

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

September 18, 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. Consent Agenda
(All items listed under the Consent Agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time the Board votes.)
 - A. Approve Minutes of the Budget and Appropriations Public Hearing of August 21, 2013 3
 - B. Approve Minutes of the Regular Board Meeting of August 21, 2013 4
 - C. Approve the payment of the bills for operating expenses for operating expenses of \$192,057.15, payroll expenses of \$288,207.52, and Special Reserve expenses of \$238,764.28, for a total monthly expense of \$791,028.95 8
 - D. Approve the resignation of Brianna Anderson from the part-time position of Adult Services Assistant effective August 19, 2013
5. Public Comment
6. Treasurer's Report
 - A. Review Financial Report 15
7. Director's Report
 - A. Highlights 31
 - B. Monthly Statistics 34
8. Communications
 - A. September Communications 37
9. Liaison Reports
 - A. Friends of the Library
 - B. Legislative
 - C. RAILS
10. Secretary's Report
 - A. A certified copy of Ordinance 13-5, an Ordinance Providing for Budget and

Board Meeting Agenda - September 18, 2013

Appropriations of the Niles Public Library District, Cook County, Illinois for the Fiscal Year Beginning July 1, 2013 and Ending June 30, 2014, was filed with the Cook County Clerk on August 22, 2013. The Ordinance was published in the Niles Herald Spectator on Thursday, August 29, 2013

- B. The Illinois Public Library Annual Report for Fiscal Year 2012/2013 was completed and submitted electronically on August 22, 2013
- C. A certified copy of the Report of Receipts and Expenditures for the Niles Public Library District for the six months ending June 30, 2013, was filed with the Cook County Clerk on September 3, 2013
- D. A certified copy of the Report of the Statement of Operations for the Niles Public Library District for the twelve months ending June 30, 2013 was filed with the Cook County Clerk on September 3, 2013. The Report of the Statement of Operations was published in the Niles Herald Spectator on September 12, 2013

11. New Business

- A. Amend the Plan for the Special Reserve Fund previously adopted by the Board on January 21, 2004 43

12. Unfinished Business

- A. Continued discussion on the cost of polo shirts for the Library Trustees to wear to events

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
Minutes of the Budget and Appropriations Public Hearing
August 21, 2013
6:25 PM
New Board Room
6960 Oakton Street
Niles, Illinois

Trustees Present

Carolyn Drblik, Morgan Dubiel, Danette Matyas,
Barbara Nakanishi, Linda Ryan

Trustees Absent

Chris Ball, Karen Dimond

Library Staff Present

Barb Kruser, Sue Wilsey, Susan Dove-Lempke, Greg Pritz, Diane
Winberg, Linda Weiss, Judy McNulty, Dave Dabrowski, Valerie Clark,
Shelley Sutherland, Carol Jung

Others Present

Tom Robb, Reporter, Journal-Topics Newspaper, Scott McQuillan,
Frederick Quinn Corporation

Call to Order

The Budget and Appropriations Public Hearing was called to order at 6:25 PM.

Roll Call

Roll call was taken by President Dubiel.

Pledge of Allegiance

President Dubiel led the Pledge of Allegiance.

Discussion: Budget and Appropriations for Fiscal Year 2013/2014

There were no comments from the public concerning Ordinance 13-5, an Ordinance Providing for Budget and Appropriations of the Niles Public Library District for the Fiscal Year Beginning July 1, 2013, and Ending June 30, 2014.

Adjournment

Trustee Dubiel motioned to adjourn the meeting at 6:30 p.m. Trustee Matyas seconded.

President

Secretary

NILES PUBLIC LIBRARY DISTRICT

Regular Board Meeting

August 21, 2013

6:30 PM

New Board Room

6960 Oakton Street

Niles, Illinois

Trustees Present

Carolyn Drblik, Morgan Dubiel, Danette Matyas, Barbara Nakanishi, Linda Ryan. Karen Dimond arrived at 6:35 PM. Chris Ball arrived at 6:42 PM.

Trustees Absent

Library Staff Present

Barb Kruser, Sue Wilsey, Susan Dove-Lempke, Greg Pritz, Diane Winberg, Linda Weiss, Judy McNulty, Dave Dabrowski, Valerie Clark, Shelley Sutherland, Carol Jung

Others Present

Scott McQuillan, 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.

President Dubiel started by saying that with the start of this meeting the new format will be followed as discussed previously. Everyone will have an opportunity to voice their opinions/concerns by raising or signaling their hand or calling him by name. This will avoid any side bars during a meeting. Everyone will have a chance to be heard.

Project Update

Mr. McQuillan gave FQC's monthly project update. The project is on schedule, on budget and everything seems to be going very well. The work on the 1.5 level (2nd floor) is complete and has been turned over. The work in the "commons area" has begun. The electrical work is being done in the "café area" along the back wall as well as the electrical work needed at the information desk. The concrete has been poured to infill the area where the tree was and this area will become useful space. The lower level is being framed in and rough electric and HVAC are being installed. The original Product drawings called for 7 or 8 4x4 openings on the patio deck of the lower level in order to feed duct work down in there. Once the guys were in the tunnels, it was determined that a few more openings would be needed to sufficiently add the ductwork needed to run the unit for this area. FQC is in the process of getting prices for this additional work. The work will be more in-depth than originally anticipated. Ms. Weiss reported that, so far, the major inconvenience of closing the main stair case to the patrons is being very well managed. The inner stairwell has been opened to the public with heavy signage everywhere and the elevator being available to those who need to use it. Staff and volunteers are acting as greeters in the lobby. The stair treads will be worked on the day the library will be closed for an in-service staff day. This will open up the main stair case to the public one week sooner than scheduled. Dave Dabrowski then talked on the renovation of the first floor public washrooms—three of the four toilets in the women's bathroom are not ADA compliant. To raise the toilets, we need to tear up the tiled wall to get to the plumbing and we do not have any replacement tile to fix this wall afterwards. Therefore, the best way to approach this project is to renovate the bathrooms.

Approval of Minutes

Trustee Matyas motioned to approve the Minutes of the Regular Board Meeting of July 17, 2013 and the Minutes of the Special Board Meeting of July 30, 2013. Trustee Drblik seconded. Voice vote taken. All ayes. No nays. Motion carried.

Public Comments

There were none.

Treasurer's Report**Review Financial Reports**

The Library Board reviewed the July 2013 Treasurer's Report. Mr. Pritz, the library's new Business Manager, mentioned the library's audit which will take place September 9th-11th. All entries are being closed so that the auditors will have a very accurate picture when they do the library's audit. He stated that he requested work papers from the auditors so that he can review past library weaknesses which will lead him in the right direction.

Payment of Bills

Trustee Ball motioned 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 monthly expense of \$651,573.19. Trustee Matyas seconded. Roll call vote: All ayes. No nays. Motion carried.

Director's Report

The Director's Report for July 2013 was noted. Ms. Weiss mentioned that the library will be closed on Friday, August 23 for a staff in-service day.

Ms. Weiss passed around a sample of a stroller toy/learning tool which, through the Target Grant, was designed for parents to use while walking and shopping with their young children. A short presentation of the Library's new website was shown. A new feature will give patrons the ability to apply for a library card on line. Patrons will be able to register for programs through the website's calendar and will be able to evaluate the program afterwards online. New sections will include pages for teens, job seekers, English language learners and on citizenship, early learning and much more. The page "About Us" will offer some history on the library with pictures and a little bit of background information on our trustees. "Board Book" will allow the public to view the library's board packets and approved minutes. Ms. Weiss shared a comment she received from a teen who posted a picture of her favorite place in the library-the fireplace room which is also "my favorite place."

A copy of the library's IPLAR report was included in the packet along with the Per Capita Grant requirements. Ms. Weiss along with the Trustees must review Chapter 10, "Marketing, Promotion, and Collaboration" of the most recent edition of Standards for Illinois Public Libraries. She believes, that the library has at least met, if not exceeded, the standards on Strengths, Weaknesses, Opportunities, and Challenges. She asked the Trustees to review her responses on the grant application.

President Dubiel asked the status of the library's timetable on being totally transparent. Ms. Weiss responded that it would be complete by the library's grand reopening.

Trustee Dimond asked whether a recharging station for electric cars could be considered for the library's parking lot. Ms. Weiss said she would look into the cost of a station.

Communications

The communications in the Board Packet were noted.

Liaison Reports

Friends of the Library

No report.

Legislative

No report.

RAILS

No report.

New Business

Policy Changes on Attendance at Meetings and Travel Expenses

Trustee Matyas motioned that the Library Board of Trustees accept the changes to the Attendance at Professional Meetings and Travel Expenses policies as requested by the Board of Trustees. Trustee Drblik seconded. Roll call vote: All ayes. No nays. Motion carried.

Ordinance 13-5

Trustee Matyas motioned that the Library Board of Trustees 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. Trustee Drblik seconded. Roll call vote: All ayes. No nays. Motion carried.

Consent Agenda

Trustee Matyas motioned that the Library Board of Trustees adopt the consent agenda for meetings of the Niles Public Library District Board of Directors. Trustee Ball seconded. Roll call vote: All ayes. No nays. Motion carried.

First Floor Bathroom Renovation

Trustee Nakanishi motioned that the Library Board of Trustees 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. Trustee Ryan seconded. Roll call vote: All ayes. No nays. Motion carried.

Interior Investment

Trustee Matyas motioned that the Library Board of Trustees authorize the purchase of furniture for the new teen room from Interior Investment in the amount of \$19,216. Trustee Dimond seconded. Roll call vote: All ayes. No nays. Motion carried.

Hires and Resignations

Trustee Matyas motioned that the Library Board of Trustees 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. Trustee Ryan seconded. Roll call vote: All ayes. No nays. Motion carried.

