

**November 13, 2012**

agenda

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
<b>1,2 CTO, Additions</b>		
	Document Summary	1A
	Agenda	2A
<b>3 Consent Agenda</b>		
	Minutes of October 16, 2012 Long Range Plan Committee Meeting <b>(action)</b>	3A
	Minutes of October 16, 2012 Regular Meeting of the Board <b>(action)</b>	4A-4D
	Minutes of November 3, 2012 Human Resources Committee Meeting <b>(action)</b>	5A
<b>4 Financial Reports (Yellow)</b>		
	Detailed Balance Sheet October <b>(action)</b>	6A-6F
	Detailed Revenue & Expense Report October <b>(action)</b>	7A-7F
	Revenue & Expense Report with Percentages October <b>(action)</b>	8A-8E
<b>5 Approval of Checks (Green)</b>		
	Manual Check Report October <b>(action)</b>	9A-9B
	Check Register October <b>(action)</b>	10A-10K
<b>6 Opportunity to Address Board</b>		
	(No documents)	
<b>7 Old Business</b>		
	Landscape Update	
	Library User Behavior Policy <b>(action)</b>	11A-11G
	Discussion of Library Bank Accounts <b>(possible action)</b>	
<b>8 Director's Report</b>		
	Librarian's Narrative Report	12A-12E
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<b>9 New Business</b>		
	Levy for 2013-2014 Fiscal Year <b>(action)</b>	14A-14G
	Discussion of Potential Projects Using Special Reserve Funds in the Next Fiscal Year	15A
	Revised Computer Usage Policy <b>(action)</b>	16A-16D
	Heat Exchanger for Wood Building HVAC (possibly available at meeting) <b>(action)</b>	17A
	Discussion of Long Range Plan	18A-18B
<b>10 Executive Session</b>		
<b>11 Committee Reports</b>		
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<b>12 Any and All Other Business ...</b>		
<b>13 Adjournment</b>		
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	Fundraising Letter from the Friends of the Library	19A-19B
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**Lake Bluff Public Library**  
**Board of Library Trustees Meeting**  
**Tuesday, November 13, 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 10/16/2012 Long Range Plan Committee Meeting **(action)**
  - b. Approval of Minutes of 10/16/2012 Regular Meeting of the Board **(action)**
  - c. Approval of Minutes of 11/3/2012 Human Resources Meeting **(action)**
4. **October 2012 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages)**
  - a. October Detailed Balance Sheet **(action)**
  - b. October Detailed Revenue & Expense Report **(action)**
  - c. October Detailed Revenue & Expense Report **(action)**
5. **Approval of checks (Green Pages)**
  - a. October Manual Checks (10832-10843) **(action)**
  - b. September Monthly Checks (10844-10872) **(action)**
6. **Opportunity for Public to Address the Board (limit 5 minutes per person per meeting)**
7. **Old Business**
  - a. Landscape Update
  - b. Library User Behavior Policy **(action)**
  - c. Discussion of Library Bank Accounts **(possible action)**
8. **Director's Report**
  - a. Director's Narrative Report
  - b. Statistical Report
  - c. Announcements and Correspondence
  - d. Friends Meeting Attendee for December
  - e. Programs of Interest to Library Trustees
9. **New Business**
  - a. Tax Levy for 2013-2014 Fiscal Year **(action)**
  - b. Discussion of Potential Projects Using Special Reserve Funds in the Next Year
  - c. Revised Computer Usage Policy **(action)**
  - d. Heat Exchanger for Wood Building HVAC (possibly available at meeting) **(action)**

- e. Discussion of Long Range Plan

#### **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 (Stroh, Kregor, Bush)
- b. Human Resources Committee (Gottshall, Bush, Meierhoff)
- c. Building and Grounds Committee (Stroh, Meierhoff)
- d. Technology Committee (Kregor, Wojda)
- e. Public Relations/Advocacy/Fundraising (Gottshall, Wojda)
- f. Friends Liason (rotates among trustees)
- g. Intergovernmental Committee (Stroh, Bush)
- h. Long Range Planning Committee (Kregor, Wojda)

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

#### **13. Adjournment**

#### **Attachments:**

Current User Behavior Policy

Revised User Behavior Policy

Tax Levy and Budget Information for FY2013-2014

List of Potential Projects for Which the Special Reserve Fund Might Be Used in the Next Fiscal Year

Current Computer Usage Policy

Revised Computer Usage Policy

Picture of Heat Exchanger in Wood Building HVAC

Fundraising Letter Distributed by the Friends of the Library

Kid's Corner Thank You Letter

**Upcoming Board Meetings: December 11, 2012, January 8, 2013, and February 12, 2013**

**LAKE BLUFF PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
Long Range Plan Meeting  
Tuesday, October 16, 2012

- 1) **Call to Order; Roll Call:** The meeting was called to order at 6:02 p.m. by Committee Chair John Marozsan. Roll was called and a quorum was established.

Present: Timothy Kregor, John Marozsan, and Romain Wojda

Absent: none

Library Staff Present: Eric Bailey, Lyndy Jensen, and Carlen DeThorne

Members of the Public:

2) **Discussions of a Long Range Plan for the Lake Bluff Public Library**

- a) Discussion of the Long Range Plan for the library.

b) **RESOLVED:** A Long Range Plan will be prepared by Library Director Eric Bailey for the next 3 years providing a survey of the community, information on upcoming projects broken out by fiscal year, and a mission statement. Buildings and Grounds, Staffing, Collections and Services, and Technology were all discussed as subjects worth including. The Board of Library Trustees will be kept updated on the progress of the project. A completed rough draft should be presented to the Board of Library Trustees no later than the March 2013 Regular Meeting and be approved no later than the April 2013 Regular Meeting.

3) **Any other business:**

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

4) **Adjournment:** Marozsan moved and Wojda seconded a motion to adjourn the meeting at 6:30 p.m.

AYES: all

NAYES: none

ABSENT: none

Respectfully submitted,

Eric S. Bailey, Library Director

Lake Bluff Public Library  
Board of Library Trustees Meeting  
Tuesday, October 16, 2012 at 7:00 PM  
123 E. Scranton Ave, Lake Bluff, IL 60044

Trustees attending: John Marozsan, Julie Gottshall, Tim Kregor, Kathy Meierhoff, Cal Stroh, Romain Wojda Absent: Karen Bush  
Additional attendees; Eric Bailey, Director, Martha Cordinez, Carlen de Thorne, Lindy Jensen, Carol Carter

1. Call to Order: President Marozsan called the meeting to order at 7:02 p.m.
2. Additions & Corrections to the Agenda: none
3. Discussion of Financial Reports with Susan Griffin and Marlene Scheibl from the Village of Lake Bluff
4. Approval of Minutes
  - a. Approval of Minutes of 9/11/2012 Regular Board Meeting. Resolved. Motion to approve, Gottshall, second: Marozsan, ayes: Marozsan, Gottshall, Kregor, Meierhoff, Stroh, Wojda. Absent: Bush
5. July and August 2012 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages)
  - a. September Detailed Balance Sheet
  - b. September Detailed Revenue & Expense Report
  - c. September Detailed Revenue & Expense ReportResolved. Motion to approve Stroh, second: Marozson: Ayes: Marozsan, Gottshall, Kregor, Meierhoff, Stroh, Wojda . Absent: Bush
6. Approval of checks (Green Pages)
  - a. September Manual Checks (10785-10797)
  - b. September Monthly Checks (10798-10830)Resolved. Motion to approve: Stroh, second by Wodja, Ayes: Marozsan, Gottshall, Kregor, Meierhoff, Stroh, Wojda . Absent: Bush

7. Opportunity for Public to Address the Board (limit 5 minutes per person per meeting) None.

**8. Old Business**

- a. Discussion of landscape contracts (available at meeting)
- b. Committee Appointments: Resolved. Motion to amend the bylaws for committees to consist of two trustees and the Library Director, and to approve the proposed revisions dated October 16, 2012 made by Marozsan, second by Gottshall. Ayes: Marozsan, Gottshall, Kregor, Meierhoff, Stroh, Wojda. Absent: Bush
- c. GASB 54 Assignment: discussion postponed to future meeting

**9. Director's Report**

- a. Director's Narrative Report
- b. Statistical Report
- c. Announcements and Correspondence
- d. Friends Meeting Attendee for November: November meeting postponed
- e. Programs of Interest to Library Trustees : none discussed

**10. New Business**

- a. Special Reserve Fund: Resolved. Policy Motion to adopt an ordinance amending the reserve fund policy of MNG 4.1 by Marozsan, second by Stroh. Ayes: Marozsan, Gottshall, Kregor, Meierhoff, Stroh, Wojda. Absent: Bush
- b. Human Resource Needs: Resolved. Human Resource Committee will meet to discuss and make recommendations to the Long Term Planning Committee
- c. Staff Contributions Towards Health Care Premiums: Resolved. Human Resource Committee will meet to discuss and make recommendations to the Long Term Planning Committee
- d. Library User Behavior Policy: revisions to policy will be discussed at a future meeting

**11. 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)

Trustees went to Executive Session at 8:20 P.M. Motion by Marozsan, Second by Stroh, Ayes: Marozsan, Gottshall, Kregor, Meierhoff, Stroh, Wojda . Absent: Bush

Trustees ended Executive Session at 8:35 by motion of Gottshall, second by Marzsan, Ayes: Marozsan, Gottshall, Kregor, Meierhoff, Stroh, Wojda. Absent: Bush

## 12. Committee Reports

- a. Finance Committee (Bush, Stroh, Kregor)
- b. Human Resources Committee (Gottshall, Bush, Meierhoff)
- c. Building and Grounds Committee (Stroh, Meierhoff)
- d. Technology Committee (Kregor, Wojda)
- e. Public Relations/Advocacy/Fundraising (Gottshall, Wojda)
- f. Friends Liaison (rotates among trustees)
- g. Intergovernmental Committee: (Bush, Stroh)
- h Long Range Planning Committee: (Kregor, Wojda)

There were no committee reports.

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

14. Adjournment: Motion to adjourn at 8:20 by Marozsan, second by Stroh. Ayes: Marozsan, Gottshall, Kregor, Meierhoff, Stroh, Wojda . Absent: Bush

## Attachments:

Levy and Budget Information from Susan Griffin

Board By-Laws Regarding Committees

Current and Proposed Policies Regarding Special Reserve Funds

Comparison of Library Activity Versus Staff Hours, 2007-2012

Current and Possible Levels of Contribution Toward Health Care Premiums

Current Staff Salary Range and Comparison of Pay for Library Director's at Area and Similar Library's

~~23~~  
40

Upcoming Board Meetings: November 13, December 11, 2012, and January 8, 2013



Lake Bluff Library Board Human Resource Committee

November 3, 2012, 4 P.M.

123 E Scranton Ave. Lake Bluff Il 60044

Trustees attending: John Marozsan, Julie Gottshall, Kathy Meierhoff.  
Karen Bush

Additional attendees: Eric Bailey, Director, Carlen de Thorne

1. Call to order: the meeting was called to order by chairperson Gottshall at 4:05 p.m. and a quorum was established.
2. Committee discussion of upcoming Human Resource challenges and solutions including insurance, staffing, employee manual, job descriptions. Director will continue to work with committee members to formulate long term recommendations for the Board of Trustees.
3. 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)  
Committee went to Executive Session at 5:17 P.M. by motion by Gottshall, second by Marozsan. Executive session ended 5:34 by motion by Marozsan, second by Gottshall.
4. Committee adjourned at 5:34. Motion by Marozsan, second by Gottshall

# Lake Bluff Public Library

-- VILLAGE OF LAKE BLUFF --  
 DETAILED BALANCE SHEET

6A

DATE: 11/08/2012  
 TIME: 14:27:23  
 ID: GL450000.WOW

PAGE: 1  
 F-YR: 13

FUND: LAKE BLUFF PUBLIC LIBRARY  
 FOR 6 PERIODS ENDING OCTOBER 31, 2012

ACCOUNT #	DESCRIPTION	BALANCE 05/01/12	NET DEBITS	NET CREDITS	BALANCE 10/31/12
<b>ASSETS</b>					
<b>DUE TO/FROM ACCOUNTS</b>					
80-00-100-10000	DUE TO/FROM OTHER FUNDS	286,060.54	8,891.48	0.00	294,952.02
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>8,891.48</b>	<b>0.00</b>	<b>294,952.02</b>
<b>CASH &amp; INVESTMENTS</b>					
80-10-101-10000	CHECKING ACCOUNT	33,058.22	151,255.85	146,589.60	37,724.47
80-10-101-10001	CASH BOX OVER/SHORT	0.00	27.67	240.47	(212.80)
80-10-101-11000	MONEY MARKET ACCOUNT	205,894.68	198,285.63	235,977.76	168,202.55
80-10-101-12000	SAVINGS ACCOUNT	0.00	0.00	0.00	0.00
80-10-101-12100	N TR WEED & FEED CHECKING ACCT	0.00	0.00	0.00	0.00
80-10-101-13000	PETTY CASH	150.00	0.00	0.00	0.00
80-10-101-15000	INVESTMENTS	0.00	0.00	0.00	150.00
80-10-101-15010	US GOVERNMENT OBLIGATIONS	0.00	0.00	0.00	0.00
80-10-101-15020	CERTIFICATES OF DEPOSIT	0.00	0.00	0.00	0.00
80-10-101-15110	ILLINOIS FUND	234,628.87	789,262.10	318,000.00	705,890.97
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>1,138,831.25</b>	<b>700,807.83</b>	<b>911,756.99</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)	824,647.72	832,182.06	(7,598.92)
80-10-301-55000	PREPAID EXPENSES	0.00	0.00	0.00	0.00
<b>TOTAL OTHER ASSETS</b>		<b>(64.58)</b>	<b>824,647.72</b>	<b>832,182.06</b>	<b>(7,598.92)</b>
<b>TOTAL ASSETS</b>		<b>1,564,561.76</b>	<b>1,972,370.45</b>	<b>1,532,989.89</b>	<b>2,003,942.32</b>
<b>LIABILITIES AND FUND EQUITY</b>					
<b>LIABILITIES</b>					
<b>PAYABLES</b>					
80-20-02-20000	ACCOUNTS PAYABLE	140.07	183,820.82	192,161.56	27,280.81
80-20-02-41000	SOCIAL SECURITY TAX PAYABLE	0.00	24,044.14	24,044.14	0.00

# Lake Bluff Public Library

-- VILLAGE LAKE BLUFF --  
 DETAILED BALANCE SHEET

60 PAGE: 2  
 F-YR: 13

DATE: 11/03/2012  
 TIME: 14:27:23  
 ID: GL450000.WOW

FUND: LAKE BLUFF PUBLIC LIBRARY  
 FOR 6 PERIODS ENDING OCTOBER 31, 2012

ACCOUNT #	DESCRIPTION	BALANCE 05/01/12	NET DEBITS	NET CREDITS	BALANCE 10/31/12
<b>LIABILITIES</b>					
<b>PAYABLES</b>					
80-20-102-42000	FEDERAL INCOME TAX PAYABLE	0.00	15,942.43	15,942.43	0.00
80-20-102-43000	STATE INCOME TAX PAYABLE	0.00	7,649.83	7,649.83	0.00
80-20-102-44000	IMRF PAYABLE	0.00	24,737.86	24,737.86	0.00
80-20-102-45000	ICMA 457 PLAN PAYABLE	0.00	12,100.00	12,100.00	0.00
80-20-102-46000	MEDICAL INSURANCE PAYABLE	0.00	0.00	0.00	0.00
80-20-102-65000	LIBRARY FLEXIBLE BENEFIT PAYAB	0.00	1,497.12	1,497.12	0.00
80-20-102-66000	LIBRARY HSA PAYABLE	0.00	2,400.00	2,400.00	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>272,192.20</b>	<b>280,532.94</b>	<b>27,280.81</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>272,192.20</b>	<b>280,532.94</b>	<b>847,200.04</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>431,039.82</b>	<b>431,039.82</b>

