

July 9, 2013

agenda

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
<b>1,2 CTO, Additions</b>		
	Document Summary	1A
	Agenda	2A-2B
<b>3 Consent Agenda</b>		
	Minutes of June 18 Technology Committee Meeting <b>(action)</b>	3A
	Minutes of June 18 Regular Board Meeting <b>(action)</b>	4A-4B
<b>4 Financial Reports (Yellow)</b>		
	Treasurer's Report (available at meeting) <b>(action)</b>	
	Detailed Balance Sheet June <b>(action)</b>	5A-5F
	Detailed Revenue & Expense Report June <b>(action)</b>	6A-6H
<b>5 Approval of Checks (Green)</b>		
	Manual Check Report March <b>(action)</b>	7A-7B
	Check Register March <b>(action)</b>	8A-8M
<b>6 Opportunity to Address Board</b>		
	(No documents)	
<b>7 Old Business</b>		
	Integrated Library System Proposal <b>(action)</b>	9A-9S
	Museum Request for Approval of Ventilation Project <b>(action)</b>	10A
<b>8 Director's Report</b>		
	Librarian's Narrative Report	11A-11E
	Statistical Reports	12A-12B
<b>9 New Business</b>		
	Donations for Fiscal Year 2012-2013	13A
	Programs for Fiscal Year 2012-2013 <b>(available at meeting)</b>	14A-14D
	Patron Privacy Policy	15A-15G
<b>10 Executive Session</b>		
<b>11 Committee Reports</b>		
	(No Documents)	
<b>12 Any and All Other Business ...</b>		
<b>13 Adjournment</b>		
	<b>Attachments</b>	
	New Article on the Affordable Care Act and Libraries	16A

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting**  
**Tuesday, July 9, 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 6/18/2013 Technology Committee Meeting **(action)**
  - b. Approval of Minutes of 6/18/2013 Regular Board Meeting **(action)**
3. **May 2013 Financial Reports** – Detailed Balance and Revenue/Expense (Yellow Pages)
  - a. Treasurer’s Report **(action)**
  - b. June Detailed Balance Sheet **(action)**
  - c. June Detailed Revenue & Expense Report **(action)**
4. **Approval of checks** (Green Pages)
  - a. June Manual Checks (11165-11169, 11171) **(action)**
  - b. June Monthly Checks (11172-11203) **(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)**
  - b. Museum Request for Approval of Ventilation Project **(action)**
7. **Director’s Report**
  - a. Director’s Narrative Report
  - b. Statistical Report
  - c. Announcements and Correspondence
  - d. Friends Meeting Attendee for July 13
  - e. Programs of Interest to Library Trustees
8. **New Business**
  - a. Donations for Fiscal Year 2013-2013
  - b. Programs for Fiscal Year 2012-2013
  - c. Patron Privacy Policy
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**  
**Museum Request for Approval of Ventilation System Project**  
**Fiscal Year 2012-2013 Donations Report**  
**Fiscal Year 2012-2013 Programs Report**  
**Letter from Concerned Patrons, and Information on Patron Privacy Policy**  
**Article on the Role of Libraries in the Affordable Care Act**

**Upcoming Board Meetings: August 13, September 10, and October 8 2013.**

**LAKE BLUFF PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
Technology Committee  
Tuesday, June 18, 2013

- 1) **Call to Order; Roll Call:** The meeting was called to order at 6:37 p.m. by Committee Chair Tim Kregor. Roll was called and a quorum was established.

Present: Tim Kregor, Scot Butler, Ruth Schnell, Carl Schons, Kathy Meierhoff

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) **RESOLVED:** Recommend the selection of Innovative Interfaces *Sierra* system for selection by the full Board, with a contract for 10 years including a review at 5 years.
- 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 7:00 p.m.
- |         |      |
|---------|------|
| AYES:   | all  |
| NAYES:  | none |
| ABSENT: | none |

Respectfully submitted,

Eric S. Bailey, Library Director

*In Request*

**LAKE BLUFF PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
Tuesday, June 18, 2013**

1. **Call to order**—The meeting was called to order at 7:03 by President Kathy Meierhoff. Also present: Scot Butler, Tim Kregor, Ruth Schnell, Carl Schons, Cal Stroh, Romain Wojda, Library Director Eric Bailey, staff members Lyndy Jensen and Carlen De Thorne. No members of the public were present. Newly-appointed member Carl Schons was welcomed. Director Bailey added these items to the agenda: Director Absence Request and Communication from Catherine McKechney and the Lake Bluff History Museum.
2. **Approval of Minutes**
  - a. Kregor moved, Schnell seconded the motion to approve the minutes of the 5/14/2013 Building and Grounds Committee meeting. Voting Aye: All
  - b. Kregor moved, Wojda seconded the motion to approve the minutes of the 5/14/2013 regular Board of Trustees meeting. Voting Aye: All
  - c. Stroh moved, Butler seconded the motion to approve the minutes of the 5/24/2013 Technology Committee meeting. Voting Aye: All
  - d. Stroh moved, Butler seconded the motion to approve the minutes of the 5/29/2013 Human Resources Committee meeting. Voting Aye: All
  - e. Kregor moved, Stroh seconded the motion to approve the minutes of the 6/10/13 Building and Grounds Committee meeting. Voting Aye: All
3. **May 2013 Financial Reports**—Detailed Balance and Revenue/Expense  
Butler moved, Wojda seconded the motion to approve the May 2013 Financial Reports with the understanding that the Board needs clarification from the Village of some of the numbers. Voting Aye: Butler, Kregor, Meierhoff, Schnell, Schons, Stroh, Wojda. Nay: none.
4. **Approval of checks**  
Stroh moved, Kregor seconded the motion to approve the May manual and monthly checks. Voting Aye: Butler, Kregor, Meierhoff, Schnell, Schons, Stroh, Wojda. Nay: none.
5. **Opportunity for Public to Address the Board**  
Cal Stroh reported positive comments that patrons shared with her: congenial staff, generous 7-day DVD rentals. Ruth Schnell added comments from patrons who appreciated the quality of adult programs.
6. **Old Business**
  - a. Wojda moved, Stroh seconded the motion to approve the Long Range Plan. Voting Aye: Butler, Kregor, Meierhoff, Schnell, Schons, Stroh, Wojda. Nay: none.
  - b. **Integrated Library System Proposal**  
Butler moved, Kregor seconded the motion to give the Director and Staff approval to begin to negotiate a contract with Sierra ILS software from Innovative Interfaces. Voting Aye: Butler, Kregor, Meierhoff, Schnell, Schons, Stroh, Wojda. Nay: none.
  - c. **Discussion of Library Shelving**  
Director Bailey and Staff Member Jensen reported on their research into shelving options. The consensus is to ensure the safety of the existing shelves immediately and to plan now to implement further improvements in the spring.

**7. Director's Report**

- a. Director's Narrative Report
- b. Statistical Report
- c. Announcements and Correspondence
- d. Programs of interest to Library Trustees
- e. The necessity of taking written notes for closed sessions was reinforced.
- f. Director Bailey commented that he would find short resumes of Board members' experience and talents useful.

**8. New Business**

- a. Stroh moved, Wojda seconded the motion to dissolve the Prevailing Wage Ordinance. Voting Aye: Butler, Kregor, Meierhoff, Schnell, Schons, Stroh, Wojda. Nay: none.
- b. Carl Schons volunteered to be on the Building and Grounds and Public Relations committees.
- c. Discussion on Cathy McKechney's email request on behalf of the Lake Bluff History Museum. Director Bailey will obtain a detailed request in writing and present it to the Building and Grounds committee.
- d. Stroh moved, Schnell seconded the motion to approve a 1-2 week leave in September for Director Bailey. Voting Aye: Butler, Kregor, Meierhoff, Schnell, Schons, Stroh, Wojda. Nay: none.

9. The Board went into **Executive Session** at 9:15 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. The Board reconvened its regular meeting at 9:45 with **Committee Reports**. Ruth Schnell described some of the fund raising ideas the Friends of the Library discussed at their May 11<sup>th</sup> meeting.

Butler moved to adjourn the Board meeting. Stroh seconded the motion. All voted Aye. The meeting was adjourned at 10 p.m.

Respectfully submitted,

Ruth Schnell,  
Library Board Secretary

DATE: 07/05/2013  
 TIME: 15:12:48  
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED BALANCE SHEET

5A

PAGE: 1  
 F-YR: 14

FUND: LAKE BLUFF PUBLIC LIBRARY  
 FOR 2 PERIODS ENDING JUNE 30, 2013

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 06/30/13
<b>ASSETS</b>					
<b>DUE TO/FROM ACCOUNTS</b>					
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
<b>TOTAL DUE TO/FROM ACCOUNTS</b>		<b>286,083.51</b>	<b>0.00</b>	<b>0.00</b>	<b>286,083.51</b>
<b>CASH &amp; INVESTMENTS</b>					
80-10-101-10000	CHECKING ACCOUNT	0.00	0.00	0.00	0.00
80-10-101-10001	CASH BOX OVER/SHORT	0.00	32.44	16.17	16.27
80-10-101-11000	MONEY MARKET ACCOUNT	77,653.85	151,035.95	132,727.90	95,961.90
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	441,877.06	146,000.00	783,493.62
80-10-101-15111	ILLINOIS FUNDS - GRANTS	1.80	0.00	0.00	1.80
80-10-101-15112	ILLINOIS FUNDS - EPAY	770.36	337.26	12.89	1,094.73
<b>TOTAL CASH &amp; INVESTMENTS</b>		<b>566,192.57</b>	<b>593,282.71</b>	<b>278,756.96</b>	<b>880,718.32</b>
<b>RECEIVABLES</b>					
80-10-201-15000	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
80-10-201-15200	PROPERTY TAX RECEIVABLE	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
<b>TOTAL RECEIVABLES</b>		<b>835,725.27</b>	<b>0.00</b>	<b>0.00</b>	<b>835,725.27</b>
<b>OTHER ASSETS</b>					
80-10-301-37100	DUE FROM THE VILLAGE	(7,691.04)	451,418.33	451,597.11	(7,869.82)
80-10-301-55000	PREPAID EXPENSES	0.00	0.00	0.00	0.00
<b>TOTAL OTHER ASSETS</b>		<b>(7,691.04)</b>	<b>451,418.33</b>	<b>451,597.11</b>	<b>(7,869.82)</b>
<b>TOTAL ASSETS</b>		<b>1,680,310.31</b>	<b>1,044,701.04</b>	<b>730,354.07</b>	<b>1,994,657.28</b>
<b>LIABILITIES AND FUND EQUITY</b>					
<b>LIABILITIES</b>					
<b>PAYABLES</b>					
80-20-1 20000	ACCOUNTS PAYABLE	19,118	67,300.29	75,012.65	26,977.54

DATE: 07/01/13  
 TIME: 15:12:18  
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED BALANCE SHEET

