

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

August 21, 2013

6:30 PM

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

ORDER OF BUSINESS

1. Call to Order
2. Pledge of Allegiance
3. Project Update
4. Approval of Minutes
 - A. Approve Minutes of the Regular Board Meeting of July 17, 2013 3
 - B. Approve Minutes of the Special Board Meeting of July 30, 2013 8
5. Public Comment
6. Treasurer's Report
 - A. Review Financial Report 9
 - B. MOVE to approve the payment of the bills for operating expenses of \$200,942.85, payroll expenses of \$279,001.38, and Special Reserve expenses of \$171,628.96 for a total of \$651,573.19 28
7. Director's Report
 - A. Highlights 37
 - B. Monthly Statistics 70
8. Communications
 - A. August Communications 73
9. Liaison Reports
 - A. Friends of the Library
 - B. Legislative
 - C. RAILS
10. New Business
 - A. MOVE to accept the changes to the Attendance at Professional Meetings and Travel Expenses policies as requested by the Board of Trustees 77
 - B. MOVE to adopt Ordinance 13-5, an Ordinance Providing for Budget and Appropriations of the Niles Public Library District, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2013 and Ending June 30, 2014 80
 - C. MOVE to adopt the consent agenda for meetings of the Niles Public Library District 85

Board Meeting Agenda - August 21, 2013

Board of Directors

- D. MOVE to authorize Frederick Quinn to increase the scope of our existing project adding the renovation of the first floor public washrooms at a cost not to exceed \$60,000 which will be within our Guaranteed Maximum Price 87
- 11. Unfinished Business
 - A. MOVE to authorize the purchase of furniture for the new teen room from Interior Investment in the amount of \$19,216 88
- 12. Hires and Resignations
 - A. MOVE to approve the appointment of Emily Bisplinghoff to the part-time position of Adult Services Assistant at a rate of \$15.00 per hour, effective July 29, 2013.
- 13. 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
- 14. Final Action, if any, on closed session subjects
- 15. Other
- 16. Adjournment

NILES PUBLIC LIBRARY DISTRICT
Regular Board Meeting
July 17, 2013
6:30 PM
Board Room
6960 Oakton Street
Niles, Illinois

Trustees Present

Carolyn Drblik, Morgan Dubiel, Danette Matyas, Linda Ryan.
Chris Ball arrived at 6:36 PM. Karen Dimond arrived at 6:50 PM

Trustees Absent

Barbara Nakanishi.

Library Staff Present

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

Others Present

John Eallonardo, Frederick Quinn Corporation; Tom Robb, Reporter, Journal-Topics Newspaper.

Call to Order

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

Roll Call

Roll call was taken by President Dubiel.

Pledge of Allegiance

President Dubiel led the Pledge of Allegiance.

Approval of Minutes

Trustee Ryan motioned to approve the Minutes of the Regular Board Meeting of June 19, 2013. Trustee Matyas seconded. Voice vote taken. All ayes. No nays. Motion carried.

Project Update

Mr. Eallonardo gave FQ's monthly project update. The project is on schedule and on budget. The work on the 1.5 level (2nd floor) is very close to completion. There are a few minor adjustments with paint color and the flooring. The HVAC has been adjusted for this large room. Soon the room will be turned over to the staff so that the fiction books and audiovisual materials can be shelved. Furniture will be delivered. The "back of the house" (tech services, outreach, maintenance) is completed—the flooring has been replaced; new ceiling tiles have been installed, the lighting and sprinkler system have been re-installed. The HVAC equipment which is installed above the ceiling is finished to the extent that it is all installed and the technicians are in the process of working with Dave Dabrowski on the adjustments of the temperature controls and the building's automation system. Temperature control is always the number one issue in getting a building up and running. The building's brand new automation system won't be fully commissioned until the project is complete. Mr. Eallonardo explained that the project was put out in phases—based on the phases, the architects go through the area doing a punch list and as they are completed, they turn over specific areas of each phase. The next phase of the project is the "commons area." The work in the children's area is scheduled to begin the third week in August when the kids go back to school and there is less of a demand for programs and a lot less foot traffic. Between now and the next board meeting, you will see significant milestones in the project.

Ms. Weiss added that four teams of staff and volunteers will begin to move materials to the second floor. A “moving party” has been planned for the move. The doors to the “commons area” will be closed during the renovation. Staff will be on hand to assist patrons who need to use the elevator and significant signage will be placed directing patrons to the 2nd and 3rd floors by using the inner stairwell off circulation. This phase of the project will be the greatest inconvenience to the public.

Treasurer’s Report

Review Financial Reports

The Library Board reviewed the June 2013 Treasurer’s Report.

Ms. Weiss reported on the current liability balance of \$396,000 which was received from the Distribution Department of the Cook County Collector. She explained that the library receives its first installment of taxes during the second half its fiscal year and that these funds are estimated. The second installment of taxes received will be reduced reflecting the estimated funds which were already received. We have already received the money, so it will mean we receive less for this fiscal year. This is an accounting issue and it is reflected in the fund balance.

Payment of Bills

Trustee Matyas motioned to approve the payment of the 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. Trustee Ryan seconded. Voice vote taken. All ayes. No nays. Motion carried.

Public Comments

There were none.

Director’s Report

The Director’s Report for June 2013 was noted. Ms. Weiss thanked all those who were able to participate in the 4th of July parade. An awesome picture was included in the Board Packet. A thank you note signed by the Trustees and the Library will be mailed to the Village’s parade coordinator for the great job. Ms. Weiss thanked the library’s parade coordinator, Sue Wilsey, for all of her hard work.

Mr. Dabrowski took the floor to tell the Trustees about the costly water main break which occurred on the east side of the library on June 26 and his recommendation to have the original water main pipe from 1963 replaced. The trustees all agreed to go forward with the bidding process for this repair.

Ms. Weiss reported that the new website is near completion. At the same, the library cards will have new designs—separate cards will be issued to the kids, teens and adults. Designs for the new cards were passed around the table. The trustees were asked to select three of their favorite “word” designs for the adult cards which will come in three of the library colors—teal, orange and green. The new cards will be ready for September—“library card sign-up month.”

Ms. Weiss asked the Trustees to take a look at some monogrammed polo shirts along with their costs that could be ordered for the Trustees to wear to events. After a short discussion, it was agreed that polo shirts would not be ordered.

Ms. Weiss ended her report with the auditors coming in to do their field work in September and that the library audit will be presented at the November Board Meeting.

Communications

The communications in the Board Packet were noted.

Liaison Reports**Friends of the Library**

No report.

Legislative

No report.

RAILS

No report.

Secretary's Report

Secretary Ball reported:

- 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.
- 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 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.

Committee Reports

President Dubiel asked that the following motions be combined and read as one:

Trustee Ball motioned that the Library Board of Trustees approve the committee meeting minutes of the Building and Grounds Committee Meeting of January 11, 2012; the Finance Committee Meeting of July 27, 2011 and May 29, 2013; the Personnel & Policy Committee Meeting of February 21, 2012; the Strategic Planning Committee Meeting of August 10, 2011. Trustee Matyas seconded. Voice vote taken. All ayes. No nays. Motion carried.

Ms. Weiss asked if she could explain the concept of a "consent agenda" which was mentioned at last month's board meeting. A consent agenda groups the routine, procedural, informational and self-explanatory non-controversial items typically found in an agenda. These items are then presented to the board in a single motion for an up or down vote after allowing anyone to request that a specific item be moved to the full agenda for individual attention. Other items, particularly those requiring decision making or action, are handled as usual. Consent agendas are popular with many nonprofit organizations because they help streamline meetings and allow the focus to be on substantive issues. If we adopt a consent agenda, documentation for consent items must be provided to the board prior to meetings so that directors feel confident that their vote reflects attention to their duty of care. Board members are encouraged to ask prior to the meeting all the questions that they want related to consent agenda items. If it is determined that an item on the consent portion of the agenda actually requires action or a decision that item should be removed from the consent portion of the agenda and raised later in the meeting. Any board member can request that an item be moved to the full agenda. A vote on the single motion applies

to all the items on the consent portion of the agenda. Ms. Weiss said that she will prepare a motion for the August Board Meeting to adopt a policy for a consent agenda.

New Business

F. J. Kerrigan Plumbing Co

Trustee Dimond motioned that the Library Board of Trustees approve payment to F. J. Kerrigan Plumbing Co., in the amount of \$13,454.00. Trustee Ball seconded. Roll call vote: Ayes: Ball, Dimond, Drblik, Dubiel, Matyas, Ryan. Motion carried.

Visographic

Trustee Matyas motioned that the Library Board of Trustees approve payment to Visographic in the amount of \$6,987.24. Trustee Ball seconded. Roll call vote: Ayes: Ball, Dimond, Drblik, Dubiel, Matyas, Ryan. Motion carried.

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

At this time, Trustee Ryan asked if she could make a statement regarding the occurrence that transpired at the June Board Meeting regarding the vote on the Tentative Budget for the Fiscal Year 2013/2014. President Dubiel directed Trustee Ryan to hold her statement since this was not the appropriate time and that it did not appear on the agenda under unfinished business.

Hires and Resignations

Trustee Drblik motioned that the Library Board of Trustees approve the appointment of Mary Bryne to the part-time position of Outreach Services Assistant, at a rate of \$13.96 per hour, effective July 24, 2013. Trustee Matyas seconded. Roll call vote: Ayes: Ball, Dimond, Drblik, Dubiel, Matyas, Ryan. Motion carried.

Executive Session

Trustee Matyas motioned that the Library Board of Trustees enter into Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Niles Public Library District; and to discuss the minutes of closed session meetings. Trustee Ball seconded. Roll call vote: Ayes: Ball, Dimond, Drblik, Dubiel, Matyas, Ryan. Motion carried.

Executive Session began at 7:16 p.m. Executive Session ended at 8:47 p.m.

Final Action, if any, on closed session subject

Goals for Library Director

Trustee Matyas motioned that the Library Board of Trustees approve the goals for the Library Director as discussed. Trustee Ryan seconded. Roll call vote: Ayes: Ball, Dimond, Drblik, Dubiel, Matyas, Ryan. Motion carried.

Release of Minutes

Trustee Dimond motioned that the Library Board of Trustees reviewed, approved and released the Executive Session Minutes of December 12, 2012; January 16, 2013; February 20, 2013; and March 20, 2013 for public inspection. Trustee Matyas seconded. Roll call vote: Ball, Dimond, Drblik, Dubiel, Matyas, Ryan. Motion carried.

Athena Crouse

Trustee Dimond motioned that the Library Board of Trustees approve Athena Crouse, Circulation Services Clerk, to full-time status, at her current rate, effective immediately, Trustee Ryan seconded. Roll call vote: Ayes: Ball, Dimond, Drblik, Dubiel, Matyas, Ryan. Motion carried.

Adjournment

Trustee Dimond motioned to adjourn. Trustee Ryan seconded. Roll call vote: Ayes: All. Motion carried.

President

Secretary

DRAFT

**NILES PUBLIC LIBRARY DISTRICT
Special Board Meeting
July 30, 2013
7:00 PM
New Board Room
6960 Oakton Street
Niles, Illinois**

Trustees Present

Chris Ball, Carolyn Drblik, Morgan Dubiel, Danette Matyas, Barbara Nakanishi, Linda Ryan. Karen Dimond arrived at 7:28 PM.

Library Staff Present

Linda Weiss

Others Present

Greg Pritz, Candidate for the Business Manager Position

Call to Order

The Special Board Meeting of the Niles Public Library Board of Trustees was called to order at 7:00 PM.

Roll Call

Roll call was taken by President Dubiel.

Pledge of Allegiance

President Dubiel led the Pledge of Allegiance.

Executive Session

Trustee Matyas motioned that the Library Board of Trustees enter into Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Niles Public Library District. Trustee Drblik seconded. Roll call vote: Ayes: Ball, Drblik, Dubiel, Matyas, Nakanishi, Ryan. Motion carried.

Executive Session began at 7:02 p.m. Executive Session ended at 8:30 p.m. Open Session began at 8:31 p.m.

Final Action, if any, on closed session subject

Business Manager

Trustee Matyas motioned that the Library Board of Trustees authorize the Library Director to offer Mr. Pritz the position of Business Manager at a salary, as discussed. Trustee Drblik seconded. Voice vote taken. All ayes. No nays. Motion carried.

Adjournment

Trustee Dimond motioned to adjourn. Trustee Ryan seconded. Voice vote taken. All ayes. No nays. Motion carried.

President

Secretary

Niles Public Library District

Balance Sheet

July 31, 2013

	GENERAL FUND 7/31/2013	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND	SPECIAL RESERVE FUND	TOTAL
Assets					
Cash and Investments					
Cash Checking	(\$4,967,129)	\$1,170,838		\$3,850,989	\$54,697
Cash-Imprest	\$847				\$847
Cash-Flexible Spending Account	\$8,152				\$8,152
MaxSafe CD	\$1,011,459				\$1,011,459
Capital One 360	\$247,595				\$247,595
Stone Castle	\$2,923,882				\$2,923,882
Petty Cash	\$200				\$200
Illinois Funds-Tax Deposit Account	\$3,750,925				\$3,750,925
Illinois Funds E pay fines	\$47,189				\$47,189
Northwest Community Credit Union	\$251,537				\$251,537
Fifth Third Bank-Investments	\$1,097,845				\$1,097,845
Investments Money Market-Fifth Third Bank	\$545,944				\$545,944
MaxSafe CD	\$513,999				\$513,999
MaxSafe CD	\$509,091				\$509,091
Total Cash and Investments	\$5,941,535	\$1,170,838	\$0	\$3,850,989	\$10,963,361
Receivables					
Accrued Interest Receivable	\$489	\$78		\$316	\$884
Total Receivables	\$489	\$78	\$0	\$316	\$884
Prepaid Items					
Prepaid Expense	\$37,693				\$37,693
Total Prepaid Items	\$37,693	\$0	\$0	\$0	\$37,693
Total Assets	\$5,979,716	\$1,170,916	\$0	\$3,851,306	\$11,001,938

Niles Public Library District Balance Sheet

July 31, 2013

	GENERAL FUND 7/31/2013	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND	SPECIAL RESERVE FUND	TOTAL
Liabilities and Fund Balance					
Liabilities					
Accounts Payable	\$142,117	\$44,234		\$284,833	\$471,184
Accounts Payable-Friends of the Library					
Payroll Clearing	\$13,166				\$13,166
Accrued Salaries & Wages	\$44,326				\$44,326
Total Liabilities	\$199,610	\$44,234	\$0	\$284,833	\$528,676
Fund Balance					
Fund Balance	\$5,780,107	\$1,126,683		\$3,566,473	\$10,473,262
Total Fund Balance	\$5,780,107	\$1,126,683	\$0	\$3,566,473	\$10,473,262
Total Liabilities and Fund Balance	\$5,979,716	\$1,170,916	\$0	\$3,851,306	\$11,001,938

Niles Public Library District Bank Register Report - Imprest

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
2878	Accounts Payable	Manual Check	7/8/2013	KRYSTYNA BANEK	\$0.00	\$810.05	(\$810.05)	Cleared	7/31/2013
2879	Accounts Payable	Manual Check	7/10/2013	ATHENA M. CROUSE	\$0.00	\$50.00	(\$860.05)	Outstanding	7/31/2013
2880	Accounts Payable	Manual Check	7/26/2013	ADULT READING ROUND TABLE	\$0.00	\$15.00	(\$875.05)	Outstanding	7/31/2013
2881	Accounts Payable	Manual Check	7/26/2013	UNITED STATES TREASURY	\$0.00	\$37.00	(\$912.05)	Outstanding	7/31/2013

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Manual Check	(\$912.05)
Total Payments:	(\$912.05)
Total Change in Register Balance:	(\$912.05)

Niles Public Library District Income Statement-General Fund

July 31, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes	\$791,540	\$1,507,479	(\$715,938)	\$791,540	\$1,507,479	(\$715,938)	\$6,852,175	12%
Replacement Taxes	\$26,080		\$26,080	\$26,080		\$26,080		
Per Capita Grant							\$54,000	
Grants-Other							\$1,000	
Investment Income	\$1,499	\$1,667	(\$168)	\$1,499	\$1,667	(\$168)	\$20,000	7%
Fines	\$4,525	\$3,333	\$1,192	\$4,525	\$3,333	\$1,192	\$40,000	11%
Lost Books	\$1,095	\$625	\$470	\$1,095	\$625	\$470	\$7,500	15%
Pay For Print	\$1,360	\$1,250	\$110	\$1,360	\$1,250	\$110	\$15,000	9%
Flash Drive & Ear Bud Sales	\$1		\$1	\$1		\$1		
Commissions & Fees		\$25	(\$25)		\$25	(\$25)	\$100	
Donations-Friends of the Library							\$500	
Donations		\$21	(\$21)		\$21	(\$21)	\$250	
Miscellaneous	\$10	\$17	(\$7)	\$10	\$17	(\$7)	\$200	5%
Total Revenues	\$826,110	\$1,514,416	(\$688,306)	\$826,110	\$1,514,416	(\$688,306)	\$6,990,725	12%
Expenditures								
Salaries								
Library Director	\$9,494	\$9,632	\$138	\$9,494	\$9,632	\$138	\$115,580	8%
Payroll-Department Managers	\$14,788	\$20,918	\$6,130	\$14,788	\$20,918	\$6,130	\$251,016	6%
Payroll-Division Supervisors	\$49,736	\$49,578	(\$158)	\$49,736	\$49,578	(\$158)	\$594,940	8%
Payroll-Librarian I	\$94,693	\$97,107	\$2,413	\$94,693	\$97,107	\$2,413	\$1,165,279	8%
Payroll-Library Grade V	\$45,012	\$50,038	\$5,026	\$45,012	\$50,038	\$5,026	\$600,450	7%
Payroll-Library Grade VI	\$34,653	\$36,949	\$2,296	\$34,653	\$36,949	\$2,296	\$443,393	8%
Payroll-Library Pages	\$10,108	\$12,065	\$1,957	\$10,108	\$12,065	\$1,957	\$144,784	7%
Payroll-Sundays	\$6,578	\$6,417	(\$161)	\$6,578	\$6,417	(\$161)	\$77,000	9%
Adjustments							\$10,000	
Substitutes	\$207	\$667	\$459	\$207	\$667	\$459	\$8,000	3%
Total Salaries	\$265,268	\$283,370	\$18,102	\$265,268	\$283,370	\$18,102	\$3,410,442	8%

