

**NILES PUBLIC LIBRARY DISTRICT  
REGULAR BOARD MEETING AGENDA**

**June 19, 2013**

**6:30 PM**

**New Board Room  
6960 Oakton Street  
Niles, Illinois**

ORDER OF BUSINESS

- |  |    |
|--|----|
| 1. Approval of Minutes   |    |
| A. Approve Minutes of the Regular Board Meeting of May 22, 2013  | 3  |
| 2. Project Update  |    |
| 3. Treasurer's Report  |    |
| A. Review Financial Reports  | 7  |
| B. Approve Payment of Bills for operating expenses of \$267,004.87, payroll expenses of \$288,935.05, and Special Reserve expenses of \$338,272.47, for a total monthly expense of \$894,212.39  | 18 |
| 4. Public Comments   |    |
| 5. Director's Report   |    |
| A. Highlights  | 29 |
| B. Monthly Statistics  | 31 |
| 6. Communications  | 34 |
| 7. Liaison Reports   |    |
| A. Friends of the Library  |    |
| B. Legislative   |    |
| C. RAILS   |    |
| 8. New Business  |    |
| A. Move to adopt Ordinance 13-2, an Ordinance Setting the Schedule of Meetings of the Board of Trustees of the Niles Public Library District for the Fiscal Year Commencing July 1, 2013 and Ending June 30, 2014  | 36 |
| B. Move to adopt Ordinance 13-3, an Ordinance Adopting the Prevailing Wage Rates for Laborers, Workers and mechanics Employed by the Niles Public Library District   | 38 |
| C. Move to adopt Ordinance 13-4, a Tentative Ordinance Providing for Budget and Appropriations of the Niles Public Library District for the Fiscal Year July 1, 2013 and Ending June 30, 2014  | 52 |
| D. Move to approve that the Niles Public Library District continue to participate in the Non-Resident Library Card Illinois Program and charge an annual fee of \$335.00 per year per family, based on the formula established by the Illinois State Library | 57 |

## Board Meeting Agenda - June 19, 2013

- E. Move to approve payment to McClure Inserra & Company Chartered in the estimated amount of \$15,300 plus \$1,200 for the additional audit time required due to the building renovation. 58
- F. Move to approve the purchase of shelving from Embury, LTD in the amount of \$10,417.17 65
- G. Move to authorize Frederick Quinn to increase the scope of our existing project with an updated lighting plan for the children's department at a cost of \$201,878 which will be within our Guaranteed Maximum Price. 67
- H. Move to authorize Mightybytes to create and design a blog template for the new website, refactoring our existing eight blogs into one central internal blog at a cost of \$14,200 paid out of remaining Per Capita Grant Funds set aside for the implementation of our new website. 69
- I. Move to authorize payment to the Philadelphia Insurance Companies in the amount of \$6,084. 76
- J. Move to authorize payment to The Hartford Insurance Company of Illinois in the amount of \$17,245. 77
- K. Move to accept the proposal from the Lincoln Financial Group for short-term disability insurance for all full-time employees at an annual rate of \$9,530.28. 78
- 9. Unfinished Business
  - A. Move to authorize the purchase of furniture for the new lower level from LFI in the amount of \$16,634.00 83
  - B. Move to authorize the purchase of furniture for the new lower level from Agati Furniture in the amount of \$21,022. 84
- 10. Hire and Resignations
  - A. Move to approve the resignation of Beverly Nash from the position of Adult Services Assistant, effective June 7, 2013; the appointment of David Melis to the part-time position of Technical Services Cataloging Assistant, at a rate of \$17.45 per hour, effective June 24, 2013; and the resignation of Nathan Chiu from the position of Outreach Services Assistant, effective July 5, 2013
- 11. Executive Session—To discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Niles Public Library District; collective negotiating matters between the Niles Public Library District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees; the selection of a person to fill a public office; the purchase or lease of real property for the use of the Niles Public Library District; the setting of a price for sale or lease of property owned by the Niles Public Library District; the sale or purchase of securities, investments, or investment contracts; security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, staff, the public, or public property; pending and/or probable litigation; discussion of minutes of closed session meetings
- 12. Final Action, if any, on closed session subjects
- 13. Other
- 14. Adjournment

**NILES PUBLIC LIBRARY DISTRICT**  
**Regular Board Meeting**  
**May 22, 2013**  
**6:30 PM**  
**Board Room**  
**6960 Oakton Street**  
**Niles, Illinois**

**Trustees Present**

Chris Ball, Karen Dimond, Morgan Dubiel, Danette Matyas, Barbara Nakanishi, Dennis O'Donovan, Linda Ryan.

**Trustees Absent**

**Library Staff Present**

Sue Wilsey, Susan Dove-Lempke, Diane Winberg, Linda Weiss, Dave Dabrowski, Carol Jung, Barb Kruser, Donna Block, Don Burkhardt, Rich Wozniczka, .

**Others Present**

Dennis Walsh, Klein, Thorpe & Jenkins; Jack Hayes, Frederick Quinn Corporation; Carolyn Drblik, Library Trustee-Elect; Gail Burkhardt; Nathan Handlon, Today's Business Solutions.

The Regular Board Meeting of the Niles Public Library Board of Trustees was called to order at 6:30 PM.

**Roll Call**

Roll call was taken by President Nakanishi. Trustee Ball arrived at 6:35 PM.

**Swearing in of Trustees**

President Nakanishi gave the Oath of Office to Ms. Karen Dimond and Ms. Carolyn Drblik.

Ms. Weiss recognized Mr. O'Donovan's dedication to the Niles Public Library as a Board Member since 1999 with a Resolution of Appreciation. Mr. O'Donovan's levity and lightness will be missed.

**Election of Officers**

**President**

Nominations being in order for President, Ms. Nakanishi MOVED that Linda Ryan be nominated for President. Following, Ms. Dimond MOVED that Barbara Nakanishi be nominated for President. Next, Mr. Ball MOVED that Morgan Dubiel be nominated for President. There being no further nominations, Ms. Nakanishi declined the nomination; Ms. Ryan and Mr. Dubiel accepted the nomination.

An official vote was taken around the table—Ball: Dubiel; Dimond: Dubiel; Drblik: Dubiel; Dubiel: Dubiel; Matyas: Dubiel; Nakanishi: Ryan; Ryan: Ryan.

Mr. Dubiel was elected President.

**Vice President**

Nominations being in order for Vice President, Ms. Dimond MOVED that Linda Ryan be nominated for Vice President. Following, Ms. Nakanishi MOVED that Karen Dimond be nominated for Vice President. There being no further nominations, Ms. Ryan and Ms. Dimond accepted the nomination.

An official vote was taken around the table—Ball: Ryan; Dimond: Dimond; Drblik: Dimond; Dubiel: Dimond; Matyas: Dimond; Nakanishi: Dimond; Ryan: Dimond.

Ms. Dimond was elected Vice President.

#### **Secretary**

Nominations being in order for Secretary, Ms. Dimond MOVED that Linda Ryan be nominated for Secretary. Following, Mr. Dubiel MOVED that Chris Ball be nominated for Secretary. There being no further nominations, Ms. Ryan and Mr. Ball accepted the nomination.

An official vote was taken around the table—Ball: Ball; Dimond: Ryan; Drblik: Ball; Dubiel: Ball; Matyas: Ball; Nakanishi: Ryan; Ryan: Ryan.

Mr. Ball was elected Secretary.

#### **Treasurer**

Nominations being in order for Treasurer, Mr. Ball MOVED that Linda Ryan be nominated for Treasurer. Following, Ms. Nakanishi MOVED that she, Barbara Nakanishi, be nominated for Treasurer. Next, Ms. Matyas MOVED that Carolyn Drblik be nominated for Treasurer. Ms. Ryan declined the nomination; Ms. Nakanishi and Ms. Drblik accepted the nomination.

An official vote was taken around the table—Ball: Drblik; Dimond: Nakanishi; Drblik: Drblik; Dubiel: Drblik; Matyas: Drblik; Nakanishi: Nakanishi; Ryan: Nakanishi.

Ms. Drblik was elected Treasurer.

#### **Approval of Minutes**

Trustee Dimond motioned to approve the Minutes of the Regular Board Meeting of April 17, 2013 and the Minutes of the Special Board Meetings of April 22 and April 30, 2013. Trustee Ball seconded. Roll call vote: Ayes: Ball, Dimond, Drblik, Dubiel, Matyas, Nakanishi, Ryan. Motion carried.

#### **Project Update**

Mr. Hayes gave FQ's monthly project update. Work continues in the Technical Services area on the main floor. A lot of above-ceiling is being done and heavy-duty mechanical work is taking place. Work continues in the boiler room. Adult Fiction (level 1.5) is under construction. The next milestone on that floor is to receive and begin installing the light fixtures. Communication between FQ and staff has been very good. Each phase is on schedule. Coordination with the delivery of furniture and the turning over of space is going well. From a project's standpoint, all is good news in terms of the process. We remain under budget with appropriate contingencies and allowances for things that need to be dealt with as they arise. Things are going great. Mr. Dubiel asked what the dollar amount is from being under project not including the contingencies. Mr. Hayes responded that it's around \$270,000. Mr. Hayes reported that he along with the architect met with the tile company to try to resolve the issue with the finishing details of the corner tiles.

#### **Treasurer's Report**

##### **Review Financial Reports**

The Library Board reviewed the April 2013 Treasurer's Report.

##### **Payment of Bills**

Trustee Nakanishi motioned to approve the payment of the bills for operating expenses of \$236,774.10, payroll expenses of \$293,789.25, and Special Reserve expenses of \$461,270.63, for a total monthly expense of \$991,833.98. Trustee Ryan seconded. Roll call vote: Ayes: Ball, Dimond, Drblik, Dubiel, Matyas, Nakanishi, Ryan. Motion carried.

**Public Comments**

There were none.

**Director's Report**

The Director's Report for May 2013 was noted. Highlights included the official results from the April 30<sup>th</sup> elections which will become permanent record. Ms. Weiss provided the trustees with a spreadsheet of the various online databases as requested by Mr. Ball. The statistics show the number of logons for the months beginning in 2013. Ms. Weiss said that she would on occasion like to give a brief demonstration of a database so that the Trustees can have a better understanding of what it is. Ms. Weiss provided the Trustees with information on three vending machines which would dispense library materials at the Golf Mill shopping center. Golf Mill is very willing to work with us on this project and to negotiate a low-cost contract with us. The machines offer many neat features—almost like a “Red Box.” The machine would carry its own collection. A nice location in the mall would be near a coffee shop. An update on the process used to develop the library's new website was given by Ms. Lempke. She reported that Mightybytes is doing a great job. The next step in the process is the library's new colors. Ms. Weiss finished her report with a demonstration of the library's subscription to Boardbook which will allow us to build the agenda and the board packet all in one document which will then allow us to publish an electronic board packet on our website. All of the attached documents will become searchable. The Trustees asked that they be given some instruction on the use of their new tablets. A training schedule will be discussed at the June meeting. On the subject of transparency, Mr. Dubiel asked the Trustees to view the website of the Village of Orland Park which is very transparent. Mr. Dubiel would like the Niles Library to be the first library in the state to be totally transparent.

**Communications**

The communications in the Board Packet were noted.

**Liaison Reports****Friends of the Library**

No report.

**Legislative**

No report.

**RAILS**

No report.

**New Business****Lending Regulations**

Ms. Nakanishi motioned that the Library Board of Trustees accept the changes to the Policy Manual, Section 3.05, Lending Regulations, to remove the restrictions on our Playaway Views. Trustee Ryan seconded. A Playaway View was passed around the table. Roll call vote: Ayes: Ball, Dimond, Drblik, Dubiel, Matyas, Nakanishi, Ryan. Motion carried.

**Debit Card Pay for Print and Copy System**

Trustee Dubiel motioned that the Library Board of Trustees authorize the replacement of the debit card pay for print and copy system from Today's Business Solutions, Inc., at a cost of \$25,000 which includes equipment and two years of maintenance. Trustee Matyas seconded. Mr. Handlon from Today's Business Solutions took the floor to give an overview on the features of the new equipment. The new equipment will be very user friendly allowing

wireless users to use their devices to access their accounts to add funds and to print. Roll call vote: Ayes: Ball, Dimond, Drblik, Dubiel, Matyas, Nakanishi, Ryan. Motion carried.

**Adjournment**

Trustee Matyas motioned to adjourn the meeting at 7:47 p.m. Trustee Nakanishi seconded. Roll call vote: Ayes: All. Motion carried.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

DRAFT

**Niles Public Library District**  
**Balance Sheet**  
 May 31, 2013

	GENERAL FUND 5/31/2013	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND	SPECIAL RESERVE FUND	TOTAL
<b>Assets</b>					
<b>Cash and Investments</b>					
Cash Checking	(\$5,681,340)	\$1,269,503	\$0	\$4,470,352	\$58,515
Cash-Imprest	\$669				\$669
Cash-Flexible Spending Account	\$7,910				\$7,910
MaxSafe CD	\$1,009,422				\$1,009,422
Capital One 360	\$247,348				\$247,348
Stone Castle	\$2,922,882				\$2,922,882
Petty Cash	\$200				\$200
Illinois Funds-Tax Deposit Account	\$4,618,075				\$4,618,075
Illinois Funds E pay fines	\$43,181				\$43,181
Northwest Community Credit Union	\$251,475				\$251,475
Fifth Third Bank-Investments	\$1,099,702				\$1,099,702
Investments Money Market-Fifth Third Bank	\$544,283				\$544,283
MaxSafe CD	\$513,481				\$513,481
MaxSafe CD	\$507,937				\$507,937
<b>Total Cash and Investments</b>	<b>\$6,085,225</b>	<b>\$1,269,503</b>	<b>\$0</b>	<b>\$4,470,352</b>	<b>\$11,825,080</b>
<b>Receivables</b>					
Accrued Interest Receivable	\$417	\$78	\$72	\$316	\$884
<b>Total Receivables</b>	<b>\$417</b>	<b>\$78</b>	<b>\$72</b>	<b>\$316</b>	<b>\$884</b>
<b>Prepaid Items</b>					
Prepaid Expense	\$31,038				\$31,038
<b>Total Prepaid Items</b>	<b>\$31,038</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$31,038</b>
<b>Total Assets</b>	<b>\$6,116,681</b>	<b>\$1,269,582</b>	<b>\$72</b>	<b>\$4,470,668</b>	<b>\$11,857,002</b>

**Niles Public Library District**  
**Balance Sheet**  
 May 31, 2013

	<u>GENERAL FUND 5/31/2013</u>	<u>SPECIAL REVENUE FUNDS</u>	<u>DEBT SERVICE FUND</u>	<u>SPECIAL RESERVE FUND</u>	<u>TOTAL</u>
<b>Liabilities and Fund Balance</b>					
<b>Liabilities</b>					
Accounts Payable	\$193,466	\$37,289		\$338,272	\$569,027
Accounts Payable-Friends of the Library					
Payroll Clearing	\$12,760				\$12,760
Illinois funds payable	\$37,866				\$37,866
Accrued Salaries & Wages	\$44,326				\$44,326
<b>Total Liabilities</b>	<u>\$288,418</u>	<u>\$37,289</u>	<u>\$0</u>	<u>\$338,272</u>	<u>\$663,979</u>
<b>Fund Balance</b>					
Fund Balance	\$5,828,263	\$1,232,293	\$72	\$4,132,396	\$11,193,023
<b>Total Fund Balance</b>	<u>\$5,828,263</u>	<u>\$1,232,293</u>	<u>\$72</u>	<u>\$4,132,396</u>	<u>\$11,193,023</u>
<b>Total Liabilities and Fund Balance</b>	<u><u>\$6,116,681</u></u>	<u><u>\$1,269,582</u></u>	<u><u>\$72</u></u>	<u><u>\$4,470,668</u></u>	<u><u>\$11,857,002</u></u>

**Niles Public Library District**  
**Income Statement-General Fund**  
 May 31, 2013

	<u>Month Actual</u>	<u>Month Budget</u>	<u>Month Variance</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Annual Budget</u>	<u>Actual % of Annual Budget</u>
<b>Revenues</b>								
Property Taxes	\$39,613	\$524,287	(\$484,674)	\$6,743,211	\$5,767,153	\$976,058	\$6,291,440	107%
Replacement Taxes	\$26,691	\$7,917	\$18,775	\$109,070	\$87,083	\$21,986	\$95,000	115%
Per Capita Grant		\$4,750	(\$4,750)		\$52,250	(\$52,250)	\$57,000	
Grants-Other		\$250	(\$250)	\$3,000	\$2,750	\$250	\$3,000	100%
Investment Income	\$1,555	\$1,250	\$305	\$26,350	\$13,750	\$12,600	\$15,000	176%
Fines	\$4,166	\$3,750	\$416	\$46,424	\$41,250	\$5,174	\$45,000	103%
Lost Books	\$979	\$625	\$354	\$8,859	\$6,875	\$1,984	\$7,500	118%
Pay For Print	\$1,586	\$1,500	\$86	\$18,786	\$16,500	\$2,286	\$18,000	104%
Flash Drive & Ear Bud Sales	\$16		\$16	\$99		\$99		
Commissions & Fees		\$25	(\$25)	\$495	\$275	\$220	\$300	165%
Donations-Friends of the Library		\$42	(\$42)		\$458	(\$458)	\$500	
Donations	\$50	\$21	\$29	\$725	\$229	\$496	\$250	290%
Miscellaneous		\$21	(\$21)	\$1,851	\$229	\$1,622	\$250	740%
<b>Total Revenues</b>	<b>\$74,656</b>	<b>\$544,437</b>	<b>(\$469,780)</b>	<b>\$6,958,870</b>	<b>\$5,988,803</b>	<b>\$970,067</b>	<b>\$6,533,240</b>	<b>107%</b>
<b>Expenditures</b>								
<b>Salaries</b>								
Library Director	\$9,494	\$8,992	(\$502)	\$103,351	\$98,912	(\$4,439)	\$107,904	96%
Payroll-Department Managers	\$14,219	\$20,435	\$6,216	\$156,406	\$224,788	\$68,381	\$245,223	64%
Payroll-Division Supervisors	\$49,562	\$47,791	(\$1,771)	\$532,655	\$525,705	(\$6,950)	\$573,496	93%
Payroll-Librarian I	\$95,256	\$90,720	(\$4,536)	\$999,143	\$997,921	(\$1,222)	\$1,088,641	92%
Payroll-Library Grade V	\$46,531	\$52,877	\$6,346	\$539,250	\$581,648	\$42,398	\$634,525	85%
Payroll-Library Grade VI	\$33,726	\$36,446	\$2,720	\$379,411	\$400,905	\$21,494	\$437,351	87%
Payroll-Library Pages	\$10,269	\$12,189	\$1,920	\$124,792	\$134,084	\$9,292	\$146,273	85%
Payroll-Sundays	\$6,313	\$6,167	(\$146)	\$67,488	\$67,833	\$345	\$74,000	91%
discretionary rewards	\$8,000	\$1,083	(\$6,917)	\$8,000	\$11,917	\$3,917	\$13,000	62%
Substitutes	\$92	\$1,667	\$1,575	\$6,676	\$18,333	\$11,658	\$20,000	33%
<b>Total Salaries</b>	<b>\$273,462</b>	<b>\$278,368</b>	<b>\$4,906</b>	<b>\$2,917,172</b>	<b>\$3,062,045</b>	<b>\$144,873</b>	<b>\$3,340,413</b>	<b>87%</b>

