

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

February 19, 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 January 15, 2014 3
 - B. Approve Minutes of the Special Board Meeting of January 30, 2014 7
 - C. Approve Minutes from the Employee Committee Meeting of February 12, 2014 8
 - D. Approve the payment of the bills for operating expenses of \$189,495.04, payroll expenses of \$289,555.18, and Special Reserve Expenses of \$245,458.59, for a total monthly expense of \$724,508.81 9
 - E. Approve the resignation of Marianne Aban from the part-time position of Patron Services Assistant, effective February 28, 2014
5. Public Comment
6. Treasurer's Report
 - A. Review Financial Report 15
7. Director's Report
 - A. Highlights 31
 - B. Monthly Statistics 34
8. Communications
9. Committee Reports
 - A. Special Reserve Plan Committee
 - B. Employee Benefits Committee
 - 1) Committee Recommendation to the Whole Board to Adopt IMRF
 - 2) Committee Recommendation to the Whole Board to Move Forward with Phase 1 of the Re-Imagination Plan Based on the Original Plan
10. Liaison Reports
 - A. Friends of the Library

Board Meeting Agenda - February 19, 2014

B. Legislative

C. RAILS

11. New Business
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
January 15, 2014
6:30 PM
Board Room
6960 Oakton Street
Niles, Illinois

Trustees Present

Karen Dimond, Carolyn Drblik, Morgan Dubiel, Danette Matyas, Barbara Nakanishi

Trustees Absent

Chris Ball and Linda Ryan arrived at 6:31 PM.

Library Staff Present

Sue Wilsey, Susan Dove-Lempke, Greg Pritz, Linda Weiss, Shelley Sutherland, Dave Dabrowski, Barb Kruser, Judy McNulty, Dodie Frisbie, and Diane Winberg

Guest Present

John Eallonardo, Project Manager and Carol Jung, Employee/Resident

Call to Order

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

Roll Call

The roll was taken by Ms. Winberg.

Pledge of Allegiance

President Dubiel led the Pledge of Allegiance.

Project Update

Mr. Eallonardo started his update with "I think we're done!" He reported that the crews are working their way through the punch list. FQC is in the process of collecting all information on guarantees, warranties, and manuals and will provide the library with a two hard copies of all documentation in addition to a CD with pdf files. FQC will keep a hard copy of everything on file as well.

President Dubiel thanked Mr. Eallonardo and FQC for the "great job."

At this time, Trustee Dimond asked that the project's dedication plaque list the names of the Trustees without titles because the progress of the project lasted through a couple of different boards. Some people are still on board while others are not but were big contributors to the project. Trustee Dimond was informed that the plaque had been ordered and that it may be too late to make any changes. She asked that a motion be made to make this change if there is time. Trustee Nakanishi seconded. Roll Call Vote: Ayes: Dimond, Nakanishi, Ryan. Nays: Ball, Drblik, Dubiel, Matyas. Motion did not carry.

Ms. Weiss added that the additional lighting for the KidSpace is coming from Belgium and that the order is in transit and is on its way down from Canada. There has been a delay in the delivery of some of the furniture for KidSpace. Pieces come in daily and the delivery of the furniture should be complete by the end of the week.

Ms. Weiss asked that the Trustees let Sue Wilsey know whether or not they and a guest will be attending the VIP party on Friday, January 31st. President Dubiel asked that they go around the table to RSVP. Ms. Weiss added that FQC has offered to pay for the appetizers served at the VIP party.

President Dubiel asked that Executive Session be held after the Consent Agenda.

Consent Agenda

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

- A. The Minutes of the Regular Board Meeting of December 18, 2013;
- B. The payment of bills for operating expenses of \$204,665.70, payroll expenses of \$302,785.55, and Special Reserve expenses of \$543,231.51, for a total monthly expense of \$1,050,655.76;
- C. The resignation of Joel Hahn from the full-time position of Lead Cataloger, effective February 14, 2014.

Trustee Ryan seconded.

Trustee Matyas asked that Trustee Nakanishi's name be added to the minutes as being present. Ms. Winberg said she would add her name to the original minutes.

Roll Call Vote: Ayes: Ball, Dimond, Drblik, Dubiel, Matyas, Nakanishi, Ryan. Nays: None. The motion carried.

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; pending and/or probable litigation; and the discussion of minutes of closed session meetings. Trustee Drblik seconded.

Roll Call Vote: Ayes: Ball, Dimond, Drblik, Dubiel, Matyas, Nakanishi, Ryan. Nays: None. The motion carried.

Executive Session began at 6:42 PM. Executive Session ended at 8:07 PM.

Open session began at 8:11 PM, with all members of the Board present except for Trustee Nakanishi who left the meeting at 7:30 PM.

Public Comments

There were none.

Treasurer's Report

The Library Board reviewed the December 2013 Treasurer's Report as reported by Treasurer Drblik. Mr. Pritz highlighted the property tax revenue on page 14.

Director's Report

Ms. Weiss highlighted her written report. She passed around the program schedule for PLA in Chicago and asked that the Trustees let her know if they plan to attend so that registration can be made. Ms. Weiss reported that self-check transactions have exceeded the current goal of 60% and a new goal is set at 75%. She informed the Trustees of the two incentive programs "Big Ideas" and "Shout Out" which have been started for staff. Ms. Weiss provided the Trustees with a schedule for the VIP Event of the Grand Reopening. Ms. Weiss read some tweets received. She added that the staff has gone well above and beyond during the entire project. Stats were provided on the users of the library.

Communications

The communications in the Board Packet were noted. The Trustees agreed that they did not need to be provided with a copy of local newspaper articles and press releases—most have been read during the month.

At this time, Mr. Pritz provided the Board with a power point presentation on organizing principles which he prepared. He also prepared an analysis of the 2013 LACONI Survey showing graphs on data collected from 114 libraries on salaries and fringe benefits based on a facility of a specific size. The Niles Library compared favorably with the average statistics.

The Trustees asked that Mr. Pritz provide them with the power point presentations.

Committee Reports

Special Reserve Plan Committee

No report.

Employee Benefits Committee

No report.

The Board asked Ms. Weiss to email them with dates that would be available for both committees to meet during one meeting.

Liaison Reports

Friends of the Library

Ms. Weiss reported that the Friends have paid for wooden bookmarks that will be distributed during our Grand Re-opening weekend.

Legislative

No report.

RAILS

No report.

New Business

Ordinance 14-01

Trustee Matyas MOVED the Library Board of Trustees 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. Trustee Drblik seconded. Roll call vote: Ayes: Ball, Dimond, Drblik, Dubiel, Matyas, Ryan. Nays: None. Motion carried.

Unfinished Business

Nothing to report.

Final Action, if any, on closed session subjects

Phase I of 2014 Re-Imagination Plan

Trustee Matyas MOVED the Library Board of Trustees approve Phase I of the 2014 Re-Imagination Plan as presented in Executive Session. Trustee Drblik seconded. Roll call vote: Ball, Dimond, Drblik, Dubiel, Matyas, Ryan. Nays: None. Motion carried.

Appointments

Trustee Matyas MOVED the Library Board of Trustees recommend the appointment of Victoria Luz to the full-time position of Technical Services Supervisor at an annual salary of \$55,000, effective February 10, 2014; and the appointment of David Melis, to the full-time position of Technical Services Cataloger, at a rate of \$21.52 per hour, effective February 10, 2014. Trustee Drblik seconded. Roll call vote: Ball, Dimond, Drblik, Dubiel, Matyas, Ryan. Nays: None. Motion carried.

Release of Closed Session Minutes

Trustee Drblik MOVED the Library Board of Trustees release the Executive Session Minutes of July 17, 2013 and July 30, 2014, as amended. Trustee Matyas seconded. Roll call vote: Ball, Dimond, Drblik, Dubiel, Matyas, Ryan. Nays: None. Motion carried.

Adjournment

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

The meeting adjourned at 9:00 PM

President

Secretary

**NILES PUBLIC LIBRARY DISTRICT
Special Board Meeting
January 30, 2014
6:30 PM
Board Room
6960 Oakton Street
Niles, Illinois**

Trustees Present

Karen Dimond, Morgan Dubiel, Danette Matyas, Barbara Nakanishi, Linda Ryan. Chris Ball arrived at 6:45 PM. Carolyn Drblik gave previous notice and arrived at 7:55 PM.

Library Staff Present

Linda Weiss, Greg Pritz, Susan Lempke, Amelia Karns, Sue Wilsey, Barb Kruser

Call to Order

The Special Board Meeting of the Niles Public Library Board of Trustees was called to order at 6:37 PM.

Roll Call

Roll call was taken by Ms. Weiss.

Pledge of Allegiance

President Dubiel led the Pledge of Allegiance.

Executive Session

Trustee Nakanishi motioned that the Library Board of Trustees enter into Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Niles Public Library District; and 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. Trustee Dimond seconded. Roll call vote: Ayes: Ball, Dimond, Dubiel, Matyas, Nakanishi, Ryan. Nays: None. Motion carried.

Executive Session began at 6:40 p.m. Executive Session ended at 7:32 p.m. Open Session began at 7:33 p.m.

Trustee Ball reviewed the Strategic Plan spending.

Final Action, if any, on closed session subject

Trustee Matyas motioned that the Library Board of Trustees hold off on Phase 1 of the Plan. Trustee Drblik seconded. Roll call vote: Ayes: Ball, Drblik, Dubiel, Matyas. Nays: Dimond, Nakanishi, Ryan. Motion carried.

Adjournment

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

The meeting ended at 7:59 PM

President

Secretary

**NILES PUBLIC LIBRARY DISTRICT
Employee Benefits Committee Meeting Minutes
Board Room
6960 Oakton Street
Niles, IL
February 12, 2014**

Call to Order

Meeting began at 7:10 pm and was called to order by Vice-President Karen Dimond. Present were: Barbara Nakanishi. Linda Ryan arrived at 7:45 pm and Carolyn Drblik arrived at 8:10 pm. Also present were: Linda Weiss, Greg Pritz, Barb Kruser; Susan Lempke; and Sue Wilsey. Following the call to order and Pledge of Allegiance, the committee reviewed the Total Compensation Statement.

After reviewing the current benefits, the discussion moved to the retirement plan. The document comparing our current ICMA plan, a proposed alternate plan and IMRF has been updated to reflect the current costs associated with our existing plan. After some discussion, Trustee Dimond asked the committee members if they had any questions and which plan they favored. All three present stated that the IMRF plan was their first choice.

Trustee Nakanishi motioned that the committee recommend to the whole board to adopt IMRF. Linda Ryan seconded the motion. On a voice vote, all ayes.

Trustee Dimond stated that she had some questions for our attorney and would like to request that he be present at our next meeting, if possible. She asked the others present if they had any questions for the attorney, and Trustees Nakanishi and Ryan said they did. Ms. Weiss was requested to invite attorney Dennis Walsh to attend the next meeting.

Trustee Dimond motioned to enter executive session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Niles Public Library District. Ms. Ryan seconded. Executive session began at 7:50 PM. Executive session ended at 8:55 pm.

Trustee Dimond motioned that the committee recommend to the whole board to move forward with Phase I of the re-imagination plan based on the original plan. Trustee Ryan seconded. On a voice vote, all ayes.

