

August 13, 2013

agenda

item

DOCUMENT

Section

1,2 CTO, Additions

Document Summary

Agenda

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3 Consent Agenda

Minutes of July 9 Technology Committee Meeting (action)

Minutes of July 9 Regular Board Meeting (action)

Minutes of July 25 Building and Grounds Committee Meeting (action)

Minutes of August 6 Technology Committee Meeting (action)

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4 Financial Reports (Yellow)

Treasurer's Report (available at meeting) (action)

Detailed Balance Sheet July (action)

Detailed Revenue & Expense Report July (action)

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5 Approval of Checks (Green)

Manual Check Report March (action) (available at meeting)

Check Register March (action) (available at meeting)

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6 Opportunity to Address Board

(No documents)

7 Old Business

Integrated Library System Proposal (action)

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8 Director's Report

Librarian's Narrative Report

Statistical Reports

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9 New Business

Reading Garden Contract (possible action)

Per Capita Grant Requirements

Shelving Update (possible action)

Museum Alterations and Additions (action)

Museum Electrical Work (action)

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10 Executive Session

11 Committee Reports

(No Documents)

12 Any and All Other Business ...

13 Adjournment

Attachments

Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, August 13, 2013 at 7:00 PM
123 E. Scranton Ave, Lake Bluff, IL 60044
Enter Through Library Main Entrance

- 1. Call to Order**
- 2. Approval of Minutes**
 - a. Approval of Minutes of 7/9/2013 Technology Committee Meeting **(action)**
 - b. Approval of Minutes of 7/9/2013 Regular Board Meeting **(action)**
 - c. Approval of Minutes of 7/25/2013 Building and Grounds Committee Meeting **(action)**
 - d. Approval of Minutes of 8/6/2013 Technology Committee Meeting **(action)**
- 3. July 2013 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages)**
 - a. Treasurer’s Report **(action)**
 - b. July Detailed Balance Sheet **(action)**
 - c. July Detailed Revenue & Expense Report **(action)**
- 4. Approval of checks (Green Pages)**
 - a. July Manual Checks (11204-11216) **(action)**
 - b. July Monthly Checks (11218-11265) **(action)**
- 5. Opportunity for Public to Address the Board (limit 5 minutes per person per meeting)**
- 6. Old Business**
 - a. Integrated Library System Proposal **(action)**
- 7. Director’s Report**
 - a. Director’s Narrative Report
 - b. Statistical Report
 - c. Announcements and Correspondence
 - d. Friends Meeting Attendee for September 14
 - e. Programs of Interest to Library Trustees
- 8. New Business**
 - a. Reading Garden Contract **(possible action)**
 - b. Per Capita Grant Requirements
 - c. Shelving Update **(possible action)**
 - d. Museum Alterations and Additions **(action)**
 - e. Museum Electrical Work **(action)**

9. 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)

10. Committee Reports

- a. Finance Committee (Butler, Kregor)
- b. Human Resources Committee (Stroh, Wojda, Butler)
- c. Building and Grounds Committee (Stroh, Meierhoff, Schons)
- d. Technology Committee (Kregor, Wojda, Butler)
- e. Public Relations/Advocacy/Fundraising (Schnell, Wojda, Schons)
- f. Intergovernmental Committee (Stroh, Schnell)
- g. Long Range Planning Committee (Kregor, Wojda, Butler)

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

**Innovative Interfaces Final Proposal for the Sierra Integrated Library System
Contract Regarding Reading Garden
Per Capita Grant Requirements
Excerpts from Lease to Lake Bluff History Museum
Request for Electrical Work by Museum**

Upcoming Board Meetings: September 10, October 8 2013, and November 12.

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES
Technology Committee
Tuesday, July 9, 2013

- 1) **Call to Order; Roll Call:** The meeting was called to order at 6:50 p.m. by Committee Chair Tim Kregor. Roll was called and a quorum was established.

Present: Tim Kregor, Romain Wojda, and Scot Butler

Absent: None

Library Staff Present: Eric Bailey, Lyndy Jensen

Members of the Public: None

- 2) **Discussion of quotes received for an Integrated Library System (action)**

a) The final proposal from *Innovative Interfaces* was discussed.

- 3) **Any other business:**

a) No other business was brought before the committee.

- 4) **Adjournment:** Wojda moved and Kregor seconded a motion to adjourn the meeting at 7:00 p.m.

AYES: all

NAYES: none

ABSENT: none

Respectfully submitted,

Eric S. Bailey, Library Director

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, July 9, 2013

1. The meeting was **called to order** at 7:05 by president pro tem Cal Stroh.
Also present: Scot Butler, Tim Kregor, Ruth Schnell, Carl Schons, Romain Wojda, Library Director Eric Bailey, Staff member Carlen de Thorne. Absent: Kathy Meierhoff. Director Bailey added a change to the order on the agenda. Carlen needed to leave before the meeting was over, so discussion followed on item 8c, Patron Privacy Policy. After discussion the Board was unified in its support of the present policy.

2. **Approval of Minutes**
 - a. Butler moved, Wojda seconded the motion to approve the minutes of the 6/18/2013 meeting of the Technology Committee as amended. Voting Aye: All

 - b. Butler moved, Schons seconded the motion to approve the minutes of the 6/18/2013 regular Board meeting. Voting Aye: all

3. **June 2013 Financial Reports**
Wojda moved, Schons seconded the motion to accept the three Financial Reports.
Voting Aye: Butler, Kregor, Schnell, Schons, Stroh, Wojda. Voting No: None
Scot Butler suggested that he and Director Bailey will find out from the Village the correct figures for the Library's reserves and ask them to include those figures in its monthly report to the Library, in time for the September Board meeting.

4. **Approval of checks**
 - a. Kregor moved, Butler seconded the motion to approve the June Manual Checks (11165-11169, 11171). Voting Aye: Butler, Kregor, Schnell, Schons, Stroh, Wojda. Voting No: None

 - b. Wojda moved, Kregor seconded the motion to approve the June Monthly checks. Voting Aye: Butler, Kregor, Schnell, Schons, Stroh, Wojda. Voting No: None

5. **No members of the public** attended the meeting.

6. **Old Business**
 - a. Kregor moved, Butler seconded the motion to accept the Integrated Library System bid and rider from Sierra, with the caveat that they provide us with the Corporation File Detail Report documenting that they are in good standing with the State of Illinois, and that proposal 6.06 is, per review by our legal representation, acceptable. Voting Aye: Butler, Kregor, Schnell, Schons, Stroh. Voting No: Wojda

 - b. Wojda moved, Kregor seconded the motion to grant the Museum permission to do the work on the ventilation project which they requested. Voting Aye: All

7. **Director's Report**
 - a. Director's Narrative Report
Director Bailey added that an electrician made lighting improvements last week.

 - b. Statistical Report

- c. Announcements and Correspondence--none
- d. Friends July 13 meeting was cancelled. Tim Kregor will attend the August 10 meeting.
- e. Programs of Interest to Library Trustees

8. New Business

- a. Donations for Fiscal Year 2012-2013
- b. Programs for Fiscal Year 2012-2013
- c. See #1 above

9. Executive Session None

10. Committee Reports None

Butler moved, Wojda seconded the motion to **adjourn** the meeting at 8:45. Voting Aye: All

Respectfully submitted,



Ruth Schnell
Board Secretary

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES
 Building and Grounds Committee Meeting
 Thursday, July 25, 2013

- 1) **Call to Order; Roll Call:** The meeting was called to order at 2:10 p.m. by Board President Kathy Meierhoff. Roll was called and a quorum was established.

Present: Cal Stroh, Kathy Meierhoff
 Absent: None
 Library Staff Present: Eric Bailey, Lyndy Jensen
 Members of the Public: None

2) **Discussion of Landscape Project (action)**

- a) The Landscape Project was discussed. **RESOLVED:** Request review of the contract with the Dahlmann's to ensure the Library did not enter into an illegal agreement. **RESOLVED:** Set up a meeting with Neil and Mary Dahlmann.

3) **Discussion of Museum Request for Electrical Work**

- a) The Museum's request to perform Electrical work providing extra lighting for their Veteran's Display. **RESOLVED:** To pass the request on to the full Board at their August meeting.

4) **Discussion of Requests for Work from the Museum**

- a) Discussion of the Museum's request for a simpler means of requesting approval for small projects than what is proscribed in Section 7(b) of the Lease. **RESOLVED:** To pass the issue on to the full Board with the recommendation that "any alterations in or additions to the Premises, structural or non-structural" requires written approval by the Library Board per the Lease. As the Landlord, liability and responsibility ultimately falls on the shoulders of the Library.

5) **Discussion of Contracts**

- a) Those library contracts that come due in the fall were discussed. **RESOLVED:** Lyndy and Eric will pursue contracting Tech Systems for the work currently performed by Esscoe, seeking competitive bids on landscaping, and finding a new elevator maintenance company to replace ThyssenKrupp.

6) **Any other business:**

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

7) **Adjournment:** Meierhoff moved and Stroh seconded a motion to adjourn the meeting at 4:12 p.m.

AYES: all
 NAYES: none
 ABSENT: none

Respectfully submitted,

Eric S. Bailey, Library Director

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES
Technology Committee
Tuesday, August 6, 2013

- 1) **Call to Order; Roll Call:** The meeting was called to order at 6:05 p.m. by Committee Chair Tim Kregor. Roll was called and a quorum was established.

Present: Tim Kregor and Scot Butler

Absent: None

Library Staff Present: Eric Bailey

Members of the Public: None

- 2) **Discussion of quotes received for an Integrated Library System (action)**

- a) The final proposal from *Innovative Interfaces* was discussed. **RESOLVED:** To recommend that the Board of Library Trustees approve the contract for *Innovative Interfaces* Sierra integrated library system at its next meeting.

- 3) **Any other business:**

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

- 4) **Adjournment:** Butler moved and Kregor seconded a motion to adjourn the meeting at 6:20 p.m.

AYES: all

NAYES: none

ABSENT: none

Respectfully submitted,

Eric S. Bailey, Library Director

Lake Bluff Public Library

DATE: 08/09/2013
 TIME: 16:10:12
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

7A

PAGE: 1
 F-YR: 14

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 3 PERIODS ENDING JULY 31, 2013

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 07/31/13
ASSETS					
DUE TO/FROM ACCOUNTS					
80-00-100-10000	DUE TO/FROM OTHER FUNDS	286,083.51	0.00	0.00	286,083.51
80-00-100-20000	LIB GR FND DUE TO/FROM DETAIL	0.00	0.00	0.00	0.00
TOTAL DUE TO/FROM ACCOUNTS		286,083.51	0.00	0.00	286,083.51
CASH & INVESTMENTS					
80-10-101-10000	CHECKING ACCOUNT	0.00	0.00	0.00	0.00
80-10-101-10001	CASH BOX OVER/SHORT	0.00	57.99	30.59	27.40
80-10-101-11000	MONEY MARKET ACCOUNT	77,653.85	199,146.69	193,421.46	83,379.08
80-10-101-12000	SAVINGS ACCOUNT	0.00	0.00	0.00	0.00
80-10-101-12100	N TR WEED & FEED CHECKING ACCT	0.00	0.00	0.00	0.00
80-10-101-13000	PETTY CASH	150.00	0.00	0.00	150.00
80-10-101-15000	INVESTMENTS	0.00	0.00	0.00	0.00
80-10-101-15010	US GOVERNMENT OBLIGATIONS	0.00	0.00	0.00	0.00
80-10-101-15020	CERTIFICATES OF DEPOSIT	0.00	0.00	0.00	0.00
80-10-101-15110	ILLINOIS FUND	487,616.56	447,199.61	191,000.00	743,816.17
80-10-101-15111	ILLINOIS FUNDS - GRANTS	1.80	0.00	0.00	1.80
80-10-101-15112	ILLINOIS FUNDS - EPAY	770.36	363.52	18.45	1,115.43
TOTAL CASH & INVESTMENTS		566,192.57	646,767.81	384,470.50	828,489.88
RECEIVABLES					
80-10-201-15000	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
80-10-201-15200	PROPERTY TAX RECEIVABLE	835,725.27	0.00	0.00	835,725.27
80-10-201-35000	INTEREST RECEIVABLE	0.00	0.00	0.00	0.00
80-10-201-37000	OTHER RECEIVABLE	0.00	0.00	0.00	0.00
TOTAL RECEIVABLES		835,725.27	0.00	0.00	835,725.27
OTHER ASSETS					
80-10-301-37100	DUE FROM THE VILLAGE	116.36	464,601.42	464,618.05	99.73
80-10-301-55000	PREPAID EXPENSES	0.00	0.00	0.00	0.00
TOTAL OTHER ASSETS		116.36	464,601.42	464,618.05	99.73
TOTAL ASSETS		1,688,117.71	1,111,369.23	849,088.55	1,950,398.39
LIABILITIES AND FUND EQUITY					
LIABILITIES					
PAYABLES					
80-20-10000	ACCOUNTS PAYABLE	20,264	95,237.29	117,536.46	117,523.81

Lake Bluff Public Library

-- VILLAGE OF LAKE BLUFF --
DETAILED BALANCE SHEET

7B PAGE: 2
F-YR: 14

DATE: 08/09/2013
TIME: 16:10:12
ID: GL450000.WOW

FUND: LAKE BLUFF PUBLIC LIBRARY
FOR 3 PERIODS ENDING JULY 31, 2013

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 07/31/13
LIABILITIES					
PAYABLES					
80-20-102-41000	SOCIAL SECURITY TAX PAYABLE	0.00	15,239.57	15,239.57	0.00
80-20-102-42000	FEDERAL INCOME TAX PAYABLE	0.00	8,966.70	8,966.70	0.00
80-20-102-43000	STATE INCOME TAX PAYABLE	0.00	4,271.84	4,271.84	0.00
80-20-102-44000	IMRF PAYABLE	0.00	13,060.93	13,060.93	0.00
80-20-102-45000	ICMA 457 PLAN PAYABLE	0.00	6,300.00	6,300.00	0.00
80-20-102-46000	MEDICAL INSURANCE PAYABLE	0.00	0.00	0.00	0.00
80-20-102-65000	LIBRARY FLEXIBLE BENEFIT PAYAB	0.00	781.92	781.92	0.00
80-20-102-66000	LIBRARY HSA PAYABLE	0.00	1,200.00	1,200.00	0.00
80-20-102-70000	OTHER SHORT TERM LIABILITIES	0.00	0.00	0.00	0.00
TOTAL PAYABLES		20,224.64	145,058.25	167,357.42	42,523.81
OTHER LIABILITIES					
80-20-202-16000	ACCRUED PAYROLL	15,723.85	0.00	0.00	15,723.85
80-20-202-22000	DEFERRED PROPERTY TAX	835,725.27	0.00	0.00	835,725.27
80-20-202-22100	OTHER DEFERRED REVENUE	0.00	0.00	0.00	0.00
80-20-202-22200	DUE TO THE VILLAGE MEDICAL FND	0.00	0.00	0.00	0.00
80-20-202-22300	RESTRICTED GIFTS	0.00	0.00	0.00	0.00
80-20-202-22301	TECH 2 FOR YOU DONATIONS	0.00	0.00	0.00	0.00
80-20-202-23500	NOTES PAYABLE	0.00	0.00	0.00	0.00
TOTAL OTHER LIABILITIES		851,449.12	0.00	0.00	851,449.12
ESCROWS & DEPOSITS					
80-20-302-24000	MISCELLANEOUS RESERVE	0.00	0.00	0.00	0.00
TOTAL ESCROWS & DEPOSITS		0.00	0.00	0.00	0.00
LONG TERM LIABILITIES					
80-20-402-39000	OTHER LONG TERM LIABILITIES	0.00	0.00	0.00	0.00
TOTAL LONG TERM LIABILITIES		0.00	0.00	0.00	0.00
TOTAL LIABILITIES		871,673.76	145,058.25	167,357.42	893,972.93
FUND EQUITY					
EQUITY SECTION					
80-30-100-53000	UNRESERVED FUND BALANCE	666,443.95	0.00	0.00	666,443.95
80-30-100-53100	RESERVED FOR AUTOMATION	0.00	0.00	0.00	0.00
80-30-100-53200	DESIGNATED FOR CAPITAL MAINT	75,000.00	0.00	0.00	75,000.00
80-30-100-53300	DESIGNATED FOR CAP BLDG IMPR	75,000.00	0.00	0.00	75,000.00
TOTAL EQUITY SECTION		816,443.95	0.00	0.00	816,443.95
FUND SURPLUS (DEFICIT)		0.00	0.00	239,981.51	239,981.51

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Lake Bluff Public Library

-- VILLAGE OF LAKE BLUFF --
DETAILED BALANCE SHEET

DATE: 08/09/2013
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ID: GL450000.WOW

7C PAGE: 3
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FUND: LAKE BLUFF PUBLIC LIBRARY
FOR 3 PERIODS ENDING JULY 31, 2013

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 07/31/13
TOTAL FUND EQUITY		816,443.95	0.00	239,981.51	1,056,425.46
TOTAL LIABILITIES AND FUND EQUITY		1,688,117.71	145,058.25	407,338.93	1,950,398.39

Lake Bluff Public Library

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

DATE: 08/09/2013
 TIME: 16:10:12
 ID: GL450000.WOW

7D PAGE: 4
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FUND: LIBRARY BLG RENOVATION FUND
 FOR 3 PERIODS ENDING JULY 31, 2013

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 07/31/13
ASSETS					
TOTAL ASSETS		0.00	0.00	0.00	0.00
LIABILITIES AND FUND EQUITY					
LIABILITIES					
---	UNDEFINED CODE ---				
81-00-100-10000	INTERFUND ACCT	290,418.85	0.00	0.00	290,418.85
TOTAL --- UNDEFINED CODE ---		290,418.85	0.00	0.00	290,418.85
---	UNDEFINED CODE ---				
81-20-102-20000	ACCOUNTS PAYABLE	0.00	0.00	0.00	0.00
TOTAL --- UNDEFINED CODE ---		0.00	0.00	0.00	0.00
TOTAL LIABILITIES		290,418.85	0.00	0.00	290,418.85
FUND EQUITY					
---	UNDEFINED CODE ---				
81-30-100-53100	RESERVED FOR CAPITAL	(290,418.85)	0.00	0.00	(290,418.85) B
TOTAL --- UNDEFINED CODE ---		(290,418.85)	0.00	0.00	(290,418.85)
TOTAL FUND EQUITY		(290,418.85)	0.00	0.00	(290,418.85)
TOTAL LIABILITIES AND FUND EQUITY		0.00	0.00	0.00	0.00

Lake Bluff Public Library

DATE: 08/09/2013
 TIME: 16:10:12
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

7E PAGE: 5
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FUND: LIBRARY OPERATING GRANTS FUND
 FOR 3 PERIODS ENDING JULY 31, 2013

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 07/31/13
ASSETS					
CASH & INVESTMENTS					
82-10-101-12000	LIBRARY BIRD MEMORIAL SAVINGS	0.00	0.00	0.00	0.00
TOTAL CASH & INVESTMENTS		0.00	0.00	0.00	0.00
TOTAL ASSETS		0.00	0.00	0.00	0.00
LIABILITIES AND FUND EQUITY					
LIABILITIES					
INTERFUND CLEARING ACCOUNT					
82-00-100-10000	DUE TO/FROM LIBRARY FUND	8,045.73	0.00	0.00	8,045.73
TOTAL INTERFUND CLEARING ACCOUNT		8,045.73	0.00	0.00	8,045.73
PAYABLES					
82-20-102-20000	ACCOUNTS PAYABLE	0.00	0.00	0.00	0.00
TOTAL PAYABLES		0.00	0.00	0.00	0.00
TOTAL LIABILITIES		8,045.73	0.00	0.00	8,045.73
FUND EQUITY					
EQUITY SECTION					
82-30-100-53000	UNRESERVED FUND BALANCE	(8,045.73)	0.00	0.00	(8,045.73)
TOTAL EQUITY SECTION		(8,045.73)	0.00	0.00	(8,045.73)
TOTAL FUND EQUITY		(8,045.73)	0.00	0.00	(8,045.73)
TOTAL LIABILITIES AND FUND EQUITY		0.00	0.00	0.00	0.00

