scranton Ave  
Lake Bluff IL 60044

The KINNUCAN COMPANY submits this proposal for labor, material and equipment to complete the following services at the above site address

The KINNUCAN COMPANY proposes to:

### Front west of sidewalk

- Remove 2 Sgt. Crabapples
- Remove a the curved portion of the concrete sidewalk
- Install 20 lineal feet Quarry Stone wall on compacted gravel base
- Excavate area for new patio and haul away debris
- Install 6" minimum compacted gravel base
- Set new pavers on 1" leveling sand, retain with snap edge and compact
- Sweep in joints with polymeric sand
- Restore disturbed areas of lawn with sod

### Materials

- 50 face feet Quarry stone wall
- 20 Lineal feet Quarry stone coping
- 600 square feet clay pavers to match existing as closely as possible
- 15 cubic yards gravel
- 2 cubic yards sand
- 8 tubes adhesive
- 4 snap edge
- 1 box spikes
- 22 cubic yards debris
- Sod as needed

Proposal Total: \$19,500.00

*This proposal is valid for and must be accepted within thirty (30) days. Thereafter, it shall be considered withdrawn.*

Client / Agent acknowledges and accepts as part of the Agreement should one ensue, the CONDITIONS OF CONTRACT ADDENDUM consisting of three (3) pages with Sections A through J; as well as the payment terms set forth below.

### PAYMENT TERMS:

Payment for this Agreement shall be made as follows: 50% deposit upon acceptance and the remaining balance due as outlined:

- Deposit to be submitted with signed Agreement
- Remaining balance upon completion and final invoicing of this Agreement

AS THE OWNER/AGENT, I ACCEPT THIS PROPOSAL ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2012.

Submitted by Kinnucan Company Representative

Accepted by Owner/Agent



## CONDITIONS OF CONTRACT ADDENDUM

*These conditions are a part of your contract, please read them carefully.*

### A. STANDARDS OF PERFORMANCE

1. Kinnucan Company will perform all services in a professional and workman-like manner in accordance with standard high quality horticulture practices as outlined by the Illinois Landscape Contractors Association, the Professional Landcare Network, the International Society of Arboriculture and the Tree Care Industry Association. Landscape areas will be inspected regularly by a Kinnucan Company supervisor to ensure that standards are met.
2. The Kinnucan Company is a member of the Illinois Landscape Contractors Association, the Illinois Arborist Association, the International Society of Arboriculture, the Professional Landscape Network, and the Tree Care Industry Association and is an equal opportunity employer.
3. Kinnucan Company is licensed by the State of Illinois as an authorized Spray Applicator and Spray Operator. By state law and The US Environmental Protection Agency regulations, all restricted pesticides must be applied by a licensed applicator or a licensed operator under the supervision of a licensed applicator. Kinnucan Company shall only use chemicals which are approved by the State of Illinois and are considered to be effective. The product, timing and rate of all applications will be adjusted to meet the needs of the grasses and plants in conjunction with horticulture conditions, weather, manufacturers' recommendations and governmental regulations.
4. Kinnucan Company shall furnish all necessary supervision, labor, supplies, materials and equipment required in performing the contracted services on a timely basis.
5. Kinnucan Company shall make every reasonable effort to perform the said services so as to avoid inconvenience to the owner. Weekly services will be performed on the same day(s) of the week as weather and holiday schedules permit. When necessary, work will usually be rescheduled for the day after or day prior. If additional clean-ups are needed due to conditions beyond Kinnucan Company's control (wind, storm, neighbor's leaves blowing in, late leaf drop, etc) it will be performed on a time and material basis.

### B. UTILITIES AND UNKNOWN FACTORS

1. For safety reasons gas, phone and electric utilities will be located and marked by a representative of the utility companies on your property at the request of Kinnucan Company. However, **Kinnucan Company is not responsible for the accuracy of any marking done by the utility companies.**
2. It is owner's responsibility for marking any other underground cables, tile, plumbing, and irrigation, private utilities such as barbecue lines, cable TV, lighting, invisible fence wires, etc. Any delays in crew time and cost involved for repairing unmarked systems is the responsibility of the owner.
3. All work subject to normal sub-surface and site conditions. Property and building line location pertinent to the execution of landscape work are the responsibility of the owner. Any extraordinary expenses caused by unknown or undisclosed buried/foreign objects, electrical wires, invisible fence wires, wire meshing in concrete, telephone wires, cable TV, satellite TV, landscape lighting, irrigation wiring and piping, drain tile, sump drains, gas lines, pool lines, water lines, sewer lines, tree roots and stumps, etc., are the homeowners responsibility and shall be relocated, removed and/or repaired on an additional time and material basis. This Agreement assumes that the site is free of debris and all grades are within 1.5" of finish grade prior to the Landscape Contractor starting work.

