

Archive

December 10, 2013

Agenda

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Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, December 10, 2013 at 7:00 PM
123 E. Scranton Ave, Lake Bluff, IL 60044
Enter through Library main entrance

1. **Call to Order**
2. **Additions & Corrections to the Agenda**
3. **Approval of Minutes**
 - a. Approval of Minutes of 11/12/2013 Regular Board Meeting **(action)**
 - b. Approval of Minutes of 11/12/2013 Building and Grounds Committee Meeting **(action)**
 - c. Approval of Minutes of 11/13/2013 Technology Committee Meeting **(action)**
 - d. Approval of Minutes of 11/20/2013 Human Resources Committee Meeting **(action)**
4. **December 2013 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages)**
 - a. December Detailed Balance Sheet **(action)**
 - b. December Detailed Revenue & Expense Report **(action)**
5. **Approval of checks (Green Pages)**
 - a. December Manual Checks (11409-11417) **(action)**
 - b. December Monthly Checks (11418-11453) **(action)**
6. **Opportunity for Public to Address the Board (limit 5 minutes per person per meeting)**
7. **Old Business**
 - a. (None)
8. **Director's Report**
 - a. Director's Narrative Report
 - b. Statistical Report
 - c. Announcements and Correspondence
 - d. Friends Meeting Attendee for November
 - e. Programs of Interest to Library Trustees
9. **New Business**
 - a. Discussion of Maximum Percentage of the Annual Operating Budget to be Kept in Reserve **(action)**
 - b. Board and Staff Holiday Luncheon

10. Executive Session

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

11. Committee Reports

- a. Finance Committee (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)

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

13. Adjournment

Attachments:

Special Reserve Policy

Upcoming Board Meetings: January 14, February 11, and March 11 2014

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

November 12, 2013

The meeting was called to order at 7:02 p.m. by President Kathy Meierhoff. Also present: Scot Butler, Tim Kregor, Ruth Schnell, Carl Schons, Cal Stroh, Romain Wojda, Library Director Eric Bailey, staff members Carlen DeThorne and Martha Cordeniz. Member of the public Gary Peters, 150 Grafton Ct., Lake Bluff, also attended.

Stroh moved, Schons seconded the motion to approve the minutes of the Library Board regular meeting of 10/08/2013. All voted Aye.

Stroh moved, Schons seconded the motion to approve the minutes of the Building and Grounds Committee meeting of 10/15/2013. Meierhoff said it should list her as absent. All voted Aye to accept the corrected minutes.

Stroh moved, Schons seconded the motion to approve the minutes of the Human Resources Committee meeting of 10/17/2013. Wojda said he should be listed as absent. All voted Aye with that correction.

Stroh moved, Schons seconded the motion to approve the minutes of the Special Emergency Committee meeting of 11/01/2013 with the correction that Regina Ruocco should be listed as staff, not as a member of the public. All voted Aye.

Stroh moved, Schons seconded the motion to approve the minutes of the Finance Committee meeting of 11/08/2013. All voted Aye.

Stroh moved, Butler seconded the motion to approve the October Detailed Balance Sheet and the October Revenue and Expense report. Voting Aye: Butler, Kregor, Meierhoff, Schnell, Schons, Stroh, and Wojda. Voting No: None.

Stroh moved, Schons seconded the motion to approve the October manual checks 11355-11369. Voting Aye: Butler, Kregor, Meierhoff, Schnell, Schons, Stroh and Wojda. Voting No: None.

Stroh moved, Schons seconded the motion to approve the October monthly checks 11370-11408. Voting Aye: Butler, Kregor, Meierhoff, Schnell, Schons, Stroh and Wojda. Voting No: None.

Opportunity to speak to the Board: Member of the Public Gary Peters reported he had a meeting with Director Bailey about the Board's Special Emergency Meeting of November 1, 2013.

Old business: Secretary Schnell received approval from the Board to print and retain Board of Trustees stationary which was designed by staff member Carlen DeThorne.

Director Bailey presented his narrative and statistical report. Wojda requested more information about the delay in installation of the Sierra Innovative Interfaces system. Final paperwork has been received from the Village on the landscaping job, and Breezy Hill will begin work tomorrow, Nov. 13 at 8 a.m. Staff member Carla DeThorne and Martha Cordeniz reported on the progress they have made on an online patron questionnaire. Wojda asked for details on the FOID issue. Meierhoff asked for information about progress on the quilt project.

Meierhoff asked for a volunteer to attend the Friends meeting on Dec. 14. Stroh will attend. Friends are hosting a luncheon for the Library Staff on Dec. 5.

Kregor moved, Schons seconded the motion to accept the Auditors Reports for fiscal year ending April 30, 2013. Voting Aye: Butler, Kregor, Meierhoff, Schnell, Schons, Stroh and Wojda. Voting No: None

Stroh moved, Butler seconded the motion to amend the current policy manual P. 3, to read "committees shall consist of at least 2 Board of Trustees members and the Library Director". Voting Aye: All

A Certificate of Appreciation will be presented to an anonymous volunteer for all her help with the "Warm Up America" quilt event for the Mothers Trust Project. The Board Secretary will write a thank you note from the Board.

After discussion on the FY '14-'15 Preliminary Budget, Butler moved, Stroh seconded the motion to approve the tax levy of \$851,666, for the Fiscal Year 2014-2015. Voting Aye: Butler, Kregor, Meierhoff, Schnell, Schons, Stroh and Wojda. Voting No: None The Finance Committee will continue the discussion on the budget.

The rough draft of the budget for Fiscal Year 2014-2015 will be further discussed at the next Finance Committee meeting.

Volunteers were requested for the Board and Staff holiday luncheon on December 12.

Wojda moved, Schons seconded the motion to adjourn at 8:55 p.m. Voting Aye: All.

Respectfully submitted,

Ruth Schnell
Board Secretary

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES
Building and Grounds Committee Meeting
Tuesday, November 12, 2013

- 1) **Call to Order; Roll Call:** The meeting was called to order at 6:36pm by Library Board President Kathy Meierhoff.

Present: Cal Stroh, Carl Schons, and Kathy Meierhoff.

Absent: None

Library Staff Present: Eric Bailey.

Members of the Public: None

- 2) **Discussion of update on safety inspection**

RESOLVED: The Library should pursue getting an AED, and train Library and Museum personnel on its use. The Director will gather more information.

- 3) **Discussion of next steps in plan for building project**

RESOLVED: The Library Director will find companies or individuals that can provide an assessment of the facilities.

RESOLVED: The Library Director will arrange for a visit to the Warren Newport Public Library.

- 4) **Any other business:**

a) No other business was brought before the committee.

- 5) **Adjournment:** Schons moved and Stroh seconded that the meeting be adjourned at 7:00pm.

AYES: all

NAYES: none

ABSENT: none

Respectfully submitted,

Eric S. Bailey, Library Director

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES
 Technology Committee Meeting
 Wednesday, November 13, 2013

- 1) **Call to Order; Roll Call:** The meeting was called to order at 5:30pm by Committee Chairman Kregor.