FUND: LAKE BLUFF PUBLIC LIBRARY  
 FOR 2 PERIODS ENDING JUNE 30, 2013

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 06/30/13
<b>LIABILITIES</b>					
<b>PAYABLES</b>					
80-20-102-41000	SOCIAL SECURITY TAX PAYABLE	0.00	10,197.43	10,197.43	0.00
80-20-102-42000	FEDERAL INCOME TAX PAYABLE	0.00	5,951.57	5,951.57	0.00
80-20-102-43000	STATE INCOME TAX PAYABLE	0.00	2,849.33	2,849.33	0.00
80-20-102-44000	IMRF PAYABLE	0.00	8,773.60	8,773.60	0.00
80-20-102-45000	ICMA 457 PLAN PAYABLE	0.00	4,200.00	4,200.00	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	521.28	521.28	0.00
80-20-102-66000	LIBRARY HSA PAYABLE	0.00	800.00	800.00	0.00
80-20-102-70000	OTHER SHORT TERM LIABILITIES	0.00	0.00	0.00	0.00
<b>TOTAL PAYABLES</b>		<b>19,265.18</b>	<b>100,593.50</b>	<b>108,305.86</b>	<b>26,977.54</b>
<b>OTHER LIABILITIES</b>					
80-20-202-16000	ACCRUED PAYROLL	15,087.00	0.00	0.00	15,087.00
80-20-202-22000	DEFERRED PROPERTY TAX	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
<b>TOTAL OTHER LIABILITIES</b>		<b>850,812.27</b>	<b>0.00</b>	<b>0.00</b>	<b>850,812.27</b>
<b>ESCROWS &amp; DEPOSITS</b>					
80-20-302-24000	MISCELLANEOUS RESERVE	0.00	0.00	0.00	0.00
<b>TOTAL ESCROWS &amp; DEPOSITS</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>LONG TERM LIABILITIES</b>					
80-20-402-39000	OTHER LONG TERM LIABILITIES	0.00	0.00	0.00	0.00
<b>TOTAL LONG TERM LIABILITIES</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL LIABILITIES</b>		<b>870,077.45</b>	<b>100,593.50</b>	<b>108,305.86</b>	<b>877,789.81</b>
<b>FUND EQUITY</b>					
<b>EQUITY SECTION</b>					
80-30-100-53000	UNRESERVED FUND BALANCE	660,232.86	0.00	0.00	660,232.86
80-30-100-53100	RESERVED FOR AUTOMATION	0.00	0.00	0.00	0.00
80-30-100-53200	DESIGNATED FOR CAPITAL MAINT	75,000.00	0.00	0.00	75,000.00
80-30-100-53300	DESIGNATED FOR CAP BLDG IMPR	75,000.00	0.00	0.00	75,000.00
<b>TOTAL EQUITY SECTION</b>		<b>810,232.86</b>	<b>0.00</b>	<b>0.00</b>	<b>810,232.86</b>
<b>FUND SURPLUS (DEFICIT)</b>		<b>0.00</b>	<b>0.00</b>	<b>306,634.61</b>	<b>306,634.61</b>



DATE: 07/05/2013  
TIME: 15:12:48  
ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --  
DETAILED BALANCE SHEET

50 PAGE: 3  
F-YR: 14

FUND: LAKE BLUFF PUBLIC LIBRARY  
FOR 2 PERIODS ENDING JUNE 30, 2013

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 06/30/13
TOTAL FUND EQUITY		810,232.86	0.00	306,634.61	1,116,867.47
TOTAL LIABILITIES AND FUND EQUITY		1,680,310.31	100,593.50	414,940.47	1,994,657.28

DATE: 07/01/13  
TIME: 15:12:48  
ID: GL450000.WOW

-- VILLAGE OF SMOKE BLUFF --  
DETAILED BALANCE SHEET

FUND: LIBRARY BLG RENOVATION FUND  
FOR 2 PERIODS ENDING JUNE 30, 2013

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 06/30/13
-----					
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)
-----					
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
-----					

DATE: 07/05/2013  
TIME: 15:12:48  
ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --  
DETAILED BALANCE SHEET

5E  
PAGE: 5  
F-YR: 14

FUND: LIBRARY OPERATING GRANTS FUND  
FOR 2 PERIODS ENDING JUNE 30, 2013

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 06/30/13
-----					
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
-----					

DATE: 07/01/13  
 TIME: 15:12:48  
 ID: GL450000.WOW

-- VILLAGE OF WAKE BLUFF --  
 DETAILED BALANCE SHEET

FUND: LIBRARY SPECIAL GRANT FUND  
 FOR 2 PERIODS ENDING JUNE 30, 2013

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 06/30/13
<b>ASSETS</b>					
INTERFUND CLEARING ACCOUNT					
83-00-100-10000	LIBRARY GRANT FUND DUE TO/FROM	12,381.07	0.00	0.00	12,381.07
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
<b>LIABILITIES AND FUND EQUITY</b>					
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

DATE: 07/05/2013  
TIME: 15:16:41  
ID: GL470006.WOW

-- VILLAGE OF LAKE BLUFF --  
DETAILED REVENUE & EXPENSE REPORT  
ACTUAL VS. PRIOR VS. BUDGET  
FOR 2 PERIODS ENDING JUNE 30, 2013

PAGE: 1  
F-YR: 14

FUND: LAKE BLUFF PUBLIC LIBRARY  
DEPT: REVENUES

ACCOUNT NUMBER	DESCRIPTION	JUNE ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
<b>PROPERTY TAXES</b>							
80-40-103-10000	LIBRARY PROPERTY TAX	363,998.61	366,355.18	435,978.64	399,771.77	833,508.00	52.3%
<b>TOTAL REVENUES: PROPERTY TAXES</b>		<b>363,998.61</b>	<b>366,355.18</b>	<b>435,978.64</b>	<b>399,771.77</b>	<b>833,508.00</b>	<b>52.3%</b>
<b>SERVICES &amp; FEES</b>							
80-40-403-48300	PHOTO-COPY CHARGES	304.65	162.79	460.55	351.86	1,700.00	27.0%
80-40-403-48500	NON-RESIDENT FEES	1,176.55	851.77	1,642.03	1,420.84	6,000.00	27.3%
<b>TOTAL REVENUES: SERVICES &amp; FEES</b>		<b>1,481.20</b>	<b>1,014.56</b>	<b>2,102.58</b>	<b>1,772.70</b>	<b>7,700.00</b>	<b>27.3%</b>
<b>FINES</b>							
80-40-503-65000	RENTAL FINES	1,419.32	1,435.94	2,348.87	2,403.72	12,000.00	19.5%
<b>TOTAL REVENUES: FINES</b>		<b>1,419.32</b>	<b>1,435.94</b>	<b>2,348.87</b>	<b>2,403.72</b>	<b>12,000.00</b>	<b>19.5%</b>
<b>MISCELLANEOUS</b>							
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	0.00	0.00	0.00	0.00	7,800.00	0.0%
80-40-603-75000	INTEREST EARNINGS	24.89	54.00	49.58	102.50	500.00	9.9%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	3.68	9.11	8.45	10.62	0.00	100.0%
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	155.21	69.23	473.21	403.04	3,000.00	15.7%
<b>TOTAL REVENUES: MISCELLANEOUS</b>		<b>183.78</b>	<b>132.34</b>	<b>6,836.45</b>	<b>516.16</b>	<b>11,300.00</b>	<b>60.4%</b>
<b>TOTAL REVENUES: REVENUES</b>		<b>367,082.91</b>	<b>368,938.02</b>	<b>447,266.54</b>	<b>404,464.35</b>	<b>864,508.00</b>	<b>51.7%</b>
<b>TOTAL FUND REVENUES</b>		<b>367,082.91</b>	<b>368,938.02</b>	<b>447,266.54</b>	<b>404,464.35</b>	<b>864,508.00</b>	<b>51.7%</b>

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-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 2 PERIODS ENDING JUNE 30, 2013

PAGE: 2  
 F-YR: 14

FUND: LAKE BLUFF PUBLIC LIBRARY  
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	JUNE ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
<b>LIBRARY SERVICES</b>							
80-60-001-40000	LIBRARIAN SALARIES	17,547.91	17,082.64	34,859.95	34,041.89	217,000.00	16.0%
80-60-001-40050	STAFF SALARIES	17,710.45	13,758.47	33,111.26	27,131.10	201,000.00	16.4%
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	6,319.40	4,347.04	50,000.00	12.6%
80-60-001-40750	PROFESSIONAL INSURANCE & BONDS	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	500.00	0.0%
80-60-001-40950	EMPLOYER IMRF	3,267.51	3,020.46	6,442.96	6,025.69	40,000.00	16.1%
80-60-001-40951	EMPLOYER FICA TAX	2,646.73	2,310.08	5,098.73	4,581.20	32,000.00	15.9%
80-60-001-41000	BUILDING MAINTENANCE	1,712.02	1,136.50	5,480.95	6,468.99	28,000.00	19.5%
80-60-001-41020	ELEVATOR MAINTENANCE	0.00	0.00	214.64	208.38	2,250.00	9.5%
80-60-001-41050	GROUNDS MAINTENANCE	0.00	480.00	1,572.00	1,099.50	10,000.00	15.7%
80-60-001-41200	EQUIPMENT MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-41300	COMPUTER SERVICES	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-41303	COPIER MAINTENANCE/SUPPLIES	184.78	611.04	463.48	1,047.06	4,500.00	10.2%
80-60-001-41304	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	5,000.00	0.0%
80-60-001-41305	COMPUTER SERVICES	2,710.00	0.00	5,420.00	4,710.00	28,000.00	19.3%
80-60-001-41350	LEGAL SERVICES	0.00	0.00	0.00	0.00	2,500.00	0.0%
80-60-001-42400	PROFESSIONAL DEVELOPMENT	278.00	0.00	828.00	0.00	3,000.00	27.6%
80-60-001-42440	DUES	0.00	0.00	65.00	0.00	2,500.00	2.6%
80-60-001-43230	UTILITIES	469.96	451.45	1,007.75	766.95	6,500.00	15.5%
80-60-001-43300	POSTAGE	252.87	283.73	757.29	905.71	4,000.00	18.9%
80-60-001-43400	PRINTING/E-NEWSLETTER	0.00	0.00	0.00	1,656.97	8,000.00	0.0%
80-60-001-43550	OFFICE SUPPLIES	253.58	626.60	773.65	858.61	6,000.00	12.8%
80-60-001-43570	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	0.00	0.00	173.68	153.72	2,500.00	6.9%
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	214.50	328.63	789.44	674.88	5,500.00	14.3%
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	0.00	120.44	12.24	129.44	1,000.00	1.2%
80-60-001-43710	ADULT PROGRAM SUPPLIES	784.48	682.45	1,384.48	1,107.45	4,000.00	34.6%
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	911.78	381.50	2,950.69	2,737.05	7,000.00	42.1%
80-60-001-44800	PER CAPITA GRANT	350.28	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	1,070.11	2,466.36	2,052.19	3,933.07	18,000.00	11.4%
80-60-001-45100	ADULT FICTION BOOKS	1,276.77	908.55	2,656.15	2,139.15	15,000.00	17.7%
80-60-001-45110	ADULT LARGE PRINT MATERIAL	72.98	0.00	214.85	81.85	1,000.00	21.4%
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	1,018.77	967.09	1,696.00	2,021.55	14,000.00	12.1%
80-60-001-45220	ADULT REFERENCE/E-REFER	1,338.00	2,699.43	3,438.00	4,401.93	18,000.00	19.1%
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	2,313.30	3,174.87	2,327.47	3,651.94	7,000.00	33.2%
80-60-001-45410	PICTURE BOOKS, READERS	599.17	138.82	637.45	944.21	6,000.00	10.6%
80-60-001-45420	JUVENILE FICTION	640.63	839.96	1,484.50	1,983.25	8,500.00	17.4%