Adjournment

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

The meeting adjourned at 7:29 PM

President

Secretary

DRAFT

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
70200	Accounts Payable	Computer Check	9/18/2013	3M	\$0.00	\$11,942.20	(\$11,942.20)	Outstanding	9/30/2013
70201	Accounts Payable	Computer Check	9/18/2013	ACE RELOCATION SYSTEMS, IN	\$0.00	\$1,035.00	(\$12,977.20)	Outstanding	9/30/2013
70202	Accounts Payable	Computer Check	9/18/2013	AFLAC	\$0.00	\$766.25	(\$13,743.45)	Outstanding	9/30/2013
70203	Accounts Payable	Computer Check	9/18/2013	ALLIANCE ENTERTAINMENT	\$0.00	\$846.23	(\$14,589.68)	Outstanding	9/30/2013
70204	Accounts Payable	Computer Check	9/18/2013	AMARK INDUSTRIES	\$0.00	\$1,664.96	(\$16,254.64)	Outstanding	9/30/2013
70205	Accounts Payable	Computer Check	9/18/2013	AMERICAN CANCER SOCIETY, I	\$0.00	\$4.00	(\$16,258.64)	Outstanding	9/30/2013
70206	Accounts Payable	Computer Check	9/18/2013	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$231.50	(\$16,490.14)	Outstanding	9/30/2013
70207	Accounts Payable	Computer Check	9/18/2013	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$175.00	(\$16,665.14)	Outstanding	9/30/2013
70208	Accounts Payable	Computer Check	9/18/2013	SHAYAN ARIFI	\$0.00	\$30.00	(\$16,695.14)	Outstanding	9/30/2013
70209	Accounts Payable	Computer Check	9/18/2013	AT&T	\$0.00	\$43.39	(\$16,738.53)	Outstanding	9/30/2013
70210	Accounts Payable	Computer Check	9/18/2013	AT&T	\$0.00	\$925.82	(\$17,664.35)	Outstanding	9/30/2013
70211	Accounts Payable	Computer Check	9/18/2013	AVCAFE	\$0.00	\$631.18	(\$18,295.53)	Outstanding	9/30/2013
70212	Accounts Payable	Computer Check	9/18/2013	BAKER & TAYLOR	\$0.00	\$149.68	(\$18,445.21)	Outstanding	9/30/2013
70213	Accounts Payable	Computer Check	9/18/2013	KAREN BATLINER	\$0.00	\$18.99	(\$18,464.20)	Outstanding	9/30/2013
70214	Accounts Payable	Computer Check	9/18/2013	BOOKLETTERS	\$0.00	\$1,580.00	(\$20,044.20)	Outstanding	9/30/2013
70215	Accounts Payable	Computer Check	9/18/2013	BRIAN SCOTT DONOVAN	\$0.00	\$125.00	(\$20,169.20)	Outstanding	9/30/2013
70216	Accounts Payable	Computer Check	9/18/2013	THE BRICKMAN GROUP LTD. LLC	\$0.00	\$393.00	(\$20,562.20)	Outstanding	9/30/2013
70217	Accounts Payable	Computer Check	9/18/2013	CALL ONE	\$0.00	\$1,423.51	(\$21,985.71)	Outstanding	9/30/2013
70218	Accounts Payable	Computer Check	9/18/2013	CAPSTONE PRESS, INC.	\$0.00	\$39.98	(\$22,025.69)	Outstanding	9/30/2013
70219	Accounts Payable	Computer Check	9/18/2013	ARIANNE CAREY	\$0.00	\$129.98	(\$22,155.67)	Outstanding	9/30/2013
70220	Accounts Payable	Computer Check	9/18/2013	CENGAGE LEARNING, INC.	\$0.00	\$3,082.95	(\$25,238.62)	Outstanding	9/30/2013
70221	Accounts Payable	Computer Check	9/18/2013	CENTER POINT LARGE PRINT	\$0.00	\$216.90	(\$25,455.52)	Outstanding	9/30/2013
70222	Accounts Payable	Computer Check	9/18/2013	CINTAS CORPORATION LOC. 769	\$0.00	\$224.67	(\$25,680.19)	Outstanding	9/30/2013
70223	Accounts Payable	Computer Check	9/18/2013	COMCAST	\$0.00	\$698.18	(\$26,378.37)	Outstanding	9/30/2013
70224	Accounts Payable	Computer Check	9/18/2013	COMED	\$0.00	\$7,853.32	(\$34,231.69)	Outstanding	9/30/2013
70225	Accounts Payable	Computer Check	9/18/2013	COOPERATIVE COMPUTER SERV	\$0.00	\$17,995.63	(\$52,227.32)	Outstanding	9/30/2013
70226	Accounts Payable	Computer Check	9/18/2013	CREATIVE DATA PRODUCTS	\$0.00	\$1,634.16	(\$53,861.48)	Outstanding	9/30/2013
70227	Accounts Payable	Computer Check	9/18/2013	CREATIVE PROMOTIONAL PROD	\$0.00	\$745.09	(\$54,606.57)	Outstanding	9/30/2013
70228	Accounts Payable	Computer Check	9/18/2013	CRIMSON MULTIMEDIA DISTRI	\$0.00	\$126.00	(\$54,732.57)	Outstanding	9/30/2013
70229	Accounts Payable	Computer Check	9/18/2013	CECILIA CYGNAR	\$0.00	\$546.37	(\$55,278.94)	Outstanding	9/30/2013
70230	Accounts Payable	Computer Check	9/18/2013	EASYPERMIT POSTAGE	\$0.00	\$400.00	(\$55,678.94)	Outstanding	9/30/2013
70231	Accounts Payable	Computer Check	9/18/2013	EBSCO	\$0.00	\$1,323.00	(\$57,001.94)	Outstanding	9/30/2013
70232	Accounts Payable	Computer Check	9/18/2013	FIFTH THIRD BANK	\$0.00	\$110.00	(\$57,111.94)	Outstanding	9/30/2013
70233	Accounts Payable	Computer Check	9/18/2013	FIFTH THIRD BANK	\$0.00	\$1,415.00	(\$58,526.94)	Outstanding	9/30/2013
70234	Accounts Payable	Computer Check	9/18/2013	TERRY D. FISK	\$0.00	\$325.00	(\$58,851.94)	Outstanding	9/30/2013
70235	Accounts Payable	Computer Check	9/18/2013	FLEXSOURCE, LLC	\$0.00	\$194.50	(\$59,046.44)	Outstanding	9/30/2013
70236	Accounts Payable	Computer Check	9/18/2013	DARLENE FOX	\$0.00	\$122.08	(\$59,168.52)	Outstanding	9/30/2013
70237	Accounts Payable	Computer Check	9/18/2013	FREDERICK QUINN CORPORATIO	\$0.00	\$231,711.00	(\$290,879.52)	Outstanding	9/30/2013
70238	Accounts Payable	Computer Check	9/18/2013	FRIENDS OF THE NILES LIBRARY	\$0.00	\$471.46	(\$291,350.98)	Outstanding	9/30/2013

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
70239	Accounts Payable	Computer Check	9/18/2013	GARVEY'S OFFICE PRODUCTS	\$0.00	\$1,704.15	(\$293,055.13)	Outstanding	9/30/2013
70240	Accounts Payable	Computer Check	9/18/2013	GLENVIEW PUBLIC LIBRARY	\$0.00	\$29.99	(\$293,085.12)	Outstanding	9/30/2013
70241	Accounts Payable	Computer Check	9/18/2013	DEBORAH GRAHAM	\$0.00	\$249.58	(\$293,334.70)	Outstanding	9/30/2013
70242	Accounts Payable	Computer Check	9/18/2013	GRAINGER	\$0.00	\$756.75	(\$294,091.45)	Outstanding	9/30/2013
70243	Accounts Payable	Computer Check	9/18/2013	GROOT INDUSTRIES, INC.	\$0.00	\$224.41	(\$294,315.86)	Outstanding	9/30/2013
70244	Accounts Payable	Computer Check	9/18/2013	GUJARAT SAMACHAR INC.	\$0.00	\$42.00	(\$294,357.86)	Outstanding	9/30/2013
70245	Accounts Payable	Computer Check	9/18/2013	JOEL HAHN	\$0.00	\$44.17	(\$294,402.03)	Outstanding	9/30/2013
70246	Accounts Payable	Computer Check	9/18/2013	MARY HAZZARD	\$0.00	\$3.99	(\$294,406.02)	Outstanding	9/30/2013
70247	Accounts Payable	Computer Check	9/18/2013	HEALTHCARE SERVICE CORPOR	\$0.00	\$36,129.14	(\$330,535.16)	Outstanding	9/30/2013
70248	Accounts Payable	Computer Check	9/18/2013	HOUCHEM BINDERY, LTD.	\$0.00	\$64.40	(\$330,599.56)	Outstanding	9/30/2013
70249	Accounts Payable	Computer Check	9/18/2013	ILLINOIS LIBRARY ASSOCIATION	\$0.00	\$1,205.00	(\$331,804.56)	Outstanding	9/30/2013
70250	Accounts Payable	Computer Check	9/18/2013	INDIA TRIBUNE	\$0.00	\$25.00	(\$331,829.56)	Outstanding	9/30/2013
70251	Accounts Payable	Computer Check	9/18/2013	INGRAM LIBRARY SERVICES	\$0.00	\$14,763.64	(\$346,593.20)	Outstanding	9/30/2013
70252	Accounts Payable	Computer Check	9/18/2013	KALAPADMA DANCE ACADEMY,	\$0.00	\$200.00	(\$346,793.20)	Outstanding	9/30/2013
70253	Accounts Payable	Computer Check	9/18/2013	JAMIE KING	\$0.00	\$36.05	(\$346,829.25)	Outstanding	9/30/2013
70254	Accounts Payable	Computer Check	9/18/2013	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$2,060.80	(\$348,890.05)	Outstanding	9/30/2013
70255	Accounts Payable	Computer Check	9/18/2013	KONE INC.	\$0.00	\$621.51	(\$349,511.56)	Outstanding	9/30/2013
70256	Accounts Payable	Computer Check	9/18/2013	KONICA MINOLTA BUSINESS SO	\$0.00	\$438.30	(\$349,949.86)	Outstanding	9/30/2013
70257	Accounts Payable	Computer Check	9/18/2013	RANDY KORB	\$0.00	\$400.00	(\$350,349.86)	Outstanding	9/30/2013
70258	Accounts Payable	Computer Check	9/18/2013	LAUBE IMAGING PRODUCTS	\$0.00	\$580.65	(\$350,930.51)	Outstanding	9/30/2013
70259	Accounts Payable	Computer Check	9/18/2013	SUSAN LEMPKE	\$0.00	\$66.30	(\$350,996.81)	Outstanding	9/30/2013
70260	Accounts Payable	Computer Check	9/18/2013	ROBERT J. LINDSEY	\$0.00	\$225.00	(\$351,221.81)	Outstanding	9/30/2013
70261	Accounts Payable	Computer Check	9/18/2013	GREGORY LUNDBERG	\$0.00	\$200.00	(\$351,421.81)	Outstanding	9/30/2013
70262	Accounts Payable	Computer Check	9/18/2013	VICTORIA LUZ	\$0.00	\$74.35	(\$351,496.16)	Outstanding	9/30/2013
70263	Accounts Payable	Computer Check	9/18/2013	MENARDS	\$0.00	\$460.46	(\$351,956.62)	Outstanding	9/30/2013
70264	Accounts Payable	Computer Check	9/18/2013	MICROSYSTEMS, INC.	\$0.00	\$600.82	(\$352,557.44)	Outstanding	9/30/2013
70265	Accounts Payable	Computer Check	9/18/2013	MIDWEST TAPE	\$0.00	\$7,449.15	(\$360,006.59)	Outstanding	9/30/2013
70266	Accounts Payable	Computer Check	9/18/2013	MIGHTYBYTES, INC.	\$0.00	\$400.00	(\$360,406.59)	Outstanding	9/30/2013
70267	Accounts Payable	Computer Check	9/18/2013	MORNINGSTAR INC.	\$0.00	\$2,667.00	(\$363,073.59)	Outstanding	9/30/2013
70268	Accounts Payable	Computer Check	9/18/2013	MULTICULTURAL BOOKS & VID	\$0.00	\$659.85	(\$363,733.44)	Outstanding	9/30/2013
70269	Accounts Payable	Computer Check	9/18/2013	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$364,614.44)	Outstanding	9/30/2013
70270	Accounts Payable	Computer Check	9/18/2013	NOTARY PUBLIC ASSOCIATION O	\$0.00	\$49.00	(\$364,663.44)	Outstanding	9/30/2013
70271	Accounts Payable	Computer Check	9/18/2013	OAK BROOK MECHANICAL SERV	\$0.00	\$910.00	(\$365,573.44)	Outstanding	9/30/2013
70272	Accounts Payable	Computer Check	9/18/2013	OMNIGRAPHICS, INC.	\$0.00	\$81.85	(\$365,655.29)	Outstanding	9/30/2013
70273	Accounts Payable	Computer Check	9/18/2013	PACIFIC TELEMANAGEMENT SE	\$0.00	\$68.50	(\$365,723.79)	Outstanding	9/30/2013
70274	Accounts Payable	Computer Check	9/18/2013	ANN PASNICK	\$0.00	\$196.20	(\$365,919.99)	Outstanding	9/30/2013
70275	Accounts Payable	Computer Check	9/18/2013	PEN&INC.	\$0.00	\$215.34	(\$366,135.33)	Outstanding	9/30/2013
70276	Accounts Payable	Computer Check	9/18/2013	PETTY CASH	\$0.00	\$10.00	(\$366,145.33)	Outstanding	9/30/2013
70277	Accounts Payable	Computer Check	9/18/2013	PITNEY BOWES	\$0.00	\$591.00	(\$366,736.33)	Outstanding	9/30/2013