Adjournment

The meeting adjourned at 9:10 pm.

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
70724	Accounts Payable	Computer Check	2/19/2014	3M	\$0.00	\$2,400.84	(\$2,400.84)	Outstanding	2/28/2014
70725	Accounts Payable	Computer Check	2/19/2014	3M	\$0.00	\$8,493.17	(\$10,894.01)	Outstanding	2/28/2014
70726	Accounts Payable	Computer Check	2/19/2014	3M	\$0.00	\$460.64	(\$11,354.65)	Outstanding	2/28/2014
70727	Accounts Payable	Computer Check	2/19/2014	ACE RELOCATION SYSTEMS, IN	\$0.00	\$179.40	(\$11,534.05)	Outstanding	2/28/2014
70728	Accounts Payable	Computer Check	2/19/2014	AFLAC	\$0.00	\$766.25	(\$12,300.30)	Outstanding	2/28/2014
70729	Accounts Payable	Computer Check	2/19/2014	ALLIANCE ENTERTAINMENT	\$0.00	\$623.24	(\$12,923.54)	Outstanding	2/28/2014
70730	Accounts Payable	Computer Check	2/19/2014	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$894.00	(\$13,817.54)	Outstanding	2/28/2014
70731	Accounts Payable	Computer Check	2/19/2014	AT&T	\$0.00	\$926.06	(\$14,743.60)	Outstanding	2/28/2014
70732	Accounts Payable	Computer Check	2/19/2014	AT&T	\$0.00	\$43.40	(\$14,787.00)	Outstanding	2/28/2014
70733	Accounts Payable	Computer Check	2/19/2014	AVCAFE	\$0.00	\$314.72	(\$15,101.72)	Outstanding	2/28/2014
70734	Accounts Payable	Computer Check	2/19/2014	ARNIE BERNSTEIN	\$0.00	\$200.00	(\$15,301.72)	Outstanding	2/28/2014
70735	Accounts Payable	Computer Check	2/19/2014	BURGEON GROUP LLC	\$0.00	\$24,987.62	(\$40,289.34)	Outstanding	2/28/2014
70736	Accounts Payable	Computer Check	2/19/2014	DONALD BURKHART	\$0.00	\$25.88	(\$40,315.22)	Outstanding	2/28/2014
70737	Accounts Payable	Computer Check	2/19/2014	ARIANNE CAREY	\$0.00	\$119.32	(\$40,434.54)	Outstanding	2/28/2014
70738	Accounts Payable	Computer Check	2/19/2014	STEVEN L. CARVAJAL	\$0.00	\$14.98	(\$40,449.52)	Outstanding	2/28/2014
70739	Accounts Payable	Computer Check	2/19/2014	CENGAGE LEARNING, INC.	\$0.00	\$3,779.09	(\$44,228.61)	Outstanding	2/28/2014
70740	Accounts Payable	Computer Check	2/19/2014	CENTER POINT LARGE PRINT	\$0.00	\$318.90	(\$44,547.51)	Outstanding	2/28/2014
70741	Accounts Payable	Computer Check	2/19/2014	CINTAS CORPORATION LOC. 769	\$0.00	\$472.90	(\$45,020.41)	Outstanding	2/28/2014
70742	Accounts Payable	Computer Check	2/19/2014	COMCAST	\$0.00	\$316.27	(\$45,336.68)	Outstanding	2/28/2014
70743	Accounts Payable	Computer Check	2/19/2014	COMED	\$0.00	\$7,937.73	(\$53,274.41)	Outstanding	2/28/2014
70744	Accounts Payable	Computer Check	2/19/2014	COOPERATIVE COMPUTER SERV	\$0.00	\$9,425.33	(\$62,699.74)	Outstanding	2/28/2014
70745	Accounts Payable	Computer Check	2/19/2014	CREATIVE PROMOTIONAL PROD	\$0.00	\$665.49	(\$63,365.23)	Outstanding	2/28/2014
70746	Accounts Payable	Computer Check	2/19/2014	CECILIA CYGNAR	\$0.00	\$35.27	(\$63,400.50)	Outstanding	2/28/2014
70747	Accounts Payable	Computer Check	2/19/2014	DES PLAINES PUBLIC LIBRARY	\$0.00	\$27.00	(\$63,427.50)	Outstanding	2/28/2014
70748	Accounts Payable	Computer Check	2/19/2014	EASYPERMIT POSTAGE	\$0.00	\$500.00	(\$63,927.50)	Outstanding	2/28/2014
70749	Accounts Payable	Computer Check	2/19/2014	FIFTH THIRD BANK	\$0.00	\$272.95	(\$64,200.45)	Outstanding	2/28/2014
70750	Accounts Payable	Computer Check	2/19/2014	FIFTH THIRD BANK	\$0.00	\$1,540.00	(\$65,740.45)	Outstanding	2/28/2014
70751	Accounts Payable	Computer Check	2/19/2014	BURTON L. FISCHMAN	\$0.00	\$200.00	(\$65,940.45)	Outstanding	2/28/2014
70752	Accounts Payable	Computer Check	2/19/2014	FLEXSOURCE, LLC	\$0.00	\$402.50	(\$66,342.95)	Outstanding	2/28/2014
70753	Accounts Payable	Computer Check	2/19/2014	FREDERICK QUINN CORPORATIO	\$0.00	\$219,942.00	(\$286,284.95)	Outstanding	2/28/2014
70754	Accounts Payable	Computer Check	2/19/2014	FRIENDS OF THE NILES LIBRARY	\$0.00	\$182.40	(\$286,467.35)	Outstanding	2/28/2014
70755	Accounts Payable	Computer Check	2/19/2014	GARVEY'S OFFICE PRODUCTS	\$0.00	\$2,367.03	(\$288,834.38)	Outstanding	2/28/2014
70756	Accounts Payable	Computer Check	2/19/2014	GENESIS TECHNOLOGIES, INC.	\$0.00	\$2,709.92	(\$291,544.30)	Outstanding	2/28/2014
70757	Accounts Payable	Computer Check	2/19/2014	GLENVIEW PUBLIC LIBRARY	\$0.00	\$21.99	(\$291,566.29)	Outstanding	2/28/2014
70758	Accounts Payable	Computer Check	2/19/2014	DEBORAH GRAHAM	\$0.00	\$104.63	(\$291,670.92)	Outstanding	2/28/2014
70759	Accounts Payable	Computer Check	2/19/2014	GRAINGER	\$0.00	\$1,138.08	(\$292,809.00)	Outstanding	2/28/2014
70760	Accounts Payable	Computer Check	2/19/2014	BARBARA GREGORICH	\$0.00	\$250.00	(\$293,059.00)	Outstanding	2/28/2014
70761	Accounts Payable	Computer Check	2/19/2014	GREY HOUSE PUBLISHING, INC.	\$0.00	\$436.50	(\$293,495.50)	Outstanding	2/28/2014
70762	Accounts Payable	Computer Check	2/19/2014	GROOT INDUSTRIES, INC.	\$0.00	\$224.41	(\$293,719.91)	Outstanding	2/28/2014

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
70763	Accounts Payable	Computer Check	2/19/2014	HALL PASS	\$0.00	\$10.00	(\$293,729.91)	Outstanding	2/28/2014
70764	Accounts Payable	Computer Check	2/19/2014	ANNALISE C. HANKINS	\$0.00	\$5.99	(\$293,735.90)	Outstanding	2/28/2014
70765	Accounts Payable	Computer Check	2/19/2014	HEALTHCARE SERVICE CORPOR	\$0.00	\$37,342.85	(\$331,078.75)	Outstanding	2/28/2014
70766	Accounts Payable	Computer Check	2/19/2014	HONOR FLIGHT CHICAGO	\$0.00	\$250.00	(\$331,328.75)	Outstanding	2/28/2014
70767	Accounts Payable	Computer Check	2/19/2014	ILLINOIS CONVENIENCE & SAFET	\$0.00	\$395.00	(\$331,723.75)	Outstanding	2/28/2014
70768	Accounts Payable	Computer Check	2/19/2014	INGRAM LIBRARY SERVICES	\$0.00	\$13,039.38	(\$344,763.13)	Outstanding	2/28/2014
70769	Accounts Payable	Computer Check	2/19/2014	IRON MOUNTAIN	\$0.00	\$115.00	(\$344,878.13)	Outstanding	2/28/2014
70770	Accounts Payable	Computer Check	2/19/2014	MYRA R. KACHMAN	\$0.00	\$14.65	(\$344,892.78)	Outstanding	2/28/2014
70771	Accounts Payable	Computer Check	2/19/2014	BORAM CHRISTIANA KIM	\$0.00	\$50.00	(\$344,942.78)	Outstanding	2/28/2014
70772	Accounts Payable	Computer Check	2/19/2014	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$136.50	(\$345,079.28)	Outstanding	2/28/2014
70773	Accounts Payable	Computer Check	2/19/2014	KONE INC.	\$0.00	\$450.44	(\$345,529.72)	Outstanding	2/28/2014
70774	Accounts Payable	Computer Check	2/19/2014	KONICA MINOLTA BUSINESS SO	\$0.00	\$1,053.77	(\$346,583.49)	Outstanding	2/28/2014
70775	Accounts Payable	Computer Check	2/19/2014	KOREAN AMERICAN RESOURCE &	\$0.00	\$400.00	(\$346,983.49)	Outstanding	2/28/2014
70776	Accounts Payable	Computer Check	2/19/2014	KRUEGER INTERNATIONAL, INC.	\$0.00	\$4,425.00	(\$351,408.49)	Outstanding	2/28/2014
70777	Accounts Payable	Computer Check	2/19/2014	SANGDON LEE	\$0.00	\$150.00	(\$351,558.49)	Outstanding	2/28/2014
70778	Accounts Payable	Computer Check	2/19/2014	SUSAN LEMPKE	\$0.00	\$49.74	(\$351,608.23)	Outstanding	2/28/2014
70779	Accounts Payable	Computer Check	2/19/2014	LIBRARY FURNITURE INTERNATI	\$0.00	\$897.00	(\$352,505.23)	Outstanding	2/28/2014
70780	Accounts Payable	Computer Check	2/19/2014	VICTORIA LUZ	\$0.00	\$20.59	(\$352,525.82)	Outstanding	2/28/2014
70781	Accounts Payable	Computer Check	2/19/2014	MAIER'S BAKERY	\$0.00	\$680.00	(\$353,205.82)	Outstanding	2/28/2014
70782	Accounts Payable	Computer Check	2/19/2014	MAINE TOWNSHIP	\$0.00	\$5.00	(\$353,210.82)	Outstanding	2/28/2014
70783	Accounts Payable	Computer Check	2/19/2014	MAINE TOWNSHIP MAINESTREA	\$0.00	\$250.00	(\$353,460.82)	Outstanding	2/28/2014
70784	Accounts Payable	Computer Check	2/19/2014	MARTIN PETERSEN COMPANY I	\$0.00	\$750.00	(\$354,210.82)	Outstanding	2/28/2014
70785	Accounts Payable	Computer Check	2/19/2014	MATTHEW BENDER & CO., INC.	\$0.00	\$160.08	(\$354,370.90)	Outstanding	2/28/2014
70786	Accounts Payable	Computer Check	2/19/2014	MENARDS	\$0.00	\$862.90	(\$355,233.80)	Outstanding	2/28/2014
70787	Accounts Payable	Computer Check	2/19/2014	MIDWEST TAPE	\$0.00	\$8,688.16	(\$363,921.96)	Outstanding	2/28/2014
70788	Accounts Payable	Computer Check	2/19/2014	MARY MILLER	\$0.00	\$237.00	(\$364,158.96)	Outstanding	2/28/2014
70789	Accounts Payable	Computer Check	2/19/2014	MULTICULTURAL BOOKS & VID	\$0.00	\$48.85	(\$364,207.81)	Outstanding	2/28/2014
70790	Accounts Payable	Computer Check	2/19/2014	NICOR GAS	\$0.00	\$2,752.61	(\$366,960.42)	Outstanding	2/28/2014
70791	Accounts Payable	Computer Check	2/19/2014	NILES CHAMBER OF COMMERCE	\$0.00	\$75.00	(\$367,035.42)	Outstanding	2/28/2014
70792	Accounts Payable	Computer Check	2/19/2014	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$367,916.42)	Outstanding	2/28/2014
70793	Accounts Payable	Computer Check	2/19/2014	PETTY CASH	\$0.00	\$28.35	(\$367,944.77)	Outstanding	2/28/2014
70794	Accounts Payable	Computer Check	2/19/2014	PIONEER PRESS	\$0.00	\$32.00	(\$367,976.77)	Outstanding	2/28/2014
70795	Accounts Payable	Computer Check	2/19/2014	ROBERT P. PODGORSKI	\$0.00	\$150.00	(\$368,126.77)	Outstanding	2/28/2014
70796	Accounts Payable	Computer Check	2/19/2014	ROBERT P. PODGORSKI	\$0.00	\$150.00	(\$368,276.77)	Outstanding	2/28/2014
70797	Accounts Payable	Computer Check	2/19/2014	ROBERT P. PODGORSKI	\$0.00	\$200.00	(\$368,476.77)	Outstanding	2/28/2014
70798	Accounts Payable	Computer Check	2/19/2014	LESTER A. POLAK	\$0.00	\$5.99	(\$368,482.76)	Outstanding	2/28/2014
70799	Accounts Payable	Computer Check	2/19/2014	POLONIA BOOKSTORE, INC.	\$0.00	\$559.85	(\$369,042.61)	Outstanding	2/28/2014
70800	Accounts Payable	Computer Check	2/19/2014	PRODUCT, LLC	\$0.00	\$6,740.00	(\$375,782.61)	Outstanding	2/28/2014
70801	Accounts Payable	Computer Check	2/19/2014	RANDOM HOUSE LLC	\$0.00	\$63.75	(\$375,846.36)	Outstanding	2/28/2014

