

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

April 16, 2014

6:30 PM

Board Room

6960 Oakton Street

Niles, Illinois

Revised 4/14/2014

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 March 19, 2014 3
 - B. Approve the payment of the bills for operating expenses of \$167,442.01, payroll expenses of \$288,096.56, and Special Reserve Expenses of \$201,432.93, for a total monthly expense of \$656,971.50 8
 - C. Approve the appointment of Bernadette Koryciarz to the 15-hour Adult Services Assistant at a salary of \$13.96 per hour, effective April 21, 2014
5. Special Guest - Brian Costin of the Illinois Policy Institute
6. Public Comment
7. Treasurer's Report
 - A. Review Financial Report 14
8. Director's Report
 - A. Highlights 30
 - B. Monthly Statistics 33
9. Communications
10. Committee Reports
 - A. Special Reserve Plan Committee
 - B. Employee Benefits Committee
11. Liaison Reports
 - A. Friends of the Library
 - B. Legislative
 - C. RAILS
12. New Business

Board Meeting Agenda - April 16, 2014

- A. Approve the recommended changes to Policy 3.22, Investment Policy 38
- B. Approve the recommended action on Library Parking Lot 40
- 13. Unfinished Business
 - A. Approve the recommended changes to Policy 4.06, Sick Leave 41
 - B. Approve the recommended changes to Policy 3.09, Displays and Exhibits 43
 - C. **Approve the Ratification and Confirmation of Board Action taken at the March 19, 2014 Board Meeting to approve a retirement incentive program** 50
- 14. Executive Session-To discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Niles Public Library District; collective negotiating matters between the Niles Public Library District and its employees or their representatives
- 15. Executive Session Action
 - A. Approve the retirement of Linda Weiss, Library Director, effective June 30, 2014
- 16. Other
- 17. Adjournment

NILES PUBLIC LIBRARY DISTRICT
Regular Board Meeting
March 19, 2014
6:30 PM
Board Room
6960 Oakton Street
Niles, Illinois

Trustees Present

Carolyn Drblik, Morgan Dubiel, Danette Matyas, Barbara Nakanishi, Linda Ryan. Chris Ball arrived at 6:33 PM. Karen Dimond arrived at 6:34 PM.

Library Staff Present

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

Guest Present

There were none.

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 that the items on the punch list are still being worked on. John Eallonardo, Project Manager from FQC will give a full accounting of the project at the April or May meeting.

Consent Agenda

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

- A. The Minutes of the Regular Board Meeting of February 19, 2014;
- B. The payment of 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;
- 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;
- 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.

Trustee Ryan seconded.

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

Public Comments

There were none.

Treasurer's Report

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

Director's Report

Ms. Weiss highlighted her written report. She talked on the detailed document which was attached to her Report on the upgrade recommendations for the LMR AV systems to provide a state of the art system for meetings, presentations and video game play and movie viewing. The current equipment is 15 years old with some pieces that had to be replaced. This upgrade was included in the original renovation project and is now ready to go to bid. The document was prepared by a consultant who will not bid on the project. Ms. Weiss was very happy to share a new project—Grow a Reader-1,000 Books before Kindergarten, which is a continuation of our Early Learning Literacy program funded by last year's Per Capita Grant. She then read off the "10 best new ideas" that staff brought back from PLA. Ms. Weiss ended her report saying that while on a walkthrough of the library as the scheduled PIC on a Monday evening, she did a head count of 103 users on the Lower Level —everything was being used.

Communications

As noted during the Director's Report.

Committee Reports

Special Reserve Plan Committee—There was no report.

Employee Benefits Committee - Trustee Drblik reported that the Committee did not meet, but she did spend some time with Linda Weiss and Greg Pritz to gather information needed to proceed with their staffing plan and the new budget. President Dubiel asked that the Board enter into Executive Session to discuss the specifics of these items.

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; and deliberations concerning salary schedules for one or more classes of employees. Trustee Ryan seconded.

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

Executive Session began at 6:48 PM. Executive Session ended at 7:51 PM.

Open session began at 7:57 PM, with all members of the Board present.

Liaison Reports

Friends of the Library

Ms. Weiss reported that the Friends have offered to pay for our movie licensing which is an annual cost of around \$1,800. In turn, we will give them recognition for this sponsorship which will help to promote the Friends organization. The Friends have also agreed to pay for the addition of our virtual library to the Library's website.

Legislative

No report.

RAILS

No report.

New Business

Outdoor Book Return

Trustee Ball MOVED the Library Board of Trustees 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. Trustee Matyas seconded.

After some discussion, the Trustees asked that Ms. Weiss look into the installation of an exterior through wall Single Drop Return to be used in the event the outdoor automated return malfunctions.

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

Policy for Displays and Exhibits

Trustee Ball MOVED the Library Board of Trustees approve the recommended changes to Policy 3.09, Displays and Exhibits. Trustee Dimond seconded.

Trustee Dimond expressed her concern with requests to exhibit displays with religious content which may cause the library problems. She doesn't know what the answer is to this other than to prohibit displays all together from outside groups and organizations. She added that she, in the past, had the impression that displays from certain outside groups have not been trouble free. Ms. Weiss replied that the recommended changes are an expansion to the current policy on the display case and are based on what other libraries have in their policies for displays and exhibits. After some discussion, the Trustees asked that Ms. Weiss obtain information from other libraries regarding any issues they may have encountered due to displays and how they were handled. It was decided that the motion be tabled until the April Board Meeting.

Trustee Ball and Trustee Dimond withdrew their motions.

Policy 4.02, Appointment

Trustee Matyas MOVED the Library Board of Trustees approve the recommended change to Policy 4.02 Appointment. Trustee Drblik seconded.

Discussion was held on the change in the deferred compensation for full-time employees to be added after 90 days rather than 1 year.

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

Policy 4.06, Sick Leave

Trustee Matyas MOVED the Library Board of Trustees approve the recommended changes to Policy 4.06 Sick Leave. Trustee Ball seconded.

Discussion was held on the proper use of sick leave.

Roll call vote: Ayes: Ball, Dimond, Drblik, Dubiel, Matyas, Nakanishi, Ryan. Nays: None. Motion carried.

Policy 4.07 Holidays and Closings

Trustee Matyas MOVED the Library Board of Trustees approve the recommended changes to Policy 4.07 Holidays and Closings.

Roll call vote: Ayes: Ball, Dimond, Drblik, Dubiel, Matyas, Nakanishi, Ryan. Nays: None. Motion carried.

Policy 4.08 Vacation Allowances

Trustee Matyas MOVED the Library Board of Trustees approve the recommended changes to Policy 4.08 Vacation Allowances. Trustee Ball seconded.