**Niles Public Library District**  
**Income Statement-General Fund**  
**May 31, 2013**

	<u>Month Actual</u>	<u>Month Budget</u>	<u>Month Variance</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Annual Budget</u>	<u>Actual % of Annual Budget</u>
<b>Library Materials</b>								
Books-Adult	\$9,255	\$11,917	\$2,662	\$137,186	\$131,083	(\$6,102)	\$143,000	96%
Books-Youth Services	\$4,561	\$7,000	\$2,439	\$55,731	\$77,000	\$21,269	\$84,000	66%
Downloadables	\$12,313	\$4,167	(\$8,147)	\$47,082	\$45,833	(\$1,249)	\$50,000	94%
Periodicals	\$119	\$2,000	\$1,881	\$23,879	\$22,000	(\$1,879)	\$24,000	99%
Audio-Adult	\$7,461	\$8,250	\$789	\$86,135	\$90,750	\$4,615	\$99,000	87%
Audio-Youth Services	\$5,957	\$4,558	(\$1,399)	\$31,614	\$50,142	\$18,527	\$54,700	58%
Online Databases	\$4,119	\$16,750	\$12,631	\$194,177	\$184,250	(\$9,927)	\$201,000	97%
<b>Total Library Materials</b>	<b>\$43,785</b>	<b>\$54,642</b>	<b>\$10,857</b>	<b>\$575,805</b>	<b>\$601,058</b>	<b>\$25,254</b>	<b>\$655,700</b>	<b>88%</b>
<b>Library Operating Expenditures</b>								
CCS Charges	\$2,982	\$6,083	\$3,101	\$68,589	\$66,917	(\$1,673)	\$73,000	94%
Processing & Supplies	\$22,974	\$3,333	(\$19,641)	\$43,014	\$36,667	(\$6,347)	\$40,000	108%
Internet Charges	\$1,404	\$1,333	(\$71)	\$14,396	\$14,667	\$271	\$16,000	90%
Software, Licenses	\$7,143	\$3,891	(\$3,252)	\$48,212	\$42,799	(\$5,413)	\$46,690	103%
Printing	\$2,432	\$3,808	\$1,377	\$30,252	\$41,892	\$11,640	\$45,700	66%
Library Supplies	\$527	\$1,250	\$723	\$6,780	\$13,750	\$6,970	\$15,000	45%
Programming & Support-Adult	\$1,507	\$1,804	\$297	\$15,541	\$19,846	\$4,305	\$21,650	72%
Programming & Support-Juvenile	\$4,971	\$2,875	(\$2,096)	\$32,024	\$31,625	(\$399)	\$34,500	93%
Programming & Support-Young Adult	\$776	\$467	(\$310)	\$5,518	\$5,133	(\$384)	\$5,600	99%
Public Performing Rights				\$1,313	\$1,600	\$287	\$1,600	82%
CCS Communications	\$325	\$417	\$92	\$3,251	\$4,583	\$1,332	\$5,000	65%
Computer Charges OCLC	\$2,801	\$1,400	(\$1,400)	\$15,403	\$15,404	\$0	\$16,804	92%
Miscellaneous		\$83	\$83	\$234	\$917	\$682	\$1,000	23%
Per Capita Grant Expenditures	\$20,000	\$4,750	(\$15,250)	\$42,824	\$52,250	\$9,426	\$57,000	75%
Grant - Other Expenditures	\$1,015	\$250	(\$765)	\$9,116	\$2,750	(\$6,366)	\$3,000	304%
Volunteers		\$333	\$333	\$863	\$3,667	\$2,804	\$4,000	22%
<b>Total Library Operating Expenditures</b>	<b>\$68,858</b>	<b>\$32,079</b>	<b>(\$36,779)</b>	<b>\$337,329</b>	<b>\$354,465</b>	<b>\$17,136</b>	<b>\$386,544</b>	<b>87%</b>
<b>General and Administration</b>								
Janitorial Supplies	\$4,110	\$2,804	(\$1,306)	\$32,161	\$30,846	(\$1,315)	\$33,650	96%
Copiers	\$687	\$1,917	\$1,230	\$7,582	\$21,083	\$13,501	\$23,000	33%

**Niles Public Library District**  
**Income Statement-General Fund**  
**May 31, 2013**

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Professional Development	\$7,108	\$3,570	(\$3,537)	\$20,038	\$39,275	\$19,237	\$42,845	47%
Mileage	\$296	\$250	(\$46)	\$2,761	\$2,750	(\$11)	\$3,000	92%
Professional Collection	\$311	\$500	\$189	\$3,945	\$5,500	\$1,555	\$6,000	66%
Legal Fees	\$3,260	\$5,000	\$1,740	\$43,896	\$55,000	\$11,104	\$60,000	73%
Consultants	\$446	\$3,417	\$2,971	\$20,613	\$37,583	\$16,970	\$41,000	50%
Kitchen Supplies	\$1,373	\$125	(\$1,248)	\$2,935	\$1,375	(\$1,560)	\$1,500	196%
Promotional Expense	\$101	\$1,708	\$1,607	\$16,266	\$18,792	\$2,526	\$20,500	79%
Office Supplies	\$2,825	\$2,083	(\$742)	\$22,288	\$22,917	\$629	\$25,000	89%
Postage & Freight	\$226	\$1,500	\$1,274	\$13,780	\$16,500	\$2,720	\$18,000	77%
Publication of Notices-Legal		\$83	\$83	\$1,002	\$917	(\$85)	\$1,000	100%
Publication of Notices-Advertisements				\$419	\$500	\$81	\$500	84%
Subscriptions & Dues	\$25	\$694	\$669	\$8,308	\$7,636	(\$672)	\$8,330	100%
Collection Services	\$64	\$167	\$103	\$741	\$1,833	\$1,092	\$2,000	37%
Telephone	\$1,520	\$1,375	(\$145)	\$15,521	\$15,125	(\$396)	\$16,500	94%
Trustee Expense	\$21	\$1,042	\$1,021	\$10,433	\$11,458	\$1,025	\$12,500	83%
Equipment Rental	\$1,161	\$417	(\$744)	\$2,343	\$4,583	\$2,240	\$5,000	47%
Payroll Service	\$785	\$750	(\$35)	\$8,301	\$8,250	(\$51)	\$9,000	92%
Bank Fees	\$251	\$250	(\$1)	\$2,624	\$2,750	\$126	\$3,000	87%
Parking Lease	\$881	\$881		\$9,691	\$9,691		\$10,572	92%
<b>Total General and Administration</b>	<b>\$25,450</b>	<b>\$28,533</b>	<b>\$3,083</b>	<b>\$245,648</b>	<b>\$314,364</b>	<b>\$68,716</b>	<b>\$342,897</b>	<b>72%</b>
<b>Vehicle Operation</b>								
Gas, Oil, Grease	\$68	\$83	\$15	\$652	\$917	\$265	\$1,000	65%
Repairs & Maintenance	\$1,144	\$150	(\$994)	\$1,583	\$1,650	\$67	\$1,800	88%
Miscellaneous		\$13	\$13	\$4	\$138	\$134	\$150	2%
Auto Insurance				\$1,307	\$1,100	(\$207)	\$1,100	119%
<b>Total Vehicle Operation</b>	<b>\$1,212</b>	<b>\$246</b>	<b>(\$966)</b>	<b>\$3,545</b>	<b>\$3,804</b>	<b>\$259</b>	<b>\$4,050</b>	<b>88%</b>
<b>Employee Fringe Benefits</b>								
Deferred Compensation	\$15,969	\$19,000	\$3,031	\$173,975	\$209,000	\$35,025	\$228,000	76%
Group Health	\$22,233	\$26,047	\$3,814	\$249,779	\$286,518	\$36,739	\$312,565	80%
Health Reimbursement Account	\$2,966	\$4,750	\$1,784	\$46,732	\$52,250	\$5,518	\$57,000	82%

**Niles Public Library District**  
**Income Statement-General Fund**  
**May 31, 2013**

	<b>Month Actual</b>	<b>Month Budget</b>	<b>Month Variance</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>YTD Variance</b>	<b>Annual Budget</b>	<b>Actual % of Annual Budget</b>
Dental	\$1,402	\$1,333	(\$69)	\$17,295	\$14,667	(\$2,629)	\$16,000	108%
Aflac		\$802	\$802		\$8,827	\$8,827	\$9,629	
Vision	\$470	\$646	\$176	\$5,461	\$7,104	\$1,643	\$7,750	70%
FSA fee	\$359	\$88	(\$271)	\$1,044	\$963	(\$81)	\$1,050	99%
Life, LTD, AD&D	\$717	\$792	\$75	\$9,033	\$8,708	(\$325)	\$9,500	95%
<b>Total Employee Fringe Benefits</b>	<b>\$44,115</b>	<b>\$53,458</b>	<b>\$9,343</b>	<b>\$503,320</b>	<b>\$588,036</b>	<b>\$84,717</b>	<b>\$641,494</b>	<b>78%</b>
<b>Utilities</b>								
Gas	\$1,636	\$1,750	\$114	\$14,503	\$19,250	\$4,747	\$21,000	69%
Electric	\$5,622	\$10,167	\$4,545	\$73,456	\$111,833	\$38,378	\$122,000	60%
Water	\$373	\$583	\$211	\$5,381	\$6,417	\$1,035	\$7,000	77%
<b>Total Utilities</b>	<b>\$7,630</b>	<b>\$12,500</b>	<b>\$4,870</b>	<b>\$93,340</b>	<b>\$137,500</b>	<b>\$44,160</b>	<b>\$150,000</b>	<b>62%</b>
<b>Total Expenditures</b>	<b>\$464,512</b>	<b>\$459,825</b>	<b>(\$4,687)</b>	<b>\$4,676,159</b>	<b>\$5,061,273</b>	<b>\$385,114</b>	<b>\$5,521,098</b>	<b>85%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$389,856)</b>	<b>\$84,612</b>	<b>(\$474,467)</b>	<b>\$2,282,711</b>	<b>\$927,530</b>	<b>\$1,355,181</b>	<b>\$1,012,142</b>	<b>226%</b>

**Niles Public Library District**  
**Income Statement-Consolidated**  
 May 31, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget
<b>Revenues</b>							
Property Taxes	\$41,317	\$576,760	(\$535,443)	\$7,582,155	\$6,344,354	\$1,237,800	\$6,921,114
Replacement Taxes	\$26,691	\$7,917	\$18,775	\$109,070	\$87,083	\$21,986	\$95,000
Per Capita Grant		\$4,750	(\$4,750)		\$52,250	(\$52,250)	\$57,000
Grants-Other		\$250	(\$250)	\$3,000	\$2,750	\$250	\$3,000
Investment Income	\$1,555	\$1,745	(\$190)	\$26,350	\$19,195	\$7,155	\$20,940
Fines	\$4,166	\$3,750	\$416	\$46,424	\$41,250	\$5,174	\$45,000
Lost Books	\$979	\$625	\$354	\$8,859	\$6,875	\$1,984	\$7,500
Pay For Print	\$1,586	\$1,500	\$86	\$18,786	\$16,500	\$2,286	\$18,000
Flash Drive & Ear Bud Sales	\$16		\$16	\$99		\$99	
Commissions & Fees		\$25	(\$25)	\$495	\$275	\$220	\$300
Donations-Friends of the Library		\$42	(\$42)		\$458	(\$458)	\$500
Donations	\$50	\$21	\$29	\$725	\$229	\$496	\$250
Miscellaneous		\$21	(\$21)	\$1,851	\$229	\$1,622	\$250
<b>Total Revenues</b>	<b>\$76,360</b>	<b>\$597,405</b>	<b>(\$521,044)</b>	<b>\$7,797,814</b>	<b>\$6,571,449</b>	<b>\$1,226,364</b>	<b>\$7,168,854</b>
<b>Expenditures</b>							
<b>Salaries</b>							
Library Director	\$9,494	\$8,992	(\$502)	\$103,351	\$98,912	(\$4,439)	\$107,904
Payroll-Department Managers	\$14,219	\$20,435	\$6,216	\$156,406	\$224,788	\$68,381	\$245,223
Payroll-Division Supervisors	\$49,562	\$47,791	(\$1,771)	\$532,655	\$525,705	(\$6,950)	\$573,496
Payroll-Librarian I	\$95,256	\$90,720	(\$4,536)	\$999,143	\$997,921	(\$1,222)	\$1,088,641
Payroll-Library Grade V	\$46,531	\$52,877	\$6,346	\$539,250	\$581,648	\$42,398	\$634,525
Payroll-Library Grade VI	\$33,726	\$36,446	\$2,720	\$379,411	\$400,905	\$21,494	\$437,351
Payroll-Library Pages	\$10,269	\$12,189	\$1,920	\$124,792	\$134,084	\$9,292	\$146,273
Payroll-Sundays	\$6,313	\$6,167	(\$146)	\$67,488	\$67,833	\$345	\$74,000
discretionary rewards	\$8,000	\$1,083	(\$6,917)	\$8,000	\$11,917	\$3,917	\$13,000
Substitutes	\$92	\$1,667	\$1,575	\$6,676	\$18,333	\$11,658	\$20,000
<b>Total Salaries</b>	<b>\$273,462</b>	<b>\$278,368</b>	<b>\$4,906</b>	<b>\$2,917,172</b>	<b>\$3,062,045</b>	<b>\$144,873</b>	<b>\$3,340,413</b>

**Niles Public Library District**  
**Income Statement-Consolidated**  
**May 31, 2013**

	<b>Month Actual</b>	<b>Month Budget</b>	<b>Month Variance</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>YTD Variance</b>	<b>Annual Budget</b>
<b>Library Materials</b>							
Books-Adult	\$9,255	\$11,917	\$2,662	\$137,186	\$131,083	(\$6,102)	\$143,000
Books-Youth Services	\$4,561	\$7,000	\$2,439	\$55,731	\$77,000	\$21,269	\$84,000
Downloadables	\$12,313	\$4,167	(\$8,147)	\$47,082	\$45,833	(\$1,249)	\$50,000
Periodicals	\$119	\$2,000	\$1,881	\$23,879	\$22,000	(\$1,879)	\$24,000
Audio-Adult	\$7,461	\$8,250	\$789	\$86,135	\$90,750	\$4,615	\$99,000
Audio-Youth Services	\$5,957	\$4,558	(\$1,399)	\$31,614	\$50,142	\$18,527	\$54,700
Online Databases	\$4,119	\$16,750	\$12,631	\$194,177	\$184,250	(\$9,927)	\$201,000
<b>Total Library Materials</b>	<b>\$43,785</b>	<b>\$54,642</b>	<b>\$10,857</b>	<b>\$575,805</b>	<b>\$601,058</b>	<b>\$25,254</b>	<b>\$655,700</b>
<b>Library Operating Expenditures</b>							
CCS Charges	\$2,982	\$6,083	\$3,101	\$68,589	\$66,917	(\$1,673)	\$73,000
Processing & Supplies	\$22,974	\$3,333	(\$19,641)	\$43,014	\$36,667	(\$6,347)	\$40,000
Internet Charges	\$1,404	\$1,333	(\$71)	\$14,396	\$14,667	\$271	\$16,000
Software, Licenses	\$7,143	\$3,891	(\$3,252)	\$48,212	\$42,799	(\$5,413)	\$46,690
Printing	\$2,432	\$3,808	\$1,377	\$30,252	\$41,892	\$11,640	\$45,700
Library Supplies	\$527	\$1,250	\$723	\$6,780	\$13,750	\$6,970	\$15,000
Programming & Support-Adult	\$1,507	\$1,804	\$297	\$15,541	\$19,846	\$4,305	\$21,650
Programming & Support-Juvenile	\$4,971	\$2,875	(\$2,096)	\$32,024	\$31,625	(\$399)	\$34,500
Programming & Support-Young Adult	\$776	\$467	(\$310)	\$5,518	\$5,133	(\$384)	\$5,600
Public Performing Rights				\$1,313	\$1,600	\$287	\$1,600
CCS Communications	\$325	\$417	\$92	\$3,251	\$4,583	\$1,332	\$5,000
Computer Charges OCLC	\$2,801	\$1,400	(\$1,400)	\$15,403	\$15,404	\$0	\$16,804
Miscellaneous		\$83	\$83	\$234	\$917	\$682	\$1,000
Per Capita Grant Expenditures	\$20,000	\$4,750	(\$15,250)	\$42,824	\$52,250	\$9,426	\$57,000
Grant - Other Expenditures	\$1,015	\$250	(\$765)	\$9,116	\$2,750	(\$6,366)	\$3,000
Volunteers		\$333	\$333	\$863	\$3,667	\$2,804	\$4,000
<b>Total Library Operating Expenditures</b>	<b>\$68,858</b>	<b>\$32,079</b>	<b>(\$36,779)</b>	<b>\$337,329</b>	<b>\$354,465</b>	<b>\$17,136</b>	<b>\$386,544</b>
<b>General and Administration</b>							
Janitorial Supplies	\$4,110	\$2,804	(\$1,306)	\$32,161	\$30,846	(\$1,315)	\$33,650
Copiers	\$687	\$1,917	\$1,230	\$7,582	\$21,083	\$13,501	\$23,000

**Niles Public Library District**  
**Income Statement-Consolidated**  
**May 31, 2013**

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget
Professional Development	\$7,108	\$3,570	(\$3,537)	\$20,038	\$39,275	\$19,237	\$42,845
Mileage	\$296	\$250	(\$46)	\$2,761	\$2,750	(\$11)	\$3,000
Professional Collection	\$311	\$500	\$189	\$3,945	\$5,500	\$1,555	\$6,000
Legal Fees	\$3,260	\$5,000	\$1,740	\$43,896	\$55,000	\$11,104	\$60,000
Consultants	\$446	\$3,417	\$2,971	\$20,613	\$37,583	\$16,970	\$41,000
Kitchen Supplies	\$1,373	\$125	(\$1,248)	\$2,935	\$1,375	(\$1,560)	\$1,500
Promotional Expense	\$101	\$1,708	\$1,607	\$16,266	\$18,792	\$2,526	\$20,500
Office Supplies	\$2,825	\$2,083	(\$742)	\$22,288	\$22,917	\$629	\$25,000
Postage & Freight	\$226	\$1,500	\$1,274	\$13,780	\$16,500	\$2,720	\$18,000
Publication of Notices-Legal		\$83	\$83	\$1,002	\$917	(\$85)	\$1,000
Publication of Notices-Advertisements				\$419	\$500	\$81	\$500
Subscriptions & Dues	\$25	\$694	\$669	\$8,308	\$7,636	(\$672)	\$8,330
Collection Services	\$64	\$167	\$103	\$741	\$1,833	\$1,092	\$2,000
Telephone	\$1,520	\$1,375	(\$145)	\$15,521	\$15,125	(\$396)	\$16,500
Trustee Expense	\$21	\$1,042	\$1,021	\$10,433	\$11,458	\$1,025	\$12,500
Equipment Rental	\$1,161	\$417	(\$744)	\$2,343	\$4,583	\$2,240	\$5,000
Payroll Service	\$785	\$750	(\$35)	\$8,301	\$8,250	(\$51)	\$9,000
Bank Fees	\$251	\$250	(\$1)	\$2,624	\$2,750	\$126	\$3,000
Parking Lease	\$881	\$881		\$9,691	\$9,691		\$10,572
<b>Total General and Administration</b>	<b>\$25,450</b>	<b>\$28,533</b>	<b>\$3,083</b>	<b>\$245,648</b>	<b>\$314,364</b>	<b>\$68,716</b>	<b>\$342,897</b>
<b>Vehicle Operation</b>							
Gas, Oil, Grease	\$68	\$83	\$15	\$652	\$917	\$265	\$1,000
Repairs & Maintenance	\$1,144	\$150	(\$994)	\$1,583	\$1,650	\$67	\$1,800
Miscellaneous		\$13	\$13	\$4	\$138	\$134	\$150
Auto Insurance				\$1,307	\$1,100	(\$207)	\$1,100
<b>Total Vehicle Operation</b>	<b>\$1,212</b>	<b>\$246</b>	<b>(\$966)</b>	<b>\$3,545</b>	<b>\$3,804</b>	<b>\$259</b>	<b>\$4,050</b>
<b>Employee Fringe Benefits</b>							
Deferred Compensation	\$15,969	\$19,000	\$3,031	\$173,975	\$209,000	\$35,025	\$228,000
Group Health	\$22,233	\$26,047	\$3,814	\$249,779	\$286,518	\$36,739	\$312,565
Health Reimbursement Account	\$2,966	\$4,750	\$1,784	\$46,732	\$52,250	\$5,518	\$57,000