(8,045.73) C

Lake Bluff Public Library

DATE: 08/09/2013
 TIME: 16:10:12
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

7F
 PAGE: 6
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FUND: LIBRARY SPECIAL GRANT FUND
 FOR 3 PERIODS ENDING JULY 31, 2013

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 07/31/13
ASSETS					
INTERFUND CLEARING ACCOUNT					
83-00-100-10000	LIBRARY GRANT FUND DUE TO/FROM	12,381.07	0.00	0.00	12,381.07
TOTAL INTERFUND CLEARING ACCOUNT		12,381.07	0.00	0.00	12,381.07
CASH & INVESTMENTS					
83-10-101-15110	ILLINOIS FUND - GRANT ACCOUNT	0.00	0.00	0.00	0.00
TOTAL CASH & INVESTMENTS		0.00	0.00	0.00	0.00
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
TOTAL RECEIVABLES		0.00	0.00	0.00	0.00
TOTAL ASSETS		12,381.07	0.00	0.00	12,381.07
LIABILITIES AND FUND EQUITY					
LIABILITIES					
LIABILITIES					
83-20-102-20000	ACCOUNTS PAYABLE	0.00	0.00	0.00	0.00
TOTAL LIABILITIES		0.00	0.00	0.00	0.00
TOTAL LIABILITIES		0.00	0.00	0.00	0.00
FUND EQUITY					
FUND BALANCE					
83-30-100-53150	LIBRARY GRANT FUND RESERVED	12,381.07	0.00	0.00	12,381.07
TOTAL FUND BALANCE		12,381.07	0.00	0.00	12,381.07
TOTAL FUND EQUITY		12,381.07	0.00	0.00	12,381.07
TOTAL LIABILITIES AND FUND EQUITY		12,381.07	0.00	0.00	12,381.07

Total Fund Balance = ~~12,381.07~~
 \$530,360

Lake Bluff Public Library

8A

DATE: 08/09/2013
 TIME: 16:13:29
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 3 PERIODS ENDING JULY 31, 2013

PAGE: 1
 F-YR: 14

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: REVENUES

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
PROPERTY TAXES							
80-40-103-10000	LIBRARY PROPERTY TAX	5,313.27	12,256.73	441,291.91	412,028.50	833,508.00	52.9%
TOTAL REVENUES: PROPERTY TAXES		5,313.27	12,256.73	441,291.91	412,028.50	833,508.00	52.9%
SERVICES & FEES							
80-40-403-48300	PHOTO-COPY CHARGES	194.40	132.30	654.95	484.16	1,700.00	38.5%
80-40-403-48500	NON-RESIDENT FEES	705.77	851.39	2,347.80	2,272.23	6,000.00	39.1%
TOTAL REVENUES: SERVICES & FEES		900.17	983.69	3,002.75	2,756.39	7,700.00	38.9%
FINES							
80-40-503-65000	RENTAL FINES	1,336.41	1,045.60	3,685.28	3,449.32	12,000.00	30.7%
TOTAL REVENUES: FINES		1,336.41	1,045.60	3,685.28	3,449.32	12,000.00	30.7%
MISCELLANEOUS							
80-40-603-73000	PER CAPITA GRANTS	0.00	0.00	5,880.21	0.00	0.00	100.0%
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	700.00	0.00	700.00	0.00	7,800.00	0.0%
80-40-603-75000	INTEREST EARNINGS	28.52	68.42	78.10	170.92	0.00	100.0%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	85.37	4.43	93.82	15.05	500.00	15.6%
80-40-603-78001	RESTRICTED DONATIONS	0.00	0.00	425.00	0.00	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	106.94	154.98	580.15	558.02	3,000.00	19.3%
TOTAL REVENUES: MISCELLANEOUS		920.83	227.83	7,757.28	743.99	11,300.00	68.6%
TOTAL REVENUES: REVENUES		8,470.68	14,513.85	455,737.22	418,978.20	864,508.00	52.7%
TOTAL FUND REVENUES		8,470.68	14,513.85	455,737.22	418,978.20	864,508.00	52.7%

Lake Bluff Public Library

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 3 PERIODS ENDING JULY 31, 2013

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

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
LIBRARY SERVICES							
80-60-001-40000	LIBRARIAN SALARIES	17,516.88	17,082.64	52,376.83	51,124.53	217,000.00	24.1%
80-60-001-40050	STAFF SALARIES	16,099.08	13,023.64	49,210.34	40,154.74	201,000.00	24.4%
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	3,159.70	3,019.24	9,479.10	7,366.28	50,000.00	18.9%
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	500.00	0.0%
80-60-001-40950	EMPLOYER IMRF	3,148.43	2,938.41	9,591.39	8,964.10	40,000.00	23.9%
80-60-001-40951	EMPLOYER FICA TAX	2,521.09	2,253.86	7,619.82	6,835.06	32,000.00	23.8%
80-60-001-41000	BUILDING MAINTENANCE	5,394.06	2,739.98	10,875.01	9,208.97	28,000.00	38.8%
80-60-001-41020	ELEVATOR MAINTENANCE	214.64	208.38	429.28	416.76	2,250.00	19.0%
80-60-001-41050	GROUNDS MAINTENANCE	522.85	967.97	2,094.85	2,067.47	10,000.00	20.9%
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	764.30	181.26	1,227.78	1,228.32	4,500.00	27.2%
80-60-001-41304	OTHER PROFESSIONAL SERVICES	25.00	0.00	25.00	0.00	5,000.00	0.5%
80-60-001-41305	COMPUTER SERVICES	329.71	5,505.00	5,749.71	10,215.00	28,000.00	20.5%
80-60-001-41350	LEGAL SERVICES	1,170.00	2,417.19	1,170.00	2,417.19	2,500.00	46.8%
80-60-001-42400	PROFESSIONAL DEVELOPMENT	25.00	692.00	853.00	692.00	3,000.00	28.4%
80-60-001-42440	DUES	130.00	312.13	195.00	312.13	2,500.00	7.8%
80-60-001-43230	UTILITIES	461.27	415.92	1,469.02	1,182.87	6,500.00	22.6%
80-60-001-43300	POSTAGE	116.60	180.00	873.89	1,085.71	4,000.00	21.8%
80-60-001-43400	PRINTING/E-NEWSLETTER	1,757.50	51.20	1,757.50	1,708.17	8,000.00	21.9%
80-60-001-43550	OFFICE SUPPLIES	551.41	712.99	1,325.06	1,571.60	6,000.00	22.0%
80-60-001-43570	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	231.13	148.69	404.81	302.41	2,500.00	16.1%
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	676.67	303.93	1,466.11	978.81	5,500.00	26.6%
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	35.57	259.01	47.81	388.45	1,000.00	4.7%
80-60-001-43710	ADULT PROGRAM SUPPLIES	990.00	206.11	2,374.48	1,313.56	4,000.00	59.3%
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	758.48	524.16	3,709.17	3,261.21	7,000.00	52.9%
80-60-001-44800	PER CAPITA GRANT	0.00	0.00	3,578.05	0.00	0.00	-100.0%
80-60-001-44850	ROSSI GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-44870	PROGRAM EXPENSES	0.00	0.00	0.00	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	1,116.27	1,477.14	3,168.46	5,410.21	18,000.00	17.6%
80-60-001-45100	ADULT FICTION BOOKS	1,023.05	2,103.91	3,679.20	4,243.06	15,000.00	24.5%
80-60-001-45110	ADULT LARGE PRINT MATERIAL	30.99	128.20	245.84	210.05	1,000.00	24.5%
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	1,236.91	1,203.59	2,932.91	3,225.14	14,000.00	20.9%
80-60-001-45220	ADULT REFERENCE/E-REFER	525.00	2,749.91	3,963.00	7,151.84	18,000.00	22.0%
80-60-001-45300	ADULT REFERENCE MATERIAL	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-45400	JUVENILE NON-FICTION	3,942.00	57.86	6,269.47	3,709.80	7,000.00	89.5%
80-60-001-45410	PICTURE BOOKS, READERS	1,170.69	654.18	1,808.14	1,598.39	6,000.00	30.1%
80-60-001-45420	JUVENILE FICTION	1,200.42	604.92	2,684.92	2,588.17	8,500.00	31.5%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 3 PERIODS ENDING JULY 31, 2013

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

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
LIBRARY SERVICES							
80-60-001-45430	JUVENILE AUDIO-VISUAL	260.87	439.24	599.65	666.22	3,750.00	15.9%
80-60-001-45440	JUVENILE REFERENCE	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-45450	TEEN BOOKS	232.04	189.70	680.98	532.01	2,750.00	24.7%
80-60-001-45460	E-BOOKS	514.13	0.00	1,270.50	0.00	8,000.00	15.8%
80-60-001-45470	GRAPHIC NOVELS	0.00	0.00	53.66	0.00	500.00	10.7%
80-60-001-45500	PERIODICALS	147.50	0.00	4,401.61	4,458.09	7,500.00	58.6%
80-60-001-45510	VIDEO GAMES	37.99	357.17	669.80	694.07	2,750.00	24.3%
80-60-001-45600	PATRON & STAFF SOFTWARE	9.95	2,903.00	628.85	3,028.00	4,500.00	13.9%
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	6,526.50	0.00	13,053.00	6,131.17	14,000.00	93.2%
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	538.34	0.00	550.02	0.00	0.0%
80-60-001-46000	MISCELLANEOUS EXPENSES	435.93	(34.96)	709.75	586.51	2,000.00	35.4%
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	114.17	56.66	257.80	56.66	0.00	-100.0%
80-60-001-49000	LIBRARY FURNISHINGS	0.00	0.00	746.16	145.10	2,508.00	29.7%
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	13,000.00	0.0%
80-60-001-49350	COMPUTER EQUIPMENT	0.00	177.05	29.00	532.79	125,000.00	0.0%
80-60-001-49351	TECH-4-U AUTOMATION	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-49400	OTHER EQUIPMENT	0.00	257.89	0.00	1,508.89	2,000.00	0.0%
80-60-001-50000	CONTINGENCY	0.00	0.00	0.00	0.00	18,000.00	0.0%
TOTAL EXPENSES: LIBRARY SERVICES		75,123.78	68,007.51	215,755.71	199,821.53	964,508.00	22.3%
TOTAL EXPENSES: LIBRARY ADMINISTRATION		75,123.78	68,007.51	215,755.71	199,821.53	964,508.00	22.3%
TOTAL FUND EXPENSES		75,123.78	68,007.51	215,755.71	199,821.53	964,508.00	22.3%

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 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 3 PERIODS ENDING JULY 31, 2013

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

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
----- UNDEFINED CODE -----							
81-60-001-49000	LIBRARY FURNISHINGS	0.00	0.00	0.00	2,800.00	0.00	0.0%
81-60-001-49100	BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.0%

TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	0.00	0.00	2,800.00	0.00	0.0%
TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	0.00	0.00	2,800.00	0.00	0.0%
TOTAL FUND EXPENSES		75,123.78	68,007.51	215,755.71	202,621.53	964,508.00	22.3%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 3 PERIODS ENDING JULY 31, 2013

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FUND: LIBRARY OPERATING GRANTS FUND
 DEPT: BIR MEMORIAL FUND REVENUES

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
<hr/>							
MISCELLANEOUS							
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	5,868.00	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	0.11	0.00	0.34	0.00	0.0%
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%
<hr/>							
TOTAL REVENUES: MISCELLANEOUS		0.00	0.11	0.00	0.34	40,868.00	0.0%
TOTAL REVENUES: BIR MEMORIAL FUND REVENUES		0.00	0.11	0.00	0.34	40,868.00	0.0%
TOTAL FUND REVENUES		8,470.68	14,513.96	455,737.22	418,978.54	905,376.00	50.3%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 3 PERIODS ENDING JULY 31, 2013

PAGE: 6
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FUND: LIBRARY OPERATING GRANTS FUND
 DEPT: BIRD MEMORIAL EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	JULY 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	0.00	0.00	5,868.00	0.0%
82-60-001-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.0%
82-60-001-44901	PATTI MANNELLY MEMORIAL EXPEND	0.00	0.00	0.00	0.00	0.00	0.0%
82-60-001-49000	BIRD MEMORIAL - CHILDRENS LIBR	0.00	158.10	0.00	158.10	0.00	0.0%
82-60-001-49350	TECH-4-U AUTOMATION EXPENDITUR	0.00	0.00	0.00	0.00	0.00	0.0%
82-60-001-49600	HVAC SYSTEM	0.00	0.00	0.00	0.00	0.00	0.0%
82-60-001-99999	USE OF DONATIONS/TEMPORARY EXP	0.00	0.00	0.00	0.00	20,000.00	0.0%
TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	158.10	0.00	158.10	25,868.00	0.0%
CONTRACTUAL & COMMODITIES							
82-60-002-43570	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.0%
82-60-002-45000	BIRD MEMORIAL EXPENSES	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL EXPENSES: CONTRACTUAL & COMMODITIES		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL EXPENSES: BIRD MEMORIAL EXPENDITURES		0.00	158.10	0.00	158.10	25,868.00	0.0%
TOTAL FUND EXPENSES		75,123.78	68,165.61	215,755.71	202,779.63	990,376.00	21.7%

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 3 PERIODS ENDING JULY 31, 2013

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FUND: LIBRARY SPECIAL GRANT FUND
 DEPT: LIBRARY GRANT FUND REVENUES

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED

MISCELLANEOUS							
83-40-603-73000	IL FIRST GRANT/BLDG EXPANSION	0.00	0.00	0.00	0.00	0.00	0.0%
83-40-603-75000	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00	0.0%

TOTAL REVENUES: MISCELLANEOUS		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL REVENUES: LIBRARY GRANT FUND REVENUES		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL FUND REVENUES		8,470.68	14,513.96	455,737.22	418,978.54	905,376.00	50.3%

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FUND: LIBRARY SPECIAL GRANT FUND
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED

EXPENDITURES							
83-60-001-49100	IL FIRST GRANT/BLDG EXPANSION	0.00	0.00	0.00	0.00	0.00	0.0%

	TOTAL EXPENSES: EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.0%
	TOTAL EXPENSES: LIBRARY ADMINISTRATION	0.00	0.00	0.00	0.00	0.00	0.0%
	TOTAL FUND EXPENSES	75,123.78	68,165.61	215,755.71	202,779.63	990,376.00	21.7%

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-- VILLAGE OF LAKE BLUFF --
 MANUAL CHECK REGISTER

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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
11204	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS		07/10/13		
	101641372	07/03/13	01 'EE ICMA CONTRIBUTION:7/15/13		80-20-102-45000	1,050.00
					INVOICE TOTAL:	1,050.00 *
					CHECK TOTAL:	1,050.00
11205	9AT&T	AT & T		07/22/13		
	847-234254007	07/07/13	01 LCL PH SRVC:6/8-7/7/13		80-60-001-43230	306.42
					INVOICE TOTAL:	306.42 *
					CHECK TOTAL:	306.42
11206	9COMCAST	COMCAST CABLE		07/22/13		
	COM071213	07/12/13	01 INTERNET SRVC: 7/19-8/18/13		80-60-001-43230	154.85
					INVOICE TOTAL:	154.85 *
					CHECK TOTAL:	154.85
11207	9DELAGE	DE LAGE LANDEN FINANCIAL SRVC		07/22/13		
	18638360	07/06/13	01 COPIER MAINT: JULY 2013		80-60-001-41303	137.06
					INVOICE TOTAL:	137.06 *
					CHECK TOTAL:	137.06
11208	9HOMEDEP	HOME DEPOT CREDIT SERVICES		07/22/13		
	105255	06/03/13	01 SHELVING		80-60-001-41000	4.97
					INVOICE TOTAL:	4.97 *
	2066517	06/01/13	01 SHELVING		80-60-001-41000	39.55
					INVOICE TOTAL:	39.55 *
	6100820	06/07/13	01 CREDIT:RETURNED SHELVING		80-60-001-41000	-11.80
					INVOICE TOTAL:	-11.80 *
					CHECK TOTAL:	32.72
11209	9IMAGESY	IMAGE SYSTEMS & BUSINESS		07/22/13		
	176014	06/28/13	01 COPIER SRV/REPR'S:6/11-9/10/13		80-60-001-41303	172.00
			02 COLOR COPIES:3/11-6/10/13		80-60-001-41303	249.66
					INVOICE TOTAL:	421.66 *
	176029	06/28/13	01 COPIER SRV/REPR'S:6/11-9/10/13		80-60-001-41303	142.56

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 MANUAL CHECK REGISTER

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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
11209	9IMAGESY	IMAGE SYSTEMS & BUSINESS			07/22/13		
	176029	06/28/13	02	B & W COPIES:3/11-6/10/13		80-60-001-41303	63.02
						INVOICE TOTAL:	205.58 *
						CHECK TOTAL:	627.24
11210	9NCCPETE	NCC-PETERSON PRODUCTS			07/22/13		
	61754	07/09/13	01	JANITORIAL SUPPLIES		80-60-001-43660	220.32
						INVOICE TOTAL:	220.32 *
						CHECK TOTAL:	220.32
11211	9SAFEGUA	SAFEGUARD BUSINESS SYSTEMS			07/22/13		
	028962626	06/24/13	01	OFFICE SUPPLIES		80-60-001-43550	140.83
						INVOICE TOTAL:	140.83 *
						CHECK TOTAL:	140.83
11212	9INGRAM	INGRAM LIBRARY SERVICES			07/22/13		
	72505553	06/28/13	01	ADULT FICTION BOOKS		80-60-001-45100	14.69
						INVOICE TOTAL:	14.69 *
	72510884	06/28/13	01	ADULT FICTION BOOKS		80-60-001-45100	8.97
						INVOICE TOTAL:	8.97 *
	72525554	06/28/13	01	ADULT FICTION BOOKS		80-60-001-45100	15.81
						INVOICE TOTAL:	15.81 *
	72528089	07/01/13	01	ADULT FICTION BOOKS		80-60-001-45100	14.66
						INVOICE TOTAL:	14.66 *
	72528090	07/01/13	01	ADULT FICTION BOOKS		80-60-001-45100	30.49
						INVOICE TOTAL:	30.49 *
	72528091	07/01/13	01	ADULT FICTION BOOKS		80-60-001-45100	31.04
						INVOICE TOTAL:	31.04 *
	72528092	07/01/13	01	ADULT NON-FICTION BOOKS		80-60-001-45000	44.05
						INVOICE TOTAL:	44.05 *
	72528093	07/01/13	01	LARGE PRINT MATERIALS		80-60-001-45110	30.99
						INVOICE TOTAL:	30.99 *
	72528094	07/01/13	01	ADULT NON-FICTION BOOKS		80-60-001-45000	31.35
						INVOICE TOTAL:	31.35 *