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-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 2 PERIODS ENDING JUNE 30, 2013

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

ACCOUNT NUMBER	DESCRIPTION	JUNE ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
LIBRARY SERVICES							
80-60-001-45430	JUVENILE AUDIO-VISUAL	160.33	226.98	338.78	226.98	3,750.00	9.0%
80-60-001-45440	JUVENILE REFERENCE	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-45450	TEEN BOOKS	203.09	165.70	448.94	342.31	2,750.00	16.3%
80-60-001-45460	E-BOOKS	756.37	0.00	756.37	0.00	8,000.00	9.4%
80-60-001-45470	GRAPHIC NOVELS	14.12	0.00	53.66	0.00	500.00	10.7%
80-60-001-45500	PERIODICALS	237.45	119.00	4,254.11	4,458.09	7,500.00	56.7%
80-60-001-45510	VIDEO GAMES	498.85	336.90	631.81	336.90	2,750.00	22.9%
80-60-001-45600	PATRON & STAFF SOFTWARE	9.95	0.00	618.90	125.00	4,500.00	13.7%
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	6,526.50	6,131.17	14,000.00	46.6%
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	11.68	0.00	11.68	0.00	0.0%
80-60-001-46000	MISCELLANEOUS EXPENSES	222.57	275.75	273.82	621.47	2,000.00	13.6%
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	37.81	0.00	143.63	0.00	0.00	-100.0%
80-60-001-49000	LIBRARY FURNISHINGS	746.16	145.10	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	355.74	29.00	355.74	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	0.00	0.00	1,251.00	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		63,670.98	57,125.16	140,631.93	131,814.02	964,508.00	14.5%
TOTAL EXPENSES: LIBRARY ADMINISTRATION		63,670.98	57,125.16	140,631.93	131,814.02	964,508.00	14.5%
TOTAL FUND EXPENSES		63,670.98	57,125.16	140,631.93	131,814.02	964,508.00	14.5%

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-- VILLAGE OF LAKE BLUFF --  
DETAILED REVENUE & EXPENSE REPORT  
ACTUAL VS. PRIOR VS. BUDGET  
FOR 2 PERIODS ENDING JUNE 30, 2013

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

ACCOUNT NUMBER	DESCRIPTION	JUNE ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
----- UNDEFINED CODE -----							
81-60-001-49000	LIBRARY FURNISHINGS	0.00	0.00	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		63,670.98	57,125.16	140,631.93	134,614.02	964,508.00	14.5%



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-- VILLAGE OF LAKE BLUFF --  
DETAILED REVENUE & EXPENSE REPORT  
ACTUAL VS. PRIOR VS. BUDGET  
FOR 2 PERIODS ENDING JUNE 30, 2013

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

ACCOUNT NUMBER	DESCRIPTION	JUNE 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	0.00	0.0%
82-40-603-73400	MISCELLANEOUS GRANT	0.00	0.00	0.00	0.00	5,868.00	0.0%
82-40-603-75000	INTEREST EARNINGS	0.00	0.12	0.00	0.00	15,000.00	0.0%
82-40-603-78000	UNRESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.23	0.00	0.0%
82-40-603-78100	RESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.00	5,000.00	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	0.12	0.00	0.23	40,868.00	0.0%
TOTAL REVENUES: BIR MEMORIAL FUND REVENUES		0.00	0.12	0.00	0.23	40,868.00	0.0%
TOTAL FUND REVENUES		367,082.91	368,938.14	447,266.54	404,464.58	905,376.00	49.4%

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-- VILLAGE OF LAKE BLUFF --  
DETAILED REVENUE & EXPENSE REPORT  
ACTUAL VS. PRIOR VS. BUDGET  
FOR 2 PERIODS ENDING JUNE 30, 2013

PAGE: 6  
F-YR: 14

FUND: LIBRARY OPERATING GRANTS FUND  
DEPT: BIRD MEMORIAL EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	JUNE ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
--- UNDEFINED CODE ---							
82-60-001-44800	PER CAPITAL GRANT EXPENDITURES	0.00	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	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	0.00	0.00	0.0%
82-60-001-49600	HVAC SYSTEM	0.00	0.00	0.00	0.00	0.00	0.0%
82-60-001-99999	USE OF DONATIONS/TEMPORARY EXP	0.00	0.00	0.00	0.00	20,000.00	0.0%
TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	25,868.00	0.0%
TOTAL FUND EXPENSES		63,670.98	57,125.16	140,631.93	134,614.02	990,376.00	14.1%

DATE: 07/05/2013  
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-- VILLAGE OF LAKE BLUFF --  
DETAILED REVENUE & EXPENSE REPORT  
ACTUAL VS. PRIOR VS. BUDGET  
FOR 2 PERIODS ENDING JUNE 30, 2013

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

ACCOUNT NUMBER	DESCRIPTION	JUNE 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		367,082.91	368,938.14	447,266.54	404,464.58	905,376.00	49.4%

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DATE: 07/05/2013  
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-- VILLAGE OF LAKE BLUFF --  
DETAILED REVENUE & EXPENSE REPORT  
ACTUAL VS. PRIOR VS. BUDGET  
FOR 2 PERIODS ENDING JUNE 30, 2013

PAGE: 8  
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FUND: LIBRARY SPECIAL GRANT FUND  
DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	JUNE ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
-----							
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	63,670.98	57,125.16	140,631.93	134,614.02	990,376.00	14.1%

# Lake Bluff Public Library

DATE: 07/02/13  
 TIME: 13:35:42  
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-- VILLAGE OF LAKE BLUFF --  
 MANUAL CHECK REGISTER

PAGE: 1

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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
11165	9AT&T AT & T 8472342540-06	06/07/13	01 LCL PH SRVC:5/8-6/7/13	06/20/13	80-60-001-43230	304.67 INVOICE TOTAL: 304.67 *
					CHECK TOTAL:	304.67
11166	9COMCAST COMCAST CABLE COM061213	06/12/13	01 INTERNET SRVC:6/19-7/18/13	06/20/13	80-60-001-43230	154.85 INVOICE TOTAL: 154.85 *
					CHECK TOTAL:	154.85
11167	9DELAGE DE LAGE LANDEN FINANCIAL SRVC 18234252	06/08/13	01 COPIER MAINT:JUNE 2013	06/20/13	80-60-001-41303	137.06 INVOICE TOTAL: 137.06 *
					CHECK TOTAL:	137.06
11168	9USPOSTA UNITED STATES POSTAL SERVICE USP061113	06/20/13	01 STAMPS	06/20/13	80-60-001-43300	33.00 INVOICE TOTAL: 33.00 *
					CHECK TOTAL:	33.00
11169	9INGRAM INGRAM LIBRARY SERVICES			06/20/13		
	72147943	06/03/13	01 ADULT FICTION BOOKS		80-60-001-45100	15.25 INVOICE TOTAL: 15.25 *
	72147944	06/03/13	01 ADULT FICTION BOOKS		80-60-001-45100	15.82 INVOICE TOTAL: 15.82 *
	72147945	06/03/13	01 ADULT FICTION BOOKS		80-60-001-45100	89.19 INVOICE TOTAL: 89.19 *
	72147946	06/03/13	01 ADULT NON-FICTION BOOKS		80-60-001-45000	15.81 INVOICE TOTAL: 15.81 *
	72163694	06/04/13	01 ADULT FICTION BOOKS		80-60-001-45100	14.68 INVOICE TOTAL: 14.68 *
	72163695	06/04/13	01 GRAPHIC NOVELS		80-60-001-45470	14.12 INVOICE TOTAL: 14.12 *

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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
11169	9INGRAM	INGRAM LIBRARY SERVICES		06/20/13		
	72163696	06/04/13	01 ADULT FICTION BOOKS		80-60-001-45100	75.24
					INVOICE TOTAL:	75.24 *
	72223726	06/07/13	01 ADULT FICTION BOOKS		80-60-001-45100	15.25
					INVOICE TOTAL:	15.25 *
	72223727	06/07/13	01 ADULT NON-FICTION BOOKS		80-60-001-45000	14.13
					INVOICE TOTAL:	14.13 *
	72223728	06/07/13	01 ADULT NON-FICTION BOOKS		80-60-001-45000	50.28
					INVOICE TOTAL:	50.28 *
	72283438	06/12/13	01 ADULT FICTION BOOKS		80-60-001-45100	14.68
					INVOICE TOTAL:	14.68 *
	72283439	06/12/13	01 ADULT FICTION BOOKS		80-60-001-45100	31.64
					INVOICE TOTAL:	31.64 *
	72283440	06/12/13	01 ADULT FICTION BOOKS		80-60-001-45100	14.69
					INVOICE TOTAL:	14.69 *
	72283441	06/12/13	01 ADULT FICTION BOOKS		80-60-001-45100	15.23
					INVOICE TOTAL:	15.23 *
	72283442	06/12/13	01 ADULT NON-FICTION BOOKS		80-60-001-45000	59.62
					INVOICE TOTAL:	59.62 *
	72283443	06/12/13	01 ADULT NON-FICTION BOOKS		80-60-001-45000	9.57
					INVOICE TOTAL:	9.57 *
	72283444	06/12/13	01 ADULT NON-FICTION BOOKS		80-60-001-45000	57.58
					INVOICE TOTAL:	57.58 *
					CHECK TOTAL:	522.78
11171	9CRAINS	CRAINS CHICAGO BUSINESS		06/20/13		
	CRA061413	06/14/13	01 2 YR RENEWAL:9/16/13-9/16/15		80-60-001-45500	169.90
					INVOICE TOTAL:	169.90 *
					CHECK TOTAL:	169.90
					TOTAL AMOUNT PAID:	1,322.26

