

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

March 19, 2014

6:30 PM

Board Room

6960 Oakton Street

Niles, Illinois

Revised 3/17/2014

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 February 19, 2014 3
 - B. Approve the payment of the bills for operating expenses of \$196,146.19, payroll expenses of \$295,324.50, and Special Reserve Expenses of \$167,657.18, for a total monthly expense of \$659,127.87 6
 - C. Adopt Ordinance 14-02, an Ordinance Determining Personal Property No Longer Necessary or Useful to the Niles Public Library District and Authorizing Its Conveyance or Sale 12
 - D. Approve the resignation of Ken Schwuchow from the part-time position of Maintenance Assistant, effective February 20, 2014; the resignation of Deidre Winterhalter from the part-time position of KidSpace Librarian, effective March 28, 2014; the appointment of Lesley Marley as a part-time KidSpace Assistant for 12 hours per week at a salary of \$18.05 per hour effective April 1, 2014; **the appointment of Val Krejczyk as a part-time Maintenance Assistant for an average of 11 hours per week, at a rate of \$13.96 per hour; and the appointment of Kyle Parker as a part-time Maintenance Assistant for an average of 11 hours per week, at a rate of \$13.96 per hour**
5. Public Comment
6. Treasurer's Report
 - A. Review Financial Report 17
7. Director's Report
 - A. Highlights 33
 - B. Monthly Statistics 54
8. Communications
9. Committee Reports
 - A. Special Reserve Plan Committee

Board Meeting Agenda - March 19, 2014

- B. Employee Benefits Committee
- 10. Liaison Reports
 - A. Friends of the Library
 - B. Legislative
 - C. RAILS
- 11. New Business
 - A. Approve the purchase of one Outdoor Book Return and cart in the amount of \$3,270.00 from Gaylord Brothers, Inc., from the Special Reserve Fund 59
 - B. Approve the recommended changes to Policy 3.09, Displays and Exhibits 61
 - C. Approve the recommended change to Policy 4.02 Appointment 70
 - D. Approve the recommended changes to Policy 4.06 Sick Leave 73
 - E. Approve the recommended changes to Policy 4.07 Holidays and Closings 76
 - F. Approve the recommended changes to Policy 4.08 Vacation Allowances 78
 - G. Approve the recommended changes to Policy 4.09 Personal Days 80
 - H. Approve the release of article regarding employee benefits and compensation 82
 - I. Accept the proposal to eliminate the health insurance subsidy for working spouses of insured employees who can acquire health insurance through their own employers 86
- 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
February 19, 2014
6:30 PM
Board Room
6960 Oakton Street
Niles, Illinois

Trustees Present

Carolyn Drblik, Morgan Dubiel, Danette Matyas, Barbara Nakanishi, Linda Ryan. Karen Dimond arrived at 6:33 PM. Chris Ball arrived at 6:38 PM.

Library Staff Present

Sue Wilsey, Susan Dove-Lempke, Greg Pritz, Linda Weiss, Dave Dabrowski, Barb Kruser, Judy McNulty, Dodie Frisbie, Diane Winberg, Linda Kapuscinski, and Carol Jung.

Guest Present

Tom Robb, Reporter, Journal & Topics Newspapers; Dennis Walsh, Attorney, Klein, Thorpe & Jenkins.

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

Ms. Weiss reported "we're down to the bare bones of the punch list." Veneer will be replaced on two desks because it started to separate. A little bit of painting is being done between the hours of 6-9 AM. Mr. Dubiel mentioned that he noticed a scuff mark on one of the dark blue wood panels going up the stairs. Ms. Weiss said that she would take a look at the panel. He also asked that baskets for discards be placed at the self check-out terminals in Patron Services.

Consent Agenda

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

- A. The Minutes of the Regular Board Meeting of January 15, 2014;
- B. The Minutes of the Special Board Meeting of January 30, 2014;
- C. The Minutes of the Employee Committee Meeting of February 12, 2014;
- D. The payment of 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;
- E. The resignation of Marianne Aban from the part-time position of Patron Services Assistant, effective February 28, 2014.

Trustee Ryan seconded.

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

Public Comments

Ms. Kapuscinski, as a resident, expressed her concerns with IMRF and the possible effect it would have on her property taxes in the future. As a staff member, she is opposed to IMRF.

Treasurer's Report

The Library Board reviewed the January 2014 Treasurer's Report as reported by Treasurer Drblik.

Director's Report

Ms. Weiss highlighted her written report. Now that the construction is done, more focus will be put on library programs. The new Chapter One will be delivered the last week of February. Ms. Weiss asked that Trustees watch for their Statement of Economic Interest which will be coming soon via email. She did say that once she receives her notification, she will forward the email to the Trustees just to make sure that everyone receives a copy so that the deadline is met by everyone. Most importantly, the Library received its official Per Capita Grant Awards letter from the Secretary of State. The Grant is being funded at a rate of \$1.25 per resident which translates to \$71,605.

Communications

Ms. Weiss shared a thank you with notes of appreciation received from some students at St. John Brebeuf.

Committee Reports

Special Reserve Plan Committee – There was no report, but possible meeting dates were discussed. Trustee Ball asked Ms. Weiss to look at the calendar and to send out possible meeting dates for the committee to consider.

Employee Benefits Committee - Trustee Drblik reported that she would like the committee to meet once a month for the next four months and that her goal for the committee is to review the entire employee benefit package along with the organization chart. At this time, Ms. Weiss asked whether the Employee Benefits Committee has replaced the Personnel and Policy Committee because she will have some recommendations for policy changes and she did not know whom to present them to. Trustee Drblik said that the Employee Benefits Committee would look at her recommendations.

Recommended Actions**IMRF**

Trustee Ball MOVED the Library Board of Trustees adopt IMRF. Trustee Ryan seconded.

Trustee Dimond asked that discussion be held in Executive Session before the recommended motions are presented to the Board. She then asked Mr. Pritz to give the Board a brief explanation of the IMRF rate determination that he had sent in an email to the Employee Benefits Committee.

Roll Call Vote: Ayes: Dimond, Nakanishi, Ryan. Nays: Ball, Drblik, Dubiel, Matyas. Motion did not carry.

Phase I of the Re-Imagination Plan

Trustee Ball MOVED the Library Board of Trustees move forward with Phase I of the Re-Imagination Plan based on the Original Plan. Trustee Matyas seconded.

After a brief discussion, Trustees Ball and Matyas withdrew their motions.

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 Ryan seconded.

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

Executive Session began at 7:12 PM. Executive Session ended at 8:16 PM.

Open session began at 8:18 PM, with all members of the Board present.

Liaison Reports

Friends of the Library

No report.

Legislative

No report.

RAILS

No report.

New Business

There was none.

Unfinished Business

There was none.

Final Action, if any, on closed session subjects

Phase 1 of the Re-Imagination Plan

Trustee Dimond MOVED the Library Board of Trustees move forward with Phase 1 of the Re-Imagination Plan based on the original plan. Trustee Nakanishi seconded. Roll call vote: Ayes: Dimond, Nakanishi, Ryan. Nays: Ball, Drblik, Dubiel, Matyas. Motion did not carry.

Adjournment

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

The meeting adjourned at 8:20 PM

President

Secretary

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
70828	Accounts Payable	Computer Check	3/19/2014	3M	\$0.00	\$1,347.67	(\$1,347.67)	Outstanding	3/31/2014
70829	Accounts Payable	Computer Check	3/19/2014	A TRAY TO REMEMBER	\$0.00	\$616.15	(\$1,963.82)	Outstanding	3/31/2014
70830	Accounts Payable	Computer Check	3/19/2014	AFLAC	\$0.00	\$766.25	(\$2,730.07)	Outstanding	3/31/2014
70831	Accounts Payable	Computer Check	3/19/2014	ALLIANCE ENTERTAINMENT	\$0.00	\$469.56	(\$3,199.63)	Outstanding	3/31/2014
70832	Accounts Payable	Computer Check	3/19/2014	AMARK INDUSTRIES	\$0.00	\$2,096.60	(\$5,296.23)	Outstanding	3/31/2014
70833	Accounts Payable	Computer Check	3/19/2014	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$514.00	(\$5,810.23)	Outstanding	3/31/2014
70834	Accounts Payable	Computer Check	3/19/2014	AT&T	\$0.00	\$926.06	(\$6,736.29)	Outstanding	3/31/2014
70835	Accounts Payable	Computer Check	3/19/2014	AT&T	\$0.00	\$43.40	(\$6,779.69)	Outstanding	3/31/2014
70836	Accounts Payable	Computer Check	3/19/2014	AV TECHSOURCE, INC.	\$0.00	\$1,600.00	(\$8,379.69)	Outstanding	3/31/2014
70837	Accounts Payable	Computer Check	3/19/2014	AVCAFE	\$0.00	\$105.98	(\$8,485.67)	Outstanding	3/31/2014
70838	Accounts Payable	Computer Check	3/19/2014	BAKER & TAYLOR	\$0.00	\$12.49	(\$8,498.16)	Outstanding	3/31/2014
70839	Accounts Payable	Computer Check	3/19/2014	STEVE BELLIVEAU	\$0.00	\$385.00	(\$8,883.16)	Outstanding	3/31/2014
70840	Accounts Payable	Computer Check	3/19/2014	BLICK ART MATERIALS	\$0.00	\$29.93	(\$8,913.09)	Outstanding	3/31/2014
70841	Accounts Payable	Computer Check	3/19/2014	BRODART CO.	\$0.00	\$2,263.00	(\$11,176.09)	Outstanding	3/31/2014
70842	Accounts Payable	Computer Check	3/19/2014	CATS	\$0.00	\$350.00	(\$11,526.09)	Outstanding	3/31/2014
70843	Accounts Payable	Computer Check	3/19/2014	CENGAGE LEARNING, INC.	\$0.00	\$3,310.96	(\$14,837.05)	Outstanding	3/31/2014
70844	Accounts Payable	Computer Check	3/19/2014	CENTER POINT LARGE PRINT	\$0.00	\$216.90	(\$15,053.95)	Outstanding	3/31/2014
70845	Accounts Payable	Computer Check	3/19/2014	CINTAS CORPORATION LOC. 769	\$0.00	\$426.32	(\$15,480.27)	Outstanding	3/31/2014
70846	Accounts Payable	Computer Check	3/19/2014	CLASSIC DESIGN AWARDS, INC.	\$0.00	\$80.40	(\$15,560.67)	Outstanding	3/31/2014
70847	Accounts Payable	Computer Check	3/19/2014	COMCAST	\$0.00	\$316.27	(\$15,876.94)	Outstanding	3/31/2014
70848	Accounts Payable	Computer Check	3/19/2014	COMED	\$0.00	\$9,072.51	(\$24,949.45)	Outstanding	3/31/2014
70849	Accounts Payable	Computer Check	3/19/2014	COOPERATIVE COMPUTER SERV	\$0.00	\$6,023.99	(\$30,973.44)	Outstanding	3/31/2014
70850	Accounts Payable	Computer Check	3/19/2014	CQ-ROLL CALL, INC.	\$0.00	\$2,213.00	(\$33,186.44)	Outstanding	3/31/2014
70851	Accounts Payable	Computer Check	3/19/2014	CECILIA CYGNAR	\$0.00	\$40.45	(\$33,226.89)	Outstanding	3/31/2014
70852	Accounts Payable	Computer Check	3/19/2014	DEMCO	\$0.00	\$1,709.49	(\$34,936.38)	Outstanding	3/31/2014
70853	Accounts Payable	Computer Check	3/19/2014	EASYPERMIT POSTAGE	\$0.00	\$500.00	(\$35,436.38)	Outstanding	3/31/2014
70854	Accounts Payable	Computer Check	3/19/2014	EBSCO	\$0.00	\$19,025.66	(\$54,462.04)	Outstanding	3/31/2014
70855	Accounts Payable	Computer Check	3/19/2014	ELLISON EDUCATIONAL EQUIPME	\$0.00	\$76.00	(\$54,538.04)	Outstanding	3/31/2014
70856	Accounts Payable	Computer Check	3/19/2014	EVANCED SOLUTIONS, LLC	\$0.00	\$1,293.00	(\$55,831.04)	Outstanding	3/31/2014
70857	Accounts Payable	Computer Check	3/19/2014	FIFTH THIRD BANK	\$0.00	\$460.00	(\$56,291.04)	Outstanding	3/31/2014
70858	Accounts Payable	Computer Check	3/19/2014	FIFTH THIRD BANK	\$0.00	\$1,540.00	(\$57,831.04)	Outstanding	3/31/2014
70859	Accounts Payable	Computer Check	3/19/2014	FLEXSOURCE, LLC	\$0.00	\$402.50	(\$58,233.54)	Outstanding	3/31/2014
70860	Accounts Payable	Computer Check	3/19/2014	FREDERICK QUINN CORPORATIO	\$0.00	\$156,182.00	(\$214,415.54)	Outstanding	3/31/2014
70861	Accounts Payable	Computer Check	3/19/2014	FRIENDS OF THE NILES LIBRARY	\$0.00	\$1,372.86	(\$215,788.40)	Outstanding	3/31/2014
70862	Accounts Payable	Computer Check	3/19/2014	FROSTLINE INC.	\$0.00	\$211.00	(\$215,999.40)	Outstanding	3/31/2014
70863	Accounts Payable	Computer Check	3/19/2014	GABEL & SCHUBERT, INC.	\$0.00	\$1,640.00	(\$217,639.40)	Outstanding	3/31/2014
70864	Accounts Payable	Computer Check	3/19/2014	GARVEY'S OFFICE PRODUCTS	\$0.00	\$2,466.36	(\$220,105.76)	Outstanding	3/31/2014
70865	Accounts Payable	Computer Check	3/19/2014	GRAINGER	\$0.00	\$1,357.76	(\$221,463.52)	Outstanding	3/31/2014
70866	Accounts Payable	Computer Check	3/19/2014	GRAPHIC 14 INCORPORATED	\$0.00	\$324.50	(\$221,788.02)	Outstanding	3/31/2014

Niles Public Library District Bank Register Report - Checking

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70867	Accounts Payable	Computer Check	3/19/2014	GROOT INDUSTRIES, INC.	\$0.00	\$314.41	(\$222,102.43)	Outstanding	3/31/2014
70868	Accounts Payable	Computer Check	3/19/2014	MATTHEW J. GUNIA	\$0.00	\$21.27	(\$222,123.70)	Outstanding	3/31/2014
70869	Accounts Payable	Computer Check	3/19/2014	HEALTHCARE SERVICE CORPOR	\$0.00	\$37,342.80	(\$259,466.50)	Outstanding	3/31/2014
70870	Accounts Payable	Computer Check	3/19/2014	ILLINOIS LIBRARY ASSOCIATION	\$0.00	\$25.00	(\$259,491.50)	Outstanding	3/31/2014
70871	Accounts Payable	Computer Check	3/19/2014	INGRAM LIBRARY SERVICES	\$0.00	\$14,016.20	(\$273,507.70)	Outstanding	3/31/2014
70872	Accounts Payable	Computer Check	3/19/2014	IRON MOUNTAIN	\$0.00	\$115.00	(\$273,622.70)	Outstanding	3/31/2014
70873	Accounts Payable	Computer Check	3/19/2014	TAMARA JASIM	\$0.00	\$3.99	(\$273,626.69)	Outstanding	3/31/2014
70874	Accounts Payable	Computer Check	3/19/2014	KAREN CHAN FINANCIAL EDUCA	\$0.00	\$300.00	(\$273,926.69)	Outstanding	3/31/2014
70875	Accounts Payable	Computer Check	3/19/2014	KAREN CHAN FINANCIAL EDUCA	\$0.00	\$300.00	(\$274,226.69)	Outstanding	3/31/2014
70876	Accounts Payable	Computer Check	3/19/2014	KAREN CHAN FINANCIAL EDUCA	\$0.00	\$300.00	(\$274,526.69)	Outstanding	3/31/2014
70877	Accounts Payable	Computer Check	3/19/2014	DEIRDRE KERRIGAN	\$0.00	\$3.99	(\$274,530.68)	Outstanding	3/31/2014
70878	Accounts Payable	Computer Check	3/19/2014	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$4,284.26	(\$278,814.94)	Outstanding	3/31/2014
70879	Accounts Payable	Computer Check	3/19/2014	KONE INC.	\$0.00	\$225.22	(\$279,040.16)	Outstanding	3/31/2014
70880	Accounts Payable	Computer Check	3/19/2014	KONICA MINOLTA BUSINESS SO	\$0.00	\$878.49	(\$279,918.65)	Outstanding	3/31/2014
70881	Accounts Payable	Computer Check	3/19/2014	ARCHANA LAPSIWALA	\$0.00	\$22.60	(\$279,941.25)	Outstanding	3/31/2014
70882	Accounts Payable	Computer Check	3/19/2014	CATHERINE LEVINSON	\$0.00	\$69.90	(\$280,011.15)	Outstanding	3/31/2014
70883	Accounts Payable	Computer Check	3/19/2014	LIBRARY FURNITURE INTERNATI	\$0.00	\$1,149.00	(\$281,160.15)	Outstanding	3/31/2014
70884	Accounts Payable	Computer Check	3/19/2014	KARIN LYDERSEN	\$0.00	\$150.00	(\$281,310.15)	Outstanding	3/31/2014
70885	Accounts Payable	Computer Check	3/19/2014	JUDITH MCNULTY	\$0.00	\$15.60	(\$281,325.75)	Outstanding	3/31/2014
70886	Accounts Payable	Computer Check	3/19/2014	BETSEY MEANS	\$0.00	\$300.00	(\$281,625.75)	Outstanding	3/31/2014
70887	Accounts Payable	Computer Check	3/19/2014	MENARDS	\$0.00	\$442.35	(\$282,068.10)	Outstanding	3/31/2014
70888	Accounts Payable	Computer Check	3/19/2014	MIDWEST TAPE	\$0.00	\$10,517.18	(\$292,585.28)	Outstanding	3/31/2014
70889	Accounts Payable	Computer Check	3/19/2014	MARY MILLER	\$0.00	\$46.76	(\$292,632.04)	Outstanding	3/31/2014
70890	Accounts Payable	Computer Check	3/19/2014	MULTICULTURAL BOOKS & VID	\$0.00	\$1,842.57	(\$294,474.61)	Outstanding	3/31/2014
70891	Accounts Payable	Computer Check	3/19/2014	KUNA NA	\$0.00	\$175.00	(\$294,649.61)	Outstanding	3/31/2014
70892	Accounts Payable	Computer Check	3/19/2014	NICOR GAS	\$0.00	\$4,089.94	(\$298,739.55)	Outstanding	3/31/2014
70893	Accounts Payable	Computer Check	3/19/2014	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$299,620.55)	Outstanding	3/31/2014
70894	Accounts Payable	Computer Check	3/19/2014	GLAUCER NOGUEIRA	\$0.00	\$12.99	(\$299,633.54)	Outstanding	3/31/2014
70895	Accounts Payable	Computer Check	3/19/2014	CORNELIUS M. O'SHEA	\$0.00	\$280.72	(\$299,914.26)	Outstanding	3/31/2014
70896	Accounts Payable	Computer Check	3/19/2014	OAK BROOK MECHANICAL SERV	\$0.00	\$748.00	(\$300,662.26)	Outstanding	3/31/2014
70897	Accounts Payable	Computer Check	3/19/2014	ESTHER PARK	\$0.00	\$15.99	(\$300,678.25)	Outstanding	3/31/2014
70898	Accounts Payable	Computer Check	3/19/2014	PARK RIDGE PUBLIC LIBRARY	\$0.00	\$39.95	(\$300,718.20)	Outstanding	3/31/2014
70899	Accounts Payable	Computer Check	3/19/2014	PETTY CASH	\$0.00	\$104.76	(\$300,822.96)	Outstanding	3/31/2014
70900	Accounts Payable	Computer Check	3/19/2014	PITNEY BOWES	\$0.00	\$591.00	(\$301,413.96)	Outstanding	3/31/2014
70901	Accounts Payable	Computer Check	3/19/2014	ROBERT P. PODGORSKI	\$0.00	\$150.00	(\$301,563.96)	Outstanding	3/31/2014
70902	Accounts Payable	Computer Check	3/19/2014	ROBERT P. PODGORSKI	\$0.00	\$150.00	(\$301,713.96)	Outstanding	3/31/2014
70903	Accounts Payable	Computer Check	3/19/2014	ROBERT P. PODGORSKI	\$0.00	\$200.00	(\$301,913.96)	Outstanding	3/31/2014
70904	Accounts Payable	Computer Check	3/19/2014	POLONIA BOOKSTORE, INC.	\$0.00	\$561.56	(\$302,475.52)	Outstanding	3/31/2014
70905	Accounts Payable	Computer Check	3/19/2014	RECORD INFORMATION SERVIC	\$0.00	\$575.00	(\$303,050.52)	Outstanding	3/31/2014

