

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

July 17, 2013

6:30 PM

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

ORDER OF BUSINESS

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
 - A. Approve Minutes of the Regular Board Meeting of June 19, 2013 3
4. Project Update
5. Treasurer's Report
 - A. Review Financial Reports 7
 - B. Approve Payment of Bills for operating expenses of \$251,290.23, payroll expenses of \$293,282.14, and Special Reserve expenses of \$281,089.96, for a total monthly expense of \$825,662.33 18
6. Public Comments
7. Director's Report
 - A. Highlights 29
 - B. Monthly Statistics 32
8. Communications 35
9. Liaison Reports
 - A. Friends of the Library
 - B. Legislative
 - C. RAILS
10. Secretary's Report
 - A. A certified copy of Ordinance 13-3, an Ordinance Adopting the Prevailing Wage Rate for Laborers, Workers, and Mechanics Employed by the Niles Public Library District was sent to the Director of the Illinois Department of Labor and the Director of the Index Division of the Office of Secretary of State on June 20, 2013. The Notice of Determination of the Prevailing Rate of Wages was published in the Niles Herald-Spectator on June 27, 2013.
 - B. A Notice of the Public Hearing on August 21, 2013, at the hour of 6:25 p.m., at the Niles Public Library District, New Board Room, 6960 Oakton Street, Niles, Illinois, concerning Tentative Ordinance 13-4, a Tentative Ordinance Providing for Budget and

Board Meeting Agenda - July 17, 2013

Appropriations of the Niles Public Library District, Cook County, Illinois, for the fiscal year beginning July 1, 2013 and Ending June 30, 2014, was published in the Niles Herald-Spectator on Thursday, July 4, 2013. The Notice of the Public Hearing along with a copy of the Ordinance was posted on the Library's public bulletin board.

11. Committee Reports
 - A. Building & Grounds Committee
 - 1) Approval of January 11, 2012 Minutes 36
 - B. Finance Committee
 - 1) Approval of July 27, 2011 and May 29, 2013 Minutes 40
 - C. Personnel & Policy Committee
 - 1) Approval of February 21, 2012 Minutes 43
 - D. Strategic Planning Committee
 - 1) Approval of August 10, 2011 Minutes 44
12. New Business
 - A. Move to approve payment to F. J. Kerrigan Plumbing Co., Inc., in the amount of \$13,454.00 46
 - B. Move to approve payment to Visographic in the amount of \$6,987.24 47
 - C. Move to authorize the Library Director to approve and sign the quote from asi for the production and installation of new interior library signage in the amount \$7,740.00 48
13. Unfinished Business
14. Hire and Resignations
 - A. Move to approve the appointment of Mary Byrne to the part-time position of Outreach Services Assistant at a rate of \$13.96 per hour, effective July 24, 2013
15. 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
16. Final Action, if any, on closed session subjects
17. Other
18. Adjournment

NILES PUBLIC LIBRARY DISTRICT

Regular Board Meeting

June 19, 2013

6:30 PM

Board Room

6960 Oakton Street

Niles, Illinois

Trustees Present

Chris Ball, Karen Dimond, Carolyn Drblik, Morgan Dubiel, Danette Matyas, Barbara Nakanishi, Linda Ryan.

Trustees Absent

Trustee Nakanishi left the meeting at 8:02 PM.

Library Staff Present

Sue Wilsey, Susan Dove-Lempke, Diane Winberg, Linda Weiss, Dave Dabrowski, Carol Jung, Barb Kruser, Donna Block, Shelley Sutherland, Carol Jung, Barb Kruser.

Others Present

John Eallonardo, Frederick Quinn Corporation; Dan Pohrte, Product Architecture and Design; Susanne Atanus, Niles Resident.

Call to Order

The Regular Board Meeting of the Niles Public Library Board of Trustees was called to order at 6:35 PM.

Pledge of Allegiance

President Dubiel led the Pledge of Allegiance.

Roll Call

Roll call was taken by President Dubiel.

Treasurer

Approval of Minutes

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

Project Update

Mr. Eallonardo gave FQ's monthly project update. The work on the HVAC is near completion. The ceiling grids are in. Within the next couple of weeks, the sprinkler system and lights in the back of the building will be installed. This portion of the project is a few days ahead of schedule—it was scheduled to be finished sometime during the beginning of August. The light fixtures (large globe) on level 1.5 (Adult Services) are almost completely installed. Painting and carpet installation will begin along with the installation of shelving and the delivery of the new furniture. Once the 1.5 level is complete and everything is moved back into place, work will begin in the "center core area" which is currently the audiovisual area. Ongoing concerns in the children's area are being addressed such as library space while the work is being done. Half way through the project and we're in good shape. The project is within budget and allowances. The issue with the fireplace has been resolved. The tiles have been grouted and everyone seems to be satisfied with the results.

Trustee Nakanishi made the motion that New Business, Item G is moved up to Project Update. Trustee Matyas seconded. On roll call, all concurred.

Updated Lighting Plan for Youth Services

Mr. Eallonardo along with Mr. Pohrte gave an update on the selection of lighting and costs for the children's area. Drawings of the specialty fixtures and their affects were shown. The increase in the cost for the proposed lighting will fall within the Guaranteed Maximum Price. It is the recommendation of FQ that the lighting is feasible and that this would be the right time to do the installation of the lighting.

Trustee Nakanishi MOVED 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. Trustee Matyas seconded. Roll call vote: Ayes: Ball, Dimond, Drblik, Dubiel, Matyas, Nakanishi, Ryan. Motion carried.

Treasurer's Report**Review Financial Reports**

President Dubiel asked that the financials be reviewed during the discussion of the tentative budget.

Payment of Bills

Trustee Nakanishi motioned to approve the payment of the 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. 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 June 2013 was noted. Highlights included the 4th of July Parade—Ms. Weiss invited the Trustees to march in the parade. All participants will receive a t-shirt to wear at the parade. She reported that as of this date 1,252 kids, 205 teens and 94 adults have signed up for our summer reading clubs. Staff has been participating in Safety and Security training sessions. Since the training sessions, two incidents have occurred and they were both handled properly by staff. With the start of a new fiscal year, Ms. Weiss thought that this would be a good time to review the library's technology plan. The trustees were provided with a copy for review. She also provided the Board with a spreadsheet of the available databases along with the cost of the annual subscription and the number of "hits" received monthly. Ms. Weiss passed out a "year at a glance" showing important dates for the Trustees to note. The Trustees will be informed of any updates to the calendar.

Ms. Weiss ended her report with a presentation of ideas and examples of the Library's new website.

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

President Dubiel combined and read the following motions:

Trustee Nakanishi motioned that the Library Board of Trustees:

Ordinance 13-2

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.

Ordinance 13-3

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

Non-Resident Library Card Illinois Program

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.

McClure Inserra & Company Chartered

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.

Embury, LTD

Approve the purchase of shelving from Embury, LTD in the amount of \$10,417.17.

Philadelphia Insurance Companies

Authorize payment to the Philadelphia Insurance Companies in the amount of \$6,084.

The Hartford Insurance Company of Illinois

Authorize payment to The Hartford Insurance Company of Illinois in the amount of \$17,245.

Trustee Matyas seconded the motions. Roll call vote: Ayes: Ball, Dimond, Drblik, Dubiel, Matyas, Nakanishi, Ryan. Motions carried.

Ordinance 13-4

Trustee Ball motioned that the Library Board of Trustees 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. Trustee Ryan seconded.

Ms. Weiss presented the budget reflecting the changes as requested by the Finance Committee at their meeting on May 29. It was explained that once the budget is approved, adjustments can be made as long as they do not exceed the appropriation. The vote was explained by President Dubiel—if we vote “yes” we’re accepting the original numbers which are a 4.5% increase over last year’s budget. If we vote “no” then further discussion will be needed-line by line.

Roll Call Vote: Ayes: Dimond, Ryan. Nays: Ball, Drblik, Dubiel, Matyas. Motion does not carry.

Trustee Ryan motioned that the entire budget be discussed line by line. Trustee Dimond seconded.

Trustee Dimond suggested that the budget be approved as proposed with certain specific changes to 3 or 4 line items and what those changes would be. President Dubiel stated that if that’s the case, then the alternate motion needs to be withdrawn and a more specific motion needs to be made. Both Trustee Ryan and Trustee Dimond withdrew their motion.

Recess

At 8:10 p.m., President Dubiel motioned to recess the meeting for 5 minutes. By voice call, all concurred.

Reconvene

At 8:20 p.m., President Dubiel motioned to reconvene the meeting. By voice call, all concurred.

Ordinance 13-4 (cont'd)

Trustee Matyas motioned that the Tentative Budget be accepted as proposed. Trustee Ball seconded. Roll Call Vote: Ayes: Ball, Drblik, Dubiel, Matyas. Nays: Dimond, Ryan. Motion carried.

Mightybytes

Trustee Ball motioned that 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 blog at a cost of \$14,200 paid out of remaining Per Capita Grant Funds set aside for the implementation of our new website. Trustee Matyas seconded. Roll Call Vote: Ball, Dimond, Drblik, Dubiel, Matyas, Ryan. Motion carried.

Lincoln Financial Group

Trustee Matyas motioned that 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. Trustee Ball seconded. Roll Call Vote: Ayes: Ball, Dimond, Drblik, Dubiel, Matyas, Ryan. Motion carried.

Unfinished Business

LFI and Agati Furniture

Trustee Ball motioned that the Library Board of Trustees authorize the purchase of furniture for the new lower level from LFI in the amount of \$16,634 and the purchase of furniture for the new lower level from Agati Furniture in the amount of \$21, 022. Trustee Matyas seconded. Roll Call Vote: Ayes: Ball, Dimond, Drblik, Dubiel, Matyas, Ryan. Motions carried.

Hires and Resignations

Trustee Ball motioned that the Library Board of Trustees 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. Trustee Drblik seconded. Roll Call Vote: Ayes: Ball, Dimond, Drblik, Dubiel, Matyas, Ryan. Motion carried.

Adjournment

Trustee Ball motioned to adjourn the meeting at 8:25 p.m. Trustee Matyas seconded. Roll call vote: Ayes: All. Motion carried.

President

Secretary

Niles Public Library District

Balance Sheet

June 30, 2013

	GENERAL FUND 6/30/2013	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND	SPECIAL RESERVE FUND	TOTAL
Assets					
Cash and Investments					
Cash Checking	(\$5,272,070)	\$1,193,486		\$4,132,079	\$53,495
Cash-Imprest	\$765				\$765
Cash-Flexible Spending Account	\$8,406				\$8,406
MaxSafe CD	\$1,011,459				\$1,011,459
Capital One 360	\$247,595				\$247,595
Stone Castle	\$2,923,386				\$2,923,386
Petty Cash	\$200				\$200
Illinois Funds-Tax Deposit Account	\$3,686,857				\$3,686,857
Illinois Funds E pay fines	\$45,312				\$45,312
Northwest Community Credit Union	\$251,537				\$251,537
Fifth Third Bank-Investments	\$1,347,544				\$1,347,544
Investments Money Market-Fifth Third Bank	\$295,286				\$295,286
MaxSafe CD	\$513,999				\$513,999
MaxSafe CD	\$509,091				\$509,091
Total Cash and Investments	\$5,569,366	\$1,193,486	\$0	\$4,132,079	\$10,894,931
Receivables					
Property Tax Receivable, net	\$2,986,676	\$128,473			\$3,115,149
Replacement Tax Receivable					
Accrued Interest Receivable	\$489	\$78		\$316	\$884
Total Receivables	\$2,987,165	\$128,552	\$0	\$316	\$3,116,033
Prepaid Items					
Prepaid Expense	\$94,980				\$94,980
Total Prepaid Items	\$94,980	\$0	\$0	\$0	\$94,980
Total Assets	\$8,651,511	\$1,322,038	\$0	\$4,132,396	\$14,105,944

Niles Public Library District
Balance Sheet
June 30, 2013

	GENERAL FUND 6/30/2013	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND	SPECIAL RESERVE FUND	TOTAL
Liabilities and Fund Balance					
Liabilities					
Accounts Payable	\$190,344	\$28,270		\$270,741	\$489,356
Accounts Payable-Friends of the Library					
Payroll Clearing	\$13,218				\$13,218
Accrued Salaries & Wages	\$44,326				\$44,326
Deferred Revenues	\$2,986,676	\$128,473			\$3,115,149
Total Liabilities	\$3,234,564	\$156,744	\$0	\$270,741	\$3,662,048
Fund Balance					
Fund Balance	\$5,416,947	\$1,165,294		\$3,861,655	\$10,443,896
Total Fund Balance	\$5,416,947	\$1,165,294	\$0	\$3,861,655	\$10,443,896
Total Liabilities and Fund Balance	\$8,651,511	\$1,322,038	\$0	\$4,132,396	\$14,105,944