Present: Scot Butler, Tim Kregor, and Romain Wojda.

Absent: None

Library Staff Present: Lyndy Jensen, Eric Bailey.

Members of the Public: None

- 2) Discussion of technology needs and timetables

RESOLVED: Hold Innovative accountable for accomplishing tasks by particular dates.

RESOLVED: Make contact with the individual that our *Sierra* implementation team reports to.

RESOLVED: CVI will be retained for the 2014-2015 Fiscal Year as the Local Area Network manager.

RESOLVED: The Library will move forward with acquiring virtual servers, a new tape backup, and other items previously scheduled to be purchased this Fiscal Year.

RESOLVED: The Library Director will obtain updated contact and schedule information by Friday, November 15 and send the information via email to the Committee.

RESOLVED: The Technology Committee will meet as necessary as projects progress.

- 3) **Any other business:**

a) No other business was brought before the committee.

- 4) **Adjournment:** Kregor moved and Butler seconded a motion to adjourn the meeting at 6:30pm.

AYES: all

NAYES: none

ABSENT: none

Respectfully submitted,

Eric S. Bailey, Library Director

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES
Human Resources Meeting
Wednesday, November 20, 2013

- 1) **Call to Order; Roll Call:** The meeting was called to order at 2:05pm by Library Board President Kathy Meierhoff.

Present: Cal Stroh, Kathy Meierhoff, and Scot Butler.

Absent: Romain Wojda

Library Staff Present: Eric Bailey.

Members of the Public: None

- 2) **Discussion of the handling of mail received by the Library**

RESOLVED: The Director will pass on relevant mail addressed to the Board of Library Trustees or that is applicable to Board business.

RESOLVED: At the Library Board's instruction, particular communications should be collected and kept on file by the Library Director.

RESOLVED: At minimum a brief letter or email of acknowledgement will be sent to each person who has sent mail pertinent to Library business to the Board or Library Director.

- 3) **Any other business:**

a) No other business was brought before the committee.

- 4) **Adjournment:** Butler moved and Stroh seconded that the meeting be adjourned at 3:05pm.

AYES: all

NAYES: none

ABSENT: none

Respectfully submitted,

Eric S. Bailey, Library Director

Lake Bluff Public Library

8A

DATE: 12/05/2013
 TIME: 14:15:48
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 7 PERIODS ENDING NOVEMBER 30, 2013

PAGE: 1
 F-YR: 14

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: REVENUES

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER 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	5,265.39	6,847.04	843,816.99	795,856.50	833,508.00	101.2%
TOTAL REVENUES: PROPERTY TAXES		5,265.39	6,847.04	843,816.99	795,856.50	833,508.00	101.2%
SERVICES & FEES							
80-40-403-48300	PHOTO-COPY CHARGES	144.50	176.13	1,407.80	1,238.64	1,700.00	82.8%
80-40-403-48500	NON-RESIDENT FEES	488.09	485.35	4,430.14	3,953.26	6,000.00	73.8%
TOTAL REVENUES: SERVICES & FEES		632.59	661.48	5,837.94	5,191.90	7,700.00	75.8%
FINES							
80-40-503-65000	RENTAL FINES	1,272.43	791.47	8,719.78	7,421.87	12,000.00	72.6%
TOTAL REVENUES: FINES		1,272.43	791.47	8,719.78	7,421.87	12,000.00	72.6%
MISCELLANEOUS							
80-40-603-73000	PER CAPITA GRANTS	0.00	5,867.91	5,880.21	5,867.91	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	0.00	0.00	0.00	0.00	7,800.00	0.0%
80-40-603-75000	INTEREST EARNINGS	37.21	92.40	700.00	0.00	0.00	100.0%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	6.33	0.90	215.66	497.83	500.00	43.1%
80-40-603-78001	RESTRICTED DONATIONS	0.00	6,494.09	132.06	34.53	0.00	100.0%
80-40-603-78002	VCLA EQUITY DONATION	0.00	0.00	450.00	8,567.88	0.00	100.0%
80-40-603-78200	TECH-4-U DONATIONS	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-78500	NAPERVILLE (IMPACT) FEE	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-89000	MISCELLANEOUS INCOME	183.36	116.85	3,237.11	1,140.35	3,000.00	107.9%
TOTAL REVENUES: MISCELLANEOUS		226.90	12,572.15	10,615.04	16,108.50	11,300.00	93.9%
TOTAL REVENUES: REVENUES		7,397.31	20,872.14	868,989.75	824,578.77	864,508.00	100.5%
TOTAL FUND REVENUES		7,397.31	20,872.14	868,989.75	824,578.77	864,508.00	100.5%

Lake Bluff Public Library

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-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 7 PERIODS ENDING NOVEMBER 30, 2013

PAGE: 2
 F-YR: 14

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER 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	18,012.34	17,540.96	124,728.71	120,234.22	217,000.00	57.4%
80-60-001-40050	STAFF SALARIES	17,699.55	14,287.24	118,243.48	96,274.10	201,000.00	58.8%
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	3,462.55	3,159.70	23,026.45	19,864.62	50,000.00	46.0%
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	288.00	0.00	288.00	0.00	500.00	57.6%
80-60-001-40950	EMPLOYER IMRF	3,245.37	3,097.79	22,538.35	21,084.81	40,000.00	56.3%
80-60-001-41000	EMPLOYER FICA TAX	2,679.89	2,384.32	18,229.02	16,214.20	32,000.00	56.9%
80-60-001-41020	BUILDING MAINTENANCE	1,004.00	1,281.83	17,825.98	14,545.34	28,000.00	63.6%
80-60-001-41050	ELEVATOR MAINTENANCE	107.32	0.00	751.24	813.33	2,250.00	33.3%
80-60-001-41200	GROUNDS MAINTENANCE	480.00	0.00	4,695.85	4,382.47	10,000.00	46.9%
80-60-001-41300	EQUIPMENT MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-41303	COMPUTER SERVICES	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-41304	COPIER MAINTENANCE/SUPPLIES	694.65	137.06	3,602.36	3,198.03	4,500.00	80.0%
80-60-001-41305	OTHER PROFESSIONAL SERVICES	0.00	0.00	50.00	0.00	5,000.00	1.0%
80-60-001-41305	COMPUTER SERVICES	0.00	0.00	8,558.71	12,725.00	28,000.00	30.5%
80-60-001-41350	LEGAL SERVICES	0.00	0.00	3,568.50	4,127.19	2,500.00	142.7%
80-60-001-42400	PROFESSIONAL DEVELOPMENT	0.00	0.00	2,208.00	1,621.00	3,000.00	73.6%
80-60-001-42440	DUES	533.00	510.00	1,090.00	1,183.13	2,500.00	43.6%
80-60-001-43230	UTILITIES	1,673.06	673.13	5,464.83	3,450.22	6,500.00	84.0%
80-60-001-43300	POSTAGE	597.23	93.73	1,759.72	2,039.71	4,000.00	43.9%
80-60-001-43400	PRINTING/E-NEWSLETTER	1,827.30	1,780.70	5,371.10	5,411.18	8,000.00	67.1%
80-60-001-43550	OFFICE SUPPLIES	408.60	396.68	3,311.56	2,982.63	6,000.00	55.1%
80-60-001-43570	OPERATING SUPPLIES	0.00	0.00	0.00	52.98	0.00	0.0%
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	251.32	0.00	1,017.71	697.86	2,500.00	40.7%
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	264.31	183.59	2,712.05	3,032.24	5,500.00	49.3%
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	90.87	0.00	203.81	539.81	1,000.00	20.3%
80-60-001-43710	ADULT PROGRAM SUPPLIES	0.00	721.54	3,386.57	2,373.07	4,000.00	84.6%
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	260.55	148.63	5,301.80	4,017.15	7,000.00	75.7%
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%
80-60-001-44901	PATTI MANNELLY MEMORIAL GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-45000	ADULT NON-FICTION BOOKS	948.35	700.74	11,343.52	11,167.55	18,000.00	63.0%
80-60-001-45100	ADULT FICTION BOOKS	743.34	988.35	8,259.17	8,573.47	15,000.00	55.0%
80-60-001-45110	ADULT LARGE PRINT MATERIAL	0.00	0.00	366.85	415.32	1,000.00	36.6%
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	39.99	793.47	6,919.32	8,598.13	14,000.00	49.4%
80-60-001-45220	ADULT REFERENCE/E-REFER	7,534.33	2,899.00	14,331.73	10,456.81	18,000.00	79.6%
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	812.23	428.65	7,470.21	1,728.17	7,000.00	106.7%
80-60-001-45410	PICTURE BOOKS, READERS	223.84	824.13	3,019.17	3,243.97	6,000.00	50.3%
80-60-001-45420	JUVENILE FICTION	501.53	571.37	4,039.86	4,370.94	8,500.00	47.5%