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
70906	Accounts Payable	Computer Check	3/19/2014	ROBERT A. RODRIGUEZ	\$0.00	\$450.00	(\$303,500.52)	Outstanding	3/31/2014
70907	Accounts Payable	Computer Check	3/19/2014	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$550.00	(\$304,050.52)	Outstanding	3/31/2014
70908	Accounts Payable	Computer Check	3/19/2014	SAFESPACE CONCEPTS, INC.	\$0.00	\$1,344.40	(\$305,394.92)	Outstanding	3/31/2014
70909	Accounts Payable	Computer Check	3/19/2014	CLARA SHEFFER	\$0.00	\$33.93	(\$305,428.85)	Outstanding	3/31/2014
70910	Accounts Payable	Computer Check	3/19/2014	SHELL	\$0.00	\$105.43	(\$305,534.28)	Outstanding	3/31/2014
70911	Accounts Payable	Computer Check	3/19/2014	SIMPLEXGRINNELL	\$0.00	\$1,013.04	(\$306,547.32)	Outstanding	3/31/2014
70912	Accounts Payable	Computer Check	3/19/2014	SKOKIE PUBLIC LIBRARY	\$0.00	\$667.00	(\$307,214.32)	Outstanding	3/31/2014
70913	Accounts Payable	Computer Check	3/19/2014	SMITHEREEN PEST MANAGEMEN	\$0.00	\$110.00	(\$307,324.32)	Outstanding	3/31/2014
70914	Accounts Payable	Computer Check	3/19/2014	STEPHEN M. SZABADOS	\$0.00	\$125.00	(\$307,449.32)	Outstanding	3/31/2014
70915	Accounts Payable	Computer Check	3/19/2014	THE GREEN BUFFALO , INC.	\$0.00	\$500.00	(\$307,949.32)	Outstanding	3/31/2014
70916	Accounts Payable	Computer Check	3/19/2014	THE LINCOLN NATIONAL LIFE IN	\$0.00	\$1,531.71	(\$309,481.03)	Outstanding	3/31/2014
70917	Accounts Payable	Computer Check	3/19/2014	TYCO INTEGRATED SECURITY L	\$0.00	\$973.55	(\$310,454.58)	Outstanding	3/31/2014
70918	Accounts Payable	Computer Check	3/19/2014	GRETA ULRICH	\$0.00	\$23.30	(\$310,477.88)	Outstanding	3/31/2014
70919	Accounts Payable	Computer Check	3/19/2014	UNIQUE MANAGEMENT SERVICE	\$0.00	\$169.15	(\$310,647.03)	Outstanding	3/31/2014
70920	Accounts Payable	Computer Check	3/19/2014	SASHA VASILIC	\$0.00	\$65.94	(\$310,712.97)	Outstanding	3/31/2014
70921	Accounts Payable	Computer Check	3/19/2014	VERIZON WIRELESS	\$0.00	\$98.35	(\$310,811.32)	Outstanding	3/31/2014
70922	Accounts Payable	Computer Check	3/19/2014	VERSACART SYSTEMS	\$0.00	\$525.50	(\$311,336.82)	Outstanding	3/31/2014
70923	Accounts Payable	Computer Check	3/19/2014	VILLAGE OF NILES	\$0.00	\$270.14	(\$311,606.96)	Outstanding	3/31/2014
70924	Accounts Payable	Computer Check	3/19/2014	VISA	\$0.00	\$9,020.26	(\$320,627.22)	Outstanding	3/31/2014
70925	Accounts Payable	Computer Check	3/19/2014	VISION SERVICE PLAN OF ILLINO	\$0.00	\$660.18	(\$321,287.40)	Outstanding	3/31/2014
70926	Accounts Payable	Computer Check	3/19/2014	VISOGRAPHIC	\$0.00	\$6,977.49	(\$328,264.89)	Outstanding	3/31/2014
70927	Accounts Payable	Computer Check	3/19/2014	JACK WADDICK	\$0.00	\$295.00	(\$328,559.89)	Outstanding	3/31/2014
70928	Accounts Payable	Computer Check	3/19/2014	LINDA WEISS	\$0.00	\$85.85	(\$328,645.74)	Outstanding	3/31/2014
70929	Accounts Payable	Computer Check	3/19/2014	SUSAN WILSEY	\$0.00	\$17.36	(\$328,663.10)	Outstanding	3/31/2014
70930	Accounts Payable	Computer Check	3/19/2014	DEIDRE K. WINTERHALTER	\$0.00	\$113.08	(\$328,776.18)	Outstanding	3/31/2014
70931	Accounts Payable	Computer Check	3/19/2014	X-PERT LANDSCAPING INC.	\$0.00	\$870.00	(\$329,646.18)	Outstanding	3/31/2014

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$329,646.18)
Total Payments:	(\$329,646.18)
Total Change in Register Balance:	(\$329,646.18)

Niles Public Library District Bank Register Report - Imprest

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
2903	Accounts Payable	Manual Check	2/7/2014	DIJANA NEDELJKOVIC	\$0.00	\$100.00	(\$100.00)	Outstanding	2/28/2014
2904	Accounts Payable	Manual Check	2/10/2014	ROBBIE MALKOWSKI	\$0.00	\$250.00	(\$350.00)	Outstanding	2/28/2014
2906	Accounts Payable	Manual Check	2/12/2014	ASI	\$0.00	\$6,312.88	(\$6,662.88)	Outstanding	2/28/2014
2907	Accounts Payable	Manual Check	2/12/2014	LIBRARY FURNITURE INTERNATI	\$0.00	\$1,595.50	(\$8,258.38)	Outstanding	2/28/2014
2901	Accounts Payable	Manual Check	2/5/2014	INNOVATION EXPERTS	\$0.00	\$330.00	(\$8,588.38)	Outstanding	2/28/2014
2902	Accounts Payable	Manual Check	2/5/2014	LACONI YSS	\$0.00	\$30.00	(\$8,618.38)	Outstanding	2/28/2014
2905	Accounts Payable	Manual Check	2/12/2014	CASH	\$0.00	\$100.00	(\$8,718.38)	Outstanding	2/28/2014
2908	Accounts Payable	Manual Check	2/13/2014	SUSAN LEMPKE	\$0.00	\$1,577.08	(\$10,295.46)	Outstanding	2/28/2014

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Manual Check	(\$10,295.46)
Total Payments:	(\$10,295.46)
Total Change in Register Balance:	(\$10,295.46)

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>
40-5810-58-00, Special Reserve - Equipment									
3/5/2014	030514	Invoice		VISA	Unposted Accounts Pa	Not yet posted	2/28/2014	\$566.80	\$0.00
2/19/2014	34641	Invoice		FROSTLINE INC.	Unposted Accounts Pa	Not yet posted	2/28/2014	\$211.00	\$0.00
<i>Totals for 40-5810-58-00, Special Reserve - Equipment:</i>								<u>\$777.80</u>	<u>\$0.00</u>
40-5815-58-00, Special Reserve - Construction Project									
2/12/2014	CHIC 63231	Invoice		ASI	Unposted Accounts Pa	Not yet posted	2/28/2014	\$6,312.88	\$0.00
2/12/2014	021314	Invoice		LIBRARY FURNITURE INTE	Unposted Accounts Pa	Not yet posted	2/28/2014	\$1,595.50	\$0.00
2/14/2014	80102	Invoice		GABEL & SCHUBERT, INC.	Unposted Accounts Pa	Not yet posted	2/28/2014	\$1,640.00	\$0.00
3/6/2014	0461-0	Invoice		FREDERICK QUINN CORPO	Unposted Accounts Pa	Not yet posted	2/28/2014	\$156,182.00	\$0.00
<i>Totals for 40-5815-58-00, Special Reserve - Construction Project:</i>								<u>\$165,730.38</u>	<u>\$0.00</u>
40-5820-58-00, Capital Projects-Furniture & Fixtures									
3/10/2014	4387	Invoice		LIBRARY FURNITURE INTE	Unposted Accounts Pa	Not yet posted	2/28/2014	\$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:								\$167,657.18	\$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 (2/1/2014 to 2/28/2014)
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)

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 19th day of March, 2014.

IN WITNESS WHEREOF, I have hereunto set my hand this 19th day of March, 2014.

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

ORDINANCE NO. 14-02

**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 19th day of March, 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:

8 Epson Impact Printers

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 19th day of March, 2014.

Linda Weiss
Library Director
Niles Public Library District

Buyer

Attest: _____

Niles Public Library District

Balance Sheet

February 28, 2014

	GENERAL FUND 2/28/2014	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND	SPECIAL RESERVE FUND	TOTAL
Assets					
Cash and Investments					
Cash Checking	(\$2,092,105)	\$944,664		\$1,187,509	\$40,068
Cash-Imprest	(\$996)				(\$996)
Cash-Flexible Spending Account	\$6,047				\$6,047
MaxSafe CD	\$1,015,017				\$1,015,017
Capital One 360	\$247,595				\$247,595
Stone Castle	\$2,927,208				\$2,927,208
Petty Cash	\$200				\$200
Illinois Funds-Tax Deposit Account	\$662,907				\$662,907
Illinois Funds E pay fines	\$58,948				\$58,948
Northwest Community Credit Union	\$251,664				\$251,664
Fifth Third Bank-Investments	\$1,194,389				\$1,194,389
Investments Money Market-Fifth Third Bank	\$453,889				\$453,889
MaxSafe CD	\$514,126				\$514,126
MaxSafe CD	\$509,985				\$509,985
Total Cash and Investments	\$5,748,873	\$944,664	\$0	\$1,187,509	\$7,881,046
Receivables					
Accrued Interest Receivable	\$489	\$78		\$316	\$884
Total Receivables	\$489	\$78	\$0	\$316	\$884
Prepaid Items					
Prepaid Expense	\$35,859				\$35,859
Total Prepaid Items	\$35,859	\$0	\$0	\$0	\$35,859
Total Assets	\$5,785,221	\$944,742	\$0	\$1,187,825	\$7,917,789

Niles Public Library District
Balance Sheet
February 28, 2014

	GENERAL FUND 2/28/2014	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND	SPECIAL RESERVE FUND	TOTAL
Liabilities and Fund Balance					
Liabilities					
Accounts Payable	\$131,945	\$679		\$195,023	\$327,646
Accounts Payable-Friends of the Library					
Payroll Clearing	\$10,925				\$10,925
Accrued Salaries & Wages	\$42,011				\$42,011
Deferred Revenues	(\$367,842)	(\$15,913)			(\$383,755)
Total Liabilities	(\$182,961)	(\$15,234)	\$0	\$195,023	(\$3,172)
Fund Balance					
Fund Balance	\$5,968,182	\$959,977		\$992,803	\$7,920,961
Total Fund Balance	\$5,968,182	\$959,977	\$0	\$992,803	\$7,920,961
Total Liabilities and Fund Balance	\$5,785,221	\$944,742	\$0	\$1,187,825	\$7,917,789

Niles Public Library District

Income Statement-Consolidated

February 28, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes	\$869,535	\$822,261	\$47,274	\$4,086,408	\$4,042,783	\$43,624	\$6,852,175	60%
Replacement Taxes				\$78,359		\$78,359		
Per Capita Grant		\$54,000	(\$54,000)	\$58,868	\$54,000	\$4,868	\$54,000	109%
Grants-Other				\$10,877		\$10,877	\$1,000	1,088%
Investment Income	\$1,372	\$1,667	(\$295)	\$14,369	\$13,333	\$1,035	\$20,000	72%
Fines	\$4,568	\$3,333	\$1,235	\$30,131	\$26,667	\$3,465	\$40,000	75%
Lost Books	\$1,033	\$625	\$408	\$5,615	\$5,000	\$615	\$7,500	75%
Pay For Print	\$506	\$1,250	(\$744)	\$9,325	\$10,000	(\$675)	\$15,000	62%
Flash Drive & Ear Bud Sales	\$10		\$10	\$22		\$22		
Commissions & Fees					\$75	(\$75)	\$100	
Donations-Friends of the Library							\$500	
Donations	\$130	\$21	\$109	\$130	\$167	(\$37)	\$250	52%
Miscellaneous	\$1,981	\$17	\$1,964	\$3,299	\$133	\$3,165	\$200	1,649%
Total Revenues	\$879,134	\$883,174	(\$4,039)	\$4,297,402	\$4,152,158	\$145,244	\$6,990,725	61%
Expenditures								
Salaries								
Library Director	\$9,494	\$9,632	\$138	\$75,949	\$77,053	\$1,105	\$115,580	66%
Payroll-Department Managers	\$22,496	\$20,918	(\$1,578)	\$169,792	\$167,344	(\$2,448)	\$251,016	68%
Payroll-Division Supervisors	\$48,446	\$49,578	\$1,132	\$382,251	\$396,627	\$14,376	\$594,940	64%
Payroll-Librarian I	\$99,813	\$97,107	(\$2,707)	\$780,300	\$776,853	(\$3,447)	\$1,165,279	67%
Payroll-Library Grade V	\$46,565	\$50,038	\$3,473	\$379,763	\$400,300	\$20,537	\$600,450	63%
Payroll-Library Grade VI	\$35,769	\$36,949	\$1,180	\$293,803	\$295,595	\$1,792	\$443,393	66%
Payroll-Library Pages	\$9,263	\$12,065	\$2,802	\$84,055	\$96,523	\$12,468	\$144,784	58%
Payroll-Sundays	\$5,691	\$6,417	\$726	\$48,760	\$51,333	\$2,573	\$77,000	63%
Adjustments							\$10,000	
Substitutes	\$210	\$667	\$457	\$2,121	\$5,333	\$3,212	\$8,000	27%
Total Salaries	\$277,747	\$283,370	\$5,623	\$2,216,794	\$2,266,961	\$50,167	\$3,410,442	65%

Niles Public Library District

Income Statement-Consolidated

February 28, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$12,585	\$11,917	(\$669)	\$92,608	\$95,333	\$2,725	\$143,000	65%
Books-Youth Services	\$4,048	\$5,750	\$1,702	\$30,891	\$46,000	\$15,109	\$69,000	45%
Books-Teen	\$339	\$1,250	\$911	\$8,876	\$10,000	\$1,124	\$15,000	59%
Downloadables	\$497	\$4,583	\$4,087	\$41,885	\$36,667	(\$5,218)	\$55,000	76%
Periodicals	\$15,993	\$2,000	(\$13,993)	\$19,550	\$16,000	(\$3,550)	\$24,000	81%
AV-Adult	\$9,163	\$7,917	(\$1,246)	\$64,608	\$63,333	(\$1,274)	\$95,000	68%
AV-Youth Services	\$2,208	\$3,808	\$1,601	\$20,621	\$30,467	\$9,846	\$45,700	45%
AV-Teen	\$633	\$1,083	\$450	\$5,765	\$8,667	\$2,902	\$13,000	44%
Online Databases	\$4,542	\$16,750	\$12,208	\$154,667	\$134,000	(\$20,667)	\$201,000	77%
Total Library Materials	\$50,009	\$55,058	\$5,050	\$439,471	\$440,467	\$995	\$660,700	67%
Library Operating Expenditures								
CCS Charges	\$4,319	\$6,500	\$2,181	\$49,608	\$52,000	\$2,392	\$78,000	64%
Processing & Supplies	\$5,203	\$2,500	(\$2,703)	\$9,896	\$20,000	\$10,104	\$30,000	33%
Internet Charges	\$1,242	\$1,600	\$358	\$10,757	\$12,800	\$2,043	\$19,200	56%
Software, Licenses	\$3,567	\$3,520	(\$47)	\$22,433	\$28,162	\$5,729	\$42,243	53%
Printing	\$6,977	\$1,213	(\$5,765)	\$26,445	\$23,500	(\$2,945)	\$42,150	63%
Library Supplies	\$2,178	\$1,000	(\$1,178)	\$8,529	\$8,000	(\$529)	\$12,000	71%
Programming & Support-Adult	\$3,650	\$1,717	(\$1,933)	\$13,279	\$13,733	\$454	\$20,600	64%
Programming & Support-Juvenile	\$3,042	\$2,875	(\$167)	\$21,110	\$23,000	\$1,890	\$34,500	61%
Programming & Support-Joint		\$333	\$333	\$1,132	\$2,667	\$1,534	\$4,000	28%
Programming & Support-Teen	\$397	\$583	\$186	\$2,793	\$4,667	\$1,874	\$7,000	40%
Public Performing Rights				\$1,317	\$1,313	(\$4)	\$1,313	100%
CCS Communications	\$326	\$417	\$91	\$2,929	\$3,333	\$405	\$5,000	59%
Computer Charges OCLC	\$1,379	\$1,400	\$22	\$11,030	\$11,203	\$173	\$16,804	66%
Miscellaneous	\$115	\$83	(\$32)	\$837	\$667	(\$170)	\$1,000	84%
Per Capita Grant Expenditures	\$1,352		(\$1,352)	\$53,227		(\$53,227)	\$57,000	93%
Grant - Other Expenditures		\$83	\$83	\$8,613	\$667	(\$7,947)	\$1,000	861%
Volunteers				\$235		(\$235)	\$3,000	8%
Total Library Operating Expenditures	\$33,747	\$23,825	(\$9,922)	\$244,170	\$205,711	(\$38,459)	\$374,810	65%