Niles Public Library District

Income Statement-General Fund

June 30, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes		\$524,287	(\$524,287)	\$6,743,211	\$6,291,440	\$451,771	\$6,291,440	107%
Replacement Taxes		\$7,917	(\$7,917)	\$109,070	\$95,000	\$14,070	\$95,000	115%
Per Capita Grant		\$4,750	(\$4,750)		\$57,000	(\$57,000)	\$57,000	
Grants-Other		\$250	(\$250)	\$3,000	\$3,000		\$3,000	100%
Investment Income	\$3,503	\$1,250	\$2,253	\$29,854	\$15,000	\$14,854	\$15,000	199%
Fines	\$4,278	\$3,750	\$528	\$50,702	\$45,000	\$5,702	\$45,000	113%
Lost Books	\$607	\$625	(\$18)	\$9,466	\$7,500	\$1,966	\$7,500	126%
Pay For Print	\$1,688	\$1,500	\$188	\$20,473	\$18,000	\$2,473	\$18,000	114%
Flash Drive & Ear Bud Sales	\$24		\$24	\$123		\$123		
Commissions & Fees		\$25	(\$25)	\$495	\$300	\$195	\$300	165%
Donations-Friends of the Library		\$42	(\$42)		\$500	(\$500)	\$500	
Donations		\$21	(\$21)	\$725	\$250	\$475	\$250	290%
Miscellaneous		\$21	(\$21)	\$1,851	\$250	\$1,601	\$250	740%
Total Revenues	\$10,100	\$544,437	(\$534,337)	\$6,968,970	\$6,533,240	\$435,730	\$6,533,240	107%
Expenditures								
Salaries								
Library Director	\$9,494	\$8,992	(\$502)	\$112,845	\$107,904	(\$4,941)	\$107,904	105%
Payroll-Department Managers	\$15,072	\$20,435	\$5,363	\$171,478	\$245,223	\$73,745	\$245,223	70%
Payroll-Division Supervisors	\$49,823	\$47,791	(\$2,031)	\$582,478	\$573,496	(\$8,982)	\$573,496	102%
Payroll-Librarian I	\$96,427	\$90,720	(\$5,707)	\$1,095,570	\$1,088,641	(\$6,929)	\$1,088,641	101%
Payroll-Library Grade V	\$48,671	\$52,877	\$4,207	\$587,920	\$634,525	\$46,605	\$634,525	93%
Payroll-Library Grade VI	\$38,346	\$36,446	(\$1,900)	\$417,757	\$437,351	\$19,594	\$437,351	96%
Payroll-Library Pages	\$12,754	\$12,189	(\$564)	\$137,546	\$146,273	\$8,727	\$146,273	94%
Payroll-Sundays	\$6,142	\$6,167	\$25	\$73,630	\$74,000	\$370	\$74,000	100%
Adjustments		\$1,083	\$1,083	\$8,000	\$13,000	\$5,000	\$13,000	62%
Substitutes	\$288	\$1,667	\$1,379	\$6,963	\$20,000	\$13,037	\$20,000	35%
Total Salaries	\$277,015	\$278,368	\$1,353	\$3,194,187	\$3,340,413	\$146,226	\$3,340,413	96%

Niles Public Library District

Income Statement-General Fund

June 30, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$18,174	\$11,917	(\$6,258)	\$155,360	\$143,000	(\$12,360)	\$143,000	109%
Books-Youth Services	\$8,411	\$7,000	(\$1,411)	\$64,142	\$84,000	\$19,858	\$84,000	76%
Downloadables	\$1,509	\$4,167	\$2,657	\$48,592	\$50,000	\$1,408	\$50,000	97%
Periodicals	\$250	\$2,000	\$1,750	\$24,129	\$24,000	(\$129)	\$24,000	101%
AV-Adult	\$6,444	\$8,250	\$1,806	\$92,579	\$99,000	\$6,421	\$99,000	94%
AV-Youth Services	\$6,596	\$4,558	(\$2,037)	\$38,210	\$54,700	\$16,490	\$54,700	70%
Online Databases	\$11,257	\$16,750	\$5,493	\$205,434	\$201,000	(\$4,434)	\$201,000	102%
Total Library Materials	\$52,641	\$54,642	\$2,000	\$628,446	\$655,700	\$27,254	\$655,700	96%
Library Operating Expenditures								
CCS Charges		\$6,083	\$6,083	\$68,589	\$73,000	\$4,411	\$73,000	94%
Processing & Supplies	\$3,462	\$3,333	(\$129)	\$46,476	\$40,000	(\$6,476)	\$40,000	116%
Internet Charges	\$1,407	\$1,333	(\$74)	\$15,803	\$16,000	\$197	\$16,000	99%
Software, Licenses	\$3,300	\$3,891	\$591	\$51,512	\$46,690	(\$4,822)	\$46,690	110%
Printing	\$8,821	\$3,808	(\$5,013)	\$39,073	\$45,700	\$6,627	\$45,700	85%
Library Supplies	\$919	\$1,250	\$331	\$7,699	\$15,000	\$7,301	\$15,000	51%
Programming & Support-Adult	\$2,587	\$1,804	(\$783)	\$18,128	\$21,650	\$3,522	\$21,650	84%
Programming & Support-Juvenile	\$2,075	\$2,875	\$800	\$34,099	\$34,500	\$401	\$34,500	99%
Programming & Support-Teen	\$78	\$467	\$389	\$5,596	\$5,600	\$4	\$5,600	100%
Public Performing Rights				\$1,313	\$1,600	\$287	\$1,600	82%
CCS Communications	\$326	\$417	\$91	\$3,577	\$5,000	\$1,423	\$5,000	72%
Computer Charges OCLC	\$1,400	\$1,400	\$0	\$16,804	\$16,804	\$0	\$16,804	100%
Miscellaneous		\$83	\$83	\$234	\$1,000	\$766	\$1,000	23%
Per Capita Grant Expenditures	\$14,200	\$4,750	(\$9,450)	\$57,024	\$57,000	(\$24)	\$57,000	100%
Grant - Other Expenditures	\$1,241	\$250	(\$991)	\$10,358	\$3,000	(\$7,358)	\$3,000	345%
Volunteers	\$1,004	\$333	(\$671)	\$1,867	\$4,000	\$2,133	\$4,000	47%
Total Library Operating Expenditures	\$40,821	\$32,079	(\$8,743)	\$378,151	\$386,544	\$8,393	\$386,544	98%
General and Administration								
Janitorial Supplies	\$2,723	\$2,804	\$82	\$34,883	\$33,650	(\$1,233)	\$33,650	104%
Copiers	\$807	\$1,917	\$1,110	\$8,389	\$23,000	\$14,611	\$23,000	36%

Niles Public Library District Income Statement-General Fund

June 30, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Professional Development	\$3,705	\$3,570	(\$135)	\$23,743	\$42,845	\$19,102	\$42,845	55%
Mileage	\$795	\$250	(\$545)	\$3,557	\$3,000	(\$557)	\$3,000	119%
Professional Collection	\$15	\$500	\$485	\$3,960	\$6,000	\$2,040	\$6,000	66%
Legal Fees	\$4,239	\$5,000	\$761	\$48,136	\$60,000	\$11,864	\$60,000	80%
Consultants	\$551	\$3,417	\$2,866	\$21,164	\$41,000	\$19,836	\$41,000	52%
Kitchen Supplies		\$125	\$125	\$2,935	\$1,500	(\$1,435)	\$1,500	196%
Promotional Expense	\$2,280	\$1,708	(\$572)	\$18,546	\$20,500	\$1,954	\$20,500	90%
Office Supplies	\$1,287	\$2,083	\$796	\$23,576	\$25,000	\$1,424	\$25,000	94%
Postage & Freight	\$342	\$1,500	\$1,158	\$14,122	\$18,000	\$3,878	\$18,000	78%
Publication of Notices-Legal		\$83	\$83	\$1,002	\$1,000	(\$2)	\$1,000	100%
Publication of Notices-Advertisements				\$419	\$500	\$81	\$500	84%
Subscriptions & Dues	\$410	\$694	\$284	\$8,718	\$8,330	(\$388)	\$8,330	105%
Collection Services	\$77	\$167	\$89	\$818	\$2,000	\$1,182	\$2,000	41%
Telephone	\$1,658	\$1,375	(\$283)	\$17,179	\$16,500	(\$679)	\$16,500	104%
Trustee Expense	\$1,392	\$1,042	(\$351)	\$11,825	\$12,500	\$675	\$12,500	95%
Equipment Rental	\$1,853	\$417	(\$1,436)	\$4,196	\$5,000	\$804	\$5,000	84%
Payroll Service	\$783	\$750	(\$33)	\$9,084	\$9,000	(\$84)	\$9,000	101%
Bank Fees	\$233	\$250	\$17	\$2,857	\$3,000	\$143	\$3,000	95%
Parking Lease	\$881	\$881		\$10,572	\$10,572		\$10,572	100%
Total General and Administration	\$24,032	\$28,533	\$4,502	\$269,680	\$342,897	\$73,217	\$342,897	79%
Vehicle Operation								
Gas, Oil, Grease	\$67	\$83	\$17	\$718	\$1,000	\$282	\$1,000	72%
Repairs & Maintenance		\$150	\$150	\$1,583	\$1,800	\$217	\$1,800	88%
Miscellaneous		\$13	\$13	\$4	\$150	\$147	\$150	2%
Auto Insurance				\$1,307	\$1,100	(\$207)	\$1,100	119%
Total Vehicle Operation	\$67	\$246	\$179	\$3,612	\$4,050	\$438	\$4,050	89%
Employee Fringe Benefits								
Deferred Compensation	\$16,069	\$19,000	\$2,931	\$190,044	\$228,000	\$37,956	\$228,000	83%
Group Health	(\$3,197)	\$26,047	\$29,244	\$246,582	\$312,565	\$65,983	\$312,565	79%
Health Reimbursement Account	\$3,896	\$4,750	\$854	\$50,628	\$57,000	\$6,372	\$57,000	89%

Niles Public Library District
Income Statement-General Fund

June 30, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Dental	\$2,364	\$1,333	(\$1,031)	\$19,659	\$16,000	(\$3,659)	\$16,000	123%
Aflac		\$802	\$802		\$9,629	\$9,629	\$9,629	
Vision	\$481	\$646	\$165	\$5,942	\$7,750	\$1,808	\$7,750	77%
FSA fee	(\$242)	\$88	\$329	\$802	\$1,050	\$248	\$1,050	76%
Life, LTD, AD&D, STD	\$738	\$792	\$54	\$9,771	\$9,500	(\$271)	\$9,500	103%
Total Employee Fringe Benefits	\$20,108	\$53,458	\$33,350	\$523,428	\$641,494	\$118,066	\$641,494	82%
Utilities								
Gas	\$256	\$1,750	\$1,494	\$14,760	\$21,000	\$6,240	\$21,000	70%
Electric	\$6,162	\$10,167	\$4,005	\$79,618	\$122,000	\$42,382	\$122,000	65%
Water	\$314	\$583	\$270	\$5,695	\$7,000	\$1,305	\$7,000	81%
Total Utilities	\$6,732	\$12,500	\$5,768	\$100,073	\$150,000	\$49,927	\$150,000	67%
Total Expenditures	\$421,416	\$459,825	\$38,409	\$5,097,575	\$5,521,098	\$423,523	\$5,521,098	92%
NET SURPLUS/(DEFICIT)	(\$411,316)	\$84,612	(\$495,928)	\$1,871,395	\$1,012,142	\$859,253	\$1,012,142	185%

Niles Public Library District

Income Statement-Consolidated

June 30, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes		\$576,760	(\$576,760)	\$7,582,155	\$6,921,114	\$661,041	\$6,921,114	110%
Replacement Taxes		\$7,917	(\$7,917)	\$109,070	\$95,000	\$14,070	\$95,000	115%
Per Capita Grant		\$4,750	(\$4,750)		\$57,000	(\$57,000)	\$57,000	
Grants-Other		\$250	(\$250)	\$3,000	\$3,000		\$3,000	100%
Investment Income	\$3,431	\$1,745	\$1,686	\$29,782	\$20,940	\$8,842	\$20,940	142%
Fines	\$4,278	\$3,750	\$528	\$50,702	\$45,000	\$5,702	\$45,000	113%
Lost Books	\$607	\$625	(\$18)	\$9,466	\$7,500	\$1,966	\$7,500	126%
Pay For Print	\$1,688	\$1,500	\$188	\$20,473	\$18,000	\$2,473	\$18,000	114%
Flash Drive & Ear Bud Sales	\$24		\$24	\$123		\$123		
Commissions & Fees		\$25	(\$25)	\$495	\$300	\$195	\$300	165%
Donations-Friends of the Library		\$42	(\$42)		\$500	(\$500)	\$500	
Donations		\$21	(\$21)	\$725	\$250	\$475	\$250	290%
Miscellaneous		\$21	(\$21)	\$1,851	\$250	\$1,601	\$250	740%
Total Revenues	\$10,028	\$597,405	(\$587,377)	\$7,807,841	\$7,168,854	\$638,987	\$7,168,854	109%
Expenditures								
Salaries								
Library Director	\$9,494	\$8,992	(\$502)	\$112,845	\$107,904	(\$4,941)	\$107,904	105%
Payroll-Department Managers	\$15,072	\$20,435	\$5,363	\$171,478	\$245,223	\$73,745	\$245,223	70%
Payroll-Division Supervisors	\$49,823	\$47,791	(\$2,031)	\$582,478	\$573,496	(\$8,982)	\$573,496	102%
Payroll-Librarian I	\$96,427	\$90,720	(\$5,707)	\$1,095,570	\$1,088,641	(\$6,929)	\$1,088,641	101%
Payroll-Library Grade V	\$48,671	\$52,877	\$4,207	\$587,920	\$634,525	\$46,605	\$634,525	93%
Payroll-Library Grade VI	\$38,346	\$36,446	(\$1,900)	\$417,757	\$437,351	\$19,594	\$437,351	96%
Payroll-Library Pages	\$12,754	\$12,189	(\$564)	\$137,546	\$146,273	\$8,727	\$146,273	94%
Payroll-Sundays	\$6,142	\$6,167	\$25	\$73,630	\$74,000	\$370	\$74,000	100%
Adjustments		\$1,083	\$1,083	\$8,000	\$13,000	\$5,000	\$13,000	62%
Substitutes	\$288	\$1,667	\$1,379	\$6,963	\$20,000	\$13,037	\$20,000	35%
Total Salaries	\$277,015	\$278,368	\$1,353	\$3,194,187	\$3,340,413	\$146,226	\$3,340,413	96%

