

May 8, 2012 Library Board Packet

agenda

item	DOCUMENT	Section
1,2	CTO, Additions	
	Document Summary	1A
	Agenda	2A-2B
3	Election of Secretary Pro-tempore	
4	Election of Board Officers and Selection of Committee Members	3A-3C
5	Consent Agenda	
	Minutes of April 9 Building and Grounds Committee Meeting (action)	4A
	Minutes of April 10 Regular Board Meeting (action)	5A-5C
	Minutes of April 13 Finance Committee Meeting (action)	6A
	Minutes of April 24 Human Resources Committee Meeting (action)	7A
6	Financial Reports (Yellow)	
	Detailed Balance Sheet (action)	8A-8E
	Detailed Revenue & Expense Report (action)	9A-9F
	Revenue & Expense Report with Percentages (action)	10A-10E
7	Approval of Checks (Green)	
	Manual Check Report (action)	11A-11C
	Check Register (action)	12A-12M
8	Opportunity to Address Board	
	(No documents)	
9	Old Business	
	Discussion of Programming Expenditures (action)	13A-13C
	Discussion of Gifts to the Library in 2012 (action)	14A
	Discussion of Landscape Project (action)	
10	Director's Report	
	Librarian's Narrative Report	15A-15D
	Statistical Report	16A
11	New Business	
	Resolution for updating signature cards for library's bank accounts (action)	
	Lake Forest Bank and Trust Savings Account (action)	
	Discussion of Color Copies (action)	(Available at Meeting) 17A
12	Executive Session	
13	Committee Reports	
	(No Documents)	
14	Any and All Other Business ...	
15	Adjournment	
	Attachments	

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, May 8, 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. **Election of Secretary Pro Tempore**
4. **Election of Board Officers and Selection of Committee Members**
5. **Approval of Minutes**
 - a. Approval of Minutes of 4/9/2012 Building and Grounds Committee Meeting **(action)**
 - b. Approval of Minutes of 4/10/2012 Regular Board Meeting **(action)**
 - c. Approval of Minutes of 4/13/2012 Finance Committee Meeting **(action)**
 - d. Approval of Minutes of 4/24/2012 Human Resources Committee Meeting **(action)**
6. **April 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 **(action)**
7. **Approval of checks (Green Pages)**
 - a. Manual Checks (10489-10506) **(action)**
 - b. Monthly Checks (10538-10568) **(action)**
8. **Opportunity for Public to Address the Board (limit 5 minutes per person per meeting)**
9. **Old Business**
 - a. Discussion of Programming Expenditures **(action)**
 - b. Discussion of Gifts to the Library in 2012 **(action)**
 - c. Discussion of landscape project **(action)**
10. **Director's Report**
 - a. Director's Narrative Report
 - b. Statistical Report
 - c. Announcements and Correspondence
 - d. Friends Meeting Attendee for January
 - e. Programs of Interest to Library Trustees

11. New Business

- a. Resolution for updating signature cards for library's bank accounts **(action)**
- b. Lake Forest Bank and Trust Savings Account **(action)**
- c. Discussion of color copies **(action)**

d. *Freedom of Information request*

12. 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)

13. Committee Reports

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

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

Fiscal Year 2011-2012 Program Attendance and Expenditures
2012 Gifts and Donors
2011-2012 Statistical Report
Copy of Library Policy on Copies and Printing

Upcoming Board Meetings: June 12, July 10, and August 14 2012

ARTICLE II: BOARD OF LIBRARY TRUSTEES

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

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

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

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

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

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

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

ARTICLE III: COMMITTEES

Standing and Special Committees

Library Trustees shall be appointed to committees at the Annual Meeting. Standing committees shall consist of three Library Trustees and the Library Director. Each committee shall elect a chairperson. Special committees may be appointed by the President to present reports or recommendations to the Board and shall serve until the completion of the work for which they

were appointed. Standing Committees are: Finance, Human Resources, Building and Grounds, Technology, Long Range Planning, and Public Relations/Advocacy/Fundraising, Liaisons.

Finance Committee

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

Human Resources Committee

The Human Resources Committee shall be comprised of two Library Trustees and the Library Director. The Human Resources Committee's responsibilities include, but are not limited to, preparation of the annual review of the Library Director for discussion among the Board prior to the formal review, assisting the Library Director in the preparation of his or her annual statement of goals and objectives for the coming year. The Library Director is responsible for the annual review of all other Library employees.

Building and Grounds Committee

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

Technology Committee

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

Long Range Planning Committee

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

Public Relations/Advocacy/Fundraising/Liaisons

The Public Relations/Advocacy/Fundraising Committee and the Liaisons shall act as the Library's liaisons to community and library organizations, including North Suburban Library System, the Vliet Museum, and the Friends of the Library. This Committee shall also undertake any measures necessary to communicate with the public regarding the Library's status, activities, and needs.

Librarian Search Committee

If the position of Library Director becomes vacant, the Board shall select an acting Library Director for the interim and establish a Library Director Search Committee, which shall consist of the President and two Library Trustees. Applications for the position of Library Director shall be filed at the Library and available to all Library Trustees. The Search Committee shall report the results of applications and interviews to the Board. Five votes shall be required for the Board to hire a Library Director, after which hiring the Search Committee is dissolved.

(75 ILCS 5/4-6) (from Ch. 81, par. 4-6)

Sec. 4-6. Within 60 days after their election or appointment, the trustees shall take the oath of office and meet to organize the board. The required oath may be taken and subscribed before the Secretary or Secretary pro tempore of the library board, the County Clerk of the county containing all or a larger portion of the library, the Judge entering the order for the establishment referendum or before any other person authorized to administer oaths.

The first action taken at the organizational meeting of the board shall be the election of a President and a Secretary and such other officers as the board may deem necessary, and the board shall further provide in the bylaws of the board as to the length of the terms in office. The trustees shall determine the time and place of all official meetings of the board at which any legal action may be taken and shall post notice thereof at the public library maintained by the board and at not less than one public place within the corporate confines of the area of library service one day in advance thereof.

(Source: P.A. 85-751.)

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES
Building and Grounds Committee
Monday, April 9, 2012

1. **Call to Order; Roll Call:** The meeting was called to order at 2:05 p.m. by Committee Chair Kathy Meierhoff. Roll was called and a quorum was established.

Present: Kathy Meierhoff, Cal Stroh

Absent: none

Library Staff Present: Eric Bailey, Lyndy Jensen

Members of the Public: Neil Dahlmann

2. **Discussion of Optimizing the Library's Grounds:**
 - a. Discussion of feedback from landscapers. RESOLVED: The full board will be given a chance to look at the plans at the April 10 meeting. After that, formal drawings will be obtained from the landscapers.
3. **Any other business:**
 - a. Discussion of village assistance with installing a carriageway in front of the library. RESOLVED: Eric will contact the village to see if they would be willing to assist in the installation of a carriageway.
4. **Adjournment:** Stroh moved and Meierhoff seconded a motion to adjourn the meeting at 3:12 p.m.
AYES: all
NAYES: none
ABSENT: none

Respectfully submitted,

Eric S. Bailey, Library Director

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES
 Regular Meeting
 Monday, April 10, 2012

1. **Call to Order:** The meeting was called to order at 7:03 p.m. by Board President John Marozsan. Roll was called and a quorum was established.

 Present: Karen Bush, Julie Gottshall, John Marozsan, Kathy Meierhoff, Judy Nickels, Cal Stroh
 Absent: Romain Wojda
 Library Staff Present: Director Eric Bailey, Lyndy Jensen
 Members of the Public: Dave Ireland (Ireland Heating & Air Conditioning Co.)

2. **Additions and Corrections to the Agenda:** Addition to Old Business (point 8(b) below).

3. **Presentation from Vendors:** Presentation from vendor for air conditioning unit in the Library Server Room – Dave Ireland from Ireland Heating & Air Conditioning Co.

4. **Approval of Minutes:** Stroh moved and Meierhoff seconded a motion to approve the minutes of the March 5, 2012 regular meeting. Stroh moved and Bush seconded a motion to approve the minutes of the March 8, 2012 meeting of the Building and Grounds committee.
 AYES: all present
 NAYES: none
 ABSENT: Wojda

5. **Approval of March 2012 Financial Report** (for 11 periods ending 3/31/12):
 - a. Detailed Balance Sheet
 - b. Detailed Revenue & Expense Report
 - c. Detailed Revenue & Expense Report with percentage variances
 Bush moved and Meierhoff seconded motion to approve Financial Reports.
 AYES: Bush, Gottshall, Marozsan, Meierhoff, Nickels, Stroh
 NAYES: none
 ABSENT: Wojda

6. **Approval of checks:** Stroh moved and Gottshall seconded the motion to approve manual check numbers 10442 – 10461 and monthly check numbers 10462 – 10488.
 AYES: Bush, Gottshall, Marozsan, Meierhoff, Nickels, Stroh
 NAYES: none
 ABSENT: Wojda

7. **Opportunity for the Public to address the Board:** none

8. Old Business:

- a. Discussion of public copier/printer: Marozsan moved and Gottshall seconded the motion to approve purchase of the SavinC9125 copier.
 AYES: Bush, Gottshall, Marozsan, Meierhoff, Nickels, Stroh
 NAYES: none
 ABSENT: Wodja
- b. Discussion of potential landscaping projects. Resolved: Building and Grounds Committee to try to get more formal bids and plans to present at May Board meeting.
- c. Report on status of record-keeping system for gifts received by Library. Resolved: Director has started spreadsheet tracking gifts for later presentation to the Board.
- d. Follow up on discussion of grounds maintenance contract. Resolved: At May meeting, Director to present breakdown of services rendered and expenses incurred, as well as possible alternatives to current service provider.

