

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

November 20, 2013

6:30 PM

Board Room

6960 Oakton Street

Niles, Illinois

ORDER OF BUSINESS

- | | |
|---|----|
| 1. Call to Order | |
| 2. Pledge of Allegiance | |
| 3. Project Update | 3 |
| 4. Consent Agenda | |
| A. Approve Minutes of the Regular Board Meeting of October 16, 2013 | 5 |
| B. Approve the payment of the bills for operating expenses of \$246,003.78, payroll expenses of \$294,550.06, and Special Reserve expenses of \$249,813.78, for a total monthly expense of \$790,367.62 | 10 |
| 5. Public Comment | |
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| B. Employee Benefits Committee | |
| 10. Liaison Reports | |
| A. Friends of the Library | |
| B. Legislative | |
| C. RAILS | |
| 11. Secretary's Report | |
| 12. New Business | |
| A. MOVE to Adopt Ordinance 13-07, an Ordinance Levying and Assessing Taxes of the Niles Public Library District, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2013 and Ending June 30, 2014 | 37 |

Board Meeting Agenda - November 20, 2013

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- I. MOVE to approve the expenditure to Frostline, Inc. in the amount of \$10,260.30 for work to complete our public use rooms 57
- J. MOVE to approve the purchase of equipment from various vendors not to exceed \$7,800 from the Special Reserve Fund 68
- 13. Unfinished Business
 - A. MOVE to approve the changes made to Policy 4.13 and 4.14 as presented 69
- 14. 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
- 15. Final Action, if any, on closed session subjects
- 16. Other
- 17. Adjournment

Niles Public Library Budget Recap 10/31/2013 Including OCO #8

Frederick Quinn Corporation

#461

Description			
FUNDS AVAILABLE		EXPENDITURES PENDING	
<i>N / L Trades:</i>		<i>N / L Trades:</i>	\$ (13,684.00)
Brick Patching	\$2,400.00		
Roofing	\$5,684.00		
Caulking	\$2,500.00		
Graphics	\$2,000.00		
<i>Misc. Specialties</i>	\$700.00	<i>Open BA Items:</i>	
<i>Fire Extinguishers / Cabinets</i>	\$1,950.00		
		<i>Graphics Royalty Charge</i>	\$ (650.00)
		<i>Fire Extinguishers</i>	\$ (900.00)
		<i>Auto Door Actuators</i>	\$ (2,000.00)
		<i>Casework Credits</i>	\$ 700.00
		<i>Millwork Finishing Credits</i>	\$ 1,500.00
		<i>Added Power / Data Outlets</i>	\$ (2,200.00)
		<i>Landscaping</i>	\$ (200.00)
		<i>Corridor VCT</i>	\$ (4,000.00)
		<i>Computer Room Ceiling Credit</i>	\$ 1,000.00
		<i>Sprinkler Credits</i>	\$ 3,000.00
		<i>Lobby HVAC Modifications</i>	\$ (15,000.00)
		<i>Painting Credits</i>	\$ 2,000.00
		<i>Floor Prep</i>	\$ (10,000.00)
		<i>HVAC Shop Drawing Credit</i>	\$ 3,000.00
		<i>Children's Area Hook</i>	\$ (5,000.00)
		<i>25 Level Duct Openings</i>	\$ (5,000.00)
		<i>Lobby Area Soffits</i>	\$ (2,000.00)
		<i>Self - Check Light Fixtures</i>	\$ (450.00)
Total N / L's	\$15,234.00	Total BA item's & Anticipated Expenditures	\$ (53,809.00)
<i>Misc Allowances: (See Attached)</i>	<i>\$61,728.00</i>		
<i>Contingency</i>	<i>\$60,135.00</i>		
Total Allowances, Contingency & NL	\$137,097.00	Remaining Funds-Allowances, Cont. & NL	\$83,288.00
<i>Project Savings</i>	<i>\$56,549.00</i>	<i>Children's Lego Wall</i>	\$ -
		<i>Children's Marble Feature</i>	\$ -
		<i>Added Shelving</i>	\$ (15,000.00)
		<i>Restroom Renovation Allowance</i>	\$ (55,000.00)
		Total Projected Added Scope	\$ (71,000.00)
Total Available Job Budget Line Items	\$193,646.00	Total Potential Costs/Expenses	\$ (124,809.00)

Line Item Status (Over)/Under Budget \$68,837.00

Included on pending Budget Adjustment
Pending / In Progress Budget Adjustment Items

CONTINUATION SHEET

DOCUMENT G703

4 5
OF PAGES

Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT is attached and contains the Contractor's signed Certification. In tabulations below, amounts are stated to the nearest dollar.

Niles Public Library

APPLICATION NUMBER: 011
PERIOD FROM: 10/01/13
TO: 10/31/13
PROJECT NO: 461

A ITEM NO.	B WORK DESCRIPTION	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE
			PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G ÷ C)		
8330	PROJECTION SCREENS	15579	10602			10602	68	4977	1061
8340									
8650	NL / TRADES	15234						15234	
8660									
8800	ALLOWANCES:								
8810	TESTING	2500						2500	
8820	CONSTRUCTION SIGN	2000						2000	
8830	FLOOR PREP	57228						57228	
8930	CONTINGENCY	60135						60135	
8950									
9000	F. QUINN CORPORATION								
9100	INSURANCE	23867	18340	1840		20180	85	3687	2026
9105	BOND	30914	30914			30914	100		3091
9110	PRECON. SERVICES	7500	7500			7500	100		750
9150	TESTING	2500						2500	
9170	CONSTRUCT. FENCING	1625						1625	
9190	MISC. FIELD LABOR	3955	1420	570		1990	50	1965	199
9210	SAW CUTTG. / CORING	1500						1500	
9230	TEMP. BARR. / ENCL.	51790	38550	13240		51790	100		5179
9250	CONST. DEBRIE REMOV	10103	7070	780		7850	78	2253	785
9260	FLOOR PROTECTION	25000						25000	
9270	TEMP. HVAC CONDITNG	52041	52041			52041	100		5204
9280	MISC. ROOFING	5000	5000			5000	100		500
9290	FIREPLACE	6316	6316			6316	100		632
9310	WINDOW SHADES	11854	11854			11854	100		1185
9500	GENERAL CONDITIONS	219000	169510	17500		187010	85	31990	18701
9600	CONSTRUCTION FEE	120053	92415	9200		101615	85	18438	10162
9700									
9800	PROJECT SAVINGS	56459						56459	
	SUB TOTAL	4152741	2768938	201883		2970821	72	1181920	297097

NILES PUBLIC LIBRARY DISTRICT
Regular Board Meeting
October 16, 2013
6:30 PM
New Board Room
6960 Oakton Street
Niles, Illinois

Trustees Present

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

Trustees Absent

Chris Ball arrived at 6:36 PM. Barbara Nakanishi gave previous notice.

Library Staff Present

Sue Wilsey, Susan Dove-Lempke, Greg Pritz, Linda Weiss, Shelley Sutherland, Dave Dabrowski, Valerie Clark, Carol Jung.

Others Present

John Eallonardo, FQC

Call to Order

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

Pledge of Allegiance

President Dubiel led the Pledge of Allegiance.

Roll Call

Roll call was taken by President Dubiel.

Project Update

Mr. Eallonardo gave the project update—the project remains to be on schedule. Staff worked hard to redo the set-up in the Children’s area. Focus is on the main entry and circulation area. The lower level is being painted and woodwork is being installed. This area should be ready the first week of November for furniture delivery. Work continues in the Commons Area. The installation of the colored wood panels on the second level was unacceptable by the architects and is being redone. Communication continues to be good between FQC, staff and the architects. Reasonable contingencies and allowances are left considering the project’s progress. FQC provided Ms. Weiss with an update on the project’s budget which was passed out to the Trustees. Mr. Eallonardo reviewed the budget for the Trustees. Now that the children’s bathrooms are opened and available for public use on the first floor, the renovation of the bathrooms in the Commons Area will begin. A final punch list will be made at the end of the year.

Consent Agenda

Trustee Matyas MOVED the Library Board of Trustees approve the followings items:

- A. The Minutes of the Regular Board Meeting of September 18, 2013;
- B. The payment of bills for operating expenses of \$172,831.81, payroll expenses of \$306,627.45, and Special Reserve expenses of \$309,858.28, for a total monthly expense of \$789,317.54;
- C. The retirement of Ann Pasnick from the full-time position of Technical Services Supervisor effective October 18, 2013.

Trustee Dimond seconded. Roll Call Vote: All ayes. No nays. Motion carried.

Public Comments

There were none.

Treasurer's Report

Review Financial Reports

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

Director's Report

The Director's Report for October 2013 was noted.

Ms. Weiss reported on the Trustees' calendar. The Chamber Leadership Lunch will be held on November 21. The induction of officers will take place and the business of the year will be recognized on this date. The Mayor will be guest speaker. Ms. Weiss will notify the Trustees with the details when the invitation is received. The Chamber's Holiday Party will be held on December 4th.

Ms. Weiss reported that the Library sculpture's artist will be bringing in someone "very famous" to the library to see his work. Also, through the Library's new website, we can access Google Analytics which will help us analyze a complete picture of our users as far as the devices and browsers that they are using. We cannot identify individual users.

Ms. Weiss was happy to announce that Outreach Assistant, Karen Ciecko, was given the Local Hero Award at The Park.

As in the past, Ms. Weiss asked if the Trustees would like to fund the annual holiday luncheon along with gifts for the staff. The Trustees said they would like to very much.

President Dubiel asked to make a change in the agenda to hold an executive session at this time. The Trustees agreed.

Executive Session

Trustee Matyas MOVED the Library Board of Trustees go into executive session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Niles Public Library District. Trustee Dimond seconded. Roll Call Vote: All ayes. No nays. Motion carried.

Executive Session began at 6:59 p.m. Executive Session ended at 8:03 p.m.

Roll Call

Roll call was taken by President Dubiel.

Final Action, if any, on closed session subjects

It was agreed that the current procedure for requests to attend conferences and meetings by staff be followed until further review of the policy be made.

Communications

The communications in the Board Packet were noted.

Liaison Reports

Friends of the Library

Ms. Weiss reported that the Friends held their monthly meeting and that they are very excited about the grand opening and the naming of the sculpture contest. They are planning to sponsor a fundraising event in March.

Legislative

Ms. Weiss reported that the State has determined that all public buildings must display a “no handguns” sign. The library will post its sign at the front entrance.

RAILS

No report.

At this time, President Dubiel formed two committees—Special Reserve Plan Committee which will be chaired by Trustee Ball and the Employee Benefits Committee which will be chaired by Trustee Drblik. He asked that the Trustees let him know which committees they would like to be involved with. Trustee Ryan asked to be on both committees. Trustee Dimond asked that she be on the Employee Benefits Committee.

Secretary's Report

No report.

New Business

Meeting Request for Susan Lempke

Trustee Matyas MOVED the Library Board of Trustees approve the request from Susan Lempke to attend ALA in Philadelphia. Trustee Dimond seconded. Roll call vote: Ball, Dimond, Drblik, Dubiel, Matyas, Ryan. No nays. Motion carried.

Meeting Request for Cecilia Cygnar

Trustee Matyas MOVED the Library Board of Trustees approve the request from Cecilia Cygnar to attend the National Media Market Conference in Charleston, SC. Trustee Dimond seconded. Roll call vote: Ball, Dimond, Drblik, Dubiel, Matyas, Ryan. No nays. Motion carried.

Revision to the Meeting Room Policy

Trustee Dimond MOVED the Library Board of Trustees approve the revision to the Meeting Room Policy to include new meeting room and study room space available for public use. Trustee Matyas seconded. Roll call vote: Ball, Dimond, Drblik, Dubiel, Matyas, Ryan. No nays. Motion carried.

Disposal of Library Equipment

Trustee Dimond MOVED the Library Board of Trustees adopt Ordinance 13-06, an Ordinance Determining Personal Property No Longer Necessary or Useful to the Niles Public Library District and Authorizing Its Conveyance or Sale. Trustee Ryan seconded. Roll call vote: Ball, Dimond, Drblik, Dubiel, Matyas, Ryan. No nays. Motion carried.

Restatement of Dental Reimbursement Plan

Trustee Matyas MOVED the Library Board of Trustees approve Resolution 13-02, a Resolution of the Board of Trustees of the Niles Public Library District for the Restatement of the Niles Public Library District Dental Reimbursement Plan. Trustee Dimond seconded. Roll call vote: Ball, Dimond, Drblik, Dubiel, Matyas, Ryan. No nays. Motion carried.

Purchase of Early Learning Furnishings

Trustee Matyas MOVED the Library Board of Trustees authorize the Library Director to approve the purchase of Early Learning furnishings from the Burgeon Group in the amount of \$49,975.24, as specified in the Per Capita Grant application. Trustee Ryan seconded. Roll call vote: Ball, Dimond, Drblik, Dubiel, Matyas, Ryan. No nays. Motion carried.

Job Description for Youth Services Librarian

Trustee Matyas MOVED the Library Board of Trustees approve the change to the Job Description for Youth Services Librarian. Trustee Ryan seconded. Roll call vote: Ball, Dimond, Drblik, Dubiel, Matyas, Ryan. No nays. Motion carried.

Ms. Weiss reported that the only change to this job description will include reference and readers' advisory service for all formats to patrons at the KidSpace and Teen Underground public service desk in person.

Job Description for Patron Assistant

Trustee Matyas MOVED the Library Board of Trustees approve the revision to the current Job Description for Circulation Clerk. Trustee Ryan seconded.

Ms. Weiss reported that the change to Patron Assistant will include the statements to help patrons with holds, using copiers, computers and printers, etc., and the flexibility to work at a variety of service desks.

Roll call vote: Ball, Dimond, Drblik, Dubiel, Matyas, Ryan. No nays. Motion carried.

Purchase of Additional Shelving

Trustee Matyas MOVED the Library Board of Trustees approve the purchase of additional shelving from Embury not to exceed \$20,000. Trustee Drblik seconded.

Ms. Weiss reported that due to miscommunication, a miscalculation of shelving for the Youth Services area occurred. She is not quite ready to place the order yet, but will need to order the shelving before the November Board Meeting.

Roll call vote: Ball, Dimond, Drblik, Dubiel, Matyas, Ryan. No nays. Motion carried.