**C. SITE DRAINAGE:**

1. Unless otherwise stated Kinnucan Company is not responsible for site drainage or damage to plants caused by poor site drainage. Kinnucan Company will take all precautions possible to avoid making ruts or tracks in low, poorly drained areas on the property. Kinnucan Company is not responsible if ruts or tracks are unavoidable in low, poorly drained areas of the property.

**D. LIABILITY**

1. Kinnucan Company shall not be responsible or liable to owner for any damage or loss which might arise out of any act or cause beyond Kinnucan Company's control including, but not limited to, damage of loss resulting from vandalism, insects, discase, storm, flood, fire, wind, drought, hail, rain, snow, freezing, or other causes or acts of persons other than Kinnucan Company employees or agents.
2. Kinnucan Company is not responsible for damage to sub-surface, buried objects as listed in Section B3 that are the result of normal operations.
3. Kinnucan Company's obligations under this Agreement and the delivery of services and materials hereunder are contingent upon strikes, accidents, shortages of materials, inclement weather, acts of God and unforeseen delays.

**E. OWNERS RESPONSIBILITIES**

1. **Water supply:** An adequate water supply (i.e. standard silcox that will accommodate a standard garden hose with at least 30 lbs of head pressure at 200 ft.) shall be readily available on site within 200 ft. of the watering needs of this Agreement. If this supply is not available and/or dependable, it would result in an added charge and loss of plant guarantee.
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3. **Insurance:** It is the owner's responsibility to carry fire, tornado and other necessary insurance. Kinnucan's workers are fully covered by workman's compensation insurance. By entering into this Agreement, you agree to indemnify and hold Kinnucan Co. harmless from all loss, cost, liability, and expense arising from any and all injury or loss sustained by you, your family, guests invitees or third parties in, on, or around your property in connection with any of the work performed or materials used under this Agreement.

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### 2. PLANT REPLACEMENT PROVISION: *Please read carefully*

- a. All plant materials to be furnished under this proposal have been nursery-grown, inspected and will be free of common diseases, pests, and physical damage. Material found to have been damaged in transit or handling will be replaced prior to planting. Installation will be in accordance with accepted horticultural standards and practices, and include the usual adjustments for each variety to perform well within this region.
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### 4. TERMS REGARDING GUARANTEE

In the event Agent/Owner fails to pay the Kinnucan Company in accordance with this Agreement, the Plant Material guarantee shall be void.



**J&E NURSERY, LTD.**

18852 W. Peterson Rd.  
 Libertyville, IL 60048  
 847-247-0800  
 847-247-0870 FAX

**Proposal**

Date	Proposal #
3/22/2012	130333

Name / Address
Lake Bluff Public Library Lyndy Jensen 123 E. Scranton Ave. Lake Bluff, IL 60044

Terms	Rep	Project
Due upon completion	JH	

Description	Qty	UM	Cost	Total
Revelation of the front entrance way into the Lake Bluff Library. We will remove half of the juniper on the east side of the Doner Plaza and add a flag stone walk onto the small seating area. The walkway will continue then to the public walk. West of the main entranceway we will remove the concrete walk and replace it with Trevia Stone by Unilock. You can view the stone at www.unilock.com. The area will be increased to handle brick and strollers. A landscape wall will be constructed along the walkway and in front of the building to make room for the new parking area. The area under the main sign will be cut and replace with Happy returns daylilies. then we will relocate the trash can to the other side of the walkway.				
Labor to remove landscape materials, move trash can.	1	per	450.00	450.00
Flag stone walkway path to seating area and to public way	1	per	2,200.00	2,200.00T
Install patio in Unilock brick using Trevia	1	per	3,235.00	3,235.00T
Install Retaining Wall in Olde Quarry stone	1	per	1,320.00	1,320.00T
Sign area with Happy returns daylilies and Mulch	1	per	375.00	375.00T

Please sign this estimate to indicate your approval and fax back to us.

<b>Subtotal</b>	\$7,580.00
<b>Sales Tax (7.0%)</b>	\$499.10
<b>Total</b>	\$8,079.10

**Cost of Audiovisual Equipment**

**Item**                                      **Est. Replacement Cost**

Screen	\$700.00
DVD Player	\$50.00
Adult Projector	\$1,400.00
Juvenile Projector	\$400.00
Speakers	\$100.00

Total    \$2,650.00

**MNG-7: Meeting Room Use**

The Library welcomes the use of its meeting room for civic, cultural, educational or recreational purposes. The Library's Spruth Room is used primarily for Library meetings and programs, but may be used by local non-profit organizations for the above-specified purposes that are open to the public, and are free of charge. The Spruth Room is available on equal terms to all groups in the community regardless of beliefs and affiliations of the individuals or groups requesting use. Use of the Spruth Room does not imply endorsement by the Library of the views expressed by users of the meeting areas. Fees will not be charged for meetings held in the Library.