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
70802	Accounts Payable	Computer Check	2/19/2014	RECORDED BOOKS, LLC	\$0.00	\$153.60	(\$375,999.96)	Outstanding	2/28/2014
70803	Accounts Payable	Computer Check	2/19/2014	RESERVE ACCOUNT	\$0.00	\$1,800.00	(\$377,799.96)	Outstanding	2/28/2014
70804	Accounts Payable	Computer Check	2/19/2014	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$670.00	(\$378,469.96)	Outstanding	2/28/2014
70805	Accounts Payable	Computer Check	2/19/2014	CLARA SHEFFER	\$0.00	\$53.61	(\$378,523.57)	Outstanding	2/28/2014
70806	Accounts Payable	Computer Check	2/19/2014	SHELL	\$0.00	\$143.88	(\$378,667.45)	Outstanding	2/28/2014
70807	Accounts Payable	Computer Check	2/19/2014	JOANNA SLIWINSKA	\$0.00	\$150.00	(\$378,817.45)	Outstanding	2/28/2014
70808	Accounts Payable	Computer Check	2/19/2014	SMITHEREEN PEST MANAGEMEN	\$0.00	\$110.00	(\$378,927.45)	Outstanding	2/28/2014
70809	Accounts Payable	Computer Check	2/19/2014	SPOTLIGHT INC.	\$0.00	\$675.00	(\$379,602.45)	Outstanding	2/28/2014
70810	Accounts Payable	Computer Check	2/19/2014	THE STATE FIRE MARSHAL	\$0.00	\$200.00	(\$379,802.45)	Outstanding	2/28/2014
70811	Accounts Payable	Computer Check	2/19/2014	SHELLEY SUTHERLAND	\$0.00	\$56.08	(\$379,858.53)	Outstanding	2/28/2014
70812	Accounts Payable	Computer Check	2/19/2014	THE KOREA DAILY	\$0.00	\$200.00	(\$380,058.53)	Outstanding	2/28/2014
70813	Accounts Payable	Computer Check	2/19/2014	THE LINCOLN NATIONAL LIFE IN	\$0.00	\$1,567.17	(\$381,625.70)	Outstanding	2/28/2014
70814	Accounts Payable	Computer Check	2/19/2014	THOMPSON ELEVATOR INSPEC	\$0.00	\$40.00	(\$381,665.70)	Outstanding	2/28/2014
70815	Accounts Payable	Computer Check	2/19/2014	TODAY'S BUSINESS SOLUTIONS, I	\$0.00	\$317.40	(\$381,983.10)	Outstanding	2/28/2014
70816	Accounts Payable	Computer Check	2/19/2014	TSAI FONG BOOKS, INC.	\$0.00	\$1,316.67	(\$383,299.77)	Outstanding	2/28/2014
70817	Accounts Payable	Computer Check	2/19/2014	U.S. TOY CO/CONSTRUCTIVE PLAY	\$0.00	\$204.26	(\$383,504.03)	Outstanding	2/28/2014
70818	Accounts Payable	Computer Check	2/19/2014	GRETA ULRICH	\$0.00	\$9.38	(\$383,513.41)	Outstanding	2/28/2014
70819	Accounts Payable	Computer Check	2/19/2014	UNIQUE MANAGEMENT SERVICE	\$0.00	\$417.90	(\$383,931.31)	Outstanding	2/28/2014
70820	Accounts Payable	Computer Check	2/19/2014	UPS	\$0.00	\$19.12	(\$383,950.43)	Outstanding	2/28/2014
70821	Accounts Payable	Computer Check	2/19/2014	SASHA VASILIC	\$0.00	\$145.26	(\$384,095.69)	Outstanding	2/28/2014
70822	Accounts Payable	Computer Check	2/19/2014	VERIZON WIRELESS	\$0.00	\$196.83	(\$384,292.52)	Outstanding	2/28/2014
70823	Accounts Payable	Computer Check	2/19/2014	VILLAGE OF NILES	\$0.00	\$293.48	(\$384,586.00)	Outstanding	2/28/2014
70824	Accounts Payable	Computer Check	2/19/2014	VISA	\$0.00	\$12,733.15	(\$397,319.15)	Outstanding	2/28/2014
70825	Accounts Payable	Computer Check	2/19/2014	VISION SERVICE PLAN OF ILLINO	\$0.00	\$676.95	(\$397,996.10)	Outstanding	2/28/2014
70826	Accounts Payable	Computer Check	2/19/2014	VISOGRAPHIC	\$0.00	\$2,375.45	(\$400,371.55)	Outstanding	2/28/2014
70827	Accounts Payable	Computer Check	2/19/2014	X-PERT LANDSCAPING INC.	\$0.00	\$3,115.00	(\$403,486.55)	Outstanding	2/28/2014

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$403,486.55)
Total Payments:	(\$403,486.55)
Total Change in Register Balance:	(\$403,486.55)

Niles Public Library District Bank Register Report - Imprest

<u>Transaction Number</u>	<u>Source</u>	<u>Transaction Type</u>	<u>Transaction Date</u>	<u>Reference</u>	<u>Deposits</u>	<u>Payments</u>	<u>Running Total</u>	<u>Status</u>	<u>Post Date</u>
2898	Accounts Payable	Manual Check	1/24/2014	ALINA CELESTE	\$0.00	\$250.00	(\$250.00)	Outstanding	1/31/2014
2899	Accounts Payable	Manual Check	1/24/2014	LIBRARY FURNITURE INTERNATI	\$0.00	\$1,149.00	(\$1,399.00)	Outstanding	1/31/2014
2900	Accounts Payable	Manual Check	1/28/2014	PARK RIDGE PUBLIC LIBRARY	\$0.00	\$22.95	(\$1,421.95)	Outstanding	1/31/2014

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Manual Check	(\$1,421.95)
Total Payments:	(\$1,421.95)
Total Change in Register Balance:	(\$1,421.95)

Niles Public Library District
Special Reserve
 40-5815-58-00 & 40-5810-58-00

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
40-5810-58-00, Special Reserve - Equipment									
2/10/2014	021014	Invoice		VISA	Unposted Accounts Pa	Not yet posted	1/31/2014	\$986.38	\$0.00
2/10/2014	021014	Invoice		VISA	Unposted Accounts Pa	Not yet posted	1/31/2014	\$4,363.98	\$0.00
2/10/2014	021014	Invoice		VISA	Unposted Accounts Pa	Not yet posted	1/31/2014	\$463.93	\$0.00
2/10/2014	021014	Invoice		VISA	Unposted Accounts Pa	Not yet posted	1/31/2014	\$20.68	\$0.00
2/10/2014	021014	Invoice		VISA	Unposted Accounts Pa	Not yet posted	1/31/2014	\$602.02	\$0.00
2/10/2014	021014	Invoice		VISA	Unposted Accounts Pa	Not yet posted	1/31/2014	\$288.37	\$0.00
2/10/2014	021014	Invoice		VISA	Unposted Accounts Pa	Not yet posted	1/31/2014	\$382.06	\$0.00
<i>Totals for 40-5810-58-00, Special Reserve - Equipment</i>								<u>\$7,107.42</u>	<u>\$0.00</u>
40-5815-58-00, Special Reserve - Construction Project									
1/2/2014	UM17846	Invoice		3M	Unposted Accounts Pa	Not yet posted	1/31/2014	\$4,016.61	\$0.00
1/16/2014	13298362	Invoice		KRUEGER INTERNATIONAL	Unposted Accounts Pa	Not yet posted	1/31/2014	\$4,425.00	\$0.00
1/27/2014	XB17702	Invoice		3M	Unposted Accounts Pa	Not yet posted	1/31/2014	\$1,181.56	\$0.00
1/31/2014	0461-0	Invoice		FREDERICK QUINN CORPO	Unposted Accounts Pa	Not yet posted	1/31/2014	\$219,942.00	\$0.00
1/31/2014	4389	Invoice		LIBRARY FURNITURE INTE	Unposted Accounts Pa	Not yet posted	1/31/2014	\$897.00	\$0.00
2/5/2014	1108-3	Invoice		PRODUCT, LLC	Unposted Accounts Pa	Not yet posted	1/31/2014	\$6,740.00	\$0.00
<i>Totals for 40-5815-58-00, Special Reserve - Construction Project</i>								<u>\$237,202.17</u>	<u>\$0.00</u>
40-5820-58-00, Capital Projects-Furniture & Fixtures									
1/24/2014	021114	Invoice		LIBRARY FURNITURE INTE	Unposted Accounts Pa	Not yet posted	1/31/2014	\$1,149.00	\$0.00
<i>Totals for 40-5820-58-00, Capital Projects-Furniture & Fixtures</i>								<u>\$1,149.00</u>	<u>\$0.00</u>
Grand Totals:								\$245,458.59	\$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 (1/1/2014 to 1/31/2014)
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