Niles Public Library District Income Statement-Consolidated

February 28, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
General and Administration								
Janitorial Supplies	\$4,213	\$2,804	(\$1,409)	\$24,093	\$22,433	(\$1,660)	\$33,650	72%
Copiers	\$878	\$833	(\$45)	\$5,357	\$6,667	\$1,310	\$10,000	54%
Professional Development	\$1,993	\$3,408	\$1,416	\$11,791	\$27,266	\$15,475	\$40,899	29%
Mileage	\$163	\$250	\$87	\$1,731	\$2,000	\$269	\$3,000	58%
Professional Collection	\$3,058	\$333	(\$2,724)	\$3,402	\$2,667	(\$735)	\$4,000	85%
Legal Fees	\$4,284	\$3,333	(\$951)	\$9,361	\$26,667	\$17,306	\$40,000	23%
Consultants	\$1,600	\$1,667	\$67	\$4,302	\$13,333	\$9,031	\$20,000	22%
Kitchen Supplies	\$198	\$158	(\$40)	\$280	\$1,267	\$986	\$1,900	15%
Promotional Expense	\$310	\$1,708	\$1,399	\$15,733	\$13,667	(\$2,066)	\$20,500	77%
Office Supplies	\$1,628	\$2,083	\$456	\$17,522	\$16,667	(\$855)	\$25,000	70%
Postage & Freight	\$470	\$1,500	\$1,030	\$9,136	\$12,000	\$2,864	\$18,000	51%
Publication of Notices-Legal		\$100	\$100	\$942	\$800	(\$142)	\$1,200	79%
Publication of Notices-Advertisements		\$42	\$42		\$333	\$333	\$500	
Subscriptions & Dues	\$747	\$750	\$3	\$7,172	\$6,000	(\$1,172)	\$9,000	80%
Collection Services	\$25	\$83	\$58	\$624	\$667	\$43	\$1,000	62%
Telephone	\$142	\$1,375	\$1,233	\$8,877	\$11,000	\$2,123	\$16,500	54%
Trustee Expense	\$324	\$833	\$510	\$7,180	\$6,667	(\$514)	\$10,000	72%
Equipment Rental	\$591	\$417	(\$174)	\$8,322	\$3,333	(\$4,989)	\$5,000	166%
Payroll Service	\$1,373	\$775	(\$598)	\$8,414	\$6,200	(\$2,214)	\$9,300	90%
Bank Fees	\$327	\$250	(\$77)	\$2,173	\$2,000	(\$173)	\$3,000	72%
Parking Lease	\$881	\$881		\$7,048	\$7,048		\$10,572	67%
Total General and Administration	\$23,204	\$23,585	\$381	\$153,461	\$188,680	\$35,220	\$283,021	54%
Vehicle Operation								
Gas, Oil, Grease	\$105	\$83	(\$22)	\$668	\$667	(\$2)	\$1,000	67%
Repairs & Maintenance	\$83	\$150	\$67	\$419	\$1,200	\$781	\$1,800	23%
Miscellaneous		\$8	\$8		\$67	\$67	\$100	
Auto Insurance				\$1,371	\$1,371		\$1,371	100%
Total Vehicle Operation	\$189	\$242	\$53	\$2,458	\$3,304	\$846	\$4,271	58%
Employee Fringe Benefits								

Niles Public Library District

Income Statement-Consolidated

February 28, 2014

	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	\$128,796	\$133,333	\$4,537	\$200,000	64%
Group Health	\$32,805	\$32,739	(\$67)	\$256,631	\$261,908	\$5,277	\$392,862	65%
Health Reimbursement Account	\$4,317	\$4,500	\$183	\$40,463	\$36,000	(\$4,463)	\$54,000	75%
Dental	\$1,269	\$1,667	\$398	\$10,462	\$13,333	\$2,872	\$20,000	52%
Vision	\$517	\$535	\$17	\$4,018	\$4,276	\$258	\$6,414	63%
FSA fee	\$59	\$63	\$4	\$768	\$800	\$32	\$1,050	73%
Life, LTD, AD&D, STD	\$1,532	\$1,600	\$68	\$13,324	\$12,800	(\$524)	\$19,200	69%
Total Employee Fringe Benefits	\$56,367	\$57,769	\$1,402	\$454,461	\$462,451	\$7,989	\$693,526	66%
Utilities								
Gas	\$4,090	\$1,250	(\$2,840)	\$8,390	\$10,000	\$1,610	\$15,000	56%
Electric	\$9,073	\$6,667	(\$2,406)	\$55,880	\$53,333	(\$2,547)	\$80,000	70%
Water	\$270	\$583	\$313	\$4,142	\$4,667	\$525	\$7,000	59%
Total Utilities	\$13,433	\$8,500	(\$4,933)	\$68,412	\$68,000	(\$412)	\$102,000	67%
Capital Expenditures								
Special Reserve - Building		\$6,000	\$6,000		\$48,000	\$48,000	\$72,000	
Special Reserve - Equipment	\$778	\$70,577	\$69,799	\$7,885	\$564,613	\$556,728	\$846,920	1%
Special Reserve - Construction Project	\$165,730	\$339,850	\$174,120	\$2,868,533	\$2,718,800	(\$149,733)	\$4,078,200	70%
Capital Projects-Furniture & Fixtures	\$1,149		(\$1,149)	\$3,549		(\$3,549)		
Total Capital Expenditures	\$167,657	\$416,427	\$248,769	\$2,879,967	\$3,331,413	\$451,446	\$4,997,120	58%
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	\$22,024	\$24,167	\$2,143	\$175,040	\$193,333	\$18,294	\$290,000	60%

Niles Public Library District Income Statement-Consolidated

February 28, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Total Social Security Expenditures	\$22,024	\$24,167	\$2,143	\$175,040	\$193,333	\$18,294	\$290,000	60%
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	\$2,581	\$1,500	(\$1,081)	\$8,312	\$12,000	\$3,688	\$18,000	46%
Total Unemployment Compensation Expenditures	\$2,581	\$1,500	(\$1,081)	\$8,312	\$12,000	\$3,688	\$18,000	46%
Building & Equipment Maintenance								
Repairs & Improvements	\$1,677	\$3,308	\$1,631	\$26,274	\$26,467	\$192	\$39,700	66%
Contractual Maintenance	\$2,769	\$3,093	\$324	\$21,198	\$24,743	\$3,545	\$37,115	57%
Non-Contractual Maintenance	\$314	\$950	\$636	\$2,155	\$7,600	\$5,445	\$11,400	19%
Equipment Maintenance	\$1,805	\$3,128	\$1,323	\$6,333	\$25,027	\$18,693	\$37,540	17%
Non Capital Expenses	\$1,478	\$2,000	\$522	\$6,952	\$16,000	\$9,048	\$24,000	29%
Furniture & Fixtures		\$5,000	\$5,000	\$43,225	\$40,000	(\$3,225)	\$60,000	72%
Total Building & Equipment Maintenance Expenditures	\$8,043	\$17,480	\$9,437	\$106,139	\$139,837	\$33,698	\$209,755	51%
Total Expenditures	\$655,000	\$911,922	\$256,921	\$6,816,988	\$7,379,657	\$562,669	\$11,111,145	61%
NET SURPLUS/(DEFICIT)	\$224,134	(\$28,748)	\$252,882	(\$2,519,586)	(\$3,227,499)	\$707,913	(\$4,120,420)	61%

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	\$849,814	\$822,261	\$27,553	\$3,933,931	\$4,042,783	(\$108,852)	\$6,852,175	57%
Replacement Taxes				\$78,359		\$78,359		
Per Capita Grant		\$54,000	(\$54,000)	\$58,868	\$54,000	\$4,868	\$54,000	109%
Grants-Other				\$10,877		\$10,877	\$1,000	1,088%
Investment Income	\$1,372	\$1,667	(\$295)	\$14,369	\$13,333	\$1,035	\$20,000	72%
Fines	\$4,568	\$3,333	\$1,235	\$30,131	\$26,667	\$3,465	\$40,000	75%
Lost Books	\$1,033	\$625	\$408	\$5,615	\$5,000	\$615	\$7,500	75%
Pay For Print	\$506	\$1,250	(\$744)	\$9,325	\$10,000	(\$675)	\$15,000	62%
Flash Drive & Ear Bud Sales	\$10		\$10	\$22		\$22		
Commissions & Fees					\$75	(\$75)	\$100	
Donations-Friends of the Library							\$500	
Donations	\$130	\$21	\$109	\$130	\$167	(\$37)	\$250	52%
Miscellaneous	\$1,981	\$17	\$1,964	\$3,299	\$133	\$3,165	\$200	1,649%
Total Revenues	\$859,413	\$883,174	(\$23,760)	\$4,144,925	\$4,152,158	(\$7,233)	\$6,990,725	59%
Expenditures								
Salaries								
Library Director	\$9,494	\$9,632	\$138	\$75,949	\$77,053	\$1,105	\$115,580	66%
Payroll-Department Managers	\$22,496	\$20,918	(\$1,578)	\$169,792	\$167,344	(\$2,448)	\$251,016	68%
Payroll-Division Supervisors	\$48,446	\$49,578	\$1,132	\$382,251	\$396,627	\$14,376	\$594,940	64%
Payroll-Librarian I	\$99,813	\$97,107	(\$2,707)	\$780,300	\$776,853	(\$3,447)	\$1,165,279	67%
Payroll-Library Grade V	\$46,565	\$50,038	\$3,473	\$379,763	\$400,300	\$20,537	\$600,450	63%
Payroll-Library Grade VI	\$35,769	\$36,949	\$1,180	\$293,803	\$295,595	\$1,792	\$443,393	66%
Payroll-Library Pages	\$9,263	\$12,065	\$2,802	\$84,055	\$96,523	\$12,468	\$144,784	58%
Payroll-Sundays	\$5,691	\$6,417	\$726	\$48,760	\$51,333	\$2,573	\$77,000	63%
Adjustments							\$10,000	
Substitutes	\$210	\$667	\$457	\$2,121	\$5,333	\$3,212	\$8,000	27%
Total Salaries	\$277,747	\$283,370	\$5,623	\$2,216,794	\$2,266,961	\$50,167	\$3,410,442	65%

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	\$12,585	\$11,917	(\$669)	\$92,608	\$95,333	\$2,725	\$143,000	65%
Books-Youth Services	\$4,048	\$5,750	\$1,702	\$30,891	\$46,000	\$15,109	\$69,000	45%
Books-Teen	\$339	\$1,250	\$911	\$8,876	\$10,000	\$1,124	\$15,000	59%
Downloadables	\$497	\$4,583	\$4,087	\$41,885	\$36,667	(\$5,218)	\$55,000	76%
Periodicals	\$15,993	\$2,000	(\$13,993)	\$19,550	\$16,000	(\$3,550)	\$24,000	81%
AV-Adult	\$9,163	\$7,917	(\$1,246)	\$64,608	\$63,333	(\$1,274)	\$95,000	68%
AV-Youth Services	\$2,208	\$3,808	\$1,601	\$20,621	\$30,467	\$9,846	\$45,700	45%
AV-Teen	\$633	\$1,083	\$450	\$5,765	\$8,667	\$2,902	\$13,000	44%
Online Databases	\$4,542	\$16,750	\$12,208	\$154,667	\$134,000	(\$20,667)	\$201,000	77%
Total Library Materials	\$50,009	\$55,058	\$5,050	\$439,471	\$440,467	\$995	\$660,700	67%
Library Operating Expenditures								
CCS Charges	\$4,319	\$6,500	\$2,181	\$49,608	\$52,000	\$2,392	\$78,000	64%
Processing & Supplies	\$5,203	\$2,500	(\$2,703)	\$9,896	\$20,000	\$10,104	\$30,000	33%
Internet Charges	\$1,242	\$1,600	\$358	\$10,757	\$12,800	\$2,043	\$19,200	56%
Software, Licenses	\$3,567	\$3,520	(\$47)	\$22,433	\$28,162	\$5,729	\$42,243	53%
Printing	\$6,977	\$1,213	(\$5,765)	\$26,445	\$23,500	(\$2,945)	\$42,150	63%
Library Supplies	\$2,178	\$1,000	(\$1,178)	\$8,529	\$8,000	(\$529)	\$12,000	71%
Programming & Support-Adult	\$3,650	\$1,717	(\$1,933)	\$13,279	\$13,733	\$454	\$20,600	64%
Programming & Support-Juvenile	\$3,042	\$2,875	(\$167)	\$21,110	\$23,000	\$1,890	\$34,500	61%
Programming & Support-Joint		\$333	\$333	\$1,132	\$2,667	\$1,534	\$4,000	28%
Programming & Support-Teen	\$397	\$583	\$186	\$2,793	\$4,667	\$1,874	\$7,000	40%
Public Performing Rights				\$1,317	\$1,313	(\$4)	\$1,313	100%
CCS Communications	\$326	\$417	\$91	\$2,929	\$3,333	\$405	\$5,000	59%
Computer Charges OCLC	\$1,379	\$1,400	\$22	\$11,030	\$11,203	\$173	\$16,804	66%
Miscellaneous	\$115	\$83	(\$32)	\$837	\$667	(\$170)	\$1,000	84%
Per Capita Grant Expenditures	\$1,352		(\$1,352)	\$53,227		(\$53,227)	\$57,000	93%
Grant - Other Expenditures		\$83	\$83	\$8,613	\$667	(\$7,947)	\$1,000	861%
Volunteers				\$235		(\$235)	\$3,000	8%
Total Library Operating Expenditures	\$33,747	\$23,825	(\$9,922)	\$244,170	\$205,711	(\$38,459)	\$374,810	65%

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	\$4,213	\$2,804	(\$1,409)	\$24,093	\$22,433	(\$1,660)	\$33,650	72%
Copiers	\$878	\$833	(\$45)	\$5,357	\$6,667	\$1,310	\$10,000	54%
Professional Development	\$1,993	\$3,408	\$1,416	\$11,791	\$27,266	\$15,475	\$40,899	29%
Mileage	\$163	\$250	\$87	\$1,731	\$2,000	\$269	\$3,000	58%
Professional Collection	\$3,058	\$333	(\$2,724)	\$3,402	\$2,667	(\$735)	\$4,000	85%
Legal Fees	\$4,284	\$3,333	(\$951)	\$9,361	\$26,667	\$17,306	\$40,000	23%
Consultants	\$1,600	\$1,667	\$67	\$4,302	\$13,333	\$9,031	\$20,000	22%
Kitchen Supplies	\$198	\$158	(\$40)	\$280	\$1,267	\$986	\$1,900	15%
Promotional Expense	\$310	\$1,708	\$1,399	\$15,733	\$13,667	(\$2,066)	\$20,500	77%
Office Supplies	\$1,628	\$2,083	\$456	\$17,522	\$16,667	(\$855)	\$25,000	70%
Postage & Freight	\$470	\$1,500	\$1,030	\$9,136	\$12,000	\$2,864	\$18,000	51%
Publication of Notices-Legal		\$100	\$100	\$942	\$800	(\$142)	\$1,200	79%
Publication of Notices-Advertisements		\$42	\$42		\$333	\$333	\$500	
Subscriptions & Dues	\$747	\$750	\$3	\$7,172	\$6,000	(\$1,172)	\$9,000	80%
Collection Services	\$25	\$83	\$58	\$624	\$667	\$43	\$1,000	62%
Telephone	\$142	\$1,375	\$1,233	\$8,877	\$11,000	\$2,123	\$16,500	54%
Trustee Expense	\$324	\$833	\$510	\$7,180	\$6,667	(\$514)	\$10,000	72%
Equipment Rental	\$591	\$417	(\$174)	\$8,322	\$3,333	(\$4,989)	\$5,000	166%
Payroll Service	\$1,373	\$775	(\$598)	\$8,414	\$6,200	(\$2,214)	\$9,300	90%
Bank Fees	\$327	\$250	(\$77)	\$2,173	\$2,000	(\$173)	\$3,000	72%
Parking Lease	\$881	\$881		\$7,048	\$7,048		\$10,572	67%
Total General and Administration	\$23,204	\$23,585	\$381	\$153,461	\$188,680	\$35,220	\$283,021	54%
Vehicle Operation								
Gas, Oil, Grease	\$105	\$83	(\$22)	\$668	\$667	(\$2)	\$1,000	67%
Repairs & Maintenance	\$83	\$150	\$67	\$419	\$1,200	\$781	\$1,800	23%
Miscellaneous		\$8	\$8		\$67	\$67	\$100	
Auto Insurance				\$1,371	\$1,371		\$1,371	100%
Total Vehicle Operation	\$189	\$242	\$53	\$2,458	\$3,304	\$846	\$4,271	58%

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	\$15,868	\$16,667	\$799	\$128,796	\$133,333	\$4,537	\$200,000	64%
Group Health	\$32,805	\$32,739	(\$67)	\$256,631	\$261,908	\$5,277	\$392,862	65%
Health Reimbursement Account	\$4,317	\$4,500	\$183	\$40,463	\$36,000	(\$4,463)	\$54,000	75%
Dental	\$1,269	\$1,667	\$398	\$10,462	\$13,333	\$2,872	\$20,000	52%
Vision	\$517	\$535	\$17	\$4,018	\$4,276	\$258	\$6,414	63%
FSA fee	\$59	\$63	\$4	\$768	\$800	\$32	\$1,050	73%
Life, LTD, AD&D, STD	\$1,532	\$1,600	\$68	\$13,324	\$12,800	(\$524)	\$19,200	69%
Total Employee Fringe Benefits	\$56,367	\$57,769	\$1,402	\$454,461	\$462,451	\$7,989	\$693,526	66%
Utilities								
Gas	\$4,090	\$1,250	(\$2,840)	\$8,390	\$10,000	\$1,610	\$15,000	56%
Electric	\$9,073	\$6,667	(\$2,406)	\$55,880	\$53,333	(\$2,547)	\$80,000	70%
Water	\$270	\$583	\$313	\$4,142	\$4,667	\$525	\$7,000	59%
Total Utilities	\$13,433	\$8,500	(\$4,933)	\$68,412	\$68,000	(\$412)	\$102,000	67%
Total Expenditures	\$454,695	\$452,349	(\$2,347)	\$3,579,227	\$3,635,574	\$56,347	\$5,528,770	65%
NET SURPLUS/(DEFICIT)	\$404,718	\$430,825	(\$26,107)	\$565,698	\$516,584	\$49,114	\$1,461,955	39%

Niles Public Library District
Income Statement- YTD By Fund
February 28, 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	\$4,042,783	\$3,933,931	\$152,476			\$4,086,408	\$43,624	60%
Replacement Taxes			\$78,359				\$78,359	\$78,359	
Per Capita Grant	\$54,000	\$54,000	\$58,868				\$58,868	\$4,868	109%
Grants-Other	\$1,000		\$10,877				\$10,877	\$10,877	1,088%
Investment Income	\$20,000	\$13,333	\$14,369				\$14,369	\$1,035	72%
Fines	\$40,000	\$26,667	\$30,131				\$30,131	\$3,465	75%
Lost Books	\$7,500	\$5,000	\$5,615				\$5,615	\$615	75%
Pay For Print	\$15,000	\$10,000	\$9,325				\$9,325	(\$675)	62%
Flash Drive & Ear Bud Sales			\$22				\$22	\$22	
Commissions & Fees	\$100	\$75						(\$75)	
Donations-Friends of the Library	\$500								
Donations	\$250	\$167	\$130				\$130	(\$37)	52%
Miscellaneous	\$200	\$133	\$3,299				\$3,299	\$3,165	1,649%
Total Revenues	\$6,990,725	\$4,152,158	\$4,144,925	\$152,476	\$0	\$0	\$4,297,402	\$145,244	61%
Expenditures									
Salaries									
Library Director	\$115,580	\$77,053	\$75,949				\$75,949	\$1,105	66%
Payroll-Department Managers	\$251,016	\$167,344	\$169,792				\$169,792	(\$2,448)	68%
Payroll-Division Supervisors	\$594,940	\$396,627	\$382,251				\$382,251	\$14,376	64%
Payroll-Librarian I	\$1,165,279	\$776,853	\$780,300				\$780,300	(\$3,447)	67%
Payroll-Library Grade V	\$600,450	\$400,300	\$379,763				\$379,763	\$20,537	63%
Payroll-Library Grade VI	\$443,393	\$295,595	\$293,803				\$293,803	\$1,792	66%
Payroll-Library Pages	\$144,784	\$96,523	\$84,055				\$84,055	\$12,468	58%
Payroll-Sundays	\$77,000	\$51,333	\$48,760				\$48,760	\$2,573	63%
Adjustments	\$10,000								
Substitutes	\$8,000	\$5,333	\$2,121				\$2,121	\$3,212	27%
Total Salaries	\$3,410,442	\$2,266,961	\$2,216,794	\$0	\$0	\$0	\$2,216,794	\$50,167	65%