Niles Public Library District

Income Statement-Consolidated

June 30, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$18,174	\$11,917	(\$6,258)	\$155,360	\$143,000	(\$12,360)	\$143,000	109%
Books-Youth Services	\$8,411	\$7,000	(\$1,411)	\$64,142	\$84,000	\$19,858	\$84,000	76%
Downloadables	\$1,509	\$4,167	\$2,657	\$48,592	\$50,000	\$1,408	\$50,000	97%
Periodicals	\$250	\$2,000	\$1,750	\$24,129	\$24,000	(\$129)	\$24,000	101%
AV-Adult	\$6,444	\$8,250	\$1,806	\$92,579	\$99,000	\$6,421	\$99,000	94%
AV-Youth Services	\$6,596	\$4,558	(\$2,037)	\$38,210	\$54,700	\$16,490	\$54,700	70%
Online Databases	\$11,257	\$16,750	\$5,493	\$205,434	\$201,000	(\$4,434)	\$201,000	102%
Total Library Materials	\$52,641	\$54,642	\$2,000	\$628,446	\$655,700	\$27,254	\$655,700	96%
Library Operating Expenditures								
CCS Charges		\$6,083	\$6,083	\$68,589	\$73,000	\$4,411	\$73,000	94%
Processing & Supplies	\$3,462	\$3,333	(\$129)	\$46,476	\$40,000	(\$6,476)	\$40,000	116%
Internet Charges	\$1,407	\$1,333	(\$74)	\$15,803	\$16,000	\$197	\$16,000	99%
Software, Licenses	\$3,300	\$3,891	\$591	\$51,512	\$46,690	(\$4,822)	\$46,690	110%
Printing	\$8,821	\$3,808	(\$5,013)	\$39,073	\$45,700	\$6,627	\$45,700	85%
Library Supplies	\$919	\$1,250	\$331	\$7,699	\$15,000	\$7,301	\$15,000	51%
Programming & Support-Adult	\$2,587	\$1,804	(\$783)	\$18,128	\$21,650	\$3,522	\$21,650	84%
Programming & Support-Juvenile	\$2,075	\$2,875	\$800	\$34,099	\$34,500	\$401	\$34,500	99%
Programming & Support-Teen	\$78	\$467	\$389	\$5,596	\$5,600	\$4	\$5,600	100%
Public Performing Rights				\$1,313	\$1,600	\$287	\$1,600	82%
CCS Communications	\$326	\$417	\$91	\$3,577	\$5,000	\$1,423	\$5,000	72%
Computer Charges OCLC	\$1,400	\$1,400	\$0	\$16,804	\$16,804	\$0	\$16,804	100%
Miscellaneous		\$83	\$83	\$234	\$1,000	\$766	\$1,000	23%
Per Capita Grant Expenditures	\$14,200	\$4,750	(\$9,450)	\$57,024	\$57,000	(\$24)	\$57,000	100%
Grant - Other Expenditures	\$1,241	\$250	(\$991)	\$10,358	\$3,000	(\$7,358)	\$3,000	345%
Volunteers	\$1,004	\$333	(\$671)	\$1,867	\$4,000	\$2,133	\$4,000	47%
Total Library Operating Expenditures	\$40,821	\$32,079	(\$8,743)	\$378,151	\$386,544	\$8,393	\$386,544	98%
General and Administration								
Janitorial Supplies	\$2,723	\$2,804	\$82	\$34,883	\$33,650	(\$1,233)	\$33,650	104%
Copiers	\$807	\$1,917	\$1,110	\$8,389	\$23,000	\$14,611	\$23,000	36%

Niles Public Library District

Income Statement-Consolidated

June 30, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Professional Development	\$3,705	\$3,570	(\$135)	\$23,743	\$42,845	\$19,102	\$42,845	55%
Mileage	\$795	\$250	(\$545)	\$3,557	\$3,000	(\$557)	\$3,000	119%
Professional Collection	\$15	\$500	\$485	\$3,960	\$6,000	\$2,040	\$6,000	66%
Legal Fees	\$4,239	\$5,000	\$761	\$48,136	\$60,000	\$11,864	\$60,000	80%
Consultants	\$551	\$3,417	\$2,866	\$21,164	\$41,000	\$19,836	\$41,000	52%
Kitchen Supplies		\$125	\$125	\$2,935	\$1,500	(\$1,435)	\$1,500	196%
Promotional Expense	\$2,280	\$1,708	(\$572)	\$18,546	\$20,500	\$1,954	\$20,500	90%
Office Supplies	\$1,287	\$2,083	\$796	\$23,576	\$25,000	\$1,424	\$25,000	94%
Postage & Freight	\$342	\$1,500	\$1,158	\$14,122	\$18,000	\$3,878	\$18,000	78%
Publication of Notices-Legal		\$83	\$83	\$1,002	\$1,000	(\$2)	\$1,000	100%
Publication of Notices-Advertisements				\$419	\$500	\$81	\$500	84%
Subscriptions & Dues	\$410	\$694	\$284	\$8,718	\$8,330	(\$388)	\$8,330	105%
Collection Services	\$77	\$167	\$89	\$818	\$2,000	\$1,182	\$2,000	41%
Telephone	\$1,658	\$1,375	(\$283)	\$17,179	\$16,500	(\$679)	\$16,500	104%
Trustee Expense	\$1,392	\$1,042	(\$351)	\$11,825	\$12,500	\$675	\$12,500	95%
Equipment Rental	\$1,853	\$417	(\$1,436)	\$4,196	\$5,000	\$804	\$5,000	84%
Payroll Service	\$783	\$750	(\$33)	\$9,084	\$9,000	(\$84)	\$9,000	101%
Bank Fees	\$233	\$250	\$17	\$2,857	\$3,000	\$143	\$3,000	95%
Parking Lease	\$881	\$881		\$10,572	\$10,572		\$10,572	100%
Total General and Administration	\$24,032	\$28,533	\$4,502	\$269,680	\$342,897	\$73,217	\$342,897	79%
Vehicle Operation								
Gas, Oil, Grease	\$67	\$83	\$17	\$718	\$1,000	\$282	\$1,000	72%
Repairs & Maintenance		\$150	\$150	\$1,583	\$1,800	\$217	\$1,800	88%
Miscellaneous		\$13	\$13	\$4	\$150	\$147	\$150	2%
Auto Insurance				\$1,307	\$1,100	(\$207)	\$1,100	119%
Total Vehicle Operation	\$67	\$246	\$179	\$3,612	\$4,050	\$438	\$4,050	89%
Employee Fringe Benefits								
Deferred Compensation	\$16,069	\$19,000	\$2,931	\$190,044	\$228,000	\$37,956	\$228,000	83%
Group Health	(\$3,197)	\$26,047	\$29,244	\$246,582	\$312,565	\$65,983	\$312,565	79%
Health Reimbursement Account	\$3,896	\$4,750	\$854	\$50,628	\$57,000	\$6,372	\$57,000	89%

Niles Public Library District Income Statement-Consolidated

June 30, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Dental	\$2,364	\$1,333	(\$1,031)	\$19,659	\$16,000	(\$3,659)	\$16,000	123%
Aflac		\$802	\$802		\$9,629	\$9,629	\$9,629	
Vision	\$481	\$646	\$165	\$5,942	\$7,750	\$1,808	\$7,750	77%
FSA fee	(\$242)	\$88	\$329	\$802	\$1,050	\$248	\$1,050	76%
Life, LTD, AD&D, STD	\$738	\$792	\$54	\$9,771	\$9,500	(\$271)	\$9,500	103%
Total Employee Fringe Benefits	\$20,108	\$53,458	\$33,350	\$523,428	\$641,494	\$118,066	\$641,494	82%
Utilities								
Gas	\$256	\$1,750	\$1,494	\$14,760	\$21,000	\$6,240	\$21,000	70%
Electric	\$6,162	\$10,167	\$4,005	\$79,618	\$122,000	\$42,382	\$122,000	65%
Water	\$314	\$583	\$270	\$5,695	\$7,000	\$1,305	\$7,000	81%
Total Utilities	\$6,732	\$12,500	\$5,768	\$100,073	\$150,000	\$49,927	\$150,000	67%
Capital Expenditures								
Special Reserve - Equipment	(\$9,066)	\$45,833	\$54,899		\$550,000	\$550,000	\$550,000	
Special Reserve - Construction Project	\$279,807	\$464,850	\$185,043	\$2,260,149	\$5,578,200	\$3,318,051	\$5,578,200	41%
Total Capital Expenditures	\$270,741	\$510,683	\$239,943	\$2,260,149	\$6,128,200	\$3,868,051	\$6,128,200	37%
Debt Service Expenditures								
Bond Principal				\$700,000	\$750,962	\$50,962	\$750,962	93%
Bond Interest				\$12,600		(\$12,600)		
Total Debt Service Expenditures	\$0	\$0	\$0	\$712,600	\$750,962	\$38,362	\$750,962	95%
Audit								
Audit Expense		\$1,667	\$1,667	\$14,700	\$20,000	\$5,300	\$20,000	74%
Total Audit Expenditures	\$0	\$1,667	\$1,667	\$14,700	\$20,000	\$5,300	\$20,000	74%
Liability Insurance								
Liability Insurance				\$30,010	\$34,000	\$3,990	\$34,000	88%
Total Liability Expenditures	\$0	\$0	\$0	\$30,010	\$34,000	\$3,990	\$34,000	88%
Social Security								

Niles Public Library District Income Statement-Consolidated

June 30, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Social Security	\$22,035	\$20,614	(\$1,421)	\$253,812	\$247,370	(\$6,442)	\$247,370	103%
Total Social Security Expenditures	\$22,035	\$20,614	(\$1,421)	\$253,812	\$247,370	(\$6,442)	\$247,370	103%
Workers' Compensation								
Workers' Compensation				\$17,501	\$19,000	\$1,499	\$19,000	92%
Total Workers' Compensation Expenditures	\$0	\$0	\$0	\$17,501	\$19,000	\$1,499	\$19,000	92%
Unemployment Compensation								
Unemployment Compensation	\$768	\$1,583	\$815	\$13,296	\$19,000	\$5,704	\$19,000	70%
Total Unemployment Compensation Expenditures	\$768	\$1,583	\$815	\$13,296	\$19,000	\$5,704	\$19,000	70%
Building & Equipment Maintenance								
Repairs & Improvements	\$14,777	\$3,100	(\$11,677)	\$34,524	\$37,200	\$2,676	\$37,200	93%
Contractual Maintenance	\$1,169	\$3,000	\$1,832	\$31,210	\$36,005	\$4,795	\$36,005	87%
Non-Contractual Maintenance	\$224	\$1,200	\$976	\$6,714	\$14,400	\$7,686	\$14,400	47%
Equipment Maintenance	\$11,478	\$3,239	(\$8,239)	\$22,489	\$38,870	\$16,381	\$38,870	58%
Non Capital Expenses	\$9,538	\$2,000	(\$7,538)	\$25,271	\$24,000	(\$1,271)	\$24,000	105%
Furniture & Fixtures	\$7,010	\$14,854	\$7,844	\$101,414	\$178,250	\$76,836	\$178,250	57%
Total Building & Equipment Maintenance Expenditures	\$44,195	\$27,394	(\$16,802)	\$221,623	\$328,725	\$107,102	\$328,725	67%
Total Expenditures	\$759,155	\$1,021,766	\$262,611	\$8,621,265	\$13,068,355	\$4,447,090	\$13,068,355	66%
NET SURPLUS/(DEFICIT)	(\$749,128)	(\$424,362)	(\$324,766)	(\$813,424)	(\$5,899,501)	\$5,086,077	(\$5,899,501)	14%