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
70278	Accounts Payable	Computer Check	9/18/2013	PRODUCT, LLC	\$0.00	\$6,053.28	(\$372,789.61)	Outstanding	9/30/2013
70279	Accounts Payable	Computer Check	9/18/2013	PROQUEST LLC	\$0.00	\$10,915.00	(\$383,704.61)	Outstanding	9/30/2013
70280	Accounts Payable	Computer Check	9/18/2013	RANDOM HOUSE LLC	\$0.00	\$44.25	(\$383,748.86)	Outstanding	9/30/2013
70281	Accounts Payable	Computer Check	9/18/2013	PAULA RISK	\$0.00	\$22.60	(\$383,771.46)	Outstanding	9/30/2013
70282	Accounts Payable	Computer Check	9/18/2013	RMC IMAGING INC.	\$0.00	\$975.00	(\$384,746.46)	Outstanding	9/30/2013
70283	Accounts Payable	Computer Check	9/18/2013	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$550.00	(\$385,296.46)	Outstanding	9/30/2013
70284	Accounts Payable	Computer Check	9/18/2013	SAGE PUBLICATIONS INC.	\$0.00	\$108.42	(\$385,404.88)	Outstanding	9/30/2013
70285	Accounts Payable	Computer Check	9/18/2013	CYNTHIA D. SCHAFFER	\$0.00	\$150.00	(\$385,554.88)	Outstanding	9/30/2013
70286	Accounts Payable	Computer Check	9/18/2013	SHARON YIESLA, HORTICULTURA	\$0.00	\$150.00	(\$385,704.88)	Outstanding	9/30/2013
70287	Accounts Payable	Computer Check	9/18/2013	CLARA SHEFFER	\$0.00	\$6.28	(\$385,711.16)	Outstanding	9/30/2013
70288	Accounts Payable	Computer Check	9/18/2013	SHELL	\$0.00	\$120.06	(\$385,831.22)	Outstanding	9/30/2013
70289	Accounts Payable	Computer Check	9/18/2013	SKOKIE ACE HARDWARE #4813-I	\$0.00	\$31.98	(\$385,863.20)	Outstanding	9/30/2013
70290	Accounts Payable	Computer Check	9/18/2013	SPRINGSHARE, LLC.	\$0.00	\$1,599.00	(\$387,462.20)	Outstanding	9/30/2013
70291	Accounts Payable	Computer Check	9/18/2013	SUN-TIMES MEDIA	\$0.00	\$20.80	(\$387,483.00)	Outstanding	9/30/2013
70292	Accounts Payable	Computer Check	9/18/2013	THE KINSLER GROUP	\$0.00	\$1,102.00	(\$388,585.00)	Outstanding	9/30/2013
70293	Accounts Payable	Computer Check	9/18/2013	THE LINCOLN NATIONAL LIFE IN	\$0.00	\$1,559.34	(\$390,144.34)	Outstanding	9/30/2013
70294	Accounts Payable	Computer Check	9/18/2013	TSAI FONG BOOKS, INC.	\$0.00	\$1,166.67	(\$391,311.01)	Outstanding	9/30/2013
70295	Accounts Payable	Computer Check	9/18/2013	TYCO INTEGRATED SECURITY L	\$0.00	\$300.53	(\$391,611.54)	Outstanding	9/30/2013
70296	Accounts Payable	Computer Check	9/18/2013	GRETA ULRICH	\$0.00	\$12.43	(\$391,623.97)	Outstanding	9/30/2013
70297	Accounts Payable	Computer Check	9/18/2013	UNIQUE MANAGEMENT SERVICE	\$0.00	\$49.75	(\$391,673.72)	Outstanding	9/30/2013
70298	Accounts Payable	Computer Check	9/18/2013	UPS	\$0.00	\$52.70	(\$391,726.42)	Outstanding	9/30/2013
70299	Accounts Payable	Computer Check	9/18/2013	SASHA VASILIC	\$0.00	\$676.28	(\$392,402.70)	Outstanding	9/30/2013
70300	Accounts Payable	Computer Check	9/18/2013	VERIZON WIRELESS	\$0.00	\$98.01	(\$392,500.71)	Outstanding	9/30/2013
70301	Accounts Payable	Computer Check	9/18/2013	VILLAGE OF NILES	\$0.00	\$670.34	(\$393,171.05)	Outstanding	9/30/2013
70302	Accounts Payable	Computer Check	9/18/2013	VISA	\$0.00	\$3,959.23	(\$397,130.28)	Outstanding	9/30/2013
70303	Accounts Payable	Computer Check	9/18/2013	VISION SERVICE PLAN OF ILLINO	\$0.00	\$625.92	(\$397,756.20)	Outstanding	9/30/2013
70304	Accounts Payable	Computer Check	9/18/2013	VISOGRAPHIC	\$0.00	\$7,242.91	(\$404,999.11)	Outstanding	9/30/2013
70305	Accounts Payable	Computer Check	9/18/2013	WILMETTE PUBLIC LIBRARY	\$0.00	\$6.00	(\$405,005.11)	Outstanding	9/30/2013
70306	Accounts Payable	Computer Check	9/18/2013	WORLD BOOK, INC.	\$0.00	\$2,183.58	(\$407,188.69)	Outstanding	9/30/2013

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$407,188.69)
Total Payments:	(\$407,188.69)
Total Change in Register Balance:	(\$407,188.69)

Niles Public Library District Bank Register Report - Imprest

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
2882	Accounts Payable	Manual Check	8/19/2013	WOUNDED WARRIOR PROJECT	\$0.00	\$50.00	(\$50.00)	Outstanding	8/31/2013
2883	Accounts Payable	Manual Check	8/22/2013	LACONI CSS	\$0.00	\$30.00	(\$80.00)	Outstanding	8/31/2013
2884	Accounts Payable	Manual Check	8/26/2013	LACONI YSS	\$0.00	\$30.00	(\$110.00)	Outstanding	8/31/2013

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Manual Check	(\$110.00)
Total Payments:	(\$110.00)
Total Change in Register Balance:	(\$110.00)

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									
8/25/2013	0451-0	Invoice	1846-695	FREDERICK QUINN CORPO	FREDERICK QUINN C	Posted	8/31/2013	\$231,711.00	\$0.00
9/9/2013	1108.23	Invoice	1846-703	PRODUCT, LLC	PRODUCT, LLC-11	Posted	8/31/2013	\$6,053.28	\$0.00
<i>Totals for 40-5815-58-00, Special Reserve - Construction Projec</i>								<u>\$237,764.28</u>	<u>\$0.00</u>
Grand Totals:								\$237,764.28	\$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 (8/1/2013 to 8/31/2013)
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)

**Niles Public Library District
Other Disbursements
August 1-31, 2013**

During the month of August the following other disbursements were made from the following accounts:

Flexible Spending Accounts	\$1,857.61
Health Reimbursement Accounts	\$3,907.69

Niles Public Library District

Balance Sheet

August 31, 2013

	GENERAL FUND 8/31/2013	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND	SPECIAL RESERVE FUND	TOTAL
Assets					
Cash and Investments					
Cash Checking	(\$4,709,032)	\$1,221,892		\$3,555,807	\$68,668
Cash-Imprest	\$839				\$839
Cash-Flexible Spending Account	\$7,710				\$7,710
MaxSafe CD	\$1,011,459				\$1,011,459
Capital One 360	\$247,595				\$247,595
Stone Castle	\$2,924,378				\$2,924,378
Petty Cash	\$200				\$200
Illinois Funds-Tax Deposit Account	\$4,901,211				\$4,901,211
Illinois Funds E pay fines	\$48,424				\$48,424
Northwest Community Credit Union	\$251,537				\$251,537
Fifth Third Bank-Investments	\$1,397,677				\$1,397,677
Investments Money Market-Fifth Third Bank	\$246,324				\$246,324
MaxSafe CD	\$513,999				\$513,999
MaxSafe CD	\$509,091				\$509,091
Total Cash and Investments	\$7,351,410	\$1,221,892	\$0	\$3,555,807	\$12,129,109
Receivables					
Accrued Interest Receivable	\$489	\$78		\$316	\$884
Total Receivables	\$489	\$78	\$0	\$316	\$884
Prepaid Items					
Prepaid Expense	\$36,934				\$36,934
Total Prepaid Items	\$36,934	\$0	\$0	\$0	\$36,934
Total Assets	\$7,388,833	\$1,221,971	\$0	\$3,556,124	\$12,166,927

