

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

January 15, 2014

6:30 PM

Board Room

6960 Oakton Street

Niles, Illinois

ORDER OF BUSINESS

1. Call to Order
2. Pledge of Allegiance
3. Project Update
4. Consent Agenda
 - A. Approve Minutes of the Regular Board Meeting of December 18, 2013 3
 - B. Approve the payment of the bills for operating expenses of \$204,665.70, payroll expenses of \$302,758.55, and Special Reserve Expenses of \$543,231.51, for a total monthly expense of \$1,050,655.76 6
 - C. Approve the resignation of Joel Hahn from the full-time position of Lead Cataloger, effective February 14, 2014
5. Public Comment
6. Treasurer's Report
 - A. Review Financial Report 12
7. Director's Report
 - A. Highlights 25
 - B. Monthly Statistics 27
8. Communications 30
9. Committee Reports
 - A. Special Reserve Plan Committee
 - B. Employee Benefits Committee
10. Liaison Reports
 - A. Friends of the Library
 - B. Legislative
 - C. RAILS
11. New Business
 - A. Adopt Ordinance 14-01, an Ordinance Determining Personal Property No Longer Necessary or Useful to the Niles Public Library District and Authorizing Its Conveyance or Sale 37

Board Meeting Agenda - January 15, 2014

12. Unfinished Business
13. Executive Session—To discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Niles Public Library District; collective negotiating matters between the Niles Public Library District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees; the selection of a person to fill a public office; the purchase or lease of real property for the use of the Niles Public Library District; the setting of a price for sale or lease of property owned by the Niles Public Library District; the sale or purchase of securities, investments, or investment contracts; security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, staff, the public, or public property; pending and/or probable litigation; discussion of minutes of closed session meetings
14. Final Action, if any, on closed session subjects
15. Other
16. Adjournment

NILES PUBLIC LIBRARY DISTRICT
Regular Board Meeting
December 18, 2013
6:30 PM
Board Room
6960 Oakton Street
Niles, Illinois

Trustees Present

Chris Ball, Karen Dimond, Carolyn Drblik, Morgan Dubiel, Danette Matyas

Trustees Absent

Linda Ryan arrived at 7:10 PM.

Library Staff Present

Sue Wilsey, Susan Dove-Lempke, Greg Pritz, Linda Weiss, Shelley Sutherland, Dave Dabrowski

Guest Present

Ms. Judy Walthers, Mclure Inserra

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

The roll was called by Ms. Weiss.

Audit Report

Ms. Walthers presented the 2012-13 Audit to the Board and reported that she was able to give us a clean opinion.

Project Update

Ms. Weiss gave the project update, reporting that the project continues to be on time and under budget.

Consent Agenda

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

- A. The Minutes of the Regular Board Meeting of November 20, 2013;
- B. The payment of bills for operating expenses of \$213,698.48, payroll expenses of \$287,308.69, and Special Reserve expenses of \$784,217.96, for a total monthly expense of \$1,285,225.13;

Trustee Dimond seconded. On a voice vote, all Trustees voted "aye", except for Trustee Nakanishi who abstained. The motion carried.

Public Comments

There were none.

Treasurer's Report

Trustee Drblik reported that there was nothing remarkable to report this month.

Director's Report

Ms. Weiss highlighted her written report. Mr. Pritz gave the Board a Re-imagination Project update.

Communications

The communications in the Board Packet were noted.

Committee Reports

Special Reserve Plan Committee

No report.

Employee Benefits Committee

No report.

The Board discussed the possibility of scheduling the committee meetings on Wednesdays in January and February. January 29th, the fifth Wednesday of the month, seemed to be a date that would work for all.

Liaison Reports

Friends of the Library

Ms. Weiss reported that the Friends held their monthly meeting and that they have agreed to purchase 500 wooden bookmarks that will be distributed during our Grand Re-opening weekend.

Legislative

No report.

RAILS

No report.

Secretary's Report

No report.

New Business

Nothing to report.

Unfinished Business

Nothing to report.

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. On a voice vote, all Trustees voted "aye". Motion Carried.

Executive Session began at 6:59 PM. Executive Session ended at 8:03 PM.

Open session began at 8:47 PM, with all members of the Board present.

Final Action, if any, on closed session subjects

Due to the construction and the demands on the time certain employees, the Board authorizes a one-time exception on the policy regarding vacation leave for three employees to roll-over their excess vacation time to be used within the first 90 days of 2014.

Motion made by Karen Dimond.

On a voice vote, all Trustees voted "aye". Motion carried.

Adjournment

Trustee Dimond motioned to adjourn. Trustee Matyas seconded. On a voice vote, all Trustees voted "aye". Motion carried.

The meeting adjourned at 8:50 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
2894	Accounts Payable	Manual Check	12/3/2013	DAVID MELIS	\$0.00	\$587.85	(\$587.85)	Outstanding	12/31/2013
2895	Accounts Payable	Manual Check	12/4/2013	DOLLY AU	\$0.00	\$50.00	(\$637.85)	Outstanding	12/31/2013
2897	Accounts Payable	Manual Check	12/19/2013	LIBRARY FURNITURE INTERNATI	\$0.00	\$897.00	(\$1,534.85)	Outstanding	12/31/2013
2896	Accounts Payable	Manual Check	12/17/2013	ANGELS GRACE HOSPICE	\$0.00	\$50.00	(\$1,584.85)	Outstanding	12/31/2013

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Manual Check	(\$1,584.85)
Total Payments:	(\$1,584.85)
Total Change in Register Balance:	(\$1,584.85)

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
70622	Accounts Payable	Computer Check	1/15/2014	3M	\$0.00	\$1,773.39	(\$1,773.39)	Outstanding	1/31/2014
70623	Accounts Payable	Computer Check	1/15/2014	ACE RELOCATION SYSTEMS, IN	\$0.00	\$760.00	(\$2,533.39)	Outstanding	1/31/2014
70624	Accounts Payable	Computer Check	1/15/2014	AFLAC	\$0.00	\$766.25	(\$3,299.64)	Outstanding	1/31/2014
70625	Accounts Payable	Computer Check	1/15/2014	ALLIANCE ENTERTAINMENT	\$0.00	\$1,075.04	(\$4,374.68)	Outstanding	1/31/2014
70626	Accounts Payable	Computer Check	1/15/2014	AMARK INDUSTRIES	\$0.00	\$2,985.90	(\$7,360.58)	Outstanding	1/31/2014
70627	Accounts Payable	Computer Check	1/15/2014	AT&T	\$0.00	\$43.40	(\$7,403.98)	Outstanding	1/31/2014
70628	Accounts Payable	Computer Check	1/15/2014	AT&T	\$0.00	\$926.06	(\$8,330.04)	Outstanding	1/31/2014
70629	Accounts Payable	Computer Check	1/15/2014	AVCAFE	\$0.00	\$26.99	(\$8,357.03)	Outstanding	1/31/2014
70630	Accounts Payable	Computer Check	1/15/2014	BAKER & TAYLOR	\$0.00	\$1,220.44	(\$9,577.47)	Outstanding	1/31/2014
70631	Accounts Payable	Computer Check	1/15/2014	CAROLYN A. BENSON	\$0.00	\$15.95	(\$9,593.42)	Outstanding	1/31/2014
70632	Accounts Payable	Computer Check	1/15/2014	BLACKBAUD	\$0.00	\$1,700.00	(\$11,293.42)	Outstanding	1/31/2014
70633	Accounts Payable	Computer Check	1/15/2014	DONNA BLOCK	\$0.00	\$12.98	(\$11,306.40)	Outstanding	1/31/2014
70634	Accounts Payable	Computer Check	1/15/2014	BROWN INDUSTRIES	\$0.00	\$272.37	(\$11,578.77)	Outstanding	1/31/2014
70635	Accounts Payable	Computer Check	1/15/2014	DONALD BURKHART	\$0.00	\$41.16	(\$11,619.93)	Outstanding	1/31/2014
70636	Accounts Payable	Computer Check	1/15/2014	LUZ CAMARANO	\$0.00	\$24.98	(\$11,644.91)	Outstanding	1/31/2014
70637	Accounts Payable	Computer Check	1/15/2014	ARIANNE CAREY	\$0.00	\$43.00	(\$11,687.91)	Outstanding	1/31/2014
70638	Accounts Payable	Computer Check	1/15/2014	STEVEN L. CARVAJAL	\$0.00	\$14.98	(\$11,702.89)	Outstanding	1/31/2014
70639	Accounts Payable	Computer Check	1/15/2014	CENGAGE LEARNING, INC.	\$0.00	\$6,248.89	(\$17,951.78)	Outstanding	1/31/2014
70640	Accounts Payable	Computer Check	1/15/2014	CENTER POINT LARGE PRINT	\$0.00	\$216.90	(\$18,168.68)	Outstanding	1/31/2014
70641	Accounts Payable	Computer Check	1/15/2014	CINTAS CORPORATION LOC. 769	\$0.00	\$378.32	(\$18,547.00)	Outstanding	1/31/2014
70642	Accounts Payable	Computer Check	1/15/2014	COMCAST	\$0.00	\$314.23	(\$18,861.23)	Outstanding	1/31/2014
70643	Accounts Payable	Computer Check	1/15/2014	COMED	\$0.00	\$4,971.81	(\$23,833.04)	Outstanding	1/31/2014
70644	Accounts Payable	Computer Check	1/15/2014	COOPERATIVE COMPUTER SERV	\$0.00	\$6,663.65	(\$30,496.69)	Outstanding	1/31/2014
70645	Accounts Payable	Computer Check	1/15/2014	CREATIVE PROMOTIONAL PROD	\$0.00	\$4,684.01	(\$35,180.70)	Outstanding	1/31/2014
70646	Accounts Payable	Computer Check	1/15/2014	EASYPERMIT POSTAGE	\$0.00	\$400.00	(\$35,580.70)	Outstanding	1/31/2014
70647	Accounts Payable	Computer Check	1/15/2014	EBSCO	\$0.00	\$20,561.96	(\$56,142.66)	Outstanding	1/31/2014
70648	Accounts Payable	Computer Check	1/15/2014	EWS WELDING SUPPLY, INC.	\$0.00	\$91.11	(\$56,233.77)	Outstanding	1/31/2014
70649	Accounts Payable	Computer Check	1/15/2014	FIFTH THIRD BANK	\$0.00	\$100.00	(\$56,333.77)	Outstanding	1/31/2014
70650	Accounts Payable	Computer Check	1/15/2014	FIFTH THIRD BANK	\$0.00	\$1,540.00	(\$57,873.77)	Outstanding	1/31/2014
70651	Accounts Payable	Computer Check	1/15/2014	FIRE & SECURITY SYSTEMS, INC.	\$0.00	\$243.00	(\$58,116.77)	Outstanding	1/31/2014
70652	Accounts Payable	Computer Check	1/15/2014	FLEXSOURCE, LLC	\$0.00	\$390.50	(\$58,507.27)	Outstanding	1/31/2014
70653	Accounts Payable	Computer Check	1/15/2014	FREDERICK QUINN CORPORATIO	\$0.00	\$470,199.00	(\$528,706.27)	Outstanding	1/31/2014
70654	Accounts Payable	Computer Check	1/15/2014	FRIENDS OF THE NILES LIBRARY	\$0.00	\$568.90	(\$529,275.17)	Outstanding	1/31/2014
70655	Accounts Payable	Computer Check	1/15/2014	GARVEY'S OFFICE PRODUCTS	\$0.00	\$2,235.04	(\$531,510.21)	Outstanding	1/31/2014
70656	Accounts Payable	Computer Check	1/15/2014	GENESIS TECHNOLOGIES, INC.	\$0.00	\$2,180.23	(\$533,690.44)	Outstanding	1/31/2014
70657	Accounts Payable	Computer Check	1/15/2014	GLENVIEW PUBLIC LIBRARY	\$0.00	\$28.95	(\$533,719.39)	Outstanding	1/31/2014
70658	Accounts Payable	Computer Check	1/15/2014	GRAINGER	\$0.00	\$1,409.34	(\$535,128.73)	Outstanding	1/31/2014
70659	Accounts Payable	Computer Check	1/15/2014	GROOT INDUSTRIES, INC.	\$0.00	\$224.41	(\$535,353.14)	Outstanding	1/31/2014
70660	Accounts Payable	Computer Check	1/15/2014	HEALTHCARE SERVICE CORPOR	\$0.00	\$37,342.80	(\$572,695.94)	Outstanding	1/31/2014