Discuss Plan for the Special Reserve Fund

Ms. Weiss reviewed the expenditure plan for the fiscal year ending June 30, 2014. The Special Reserve Fund balance as of June 30, 2013 was \$3,861,655. She does not anticipate a balance in this fund at the end of the renovation project. During the subsequent five years a variety of additional specific expenditures from the special reserve fund will be planned. Computer equipment will be replaced on a three to five year cycle, depending on the type and age of the equipment, beginning in December 2013. The library van, presently six years old, will need to be replaced using reserve funds. Looking out five to fifteen years, library equipment, furniture and carpeting will need renovation or replacement due to wear or obsolescence. The library database and information systems will be upgraded or replaced with newer technology. The library plans to fund these expenditures with the special reserve. Expenditures from the special reserve fund in excess of \$20,000 require competitive bidding.

Ordinance 13-07

Trustee Matyas MOVED the Library Board of Trustees adopt Ordinance 13-07, an Ordinance Levying and Assessing Taxes 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.

Trustee Dimond asked whether the discussion will include tax abatement because there was no back-up information included. President Dubiel said it will not.

Mr. Pritz prepared and presented a financial review of revenues and expenditures over a ten-year period ending with the current year's budget. President Dubiel asked that this information along with any information received on abatement versus the levy be emailed to the Trustees.

Unfinished Business

There was none.

Adjournment

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

The meeting adjourned at 8:48 PM

President

Secretary

DRAFT

Niles Public Library District Bank Register Report - Imprest

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
2890	Accounts Payable	Manual Check	10/16/2013	THE SCRIBBLEBOOKS COMPANY	\$0.00	\$475.00	(\$475.00)	Outstanding	10/31/2013
2888	Accounts Payable	Manual Check	10/16/2013	ANN PASNICK	\$0.00	\$320.00	(\$795.00)	Outstanding	10/31/2013
2889	Accounts Payable	Manual Check	10/18/2013	ST. JOSEPH CATHOLIC CHURCH	\$0.00	\$50.00	(\$845.00)	Outstanding	10/31/2013
28900	Accounts Payable	Manual Check	10/28/2013	LACONI YSS	\$0.00	\$60.00	(\$905.00)	Outstanding	10/28/2013

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Manual Check	(\$905.00)
Total Payments:	(\$905.00)
Total Change in Register Balance:	(\$905.00)

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									
10/4/2013	UM14880	Invoice		3M	Unposted Accounts Pa	Not yet posted	10/31/2013	\$13,170.00	\$0.00
10/1/2013	4310	Invoice		LIBRARY FURNITURE INTE	Unposted Accounts Pa	Not yet posted	10/31/2013	\$4,186.00	\$0.00
10/27/2013	0461-0	Invoice		FREDERICK QUINN CORPO	Unposted Accounts Pa	Not yet posted	10/31/2013	\$181,693.00	\$0.00
11/4/2013	1108.27	Invoice		PRODUCT, LLC	Unposted Accounts Pa	Not yet posted	10/31/2013	\$10,079.01	\$0.00
11/7/2013	4332	Invoice		LIBRARY FURNITURE INTE	Unposted Accounts Pa	Not yet posted	10/31/2013	\$40,685.77	\$0.00
<i>Totals for 40-5815-58-00, Special Reserve - Construction Projec</i>								\$249,813.78	\$0.00
Grand Totals:								\$249,813.78	\$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 (10/1/2013 to 10/31/2013)
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 Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
70415	Accounts Payable	Computer Check	10/22/2013	EMBURY LTD.	\$0.00	\$5,400.00	(\$5,400.00)	Outstanding	10/22/2013
70416	Accounts Payable	Computer Check	10/22/2013	LIBRARY FURNITURE INTERNATI	\$0.00	\$4,186.00	(\$9,586.00)	Outstanding	10/22/2013
70417	Accounts Payable	Computer Check	11/20/2013	3M	\$0.00	\$13,170.00	(\$22,756.00)	Outstanding	11/30/2013
70418	Accounts Payable	Computer Check	11/20/2013	ACE RELOCATION SYSTEMS, IN	\$0.00	\$1,330.00	(\$24,086.00)	Outstanding	11/30/2013
70419	Accounts Payable	Computer Check	11/20/2013	AFLAC	\$0.00	\$766.25	(\$24,852.25)	Outstanding	11/30/2013
70420	Accounts Payable	Computer Check	11/20/2013	SHAMSHEER ALI	\$0.00	\$14.99	(\$24,867.24)	Outstanding	11/30/2013
70421	Accounts Payable	Computer Check	11/20/2013	ALLIANCE ENTERTAINMENT	\$0.00	\$1,264.26	(\$26,131.50)	Outstanding	11/30/2013
70422	Accounts Payable	Computer Check	11/20/2013	AMARK INDUSTRIES	\$0.00	\$1,651.20	(\$27,782.70)	Outstanding	11/30/2013
70423	Accounts Payable	Computer Check	11/20/2013	AMERICAN CANCER SOCIETY, I	\$0.00	\$2.00	(\$27,784.70)	Outstanding	11/30/2013
70424	Accounts Payable	Computer Check	11/20/2013	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$190.00	(\$27,974.70)	Outstanding	11/30/2013
70425	Accounts Payable	Computer Check	11/20/2013	ANDERSON LOCK	\$0.00	\$44.60	(\$28,019.30)	Outstanding	11/30/2013
70426	Accounts Payable	Computer Check	11/20/2013	AT&T	\$0.00	\$43.40	(\$28,062.70)	Outstanding	11/30/2013
70427	Accounts Payable	Computer Check	11/20/2013	AT&T	\$0.00	\$926.06	(\$28,988.76)	Outstanding	11/30/2013
70428	Accounts Payable	Computer Check	11/20/2013	AVCAFE	\$0.00	\$245.29	(\$29,234.05)	Outstanding	11/30/2013
70429	Accounts Payable	Computer Check	11/20/2013	BAKER & TAYLOR	\$0.00	\$131.30	(\$29,365.35)	Outstanding	11/30/2013
70430	Accounts Payable	Computer Check	11/20/2013	BARNES & NOBLE, INC.	\$0.00	\$15.99	(\$29,381.34)	Outstanding	11/30/2013
70431	Accounts Payable	Computer Check	11/20/2013	BLACKBAUD	\$0.00	\$1,953.21	(\$31,334.55)	Outstanding	11/30/2013
70432	Accounts Payable	Computer Check	11/20/2013	DONNA BLOCK	\$0.00	\$81.45	(\$31,416.00)	Outstanding	11/30/2013
70433	Accounts Payable	Computer Check	11/20/2013	THE BRICKMAN GROUP LTD. LLC	\$0.00	\$393.00	(\$31,809.00)	Outstanding	11/30/2013
70434	Accounts Payable	Computer Check	11/20/2013	CALL ONE	\$0.00	\$1,423.30	(\$33,232.30)	Outstanding	11/30/2013
70435	Accounts Payable	Computer Check	11/20/2013	ARIANNE CAREY	\$0.00	\$51.69	(\$33,283.99)	Outstanding	11/30/2013
70436	Accounts Payable	Computer Check	11/20/2013	CARY AREA PUBLIC LIBRARY DI	\$0.00	\$37.95	(\$33,321.94)	Outstanding	11/30/2013
70437	Accounts Payable	Computer Check	11/20/2013	CENGAGE LEARNING, INC.	\$0.00	\$5,692.15	(\$39,014.09)	Outstanding	11/30/2013
70438	Accounts Payable	Computer Check	11/20/2013	CENTER POINT LARGE PRINT	\$0.00	\$216.90	(\$39,230.99)	Outstanding	11/30/2013
70439	Accounts Payable	Computer Check	11/20/2013	CINTAS CORPORATION LOC. 769	\$0.00	\$345.16	(\$39,576.15)	Outstanding	11/30/2013
70440	Accounts Payable	Computer Check	11/20/2013	COMCAST	\$0.00	\$484.23	(\$40,060.38)	Outstanding	11/30/2013
70441	Accounts Payable	Computer Check	11/20/2013	COMED	\$0.00	\$4,990.10	(\$45,050.48)	Outstanding	11/30/2013
70442	Accounts Payable	Computer Check	11/20/2013	COOPERATIVE COMPUTER SERV	\$0.00	\$10,151.43	(\$55,201.91)	Outstanding	11/30/2013
70443	Accounts Payable	Computer Check	11/20/2013	JEAN COTA	\$0.00	\$23.94	(\$55,225.85)	Outstanding	11/30/2013
70444	Accounts Payable	Computer Check	11/20/2013	CECILIA CYGNAR	\$0.00	\$9.38	(\$55,235.23)	Outstanding	11/30/2013
70445	Accounts Payable	Computer Check	11/20/2013	DENNIS DEBONDT	\$0.00	\$450.00	(\$55,685.23)	Outstanding	11/30/2013
70446	Accounts Payable	Computer Check	11/20/2013	MARY J. DELORENZO	\$0.00	\$17.00	(\$55,702.23)	Outstanding	11/30/2013
70447	Accounts Payable	Computer Check	11/20/2013	DEMCO	\$0.00	\$336.55	(\$56,038.78)	Outstanding	11/30/2013
70448	Accounts Payable	Computer Check	11/20/2013	DONE DEAL PROMOTIONS	\$0.00	\$164.97	(\$56,203.75)	Outstanding	11/30/2013
70449	Accounts Payable	Computer Check	11/20/2013	EASYPERMIT POSTAGE	\$0.00	\$470.27	(\$56,674.02)	Outstanding	11/30/2013
70450	Accounts Payable	Computer Check	11/20/2013	EMBURY LTD.	\$0.00	\$12,317.35	(\$68,991.37)	Outstanding	11/30/2013
70451	Accounts Payable	Computer Check	11/20/2013	FIFTH THIRD BANK	\$0.00	\$905.00	(\$69,896.37)	Outstanding	11/30/2013
70452	Accounts Payable	Computer Check	11/20/2013	FIFTH THIRD BANK	\$0.00	\$1,540.00	(\$71,436.37)	Outstanding	11/30/2013
70453	Accounts Payable	Computer Check	11/20/2013	FLEXSOURCE, LLC	\$0.00	\$586.50	(\$72,022.87)	Outstanding	11/30/2013

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
70454	Accounts Payable	Computer Check	11/20/2013	FOUR BETTYS	\$0.00	\$500.00	(\$72,522.87)	Outstanding	11/30/2013
70455	Accounts Payable	Computer Check	11/20/2013	DARLENE FOX	\$0.00	\$82.10	(\$72,604.97)	Outstanding	11/30/2013
70456	Accounts Payable	Computer Check	11/20/2013	FREDERICK QUINN CORPORATIO	\$0.00	\$181,693.00	(\$254,297.97)	Outstanding	11/30/2013
70457	Accounts Payable	Computer Check	11/20/2013	FRIENDS OF THE NILES LIBRARY	\$0.00	\$729.30	(\$255,027.27)	Outstanding	11/30/2013
70458	Accounts Payable	Computer Check	11/20/2013	DOROTHEA FRISBIE	\$0.00	\$124.88	(\$255,152.15)	Outstanding	11/30/2013
70459	Accounts Payable	Computer Check	11/20/2013	GARVEY'S OFFICE PRODUCTS	\$0.00	\$515.62	(\$255,667.77)	Outstanding	11/30/2013
70460	Accounts Payable	Computer Check	11/20/2013	GAYLORD BROS.	\$0.00	\$197.75	(\$255,865.52)	Outstanding	11/30/2013
70461	Accounts Payable	Computer Check	11/20/2013	LESLIE GODDARD	\$0.00	\$275.00	(\$256,140.52)	Outstanding	11/30/2013
70462	Accounts Payable	Computer Check	11/20/2013	GRAINGER	\$0.00	\$1,175.00	(\$257,315.52)	Outstanding	11/30/2013
70463	Accounts Payable	Computer Check	11/20/2013	GROOT INDUSTRIES, INC.	\$0.00	\$224.41	(\$257,539.93)	Outstanding	11/30/2013
70464	Accounts Payable	Computer Check	11/20/2013	JOEL HAHN	\$0.00	\$58.42	(\$257,598.35)	Outstanding	11/30/2013
70465	Accounts Payable	Computer Check	11/20/2013	HAINES & COMPANY, INC.	\$0.00	\$415.50	(\$258,013.85)	Outstanding	11/30/2013
70466	Accounts Payable	Computer Check	11/20/2013	HEALTHCARE SERVICE CORPOR	\$0.00	\$37,608.00	(\$295,621.85)	Outstanding	11/30/2013
70467	Accounts Payable	Computer Check	11/20/2013	ILLINOIS CPA SOCIETY	\$0.00	\$399.00	(\$296,020.85)	Outstanding	11/30/2013
70468	Accounts Payable	Computer Check	11/20/2013	IMPERIAL LIGHTING MAINTENANC	\$0.00	\$670.35	(\$296,691.20)	Outstanding	11/30/2013
70469	Accounts Payable	Computer Check	11/20/2013	INFOGROUP	\$0.00	\$11,215.00	(\$307,906.20)	Outstanding	11/30/2013
70470	Accounts Payable	Computer Check	11/20/2013	INGRAM LIBRARY SERVICES	\$0.00	\$19,910.95	(\$327,817.15)	Outstanding	11/30/2013
70471	Accounts Payable	Computer Check	11/20/2013	INTERIOR INVESTMENTS, LLC	\$0.00	\$21,431.33	(\$349,248.48)	Outstanding	11/30/2013
70472	Accounts Payable	Computer Check	11/20/2013	KAPCO	\$0.00	\$277.99	(\$349,526.47)	Outstanding	11/30/2013
70473	Accounts Payable	Computer Check	11/20/2013	COLLEEN KELLY	\$0.00	\$45.00	(\$349,571.47)	Outstanding	11/30/2013
70474	Accounts Payable	Computer Check	11/20/2013	JAMIE KING	\$0.00	\$44.86	(\$349,616.33)	Outstanding	11/30/2013
70475	Accounts Payable	Computer Check	11/20/2013	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$955.50	(\$350,571.83)	Outstanding	11/30/2013
70476	Accounts Payable	Computer Check	11/20/2013	KONE INC.	\$0.00	\$225.22	(\$350,797.05)	Outstanding	11/30/2013
70477	Accounts Payable	Computer Check	11/20/2013	KONICA MINOLTA BUSINESS SO	\$0.00	\$513.30	(\$351,310.35)	Outstanding	11/30/2013
70478	Accounts Payable	Computer Check	11/20/2013	CATHERINE LEVINSON	\$0.00	\$59.14	(\$351,369.49)	Outstanding	11/30/2013
70479	Accounts Payable	Computer Check	11/20/2013	LIBRARY FURNITURE INTERNATI	\$0.00	\$55,033.27	(\$406,402.76)	Outstanding	11/30/2013
70480	Accounts Payable	Computer Check	11/20/2013	VICTORIA LUZ	\$0.00	\$158.77	(\$406,561.53)	Outstanding	11/30/2013
70481	Accounts Payable	Computer Check	11/20/2013	MATTHEW BENDER & CO., INC.	\$0.00	\$147.43	(\$406,708.96)	Outstanding	11/30/2013
70482	Accounts Payable	Computer Check	11/20/2013	MCCLURE INSERRA & COMPANY	\$0.00	\$8,500.00	(\$415,208.96)	Outstanding	11/30/2013
70483	Accounts Payable	Computer Check	11/20/2013	MENARDS	\$0.00	\$539.33	(\$415,748.29)	Outstanding	11/30/2013
70484	Accounts Payable	Computer Check	11/20/2013	MIDWEST TAPE	\$0.00	\$7,529.31	(\$423,277.60)	Outstanding	11/30/2013
70485	Accounts Payable	Computer Check	11/20/2013	MARY MILLER	\$0.00	\$218.28	(\$423,495.88)	Outstanding	11/30/2013
70486	Accounts Payable	Computer Check	11/20/2013	MULTICULTURAL BOOKS & VID	\$0.00	\$895.31	(\$424,391.19)	Outstanding	11/30/2013
70487	Accounts Payable	Computer Check	11/20/2013	NEW READERS PRESS	\$0.00	\$169.93	(\$424,561.12)	Outstanding	11/30/2013
70488	Accounts Payable	Computer Check	11/20/2013	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$425,442.12)	Outstanding	11/30/2013
70489	Accounts Payable	Computer Check	11/20/2013	OAK BROOK MECHANICAL SERV	\$0.00	\$1,496.00	(\$426,938.12)	Outstanding	11/30/2013
70490	Accounts Payable	Computer Check	11/20/2013	OMNIGRAPHICS, INC.	\$0.00	\$300.45	(\$427,238.57)	Outstanding	11/30/2013
70491	Accounts Payable	Computer Check	11/20/2013	PACIFIC TELEMANAGEMENT SE	\$0.00	\$64.45	(\$427,303.02)	Outstanding	11/30/2013
70492	Accounts Payable	Computer Check	11/20/2013	PBS DISTRIBUTION, LLC	\$0.00	\$104.65	(\$427,407.67)	Outstanding	11/30/2013