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

Policy 4.09 Personal Days

Trustee Matyas MOVED the Library Board of Trustees approve the recommended changes to Policy 4.09 Personal Days. Trustee Ryan seconded.

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

Release of Article

Trustee Matyas MOVED the Library Board of Trustees approve the release of the article regarding employee benefits and compensation. Trustee Ball seconded.

A review of the article was made for any changes and corrections.

Roll call vote: Ball, Dimond, Drblik, Dubiel, Matyas, Nakanishi, Ryan. Nays: None. Motion carried.

Health Insurance Plan

Trustee Matyas MOVED the Library Board of Trustees accept the proposal to eliminate the health insurance subsidy for working spouses of insured employees who can acquire health insurance through their own employers. Trustee Ryan seconded.

Discussion was held on the current trends for spousal insurance coverage by companies.

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

Unfinished Business

There was none.

Final Action, if any, on closed session subjects

Retirement Incentive Program

Trustee Dimond MOVED the Library Board of Trustees approve the retirement incentive program based on the revised hybrid plan dated March 19, 2014. Trustee Nakanishi seconded.

Roll call vote: Ayes: Dimond, Dubiel, Nakanishi, Ryan. Nays: Ball, Drblik, Matyas. Motion carried.

Adjournment

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

The meeting adjourned at 8:20 PM

President

Secretary

DRAFT

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
70932	Accounts Payable	Computer Check	4/16/2014	AFLAC	\$0.00	\$766.25	(\$766.25)	Outstanding	4/30/2014
70933	Accounts Payable	Computer Check	4/16/2014	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$330.00	(\$1,096.25)	Outstanding	4/30/2014
70934	Accounts Payable	Computer Check	4/16/2014	AT&T	\$0.00	\$926.06	(\$2,022.31)	Outstanding	4/30/2014
70935	Accounts Payable	Computer Check	4/16/2014	AT&T	\$0.00	\$43.40	(\$2,065.71)	Outstanding	4/30/2014
70936	Accounts Payable	Computer Check	4/16/2014	AURORA SIGN COMPANY	\$0.00	\$619.60	(\$2,685.31)	Outstanding	4/30/2014
70937	Accounts Payable	Computer Check	4/16/2014	AVCAFE	\$0.00	\$1,504.56	(\$4,189.87)	Outstanding	4/30/2014
70938	Accounts Payable	Computer Check	4/16/2014	KOCHURANI BINOY	\$0.00	\$3.99	(\$4,193.86)	Outstanding	4/30/2014
70939	Accounts Payable	Computer Check	4/16/2014	BLACKBAUD	\$0.00	\$4,596.67	(\$8,790.53)	Outstanding	4/30/2014
70940	Accounts Payable	Computer Check	4/16/2014	DONNA BLOCK	\$0.00	\$136.39	(\$8,926.92)	Outstanding	4/30/2014
70941	Accounts Payable	Computer Check	4/16/2014	ARIANNE CAREY	\$0.00	\$299.70	(\$9,226.62)	Outstanding	4/30/2014
70942	Accounts Payable	Computer Check	4/16/2014	CENGAGE LEARNING, INC.	\$0.00	\$2,899.20	(\$12,125.82)	Outstanding	4/30/2014
70943	Accounts Payable	Computer Check	4/16/2014	CENTER POINT LARGE PRINT	\$0.00	\$216.90	(\$12,342.72)	Outstanding	4/30/2014
70944	Accounts Payable	Computer Check	4/16/2014	CHALK SPINNER LLC	\$0.00	\$423.71	(\$12,766.43)	Outstanding	4/30/2014
70945	Accounts Payable	Computer Check	4/16/2014	CHIEF, CDS, LIBRARY OF CONGRES	\$0.00	\$685.00	(\$13,451.43)	Outstanding	4/30/2014
70946	Accounts Payable	Computer Check	4/16/2014	CHRIS CHRISTMAS	\$0.00	\$330.00	(\$13,781.43)	Outstanding	4/30/2014
70947	Accounts Payable	Computer Check	4/16/2014	CINTAS CORPORATION LOC. 769	\$0.00	\$477.92	(\$14,259.35)	Outstanding	4/30/2014
70948	Accounts Payable	Computer Check	4/16/2014	CLASSIC DESIGN AWARDS, INC.	\$0.00	\$60.50	(\$14,319.85)	Outstanding	4/30/2014
70949	Accounts Payable	Computer Check	4/16/2014	COLD BLOODED CREATURES	\$0.00	\$450.00	(\$14,769.85)	Outstanding	4/30/2014
70950	Accounts Payable	Computer Check	4/16/2014	ATHENA COLUMBOS	\$0.00	\$17.69	(\$14,787.54)	Outstanding	4/30/2014
70951	Accounts Payable	Computer Check	4/16/2014	COMED	\$0.00	\$8,108.20	(\$22,895.74)	Outstanding	4/30/2014
70952	Accounts Payable	Computer Check	4/16/2014	COOPERATIVE COMPUTER SERV	\$0.00	\$5,759.84	(\$28,655.58)	Outstanding	4/30/2014
70953	Accounts Payable	Computer Check	4/16/2014	DEMCO	\$0.00	\$522.00	(\$29,177.58)	Outstanding	4/30/2014
70954	Accounts Payable	Computer Check	4/16/2014	EASYPERMIT POSTAGE	\$0.00	\$400.00	(\$29,577.58)	Outstanding	4/30/2014
70955	Accounts Payable	Computer Check	4/16/2014	ECONOMY IRON	\$0.00	\$2,800.00	(\$32,377.58)	Outstanding	4/30/2014
70956	Accounts Payable	Computer Check	4/16/2014	MARYELLEN ESSIG	\$0.00	\$23.87	(\$32,401.45)	Outstanding	4/30/2014
70957	Accounts Payable	Computer Check	4/16/2014	FIFTH THIRD BANK	\$0.00	\$338.85	(\$32,740.30)	Outstanding	4/30/2014
70958	Accounts Payable	Computer Check	4/16/2014	FIFTH THIRD BANK	\$0.00	\$1,540.00	(\$34,280.30)	Outstanding	4/30/2014
70959	Accounts Payable	Computer Check	4/16/2014	FIRE & SECURITY SYSTEMS, INC.	\$0.00	\$243.00	(\$34,523.30)	Outstanding	4/30/2014
70960	Accounts Payable	Computer Check	4/16/2014	FLEXSOURCE, LLC	\$0.00	\$402.50	(\$34,925.80)	Outstanding	4/30/2014
70961	Accounts Payable	Computer Check	4/16/2014	FREDERICK QUINN CORPORATIO	\$0.00	\$104,925.00	(\$139,850.80)	Outstanding	4/30/2014
70962	Accounts Payable	Computer Check	4/16/2014	FRIENDS OF THE NILES LIBRARY	\$0.00	\$1,341.45	(\$141,192.25)	Outstanding	4/30/2014
70963	Accounts Payable	Computer Check	4/16/2014	DOROTHEA FRISBIE	\$0.00	\$1,128.80	(\$142,321.05)	Outstanding	4/30/2014
70964	Accounts Payable	Computer Check	4/16/2014	FROSTLINE INC.	\$0.00	\$9,560.30	(\$151,881.35)	Outstanding	4/30/2014
70965	Accounts Payable	Computer Check	4/16/2014	GARVEY'S OFFICE PRODUCTS	\$0.00	\$2,842.45	(\$154,723.80)	Outstanding	4/30/2014
70966	Accounts Payable	Computer Check	4/16/2014	GENESIS TECHNOLOGIES, INC.	\$0.00	\$38.00	(\$154,761.80)	Outstanding	4/30/2014
70967	Accounts Payable	Computer Check	4/16/2014	ANNA GORSKA	\$0.00	\$11.95	(\$154,773.75)	Outstanding	4/30/2014
70968	Accounts Payable	Computer Check	4/16/2014	GRAINGER	\$0.00	\$502.34	(\$155,276.09)	Outstanding	4/30/2014
70969	Accounts Payable	Computer Check	4/16/2014	GREY HOUSE PUBLISHING, INC.	\$0.00	\$5,490.00	(\$160,766.09)	Outstanding	4/30/2014
70970	Accounts Payable	Computer Check	4/16/2014	GROOT INDUSTRIES, INC.	\$0.00	\$224.41	(\$160,990.50)	Outstanding	4/30/2014