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
70661	Accounts Payable	Computer Check	1/15/2014	KEITH HEGER	\$0.00	\$150.00	(\$572,845.94)	Outstanding	1/31/2014
70662	Accounts Payable	Computer Check	1/15/2014	HOUCHEN BINDERY, LTD.	\$0.00	\$369.35	(\$573,215.29)	Outstanding	1/31/2014
70663	Accounts Payable	Computer Check	1/15/2014	IHS GLOBAL INC.	\$0.00	\$1,064.00	(\$574,279.29)	Outstanding	1/31/2014
70664	Accounts Payable	Computer Check	1/15/2014	INGRAM LIBRARY SERVICES	\$0.00	\$8,539.18	(\$582,818.47)	Outstanding	1/31/2014
70665	Accounts Payable	Computer Check	1/15/2014	IRON MOUNTAIN	\$0.00	\$115.00	(\$582,933.47)	Outstanding	1/31/2014
70666	Accounts Payable	Computer Check	1/15/2014	COLLEEN KELLY	\$0.00	\$62.74	(\$582,996.21)	Outstanding	1/31/2014
70667	Accounts Payable	Computer Check	1/15/2014	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$312.00	(\$583,308.21)	Outstanding	1/31/2014
70668	Accounts Payable	Computer Check	1/15/2014	EDWARD F. KNAACK	\$0.00	\$125.00	(\$583,433.21)	Outstanding	1/31/2014
70669	Accounts Payable	Computer Check	1/15/2014	KONE INC.	\$0.00	\$714.34	(\$584,147.55)	Outstanding	1/31/2014
70670	Accounts Payable	Computer Check	1/15/2014	KONICA MINOLTA BUSINESS SO	\$0.00	\$578.15	(\$584,725.70)	Outstanding	1/31/2014
70671	Accounts Payable	Computer Check	1/15/2014	LARGE PRINT OVERSTOCKS	\$0.00	\$82.26	(\$584,807.96)	Outstanding	1/31/2014
70672	Accounts Payable	Computer Check	1/15/2014	PAUL LEE	\$0.00	\$800.00	(\$585,607.96)	Outstanding	1/31/2014
70673	Accounts Payable	Computer Check	1/15/2014	SUSAN LEMPKE	\$0.00	\$41.81	(\$585,649.77)	Outstanding	1/31/2014
70674	Accounts Payable	Computer Check	1/15/2014	LIBRARY FURNITURE INTERNATI	\$0.00	\$74,867.97	(\$660,517.74)	Outstanding	1/31/2014
70675	Accounts Payable	Computer Check	1/15/2014	LOW VOLTAGE SOLUTIONS INC.	\$0.00	\$2,250.00	(\$662,767.74)	Outstanding	1/31/2014
70676	Accounts Payable	Computer Check	1/15/2014	JOAN MCGEE	\$0.00	\$225.00	(\$662,992.74)	Outstanding	1/31/2014
70677	Accounts Payable	Computer Check	1/15/2014	MENARDS	\$0.00	\$642.77	(\$663,635.51)	Outstanding	1/31/2014
70678	Accounts Payable	Computer Check	1/15/2014	MIDWEST TAPE	\$0.00	\$7,967.67	(\$671,603.18)	Outstanding	1/31/2014
70679	Accounts Payable	Computer Check	1/15/2014	MARY MILLER	\$0.00	\$192.64	(\$671,795.82)	Outstanding	1/31/2014
70680	Accounts Payable	Computer Check	1/15/2014	MULTICULTURAL BOOKS & VID	\$0.00	\$49.85	(\$671,845.67)	Outstanding	1/31/2014
70681	Accounts Payable	Computer Check	1/15/2014	MILENA NEDELJKOVIC	\$0.00	\$120.00	(\$671,965.67)	Outstanding	1/31/2014
70682	Accounts Payable	Computer Check	1/15/2014	ANDREW NELLES	\$0.00	\$200.00	(\$672,165.67)	Outstanding	1/31/2014
70683	Accounts Payable	Computer Check	1/15/2014	NICOR GAS	\$0.00	\$1,547.76	(\$673,713.43)	Outstanding	1/31/2014
70684	Accounts Payable	Computer Check	1/15/2014	NILES CHAMBER OF COMMERCE	\$0.00	\$30.00	(\$673,743.43)	Outstanding	1/31/2014
70685	Accounts Payable	Computer Check	1/15/2014	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$674,624.43)	Outstanding	1/31/2014
70686	Accounts Payable	Computer Check	1/15/2014	NILES WEST HIGH SCHOOL KOREA	\$0.00	\$150.00	(\$674,774.43)	Outstanding	1/31/2014
70687	Accounts Payable	Computer Check	1/15/2014	ORIENTAL TRADING COMPANY, I	\$0.00	\$119.47	(\$674,893.90)	Outstanding	1/31/2014
70688	Accounts Payable	Computer Check	1/15/2014	PACIFIC TELEMANAGEMENT SE	\$0.00	\$74.00	(\$674,967.90)	Outstanding	1/31/2014
70689	Accounts Payable	Computer Check	1/15/2014	POLONIA BOOKSTORE, INC.	\$0.00	\$942.92	(\$675,910.82)	Outstanding	1/31/2014
70690	Accounts Payable	Computer Check	1/15/2014	PRODUCT, LLC	\$0.00	\$5,026.64	(\$680,937.46)	Outstanding	1/31/2014
70691	Accounts Payable	Computer Check	1/15/2014	PROSPECT HEIGHTS PUBLIC LIB	\$0.00	\$34.00	(\$680,971.46)	Outstanding	1/31/2014
70692	Accounts Payable	Computer Check	1/15/2014	CYNTHIA RADEMACHER	\$0.00	\$128.79	(\$681,100.25)	Outstanding	1/31/2014
70693	Accounts Payable	Computer Check	1/15/2014	JOHN RADZKO	\$0.00	\$16.39	(\$681,116.64)	Outstanding	1/31/2014
70694	Accounts Payable	Computer Check	1/15/2014	RANDOM HOUSE LLC	\$0.00	\$20.00	(\$681,136.64)	Outstanding	1/31/2014
70695	Accounts Payable	Computer Check	1/15/2014	RECORDED BOOKS, LLC	\$0.00	\$280.39	(\$681,417.03)	Outstanding	1/31/2014
70696	Accounts Payable	Computer Check	1/15/2014	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$550.00	(\$681,967.03)	Outstanding	1/31/2014
70697	Accounts Payable	Computer Check	1/15/2014	RV ENTERPRISES, LTD.	\$0.00	\$848.64	(\$682,815.67)	Outstanding	1/31/2014
70698	Accounts Payable	Computer Check	1/15/2014	GENE SCHUSTER	\$0.00	\$125.00	(\$682,940.67)	Outstanding	1/31/2014
70699	Accounts Payable	Computer Check	1/15/2014	SHELL	\$0.00	\$46.31	(\$682,986.98)	Outstanding	1/31/2014