# Lake Bluff Public Library

DATE: 11/08/2012  
 TIME: 14:27:23  
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED BALANCE SHEET

60 PAGE: 3  
 F-YR: 13

FUND: LAKE BLUFF PUBLIC LIBRARY  
 FOR 6 PERIODS ENDING OCTOBER 31, 2012

ACCOUNT #	DESCRIPTION	BALANCE 05/01/12	NET DEBITS	NET CREDITS	BALANCE 10/31/12
<hr style="border-top: 1px dashed black;"/>					
TOTAL FUND EQUITY		725,702.46	0.00	431,039.82	1,156,742.28
<hr style="border-top: 1px dashed black;"/>					
TOTAL LIABILITIES AND FUND EQUITY		1,564,561.76	272,192.20	711,572.76	2,003,942.32
<hr style="border-top: 1px dashed black;"/>					

# Lake Bluff Public Library

DATE: 11/03/2012  
 TIME: 14:27:23  
 ID: GL450000.WOW

-- VILLAGE LAKE BLUFF --  
 DETAILED BALANCE SHEET

60 PAGE: 4  
 F-YR: 13

FUND: LIBRARY BLG RENOVATION FUND  
 FOR 6 PERIODS ENDING OCTOBER 31, 2012

ACCOUNT #	DESCRIPTION	BALANCE 05/01/12	NET DEBITS	NET CREDITS	BALANCE 10/31/12
<hr/>					
ASSETS					
<hr/>					
TOTAL ASSETS		0.00	0.00	0.00	0.00
<hr/>					
LIABILITIES AND FUND EQUITY					
LIABILITIES					
---	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
FUND EQUITY					
---	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

DATE: 11/08/2012  
 TIME: 14:27:23  
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED BALANCE SHEET

6E PAGE: 5  
 F-YR: 13

FUND: LIBRARY BIRD MEMORIAL FUND  
 FOR 6 PERIODS ENDING OCTOBER 31, 2012

ACCOUNT #	DESCRIPTION	BALANCE 05/01/12	NET DEBITS	NET CREDITS	BALANCE 10/31/12
<b>ASSETS</b>					
<b>CASH &amp; INVESTMENTS</b>					
82-10-101-12000	LIBRARY BIRD MEMORIAL SAVINGS	3,024.76	0.46	0.00	3,025.22
<b>TOTAL CASH &amp; INVESTMENTS</b>		3,024.76	0.46	0.00	3,025.22
<b>TOTAL ASSETS</b>		3,024.76	0.46	0.00	3,025.22
<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	6,091.48	16,914.24
<b>TOTAL INTERFUND CLEARING ACCOUNT</b>		10,822.76	0.00	6,091.48	16,914.24
<b>PAYABLES</b>					
82-20-102-20000	ACCOUNTS PAYABLE	2,876.00	3,034.10	158.10	0.00
<b>TOTAL PAYABLES</b>		2,876.00	3,034.10	158.10	0.00
<b>TOTAL LIABILITIES</b>		13,698.76	3,034.10	6,249.58	16,914.24
<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	3,215.02	0.00	(3,215.02)
<b>TOTAL FUND EQUITY</b>		(10,674.00)	3,215.02	0.00	(13,889.02)
<b>TOTAL LIABILITIES AND FUND EQUITY</b>		3,024.76	6,249.12	6,249.58	3,025.22

# Lake Bluff Public Library

-- VILLAGE LAKE BLUFF --  
DETAILED BALANCE SHEET

DATE: 10/31/2012  
TIME: 14:27:23  
ID: GL450000.WOW

6 PAGE: 6  
F-YR: 13

FUND: LAKE BLUFF LIBRARY GRANT FUND  
FOR 6 PERIODS ENDING OCTOBER 31, 2012

ACCOUNT #	DESCRIPTION	BALANCE 05/01/12	NET DEBITS	NET CREDITS	BALANCE 10/31/12
<b>ASSETS</b>					
INTERFUND CLEARING ACCOUNT					
83-00-100-10000	LIBRARY GRANT FUND DUE TO/FROM	12,381.07	0.00	0.00	12,381.07
<b>TOTAL INTERFUND CLEARING ACCOUNT</b>		<b>12,381.07</b>	<b>0.00</b>	<b>0.00</b>	<b>12,381.07</b>
CASH & INVESTMENTS					
83-10-101-15110	ILLINOIS FUND - GRANT ACCOUNT	0.00	0.00	0.00	0.00
<b>TOTAL CASH &amp; INVESTMENTS</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
RECEIVABLES					
83-10-201-15000	IL FIRST GRANT/BLDG EXPANSION	0.00	0.00	0.00	0.00
83-10-201-15400	OTHER RECEIVABLES	0.00	0.00	0.00	0.00
<b>TOTAL RECEIVABLES</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL ASSETS</b>		<b>12,381.07</b>	<b>0.00</b>	<b>0.00</b>	<b>12,381.07</b>
<b>LIABILITIES AND FUND EQUITY</b>					
LIABILITIES					
LIABILITIES					
83-20-102-20000	ACCOUNTS PAYABLE	0.00	0.00	0.00	0.00
<b>TOTAL LIABILITIES</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL LIABILITIES</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
FUND EQUITY					
FUND BALANCE					
83-30-100-53150	LIBRARY GRANT FUND RESERVED	12,381.07	0.00	0.00	12,381.07
<b>TOTAL FUND BALANCE</b>		<b>12,381.07</b>	<b>0.00</b>	<b>0.00</b>	<b>12,381.07</b>
<b>TOTAL FUND EQUITY</b>		<b>12,381.07</b>	<b>0.00</b>	<b>0.00</b>	<b>12,381.07</b>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>		<b>12,381.07</b>	<b>0.00</b>	<b>0.00</b>	<b>12,381.07</b>

# Lake Bluff Public Library

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-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 6 PERIODS ENDING OCTOBER 31, 2012

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

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
<b>PROPERTY TAXES</b>							
80-40-103-10000	LIBRARY PROPERTY TAX	10,625.66	17,176.30	789,009.46	770,834.68	800,255.00	98.5%
<b>TOTAL REVENUES: PROPERTY TAXES</b>		10,625.66	17,176.30	789,009.46	770,834.68	800,255.00	98.5%
<b>SERVICES &amp; FEES</b>							
80-40-403-48300	PHOTO-COPY CHARGES	174.50	184.90	1,062.51	876.80	1,700.00	62.5%
80-40-403-48500	NON-RESIDENT FEES	332.48	361.53	3,467.91	3,476.04	4,500.00	77.0%
<b>TOTAL REVENUES: SERVICES &amp; FEES</b>		506.98	546.43	4,530.42	4,352.84	6,200.00	73.0%
<b>FINES</b>							
80-40-503-65000	RENTAL FINES	975.06	745.13	6,630.40	6,071.34	11,500.00	57.6%
<b>TOTAL REVENUES: FINES</b>		975.06	745.13	6,630.40	6,071.34	11,500.00	57.6%
<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	96.72	47.31	405.43	282.37	450.00	90.0%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	7.67	6.90	33.63	92.29	0.00	100.0%
80-40-603-78001	RESTRICTED DONATIONS	0.00	0.05	2,073.79	18,612.23	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	179.32	196.06	1,023.50	1,645.71	1,500.00	68.2%
<b>TOTAL REVENUES: MISCELLANEOUS</b>		283.71	250.32	3,536.35	20,632.60	9,700.00	36.4%
<b>TOTAL REVENUES: REVENUES</b>		12,391.41	18,718.18	803,706.63	801,891.46	827,655.00	97.1%
<b>TOTAL FUND REVENUES</b>		12,391.41	18,718.18	803,706.63	801,891.46	827,655.00	97.1%



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-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 6 PERIODS ENDING OCTOBER 31, 2012

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

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
<b>LIBRARY SERVICES</b>							
80-60-001-40000	LIBRARIAN SALARIES	17,403.45	21,952.52	102,693.26	131,186.72	260,000.00	39.4%
80-60-001-40050	STAFF SALARIES	13,750.26	9,253.34	81,986.86	55,389.68	134,889.00	60.7%
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	3,143.02	3,021.96	16,704.92	18,255.32	50,000.00	33.4%
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	3,038.27	2,917.89	17,987.02	17,440.86	39,500.00	45.5%
80-60-001-40951	EMPLOYER FICA TAX	2,331.44	2,338.76	13,829.88	13,979.73	30,500.00	45.3%
80-60-001-41000	BUILDING MAINTENANCE	1,302.74	424.92	13,263.51	12,070.68	20,000.00	66.3%
80-60-001-41020	ELEVATOR MAINTENANCE	104.19	0.00	813.33	1,043.10	2,500.00	32.5%
80-60-001-41050	GROUPS MAINTENANCE	960.00	480.00	4,382.47	3,069.50	10,500.00	41.7%
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	182.26	180.42	3,060.97	1,835.41	4,500.00	68.0%
80-60-001-41304	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	4,748.29	6,500.00	0.0%
80-60-001-41305	COMPUTER SERVICES	0.00	0.00	12,725.00	14,179.65	28,000.00	45.4%
80-60-001-41350	LEGAL SERVICES	1,260.00	0.00	4,127.19	630.00	2,500.00	165.0%
80-60-001-42400	PROFESSIONAL DEVELOPMENT	0.00	115.00	1,646.00	1,706.50	6,000.00	27.4%
80-60-001-42440	DUES	361.00	409.00	673.13	1,333.00	3,000.00	22.4%
80-60-001-43230	UTILITIES	402.64	454.27	2,777.09	2,706.18	8,000.00	34.7%
80-60-001-43300	POSTAGE	596.24	88.00	1,945.98	1,260.83	3,000.00	64.8%
80-60-001-43400	PRINTING/E-NEWSLETTER	0.00	0.00	3,630.48	3,168.98	8,500.00	42.7%
80-60-001-43550	OFFICE SUPPLIES	267.91	729.85	2,585.95	2,204.46	6,000.00	43.0%
80-60-001-43570	OPERATING SUPPLIES	0.00	0.00	52.98	0.00	0.00	-100.0%
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	153.72	144.29	697.86	633.77	2,500.00	27.9%
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	1,197.44	115.45	2,848.65	2,841.01	4,500.00	63.3%
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	5.99	500.00	539.81	671.90	1,000.00	53.9%
80-60-001-43710	ADULT PROGRAM SUPPLIES	91.58	479.87	1,651.53	2,117.25	4,000.00	41.2%
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	101.75	154.80	3,868.52	2,538.47	7,000.00	55.2%
80-60-001-44800	PER CAPITA GRANT	0.00	0.00	0.00	825.61	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	1,701.56	1,675.42	10,466.81	9,724.02	18,000.00	58.1%
80-60-001-45100	ADULT FICTION BOOKS	957.39	1,260.97	7,585.12	9,677.17	16,000.00	47.4%
80-60-001-45110	ADULT LARGE PRINT MATERIAL	186.55	92.92	415.32	434.83	1,000.00	41.5%
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	1,506.23	996.66	7,804.66	5,185.08	14,000.00	55.7%
80-60-001-45220	ADULT REFERENCE/E-REFER	0.00	0.00	7,557.81	0.00	15,000.00	50.3%
80-60-001-45300	ADULT REFERENCE MATERIAL	0.00	0.00	0.00	5,188.82	0.00	0.0%
80-60-001-45400	JUVENILE NON-FICTION	29.18	1,661.74	1,299.52	4,335.97	7,000.00	18.5%
80-60-001-45410	PICTURE BOOKS, READERS	32.54	1,081.40	2,419.84	2,749.24	6,000.00	40.3%
80-60-001-45420	JUVENILE FICTION	522.07	969.23	3,799.57	3,473.72	7,800.00	48.7%

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-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 6 PERIODS ENDING OCTOBER 31, 2012

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

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
<b>LIBRARY SERVICES</b>							
80-60-001-45430	JUVENILE AUDIO-VISUAL	406.33	405.67	1,259.12	1,478.61	4,000.00	31.4%
80-60-001-45440	JUVENILE REFERENCE	0.00	58.05	0.00	58.05	0.00	0.0%
80-60-001-45450	TEEN BOOKS	346.16	177.25	1,290.56	1,324.88	3,000.00	43.0%
80-60-001-45460	E-BOOKS	163.85	0.00	2,130.36	0.00	5,000.00	42.6%
80-60-001-45470	GRAPHIC NOVELS	0.00	0.00	113.94	0.00	500.00	22.7%
80-60-001-45500	PERIODICALS	0.00	196.66	4,605.59	4,995.66	8,500.00	54.1%
80-60-001-45510	VIDEO GAMES	0.00	428.83	1,131.04	986.96	2,300.00	49.1%
80-60-001-45600	PATRON & STAFF SOFTWARE	845.00	0.00	3,873.00	3,275.00	4,000.00	96.8%
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	199.00	0.00	6,330.17	13,096.00	14,000.00	45.2%
80-60-001-45700	BRANCH MATERIALS	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-45900	MINOR EQUIPMENT	0.00	0.00	550.02	1,667.51	0.00	-100.0%
80-60-001-46000	MISCELLANEOUS EXPENSES	67.49	177.02	550.88	578.43	2,000.00	27.5%
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	1,978.00	0.00	2,060.76	152.13	0.00	-100.0%
80-60-001-49000	LIBRARY FURNISHINGS	0.00	2,462.00	145.10	2,931.99	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	0.00	0.0%
80-60-001-49350	COMPUTER EQUIPMENT	7,242.00	62.92	7,774.79	4,891.06	5,000.00	0.0%
80-60-001-49351	TECH-4-U AUTOMATION	0.00	0.00	0.00	0.00	13,000.00	59.8%
80-60-001-49400	OTHER EQUIPMENT	0.00	0.00	1,534.81	846.38	0.00	0.0%
80-60-001-50000	CONTINGENCY	2,181.00	0.00	3,475.63	2,150.12	4,500.00	34.1%
<b>TOTAL EXPENSES: LIBRARY SERVICES</b>		<b>65,018.25</b>	<b>55,467.08</b>	<b>372,666.81</b>	<b>375,038.53</b>	<b>826,405.00</b>	<b>45.0%</b>
<b>TOTAL EXPENSES: LIBRARY ADMINISTRATION</b>		<b>65,018.25</b>	<b>55,467.08</b>	<b>372,666.81</b>	<b>375,038.53</b>	<b>826,405.00</b>	<b>45.0%</b>
<b>TOTAL FUND EXPENSES</b>		<b>65,018.25</b>	<b>55,467.08</b>	<b>372,666.81</b>	<b>375,038.53</b>	<b>826,405.00</b>	<b>45.0%</b>

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-- VILLAGE OF LAKE BLUFF --  
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 FOR 6 PERIODS ENDING OCTOBER 31, 2012

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

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
-----							
---	UNDEFINED CODE	---					
81-60-001-49000	LIBRARY FURNISHINGS	0.00	1,751.00	2,800.00	70,734.62	0.00	-100.0%
81-60-001-49100	BUILDING IMPROVEMENTS	0.00	550.00	0.00	205,357.15	0.00	0.0%
-----							
TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	2,301.00	2,800.00	276,091.77	0.00	-100.0%
TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	2,301.00	2,800.00	276,091.77	0.00	-100.0%
TOTAL FUND EXPENSES		65,018.25	57,768.08	375,466.81	651,130.30	826,405.00	45.4%

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 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 6 PERIODS ENDING OCTOBER 31, 2012

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ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
<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	0.00	0.00	0.46	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%
<b>TOTAL REVENUES: MISCELLANEOUS</b>		0.00	0.00	0.46	0.95	41,197.00	0.0%
<b>TOTAL REVENUES: BIR MEMORIAL FUND REVENUES</b>		0.00	0.00	0.46	0.95	41,197.00	0.0%
<b>TOTAL FUND REVENUES</b>		12,391.41	18,718.18	803,707.09	801,892.41	868,852.00	92.5%