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
70493	Accounts Payable	Computer Check	11/20/2013	POLONIA BOOKSTORE, INC.	\$0.00	\$674.29	(\$428,081.96)	Outstanding	11/30/2013
70494	Accounts Payable	Computer Check	11/20/2013	PRODUCT, LLC	\$0.00	\$10,079.01	(\$438,160.97)	Outstanding	11/30/2013
70495	Accounts Payable	Computer Check	11/20/2013	CYNTHIA RADEMACHER	\$0.00	\$139.64	(\$438,300.61)	Outstanding	11/30/2013
70496	Accounts Payable	Computer Check	11/20/2013	RANDOM HOUSE LLC	\$0.00	\$96.50	(\$438,397.11)	Outstanding	11/30/2013
70497	Accounts Payable	Computer Check	11/20/2013	RECORDED BOOKS, LLC	\$0.00	\$296.83	(\$438,693.94)	Outstanding	11/30/2013
70498	Accounts Payable	Computer Check	11/20/2013	RESERVE ACCOUNT	\$0.00	\$1,800.00	(\$440,493.94)	Outstanding	11/30/2013
70499	Accounts Payable	Computer Check	11/20/2013	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$684.94	(\$441,178.88)	Outstanding	11/30/2013
70500	Accounts Payable	Computer Check	11/20/2013	RUTH SCHUSTER	\$0.00	\$630.39	(\$441,809.27)	Outstanding	11/30/2013
70501	Accounts Payable	Computer Check	11/20/2013	CLARA SHEFFER	\$0.00	\$82.45	(\$441,891.72)	Outstanding	11/30/2013
70502	Accounts Payable	Computer Check	11/20/2013	SMITHEREEN PEST MANAGEMEN	\$0.00	\$110.00	(\$442,001.72)	Outstanding	11/30/2013
70503	Accounts Payable	Computer Check	11/20/2013	STEINER ELECTRIC COMPANY	\$0.00	\$1,200.01	(\$443,201.73)	Outstanding	11/30/2013
70504	Accounts Payable	Computer Check	11/20/2013	SUN-TIMES MEDIA	\$0.00	\$384.00	(\$443,585.73)	Outstanding	11/30/2013
70505	Accounts Payable	Computer Check	11/20/2013	THE HARTFORD	\$0.00	\$6,879.00	(\$450,464.73)	Outstanding	11/30/2013
70506	Accounts Payable	Computer Check	11/20/2013	THE LINCOLN NATIONAL LIFE IN	\$0.00	\$1,657.34	(\$452,122.07)	Outstanding	11/30/2013
70507	Accounts Payable	Computer Check	11/20/2013	TODAY'S BUSINESS SOLUTIONS, I	\$0.00	\$358.92	(\$452,480.99)	Outstanding	11/30/2013
70508	Accounts Payable	Computer Check	11/20/2013	TSAI FONG BOOKS, INC.	\$0.00	\$510.00	(\$452,990.99)	Outstanding	11/30/2013
70509	Accounts Payable	Computer Check	11/20/2013	TYCO INTEGRATED SECURITY L	\$0.00	\$1,562.00	(\$454,552.99)	Outstanding	11/30/2013
70510	Accounts Payable	Computer Check	11/20/2013	GRETA ULRICH	\$0.00	\$16.81	(\$454,569.80)	Outstanding	11/30/2013
70511	Accounts Payable	Computer Check	11/20/2013	UNIQUE MANAGEMENT SERVICE	\$0.00	\$129.35	(\$454,699.15)	Outstanding	11/30/2013
70512	Accounts Payable	Computer Check	11/20/2013	UPS	\$0.00	\$7.59	(\$454,706.74)	Outstanding	11/30/2013
70513	Accounts Payable	Computer Check	11/20/2013	UPSTART	\$0.00	\$20.95	(\$454,727.69)	Outstanding	11/30/2013
70514	Accounts Payable	Computer Check	11/20/2013	SASHA VASILIC	\$0.00	\$878.02	(\$455,605.71)	Outstanding	11/30/2013
70515	Accounts Payable	Computer Check	11/20/2013	VERIZON WIRELESS	\$0.00	\$99.72	(\$455,705.43)	Outstanding	11/30/2013
70516	Accounts Payable	Computer Check	11/20/2013	VILLAGE OF NILES	\$0.00	\$583.63	(\$456,289.06)	Outstanding	11/30/2013
70517	Accounts Payable	Computer Check	11/20/2013	VISA	\$0.00	\$8,929.55	(\$465,218.61)	Outstanding	11/30/2013
70518	Accounts Payable	Computer Check	11/20/2013	VISION SERVICE PLAN OF ILLINO	\$0.00	\$636.61	(\$465,855.22)	Outstanding	11/30/2013
70519	Accounts Payable	Computer Check	11/20/2013	WHOLESALE CHESS	\$0.00	\$63.69	(\$465,918.91)	Outstanding	11/30/2013
70520	Accounts Payable	Computer Check	11/20/2013	SUSAN WILSEY	\$0.00	\$55.12	(\$465,974.03)	Outstanding	11/30/2013
70521	Accounts Payable	Computer Check	11/20/2013	RICHARD WOZNICZKA	\$0.00	\$28.25	(\$466,002.28)	Outstanding	11/30/2013

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$466,002.28)
Total Payments:	(\$466,002.28)
Total Change in Register Balance:	(\$466,002.28)

Niles Public Library District

Balance Sheet

October 31, 2013

	GENERAL FUND 10/31/2013	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Assets				
Cash and Investments				
Cash Checking	(\$4,108,396)	\$1,160,780	\$3,003,999	\$56,383
Cash-Imprest	\$44			\$44
Cash-Flexible Spending Account	\$7,098			\$7,098
MaxSafe CD	\$1,013,500			\$1,013,500
Capital One 360	\$247,595			\$247,595
Stone Castle	\$2,925,355			\$2,925,355
Petty Cash	\$200			\$200
Illinois Funds-Tax Deposit Account	\$3,560,019			\$3,560,019
Illinois Funds E pay fines	\$51,200			\$51,200
Northwest Community Credit Union	\$251,601			\$251,601
Fifth Third Bank-Investments	\$1,149,389			\$1,149,389
Investments Money Market-Fifth Third Bank	\$497,953			\$497,953
MaxSafe CD	\$513,999			\$513,999
MaxSafe CD	\$509,540			\$509,540
Total Cash and Investments	\$6,619,095	\$1,160,780	\$3,003,999	\$10,783,874
Receivables				
Accrued Interest Receivable	\$489	\$78	\$316	\$884
Total Receivables	\$489	\$78	\$316	\$884
Prepaid Items				
Prepaid Expense	\$35,806			\$35,806
Total Prepaid Items	\$35,806	\$0	\$0	\$35,806
Total Assets	\$6,655,390	\$1,160,859	\$3,004,315	\$10,820,564

Niles Public Library District

Balance Sheet

October 31,2013

	GENERAL FUND 10/31/2013	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Liabilities and Fund Balance				
Liabilities				
Accounts Payable	\$103,790	\$114,903	\$235,279	\$453,971
Accounts Payable-Friends of the Library				
Payroll Clearing	\$12,125			\$12,125
Accrued Salaries & Wages	\$42,011			\$42,011
Total Liabilities	\$157,926	\$114,903	\$235,279	\$508,107
Fund Balance				
Fund Balance	\$6,497,464	\$1,045,956	\$2,769,037	\$10,312,457
Total Fund Balance	\$6,497,464	\$1,045,956	\$2,769,037	\$10,312,457
Total Liabilities and Fund Balance	\$6,655,390	\$1,160,859	\$3,004,315	\$10,820,564

Niles Public Library District

Income Statement-General Fund

October 31, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes	\$7,657	\$68,522	(\$60,865)	\$2,716,275	\$3,220,522	(\$504,247)	\$6,852,175	40%
Replacement Taxes	\$19,059		\$19,059	\$47,875		\$47,875		
Per Capita Grant				\$58,868		\$58,868	\$54,000	109%
Grants-Other				\$10,877		\$10,877	\$1,000	1,088%
Investment Income	\$3,225	\$1,667	\$1,558	\$9,285	\$6,667	\$2,619	\$20,000	46%
Fines	\$3,483	\$3,333	\$149	\$14,669	\$13,333	\$1,336	\$40,000	37%
Lost Books	\$1,068	\$625	\$443	\$3,409	\$2,500	\$909	\$7,500	45%
Pay For Print	\$1,987	\$1,250	\$737	\$7,200	\$5,000	\$2,200	\$15,000	48%
Flash Drive & Ear Bud Sales	\$1		\$1	\$11		\$11		
Commissions & Fees		\$25	(\$25)		\$50	(\$50)	\$100	
Donations-Friends of the Library							\$500	
Donations		\$21	(\$21)		\$83	(\$83)	\$250	
Miscellaneous	\$175	\$17	\$158	\$1,104	\$67	\$1,037	\$200	552%
Total Revenues	\$36,655	\$75,459	(\$38,805)	\$2,869,573	\$3,248,222	(\$378,649)	\$6,990,725	41%
Expenditures								
Salaries								
Library Director	\$9,494	\$9,632	\$138	\$37,974	\$38,527	\$552	\$115,580	33%
Payroll-Department Managers	\$22,496	\$20,918	(\$1,578)	\$79,808	\$83,672	\$3,864	\$251,016	32%
Payroll-Division Supervisors	\$52,327	\$49,578	(\$2,749)	\$201,535	\$198,313	(\$3,222)	\$594,940	34%
Payroll-Librarian I	\$97,977	\$97,107	(\$871)	\$387,160	\$388,426	\$1,267	\$1,165,279	33%
Payroll-Library Grade V	\$47,368	\$50,038	\$2,670	\$190,807	\$200,150	\$9,343	\$600,450	32%
Payroll-Library Grade VI	\$34,739	\$36,949	\$2,211	\$145,003	\$147,798	\$2,794	\$443,393	33%
Payroll-Library Pages	\$9,841	\$12,065	\$2,224	\$43,061	\$48,261	\$5,200	\$144,784	30%
Payroll-Sundays	\$5,967	\$6,417	\$450	\$23,932	\$25,667	\$1,735	\$77,000	31%
Adjustments							\$10,000	
Substitutes		\$667	\$667	\$544	\$2,667	\$2,122	\$8,000	7%
Total Salaries	\$280,208	\$283,370	\$3,162	\$1,109,825	\$1,133,481	\$23,655	\$3,410,442	33%

Niles Public Library District

Income Statement-General Fund

October 31, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$15,352	\$11,917	(\$3,436)	\$43,775	\$47,667	\$3,892	\$143,000	31%
Books-Youth Services	\$4,425	\$5,750	\$1,325	\$16,899	\$23,000	\$6,101	\$69,000	24%
Books-Teen	\$1,808	\$1,250	(\$558)	\$5,424	\$5,000	(\$424)	\$15,000	36%
Downloadables		\$4,583	\$4,583	\$34,468	\$18,333	(\$16,134)	\$55,000	63%
Periodicals		\$2,000	\$2,000	\$2,205	\$8,000	\$5,795	\$24,000	9%
AV-Adult	\$8,051	\$7,917	(\$134)	\$39,373	\$31,667	(\$7,706)	\$95,000	41%
AV-Youth Services	\$3,972	\$3,808	(\$164)	\$9,331	\$15,233	\$5,903	\$45,700	20%
AV-Teen	\$635	\$1,083	\$448	\$3,683	\$4,333	\$650	\$13,000	28%
Online Databases	\$15,759	\$16,750	\$991	\$93,904	\$67,000	(\$26,904)	\$201,000	47%
Total Library Materials	\$50,003	\$55,058	\$5,056	\$249,060	\$220,233	(\$28,827)	\$660,700	38%
Library Operating Expenditures								
CCS Charges	\$8,122	\$6,500	(\$1,622)	\$29,202	\$26,000	(\$3,202)	\$78,000	37%
Processing & Supplies	\$940	\$2,500	\$1,560	\$2,516	\$10,000	\$7,484	\$30,000	8%
Internet Charges	\$1,410	\$1,600	\$190	\$5,854	\$6,400	\$546	\$19,200	30%
Software, Licenses	\$2,035	\$3,520	\$1,485	\$5,327	\$14,081	\$8,754	\$42,243	13%
Printing	\$45	\$1,213	\$1,168	\$9,053	\$11,750	\$2,697	\$42,150	21%
Library Supplies	\$337	\$1,000	\$663	\$4,985	\$4,000	(\$985)	\$12,000	42%
Programming & Support-Adult	\$1,040	\$1,717	\$677	\$4,958	\$6,867	\$1,909	\$20,600	24%
Programming & Support-Juvenile	\$724	\$2,875	\$2,151	\$13,011	\$11,500	(\$1,511)	\$34,500	38%
Programming & Support-Joint		\$333	\$333	\$270	\$1,333	\$1,064	\$4,000	7%
Programming & Support-Teen	\$192	\$583	\$391	\$1,425	\$2,333	\$909	\$7,000	20%
Public Performing Rights				\$1,317	\$1,313	(\$4)	\$1,313	100%
CCS Communications	\$651	\$417	(\$235)	\$1,624	\$1,667	\$42	\$5,000	32%
Computer Charges OCLC	\$1,379	\$1,400	\$22	\$5,515	\$5,601	\$86	\$16,804	33%
Miscellaneous	\$359	\$83	(\$276)	\$655	\$333	(\$321)	\$1,000	65%
Per Capita Grant Expenditures				\$1,900		(\$1,900)	\$57,000	3%
Grant - Other Expenditures	\$25	\$83	\$58	\$8,435	\$333	(\$8,101)	\$1,000	843%
Volunteers				\$187		(\$187)	\$3,000	6%
Total Library Operating Expenditures	\$17,259	\$23,825	\$6,566	\$96,233	\$103,512	\$7,279	\$374,810	26%