Permission to use the Spruth Room will be denied to any group or individual whose purpose is illegal or potentially hazardous, whose conduct would interfere with regular functioning of the Library, or for whom sponsorship is not established.

Reservations will be made on a first-come, first-served basis, within a time window designated by the Director.

Meetings will be scheduled according to the following priorities within the first-come, first-served overlay:

- A. Library and Library-related meetings or programs
- B. Vliet Center meetings or programs
- C. Lake Bluff Village government meetings
- D. Other government meetings of local interest
- E. Non-profit organizations related to local civic, cultural, educational, or recreational interests.

All requests to use the Spruth Room must be made in advance by a Lake Bluff resident or Village employee who assumes responsibility for the group's compliance with these policies and procedures. Any group using the Spruth Room will fill out an application (see information to be gathered, below).

Information to be gathered and returned to front desk, to include:

- A. Name of organization and date requested
- B. Contact person (Lake Bluff Resident)
- C. Contact information to include address (in incorporated area of Lake Bluff), telephone (daytime or cell), telephone (evening, if different), e-mail address.
- D. Time room is to be used (Start Time to include set-up, Finish Time to include clean up)
- E. Audio-visual equipment to be used, if any. **[Note: Audiovisual equipment owned by the library and requested for use during the program must be specified and approved by the library in advance.]**
- F. Wording of consent form, such as "I have read the Library's general and meeting room policies and agree to abide by the terms stated. I am an adult 18+ years of age who resides in the incorporated area of Lake Bluff, Illinois."
- G. Signature and printed name of applicant
- H. Note: The room is officially booked when the Library staff confirms a reservation.

**Guidelines:**

The maximum capacity of the Spruth Room is 50 people.



Groups using the Spruth Room are responsible for any costs incurred by the Library as a result of their use.

If a meeting is to start or extend beyond normal hours of operation of the Library, permission must be obtained from the Library Director or designee. A staff member of the Library or designee must be present for the opening and closing activities if the Spruth Room is in use outside of normal business hours. Meeting requests may be denied if no such appropriate person is available.

Groups using the Spruth Room must clean it up when vacated. Furniture is to be left undisturbed unless arrangements are made in advance. **Library staff is responsible for taking down library owned audiovisual equipment used.**

Only light snacks may be served. No facilities are available for cooking meals. No dishwashing facilities are available.

All activities will be confined to the Spruth Room, and must not interfere with regular Library operation.

**Restrictions:**

There will be no smoking or use of alcohol in the Library or on its premises.

The Library shall not be responsible for lost or stolen property.

The name and/or address of the Library may not be used as the official address or headquarters of any individual or organization using the Spruth Room.

The Spruth Room may not be reserved for:

- A. Private social gatherings
- B. Private or political fundraising or money-making purposes by groups other than Library-related organizations
- C. Political meetings of a partisan nature.

During a meeting or program that is open to the public, no admission fee or donation requests are permitted. No items may be sold unless for the profit of the Library or approved author visit. However, groups may charge a reasonable fee to recover the cost of materials, hand outs, craft making supplies, refreshments, etc. Arrangements for any such fees have to be approved at the time of booking the room reservation.

The Library may, on occasion, sponsor classes offering instruction in skills. Fees to cover costs of supplies may be charged.

The Library complies with the Americans with Disabilities Act (ADA). If requested, groups using the Spruth Room must provide accommodations for persons with disabilities. Groups unable to provide needed accommodations will not be allowed to meet.

In case of an unscheduled closing of the Library, an attempt will be made to provide an alternative date or time for the group.

### Lake Bluff Public Library Meeting Room Use Application

Form to be filled out fully in person by sponsor and returned to the front desk:

**Nature of Meeting**

Name of organization: \_\_\_\_\_

Name of Meeting: \_\_\_\_\_

Date and Time Requested: Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_  
[Start time should include set-up, finish time should include clean up.]