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-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 6 PERIODS ENDING OCTOBER 31, 2012

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FUND: LIBRARY BIRD MEMORIAL FUND  
 DEPT: BIRD MEMORIAL EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
--- UNDEFINED CODE ---							
82-60-001-44800	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	3,057.38	4,491.70	6,197.00	49.3%
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	158.10	0.00	3,000.00	5.2%
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	0.00	3,215.48	4,491.70	29,197.00	11.0%
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	0.00	3,215.48	4,491.70	29,197.00	11.0%
TOTAL FUND EXPENSES		65,018.25	57,768.08	378,682.29	655,622.00	855,602.00	44.2%

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-- VILLAGE OF LAKE BLUFF --  
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 BUDGET VS. ACTUAL WITH PERCENT VARIANCE  
 FOR 6 PERIODS ENDING OCTOBER 31, 2012

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FUND: LAKE BLUFF PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
<b>REVENUES</b>							
<b>REVENUES</b>							
PROPERTY TAXES							
80-40-103-10000	LIBRARY PROPERTY TAX	28,923.00	10,625.66	(63.2)	800,255.00	789,009.46	(1.4)
<b>TOTAL PROPERTY TAXES</b>		<b>28,923.00</b>	<b>10,625.66</b>	<b>(63.2)</b>	<b>800,255.00</b>	<b>789,009.46</b>	<b>(1.4)</b>
SERVICES & FEES							
80-40-403-48300	PHOTO-COPY CHARGES	141.67	174.50	23.1	1,700.00	1,062.51	(37.5)
80-40-403-48500	NON-RESIDENT FEES	375.00	332.48	(11.3)	4,500.00	3,467.91	(22.9)
<b>TOTAL SERVICES &amp; FEES</b>		<b>516.67</b>	<b>506.98</b>	<b>(1.8)</b>	<b>6,200.00</b>	<b>4,530.42</b>	<b>(26.9)</b>
FINES							
80-40-503-65000	RENTAL FINES	958.33	975.06	1.7	11,500.00	6,630.40	(42.3)
<b>TOTAL FINES</b>		<b>958.33</b>	<b>975.06</b>	<b>1.7</b>	<b>11,500.00</b>	<b>6,630.40</b>	<b>(42.3)</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	96.72	157.9	450.00	405.43	(9.9)
80-40-603-78000	DONATIONS/CONTRIBUTIONS	0.00	7.67	100.0	0.00	33.63	100.0
80-40-603-78001	RESTRICTED DONATIONS	0.00	0.00	0.0	0.00	2,073.79	100.0
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	179.32	43.4	1,500.00	1,023.50	(31.7)
<b>TOTAL MISCELLANEOUS</b>		<b>162.50</b>	<b>283.71</b>	<b>74.5</b>	<b>9,700.00</b>	<b>3,536.35</b>	<b>(63.5)</b>
<b>TOTAL REVENUES: REVENUES</b>		<b>30,560.50</b>	<b>12,391.41</b>	<b>(59.4)</b>	<b>827,655.00</b>	<b>803,706.63</b>	<b>(2.8)</b>
<b>LIBRARY ADMINISTRATION EXPENSES</b>							
LIBRARY SERVICES							
80-60-001-40000	LIBRARIAN SALARIES	21,666.67	17,403.45	19.6	260,000.00	102,693.26	60.5
80-60-001-40050	STAFF SALARIES	11,240.75	13,750.26	(22.3)	134,889.00	81,986.86	39.2
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 6 PERIODS ENDING OCTOBER 31, 2012

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FUND: LAKE BLUFF PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
LIBRARY ADMINISTRATION							
EXPENSES							
LIBRARY SERVICES							
80-60-001-40200	SEASONAL STAFF SALARIES	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-40400	MEDICAL INSURANCE	4,166.67	3,143.02	24.5	50,000.00	16,704.92	66.5
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	3,038.27	7.7	39,500.00	17,987.02	54.4
80-60-001-40951	EMPLOYER FICA TAX	2,541.67	2,331.44	8.2	30,500.00	13,829.88	54.6
80-60-001-41000	BUILDING MAINTENANCE	1,666.67	1,302.74	21.8	20,000.00	13,263.51	33.6
80-60-001-41020	ELEVATOR MAINTENANCE	208.33	104.19	49.9	2,500.00	813.33	67.4
80-60-001-41050	GROUNDS MAINTENANCE	875.00	960.00	(9.7)	10,500.00	4,382.47	58.2
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	182.26	51.4	4,500.00	3,060.97	31.9
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	2,333.33	0.00	100.0	28,000.00	12,725.00	54.5
80-60-001-41350	LEGAL SERVICES	208.33	1,260.00	(504.8)	2,500.00	4,127.19	(65.0)
80-60-001-42400	PROFESSIONAL DEVELOPMENT	500.00	0.00	100.0	6,000.00	1,646.00	72.5
80-60-001-42440	DUES	250.00	361.00	(44.4)	3,000.00	673.13	77.5
80-60-001-43230	UTILITIES	666.67	402.64	39.6	8,000.00	2,777.09	65.2
80-60-001-43300	POSTAGE	250.00	596.24	(138.5)	3,000.00	1,945.98	35.1
80-60-001-43400	PRINTING/E-NEWSLETTER	708.33	0.00	100.0	8,500.00	3,630.48	57.2
80-60-001-43550	OFFICE SUPPLIES	500.00	267.91	46.4	6,000.00	2,585.95	56.9
80-60-001-43570	OPERATING SUPPLIES	0.00	0.00	0.0	0.00	52.98	100.0
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	208.33	153.72	26.2	2,500.00	697.86	72.0
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	375.00	1,197.44	(219.3)	4,500.00	2,848.65	36.7
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	83.33	5.99	92.8	1,000.00	539.81	46.0
80-60-001-43710	ADULT PROGRAM SUPPLIES	333.33	91.58	72.5	4,000.00	1,651.53	58.7
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	583.33	101.75	82.5	7,000.00	3,868.52	44.7
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	1,701.56	(13.4)	18,000.00	10,466.81	41.8
80-60-001-45100	ADULT FICTION BOOKS	1,333.33	957.39	28.2	16,000.00	7,585.12	52.5
80-60-001-45110	ADULT LARGE PRINT MATERIAL	83.33	186.55	(123.8)	1,000.00	415.32	58.4
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	1,166.67	1,506.23	(29.1)	14,000.00	7,804.66	44.2
80-60-001-45220	ADULT REFERENCE/E-REFER	1,250.00	0.00	100.0	15,000.00	7,557.81	49.6
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	583.33	29.18	95.0	7,000.00	1,299.52	81.4
80-60-001-45410	PICTURE BOOKS, READERS	500.00	32.54	93.4	6,000.00	2,419.84	59.6
80-60-001-45420	JUVENILE FICTION	650.00	522.07	19.6	7,800.00	3,799.57	51.2
80-60-001-45430	JUVENILE AUDIO-VISUAL	333.33	406.33	(21.9)	4,000.00	1,259.12	68.5

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FUND: LAKE BLUFF PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
LIBRARY ADMINISTRATION EXPENSES							
LIBRARY SERVICES							
80-60-001-45440	JUVENILE REFERENCE	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-45450	TEEN BOOKS	250.00	346.16	(38.4)	3,000.00	1,290.56	56.9
80-60-001-45460	E-BOOKS	416.67	163.85	60.6	5,000.00	2,130.36	57.3
80-60-001-45470	GRAPHIC NOVELS	41.67	0.00	100.0	500.00	113.94	77.2
80-60-001-45500	PERIODICALS	708.33	0.00	100.0	8,500.00	4,605.59	45.8
80-60-001-45510	VIDEO GAMES	191.67	0.00	100.0	2,300.00	1,131.04	50.8
80-60-001-45600	PATRON & STAFF SOFTWARE	333.33	845.00	(153.5)	4,000.00	3,873.00	3.1
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	1,166.67	199.00	82.9	14,000.00	6,330.17	54.7
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	550.02	100.0
80-60-001-46000	MISCELLANEOUS EXPENSES	166.67	67.49	59.5	2,000.00	550.88	72.4
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	0.00	1,978.00	100.0	0.00	2,060.76	100.0
80-60-001-49000	LIBRARY FURNISHINGS	416.67	0.00	100.0	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	1,083.33	7,242.00	(568.4)	13,000.00	7,774.79	40.1
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	1,534.81	65.8
80-60-001-50000	CONTINGENCY	2,159.67	2,181.00	(0.9)	25,916.00	3,475.63	86.5
TOTAL LIBRARY SERVICES		68,867.09	65,018.25	5.5	826,405.00	372,666.81	54.9
TOTAL EXPENSES: LIBRARY ADMINISTRATION		68,867.09	65,018.25	5.5	826,405.00	372,666.81	54.9
TOTAL FUND REVENUES		30,560.50	12,391.41	(59.4)	827,655.00	803,706.63	(2.8)
TOTAL FUND EXPENSES		68,867.09	65,018.25	5.5	826,405.00	372,666.81	54.9
FUND SURPLUS (DEFICIT)		(38,306.59)	(52,626.84)	37.3	1,250.00	431,039.82	4383.1



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-- VILLAGE OF LAKE BLUFF --  
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FUND: LIBRARY BLG RENOVATION FUND

ACCOUNT NUMBER	DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
-----							
--- UNDEFINED CODE ---							
EXPENSES							
--- UNDEFINED CODE ---							
81-60-001-49000	LIBRARY FURNISHINGS	0.00	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	OCTOBER BUDGET	OCTOBER 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	0.00	0.0	0.00	0.46	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>0.00</b>	<b>100.0</b>	<b>41,197.00</b>	<b>0.46</b>	<b>(100.0)</b>
<b>TOTAL REVENUES: BIR MEMORIAL FUND REVENUES</b>		<b>2,916.67</b>	<b>0.00</b>	<b>100.0</b>	<b>41,197.00</b>	<b>0.46</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	3,057.38	50.6
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	158.10	94.7
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>3,215.48</b>	<b>88.9</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>3,215.48</b>	<b>88.9</b>
<b>TOTAL FUND REVENUES</b>		<b>2,916.67</b>	<b>0.00</b>	<b>100.0</b>	<b>41,197.00</b>	<b>0.46</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>3,215.48</b>	<b>88.9</b>
<b>FUND SURPLUS (DEFICIT)</b>		<b>483.58</b>	<b>0.00</b>	<b>100.0</b>	<b>12,000.00</b>	<b>(3,215.02)</b>	<b>(126.7)</b>

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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
10832	9USPOSTA USP101912	10/19/12	01	UNITED STATES POSTAL SERVICE POSTAGE/REPLENISH PERMIT 98	10/23/12	80-60-001-43300	500.00 INVOICE TOTAL: 500.00 *
							CHECK TOTAL: 500.00
10833	9VANTAGE 101524639	10/31/12	01	VANTAGEPOINT TRANSFER AGENTS 'EE ICMA CONTRIBUTION	10/23/12	80-20-102-45000	1,050.00 INVOICE TOTAL: 1,050.00 *
							CHECK TOTAL: 1,050.00
10834	9AT&T 23425409615-10	10/07/12	01	AT & T UTILITIES 9/8/12-10/7/12	10/23/12	80-60-001-43230	260.74 INVOICE TOTAL: 260.74 *
							CHECK TOTAL: 260.74
10835	9COMCAST COM101212	10/12/12	01	COMCAST CABLE INTERNET 10/19/12-11/18/12	10/23/12	80-60-001-43230	141.90 INVOICE TOTAL: 141.90 *
							CHECK TOTAL: 141.90
10836	9DELAGE 15366789	10/06/12	01	DE LAGE LANDEN FINANCIAL SRVC PHOTOCOPIER TONER SERV.REPAIR	10/23/12	80-60-001-41303	137.06 INVOICE TOTAL: 137.06 *
							CHECK TOTAL: 137.06
10837	9INGRAM 07083854 07083855	10/01/12 10/01/12	01 01	INGRAM LIBRARY SERVICES ADULT FICTION BOOKS ADULT FICTION BOOKS	10/23/12	80-60-001-45100 80-60-001-45100	5.99 INVOICE TOTAL: 5.99 * 29.35 INVOICE TOTAL: 29.35 *
							CHECK TOTAL: 35.34
10838	9INGRAM 07246326	10/11/12	01	INGRAM LIBRARY SERVICES ADULT FICTION BOOKS	10/23/12	80-60-001-45100	8.97 INVOICE TOTAL: 8.97 *

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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
10838	9INGRAM	INGRAM LIBRARY SERVICES			10/23/12		
	07246327	10/11/12	01	ADULT FICTION BOOKS		80-60-001-45100	135.50
						INVOICE TOTAL:	135.50 *
	07246328	10/11/12	01	ADULT FICTION BOOKS		80-60-001-45100	14.13
						INVOICE TOTAL:	14.13 *
						CHECK TOTAL:	158.60
10839	9NCCPETE	NCC-PETERSON PRODUCTS			10/23/12		
	59644	10/04/12	01	CLEANING & GRND SUPPLIES		80-60-001-43660	153.72
						INVOICE TOTAL:	153.72 *
						CHECK TOTAL:	153.72
10840	9ILA	ILLINOIS LIBRARY ASSOCIATION			10/23/12		
	1634350	02/14/12	01	YEARLY MEMBERSHIP DUES		80-60-001-42440	100.00
						INVOICE TOTAL:	100.00 *
						CHECK TOTAL:	100.00
10841	9JANWAY	JANWAY COMPANY USA, INC.			10/23/12		
	106873	10/09/12	01	CIRCULATING TOTE SYSTEM		80-60-001-43670	430.36
						INVOICE TOTAL:	430.36 *
						CHECK TOTAL:	430.36
10842	9PASQUE	PASQUESI ELECTRIC INC.			10/23/12		
	PAS101512	10/15/12	01	1ST PARTIAL PYMNT LANDSCAPE		80-60-001-50000	2,181.00
						INVOICE TOTAL:	2,181.00 *
						CHECK TOTAL:	2,181.00
10843	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS			10/31/12		
	101519936	10/15/12	01	'EE ICMA CONTRIBUTION	10/15/12	80-20-102-45000	1,050.00
						INVOICE TOTAL:	1,050.00 *
						CHECK TOTAL:	1,050.00
						TOTAL AMOUNT PAID:	6,198.72

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Lake County Public Library

MUNICIPAL SOFTWARE INC.  
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CHECK DATE: 11/13/12

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10844	9AMAZONA	VOIDED---LEADER CHECK						
	002156962688		09/25/12	01	ADULT NON-FICTION BOOKS	80-60-001-45000	9.14	
						INVOICE TOTAL:	9.14 *	
	010476019796		09/11/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	81.91	
						INVOICE TOTAL:	81.91 *	
	075630202853		09/18/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-15.00	
						INVOICE TOTAL:	-15.00 *	
	075632427131		09/15/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-6.50	
						INVOICE TOTAL:	-6.50 *	
	075635136426		09/11/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	211.11	
						INVOICE TOTAL:	211.11 *	
	075637691748		09/14/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-6.97	
						INVOICE TOTAL:	-6.97 *	
	075638240580		09/16/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-0.01	
						INVOICE TOTAL:	-0.01 *	
	075638586666		09/17/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-9.97	
						INVOICE TOTAL:	-9.97 *	
	092200482744		09/28/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-0.03	
						INVOICE TOTAL:	-0.03 *	
	092207187308		09/25/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	234.56	
						INVOICE TOTAL:	234.56 *	
	092209964855		10/08/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-10.00	
						INVOICE TOTAL:	-10.00 *	
	102405701998		09/12/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	10.99	
						INVOICE TOTAL:	10.99 *	