Niles Public Library District

Income Statement-General Fund

July 31, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$9,177	\$11,917	\$2,739	\$9,177	\$11,917	\$2,739	\$143,000	6%
Books-Youth Services	\$1,179	\$5,750	\$4,571	\$1,179	\$5,750	\$4,571	\$69,000	2%
Books-Teen	\$443	\$1,250	\$807	\$443	\$1,250	\$807	\$15,000	3%
Downloadables	\$14,855	\$4,583	(\$10,272)	\$14,855	\$4,583	(\$10,272)	\$55,000	27%
Periodicals	\$1,489	\$2,000	\$511	\$1,489	\$2,000	\$511	\$24,000	6%
AV-Adult	\$22,188	\$7,917	(\$14,271)	\$22,188	\$7,917	(\$14,271)	\$95,000	23%
AV-Youth Services	\$489	\$3,808	\$3,320	\$489	\$3,808	\$3,320	\$45,700	1%
AV-Teen	\$238	\$1,083	\$845	\$238	\$1,083	\$845	\$13,000	2%
Online Databases	\$38,837	\$16,750	(\$22,087)	\$38,837	\$16,750	(\$22,087)	\$201,000	19%
Total Library Materials	\$88,896	\$55,058	(\$33,837)	\$88,896	\$55,058	(\$33,837)	\$660,700	13%
Library Operating Expenditures								
CCS Charges	\$4,442	\$6,500	\$2,058	\$4,442	\$6,500	\$2,058	\$78,000	6%
Processing & Supplies	\$373	\$2,500	\$2,127	\$373	\$2,500	\$2,127	\$30,000	1%
Internet Charges	\$1,407	\$1,600	\$193	\$1,407	\$1,600	\$193	\$19,200	7%
Software, Licenses	\$92	\$3,520	\$3,428	\$92	\$3,520	\$3,428	\$42,243	0%
Printing	\$243	\$1,213	\$970	\$243	\$1,213	\$970	\$42,150	1%
Library Supplies		\$1,000	\$1,000		\$1,000	\$1,000	\$12,000	
Programming & Support-Adult	\$1,155	\$1,717	\$562	\$1,155	\$1,717	\$562	\$20,600	6%
Programming & Support-Juvenile	\$8,167	\$2,875	(\$5,292)	\$8,167	\$2,875	(\$5,292)	\$34,500	24%
Programming & Support-Joint		\$333	\$333		\$333	\$333	\$4,000	
Programming & Support-Teen	\$1,071	\$583	(\$488)	\$1,071	\$583	(\$488)	\$7,000	15%
Public Performing Rights	\$1,317	\$1,313	(\$4)	\$1,317	\$1,313	(\$4)	\$1,313	100%
CCS Communications	\$326	\$417	\$91	\$326	\$417	\$91	\$5,000	7%
Computer Charges OCLC	\$1,379	\$1,400	\$22	\$1,379	\$1,400	\$22	\$16,804	8%
Miscellaneous	\$296	\$83	(\$212)	\$296	\$83	(\$212)	\$1,000	30%
Per Capita Grant Expenditures							\$57,000	
Grant - Other Expenditures	\$2,000	\$83	(\$1,917)	\$2,000	\$83	(\$1,917)	\$1,000	200%
Volunteers	\$187		(\$187)	\$187		(\$187)	\$3,000	6%
Total Library Operating Expenditures	\$22,454	\$25,138	\$2,684	\$22,454	\$25,138	\$2,684	\$374,810	6%

Niles Public Library District

Income Statement-General Fund

July 31, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
General and Administration								
Janitorial Supplies	\$2,176	\$2,804	\$628	\$2,176	\$2,804	\$628	\$33,650	6%
Copiers	\$731	\$833	\$103	\$731	\$833	\$103	\$10,000	7%
Professional Development	\$761	\$3,408	\$2,648	\$761	\$3,408	\$2,648	\$40,899	2%
Mileage	\$347	\$250	(\$97)	\$347	\$250	(\$97)	\$3,000	12%
Professional Collection		\$333	\$333		\$333	\$333	\$4,000	
Legal Fees	\$1,718	\$3,333	\$1,616	\$1,718	\$3,333	\$1,616	\$40,000	4%
Consultants	\$960	\$1,667	\$706	\$960	\$1,667	\$706	\$20,000	5%
Kitchen Supplies	\$24	\$158	\$134	\$24	\$158	\$134	\$1,900	1%
Promotional Expense	\$2,815	\$1,708	(\$1,107)	\$2,815	\$1,708	(\$1,107)	\$20,500	14%
Office Supplies	\$2,716	\$2,083	(\$633)	\$2,716	\$2,083	(\$633)	\$25,000	11%
Postage & Freight	\$336	\$1,500	\$1,164	\$336	\$1,500	\$1,164	\$18,000	2%
Publication of Notices-Legal	\$14	\$100	\$86	\$14	\$100	\$86	\$1,200	1%
Publication of Notices-Advertisements		\$42	\$42		\$42	\$42	\$500	
Subscriptions & Dues	\$2,050	\$750	(\$1,300)	\$2,050	\$750	(\$1,300)	\$9,000	23%
Collection Services	\$121	\$83	(\$38)	\$121	\$83	(\$38)	\$1,000	12%
Telephone	\$1,619	\$1,375	(\$244)	\$1,619	\$1,375	(\$244)	\$16,500	10%
Trustee Expense	\$589	\$833	\$244	\$589	\$833	\$244	\$10,000	6%
Equipment Rental	\$1,005	\$417	(\$588)	\$1,005	\$417	(\$588)	\$5,000	20%
Payroll Service	\$793	\$775	(\$18)	\$793	\$775	(\$18)	\$9,300	9%
Bank Fees	\$237	\$250	\$13	\$237	\$250	\$13	\$3,000	8%
Parking Lease	\$881	\$881		\$881	\$881		\$10,572	8%
Total General and Administration	\$19,893	\$23,585	\$3,692	\$19,893	\$23,585	\$3,692	\$283,021	7%
Vehicle Operation								
Gas, Oil, Grease	\$75	\$83	\$9	\$75	\$83	\$9	\$1,000	7%
Repairs & Maintenance		\$150	\$150		\$150	\$150	\$1,800	
Miscellaneous		\$8	\$8		\$8	\$8	\$100	
Auto Insurance	\$1,371	\$1,371		\$1,371	\$1,371		\$1,371	100%
Total Vehicle Operation	\$1,446	\$1,613	\$167	\$1,446	\$1,613	\$167	\$4,271	34%

Employee Fringe Benefits

Niles Public Library District
Income Statement-General Fund

July 31, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Deferred Compensation	\$15,882	\$16,667	\$784	\$15,882	\$16,667	\$784	\$200,000	8%
Group Health	\$30,912	\$32,739	\$1,826	\$30,912	\$32,739	\$1,826	\$392,862	8%
Health Reimbursement Account	\$5,787	\$4,500	(\$1,287)	\$5,787	\$4,500	(\$1,287)	\$54,000	11%
Dental	\$397	\$1,667	\$1,270	\$397	\$1,667	\$1,270	\$20,000	2%
Vision	\$481	\$535	\$54	\$481	\$535	\$54	\$6,414	7%
FSA fee	\$359	\$363	\$4	\$359	\$363	\$4	\$1,050	34%
Life, LTD, AD&D, STD	\$2,355	\$1,600	(\$755)	\$2,355	\$1,600	(\$755)	\$19,200	12%
Total Employee Fringe Benefits	\$56,173	\$58,069	\$1,896	\$56,173	\$58,069	\$1,896	\$693,526	8%
Utilities								
Gas		\$1,250	\$1,250		\$1,250	\$1,250	\$15,000	
Electric	\$8,428	\$6,667	(\$1,761)	\$8,428	\$6,667	(\$1,761)	\$80,000	11%
Water	\$394	\$583	\$190	\$394	\$583	\$190	\$7,000	6%
Total Utilities	\$8,821	\$8,500	(\$321)	\$8,821	\$8,500	(\$321)	\$102,000	9%
Total Expenditures	\$462,950	\$455,333	(\$7,618)	\$462,950	\$455,333	(\$7,618)	\$5,528,770	8%
NET SURPLUS/(DEFICIT)	\$363,160	\$1,059,083	(\$695,923)	\$363,160	\$1,059,083	(\$695,923)	\$1,461,955	25%

Niles Public Library District Income Statement-Consolidated

July 31, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes	\$825,589	\$1,507,479	(\$681,890)	\$825,589	\$1,507,479	(\$681,890)	\$6,852,175	12%
Replacement Taxes	\$26,080		\$26,080	\$26,080		\$26,080		
Per Capita Grant							\$54,000	
Grants-Other							\$1,000	
Investment Income	\$1,499	\$1,667	(\$168)	\$1,499	\$1,667	(\$168)	\$20,000	7%
Fines	\$4,525	\$3,333	\$1,192	\$4,525	\$3,333	\$1,192	\$40,000	11%
Lost Books	\$1,095	\$625	\$470	\$1,095	\$625	\$470	\$7,500	15%
Pay For Print	\$1,360	\$1,250	\$110	\$1,360	\$1,250	\$110	\$15,000	9%
Flash Drive & Ear Bud Sales	\$1		\$1	\$1		\$1		
Commissions & Fees		\$25	(\$25)		\$25	(\$25)	\$100	
Donations-Friends of the Library							\$500	
Donations		\$21	(\$21)		\$21	(\$21)	\$250	
Miscellaneous	\$10	\$17	(\$7)	\$10	\$17	(\$7)	\$200	5%
Total Revenues	\$860,159	\$1,514,416	(\$654,257)	\$860,159	\$1,514,416	(\$654,257)	\$6,990,725	12%
Expenditures								
Salaries								
Library Director	\$9,494	\$9,632	\$138	\$9,494	\$9,632	\$138	\$115,580	8%
Payroll-Department Managers	\$14,788	\$20,918	\$6,130	\$14,788	\$20,918	\$6,130	\$251,016	6%
Payroll-Division Supervisors	\$49,736	\$49,578	(\$158)	\$49,736	\$49,578	(\$158)	\$594,940	8%
Payroll-Librarian I	\$94,693	\$97,107	\$2,413	\$94,693	\$97,107	\$2,413	\$1,165,279	8%
Payroll-Library Grade V	\$45,012	\$50,038	\$5,026	\$45,012	\$50,038	\$5,026	\$600,450	7%
Payroll-Library Grade VI	\$34,653	\$36,949	\$2,296	\$34,653	\$36,949	\$2,296	\$443,393	8%
Payroll-Library Pages	\$10,108	\$12,065	\$1,957	\$10,108	\$12,065	\$1,957	\$144,784	7%
Payroll-Sundays	\$6,578	\$6,417	(\$161)	\$6,578	\$6,417	(\$161)	\$77,000	9%
Adjustments							\$10,000	
Substitutes	\$207	\$667	\$459	\$207	\$667	\$459	\$8,000	3%
Total Salaries	\$265,268	\$283,370	\$18,102	\$265,268	\$283,370	\$18,102	\$3,410,442	8%

Niles Public Library District

Income Statement-Consolidated

July 31, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$9,177	\$11,917	\$2,739	\$9,177	\$11,917	\$2,739	\$143,000	6%
Books-Youth Services	\$1,179	\$5,750	\$4,571	\$1,179	\$5,750	\$4,571	\$69,000	2%
Books-Teen	\$443	\$1,250	\$807	\$443	\$1,250	\$807	\$15,000	3%
Downloadables	\$14,855	\$4,583	(\$10,272)	\$14,855	\$4,583	(\$10,272)	\$55,000	27%
Periodicals	\$1,489	\$2,000	\$511	\$1,489	\$2,000	\$511	\$24,000	6%
AV-Adult	\$22,188	\$7,917	(\$14,271)	\$22,188	\$7,917	(\$14,271)	\$95,000	23%
AV-Youth Services	\$489	\$3,808	\$3,320	\$489	\$3,808	\$3,320	\$45,700	1%
AV-Teen	\$238	\$1,083	\$845	\$238	\$1,083	\$845	\$13,000	2%
Online Databases	\$38,837	\$16,750	(\$22,087)	\$38,837	\$16,750	(\$22,087)	\$201,000	19%
Total Library Materials	\$88,896	\$55,058	(\$33,837)	\$88,896	\$55,058	(\$33,837)	\$660,700	13%
Library Operating Expenditures								
CCS Charges	\$4,442	\$6,500	\$2,058	\$4,442	\$6,500	\$2,058	\$78,000	6%
Processing & Supplies	\$373	\$2,500	\$2,127	\$373	\$2,500	\$2,127	\$30,000	1%
Internet Charges	\$1,407	\$1,600	\$193	\$1,407	\$1,600	\$193	\$19,200	7%
Software, Licenses	\$92	\$3,520	\$3,428	\$92	\$3,520	\$3,428	\$42,243	0%
Printing	\$243	\$1,213	\$970	\$243	\$1,213	\$970	\$42,150	1%
Library Supplies		\$1,000	\$1,000		\$1,000	\$1,000	\$12,000	
Programming & Support-Adult	\$1,155	\$1,717	\$562	\$1,155	\$1,717	\$562	\$20,600	6%
Programming & Support-Juvenile	\$8,167	\$2,875	(\$5,292)	\$8,167	\$2,875	(\$5,292)	\$34,500	24%
Programming & Support-Joint		\$333	\$333		\$333	\$333	\$4,000	
Programming & Support-Teen	\$1,071	\$583	(\$488)	\$1,071	\$583	(\$488)	\$7,000	15%
Public Performing Rights	\$1,317	\$1,313	(\$4)	\$1,317	\$1,313	(\$4)	\$1,313	100%
CCS Communications	\$326	\$417	\$91	\$326	\$417	\$91	\$5,000	7%
Computer Charges OCLC	\$1,379	\$1,400	\$22	\$1,379	\$1,400	\$22	\$16,804	8%
Miscellaneous	\$296	\$83	(\$212)	\$296	\$83	(\$212)	\$1,000	30%
Per Capita Grant Expenditures							\$57,000	
Grant - Other Expenditures	\$2,000	\$83	(\$1,917)	\$2,000	\$83	(\$1,917)	\$1,000	200%
Volunteers	\$187		(\$187)	\$187		(\$187)	\$3,000	6%
Total Library Operating Expenditures	\$22,454	\$25,138	\$2,684	\$22,454	\$25,138	\$2,684	\$374,810	6%

Niles Public Library District

Income Statement-Consolidated

July 31, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
General and Administration								
Janitorial Supplies	\$2,176	\$2,804	\$628	\$2,176	\$2,804	\$628	\$33,650	6%
Copiers	\$731	\$833	\$103	\$731	\$833	\$103	\$10,000	7%
Professional Development	\$761	\$3,408	\$2,648	\$761	\$3,408	\$2,648	\$40,899	2%
Mileage	\$347	\$250	(\$97)	\$347	\$250	(\$97)	\$3,000	12%
Professional Collection		\$333	\$333		\$333	\$333	\$4,000	
Legal Fees	\$1,718	\$3,333	\$1,616	\$1,718	\$3,333	\$1,616	\$40,000	4%
Consultants	\$960	\$1,667	\$706	\$960	\$1,667	\$706	\$20,000	5%
Kitchen Supplies	\$24	\$158	\$134	\$24	\$158	\$134	\$1,900	1%
Promotional Expense	\$2,815	\$1,708	(\$1,107)	\$2,815	\$1,708	(\$1,107)	\$20,500	14%
Office Supplies	\$2,716	\$2,083	(\$633)	\$2,716	\$2,083	(\$633)	\$25,000	11%
Postage & Freight	\$336	\$1,500	\$1,164	\$336	\$1,500	\$1,164	\$18,000	2%
Publication of Notices-Legal	\$14	\$100	\$86	\$14	\$100	\$86	\$1,200	1%
Publication of Notices-Advertisements		\$42	\$42		\$42	\$42	\$500	
Subscriptions & Dues	\$2,050	\$750	(\$1,300)	\$2,050	\$750	(\$1,300)	\$9,000	23%
Collection Services	\$121	\$83	(\$38)	\$121	\$83	(\$38)	\$1,000	12%
Telephone	\$1,619	\$1,375	(\$244)	\$1,619	\$1,375	(\$244)	\$16,500	10%
Trustee Expense	\$589	\$833	\$244	\$589	\$833	\$244	\$10,000	6%
Equipment Rental	\$1,005	\$417	(\$588)	\$1,005	\$417	(\$588)	\$5,000	20%
Payroll Service	\$793	\$775	(\$18)	\$793	\$775	(\$18)	\$9,300	9%
Bank Fees	\$237	\$250	\$13	\$237	\$250	\$13	\$3,000	8%
Parking Lease	\$881	\$881		\$881	\$881		\$10,572	8%
Total General and Administration	\$19,893	\$23,585	\$3,692	\$19,893	\$23,585	\$3,692	\$283,021	7%
Vehicle Operation								
Gas, Oil, Grease	\$75	\$83	\$9	\$75	\$83	\$9	\$1,000	7%
Repairs & Maintenance		\$150	\$150		\$150	\$150	\$1,800	
Miscellaneous		\$8	\$8		\$8	\$8	\$100	
Auto Insurance	\$1,371	\$1,371		\$1,371	\$1,371		\$1,371	100%
Total Vehicle Operation	\$1,446	\$1,613	\$167	\$1,446	\$1,613	\$167	\$4,271	34%

Employee Fringe Benefits

Niles Public Library District

Income Statement-Consolidated

July 31, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Deferred Compensation	\$15,882	\$16,667	\$784	\$15,882	\$16,667	\$784	\$200,000	8%
Group Health	\$30,912	\$32,739	\$1,826	\$30,912	\$32,739	\$1,826	\$392,862	8%
Health Reimbursement Account	\$5,787	\$4,500	(\$1,287)	\$5,787	\$4,500	(\$1,287)	\$54,000	11%
Dental	\$397	\$1,667	\$1,270	\$397	\$1,667	\$1,270	\$20,000	2%
Vision	\$481	\$535	\$54	\$481	\$535	\$54	\$6,414	7%
FSA fee	\$359	\$363	\$4	\$359	\$363	\$4	\$1,050	34%
Life, LTD, AD&D, STD	\$2,355	\$1,600	(\$755)	\$2,355	\$1,600	(\$755)	\$19,200	12%
Total Employee Fringe Benefits	\$56,173	\$58,069	\$1,896	\$56,173	\$58,069	\$1,896	\$693,526	8%
Utilities								
Gas		\$1,250	\$1,250		\$1,250	\$1,250	\$15,000	
Electric	\$8,428	\$6,667	(\$1,761)	\$8,428	\$6,667	(\$1,761)	\$80,000	11%
Water	\$394	\$583	\$190	\$394	\$583	\$190	\$7,000	6%
Total Utilities	\$8,821	\$8,500	(\$321)	\$8,821	\$8,500	(\$321)	\$102,000	9%
Capital Expenditures								
Special Reserve - Building		\$6,000	\$6,000		\$6,000	\$6,000	\$72,000	
Special Reserve - Equipment		\$70,577	\$70,577		\$70,577	\$70,577	\$846,920	
Special Reserve - Construction Project	\$295,182	\$339,850	\$44,668	\$295,182	\$339,850	\$44,668	\$4,078,200	7%
Total Capital Expenditures	\$295,182	\$416,427	\$121,245	\$295,182	\$416,427	\$121,245	\$4,997,120	6%
Audit								
Audit Expense	\$2,700	\$2,625	(\$75)	\$2,700	\$2,625	(\$75)	\$17,500	15%
Total Audit Expenditures	\$2,700	\$2,625	(\$75)	\$2,700	\$2,625	(\$75)	\$17,500	15%
Liability Insurance								
Liability Insurance	\$27,280		(\$27,280)	\$27,280		(\$27,280)	\$30,000	91%
Total Liability Expenditures	\$27,280	\$0	(\$27,280)	\$27,280	\$0	(\$27,280)	\$30,000	91%
Social Security								
Social Security	\$21,011	\$24,167	\$3,155	\$21,011	\$24,167	\$3,155	\$290,000	7%
Total Social Security Expenditures	\$21,011	\$24,167	\$3,155	\$21,011	\$24,167	\$3,155	\$290,000	7%