Niles Public Library District Income Statement-General Fund

October 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	\$2,869	\$2,804	(\$65)	\$11,021	\$11,217	\$196	\$33,650	33%
Copiers	\$513	\$833	\$320	\$2,256	\$3,333	\$1,077	\$10,000	23%
Professional Development	\$3,287	\$3,408	\$121	\$7,755	\$13,633	\$5,878	\$40,899	19%
Mileage	\$527	\$250	(\$277)	\$1,324	\$1,000	(\$324)	\$3,000	44%
Professional Collection	\$8	\$333	\$325	\$224	\$1,333	\$1,109	\$4,000	6%
Legal Fees	\$956	\$3,333	\$2,378	\$4,170	\$13,333	\$9,164	\$40,000	10%
Consultants	\$36	\$1,667	\$1,631	\$2,702	\$6,667	\$3,965	\$20,000	14%
Kitchen Supplies		\$158	\$158	\$24	\$633	\$609	\$1,900	1%
Promotional Expense	\$375	\$1,708	\$1,333	\$6,355	\$6,833	\$478	\$20,500	31%
Office Supplies	\$162	\$2,083	\$1,921	\$4,743	\$8,333	\$3,591	\$25,000	19%
Postage & Freight	\$2,278	\$1,500	(\$778)	\$3,589	\$6,000	\$2,411	\$18,000	20%
Publication of Notices-Legal	\$384	\$100	(\$284)	\$942	\$400	(\$542)	\$1,200	79%
Publication of Notices-Advertisements		\$42	\$42		\$167	\$167	\$500	
Subscriptions & Dues	\$589	\$750	\$161	\$4,253	\$3,000	(\$1,253)	\$9,000	47%
Collection Services	\$57	\$83	\$26	\$50	\$333	\$283	\$1,000	5%
Telephone	\$1,631	\$1,375	(\$256)	\$6,500	\$5,500	(\$1,000)	\$16,500	39%
Trustee Expense	\$585	\$833	\$248	\$1,444	\$3,333	\$1,889	\$10,000	14%
Equipment Rental	\$1,330	\$417	(\$913)	\$5,291	\$1,667	(\$3,624)	\$5,000	106%
Payroll Service	\$873	\$775	(\$98)	\$3,301	\$3,100	(\$201)	\$9,300	35%
Bank Fees	\$225	\$250	\$25	\$1,106	\$1,000	(\$106)	\$3,000	37%
Parking Lease	\$881	\$881		\$3,524	\$3,524		\$10,572	33%
Total General and Administration	\$17,566	\$23,585	\$6,019	\$70,575	\$94,340	\$23,765	\$283,021	25%
Vehicle Operation								
Gas, Oil, Grease		\$83	\$83	\$314	\$333	\$20	\$1,000	31%
Repairs & Maintenance		\$150	\$150		\$600	\$600	\$1,800	
Miscellaneous		\$8	\$8		\$33	\$33	\$100	
Auto Insurance				\$1,371	\$1,371		\$1,371	100%
Total Vehicle Operation	\$0	\$242	\$242	\$1,685	\$2,338	\$653	\$4,271	39%

Employee Fringe Benefits

Niles Public Library District Income Statement-General Fund

October 31, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Deferred Compensation	\$16,632	\$16,667	\$35	\$65,189	\$66,667	\$1,478	\$200,000	33%
Group Health	\$33,071	\$32,739	(\$332)	\$127,422	\$130,954	\$3,532	\$392,862	32%
Health Reimbursement Account	\$4,736	\$4,500	(\$236)	\$20,870	\$18,000	(\$2,870)	\$54,000	39%
Dental	\$3,313	\$1,667	(\$1,647)	\$3,951	\$6,667	\$2,715	\$20,000	20%
Vision	\$502	\$535	\$33	\$1,976	\$2,138	\$162	\$6,414	31%
FSA fee	\$59	\$63	\$4	\$534	\$550	\$16	\$1,050	51%
Life, LTD, AD&D, STD	\$1,657	\$1,600	(\$57)	\$7,131	\$6,400	(\$731)	\$19,200	37%
Total Employee Fringe Benefits	\$59,969	\$57,769	(\$2,200)	\$227,073	\$231,375	\$4,302	\$693,526	33%
Utilities								
Gas		\$1,250	\$1,250		\$5,000	\$5,000	\$15,000	
Electric	\$4,990	\$6,667	\$1,677	\$28,755	\$26,667	(\$2,089)	\$80,000	36%
Water	\$584	\$583	\$0	\$2,591	\$2,333	(\$258)	\$7,000	37%
Total Utilities	\$5,574	\$8,500	\$2,926	\$31,347	\$34,000	\$2,653	\$102,000	31%
Total Expenditures	\$430,578	\$452,349	\$21,770	\$1,785,797	\$1,819,279	\$33,481	\$5,528,770	32%
NET SURPLUS/(DEFICIT)	(\$393,924)	(\$376,889)	(\$17,034)	\$1,083,776	\$1,428,944	(\$345,168)	\$1,461,955	74%

Niles Public Library District

Income Statement-Consolidated

October 31, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes	\$7,986	\$68,522	(\$60,536)	\$2,833,117	\$3,220,522	(\$387,405)	\$6,852,175	41%
Replacement Taxes	\$19,059		\$19,059	\$47,875		\$47,875		
Per Capita Grant				\$58,868		\$58,868	\$54,000	109%
Grants-Other				\$10,877		\$10,877	\$1,000	1,088%
Investment Income	\$3,225	\$1,667	\$1,558	\$9,285	\$6,667	\$2,619	\$20,000	46%
Fines	\$3,483	\$3,333	\$149	\$14,669	\$13,333	\$1,336	\$40,000	37%
Lost Books	\$1,068	\$625	\$443	\$3,409	\$2,500	\$909	\$7,500	45%
Pay For Print	\$1,987	\$1,250	\$737	\$7,200	\$5,000	\$2,200	\$15,000	48%
Flash Drive & Ear Bud Sales	\$1		\$1	\$11		\$11		
Commissions & Fees		\$25	(\$25)		\$50	(\$50)	\$100	
Donations-Friends of the Library							\$500	
Donations		\$21	(\$21)		\$83	(\$83)	\$250	
Miscellaneous	\$175	\$17	\$158	\$1,104	\$67	\$1,037	\$200	552%
Total Revenues	\$36,984	\$75,459	(\$38,475)	\$2,986,415	\$3,248,222	(\$261,807)	\$6,990,725	43%
Expenditures								
Salaries								
Library Director	\$9,494	\$9,632	\$138	\$37,974	\$38,527	\$552	\$115,580	33%
Payroll-Department Managers	\$22,496	\$20,918	(\$1,578)	\$79,808	\$83,672	\$3,864	\$251,016	32%
Payroll-Division Supervisors	\$52,327	\$49,578	(\$2,749)	\$201,535	\$198,313	(\$3,222)	\$594,940	34%
Payroll-Librarian I	\$97,977	\$97,107	(\$871)	\$387,160	\$388,426	\$1,267	\$1,165,279	33%
Payroll-Library Grade V	\$47,368	\$50,038	\$2,670	\$190,807	\$200,150	\$9,343	\$600,450	32%
Payroll-Library Grade VI	\$34,739	\$36,949	\$2,211	\$145,003	\$147,798	\$2,794	\$443,393	33%
Payroll-Library Pages	\$9,841	\$12,065	\$2,224	\$43,061	\$48,261	\$5,200	\$144,784	30%
Payroll-Sundays	\$5,967	\$6,417	\$450	\$23,932	\$25,667	\$1,735	\$77,000	31%
Adjustments							\$10,000	
Substitutes		\$667	\$667	\$544	\$2,667	\$2,122	\$8,000	7%
Total Salaries	\$280,208	\$283,370	\$3,162	\$1,109,825	\$1,133,481	\$23,655	\$3,410,442	33%

Niles Public Library District

Income Statement-Consolidated

October 31, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$15,352	\$11,917	(\$3,436)	\$43,775	\$47,667	\$3,892	\$143,000	31%
Books-Youth Services	\$4,425	\$5,750	\$1,325	\$16,899	\$23,000	\$6,101	\$69,000	24%
Books-Teen	\$1,808	\$1,250	(\$558)	\$5,424	\$5,000	(\$424)	\$15,000	36%
Downloadables		\$4,583	\$4,583	\$34,468	\$18,333	(\$16,134)	\$55,000	63%
Periodicals		\$2,000	\$2,000	\$2,205	\$8,000	\$5,795	\$24,000	9%
AV-Adult	\$8,051	\$7,917	(\$134)	\$39,373	\$31,667	(\$7,706)	\$95,000	41%
AV-Youth Services	\$3,972	\$3,808	(\$164)	\$9,331	\$15,233	\$5,903	\$45,700	20%
AV-Teen	\$635	\$1,083	\$448	\$3,683	\$4,333	\$650	\$13,000	28%
Online Databases	\$15,759	\$16,750	\$991	\$93,904	\$67,000	(\$26,904)	\$201,000	47%
Total Library Materials	\$50,003	\$55,058	\$5,056	\$249,060	\$220,233	(\$28,827)	\$660,700	38%
Library Operating Expenditures								
CCS Charges	\$8,122	\$6,500	(\$1,622)	\$29,202	\$26,000	(\$3,202)	\$78,000	37%
Processing & Supplies	\$940	\$2,500	\$1,560	\$2,516	\$10,000	\$7,484	\$30,000	8%
Internet Charges	\$1,410	\$1,600	\$190	\$5,854	\$6,400	\$546	\$19,200	30%
Software, Licenses	\$2,035	\$3,520	\$1,485	\$5,327	\$14,081	\$8,754	\$42,243	13%
Printing	\$45	\$1,213	\$1,168	\$9,053	\$11,750	\$2,697	\$42,150	21%
Library Supplies	\$337	\$1,000	\$663	\$4,985	\$4,000	(\$985)	\$12,000	42%
Programming & Support-Adult	\$1,040	\$1,717	\$677	\$4,958	\$6,867	\$1,909	\$20,600	24%
Programming & Support-Juvenile	\$724	\$2,875	\$2,151	\$13,011	\$11,500	(\$1,511)	\$34,500	38%
Programming & Support-Joint		\$333	\$333	\$270	\$1,333	\$1,064	\$4,000	7%
Programming & Support-Teen	\$192	\$583	\$391	\$1,425	\$2,333	\$909	\$7,000	20%
Public Performing Rights				\$1,317	\$1,313	(\$4)	\$1,313	100%
CCS Communications	\$651	\$417	(\$235)	\$1,624	\$1,667	\$42	\$5,000	32%
Computer Charges OCLC	\$1,379	\$1,400	\$22	\$5,515	\$5,601	\$86	\$16,804	33%
Miscellaneous	\$359	\$83	(\$276)	\$655	\$333	(\$321)	\$1,000	65%
Per Capita Grant Expenditures				\$1,900		(\$1,900)	\$57,000	3%
Grant - Other Expenditures	\$25	\$83	\$58	\$8,435	\$333	(\$8,101)	\$1,000	843%
Volunteers				\$187		(\$187)	\$3,000	6%
Total Library Operating Expenditures	\$17,259	\$23,825	\$6,566	\$96,233	\$103,512	\$7,279	\$374,810	26%

Niles Public Library District

Income Statement-Consolidated

October 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	\$2,869	\$2,804	(\$65)	\$11,021	\$11,217	\$196	\$33,650	33%
Copiers	\$513	\$833	\$320	\$2,256	\$3,333	\$1,077	\$10,000	23%
Professional Development	\$3,287	\$3,408	\$121	\$7,755	\$13,633	\$5,878	\$40,899	19%
Mileage	\$527	\$250	(\$277)	\$1,324	\$1,000	(\$324)	\$3,000	44%
Professional Collection	\$8	\$333	\$325	\$224	\$1,333	\$1,109	\$4,000	6%
Legal Fees	\$956	\$3,333	\$2,378	\$4,170	\$13,333	\$9,164	\$40,000	10%
Consultants	\$36	\$1,667	\$1,631	\$2,702	\$6,667	\$3,965	\$20,000	14%
Kitchen Supplies		\$158	\$158	\$24	\$633	\$609	\$1,900	1%
Promotional Expense	\$375	\$1,708	\$1,333	\$6,355	\$6,833	\$478	\$20,500	31%
Office Supplies	\$162	\$2,083	\$1,921	\$4,743	\$8,333	\$3,591	\$25,000	19%
Postage & Freight	\$2,278	\$1,500	(\$778)	\$3,589	\$6,000	\$2,411	\$18,000	20%
Publication of Notices-Legal	\$384	\$100	(\$284)	\$942	\$400	(\$542)	\$1,200	79%
Publication of Notices-Advertisements		\$42	\$42		\$167	\$167	\$500	
Subscriptions & Dues	\$589	\$750	\$161	\$4,253	\$3,000	(\$1,253)	\$9,000	47%
Collection Services	\$57	\$83	\$26	\$50	\$333	\$283	\$1,000	5%
Telephone	\$1,631	\$1,375	(\$256)	\$6,500	\$5,500	(\$1,000)	\$16,500	39%
Trustee Expense	\$585	\$833	\$248	\$1,444	\$3,333	\$1,889	\$10,000	14%
Equipment Rental	\$1,330	\$417	(\$913)	\$5,291	\$1,667	(\$3,624)	\$5,000	106%
Payroll Service	\$873	\$775	(\$98)	\$3,301	\$3,100	(\$201)	\$9,300	35%
Bank Fees	\$225	\$250	\$25	\$1,106	\$1,000	(\$106)	\$3,000	37%
Parking Lease	\$881	\$881		\$3,524	\$3,524		\$10,572	33%
Total General and Administration	\$17,566	\$23,585	\$6,019	\$70,575	\$94,340	\$23,765	\$283,021	25%
Vehicle Operation								
Gas, Oil, Grease		\$83	\$83	\$314	\$333	\$20	\$1,000	31%
Repairs & Maintenance		\$150	\$150		\$600	\$600	\$1,800	
Miscellaneous		\$8	\$8		\$33	\$33	\$100	
Auto Insurance				\$1,371	\$1,371		\$1,371	100%
Total Vehicle Operation	\$0	\$242	\$242	\$1,685	\$2,338	\$653	\$4,271	39%
Employee Fringe Benefits								