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
69948	Accounts Payable	Computer Check	6/19/2013	UTICA NATIONAL INSURANCE G	\$0.00	\$18,746.00	(\$18,746.00)	Cleared	6/19/2013
69949	Accounts Payable	Computer Check	7/17/2013	3M	\$0.00	\$3,000.00	(\$21,746.00)	Outstanding	7/31/2013
69950	Accounts Payable	Computer Check	7/17/2013	ACE BANNER & FLAG CO. INC.	\$0.00	\$287.50	(\$22,033.50)	Outstanding	7/31/2013
69951	Accounts Payable	Computer Check	7/17/2013	ACE RELOCATION SYSTEMS, IN	\$0.00	\$570.00	(\$22,603.50)	Outstanding	7/31/2013
69952	Accounts Payable	Computer Check	7/17/2013	ADVENT SYSTEMS, INC.	\$0.00	\$493.00	(\$23,096.50)	Outstanding	7/31/2013
69953	Accounts Payable	Computer Check	7/17/2013	AFLAC	\$0.00	\$797.73	(\$23,894.23)	Outstanding	7/31/2013
69954	Accounts Payable	Computer Check	7/17/2013	AGATI	\$0.00	\$7,590.00	(\$31,484.23)	Outstanding	7/31/2013
69955	Accounts Payable	Computer Check	7/17/2013	CHRISTINA ALEXANDRU	\$0.00	\$500.00	(\$31,984.23)	Outstanding	7/31/2013
69956	Accounts Payable	Computer Check	7/17/2013	ALLIANCE ENTERTAINMENT	\$0.00	\$1,054.51	(\$33,038.74)	Outstanding	7/31/2013
69957	Accounts Payable	Computer Check	7/17/2013	AMARK INDUSTRIES	\$0.00	\$2,214.60	(\$35,253.34)	Outstanding	7/31/2013
69958	Accounts Payable	Computer Check	7/17/2013	AMERICAN CANCER SOCIETY, I	\$0.00	\$4.00	(\$35,257.34)	Outstanding	7/31/2013
69959	Accounts Payable	Computer Check	7/17/2013	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$365.00	(\$35,622.34)	Outstanding	7/31/2013
69960	Accounts Payable	Computer Check	7/17/2013	ASI	\$0.00	\$4,065.00	(\$39,687.34)	Outstanding	7/31/2013
69961	Accounts Payable	Computer Check	7/17/2013	AT&T	\$0.00	\$925.82	(\$40,613.16)	Outstanding	7/31/2013
69962	Accounts Payable	Computer Check	7/17/2013	AT&T	\$0.00	\$43.39	(\$40,656.55)	Outstanding	7/31/2013
69963	Accounts Payable	Computer Check	7/17/2013	AVCAFE	\$0.00	\$36.87	(\$40,693.42)	Outstanding	7/31/2013
69964	Accounts Payable	Computer Check	7/17/2013	BAKER & TAYLOR	\$0.00	\$93.93	(\$40,787.35)	Outstanding	7/31/2013
69965	Accounts Payable	Computer Check	7/17/2013	DONNA BLOCK	\$0.00	\$50.56	(\$40,837.91)	Outstanding	7/31/2013
69966	Accounts Payable	Computer Check	7/17/2013	JOSIE MAY BOSTON	\$0.00	\$27.99	(\$40,865.90)	Outstanding	7/31/2013
69967	Accounts Payable	Computer Check	7/17/2013	THE BRICKMAN GROUP LTD. LLC	\$0.00	\$393.00	(\$41,258.90)	Outstanding	7/31/2013
69968	Accounts Payable	Computer Check	7/17/2013	BRODART CO.	\$0.00	\$1,905.25	(\$43,164.15)	Outstanding	7/31/2013
69969	Accounts Payable	Computer Check	7/17/2013	KAREN BURRIS	\$0.00	\$275.00	(\$43,439.15)	Outstanding	7/31/2013
69970	Accounts Payable	Computer Check	7/17/2013	CALL ONE	\$0.00	\$1,432.73	(\$44,871.88)	Outstanding	7/31/2013
69971	Accounts Payable	Computer Check	7/17/2013	CAPSTONE PRESS, INC.	\$0.00	\$1,485.89	(\$46,357.77)	Outstanding	7/31/2013
69972	Accounts Payable	Computer Check	7/17/2013	CDW GOVERNMENT, INC.	\$0.00	\$2,409.77	(\$48,767.54)	Outstanding	7/31/2013
69973	Accounts Payable	Computer Check	7/17/2013	CENGAGE LEARNING, INC.	\$0.00	\$6,372.97	(\$55,140.51)	Outstanding	7/31/2013
69974	Accounts Payable	Computer Check	7/17/2013	CENTER POINT LARGE PRINT	\$0.00	\$216.90	(\$55,357.41)	Outstanding	7/31/2013
69975	Accounts Payable	Computer Check	7/17/2013	MANISHA CHANDER	\$0.00	\$200.00	(\$55,557.41)	Outstanding	7/31/2013
69976	Accounts Payable	Computer Check	7/17/2013	CHILDREN'S PLUS INC.	\$0.00	\$1,658.83	(\$57,216.24)	Outstanding	7/31/2013
69977	Accounts Payable	Computer Check	7/17/2013	CINTAS CORPORATION LOC. 769	\$0.00	\$299.56	(\$57,515.80)	Outstanding	7/31/2013
69978	Accounts Payable	Computer Check	7/17/2013	VALERIE CLARK	\$0.00	\$447.00	(\$57,962.80)	Outstanding	7/31/2013
69979	Accounts Payable	Computer Check	7/17/2013	COMCAST	\$0.00	\$481.28	(\$58,444.08)	Outstanding	7/31/2013
69980	Accounts Payable	Computer Check	7/17/2013	COMED	\$0.00	\$6,161.98	(\$64,606.06)	Outstanding	7/31/2013
69981	Accounts Payable	Computer Check	7/17/2013	COOPERATIVE COMPUTER SERV	\$0.00	\$2,476.27	(\$67,082.33)	Outstanding	7/31/2013
69982	Accounts Payable	Computer Check	7/17/2013	CREATIVE PROMOTIONAL PROD	\$0.00	\$2,904.42	(\$69,986.75)	Outstanding	7/31/2013
69983	Accounts Payable	Computer Check	7/17/2013	CRIMSON MULTIMEDIA DISTRI	\$0.00	\$132.18	(\$70,118.93)	Outstanding	7/31/2013
69984	Accounts Payable	Computer Check	7/17/2013	DEMCO	\$0.00	\$2,115.49	(\$72,234.42)	Outstanding	7/31/2013
69985	Accounts Payable	Computer Check	7/17/2013	DOOR SYSTEMS, INC.	\$0.00	\$290.75	(\$72,525.17)	Outstanding	7/31/2013
69986	Accounts Payable	Computer Check	7/17/2013	CAROLYN DRBLIK	\$0.00	\$97.17	(\$72,622.34)	Outstanding	7/31/2013

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
69987	Accounts Payable	Computer Check	7/17/2013	MORGAN DUBIEL	\$0.00	\$69.68	(\$72,692.02)	Outstanding	7/31/2013
69988	Accounts Payable	Computer Check	7/17/2013	EASYPERMIT POSTAGE	\$0.00	\$300.00	(\$72,992.02)	Outstanding	7/31/2013
69989	Accounts Payable	Computer Check	7/17/2013	EBSCO	\$0.00	\$249.99	(\$73,242.01)	Outstanding	7/31/2013
69990	Accounts Payable	Computer Check	7/17/2013	EMBURY LTD.	\$0.00	\$4,700.55	(\$77,942.56)	Outstanding	7/31/2013
69991	Accounts Payable	Computer Check	7/17/2013	MARYELLEN ESSIG	\$0.00	\$135.80	(\$78,078.36)	Outstanding	7/31/2013
69992	Accounts Payable	Computer Check	7/17/2013	F.J. KERRIGAN	\$0.00	\$13,454.00	(\$91,532.36)	Outstanding	7/31/2013
69993	Accounts Payable	Computer Check	7/17/2013	FIFTH THIRD BANK	\$0.00	\$183.98	(\$91,716.34)	Outstanding	7/31/2013
69994	Accounts Payable	Computer Check	7/17/2013	FIFTH THIRD BANK	\$0.00	\$1,354.34	(\$93,070.68)	Outstanding	7/31/2013
69995	Accounts Payable	Computer Check	7/17/2013	FIRE & SECURITY SYSTEMS, INC.	\$0.00	\$243.00	(\$93,313.68)	Outstanding	7/31/2013
69996	Accounts Payable	Computer Check	7/17/2013	FLEXSOURCE, LLC	\$0.00	\$194.50	(\$93,508.18)	Outstanding	7/31/2013
69997	Accounts Payable	Computer Check	7/17/2013	MARY FORCK	\$0.00	\$19.99	(\$93,528.17)	Outstanding	7/31/2013
69998	Accounts Payable	Computer Check	7/17/2013	DARLENE FOX	\$0.00	\$35.82	(\$93,563.99)	Outstanding	7/31/2013
69999	Accounts Payable	Computer Check	7/17/2013	Paul Foxworth	\$0.00	\$165.90	(\$93,729.89)	Outstanding	7/31/2013
70000	Accounts Payable	Computer Check	7/17/2013	FREDERICK QUINN CORPORATIO	\$0.00	\$260,395.00	(\$354,124.89)	Outstanding	7/31/2013
70001	Accounts Payable	Computer Check	7/17/2013	FRIENDS OF THE NILES LIBRARY	\$0.00	\$1,400.93	(\$355,525.82)	Outstanding	7/31/2013
70002	Accounts Payable	Computer Check	7/17/2013	DOROTHEA FRISBIE	\$0.00	\$19.25	(\$355,545.07)	Outstanding	7/31/2013
70003	Accounts Payable	Computer Check	7/17/2013	PETER GARINO	\$0.00	\$121.07	(\$355,666.14)	Outstanding	7/31/2013
70004	Accounts Payable	Computer Check	7/17/2013	GARVEY'S OFFICE PRODUCTS	\$0.00	\$2,735.95	(\$358,402.09)	Outstanding	7/31/2013
70005	Accounts Payable	Computer Check	7/17/2013	GENESIS TECHNOLOGIES, INC.	\$0.00	\$2,551.97	(\$360,954.06)	Outstanding	7/31/2013
70006	Accounts Payable	Computer Check	7/17/2013	DEBORAH GRAHAM	\$0.00	\$36.02	(\$360,990.08)	Outstanding	7/31/2013
70007	Accounts Payable	Computer Check	7/17/2013	GROOT INDUSTRIES, INC.	\$0.00	\$224.41	(\$361,214.49)	Outstanding	7/31/2013
70008	Accounts Payable	Computer Check	7/17/2013	KRISTIN HAAS	\$0.00	\$150.00	(\$361,364.49)	Outstanding	7/31/2013
70009	Accounts Payable	Computer Check	7/17/2013	JOEL HAHN	\$0.00	\$57.07	(\$361,421.56)	Outstanding	7/31/2013
70010	Accounts Payable	Computer Check	7/17/2013	JENNY HAU	\$0.00	\$500.00	(\$361,921.56)	Outstanding	7/31/2013
70011	Accounts Payable	Computer Check	7/17/2013	HEALTHCARE SERVICE CORPOR	\$0.00	\$35,389.71	(\$397,311.27)	Outstanding	7/31/2013
70012	Accounts Payable	Computer Check	7/17/2013	RUBINA HEMANI	\$0.00	\$4.99	(\$397,316.26)	Outstanding	7/31/2013
70013	Accounts Payable	Computer Check	7/17/2013	HOUCHEN BINDERY, LTD.	\$0.00	\$402.70	(\$397,718.96)	Outstanding	7/31/2013
70014	Accounts Payable	Computer Check	7/17/2013	SARANTU IDERSAIKHAN	\$0.00	\$16.99	(\$397,735.95)	Outstanding	7/31/2013
70015	Accounts Payable	Computer Check	7/17/2013	INDIANA STATE UNIVERSITY	\$0.00	\$95.00	(\$397,830.95)	Outstanding	7/31/2013
70016	Accounts Payable	Computer Check	7/17/2013	INGRAM LIBRARY SERVICES	\$0.00	\$20,761.29	(\$418,592.24)	Outstanding	7/31/2013
70017	Accounts Payable	Computer Check	7/17/2013	INNOVATION EXPERTS	\$0.00	\$6,253.00	(\$424,845.24)	Outstanding	7/31/2013
70018	Accounts Payable	Computer Check	7/17/2013	INTERIOR INVESTMENTS, LLC	\$0.00	\$4,492.00	(\$429,337.24)	Outstanding	7/31/2013
70019	Accounts Payable	Computer Check	7/17/2013	JANWAY COMPANY USA, INC.	\$0.00	\$751.19	(\$430,088.43)	Outstanding	7/31/2013
70020	Accounts Payable	Computer Check	7/17/2013	JAMIE KING	\$0.00	\$74.82	(\$430,163.25)	Outstanding	7/31/2013
70021	Accounts Payable	Computer Check	7/17/2013	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$4,239.20	(\$434,402.45)	Outstanding	7/31/2013
70022	Accounts Payable	Computer Check	7/17/2013	KONE INC.	\$0.00	\$225.22	(\$434,627.67)	Outstanding	7/31/2013
70023	Accounts Payable	Computer Check	7/17/2013	KONICA MINOLTA BUSINESS SO	\$0.00	\$806.87	(\$435,434.54)	Outstanding	7/31/2013
70024	Accounts Payable	Computer Check	7/17/2013	LAUBE IMAGING PRODUCTS	\$0.00	\$562.95	(\$435,997.49)	Outstanding	7/31/2013
70025	Accounts Payable	Computer Check	7/17/2013	LEARNING TREE INTERNATIONA	\$0.00	\$2,249.00	(\$438,246.49)	Outstanding	7/31/2013