January 31, 2014

	GENERAL FUND 1/31/2014	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND	SPECIAL RESERVE FUND	TOTAL
Assets					
Cash and Investments					
Cash Checking	(\$2,339,201)	\$956,529		\$1,431,819	\$49,146
Cash-Imprest	(\$809)				(\$809)
Cash-Flexible Spending Account	\$5,037				\$5,037
MaxSafe CD	\$1,015,017				\$1,015,017
Capital One 360	\$247,595				\$247,595
Stone Castle	\$2,926,804				\$2,926,804
Petty Cash	\$200				\$200
Illinois Funds-Tax Deposit Account	\$509,045				\$509,045
Illinois Funds E pay fines	\$55,698				\$55,698
Northwest Community Credit Union	\$251,664				\$251,664
Fifth Third Bank-Investments	\$1,644,389				\$1,644,389
Investments Money Market-Fifth Third Bank	\$2,938				\$2,938
MaxSafe CD	\$514,126				\$514,126
MaxSafe CD	\$509,985				\$509,985
Total Cash and Investments	\$5,342,486	\$956,529	\$0	\$1,431,819	\$7,730,833
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	\$5,378,218	\$956,607	\$0	\$1,432,135	\$7,766,960

Niles Public Library District
Balance Sheet
 January 31, 2014

	GENERAL FUND 1/31/2014	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND	SPECIAL RESERVE FUND	TOTAL
Liabilities and Fund Balance					
Liabilities					
Accounts Payable	\$122,723	(\$383)		\$279,583	\$401,924
Accounts Payable-Friends of the Library					
Payroll Clearing	\$9,952				\$9,952
Accrued Salaries & Wages	\$42,011				\$42,011
Deferred Revenues	(\$367,842)	(\$15,913)			(\$383,755)
Total Liabilities	(\$193,155)	(\$16,296)	\$0	\$279,583	\$70,132
Fund Balance					
Fund Balance	\$5,571,373	\$972,903		\$1,152,552	\$7,696,828
Total Fund Balance	\$5,571,373	\$972,903	\$0	\$1,152,552	\$7,696,828
Total Liabilities and Fund Balance	\$5,378,218	\$956,607	\$0	\$1,432,135	\$7,766,960

Niles Public Library District
Income Statement- YTD By Fund
 January 31, 2014

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Revenues									
Property Taxes	\$6,852,175	\$3,220,522	\$3,084,117	\$132,755			\$3,216,872	(\$3,650)	47%
Replacement Taxes			\$78,359				\$78,359	\$78,359	
Per Capita Grant	\$54,000		\$58,868				\$58,868	\$58,868	109%
Grants-Other	\$1,000		\$10,877				\$10,877	\$10,877	1,088%
Investment Income	\$20,000	\$11,667	\$12,997				\$12,997	\$1,330	65%
Fines	\$40,000	\$23,333	\$25,563				\$25,563	\$2,230	64%
Lost Books	\$7,500	\$4,375	\$4,582				\$4,582	\$207	61%
Pay For Print	\$15,000	\$8,750	\$8,819				\$8,819	\$69	59%
Flash Drive & Ear Bud Sales			\$12				\$12	\$12	
Commissions & Fees	\$100	\$75						(\$75)	
Donations-Friends of the Library	\$500								
Donations	\$250	\$146						(\$146)	
Miscellaneous	\$200	\$117	\$1,318				\$1,318	\$1,201	659%
Total Revenues	\$6,990,725	\$3,268,985	\$3,285,512	\$132,755	\$0	\$0	\$3,418,268	\$149,283	49%
Expenditures									
Salaries									
Library Director	\$115,580	\$67,422	\$66,455				\$66,455	\$966	57%
Payroll-Department Managers	\$251,016	\$146,426	\$147,296				\$147,296	(\$870)	59%
Payroll-Division Supervisors	\$594,940	\$347,048	\$333,805				\$333,805	\$13,243	56%
Payroll-Librarian I	\$1,165,279	\$679,746	\$680,487				\$680,487	(\$740)	58%
Payroll-Library Grade V	\$600,450	\$350,263	\$333,198				\$333,198	\$17,064	55%
Payroll-Library Grade VI	\$443,393	\$258,646	\$258,034				\$258,034	\$612	58%
Payroll-Library Pages	\$144,784	\$84,457	\$74,792				\$74,792	\$9,666	52%
Payroll-Sundays	\$77,000	\$44,917	\$43,069				\$43,069	\$1,848	56%
Adjustments	\$10,000								
Substitutes	\$8,000	\$4,667	\$1,911				\$1,911	\$2,756	24%
Total Salaries	\$3,410,442	\$1,983,591	\$1,939,047	\$0	\$0	\$0	\$1,939,047	\$44,544	57%

Niles Public Library District

Income Statement- YTD By Fund

January 31, 2014

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Library Materials									
Books-Adult	\$143,000	\$83,417	\$80,023				\$80,023	\$3,394	56%
Books-Youth Services	\$69,000	\$40,250	\$26,843				\$26,843	\$13,407	39%
Books-Teen	\$15,000	\$8,750	\$8,537				\$8,537	\$213	57%
Downloadables	\$55,000	\$32,083	\$41,388				\$41,388	(\$9,305)	75%
Periodicals	\$24,000	\$14,000	\$3,557				\$3,557	\$10,443	15%
AV-Adult	\$95,000	\$55,417	\$55,445				\$55,445	(\$28)	58%
AV-Youth Services	\$45,700	\$26,658	\$18,413				\$18,413	\$8,245	40%
AV-Teen	\$13,000	\$7,583	\$5,132				\$5,132	\$2,452	39%
Online Databases	\$201,000	\$117,250	\$150,124				\$150,124	(\$32,874)	75%
Total Library Materials	\$660,700	\$385,408	\$389,463	\$0	\$0	\$0	\$389,463	(\$4,054)	59%
Library Operating Expenditures									
CCS Charges	\$78,000	\$45,500	\$45,288				\$45,288	\$212	58%
Processing & Supplies	\$30,000	\$17,500	\$4,693				\$4,693	\$12,807	16%
Internet Charges	\$19,200	\$11,200	\$9,515				\$9,515	\$1,685	50%
Software, Licenses	\$42,243	\$24,642	\$18,866				\$18,866	\$5,776	45%
Printing	\$42,150	\$22,288	\$19,468				\$19,468	\$2,820	46%
Library Supplies	\$12,000	\$7,000	\$6,351				\$6,351	\$649	53%
Programming & Support-Adult	\$20,600	\$12,017	\$9,629				\$9,629	\$2,388	47%
Programming & Support-Juvenile	\$34,500	\$20,125	\$18,068				\$18,068	\$2,057	52%
Programming & Support-Joint	\$4,000	\$2,333	\$1,132				\$1,132	\$1,201	28%
Programming & Support-Teen	\$7,000	\$4,083	\$2,396				\$2,396	\$1,688	34%
Public Performing Rights	\$1,313	\$1,313	\$1,317				\$1,317	(\$4)	100%
CCS Communications	\$5,000	\$2,917	\$2,603				\$2,603	\$314	52%
Computer Charges OCLC	\$16,804	\$9,802	\$9,651				\$9,651	\$151	57%
Miscellaneous	\$1,000	\$583	\$722				\$722	(\$138)	72%
Per Capita Grant Expenditures	\$57,000		\$51,875				\$51,875	(\$51,875)	91%
Grant - Other Expenditures	\$1,000	\$583	\$8,613				\$8,613	(\$8,030)	861%
Volunteers	\$3,000		\$235				\$235	(\$235)	8%
Total Library Operating Expenditures	\$374,810	\$181,886	\$210,422	\$0	\$0	\$0	\$210,422	(\$28,536)	56%

Niles Public Library District

Income Statement- YTD By Fund

January 31, 2014

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
General and Administration									
Janitorial Supplies	\$33,650	\$19,629	\$19,880				\$19,880	(\$251)	59%
Copiers	\$10,000	\$5,833	\$4,479				\$4,479	\$1,355	45%
Professional Development	\$40,899	\$23,858	\$9,798				\$9,798	\$14,060	24%
Mileage	\$3,000	\$1,750	\$1,568				\$1,568	\$182	52%
Professional Collection	\$4,000	\$2,333	\$344				\$344	\$1,989	9%
Legal Fees	\$40,000	\$23,333	\$5,077				\$5,077	\$18,257	13%
Consultants	\$20,000	\$11,667	\$2,702				\$2,702	\$8,965	14%
Kitchen Supplies	\$1,900	\$1,108	\$82				\$82	\$1,026	4%
Promotional Expense	\$20,500	\$11,958	\$15,423				\$15,423	(\$3,465)	75%
Office Supplies	\$25,000	\$14,583	\$15,894				\$15,894	(\$1,311)	64%
Postage & Freight	\$18,000	\$10,500	\$8,666				\$8,666	\$1,834	48%
Publication of Notices-Legal	\$1,200	\$700	\$942				\$942	(\$242)	79%
Publication of Notices-Advertisements	\$500	\$292						\$292	
Subscriptions & Dues	\$9,000	\$5,250	\$6,425				\$6,425	(\$1,175)	71%
Collection Services	\$1,000	\$583	\$599				\$599	(\$15)	60%
Telephone	\$16,500	\$9,625	\$8,735				\$8,735	\$890	53%
Trustee Expense	\$10,000	\$5,833	\$6,857				\$6,857	(\$1,024)	69%
Equipment Rental	\$5,000	\$2,917	\$7,731				\$7,731	(\$4,815)	155%
Payroll Service	\$9,300	\$5,425	\$7,042				\$7,042	(\$1,617)	76%
Bank Fees	\$3,000	\$1,750	\$1,846				\$1,846	(\$96)	62%
Parking Lease	\$10,572	\$6,167	\$6,167				\$6,167		58%
Total General and Administration	\$283,021	\$165,095	\$130,257	\$0	\$0	\$0	\$130,257	\$34,839	46%
Vehicle Operation									
Gas, Oil, Grease	\$1,000	\$583	\$563				\$563	\$21	56%
Repairs & Maintenance	\$1,800	\$1,050	\$335				\$335	\$715	19%
Miscellaneous	\$100	\$58						\$58	
Auto Insurance	\$1,371	\$1,371	\$1,371				\$1,371		100%
Total Vehicle Operation	\$4,271	\$3,063	\$2,269	\$0	\$0	\$0	\$2,269	\$793	53%
Employee Fringe Benefits									