9. Director's Report:

- a. Director's Narrative Report
- b. Statistical Report
- c. Announcements and correspondence:
- d. Friends meeting attendee for April 14, 2012 at 10am – Meierhoff to attend.
- e. Programs of interest to Library Trustees – none

10. New Business:

- a. Discussion of Lake Bluff Block Party on June 1, 2012. Resolved: Library to remain open. Director to consider how to address Library services and staff needs on June 1.
- b. Proposed budget for gift accounts. Resolved: No changes to be made to the 2012-13 budget approved by the Board regarding how anticipated gifts are reflected.
- c. TLC Library Solution Renewal. Resolved: Director to renew contract for The Library Corporation for six months and seek RFPs for replacement services to be presented to the Board prior to October 2012, if possible.

11. Executive Session:

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

The Board did not go into Executive Session.

12. Committee Reports:

- a. Finance Committee (Stroh, Marozsan, Gottshall) - no report
- b. Human Resource Committee (Gottshall, Bush) - no report
- c. Building and Grounds Committee (Stroh, Meierhoff) – no report
- d. Technology Committee (Marozsan, Meierhoff) – no report
- e. Public Relations/Advocacy/Fundraising (Nickels, Wojda) – no report

- f. Friends Liaison (Bush, Nickels) – no report
- g. Historical Museum Liaison (Nickels, Bush) – no report
- h. Long Range Planning Committee (Board as whole when needed) – no report

13. Any and all other business which may properly come before the Board - none

14. Adjournment: Gottshall moved and Marozsan seconded a motion to adjourn the meeting at 9:03 p.m.

- AYES: all present
- NAYES: none
- ABSENT: Wodja

Respectfully submitted,

Julie L. Gottshall
Board Secretary

**LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES
Finance Committee
Friday, April 13, 2012**

- 1. Call to Order; Roll Call:** The meeting was called to order at 2:04 p.m. by Board President John Marozsan. Roll was called and a quorum was established.

Present: John Marozsan, Cal Stroh

Absent: none

Library Staff Present: Eric Bailey

Members of the Public: Marlene Scheibl (Employee of Village of Lake Bluff)

- 2. Discussion of Revenue and Expense Reports with Representative from the Village:**

- a.** Question and answer with Marlene Scheibl, an employee of the Village of Lake Bluff, regarding the monthly Revenue and Expense Reports. RESOLVED: Marlene will a) determine the nature and status of the \$75,000 budgeted for capital building improvements, b) verify the library's total fund balance and c) provide information regarding eliminating the library's account with Northern Trust.

- 3. Any other business:**

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

- 4. Adjournment:** Marozsan moved and Stroh seconded a motion to adjourn the meeting at 2:45 p.m.

AYES: all

NAYES: none

ABSENT: none

Respectfully submitted,

Eric S. Bailey, Library Director

7A

**Lake Bluff Public Library
HR Committee Meeting
Tuesday, April 24, 2012**

MINUTES

April 24, 2012

- I. Call to Order: 7:15pm
- II. Roll Call. Present were President John Marozsan, and Trustees Karen Bush and Julie Gottshall.
- III. Executive Session.
 - a. Began at 7:15pm (move to enter executive session by Gottshall, seconded by Bush).
 - b. To discuss the appointment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act, 5 ILCS 120/2(c)(1).
 - c. Ended at 7:45pm (move to exit executive session by Gottshall, seconded by Bush).
- IV. Meeting Adjourned: 7:45pm (moved by Gottshall; seconded by Bush).

Lake Bluff Public Library

DATE: 05/04/2012
 TIME: 13:01:48
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

8A PAGE: 1
 F-YR: 12

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 12 PERIODS ENDING APRIL 30, 2012

ACCOUNT #	DESCRIPTION	BALANCE 05/01/11	NET DEBITS	NET CREDITS	BALANCE 04/30/12
ASSETS					
DUE TO/FROM ACCOUNTS					
80-00-100-10000	DUE TO/FROM OTHER FUNDS	(4,888.06)			
80-00-100-20000	LIB GR FND DUE TO/FROM DETAIL	0.00	345,420.73	48,274.84	292,257.83
TOTAL DUE TO/FROM ACCOUNTS		(4,888.06)	345,420.73	48,274.84	292,257.83
CASH & INVESTMENTS					
80-10-101-10000	CHECKING ACCOUNT	16,161.87			
80-10-101-10001	CASH BOX OVER/SHORT	0.00	577,366.57	550,412.42	43,116.02
80-10-101-11000	MONEY MARKET ACCOUNT	361,680.84	494.15	494.15	0.00
80-10-101-12000	SAVINGS ACCOUNT	0.00	724,333.18	940,105.12	145,908.90
80-10-101-12100	N TR WEED & FEED CHECKING ACCT	0.00	0.00	0.00	0.00
80-10-101-13000	PETTY CASH	150.00	0.00	0.00	0.00
80-10-101-15000	INVESTMENTS	0.00	0.00	0.00	150.00
80-10-101-15010	US GOVERNMENT OBLIGATIONS	0.00	0.00	0.00	0.00
80-10-101-15020	CERTIFICATES OF DEPOSIT	0.00	0.00	0.00	0.00
80-10-101-15110	ILLINOIS FUND	300,837.07	0.00	0.00	0.00
80-10-101-15111	ILLINOIS FUNDS - GRANTS	1.80	982,479.75	1,004,899.00	278,417.82
TOTAL CASH & INVESTMENTS		678,831.58	2,284,673.65	2,495,910.69	467,594.54
RECEIVABLES					
80-10-201-15000	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
80-10-201-15200	PROPERTY TAX RECEIVABLE	785,105.78	0.00	0.00	785,105.78
80-10-201-35000	INTEREST RECEIVABLE	0.00	0.00	0.00	0.00
80-10-201-37000	OTHER RECEIVABLE	0.00	0.00	0.00	0.00
TOTAL RECEIVABLES		785,105.78	0.00	0.00	785,105.78
OTHER ASSETS					
80-10-301-37100	DUE FROM THE VILLAGE	194.39			
80-10-301-55000	PREPAID EXPENSES	2,510.00	865,135.78	873,044.75	(7,714.58)
TOTAL OTHER ASSETS		2,704.39	865,135.78	875,554.75	(7,714.58)
TOTAL ASSETS		1,461,753.69	3,495,230.16	3,419,740.28	1,537,243.57
LIABILITIES AND FUND EQUITY					
LIABILITIES					
PAYABLES					
80-20-102-20000	ACCOUNTS PAYABLE	42,438.51			
80-20-102-41000	SOCIAL SECURITY TAX PAYABLE	0.00	408,320.79	383,274.51	17,392.23
			47,866.81	47,866.81	0.00

Lake Bluff Public Library

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

83

DATE: 05/04/2012
 TIME: 13:01:48
 ID: GL450000.WOW

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 12 PERIODS ENDING APRIL 30, 2012

ACCOUNT #	DESCRIPTION	BALANCE 05/01/11	NET DEBITS	NET CREDITS	BALANCE 04/30/12
LIABILITIES					
PAYABLES					
80-20-102-42000	FEDERAL INCOME TAX PAYABLE	0.00	35,892.77	35,892.77	0.00
80-20-102-43000	STATE INCOME TAX PAYABLE	0.00	15,517.81	15,517.81	0.00
80-20-102-44000	IMRF PAYABLE	0.00	49,561.19	49,561.19	0.00
80-20-102-45000	ICMA 457 PLAN PAYABLE	0.00	23,300.00	23,300.00	0.00
80-20-102-46000	MEDICAL INSURANCE PAYABLE	0.00	0.00	0.00	0.00
80-20-102-65000	LIBRARY FLEXIBLE BENEFIT PAYAB	0.00	2,958.72	2,958.72	0.00
80-20-102-66000	LIBRARY HSA PAYABLE	0.00	4,715.00	4,715.00	0.00
80-20-102-70000	OTHER SHORT TERM LIABILITIES	0.00	0.00	0.00	0.00
TOTAL PAYABLES		42,438.51	588,133.09	563,086.81	17,392.23
OTHER LIABILITIES					
80-20-202-16000	ACCRUED PAYROLL	14,737.45	0.00	0.00	14,737.45
80-20-202-22000	DEFERRED PROPERTY TAX	785,105.78	0.00	0.00	785,105.78
80-20-202-22100	OTHER DEFERRED REVENUE	0.00	0.00	0.00	0.00
80-20-202-22200	DUE TO THE VILLAGE MEDICAL FND	0.00	0.00	0.00	0.00
80-20-202-22300	RESTRICTED GIFTS	0.00	0.00	0.00	0.00
80-20-202-22301	TECH 2 FOR YOU DONATIONS	0.00	0.00	0.00	0.00
80-20-202-23500	NOTES PAYABLE	0.00	0.00	0.00	0.00
TOTAL OTHER LIABILITIES		799,843.23	0.00	0.00	799,843.23
-ESCROWS & DEPOSITS					
80-20-302-24000	MISCELLANEOUS RESERVE	0.00	0.00	0.00	0.00
TOTAL ESCROWS & DEPOSITS		0.00	0.00	0.00	0.00
LONG TERM LIABILITIES					
80-20-402-39000	OTHER LONG TERM LIABILITIES	0.00	0.00	0.00	0.00
TOTAL LONG TERM LIABILITIES		0.00	0.00	0.00	0.00
TOTAL LIABILITIES		842,281.74	588,133.09	563,086.81	817,235.46
FUND EQUITY					
EQUITY SECTION					
80-30-100-53000	UNRESERVED FUND BALANCE	469,471.95	0.00	0.00	469,471.95
80-30-100-53100	RESERVED FOR AUTOMATION	0.00	0.00	0.00	0.00
80-30-100-53200	DESIGNATED FOR CAPITAL MAINT	75,000.00	0.00	0.00	75,000.00
80-30-100-53300	DESIGNATED FOR CAP BLDG IMPR	75,000.00	0.00	0.00	75,000.00
TOTAL EQUITY SECTION		619,471.95	0.00	0.00	619,471.95
FUND SURPLUS (DEFICIT)		0.00	0.00	100,536.16	100,536.16