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
70971	Accounts Payable	Computer Check	4/16/2014	KARINA GUICO	\$0.00	\$150.00	(\$161,140.50)	Outstanding	4/30/2014
70972	Accounts Payable	Computer Check	4/16/2014	H-O-H WATER TECHNOLOGY, IN	\$0.00	\$551.84	(\$161,692.34)	Outstanding	4/30/2014
70973	Accounts Payable	Computer Check	4/16/2014	HEALTHCARE SERVICE CORPOR	\$0.00	\$37,342.80	(\$199,035.14)	Outstanding	4/30/2014
70974	Accounts Payable	Computer Check	4/16/2014	LIBBY HELLMANN	\$0.00	\$200.00	(\$199,235.14)	Outstanding	4/30/2014
70975	Accounts Payable	Computer Check	4/16/2014	ILLINOIS LIBRARY ASSOCIATION	\$0.00	\$250.00	(\$199,485.14)	Outstanding	4/30/2014
70976	Accounts Payable	Computer Check	4/16/2014	INGRAM LIBRARY SERVICES	\$0.00	\$12,566.13	(\$212,051.27)	Outstanding	4/30/2014
70977	Accounts Payable	Computer Check	4/16/2014	INNOVATION EXPERTS	\$0.00	\$55.00	(\$212,106.27)	Outstanding	4/30/2014
70978	Accounts Payable	Computer Check	4/16/2014	IRON MOUNTAIN	\$0.00	\$115.00	(\$212,221.27)	Outstanding	4/30/2014
70979	Accounts Payable	Computer Check	4/16/2014	ISLMA	\$0.00	\$10.00	(\$212,231.27)	Outstanding	4/30/2014
70980	Accounts Payable	Computer Check	4/16/2014	REBECCA JOHNS	\$0.00	\$300.00	(\$212,531.27)	Outstanding	4/30/2014
70981	Accounts Payable	Computer Check	4/16/2014	KAPCO	\$0.00	\$134.83	(\$212,666.10)	Outstanding	4/30/2014
70982	Accounts Payable	Computer Check	4/16/2014	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$3,474.51	(\$216,140.61)	Outstanding	4/30/2014
70983	Accounts Payable	Computer Check	4/16/2014	KONE INC.	\$0.00	\$225.22	(\$216,365.83)	Outstanding	4/30/2014
70984	Accounts Payable	Computer Check	4/16/2014	KONICA MINOLTA BUSINESS SO	\$0.00	\$146.65	(\$216,512.48)	Outstanding	4/30/2014
70985	Accounts Payable	Computer Check	4/16/2014	COLLEEN T. KOROYANIS	\$0.00	\$12.95	(\$216,525.43)	Outstanding	4/30/2014
70986	Accounts Payable	Computer Check	4/16/2014	BARBARA KRUSER	\$0.00	\$1,004.91	(\$217,530.34)	Outstanding	4/30/2014
70987	Accounts Payable	Computer Check	4/16/2014	LAUBE IMAGING PRODUCTS	\$0.00	\$1,028.40	(\$218,558.74)	Outstanding	4/30/2014
70988	Accounts Payable	Computer Check	4/16/2014	SUSAN LEMPKE	\$0.00	\$30.80	(\$218,589.54)	Outstanding	4/30/2014
70989	Accounts Payable	Computer Check	4/16/2014	LIBRARY FURNITURE INTERNATI	\$0.00	\$86,947.63	(\$305,537.17)	Outstanding	4/30/2014
70990	Accounts Payable	Computer Check	4/16/2014	VICTORIA LUZ	\$0.00	\$32.57	(\$305,569.74)	Outstanding	4/30/2014
70991	Accounts Payable	Computer Check	4/16/2014	LYRIC OPERA OF CHICAGO	\$0.00	\$400.00	(\$305,969.74)	Outstanding	4/30/2014
70992	Accounts Payable	Computer Check	4/16/2014	MARTIN PETERSEN COMPANY I	\$0.00	\$661.64	(\$306,631.38)	Outstanding	4/30/2014
70993	Accounts Payable	Computer Check	4/16/2014	JOAN MCGEE	\$0.00	\$225.00	(\$306,856.38)	Outstanding	4/30/2014
70994	Accounts Payable	Computer Check	4/16/2014	JUDITH MCNULTY	\$0.00	\$16.00	(\$306,872.38)	Outstanding	4/30/2014
70995	Accounts Payable	Computer Check	4/16/2014	MENARDS	\$0.00	\$435.88	(\$307,308.26)	Outstanding	4/30/2014
70996	Accounts Payable	Computer Check	4/16/2014	MICROSYSTEMS, INC.	\$0.00	\$558.96	(\$307,867.22)	Outstanding	4/30/2014
70997	Accounts Payable	Computer Check	4/16/2014	MIDWEST TAPE	\$0.00	\$6,283.73	(\$314,150.95)	Outstanding	4/30/2014
70998	Accounts Payable	Computer Check	4/16/2014	MARY MILLER	\$0.00	\$23.44	(\$314,174.39)	Outstanding	4/30/2014
70999	Accounts Payable	Computer Check	4/16/2014	MONARCH FIRE PROTECTION, I	\$0.00	\$450.00	(\$314,624.39)	Outstanding	4/30/2014
71000	Accounts Payable	Computer Check	4/16/2014	NICOR GAS	\$0.00	\$3,315.84	(\$317,940.23)	Outstanding	4/30/2014
71001	Accounts Payable	Computer Check	4/16/2014	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$318,821.23)	Outstanding	4/30/2014
71002	Accounts Payable	Computer Check	4/16/2014	OAK BROOK MECHANICAL SERV	\$0.00	\$2,168.61	(\$320,989.84)	Outstanding	4/30/2014
71003	Accounts Payable	Computer Check	4/16/2014	OMNIGRAPHICS, INC.	\$0.00	\$446.80	(\$321,436.64)	Outstanding	4/30/2014
71004	Accounts Payable	Computer Check	4/16/2014	ORIENTAL TRADING COMPANY, I	\$0.00	\$102.99	(\$321,539.63)	Outstanding	4/30/2014
71005	Accounts Payable	Computer Check	4/16/2014	ROBERT P. PODGORSKI	\$0.00	\$200.00	(\$321,739.63)	Outstanding	4/30/2014
71006	Accounts Payable	Computer Check	4/16/2014	POLONIA BOOKSTORE, INC.	\$0.00	\$686.51	(\$322,426.14)	Outstanding	4/30/2014
71007	Accounts Payable	Computer Check	4/16/2014	PRAIRIE GODMOTHERS	\$0.00	\$200.00	(\$322,626.14)	Outstanding	4/30/2014
71008	Accounts Payable	Computer Check	4/16/2014	PTM WERKS, INC.	\$0.00	\$175.00	(\$322,801.14)	Outstanding	4/30/2014
71009	Accounts Payable	Computer Check	4/16/2014	ZORICA RADOJCIC	\$0.00	\$24.95	(\$322,826.09)	Outstanding	4/30/2014