**Contact Person (Sponsor)**

Contact Person (A Lake Bluff Resident Must Sponsor Events): \_\_\_\_\_

Address in Lake Bluff (Proof of ID): \_\_\_\_\_

Telephone (Daytime or Cell): \_\_\_\_\_

Telephone (Evening, If Different): \_\_\_\_\_

Contact Information Confirmed By: \_\_\_\_\_ (Name of Staff Member)

**Usage of Room**

Audiovisual Equipment requested for use (If any): [Note: The library staff will setup equipment and provide assistance, but is not responsible for operating equipment during the meeting.]

Projector: \_\_\_\_\_ Screen: \_\_\_\_\_ DVD Player: \_\_\_\_\_ [Note: The library will not supply a laptop.]

Misc. (Other devices than those listed must be supplied by applicant): \_\_\_\_\_

Refreshments to be served (if any) [Note: The Library can lend a coffee maker.]

In accordance with the Americans with Disabilities Act of 1990, individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are requested to promptly contact the Library Director at 847-234-2540, to allow the Lake Bluff Public Library to make reasonable accomodations. Special accomodations requested:

Groups using the Spruth Room are responsible for any costs incurred by the Library as a result of either their use of the room or their use of library owned audiovisual equipment.

Signature by Lake Bluff Resident Sponsor: I have read the library's general and meeting room policies and agree to abide by the terms stated. I am an adult 18+ years of age who resides in Lake Bluff, Illinois.

\_\_\_\_\_

Printed name of applicant: \_\_\_\_\_

**Summary of Proposed Long Range Plan Process**

Step 1) Study the Community and the Trends that Will Impact It  
Deadline Goal: September Board Meeting

Step 2) Arrange for Public Feedback and Study Our User Population  
Deadline Goal: November Board Meeting

Step 3) Board and Staff Discussion and Suggestion  
Deadline Goal: January Board Meeting

Step 4) Planning and Revision  
Deadline Goal: February Board Meeting

Step 5) Board Approval  
Deadline Goal: When ready

**Long Range Plan – Rough Draft**

The following is a very rough draft of the plan for implementing the next Long Range Plan.

**Step 1) Study the Community and the Trends that Will Impact It**

The first step will be to study the demographics of the community and surrounding area and identify trends. This would result a short summary of the community, its course, and the changing role of libraries as they relate to both. The report would be given for comment and revision to the board and staff.

Deadline Goal: September Board Meeting

**Step 2) Arrange for Public Feedback and Study Our User Population**

Statistics tell a lot about what is being checked out, what is going up and what is going down in usage. They don't, however, say who is taking the materials out, what other ways they are using the library, or how frequently they are here. A statistically representative number of surveys than (or as close to it as we can get to that) would provide a broad and accurate picture. Combined with usage statistics, this will provide an accurate portrait of what is being used (and not used) and by whom. Again, this would be consolidated in a short report for the board and the staff.

Deadline Goal: November Board Meeting

**Step 3) Board and Staff Discussion and Suggestion**

Once this data has been gathered, staff will then meet as a group, and discuss the findings in comparison to their perceptions. The board would meet in similar fashion for the same purpose.

After looking over the information, both staff and board will discuss where the library's strengths, weaknesses, and opportunities are. Discussion and suggestions will follow as to what the library can do to enhance its strengths and address weaknesses and future needs. A set of 5-8 key goals for the future will result from these discussions.

Deadline Goal: January Board Meeting

**Step 4) Planning and Revision**

The Library Director will consolidate the suggestions from staff, board, and public into a list of achievable and measurable goals intended to address the key goals already identified. This rough draft would then go before the board and staff for comment and revision.

Deadline Goal: February Board Meeting

Step 5) Board Approval

Once the board is satisfied with the document, it would be voted on by the full Board of Library Trustees.

## Director's Report July 2012

The library continues to be busier than ever, and we are very grateful to the many volunteers that have been helping us out this summer. The tide of returned materials might have carried us away, otherwise! Carlen is taking a database management course that should provide a lot of great ideas for our ongoing efforts to upgrade the library's website.

The parade was very, very hot but our small but determined band of staff and volunteers made it through. Elvis and mini-Elvis appeared to be a big hit. We had a lot of positive feedback, and a wonderful chance to cool off afterwards at Judy Nickels house.

Voting season approaches, and we are working hard to make sure everyone is aware of campaigning rules. We are also hoping to add at least 5 more voter registrars.

We are also planning to start selling official Lake Bluff Public Library totes. The cost per tote to the library is minimal, but the advertising is priceless. Each tote costs roughly \$5.50, and we'll be selling them for \$6.00 each.

The library and village initial audit proceedings the week of July 2<sup>nd</sup> to July 6<sup>th</sup>. Per the request of the board at the last meeting, the August meeting of the Board of Library Trustees has been cancelled. The next meeting will be on September 11<sup>th</sup>.