DATE: 05/04/2012
TIME: 13:01:48
ID: GL450000.WOW

Lake Bluff Public Library

-- VILLAGE OF LAKE BLUFF --
DETAILED BALANCE SHEET

80 PAGE: 3
F-YR: 12

FUND: LAKE BLUFF PUBLIC LIBRARY
FOR 12 PERIODS ENDING APRIL 30, 2012

ACCOUNT #	DESCRIPTION	BALANCE 05/01/11	NET DEBITS	NET CREDITS	BALANCE 04/30/12
TOTAL FUND EQUITY		619,471.95	0.00	100,536.16	720,008.11
TOTAL LIABILITIES AND FUND EQUITY		1,461,753.69	588,133.09	663,622.97	1,537,243.57

Lake Bluff Public Library

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

DATE: 05/04/2012
 TIME: 13:01:48
 ID: GL450000.WOW

83 PAGE: 4
 F-YR: 12

FUND: LIBRARY BLG RENOVATION FUND
 FOR 12 PERIODS ENDING APRIL 30, 2012

ACCOUNT #	DESCRIPTION	BALANCE 05/01/11	NET DEBITS	NET CREDITS	BALANCE 04/30/12
ASSETS					
TOTAL ASSETS		0.00	0.00	0.00	0.00
LIABILITIES AND FUND EQUITY					
LIABILITIES					
--- UNDEFINED CODE ---					
81-00-100-10000	INTERFUND ACCT	0.00	136,166.72	423,785.57	287,618.85
TOTAL --- UNDEFINED CODE ---		0.00	136,166.72	423,785.57	287,618.85
--- UNDEFINED CODE ---					
81-20-102-20000	ACCOUNTS PAYABLE	11,527.08	287,618.85	276,091.77	0.00
TOTAL --- UNDEFINED CODE ---		11,527.08	287,618.85	276,091.77	0.00
TOTAL LIABILITIES		11,527.08	423,785.57	699,877.34	287,618.85
FUND EQUITY					
--- UNDEFINED CODE ---					
81-30-100-53100	RESERVED FOR CAPITAL	(11,527.08)	0.00	0.00	(11,527.08)
TOTAL --- UNDEFINED CODE ---		(11,527.08)	0.00	0.00	(11,527.08)
	FUND SURPLUS (DEFICIT)	0.00	276,091.77	0.00	(276,091.77)
TOTAL FUND EQUITY		(11,527.08)	276,091.77	0.00	(287,618.85)
TOTAL LIABILITIES AND FUND EQUITY		0.00	699,877.34	699,877.34	0.00

Lake Bluff Public Library

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

DATE: 05/04/2012
 TIME: 13:01:48
 ID: GL450000.WOW

8E PAGE: 5
 F-YR: 12

FUND: LIBRARY BIRD MEMORIAL FUND
 FOR 12 PERIODS ENDING APRIL 30, 2012

ACCOUNT #	DESCRIPTION	BALANCE 05/01/11	NET DEBITS	NET CREDITS	BALANCE 04/30/12
ASSETS					
CASH & INVESTMENTS					
82-10-101-12000	LIBRARY BIRD MEMORIAL SAVINGS	3,022.67	1.86	0.00	3,024.53
TOTAL CASH & INVESTMENTS		3,022.67	1.86	0.00	3,024.53
TOTAL ASSETS		3,022.67	1.86	0.00	3,024.53
LIABILITIES AND FUND EQUITY					
LIABILITIES					
INTERFUND CLEARING ACCOUNT					
82-00-100-10000	DUE TO/FROM LIBRARY FUND	1,295.72	0.00	9,527.04	10,822.76
TOTAL INTERFUND CLEARING ACCOUNT		1,295.72	0.00	9,527.04	10,822.76
PAYABLES					
82-20-102-20000	ACCOUNTS PAYABLE	35.34	9,527.04	12,367.70	2,876.00
TOTAL PAYABLES		35.34	9,527.04	12,367.70	2,876.00
TOTAL LIABILITIES		1,331.06	9,527.04	21,894.74	13,698.76
FUND EQUITY					
EQUITY SECTION					
82-30-100-53000	UNRESERVED FUND BALANCE	1,691.61	0.00	0.00	1,691.61
TOTAL EQUITY SECTION		1,691.61	0.00	0.00	1,691.61
	FUND SURPLUS (DEFICIT)	0.00	12,365.84	0.00	(12,365.84)
TOTAL FUND EQUITY		1,691.61	12,365.84	0.00	(10,674.23)
TOTAL LIABILITIES AND FUND EQUITY		3,022.67	21,892.88	21,894.74	3,024.53

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-- VILLAGE OF LAKE BLUFF --
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 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 12 PERIODS ENDING APRIL 30, 2012

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FUND: LAKE BLUFF PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	APRIL BUDGET	APRIL ACTUAL	% VARIANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARIANCE
REVENUES							
REVENUES							
PROPERTY TAXES							
80-40-103-10000	LIBRARY PROPERTY TAX	65,059.08	0.00	100.0	780,709.00	782,229.09	0.1
TOTAL PROPERTY TAXES		65,059.08	0.00	100.0	780,709.00	782,229.09	0.1
SERVICES & FEES							
80-40-403-48300	PHOTO-COPY CHARGES	141.66	105.70	(25.3)	1,700.00	1,824.75	7.3
80-40-403-48500	NON-RESIDENT FEES	350.00	503.17	43.7	4,200.00	7,175.08	70.8
TOTAL SERVICES & FEES		491.66	608.87	23.8	5,900.00	8,999.83	52.5
FINES							
80-40-503-65000	RENTAL FINES	1,000.00	745.16	(25.4)	12,000.00	12,104.52	0.8
TOTAL FINES		1,000.00	745.16	(25.4)	12,000.00	12,104.52	0.8
MISCELLANEOUS							
80-40-603-73000	PER CAPITA GRANTS	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-73100	"WEED AND FEED" GRANT	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-73200	ILLINOIS FIRST GRANT	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-73400	MISCELLANEOUS GRANTS RECEIVED	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-73500	HVAC GRANT	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-73600	SHAKESPEARE GRANT	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-73700	VILLAGE CONTRIBUTION	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-73800	VLIET OPERATING COST CONTRIB	541.66	0.00	100.0	6,500.00	0.00	100.0
80-40-603-75000	INTEREST EARNINGS	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-78000	DONATIONS/CONTRIBUTIONS	83.33	49.77	(40.2)	1,000.00	634.01	(36.6)
80-40-603-78001	RESTRICTED DONATIONS	0.00	18.84	100.0	0.00	325.77	100.0
80-40-603-78002	VCLA EQUITY DONATION	0.00	(50.00)	100.0	0.00	18,787.23	100.0
80-40-603-78200	TECH-4-U DONATIONS	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-78500	NAPERVILLE (IMPACT) FEE	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-89000	MISCELLANEOUS INCOME	100.00	0.00	0.0	0.00	0.00	0.0
TOTAL MISCELLANEOUS		724.99	491.75	391.7	1,200.00	5,477.97	356.5
TOTAL REVENUES: REVENUES		67,275.73	510.36	(29.6)	8,700.00	25,224.98	189.9
			1,864.39	(97.2)	807,309.00	828,558.42	2.6
LIBRARY ADMINISTRATION EXPENSES							
LIBRARY SERVICES							
80-60-001-40000	LIBRARIAN SALARIES	22,874.91	16,835.86	26.4	274,499.00	244,993.53	10.7
80-60-001-40050	STAFF SALARIES	9,392.50	12,077.68	(28.5)	112,710.00	122,185.54	(8.4)
80-60-001-40060	SALARY SURVEY ADJUSTMENTS	0.00	0.00	0.0	0.00	0.00	0.0