Niles Public Library District Income Statement-Consolidated

October 31, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Deferred Compensation	\$16,632	\$16,667	\$35	\$65,189	\$66,667	\$1,478	\$200,000	33%
Group Health	\$33,071	\$32,739	(\$332)	\$127,422	\$130,954	\$3,532	\$392,862	32%
Health Reimbursement Account	\$4,736	\$4,500	(\$236)	\$20,870	\$18,000	(\$2,870)	\$54,000	39%
Dental	\$3,313	\$1,667	(\$1,647)	\$3,951	\$6,667	\$2,715	\$20,000	20%
Vision	\$502	\$535	\$33	\$1,976	\$2,138	\$162	\$6,414	31%
FSA fee	\$59	\$63	\$4	\$534	\$550	\$16	\$1,050	51%
Life, LTD, AD&D, STD	\$1,657	\$1,600	(\$57)	\$7,131	\$6,400	(\$731)	\$19,200	37%
Total Employee Fringe Benefits	\$59,969	\$57,769	(\$2,200)	\$227,073	\$231,375	\$4,302	\$693,526	33%
Utilities								
Gas		\$1,250	\$1,250		\$5,000	\$5,000	\$15,000	
Electric	\$4,990	\$6,667	\$1,677	\$28,755	\$26,667	(\$2,089)	\$80,000	36%
Water	\$584	\$583	\$0	\$2,591	\$2,333	(\$258)	\$7,000	37%
Total Utilities	\$5,574	\$8,500	\$2,926	\$31,347	\$34,000	\$2,653	\$102,000	31%
Capital Expenditures								
Special Reserve - Building		\$6,000	\$6,000		\$24,000	\$24,000	\$72,000	
Special Reserve - Equipment		\$70,577	\$70,577		\$282,307	\$282,307	\$846,920	
Special Reserve - Construction Project	\$249,814	\$339,850	\$90,036	\$1,092,528	\$1,359,400	\$266,872	\$4,078,200	27%
Total Capital Expenditures	\$249,814	\$416,427	\$166,613	\$1,092,528	\$1,665,707	\$573,179	\$4,997,120	22%
Audit								
Audit Expense	\$8,500	\$3,850	(\$4,650)	\$11,200	\$15,225	\$4,025	\$17,500	64%
Total Audit Expenditures	\$8,500	\$3,850	(\$4,650)	\$11,200	\$15,225	\$4,025	\$17,500	64%
Liability Insurance								
Liability Insurance				\$27,280	\$30,000	\$2,720	\$30,000	91%
Total Liability Expenditures	\$0	\$0	\$0	\$27,280	\$30,000	\$2,720	\$30,000	91%
Social Security								
Social Security	\$22,197	\$24,167	\$1,969	\$87,855	\$96,667	\$8,812	\$290,000	30%
Total Social Security Expenditures	\$22,197	\$24,167	\$1,969	\$87,855	\$96,667	\$8,812	\$290,000	30%

Niles Public Library District Income Statement-Consolidated

October 31, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Workers' Compensation								
Workers' Compensation	\$6,879		(\$6,879)	\$24,124	\$20,000	(\$4,124)	\$20,000	121%
Total Workers' Compensation Expenditures	\$6,879	\$0	(\$6,879)	\$24,124	\$20,000	(\$4,124)	\$20,000	121%
Unemployment Compensation								
Unemployment Compensation	\$330	\$1,500	\$1,170	\$1,991	\$6,000	\$4,009	\$18,000	11%
Total Unemployment Compensation Expenditures	\$330	\$1,500	\$1,170	\$1,991	\$6,000	\$4,009	\$18,000	11%
Building & Equipment Maintenance								
Repairs & Improvements	\$3,935	\$3,308	(\$627)	\$9,685	\$13,233	\$3,549	\$39,700	24%
Contractual Maintenance	\$2,925	\$3,093	\$168	\$7,997	\$12,372	\$4,375	\$37,115	22%
Non-Contractual Maintenance	\$224	\$950	\$726	\$898	\$3,800	\$2,902	\$11,400	8%
Equipment Maintenance	\$1,489	\$3,128	\$1,639	\$3,373	\$12,513	\$9,140	\$37,540	9%
Non Capital Expenses	\$4,795	\$2,000	(\$2,795)	\$5,275	\$8,000	\$2,725	\$24,000	22%
Furniture & Fixtures	\$53,496	\$5,000	(\$48,496)	\$56,503	\$20,000	(\$36,503)	\$60,000	94%
Total Building & Equipment Maintenance Expenditures	\$66,865	\$17,480	(\$49,385)	\$83,730	\$69,918	(\$13,812)	\$209,755	40%
Total Expenditures	\$785,163	\$915,772	\$130,609	\$3,114,505	\$3,722,795	\$608,290	\$11,111,145	28%
NET SURPLUS/(DEFICIT)	(\$748,179)	(\$840,312)	\$92,133	(\$128,090)	(\$474,573)	\$346,483	(\$4,120,420)	3%

Niles Public Library District
Income Statement- YTD Special Revenue Funds
 October 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	\$397	\$397	\$115,252	\$397	\$397		\$116,842	
Total Revenues	\$397	\$397	\$115,252	\$397	\$397	\$0	\$116,842	\$0
Expenditures								
Audit								
Audit Expense	\$11,200						\$11,200	\$17,500
Total Audit Expenditures	\$11,200	\$0	\$0	\$0	\$0	\$0	\$11,200	\$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			\$87,855				\$87,855	\$290,000
Total Social Security Expenditures	\$0	\$0	\$87,855	\$0	\$0	\$0	\$87,855	\$290,000
Workers' Compensation								
Workers' Compensation				\$24,124			\$24,124	\$20,000
Total Workers' Compensation Expenditures	\$0	\$0	\$0	\$24,124	\$0	\$0	\$24,124	\$20,000
Unemployment Compensation								
Unemployment Compensation					\$1,991		\$1,991	\$18,000
Total Unemployment Compensation Expenditures	\$0	\$0	\$0	\$0	\$1,991	\$0	\$1,991	\$18,000
Building & Equipment Maintenance								
Repairs & Improvements						\$9,685	\$9,685	\$39,700
Contractual Maintenance						\$7,997	\$7,997	\$37,115
Non-Contractual Maintenance						\$898	\$898	\$11,400
Equipment Maintenance						\$3,373	\$3,373	\$37,540

Niles Public Library District
Income Statement- YTD Special Revenue Funds

October 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						\$5,275	\$5,275	\$24,000
Furniture & Fixtures						\$56,503	\$56,503	\$60,000
Total Building & Equipment Maintenance Expenditures	\$0	\$0	\$0	\$0	\$0	\$83,730	\$83,730	\$209,755
Total Expenditures	\$11,200	\$27,280	\$87,855	\$24,124	\$1,991	\$83,730	\$236,180	\$585,255
BEGINNING FUND BALANCE	\$53,007	\$260,924	\$174,268	\$76,418	\$49,864	\$550,824	\$1,165,305	\$0
NET SURPLUS/(DEFICIT)	(\$10,803)	(\$26,883)	\$27,397	(\$23,727)	(\$1,594)	(\$83,730)	(\$119,338)	\$0
ENDING FUND BALANCE	\$42,205	\$234,041	\$201,665	\$52,692	\$48,270	\$467,094	\$1,045,967	\$0

Director's Report November 2013

November is always my favorite time of the year as we celebrate our veterans. We had a wonderful time at our Veterans History Project breakfast! Once again, the Regency sponsored the breakfast portion of the event and the Friends of the Library made a donation in the name of the group to the Chicago Honor Flight.



We had 72 vets and their guests in attendance and, after breakfast, they all enjoyed the Legacy Girls as they performed their Andrews Sisters stage show.

Overall, the project continues to be on time with the exception of the lower level. We had a delay with the lighting and furniture, but we will have everything here and installed by December 6th. I am looking forward to getting it opened for the public. I think they will love it! I hope that you have all reserved Friday, January 31st for our VIP Grand Re-opening!

Thank you for approving the purchase of the shelving for the children's department last month. Greg did a lot of negotiating and we ended up spending only \$12,500. Additionally, the vendor put it on the fast track so that we will have it on time for the next big move in children's.

Last month, as part of his financial presentation, Greg mentioned our Re-imagination Project. We have established a project team which is visiting and interviewing other libraries who have had similar renovations or expansions to learn from their successes and failures in implementing change and reorganizing staff. It's

great to pick-up ideas from others! We are learning what others have tried and picking up other ideas along the way.

Greg, Barb, Susan and I met with Peters & Associates to begin planning our new Intranet, using Sharepoint. It's another big website project, but one that should improve our communication and ability to collaborate, as well as helping us keep track of the sometimes overwhelming amount of information.

The website is going along well. We are now receiving many library card applications through the website, often late at night. Our top languages that people are using to look at the website are in order English (by a lot), Korean, Polish, Russian, Spanish, and Chinese. Top browsers are Internet Explorer, Chrome, Firefox, Safari and the Android browser. And so far, a great deal of our usage is still through PCs rather than mobile devices. We are getting just under 20,000 hits per month.

Susan's first month of managing Tech Services has been focused on gathering data and performing analysis on the department's activities. As part of the Re-imagination Project, she can compare the activities in our Technical Services department to other libraries. One thing is obvious though; we will need to have someone at the supervisor level to manage the workflows of the department and develop the circulation statistics and the holdings reports which are very detailed and time consuming. The staff has been very helpful and Susan is looking forward to their continued support as we develop a new vision for the future of this department.

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 **17,314** views!
- IT spent a great deal of time with the vendor of our new reservation and pay for print equipment making sure that it is running exactly as we want.
- The first phase of the children's department opened as scheduled and that means that a ton of materials and shelving were moved and computers were installed. It all seems to get done magically, but I know for sure there is no magic involved. Lots of hard work goes into disassembling, assembling and moving shelving. And then the work of moving the collection needs to be completed both orderly and quickly!
- Once we had the shelving and materials moved, the IT guys were busy installing computers for the kids.
- While the office area in the children's department was closed to staff, many took the opportunity to work at other desks and to visit other libraries.
- All the moving around in the Library has also meant lots and lots of signage! We try to anticipate the needs and listen to the patron comments and make changes accordingly.
-

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.

- With Dodie, Maryellen demonstrated the catalog and fielded questions at the Niles Senior Center Fitness Expo October 5. There were 178 points of contact.
- Sue Wilsey attended and participated at ILA. Sue manned a booth to promote the Soon to be Famous Illinois Author Challenge pilot program as one of the committee's co-chairs. She also attended workshops implementing more concierge customer service models and customer service training.

- Sasha attended ILA and focused on information about social media and website development.
- Donna and Mary attended ILA, and Mary presented on Maker Spaces.
- Victoria and Joel attended CCS meetings. Victoria continues as chair of the SCRAP Committee.
- Bei and Victoria attended an RDA cataloging workshop at ILA.

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

Trustee Calendar

November

- 11/20—Regular Meeting of the Board of Trustees including the annual audit
- 11/21—Chamber Leadership & Recognition Lunch--Chateau Ritz—11:30-1:30

December

- 12/4—Chamber Holiday Party—Playbook—5-7 pm
- 12/5 – District 63 “Carry the Ball for the Kids” Foundation Fundraiser
- 12/18—Regular Meeting of the Board of Trustees including the annual audit
- 12/31—The last day for the second half-year review of the minutes of all closed sessions under the Open Meetings Act as to whether or not the minutes should remain sealed or can be publicly disclosed.
- 12/31 is the deadline to file the Annual Financial Report and Audit Report with the Comptroller and County Clerk.

January

- 1/15—Regular Meeting of the Board of Trustees
- 1/15-- Review minutes and recordings of the executive sessions to determine if they shall remain confidential or if they are no longer confidential and shall be made public.