Niles Public Library District

Balance Sheet

August 31, 2013

	GENERAL FUND 8/31/2013	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND	SPECIAL RESERVE FUND	TOTAL
Liabilities and Fund Balance					
Liabilities					
Accounts Payable	\$135,800	\$42,449		\$227,415	\$405,664
Accounts Payable-Friends of the Library					
Payroll Clearing	\$12,687				\$12,687
Accrued Salaries & Wages	\$42,011				\$42,011
Total Liabilities	\$190,497	\$42,449	\$0	\$227,415	\$460,362
Fund Balance					
Fund Balance	\$7,198,335	\$1,179,522		\$3,328,709	\$11,706,565
Total Fund Balance	\$7,198,335	\$1,179,522	\$0	\$3,328,709	\$11,706,565
Total Liabilities and Fund Balance	\$7,388,833	\$1,221,971	\$0	\$3,556,124	\$12,166,927

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

	<u>Month Actual</u>	<u>Month Budget</u>	<u>Month Variance</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Annual Budget</u>	<u>Actual % of Annual Budget</u>
Revenues								
Property Taxes	\$1,846,586	\$1,576,000	\$270,586	\$2,638,126	\$3,083,479	(\$445,353)	\$6,852,175	39%
Replacement Taxes	\$2,735		\$2,735	\$28,816		\$28,816		
Per Capita Grant							\$54,000	
Grants-Other	\$10,877		\$10,877	\$10,877		\$10,877	\$1,000	1,088%
Investment Income	\$764	\$1,667	(\$903)	\$2,263	\$3,333	(\$1,071)	\$20,000	11%
Fines	\$4,613	\$3,333	\$1,280	\$9,139	\$6,667	\$2,472	\$40,000	23%
Lost Books	\$506	\$625	(\$120)	\$1,601	\$1,250	\$351	\$7,500	21%
Pay For Print	\$1,451	\$1,250	\$201	\$2,811	\$2,500	\$311	\$15,000	19%
Flash Drive & Ear Bud Sales				\$1		\$1		
Commissions & Fees					\$25	(\$25)	\$100	
Donations-Friends of the Library							\$500	
Donations		\$21	(\$21)		\$42	(\$42)	\$250	
Miscellaneous	\$889	\$17	\$872	\$899	\$33	\$866	\$200	449%
Total Revenues	\$1,868,421	\$1,582,913	\$285,508	\$2,694,531	\$3,097,329	(\$402,797)	\$6,990,725	39%
Expenditures								
Salaries								
Library Director	\$9,494	\$9,632	\$138	\$18,987	\$19,263	\$276	\$115,580	16%
Payroll-Department Managers	\$20,029	\$20,918	\$889	\$34,817	\$41,836	\$7,019	\$251,016	14%
Payroll-Division Supervisors	\$49,736	\$49,578	(\$158)	\$99,472	\$99,157	(\$315)	\$594,940	17%
Payroll-Librarian I	\$95,698	\$97,107	\$1,409	\$190,391	\$194,213	\$3,822	\$1,165,279	16%
Payroll-Library Grade V	\$46,929	\$50,038	\$3,109	\$91,940	\$100,075	\$8,135	\$600,450	15%
Payroll-Library Grade VI	\$35,501	\$36,949	\$1,448	\$70,154	\$73,899	\$3,745	\$443,393	16%
Payroll-Library Pages	\$10,471	\$12,065	\$1,594	\$20,579	\$24,131	\$3,551	\$144,784	14%
Payroll-Sundays	\$5,452	\$6,417	\$965	\$12,030	\$12,833	\$803	\$77,000	16%
Adjustments							\$10,000	
Substitutes	\$149	\$667	\$518	\$356	\$1,333	\$977	\$8,000	4%
Total Salaries	\$273,458	\$283,370	\$9,912	\$538,727	\$566,740	\$28,014	\$3,410,442	16%

Niles Public Library District

Income Statement-General Fund

August 31, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$8,771	\$11,917	\$3,146	\$17,949	\$23,833	\$5,885	\$143,000	13%
Books-Youth Services	\$5,678	\$5,750	\$72	\$6,857	\$11,500	\$4,643	\$69,000	10%
Books-Teen	\$1,699	\$1,250	(\$449)	\$2,142	\$2,500	\$358	\$15,000	14%
Downloadables	\$11,942	\$4,583	(\$7,359)	\$26,797	\$9,167	(\$17,631)	\$55,000	49%
Periodicals	\$668	\$2,000	\$1,332	\$2,157	\$4,000	\$1,843	\$24,000	9%
AV-Adult	\$5,547	\$7,917	\$2,370	\$27,735	\$15,833	(\$11,902)	\$95,000	29%
AV-Youth Services	\$2,653	\$3,808	\$1,155	\$3,142	\$7,617	\$4,475	\$45,700	7%
AV-Teen	\$1,355	\$1,083	(\$271)	\$1,593	\$2,167	\$574	\$13,000	12%
Online Databases	\$19,471	\$16,750	(\$2,721)	\$58,308	\$33,500	(\$24,808)	\$201,000	29%
Total Library Materials	\$57,784	\$55,058	(\$2,725)	\$146,680	\$110,117	(\$36,563)	\$660,700	22%
Library Operating Expenditures								
CCS Charges	\$16,291	\$6,500	(\$9,791)	\$16,291	\$13,000	(\$3,291)	\$78,000	21%
Processing & Supplies	\$372	\$2,500	\$2,128	\$745	\$5,000	\$4,255	\$30,000	2%
Internet Charges	\$1,624	\$1,600	(\$24)	\$3,031	\$3,200	\$169	\$19,200	16%
Software, Licenses	\$3,189	\$3,520	\$331	\$3,281	\$7,041	\$3,759	\$42,243	8%
Printing	\$7,910	\$1,213	(\$6,698)	\$8,153	\$2,425	(\$5,728)	\$42,150	19%
Library Supplies	\$2,083	\$1,000	(\$1,083)	\$2,083	\$2,000	(\$83)	\$12,000	17%
Programming & Support-Adult	\$1,403	\$1,717	\$313	\$2,558	\$3,433	\$875	\$20,600	12%
Programming & Support-Juvenile	\$2,330	\$2,875	\$545	\$10,497	\$5,750	(\$4,747)	\$34,500	30%
Programming & Support-Joint		\$333	\$333		\$667	\$667	\$4,000	
Programming & Support-Teen		\$583	\$583	\$1,071	\$1,167	\$96	\$7,000	15%
Public Performing Rights				\$1,317	\$1,313	(\$4)	\$1,313	100%
CCS Communications	\$326	\$417	\$91	\$652	\$833	\$181	\$5,000	13%
Computer Charges OCLC	\$1,379	\$1,400	\$22	\$2,757	\$2,801	\$43	\$16,804	16%
Miscellaneous		\$83	\$83	\$296	\$167	(\$129)	\$1,000	30%
Per Capita Grant Expenditures	\$400		(\$400)	\$400		(\$400)	\$57,000	1%
Grant - Other Expenditures	\$206	\$83	(\$123)	\$2,206	\$167	(\$2,040)	\$1,000	221%
Volunteers				\$187		(\$187)	\$3,000	6%
Total Library Operating Expenditures	\$37,514	\$23,825	(\$13,689)	\$55,526	\$48,962	(\$6,564)	\$374,810	15%

Niles Public Library District Income Statement-General Fund

August 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	\$2,934	\$2,804	(\$130)	\$5,110	\$5,608	\$498	\$33,650	15%
Copiers	\$438	\$833	\$395	\$1,169	\$1,667	\$498	\$10,000	12%
Professional Development	\$3,000	\$3,408	\$408	\$3,761	\$6,817	\$3,055	\$40,899	9%
Mileage	\$264	\$250	(\$14)	\$612	\$500	(\$112)	\$3,000	20%
Professional Collection	\$204	\$333	\$129	\$204	\$667	\$463	\$4,000	5%
Legal Fees	\$2,098	\$3,333	\$1,236	\$2,949	\$6,667	\$3,718	\$40,000	7%
Consultants	\$1,102	\$1,667	\$565	\$2,062	\$3,333	\$1,271	\$20,000	10%
Kitchen Supplies		\$158	\$158	\$24	\$317	\$293	\$1,900	1%
Promotional Expense	\$2,761	\$1,708	(\$1,052)	\$5,576	\$3,417	(\$2,159)	\$20,500	27%
Office Supplies	\$969	\$2,083	\$1,115	\$3,685	\$4,167	\$481	\$25,000	15%
Postage & Freight	\$437	\$1,500	\$1,063	\$774	\$3,000	\$2,226	\$18,000	4%
Publication of Notices-Legal	\$21	\$100	\$79	\$21	\$200	\$179	\$1,200	2%
Publication of Notices-Advertisements		\$42	\$42		\$83	\$83	\$500	
Subscriptions & Dues	\$1,034	\$750	(\$284)	\$3,084	\$1,500	(\$1,584)	\$9,000	34%
Collection Services	\$14	\$83	\$70	(\$94)	\$167	\$261	\$1,000	(9)%
Telephone	\$1,633	\$1,375	(\$258)	\$3,252	\$2,750	(\$502)	\$16,500	20%
Trustee Expense	\$203	\$833	\$630	\$781	\$1,667	\$886	\$10,000	8%
Equipment Rental	\$1,626	\$417	(\$1,209)	\$2,631	\$833	(\$1,798)	\$5,000	53%
Payroll Service	\$827	\$775	(\$52)	\$1,620	\$1,550	(\$70)	\$9,300	17%
Bank Fees	\$422	\$250	(\$172)	\$659	\$500	(\$159)	\$3,000	22%
Parking Lease	\$881	\$881		\$1,762	\$1,762		\$10,572	17%
Total General and Administration	\$20,870	\$23,585	\$2,715	\$39,642	\$47,170	\$7,528	\$283,021	14%
Vehicle Operation								
Gas, Oil, Grease	\$120	\$83	(\$37)	\$195	\$167	(\$28)	\$1,000	19%
Repairs & Maintenance		\$150	\$150		\$300	\$300	\$1,800	
Miscellaneous		\$8	\$8		\$17	\$17	\$100	
Auto Insurance				\$1,371	\$1,371		\$1,371	100%
Total Vehicle Operation	\$120	\$242	\$122	\$1,566	\$1,854	\$289	\$4,271	37%