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-- VILLAGE OF LAKE BLUFF --
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 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 12 PERIODS ENDING APRIL 30, 2012

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FUND: LAKE BLUFF PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	APRIL BUDGET	APRIL ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
LIBRARY ADMINISTRATION							
EXPENSES							
LIBRARY SERVICES							
80-60-001-40200	SEASONAL STAFF SALARIES	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-40400	MEDICAL INSURANCE	4,208.33	3,442.10	18.2	50,500.00	42,609.48	15.6
80-60-001-40750	PROFESSIONAL INSURANCE & BONDS	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-40900	OTHER EMPLOYEE BENEFITS	208.33	0.00	100.0	2,500.00	210.00	91.6
80-60-001-40950	EMPLOYER IMRF	3,125.00	2,929.15	6.2	37,500.00	35,450.58	5.4
80-60-001-40951	EMPLOYER FICA TAX	2,541.66	2,162.63	14.9	30,500.00	27,554.75	9.6
80-60-001-41000	BUILDING MAINTENANCE	1,583.33	163.20	89.6	19,000.00	25,318.54	(33.2)
80-60-001-41020	ELEVATOR MAINTENANCE	208.33	0.00	100.0	2,500.00	1,942.32	22.3
80-60-001-41050	GROUNDS MAINTENANCE	916.66	480.00	47.6	11,000.00	6,203.00	43.6
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	99.00	100.0
80-60-001-41303	COPIER MAINTENANCE/SUPPLIES	375.00	180.90	51.7	4,500.00	3,478.52	22.7
80-60-001-41304	OTHER PROFESSIONAL SERVICES	541.66	0.00	100.0	6,500.00	7,560.79	(16.3)
80-60-001-41305	COMPUTER SERVICES	2,250.00	0.00	100.0	27,000.00	18,688.65	30.7
80-60-001-41350	LEGAL SERVICES	208.33	0.00	100.0	2,500.00	2,160.00	13.6
80-60-001-42400	PROFESSIONAL DEVELOPMENT	541.66	0.00	100.0	6,500.00	2,710.49	58.3
80-60-001-42440	DUES	250.00	0.00	100.0	3,000.00	2,143.00	28.5
80-60-001-43230	UTILITIES	791.66	415.16	47.5	9,500.00	5,803.74	38.9
80-60-001-43300	POSTAGE	291.66	102.21	64.9	3,500.00	2,365.64	32.4
80-60-001-43400	PRINTING/E-NEWSLETTER	666.66	0.00	100.0	8,000.00	6,730.95	15.8
80-60-001-43550	OFFICE SUPPLIES	500.00	163.31	67.3	6,000.00	6,063.31	(1.0)
80-60-001-43570	OPERATING SUPPLIES	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	250.00	113.29	54.6	3,000.00	1,298.81	56.7
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	333.33	371.61	(11.4)	4,000.00	5,807.60	(45.1)
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	83.33	58.28	30.0	1,000.00	1,010.62	(1.0)
80-60-001-43710	ADULT PROGRAM SUPPLIES	333.33	249.45	25.1	4,000.00	4,025.91	(0.6)
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	583.33	334.44	42.6	7,000.00	6,958.27	0.6
80-60-001-44800	PER CAPITA GRANT	0.00	0.00	0.0	0.00	825.61	100.0
80-60-001-44850	ROSSI GRANT	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-44870	PROGRAM EXPENSES	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-44900	"WEED AND FEED" GRANT	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-44901	PATTI MANNELLY MEMORIAL GRANT	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-45000	ADULT NON-FICTION BOOKS	1,666.66	0.00	0.0	0.00	0.00	0.0
80-60-001-45100	ADULT FICTION BOOKS	1,333.33	1,390.92	16.5	20,000.00	17,818.76	10.9
80-60-001-45110	ADULT LARGE PRINT MATERIAL	83.33	888.97	33.3	16,000.00	16,496.64	(3.1)
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	1,125.00	468.88	(462.6)	1,000.00	1,280.11	(28.0)
80-60-001-45220	ADULT REFERENCE/E-REFER	1,250.00	2,076.04	(84.5)	13,500.00	12,535.45	7.1
80-60-001-45300	ADULT REFERENCE MATERIAL	0.00	0.00	100.0	15,000.00	6,690.00	55.4
80-60-001-45400	JUVENILE NON-FICTION	625.00	0.00	0.0	0.00	6,182.61	100.0
80-60-001-45410	PICTURE BOOKS, READERS	500.00	668.91	(7.0)	7,500.00	7,363.80	1.8
80-60-001-45420	JUVENILE FICTION	608.33	526.60	(5.3)	6,000.00	5,961.58	0.6
80-60-001-45430	JUVENILE AUDIO-VISUAL	333.33	383.48	36.9	7,300.00	6,929.54	5.0
			340.33	(2.1)	4,000.00	3,387.39	15.3

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FUND: LAKE BLUFF PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	APRIL BUDGET	APRIL 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	110.81	100.0
80-60-001-45450	TEEN BOOKS	250.00	340.75	(36.3)	3,000.00	2,964.81	1.1
80-60-001-45500	PERIODICALS	708.33	394.20	44.3	8,500.00	6,219.64	26.8
80-60-001-45510	VIDEO GAMES	191.66	0.00	100.0	2,300.00	2,315.79	(0.6)
80-60-001-45600	PATRON & STAFF SOFTWARE	333.33	572.00	(71.6)	4,000.00	3,943.00	1.4
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	1,083.33	0.00	100.0	13,000.00	13,096.00	(0.7)
80-60-001-45700	BRANCH MATERIALS	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-45900	MINOR EQUIPMENT	0.00	0.00	0.0	0.00	1,797.92	100.0
80-60-001-46000	MISCELLANEOUS EXPENSES	166.66	215.00	(29.0)	2,000.00	1,302.57	34.8
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	0.00	0.00	0.0	0.00	1,906.38	100.0
80-60-001-49000	LIBRARY FURNISHINGS	833.33	0.00	100.0	10,000.00	3,442.68	65.5
80-60-001-49100	BUILDING IMPROVEMENTS	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-49120	EXT BUILDING IMPROVEMENTS	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-49350	COMPUTER EQUIPMENT	1,083.33	13,186.22	(1117.1)	13,000.00	18,146.78	(39.5)
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	899.88	(139.9)	4,500.00	1,781.23	60.4
80-60-001-50000	CONTINGENCY	1,666.66	0.00	100.0	20,000.00	2,150.12	89.2
TOTAL LIBRARY SERVICES		67,275.61	62,431.45	7.2	807,309.00	728,022.26	9.8
TOTAL EXPENSES: LIBRARY ADMINISTRATION		67,275.61	62,431.45	7.2	807,309.00	728,022.26	9.8
TOTAL FUND REVENUES							
TOTAL FUND EXPENSES		67,275.73	1,864.39	(97.2)	807,309.00	828,558.42	2.6
FUND SURPLUS (DEFICIT)		67,275.61	62,431.45	7.2	807,309.00	728,022.26	9.8
		0.12	(60,567.06)	(2650.0)	0.00	100,536.16	100.0

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FUND: LIBRARY BLG RENOVATION FUND

ACCOUNT NUMBER	DESCRIPTION	APRIL BUDGET	APRIL ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
----- UNDEFINED CODE -----							
EXPENSES							
---- UNDEFINED CODE ----							
81-60-001-49000	LIBRARY FURNISHINGS	0.00	0.00	0.0	0.00	70,734.62	100.0
81-60-001-49100	BUILDING IMPROVEMENTS	0.00	0.00	0.0	0.00	205,357.15	100.0
TOTAL ---- UNDEFINED CODE ----		0.00	0.00	0.0	0.00	276,091.77	100.0
TOTAL EXPENSES: ---- UNDEFINED CODE ----		0.00	0.00	0.0	0.00	276,091.77	100.0
TOTAL FUND REVENUES		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FUND EXPENSES		0.00	0.00	0.0	0.00	276,091.77	100.0
FUND SURPLUS (DEFICIT)		0.00	0.00	0.0	0.00	(276,091.77)	100.0

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FUND: LIBRARY BIRD MEMORIAL FUND