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
70700	Accounts Payable	Computer Check	1/15/2014	SMITHEREEN PEST MANAGEMEN	\$0.00	\$110.00	(\$683,096.98)	Outstanding	1/31/2014
70701	Accounts Payable	Computer Check	1/15/2014	STANDARD & POOR'S FINANCIAL	\$0.00	\$9,033.55	(\$692,130.53)	Outstanding	1/31/2014
70702	Accounts Payable	Computer Check	1/15/2014	STERLING NETWORK INTEGRATI	\$0.00	\$4,062.41	(\$696,192.94)	Outstanding	1/31/2014
70703	Accounts Payable	Computer Check	1/15/2014	SHELLEY SUTHERLAND	\$0.00	\$123.98	(\$696,316.92)	Outstanding	1/31/2014
70704	Accounts Payable	Computer Check	1/15/2014	THE LINCOLN NATIONAL LIFE IN	\$0.00	\$1,567.17	(\$697,884.09)	Outstanding	1/31/2014
70705	Accounts Payable	Computer Check	1/15/2014	THOMPSON ELEVATOR INSPEC	\$0.00	\$40.00	(\$697,924.09)	Outstanding	1/31/2014
70706	Accounts Payable	Computer Check	1/15/2014	AMANDA THOMSEN	\$0.00	\$150.00	(\$698,074.09)	Outstanding	1/31/2014
70707	Accounts Payable	Computer Check	1/15/2014	KATHY TOY	\$0.00	\$149.99	(\$698,224.08)	Outstanding	1/31/2014
70708	Accounts Payable	Computer Check	1/15/2014	TSAI FONG BOOKS, INC.	\$0.00	\$1,133.34	(\$699,357.42)	Outstanding	1/31/2014
70709	Accounts Payable	Computer Check	1/15/2014	TYCO INTEGRATED SECURITY L	\$0.00	\$886.65	(\$700,244.07)	Outstanding	1/31/2014
70710	Accounts Payable	Computer Check	1/15/2014	UNIQUE MANAGEMENT SERVICE	\$0.00	\$69.65	(\$700,313.72)	Outstanding	1/31/2014
70711	Accounts Payable	Computer Check	1/15/2014	UPS	\$0.00	\$16.39	(\$700,330.11)	Outstanding	1/31/2014
70712	Accounts Payable	Computer Check	1/15/2014	SASHA VASILIC	\$0.00	\$372.80	(\$700,702.91)	Outstanding	1/31/2014
70713	Accounts Payable	Computer Check	1/15/2014	VERIZON WIRELESS	\$0.00	\$98.19	(\$700,801.10)	Outstanding	1/31/2014
70714	Accounts Payable	Computer Check	1/15/2014	VILLAGE OF NILES	\$0.00	\$356.85	(\$701,157.95)	Outstanding	1/31/2014
70715	Accounts Payable	Computer Check	1/15/2014	VISA	\$0.00	\$11,053.59	(\$712,211.54)	Outstanding	1/31/2014
70716	Accounts Payable	Computer Check	1/15/2014	VISION SERVICE PLAN OF ILLINO	\$0.00	\$625.92	(\$712,837.46)	Outstanding	1/31/2014
70717	Accounts Payable	Computer Check	1/15/2014	VISOGRAPHIC	\$0.00	\$6,977.49	(\$719,814.95)	Outstanding	1/31/2014
70718	Accounts Payable	Computer Check	1/15/2014	ANTHONY VOLINI	\$0.00	\$350.00	(\$720,164.95)	Outstanding	1/31/2014
70719	Accounts Payable	Computer Check	1/15/2014	WESTERN IRRIGATION, INC.	\$0.00	\$200.00	(\$720,364.95)	Outstanding	1/31/2014
70720	Accounts Payable	Computer Check	1/15/2014	WESTON WOODS STUDIOS	\$0.00	\$311.74	(\$720,676.69)	Outstanding	1/31/2014
70721	Accounts Payable	Computer Check	1/15/2014	X-PERT LANDSCAPING INC.	\$0.00	\$2,290.00	(\$722,966.69)	Outstanding	1/31/2014
70722	Accounts Payable	Computer Check	1/15/2014	BETTY ZHAN	\$0.00	\$29.85	(\$722,996.54)	Outstanding	1/31/2014
70723	Accounts Payable	Computer Check	1/15/2014	SUSIE C. ZYCHOWSKI	\$0.00	\$29.99	(\$723,026.53)	Outstanding	1/31/2014

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$723,026.53)
Total Payments:	(\$723,026.53)
Total Change in Register Balance:	(\$723,026.53)

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									
12/19/2013	010314	Invoice		LIBRARY FURNITURE INTE	Unposted Accounts Pa	Not yet posted	12/31/2013	\$897.00	\$0.00
12/21/2013	0461-0	Invoice		FREDERICK QUINN CORPO	Unposted Accounts Pa	Not yet posted	12/31/2013	\$470,199.00	\$0.00
1/10/2014	1108.29	Invoice		PRODUCT, LLC	Unposted Accounts Pa	Not yet posted	12/31/2013	\$5,026.64	\$0.00
1/7/2014	4370	Invoice		LIBRARY FURNITURE INTE	Unposted Accounts Pa	Not yet posted	12/31/2013	\$67,108.87	\$0.00
<i>Totals for 40-5815-58-00, Special Reserve - Construction Projec</i>								\$543,231.51	\$0.00
Grand Totals:								\$543,231.51	\$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 (12/1/2013 to 12/31/2013)
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

Balance Sheet

December 31, 2013

	GENERAL FUND 12/31/2013	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND	SPECIAL RESERVE FUND	TOTAL
Assets					
Cash and Investments					
Cash Checking	(\$2,916,087)	\$997,481		\$1,974,153	\$55,547
Cash-Imprest	(\$636)				(\$636)
Cash-Flexible Spending Account	\$5,381				\$5,381
MaxSafe CD	\$1,013,757				\$1,013,757
Capital One 360	\$247,595				\$247,595
Stone Castle	\$2,926,332				\$2,926,332
Petty Cash	\$200				\$200
Illinois Funds-Tax Deposit Account	\$1,514,432				\$1,514,432
Illinois Funds E pay fines	\$54,701				\$54,701
Northwest Community Credit Union	\$251,601				\$251,601
Fifth Third Bank-Investments	\$1,644,389				\$1,644,389
Investments Money Market-Fifth Third Bank	\$2,938				\$2,938
MaxSafe CD	\$513,999				\$513,999
MaxSafe CD	\$509,540				\$509,540
Total Cash and Investments	\$5,768,140	\$997,481	\$0	\$1,974,153	\$8,739,775
Receivables					
Accrued Interest Receivable	\$489	\$78		\$316	\$884
Total Receivables	\$489	\$78	\$0	\$316	\$884
Prepaid Items					
Prepaid Expense	\$35,243				\$35,243
Total Prepaid Items	\$35,243	\$0	\$0	\$0	\$35,243
Total Assets	\$5,803,872	\$997,560	\$0	\$1,974,470	\$8,775,901

Niles Public Library District
Balance Sheet
December 31, 2013

	GENERAL FUND 12/31/2013	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND	SPECIAL RESERVE FUND	TOTAL
Liabilities and Fund Balance					
Liabilities					
Accounts Payable	\$135,002	\$54,399		\$531,985	\$721,387
Accounts Payable-Friends of the Library					
Payroll Clearing	\$10,333				\$10,333
Accrued Salaries & Wages	\$42,011				\$42,011
Deferred Revenues	(\$367,842)	(\$15,913)			(\$383,755)
Total Liabilities	(\$180,495)	\$38,486	\$0	\$531,985	\$389,976
Fund Balance					
Fund Balance	\$5,984,367	\$959,074		\$1,442,484	\$8,385,925
Total Fund Balance	\$5,984,367	\$959,074	\$0	\$1,442,484	\$8,385,925
Total Liabilities and Fund Balance	\$5,803,872	\$997,560	\$0	\$1,974,470	\$8,775,901

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

	<u>Month Actual</u>	<u>Month Budget</u>	<u>Month Variance</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Annual Budget</u>	<u>Actual % of Annual Budget</u>
Revenues								
Property Taxes	\$383,755		\$383,755	\$3,216,872	\$3,220,522	(\$3,650)	\$6,852,175	47%
Replacement Taxes	\$6,953		\$6,953	\$54,827		\$54,827		
Per Capita Grant				\$58,868		\$58,868	\$54,000	109%
Grants-Other				\$10,877		\$10,877	\$1,000	1,088%
Investment Income	\$793	\$1,667	(\$873)	\$10,616	\$10,000	\$616	\$20,000	53%
Fines	\$3,544	\$3,333	\$210	\$22,569	\$20,000	\$2,570	\$40,000	56%
Lost Books	\$435	\$625	(\$190)	\$4,318	\$3,750	\$568	\$7,500	58%
Pay For Print	\$36	\$1,250	(\$1,214)	\$7,569	\$7,500	\$69	\$15,000	50%
Flash Drive & Ear Bud Sales				\$12		\$12		
Commissions & Fees					\$50	(\$50)	\$100	
Donations-Friends of the Library							\$500	
Donations		\$21	(\$21)		\$125	(\$125)	\$250	
Miscellaneous		\$17	(\$17)	\$1,318	\$100	\$1,218	\$200	659%
Total Revenues	\$395,515	\$6,913	\$388,603	\$3,387,847	\$3,262,047	\$125,800	\$6,990,725	48%
Expenditures								
Salaries								
Library Director	\$9,494	\$9,632	\$138	\$56,962	\$57,790	\$828	\$115,580	49%
Payroll-Department Managers	\$22,496	\$20,918	(\$1,578)	\$124,800	\$125,508	\$708	\$251,016	50%
Payroll-Division Supervisors	\$43,668	\$49,578	\$5,910	\$288,945	\$297,470	\$8,525	\$594,940	49%
Payroll-Librarian I	\$99,218	\$97,107	(\$2,111)	\$583,347	\$582,639	(\$708)	\$1,165,279	50%
Payroll-Library Grade V	\$51,234	\$50,038	(\$1,196)	\$289,421	\$300,225	\$10,804	\$600,450	48%
Payroll-Library Grade VI	\$40,737	\$36,949	(\$3,787)	\$222,323	\$221,696	(\$626)	\$443,393	50%
Payroll-Library Pages	\$12,428	\$12,065	(\$363)	\$65,573	\$72,392	\$6,819	\$144,784	45%
Payroll-Sundays	\$7,792	\$6,417	(\$1,375)	\$36,574	\$38,500	\$1,926	\$77,000	47%
Adjustments							\$10,000	
Substitutes		\$667	\$667	\$684	\$4,000	\$3,316	\$8,000	9%
Total Salaries	\$287,066	\$283,370	(\$3,696)	\$1,668,628	\$1,700,221	\$31,593	\$3,410,442	49%