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
70026	Accounts Payable	Computer Check	7/17/2013	SUSAN LEMPKE	\$0.00	\$147.46	(\$438,393.95)	Outstanding	7/31/2013
70027	Accounts Payable	Computer Check	7/17/2013	STEPHANIE LEUNG	\$0.00	\$4.99	(\$438,398.94)	Outstanding	7/31/2013
70028	Accounts Payable	Computer Check	7/17/2013	CATHERINE LEVINSON	\$0.00	\$203.73	(\$438,602.67)	Outstanding	7/31/2013
70029	Accounts Payable	Computer Check	7/17/2013	LIBRARY FURNITURE INTERNATI	\$0.00	\$819.00	(\$439,421.67)	Outstanding	7/31/2013
70030	Accounts Payable	Computer Check	7/17/2013	VICTORIA LUZ	\$0.00	\$139.99	(\$439,561.66)	Outstanding	7/31/2013
70031	Accounts Payable	Computer Check	7/17/2013	MAD SCIENCE OF NORTHERN I	\$0.00	\$195.00	(\$439,756.66)	Outstanding	7/31/2013
70032	Accounts Payable	Computer Check	7/17/2013	JOAN MCGEE	\$0.00	\$150.00	(\$439,906.66)	Outstanding	7/31/2013
70033	Accounts Payable	Computer Check	7/17/2013	JUDITH MCNULTY	\$0.00	\$120.79	(\$440,027.45)	Outstanding	7/31/2013
70034	Accounts Payable	Computer Check	7/17/2013	MENARDS	\$0.00	\$456.96	(\$440,484.41)	Outstanding	7/31/2013
70035	Accounts Payable	Computer Check	7/17/2013	MIDWEST TAPE	\$0.00	\$10,182.68	(\$450,667.09)	Outstanding	7/31/2013
70036	Accounts Payable	Computer Check	7/17/2013	MIGHTYBYTES, INC.	\$0.00	\$14,200.00	(\$464,867.09)	Outstanding	7/31/2013
70037	Accounts Payable	Computer Check	7/17/2013	MARY MILLER	\$0.00	\$57.21	(\$464,924.30)	Outstanding	7/31/2013
70038	Accounts Payable	Computer Check	7/17/2013	MODAL MUSIC, INC.	\$0.00	\$450.00	(\$465,374.30)	Outstanding	7/31/2013
70039	Accounts Payable	Computer Check	7/17/2013	MOVIE LICENSING USA	\$0.00	\$1,080.00	(\$466,454.30)	Outstanding	7/31/2013
70040	Accounts Payable	Computer Check	7/17/2013	MULTICULTURAL BOOKS & VID	\$0.00	\$299.85	(\$466,754.15)	Outstanding	7/31/2013
70041	Accounts Payable	Computer Check	7/17/2013	SARAH MUSKIVITCH	\$0.00	\$80.50	(\$466,834.65)	Outstanding	7/31/2013
70042	Accounts Payable	Computer Check	7/17/2013	NICOR GAS	\$0.00	\$256.43	(\$467,091.08)	Outstanding	7/31/2013
70043	Accounts Payable	Computer Check	7/17/2013	NILES CHAMBER OF COMMERCE	\$0.00	\$20.00	(\$467,111.08)	Outstanding	7/31/2013
70044	Accounts Payable	Computer Check	7/17/2013	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$467,992.08)	Outstanding	7/31/2013
70045	Accounts Payable	Computer Check	7/17/2013	OMNIGRAPHICS, INC.	\$0.00	\$81.85	(\$468,073.93)	Outstanding	7/31/2013
70046	Accounts Payable	Computer Check	7/17/2013	OVERDRIVE, INC.	\$0.00	\$1,509.33	(\$469,583.26)	Outstanding	7/31/2013
70047	Accounts Payable	Computer Check	7/17/2013	PACIFIC TELEMAGEMENT SE	\$0.00	\$66.45	(\$469,649.71)	Outstanding	7/31/2013
70048	Accounts Payable	Computer Check	7/17/2013	ANN PASNICK	\$0.00	\$41.68	(\$469,691.39)	Outstanding	7/31/2013
70049	Accounts Payable	Computer Check	7/17/2013	NERMIN PESKOVIC	\$0.00	\$39.99	(\$469,731.38)	Outstanding	7/31/2013
70050	Accounts Payable	Computer Check	7/17/2013	PETTY CASH	\$0.00	\$17.79	(\$469,749.17)	Outstanding	7/31/2013
70051	Accounts Payable	Computer Check	7/17/2013	POLONIA BOOKSTORE, INC.	\$0.00	\$563.54	(\$470,312.71)	Outstanding	7/31/2013
70052	Accounts Payable	Computer Check	7/17/2013	PRODUCT, LLC	\$0.00	\$9,039.96	(\$479,352.67)	Outstanding	7/31/2013
70053	Accounts Payable	Computer Check	7/17/2013	CYNTHIA RADEMACHER	\$0.00	\$135.21	(\$479,487.88)	Outstanding	7/31/2013
70054	Accounts Payable	Computer Check	7/17/2013	DAVID RADU	\$0.00	\$16.99	(\$479,504.87)	Outstanding	7/31/2013
70055	Accounts Payable	Computer Check	7/17/2013	RANDOM HOUSE, INC.	\$0.00	\$78.75	(\$479,583.62)	Outstanding	7/31/2013
70056	Accounts Payable	Computer Check	7/17/2013	RECORDED BOOKS, LLC	\$0.00	\$560.80	(\$480,144.42)	Outstanding	7/31/2013
70057	Accounts Payable	Computer Check	7/17/2013	DENISE REDA	\$0.00	\$917.00	(\$481,061.42)	Outstanding	7/31/2013
70058	Accounts Payable	Computer Check	7/17/2013	ERIC RICHTER	\$0.00	\$16.99	(\$481,078.41)	Outstanding	7/31/2013
70059	Accounts Payable	Computer Check	7/17/2013	THE ROSEN PUBLISHING GROUP	\$0.00	\$288.15	(\$481,366.56)	Outstanding	7/31/2013
70060	Accounts Payable	Computer Check	7/17/2013	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$550.00	(\$481,916.56)	Outstanding	7/31/2013
70061	Accounts Payable	Computer Check	7/17/2013	LINDA RYAN	\$0.00	\$123.48	(\$482,040.04)	Outstanding	7/31/2013
70062	Accounts Payable	Computer Check	7/17/2013	SAGE PUBLICATIONS INC.	\$0.00	\$487.00	(\$482,527.04)	Outstanding	7/31/2013
70063	Accounts Payable	Computer Check	7/17/2013	RUTH SCHUSTER	\$0.00	\$123.85	(\$482,650.89)	Outstanding	7/31/2013
70064	Accounts Payable	Computer Check	7/17/2013	SEA BEAST PUPPET COMPANY	\$0.00	\$900.00	(\$483,550.89)	Outstanding	7/31/2013

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
70065	Accounts Payable	Computer Check	7/17/2013	CLARA SHEFFER	\$0.00	\$49.89	(\$483,600.78)	Outstanding	7/31/2013
70066	Accounts Payable	Computer Check	7/17/2013	SHELL	\$0.00	\$66.76	(\$483,667.54)	Outstanding	7/31/2013
70067	Accounts Payable	Computer Check	7/17/2013	SMITHEREEN PEST MANAGEMEN	\$0.00	\$110.00	(\$483,777.54)	Outstanding	7/31/2013
70068	Accounts Payable	Computer Check	7/17/2013	THE STATE FIRE MARSHAL	\$0.00	\$200.00	(\$483,977.54)	Outstanding	7/31/2013
70069	Accounts Payable	Computer Check	7/17/2013	STEINER ELECTRIC COMPANY	\$0.00	\$276.00	(\$484,253.54)	Outstanding	7/31/2013
70070	Accounts Payable	Computer Check	7/17/2013	SHELLEY SUTHERLAND	\$0.00	\$1,421.44	(\$485,674.98)	Outstanding	7/31/2013
70071	Accounts Payable	Computer Check	7/17/2013	THE KINSLER GROUP	\$0.00	\$551.00	(\$486,225.98)	Outstanding	7/31/2013
70072	Accounts Payable	Computer Check	7/17/2013	THE LINCOLN NATIONAL LIFE IN	\$0.00	\$737.51	(\$486,963.49)	Outstanding	7/31/2013
70073	Accounts Payable	Computer Check	7/17/2013	TSAI FONG BOOKS, INC.	\$0.00	\$1,493.29	(\$488,456.78)	Outstanding	7/31/2013
70074	Accounts Payable	Computer Check	7/17/2013	UNIQUE MANAGEMENT SERVICE	\$0.00	\$149.25	(\$488,606.03)	Outstanding	7/31/2013
70075	Accounts Payable	Computer Check	7/17/2013	UPS	\$0.00	\$49.71	(\$488,655.74)	Outstanding	7/31/2013
70076	Accounts Payable	Computer Check	7/17/2013	JEANINE M. VAUGHN	\$0.00	\$180.00	(\$488,835.74)	Outstanding	7/31/2013
70077	Accounts Payable	Computer Check	7/17/2013	VERIZON WIRELESS	\$0.00	\$115.08	(\$488,950.82)	Outstanding	7/31/2013
70078	Accounts Payable	Computer Check	7/17/2013	VILLAGE OF NILES	\$0.00	\$313.73	(\$489,264.55)	Outstanding	7/31/2013
70079	Accounts Payable	Computer Check	7/17/2013	VISA	\$0.00	\$10,402.38	(\$499,666.93)	Outstanding	7/31/2013
70080	Accounts Payable	Computer Check	7/17/2013	VISION SERVICE PLAN OF ILLINO	\$0.00	\$615.23	(\$500,282.16)	Outstanding	7/31/2013
70081	Accounts Payable	Computer Check	7/17/2013	VISOGRAPHIC	\$0.00	\$8,136.90	(\$508,419.06)	Outstanding	7/31/2013
70082	Accounts Payable	Computer Check	7/17/2013	JACK WADDICK	\$0.00	\$295.00	(\$508,714.06)	Outstanding	7/31/2013
70083	Accounts Payable	Computer Check	7/17/2013	WAREHOUSE DIRECT	\$0.00	\$430.06	(\$509,144.12)	Outstanding	7/31/2013
70084	Accounts Payable	Computer Check	7/17/2013	LINDA WEISS	\$0.00	\$109.59	(\$509,253.71)	Outstanding	7/31/2013
70085	Accounts Payable	Computer Check	7/17/2013	WESTON WOODS STUDIOS	\$0.00	\$149.75	(\$509,403.46)	Outstanding	7/31/2013
70086	Accounts Payable	Computer Check	7/17/2013	SUSAN WILSEY	\$0.00	\$106.17	(\$509,509.63)	Outstanding	7/31/2013
70087	Accounts Payable	Computer Check	7/17/2013	DIANE WINBERG	\$0.00	\$43.42	(\$509,553.05)	Outstanding	7/31/2013
70088	Accounts Payable	Computer Check	7/17/2013	BETTY ZHAN	\$0.00	\$86.85	(\$509,639.90)	Outstanding	7/31/2013

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$509,639.90)
Total Payments:	(\$509,639.90)
Total Change in Register Balance:	(\$509,639.90)