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
71010	Accounts Payable	Computer Check	4/16/2014	RMC IMAGING INC.	\$0.00	\$975.00	(\$323,801.09)	Outstanding	4/30/2014
71011	Accounts Payable	Computer Check	4/16/2014	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$550.00	(\$324,351.09)	Outstanding	4/30/2014
71012	Accounts Payable	Computer Check	4/16/2014	SILVER STAR EXPOSITIONS	\$0.00	\$195.00	(\$324,546.09)	Outstanding	4/30/2014
71013	Accounts Payable	Computer Check	4/16/2014	SMITHEREEN PEST MANAGEMEN	\$0.00	\$110.00	(\$324,656.09)	Outstanding	4/30/2014
71014	Accounts Payable	Computer Check	4/16/2014	SOUNDVIEW MEDIA PARTNERS L	\$0.00	\$100.00	(\$324,756.09)	Outstanding	4/30/2014
71015	Accounts Payable	Computer Check	4/16/2014	STEINER ELECTRIC COMPANY	\$0.00	\$564.00	(\$325,320.09)	Outstanding	4/30/2014
71016	Accounts Payable	Computer Check	4/16/2014	SHELLEY SUTHERLAND	\$0.00	\$104.47	(\$325,424.56)	Outstanding	4/30/2014
71017	Accounts Payable	Computer Check	4/16/2014	THE LINCOLN NATIONAL LIFE IN	\$0.00	\$1,531.71	(\$326,956.27)	Outstanding	4/30/2014
71018	Accounts Payable	Computer Check	4/16/2014	THE SHAKESPEARE PROJECT OF C	\$0.00	\$200.00	(\$327,156.27)	Outstanding	4/30/2014
71019	Accounts Payable	Computer Check	4/16/2014	TODAY'S BUSINESS SOLUTIONS, I	\$0.00	\$795.00	(\$327,951.27)	Outstanding	4/30/2014
71020	Accounts Payable	Computer Check	4/16/2014	TSAI FONG BOOKS, INC.	\$0.00	\$1,283.34	(\$329,234.61)	Outstanding	4/30/2014
71021	Accounts Payable	Computer Check	4/16/2014	GRETA ULRICH	\$0.00	\$108.54	(\$329,343.15)	Outstanding	4/30/2014
71022	Accounts Payable	Computer Check	4/16/2014	SASHA VASILIC	\$0.00	\$65.94	(\$329,409.09)	Outstanding	4/30/2014
71023	Accounts Payable	Computer Check	4/16/2014	VILLAGE OF NILES	\$0.00	\$466.57	(\$329,875.66)	Outstanding	4/30/2014
71024	Accounts Payable	Computer Check	4/16/2014	VISA	\$0.00	\$6,248.77	(\$336,124.43)	Outstanding	4/30/2014
71025	Accounts Payable	Computer Check	4/16/2014	VISION SERVICE PLAN OF ILLINO	\$0.00	\$671.74	(\$336,796.17)	Outstanding	4/30/2014
71026	Accounts Payable	Computer Check	4/16/2014	LINDA WEISS	\$0.00	\$8.29	(\$336,804.46)	Outstanding	4/30/2014
71027	Accounts Payable	Computer Check	4/16/2014	WESTERN IRRIGATION, INC.	\$0.00	\$530.00	(\$337,334.46)	Outstanding	4/30/2014
71028	Accounts Payable	Computer Check	4/16/2014	SUSAN WILSEY	\$0.00	\$109.76	(\$337,444.22)	Outstanding	4/30/2014
71029	Accounts Payable	Computer Check	4/16/2014	RICHARD WOZNICZKA	\$0.00	\$62.39	(\$337,506.61)	Outstanding	4/30/2014
71030	Accounts Payable	Computer Check	4/16/2014	X-PERT LANDSCAPING INC.	\$0.00	\$1,210.00	(\$338,716.61)	Outstanding	4/30/2014

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$338,716.61)
Total Payments:	(\$338,716.61)
Total Change in Register Balance:	(\$338,716.61)