Lake Bluff Public Library

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DATE: 12/05/2013
 TIME: 14:15:48
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 7 PERIODS ENDING NOVEMBER 30, 2013

PAGE: 3
 F-YR: 14

FUND: LAKE BLUFF PUBLIC LIBRARY
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER 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	255.09	303.96	1,895.31	1,563.08	3,750.00	50.5%
80-60-001-45440	JUVENILE REFERENCE	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-45450	TEEN BOOKS	87.00	183.02	1,608.78	1,473.58	2,750.00	58.5%
80-60-001-45460	E-BOOKS	117.86	0.00	3,559.28	2,130.36	8,000.00	44.4%
80-60-001-45470	GRAPHIC NOVELS	12.42	23.28	196.32	137.22	500.00	39.2%
80-60-001-45500	PERIODICALS	0.00	130.00	4,670.61	4,735.59	7,500.00	62.2%
80-60-001-45510	VIDEO GAMES	458.92	770.84	1,692.70	1,901.88	2,750.00	61.5%
80-60-001-45600	PATRON & STAFF SOFTWARE	9.95	326.25	668.65	4,199.25	4,500.00	14.8%
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	0.00	6,131.17	46,053.00	12,461.34	14,000.00	328.9%
80-60-001-45700	BRANCH MATERIALS	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-45900	MINOR EQUIPMENT	0.00	0.00	0.00	550.02	0.00	0.0%
80-60-001-46000	MISCELLANEOUS EXPENSES	81.15	60.35	1,183.27	611.23	2,000.00	59.1%
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	0.00	6,892.82	300.17	8,953.58	0.00	-100.0%
80-60-001-49000	LIBRARY FURNISHINGS	3,292.55	135.00	5,555.76	280.10	2,508.00	221.5%
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	6,327.20	4,935.00	11,372.40	4,935.00	13,000.00	87.4%
80-60-001-49350	COMPUTER EQUIPMENT	3,575.00	773.89	5,127.22	8,548.68	125,000.00	4.1%
80-60-001-49351	TECH-4-U AUTOMATION	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-49400	OTHER EQUIPMENT	0.00	0.00	7.95	1,534.81	2,000.00	0.3%
80-60-001-50000	CONTINGENCY	(0.96)	19,737.97	1,404.67	23,213.60	18,000.00	7.8%
TOTAL EXPENSES: LIBRARY SERVICES		78,599.70	93,981.16	522,557.77	466,647.97	964,508.00	54.1%
TOTAL EXPENSES: LIBRARY ADMINISTRATION		78,599.70	93,981.16	522,557.77	466,647.97	964,508.00	54.1%
TOTAL FUND EXPENSES		78,599.70	93,981.16	522,557.77	466,647.97	964,508.00	54.1%

Lake Bluff Public Library

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DATE: 12/05/2013
 TIME: 14:15:48
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 7 PERIODS ENDING NOVEMBER 30, 2013

PAGE: 4
 F-YR: 14

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

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER 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	1,749.33	0.00	0.00	-100.0%
TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	0.00	1,749.33	2,800.00	0.00	-100.0%
TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	0.00	1,749.33	2,800.00	0.00	-100.0%
TOTAL FUND EXPENSES		78,599.70	93,981.16	524,307.10	469,447.97	964,508.00	54.3%

DATE: 12/05/2013
 TIME: 14:15:48
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 7 PERIODS ENDING NOVEMBER 30, 2013

PAGE: 5
 F-YR: 14

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

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

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	0.00	0.00	0.00	0.00	0.0%
82-40-603-78000	UNRESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.46	5,000.00	0.0%
82-40-603-78100	RESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.00	0.00	0.0%
82-40-603-78200	TECH-4-U DONATIONS	0.00	0.00	0.00	0.00	15,000.00	0.0%
TOTAL REVENUES: MISCELLANEOUS		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL REVENUES: BIR MEMORIAL FUND REVENUES		0.00	0.00	0.00	0.46	40,868.00	0.0%
TOTAL FUND REVENUES		7,397.31	20,872.14	868,989.75	824,579.23	40,868.00	0.0%
						905,376.00	95.9%

DATE: 12/05/2013
 TIME: 14:15:48
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 7 PERIODS ENDING NOVEMBER 30, 2013

PAGE: 6
 F-YR: 14

FUND: LIBRARY OPERATING GRANTS FUND
 DEPT: BIRD MEMORIAL EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER 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						
82-60-001-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	3,057.38	5,868.00	0.0%
82-60-001-44901	PATTI MANNELLY MEMORIAL EXPEND	0.00	0.00	0.00	0.00	0.00	0.0%
82-60-001-49000	BIRD MEMORIAL - CHILDRENS LIBR	0.00	0.00	0.00	0.00	0.00	0.0%
82-60-001-49350	TECH-4-U AUTOMATION EXPENDITUR	0.00	0.00	0.00	158.10	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	0.00	0.0%
TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	0.00	0.00	3,215.48	20,000.00	0.0%
CONTRACTUAL & COMMODITIES							
82-60-002-43570	OPERATING SUPPLIES						
82-60-002-45000	BIRD MEMORIAL EXPENSES	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL EXPENSES: CONTRACTUAL & COMMODITIES		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL EXPENSES: BIRD MEMORIAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL FUND EXPENSES		78,599.70	93,981.16	524,307.10	472,663.45	990,376.00	52.9%