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10844	9AMAZONA	VOIDED---LEADER CHECK					
	102406940430		09/10/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	221.90
						INVOICE TOTAL:	221.90 *
	187303685537		09/11/12	01	ADULT NON-FICTION BOOK	80-60-001-45000	20.16
						INVOICE TOTAL:	20.16 *
	213457977407		09/25/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	57.90
						INVOICE TOTAL:	57.90 *
	234013804419		10/07/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	157.68
						INVOICE TOTAL:	157.68 *
	234019772780		10/07/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	18.93
						INVOICE TOTAL:	18.93 *
	291051140787		09/23/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	214.86
						INVOICE TOTAL:	214.86 *
	291055104160		09/28/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	-0.03
						INVOICE TOTAL:	-0.03 *
10845	9AMAZONA	AMAZON					
	291057207532		09/25/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.99
						INVOICE TOTAL:	19.99 *
						CHECK TOTAL:	1,210.62
10846	9ALA	AMERICAN LIBRARY ASSOCIATION					
	ALA092812		09/28/12	01	MEMBERSHP RENEW 11/12-11/13	80-60-001-42440	46.00
						INVOICE TOTAL:	46.00 *
						CHECK TOTAL:	46.00
10847	9BKTLENT	VOIDED---LEADER CHECK					

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	0002353099		09/25/12	01	ADULT AUDIO-VISUAL CREDIT	80-60-001-45410	-25.57
						INVOICE TOTAL:	-25.57 *
	0002353443		09/25/12	01	JUVENILE FICTION/CREDIT	80-60-001-45420	-31.50
						INVOICE TOTAL:	-31.50 *
	2027418915		09/27/12	01	ADULT NON-FICTION	80-60-001-45000	278.19
						INVOICE TOTAL:	278.19 *
	2027422439		09/27/12	01	LARGE PRINT BOOKS	80-60-001-45110	85.29
						INVOICE TOTAL:	85.29 *
	2027431287		09/28/12	01	ADULT AUDIO-VISUAL	80-60-001-45450	193.27
						INVOICE TOTAL:	193.27 *
	2027436098		10/01/12	01	JUVENILE FICTION/PBKS & SERIES	80-60-001-45420	526.72
						INVOICE TOTAL:	526.72 *
	2027441047		10/02/12	01	ADULT AUDIO-VISUAL	80-60-001-45410	28.64
						INVOICE TOTAL:	28.64 *
	2027445843		10/02/12	01	ADULT AUDIO-VISUAL	80-60-001-45100	48.22
						INVOICE TOTAL:	48.22 *
	2027453331		10/06/12	01	ADULT NON-FICTION	80-60-001-45000	286.35
						INVOICE TOTAL:	286.35 *
	2027454888		10/06/12	01	ADULT AUDIO-VISUAL	80-60-001-45000	224.04
						INVOICE TOTAL:	224.04 *
	2027457841		10/06/12	01	ADULT AUDIO-VISUAL	80-60-001-45110	17.02
						INVOICE TOTAL:	17.02 *
	2027461304		10/09/12	01	JUVENILE NON FICTION	80-60-001-45400	19.04
						INVOICE TOTAL:	19.04 *
	2027462961		10/09/12	01	TEEN BOOKS	80-60-001-45450	10.21
						INVOICE TOTAL:	10.21 *

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10847	9BKTLENT	VOIDED---LEADER CHECK						
	2027465838		10/10/12	01	ADULT AUDIO-VISUAL	80-60-001-45000	116.58	
						INVOICE TOTAL:	116.58 *	
	2027467392		10/10/12	01	ADULT AUDIO-VISUAL	80-60-001-45100	15.31	
						INVOICE TOTAL:	15.31 *	
	2027475407		10/12/12	01	ADULT AUDIO-VISUAL	80-60-001-45410	25.31	
						INVOICE TOTAL:	25.31 *	
	2027478931		10/15/12	01	ADULT AUDIO-VISUAL	80-60-001-45100	104.35	
						INVOICE TOTAL:	104.35 *	
	2027480410		10/15/12	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	22.67	
						INVOICE TOTAL:	22.67 *	
	2027481950		10/15/12	01	ADULT AUDIO-VISUAL	80-60-001-45000	129.47	
						INVOICE TOTAL:	129.47 *	
10848	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT						
	2027486103		10/17/12	01	ADULT AUDIO-VISUAL	80-60-001-45110	84.24	
						INVOICE TOTAL:	84.24 *	
	2027488399		10/17/12	01	ADULT AUDIO-VISUAL	80-60-001-45000	72.29	
						INVOICE TOTAL:	72.29 *	
	2027490485		10/17/12	01	JUVENILE NON-FICTION	80-60-001-45400	10.14	
						INVOICE TOTAL:	10.14 *	
	2027503120		10/19/12	01	ADULT AUDIO-VISUAL	80-60-001-45100	66.97	
						INVOICE TOTAL:	66.97 *	
	2027504959		10/22/12	01	ADULT AUDIO-VISUAL	80-60-001-45000	204.89	
						INVOICE TOTAL:	204.89 *	



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10848	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT						
	2027508413		10/23/12	01	PICTURE BOOKS, READERS, HOLIDAY	80-60-001-45410	4.16	
						INVOICE TOTAL:	4.16 *	
	2027508616		10/23/12	01	TEEN BOOKS	80-60-001-45450	142.68	
						INVOICE TOTAL:	142.68 *	
	2027509523		10/23/12	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	4.18	
						INVOICE TOTAL:	4.18 *	
	2027523492		10/25/12	01	ADULT AUDIO-VISUAL	80-60-001-45100	70.94	
						INVOICE TOTAL:	70.94 *	
	2027534789		10/31/12	01	ADULT AUDIO-VISUAL	80-60-001-45000	218.44	
						INVOICE TOTAL:	218.44 *	
	2027535402		10/29/12	01	ADULT AUDIO-VISUAL	80-60-001-45100	32.92	
						INVOICE TOTAL:	32.92 *	
	2027547338		11/01/12	01	ADULT AUDIO-VISUAL	80-60-001-45100	72.60	
						INVOICE TOTAL:	72.60 *	
	5012220157		09/27/12	01	ADULT NON-FICTION	80-60-001-45000	50.68	
						INVOICE TOTAL:	50.68 *	
	5012242728		10/11/12	01	ADULT AUDIO-VISUAL	80-60-001-45000	53.79	
						INVOICE TOTAL:	53.79 *	
	5012265227		10/25/12	01	ADULT AUDIO-VISUAL	80-60-001-45000	37.54	
						INVOICE TOTAL:	37.54 *	
						CHECK TOTAL:	3,200.07	
10849	9COMPVIE	COMPUTER VIEW, INC.						
	25571		10/04/12	01	COMP. EQUIP. WINDOWS 7 UPGRADE	80-60-001-49350	7,242.00	
						INVOICE TOTAL:	7,242.00 *	
						CHECK TOTAL:	7,242.00	

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10850	9DEMCO	DEMCO, INC					
	4765933		10/11/12	01	TECH.SERVICE SUPPLIES	80-60-001-43670	244.95
						INVOICE TOTAL:	244.95 *
	4778393		10/23/12	01	TECH.SERVICE SUPPLIES	80-60-001-43670	133.62
						INVOICE TOTAL:	133.62 *
	4788013		10/31/12	01	TECH.SERVICE SUPPLIES	80-60-001-43670	124.60
						INVOICE TOTAL:	124.60 *
						CHECK TOTAL:	503.17
10851	9FIRSTBA	FIRST BANKCARD					
	CAR10242012		10/24/12	01	PATRON & STAFF SOFTWARE	80-60-001-45600	845.00
				02	ADULT PROGRAM SUPPLIES	80-60-001-43710	91.58
				03	POSTAGE	80-60-001-43300	2.29
						INVOICE TOTAL:	938.87 *
	CDT10242012		10/24/12	01	POSTAGE	80-60-001-43300	3.95
				02	TOTE RACK STABILIZERS	80-60-001-46000	2.49
				03	BOOK CLUB SNACKS	80-60-001-43700	5.99
				04	BATTERIES	80-60-001-43550	22.38
						INVOICE TOTAL:	34.81 *
	DON10242012		10/24/12	01	JUVENILE AUDIO-VISUAL MATERIAL	80-60-001-45430	406.33
				02	CHILDREN & TEEN SUPPLIES	80-60-001-43720	22.08
				03	OFFICE SUPPLIES	80-60-001-43550	40.98
						INVOICE TOTAL:	469.39 *
	ELI10242012		10/24/12	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	31.28
						INVOICE TOTAL:	31.28 *
						CHECK TOTAL:	1,474.35
10852	9GOODMAN	GOODMAN ELECTRIC SUPPLY					

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10852	9GOODMAN	GOODMAN ELECTRIC SUPPLY						
	0594465-00		10/25/12	01	BUILDING MAINTENANCE/LIGHTS	80-60-001-41000	183.72	
						INVOICE TOTAL:	183.72 *	
						CHECK TOTAL:	183.72	
10853	9HELANDE	HELANDERS, INC						
	76886		10/31/12	01	OFFICE SUPPLIES	80-60-001-43550	7.49	
						INVOICE TOTAL:	7.49 *	
						CHECK TOTAL:	7.49	
10854	9HOMEDEP	HOME DEPOT CREDIT SERVICES						
	7562103		10/19/12	01	BUILD.MAINT./BULBS	80-60-001-41000	17.91	
						INVOICE TOTAL:	17.91 *	
	8103318		10/28/12	01	BUILD.MAINT./BULBS	80-60-001-41000	-17.91	
						INVOICE TOTAL:	-17.91 *	
	8563810		10/28/12	01	BUILD.MAINT./BULBS	80-60-001-41000	15.94	
						INVOICE TOTAL:	15.94 *	
						CHECK TOTAL:	15.94	
10855	9IDLABEI	ID LABEL, INC						
	0062374-IN		10/24/12	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	173.00	
						INVOICE TOTAL:	173.00 *	
						CHECK TOTAL:	173.00	
10856	9ILA	ILLINOIS LIBRARY ASSOCIATION						
	ILL110212		11/02/12	01	MEMBER RENEWAL- 1/13-12/13	80-60-001-42440	140.00	
						INVOICE TOTAL:	140.00 *	
						CHECK TOTAL:	140.00	

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MUNICIPAL SCHOLARSHIP INC.  
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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT		
10857	9INGRAM	INGRAM LIBRARY SERVICES							
	7348231		10/18/12	01	ADULT FICTION BOOKS	80-60-001-45100	58.10		
						INVOICE TOTAL:	58.10	*	
	7391662		10/22/12	01	ADULT FICTION BOOKS	80-60-001-45100	332.44		
						INVOICE TOTAL:	332.44	*	
	7441527		10/24/12	01	ADULT FICTION BOOKS	80-60-001-45100	-38.40		
						INVOICE TOTAL:	-38.40	*	
						CHECK TOTAL:		352.14	
10858	9IRELAND	IRELAND HEATING & AIRCONDITION							
	56929		10/31/12	01	SERVICE CALL-NO HEAT, FILTERS	80-60-001-41000	149.08		
						INVOICE TOTAL:	149.08	*	
						CHECK TOTAL:		149.08	
10859	9LIBRCOR	THE LIBRARY CORPORATION							
	2013010114		10/16/12	01	SOFTWARE SUPPORT 2/13-1/14	80-60-001-45610	199.00		
						INVOICE TOTAL:	199.00	*	
						CHECK TOTAL:		199.00	
10860	9LIBFURI	LIBRARY FURNITURE							
	4081		10/26/12	01	LOUNGE CHAIRS	80-60-001-48001	1,978.00		
						INVOICE TOTAL:	1,978.00	*	
						CHECK TOTAL:		1,978.00	
10861	9MIDTAPE	MIDWEST TAPE							
	90440824		10/05/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	29.99		
						INVOICE TOTAL:	29.99	*	

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10861	9MIDTAPE	MIDWEST TAPE					
	90445598		10/05/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	49.99
						INVOICE TOTAL:	49.99 *
	90459183		10/12/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	104.97
						INVOICE TOTAL:	104.97 *
	90499288		10/29/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	29.99
						INVOICE TOTAL:	29.99 *
	90499360		10/29/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	109.97
						INVOICE TOTAL:	109.97 *
						CHECK TOTAL:	324.91
10862	9OPPFRAN	OPP, FRANCHISING, INC.					
	CHC11121314		11/01/12	01	BUILD.MAINT. 11/1/12-11/30/12	80-60-001-41000	954.00
						INVOICE TOTAL:	954.00 *
						CHECK TOTAL:	954.00
10863	9OVERDRI	OVERDRIVE, INC					
	1018-10700160-082712		10/26/12	01	E-BOOKS	80-60-001-45460	163.85
						INVOICE TOTAL:	163.85 *
						CHECK TOTAL:	163.85
10864	9PERESTI	PEREGRINE, STIME, NEWMAN,					
	52852		10/18/12	01	LEGAL SERVICES 7/1/12-9/30/12	80-60-001-41350	1,260.00
						INVOICE TOTAL:	1,260.00 *
						CHECK TOTAL:	1,260.00

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10865	9QUILL	QUILL CORPORATION							
	6548881		10/16/12	01	PORTABLE STORYTIME EASEL	80-60-001-43720	48.39		
						INVOICE TOTAL:	48.39 *		
						CHECK TOTAL:		48.39	
10866	9ROYALPU	ROYAL PUBLISHING							
	7616094		10/19/12	01	GIRLS VOLLEYBALL AD LAKE FORST	80-60-001-46000	65.00		
						INVOICE TOTAL:	65.00 *		
						CHECK TOTAL:		65.00	
10867	9SHREDIT	SHRED-IT USA-CHICAGO							
	9401045837		10/22/12	01	PHOTOCOPIER TONER, SERVICE	80-60-001-41303	45.20		
						INVOICE TOTAL:	45.20 *		
						CHECK TOTAL:		45.20	
10868	9STAPLES	STAPLES BUSINESS ADVANTAGE							
	8023205498		09/29/12	01	TECH SERVICE SUPPLIES	80-60-001-43670	47.93		
				02	OFFICE SUPPLIES	80-60-001-43550	12.68		
						INVOICE TOTAL:	60.61 *		
	8023297460		10/06/12	01	DVD CASES	80-60-001-43670	42.98		
				02	COLOR COPY PAPER	80-60-001-43550	13.38		
						INVOICE TOTAL:	56.36 *		
						CHECK TOTAL:		116.97	
10869	9THYSSEN	THYSSENKRUPP ELEVATOR CORP.							
	3000289352		11/01/12	01	ELEVATOR MAINT.11/1-11/30/12	80-60-001-41020	104.19		
						INVOICE TOTAL:	104.19 *		
						CHECK TOTAL:		104.19	

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10870	9USPOSTA	UNITED STATES POSTAL SERVICE						
	USP110512		11/05/12	01	POSTAGE	80-60-001-43300	90.00	
						INVOICE TOTAL:	90.00 *	
						CHECK TOTAL:	90.00	
10871	9UNIILPR	UNIVERSITY OF ILLINOIS PRESS						
	73253-13		09/25/12	01	IL HISTORICAL SOCIETY DUES	80-60-001-42440	75.00	
				02	1/1/13-12/31/13	** COMMENT **		
						INVOICE TOTAL:	75.00 *	
						CHECK TOTAL:	75.00	
10872	9WENDTM	WENDT MAINTENANCE INC.						
	WEN11012012		11/01/12	01	BUILDING AND GROUNDS MAINT.	80-60-001-41050	960.00	
				02	10/12-11/12	** COMMENT **		
						INVOICE TOTAL:	960.00 *	
						CHECK TOTAL:	960.00	
						TOTAL AMOUNT PAID:	21,082.09	

## Library User Behavior Policies -- CURRENT

### USE-1: Library User Behavior

The Library provides access to Library materials, information, and equipment, and serves as a location for general studies and cultural activities. For the Library to be enjoyed by all patrons, the following rules and regulations should be observed. Patrons who exhibit behavior inconsistent with the following rules may be asked to leave the Library.