Niles Public Library District

Income Statement- YTD By Fund

February 28, 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	\$95,333	\$92,608				\$92,608	\$2,725	65%
Books-Youth Services	\$69,000	\$46,000	\$30,891				\$30,891	\$15,109	45%
Books-Teen	\$15,000	\$10,000	\$8,876				\$8,876	\$1,124	59%
Downloadables	\$55,000	\$36,667	\$41,885				\$41,885	(\$5,218)	76%
Periodicals	\$24,000	\$16,000	\$19,550				\$19,550	(\$3,550)	81%
AV-Adult	\$95,000	\$63,333	\$64,608				\$64,608	(\$1,274)	68%
AV-Youth Services	\$45,700	\$30,467	\$20,621				\$20,621	\$9,846	45%
AV-Teen	\$13,000	\$8,667	\$5,765				\$5,765	\$2,902	44%
Online Databases	\$201,000	\$134,000	\$154,667				\$154,667	(\$20,667)	77%
Total Library Materials	\$660,700	\$440,467	\$439,471	\$0	\$0	\$0	\$439,471	\$995	67%
Library Operating Expenditures									
CCS Charges	\$78,000	\$52,000	\$49,608				\$49,608	\$2,392	64%
Processing & Supplies	\$30,000	\$20,000	\$9,896				\$9,896	\$10,104	33%
Internet Charges	\$19,200	\$12,800	\$10,757				\$10,757	\$2,043	56%
Software, Licenses	\$42,243	\$28,162	\$22,433				\$22,433	\$5,729	53%
Printing	\$42,150	\$23,500	\$26,445				\$26,445	(\$2,945)	63%
Library Supplies	\$12,000	\$8,000	\$8,529				\$8,529	(\$529)	71%
Programming & Support-Adult	\$20,600	\$13,733	\$13,279				\$13,279	\$454	64%
Programming & Support-Juvenile	\$34,500	\$23,000	\$21,110				\$21,110	\$1,890	61%
Programming & Support-Joint	\$4,000	\$2,667	\$1,132				\$1,132	\$1,534	28%
Programming & Support-Teen	\$7,000	\$4,667	\$2,793				\$2,793	\$1,874	40%
Public Performing Rights	\$1,313	\$1,313	\$1,317				\$1,317	(\$4)	100%
CCS Communications	\$5,000	\$3,333	\$2,929				\$2,929	\$405	59%
Computer Charges OCLC	\$16,804	\$11,203	\$11,030				\$11,030	\$173	66%
Miscellaneous	\$1,000	\$667	\$837				\$837	(\$170)	84%
Per Capita Grant Expenditures	\$57,000		\$53,227				\$53,227	(\$53,227)	93%
Grant - Other Expenditures	\$1,000	\$667	\$8,613				\$8,613	(\$7,947)	861%
Volunteers	\$3,000		\$235				\$235	(\$235)	8%
Total Library Operating Expenditures	\$374,810	\$205,711	\$244,170	\$0	\$0	\$0	\$244,170	(\$38,459)	65%

Niles Public Library District Income Statement- YTD By Fund

February 28, 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	\$22,433	\$24,093				\$24,093	(\$1,660)	72%
Copiers	\$10,000	\$6,667	\$5,357				\$5,357	\$1,310	54%
Professional Development	\$40,899	\$27,266	\$11,791				\$11,791	\$15,475	29%
Mileage	\$3,000	\$2,000	\$1,731				\$1,731	\$269	58%
Professional Collection	\$4,000	\$2,667	\$3,402				\$3,402	(\$735)	85%
Legal Fees	\$40,000	\$26,667	\$9,361				\$9,361	\$17,306	23%
Consultants	\$20,000	\$13,333	\$4,302				\$4,302	\$9,031	22%
Kitchen Supplies	\$1,900	\$1,267	\$280				\$280	\$986	15%
Promotional Expense	\$20,500	\$13,667	\$15,733				\$15,733	(\$2,066)	77%
Office Supplies	\$25,000	\$16,667	\$17,522				\$17,522	(\$855)	70%
Postage & Freight	\$18,000	\$12,000	\$9,136				\$9,136	\$2,864	51%
Publication of Notices-Legal	\$1,200	\$800	\$942				\$942	(\$142)	79%
Publication of Notices-Advertisements	\$500	\$333						\$333	
Subscriptions & Dues	\$9,000	\$6,000	\$7,172				\$7,172	(\$1,172)	80%
Collection Services	\$1,000	\$667	\$624				\$624	\$43	62%
Telephone	\$16,500	\$11,000	\$8,877				\$8,877	\$2,123	54%
Trustee Expense	\$10,000	\$6,667	\$7,180				\$7,180	(\$514)	72%
Equipment Rental	\$5,000	\$3,333	\$8,322				\$8,322	(\$4,989)	166%
Payroll Service	\$9,300	\$6,200	\$8,414				\$8,414	(\$2,214)	90%
Bank Fees	\$3,000	\$2,000	\$2,173				\$2,173	(\$173)	72%
Parking Lease	\$10,572	\$7,048	\$7,048				\$7,048		67%
Total General and Administration	\$283,021	\$188,680	\$153,461	\$0	\$0	\$0	\$153,461	\$35,220	54%
Vehicle Operation									
Gas, Oil, Grease	\$1,000	\$667	\$668				\$668	(\$2)	67%
Repairs & Maintenance	\$1,800	\$1,200	\$419				\$419	\$781	23%
Miscellaneous	\$100	\$67						\$67	
Auto Insurance	\$1,371	\$1,371	\$1,371				\$1,371		100%
Total Vehicle Operation	\$4,271	\$3,304	\$2,458	\$0	\$0	\$0	\$2,458	\$846	58%
Employee Fringe Benefits									

Niles Public Library District

Income Statement- YTD By Fund

February 28, 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	\$133,333	\$128,796				\$128,796	\$4,537	64%
Group Health	\$392,862	\$261,908	\$256,631				\$256,631	\$5,277	65%
Health Reimbursement Account	\$54,000	\$36,000	\$40,463				\$40,463	(\$4,463)	75%
Dental	\$20,000	\$13,333	\$10,462				\$10,462	\$2,872	52%
Vision	\$6,414	\$4,276	\$4,018				\$4,018	\$258	63%
FSA fee	\$1,050	\$800	\$768				\$768	\$32	73%
Life, LTD, AD&D, STD	\$19,200	\$12,800	\$13,324				\$13,324	(\$524)	69%
Total Employee Fringe Benefits	\$693,526	\$462,451	\$454,461	\$0	\$0	\$0	\$454,461	\$7,989	66%
Utilities									
Gas	\$15,000	\$10,000	\$8,390				\$8,390	\$1,610	56%
Electric	\$80,000	\$53,333	\$55,880				\$55,880	(\$2,547)	70%
Water	\$7,000	\$4,667	\$4,142				\$4,142	\$525	59%
Total Utilities	\$102,000	\$68,000	\$68,412	\$0	\$0	\$0	\$68,412	(\$412)	67%
Capital Expenditures									
Special Reserve - Building	\$72,000	\$48,000						\$48,000	
Special Reserve - Equipment	\$846,920	\$564,613				\$7,885	\$7,885	\$556,728	1%
Special Reserve - Construction Project	\$4,078,200	\$2,718,800				\$2,868,533	\$2,868,533	(\$149,733)	70%
Capital Projects-Furniture & Fixtures						\$3,549	\$3,549	(\$3,549)	
Total Capital Expenditures	\$4,997,120	\$3,331,413	\$0	\$0	\$0	\$2,879,967	\$2,879,967	\$451,446	58%
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	\$193,333		\$175,040			\$175,040	\$18,294	60%

Niles Public Library District
Income Statement- YTD By Fund

February 28, 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
Total Social Security Expenditures	\$290,000	\$193,333	\$0	\$175,040	\$0	\$0	\$175,040	\$18,294	60%
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	\$12,000		\$8,312			\$8,312	\$3,688	46%
Total Unemployment Compensation Expenditures	\$18,000	\$12,000	\$0	\$8,312	\$0	\$0	\$8,312	\$3,688	46%
Building & Equipment Maintenance									
Repairs & Improvements	\$39,700	\$26,467		\$26,274			\$26,274	\$192	66%
Contractual Maintenance	\$37,115	\$24,743		\$21,198			\$21,198	\$3,545	57%
Non-Contractual Maintenance	\$11,400	\$7,600		\$2,155			\$2,155	\$5,445	19%
Equipment Maintenance	\$37,540	\$25,027		\$6,333			\$6,333	\$18,693	17%
Non Capital Expenses	\$24,000	\$16,000		\$6,952			\$6,952	\$9,048	29%
Furniture & Fixtures	\$60,000	\$40,000		\$43,225			\$43,225	(\$3,225)	72%
Total Building & Equipment Maintenance Expenditures	\$209,755	\$139,837	\$0	\$106,139	\$0	\$0	\$106,139	\$33,698	51%
Total Expenditures	\$11,111,145	\$7,379,657	\$3,579,227	\$357,794	\$0	\$2,879,967	\$6,816,988	\$562,669	61%
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	\$565,698	(\$205,317)	\$0	(\$2,879,967)	(\$2,519,586)	(\$2,519,586)	0%
ENDING FUND BALANCE	\$0	\$0	\$7,443,480	\$959,987	\$0	\$981,598	\$9,385,065	\$9,385,065	0%

The AV system in the LMR at Niles Public Library will be updated to provide a state of the art system for meetings, presentations, video game play and movie viewing.

The meeting room will operate as one large room and as two individual rooms when the divider wall is open. In the single room mode, a new 6000 lumen projector will be installed to project onto the large center screen. A surround sound audio system will be installed for use with the center screen for showing movies or other media that can take advantage of the surround sound speakers.

The two smaller screens and projectors can be used as an option in single room mode.

The surround sound system will consist of a rack mounted AV surround sound receiver, two front ceiling mounted directional speakers, two center channel ceiling mounted directional speakers, two side ceiling mounted directional speakers, two rear ceiling mounted directional speakers and two ceiling mounted subwoofers. All ceiling speakers will be installed in the drop ceiling grid using tile bridges and speaker back boxes.

All microphone and instrument audio will be amplified in the room using a separate audio system. This second system will consist of 4 ceiling speakers installed in both sides of the room for a total of 8 ceiling speakers. This audio system will amplify 2 new wireless microphone systems and all the wired microphone and line level wall plate inputs throughout the room. The new wireless systems will have a handheld mic, lavalier mic and headworn mic to choose from.

A new 3-Gang wall plate will be installed on the stage in each side of the room with an composite video (RCA - Yellow) and unbalanced stereo audio (RCA - Red/White) connections, component video (RCA - Red/Green/Blue) and SPDIF audio (RCA - Orange) connections, HD15 jack and 3.5mm audio connectios for analog PC inputs and an HDMI jack for connecting video game devices to the AV system.



The equipment rack in the AV closet will be reused in the new system and repopulated with the new AV equipment to operate the new system. A Blu-Ray Disc Player will take the place of the current DVD Player, a Library provided Apple TV device will be incorporated as well as a Comcast Cable TV receiver. Other sources that can be used will be the existing VHS VCR and the existing cassette player.

The room's features and equipment will be controlled via a wireless touch panel controller. The touch panels will be custom programmed to allow for easy user control of the entire system. With a touch of a button, the system will power on, lower the screen, turn on the projector, etc... Control of the audio in the room will be simplified, with a visible volume bar indicating the current volume level and visual feedback if the volume has been muted. Controls for switching sources as well as Play/Stop/Search/etc... controls for the source devices will be all controlled from this one controller.



The new wireless touch panel will dock on a charger that can be kept near the AV equipment, so that it is charged and ready when needed. It can be moved throughout the room as needed to accommodate any room setup format.

A Crestron Digital Media Presentation system will be installed in the equipment rack to handle all the source switching and control for the room. All video sources will be scaled up to HDMI for the best picture quality



The Crestron integrated control system will control the operation of the new system. This controller will allow for touch panel control of all the features in both rooms. It will also allow for control from an iPad using Crestron's App.

All audio signals in both rooms will route through a Digital Signal Processor (DSP) which will control all volume, equalization, feedback reduction, audio filtering, etc...

In single room mode, both touch panels will operate the system. Either the center projector or the two side projectors can be used for displaying video sources.

A partition sensor will be installed in the rooms to automatically sense when the moveable partition is closed. This will cause the 2 rooms to operate independently of each other. When the partition wall is open the entire space will operate as one large AV system.

When the partition is up between the 2 rooms, each room will operate as an independent AV system. Each room will use the smaller electric screen and Epson PowerLite 1940W projector while operating as an independent system. Each room will have a wall plate for connecting laptops, HDMI devices, game systems, etc... A wireless touch panel will operate each room. Room A and B will operate the wall plate, projector, screen and microphone inputs in the room. Audio will be heard from the four ceiling speakers in the room. Both rooms will share the added sources of the Blu-Ray Disc Player, Apple TV, Comcast Cable TV, VHS VCR and the cassette player.

Niles Public Library LMR Audio Visual Upgrades Bid Specifications

PART 1 – GENERAL PROJECT DETAILS

1. Overview

- a. This document outlines the bid specifications for the upgrades to the Large Meeting Room (LMR) audio visual systems at the Elmhurst Public Library. The installation schedule will be coordinated with the owner.

2. System Summary

- a. This summary provides the contract specification for the upgrades to the LMR audio visual systems at the Niles Public Library. The AV system in the LMR at Niles Public Library will be updated to provide a state of the art system for meetings, presentations, video game play and movie viewing.

i. Room A

1. Remove existing speakers.
2. Relocate one of the PA speakers to the center of the room.
3. Install 4 new ceiling speakers.
4. Install a new ceiling mounted video projector.
5. Install a 3-Gang Crestron DM Wall Plate in stage pillar.
6. Repair/Test existing microphone/audio jacks in the room.
7. New wireless mic receiver with handheld, lavalier and ear worn mics.
8. New rack mounted analog mic/line mixer.
9. Control system with touch screen for ease of use.
10. Connect existing projection screen to control system.

ii. Room B

1. Remove existing speakers.
2. Relocate one of the PA speakers to the center of the room.
3. Install 4 new ceiling speakers.
4. Install a new ceiling mounted video projector.
5. Install a 3-Gang Crestron DM Wall Plate in stage pillar.
6. Repair/Test existing microphone/audio jacks in the room.
7. New wireless mic receiver with handheld, lavalier and ear worn mics.
8. New rack mounted analog mic/line mixer.
9. Control system with touch screen for ease of use.
10. Connect existing projection screen to control system.

iii. Room A and B Combined Room

1. Install 10 new surround sound ceiling speakers.
2. New surround sound receiver/amplifier.
3. New audio DSP and audio amplifier.
4. All wireless microphones/audio jacks will be enabled from both rooms.
5. Install a new 6000 Lumen ceiling mounted projector.
6. New Blu-Ray Disc player shared by both Rooms A and B.

7. Install a new owner furnished Apple TV to be shared by Rooms A and B.
8. Install a new owner furnished CATV receiver to be shared by Rooms A and B.
9. Install an owner furnished VHS VCR to be shared by Rooms A and B.
10. Install an owner furnished audio cassette player to be shared by Rooms A and B.
11. Control system with touch screen for ease of use. Either Room A or B touch screens can be used to control the combined room system.
12. Connect the existing projection screen to the control system.

iv. PA System

1. Relocate the rack for the PA system/LMR a few feet.
2. Run new cabling as needed to allow for moving the equipment rack.
3. Rework PA speakers and wiring in Rooms A and B.

3. Submittals

- a. All equipment and materials shall be reviewed before orders are placed. The Owner reserves the right to reject any equipment or material not in compliance with these specifications before or after installation. The contractor will be responsible for replacement of any rejected equipment or material.
- b. Submit 2 sets of hard copy submittals and one electronic copy on CD or via e-mail in PDF format.
- c. If revisions to a submittal are required, identify all changes from the previous submittal.
- d. Shop and field drawings
 - i. Provide the following drawings for review before any equipment is ordered or any work performed for the project.
 - ii. Audio, video and control wiring flow drawings. These drawings should show all point to point wiring between components and interconnection of all systems.
 - iii. Rack drawings for all equipment racks with exact dimensions, configurations and installation details as needed.
 - iv. Mounting details for all equipment.
 - v. Drawings must be submitted to the Owner or Owner's representative and approved prior to beginning any work.
 - vi. Drawings are to be updated to "As-Built" upon completion of work and submitted to the Owner in hard copy and electronic format.

4. Quality Control

- a. Equipment from other manufacturers that has not been specified will be considered if it is deemed to be equal in performance and scope. The Owner and Owner's representative reserve the right to reject any substitutions.
- b. All materials supplied by the Contractor shall be new and shall meet or exceed the latest manufacturers published specifications.
- c. If any materials happen to become discontinued and are not available for installation, the contractor shall replace the device with the latest available model that meets or exceeds the performance of the specified device.

- d. All materials supplies shall comply with Underwriters Laboratories, the Canadian Standards Association or any other authority having jurisdiction over product safety.
 - e. All contractors shall have prior experience with similar projects of size and scope. Proof of experience should be submitted with the bid package.
 - f. Bids may be rejected if the Owner or Owner's representative deems the bidder as unqualified.
5. Warranty
- a. The contractor shall warranty the new systems in their entirety for a period of 1-Year after system acceptance/signoff.
 - b. During the 1-Year warranty period the contractor shall provide all necessary repairs to the systems at no cost to the Owner. Lamps, bulbs, batteries or other consumable items shall not be included in the warranty. The Contractor shall not be responsible for damage or misuse of the systems by others.
 - c. Upon completion of work the Contractor shall issue a written warranty showing the starting and ending dates for the system warranty.
 - d. The contractor shall respond to a warranty service request by deploying a technician to the site no later than 24 hours after a request is made for warranty service.
6. Project Details
- a. The consultants drawings submitted with this bid specification are intended to provide an overall scope of the intended project. They do not show all details of the system and the contractor is responsible for ensuring that all minor components that may not be shown on these drawings are included in their final price.
 - b. The successful bidder will be responsible for providing a turnkey installation of all audio visual systems. The contractor should verify all quantities of materials he plans to include in his bid package.
 - c. The Owner reserves the right to make reasonable changes in equipment locations prior to the start of the project. The contractor shall make any changes as needed at no additional cost to the Owner.
 - d. The contractor shall be responsible for furnishing all materials, equipment, engineering, fabrication, installation, labor, tools, delivery, storage of materials, permits and supervision to provide complete and turnkey audio visual systems as outlined in this bid specification.
 - e. The contractor is responsible for safe installation practices for all components. Any costs the contractor might incur for a structural review for mounting components should be included in their bid.
 - f. Contractor shall coordinate with the General Contractor and other trades as necessary.
 - g. Contractor shall attend a minimum of 3 coordination meetings as necessary.