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11212	9INGRAM	INGRAM LIBRARY SERVICES		07/22/13		
	72528095	07/01/13	01 ADULT NON-FICTION BOOKS		80-60-001-45000	14.10
					INVOICE TOTAL:	14.10 *
	72528096	07/01/13	01 ADULT NON-FICTION BOOKS		80-60-001-45000	28.26
					INVOICE TOTAL:	28.26 *
	72528097	07/01/13	01 TEEN BOOKS		80-60-001-45450	16.15
					INVOICE TOTAL:	16.15 *
	72528098	07/01/13	01 EXPENSES FRM RESTRICTED DONAT		80-60-001-48001	15.79
					INVOICE TOTAL:	15.79 *
	72542527	07/02/13	01 ADULT NON-FICTION BOOKS		80-60-001-45000	48.03
					INVOICE TOTAL:	48.03 *
	72542528	07/02/13	01 ADULT NON-FICTION BOOKS		80-60-001-45000	26.69
					INVOICE TOTAL:	26.69 *
	72549618	07/02/13	01 TEEN BOOKS		80-60-001-45450	13.77
					INVOICE TOTAL:	13.77 *
	72549619	07/02/13	01 VIDEO GAMES		80-60-001-45510	37.99
					INVOICE TOTAL:	37.99 *
	72588666	07/05/13	01 ADULT NON-FICTION BOOKS		80-60-001-45000	18.15
					INVOICE TOTAL:	18.15 *
	72624603	07/09/13	01 ADULT FICTION BOOKS		80-60-001-45100	43.50
					INVOICE TOTAL:	43.50 *
	72624604	07/09/13	01 ADULT FICTION BOOKS		80-60-001-45100	28.81
					INVOICE TOTAL:	28.81 *
	72624605	07/09/13	01 ADULT FICTION BOOKS		80-60-001-45100	31.63
					INVOICE TOTAL:	31.63 *
	72624606	07/09/13	01 ADULT FICTION BOOKS		80-60-001-45100	481.91
					INVOICE TOTAL:	481.91 *
	72624607	07/09/13	01 EXPENSES FRM RESTRICTED DONAT		80-60-001-48001	16.92
					INVOICE TOTAL:	16.92 *
	72624608	07/09/13	01 ADULT NON-FICTION BOOKS		80-60-001-45000	15.26
					INVOICE TOTAL:	15.26 *
	72624609	07/09/13	01 ADULT NON-FICTION BOOKS		80-60-001-45000	14.68
					INVOICE TOTAL:	14.68 *
					CHECK TOTAL:	73.69

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11213	9SUTHDEE DEENA SUTHERLAND			07/22/13		
	SUT062613-1	06/26/13	01 4TH OF JULY PARADE TREATS		80-60-001-46000	128.51
					INVOICE TOTAL:	128.51 *
	SUT062613-2	06/26/13	01 4TH OF JULY PARADE ITEMS		80-60-001-46000	48.69
					INVOICE TOTAL:	48.69 *
					CHECK TOTAL:	177.20
11214	USPOSTAL UNITED STATES POSTAL SERVICE			07/22/13		
	USP071913	07/19/13	01 POSTAGE STAMPS		80-60-001-43300	92.00
					INVOICE TOTAL:	92.00 *
					CHECK TOTAL:	92.00
11215	9WENDTM WENDT MAINTENANCE INC.			07/22/13		
	WEN07012013	07/01/13	01 GROUNDS MAINT:JULY 2013		80-60-001-41050	480.00
					INVOICE TOTAL:	480.00 *
					CHECK TOTAL:	480.00
11216	9DETHORN CARLEN DETHORNE			07/22/13		
	DET071913	07/19/13	01 REIMB TRAIN/MEAL FOR ALA		80-60-001-46000	26.22
					INVOICE TOTAL:	26.22 *
					CHECK TOTAL:	26.22
					TOTAL AMOUNT PAID:	4,518.55

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11218	9ALTREAS	AL TREIBER ASSOCIATES					
	424-3735-D		07/23/13	01	BUILDING MAINTENANCE	80-60-001-41000	997.00
						INVOICE TOTAL:	997.00 *
						CHECK TOTAL:	997.00
11219	9AMAZONA	VOIDED---LEADER CHECK					
	002272043066		06/12/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	22.98
						INVOICE TOTAL:	22.98 *
	002274322505		06/17/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	157.22
						INVOICE TOTAL:	157.22 *
	002276041261		06/19/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	23.21
						INVOICE TOTAL:	23.21 *
	002278897077		06/13/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	32.94
						INVOICE TOTAL:	32.94 *
	002279257236		06/19/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.99
						INVOICE TOTAL:	19.99 *
	002771868480		06/19/13	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-1.00
						INVOICE TOTAL:	-1.00 *
	022501213321		06/22/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.99
						INVOICE TOTAL:	19.99 *
	022509106779		06/12/13	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-1.99
						INVOICE TOTAL:	-1.99 *
	028805598011		07/02/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	29.85
						INVOICE TOTAL:	29.85 *

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11219	9AMAZONA	VOIDED---LEADER CHECK						
	097381068073		06/26/13	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-2.00	
						INVOICE TOTAL:	-2.00 *	
	097381147671		06/19/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	9.99	
						INVOICE TOTAL:	9.99 *	
	097384694367		06/22/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	41.95	
						INVOICE TOTAL:	41.95 *	
	097384809329		06/26/13	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-3.06	
						INVOICE TOTAL:	-3.06 *	
	097385274376		06/25/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	83.42	
						INVOICE TOTAL:	83.42 *	
	201164356535		06/15/13	01	ADULT NON-FICTION	80-60-001-45000	16.10	
						INVOICE TOTAL:	16.10 *	
	202014210649		07/03/13	01	ADULT NON-FICTION	80-60-001-45000	17.98	
						INVOICE TOTAL:	17.98 *	
	202015672773		07/03/13	01	ADULT NON-FICTION	80-60-001-45000	79.37	
						INVOICE TOTAL:	79.37 *	
	205406147539		06/25/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45100	9.99	
						INVOICE TOTAL:	9.99 *	
	236409134222		06/28/13	01	MISC. EXPENSES	80-60-001-46000	20.18	
						INVOICE TOTAL:	20.18 *	
11220	9AMAZONA	AMAZON						
	254841850571		06/12/13	01	ADULT NON-FICTION	80-60-001-45000	17.24	
						INVOICE TOTAL:	17.24 *	

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11220	9AMAZONA	AMAZON					
		254844390384	06/11/13	01	ADULT NON-FICTION	80-60-001-45000	26.59
						INVOICE TOTAL:	26.59 *
		254846094346	07/01/13	01	ADULT NON-FICTION	80-60-001-45000	17.24
						INVOICE TOTAL:	17.24 *
		254846436449	06/15/13	01	ADULT NON-FICTION	80-60-001-45000	18.18
						INVOICE TOTAL:	18.18 *
		254847960589	06/29/13	01	ADULT NON-FICTION	80-60-001-45000	16.58
						INVOICE TOTAL:	16.58 *
		254849417424	07/06/13	01	ADULT NON-FICTION	80-60-001-45000	11.43
						INVOICE TOTAL:	11.43 *
		266265212245	07/01/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	55.45
						INVOICE TOTAL:	55.45 *
		266268208613	06/27/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	94.95
						INVOICE TOTAL:	94.95 *
		273101885137	07/06/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	24.96
						INVOICE TOTAL:	24.96 *
		273201802764	07/02/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	43.98
						INVOICE TOTAL:	43.98 *
		273203561229	07/08/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	22.38
						INVOICE TOTAL:	22.38 *
		273206194438	07/09/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	20.48
						INVOICE TOTAL:	20.48 *
		273209712023	07/08/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	60.93
						INVOICE TOTAL:	60.93 *

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11220	9AMAZONA	AMAZON						
	276252126699		06/26/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	10.79	
						INVOICE TOTAL:	10.79	*
	276254552630		07/02/13	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-18.98	
						INVOICE TOTAL:	-18.98	*
	276255218243		07/02/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	55.97	
						INVOICE TOTAL:	55.97	*
	276256284005		06/25/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	162.60	
						INVOICE TOTAL:	162.60	*
						CHECK TOTAL:		1,217.88
11221	9AMERDEC	AMERICAN DECK MAINTENANCE, INC						
	AME072013		07/20/13	01	POWER WASH/SEAL (3) BENCHES	80-60-001-41000	165.00	
						INVOICE TOTAL:	165.00	*
						CHECK TOTAL:		165.00
11222	9ALA	AMERICAN LIBRARY ASSOCIATION						
	ALA 08022013		08/02/13	01	MEMBERSHIP DUES:BAILEY	80-60-001-42440	130.00	
						INVOICE TOTAL:	130.00	*
						CHECK TOTAL:		130.00
11223	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT						
	2028329335		06/28/13	01	JUVENILE FICTION,PBKS & SERIES	80-60-001-45420	318.40	
						INVOICE TOTAL:	318.40	*
	2028339424		07/05/13	01	PICTURE BKS,READRS,HOLIDAY BKS	80-60-001-45410	572.21	
						INVOICE TOTAL:	572.21	*

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11223	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT						
	2028344224		07/05/13	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	5.36	
						INVOICE TOTAL:	5.36	*
	2028355869		07/10/13	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	104.10	
						INVOICE TOTAL:	104.10	*
	2028381086		07/19/13	01	PICTURE BKS, READRS, HOLIDAY BKS	80-60-001-45410	30.38	
						INVOICE TOTAL:	30.38	*
	2028389708		07/23/13	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	17.60	
						INVOICE TOTAL:	17.60	*
	2028408266		07/31/12	01	ADULT NON-FICTION	80-60-001-45000	32.09	
						INVOICE TOTAL:	32.09	*
	5012686022		07/22/13	01	ADULT NON-FICTION	80-60-001-45000	15.62	
						INVOICE TOTAL:	15.62	*
						CHECK TOTAL:		1,095.76
11224	9BOOKLIS	BOOKLIST						
	BOO071613		07/16/13	01	ANN'L RENEWAL	80-60-001-45500	147.50	
						INVOICE TOTAL:	147.50	*
						CHECK TOTAL:		147.50
11225	9BRODART	BRODART CO.						
	311127		07/03/13	01	TECHNICAL SRVC SUPPLIES	80-60-001-43670	282.18	
				02	TECHNICAL SRVC SUPPLIES	80-60-001-43670	22.58	
						INVOICE TOTAL:	304.76	*
	CDJ1183		07/12/13	01	CREDIT-TECHNICAL SRVC SUPPLIES	80-60-001-43670	-22.57	
						INVOICE TOTAL:	-22.57	*
						CHECK TOTAL:		282.19

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11226	9CREEKSI	CREEKSIDE PRINTING					
	05301305		05/30/13	01	BOOK CHAT NEWSLETTER	80-60-001-43400	1,757.50
						INVOICE TOTAL:	1,757.50 *
						CHECK TOTAL:	1,757.50
11227	9DEMCO	DEMCO, INC					
	5016575		07/29/13	01	TECHNICAL SRVC SUPPLIES	80-60-001-43670	19.64
						INVOICE TOTAL:	19.64 *
	5017370		07/09/13	01	TECHNICAL SRVC SUPPLIES	80-60-001-43670	149.92
						INVOICE TOTAL:	149.92 *
	5025971		07/19/13	01	TECHNICAL SRVC SUPPLIES	80-60-001-43670	127.21
						INVOICE TOTAL:	127.21 *
	5035413		07/31/13	01	OFFICE SUPPLIES	80-60-001-43550	26.86
				02	TECHNICAL SRVC SUPPLIES	80-60-001-43670	87.49
						INVOICE TOTAL:	114.35 *
						CHECK TOTAL:	411.12
11228	9ENVISIO	ENVISIONWARE, INC.					
	INV-US-13957		07/01/13	01	COMPUTER SRVC'S	80-60-001-41305	1,995.00
				02	COMPUTER SRVC'S	80-60-001-41305	1,080.00
				03	COMPUTER SRVC'S DISCOUNT	80-60-001-41305	-2,876.00
						INVOICE TOTAL:	199.00 *
	INV-US-14128		07/16/13	01	COMPUTER SRVC'S	80-60-001-41305	339.15
				02	COMPUTER SRVC'S	80-60-001-41305	-254.34
				03	COMPUTER SRVC'S	80-60-001-41305	183.60
				04	COMPUTER SRVC'S	80-60-001-41305	-137.70
						INVOICE TOTAL:	130.71 *
						CHECK TOTAL:	329.71

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11229	9EVANCED	EVANCED SOLUTIONS, LLC					
	9415		07/01/13	01	EVENTS SOFTWARE SUBSCRIPTION:	80-60-001-45220	525.00
				02	9/1/13-8/31/14	** COMMENT **	
						INVOICE TOTAL:	525.00 *
						CHECK TOTAL:	525.00
11230	9FALTYCH	CHRIS FALTYNEK					
	FAL080213		08/02/13	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	65.00
						INVOICE TOTAL:	65.00 *
						CHECK TOTAL:	65.00
11231	9FIRSTBA	FIRST BANKCARD					
	CAR07242013		07/24/13	01	POSTAGE	80-60-001-43300	2.83
						INVOICE TOTAL:	2.83 *
						CHECK TOTAL:	2.83
11232	9FIRSTBA	FIRST BANKCARD					
	CDT07242013		07/24/13	01	T-SHIRTS	80-60-001-46000	67.37
				02	GIFT CARD, FAVORS	80-60-001-43700	35.57
						INVOICE TOTAL:	102.94 *
						CHECK TOTAL:	102.94
11233	9FIRSTBA	FIRST BANKCARD					
	DON07242013		07/24/13	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	264.77
				02	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	210.95
				03	CREDIT-JUVENILE AUDIO VISUAL	80-60-001-45430	-3.90
						INVOICE TOTAL:	471.82 *
						CHECK TOTAL:	471.82

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11234	9FIRSTBA	FIRST BANKCARD					
	ELI07242013		07/24/13	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	71.48
							INVOICE TOTAL: 71.48 *
							CHECK TOTAL: 71.48
11235	9FIRSTBA	FIRST BANKCARD					
	ERI07242013		07/24/13	01	GATEWAY MONTHLY ACCT.	80-60-001-46000	30.45
				02	WEBSITE FOR ILL	80-60-001-45600	9.95
				03	JOB POSTING	80-60-001-41304	25.00
				04	POSTAGE	80-60-001-43300	15.97
							INVOICE TOTAL: 81.37 *
							CHECK TOTAL: 81.37
11236	9GIBBJIM	JIM GIBBONS					
	GIB072313		07/26/13	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	150.00
							INVOICE TOTAL: 150.00 *
							CHECK TOTAL: 150.00
11237	9GIBBJIM	JIM GIBBONS					
	GIB072313-1		07/26/13	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	150.00
							INVOICE TOTAL: 150.00 *
							CHECK TOTAL: 150.00
11238	9GRAMARK	GRAND MARKETING SOLUTIONS					
	GS3787		07/01/13	01	CHILDREN/TEEN PROGRAM SUPPLIES	80-60-001-43720	13.50
							INVOICE TOTAL: 13.50 *
	GS3789		07/03/13	01	CHILDREN/TEEN PROGRAM SUPPLIES	80-60-001-43720	20.25
							INVOICE TOTAL: 20.25 *
							CHECK TOTAL: 33.75

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11239	9HAUSROD	RODELLA HAUSAUER					
	HAU072613		07/26/13	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	150.00
						INVOICE TOTAL:	150.00 *
						CHECK TOTAL:	150.00
11240	9HELANDE	HELANDERS, INC					
	80427		12/07/12	01	OFFICE SUPPLIES	80-60-001-43550	-37.78
						INVOICE TOTAL:	-37.78 *
	91566		08/03/13	01	OFFICE SUPPLIES	80-60-001-43550	50.00
						INVOICE TOTAL:	50.00 *
						CHECK TOTAL:	12.22
11241	9HOMEDEP	HOME DEPOT CREDIT SERVICES					
	1104922		07/02/13	01	CLOCK	80-60-001-41000	19.98
						INVOICE TOTAL:	19.98 *
	2135216		07/21/13	01	HOSE	80-60-001-41050	9.97
						INVOICE TOTAL:	9.97 *
	4134687		07/19/13	01	HOSE	80-60-001-41050	12.94
						INVOICE TOTAL:	12.94 *
	5134501		07/18/13	01	HOSE	80-60-001-41050	19.94
						INVOICE TOTAL:	19.94 *
	8583854		07/25/13	01	TOOLS	80-60-001-41000	27.70
						INVOICE TOTAL:	27.70 *
						CHECK TOTAL:	90.53
11242	9INGRAM	VOIDED---LEADER CHECK					

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	72663569		07/11/13	01	ADULT FICTION BOOKS	80-60-001-45100	15.81
						INVOICE TOTAL:	15.81 *
	72663570		07/11/13	01	ADULT FICTION BOOKS	80-60-001-45100	10.19
						INVOICE TOTAL:	10.19 *
	72670468		07/11/13	01	ADULT FICTION BOOKS	80-60-001-45100	49.39
						INVOICE TOTAL:	49.39 *
	72681698		07/12/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	124.28
						INVOICE TOTAL:	124.28 *
	72726096		07/16/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	8.24
						INVOICE TOTAL:	8.24 *
	72726097		07/16/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	32.97
						INVOICE TOTAL:	32.97 *
	72739035		07/17/13	01	ADULT FICTION BOOKS	80-60-001-45100	14.68
						INVOICE TOTAL:	14.68 *
	72739036		07/17/13	01	ADULT FICTION BOOKS	80-60-001-45100	15.81
						INVOICE TOTAL:	15.81 *
	72739037		07/17/13	01	ADULT FICTION BOOKS	80-60-001-45100	15.81
						INVOICE TOTAL:	15.81 *
	72739038		07/17/13	01	ADULT FICTION BOOKS	80-60-001-45100	52.01
						INVOICE TOTAL:	52.01 *
	72739039		07/17/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	41.45
						INVOICE TOTAL:	41.45 *
	72739040		07/17/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	44.05
						INVOICE TOTAL:	44.05 *
	72778841		07/19/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	10.79
						INVOICE TOTAL:	10.79 *

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11242	9INGRAM	VOIDED---LEADER CHECK						
	72778842		07/19/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	16.90	
						INVOICE TOTAL:	16.90 *	
	72831468		07/24/13	01	ADULT FICTION BOOKS	80-60-001-45100	14.68	
						INVOICE TOTAL:	14.68 *	
	72831469		07/24/13	01	ADULT FICTION BOOKS	80-60-001-45100	15.23	
						INVOICE TOTAL:	15.23 *	
	72831470		07/24/13	01	ADULT FICTION BOOKS	80-60-001-45100	53.33	
						INVOICE TOTAL:	53.33 *	
	72831471		07/24/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	15.79	
						INVOICE TOTAL:	15.79 *	
	72831472		07/24/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	15.81	
						INVOICE TOTAL:	15.81 *	
11243	9INGRAM	INGRAM LIBRARY SERVICES						
	72871158		07/26/13	01	ADULT FICTION BOOKS	80-60-001-45100	31.64	
						INVOICE TOTAL:	31.64 *	
	72871159		07/26/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	88.75	
						INVOICE TOTAL:	88.75 *	
	72871160		07/26/13	01	TEEN BOOKS	80-60-001-45450	159.42	
						INVOICE TOTAL:	159.42 *	
	72919292		07/30/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	59.30	
						INVOICE TOTAL:	59.30 *	
	72919293		07/30/13	01	TEEN BOOKS	80-60-001-45450	22.38	
						INVOICE TOTAL:	22.38 *	