ACCOUNT NUMBER	DESCRIPTION	APRIL BUDGET	APRIL ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
BIR MEMORIAL FUND REVENUES							
REVENUES							
MISCELLANEOUS							
82-40-603-73000	STATE PER CAPITA GRANT	515.33	0.00	100.0	6,184.00	0.00	100.0
82-40-603-75000	INTEREST EARNINGS	0.00	0.11	100.0	0.00	1.86	100.0
82-40-603-78000	UNRESTRICTED DONATIONS/CONTRIB	833.33	0.00	100.0	10,000.00	0.00	100.0
82-40-603-78100	RESTRICTED DONATIONS/CONTRIB	1,666.66	0.00	100.0	20,000.00	0.00	100.0
82-40-603-78200	TECH-4-U DONATIONS	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL MISCELLANEOUS		3,015.32	0.11	(100.0)	36,184.00	1.86	(99.9)
TOTAL REVENUES: BIR MEMORIAL FUND REVENUES		3,015.32	0.11	(100.0)	36,184.00	1.86	(99.9)
BIRD MEMORIAL EXPENDITURES							
EXPENSES							
--- UNDEFINED CODE ---							
82-60-001-44800	PER CAPITAL GRANT EXPENDITURES	515.33	0.00	100.0	6,184.00	9,491.70	(53.4)
82-60-001-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.0	0.00	0.00	0.0
82-60-001-44901	PATTI MANNELLY MEMORIAL EXPEND	0.00	0.00	0.0	0.00	0.00	0.0
82-60-001-49000	BIRD MEMORIAL - CHILDRENS LIBR	250.00	2,876.00	(1050.4)	3,000.00	2,876.00	4.1
82-60-001-49350	TECH-4-U AUTOMATION EXPENDITUR	0.00	0.00	0.0	0.00	0.00	0.0
82-60-001-49600	HVAC SYSTEM	0.00	0.00	0.0	0.00	0.00	0.0
82-60-001-99999	UNDEFINED/TEMP EXPENSE ACCT	2,500.00	0.00	100.0	30,000.00	0.00	100.0
TOTAL --- UNDEFINED CODE ---		3,265.33	2,876.00	11.9	39,184.00	12,367.70	68.4
CONTRACTUAL & COMMODITIES							
82-60-002-43570	OPERATING SUPPLIES	0.00	0.00	0.0	0.00	0.00	0.0
82-60-002-45000	BIRD MEMORIAL EXPENSES	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL CONTRACTUAL & COMMODITIES		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: BIRD MEMORIAL EXPENDITURES		3,265.33	2,876.00	11.9	39,184.00	12,367.70	68.4
TOTAL FUND REVENUES		3,015.32	0.11	(100.0)	36,184.00	1.86	(99.9)
TOTAL FUND EXPENSES		3,265.33	2,876.00	11.9	39,184.00	12,367.70	68.4
FUND SURPLUS (DEFICIT)		(250.01)	(2,875.89)	1050.3	(3,000.00)	(12,365.84)	312.1

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 MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
10489	9VANTAGE 101435827	VANTAGEPOINT TRANSFER AGENTS 04/03/12	01	'EE ICMA CONTRIBUTION:4/13/12	04/10/12	80-20-102-45000	1,000.00 1,000.00 *
						CHECK TOTAL:	1,000.00
10490	9AT&T 847234254004A	AT & T 04/07/12	01	LCL PH SRVC: 3/8-4/7/12	04/24/12	80-60-001-43230	273.26 273.26 *
						CHECK TOTAL:	273.26
10491	9COMCAST COM41212	COMCAST CABLE 04/12/12	01	INTERNET SRVC: 4/19-5/18/12	04/24/12	80-60-001-43230	141.90 141.90 *
						CHECK TOTAL:	141.90
10492	9DELAGÉ 13235668	DE LAGE LANDEN FINANCIAL SRVC 04/07/12	01	COPIER MAINT: APR 2012	04/24/12	80-60-001-41303	137.06 137.06 *
						CHECK TOTAL:	137.06
10493	9FIRSTBA ERI04022012	FIRST BANKCARD 04/02/12	01	MISC. EXPENSES	04/24/12	80-60-001-46000	20.00 20.00 *
						CHECK TOTAL:	20.00
10494	9FIRSTBA CAR04022012	FIRST BANKCARD 04/02/12	01 02	ADULT PROGRAM SUPPLIES PERIODICALS	04/24/12	80-60-001-43710 80-60-001-45500	249.45 99.00 348.45 *
						CHECK TOTAL:	348.45
10495	9FIRSTBA CDT04022012	FIRST BANKCARD 04/02/12	01 02	POSTAGE FY2011-2012 BOOK CLUB SNACKS	04/24/12	80-60-001-43300 80-60-001-43700	6.85 9.98 16.83 *
						CHECK TOTAL:	16.83

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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
10496	9FIRSTBA DON04022012	FIRST BANKCARD 04/02/12			04/24/12		
			01	JUVENILE AUDIO VISUAL MATERIAL		80-60-001-45430	344.33
			02	CHILDREN/TEEN PROGRAM SUPPLIES		80-60-001-43720	316.44
			03	JUVENILE NON-FICTION BOOKS		80-60-001-45400	145.97
			04	JUVENILE AUDIO VISUAL-CREDIT		80-60-001-45430	-4.00
				INVOICE TOTAL:			802.74 *
				CHECK TOTAL:			802.74
10497	9KAMINMI KAM041512	MICAH KAMIN 09/01/11			04/24/12		
			01	BUILDING MAINTENANCE		80-60-001-41000	100.00
				INVOICE TOTAL:			100.00 *
				CHECK TOTAL:			100.00
10498	9NCCPETE 58175	NCC-PETERSON PRODUCTS 03/30/12			04/24/12		
			01	CLEANING/GROUNDS SUPPLIES		80-60-001-43660	113.29
				INVOICE TOTAL:			113.29 *
				CHECK TOTAL:			113.29
10499	9USPOSTA USP041812	UNITED STATES POSTAL SERVICE 04/18/12			04/24/12		
			01	POSTAGE STAMPS		80-60-001-43300	90.00
				INVOICE TOTAL:			90.00 *
				CHECK TOTAL:			90.00
10500	9WENDTM WEN04012012	WENDT MAINTENANCE INC. 04/01/12			04/24/12		
			01	GROUNDS MAINTENANCE:APR 2012		80-60-001-41050	480.00
				INVOICE TOTAL:			480.00 *
				CHECK TOTAL:			480.00
10501	9NYTIMES NYT040112	NEW YORK TIMES 04/01/12			04/24/12		
			01	PERIODICALS		80-60-001-45500	200.20
				INVOICE TOTAL:			200.20 *
				CHECK TOTAL:			200.20
10502	9INGRAM 04211974	INGRAM LIBRARY SERVICES 04/04/12			04/24/12		
			01	ADULT FICTION BOOKS		80-60-001-45100	19.14
				INVOICE TOTAL:			19.14 *
				CHECK TOTAL:			19.14

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10538	9AMAZONA	VOIDED---LEADER CHECK						
		023357187281	03/12/12	01	ADULT NON-FICTION	80-60-001-45000	30.68	
						INVOICE TOTAL:	30.68 *	
		042083386958	03/16/12	01	ADULT NON-FICTION	80-60-001-45000	19.57	
						INVOICE TOTAL:	19.57 *	
		069502816736	03/26/12	01	ADULT NON-FICTION	80-60-001-45000	27.58	
						INVOICE TOTAL:	27.58 *	
		110110363695	03/12/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	202.39	
						INVOICE TOTAL:	202.39 *	
		110112590044	03/16/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	-1.00	
						INVOICE TOTAL:	-1.00 *	
		110114188039	03/15/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	-0.50	
						INVOICE TOTAL:	-0.50 *	
		110114655221	03/14/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	-1.00	
						INVOICE TOTAL:	-1.00 *	
		110117181714	03/18/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	-0.50	
						INVOICE TOTAL:	-0.50 *	
		110119277936	03/17/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	-3.00	
						INVOICE TOTAL:	-3.00 *	
		144218431638	04/02/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	11.88	
						INVOICE TOTAL:	11.88 *	
		144219522405	03/23/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	36.98	
						INVOICE TOTAL:	36.98 *	
		153201331805	04/05/12	01	ADULT NON-FICTION	80-60-001-45000	15.29	
						INVOICE TOTAL:	15.29 *	

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10538	9AMAZONA	VOIDED---	LEADER CHECK					
	175325683946		04/09/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	8.99	
						INVOICE TOTAL:	8.99 *	
	175327352794		04/07/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	257.31	
						INVOICE TOTAL:	257.31 *	
	182401298074		04/04/12	01	ADULT NON-FICTION	80-60-001-45000	34.12	
						INVOICE TOTAL:	34.12 *	
	212801037607		04/07/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	-1.00	
						INVOICE TOTAL:	-1.00 *	
	2128018175165		04/02/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	45.98	
						INVOICE TOTAL:	45.98 *	
	212805109632		03/21/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	229.37	
						INVOICE TOTAL:	229.37 *	
	212809530853		04/08/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	-3.00	
						INVOICE TOTAL:	-3.00 *	
10539	9AMAZONA	AMAZON						
	220422055277		03/19/12	01	ADULT NON-FICTION	80-60-001-45000	10.88	
						INVOICE TOTAL:	10.88 *	
	231091401968		04/02/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	150.87	
						INVOICE TOTAL:	150.87 *	
	231094951841		04/02/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	26.99	
						INVOICE TOTAL:	26.99 *	
	231097169503		04/02/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	14.99	
						INVOICE TOTAL:	14.99 *	