Niles Public Library District

Income Statement-Consolidated

December 31, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$12,409	\$11,917	(\$492)	\$67,650	\$71,500	\$3,850	\$143,000	47%
Books-Youth Services	\$2,221	\$5,750	\$3,529	\$23,169	\$34,500	\$11,331	\$69,000	34%
Books-Teen	\$476	\$1,250	\$774	\$7,372	\$7,500	\$128	\$15,000	49%
Downloadables	\$1,773	\$4,583	\$2,810	\$38,527	\$27,500	(\$11,027)	\$55,000	70%
Periodicals	\$72	\$2,000	\$1,928	\$3,042	\$12,000	\$8,958	\$24,000	13%
AV-Adult	\$7,527	\$7,917	\$390	\$48,980	\$47,500	(\$1,480)	\$95,000	52%
AV-Youth Services	\$2,125	\$3,808	\$1,684	\$14,970	\$22,850	\$7,880	\$45,700	33%
AV-Teen	\$676	\$1,083	\$407	\$4,949	\$6,500	\$1,551	\$13,000	38%
Online Databases	\$35,318	\$16,750	(\$18,568)	\$147,470	\$100,500	(\$46,970)	\$201,000	73%
Total Library Materials	\$62,597	\$55,058	(\$7,539)	\$356,129	\$330,350	(\$25,779)	\$660,700	54%
Library Operating Expenditures								
CCS Charges	\$4,209	\$6,500	\$2,291	\$40,749	\$39,000	(\$1,749)	\$78,000	52%
Processing & Supplies	\$934	\$2,500	\$1,566	\$4,090	\$15,000	\$10,910	\$30,000	14%
Internet Charges	\$1,240	\$1,600	\$360	\$8,273	\$9,600	\$1,327	\$19,200	43%
Software, Licenses	\$6,792	\$3,520	(\$3,272)	\$12,129	\$21,122	\$8,993	\$42,243	29%
Printing	\$6,977	\$8,113	\$1,135	\$16,916	\$21,075	\$4,159	\$42,150	40%
Library Supplies	\$393	\$1,000	\$607	\$6,015	\$6,000	(\$15)	\$12,000	50%
Programming & Support-Adult	\$996	\$1,717	\$721	\$7,865	\$10,300	\$2,435	\$20,600	38%
Programming & Support-Juvenile	\$2,771	\$2,875	\$104	\$16,766	\$17,250	\$484	\$34,500	49%
Programming & Support-Joint	\$863	\$333	(\$529)	\$1,132	\$2,000	\$868	\$4,000	28%
Programming & Support-Teen	\$458	\$583	\$125	\$1,993	\$3,500	\$1,507	\$7,000	28%
Public Performing Rights				\$1,317	\$1,313	(\$4)	\$1,313	100%
CCS Communications	\$326	\$417	\$91	\$2,276	\$2,500	\$224	\$5,000	46%
Computer Charges OCLC	\$1,379	\$1,400	\$22	\$8,272	\$8,402	\$130	\$16,804	49%
Miscellaneous	(\$244)	\$83	\$327	\$607	\$500	(\$107)	\$1,000	61%
Per Capita Grant Expenditures				\$26,888		(\$26,888)	\$57,000	47%
Grant - Other Expenditures	\$178	\$83	(\$95)	\$8,613	\$500	(\$8,113)	\$1,000	861%
Volunteers				\$187		(\$187)	\$3,000	6%
Total Library Operating Expenditures	\$27,273	\$30,725	\$3,452	\$164,088	\$158,061	(\$6,027)	\$374,810	44%

Niles Public Library District

Income Statement-Consolidated

December 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	\$5,968	\$2,804	(\$3,164)	\$17,957	\$16,825	(\$1,132)	\$33,650	53%
Copiers	\$578	\$833	\$255	\$3,425	\$5,000	\$1,575	\$10,000	34%
Professional Development	\$766	\$3,408	\$2,642	\$8,663	\$20,450	\$11,786	\$40,899	21%
Mileage	\$96	\$250	\$154	\$1,492	\$1,500	\$8	\$3,000	50%
Professional Collection	\$14	\$333	\$319	\$238	\$2,000	\$1,762	\$4,000	6%
Legal Fees	\$312	\$3,333	\$3,021	\$4,930	\$20,000	\$15,070	\$40,000	12%
Consultants		\$1,667	\$1,667	\$2,702	\$10,000	\$7,298	\$20,000	14%
Kitchen Supplies	\$27	\$158	\$131	\$82	\$950	\$868	\$1,900	4%
Promotional Expense	\$6,147	\$1,708	(\$4,438)	\$12,920	\$10,250	(\$2,670)	\$20,500	63%
Office Supplies	\$3,404	\$2,083	(\$1,321)	\$11,761	\$12,500	\$739	\$25,000	47%
Postage & Freight	\$442	\$1,500	\$1,058	\$6,353	\$9,000	\$2,647	\$18,000	35%
Publication of Notices-Legal		\$100	\$100	\$942	\$600	(\$342)	\$1,200	79%
Publication of Notices-Advertisements		\$42	\$42		\$250	\$250	\$500	
Subscriptions & Dues	\$120	\$750	\$630	\$5,526	\$4,500	(\$1,026)	\$9,000	61%
Collection Services	\$70	\$83	\$14	\$253	\$500	\$247	\$1,000	25%
Telephone	\$216	\$1,375	\$1,159	\$8,495	\$8,250	(\$245)	\$16,500	51%
Trustee Expense	\$5,299	\$833	(\$4,465)	\$6,847	\$5,000	(\$1,847)	\$10,000	68%
Equipment Rental	\$760	\$417	(\$343)	\$7,552	\$2,500	(\$5,052)	\$5,000	151%
Payroll Service	\$949	\$775	(\$174)	\$5,173	\$4,650	(\$523)	\$9,300	56%
Bank Fees	\$233	\$250	\$17	\$1,578	\$1,500	(\$78)	\$3,000	53%
Parking Lease	\$881	\$881		\$5,286	\$5,286		\$10,572	50%
Total General and Administration	\$26,280	\$23,585	(\$2,695)	\$112,176	\$141,510	\$29,334	\$283,021	40%
Vehicle Operation								
Gas, Oil, Grease	\$46	\$83	\$37	\$419	\$500	\$81	\$1,000	42%
Repairs & Maintenance		\$150	\$150		\$900	\$900	\$1,800	
Miscellaneous		\$8	\$8		\$50	\$50	\$100	
Auto Insurance				\$1,371	\$1,371		\$1,371	100%
Total Vehicle Operation	\$46	\$242	\$195	\$1,790	\$2,821	\$1,031	\$4,271	42%

Employee Fringe Benefits

Niles Public Library District

Income Statement-Consolidated

December 31, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Deferred Compensation	\$15,868	\$16,667	\$799	\$97,041	\$100,000	\$2,959	\$200,000	49%
Group Health	\$32,715	\$32,739	\$23	\$191,050	\$196,431	\$5,381	\$392,862	49%
Health Reimbursement Account	\$2,281	\$4,500	\$2,220	\$26,931	\$27,000	\$69	\$54,000	50%
Dental	\$652	\$1,667	\$1,015	\$7,654	\$10,000	\$2,346	\$20,000	38%
Vision	\$491	\$535	\$43	\$2,958	\$3,207	\$249	\$6,414	46%
FSA fee	\$59	\$63	\$4	\$651	\$675	\$24	\$1,050	62%
Life, LTD, AD&D, STD	\$1,567	\$1,600	\$33	\$10,225	\$9,600	(\$625)	\$19,200	53%
Total Employee Fringe Benefits	\$53,632	\$57,769	\$4,137	\$336,510	\$346,913	\$10,403	\$693,526	49%
Utilities								
Gas	\$1,548	\$1,250	(\$298)	\$1,548	\$7,500	\$5,952	\$15,000	10%
Electric	\$4,972	\$6,667	\$1,695	\$38,870	\$40,000	\$1,130	\$80,000	49%
Water	\$357	\$583	\$226	\$3,578	\$3,500	(\$79)	\$7,000	51%
Total Utilities	\$6,876	\$8,500	\$1,624	\$43,996	\$51,000	\$7,004	\$102,000	43%
Capital Expenditures								
Special Reserve - Building		\$6,000	\$6,000		\$36,000	\$36,000	\$72,000	
Special Reserve - Equipment		\$70,577	\$70,577		\$423,460	\$423,460	\$846,920	
Special Reserve - Construction Project	\$550,991	\$339,850	(\$211,141)	\$2,465,600	\$2,039,100	(\$426,500)	\$4,078,200	60%
Total Capital Expenditures	\$550,991	\$416,427	(\$134,564)	\$2,465,600	\$2,498,560	\$32,960	\$4,997,120	49%
Audit								
Audit Expense				\$16,900	\$17,500	\$600	\$17,500	97%
Total Audit Expenditures	\$0	\$0	\$0	\$16,900	\$17,500	\$600	\$17,500	97%
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	\$22,260	\$24,167	\$1,906	\$131,620	\$145,000	\$13,380	\$290,000	45%
Total Social Security Expenditures	\$22,260	\$24,167	\$1,906	\$131,620	\$145,000	\$13,380	\$290,000	45%