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
11172	9AMAZONA	VOIDED---LEADER CHECK						
		007919988767	06/04/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	11.99	
						INVOICE TOTAL:	11.99 *	
		022509905350	06/05/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	11.88	
						INVOICE TOTAL:	11.88 *	
		075230712984	06/08/13	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.75	
						INVOICE TOTAL:	-0.75 *	
		075233373171	06/04/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	94.87	
						INVOICE TOTAL:	94.87 *	
		075233799616	05/29/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	62.46	
						INVOICE TOTAL:	62.46 *	
		075234119360	06/07/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	11.20	
						INVOICE TOTAL:	11.20 *	
		075239279663	05/29/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	8.99	
						INVOICE TOTAL:	8.99 *	
		089150520887	05/10/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	34.40	
						INVOICE TOTAL:	34.40 *	
		092800025521	05/10/13	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-1.00	
						INVOICE TOTAL:	-1.00 *	
		092800517831	05/11/13	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-1.00	
						INVOICE TOTAL:	-1.00 *	
		092801354392	05/28/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	9.99	
						INVOICE TOTAL:	9.99 *	
		109551153117	05/25/13	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.97	
						INVOICE TOTAL:	-0.97 *	

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
11172	9AMAZONA	VOIDED---LEADER CHECK						
	109551610353		05/22/13	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.02	
						INVOICE TOTAL:	-0.02 *	
	109554235462		05/20/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	238.50	
						INVOICE TOTAL:	238.50 *	
	109555469908		05/24/13	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-1.89	
						INVOICE TOTAL:	-1.89 *	
	109555917707		05/23/13	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-3.00	
						INVOICE TOTAL:	-3.00 *	
	109559891538		05/26/13	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-6.97	
						INVOICE TOTAL:	-6.97 *	
	128743541285		05/31/13	01	OFFICE SUPPLIES	80-60-001-43550	46.15	
						INVOICE TOTAL:	46.15 *	
	178871708124		05/29/13	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-6.50	
						INVOICE TOTAL:	-6.50 *	
11173	9AMAZONA	AMAZON						
	178876474027		05/22/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	39.98	
						INVOICE TOTAL:	39.98 *	
	178879386030		05/26/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	98.16	
						INVOICE TOTAL:	98.16 *	
	178879630808		05/23/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.99	
						INVOICE TOTAL:	19.99 *	
	185371636902		05/21/13	01	ADULT FICTION	80-60-001-45100	69.95	
						INVOICE TOTAL:	69.95 *	



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11173	9AMAZONA	AMAZON					
	2548406703469		06/08/13	01	ADULT NON-FICTION	80-60-001-45000	42.59
						INVOICE TOTAL:	42.59 *
	254843118306		06/08/13	01	ADULT NON-FICTION	80-60-001-45000	33.28
						INVOICE TOTAL:	33.28 *
	254843583239		06/08/13	01	ADULT NON-FICTION	80-60-001-45000	17.39
						INVOICE TOTAL:	17.39 *
	254847482975		06/08/13	01	ADULT NON-FICTION	80-60-001-45000	17.58
						INVOICE TOTAL:	17.58 *
	258844847859		06/07/13	01	ADULT NON-FICTION	80-60-001-45000	195.50
						INVOICE TOTAL:	195.50 *
	258846980216		06/07/13	01	ADULT NON-FICTION	80-60-001-45000	50.49
						INVOICE TOTAL:	50.49 *
	258847519906		06/08/13	01	ADULT NON-FICTION	80-60-001-45000	12.32
						INVOICE TOTAL:	12.32 *
	258847937947		06/07/13	01	ADULT NON-FICTION	80-60-001-45000	70.31
						INVOICE TOTAL:	70.31 *
	258849821098		06/07/13	01	ADULT NON-FICTION	80-60-001-45000	17.05
						INVOICE TOTAL:	17.05 *
	262083521086		05/17/13	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-1.00
						INVOICE TOTAL:	-1.00 *
	262084830703		05/16/13	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-3.00
						INVOICE TOTAL:	-3.00 *
	262086730574		05/15/13	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-10.00
						INVOICE TOTAL:	-10.00 *

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11173	9AMAZONA	AMAZON					
	262087334099		05/14/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	147.52
						INVOICE TOTAL:	147.52 *
						CHECK TOTAL:	1,326.44
11174	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT					
	2028229965		05/31/13	01	ADULT NON-FICTION	80-60-001-45000	29.28
						INVOICE TOTAL:	29.28 *
	2028231268		05/29/13	01	PICTURE/HOLIDAY BKS, READERS	80-60-001-45410	12.80
						INVOICE TOTAL:	12.80 *
	2028233138		05/29/13	01	ADULT FICTION	80-60-001-45100	27.46
						INVOICE TOTAL:	27.46 *
	2028252109		06/04/13	01	PICTURE/HOLIDAY BKS, READERS	80-60-001-45410	523.88
						INVOICE TOTAL:	523.88 *
	2028252429		06/05/13	01	EXPENSES FR RESTRICTED DONAT	80-60-001-48001	9.60
				02	EXPENSES FR RESTRICTED DONAT	80-60-001-48001	9.58
				03	EXPENSES FR RESTRICTED DONAT	80-60-001-48001	9.03
				04	EXPENSES FR RESTRICTED DONAT	80-60-001-48001	9.60
				05	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	587.70
						INVOICE TOTAL:	625.51 *
	2028283740		06/14/13	01	PICTURE/HOLIDAY BKS, READERS	80-60-001-45410	36.43
						INVOICE TOTAL:	36.43 *
	2028283783		06/14/13	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	17.75
						INVOICE TOTAL:	17.75 *
	2028298043		06/19/13	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	35.18
						INVOICE TOTAL:	35.18 *

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11174	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT					
	208313016		06/25/13	01	PICTURE/HOLIDAY BKS, READERS	80-60-001-45410	26.06
						INVOICE TOTAL:	26.06 *
	5012651919		06/25/13	01	ADULT NON-FICTION	80-60-001-45000	14.39
						INVOICE TOTAL:	14.39 *
						CHECK TOTAL:	1,348.74
11175	9BOOKLIS	BOOKLIST					
	BOO060513		06/05/13	01	PERIODICALS:1 YR RENEWAL	80-60-001-45500	147.50
						INVOICE TOTAL:	147.50 *
						CHECK TOTAL:	147.50
11176	9COMPVIE	COMPUTER VIEW, INC.					
	25881		06/28/13	01	COMPUTER SRVC'S	80-60-001-41305	2,710.00
						INVOICE TOTAL:	2,710.00 *
						CHECK TOTAL:	2,710.00
11177	9DAISEY	DAISEY BOOK CO					
	672		06/13/13	01	JUVENILE NON-FICTION	80-60-001-45400	2,313.30
						INVOICE TOTAL:	2,313.30 *
						CHECK TOTAL:	2,313.30
11178	9DEMCO	DEMCO, INC					
	5001705		06/17/13	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	101.02
						INVOICE TOTAL:	101.02 *
	5008061		06/25/13	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	113.48
						INVOICE TOTAL:	113.48 *
						CHECK TOTAL:	214.50

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11179	9EBSCO	EBSCO SUBSCRIPTION SERVICES					
	0025499		06/13/13	01	CREDIT-PERIODICALS	80-60-001-45500	-29.95
						INVOICE TOTAL:	-29.95 *
	1437567		06/07/13	01	ADULT REFERENCE/E-REF	80-60-001-45220	1,338.00
						INVOICE TOTAL:	1,338.00 *
						CHECK TOTAL:	1,308.05
11180	9FIRSTBA	FIRST BANKCARD					
	CAR05242013		05/24/13	01	POSTAGE	80-60-001-43300	6.41
				02	CREDIT-PERIODICALS	80-60-001-45500	-50.00
				03	ADULT PROGRAM SUPPLIES	80-60-001-43710	34.48
				04	MISC. EXPENSES	80-60-001-46000	79.00
						INVOICE TOTAL:	69.89 *
						CHECK TOTAL:	69.89
11181	9FIRSTBA	FIRST BANKCARD					
	CDT06242013		06/24/13	01	ALA CONF-CARLEN	80-60-001-42400	150.00
				02	VIDEO GAMES	80-60-001-45510	498.85
				03	EXCEL TRNG:GLORIA	80-60-001-42400	128.00
						INVOICE TOTAL:	776.85 *
						CHECK TOTAL:	776.85
11182	9FIRSTBA	FIRST BANKCARD					
	DON06242013		06/24/13	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	137.83
				02	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	426.98
						INVOICE TOTAL:	564.81 *
						CHECK TOTAL:	564.81

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11183	9FIRSTBA	FIRST BANKCARD					
	ELI06242013		06/24/13	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	79.20
				02	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	60.55
					INVOICE TOTAL:		139.75 *
					CHECK TOTAL:		139.75
11184	9FIRSTBA	FIRST BANKCARD					
	ERI06242013		06/24/13	01	GATEWAY MONTHLY ACCT	80-60-001-46000	31.60
				02	WEBSITE FOR ILL	80-60-001-45600	9.95
				03	MISC EXPENSES	80-60-001-46000	111.97
				04	POSTAGE	80-60-001-43300	13.46
					INVOICE TOTAL:		166.98 *
					CHECK TOTAL:		166.98
11185	9GOODMAN	GOODMAN ELECTRIC SUPPLY					
	0599408-00		06/26/13	01	BUILDING MAINTENANCE	80-60-001-41000	37.02
					INVOICE TOTAL:		37.02 *
					CHECK TOTAL:		37.02
11186	9INGRAM	VOIDED---LEADER CHECK					
	72303353		06/13/13	01	TEEN BOOKS	80-60-001-45450	171.96
					INVOICE TOTAL:		171.96 *
	72326540		06/14/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	4.77
					INVOICE TOTAL:		4.77 *
	72326541		06/14/13	01	TEEN BOOKS	80-60-001-45450	31.13
					INVOICE TOTAL:		31.13 *

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11186	9INGRAM	VOIDED---LEADER CHECK						
	72342223		06/17/13	01	ADULT FICTION BOOKS	80-60-001-45100	44.63	
						INVOICE TOTAL:	44.63 *	
	72342224		06/17/13	01	ADULT FICTION BOOKS	80-60-001-45100	31.64	
						INVOICE TOTAL:	31.64 *	
	72342225		06/17/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	22.57	
						INVOICE TOTAL:	22.57 *	
	72342226		06/17/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	14.69	
						INVOICE TOTAL:	14.69 *	
	72342227		06/17/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	119.71	
						INVOICE TOTAL:	119.71 *	
	72342228		06/17/13	01	ADULT FICTION BOOKS	80-60-001-45100	15.23	
						INVOICE TOTAL:	15.23 *	
	72342229		06/17/13	01	ADULT FICTION BOOKS	80-60-001-45100	688.71	
						INVOICE TOTAL:	688.71 *	
	72364144		06/18/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	27.00	
						INVOICE TOTAL:	27.00 *	
	72364145		06/18/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	16.06	
						INVOICE TOTAL:	16.06 *	
	72364146		06/18/13	01	ADULT FICTION BOOKS	80-60-001-45100	35.94	
						INVOICE TOTAL:	35.94 *	
	72394802		06/20/13	01	ADULT FICTION BOOKS	80-60-001-45100	15.81	
						INVOICE TOTAL:	15.81 *	
	72394803		06/20/13	01	LARGE PRINT MATERIALS	80-60-001-45110	72.98	
						INVOICE TOTAL:	72.98 *	