Employee Fringe Benefits

Niles Public Library District
Income Statement-General Fund

August 31, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Deferred Compensation	\$16,237	\$16,667	\$430	\$32,119	\$33,333	\$1,214	\$200,000	16%
Group Health	\$31,848	\$32,739	\$891	\$62,760	\$65,477	\$2,717	\$392,862	16%
Health Reimbursement Account	\$4,044	\$4,500	\$456	\$9,831	\$9,000	(\$831)	\$54,000	18%
Dental		\$1,667	\$1,667	\$387	\$3,333	\$2,946	\$20,000	2%
Vision	\$491	\$535	\$43	\$972	\$1,069	\$97	\$6,414	15%
FSA fee	\$59	\$63	\$4	\$417	\$425	\$8	\$1,050	40%
Life, LTD, AD&D, STD	\$1,559	\$1,600	\$41	\$3,915	\$3,200	(\$715)	\$19,200	20%
Total Employee Fringe Benefits	\$54,237	\$57,769	\$3,531	\$110,400	\$115,838	\$5,437	\$693,526	16%
Utilities								
Gas		\$1,250	\$1,250		\$2,500	\$2,500	\$15,000	
Electric	\$7,853	\$6,667	(\$1,187)	\$16,281	\$13,333	(\$2,948)	\$80,000	20%
Water	\$670	\$583	(\$87)	\$1,064	\$1,167	\$103	\$7,000	15%
Total Utilities	\$8,524	\$8,500	(\$24)	\$17,345	\$17,000	(\$345)	\$102,000	17%
Total Expenditures	\$452,507	\$452,349	(\$159)	\$909,885	\$907,681	(\$2,204)	\$5,528,770	16%
NET SURPLUS/(DEFICIT)	\$1,415,914	\$1,130,564	\$285,350	\$1,784,646	\$2,189,647	(\$405,001)	\$1,461,955	122%

Niles Public Library District
Income Statement-Consolidated
 August 31, 2013

	<u>Month Actual</u>	<u>Month Budget</u>	<u>Month Variance</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Annual Budget</u>	<u>Actual % of Annual Budget</u>
Revenues								
Property Taxes	\$1,926,018	\$1,576,000	\$350,017	\$2,751,606	\$3,083,479	(\$331,872)	\$6,852,175	40%
Replacement Taxes	\$2,735		\$2,735	\$28,816		\$28,816		
Per Capita Grant							\$54,000	
Grants-Other	\$10,877		\$10,877	\$10,877		\$10,877	\$1,000	1,088%
Investment Income	\$764	\$1,667	(\$903)	\$2,263	\$3,333	(\$1,071)	\$20,000	11%
Fines	\$4,613	\$3,333	\$1,280	\$9,139	\$6,667	\$2,472	\$40,000	23%
Lost Books	\$506	\$625	(\$120)	\$1,601	\$1,250	\$351	\$7,500	21%
Pay For Print	\$1,451	\$1,250	\$201	\$2,811	\$2,500	\$311	\$15,000	19%
Flash Drive & Ear Bud Sales				\$1		\$1		
Commissions & Fees					\$25	(\$25)	\$100	
Donations-Friends of the Library							\$500	
Donations		\$21	(\$21)		\$42	(\$42)	\$250	
Miscellaneous	\$889	\$17	\$872	\$899	\$33	\$866	\$200	449%
Total Revenues	\$1,947,853	\$1,582,913	\$364,940	\$2,808,012	\$3,097,329	(\$289,317)	\$6,990,725	40%
Expenditures								
Salaries								
Library Director	\$9,494	\$9,632	\$138	\$18,987	\$19,263	\$276	\$115,580	16%
Payroll-Department Managers	\$20,029	\$20,918	\$889	\$34,817	\$41,836	\$7,019	\$251,016	14%
Payroll-Division Supervisors	\$49,736	\$49,578	(\$158)	\$99,472	\$99,157	(\$315)	\$594,940	17%
Payroll-Librarian I	\$95,698	\$97,107	\$1,409	\$190,391	\$194,213	\$3,822	\$1,165,279	16%
Payroll-Library Grade V	\$46,929	\$50,038	\$3,109	\$91,940	\$100,075	\$8,135	\$600,450	15%
Payroll-Library Grade VI	\$35,501	\$36,949	\$1,448	\$70,154	\$73,899	\$3,745	\$443,393	16%
Payroll-Library Pages	\$10,471	\$12,065	\$1,594	\$20,579	\$24,131	\$3,551	\$144,784	14%
Payroll-Sundays	\$5,452	\$6,417	\$965	\$12,030	\$12,833	\$803	\$77,000	16%
Adjustments							\$10,000	
Substitutes	\$149	\$667	\$518	\$356	\$1,333	\$977	\$8,000	4%
Total Salaries	\$273,458	\$283,370	\$9,912	\$538,727	\$566,740	\$28,014	\$3,410,442	16%

Niles Public Library District
Income Statement-Consolidated
 August 31, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$8,771	\$11,917	\$3,146	\$17,949	\$23,833	\$5,885	\$143,000	13%
Books-Youth Services	\$5,678	\$5,750	\$72	\$6,857	\$11,500	\$4,643	\$69,000	10%
Books-Teen	\$1,699	\$1,250	(\$449)	\$2,142	\$2,500	\$358	\$15,000	14%
Downloadables	\$11,942	\$4,583	(\$7,359)	\$26,797	\$9,167	(\$17,631)	\$55,000	49%
Periodicals	\$668	\$2,000	\$1,332	\$2,157	\$4,000	\$1,843	\$24,000	9%
AV-Adult	\$5,547	\$7,917	\$2,370	\$27,735	\$15,833	(\$11,902)	\$95,000	29%
AV-Youth Services	\$2,653	\$3,808	\$1,155	\$3,142	\$7,617	\$4,475	\$45,700	7%
AV-Teen	\$1,355	\$1,083	(\$271)	\$1,593	\$2,167	\$574	\$13,000	12%
Online Databases	\$19,471	\$16,750	(\$2,721)	\$58,308	\$33,500	(\$24,808)	\$201,000	29%
Total Library Materials	\$57,784	\$55,058	(\$2,725)	\$146,680	\$110,117	(\$36,563)	\$660,700	22%
Library Operating Expenditures								
CCS Charges	\$16,291	\$6,500	(\$9,791)	\$16,291	\$13,000	(\$3,291)	\$78,000	21%
Processing & Supplies	\$372	\$2,500	\$2,128	\$745	\$5,000	\$4,255	\$30,000	2%
Internet Charges	\$1,624	\$1,600	(\$24)	\$3,031	\$3,200	\$169	\$19,200	16%
Software, Licenses	\$3,189	\$3,520	\$331	\$3,281	\$7,041	\$3,759	\$42,243	8%
Printing	\$7,910	\$1,213	(\$6,698)	\$8,153	\$2,425	(\$5,728)	\$42,150	19%
Library Supplies	\$2,083	\$1,000	(\$1,083)	\$2,083	\$2,000	(\$83)	\$12,000	17%
Programming & Support-Adult	\$1,403	\$1,717	\$313	\$2,558	\$3,433	\$875	\$20,600	12%
Programming & Support-Juvenile	\$2,330	\$2,875	\$545	\$10,497	\$5,750	(\$4,747)	\$34,500	30%
Programming & Support-Joint		\$333	\$333		\$667	\$667	\$4,000	
Programming & Support-Teen		\$583	\$583	\$1,071	\$1,167	\$96	\$7,000	15%
Public Performing Rights				\$1,317	\$1,313	(\$4)	\$1,313	100%
CCS Communications	\$326	\$417	\$91	\$652	\$833	\$181	\$5,000	13%
Computer Charges OCLC	\$1,379	\$1,400	\$22	\$2,757	\$2,801	\$43	\$16,804	16%
Miscellaneous		\$83	\$83	\$296	\$167	(\$129)	\$1,000	30%
Per Capita Grant Expenditures	\$400		(\$400)	\$400		(\$400)	\$57,000	1%
Grant - Other Expenditures	\$206	\$83	(\$123)	\$2,206	\$167	(\$2,040)	\$1,000	221%
Volunteers				\$187		(\$187)	\$3,000	6%
Total Library Operating Expenditures	\$37,514	\$23,825	(\$13,689)	\$55,526	\$48,962	(\$6,564)	\$374,810	15%

Niles Public Library District Income Statement-Consolidated

August 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	\$2,934	\$2,804	(\$130)	\$5,110	\$5,608	\$498	\$33,650	15%
Copiers	\$438	\$833	\$395	\$1,169	\$1,667	\$498	\$10,000	12%
Professional Development	\$3,000	\$3,408	\$408	\$3,761	\$6,817	\$3,055	\$40,899	9%
Mileage	\$264	\$250	(\$14)	\$612	\$500	(\$112)	\$3,000	20%
Professional Collection	\$204	\$333	\$129	\$204	\$667	\$463	\$4,000	5%
Legal Fees	\$2,098	\$3,333	\$1,236	\$2,949	\$6,667	\$3,718	\$40,000	7%
Consultants	\$1,102	\$1,667	\$565	\$2,062	\$3,333	\$1,271	\$20,000	10%
Kitchen Supplies		\$158	\$158	\$24	\$317	\$293	\$1,900	1%
Promotional Expense	\$2,761	\$1,708	(\$1,052)	\$5,576	\$3,417	(\$2,159)	\$20,500	27%
Office Supplies	\$969	\$2,083	\$1,115	\$3,685	\$4,167	\$481	\$25,000	15%
Postage & Freight	\$437	\$1,500	\$1,063	\$774	\$3,000	\$2,226	\$18,000	4%
Publication of Notices-Legal	\$21	\$100	\$79	\$21	\$200	\$179	\$1,200	2%
Publication of Notices-Advertisements		\$42	\$42		\$83	\$83	\$500	
Subscriptions & Dues	\$1,034	\$750	(\$284)	\$3,084	\$1,500	(\$1,584)	\$9,000	34%
Collection Services	\$14	\$83	\$70	(\$94)	\$167	\$261	\$1,000	(9)%
Telephone	\$1,633	\$1,375	(\$258)	\$3,252	\$2,750	(\$502)	\$16,500	20%
Trustee Expense	\$203	\$833	\$630	\$781	\$1,667	\$886	\$10,000	8%
Equipment Rental	\$1,626	\$417	(\$1,209)	\$2,631	\$833	(\$1,798)	\$5,000	53%
Payroll Service	\$827	\$775	(\$52)	\$1,620	\$1,550	(\$70)	\$9,300	17%
Bank Fees	\$422	\$250	(\$172)	\$659	\$500	(\$159)	\$3,000	22%
Parking Lease	\$881	\$881		\$1,762	\$1,762		\$10,572	17%
Total General and Administration	\$20,870	\$23,585	\$2,715	\$39,642	\$47,170	\$7,528	\$283,021	14%
Vehicle Operation								
Gas, Oil, Grease	\$120	\$83	(\$37)	\$195	\$167	(\$28)	\$1,000	19%
Repairs & Maintenance		\$150	\$150		\$300	\$300	\$1,800	
Miscellaneous		\$8	\$8		\$17	\$17	\$100	
Auto Insurance				\$1,371	\$1,371		\$1,371	100%
Total Vehicle Operation	\$120	\$242	\$122	\$1,566	\$1,854	\$289	\$4,271	37%