Niles Public Library District Bank Register Report - Checking

HRA

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
25809	Accounts Payable	Manual Check	6/3/2013	CATHERINE LEVINSON	\$0.00	\$195.72	(\$195.72)	Cleared	6/30/2013
25820	Accounts Payable	Manual Check	6/4/2013	JANET WEISER	\$0.00	\$145.54	(\$341.26)	Cleared	6/30/2013
5964	Accounts Payable	Manual Check	6/7/2013	KATHY TOY	\$0.00	\$222.46	(\$563.72)	Outstanding	6/30/2013
5994	Accounts Payable	Manual Check	6/11/2013	KATHY TOY	\$0.00	\$137.00	(\$700.72)	Cleared	6/30/2013
25866	Accounts Payable	Manual Check	6/12/2013	DAVID DABROWSKI	\$0.00	\$108.55	(\$809.27)	Cleared	6/30/2013
25865	Accounts Payable	Manual Check	6/12/2013	MARYELLEN ESSIG	\$0.00	\$64.39	(\$873.66)	Cleared	6/30/2013
6063	Accounts Payable	Manual Check	6/21/2013	KATHY TOY	\$0.00	\$16.50	(\$890.16)	Cleared	6/30/2013
25932	Accounts Payable	Manual Check	6/25/2013	DAVID DABROWSKI	\$0.00	\$242.00	(\$1,132.16)	Cleared	6/30/2013
25934	Accounts Payable	Manual Check	6/25/2013	CAROL JUNG	\$0.00	\$110.39	(\$1,242.55)	Cleared	6/30/2013
25933	Accounts Payable	Manual Check	6/25/2013	JANET WEISER	\$0.00	\$51.71	(\$1,294.26)	Cleared	6/30/2013
6086	Accounts Payable	Manual Check	6/27/2013	SUSAN LEMPKE	\$0.00	\$118.41	(\$1,412.67)	Cleared	6/30/2013
25941	Accounts Payable	Manual Check	6/27/2013	CLARA SHEFFER	\$0.00	\$1,749.88	(\$3,162.55)	Cleared	6/30/2013
25962	Accounts Payable	Manual Check	6/28/2013	DOROTHEA FRISBIE	\$0.00	\$597.00	(\$3,759.55)	Outstanding	6/30/2013

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Manual Check	(\$3,759.55)
Total Payments:	(\$3,759.55)
Total Change in Register Balance:	(\$3,759.55)

Niles Public Library District Bank Register Report - Imprest

<u>Transaction Number</u>	<u>Source</u>	<u>Transaction Type</u>	<u>Transaction Date</u>	<u>Reference</u>	<u>Deposits</u>	<u>Payments</u>	<u>Running Total</u>	<u>Status</u>	<u>Post Date</u>
2876	Accounts Payable	Manual Check	6/6/2013	BEVERLY NASH	\$0.00	\$150.00	(\$150.00)	Outstanding	6/30/2013
2877	Accounts Payable	Manual Check	6/7/2013	COSTCO	\$0.00	\$33.98	(\$183.98)	Outstanding	6/30/2013

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Manual Check	(\$183.98)
Total Payments:	(\$183.98)
Total Change in Register Balance:	(\$183.98)

Niles Public Library District Bank Register Report - FSA Reimbursements

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
25810	Accounts Payable	Manual Check	6/3/2013	GRETA ULRICH	\$0.00	\$363.00	(\$363.00)	Cleared	6/30/2013
5954	Accounts Payable	Manual Check	6/6/2013	Paul Foxworth	\$0.00	\$35.46	(\$398.46)	Cleared	6/30/2013
6097	Accounts Payable	Manual Check	6/28/2013	RUTH SCHUSTER	\$0.00	\$150.07	(\$548.53)	Outstanding	6/30/2013
25854	Accounts Payable	Manual Check	6/8/2013	GRETA ULRICH	\$0.00	\$190.00	(\$738.53)	Outstanding	6/30/2013
5965	Accounts Payable	Manual Check	6/7/2013	LINDA WEISS	\$0.00	\$120.62	(\$859.15)	Outstanding	6/30/2013

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Manual Check	(\$859.15)
Total Payments:	(\$859.15)
Total Change in Register Balance:	(\$859.15)

BEKIELEWSKI, 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	\$165.84
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	\$626.86
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
Grand Total	\$8,927.06

BEKIELEWSKI, 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	\$165.84
KAPUSCINSKI, LINDA S	\$50.00
KARNS, AMELIA B	\$119.01
KRUSER, BARBARA A	\$383.36
LEMPKE, SUSAN D	\$285.83
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	\$626.86
SCHUSTER, RUTH ANN	\$261.61
SHEFFER, CLARA M	\$167.52
SUTHERLAND, SHELLEY B	\$245.37
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
GRAND TOTAL	\$9,010.55
	6/20/2013
	11:52 AM

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>
40-5815-58-00, Special Reserve - Construction Project									
6/21/2013	0461-0	Invoice		FREDERICK QUINN CORPO	Unposted Accounts Pa	Not yet posted	6/30/2013	\$260,395.00	\$0.00
7/8/2013	1108.21	Invoice		PRODUCT, LLC	Unposted Accounts Pa	Not yet posted	6/30/2013	\$9,039.96	\$0.00
6/26/2013	13-0626-02	Invoice		AGATI	Unposted Accounts Pa	Not yet posted	6/30/2013	\$7,590.00	\$0.00
7/5/2013	CHI-61392-01	Invoice		ASI	Unposted Accounts Pa	Not yet posted	6/30/2013	\$4,065.00	\$0.00
<i>Totals for 40-5815-58-00, Special Reserve - Construction Project:</i>								\$281,089.96	\$0.00
Grand Totals:								\$281,089.96	\$0.00

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 (6/1/2013 to 6/30/2013)
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)

We had a great time in the parade and at Grennan Heights after the parade on the 4th. I love to hear the cheers of the parade watchers when they see us walk by!



As if we don't already have enough commotion around the building, last month we experienced a power outage and water main break, both of these caused us to close the building for periods of time. When we experience a power failure for more than two hours it is necessary to completely shutdown all of our Network Technology. In this case, we just the equipment down about 7 pm and after the power returned sometime during the night, our IT staff came in to power the Network Systems back up and test functionality. So when staff arrived the next morning, it was business as usual.

The water main break meant no water in the building, so we closed early and opened late the next morning. Additionally, the flooding in the east basement caused our digital phone connection to fail. AT&T came out and had to replace and move all of the digital phone equipment.

Here's what's been going on:

- 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 9,000 views!

- We are in the final stage of the new website. Very soon I hope to be sending you the link so that you can help us with our testing.
- Barb and I attended the Village of Niles Business Breakfast hosted by Ross Klicker. There was a guest speaker from ComEd talking about some different money saving programs available for businesses. Barb contacted the speaker to ask about any programs for non-profits. She forwarded to me information about Illinois Energy Now administered by the Illinois Department of Commerce and Economic Opportunity (DCEO). Barb will be following up on the application process. The deadline to apply is February, 2014.
- At the end of the school year, some of the Youth Services staff visited the outdoor space at Michael Todd Terrace, an apartment complex located in the northern most part of our district. The gym teacher at Hoffman School hosts an outdoor activity there in the spring and the fall, so Sarah Muskivitch brought along Summer Reading Club materials and chatted with many of the parents and kids gathered outside to watch the festivities. They planning to go again in the fall, and we're brainstorming additional ways to connect with this and other apartment complexes in that area of our district.

Staff Highlights

- ✚ Staff from just about every department took the opportunity to attend ALA since it was practically in our back yard! Some went to the exhibits on free passes from our vendors, while many others attended the entire conference, attending sessions on every topic imaginable. The staff really appreciates this opportunity!
- ✚ In September we plan to kick-off a new service for that portion of our community enjoying ebooks. We are adding another source for downloadables from 3M called "The Cloud" and are looking forward to implementing this. Some of the staff took a field trip to Northbrook Library, where they have been using the cloud technology for several months. The Northbrook staff was very gracious in providing some hands-on training for our staff. Resource sharing at its best!
- ✚ The end of the fiscal year is always interesting for the Technical Services staff, and this year was just a bit more chaotic due to the construction. However, they were successful in receiving and invoicing all of the materials that arrived by June 30th so they can be charged to their proper accounts. Additionally, rollover reports were run to transition vendors, funds, and order lines to the new fiscal year. Adjustments were made to funds and order lines as needed for successful fund accounting when new items are received beginning July 1.
- ✚ We celebrated the arrival of summertime (a little early) with our annual potluck BBQ. Everyone had a great time feasting on grilled hamburgers and hotdogs – many side dishes and desserts. Many thanks to all who helped and to those doing the grilling (Don, Rich, Art, and John) and to Dodie for all her planning and organizing!
- ✚ Dodie Frisbie and Judy McNulty represented the Library at the Senior Expo which is held annually. They were able to promote the library's summer reading, senior programs and upcoming events.
- ✚ Some of the new Youth Services face-out shelving was delivered and installed last month, and, of course, the department was full of young children. We provided the kids with toy hard hats and Cate Levinson did a construction-themed Pop-Up Storytime. We're planning to do more, especially in the fall when we can't schedule as many storytimes as we'd like, given that our space will be under construction.

Library Stories:

Cathy's (she's going into 2nd grade) grandmother came in and, while chatting with a Youth Services Librarian, said "Cathy is doing so well with her reading. She won every award she possibly could at the end of the year. I have to thank the Library for that. She loved her storytimes and coming to get books."

Another employee reported this: On a trip to my cat's veterinarian, the two women who work the front desk were very happy to find out that I worked at the Niles Library. "The Niles Library has the nicest staff!" "They are so kind!"

We often have patrons stop by [youth services desk] to tell us how much they appreciate us. This comment was from a mom with two kids: "You guys are the best. You know how customer service is so lousy these days and you just have to complain! Well, you have the best customer service around. When you see that, you just have to praise someone. The Summer Reading Club is the best!"

Trustee Calendar

July

The new fiscal year begins!

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

August

8/21—Regular Meeting of the Board of Trustees

8/21—Public hearing on Budget and Appropriations Ordinance

8/21—Adopt (in final form) the Budget and Appropriations Ordinance

September

9/18—Regular Meeting of the Board of Trustees

9/19—The last day for trustees who were elected on April 9, 2013 to complete the electronic training curriculum regarding the Open Meetings Act. After completing the training, trustees must file a copy of the certificate with the Library.

9/30—The last day to transfer unexpended funds from the prior fiscal year to Special Reserve Fund.

October

10/6—Chamber of Commerce Fall into Fashion Show Fundraiser @ 7:30 pm

10/15-17—[Illinois Library Association Conference](#), Chicago

10/16—Regular Meeting of the Board of Trustees

10/16—Adopt the Tax Levy Ordinance (no later than the 1st Tuesday in December)

Monthly Statistical Report --June 2013							
1	LOAN OF LIBRARY MATERIALS	Current	Current	Prior	%		
		Month	YTD	YTD	Change		
	Adult	48,816	613,067	661,365	-7.30%		
	Juvenile	44,835	506,411	509,385	-0.58%		
	TOTAL Loan of Library Materials	93,651	1,119,478	1,170,750	-4.38%		
2	LOAN OF MATERIAL BY TYPE	Current	Prior Year	%	Current	Prior	%
		Month	Same month	Change	YTD	YTD	Change
	Adult						
	Print	22,257	26,305	-15.39	271,525	293,687	-7.55
	Periodical	751	881	-14.76	9,709	10,170	-4.53
	Audio	7,575	7,788	-2.73	93,888	96,247	-2.45
	DVD	18,233	20,814	-12.40	237,945	261,261	-8.92
	TOTAL Adult Loans	48,816	55,788	-12.50	613,067	661,365	-7.30
	Juvenile						
	Print	29,868	33,385	-10.53	337,621	346,624	-2.60
	Periodical	87	159	-45.28	1,297	1,602	-19.04
	Audio	4,130	3,386	21.97	46,400	32,931	40.90
	DVD	10,750	12,033	-10.66	121,093	128,228	-5.56
	TOTAL Juvenile Loans	44,835	48,963	-8.43	506,411	509,385	-0.58
3	Patron Registration	Added this month	Total	Prior year	%		
				Same month	Change		
	New District cards	322	26,164	328	-2		
4	Holds	Current Month	Prior Year Same Month				
	Holds Placed	10,830	10,648		1.71		
	Holds Made Available	13,901	13,385		3.86		
5	Patron Count	Current	Prior Year		%		
		Month	Same Month		Change		
	Unique Library card used	5,682	6,326		-10		
	Total Patron Visits	35,721	44,128		-19.05		
6	IN-HOUSE USE OF MATERIALS	Current	Prior Year	%	Current	Prior	%
		Month	Same month	Change	YTD	YTD	Change
	Reference--Adult	471	565	-16.64	6,013	4,220	42.49
	Circulating--Juvenile	5,180	6,308	-17.88	62,080	55,738	11.38
	Circulating--Adult	5,147	6,038	-14.76	64,543	61,030	5.76
	TOTAL In-house Use of Print Materials	10,798	12,911	-16.37	132,636	120,988	9.63
7	PC Users by Area	Current	Prior Year	%	Current	Prior	%
		Month	Same month	Change	YTD	YTD	Change
	Adult Services	3,945	4,911	-19.67	54,819	58,936	-6.99
	Youth Services	1,629	1,676	-2.80	17,267	18,052	-4.35
	Express Internet	2,676	3,138	-14.72	36,366	38,967	-6.67
	Patron Wi-Fi Uses	3,196	2,363	35.25	31,309	29,829	4.96
	Total Users	11,446	12,088	-5.31	139,761	145,784	-4.13
8	TECHNICAL SERVICES				Items	Items	
		Items	Items	Items	Repaired	Sent Out	Library
		Added	Received	Withdrawn	In House	for repair	Holdings
	June	2,986	2,771	761	298	36	278,823