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10539	9AMAZONA	AMAZON						
		231098488180	04/02/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	14.99	
						INVOICE TOTAL:	14.99	*
		231099804827	04/08/12	01	AUDIO VISUAL MATERIAL	80-60-001-45000	-2.99	
						INVOICE TOTAL:	-2.99	*
		231099933835	04/07/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	-2.99	
						INVOICE TOTAL:	-2.99	*
		231715258051	04/04/12	01	HOSPITALITY	80-60-001-43700	48.30	
						INVOICE TOTAL:	48.30	*
		240832819663	03/23/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	47.46	
						INVOICE TOTAL:	47.46	*
		271884492692	03/30/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	198.47	
						INVOICE TOTAL:	198.47	*
		271885999481	03/23/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	9.56	
						INVOICE TOTAL:	9.56	*
						CHECK TOTAL:		1,426.67
10540	9AMERCAP	AMERICAN CAPITAL FINANCIAL SRV						
		4452	03/13/12	01	COMPUTER SERVICES	80-60-001-41305	2,200.00	
						INVOICE TOTAL:	2,200.00	*
						CHECK TOTAL:		2,200.00
10541	9BKTLNT	VOIDED---LEADER CHECK						
		0002281667	03/13/12	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	-9.60	
						INVOICE TOTAL:	-9.60	*

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10541	9BKTLENT	VOIDED---LEADER CHECK						
	0002291042		03/30/12	01	PICTURE BKS, READERS	80-60-001-45410	-9.58	
						INVOICE TOTAL:	-9.58 *	
	0002291043		03/30/12	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	-25.45	
						INVOICE TOTAL:	-25.45 *	
	0002295856		04/12/12	01	CREDIT:ADULT FICTION	80-60-001-45100	-14.69	
						INVOICE TOTAL:	-14.69 *	
	0002295857		04/12/12	01	CREDIT:ADULT FICTION	80-60-001-45100	-14.68	
						INVOICE TOTAL:	-14.68 *	
	2026865378		03/26/12	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	19.66	
						INVOICE TOTAL:	19.66 *	
	2026881870		03/30/12	01	TEEN BOOKS	80-60-001-45450	284.34	
						INVOICE TOTAL:	284.34 *	
	2026887003		04/03/12	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	79.44	
						INVOICE TOTAL:	79.44 *	
	2026887228		04/02/12	01	ADULT FICTION	80-60-001-45100	60.70	
						INVOICE TOTAL:	60.70 *	
	2026890187		04/03/12	01	ADULT FICTION	80-60-001-45100	78.24	
						INVOICE TOTAL:	78.24 *	
	2026892542		04/04/12	01	ADULT FICTION	80-60-001-45100	524.35	
						INVOICE TOTAL:	524.35 *	
	2026894339		04/04/12	01	PICTURE BKS, READERS	80-60-001-45410	38.32	
						INVOICE TOTAL:	38.32 *	
	2026897897		04/05/12	01	LARGE PRINT BOOKS	80-60-001-45110	17.02	
						INVOICE TOTAL:	17.02 *	

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10541	9BKTLENT	VOIDED---LEADER CHECK						
	2026899269		04/06/12	01	LARGE PRINT BOOKS	80-60-001-45110	146.39	
						INVOICE TOTAL:	146.39 *	
	2026901658		04/06/12	01	JUVENILE NON-FICTION	80-60-001-45400	48.16	
						INVOICE TOTAL:	48.16 *	
	2026902048		04/05/12	01	ADULT FICTION	80-60-001-45100	31.78	
						INVOICE TOTAL:	31.78 *	
	2026905233		04/09/12	01	ADULT NON-FICTION BOOKS	80-60-001-45000	157.94	
						INVOICE TOTAL:	157.94 *	
	2026912590		04/11/12	01	ADULT NON-FICTION BOOKS	80-60-001-45000	238.17	
						INVOICE TOTAL:	238.17 *	
	2026914516		04/11/12	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	9.84	
						INVOICE TOTAL:	9.84 *	
10542	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT						
	2026916409		04/11/12	01	PICTURE BKS, READERS	80-60-001-45410	241.03	
						INVOICE TOTAL:	241.03 *	
	2026916484		04/11/12	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	248.70	
						INVOICE TOTAL:	248.70 *	
	2026926430		04/13/12	01	ADULT FICTION	80-60-001-45100	158.73	
						INVOICE TOTAL:	158.73 *	
	2026926893		04/13/12	01	ADULT FICTION	80-60-001-45100	45.40	
						INVOICE TOTAL:	45.40 *	
	2026930230		04/17/12	01	LARGE PRINT BOOKS	80-60-001-45110	30.54	
						INVOICE TOTAL:	30.54 *	

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10542	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT					
	2026932353		04/16/12	01	TEEN BOOKS	80-60-001-45450	9.65
						INVOICE TOTAL:	9.65 *
	2026933721		04/16/12	01	ADULT FICTION	80-60-001-45100	15.87
						INVOICE TOTAL:	15.87 *
	2026947071		04/12/12	01	ADULT NON-FICTION BOOKS	80-60-001-45000	271.43
						INVOICE TOTAL:	271.43 *
	2026948499		04/24/12	01	ADULT NON-FICTION BOOKS	80-60-001-45000	302.14
						INVOICE TOTAL:	302.14 *
	2026948617		04/23/12	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	60.89
						INVOICE TOTAL:	60.89 *
	2026948625		04/23/12	01	PICTURE BKS, READERS	80-60-001-45410	32.58
						INVOICE TOTAL:	32.58 *
	2026959357		04/26/12	01	LARGE PRINT BOOKS	80-60-001-45110	221.02
						INVOICE TOTAL:	221.02 *
	2026961808		04/26/12	01	ADULT NON-FICTION BOOKS	80-60-001-45000	251.72
						INVOICE TOTAL:	251.72 *
	2026961813		04/25/12	01	TEEN BOOKS	80-60-001-45450	46.76
						INVOICE TOTAL:	46.76 *
	5011943505		04/06/12	01	ADULT NON-FICTION BOOKS	80-60-001-45000	34.39
						INVOICE TOTAL:	34.39 *
						CHECK TOTAL:	3,631.20
10543	9CARTERC	CAROL CARTER					
	CAR042612		04/26/12	01	AUDIO VISUAL MATERIAL (DVD)	80-60-001-45200	25.00
						INVOICE TOTAL:	25.00 *
						CHECK TOTAL:	25.00

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10544	9CDW	CDW GOVERNMENT, INC.					
	J937105		04/27/12	01	LAPTOP	80-60-001-49350	730.22
						INVOICE TOTAL:	730.22 *
						CHECK TOTAL:	730.22
10545	9COMPVIE	COMPUTER VIEW, INC.					
	25326		03/28/12	01	COMPUTER SERVICES	80-60-001-41305	2,510.00
						INVOICE TOTAL:	2,510.00 *
	25351		04/05/12	01	COMPUTER SOFTWARE	80-60-001-45600	572.00
						INVOICE TOTAL:	572.00 *
	25352		04/05/12	01	50% DEPOSIT:3 STAFF DESKTOPS	80-60-001-49350	1,866.00
						INVOICE TOTAL:	1,866.00 *
	25353		04/05/12	01	50% DEPOSIT:3 STAFF DESKTOPS	80-60-001-49350	1,866.00
						INVOICE TOTAL:	1,866.00 *
	25354		04/05/12	01	BIRD MEMORIAL FUND	82-60-001-49000	1,423.00
						INVOICE TOTAL:	1,423.00 *
	25355		04/05/12	01	BIRD MEMORIAL FUND	82-60-001-49000	1,453.00
						INVOICE TOTAL:	1,453.00 *
	25383		04/24/12	01	BAL DUE:3 STAFF DESKTOPS	80-60-001-49350	1,912.00
						INVOICE TOTAL:	1,912.00 *
	25384		04/24/12	01	BAL DUE:3 STAFF DESKTOPS	80-60-001-49350	1,912.00
						INVOICE TOTAL:	1,912.00 *
						CHECK TOTAL:	13,514.00
10546	9DEMCO	DEMCO, INC					

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10546	9DEMCO	DEMCO, INC					
	4571457		04/10/12	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	136.07
				02	OFFICE SUPPLIES	80-60-001-43550	8.41
						INVOICE TOTAL:	144.48 *
	4586668		04/24/12	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	107.80
						INVOICE TOTAL:	107.80 *
						CHECK TOTAL:	252.28
10547	9EBSCO	EBSCO SUBSCRIPTION SERVICES					
	07649		08/13/11	01	CREDIT-PERIODICALS	80-60-001-45500	-5.66
						INVOICE TOTAL:	-5.66 *
	1374514		03/20/12	01	PERIODICALS	80-60-001-45500	3,608.60
						INVOICE TOTAL:	3,608.60 *
						CHECK TOTAL:	3,602.94
10548	9ESSCOEL	ESSCOE, L.L.C					
	7600		02/02/12	01	SPRINKLER SYSTEM INSPECTION	80-60-001-41000	1,300.00
						INVOICE TOTAL:	1,300.00 *
						CHECK TOTAL:	1,300.00
10549	9GALE	GALE					
	96152626		04/17/12	01	LARGE PRINT BOOKS	80-60-001-45110	35.95
						INVOICE TOTAL:	35.95 *
	96161968		04/18/12	01	LARGE PRINT BOOKS	80-60-001-45110	17.96
						INVOICE TOTAL:	17.96 *
						CHECK TOTAL:	53.91