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11243	9INGRAM	INGRAM LIBRARY SERVICES					
	72932898		07/31/13	01	ADULT FICTION BOOKS	80-60-001-45100	27.66
						INVOICE TOTAL:	27.66 *
	72932899		07/31/13	01	ADULT FICTION BOOKS	80-60-001-45100	46.27
						INVOICE TOTAL:	46.27 *
	72932900		07/31/13	01	ADULT FICTION BOOKS	80-60-001-45100	14.68
						INVOICE TOTAL:	14.68 *
	72932901		07/31/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	47.16
						INVOICE TOTAL:	47.16 *
	72932902		07/31/13	01	TEEN BOOKS	80-60-001-45450	20.32
						INVOICE TOTAL:	20.32 *
	72932903		07/31/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	26.55
						INVOICE TOTAL:	26.55 *
	72932904		07/31/13	01	ADULT FICTION BOOKS	80-60-001-45100	9.60
						INVOICE TOTAL:	9.60 *
						CHECK TOTAL:	1,120.95
11244	9KAMINMI	MICAH KAMIN					
	KAM073113		07/31/13	01	CUSTODIAL SRVC'S	80-60-001-41000	87.50
						INVOICE TOTAL:	87.50 *
						CHECK TOTAL:	87.50
11245	9KIPPTOY	KIPP TOYS					
	10029378-00		07/09/13	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	97.30
						INVOICE TOTAL:	97.30 *

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11245	9KIPPTOY	KIPP TOYS					
	10031290-00		07/16/13	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	47.60
						INVOICE TOTAL:	47.60 *
						CHECK TOTAL:	144.90
11246	9LB VILL	VILLAGE OF LAKE BLUFF					
	JUNE 2013		07/05/13	01	FY14 MEDICAL INS:JUN 13	80-10-301-37100	3,091.02
				02	FY14 DENTAL INS:JUN 13	80-10-301-37100	292.04
				03	FY14 LIFE INS:JUN 13	80-10-301-37100	37.28
				04	FY14 IMRF 'EE CONTR:JUN 13	80-10-301-37100	1,181.97
				05	FY14 IMRF EMPLYR CONTR:JUN 13	80-10-301-37100	3,267.51
						INVOICE TOTAL:	7,869.82 *
						CHECK TOTAL:	7,869.82
11247	9FLBROT	LAKE FOREST/LAKE BLUFF ROTARY					
	LF072313		07/23/13	01	PROFESSIONAL DEVELOPMENT	80-60-001-42400	25.00
						INVOICE TOTAL:	25.00 *
						CHECK TOTAL:	25.00
11248	9GODDLES	LESLIE GODDARD					
	GOD072613		07/26/13	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	275.00
						INVOICE TOTAL:	275.00 *
						CHECK TOTAL:	275.00
11249	9LIBRCOR	THE LIBRARY CORPORATION					
	2013100138		08/06/13	01	LIBRARY AUTOMATION SOFTWARE	80-60-001-45610	250.00
				02	LIBRARY AUTOMATION SOFTWARE	80-60-001-45610	4,485.00

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11249	9LIBRCOR	THE LIBRARY CORPORATION					
	2013100138		08/06/13	03	LIBRARY AUTOMATION SOFTWARE	80-60-001-45610	1,426.50
				04	LIBRARY AUTOMATION SOFTWARE	80-60-001-45610	365.00
					INVOICE TOTAL:		6,526.50 *
					CHECK TOTAL:		6,526.50
11250	9MADDMIC	MICHAEL MADDOX					
	MAD072613		07/26/13	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	200.00
					INVOICE TOTAL:		200.00 *
					CHECK TOTAL:		200.00
11251	9MIDTAPE	MIDWEST TAPE					
	91093434		06/28/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.99
					INVOICE TOTAL:		14.99 *
	91116343		07/12/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.99
					INVOICE TOTAL:		14.99 *
	91133220		07/22/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	104.97
					INVOICE TOTAL:		104.97 *
	91147209		07/26/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	39.99
					INVOICE TOTAL:		39.99 *
	91166089		08/05/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	94.97
					INVOICE TOTAL:		94.97 *
					CHECK TOTAL:		269.91
11252	9MORGANW	WENDY MORGAN					
	MOR072613		07/20/13	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	50.00
					INVOICE TOTAL:		50.00 *
					CHECK TOTAL:		50.00

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11253	9MORGANW	WENDY MORGAN					
	MOR072613-1		07/20/13	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	150.00
							INVOICE TOTAL: 150.00 *
							CHECK TOTAL: 150.00
11254	9NEWTONG	GLORIA NEWTON					
	NEW080213		08/02/13	01	MISC EXPENSES	80-60-001-46000	88.14
				02	MISC EXPENSES	80-60-001-46000	11.36
							INVOICE TOTAL: 99.50 *
							CHECK TOTAL: 99.50
11255	9OPPPFRAN	OPP, FRANCHISING, INC.					
	CHC07131188		07/01/13	01	BUILDING MAINT.	80-60-001-41000	954.00
							INVOICE TOTAL: 954.00 *
	CHC08131184		08/01/13	01	BUILDING MAINT.	80-60-001-41000	954.00
							INVOICE TOTAL: 954.00 *
							CHECK TOTAL: 1,908.00
11256	9OVERDRI	OVERDRIVE , INC					
	1018-155548807071813		07/18/13	01	ADULT E-BOOKS	80-60-001-45460	514.13
							INVOICE TOTAL: 514.13 *
							CHECK TOTAL: 514.13
11257	9PERESTI	PEREGRINE, STIME, NEWMAN,					
	53990		07/17/13	01	LEGAL SRVC:4/1-6/30/13	80-60-001-41350	1,170.00
							INVOICE TOTAL: 1,170.00 *
							CHECK TOTAL: 1,170.00

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11258	9PCASH	PETTY CASH					
	07302013		07/30/13	01	TECHNICAL SRVC SUPPLIES	80-60-001-43670	10.22
				02	OFFICE SUPPLIES	80-60-001-43550	8.88
				03	POSTAGE	80-60-001-43300	5.80
				04	JANITORIAL SUPPLIES	80-60-001-43660	10.81
				05	BUILDING MAINT	80-60-001-41000	26.16
				06	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	45.00
				07	SIDEWALK CHALK	80-60-001-46000	15.01
				08	ADULT PROGRAM SUPPLIES	80-60-001-43720	8.00
					INVOICE TOTAL:		129.88 *
					CHECK TOTAL:		129.88
11259	9RAINBOW	RAINBOW BOOK COMPANY					
	0104540		07/23/13	01	PICTURE BKS, READRS, HOLIDAY BKS	80-60-001-45410	568.10
					INVOICE TOTAL:		568.10 *
	0104541		07/23/13	01	JUVENILE FICTION	80-60-001-45420	754.96
					INVOICE TOTAL:		754.96 *
	0104542		07/23/13	01	JUVENILE NON-FICTION	80-60-001-45400	3,942.00
					INVOICE TOTAL:		3,942.00 *
					CHECK TOTAL:		5,265.06
11260	9STJUDE	ST. JUDE CHILDREN'S RESEARCH					
	STJ07292013		07/29/13	01	SRC DONATION TO ST JUDE	80-60-001-48001	81.46
					INVOICE TOTAL:		81.46 *
					CHECK TOTAL:		81.46
11261	9STAPLES	STAPLES BUSINESS ADVANTAGE					
	8026185694		07/26/13	01	OFFICE SUPPLIES	80-60-001-43550	238.01
					INVOICE TOTAL:		238.01 *
					CHECK TOTAL:		238.01

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11262	9THYSSEN	THYSSENKRUPP ELEVATOR CORP.					
	3000636580		07/01/13	01	ELEVATOR MAINT:JULY 2013	80-60-001-41020	107.32
						INVOICE TOTAL:	107.32 *
	3000676073		08/01/13	01	ELEVATOR MAINT:AUG 2013	80-60-001-41020	107.32
						INVOICE TOTAL:	107.32 *
						CHECK TOTAL:	
11263	9UPSTART	UPSTART					214.64
	5035072		07/31/13	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	44.40
						INVOICE TOTAL:	44.40 *
						CHECK TOTAL:	
11264	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS					44.40
	101656237		08/07/13	01	'EE ICMA CONTRIBUTION:8/15/13	80-20-102-45000	1,050.00
						INVOICE TOTAL:	1,050.00 *
						CHECK TOTAL:	
11265	9WINSTEL	WINSTON ELECTRIC, INC.					1,050.00
	3172-I		07/09/13	01	BUILDING MAINT	80-60-001-41000	385.00
						INVOICE TOTAL:	385.00 *
	3182-IN		07/19/13	01	BUILDING MAINT	80-60-001-41000	495.00
						INVOICE TOTAL:	495.00 *
	3191-IN		07/24/13	01	BUILDING MAINT	80-60-001-41000	1,250.00
						INVOICE TOTAL:	1,250.00 *
						CHECK TOTAL:	
							2,130.00
						TOTAL AMOUNT PAID:	38,005.26

THIS SUBSCRIPTION AGREEMENT is made this ____th day of _____, 201__

BY AND BETWEEN

INNOVATIVE INTERFACES, INC., an Equal Opportunity Employer, M/F, H/V company, incorporated under the laws of the State of California, (hereinafter referred to as "Innovative")

-and-

LAKE BLUFF PUBLIC LIBRARY, (hereinafter referred to as the "Library")

WITNESSETH:

WHEREAS the Library wishes for a subscription for the use of computer software to improve the operation of the Library, and,

WHEREAS Innovative has represented and does hereby represent to the Library, subject to the terms and conditions hereof, that the computer equipment and related software to be subscribed to the Library pursuant hereto will satisfy the requirements of the Library as set forth hereunder;

NOW THEREFORE in consideration of the premises, and the mutual covenants and agreements herein contained, the parties hereto agree as follows:

1.00 INTERPRETATION

Where used in this Agreement, unless the context otherwise requires, the following words and phrases have the respective meanings set forth below:

- 1.01 "Agreement," "this Agreement," "herein," "hereunder" and similar expressions refer to this Agreement and the Schedules annexed hereto and referred to herein, all as amended from time to time, and the expression "Section" followed by a number means and refers to the specified section of this Agreement.
- 1.02 "SIERRA", "System" or "Software" refers to the software developed by Innovative for use in a library environment, including all software specified in Schedule A.
- 1.03 "Subscription Price" means the dollar amount as set out in Schedule B, excluding applicable taxes.
- 1.04 "Central Site Hardware" refers to the actual hardware housed, owned and maintained by Innovative, and which is the platform to run the SIERRA Software set forth in Schedule A of this Subscription Agreement.

2.00 SUPPLY OF SYSTEM

2.01 In consideration of the payment of the Subscription Price and subject to all the terms and conditions hereof, Innovative shall:

- (a) supply to the Library under license the Software referred to in Section 3.00; and
- (b) provide access to the Library the materials and documentation referred to in Section 4.00.

(c) supply training as set out on Schedule A and C.

2.02 Subject to the other terms and conditions hereof, the Software will be installed and will become operational in accordance with the implementation timetable set forth in Schedule C.

3.00 SOFTWARE

3.01 Innovative will supply to the Library the SIERRA Software needed for proper System operation.

3.02 Innovative shall retain ownership of the Software and all modifications thereto. Each licensed Software product, and all reproductions, corrections, modifications, enhancements and improvements thereof, provided by Innovative to the Library, are the exclusive and proprietary property of Innovative. Title and full ownership rights in all licensed Software products and all reproductions, corrections, modifications, enhancements and improvements, and all related patent rights, copyrights, trade secrets, trademarks, service marks, related goodwill and Innovative's intellectual property are reserved to and shall remain proprietary to Innovative. The Library shall not remove or destroy any copyright, trade secret, proprietary or confidential legends or markings placed upon or contained or embedded within any licensed Software products and related materials.

3.03 Innovative hereby grants to the Library a non-transferable non-exclusive license to use a single copy of the Software for the subscription period, as long as the Library is current on the subscription payments.

3.04 The Library agrees to keep confidential all material and documentation relating to the Software and any modification thereto. The Library will not make available or distribute any program code or description associated with the System in any form whatsoever to third parties without the prior written approval of Innovative.

3.05 The Library will retain ownership of the Library-supplied data to be loaded onto the System. When this Agreement terminates for any reason, the Library-supplied data will be returned to the Library.

4.00 DOCUMENTATION

4.01 Within two weeks of the signing of the Agreement, Innovative will provide access, at no additional cost to the Library, to all standard materials published by and then available for use by purchasers of SIERRA Systems including web-based user manuals, and other relevant materials and documentation.

4.02 All materials, documents and other information, including this Agreement and the Schedules annexed thereto, provided by Innovative to the Library pursuant to Section 4.01 shall be and remain confidential in the possession of the Library and the Library shall not copy or disclose any of such confidential materials, documents or other information to any third party whatsoever without the prior written permission of Innovative.

5.00 SUPPLIES

5.01 The Library is responsible for the acquisition at its own expense of all supplies to be used in the day-to-day operation of the System including, without limitation, paper, magnetic tape, ribbons for printers and forms.

6.00 SPECIAL DECLARATIONS

- 6.01 Innovative represents and warrants that the Software will contribute to the System the qualities and functions described in Schedule D.
- 6.02 The Library will supply Innovative with a tax exemption number or pay any and all State and Local taxes with respect to the acquisition by it of the System or any part thereof. If the Library becomes non-exempt at any time and such taxes become applicable, the Library agrees to indemnify Innovative with respect to any liability or expense incurred by Innovative in respect thereof.
- 6.03 Innovative represents and warrants that it has the full right to offer to the Library the Software and that the Library shall have license and good right to use the same free from any lien, claims, charges or encumbrances, so long as the Library shall maintain the subscription payments as set forth in Schedule B hereto, and that such rights shall not survive the expiration hereof. Further, the Library shall have no right to sub-license or assign its rights in respect of the Software or any part thereof.
- 6.04 Neither party shall divulge or disclose to any third parties any information concerning the affairs of the other party which come to the knowledge of such party as a result or in performance of this Agreement of the other party unless such information becomes publicly available through no fault of Innovative or the Library.
- 6.05 Neither Innovative nor the Library shall be liable to the other for loss, damage, or delay in the work caused by war, riot, the act or order of any competent civil or military authority, strikes, unauthorized work stoppage or by rain, fire, flood, act of God or by any cause which is unavoidable and beyond its reasonable control. In addition, Innovative is not liable for loss or damage suffered by the Library or any third party not caused by the employees, agents or equipment of Innovative.
- 6.06 INNOVATIVE IS NOT LIABLE FOR INDIRECT, INCIDENTAL OR CONSEQUENTIAL LOSS OR DAMAGE HOWEVER CAUSED.

7.00 TRAINING

- 7.01 Innovative will provide staff for complete on-site training of Library personnel as set out in Schedule A.

8.00 ACCEPTANCE

- 8.01 The testing of the System shall be completed by the Library, to the mutual satisfaction of the parties.

8.02 **Operational Testing**

Upon completion of the initial Software installation on the System, the System is considered for use and for operational testing. It is understood that the operational testing will be use of the System in actual operation. Innovative agrees to correct problems found in the course of this operational testing.

- 8.03 The testing by the Library required by Section 8.02 shall continue for a period not to exceed 90 days from date of completion of initial installation. Unless the Library provides Innovative, in

writing, with any claim that the System does not meet performance specifications on or before expiration of said 90 days, it will be conclusively presumed that the System has met all performance specifications. In no case shall testing extend beyond one year from contract signing.

- 8.04 Innovative will provide to the Library, its representatives and consultants, such documentation and assistance as may reasonably be required by the Library in connection with the aforesaid acceptance tests.

9.00 PAYMENT AND LICENSE

- 9.01 The Subscription Price for the System and all rights and benefits herein contained shall be payable in the lawful money of the United States at the times and in the amounts set forth in Schedule B.
- 9.02 If the Implementation Schedule is delayed at the Library's request, payments shall be due as outlined under the terms and conditions set forth in Schedule B

10.00 WARRANTIES

- 10.01 Innovative represents and warrants to the Library that:
- (i) The Software and all other items supplied to the Library under the provisions of this Subscription Agreement shall be and shall remain free from any and all defects and will conform to all stated specifications, provided that the Software is used in accordance with Innovative' operating procedure and is not abused or misused;
 - (ii) As of the date upon which the Software license is granted to the Library, the Software may be used by the Library, and no person, firm or corporation shall have any interest therein other than Innovative and the Library pursuant to this Agreement.
- 10.02 The representations and warranties by Innovative as provided for Section 10.01 (i) shall continue in full force and effect for a period of 30 days following initial installation of the System but the expiration of such period shall not affect the rights of the Library hereunder in respect of any claim of which Innovative has then received written notice from the Library under the provisions hereof.
- 10.03 If without the approval of Innovative, the Library shall exceed the System specifications as set forth in Schedule A then Innovative shall be relieved from any responsibility for a breach of warranty under clause (i) of Section 10.01 and any other performance guarantees set forth in this agreement.
- 10.04 Except as specifically set forth in this Agreement, it is expressly agreed there is no warranty of merchantability or fitness for a particular purpose, except for library related applications, expressed or implied, by Innovative with reference to the Software which extends beyond the warranties set forth herein.

11.00 TERMINATION

- 11.01 If, prior to payment by the Library of the Subscription Price in full, the Library defaults in payment of any sum due hereunder or otherwise fails to fulfill its obligations under this Agreement beyond 60 days after receipt by the Library of written notice from Innovative of such default, then Innovative shall have the immediate right to terminate this Agreement and revoke the software license by notice to the Library and to immediately cease and refrain from providing support and access to the System.

The Library's obligation to pay all charges which shall have accrued shall survive any such termination of this Agreement by Innovative and such revocation of the Software license shall be without waiver of any other remedies Innovative may have at law or in equity.

- 11.02 (i) If Innovative does not fulfill its obligations to deliver, install and test the Software in accordance with the dates specified in Schedule C, or
- (ii) If the System when installed does not meet the specifications set forth in Schedule D, or
- (iii) If Innovative is in default in respect of any covenant, representation, warranty and/or agreement provided herein,

then the same shall constitute an event of default by Innovative hereunder, and upon the happening of any of the aforesaid events, the Library may upon 60 days notice to Innovative specifying Innovative's default terminate this Agreement and such termination shall be without prejudice to any right the Library may have to damages at law or in equity; provided that if Innovative or any of its Sureties, Guarantors or Indemnitors remedies such default within the said 60 days period, this Agreement shall remain in full force and effect.

12.00 GENERAL PROVISIONS

- 12.01 No party to this Agreement shall have the right to assign its rights or obligations under this agreement except with the written consent of the other party hereto, which consent will not unreasonably be withheld.
- 12.02 There are no understandings, agreements or representations, express or implied, between the parties hereto not specified or embodied herein. Any prior commitments, written or oral, made by either party to this Agreement are superseded by this Agreement.
- 12.03 This Agreement shall not be modified, amended, rescinded, cancelled or waived in whole or in part, except by written instrument signed by the parties hereto and no waiver of any of the provisions of this Agreement shall constitute a waiver of any of the other provisions hereof (whether or not similar) nor shall such waiver constitute a continuing waiver unless expressly so provided therein.
- 12.04 This Agreement shall be governed by and construed in accordance with the laws of the State of California.
- 12.05 In the event that a claim or cause of action arises out of the interpretation, performance, or breach of this contract, the prevailing party shall be entitled to a reasonable attorney's fee in addition to costs of suit. Venue for any action hereunder shall be in the county of Alameda, State of California.
- 12.06 This Agreement is not to be distributed by any party hereto to any third party without the written approval of the other party hereto.
- 12.07 All notices to be given to or received by the parties hereto shall be in writing and shall be delivered by messenger or mailed by prepaid registered or certified first class mail, with return receipt requested, to any such party at its address which:

in the case of Innovative shall be:

Innovative Interfaces, Inc.
5850 Shellmound Way
Emeryville, CA 94608
Attention: CEO

and in the case of the Library shall be:

Lake Bluff Public Library
123 E Scranton Ave.
Lake Bluff, IL 60044
Attention: Director

Any party may by notice change its address for the purposes hereof. Any such notice shall be deemed to have been given, if delivered by messenger, on the date of its actual receipt, or, if delivered by mail, upon the date that it shall have been properly deposited in the mail.