**Niles Public Library District**  
**Income Statement-Consolidated**  
**May 31, 2013**

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget
Dental	\$1,402	\$1,333	(\$69)	\$17,295	\$14,667	(\$2,629)	\$16,000
Aflac		\$802	\$802		\$8,827	\$8,827	\$9,629
Vision	\$470	\$646	\$176	\$5,461	\$7,104	\$1,643	\$7,750
FSA fee	\$359	\$88	(\$271)	\$1,044	\$963	(\$81)	\$1,050
Life, LTD, AD&D	\$717	\$792	\$75	\$9,033	\$8,708	(\$325)	\$9,500
<b>Total Employee Fringe Benefits</b>	<b>\$44,115</b>	<b>\$53,458</b>	<b>\$9,343</b>	<b>\$503,320</b>	<b>\$588,036</b>	<b>\$84,717</b>	<b>\$641,494</b>
<b>Utilities</b>							
Gas	\$1,636	\$1,750	\$114	\$14,503	\$19,250	\$4,747	\$21,000
Electric	\$5,622	\$10,167	\$4,545	\$73,456	\$111,833	\$38,378	\$122,000
Water	\$373	\$583	\$211	\$5,381	\$6,417	\$1,035	\$7,000
<b>Total Utilities</b>	<b>\$7,630</b>	<b>\$12,500</b>	<b>\$4,870</b>	<b>\$93,340</b>	<b>\$137,500</b>	<b>\$44,160</b>	<b>\$150,000</b>
<b>Capital Expenditures</b>							
Special Reserve - Equipment	\$9,066	\$45,833	\$36,767	\$9,066	\$504,167	\$495,101	\$550,000
Special Reserve - Construction Project	\$329,206	\$464,850	\$135,644	\$1,980,342	\$5,113,350	\$3,133,008	\$5,578,200
<b>Total Capital Expenditures</b>	<b>\$338,272</b>	<b>\$510,683</b>	<b>\$172,411</b>	<b>\$1,989,408</b>	<b>\$5,617,517</b>	<b>\$3,628,109</b>	<b>\$6,128,200</b>
<b>Debt Service Expenditures</b>							
Bond Principal				\$700,000	\$750,962	\$50,962	\$750,962
Bond Interest				\$12,600		(\$12,600)	
<b>Total Debt Service Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$712,600</b>	<b>\$750,962</b>	<b>\$38,362</b>	<b>\$750,962</b>
<b>Audit</b>							
Audit Expense		\$1,667	\$1,667	\$14,700	\$18,333	\$3,633	\$20,000
<b>Total Audit Expenditures</b>	<b>\$0</b>	<b>\$1,667</b>	<b>\$1,667</b>	<b>\$14,700</b>	<b>\$18,333</b>	<b>\$3,633</b>	<b>\$20,000</b>
<b>Liability Insurance</b>							
Liability Insurance				\$30,010	\$34,000	\$3,990	\$34,000
<b>Total Liability Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$30,010</b>	<b>\$34,000</b>	<b>\$3,990</b>	<b>\$34,000</b>
<b>Social Security</b>							
Social Security	\$21,756	\$20,614	(\$1,141)	16 \$231,777	\$226,756	(\$5,021)	\$247,370

**Niles Public Library District**  
**Income Statement-Consolidated**  
**May 31, 2013**

	<b>Month Actual</b>	<b>Month Budget</b>	<b>Month Variance</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>YTD Variance</b>	<b>Annual Budget</b>
<b>Total Social Security Expenditures</b>	<b>\$21,756</b>	<b>\$20,614</b>	<b>(\$1,141)</b>	<b>\$231,777</b>	<b>\$226,756</b>	<b>(\$5,021)</b>	<b>\$247,370</b>
<b>Workers' Compensation</b>							
Workers' Compensation				\$17,501	\$19,000	\$1,499	\$19,000
<b>Total Workers' Compensation Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$17,501</b>	<b>\$19,000</b>	<b>\$1,499</b>	<b>\$19,000</b>
<b>Unemployment Compensation</b>							
Unemployment Compensation	\$772	\$1,583	\$812	\$12,528	\$17,417	\$4,889	\$19,000
<b>Total Unemployment Compensation Expenditures</b>	<b>\$772</b>	<b>\$1,583</b>	<b>\$812</b>	<b>\$12,528</b>	<b>\$17,417</b>	<b>\$4,889</b>	<b>\$19,000</b>
<b>Building &amp; Equipment Maintenance</b>							
Repairs & Improvements	\$4,186	\$3,100	(\$1,086)	\$19,748	\$34,100	\$14,352	\$37,200
Contractual Maintenance	\$1,319	\$3,000	\$1,682	\$30,042	\$33,005	\$2,963	\$36,005
Non-Contractual Maintenance	\$494	\$1,200	\$706	\$6,490	\$13,200	\$6,710	\$14,400
Equipment Maintenance	\$2,432	\$3,239	\$807	\$11,011	\$35,631	\$24,620	\$38,870
Non Capital Expenses		\$2,000	\$2,000	\$15,734	\$22,000	\$6,267	\$24,000
Furniture & Fixtures	\$27,408	\$14,854	(\$12,554)	\$94,404	\$163,396	\$68,992	\$178,250
<b>Total Building &amp; Equipment Maintenance Expenditures</b>	<b>\$35,839</b>	<b>\$27,394</b>	<b>(\$8,445)</b>	<b>\$177,427</b>	<b>\$301,331</b>	<b>\$123,904</b>	<b>\$328,725</b>
<b>Total Expenditures</b>	<b>\$861,150</b>	<b>\$1,021,766</b>	<b>\$160,616</b>	<b>\$7,862,110</b>	<b>\$12,046,589</b>	<b>\$4,184,479</b>	<b>\$13,068,355</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$784,790)</b>	<b>(\$424,362)</b>	<b>(\$360,428)</b>	<b>(\$64,296)</b>	<b>(\$5,475,139)</b>	<b>\$5,410,843</b>	<b>(\$5,899,501)</b>

# Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Post Date
							Total	Status	
69825	Accounts Payable	Computer Check	5/24/2013	PROFESSIONAL LIBRARY LIFT MC	\$0.00	\$11,535.00	(\$11,535.00)	Outstanding	6/30/2013
69826	Accounts Payable	Computer Check	6/19/2013	3M	\$0.00	\$14,366.99	(\$25,901.99)	Outstanding	6/30/2013
69827	Accounts Payable	Computer Check	6/19/2013	ACE RELOCATION SYSTEMS, IN	\$0.00	\$570.00	(\$26,471.99)	Outstanding	6/30/2013
69828	Accounts Payable	Computer Check	6/19/2013	AFLAC	\$0.00	\$797.73	(\$27,269.72)	Outstanding	6/30/2013
69829	Accounts Payable	Computer Check	6/19/2013	ALLIANCE ENTERTAINMENT	\$0.00	\$731.68	(\$28,001.40)	Outstanding	6/30/2013
69830	Accounts Payable	Computer Check	6/19/2013	AMARK INDUSTRIES	\$0.00	\$917.20	(\$28,918.60)	Outstanding	6/30/2013
69831	Accounts Payable	Computer Check	6/19/2013	AMERICAN CANCER SOCIETY, I	\$0.00	\$4.00	(\$28,922.60)	Outstanding	6/30/2013
69832	Accounts Payable	Computer Check	6/19/2013	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$1,153.00	(\$30,075.60)	Outstanding	6/30/2013
69833	Accounts Payable	Computer Check	6/19/2013	AT&T	\$0.00	\$43.23	(\$30,118.83)	Outstanding	6/30/2013
69834	Accounts Payable	Computer Check	6/19/2013	AT&T	\$0.00	\$922.75	(\$31,041.58)	Outstanding	6/30/2013
69835	Accounts Payable	Computer Check	6/19/2013	AUDIOGO	\$0.00	\$37.14	(\$31,078.72)	Outstanding	6/30/2013
69836	Accounts Payable	Computer Check	6/19/2013	AVCAFE	\$0.00	\$1,265.30	(\$32,344.02)	Outstanding	6/30/2013
69837	Accounts Payable	Computer Check	6/19/2013	BAKER & TAYLOR	\$0.00	\$37.42	(\$32,381.44)	Outstanding	6/30/2013
69838	Accounts Payable	Computer Check	6/19/2013	KAREN BATLINER	\$0.00	\$18.99	(\$32,400.43)	Outstanding	6/30/2013
69839	Accounts Payable	Computer Check	6/19/2013	BLICK ART MATERIALS	\$0.00	\$23.62	(\$32,424.05)	Outstanding	6/30/2013
69840	Accounts Payable	Computer Check	6/19/2013	TSENDAYUSH BOLD	\$0.00	\$19.99	(\$32,444.04)	Outstanding	6/30/2013
69841	Accounts Payable	Computer Check	6/19/2013	THE BRICKMAN GROUP LTD. LLC	\$0.00	\$393.00	(\$32,837.04)	Outstanding	6/30/2013
69842	Accounts Payable	Computer Check	6/19/2013	BRODART CO.	\$0.00	\$1,292.00	(\$34,129.04)	Outstanding	6/30/2013
69843	Accounts Payable	Computer Check	6/19/2013	DONALD BURKHART	\$0.00	\$702.08	(\$34,831.12)	Outstanding	6/30/2013
69844	Accounts Payable	Computer Check	6/19/2013	CALL ONE	\$0.00	\$1,330.17	(\$36,161.29)	Outstanding	6/30/2013
69845	Accounts Payable	Computer Check	6/19/2013	CENGAGE LEARNING, INC.	\$0.00	\$5,317.17	(\$41,478.46)	Outstanding	6/30/2013
69846	Accounts Payable	Computer Check	6/19/2013	CENTER POINT LARGE PRINT	\$0.00	\$216.90	(\$41,695.36)	Outstanding	6/30/2013
69847	Accounts Payable	Computer Check	6/19/2013	NATHAN CHIU	\$0.00	\$902.66	(\$42,598.02)	Outstanding	6/30/2013
69848	Accounts Payable	Computer Check	6/19/2013	CINTAS CORPORATION LOC. 769	\$0.00	\$299.56	(\$42,897.58)	Outstanding	6/30/2013
69849	Accounts Payable	Computer Check	6/19/2013	COMCAST	\$0.00	\$481.28	(\$43,378.86)	Outstanding	6/30/2013
69850	Accounts Payable	Computer Check	6/19/2013	COMED	\$0.00	\$5,621.96	(\$49,000.82)	Outstanding	6/30/2013
69851	Accounts Payable	Computer Check	6/19/2013	COMPUTYPE, INC.	\$0.00	\$665.76	(\$49,666.58)	Outstanding	6/30/2013
69852	Accounts Payable	Computer Check	6/19/2013	COOK AND KOCHER INSURANCE	\$0.00	\$3,821.00	(\$53,487.58)	Outstanding	6/30/2013
69853	Accounts Payable	Computer Check	6/19/2013	COOPERATIVE COMPUTER SERV	\$0.00	\$6,107.94	(\$59,595.52)	Outstanding	6/30/2013
69854	Accounts Payable	Computer Check	6/19/2013	COPIER DYNAMICS	\$0.00	\$380.00	(\$59,975.52)	Outstanding	6/30/2013
69855	Accounts Payable	Computer Check	6/19/2013	CREATIVE PROMOTIONAL PROD	\$0.00	\$951.30	(\$60,926.82)	Outstanding	6/30/2013
69856	Accounts Payable	Computer Check	6/19/2013	CECILIA CYGNAR	\$0.00	\$21.13	(\$60,947.95)	Outstanding	6/30/2013
69857	Accounts Payable	Computer Check	6/19/2013	ZORIN A. DARAMJEE	\$0.00	\$16.95	(\$60,964.90)	Outstanding	6/30/2013
69858	Accounts Payable	Computer Check	6/19/2013	DATA CLEAN CORPORATION	\$0.00	\$1,077.45	(\$62,042.35)	Outstanding	6/30/2013
69859	Accounts Payable	Computer Check	6/19/2013	DEMCO	\$0.00	\$3,844.68	(\$65,887.03)	Outstanding	6/30/2013
69860	Accounts Payable	Computer Check	6/19/2013	EASYPERMIT POSTAGE	\$0.00	\$400.00	(\$66,287.03)	Outstanding	6/30/2013
69861	Accounts Payable	Computer Check	6/19/2013	ERICH'S LEHIGH AUTO BODY INC	\$0.00	\$1,144.40	(\$67,431.43)	Outstanding	6/30/2013
69862	Accounts Payable	Computer Check	6/19/2013	FARONICS TECHNOLOGIES USA I	\$0.00	\$2,000.00	(\$69,431.43)	Outstanding	6/30/2013
69863	Accounts Payable	Computer Check	6/19/2013	FIFTH THIRD BANK	\$0.00	\$280.01	(\$69,711.44)	Outstanding	6/30/2013

## Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
69864	Accounts Payable	Computer Check	6/19/2013	FIFTH THIRD BANK	\$0.00	\$1,354.34	(\$71,065.78)	Outstanding	6/30/2013
69865	Accounts Payable	Computer Check	6/19/2013	FINDAWAY WORLD, LLC	\$0.00	\$26.55	(\$71,092.33)	Outstanding	6/30/2013
69866	Accounts Payable	Computer Check	6/19/2013	FLEXSOURCE, LLC	\$0.00	\$494.50	(\$71,586.83)	Outstanding	6/30/2013
69867	Accounts Payable	Computer Check	6/19/2013	FRANK LLOYD WRIGHT PRESERV	\$0.00	\$111.41	(\$71,698.24)	Outstanding	6/30/2013
69868	Accounts Payable	Computer Check	6/19/2013	FREDERICK QUINN CORPORATIO	\$0.00	\$311,658.00	(\$383,356.24)	Outstanding	6/30/2013
69869	Accounts Payable	Computer Check	6/19/2013	FRIENDS OF THE NILES LIBRARY	\$0.00	\$1,080.45	(\$384,436.69)	Outstanding	6/30/2013
69870	Accounts Payable	Computer Check	6/19/2013	DOROTHEA FRISBIE	\$0.00	\$25.58	(\$384,462.27)	Outstanding	6/30/2013
69871	Accounts Payable	Computer Check	6/19/2013	FROSTLINE INC.	\$0.00	\$9,066.15	(\$393,528.42)	Outstanding	6/30/2013
69872	Accounts Payable	Computer Check	6/19/2013	GARVEY'S OFFICE PRODUCTS	\$0.00	\$3,319.31	(\$396,847.73)	Outstanding	6/30/2013
69873	Accounts Payable	Computer Check	6/19/2013	GENESIS TECHNOLOGIES, INC.	\$0.00	\$2,159.67	(\$399,007.40)	Outstanding	6/30/2013
69874	Accounts Payable	Computer Check	6/19/2013	DEBORAH GRAHAM	\$0.00	\$206.86	(\$399,214.26)	Outstanding	6/30/2013
69875	Accounts Payable	Computer Check	6/19/2013	GRAINGER	\$0.00	\$1,532.54	(\$400,746.80)	Outstanding	6/30/2013
69876	Accounts Payable	Computer Check	6/19/2013	GROOT INDUSTRIES, INC.	\$0.00	\$224.41	(\$400,971.21)	Outstanding	6/30/2013
69877	Accounts Payable	Computer Check	6/19/2013	JOEL HAHN	\$0.00	\$64.25	(\$401,035.46)	Outstanding	6/30/2013
69878	Accounts Payable	Computer Check	6/19/2013	HEALTHCARE SERVICE CORPOR	\$0.00	\$25,429.65	(\$426,465.11)	Outstanding	6/30/2013
69879	Accounts Payable	Computer Check	6/19/2013	IMPERIAL SERVICE SYSTEMS, IN	\$0.00	\$270.00	(\$426,735.11)	Outstanding	6/30/2013
69880	Accounts Payable	Computer Check	6/19/2013	INGRAM LIBRARY SERVICES	\$0.00	\$11,570.22	(\$438,305.33)	Outstanding	6/30/2013
69881	Accounts Payable	Computer Check	6/19/2013	INTERIOR INVESTMENTS, LLC	\$0.00	\$2,008.35	(\$440,313.68)	Outstanding	6/30/2013
69882	Accounts Payable	Computer Check	6/19/2013	CAROL JUNG	\$0.00	\$314.00	(\$440,627.68)	Outstanding	6/30/2013
69883	Accounts Payable	Computer Check	6/19/2013	JAMIE KING	\$0.00	\$36.95	(\$440,664.63)	Outstanding	6/30/2013
69884	Accounts Payable	Computer Check	6/19/2013	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$3,259.86	(\$443,924.49)	Outstanding	6/30/2013
69885	Accounts Payable	Computer Check	6/19/2013	KONE INC.	\$0.00	\$215.65	(\$444,140.14)	Outstanding	6/30/2013
69886	Accounts Payable	Computer Check	6/19/2013	KONICA MINOLTA BUSINESS SO	\$0.00	\$686.91	(\$444,827.05)	Outstanding	6/30/2013
69887	Accounts Payable	Computer Check	6/19/2013	SANKAR KUNDU	\$0.00	\$10.99	(\$444,838.04)	Outstanding	6/30/2013
69888	Accounts Payable	Computer Check	6/19/2013	CONNIE LAY-NGO	\$0.00	\$80.00	(\$444,918.04)	Outstanding	6/30/2013
69889	Accounts Payable	Computer Check	6/19/2013	LEARNING ADVENTURES & MED	\$0.00	\$450.00	(\$445,368.04)	Outstanding	6/30/2013
69890	Accounts Payable	Computer Check	6/19/2013	CATHERINE LEVINSON	\$0.00	\$218.67	(\$445,586.71)	Outstanding	6/30/2013
69891	Accounts Payable	Computer Check	6/19/2013	LIBRARY FURNITURE INTERNATI	\$0.00	\$4,813.50	(\$450,400.21)	Outstanding	6/30/2013
69892	Accounts Payable	Computer Check	6/19/2013	VICTORIA LUZ	\$0.00	\$88.58	(\$450,488.79)	Outstanding	6/30/2013
69893	Accounts Payable	Computer Check	6/19/2013	LYNDA.COM, INC.	\$0.00	\$4,875.00	(\$455,363.79)	Outstanding	6/30/2013
69894	Accounts Payable	Computer Check	6/19/2013	JUDITH MCNULTY	\$0.00	\$117.53	(\$455,481.32)	Outstanding	6/30/2013
69895	Accounts Payable	Computer Check	6/19/2013	MENARDS	\$0.00	\$471.22	(\$455,952.54)	Outstanding	6/30/2013
69896	Accounts Payable	Computer Check	6/19/2013	MIDWEST TAPE	\$0.00	\$8,762.70	(\$464,715.24)	Outstanding	6/30/2013
69897	Accounts Payable	Computer Check	6/19/2013	MIGHTYBYTES, INC.	\$0.00	\$20,000.00	(\$484,715.24)	Outstanding	6/30/2013
69898	Accounts Payable	Computer Check	6/19/2013	MARY MILLER	\$0.00	\$232.96	(\$484,948.20)	Outstanding	6/30/2013
69899	Accounts Payable	Computer Check	6/19/2013	MULTICULTURAL BOOKS & VID	\$0.00	\$552.93	(\$485,501.13)	Outstanding	6/30/2013
69900	Accounts Payable	Computer Check	6/19/2013	NICOR GAS	\$0.00	\$1,635.59	(\$487,136.72)	Outstanding	6/30/2013
69901	Accounts Payable	Computer Check	6/19/2013	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$488,017.72)	Outstanding	6/30/2013
69902	Accounts Payable	Computer Check	6/19/2013	NILES HISTORICAL SOCIETY	\$0.00	\$25.00	(\$488,042.72)	Outstanding	6/30/2013

## Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
69903	Accounts Payable	Computer Check	6/19/2013	OAK BROOK MECHANICAL SERV	\$0.00	\$1,209.40	(\$489,252.12)	Outstanding	6/30/2013
69904	Accounts Payable	Computer Check	6/19/2013	KATHLEEN M. OBIREK	\$0.00	\$300.00	(\$489,552.12)	Outstanding	6/30/2013
69905	Accounts Payable	Computer Check	6/19/2013	OMNIGRAPHICS, INC.	\$0.00	\$59.70	(\$489,611.82)	Outstanding	6/30/2013
69906	Accounts Payable	Computer Check	6/19/2013	OVERDRIVE, INC.	\$0.00	\$12,313.35	(\$501,925.17)	Outstanding	6/30/2013
69907	Accounts Payable	Computer Check	6/19/2013	PACIFIC TELEMAGEMENT SE	\$0.00	\$57.70	(\$501,982.87)	Outstanding	6/30/2013
69908	Accounts Payable	Computer Check	6/19/2013	NICHOLAS PANAGOS	\$0.00	\$19.99	(\$502,002.86)	Outstanding	6/30/2013
69909	Accounts Payable	Computer Check	6/19/2013	ALEX PANKOV	\$0.00	\$18.98	(\$502,021.84)	Outstanding	6/30/2013
69910	Accounts Payable	Computer Check	6/19/2013	PAUL M. PETERSON	\$0.00	\$12.99	(\$502,034.83)	Outstanding	6/30/2013
69911	Accounts Payable	Computer Check	6/19/2013	PHILADELPHIA INSURANCE COMI	\$0.00	\$6,084.00	(\$508,118.83)	Outstanding	6/30/2013
69912	Accounts Payable	Computer Check	6/19/2013	PITNEY BOWES	\$0.00	\$591.00	(\$508,709.83)	Outstanding	6/30/2013
69913	Accounts Payable	Computer Check	6/19/2013	PITNEY BOWES INC.	\$0.00	\$156.76	(\$508,866.59)	Outstanding	6/30/2013
69914	Accounts Payable	Computer Check	6/19/2013	POLONIA BOOKSTORE, INC.	\$0.00	\$553.87	(\$509,420.46)	Outstanding	6/30/2013
69915	Accounts Payable	Computer Check	6/19/2013	PRODUCT, LLC	\$0.00	\$6,013.32	(\$515,433.78)	Outstanding	6/30/2013
69916	Accounts Payable	Computer Check	6/19/2013	CYNTHIA RADEMACHER	\$0.00	\$98.00	(\$515,531.78)	Outstanding	6/30/2013
69917	Accounts Payable	Computer Check	6/19/2013	JOHN RADZKO	\$0.00	\$10.17	(\$515,541.95)	Outstanding	6/30/2013
69918	Accounts Payable	Computer Check	6/19/2013	RANDOM HOUSE, INC.	\$0.00	\$173.25	(\$515,715.20)	Outstanding	6/30/2013
69919	Accounts Payable	Computer Check	6/19/2013	RECORDED BOOKS, LLC	\$0.00	\$746.55	(\$516,461.75)	Outstanding	6/30/2013
69920	Accounts Payable	Computer Check	6/19/2013	RHODE ISLAND NOVELTY	\$0.00	\$1,450.97	(\$517,912.72)	Outstanding	6/30/2013
69921	Accounts Payable	Computer Check	6/19/2013	MARY ANNE RIEHL	\$0.00	\$250.00	(\$518,162.72)	Outstanding	6/30/2013
69922	Accounts Payable	Computer Check	6/19/2013	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$550.00	(\$518,712.72)	Outstanding	6/30/2013
69923	Accounts Payable	Computer Check	6/19/2013	LEE SANDLIN	\$0.00	\$150.00	(\$518,862.72)	Outstanding	6/30/2013
69924	Accounts Payable	Computer Check	6/19/2013	SCHOOLSIN	\$0.00	\$495.50	(\$519,358.22)	Outstanding	6/30/2013
69925	Accounts Payable	Computer Check	6/19/2013	CLARA SHEFFER	\$0.00	\$124.50	(\$519,482.72)	Outstanding	6/30/2013
69926	Accounts Payable	Computer Check	6/19/2013	SHELL	\$0.00	\$67.93	(\$519,550.65)	Outstanding	6/30/2013
69927	Accounts Payable	Computer Check	6/19/2013	SMITHEREEN PEST MANAGEMEN	\$0.00	\$110.00	(\$519,660.65)	Outstanding	6/30/2013
69928	Accounts Payable	Computer Check	6/19/2013	SOUTH SIDE CONTROL SUPPLY C	\$0.00	\$2,596.15	(\$522,256.80)	Outstanding	6/30/2013
69929	Accounts Payable	Computer Check	6/19/2013	SHELLEY SUTHERLAND	\$0.00	\$16.24	(\$522,273.04)	Outstanding	6/30/2013
69930	Accounts Payable	Computer Check	6/19/2013	THE HARTFORD	\$0.00	\$17,245.00	(\$539,518.04)	Outstanding	6/30/2013
69931	Accounts Payable	Computer Check	6/19/2013	THE KINSLER GROUP	\$0.00	\$446.00	(\$539,964.04)	Outstanding	6/30/2013
69932	Accounts Payable	Computer Check	6/19/2013	THE LINCOLN NATIONAL LIFE IN	\$0.00	\$717.07	(\$540,681.11)	Outstanding	6/30/2013
69933	Accounts Payable	Computer Check	6/19/2013	CHRISTINE THORNTON	\$0.00	\$550.00	(\$541,231.11)	Outstanding	6/30/2013
69934	Accounts Payable	Computer Check	6/19/2013	TODAY'S BUSINESS SOLUTIONS, I	\$0.00	\$25,000.00	(\$566,231.11)	Outstanding	6/30/2013
69935	Accounts Payable	Computer Check	6/19/2013	TSAI FONG BOOKS, INC.	\$0.00	\$1,206.67	(\$567,437.78)	Outstanding	6/30/2013
69936	Accounts Payable	Computer Check	6/19/2013	TYCO INTEGRATED SECURITY L	\$0.00	\$300.53	(\$567,738.31)	Outstanding	6/30/2013
69937	Accounts Payable	Computer Check	6/19/2013	UNIQUE MANAGEMENT SERVICE	\$0.00	\$99.50	(\$567,837.81)	Outstanding	6/30/2013
69938	Accounts Payable	Computer Check	6/19/2013	UPS	\$0.00	\$20.48	(\$567,858.29)	Outstanding	6/30/2013
69939	Accounts Payable	Computer Check	6/19/2013	VERIZON WIRELESS	\$0.00	\$89.29	(\$567,947.58)	Outstanding	6/30/2013
69940	Accounts Payable	Computer Check	6/19/2013	VERNON LIBRARY SUPPLIES, IN	\$0.00	\$1,540.20	(\$569,487.78)	Outstanding	6/30/2013
69941	Accounts Payable	Computer Check	6/19/2013	VILLAGE OF NILES	\$0.00	\$372.69	(\$569,860.47)	Outstanding	6/30/2013

## Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
69942	Accounts Payable	Computer Check	6/19/2013	VISA	\$0.00	\$8,193.09	(\$578,053.56)	Outstanding	6/30/2013
69943	Accounts Payable	Computer Check	6/19/2013	VISION SERVICE PLAN OF ILLINO	\$0.00	\$604.54	(\$578,658.10)	Outstanding	6/30/2013
69944	Accounts Payable	Computer Check	6/19/2013	VISOGRAPHIC	\$0.00	\$2,431.56	(\$581,089.66)	Outstanding	6/30/2013
69945	Accounts Payable	Computer Check	6/19/2013	SUSAN WILSEY	\$0.00	\$149.10	(\$581,238.76)	Outstanding	6/30/2013
69946	Accounts Payable	Computer Check	6/19/2013	DEIDRE K. WINTERHALTER	\$0.00	\$33.70	(\$581,272.46)	Outstanding	6/30/2013
69947	Accounts Payable	Computer Check	6/19/2013	RICHARD WOZNICZKA	\$0.00	\$924.00	(\$582,196.46)	Outstanding	6/30/2013

**Summary by Transaction Type**

<b>Total Deposits:</b>	<b>\$0.00</b>
<b>Less Payments by Transaction Type:</b>	
Computer Check	<b>(\$582,196.46)</b>
<b>Total Payments:</b>	<b>(\$582,196.46)</b>
<b>Total Change in Register Balance:</b>	<b>(\$582,196.46)</b>

## Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
25673	Accounts Payable	Manual Check	5/6/2013	MARY MILLER	\$0.00	\$249.13	(\$249.13)	Outstanding	5/31/2013
25724	Accounts Payable	Manual Check	5/14/2013	DOROTHEA FRISBIE	\$0.00	\$712.39	(\$961.52)	Outstanding	5/31/2013
25729	Accounts Payable	Manual Check	5/15/2013	DENISE REDA	\$0.00	\$374.05	(\$1,335.57)	Outstanding	5/31/2013
25756	Accounts Payable	Manual Check	5/21/2013	CAROL JUNG	\$0.00	\$123.63	(\$1,459.20)	Outstanding	5/31/2013
5887	Accounts Payable	Manual Check	5/29/2013	KATHY TOY	\$0.00	\$93.00	(\$1,552.20)	Outstanding	5/31/2013
5746	Accounts Payable	Manual Check	5/2/2013	BARBARA KRUSER	\$0.00	\$184.23	(\$1,736.43)	Outstanding	5/31/2013
5747	Accounts Payable	Manual Check	5/2/2013	KATHY TOY	\$0.00	\$47.21	(\$1,783.64)	Outstanding	5/31/2013
5774	Accounts Payable	Manual Check	5/8/2013	KATHY TOY	\$0.00	\$188.88	(\$1,972.52)	Outstanding	5/31/2013
25692	Accounts Payable	Manual Check	5/8/2013	DAVID DABROWSKI	\$0.00	\$116.09	(\$2,088.61)	Outstanding	5/31/2013
25693	Accounts Payable	Manual Check	5/8/2013	JANET WEISER	\$0.00	\$496.29	(\$2,584.90)	Outstanding	5/31/2013
25674	Accounts Payable	Manual Check	5/6/2013	JANET WEISER	\$0.00	\$244.76	(\$2,829.66)	Outstanding	5/31/2013

**Summary by Transaction Type**

<b>Total Deposits:</b>	<b>\$0.00</b>
Less Payments by Transaction Type:	
Manual Check	(\$2,829.66)
<b>Total Payments:</b>	<b>(\$2,829.66)</b>
<b>Total Change in Register Balance:</b>	<b>(\$2,829.66)</b>

## Niles Public Library District Bank Register Report - Imprest

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
2873	Accounts Payable	Manual Check	5/10/2013	LACONI	\$0.00	\$17.00	(\$17.00)	Outstanding	5/31/2013
2874	Accounts Payable	Manual Check	5/17/2013	GLENVIEW PUBLIC LIBRARY	\$0.00	\$10.00	(\$27.00)	Outstanding	5/31/2013
2875	Accounts Payable	Manual Check	5/31/2013	COSTCO	\$0.00	\$253.01	(\$280.01)	Outstanding	5/31/2013

**Summary by Transaction Type**

<b>Total Deposits:</b>	<b>\$0.00</b>
<b>Less Payments by Transaction Type:</b>	
Manual Check	(\$280.01)
<b>Total Payments:</b>	<b>(\$280.01)</b>
<b>Total Change in Register Balance:</b>	<b>(\$280.01)</b>

## Niles Public Library District Bank Register Report - FSA Reimbursements

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
5747	Accounts Payable	Manual Check	5/2/2013	KATHY TOY	\$0.00	\$104.79	(\$104.79)	Outstanding	5/31/2013
25660	Accounts Payable	Manual Check	5/2/2013	GRETA ULRICH	\$0.00	\$90.00	(\$194.79)	Outstanding	5/31/2013
5774	Accounts Payable	Manual Check	5/8/2013	KATHY TOY	\$0.00	\$268.98	(\$463.77)	Outstanding	5/31/2013
5829	Accounts Payable	Manual Check	5/16/2013	RUTH SCHUSTER	\$0.00	\$543.92	(\$1,007.69)	Outstanding	5/31/2013
5865	Accounts Payable	Manual Check	5/24/2013	SUSAN WILSEY	\$0.00	\$504.36	(\$1,512.05)	Outstanding	5/31/2013
5908	Accounts Payable	Manual Check	5/30/2013	RUTH SCHUSTER	\$0.00	\$100.50	(\$1,612.55)	Outstanding	5/31/2013

### Summary by Transaction Type

<b>Total Deposits:</b>	<b>\$0.00</b>
Less Payments by Transaction Type:	
Manual Check	<b>(\$1,612.55)</b>
<b>Total Payments:</b>	<b>(\$1,612.55)</b>
<b>Total Change in Register Balance:</b>	<b>(\$1,612.55)</b>

BEKIELEWSKI, MADELINE V	\$90.00
BRICE, SUZANNE M	\$211.42
CLARK, VALERIE A	\$249.40
CYGNAR, CECILIA R	\$170.05
DABROWSKI, DAVIDA	\$693.93
ESSIG, MARYELLEN	\$376.09
FOX, DARLENE J	\$145.15
GRAHAM, DEBORAH C	\$194.66
GUSEK, CONNIE J	\$161.57
KAPUSCINSKI, LINDA S	\$50.00
KARNS, AMELIA B	\$119.01
KRUSER, BARBARA A	\$350.00
LEMPKE, SUSAN D	\$255.21
LUZ, VICTORIA P	\$185.09
MGNUILITY, JUDITH L	\$172.82
OSHEA, CORNELIUS M	\$195.76
PASNICK, ANN E	\$966.27
POGORZELSKI, MAGDALENA HELEN	\$50.00
PRICONE, KATHLEEN	\$100.00
RADEMACHER, CYNTHIA S	\$136.07
REDA, DENISE L	\$622.41
SCHUSTER, RUTH ANN	\$261.61
SHEFFER, CLARA M	\$167.52
SUTHERLAND, SHELLEY B	\$225.86
TOY, KATHY A	\$979.31
VARILLA, ARTHUR M	\$40.00
VASILIC, SASHA	\$118.65
WEISER, JANET	\$32.12
WEISS, LINDA	\$856.01
WILSEY, SUSAN KEHOE	\$312.69
WINBERG, DIANE	\$235.53
ZHAN, BETTY W	\$708.34
<b>Grand Total</b>	<b>\$9,432.55</b>
5/7/2013	

BEKLEWSKI, MADELINE V	\$90.00
BRICE, SUZANNE M	\$211.42
CLARK, VALERIE A	\$249.40
CYGNAR, CECILIA R	\$170.05
DABROWSKI, DAVID A	\$193.93
ESSIG, MARYELLEN	\$376.09
FOX, DARLENE J	\$145.15
GRAHAM, DEBORAH C	\$194.66
GUSEK, CONNIE J	\$169.34
KAPUSCINSKI, LINDA S	\$50.00
KARNS, AMELIA B	\$119.01
KRUSER, BARBARA A	\$350.00
LEMPKE, SUSAN D	\$255.21
LUZ, VICTORIA P	\$185.09
MCNULTY, JUDITH L	\$172.82
OSHEA, CORNELIUS M	\$195.76
PASNICK, ANN E	\$966.27
POGORZELSKI, MAGDALENA HELEN	\$50.00
PRICONE, KATHLEEN	\$100.00
RADEMACHER, CYNTHIA S	\$136.07
REDA, DENISE L	\$622.41
SCHUSTER, RUTH ANN	\$261.61
SHEFFER, CLARA M	\$167.52
SUTHERLAND, SHELLEY B	\$225.86
TOY, KATHY A	\$965.10
VARILLA, ARTHUR M	\$40.00
VASILIC, SASHA	\$118.65
WEISER, JANET	\$32.12
WEISS, LINDA	\$856.01
WILSEY, SUSAN KEHOE	\$312.69
WINBERG, DIANE	\$235.53
ZHAN, BETTY W	\$708.34
<b>Grand Total</b>	<b>\$8,926.11</b>
5/14/2013	

**Niles Public Library District**  
**Special Reserve**  
**40-5815-58-00 & 40-5810-58-00**

<u>Transaction Date</u>	<u>AP Transaction Number</u>	<u>Transaction Type</u>	<u>GL Transaction Number</u>	<u>Vendor/Payee</u>	<u>Journal Reference</u>	<u>Post Status</u>	<u>Post Date</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
<b>40-5810-58-00, Special Reserve - Equipment</b>									
6/4/2013	31937	Invoice		FROSTLINE INC.	Unposted Accounts Pa	Not yet posted	5/31/2013	\$4,837.00	\$0.00
6/4/2013	31976	Invoice		FROSTLINE INC.	Unposted Accounts Pa	Not yet posted	5/31/2013	\$4,229.15	\$0.00
<i>Totals for 40-5810-58-00, Special Reserve - Equipment:</i>								<u>\$9,066.15</u>	<u>\$0.00</u>
<b>40-5815-58-00, Special Reserve - Construction Project</b>									
4/15/2013	64-12	Invoice		PROFESSIONAL LIBRARY L	Unposted Accounts Pa	Not yet posted	5/31/2013	\$11,535.00	\$0.00
5/24/2013	0461-0	Invoice		FREDERICK QUINN CORPO	Unposted Accounts Pa	Not yet posted	5/31/2013	\$311,658.00	\$0.00
6/6/2013	1108.9	Invoice		PRODUCT, LLC	Unposted Accounts Pa	Not yet posted	5/31/2013	\$6,013.32	\$0.00
<i>Totals for 40-5815-58-00, Special Reserve - Construction Project:</i>								<u>\$329,206.32</u>	<u>\$0.00</u>
<b>Grand Totals:</b>								<b>\$338,272.47</b>	<b>\$0.00</b>

**Niles Public Library District  
Special Reserve  
40-5815-58-00 & 40-5810-58-00**

Report name: Special Reserve  
Report format: Detail  
Include all transaction dates  
Include these post dates: Last fiscal period (5/1/2013 to 5/31/2013)  
Include all Post Statuses  
Do not include adjustment transactions  
Include miscellaneous entries  
Include these Accounts: 40-5815-58-00, 40-5810-58-00  
Include all Funds  
Include all Classes  
Include all Vendors  
Include all Invoices  
Include all Credit Memos  
Include all Payments  
Include all Account Attributes  
Include all Vendor Attributes  
Include all Invoice Attributes  
Include all Credit Memo Attributes  
Include all Expense(s)  
Include all Departments(s)



Special thanks to the Garden Club for filling our pots in the front of the building!

We will have two vehicles and staff and volunteers walking in the 4<sup>th</sup> of July Parade. Additionally, a small group from The Shakespeare Project will be walking with us. Linda Ryan has offered to drive her vehicle and we will have a pick-up truck from Golf-Mill Ford. Please let me know if you want to walk with us! We would love for you to join us!

#### Here's what's been going on:

- [www.thefutureunderconstruction.com](http://www.thefutureunderconstruction.com) continues to be the place for frequent updates on the project's progress along with photos of the process. To date, the site has more than 7,600 views!
- The Website Task Force and Mightybytes are making great strides toward the completion of our new website. We are getting into the final push, with the design basically agreed upon. Susan is creating a master list of all of the site's content and divvying out responsibility for coming up with the various resource lists we'll be providing. Initially, Susan will be writing most of the copy so the site will have a consistent tone and style. We want it to be something attractive, but, primarily, we want it to improve our users' experience. We are hoping to be able to see a real increase in use in all areas, but especially our subscription databases.
- The tagging project is complete, all 276,000 items!! Additionally, the Technical Services staff has been and will continue to tag each and every new item as they are received.