9 Adult Services								
Non-fiction/Reference (3rd Level)	Current Month	Prior Year	% Change					
Quick Questions/Ready Reference	1,279	4,029	-68.26					
Reference/Research	1,815	152	1,094.08					
Fiction Desk (lower level)								
Quick Questions/Ready Reference	271	286	-5.24					
Reference/Research	1,056	1,789	-40.97					
A/V Desk (1st floor)								
Quick Questions/Ready Reference	716	854	-16.16					
Reference/Research	2,375	3,611	-34.23					
Total	7,512	10,721	-29.93					
Interlibrary Loan	Current Month	Prior Year	% Change					
Books, A-V								
Items lent to offline libraries	336	315	6.67					
Items received from offline libraries for patrons	112	134	-16.42					
Total	448	449	-0.22					
10 Outreach Services	Current Month	Prior Year						
	Homebound	Homebound						
	203 patrons; 187 visits	91 patrons; 246 visits						
	Institutions	Institutions						
	6 inst's; 6 visits	10 inst's; 10 visits						
	Schools	Schools						
	11 visits; 435 items	9 visits; 435 items						
Outreach Services	Current Month	Prior Year	% Change					
Reference/Research	281	606	-53.63					
Bulk Loan Items Delivered to Nursing Homes	264	466	-43.35					
Materials pulled for Homebound Users	935	1,071	-12.70					
Total Outreach	1,480	2,143	-30.94					
	Current Month	Prior Year	% Change					
11 Youth Services								
Quick Questions/Ready Reference	3,752	4,507	-16.75					
Reference/Research	1,972	2,113	-6.67					
School Loans pulled	8	25	-68.00					
Museum Adventure passes distributed	47	52	-9.62					
Total	5,779	6,697	-13.71					

12 LIBRARY PROGRAMS	This Month	Attendance	Attendance Prior Year	% Change			
Programs--Youth							
Babytime (parent & child)	4	174					
Rise & Shine Storytime (parent & child)	3	57					
Bibliobop Dance Party	1	58					
Book Buddies	18	36					
Movies	1	65					
Summer Reading Club Registrations	1	1,504					
Summer Reading Club Added Visits	1	1,632					
Summer Reading Club Volunteer Orientation	2	92					
Yoga	1	25					
Lego Club	1	64					
Elephant & Piggie Party	1	30					
Pop-up Storytime	1	14					
Tween Lounge	5	18					
Librarians Visiting Schools	7	1,362					
Teen Book Club at Niles Teen Center	2	11					
SRC Kickoff Program at Golf Mill	1	70					
DIY.org Program	1	15					
Ellison Die Teacher Visits	1	5					
Writing for Real	3	37					
Second Sunday Special	2	240					
In-dept. games and puzzles	1	1,657					
Total Youth Services Programs	58	7,166	8,941	-19.85			
Programs--Young Adults							
Teen Advisory Board (TAB)	1	10					
Anime and Manga Club	1	14					
Minute to Win it	1	10					
Playbill	6	73					
Summer Reading Club (online)	1	17					
Summer Reading Club (print)	1	218					
SRC Kickoff Program at Golf Mill	1	25					
3D Puzzles	1	10					
Emerson School	1	500					
Maine East Summer School class visit	1	15					
BFYA Practice Session	1	6					
BFYA Teen Session	1	9					
Total Young Adult Programs	17	907	491	84.73			
Programs--Adult							
Book Discussions	4	40					
Movies	4	67					
SRC Kickoff Program at Golf Mill	1	309					
Summer Reading Players	1	164					
Summer Reading added visits	1	54					
How To's of Container Gardening	1	18					
Build a 3D Puzzle	1	10					
SCORE Small Business Counseling	3	6					
Gettysburg Battlefield	1	25					
Money Smart for Seniors	1	22					
Money Smart for Adults: Pay Yourself First	1	4					
Senior Expo	1	356					
Chicago Cable Cars	1	17					
Chicago Portraits: Unjustly Forgotten	1	14					
Outreach Book Discussions at Nursing Homes	2	15					
Senior Coffee Hour - Stroke Prevention	1	26					
Songwriters	1	7					
One2One	2	4					
Apps You'll Love	1	3					
Podio for Beginners	1	2					
Take a Trip on the Sky Drive	1	8					
Writers' Roundtable	1	15					
Total Adult Programs	32	1,186	466	154.51			
Niles All American Toastmasters Club	2	31					
Tam O'Shanter Townhouse Association	1	25					
Literacy	2	50					
Capri Condominium Association	1	10					
Total Outside Meetings	6	116	108	7.41			
Total Library Programs	113	9,375	10,006	-6.31			
12 VOLUNTEER HOURS	Number of people	Total hours					
Adult Services & Programs - Fic, AV, Ref	22	123					
Young Adult Services & Programs - Fic and Ref	33	234					
Youth Services Programs & General	78	546					
General Library & Library Events	21	149					
Total Volunteers/Hours this month	154	1,052					
<i>NOTE: Last year volunteers/hours same month</i>	244	1,402					

KTJ**KLEIN, THORPE & JENKINS, LTD.**
Attorneys at Law20 N. Wacker Drive, Ste 1660
Chicago, Illinois 60606-2903
T 312 984 6400 F 312 984 6444708 349 3888
dgwalsh@ktjlaw.com15010 S. Ravinia Avenue, Ste 10
Orland Park, Illinois 60462-5353
T 708 349 3888 F 708 349 1506

www.ktjlaw.com

July 1, 2013

Board of Library Trustees
Niles Public Library District
6960 Oakton
Niles, Illinois 60714**Re: 2013-2014 Schedule of Legal Fees**

Dear Board Members:

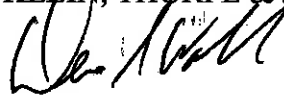
As you know, our firm has traditionally adjusted our hourly rates for legal services, on an annual basis, and has provided said rates to the Library, well in advance of them going into effect with the Library's next fiscal year, so that they could be taken into account as part of the Library's budget process. In this regard, our firm, being mindful of the state of the economy and, in particular, the impact of economic conditions on local governmental units, previously elected to "freeze" our rates for legal services from June 1, 2008 through June 30, 2011. On July 1, 2011, after having frozen our rates for legal services for over three (3) years, a \$5.00 per hour rate increase was put in place. Similarly, in June of 2012, we advised you that, instead of increasing our rates on July 1, 2012, we would be "freezing" them again for an additional year (through June 30, 2013).

In this regard, please be advised that, notwithstanding signs that economic conditions are, ever so slowly, starting to improve, and notwithstanding that our firm's overhead costs (rent, salaries, employee benefits, etc.) continue to rise, our firm has elected to once again "freeze" our rates for legal services rendered to our governmental clients through December 31, 2013. This means that the rates that have been in effect for the Library since July 1, 2011 will remain in effect, with no increase, through December 31, 2013. Please note, however, that a modest rate increase will be implemented effective January 1, 2014.

As always, our firm is very grateful for the opportunity to represent the Library. Should you have any questions, please feel free to contact me.

Very truly yours,

KLEIN, THORPE & JENKINS, LTD.



Dennis G. Walsh

cc: Linda Weiss, Library Director ✓

**Niles Public Library District
Building & Grounds Committee Meeting Minutes
January 11, 2012
Board Room
6960 Oakton Street
Niles, Illinois**

Call to Order The meeting was called to order by President Barbara Nakanishi at 6:30 p.m. Trustees present were Vice President Linda Ryan, Secretary Chris Ball, Treasurer Danette Matyas, and Trustees Dennis O'Donovan and Sam Puleo. Absent was Trustee Morgan Dubiel.

Staff present were: Dave Dabrowski, Maintenance Supervisor; Linda Kapuscinski, Technical Services Cataloging Assistant, Barb Kruser, Adult Fiction/Audio Visual Supervisor; Susan Lempke, Youth Services Supervisor, Jim McNutt, Business Manager; Ann Pasnick, Technical Service Supervisor and Linda Weiss, Library Director.

Also present: Rick Kambic, Reporter, Bugle Tracey Gruen, Reporter, Pioneer Press and Denise Walsh, Attorney, Klein, Thorpe & Jenkins

Review and Discussion of the Renovation Plan

Linda Weiss reviewed the cost projection sheet and reiterated they were for budgeting purposes only and not final costs. All contracts will go out to bid. Also noted is the cost projection is for all potential components of the project and not all will be necessarily included in the final project. A copy of the renderings was distributed.

Copies of the Strategic Plan with areas addressed in the renovation process highlighted were distributed. Review of the renderings began with the main entrance area noting the addition of a vestibule area to better control energy use and creates a more pleasant environment for those awaiting transportation. Areas where technology upgrades and circulation desks would be located were articulated. Also reviewed was how about half of the current Board room would be opened up as public space. Discussion also included the change in uses of the circulation space and that are no plans for a drive-up drop off for returning materials. The change of the current Friends book sale area into a storage area were reviewed.

Discussion then focused on the area outside the large meeting room and continued into review of the Youth Services area. Revisions of the Tech Services storage area completed the review of the first floor plans. At this point President Nakanishi suggested walking through the first floor area before returning to review the second floor plans. The tour began with the circulation area and the possible location of automated book drop off.

Building and Grounds Committee Meeting—January 11, 2012

Upon return conversation of the tour discussed the separation of the high school age children and younger patrons, and the best possible locations for both. A possible cost reduction in the large meeting room would be changing of the lighting only, and not removal of the permanent stage. Replacement of the meeting room lighting was determined to be an important and relatively inexpensive improvement for the function of that area. It was noted that an improvement was made by not moving the maintenance area into the basement area, rather to leave it in the current location.

Review of the second floor plans began with description of the concept of moving the Board Room to the upper level. The drawings show the proposed moving of fiction, nonfiction, reference and A/V areas were reviewed. The current quiet room would be remodeled to a comfortable sitting area. Up the stairs to the right could hold pull out collections and a comfortable seating. Location of the computer lab and media room were detailed, it was noted that the computer room could also be used as a meeting room. A location for a potential teen area upstairs was also discussed.

At this point the most recent renderings were distributed and reviewed. It was shown that staff offices would remain where they are with some enlargement which will enhance staffs ability to interact. A decrease in the size of the staff lounge was shown. The area where the Board Room could be moved upstairs was shown. In these drawings the older (high school age) teens would be moved downstairs that would allow them their own space while moving them away for the younger teens. Youth Services proximity from this location compared to upstairs was explained as positive. The possibility of rearranging the Outreach area to accommodate the needs of Tech Services was considered. Some discussion of the outdoor patio ensued, followed by a walkthrough of the upper levels of the Library.

A staff member expressed her concerns regarding work space in Technical services and the need for sound proof study rooms. Ms. Nakanishi expressed her concerns regarding storage in the Tech Hallway.

Upon return the Board was polled to give direction how the plans should proceed and what should be communicated to the architects. It was agreed leaving administration upstairs and placing older teenagers downstairs were a good direction to pursue. There were questions on how to proceed with the patio area and the thoughts of a green roof were raised. The subject of how the outreach, tech storage, maintenance areas could evolve was further articulated.

It was determined the amount of information discussed this evening was a lot to absorb and the Boards direction with this concept plan would be communicated to the architects for further revisions. The Strategic Plan was reviewed with reference as these plans coincide with the goals of that plan.

Building and Grounds Committee Meeting—January 11, 2012

Discussion of the RFQ Process for a Construction Manager

Linda Weiss distributed an example of the Crestwood Library Request for Qualifications. No determination was finalized and if the Board would review all responses or if staff would narrow down the choices similar to how the NPLD architectural selection process proceeded. Staff was directed to issue a Request for Qualifications to start the process of retaining a Construction Manager. Dennis Walsh noted that prices could and should be asked. He explained the difference between At Risk contractors who assume responsibility for the subcontractors vs. a Construction Manager that works as eyes and ears for library acting in a supervisory capacity. Mr. Walsh suggested we ask which approach the bidders recommend. At Risk contractors often charge a percentage of total cost. With Construction Managers functioning as general contractor the Library would not have a specific advocate, no protection from overruns; At Risk Construction Managers would provide the library an advocate.

Approval of Minutes

Mr. Puleo MOVED the Library Board of Trustee approve the Minutes of the Building and Grounds Committee of August 14, 2011. Ms. Ryan SECONDED.

Roll Call Vote:

Ayes: Ball, Matyas, Nakanishi, O'Donovan, Puleo, Ryan.

Nays: None.

Motion PASSED

Mr. O'Donovan MOVED the Library Board of Trustee approve the Minutes of the Building and Grounds Committee of September 7, 2011.

Ms. Ryan Seconded. Ms. Matyas SECONDED.

Roll Call Vote:

Ayes: Ball, Matyas, Nakanishi, O'Donovan, Puleo, Ryan.

Nays: None.