Niles Public Library District Income Statement-Consolidated

July 31, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Workers' Compensation								
Workers' Compensation	\$17,245		(\$17,245)	\$17,245		(\$17,245)	\$20,000	86%
Total Workers' Compensation Expenditures	\$17,245	\$0	(\$17,245)	\$17,245	\$0	(\$17,245)	\$20,000	86%
Unemployment Compensation								
Unemployment Compensation	\$556	\$1,500	\$944	\$556	\$1,500	\$944	\$18,000	3%
Total Unemployment Compensation Expenditures	\$556	\$1,500	\$944	\$556	\$1,500	\$944	\$18,000	3%
Building & Equipment Maintenance								
Repairs & Improvements		\$3,308	\$3,308		\$3,308	\$3,308	\$39,700	
Contractual Maintenance	\$1,271	\$3,093	\$1,822	\$1,271	\$3,093	\$1,822	\$37,115	3%
Non-Contractual Maintenance	\$224	\$950	\$726	\$224	\$950	\$726	\$11,400	2%
Equipment Maintenance	\$287	\$3,128	\$2,841	\$287	\$3,128	\$2,841	\$37,540	1%
Non Capital Expenses		\$2,000	\$2,000		\$2,000	\$2,000	\$24,000	
Furniture & Fixtures	\$2,085	\$5,000	\$2,915	\$2,085	\$5,000	\$2,915	\$60,000	3%
Total Building & Equipment Maintenance Expenditures	\$3,867	\$17,480	\$13,612	\$3,867	\$17,480	\$13,612	\$209,755	2%
Total Expenditures	\$830,792	\$917,531	\$86,739	\$830,792	\$917,531	\$86,739	\$11,111,145	7%
NET SURPLUS/(DEFICIT)	\$29,367	\$596,885	(\$567,519)	\$29,367	\$596,885	(\$567,519)	(\$4,120,420)	(1)%

Niles Public Library District
Income Statement- YTD Special Revenue Funds

July 31, 2013

	Audit Fund	Liability Insuran Fund	Social Security Fund	Workers Comp Fund	Unemp. Comp. Fund	Building/site Fund	Total Funds	Annual Budget
Revenues								
Property Taxes	\$116	\$116	\$33,585	\$116	\$116		\$34,048	
Total Revenues	\$116	\$116	\$33,585	\$116	\$116	\$0	\$34,048	\$0
Expenditures								
Audit								
Audit Expense	\$2,700						\$2,700	\$17,500
Total Audit Expenditures	\$2,700	\$0	\$0	\$0	\$0	\$0	\$2,700	\$17,500
Liability Insurance								
Liability Insurance		\$27,280					\$27,280	\$30,000
Total Liability Expenditures	\$0	\$27,280	\$0	\$0	\$0	\$0	\$27,280	\$30,000
Social Security								
Social Security			\$21,011				\$21,011	\$290,000
Total Social Security Expenditures	\$0	\$0	\$21,011	\$0	\$0	\$0	\$21,011	\$290,000
Workers' Compensation								
Workers' Compensation				\$17,245			\$17,245	\$20,000
Total Workers' Compensation Expenditures	\$0	\$0	\$0	\$17,245	\$0	\$0	\$17,245	\$20,000
Unemployment Compensation								
Unemployment Compensation					\$556		\$556	\$18,000
Total Unemployment Compensation Expenditures	\$0	\$0	\$0	\$0	\$556	\$0	\$556	\$18,000
Building & Equipment Maintenance								
Repairs & Improvements								\$39,700
Contractual Maintenance						\$1,271	\$1,271	\$37,115
Non-Contractual Maintenance						\$224	\$224	\$11,400
Equipment Maintenance						\$287	\$287	\$37,540

Niles Public Library District
Income Statement- YTD Special Revenue Funds

July 31, 2013

	Audit Fund	Liability Insuran Fund	Social Security Fund	Workers Comp Fund	Unemp. Comp. Fund	Building/site Fund	Total Funds	Annual Budget
Non Capital Expenses								\$24,000
Furniture & Fixtures						\$2,085	\$2,085	\$60,000
Total Building & Equipment Maintenance Expenditures	\$0	\$0	\$0	\$0	\$0	\$3,867	\$3,867	\$209,755
Total Expenditures	\$2,700	\$27,280	\$21,011	\$17,245	\$556	\$3,867	\$72,660	\$585,255
BEGINNING FUND BALANCE	\$53,007	\$260,924	\$174,268	\$76,418	\$49,864	\$550,824	\$1,165,305	\$0
NET SURPLUS/(DEFICIT)	(\$2,584)	(\$27,164)	\$12,574	(\$17,129)	(\$440)	(\$3,867)	(\$38,612)	\$0
ENDING FUND BALANCE	\$50,423	\$233,760	\$186,841	\$59,289	\$49,423	\$546,957	\$1,126,693	\$0

Niles Public Library District Income Statement- YTD By Fund

July 31, 2013

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Revenues									
Property Taxes	\$6,852,175	\$1,507,479	\$791,540	\$34,048			\$825,589	(\$681,890)	12%
Replacement Taxes			\$26,080				\$26,080	\$26,080	
Per Capita Grant	\$54,000								
Grants-Other	\$1,000								
Investment Income	\$20,000	\$1,667	\$1,499				\$1,499	(\$168)	7%
Fines	\$40,000	\$3,333	\$4,525				\$4,525	\$1,192	11%
Lost Books	\$7,500	\$625	\$1,095				\$1,095	\$470	15%
Pay For Print	\$15,000	\$1,250	\$1,360				\$1,360	\$110	9%
Flash Drive & Ear Bud Sales			\$1				\$1	\$1	
Commissions & Fees	\$100	\$25						(\$25)	
Donations-Friends of the Library	\$500								
Donations	\$250	\$21						(\$21)	
Miscellaneous	\$200	\$17	\$10				\$10	(\$7)	5%
Total Revenues	\$6,990,725	\$1,514,416	\$826,110	\$34,048	\$0	\$0	\$860,159	(\$654,257)	12%
Expenditures									
Salaries									
Library Director	\$115,580	\$9,632	\$9,494				\$9,494	\$138	8%
Payroll-Department Managers	\$251,016	\$20,918	\$14,788				\$14,788	\$6,130	6%
Payroll-Division Supervisors	\$594,940	\$49,578	\$49,736				\$49,736	(\$158)	8%
Payroll-Librarian I	\$1,165,279	\$97,107	\$94,693				\$94,693	\$2,413	8%
Payroll-Library Grade V	\$600,450	\$50,038	\$45,012				\$45,012	\$5,026	7%
Payroll-Library Grade VI	\$443,393	\$36,949	\$34,653				\$34,653	\$2,296	8%
Payroll-Library Pages	\$144,784	\$12,065	\$10,108				\$10,108	\$1,957	7%
Payroll-Sundays	\$77,000	\$6,417	\$6,578				\$6,578	(\$161)	9%
Adjustments	\$10,000								
Substitutes	\$8,000	\$667	\$207				\$207	\$459	3%
Total Salaries	\$3,410,442	\$283,370	\$265,268	\$0	\$0	\$0	\$265,268	\$18,102	8%

Niles Public Library District
Income Statement- YTD By Fund

July 31, 2013

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Library Materials									
Books-Adult	\$143,000	\$11,917	\$9,177				\$9,177	\$2,739	6%
Books-Youth Services	\$69,000	\$5,750	\$1,179				\$1,179	\$4,571	2%
Books-Teen	\$15,000	\$1,250	\$443				\$443	\$807	3%
Downloadables	\$55,000	\$4,583	\$14,855				\$14,855	(\$10,272)	27%
Periodicals	\$24,000	\$2,000	\$1,489				\$1,489	\$511	6%
AV-Adult	\$95,000	\$7,917	\$22,188				\$22,188	(\$14,271)	23%
AV-Youth Services	\$45,700	\$3,808	\$489				\$489	\$3,320	1%
AV-Teen	\$13,000	\$1,083	\$238				\$238	\$845	2%
Online Databases	\$201,000	\$16,750	\$38,837				\$38,837	(\$22,087)	19%
Total Library Materials	\$660,700	\$55,058	\$88,896	\$0	\$0	\$0	\$88,896	(\$33,837)	13%
Library Operating Expenditures									
CCS Charges	\$78,000	\$6,500	\$4,442				\$4,442	\$2,058	6%
Processing & Supplies	\$30,000	\$2,500	\$373				\$373	\$2,127	1%
Internet Charges	\$19,200	\$1,600	\$1,407				\$1,407	\$193	7%
Software, Licenses	\$42,243	\$3,520	\$92				\$92	\$3,428	0%
Printing	\$42,150	\$1,213	\$243				\$243	\$970	1%
Library Supplies	\$12,000	\$1,000						\$1,000	
Programming & Support-Adult	\$20,600	\$1,717	\$1,155				\$1,155	\$562	6%
Programming & Support-Juvenile	\$34,500	\$2,875	\$8,167				\$8,167	(\$5,292)	24%
Programming & Support-Joint	\$4,000	\$333						\$333	
Programming & Support-Teen	\$7,000	\$583	\$1,071				\$1,071	(\$488)	15%
Public Performing Rights	\$1,313	\$1,313	\$1,317				\$1,317	(\$4)	100%
CCS Communications	\$5,000	\$417	\$326				\$326	\$91	7%
Computer Charges OCLC	\$16,804	\$1,400	\$1,379				\$1,379	\$22	8%
Miscellaneous	\$1,000	\$83	\$296				\$296	(\$212)	30%
Per Capita Grant Expenditures	\$57,000								
Grant - Other Expenditures	\$1,000	\$83	\$2,000				\$2,000	(\$1,917)	200%
Volunteers	\$3,000		\$187				\$187	(\$187)	6%
Total Library Operating Expenditures	\$374,810	\$25,138	\$22,454	\$0	\$0	\$0	\$22,454	\$2,684	6%

Niles Public Library District

Income Statement- YTD By Fund

July 31, 2013

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
General and Administration									
Janitorial Supplies	\$33,650	\$2,804	\$2,176				\$2,176	\$628	6%
Copiers	\$10,000	\$833	\$731				\$731	\$103	7%
Professional Development	\$40,899	\$3,408	\$761				\$761	\$2,648	2%
Mileage	\$3,000	\$250	\$347				\$347	(\$97)	12%
Professional Collection	\$4,000	\$333						\$333	
Legal Fees	\$40,000	\$3,333	\$1,718				\$1,718	\$1,616	4%
Consultants	\$20,000	\$1,667	\$960				\$960	\$706	5%
Kitchen Supplies	\$1,900	\$158	\$24				\$24	\$134	1%
Promotional Expense	\$20,500	\$1,708	\$2,815				\$2,815	(\$1,107)	14%
Office Supplies	\$25,000	\$2,083	\$2,716				\$2,716	(\$633)	11%
Postage & Freight	\$18,000	\$1,500	\$336				\$336	\$1,164	2%
Publication of Notices-Legal	\$1,200	\$100	\$14				\$14	\$86	1%
Publication of Notices-Advertisements	\$500	\$42						\$42	
Subscriptions & Dues	\$9,000	\$750	\$2,050				\$2,050	(\$1,300)	23%
Collection Services	\$1,000	\$83	\$121				\$121	(\$38)	12%
Telephone	\$16,500	\$1,375	\$1,619				\$1,619	(\$244)	10%
Trustee Expense	\$10,000	\$833	\$589				\$589	\$244	6%
Equipment Rental	\$5,000	\$417	\$1,005				\$1,005	(\$588)	20%
Payroll Service	\$9,300	\$775	\$793				\$793	(\$18)	9%
Bank Fees	\$3,000	\$250	\$237				\$237	\$13	8%
Parking Lease	\$10,572	\$881	\$881				\$881		8%
Total General and Administration	\$283,021	\$23,585	\$19,893	\$0	\$0	\$0	\$19,893	\$3,692	7%
Vehicle Operation									
Gas, Oil, Grease	\$1,000	\$83	\$75				\$75	\$9	7%
Repairs & Maintenance	\$1,800	\$150						\$150	
Miscellaneous	\$100	\$8						\$8	
Auto Insurance	\$1,371	\$1,371	\$1,371				\$1,371		100%
Total Vehicle Operation	\$4,271	\$1,613	\$1,446	\$0	\$0	\$0	\$1,446	\$167	34%
Employee Fringe Benefits									

Niles Public Library District Income Statement- YTD By Fund

July 31, 2013

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Deferred Compensation	\$200,000	\$16,667	\$15,882				\$15,882	\$784	8%
Group Health	\$392,862	\$32,739	\$30,912				\$30,912	\$1,826	8%
Health Reimbursement Account	\$54,000	\$4,500	\$5,787				\$5,787	(\$1,287)	11%
Dental	\$20,000	\$1,667	\$397				\$397	\$1,270	2%
Vision	\$6,414	\$535	\$481				\$481	\$54	7%
FSA fee	\$1,050	\$363	\$359				\$359	\$4	34%
Life, LTD, AD&D, STD	\$19,200	\$1,600	\$2,355				\$2,355	(\$755)	12%
Total Employee Fringe Benefits	\$693,526	\$58,069	\$56,173	\$0	\$0	\$0	\$56,173	\$1,896	8%
Utilities									
Gas	\$15,000	\$1,250						\$1,250	
Electric	\$80,000	\$6,667	\$8,428				\$8,428	(\$1,761)	11%
Water	\$7,000	\$583	\$394				\$394	\$190	6%
Total Utilities	\$102,000	\$8,500	\$8,821	\$0	\$0	\$0	\$8,821	(\$321)	9%
Capital Expenditures									
Special Reserve - Building	\$72,000	\$6,000						\$6,000	
Special Reserve - Equipment	\$846,920	\$70,577						\$70,577	
Special Reserve - Construction Project	\$4,078,200	\$339,850				\$295,182	\$295,182	\$44,668	7%
Total Capital Expenditures	\$4,997,120	\$416,427	\$0	\$0	\$0	\$295,182	\$295,182	\$121,245	6%
Audit									
Audit Expense	\$17,500	\$2,625		\$2,700			\$2,700	(\$75)	15%
Total Audit Expenditures	\$17,500	\$2,625	\$0	\$2,700	\$0	\$0	\$2,700	(\$75)	15%
Liability Insurance									
Liability Insurance	\$30,000			\$27,280			\$27,280	(\$27,280)	91%
Total Liability Expenditures	\$30,000	\$0	\$0	\$27,280	\$0	\$0	\$27,280	(\$27,280)	91%
Social Security									
Social Security	\$290,000	\$24,167		\$21,011			\$21,011	\$3,155	7%
Total Social Security Expenditures	\$290,000	\$24,167	\$0	\$21,011	\$0	\$0	\$21,011	\$3,155	7%

Niles Public Library District Income Statement- YTD By Fund

July 31, 2013

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Workers' Compensation									
Workers' Compensation	\$20,000			\$17,245			\$17,245	(\$17,245)	86%
Total Workers' Compensation Expenditures	\$20,000	\$0	\$0	\$17,245	\$0	\$0	\$17,245	(\$17,245)	86%
Unemployment Compensation									
Unemployment Compensation	\$18,000	\$1,500		\$556			\$556	\$944	3%
Total Unemployment Compensation Expenditures	\$18,000	\$1,500	\$0	\$556	\$0	\$0	\$556	\$944	3%
Building & Equipment Maintenance									
Repairs & Improvements	\$39,700	\$3,308						\$3,308	
Contractual Maintenance	\$37,115	\$3,093		\$1,271			\$1,271	\$1,822	3%
Non-Contractual Maintenance	\$11,400	\$950		\$224			\$224	\$726	2%
Equipment Maintenance	\$37,540	\$3,128		\$287			\$287	\$2,841	1%
Non Capital Expenses	\$24,000	\$2,000						\$2,000	
Furniture & Fixtures	\$60,000	\$5,000		\$2,085			\$2,085	\$2,915	3%
Total Building & Equipment Maintenance Expenditures	\$209,755	\$17,480	\$0	\$3,867	\$0	\$0	\$3,867	\$13,612	2%
Total Expenditures	\$11,111,145	\$917,531	\$462,950	\$72,660	\$0	\$295,182	\$830,792	\$86,739	7%
BEGINNING FUND BALANCE	\$0	\$0	\$6,881,040	\$1,165,305	\$0	\$3,861,655	\$11,907,999	\$11,907,999	0%
NET SURPLUS/(DEFICIT)	\$0	\$0	\$363,160	(\$38,612)	\$0	(\$295,182)	\$29,367	\$29,367	0%
ENDING FUND BALANCE	\$0	\$0	\$7,244,200	\$1,126,693	\$0	\$3,566,473	\$11,937,366	\$11,937,366	0%