#### Staff Highlights

- ✚ Beverly Nash, Adult Services Assistant, retired from her position effective Friday, June 7<sup>th</sup>. Beverly has been with us part-time for nearly 8 years helping patrons with their fiction, audio-visual and reference needs. We will miss her and wish her the very best in her retirement!
- ✚ Young Adult Librarian Mary Miller succeeded in her application for our teens to participate in the teen session of the Best Fiction for Young Adults committee at ALA later in June. This is a select group, so we are lucky! Susan has been rounding up copies of the books from several publishers, and this will help put our teen group on the publisher radar for receiving more freebies in the future. It should be a great opportunity for our eight teen participants to get together with other area teens in a room full of librarians and publishers, and stand up at a mike and offer their quick reviews off of the long list of potential "best books" of 2013.
- ✚ Susan said that one of the most fun things she has ever had the chance to do on behalf of the Library was be the "pronouncer" for the senior spelling bee at Maine Township. "I've moderated many a Battle match, but never a spelling bee, and I really enjoyed the opportunity to work with language and with seniors. They were pretty amazing spellers!"
- ✚ The Page staff continues to be instrumental in the ongoing shifting of our collections while they continue with their regular duties of shelving 60,000+ items each month. Did you know that they also reshelve more than 10,000 items each month that are pulled from the shelves by patrons to use in-house?
- ✚ The Technical Services staff continues to endure the temperature swings resulting for the HVAC work that is being completed. Regardless, they ordered, received and added more than 3,000 new items to the collection. As the fiscal year draws to a close, the staff has many end-of-year wrap up activities to prepare the fund accounting system for the new fiscal year.
- ✚ Many of our staff participates on in-house committees. In May the emphasis seems to have been programming, marketing, maker spaces and the website. These assignments are voluntary and I really appreciate the passion that many of our employees have in these areas.
- ✚ We also have a number of staff participating in committees outside of the Library. Sue Wilsey is an active member of the ILA Marketing Committee and has been instrumental in getting the RAILS Marketing Committee off the ground. Dodie Frisbie has been involved in the Outreach Services Committee since she began in her role as Outreach Coordinator. Dodie also continues to participate in the North Suburban Low-Vision consortium as

they prepare for another fair. Kathy Pricone, Darlene Fox, Susan Lempke, Don Burkhart, Joel Hahn, Victoria Luz and I are all serving on various CCS committees.

- ✚ Bringing the Library to the community: We are making a determined effort to inform our community about the wonderful things we have to offer, and one method is to bring the Library to the community. Last month Sue Wilsey coordinated a very successful Mother's Day concert event at Golf Mill Shopping Center that attracted more than 130 audience members. We had a Niles Library table where we gave away small goodies and lots of information about Summer Reading and other programs. We had a captive audience to talk to about our renovation project and all of the exciting things happening at the Library. We received a phone call the next morning from someone who was delighted at to have the opportunity to attend the event. We handed out coupons for a small gift to be redeemed at the Library and, to date, those visits translated to 7 new Library card holders.
- ✚ Our IT Services staff has been busy with all of their regular duties while trying to keep the server room cool during the HVAC project.

### Trustee Calendar

#### June

6/19—Regular Meeting of the Board of Trustees at 6:30 pm

6/27-7/2—[ALA Conference in Chicago](#)

#### July

The new fiscal year begins!

7/4—4<sup>th</sup> of July Parade (all Trustees are welcome!)

7/16—Chamber of Commerce Golf Outing and Dinner

7/17—Regular Meeting of the Board of Trustees at 6:30 pm

#### August

8/21—Public hearing on Budget and Appropriations Ordinance at 6:15 pm

8/21—Regular Meeting of the Board of Trustees at 6:30 pm

Monthly Statistical Report --May 2013						
<b>1 LOAN OF LIBRARY MATERIALS</b>	<b>Current</b>	<b>Current</b>	<b>Prior</b>	<b>%</b>		
	<b>Month</b>	<b>YTD</b>	<b>YTD</b>	<b>Change</b>		
Adult	47,270	564,251	605,577	-6.82%		
Juvenile	39,849	461,576	460,422	0.25%		
<b>TOTAL Loan of Library Materials</b>	<b>87,119</b>	<b>1,025,827</b>	<b>1,065,999</b>	<b>-3.77%</b>		
<b>2 LOAN OF MATERIAL BY TYPE</b>	<b>Current</b>	<b>Prior Year</b>	<b>%</b>	<b>Current</b>	<b>Prior</b>	<b>%</b>
	<b>Month</b>	<b>Same month</b>	<b>Change</b>	<b>YTD</b>	<b>YTD</b>	<b>Change</b>
<b>Adult</b>						
Print	21,086	23,799	-11.40	249,268	267,382	-6.77
Periodical	880	839	4.89	8,958	9,289	-3.56
Audio	7,210	7,923	-9.00	86,313	88,459	-2.43
DVD	18,094	21,436	-15.59	219,712	240,447	-8.62
<b>TOTAL Adult Loans</b>	<b>47,270</b>	<b>53,997</b>	<b>-12.46</b>	<b>564,251</b>	<b>605,577</b>	<b>-6.82</b>
<b>Juvenile</b>						
Print	24,354	25,795	-5.59	307,753	313,239	-1.75
Periodical	70	155	-54.84	1,210	1,443	-16.15
Audio	6,323	2,826	123.74	44,455	29,545	50.47
DVD	8,742	9,904	-11.73	108,158	116,195	-6.92
<b>TOTAL Juvenile Loans</b>	<b>39,489</b>	<b>38,680</b>	<b>2.09</b>	<b>461,576</b>	<b>460,422</b>	<b>0.25</b>
<b>3 Patron Registration</b>	<b>Added this month</b>	<b>Total</b>	<b>Prior year</b>	<b>%</b>		
			<b>Same month</b>	<b>Change</b>		
New District cards	230	25,056	213	8		
<b>4 Holds</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>				
Holds Placed	10,429	10,312	1.13			
Holds Made Available	13,377	13,402	-0.19			
<b>5 Patron Count</b>	<b>Current</b>	<b>Prior Year</b>	<b>%</b>			
	<b>Month</b>	<b>Same Month</b>	<b>Change</b>			
Unique Library card used	5,173	5,715	-9			
Total Patron Visits	31,837	34,807	-8.53			
<b>6 IN-HOUSE USE OF MATERIALS</b>	<b>Current</b>	<b>Prior Year</b>	<b>%</b>	<b>Current</b>	<b>Prior</b>	<b>%</b>
	<b>Month</b>	<b>Same month</b>	<b>Change</b>	<b>YTD</b>	<b>YTD</b>	<b>Change</b>
Reference--Adult	381	380	0.26	5,542	3,655	51.63
Circulating--Juvenile	4,572	4,017	13.82	56,900	49,430	15.11
Circulating--Adult	5,620	4,930	14.00	59,396	54,992	8.01
<b>TOTAL In-house Use of Print Materials</b>	<b>10,573</b>	<b>9,327</b>	<b>13.36</b>	<b>121,838</b>	<b>108,077</b>	<b>12.73</b>
<b>7 PC Users by Area</b>	<b>Current</b>	<b>Prior Year</b>	<b>%</b>	<b>Current</b>	<b>Prior</b>	<b>%</b>
	<b>Month</b>	<b>Same month</b>	<b>Change</b>	<b>YTD</b>	<b>YTD</b>	<b>Change</b>
Adult Services	3,753	4,875	-23.02	50,874	54,025	-5.83
Youth Services	1,246	1,326	-6.03	15,638	16,376	-4.51
Express Internet	2,812	3,128	-10.10	33,690	35,829	-5.97
Patron Wi-Fi Uses	2,691	2,058	30.76	28,113	27,466	2.36
<b>Total Users</b>	<b>10,502</b>	<b>11,387</b>	<b>-7.77</b>	<b>128,315</b>	<b>133,696</b>	<b>-4.02</b>
<b>8 TECHNICAL SERVICES</b>				<b>Items</b>	<b>Items</b>	
	<b>Items</b>	<b>Items</b>	<b>Items</b>	<b>Repaired</b>	<b>Sent Out</b>	<b>Library</b>
	<b>Added</b>	<b>Received</b>	<b>Withdrawn</b>	<b>In House</b>	<b>for repair</b>	<b>Holdings</b>
May	3,228	2,261	2,178	377	51	276,598

<b>9 Adult Services</b>								
<b>Non-fiction/Reference (3rd Level)</b>	<b>Current Month</b>	<b>Prior Year</b>	<b>% Change</b>					
Quick Questions/Ready Reference	1,318	2,979	-55.76					
Reference/Research	1,629	151	978.81					
<b>Fiction Desk (lower level)</b>								
Quick Questions/Ready Reference	753	1,082	-30.41					
Reference/Research	195	120	62.50					
<b>A/V Desk (1st floor)</b>								
Quick Questions/Ready Reference	2,478	3,281	-24.47					
Reference/Research	594	512	16.02					
<b>Total</b>	<b>6,967</b>	<b>8,125</b>	<b>-14.25</b>					
<b>Interlibrary Loan</b>	<b>Current Month</b>	<b>Prior Year</b>	<b>% Change</b>					
<b>Books, A-V</b>								
Items lent to offline libraries	334	296	12.84					
Items received from offline libraries for patrons	114	123	-7.32					
<b>Total</b>	<b>448</b>	<b>419</b>	<b>6.92</b>					
<b>10 Outreach Services</b>	<b>Current Month</b>	<b>Prior Year</b>						
	<b>Homebound</b>	<b>Homebound</b>						
	204 patrons; 267 visits	200 patrons; 289 visits						
	<b>Institutions</b>	<b>Institutions</b>						
	10 inst's; 10 visits	8 inst's; 8 visits						
	<b>Schools</b>	<b>Schools</b>						
	21 visits; 316 items	24 visits; 397 items						
<b>Outreach Services</b>	<b>Current Month</b>	<b>Prior Year</b>	<b>% Change</b>					
Reference/Research	491	745	-34.09					
Bulk Loan Items Delivered to Nursing Homes	490	390	25.64					
Materials pulled for Homebound Users	1,282	1,176	9.01					
<b>Total Outreach</b>	<b>2,263</b>	<b>2,311</b>	<b>-2.08</b>					
	<b>Current Month</b>	<b>Prior Year</b>	<b>% Change</b>					
<b>11 Youth Services</b>								
Quick Questions/Ready Reference	3,023	3,039	-0.53					
Reference/Research	1,597	1,519	5.13					
School Loans pulled	14	23	-39.13					
Museum Adventure passes distributed	47	35	34.29					
<b>Total</b>	<b>4,681</b>	<b>4,616</b>	<b>1.41</b>					

12 LIBRARY PROGRAMS	This Month	Attendance	Attendance Prior Year	% Change			
<b>Programs--Youth</b>							
Babytime (parent & child)	3	172					
Pit Stop Storytimes (parent & child)	5	47					
Bibliobop Dance Party	1	34					
Book Buddies	7	20					
Movies	1	40					
Frog & Toad Day	1	75					
Yoga	1	15					
Chess Club	2	47					
Reading Patch Club added visits	1	25					
Pop-up Storytime	1	20					
World Language storytimes	1	15					
Family Science	1	73					
Tween Lounge	7	23					
Librarians Visiting Schools	20	2,281					
Teen Book Club at Niles Teen Center	2	9					
Superfacts	1	18					
Ellison Die Teacher Visits	1	4					
Bad Kitty party	1	36					
Second Sunday Special	1	57					
In-dept. games and puzzles	1	1,283					
<b>Total Youth Services Programs</b>	<b>59</b>	<b>4,294</b>	<b>2,461</b>	<b>74.48</b>			
<b>Programs--Young Adults</b>							
Teen Advisory Board (TAB)	1	8					
Cosplay and Manga Drawing Workshop	1	13					
Mother Daughter Creative Cards	1	22					
Emerson Book discussion	1	14					
Niles West Break for Books	1	75					
Gemini Famished for Fiction	1	55					
<b>Total Young Adult Programs</b>	<b>6</b>	<b>187</b>	<b>113</b>	<b>65.49</b>			
<b>Programs--Adult</b>							
BookBites - <i>Before I Go to Sleep</i> by S.J. Watson	1	17					
Movies	3	119					
Garden Tracks	1	9					
Inside Writing and Publishing	1	10					
SCORE Small Business Counseling	2	3					
Organized Crime in Chicago: Beyond the Mafia	1	28					
Money Smart for Adults - 4 week series: Financial Recovery	3	21					
Adult Book Discussion	3	18					
ESL Club	1	2					
Encore Performance by Diva Montell: Celebrates	1	135					
Inside Writing and Publishing	1	3					
Outreach Book Discussions at Nursing Homes	3	22					
Senior Coffee Hour	1	18					
Songwriters	1	5					
Writers' Roundtable	1	4					
First Son: the Biography of Richard M. Daley	1	24					
<b>Total Adult Programs</b>	<b>25</b>	<b>438</b>	<b>343</b>	<b>27.70</b>			
Niles All American Toastmasters Club	2	26					
Niles Senior Center/Social Services	1	9					
Literacy	10	235					
<b>Total Outside Meetings</b>	<b>13</b>	<b>270</b>	<b>361</b>	<b>-25.21</b>			
<b>Total Library Programs</b>	<b>103</b>	<b>5,189</b>	<b>3,278</b>	<b>58.30</b>			
<b>12 VOLUNTEER HOURS</b>	<b>Number of people</b>	<b>Total hours</b>					
Adult Services & Programs - Fic, AV, Ref	20	136					
Young Adult Services & Programs - Fic and Ref	8	18					
Youth Services Programs & General	21	58					
General Library & Library Events	30	258					
<b>Total Volunteers/Hours this month</b>	<b>79</b>	<b>470</b>					
NOTE: Last year volunteers/hours same month	88	434					



Dodie,

I wanted to thank you for  
consistently coming to St. Andrew for  
the monthly book discussion. You are  
so very helpful with providing books  
and DVD's for our residents to enjoy.

Thank You!  
Alynn

## Patron Suggestions and Comments for June 2013

### Responses to Patron Suggestions and Comments

The library needs more computers for kids and more tables and chairs.

We will get getting more computers and more tables and chairs as part of the renovation. We're sorry that right now, we don't have quite enough.

You should do a Hunger Games Quarter Quell reenactment.

We would be interested to hear more about your idea.

I seriously ♥ this library!!! Almost PERFECT!

Thank you so much!

While the upstairs quiet area is being remodeled, there HAS to be a quiet area somewhere. The periodical area where there are desks is a great spot until upstairs is done. Thank you! Just trying to get my homework done.

As you probably know, the upstairs is now finished, and seems to be very quiet for the most part.

I suggest the library STOP cutting back on LP books and START cutting back on movies (this is not a Blockbuster shop). The library has ENOUGH foreign language books, movies, etc. The children have plenty of programs, books, etc. How about the senior tax payers being shown the same concern? S. G.

We're not sure why you think the Large Print books are being cut back? In the past six months, we have withdrawn 100 large print items and added 500. We will certainly continue to keep purchasing many Large Print titles as they become available.

The Arlington Heights library has an APP that—when you scan a book at Barnes and Noble—will tell you if it's available at the library.

That would be a great service to offer. We can't currently do that with our catalog, but we will suggest it to our catalog company.

#### **How are we doing?**

**Fair**—This is only about Computer Services. Why aren't we allowed to use "Firefox Portable" on library computers? Also, why is the ability to "right-click" on a file restricted? Very annoying. M. D.

We're sorry it is inconvenient, but both of those are prohibited for security reasons.

**June 19, 2013**

**New Business—Recommended Actions**

**A. Recommended Action on Ordinance 13-2**

Move to adopt Ordinance 13-2, an Ordinance Setting the Schedule of Meetings of the Board of Trustees of the Niles Public Library District for the Fiscal Year Commencing July 1, 2013 and Ending June 30, 2014.

**Memorandum A of Recommended Board Action**

The Ordinance is attached. All the dates have been checked and there are no holiday conflicts.

**ORDINANCE 13-2**

**ORDINANCE SETTING THE SCHEDULE OF MEETINGS  
OF THE BOARD OF TRUSTEES OF THE  
NILES PUBLIC LIBRARY DISTRICT FOR THE FISCAL YEAR  
COMMENCING JULY 1, 2013 AND ENDING JUNE 30, 2014**

**BE IT ORDAINED** by the Board of Trustees of the Niles Public Library District that during the fiscal year commencing July 1, 2013 and ending June 30, 2014, the following meetings of the Board of Trustees are called and will be held and conducted:

2013:	July 17	Regular Meeting
	August 21	Regular Meeting
	September 18	Regular Meeting
	October 16	Regular Meeting
	November 20	Regular Meeting
	December 18	Regular Meeting
2014:	January 15	Regular Meeting
	February 19	Regular Meeting
	March 19	Regular Meeting
	April 16	Regular Meeting
	May 21	Regular Meeting
	June 18	Regular Meeting

All of the aforesaid meetings will be held in the New Board Room of the library building, 6960 Oakton Street, Niles, Illinois, at 6:30 p.m., unless otherwise designated or modified by Board resolution.

**PASSED AND ENACTED** by the Board of Trustees of the NILES PUBLIC LIBRARY DISTRICT, Cook County, Illinois on the 19<sup>th</sup> day of June, 2013.

AYES:

NAYS:

ABSTAIN:

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ABSENT:

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NILES PUBLIC LIBRARY DISTRICT

BY: \_\_\_\_\_  
President

ATTEST: \_\_\_\_\_  
Secretary

**June 19, 2013**

**New Business—Recommended Actions**

**B. Recommended Action on Ordinance 13-3**

Move to adopt Ordinance 13-3, an Ordinance Adopting the Prevailing Wage Rates for Laborers, Workers and Mechanics Employed by the Niles Public Library District.

**Memorandum B of Recommended Board Action**

The Ordinance is attached. State law requires us to adopt this Ordinance every June.

**ORDINANCE NO. 13-3**

**ORDINANCE ADOPTING THE PREVAILING WAGE  
RATES FOR LABORERS, WORKERS AND MECHANICS  
EMPLOYED BY THE NILES PUBLIC LIBRARY DISTRICT**

**WHEREAS**, the State of Illinois has enacted "An Act regulating wages of laborers, mechanics and other workmen employed in any public works by the state, county, city or any public body or any political subdivision or by anyone under contract for public works", approved June 26, 1941, as amended, being 820 ILCS 130/0.01 et seq. (formerly known as §§39s-1 through 39s-12, ch. 48, Illinois Revised Statutes, 1973); and

**WHEREAS**, the aforesaid Act requires that the Niles Public Library District of the County of , State of Illinois, investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workmen in the locality of said Library District employed in performing construction of public works, for said Library District.

**NOW, THEREFORE, Be It Ordained** by the Board of Library Trustees of the Niles Public Library District, Cook County, Illinois:

**Section 1:** To the extent and as required by "An Act regulating wages of laborers, mechanics and other workmen employed in any public works by the state, county, city or any public body or any political subdivision or by anyone under contract for public work", approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workmen engaged in the construction of public works coming under the jurisdiction of the Library District is hereby ascertained to be the same as the prevailing rate of wages for construction work in County as determined by the Department of Labor of the State of Illinois as of June 1, 2013, a copy of that determination being attached hereto as Exhibit A and incorporated herein by reference. The definition of any terms appearing in this Ordinance which are also used in the aforesaid Act shall be the same as in said Act.

**Section 2:** Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of this Library District to the extent required by the aforesaid Act.

**Section 3:** The Secretary of the Library District Board of Trustees shall publicly post or keep available for inspection by interested party in the main office of this Library District this determination or any revisions of such prevailing rate of wage. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

**Section 4:** The Secretary of the Library District Board of Trustees shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed their names and addresses requesting copies of any determination stating the particular rates and the particular class of workmen whose wages will be affected by such rates.

**Section 5:** The Secretary of the Library District Board of Trustees shall promptly file a certified copy of this Ordinance with both the Secretary of State Index Division and the Department of Labor of the State of Illinois.

**Section 6:** The Secretary shall cause a notice to be published in a newspaper of general circulation within the area that the determination of prevailing wages has been made. Said notice shall conform substantially to the notice attached hereto as Exhibit B and incorporated herein by reference. Such publication shall constitute notice that this is the determination of the Board of Library Trustees of the Niles Public Library District and is effective.

**ADOPTED** this 19<sup>th</sup> day of June, 2013, pursuant to a roll call vote as follows:

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**APPROVED** by the President and Board of Trustees of the Niles Public Library District this 19<sup>th</sup>  
day of June, 2013.