- 12.08 Save as otherwise expressly provided, this Subscription Agreement shall endure to the benefit of and be binding upon the parties hereto, their respective successors and permitted assigns.
- 12.09 This Agreement is made and becomes effective only when executed by a duly authorized officer of both the Library and Innovative Interfaces.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date last written below.

THE LIBRARY

INNOVATIVE INTERFACES, INC.

By _____

By _____

Name:

Name:

Title:

Title:

Date:

Date:

SCHEDULE A
SIERRA Software

Prices quoted are in US Dollars

SIERRA PRICE QUOTATION

Lake Bluff Public Library

Subscription Solution / Server Hosted by Innovative Interfaces

15 Staff Users

(PostgreSQL DBMS)

Unlimited Public Catalog Users

Innovative Grand Total – Sierra Subscription

Sierra System

Contract Signing – One Time - Services	\$33,000
Year 1 Subscription	\$20,297
Year 2 Subscription	\$20,297
Year 3 Subscription	\$20,297
Year 4 Subscription	\$20,905
Year 5 Subscription	\$21,532
Year 6 Subscription	\$21,532
Year 7 Subscription	\$21,950
Year 8 Subscription	\$21,950
Year 9 Subscription	\$22,500
Year 10 Subscription	\$22,500
Ten Year Grand Total	\$246,760

SIERRA PRICE QUOTATION

Lake Bluff Public Library

Subscription Solution / Server Hosted by Innovative Interfaces

15 Staff Users

(PostgreSQL DBMS)

Unlimited Public Catalog Users

Sierra Software Solution

Encore Discovery Software

Patron Discovery Platform

Encore transforms your user experience from search to Discovery, featuring *Encore Synergy* preview database for articles integration with a profiled library database (e.g. Ebsco or Gale)

Single search box with advanced keyword engine

RightResult™ advanced relevance ranking

Did you mean...? Spell check and referral software

Faceted search results by: Availability, Collection, Format, Date, Language and more

"Popular Choices" feature to highlight additional results of interest

Tag cloud offering search refinements based on subject metadata

User-contributed tagging

Link to enriched content provided from 3rd party services such as Content Café or Syndetics (enriched content not included)

Explore related searches feature to expand search results using authority control

Explore related searches feature to expand search results using tag cloud

Includes Encore Kickoff

Mobile Encore

KidsOnline – children's public catalog

WebPAC Pro Online Staff PAC

Unlimited WebPAC Pro User Licenses

- Sierra WebPAC Pro, including design template and staging port
- Keyword Search Engine with RightResult™ advanced relevance ranking
- Keyword Spell Check capability (*Did you mean...?*)
- Link to enriched content: cover images, reviews, etc. (Content must be separately purchased)
- Patron initiated requesting, including multiple holds with shopping cart
- Support and Display of Incoming RSS Feeds
- Export Records/Create a Bibliography

- Collection Scoping - allows users to pre-limit searches to a subset of the database, such as the location from which they are searching or a material type

Included for all:

- **"My Sierra" Patron Empowerment**
 - **Manage all aspects of the patron account**
- Patron Reviews
- RSS Feedbuilder
- My Record Feeds
- Online Patron Registration

Mobile Encore / AirPAC

- Wireless access to OPAC functionality using wireless-enabled Smart Phone
- Support for searching, placing requests, view my own record, etc.
- Optimizes screen displays based on the type of client device

Cataloging

Unlimited Bibliographic, MARC Holdings, Item and Authority Record File Sizes

- Cataloging tools, including:
 - Full-screen edit
 - Heading verification
 - MARC code validation
 - Online MARC manual
 - Diacritic maps
 - User-defined Macros
 - Cut/copy/paste
- MARC21 Holdings support
- Single and Multi-item creation
- Label Printing
- Global Update of all record types
- Authority Control (Report Heading Changes software)
- Automatic Authorities Processing Software
- OCLC Interface via the network for all authorized staff users

Circulation

Unlimited Item Record File Size and Unlimited Patron Record File Size

- Checkout / Checkin / Renewals / Patron Registration / Notices
- Sophisticated Holds functionality
- Circulation Notices via Email
- Sierra Offline Circulation Software (Site License)
- Circulation Patron Photos
- Digital Signatures
- Homebound Module
- Collection Agency Interface – with Unique
- Circa Inventory Control (Barcode or RFID)
- Volume Level Holds
- Mobile Collections

- SIP2 connections included for up to 5 devices

Teleforms (Telephone Notification System)

- (PC is included)
- 2 Lines, 2 messages
- Messages to cover each library as part of CCLS
- Library may send selected notices by telephone
- Notices not sent by telephone may be printed or e-mailed
- Includes PC to initiate contact to patrons
- Complete reporting on successful and unsuccessful calls
- System will print regular notices for unsuccessful calls
- System updates records to indicate print/telephone notices sent

Innovative E-Commerce

Allows the acceptance of online credit card payments for fees and fines displayed in the patron record display as well as for donations

Ecommerce requires the following:

- A secure gateway service using Verisign's PayflowPro. (First year of this service is invoiced by Innovative with purchase of the Ecommerce product.)
- A high bit SSL certificate
- An Internet merchant account through a provider who works with Verisign's PayflowPro API (e.g., Merchant eSolutions)
- A non-framed appearance in the patron record display

Acquisitions & Fund Accounting

- **Unlimited Order Record File Size**
- Ordering / Receiving / P.O. Printing
- Invoice Processing and Fund Accounting
- Claiming
- Hierarchical Fund Reports
- Foreign Currency Conversion
- Support for up to 30,000 vendor records
- Vendor Statistics
- Electronic Ordering (BISAC or EDIFACT)
- Electronic Serials Invoice Processing
- QuickClick Ordering

Program Registration

- Gives patrons easy access to a complete calendar of library events on your website to increase awareness and encourage participation in your offerings
- Users can register for programs directly from the web calendar and manage their personal schedule of library events from within the My Sierra personalization suite
- Automatically places users on wait-lists for fully booked programs, monitors for cancellations, and sends email to confirm when a patron gets a seat.
- Integrated w/in the public catalog

Web Access Management

- Controls access to each remote Web Server by patron verification (patron type or service level)
- Nightly URL validity checking which generates a report of invalid URLs
- Forward Service Web Report for viewing statistics including for number of connections by database and patron type

SMS Text Messaging Suite

- Hold pickup notices
- Courtesy notices
- Overdues
- Renewals via 2-way SMS
- Customizable opt-in pages for patrons
- Real-time delivery of messages
- UNLIMITED messaging
- Messaging controlled by the library / hosted in Emeryville, CA

Content Café – subscription service via Innovative Interfaces

Resources include – Content:

- Book Jackets
- Table of Contents
- Annotations
- Excerpts
- Author Bios
- Flap Cover Text
- Publishers Summary

Reviews:

- Booklist
- Horn Book
- LJ
- Publishers Weekly
- Video Librarian
- Book News
- Choice
- ForeWord
- SLJ
- VOYA
- Kirkus

Pricing based on an annual circulation count of 130,000 items per year.

Management Information and Report Writer*

- Create Lists of Records
- Statistical Report package
- Sierra Web Management Reports (OPAC searches, Circ transactions, etc.)
- Sierra Load Scheduler

**All Report Writers are provided with a site license and are available from all staff clients to all authorized users*

Database Management System & System-Wide Functionality

- Innovative Database Management System
- Full database indexing
- Full UNICODE Support
- Self-updating staff client software for all licensed staff modules
- User-defined function keys
- Keyboard and mouse equivalents
- User-defined screen colors, fonts
- File Transfer Software
- Z39.50 Software support for WebPAC Pro and all staff clients, including:
 - Client & Server Software
 - Broadcast Searching
 - MARC record import
 - OCLC Holdings update
- Enhanced content linking in all staff clients (Content must be separately purchased)

License for 15 simultaneous staff Sierra users

Central Site Hardware Utilizing PostgreSQL Database:

System to be housed at Innovative HQ

****Optional Central Site Hardware may be employed / either acquired through or independent of Innovative Interfaces****

Services

Project Management

- Manage relationship between library and Innovative during implementation
- Develop schedule for major project milestones and migration plan
- Provide ongoing project consultation
- Prioritize implementation tasks for Innovative and library team members

Software Setup

- Setup and configuration of licensed Sierra software

Training

- 16 Days of on-site training services (multiple on-site visits)
- All travel expenses included

Implementation Consulting

- Up to 150 hours of consultation services by the Implementation Team for purposes of implementing the system, including project management, data profiling, and training support (excluding on-site training and travel to and from the site)
- Monthly reports during the project by the Implementation Team of hours used

Data Loading Services

All profiling and record loading services assume data will be provided from one system, the library's existing TLC system.

- Setup of Profile Evaluation Database, consisting of subset of the library's records
- Includes revisions of Evaluation Database during evaluation period
- Profiling services for initial Bibliographic, Authority, Item and Patron Records
- Load of Bibliographic and Item Records¹
- Load of Authority Records¹
- Load of Patron records²
- Load of Circulation Checkouts, Holds, and Fine Totals²
- Load of Acquisitions Order records and Serials holdings records²

Training Support

- Telephone and email support answering questions about Sierra functionality

Documentation

- Site license access to Getting Started with Sierra Manual
- Site license access to the *Sierra User Manual*
- Site license access to *CSDirect* (Customer Service web site)

-
1. *Data must be provided in a single de-duplicated file in the USMARC Communications format, from a single source.*
 2. *Data must be provided in an Innovative approved format.*
-

NOTES

- Prices do not include any applicable taxes, which are the responsibility of the Library.
- All prices given are valid for a period of 60 days from the date of the proposal.
- Sierra Subscription charges are based on a minimum 60-month commitment from the Library. Years 6 through 10 as quoted above are optional.
- Sierra Subscription maintenance and support services include unlimited access to a 24-hour Helpdesk via a toll-free phone number, regular Sierra Software enhancements, and new editions of the Sierra User Manual.
- **For Innovative to provide service and maintenance to the site, direct, high-speed Internet access is required.**
- Any data supplied in non-MARC format must first be reviewed by Innovative for analysis prior determining a price for loading into the System.
- Proposal assumes data will come from a single source.

**SCHEDULE B
PAYMENT SCHEDULE**

Prices quoted are in US Dollars

ONE-TIME SIERRA SERVICES COST **\$33,000 (one time fee)**
Cost for services are due at time of contract signing.

SUBSCRIPTION Cost, per Year 1¹ **\$20,297**
First payment due one month after initial installation of the System.

Year 2 Subscription	\$20,297
Year 3 Subscription	\$20,297
Year 4 Subscription	\$20,905
Year 5 Subscription	\$21,532
Year 6 Subscription	\$21,532
Year 7 Subscription	\$21,950
Year 8 Subscription	\$21,950
Year 9 Subscription	\$22,500
Year 10 Subscription	\$22,500

Payments will be due 30 days after invoice. Interest of 1% per month of the full outstanding amount will be charged for late payments.

These amounts are excluding taxes. The Library will be responsible for all applicable taxes.

Credit card payments are subject to a 3.5% fee for any invoices over \$2,000.

¹ Based on a 5-year commitment.

SCHEDULE C
PROJECT IMPLEMENTATION PLAN

This Project Implementation Plan is designed to provide the Library with a general timeline of events. The Final Project Implementation Plan may vary with respect to the dates and order of events as mutually agreed upon between the Library and the Innovative Interfaces Team. The timing of the initial events in this plan reflect typical practices which are dependent on key deliverables from the Library and current availability of Innovative staff resources. From time to time, the Library and Innovative Interfaces may jointly review the Final Project Implementation Plan and make such revisions to it as are mutually agreed upon. This review shall also serve to clarify each event and establish intermediate events and dates as necessary. A delay in any one such event shall cause a delay in all subsequent events. Delays are subject to rescheduling as resources are available.

Please refer to the "Implementation Plan" Excel Spreadsheet sent to the Library on 4/12/13. The Implementation Plan is hereby incorporated into this Agreement by reference.

SCHEDULE D
SIERRA SYSTEM SPECIFICATIONS

The specifications for the modules purchased herein as set forth in Schedule A, and the System specification more particularly described in the web-based *SIERRA User Manuals* and the *Getting Started Manual*, which are incorporated herein by reference.

HOSTED MAINTENANCE AND SUPPORT SERVICES AGREEMENT

- a) **Term of Agreement:** The initial term of this Agreement is for five (5) years per Schedule B and covers the servers mentioned in Hosted Services Price Quotation as included in Schedule A of the original Subscription Agreement. After year 5 the Library and Innovative may renew this Hosted Maintenance and Support Services Agreement in one (1) year increments for an additional five (5) years as quoted in Schedule B as long as the Library is current on the payments. Payment is annually, in advance, upon receipt of invoice. Renewal shall occur automatically unless the Library sends written notice of cancellation to Innovative at least ninety (90) days prior to the end of the then current term. If the Library decides to cancel or change any software products, Innovative must be notified 90 days prior to the annual maintenance renewal date.

If the Library adds any additional Innovative Software requiring additional server or network resources, after initial on-line access, then an additional quotation will be issued for the required resources, and upon the Library's acceptance of that quotation and purchase of quoted services, this Agreement shall be automatically extended to include those services. Maintenance services for add-on software shall be automatically extended to cover the additional requirements as part of the agreed upon subscription cost of the new Software.

Credit card payments are subject to a 3.5% fee for any invoices over \$2,000.

- b) **Scope of Agreement:** This Hosted Maintenance and Support Services Agreement covers the Innovative-Owned software, network infrastructure and server hardware hosting the Innovative Software for the Library.
- c) **Service Level Agreement:** Innovative will deliver hosted services with a goal of 99.9% uptime, excluding scheduled maintenance which may be scheduled up to 48 hours in advance. In the event that unplanned Network or Hardware downtime occurs, Innovative will offer a credit of 10% of the monthly hosting fee for each hour of downtime, up to 100% of the monthly hosting fee per incident, with a cap of 2 months credit of hosting fees per calendar year.
- d) **Service Availability:** Innovative will provide 24x7x365 monitoring of the hosted server and infrastructure and will make its good faith efforts to return calls within 2 hours of receipt and repair Software within 48 hours of notice, excluding weekends and holidays. Reported issues will be triaged and addressed based on the following criteria:

Severity	Description	Target Response	Target Resolution or Workaround
Urgent	Server Down or Innovative Hosted Services Network is inaccessible. No Innovative Hosted products are accessible.	1 Hour	2 Hours
ASAP	Innovative Hosted Server performance or network performance is impacted. Innovative Software is functional.	1 Hour	24 Hours

Routine	Inquiries about Innovative Hosted Server or Innovative Hosted Services Network	4 hours	48 Hours
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- e) **Backup Schedule:** Innovative will perform daily incremental and weekly full backups of the hosted innovative software and data. Backups will be stored off-site and will be retained for a period of two weeks in the event that a restoration from backup is needed.
- f) **Disaster Recovery:** In the event that a disaster renders the Innovative Hosted Services Infrastructure inoperable, Innovative will make its good faith efforts to restore business operations at another Innovative Hosted Facility, using the then most current backups available. A credit of hosted services fees, per the aforementioned Service Level Agreement in this document is applicable in Disaster Recovery situations.
- g) **Data Ownership:** The Library is the sole owner of the patron and catalog data on the Hosted Innovative Servers and is encouraged to insure such data as deemed appropriate by the Library.
- h) **Data Security:** The Library's catalog and patron data will be accessible by authorized Innovative Staff for the purposes of maintenance, support and backup management. Library staff may access catalog and patron data at the sole discretion and enforcement of the Library. In the event that patron or catalog data is requested by a legal authority, such inquiries will be directed to the Library as the sole owner of the catalog/patron data.
- i) **Additional Services:** Any services provided due to Library supplied equipment failure, where such equipment was not purchased from Innovative, and over which Innovative has no direct control, shall be billable at Innovative's then current maintenance rates.
- j) **Termination of Hosted Agreement:** In the event that this agreement is not renewed, the patron and catalog data can be migrated to a server of the discretion of the Library at the then current Innovative data migration service fees.

THE LIBRARY

INNOVATIVE INTERFACES, INC.

By:

By:

Name:

Name:

Title:

Title:

Date:

Date:

7/8/13

RIDER TO SIERRA SUBSCRIPTION AGREEMENT(Agreement between Innovative Interfaces, Inc. and Lake Bluff Public Library)

- A. This Rider To Sierra Subscription Agreement (“Rider”) relates to a contractual relationship (“Agreement”) between the Board of Library Trustees of Lake Bluff Public Library (the “Library”) and Innovative Interfaces, Inc. (“Innovative”) for use of computer software (“System”) to improve operation of the Library.
- B. Innovative acknowledges that Library’s financial commitment in purchasing and maintaining the System is substantial and the Library enters into the Agreement expecting Innovative will remain in business in the foreseeable future to service and maintain the System and fulfill its obligations as set forth in the Agreement. Accordingly, Innovative represents and warrants that it:
1. Has not received any notice or claim from any other party that any portion of the System is being used contrary to or in violation of another party’s patent, copyright, trademark, trade secret, license, or other intellectual property interest;
 2. Is not now negotiating for the sale or transfer of its business or assets to another entity or company;
 3. Has no knowledge or information that, in the foreseeable future, its ability to fulfill its obligations and commitments to Library will be hindered or jeopardized.
- C. Innovation and Library shall pay all reasonable Attorney’s fees, expert witness fees, and costs incurred by the other in enforcing the terms and provisions of the Agreement and in defending any proceeding to which either Innovative or Library are made parties as a result of the acts or omissions of the other party. The parties intend that only the prevailing party is entitled to fees and costs.
- D. The liability of Innovative and Library and any concomitant damages shall be determined in such amount and to such extent as is commensurate with their conduct as provided by Illinois law.

- E. Any claims, disputes, or liabilities of the parties or other matters between Innovative and library shall be resolved in the Circuit Court of Lake County, Illinois, in accordance with Illinois law. Innovative and Library are not precluded, of course, from consenting to mediation or arbitration.
- F. Upon termination of the Agreement, Innovative will provide all cooperation and assistance reasonably necessary to assist Library with the transition to another system.
- G. In the event any portion of the System must be repaired or replaced due to defects, provided Library is current with its payments to Innovative, Innovative shall pay all costs of repair or replacement, including all transportation or shipping costs.
- H. Innovative represents and warrants that:
1. It is familiar with Library and Library's current operations and systems.
 2. It is familiar with and is satisfied as to all local conditions which may affect cost and/or performance of the System.
 3. The work will be performed in accordance with the standard of care applicable to comparable technological systems and services in the Chicago metropolitan area.

Library and Innovative understand that Innovative's representations and warranties do not extend to condition beyond Innovative's control

- I. Innovative agrees to indemnify and hold harmless Library from and against legal liability for all claims, losses, damages, expenses to the extent such claims, losses, damages, or expenses are caused by Innovative's conduct, acts, errors, or omissions due to Innovative's gross negligence or willful misconduct. Library agrees to indemnify and hold harmless Innovative from and against legal liability for all claims, losses, damages, and expenses to the extent such claims, losses, damages, or expenses are caused by Library's conduct, acts, errors or omissions due to the Library's gross negligence or willful misconduct. In the event such claims, losses, damages, or expenses are caused by the joint or concurrent conduct, acts, errors or omissions of Innovative and Library due to Innovative's or Library's gross negligence or willful misconduct, they shall be borne by each party in proportion to its own conduct.
- J. Any applicable statute of limitations shall commence to run and any alleged cause of action shall be deemed to have accrued in accordance with Illinois law.