Niles Public Library District Income Statement-Consolidated

December 31, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Workers' Compensation								
Workers' Compensation				\$24,124	\$20,000	(\$4,124)	\$20,000	121%
Total Workers' Compensation Expenditures	\$0	\$0	\$0	\$24,124	\$20,000	(\$4,124)	\$20,000	121%
Unemployment Compensation								
Unemployment Compensation	\$283	\$1,500	\$1,217	\$2,514	\$9,000	\$6,486	\$18,000	14%
Total Unemployment Compensation Expenditures	\$283	\$1,500	\$1,217	\$2,514	\$9,000	\$6,486	\$18,000	14%
Building & Equipment Maintenance								
Repairs & Improvements	\$2,779	\$3,308	\$529	\$23,132	\$19,850	(\$3,282)	\$39,700	58%
Contractual Maintenance	\$4,767	\$3,093	(\$1,674)	\$13,882	\$18,557	\$4,676	\$37,115	37%
Non-Contractual Maintenance	\$224	\$950	\$726	\$1,616	\$5,700	\$4,084	\$11,400	14%
Equipment Maintenance	\$360	\$3,128	\$2,768	\$4,234	\$18,770	\$14,536	\$37,540	11%
Non Capital Expenses		\$2,000	\$2,000	\$5,475	\$12,000	\$6,525	\$24,000	23%
Furniture & Fixtures	\$450	\$5,000	\$4,550	\$42,775	\$30,000	(\$12,775)	\$60,000	71%
Total Building & Equipment Maintenance Expenditures	\$8,581	\$17,480	\$8,899	\$91,115	\$104,877	\$13,763	\$209,755	43%
Total Expenditures	\$1,045,885	\$918,822	(\$127,064)	\$5,442,470	\$5,555,814	\$113,344	\$11,111,145	49%
NET SURPLUS/(DEFICIT)	(\$650,370)	(\$911,909)	\$261,539	(\$2,054,622)	(\$2,293,766)	\$239,144	(\$4,120,420)	50%

Niles Public Library District

Income Statement-General Fund

December 31, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes	\$367,842		\$367,842	\$3,084,117	\$3,220,522	(\$136,405)	\$6,852,175	45%
Replacement Taxes	\$6,953		\$6,953	\$54,827		\$54,827		
Per Capita Grant				\$58,868		\$58,868	\$54,000	109%
Grants-Other				\$10,877		\$10,877	\$1,000	1,088%
Investment Income	\$793	\$1,667	(\$873)	\$10,616	\$10,000	\$616	\$20,000	53%
Fines	\$3,544	\$3,333	\$210	\$22,569	\$20,000	\$2,570	\$40,000	56%
Lost Books	\$435	\$625	(\$190)	\$4,318	\$3,750	\$568	\$7,500	58%
Pay For Print	\$36	\$1,250	(\$1,214)	\$7,569	\$7,500	\$69	\$15,000	50%
Flash Drive & Ear Bud Sales				\$12		\$12		
Commissions & Fees					\$50	(\$50)	\$100	
Donations-Friends of the Library							\$500	
Donations		\$21	(\$21)		\$125	(\$125)	\$250	
Miscellaneous		\$17	(\$17)	\$1,318	\$100	\$1,218	\$200	659%
Total Revenues	\$379,602	\$6,913	\$372,689	\$3,255,092	\$3,262,047	(\$6,955)	\$6,990,725	47%
Expenditures								
Salaries								
Library Director	\$9,494	\$9,632	\$138	\$56,962	\$57,790	\$828	\$115,580	49%
Payroll-Department Managers	\$22,496	\$20,918	(\$1,578)	\$124,800	\$125,508	\$708	\$251,016	50%
Payroll-Division Supervisors	\$43,668	\$49,578	\$5,910	\$288,945	\$297,470	\$8,525	\$594,940	49%
Payroll-Librarian I	\$99,218	\$97,107	(\$2,111)	\$583,347	\$582,639	(\$708)	\$1,165,279	50%
Payroll-Library Grade V	\$51,234	\$50,038	(\$1,196)	\$289,421	\$300,225	\$10,804	\$600,450	48%
Payroll-Library Grade VI	\$40,737	\$36,949	(\$3,787)	\$222,323	\$221,696	(\$626)	\$443,393	50%
Payroll-Library Pages	\$12,428	\$12,065	(\$363)	\$65,573	\$72,392	\$6,819	\$144,784	45%
Payroll-Sundays	\$7,792	\$6,417	(\$1,375)	\$36,574	\$38,500	\$1,926	\$77,000	47%
Adjustments							\$10,000	
Substitutes		\$667	\$667	\$684	\$4,000	\$3,316	\$8,000	9%
Total Salaries	\$287,066	\$283,370	(\$3,696)	\$1,668,628	\$1,700,221	\$31,593	\$3,410,442	49%

Niles Public Library District

Income Statement-General Fund

December 31, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$12,409	\$11,917	(\$492)	\$67,650	\$71,500	\$3,850	\$143,000	47%
Books-Youth Services	\$2,221	\$5,750	\$3,529	\$23,169	\$34,500	\$11,331	\$69,000	34%
Books-Teen	\$476	\$1,250	\$774	\$7,372	\$7,500	\$128	\$15,000	49%
Downloadables	\$1,773	\$4,583	\$2,810	\$38,527	\$27,500	(\$11,027)	\$55,000	70%
Periodicals	\$72	\$2,000	\$1,928	\$3,042	\$12,000	\$8,958	\$24,000	13%
AV-Adult	\$7,527	\$7,917	\$390	\$48,980	\$47,500	(\$1,480)	\$95,000	52%
AV-Youth Services	\$2,125	\$3,808	\$1,684	\$14,970	\$22,850	\$7,880	\$45,700	33%
AV-Teen	\$676	\$1,083	\$407	\$4,949	\$6,500	\$1,551	\$13,000	38%
Online Databases	\$35,318	\$16,750	(\$18,568)	\$147,470	\$100,500	(\$46,970)	\$201,000	73%
Total Library Materials	\$62,597	\$55,058	(\$7,539)	\$356,129	\$330,350	(\$25,779)	\$660,700	54%
Library Operating Expenditures								
CCS Charges	\$4,209	\$6,500	\$2,291	\$40,749	\$39,000	(\$1,749)	\$78,000	52%
Processing & Supplies	\$934	\$2,500	\$1,566	\$4,090	\$15,000	\$10,910	\$30,000	14%
Internet Charges	\$1,240	\$1,600	\$360	\$8,273	\$9,600	\$1,327	\$19,200	43%
Software, Licenses	\$6,792	\$3,520	(\$3,272)	\$12,129	\$21,122	\$8,993	\$42,243	29%
Printing	\$6,977	\$8,113	\$1,135	\$16,916	\$21,075	\$4,159	\$42,150	40%
Library Supplies	\$393	\$1,000	\$607	\$6,015	\$6,000	(\$15)	\$12,000	50%
Programming & Support-Adult	\$996	\$1,717	\$721	\$7,865	\$10,300	\$2,435	\$20,600	38%
Programming & Support-Juvenile	\$2,771	\$2,875	\$104	\$16,766	\$17,250	\$484	\$34,500	49%
Programming & Support-Joint	\$863	\$333	(\$529)	\$1,132	\$2,000	\$868	\$4,000	28%
Programming & Support-Teen	\$458	\$583	\$125	\$1,993	\$3,500	\$1,507	\$7,000	28%
Public Performing Rights				\$1,317	\$1,313	(\$4)	\$1,313	100%
CCS Communications	\$326	\$417	\$91	\$2,276	\$2,500	\$224	\$5,000	46%
Computer Charges OCLC	\$1,379	\$1,400	\$22	\$8,272	\$8,402	\$130	\$16,804	49%
Miscellaneous	(\$244)	\$83	\$327	\$607	\$500	(\$107)	\$1,000	61%
Per Capita Grant Expenditures				\$26,888		(\$26,888)	\$57,000	47%
Grant - Other Expenditures	\$178	\$83	(\$95)	\$8,613	\$500	(\$8,113)	\$1,000	861%
Volunteers				\$187		(\$187)	\$3,000	6%
Total Library Operating Expenditures	\$27,273	\$30,725	\$3,452	\$164,088	\$158,061	(\$6,027)	\$374,810	44%