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**President,  
Board of Library Trustees of the Niles Public  
Library District**

**ATTEST:**

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**Secretary,  
Board of Library Trustees  
of the Niles Public Library District**

## Cook County Prevailing Wage for May 2013

Exhibit A

(See explanation of column headings at bottom of wages)

Trade Name	RG	TYP	C	Base	FRMAN	M-F>8	OSA	OSH	H/W	Pensn	Vac	Trng
=====	==	==	=	=====	=====	=====	==	==	=====	=====	=====	=====
ASBESTOS ABT-GEN		ALL		36.200	36.700	1.5	1.5	2.0	12.78	9.020	0.000	0.500
ASBESTOS ABT-MEC		BLD		34.160	36.660	1.5	1.5	2.0	10.82	10.66	0.000	0.720
BOILERMAKER		BLD		43.450	47.360	2.0	2.0	2.0	6.970	14.66	0.000	0.350
BRICK MASON		BLD		40.680	44.750	1.5	1.5	2.0	9.550	12.00	0.000	0.970
CARPENTER		ALL		41.520	43.520	1.5	1.5	2.0	13.19	11.75	0.000	0.530
CEMENT MASON		ALL		42.350	44.350	2.0	1.5	2.0	11.21	11.40	0.000	0.320
CERAMIC TILE FNSHER		BLD		34.440	0.000	2.0	1.5	2.0	9.700	6.930	0.000	0.610
COMM. ELECT.		BLD		37.500	40.150	1.5	1.5	2.0	8.420	9.980	1.100	0.700
ELECTRIC PWR EQMT OP		ALL		43.350	48.350	1.5	1.5	2.0	10.38	13.50	0.000	0.430
ELECTRIC PWR GRNDMAN		ALL		33.810	48.350	1.5	1.5	2.0	8.090	10.53	0.000	0.330
ELECTRIC PWR LINEMAN		ALL		43.350	48.350	1.5	1.5	2.0	10.38	13.50	0.000	0.430
ELECTRICIAN		ALL		42.000	44.800	1.5	1.5	2.0	12.83	13.07	0.000	0.750
ELEVATOR CONSTRUCTOR		BLD		49.080	55.215	2.0	2.0	2.0	11.88	12.71	3.930	0.600
FENCE ERECTOR		ALL		33.740	35.740	1.5	1.5	2.0	12.61	10.18	0.000	0.250
GLAZIER		BLD		39.500	41.000	1.5	2.0	2.0	11.99	14.30	0.000	0.840
HT/FROST INSULATOR		BLD		45.550	48.050	1.5	1.5	2.0	10.82	11.86	0.000	0.720
IRON WORKER		ALL		40.750	42.750	2.0	2.0	2.0	13.20	19.09	0.000	0.350
LABORER		ALL		36.200	36.950	1.5	1.5	2.0	12.78	9.020	0.000	0.500
LATHER		ALL		41.520	43.520	1.5	1.5	2.0	13.19	11.75	0.000	0.530
MACHINIST		BLD		43.550	46.050	1.5	1.5	2.0	6.130	8.950	1.850	0.000
MARBLE FINISHERS		ALL		29.700	0.000	1.5	1.5	2.0	9.550	11.75	0.000	0.620
MARBLE MASON		BLD		39.880	43.870	1.5	1.5	2.0	9.550	11.75	0.000	0.730
MATERIAL TESTER I		ALL		26.200	0.000	1.5	1.5	2.0	12.78	9.020	0.000	0.500
MATERIALS TESTER II		ALL		31.200	0.000	1.5	1.5	2.0	12.78	9.020	0.000	0.500
MILLWRIGHT		ALL		41.520	43.520	1.5	1.5	2.0	13.19	11.75	0.000	0.530
OPERATING ENGINEER		BLD	1	45.100	49.100	2.0	2.0	2.0	15.70	10.55	1.900	1.250
OPERATING ENGINEER		BLD	2	43.800	49.100	2.0	2.0	2.0	15.70	10.55	1.900	1.250
OPERATING ENGINEER		BLD	3	41.250	49.100	2.0	2.0	2.0	15.70	10.55	1.900	1.250
OPERATING ENGINEER		BLD	4	39.500	49.100	2.0	2.0	2.0	15.70	10.55	1.900	1.250
OPERATING ENGINEER		BLD	5	48.850	49.100	2.0	2.0	2.0	15.70	10.55	1.900	1.250
OPERATING ENGINEER		BLD	6	46.100	49.100	2.0	2.0	2.0	15.70	10.55	1.900	1.250
OPERATING ENGINEER		BLD	7	48.100	49.100	2.0	2.0	2.0	15.70	10.55	1.900	1.250
OPERATING ENGINEER		FLT	1	51.300	51.300	1.5	1.5	2.0	14.40	9.550	1.900	1.250
OPERATING ENGINEER		FLT	2	49.800	51.300	1.5	1.5	2.0	14.40	9.550	1.900	1.250
OPERATING ENGINEER		FLT	3	44.350	51.300	1.5	1.5	2.0	14.40	9.550	1.900	1.250
OPERATING ENGINEER		FLT	4	36.850	51.300	1.5	1.5	2.0	14.40	9.550	1.900	1.250
OPERATING ENGINEER		FLT	5	52.800	51.300	1.5	1.5	2.0	14.40	9.550	1.900	1.250
OPERATING ENGINEER		HWY	1	43.300	47.300	1.5	1.5	2.0	15.70	10.55	1.900	1.250
OPERATING ENGINEER		HWY	2	42.750	47.300	1.5	1.5	2.0	15.70	10.55	1.900	1.250
OPERATING ENGINEER		HWY	3	40.700	47.300	1.5	1.5	2.0	15.70	10.55	1.900	1.250
OPERATING ENGINEER		HWY	4	39.300	47.300	1.5	1.5	2.0	15.70	10.55	1.900	1.250
OPERATING ENGINEER		HWY	5	38.100	47.300	1.5	1.5	2.0	15.70	10.55	1.900	1.250
OPERATING ENGINEER		HWY	6	46.300	47.300	1.5	1.5	2.0	15.70	10.55	1.900	1.250
OPERATING ENGINEER		HWY	7	44.300	47.300	1.5	1.5	2.0	15.70	10.55	1.900	1.250
ORNAMNTL IRON WORKER		ALL		41.800	44.300	2.0	2.0	2.0	12.86	15.81	0.000	0.550
PAINTER		ALL		40.000	44.750	1.5	1.5	1.5	9.750	11.10	0.000	0.770
PAINTER SIGNS		BLD		33.920	38.090	1.5	1.5	1.5	2.600	2.710	0.000	0.000
PILEDRIVER		ALL		41.520	43.520	1.5	1.5	2.0	13.19	11.75	0.000	0.530

PIPEFITTER	BLD	45.050	48.050	1.5	1.5	2.0	8.460	14.85	0.000	1.780
PLASTERER	BLD	40.250	42.670	1.5	1.5	2.0	10.85	10.94	0.000	0.550
PLUMBER	BLD	45.000	47.000	1.5	1.5	2.0	12.53	10.06	0.000	0.880
ROOFER	BLD	38.350	41.350	1.5	1.5	2.0	8.280	8.770	0.000	0.430
SHEETMETAL WORKER	BLD	40.810	44.070	1.5	1.5	2.0	10.13	17.79	0.000	0.630
SIGN HANGER	BLD	30.210	30.710	1.5	1.5	2.0	4.850	3.030	0.000	0.000
SPRINKLER FITTER	BLD	49.200	51.200	1.5	1.5	2.0	10.25	8.350	0.000	0.450
STEEL ERECTOR	ALL	40.750	42.750	2.0	2.0	2.0	13.20	19.09	0.000	0.350
STONE MASON	BLD	40.680	44.750	1.5	1.5	2.0	9.550	12.00	0.000	0.970
TERRAZZO FINISHER	BLD	35.510	0.000	1.5	1.5	2.0	9.700	9.320	0.000	0.400
TERRAZZO MASON	BLD	39.370	42.370	1.5	1.5	2.0	9.700	10.66	0.000	0.550
TILE MASON	BLD	41.430	45.430	2.0	1.5	2.0	9.700	8.640	0.000	0.710
TRAFFIC SAFETY WRKR	HWY	28.250	29.850	1.5	1.5	2.0	4.896	4.175	0.000	0.000
TRUCK DRIVER	E ALL 1	33.850	34.500	1.5	1.5	2.0	8.150	8.500	0.000	0.150
TRUCK DRIVER	E ALL 2	34.100	34.500	1.5	1.5	2.0	8.150	8.500	0.000	0.150
TRUCK DRIVER	E ALL 3	34.300	34.500	1.5	1.5	2.0	8.150	8.500	0.000	0.150
TRUCK DRIVER	E ALL 4	34.500	34.500	1.5	1.5	2.0	8.150	8.500	0.000	0.150
TRUCK DRIVER	W ALL 1	32.550	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.000
TRUCK DRIVER	W ALL 2	32.700	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.000
TRUCK DRIVER	W ALL 3	32.900	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.000
TRUCK DRIVER	W ALL 4	33.100	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.000
TUCK POINTER	BLD	40.950	41.950	1.5	1.5	2.0	8.180	10.82	0.000	0.940

## Legend:

RG (Region)

TYP (Trade Type - All, Highway, Building, Floating, Oil &amp; Chip, Rivers)

C (Class)

Base (Base Wage Rate)

FRMAN (Foreman Rate)

M-F&gt;8 (OT required for any hour greater than 8 worked each day, Mon through

OSA (Overtime (OT) is required for every hour worked on Saturday)

OSH (Overtime is required for every hour worked on Sunday and Holidays)

H/W (Health &amp; Welfare Insurance)

Pensn (Pension)

Vac (Vacation)

Trng (Training)

## Explanations

### COOK COUNTY

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and Veterans Day in some classifications/counties. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration. If in doubt, please check with IDOL.

TRUCK DRIVERS (WEST) - That part of the county West of Barrington Road.

### EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials/mold and hazardous materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date.

ASBESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

#### CERAMIC TILE FINISHER

The grouting, cleaning, and polishing of all classes of tile, whether for interior or exterior purposes, all burned, glazed or unglazed products; all composition materials, granite tiles, warning detectable tiles, cement tiles, epoxy composite materials, pavers, glass, mosaics, fiberglass, and all substitute materials, for tile made in tile-like units; all mixtures in tile like form of cement, metals, and other materials that are for and intended for use as a finished floor surface, stair treads, promenade roofs, walks, walls, ceilings, swimming pools, and all other places where tile is to form a finished interior or exterior. The mixing of all setting mortars including but not limited to thin-set mortars, epoxies, wall mud, and any other sand and cement mixtures or adhesives when used in the preparation, installation, repair, or maintenance of tile and/or similar materials. The handling and unloading of all sand, cement, lime, tile, fixtures, equipment, adhesives, or any other materials to be used in the preparation, installation, repair, or maintenance of tile and/or similar materials. Ceramic Tile Finishers shall fill all joints and voids regardless of method on all tile work, particularly and especially after installation of said tile work. Application of any and all protective coverings to all types of tile installations including, but not be limited to, all soap compounds, paper products, tapes, and all polyethylene coverings, plywood, masonite, cardboard, and any new type of products that may be used to protect tile installations, Blastrac equipment, and all floor scarifying equipment used in preparing floors to receive tile. The clean up and removal of all waste and materials. All demolition of existing tile floors and walls to be re-tiled.

#### COMMUNICATIONS ELECTRICIAN

Installation, operation, inspection, maintenance, repair and service of radio, television, recording, voice sound vision production and reproduction, telephone and telephone interconnect, facsimile, data apparatus, coaxial, fibre optic and wireless equipment, appliances and systems used for the transmission and reception of signals of any nature, business, domestic, commercial, education, entertainment, and residential purposes, including but not limited to, communication and telephone, electronic and sound equipment, fibre optic and data communication systems, and the performance of any task directly related to such installation or service whether at new or existing sites, such tasks to include the placing of wire and cable and

electrical power conduit or other raceway work within the equipment room and pulling wire and/or cable through conduit and the installation of any incidental conduit, such that the employees covered hereby can complete any job in full.

#### MARBLE FINISHER

Loading and unloading trucks, distribution of all materials (all stone, sand, etc.), stocking of floors with material, performing all rigging for heavy work, the handling of all material that may be needed for the installation of such materials, building of scaffolding, polishing if needed, patching, waxing of material if damaged, pointing up, caulking, grouting and cleaning of marble, holding water on diamond or Carborundum blade or saw for setters cutting, use of tub saw or any other saw needed for preparation of material, drilling of holes for wires that anchor material set by setters, mixing up of molding plaster for installation of material, mixing up thin set for the installation of material, mixing up of sand to cement for the installation of material and such other work as may be required in helping a Marble Setter in the handling of all material in the erection or installation of interior marble, slate, travertine, art marble, serpentine, alberene stone, blue stone, granite and other stones (meaning as to stone any foreign or domestic materials as are specified and used in building interiors and exteriors and customarily known as stone in the trade), carrara, sanionyx, vitrolite and similar opaque glass and the laying of all marble tile, terrazzo tile, slate tile and precast tile, steps, risers treads, base, or any other materials that may be used as substitutes for any of the aforementioned materials and which are used on interior and exterior which are installed in a similar manner.

MATERIAL TESTER I: Hand coring and drilling for testing of materials; field inspection of uncured concrete and asphalt.

MATERIAL TESTER II: Field inspection of welds, structural steel, fireproofing, masonry, soil, facade, reinforcing steel, formwork, cured concrete, and concrete and asphalt batch plants; adjusting proportions of bituminous mixtures.

#### OPERATING ENGINEER - BUILDING

Class 1. Asphalt Plant; Asphalt Spreader; Autograde; Backhoes with Caisson Attachment; Batch Plant; Benoto (requires Two Engineers); Boiler and Throttle Valve; Caisson Rigs; Central Redi-Mix Plant; Combination Back Hoe Front End-loader Machine; Compressor and Throttle Valve; Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Conveyor (Truck Mounted); Concrete Paver Over 27E cu. ft; Concrete Paver 27E cu. ft. and Under; Concrete Placer; Concrete Placing Boom; Concrete Pump (Truck Mounted); Concrete Tower; Cranes, All; Cranes, Hammerhead; Cranes, (GCI and similar Type); Creter Crane; Spider Crane; Crusher, Stone, etc.; Derricks, All; Derricks, Traveling; Formless Curb and Gutter Machine; Grader, Elevating; Grouting Machines; Heavy Duty Self-Propelled Transporter or Prime Mover;

Highlift Shovels or Front Endloader 2-1/4 yd. and over; Hoists, Elevators, outside type rack and pinion and similar machines; Hoists, One, Two and Three Drum; Hoists, Two Tugger One Floor; Hydraulic Backhoes; Hydraulic Boom Trucks; Hydro Vac (and similar equipment); Locomotives, All; Motor Patrol; Lubrication Technician; Manipulators; Pile Drivers and Skid Rig; Post Hole Digger; Pre-Stress Machine; Pump Cretes Dual Ram; Pump Cretes: Squeeze Cretes-Screw Type Pumps; Gypsum Bulker and Pump; Raised and Blind Hole Drill; Roto Mill Grinder; Scoops - Tractor Drawn; Slip-Form Paver; Straddle Buggies; Operation of Tie Back Machine; Tournapull; Tractor with Boom and Side Boom; Trenching Machines.

Class 2. Boilers; Broom, All Power Propelled; Bulldozers; Concrete Mixer (Two Bag and Over); Conveyor, Portable; Forklift Trucks; Highlift Shovels or Front Endloaders under 2-1/4 yd.; Hoists, Automatic; Hoists, Inside Elevators; Hoists, Sewer Dragging Machine; Hoists, Tugger Single Drum; Laser Screed; Rock Drill (Self-Propelled); Rock Drill (Truck Mounted); Rollers, All; Steam Generators; Tractors, All; Tractor Drawn Vibratory Roller; Winch Trucks with "A" Frame.

Class 3. Air Compressor; Combination Small Equipment Operator; Generators; Heaters, Mechanical; Hoists, Inside Elevators (remodeling or renovation work); Hydraulic Power Units (Pile Driving, Extracting, and Drilling); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Low Boys; Pumps, Well Points; Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 4. Bobcats and/or other Skid Steer Loaders; Oilers; and Brick Forklift.

Class 5. Assistant Craft Foreman.

Class 6. Gradall.

Class 7. Mechanics; Welders.

#### OPERATING ENGINEERS - HIGHWAY CONSTRUCTION

Class 1. Asphalt Plant; Asphalt Heater and Planer Combination; Asphalt Heater Scarfire; Asphalt Spreader; Autograder/GOMACO or other similar type machines: ABG Paver; Backhoes with Caisson Attachment; Ballast Regulator; Belt Loader; Caisson Rigs; Car Dumper; Central Redi-Mix Plant; Combination Backhoe Front Endloader Machine, (1 cu. yd. Backhoe Bucket or over or with attachments); Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver over 27E cu. ft.; Concrete Placer; Concrete Tube Float; Cranes, all attachments; Cranes, Tower Cranes of all types: Creter Crane: Spider Crane; Crusher, Stone, etc.; Derricks, All; Derrick Boats; Derricks, Traveling; Dredges; Elevators, Outside type Rack & Pinion and Similar Machines; Formless Curb and Gutter Machine; Grader, Elevating; Grader, Motor Grader, Motor Patrol, Auto Patrol, Form Grader, Pull Grader, Subgrader; Guard Rail Post Driver Truck Mounted; Hoists, One, Two and Three Drum; Heavy Duty Self-Propelled Transporter or Prime Mover; Hydraulic Backhoes;

Backhoes with shear attachments up to 40' of boom reach; Lubrication Technician; Manipulators; Mucking Machine; Pile Drivers and Skid Rig; Pre-Stress Machine; Pump Cretes Dual Ram; Rock Drill - Crawler or Skid Rig; Rock Drill - Truck Mounted; Rock/Track Tamper; Roto Mill Grinder; Slip-Form Paver; Snow Melters; Soil Test Drill Rig (Truck Mounted); Straddle Buggies; Hydraulic Telescoping Form (Tunnel); Operation of Tieback Machine; Tractor Drawn Belt Loader; Tractor Drawn Belt Loader (with attached pusher - two engineers); Tractor with Boom; Tractaire with Attachments; Traffic Barrier Transfer Machine; Trenching; Truck Mounted Concrete Pump with Boom; Raised or Blind Hole Drills (Tunnel Shaft); Underground Boring and/or Mining Machines 5 ft. in diameter and over tunnel, etc; Underground Boring and/or Mining Machines under 5 ft. in diameter; Wheel Excavator; Widener (APSCO).

Class 2. Batch Plant; Bituminous Mixer; Boiler and Throttle Valve; Bulldozers; Car Loader Trailing Conveyors; Combination Backhoe Front Endloader Machine (Less than 1 cu. yd. Backhoe Bucket or over or with attachments); Compressor and Throttle Valve; Compressor, Common Receiver (3); Concrete Breaker or Hydro Hammer; Concrete Grinding Machine; Concrete Mixer or Paver 7S Series to and including 27 cu. ft.; Concrete Spreader; Concrete Curing Machine, Burlap Machine, Belting Machine and Sealing Machine; Concrete Wheel Saw; Conveyor Muck Cars (Haglund or Similar Type); Drills, All; Finishing Machine - Concrete; Highlift Shovels or Front Endloader; Hoist - Sewer Dragging Machine; Hydraulic Boom Trucks (All Attachments); Hydro-Blaster; Hydro Excavating (excluding hose work); Laser Screed; All Locomotives, Dinky; Off-Road Hauling Units (including articulating) Non Self-Loading Ejection Dump; Pump Cretes: Squeeze Cretes - Screw Type Pumps, Gypsum Bulker and Pump; Roller, Asphalt; Rotary Snow Plows; Rototiller, Seaman, etc., self-propelled; Self-Propelled Compactor; Spreader - Chip - Stone, etc.; Scraper - Single/Twin Engine/Push and Pull; Scraper - Prime Mover in Tandem (Regardless of Size); Tractors pulling attachments, Sheeps Foot, Disc, Compactor, etc.; Tug Boats.