- A. Patrons should respect the rights of others, and may not harass or annoy others or behave in a manner that reasonably can be expected to disturb other persons.
- B. Patrons may not engage in any illegal activity while on Library property.
- C. Patrons may not interfere with Library employees' performance of their duties. If you have a concern about a policy or procedure, or about another patron's behavior, please speak with a staff member.
- D. Please turn cellular telephone ringers off while in the building, and place any outgoing calls from outside the Library or in the lobby at the entrance.
- E. No smoking is permitted in the library. Smoking shall also be prohibited within twenty five feet (25') of all library entrances, windows that open, or ventilation intakes; provided, however, that this prohibition shall not apply to any person who is temporarily in such area for the sole purpose of walking or traversing through such area. (USE-1(E) Revised 2-14-2012)
- F. Food and drink are permitted in designated areas (Spruth Room, and Staff Areas only). Patrons are welcome to bring drinks in spill-proof containers.
- G. Shirts and shoes must be worn in the Library.
- H. Damaging Library property is forbidden. All materials must be checked out before leaving the building. Bags may be inspected at the doors.
- I. Campaigning, soliciting, or petitioning in person is also forbidden.
- J. Animals, other than service animals, are not allowed in the Library building without the approval of the Library Director or designee.
- K. Parents are responsible for the behavior and supervision of their children. Children under the age of eight should not be left unattended in any part of the building.
- L. Patrons are responsible for their personal property.
- M. Bicycles, roller blades, skateboards, scooters, or similar equipment may not be used in the building or the parking lot. Bicycles should be left in the racks outside the building.
- N. Please read and follow the rules for the use of the Library's computers and printers posted in the computer areas.
- O. Please cooperate with the Library staff who must interpret and apply these rules and regulations. Your cooperation will help promote excellence in Library service for everyone.
- P. Any patron violating the above rules may be denied access to the Library by the Library Director or designee. Patrons whose privileges have been denied may have the decision reviewed by the Board at a scheduled meeting, upon prior written request, received at least 48 hours prior to the meeting, according to the Open Meetings Act of Illinois.

Behavior policies will be posted on the Library bulletin board after being approved by the Board and Legal Counsel.

### USE-2: Staff Role in Enforcing Behavior Policies



Library staff are employed to serve the legitimate reference, information and pleasure reading needs of the public; they are not social workers, police or daycare providers. If a patron seems to be placing a staff member in the position of providing a non-Library-related function, the staff member may bring the interaction to a prompt conclusion.

The suggested responses to inappropriate behaviors include:

The staff member shall approach the patron courteously, tell the patron the behavior is unacceptable, as related to policy, and ask the patron to refrain from the behavior. The staff member shall step back or walk away but continue to observe the behavior.

If the behavior continues, the staff member shall approach the patron a second time, reiterate the relevant policy, and warn that he/she may be asked to leave the Library. Again, the staff member shall step back or walk away but continue to observe the behavior. This second warning is at the option of the staff member. Some behaviors may be so disruptive as to require only one warning before the police are called.

If the behavior persists, the staff member shall tell the person to leave. If the patron refuses to leave, the staff member will warn that he/she has no choice but to call the police and will go to the phone to do so. The staff member shall meet the police officer at the door (or a second staff person shall be alerted to meet the police) to inform the officer of the situation.

Any adult Library employee is empowered to enforce the behavior policy.

Anyone ejected under enforcement of this policy may not re-enter the Library that day and up to an additional two days. A suspension of longer than three days is covered under USE-3: Suspension or Limitation of Library Privileges (below).

### **USE-3: Suspension or Limitation of Library Privileges**

Suspension or limitations of Library privileges of patrons may occur for the following reasons:

- A. Violation of the provisions of the Policy on Patron Conduct.
- B. Excessive fines, lost or damaged items on a patron's record greater than the blocking threshold decided by the Library Director, and approved by the Trustees.

The nature of the limitation or suspension of Library privileges may include:

- A. Loss of borrowing rights.
- B. Prohibition from using items of equipment if such equipment was being abused.
- C. Physical removal from the Library premises if the person involved engages in behavior that
- D. damages Library property, intimidates or threatens other patrons or staff, or refuses to act in accordance with the other provisions of the Policy on Patron Conduct.

Any patron ejected through the procedure explained in the Staff Enforcement Procedure section may be subject to a sustained suspension for habitual inappropriate behavior.

Suspension from the Library means that all library privileges will be stopped until a specified date. The patron may not enter the Library for any reason or be present on outdoor library property. If the

suspended patron enters the Library or is on the property outside the Library, the police will be called to remove the patron and the patron may be subject to criminal charges.

The Library Director may suspend a violator's library privileges, including the right to enter the Library, for a period of time greater than three days for repeat offenses or disruptive behavior.

The offending patron will be asked to provide his/her name and address to the Library Director or designee. Written notice will be sent to the patron or, in the case of a minor, to the patron's parents, with a date upon which the suspension will go into effect and a date upon which the suspension will end. If there is no known name or address for the patron, the suspension record will be kept in the Director's office.

In the event of a suspension greater than three days, the patron may appeal the decision to the Library Board of Trustees at a regularly scheduled meeting, provided it is in writing at least 48 hours prior to the meeting, according to the Open Meetings Act of Illinois.

The patron must provide written notice that he/she is requesting a suspension hearing. The written notice may be mailed or hand-delivered to the main desk of the Lake Bluff Library, and must be received before the effective date of the suspension. If written notice requesting a hearing is received at least two business days in advance of a regularly scheduled Trustee meeting, the trustees will post the item on the agenda, and allocate meeting time to address the issue.

#### **USE-4: Unattended Children**

The Library welcomes children to use its facilities and services. However, the responsibility for the care, safety and behavior of children using the Library rests with the parent/guardian or caregiver and not with Library staff members. Public libraries, by their nature, are not necessarily safe for unattended children.

Children under eight years of age shall not be left unattended in the Library under any circumstances. They must be accompanied by a parent/guardian or caregiver. A caregiver must be at least twelve years of age. Parents/guardians, if delegating their responsibilities to a caregiver, must ensure the caregiver is a responsible person of suitable age.

A parent/guardian or caregiver must remain with the child during the entire time period in the Library, and must directly supervise the child.

Library staff members may contact the Lake Bluff Police or other authorities, such as the Illinois Department of Children and Family Services (DCFS), in the event a child seven years of age or under is left unattended in the Library, or the parent/guardian or caregiver fails to directly supervise the child; for example, by leaving the child alone in the Children's Room.

In the case of children over age seven, parents may be notified, at the determination of the Library Director or a senior staff member, if an unaccompanied minor's behavior in the Library is a problem.

Children are subject to the same rules of conduct as other patrons and are subject to the same consequences, including being asked to leave the Library.

At Library closing time, or in the event of an early closing due to inclement weather, etc., if unattended children are still in the building, the local Police Department will be called to take custody of the children. Two staff members must stay with the child until he/she is in the custody of an appropriate caretaker.

## Library User Behavior Policies – PROPOSED REVISION

### USE-1: Library User Behavior

The Library provides access to Library materials, information, and equipment, and serves as a location for general studies and cultural activities. For the Library to be enjoyed by all patrons, the following rules and regulations should be observed. Patrons who exhibit behavior inconsistent with the following rules may be asked to leave the Library.

- A. Patrons should respect the rights of others, and may not harass or annoy others or behave in a manner that reasonably can be expected to disturb other persons.
- B. Patrons may not make aggressive or inappropriate physical contact with staff members or other patrons, and may not physically or verbally threaten staff members or other patrons.
- C. Patrons may not engage in any illegal activity while on Library property.
- D. Patrons may not interfere with Library employees' performance of their duties.
- E. Use of cell phones inside the library is strongly discouraged. Incoming and outgoing cell phone calls should be received or made only from the lobby.
- F. Texting is permitted in all areas of the library, provided that text sent/incoming notification sounds are silenced.
- G. No smoking is permitted in the library. Smoking shall also be prohibited within twenty five feet (25') of all library entrances, windows that open, or ventilation intakes; provided, however, that this prohibition shall not apply to any person who is temporarily in such area for the sole purpose of walking or traversing through such area. (USE-1(E) Revised 2-14-2012)
- H. Food and drink are permitted in designated areas (Spruth Room, and Staff Areas only). Patrons are welcome to bring drinks in spill-proof containers.
- I. Shirts and shoes must be worn while on Library property.
- J. Damaging Library property is forbidden. All materials must be checked out before leaving the building. Bags may be inspected at the doors.
- K. Campaigning, soliciting, or petitioning in person is also forbidden.
- L. Animals, other than service animals, are not allowed in the Library building without the approval of the Library Director or designee.
- M. Parents are responsible for the behavior and supervision of their children. Children under the age of eight should not be left unattended in any part of the building.
- N. Patrons are responsible for their personal property. Property left unattended for longer than 30 minutes will be deemed abandoned and moved to the library's 'Lost and Found' area. Any unattended personal property left in a location that obstructs patron or staff use of the library will be moved immediately.
- O. Bicycles, roller blades, skateboards, scooters, or similar equipment may not be used in the building or the parking lot. Bicycles should be left in the racks outside the building.
- P. Please read and follow the rules for the use of the Library's computers and printers posted in the computer areas.
- Q. Patrons are expected to exit the library at or before the designated closing time. A patron lingering in the building after closing time will receive a single warning. Barring extenuating circumstances, the police will be called to escort the patron out of the building if they have not left in an appropriate amount of time (roughly 5 minutes) following the warning.
- R. Please cooperate with the Library staff members who must interpret and apply these rules and regulations. Your cooperation will help promote excellence in Library service for everyone.

- S. Any patron violating the above rules may be denied access to the Library by the Library Director or designee. Patrons whose privileges have been denied may have the decision reviewed by the Board at a scheduled meeting, upon prior written request, received at least 48 hours prior to the meeting, according to the Open Meetings Act of Illinois.

Behavior policies will be posted on the Library bulletin board after being approved by the Board and Legal Counsel.

**USE-2: Staff Role in Enforcing Behavior Policies**

Library staff are employed to serve the legitimate reference, information and pleasure reading needs of the public; they are not social workers, police or daycare providers. If a patron seems to be placing a staff member in the position of providing a non-Library-related function, the staff member may bring the interaction to a prompt conclusion.

If a patron has engaged in verbal or physical behavior that lead any staff member to suspect that the safety of themselves, another staff member, or patron on the premises is in jeopardy, all staff members are empowered to call the police or other appropriate authorities.

The suggested responses to other inappropriate behaviors include:

The staff member shall approach the patron courteously, tell the patron the behavior is unacceptable, as related to policy, and ask the patron to refrain from the behavior. It is preferable, but not essential, for at least two staff members to approach a patron rather than alone. The patron shall be given a copy of the 'Library User Behavior Policy'. The staff member shall step back or walk away but continue to observe the behavior.

If the behavior continues, the staff member shall approach the patron a second time in the same manner as the first approach, reiterate the relevant policy, and warn that he/she may be asked to leave the Library. Again, the staff member shall step back or walk away but continue to observe the behavior. This second warning is at the option of the staff member. Some behaviors may be so disruptive as to require only one warning before the police are called.

If the behavior persists, the staff member shall tell the person to leave. If the patron refuses to leave, the staff member will warn that he/she has no choice but to call the police and will go to the phone to do so. The staff member shall meet the police officer at the door (or a second staff person shall be alerted to meet the police) to inform the officer of the situation.

Any Library employee is empowered to enforce the behavior policy.

Anyone ejected under enforcement of this policy may not re-enter the Library that day and up to an additional two days. The Library Director should be notified of the ejection at the earliest possible moment when a patron is ejected from the library; depending on the nature of the expulsion, the Board of Library Trustees President will be notified at the Director's discretion. A suspension of longer than three days is covered under USE-3: Suspension or Limitation of Library Privileges (below).

**USE-3: Suspension or Limitation of Library Privileges**

Suspension or limitations of Library privileges of patrons may occur for the following reasons:

- A. Violation of the provisions of the Policy on Patron Conduct.
- B. Excessive fines, lost or damaged items on a patron's record greater than the blocking threshold decided by the Library Director, and approved by the Trustees.

The nature of the limitation or suspension of Library privileges may include:

- A. Loss of borrowing rights.
- B. Prohibition from using items of equipment if such equipment was being abused.
- C. Physical removal from the Library premises if the person involved engages in behavior that
- D. damages Library property, intimidates or threatens other patrons or staff, or refuses to act in accordance with the other provisions of the Policy on Patron Conduct.

Any patron ejected through the procedure explained in the Staff Enforcement Procedure section may be subject to a sustained suspension for habitual inappropriate behavior.

Suspension from the Library means that all library privileges will be stopped until a specified date. The patron may not enter the Library for any reason or be present on outdoor library property. If the suspended patron enters the Library or is on the property outside the Library, the police will be called to remove the patron and the patron may be subject to criminal charges.

The Library Director may suspend a violator's library privileges, including the right to enter the Library, for a period of time greater than three days for repeat offenses or disruptive behavior.

The offending patron will be asked to provide his/her name and address to the Library Director or designee. Written notice will be sent to the patron or, in the case of a minor, to the patron's parents, with a date upon which the suspension will go into effect and a date upon which the suspension will end. If there is no known name or address for the patron, the suspension record will be kept in the Director's office.

In the event of a suspension greater than three days, the patron may appeal the decision to the Library Board of Trustees at a regularly scheduled meeting, provided it is in writing at least 48 hours prior to the meeting, according to the Open Meetings Act of Illinois.

The patron must provide written notice that he/she is requesting a suspension hearing. The written notice may be mailed or hand-delivered to the main desk of the Lake Bluff Library, and must be received before the effective date of the suspension. If written notice requesting a hearing is received at least two business days in advance of a regularly scheduled Trustee meeting, the trustees will post the item on the agenda, and allocate meeting time to address the issue.

## November Director's Report

With the election, we were kept busy for much of October registering patrons to vote. We have 9 registrars on staff, with 2 more set to take the class and become qualified. For a staff of 15, that's very good.

The cash drawer fell down, which was alarming but caused no damage. We are working to reattach the drawer using screws designed for the particle Board that makes up the underside of the Circulation Desk.

We've gotten a lot of positive comments on the landscaping. Given that we don't even have the furniture in place yet, it has been very good to hear.

We had a cold sweep through the staff this month. We had some days with 2-4 staff members gone. While everyone pitched in and helped out as much as they were able, Valerie volunteered to pick up far and away the most hours. I don't know what we would have done without her.

### Banking Accounts

With the library's payroll now being drawn from our Lake Forest Bank and Trust (LFBT) checking account, we are in a position to take action on closing out our Northern Trust (NT) accounts per the Board's vote in 2009. The checking account with NT can easily be closed, and its funds added to the checking account at LFBT. The savings account at NT requires a decision, however. I do not believe, given the plans for use of Special Reserve Funds in coming years, that it makes sense to lock money up in a long term investment such as a CD. The interest rates for more accessible savings accounts are abysmal. They are bad enough, in fact, that they are currently LOWER than the Illinois Funds rate. We

received .095% on our Premium MMDA Savings Account with NT in September, while the money that was left in the Illinois Funds pool netted .125% the same month. Lake Forest Bank and Trust's savings rates are just as bad. Illinois Funds, which uses US Bank for its account management, where our tax dollars are initially deposited, is also the center point for all our finances and the easiest point from which to relocate money in the future as needed.

Given the present financial situation at the library and in the banking world, my recommendation to the Board is to keep our finances simple and straightforward for the time being by combining our checking accounts, and closing out our NT Savings Account and moving its funds back into our primary Illinois Funds Account.

### Levy and Budget

The Lake Bluff Public Library remains busier than ever before, providing more services and materials than at any point in the past. I consider this a 'good challenge', but meeting the soaring demands of the community remains a challenge nonetheless. In addition, the main library facility is roughly 2 years short of its 40<sup>th</sup> Birthday, and the Wood Building addition is now 12 years old. Due to funding issues, the library was not able to address many of its needs until relatively recently. While it is good that we can address them now, we do have a lot of projects coming due at the same time because the funding was not there to address them gradually in the past. In short, the library needs to plan to increase staff numbers and hours, needs to budget for regular facility repairs, and should plan on continuing to be challenged by the strong interest in both digital and physical materials. For these reasons, I recommend that the Board of Library Trustees match the Village's tax



rate increase of 3.56%, and approve a levy of \$833,508 for the 2013-2014 Fiscal Year.