Lake Bluff Public Library

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DATE: 12/05/2013
 TIME: 14:15:48
 ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 7 PERIODS ENDING NOVEMBER 30, 2013

PAGE: 7
 F-YR: 14

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

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER 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		7,397.31	20,872.14	868,989.75	824,579.23	905,376.00	95.9%

Lake Bluff Public Library

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DATE: 12/05/2013
 TIME: 14:15:48
 ID: GL470006.WOW

PAGE: 8
 F-YR: 14

-- VILLAGE OF LAKE BLUFF --
 DETAILED REVENUE & EXPENSE REPORT
 ACTUAL VS. PRIOR VS. BUDGET
 FOR 7 PERIODS ENDING NOVEMBER 30, 2013

FUND: LIBRARY SPECIAL GRANT FUND
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
<hr/>							
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		78,599.70	93,981.16	524,307.10	472,663.45	990,376.00	52.9%

Lake Bluff Public Library

7A

DATE: 12/05/2013
 TIME: 14:07:34
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

PAGE: 1
 F-YR: 14

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 7 PERIODS ENDING NOVEMBER 30, 2013

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 11/30/13
ASSETS					
DUE TO/FROM ACCOUNTS					
80-00-100-10000	DUE TO/FROM OTHER FUNDS	0.00			
80-00-100-20000	LIB GR FND DUE TO/FROM DETAIL	0.00	1,749.33	0.00	1,749.33
			0.00	0.00	0.00
TOTAL DUE TO/FROM ACCOUNTS		0.00	1,749.33	0.00	1,749.33
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	122.40	111.57	10.83
80-10-101-11000	MONEY MARKET ACCOUNT	77,653.85	572,354.93	536,801.00	113,207.78
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	896,799.90	556,000.00	828,416.46
80-10-101-15111	ILLINOIS FUNDS - GRANTS	1.80	0.00	0.00	1.80
80-10-101-15112	ILLINOIS FUNDS - EPAY	770.36	1,055.09	50.00	1,775.45
TOTAL CASH & INVESTMENTS		566,192.57	1,470,332.32	1,092,962.57	943,562.32
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	835,725.27	0.00
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	835,725.27	0.00
OTHER ASSETS					
80-10-301-37100	DUE FROM THE VILLAGE	116.36	892,789.50	909,247.47	(16,341.61)
80-10-301-55000	PREPAID EXPENSES	0.00	0.00	0.00	0.00
TOTAL OTHER ASSETS		116.36	892,789.50	909,247.47	(16,341.61)
TOTAL ASSETS		1,402,034.20	2,364,871.15	2,837,935.31	928,970.04
LIABILITIES AND FUND EQUITY					
LIABILITIES					
PAYABLES					
80-20-	-20000 ACCOUNTS PAYABLE	204.64	253,129.81	269,358.94	36,453.77

Lake Bluff Public Library

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DATE: 12/03/2013
 TIME: 14:07:34
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

PAGE: 2
 F-YR: 14

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 7 PERIODS ENDING NOVEMBER 30, 2013

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 11/30/13
LIABILITIES					
PAYABLES					
80-20-102-41000	SOCIAL SECURITY TAX PAYABLE	0.00	36,457.98	36,457.98	0.00
80-20-102-42000	FEDERAL INCOME TAX PAYABLE	0.00	21,299.98	21,299.98	0.00
80-20-102-43000	STATE INCOME TAX PAYABLE	0.00	10,256.72	10,256.72	0.00
80-20-102-44000	IMRF PAYABLE	0.00	30,691.31	30,691.31	0.00
80-20-102-45000	ICMA 457 PLAN PAYABLE	0.00	14,700.00	14,700.00	0.00
80-20-102-46000	MEDICAL INSURANCE PAYABLE	0.00	0.00	0.00	0.00
80-20-102-65000	LIBRARY FLEXIBLE BENEFIT PAYAB	0.00	1,884.48	1,884.48	0.00
80-20-102-66000	LIBRARY HSA PAYABLE	0.00	2,800.00	2,800.00	0.00
80-20-102-70000	OTHER SHORT TERM LIABILITIES	0.00	0.00	0.00	0.00
TOTAL PAYABLES		20,224.64	371,220.28	387,449.41	36,453.77
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	835,725.27	0.00	0.00
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	835,725.27	0.00	15,723.85
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	1,206,945.55	387,449.41	52,177.62
FUND EQUITY					
EQUITY SECTION					
80-30-100-53000	UNRESERVED FUND BALANCE	380,360.44	0.00	0.00	380,360.44
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		530,360.44	0.00	0.00	530,360.44
FUND SURPLUS (DEFICIT)		0.00	0.00	346,431.98	346,431.98

Lake Bluff Public Library

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DATE: 12/05/2013
 TIME: 14:07:34
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

PAGE: 3
 F-YR: 14

FUND: LAKE BLUFF PUBLIC LIBRARY
 FOR 7 PERIODS ENDING NOVEMBER 30, 2013

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 11/30/13
<hr/>					
	TOTAL FUND EQUITY	530,360.44	0.00	346,431.98	876,792.42
<hr/>					
	TOTAL LIABILITIES AND FUND EQUITY	1,402,034.20	1,206,945.55	733,881.39	928,970.04
<hr/>					

Lake Bluff Public Library

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DATE: 12/03/2013
 TIME: 14:07:34
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

PAGE: 4
 F-YR: 14

FUND: LIBRARY BLG RENOVATION FUND
 FOR 7 PERIODS ENDING NOVEMBER 30, 2013

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 11/30/13
<hr/>					
ASSETS					
<hr/>					
TOTAL ASSETS		0.00	0.00	0.00	0.00
<hr/>					
LIABILITIES AND FUND EQUITY					
LIABILITIES					
--- UNDEFINED CODE ---					
81-00-100-10000	INTERFUND ACCT	0.00	0.00	1,749.33	1,749.33
<hr/>					
TOTAL --- UNDEFINED CODE ---		0.00	0.00	1,749.33	1,749.33
<hr/>					
--- UNDEFINED CODE ---					
81-20-102-20000	ACCOUNTS PAYABLE	0.00	1,749.33	1,749.33	0.00
<hr/>					
TOTAL --- UNDEFINED CODE ---		0.00	1,749.33	1,749.33	0.00
<hr/>					
TOTAL LIABILITIES		0.00	1,749.33	3,498.66	1,749.33
<hr/>					
FUND EQUITY					
--- UNDEFINED CODE ---					
81-30-100-53100	RESERVED FOR CAPITAL	0.00	0.00	0.00	0.00
<hr/>					
TOTAL --- UNDEFINED CODE ---		0.00	0.00	0.00	0.00
	FUND SURPLUS (DEFICIT)	0.00	1,749.33	0.00	(1,749.33)
<hr/>					
TOTAL FUND EQUITY		0.00	1,749.33	0.00	(1,749.33)
<hr/>					
TOTAL LIABILITIES AND FUND EQUITY		0.00	3,498.66	3,498.66	0.00
<hr/>					