### Children's Department

The children's department has been very busy! The story time on the village green continues to be well attended, as have all our summer children's programs. Donna and Eliza have partnered with both Lake Forest Montessori and the Lake Bluff Park District this summer for library visits, crafts, and story times. And, of course, June finished off with a rock concert by local band GEM.

### Update on Installation of Time Management Software

The delay in installation has been primarily due to the unwillingness of the three organizations involved (Today's Business Solutions, Computer View, and The Library Corporation) to commit to what their software and hardware can do and can support. A step by step plan is in place for installation once they agree that all



of the pieces they will contribute will work together. As Windows XP becomes an increasing liability, the installation of PC Reservation will take into account a potential upgrade to Windows 7 in the near future.

### Use of Audiovisual Equipment by Groups

After the last Board of Trustees meeting, I reexamined the library's policy on use of Audio Visual equipment by community groups who have registered to use a Meeting Room. I discovered that this is the norm at area library's and think it could be easily done here. As the Spruth Meeting Room has improved, I believe it makes sense to not waste a chance to show it off to community groups.

I have included amended Meeting Room policies to reflect this change (the highlighted parts are those that have been altered from our current forms). The only equipment I would recommend against making available for outside groups is the library's laptop, as it is far more susceptible to viruses and other problems than the other equipment. I do want the board to be aware of the cost of the equipment, and have included an attachment estimating replacement costs for our major AV equipment.

### Per Capita Grant Discussion

Since there will be no meeting of the Board of Trustees in August, there are two items related to the Per Capita Grant application on the agenda this evening. Most of the following are the very rough kernel of what will end up in the official application.

### Chapter 9 – Programming

The chapter for discussion from *Serving our Public 2.0: Standards for Illinois Public Libraries, 2009* that is required to be discussed this year regards library programming. This is an area where the Lake Bluff Public Library truly excels. Our programs are free and accessible, and aimed at all age groups and demographics. They are both recreational and educational, and provide information on the library and other cultures and parts of the world. We have held programs with cooking and clowns, olive oil and the Chinese tea ceremony. While no formal programs are offered to instruct patrons in the use of the library, we advertise that we are always available to assist patrons in learning the use of library resources. The one area where we can improve is outreach. We are putting the final touches, with the help of our Friends of the Lake Bluff Public Library organization on a

program that will greatly enhance our ability to provide services and materials to community members unable to physically reach the library. Best of all, our program attendance continues to increase. In our past Fiscal Year (May 1, 2011 to April 30, 2012) adult program attendance increased from 901 to 949, teen attendance from 323 to 362, and children's attendance from 10,845 to 11,384. These increases occurred while the library ran one less program than the year before, and underwent a significant renovation.

Serving Diverse Populations

Our Board of Library Trustees represents many facets of the community. They hail from a variety of professional backgrounds, including legal, educational, and technology and represent a wide range of ages and perspectives.

Our volunteers and staff are very diverse as well. The diversity of our staff, board, and volunteers has always proven an asset when serving our patrons, creating new programs, and keeping the library progressive in a changing world. We are a much stronger organization because of this diversity.

While not an ethnically diverse community (90.6%, 5,516 of the 5,931 residents are Caucasian), we do strive to serve the ethnic minority populations within our small community. Our small group of non-white residents is diverse enough within itself to make a foreign language collection at our small library impractical. We do, however, have a small but growing collection of materials to assist non-English speakers (particularly children) in learning English, and we work hard through Interlibrary Loan to meet the needs for materials that we cannot fulfill ourselves. Our English language collections are also selected with the goal of providing materials that would appeal to English speakers from many different backgrounds.

Library programs have ranged from a visit from members of the Shen Yun Performing Arts group, who demonstrated the Chinese tea ceremony, to a tour of the library for a group from a local Senior Center. We also have provided a meeting place to many groups within the community, such as the Workshop for Young Adults of Asian Ethnicity and local Boy and Girl Scout Groups.

While we are a small library with limited resources, the Lake Bluff Public Library has always striven to serve the needs of all the diverse groups within our community to the utmost.