Niles Public Library District Bank Register Report - Imprest

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
2912	Accounts Payable	Manual Check	3/27/2014	DISTRICT 63 EDUCATION FOUNDA	\$0.00	\$200.00	(\$200.00)	Outstanding	3/31/2014
2913	Accounts Payable	Manual Check	3/28/2014	UTICA NATIONAL INSURANCE G	\$0.00	\$721.00	(\$921.00)	Outstanding	3/31/2014
2911	Accounts Payable	Manual Check	3/27/2014	COSTCO	\$0.00	\$138.85	(\$1,059.85)	Outstanding	3/31/2014
2909	Accounts Payable	Manual Check	3/24/2014	TYCO INTEGRATED SECURITY L	\$0.00	\$309.55	(\$1,369.40)	Outstanding	3/31/2014
2910	Accounts Payable	Manual Check	3/24/2014	SIMPLEXGRINNELL	\$0.00	\$664.00	(\$2,033.40)	Outstanding	3/31/2014

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Manual Check	(\$2,033.40)
Total Payments:	(\$2,033.40)
Total Change in Register Balance:	(\$2,033.40)

Niles Public Library District Special Reserve

40-5815-58-00 & 40-5810-58-00 & 40-5820-58-00

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
40-5810-58-00, Special Reserve - Equipment									
3/25/2014	34725	Invoice	1908-468	FROSTLINE INC.	FROSTLINE INC.-3	Posted	3/31/2014	\$2,679.82	\$0.00
3/25/2014	34726	Invoice	1908-470	FROSTLINE INC.	FROSTLINE INC.-3	Posted	3/31/2014	\$2,358.82	\$0.00
3/25/2014	34727	Invoice	1908-472	FROSTLINE INC.	FROSTLINE INC.-3	Posted	3/31/2014	\$4,521.66	\$0.00
<i>Totals for 40-5810-58-00, Special Reserve - Equipment</i>								\$9,560.30	\$0.00
40-5815-58-00, Special Reserve - Construction Project									
4/2/2014	0461-0	Invoice	1908-698	FREDERICK QUINN CORPO	FREDERICK QUINN C	Posted	3/31/2014	\$104,925.00	\$0.00
2/27/2014	4411	Invoice		LIBRARY FURNITURE INTE	Unposted Accounts Pa	Not yet posted	3/31/2014	\$86,947.63	\$0.00
<i>Totals for 40-5815-58-00, Special Reserve - Construction Projec</i>								\$191,872.63	\$0.00
Grand Totals:								\$201,432.93	\$0.00

Niles Public Library District Special Reserve

40-5815-58-00 & 40-5810-58-00 & 40-5820-58-00

Report name: Special Reserve

Report format: Detail

Include all transaction dates

Include these post dates: Last fiscal period (3/1/2014 to 3/31/2014)

Include all Post Statuses

Do not include adjustment transactions

Include miscellaneous entries

Include these Accounts: 40-5815-58-00, 40-5810-58-00, 40-5805-58-00, 40-5811-58-00, 40-5820-58-00

Include all Funds

Include all Classes

Include all Vendors

Include all Invoices

Include all Credit Memos

Include all Payments

Include all Purchase Orders

Include all Receipts

Include all Account Attributes

Include all Vendor Attributes

Include all Invoice Attributes

Include all Credit Memo Attributes

Include all Purchase Order Attributes

Include all Expense(s)

Include all Departments(s)

Niles Public Library District

Balance Sheet

March 31, 2014

	GENERAL FUND 3/31/2014	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND	SPECIAL RESERVE FUND	TOTAL
Assets					
Cash and Investments					
Cash Checking	(\$1,968,539)	\$976,279		\$1,029,011	\$36,751
Cash-Imprest	(\$875)				(\$875)
Cash-Flexible Spending Account	\$6,192				\$6,192
MaxSafe CD	\$1,015,893				\$1,015,893
Capital One 360	\$248,338				\$248,338
Stone Castle	\$2,927,655				\$2,927,655
Petty Cash	\$200				\$200
Illinois Funds-Tax Deposit Account	\$2,833,210				\$2,833,210
Illinois Funds E pay fines	\$60,978				\$60,978
Northwest Community Credit Union	\$251,664				\$251,664
Fifth Third Bank-Investments	\$1,644,389				\$1,644,389
Investments Money Market-Fifth Third Bank	\$3,890				\$3,890
MaxSafe CD	\$514,507				\$514,507
MaxSafe CD	\$510,425				\$510,425
Total Cash and Investments	\$8,047,926	\$976,279	\$0	\$1,029,011	\$10,053,216
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	\$8,084,273	\$976,358	\$0	\$1,029,328	\$10,089,959

Niles Public Library District

Balance Sheet

March 31, 2014

	GENERAL FUND 3/31/2014	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND	SPECIAL RESERVE FUND	TOTAL
Liabilities and Fund Balance					
Liabilities					
Accounts Payable	\$177,531	\$4,997		\$151,010	\$333,538
Accounts Payable-Friends of the Library					
Payroll Clearing	\$11,033				\$11,033
Accrued Salaries & Wages	\$42,011				\$42,011
Deferred Revenues	(\$367,842)	(\$15,913)			(\$383,755)
Total Liabilities	(\$137,267)	(\$10,917)	\$0	\$151,010	\$2,827
Fund Balance					
Fund Balance	\$8,221,540	\$987,274		\$878,318	\$10,087,132
Total Fund Balance	\$8,221,540	\$987,274	\$0	\$878,318	\$10,087,132
Total Liabilities and Fund Balance	\$8,084,273	\$976,358	\$0	\$1,029,328	\$10,089,959