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11186	9INGRAM	VOIDED---LEADER CHECK					
	72394804		06/20/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	40.69
						INVOICE TOTAL:	40.69 *
	72449574		06/25/13	01	ADULT FICTION BOOKS	80-60-001-45100	14.68
						INVOICE TOTAL:	14.68 *
	72449575		06/25/13	01	ADULT FICTION BOOKS	80-60-001-45100	31.05
						INVOICE TOTAL:	31.05 *
	72449576		06/25/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	15.82
						INVOICE TOTAL:	15.82 *
11187	9INGRAM	INGRAM LIBRARY SERVICES					
	72449577		06/25/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	14.69
						INVOICE TOTAL:	14.69 *
	72449578		06/25/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	86.94
						INVOICE TOTAL:	86.94 *
						CHECK TOTAL:	1,516.70
11188	9INTERII	INTERIOR INVESTMETNS, LLC					
	105706		05/08/13	01	LIBRARY FURNISHINGS	80-60-001-49000	746.16
						INVOICE TOTAL:	746.16 *
						CHECK TOTAL:	746.16
11189	9IRELAND	IRELAND HEATING & AIRCONDITION					
	58545		05/16/13	01	BUILDING MAINTENANCE	80-60-001-41000	1,550.00
						INVOICE TOTAL:	1,550.00 *
						CHECK TOTAL:	1,550.00



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11190	9KAMINMI	MICAH KAMIN					
	KAM062413		06/24/13	01	BUILDING MAINTENANCE	80-60-001-41000	125.00
						INVOICE TOTAL:	125.00 *
						CHECK TOTAL:	125.00
11191	9KIPPTOY	KIPP TOYS					
	10027079-00		06/18/13	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	173.40
						INVOICE TOTAL:	173.40 *
	10027740-00		06/25/13	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	171.65
						INVOICE TOTAL:	171.65 *
						CHECK TOTAL:	345.05
11192	9LB VILL	VILLAGE OF LAKE BLUFF					
	MAY 2013		06/05/13	01	FY14 MEDICAL INS:MAY 2013	80-10-301-37100	3,091.02
				02	FY14 DENTAL INS:MAY 2013	80-10-301-37100	292.04
				03	FY14 LIFE INS:MAY 2013	80-10-301-37100	37.28
				04	FY14 IMRF 'EE CONTR:MAY 2013	80-10-301-37100	1,148.67
				05	FY14 IMRF EMPLOYER CONTR:MAY 13	80-10-301-37100	3,175.45
						INVOICE TOTAL:	7,744.46 *
						CHECK TOTAL:	7,744.46
11193	9MEANSBE	BETSY MEANS					
	MEA062113		06/21/13	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	250.00
						INVOICE TOTAL:	250.00 *
						CHECK TOTAL:	250.00
11194	9MIDTAPE	MIDWEST TAPE					



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 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
 CHECK REGISTER

PAGE: 11

CHECK DATE: 07/09/13

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11194	9MIDTAPE	MIDWEST TAPE					
	91044726		06/08/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	39.99
						INVOICE TOTAL:	39.99 *
	91044728		06/08/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	224.95
						INVOICE TOTAL:	224.95 *
						CHECK TOTAL:	264.94
11195	9NSSD	NORTH SHORE SANITARY DISTRICT					
	2547487		06/29/13	01	WASTEWTR TREATMNT:2/7-5/9/13	80-60-001-43230	10.44
						INVOICE TOTAL:	10.44 *
						CHECK TOTAL:	10.44
11196	9OVERDRI	OVERDRIVE , INC					
	1018-163149860062513		06/25/13	01	E-BOOKS (ADULT)	80-60-001-45460	357.82
						INVOICE TOTAL:	357.82 *
	1018-164612430062513		06/25/13	01	E-BOOKS (JUVENILE)	80-60-001-45460	152.95
						INVOICE TOTAL:	152.95 *
	1018-165734240062513		06/25/13	01	E-BOOKS (TEEN)	80-60-001-45460	245.60
						INVOICE TOTAL:	245.60 *
	1018-183637120060713		06/07/13	01	PER CAPITA GRANT	80-60-001-44800	350.28
						INVOICE TOTAL:	350.28 *
						CHECK TOTAL:	1,106.65
11197	9PACKWIL	WILLIAM PACK					
	PAC061413		06/14/13	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	200.00
						INVOICE TOTAL:	200.00 *
						CHECK TOTAL:	200.00

Lake Bluff Public Library

8L

DATE: 07/02/13  
 TIME: 13:52:39  
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
 CHECK REGISTER

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CHECK DATE: 07/09/13

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11198	9PACKWIL	WILLIAM PACK					
	PAC061413-2		06/14/13	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	300.00
						INVOICE TOTAL:	300.00 *
						CHECK TOTAL:	300.00
11199	9RANDOMH	RANDOM HOUSE, INC.					
	1087225555		06/07/13	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	22.50
						INVOICE TOTAL:	22.50 *
						CHECK TOTAL:	22.50
11200	9SHREDIT	SHRED-IT USA-CHICAGO					
	9402052889		06/04/13	01	PAPER SHREDDING: 6/3/13	80-60-001-41303	47.72
						INVOICE TOTAL:	47.72 *
						CHECK TOTAL:	47.72
11201	USPOSTAL	UNITED STATES POSTAL SERVICE					
	USP062013		06/20/13	01	PERMIT #98 ANN'L RENEWAL	80-60-001-43300	200.00
						INVOICE TOTAL:	200.00 *
						CHECK TOTAL:	200.00
11202	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS					
	101638810		06/28/13	01	'EE ICMA CONTRIBUTION: 6/28/13	80-20-102-45000	1,050.00
						INVOICE TOTAL:	1,050.00 *
						CHECK TOTAL:	1,050.00
11203	9WAREHOU	WAREHOUSE DIRECT					

Lake Bluff Public Library

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DATE: 07/02/13  
TIME: 13:52:39  
PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
CHECK REGISTER

PAGE: 13

CHECK DATE: 07/09/13

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11203	9WAREHOU	WAREHOUSE DIRECT					
	1981886-0		06/20/13	01	OFFICE SUPPLIES	80-60-001-43550	11.29
						INVOICE TOTAL:	11.29 *
						CHECK TOTAL:	11.29
						TOTAL AMOUNT PAID:	26,614.74

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.

(e) 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

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## SIERRA PRICE QUOTATION

### *Lake Bluff Public Library*

*Subscription Solution / Server Hosted by Innovative Interfaces*

*15 Staff Users*

*(PostgreSQL DBMS)*

*Unlimited Public Catalog Users*

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### 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 3<sup>rd</sup> 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**

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### **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\*\***

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### **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 Records<sup>1</sup>
- Load of Authority Records<sup>1</sup>
- Load of Patron records<sup>2</sup>
- Load of Circulation Checkouts, Holds, and Fine Totals<sup>2</sup>
- Load of Acquisitions Order records and Serials holdings records<sup>2</sup>

**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 1<sup>1</sup>** **\$20,297**  
First payment due one month after initial installation of the System.

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

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.

<sup>1</sup> 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:



LAKE BLUFF  
HISTORY MUSEUM

BOARD OF DIRECTORS

- Catherine McKechney  
*President*
- Pam Russell  
*Vice President*
- Paul T. Bergmann, Esq.  
*Secretary*
- Jim Warfield  
*Treasurer*
- Thomas Tincher  
*Past President*
- Kathleen O'Hara  
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- Phyllis Albrecht
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- Mark Dewart
- Sue Douglass
- Lynne Grenier
- Richard Hegg
- Steven Kraus
- William Lape
- Penny Marsh
- Judy Philipp
- Marilyn Shineflug
- Ryan Vahey
- Holli Volkert
- Kay Wolff

LAKE BLUFF  
HISTORY MUSEUM  
127 East Scranton Avenue  
P.O. Box 250  
Lake Bluff, IL 60044  
(847) 482-1571

June 26, 2013

Eric Bailey  
Library Director  
Lake Bluff Public Library  
123 E Scranton Ave.  
Lake Bluff, IL 60044

Dear Eric,

The Lake Bluff History Museum Board of Directors requests permission from the Library Board to have Ireland Heating insulate the vents to reduce the sound levels in the museum due to the A/C unit fan.

The Museum will pay for any costs to remedy the noise level. Once we receive permission from the Library we will contact Ireland and schedule the work at their earliest convenience.

Sincerely,

Catherine McKechney  
President,  
Lake Bluff History Museum

*The Vliet Center of Lake Bluff History is an all-volunteer 501(c)(3) not-for-profit organization dedicated to the collection and preservation of the history of Lake Bluff.*

## July Director's Report

As I am writing this report, only 2 and ½ weeks have passed since the last Board Meeting. Still, I have plenty to report. First, we had our busiest June ever. We averaged 56.61 checkouts per hour, and 50.96 visits per hour. I have often led off past reports with similar statements, but pictures often speak louder. I have added a graph to this month's Statistics Report showing circulation history over the past 7 years to show just how far we have come.

Deena Sutherland did a fantastic job organizing our 4<sup>th</sup> of July March this year. Despite my inability to find a really good white hair dye, I was still enthused to march as Uncle Sam during the parade. Huge thanks to everyone who marched with us!

You may have noticed that patrons marching received a 'Library Buck.' Created by staff members Carlen DeThorne and Deena Sutherland, they can be redeemed for a tote bag, flash drive, or \$5 in copies. These are all items that we have given away as prizes at some time in the past. The dollars make for a handy giveaway or raffle prize, and, yes, they do have a picture of the Library Director on them. We did check carefully (what can I say, Library Staff loves doing research) and we aren't in violation of any law in altering the image of a \$1 bill.

We unexpectedly lost a staff member, Ms. Reva Kaplan, who resigned on June 24. While she will be missed, Amelia Snoblin has stepped in to fill Reva's hours in the short term. We are also fortunate that one of the candidates we wished we could have hired was still available. Amy vanGoethem will be joining our staff on July 17. Amy recently studied abroad in Belgium and served as an intern with the European Union's representative from Malta.

Sarah put together a fabulous Blackhawks display following their Stanley Cup win. I was happy to lend a pair of my hockey sticks to the display.



Carol deserves praise for keeping her cool when the June 27 'Fourth of July Barbecue: Beyond the Basics' program set off the smoke alarms. She kept the large crowd of attendees calm and focused on the program while the Library Director worked with some of Lake Bluff's finest (i.e. volunteer firemen) to disarm the system.