# Monthly Statistics Summary

## June, 2012

3A

### Circulation

#### June

Year	Circulations per Hour	Total
2012-13	46.6	10,805
2011-12	47.0	8,498
2010-12	29.7	9,857

#### Fiscal Year to Date

Total	Percent Change	Adult	Juvenile	Adult Fiction	Adult Non-Fiction	Audio Visual	ILL	
							Borrowed	Lent
10,805	27.15%	5,534	5,175	1,260	803	3,900	112	39
8,498	-13.79%	4,227	3,789	1,386	512	2,658	100	28
9,857	N/A	5,302	4,260	1,681	858	3,339	148	60

### User Visits

#### June

Year	Per Hour	Total
2012-13	39.6	9,198
2011-12	32.7	5,919
2010-11	29.7	6,653

#### Fiscal Year to Date

Avg. Per Hour	Total Visits
33.5	15,933
26.1	10,430
25.8	11,676

### Materials Aquired and Withdrawn

#### June

Year	Total	
	Aquired	Withdrawn
2012-13	664	595
2011-12	590	608
2010-11	593	182

#### Fiscal Year to Date

Total		Adult		Juvenile		Audio Visual	
Aquired	Withdrawn	Aquired	Withdrawn	Aquired	Withdrawn	Aquired	Withdrawn
2,008	2,004	464	595	200	149	38	34
1,238	1,070	394	348	196	311	122	22
1,331	424	472	164	121	129	96	10

### Online Access

#### Downloaded Materials

##### June

Year	Downloads	
	Books	Music
2012-13	300	216
2011-12	210	252
2010-11	71	NA.

#### Fiscal Year to Date

Downloads	
Books	Music
565	457
403	510
114	NA.

#### Website Usage

#### Fiscal Year to Date

Site Visits	
Unique Visitors	Page Loads
6,203	9,468
4,996	7,214
6,004	9,485

## Chapter 9

# Programming

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A library can reach out to its entire community through programming. Educational, recreational, informational, and cultural programs sponsored by the library or co-sponsored with other community organizations are offered to help attract new users to the library, to welcome people from all cultures and people with disabilities, to increase awareness and use of library resources and services, and to provide a neutral public forum for the debate of issues. Library programs are a particularly effective way of introducing the community to a variety of cultures.

It is well accepted that traditional programming for younger children helps them develop reading habits and encourages them and their caregivers to use the library and its resources. Young adult programs help them understand some of the intellectual, emotional, and social changes they are experiencing. Programs for adults and senior citizens can provide the lifelong learning skills and recreation needed in our changing society.

If the library opens its meeting rooms, display cases, and other exhibit areas to non-library-sponsored programs and non-library-sponsored exhibits and displays, policies and procedures must cover the use of these facilities. The library's attorney should review this policy as well as other library policies.

**Applicable Core Standards—Please see Core Standards 1, 4, 11, 12, and 22 in Chapter 1.**

### Programming Standards

1. Library programs are provided free of charge.
2. Library programs are located in a physically accessible location. Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.
3. The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.
4. The library presents educational, cultural, and recreational programs that reflect community needs and interests.
5. Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.
6. The library provides outreach programs to targeted populations who cannot visit the library.
7. The library's programming targets groups such as children, parents, young adults, adults, seniors, and special constituents relevant to the area's demographics.
8. The library provides programs that will instruct their community on how to use the library. This will include training sessions on the library's online databases and the library's online catalog. The library will also provide tours and make sure the community is comfortable with using the library.

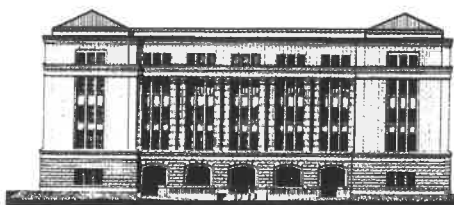
## Programming Checklist

- \_\_\_ Library programs are provided free of charge.
- \_\_\_ Library programs are located in a physically accessible location.
- \_\_\_ Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.
- \_\_\_ The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.
- \_\_\_ The library presents educational, cultural, and recreational programs that reflect community needs and interests.
- \_\_\_ Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.
- \_\_\_ The library provides outreach programs to targeted populations who cannot visit the library.
- \_\_\_ The library has programming that targets children and their caregivers.
- \_\_\_ The library has programming that targets young adults.
- \_\_\_ The library has programming that targets adults and senior citizens.
- \_\_\_ The library provides programs on library instruction for all ages. This includes online catalog and online database training opportunities.

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**Illinois State Library**  
**ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANTS**  
**FY2012 – FY2014 REQUIREMENTS**

**FY2012 Requirements**

**Annual Report** — The library must have a current Illinois Public Library Annual Report (IPLAR) on file (a web-based submission as well as a paper copy) with the Illinois State Library. The IPLAR deadlines are detailed in the Illinois Compiled Statutes (ILCS):

- For municipal (city, town, township, and village) libraries, the deadline is within 30 days after the expiration of the fiscal year [75 ILCS 5/4-10].
- For public library districts, the deadline is on or before September 1 of each year [75 ILCS 16/30-65].
- Non-compliance/non-submission of both the online and printed IPLAR is a violation of Illinois library law and jeopardizes a public library's receipt of grant funding from the Illinois State Library. Grants affected include, but are not limited to, Public Library Per Capita and Equalization Aid; Live and Learn Public Library Construction; and Library Services and Technology Act (LSTA).