Niles Public Library District

Income Statement-General Fund

December 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	\$5,968	\$2,804	(\$3,164)	\$17,957	\$16,825	(\$1,132)	\$33,650	53%
Copiers	\$578	\$833	\$255	\$3,425	\$5,000	\$1,575	\$10,000	34%
Professional Development	\$766	\$3,408	\$2,642	\$8,663	\$20,450	\$11,786	\$40,899	21%
Mileage	\$96	\$250	\$154	\$1,492	\$1,500	\$8	\$3,000	50%
Professional Collection	\$14	\$333	\$319	\$238	\$2,000	\$1,762	\$4,000	6%
Legal Fees	\$312	\$3,333	\$3,021	\$4,930	\$20,000	\$15,070	\$40,000	12%
Consultants		\$1,667	\$1,667	\$2,702	\$10,000	\$7,298	\$20,000	14%
Kitchen Supplies	\$27	\$158	\$131	\$82	\$950	\$868	\$1,900	4%
Promotional Expense	\$6,147	\$1,708	(\$4,438)	\$12,920	\$10,250	(\$2,670)	\$20,500	63%
Office Supplies	\$3,404	\$2,083	(\$1,321)	\$11,761	\$12,500	\$739	\$25,000	47%
Postage & Freight	\$442	\$1,500	\$1,058	\$6,353	\$9,000	\$2,647	\$18,000	35%
Publication of Notices-Legal		\$100	\$100	\$942	\$600	(\$342)	\$1,200	79%
Publication of Notices-Advertisements		\$42	\$42		\$250	\$250	\$500	
Subscriptions & Dues	\$120	\$750	\$630	\$5,526	\$4,500	(\$1,026)	\$9,000	61%
Collection Services	\$70	\$83	\$14	\$253	\$500	\$247	\$1,000	25%
Telephone	\$216	\$1,375	\$1,159	\$8,495	\$8,250	(\$245)	\$16,500	51%
Trustee Expense	\$5,299	\$833	(\$4,465)	\$6,847	\$5,000	(\$1,847)	\$10,000	68%
Equipment Rental	\$760	\$417	(\$343)	\$7,552	\$2,500	(\$5,052)	\$5,000	151%
Payroll Service	\$949	\$775	(\$174)	\$5,173	\$4,650	(\$523)	\$9,300	56%
Bank Fees	\$233	\$250	\$17	\$1,578	\$1,500	(\$78)	\$3,000	53%
Parking Lease	\$881	\$881		\$5,286	\$5,286		\$10,572	50%
Total General and Administration	\$26,280	\$23,585	(\$2,695)	\$112,176	\$141,510	\$29,334	\$283,021	40%
Vehicle Operation								
Gas, Oil, Grease	\$46	\$83	\$37	\$419	\$500	\$81	\$1,000	42%
Repairs & Maintenance		\$150	\$150		\$900	\$900	\$1,800	
Miscellaneous		\$8	\$8		\$50	\$50	\$100	
Auto Insurance				\$1,371	\$1,371		\$1,371	100%
Total Vehicle Operation	\$46	\$242	\$195	\$1,790	\$2,821	\$1,031	\$4,271	42%
Employee Fringe Benefits								

Niles Public Library District
Income Statement-General Fund

December 31, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Deferred Compensation	\$15,868	\$16,667	\$799	\$97,041	\$100,000	\$2,959	\$200,000	49%
Group Health	\$32,715	\$32,739	\$23	\$191,050	\$196,431	\$5,381	\$392,862	49%
Health Reimbursement Account	\$2,281	\$4,500	\$2,220	\$26,931	\$27,000	\$69	\$54,000	50%
Dental	\$652	\$1,667	\$1,015	\$7,654	\$10,000	\$2,346	\$20,000	38%
Vision	\$491	\$535	\$43	\$2,958	\$3,207	\$249	\$6,414	46%
FSA fee	\$59	\$63	\$4	\$651	\$675	\$24	\$1,050	62%
Life, LTD, AD&D, STD	\$1,567	\$1,600	\$33	\$10,225	\$9,600	(\$625)	\$19,200	53%
Total Employee Fringe Benefits	\$53,632	\$57,769	\$4,137	\$336,510	\$346,913	\$10,403	\$693,526	49%
Utilities								
Gas	\$1,548	\$1,250	(\$298)	\$1,548	\$7,500	\$5,952	\$15,000	10%
Electric	\$4,972	\$6,667	\$1,695	\$38,870	\$40,000	\$1,130	\$80,000	49%
Water	\$357	\$583	\$226	\$3,578	\$3,500	(\$79)	\$7,000	51%
Total Utilities	\$6,876	\$8,500	\$1,624	\$43,996	\$51,000	\$7,004	\$102,000	43%
Total Expenditures	\$463,771	\$459,249	(\$4,522)	\$2,683,317	\$2,730,876	\$47,559	\$5,528,770	49%
NET SURPLUS/(DEFICIT)	(\$84,169)	(\$452,336)	\$368,167	\$571,775	\$531,171	\$40,604	\$1,461,955	39%

Niles Public Library District
Income Statement- YTD Special Revenue Funds
December 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	\$485	\$485	\$130,816	\$485	\$485		\$132,755	
Total Revenues	\$485	\$485	\$130,816	\$485	\$485	\$0	\$132,755	\$0
Expenditures								
Audit								
Audit Expense	\$16,900						\$16,900	\$17,500
Total Audit Expenditures	\$16,900	\$0	\$0	\$0	\$0	\$0	\$16,900	\$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			\$131,620				\$131,620	\$290,000
Total Social Security Expenditures	\$0	\$0	\$131,620	\$0	\$0	\$0	\$131,620	\$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					\$2,514		\$2,514	\$18,000
Total Unemployment Compensation Expenditures	\$0	\$0	\$0	\$0	\$2,514	\$0	\$2,514	\$18,000
Building & Equipment Maintenance								
Repairs & Improvements						\$23,132	\$23,132	\$39,700
Contractual Maintenance						\$13,882	\$13,882	\$37,115
Non-Contractual Maintenance						\$1,616	\$1,616	\$11,400
Equipment Maintenance						\$4,234	\$4,234	\$37,540

Niles Public Library District
Income Statement- YTD Special Revenue Funds

December 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						\$5,475	\$5,475	\$24,000
Furniture & Fixtures						\$42,775	\$42,775	\$60,000
Total Building & Equipment Maintenance Expenditures	\$0	\$0	\$0	\$0	\$0	\$91,115	\$91,115	\$209,755
Total Expenditures	\$16,900	\$27,280	\$131,620	\$24,124	\$2,514	\$91,115	\$293,552	\$585,255
BEGINNING FUND BALANCE	\$53,007	\$260,924	\$174,268	\$76,418	\$49,864	\$550,824	\$1,165,305	\$0
NET SURPLUS/(DEFICIT)	(\$16,415)	(\$26,795)	(\$804)	(\$23,639)	(\$2,029)	(\$91,115)	(\$160,797)	\$0
ENDING FUND BALANCE	\$36,592	\$234,129	\$173,464	\$52,779	\$47,834	\$459,710	\$1,004,508	\$0

Director's Report January 2014

As the year came to a close, so did the year-long renovation project. We are still tweaking a few things and waiting for some furniture and lighting, but the big stuff is done! The 3M equipment is mostly all here and working. On the average, 74% of our circulation is being done on the self-check. Some of our patrons have taken to it quickly while others are still requiring help, but I am pleased with progress. The patrons LOVE that the things they are returning are checked-in immediately and that they are able to get a receipt. Still a few bugs to work out, but all and all, it is good.

Once again, I commend the staff for all the effort they are putting in to making our patrons feel welcome and comfortable while they continue to learn new things themselves.

Barb spent most of the month of December working with 3M, Patron Services, Joel and our IT staff in order to keep everyone up to speed with the sorter. The staff already had some experience with the self check-out machines, but the sorter is a whole other thing! There's a great deal of coordinating in order to make it work.

In December, all of the people who want to participate in the Niles Buzz Blog met with Sue, Susan and Sasha. They received guidelines and many of them have already begun to post. Our goal is to have something new every day. Sasha also worked with Mightybytes to have the blog content feed into the website—teen posts will go on the teen page, news posts will go on the front page, and so on. In it's first couple of weeks of existence, the Niles Buzz Blog received 177 hits.

Speaking of the website, here is an interesting set of statistics. In December, our Illinois users (93% of our total) came from these places:

Niles	5,269
Chicago	5,127
Glenview	1,048
DesPlaines	910
Morton Grove	883
Park Ridge	502
Lincolnwood	233
Evanston	205
Arlington Hts	167

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 **21,761** views!
- December was a whirlwind of construction in KidSpace; areas being closed off and reopened, collections shifting, and furniture being delivered. It was very exciting, but also challenging. Our wonderful staff managed to keep smiling and keep patrons smiling the whole month. We are very excited about getting back to a full schedule of programming and welcoming patrons into our new space.
- Stevenson School won Battle of the Books this year. All the teams did a super job, as usual. The audiences were large and enthusiastic, and it's always great fun to see all of this excitement around a reading event!
- We hosted a group of 40 people at the North Shore Center for the Performing Arts to go "behind the scenes" at the Salt Creek Ballet's production of **The Nutcracker**. This was our first collaboration with the Center, and it went extremely well. Patrons got to see the amazing costumes and sets, walk around on the stage, and learn about what it takes to put on a production of this magnitude. We hope to do more of this type of arts programming in the future.

- The Outreach Department was the hardest hit during the construction project. They had to move out of their space in completely when the HVAC portion began and, soon after they moved back in, they were joined by the entire circulation workroom! They now have their space back and are able to get things in order.
- Rich, Don, Pete and Greg made sure that all the computers that needed to be moved to the new lobby were in their places when we needed them. Rich has been working closely with Barb and 3M to make sure that the self-checks and sorter are all working as we need.
- The Paging staff has done an excellent job of keeping up with the shelving and shifting while learning the 3M sorter.
- In the first month of business, Teen Underground had 816 teen visitors—an excellent start. The Teen librarians threw an afterhours party to celebrate the opening. The teens also decorated the Library’s Christmas tree at Golf Mill, and we had our best finish in the number of canned items donated ever—third place!



The Mad-Hatter Teen Party

Trustee Calendar

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.