### Landscaping

Gus and his crew from Breezy Hill worked incredibly hard and amazingly fast, just beating out the unpleasant weather that hit on Tuesday. Mike from Pasquesi Electric and concrete contractor Bob Wilson did equally fine work, and worked well in tandem with the Breezy Hill crew. As I am writing this the 'furniture' has not been installed yet. The drop box has arrived and will go in soon. The Ballard lights, bike rack, and benches should be here in a few weeks. The bike rack and benches will be lightly anchored to the flagstone with metal rods, as we have done in the past. This is not so much to prevent theft as it is to ensure that it takes a very strong breeze to knock them over. The electrical mounts for the Ballard lights are in place, so it will require very little work for Mike to install them once they come in.

### PC Reservation and Upgrades

All library computers are now running on Windows 7, and upgraded Windows 7 compatible software. Lyndy has worked particularly hard ironing out the kinks that always pop up when you update a network. PC Reservation is installed and operational, and has already had a big impact. Having the computer workstations close down patron sessions 15 minutes prior to closing, and then automatically turn off at closing, has been incredibly helpful in streamlining our closing procedures. And that's just one feature that the program offers. The new computers purchased this spring were installed as part of the PC Reservation/Windows 7 upgrade process.

### Online Credit Card Payment

The Board had voted to approve in May, 2011 to add online Credit Card Payments as a feature in our online catalog. If the Board would like to hear the details on why this became a long, frustrating odyssey (for not one, but two Library Directors) I can provide you with the details. I am happy to report that the system is up and running now, that we are working on guides for both staff and patrons, and plan to launch the feature on November 21<sup>st</sup>. Gloria and Martha did exemplary work handling the changes to our accounting procedures. Per the Board's wishes each transaction includes a \$1.50 transaction fee. I am a bit concerned that the accounting requirements of the transaction fee may result in the library paying more for the increased staff time needed than we are taking in by charging the fee. I will monitor the situation, and report back to the Board if the numbers show we are losing more money than we are making by charging the fee.

### New Chairs

The two new comfortable chairs, purchased by the Friends of the Library, have arrived. They are on the top floor of the library, next to the large windows overlooking part of downtown Lake Bluff. I envision adding a small table between them sometime in the future, perhaps with a table lamp; I think the effect would radiate warmth and welcome to anyone walking past after dark.

### Heat Exchanger for Wood Building

The heat exchanger for the Wood Building HVAC system experienced a significant failure and needs to be replaced. While the damage accrued over time, I don't think anyone (see attached picture) could argue that

the massive corrosion and cracking does not need to be immediately addressed. Per the advice of Ireland, our HVAC maintenance company, we have been running the heat very minimally or not at all. This is a situation that needs to be addressed soon, as the Lake Bluff History Museum, Preschool Room, and (most importantly) Director's Office get quite chilly when temps dropped into the 30's and 40's. This may or may not exceed \$5,000 and require a Board of Trustees vote; the single bid we have received thus far exceeds \$5,000 but not by a great deal. Hopefully Lyndy and I will have gathered the necessary specifications and bids by Tuesday and be able to present them to you along with comparisons and a recommendation. If not, I would ask that the Board empower either 2 Trustees or the Library Director (either is fine, whichever the Board would prefer) to make a final decision as needed in the month ahead. I do not believe we can wait until the December 11 meeting of the Board to make a decision on this, and I doubt that any of us wants to have a Special Meeting specifically to vote on this one issue.

### Long Range Plan

The Board Packet contains a rough draft of the start of our next Long Range Plan. It is most of what I would call the 'Prologue.' It's not hugely different than our previous plan at this point, but the sections that follow will be almost entirely different.

# Monthly Statistics Summary

## October 2012

### Circulation

#### October

Year	Circulations per Hour	Total
2012-13	34.9	8,765
2011-12	32.3	8,227
2010-11	26.2	8,130

#### Fiscal Year to Date

Total	Percent Change	Adult	Juvenile	Adult Fiction	Adult Non-Fiction	Audio Visual	ILL	
							Borrowed	Lent
59,745	21.03%	32,289	24,107	7,894	4,818	20,032	900	205
49,363	-5.90%	27,609	19,368	8,476	3,794	15,890	753	172
52,457	N/A	29,158	21,756	9,530	4,999	19,429	877	420

### User Visits

#### October

Year	Per Hour	Total
2012-13	27.5	6,896
2011-12	25.0	6,369
2010-11	26.2	6,332

#### Fiscal Year to Date

Avg. Per Hour	Total Visits
33.2	46,507
27.9	37,339
27.0	36,953

### Materials Aquired and Withdrawn

#### October

Year	Total	
	Aquired	Withdrawn
2012-13	384	639
2011-12	670	538
2010-11	527	843

#### Fiscal Year to Date

Total		Adult		Juvenile		Audio Visual	
Aquired	Withdrawn	Aquired	Withdrawn	Aquired	Withdrawn	Aquired	Withdrawn
4,528	4,572	2,554	3,558	1,974	1,014	453	386
14,712	3,433	2,609	2,616	3,433	817	468	353
3,049	3,335	2,010	2,361	3,049	974	467	153

### Online Access

#### Downloaded Materials

##### September

Year	Downloads	
	Books	Music
2012-13	295	224
2011-12	209	172
2010-11	71	NA.

#### Fiscal Year to Date

Downloads	
Books	Music
1,717	1,392
1,124	1,120
415	NA.

#### Website Usage

#### Fiscal Year to Date

Site Visits	
Unique Visitors	Page Loads
37,140	54,824
31,428	47,695
35,360	55,994

IV. Library Levy Estimates					
	2011 Extension	2012 Max	2012 Estimate	\$ Increase	% Change
Amount Allowed per Tax Cap	\$804,831	\$833,508	\$833,508	\$28,677	3.56%
Maximum rate by law .15	\$826,882	\$778,839			0.00%
Objective of .13 tax rate to meet State Library grant requirement	\$716,631	\$674,994		(\$41,637)	-5.84%

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

80-40

CODE/LINE ITEM	ACTUAL FY 10/11	BUDGET FY 11/12	ESTIMATED		Estimated Actual FY 12/13	BUDGET FY 13/14	% CHANGE		% CHANGE	
			ACTUAL FY 11/12	BUDGET FY 12/13			BUDGET TO BUDGET FY 13-14	EST ACTUAL TO BUDGET FY 13-14		
<b>TAXES</b>										
103-10000 Property Taxes	779,602	780,709	782,229	800,255	804,832	833,508	4.2%	33,253	3.6%	28,676
<b>TOTAL TAXES</b>	<b>779,602</b>	<b>780,709</b>	<b>782,229</b>	<b>800,255</b>	<b>804,832</b>	<b>833,508</b>	<b>4.2%</b>	<b>33,253</b>	<b>3.6%</b>	<b>28,676</b>
<b>FINES &amp; FORFEITURES</b>										
503-65000 Fines	13,613	12,000	12,105	11,500	13,261	12,000	4.3%	500	-9.5%	(1,261)
<b>TOTAL FINES &amp; FORFEITURES</b>	<b>13,613</b>	<b>12,000</b>	<b>12,105</b>	<b>11,500</b>	<b>13,261</b>	<b>12,000</b>	<b>4.3%</b>	<b>500</b>	<b>-9.5%</b>	<b>(1,261)</b>
<b>CHARGE FOR SERVICES</b>										
403-48300 Photocopy Charges	1,946	1,700	1,825	1,700	2,125	1,700	0.0%	0	-20.0%	(425)
403-48500 Non-Resident Fees	5,394	4,200	7,175	4,500	6,936	6,000	33.3%	1,500	-13.5%	(936)
<b>TOTAL CHARGE FOR SERVICES</b>	<b>7,340</b>	<b>5,900</b>	<b>9,000</b>	<b>6,200</b>	<b>9,061</b>	<b>7,700</b>	<b>24.2%</b>	<b>1,500</b>	<b>-15.0%</b>	<b>(1,361)</b>
<b>OTHER</b>										
603-73700 Village Contribution	6,500	6,500	6,500	6,500	7,750	7,750	19.2%	1,250	0.0%	0
603-73800 Vliet Operating Cost Contrib	1,404	0	0	0	0	0	---	0	---	0
603-75000 Interest Income	1,560	1,000	651	450	811	500	11.1%	50	-38.3%	(311)
603-78500 Naperville/Impact Fees	0	0	0	0	0	0	---	0	---	0
603-89000 Miscellaneous Income	3,083	1,200	5,977	1,500	2,047	3,000	100.0%	1,500	46.6%	953
<b>TOTAL OTHER</b>	<b>12,547</b>	<b>8,700</b>	<b>13,128</b>	<b>8,450</b>	<b>10,608</b>	<b>11,250</b>	<b>33.1%</b>	<b>2,800</b>	<b>6.1%</b>	<b>642</b>
<b>FUND BALANCE RESERVES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>---</b>	<b>0</b>	<b>---</b>	<b>0</b>
<b>LOAN FROM VILLAGE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>---</b>	<b>0</b>	<b>---</b>	<b>0</b>
<b>LIBRARY FUND REVENUE</b>	<b>813,102</b>	<b>807,309</b>	<b>816,461</b>	<b>826,405</b>	<b>837,762</b>	<b>864,458</b>	<b>4.6%</b>	<b>38,053</b>	<b>3.2%</b>	<b>26,697</b>
<b>FUND BALANCE:</b>										
May 1	580,198	671,611	671,611	473,166	473,166	545,491				
April 30	671,611	371,611	473,166	473,166	545,491	345,491				

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

80-60-001-

CODE/LINE ITEM	ACTUAL FY 08/09	ACTUAL FY 09/10	ACTUAL FY 10/11	BUDGET FY 11/12	ESTIMATED		Estimated Actual FY 12/13	BUDGET FY 13/14	% CHANGE \$ CHANGE % CHANGE \$ CHANGE				
					ACTUAL FY 11/12	BUDGET FY 12/13			BUDGET FY 13--14	% CHANGE BUDGET TO BUDGET FY 13--14	% CHANGE EST ACTUAL TO BUDGE FY 13--14	\$ CHANGE	\$ CHANGE
<b>PERSONNEL SERVICES</b>													
40000 Librarian Salaries	210,066	223,365	252,749	274,499	259,315	260,000	205,387	258,000	-0.8%	(2,000)	25.6%	52,613	
40050 Staff Salaries	135,872	108,258	102,887	112,710	114,734	134,889	163,974	154,108	14.2%	19,219	-6.0%	(9,866)	
40020 Seasonal Salaries	0	0	0	0	0	0	0	0	---	0	---	0	
40400 Medical Insurance	28,767	34,821	46,427	50,500	42,428	50,000	37,910	50,000	0.0%	0	31.9%	12,090	
40900 Other Employee Benefit	792	416	290	2,500	280	2,000	0	1,000	-50.0%	(1,000)	---	1,000	
40950 IL Municipal Retire Fund	25,929	26,147	34,435	37,500	35,449	39,500	35,974	40,000	1.3%	500	11.2%	4,026	
40951 Social Security (Note 1)	26,568	25,162	26,831	30,500	28,029	30,500	27,660	32,000	4.9%	1,500	15.7%	4,340	
40750 IRMA Insuranc Deductible	0	0	0	0	0	0	0	0	---	0	---	0	
<b>TOTAL PERSONNEL SERVICES</b>	<b>427,994</b>	<b>418,169</b>	<b>463,619</b>	<b>508,209</b>	<b>480,235</b>	<b>516,889</b>	<b>470,904</b>	<b>535,108</b>	<b>3.5%</b>	<b>18,219</b>	<b>13.6%</b>	<b>64,204</b>	
<b>CONTRACT. SERVICES/COMMODITIES</b>													
41000 Building Maintenance	39,859	25,184	24,861	19,000	28,214	20,000	31,527	30,000	50.0%	10,000	-4.8%	(1,527)	
41020 Elevator Maintenance	0	0	1,745	2,500	2,045	2,500	1,627	2,250	-10.0%	(250)	38.3%	623	
41050 Grounds Maintenance	0	5,073	6,256	11,000	6,991	10,500	8,765	10,000	-4.8%	(500)	14.1%	1,235	
41303 Copier Maintenance	0	2,765	4,286	4,500	3,489	4,500	6,122	4,500	0.0%	0	-26.5%	(1,622)	
41304 Other Professional Service	13,464	43,710	16,766	6,500	9,356	6,500	0	5,000	-23.1%	(1,500)	---	5,000	
41305 Computer Services	0	600	19,454	27,000	22,385	28,000	25,450	25,000	-10.7%	(3,000)	-1.8%	(450)	
41350 Legal & Accounting	0	5,680	508	2,500	840	2,500	5,000	2,000	-20.0%	(500)	-60.0%	(3,000)	
42400 Professional Development	7,129	1,824	2,995	6,500	3,614	6,000	3,292	6,000	0.0%	0	82.3%	2,708	
42440 Dues	0	2,313	1,684	3,000	2,824	3,000	1,346	2,500	-16.7%	(500)	85.7%	1,154	
43230 Utilities	8,050	8,047	6,267	9,500	5,943	8,000	5,554	7,000	-12.5%	(1,000)	26.0%	1,446	
43300 Postage	0	0	1,992	3,500	2,885	3,000	3,892	3,500	16.7%	500	-10.1%	(392)	
43400 Printing/E-Newsletter	0	0	6,925	8,000	6,945	8,500	7,261	8,500	0.0%	0	17.1%	1,239	
43550 Office Supplies	29,098	26,579	4,441	6,000	5,667	6,000	5,172	6,000	0.0%	0	16.0%	828	
43660 Building & Grounds Supplies	0	0	1,260	3,000	1,273	2,500	1,396	2,500	0.0%	0	79.1%	1,104	
43670 Technical Services Supplies	0	0	3,518	4,000	6,346	4,500	5,697	4,000	-11.1%	(500)	-29.8%	(1,697)	
43700 Hospitality Program Supplies	0	0	549	1,000	1,216	1,000	1,000	1,250	25.0%	250	25.0%	250	
43710 Adult Program Supplies	0	0	3,423	4,000	4,584	4,000	4,000	4,000	0.0%	0	0.0%	0	
43720 Juvenile Program Supplies	0	12,815	6,594	7,000	7,524	7,000	7,000	7,000	0.0%	0	0.0%	0	
45000 Adult Nonfiction	24,668	25,468	16,128	20,000	18,417	18,000	18,000	17,000	-5.6%	(1,000)	-5.6%	(1,000)	
45100 Adult Fiction	16,218	16,739	14,317	16,000	17,417	16,000	16,000	16,000	0.0%	0	0.0%	0	
45110 Adult Large Print	0	0	861	1,000	693	1,000	1,000	750	-25.0%	(250)	-25.0%	(250)	
45200 Adult Audio-Visual	14,682	12,953	14,496	13,500	11,316	14,000	14,000	14,000	0.0%	0	0.0%	0	
45220 Adult Reference/E-Refer	10,398	7,915	12,504	15,000	13,737	15,000	15,000	15,000	0.0%	0	0.0%	0	
45400 Juvenile Non-fiction	30,819	26,776	5,300	7,500	8,283	7,000	7,000	7,000	0.0%	0	0.0%	0	
45410 Picture Books, Readers	0	0	4,773	6,000	5,893	6,000	6,000	6,000	0.0%	0	0.0%	0	
45420 Juvenile Fiction	0	0	7,029	7,300	7,136	7,800	7,800	7,800	0.0%	0	0.0%	0	
45430 Juvenile Audio-Visual	0	0	3,479	4,000	3,354	4,000	4,000	4,000	0.0%	0	0.0%	0	
NEW Graphic Novels	0	0	0	0	0	500	500	500	0.0%	0	0.0%	0	
NEW Ebooks	0	0	74	0	0	5,000	5,000	5,000	0.0%	0	0.0%	0	
45450 Teen Books	0	0	2,608	3,000	2,816	3,000	3,000	3,000	0.0%	0	0.0%	0	
45500 Periodicals	4,332	6,537	3,858	8,500	6,796	8,500	8,500	7,500	-11.8%	(1,000)	11.8%	(1,000)	
45510 Video Games	0	0	1,000	0	2,013	2,300	2,300	2,300	0.0%	0	0.0%	0	