Niles Public Library District Income Statement- YTD By Fund

January 31, 2014

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Deferred Compensation	\$200,000	\$116,667	\$112,928				\$112,928	\$3,738	56%
Group Health	\$392,862	\$229,170	\$223,825				\$223,825	\$5,344	57%
Health Reimbursement Account	\$54,000	\$31,500	\$36,147				\$36,147	(\$4,647)	67%
Dental	\$20,000	\$11,667	\$9,193				\$9,193	\$2,474	46%
Vision	\$6,414	\$3,742	\$3,500				\$3,500	\$241	55%
FSA fee	\$1,050	\$738	\$710				\$710	\$28	68%
Life, LTD, AD&D, STD	\$19,200	\$11,200	\$11,792				\$11,792	(\$592)	61%
Total Employee Fringe Benefits	\$693,526	\$404,682	\$398,094	\$0	\$0	\$0	\$398,094	\$6,587	57%
Utilities									
Gas	\$15,000	\$8,750	\$4,300				\$4,300	\$4,450	29%
Electric	\$80,000	\$46,667	\$46,807				\$46,807	(\$141)	59%
Water	\$7,000	\$4,083	\$3,872				\$3,872	\$211	55%
Total Utilities	\$102,000	\$59,500	\$54,980	\$0	\$0	\$0	\$54,980	\$4,520	54%
Capital Expenditures									
Special Reserve - Building	\$72,000	\$42,000						\$42,000	
Special Reserve - Equipment	\$846,920	\$494,037				\$7,107	\$7,107	\$486,929	1%
Special Reserve - Construction Project	\$4,078,200	\$2,378,950				\$2,702,803	\$2,702,803	(\$323,853)	66%
Capital Projects-Furniture & Fixtures			\$1,251			\$1,149	\$2,400	(\$2,400)	
Total Capital Expenditures	\$4,997,120	\$2,914,987	\$1,251	\$0	\$0	\$2,711,059	\$2,712,310	\$202,677	54%
Audit									
Audit Expense	\$17,500	\$17,500		\$16,900			\$16,900	\$600	97%
Total Audit Expenditures	\$17,500	\$17,500	\$0	\$16,900	\$0	\$0	\$16,900	\$600	97%
Liability Insurance									
Liability Insurance	\$30,000	\$30,000		\$27,280			\$27,280	\$2,720	91%
Total Liability Expenditures	\$30,000	\$30,000	\$0	\$27,280	\$0	\$0	\$27,280	\$2,720	91%
Social Security									
Social Security	\$290,000	\$169,167		\$153,016			\$153,016	\$16,151	53%

Niles Public Library District
Income Statement- YTD By Fund

January 31, 2014

	<u>ANNUAL BUDGET</u>	<u>YTD BUDGET</u>	<u>GENERAL FUND</u>	<u>SPECIAL REVENUE FUNDS</u>	<u>DEBT SERVICE FUND</u>	<u>SPECIAL RESERVE FUND</u>	<u>TOTAL YTD ACTUAL</u>	<u>YTD BUDGET VARIANCE</u>	<u>ACTUAL % OF ANNUAL BUDGET</u>
Total Social Security Expenditures	\$290,000	\$169,167	\$0	\$153,016	\$0	\$0	\$153,016	\$16,151	53%
Workers' Compensation									
Workers' Compensation	\$20,000	\$20,000		\$24,124			\$24,124	(\$4,124)	121%
Total Workers' Compensation Expenditures	\$20,000	\$20,000	\$0	\$24,124	\$0	\$0	\$24,124	(\$4,124)	121%
Unemployment Compensation									
Unemployment Compensation	\$18,000	\$10,500		\$5,731			\$5,731	\$4,769	32%
Total Unemployment Compensation Expenditures	\$18,000	\$10,500	\$0	\$5,731	\$0	\$0	\$5,731	\$4,769	32%
Building & Equipment Maintenance									
Repairs & Improvements	\$39,700	\$23,158		\$24,597			\$24,597	(\$1,439)	62%
Contractual Maintenance	\$37,115	\$21,650		\$18,430			\$18,430	\$3,221	50%
Non-Contractual Maintenance	\$11,400	\$6,650		\$1,841			\$1,841	\$4,809	16%
Equipment Maintenance	\$37,540	\$21,898		\$4,528			\$4,528	\$17,370	12%
Non Capital Expenses	\$24,000	\$14,000		\$5,475			\$5,475	\$8,525	23%
Furniture & Fixtures	\$60,000	\$35,000		\$43,225			\$43,225	(\$8,225)	72%
Total Building & Equipment Maintenance Expenditures	\$209,755	\$122,357	\$0	\$98,096	\$0	\$0	\$98,096	\$24,261	47%
Total Expenditures	\$11,111,145	\$6,467,735	\$3,125,783	\$325,146	\$0	\$2,711,059	\$6,161,988	\$305,748	55%
BEGINNING FUND BALANCE	\$0	\$0	\$6,877,782	\$1,165,305	\$0	\$3,861,565	\$11,904,651	\$11,904,651	0%
NET SURPLUS/(DEFICIT)	\$0	\$0	\$159,730	(\$192,391)	\$0	(\$2,711,059)	(\$2,743,720)	(\$2,743,720)	0%
ENDING FUND BALANCE	\$0	\$0	\$7,037,512	\$972,914	\$0	\$1,150,506	\$9,160,932	\$9,160,932	0%

Niles Public Library District

Income Statement-General Fund

January 31, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes				\$3,084,117	\$3,220,522	(\$136,405)	\$6,852,175	45%
Replacement Taxes	\$23,532		\$23,532	\$78,359		\$78,359		
Per Capita Grant				\$58,868		\$58,868	\$54,000	109%
Grants-Other				\$10,877		\$10,877	\$1,000	1,088%
Investment Income	\$2,381	\$1,667	\$714	\$12,997	\$11,667	\$1,330	\$20,000	65%
Fines	\$2,994	\$3,333	(\$339)	\$25,563	\$23,333	\$2,230	\$40,000	64%
Lost Books	\$264	\$625	(\$361)	\$4,582	\$4,375	\$207	\$7,500	61%
Pay For Print	\$1,250	\$1,250		\$8,819	\$8,750	\$69	\$15,000	59%
Flash Drive & Ear Bud Sales				\$12		\$12		
Commissions & Fees		\$25	(\$25)		\$75	(\$75)	\$100	
Donations-Friends of the Library							\$500	
Donations		\$21	(\$21)		\$146	(\$146)	\$250	
Miscellaneous		\$17	(\$17)	\$1,318	\$117	\$1,201	\$200	659%
Total Revenues	\$30,420	\$6,938	\$23,483	\$3,285,512	\$3,268,985	\$16,528	\$6,990,725	47%
Expenditures								
Salaries								
Library Director	\$9,494	\$9,632	\$138	\$66,455	\$67,422	\$966	\$115,580	57%
Payroll-Department Managers	\$22,496	\$20,918	(\$1,578)	\$147,296	\$146,426	(\$870)	\$251,016	59%
Payroll-Division Supervisors	\$44,860	\$49,578	\$4,718	\$333,805	\$347,048	\$13,243	\$594,940	56%
Payroll-Librarian I	\$97,139	\$97,107	(\$33)	\$680,487	\$679,746	(\$740)	\$1,165,279	58%
Payroll-Library Grade V	\$43,777	\$50,038	\$6,260	\$333,198	\$350,263	\$17,064	\$600,450	55%
Payroll-Library Grade VI	\$35,711	\$36,949	\$1,238	\$258,034	\$258,646	\$612	\$443,393	58%
Payroll-Library Pages	\$9,219	\$12,065	\$2,847	\$74,792	\$84,457	\$9,666	\$144,784	52%
Payroll-Sundays	\$6,496	\$6,417	(\$79)	\$43,069	\$44,917	\$1,848	\$77,000	56%
Adjustments							\$10,000	
Substitutes	\$1,227	\$667	(\$560)	\$1,911	\$4,667	\$2,756	\$8,000	24%
Total Salaries	\$270,418	\$283,370	\$12,952	\$1,939,047	\$1,983,591	\$44,544	\$3,410,442	57%

Niles Public Library District

Income Statement-General Fund

January 31,2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$12,373	\$11,917	(\$457)	\$80,023	\$83,417	\$3,394	\$143,000	56%
Books-Youth Services	\$3,674	\$5,750	\$2,076	\$26,843	\$40,250	\$13,407	\$69,000	39%
Books-Teen	\$1,165	\$1,250	\$85	\$8,537	\$8,750	\$213	\$15,000	57%
Downloadables	\$2,861	\$4,583	\$1,722	\$41,388	\$32,083	(\$9,305)	\$55,000	75%
Periodicals	\$515	\$2,000	\$1,485	\$3,557	\$14,000	\$10,443	\$24,000	15%
AV-Adult	\$6,464	\$7,917	\$1,452	\$55,445	\$55,417	(\$28)	\$95,000	58%
AV-Youth Services	\$3,443	\$3,808	\$365	\$18,413	\$26,658	\$8,245	\$45,700	40%
AV-Teen	\$183	\$1,083	\$900	\$5,132	\$7,583	\$2,452	\$13,000	39%
Online Databases	\$2,654	\$16,750	\$14,096	\$150,124	\$117,250	(\$32,874)	\$201,000	75%
Total Library Materials	\$33,333	\$55,058	\$21,725	\$389,463	\$385,408	(\$4,054)	\$660,700	59%
Library Operating Expenditures								
CCS Charges	\$4,539	\$6,500	\$1,961	\$45,288	\$45,500	\$212	\$78,000	58%
Processing & Supplies	\$603	\$2,500	\$1,897	\$4,693	\$17,500	\$12,807	\$30,000	16%
Internet Charges	\$1,242	\$1,600	\$358	\$9,515	\$11,200	\$1,685	\$19,200	50%
Software, Licenses	\$6,737	\$3,520	(\$3,217)	\$18,866	\$24,642	\$5,776	\$42,243	45%
Printing	\$2,552	\$1,213	(\$1,340)	\$19,468	\$22,288	\$2,820	\$42,150	46%
Library Supplies	\$336	\$1,000	\$664	\$6,351	\$7,000	\$649	\$12,000	53%
Programming & Support-Adult	\$1,764	\$1,717	(\$47)	\$9,629	\$12,017	\$2,388	\$20,600	47%
Programming & Support-Juvenile	\$1,302	\$2,875	\$1,573	\$18,068	\$20,125	\$2,057	\$34,500	52%
Programming & Support-Joint		\$333	\$333	\$1,132	\$2,333	\$1,201	\$4,000	28%
Programming & Support-Teen	\$403	\$583	\$180	\$2,396	\$4,083	\$1,688	\$7,000	34%
Public Performing Rights				\$1,317	\$1,313	(\$4)	\$1,313	100%
CCS Communications	\$326	\$417	\$91	\$2,603	\$2,917	\$314	\$5,000	52%
Computer Charges OCLC	\$1,379	\$1,400	\$22	\$9,651	\$9,802	\$151	\$16,804	57%
Miscellaneous	\$115	\$83	(\$32)	\$722	\$583	(\$138)	\$1,000	72%
Per Capita Grant Expenditures	\$24,988		(\$24,988)	\$51,875		(\$51,875)	\$57,000	91%
Grant - Other Expenditures		\$83	\$83	\$8,613	\$583	(\$8,030)	\$1,000	861%
Volunteers	\$48		(\$48)	\$235		(\$235)	\$3,000	8%
Total Library Operating Expenditures	\$46,335	\$23,825	(\$22,510)	\$210,422	\$181,886	(\$28,536)	\$374,810	56%