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
70089	Accounts Payable	Computer Check	8/21/2013	ACE RELOCATION SYSTEMS, IN	\$0.00	\$1,005.00	(\$1,005.00)	Outstanding	8/31/2013
70090	Accounts Payable	Computer Check	8/21/2013	AFLAC	\$0.00	\$766.25	(\$1,771.25)	Outstanding	8/31/2013
70091	Accounts Payable	Computer Check	8/21/2013	AGATI	\$0.00	\$41,673.00	(\$43,444.25)	Outstanding	8/31/2013
70092	Accounts Payable	Computer Check	8/21/2013	ALLDATA	\$0.00	\$1,500.00	(\$44,944.25)	Outstanding	8/31/2013
70093	Accounts Payable	Computer Check	8/21/2013	ALLIANCE ENTERTAINMENT	\$0.00	\$117.88	(\$45,062.13)	Outstanding	8/31/2013
70094	Accounts Payable	Computer Check	8/21/2013	ALLIANCE PRINTERS AND PUBLI	\$0.00	\$80.00	(\$45,142.13)	Outstanding	8/31/2013
70095	Accounts Payable	Computer Check	8/21/2013	AMERICAN CANCER SOCIETY, I	\$0.00	\$4.00	(\$45,146.13)	Outstanding	8/31/2013
70096	Accounts Payable	Computer Check	8/21/2013	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$103.65	(\$45,249.78)	Outstanding	8/31/2013
70097	Accounts Payable	Computer Check	8/21/2013	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$190.00	(\$45,439.78)	Outstanding	8/31/2013
70098	Accounts Payable	Computer Check	8/21/2013	APPLE BOOKS	\$0.00	\$547.54	(\$45,987.32)	Outstanding	8/31/2013
70099	Accounts Payable	Computer Check	8/21/2013	AT&T	\$0.00	\$925.82	(\$46,913.14)	Outstanding	8/31/2013
70100	Accounts Payable	Computer Check	8/21/2013	AT&T	\$0.00	\$43.39	(\$46,956.53)	Outstanding	8/31/2013
70101	Accounts Payable	Computer Check	8/21/2013	BLACKSTONE AUDIO, INC.	\$0.00	\$3,232.00	(\$50,188.53)	Outstanding	8/31/2013
70102	Accounts Payable	Computer Check	8/21/2013	DONNA BLOCK	\$0.00	\$138.23	(\$50,326.76)	Outstanding	8/31/2013
70103	Accounts Payable	Computer Check	8/21/2013	THE BRICKMAN GROUP LTD. LLC	\$0.00	\$393.00	(\$50,719.76)	Outstanding	8/31/2013
70104	Accounts Payable	Computer Check	8/21/2013	BRILLIANCE AUDIO, INC.	\$0.00	\$3,000.00	(\$53,719.76)	Outstanding	8/31/2013
70105	Accounts Payable	Computer Check	8/21/2013	BUTTON MAKERS	\$0.00	\$882.62	(\$54,602.38)	Outstanding	8/31/2013
70106	Accounts Payable	Computer Check	8/21/2013	CALL ONE	\$0.00	\$1,419.80	(\$56,022.18)	Outstanding	8/31/2013
70107	Accounts Payable	Computer Check	8/21/2013	CENGAGE LEARNING, INC.	\$0.00	\$2,098.30	(\$58,120.48)	Outstanding	8/31/2013
70108	Accounts Payable	Computer Check	8/21/2013	CENTER POINT LARGE PRINT	\$0.00	\$216.90	(\$58,337.38)	Outstanding	8/31/2013
70109	Accounts Payable	Computer Check	8/21/2013	CHILDREN'S PLUS INC.	\$0.00	\$53.98	(\$58,391.36)	Outstanding	8/31/2013
70110	Accounts Payable	Computer Check	8/21/2013	CINTAS CORPORATION LOC. 769	\$0.00	\$149.78	(\$58,541.14)	Outstanding	8/31/2013
70111	Accounts Payable	Computer Check	8/21/2013	COMCAST	\$0.00	\$481.28	(\$59,022.42)	Outstanding	8/31/2013
70112	Accounts Payable	Computer Check	8/21/2013	COMED	\$0.00	\$8,427.95	(\$67,450.37)	Outstanding	8/31/2013
70113	Accounts Payable	Computer Check	8/21/2013	CONSUMERS' CHECKBOOK	\$0.00	\$150.00	(\$67,600.37)	Outstanding	8/31/2013
70114	Accounts Payable	Computer Check	8/21/2013	COOPERATIVE COMPUTER SERV	\$0.00	\$6,146.37	(\$73,746.74)	Outstanding	8/31/2013
70115	Accounts Payable	Computer Check	8/21/2013	CREATIVE PROMOTIONAL PROD	\$0.00	\$6,195.75	(\$79,942.49)	Outstanding	8/31/2013
70116	Accounts Payable	Computer Check	8/21/2013	DAVID DABROWSKI	\$0.00	\$27.10	(\$79,969.59)	Outstanding	8/31/2013
70117	Accounts Payable	Computer Check	8/21/2013	DAYTON FREIGHT LINES, INC.	\$0.00	\$90.00	(\$80,059.59)	Outstanding	8/31/2013
70118	Accounts Payable	Computer Check	8/21/2013	DOST VALUATION GROUP LTD	\$0.00	\$800.00	(\$80,859.59)	Outstanding	8/31/2013
70119	Accounts Payable	Computer Check	8/21/2013	MORGAN DUBIEL	\$0.00	\$11.52	(\$80,871.11)	Outstanding	8/31/2013
70120	Accounts Payable	Computer Check	8/21/2013	EASYPERMIT POSTAGE	\$0.00	\$300.00	(\$81,171.11)	Outstanding	8/31/2013
70121	Accounts Payable	Computer Check	8/21/2013	KENDRA L. EIERMANN	\$0.00	\$16.99	(\$81,188.10)	Outstanding	8/31/2013
70122	Accounts Payable	Computer Check	8/21/2013	LEIB EISENBACH	\$0.00	\$4.99	(\$81,193.09)	Outstanding	8/31/2013
70123	Accounts Payable	Computer Check	8/21/2013	FIFTH THIRD BANK	\$0.00	\$102.00	(\$81,295.09)	Outstanding	8/31/2013
70124	Accounts Payable	Computer Check	8/21/2013	FIFTH THIRD BANK	\$0.00	\$1,415.00	(\$82,710.09)	Outstanding	8/31/2013
70125	Accounts Payable	Computer Check	8/21/2013	FLEXSOURCE, LLC	\$0.00	\$294.50	(\$83,004.59)	Outstanding	8/31/2013
70126	Accounts Payable	Computer Check	8/21/2013	DARLENE FOX	\$0.00	\$37.29	(\$83,041.88)	Outstanding	8/31/2013
70127	Accounts Payable	Computer Check	8/21/2013	FREDERICK QUINN CORPORATIO	\$0.00	\$120,836.00	(\$203,877.88)	Outstanding	8/31/2013

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
70128	Accounts Payable	Computer Check	8/21/2013	FRIENDS OF THE NILES LIBRARY	\$0.00	\$1,090.61	(\$204,968.49)	Outstanding	8/31/2013
70129	Accounts Payable	Computer Check	8/21/2013	GARVEY'S OFFICE PRODUCTS	\$0.00	\$854.73	(\$205,823.22)	Outstanding	8/31/2013
70130	Accounts Payable	Computer Check	8/21/2013	GENESIS TECHNOLOGIES, INC.	\$0.00	\$2,180.23	(\$208,003.45)	Outstanding	8/31/2013
70131	Accounts Payable	Computer Check	8/21/2013	GRAINGER	\$0.00	\$536.83	(\$208,540.28)	Outstanding	8/31/2013
70132	Accounts Payable	Computer Check	8/21/2013	GROOT INDUSTRIES, INC.	\$0.00	\$224.41	(\$208,764.69)	Outstanding	8/31/2013
70133	Accounts Payable	Computer Check	8/21/2013	JOEL HAHN	\$0.00	\$15.15	(\$208,779.84)	Outstanding	8/31/2013
70134	Accounts Payable	Computer Check	8/21/2013	HALL PASS	\$0.00	\$51.00	(\$208,830.84)	Outstanding	8/31/2013
70135	Accounts Payable	Computer Check	8/21/2013	REFATH HAQUE	\$0.00	\$41.50	(\$208,872.34)	Outstanding	8/31/2013
70136	Accounts Payable	Computer Check	8/21/2013	STANTON K. HAZZARD	\$0.00	\$6.99	(\$208,879.33)	Outstanding	8/31/2013
70137	Accounts Payable	Computer Check	8/21/2013	HEALTHCARE SERVICE CORPOR	\$0.00	\$35,389.71	(\$244,269.04)	Outstanding	8/31/2013
70138	Accounts Payable	Computer Check	8/21/2013	HOUCHEM BINDERY, LTD.	\$0.00	\$296.75	(\$244,565.79)	Outstanding	8/31/2013
70139	Accounts Payable	Computer Check	8/21/2013	ILLINOIS LIBRARY ASSOCIATION	\$0.00	\$535.00	(\$245,100.79)	Outstanding	8/31/2013
70140	Accounts Payable	Computer Check	8/21/2013	INFOBASE LEARNING	\$0.00	\$2,003.80	(\$247,104.59)	Outstanding	8/31/2013
70141	Accounts Payable	Computer Check	8/21/2013	INGRAM LIBRARY SERVICES	\$0.00	\$7,113.56	(\$254,218.15)	Outstanding	8/31/2013
70142	Accounts Payable	Computer Check	8/21/2013	INNOVATION EXPERTS	\$0.00	\$32,704.05	(\$286,922.20)	Outstanding	8/31/2013
70143	Accounts Payable	Computer Check	8/21/2013	JAMIE KING	\$0.00	\$52.60	(\$286,974.80)	Outstanding	8/31/2013
70144	Accounts Payable	Computer Check	8/21/2013	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$866.70	(\$287,841.50)	Outstanding	8/31/2013
70145	Accounts Payable	Computer Check	8/21/2013	KONE INC.	\$0.00	\$225.22	(\$288,066.72)	Outstanding	8/31/2013
70146	Accounts Payable	Computer Check	8/21/2013	KONICA MINOLTA BUSINESS SO	\$0.00	\$730.68	(\$288,797.40)	Outstanding	8/31/2013
70147	Accounts Payable	Computer Check	8/21/2013	LEARNINGEXPRESS, LLC	\$0.00	\$8,035.00	(\$296,832.40)	Outstanding	8/31/2013
70148	Accounts Payable	Computer Check	8/21/2013	MATTHEW BENDER & CO., INC.	\$0.00	\$2,425.25	(\$299,257.65)	Outstanding	8/31/2013
70149	Accounts Payable	Computer Check	8/21/2013	MCCLURE INSERRA & COMPANY	\$0.00	\$2,700.00	(\$301,957.65)	Outstanding	8/31/2013
70150	Accounts Payable	Computer Check	8/21/2013	MENARDS	\$0.00	\$413.04	(\$302,370.69)	Outstanding	8/31/2013
70151	Accounts Payable	Computer Check	8/21/2013	MERGENT, INC.	\$0.00	\$2,837.00	(\$305,207.69)	Outstanding	8/31/2013
70152	Accounts Payable	Computer Check	8/21/2013	MIDWEST TAPE	\$0.00	\$5,690.59	(\$310,898.28)	Outstanding	8/31/2013
70153	Accounts Payable	Computer Check	8/21/2013	MARY MILLER	\$0.00	\$29.59	(\$310,927.87)	Outstanding	8/31/2013
70154	Accounts Payable	Computer Check	8/21/2013	MULTICULTURAL BOOKS & VID	\$0.00	\$481.95	(\$311,409.82)	Outstanding	8/31/2013
70155	Accounts Payable	Computer Check	8/21/2013	NATURAL STANDARD	\$0.00	\$599.00	(\$312,008.82)	Outstanding	8/31/2013
70156	Accounts Payable	Computer Check	8/21/2013	NILES CHAMBER OF COMMERCE	\$0.00	\$210.00	(\$312,218.82)	Outstanding	8/31/2013
70157	Accounts Payable	Computer Check	8/21/2013	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$313,099.82)	Outstanding	8/31/2013
70158	Accounts Payable	Computer Check	8/21/2013	DAHIR H. NOOR	\$0.00	\$6.99	(\$313,106.81)	Outstanding	8/31/2013
70159	Accounts Payable	Computer Check	8/21/2013	BRIDGET M. O'KEEFE	\$0.00	\$29.99	(\$313,136.80)	Outstanding	8/31/2013
70160	Accounts Payable	Computer Check	8/21/2013	OMNIGRAPHICS, INC.	\$0.00	\$163.70	(\$313,300.50)	Outstanding	8/31/2013
70161	Accounts Payable	Computer Check	8/21/2013	OVERDRIVE, INC.	\$0.00	\$116.00	(\$313,416.50)	Outstanding	8/31/2013
70162	Accounts Payable	Computer Check	8/21/2013	PACIFIC TELEMAGEMENT SE	\$0.00	\$57.50	(\$313,474.00)	Outstanding	8/31/2013
70163	Accounts Payable	Computer Check	8/21/2013	ANN PASNICK	\$0.00	\$57.80	(\$313,531.80)	Outstanding	8/31/2013
70164	Accounts Payable	Computer Check	8/21/2013	PETTY CASH	\$0.00	\$55.00	(\$313,586.80)	Outstanding	8/31/2013
70165	Accounts Payable	Computer Check	8/21/2013	JOANNA POLAK	\$0.00	\$16.99	(\$313,603.79)	Outstanding	8/31/2013
70166	Accounts Payable	Computer Check	8/21/2013	POLONIA BOOKSTORE, INC.	\$0.00	\$676.78	(\$314,280.57)	Outstanding	8/31/2013

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
70167	Accounts Payable	Computer Check	8/21/2013	PRINTGLOBE	\$0.00	\$243.00	(\$314,523.57)	Outstanding	8/31/2013
70168	Accounts Payable	Computer Check	8/21/2013	PRODUCT, LLC	\$0.00	\$9,039.96	(\$323,563.53)	Outstanding	8/31/2013
70169	Accounts Payable	Computer Check	8/21/2013	JOHN RADZKO	\$0.00	\$25.00	(\$323,588.53)	Outstanding	8/31/2013
70170	Accounts Payable	Computer Check	8/21/2013	RANDOM HOUSE LLC	\$0.00	\$1,500.00	(\$325,088.53)	Outstanding	8/31/2013
70171	Accounts Payable	Computer Check	8/21/2013	RECORD INFORMATION SERVIC	\$0.00	\$793.00	(\$325,881.53)	Outstanding	8/31/2013
70172	Accounts Payable	Computer Check	8/21/2013	RECORDED BOOKS, LLC	\$0.00	\$9,145.60	(\$335,027.13)	Outstanding	8/31/2013
70173	Accounts Payable	Computer Check	8/21/2013	RHODE ISLAND NOVELTY	\$0.00	\$82.10	(\$335,109.23)	Outstanding	8/31/2013
70174	Accounts Payable	Computer Check	8/21/2013	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$670.00	(\$335,779.23)	Outstanding	8/31/2013
70175	Accounts Payable	Computer Check	8/21/2013	SCHMAUS CASH REGISTER COM	\$0.00	\$275.00	(\$336,054.23)	Outstanding	8/31/2013
70176	Accounts Payable	Computer Check	8/21/2013	SHELL	\$0.00	\$74.54	(\$336,128.77)	Outstanding	8/31/2013
70177	Accounts Payable	Computer Check	8/21/2013	SMITHEREEN PEST MANAGEMEN	\$0.00	\$110.00	(\$336,238.77)	Outstanding	8/31/2013
70178	Accounts Payable	Computer Check	8/21/2013	SUN-TIMES MEDIA	\$0.00	\$13.60	(\$336,252.37)	Outstanding	8/31/2013
70179	Accounts Payable	Computer Check	8/21/2013	THE KINSLER GROUP	\$0.00	\$814.00	(\$337,066.37)	Outstanding	8/31/2013
70180	Accounts Payable	Computer Check	8/21/2013	THE LINCOLN NATIONAL LIFE IN	\$0.00	\$2,355.45	(\$339,421.82)	Outstanding	8/31/2013
70181	Accounts Payable	Computer Check	8/21/2013	TODAY'S BUSINESS SOLUTIONS, I	\$0.00	\$295.80	(\$339,717.62)	Outstanding	8/31/2013
70182	Accounts Payable	Computer Check	8/21/2013	DANIEL TOY	\$0.00	\$146.25	(\$339,863.87)	Outstanding	8/31/2013
70183	Accounts Payable	Computer Check	8/21/2013	TSAI FONG BOOKS, INC.	\$0.00	\$150.00	(\$340,013.87)	Outstanding	8/31/2013
70184	Accounts Payable	Computer Check	8/21/2013	GRETA ULRICH	\$0.00	\$204.38	(\$340,218.25)	Outstanding	8/31/2013
70185	Accounts Payable	Computer Check	8/21/2013	UNIQUE MANAGEMENT SERVICE	\$0.00	\$228.85	(\$340,447.10)	Outstanding	8/31/2013
70186	Accounts Payable	Computer Check	8/21/2013	UPS	\$0.00	\$29.10	(\$340,476.20)	Outstanding	8/31/2013
70187	Accounts Payable	Computer Check	8/21/2013	SASHA VASILIC	\$0.00	\$75.71	(\$340,551.91)	Outstanding	8/31/2013
70188	Accounts Payable	Computer Check	8/21/2013	JEANINE M. VAUGHN	\$0.00	\$120.00	(\$340,671.91)	Outstanding	8/31/2013
70189	Accounts Payable	Computer Check	8/21/2013	VERIZON WIRELESS	\$0.00	\$97.87	(\$340,769.78)	Outstanding	8/31/2013
70190	Accounts Payable	Computer Check	8/21/2013	VILLAGE OF NILES	\$0.00	\$393.53	(\$341,163.31)	Outstanding	8/31/2013
70191	Accounts Payable	Computer Check	8/21/2013	VISA	\$0.00	\$3,963.94	(\$345,127.25)	Outstanding	8/31/2013
70192	Accounts Payable	Computer Check	8/21/2013	VISION SERVICE PLAN OF ILLINO	\$0.00	\$615.23	(\$345,742.48)	Outstanding	8/31/2013
70193	Accounts Payable	Computer Check	8/21/2013	WAREHOUSE DIRECT	\$0.00	\$343.52	(\$346,086.00)	Outstanding	8/31/2013
70194	Accounts Payable	Computer Check	8/21/2013	LINDA WEISS	\$0.00	\$17.29	(\$346,103.29)	Outstanding	8/31/2013
70195	Accounts Payable	Computer Check	8/21/2013	JERILYN WILLIN	\$0.00	\$250.00	(\$346,353.29)	Outstanding	8/31/2013
70196	Accounts Payable	Computer Check	8/21/2013	ALLISON B. WILMES	\$0.00	\$200.00	(\$346,553.29)	Outstanding	8/31/2013
70197	Accounts Payable	Computer Check	8/21/2013	SUSAN WILSEY	\$0.00	\$376.50	(\$346,929.79)	Outstanding	8/31/2013
70199	Accounts Payable	Computer Check	8/21/2013	LIBRARY FURNITURE INTERNATI	\$0.00	\$125,627.73	(\$472,557.52)	Outstanding	8/31/2013

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
-----------------------	--------	---------------------	---------------------	-----------	----------	----------	------------------	--------	-----------

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$472,557.52)
Total Payments:	(\$472,557.52)
Total Change in Register Balance:	(\$472,557.52)

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	\$361.12
LEMPKE, SUSAN D	\$265.41
LUZ, VICTORIA P	\$145.09
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	\$232.36
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	\$668.34
Grand Total	\$8,874.88

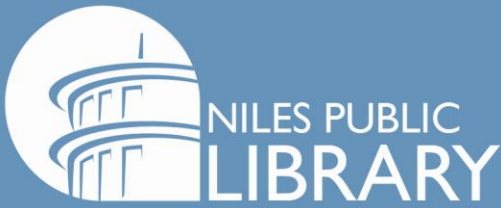
BEKIELEWSKI, MADELINE V.	\$90.00
BRICE, SUZANNE M.	\$211.42
CLARK, VALERIE A.	\$249.40
CYGNAR, CECILIA R.	\$170.05
DABROWSKI, DAVID A.	\$193.93
ESSIG, MARYELLEN	\$376.09
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WILSEY, SUSAN KEHOE	\$312.69
WINBERG, DIANE	\$235.53
ZHAN, BETTY W	\$668.34
Grand Total	\$8,874.88

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									
6/26/2013	7839156	Invoice	1827-483	DAYTON FREIGHT LINES, I	DAYTON FREIGHT L	Posted	7/31/2013	\$90.00	\$0.00
7/26/2013	0461-0	Invoice	1827-830	FREDERICK QUINN CORPO	FREDERICK QUINN C	Posted	7/31/2013	\$120,836.00	\$0.00
8/2/2013	1108-.22	Invoice	1827-845	PRODUCT, LLC	PRODUCT, LLC-11	Posted	7/31/2013	\$9,039.96	\$0.00
8/2/2013	13-0801-03	Invoice	1827-853	AGATI	AGATI-13-0801-03	Posted	7/31/2013	\$41,673.00	\$0.00
8/12/2013	4275	Invoice	1827-869	LIBRARY FURNITURE INTE	LIBRARY FURNITUR	Posted	7/31/2013	\$123,542.73	\$0.00
<i>Totals for 40-5815-58-00, Special Reserve - Construction Projec</i>								\$295,181.69	\$0.00
Grand Totals:								\$295,181.69	\$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 (7/1/2013 to 7/31/2013)
Include all Post Statuses
Do not include adjustment transactions
Include miscellaneous entries
Include these Accounts: 40-5815-58-00, 40-5810-58-00, 40-5805-58-00, 40-5811-58-00, 40-5820-58-00
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)



6960 West Oakton Street, Niles, IL 60714 | 847.663.1234 T | 847.663.1350 F | www.nileslibrary.org

To: Niles Public Library District Board of Trustees
From: Greg Pritz, Niles Public Library District Business Manager
CC: Linda Weiss, Niles Public Library District Library Director
Date: August 21, 2013
Re: July Payments from the FSA and HRA accounts

During the month of July, 2013, \$1,607.55 and \$5,372.60 were disbursed from the Library's Flexible Spending Account ("FSA") and Health Reimbursement Account ("HRA") respectively. These amounts are being disclosed in the aggregate only to comply with the statutory requirements of HIPAA.