Motion PASSED

Ms. Matyas MOVED the Library Board of Trustee approve the Minutes of the Building and Grounds Committee of September 8, 2011.

Ms. Ryan Seconded. Ms. Nakanishi SECONDED.

Roll Call Vote:

Ayes: Ball, Matyas, Nakanishi, O'Donovan, Puleo, Ryan.

Nays: None.

Motion PASSED

Building and Grounds Committee Meeting—January 11, 2012

Motion to Adjourn

Mr. O'Donovan MOVED Adjourn. Mr. Puleo SECONDED.

Roll Call Vote:

Ayes: Ball, Matyas, Nakanishi, O'Donovan, Puleo, Ryan.

Nays: None

Motion PASSED.

The meeting adjourned at 9:01 p.m.

President

Secretary

**NILES PUBLIC LIBRARY DISTRICT
Finance Committee Meeting Minutes
July 27, 2011**

Call to Order

The meeting was called to order in the Board Room at 6960 Oakton in Niles, Illinois by President Barbara Nakanishi at 6:35 pm. Also present were: Morgan Dubiel, Danette Matyas, Dennis O'Donovan, Sam Puleo and Linda Ryan. Chris Ball arrived at 6:40 pm.

Also present were: Rick Kambic, Reporter, Bugle Newspapers; Jim McNutt, Business Manager, Ann Pasnick, Technical Services Supervisor, Linda Weiss, Library Director, Sue Wilsey, PR Coordinator and Diane Winberg, Administrative Assistant.

Approval of Minutes

Mr. Puleo MOVED the Finance Committee approve the revised Finance Committee Meeting Minutes of May 31, 2011. Mr. Dubiel SECONDED.

Roll Call Vote:

Ayes: Dubiel, Matyas, O'Donovan, Puleo, Ryan.

Nays: Nakanishi.

Motion PASSED.

Budget Discussion

Ms. Weiss began the discussion stating that based on the goals she received from the Board to meet a 3.5% ceiling on the increase of expenses, she made cuts totaling \$33,000 from the proposed budget for next year. Mr. McNutt provided the Committee with a detailed list of budget reductions of certain line items in the General Fund, Building Equipment & Maintenance Fund, and in the Social Security Fund. Other than these reductions, Mr. McNutt reported that few changes have been made to the budget. He pointed out that the Friends of the Library have committed to contribute \$10,000 toward downloadable material. The cost of a new RTI Disk Inspector was added to the Special Reserve Fund. Ms. Pasnick reviewed the cost effectiveness of the RTI Disk Inspector which is five years old. Mr. McNutt noted that the budgeted amount of \$25,000 for additional Friday hours did not change but will likely be less once the demand is known and the staffing need is determined. The Committee agreed that the criteria were met in putting together this year's budget and that 3.5% will become the standard increase over the budgeted amount for future budgets. Mr. Dubiel added that this will simplify the process of the budget. Ms. Pasnick asked if she could add a comment by saying that she believes that the staff is "very, very, very conscientious about its spending every penny" and she believes that there is not much more than the staff can do to be more conscientious in providing the public with what they are asking for. "It gets to be demoralizing after while when we're not trusted to make the kind of decisions that we had been entrusted to make when we were hired." Mr. Dubiel responded by saying that he feels, and he believes the entire Board feels the same, the staff does a terrific job and that all this does not put us in conflict. Mr. Ball added that the Board is not trying to diminish the efforts of the staff and that the goal of every budget is to be as realistic as possible. Budget discussions ended with Mr. Ball presenting the trustees and staff with comparison graphs showing percentage increases year to year by fund and account.

Ms. Ryan asked that the meeting be adjourned. Mr. McNutt asked that more time be given to the meeting so that he can receive some direction as to the repayment of the bonds. Ms. Nakanishi asked that the Committee take a five minute brake.

Bond Payoff

Mr. McNutt presented a sheet showing cash flow in the General Fund based on last year's numbers. He went to explain that paying off the bonds (\$2.9 Million) with the Bond Fund (\$984,934) and the General Fund (\$1.6 Million) would leave a cash flow balance of \$2.3 Million (six months of cash flow in the General Fund). Mr. McNutt stated that it is the recommendation of the auditors that 10-14 months of cash flow be kept in the General Fund. Paying off the first installment of the bonds would bring the balance of our cash flow back up with an additional month's of cash flow (15 months) within the end of the fiscal year. The flexibility of the bond repayment was discussed. Mr. McNutt added that he has had further discussion with Steve Larsen of Ehlers and his advice is that no bond repayment be made until the library realizes what the costs of renovations will be. Ms. Nakanishi said that this is very good advice. Ms. Nakanishi made the recommendation that the Committee heed Mr. Larsen's advice not to repay the bonds until the cost of the renovations is known.

Other

Further discussion was held regarding the forming of the Building and Grounds Committee.

Ms. Nakanishi scheduled a Strategic Planning Committee meeting for Wednesday, August 10 at 6:30 p.m. She announced that the Building and Grounds Sub-Committee Meeting will be held on Monday, August 8 at 1:30 p.m.

Adjournment

There being no further business to discuss, the meeting was adjourned at 8:32 p.m.

**Niles Public Library District
Finance Committee Minutes
May 29, 2013
Board Room
6960 Oakton Street
Niles, Illinois**

Opening The meeting began at 6:35 p.m. Trustees present were Secretary Chris Ball, Trustee Danette Matyas, and Trustee Carolyn Drblik.

Staff present was: Linda Weiss, Library Director; Barb Kruser, Assistant Director; Susan Dove Lempke, Assistant Director.

Also present: Niles Journal reporter Tom Robb.

Discussion Trustees decided to look at the budget line-by-line. Trustee Drblik mentioned that she asked before the meeting how the budget is calculated, and that Linda Weiss explained that it is based on planned expenditures—that the Board doesn’t set a total amount as a goal. Salaries are calculated with a 3.5% increase. Trustee Drblik asked if it was possible to see expenditures associated with line items during the year—for instance, could she see exactly what the juvenile program budget was being spent on. Trustee Ball said that could be done, but it would be a massive document, and maybe it could be given as a pdf around month 9 or 10 of the fiscal year.

Linda Weiss explained that the budget to budget increase is 4%, and the budget to projected expenditures increase is 8%. Trustee Ball disagrees with her projection, and projects the 2012/13 Gen Fund expenses as \$5,053,000 based on the first 10 months spending plus 20% for 2 more months of expenses for a budget to projected expenditures increase of 12%. He suggested that the budget be reduced because an increase of over 12% was too much. He suggested we should have a tighter budget and if there were any concerns we did have the excess revenue from 2012/13 of \$1,600,000 for additional expenditures as needed.

Trustee Ball requested that Ms. Weiss send out information to the Board explaining the figures used to calculate the deferred compensation line (number of employees x what amount), and more information on the new line for short term disability.

Ms. Weiss suggested that the Board may want one more Finance Committee meeting before the next Board meeting when the budget should be approved.

Before the meeting concluded, Ms. Weiss announced that the new HVAC system was “bumped” that day, meaning that it was turned on for the first time, and that so far it was functioning as expected.

Closing The meeting ended at 9:05p.m.

President

Secretary

**NILES PUBLIC LIBRARY DISTRICT
Policy & Personnel Committee Meeting Minutes
February 21, 2012**

Call to Order

The meeting was called to order in the Board Room at 6960 Oakton in Niles, Illinois by President Barbara Nakanishi at 6:30 pm. Also present were: Chris Ball, Danette Matyas, and Linda Ryan.

Also present were: Susan Lempke, Youth Services Supervisor; Linda Weiss, Library Director; and Diane Winberg, Administrative Assistant.

Ms. Weiss began discussion with a cleaning of the policy manual mainly in that all mention of NSLS has been updated to read RAILS. She then presented the recommended changes to the lending chart; adding the Strategic Plan to the Policy Manual; a policy regarding environment issues; and a resolution to amend the bylaws regarding directives to the Library Attorney. After discussion, it was agreed by the Committee that the recommended changes be brought to the Board for approval at the March Meeting.

At the request of a Board Member, discussion was held on the entire board packet being made available online; making all trustee information more transparent on a library splash page; the Board setting and approving its own agenda; clarification of the library's policy regarding bid rigging; and a 5-year staffing plan that would reflect changes in technology and the direction of the library which is not covered in the Strategic Plan.

Adjournment

There being no further business to discuss, the meeting was adjourned at 7:45 p.m.

NILES PUBLIC LIBRARY DISTRICT
Strategic Planning Committee Meeting
August 10, 2011

Call to Order

The meeting was called to order in the Board Room at 6960 Oakton in Niles, Illinois by President Barbara Nakanishi at 6:30 pm. Also present were: Morgan Dubiel, Danette Matyas, and Linda Ryan. Mr. Dennis O'Donovan arrived at 6:35 pm. Mr. Chris Ball and Mr. Sam Puleo gave previous notice.

Present were: Sue Brice, Don Burkart, Dave Dabrowski, Barb Kruser, Susan Dove Lempke, Ann Pasnick, Kathy Pricone, Linda Weiss, Diane Winberg, and Rich Wozniczka.

Also present: Rick Kambic, Reporter, Bugle Newspaper; and Dennis Walsh, Attorney, Klein, Thorpe & Jenkins.

Ms. Nakanishi began the meeting saying that on Monday she was at the health club where she ran into one of the Village Trustees, who told her to be sure to thank Rick Kambic for getting her name out there. She thanked him for spelling her name correctly! Also, she took this opportunity to thank Chris Ball for his email saying that he regretted what he had said to her at the last meeting. Ms. Nakanishi told him that he is a good man with a good head on his shoulder who can think for himself. She continued to say that the citizens of Niles and the good people who work at the Library are counting on him to make significant contributions while the Board and staff move forward with the strategic plan and renovations. She said "I know you'll make them proud."

That being said...

Ms. Weiss started by telling all in attendance that with the new digital recorder everything that is said is picked up and recorded. She asked that when discussion is taking place, to please speak one at a time to make the transcription process easier and less time consuming.

Ms. Weiss gave a brief recap of the Strategic Planning process during the last year. Focus groups which included staff, businesses, neighbors, seniors, students and teens met with Dan Wiseman to discuss the critical needs of the community to make the library better. The community is changing and these changes need to be addressed. Once all of the data was collected, Mr. Wiseman met with the library's managers, supervisors and trustees to discuss the input and to start developing a Plan. In June, the Trustees were presented with an in-concept of priorities for the Plan which was reviewed and discussed. She asked the Trustees for their input and said that the library needs their support so that everyone involved is headed in the same direction which is the main thing. The process has been a definite team effort and the staff is very dedicated to working on this dynamic document. The Committee was presented with the most current copy of the Plan.

Staff was then given an opportunity to voice their perspective on the Strategic Plan and the future of the library and its community. They, too, asked the Trustees for their support of the Plan.

Linda Weiss then passed around the email from Chris Ball which included his thoughts on the Strategic Plan. Ms. Weiss asked the Committee for their comments. Mr. Dubiel spoke saying that since the beginning of the process the goals seem to have changed. The goals started out as being very broad and open. Since, they have been narrowed down, but his concern is the direction that the Plan is taking. Ms. Weiss stressed that the library's core purpose is to connect people with information, to promote the love of reading and to serve as a community center for learning enrichment which she feels to be very specific and, at the same time, vague. The Strategic Plan is an ever-changing document. Mr. Dubiel's concern is that the document will supersede the Board. Ms. Weiss assured him that all actions would be discussed with the Board and would be approved. Mr. Donovan spoke and said that he feels that not everyone is not on the same page with what's going on such as the front façade. Ms. Weiss replied that every month the Board has been given an updated copy of the Strategic Plan.

Ms. Nakanishi's recommendation is that at this time no action be taken until the space analysis study is done. The architect will then come back with recommendations and suggestions which we will look at and discuss and make the decision to go with what recommendations. Ms. Nakanishi said that we cannot be paralyzed with fear to move ahead.

Adjournment

The meeting adjourned at 7:15 pm.

President

Secretary

July 17, 2013

New Business—Recommended Actions

A. Recommended Action on Plumbing Service

Move to approve payment to F. J. Kerrigan Plumbing Co., Inc., in the amount of \$13,454.00.

Memorandum A of Recommended Board Action

This is payment for the repair of several water main breaks on the east side of the library which occurred on June 26. The library had to close at 3:00 p.m. due to water shut-off. The repair work lasted through the night and into the morning of June 27. The library reopened at 1 PM.

July 17, 2013

New Business—Recommended Actions

B. Recommended Action on Chapter One Newsletter

Move to approve payment to Visographic in the amount of \$6,987.24.

Memorandum B of Recommended Board Action

This is payment for the printing of the Library's summer edition of the Chapter One Newsletter.

July 17, 2013

New Business—Recommended Actions

C. Recommended Action on New Signage.

MOVE to authorize the Library Director to approve and sign the quote from asi for the production and installation of new interior library signage in the amount of \$7,740.00.

Memorandum C of Recommended Board Action

The renovation's budget included a budget for new library signage.