Niles Public Library District

Income Statement-General Fund

January 31,2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
General and Administration								
Janitorial Supplies	\$1,923	\$2,804	\$881	\$19,880	\$19,629	(\$251)	\$33,650	59%
Copiers	\$1,054	\$833	(\$220)	\$4,479	\$5,833	\$1,355	\$10,000	45%
Professional Development	\$1,135	\$3,408	\$2,274	\$9,798	\$23,858	\$14,060	\$40,899	24%
Mileage	\$76	\$250	\$174	\$1,568	\$1,750	\$182	\$3,000	52%
Professional Collection	\$106	\$333	\$228	\$344	\$2,333	\$1,989	\$4,000	9%
Legal Fees	\$147	\$3,333	\$3,187	\$5,077	\$23,333	\$18,257	\$40,000	13%
Consultants		\$1,667	\$1,667	\$2,702	\$11,667	\$8,965	\$20,000	14%
Kitchen Supplies		\$158	\$158	\$82	\$1,108	\$1,026	\$1,900	4%
Promotional Expense	\$2,503	\$1,708	(\$795)	\$15,423	\$11,958	(\$3,465)	\$20,500	75%
Office Supplies	\$4,133	\$2,083	(\$2,050)	\$15,894	\$14,583	(\$1,311)	\$25,000	64%
Postage & Freight	\$2,313	\$1,500	(\$813)	\$8,666	\$10,500	\$1,834	\$18,000	48%
Publication of Notices-Legal		\$100	\$100	\$942	\$700	(\$242)	\$1,200	79%
Publication of Notices-Advertisements		\$42	\$42		\$292	\$292	\$500	
Subscriptions & Dues	\$899	\$750	(\$149)	\$6,425	\$5,250	(\$1,175)	\$9,000	71%
Collection Services	\$346	\$83	(\$263)	\$599	\$583	(\$15)	\$1,000	60%
Telephone	\$240	\$1,375	\$1,135	\$8,735	\$9,625	\$890	\$16,500	53%
Trustee Expense	\$10	\$833	\$823	\$6,857	\$5,833	(\$1,024)	\$10,000	69%
Equipment Rental	\$179	\$417	\$237	\$7,731	\$2,917	(\$4,815)	\$5,000	155%
Payroll Service	\$1,869	\$775	(\$1,094)	\$7,042	\$5,425	(\$1,617)	\$9,300	76%
Bank Fees	\$267	\$250	(\$17)	\$1,846	\$1,750	(\$96)	\$3,000	62%
Parking Lease	\$881	\$881		\$6,167	\$6,167		\$10,572	58%
Total General and Administration	\$18,080	\$23,585	\$5,505	\$130,257	\$165,095	\$34,839	\$283,021	46%
Vehicle Operation								
Gas, Oil, Grease	\$144	\$83	(\$61)	\$563	\$583	\$21	\$1,000	56%
Repairs & Maintenance	\$335	\$150	(\$185)	\$335	\$1,050	\$715	\$1,800	19%
Miscellaneous		\$8	\$8		\$58	\$58	\$100	
Auto Insurance				\$1,371	\$1,371		\$1,371	100%
Total Vehicle Operation	\$479	\$242	(\$238)	\$2,269	\$3,063	\$793	\$4,271	53%
Employee Fringe Benefits								

Niles Public Library District
Income Statement-General Fund

January 31,2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Deferred Compensation	\$15,887	\$16,667	\$780	\$112,928	\$116,667	\$3,738	\$200,000	56%
Group Health	\$32,775	\$32,739	(\$37)	\$223,825	\$229,170	\$5,344	\$392,862	57%
Health Reimbursement Account	\$9,216	\$4,500	(\$4,716)	\$36,147	\$31,500	(\$4,647)	\$54,000	67%
Dental	\$1,539	\$1,667	\$128	\$9,193	\$11,667	\$2,474	\$20,000	46%
Vision	\$542	\$535	(\$8)	\$3,500	\$3,742	\$241	\$6,414	55%
FSA fee	\$59	\$63	\$4	\$710	\$738	\$28	\$1,050	68%
Life, LTD, AD&D, STD	\$1,567	\$1,600	\$33	\$11,792	\$11,200	(\$592)	\$19,200	61%
Total Employee Fringe Benefits	\$61,585	\$57,769	(\$3,816)	\$398,094	\$404,682	\$6,587	\$693,526	57%
Utilities								
Gas	\$2,753	\$1,250	(\$1,503)	\$4,300	\$8,750	\$4,450	\$15,000	29%
Electric	\$7,938	\$6,667	(\$1,271)	\$46,807	\$46,667	(\$141)	\$80,000	59%
Water	\$293	\$583	\$290	\$3,872	\$4,083	\$211	\$7,000	55%
Total Utilities	\$10,984	\$8,500	(\$2,484)	\$54,980	\$59,500	\$4,520	\$102,000	54%
Capital Expenditures								
Capital Projects-Furniture & Fixtures	\$1,251		(\$1,251)	\$1,251		(\$1,251)		
Total Capital Expenditures	\$1,251	\$0	(\$1,251)	\$1,251	\$0	(\$1,251)	\$0	0%
Total Expenditures	\$442,465	\$452,349	\$9,883	\$3,125,783	\$3,183,225	\$57,443	\$5,528,770	57%
NET SURPLUS/(DEFICIT)	(\$412,045)	(\$445,411)	\$33,366	\$159,730	\$85,760	\$73,970	\$1,461,955	11%

Niles Public Library District

Income Statement-Consolidated

January 31, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes				\$3,216,872	\$3,220,522	(\$3,650)	\$6,852,175	47%
Replacement Taxes	\$23,532		\$23,532	\$78,359		\$78,359		
Per Capita Grant				\$58,868		\$58,868	\$54,000	109%
Grants-Other				\$10,877		\$10,877	\$1,000	1,088%
Investment Income	\$2,381	\$1,667	\$714	\$12,997	\$11,667	\$1,330	\$20,000	65%
Fines	\$2,994	\$3,333	(\$339)	\$25,563	\$23,333	\$2,230	\$40,000	64%
Lost Books	\$264	\$625	(\$361)	\$4,582	\$4,375	\$207	\$7,500	61%
Pay For Print	\$1,250	\$1,250		\$8,819	\$8,750	\$69	\$15,000	59%
Flash Drive & Ear Bud Sales				\$12		\$12		
Commissions & Fees		\$25	(\$25)		\$75	(\$75)	\$100	
Donations-Friends of the Library							\$500	
Donations		\$21	(\$21)		\$146	(\$146)	\$250	
Miscellaneous		\$17	(\$17)	\$1,318	\$117	\$1,201	\$200	659%
Total Revenues	\$30,420	\$6,938	\$23,483	\$3,418,268	\$3,268,985	\$149,283	\$6,990,725	49%
Expenditures								
Salaries								
Library Director	\$9,494	\$9,632	\$138	\$66,455	\$67,422	\$966	\$115,580	57%
Payroll-Department Managers	\$22,496	\$20,918	(\$1,578)	\$147,296	\$146,426	(\$870)	\$251,016	59%
Payroll-Division Supervisors	\$44,860	\$49,578	\$4,718	\$333,805	\$347,048	\$13,243	\$594,940	56%
Payroll-Librarian I	\$97,139	\$97,107	(\$33)	\$680,487	\$679,746	(\$740)	\$1,165,279	58%
Payroll-Library Grade V	\$43,777	\$50,038	\$6,260	\$333,198	\$350,263	\$17,064	\$600,450	55%
Payroll-Library Grade VI	\$35,711	\$36,949	\$1,238	\$258,034	\$258,646	\$612	\$443,393	58%
Payroll-Library Pages	\$9,219	\$12,065	\$2,847	\$74,792	\$84,457	\$9,666	\$144,784	52%
Payroll-Sundays	\$6,496	\$6,417	(\$79)	\$43,069	\$44,917	\$1,848	\$77,000	56%
Adjustments							\$10,000	
Substitutes	\$1,227	\$667	(\$560)	\$1,911	\$4,667	\$2,756	\$8,000	24%
Total Salaries	\$270,418	\$283,370	\$12,952	\$1,939,047	\$1,983,591	\$44,544	\$3,410,442	57%

Niles Public Library District

Income Statement-Consolidated

January 31, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$12,373	\$11,917	(\$457)	\$80,023	\$83,417	\$3,394	\$143,000	56%
Books-Youth Services	\$3,674	\$5,750	\$2,076	\$26,843	\$40,250	\$13,407	\$69,000	39%
Books-Teen	\$1,165	\$1,250	\$85	\$8,537	\$8,750	\$213	\$15,000	57%
Downloadables	\$2,861	\$4,583	\$1,722	\$41,388	\$32,083	(\$9,305)	\$55,000	75%
Periodicals	\$515	\$2,000	\$1,485	\$3,557	\$14,000	\$10,443	\$24,000	15%
AV-Adult	\$6,464	\$7,917	\$1,452	\$55,445	\$55,417	(\$28)	\$95,000	58%
AV-Youth Services	\$3,443	\$3,808	\$365	\$18,413	\$26,658	\$8,245	\$45,700	40%
AV-Teen	\$183	\$1,083	\$900	\$5,132	\$7,583	\$2,452	\$13,000	39%
Online Databases	\$2,654	\$16,750	\$14,096	\$150,124	\$117,250	(\$32,874)	\$201,000	75%
Total Library Materials	\$33,333	\$55,058	\$21,725	\$389,463	\$385,408	(\$4,054)	\$660,700	59%
Library Operating Expenditures								
CCS Charges	\$4,539	\$6,500	\$1,961	\$45,288	\$45,500	\$212	\$78,000	58%
Processing & Supplies	\$603	\$2,500	\$1,897	\$4,693	\$17,500	\$12,807	\$30,000	16%
Internet Charges	\$1,242	\$1,600	\$358	\$9,515	\$11,200	\$1,685	\$19,200	50%
Software, Licenses	\$6,737	\$3,520	(\$3,217)	\$18,866	\$24,642	\$5,776	\$42,243	45%
Printing	\$2,552	\$1,213	(\$1,340)	\$19,468	\$22,288	\$2,820	\$42,150	46%
Library Supplies	\$336	\$1,000	\$664	\$6,351	\$7,000	\$649	\$12,000	53%
Programming & Support-Adult	\$1,764	\$1,717	(\$47)	\$9,629	\$12,017	\$2,388	\$20,600	47%
Programming & Support-Juvenile	\$1,302	\$2,875	\$1,573	\$18,068	\$20,125	\$2,057	\$34,500	52%
Programming & Support-Joint		\$333	\$333	\$1,132	\$2,333	\$1,201	\$4,000	28%
Programming & Support-Teen	\$403	\$583	\$180	\$2,396	\$4,083	\$1,688	\$7,000	34%
Public Performing Rights				\$1,317	\$1,313	(\$4)	\$1,313	100%
CCS Communications	\$326	\$417	\$91	\$2,603	\$2,917	\$314	\$5,000	52%
Computer Charges OCLC	\$1,379	\$1,400	\$22	\$9,651	\$9,802	\$151	\$16,804	57%
Miscellaneous	\$115	\$83	(\$32)	\$722	\$583	(\$138)	\$1,000	72%
Per Capita Grant Expenditures	\$24,988		(\$24,988)	\$51,875		(\$51,875)	\$57,000	91%
Grant - Other Expenditures		\$83	\$83	\$8,613	\$583	(\$8,030)	\$1,000	861%
Volunteers	\$48		(\$48)	\$235		(\$235)	\$3,000	8%
Total Library Operating Expenditures	\$46,335	\$23,825	(\$22,510)	\$210,422	\$181,886	(\$28,536)	\$374,810	56%