Director's Report
August 2013



I am happy to report that we had no power or water outages in July! We are very thankful that all of our systems functioned well as we moved thousands of books, books on CD, DVDs, etc. to our renovated 2nd floor. On Friday, July 12th, staff and volunteers worked tirelessly to accomplish as much as possible before we opened on Saturday morning. Since that evening, we moved and shifted several times and continue to work on the collections to make them just right.

Once again, I would like to make a special mention of some of our staff who has gone above and beyond in helping us to accomplish so much in such a short period of time. Dave and his maintenance guys have disassembled, moved and reassembled more shelving units than I can count! Don and the IT staff have moved computers, furniture and wifi devices around in an effort not to disrupt the work of the staff and the needs of the patrons. And then there is the Page Department. Sue and her staff have physically handled thousands of items in an effort to get everything on the shelves, then shifting back and forth. What a terrific job they have all done!

Due to the major work being completed on the main floor and the stairways, patrons and staff are required to use our staff hallway off of circulation or the elevators. To help with the confusion, we have staff and volunteers acting as greeters in the lobby. This seems to be working well and the staff are making note of the comments our patrons are making.

Statistics: I have made some changes to the statistical sheet now that we are beginning the process of moving our teen collections and services to their own space. Typically, the count for teen circulation was simply added to the adult. Now you will see that these are being counted separately. It will probably make more

sense a year from now when we have some comparison figures, but we have to start sometime! I have also added some additional counts, most of which we don't have a comparison.

RAILS announced that they have
Grant News:

- Last FY Grant money delayed and we probably won't receive it until the first week of November. This is creating a bit of a problem for us since it is earmarked for the new early learning literacy furniture for the children's area.
- Target Grant from last year was used to have stroller tools made up for parents to use while walking and shopping with their little ones. I will bring a sample to the meeting.
- Smart Investing Grant was completed June 30th
Its mission was to inform and educate adults 50+ about personal finances through literature and programs. Here are some quick statistics:
 - ✓ 22 programs were funded at \$7,340
(9 of which were held at Niles Senior Center or The Park at Golf Mill or Maine Township)
 - ✓ 313 of 350 registered attended programs
 - ✓ 3,651 hits on the Smart Solution\$ website
 - ✓ 41 'Finance' downloadables were checked out. (Advantage titles only)
 - ✓ 2,662 consumer financial books (330s-339s DDCN) were checked out.
 - ✓ 655 Points of contact = attendance at programs (313), Golf Mill Financial Fitness Day (55) and MaineStreamers Senior Expo (287)
 - ✓ 41 personal finance books were given out at programs.
 - ✓ 1,447 items were taken at the in-house spinner display—print materials on credit, banking, investing, retirement, social security, investing, etc.

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 **11,500** views!
- We are making great progress on adding the content to the new website!
- Around 2,450 new items were added to the collection. About 300 were ebooks, which also needed cataloging.
- Two catalogers attended the Rudimentary RDA workshop CCS hosted, which was presented by The MARC of Quality organization. RDA is the new set of cataloging guidelines that replaces AACRII.
- A number of Tech people attended the annual ALA conference and/or exhibits at McCormick Place.
- Ordering, receiving, and invoicing of new materials for the new fiscal year began as soon as unreceived orders were rolled over in the system, and funds and vendors were set up. Cataloging, processing, and inputting followed as items moved through the department.

Getting Out:

Getting out into the community, including the Library world, is a priority of ours, and below are some of the ways we are doing so.

In the community:

- Sue and Barb volunteered at the Chamber Golf Outing
- Sasha is a member of the Bike Niles committee, coordinating graphics and publicity
- Sarah and Donna attended the Gemini registration and welcome day and registered about 100 new cardholders.

- 3rd Tuesday of every month: Dodie co-leads the VIM (Visually Impaired Motivators) support group with the Niles nurse
- 3rd Tuesday of every month: Dodie leads the VIM Low Vision Book Discussion with digital books from the Voices of Vision
- Outreach staff delivered deposit collections to 8 nursing home/retirement facilities
- Outreach staff delivered books and movies to more than 200 homebound patrons
- Two librarians visited the Korean bookstore across the street. Darlene Fox is hoping we can do business with them which would help to establish a connection with the Korean community in Niles.

In the Library world:

- Sasha attended the brand new CCS Webmaster Technical Group meeting
- Kathy Pricone attended the CCS Circulation Technical Group meeting
- Kathy attended a RAILS Circulation Managers Group meeting
- Two catalogers attended the Rudimentary RDA workshop CCS hosted, which was presented by The MARC of Quality organization. RDA is the new set of cataloging guidelines that replaces AACRII.
- A number of Tech people attended the annual ALA conference and/or exhibits at McCormick Place.
- Victoria began her term of service as chair of the CCS Scrap committee, which meets to iron out sticky cataloging and classification situations for the consortium.
- Sue is a co-chair of the RAILS Marketing Committee and the ILA Marketing Committee
- Sue is a co-chair for the Illinois Author Challenge pilot program
- Sue attended ILA Committee Orientation in Normal, IL
- Sasha Attended RAILS Marketing Network Meeting

Looking forward, we will have a presence at the following community events:

- School Open Houses
- 9/13 – Cate will bring her Bibliobop dance party to Golf Mill
- 9/24 – We will have a table at the Bike Rodeo
- 9/13 – Dodie will be part of the Program on Eye Health and Nutrition – co-sponsored with (and at) the Glenview Public Library
- 9/21 – 7th Annual Low Vision Fair (with six other area libraries) at the Niles Senior Center
- 9/22 – International fest will be held at the Golf Main Park District, including 3M Cloud demos
- 9/25 – Members of our ebook committee will be at Panera on Dempster to demonstrate 3M Cloud downloading
- 9/28 – Neil will be manning the Library table at the Niles Senior Center's Irish Fest
- 10/5 – Dodie will represent the Library at the Senior Center Health Fair

At each of these events we will be available to talk about and answer questions about the Library and to issue Library cards to those who don't already have one.

Staff Highlights

- Sue met with Joanna Gorski to research Polish community outreach opportunities
- Susan and Shelley are working together to make sure all of the Youth Services collections fit into their new spaces. Shelley is also working with the YS staff to consolidate program materials and to get everything as cleaned up as possible before the first big move takes place in August.

- ✚ Donna spent a lot of July working with the Playbill teens as they wrote their play Musical High School Drama Club. They also designed costumes, created scenery, and of course directed and acted in their play to a family audience. Playbill has become a summer tradition at the Niles Library that kids now look forward to being old enough to perform in.
- ✚ Susan and Sasha are spending most of their time adding content to the new website. Susan said that “in its way it is as grueling as moving the collections. My brain is tired at the end of a day!” But little by little it is coming along. Sasha is going to be an outstanding webmaster—he has great ideas and is an excellent problem-solver.



Library Stories:

A gentleman stopped me the other day to tell what the best thing about this Library. He said that when he heard about the renovations he was very worried. “Where will I come to get my books?” He said that he read that the Library would stay open and he was very happy. He also said that he sees how much work is getting done and how hard everyone is working and he is so happy that he can watch the progress and still get help from the staff and “I can still check-out all the books that I can read”!

Trustee Calendar

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)

IPLAR

As Secretary of State and State librarian, I commend our Illinois public libraries on the outstanding services they provide that enhance and enrich the lives of our citizens.

I truly appreciate the efforts and hard work of the 600+ Illinois public libraries in completing the Illinois Public Library Annual Report (IPLAR). The collected data provides a concise snapshot of the current status of Illinois public library services and programs. In addition, the collected information is shared nationally through the Federal-State Cooperative System (FSCS) for Public Library Data. As a result, Illinois librarians have the opportunity to compare themselves with their Illinois peers and librarians through-out the nation.

Again, thank you very much for your hard work in completing the current IPLAR, and for all the good work you do in keeping our patrons educated, entertained, and enlightened.

Sincerely, Jesse White

IDENTIFICATION (1.1 - 1.37)

1.1 ISL Control # [PLSC 151, PLSC 701]	30495
1.2 ISL Branch # [PLSC 151, PLSC 701]	00
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0379
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Niles Public Library District
1.4b If this locked question's answer has changed, then enter the updated answer here.	
1.5a Facility Street Address [PLSC 153]	6960 Oakton Street
1.5b If this locked question's answer has changed, then enter the updated answer here.	
1.6a Facility City [PLSC 154]	Niles
1.6b If this locked question's answer has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60714
1.7b If this locked question's answer has changed, then enter the updated answer here.	
1.8a Facility Zip +4 [PLSC 156]	3098
1.8b If this locked question's answer has changed, then enter the updated answer here.	
1.9a Mailing Address [PLSC 157]	6960 Oakton Street
1.9b If this locked question's answer has changed, then enter the updated answer here.	
1.10a Mailing City [PLSC 158]	Niles
1.10b If this locked question's answer has changed, then enter the updated answer here.	
1.11a Mailing Zip [PLSC 159]	60714
1.11b If this locked question's answer has changed, then enter the updated answer here.	
1.12a Mailing Zip +4 [PLSC 160]	3098
1.12b If this locked question's answer has changed, then enter the updated answer here.	
1.13a Library Telephone Number [PLSC 162]	847-663-1234
1.13b If this locked question's answer has changed, then enter the updated answer here.	
1.14a Library FAX Number	847-663-1350
1.14b If this locked question's answer has changed, then enter the updated answer here.	
1.15 WWW Home Page	http://www.nileslibrary.org

Library Director's Information

1.16 Name	Linda Weiss
1.17 Title	Library Director
1.18 Library Director's E-mail	lweiss@nileslibrary.org

Library Information

1.19a Type of library	District
1.19b If this locked question's answer has changed, then enter the updated answer here.	
1.19c Legal Basis Code [PLSC 201]	Library District
1.19d Geographic Code [PLSC 204]	Other
1.20 Is your library a combined public and school library?	No
1.21 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

1.22 IF YES, list the names(s) of the library(ies) with whom you contract (Enter each in a separate repeating field)	-1
1.22 IF YES, list the names(s) of the library(ies) with whom you contract (Enter each in a separate repeating field)	-1

Administrative Information

1.23a County in which the administrative entity is located [PLSC 161]	Cook
1.23b If this locked question's answer has changed, then enter the updated answer here.	
1.23c Metropolitan Status Code [PLSC 710]	Metropolitan Area, but Not Within Central City Limits
1.24 Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205, 75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)]	No
1.26a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	57,284
1.26b If this locked question's answer has changed, then enter the updated answer here.	
1.27 If the population has changed from the prior year's answer, then indicate the reason.	
1.28a This library is currently a member of what Illinois library system?	RAILS
1.28b If this locked question's answer has changed, then enter the updated answer here.	
1.28c Interlibrary Relationship Code [PLSC 200]	Member of a Federation or Cooperative
1.29 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.30 Does this library have paid staff?	Yes
1.31 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.32 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.33 Is this library supported in whole or in part with public funds?	Yes
1.34 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes
1.35 Number of Central Libraries [PLSC 209]	1
1.36 Outlet Type Code [PLSC 709]	Central Library
1.37 Administrative Structure Code [PLSC 202]	Administrative Entity with a Single Direct Service Outlet

BRANCHES AND BOOKMOBILE OUTLETS (2.1 - 2.18)

2.1 Total number of bookmobiles [PLSC 211 & PLSC 712]	0
2.2 Total number of branch libraries [PLSC 210]	

ANNUAL REPORT DATA (3.1 - 3.7)

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	07/01/2012
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	06/31/2013
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Linda Weiss
3.5 Telephone Number	847-663-6401
3.6 FAX Number	847-663-1360
3.7 E-Mail Address	lweiss@nileslibrary.org

REFERENDA (4.1 - 4.12)

4.1 Was your library involved in a referendum in FY2012/2013?	No
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Referenda dates

If in the last year, or in the period before filing this report, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action.

4.7 Conversion - Effective Date (mm/dd/year)	-1
4.8 Annexation - Effective Date (mm/dd/year)	-1
4.9 Other (please specify)	-1
4.10 Other - Effective Date (mm/dd/year)	-1
4.11 Other (please specify)	-1
4.12 Other - Effective Date (mm/dd/year)	-1

CURRENT LIBRARY BOARD (5.1 - 5.14)

NOTE: This information is used for directory purposes and for meeting the annual legal reporting requirements of public library districts. Report the most current information available.

[75 ILCS 5/4-1, et seq., 75 ILCS 16/30-5, et seq.]

5.1 Total number of board seats	7
5.2 Total number of vacant board seats	-1
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

Members

5.5 Name	Morgan Dubiel
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	05/2015
5.8 Telephone Number	847-663-1234
5.9 E-mail Address	mdubiel@earthlink.net
5.10 Home Address	6532 North Riverview Drive
5.11 City	Niles
5.12 State	IL
5.13 Zip	60714
5.14 Zip +4	3325

Second member

5.5 Name	Barbara Nakanishi
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2017
5.8 Telephone Number	847-663-1234
5.9 E-mail Address	barbaranakanishi@aol.com
5.10 Home Address	6620 West Wood River Drive
5.11 City	Niles
5.12 State	IL
5.13 Zip	60714
5.14 Zip +4	3325

Third member

5.5 Name	Linda Ryan
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2015
5.8 Telephone Number	847-663-1234
5.9 E-mail Address	lcryan123@gmail.com
5.10 Home Address	8145 West Greendale
5.11 City	Niles
5.12 State	IL
5.13 Zip	60714
5.14 Zip +4	2707

Fourth member

5.5 Name	Chris A. Ball
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	05/2015
5.8 Telephone Number	847-663-1234
5.9 E-mail Address	chrisball6@comcast.net
5.10 Home Address	6542 West Ebinger
5.11 City	Niles
5.12 State	IL
5.13 Zip	60714
5.14 Zip +4	4436

Fifth member

5.5 Name	Danette Matyas
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2017
5.8 Telephone Number	847-663-1234
5.9 E-mail Address	Danny7313@comcast.net
5.10 Home Address	7313 Greenleaf
5.11 City	Niles
5.12 State	IL
5.13 Zip	60714
5.14 Zip +4	2117

Sixth member

5.5 Name	Carolyn Drblik
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	05/2019
5.8 Telephone Number	847-663-1234
5.9 E-mail Address	summerwiind@sbcglobal.net
5.10 Home Address	8201 North Oconto Avenue
5.11 City	Niles
5.12 State	IL
5.13 Zip	60714
5.14 Zip +4	2620

Seventh member

5.5 Name	Karen J. Dimond
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	05/2013
5.8 Telephone Number	847-663-1234
5.9 E-mail Address	karendimond3@gmail.com
5.10 Home Address	8242 North Merrill Street
5.11 City	Niles
5.12 State	IL
5.13 Zip	60714
5.14 Zip +4	2445

FRIENDS GROUP/FOUNDATION (6.1 - 6.2)

6.1 Does your library have a friends group?	Yes
6.2 Does your library have a library foundation?	No

FACILITY/FACILITIES (7.1 - 7.2)

7.1a Total square footage of the main library building [PLSC 711]	65,193
7.1b If this locked question's answer has changed, then enter the updated answer here.	
7.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	
7.2 Total square footage of the branch library building(s), if applicable	-3
7.2b Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	-1

ASSETS AND LIABILITIES (8.1 - 8.13)

PROPERTY

8.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$12,000,000
8.2 During the last fiscal year, did the library acquire any real and/or personal property? [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)]	No

ESTIMATED REPLACEMENT COST

8.8 What is the estimated replacement cost for the library's furniture, equipment, and vehicles?	\$2,788,654
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FISCAL ACCUMULATIONS

8.9 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)? [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)]	Yes
8.10 IF YES, then prepare a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations. [75 ILCS 5/4-10(7) , 75 ILCS 16/30-65(a)(4)]	This is from our Special Reserve Plan: Security System Project \$ 10,000 LMR Video & Sound 40,000 RFID/Self-Check/AMHS 500,000 HVAC 1,200,000 Construction 3,853,000 Furniture 525,000 Total Special Reserves Expenditures \$6,128,000

LIABILITIES

8.11 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.? [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)]	No
8.12 IF YES, what is the total amount of the outstanding liabilities? [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)]	\$0
8.13 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount. [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)]	

OPERATING RECEIPTS BY SOURCE (9.1 - 9.22)

Operating receipts are the monies received and utilized during the fiscal year to support the provision of ongoing, day-to-day library services.

Exclude: revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

[75 ILCS 5/4-10(1), 75 ILCS 16/30-65(a)(6)]

LOCAL GOVERNMENT

9.1 Local government [PLSC 300] (except capital income from bond sales which must be reported in 13.1a only)	\$6,743,211
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NILES PUBLIC LIBRARY DISTRICT 2013

STATE GOVERNMENT

Exclude: Federal funds distributed by the State of Illinois.