Niles Public Library District
Income Statement-Consolidated

March 31, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes	\$2,798,030	\$2,740,870	\$57,160	\$6,884,437	\$6,783,653	\$100,784	\$6,852,175	100%
Replacement Taxes	\$6,984		\$6,984	\$85,343		\$85,343		
Per Capita Grant				\$58,868	\$54,000	\$4,868	\$54,000	109%
Grants-Other				\$10,877		\$10,877	\$1,000	1,088%
Investment Income	\$2,907	\$1,667	\$1,240	\$17,276	\$15,000	\$2,276	\$20,000	86%
Fines	\$3,504	\$3,333	\$171	\$33,636	\$30,000	\$3,636	\$40,000	84%
Lost Books	\$1,007	\$625	\$382	\$6,622	\$5,625	\$997	\$7,500	88%
Pay For Print	\$2,945	\$1,250	\$1,695	\$12,270	\$11,250	\$1,020	\$15,000	82%
Flash Drive & Ear Bud Sales	\$17		\$17	\$39		\$39		
Commissions & Fees					\$75	(\$75)	\$100	
Donations-Friends of the Library							\$500	
Donations	\$200	\$21	\$179	\$330	\$187	\$143	\$250	132%
Miscellaneous	\$111	\$17	\$94	\$3,410	\$150	\$3,260	\$200	1,705%
Total Revenues	\$2,815,704	\$2,747,783	\$67,922	\$7,113,106	\$6,899,941	\$213,166	\$6,990,725	102%
Expenditures								
Salaries								
Library Director	\$9,494	\$9,632	\$138	\$85,442	\$86,685	\$1,243	\$115,580	74%
Payroll-Department Managers	\$22,496	\$20,918	(\$1,578)	\$192,288	\$188,262	(\$4,026)	\$251,016	77%
Payroll-Division Supervisors	\$49,060	\$49,578	\$518	\$431,311	\$446,205	\$14,894	\$594,940	72%
Payroll-Librarian I	\$93,353	\$97,107	\$3,753	\$873,653	\$873,959	\$306	\$1,165,279	75%
Payroll-Library Grade V	\$45,980	\$50,038	\$4,057	\$425,743	\$450,338	\$24,595	\$600,450	71%
Payroll-Library Grade VI	\$34,644	\$36,949	\$2,305	\$328,448	\$332,545	\$4,097	\$443,393	74%
Payroll-Library Pages	\$10,416	\$12,065	\$1,649	\$94,471	\$108,588	\$14,117	\$144,784	65%
Payroll-Sundays	\$6,284	\$6,417	\$132	\$55,045	\$57,750	\$2,705	\$77,000	71%
Adjustments							\$10,000	
Substitutes	\$140	\$667	\$527	\$2,261	\$6,000	\$3,739	\$8,000	28%
Total Salaries	\$271,867	\$283,370	\$11,503	\$2,488,661	\$2,550,331	\$61,670	\$3,410,442	73%

Niles Public Library District Income Statement-Consolidated

March 31, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$12,087	\$11,917	(\$171)	\$104,696	\$107,250	\$2,554	\$143,000	73%
Books-Youth Services	\$4,419	\$5,750	\$1,331	\$35,310	\$51,750	\$16,440	\$69,000	51%
Books-Teen	\$959	\$1,250	\$291	\$9,835	\$11,250	\$1,415	\$15,000	66%
Downloadables		\$4,583	\$4,583	\$41,885	\$41,250	(\$635)	\$55,000	76%
Periodicals	\$780	\$2,000	\$1,220	\$20,330	\$18,000	(\$2,330)	\$24,000	85%
AV-Adult	\$4,760	\$7,917	\$3,156	\$69,368	\$71,250	\$1,882	\$95,000	73%
AV-Youth Services	\$3,138	\$3,808	\$671	\$23,758	\$34,275	\$10,517	\$45,700	52%
AV-Teen	\$505	\$1,083	\$578	\$6,270	\$9,750	\$3,480	\$13,000	48%
Online Databases	\$6,383	\$16,750	\$10,367	\$161,050	\$150,750	(\$10,300)	\$201,000	80%
Total Library Materials	\$33,031	\$55,058	\$22,027	\$472,503	\$495,525	\$23,022	\$660,700	72%
Library Operating Expenditures								
CCS Charges	\$4,055	\$6,500	\$2,445	\$53,663	\$58,500	\$4,837	\$78,000	69%
Processing & Supplies	\$490	\$2,500	\$2,010	\$10,385	\$22,500	\$12,115	\$30,000	35%
Internet Charges	\$926	\$1,600	\$674	\$11,683	\$14,400	\$2,717	\$19,200	61%
Software, Licenses	\$7,597	\$3,520	(\$4,077)	\$30,030	\$31,682	\$1,652	\$42,243	71%
Printing	\$1,028	\$8,113	\$7,084	\$27,474	\$31,613	\$4,139	\$42,150	65%
Library Supplies	\$86	\$1,000	\$914	\$8,615	\$9,000	\$385	\$12,000	72%
Programming & Support-Adult	\$2,322	\$1,717	(\$605)	\$15,601	\$15,450	(\$151)	\$20,600	76%
Programming & Support-Juvenile	\$2,208	\$2,875	\$667	\$23,317	\$25,875	\$2,558	\$34,500	68%
Programming & Support-Joint	\$958	\$333	(\$625)	\$2,091	\$3,000	\$909	\$4,000	52%
Programming & Support-Teen	\$758	\$583	(\$175)	\$3,551	\$5,250	\$1,699	\$7,000	51%
Public Performing Rights				\$1,317	\$1,313	(\$4)	\$1,313	100%
CCS Communications	\$326	\$417	\$91	\$3,255	\$3,750	\$495	\$5,000	65%
Computer Charges OCLC	\$1,379	\$1,400	\$22	\$12,409	\$12,603	\$194	\$16,804	74%
Miscellaneous	\$115	\$83	(\$32)	\$952	\$750	(\$202)	\$1,000	95%
Per Capita Grant Expenditures	\$2,268		(\$2,268)	\$55,495		(\$55,495)	\$57,000	97%
Grant - Other Expenditures		\$83	\$83	\$8,613	\$750	(\$7,863)	\$1,000	861%
Volunteers				\$235		(\$235)	\$3,000	8%
Total Library Operating Expenditures	\$24,515	\$30,725	\$6,210	\$268,685	\$236,436	(\$32,249)	\$374,810	72%