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

80-60-001-

CODE/LINE ITEM	ACTUAL FY 08/09	ACTUAL FY 09/10	ACTUAL FY 10/11	BUDGET FY 11/12	ESTIMATED		Estimated Actual FY 12/13	BUDGET FY 13/14	% CHANGE \$ CHANGE		% CHANGE \$ CHANGE	
					ACTUAL FY 11/12	BUDGET FY 12/13			BUDGET TO BUDGET FY 13---14	EST ACTUAL TO BUDGE FY 13---14		
45600 Public & Staff PC Software	125	125	4,231	4,000	4,367	4,000	4,000	4,500	12.5%	500	12.5%	500
45610 Library Automation Software	0	0	11,424	13,000	17,461	14,000	12,660	14,000	0.0%	0	10.6%	1,340
45700 Branch library material	0	0	0	0	0	0	0	0	---	0	---	0
45900 Minor Equipment	26	431	674	0	2,397	0	550	0	---	0	-100.0%	(550)
46000 Miscellaneous Expenditure	0	0	341	2,000	1,097	2,000	1,102	2,000	0.0%	0	81.5%	898
<b>TOTAL CONTRACT/COMM.</b>	<b>198,868</b>	<b>231,534</b>	<b>216,619</b>	<b>251,600</b>	<b>245,334</b>	<b>256,100</b>	<b>250,513</b>	<b>257,350</b>	<b>0.5%</b>	<b>1,250</b>	<b>2.7%</b>	<b>6,837</b>
<b>CAPITAL OUTLAY</b>												
49000 Library Furnishings	0	9,954	0	10,000	4,203	5,000	435	2,500	-50.0%	(2,500)	474.3%	2,065
49050 Interior Bldg Improvements		8,366	0	0	0	0	0	0	---	0	---	0
49100 Library/Vliet Renovation		0	0	0	0	0	0	0	---	0	---	0
49120 Exterior Bldg Improvements	32,616	0	0	0	0	5,000	5,000	2,500	-50.0%	(2,500)	-50.0%	(2,500)
49350 Computer Equipment	0	53,058	11,525	13,000	5,000	13,000	9,598	13,000	0.0%	0	35.4%	3,402
49351 Tech-4-You Automation	0	0	0	0	0	0	0	0	---	0	---	0
49400 Library Equipment	2,606	0	234	4,500	1,175	4,500	3,070	4,000	-11.1%	(500)	30.3%	930
50000 Contingency	0	0	29,692	20,000	2,867	25,916	25,916	20,000	-22.8%	(5,916)	-22.8%	(5,916)
<b>TOTAL CAPITAL OUTLAY</b>	<b>35,222</b>	<b>71,378</b>	<b>41,450</b>	<b>47,500</b>	<b>13,245</b>	<b>53,416</b>	<b>44,019</b>	<b>72,000</b>	<b>34.8%</b>	<b>18,584</b>	<b>63.6%</b>	<b>27,981</b>
<b>Transfer to Renovation Fund</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>300,000</b>	<b>276,092</b>	<b>0</b>	<b>0</b>	<b>200,000</b>	<b>---</b>	<b>200,000</b>	<b>---</b>	<b>200,000</b>
<b>LIBRARY TOTAL</b>	<b>662,084</b>	<b>721,081</b>	<b>721,689</b>	<b>1,107,309</b>	<b>1,014,907</b>	<b>826,405</b>	<b>765,436</b>	<b>1,064,458</b>	<b>28.8%</b>	<b>238,053</b>	<b>39.1%</b>	<b>299,022</b>



**LAKE BLUFF PUBLIC LIBRARY**  
**BIRD MEMORIAL, OTHER GRANTS & GIFT FUND - REVENUES & EXPENDITURES**

CODE/LINE ITEM	ACTUAL FY 09/10	BUDGET FY 10/11	Actual FY 10/11	BUDGET FY 11/12	Estimated Actual FY 11/12	BUDGET FY 12/13	Estimated Actual FY 12/13	BUDGET FY 13/14	% CHANGE BUDGET TO BUDGET FY 13--14	\$ CHANGE BUDGET TO BUDGET FY 13--14	% CHANGE EST ACTUAL TO BUDGE FY 13--14	\$ CHANGE EST ACTUAL TO BUDGE FY 13--14
<b>REVENUES 82-40-603</b>												
<b>GRANTS</b>												
TBD Bird Memorial Reserve	0	3,000		3,000	0	3,000	158	0	-100.0%	(3,000)	-100.0%	(158)
73000 Per Capita Grant	7,327	6,500	6,500	6,184	6,197	6,197	5,868	5,868	-5.3%	(329)	0.0%	0
73100 Weed/Feed Grant	0	0		0	0	0	0	0	---	0	---	0
73200 Illinois First Grant	0	0		0	0	0	0	0	---	0	---	0
73400 Miscellaneous Grants	0	15,000		0	0	15,000	0	15,000	0.0%	0	---	15,000
<b>TOTAL GRANTS</b>	<b>7,327</b>	<b>24,500</b>	<b>6,500</b>	<b>9,184</b>	<b>6,197</b>	<b>24,197</b>	<b>6,026</b>	<b>20,868</b>	<b>-13.8%</b>	<b>(3,329)</b>	<b>246.3%</b>	<b>14,842</b>
<b>DONATIONS</b>												
78200 Tech-4-U Donations	0	0	0	0	0	0	0	0	---	0	---	0
78000 Unrestricted Donations	4,620	5,000		10,000	326	5,000	67	5,000	0.0%	0	7333.8%	4,933
78100 Restricted Donations	4,404	12,000		20,000	18,787	15,000	8,543	15,000	0.0%	0	75.6%	6,457
<b>TOTAL DONATIONS</b>	<b>9,024</b>	<b>17,000</b>	<b>0</b>	<b>30,000</b>	<b>19,113</b>	<b>20,000</b>	<b>8,610</b>	<b>20,000</b>	<b>0.0%</b>	<b>0</b>	<b>132.3%</b>	<b>11,390</b>
75000 Interest Earnings	6	0	0	0	0	0	0	0	---	0	---	0
<b>TOTAL FUND REVENUES</b>	<b>16,357</b>	<b>41,500</b>	<b>6,500</b>	<b>39,184</b>	<b>25,310</b>	<b>44,197</b>	<b>14,636</b>	<b>40,868</b>	<b>-7.5%</b>	<b>(3,329)</b>	<b>179.2%</b>	<b>26,232</b>

**EXPENDITURES 82-60-001**

**OTHER/GRANT PROGRAMS**

44800 Per Capita Grant Expend	5,619	6,500		6,184	6,197	6,197	5,868		-100.0%	(6,197)	-100.0%	(5,868)
44825 Misc Grant Expenditures	0	15,000							---	0	---	0
44901 Patti Mannelly Mem Grant	0	0							---	0	---	0
99999 Use of Unrestrict Donation	106	5,000		10,000		5,000	67	5,000	0.0%	0	7333.8%	4,933
99999 Use of Restricted Donations	4,679	12,000		20,000	18,500	15,000	8,543	15,000	0.0%	0	75.6%	6,457
	<b>10,404</b>	<b>38,500</b>	<b>0</b>	<b>36,184</b>	<b>24,697</b>	<b>26,197</b>	<b>14,478</b>	<b>20,000</b>	<b>-23.7%</b>	<b>(6,197)</b>	<b>38.1%</b>	<b>5,522</b>

**CAPITAL OUT**

49000	Bird Memorial - Children's	0	3,000	0	3,000	3,000	3,000	158	0	-100.0%	(3,000)	-100.0%	(158)
49600	HVAC System	0	0	0	0	0	0	0	0	----	0	---	0
49350	Tech-4-U Automation	0	0	0	0	0	0	0	0	----	0	---	0
		0	3,000	0	3,000	3,000	3,000	158	0	-100.0%	(3,000)	-100.0%	(158)
<b>TOTAL EXPENDITURES</b>		<b>10,404</b>	<b>41,500</b>	<b>0</b>	<b>39,184</b>	<b>27,697</b>	<b>29,197</b>	<b>14,636</b>	<b>20,000</b>	<b>-31.5%</b>	<b>(9,197)</b>	<b>36.6%</b>	<b>5,364</b>

**FUND BALANCE:**

*May 1*

75,298	81,251	81,251	87,751	87,751	85,364	85,364	85,364
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*April 30*

81,251	81,251	87,751	87,751	85,364	100,364	85,364	106,232
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**LAKE BLUFF PUBLIC LIBRARY  
2013 BUILDING RENOVATION FUND**

CODE/LINE ITEM	BUDGET FY 11/12	ESTIMATED FY 11/12	BUDGET FY 12/13	BUDGET FY 13/14	% CHANGE BUDGET TO BUDGET FY 13--14	\$ CHANGE BUDGET TO BUDGET FY 13--14	% CHANGE EST ACTUAL TO BUDGET FY 13--14	\$ CHANGE EST ACTUAL TO BUDGET FY 13--14
<b>REVENUES 81-40-</b>								
<b>TRANSFERS</b>								
TBD General Fund Reserves	300,000	300,000	0	200,000	---	200,000	---	200,000
73400 Miscellaneous					---	0	---	0
<b>TOTAL TRANSFERS</b>	<b>300,000</b>	<b>300,000</b>	<b>0</b>	<b>200,000</b>	<b>---</b>	<b>200,000</b>	<b>---</b>	<b>200,000</b>
<b>DONATIONS</b>								
78000 Unrestricted Donations	10,000	10,000	0	0	---	0	---	0
78100 Restricted Donations	20,000	18,737	0	0	---	0	---	0
<b>TOTAL DONATIONS</b>	<b>30,000</b>	<b>28,737</b>	<b>0</b>	<b>0</b>	<b>---</b>	<b>0</b>	<b>---</b>	<b>0</b>
<b>TOTAL FUND REVENUES</b>	<b>330,000</b>	<b>328,737</b>	<b>0</b>	<b>200,000</b>	<b>---</b>	<b>200,000</b>	<b>---</b>	<b>200,000</b>

**EXPENDITURES 81-60-001**

<b>CAPITAL OUTLAY</b>								
49350 Automation	10,000	0	0	60,000	---	60,000	---	60,000
49000 Furnishings	75,000	70,735	0	110,000	---	110,000	---	110,000
49100 Building Improvements	10,000	0	0	10,000	---	10,000	---	10,000
49120 Exterior Bldg Improvements	235,000	205,357	0	20,000	---	20,000	---	20,000
	330,000	276,092	0	200,000	---	200,000	---	200,000
<b>TOTAL EXPENDITURES</b>	<b>330,000</b>	<b>276,092</b>	<b>0</b>	<b>200,000</b>	<b>---</b>	<b>200,000</b>	<b>---</b>	<b>200,000</b>

**FUND BALANCE:**

May 1	0	0	0
April 30	0	52,645	0

## **2013-2014 Potential Capital Funds Projects**

### **Potential Projects\***

Repair Minor Window Leaks	\$5,000.00
Repair Wood Building Roof	\$5,000.00
Change in ILS Vendor	\$50,000.00
New Shelves (Replace brown stacks)	\$103,857.00
Landscaping the Reading Garden	\$20,000.00

Total	\$183,857.00
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### **Projected Effect on Reserve Funds**

Projected Reserve Funds at End of 2012-2013	\$545,591.00
Percent of Next Years Projected Operating Budget	63%
25% of the Operating Budget (Minimum Required)	\$216,114.50

Reserve Funds Remaining If All Projects Undertaken	\$361,734.00
Percentage of 2013-2014 Projected Operating Budget	42%

**INF-3: Use of Library-Provided Personal Computers -- CURRENT**

The Library provides computers for public use and a wireless hub for use of personal computers in the Library. These are the guidelines for use of the Library's computers and related services:

- A. Computer use is available to all without sign-up or reservation on some designated computers. Other computers may be used by those who sign in at the circulation desk. These computers may be reserved by telephone or in person for any given hour in a day.
- B. Computers will be available 15 minutes after the Library opens until 15 minutes before the Library closes.
- C. Patrons may use the computers for up to one hour. Some computers require a reservation, which may be made in person or by telephone at the main circulation desk. If no one is waiting at the conclusion of the hour, the patron may continue using the computer for a limit of two hours on any given Library day. Exceptions to this policy may be made on an individual basis by the Library Director or designee
- D. If a patron is more than 10 minutes late for a reservation, the remaining time will be relinquished to any waiting patron.
- E. Patrons may bring their own data storage devices, including travel/jump/key drives, but may not save or install anything onto the computer beyond the time of original use. Blank disks and CD-ROMS will be available for sale at the Circulation Desk on the main floor for a fee.
- F. Any items added to the hard disk will be deleted as soon as they are identified, or at the end of the business day, whichever comes first.
- G. Software use is limited to that provided by the Library. Use of programs with sound, regardless of their source, requires the use of headphones.
- H. Illegal activities or activities that interfere with or disrupt the equipment, network, users, or services are prohibited. The Library enforces laws regarding the privacy of library users in Illinois, and the confidentiality policies of the American Library Association. However, we ask that computer users be sensitive to the use of computers in a public environment, which is used by people of all ages.
- I. The Library reserves the right to monitor public computers when a violation of policy or illegal activity is suspected. Staff is authorized to take immediate action to protect the security of computers and to enforce rules which include asking a computer user to leave the premises, and to contact law enforcement authorities. A user who has been asked to leave the Library has the right to present a grievance at the next scheduled Board meeting, if the concern is placed by the patron on the meeting agenda 48 hours prior to the meeting, in accordance with Illinois Open Meeting laws.
- J. Although the Library may provide scheduled classes and training, Library staff provides no individual instruction. Full documentation for each software application will be available, and patrons are expected to consult the documentation and use self-guided tutorials.
- K. Time needed for printing documents should be included in computer time allowed. The Library reserves the right to charge for printing, at a cost of ten cents per page.
- L. The Library collects statistics about the use of its computers for planning and reporting purposes. Using the public computers and wireless network implies consent that the user agrees to be included in these statistics.
- M. It is the responsibility of the user to comply with copyright laws, licensing agreements, and to pay for use of any fee-based services not provided by the Library.
- N. The Library assumes no responsibility for accuracy, timeliness, bias or potential offensiveness of any Internet-based content.

- O. Parents/legal guardians and caregivers are urged to discuss appropriate and safe use of the Internet with children in their care. Although filters are provided on public computers in the Children's Department, other computers are not filtered. The Library does not limit the access of children to the Internet, or require them to use only filtered computers. Filters will be removed by staff at the request of any user, if there is not an unfiltered computer available. Parents who want their children to use filtered-only access may wish to advise their children to use filtered-access computers in the Children's Department for Internet-related uses.
- P. Children have first priority for use of the computers in the Children's Department. Adults may not use the computers in the Children's Room without specific permission of the Library Director or designee.