February

2/19—Regular Meeting of the Board of Trustees

March

3/11-14 Public Library Association Conference in Indianapolis

3/19—Regular Meeting of the Board of Trustees

Monthly Statistical Report --December 2013						
LOAN OF LIBRARY MATERIALS	Current	Current	Prior	%		
	Month	YTD	YTD	Change		
Adult	40,945	250,265	309,265	-19.08%		
Teens	3,074	19,912				
Juvenile	30,885	226,163	248,182	-8.87%		
TOTAL Loan of Library Materials	74,904	496,340	557,447	-10.96%		
LOAN OF MATERIAL BY TYPE	Current	Prior Year	%	Current	Prior	%
	Month	Same month	Change	YTD	YTD	Change
Adult						
Print	18,489	20,092	-7.98	109,096	139,226	-21.64
Periodical	804	673	19.47	5,604	4,487	24.89
Audio	5,308	8,412	-36.90	31,292	46,880	-33.25
DVD	15,363	19,888	-22.75	98,631	118,672	-16.89
Digital	981	0	0.00	5,642	0	
TOTAL Adult Loans	40,945	49,065	-16.55	250,265	309,265	-19.08
Teens						
Print	2,205	0		14,354		
Periodical	25	0		25		
Audio	509	0		3,398		
DVD	301	0		1,840		
Digital	34	0		295		
TOTAL Teen Loans	3,074	0		19,912	0	
Juvenile						
Print	18,872	25,235	-25.21	150,902	167,936	-10.14
Periodical	76	118	-35.59	570	821	-30.57
Audio	2,340	2,846	-17.78	15,945	17,564	-9.22
DVD	7,559	9,810	-22.95	51,706	61,861	-16.42
Digital	2,038			7,040	0	
TOTAL Juvenile Loans	30,885	38,009	-18.74	226,163	248,182	-8.87
ONLINE DATABASE USE	Current Month	Prior Year/Same Month	% Change	Current YTD	Prior YTD	% Change
Total Database Use	18,865					
Hold	Current Month	Prior Year Same Month				
Hold Placed	10,185		9,785	4.09		
Hold Made Available	12,140		11,784	3.02		
Patron Registration	Added this month	Total	Prior year same month	% Change		
New District cards	172	25,368	171	1		
Patron Count	Current Month	Prior Year Same Month	% Change			
Unique Library cards used	4,411		5,116	-14		
e-News subscribers	7,862					
IN-HOUSE USE OF MATERIALS	Current Month	Prior Year/Same Month	% Change	Current YTD	Prior YTD	% Change
Reference--Adult	160	390	-58.97	2,345	2,996	-21.73
Circulating--Juvenile	3,338	4,539	-26.46	21,601	32,066	-32.64
Circulating--Adult	3,047	4,457	-31.64	21,115	32,620	-35.27
TOTAL In-house Use of Print Materials	6,545	9,386	-30.27	45,061	67,682	-33.42
PC Users by Area	Current Month	Prior Year/Same Month	% Change	Current YTD	Prior YTD	% Change
Adult Services	3,138	465	574.84	21,860	29,633	-26.23
Youth Services	928	1,203	-22.86	4,986	9,034	-44.81
Express Internet	826	2,623	-68.51	8,265	19,989	-58.65
Scanning devices	633	392	61.48	4,134	3,128	32.16
Total Users	5,525	4,683	17.98	39,245	61,784	-36.48
Website Hits	17,412					
Facebook "Likes" to date	692					
Media Hits (includes print and online articles and listing	51					

TECHNICAL SERVICES						
	Items	Items	Library			
	Added	Withdrawn	Holdings			
December	14,127	17,211	276,023			
Library Services	Current Month	Year to date				
Notary Public	16	167				
Test Proctoring	7	26				
Voters' Registration	0	29				
VOLUNTEER HOURS	Number of people	Total hours				
Adult Services & Programs - Fic, AV, Ref	19	86				
Young Adult Services & Programs - Fic and Ref	9	19				
Youth Services Programs & General	8	23				
General Library & Library Events	10	75				
Total Volunteers/Hours this month	46	203				
<i>NOTE: Last year volunteers/hours same month</i>	76	322				
Service Desks	Current Month	Prior Year	% Change			
Adult Services (3rd floor)						
Quick Questions/Ready Reference	992	1,452	-31.68			
Reference/Research	838	1,783	-53.00			
Total Reference Desk	1,830	3,235	-43.43			
Fiction/Audiovisual Services (2nd floor)	Current Month	Prior Year	% Change			
Quick Questions/Ready Reference	1,480	943	56.95			
Reference/Research	1,577	4,182	-62.29			
Total InfoDesk	3057	5,125	-40.35			
Technology Desk	Current Month	Prior Year				
Quick Questions/Ready Reference	1,176					
Reference/Research	588					
Total Tech Desk	1,764					
Grand Total	6,651	8,360	-20.44			
Interlibrary Loan	Current Month	Prior Year	% Change			
Books, A-V						
Items lent to offline libraries	180	304	-40.79			
Items received from offline libraries for patrons	75	103	-27.18			
Total	255	407	-37.35			
Outreach Services	Current Month	Prior Year				
	Homebound	Homebound				
	215 patrons; 189 visits	204 patrons; 182 visits				
	Institutions	Institutions				
	9 institutions; 9 visits	9 institutions; 9 visits				
	Schools	Schools				
	441 items; 15 visits	302 items; 11 visits				
Outreach Services	Current Month	Prior Year	% Change			
Reference/Research	349	285	22.46			
Bulk Loan Items Delivered to Nursing Homes	440	440	0.00			
Materials pulled for Homebound Users	1,017	959	6.05			
Total Outreach	1,806	1,684	7.24			
	Current Month	Prior Year				
Teen Desk						
Quick Questions/Ready Reference	161	n/a				
Reference/Research	128	n/a				
Total Teen Desk	289	0				
	Current Month	Prior Year	% Change			
Youth Services						
Quick Questions/Ready Reference	1,997	3,717	-46.27			
Reference/Research	2,035	2,374	-14.28			
School Loans pulled	21	22	-4.55			
Museum Adventure passes distributed	6	21	-71.43			
Total	4,059	6,134	-33.83			

LIBRARY PROGRAMS	This Month	Attendance	Attendance Prior Year	% Change		
Programs--Youth						
Reading Patch Club	1	17				
Babytime	5	171				
Rise & Shine Storytime	3	47				
Book Buddies	6	16				
Bibliobop	1	33				
Lego Club	1	20				
Second Sunday	1	82				
Yoga	1	13				
Behind the Scenes at the Nutcracker	1	41				
Librarians Visiting Schools	27	457				
Movies	1	55				
Girl Scouts Visit	1	28				
Battle of the Books	3	327				
Winter Reading Club	1	231				
Winter Craft	1	376				
In-dept. games and puzzles	1	766				
Total Youth Services Programs	55	2,680	3,690	-27.37		
Programs--Teens						
Anime & Manga Club	1	17				
Teen Advisory Board	1	9				
Emerson Booktalks	0	0				
Emerson Book Club	1	10				
Famished for Fiction	1	31				
Mad Hatters Party	1	30				
Teen Movie	1	6				
Winter Reading Club	26	69				
Total Teen Programs	32	172	206	-16.50		
Programs--Adult						
Outreach Low Vision Book Discussion	1	12				
Outreach Book Discussions at nursing homes	3	16				
Book discussions	2	20				
SCORE	1	1				
Clubs	2	10				
Senior Coffee Hour: Introducing Estee Lauder	1	28				
Holiday Open House	1	127				
Opera Lecture	1	3				
Information Programs	3	12				
Winter Reading Club	1	32				
Movies/Television	7	31				
The Limitations	1	91				
Total Adult Programs	24	355	368	-4		
Outside Meetings						
Niles All American Toastmasters	2	27				
Those Were the Days Radio Players (Rehearsal)	2	30				
Ligia Amarei (New Mom's Group)	1	15				
Capri Condominium Association	1	12				
Total Outside Meetings	2	30	163	-82		
Total Meeting and Program Attendance	113	3,237	4,427	-27		

JANUARY 2014 BOARD MEETING AGENDA

Communications

1. Thank you note from Arianne Cary for the donation to St. Vincent DePaul in memory of her grandmother, Ms. Mary Ann Radtke. A letter received from St. Vincent DePaul acknowledging the donation.
2. Thank you note from Magda Wuehr and family for the baby gift card.
3. Thanks you notes from Emily Bisplinghoff and Carol Jung for the staff holiday luncheon and Target gift card.
4. Thank you note from Diane Winberg for the donation to Angels Grace Hospice Center in memory of her mother-in-law, Ms. Doris Winberg. A letter received from ProHealth Care Foundation acknowledging the donation.

THANK YOU

A note of thanks to the library for
the donation to the St Vincent de Paul
Society in my grandmother Mary Jane Rastke's
name. She was a spitfire of a lady &
we will miss her so.

- Annette Casey

Dear NPLD Staff and Trustees,

Steve and I really appreciate the baby
gift card. It is very generous and we
sincerely appreciate it. We have already
put it to good use and used it for
diapers and a baby swing. Thank you
again!

Sincerely,
Steve, Magda & Joshua



NATIONAL COUNCIL OF THE UNITED STATES
SOCIETY OF ST. VINCENT DE PAUL, INC.

December 17, 2013

Niles Public Library District
6960 Oakton St
Niles, IL 60714

Dear Friends,

On behalf of the National Council of the United States Society of St. Vincent de Paul, we take this opportunity to personally thank you for your donation of \$50.00 in memory of Ms. Mary Jane Radtke, which we received on December 3, 2013. An acknowledgement of your remembrance has been sent.