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10550	9GAYLORD	GAYLORD BROS.					
	2039445		04/20/12	01	BOOK RETURN CART	80-60-001-49400	899.88
						INVOICE TOTAL:	899.88 *
						CHECK TOTAL:	899.88
10551	9TOSEREL	ELIZA JARVI					
	JAR050112		05/01/12	01	POSTAGE	80-60-001-43300	5.36
				02	CHILDREN/TEEN PROGRAM SUPPLIES	80-60-001-43720	18.00
						INVOICE TOTAL:	23.36 *
						CHECK TOTAL:	23.36
10552	9KANNBOB	BOB KANN					
	KANO41612		04/16/12	01	CHILDREN/TEEN PROGRAM SUPPLIES	80-60-001-43720	350.00
						INVOICE TOTAL:	350.00 *
						CHECK TOTAL:	350.00
10553	9BETTYKA	BETTY KAY					
	KAY043012		04/30/12	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	25.00
						INVOICE TOTAL:	25.00 *
						CHECK TOTAL:	25.00
10554	9LFHARDW	LAKE FOREST HARDWARE					
	37647		04/24/12	01	BUILDING MAINTENANCE	80-60-001-41000	4.94
						INVOICE TOTAL:	4.94 *
						CHECK TOTAL:	4.94
10555	9LIBRCOR	THE LIBRARY CORPORATION					

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10555	9LIBRCOR	THE LIBRARY CORPORATION					
	2012040130		02/22/12	01	LIBRARY AUTOMATION SOFTWARE	80-60-001-45610	291.67
				02	LIBRARY AUTOMATION SOFTWARE	80-60-001-45610	4,272.00
				03	LIBRARY AUTOMATION SOFTWARE	80-60-001-45610	1,385.00
				04	LIBRARY AUTOMATION SOFTWARE	80-60-001-45610	182.50
					INVOICE TOTAL:		6,131.17 *
					CHECK TOTAL:		6,131.17
10556	9MIDTAPE	MIDWEST TAPE					
	90008540		04/06/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	280.93
					INVOICE TOTAL:		280.93 *
	90033384		04/17/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	361.91
					INVOICE TOTAL:		361.91 *
	90034171		04/17/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	84.98
					INVOICE TOTAL:		84.98 *
	90034173		04/17/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	39.99
					INVOICE TOTAL:		39.99 *
	90055153		04/26/12	01	AUDIO VISUAL MATERIAL	80-60-001-45200	39.99
					INVOICE TOTAL:		39.99 *
					CHECK TOTAL:		807.80
10557	9OPPFRAN	OPP, FRANCHISING, INC.					
	CHC04121504		04/11/12	01	BUILDING MAINTENANCE	80-60-001-41000	35.00
					INVOICE TOTAL:		35.00 *
					CHECK TOTAL:		35.00

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10558	9JACKIER	JACKIE RIFFICE					
	RIF043012		04/30/12	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	200.00
						INVOICE TOTAL:	200.00 *
						CHECK TOTAL:	200.00
10559	9ROYALPU	ROYAL PUBLISHING					
	7595573		04/16/12	01	MISC. EXPENSES	80-60-001-46000	195.00
						INVOICE TOTAL:	195.00 *
						CHECK TOTAL:	195.00
10560	9SHREDIT	SHRED-IT USA-CHICAGO					
	9400215693		04/10/12	01	PHOTOCOPIER SRVC	80-60-001-41303	43.84
						INVOICE TOTAL:	43.84 *
						CHECK TOTAL:	43.84
10561	9STAPLES	STAPLES BUSINESS ADVANTAGE					
	8021669545		04/21/12	01	BOOK TAPE	80-60-001-43670	84.66
						INVOICE TOTAL:	84.66 *
						CHECK TOTAL:	84.66
10562	9TEAMSOF	TEAM SOFTWARE SOLUTIONS					
	7578		04/12/12	01	ANN'L RENWL PUBLIC WEB BROWSER	80-60-001-45600	125.00
						INVOICE TOTAL:	125.00 *
						CHECK TOTAL:	125.00
10563	9TECHSYS	TECH SYSTEMS, INC					

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10563	9TECHSYS	TECH SYSTEMS, INC					
	102621		04/03/12	01	BUILDING MAINTENANCE	80-60-001-41000	513.00
						INVOICE TOTAL:	513.00 *
						CHECK TOTAL:	513.00
10564	9THYSSEN	THYSSENKRUPP ELEVATOR CORP.					
	3000162223		05/01/12	01	ELEVATOR MAINTENANCE	80-60-001-41020	104.19
						INVOICE TOTAL:	104.19 *
						CHECK TOTAL:	104.19
10565	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS					
	101446585		04/26/12	01	'EE ICMA CONTRIBUTION:4/30/12	80-20-102-45000	1,000.00
						INVOICE TOTAL:	1,000.00 *
						CHECK TOTAL:	1,000.00
10566	9WAREHOU	WAREHOUSE DIRECT					
	1516767-0		04/09/12	01	BOOK TAPE	80-60-001-43670	43.08
						INVOICE TOTAL:	43.08 *
						CHECK TOTAL:	43.08
10567	9WKS SAFE	WAUKEGAN SAFE & LOCK LTD.					
	173238		04/13/12	01	FRONT DOOR KEYS	80-60-001-41000	23.26
						INVOICE TOTAL:	23.26 *
						CHECK TOTAL:	23.26
10568	9WORLDTR	WORLD TRADE PRESS					

Lake Bluff Public Library

DATE: 05/03/12
TIME: 13:26:09
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --
CHECK REGISTER

12M

CHECK DATE: 05/08/12

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10568	9WORLDTR	WORLD TRADE PRESS					
	INV57587		04/02/12	01	ADULT REFERENCE MATERIALS	80-60-001-45220	535.50

INVOICE TOTAL: 535.50 *

CHECK TOTAL: 535.50

TOTAL AMOUNT PAID: 37,880.90

Season	Programs	Cost	# of Attendees
Fall 2011	TAB 3X	\$10	27
	Knitting6X	\$0	17
	Teen Contest	\$25	9
	Anime/Manga 3X	\$150	7
	Bk Discussion	\$0	2
	Vote for Favorite Bk	\$25	8
Winter 2012	Knitting4X	\$55	15
	Manga 3X	\$150	9
	Scrabooking 3X	\$175	9
	TAB 3X	\$15	11
	Finals Night	\$20	5
	Bk discussion	\$0	3
	TAB 3X	\$10	30
Spring 2012	Hunger Games Scavenger Hunt	\$65	13
	Knitting 2X	\$0	3
	Anime 2X	\$150	9
	Crafting 3X	\$300	6
	TAB 2X	\$10	18

Attendance for monthly book clubs-
Nonfiction: 48
Thursday evenings: 29
Tuesday afternoons: 73

<u>Title</u>	<u>Attendance</u>	<u>Cost</u>
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May and June: No additional programs besides book clubs and Wool Gatherers because of renovations.

July

Tom Franklin, author	24 >	
Rain Barrels	9	150
Wool Gatherers	4	
Open House:		
Planting Bulbs	11	200
LB Police (no show)	10	
Anyone Can Sing (cancelled)		
Scavenger Hunt	76	

August

Door County Stories	2	
Rabbit Hole	6	
Wool Gatherers	3	
Temple Grandin	2	
Adult Summer Reading Club	24	

September

Canteen Tunes	15	200
Biutiful	2	
Wool Gatherers	3	
Civil War Sites	6	125
Here Comes the Bride	16	200
Mystery Authors	2	

October

College Aid	6	
Crusades	12	150
Crusades	9	150
Model Trains	73	
Wool Gatherers	3	
Clara Barton	12	250
Green Houses	5	

November

Holiday Table Settings	13	175
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Book Talk/Fiction	4	
Cuban Stories	12	
Lake County in the Civil War	10	80
Wool Gatherers	2	
December		
Book Talk/Mysteries	5	
Christmas Village	50	
Many Faces of Christmas	10	
Violinist Oliver Colbertson	22	
LB Middle School Chorus	35	
Wool Gatherers	3	
Bridesmaids	4	
Movie License		125(split w/Children's)
January		
Women in the Civil War	20	25
Wool Gatherers	2	
Book Talk/Nonfiction	6	
AIC Highlights	26	275
February		
Road to Lincoln	13	150
Olive Tap (no show)	25	100
Wool Gatherers	3	
Marc Chagall	24	275
Lincoln's Lawyer	6	
March		
Acupuncture and Pain Management	9	150
Civil War in Illinois	22	150
J. Edgar	4	
Wool Gatherers	3	
Ides of March	2	
April		
Chinese Shen-Yun	17	100
Poetry Reading	23	
Wool Gatherers	3	
Tinker Tailor	7	
Color and Wardrobe Stylist	33	
Couponing 101	4	175
Juliette Gordon Low	29	150(split with Children's)
Chile/Easter Island	16	

*Advertise
Better*

All programs are free unless noted otherwise.
Additional expenses are incurred with drinks and snacks for the guests.