With replacement of the upright shelving now a project for Fiscal Year 2014-2015, I am proceeding with the projects that had originally been planned for this Fiscal Year. This includes relocating the indoor book drop to make it more convenient for patrons, continuing last autumn's landscape project, adding display space, expanding our collection of digital resources, and of course upgrading both our server and Integrated Library System.

New staff members Kira, Amelia, Melissa, and Regina are doing very well and picking up the Library's systems and procedures extremely quickly. Amelia and Melissa have been helping with our very successful MyMediaMall training classes, and Kira will be helping out as part of our 'Celebrity Bartenders' crew during the July 20<sup>th</sup> Block Party. Regina has taken over our very successful 'Story time on the Village Green' program.

Carlen is working with Mary Dahlmann, a Friend's of the Library Board Member, to publicize our white canvas reading bag as the "IT" bag for readers. Patrons with bags will be encouraged to take pictures of themselves or their bags in distant and/or unique places. The pictures will then be posted on our website, as well as on Patch.com and Gazebo News.

Carlen and Rummanah all attended the American Library Association Conference in Chicago at the end of June. The big news during the ALA conference this year was President Obama's announcement that he intends to reach out to Public Libraries as part of the implementation of the Affordable Care Act. As the attached article states, public libraries already act as information hubs for many communities. They also offer essential Internet access, which many people that

will be interested in signing up under the new law lack. One way or another, like tax season, it is something we will need to be certain that we are prepared for.

**Agenda Items**

Integrated Library System Proposal

Lyndy and I are satisfied with the language of this document, which provides the 5 years' service up front and another 5 optional years at the quoted price. Our attorney has been on vacation, but should be back in time to provide a 'rider' to attach to the contract. I will have this available at the meeting.

**RECOMMENDATION:** Approve the ILS contract. If legal review is still pending, then approval pending final legal review.

Museum Request for Approval of Ventilation Project

Per my request Cathy McKechny redrafted the History Museum's request. I have talked with Dave Ireland of Ireland Heating. The insulation would have minimal impact on the ventilation system. This is a small project that will probably cost \$400 to \$600. The ultimate source of the noise in the Wood Building is the result of how it was engineered. Short of reengineering the HVAC system for the Wood Building this is the best way to reduce the noise level. It will do that, though likely not to a large degree, without causing any harm. Finally, the Library is covered by Sections 8 and 9 of the lease should any damage be caused or should the Library wish the insulation removed. Both would be the Museum's responsibility.

**RECOMMENDATION:** This is a small project that the Library is not contributing towards. I recommend that the Library approve the request, with the caveat that the Library receives copies of work orders for anything done. The Board had requested this be discussed in a Building and Grounds Committee Meeting but no committee meeting was possible since the letter was received. My hope is that the request can be dealt with quickly at the Regular Board Meeting and checked off the 'to do' list.

Cathy McKechney, the Museum Board President, is also awaiting an invitation to introduce herself to the new Library Trustees. I recommend we invite her to join us next month.

Donations for Fiscal Year May 1, 2012 – April 30, 2013

A list of donations, as requested. We spent virtually everything that was donated. The \$1,000 donation is earmarked for the benches in the landscaping plan that is underway. The \$100 donation is to be used for the landscaping as well.

Programs for Fiscal Year May 1, 2012 – April 30, 2013

I have included the annual breakdown of adult, children’s, and teen programs by program name, cost, and attendance. Compiling the data has proved very useful in spotting trends that we can build on. Some of the numbers may not have made it to me by Friday, but I hope to have them by Tuesday.

Patron Privacy

A loyal patron and longtime user of the Lake Bluff Library has requested that she be able to address the Board regarding its Patron Privacy Policy. In particular, that portion that applies to a parent’s access to their children’s cards. I consulted with the Board President before following the Library Board’s past practice in handling such requests. I have included a letter from the patron and a copy of our library policy. At present the Library provides access by a caregiver to a child’s account only if they have the card or card number. As parents are held liable for materials lost by their children the Library does provide information regarding lost or overdue items without a card. This is the only procedural exception to the standing policy. Unfortunately, the patron who expressed the concern could not be here this meeting. I am hopeful that she will be able to attend a future meeting.

I consulted Illinois Law on Library and Child Privacy. The Illinois Local Library Act, in stating that “the registration and circulation records of a library are confidential information” does not distinguish between minors and adults. It does not provide definition of, or list any exceptions to, its use of the word “public.” As no test case

has clarified this, public library practice varies. A copy of the Illinois Local Library Act is attached. I surveyed 22 neighboring libraries regarding their practice. I asked staff members at each library 2 questions regarding access by a parent to a minor's account. The summary of my findings is that, while practices vary, our policy reflects the most common in place.

Of our closest neighbors, Cook Memorial (Libertyville) follows the same practice as we do, denying access without a card unless fines or lost items become involved. North Chicago provides no access at all to parents, even if fines or lost items are involved. Finally, Lake Forest provides access to parents without the minor's card if they can provide an ID with a last name and address that matches that of the minors. This access ends when the minor reaches 13 years of age, at which point the parent no longer has access to their child's card. Lake Forest indicated that they felt the privacy of teenagers to be particularly important. They do, however, work with parents in retrieving lost items and recovering fines.

**RECOMMENDATION:** Our current policy is consistent with what is practiced by our neighbors. It has the benefit of allowing individuals and families to decide whether or not they wish to share their card numbers and the information that they provide access to. I feel that our current policy manages to meet as best possible the dual and somewhat contradictory goals of following State Law and of meeting the high standard of patron service we set for ourselves. The policy could be altered if desired, though I would not recommend any major changes. As her opportunity to make Library Board Meetings is limited, I WOULD recommend that 1 or more Library Trustees reach out to the concerned patron. I believe that she would greatly appreciate it. I don't believe, in my conversations with her, that she is seeking a formal written response but rather an open dialogue regarding her concerns.

# Monthly Statistics Summary

## June 2013

### Circulation

#### Total June Activity

Fiscal Year	Total Circ.	Avg. Circ/Hour	% change
2013-2014	11859	56.61	5.41%
2012-2013	11250	48.49	32.38%
2011-2012	8498	46.95	-13.79%

#### Total Activity Fiscal Year to Date

Fiscal Year	Total Circ	Avg. Circ/Hour	% change
2013-2014	20383	46.36	1.76%
2012-2013	20031	42.09	29.29%
2011-2012	15493	38.55	-12.31%

#### Circulation by Collection (Fiscal Year to Date)

Fiscal Year	Adult	Juvenile	Adult Fiction	Adult Non Fiction	Audio Visual	ILL Borrowed	ILL Lent
2013-2014	10392	8541	2419	1404	7477	248	63
2012-2013	10851	8121	2708	1599	7150	267	68
2011-2012	8263	6265	2795	1067	5102	225	49

### User Visits

#### Total June Activity

Fiscal Year	Total Visits	Avg. Visits/Hour	% change
2013-2014	10677	50.96	15.98%
2012-2013	9206	39.68	55.53%
2011-2012	5919	32.70	-11.03%

#### Total Activity Fiscal Year to Date

Fiscal Year	Total Visits	Avg. Visits/Hour	% change
2013-2014	17140	39.17	7.51%
2012-2013	15942	33.53	38.90%
2011-2012	11477	28.33	-1.70%

### Materials Acquired & Withdrawn

#### Total June Activity

Fiscal Year	Acquired	Withdrawn
2013-2014	972	649
2012-2013	697	740
2011-2012	573	608

#### Total Activity Fiscal Year to Date

Fiscal Year	Acquired	Withdrawn
2013-2014	1871	1375
2012-2013	1330	2038
2011-2012	1221	1070

#### Acquisitions by Collection (Fiscal Year to Date)

Fiscal Year	Adult	Juvenile	A/V
2013-2014	910	961	270
2012-2013	848	482	217
2011-2012	851	370	187

#### Withdrawals by Collection

Fiscal Year	Adult	Juvenile	A/V
2013-2014	1342	33	125
2012-2013	1855	183	200
2011-2012	759	311	69

### Online Access

#### Digital Books and Music

##### Total June Activity

Fiscal Year	Books	Music	% change
2013-2014	469	262	56.33%
2012-2013	300	216	42.86%
2011-2012	210	252	195.77%

#### Digital Books and Music

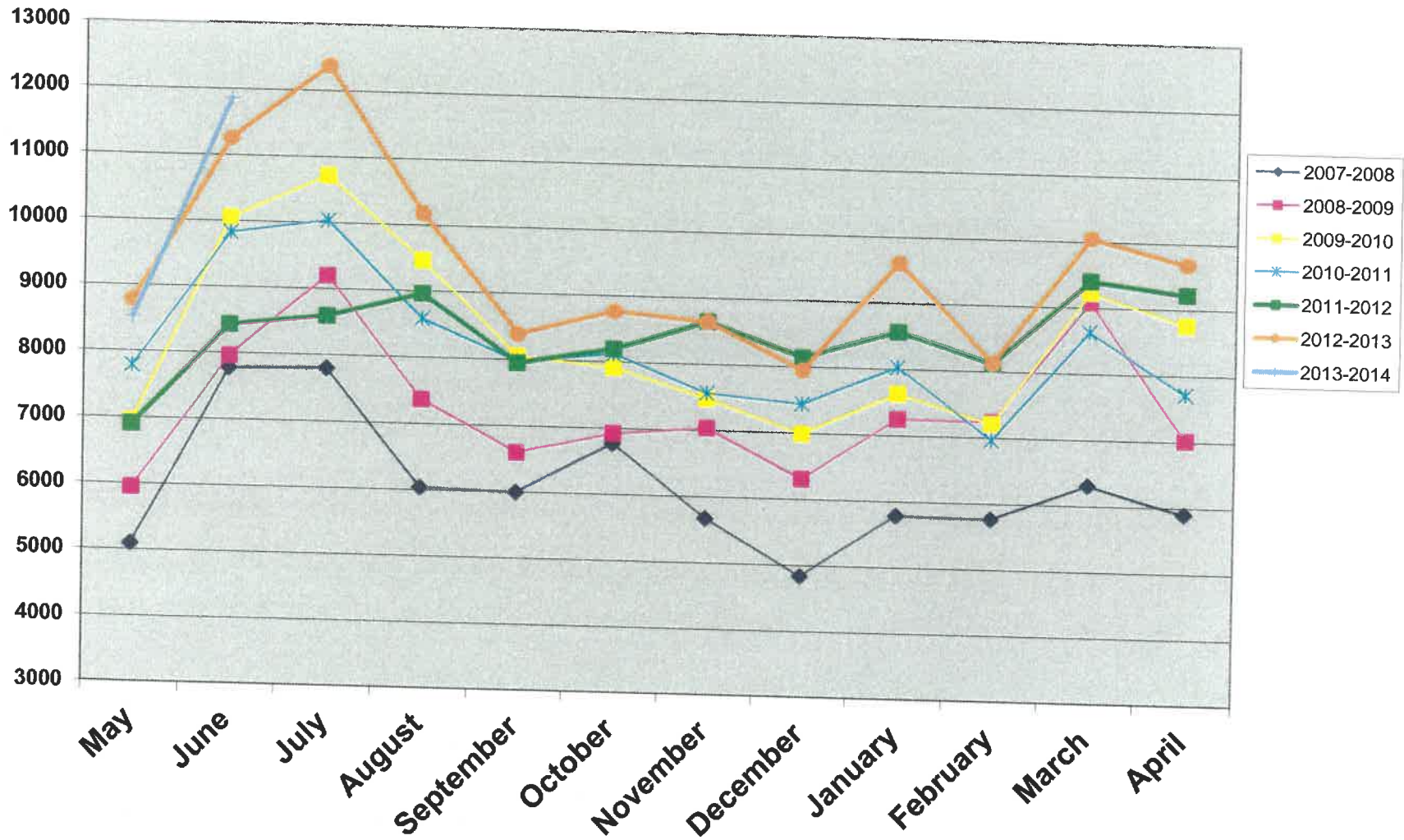
##### Total Activity Fiscal Year to Date