Niles Public Library District

Income Statement-Consolidated

January 31, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
General and Administration								
Janitorial Supplies	\$1,923	\$2,804	\$881	\$19,880	\$19,629	(\$251)	\$33,650	59%
Copiers	\$1,054	\$833	(\$220)	\$4,479	\$5,833	\$1,355	\$10,000	45%
Professional Development	\$1,135	\$3,408	\$2,274	\$9,798	\$23,858	\$14,060	\$40,899	24%
Mileage	\$76	\$250	\$174	\$1,568	\$1,750	\$182	\$3,000	52%
Professional Collection	\$106	\$333	\$228	\$344	\$2,333	\$1,989	\$4,000	9%
Legal Fees	\$147	\$3,333	\$3,187	\$5,077	\$23,333	\$18,257	\$40,000	13%
Consultants		\$1,667	\$1,667	\$2,702	\$11,667	\$8,965	\$20,000	14%
Kitchen Supplies		\$158	\$158	\$82	\$1,108	\$1,026	\$1,900	4%
Promotional Expense	\$2,503	\$1,708	(\$795)	\$15,423	\$11,958	(\$3,465)	\$20,500	75%
Office Supplies	\$4,133	\$2,083	(\$2,050)	\$15,894	\$14,583	(\$1,311)	\$25,000	64%
Postage & Freight	\$2,313	\$1,500	(\$813)	\$8,666	\$10,500	\$1,834	\$18,000	48%
Publication of Notices-Legal		\$100	\$100	\$942	\$700	(\$242)	\$1,200	79%
Publication of Notices-Advertisements		\$42	\$42		\$292	\$292	\$500	
Subscriptions & Dues	\$899	\$750	(\$149)	\$6,425	\$5,250	(\$1,175)	\$9,000	71%
Collection Services	\$346	\$83	(\$263)	\$599	\$583	(\$15)	\$1,000	60%
Telephone	\$240	\$1,375	\$1,135	\$8,735	\$9,625	\$890	\$16,500	53%
Trustee Expense	\$10	\$833	\$823	\$6,857	\$5,833	(\$1,024)	\$10,000	69%
Equipment Rental	\$179	\$417	\$237	\$7,731	\$2,917	(\$4,815)	\$5,000	155%
Payroll Service	\$1,869	\$775	(\$1,094)	\$7,042	\$5,425	(\$1,617)	\$9,300	76%
Bank Fees	\$267	\$250	(\$17)	\$1,846	\$1,750	(\$96)	\$3,000	62%
Parking Lease	\$881	\$881		\$6,167	\$6,167		\$10,572	58%
Total General and Administration	\$18,080	\$23,585	\$5,505	\$130,257	\$165,095	\$34,839	\$283,021	46%
Vehicle Operation								
Gas, Oil, Grease	\$144	\$83	(\$61)	\$563	\$583	\$21	\$1,000	56%
Repairs & Maintenance	\$335	\$150	(\$185)	\$335	\$1,050	\$715	\$1,800	19%
Miscellaneous		\$8	\$8		\$58	\$58	\$100	
Auto Insurance				\$1,371	\$1,371		\$1,371	100%
Total Vehicle Operation	\$479	\$242	(\$238)	\$2,269	\$3,063	\$793	\$4,271	53%

Employee Fringe Benefits

Niles Public Library District

Income Statement-Consolidated

January 31, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Deferred Compensation	\$15,887	\$16,667	\$780	\$112,928	\$116,667	\$3,738	\$200,000	56%
Group Health	\$32,775	\$32,739	(\$37)	\$223,825	\$229,170	\$5,344	\$392,862	57%
Health Reimbursement Account	\$9,216	\$4,500	(\$4,716)	\$36,147	\$31,500	(\$4,647)	\$54,000	67%
Dental	\$1,539	\$1,667	\$128	\$9,193	\$11,667	\$2,474	\$20,000	46%
Vision	\$542	\$535	(\$8)	\$3,500	\$3,742	\$241	\$6,414	55%
FSA fee	\$59	\$63	\$4	\$710	\$738	\$28	\$1,050	68%
Life, LTD, AD&D, STD	\$1,567	\$1,600	\$33	\$11,792	\$11,200	(\$592)	\$19,200	61%
Total Employee Fringe Benefits	\$61,585	\$57,769	(\$3,816)	\$398,094	\$404,682	\$6,587	\$693,526	57%
Utilities								
Gas	\$2,753	\$1,250	(\$1,503)	\$4,300	\$8,750	\$4,450	\$15,000	29%
Electric	\$7,938	\$6,667	(\$1,271)	\$46,807	\$46,667	(\$141)	\$80,000	59%
Water	\$293	\$583	\$290	\$3,872	\$4,083	\$211	\$7,000	55%
Total Utilities	\$10,984	\$8,500	(\$2,484)	\$54,980	\$59,500	\$4,520	\$102,000	54%
Capital Expenditures								
Special Reserve - Building		\$6,000	\$6,000		\$42,000	\$42,000	\$72,000	
Special Reserve - Equipment	\$7,107	\$70,577	\$63,469	\$7,107	\$494,037	\$486,929	\$846,920	1%
Special Reserve - Construction Project	\$237,202	\$339,850	\$102,648	\$2,702,803	\$2,378,950	(\$323,853)	\$4,078,200	66%
Capital Projects-Furniture & Fixtures	\$2,400		(\$2,400)	\$2,400		(\$2,400)		
Total Capital Expenditures	\$246,709	\$416,427	\$169,717	\$2,712,310	\$2,914,987	\$202,677	\$4,997,120	54%
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	\$21,396	\$24,167	\$2,770	\$153,016	\$169,167	\$16,151	\$290,000	53%

Niles Public Library District
Income Statement-Consolidated

January 31, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Total Social Security Expenditures	\$21,396	\$24,167	\$2,770	\$153,016	\$169,167	\$16,151	\$290,000	53%
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	\$3,217	\$1,500	(\$1,717)	\$5,731	\$10,500	\$4,769	\$18,000	32%
Total Unemployment Compensation Expenditures	\$3,217	\$1,500	(\$1,717)	\$5,731	\$10,500	\$4,769	\$18,000	32%
Building & Equipment Maintenance								
Repairs & Improvements	\$1,465	\$3,308	\$1,843	\$24,597	\$23,158	(\$1,439)	\$39,700	62%
Contractual Maintenance	\$4,548	\$3,093	(\$1,455)	\$18,430	\$21,650	\$3,221	\$37,115	50%
Non-Contractual Maintenance	\$224	\$950	\$726	\$1,841	\$6,650	\$4,809	\$11,400	16%
Equipment Maintenance	\$294	\$3,128	\$2,834	\$4,528	\$21,898	\$17,370	\$37,540	12%
Non Capital Expenses		\$2,000	\$2,000	\$5,475	\$14,000	\$8,525	\$24,000	23%
Furniture & Fixtures	\$450	\$5,000	\$4,550	\$43,225	\$35,000	(\$8,225)	\$60,000	72%
Total Building & Equipment Maintenance Expenditures	\$6,981	\$17,480	\$10,499	\$98,096	\$122,357	\$24,261	\$209,755	47%
Total Expenditures	\$719,518	\$911,922	\$192,404	\$6,161,988	\$6,467,735	\$305,748	\$11,111,145	55%
NET SURPLUS/(DEFICIT)	(\$689,097)	(\$904,984)	\$215,887	(\$2,743,720)	(\$3,198,751)	\$455,031	(\$4,120,420)	67%

Director's Report
February 2014

January began with some of the coldest temperatures event and ended with an awesome event, celebrating the completion of our renovation project! And, once again, I can't thank the staff enough! So many spent countless hours making sure that everything was just right. And I think their efforts were evident. All the spaces were neat and clean and we had extra people here to answer questions related to their areas.



Even though the construction portion of the project is complete, we are still tweaking the HVAC system and getting to know the automated sorting machine. The people counter on the security gates is now working, so next month we will add those numbers to our statistics.

In addition to our Grand re-opening week-end, we have been and will continue to provide tours of the building to the various groups meeting here. Additionally, I have invited Library Directors to a morning breakfast meeting on February 13th where I will talk a little bit about the process and provide tours.

I hope that you, the Board, are as pleased with the outcome as I am!

Now that construction is over, we are very busy planning programs and displays. The March-May issue of Chapter One is packed with programs and classes! We are working with Oakton Community College and hosting a series of Citizenship Classes beginning in March. I'll let you know how these are going. Also, you will notice a number of guest author programs, many classes on a variety of topics and programs geared to job-seekers.

One of our February displays is called "blind date" with a book. We wrapped books in brown paper and labeled them with a few bits of information about the title, but no title. The photo on the left is just one example of many! These have been very popular among our readers!



In the teen underground (right), the teens actually helped to design the wrapping.



We need to comply with certain certification process each year. I have completed the following:

Certify to the County Clerk a list of names of those required to file statements of economic interest. This has been completed and you will be notified regarding the filing of these statements.

All RAILS member libraries must complete the annual online certification process to retain their system membership and access system services including delivery, continuing education, etc., and to be eligible for grants and other offerings from the Illinois State Library.

Great News: We received our official Per Capita Grant Awards letter from Secretary of State, Jesse White. The Grant is being funded at a rate of \$1.25 per resident which translates to \$71,605.00 for us. When I applied for the grant I stated that we would use it for technology, specifically the equipment and software for our media lab, ereaders with specific titles, a 3-D printer, equipment for hearing and sight impaired and training for the staff on the use of the equipment.

What's been going on:

- Barb work with 3M and CCS/SIRSI and Rich and Don to put a procedure in place to download stored transactions in the event of materials being returned through the sorter when CCS/SIRSI is down
- Conducted a Patron Services staff meeting with Kathy Pricone to get feedback from them about the new Patron Services area and the changes in how they serve our patrons as well as working with the sorter and changes in workflow.
- Barb and Sue Wilsey are working on additional training for the Patron Services staff. They began by asking each member of the department to complete a self- assessment and are now in the process of putting together a training and plan and schedule.
- We now have an intern helping out on the Lower Level Technology desk to help staff sign patrons up for the study rooms, monitor use of the study rooms, and help patrons with the technology. She is studying to be a Library Technical Assistant (LTA) at Wilbur Wright College and she will be here throughout the Spring 2014 semester.
- The extreme cold and snow caused us to close on January 6th and quite a few of the deliveries made by our Outreach Services staff were cancelled. We are looking forward to Spring!
- It was an exciting January in KidSpace! We got lots of new stuff to fill our new department: including "squishy" furniture, a giant magnet board, computer furniture, plus our custom Burgeon installations. Patrons immediately began enjoying the early literacy activities on the Burgeon kiosk and alphabet whirligig. It's great fun to hear the kids singing their ABC's while they turn the wheel. We tweaked some of the collections and moved some things around to take advantage of our new space. The department looked terrific for the



Grand Opening Weekend, and we heard things like “awesome,” “fantastic,” “bright and open,” “even better than before,” etc. People were especially taken with the archway lighting. Since then, 10 unique lighting fixtures in a variety of colors were installed over the fiction section.