Niles Public Library District Income Statement-Consolidated

March 31, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
General and Administration								
Janitorial Supplies	\$1,874	\$2,804	\$930	\$25,967	\$25,237	(\$730)	\$33,650	77%
Copiers	\$147	\$833	\$687	\$5,504	\$7,500	\$1,996	\$10,000	55%
Professional Development	\$2,886	\$3,408	\$522	\$14,676	\$30,674	\$15,998	\$40,899	36%
Mileage	\$134	\$250	\$116	\$1,865	\$2,250	\$385	\$3,000	62%
Professional Collection		\$333	\$333	\$3,402	\$3,000	(\$402)	\$4,000	85%
Legal Fees	\$3,475	\$3,333	(\$141)	\$12,836	\$30,000	\$17,164	\$40,000	32%
Consultants		\$1,667	\$1,667	\$4,302	\$15,000	\$10,698	\$20,000	22%
Kitchen Supplies	\$166	\$158	(\$7)	\$446	\$1,425	\$979	\$1,900	23%
Promotional Expense	\$586	\$1,708	\$1,122	\$16,319	\$15,375	(\$944)	\$20,500	80%
Office Supplies	\$871	\$2,083	\$1,213	\$18,393	\$18,750	\$357	\$25,000	74%
Postage & Freight	\$393	\$1,500	\$1,107	\$9,529	\$13,500	\$3,971	\$18,000	53%
Publication of Notices-Legal		\$100	\$100	\$942	\$900	(\$42)	\$1,200	79%
Publication of Notices-Advertisements		\$42	\$42		\$375	\$375	\$500	
Subscriptions & Dues	\$485	\$750	\$265	\$7,657	\$6,750	(\$907)	\$9,000	85%
Collection Services	(\$144)	\$83	\$227	\$480	\$750	\$270	\$1,000	48%
Telephone	\$43	\$1,375	\$1,332	\$8,920	\$12,375	\$3,455	\$16,500	54%
Trustee Expense	\$25	\$833	\$808	\$7,205	\$7,500	\$295	\$10,000	72%
Equipment Rental		\$417	\$417	\$8,322	\$3,750	(\$4,572)	\$5,000	166%
Payroll Service	\$921	\$775	(\$146)	\$9,336	\$6,975	(\$2,361)	\$9,300	100%
Bank Fees	\$154	\$250	\$96	\$2,326	\$2,250	(\$76)	\$3,000	78%
Parking Lease	\$881	\$881		\$7,929	\$7,929		\$10,572	75%
Total General and Administration	\$12,896	\$23,585	\$10,689	\$166,357	\$212,266	\$45,909	\$283,021	59%
Vehicle Operation								
Gas, Oil, Grease		\$83	\$83	\$668	\$750	\$82	\$1,000	67%
Repairs & Maintenance		\$150	\$150	\$419	\$1,350	\$931	\$1,800	23%
Miscellaneous		\$8	\$8		\$75	\$75	\$100	
Auto Insurance				\$1,371	\$1,371		\$1,371	100%
Total Vehicle Operation	\$0	\$242	\$242	\$2,458	\$3,546	\$1,088	\$4,271	58%

Employee Fringe Benefits

Niles Public Library District
Income Statement-Consolidated

March 31, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Deferred Compensation	\$15,719	\$16,667	\$947	\$144,516	\$150,000	\$5,484	\$200,000	72%
Group Health	\$32,805	\$32,739	(\$67)	\$289,436	\$294,647	\$5,210	\$392,862	74%
Health Reimbursement Account	\$6,015	\$4,500	(\$1,515)	\$46,478	\$40,500	(\$5,978)	\$54,000	86%
Dental	\$773	\$1,667	\$894	\$11,235	\$15,000	\$3,765	\$20,000	56%
Vision	\$529	\$535	\$5	\$4,547	\$4,811	\$264	\$6,414	71%
FSA fee	\$59	\$63	\$4	\$827	\$863	\$36	\$1,050	79%
Life, LTD, AD&D, STD	\$1,532	\$1,600	\$68	\$14,855	\$14,400	(\$455)	\$19,200	77%
Total Employee Fringe Benefits	\$57,431	\$57,769	\$337	\$511,893	\$520,219	\$8,327	\$693,526	74%
Utilities								
Gas	\$3,316	\$1,250	(\$2,066)	\$11,706	\$11,250	(\$456)	\$15,000	78%
Electric	\$8,108	\$6,667	(\$1,442)	\$63,988	\$60,000	(\$3,988)	\$80,000	80%
Water	\$330	\$583	\$253	\$4,472	\$5,250	\$778	\$7,000	64%
Total Utilities	\$11,754	\$8,500	(\$3,254)	\$80,166	\$76,500	(\$3,667)	\$102,000	79%
Capital Expenditures								
Special Reserve - Building		\$6,000	\$6,000		\$54,000	\$54,000	\$72,000	
Special Reserve - Equipment	\$9,560	\$70,577	\$61,016	\$17,446	\$635,190	\$617,744	\$846,920	2%
Special Reserve - Construction Project	\$191,873	\$339,850	\$147,977	\$3,062,704	\$3,058,650	(\$4,054)	\$4,078,200	75%
Capital Projects-Furniture & Fixtures	(\$1,251)		\$1,251					
Total Capital Expenditures	\$200,182	\$416,427	\$216,245	\$3,080,149	\$3,747,840	\$667,691	\$4,997,120	62%
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	\$721		(\$721)	\$28,001	\$30,000	\$1,999	\$30,000	93%
Total Liability Expenditures	\$721	\$0	(\$721)	\$28,001	\$30,000	\$1,999	\$30,000	93%
Social Security								
Social Security	\$21,489	\$24,167	\$2,678	\$196,529	\$217,500	\$20,971	\$290,000	68%

Niles Public Library District
Income Statement-Consolidated

March 31, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Total Social Security Expenditures	\$21,489	\$24,167	\$2,678	\$196,529	\$217,500	\$20,971	\$290,000	68%
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	\$2,035	\$1,500	(\$535)	\$10,346	\$13,500	\$3,154	\$18,000	57%
Total Unemployment Compensation Expenditures	\$2,035	\$1,500	(\$535)	\$10,346	\$13,500	\$3,154	\$18,000	57%
Building & Equipment Maintenance								
Repairs & Improvements	\$5,502	\$3,308	(\$2,194)	\$31,776	\$29,775	(\$2,001)	\$39,700	80%
Contractual Maintenance	\$4,558	\$3,093	(\$1,465)	\$25,757	\$27,836	\$2,080	\$37,115	69%
Non-Contractual Maintenance	\$524	\$950	\$426	\$2,680	\$8,550	\$5,870	\$11,400	24%
Equipment Maintenance	\$1,179	\$3,128	\$1,949	\$7,513	\$28,155	\$20,642	\$37,540	20%
Non Capital Expenses	\$1,847	\$2,000	\$153	\$8,800	\$18,000	\$9,200	\$24,000	37%
Furniture & Fixtures		\$5,000	\$5,000	\$43,225	\$45,000	\$1,775	\$60,000	72%
Total Building & Equipment Maintenance Expenditures	\$13,611	\$17,480	\$3,868	\$119,750	\$157,316	\$37,566	\$209,755	57%
Total Expenditures	\$649,534	\$918,822	\$269,288	\$7,466,522	\$8,298,479	\$831,957	\$11,111,145	67%
NET SURPLUS/(DEFICIT)	\$2,166,171	\$1,828,961	\$337,210	(\$353,416)	(\$1,398,538)	\$1,045,123	(\$4,120,420)	9%