Fiscal Year	Books	Music	% change
2013-2014	843	441	49.20%
2012-2013	565	457	40.20%
2011-2012	403	510	253.51%

#### Website Usage Fiscal Year to Date

Fiscal Year	Page Loads	Unique Visitors
2013-2014	20156	11475
2012-2013	18572	12303
2011-2012	14980	10099

### Total Circulation '07-'13





### Donations to the Library Between May 1 2012 and April 30 2013

Received	Donor	Amount	Thanked?	Used For	Memorial For
9/10/2012	Friends of the Library	\$1,978.00	9/8/2012	Purchase of 2 loung chairs	None
9/10/2012	Lake Bluff Women's Club	\$25.00	11/7/2012	Surviving the Dust Bowl	Alyce Lavelle
11/6/2012	Lake Bluff Women's Club	\$25.00	11/7/2012	Top 25 Gymnastic Skills by Jeff Savage	Ruth Nitsche
11/9/2012	Friends of the Library	\$6,469.09	11/9/2012	Book Drop, Bike Rack, Benches	None
11/27/2012	Robin E. Lester	\$80.00	11/27/2012	Book Drop	None
11/28/2012	Margaret Abel	\$250.00	11/28/2012	Paperbark Maple	Don Abel
12/5/2012	Lake Bluff Women's Club	\$25.00	12/5/2012	Purchase of 'The Reluctant Patriot' by Edward Bernardi	Joan Marsh
12/9/2012	Friends of the Library	\$773.89	12/9/2012	Scanners, and Printers	None
12/9/2012	Alison Michael	\$100.00	12/9/2012	Not Used -- Landscaping	None
1/10/2013	Lake Bluff Women's Club	\$25.00	1/14/2013	Purchase of 'The Last of the Illini, or, the Legend of Starved Rock, a Tale of Illinois	Marjorie Stone
3/5/2013	Mary Ann Mahoney	\$1,000.00	4/24/2013	Not Used -- Bench	John Sheppard Jr.
4/4/2013	Diane and Howard Skoien	\$25.00	4/9/2013	JFK's Last Hundred Days by Thurston Clarke	Norma Mocogni
4/12/2013	Andrew Robinson	\$25.00	4/19/2013	Rose Kennedy by Barbara Perry	Norma Mocogni
4/24/2013	Joan Kroll	\$50.00	4/24/2013	Rose Kennedy's Family Album by Caroline Kennedy	Norma Mocogni
5/2/2013	Lake Bluff Women's Club	\$25.00	5/6/2013	Purchase of Trident K-9 Warriors and Kathy's Hat, a Story of Hope.	Norma Mocogni

**TOTAL**

**\$10,875.98**

	Adult Programs 2012-2013	Budget \$4000	Attendance	Cost of Program	Sub- totals
<i>May</i>					
5-May	Deena: Lost City of Oz		2	Free	
7-May	Star Gazing		5	Free	
10-May	Carlen Book Club		1	Free	
14-May	Movie: I Don't Know How		0	Free	
15-May	Carol: End of Wasp Season		8	Free	
21-May	Wool Gatherers		2	Free	
31-May	Movie: Footloose		0	Free	
					0
<i>June</i>					
5-Jun	Betty Kay		21	25+52.50=77.50	
9-Jun	Summer Reading Club Begins			Free	
7-Jun	Movie: Larry Crowne		0	Free	
9-Jun	Deena: Devil in the White City		2	Free	
11-Jun	Olive Tap		23	Free	
12-Jun	Movie: The Muppets		5	Free	
14-Jun	Carlen Book Club		8	Free	
16-Jun	Prairie Godmothers		12	200	
18-Jun	Wool Gatherers		2	Free	
19-Jun	Carol: Weird Sisters		6	Free	
25-Jun	Video: Himmelblau		16	Free	
					277.50
<i>July</i>					
2-Jul	Movie: Extremely Loud		6	Free	
7-Jul	Deena: Naked		3	Free	
17-Jul	Carol: Still Alice		11	Free	
16-Jul	Wool Gatherers		2	Free	
19-Jul	Downton Abbey		27	200	
23-Jul	whEAT REAL/Kim Nordin		10	175	
					625.50
<i>August</i>					
2-Aug	Movie: Cat on Hot Tin Roof		2	Free	
4-Aug	Deena: Outliers		4	Free	
7-Aug	Movie: Big Miracle		2	Free	
9-Aug	Carlen: Night Circus		4	Free	
14-Aug	Martha: Build Me Up		7	Free	
20-Aug	Wool Gatherers		3	Free	
21-Aug	Carol: Buddha in the Attic		6	Free	
17-Aug	Summer Reading Club		57		



22-Aug	To Kill a Mockingbird		12		Free		
						625.50	
<i>September</i>							
11-Sep	Hunger Games		2		Free		
13-Sep	LC Museum: What's in a Name?		2		80		
17-Sep	Wool Gatherers		2		Free		
18-Sep	Carol: The Dry Grass of August		8		Free		
24-Sep	Habitat Guide for Birding		10		80		
27-Sep	Karen Plummer: Felting		10		200		
	Deena: Book Club		2				
						985.50	
<i>October</i>							
1-Oct	Bird Migration/Audubon Society		20		Free		
4-Oct	Don't Pay the College Sticker Price		6		Free		
11-Oct	Carlen: Book Club		3		Free		
9-Oct	Movie: Iron Lady		4		Free		
15-Oct	Wool Gatherers		3		Free		
18-Oct	Golf Display/Historical Society		40		Free		
16-Oct	Carol: Sound of Wild Snail		9		Free		
23-Oct	Mary Ann Rutledge		20		100		
						1085.50	
<i>November</i>							
1-Nov	Riffrax: Star Wars		8		Free		
5-Nov	Deena: Mad Women		2		Free		
19-Nov	Wool Gatherers		3		Free		
18-Nov	Children's Home Movie		31		Free		
20-Nov	Language of Flowers		7		Free		
26-Nov	Movie: Flowers of War		2		Free		
29-Nov	Marshall Field's Windows		31		175		
						1260.50	
<i>December</i>							
3-Dec	Mike Basin/Accordion Musician		4		150		
6-Dec	Movie: Best Marigold Hotel		4		Free		
10-Dec	Movie: Rock of Ages		2		Free		
8-Dec	Deena: Invisible Thread		3		Free		
11-Dec	Middle School Chorus		28		Free		
13-Dec	Carlen: Book Club		3		Free		
17-Dec	Wool Gatherers		3		Free		
18-Dec	Carol's Book: If it was Easy, They'd Call		5		Free		
<i>Adult Winter Reading Club</i>			29		300	1560.50	

<i>January</i>							
12-Jan	Deena: Book Club			2	Free		
7-Jan	Movie: Battleship			3	Free		
8-Jan	What Not to Wear/Noelle Cellini			17	250		
10-Jan	Carlen/Deena Book Talk			4	Free		
15-Jan	Carol: Soldier's Wife			7	Free		
17-Jan	Jim Gibbons/ Lady of the Angels Fire			5	150		
21-Jan	Wool Gatherers			3	Free		
24-Jan	Jim Schwantz/football			3	150		
31-Jan	Mandi Lynn	Tattoo Artist		2	125		
						2135.50	
<i>February</i>							
5-Feb	Lauren Levin/Basics Info Alzheimer's			18	Free		
21-Feb	Energy Impact/Paige Bonk			4	Free		
11-Feb	Rock Island State Park/Door County			3	Free		
9-Feb	Deena: Book Club			4	Free		
25-Feb	Wool Gatherers			2	Free		
19-Feb	Carol : Battle Hymn of Tiger			6	Free		
26-Feb	Movie: Moonrise Kingdom			4	Free		
						2135.50	
<i>March</i>							
7-Mar	Early Spring Desserts			8	200		
11-Mar	Movie: Secret Life/Secret Death			2	200		
12-Mar	Carol: Death Comes to Pemberley			7	Free		
25-Mar	Wool Gatherers			6	Free		
21-Mar	History of Library/ Kathy O'Hara			16	Free		
18-Mar	Deena/Carlen Book Club			4	Free		
28-Mar	Movie: Inception			4	Free		
						2535.50	
<i>April</i>							
8-Apr	China w/Sue Ding			6	Free		
4-Apr	Cooking with Chicken			8	200		
11-Apr	Gardening/Anne Flannery			11	125		
15-Apr	Wool Gatherers			3	Free		
16-Apr	Carol: Beneath Marble Sky			7	Free		
22-Apr	Creative Design on a Budget			16	150		
29-Apr	Deerfield Poets			16	Free		
6-Apr	Carlen/Deena: Wild			3	Free		
25-Apr	Nook			8	Free		
						3010.50	

							3010.50	
						Supplies	409.11	
	<b>TOTAL</b>	<b>94 programs</b>	<b>824 patrons</b>				<b>3419.61</b>	

Prepared by Carol Ann Carter on June 21, 2013

**Email Received – 6/19/2013**

Eric - Once again, the children's privacy policy has become a situation I would like to have addressed.

The current Library policy not to disclose the books that the children check-out or holding - to the parent unless you have the child's library number - is unheard of. When your public office contacts a home and speaks directly with a parent - they should be allowed to know what book their child is attempting to check-out, have on hold, or past-due. As every minor's public library card is linked to an adult, that adult should be able to oversee the books each child is interested in.

A parent has full right to be given the information that their child is attempting to obtain a book without the scrutiny of your office. I have presented this situation to your facility every year since my children encountered this situation when they were 5 years old. Now that they are at the curious teenage years, I do have a right to know what books my child has been checking out, or attempting to - so that I can prevent books that are inappropriate for them. Not allowing this information to be given to the parent (even though the accounts are linked), is CRAZY. You are actually taking the rights away from the parent!