- The Library hosted a Family Reading Night for the Nelson School community on January 14. The principal and teachers read stories, we gave tours, and Sarah Muskivitch gave a presentation to parents on on-line resources available through our website.
- Debbie Graham has been representing the Library in a partnership with the Skokie Public Library called **Coming Together in Skokie** that is focusing on Korean culture. Other partners include the Lincolnwood Public Library and the Morton Grove Public Library. Our first Korean program was a demo by Tiger Martial Arts, which drew an enthusiastic audience of 75 people.
- Cate Levinson, Deidre Winterhalter and Paul Foxworth are among the Library’s bloggers bringing interesting, useful and entertaining tidbits to the Niles Library Buzz Blog.
- The annual Preschool Fair organized by Clara Sheffer had a record number of attendees—not only is it a great way for parents to chat with a number of preschools and pick up information, but it provides a great place for the preschool staff to meet and share ideas with each other.
- It’s great to have the Library more-or-less finished and to be getting everything and everyone back in order. Patrons have definitely discovered that the construction is over, and KidSpace and Teen Underground are humming with activity a lot of the time. (That is a nice way of saying their patrons are a little loud.) We are finding it difficult to staff Teen Underground all of the hours we need with two people. But overall it has been a huge success, and the new spaces really work well for a variety of activities.
- I want to especially note how much help Richard Wozniczka of IT has been in getting the 3M automatic handling system working. He continues to work with 3M to troubleshoot problems as they occur, and his great ability to problem-solve has been invaluable. Joel Hahn was also very helpful, and we will miss him after his last day on Feb. 14th. We are glad he’s only moving to CCS and not away altogether.

A note from Susan: I very much appreciated the Board’s supporting my committee work for ALA by sending me to Philadelphia. There was no time for sightseeing but the work was interesting and the Youth Media Awards were a blast. My committee picked a list of the year’s best children’s DVDs as well as the Carnegie Medal for best DVD. I also attended a vendor lunch and heard about some much-needed improvement to our EBSCO databases, making them look more like Wikipedia and less intimidating. I was asked last year to be on the ballot for the Sibert Committee, which names the best children’s informational book of the year—the election is in April, but since literally half of the people on the ballot are not elected, I am not counting on winning a seat. It is a one-year position.

Trustee Calendar

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

April

4/16—Regular Meeting of the Board of Trustees

4/30—The last day to file your Statement of Economic Interests with the County Clerk

Monthly Statistical Report --January 2014						
LOAN OF LIBRARY MATERIALS	Current	Current	Prior	%		
	Month	YTD	YTD	Change		
Adult	42,160	292,425	365,191	-19.93%		
Teens	3,671	23,583				
Juvenile	39,317	265,480	292,872	-9.35%		
TOTAL Loan of Library Materials	85,148	581,488	658,063	-11.64%		
LOAN OF MATERIAL BY TYPE	Current	Prior Year	%	Current	Prior	%
	Month	Same month	Change	YTD	YTD	Change
Adult						
Print	17,701	24,040	-26.37	126,797	163,266	-22.34
Periodical	804	1,004	-19.92	6,408	5,491	16.70
Audio	5,158	8,782	-41.27	36,450	55,663	-34.52
DVD	17,289	22,100	-21.77	115,920	140,771	-17.65
Digital	1,208			6,850		
TOTAL Adult Loans	42,160	55,926	-24.61	292,425	365,191	-19.93
Teens						
Print	2,622	0		16,976		
Periodical	16	0		41		
Audio	599	0		3,681		
DVD	318	0		2,158		
Digital	116	0		727		
TOTAL Teen Loans	3,671	0		23,583	0	
Juvenile						
Print	25,675	31,064	-17.35	176,577	199,000	-11.27
Periodical	76	92	-17.39	646	913	-29.24
Audio	3,002	3,185	-5.75	18,947	20,749	-8.68
DVD	8,874	10,349	-14.25	60,580	72,210	-16.11
Digital	1,690			8,730		
TOTAL Juvenile Loans	39,317	44,690	-12.02	265,480	292,872	-9.35
ONLINE DATABASE USE	Current Month	Prior Year/Same Month	% Change	Current YTD	Prior YTD	% Change
Total Database Use	6,990	5,870	19.08			
Hold	Current Month	Prior Year Same Month				
Hold Placed	12,168	12,967	-6.16			
Hold Made Available	15,934	15,669	1.69			
Patron Registration	Added this month	Total	Prior year same month	% Change		
New District cards	258	25,414	229	13		
Patron Count	Current Month	Prior Year Same Month	% Change			
Unique Library cards used	5,054	5,900	-14			
e-News subscribers	8,026					
IN-HOUSE USE OF MATERIALS	Current Month	Prior Year/Same Month	% Change	Current YTD	Prior YTD	% Change
Reference--Adult	229	490	-53.27	2,574	3,486	-26.16
Circulating--Juvenile	3,177	4,868	-34.74	24,778	36,934	-32.91
Circulating--Adult	2,789	5,677	-50.87	23,904	38,297	-37.58
TOTAL In-house Use of Print Materials	6,195	11,035	-43.86	51,256	78,717	-34.89
PC Users by Area	Current Month	Prior Year/Same Month	% Change	Current YTD	Prior YTD	% Change
Adult Services	3,538	4,499	-21.36	25,398	34,132	-25.59
Youth Services	1,306	1,356	-3.69	6,292	10,390	-38.57
Express Internet	636	2,623	-75.75	8,901	22,612	-60.64
Patron Wi-Fi Uses	8,014	n/a	0.00	n/a	n/a	0.00
Scanning devices	828	734	12.81	4,134	n/a	
Total Users	14,322	9,212	55.47	44,725	67,134	-33.38
Website Hits	39,197	n/a			34,053	
Facebook "Likes" to date	712	n/a				
Buzz Blog	2,239					
Media Hits (includes print and online articles and listing)	121					

TECHNICAL SERVICES						
	Items	Items	Library			
	Added	Withdrawn	Holdings			
January	2,164	2,004	276,183			
Library Services	Current Month	Year to date				
Notary Public	22	n/a				
Test Proctoring	6	n/a				
Voters' Registration	0	29				
VOLUNTEER HOURS	Number of people	Total hours				
Adult Services & Programs - Fic, AV, Ref	13	51				
Young Adult Services & Programs - Fic and Ref	9	18				
Youth Services Programs & General	20	58				
General Library & Library Events	10	49				
Total Volunteers/Hours this month	52	176				
<i>NOTE: Last year volunteers/hours same month</i>	96	394				
Service Desks	Current Month	Prior Year	% Change			
Adult Services (3rd floor)						
Quick Questions/Ready Reference	852	1,909	-55.37			
Reference/Research	1,266	3,736	-66.11			
Total Reference Desk	2,118	5,645	-62.48			
Fiction/Audiovisual Services (2nd floor)	Current Month	Prior Year	% Change			
Quick Questions/Ready Reference	1,432	896	59.82			
Reference/Research	1,976	4,049	-51.20			
Total InfoDesk	3408	4,945	-31.08			
Technology Desk	Current Month	Prior Year	% Change			
Quick Questions/Ready Reference	1,867	n/a				
Reference/Research	566	n/a				
Total Tech Desk	2,433					
Grand Total	7,959	10,590	-24.84			
Interlibrary Loan	Current Month	Prior Year	% Change			
Books, A-V						
Items lent to offline libraries	350	425	-17.65			
Items received from offline libraries for patrons	99	131	-24.43			
Total	449	556	-19.24			
Outreach Services	Current Month	Prior Year				
	Homebound	Homebound				
	217 patrons; 227 visits	207 patrons; 298 visits				
	Institutions	Institutions				
	7 institutions; 7 visits	9 institutions; 9 visits				
	Schools	Schools				
	611 items; 26 visits	350 items; 11 visits				
Outreach Services	Current Month	Prior Year	% Change			
Reference/Research	417	663	-37.10			
Bulk Loan Items Delivered to Nursing Homes	340	440	-22.73			
Materials pulled for Homebound Users	1,114	1,405	-20.71			
Total Outreach	1,871	2,508	-25.40			
	Current Month	Prior Year				
Teen Desk						
Quick Questions/Ready Reference	321	n/a				
Reference/Research	183	n/a				
Total Teen Desk	504	0				
	Current Month	Prior Year	% Change			
Youth Services						
Quick Questions/Ready Reference	2,386	3,285	-27.37			
Reference/Research	2,232	2,233	-0.04			
School Loans pulled	22	19	15.79			
Museum Adventure passes distributed	4	7	-42.86			
Total	4,644	5,544	-16.23			

LIBRARY PROGRAMS	This Month	Attendance	Attendance Prior Year	% Change		
Programs--Youth						
Babytime	3	80				
Big Kids Storytime	4	42				
Family Storytime	3	33				
Preschool Storytime	4	38				
Rise & Shine Storytime	4	57				
Toddler Time	8	185				
Reading Patch Club	1	12				
Bibliobop	1	37				
Lego Club	1	21				
Book Buddies	8	16				
Librarians Visiting Schools	4	52				
Movies	2	100				
Ellison Die Cuts	1	4				
Reading with Rover	1	17				
Second Sunday	1	125				
Mancala Workshop	1	21				
How to Choose a Preschool	1	8				
Preschool/Daycare Fair	1	75				
Paper Airplanes	1	25				
Alice in Wonderland Bingo Breakfast	1	26				
Yoga	1	15				
Winter Reading Club	1	448				
Tiger Martial Arts	1	73				
Famished for Fiction at Washington	1	13				
Famished for Fiction at Nelson	1	6				
In-dept. games and puzzles	1	1,357				
Total Youth Services Programs	57	2,886	3,572	-19.20		
Programs--Teens						
Anime & Manga Club	1	15				
Teen Advisory Board	1	10				
Study Munchies	5	146				
Emerson Book Club	1	4				
Niles West Break for Books	1	150				
New Hope Research Paper Presentation	1	15				
Teen Underground Movies	1	4				
Winter Reading Club	1	27				
Total Teen Programs	12	371	132	181.06		
Programs--Adult						
Outreach Nursing Home Book Discussions	2	12				
Book discussions	3	6				
SCORE	3	10				
Tech programs	5	64				
Songwriters	1	5				
Films/Discussions	6	40				
Shakespeare Project/Discussions	3	132				
Opera Lecture	1	4				
Patron Tech Training	1	8				
Bike Niles	1	42				
Total Adult Programs	24	323	482	-33		
Outside Meetings						
Niles All American Toastmasters	2	31				
Ligia Amarei	1	15				
Total Outside Meetings	1	46	63	-27		
Total Meeting and Program Attendance	94	3,626	4,249	-15		