Lake Bluff Public Library

7E

DATE: 12/05/2013
 TIME: 14:07:34
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

PAGE: 5
 F-YR: 14

FUND: LIBRARY OPERATING GRANTS FUND
 FOR 7 PERIODS ENDING NOVEMBER 30, 2013

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 11/30/13
ASSETS					
INTERFUND CLEARING ACCOUNT					
82-00-100-10000	DUE TO/FROM LIBRARY FUND	0.00	0.00	0.00	0.00
TOTAL INTERFUND CLEARING ACCOUNT		0.00	0.00	0.00	0.00
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					
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		0.00	0.00	0.00	0.00
FUND EQUITY					
EQUITY SECTION					
82-30-100-53000	UNRESERVED FUND BALANCE	0.00	0.00	0.00	0.00
TOTAL EQUITY SECTION		0.00	0.00	0.00	0.00
TOTAL FUND EQUITY		0.00	0.00	0.00	0.00
TOTAL LIABILITIES AND FUND EQUITY		0.00	0.00	0.00	0.00

Lake Bluff Public Library

7F

DATE: 12/05/2013
 TIME: 14:07:34
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --
 DETAILED BALANCE SHEET

PAGE: 6
 F-YR: 14

FUND: LIBRARY SPECIAL GRANT FUND
 FOR 7 PERIODS ENDING NOVEMBER 30, 2013

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 11/30/13
ASSETS					
INTERFUND CLEARING ACCOUNT					
83-00-100-10000	LIBRARY GRANT FUND DUE TO/FROM	0.00	0.00	0.00	0.00
TOTAL INTERFUND CLEARING ACCOUNT		0.00	0.00	0.00	0.00
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		0.00	0.00	0.00	0.00
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	0.00	0.00	0.00	0.00
TOTAL FUND BALANCE		0.00	0.00	0.00	0.00
TOTAL FUND EQUITY		0.00	0.00	0.00	0.00
TOTAL LIABILITIES AND FUND EQUITY		0.00	0.00	0.00	0.00

Lake Bluff Public Library

9A

DATE: 12/05/13
 TIME: 11:15:34
 ID: AP225000.CBL

-- VILLAGE OF LAKE BLUFF --
 MANUAL CHECK REGISTER

PAGE: 1

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
11409	9VANTAGE 101696861	VANTAGEPOINT TRANSFER AGENTS 11/04/13	01	'EE ICMA CONTRIBUTION:11/15/13	11/14/13	80-20-102-45000 INVOICE TOTAL:	1,050.00 1,050.00 *
						CHECK TOTAL:	1,050.00
11410	9AT&T 8472342540-11	AT & T 11/07/13	01	LCL PH SRVC:10/8-11/7/13	11/25/13	80-60-001-43230 INVOICE TOTAL:	317.21 317.21 *
						CHECK TOTAL:	317.21
11411	9COMCAST COM111213	COMCAST CABLE 11/12/13	01	INTERNET SRVC:11/19-12/18/13	11/25/13	80-60-001-43230 INVOICE TOTAL:	154.85 154.85 *
						CHECK TOTAL:	154.85
11412	9NCCPETE 62707	NCC-PETERSON PRODUCTS 11/12/13	01	JANITORIAL SUPPLIES	11/25/13	80-60-001-43660 INVOICE TOTAL:	251.32 251.32 *
						CHECK TOTAL:	251.32
11413	9USPOSTA USP112013	UNITED STATES POSTAL SERVICE 11/20/13	01	POSTAGE:PERMIT #98	11/25/13	80-60-001-43300 INVOICE TOTAL:	500.00 500.00 *
						CHECK TOTAL:	500.00
11414	9INGRAM 74794287	INGRAM LIBRARY SERVICES 11/01/13	01	ADULT NON-FICTION	11/25/13	80-60-001-45000 INVOICE TOTAL:	51.93 51.93 *
	74794288	11/01/13	01	ADULT NON-FICTION		80-60-001-45000 INVOICE TOTAL:	23.69 23.69 *
	74794289	11/01/13	01	ADULT FICTION		80-60-001-45100 INVOICE TOTAL:	46.34 46.34 *
	74794290	11/01/13	01	ADULT FICTION		80-60-001-45100 INVOICE TOTAL:	14.68 14.68 *

Lake Bluff Public Library

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DATE: 05/13
 TIME: 11:15:34
 ID: AP225000.CBL

-- VILLAGE OF LAKE BLUFF --
 MANUAL CHECK REGISTER

PAGE: 2

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
11414	9INGRAM	INGRAM LIBRARY SERVICES			11/25/13		
	74794291	11/01/13	01	ADULT FICTION		80-60-001-45100	31.05
						INVOICE TOTAL:	31.05 *
	74794292	11/01/13	01	ADULT FICTION		80-60-001-45100	15.79
						INVOICE TOTAL:	15.79 *
	74794293	11/01/13	01	ADULT NON-FICTION		80-60-001-45000	37.29
						INVOICE TOTAL:	37.29 *
	74811550	11/03/13	01	TEEN BOOKS		80-60-001-45450	22.14
						INVOICE TOTAL:	22.14 *
	74817833	11/04/13	01	ADULT FICTION		80-60-001-45100	10.17
						INVOICE TOTAL:	10.17 *
	74817834	11/04/13	01	ADULT FICTION		80-60-001-45100	13.56
						INVOICE TOTAL:	13.56 *
	74817835	11/04/13	01	ADULT NON-FICTION		80-60-001-45000	13.80
						INVOICE TOTAL:	13.80 *
	74817836	11/04/13	01	ADULT NON-FICTION		80-60-001-45000	19.78
						INVOICE TOTAL:	19.78 *
	74817837	11/04/13	01	ADULT FICTION		80-60-001-45100	370.04
						INVOICE TOTAL:	370.04 *
	74845448	11/05/13	01	ADULT FICTION		80-60-001-45100	48.51
						INVOICE TOTAL:	48.51 *
	74881379	11/17/13	01	ADULT FICTION		80-60-001-45100	14.12
						INVOICE TOTAL:	14.12 *
	74881380	11/07/13	01	ADULT NON-FICTION		80-60-001-45000	46.87
						INVOICE TOTAL:	46.87 *
	74881381	11/07/13	01	ADULT NON-FICTION		80-60-001-45000	11.99
						INVOICE TOTAL:	11.99 *
	74881382	11/07/13	01	ADULT FICTION		80-60-001-45100	14.68
						INVOICE TOTAL:	14.68 *
	74903194	11/08/13	01	GRAPHIC NOVELS		80-60-001-45470	12.42
						INVOICE TOTAL:	12.42 *
	74903195	11/08/13	01	ADULT NON-FICTION		80-60-001-45000	89.79
						INVOICE TOTAL:	89.79 *