Class 3. Boilers; Brooms, All Power Propelled; Cement Supply Tender; Compressor, Common Receiver (2); Concrete Mixer (Two Bag and Over); Conveyor, Portable; Farm-Type Tractors Used for Mowing, Seeding, etc.; Forklift Trucks; Grouting Machine; Hoists, Automatic; Hoists, All Elevators; Hoists, Tugger Single Drum; Jeep Diggers; Low Boys; Pipe Jacking Machines; Post-Hole Digger; Power Saw, Concrete Power Driven; Pug Mills; Rollers, other than Asphalt; Seed and Straw Blower; Steam Generators; Stump Machine; Winch Trucks with "A" Frame; Work Boats; Tamper-Form-Motor Driven.

Class 4. Air Compressor; Combination - Small Equipment Operator; Directional Boring Machine; Generators; Heaters, Mechanical; Hydraulic Power Unit (Pile Driving, Extracting, or Drilling); Light Plants, All (1 through 5); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Pumps, Well Points; Vacuum Trucks (excluding hose work); Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 5. SkidSteer Loader (all); Brick Forklifts; Oilers.

Class 6. Field Mechanics and Field Welders

Class 7. Dowell Machine with Air Compressor; Gradall and machines of like nature.

OPERATING ENGINEER - FLOATING

Class 1. Craft Foreman; Master Mechanic; Diver/Wet Tender; Engineer; Engineer (Hydraulic Dredge).

Class 2. Crane/Backhoe Operator; Boat Operator with towing endorsement; Mechanic/Welder; Assistant Engineer (Hydraulic Dredge); Leverman (Hydraulic Dredge); Diver Tender.

Class 3. Deck Equipment Operator, Machineryman, Maintenance of Crane (over 50 ton capacity) or Backhoe (115,000 lbs. or more); Tug/Launch Operator; Loader/Dozer and like equipment on Barge, Breakwater Wall, Slip/Dock, or Scow, Deck Machinery, etc.

Class 4. Deck Equipment Operator, Machineryman/Fireman (4 Equipment Units or More); Off Road Trucks; Deck Hand, Tug Engineer, Crane Maintenance (50 Ton Capacity and Under) or Backhoe Weighing (115,000 pounds or less); Assistant Tug Operator.

Class 5. Friction or Lattice Boom Cranes.

TERRAZZO FINISHER

The handling of sand, cement, marble chips, and all other materials that may be used by the Mosaic Terrazzo Mechanic, and the mixing, grinding, grouting, cleaning and sealing of all Marble, Mosaic, and Terrazzo work, floors, base, stairs, and wainscoting by hand or machine, and in addition, assisting and aiding Marble, Masonic, and Terrazzo Mechanics.

TRAFFIC SAFETY

Work associated with barricades, horses and drums used to reduce lane usage on highway work, the installation and removal of temporary lane markings, and the installation and removal of temporary road signs.

TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION - EAST & WEST

Class 1. Two or three Axle Trucks. A-frame Truck when used for transportation purposes; Air Compressors and Welding Machines, including those pulled by cars, pick-up trucks and tractors; Ambulances; Batch Gate Lockers; Batch Hopperman; Car and Truck Washers; Carry-alls; Fork Lifts and Hoisters; Helpers; Mechanics Helpers and Greasers; Oil Distributors 2-man operation; Pavement Breakers; Pole Trailer, up to 40 feet; Power Mower Tractors; Self-propelled Chip Spreader; Skipman; Slurry Trucks, 2-man operation; Slurry Truck Conveyor Operation, 2 or 3 man; Teamsters; Unskilled Dumpman; and Truck Drivers hauling warning lights, barricades, and portable toilets on the job site.

Class 2. Four axle trucks; Dump Crets and Adgetors under 7 yards; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnapulls or Turnatrailers when pulling other than self-loading equipment or similar equipment under 16 cubic yards; Mixer Trucks under 7 yards; Ready-mix Plant Hopper Operator, and Winch Trucks, 2 Axles.

Class 3. Five axle trucks; Dump Crets and Adgetors 7 yards and over; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnatrailers or turnapulls when pulling other than self-loading equipment or similar equipment over 16 cubic yards; Explosives and/or Fission Material Trucks; Mixer Trucks 7 yards or over; Mobile Cranes while in transit; Oil Distributors, 1-man operation; Pole Trailer, over 40 feet; Pole and Expandable Trailers hauling material over 50 feet long; Slurry trucks, 1-man operation; Winch trucks, 3 axles or more; Mechanic--Truck Welder and Truck Painter.

Class 4. Six axle trucks; Dual-purpose vehicles, such as mounted crane trucks with hoist and accessories; Foreman; Master Mechanic; Self-loading equipment like P.B. and trucks with scoops on the front.

#### Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 217-782-1710 for wage rates or clarifications.

#### LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

**Exhibit B**

**NOTICE OF DETERMINATION**

**NOTICE IS GIVEN** by the Board of Library Trustees of the Niles Public Library District that by Ordinance adopted the 19<sup>th</sup> day of June, 2013, the Niles Public Library District has made a determination of the Prevailing Rate of Wages as required by Illinois Compiled Statutes, Act 130, Section 1-12.

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**Chris A. Ball, Secretary  
Board of the Library Trustees  
of the Niles Public Library District**

**SECRETARY’S CERTIFICATE**

I, Chris A. Ball, the duly qualified Secretary of the Board of Library Trustees of the Niles Public Library District, Cook County, Illinois, and keeper of the records thereof, do hereby certify that attached hereto is a true and correct copy of Ordinance No. 13-3 entitled an “Ordinance Adopting The Prevailing Wage Rates For Laborers, Workers And Mechanics Employed By The Niles Public Library District,” adopted by the Board of Library Trustees of the Niles Public Library District on June 19, 2013.

**IN WITNESS WHEREOF**, I hereunto set my hand this 19<sup>th</sup> day of June, 2013.

---

Chris A. Ball, Secretary  
Board of Library Trustees of the  
Niles Public Library District

June 19, 2013

**New Business—Recommended Actions**

C. Recommended Action on Ordinance 13-4.

MOVE to adopt Ordinance 13-4, a Tentative Ordinance Providing for Budget and Appropriations of the Niles Public Library District for the Fiscal Year Beginning July 1, 2013 and Ending June 30, 2014.

**Memorandum C of Recommended Board Action**

A copy of the Ordinance is attached.

**ORDINANCE 13-4  
TENTATIVE ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS  
OF THE NILES PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS, FOR  
THE FISCAL YEAR BEGINNING JULY 1, 2013 AND ENDING JUNE 30, 2014**

WHEREAS, the Board of Trustees of the Niles Public Library District, Cook County, Illinois, caused to be prepared in tentative form a Budget, and the Secretary of the Board will make the same conveniently available to public inspection for at least 30 days prior to final action thereon, and

WHEREAS, a public hearing will be held as to such Budget on the 21st day of August, 2013, and notice of said hearing will be given at least 30 days prior thereto as required by law, and all other legal requirements have been complied with;

BE IT ORDAINED by the Board of Trustees of the NILES PUBLIC LIBRARY DISTRICT, County of Cook and State of Illinois.

SECTION 1: That the following sums of money, or as much thereof as may be authorized by law, be and the same are hereby budgeted and appropriated for general corporate purposes and to defray and for the payment of all expenses and liabilities of the Niles Public Library District for the fiscal year hereby adopted as beginning July 1, 2013 and ending June 30, 2014.

SECTION 2: That the items budgeted as appropriated and the objects and purposes of the same are as follows:

	<b>APPROPRIATION</b>	<b>BUDGET</b>
<b>Salaries</b>		
ADMINISTRATOR	\$127,138	\$115,580
MANAGERS	\$275,376	\$250,342
SUPERVISORS	\$654,434	\$594,940
LIBRARIAN	\$1,346,329	\$1,223,935
LIBRARY GRADE V	\$670,883	\$609,894
LIBRARY GRADE VI	\$487,732	\$443,393
LIBRARY PAGE	\$159,262	\$144,784
SUNDAY/SUBSTITUTE/ADJUSTMENTS	\$104,500	\$95,000
<b>TOTAL SALARIES</b>	<b>\$3,825,655</b>	<b>\$3,477,868</b>
<b>LIBRARY MATERIALS</b>		
BOOKS & PERIODICAL	\$301,200	\$251,000
DOWNLOADABLES	\$66,000	\$55,000
AV	\$184,440	\$153,700
ONLINE DATABASES	\$252,000	\$210,000
<b>TOTAL MATERIALS</b>	<b>\$803,640</b>	<b>\$669,700</b>
<b>OPERATING EXPENSES</b>		
<b>Processing &amp; Services</b>		
CCS CHARGES	\$90,000	\$78,000
PROCESSING & SUPPLIES	\$42,000	\$30,000
INTERNET CHARGES	\$26,880	\$19,200
SOFTWARE, LICENSES	\$59,140	\$42,243
PRINTING	\$59,010	\$42,150
LIBRARY SUPPLIES	\$16,800	\$12,000
PROGRAMMING & SUPPORT	\$94,780	\$67,700
VOLUNTEERS	\$4,200	\$3,000

CCS COMMUNICATIONS	\$7,000	\$5,000
COMPUTER CHARGES - OCLC	\$23,526	\$16,804
MISCELLANEOUS	\$1,400	\$1,000
<b>TOTAL PROCESSING &amp; SUPPLIES</b>	<b>\$424,736</b>	<b>\$317,097</b>
<b>Administration &amp; General Office</b>		
JANITORIAL SUPPLIES	\$67,300	\$33,650
COPIERS	\$20,000	\$10,000
PROFESSIONAL DEVELOPMENT	\$89,798	\$44,899
MILEAGE REIMBURSEMENT	\$6,000	\$3,000
LEGAL FEES	\$80,000	\$40,000
CONSULTING	\$40,000	\$20,000
SUPPLIES	\$53,800	\$26,900
PROMOTIONAL EXPENSE	\$41,000	\$20,500
POSTAGE & FREIGHT	\$36,000	\$18,000
PUBLICATION OF NOTICES - LEGAL	\$3,400	\$1,700
SUBSCRIPTIONS & DUES	\$18,000	\$9,000
COLLECTION SERVICES	\$2,000	\$1,000
TELEPHONE	\$33,000	\$16,500
TRUSTEE EXPENSE	\$20,000	\$10,000
EQUIPMENT RENTAL	\$10,000	\$5,000
PAYROLL SERVICE	\$18,600	\$9,300
BANK FEES	\$6,000	\$3,000
PARKING LEASE AGREEMENT	\$21,144	\$10,572
<b>TOTAL ADMINISTRATION AND GENERAL OFFICE</b>	<b>\$566,044</b>	<b>\$283,021</b>
<b>VEHICLE EXPENSE TOTAL</b>	<b>\$10,000</b>	<b>\$4,271</b>
<b>EMPLOYEE FRINGE BENEFITS</b>		
PENSION PLAN	\$240,000	\$200,000
GROUP HEALTH	\$393,490	\$327,908
HEALTH REIMBURSEMENT	\$64,800	\$54,000
DENTAL, VISION, DISABILITY	\$55,997	\$46,664
<b>TOTAL FRINGE BENEFITS</b>	<b>\$754,286</b>	<b>\$628,572</b>
<b>TOTAL UTILITIES</b>	<b>\$200,000</b>	<b>\$102,000</b>
<b>TOTAL OPERATING</b>	<b>\$6,584,361</b>	<b>\$5,482,529</b>
<b>BUILDING &amp; MAINTENANCE</b>		
REPAIRS & IMPROVEMENTS	\$47,640	\$39,700
CONTRACTUAL MAINTENANCE	\$44,538	\$37,115
NON-CONTRACTUAL MAINTENANCE	\$13,680	\$11,400
EQUIPMENT MAINTENANCE	\$45,048	\$37,540
JANITOR SUPPLIES	\$29,664	\$24,720
NON CAPITAL EXPENSES	\$28,800	\$24,000
FURNITURE & FIXTURES	\$72,000	\$60,000
<b>TOTAL BUILDING &amp; MAINTENANCE</b>	<b>\$281,370</b>	<b>\$234,475</b>
<b>SPECIAL RESERVE</b>		
SPECIAL RESERVE - BUILDING	\$200,000	\$72,000
SPECIAL RESERVE - EQUIPMENT	\$800,000	\$358,920
SPECIAL RESERVE - Renovation Project	\$8,000,000	\$4,078,200
<b>TOTAL SPECIAL RESERVE</b>	<b>\$9,000,000</b>	<b>\$4,509,120</b>

<b>SPECIAL FUNDS</b>		
AUDIT	\$19,250	\$17,500
LIABILITY INSURANCE	\$33,000	\$30,000
SOCIAL SECURITY	\$319,000	\$290,000
ILLINOIS UNEMPLOYMENT TAXES	\$16,500	\$15,000
WORKERS' COMPENSATION INSURANCE	\$22,000	\$20,000
<b>TOTAL SPECIAL FUND ITEMS</b>	<b>\$409,750</b>	<b>\$372,500</b>
<b>SUPPLEMENTARY GRANTS</b>	<b>\$100,000</b>	<b>\$58,000</b>
<b>GRAND TOTAL</b>	<b>\$15,375,481</b>	<b>\$10,225,704</b>

SECTION 3: The several sums above mentioned and designed as appropriation, which is FIFTEEN MILLION FOUR HUNDRED SIXTY EIGHT THOUSAND SIX HUNDRED AND SEVEN AND NO/100 (\$15,468,607), be and are hereby appropriated as propriate fractional parts of the said amount of FIFTEEN MILLION FOUR HUNDRED SIXTY EIGHT THOUSAND SIX HUNDRED AND SEVEN AND NO/100 (\$22,280,600), from the proceeds of the general property tax for corporate purposes and special taxes in addition to all other library taxes as provided by law.

That all of the unexpended balance of any item or items of any general appropriation made in this Ordinance be expended in making up any insufficiency in any item in the same general appropriation and for the same general purpose of any like appropriation made by this Ordinance.

SECTION 4: The cash on hand deemed by law as current assets available for library purposes as of May 31, 2013, is estimated to be \$11,825,080; the estimate of cash to be received during the 2013-2014 fiscal year from all sources is \$7,156,453; the estimate of expenditures appropriated for such fiscal year is \$15,375,481; and the estimated operating budget for such fiscal year is \$5,482,529. The estimated cash to be expected on hand deemed by law as current assets available for library purposes at the end of such year is \$5,584,766.

SECTION 5: That the invalidity of any portion of this Ordinance or any of the items hereof shall not render invalid any other portion or item thereof which can be given effect with such invalid portion or portions eliminated.

SECTION 6: That all ordinances or parts of ordinances conflicting with any of the provisions of this Ordinance be and the same are hereby repealed.

SECTION 7: That the Board of Trustees of the Niles Public Library District has established a special reserve fund to be accumulated from the unexpended balance from the proceeds received from the library taxes levied for the 1977 and subsequent years, said fund to be accumulated and set aside as a special reserve fund for the purpose in accordance with 75 ILCS 16/40-50 and that said Board of Trustees shall adopt a plan or plans pursuant to the provisions of 75 ILCS 16/40-5 of the Public Library District Act of 1991.

SECTION 8: That this Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

ADOPTED this 19th day of June, 2013, pursuant to a roll call vote as follows:

AYES: \_\_\_\_\_  
\_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Morgan Dubiel  
President of the Board of Trustees of the  
NILES PUBLIC LIBRARY DISTRICT  
ATTESTED and SIGNED in my office,  
according to law, this 20th day of June,  
2012, at the said  
NILES PUBLIC LIBRARY DISTRICT

\_\_\_\_\_  
CHRIS A. BALL  
Secretary, Board of Trustees  
NILES PUBLIC LIBRARY DISTRICT

June 19, 2013

**New Business—Recommended Actions**

**D. Recommended Action on Non-Resident Card.**

MOVE the Library Board of Trustees approve that the Niles Library continue to participate in the Non-Resident Library Card Illinois Program and charge an annual fee of \$335.00 based on the formula established by the Illinois State Library.

**Memorandum D of Recommended Board Action**

Our annual non-resident fee is based on a formula established by the Illinois State Library. According to the formula, our income from local tax sources, which is \$7,670,338, as noted in the latest Illinois Public Library Annual Report, is divided by the district's population of 57,284. This produces a cost of service per capita, \$133.90, which is multiplied by the average number of persons per household in the district—2.5, according to the 2010 census. The result, \$334.75 is used to determine a minimum non-resident fee for a family card. The state formula permits library districts to set the actual fee at or above this minimum level, as long as the fee is "fair and reasonable." My recommendation is for annual fee of \$335.

June 19, 2013

**New Business—Recommended Actions**

**E. Recommended Action on Library Audit.**

MOVE the Library Board of Trustees approve payment to McClure Inserra & Company Chartered in the estimated amount of \$15,300 plus \$1,200 for the additional audit time required due to the building renovation.

**Memorandum E of Recommended Board Action**

A copy of the engagement letter is attached.



June 6, 2013

Board of Trustees and Management  
Niles Public Library District  
6960 Oakton Street  
Niles, Illinois 60714

Dear Board Members:

Enclosed is our engagement letter for the June 30, 2013 audit. The fee is based upon the premise that Diane Kinsler will properly close out the year end and provide us with detailed schedules to support the financial statement accounts. The increase in fee takes into account the additional audit time due to the building renovation.

Thank you for letting us be of service to you and the Library. As always, we are looking forward to working with you and the Library staff again this year.

Sincerely,

Judy A. Walther

Enclosure



June 6, 2013

Board of Trustees and Management  
Niles Public Library District  
6960 Oakton Street  
Niles, Illinois 60714

Dear Board Members and Management:

We are pleased to confirm our understanding of the services we are to provide Niles Public Library District for the year ended June 30, 2013. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information including the related notes to the financial statements, which collectively comprise the entity's basic financial statements, of Niles Public Library District as of and for the year ended June 30, 2013. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Niles Public Library District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Niles Public Library District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance..

We have also been engaged to report on supplementary information other than RSI that accompanies Niles Public Library District's financial statements. We will subject the supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole.

#### **Audit Objective**

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary

information referred to in the second paragraph when considered in relation to the financial statements taken as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

### **Management Responsibilities**

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. You agree to assume all management responsibilities for any nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation in the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government

received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report there on or make the audited financial statements readily available to users of the supplementary information no later than the date of the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (a) you are responsible for presentation of the supplementary information, in accordance with GAAP; (b) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (c) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

We will assist you in drafting the Management Discussion & Analysis which will be included in the audited financial statement package. We ask that you review and approve that analysis prior to finalizing the audit.

#### **Audit Procedures – General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of

assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

#### **Audit Procedures – Internal Control**

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

#### **Audit Procedures – Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Niles Public Library District's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash or other confirmations we request and will locate any invoices selected by us for testing. The fee estimate is based on the premise that your personnel will be instructed to provide us with assistance in the preparation of various schedules, which we will request prior to our arrival. This will enable us to spend a minimum amount of time performing clerical tasks and thus concentrate strictly on audit functions. You recognize that and acknowledge that the failure of District personnel to provide such information on a timely basis will delay our completion of the engagement and increase our fees and costs.

We will also prepare the Annual Financial Report required to be filed with the Office of the Comptroller of the State of Illinois for the year ended June 30, 2013.

We expect to begin our audit the beginning of September 2013 and plan to issue our report no later than your November 2013 Board of Trustees meeting. Paul V. Inserra is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. Our fees for these services will be based on actual hours spent at our standard hourly rates plus travel and other out-of-pocket costs such as report production, typing, postage, etc. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. We estimate the fee to be \$15,300 plus \$1,200 for the additional audit time required due to the building renovation.

This estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you prior to billing.

We appreciate the opportunity to be of service to Niles Public Library District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign below and return it to us.

Sincerely,

*McClure, Inserra & Co., Chtd.*

McClure, Inserra & Company, Chartered

**RESPONSE:**

This letter correctly sets forth the understanding of Niles Public Library District.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**F. Recommended Action on Embury, LTD**

MOVE that the Library Board of Trustees approve the purchase of shelving from Embury, LTD in the amount of \$10,417.17.