K. PROVISIONS CONTAINED IN THIS RIDER CONFLICT OR MAY CONFLICT WITH OTHER PROVISIONS OF THE AGREEMENT. RATHER THAN DELETING OR LINING OUT OTHER PORTIONS OF THE AGREEMENT, INNOVATIVE AND LIBRARY AGREE THAT, IN THE EVENT OF ANY CONFLICT BETWEEN THE PROVISIONS OF THIS RIDER AND OTHER PROVISIONS OF THE AGREEMENT, THIS RIDER CONTROLS. THIS PARAGRAPH K IS INITIALED BELOW AS CONFIRMATION OF THE PARTIES' UNDERSTANDING OF THE PRECEDENCE THIS RIDER TAKES OVER ANY OTHER PROVISIONS OF THE AGREEMENT.

Library (Initial)

Innovative (Initial)

**BOARD OF LIBRARY TRUSTEES
LAKE BLUFF PUBLIC LIBRARY**

INNOVATIVE INTERFACES, INC.

By: _____
Kathy Meierhoff, President

By: _____

Its: _____

Date Signed: July _____, 2013

Date Signed: July _____, 2013


 WWW.CYBERDRIVEILLINOIS.COM

 JESSE WHITE
 SECRETARY OF STATE


CORPORATION FILE DETAIL REPORT

Entity Name	INNOVATIVE INTERFACES INCORPORATED	File Number	62356022
Status	ACTIVE		
Entity Type	CORPORATION	Type of Corp	FOREIGN BCA
Qualification Date (Foreign)	07/18/2002	State	CALIFORNIA
Agent Name	DIANE LEWIN	Agent Change Date	12/18/2007
Agent Street Address	3750 N LAKE SHORE DR STE 8F	President Name & Address	KIM MASSANA 5850 SHELLMOUND WAY EMERYVILLE CA 94608
Agent City	CHICAGO	Secretary Name & Address	VACANT
Agent Zip	60613	Duration Date	PERPETUAL
Annual Report Filing Date	07/29/2013	For Year	2013

[Return to the Search Screen](#)
[Purchase Certificate of Good Standing](#)

 (One Certificate per
Transaction)

[BACK TO CYBERDRIVEILLINOIS.COM HOME PAGE](#)

August Director's Report

Lake Bluff Public Library wrapped up the busiest month its history on July 31. The Children's Summer Reading Club logged record breaking participation, but the circulation of Adult Materials was up as well. I cannot say enough about the hard work of every Staff Member.

In July, the Library stepped up its participation in the Twilight Criterium Bike Race/Block Party. Our unicyclist/magician, Mike Vondruska, put on a fantastic show throughout the downtown area during mid-day, drawing crowds and lines. We found him a Lake Bluff Library shirt to wear during the event and keep afterwards. Melissa Kong, Carlen DeThorne, and Kira Surprise joined me as a celebrity bartender from 10:00am to Noon. They did a fantastic job on the banner and decorations, as well as our outfits. We did not sell much liquor, but did sell a lot of water. Unfortunately the 'Men in Pink' won the coveted silver tumbler for best bartending crew, though we did claim 2nd place. Lastly, our chalk art competition was a huge success. We had a great turnout and some of the entries were absolutely jaw dropping. Valerie Cepa, from conception to final execution, deserves virtually all the credit for making this program happen. We received a lot of positive feedback on our involvement in the race.

Working with Anne Johnstone of our 'Wool Gatherers' knitting/crocheting/etc. circle Carol has set up a fabulous partnership with Mother's Trust for this fall. From September 16 to November 4, patrons will be asked to contribute a 7" x 9" knitted square to the Library. On November 4 knitters and crocheters will gather at the Library and stitch the squares into baby blankets. The blankets will then be donated to Mother's Trust, who will see that they are given to those that need them as winter approaches.

I have received an above average number of compliments over the past month, particularly regarding Library Staff. A new Lake Bluff resident went out of her way to seek me out as she felt that the service she had received was above and beyond what she had come to expect having used one of the larger neighboring libraries for years.

Amy vanGoethem has picked up our circulation system very quickly and is quickly becoming a great addition to our staff. Franky is unfortunately leaving us for school and other responsibilities, but we have hired a very qualified shelper to step in. Her name is Shea Bellino, and she is an avid attendee of our Teen programming with many talents. She will be starting mid-August.

Our Ravinia Ticket Raffle, handled by Carlen, was a success. We had several dozen entrants and gave away quite a few tickets. Carlen has also recruited Amelia, one of our new Staff Members, to help create a 'Welcome' packet for new cardholders. Martha, for her web development class, created the framework for a new website for our Library. To accompany our new catalog, we will want to update the look of our website. Martha's work has gotten us off to a good start. Both Carlen and I are eager to meet with the Publicity and Fundraising Committee. Zinio is now officially live on our website, click on over and check it out.

Lyndy has been very busy, as always, this month. She has been at work sanding and refinishing the benches installed last fall. We are working to obtain competitive quotes for landscape maintenance and elevator maintenance. Both contracts are up in the fall or winter, and deserve evaluation.

Health Care Costs

As expected, with the changes in the Health Care system, expenses are projected to increase more than they have in previous years. Thanks to our partnership with the Village, the increase will initially be only 10.72%. The cost will increase again on January 1, 2014, again due to the Affordable Care Act. We aimed high this year knowing this was coming, and a 10-15% increase in our budget for Medical Insurance is likely in the cards for the Fiscal Year 2014-2015 Budget. Despite the impact, I believe this is very manageable.

Freedom of Information Act (FOIA) Update

Part of our contract with our attorney's office is that, free of charge, we receive mailings on new laws or legal rulings that could impact us. There have been 2 rulings this summer regarding electronic communication. Most recently, the Appellate Court upheld a ruling by the Public Access Counselor that text messages between public officials on private phones pertaining to Library business CAN be considered a public document subject to a FOIA request under certain circumstances. I suspect, as has already happened with email, the rules regarding texting will become tighter in the future. This is nothing to be paranoid about, but please be aware that the restrictions on the use of electronic communications by elected officials continues to tighten.

AGENDA ITEMS

Integrated Library System Contract

After weeks of waiting, the wheels of State bureaucracy completed their processing of the Corporate Certificate for Innovative Interfaces. I also followed up with both Innovative and our Library Attorney (Roger Ritzman) regarding Section 6.06, which reads: 'INNOVATIVE IS NOT RESPONSIBLE FOR INDIRECT, INCIDENTAL OR CONSEQUENTIAL LOSS OR DAMAGE HOWEVER CAUSED.' When I asked Innovative's Wendy Green about this passage, she stated that: "Regarding section 6.06, this is simply meant to protect Innovative in instances of indirect damages. For example: If a patron (etc) spills coffee into a computer, thus causing the system to be temporarily unavailable, and then causing a chain reaction of events of patron not being able to check out book and failing a University test (for example) and seeking to sue, this would be indirect damage and not caused by Innovative. However, Innovative is liable for gross negligence or willful misconduct per section I of your Rider document." I discussed this analysis with Mr. Ritzman. He stated that the Library's liability would certainly be lower if Innovative accepted responsibility for a broader range of loss but that the risk remained 'very low.' Innovative is unwilling to sign a contract that opens them to liability due to incidental or direct loss or damage.

The caveat for Section 6.06, as recorded in the last meeting, was that the Library's Attorney would review it and find it 'acceptable.' Our Attorney declined stating that he could not declare Section 6.06 anything more than 'Low Risk.' Anything more fell outside his area of responsibility.

RECOMMENDATION: Due to professional limitations our Lawyer will not declare a contract 'acceptable' or 'unacceptable.' He will only evaluate the level of risk. I find his answer of 'Low Risk' to be satisfactory. While the grammatical difference is not large, due to the size of the contract another vote is highly advisable. I and the Technology Committee recommend that the contract be approved, again, and without further caveats.

Reading Garden Contract

* Many members of the Board of Trustees are new and likely are not familiar with the 'Donation and Maintenance Agreement' surrounding the Dahlmann family Reading Garden. The donation and agreement date to June 2003. As this agreement has a significant effect on our

landscaping plans for the fall, I was asked to make a copy available to the members of the Board of Trustees and provide an opportunity for discussion.

Per Capita Grant

As fall approaches, I have begun to work on the Library's Per Capita Grant application. The application is due by midnight on October 15. The requirements for the Fiscal Year 2014 application are attached. The response to Chapter 10 of the Core Standards and the 2 questions on marketing need only be reviewed, with comments welcome. They are the responsibility of the Library Director and Library Staff to prepare. Performing a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis is the Trustee activity for this year's application. I am sure most of you are familiar with a SWOT analysis but I have included a very general description as a reference guide. We are at an advantage in having recently completed a Long Range Plan which required the Director and Board to think of the Library and its user community in SWOT terms. To help myself as I wrote sections and digested feedback for the LRP I even wrote out an ad hoc SWOT. It was a point of emphasis when I studied organizational evaluation, so the approach seemed a natural one for organizing my thoughts. With a bit of polish I believe it more than meets the PCG requirements.

We have seen a surge in new databases and online resources lately, and the demand for eBooks continues to gather steam. The grant will be aimed at filling these 2 needs. As databases usually have a large upfront charge followed by a smaller annual fee, a Grant fills this need perfectly.

RECOMMENDATION: Please provide comments on the Per Capita Grant sections provided. I believe that the Board, in the work it did creating the Long Range Plan, has already done a SWOT analysis that is more than adequate for the requirements of the grant. If the Board would like to spend time on a more in depth SWOT I recommend that a Special Committee be established to work on that project. Such a document would be primarily for the use of the Library rather than the State.

I also recommend that the Library Director work with the Marketing Committee to create Fundraising and Marketing Policies for the Library.

Shelving Update

The struts to stabilize the shelves in the short term have been installed, and the lights were reinstalled on top of those in Adult Fiction. The struts are not the most attractive addition to

the Library but they will do their job well. I believe the Friends of the Library can be a great resource as the Library works to replace its shelving. I hope that I and the rest of the Library staff will be able to work with them to mobilize fundraising efforts to defray costs, to gather together the necessary volunteers to remove and replace materials quickly, and to raise community awareness of the project. The Library can do much on its own, of course, but it is always good to have Friends to help!

I think that it would be advisable to, given the size and elements involved in the project, consider hiring a qualified Library Architect/Designer. This individual would have a much keener eye on the ways that the Library's current concerns and future needs can best be addressed. They would be able to take those needs and concerns and turn them into a comprehensive plan that we could then easily secure comparable bids on.

RECOMMENDATION: A qualified Library Architect/Designer should be hired to create a master plan for the Library's shelving, displays, and use of public space. I believe the far reaching consequences regarding what we do or do not install warrant hiring a professional.

I also believe that, in unison with the Friends, we need to seize the opportunity to market ourselves, raise our profile, and increase community involvement with the Library. I have heard many patrons say, with an air of pride in their voice, that they helped carry books over to this building from the old Library across the street. I know other community members who feel a similar sense of pride about the construction of the Wood Building. I would like, 10 years from now, members of the community to proudly reflect on having contributed in some way to this project as well. There is no substitute for this sort of emotional investment in an institution.

Museum Alterations and Improvements

Section 7 of the Lease has not been enforced in the recent past. The Museum has informally requested clarification on the limits of 7(b), specifically whether there were projects that would be considered too small to be worth the formal consideration of the Library Board.

RECOMMENDATION: The Building and Grounds Committee discussed this issue at its July 25 meeting. The following were the primary reasons behind the committee's recommendation that Section 7 be applied as written to all structural or non-structural alterations:

- The Library is the Landlord and the party ultimately responsible for the security and safety of the Wood Building. A failure to communicate and record work performed

could lead to unacceptable risks for both parties. The confusion surrounding work previously done (roughly 7-8 years ago) on the Wood Building HVAC system in an attempt to lower fan volume is a good (and thankfully benign) example of what can be lost through poor record keeping.

- The Lease can be extended, should the Museum desire it, until 2053. However, the future is always uncertain. Changes that impact potential future uses of the space need to be carefully considered.
- Providing a definition on what constitutes a 'major' and what a 'minor' project would represent a significant challenge.

For the reasons listed above the Library Director and Head of Technical Services and Facilities support the Building and Grounds Committee's recommendation.

Museum Electrical Work

The Museum has requested, per section 7(b) of the Lease, written consent from the Library to proceed with minor electrical work. See attached for details.

RECOMMENDATION: It is a minor project and will be performed by a known local contractor. Dan is also a volunteer firefighter for the Village of Lake Bluff. I recommend the project be approved.

Monthly Statistics Summary

July 2013

Circulation

Total July Activity

Fiscal Year	Total Circ.	Avg. Circ/Hour	% change
2013-2014	12910	54.94	4.26%
2012-2013	12383	57.20	43.12%
2011-2012	8652	47.28	-13.95%

Total Activity Fiscal Year to Date

Fiscal Year	Total Circ	Avg. Circ/Hour	% change
2013-2014	33293	49.22	2.71%
2012-2013	32414	47.13	34.25%
2011-2012	24145	41.46	-12.90%

Circulation by Collection (Fiscal Year to Date)

Fiscal Year	Adult	Juvenile	Adult Fiction	Adult Non Fiction	Audio Visual	ILL Borrowed	ILL Lent
2013-2014	16501	14550	3858	2267	11945	392	87
2012-2013	16869	13901	4112	2431	11361	430	103
2011-2012	12507	10308	4000	1643	8091	333	68

User Visits

Total July Activity

Fiscal Year	Total Visits	Avg. Visits/Hour	% change
2013-2014	8431.5	35.88	-16.16%
2012-2013	10057	46.45	38.83%
2011-2012	7244	39.58	2.00%

Total Activity Fiscal Year to Date

Fiscal Year	Total Visits	Avg. Visits/Hour	% change
2013-2014	25571.5	38.08	-1.64%
2012-2013	25999	37.84	38.88%
2011-2012	18721	32.08	-0.30%

Materials Acquired & Withdrawn

Total July Activity

Fiscal Year	Acquired	Withdrawn
2013-2014	484	760
2012-2013	797	550
2011-2012	613	1044

Total Activity Fiscal Year to Date

Fiscal Year	Acquired	Withdrawn
2013-2014	2355	2135
2012-2013	2127	2588
2011-2012	1834	2114

Acquisitions by Collection (Fiscal Year to Date)

Fiscal Year	Adult	Juvenile	A/V
2013-2014	1244	1111	354
2012-2013	1318	809	366
2011-2012	1311	523	268

Withdrawals by Collection

Fiscal Year	Adult	Juvenile	A/V
2013-2014	1879	256	142
2012-2013	2244	344	243
2011-2012	1580	534	138

Online Access

Digital Books and Music

Total July Activity

Fiscal Year	Books	Music	% change
2013-2014	405	270	41.11%
2012-2013	287	267	58.56%
2011-2012	181	156	144.59%

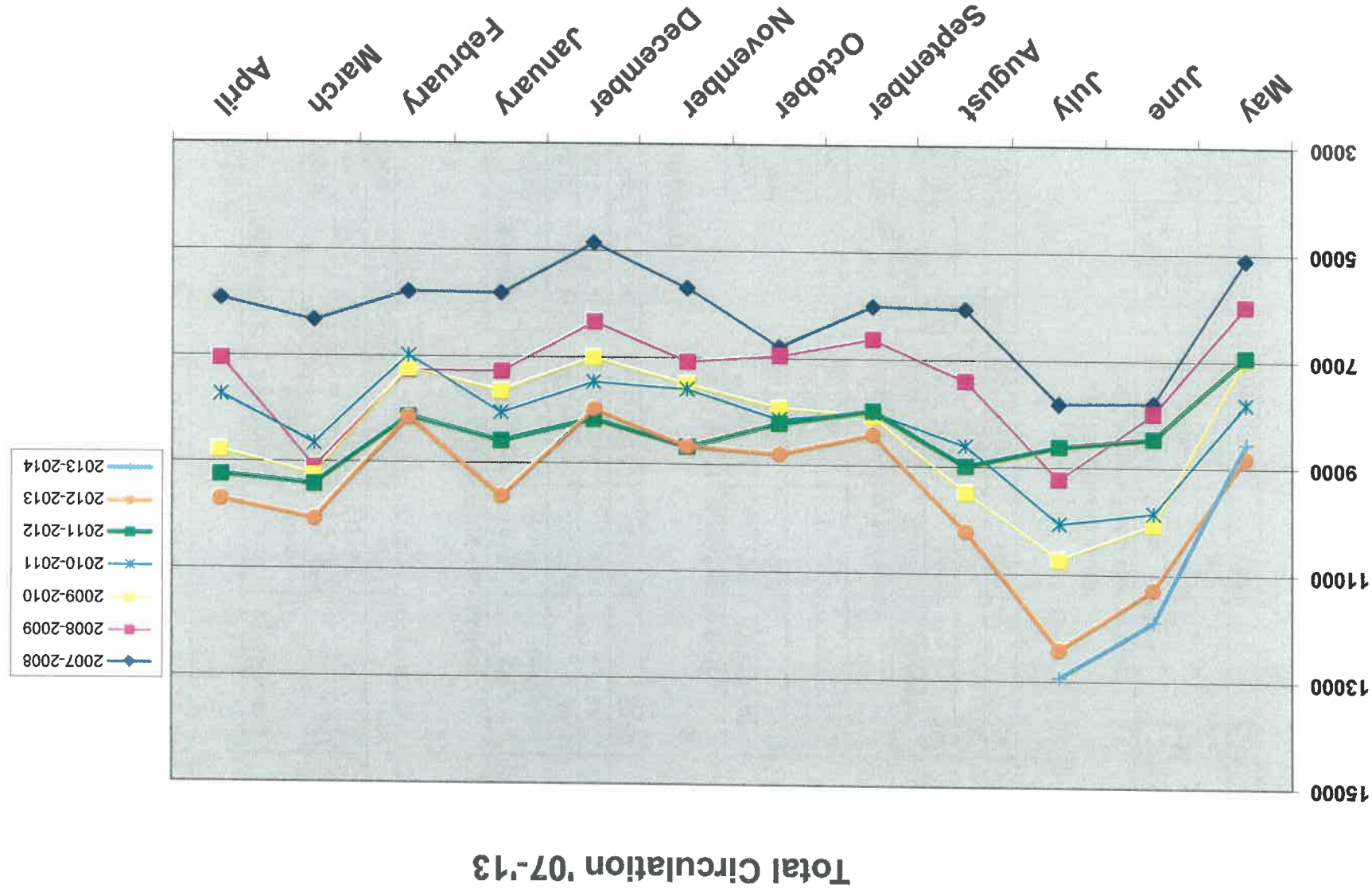
Digital Books and Music

Total Activity Fiscal Year to Date

Fiscal Year	Books	Music	% change
2013-2014	1248	711	46.48%
2012-2013	852	724	45.89%
2011-2012	584	666	210.64%

Website Usage Fiscal Year to Date

Fiscal Year	Page Loads	Unique Visitors
2013-2014	30822	17823
2012-2013	27972	19057
2011-2012	22396	14904



DONATION AND MAINTENANCE AGREEMENT

5313839

THIS AGREEMENT is dated June 11, 2003 between:

FILED FOR RECORD BY:
MARY ELLEN VANDERVENTER
LAKE COUNTY - TL RECORDER
07/24/2003 - 09137127 A.E.
RECEIPT #: 103332
DRAWER #: 29

FRIENDS OF THE LAKE BLUFF LIBRARY, an Illinois not-for-profit corporation, 123 Scranton Avenue, Lake Bluff, Illinois 60044 (hereinafter "Friends of the Lake Bluff Library");

LAKE BLUFF PUBLIC LIBRARY, an Illinois unit of local government, 123 Scranton Avenue, Lake Bluff, Illinois 60044 (hereinafter "Library"); and

Space above is for Recorder's Use

DENNIS A. DAHLMANN, 300 South Thayer Street, Ann Arbor, Michigan 48104 and
NEIL O. DAHLMANN, 711 Bluff Road, Lake Bluff, Illinois (sometimes hereinafter the "Donors").

