

September 10, 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 Discussion with Pam Russell, Acting Lake Bluff History Museum Director</b>		
<b>4 Discussion of Museum Electrical Work (action)</b>		3A-3B
<b>5 Discussion of Library Needs and Tour of Facilities</b>		4A-4G
<b>6 Consent Agenda</b>		
	Minutes of August 13 Regular Board Meeting (action)	5A-5B
	Minutes of August 13 Building and Grounds Committee Meeting (action)	6A
<b>7 Financial Reports (Yellow)</b>		
	Treasurer's Report (available at meeting) (action)	
	Detailed Balance Sheet August (action)	7A-7F
	Detailed Revenue & Expense Report August (action)	8A-8H
<b>8 Approval of Checks (Green)</b>		
	Manual Check Report August (action)	9A-9C
	Check Register August (action)	10A-10M
<b>9 Opportunity to Address Board</b>		
	(No documents)	
<b>10 Old Business</b>		
	(NONE)	
<b>11 Director's Report</b>		
	Librarian's Narrative Report	11A-11D
	Statistical Reports	12A-12B
<b>12 New Business</b>		
	Library Closings 2014 (action)	13A
	Library Board Meeting Dates 2014 (action)	14A
	Landscaping Project Update (action)	15A-15E
	Human Resources Committee	
<b>13 Executive Session</b>		
<b>14 Committee Reports</b>		
	(No Documents)	
<b>15 Any and All Other Business ...</b>		
<b>16 Adjournment</b>		
	<b>Attachments</b>	
	Article Regarding Restricting Access to Materials at Area Libraries	16A
	Plan Commission/Zoning Board of Appeals Hearing Notification	17A-17B

**Lake Bluff Public Library  
Board of Library Trustees Meeting  
Tuesday, September 10, 2013 at 7:00 PM  
123 E. Scranton Ave, Lake Bluff, IL 60044  
Enter Through Library Main Entrance**

- 1. Call to Order, Additions**
- 2. Discussion with Pam Russell, Acting Lake Bluff History Museum Director**
- 3. Discussion of Proposed Museum Electrical Work (action)**
- 4. Discussion of Library Needs and Tour of Facilities (action)**
- 5. Approval of Minutes**
  - a. Approval of Minutes of 8/13/2013 Regular Board Meeting **(action)**
  - b. Approval of Minutes of 8/13/2013 Building and Grounds Committee Meeting **(action)**
- 6. August 2013 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages)**
  - a. Treasurer’s Report **(action)**
  - b. August Detailed Balance Sheet **(action)**
  - c. August Detailed Revenue & Expense Report **(action)**
- 7. Approval of checks (Green Pages)**
  - a. August Manual Checks (11266-11273) **(action)**
  - b. August Monthly Checks (11282-11313) **(action)**
- 8. Opportunity for Public to Address the Board (limit 5 minutes per person per meeting)**
- 9. Old Business**
  - a. (None)
- 10. Director’s Report**
  - a. Director’s Narrative Report
  - b. Statistical Report
  - c. Announcements and Correspondence
  - d. Friends Meeting Attendee for October 12
  - e. Programs of Interest to Library Trustees
- 11. New Business**
  - a. Library Closings for 2014 **(action)**
  - b. Library Board Meeting Dates 2014 **(action)**
  - c. Landscaping Project Update **(action)**

d. Human Resources Committee

**12. Executive Session**

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

**13. Committee Reports**

- a. Finance Committee (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)

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

**15. Adjournment**

**Attachments:**

**Request for Electrical Work by Museum  
Library Needs and Suggested Remedies  
Proposed Library Closings for 2014  
Proposed Board Meeting Dates for 2014  
Landscape Project Information  
Plan Commission/Zoning Board of Appeals Notification**

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

## Request for Electrical Work

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

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

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

Information submitted by Pam Russell to,

Eric Bailey  
Library Director

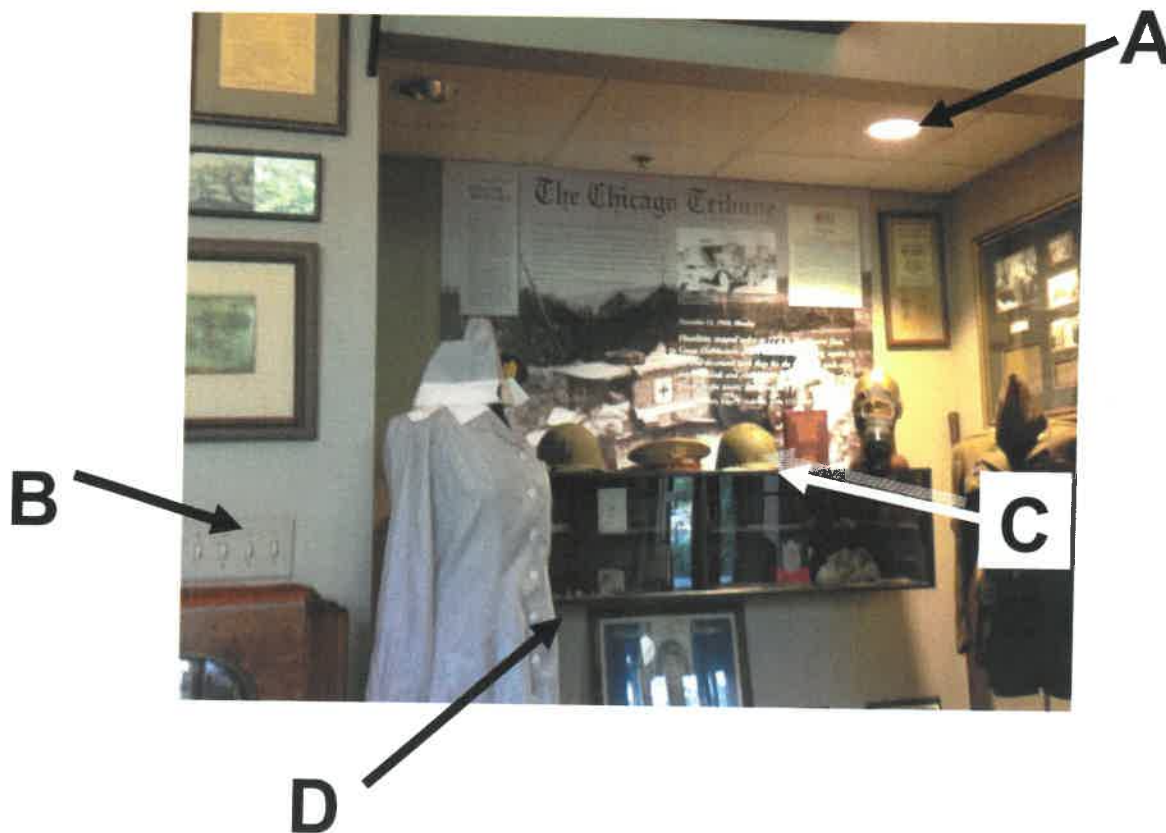
TO: Eric Bailey and the Library Board  
FR: Pam Russell – Lake Bluff History Museum  
DATE: August 19, 2013  
RE: Proposed Electrical Work

In response to your request for more information regarding the requested electrical work proposed for the museum, I have provided an illustration and explanation of the work to be performed, below. There are no outlets in the alcove and this work is required to provide lighting for the display unit. As mentioned previously, I would be happy to meet with board members prior to the meeting to show what is planned. Please let me know if you have any questions.

#### Description of Proposed Electrical Work

Extend existing electrical service that powers the can light in alcove ceiling (A) to the display case. This light is controlled by a switch on the wall to left of alcove (B); the same switch will control the light being added to the display case.

The electrician will tie into the electrical service powering the can light and will run it through the ceiling and behind the south wall of the alcove, feeding it back through the wall below the display case to power the strip light mounted inside the display case (C) and a wall outlet which will be added to the alcove wall below the display case. The strip light's dimmer switch (D) will be mounted on the underside of the display case to allow museum staff to adjust the level of lighting in the display.



## Assessment of Library Needs by Library Staff

**NEED:** Appearance of Children's Department

**Staff Observations:**

- Repainting of walls
  - The paint is peeling
  - The walls in the Preschool Room and Preschool Activity Room are painted cinder block
- The floor needs waxing

**NEED:** Comfort, use, and appearance of public Library space

**Staff Observations:**

- There is a lack of cohesion in the Library's appearance
  - A 'style/theme' should be selected for the Library and adhered to for furniture, shelves, etc.
  - This should extend to collections, where different types of cases, means of processing, etc. have been (or are being) used
- Staff is unable to control the temperature or humidity of building
- DVDs, Blu-rays, Video Games, and Teen materials do not have enough space given their popularity
  - The location and amount of shelving space for these popular collections should be factored into the shelving plan
  - Less popular collections with more space, such as Large Print, might be trimmed back
- Windows are dirty
- Dirt and debris are not being cleaned away by cleaning service
- The only common factors amongst shelving carts is that they are a shade of brown, old, slightly broken, and starting to rust
- The appearance of the Library interior can be improved
  - Paintings or art, perhaps with a local theme, could be added to the walls
  - Better use of the foyer could be made for display
  - Many of the pieces on display, such as the fake plants on the ledge along the stairs leading to the 2<sup>nd</sup> floor, have been in place for a long time
- Display space is minimal
  - All major collections should have an eye catching location for displaying new materials
  - There are walls and end panels that are currently empty that can be used for display
  - Slat wall display is space efficient
    - One or two styles of slat wall should be selected for use, to provide consistency
    - Glass end panels resist the attachment of shelving or the taping of posters
- The Estey shelving that predominates in the Library needs replacement
  - It is 40 years old, and new parts are difficult to come by
  - Removed shelving units have routinely been cannibalized for parts to replace rusted shelves, so that many shelving columns are a mishmash of different sizes and types of shelves
  - The color, which is not helped by the gradual accumulation of rust due to periodic roof leaks during the buildings history, does not match the Library's new design scheme

- It does not meet the Library's current shelving needs, a situation which time is likely to exacerbate
- Water fountains are aging
  - Still functional, but starting to fail and they jar with the new standard set during the renovation
- Seating space and room for laptops
  - While comfortable seating and laptop space has been added, it fills up fast
- The corner containing the indoor book drop and the public copier is a bottleneck
  - Patrons are regularly confused by having to walk all the way past the Adult Services Desk to get to the drop
    - Many patrons simply drop materials in front of a staff member or on the desk, creating clutter and confusion
    - A stationary drop (a consistent location is good for book drops) built into the desk is the best option
      - Extending the north side of the desk to meet the wall would create the necessary extra room for a book drop
    - Patrons trying to use the indoor book drop find themselves trying to occupy the same space as patrons making or printing copies
    - Staff attempting to retrieve items to check in have to occupy the same space as patrons making copies and patrons returning items
    - The wall currently occupied by the low table, copier, and indoor book drop could be used very effectively for displays
  - NOTE: There is no other item on this list that approaches the degree of staff ire (a carefully chosen word) as the current location of the indoor book drop

**NEED:** Comfort and use of private Library space

**Staff Observations:**

- There is no staff lunch area, as the storage room intended to be converted to into a lunch room has remained a storage room
  - A staff lunch area should be provided
  - If no separate staff lunch area can be created, provisions should be made for eating in the staff workroom. These should include:
    - A sink designed for kitchen use, with a garbage disposal
    - A mini fridge
    - A microwave
- The Phone System is Failing
  - The existing system routinely turns everyone's voicemail off, has the majority of its features (such as changing the greeting) locked, and periodically loses track of the time causing the automated answering service to be on or off when it shouldn't be. Goddard Graves provides the Library's time and hours, Catherine Thompson guides you to your extension, and Mary Pergander greets you when you check the main voicemail.
  - The system needs to be replaced

- Storage space is minimal
  - An effort to maximize organization should be made
  - Unnecessary items should be thrown or given away
  - The location of items should be more clearly marked, to help avoid confusion and clutter
  - The cabinets, shelves, etc. used for storage and organization should be evaluated
  - Closing 1 day each year for organizing and cleaning should be considered
  - There is no space to store carts, and as many as 6 can accumulate in staff storage or work areas at a time
  - Going as paperless as possible will reduce the amount of storage space needed
  - Many staff members lack a place, beyond their mailbox, to keep or receive anything
- The Staff Work Room is uncomfortable
  - The reduction in staff space and increase in staff presence has led to crowding
  - The climate is particularly uncomfortable in the Staff Work Room and Library Director's Office (jackets are needed in the summer and t-shirts in the winter)
  - The glass door is not ideal
    - Staff computers and the staff counter in the Work Room are easily visible from the Circulation Desk (Patrons occasionally comment on what staff members are doing or eating)
    - Nor is there an emergency exit from the staff room; it is a bottleneck
- The current staff printer is becoming difficult to use
  - While not ready for replacement immediately, its replacement should be planned for

**NEED: Patron Accountability and Staff Safety**

**Staff Observations:**

- The copier currently operates on the honor system, which has led to arguments and large abandoned print jobs
- While not high, the Library does experience theft
- Misbehavior of patrons, also at a low but very noticeable level, also occurs

**NEED: Library Landscape Appearance and Safety**

**Staff Observations:**

- Exterior lighting is still considered dim by some staff; phone light apps are used in getting to cars
- The landscaping in front has improved, but is less attractive around the parking lot
  - Parking is inadequate and there is space available to expand the lot
    - The lot also needs to be resurfaced as potholes and cracks are becoming prevalent