9.2 Per capita grant	\$0
9.3 Equalization aid grant	\$0
9.4 Personal property replacement tax	\$109,070
9.5 Educate and Automate grants (an IL State Library grant)	\$0
9.6 Other	\$3,000
9.7 If Other, please specify	
9.8 Total State Government Funds (9.2 + 9.3 + 9.4 + 9.5 + 9.6) [PLSC 301]	\$112,070

FEDERAL GOVERNMENT

Include: Federal funds distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

9.9 LSTA funds received	\$0
9.10 E-Rate funds received	\$0
9.11 Other federal funds received	-1
9.12 If Other, please specify	-1
9.13 Total Federal Government Funds (9.9 + 9.10 + 9.11) [PLSC 302]	\$0

OTHER INCOME

9.14 Bill and Melinda Gates Foundation grant monies received	\$0
9.15a Other receipts intended to be used for operating expenditures	\$83,860
9.15b Other non-capital receipts placed in reserve funds	\$0
9.16 TOTAL all other receipts (9.14 + 9.15a, BUT NOT 9.15b) [PLSC 303]	\$83,860

TOTAL OPERATING RECEIPTS

[75 ILCS 5/4-10(1), 75 ILCS 16/30-65(a)(6)]

9.17 TOTAL receipts (9.1 + 9.8 + 9.13 + 9.16) [PLSC 304]	\$6,939,141
9.18 The library safeguards its funds using which option?	
9.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$3,850,000
9.20a Is the amount of the surety bond in compliance with library law? [75 ILCS 5/4-9, 75 ILCS 16/30-45(e)]	
9.20b Is the amount of the insurance policy or other insurance instrument in compliance with library law? [75 ILCS 5/4-9, 75 ILCS 16/30-45(e)]	
9.21 The designated custodian of the library's funds is:	
9.22 Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	

OPERATING EXPENDITURES BY CATEGORY (10.1 - 10.4)

Operating expenditures are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

[75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)]

10.1 Salaries and wages for all library staff [PLSC 350]	\$3,340,413
10.2 Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$523,428
10.3 Total Staff Expenditures (10.1 + 10.2) [PLSC 352]	\$3,863,841
10.4 If this library answered question 10.2 as zero or N/A then choose an answer from the drop-down.	-1

MATERIALS EXPENDITURES (11.1 - 11.4)

Include: All materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed.

Exclude: Charges or fees for interlibrary loans and Expenditures for document delivery.

[75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)]

11.1 Printed Materials [PLSC 353]	\$243,631
11.2 Electronic Materials [PLSC 354]	\$205,434
11.3 Other Materials [PLSC 355]	\$179,381
11.4 TOTAL Materials Expenditures (11.1 + 11.2 + 11.3) [PLSC 356]	\$628,446

OTHER OPERATING EXPENDITURES (12.1 - 12.3)

Exclude: Purchases of major fixed assets (Report in Capital Expenditures)

NOTE: Round answers to the nearest whole dollar.

[75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)]

12.1 All other operating expenditures not included above [PLSC 357]	\$1,503,032
12.2 TOTAL operating expenditures (10.3 + 11.4 + 12.1) [PLSC 358]	\$5,995,319
12.3 Children's Materials Expenditures	\$119,133

CAPITAL REVENUE AND EXPENDITURES (13.1 - 13.7)

Include funds received for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

CAPITAL REVENUE

NOTE: Round answers to the nearest whole dollar.

13.1a Local Government: Capital Income from Bond Sales	\$0
13.1b Local Government: Other	\$0
13.1c Total Local Government (13.1a + 13.1b) [PLSC 400]	\$0
13.2 State Government [PLSC 401]	\$0
13.3 Federal Government [PLSC 402]	\$0
13.4 Other [PLSC 403]	\$29,854
13.5 If Other, please specify	
13.6 Total Capital Revenue (13.1c + 13.2 + 13.3 + 13.4) [PLSC 404]	\$29,854

CAPITAL EXPENDITURES

13.7 Total Capital Expenditures [PLSC 405]	\$2,260,149
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PERSONNEL (14.1 - 14.50)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees -- do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

Librarians with MASTER'S DEGREES (OR DOCTORATES OR CERTIFICATES OF ADVANCED STUDIES) FROM AN AMERICAN LIBRARY ASSOCIATION ACCREDITED PROGRAM OF LIBRARY AND INFORMATION STUDIES. [PLSC 250]

14.1 Position Title	Adult Services Librarian
14.2 Primary Work Area Code	Adult Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$21.52
14.7 Total Hours/Week	

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14.1 Position Title	Youth Services Librarian
14.2 Primary Work Area Code	Children's Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$21.52
14.7 Total Hours/Week	18.00
14.1 Position Title	Adult Services Librarian
14.2 Primary Work Area Code	Adult Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$23.76
14.7 Total Hours/Week	7.00
14.1 Position Title	Youth Services Librarian
14.2 Primary Work Area Code	Children's Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Male
14.6 Hourly Rate	\$22.22
14.7 Total Hours/Week	15.00
14.1 Position Title	Youth Services Librarian
14.2 Primary Work Area Code	Children's Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$22.22
14.7 Total Hours/Week	8.00
14.1 Position Title	Youth Services Librarian
14.2 Primary Work Area Code	Children's Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$21.52
14.7 Total Hours/Week	23.00
14.1 Position Title	Teen Librarian
14.2 Primary Work Area Code	Young Adult Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$22.22
14.7 Total Hours/Week	37.50
14.1 Position Title	Youth Services Librarian
14.2 Primary Work Area Code	Children's Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$26.80
14.7 Total Hours/Week	37.50
14.1 Position Title	Adult Services Librarian
14.2 Primary Work Area Code	Adult Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$26.37
14.7 Total Hours/Week	37.50
14.1 Position Title	Adult Services Librarian
14.2 Primary Work Area Code	Adult Services

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14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$28.90
14.7 Total Hours/Week	37.50
14.1 Position Title	Adult Services Librarian
14.2 Primary Work Area Code	Adult Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$23.82
14.7 Total Hours/Week	37.50
14.1 Position Title	Youth Services Librarian
14.2 Primary Work Area Code	Children's Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$25.38
14.7 Total Hours/Week	37.50
14.1 Position Title	Technical Services Librarian
14.2 Primary Work Area Code	Cataloging
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Male
14.6 Hourly Rate	\$27.52
14.7 Total Hours/Week	37.50
14.1 Position Title	Technical Services Librarian
14.2 Primary Work Area Code	Cataloging
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Male
14.6 Hourly Rate	\$21.52
14.7 Total Hours/Week	37.50
14.1 Position Title	Youth Services Librarian
14.2 Primary Work Area Code	Adult Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$22.22
14.7 Total Hours/Week	37.50
14.1 Position Title	Technical Services Librarian
14.2 Primary Work Area Code	Cataloging
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Bachelor's Degree: No library science
14.5 Sex	Female
14.6 Hourly Rate	\$23.81
14.7 Total Hours/Week	37.50
14.1 Position Title	Adult Services Librarian
14.2 Primary Work Area Code	Adult Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$28.36
14.7 Total Hours/Week	37.50
14.1 Position Title	Teen Librarian
14.2 Primary Work Area Code	Young Adult Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)

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14.5 Sex	Female
14.6 Hourly Rate	\$27.74
14.7 Total Hours/Week	37.50
14.1 Position Title	Youth Services Librarian
14.2 Primary Work Area Code	Children's Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$24.33
14.7 Total Hours/Week	37.50
14.1 Position Title	Adult Services Librarian
14.2 Primary Work Area Code	Adult Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Male
14.6 Hourly Rate	\$25.56
14.7 Total Hours/Week	37.50
14.1 Position Title	Adult Services Librarian
14.2 Primary Work Area Code	Adult Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$22.33
14.7 Total Hours/Week	37.50
14.1 Position Title	Adult Services Librarian
14.2 Primary Work Area Code	Adult Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$26.52
14.7 Total Hours/Week	37.50
14.1 Position Title	Youth Services Librarian
14.2 Primary Work Area Code	Children's Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$27.49
14.7 Total Hours/Week	37.50
14.1 Position Title	Adult Services Librarian
14.2 Primary Work Area Code	Adult Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$26.82
14.7 Total Hours/Week	37.50
14.1 Position Title	Technical Services Librarian
14.2 Primary Work Area Code	Cataloging
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$26.37
14.7 Total Hours/Week	37.50

Group A Total

14.8 Total Group A: FTE ALA-MLS (14.7 / 40) [PLSC 250]	19.59
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NILES PUBLIC LIBRARY DISTRICT 2013

Group B

Other Librarians. Include employees with the TITLE OF LIBRARIAN who EITHER have other types of library education (non-American Library Association accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects.

14.9 Position Title	-1
14.10 Primary Work Area Code	-1
14.11 Secondary Work Area Code [OPTIONAL]	-1
14.12 Education Code	-1
14.13 Sex	-1
14.14 Hourly Rate	-1
14.15 Total Hours/Week	-1

Group B Total

14.16 Total Group B: FTE Other Librarians (14.15/40)	0.00
14.17 Total FTE Librarians (14.8 + 14.16) [PLSC 251]	19.59

Group C

Full-time/part-time administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster), other technical, and clerical employees.

14.18 Total hours worked in a typical week by all Group C employees	1,557.50
14.19 Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$11.50
14.20 Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$58.42
14.21 Total FTE Group C employees (14.18 / 40)	38.94

Group D

Full-time/part-time pages or shelvers.

14.22 Total hours worked in a typical week by all Group D employees	277.42
14.23 Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$8.33
14.24 Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$14.96
14.25 Total FTE Group D employees (14.22 / 40)	6.94

Group E

Full-time/part-time building maintenance, security or plant operation employees.

14.26 Total hours worked in a typical week by all Group E employees	163.75
14.27 Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$14.45
14.28 Maximum hourly rate actually paid (convert annual salary to hourly rate)	31.83
14.29 Total FTE Group E employees (14.26 / 40)	4.09
14.30 Total FTE Other Paid Employees from Groups C, D, and E (14.21 + 14.25 + 14.29) [PLSC 252]	49.97
14.31 Total FTE Paid Employees (14.17 + 14.30) [PLSC 253]	69.55

NILES PUBLIC LIBRARY DISTRICT 2013**Librarian Vacancies**

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant.

14.32 Position Title	-1
14.33 Primary Work Area Code	-1
14.34 Education Code	-1
14.35 Total Hours/Week	-1
14.36 Number of Weeks Vacant during FY2012/13	-1
14.37a Annual Salary Range Minimum	
14.37b Annual Salary Range Maximum	

Newly Created Librarian Positions

Include any newly created librarian positions which were created in FY2012/2013.

14.38 Position Title	-1
14.39 Primary Work Area Code	-1
14.40 Education Code	-1
14.41 Total Hours/Week	-1
14.42 Current Status: Filled or Unfilled	-1
14.43 Date Filled (mm/year, if applicable)	-1

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for in FY2011/12 but was not in the budget for FY2012/13.

14.44 Position Title	-1
14.45 Primary Work Area Code	-1
14.46 Education Code	-1
14.47 Total Hours/Week	-1
14.48 Date Eliminated (mm/year)	-1
14.49 Last Annual Salary Paid	-1
14.50 Reason Eliminated (i.e. lack of funds or need, etc.)	-1

SERVICE HOURS/LIBRARY VISITS (15.1 - 15.20)

15.1 Monday Open?	Yes
15.2 Based on a typical Monday, how many hours was the library open on this day?	12.00
15.3 Tuesday Open?	Yes
15.4 Based on a typical Tuesday, how many hours was the library open on this day?	12.00
15.5 Wednesday Open?	Yes
15.6 Based on a typical Wednesday, how many hours was the library open on this day?	12.00
15.7 Thursday Open?	Yes
15.8 Based on a typical Thursday, how many hours was the library open on this day?	12.00
15.9 Friday Open?	Yes
15.10 Based on a typical Friday, how many hours was the library open on this day?	10.00
15.11 Saturday Open?	Yes
15.12 Based on a typical Saturday, how many hours was the library open on this day?	8.00
15.13 Sunday Open?	Yes
15.14 Based on a typical Sunday, how many hours was the library open on this day?	4.00
15.15 Based on a typical week, how many DAYS in that week was the CENTRAL library open mornings (Midnight - 11:59 a.m.)?	6
15.16 Based on a typical week, how many DAYS in that week was the CENTRAL library open afternoons (Noon - 5:59 p.m.)?	7
15.17 Based on a typical week, how many DAYS in that week was the CENTRAL library open evenings (6:00 p.m. - 11:59 p.m.)?	5
15.18a Total public service hours PER YEAR FOR THE MAIN/CENTRAL LIBRARY [PLSC 713]	3,640
15.18b Total public service hours PER YEAR FOR ALL BRANCH LIBRARIES & BOOKMOBILES [PLSC]	0
15.18c Total scheduled public service hours PER YEAR FOR ALL SERVICE OUTLETS (15.18a + 15.18b) [PLSC 500]	3,640
15.19 Total annual visits/attendance in the library [PLSC 501]	425,823
15.20 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	52

PROGRAMS & ATTENDANCE (16.1 - 16.8)

Exclude: (1) Library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, resume writing assistance, homework assistance, and mentoring activities. (2) Programs sponsored by other groups that use library facilities.

16.1 Total Number of Adult Programs	392
16.2 Adult Program Attendance	7,432
16.3 Total Number of Young Adult Programs [PLSC 602]	144
16.4 Young Adult Program Attendance	3,843
16.5 Total Number of Children's Programs [PLSC 601]	868
16.6 Children's Program Attendance [PLSC 604]	49,598
16.7 Total Number of Library Programs (16.1 + 16.3 + 16.5) [PLSC 600]	1,404
16.8 Total Library Program Attendance (16.2 + 16.4 + 16.6) [PLSC 603]	60,873

REGISTERED USERS (17.1 - 17.4)

17.1 Total number of resident user's cards in force as of the last day of the fiscal year.	25,164
17.2a Total number of non-resident user's cards in force as of the last day of the fiscal year.	0
17.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year?	\$0.00
17.3 Total number of registered users as of the last day of the fiscal year. (17.1 + 17.2a) [PLSC 503]	25,164
17.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

RESOURCES OWNED (18.1 - 18.15)

This area does NOT cover all materials for which expenditures were reported. Report only items that the library has acquired as part of the collection and cataloged whether purchased, licensed, or donated as gifts.

[75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)]

18.1 Books Held at end of FY2012/13 [PLSC 450]	207,323
18.2 Back Files (Retrospective Holdings): Newspapers (Print format only) Held at end of FY2012/13	0
18.3 Are these counts a volume count OR a title count	-1
18.4 Back Files (Retrospective Holdings): Magazines/Periodicals/Serials (Print format only) Held at end of FY2012/13	314
18.5 Are these counts a volume count OR a title count	-1
18.6 Total Print Materials (18.1 + 18.2 + 18.4) [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)]	207,637
18.7 Current Subscriptions: Newspapers/Magazines/Periodicals/Serials (Print format only) Held at end of FY2012/13 [PLSC 460]	340
18.8 E-books Held at end of FY2012/13 [PLSC 451]	12,129
18.9a Audio Recordings: Physical Units Held at end of FY2012/13 [PLSC 452]	19,333
18.9b Audio Recordings: Downloadable Titles Held at end of FY2012/13 [PLSC 453]	7,753
18.10a DVDs/Videos: Physical Units Held at end of FY2012/13 [PLSC 454] [75 ILCS 5/4-10(3) and 75 ILCS 16/30-65(a)(6)]	28,873
18.10b DVDs/Videos: Downloadable Titles Held at end of FY2012/13 [PLSC 455]	116

Licensed Databases

Report the number of licensed databases acquired through payment or formal agreement, by source of access. Each database should be counted individually even if access to several databases is supported through the same vendor interface.

Exclude: Subscriptions to individual electronic serial titles should be reported in question 18.8 NOT in 18.12 - 18.15.

18.11 Local License negotiated by the local library	102
18.12 State License negotiated by the Illinois State Library [PLSC 457]	22
18.13 Other consortia within the state or region	6
18.14 Total Licensed Databases (18.11 + 18.12 + 18.13) [PLSC 458]	130

Children's Holdings

18.15 Children's Holdings	93,349
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USE OF RESOURCES (19.1 - 19.13)

[75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)]

Report for the library's entire fiscal year.

19.1 Number of adult materials loaned	613,067
19.2 Number of children's materials loaned [PLSC 551]	506,411
19.3 Total number of materials loaned (19.1 + 19.2) [PLSC 550]	1,119,478

NILES PUBLIC LIBRARY DISTRICT 2013

Report circulation, including renewals, by the material types below. Include both physical and electronic format circulation if applicable.

19.4 Books	609,146
19.5 Videos/DVDs	359,038
19.6 Audios (include music)	88,486
19.7 Magazines/Periodicals	11,006
19.8 Other Formats	51,802
19.9 TOTAL (Sum of 19.4-19.8)	1,119,478
19.10 Number of interlibrary loans loaned to other libraries [PLSC 552]	40,543
19.11 Number of interlibrary loans borrowed from other libraries [PLSC 553]	35,184
19.12 Does your library participate in reciprocal borrowing?	Yes
19.13 IF YES, report the number of materials loaned	309,673

REFERENCE QUESTIONS (20.1 - 20.3)

Number of reference questions, for the fiscal year, asked.

20.1 Adult Department	78,979
20.2 Children's Department	23,410
20.3 TOTAL (20.1 + 20.2) [PLSC 502]	102,389

AUTOMATION (21.1 - 21.5)

How many of the following does your library have?

Windows/PC Compatible Computers

21.1 Total number of ALL computers in the library	185
21.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	70
21.3 Is your library's catalog automated?	Yes
21.4 Is your library's catalog accessible via the web?	Yes
21.5 Does your library have a telecommunications messaging device for the hearing imparied?	Yes

INTERNET (22.1 - 22.20)

22.1 Does your library have Internet access?	Yes
22.2 Does your library have wireless Internet access?	Yes

What Internet provider(s) does your library use? (Check all that apply)

22.3 Illinois Century Network (ICN)	Yes
22.4 Other	Yes
22.5 If your library is NOT a participant in the Illinois Century Network (ICN), please indicate why:	

What type(s) of Internet connection(s) is/are used by your library? (Check all that apply)

22.6 DSL	Yes
22.6 Cable	Yes
22.6 Wireless	
22.6 Satellite	
22.6 Fiber	
22.6 Leased Line	
22.6 Network (State, Regional, Municipal)	
22.6 Dial-up	
22.6 Don't know	
22.6 Other	
22.6 N/A	

Internet

22.7 What is the maximum speed of your library's Internet connection? (Select one)	45 Mbps or more
22.8 If Other, please specify	
22.9 Has your library board adopted an Internet public access policy?	Yes
22.10 How many Internet computers does your library have available for public use? [PLSC 650]	45
22.11 Report the number of in-library users of public Internet computers in a year [PLSC 651]	125,000
22.12 Report the annual number of views of your library's homepage	454,000
22.13 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
22.14 Does your library utilize Internet filters?	Yes
22.15 IF YES, when did your library start using filters? (mm/year)	02/2000

IF YES, which Internet stations have filters?