Monthly Statistical Report --October 2013						
LOAN OF LIBRARY MATERIALS	Current	Current	Prior	%		
	Month	YTD	YTD	Change		
Adult	40,740	171,826	209,506	-17.99%		
Teens	2,733	14,280				
Juvenile	39,774	157,098	167,609	-6.27%		
TOTAL Loan of Library Materials	83,247	343,204	377,115	-8.99%		
LOAN OF MATERIAL BY TYPE	Current	Prior Year	%	Current	Prior	%
	Month	Same month	Change	YTD	YTD	Change
Adult						
Print	17,896	23,479	-23.78	74,320	96,193	-22.74
Periodical	854	796	7.29	3,927	3,139	25.10
Audio	5,411	7,796	-30.59	21,510	30,985	-30.58
DVD	15,640	19,499	-19.79	68,370	79,189	-13.66
Digital	939			3,699		
TOTAL Adult Loans	40,740	51,570	-21.00	171,826	209,506	-17.99
Teens						
Print	1,759	0		10,487		
Periodical	0	0		0		
Audio	567	0		2,094		
DVD	321	0		1,281		
Digital	86	0		418		
TOTAL Teen Loans	2,733	0		14,280	0	
Juvenile						
Print	27,902	30,344	-8.05	106,711	113,305	-5.82
Periodical	102	133	-23.31	409	603	-32.17
Audio	2,354	2,745	-14.24	11,088	11,889	-6.74
DVD	7,967	9,483	-15.99	35,968	41,812	-13.98
Digital	1,449			2,922		
TOTAL Juvenile Loans	39,774	42,705	-6.86	157,098	167,609	-6.27
ONLINE DATABASE USE	Current Month	Prior Year/Same Month	% Change	Current YTD	Prior YTD	% Change
Total Database Use	6,363			21,785		
Holds	Current Month	Prior Year Same Month				
Holds Placed	11,367		11,307	0.53		
Holds Made Available	13,001		13,924	-6.63		
Patron Registration	Added this month	Total	Prior year same month	% Change		
New District cards	291	25,398	228	28		
Patron Count	Current Month	Prior Year Same Month	% Change			
Unique Library cards used	5,073		5,826	-13		
e-News subscribers	7,760					
IN-HOUSE USE OF MATERIALS	Current Month	Prior Year/Same Month	% Change	Current YTD	Prior YTD	% Change
Reference--Adult	451	495	-8.89	1,884	2,056	-8.37
Circulating--Juvenile	3,258	5,439	-40.10	15,142	21,126	-28.33
Circulating--Adult	4,061	6,387	-36.42	14,418	22,602	-36.21
TOTAL In-house Use of Print Materials	7,770	12,321	-36.94	31,444	45,784	-31.32
PC Users by Area	Current Month	Prior Year/Same Month	% Change	Current YTD	Prior YTD	% Change
Adult Services	4,419	4,624	-4.43	15,261	25,468	-40.08
Youth Services	207	1,322	-84.34	3,240	7,831	-58.63
Express Internet	1,923	2,967	-35.19	6,272	17,366	-63.88
Scanning devices	782	607	28.83	3,003	2,344	28.11
Total Users	6,549	9,520	-31.21	27,776	53,009	-47.60
Website Hits	19,486			23,476		
Facebook "Likes" to date	684					
Media Hits (includes print and online articles and listing	66					

TECHNICAL SERVICES						
	Items	Items	Library			
	Added	Withdrawn	Holdings			
October	1,688	846	275,137			
Library Services	Current Month	Year to date				
Notary Public	138	215				
Test Proctoring	8	16				
Voters' Registration	0	29				
VOLUNTEER HOURS	Number of people	Total hours				
Adult Services & Programs - Fic, AV, Ref	14	50				
Young Adult Services & Programs - Fic and Ref	5	10				
Youth Services Programs & General	15	51				
General Library & Library Events	14	115				
Total Volunteers/Hours this month	48	226				
<i>NOTE: Last year volunteers/hours same month</i>	108	529				
Service Desks	Current Month	Prior Year	% Change			
Adult Services (3rd floor)						
Quick Questions/Ready Reference	1,730	1,850	-6.49			
Reference/Research	1,607	2,397	-32.96			
Total Reference Desk	3,337	4,247	-21.43			
Fiction/Audiovisual Services (2nd floor)	Current Month	Prior Year	% Change			
Quick Questions/Ready Reference	1,938	633	206.16			
Reference/Research	1,802	3,711	-51.44			
Total InfoDesk	3740	4,344	-13.90			
Grand Total	7,077	8,591	-17.62			
Interlibrary Loan	Current Month	Prior Year	% Change			
Books, A-V						
Items lent to offline libraries	323	305	5.90			
Items received from offline libraries for patrons	95	120	-20.83			
Total	418	425	-1.65			
Outreach Services	Current Month	Prior Year				
	Homebound	Homebound				
	208 patrons; 254 visits	196 patrons; 264 visits				
	Institutions	Institutions				
	8 institutions; 8 visits	9 institutions; 9 visits				
	Schools	Schools				
	602 items; 19 visits	464 items; 15 visits				
Outreach Services	Current Month	Prior Year	% Change			
Reference/Research	638	738	-13.55			
Bulk Loan Items Delivered to Nursing Homes	390	440	-11.36			
Materials pulled for Homebound Users	1,164	1,157	0.61			
Total Outreach	2,192	2,335	-6.12			
	Current Month	Prior Year	% Change			
Youth Services						
Quick Questions/Ready Reference	1,970	3,054	-35.49			
Reference/Research	1,929	2,050	-5.90			
School Loans pulled	32	32	0.00			
Museum Adventure passes distributed	22	28	-21.43			
Total	3,953	5,164	-23.45			

LIBRARY PROGRAMS	This Month	Attendance	Attendance Prior Year	% Change		
Programs--Youth						
Babytime	4	158				
Battle of the Books	1	113				
Bibliobops	1	38				
Boo Time	2	160				
Book Buddies	16	32				
Chess	4	79				
Ellison Die Cut Usage by Teachers	1	3				
Family Storytime	4	50				
In-dept. games and puzzles	1	868				
Lego Club	1	18				
Movies	1	35				
Outreach: Famished for Fiction--Washington	2	21				
Outreach: Librarians Visiting Schools	24	560				
Outreach: Monster Ball at Park Dist.	1	65				
Outreach: Teacher Presentations	1	24				
Reading Patch Club	1	24				
Rise & Shine Storytime	3	30				
Second Sunday	1	53				
Spooky Saturday	1	80				
Yoga	1	19				
Total Youth Services Programs	71	2,430	3,452	-29.61		
Programs--Joint YS & Teen						
Lights On After School	1	54				
Total Joint YS & Teen	1	54				
Programs--Teens						
Anime & Manga Club	1	6				
Teen Advisory Board	1	4				
Teen Read Week SF Faceoff	1	262				
Emerson Booktalks	2	40				
Emerson Book Club	1	6				
Famished for Fiction--Gemini	1	34				
New Hope presentation	2	50				
Halloween Nails	1	10				
Maine East Orientation	13	250				
Teen Center presentation	1	15				
Total Teen Programs	24	677	355	90.70		
Programs--Adult						
Small Business Programs	8	31				
Tech Programs	6	25				
Information Programs	6	108				
Movies	7	102				
Senior Coffee Hour - Ben Franklin	1	30				
Book Discussion	3	28				
Outreach Book Discussion at Nursing Homes	2	9				
Outreach Senior Center Health Fair	1	178				
Entertainment Programs	6	166				
Clubs	2	7				
Total Adult Programs	42	684	796	-14		
Outside Meetings						
Niles All American Toastmasters	1	8				
Raj Shah	1	3				
Korean Committee-Coming Together in Skokie	1	10				
Ligia Amarei (New Mom's Group)	1	10				
WalMart	1	20				
Capri Condo Association	1	15				
Total Outside Meetings	6	66	332	-80		
Total Meeting and Program Attendance	144	3,227	4,935	-35		

NOVEMBER 2013 BOARD MEETING AGENDA

Communications

1. Thank you note from staff member, Paul Foxworth and family.
2. Thank you note from staff member, Cyndi Rademacher and family.

Dear Linda,

The Eileen Richardson
family appreciates your
remembering and celebrating
our Mother's life on Behalf
of the Niles Library.

She was a pretty special
Mom, grandma and mother
in-law.

Your thoughtfulness is
appreciated.

Phyllis Foxworth

Your thoughtfulness

means a lot to us

more than we can say

and our warm appreciation

comes with this

thank you note today

To the Staff and Trustees
of The Niles Library,

Your sympathy and thoughtfulness

will always be remembered

with deep appreciation.

The Family of Ken Rendes
Cyndi & John Rademacher

November 20, 2013

New Business—Recommended Actions

A. Recommended Action on Ordinance 13-07

MOVE to adopt Ordinance 13-07, an Ordinance Levying and Assessing Taxes of the Niles Public Library District, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2013 and Ending June 30, 2014

Memorandum A of Recommended Board Action

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

I, **Chris Ball**, the duly qualified and acting Secretary of the Board of Library Trustees of the Niles Public Library District, Cook County, Illinois, and the keeper of the records thereof, do hereby certify that attached hereto is a true and correct copy of an Ordinance entitled:

**ORDINANCE LEVYING AND ASSESSING TAXES OF
THE NILES PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS,
FOR THE FISCAL YEAR BEGINNING, JULY 1, 2013,
AND ENDING JUNE 30, 2014**

adopted at a meeting of the said Board of Library Trustees held on the 20th day of November, 2013.

IN WITNESS WHEREOF, I have hereunto set my hand this 20th day of November, 2013.

Chris Ball, Secretary

ORDINANCE 13-07

**ORDINANCE LEVYING AND ASSESSING TAXES OF THE NILES
PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS, FOR THE
FISCAL YEAR BEGINNING JULY 1, 2013, AND ENDING JUNE 30, 2014**

BE IT ORDAINED by the Board of Library Trustees of the Niles Public Library District as follows:

Section 1: That the sum of five million, eight hundred thirty-four, seven hundred and forty-seven dollars be and the same is assessed and levied from and against all taxable property within the limits of the said Niles Public Library District as the same is assessed and equalized for State and County purposes for the current year, 2013, and are to be applied in liquidation of the appropriations heretofore made by Ordinance 13-07 adopted by the Board of Library Trustees of the Niles Public Library District at a meeting thereof convened and held on November 20, 2013, and duly published as provided by law; the various objects and purposes for which said appropriations were made and are set forth under the column entitled "Amount Appropriated" and the specific amount hereby levied for each object and purpose is set forth under the column entitled "Amount To Be Raised By Tax Levy," as follows:

CORPORATE FUND

	Appropriation	Amount to be Raised by Tax Levy
Total Salaries	\$3,751,486	\$3,969,297
Total Materials	\$792,840	\$768,966
Operating Expense		
Processing and Services	\$426,574	\$436,229
Administration & General Office	\$566,042	\$329,399
Total Vehicle Operations	\$10,000	\$4,971
Utilities	\$200,000	\$118,714
Total Operating Expense	\$1,202,616	\$889,312
Employee Fringe Benefits		
Total Fringe Benefits	\$832,231	\$807,171
Building Maintenance & Equipment		
Total Building Maintenance & Equipment	\$279,706	
Grand Total--Corporate Fund	\$6,858,879	\$6,434,747

The foregoing appropriations are appropriated from the proceeds of a special tax for corporate purposes. Said appropriations, less estimated amounts receivable from other sources, are hereby levied from the tax for general corporate purposes.

AUDIT FUND

Audit Fund	25,000	0
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The foregoing appropriations are hereby appropriated from the proceeds of a special tax for audit expense purposes and are in addition to all other library district taxes as provided by law. Said appropriation is hereby levied from the proceeds of a special tax for audit expense purposes in addition to all other library district taxes.

SOCIAL SECURITY FUND

Social Security Fund	340,000	135,000
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The foregoing appropriations are hereby appropriated from the proceeds of a special tax to pay the Library District's contribution to Social Security and are in addition to all other library district taxes as provided by law. Said appropriations are hereby levied from the proceeds of a special law for Social Security contributions in addition to all other library district taxes as provided by law.

PUBLIC LIABILITY INSURANCE

Public Liability Insurance	45,000	0
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The foregoing appropriations are hereby appropriated from the proceeds of a special tax for public liability insurance purposes and are in addition to all other library district taxes as provided by law. Said appropriations are hereby levied from the proceeds of a special tax for public liability insurance purposes in addition to all other library district taxes.

WORKERS' COMPENSATION INSURANCE

Workers' Compensation Insurance	30,000	0
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The foregoing appropriations are hereby appropriated from the proceeds of special tax for Workers' Compensation insurance purposes and are in addition to all other library district taxes as provided by law. Said appropriations are hereby levied from the proceeds of a special tax for Workers' Compensation insurance purposes in addition to all other library district taxes.

UNEMPLOYMENT COMPENSATION INSURANCE

Unemployment Compensation Insurance	25,000	0
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The foregoing appropriations is hereby appropriated from the proceeds of a special tax for unemployment compensation insurance purposes and is in addition to all other library district taxes as provided by law. Said appropriation is hereby levied from the proceeds of a special tax for unemployment compensation insurance purposes in addition to all other library district taxes.

**TRUTH IN TAXATION
CERTIFICATE OF COMPLIANCE**

I, **Morgan Dubiel**, hereby certify that I am the presiding officer of **THE NILES PUBLIC LIBRARY DISTRICT**, and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of the Illinois Property Tax Code-Truth in Taxation Law

(35 ILCS 200/18-60 through 18-85(2002))

This certificate applies to the 2013 tax levy.

Morgan Dubiel
President of the Board of Library Trustees of the
Niles Public Library District

Date

November 20, 2013

New Business—Recommended Actions

B. Recommended Action on Meeting Attendance

Move to approve the request from Judy McNulty to attend PLA in Indianapolis, IN from March 12-14, 2014.

Memorandum B of Recommended Board Action

Judy's request is attached.



Meeting Attendance Request

Name Judith McNulty Department Adult Services

Dates Of Absence From March 13 To March 14, 2014

Length Of Absence 2 working days hours

Request Attendance for:

Event: PLA Annual Conference 2014

Place: Indianapolis

Subject: attend programs and exhibits

Detailed Estimate of Expenses:

Registration:	\$ 230.00	Meals:	\$ 100.00
Travel:	\$ 220.00	Other:	\$ parking 30.00 x2 60.00
Per Lodging:	<u>\$ 200.00</u> x 1	x # of nights	Total: \$ 810.00

How will your attendance at this conference benefit the Library?

I will target trends and resources for services to businesses, job seekers, and reader's advisory and reference. I will spend much time at exhibits looking to expand our services and also bring back information to colleagues who do not attend. (These exhibits are open all day only on both M13 and M14).

I don't have specific programs to list as these are not yet detailed on the site. I will bring back small business and job seeker program ideas and suggestion for materials,

I have never attended this conference and would appreciate the opportunity.

Department Head Valerie O'Clark Approved Denied Date 13 Nov 13

Administrator _____ Approved Denied Date _____

All conference attendance involving travel must be pre-approved by the Board. Please get your requests in 6 weeks prior to the early-bird deadline so that we can get approval and the best pricing.

November 20, 2013

New Business—Recommended Actions

C. Recommended Action on Meeting Attendance

Move to approve the request from Greta Ulrich to attend PLA in Indianapolis, IN from March 12-14, 2014.

Memorandum B of Recommended Board Action

Greta's request is attached.



Meeting Attendance Request

Name Greta Ulrich Department Adult Services

Dates Of Absence From 3/12/14 To 3/15/14

Length Of Absence 4 working days hours

Request Attendance for:

Event: PLA 2014

Place: Indianapolis, IN

Subject: Public Libraries

Detailed Estimate of Expenses:

Registration:	\$ 230	Meals:	\$ 200
Travel:	\$ Will ride with another colleague	Other:	\$
Lodging:	\$ \$98x3(sharing rm) x # of nights	Total:	\$ 724

How will your attendance at this conference benefit the Library?

I will learn about current trends in libraries and reader's advisory and other adult and teen services.