## Areas to Preserve and/or Build On

- The wide range of materials available here and from across the state via Interlibrary Loan are very popular
- The new entrance location has worked very well
- We strive for personal and friendly service, and it has shown results
  - Staff are also flexible and consistent in working with patrons
- The Library staff works hard, cooperates when appropriate, and works confidently when independent action is needed
- The new interior lighting is excellent, and the exterior lighting is much improved
- The increased seating sees high use; more would even be welcomed
- The laptop friendly setup of the Library has been enthusiastically embraced by users
- The Preschool Activity Room and Spruth Room are widely used by community organizations; there are not many places for groups to gather in Lake Bluff
- We do not charge for DVD and Blu-ray checkouts, provide 7 days on all DVDs and Blu-rays, and have a great selection; some patrons from surrounding Library districts come here specifically for our AV selection and policies
- Patrons love the displays in the Spruth Room display case
- The increased number of Library PC's for patron use has been well received
- Lake Forest Library offers only minimal programming, and mostly to children. The wide range of interesting programs for a variety of ages draws in patrons from surrounding communities
- Library, Trustees, and Staff have shown (and continue to show) foresight and innovation

## Recommended Actions

### RECOMMENDED FOR BOARD (ITEMS IN GREEN ARE RECOMMENDED FOR INCLUSION IN THE SHELVING AND SPACE USE PLAN)

#### **Children's Department**

- Cover cinder block in Preschool Room with drywall or another more attractive material

#### **Comfort, Use, and Appearance of Public Library Space**

- Plan for a cohesive appearance in displays, shelves, furniture, and collection arrangement
- Consider evaluation and suggestion of staff regarding heating control system
- Factor current and projected future usage trends of collections into planning shelving and displays
- Consider evaluation and suggestion of staff regarding cleaning service if the situation does not improve
- Consider staff suggestions on theme and selection of paintings and other art objects
- Add display space, particularly for 'New Materials'
- Consider location and quantity of display space as part of the greater shelving/space use plan
- Replace 40 year old Estey shelving on all 3 floors of the Library
- Replace drinking fountains
- Optimize the quantity of comfortable seating, tables, and laptop access given the Library's other space demands
- Move the indoor book drop, and reconsider the location of the copier and use of the wall behind it

#### **Comfort, Use, and Appearance of Private Library Space**

- Create a lunch area for the staff, whether this reflects a separate space or the addition of the appropriate accoutrements to staff work space
- Replace the existing phone system
- Provide appropriate storage for staff
- Replace glass door to staff room
- Plan for the replacement of the existing staff copier/printer
- Consider request for closing Library 1 day a year for cleaning

#### **Patron Accountability and Staff Safety**

- Assist in creating and approve a new disaster manual
- Approve a new print and copy management system that includes printing for wireless users
- Fake security cameras and mirrors to provide a view of blind spots would cost effectively reduce theft

#### **Library Landscape Appearance and Safety**

- Plan to expand the parking lot and establish low maintenance landscaping around it
- Consider exterior lighting needs

### **RECOMMENDED FOR STAFF**

#### **Children's Department**

- Set up time for Janiking to wax the Children's Preschool Room Floors

#### **Comfort, Use, and Appearance of Public Library Space**

- Suggest and/or select furniture, shelving, etc. that will reflect a cohesive appearance
- Evaluate heating control system and make a suggestion to the Board
- Gather information regarding collection trends and make appropriate suggestions regarding the allocation of space
- Ensure that windows are cleaned, inside and out, on a regular schedule as needed
- Work with current cleaning service to ensure they are meeting the necessary standards, and make a suggestion to the Board if they are not
- Begin replacing carts, starting with the oldest and most accident prone
- Identify and suggest a theme for art to create a less austere setting
- Coordinate with the Museum better on use of space and giant TV
- Remove/replace decorative objects that no longer fit or have fallen into decay
- Suggest and/or select ideal locations for display space
- Suggest new indoor book drop and copier locations

#### **Comfort, Use, and Appearance of Private Library Space**

- Suggest preferred location and accoutrements for staff lunch area
- Assist Board in selection of new phone system by identifying needed functions
- Optimize organization of storage space, and commit to keeping it organized
- Identify ways that the use and storage of paper can be minimized, to create extra storage space and save money
- Identify areas to fill staff storage needs
- Optimize organization of Adult Work Room to maximize a feeling of space
- Maximize use of 1 day of cleaning while Library is closed, if this is approved by the Board

#### **Patron Accountability and Staff Safety**

- Complete work on new disaster manual
- Suggest and implement a new print and copy system

**Library Landscape Appearance and Safety**

- Staff should leave in groups, particularly at night, and by the same exit

**LAKE BLUFF PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
August 13, 2013**

The meeting was **called to order** at 7:02 by President Kathy Meierhoff.  
Also present: Tim Kregor, Ruth Schnell, Carl Schons, Cal Stroh, Library Director Eric Bailey. Absent:  
Scot Butler, Romain Wojda

**Approval of Minutes**

- a. Kregor moved, Schon seconded the motion to approve the minutes of the 7/9/2013 meeting of the Technology Committee. Voting Aye: All
- b. Stroh moved, Kregor seconded the motion to approve the minutes of the 7/9/2013 regular Board meeting. Voting Aye: All
- c. Cal moved, Schons seconded the motion to approve the minutes of the 7/25/2013 Building and Grounds Committee meeting as amended in item 2 to read "to ensure the library did not exceed its authority regarding the library property and right-of-way property", and to strike "illegal agreement". Voting Aye: All
- d. Stroh moved, Kregor seconded the motion to approve the minutes of the 8/6/2013 Technology Committee meeting as amended to show that Wojda was absent. Voting Aye: All

**July 2013 Financial Reports**

Stroh moved, Schon seconded the motion to accept the three July 2013 Financial Reports. Voting Aye: Kregor, Meierhoff, Schnell, Schons, Stroh. Voting No: None

**Approval of checks**

- a. Stroh moved, Kregor seconded the motion to approve the July Manual Checks (11204-11216). Voting Aye: Kregor, Meierhoff, Schnell, Schons, Stroh. Voting No: None
- b. Stroh moved, Schons seconded the motion to approve the July Monthly checks (11218-11265). Voting Aye: Kregor, Meierhoff, Schnell, Schons, Stroh. Voting No: None

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

**Old Business**

a. Stroh moved, Schons seconded the motion to accept the bid from Innovative Interfaces for their Sierra Integrated Library System with the attached rider, and to accept the bid from Phoenix 10 Technologies for data migration. Voting Aye: Kregor, Meierhoff, Schnell, Schons, Stroh. Voting No: None

**Director's Report**

Director Bailey added to his report that local artist Kristen Ashley has created a beautiful hummingbird display in the Spruth Room and that Carol Carter does a great job of seeing that the case is filled with interesting displays. It was suggested that the community and middle school students be given information about the Library's Knitters Group project to make squares for donated baby quilts. Publicity and the location of the display case need to be considered when we discuss Library design

improvements.

The Friends of the Library group has expressed interest in a fund raising project, collecting books at the end of the school year for distribution to third-world countries, with some funds to be given to the library.

The control system for the heating system is a concern and will need to be considered sometime in the next few years. Director Bailey will document the problems.

Attendee for the Friends Meeting, September 14, will be Kathy Meierhoff.

#### **New Business**

The Reading Garden contract and Per Capita Grant Requirements were discussed.

The Board is resolved that the Museum will be asked to provide a more detailed description of its proposed electrical project.

Stroh moved, Schons seconded the motion to **adjourn** at 9:00. Voting Aye: All

Respectfully submitted,



Ruth Schnell  
Board Secretary

**LAKE BLUFF PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
 Building and Grounds Committee Meeting  
 Tuesday, August 13, 2013

- 1) **Call to Order; Roll Call:** The meeting was called to order at 6:00 p.m. by Board President Kathy Meierhoff. Roll was called and a quorum was established.

Present: Cal Stroh, Kathy Meierhoff, Carl Schons

Absent: None

Library Staff Present: Eric Bailey, Lyndy Jensen

Members of the Public: Neil Dahlmann, Mary Dahlmann

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

- a) The Landscape Project was discussed. **RESOLVED:** To seek a landscaping plan for the Reading Garden with the following:

- A curved path of stairs that would connect the Reading Garden and the handicap ramp that leads to the Library's entrance.
- A railing along the south side of the newly added curved path of stairs..
- The replacement of the juniper in the 'horseshoe' containing the lilac tree with boxwood.
- The planting of pachysandra at the tail end portion of the 'horseshoe' that faces the public sidewalk.
- A bench and/or chairs to increase seating in the Reading Garden. Additional seating would be mounted on a flagstone base, in keeping with the existing bench.
- The lilac tree in the 'horseshoe' will be trimmed by an arborist.
- The Lake Bluff Garden Club will be approached regarding appropriate perennial landscaping for the area between the newly installed curved stairs and the Wood Building.

3) **Any other business:**

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

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

AYES: all

NAYES: none

ABSENT: none

Respectfully submitted,

Eric S. Bailey, Library Director

# Lake Bluff Public Library

DATE: 09/06/2013  
 TIME: 16:26:39  
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED BALANCE SHEET

PAGE: 1  
 F-YR: 14

FUND: LAKE BLUFF PUBLIC LIBRARY  
 FOR 4 PERIODS ENDING AUGUST 31, 2013

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 08/31/13
<b>ASSETS</b>					
<b>DUE TO/FROM ACCOUNTS</b>					
80-00-100-10000	DUE TO/FROM OTHER FUNDS	286,083.51			
80-00-100-20000	LIB GR FND DUE TO/FROM DETAIL	0.00	0.00	0.00	286,083.51
			0.00	0.00	0.00
<b>TOTAL DUE TO/FROM ACCOUNTS</b>		286,083.51	0.00	0.00	286,083.51
<b>CASH &amp; INVESTMENTS</b>					
80-10-101-10000	CHECKING ACCOUNT	0.00			
80-10-101-10001	CASH BOX OVER/SHORT	0.00			0.00
80-10-101-11000	MONEY MARKET ACCOUNT	77,653.85	306,711.17	47.65	10.34
80-10-101-12000	SAVINGS ACCOUNT	0.00		321,119.26	63,245.76
80-10-101-12100	N TR WEED & FEED CHECKING ACCT	0.00	0.00	0.00	0.00
80-10-101-13000	PETTY CASH	150.00	0.00	0.00	0.00
80-10-101-15000	INVESTMENTS	0.00	0.00	0.00	150.00
80-10-101-15010	US GOVERNMENT OBLIGATIONS	0.00	0.00	0.00	0.00
80-10-101-15020	CERTIFICATES OF DEPOSIT	0.00	0.00	0.00	0.00
80-10-101-15110	ILLINOIS FUND	487,616.56			0.00
80-10-101-15111	ILLINOIS FUNDS - GRANTS	1.80	513,659.86	296,000.00	705,276.42
80-10-101-15112	ILLINOIS FUNDS - EPAY	770.36	0.00	0.00	1.80
			737.08	28.27	1,479.17
<b>TOTAL CASH &amp; INVESTMENTS</b>		566,192.57	821,166.10	617,195.18	770,163.49
<b>RECEIVABLES</b>					
80-10-201-15000	ACCOUNTS RECEIVABLE	0.00			
80-10-201-15200	PROPERTY TAX RECEIVABLE	835,725.27	0.00	0.00	0.00
80-10-201-35000	INTEREST RECEIVABLE	0.00	0.00	0.00	835,725.27
80-10-201-37000	OTHER RECEIVABLE	0.00	0.00	0.00	0.00
<b>TOTAL RECEIVABLES</b>		835,725.27	0.00	0.00	835,725.27
<b>OTHER ASSETS</b>					
80-10-301-37100	DUE FROM THE VILLAGE	116.36			
80-10-301-55000	PREPAID EXPENSES	0.00	486,053.23	493,950.08	(7,780.49)
			0.00	0.00	0.00
<b>TOTAL OTHER ASSETS</b>		116.36	486,053.23	493,950.08	(7,780.49)
<b>TOTAL ASSETS</b>		1,688,117.71	1,307,219.33	1,111,145.26	1,884,191.78
<b>LIABILITIES AND FUND EQUITY</b>					
<b>LIABILITIES</b>					
<b>PAYABLES</b>					
80-20-102-20000	ACCOUNTS PAYABLE	20,224.64	142,209.01	135,118.76	13,134.39



# Lake Bluff Public Library

7B

DATE: 09/06/2013  
 TIME: 16:26:39  
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED BALANCE SHEET

PAGE: 2  
 F-YR: 14

FUND: LAKE BLUFF PUBLIC LIBRARY  
 FOR 4 PERIODS ENDING AUGUST 31, 2013

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 08/31/13
<b>LIABILITIES</b>					
<b>PAYABLES</b>					
80-20-102-41000	SOCIAL SECURITY TAX PAYABLE	0.00	20,681.14	20,681.14	0.00
80-20-102-42000	FEDERAL INCOME TAX PAYABLE	0.00	12,148.15	12,148.15	0.00
80-20-102-43000	STATE INCOME TAX PAYABLE	0.00	5,812.09	5,812.09	0.00
80-20-102-44000	IMRF PAYABLE	0.00	17,520.81	17,520.81	0.00
80-20-102-45000	ICMA 457 PLAN PAYABLE	0.00	8,400.00	8,400.00	0.00
80-20-102-46000	MEDICAL INSURANCE PAYABLE	0.00	0.00	0.00	0.00
80-20-102-65000	LIBRARY FLEXIBLE BENEFIT PAYAB	0.00	1,042.56	1,042.56	0.00
80-20-102-66000	LIBRARY HSA PAYABLE	0.00	1,600.00	1,600.00	0.00
80-20-102-70000	OTHER SHORT TERM LIABILITIES	0.00	0.00	0.00	0.00
<b>TOTAL PAYABLES</b>		<b>20,224.64</b>	<b>209,413.76</b>	<b>202,323.51</b>	<b>13,134.39</b>
<b>OTHER LIABILITIES</b>					
80-20-202-16000	ACCRUED PAYROLL	15,723.85	0.00	0.00	15,723.85
80-20-202-22000	DEFERRED PROPERTY TAX	835,725.27	0.00	0.00	835,725.27
80-20-202-22100	OTHER DEFERRED REVENUE	0.00	0.00	0.00	0.00
80-20-202-22200	DUE TO THE VILLAGE MEDICAL FND	0.00	0.00	0.00	0.00
80-20-202-22300	RESTRICTED GIFTS	0.00	0.00	0.00	0.00
80-20-202-22301	TECH 2 FOR YOU DONATIONS	0.00	0.00	0.00	0.00
80-20-202-23500	NOTES PAYABLE	0.00	0.00	0.00	0.00
<b>TOTAL OTHER LIABILITIES</b>		<b>851,449.12</b>	<b>0.00</b>	<b>0.00</b>	<b>851,449.12</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>871,673.76</b>	<b>209,413.76</b>	<b>202,323.51</b>	<b>864,583.51</b>
<b>FUND EQUITY</b>					
<b>EQUITY SECTION</b>					
80-30-100-53000	UNRESERVED FUND BALANCE	666,443.95	0.00	0.00	666,443.95
80-30-100-53100	RESERVED FOR AUTOMATION	0.00	0.00	0.00	0.00
80-30-100-53200	DESIGNATED FOR CAPITAL MAINT	75,000.00	0.00	0.00	75,000.00
80-30-100-53300	DESIGNATED FOR CAP BLDG IMPR	75,000.00	0.00	0.00	75,000.00
<b>TOTAL EQUITY SECTION</b>		<b>816,443.95</b>	<b>0.00</b>	<b>0.00</b>	<b>816,443.95</b>
<b>FUND SURPLUS (DEFICIT)</b>		<b>0.00</b>	<b>0.00</b>	<b>203,164.32</b>	<b>203,164.32</b>