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 MANUAL CHECK REGISTER

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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
11414	9INGRAM	INGRAM LIBRARY SERVICES		11/25/13		
	74927684	11/11/13	01 ADULT FICTION		80-60-001-45100	79.10
					INVOICE TOTAL:	79.10 *
	74927685	11/11/13	01 ADULT FICTION		80-60-001-45000	11.27
					INVOICE TOTAL:	11.27 *
	74927686	11/11/13	01 ADULT FICTION		80-60-001-45100	14.68
					INVOICE TOTAL:	14.68 *
	74927687	11/11/13	01 ADULT NON-FICTION		80-60-001-45000	324.17
					INVOICE TOTAL:	324.17 *
	74958221	11/12/13	01 ADULT NON-FICTION		80-60-001-45000	12.97
					INVOICE TOTAL:	12.97 *
	74958222	11/12/13	01 ADULT FICTION		80-60-001-45100	8.99
					INVOICE TOTAL:	8.99 *
	74958223	11/12/13	01 ADULT NON-FICTION		80-60-001-45000	33.25
					INVOICE TOTAL:	33.25 *
					CHECK TOTAL:	1,393.07
11415	9CEPAVAL	VALERIE CEPA		11/25/13		
	CEP112013	11/20/13	01 SNACKS		80-60-001-43700	19.33
					INVOICE TOTAL:	19.33 *
					CHECK TOTAL:	19.33
11416	9WENDTM	WENDT MAINTENANCE INC.		11/25/13		
	WEN11012013	11/01/13	01 GROUNDS MAINT:NOV 2013		80-60-001-41050	480.00
					INVOICE TOTAL:	480.00 *
					CHECK TOTAL:	480.00
11417	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS		11/27/13		
	101706345	11/25/13	01 'EE ICMA CONTRIBUTION:11/29/13		80-20-102-45000	1,050.00
					INVOICE TOTAL:	1,050.00 *
					CHECK TOTAL:	1,050.00
					TOTAL AMOUNT PAID:	5,215.78

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11418	9ALA	AMERICAN LIBRARY ASSOCIATION					
	ALS111313		11/13/13	01	2014 MEMBER DUES:CARTER	80-60-001-42440	133.00
						INVOICE TOTAL:	133.00 *
						CHECK TOTAL:	133.00
11419	9BKTLNT	BAKER & TAYLOR ENTERTAINMENT					
	2028717886		10/29/13	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	5.97
	2028751517		11/07/13	01	JUVENILE FICTION,PBKS & SERIES	INVOICE TOTAL:	5.97 *
	2028797987		11/22/13	01	JUVENILE FICTION,PBKS & SERIES	80-60-001-45420	472.23
	5012833856		10/28/13	01	ADULT NON-FICTION	INVOICE TOTAL:	472.23 *
	5012853770		11/11/13	01	ADULT NON-FICTION	80-60-001-45420	11.33
	5012873591		11/25/13	01	ADULT NON-FICTION	INVOICE TOTAL:	11.33 *
	5012874004		11/25/13	01	JUVENILE NON-FICTION	80-60-001-45000	36.25
						INVOICE TOTAL:	36.25 *
						80-60-001-45000	66.88
						INVOICE TOTAL:	66.88 *
						80-60-001-45000	36.78
						INVOICE TOTAL:	36.78 *
						80-60-001-45400	8.76
						INVOICE TOTAL:	8.76 *
						CHECK TOTAL:	638.20
11420	9BREEZY	BREEZY HILL NURSERY					
	I-172436		11/21/13	01	LANDSCAPING IMPROVEMENT PROJ	80-60-001-49120	6,327.20
						INVOICE TOTAL:	6,327.20 *
						CHECK TOTAL:	6,327.20

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
11421	9BRODART	BRODART CO.						
	328679		11/04/13	01	BOOK TAPE	80-60-001-43670	74.84	
						INVOICE TOTAL:	74.84 *	
						CHECK TOTAL:		74.84
11422	9CREEKSI	CREEKSIDE PRINTING						
	11271302		11/27/13	01	BOOK CHAT WINTER NEWSLETTER	80-60-001-43400	1,827.30	
						INVOICE TOTAL:	1,827.30 *	
						CHECK TOTAL:		1,827.30
11423	9DAISEY	DAISEY BOOK CO						
	735		11/20/13	01	JUVENILE NON-FICTION	80-60-001-45400	803.47	
						INVOICE TOTAL:	803.47 *	
	738		11/20/13	01	JUVENILE FICTION	80-60-001-45420	17.97	
				02	PICTURE BKS,READRS,HOLIDAY BKS	80-60-001-45410	223.84	
						INVOICE TOTAL:	241.81 *	
						CHECK TOTAL:		1,045.28
11424	9DEMCO	DEMCO, INC						
	5134328		11/08/13	01	BOOK JACKET COVERS/TAPE	80-60-001-43670	154.52	
				02	DISCOUNT	80-60-001-43670	-10.00	
						INVOICE TOTAL:	144.52 *	
	5141484		11/18/13	01	LIBRARY FURNISHINGS	80-60-001-49000	328.55	
						INVOICE TOTAL:	328.55 *	
						CHECK TOTAL:		473.07
11425	9FIRSTBA	FIRST BANKCARD						

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11425	9FIRSTBA	FIRST BANKCARD					
		CDT11252013	11/25/13	01	HOLIDAY DECOR/CARDS	80-60-001-43700	25.95
				02	VIDEO GAMES	80-60-001-45510	458.92
						INVOICE TOTAL:	484.87 *
						CHECK TOTAL:	484.87
11426	9FIRSTBA	FIRST BANKCARD					
		DON11252013	11/25/13	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	259.09
				02	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	78.08
				03	FINANCE CHRG REVERSAL	80-60-001-50000	-4.64
				04	LUNCHEON	80-60-001-43700	45.59
				05	COPIER TONER	80-60-001-41303	646.93
				06	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	5.38
				07	CREDIT-JUVENILE AUDIO VISUAL	80-60-001-45430	-2.03
				08	CREDIT-JUVENILE AUDIO VISUAL	80-60-001-45430	-1.97
						INVOICE TOTAL:	1,026.43 *
						CHECK TOTAL:	1,026.43
11427	9FIRSTBA	FIRST BANKCARD					
		ELI11252013	11/25/13	01	CONTINGENCY	80-60-001-50000	3.68
				02	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	36.27
				03	POSTAGE	80-60-001-43300	5.23
				04	TEEN BOOKS	80-60-001-45450	64.86
						INVOICE TOTAL:	110.04 *
						CHECK TOTAL:	110.04
11428	9FIRSTBA	FIRST BANKCARD					
		ERI11252013	11/25/13	01	GATEWAY MONTHLY ACCT	80-60-001-46000	31.15
				02	WEBSITE FOR ILL	80-60-001-45600	9.95
						INVOICE TOTAL:	41.10 *
						CHECK TOTAL:	41.10