Your contribution will help to provide the resources to serve those living in poverty. Your generosity enables us to fulfill our mission of advocating for the poor, oppressed, displaced, hungry, and disease-stricken as Vincent de Paul did. Today, his work continues, through Vincentians at the local conferences and councils, except there are a great number of individuals from all walks of life that now need emergency assistance.

Because of your generosity, we will be able to make an impact in the lives of many. The National Council can continue to respond to the growing, often desperate needs among God's people.

In the spirit of St. Vincent de Paul and Blessed Frédéric Ozanam,

Sheila K Gilbert *Dave Barringer*

Sheila K. Gilbert
National President

Dave Barringer
Chief Executive Officer

Employer matching gift programs are a great way to double your donation.

Please remember the National Council Society of St. Vincent de Paul in your will and trusts.

The Society of St. Vincent de Paul is a 501 (c) (3) tax-exempt organization.
No goods or services have been exchanged for this contribution.
Please retain this document for your tax records.



12/29/13

This card is a bit delayed, but the sentiment is the same. I hope you had a great holiday season and a wonderful 2014. I've only worked here for a few months, but it's been a great experience.

Wishing you magic
and wonder this
Christmas.

Thank you so much for the opportunity. I was really shocked by such a generous gift from the library administration.

It is quite appreciated.

Sincerely,

Emily Bisplinghoff

Wishing you
a new year
filled with
beautiful
moments.

Thank you for the
Holiday Luncheon and
Target Gift Card.

Best Wishes for the
New Year.

Carol Jung
Tech Services

DEAR LINDA, STAFF AND BOARD MEMBERS—

Thank you for your caring thoughts
and generous donation to Angels
GRACE HOSPICE CENTER in memory of
my Mother-in-law, Doris Winberg.
THE STAFF AT THIS HOSPICE CENTER
GAVE DORIS SUCH KIND AND GENTLE
CARE. DORIS WAS A VERY LOVELY PERSON—
SHE WILL BE MISSED.

YOUR THOUGHTFULNESS MEANS VERY
MUCH TO ME AND MY FAMILY.

DIANE WINBERG



January 2, 2014

Ms. Linda Weiss
Niles Public Library
6960 West Oakton St
Niles, IL 60714

Dear Ms. Weiss,

You are helping ProHealth Care provide high quality health care to friends and neighbors throughout our community. Thank you for your December 2013 gift of \$50.00 to the ProHealth Care Foundation in memory of Doris M. Winberg. Your donation will be used to support AngelsGrace Hospice.

The ProHealth Care Foundation was formed to support the mission of ProHealth Care to continuously improve the health of our community. We accomplish this task by providing philanthropic support to a variety of programs and services throughout the ProHealth Care system. In the past year, gifts from donors like you have supported community care and patient comforts at AngelsGrace Hospice; purchased 3D Mammography equipment at Oconomowoc Memorial Hospital; funded facility improvements at Waukesha Memorial Hospital; and enhanced our outreach initiatives including our community outreach nursing, healthy hearts initiative, and the Hispanic Health Resource Center.

Without your support, exciting projects like these would not be possible. Thank you for all you do for the patients of ProHealth Care.

Sincerely,

A handwritten signature in black ink, appearing to read "Nora T. Sale", written over a light blue circular background.

Nora T. Sale
Executive Vice President

DONOR TAX INFORMATION: ProHealth Care Foundation acknowledges that no goods or services have been provided in exchange for your contribution. All donations are tax deductible as prescribed by law.

Supporting ProHealth Care
Waukesha Memorial Hospital | Oconomowoc Memorial Hospital | AngelsGrace Hospice
ProHealth Home Care | ProHealth Home Hospice
ProHealth Care Medical Associates | Rehabilitation Hospital of Wisconsin

Waukesha Office
725 American Avenue
Waukesha, WI 53188
262-928-4903

ProHealthCare.org/Foundation
36

Oconomowoc Office
791 Summit Avenue
Oconomowoc, WI 53066
262-569-0222

January 15, 2014

New Business—Recommended Actions

A. Recommended Action on Ordinance 14-01

MOVE to adopt Ordinance 14-01, an Ordinance Determining Personal Property No Longer Necessary or Useful to the Niles Public Library District and Authorizing Its Conveyance or Sale.

Memorandum A of Recommended Board Action

A copy of the Ordinance is attached. A similar Ordinance was passed in October 2013 for the disposal of computer equipment. It is a requirement that an Ordinance be adopted for the disposal of any library equipment and furniture with a unit value of \$1,000 or less.

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:

“AN ORDINANCE DETERMINING PERSONAL PROPERTY
NO LONGER NECESSARY OR USEFUL TO THE NILES PUBLIC
LIBRARY DISTRICT AND AUTHORIZING ITS CONVEYANCE OR SALE”

adopted at a meeting of the said Board of Library Trustees held on the 15th day of January, 2014.

IN WITNESS WHEREOF, I have hereunto set my hand this 15th day of January, 2014.

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

ORDINANCE NO. 14-01

**AN ORDINANCE DETERMINING PERSONAL PROPERTY
NO LONGER NECESSARY OR USEFUL TO THE NILES PUBLIC
LIBRARY DISTRICT AND AUTHORIZING ITS CONVEYANCE OR SALE**

WHEREAS, the Board of Trustees of the Niles Public Library District, Cook County, Illinois, is the owner of the personal property described on Exhibit A attached hereto and incorporated herein by reference; and

WHEREAS, it is the opinion and finding of the Board of Trustees of the Niles Public Library District that said personal property has a unit value of \$1,000.00 or less and is no longer necessary or useful for Library District purposes and should be sold or otherwise disposed of; and

WHEREAS, the Board of Trustees of the Niles Public Library District, Cook County, Illinois, has authority pursuant to Sections 30-55.30 and 30-55.32 of the Illinois Library District Act (75 ILCS 16/30-55.30; 16/30-55.32) to sell or dispose of personal property no longer needed for Library District purposes; and

WHEREAS, the Board of Trustees has determined that it is in the Library District's best interest to sell or dispose of the personal property identified on Exhibit A.

NOW, THEREFORE, BE IT ORDAINED by the Board of Trustees of the Niles Public Library District, Cook County, Illinois, as follows:

SECTION 1: The above recitals are hereby incorporated into this section as fully as if they were set forth herein in their entirety.

SECTION 2: Pursuant to Sections 30-55.30 and 30-55.32 of the Illinois Library District Act, it is the opinion of and finding of the Board of Trustees of the Niles Public Library District that the personal property identified on Exhibit A now owned by the Niles Public Library District is no longer necessary or useful to said Library District, and its best interests will be served by the sale or disposal of such personal property.

SECTION 3: The Library Director or her designee is authorized and directed to dispose of the personal property listed in Exhibit A by sale or otherwise if no offers are received. The Library Director is authorized to execute a bill of sale and any other documents necessary to dispose of the personal property.

SECTION 4: The property is to be sold and/or disposed of “as is” and without warranties. In particular, the Niles Public Library District makes no warranties or representations expressed or implied about the performance ability of the subject property, about its present state of repair, about its condition or maintenance, or its merchantability or fitness for a particular purpose. The Library Director may require that the Buyer or transferee take ownership of the property upon execution of an “indemnification and hold harmless agreement” in substantially the same form as that attached as Exhibit B and if sold, upon payment of the full price of the personal property.

SECTION 5: This Ordinance shall be in full force and effect upon its adoption and publication as provided by law and shall supersede any ordinance or parts of ordinances in conflict with any part herein and any such ordinance or parts of ordinances are hereby repealed to the extent of the conflict.

SECTION 6: If any section, paragraph or provision of this Ordinance shall be held invalid or unenforceable for any reason, such invalidity or unenforceability shall not affect any of the remaining provisions of this Ordinance.

ADOPTED this 15th day of January, 2014, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

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

ATTEST:

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

Exhibit A – The property to be disposed of:

- 1 6' table
- 1 8' table
- 2 Wooden shelves
- 12 office chairs/stools
- 7 end panels
- 18 carrels, various sizes
- 13 tables, various sizes
- 50 wooden chairs, various sizes
- 2 board book cases
- 3 armchairs

Exhibit B

**BILL OF SALE AND INDEMNIFICATION
AND HOLD HARMLESS AGREEMENT**

_____ (the "Buyer") agrees to the following condition in consideration of the Niles Public Library District's sale of property described as follows:

Description:

The Buyer agrees that all understandings and agreements heretofore had between the parties to this agreement are merged in this agreement, which alone fully and completely express this agreement.

The Buyer acknowledges and agrees that the property is being sold or otherwise transferred and that the Buyer receives the property "AS IS" with no express or implied representations or warranties of any kind being made with regard to the property or the matters relating thereto. All warranties with respect to the property are hereby disclaimed. In particular THE NILES PUBLIC LIBRARY DISTRICT MAKES NO WARRANTIES OR REPRESENTATION EXPRESSED OR IMPLIED ABOUT THE PERFORMANCE ABILITY OF THE SUBJECT ITEM OR ITEMS, ABOUT ITS PRESENT STATE OF REPAIR, ABOUT ITS CONDITION OR MAINTENANCE, OR ITS MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. Any risks and responsibility relating to the Property are assumed by the Buyer and disclaimed by the Seller. The Buyer shall take all necessary actions and bear all expenses and liability associated with making the Property suitable for Buyer's intended use(s).

Further, the Buyer agrees to indemnify and hold harmless the Niles Public Library District against any and all judgments, decrees, costs, expenses (including reasonable attorney's fees) or any loss the Niles Public Library District might sustain by reason of the transfer or sale of the subject property by the Buyer to any other.

Agreed to this 15th day of January, 2014.

Linda Weiss
Library Director
Niles Public Library District

Buyer

Attest: _____