# Lake Bluff Public Library

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-- VILLAGE OF LAKE BLUFF --  
 DETAILED BALANCE SHEET

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PAGE: 3  
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FUND: LAKE BLUFF PUBLIC LIBRARY  
 FOR 4 PERIODS ENDING AUGUST 31, 2013

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 08/31/13
<hr/>					
TOTAL FUND EQUITY		816,443.95	0.00	203,164.32	1,019,608.27
TOTAL LIABILITIES AND FUND EQUITY		1,688,117.71	209,413.76	405,487.83	1,884,191.78
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-- VILLAGE OF LAKE BLUFF --  
 DETAILED BALANCE SHEET

PAGE: 4  
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FUND: LIBRARY BLG RENOVATION FUND  
 FOR 4 PERIODS ENDING AUGUST 31, 2013

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 08/31/13
<b>ASSETS</b>					
TOTAL ASSETS		0.00	0.00	0.00	0.00
<b>LIABILITIES AND FUND EQUITY</b>					
<b>LIABILITIES</b>					
--- 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
<b>FUND EQUITY</b>					
--- UNDEFINED CODE ---					
81-30-100-53100	RESERVED FOR CAPITAL	(290,418.85)	0.00	0.00	(290,418.85) B
TOTAL --- UNDEFINED CODE ---		(290,418.85)	0.00	0.00	(290,418.85)
TOTAL FUND EQUITY		(290,418.85)	0.00	0.00	(290,418.85)
TOTAL LIABILITIES AND FUND EQUITY		0.00	0.00	0.00	0.00

# Lake Bluff Public Library

-- VILLAGE OF LAKE BLUFF --  
DETAILED BALANCE SHEET

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FUND: LIBRARY OPERATING GRANTS FUND  
FOR 4 PERIODS ENDING AUGUST 31, 2013

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 08/31/13
<b>ASSETS</b>					
<b>CASH &amp; INVESTMENTS</b>					
82-10-101-12000	LIBRARY BIRD MEMORIAL SAVINGS	0.00	0.00	0.00	0.00
<b>TOTAL CASH &amp; INVESTMENTS</b>		0.00	0.00	0.00	0.00
<b>TOTAL ASSETS</b>		0.00	0.00	0.00	0.00
<b>LIABILITIES AND FUND EQUITY</b>					
<b>LIABILITIES</b>					
<b>INTERFUND CLEARING ACCOUNT</b>					
82-00-100-10000	DUE TO/FROM LIBRARY FUND	8,045.73	0.00	0.00	8,045.73
<b>TOTAL INTERFUND CLEARING ACCOUNT</b>		8,045.73	0.00	0.00	8,045.73
<b>PAYABLES</b>					
82-20-102-20000	ACCOUNTS PAYABLE	0.00	0.00	0.00	0.00
<b>TOTAL PAYABLES</b>		0.00	0.00	0.00	0.00
<b>TOTAL LIABILITIES</b>		8,045.73	0.00	0.00	8,045.73
<b>FUND EQUITY</b>					
<b>EQUITY SECTION</b>					
82-30-100-53000	UNRESERVED FUND BALANCE	(8,045.73)	0.00	0.00	(8,045.73)
<b>TOTAL EQUITY SECTION</b>		(8,045.73)	0.00	0.00	(8,045.73)
<b>TOTAL FUND EQUITY</b>		(8,045.73)	0.00	0.00	(8,045.73)
<b>TOTAL LIABILITIES AND FUND EQUITY</b>		0.00	0.00	0.00	0.00

Lake Bluff Public Library

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-- VILLAGE OF LAKE BLUFF --  
 DETAILED BALANCE SHEET

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FUND: LIBRARY SPECIAL GRANT FUND  
 FOR 4 PERIODS ENDING AUGUST 31, 2013

ACCOUNT #	DESCRIPTION	BALANCE 05/01/13	NET DEBITS	NET CREDITS	BALANCE 08/31/13
<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

Total Fund Balance = \$ 530,360.40

# Lake Bluff Public Library

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-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 4 PERIODS ENDING AUGUST 31, 2013

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

ACCOUNT NUMBER	DESCRIPTION	AUGUST 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	19,435.16	16,763.09	460,727.07	428,791.59	833,508.00	55.2%
<b>TOTAL REVENUES: PROPERTY TAXES</b>		<b>19,435.16</b>	<b>16,763.09</b>	<b>460,727.07</b>	<b>428,791.59</b>	<b>833,508.00</b>	<b>55.2%</b>
<b>SERVICES &amp; FEES</b>							
80-40-403-48300	PHOTO-COPY CHARGES	252.65	187.45	907.60	671.61	1,700.00	53.3%
80-40-403-48500	NON-RESIDENT FEES	999.79	32.00	3,347.59	2,304.23	6,000.00	55.7%
<b>TOTAL REVENUES: SERVICES &amp; FEES</b>		<b>1,252.44</b>	<b>219.45</b>	<b>4,255.19</b>	<b>2,975.84</b>	<b>7,700.00</b>	<b>55.2%</b>
<b>FINES</b>							
80-40-503-65000	RENTAL FINES	1,430.33	681.56	5,115.61	4,130.88	12,000.00	42.6%
<b>TOTAL REVENUES: FINES</b>		<b>1,430.33</b>	<b>681.56</b>	<b>5,115.61</b>	<b>4,130.88</b>	<b>12,000.00</b>	<b>42.6%</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	24.54	0.00	700.00	0.00	0.00	100.0%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	1.46	58.78	102.64	229.70	500.00	20.5%
80-40-603-78001	RESTRICTED DONATIONS	0.00	4.86	95.28	19.91	0.00	100.0%
80-40-603-78002	VCLA EQUITY DONATION	0.00	70.79	425.00	70.79	0.00	100.0%
80-40-603-78200	TECH-4-U DONATIONS	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-78500	NAPERVILLE (IMPACT) FEE	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-89000	MISCELLANEOUS INCOME	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL REVENUES: MISCELLANEOUS</b>		<b>2,212.30</b>	<b>191.68</b>	<b>2,792.45</b>	<b>749.70</b>	<b>3,000.00</b>	<b>93.0%</b>
<b>TOTAL REVENUES: REVENUES</b>		<b>24,356.23</b>	<b>17,990.21</b>	<b>480,093.45</b>	<b>436,968.41</b>	<b>864,508.00</b>	<b>55.5%</b>
<b>TOTAL FUND REVENUES</b>		<b>24,356.23</b>	<b>17,990.21</b>	<b>480,093.45</b>	<b>436,968.41</b>	<b>864,508.00</b>	<b>55.5%</b>

# Lake Bluff Public Library

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-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 4 PERIODS ENDING AUGUST 31, 2013

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FUND: LAKE BLUFF PUBLIC LIBRARY  
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	AUGUST 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	18,314.86	17,082.64	70,691.69	68,207.17	217,000.00	32.5%
80-60-001-40050	STAFF SALARIES	17,911.49	14,384.94	67,121.83	54,539.68	201,000.00	33.3%
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	12,638.80	10,385.52	50,000.00	25.2%
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	3,275.13	2,984.86	12,866.52	11,948.96	40,000.00	32.1%
80-60-001-40951	EMPLOYER FICA TAX	2,720.77	2,358.00	10,340.59	9,193.06	32,000.00	32.3%
80-60-001-41000	BUILDING MAINTENANCE	1,727.35	1,793.38	12,602.36	11,002.35	28,000.00	45.0%
80-60-001-41020	ELEVATOR MAINTENANCE	107.32	104.19	536.60	520.95	2,250.00	23.8%
80-60-001-41050	GROUPS MAINTENANCE	930.00	875.00	3,024.85	2,942.47	10,000.00	30.2%
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	458.90	137.06	1,686.68	1,365.38	4,500.00	37.4%
80-60-001-41304	OTHER PROFESSIONAL SERVICES	0.00	0.00	25.00	0.00	5,000.00	0.5%
80-60-001-41305	COMPUTER SERVICES	0.00	0.00	5,749.71	10,215.00	28,000.00	20.5%
80-60-001-41350	LEGAL SERVICES	0.00	0.00	1,170.00	2,417.19	2,500.00	46.8%
80-60-001-42400	PROFESSIONAL DEVELOPMENT	500.00	500.00	1,353.00	1,192.00	3,000.00	45.1%
80-60-001-42440	DUES	0.00	0.00	195.00	312.13	2,500.00	7.8%
80-60-001-43230	UTILITIES	1,241.33	656.66	2,710.35	1,839.53	6,500.00	41.6%
80-60-001-43300	POSTAGE	4.82	143.47	878.71	1,229.18	4,000.00	21.9%
80-60-001-43400	PRINTING/E-NEWSLETTER	1,786.30	1,656.97	3,543.80	3,365.14	8,000.00	44.2%
80-60-001-43550	OFFICE SUPPLIES	541.51	468.95	1,866.57	2,040.55	6,000.00	31.1%
80-60-001-43570	OPERATING SUPPLIES	0.00	52.98	0.00	52.98	0.00	0.0%
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	217.29	229.92	622.10	532.33	2,500.00	24.8%
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	246.89	160.61	1,713.00	1,139.42	5,500.00	31.1%
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	9.26	5.99	57.07	394.44	1,000.00	5.7%
80-60-001-43710	ADULT PROGRAM SUPPLIES	189.47	46.39	2,563.95	1,359.95	4,000.00	64.0%
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	22.35	306.79	3,731.52	3,568.00	7,000.00	53.3%
80-60-001-44800	PER CAPITA GRANT	0.00	0.00	3,578.05	0.00	0.00	-100.0%
80-60-001-44850	ROSSI GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-44870	PROGRAM EXPENSES	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-44900	"WEED AND FEED" GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-44901	PATTI MANNELLY MEMORIAL GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-45000	ADULT NON-FICTION BOOKS	1,027.14	2,051.11	4,195.60	7,461.32	18,000.00	23.3%
80-60-001-45100	ADULT FICTION BOOKS	1,082.49	1,118.62	4,761.69	5,361.68	15,000.00	31.7%
80-60-001-45110	ADULT LARGE PRINT MATERIAL	0.00	18.72	245.84	228.77	1,000.00	24.5%
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	1,056.52	1,156.77	3,989.43	4,381.91	14,000.00	28.4%
80-60-001-45220	ADULT REFERENCE/E-REFER	0.00	405.97	3,963.00	7,557.81	18,000.00	22.0%
80-60-001-45300	ADULT REFERENCE MATERIAL	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-45400	JUVENILE NON-FICTION	352.97	(3,057.38)	6,622.44	652.42	7,000.00	94.6%
80-60-001-45410	PICTURE BOOKS, READERS	815.07	47.84	2,623.21	1,646.23	6,000.00	43.7%
80-60-001-45420	JUVENILE FICTION	597.36	47.12	3,282.28	2,635.29	8,500.00	38.6%

# Lake Bluff Public Library

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-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 4 PERIODS ENDING AUGUST 31, 2013

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

ACCOUNT NUMBER	DESCRIPTION	AUGUST ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
<b>LIBRARY SERVICES</b>							
80-60-001-45430	JUVENILE AUDIO-VISUAL	60.39	87.54	660.04	753.76	3,750.00	17.6%
80-60-001-45440	JUVENILE REFERENCE	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-45450	TEEN BOOKS	67.62	193.76	748.60	725.77	0.00	0.0%
80-60-001-45460	E-BOOKS	880.72	856.83	2,151.22	856.83	2,750.00	27.2%
80-60-001-45470	GRAPHIC NOVELS	92.13	99.82	145.79	99.82	8,000.00	26.8%
80-60-001-45500	PERIODICALS	0.00	147.50	4,401.61	4,605.59	500.00	29.1%
80-60-001-45510	VIDEO GAMES	100.36	0.00	770.16	694.07	7,500.00	58.6%
80-60-001-45600	PATRON & STAFF SOFTWARE	9.95	0.00	638.80	3,028.00	2,750.00	28.0%
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	13,053.00	6,131.17	4,500.00	14.1%
80-60-001-45700	BRANCH MATERIALS	0.00	0.00	0.00	0.00	14,000.00	93.2%
80-60-001-45900	MINOR EQUIPMENT	0.00	0.00	0.00	550.02	0.00	0.0%
80-60-001-46000	MISCELLANEOUS EXPENSES	32.15	26.44	741.90	612.95	0.00	0.0%
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	0.00	14.13	257.80	70.79	2,000.00	37.0%
80-60-001-49000	LIBRARY FURNISHINGS	0.00	0.00	746.16	145.10	0.00	-100.0%
80-60-001-49100	BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	2,508.00	29.7%
80-60-001-49120	EXT BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-49350	COMPUTER EQUIPMENT	1,633.81	0.00	0.00	0.00	13,000.00	0.0%
80-60-001-49351	TECH-4-U AUTOMATION	0.00	0.00	1,662.81	532.79	125,000.00	1.3%
80-60-001-49400	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-50000	CONTINGENCY	0.00	794.63	0.00	1,508.89	2,000.00	0.0%
<b>TOTAL EXPENSES: LIBRARY SERVICES</b>		61,173.42	50,977.46	276,929.13	250,798.99	964,508.00	28.7%
<b>TOTAL EXPENSES: LIBRARY ADMINISTRATION</b>		61,173.42	50,977.46	276,929.13	250,798.99	964,508.00	28.7%
<b>TOTAL FUND EXPENSES</b>		61,173.42	50,977.46	276,929.13	250,798.99	964,508.00	28.7%