	All	Some
Staff		
Public		
Children	Yes	
Young Adult		
Adult		

E-RATE (23.1 - 23.3)

23.1 Did your library apply directly for E-rate (telecommunications discounts) for FY2012/13?	No
23.2 IF YES, what is the dollar amount that your library was awarded for FY2012/13?	
23.3 Why did your library NOT participate in the E-rate program?	Negligible benefit

STAFF DEVELOPMENT & TRAINING (24.1 - 24.3)

24.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$23,743
24.2 Does this include travel expenses?	Yes
24.3 How many hours of training did employees receive this year?	1,200.00

SUGGESTED QUESTIONS FOR FUTURE IPLARS (25.1)

25.1 What information is not currently asked on the Illinois Public Library Annual Report (IPLAR) that you would be interested in if it were collected?	
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PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (26.1)

Public Library District Secretary's Audit (Submit in paper format; there is no electronic version).

A Secretary's Audit must be prepared on your library's letterhead and contain the following information:

1. Your library's name and address (should be on the library's letterhead).
2. The following text: "This is to testify that we have examined the secretary's minutes and other records for the past year and find they are in order and have no errors or discrepancies for fiscal year FY2012/2013."
NOTE: If there ARE any errors or discrepancies, please list and explain fully.
3. The signatures of two trustees who were appointed by the President to audit the Secretary's records.
4. The date completed.

[75 ILCS 16/30-65(a)(1),(c)(d)]

CERTIFICATION PAGE

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR)
CERTIFICATION PAGE
FISCAL YEAR 2012/3

INSTRUCTIONS:

1. Print the certification page.
2. Obtain the original signatures.
3. Submit the Certification Page with original signatures, and all other required attachments directly to the Illinois State Library.

http://il.countingopinions.com/docs/il/IPLAR_Certification_copy.pdf

Name of Community	Niles
Name of Library	Niles Public Library District
Fiscal Year State Date:	07/01/2012
Fiscal Year End Date:	06/31/2013

Certification:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; and, (3) agree that the IPLAR paper copy submitted to the Illinois State Library shall serve as the official file copy.

Affix original signatures (Signatures are required.):

	Signature	Date
Library Director		
President		
Secretary		

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the Verify button located in the top right quadrant.
2. Review the form and resolve any required fields or edit checks, they will be highlighted in red. In the case of Edit Checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select Submit/Lock NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information.

Investment Income(3049500-2013-08-01)

We added etitles in greater numbers this year.(3049500-2013-08-01)

This has not changed(3049500-2013-07-17)

We began a renovation project which has caused a decrease in use.(3049500-2013-08-01)

Per Capita Requirements

Legal Compliance

9. As per the requirements, the library administration and board of trustees must review Chapter 10, "Marketing, Promotion, and Collaboration" of the most recent edition of Standards for Illinois Public Libraries. Provide the date(s) of review and a short narrative discussing the library's progress toward meeting the standards, including any changes that were made as a result of the review.

I believe that you all have a copy of the Serving Our Public 2.0: Standard for Illinois Public Libraries, but I have attached the necessary pages. I believe that we have at least met, if not exceeded, the standards, but it will be good for us to review.

Unless you disagree, my response to question 9 (in 350 characters or less!) on the grant application:

Review 8/21/13-The library board of trustees and director reviewed the Marketing Checklist from Chapter 10, of the Standards for Illinois Public Libraries and we agree that we meet or exceed the expectations.

TRUSTEES

12. Based on the information gleaned from the environmental scan of the community conducted by the Board, identify the library's strengths, weaknesses, opportunities and challenges in meeting the future needs of the service area.

These are the comments that I received from you and a few staff:

I have put together a few examples for you, and I hope that we can take a few minutes during the meeting to review.

Strengths:

- Well trained professional staff
- Convenient hours
- Renovated space with plenty of comfy furniture and meeting space
- Well lit building
- Updated HVAC
- Convenient location, close to the civic area
- Free bus stop
- Offers many programs and/or events for all ages
- Up-to-date collections in many formats

Weakness:

- Lack of library presence in the north portion of our district
- Our website
- Very limited accessibility for English Language Learners

Opportunities:

- Seek space for a branch or automated branch in the northern portion of our district
- New website
- Add additional programs for unemployed to get back into the working world; mock interviews, resume writing etc.
- Get our documents translated in our major languages (Spanish, Polish, Russian, Korean, and others)

Challenges:

- Budget and staff to man a small branch
- Volunteers have not worked effectively to translate documents—it requires money to hire workers and time to supervise them during the project

Unless you disagree, my response to question 12 (in 350 characters or less!) on the grant application:

Strengths: well trained staff, convenient hours, a newly renovated space, new furniture, a well-lit building with updated HVAC, programs and events for all ages and an up-to-date collection.

Weakness: Our district is spread out and we lack presence on the north side.

Opportunity: to seek space for a branch

Challenge: budget to staff a branch

Chapter 1

Core Standards

National Public Library Definition

Public library statistics are collected annually from more than 9,000 public libraries through the Public Library Statistics Cooperative (PLSC) for public library data and disseminated by the Institute for Museum and Library Services (IMLS).

Descriptive statistics are collected for all public libraries. Data are available for individual public libraries and are also aggregated to state and national levels.

In order to accurately compare public library data from all fifty states, every state has agreed to collect public library data using the “PLSC Public Library Definition” as detailed below:

A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. an organized collection of printed or other library materials or a combination thereof;
2. paid staff;
3. an established schedule in which services of the staff are available to the public;
4. the facilities necessary to support such a collection, staff, and schedule; and,
5. is supported in whole or part with public funds.

Introduction

The late librarian, director, and library leader Susan Roberts commented that strong libraries need strong standards to provide quality customer service. The *Serving Our Public 2.0* Task Force has struggled in finding the balance between inclusivity and setting the bar at a meaningful level. The consensus of the task force is that a “one-size-fits-all” document is not plausible. Public libraries are largely locally funded and should be uniquely suited to the needs and resources of their communities and users. Nevertheless, it is in the public interest and the interest of the library community to have the word “library” signify certain standard conditions that one could expect to find. A library that does not currently meet one or more of the core or other standards might cite that deficiency in making a case for increased funding. Coming up to the standard might be the focus of one or more objectives in a library’s strategic plan. The staff and boards of libraries that meet basic standards might pose the query, “What makes a library effective?” and consider ways of enhancing the library’s effectiveness in serving its community. After reviewing the federal library standards and other states’ library standards, the task force has outlined the following basic essential standards that all Illinois public libraries should work daily to uphold:

1. operate in compliance with Illinois library law;*
2. have an organized collection of information;
3. have written library policies approved by the library’s governing body;
4. have a fixed location(s) with posted regular hours of services;
5. have a trained, paid staff to manage the collection and provide access to it;
6. be supported in part or in whole by public funds; and,
7. have an identifiable library materials budget.

* *Illinois law does also recognize contractual libraries.*

In addition to these essential standards, listed below are standards that have been enhanced and defined.

Illinois Public Library Core Standards

- Core 1** The library provides uniformly gracious, friendly, timely, and reliable service to all users.
- Core 2** The library is established and operates in compliance with Chapter 75 of the *Illinois Compiled Statutes*.
- Core 3** The library is governed by a board of trustees elected or appointed and constituted in compliance with the relevant sections of Chapter 75 of the *Illinois Compiled Statutes*.
- Core 4** The library complies with all other state and federal laws that affect library operations. (See Appendix F)
- Core 5** The library adopts and adheres to the principles set forth in the American Library Association's (ALA) *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations. (See Appendices A, B, and C)
- Core 6** The library adopts and adheres to the *Ethics Statement for Public Library Trustees*. The library adopts and adheres to the *Code of Ethics of the American Library Association*. (See Appendices D and E)
- Core 7** The board of trustees adopts written bylaws that outline the board's purpose and operational procedures and address conflict-of-interest issues. (See Appendix H)
- Core 8** The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator. (*For the purposes of this document, a qualified librarian is a person holding a Masters of Library Science (MLS) degree from an ALA-accredited program and/or actively participating in continuing education opportunities each year offered by the Illinois State Library, regional library systems, and the Illinois Library Association. Library boards and communities should strive to have a minimum of one staff member holding an MLS from an ALA-accredited institution and/or utilize the consultant services of their regional library system.*)
- Core 9** The board of trustees meets regularly, in accordance with the *Illinois Compiled Statutes*, with the library administrator in attendance. All board meetings and board committee meetings shall comply with the *Open Meetings Act*.
- Core 10** The board of trustees has exclusive control of the expenditure of all monies collected, donated, or appropriated for the library fund and all property owned by the library.
- Core 11** The library has a board-approved written budget. The budget is developed annually by the library administrator and the board with input from the staff.
- Core 12** The board of trustees annually determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees will take action to increase the library's revenues.
- Core 13** The library has a board-approved mission statement, a long-range plan, disaster prevention and recovery plan, collection management policy, personnel policy, and other policies as appropriate to the library's operation. (See Appendices J, M, O, P, and R)

- Core 14** The library administrator presents written monthly reports, including statistics, on library operations to the board of trustees. In addition, monthly fiscal reports are presented by the library administrator and/or the library board treasurer.
- Core 15** The board of trustees annually reviews the performance of the library administrator.
- Core 16** The library is a member of an Illinois regional library system, fulfills the membership requirements of its system, is a responsible partner in the Illinois Library and Information Network (ILLINET), and participates in resource sharing through interlibrary loan and reciprocal borrowing.
- Core 17** The library provides access to resource sharing databases, participates in resource sharing by entering the library's collections into a regional, statewide, or national database, and actively promotes resource sharing via interlibrary loan and reciprocal borrowing.
- Core 18** The library utilizes a variety of methods to communicate with its community.
- Core 19** The library is located in a facility designed or renovated for library purposes and complies with all applicable local, state, and federal codes.
- Core 20** The library is open a minimum of twenty-five hours per week, which are to be scheduled for the convenience of the community it is serving. (*See Appendix N*)
- Core 21** As a baseline, the library appropriates monies to major budget categories (personnel, benefits, library materials, other operating expenditures) using the *Illinois Public Library Annual Report* statewide percentages analysis.
- Core 22** The library board and staff promote the collections and services available to its community.
- Core 23** At least every five years, and more frequently if necessary, the library conducts a review to determine if the library is providing collections and services in a quantity, at a time, and in a manner that meets the needs of the community.
- Core 24** At least every ten years, and more frequently if necessary, the board of trustees determines if the physical facility is sufficient to meet the needs of the community. If the facility does not meet the needs of the community, the board of trustees takes steps to correct the need.

Chapter 10

Marketing, Promotion, and Collaboration

Today's library users are no longer satisfied with the status quo, traditional library. The library clientele's bar of expectations for public library services and programs has surged so high that today's libraries are challenged and forced to promote and market their services at levels that were never before conceived. With the emergence of large bookstores, coffee cafés, the Internet, downloadable devices, and widening access to information, libraries are being placed in a competitive environment; therefore, in order to compete, survive, and thrive, libraries must determine what their library patrons want and need. The library patron must be the center of every program or service that the library provides. The library staff must be orientated to all of the library services and programs. Of imperative importance, the community must be aware of what the library is providing, and library staff should always make sure their library patrons leave the library satisfied—since it is highly likely that a library user who is not satisfied will not return.

A public that is aware of all the services and collections offered by its library and that views its library as a positive, fundamental, and indispensable part of life—this is the ideal achieved through an effective public relations and marketing program.

Applicable Core Standards—Please see Core Standards 1, 7, 13, 14, 17, 22, and 23 in Chapter 1.

Marketing Standards

1. The library board develops and adopts a marketing plan that supports the library's long-range and strategic plan.
2. The library board and administration participates in three or more cooperative activities with other community organizations, businesses, and institutions, such as Chamber of Commerce and service organizations.
3. The library's services and programs are regularly promoted in the community by using three or more publicity methods such as flyers, brochures, library Web site, posters, banners, displays, presentations and speeches, and newspaper ads.
4. The library specifically invites local, state, and federal officials to visit the library, providing them a firsthand view of the library's services.
5. The library's Web site is updated at least monthly to reflect current and future programs, board minutes, library policies, and new material.
6. The board, administration, and staff assess the library's appearance at least once a year, using this information to revise the library's image in the community.
7. The board, administration, and appropriate staff visit other libraries at least once a year, learning what services and programs other libraries offer their patrons.
8. The operating budget includes funds for public relations and marketing.
9. The library considers persons with special needs when developing and delivering information about the library's collections and services.
10. The library develops strategies to reach those groups that do not use the library.
11. One member of the staff coordinates the library's marketing efforts, but all staff receives customer service and marketing training.

12. When reviewing and setting library policies, the board evaluates how the policies affect persons within the jurisdictional population.
13. The library includes public relations and customer service as part of the orientation of all new staff and board members.
14. The library regularly evaluates patron and community awareness of the library's programs and services through focus groups, surveys (in-house and Web-based), interviews, etc.
15. The library administration ensures all board and staff members receive an orientation of the library covering the library's history, funding sources, long-range plan, and services.
16. The library builds on public relations and marketing efforts developed by the library system, state and national organizations, the state library, and the community.

Marketing Checklist

- ___ The library has a marketing plan that supports the library's long-range, strategic plan.
- ___ The library board and administration participates in three or more cooperative activities with other community organizations.
- ___ The library's services and programs were promoted in the community. Check the applicable publicity methods.
 - flyers
 - brochures
 - Web site
 - posters
 - banners
 - displays
 - podcasting
 - presentations
 - speeches
 - newspaper ads
 - other
- ___ The library invited local, state, and federal officials to visit the library.
- ___ The library's Web site was updated at least monthly.
- ___ The board, administration, and staff conducted a library walk-through.
- ___ The board, administration, and appropriate staff visited other libraries.
- ___ The budget includes funds for public relations and marketing activities.
- ___ The library's promotional methods and services are ADA compliant.
- ___ A designated staff member coordinates the library's marketing efforts.
- ___ The library's staff received customer service and marketing training.
- ___ The library's orientation for staff and trustees includes the library's public relations, customer service philosophy, library history, funding sources, and long-range plan.
- ___ The library surveyed patrons and the community to judge awareness of the library's programs and services.
- ___ The library's statistics are effectively used to compare the library's progress in reaching its community.

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Marketing the Library—Web-based Training for Public Libraries, Ohio Library Foundation, 2003.

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Monthly Statistical Report --July 2013						
LOAN OF LIBRARY MATERIALS	Current	Current	Prior	%		
	Month	YTD	YTD	Change		
Adult	48,355	48,355	56,229	-14.00%		
Teens	4,731	4,731				
Juvenile	44,172	44,172	47,988	-7.95%		
TOTAL Loan of Library Materials	97,258	97,258	104,217	-6.68%		
LOAN OF MATERIAL BY TYPE	Current	Prior Year	%	Current	Prior	%
	Month	Same month	Change	YTD	YTD	Change
Adult						
Print	19,961	26,111	-23.55	19,961	26,111	-23.55
Periodical	865	809	6.92	865	809	6.92
Audio	5,895	8,292	-28.91	5,895	8,292	-28.91
DVD	20,740	21,017	-1.32	20,740	21,017	-1.32
Digital	894			894		
TOTAL Adult Loans	48,355	56,229	-14.00	48,355	56,229	-14.00
Teens						
Print	3,679			3,679		
Periodical	0			0		
Audio	546			546		
DVD	405			405		
Digital	101			101		
TOTAL Teen Loans	4,731	0		4,731	0	
Juvenile						
Print	29,406	31,583	-6.89	29,406	31,583	-6.89
Periodical	76	220	-65.45	76	220	-65.45
Audio	3,382	3,766	-10.20	3,382	3,766	-10.20
DVD	10,978	12,419	-11.60	10,978	12,419	-11.60
Digital	330			330		
TOTAL Juvenile Loans	44,172	47,988	-7.95	44,172	47,988	-7.95
ONLINE DATABASE USE	Current Month	Prior Year/Same Month	% Change	Current YTD	Prior YTD	% Change
Total Database Use	3,678	3,619	1.63	3,678	3,619	1.63
Holds	Current Month	Prior Year Same Month				
Holds Placed	11,217		11,433	-1.89		
Holds Made Available	14,450		14,368	0.57		
Patron Registration	Added this month	Total	Prior year same month	% Change		
New District cards	263	25,138	274	-4		
Patron Count	Current Month	Prior Year Same Month	% Change			
Unique Library cards used	5,748		6,344	-9		
Total Patron Visits	39,707		43,693	-9.12		
e-News subscribers	7,105					
IN-HOUSE USE OF MATERIALS	Current Month	Prior Year/Same Month	% Change	Current YTD	Prior YTD	% Change
Reference--Adult	552	475	16.21	552	475	16.21
Circulating--Juvenile	4,327	5,769	-25.00	4,327	5,769	-25.00
Circulating--Adult	3,827	6,106	-37.32	3,827	6,106	-37.32
TOTAL In-house Use of Print Materials	8,706	12,350	-29.51	8,706	12,350	-29.51
PC Users by Area	Current Month	Prior Year/Same Month	% Change	Current YTD	Prior YTD	% Change
Adult Services	4,634	4,943	-6.25	4,634	4,943	-6.25
Youth Services	1,573	1,758	-10.52	1,573	1,758	-10.52
Express Internet	2,462	3,406	-27.72	2,462	3,406	-27.72
Patron Wi-Fi Uses	2,418	2,218	9.02	2,418	2,218	9.02
Scanning devices	776	534	45.32	776	534	45.32
Total Users	11,087	12,325	-10.04	11,863	12,859	-7.75
Website Hits	34,036	34,053	-0.05	34,036	34,053	
Facebook "Likes" to date	654					
Media Hits (includes print and online articles and listin	68					

LIBRARY PROGRAMS	This Month	Attendance	Attendance Prior Year	% Change		
Programs--Youth						
Babytime	5	212				
Rise & Shine	3	65				
Summer Reading registrations	1	211				
Summer Reading added visits	ongoing	2,347				
Bibliobop Dance Party	1	43				
Book Buddies	35	54				
Schools/groups visiting	3	55				
Librarians visiting schools/groups	5	67				
Lego Club	1	39				
Movies: Wings of Life	1	50				
Second Sunday Special: Ocean Adventures	1	68				
Writing for Real	5	75				
Yoga	1	35				
Teddy Bear Sleepover	1	36				
Bedtime Movies	1	18				
Wright 3 Virtual Tour/Pentominoes	1	14				
Toothpick City	1	49				
Design Your Own Comic	1	8				
Book Club Bash	3	10				
Volunteer Orientation for SRC	1	23				
Family Bingo	1	37				
Bulletin board tool activity	1	126				
Pop-Up Storytime	1	20				
Volunteers	95	787				
Desk games	1	1,472				
Total Youth Services Programs	170	5,921	8,081	-26.73		
Programs--Teens						
Red, White and Blue Nails	1	19				
Drinking Straws Construction	1	9				
Anime and Manga Club	1	12				
Totally Tangled Word Art	1	7				
Playbill rehearsals	9	153				
Playbill performance	1	58				
Summer Reading registrations	1	30				
Summer Reading added visits	ongoing	157				
Total Teen Programs	15	445	555	-19.82		
Programs--Adult						
Book Discussions	7	45				
SCORE Small Business Counseling	4	11				
Niles 4th of July Parade	1	38				
Movies	4	127				
Technology programs	5	34				
Storm Kings	1	10				
Clubs	3	20				
Writers' Roundtable	1	9				
Nightclub in the Afternoon	1	35				
Library Volunteer Information Session	1	6				
Total Adult Programs	28	335	291	15		
Outside Meetings						
Niles All American Toastmasters Club	2	27				
Rainbow Animal Assisted Therapy	1	20				
Total Outside Meetings	3	47	300	-84		
Total Meeting and Program Attendance	216	6,748	9,227	-27		

Niles Library Staff & Board,

Thank you so much for your
support during this difficult time.