**Standards Chapter Review** — The library must review and report on progress in meeting Chapter 2, "Governance and Administration," of *Serving Our Public 2.0: Standards for Illinois Public Libraries, 2009*.

**Collaboration and Cooperation** — Determine how the library can inspire a stronger community through collaboration and cooperation. Identify and describe partnerships the library has formed or will consider forming within the community.

**Library's Promotion and Programming** — Describe how funding from the Illinois Public Library Per Capita and Equalization Aid Grants Program has enabled the library to initiate or enhance library services.

**Trustees** — Analyze the library's revenues and determine if those monies are sufficient to meet the needs of the community. If revenues are insufficient, investigate and identify potential funding sources.

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**FY2013 Requirements**

**Annual Report** — The library must have a current Illinois Public Library Annual Report (IPLAR) on file (a web-based submission as well as a paper copy) with the Illinois State Library. The IPLAR deadlines are detailed in the Illinois Compiled Statutes (ILCS):

- For municipal (city, town, township, and village) libraries, the deadline is within 30 days after the expiration of the fiscal year [75 ILCS 5/4-10].
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- Non-compliance/non-submission of both the online and printed IPLAR is a violation of Illinois library law and jeopardizes a public library's receipt of grant funding from the Illinois State Library. Grants affected include, but are not limited to, Public Library Per Capita and Equalization Aid; Live and Learn Public Library Construction; and Library Services and Technology Act (LSTA).

**Standards Chapter Review** — The library must review and report on progress in meeting Chapter 9, "Programming," of *Serving Our Public 2.0: Standards for Illinois Public Libraries, 2009*.

**Collaboration and Cooperation** — Describe how diverse populations within the service area collaborate with library staff in serving the library community. Examples may include, but are not limited to, serving as trustees or volunteers; assisting with strategic planning; providing programming; or forming partnerships.

**Illinois State Library**  
**FY2012 – FY2014 PER CAPITA GRANT REQUIREMENTS**

**Library's Promotion and Programming** — Identify segments of the population that do not use or underuse library services. Describe how the library reaches out or plans to reach out to those populations.

**Trustees** — The library board will review *Illinois Library Law and Rules, 75 ILCS 10/8 State Grants and 10/8.1 Eligibility for Grants*. The board will then review a list of supplemental taxes and identify potential supplemental tax funding for the library.

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**FY2014 Requirements**

**Annual Report** — The library must have a current Illinois Public Library Annual Report (IPLAR) on file (a web-based submission as well as a paper copy) with the Illinois State Library. The IPLAR deadlines are detailed in the Illinois Compiled Statutes [hereinafter referred to as ILCS]:

- For municipal (city, town, township, and village) libraries, the deadline is within 30 days after the expiration of the fiscal year [75 ILCS 5/4-10].
- For public library districts, the deadline is on or before September 1 of each year [75 ILCS 16/30-65].
- Non-compliance/non-submission of both the online and printed IPLAR is a violation of Illinois library law and jeopardizes a public library's receipt of grant funding from the Illinois State Library. Grants affected include, but are not limited to, Public Library Per Capita and Equalization Aid; Live and Learn Public Library Construction; and Library Services and Technology Act (LSTA).

**Standards Chapter Review** — The library must review and report on progress in meeting Chapter 10, "Marketing, Promotion and Collaboration," of *Serving Our Public 2.0: Standards for Illinois Public Libraries, 2009*.

**Collaboration and Cooperation** — Describe what the library is doing to promote itself as a vital service to the community.

**Library's Promotion and Programming** — Identify promotional tools employed by the library to enhance its image and services to the community. Examples may include, but are not limited to; various media; interactive Web sites; cell phone service delivery; Web 2.0 tools; and social networking such as Facebook, Twitter and blogs.

**Trustees** — The library board will conduct an environmental scan of the community. Based on the information gleaned, the scan will assess the library's strengths, weaknesses, opportunities and challenges in meeting the needs of the service area.



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

## **NOTICE OF SPECIAL MEETING**

The Lake Bluff Public Library Board of Library Trustees will meet to discuss filling a vacant Library Trustee position.