RECITALS

1. Friends of the Lake Bluff Library is a 501(c)(3) corporation duly qualified under Internal Revenue Service regulations to accept charitable donations.
2. Dennis A. Dahlmann and Neil O. Dahlmann desire to make a charitable donation to Friends of the Lake Bluff Library in the total amount of Twenty Thousand Dollars (\$20,000.00), for the purpose of providing a "Reading Garden" on land at the northeast corner of the Library property. The Reading Garden will consist of landscaping, plantings, a bench and/or chairs, and various engravings on boulders to be installed in the landscaping area of the Reading Garden. One engraving will be in honor of Bernard C. and Eleanora B. Dahlmann, and other engravings will be quotes from various literature. The total amount of the donation includes previous donations the Donors made to the Vliet Center - Library Addition in the total aggregate amount of \$1,000.00 and the additional aggregate amount to be donated in accordance with this Agreement.
3. The Reading Garden is described on the plan and Landscape Proposal prepared by Mariani Landscape dated March 11, 2003 attached as Exhibit "A".
4. The Reading Garden shall be situated on the Library property commonly known as 123 & 127 Scranton Avenue, Lake Bluff, Illinois, Permanent Index Numbers 12-21-116-001, 002, and 003 and legally described as:

Lots 8, 9, and 10 in Block 43 in "North Shore Addition to Lake Bluff", being a subdivision in the north fractional half of Section 21, Township 44 North, Range 12 east of the 3rd P.M. according to the plat thereof recorded May 6, 1886, as Document 33760, in Book "A" of plats, page 57 in Lake County, Illinois (hereinafter "Library Property").
5. The parties desire to make those arrangements described herein for the acceptance of the donation, performance of the landscaping, and maintenance of the Reading Garden.

AGREEMENT

FOR VALUABLE CONSIDERATION, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. **Acceptance of Donation.** Friends of the Lake Bluff Library hereby accepts the donation and shall issue appropriate acknowledgements or receipts individually to Dennis A. Dahlmann and to Neil O. Dahlmann upon receipt of the additional aggregate donation amount of Nineteen Thousand Dollars (\$19,000.00), 50% from Dennis A. Dahlmann and 50% from Neil O. Dahlmann. They shall make said donation in cash or by checks within 30 days following the execution of this Agreement.
2. **Performance of the Landscaping.** Friends of the Lake Bluff Library agrees that the entire donation shall be used for the purpose of funding the Reading Garden and agrees to enter into a landscape agreement with Mariani Landscape for

this purpose in the form attached hereto as Exhibit "A", and other contracts to be arranged for the bench and/or chairs, engravings and future engravings. Landscaping shall be performed to the satisfaction of the Donors and the Donors shall have the right to supervise and approve the work. If the cost of the Reading Garden exceeds the amount donated, the Donors hereby agree to make additional donations in the amount necessary to defray such additional costs. If the cost of the Reading Garden is less than the amount donated, the Library shall use the excess funds for future maintenance of the Reading Garden.

3. **Maintenance of the Reading Garden.** So long as the Property is used as a public library, the parties agree as follows:
- a. Following the completion of the Reading Garden, the Library shall maintain and properly care for the Reading Garden and keep it and all plantings, benches and chairs thereon in a neat and trim condition including any required repairs, replacements, or substitutions, without cost to the Donors. Such maintenance shall consist of proper irrigation, pruning, trimming, weeding, fertilizing, seeding or sodding, and proper care of the bench and/or chairs, as determined by the Library in its reasonable judgment.
 - b. The Reading Garden shall contain a boulder with the prominent engraving:

The Reading Garden
In honor of
Ben & Eleanora Dahlmann

The Reading Garden shall contain another boulder with the prominent engraving:

**Poems are made by fools like me,
But only God can make a tree.**
From "Trees" by Joyce Kilmer

Other boulders in the Reading Garden may, from time to time, in future years, be engraved (no memorials) with other quotes from literature. Donors and/or the Library will determine the script for the engravings, subject to the approval of both the Donors and the Library's Board of Directors.

- c. Other than the landscaping, plantings, bench and/or chairs, and engravings, no excavations, personal property, improvements or buildings, including but not limited to other landscaping (other than replacement landscaping, plantings, bench or chairs, as determined by the Library, and other than extenuating circumstances that require repairs, replacement, or addition of any underground utilities or lawn sprinkler systems, as determined by the Library), plaques, engravings, inscriptions, furnishings, or structures, shall be placed or built in the Reading Garden, without the prior written approval of both the Donors and the Library's Board of Directors. Provided, that tents or similar personal property may be placed in the Reading Garden for special events of a duration of two weeks or less.
4. **Relocation of the Reading Garden.** In the event that casualty or other event causes demolition or abandonment of the public library now situated on the Library Property, and such library building is relocated to another location that is either on the Library Property or on other property, then, in such event, the Library agrees, at its expense, to relocate and reconstruct the Reading Garden to a prominent location adjacent to the replacement library building. The Library shall use its best efforts to reconstruct a Reading Garden of similar size and design features. The Donors, their successors and assigns, shall have the reasonable right of approval, in writing, prior to construction, as to the location, size, landscaping, plantings, and other design features of the relocated Reading Garden.
5. **Donors Representative.** All notices to the Donors shall be directed to the Donors Representative. The initial Donors Representative shall be Neil O. Dahlmann and thereafter upon his death or incapacity, then Mary A. Dahlmann, his wife. Thereafter upon her death or incapacity, then Dennis A. Dahlmann, and upon his death or incapacity, then Jill M. Rosa (daughter of Neil & Mary Dahlmann). Thereafter upon the death or incapacity of Jill M. Rosa, the Donors heirs shall select the Donors Representative, and the heirs shall advise the Library of the successor Donor Representative.

Addresses for notice to the Donors Representatives are:

Neil O. Dahlmann & Mary A. Dahlmann, 711 Bluff Road, Lake Bluff, Illinois 60044
Dennis A. Dahlmann, 300 South Thayer Street, Ann Arbor, MI 48104
Jill M. Rosa, 4701 North Chelsea Lane, Bethesda, MD 20814

The Donors Representative may notify the Library, from time to time, of a change of address for notice purposes.

Any written decision or agreement of the Donors Representative shall be binding upon the Donors, their heirs and assigns.

- 6. Resolution of Friends of the Lake Bluff Library. At its regular meeting on May 15, 2003, the Board of Directors of the Friends of the Lake Bluff Library approved this Agreement and duly authorized its President to sign this Agreement. A copy of the Resolution providing such authorization is attached as Exhibit "B".
- 7. Resolution of Library. At its regular meeting on June 10, 2003, the Board of Directors of the Library approved this Agreement and duly authorized its President to sign this Agreement. A copy of the Resolution providing such authorization is attached as Exhibit "C".
- 8. Binding Effect. This Agreement shall run with those lands described herein and shall be binding upon the parties' respective heirs, successors and assigns.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

FRIENDS OF THE LAKE BLUFF LIBRARY

By: *Alan B. Corley*
 President

State of Illinois
 County of Lake
 Subscribed and sworn to
 me this 11 day of JUNE, 2003
 Notary: *David R Lee*
 Notary Public

LAKE BLUFF PUBLIC LIBRARY

By: *Elizabeth A. Larson*
 President

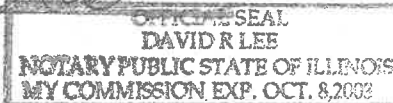
State of Illinois
 County of Lake
 Subscribed and sworn to
 me this 11 day of JUNE, 2003
 Notary: *David R Lee*
 Notary Public



DENNIS A. DAHLMANN

Dennis A. Dahlmann

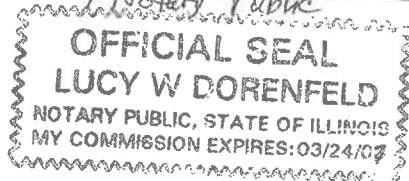
State of Illinois
 County of Lake
 Subscribed and sworn to before me
 this 23rd day of July, 2003
 Notary: *Lucy W. Dorenfeld*
 Notary Public



NEIL O. DAHLMANN

Neil O. Dahlmann

Subscribed and sworn to before me
 this 23rd day of July, 2003
 Notary: *Lucy W. Dorenfeld*
 Notary Public



State of Michigan)
) ss
 County of Washtenaw)

Sworn to and subscribed before me, a Notary Public, this 15th day of July, 2003 by Dennis A. Dahlmann.

Susan G. Milne
 Notary Public

Mail to: Neil Dahlmann
 711 Bluff Road
 Lake Bluff IL 60044

SUSAN G. MILNE
 NOTARY PUBLIC WASHTENAW CO., MI
 MY COMMISSION EXPIRES Nov 8, 2008

Bed Preparation

- Till all new planting beds and add 'Mariani Mix' soils and compost with peat moss to increase soil fertility and improve soil structure.

Subtotal \$1,000.00

Herbaceous Plants

- Install "Herbaceous Plant Material" as per plan drawing and as layed out by Landscape Architect/Project Director.

Material List	Quantity	Unit
Frances Williams Sieboldiana Hosta	15	Gallon
Ice Carnival Daylily	13	Gallon
Blue Wonder Catmint	14	Gallon
Mixed Annuals	15	3.5" Pots
Darts Blue Vinca	744	3.0" Pots
Bailey's Gold Weihenstephener Stonecrop	240	3.0" Pots

Subtotal \$3,224.54

Mulch

- Processed shredded hardwood bark mulch delivered, spread and leveled for new plantings.

Subtotal \$349.47

Total Price \$13,689.06

NOTE: Please see attached summary for Prices, Terms & Conditions



March 11, 2003
Front Planting
Design/Build Proposal 2003
Summary

Submitted To: Library of Lake Bluff
123 East Scranton C/O: Neil Dahlman
Lake Bluff, IL 60044

Project: Library of Lake Bluff/Front Planting
123 East Scranton Avenue
Lake Bluff, IL 60044

SUMMARY

Owner agrees to contract with Mariani Enterprises, Inc. D/B/A ("Mariani Landscape") for the project work described below (the "Project Work") for the Total Contract Price set forth below:

•	Removal	\$1,350.00
•	Construction	\$2,563.08
•	Drain Tile	\$191.97
•	Woody Plants	\$5,010.00
•	Bed Preparation	\$1,000.00
•	Herbaceous Plants	\$3,224.54
•	Mulch	\$349.47
	Contract Price	<u>\$13,689.06</u>

TERMS & CONDITIONS

Permits, surveys and any outside consulting as well as professional engineering or architectural services deemed necessary will be charged as a supplemental to this contract.

All plans are conceptual; and any dimensions set forth thereon are subject to verification and adjustment if necessary. Plant materials and all other vegetation are represented in their future condition in a more mature state. All plans and designs and the contents thereof are conceptual and not to be relied upon or used by the owner or any other person for any purpose whatsoever (including as final construction documents) without the express written consent of Mariani Landscape. All plans are the sole property of Mariani Landscape and are not to be duplicated or put to bid without express written consent. Graphic representations are for illustrative purposes; field adjustments may be made during installation.

The conditions of contract attached hereto are hereby incorporated into this contract. All woody plant materials supplied and installed by Mariani Landscape carry a one (1) time, one (1) year guarantee in accordance with attached conditions of contract.

30% of the total contract price is payable upon acceptance and progress billings will be issued

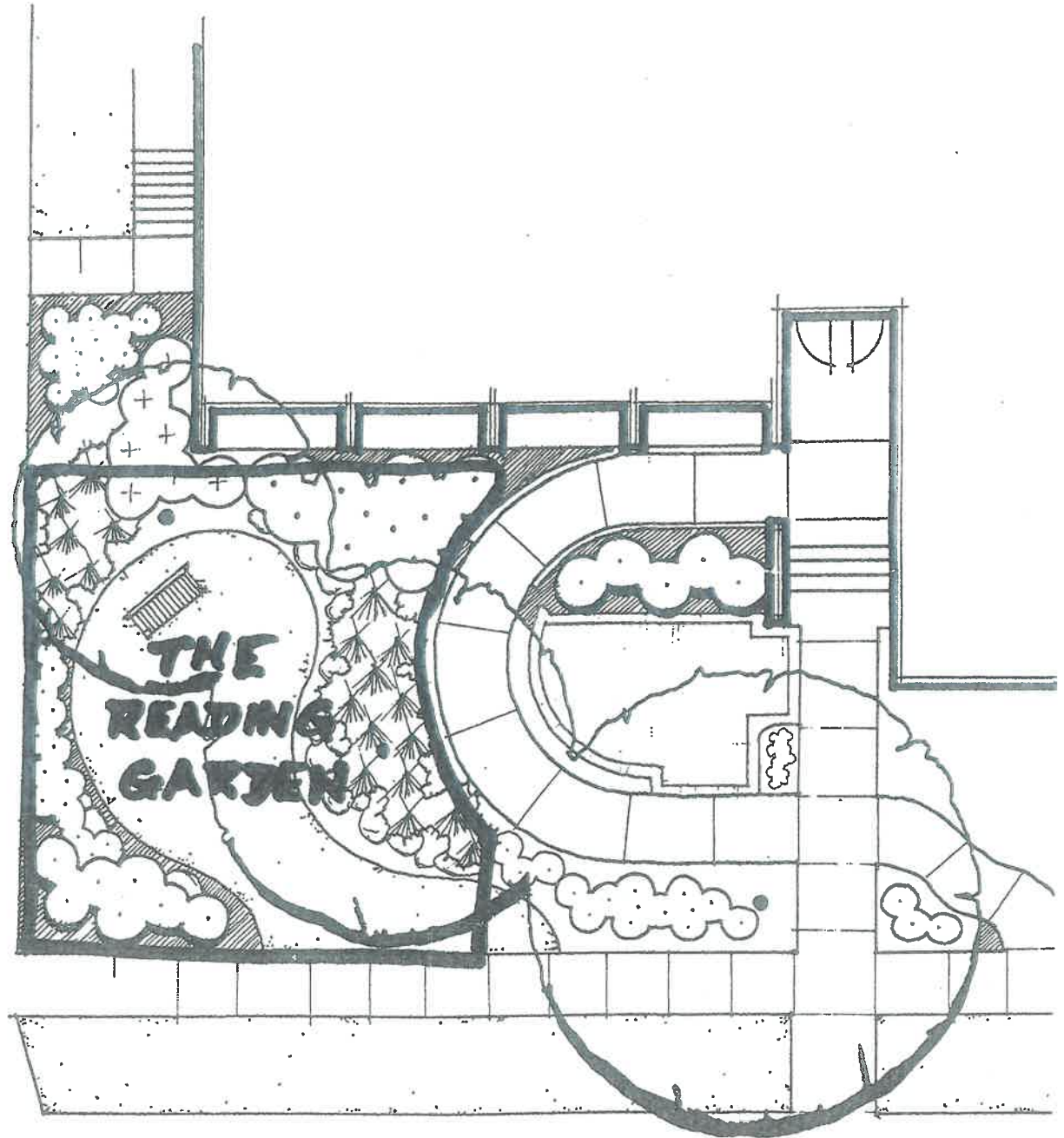
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monthly through completion. A monthly interest charge of 1.5% will be applied to all invoices remaining unpaid after 30 days. When using a title company, it is the responsibility of the owner to notify Mariani Landscape of processed and available payouts.

If accepted, please sign one (1) copy and return to our office with your deposit. If you have any questions, please feel free to contact our office. Thank you for choosing Mariani Landscape.

By: Richard Grant . 3/1/03 Accepted: _____ Date _____
 Richard Grant Date Library of Lake Bluff Date

7



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North

FRIENDS OF THE LAKE BLUFF LIBRARY
LAKE COUNTY, ILLINOIS

RESOLUTION

A RESOLUTION APPROVING AN AGREEMENT
BETWEEN FRIENDS OF THE LAKE BLUFF LIBRARY,
LAKE BLUFF PUBLIC LIBRARY, AND
DENNIS A. DAHLMANN AND NEIL O. DAHLMANN

I hereby certify that I am the duly elected and qualified President of the Board of Directors of Friends of the Lake Bluff Library, an Illinois not-for-profit corporation, and responsible for the records of Friends of the Lake Bluff Library and that the following is a true and correct copy of the resolution duly adopted at a regular meeting of the Board of Directors held on May 13, 2003.

IT IS HEREBY RESOLVED THAT: The Donation and Maintenance Agreement submitted by Dennis A. Dahlmann and Neil O. Dahlmann, attached hereto as Exhibit "A" (the "Agreement"), whereby they agree to donate funds for the purpose of providing landscaping, plantings, a bench, and plaque or engravings on the land at the northeast corner of the Lake Bluff Public Library property at 123 Scranton Avenue, Lake Bluff, Lake County, Illinois, is accepted, ratified, and confirmed by the Board of Directors as a binding act of Friends of the Lake Bluff Public Library.

IT IS FURTHER RESOLVED THAT: With the acceptance by the Board of Directors of said Agreement, the Agreement shall be signed by the President of the Board of Directors as the authorized representative of Friends of the Lake Bluff Library.

IT IS FURTHER RESOLVED THAT: The Agreement, upon being signed by all the parties, shall be recorded in the public records of Lake County, Illinois.

IN WITNESS WHEREOF, I have hereunto affixed my name as President of Friends of the Lake Bluff Library on June 11, 2003.

Tom S. Corley
President

I, Secretary of the Board of Directors of Friends of the Lake Bluff Library, hereby certify that the foregoing is a correct copy of the resolution as above set forth.

Tom S. Corley
Secretary

State of Illinois
County of Lake
Subscribed and sworn to
me this 11 day of June, 2003.
David R. Lee
Notary Public



LAKE BLUFF PUBLIC LIBRARY
LAKE COUNTY, ILLINOIS

RESOLUTION

A RESOLUTION APPROVING AN AGREEMENT
BETWEEN FRIENDS OF THE LAKE BLUFF LIBRARY,
LAKE BLUFF PUBLIC LIBRARY, AND
DENNIS A. DAHLMANN AND NEIL O. DAHLMANN

I hereby certify that I am the duly elected and qualified President of the Board of Directors of the Lake Bluff Public Library, a unit of local government, and responsible for the records of the Lake Bluff Public Library and that the following is a true and correct copy of the resolution duly adopted at a regular meeting of the Board of Directors held on June 10, 2003.

IT IS HEREBY RESOLVED THAT: The Donation and Maintenance Agreement submitted by Dennis A. Dahlmann and Neil O. Dahlmann, attached hereto as Exhibit "A" (the "Agreement"), whereby they agree to donate funds for the purpose of providing landscaping, plantings, a bench, and plaque or engravings on the land at the northeast corner of the Lake Bluff Public Library property at 123 Scranton Avenue, Lake Bluff, Lake County, Illinois is accepted, ratified, and confirmed by the Board of Directors as a binding act of the Lake Bluff Public Library

IT IS FURTHER RESOLVED THAT: With the acceptance by the Board of Directors of said agreement, the agreement shall be signed by the President of the Board of Directors as the authorized representative of the Lake Bluff Public Library.

IT IS FURTHER RESOLVED THAT: The Agreement, upon being signed by all the parties, shall be recorded in the public records of Lake County, Illinois.

IN WITNESS WHEREOF, I have hereunto affixed my name as President of the Lake Bluff Public Library on 25 June, 2003.

Elizabeth Larson
President

I, Secretary of the Board of Directors of the Lake Bluff Public Library, do hereby certify that the foregoing is a correct copy of the resolution as above set forth.