# Lake Bluff Public Library

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DATE: 09/06/2013  
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-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 4 PERIODS ENDING AUGUST 31, 2013

PAGE: 4  
 F-YR: 14

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

ACCOUNT NUMBER	DESCRIPTION	AUGUST 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		61,173.42	50,977.46	276,929.13	253,598.99	964,508.00	28.7%

# Lake Bluff Public Library

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-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 4 PERIODS ENDING AUGUST 31, 2013

PAGE: 5  
 F-YR: 14

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

ACCOUNT NUMBER	DESCRIPTION	AUGUST ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
-----							
MISCELLANEOUS							
82-40-603-53000	BIRD MEMORIAL RESERVE	0.00	0.00	0.00	0.00	0.00	0.0%
82-40-603-73000	STATE PER CAPITA GRANT	0.00	0.00	0.00	0.00	5,868.00	0.0%
82-40-603-73400	MISCELLANEOUS GRANT	0.00	0.00	0.00	0.00	15,000.00	0.0%
82-40-603-75000	INTEREST EARNINGS	0.00	0.12	0.00	0.46	0.00	0.0%
82-40-603-78000	UNRESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.00	5,000.00	0.0%
82-40-603-78100	RESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.00	15,000.00	0.0%
82-40-603-78200	TECH-4-U DONATIONS	0.00	0.00	0.00	0.00	0.00	0.0%
-----							
TOTAL REVENUES: MISCELLANEOUS		0.00	0.12	0.00	0.46	40,868.00	0.0%
TOTAL REVENUES: BIR MEMORIAL FUND REVENUES		0.00	0.12	0.00	0.46	40,868.00	0.0%
TOTAL FUND REVENUES		24,356.23	17,990.33	480,093.45	436,968.87	905,376.00	53.0%

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-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 4 PERIODS ENDING AUGUST 31, 2013

PAGE: 6  
 F-YR: 14

FUND: LIBRARY OPERATING GRANTS FUND  
 DEPT: BIRD MEMORIAL EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	AUGUST 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	3,057.38	0.00	3,057.38	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	158.10	0.00	0.0%
82-60-001-49600	HVAC SYSTEM	0.00	0.00	0.00	0.00	0.00	0.0%
82-60-001-99999	USE OF DONATIONS/TEMPORARY EXP	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	3,057.38	0.00	3,215.48	20,000.00	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	3,057.38	0.00	3,215.48	25,868.00	0.0%
TOTAL FUND EXPENSES		61,173.42	54,034.84	276,929.13	256,814.47	990,376.00	27.9%

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-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 4 PERIODS ENDING AUGUST 31, 2013

PAGE: 7  
 F-YR: 14

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

ACCOUNT NUMBER	DESCRIPTION	AUGUST 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		24,356.23	17,990.33	480,093.45	436,968.87	905,376.00	53.0%

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-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 4 PERIODS ENDING AUGUST 31, 2013

PAGE: 8  
 F-YR: 14

FUND: LIBRARY SPECIAL GRANT FUND  
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	AUGUST ACTUAL	PRIOR YEAR-MONTH * ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
<hr/>							
EXPENDITURES							
83-60-001-49100	IL FIRST GRANT/BLDG EXPANSION	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL EXPENSES: EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL EXPENSES: LIBRARY ADMINISTRATION		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL FUND EXPENSES		61,173.42	54,034.84	276,929.13	256,814.47	990,376.00	27.9%

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-- VILLAGE OF LAKE BLUFF --  
 MANUAL CHECK REGISTER

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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
11266	9AT&T 84723425408	AT & T 08/07/13	01 LCL PH SRVC:7/8-8/7/13	08/22/13	80-60-001-43230 INVOICE TOTAL:	306.05 306.05 *
				CHECK TOTAL:		306.05
11267	9COMCAST COM081213	COMCAST CABLE 08/12/13	01 INTERNET SRVC:8/19-9/18/13	08/22/13	80-60-001-43230 INVOICE TOTAL:	154.85 154.85 *
				CHECK TOTAL:		154.85
11268	9DELAGE 3861802	DE LAGE LANDEN FINANCIAL SRVC 08/13/13	01 COPIER MAINT:AUG-OCT 2013 02 COMPUTER EQUIP (COPIER BUYOUT)	08/22/13	80-60-001-41303 80-60-001-49350 INVOICE TOTAL:	411.18 973.22 1,384.40 *
				CHECK TOTAL:		1,384.40
11269	9VANTAGE 101661686	VANTAGEPOINT TRANSFER AGENTS 08/20/13	01 FEE ICMA CONTRIBUTION:8/30/13	08/20/13	80-20-102-45000 INVOICE TOTAL:	1,050.00 1,050.00 *
				CHECK TOTAL:		1,050.00
11270	9INGRAM 72961281	INGRAM LIBRARY SERVICES 08/01/13	01 ADULT NON-FICTION BOOKS	08/22/13	80-60-001-45000 INVOICE TOTAL:	10.16 10.16 *
	72974262	08/02/13	01 ADULT FICTION BOOKS		80-60-001-45100 INVOICE TOTAL:	19.78 19.78 *
	72974263	08/02/13	01 ADULT NON-FICTION BOOKS		80-60-001-45000 INVOICE TOTAL:	10.17 10.17 *
	72974264	08/02/13	01 ADULT NON-FICTION BOOKS		80-60-001-45000 INVOICE TOTAL:	14.12 14.12 *
	73049374	08/07/13	01 ADULT FICTION BOOKS		80-60-001-45100 INVOICE TOTAL:	29.38 29.38 *
	73049375	08/07/13	01 ADULT FICTION BOOKS		80-60-001-45100 INVOICE TOTAL:	13.00 13.00 *

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-- VILLAGE OF LAKE BLUFF --  
 MANUAL CHECK REGISTER

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
11270	9INGRAM	INGRAM LIBRARY SERVICES			08/22/13		
	73049376	08/07/13	01	ADULT NON-FICTION BOOKS		80-60-001-45000	26.60
						INVOICE TOTAL:	26.60 *
	73049377	08/07/13	01	ADULT NON-FICTION BOOKS		80-60-001-45000	15.25
						INVOICE TOTAL:	15.25 *
	73049378	08/07/13	01	ADULT NON-FICTION BOOKS		80-60-001-45000	102.99
						INVOICE TOTAL:	102.99 *
	73094786	08/09/13	01	ADULT NON-FICTION BOOKS		80-60-001-45000	22.60
						INVOICE TOTAL:	22.60 *
	73094787	08/09/13	01	TEEN BOOKS		80-60-001-45450	67.62
						INVOICE TOTAL:	67.62 *
	73094788	08/09/13	01	ADULT NON-FICTION BOOKS		80-60-001-45000	16.92
						INVOICE TOTAL:	16.92 *
	73102820	08/09/13	01	ADULT NON-FICTION BOOKS		80-60-001-45000	71.13
						INVOICE TOTAL:	71.13 *
	73178940	08/14/13	01	ADULT FICTION BOOKS		80-60-001-45100	44.59
						INVOICE TOTAL:	44.59 *
	73178941	08/14/13	01	ADULT FICTION BOOKS		80-60-001-45100	554.30
						INVOICE TOTAL:	554.30 *
						CHECK TOTAL:	1,018.61
11271	9JENSENL	LYNDY JENSEN			08/22/13		
	JEN081913	08/19/13	01	BLDG/GROUNDS SUPPLIES		80-60-001-43660	59.00
						INVOICE TOTAL:	59.00 *
						CHECK TOTAL:	59.00
11272	9WENDTM	WENDT MAINTENANCE INC.			08/22/13		
	WEN07012013	07/01/13	01	PEPLACES CHECK #11215		80-60-001-41050	480.00
			02	STOP PYMT FEE:LOST CHECK		80-60-001-41050	-30.00
						INVOICE TOTAL:	450.00 *
						CHECK TOTAL:	450.00
11273	9LFLBCHA	LAKE FOREST/LAKE BLUFF			08/22/13		

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-- VILLAGE OF LAKE BLUFF --  
 MANUAL CHECK REGISTER

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CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
11273	9LFLBCHA LF072313	LAKE FOREST/LAKE BLUFF 07/23/13	01 PROFESSIONAL DEVELOPMENT:7/23	08/22/13	80-60-001-42400	25.00
					INVOICE TOTAL:	25.00 *
					CHECK TOTAL:	25.00
					TOTAL AMOUNT PAID:	4,447.91



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-- VILLAGE OF LAKE BLUFF --  
 CHECK REGISTER

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
11282	9AMAZONA	VOIDED---LEADER CHECK						
		002274721632	07/23/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	18.38	
						INVOICE TOTAL:	18.38 *	
		008496659582	08/07/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	74.82	
						INVOICE TOTAL:	74.82 *	
		019854744973	07/30/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	164.96	
						INVOICE TOTAL:	164.96 *	
		019856488840	07/31/13	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.22	
						INVOICE TOTAL:	-0.22 *	
		022209481364	06/10/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	198.78	
						INVOICE TOTAL:	198.78 *	
		064187761281	08/06/13	01	VIDEO GAMES	80-60-001-45510	15.74	
						INVOICE TOTAL:	15.74 *	
		064188596228	08/05/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	10.48	
						INVOICE TOTAL:	10.48 *	
		090946574596	07/17/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	9.99	
						INVOICE TOTAL:	9.99 *	
		090949283512	07/23/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	118.41	
						INVOICE TOTAL:	118.41 *	
		102834564262	07/31/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.99	
						INVOICE TOTAL:	14.99 *	
		102835467956	08/05/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	185.74	
						INVOICE TOTAL:	185.74 *	
		102836140608	08/07/13	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-1.97	
						INVOICE TOTAL:	-1.97 *	

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-- VILLAGE OF LAKE BLUFF --  
 CHECK REGISTER

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
11282	9AMAZONA	VOIDED---LEADER CHECK						
		102836795497	08/02/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	10.93	
						INVOICE TOTAL:	10.93 *	
		102838921841	08/09/13	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-1.80	
						INVOICE TOTAL:	-1.80 *	
		104978381855	07/29/13	01	ADULT FICTION	80-60-001-45100	72.27	
						INVOICE TOTAL:	72.27 *	
		135811280194	07/11/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.95	
						INVOICE TOTAL:	19.95 *	
		146620963320	08/05/13	01	ADULT NON-FICTION	80-60-001-45000	46.75	
						INVOICE TOTAL:	46.75 *	
		155889755113	07/24/13	01	VIDEO GAMES	80-60-001-45510	14.96	
						INVOICE TOTAL:	14.96 *	
		167003127033	07/12/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	16.99	
						INVOICE TOTAL:	16.99 *	
11283	9AMAZONA	AMAZON						
		178057849791	07/11/13	01	ADULT FICTION	80-60-001-45100	102.49	
						INVOICE TOTAL:	102.49 *	
		178058547029	07/11/13	01	ADULT FICTION	80-60-001-45100	15.56	
						INVOICE TOTAL:	15.56 *	
		208588662871	08/05/13	01	VIDEO GAMES	80-60-001-45510	25.94	
						INVOICE TOTAL:	25.94 *	
		211301179557	07/18/13	01	ADULT FICTION	80-60-001-45100	50.01	
						INVOICE TOTAL:	50.01 *	

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11283	9AMAZONA	AMAZON					
	216850689702		08/03/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	18.98
						INVOICE TOTAL:	18.98 *
	239262454778		08/07/13	01	VIDEO GAMES	80-60-001-45510	43.72
						INVOICE TOTAL:	43.72 *
	254848846426		06/10/13	01	ADULT NON-FICTION	80-60-001-45000	211.10
						INVOICE TOTAL:	211.10 *
	273206205759		07/10/13	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-11.45
						INVOICE TOTAL:	-11.45 *
	273209934993		07/10/13	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-6.00
						INVOICE TOTAL:	-6.00 *
	276251061811		07/15/13	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-10.79
						INVOICE TOTAL:	-10.79 *
	301102341562		07/16/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	140.80
						INVOICE TOTAL:	140.80 *
	301102505930		07/18/13	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-3.00
						INVOICE TOTAL:	-3.00 *
	301104193930		07/11/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	17.85
						INVOICE TOTAL:	17.85 *
	3011058792206		07/15/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	15.78
						INVOICE TOTAL:	15.78 *
	301108786679		07/19/13	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.02
						INVOICE TOTAL:	-0.02 *
	301108833612		07/20/13	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-2.00
						INVOICE TOTAL:	-2.00 *