Adult Program Attendance

	# of Programs	# Attendance
5/1/06 - 4/30/07	84	675
5/1/07 - 4/30/08	83	675
5/1/08 - 4/30/09	98	945
5/1/10 - 4/30/11	95	932
5/1/11 - 4/30/12	101	860 (without open house attendance/ no programs during renovations)

Children's Department Program Expenses for the May 2011-April 2012 Fiscal Year

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Season	Program	Cost	# of Attendees
Fall 2011	Storytime (2s) 6X	\$25	25
	Storytime (3-5s) 6X	\$25	21
	Pres Halloween party	\$60	47
	School Age H Party	\$30	12
	Thanksgiving Craft	\$20	21
	Scooby Doo visit	\$20	24
	Winter Reading Club	\$104	62
	Pk Distric Visits 2X	\$0	88
	Star Wars Program	\$225	0
	Paws for a Tale 6X	\$0	36
	Meet the Dogs	\$0	16
	P/C Book Group 2X	\$25	8
	Nat'l Gaming Day	\$90	14
Winter 2012	Drop-in Holiday Crafts	\$60	51
	Elf Day	\$30	92
	Movie	\$20	31
	New Year's Craft	\$12	18
	Storytime 2s 6X	\$25	37
	Storytime 3-5s 6X	\$25	41
	Parent/child Book Grp 2X	\$25	16
	Valentine Making	\$50	47
	Leap Yr Craft	\$3	9
	Super Stolie Musican Family Program	\$425	45
	Knitting 5X	\$0	16
	Pk Distric Visits 3X	\$0	126
	Spring 2012	Storytime 2s 6X	\$25
Storytime 3-5s 6X		\$25	32
PF Writing Contest & Bkmk Entries		\$0	142
P/C bk grp 2nd graders		\$25	36
Parent/Child Bk Group 2X		\$25	8
Mark Adamsky Music Together		\$0	34
Movie		\$0	0
Easter Craft		\$20	24
Mad Hatters		\$0	12
Drop in Craft		\$25	36
Girl Scouts Program		\$150	25
Park District Story time 3X		\$0	137

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Donations to the Library in 2012

Received	Donor	Amount	Thanked?	Used For	Memorial For
1/26/2012	Friends of the Library	\$1,596.00	1/26/2012	Blinds for Spruth Room	None
3/5/2012	Mary Ann Mahoney	\$1,000.00	3/12/2012	Not Used	John Sheppard Jr.
3/8/2012	Lake Bluff Women's Club	\$17.99	3/8/2012	Purchase of 'First Girl Scout' by Ginger Wadsworth	Beverly Robie
3/8/2012	Lake Bluff Women's Club	\$16.99	3/8/2012	Purchase of '100 People Who Made History' by Ben Gilliland	Fran Goostrey

May Director's Report

April proved to be an incredibly busy month at the library. I'm happy to report that we set a new circulation record during the recently ended 2011-2012 Fiscal Year! It was a particularly big year for our AV and ebook collections. Our final total for the year was 101,520 checkouts, nearly one thousand better than our 2009-2010 record of 100,633.

I am thrilled to report that Claire Osada was the recipient of the Oberman and Rich Award, which provides free admission to the Reaching Forward Conference, a free night's stay at a hotel, and \$50 for expenses. Carlen wrote Claire's nomination, though the skill and enthusiasm on display in the letter was all Claire's.

The library will be participating in the annual Mother's Day Blooming Scavenger Hunt (part of the 'It Happens Every Spring in Lake Bluff' event) this year on Saturday, May 12. Local businesses and institutions buy flowers, which are then free to be collected by individuals travelling from shop to shop. Collectors then take their gathered flowers to the village green, where representatives of the local Garden Club trim the flowers into a lovely bouquet.

The Fourth of July parade theme this year is 'History Marches On.' Tying in with your 'Reading Rocks' Summer Reading Club theme, we will be marching as figures from the history of rock and roll. Carlen has volunteered to march as an 80's rocker, and I am hoping to rent an Elvis costume.

Sarah and Valerie are both learning quickly in their new positions here at the library, and have both proven to be quick and eager learners.

The Friends of the Library dropped off a bounty of food for National Library Week. It was an arduous task making sure it all got eaten, but the library's staff and patrons managed somehow.

Carlen is working on a design for a poster to be placed along the Criterium Bike Race Course. In similar fashion to the outfield walls of baseball fields or the corners of NASCAR tracks, there will be advertisements lining the course. Valerie is a former bike racer and has provided us with a wealth of helpful information as we work to get involved. The library is also holding a drawing for a \$50 gift card to Activator Cycles of Lake Bluff. For each 5 items checked out (maximum 2 entries per checkout) patrons can enter to win. I am hoping to hold the final drawing on the Grand Stand as part of the race festivities, but the details of that are still being worked out with the race organizers.

Technical Services

We are still working on the patron time management software for the public computers. The initial software that we hoped to acquire, CASSIE, proved incompatible with our computer system. The most commonly used alternative, PC Reservation, will work with our system but our tech support company doesn't seem willing to support it. Bringing in a third party would drastically increase the cost. We are exploring all of our alternatives at this point.

The library acquired six new staff computers at the end of the fiscal year to replace older machines as part of our normal cycle of phasing out older computers each year. As more and more of our library's audiovisual programs require a laptop rather than a DVD player, and more and more staff activities require mobile computer access, the library also purchased an inexpensive laptop. Money from the Bird Memorial Fund, which has lingered unused for some years, was also used to replace the two computers in the Children's Preschool Room.

We have received a quote for a wall mounted projector screen for the Spruth Room. The price was much lower than we had anticipated, and this project should be moving forward shortly.

The new copier has arrived, to much delight. There is some question as to what the cost to the public of color copies ought to be. See the attached form for our current policy.

Building and Grounds

The landscapers we have contacted have been reluctant to get back to us with more detailed plans. Lyndy suspects, and I agree, that the landscape companies are unwilling to provide anything too concrete without a firm commitment lest we opt to take their design to a competitor. Our recommendation would be for the Building and Grounds Committee to meet with representatives from several landscape companies, and then make a recommendation to the full board that they move forward with a particular landscape company.

Placing the landscape maintenance contract out to bid was discussed at the March meeting of the board. Given that the library's landscape situation is likely to change significantly and soon, I decided to delay serious pursuit of new bids. Wendt is committed to continuing service through September.

Children's Department

The children's department had another big month, and is excited for the upcoming 'Reading Rocks' rock and roll themed summer reading club. The event will include a concert by local rock band GEM, and a grand finale musical event by Dave Rudolph on the village green!

We will also be trying a new story time this summer; Eliza will set out blankets on the village green for a brief story time every Friday, June through August, at 10:30am as part of the Farmer's Market. I certainly hope this will be a fun addition to this central Lake Bluff event. All in all, it should be an exciting summer!

The Girl Scout program was a huge success with 45-50 attendees. The first 3rd and 4th grade parent-child reading club was a tremendous

success with 35 attendees! Hopefully this momentum will carry through to the next club meeting in May.

Adult Programs

April was a huge month for adult programs, with a total of 132 attendees at the 8 programs held! Our program on Color and Wardrobe led the way with 33 community members in attendance. The increasing demand for a laptop by our presenters resulted in some awkward situations, but Carol handle them with her usual grace.

Monthly Statistics Summary

April, 2012

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Circulation

April

Year	Circulations per Hour	Total
2011-12	37.6	9,219
2010-11	33.1	7,756
2009-10	36.8	8,795

Fiscal Year to Date

Total	Percent Change	Adult	Juvenile	Adult Fiction	Adult Non-Fiction	Audio Visual	ILL		
		Borrowed	Lent						
101,520	2.35%	58,582	37,295	16,269	8,933	37,270	1,680	372	
99,190	-1.43%	56,398	37,975	17,861	9,268	36,586	1,777	731	
100,633	N/A	56,536	41,554	17,216	9,586	38,132	1,589	789	

User Visits

April

Year	Per Hour	Total
2011-12	27.5	6,749
2010-11	23.8	5,558
2009-10	24.2	5,790

Fiscal Year to Date

Avg. Per Hour	Total Visits
27.0	75,769
24.2	69,361
24.2	66,441

Materials Aquired and Withdrawn

April

Year	Total	
	Aquired	Withdrawn
2011-12	747	429
2010-11	390	718
2009-10	898	715

Fiscal Year to Date

Total		Adult		Juvenile		Audio Visual	
Aquired	Withdrawn	Aquired	Withdrawn	Aquired	Withdrawn	Aquired	Withdrawn
7,356	5,944	5,022	4,617	2,334	1,327	1,296	973
6,019	5,378	2,590	3,648	2,306	925	1,200	661
6,212	10,180	3,107	3,905	1,859	5,179	1,246	1,096

Online Access

Downloaded Materials

April

Year	Downloads	
	Books	Music
2011-12	248	243
2010-11	139	276
2009-10	19	NA.

Fiscal Year to Date

Downloads	
Books	Music
2,704	2,668
1,345	1,294
209	NA.

Website Usage

Fiscal Year to Date

Site Visits	
Unique Visitors	Page Loads
101,575	66,360
112,736	69,361
NA.	NA.

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CIR-10.4: Specific Fines and Fees

Fees:

Copies: 10¢ per page. If enlargement or reduction is required by the patron, the per page fee applies to each step in that process. Enlargement and reduction may take several pages.

Computer printouts: 10¢ per page. There may be an additional charge for color printouts.