Employee Fringe Benefits

Niles Public Library District

Income Statement-Consolidated

August 31, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Deferred Compensation	\$16,237	\$16,667	\$430	\$32,119	\$33,333	\$1,214	\$200,000	16%
Group Health	\$31,848	\$32,739	\$891	\$62,760	\$65,477	\$2,717	\$392,862	16%
Health Reimbursement Account	\$4,044	\$4,500	\$456	\$9,831	\$9,000	(\$831)	\$54,000	18%
Dental		\$1,667	\$1,667	\$387	\$3,333	\$2,946	\$20,000	2%
Vision	\$491	\$535	\$43	\$972	\$1,069	\$97	\$6,414	15%
FSA fee	\$59	\$63	\$4	\$417	\$425	\$8	\$1,050	40%
Life, LTD, AD&D, STD	\$1,559	\$1,600	\$41	\$3,915	\$3,200	(\$715)	\$19,200	20%
Total Employee Fringe Benefits	\$54,237	\$57,769	\$3,531	\$110,400	\$115,838	\$5,437	\$693,526	16%
Utilities								
Gas		\$1,250	\$1,250		\$2,500	\$2,500	\$15,000	
Electric	\$7,853	\$6,667	(\$1,187)	\$16,281	\$13,333	(\$2,948)	\$80,000	20%
Water	\$670	\$583	(\$87)	\$1,064	\$1,167	\$103	\$7,000	15%
Total Utilities	\$8,524	\$8,500	(\$24)	\$17,345	\$17,000	(\$345)	\$102,000	17%
Capital Expenditures								
Special Reserve - Building		\$6,000	\$6,000		\$12,000	\$12,000	\$72,000	
Special Reserve - Equipment		\$70,577	\$70,577		\$141,153	\$141,153	\$846,920	
Special Reserve - Construction Project	\$237,764	\$339,850	\$102,086	\$532,856	\$679,700	\$146,844	\$4,078,200	13%
Total Capital Expenditures	\$237,764	\$416,427	\$178,662	\$532,856	\$832,853	\$299,997	\$4,997,120	11%
Audit								
Audit Expense				\$2,700	\$2,625	(\$75)	\$17,500	15%
Total Audit Expenditures	\$0	\$0	\$0	\$2,700	\$2,625	(\$75)	\$17,500	15%
Liability Insurance								
Liability Insurance				\$27,280		(\$27,280)	\$30,000	91%
Total Liability Expenditures	\$0	\$0	\$0	\$27,280	\$0	(\$27,280)	\$30,000	91%
Social Security								
Social Security	\$21,665	\$24,167	\$2,502	\$42,677	\$48,333	\$5,657	\$290,000	15%
Total Social Security Expenditures	\$21,665	\$24,167	\$2,502	\$42,677	\$48,333	\$5,657	\$290,000	15%

Niles Public Library District Income Statement-Consolidated

August 31, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Workers' Compensation								
Workers' Compensation		\$20,000	\$20,000	\$17,245	\$20,000	\$2,755	\$20,000	86%
Total Workers' Compensation Expenditures	\$0	\$20,000	\$20,000	\$17,245	\$20,000	\$2,755	\$20,000	86%
Unemployment Compensation								
Unemployment Compensation	\$538	\$1,500	\$962	\$1,094	\$3,000	\$1,906	\$18,000	6%
Total Unemployment Compensation Expenditures	\$538	\$1,500	\$962	\$1,094	\$3,000	\$1,906	\$18,000	6%
Building & Equipment Maintenance								
Repairs & Improvements	\$572	\$3,308	\$2,736	\$572	\$6,617	\$6,044	\$39,700	1%
Contractual Maintenance	\$2,053	\$3,093	\$1,039	\$3,324	\$6,186	\$2,861	\$37,115	9%
Non-Contractual Maintenance	\$224	\$950	\$726	\$449	\$1,900	\$1,451	\$11,400	4%
Equipment Maintenance	\$1,433	\$3,128	\$1,696	\$1,720	\$6,257	\$4,537	\$37,540	5%
Non Capital Expenses	\$107	\$2,000	\$1,893	\$107	\$4,000	\$3,893	\$24,000	0%
Furniture & Fixtures		\$5,000	\$5,000	\$2,085	\$10,000	\$7,915	\$60,000	3%
Total Building & Equipment Maintenance Expenditures	\$4,390	\$17,480	\$13,090	\$8,257	\$34,959	\$26,702	\$209,755	4%
Total Expenditures	\$716,864	\$931,922	\$215,057	\$1,541,994	\$1,849,452	\$307,458	\$11,111,145	14%
NET SURPLUS/(DEFICIT)	\$1,230,989	\$650,991	\$579,998	\$1,266,018	\$1,247,877	\$18,141	(\$4,120,420)	(31)%

Niles Public Library District
Income Statement- YTD By Fund
 August 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	\$3,083,479	\$2,638,126	\$113,480			\$2,751,606	(\$331,872)	40%
Replacement Taxes			\$28,816				\$28,816	\$28,816	
Per Capita Grant	\$54,000								
Grants-Other	\$1,000		\$10,877				\$10,877	\$10,877	1,088%
Investment Income	\$20,000	\$3,333	\$2,263				\$2,263	(\$1,071)	11%
Fines	\$40,000	\$6,667	\$9,139				\$9,139	\$2,472	23%
Lost Books	\$7,500	\$1,250	\$1,601				\$1,601	\$351	21%
Pay For Print	\$15,000	\$2,500	\$2,811				\$2,811	\$311	19%
Flash Drive & Ear Bud Sales			\$1				\$1	\$1	
Commissions & Fees	\$100	\$25						(\$25)	
Donations-Friends of the Library	\$500								
Donations	\$250	\$42						(\$42)	
Miscellaneous	\$200	\$33	\$899				\$899	\$866	449%
Total Revenues	\$6,990,725	\$3,097,329	\$2,694,531	\$113,480	\$0	\$0	\$2,808,012	(\$289,317)	40%
Expenditures									
Salaries									
Library Director	\$115,580	\$19,263	\$18,987				\$18,987	\$276	16%
Payroll-Department Managers	\$251,016	\$41,836	\$34,817				\$34,817	\$7,019	14%
Payroll-Division Supervisors	\$594,940	\$99,157	\$99,472				\$99,472	(\$315)	17%
Payroll-Librarian I	\$1,165,279	\$194,213	\$190,391				\$190,391	\$3,822	16%
Payroll-Library Grade V	\$600,450	\$100,075	\$91,940				\$91,940	\$8,135	15%
Payroll-Library Grade VI	\$443,393	\$73,899	\$70,154				\$70,154	\$3,745	16%
Payroll-Library Pages	\$144,784	\$24,131	\$20,579				\$20,579	\$3,551	14%
Payroll-Sundays	\$77,000	\$12,833	\$12,030				\$12,030	\$803	16%
Adjustments	\$10,000								
Substitutes	\$8,000	\$1,333	\$356				\$356	\$977	4%
Total Salaries	\$3,410,442	\$566,740	\$538,727	\$0	\$0	\$0	\$538,727	\$28,014	16%

Niles Public Library District

Income Statement- YTD By Fund

August 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	\$23,833	\$17,949				\$17,949	\$5,885	13%
Books-Youth Services	\$69,000	\$11,500	\$6,857				\$6,857	\$4,643	10%
Books-Teen	\$15,000	\$2,500	\$2,142				\$2,142	\$358	14%
Downloadables	\$55,000	\$9,167	\$26,797				\$26,797	(\$17,631)	49%
Periodicals	\$24,000	\$4,000	\$2,157				\$2,157	\$1,843	9%
AV-Adult	\$95,000	\$15,833	\$27,735				\$27,735	(\$11,902)	29%
AV-Youth Services	\$45,700	\$7,617	\$3,142				\$3,142	\$4,475	7%
AV-Teen	\$13,000	\$2,167	\$1,593				\$1,593	\$574	12%
Online Databases	\$201,000	\$33,500	\$58,308				\$58,308	(\$24,808)	29%
Total Library Materials	\$660,700	\$110,117	\$146,680	\$0	\$0	\$0	\$146,680	(\$36,563)	22%
Library Operating Expenditures									
CCS Charges	\$78,000	\$13,000	\$16,291				\$16,291	(\$3,291)	21%
Processing & Supplies	\$30,000	\$5,000	\$745				\$745	\$4,255	2%
Internet Charges	\$19,200	\$3,200	\$3,031				\$3,031	\$169	16%
Software, Licenses	\$42,243	\$7,041	\$3,281				\$3,281	\$3,759	8%
Printing	\$42,150	\$2,425	\$8,153				\$8,153	(\$5,728)	19%
Library Supplies	\$12,000	\$2,000	\$2,083				\$2,083	(\$83)	17%
Programming & Support-Adult	\$20,600	\$3,433	\$2,558				\$2,558	\$875	12%
Programming & Support-Juvenile	\$34,500	\$5,750	\$10,497				\$10,497	(\$4,747)	30%
Programming & Support-Joint	\$4,000	\$667						\$667	
Programming & Support-Teen	\$7,000	\$1,167	\$1,071				\$1,071	\$96	15%
Public Performing Rights	\$1,313	\$1,313	\$1,317				\$1,317	(\$4)	100%
CCS Communications	\$5,000	\$833	\$652				\$652	\$181	13%
Computer Charges OCLC	\$16,804	\$2,801	\$2,757				\$2,757	\$43	16%
Miscellaneous	\$1,000	\$167	\$296				\$296	(\$129)	30%
Per Capita Grant Expenditures	\$57,000		\$400				\$400	(\$400)	1%
Grant - Other Expenditures	\$1,000	\$167	\$2,206				\$2,206	(\$2,040)	221%
Volunteers	\$3,000		\$187				\$187	(\$187)	6%
Total Library Operating Expenditures	\$374,810	\$48,962	\$55,526	\$0	\$0	\$0	\$55,526	(\$6,564)	15%