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
11429	9ILA	ILLINOIS LIBRARY ASSOCIATION						
	1828430		11/11/13	01	DUES:11/1/13-10/31/14:CAROL	80-60-001-42440	100.00	
						INVOICE TOTAL:	100.00 *	
						CHECK TOTAL:	100.00	
11430	9INGRAM	INGRAM LIBRARY SERVICES						
	74955831		11/12/13	01	CREDIT-ADULT FICTION	80-60-001-45100	-12.11	
						INVOICE TOTAL:	-12.11 *	
	75009136		11/15/13	01	ADULT FICTION	80-60-001-45100	32.78	
						INVOICE TOTAL:	32.78 *	
	75009137		11/15/13	01	ADULT FICTION	80-60-001-45100	15.79	
						INVOICE TOTAL:	15.79 *	
	75009138		11/15/13	01	ADULT NON-FICTION	80-60-001-45000	9.60	
						INVOICE TOTAL:	9.60 *	
	75009139		11/15/13	01	ADULT FICTION	80-60-001-45100	16.17	
						INVOICE TOTAL:	16.17 *	
	75009140		11/15/13	01	ADULT FICTION	80-60-001-45100	9.00	
						INVOICE TOTAL:	9.00 *	
	75009141		11/15/13	01	ADULT NON-FICTION	80-60-001-45000	15.82	
						INVOICE TOTAL:	15.82 *	
	75009142		11/15/13	01	ADULT NON-FICTION	80-60-001-45000	42.38	
						INVOICE TOTAL:	42.38 *	
	75009143		11/15/13	01	ADULT NON-FICTION	80-60-001-45000	95.44	
						INVOICE TOTAL:	95.44 *	
	75127949		11/21/13	01	CREDIT-ADULT NON-FICTION	80-60-001-45000	-31.60	
						INVOICE TOTAL:	-31.60 *	
						CHECK TOTAL:	193.27	

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11431	9INNEXPR	INNOVATION EXPERTS					
	GVRL1314F59		10/31/13	01	ADULT REFERENCE/E-REFER	80-60-001-45220	275.00
							275.00 *
						CHECK TOTAL:	275.00
11432	9KAMINMI	MICAH KAMIN					
	KAM120113		12/01/13	01	CUSTODIAL SERVICES 11/18/13	80-60-001-41000	50.00
							50.00 *
						CHECK TOTAL:	50.00
11433	9LB VILL	VILLAGE OF LAKE BLUFF					
	80070183		11/19/13	01	'EE FLU SHOTS	80-60-001-40900	288.00
							288.00 *
	VIL112513		11/25/13	01	WATER USAGE:7/29-11/5/13	80-60-001-43230	1,201.00
							1,201.00 *
						CHECK TOTAL:	1,489.00
11434	9LFLBCHA	LAKE FOREST/LAKE BLUFF					
	1837		11/01/13	01	2014 MEMBER DUES	80-60-001-42440	300.00
							300.00 *
						CHECK TOTAL:	300.00
11435	9LIBFURI	LIBRARY FURNITURE					
	4337		11/07/13	01	LIBRARY FURNISHINGS	80-60-001-49000	1,145.00
							1,145.00 *
						CHECK TOTAL:	1,145.00

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
11436	9LIBFURI	LIBRARY FURNITURE						
	LF120313		12/03/13	01	LIBRARY FURNISHINGS	80-60-001-49000	1,819.00	
						INVOICE TOTAL:	1,819.00 *	
						CHECK TOTAL:		1,819.00
11437	9LIBIDEA	LIBRARY IDEAS LLC						
	35216		11/15/13	01	ADULT REFERENCE/E-REFER	80-60-001-45220	2,500.00	
						INVOICE TOTAL:	2,500.00 *	
						CHECK TOTAL:		2,500.00
11438	9MANGOLA	MANGO LANGUAGES						
	L6769		11/07/13	01	ADULT REFERENCE/E-REFER	80-60-001-45220	1,680.00	
						INVOICE TOTAL:	1,680.00 *	
						CHECK TOTAL:		1,680.00
11439	9MIDTAPE	MIDWEST TAPE						
	91385321		11/01/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	39.99	
						INVOICE TOTAL:	39.99 *	
						CHECK TOTAL:		39.99
11440	9OPPFRAN	OPP, FRANCHISING, INC.						
	CHC12131157		12/01/13	01	BUILDING MAINTENANCE	80-60-001-41000	954.00	
						INVOICE TOTAL:	954.00 *	
						CHECK TOTAL:		954.00
11441	9OVERDRI	OVERDRIVE , INC						

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11441	9OVERDRI	OVERDRIVE , INC					
		1018-152151697111013	11/10/13	01	E-BOOKS-JUVENILE	80-60-001-45460	117.86
						INVOICE TOTAL:	117.86 *
						CHECK TOTAL:	117.86
11442	9PHOENIX	PHOENIX 10 TECHNOLOGIES, INC.					
		1742	11/15/13	01	COMPUTER EQUIPMENT	80-60-001-49350	3,575.00
						INVOICE TOTAL:	3,575.00 *
						CHECK TOTAL:	3,575.00
11443	9POSITPR	POSITIVE PROMOTIONS, INC					
		04875328	11/14/13	01	CHILDREN/TEEN PROGRAM SUPPLIES	80-60-001-43720	39.85
						INVOICE TOTAL:	39.85 *
						CHECK TOTAL:	39.85
11444	9PRINCES	PRINCESSCAPADES PRINCESS					
		00147	11/01/13	01	CINDERELLA APPEARANCE 2/1/14	80-60-001-43720	95.00
						INVOICE TOTAL:	95.00 *
						CHECK TOTAL:	95.00
11445	9PROQUES	PROQUEST, LLC					
		PRO111513	11/15/13	01	ADULT REFERENCE/E-REFER	80-60-001-45220	2,745.00
						INVOICE TOTAL:	2,745.00 *
						CHECK TOTAL:	2,745.00
11446	9RESTECH	RESEARCH TECHNOLOGY					

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
11446	9RESTECH	RESEARCH TECHNOLOGY						
	178866		11/07/13	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	44.95	
						INVOICE TOTAL:	44.95	*
						CHECK TOTAL:		44.95
11447	9ROYALPU	ROYAL PUBLISHING						
	7669789		11/13/13	01	MISC EXPENSES	80-60-001-46000	50.00	
						INVOICE TOTAL:	50.00	*
						CHECK TOTAL:		50.00
11448	9SHREDIT	SHRED-IT USA-CHICAGO						
	9402832843		11/18/13	01	PAPER SHREDDING:11/18/13	80-60-001-41303	47.72	
						INVOICE TOTAL:	47.72	*
						CHECK TOTAL:		47.72
11449	9STAPLES	STAPLES BUSINESS ADVANTAGE						
	8027545212		11/02/13	01	OFFICE SUPPLIES	80-60-001-43550	212.37	
						INVOICE TOTAL:	212.37	*
						CHECK TOTAL:		212.37
11450	9THYSSEN	THYSSENKRUPP ELEVATOR CORP.						
	3000764382		11/01/13	01	ELEVATOR MAINT:NOV 2013	80-60-001-41020	107.32	
						INVOICE TOTAL:	107.32	*
						CHECK TOTAL:		107.32
11451	9TUMBLEP	TUMBLEWEED PRESS, INC						