**Lake Bluff Public Library Board of Trustees Meeting  
Tuesday, August 28, 2012 6:30 PM**

### **AGENDA**

- I. Call to order**
- II. Roll Call**
- III. 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)
- IV. Appointment of New Trustee (Possible action)**
- V. Any and all other business that may properly come before the Board**
- VI. Dismissal**

All regular meetings and committee meetings of the Lake Bluff Board of Library Trustees are open to the public. If you wish to attend the August 28<sup>th</sup>, 2012 special meeting and have special requirements as outlined in the Americans with Disabilities Act, please notify Library Director Eric Bailey by noon on Monday, August 27<sup>th</sup>.



**COMPUTER VIEW INC.**

**Computer View, Inc.**  
 2035 S Arlington Heights Rd  
 Suite 121  
 Arlington Heights, Illinois 60005  
 United States  
<http://www.cview.net>

### Quotation

**Date**

Aug 21, 2012 3:44 PM CDT

**Doc #**

200155 - rev 1 of 1

**Description**

Windows 7 Upgrade

**SalesRep**

Poluchowicz, Roxy  
 (P) 847-290-9286 ext. 114  
 (F) 847-290-9602

**Customer Contact**

Jensen, Lyndy  
 (P) 847-234-2540  
 (F) 847-234-2649  
[ljensen@lakeblufflibrary.org](mailto:ljensen@lakeblufflibrary.org)

**Customer**

Lake Bluff Public Library (LBL0001)  
 123 E. Scranton Ave.  
 Lake Bluff, Illinois 60044  
 (P) 847-234-2540

**Bill To**

Lake Bluff Public Library  
 Jensen, Lyndy  
 123 E. Scranton Ave.  
 Lake Bluff, Illinois 60044  
 (P) 847-234-2540

**Ship To**

Lake Bluff Public Library  
 Jensen, Lyndy  
 123 E. Scranton Ave.  
 Lake Bluff, Illinois 60044  
 (P) 847-234-2540

<b>Customer PO:</b> None	<b>Terms:</b> Undefined	<b>Ship Via:</b> UPS Ground
<b>Special Instructions:</b> None		<b>Carrier Account #:</b> None

Item	Description	Part #	Qty	Tax	Unit Price	Total
<b>Windows 7 Upgrade</b>						
1	4 GB (2x2GB) Memory Upgrade for dc5750	CT1937848	9	No	\$58.00	\$522.00
2	Installation/configuration 6 unique images / 21 computers	INST	1	No	\$6,720.00	\$6,720.00

Subtotal: \$7,242.00

Tax (0.000%): \$0.00

Shipping: \$0.00

**Total: \$7,242.00**

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## Eric Bailey

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**From:** Gerald Nellessen <gnellessen@lakebluff.org>  
**Sent:** Tuesday, August 28, 2012 1:51 PM  
**To:** Eric Bailey  
**Cc:** Brandon Stanick  
**Subject:** ABR and PC/ZBA

Eric,

After review of the special use permit and legal consultation we have determined that the project will need to go before the PC/ZBA for an amendment to the special use permit. This will take place at the September 19, 2012 meeting. We will still need the 15 copies of the site plan to include in that packet and for a zoning application to be filled out. Brandon Stanick can assist you with that. We will still need this information this week. The ABR Public Hearing will be continued next week until after the PC/ZBA meeting and then they will review the final product that you have. Unfortunately, the special use permit for the Library indicates in strict conformance with the site plan and this would be a deviation from the strict site plan conformance. So you will not need to appear Tuesday night but will need to have the materials in so they PC/ZBA packet can be put together. I have copied Brandon on this and Drew is aware of this also. Any questions please feel free to contact us.

Jerry Nellessen, CBO, BCO  
Deputy Building Commissioner  
Village of Lake Bluff  
847-283-6885

# Timetable for Approval of Landscaping Project

1. Approval of plans by Plan Commission and Zoning Board of Appeals at Wednesday, September 19<sup>th</sup> meeting.
2. Approval of plans by Architectural Board of Review at unscheduled late September meeting.
3. Two readings are usually required by the Village Board. We can petition the Village Board to waive the second reading. The Village Board has cancelled its October 8<sup>th</sup> meeting, and will meet in October only on Monday the 22<sup>nd</sup>.
  - a. If the Village Board refuses to waive the second reading, the second reading would take place on Monday, November 12<sup>th</sup>. The Library Board would meet and could approve the plan the following day.
  - b. If the Village Board accepts our request for a waiver, the landscape plan could be approved at the October 22<sup>nd</sup> meeting. The next Regular Board Meeting to vote and complete the approval process would still be November 13<sup>th</sup>, unless a Special Meeting was scheduled sooner.

\*All aspects of the timetable are predicated on the assumption that the Architectural Board of Review, Zoning Board, and Village Board approve the Library's landscape proposal on the viewing dates listed above.