Karen Rust
Secretary



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State and State Librarian

July 10, 2013

Dear Public Library Director:

As Secretary of State and State Librarian, I encourage you to apply for the FY2014 Illinois Public Library Per Capita and Equalization Aid Grant.

Per Capita Grant funding helps ensure that public libraries have some of the resources they require to address the important needs of their patrons. Libraries count on Per Capita Grant dollars to help with expenses such as materials, personnel, equipment, electronic access, telecommunications and technology. Equalization Aid Grants are important because they help public libraries with a low tax base to ensure a minimum level of funding for library services.

In FY2013, 606 Illinois public libraries serving 11.6 million patrons received nearly \$12 million in Public Library Per Capita and Equalization Aid grant funds.

I am extremely proud of the outstanding service Illinois' public libraries provide to our communities. You have helped patrons enormously during these difficult economic times by providing such services as free Internet access, e-mail, books, CDs, DVDs and other materials. Offering such services reinforces my belief that libraries are truly the cornerstones of our communities. Thank you for everything you do to keep library patrons educated, enlightened and entertained.

Sincerely,

Jesse White

Jesse White, Secretary of State and State Librarian



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State and State Librarian

ILLINOIS STATE LIBRARY
Gwendolyn Brooks Building
300 South Second Street
Springfield, Illinois 62701-1796

MEMORANDUM

TO: Directors, Illinois Public Libraries
FROM: Anne Craig, Director
Illinois State Library
DATE: July 10, 2013
RE: FY2014 Illinois Public Library Per Capita and Equalization Aid Grants Application

The following information is provided to you in order to help you complete the application for the FY2014 Illinois Public Library Per Capita and Equalization Aid Grants. Grants awarded in this program are made available under the provisions of the Illinois Compiled Statutes, 75 (ILCS) 10/8 and 10/8.1. (http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=991&ChapterID=16) All eligible public libraries are encouraged to apply.

The application can be accessed at:

http://www.cyberdriveillinois.com/publications/pdf_publications/lda179.pdf

Important information:

The application must be submitted electronically to Percap-grant@ilsos.net via email, date/time stamped on or before 11:59 p.m. on Tuesday, October 15, 2013. All required supporting documentation must be attached and submitted with the application.

Applications must be submitted electronically. Applications submitted via fax or U.S. mail will not be considered for funding.

Retain an electronic copy for the library's files; be sure the copy includes the email time stamp.

Signatures are not required; however, the names of the Library Board President, Secretary, and Library Director must be provided.

Documentation needed to verify a population change such as a special census, annexation or referendum since October 16, 2013, must be submitted along with the application.

Submit a separate *County Clerk's Page* for each county within the library's service area.

When reviewing the various standards as called for in the application, use the most recent version of *Serving Our Public: Standards for Illinois Public Libraries*. This document is available from the Illinois Library Association.

Under the *Illinois Administrative Code Rules Part 3035.135*, grant applicants must demonstrate in their grant applications that they have satisfactorily met all requirements of the grant. The Illinois State Library is neither responsible for, nor obligated to fund grant applications that are received past the deadline date, that are incomplete, or are missing components. In addition, the Illinois State Library is neither responsible for, nor obligated to fund; grant applications that have delinquent grant reports, that have lapsed grant funds from any Illinois State Library administered grant program, and/or have failed to submit a current Illinois Public Library Annual Report (IPLAR). The Illinois State Library is not obligated to fund grant applications that do not meet the requirements established by the Illinois State Library as indicated in the Illinois Administrative Code Rules Part 3035.115 and 3035.135.

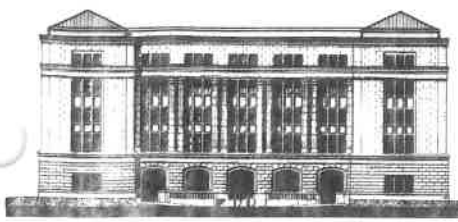
If you have questions about the Illinois Public Library Per Capita and Equalization Aid Grants Program, contact the Illinois State Library at 1-800-665-5576 or e-mail:

Mary Downing (mdowning@ilsos.net)
or Jeanne Urbanek (jurbanek@ilsos.net)
or Jill Heffernan (jheffernan@ilsos.net)

For questions about population changes or the Illinois Public Library Annual Report (IPLAR), please contact: Robert Jones (rjones1@ilsos.net).

I encourage all eligible public libraries to take advantage of the Illinois Public Library Per Capita and Equalization Aid Grants Program.

AC:ldg



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

FY2012 Requirements

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

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

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

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

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

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

FY2013 Requirements

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

- For municipal (city, town, township, and village) libraries, the deadline is within 60 days after the expiration of the fiscal year [75 ILCS 5/4-10].
- For public library districts, the deadline is on or before September 1 of each year [75 ILCS 16/30-65].
- Non-compliance/non-submission of both the online and printed IPLAR is a violation of Illinois library law and jeopardizes a public library's receipt of grant funding from the Illinois State Library. Grants affected include, but are not limited to, Public Library Per Capita and Equalization Aid; Live and Learn Public Library Construction; and Library Services and Technology Act (LSTA).

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

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

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

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

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

FY2014 Requirements

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

- For municipal (city, town, township, and village) libraries, the deadline is within 60 days after the expiration of the fiscal year [75 ILCS 5/4-10].
- For public library districts, the deadline is on or before September 1 of each year [75 ILCS 16/30-65].
- Non-compliance/non-submission of both the online and printed IPLAR is a violation of Illinois library law and jeopardizes a public library's receipt of grant funding from the Illinois State Library. Grants affected include, but are not limited to, Public Library Per Capita and Equalization Aid; Live and Learn Public Library Construction; and Library Services and Technology Act (LSTA).

13-014

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

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

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

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

Chapter 10

Marketing, Promotion, and Collaboration

Today's library users are no longer satisfied with the status quo, traditional library. The library clientele's bar of expectations for public library services and programs has surged so high that today's libraries are challenged and forced to promote and market their services at levels that were never before conceived. With the emergence of large bookstores, coffee cafés, the Internet, downloadable devices, and widening access to information, libraries are being placed in a competitive environment; therefore, in order to compete, survive, and thrive, libraries must determine what their library patrons want and need. The library patron must be the center of every program or service that the library provides. The library staff must be orientated to all of the library services and programs. Of imperative importance, the community must be aware of what the library is providing, and library staff should always make sure their library patrons leave the library satisfied—since it is highly likely that a library user who is not satisfied will not return.

A public that is aware of all the services and collections offered by its library and that views its library as a positive, fundamental, and indispensable part of life—this is the ideal achieved through an effective public relations and marketing program.

Applicable Core Standards—Please see Core Standards 1, 7, 13, 14, 17, 22, and 23 in Chapter 1.

Marketing Standards

1. The library board develops and adopts a marketing plan that supports the library's long-range and strategic plan.
2. The library board and administration participates in three or more cooperative activities with other community organizations, businesses, and institutions, such as Chamber of Commerce and service organizations.
3. The library's services and programs are regularly promoted in the community by using three or more publicity methods such as flyers, brochures, library Web site, posters, banners, displays, presentations and speeches, and newspaper ads.
4. The library specifically invites local, state, and federal officials to visit the library, providing them a firsthand view of the library's services.
5. The library's Web site is updated at least monthly to reflect current and future programs, board minutes, library policies, and new material.
6. The board, administration, and staff assess the library's appearance at least once a year, using this information to revise the library's image in the community.
7. The board, administration, and appropriate staff visit other libraries at least once a year, learning what services and programs other libraries offer their patrons.
8. The operating budget includes funds for public relations and marketing.
9. The library considers persons with special needs when developing and delivering information about the library's collections and services.
10. The library develops strategies to reach those groups that do not use the library.
11. One member of the staff coordinates the library's marketing efforts, but all staff receives customer service and marketing training.

- 12. When reviewing and setting library policies, the board evaluates how the policies affect persons within the jurisdictional population.
- 13. The library includes public relations and customer service as part of the orientation of all new staff and board members.
- 14. The library regularly evaluates patron and community awareness of the library's programs and services through focus groups, surveys (in-house and Web-based), interviews, etc.
- 15. The library administration ensures all board and staff members receive an orientation of the library covering the library's history, funding sources, long-range plan, and services.
- 16. The library builds on public relations and marketing efforts developed by the library system, state and national organizations, the state library, and the community.

Marketing Checklist

- ___ The library has a marketing plan that supports the library's long-range, strategic plan.
- ___ The library board and administration participates in three or more cooperative activities with other community organizations.
- ___ The library's services and programs were promoted in the community. Check the applicable publicity methods.
 - flyers
 - brochures
 - Web site
 - posters
 - banners
 - displays
 - podcasting
 - presentations
 - speeches
 - newspaper ads
 - other
- ___ The library invited local, state, and federal officials to visit the library.
- ___ The library's Web site was updated at least monthly.
- ___ The board, administration, and staff conducted a library walk-through.
- ___ The board, administration, and appropriate staff visited other libraries.
- ___ The budget includes funds for public relations and marketing activities.
- ___ The library's promotional methods and services are ADA compliant.
- ___ A designated staff member coordinates the library's marketing efforts.
- ___ The library's staff received customer service and marketing training.
- ___ The library's orientation for staff and trustees includes the library's public relations, customer service philosophy, library history, funding sources, and long-range plan.
- ___ The library surveyed patrons and the community to judge awareness of the library's programs and services.
- ___ The library's statistics are effectively used to compare the library's progress in reaching its community.

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Hernon, Peter and Robert E. Dugan. *Action Plan for Outcomes Assessment in Your Library*. Chicago: ALA, 2002.

Matthews, Joseph R. *Measuring for Results: The Dimensions of Public Library Effectiveness*. Westport, Conn.: Libraries Unlimited, 2003.

Underhill, Paco. *Why We Buy: The Science of Shopping*. New York: Simon & Schuster, 1999.

Web sites

Library Success: A Best Practices Wiki.

<http://www.libsuccess.org>

The "M" Word—Marketing Libraries: a blog designed to bring the wonderful world of marketing to libraries. <http://themwordblog.blogspot.com/>

Marketing the Library—Web-based Training for Public Libraries, Ohio Library Foundation, 2003.

<http://www.olic.org/marketing>

Standards Chapter Review

Chapter 10: Marketing, Promotion, and Collaboration

The Lake Bluff Public Library has room to improve in meeting the standards laid out in Chapter 10 of *Serving our Public 2.0*. The Lake Bluff Public Library offers friendly and personal service, including to those with special needs. All staff are expected to provide service to patrons at a high level. We are always trying to find ways to reach non-Library users, as is reflected in the numerous ways we reach out to the public. All new staff members are trained in working at the Service Desk, whether it is part of their regular responsibilities or not. A designated staff member coordinates outreach and marketing, and money is budgeted to support her efforts.

The Library currently lacks a marketing plan that reflects its Long Range Plan. Library staff members and administration regularly visit other libraries, attend conferences and programs on service, and are involved with local service organizations such as the Chamber of Commerce. The Board of Trustees has delegated these responsibilities to the Library Director and Library Staff. Further involvement by the Board could be very helpful. New Trustees have historically received information on the Library's activities, history, budget, etc. but have not received a tour or formal orientation. Adding an orientation and allowing Board Trustees to become more familiar with the facilities and staff members would be helpful, and is already in the works. The library makes effective use of resources available from larger organizations, such as LACONI and the Illinois Management Association. Internally generated data is also put to good use. The Library has often done surveys in the past, but is overdue for one now. Work has begun on crafting a survey to be released this winter.

Collaboration and Cooperation

Question: Describe what the library is doing to promote itself as a vital service to the community.

The Lake Bluff Public Library is reaching out to local organizations, getting outside the confines of its walls, and participating in significant local events. Partnerships, new and ongoing, with groups such as Charm'd, the Lake Bluff Women's Club, and the Lake Bluff Garden Club add programming and provide opportunities for staff training, etc. In a small, tightly knit community such organizations also have as members many of the people who represent the pulse of the Village. The Library, with programs such as a rock concert on the village green and a program on stargazing, has worked to get outside its walls and be visible. And perhaps the best way to be visible in a small town is participating in local events. The Lake Bluff Library this past year marched in the 4th of July Parade, held Story Time on the Village Green during the weekly summer Farmer's Market, and held a Chalk Drawing Contest during the 2nd Annual Lake Bluff Criterium Bike Race. These are just a few of the examples of how we draw attention to ourselves and the services we offer to those that might not already be avid Library users. We utilize many other tools to promote ourselves and programs, which are covered in another section of this Grant Application.

Library's Promotion and Programming

Question: Identify promotional tools employed by the Library to enhance its image and services to the community. Examples may include, but are not limited to: various media; interactive websites; cell phone service delivery; Web 2.0 tools; and social networking such as Facebook, Twitter, and blogs.

The Lake Bluff Public Library makes extensive use of a wide variety of resources to spread the word about its programs and services. We have an interactive website, which features a Reader's Advisory blog with posts made by staff. We make use of texting, Facebook, and Twitter as much as possible. At the beginning of each month, an eNewsletter covering information and programs is sent out to interested patrons. We have also made good use of signage at the Library and in the downtown area. A recent addition has been a digital photo frame at the circulation desk that has allowed us to maximize our use of space. The Library Director also contributes to a blog on a local online news outlet. Finally, we continue to send out a physical newsletter 4 times a year to every home in our service area. While we have increased our profile in a variety of ways, mailing something tangible remains our most effective means of getting the word out.

Strengths, Weaknesses, Opportunities, and Threats (SWOT)

Analysis – August, 2013

Prepared by: Eric Bailey, Library Director

INTERNAL FACTORS

STRENGTHS

- Strong financial position, allowing the pursuit of future collection and facility development.
- Long established part of community.
- Consistent and strong leadership from the Board of Library Trustees.
- Ongoing improvement of facilities and grounds.
- Recent reorganization of staff to optimize service.
- Space is shared with an active Historical Museum.
- Library Staff are well trained and committed to providing quality service.

WEAKNESSES

- Aging facilities did not receive essential maintenance for many years, requiring extra maintenance recently and in the near future.
- Dating back to the signing of the original agreement in 1999, relations between the Library and Museum have not been consistently close or positive.
- Library space for the public is limited and space for staff is extremely limited.
- The small number of storage areas in the building are filled beyond capacity.
- Many critical Library policies require revision.
- Frequent changes in Library Director have perpetuated procedural inconsistencies.

EXTERNAL FACTORS

OPPORTUNITIES

- Committed user base.
- Central location in downtown area.
- Local businesses and organizations are willing to partner with the Library.
- Online resources, especially free ones, diminish the impact of many of the barriers traditionally facing smaller Libraries.
- The Library is viewed by the majority of the community, even by non-users, as a positive and important part of the Village.
- The Library currently brings 85,000+ visitors to the downtown each year. This represents a contribution to activity in the downtown area that can be built on.

- Possible new economic developments may increase revenue and allow a decrease in taxes.
- Lack of resources to be an 'early adopter' of cutting edge developments force the Library to be a 'smart adopter' instead.
- A strong focus on fiscal responsibility by the Board of Library Trustees has paid off in a community perception that the Library is a good steward.

THREATS

- Historically weak ties to other community organizations.
- Central community organizations, such as Village Hall and the Chamber of Commerce, do not expect the Library to be active in the community.
- Nearby Libraries are large and possess the resources to offer more materials and space.
- Larger neighboring Libraries also have the resources to act quickly on new trends, when investment is more of a gamble.
- Landlocked, with small prospect of increasing the size of the building.
- The 2010 US Census showed a decrease in population, the largest percentage decrease of any community on the North Shore.
- Taxes are presently very high.
- Concerns over the fiscal responsibility of other local organizations has engendered a negative attitude toward taxes and the management of government within the Village.

Museum Lease – Alterations and Improvements

1. Basic Lease Terms

(j) Premises

Approximately 1500 square feet of the building and 200 square feet of the accessory structure located at 127 East Scranton Avenue, Lake Bluff, Illinois as depicted on the floor plan attached hereto as Exhibit A.

7. Alteration and Improvements

- (a) Landlord shall have the right at any time to alter or repair the Premises or the Building. Landlord shall have the right to enter the premises without notice to the Tenant in emergency situations and shall give 24 hours' notice for non-emergency repairs, however, failure to give such notice shall not be deemed a breach of the Lease.
- (b) (Emphasis added by Director) **Tenant shall not make any alterations or additions to the Premises, structural or non-structural, without in each case Landlord's prior written consent.**

NOTES:

- (a) The current Lease was written for a single family home that stood where the Wood Building currently stands. The Lease provided that space would be provided for the Museum if that structure were condemned and torn down, which is what happened. The Museum and Library have never been able to agree on an amendment clarifying the original document.
- (b) In civil and structural engineering, the term "structural" is used in a more restricted sense to mean just the load-bearing structure, with other parts such as wall cladding (ex: paint or wallpaper) and interior fittings (ex: water fountains) being termed non-structural. While no definition is provided in the Lease, the contexts in which these terms are used throughout the document suggest that these are the definitions used.

Request for Electrical Work

The museum would like to extend power to provide under cabinet lighting in a new display case in the alcove in the southwest corner of the museum. There is not outlet on the wall where the display is located and we would like to have an electrician extend power to this location. This is a rather minor task and one that will be paid for by the museum.

The electrician we plan to use is Dan Dalponte. He is local and has done work for us before, including providing electrical for the Cottontail Club casino fundraiser.

SCOPE OF WORK: Provide all parts and labor to install strip light in display case on the first floor, under the stairs, with a switch and separate dimmer to control. Work shall be started and completed in one day.

Submitted by,

Pam Russell
Cathy McKechney
Museum Board of Directors

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- Our new showcase LED lighting (LED "Vantage") is available with our patented spring-loaded technology that makes installation simple and easy
- Our showcase LED features a wire-free component design that joins each LED strip in such a way that a repair (if ever needed) becomes so easy that you can do it yourself.
- Each section of our showcase LED strips contains its own regulator and processor—a sort of mini engine—that keep each diode running at the same color and power so that the entire strip has uniform light
- We have also "jumped" our showcase LED diodes, which means that if one diode goes out, the rest of the diodes (lights) remain nice and bright.
- Our advanced wireless design also permit each section of the LED strip to remain lit if one of the other sections goes out.
- We use only the highest quality LED diodes that are specially binned for us. This means that there will not be a variation in the color of the LED strips that is often seen in other showcase LED fixtures that produce unnatural color tones.
- Our showcase LED's produce a crisp white light that is free of unnatural tones.
- Our showcase LED diodes deliver 100 lumens per watt for just the right amount of light power.
- Each showcase LED fixture is custom made at no extra charge to fit perfectly inside of any showcase, any style.

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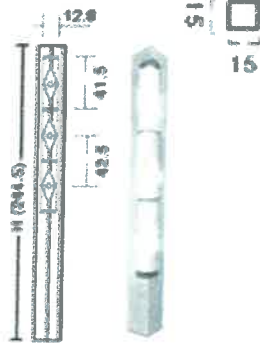
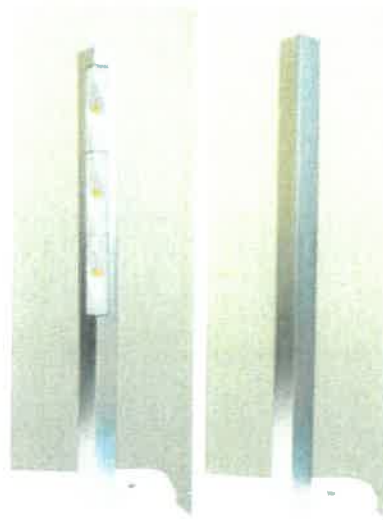
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- > Seamless flow of light with even illumination that projects no heat.
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