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11283	9AMAZONA	AMAZON					
	301109099291		07/11/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	20.97
						INVOICE TOTAL:	20.97 *
	301109980689		07/17/13	01	CREDIT-ADULT AUDIO VISUAL	80-60-001-45200	-0.02
						INVOICE TOTAL:	-0.02 *
						CHECK TOTAL:	1,620.07
11284	9APPLEBO	APPLE BOOKS					
	98136		08/16/13	01	JUVENILE FICTION,PBKS & SERIES	80-60-001-45420	212.02
				02	JUVENILE NON-FICTION BOOKS	80-60-001-45400	179.47
				03	JUVENILE PICTURE BKS,READERS	80-60-001-45410	434.41
						INVOICE TOTAL:	825.90 *
						CHECK TOTAL:	825.90
11285	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT					
	0002466819		08/13/13	01	CREDIT-JUVENILE FICTION,PBKS	80-60-001-45420	-10.16
						INVOICE TOTAL:	-10.16 *
	2028410119		07/30/13	01	PICTURE BKS,READRS,HOLIDAY BKS	80-60-001-45410	12.05
						INVOICE TOTAL:	12.05 *
	2028418022		08/01/13	01	JUVENILE FICTION,PBKS & SERIES	80-60-001-45420	39.14
						INVOICE TOTAL:	39.14 *
	2028436976		08/07/13	01	JUVENILE FICTION,PBKS & SERIES	80-60-001-45420	331.65
						INVOICE TOTAL:	331.65 *
	2028447553		08/09/13	01	PICTURE BKS,READRS,HOLIDAY BKS	80-60-001-45410	347.31
						INVOICE TOTAL:	347.31 *
	2028465998		08/18/13	01	JUVENILE FICTION,PBKS & SERIES	80-60-001-45420	24.71
						INVOICE TOTAL:	24.71 *

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11285	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT					
	2028472858		08/20/13	01	PICTURE BKS,READRS,HOLIDAY BKS	80-60-001-45410	9.65
						INVOICE TOTAL:	9.65 *
	5012706538		08/05/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	12.51
						INVOICE TOTAL:	12.51 *
	5012726328		08/19/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	39.42
						INVOICE TOTAL:	39.42 *
						CHECK TOTAL:	806.28
11286	9CHILDWO	THE CHILD'S WORLD					
	NA120744		08/07/13	01	JUVENILE NON-FICTION	80-60-001-45400	37.90
						INVOICE TOTAL:	37.90 *
						CHECK TOTAL:	37.90
11287	9CORDMAR	MARTHA CORDENIZ					
	COR081313		08/13/13	01	TUITION REIMBURSEMENT	80-60-001-42400	500.00
						INVOICE TOTAL:	500.00 *
						CHECK TOTAL:	500.00
11288	9CREEKSI	CREEKSIDE PRINTING					
	8291302		08/29/13	01	BOOK CHAT NEWSLETTER-FALL 2013	80-60-001-43400	1,757.50
						INVOICE TOTAL:	1,757.50 *
						CHECK TOTAL:	1,757.50
11289	9DEMCO	DEMCO, INC					
	5042642		08/08/13	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	115.32
						INVOICE TOTAL:	115.32 *

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11289	9DEMCO	DEMCO, INC					
	5045713		08/13/13	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	19.64
						INVOICE TOTAL:	19.64 *
	5051869		08/19/13	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	111.93
						INVOICE TOTAL:	111.93 *
						CHECK TOTAL:	246.89
11290	9FIRSTBA	FIRST BANKCARD					
	CAR08232013		08/23/13	01	OFFICE SUPPLIES	80-60-001-43550	26.53
				02	ADULT PROGRAM SUPPLIES	80-60-001-43710	19.47
						INVOICE TOTAL:	46.00 *
						CHECK TOTAL:	46.00
11291	9FIRSTBA	FIRST BANKCARD					
	CDT08232013		08/23/13	01	BUILDING MAINTENANCE	80-60-001-41000	19.07
				02	HOSPITALITY	80-60-001-43700	9.26
						INVOICE TOTAL:	28.33 *
						CHECK TOTAL:	28.33
11292	9FIRSTBA	FIRST BANKCARD					
	DON08232013		08/23/13	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	60.39
				02	PICTURE BKS,READRS,HOLIDAY BKS	80-60-001-45410	11.65
				03	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	16.03
						INVOICE TOTAL:	88.07 *
						CHECK TOTAL:	88.07
11293	9FIRSTBA	FIRST BANKCARD					

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11293	9FIRSTBA	FIRST BANKCARD					
	ELI08232013		08/23/13	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	6.32
						INVOICE TOTAL:	6.32 *
						CHECK TOTAL:	6.32
11294	9FIRSTBA	FIRST BANKCARD					
	ERI08232013		08/23/13	01	GATEWAY MONTHLY ACCT	80-60-001-46000	32.15
				02	WEBSITE FOR ILL	80-60-001-45600	9.95
				03	KEYS	80-60-001-41000	31.20
				04	POSTAGE	80-60-001-43300	4.82
				05	COMPUTER EQUIPMENT (SCANNER)	80-60-001-49350	110.59
						INVOICE TOTAL:	188.71 *
						CHECK TOTAL:	188.71
11295	9HOMEDep	HOME DEPOT CREDIT SERVICES					
	1101501		08/11/13	01	BUILDING MAINT	80-60-001-41000	-21.96
						INVOICE TOTAL:	-21.96 *
	2101388		08/10/13	01	BUILDING MAINT	80-60-001-41000	-27.55
						INVOICE TOTAL:	-27.55 *
	2101391		08/10/13	01	BUILDING MAINT	80-60-001-41000	32.94
						INVOICE TOTAL:	32.94 *
	5064703		08/27/13	01	BUILDING MAINT	80-60-001-41000	41.70
						INVOICE TOTAL:	41.70 *
	6570419		08/06/13	01	BUILDING MAINT	80-60-001-41000	10.98
						INVOICE TOTAL:	10.98 *
	9161976		08/03/13	01	BUILDING MAINT	80-60-001-41000	-4.48
						INVOICE TOTAL:	-4.48 *

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11295	9HOMEDEP	HOME DEPOT CREDIT SERVICES					
	9562963		08/03/13	01	BUILDING MAINT	80-60-001-41000	16.57
						INVOICE TOTAL:	16.57 *
						CHECK TOTAL:	48.20
11296	9ILLABOR	ILLINOIS LABOR LAW POSTER SRVC					
	ILL2013-09E		08/30/13	01	IL STATE/FEDERAL POSTERS 2014	80-60-001-43550	67.25
						INVOICE TOTAL:	67.25 *
						CHECK TOTAL:	67.25
11297	9INGRAM	VOIDED---LEADER CHECK					
	73230114		08/16/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	142.44
						INVOICE TOTAL:	142.44 *
	73236156		08/16/13	01	CREDIT-ADULT FICTION	80-60-001-45100	-10.20
						INVOICE TOTAL:	-10.20 *
	73236157		08/16/13	01	CREDIT-ADULT FICTION	80-60-001-45100	-13.53
						INVOICE TOTAL:	-13.53 *
	73236158		08/16/13	01	CREDIT-ADULT FICTION	80-60-001-45100	-18.36
						INVOICE TOTAL:	-18.36 *
	73240674		08/16/13	01	ADULT FICTION BOOKS	80-60-001-45100	28.24
						INVOICE TOTAL:	28.24 *
	73266555		08/19/13	01	ADULT FICTION BOOKS	80-60-001-45100	14.68
						INVOICE TOTAL:	14.68 *
	73266556		08/19/13	01	ADULT FICTION BOOKS	80-60-001-45100	15.25
						INVOICE TOTAL:	15.25 *



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11297	9INGRAM	VOIDED---LEADER CHECK						
	73266557		08/19/13	01	ADULT FICTION BOOKS	80-60-001-45100	14.69	
						INVOICE TOTAL:	14.69 *	
	73266558		08/19/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	46.87	
						INVOICE TOTAL:	46.87 *	
	73266559		08/19/13	01	ADULT FICTION BOOKS	80-60-001-45100	81.49	
						INVOICE TOTAL:	81.49 *	
	73266560		08/19/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	12.43	
						INVOICE TOTAL:	12.43 *	
	73266561		08/19/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	59.31	
						INVOICE TOTAL:	59.31 *	
	73289865		08/20/13	01	ADULT FICTION BOOKS	80-60-001-45100	15.79	
						INVOICE TOTAL:	15.79 *	
	73289866		08/20/13	01	ADULT FICTION BOOKS	80-60-001-45100	9.00	
						INVOICE TOTAL:	9.00 *	
	73289867		08/20/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	16.17	
						INVOICE TOTAL:	16.17 *	
	73325468		08/21/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	14.99	
						INVOICE TOTAL:	14.99 *	
	73325469		08/21/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	14.99	
						INVOICE TOTAL:	14.99 *	
	73325470		08/21/13	01	GRAPHIC NOVELS	80-60-001-45470	81.34	
						INVOICE TOTAL:	81.34 *	
	73362284		08/22/13	01	ADULT FICTION BOOKS	80-60-001-45100	15.25	
						INVOICE TOTAL:	15.25 *	

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
11298	9INGRAM	INGRAM LIBRARY SERVICES						
	73373178		08/22/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	15.23	
						INVOICE TOTAL:	15.23	*
	73402114		08/23/13	01	ADULT FICTION BOOKS	80-60-001-45100	28.81	
						INVOICE TOTAL:	28.81	*
	73402115		08/23/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	78.03	
						INVOICE TOTAL:	78.03	*
	73411277		08/23/13	01	GRAPHIC NOVELS	80-60-001-45470	10.79	
						INVOICE TOTAL:	10.79	*
	73499525		08/27/13	01	ADULT NON-FICTION BOOKS	80-60-001-45000	26.96	
						INVOICE TOTAL:	26.96	*
						CHECK TOTAL:		700.66
11299	9IRELAND	IRELAND HEATING & AIRCONDITION						
	59563		08/26/13	01	BUILDING MAINTENANCE	80-60-001-41000	524.88	
						INVOICE TOTAL:	524.88	*
						CHECK TOTAL:		524.88
11300	9LB VILL	VILLAGE OF LAKE BLUFF						
	0912VIL		08/22/13	01	WATER: 5/9-7/29/13	80-60-001-43230	780.43	
						INVOICE TOTAL:	780.43	*
						CHECK TOTAL:		780.43
11301	9LFHARDW	LAKE FOREST HARDWARE						
	38633		07/01/13	01	OFFICE SUPPLIES (BATTERIES)	80-60-001-43550	16.18	
						INVOICE TOTAL:	16.18	*
						CHECK TOTAL:		16.18

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11302	9MIDTAPE	MIDWEST TAPE					
	91180398		08/09/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	34.99
						INVOICE TOTAL:	34.99 *
						CHECK TOTAL:	34.99
11303	9NCCPETE	NCC-PETERSON PRODUCTS					
	62090		08/20/13	01	JANITORIAL SUPPLIES	80-60-001-43660	158.29
						INVOICE TOTAL:	158.29 *
						CHECK TOTAL:	158.29
11304	9OPPFRAN	OPP, FRANCHISING, INC.					
	CHC08131580		08/26/13	01	STRIP/WAX MUSEUM OFFICE FLOOR	80-60-001-41000	150.00
						INVOICE TOTAL:	150.00 *
	CHC09131179		09/01/13	01	BUILDING MAINT:SEPT 2013	80-60-001-41000	954.00
						INVOICE TOTAL:	954.00 *
						CHECK TOTAL:	1,104.00
11305	9OVERDRI	OVERDRIVE , INC					
	1018-184220873080913		08/09/13	01	ADULT E-BOOKS	80-60-001-45460	525.09
						INVOICE TOTAL:	525.09 *
	1018-184807167080913		08/09/13	01	JUVENILE E-BOOKS	80-60-001-45460	229.65
						INVOICE TOTAL:	229.65 *
	1018-185853620080913		08/09/13	01	TEEN E-BOOKS	80-60-001-45460	125.98
						INVOICE TOTAL:	125.98 *
						CHECK TOTAL:	880.72

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11306	9PHOENIX	PHOENIX 10 TECHNOLOGIES, INC.					
	1727		08/16/13	01	COMPUTER EQUIPMENT-10% PYMT	80-60-001-49350	550.00
						INVOICE TOTAL:	550.00 *
						CHECK TOTAL:	550.00
11307	9ROSENPU	ROSEN PUBLISHING &					
	57113		08/06/13	01	JUVENILE NON-FICTION	80-60-001-45400	135.60
						INVOICE TOTAL:	135.60 *
						CHECK TOTAL:	135.60
11308	9SHREDIT	SHRED-IT USA-CHICAGO					
	9402302247		07/29/13	01	PAPER SHREDDING 7/29/13	80-60-001-41303	47.72
						INVOICE TOTAL:	47.72 *
						CHECK TOTAL:	47.72
11309	9SUN-TIM	SUN-TIME MEDIA, LLC					
	0000191454		07/31/13	01	LEGAL NOTICE /PUBLICATION	80-60-001-43400	28.80
						INVOICE TOTAL:	28.80 *
						CHECK TOTAL:	28.80
11310	9THYSSEN	THYSSENKRUPP ELEVATOR CORP.					
	3000690695		09/01/13	01	ELEVATOR MAINT:SEPT 2013	80-60-001-41020	107.32
						INVOICE TOTAL:	107.32 *
						CHECK TOTAL:	107.32
11311	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS					

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
11311	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS					
	101667764		09/03/13	01	'EE ICMA CONTRIBUTION:9/13/13	80-20-102-45000	1,050.00
						INVOICE TOTAL:	1,050.00 *
						CHECK TOTAL:	1,050.00
11312	9WAREHOU	WAREHOUSE DIRECT					
	2030212-0		08/08/13	01	OFFICE SUPPLIES	80-60-001-43550	97.38
						INVOICE TOTAL:	97.38 *
						CHECK TOTAL:	97.38
11313	9WENDTM	WENDT MAINTENANCE INC.					
	WEN08012013		08/01/13	01	GROUNDS MAINTENANCE:AUG 2013	80-60-001-41050	480.00
						INVOICE TOTAL:	480.00 *
						CHECK TOTAL:	480.00
						TOTAL AMOUNT PAID:	12,964.39

## September Director's Reports

As summer ends the Library Staff has geared up for autumn and winter. In particular, Carol Carter has lined up a very exciting array of Adult Programs. There is no typical or ordinary day at the Lake Bluff Library.