### INF-3: Use of Library-Provided Personal Computers – REVISED 11/7/2012

The Library provides computers for public use and a wireless hub for use of personal computers in the Library. These are the guidelines for use of the Library's computers and related services:

- A. Computer use is available in the Adult Computer Area by signup or reservation, and without signup or reservation on the computers in the Children's Department.
- B. Computers will be available when the Library opens up until 15 minutes before the Library closes.
- C. Patrons in the Adult Computer Area may use the computers for a maximum of 240 minutes each day, with a minimum of 2 login sessions per patron per day. Each login session in the Adult Computer Area lasts a maximum 120 minutes at which time, if no patrons are waiting to use the computer, the system may automatically grant further time. If another patron is waiting to use the computer, the patron will not be offered further time and will be automatically logged out when their time expires.
- D. If deemed necessary, staff may make permanent adjustments to the time and sessions available for all patrons in the Adult Computer Area. Such changes in service will be posted well in advance and fairly applied to all patrons.
- E. If a patron requires more time than available for their session, they may ask the staff member at the Reference Desk for an extended session. The staff member will grant extra time as deemed appropriate given how busy the computers are and the reason for the request.
- F. If a patron is more than 10 minutes late for a reservation, the remaining time will be relinquished to any waiting patron.
- G. If a computer in the Adult Computer Area is idle for longer than 10 minutes, the computer system will ask the user to verify that they are still using the workstation. If the patron does not provide verification, the session will be automatically terminated and the computer made available to another patron.
- H. Patrons may bring their own data storage devices, including travel/jump/key drives, but may not save or install anything onto the computer beyond the time of original use. Flash drives will be available for sale at the Adult Reference Desk while supplies last.
- I. All library computers are setup to prevent any file from being added to the hard drive. Any items that may be added to the hard disk will be deleted as soon as they are identified, or at the end of the business day, whichever comes first.
- J. Software use is limited to that provided by the Library. Use of programs with sound, regardless of their source, requires the use of headphones.
- K. Illegal activities or activities that interfere with or disrupt the equipment, network, users, or services are prohibited. The Library enforces laws regarding the privacy of library users in Illinois, and the confidentiality policies of the American Library Association. However, we ask that computer users be sensitive to the use of computers in a public environment, which is used by people of all ages.
- L. The Library reserves the right to monitor public computers when a violation of policy or illegal activity is suspected. Staff is authorized to take immediate action to protect the security of computers and to enforce rules which include asking a computer user to leave the premises, and/or to contact law enforcement authorities. A user who has been asked to leave the Library has the right to present a grievance at the next scheduled Board meeting if the concern is placed by the patron on the meeting agenda 48 hours prior to the meeting, in accordance with Illinois Open Meeting laws.
- M. Although the Library may provide scheduled classes or training when requested, Library staff members provide limited individual instruction at their own discretion. Full documentation for

each software application will be available, and patrons are expected to consult the documentation and use self-guided tutorials.

- N. The Library reserves the right to charge for printing, at a cost of \$.10 per page for black and white documents, and \$1.00 per page for color documents.
- O. The Library collects statistics about the use of its computers for planning and reporting purposes. Using the public computers and wireless network implies consent that the user agrees to be included in these statistics. *These statistics will not identify individual users or the nature of their computer use, provided that the patron has not violated the policies of the library, or any State, Federal, or Local law.*
- P. It is the responsibility of the user to comply with copyright laws, licensing agreements, and to pay for use of any fee-based services not provided by the Library.
- Q. The Library assumes no responsibility for accuracy, timeliness, bias or potential offensiveness of any Internet-based content.
- R. Parents/legal guardians and caregivers are urged to discuss appropriate and safe use of the Internet with children in their care. *Filters are installed on public computers in the Children's Department and in the Adult Department, though the filters on the computers in the Adult Department provide wider access.* The Library does not limit children's internet access or restrict their computer usage to Children's Department computers only. Filters will be removed by staff at the request of any user and the discretion of library staff. *Parents who want their children to use computers with the greatest amount of filtering may wish to advise their children to use computers in the Children's Department for Internet access.*
- S. Children have first priority for use of the computers in the Children's Department. Adults may not use the computers in the Children's Room without specific permission of the Library Director or designee.



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# Lake Bluff Public Library

## Three Year Long Range Plan – Rough Draft

### **1. Summary of Process and Goals**

This Long Range Plan (LRP) for the Lake Bluff Public Library is intended to act as a guide for future services, technology needs, maintenance requirements, and collection development. For the Fiscal years May 1, 2013-April 30, 2014, May 1, 2014-April 30, 2015, and May 1, 2015, to April 30, 2016 it will identify what needs to be purchased by the library and what actions need to be taken by both the Library Board and Library Staff. Work on a new Long Range Plan should begin in the summer of 2015. Given the rapidly changing worlds of Information Technology and Library Science, the decision was made that no plan could accurately project the Library's situation further than 3 years.

This plan is prepared utilizing studies in current trends, as well as feedback from the Board of Library Trustees, the Library Staff, and members of the community of Lake Bluff. The Board, Library Staff, and interested community members were provided opportunities to read and comment on each piece of the plan as it was drafted. In addition to discussion of the LRP at Regular Meetings of the Board of Library Trustees, special Long Range Plan Committees (open to the public and with Staff attendance), were held to discuss planning and progress. Surveys were completed by both Library Staff and Library Users.

### **2. Study of Community and Long Range Trends**

As noted in the previous Long Range Plan, Lake Bluff, Illinois is a village of approximately 4 square miles located on the shores of Lake Michigan about 30 miles north of Chicago, and just south of Great Lakes Naval Base. The village features historic cottages and upscale single-family residences as well as multi-unit apartment buildings. Houses built in the 1800s are often situated next to contemporary construction. Lake Bluff is a community of individuals and families who cherish the small-town atmosphere. The Village of Lake Bluff has taken on new events such as the Twilight Criterium Race and Bluffinia, showing continued commitment to maintaining a close knit and active community.

A comparison of the 2000 and 2010 censuses show some distinct trends in the community:

- Total population decreased by 334 individuals (5.5%) to 5,745.
- The total number of households decreased from 2,118 to 2,064.
- The population shifted slightly in age demographics:  
The percentage of the population under the age of 18 decreased from 33% to 29.3% while the percent over age 65 increased from 12% to 14.5%. Both numbers remain higher than the national averages of 23.3% and 13.3% respectively.
- The median income per household increased from \$114,521 to \$146,400, well above the nation median which increased from \$41,994 to \$51,914.
- The percent of individuals living below the poverty line increased slightly from 1% to 2.3%, though staying well below the national average of 13.8% nationally in 2010.
- The high level of education remained constant, with 82% of individuals over the age of 25 having at least a bachelor's degree, versus the national average of 27.9% in 2010.
- The percentage of the community listed as 'White' dropped from 95% to 92%.

The community of Lake Bluff remains significantly above average in household income and level of education. The overall population and demographics will likely fluctuate based on the housing market and economy, but given the absence of significant room for the community to spread will likely remain stable within a certain range.

New technologies such as ebooks will have the biggest impact on library's overall in the next 3-5 years. The high levels of income and education will make it even more important in Lake Bluff. Staying abreast of current trends and the needs of extremely tech savvy patrons will be key, as will providing assistance to the less tech savvy in a rapidly changing world.

The trend in local schools has been towards the elimination of library services. We have seen an increase in student usage of the library, but this remains an opportunity that we have not fully pursued.

The community remains relatively homogenous ethnically, but the percentage of Asian Indians in the community did increase from .6% to 4.5%. At 270 individuals this does represent a growing portion of the community, and the only minority group of significant size within our service area. It will be important to be aware of the increase in members of this ethnicity in the community; at present, it represents an important trend to be aware of and is worthy of some attention when selecting materials and planning programs.

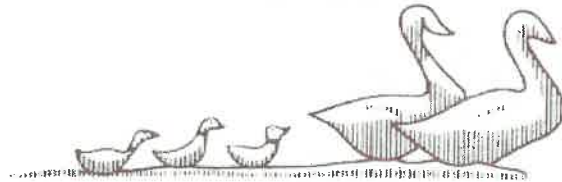
**3. Mission Statement**

The Lake Bluff Public Library is a community resource center providing quality, high-demand materials, information and technology via multiple media sources to all ages and backgrounds. A knowledgeable and proactive staff creates an environment that is accessible and comfortable to all users, and actively seeks out new services, new trends, and new ways to participate in the community. Community participation and partnerships through the Friends of the Lake Bluff Library, volunteers, community organizations and businesses will ensure that our Library remains responsive to our patrons, involved in the community, and dedicated to the ideal of friendly community service upon which it was founded.

**4. Library Description**

The Lake Bluff Public Library was founded in the 1919 by the Lake Bluff Women's Club "as a memorial to [Lake Bluff's] veterans of the [Great War]". The current building was constructed in 1975, nearly 40 years ago. It has grown with the community, most recently through a facilities renovation in the summer of 2011 that provided significant updates improving accessibility, safety, comfort, and attractiveness. Efforts to build off the success of this renovation, by working to improve the library's interior and exterior, have been continued by both the Library Staff and Board of Library Trustees. These ongoing efforts, combined with the recent renovation, have positioned the library well to meet the changing needs of the community. The library offers a wider selection of programs, collections, and services than at any point in its history. Library visits and use of all the library's resources continue to increase.

The Library is a unit of local government operating in accordance with the Illinois Local Library Act, 75 ILCS 5/1-0.1 et seq. The powers and duties of the Board of Library Trustees are set forth in said Act and include "the exclusive control of the expenditure of all moneys collected for the library and deposited to the credit of the library fund." (75 ILCS 5/4-7(2)). Library taxes are levied by the Village in amounts determined by the Library Board and collected with other Village taxes (75 ILCS 5/3-5).



## Friends of the Lake Bluff Library

123 East Scranton Avenue • Lake Bluff, Illinois 60044 • Phone 847-234-2540

November 1, 2012

Dear Friend,

The heat and drought of the past summer have been replaced by abundant cool, rainy days and a promise of cold, snowy days to come. Unlike the changing seasons, the Lake Bluff Library remains steadfast --- a welcoming, popular place for the entire community. We invite you to continue your steadfast support of this fine public resource.

*The Friends of the Lake Bluff Library's* mission is to support and promote the library and to raise general purpose funds. Here are some of the improvements that the Friends of the Library have funded, through your generous donations, in the past few years:

- assistance in funding the recent interior renovation
- room darkening shades in the Spruth Room
- furniture for the second floor reading area
- items related to the landscape improvement project

**This year our goal is to raise money to fund these three projects:**

- new shelving
- replacement of aging materials
- computer equipment

**Please help us continue to improve our library.** These enhancements will help the library maintain its inviting atmosphere. We would deeply appreciate your participation in this community-wide fundraising effort. Won't you take a moment to complete the Friendship reply envelope enclosed? Optionally, you can contribute online by using the DONATE button on the Friends of the Lake Bluff Library web page (<http://www.lakeblufflibrary.org/friends.htm>). Please remember to include your company's matching donation form if they match. Either way, you can watch your dollars make a difference.

**Thank you for your support!**

### Friends of the Lake Bluff Library Board

Linda Schwartz, Eileen Laack, Mary Dahlmann, Eva Javier, Margaret Abel, Pat Curren, Linda Kennett, Benita Myles, Diane Payne, Missy Romanoff

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**Thank You for your Support!**

# ADMINISTRATIVE OFFICE OF THE NINETEENTH JUDICIAL CIRCUIT



Division of Judicial Operations

Lake County, Illinois

**ROSANNE SHERWOOD, RN**

Kids' Korner Coordinator

Lake County Courthouse  
18 North County Street  
Waukegan, IL 60085-4359  
TDD: 847.360.2975  
Fax: 847.984.5613  
Phone: 847.377.3825

**FRED FOREMAN**

Chief Judge

**ROBERT A. ZASTANY**

Executive Director

October 15, 2012

Donna Williams  
Head of Youth Services  
Lake Bluff Library  
123 E. Scranton  
Lake Bluff, IL 60044

Dear Donna:

On behalf of Kids' Korner I would like to thank you and the Lake Bluff Public Library for the 7 boxes of books you recently donated to us through your friend and ours, Linda Schwartz. Your very generous donation helps us to maintain our own library of books to give to the kids that visit Kids' Korner. We were getting quite low with our supply of children's books and are very appreciative of the books we received. They were beautiful books and many have already been chosen and have gone to new homes.

The mission of Kids' Korner is to provide a safe and fun waiting area for children who are in the courthouse to testify or whose parents or guardians are conducting court business. Your donation helps to ensure the continuation of our "Give-a-Book" project. This project which relies on donations such as yours enables every child visiting us to choose a special book to take home. We hope this helps encourage parents to read to their children and children to learn the joy of reading.

Again, thank you for your support of Kids' Korner and the children of Lake County. Please know that your generosity has brought a smile to many children's faces.

Sincerely,

A handwritten signature in black ink that reads "Rosanne L. Sherwood".

Rosanne L. Sherwood  
Kids' Korner Coordinator

**Lake Bluff Public Library\*123 E. Scranton Avenue\*Lake Bluff IL 60044**  
**\*847-234-2540 (phone)\*847-234-2649 (fax)\* <http://www.lakeblufflibrary.org> (website)**  
**Hours: Mondays and Thursdays 10 a.m.--9 p.m.**  
**Tuesdays, Wednesdays and Fridays 10 a.m.—6 p.m.**  
**Saturdays 10 a.m.—4 p.m.; Sundays (Labor Day—Memorial Day) 1--5 p.m.**  
**BOARD OF LIBRARY TRUSTEES DIRECTORY for 2012/2013 Fiscal Year**  
**October 25, 2012**

**PLEASE do not give out Trustee personal info; use library contact info.**

<p>           Karen Bush, Treasurer            40 Moffett Road            Lake Bluff IL 60044-2810            847-234-3252 (Home)  <a href="mailto:kpbush@comcast.net">kpbush@comcast.net</a>            term ends 04/13         </p>	<p>           Timothy Kregor            38 Forest Hills Road            Lake Bluff IL 60044-2404            847-735-1068  <a href="mailto:tjKregor@sbcglobal.net">tjKregor@sbcglobal.net</a>            term ends 04/13         </p>
<p>           Julie Gottshall, Vice President            680 Green Bay Road            Lake Bluff IL 60044-1827            847-482-0395 (Home)            312-902-5645 (Work)  <a href="mailto:julie.gottshall@kattenlaw.com">julie.gottshall@kattenlaw.com</a>            term ends 04/13         </p>	<p>           Carole (Cal) Stroh            330 Ravine Forest Drive            Lake Bluff IL 60044-2728            847-234-2444 (Home)            847-507-6042 (Cell)            *Note: Seldom uses cell.  <a href="mailto:csstroh@me.com">csstroh@me.com</a>            term ends 04/13         </p>
<p>           John Marozsan, President            220 E. Prospect Avenue            Lake Bluff IL 60044-2521            847-235-0596 (Home)  <a href="mailto:jmarozsan@sbcglobal.net">jmarozsan@sbcglobal.net</a>            term ends 04/13         </p>	<p>           Romain Richard Wojda            303 Briar Lane            Lake Bluff IL 60044-2750            847-615-8979 (Home)            847-909-9544 (Mobile)  <a href="mailto:rrwojda@hotmail.com">rrwojda@hotmail.com</a>            Term ends 4/13         </p>
<p>           Kathy Meierhoff, Secretary            23 Warrington Drive            Lake Bluff IL 60044-1322            847-295-8968 (Home)  <a href="mailto:kathymeierhoff@gmail.com">kathymeierhoff@gmail.com</a>            Term ends 4/15         </p>	<p>           Library Director:            Eric Bailey            304 North Avenue Apt. #2            Libertyville IL 60048            847-401-4952 (Cell with text)            847-234-2540 x110 (Library)  <a href="mailto:ebailey@lakeblufflibrary.org">ebailey@lakeblufflibrary.org</a> </p>

**Committees**

Assigned at 10/16 Meeting (per By-Laws the Director is an ex-officio member of each):

- Human Resources: Karen, Julie, Kathy
- Building and Grounds: Cal, Kathy
- Technology: Tim, Romain
- Public Relations/Advocacy/Fundraising, Liaisons: Julie, Romain
- Finance: Karen, Tim, Cal
- Intergovernmental Advisory Committee: Karen, Cal
- Long Range Plan: Tim, Romain