Niles Public Library District

Income Statement- YTD By Fund

August 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	\$5,608	\$5,110				\$5,110	\$498	15%
Copiers	\$10,000	\$1,667	\$1,169				\$1,169	\$498	12%
Professional Development	\$40,899	\$6,817	\$3,761				\$3,761	\$3,055	9%
Mileage	\$3,000	\$500	\$612				\$612	(\$112)	20%
Professional Collection	\$4,000	\$667	\$204				\$204	\$463	5%
Legal Fees	\$40,000	\$6,667	\$2,949				\$2,949	\$3,718	7%
Consultants	\$20,000	\$3,333	\$2,062				\$2,062	\$1,271	10%
Kitchen Supplies	\$1,900	\$317	\$24				\$24	\$293	1%
Promotional Expense	\$20,500	\$3,417	\$5,576				\$5,576	(\$2,159)	27%
Office Supplies	\$25,000	\$4,167	\$3,685				\$3,685	\$481	15%
Postage & Freight	\$18,000	\$3,000	\$774				\$774	\$2,226	4%
Publication of Notices-Legal	\$1,200	\$200	\$21				\$21	\$179	2%
Publication of Notices-Advertisements	\$500	\$83						\$83	
Subscriptions & Dues	\$9,000	\$1,500	\$3,084				\$3,084	(\$1,584)	34%
Collection Services	\$1,000	\$167	(\$94)				(\$94)	\$261	(9)%
Telephone	\$16,500	\$2,750	\$3,252				\$3,252	(\$502)	20%
Trustee Expense	\$10,000	\$1,667	\$781				\$781	\$886	8%
Equipment Rental	\$5,000	\$833	\$2,631				\$2,631	(\$1,798)	53%
Payroll Service	\$9,300	\$1,550	\$1,620				\$1,620	(\$70)	17%
Bank Fees	\$3,000	\$500	\$659				\$659	(\$159)	22%
Parking Lease	\$10,572	\$1,762	\$1,762				\$1,762		17%
Total General and Administration	\$283,021	\$47,170	\$39,642	\$0	\$0	\$0	\$39,642	\$7,528	14%
Vehicle Operation									
Gas, Oil, Grease	\$1,000	\$167	\$195				\$195	(\$28)	19%
Repairs & Maintenance	\$1,800	\$300						\$300	
Miscellaneous	\$100	\$17						\$17	
Auto Insurance	\$1,371	\$1,371	\$1,371				\$1,371		100%
Total Vehicle Operation	\$4,271	\$1,854	\$1,566	\$0	\$0	\$0	\$1,566	\$289	37%
Employee Fringe Benefits									

Niles Public Library District

Income Statement- YTD By Fund

August 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	\$33,333	\$32,119				\$32,119	\$1,214	16%
Group Health	\$392,862	\$65,477	\$62,760				\$62,760	\$2,717	16%
Health Reimbursement Account	\$54,000	\$9,000	\$9,831				\$9,831	(\$831)	18%
Dental	\$20,000	\$3,333	\$387				\$387	\$2,946	2%
Vision	\$6,414	\$1,069	\$972				\$972	\$97	15%
FSA fee	\$1,050	\$425	\$417				\$417	\$8	40%
Life, LTD, AD&D, STD	\$19,200	\$3,200	\$3,915				\$3,915	(\$715)	20%
Total Employee Fringe Benefits	\$693,526	\$115,838	\$110,400	\$0	\$0	\$0	\$110,400	\$5,437	16%
Utilities									
Gas	\$15,000	\$2,500						\$2,500	
Electric	\$80,000	\$13,333	\$16,281				\$16,281	(\$2,948)	20%
Water	\$7,000	\$1,167	\$1,064				\$1,064	\$103	15%
Total Utilities	\$102,000	\$17,000	\$17,345	\$0	\$0	\$0	\$17,345	(\$345)	17%
Capital Expenditures									
Special Reserve - Building	\$72,000	\$12,000						\$12,000	
Special Reserve - Equipment	\$846,920	\$141,153						\$141,153	
Special Reserve - Construction Project	\$4,078,200	\$679,700				\$532,856	\$532,856	\$146,844	13%
Total Capital Expenditures	\$4,997,120	\$832,853	\$0	\$0	\$0	\$532,856	\$532,856	\$299,997	11%
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	\$48,333		\$42,677			\$42,677	\$5,657	15%
Total Social Security Expenditures	\$290,000	\$48,333	\$0	\$42,677	\$0	\$0	\$42,677	\$5,657	15%

Niles Public Library District Income Statement- YTD By Fund

August 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	\$20,000		\$17,245			\$17,245	\$2,755	86%
Total Workers' Compensation Expenditures	\$20,000	\$20,000	\$0	\$17,245	\$0	\$0	\$17,245	\$2,755	86%
Unemployment Compensation									
Unemployment Compensation	\$18,000	\$3,000		\$1,094			\$1,094	\$1,906	6%
Total Unemployment Compensation Expenditures	\$18,000	\$3,000	\$0	\$1,094	\$0	\$0	\$1,094	\$1,906	6%
Building & Equipment Maintenance									
Repairs & Improvements	\$39,700	\$6,617		\$572			\$572	\$6,044	1%
Contractual Maintenance	\$37,115	\$6,186		\$3,324			\$3,324	\$2,861	9%
Non-Contractual Maintenance	\$11,400	\$1,900		\$449			\$449	\$1,451	4%
Equipment Maintenance	\$37,540	\$6,257		\$1,720			\$1,720	\$4,537	5%
Non Capital Expenses	\$24,000	\$4,000		\$107			\$107	\$3,893	0%
Furniture & Fixtures	\$60,000	\$10,000		\$2,085			\$2,085	\$7,915	3%
Total Building & Equipment Maintenance Expenditures	\$209,755	\$34,959	\$0	\$8,257	\$0	\$0	\$8,257	\$26,702	4%
Total Expenditures	\$11,111,145	\$1,849,452	\$909,885	\$99,253	\$0	\$532,856	\$1,541,994	\$307,458	14%
BEGINNING FUND BALANCE	\$0	\$0	\$5,413,678	\$1,165,305	\$0	\$3,861,565	\$10,440,548	\$10,440,548	0%
NET SURPLUS/(DEFICIT)	\$0	\$0	\$1,784,646	\$14,227	\$0	(\$532,856)	\$1,266,018	\$1,266,018	0%
ENDING FUND BALANCE	\$0	\$0	\$7,198,324	\$1,179,532	\$0	\$3,328,709	\$11,706,565	\$11,706,565	0%



Staff Day August 23, 2013

One of the main things that went on this past month was website user testing. We had 30 staff members from all different departments do a scavenger hunt on Staff Day, and gained some very valuable feedback. Then the Website Task Force scheduled individual appointments with patrons to test out the website's usability, and made more changes based on their responses. Response overall was very positive. We continue to add content and are working with Mightybytes on developing the staff blog that will be added onto the website soon.

The beginning of a new school year brought the challenge of students with newly-distributed tablet computers that conflicted with the Library's set-up. IT worked quickly to change our own set-up and to improve WiFi access throughout the finished spaces of the library building.

August is usually a slow-ish time for many Youth Services departments...but not here, not this year! This summer we kept Summer Reading Club open through mid-August, with the pleasant result of having 1,000 kids visit during the month. And just as we were winding down our construction-themed SRC, the walls in the front area of the department literally came tumbling down! YSD staff mobilized to clear out all of our collected "stuff" — from prizes to crafts to book discussion kits to storytime books--from the program room,

storage closet and workroom. Everything was organized, boxed up, labeled and carted off to the new workroom area.

Patrons are finding their way back to the department thanks to signage from the Marketing/PR Dept., and we've been offering coupons, hard-hats and other goodies to make it worth their while. It's crowded and we don't have space to offer programs, but our helpful, friendly staff and terrific collections are in place, and our patrons continue to come visit!

We are thrilled to see what the next few months bring in our terrific new "KidSpace!"

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 **13,500** views!
- The new website is in the launch process! We are making progress on The Illinois Policy Institute's Ten-Point Transparency Checklist ("Open Books Project") having added the budget information. We are currently working the audit and check register sections.

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. He represented the Library at the Bike Niles event on Saturday, 9/14.
- 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
- Sarah Muskivitch, along with Gail Baldinger from the Circulation Dept., participated in Open Houses and registration events at our area schools, showing families what we have to offer and handing out library card applications
- Arianne Carey participated in Night Out in Niles
- Clara Sheffer joined SNAILS, a group dedicated to serving special needs patrons
- Debbie Graham is partnering with Skokie Public Library and other area organizations to feature the Korean culture with Korean programs and displays in early 2014.
- Cate Levinson provided library-style entertainment at an area block party
- We are working closely with Nelson School (and Morton Grove Library) to help make sure every family in their school community has a library card.
- Cate brought her Bibliobop dance party to Golf Mill

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

- School Open Houses
- 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

- ✚ Staff and volunteers have been creating a welcome area as construction continues. Our goal is to help our patrons to find their way easily and to keep them informed.
- ✚ On Monday, 9/16, we will have staff available to demonstrate the [3M cloud](#), our new source for e-books.
- ✚ Staff is receiving training on [LibAnswers](#), a web-based tool designed to allow the librarians to respond to questions online.

Trustee Calendar

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

- 10/15-17—[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)

November

- Mayoral Luncheon (date to be announced)
- 11/20—Regular Meeting of the Board of Trustees

Monthly Statistical Report --August 2013						
LOAN OF LIBRARY MATERIALS	Current	Current	Prior	%		
	Month	YTD	YTD	Change		
Adult	44,323	92,678	109,769	-15.57%		
Teens	3,768	8,499	0			
Juvenile	37,527	81,699	86,030	-5.03%		
TOTAL Loan of Library Materials	85,618	182,876	195,799	-6.60%		
LOAN OF MATERIAL BY TYPE	Current	Prior Year	%	Current	Prior	%
	Month	Same month	Change	YTD	YTD	Change
Adult						
Print	19,369	24,589	-21.23	39,330	50,700	-22.43
Periodical	1,197	855	40.00	2,062	1,664	23.92
Audio	5,535	8,113	-31.78	11,430	16,405	-30.33
DVD	17,251	19,983	-13.67	37,991	41,000	-7.34
Digital	971	0		1,865	0	
TOTAL Adult Loans	44,323	53,540	-17.22	92,678	109,769	-15.57
Teens						
Print	2,902			6,581		
Periodical	0			0		
Audio	473			1,019		
DVD	290			695		
Digital	103			204		
TOTAL Teen Loans	3,768	0		8,499	0	
Juvenile						
Print	24,760	24,451	1.26	54,166	56,034	-3.33
Periodical	105	97	8.25	181	317	-42.90
Audio	2,944	3,043	-3.25	6,326	6,809	-7.09
DVD	9,302	10,451	-10.99	20,280	22,870	-11.32
Digital	416	0		746	0	
TOTAL Juvenile Loans	37,527	38,042	-1.35	81,699	86,030	-5.03
ONLINE DATABASE USE	Current Month	Prior Year/Same Month	% Change	Current YTD	Prior YTD	% Change
Total Database Use	4,327	3,619	19.56	3,678	3,619	1.63
Holds	Current Month	Prior Year Same Month				
Holds Placed	10,717		11,358	-5.64		
Holds Made Available	13,835		13,928	-0.67		
Patron Registration	Added this month	Total	Prior year same month	% Change		
New District cards	360	25,111	373	-3		
Patron Count	Current Month	Prior Year Same Month	% Change			
Unique Library cards used	5,414		5,975	-9		
Total Patron Visits	34,120		36,342	-6.11		
e-News subscribers	7,306		n/a			
IN-HOUSE USE OF MATERIALS	Current Month	Prior Year/Same Month	% Change	Current YTD	Prior YTD	% Change
Reference--Adult	445	606	-26.57	997	1,081	-7.77
Circulating--Juvenile	4,567	5,487	-16.77	8,894	11,256	-20.98
Circulating--Adult	3,363	5,370	-37.37	7,190	11,476	-37.35
TOTAL In-house Use of Print Materials	8,375	11,463	-26.94	17,081	23,813	-28.27
PC Users by Area	Current Month	Prior Year/Same Month	% Change	Current YTD	Prior YTD	% Change
Adult Services	4,492	4,938	-9.03	4,634	9,881	-53.10
Youth Services	1,460	1,580	-7.59	1,573	3,338	-52.88
Express Internet	1,872	3,278	-42.89	2,462	6,684	-63.17
Patron Wi-Fi Uses	1,901	2,073	-8.30	2,418	4,291	-43.65
Scanning devices	731	644	13.51	776		
Total Users	9,725	11,869	-18.06	11,863	24,194	-50.97
Website Hits	32,112	35,030	-8.33	66,148	69,083	-4.25
Facebook "Likes" to date	670					
Media Hits (includes print and online articles and listin	18					