Cathy McKechney has left Lake Bluff for Pennsylvania and stepped down as Museum Board President. Pam Russell, the acting Museum Board President, will be joining us this evening. Many of you probably already know Pam; she has very capably stepped into Cathy's position.

I have been meeting with Library Staff over the last month, evaluating how our reorganization has gone thus far. Overall the feedback has been very positive, but as expected there are things that we can do better. I am working with Department Heads and Library Staff to address these issues.

The scheduled library staff in-service on the Affordable Care Act for September 4 was rescheduled for September 17. Giovanni Gomez, who provided an excellent and well attended informational program on September 5 will be the presenter. Carol knows Giovanni and the program, so we will be set if I cannot attend. Carlen has also begun work on an Affordable Care Act page for the website that should be very useful for both staff members and patrons. Carol and Carlen have both been particularly helpful in pursuing information on how Library's can be appropriately involved with the ACA implementation.

Two staff members resigned unexpectedly, both to pursue educational opportunities. We have had many excellent candidates apply for the openings and I expect that we will find very qualified and committed replacements.

Rummanah Aasi and Sarah Simpson have done an excellent job creating a wide variety of displays with little space to work with. We have had a lot of positive feedback and definitely seen good results. Marray Leach has quietly done an

excellent job as a role model for our new staff members, along with providing her usual high quality service to our patrons.

Since making signing up for the eNewsletter part of our application form, we have nearly doubled the number of recipients to around 350+. Carlen, Eliza, and Amelia are working on improving the design of the eNewsletter to capitalize on this surge.

Amelia, Claire, and Amy have been working on creating a Pinterest page for the Library, and it is nearly ready to go live. If you have not come across it before, Pinterest is a pinboard style photo sharing website. It has been the 'hot new website' over the past half-year. I can't speak for others, but my wife is addicted to it.

Lyndy has done a great job pulling together competitive bids on landscape maintenance, window repair, and soffit/fascia/beam work on the building. She also facilitated the installation of new shelving by Martha's desk which has helped our always troubled storage situation. In order to capitalize on this, Carlen spearheaded a reorganization of the area behind the Adult Services Desk.

Finally, I have worked hard to equip the Library as best I can for my impending absence. I am confident that there will be no dropped stitches; we are fortunate to have a strong and capable staff.

## **AGENDA ITEMS**

### **Museum Electrical Work**

The Museum answered our request for more information on the electrical work with further detail on the scope of the project. The detail includes a very helpful drawing.

**RECOMMENDATION:** Approve the Museum's plan for electrical work.

Discussion of Library Needs and Tour of Facilities

The needs assessment documents are the brain child of the entire staff. Carlen DeThorne and Martha Cordeniz have also been working on a survey that will add patron opinions to the mix. Trustee Tim Kregor has been, and continues to be, a great help on this project.

**RECOMMENDATION:** I have collected names of local Library Architects. The Building and Grounds Committee should interview the most promising candidates (it is understandably a small field) and make a recommendation to the Library Board. Once we have finished gathering information, we can begin working with the selected Library Architect.

Library staff will work on those items that can be handled internally.

Library Closings for 2014

This list reflects the Holiday closings of the past 2 years. In addition to these dates, the Board has also approved 2 half day staff in-service closures to be set at the Library Director's discretion.

**RECOMMENDATION:** I recommend approving the Holiday closings for next year, along with 2 half day in-service closures.

Library Meeting Dates for 2014

The Board of Library Trustees is required to set the dates of Regular Meetings in advance for the coming calendar year.

**RECOMMENDATION:** I recommend approving the Meeting Dates for the next year. Only one date, in November, conflicted with a holiday.



Landscape Project Update

The Landscape project is to be considered at the September 18 Plan Commission/Zoning Board of Appeals Committee Meeting. The timetable for approval is attached. The plan from Breezy Hill is also attached.

**RECOMMENDATION:** As the plan will most likely be tweaked during the approval process, I don't recommend approving the quote from Breezy Hill. I do, however, recommend that the Board of Trustees vote to approve the plan.

Human Resources Committee Meeting

One of the goals set for the current year is to analyze the Performance Evaluation Forms. I have collected a number of forms from other Libraries.

**RECOMMENDATION:** I recommend that the Human Resources Committee meet to begin the process of working with the Library Director to evaluate and optimize the forms.

## Monthly Statistics Summary August 2013

### Circulation

#### Total August Activity

Fiscal Year	Total Circ.	Avg. Circ./Hour	% change
2013-2014	10040	43.09	-1.38%
2012-2013	10181	43.32	12.97%
2011-2012	9012	36.78	4.62%

#### Total Activity Fiscal Year to Date

Fiscal Year	Total Circ	Avg. Circ./Hour	% change
2013-2014	43333	47.69	1.73%
2012-2013	42595	46.18	28.46%
2011-2012	33157	40.29	-8.75%

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

Fiscal Year	Adult	Juvenile	Adult Fiction	Adult Non Fiction	Audio Visual	ILL Borrowed	ILL Lent
2013-2014	22075	18251	5203	3024	15867	552	113
2012-2013	22714	17657	5577	3259	15311	594	138
2011-2012	17587	13912	5366	2339	11680	469	110

### User Visits

#### Total August Activity

Fiscal Year	Total Visits	Avg. Visits/Hour	% change
2013-2014	7040	30.21	-6.45%
2012-2013	7525	32.02	15.84%
2011-2012	6496	26.51	4.00%

#### Total Activity Fiscal Year to Date

Fiscal Year	Total Visits	Avg. Visits/Hour	% change
2013-2014	32611.5	36.11	-2.72%
2012-2013	33524	36.38	32.94%
2011-2012	25217	30.69	0.77%

### Materials Acquired & Withdrawn

#### Total August Activity

Fiscal Year	Acquired	Withdrawn
2013-2014	564	1537
2012-2013	591	558
2011-2012	742	472

#### Total Activity Fiscal Year to Date

Fiscal Year	Acquired	Withdrawn
2013-2014	2919	3672
2012-2013	2718	3146
2011-2012	2576	2586

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

Fiscal Year	Adult	Juvenile	A/V
2013-2014	1646	1273	441
2012-2013	1858	860	446
2011-2012	1828	748	381

#### Withdrawals by Collection

Fiscal Year	Adult	Juvenile	A/V
2013-2014	3319	353	345
2012-2013	2781	365	263
2011-2012	2017	569	324

### Online Access

#### Digital Books and Music

#### Total August Activity

Fiscal Year	Books	Music	Magazines	% change
2013-2014	448	228	97	44.05%
2012-2013	311	223	N/A	77.71%
2011-2012	175	130	N/A	143.06%

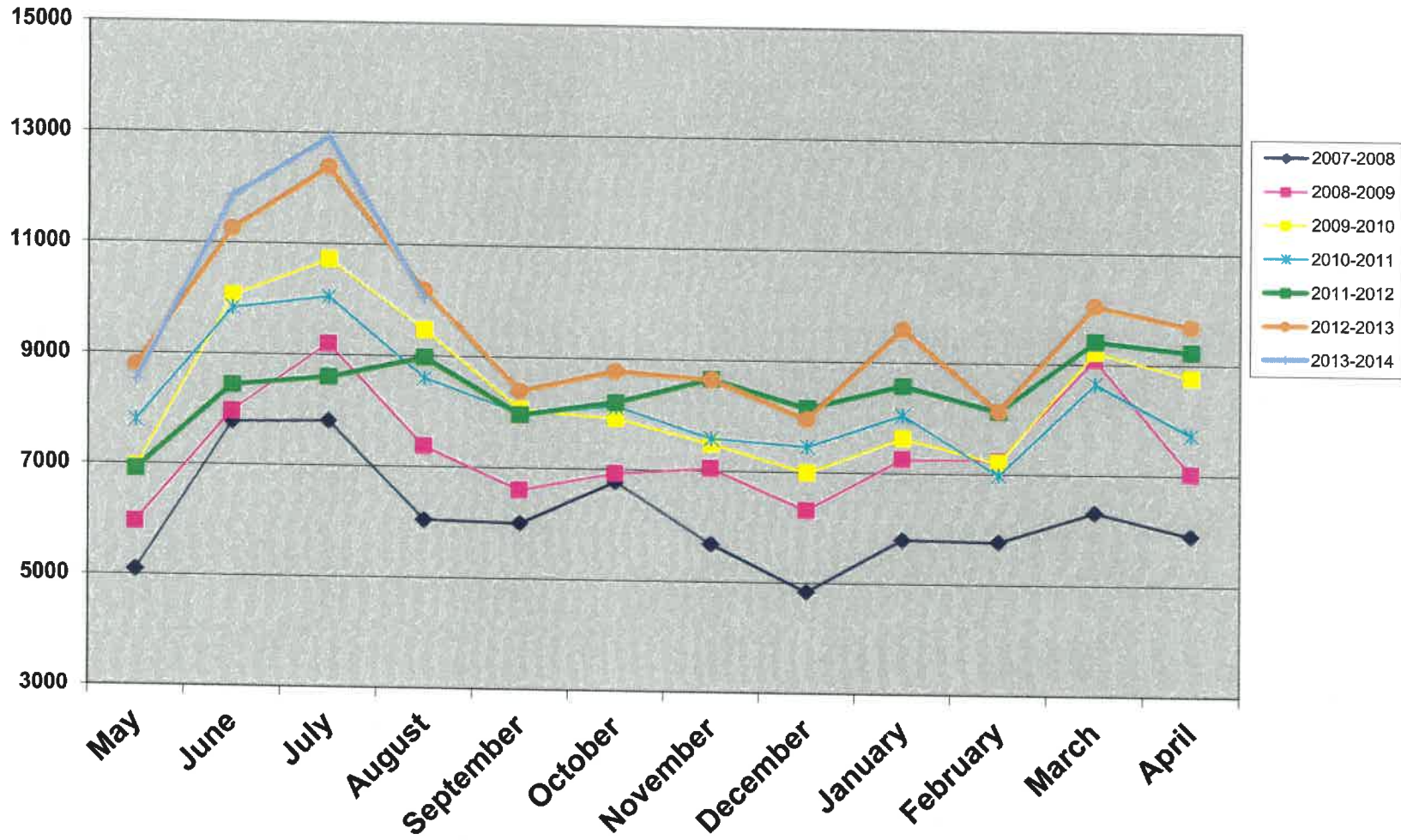
#### Total Activity Fiscal Year to Date

Fiscal Year	Books	Music	Magazines	% change
2013-2014	1696	808	97	45.83%
2012-2013	1163	947	N/A	53.23%
2011-2012	759	796	N/A	191.92%

#### Website Usage Fiscal Year to Date

Fiscal Year	Page Loads	Unique Visitors
2013-2014	43171	30172
2012-2013	37319	25773
2011-2012	31080	20528

## Total Circulation '07-'13



# Library Closures

Per policy the Board of Library Trustees approves the dates (for Holidays or other reasons) that the library will deviate from its regular hours. The list below reflects the dates and reasons for scheduled Library closures in 2013.

2014 Proposed Closures:

New Year's Day  
Wednesday, January 1

President's Day  
Monday, February 17

Easter Sunday  
Sunday, April 20

Memorial Day Weekend  
Sunday, May 25

Memorial Day  
Monday, May 26

All Sundays between Memorial Day weekend through the Sunday after Labor Day.

Labor Day  
Monday, September 1

Veteran's Day  
Tuesday, November 11

Thanksgiving  
Thursday, November 27

Christmas Eve  
Wednesday, December 24

Christmas Day  
Thursday, December 25

New Year's Eve  
Wednesday, December 31

New Year's Day  
Thursday, January 1, 2015

## *Board of Trustees*

The Open Meetings Act (OMA) requires that regular meetings for the upcoming calendar year to be approved in advance by the Board of Library Trustees. Library Board meetings are held the second Tuesday of every month at 7:00pm in the Library.

### 2014 Meeting Dates:

January 14

February 11

March 11

April 8

May 13

June 10

July 8

August 12

September 9

October 14

November 18\*

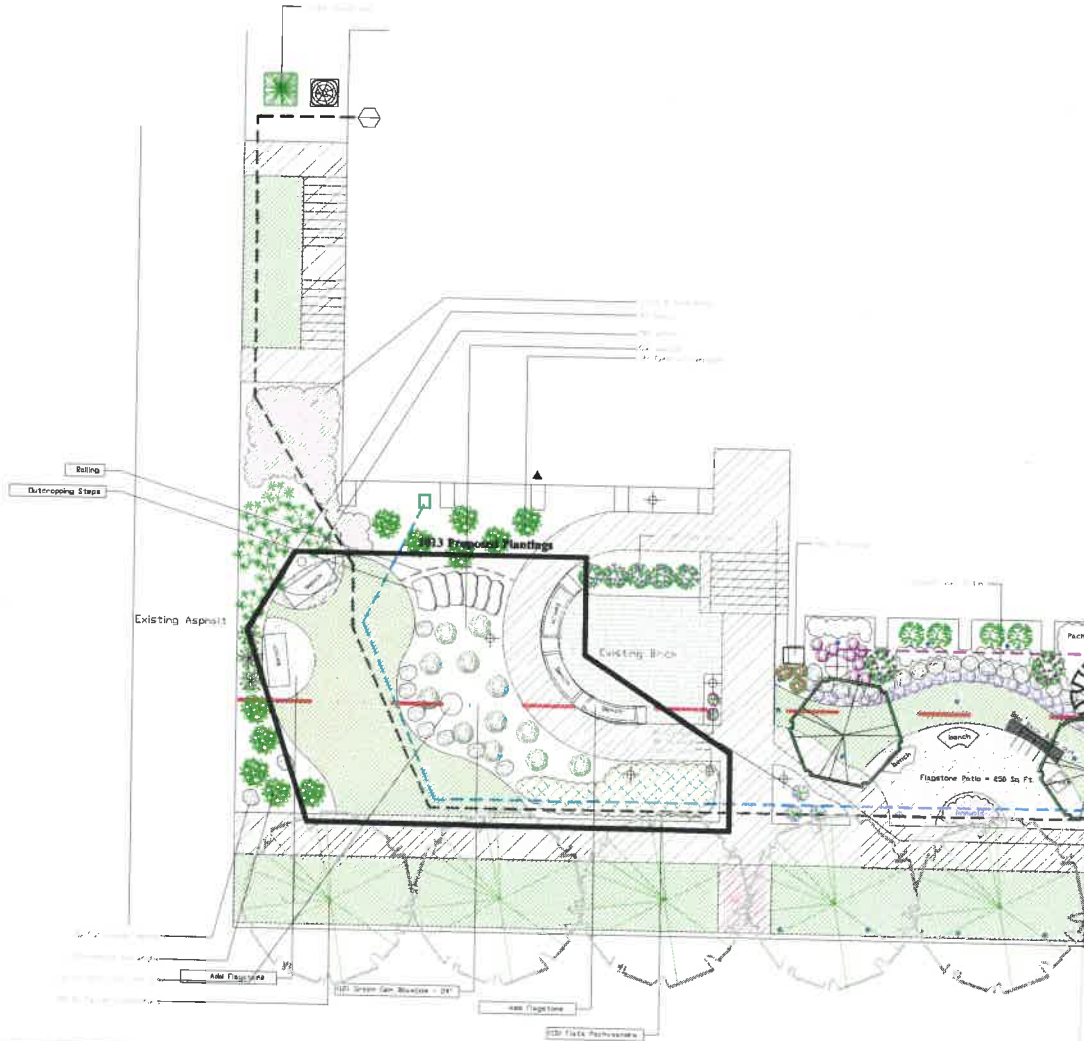
December 9

November 11 is the second Tuesday, but is also Veteran's Day. The Library is usually closed on Veteran's Day.