Department Head W Clark Approved Denied Date 13 Nov 13

Administrator _____ Approved Denied Date _____

**All conference attendance involving travel must be pre-approved by the Board.
Please get your requests in 6 weeks prior to the early-bird deadline
so that we can get approval and the best pricing.**

November 20, 2013

New Business—Recommended Actions

D. Recommended Action on Replacement Copier/Printer Purchase.

Move to approve the request from Barb Kruser to attend PLA in Indianapolis, IN from March 12-14, 2014.

Memorandum D of Recommended Board Action

Barb's request is attached.

November 20, 2013

New Business—Recommended Actions

E. Recommended Action on Meeting Attendance.

Move to approve the request from Sue Wilsey to attend PLA in Indianapolis, IN from March 12-14, 2014.

Memorandum E of Recommended Board Action

Sue's request is attached.



Meeting Attendance Request

Name Sue Wilsey Department Marketing

Dates Of Absence From 3/12/14 To 3/15/14

Length Of Absence 4 working days hours

Request Attendance for:

Event: PLA Conference

Place: Indianapolis, IN

Subject: Public Libraries

Detailed Estimate of Expenses:

Registration:	\$ 230	Meals:	\$ 200
Travel:	\$	Other:	\$
Lodging:	\$ 175	x # of nights	Total: \$ 600

How will your attendance at this conference benefit the Library?

Every two years, attendees from libraries around the country gather to share information, network and particularly useful for me, learn new ways to promote and market, and new ways to provide programming. It is a valuable opportunity that will help me discover innovative ways to keep the Niles Public Library a high profile, sought after location in our community.

Department Head Lewis Approved Denied Date _____

Administrator _____ Approved Denied Date _____

All conference attendance involving travel must be pre-approved by the Board. Please get your requests in 6 weeks prior to the early-bird deadline so that we can get approval and the best pricing.

November 20, 2013

New Business—Recommended Actions

F. Recommended Action on Meeting Attendance

Move to approve the request from Shelley Sutherland to attend PLA in Indianapolis, IN from March 12-14, 2014.

Memorandum F of Recommended Board Action

Shelley's request is attached.



Meeting Attendance Request

Name Shelley Sutherland Department KidSpace

Dates Of Absence From 3/11/14 To 3/14/14

Length Of Absence 3.5 working days hours

Request Attendance for:

Event: PLA and Family Place Symposium

Place: Indianapolis, IN

Subject: Public Libraries

Detailed Estimate of Expenses:

Registration:	\$ 230	Meals:	\$ 150
Travel:	\$ 220	Other:	\$
Lodging:	\$ Shared/\$285	x # of nights	Total: \$ 885

How will your attendance at this conference benefit the Library?

Learn how to become a Family Place Library at a free symposium on March 12. Explore excellent public library initiatives to implement here at NPL. Lodging and car travel are to be split between a colleague and myself. I would welcome additional people in my car to cut costs further (leaving 3/11 in the afternoon, coming home 3/14 in the afternoon).

Department Head Susan Lempe Approved Denied Date 11-14-13

Administrator _____ Approved Denied Date _____

All conference attendance involving travel must be pre-approved by the Board.
Please get your requests in 6 weeks prior to the early-bird deadline
so that we can get approval and the best pricing.

November 13, 2013

New Business—Recommended Actions

G. Recommended Action on Meeting Attendance

Move to approve the request from Arianne Carey to attend PLA in Indianapolis, IN from March 12-14, 2014.

Memorandum G of Recommended Board Action

Arianne's request is attached.



Meeting Attendance Request

Name Arianne Carey Department KidSpace

Dates Of Absence From 3/11/14 To 3/14/14

Length Of Absence 3.5 working days hours

Request Attendance for:

Event: PLA and Family Place Symposium

Place: Indianapolis, IN

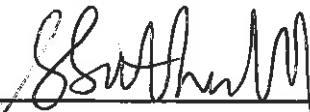
Subject: Public Libraries

Detailed Estimate of Expenses:

Registration:	\$ 230	Meals:	\$ 150
Travel:	\$ Shared with Shelley Sutherland	Other:	\$
Lodging:	\$ Shared/\$285 x # of nights	Total:	\$ 665

How will your attendance at this conference benefit the Library?

Attending this conference will give me the opportunity to explore the concept of a "Family Place Library" at a free concurrent symposium on March 12. I will learn about excellent public library initiatives to implement here at NPL. I will confer with innovative public servants in the library field about serving our communities in more effective ways. Travel costs and lodging will be split with Shelley Sutherland.

Department Head  Approved Denied Date 11/14/13

Administrator _____ Approved Denied Date _____

All conference attendance involving travel must be pre-approved by the Board. Please get your requests in 6 weeks prior to the early-bird deadline so that we can get approval and the best pricing.

November 20, 2013

New Business—Recommended Actions

H. Recommended Action on Meeting Attendance

Move to approve the request from Dodie Frisbie to attend PLA in Indianapolis, IN from March 12-14, 2014.

Memorandum H of Recommended Board Action

Dodie's request is attached.



Meeting Attendance Request

Name **Dodie Frisbie** Department **Outreach**
 Dates Of Absence From **3/12/14** To **3/15/14**
 Length Of Absence **4** working days **30.0** hours

Request Attendance for:

Event: **PLA 2014**
 Place: **Indianapolis, Indiana**
 Subject:


Detailed Estimate of Expenses:

Registration:	\$ 230.00	Meals:	\$ 200.00
Travel:	\$ sharing ride w/ Barb	Other:	\$
Per Lodging:	\$ 98 x3 shared rm. x # of nights	Total:	\$ 724.00

NIGHTS

How will your attendance at this conference benefit the Library?

The exchange of ideas with fellow public librarians is always beneficial. It's stimulating to hear what's going on in the public library-world. We bring those ideas back to our library and improve the programming and services that are offered to our Niles Library patrons.

Department Head  Approved Denied Date 4/14/13
 Administrator _____ Approved Denied Date _____

**All conference attendance involving travel must be pre-approved by the Board.
 Please get your requests in 6 weeks prior to the early-bird deadline
 so that we can get approval and the best pricing.**

November 20, 2013

New Business—Recommended Actions

I. Recommended Action on Installation of AV Equipment.

Move to approve the expenditure to Frostline, Inc. in the amount of \$10,260.30 for work to complete our public use rooms.

Memorandum I of Recommended Board Action

This is part of an ongoing project that began with the new board room. It is the installation of the AV equipment in the new small meeting room on the lower level, the new training room on the lower level, the new KidSpace Program room, and the completion of work in the new Board Room. It involves installing projectors, speakers and cabling so the rooms can be used by staff and patrons in a variety of ways.

REQUEST FOR STAFF SUPPLIES

From: Richard Wozniczka	Approved by:	Date: 11/13/2013
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(Dept. Head Signature)

Department: Computer Services

Name and address of vendor:

Frostline Inc.
John Dudek
Tel: 1-847-640-0433 ext: 222 Fax: 1-847-640-0467

Page	Qty.	Catalog #	Description	Cost/Item	Total Cost
	1		Please see quote	\$2,487.15	\$2,487.15
					\$0.00
					\$0.00
					\$0.00
TOTAL:					\$2,487.15

Notes: AV work in the new Small Meeting Room to mount Projector, run AV cables, install speakers, custom av faceplate.

Business Office: This purchase is for staff use.

Please use account number;
40-5810-58-00
Special Reserve Fund - AV
Equipment from the budget for this purchase.

Please be as specific as possible with catalog information.
 Please explain "what it is" in non-technical language if not obvious.
 Use a separate request form when ordering from more than one vendor.

Frostline Inc.

80 S. Lively Blvd
 Elk Grove Village, IL. 60007
 Phone (847)-640-0433 x-222
 Fax (847) 640-0487
 e-Mail: jdudek@frostlineinc.com

Quotation

DATE: November 13, 2013
 Quotation #:
 Customer ID:

Prepared For

Name: Mr. Richard Woznicka

Company: Niles Public Library District

Address: 6960 West Oakton Street

City, State ZIP: Niles IL 60714

Phone: 847-663-6480

eMail: rwoz@nileslibrary.org

Quotation valid until: 90 Days

Prepared by: John Dudek

jdudek@frostlineinc.com

Peter Etheredge

petheredge@frostlineinc.com

Comments or Special Instructions: This quote is for the Small Meeting Room

Part Number	Description	Qty	M.S.R.P. Each	Your Cost Each	Total Extended
VIDEO					
UNI-PDS	Premier Universal Projector Wall Mount w/ Equipment Box to House Amp - in WHITE	1	\$429.00	\$300.00	\$300.00
S1SPEXT4	Hubbell Extron Datacom Adapter Plate	1	\$81.00	\$65.00	\$65.00
70-161-11	Extron AAP Plate w/ VGA and 3.5mm Audio Pass Thru	1	\$114.00	\$80.00	\$80.00
70-616-12	Extron AAP Plate w/ HDMI Female to HDMI Female Pigtail	1	\$80.00	\$56.00	\$56.00
VIDEO SUB TOTAL					\$501.00
AUDIO					
CONTROL 25AV	JBL Wall Mount Loudspeakers w/ 5.5" LF and 1" Dome Tweeter - In White; Inc Mount Hdwr	2	\$226.00	\$177.00	\$354.00
60-849-01	Extron XPA 1002 Stereo Compact Power Amplifier - 100 watts/ch at 4 ohms	1	\$690.00	\$483.00	\$483.00
AUDIO SUB TOTAL					\$837.00
CABLES					
RDM050	Vanco High Speed HDMI Cable with Ethernet and RedMere chip-50ft	1		\$130.00	\$130.00
					\$0.00
					\$0.00
					\$0.00
CC399-06	QVS 3.5mm Stereo Mini Plug to Two RCA Male Audio Cable (Projector to XPA 1002)	1	\$4.95	\$4.15	\$4.15
SPKW-50	Speaker Wire Non Plenum 16g-50ft (Amp to Speakers)	2	\$50.00	\$20.00	\$40.00
CABLES SUB TOTAL					\$174.15
MISCELLANEOUS					
MISC-PTS	Miscellaneous Hardware and Supplies to Complete install.	1		\$125.00	\$125.00
MISC SUB TOTAL					\$125.00
LABOR					
INSTALL-1	Complete Custom Install to Include: Mounting of Projector and Speakers, Running of All Wiring, Mounting of Wall Plate (1 Day)	1	\$1,700.00	\$850.00	\$850.00
LABOR SUB TOTAL					\$850.00
LABOR EXCLUDES ANY ELECTRIC					
TOTAL					\$2,487.15

ALL PRICING EXCLUDES APPLICABLE FREIGHT CHARGES AND SALES TAX

If you have any questions concerning this quotation contact at (847) 640-0433, or by e/m: FrostlineInc.com

THANK YOU FOR YOUR BUSINESS !

REQUEST FOR STAFF SUPPLIES

From: Richard Wozniczka	Approved by:	Date: 11/13/2013
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(Dept. Head Signature)

Department: Computer Services

Name and address of vendor:

Frostline Inc.
John Dudek
Tel: 1-847-640-0433 ext: 222 Fax: 1-847-640-0467

Page	Qty.	Catalog #	Description	Cost/Item	Total Cost
	1		Please see quote	\$2,356.15	\$2,356.15
					\$0.00
					\$0.00
					\$0.00
TOTAL:					\$2,356.15

Notes: AV work in the new Training Room to mount Projector, run AV cables, install speakers, custom av faceplate.

Business Office: This purchase is for staff use.

Please use account number;
40-5810-58-00
Special Reserve Fund - AV
Equipment from the budget for this purchase.

*Please be as specific as possible with catalog information.
 Please explain "what it is" in non-technical language if not obvious.
 Use a separate request form when ordering from more than one vendor.*

Quote 32762

Issue Date: 2013-11-13 Estimated Ship Date: 2013-11-27

Quote To
Niles Public Library
6960 W. Oakton Steet
Niles, IL 60714
Phone: 847-663-6673

Ship To
Niles Public Library
Attn: Richard Wozniczka
6960 W. Oakton Steet
Niles, IL 60714
Phone: 847-663-6480

Sales Rep: John-1 Customer Service Rep: Gary-1

Ln #	Quantity	Description	Unit Price	Total
1	1	PBL-UMS : Premier Universal Adjustable Height Projector Ceiling Mount -Black	150.00	\$150.00
2	1	wq304011 : Liberty Custom wall plate, classic clear, double gang	85.00	\$85.00
3	2	CONTROL25AV-WH : JBL Hi/Performance Speaker 2/Way 70w/100v-Wht	177.00	\$354.00
4	1	60-849-01 : XPA 1002	483.00	\$483.00
5	1	RDM050 : Vanco High Speed HDMI Cable with Ethernet and RedMere Chip-50ft	130.00	\$130.00
6	1	RCA1V-50 : QVS 50ft RCA Composite Video or Digital/SPDIF Audio Coax Cable	19.00	\$19.00
7	1	RCA2A-50 : QVS 50ft Dual-RCA Premium Component Audio Combo Cable	35.00	\$35.00
8	1	CC399-06 : QVS Cable 3.5mm ST Male to 2/RCA Male -1.82m/6ft	4.15	\$4.15
9	2	SPKW-50 : Speaker Wire Non Plenum 16g-25	20.00	\$40.00
10	1	70-1028-01 : Extron UTS Series Primary shelf Gray	56.00	\$56.00
11	1	MISC-PTS : Miscellaneous Parts for Custom Installation	150.00	\$150.00
12	1	INSTALL : Complete Custom Installation	850.00	\$850.00
Computer Lab Training Room				

Subtotal: \$2,356.15
Tax: \$0.00
Best Way Ground - Shipping: \$0.00
Total: \$2,356.15

REQUEST FOR STAFF SUPPLIES

From: Richard Wozniczka	Approved by:	Date: 10/11/2013
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(Dept. Head Signature)

Department: Computer Services

Name and address of vendor:

Frostline Inc.
John Dudek
Tel: 1-847-640-0433 ext: 222 Fax: 1-847-640-0467

Page	Qty.	Catalog #	Description	Cost/Item	Total Cost
	1		Please see quote	\$4,419.00	\$4,419.00
					\$0.00
					\$0.00
					\$0.00
TOTAL:					\$4,419.00

Notes: AV system for the Youth Program Room

Business Office: This purchase is for staff use.

Please use account number;
40-5810-58-00
Special Reserve Fund - AV
Equipment from the budget for this purchase.

*Please be as specific as possible with catalog information.
 Please explain "what it is" in non-technical language if not obvious.
 Use a separate request form when ordering from more than one vendor.*

Frostline Inc.