**Memorandum F of Recommended Board Actions**

This request is for the shelving that will be added to the children's department.

# Embury, Ltd.

Library Furnishing Specialists

809 Burton Blvd., Unit E  
DeForest, WI 53532  
Phone 608-846-0999  
Fax 608-846-0995

## QUOTATION

**Niles Public Library**  
**6960 W. Oakton Street**  
**Niles, IL 60714**

**ATTN: Tiffany Nash, Product Architecture & Design**

**DATE: April 9, 2013**

ITEM	QTY	M	MODEL NO	DESCRIPTION	TOTAL
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Steel Color: Autumn White

	133		MJFRAME3666	MJ WELDED FRAME ASSY, 36 X 66	10,417.17
	6		MJFRAME3648	MJ WELDED FRAME ASSY, 36 X 48	
	58		MJTOP3612	MJ CANOPY TOP, S/F, 36 X 12	
	78		MJTOP3624	MJ CANOPY TOP, D/F 36 X 24	

## TOTAL DELIVERED PRICE

### QUOTATION NOTES

- \*Prices include materials and freight only
- \*Prices are based on quantities quoted. Any change in quantity may affect final price of each unit.
- \*Prices include standard materials/construction/finishes
- \*Manufacturing time is: 8-12 weeks after receipt of order
- \*Prices do not include sales tax

### ORDERING INFORMATION

- \*Send Purchase Order to Embury, Ltd.
- \*Please submit this quotation with your order
- \*Terms: 50% deposit with order, balance upon receipt of product

June 19, 2013

**New Business—Recommended Actions**

**G. Recommended Action for Lighting Plan in Children’s Department.**

MOVE the Library Board of Trustees authorize Frederick Quinn to increase the scope of our existing project with an updated lighting plan for the children’s department at a cost of \$201,878 which will be within our guaranteed Maximum Price.

**Memorandum G of Recommended Board Action**

Representatives from Frederick Quinn and Product Architects will be in attendance to review and discuss these plans with the Board.

# Frederick Quinn Corporation

## Trade Recap & Award Recommendation

Trade Lighting and Ceiling Revisions for Children's Area

Project: Niles Public Library Renovations

FOC # 461

Date : 6.11.13

Div	Description	Sub Bid	Sub Bid	Sub Bid	Sub Bid
<b>Children's Lighting and Ceiling Revisions</b>					
29000	Remove ceiling tiles in Children's area (48 hrs and 1 dumpster)	\$ 4,496.00	NA	included	\$ 4,496.00
95000	New ceiling tile and grid over approx. 4,000 sf)	\$ 9,938.00	\$ 10,400.00	\$ 3,051.00	\$ 23,389.00
99000	Ceiling cleaning allowance (\$735/day for two men, 3 days assumed)	\$ 2,205.00	included	included	\$ 2,205.00
230000	Furnish and install new diffusers in new ceiling grid	\$ 2,240.00	\$ 4,051.88	\$ 943.78	\$ 7,236.00
260000	New light fixtures, conduit, fittings, Skylens covers, etc.	\$ 95,047.98	\$ 46,209.00	\$ 21,295.20	\$ 162,552.00
	Temporary lighting	In Above	In Above	In Above	In above
	Drilling through wood beams for work	In Above	In Above	In Above	In above
	Remove, store and Re-install speakers and cameras	In Above	In Above	In Above	In above
	SUBTOTAL				<b>\$ 199,878.00</b>
	GENERAL CONDITIONS				\$ 2,000.00
	SUBTOTAL				\$ 201,878.00
	GENERAL INSURANCE (0.6%)				\$ -
	SUBTOTAL				\$ 201,878.00
	GC FEE (3.0%)				\$ -
	SUBTOTAL				\$ 201,878.00
	GC BOND COST (0.75%)				\$ -
	SUBTOTAL				\$ -
	<b>Construction Estimate</b>				<b>\$ 201,878.00</b>

**Clarifications**

- 1 Above costs exclude any additional sprinkler, painting and drywall patching and taping work.
- 2 This estimate is based on the NPLD Children's Area Lighting sketches as prepared by Product A+D dated 5.22.13.
- 3 This Budget is based on construction to be performed during the already agreed upon project phasing diagram and schedule.
- 4 We do not include the testing for, handling of or removal of any hazardous materials. This work to be completed by others prior to commencement of construction.
- 5 All work is based upon regular working hours. This budget excludes premium time/overtime. Additionally, this budget is based upon FOC having complete and reasonable access to all construction areas as coordinated with the Owner.
- 6 Unless otherwise indicated, above all owner items such as furniture, supplies and other systems and equipment items are to be by others.

June 19, 2013

**New Business—Recommended Actions**

**H. Recommended Action Blog Refactoring and Design for Website.**

MOVE the Library Board of Trustees authorize Mightybytes to create and design a blog template for the new website, refactoring our existing eight blogs into one central internal blog at a cost of \$14,200 paid out of remaining Per Capita Grant Funds set aside for the implementation of our new website.

**Memorandum H of Recommended Board Action**

A copy of Susan Lempke's memorandum and Mightybytes' proposal are attached.

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## MEMORANDUM

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**TO:** LINDA WEISS  
**FROM:** SUSAN DOVE LEMPKE  
**SUBJECT:** BLOG REFACTORING AND DESIGN FOR WEBSITE  
**DATE:** 6/13/2013

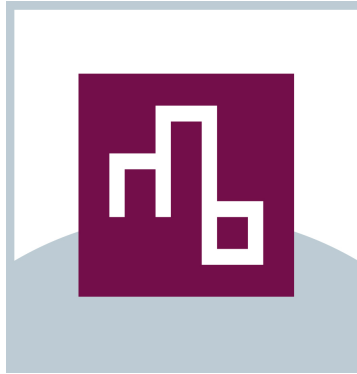
Linda, I recommend spending our remaining Per Capita Funds that were designated for website redesign on creating a central library blog within the website. The Library currently has nine blogs, each with its own design and web address, which began one at a time on Blogspot and Wordpress. They are:

The Fiction Garden  
Hollywood on Oakton Street  
Sounds—Music at Niles PL  
Good to Know@Reference Services  
The Veterans History Project  
Teen Scene Blog  
Book Bowl Blog  
Youth Services @ The Niles Public Library  
The Future, Under Construction

I suggest that we accept Mightybytes' proposal to combine the rest of our blogs into one centralized blog that is built into the website, with the possible exception of the construction blog.

Mightybytes has proposed "refactoring" our existing blogs, which would import all of the content from the existing blogs into one master blog. They would design it to look like the rest of the website, set up a system of tags so that readers can read everything on a particular subject or by a particular person, and add commenting. Besides being much more patron-friendly than separate blogs, it will allow us to have many staff members contributing. We currently don't get statistics from any of the existing blogs, so this will help with that, and we will also be able to see which posts are popular so we know what patrons want to see.

The blog will be a good source of fresh new content for our front page and a great way for our staff to share their expertise with patrons who may not come into the physical library building. The work will be completed by the end of July.



# MIGHTYBYTES PROPOSAL

## NILES PUBLIC LIBRARY PHASE TWO SITE ENHANCEMENTS

**Prepared for:**

Director Linda Weiss  
Niles Public Library District  
6960 W. Oakton St.  
Niles, IL 60714  
847-663-1234

**Prepared by:**

Mightybytes, Inc.  
5347 N. Clark Street  
Chicago, IL 60640

## OVERVIEW

Mightybytes conducted an ideation session to generate ideas for a Phase Two development for the Niles Public Library website. Based on your needs and budget, we recommend the following four deliverables:

1. Refactoring existing library blogs into a single blog.
2. Designing and creating a blog template for the single blog.
3. Integrating on-site chat functionality.
4. Creating a Goodreads app for the NPL site.

## REFACTOR EXISTING BLOGS INTO A SINGLE BLOG

Currently the NPL website is home to a large number of librarian blogs. The content is excellent, but it's hard to find since it's spread out over so many separate blogs. We recommend creating a single blog that provides your librarians a central place to author and publish their content with the rest of the library's blog content.

A single blog will allow the to leverage its greatest resource: Librarians. Your audience will find the blog more easily and read it on your site instead of following links away from the main site. In addition, hosting a single blog will deliver SEO advantages.

Mightybytes will restructure the existing body of code for all your blogs to create one central blog, a process known as refactoring. This will include:

- Using RSS feeds to import the librarian blog content.
- Creating a tag structure to organize the content effectively.
- Embedding Social links, including Twitter, Facebook, and Tumblr, to enable users to share content.
- Tracking the popularity of posts to enable the library to create content that meets their audience's needs.
- Building an in-site widget to recommend posts based upon specific one's being read.
- Adding Disqus or other commenting solution so patrons can interact with posts.



## DESIGNING AND CREATING A NEW BLOG TEMPLATE

Once we have created a master blog for Niles Public Library, Mightybytes would like to design the template for the new blog based on the current website redesign. We would like the design to match the current design aesthetic, as well as support mobile devices with a responsive framework. Our goal would be an intuitive and gratifying experience that works across multiple devices and browsers, that highlights new and evergreen content.

## INTEGRATING ON-SITE CHAT FUNCTIONALITY

Visitors who chat through a site stay 40% longer and are three times more likely to revisit the site. Integrating on-site chat functionality will enable the Niles Public Library to connect with Patrons on the site by answering questions, making recommendations and offering assistance.

Mightybytes will integrate an Olark chat widget on the Niles website. Olark is a small, customizable chat box that is used by over 5,000 businesses. Niles can talk to customers via Olark through their any popular instant-message app such as Gtalk, Jabber, iChat, Adium, Pidgin, or Imo. During hours when the staff is not on call, the chat widget will simply take a message from the visitor and email it to the inbox of your choice.

In addition to enabling staff to chat with visitors, Olark can track the location of visitors (city and state) and what pages they are looking at when they are chatting with you. The chat box is customizable so we can apply the NPLD theme and color palette.

## CREATING A GOODREADS APP

Goodreads is a popular site that generates book recommendations to users based on their personal tastes. An on-site app would allow the Niles Public Library to leverage the power of Goodreads well-established ecosystem of books, ratings, and reviews.

Mightybytes will build an on-site app that can cross check your Goodreads "to-read" queue with the Niles Public Library catalogue. The app will be built using the Bibliocommons and Goodreads API.



Users will authorize Niles to access their Goodreads account via Username and Password, and they will be presented with a table of book listings. The table will include their "To-Read" books, with title, author, average rating, and the Bibliocommons metadata such as availability, or when the book is returning. Included would be a link to reserve the book. Future iterations could involve personalized recommendation engines and more.

## PROPOSED BUDGET AND DELIVERABLES

Below is the proposed budget required to produce the described outcome:

DESCRIPTION	COST	NONPROFIT RATE (-20%)
Blog Refactoring and Template Design	\$17,750	\$14,200
Olark Integration	\$2,500	\$2,000
Goodreads Connect App	\$20,750	\$16,600

## ESTIMATED TIMELINE

Here is an estimate of when we can deliver your project. This timeline is subject to revision and discussion:

DESCRIPTION	TIMELINE
Blog Refactoring and Template Design	4 Weeks
Olark Integration	< 1 Week
Goodreads Connect App	5 Weeks

## OUR TEAM

We integrate our design, development and project management teams at Mightybytes to ensure your project gets implemented as efficiently as possible.

- Owner: Tim Frick



- Operations and Business Development Director: Peter Athans
- Project Managers: Julian Rockwood, Kate Eyer-Werve, James Johnston
- Web and Interface Designers: Tai Palmgren, Buddy Boor, Amber Vasquez
- Web Developers: Bryan Zera, Stephanie Daniels, Shara Miller, Whit Nelson
- Flash/App Developer: Thon Lorenz

Detailed bios and information on team members can be found on our [website](#).

## THANK YOU

We would like to thank you for your time and consideration. Based on our understanding of your needs we believe we are well fit to exceed your expectations with this project. If you have any additional questions please don't hesitate to contact me.

Julian Rockwood | Project Manager | [julian@mightybytes.com](mailto:julian@mightybytes.com) | 773-382-0285



June 19, 2013

**New Business—Recommended Actions**

**I. Recommended Action on Directors and Officers Insurance Coverage.**

MOVE the Library Board of Trustees authorize payment to the Philadelphia Insurance Companies in the amount of \$6,084.

**Memorandum I of Recommended Board Action**

The annual renewal premium for 2013/2014 is for the same coverage as last year.

June 19, 2013

**New Business—Recommended Actions**

**J. Recommended Action on The Hartford Insurance Company of Illinois.**

MOVE the Library Board of Trustees authorize payment to The Hartford Insurance Company of Illinois in the amount of \$17,245.

**Memorandum I of Recommended Board Action**

This annual renewal premium is for workers compensation insurance coverage for fiscal year 2013/1014.

June 19, 2013

**New Business—Recommended Actions**

**K. Recommended Action on Short-Term Disability Insurance.**

MOVE the Library Board of Trustees accept the proposal from the Lincoln Financial Group for short-term disability insurance for all full-time employees at an annual rate of \$9,530.28.

**Memorandum K of Recommended Board Action**

Short-term disability insurance is a proposed new benefit for full-time employees.



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## Group Short-Term Disability Insurance

### SUMMARY OF BENEFITS

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**Sponsored by: Niles Public Library District**

#### All Active Full-time Employees

**Short-term disability is intended to protect your income for a short duration in case you become ill or injured.**

<b>Eligibility</b>	All full-time active employees working 37.5 or more hours per week in an eligible class are eligible for coverage on the policy effective date.
<b>Maximum Weekly Benefit</b>	60% of weekly salary up to \$1000 per week
<b>Maximum Benefit Duration</b>	13 weeks
<b>Elimination Period</b>	Benefits begin on: 1 day(s) from an accident 8 day(s) from an illness
<b>Rehabilitation Assistance Benefit</b>	Employees who participate in an approved rehabilitation program are eligible to receive an additional 5% of benefit. Additionally, approved program costs may be reimbursed.
<b>Survivor Income</b>	A benefit may be paid to your survivor if you should die while you were eligible to receive benefits under this policy.
<b>Pre-Existing Condition</b>	None

## Understanding Your Benefits

<b>Total Disability</b>	You are considered totally disabled if, due to an injury or illness, you are unable to perform each of the main duties of your regular occupation.
<b>Partial Disability</b>	You are considered partially disabled if you are unable, due to an injury or illness, to perform the main duties of your regular occupation on a full-time basis. Partial Disability benefits may be payable if you are earning at least 20% of the income you earned prior to becoming disabled, but not more than 99%. Partial disability benefits allow you to work and earn income from your employer as well as continue to receive benefits, which may enable you to receive 100% of your income during your time of disability.
<b>Continuation of Disability</b>	If you return to work full-time but become disabled from the same disability within two weeks of returning to work, you will begin receiving benefits again immediately.
<b>Pre-Existing Condition</b>	Any sickness or injury for which you have received medical treatment, consultation, care, or services (including diagnostic measures or the taking of prescribed medications) during the specified months prior to the coverage effective date. A disability arising from any such sickness or injury will be covered only if it begins after you have performed your regular occupation on a full-time basis for the specified months following the coverage effective date, unless no treatment was received for the specified consecutive months after the coverage effective date.
<b>Benefit Exclusions</b>	You will not receive benefits in the following circumstances: <ul style="list-style-type: none"><li>• Your disability is the result of a self-inflicted injury.</li><li>• You are not under the regular care of a doctor when requesting disability benefits.</li><li>• Your disability is covered under a worker's compensation plan and/or is due to a job related sickness or injury.</li></ul>
<b>Benefit Reductions</b>	Your benefits may be reduced if you are receiving benefits from any of the following sources: <ul style="list-style-type: none"><li>• Any governmental retirement system earned as a result of working for the current policyholder;</li><li>• Any disability or retirement benefit received under a retirement plan;</li><li>• Any Social Security, or similar plan or act, benefits;</li><li>• Earnings the insured earns or receives from any form of employment.</li><li>• Disability income benefits received under state disability laws.</li></ul>
<b>Benefit Termination</b>	This coverage will terminate when you terminate employment with this policyholder, or at your retirement.

**For assistance or additional information**

Contact Lincoln Financial Group at (800) 423-2765 or log on to [www.LincolnFinancial.com](http://www.LincolnFinancial.com)

NOTE: This is not intended as a complete description of the insurance coverage offered. Controlling provisions are provided in the policy, and this summary does not modify those provisions or the insurance in any way. This is not a binding contract. A certificate of coverage will be made available to you that describes the benefits in greater details. Should there be a difference between this summary and the contract, the contract will govern.

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**From:** Wilson, Jeffrey [<mailto:jeff.wilson@hubinternational.com>]  
**Sent:** Thursday, April 25, 2013 3:23 PM  
**To:** Kathy Toy  
**Subject:** RE: Short Term Disability Quote

Hi,

I received a quote for the Short Term Disability insurance from Lincoln Financial (your current Life and LTD carrier). The monthly premium to cover all employees is \$794.19 or annually \$9,530.28. You want to keep the STD and LTD insurance with the same carrier so that there is no issues if someone were to go on Short Term Disability and it continued into a Long Term Disability claim. The STD benefit is 60% of an individual's weekly pay, with a \$1,000 weekly maximum. The STD benefit would last 13 weeks to coordinate with when the LTD benefit would begin.

I can explain more about the plan but thought it was best that you have an idea of what the cost would be.

Have a great night,  
Jeff

Jeff Wilson  
Hub International Midwest Limited  
630-468-5619 - Direct  
312-912-5537 - Mobile  
866-394-1129 - Fax  
[jeff.wilson@hubinternational.com](mailto:jeff.wilson@hubinternational.com)

## PLEASE NOTE NEW DIRECT PHONE NUMBER

This communication (and any information or material transmitted with this communication) is confidential and has been prepared for the intended recipient's exclusive use. This communication may also contain Protected Health Information as defined by federal law and subject to protections required by law. The authorized recipient of this information is prohibited from disclosing this information to any other party unless required to do so by law or regulation and is required to protect the information after its stated need has been fulfilled. If you are not the intended recipient, any review, retransmission, conversion to hard copy, copying, circulation, publication, dissemination, distribution, reproduction or other use of this communication, information or material is strictly prohibited and may be illegal. If you received this communication in error, please notify us immediately by telephone or by return email, and delete this communication, information and material from any computer, disk drive, diskette or other storage device or media.

**Unfinished Business—Recommended Actions**

**A. Recommended Action on LFI.**

MOVE the Library Board of Trustees authorize the purchase of furniture for the new lower level from LFI in the amount of \$16,634.

**Memorandum A of Recommended Board Action**

These were part of the original bid, but listed as alternates. I would like to get approval to purchase this furniture now so that it can be delivered and installed when the renovation work is complete.

The items are listed below:

**Bid Package 1 (LFI)**

Slat wall at the columns in the commons area (2) \$1,771

Computer Classroom chairs (13) \$5,373

Teen Opto Shelving (5) \$5,537

Teen End Panels (12) \$3,953

Total \$16,634

**Bid Package 2 (Agati)**

Meeting Room tables (lower level) (4) \$5,440

Computer classroom tables (12) \$15,582

Total \$21,022

**Unfinished Business—Recommended Actions**

**B. Recommended Action on Agati Furniture.**

MOVE the Library Board of Trustees authorize the purchase of furniture for the new lower level from Agati in the amount of \$21,022.

**Memorandum B of Recommended Board Action**

These were part of the original bid, but listed as alternates. I would like to get approval to purchase this furniture now so that it can be delivered and installed when the renovation work is complete.

The items are listed below:

Bid Package 1 (LFI)

Slat wall at the columns in the commons area (2) \$1,771

Computer Classroom chairs (13) \$5,373

Teen Opto Shelving (5) \$5,537

Teen End Panels (12) \$3,953

Total \$16,634

Bid Package 2 (Agati)

Meeting Room tables (lower level) (4) \$5,440

Computer classroom tables (12) \$15,582

Total \$21,022