All your kind words and advice have
been very helpful.

Thank you!

Athena



It is not the length of life, but the
depth of life.

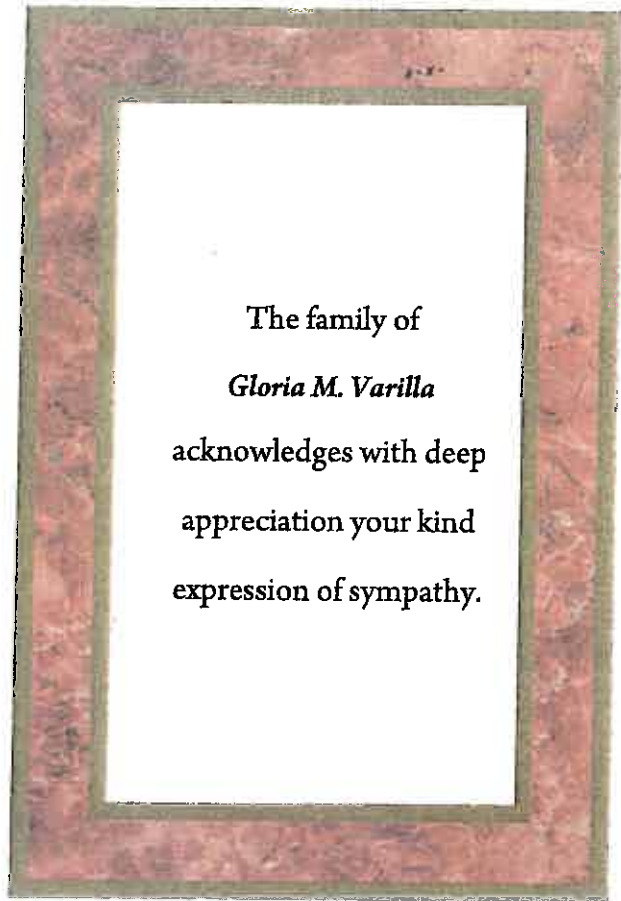
- Ralph Waldo Emerson -

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(847) 824-5155
www.OehlerFuneralHome.com



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07/11/13

Dear Staff's Board of Trustees,

Thank you for your
generosity and
thoughtfulness.

Sincerely,
D'Varilla



July 20, 2013

Ms. Dodie Frisbie,
Programmer Senior Patrons
Niles Public Library District
6960 Oakton Street
Niles, Illinois 60714

Dear Dodie,

Thank you for hiring my duo to bring music to your wonderful library! I'm also grateful to your Administrator, Linda Weiss, for allowing us to perform our show.

Ben and I had a great time entertaining your Senior Coffee Hour patrons and guests. It was a terrific and responsive audience – singing along, applauding, and sharing their laughter in all the right places! Our goal was for all to enjoy the tunes, to have fun and to make an otherwise ordinary day “extraordinary” by way of live music. I believe we successfully achieved our goal.

I LOVE to bring our music to libraries – mainly because we all know that libraries are such an important part of any community, and especially because they provide a wealth of information, educational programs, great books, films, lectures and more to folks who depend on their local library for needed services.

Dodie, thanks for your graciousness in making us feel so welcome, accepted and relaxed. Niles Library is blessed to have you handling so many meaningful responsibilities within your job. It was a pleasure working with you and I hope we can do it again in the future.

Have a happy rest-of-the-summer season.

Sincerely,

Mary Anne Riehl,
Vocalist
aka Nightclub in the Afternoon

cc: Linda Weiss, Administrator

Rainbow Animal Assisted Therapy
6042 West Oakton Street
Morton Grove, Illinois 60053
773.283.1129
www.rainbowaat.org



July 21, 2013

Ms. Diane Winberg
Niles Public Library District
6960 Oakton
Niles, IL 60714

Dear Ms. Winberg:

Thank you so much for all of your help when we used your meeting room on Wednesday, July 17. We appreciate the library's willingness to accommodate our needs to train instructors in our dog safety program.

According to the CDC, by the time they are twelve years old, 50% of all children are bitten by a dog. Last year Rainbow dog safety presentations reached more than 4000 children. Anticipating that one out of every two would have been bitten, we can assume that by teaching children how to be safe around dogs and to how to avoid dog bites, approximately 2000 children might have been saved from being bitten.

We are thankful to have this opportunity to add more instructors to our program.

We enjoy visiting your library for the Read to Rover program and appreciate the long standing working relationship we enjoy with your staff.

Thank you again for all of your help,

A handwritten signature in black ink that reads "Susan Burrows". The signature is written in a cursive, flowing style.

Susan Burrows
Program Coordinator
Rainbow Animal Assisted Therapy

August 21, 2013

New Business—Recommended Actions

A. Recommended Action on Conference and Travel Policy Revisions

MOVE to accept the changes to the Attendance at Professional Meetings and Travel Expenses policies as requested by the Board of Trustees.

Memorandum A of Recommended Board Action

Attached are our policies on conference attendance and travel expenses with the changes that you requested at the July Board Meeting. I did a survey of the Libraries within RAILS and found only one that requires Board approval for conference attendance (Three Rivers Library District in Channahon, IL).

4.13 ATTENDANCE AT PROFESSIONAL MEETINGS

1. Staff members wishing to attend meetings, conferences and workshops sponsored by professional library or library-related organizations may, in the sole discretion of the Director, be given Library time, providing they are within scheduling and budget limitations.
2. Expenses and mileage will be paid for such attendance, in the sole discretion of and in such amounts as are determined by the Director. Staff members attending meetings and workshops of organizations of which they are not members will be reimbursed at the membership rate only.
3. For attendance at the annual ALA, **PLA** and ILA conferences, priority in the assignment of funds will go to the Director, members of the Board, and staff at large. The staff at large will be selected by **or approved by** ~~and at the sole discretion of the Director~~ **the Library Board** as a professional incentive for employee development. **All employee travel to be approved by the Board on a case by case basis and approved travel may be rescinded at any time by Board decision.**
4. When Library staff are expressly requested and/or required in writing ~~by the Director and/or~~ by official action of the Board of Trustees to become a member of a district, state or national library organization or serve on a special committee or perform a particular function for said organization, or when they are requested or required by official action of the Board of Trustees to represent the Library in an official capacity, they shall be reimbursed for travel and miscellaneous expenses according to Library policy.

4.14 TRAVEL EXPENSES

1. For official trips of staff or members of the Board of Trustees, the Library will pay reasonable expenses. Staff travel must be approved by the ~~Director~~ **Library Board** in advance. Receipts are required for all reimbursements.
2. Reasonable expenses will be determined as follows:
 - a. Registration: fees for conferences, workshops and conventions. If the registration fee includes meal functions, those meals will not be reimbursed otherwise.
 - b. Transportation: by lowest coach airfare or rail fare if it does not exceed the air coach fare. For out-of-state trips, mileage for use of a private car may be paid with prior approval of the ~~Director~~ **Library Board**. Such reimbursement may not exceed air coach fare.
 - c. Hotel: conference hotels, with conference rates, will be used when possible. Reimbursement as indicated on paid hotel receipt.
 - d. Meals: actual expenses but not to exceed \$50.00 per day. If special conference meals or banquets are required, with ~~Director's~~ **Library Board** advance approval ~~these~~ will be reimbursed in addition to the per diem.
 - e. Incidental expenses: tips, parking, cabs, busses, road tolls, business telephone calls with appropriate receipts.
 - f. Extraordinary expenses: meals and/or entertainment which are a part of the program of the event but at extra cost, when authorized in advance.
 - g. For local mileage: when a Library vehicle is not available, reimbursement will be at the current IRS rate.

August 21, 2013

New Business—Recommended Actions

B. Recommended Action on Ordinance 13-5

Move to adopt Ordinance 13-5, an Ordinance Providing for Budget and Appropriations of the Niles Public Library District, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2013 and Ending June 30, 2014.

Memorandum B of Recommended Board Action

The Tentative Budget and Appropriations Ordinance 13-4 was adopted at the Board Meeting on June 19, 2013. Following the Public Hearing on Wednesday, August 21, at 6:25 p.m., the Ordinance should be ready for approval.

**ORDINANCE 13-5
ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS
OF THE NILES PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS, FOR
THE FISCAL YEAR BEGINNING JULY 1, 2013 AND ENDING JUNE 30, 2014**

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

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

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

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

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

	APPROPRIATION	BUDGET
Salaries		
ADMINISTRATOR	\$127,138	\$115,580
MANAGERS	\$276,118	\$251,016
SUPERVISORS	\$654,434	\$594,940
LIBRARIAN	\$1,281,807	\$1,165,279
LIBRARY GRADE V	\$660,495	\$600,450
LIBRARY GRADE VI	\$487,732	\$443,393
LIBRARY PAGE	\$159,262	\$144,784
SUNDAY/SUBSTITUTE/ADJUSTMENTS	\$104,500	\$95,000
TOTAL SALARIES	\$3,751,486	\$3,410,442
 LIBRARY MATERIALS		
BOOKS & PERIODICAL	\$301,200	\$251,000
DOWNLOADABLES	\$66,000	\$55,000
AV - ADULT	\$184,440	\$153,700
ONLINE DATABASES	\$241,200	\$201,000
TOTAL MATERIALS	\$792,840	\$660,700
 OPERATING EXPENSES		
Processing & Services		
CCS CHARGES	\$90,000	\$78,000
PROCESSING & SUPPLIES	\$42,000	\$30,000
INTERNET CHARGES	\$26,880	\$19,200
SOFTWARE, LICENSES	\$59,140	\$42,243
PRINTING	\$59,010	\$42,150
LIBRARY SUPPLIES	\$16,800	\$12,000
PROGRAMMING & SUPPORT - ADULT	\$94,780	\$66,100
VOLUNTEERS	\$4,200	\$3,000

PUBLIC PERFORMANCE RIGHTS	\$1,838	\$1,313
CCS COMMUNICATIONS	\$7,000	\$5,000
COMPUTER CHARGES - OCLC	\$23,526	\$16,804
MISCELLANEOUS	\$1,400	\$1,000
TOTAL PROCESSING & SUPPLIES	\$426,574	\$316,810
Administration & General Office		
JANITORIAL SUPPLIES	\$67,300	\$33,650
COPIERS	\$20,000	\$10,000
PROFESSIONAL DEVELOPMENT	\$89,798	\$44,899
MILEAGE REIMBURSEMENT	\$6,000	\$3,000
LEGAL FEES	\$80,000	\$40,000
CONSULTING	\$40,000	\$20,000
SUPPLIES	\$53,800	\$26,900
PROMOTIONAL EXPENSE	\$41,000	\$20,500
POSTAGE & FREIGHT	\$36,000	\$18,000
PUBLICATION OF NOTICES - LEGAL	\$3,400	\$1,700
SUBSCRIPTIONS & DUES	\$18,000	\$9,000
COLLECTION SERVICES	\$2,000	\$1,000
TELEPHONE	\$33,000	\$16,500
TRUSTEE EXPENSE	\$20,000	\$10,000
EQUIPMENT RENTAL	\$10,000	\$5,000
PAYROLL SERVICE	\$18,600	\$9,300
BANK FEES	\$6,000	\$3,000
PARKING LEASE AGREEMENT	\$21,144	\$10,572
TOTAL ADMINISTRATION AND GENERAL OFFICE	\$566,042	\$283,021
VEHICLE EXPENSE TOTAL	\$10,000	\$4,271
EMPLOYEE FRINGE BENEFITS		
PENSION PLAN	\$240,000	\$200,000
GROUP HEALTH	\$471,434	\$392,862
HEALTH REIMBURSEMENT	\$64,800	\$54,000
DENTAL, VISION, DISABILITY	\$55,997	\$46,664
TOTAL FRINGE BENEFITS	\$832,231	\$693,526
TOTAL UTILITIES	\$200,000	\$102,000
TOTAL OPERATING	\$6,579,173	\$5,470,770
BUILDING & MAINTENANCE		
REPAIRS & IMPROVEMENTS	\$47,640	\$39,700
CONTRACTUAL MAINTENANCE	\$44,538	\$37,115
NON-CONTRACTUAL MAINTENANCE	\$13,680	\$11,400
EQUIPMENT MAINTENANCE	\$45,048	\$37,540
NON CAPITAL EXPENSES	\$28,800	\$24,000
FURNITURE & FIXTURES	\$72,000	\$60,000
TOTAL BUILDING & MAINTENANCE	\$251,706	\$209,755
SPECIAL RESERVE		
SPECIAL RESERVE - BUILDING	\$200,000	\$72,000
SPECIAL RESERVE - EQUIPMENT	\$1,600,000	\$846,920
SPECIAL RESERVE - Renovation Project	\$5,000,000	\$4,078,200
TOTAL SPECIAL RESERVE	\$6,800,000	\$4,997,120

SPECIAL FUNDS		
AUDIT	\$19,250	\$17,500
LIABILITY INSURANCE	\$33,000	\$30,000
SOCIAL SECURITY	\$319,000	\$290,000
ILLINOIS UNEMPLOYMENT TAXES	\$19,800	\$18,000
WORKERS' COMPENSATION INSURANCE	\$22,000	\$20,000
TOTAL SPECIAL FUND ITEMS	\$413,050	\$375,500
SUPPLEMENTARY GRANTS	\$100,000	\$58,000
GRAND TOTAL	\$14,143,929	\$11,111,145

SECTION 3: The several sums above mentioned and designed as appropriation, which is FOURTEEN MILLION, ONE HUDRED FORTY THREE, NINE HUNDRED TWENTY NINE AND NO/100 (\$14,143,929), be and are hereby appropriated as propriate fractional parts of the said amount of FOURTEEN MILLION, ONE HUDRED FORTY THREE, NINE HUNDRED TWENTY NINE AND NO/100 (\$14,143,929), from the proceeds of the general property tax for corporate purposes and special taxes in addition to all other library taxes as provided by law.

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

SECTION 4: The cash on hand deemed by law as current assets available for library purposes as of May 31, 2013, is estimated to be \$11,825,080; the estimate of cash to be received during the 2013-2014 fiscal year from all sources is \$7,156,453; the estimate of expenditures appropriated for such fiscal year is \$16,368,457; and the estimated operating budget for such fiscal year is \$5,470,770. The estimated cash to be expected on hand deemed by law as current assets available for library purposes at the end of such year is \$5,683,849.

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

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

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

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

ADOPTED this 21st day of August, 2013, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

Morgan Dubiel
President of the Board of Trustees of the
NILES PUBLIC LIBRARY DISTRICT
ATTESTED and SIGNED in my office,
according to law, this 21st day of August,
2013, at the said
NILES PUBLIC LIBRARY DISTRICT

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

August 21, 2013

New Business—Recommended Actions

C. Recommended Action on Consent Agenda.

MOVE to adopt the consent agenda for meetings of the Niles Public Library District Board of Directors.

Memorandum C of Recommended Board Action

Attached is a sample policy for Library Board consent agenda. I think we can discuss this at the August meeting and vote on it at the September meeting.

POLICY ON CONSENT AGENDAS

Purpose

To expedite the conduct of routine business during board meetings in order to allocate more meeting time to education and discussion of substantive issues.

Policy

1. The consent agenda should consist of routine financial, legal and administrative matters that require board action.
2. Consent agenda items are expected to be non-controversial and not requiring of discussion.
3. The consent agenda generally is voted on in a single majority vote, but it may be divided into several, separate items.
4. Motions, resolutions and all supporting materials for the consent agenda should be sent to board members at least one week in advance.
5. The consent agenda should be considered early in a board meeting. The Board President will ask if any member wishes to remove an item from the consent agenda for separate consideration, and if so, the Board President will schedule it for later in the meeting.

Examples

1. The following items would be suitable for the consent agenda:
 - Approval of minutes
 - Approval of signatories for bank accounts
 - Approval of routine budgeted expenditures
2. The following items are not suitable for the consent agenda:
 - Approval of the annual update of the strategic plan
 - Approval of the annual budget
 - Approval of expenditures in excess of \$20,000

August 21, 2013

New Business—Recommended Actions

D. Recommended Action for Public Washroom Renovation.

MOVE to authorize Frederick Quinn to increase the scope of our existing project adding the renovation of the first floor public washrooms at a cost not to exceed \$60,000 which will be within our guaranteed Maximum Price.

Memorandum D of Recommended Board Action

We need to make changes to the women's washroom in order to be ADA compliant, so it might make sense to consider the renovation of the washrooms on the main floor at this time.

Unfinished Business—Recommended Actions

A. Recommended Action on Interior Investments.

MOVE to authorize the purchase of furniture for the new teen room from Interior Investment in the amount of \$19,216.

Memorandum A of Recommended Board Action

As the work progresses on the lower level, it is now time to order the furniture for the new teen room.

The items are listed below:

Hosa single seat lounge with attached lumbar pillow. Grade 13 textile 2383-603 DesignTex Masquerade Plum Coalesse	3	1687.84	\$5,064
Hosa single seat lounge with attached lumbar pillow. Grade 13 textile 2383-702 DesignTex Masquerade Persimmon Coalesse	3	1687.84	\$5,064
Hosa single seat lounge with attached lumbar pillow. Grade 13 textile 2383-401 DesignTex Masquerade Oasis Coalesse	3	1687.84	\$5,064
Hosa single seat lounge with attached lumbar pillow. Grade 13 textile 2383-502 DesignTex Masquerade Leaf Coalesse	2	1687.84	\$3,376
		L+D+II	\$650
			\$19,216