I would like to have an opportunity to present this situation to the Library Board (either in person, phone or via e-mail), however, there is no contact information on the web-site to do this process.

If you could please forward my e-mail to Kathy Meierhoff, Carole Stroh, Scot Butler and Ruth Schnell - I would appreciate a response in the next week or so.

ILLINOIS COMPILED STATUTES  
CHAPTER 75. LIBRARIES  
ILLINOIS LOCAL LIBRARY ACT  
ARTICLE 1. GENERAL PROVISIONS

75 ILCS 5/1-7

[Prior to 1/1/93 cited as: Ill. Rev. Stat., Ch. 81, para. 1-7]

§ 75 ILCS 5/1-7. [Confidentiality]

Sec. 1-7. Each library subject to this Act is subject to the provisions of The Library Records Confidentiality Act [75 ILCS 70/1 et seq.].

LIBRARY RECORDS CONFIDENTIALITY ACT

75 ILCS 70/1

[Prior to 1/1/93 cited as: Ill. Rev. Stat., Ch. 81, para. 1201]

§ 75 ILCS 70/1. [Confidentiality of records; statistical reports permitted]

Sec. 1. (a) The registration and circulation records of a library are confidential information. Except pursuant to a court order, no person shall publish or make any information contained in such records available to the public.

(b) This Section does not prevent a library from publishing or making available to the public reasonable statistical reports regarding library registration and book circulation where those reports are presented so that no individual is identified therein.

(c) For the purpose of this Section, (i) "library" means any public library or library of an educational, historical or eleemosynary institution, organization or society; (ii) "registration records" includes any information a library requires a person to provide in order for that person to become eligible to borrow books and other materials and (iii) "circulation records" includes all information identifying the individual borrowing particular books or materials.

§ 75 ILCS 70/2. [Short title]

Sec. 2. This Act may be cited as the Library Records Confidentiality Act.

HISTORY: Source: P.A. 86-1475

PUBLIC LIBRARY DISTRICT ACT OF 1991

75 ILCS 16/1-25

§ 75 ILCS 16/1-25. Confidentiality of records

Sec. 1-25. Confidentiality of records. Each library subject to this Act is subject to the provisions of the Library Records Confidentiality Act [75 ILCS 70/1 et seq.].

HISTORY: Source: P.A. 83-179; 87-1277, § 1-25.

FREEDOM OF INFORMATION ACT

5 ILCS 140/7 (2001)

§ 5 ILCS 140/7. Exemptions

Sec. 7. Exemptions. (1) The following shall be exempt from inspection and copying:

<...>

(1) Library circulation and order records identifying library users with specific materials.

(2) This Section does not authorize withholding of information or limit the availability of records to the public, except as stated in this Section or otherwise provided in this Act.

02/03

**MNG-1: Confidentiality of Library Records**

It is the policy of the Board to ensure the privacy of the users of Library services. The Board considers any patron-identifiable Library records to be confidential in nature. Patron-identifiable Library records are collected only when they are necessary for the fulfillment of the Library's mission or for the purpose of protecting public property. Patron records are not to be used directly or indirectly to identify the types of materials used by individual Library patrons.

Patron-identifiable Library records include any information that links a patron to use of particular Library materials, resources, or services, or that identify a patron's choices, tastes, or research interests. Such records include, but are not limited to, all types of registration and circulation records, temporary Internet files stored in a computer, computer sign-up sheets, inter-Library loan requests and records, patron requests to reserve, recall or obtain certain materials, notes pertaining to patron requests for assistance, and all correspondence with patrons having to do with use of Library resources including email. Even records that do not include a patron's name, but refer to some other identifiable characteristic, such as the patron's Library card number, address, driver's license number, or phone number are considered patron-identifiable Library records. In addition to physically extant records, patron-identifiable Library records include computers, computer components, disks and other electronic storage media containing such records.

No identifiable Library records shall be made available to members of the public, the press, or any agency of state, federal, or local government, except pursuant to such process, order, or subpoena as may be authorized by a court under the authority of and pursuant to federal, state or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power. Any costs incurred by the Library in any search through patron records shall be chargeable to the agency demanding such search.

Only the Library Director or Board President is authorized to accept and respond to such court orders. If the order requires immediate compliance, the designated librarian-in-charge, may respond to such an order, but should first attempt to notify the Library Director or Board President. Whenever possible the Library's staff should seek to have the court order reviewed by the Library's Attorney before complying.

Patron identifiable information may be disclosed without a court order only in the following circumstances:

- A. A patron may have access to any patron-identifiable records the Library holds about him or her, if the patron presents his or her Library card. Telephone callers who provide their Library card number will be treated the same as in-person visitors.
- B. **If the patron is a minor, the minor's parent or legal guardian may have access to the circulation records of that child if the parent or guardian is in possession of the child's Library card and is able to provide appropriate identification for himself or herself.**

- C. When contacting a patron, patron-identifiable information (such as the title or subject of a requested item available to be picked up) may not be left on an answering machine, voice mail, or email to the patron, unless the patron specifically requests this form of identification at the time of the request. The Library cannot be responsible for maintaining confidentiality in the notification process if these methods are selected by the patron.
  
- D. The Federal Protection of Children from Sexual Predators Act requires the Library to report possible violations of child pornography laws to the Cyber Tip Line at the National Center for Missing and Exploited Children ([www.cybertipline.com](http://www.cybertipline.com)). Reports received by the Cyber Tip Line are forwarded to the appropriate law enforcement agencies. Such disclosures should be made only by the Library Director, and whenever possible the Library Director will consult with the Library's Attorney before making such a disclosure. The Library is protected from liability for good faith disclosure to the Cyber Tip Line.



## Library Policy on Parental Access to Children's Account

Does the Library provide access by Parent's to Children's accounts without the Child's card number?

	Access to Account?	With Fines or Lost?	Notes
Antioch	NO	NO	
Cook Memorial	NO	YES	
Crystal Lake	YES	YES	
Ela Area	YES	YES	
Evanston	NO	NO	Requires ID too.
Fremont	NO	YES	
Glencoe	YES	YES	Not for spouses.
Glenview	YES	YES	
Grayslake	If Accounts Linked	YES	
Highland Park	No, unless noted	No, unless noted	
Highwood	Not sure.	Not sure.	
Indian Trails	ID Required, and never over phone	ID Required, and never over phone	Always exceptions, manager handles.
Lake Bluff	NO	YES	
	With appropriate ID, up to age 13. For older, parents have no access.		
Lake Forest		YES	Not for spouses.
North Chicago	NO	NO	
Northbrook	NO	NO	Parents acknowledge the Library Confidentiality Act when they get a card for their child.
Park Ridge	NO	YES	
Skokie	With ID only.	With ID only.	
Vernon Area	NO	YES	
Warren Newport	NO	Yes, but no title info.	Child or card must be there.
Wilmette	NO	Yes, but no title info.	Not for spouses.
	With ID only. And not for over 16.		
Winnetka-Northfield		Yes, with ID.	
Zion-Benton	Yes, with ID only.	Yes, with ID only.	

**Summary:**

Access to Account

NO	10
YES	4
YES, with caveat.	7
Not sure.	1

Access with Fines/Lost

NO	4
YES	10
YES, with caveat.	7
Not sure.	1

**NOTE: Totals do not include Lake Bluff Public Library.**




**10,000 small businesses**  
 Goldman Sachs is committed to helping 10,000 Small Businesses create jobs and drive economic growth.  
 PROGRESS IS EVERYONE'S BUSINESS

July 3, 2013

**HUFF POST** POLITICS

## Obamacare Outreach Recruits Libraries

The Huffington Post | By Jeffrey Young  
 Posted: 07/01/2013 2:28 pm EDT



Libraries across the U.S. will play a role in helping health insurance customers learn how to enroll in coverage this fall under President Barack Obama's health care reform law, his administration announced.

Public libraries will be part of the federal government's sweeping consumer-education campaign on health care reform, President Barack Obama's administration announced Monday.

Starting Oct. 1, individuals and small employers will shop for coverage and learn about financial assistance in health insurance exchange marketplaces. The Centers for Medicare and Medicaid Services, which is implementing these marketplaces under the law, will provide information to libraries in order to educate the public, the agency said.

The Obama administration is beginning a [broad education and outreach campaign](#) to reach the millions of people who will be using the health insurance exchanges to obtain health care coverage, which [will be required for most people](#) next year. Libraries not only are public resources in most communities, but also provide computer and internet services to people who don't have access in their homes, including the low-income individuals most likely to benefit from Obamacare's expansion of Medicaid and subsidies for private health insurance.

"People will likely turn to libraries to learn about the marketplace, and we want to make sure that library staff has access to the tools and the information to respond to people who want to sign up and enroll for coverage on Oct. 1," Marilyn Tavenner, administrator of the Centers for Medicare and Medicaid Services, said in [a press release](#).

Surveys have shown that [public understanding of the health care reform law is low](#), especially among low-income and uninsured people who stand to gain the most from Obamacare.

As many as [17,000 libraries could participate](#) in Obamacare educational activities via the Institute of Museum and Library Services, a federal entity that provides funding to libraries, the Associated Press reported Friday.

Libraries equipped with public computers and Internet access already serve as a bridge across the digital divide, so it made sense to get them involved, said Julie Bataille, spokeswoman for the U.S. Centers for Medicare and Medicaid Services. "Libraries are a tremendous resource for people in their communities," Bataille said. "They're already a destination many individuals go to when they're seeking out information and understanding on a variety of issues."

Libraries also have public spaces where meetings can be held. And they already provide health information to 28 million people a year via public access computers, according to the Institute of Museum and Library Services, a federal grant-making agency, which will coordinate the new effort with CMS. The two federal agencies also worked together during the rollout of the Medicare prescription drug benefit, experience that should help with this effort, Bataille said.

Last week, the administration unveiled a new consumer-information hotline and [a new version of the website](#) that will become the health insurance exchange marketplace in October, [HealthCare.gov](#).

So far, the government has launched [nationwide advertising and promotional campaigns](#) by the president and other administration officials to publicize the open enrollment period for people who buy their own health insurance, which runs from Oct. 1 through March 31, 2014. The administration and its allies are also planning myriad [community-based activities](#).

The federal government, states like California and Kentucky, nonprofit advocacy organizations such as Enroll America and local groups will share information about the health care law's requirements and benefits in a variety of settings, including churches, schools and state fairs.

The Obama administration also is [seeking partnerships with professional sports leagues](#) like the National Football League and the National Basketball Association, which reach wide audiences and young men in particular. Those plans suffered a setback Friday, however, when the NFL announced it currently [had no plans to participate](#). The NFL's statement came after sports leagues said they had received letters from Senate Minority Leader Mitch McConnell (Ky.) and other Republicans warning them not to cooperate with the administration's efforts.