# Lake Bluff Public Library

123 E Scanton Avenue, Lake Bluff, IL





**Close Up – Approved Landscaping, September 24, 2012**

**NOTE:** Sprinkler lines installed, curb cut in place, bench near bricks still pending. All other lights, plants, hardscape reflects landscaping in place prior to September 2012 and still in place.



7530 - 288th Avenue  
Salem, WI 53168  
(262) 537-2111 (262) 537-4080 (262) 843-3886  
FAX (262) 537-3434  
www.breezyhillnursery.com  
contact@breezyhillnursery.com

### SALES QUOTE

**Sales Quote No.:** SQ-128986  
**Sales Quote Date:** 08/28/13  
**Page:** 1

**Sell To:**  
Lake Bluff Public Library  
Eric Bailey  
123 E Scranton Avenue  
Lake Bluff, IL 60044

**Ship To:**  
Lake Bluff Public Library  
Eric Bailey  
123 E Scranton Avenue  
Lake Bluff, IL 60044

ebailey@lakeblufflibrary.org

**Customer ID:** C15047  
**SalesPerson:** Jerry Epping

**Ship Via:**

**Terms:** Due upon receipt

Description	Unit	Quantity	Unit Price	Total Price
Green Gem Boxwood-24"w Buxus x Green Gem	Each	12	75.00	900.00
Pachysandra Green Carpet Cell Pachysandra terminalis Green Carpet	Flat	13	32.00	416.00
Delivery & Installation Service	Each	0.5	1,347.00	673.50
Composted Soil Compost screen 3/8"	Cubic Yard	4	26.00	104.00
Composted Soil Installed	Cubic Yard	4	26.00	104.00
Shredded Hardwd Std Mulch Double Ground	Cubic Yard	4	33.00	132.00
Mulch New Install (over 2")	Cubic Yard	4	20.50	82.00
Preemergent Installed	Cubic Yard	4	7.00	28.00
Plant Removal and Disposal	Fee By Job	1	500.00	500.00
Splitface Outcropping Steps-4' 48" x 24" Snapped Steps	Each	6	189.00	1,134.00
Transferred to page 2.....				4,073.50





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**Terms:** Due upon receipt

Description	Unit	Quantity	Unit Price	Total Price
Transferred from page 1.....				4,073.50
4ft Wide Step Installed	Each	6	104.00	624.00
Retrofit Irrigation System	Fee By Job	1	500.00	500.00
Flagstone Fond du Lac L-1B Smooth Texture	Ton	1.7	578.00	982.60
Flagstone Dry Set	Square Ft	1.7	12.00	20.40
Traffic Bond 3/4" - 1" #1 CA7 CM-06 CA-7 Limestone Crushed Concrete	Ton	1.5	29.00	43.50
Bench Install Budget \$75.00 each (Optional)				
Railing by Others				
Fuel Surcharge	Fee By Job	0.03	6,244.00	187.32
Transferred to page 3.....				6,431.32



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### SALES QUOTE

**Sales Quote No.:** SQ-128986  
**Sales Quote Date:** 08/28/13  
**Page:** 3

**Sell To:**  
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Lake Bluff, IL 60044

ebailey@lakeblufflibrary.org

**Customer ID:** C15047  
**SalesPerson:** Jerry Epping

**Ship Via:**

**Terms:** Due upon receipt

Description	Unit	Quantity	Unit Price	Total Price
Transferred from page 2.....				6,431.32
IL Use Tax Reimbursement	Fee By Job	1	69.00	69.00

Please sign below to confirm order.

X \_\_\_\_\_

**Amount Subject to Sales Tax**  
0.00

**Amount Exempt from Sales Tax**  
6,500.32

**Subtotal:** 6,500.32  
**Invoice Discount:** 0.00  
**Total Sales Tax:** 0.00

**Total:** 6,500.32

NEWS

# Libraries are reluctant to limit what kids can see

## Monitoring books, Internet use is up to parents, many officials say

BY JONATHAN BULLINGTON | Tribune reporter

When library trustees in north suburban Morton Grove learned that a 16-year-old employee would oversee the showing of an R-rated film at the institution, some of them requested that an adult take over the job.

The incident represents another page in the ongoing debate over the accessibility of adult-themed materials to young library patrons.

"It would be highly offensive to a great number of residents of Morton Grove that the library is using their tax money to employ a 16-year-old to show movies that, under the same circumstances, that person would not be allowed to attend ... without parental accompaniment," said Trustee Catherine Peters.

Peters asked that the teen not serve as projectionist for the July 23 screening of the R-rated comedy, "Safety Not Guaranteed."

The teen worker left the Morton Grove library for another job, and an adult now runs the projector for the library's various movie screenings, said Library Director Pam Leffler.

The struggle to define age-appropriate content is not unique to libraries.

In recent years, school districts have faced challenges to certain novels or films being used in class.

Libraries have encountered objections from parents concerned with what children bring home.

But librarians say they

oversee a storehouse of knowledge where access to information should be expected — not denied.

The onus is on parents, they say, to monitor their child's library usage.

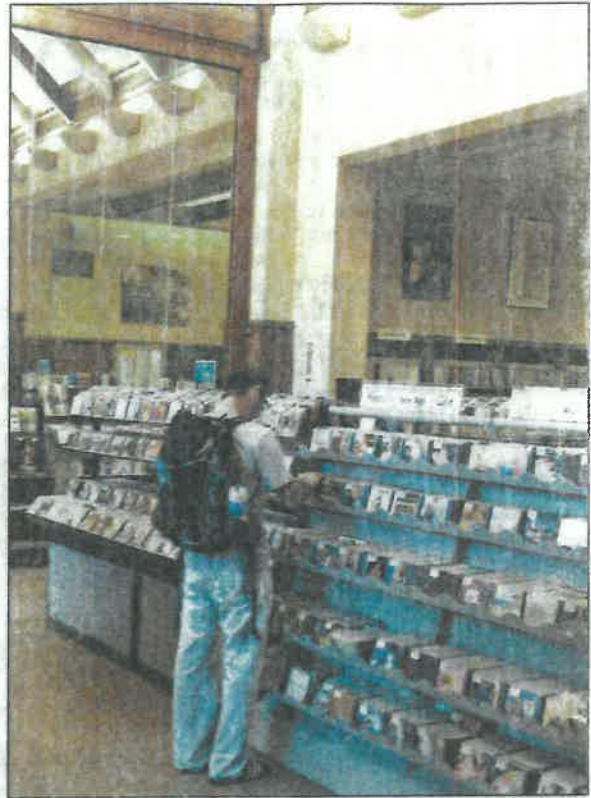
"If a parent is deeply concerned about their minor teen's access to library materials, it is their responsibility to monitor that," said Deborah Caldwell-Stone, deputy director of the office for intellectual freedom at the Chicago-based American Library Association.

"The library can't know what the family's values are," she said. "They can't restrict access based on disapproval of the content. They do what they can to match usage and materials, and to give parents all the information they need so they can make good decisions in light of their family values."

The American Library Association advocates against restricted access to library materials — in print, music, movies or on the Internet.

Its position has drawn sharp criticism from some organizations, including the Washington-based Morality in Media, which listed the association on its "dirty dozen" list of the top "facilitators of porn" in the United States.

"When a community looks at whether a public library should be a source of pornography, you'd be hard-pressed to find one that thinks it should be," said



GREGORY TROTTER/TRIBUNE PHOTO

The Highland Park Public Library will make recommendations, but it's up to parents to supervise what kids watch.

Morality in Media President Patrick Trueman. "There's no case that says a patron has the right to receive pornography from a library."

Access to adult content varies depending on the library. Some use website-blocking software on every computer, or on computers in youth sections of the library.

Chicago's public libraries have no such software installed, said spokeswoman Ruth Lednicer. The library tested such filters and found them to either block too much or not enough, she said.

In Des Plaines, every computer in the library including those used by staff, have a site-blocking software installed.

At Cook Memorial Public Library District, with locations in Libertyville and Vernon Hills, such software is only used on computers in the youth sections.

Morton Grove's Leffler said at her library and others, parents who want to keep certain library materials out of their kids' hands

can request restrictions on the child's library card. Only a small portion of patrons place such restrictions, she said.

New Morton Grove resident Adrian Beasley, 27, acquired a restricted library card Friday for his 10-year-old son.

"They have things he can check out that aren't appropriate," Beasley said.

But, he added, it's ultimately his responsibility to monitor what his son checks out

Leffler said the former teen employee had received parental permission to run the projector in the library's Tuesday afternoon film series. And, as Caldwell-Stone at the American Library Association pointed out, the Motion Picture Association of America's film rating system acts as guidelines — not law.

"It's (the parent's) decision. If you don't want your child to see this movie, make sure your child does not see this movie," Caldwell-Stone said.

[jbullington@tribune.com](mailto:jbullington@tribune.com)

# Lake Forest, Libertyville libraries leave adult content choices to parents

BY KATE JACOBSON  
Tribune reporter

Lake Forest and Libertyville libraries typically let parents take the lead on putting restrictions on what children can access in terms of adult content, officials there said.

Kaye Grabbe, library director in Lake Forest, said the library has a system set up to block obscene websites.

She said the special software doesn't block certain words like some others do. Instead, she said, the software scans websites and determines whether the content on that site falls under a specific definition of "obscenity."

The software doesn't filter out pornographic websites because it is not technically illegal to view pornography in public libraries, she said. But if a library patron complains about content someone is viewing on public computers, librarians will ask that person to stop accessing the site, Grabbe said.

She said the library can also limit what books and movies children can check out if parents request it. She said while the option is there, in her 20 years at the library, only one person has requested it.

"Parents who use the library a lot with their children are pretty in tune with what their children are reading," she said. "They know best what

their child is capable of reading"

At Cook Memorial Public Library District in Libertyville, website-blocking software is used on computers in the youth sections only, said Director Stephen Kershner.

"It's not so much from the perspective of limiting access," he said. "It's protecting young people from sites they could inadvertently get to without intent."

Library staff has the ability to unlock sites if necessary, Kershner said, adding that such occurrences happen occasionally.

The library district, which serves the Libertyville and Vernon Hills areas, also offers parents the ability to place restrictions on the types of materials their children are allowed to check out from the library. But Kershner said perhaps six families have used that option.

Kershner, like other librarians, said the parent or caregiver bears the responsibility when it comes to what children check out.

"We work to educate parents and caregivers to take an interest in what your child reads, watches or listens to," he said.

*Tribune reporter Jonathan Bullington contributed to this report*

[kjacobson@tribune.com](mailto:kjacobson@tribune.com)

**"Parents who use the library a lot with their children are pretty in tune with what their children are reading."**

*—Kaye Grabbe*



**BRANDON J. STANICK**  
Assistant to the Village Administrator

September 3, 2013

**Re: Notification of Public Hearing – 123 E. Scranton Avenue (Lake Bluff Public Library)**

Dear Property Owner or Occupant,

On Wednesday, September 18, 2013 the Joint Plan Commission and Zoning Board of Appeals (PCZBA) of the Village of Lake Bluff will conduct a Public Hearing at 7:00 p.m. in the Board Room of Village Hall, 40 E. Center Avenue, Lake Bluff, Illinois. As the subject of this hearing may impact your property, this letter is to inform you of the issue and invite you to attend the hearing if you feel it necessary. Also, you may submit a written response to Village Hall in care of the PCZBA.

The Petitioner, the Lake Bluff Public Library, seeks an amendment to the existing Special Use Permit (Ordinance #99-26 and as amended through Ordinance #2012-32) to operate a public library to allow proposed changes to the existing site plan regarding landscape improvements; a variation from the impervious surface coverage limitations of Section 10-5-7 of the Lake Bluff Zoning Regulations; and any other zoning relief as required.

Any person desiring to be heard, or to present any evidence or testimony relating to this matter should appear at the Public Hearing at the time and place specified above. A copy of the application seeking this action and additional information will be available for inspection on or after the Friday before the scheduled meeting date at the front counter in the Lake Bluff Village Hall (40 East Center Avenue).

If you have any questions regarding this matter please feel free to contact me at 847-283-6889.