TECHNICAL SERVICES				Items	Items	
	Items	Items	Items	Repaired	Sent Out	Library
	Added	Received	Withdrawn	In House	for repair	Holdings
August	3,133	1,974	4,673	393	0	277,212
Library Services	Current Month	Year to date				
Notary Public	45	53				
Test Proctoring	3	8				
Voters' Registration	0	28				
VOLUNTEER HOURS	Number of people	Total hours				
Adult Services & Programs - Fic, AV, Ref	13	58				
Young Adult Services & Programs - Fic and Ref	0	0				
Youth Services Programs & General	90	418				
General Library & Library Events	18	94				
Total Volunteers/Hours this month	121	570				
<i>NOTE: Last year volunteers/hours same month</i>	<i>219</i>	<i>1,484</i>				
Service Desks	Current Month	Prior Year	% Change			
Adult Services (3rd floor)						
Quick Questions/Ready Reference	1,102	1,625	-32.18			
Reference/Research	1,641	2,231	-26.45			
Total Reference Desk	2,743	3,856	-28.86			
Fiction/Audiovisual Services (2nd floor)	Current Month	Prior Year	% Change			
Quick Questions/Ready Reference	1,448	4,648	-68.85			
Reference/Research	2,407	683	252.42			
Total InfoDesk	3855	5,331	-27.69			
Technology Desk	Current Month	Prior Year	% Change			
Quick Questions/Ready Reference	410	n/a				
Reference/Research	194	n/a				
Total Tech Desk	604	0				
Grand Total	7,202	9,187	-21.61			
Interlibrary Loan	Current Month	Prior Year	% Change			
Books, A-V						
Items lent to offline libraries	317	370	-14.32			
Items received from offline libraries for patron	128	94	36.17			
Total	445	464	-4.09			
Outreach Services	Current Month	Prior Year				
	Homebound	Homebound				
	206 patrons; 225 visits	195 patrons; 276 visits				
	Institutions	Institutions				
	8 institutions; 8 visits	9 institutions; 9 visits				
	Schools	Schools				
	456 items; 11 visits	394 items; 12 visits				
Outreach Services	Current Month	Prior Year	% Change			
Reference/Research	377	526	-28.33			
Bulk Loan Items Delivered to Nursing Homes	395	415	-4.82			
Materials pulled for Homebound Users	1,056	1,175	-10.13			
Total Outreach	1,828	2,116	-13.61			
Teen Desk	Current Month	Prior Year				
Quick Questions/Ready Reference	32	n/a				
Reference/Research	111	n/a				
Total Teen Desk	143	0				
Youth Services	Current Month	Prior Year	% Change			
Quick Questions/Ready Reference	3,122	3,422	-8.77			
Reference/Research	1,617	1,827	-11.49			
School Loans pulled	15	20	-25.00			
Museum Adventure passes distributed	35	46	-23.91			
Total	4,789	5,315	-9.90			

LIBRARY PROGRAMS	This Month	Attendance	Attendance Prior Year	% Change		
Programs--Youth						
Summer Reading Club	1	1,028				
Bibliobop	1	67				
Book Buddies	33	68				
Groups Visiting NPLD	1	12				
Librarians Visiting Schools	9	382				
Second Sunday	1	17				
Babytime	2	84				
Rise & Shine	1	40				
Yoga	1	18				
Bedtime Movies	2	34				
Geek Science	1	20				
Celebrate India	1	27				
Angry Birds	1	15				
Sea Beast Puppet Co.	2	150				
Bulletin Board Activity	1	109				
SRC Volunteers	65	364				
Marshmallow Toothpick Building	2	197				
Open Crafting	3	15				
In-dept. games and puzzles	1	1,188				
Total Youth Services Programs	129	3,835	3,225	18.91		
Programs--Teens						
Anime & Manga Club	1	13				
Wrapped Wire Word Art	1	4				
Color Chip Art	1	14				
Summer Reading registrations	1	25				
Summer Reading added visits	ongoing	80				
Total Teen Programs	4	136	382	-64.40		
Programs--Adult						
Book discussions at nursing homes	2	10				
Book discussions	4	28				
Movies	4	97				
SCORE	4	14				
Tech programs	4	27				
Niles Songwriters	1	8				
Volunteer Information Session	1	5				
Summer Reading Club	1	353				
Writer's roundtable	1	8				
Total Adult Programs	22	550	393	40		
Outside Meetings						
Village of Niles	1	60				
Those Were the Days Radio Players Rehearsal	2	30				
Niles All American Toastmasters	2	27				
Niles Community Garden Project	1	10				
Total Outside Meetings	6	127	257	-51		
Total Meeting and Program Attendance	161	4,648	4,257	9		

SEPTEMBER 2013 BOARD MEETING AGENDA

Communications

1. Thank you note from the Main Street Block Party Luau 2013.
2. Thank you note from staff member, Amelia Karns and her family.
3. Thank you letter from the family of Mr. Eugene Kopacz.
4. Thank you letter from Mr. Leonard Burkhardt.
5. Thank you letter sent to Dollar General by Donna Block, Teen Librarian.

Nancy Kleiber
7719 W. Main Street
Niles, IL 60714

August 19, 2013

Niles Public Library
Ms. Cate Levinson, MLIS
Youth Services Librarian
6960 W. Oakton Street
Niles, IL 60714

**Main Street
Block Party
Luau
August 10th, 2013**



Aloha Cate Levinson,

Thank you for celebrating with us: Mahalo nui loa na ho'olaule'a me la kua

It was a maikai (*excellent*) block party and we can't mahalo (*thank you*) enough! You helped us to malama (preserve) our neighborhood by helping us connect with each other by sharing your ka manawa (*time*) and talent. The Main Street Block Party Luau 2013 was a community inspiration thanks to you! So many people came out and even more people came from the neighboring blocks! Everyone is getting to know one another and we had a fantastic time! We already have our date for our block party next year August 9, 2014! Get ready for the Merry Pirates of Main Street Block Party 2014!

Cate, you were fantastic with the kids. They loved the Hawaiian stories you read to them, the whale craft and the edible leis were a big hit! Your enthusiasm is contagious and it was wonderful the way you shared with the children how magical the library is. It was a great reminder for the adults as well.

Thank you for caring and helping us to keep creating an ohana (*family*) neighborhood and keeping the community spirit alive. Niles Public Library is a true example of how the library and neighborhood can reach out to support each other to continue to make a positive change. We wanted to share some pictures with you so we made you a poster - thank you again for celebrating unity in our community with us.

We, the neighbors of Main Street extend a big heartfelt Mahalo to The Niles Public Library! From our Neighborhood Ohana (*Family*) on Main Street that you helped to bring together to you, this heartfelt thank you is in honor of your Ohana Niles Community Spirit.

**Mahalo from our Pu'uwai for giving your Maikai Makana from your Pu'uwai!
(Thank you from our heart for giving your excellent present from your heart!)**



From All your hoapilis (*friends*) on Main Street,

Nancy Kleiber

Nancy Kleiber
Main Street Block Party Luau 2013



*Our Thanks
to You*



*With warmest thanks,
grateful hearts,
and deep appreciation
for your
thoughtfulness.*

*The Family of
George J. Gargoman Sr.*

Thank you so much for the many great books you brought to our father, Eugene Kopacz, over the years. He enjoyed them so much and often we read the books with him. Whenever we saw a Niles Library bag in his room we knew, and he knew too, that you were thinking of him. We are very grateful.

YOU ARE APPRECIATED.

Sincerely,

Barbara Kulesza
Carol Kopacz
Pati Roscoe

"...I thank my God through Jesus Christ for you...." ROMANS 1:8 KJV



Outreach Librarians:

Thanks again for filling and delivering so many of my special requests in the past decade. I've never before enjoyed so much service from a library.

For the near future I'd be interested to learn (without reading a lengthy biography) how James Michener acquired so much knowledge governing history of the numerous geographic locations he wrote about in the 20th century.

Sincerely,

Leonard Burkhardt

Donna Block
Teen Librarian
Niles Public Library District
6960 Oakton Street
Niles, IL 60714

September 4, 2013

Dollar General # 11908
7540 W Irving Park Rd.
Norridge, IL 60706-2104
(708) 456-1197

Thanks to a generous grant from Dollar General Literacy Foundation, The Niles Public Library District was able to hire two summer interns to assist with our summer reading program for youth. Over 1750 children from preschool through 7th grade participated in the program this summer. Our two interns, Jenny Hau and Christina Alexandru worked behind the scenes and directly with patrons for a total of 121 hours. This was a first job experience for both of them. Librarian Debbie Graham said, "I realize it wasn't always fun for them but I do believe these two wonderful young women really benefited from the experience."

"I've always yearned to become a pediatrician. This internship allowed me to get hands-on experience and interaction with children," said Intern Jenny Hau. "I had an incredibly amazing time working in the internship and I will carry on my skills I acquired with me throughout my whole life. Thank you for giving this opportunity to be in this wonderful internship program."

"This internship has been my 1st actual paid job, I wouldn't have asked for a better 1st job," said Intern Christina Alexandru. "This experience has helped me to become a little more professional and communicative. I am very thankful for this opportunity!"

Thank you!

Sincerely,

Donna Block
dblock@nileslibrary.org
Phone: 847-663-6434

September 18, 2013

New Business—Recommended Actions

A. Recommended Action on Plan for the Special Reserve Fund

MOVE to amend the Plan for the Special Reserve Fund previously adopted by the Board on January 21, 2004.

Memorandum A of Recommended Board Action

The Board amended this Plan on September 19, 2012 and I have updated it based on actual renovation expenses and needs.