PART 2 – EQUIPMENT DETAILS

1. Room A

- a. Projector - Provide and install a new LCD projector in the ceiling. The new projector will be a minimum of 4200 lumens, it will need to have an HDMI input and be controllable via RS232. Any required ceiling mount or structural hardware for the new projector will be installed by the AV contractor. The projector shall be mounted below the ceiling grid in a position to properly fill the screen without using digital keystone correction.
 - i. Epson PowerLite 1940W LCD Projector (Qty: 1)
 - ii. Chief CMA440 (Qty: 1)
 - iii. Chief RPAUW (Qty: 1)
 - iv. Chief CMS006W (Qty: 1)
- b. Ceiling Speakers - Provide and install 4 ceiling speakers for microphone/instrument sound reinforcement in both room modes. These speakers will also be used for program audio sources when the room partition is in place. The new speakers shall be an 8" 2-way coaxial ceiling loudspeaker. The recommended speaker is the Electro-Voice EVID C8.2LP. All 4 speakers will be tapped at 8 Watts.
 - i. Electro-Voice EVID C8.2LP (Qty: 4)
- c. 3-Gang Input Plate - Provide and install a 3-Gang wall plate below the screen with an composite video (RCA - Yellow) and unbalanced stereo audio (RCA - Red/White) connections, component video (RCA - Red/Green/Blue) and SPDIF audio (RCA - Orange) connections, HD15 jack and 3.5mm audio connections for analog PC inputs and an HDMI jack for connecting devices to the AV system. The contractor will provide a cable kit for connecting sources to this input plate. The cables should include: HD15 M/M with 3.5mm audio cable (15'), HDMI M/M cable (15'), component video 3 RCA M/M (RGB) with stereo audio 2 RCA M/M cable (15') and a composite video cable RCA M/M (yellow) with stereo audio 2 RCA M/M cable (15').
 - i. Crestron DM-TX-400-3G (Qty: 1)
 - ii. Connecting cables kit
 - iii. Crestron DM-RMC-100-1 (Qty: 1)
- d. Existing Audio Jacks – The existing audio floor and wall plates will be wired to the new rack mounted audio mixer. The contractor shall test and repair any wiring or connectors as needed at no additional cost to the owner.
- e. Rack mounted analog audio mixer – Provide and install a rack mounted analog audio mixer for the microphones and aux line level wall and floor
 - i. Behringer EURORACK PRO RX1202FX (Qty: 1)
- f. Wireless Microphones – Provide and install a UHF wireless microphone system with a handheld microphone, lavalier microphone, ear worn microphone and wireless belt pack transmitter. The handheld transmitter and belt pack transmitter will not be used at the same time.
 - i. Shure ULXS124/85 (Qty: 1)

- ii. Shure MX153T/O-TQG (Qty: 1)
 - g. Wireless Touch Screen - Provide and install a rack 5.7" wireless touch screen controller for the new system. The touch screen will be custom programmed for end users to easily operate the features of the new system. The touch screen will incorporate Crestron's new SmartGraphics technology.
 - i. Crestron TST-600 (Qty: 1)
- 2. Room B
 - a. Projector - Provide and install a new LCD projector in the ceiling. The new projector will be a minimum of 4200 lumens, it will need to have an HDMI input and be controllable via RS232. Any required ceiling mount or structural hardware for the new projector will be installed by the AV contractor. The projector shall be mounted below the ceiling grid in a position to properly fill the screen without using digital keystone correction.
 - i. Epson PowerLite 1940W LCD Projector (Qty: 1)
 - ii. Chief CMA440 (Qty: 1)
 - iii. Chief RPAUW (Qty: 1)
 - iv. Chief CMS006W (Qty: 1)
 - b. Ceiling Speakers - Provide and install 4 ceiling speakers for microphone/instrument sound reinforcement in both room modes. These speakers will also be used for program audio sources when the room partition is in place. The new speakers shall be an 8" 2-way coaxial ceiling loudspeaker. The recommended speaker is the Electro-Voice EVID C8.2LP. All 4 speakers will be tapped at 8 Watts.
 - i. Electro-Voice EVID C8.2LP (Qty: 4)
 - c. 3-Gang Input Plate - Provide and install a 3-Gang wall plate below the screen with an composite video (RCA - Yellow) and unbalanced stereo audio (RCA - Red/White) connections, component video (RCA - Red/Green/Blue) and SPDIF audio (RCA - Orange) connections, HD15 jack and 3.5mm audio connections for analog PC inputs and an HDMI jack for connecting devices to the AV system. The contractor will provide a cable kit for connecting sources to this input plate. The cables should include: HD15 M/M with 3.5mm audio cable (15'), HDMI M/M cable (15'), component video 3 RCA M/M (RGB) with stereo audio 2 RCA M/M cable (15') and a composite video cable RCA M/M (yellow) with stereo audio 2 RCA M/M cable (15').
 - i. Crestron DM-TX-400-3G (Qty: 1)
 - ii. Connecting cables kit
 - iii. Crestron DM-RMC-100-1 (Qty: 1)
 - d. Existing Audio Jacks – The existing audio floor and wall plates will be wired to the new rack mounted audio mixer. The contractor shall test and repair any wiring or connectors as needed at no additional cost to the owner.
 - e. Rack mounted analog audio mixer – Provide and install a rack mounted analog audio mixer for the microphones and aux line level wall and floor
 - i. Behringer EURORACK PRO RX1202FX (Qty: 1)

- f. Wireless Microphones – Provide and install a UHF wireless microphone system with a handheld microphone, lavalier microphone, ear worn microphone and wireless belt pack transmitter. The handheld transmitter and belt pack transmitter will not be used at the same time.
 - i. Shure ULXS124/85 (Qty: 1)
 - ii. Shure MX153T/O-TQG (Qty: 1)
 - g. Wireless Touch Screen - Provide and install a rack 5.7” wireless touch screen controller for the new system. The touch screen will be custom programmed for end users to easily operate the features of the new system. The touch screen will incorporate Crestron’s new SmartGraphics technology.
 - h. Crestron TST-600 (Qty: 1)
3. Combined Rooms
- a. Surround Sound Speakers – Provide and install 10 surround sound ceiling speakers. Eight of these speakers will be 7in Pivoting and Rotating In-Ceiling Speakers. Two of the surround speakers should be 10in High Performance Subwoofers. The recommended speakers are SpeakerCraft AIM7 Two and Electro-Voice EVID C10.1. All ceiling speakers will be installed with ceiling tile bridges and back boxes. The SpeakerCraft AIM7 Two speakers will be installed in Atlas Sound 95-8-7 back boxes and supported by Quam SSB-9 tile bridges. The Electro-Voice EVID C10.1 come with back boxes and tile bridge supports.
 - i. SpeakerCraft AIM7 Two (Qty: 8)
 - ii. Quam SSB-9 (Qty: 8)
 - iii. Atlas Sound 95-8-7 (Qty: 8)
 - iv. Electro-Voice EVID C10.1 (Qty: 1)
 - b. Surround sound receiver – Provide and install a new surround sound receiver in the equipment rack. All program source audio shall route through the surround sound receiver when the rooms are combined. The recommended receiver is the Denon AVR-3313CI and shall be rack mounted in a custom rackshelf.
 - i. Denon AVR-3313CI (Qty: 1)
 - ii. Middle Atlantic RSH4A4R DENON AVR3313CI (Qty: 1)
 - c. Audio DSP/Amplifier – Provide and install a new ClearOne SR1212A audio DSP/amplifier. This will provide amplification for the separate room ceiling speakers as well as the subwoofers. It will also provide for volume control for the microphones and aux audio input jacks.
 - i. ClearOne SR1212A (Qty: 1)
 - d. Projector - Provide and install a new LCD projector in the ceiling. The new projector will be a minimum of 6000 lumens, it will need to have an HDMI input and be controllable via RS232. Any required ceiling mount or structural hardware for the new projector will be installed by the AV contractor. The projector shall be mounted below the ceiling grid in a position to properly fill the screen without using digital keystone correction.
 - i. Epson PowerLite Pro G6750WU LCD Projector (Qty: 1)

- ii. Chief CMA440 (Qty: 1)
 - iii. Chief RPAUW (Qty: 1)
 - iv. Chief CMS006W (Qty: 1)
- e. Blu-Ray Disc Player - Provide and install a Blu-Ray disc player in a custom rack mount.
 - i. Sony BDP-S5100 (Qty: 1)
 - ii. RSH4A2S SONY BDPS5100Lowell LBS8-R1 (Qty: 1)
- f. Apple TV - Install an owner furnished Apple TV.
 - i. Owner furnished Apple TV (Qty: 1)
- g. CATV Receiver – Install an owner furnished CATV receiver.
 - i. Owner furnished CATV receiver (Qty: 1)
- h. VHS VCR – Install an owner furnished VHS VCR.
 - i. Owner furnished VHS VCR.
- i. Audio Cassette Player – Install an owner furnished audio cassette player.
 - i. Owner furnished audio cassette player (Qty: 1)
- j. Digital Media Switching System - A Crestron Digital Media switcher will be installed in the equipment rack to handle all the source switching in the rooms. All sources will be converted to a digital format for delivery to the display devices in both rooms.
 - i. Crestron DMPS-300-C (Qty: 1)
 - ii. Crestron DM-TX-201-C (Qty: 1)
 - iii. Crestron DM-RMC-SCALER-C (Qty: 3)
 - iv. Netgear FS108P (Qty: 1)
 - v. C2G 40432 (Qty: 4)
- k. Control System - The room's features and equipment will be controlled via two 5.7" wireless touch panels. The touch panels will be custom programmed to allow for ease of use of the electronic components. The touch panels will be password protected, so that a password will be needed to use the room's technology. Your help desk will be able to control every aspect of the new system from a remote computer if needed. The contractor shall also provide and install an 8-port PoE injector to power all the rack and remote devices that require PoE power.
 - i. Crestron TST-600 (Qty: 2) (detailed previously in Rooms A-B)
 - ii. Crestron CEN-ERFGW-POE (Qty: 1)
 - iii. Crestron DMPS-300-C (Qty: 1) (detailed previously above)
 - iv. Crestron CNPWS-75 (Qty: 1)
 - v. The Crestron programming shall be performed by a dealer with a certified Crestron programmer or programmed by a Crestron Services Provider hired by the successful bidder.
 - vi. The following controls will be provided on each touch panel:
 - 1. Room A and B Separate
 - a. Projector on/off control and status.
 - b. Screen control up/down.
 - c. Program source volume.
 - d. Voice lift microphone volume.

- e. Audio/Video source switching to projector(s).
 - f. Blu-Ray disc player controls.
 - g. Apple TV controls.
 - h. VCR controls
 - i. Audio Cassette controls
 - j. Password protected start page.
2. Room A and B Combined Controls
- a. Projector on/off control and status.
 - b. Screen control up/down.
 - c. Surround sound mode and volume.
 - d. Voice lift microphone volume.
 - e. Audio/Video source switching to projector(s). Different sources can be routed to each projector if needed.
 - f. Blu-Ray disc player controls.
 - g. Apple TV controls.
 - h. VCR controls
 - i. Audio Cassette controls
 - j. Password protected start page.
 - k. Option to use the two small screens/projectors or just the one larger center screen.
 - l. Partition sensor override in a utility page.
- l. Partition Sensor – A partition sensor will be provided and installed to sense when the partition is in place. While the partition is dividing the rooms, they shall operate as two separate systems, but would share the source equipment in the rack.
- i. SECO-LARM E-931-S35RRQ (Qty: 1)
- m. Equipment Rack – The existing equipment rack will be reworked to accommodate the new equipment and the existing PA system. Casters will be added to the rack and the rack will be relocated a few feet away from its current location.
- i. Middle Atlantic PD-915R (Qty: 1)
 - ii. Middle Atlantic PD-2415SC (Qty: 1)
 - iii. Middle Atlantic CBS-ERK-25 (Qty: 1)
 - iv. Middle Atlantic FEB-1 (Qty: 8)
 - v. Middle Atlantic UTR1 (Qty: 4)

4. PA System
 - a. The existing PA system cabling will be replaced as needed to allow for the relocation of the equipment rack.
5. Cable Specifications
 - a. Audio cables
 - i. Microphone and line level – shielded twisted pair 22 AWG stranded
 - ii. Distributed loudspeakers – 18 AWG twisted pair with overall jacket
 - iii. Low impedance loudspeakers – 16 AWG twisted pair with overall jacket
 - b. Digital Media cables
 - i. Digital Media – Crestron DM-CBL-P-XX
 - ii. Digital Media 8G – Crestron DM-CBL-8G-P-XX
 - c. Control cables
 - i. RS232 – shielded twisted pair 22 AWG stranded
 - ii. Relay or IO connections – shielded twisted pair 22 AWG stranded
 - iii. Cresnet – 1 pair 18 AWG and 1 pair 22 AWG with overall jacket
 - d. Data/LAN
 - i. CAT5e – 4 pair 24 AWG UTP
 - ii. CAT6 – 4 pair 23 AWG STP

PART 3 – EXECUTION DETAILS

1. Installation Guidelines
 - a. All installation practices shall be in accordance with but not limited to the bid specifications and drawings. Installation will be performed within all applicable local codes and standards, the National Electrical Code and any other authorities that have jurisdiction.
 - b. Installation shall include delivery, storage, installation, interconnection to other systems, alignment, adjustment and any other work not expressly described which results in a fully functional and tested system.
 - c. Installation of all equipment is to be coordinated with the Owner or General Contractor.
2. Cabling Installation
 - a. All cables run within ceilings and not within conduit shall be plenum rated. All cabling within ceilings shall be supported properly with J-hooks, bridal rings, etc...
 - b. All cabling within racks, cabinets and junction boxes shall be properly dressed and supported. Cable installation should conform to industry best practices.
 - c. All cables shall be labeled at each end. Label codes shall match the codes used on the drawings for the system. Labels shall be machine marked; hand written labels will not be accepted.
 - d. No splices in cables will be permitted and care shall be taken not to exceed the bend radius of any cable.
 - e. Cables shall be grouped according to signal type to avoid signal contamination.
3. Inspection
 - a. The Owner reserves the right to inspect the quality of workmanship of the installation at any time.
 - b. If any work is deemed to not meet the criteria of this bid specification, the rejected work will be removed at once and replaced with work acceptable to the Owner.
4. Grounding
 - a. A single “system ground” for the equipment rack shall be established. All equipment grounds shall be connected to this “system ground”.
 - b. The system ground shall be the equivalent of a “cold water pipe ground” with a copper bus bar to accommodate all the equipment grounds in the rack.
 - c. AC neutral shall not be used as a reference ground.
5. Manuals
 - a. A step by step operation manual for touch panel controlled systems will be provided by the contractor. This manual will show each touch panel page with descriptions of the provided controls on each page. This manual will be provided after the control system operation has been fully tested and accepted by the Owner.
 - b. An archive manual for each system shall be created for storage of the manufacturers operation manual for each piece of equipment installed in that system.

6. As-Built Drawings
 - a. As-Built drawings shall be created for the system after completion of the project. The Owner shall be provided 3 hard copies of As-Built drawings and a CD containing PDF copies of all the As-Built drawings.
 - b. All drawings shall be the same size.
7. Control Programming
 - a. Touch panel screen shots are to be submitted to the Owner and approved before any on site programming of the control system.
 - b. All uncompiled source code shall be provided to the Owner upon system completion. The contractor shall provide a CD with all control system source code and DSP configuration files. Any custom software modules used in the code shall be provided in full and shall not be protected by any passwords.
 - c. Allow for 8 hours of onsite control code revisions in the bid package. After using the new systems, the Owner may require small programming changes at no additional cost within the first 6 months after project completion.
8. Training
 - a. The contractor shall provide up to 4 hours of user training on the new systems. The training sessions shall be a minimum of 1 hour.
9. Cleanup
 - a. The contractor shall be responsible for removing refuse from the premises caused by his installation. The work areas shall be left clean and usable after any work is performed.
 - b. The contractor is responsible to repair any damage to the premises due to his installation.

Niles Public Library - Recommended Equipment List

Qty	Manufacturer/Model	Description
8	AtlasSound 95-8-7	Back Box for Ceiling Speaker
2	Behringer EURORACK PRO RX1202FX	12-Input Mic/Line Rack Mixer
3	Chief RPAUW	Universal Projector Mount
3	Chief CMS006W	Extension Column
3	Chief CMA440	Drop Ceiling Tile Adapter
1	ClearOne SR1212A	Digital Matrix Mixer - 4 Channel Amplifier
2	Crestron DM-TX-400-3G	Wall Plate DigitalMedia™ CAT Transmitter 400
2	Crestron DM-RMC-100-1	DigitalMedia™ CAT Receiver & Room Controller 100-1
3	Crestron DM-RMC-SCALER-C	DigitalMedia 8G+™ Receiver & Room Controller w/Scaler
2	Crestron TST-600-B-S	5.7" Wireless Touch Screen, Black Smooth
1	Crestron CNPWS-75	75 Watt Cresnet Power Supply
1	Crestron DMPS-300-C	DigitalMedia Presentation System 300
1	Crestron CEN-ERFGW-POE	Extended Range RF Wireless Gateway
1	Crestron DM-TX-201-C	DigitalMedia 8G+™ Transmitter 201
5	C2G 40432	10ft Single Infrared (IR) Emitter Cable
1	Denon AVR-3313CI	Integrated Network AV Receiver
8	ElectroVoice EVID C8.2	8-inch two-way coaxial ceiling loudspeaker
2	ElectroVoice EVID C10.1	10" High performance subwoofer
2	Epson PowerLite 1940W	4200 Lumen LCD Projector
1	Epson PowerLite Pro G6750WU	6000 Lumen WUXGA 3LCD Projector with Standard Lens
1	Middle Atlantic PD-915R	Rack Mount Power Strip
1	Middle Atlantic PD-2415SC	High Density Slim Power Strip
1	Middle Atlantic CBS-ERK-25	Commercial Grade Caster Base for 25" Depth Model
8	Middle Atlantic FEB-1	Flat Blank Panel - 1RU
4	Middle Atlantic UTR1	1RU Rack Shelf for Third/Half Rack Components
1	Middle Atlantic RSH4A4R DENON AVR3313CI	Custom Rack Shelf
1	Middle Atlantic RSH4A2S SONY BDPS5100	Custom Rack Shelf
1	Netgear FS108P	16 Port 10/100 w/ 8 Ports PoE Business-Class Desktop Switch
8	Quam SSB-9	Ceiling Tile Speaker Bridge
1	SECO-LARM E-931-S35RRQ	ENFORCER 35Ft Reflective Photoelectric Beam Sensor
2	Shure ULXS124/85	Combo Wireless System
2	Shure MX153T/O	Omnidirectional Earset Headworn Microphone, Tan
1	Sony BDP-S5100	Blu-Ray Disc Player
8	SpeakerCraft AIM7 Two	Pivoting In-Ceiling Speaker
9	Kramer C-HM/HM-3	HDMI Cable 3 feet
1	Kramer C-HM/HM-6	HDMI Cable 6 feet
2	Kramer C-HM/HM-15	HDMI Cable 15 feet
2	Kramer C-MGMA/MGMA-15	VGA/Audio M-M Cable 15 feet
2	Contractor Specified	Composite Video / Stereo Audio Cable (3 RCA) 15 feet
2	Contractor Specified	Component Video / Stereo Audio Cable (5 RCA) 15 feet

AV TechSource, Inc.
 14393 W. Shanklin Court
 Green Oaks, IL 60048
 (847) 557-8449
 www.avtechsource.com

Niles Public Library

- Proposal
- Preliminary
- Install Drawing
- As-Built

Revisions:

#	Date	Description
1	2/19/14	Proposal

Issue: Proposal

Project: Niles Library LMR

Project #:

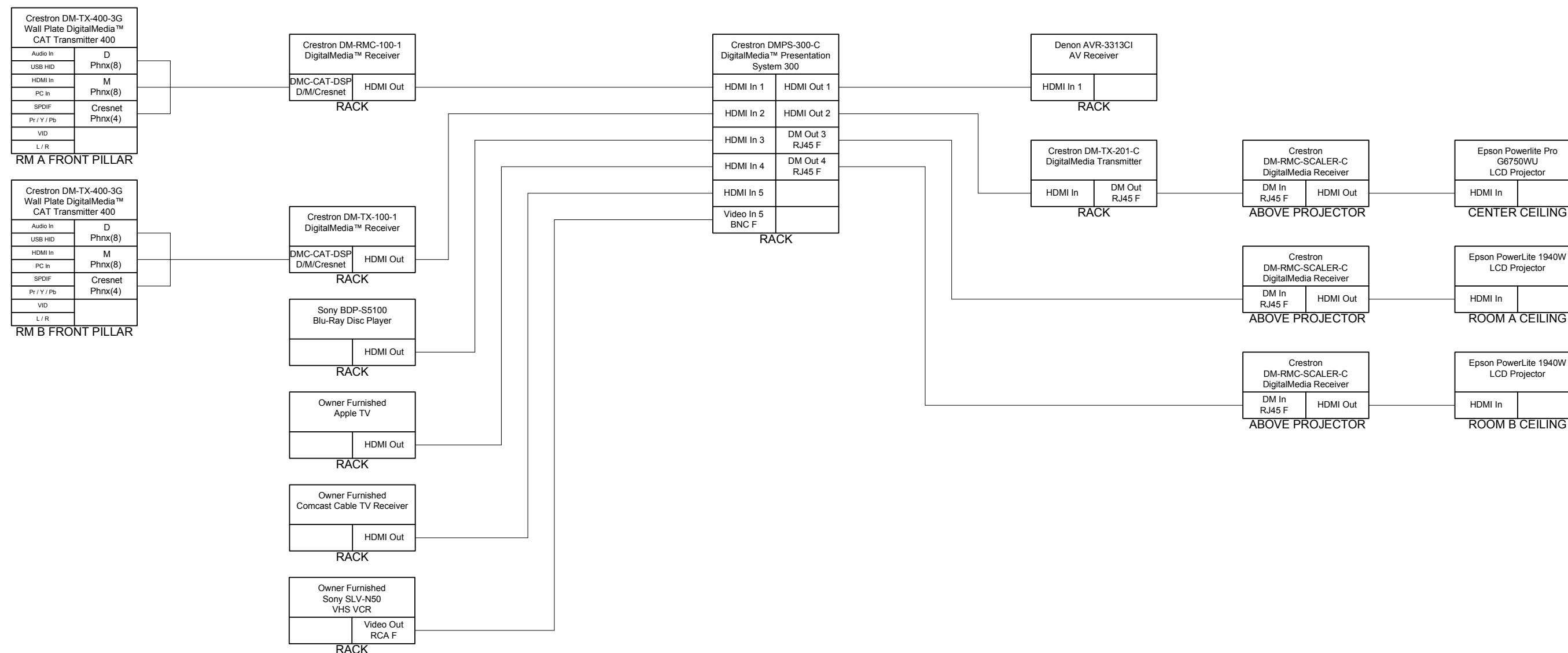
Engineered By: TH

Drawn By: TH

Niles Public Library
 LMR
 Video Flow

Drawing # NPL-1

Drawing 1 of 4



- Proposal
- Preliminary
- Install Drawing
- As-Built

Revisions:

#	Date	Description
1	2/19/14	Proposal

Issue: Proposal

Project: Niles Library LMR

Project #:

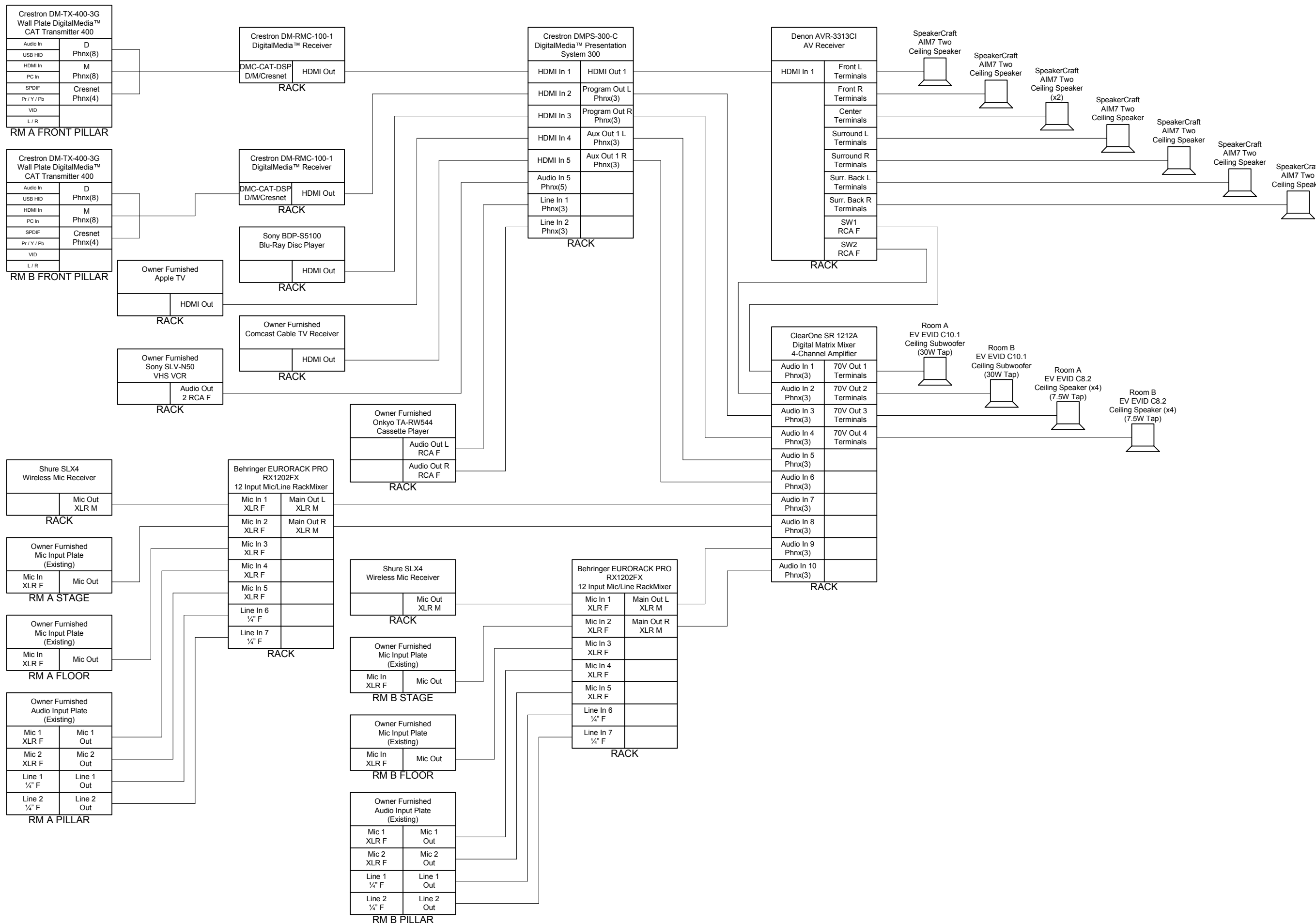
Engineered By: TH

Drawn By: TH

Niles Public Library
LMR
Audio Flow

Drawing # NPL-2

Drawing 2 of 4



- Proposal
- Preliminary
- Install Drawing
- As-Built

Revisions:

#	Date	Description
1	2/19/14	Proposal

Issue: Proposal

Project: Niles Library LMR

Project #:

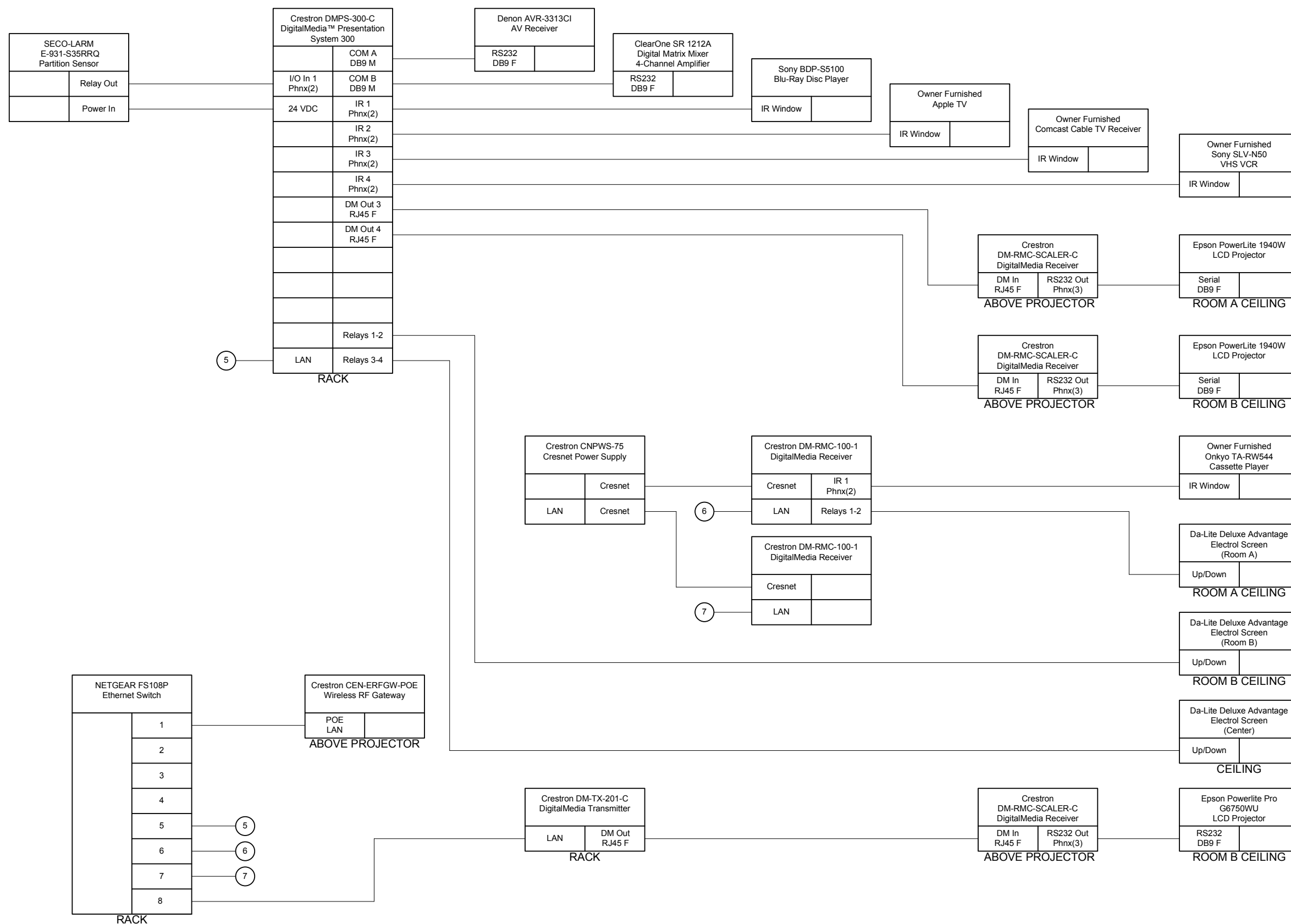
Engineered By: TH

Drawn By: TH

Niles Public Library
LMR
Control Flow

Drawing # NPL-3

Drawing 3 of 4





Audio Visual Service and Technical Solutions

AV TechSource, Inc.
 14393 W. Shanklin Court
 Green Oaks, IL 60048
 (847) 557-8449
 www.avtechsource.com

Niles Public Library

- Proposal
- Preliminary
- Install Drawing
- As-Built

Revisions:

#	Date	Description
1	2/19/14	Proposal

Issue: Proposal

Project: Niles Library LMR

Project #:

Engineered By: TH

Drawn By: TH

Niles Public Library
 LMR
 Rack Elevation

Drawing # NPL-4

Drawing 4 of 4

40	SHURE SLX4	SHURE SLX4
39	BOGEN HTA-250A	
38	BOGEN HTA-250A	
37	BOGEN HTA-250A	
36	BOGEN PA MIXER	
35	BOGEN PA MIXER	
34	BLANK	
33	MIDDLE ATLANTIC PD-915R	
32	BLANK	
31	NETGEAR FS108P	
30	CRESTRON DM-TX-201-C	
29	BLANK	
28	CRESTRON DM-RMC-100-1	CRESTRON DM-RMC-100-1
27	CRESTRON DMPS-300-C	
26	CRESTRON DMPS-300-C	
25	BLANK	
24	BLANK	
23	BEHRINGER EURORACK PRO RX1202FX	
22	BEHRINGER EURORACK PRO RX1202FX	
21	BLANK	
20	BEHRINGER EURORACK PRO RX1202FX	
19	BEHRINGER EURORACK PRO RX1202FX	
18	BLANK	
17	COMCAST RNG110	APPLE TV
16	SONY BDP-S5100	
15	SONY BDP-S5100	
14	SONY SLV-N50	
13	SONY SLV-N50	
12	SONY SLV-N50	
11	ONKYO TA-RW544	
10	ONKYO TA-RW544	
9	ONKYO TA-RW544	
8	BLANK	
7	CLEARONE SR 1212A	
6	CLEARONE SR 1212A	
5	BLANK	
4	DENON AVR-3313CI	
3	DENON AVR-3313CI	
2	DENON AVR-3313CI	
1	DENON AVR-3313CI	

Director's Report March 2014

We are all looking forward to Spring, and to help us along, Summer Reading planning is going strong! The theme for this summer is "Paws to Read" and we are looking forward to a fun summer of reading and listening.

We are so enjoying watching our new spaces being used.

The much-anticipated Middle Ground area for 5th-8th graders opened Feb. 1. During the grand opening weekend, the kids did a Minecraft craft planned by Ms. Carey, tried out the new game system, and lounged with friends. They are using the new space regularly, especially during the after-school hours.



Giving the middle-schoolers a space of their own has the added bonus of keeping the rest of the Library calmer and quieter, as these are some of our most boisterous and active patrons. Ms. Shelley created a form for them to sign indicating expectations and consequences, and that seems to be helping to keep their behavior appropriate.

What's been going on:

- February marked the transition in Technical Services to a new Supervisor and one less cataloger. Catalogers have been focused on reconfiguring cataloging duties and responsibilities in response to the staffing changes and Victoria's move to Supervisor.
- Technical Services staff has been working with Youth Services staff in revising the class scheme for the Graphic Novel collection to make the collection more staff and patron friendly.
- The department has been focused on expediting Hotpicks and adult fiction additions to keep the respective shelves full for patrons.

- Victoria has worked on developing a new procedure for pre-order titles as we approach the end of the FY and the beginning of the next. This has been done to not leave money encumbered and not spent and to make the rollover process easier.
- This month IT Services built and configured two AV Equipment Carts which each contains a 55" SMART TV, one Xbox game system, one Wii game system, one Blu-Ray Player. These carts are to be used in the TEEN and KidSpace areas for our patrons to use.
- Additionally, the staffing changes in Technical Services required some work space and phone reconfiguration.
- We are have added are adding two new pieces of software to help us with statistics. 3M command center software will allow us to measure the activity at the doors, the check-ins and the self-checks. Desk Trakker will be installed at each service desk and will help us to uniformly track the types of transactions that take place at each service point. We hope that both of these will help us as we continue to look at staffing needs throughout the Library.

From KidSpace

The staff of KidSpace continue to develop community partnerships. Some highlights:

- One Hope United is one of the top District preschools. Clara Sheffer visited them 5 times in February, and they came to tour the Library as well. Their mission to get their kids ready for school continues to result in a mutually beneficial partnership, including programs like the "outpost" Summer Reading Club program we provide them every year. At their request, Clara provide a letter of support for One Hope in their quest for Headstart certification. (attached)
- Two Boy Scout troupes visited the Library, with Paul Foxworth conducting tours and assisting 30 kids to get badges.
- Sarah Muskivitch visited 22 classrooms at our District schools.
- In partnership with Morton Grove Library, we are planning two hands-on parent programs for Melzer School's early childhood families this spring. Melzer kids are about equally divided between the two libraries, so a joint program makes great sense.

Cate Levinson latched on to the "maker" movement with a successful "Inventor Training Camp" program and a new ongoing program called "Maker Monday."

Fun Fact: Every month, KidSpace librarians read lots of full-length kids/young adult books on their own time. This is in addition to the countless new picture books that we all read regularly. In February, the 8 librarians in the department read 50 fiction and nonfiction books.

We are sad to say goodbye to part-time librarian extraordinaire, Deidre Winterhalter. She has taken a full-time position at Hinsdale Public Library.

From Adult Services

Our first Franklin Gallery exhibitor, Andrew Nelles, displayed some of his photographs from the Afghanistan conflict. 55 patrons attended his opening on Sunday, February the 6th. The distinguished, Pulitzer-Prize winning photographer, John White, was one of those in attendance. This program was co-hosted by Neil O'Shea and Cyndi Rademacher.

Judy McNulty took an ethics course as part of her membership requirements in the Economic Development & Neighborhood Renewal Commission with the Village.

The patrons have been very pleased at our service regarding the provision of tax forms. You should see how grateful they are when they find out we will print out a couple copies of forms we don't have. It really doesn't occur too often that we need to do this... many fewer instances than you might guess. It saves our patrons from the drive down River Road to the closest federal office in Schiller Park.

We had a new computer class this month, "Navigating Facebook". Ruth Schuster and Sasha Vasilic collaborated on preparing and presenting this popular topic.

From Susan

Victoria's first month as department supervisor of Tech has gone beautifully. Between some streamlining of procedures that I carried out, a couple of macros that Joel wrote before he left, and some adjustments Victoria has made already, she is able to supervise as well as continue to catalog.

I met with the Summer Reading programmers to plan the Summer Reading Kickoff weekend in early June. People who sign up that weekend will be able to decorate bags to carry home their books and book logs. There will be a number of fun programs and activities, including a photo booth stocked with animal costumes and decorations in honor of our theme, Paws to Read.

Don, Rich, Greg and I met with Jonathan Padilla from CCS to hear about his experiences working with VDI (Virtual Desktop Infrastructure) and the Sirsi-Dynix system we use for our catalog and circulation system. We're investigating how we could reduce both hardware costs and staff time spent updating computers by moving to something installed centrally instead of on individual computers. Jonathan gave us some good advice, and we continue to investigate this as a possibility, although it is clear that it's not something that could be implemented without extensive testing. Greg and I also attended a great Laconi Technology group meeting on cloud computing for libraries and heard some first-hand accounts of how products like Google Apps and Office 365 are being used at neighboring libraries.

A big thank-you goes to Sue Brice and her team, who did a final check on the 1000+ items that were missing when we did our inventory project back in May 2011. They located around 50 items, and the remaining items will now be removed from the database. They can go missing for a variety of reasons, so it's good to get our database cleaned up.

Outreach Story:

From time to time, our patrons ask us to help them find obscure information. Such is the case when Karen was asked by Mrs. B to help her locate two small historical towns in Poland where her relatives had come from. Karen found a map and got historical information about this area in Poland. And then, per Mrs. B's request, Karen got info about Sid Cesar and Shirley Temple. Mrs. B was just about in tears when the Outreach staff showed up with all of this information. She was extremely grateful that we would take the time to help her out in this way.