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11451	9TUMBLEP	TUMBLEWEED PRESS, INC					
	52391		11/06/13	01	ADULT REFERENCE/E-REFER	80-60-001-45220	334.33
						INVOICE TOTAL:	334.33 *
						CHECK TOTAL:	334.33
11452	9USPOSTA	UNITED STATES POSTAL SERVICE					
	USP112513		11/25/13	01	POSTAGE STAMPS	80-60-001-43300	92.00
						INVOICE TOTAL:	92.00 *
						CHECK TOTAL:	92.00
11453	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS					
	101710605		12/04/13	01	EE ICMA CONTRIBUTION:12/13/13	80-20-102-45000	1,050.00
						INVOICE TOTAL:	1,050.00 *
						CHECK TOTAL:	1,050.00
						TOTAL AMOUNT PAID:	31,237.99

Director's Report, December, 2013

Information

The highlight of November was the completion of our 'Warm Up, America!' project. We received enough squares to create 6 blankets, which are on temporary display on the Library's Main Floor. Once they go off display, they will be handed off to Mother's Trust and distributed to those who need them. Carol Carter and Sarah Simpson worked hard to make this a success, and I hope that we will be able to build on our momentum and make even more blankets next year.

Sarah Simpson resigned from the Library effective November 22, 2013. She will be missed, but we gave her a big send off. Her hours have been picked up by other members of the staff.

Martha and Carlen finished the Library survey and it is now accessible on our website. The link to it is on every checkout slip we print, so we should have a good response. One lucky respondent will win a Nook, which should also help guarantee a lot of responses.

Rummanah Aasi is looking into the possibility of separating our Fiction Collection by genre to help browsing patrons find new authors. She is also spearheading the Adult Winter Reading Club again this year and doing a fantastic job.

We have a well-educated staff and it is getting even smarter. Laurence and Will have completed not only their circulation desk training but their reference desk training.

At the November Staff Meeting the problem of disappearing and decaying head phones was discussed. It was decided to make them available at the circulation desk in response to the high rate of loss. The furry ear pieces often fall apart and can become unhygienic over time, so we will be keeping a supply of cheap replacement earpieces behind the Adult Services Desk.

Kira Surprise, Carlen DeThorne, and Martha O'Hara have begun decorating the Library for the holidays. They have wrapped the desk, thus far, and are just getting started. We'll have a 'book tree' like we did last year, too. Donna Williams, Regina Ruocco, and Eliza Jarvi also have the Children's Department looking very festive.

The winners of our 'IT' Bag competition, which encouraged community members to take pictures of themselves in different locations with their Lake Bluff Library Bag, have been

notified and received their prizes. The pictures spanned the range from artistic to funny. I look forward to the 2nd Annual competition.

We had a situation with a difficult patron this past month. Everything has worked out, but I would like to thank Trustee Carl Schons for his good advice. I would also like to thank Amy vanGoethem for staying calm and having her Director's back during a tough conversation.

On Thursday, December 5 the Friends of the Library dropped off lunch and snacks for the Library staff. The food was very good, and I am looking forward to the Trustee and Staff Luncheon on December 12.

We received some very nice compliments this past week from patrons. A regular patron told me that he was very excited to see the last newsletter, as it is attractive and the Library always seems to be working on something new. He complimented me on the Director's Letter, and I told him that we have some fantastic editors such as Carol Carter, Martha O'Hara, and Marcy Leach (among others) who do a great job of not only proofreading and catching my stray apostrophes but also suggesting stronger wording. We all have our skills, and we succeed or fail as a team.

Another patron provided a written note about how impressed they were with the changes the Library has made and how eager they were to see the 'end result.' A strong testament to the hard work of the Library Staff and the Board of Trustees, though as long as Lake Bluff Library is open for business I doubt we will ever reach an 'end' to our progress forward.

Finally, a patron told me that this was by far the friendliest Library they had ever visited. The staff members who put so much work, time, and imagination into the Library certainly deserve credit, but the Library has benefited from strong leadership from its Trustees as well.

PROJECTS AND MEETINGS

Innovative Implementation

Lyndy Jensen is doing an amazing job working with Innovative Interfaces on the day to day implementation of our new Integrated Library System. She has also done a great job of pulling together a strong team of staff members and keeping them involved and informed. That we have built a stronger working connection with our assigned Innovative Interfaces team, and seen positive progress as a result, is due to Lyndy.

Building and Grounds

I am working on collecting information about building evaluations, along with setting up a tour of Warren Newport District Library. The Director there is proving difficult to reach.

Benches and Railing

The work on the Reading Garden by Breezy Hill has been completed. I am working on collecting details on benches and railings so that we can move forward quickly with their installation when spring arrives. I have received many positive comments on the new appearance of the Reading Garden, particularly on how much more spacious the front of the Library seems and the clearer view of the building.

Indoor Drop Box

A casing for the in-door drop box at its new location is on order with Library Furniture International, who designed our Adult Services Desk. The square unit will blend in with the rest of the desk, but be a separate unit on wheels to allow it to be moved if necessary. We continue to get positive feedback from patrons on the new location of the drop.

Mail Handling

The Human Resources Committee discussed the handling of mail received by the Library and addressed to the Board of Library Trustees, as well as mail received at home by Trustees regarding the Library. The following points were agreed upon:

- The Library Director will pass on to the Trustees all relevant mail addressed to the Library Trustees.
- At the Library Board's instruction, particular communications may be collected and kept on file by the Library Director.
- Trustees that receive mail regarding the Library at home are encouraged to bring the letter or email to the Library so that it can be answered and/or filed. However, it is the prerogative of the individual Trustee as to how they wish to handle such letters.
- In all cases where mail is received by the Library from a patron, a minimum of a brief acknowledgement of receipt will be sent.

Freedom of Information Act Request

Other FOIA request was received this month. It was acknowledged and answered.

AGENDA ITEMS

Discussion of Maximum Percentage of Annual Operating Budget to Keep in Reserve

The Finance Committee is meeting at 3:00pm on Monday, December 9 to discuss whether or not the high limit for the Special Reserves needs to be raised. I have included the current Policy, and Tim and Scot will provide their recommendation at the meeting on Tuesday.

Staff and Board Luncheon

The 'Staff and Board Luncheon' is scheduled for December 12 from 11:30am to 12:45pm. It should prove to be a lot of fun, but planning is necessary to make it happen.