Sincerely,

Brandon J. Stanick  
Assistant to the Village Administrator

**PUBLIC NOTICE**

Public Notice is hereby given that, pursuant to the provisions contained in Title 10 of the Municipal Code of the Village of Lake Bluff, being the Zoning Regulations of the Village of Lake Bluff, and the Statutes of the State of Illinois, the Joint Plan Commission and Zoning Board of Appeals of the Village of Lake Bluff will conduct a public hearing on Wednesday, September 18, 2013 at 7:00 p.m. in the Board Room of the Village Hall, 40 E. Center Avenue, Lake Bluff, Illinois to consider a petition filed by the Lake Bluff Library for the following described property:

LOTS 8, 9 AND 10 IN BLOCK 43 IN NORTH ADDITION TO LAKE BLUFF BEING A SUBDIVISION IN THE NORTH FRACTIONAL HALF OF SECTION 21, TOWNSHIP 44 NORTH, RANGE 12, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MAY 5, 1886, AS DOCUMENT 33760, IN BOOK "A" OF PLATS, PAGE 57, IN LAKE COUNTY, ILLINOIS.

Said property is commonly known as 123 E. Scranton Avenue (Lake Bluff Public Library). The petition seeks an amendment to the existing Special Use Permit (Ordinance #99-26 and as amended through Ordinance #2012-32) to operate a public library to allow proposed changes to the existing site plan regarding landscape improvements; a variation from the impervious surface coverage limitations of Section 10-5-7 of the Lake Bluff Zoning Regulations; and any other zoning relief as required.

Any person desiring to be heard or desiring to present any evidence or testimony relating to said matter should appear at the time and place above specified. A copy of the petition will be available for inspection the Friday prior to the meeting at the front counter of the Village Hall, 40 East Center Avenue, Lake Bluff, Illinois.

Submitted for publication on or before September 4, 2012  
Lake Bluff Plan Commission & Zoning Board of Appeals  
By Brandon J. Stanick, Asst. to the Village Administrator

Lake Bluff Public Library  
 Medical Benefits -- Sept. 2012 - Sept. 2013

Currently the cost for employee coverage is paid for at 100% by the Library, with employee contributions calculated at 20% of the cost of the dependent share of the coverage.

Coverage Level	9/1/2012 Renewal Rate Monthly	Employee Cost Monthly	Library Annual Expense per Coverage	Employee Annual Cost	Current Number Of Employees Covered	Total Library Annual Expense
Employee	\$447.70	\$0.00	\$5,372.40	\$0.00	4	\$21,489.60
Family	\$1,300.22	\$170.50	\$13,556.59	\$2,046.05	1	\$13,556.59
						<u>\$35,046.19</u>

**Scenario 1: Employees at all coverage levels contribute 20% of the cost.**

Coverage Level	9/1/2012 Renewal Rate Monthly	Employee Cost Monthly	Library Annual Expense per Coverage	Employee Annual Cost	Current Number Of Employees Covered	Total Library Annual Expense
Employee	\$447.70	\$89.54	\$4,297.92	\$1,074.48	4	\$17,191.68
Family	\$1,300.22	\$260.04	\$12,482.11	\$3,120.53	1	\$12,482.11
						<u>\$29,673.79</u>

**Scenario 2: Employees at all coverage levels contribute 10% of the cost.**

Coverage Level	9/1/2012 Renewal Rate Monthly	Employee Cost Monthly	Library Annual Expense per Coverage	Employee Annual Cost	Current Number Of Employees Covered	Total Library Annual Expense
Employee	\$447.70	\$44.77	\$4,835.16	\$537.24	4	\$19,340.64
Family	\$1,300.22	\$130.02	\$14,042.38	\$1,560.26	1	\$14,042.38
						<u>\$33,383.02</u>

**Scenario 3: Employees at all coverage levels contribute 30% of the cost.**

Coverage Level	9/1/2012 Renewal Rate Monthly	Employee Cost Monthly	Library Annual Expense per Coverage	Employee Annual Cost	Current Number Of Employees Covered	Total Library Annual Expense
Employee	\$447.70	\$134.31	\$3,760.68	\$1,611.72	4	\$15,042.72
Family	\$1,300.22	\$390.07	\$10,921.85	\$4,680.79	1	\$10,921.85
						<u>\$25,964.57</u>

Currently the cost for employee coverage is paid for at 100% by the Library, with employee contributions calculated at 20% of the cost of the dependent share of the coverage.

Coverage Level	9/1/2013 Renewal Rate Monthly	Employee Cost Monthly	Library Annual Expense per Coverage	Employee Annual Cost	Current Number Of Employees Covered	Total Library Annual Expense
Employee	\$492.26	\$0.00	\$5,907.12	\$0.00	4	\$23,628.48
Family	\$1,444.83	\$190.51	\$15,051.79	\$2,286.17	1	\$15,051.79
						<u>\$38,680.27</u>

**Scenario 1: Employees at all coverage levels contribute 20% of the cost.**

Coverage Level	9/1/2013 Renewal Rate Monthly	Employee Cost Monthly	Library Annual Expense per Coverage	Employee Annual Cost	Current Number Of Employees Covered	Total Library Annual Expense
Employee	\$492.26	\$98.45	\$4,725.70	\$1,181.42	4	\$18,902.78
Family	\$1,444.83	\$288.97	\$13,870.37	\$3,467.59	1	\$13,870.37
						<u>\$32,773.15</u>

**Scenario 2: Employees at all coverage levels contribute 10% of the cost.**

Coverage Level	9/1/2013 Renewal Rate Monthly	Employee Cost Monthly	Library Annual Expense per Coverage	Employee Annual Cost	Current Number Of Employees Covered	Total Library Annual Expense
Employee	\$492.26	\$49.23	\$5,316.41	\$590.71	4	\$21,265.63
Family	\$1,444.83	\$144.48	\$15,604.16	\$1,733.80	1	\$15,604.16
						<u>\$36,869.80</u>

**Scenario 3: Employees at all coverage levels contribute 30% of the cost.**

Coverage Level	9/1/2013 Renewal Rate Monthly	Employee Cost Monthly	Library Annual Expense per Coverage	Employee Annual Cost	Current Number Of Employees Covered	Total Library Annual Expense
Employee	\$492.26	\$147.68	\$4,134.98	\$1,772.14	4	\$16,539.94
Family	\$1,444.83	\$433.45	\$12,136.57	\$5,201.39	1	\$12,136.57
						<u>\$28,676.51</u>



# Lake Bluff Public Library

## Salary Ranges Approved March 2013

### **Director**

Set by Board

### **Dept. Head**

Salaried

\$35,000

Min

\$62,000

Max

### **Library Assistant I**

Hourly

\$14

Min

\$17

Max

### **Library Assistant II**

Hourly

\$11

Min

\$14

Max

### **Library Technical Assistant**

Hourly

\$11

Min

\$14

Max

### **Shelver**

Hourly

\$9

Min \*

\$12

Max

\* Illinois minimum wage is \$8.25 as of 1/1/2013

## Department Head Benchmarks 2013

Area Libraries (2013)	Max Salary	Min Salary	Number of Heads	Budget	Population	Circulation	Collection	Sq. Feet	FT/PT	Per Capita Expenditure
Deerfield	\$98,467	\$27,456	7	\$3,320,500	18,225	489,117	140,519	32,500	23/23	\$182
Glencoe	\$91,874	\$53,248	4	\$2,103,659	8,762	212,035	119,713	20,600	19/40	\$240
Highland Park	\$99,403	\$24,398	7	\$5,467,000	29,763	703,220	247,278	42,000	24/69	\$184
Lake Bluff	\$62,000	\$35,000	3	\$827,655	5,722	101,520	68,113	9,550	4/16	\$145
Lake Forest	\$89,440	\$52,000	5	\$3,512,324	19,375	485,450	174,487	32,878	16/50	\$181
Libertyville (Cook)	\$90,542	\$39,478	9	\$7,353,900	59,842	1,817,544	328,498	44,200	45/85	\$123
Northbrook	\$98,384	\$59,717	10	\$5,952,000	33,170	856,164	347,828	85,341	38/82	\$179
Wilmette	\$95,992	\$35,360	6	\$5,978,912	27,087	752,950	274,366	65,654	29/64	\$221
Winnetka/Northfield	\$106,683	\$38,334	5	\$3,765,990	17,357	409,994	402,753	24,000	21/30	\$217
<b>Average</b>	<b>\$92,532</b>	<b>\$40,555</b>	<b>6</b>	<b>\$4,253,549</b>	<b>24,367</b>	<b>647,555</b>	<b>233,728</b>	<b>39,636</b>	<b>24/51</b>	<b>\$186</b>

NOTE: In addition to the Department Heads listed for Libraries in our size range, Network Manager, Readers Advisory, and Collection Development are common in bigger Libraries

NOTE: Average staff size for Libraries in our area: 75.3 (4 more than 2010, with a shift towards PT staff).

NOTE: Circulation increase by 2.4% versus 2010.

Similar Libraries (2013) By Population and EAV	Max Salary	Min Salary	Number of Heads	Budget	Population	Circulation	Collection	Sq. Feet	FT/PT	PerCapita Expenditure
Coal City	\$58,240	\$27,456	8	\$1,305,926	11,257	232,302	80,450	15,628	12/26	\$116
Flossmoor	\$72,550	\$22,568	7	\$1,468,461	9,464	0	94,457	38,000	6/30	\$155
Lake Bluff	\$62,000	\$35,000	3	\$827,655	5,722	101,520	68,113	9,550	4/16	\$145
North Riverside	\$41,600	\$24,606	5	\$789,874	6,672	56,917	54,066	22,500	3/20	\$118
Riverside	\$62,400	\$33,280	5	\$1,035,575	8,875	134,440	90,424	17,761	7/20	\$117
Winfield	\$72,800	\$32,240	2	\$801,272	9,080	117,434	47,406	9,525	4/11	\$88
<b>Average</b>	<b>\$61,598</b>	<b>\$29,192</b>	<b>5</b>	<b>\$1,038,127</b>	<b>8,512</b>	<b>107,102</b>	<b>72,486</b>	<b>18,827</b>	<b>6/21</b>	<b>\$123</b>

NOTE: Most Libraries in our size range have a combination of the following Department Heads: Adult, Youth, Circulation, Technical Services, and Reference.

NOTE: Average staff size for Similar Libraries: 26.5 (2.5 more than 2010, with a shift towards PT staff).

<b>AVERAGE OF LOCAL AND SIMILAR</b>	<b>\$77,065</b>	<b>\$34,873</b>	<b>6</b>	<b>\$2,645,838</b>	<b>16,439</b>	<b>377,329</b>	<b>153,107</b>	<b>29,232</b>	<b>15/36</b>	<b>\$154</b>
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## Clerk/Library Assistant Benchmarks 2013

Area Libraries (2013)	Max Salary Per Hour	Min Salary Per Hour	Budget	Population	Circulation	Collection	Sq. Feet	FT/PT	Per Capita Expenditure
Deerfield	\$17.20	\$11.47	\$3,320,500	18,225	489,117	140,519	32,500	23/23	\$176
Glencoe	\$20.88	\$13.92	\$2,103,659	8,762	212,035	119,713	20,600	19/40	\$240
Highland Park	\$24.94	\$11.77	\$5,467,000	29,763	703,220	247,278	42,000	24/69	\$184
Lake Bluff	\$17.00	\$11.00	\$827,655	5,722	101,520	68,113	9,550	4/16	\$142
Lake Forest	\$24.00	\$11.00	\$3,512,324	19,375	485,450	174,487	32,878	16/50	\$174
Libertyville (Cook)	\$18.90	\$12.03	\$7,353,900	59,842	1,817,544	328,498	44,200	45/85	\$123
Northbrook	\$21.00	\$13.10	\$5,952,000	33,170	856,164	347,828	85,341	38/82	\$178
Wilmette	\$21.28	\$8.00	\$5,978,912	27,087	752,950	274,366	65,654	29/64	\$221
Winnetka/Northfield	\$17.82	\$11.16	\$3,765,990	17,357	409,994	402,753	24,000	21/30	\$192
<b>Average</b>	<b>\$20.34</b>	<b>\$11.49</b>	<b>\$4,253,549</b>	<b>24,367</b>	<b>647,555</b>	<b>233,728</b>	<b>39,636</b>	<b>24/51</b>	<b>\$181</b>

NOTE: Terminology varies for Part Time staff; 'Clerk' is the most common term for what we call Library Assistants.

Similar Libraries (2010) By Population and EAV	Max Salary Per Hour	Min Salary Per Hour	Budget	Population	Circulation	Collection	Sq. Feet	FT/PT	PerCapita Expenditure
Coal City	\$16.00	\$8.25	\$1,305,926	11,257	232,302	80,450	15,628	12/26	\$134
Flossmoor	\$14.96	\$9.95	\$1,468,461	9,464	0	94,457	38,000	6/30	\$150
Lake Bluff	\$17.00	\$11.00	\$827,655	5,722	101,520	68,113	9,550	4/16	\$142
North Riverside	\$11.80	\$9.00	\$789,874	6,672	56,917	54,066	22,500	3/20	\$112
Riverside	\$17.00	\$9.00	\$1,035,575	8,875	134,440	90,424	17,761	7/20	\$108
Winfield	\$15.00	\$12.00	\$801,272	9,080	117,434	47,406	9,525	4/11	\$79
<b>Average</b>	<b>\$15.29</b>	<b>\$9.87</b>	<b>\$1,038,127</b>	<b>8,512</b>	<b>107,102</b>	<b>72,486</b>	<b>18,827</b>	<b>6/21</b>	<b>\$121</b>
<b><u>AVERAGE OF LOCAL AND SIMILAR</u></b>	<b>\$17.81</b>	<b>\$10.68</b>	<b>\$2,645,838</b>	<b>16,439</b>	<b>\$377,329</b>	<b>153,107</b>	<b>29,232</b>	<b>16/31</b>	<b>\$151</b>