Trustee Calendar

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

May

5/21—Regular Meeting of the Board of Trustees

Monthly Statistical Report --February 2014						
LOAN OF LIBRARY MATERIALS	Current	Current	Prior	%		
	Month	YTD	YTD	Change		
Adult	39,369	331,794	413,999	-19.86%		
Teens	3,074	26,657				
Juvenile	39,386	304,866	331,000	-7.90%		
TOTAL Loan of Library Materials	81,829	663,317	744,999	-10.96%		
LOAN OF MATERIAL BY TYPE	Current	Prior Year	%	Current	Prior	%
	Month	Same month	Change	YTD	YTD	Change
Adult						
Print	17,050	20,777	-17.94	143,847	184,043	-21.84
Periodical	637	851	-25.15	7,045	6,342	11.08
Audio	4,835	7,477	-35.34	41,285	63,139	-34.61
DVD	15,604	19,703	-20.80	131,524	160,475	-18.04
Digital	1,243			8,093		
TOTAL Adult Loans	39,369	48,808	-19.34	331,794	413,999	-19.86
Teens						
Print	2,230	0		19,206		
Periodical	13	0		54		
Audio	478	0		4,159		
DVD	303	0		2,461		
Digital	50	0		777		
TOTAL Teen Loans	3,074	0		26,657	0	
Juvenile						
Print	25,285	26,710	-5.34	201,862	225,710	-10.57
Periodical	85	52	63.46	731	965	-24.25
Audio	2,671	2,567	4.05	21,618	23,316	-7.28
DVD	8,193	8,799	-6.89	68,773	81,009	-15.10
Digital	3,152			11,882		#DIV/0!
TOTAL Juvenile Loans	39,386	38,128	3.30	304,866	331,000	-7.90
ONLINE DATABASE USE	Current Month	Prior Year/Same Month	% Change	Current YTD	Prior YTD	% Change
Total Database Use	5,192	n/a		n/a	n/a	
Holds	Current Month	Prior Year Same Month				
Holds Placed	10,982		10,856	1.16		
Holds Made Available	14,327		13,398	6.93		
Patron Registration	Added this month	Total	Prior year same month	% Change		
New District cards	252	25,496	216	17		
Patron Count	Current Month	Prior Year Same Month	% Change			
Unique Library cards used	4,983		5,500	-9		
e-News subscribers	8,180					
IN-HOUSE USE OF MATERIALS	Current Month	Prior Year/Same Month	% Change	Current YTD	Prior YTD	% Change
Reference--Adult	150	626	-76.04	2,724	4,112	-33.75
Circulating--Juvenile	4,626	5,216	-11.31	29,404	42,150	-30.24
Circulating--Adult	4,260	4,996	-14.73	28,164	43,293	-34.95
TOTAL In-house Use of Print Materials	9,036	10,838	-16.63	60,292	89,555	-32.68
PC Users by Area	Current Month	Prior Year/Same Month	% Change	Current YTD	Prior YTD	% Change
Adult Services	3,571	4,077	-12.41	28,969	38,209	-24.18
Teens	188					
Youth Services	996	1,074	-7.26	7,288	11,464	
Express Internet	698	2,317	-69.87	9,599	24,929	-61.49
Patron Wi-Fi Uses	6,865	2,360	0.00		20,533	0.00
Scanning devices	878			5,012		
Total Users	12,318	9,828	25.34	50,868	95,135	-46.53
Website Hits	36,409				34,053	
Buzz Blog	1,386					
Facebook "Likes" to date	724					
Media Hits (includes print and online articles and listing)	68					
TECHNICAL SERVICES	Items	Items	Library			
	Added	Withdrawn	Holdings			
	1,898	1,206	284,353			

Library Services	Current Month	Year to date			
Notary Public	21	n/a			
Test Proctoring	3	n/a			
Voters' Registration	0	29			
Study Room Use (since 12/13)	197	452			
VOLUNTEER HOURS	Number of people	Total hours			
Adult Services & Programs - Fic, AV, Ref	18	71			
Young Adult Services & Programs - Fic and Ref	7	14			
Youth Services Programs & General	17	50			
General Library & Library Events	23	85			
Total Volunteers/Hours this month	65	220			
<i>NOTE: Last year volunteers/hours same month</i>	78	303			
Service Desks	Current Month	Prior Year	% Change		
Adult Services (3rd floor)					
Quick Questions/Ready Reference	933	3,674	-74.61		
Reference/Research	1,438	531	170.81		
Total Reference Desk	2,371	4,205	-43.61		
Fiction/Audiovisual Services (2nd floor)	Current Month	Prior Year	% Change		
Quick Questions/Ready Reference	1,710	874	95.65		
Reference/Research	1,881	3,668	-48.72		
Total Fiction/AV Desk	3591	4,542	-20.94		
Technology Desk	Current Month	Prior Year	% Change		
Quick Questions/Ready Reference	1,686				
Reference/Research	975				
Total Tech Desk	2,661				
Grand Total	8,623	8,747	-1.42		
Interlibrary Loan	Current Month	Prior Year	% Change		
Books, A-V					
Items lent to offline libraries	318	356	-10.67		
Items received from offline libraries for patrons	109	133	-18.05		
Total	427	489	-12.68		
Outreach Services	Current Month	Prior Year			
	Homebound	Homebound			
	225 patrons; 203 visits	207 patrons; 257 visits			
	Institutions	Institutions			
	16 institutions; 16 visits	9 institutions; 9 visits			
	Schools	Schools			
	630 items; 22 visits	577 items; 27 visits			
Outreach Services	Current Month	Prior Year	% Change		
Reference/Research	493	458	7.64		
Bulk Loan Items Delivered to Nursing Homes	440	440	0.00		
Materials pulled for Homebound Users	967	1,238	-21.89		
Total Outreach	1,900	2,136	-11.05		
Teen Desk	Current Month	Prior Year	% Change		
Quick Questions/Ready Reference	292	n/a			
Reference/Research	140	n/a			
Total Teen Desk	432	0			
Youth Services	Current Month	Prior Year	% Change		
Quick Questions/Ready Reference	2,540	3,335	-23.84		
Reference/Research	2,218	2,094	5.92		
School Loans pulled	24	26	-7.69		
Museum Adventure passes distributed	3	3	0.00		
Total	4,785	5,458	-12.33		

LIBRARY PROGRAMS	This Month	Attendance	Attendance Prior Year	% Change		
Programs--Youth						
Reading Patch Club registrations	1	23				
Reading Patch Club	ongoing	6				
Babytime	4	141				
Big Kid Storytime	3	31				
Family Storytime	3	42				
Preschool Storytime	3	31				
Rise & Shine Storytime	2	35				
Toddler Storytime	6	113				
Battle of the Books Award Ceremony	1	97				
Battle of the Books Readers Theater	2	12				
Winter Reading Club registrations	1	47				
Winter Reading Club return visits	ongoing	123				
Chicago Wolves Reading Club registrations	1	22				
Chicago Wolves Reading Club return visits	ongoing	9				
Middle Ground opening weekend craft	1	25				
Teacher Ellison Die visits	1	3				
Korean Game Time	1	33				
Famished for Fiction book discussions at schools	2	14				
Grand Opening Paul Lee Show	2	265				
Boy Scout Visits	2	30				
Yoga Club	1	17				
Maker Monday	1	9				
Inventory Training Camp	1	12				
Open Crafting	1	15				
Chicago Wolves Player Visit	1	30				
Bibliobop	2	114				
Family Science	1	50				
Book Buddies	11	22				
Librarians Visiting Schools	29	704				
Movies	1	45				
Lego Club	1	33				
Second Sunday	1	20				
Reading with Rover	2	34				
World Language Storytimes	2	67				
Gaming	1	205				
In-dept. games and puzzles	1	1,540				
Total Youth Services Programs	93	4,019	3,165	26.98		
Programs--Teens						
Anime & Manga Club	1	3				
Teen Advisory Board	1	8				
Emerson Book Club	1	6				
Famished for Fiction	1	21				
Winter Reading Club	1	19				
Gaming	1	175				
Grand Reopening Groundhog Day	1	52				
Total Teen Programs	7	284	187	51.87		
Programs--Adult						
Movie Programs and discussions	7	140				
Outreach book discussions at nursing homes	3	19				
Book discussions	3	30				
Tech programs	5	35				
The Limitations	1	57				
Valentines Day Concert - Senior Coffee Hour	1	32				
Employment workshop	1	6				
Senior Counseling program	1	2				
Songwriters	1	3				
Artist Lecture and Reception	2	80				
Patron Training Sessions	1	22				
Opera Lecture	2	12				
Library Tours for Grand Reopening	1	317				

Blind Date with a Book	1	26				
VIP Reception	1	142				
Winter Reading Club	1	95				
Shakespeare Performance and Discussion	2	147				
Total Adult Programs	34	1,165	582	100		

Outside Meetings					
Ligia Amarei (Mom's Group)	1	15			
CCS and RAILS meetings	6	124			
Citizenship Class	1	7			
Panagiota Tsatsos (Parent Panel Discussion)	1	15			
Niles All American Toastmasters	2	22			
Total Outside Meetings	11	183	143	28	
Total Meeting and Program Attendance	145	5,651	4,077	39	

March 19, 2014

New Business—Recommended Actions

A. Recommended Action on Outdoor Book Return

MOVE to approve the purchase of one Outdoor Book Return and cart in the amount of \$3,270.00 from Gaylord Brothers, Inc., from the Special Reserve Fund.

Memorandum A of Recommended Board Action

I am requesting this purchase from the Special Reserve Fund to solve a problem we are having after hours. If the outdoor automated return malfunctions our patrons are not able to return their items and end up returning home with their items. We do have an employee who is monitoring things remotely, when possible, but there is a short delay from the time the system is reset to the time it is functioning properly. This outdoor drop will be locked when we are open unless the automated system is down for an extended period. I think the use of an outdoor return will create good-will and reduce patron frustration. We received a total of six quotes, and this one is the lowest.

Gaylord Price Quote - REVISED

For: **NILES PUBLIC LIBRARY**
 6960 W OAKTON ST
 NILES, IL 60714 -3098
 Contact: DIANE WINBERG (Acct# 460647)

Date: 3/6/2014

Gaylord Bros.
 P.O. Box 4901
 Syracuse, NY 13221-4901
 Bids: 800-469-1592
 Bids Fax: 800-891-5280

Phone: 847-663-6402
 Fax: 847-663-1360
 E-mail: DWINBERG@NILES-LIBRARY.ORG

To receive pricing when ordering reference Gaylord Priority Code: 151214 - REVISED

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March 19, 2014

New Business—Recommended Actions

B. Recommended Action on Policy for Displays and Exhibits

Move to approve the recommended changes to Policy 3.09, Displays and Exhibits.

Memorandum B of Recommended Board Action

Now that we have space for actual art exhibits, I thought we should review our policy. I looked around at what other libraries have and came up with this version. The first page is our original policy for comparison.

3.09 DISPLAYS AND EXHIBITS

1. The Library welcomes displays of general interest to the community. Displays and exhibits offered by public entities, not-for-profit organizations serving the Niles Public Library community, and residents of the Library District may be permitted. The staff, as delegated by the Director, may arrange for displays and exhibits under these policies.
2. All materials displayed in the Library will be given reasonable care and protection within the limits of the general operation of the Library, but the Library and the Board do not assume responsibility for damage or loss suffered on its premises, nor of the costs of insurance coverage. Such costs, losses, damages, etc. are understood to be the responsibility of the organization or individual providing the display or exhibit. A signed statement of insurance coverage should be provided when the display is established. If it is uninsured, a statement releasing the Library from responsibility shall be provided.
3. The Library Director and the exhibitor must agree on the placement of exhibits.
4. Price tags shall not be placed on objects displayed in the display cases or on the walls. Information concerning the exhibit may be made available in the administration offices.
5. No staff member will handle or be associated with any transactions of exhibited items.
6. All permanent or semi-permanent exhibits offered for display in the Library must be approved by the Board of Trustees. The Library Board, through the Administrative Librarian, reserves the right to refuse paintings and other exhibit items offered for display.

Adopted by the Niles Public Library District Board of Trustees 7.1.92; 8.20.08

The Library welcomes displays of general interest to the community. **The Library Board encourages appropriate gallery exhibits with the goal of creating a historical, cultural and educational environment within the Niles Public Library. Special consideration will be given to works of art produced by district artists.**

The Library has three areas to be used for exhibits:

- **A display case on the main floor for exhibits of different forms of art and collections or special exhibits.**
- **The Franklin Gallery on the third floor is intended for hanging flat materials.**
- **The display in the Underground is available for works produced by teens.**

Displays and exhibits offered by public entities, not-for-profit organizations serving the Niles Public Library community, and residents of the Library District may be permitted. The staff, as delegated by the Director, may arrange for displays and exhibits under these policies.

RULES

1. **Application to use the display case or to exhibit art work must be made using the “Display Request Form” available from the Business Office and on the Library’s website. Acceptance of an exhibit will be determined by the Library Director or his/her designee.**
2. **Materials which may be displayed in the display case are limited to items of general interest such as arts and crafts, collections, historical material, hobby collections, and educational materials prepared by individuals or groups. Displays must be of general interest to the public and must be of a non-commercial nature.**
3. **The Franklin Gallery is designed as an exhibit space for displaying flat materials. Artists and art organizations, amateur to professional, are encouraged to apply to exhibit in the Library Gallery. Owners of artwork with local community interest, or historical significance are also encouraged to apply.**
4. **The Underground Gallery is intended for works of art produced by teens, ages 13-18.**
5. **Exhibits shall be permitted on a first come, first served basis, subject to the following criteria and compliance therewith by the Library Director, or his/her designee. Exhibits will be accepted based on the following criteria and will be given priority in use in the following order:**
 1. **Library sponsored programs and materials.**
 2. **Friends of the Library.**
 3. **Community groups regularly scheduled to use Library meeting rooms.**
 4. **Other Niles Library District non-profit organizations or individuals based on:**
 - a) **appropriateness to Library services and collections**
 - b) **general community interest**
 - c) **timeliness of topic**
 - d) **suitability to space available**

5. **Non-profit organizations or individuals located outside the Library District, but having a Library District resident as a sponsor, based on the criteria listed in number 4 above.**

Generally, exhibits will be on display for no longer than one month.

The Library does not regulate the content of an exhibit but has the right to refuse any exhibit that it deems inappropriate in light of the Library's mission. In addition, an exhibit:

1. **shall not violate state or federal laws prohibiting obscenity, libel, defamation of character, invasion of private or dissemination of indecent material to minors.**
2. **cannot directly or indirectly solicit donations;**
3. **cannot contain audible presentations of any kind;**
4. **cannot contain nudity or sexually explicit materials;**
5. **cannot exhibit items being offered for sale;**
6. **cannot contain items that would reasonably be deemed to be a threat to public health or safety, including but not limited to open flames, flammable or combustible containers, hazardous chemicals and materials, fireworks, smoke machines or pyrotechnics of any type.**
6. **Display case exhibits are limited to one month. The Franklin Gallery and Teen Underground space is available up to six weeks, with definite dates established in advance.**
7. **Each display exhibitor will be encouraged to provide a brief informative article and photo, if desired, for use in Library publications and on the Library website.**
8. **Granting of permission to display materials does not imply Library endorsement of an exhibit's content, and the Library will not accept responsibility for the accuracy of statements made in an exhibit. The exhibitor will not issue publicity indicating Library sponsorship, and the Library reserves the right to post appropriate disclaimers to accompany the exhibit materials.**
9. **The exhibitor will be responsible for delivery and removal of the exhibits. The exhibitor must remove all packaging materials from the Library once the exhibit has been installed, and the exhibitor is responsible for bringing all necessary packaging materials for removal of the exhibit during deinstallation. On delivery of the exhibits to the Library, the exhibitor will assume responsibility for the installation and arrangement of the exhibit with the typical display equipment provided by the Library and subject to the direction and approval of Library staff. If the exhibitor requests any display equipment which the Library does not have available, such equipment must be approved by the Library and shall be provided at**

the exhibitor's expense. The exhibitor is not allowed to alter walls or hanging spaces, to put holes in walls or to damage any structure in the Library while hanging artwork. The exhibitor may not, to better present his or her work, alter any part of the Library's structure. The Library has the right to display the exhibit as it deems appropriate and to modify any display as it deems necessary. Items shall not be placed in locations such that they create a hazard for visitors.

- 10. The Library assumes no responsibility for the safety of any items placed on exhibit and assumes no responsibility for loss, damage or destruction of items left for display. Items on display in the Library are provided the same security as the Library collection and equipment. The display case is locked, but irreplaceable items or items of great value should not be included in the display. Insurance covering the value of the exhibit will be the responsibility of the exhibitor. Prior to the display, the exhibitor/owner will complete a "Waiver and Release of Liability". The exhibitor acknowledges that no bailment is intended by this policy.**
- 11. The Library reserves the right to remove any display or exhibit that the exhibitor has not removed by the agreed upon end date specified on the Display Request Form. The Library reserves the right to dispose of items not claimed 30 days after the specified end date of the exhibit.**
- 12. Due to the high demand for the use of both the display case and exhibit spaces, groups and organizations are eligible to use the space only once per year, based on availability.**
- 13. The exhibitor hereby grants to the Library the right to use the exhibitor's name, the exhibit/artwork's name, any photographs, pictures and recordings of the exhibit/artwork and exhibitor for publication and use as the Library deems appropriate.**
- 14. The exhibitor gives the Library permission to allow the exhibitor's exhibit/artwork to be included in any motion picture, television production, photographs and/or still photo shoots taken within the Library. In addition, the exhibitor gives permission to the production company and/or photographer to exhibit all or any part of film or photographs throughout the world.**
- 15. All displays and exhibit rules, regulations and policies, as well as any manner not specifically covered in this written policy, are subject to final interpretation review by the Library Director. The decision of the Library Director in all matters shall be final and binding on all exhibitors.**



NILES PUBLIC LIBRARY

6960 Oakton Street Niles, Illinois 60714
847-663-1234 | www.nileslibrary.org

The Display Case/Art Exhibit Request Form

Request for Use: 1st Floor Display Case, Franklin Gallery Exhibit, Underground Exhibit Area (circle one)

Name: _____
(Full legal name of Organization, if applicable)

Address: _____

Phone: Day _____
Evening _____

Email: _____

Type of Exhibit (describe briefly): _____

Month Preference: _____
(The Library does not guarantee that this preference can be accommodated.)

I hereby acknowledge that I have read and received a copy of the “Display and Exhibit” policy and agree to comply with all of the provisions contained therein. I understand that the Niles Public Library District cannot be held responsible for any damage or theft that may occur during the period of time the exhibit is on display and that no bailment is created.

Signature Printed Name

Approved Display Date: _____

Library Director or Designee Date



NILES PUBLIC LIBRARY

6960 Oakton Street Niles, Illinois 60714
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Waiver and Release of Liability for Display of Works of Art, Collections or Books

The undersigned _____

whose legal residence is _____

has delivered to the Niles Public Library District the items hereafter described with the understanding that they will be displayed in the Library during the period _____ to _____. The undersigned affirms that he/she is the owner of said items or is the agent of the owner, as well as custodian of the owner's items, with full authority to enter into this agreement and waive/release liability and is willing and desirous that the same be exhibited to the public by the Library at no charge to the Library.

The undersigned understands that the items are submitted to the Library and exhibited at the undersigned's own risk and that neither the Library nor any of its officers, agents, and employees shall be responsible for theft, vandalism, fire, or any other damages or losses to the items. The undersigned understands and agrees that the Library makes no representations or warranties regarding the level of security in any Library buildings or premises. The undersigned understands and agrees that the Library and its officers, agents, and employees cannot be responsible for reimbursement or replacement of lost, stolen, or damaged items and that the Library does not insure items such as the submitted items. The undersigned understands and agrees that the Library encourages the owner of the items or the owner's agent to obtain an insurance policy for the items or to obtain a rider on any existing policy for the duration of the exhibit.

The undersigned hereby assumes all responsibility for loss or damage to the items provided to the Library for display, and the undersigned waives and releases the Library, its officers, agents, and employees of, and from, any and all losses, damages, liability, or claims for damage to or destruction of the items that may result from theft, vandalism, adverse environmental conditions, including water damage, or any other cause of any kind, and any negligent acts or omissions of the Library, or its officers, agents, employees and patrons while the items are located in the Niles Public Library or other premises.

If the undersigned is not the owner of the items, the undersigned shall indemnify, defend, and hold harmless the Library for any and all losses, damages, liability, costs, expenses, actions, or claims, including, but not limited to, attorneys' fees for damage to, or destruction of, the items that may result from theft, vandalism, adverse environmental conditions, including water damage or any other cause of

March 19, 2014

New Business—Recommended Actions

C. Recommended Action on Policy 4.02, Appointment

Move to approve the recommended changes to Policy 4.02, Appointment.