80 S. Lively Blvd
 Elk Grove Village, IL. 60007
 Phone (847)-640-0433 x-222
 Fax (847) 640-0467
 e-Mail: jdudek@frostlineinc.com

Quotation

DATE: May 24, 2013
 Quotation #:
 Customer ID:

Quotation valid until: 90 Days
 Prepared by: John Dudek
jdudek@frostlineinc.com
 Peter Etheredge
petheredge@frostlineinc.com

Prepared For

Name: Mr. Richard Woznicka

Company: Niles Public Library District

Address: 6960 West Oakton Street

City, State ZIP: Niles IL 60714

Phone: 847-663-1234

eMail:

Comments or Special Instructions: This quote reuses the Tannoy Di5 Wall Mount Speakers to be removed from the current computer lab.

Youth Program Room

Part Number	Description	Qty	M.S.R.P. Each	Your Cost Each	Total Extended
VIDEO					
FTP-FCTA4W-QL	Premier False Ceiling FTP Projector Mount Bundle - in WHITE	1	\$384.00	\$268.00	\$268.00
AT-LINE-PRO4-GEN2	ATLONA 10 Input Multi-Format Scaler and Switcher with a Single HDMI Output	1	\$999.00	\$791.00	\$791.00
BDP-S1100	Sony Blu-Ray Disc Player	1		\$99.00	\$99.00
VIDEO SUB TOTAL					\$1,158.00
AUDIO					
CSA2120	JBL Comercial Series 2 Channel Rack Mount Stereo Power Amplifier (120watts at 8ohms)	1	\$697.46	\$549.00	\$549.00
60-737-01	Extron MIX 301 3 Channel Line Level Mixer (Video Switch and iPod Line In Audio Combiner)	2	\$290.00	\$203.00	\$406.00
AUDIO SUB TOTAL					\$955.00
CABLES					
HD4-6M	QVS 26ft Premium HDMI Male to Male Cable (Projector to Wall Plate)	1	\$44.95	\$32.00	\$32.00
HD4-3M	QVS 10ft Premium HDMI Male to Male Cable (Wall Plate to Switch)	1	\$21.95	\$15.00	\$15.00
HD4-1.5M	QVS 5ft Premium HDMI Male to Male Cable (Rack Plate to Switch)	2	\$16.95	\$11.00	\$22.00
CC388MA-06	QVS 6ft VGA Cable w/ Audio (Rack Plate to Switch)	2	\$22.95	\$16.00	\$32.00
CC399-06	QVS 6ft 3.5MM to RCA Audio Cable (Rack Plate to Mini Mixers)	1	\$4.95	\$4.15	\$4.15
WQ302117	PanelCrafters Custom Wall Plate w/ 1 HDMI Pass-thru and 1 Speakon 4 Pole Connector	1	\$78.80	\$55.00	\$55.00
CC400M-06	QVS 6ft 3.5mm Audio Cable (User Device to Rack Plate)	1	\$3.95	\$3.85	\$3.85
CC388MA-15	QVS 15ft VGA Cable with Audio (User Devices to Rack Plate)	2	\$39.95	\$28.00	\$56.00
HD4-5M	QVS 15ft Premium HDMI Male to Male Cable (User Devices to Rack Plate)	2	\$33.95	\$23.00	\$46.00
SPKW-35	Speaker Wire Non Plenum 16g-35ft (Wall Plate to Speakers)	2	\$35.00	\$14.00	\$28.00
SPKW-10	Speaker Wire Non Plenum 16g-10ft (Rack to Wall Plate)	2	\$10.00	\$4.00	\$8.00
NL4FC	Liberty Neutrik Speakon 4 Conductor Twist Lock Speaker Connector (Speaker Wire to Wall Plate)	1	\$13.20	\$6.00	\$6.00
CABLES SUB TOTAL					\$308.00
RACK					
RA-120	Exact Furniture 12RU Rack Cart w/ 4" Casters, Locking Plexi Front Door, Removable Back	1	\$679.00	\$513.00	\$513.00
PL-8C	Furman Rack Mount Power Conditioner/ Surge Suppressor	1	\$240.00	\$168.00	\$168.00
WQ302118	PanelCrafters Custom Rack Plate w/ 2 HDMI, 2 VGA, 1 Composite, and 1 3.5mm Audio	1	\$180.80	\$126.00	\$126.00
EB1	Middle Atlantic Blank Flanged Rack Panel - 1U	4	\$11.28	\$8.00	\$32.00
UD3	Middle Atlantic 3U Rack Drawer	1	\$171.16	\$120.00	\$120.00
U1	Middle Atlantic 1U Universal Rackshelf for Sony Blu-Ray Player	1	\$55.14	\$39.00	\$39.00
RACK SUB TOTAL					\$998.00
MISCELLANEOUS					
MISC-PTS	Miscellaneous Hardware and Supplies to Complete Install.	1		\$150.00	\$150.00
MISC SUB TOTAL					\$150.00
LABOR					
INSTALL-1	Complete Custom install to include: Re-Mounting of Tannoy Speakers, Rack Build, Mounting and Aiming of New Projector, Running of Wiring	1		\$850.00	\$850.00
LABOR SUB TOTAL					\$850.00
LABOR EXCLUDES ANY ELECTRIC					
TOTAL					\$4,419.00

ALL PRICING EXCLUDES APPLICABLE FREIGHT CHARGES AND SALES TAX

If you have any questions concerning this quotation contact at (847) 640-0433, or by e/m: Frostlineinc.com

REQUEST FOR STAFF SUPPLIES

From: Richard Wozniczka	Approved by:	Date: 10/11/2013
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(Dept. Head Signature)

Department: Computer Services

Name and address of vendor:

Frostline Inc.
John Dudek
Tel: 1-847-640-0433 ext: 222 Fax: 1-847-640-0467

Page	Qty.	Catalog #	Description	Cost/Item	Total Cost
	1		Please see quote	\$764.00	\$764.00
					\$0.00
					\$0.00
					\$0.00
TOTAL:					\$764.00

Notes: Replace the projector mount because of ceiling and wall vibrations

Business Office: This purchase is for staff use.

Please use account number;
40-5810-58-00
Special Reserve Fund - AV
Equipment from the budget for this purchase.

*Please be as specific as possible with catalog information.
 Please explain "what it is" in non-technical language if not obvious.
 Use a separate request form when ordering from more than one vendor.*

Quote 32386

Issue Date: 2013-08-15 Estimated Ship Date: 2013-08-29

Quote To
Niles Public Library
6960 W. Oakton Steet
Niles, IL 60714
Phone: 847-663-6673

Ship To
Niles Public Library
Attn: Richard Wozniczka
6960 W. Oakton Steet
Niles, IL 60714
Phone: 847-663-6480

Sales Rep: John-1 Customer Service Rep: Gary-1

Ln #	Quantity	Description	Unit Price	Total
1	1	CMA347 : Chief VIBRATION DAMPER MOUNT	264.00	\$264.00
2	1	MISC-PTS : Miscellaneous Parts for Custom Installation <i>Unistrut, Pipe, Etc.</i>	75.00	\$75.00
3	1	INSTALL : Complete Custom Installation	425.00	\$425.00

Subtotal: \$764.00
Tax: \$0.00
Frostline Install - Shipping: \$0.00
Total: \$764.00

REQUEST FOR STAFF SUPPLIES

From: Richard Wozniczka	Approved by:	Date: 10/11/2013
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(Dept. Head Signature)

Department: Computer Services

Name and address of vendor:

Frostline Inc.
John Dudek
Tel: 1-847-640-0433 ext: 222 Fax: 1-847-640-0467

Page	Qty.	Catalog #	Description	Cost/Item	Total Cost
	1		Please see quote	\$234.00	\$234.00
					\$0.00
					\$0.00
					\$0.00
TOTAL:					\$234.00

Notes: Hardware only for reconfiguring the center floor power and data to work with HDMI, VGA with Audio, Data, Voice and Power connections

Business Office: This purchase is for staff use.

Please use account number;
40-5810-58-00
Special Reserve Fund - AV
Equipment from the budget for this purchase.

*Please be as specific as possible with catalog information.
 Please explain "what it is" in non-technical language if not obvious.
 Use a separate request form when ordering from more than one vendor.*

Frostline Inc.

80 S. Lively Blvd
 Elk Grove Village, IL. 60007
 Phone (847)-640-0433 x-222
 Fax (847) 640-0467
 e-Mail: jdudek@frostlineinc.com

Quotation

DATE: August 14, 2013
 Quotation #:
 Customer ID:

Quotation valid until: 90 Days
 Prepared by: John Dudek
jdudek@frostlineinc.com
 Peter Etheredge
petheredge@frostlineinc.com

Prepared For

Name: Mr. Richard Wozniczka

Company: Niles Public Library

Address: 6960 West Oakton Street

City, State ZIP: Niles, IL 60714

Phone: 847-663-6480

eMail: nwoz@nileslibrary.org

Comments or Special Instructions:

Part Number	Description	Qty	M S R P. Each	Your Cost Each	Total Extended	
FLOOR POCKET						
S1SPEXT4	Hubbell Extron Datacom Adapter Plate	1	\$81.00	\$85.00	\$85.00	
70-161-11	Extron AAP Plate w/ VGA and 3.5mm Audio Pass Thru	1	\$114.00	\$80.00	\$80.00	
70-616-12	Extron AAP Plate w/ HDMI Female to HDMI Female Pigtail	1	\$80.00	\$56.00	\$56.00	
HDG-3MC	QVS 10ft HDMI w/ High Speed Ethernet Male to Male Cable (HDMI TX to AAP Plate)	1	\$13.95	\$10.00	\$10.00	
FLOOR PKT SUB TOTAL					\$211.00	
MISCELLANEOUS						
MISC SUB TOTAL					\$0.00	
LABOR						
Shipping		1		\$23.00	\$23.00	
LABOR EXCLUDES ANY ELECTRIC					LABOR SUB TOTAL	\$23.00
TOTAL					\$234.00	

ALL PRICING EXCLUDES APPLICABLE FREIGHT CHARGES AND SALES TAX

If you have any questions concerning this quotation contact at (847) 640-0433, or by e/m: FrostlineInc.com

THANK YOU FOR YOUR BUSINESS !

New Business—Recommended Actions

J. Recommended Action on Purchase of Equipment.

Move to approve the purchase of equipment from various vendors not to exceed \$7,800 from the Special Reserve Fund.

Memorandum I of Recommended Board Action

These purchases are for equipment to be used in the new teen and tween areas and for a mobile cart that will be available for the patrons to use in the small meeting room. Below are the components that we are looking at and the prices are the best we have found. However they do change daily and we will be looking for the lowest price before ordering each component.

- \$835.83 2 Luxor Carts from AValive.com with free shipping
- \$2,601.32 2 Samsung UN60F7500 Smart TVs
- \$279.98 2 Samsung Sound Bars
- \$505.00 3 Samsung Blu-ray Players (1 for mobile cart)
- \$609.00 1 BDI USA Arena Flat Panel TV Mount
- \$973.09 1 Elmo P10 XGA Visual Presenter Document Camera
- \$5,804.22 from various vendors (lowest cost available at the time) not including shipping

- \$679.96 Xbox One with 4 controllers
- \$399.96 Xbox 360 with 4 controllers
- \$579.96 Sony PS4 with 4 controllers
- \$259.23 Nintendo Wii with 4 controllers
- \$1919.11 Total

These game systems are for the new teen room and total \$1919.11 from Best Buy. They are the same price no matter where we look.

November 20, 2013

Unfinished Business—Recommended Action

A. Recommended Action on Changes to Policy on Conference Attendance and Expenses

Move to approve the changes made to Policy 4.13 and 4.14 as presented.

Memorandum A to Unfinished Business-Recommended Action

These policy revisions are based on discussions with the Board regarding conference attendance and expenses. I have surveyed several libraries and these are consistent with the majority of the libraries surveyed.

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 be given Library time, providing they are within scheduling and budget limitations.
2. **Full-time professional staff are eligible to participate in out-of-town conferences.**
 - a. **Requests should be made during the budget process**
 - b. **Staff attendance will rotate**
 - c. **Special consideration will be given to staff invited to speak**
 - d. **Paid time may be approved by those staff who wish to attend an out-of-town conference in years when they are not eligible for full conference reimbursement**
3. Expenses and mileage will be paid for such attendance, in the sole discretion of and in such amounts as are determined by the Director.
4. Staff members attending meetings and workshops of organizations of which they are not members will be reimbursed at the membership rate only.
5. 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, **upper management** and staff at large. The staff at large will be selected by or approved by the Library Director as a professional incentive for employee development. **In the years that PLA holds a conference, attendance at ALA will not be granted, unless it is held in Chicago.**
6. When Library staff are expressly requested and/or required in writing-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.
7. **When Library staff is invited to serve on a committee which requires attendance at ALA or ILA conferences, they must have Board approval before making the commitment.**

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 Library Director in advance. Receipts are required for all reimbursements. **Requests to attend any out of state conference must be made during the budget process.**
2. Reasonable expenses will be determined as follows:
 - a) Registration: fees for conferences **at the early-bird rate**, workshops and conventions. If the registration fee includes meal functions, those meals will not be reimbursed **and will be deducted from the per diem.**
 - 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 Library Director **at the current IRS rate.** Such reimbursement may not exceed air coach fare.
 - c) Hotel: conference hotels, with conference rates, will be used when possible. **It is expected that co-workers will share a room whenever possible. Any employee choosing to room alone may be reimbursed for only half of the fee.**
 - d) Meals: actual expenses but not to exceed \$50.00 per day. If special conference meals or banquets are required, with Library Board advance approval will be reimbursed in addition to the per diem. **Reimbursement will not be made for alcoholic beverages.**
 - 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: reimbursement will be at the current IRS rate.
 - h) **Tours: The Library will pay for official conference tours to visit other libraries and educational tours. All recreational tours must be paid for by the employee personally at the time of conference registration with a check made payable to the organization.**
 - i) **Shipping: Library will reimburse the cost of shipping catalogs, free books, etc. to the Library (personal items should not be included). US mail, UPS or FED EX ground shipping should be used.**

REIMBURSEMENT

It is the responsibility of the employee to submit a reimbursement form along with all necessary receipts within 30 days after returning from a conference. Itemized receipts for all expenses over \$5.00 must be submitted. In addition to providing a financial report (reimbursement form and documenting receipts), conference attendees will be expected to submit, and if asked, verbally present, highlights of their conference experience, including what was learned that might help them do their jobs, and the library serve the community, more effectively.

The Library Director approves all travel expenses and reserves the right to reject any expense that s/he feels is excessive or unreasonable. If a trip must be cancelled and prepaid expenses have been incurred, the employee is responsible to inquire for refunds. The employee will be responsible for reimbursing the Library for prepaid expenses.