Memorandum C of Recommended Board Action

The only change to this policy is the change in the deferred compensation for full-time employees, to be added after 90 days rather than 1 year.

4.02 APPOINTMENT

Position Openings/Resignations

Openings occur upon the resignation or termination of an employee and the intent of the Board to fill the position or upon the creation of a new position by the Board of Trustees.

All employees voluntarily leaving the employment of the Library must submit either a letter of resignation or complete a "Voluntary Quit" form to the Library Director. Professional staff is expected to provide a one month notice and clerical staff a two week notice of resignation. An employee who fails to report to work for three or more consecutive days without notice shall be deemed to have voluntarily resigned from employment.

The Director will establish a procedure for announcing position openings, accepting and evaluating applications, interviewing potential candidates and selection of the final candidate to be recommended for hire.

Check of Candidate's Qualifications

All applicants must provide references to be considered during the interview process.

Candidates for all positions, prior to presentation to the Board for official appointment, will be subject to a criminal history background check in accordance with the Illinois Uniform Conviction Information Act. Applicants shall complete in full forms provided by Computata Solutions. This information shall be forwarded to Computata Solutions which will provide the Library District with conviction records as available. The information obtained shall be used solely to verify statements made by applicants upon their Library District's employment applications.

Upon receipt of the information from Computata Solutions, the Director will review the report to determine (1) if any information contained therein conflicts with that provided on the form for employment, or (2) if the report includes any conviction of felony or other misdemeanors which would indicate employment would not be desirable. A prospective employee will be given a copy of the report and may contest the accuracy of the report to the Director within seven days of receipt of the report.

The Director may (1) decide to propose another candidate for employment, or (2) present the candidate for employment with a report on the issues raised in the Police report.

All employees hired to drive the library van in conjunction with the Outreach Services program or Maintenance shall have their driving records checked prior to their employment and thereafter on not less than an annual basis. Any employee hired to drive shall be required to immediately report any license suspension or revocation to the Director.

Appointments

Appointments of personnel shall be on the basis of qualification and pertinent experience only. Appointment to the staff shall be made by the Library Director subject to approval by the Board of Trustees. The Library Director is authorized to hire at a salary 25% above the minimum of a range for open positions. Recommendations for appointment will be made at official meetings of the Board of Trustees.

Following Board approval of an employment recommendation, the Director will send the new employee a letter of employment stating the official starting date, conditions of employment and a schedule for orientation to the Library. In the event that a candidate for employment needs to be recommended to the Board prior to its monthly meeting, the Director will contact the Board to seek its approval.

Evaluations of New Employees

The supervisor of an employee in his/her training period will conduct an evaluation at the end of his/her first ninety (90) days. The 90-day evaluation is the final evaluation prior to the end of the new employee's training period. Satisfactory completion of the training period does not create any additional job security; employees continue to serve and be employed on an at-will basis.

Deferred Compensation for Full-Time Employees

After ~~one year~~ **90 days** of employment, the Library provides an additional seven-and-a-half percent of a full-time employee's salary as deferred compensation. Employees are eligible to participate in the ICMA Retirement Corporation Deferred Compensation Plan (457), or may take the additional compensation as income. Employees wishing to enroll and make contributions prior to their one year anniversary may do so.

March 19, 2014

New Business—Recommended Actions

D. Recommended Action on Policy 4.06, Sick Leave.

MOVE the Library Board of Trustees approve the recommended changes to Policy 4.06, Sick Leave

Memorandum D of Recommended Board Action

We are requesting that we grant vacation, sick, and personal days on the first day of the calendar year:

1. To allow employees to plan time off against their whole bank rather than trying to calculate against the timing of monthly accruals.
2. To allow employees to take time off throughout the year rather than taking a significant amount of time off during the fourth quarter of the year when they are needed for staffing purposes.

Accounting and controls

1. Employees would still earn time throughout the year such that if an employee left the library on January 2nd, they would not have earned any time and therefore none of the vacation time would be paid out to them upon separation.
2. Should an employee take a significant amount of time off early in the year and then separate for the Library, an exact accounting will be done and any time taken but no earned will be recovered from that employee's final pay.

We have added text to clarify the proper use of sick leave and to a few of the statements that already exist.

4.06 SICK LEAVE

1. Sick leave pay is intended to provide uninterrupted pay during an employee's **or an employee's dependent child's or parent's (residing with the employee)** bonafide illness. When ill, an employee must notify the Library as soon as possible (see "Absence Reporting"). During a period of sick leave, an employee is expected to maintain regular contact with his/her supervisor **to provide an updated status**. Sick leave benefits are contingent upon maintenance of regular contact.

2. **Sick leave may not be used in the following circumstances:**

Appointments with doctors or dentists during the employee's normally scheduled work day unless such appointments cannot be made otherwise, or are for the treatment of an illness or ongoing condition. Appointments with doctors or dentists for relatives unless sick relatives are dependent children or parents residing with the employee. ("Dependents" here is as defined by the internal revenue code.)

3. Regular full-time employees are credited with **12 days of sick leave the first day of the calendar year though sick leave is vested at the rate of 7.5 hours per month on the first day of the month**. Part-time employees are credited with sick leave pro-rated on an average of their scheduled hours worked per month. **At the end of the calendar year, unused sick leave rolls over to the new year when an additional 12 days of sick leave is granted**. Sick leave is cumulative to 450 hours (sixty (60) working days). If an employee's sick leave continues beyond the date this benefit is exhausted, the employee **may apply for short-term disability insurance**.
4. Although eligible employees accrue sick pay credit during the training period, sick leave with pay is not allowed during that period.
5. **If an employee is on sick leave for three or more consecutive days, the employee is obligated to provide certification from a physician licensed to practice medicine in the state of Illinois as a basis for pay during sick leave. The Library Director at his/her discretion may waive the certification requirement.**
6. Depending on the length and circumstances of the employee's condition, the Director may at his/her discretion require a physician's written release before the employee may return to work.
7. Illness which occurs during an employee's scheduled vacation or on a designated holiday shall be considered vacation or holiday, not sick leave.

8. Employees shall not earn sick leave allowance while on a leave of absence **without pay. A sick leave allowance is earned for the first thirty consecutive calendar days** during which sick pay is received, and for the first ninety consecutive calendar days of absence because of a job-related illness or injury.
9. Upon separation from employment, accumulated sick leave is not payable. **Any unearned sick leave taken by a separating employee prior to separation will be deducted from the employee's final pay.**

*Adopted by the Niles Public Library District Board of Trustees 7.1.92
Revised 6.19.96; 4.16.08; 8.20.08; 4.22.13*

March 19, 2014

New Business—Recommended Actions

E. Recommended Action on Policy 4.07, Holidays and Closings.

MOVE the Library Board of Trustees approve the recommended changes to Policy 4.07, Holidays and Closings

Memorandum E of Recommended Board Action

Added “to be used within two weeks of the date shown” to clarify that three floating holidays are to be used within the two weeks prior to or following the actual holiday to help with scheduling.

4.07 HOLIDAYS AND CLOSINGS

1. Full-time staff

- a. Full-time staff will be granted the following holidays observed by the Library:
 1. New Year's Day (January 1st)
 2. Memorial Day (Last Monday in May)
 3. Independence Day (July 4th)
 4. Labor Day (First Monday in September)
 5. Thanksgiving Day (Fourth Thursday in November)
 6. Christmas Eve (December 24th)
 7. Christmas Day (December 25th)
 8. New Year's Eve (December 31)
- b. The Library will be closed on Easter Sunday, but it is not a paid staff holiday.
- c. The Library will close at 5:00 p.m. on July 3rd and Thanksgiving Eve.
- d. In addition, the Library will not be closed but full-time staff will receive a compensatory day, **to be used within two weeks of the date shown**, for each of the following holidays:
 1. Lincoln's Birthday (February 12th)
 2. Columbus Day (Second Monday in October)
 3. Veterans Day (November 11th)
- e. When a Holiday falls on a staff member's normally scheduled day off, the staff must schedule another day off either two weeks before or two weeks after the Holiday with the approval of the supervisor.
- f. Employees will receive credit for paid holidays that occur while they are on vacation.

2. Part-time Employees

- a. Part-time employees shall be paid or equal compensatory time taken, for the equivalent number of hours which they normally would have worked on the Holidays observed by the Library.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92
Revised 12.15.93; 10.21.98; 10.20.99; 3.21.01; 8.20.08*

March 19, 2014

New Business—Recommended Actions

F. Recommended Action on Policy 4.08, Vacation

Move to approve the recommended changes to Policy 4.08, Vacation

Memorandum F of Recommended Board Action

We are requesting that we grant vacation, sick, and personal days on the first day of the calendar year:

1. To allow employees to plan time off against their whole bank rather than trying to calculate against the timing of monthly accruals
2. To allow employees to take time off throughout the year rather than taking a significant amount of time off during the fourth quarter of the year when they are needed for staffing purposes

Accounting and controls

1. Employees would still earn time throughout the year such that if an employee left the library on January 2nd, they would not have earned any time and therefore none of the vacation time would be paid out to them upon separation.
2. Should an employee take a significant amount of time off early in the year and then separate for the Library, an exact accounting will be done and any time taken but no earned will be recovered from that employee's final pay.

Also added a statement that vacation time should be made no less than two working days' notice and that it should not interfere with the operation of the Library.

4.08 VACATION ALLOWANCES

1. Full-time employees only will receive the following vacation leave benefits:

Librarians and Dept. Heads:	3 weeks vacation, years 1 to 3 4 weeks vacation, years 4 on
All Other Full Time Employees:	2 weeks vacation, years 1 to 4 3 weeks vacation, years 5 to 9 4 weeks vacation, years 10 on

2. Part-time employees (excluding those hired on a temporary basis) who have completed three consecutive years at the Library will have earned one week's annual paid vacation; those who have been employed by the Library for at least eight years may earn up to two weeks' annual paid vacation, according to the following schedule:

year 4: 1 week, plus 1 day
year 5: 1 week, plus 2 days
year 6: 1 week, plus 3 days
year 7: 1 week, plus 4 days
year 8: 2 weeks

Compensation will be based on the average number of hours worked per week during the year preceding the vacation.

3. General Provisions:
 - a. A week of vacation shall be defined as five work days.
 - b. Vacation records of days earned and days used will be kept on a calendar year basis from January 1 to December 31.
 - c. **Vacation allowances shall be credited to each eligible employee on the first day of the calendar year.** Vacation time shall **be earned** each month on a prorated basis according to the benefits received.
 - d. Any new employee must have completed 90 days continuous employment (the training period) before any paid vacation will be allowed. Benefits will accrue from date of hire.
 - e. No more than the amount of one year's paid vacation time earned may be carried over into the following calendar year.
 - f. All vacation periods must be approved by the Department Head in advance so as not to disturb the efficient operation of the Library.
 - g. **A request to use vacation time should be made in writing to the department head with no less than two working days' notice and shall not unreasonably interfere with the performance of the employee's work or the operation of the library.**
 - h. Upon separation, earned vacation allowance will be paid out to the separating employee. Upon separation, if an employee has taken any unearned vacation, such vacation shall be deducted from an employee's final pay.

Adopted by the Niles Public Library District Board of Trustees 7.1.92 Revised 4.19.95; 6.19.96; 2.16.05; 3.16.05; 8.20.08

March 19, 2014

New Business—Recommended Actions

G. Recommended Action on Policy 4.09, Personal Days

Move to approve the recommended changes to Policy 4.09, Personal Days

Memorandum G of Recommended Board Action

We are requesting that we grant vacation, sick, and personal days on the first day of the calendar year:

1. To allow employees to plan time off against their whole bank rather than trying to calculate against the timing of monthly accruals
2. To allow employees to take time off throughout the year rather than taking a significant amount of time off during the fourth quarter of the year when they are needed for staffing purposes

Accounting and controls

1. Employees would still earn time throughout the year such that if an employee left the library on January 2nd, they would not have earned any time and therefore none of the vacation time would be paid out to them upon separation.
2. Should an employee take a significant amount of time off early in the year and then separate from the Library, an exact accounting will be done and any time taken but no earned will be recovered from that employee's final pay.

4.09 Personal Days

1. Full-time and part-time employees will be credited with four personal days/hours* each calendar year. Credit will be given at the beginning of each calendar year. **Personal days will be earned on the first day of each calendar quarter ratably throughout the year.** New employees must have completed 90 days continuous employment (training period) before any personal time will be allowed. Personal days/hours will accrue from date of hire.

Employees will earn additional personal days/hours, based on longevity, according to the following chart:

10 years – 1 additional day/hours

15 years – 2 additional days/hours

20 years – 3 additional days/hours

25 years – 4 additional days/hours

2. In each case, the additional days/hours will be **earned and** credited **on the first day of the calendar year** following the employee's anniversary date.
3. Personal days may not be carried from one year to the next nor will unused personal days be paid out to the employee.
4. Unused personal days are not payable upon separation from employment. **Upon separation, any used but unearned personal days shall be deducted from the separating employee's final pay.**

*Part-time employees earn personal time in hours, based on their average weekly schedule.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92
Revised 1.27.93; 9.20.00; 6.18.03; 3.17.04; 4.16.08; 8.20.08*

March 19, 2014

New Business—Recommended Actions

H. Recommended Action on Release of Article

Move to approve the release of article regarding employee benefits and compensation

Memorandum H of Recommended Board Action

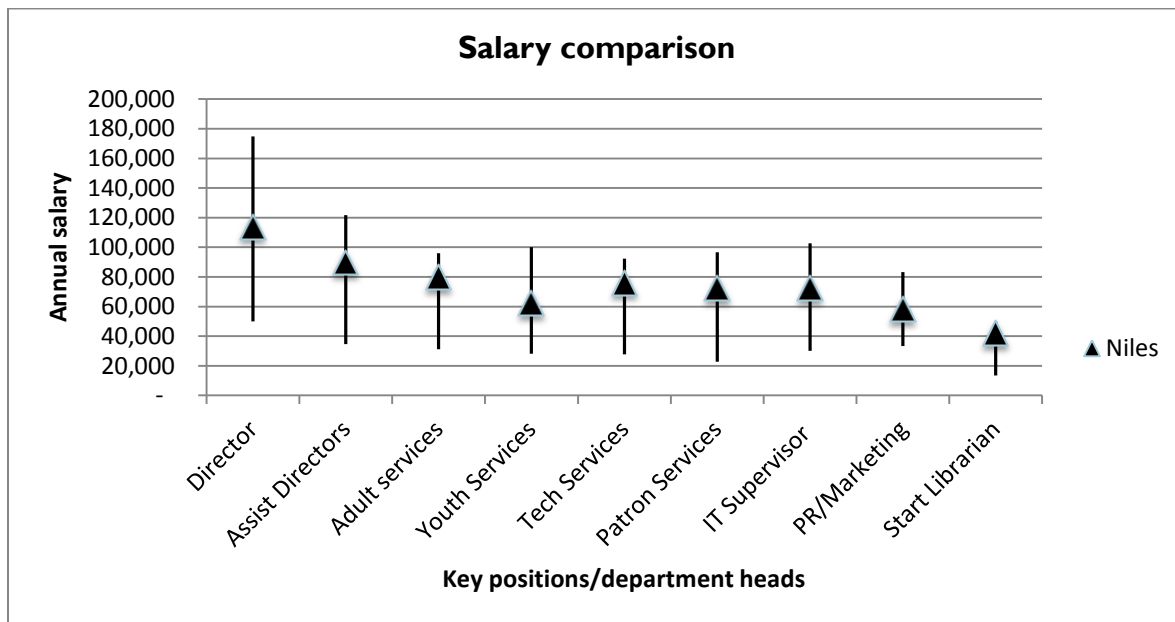
Niles Public Library Employee Salary and Benefits Compared to 113 Libraries Participating in the 2013 LACONI Survey

Recently the Niles Public Library District compiled a detailed analysis of how employee salary and benefits at the Library compares to other Public Libraries in Northern Illinois. The data used for this report was taken from the 2013 LACONI (Library Administrators Conference of Northern Illinois) Salary Survey. Participation in the survey is voluntary.

Data collected from the LACONI survey have limitations because of inconsistency across libraries with position titles and job descriptions and other incomplete information such as employee education level, years of experience and direct reports.

Salaries

The Library salary levels are typically in the 3rd or 4th quartiles when compared to other libraries which participated in the survey. The following graph shows the range of salaries by job description with the Niles Library salary level denoted by the small triangle. The graph is sufficient to draw qualitative conclusions rather than quantitative ones.



The Niles Public Library provides the following time off for employees:

- Vacation – 3 to 4 weeks annually
- Sick Leave – 12 days annually
- Personal leave – 4 to 8 days annually

Employee time off is also provided for jury duty and bereavement, similar to all the libraries in the Survey. On April 22, 2013, the Board approved the recommendation to increase the amount of sick time that an employee can carry from one year to the next from 36 days to 60 days.

On average, the Niles Public Library offers 4 more paid days off than the other 113 libraries in the 2013 LACONI Survey.

Health and Welfare

The Library's Health Insurance Plan is 90% subsidized by the Niles Public Library for employees and 75% subsidized for employee's dependants. The plan includes a Health Reimbursement Account partially funded by the Library and Flexible Spending Account.

The following benefits are 100% subsidized by the Niles Public Library:

- Life Insurance up to \$50,000 per employee
- Accidental Death and Dismemberment up to \$50,000 per employee
- Short term disability (added in June, 2013) of 60% of gross income up to \$3,000 per month.
- Long term disability of 60% of gross income up to \$3,000 per month.
- Dental Reimbursement Plan – Employees only reimbursed up to \$1,000 of qualifying expenses for full time employees.
- Vision Plan- pays a portion of exam and correctives lenses and frames

Data comparisons to other libraries are difficult because coverage costs and specific plan parameters are not included in the Survey. But we do know:

- 100% of libraries offer health insurance
 - Average subsidy for employee is 90%
 - Average subsidy for spouse/family/children is 69%
(for libraries which offer such subsidies 49 out of 114)
- 86% offer optical insurance
- 93% offer dental insurance
 - Average subsidy is 90%
- 93% offer life insurance
- 32% offer disability in addition to disability offered through IMRF

Compared to 2013 LACONI Survey data, the Niles Public Library pays more for health and welfare benefits on average than the other 113 libraries.

Retirement

Each full time qualified employee is offered 7.5% of their salary to invest in a defined contribution plan. The plan is offered under Internal Revenue Code Section 457. Funds are managed by the employee/beneficiary.

Many of these employees chose to contribute additional amounts to the plan. The library's current retirement plan allows employees to opt to take the library's 7.5% retirement contribution and receive it as additional pay. Approximately one third of the 7.5% retirement contribution is taken as additional pay by employees.

Niles pays approximately \$25,000 per year less than other libraries on average and also realizes significantly less value on the retirement offering. 93% of other libraries offer the IMRF defined benefit pension plan which pays a specified monthly amount at retirement. 59% offer both IMRF and a 457 type plan.

March 19, 2014

New Business—Recommended Actions

I. Recommended Action Health Insurance Plan.

Move to accept the proposal to eliminate the health insurance subsidy for working spouses of insured employees who can acquire health insurance through their own employers.

Memorandum I of Recommended Board Action

This is part of the Employee Benefits Committee’s review of the health care insurance subsidies offered to employees of the Library. Currently, we are offering a subsidy for health insurance to employees who enroll their spouses in our plan. Many of these spouses are working at companies who offer health plans to their employees. Working spouses who have access to insurance coverage through their employer should seek to be covered by such plans prior to turning to the Library health plan. These working spouses may still purchase insurance through the Library plan but will not receive a subsidy such that there will be no burden on the taxpayers of the Niles Public Library District.