Niles Public Library District
Income Statement-General Fund

March 31, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes	\$2,734,570	\$2,740,870	(\$6,300)	\$6,668,502	\$6,783,653	(\$115,152)	\$6,852,175	97%
Replacement Taxes	\$6,984		\$6,984	\$85,343		\$85,343		
Per Capita Grant				\$58,868	\$54,000	\$4,868	\$54,000	109%
Grants-Other				\$10,877		\$10,877	\$1,000	1,088%
Investment Income	\$2,907	\$1,667	\$1,240	\$17,276	\$15,000	\$2,276	\$20,000	86%
Fines	\$3,504	\$3,333	\$171	\$33,636	\$30,000	\$3,636	\$40,000	84%
Lost Books	\$1,007	\$625	\$382	\$6,622	\$5,625	\$997	\$7,500	88%
Pay For Print	\$2,945	\$1,250	\$1,695	\$12,270	\$11,250	\$1,020	\$15,000	82%
Flash Drive & Ear Bud Sales	\$17		\$17	\$39		\$39		
Commissions & Fees					\$75	(\$75)	\$100	
Donations-Friends of the Library							\$500	
Donations	\$200	\$21	\$179	\$330	\$187	\$143	\$250	132%
Miscellaneous	\$111	\$17	\$94	\$3,410	\$150	\$3,260	\$200	1,705%
Total Revenues	\$2,752,245	\$2,747,783	\$4,463	\$6,897,171	\$6,899,941	(\$2,770)	\$6,990,725	99%
Expenditures								
Salaries								
Library Director	\$9,494	\$9,632	\$138	\$85,442	\$86,685	\$1,243	\$115,580	74%
Payroll-Department Managers	\$22,496	\$20,918	(\$1,578)	\$192,288	\$188,262	(\$4,026)	\$251,016	77%
Payroll-Division Supervisors	\$49,060	\$49,578	\$518	\$431,311	\$446,205	\$14,894	\$594,940	72%
Payroll-Librarian I	\$93,353	\$97,107	\$3,753	\$873,653	\$873,959	\$306	\$1,165,279	75%
Payroll-Library Grade V	\$45,980	\$50,038	\$4,057	\$425,743	\$450,338	\$24,595	\$600,450	71%
Payroll-Library Grade VI	\$34,644	\$36,949	\$2,305	\$328,448	\$332,545	\$4,097	\$443,393	74%
Payroll-Library Pages	\$10,416	\$12,065	\$1,649	\$94,471	\$108,588	\$14,117	\$144,784	65%
Payroll-Sundays	\$6,284	\$6,417	\$132	\$55,045	\$57,750	\$2,705	\$77,000	71%
Adjustments							\$10,000	
Substitutes	\$140	\$667	\$527	\$2,261	\$6,000	\$3,739	\$8,000	28%
Total Salaries	\$271,867	\$283,370	\$11,503	\$2,488,661	\$2,550,331	\$61,670	\$3,410,442	73%

Niles Public Library District
Income Statement-General Fund

March 31, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$12,087	\$11,917	(\$171)	\$104,696	\$107,250	\$2,554	\$143,000	73%
Books-Youth Services	\$4,419	\$5,750	\$1,331	\$35,310	\$51,750	\$16,440	\$69,000	51%
Books-Teen	\$959	\$1,250	\$291	\$9,835	\$11,250	\$1,415	\$15,000	66%
Downloadables		\$4,583	\$4,583	\$41,885	\$41,250	(\$635)	\$55,000	76%
Periodicals	\$780	\$2,000	\$1,220	\$20,330	\$18,000	(\$2,330)	\$24,000	85%
AV-Adult	\$4,760	\$7,917	\$3,156	\$69,368	\$71,250	\$1,882	\$95,000	73%
AV-Youth Services	\$3,138	\$3,808	\$671	\$23,758	\$34,275	\$10,517	\$45,700	52%
AV-Teen	\$505	\$1,083	\$578	\$6,270	\$9,750	\$3,480	\$13,000	48%
Online Databases	\$6,383	\$16,750	\$10,367	\$161,050	\$150,750	(\$10,300)	\$201,000	80%
Total Library Materials	\$33,031	\$55,058	\$22,027	\$472,503	\$495,525	\$23,022	\$660,700	72%
Library Operating Expenditures								
CCS Charges	\$4,055	\$6,500	\$2,445	\$53,663	\$58,500	\$4,837	\$78,000	69%
Processing & Supplies	\$490	\$2,500	\$2,010	\$10,385	\$22,500	\$12,115	\$30,000	35%
Internet Charges	\$926	\$1,600	\$674	\$11,683	\$14,400	\$2,717	\$19,200	61%
Software, Licenses	\$7,597	\$3,520	(\$4,077)	\$30,030	\$31,682	\$1,652	\$42,243	71%
Printing	\$1,028	\$8,113	\$7,084	\$27,474	\$31,613	\$4,139	\$42,150	65%
Library Supplies	\$86	\$1,000	\$914	\$8,615	\$9,000	\$385	\$12,000	72%
Programming & Support-Adult	\$2,322	\$1,717	(\$605)	\$15,601	\$15,450	(\$151)	\$20,600	76%
Programming & Support-Juvenile	\$2,208	\$2,875	\$667	\$23,317	\$25,875	\$2,558	\$34,500	68%
Programming & Support-Joint	\$958	\$333	(\$625)	\$2,091	\$3,000	\$909	\$4,000	52%
Programming & Support-Teen	\$758	\$583	(\$175)	\$3,551	\$5,250	\$1,699	\$7,000	51%
Public Performing Rights				\$1,317	\$1,313	(\$4)	\$1,313	100%
CCS Communications	\$326	\$417	\$91	\$3,255	\$3,750	\$495	\$5,000	65%
Computer Charges OCLC	\$1,379	\$1,400	\$22	\$12,409	\$12,603	\$194	\$16,804	74%
Miscellaneous	\$115	\$83	(\$32)	\$952	\$750	(\$202)	\$1,000	95%
Per Capita Grant Expenditures	\$2,268		(\$2,268)	\$55,495		(\$55,495)	\$57,000	97%
Grant - Other Expenditures		\$83	\$83	\$8,613	\$750	(\$7,863)	\$1,000	861%
Volunteers				\$235		(\$235)	\$3,000	8%
Total Library Operating Expenditures	\$24,515	\$30,725	\$6,210	\$268,685	\$236,436	(\$32,249)	\$374,810	72%

**Niles Public Library District
Income Statement-General Fund**

March 31, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
General and Administration								
Janitorial Supplies	\$1,874	\$2,804	\$930	\$25,967	\$25,237	(\$730)	\$33,650	77%
Copiers	\$147	\$833	\$687	\$5,504	\$7,500	\$1,996	\$10,000	55%
Professional Development	\$2,886	\$3,408	\$522	\$14,676	\$30,674	\$15,998	\$40,899	36%
Mileage	\$134	\$250	\$116	\$1,865	\$2,250	\$385	\$3,000	62%
Professional Collection		\$333	\$333	\$3,402	\$3,000	(\$402)	\$4,000	85%
Legal Fees	\$3,475	\$3,333	(\$141)	\$12,836	\$30,000	\$17,164	\$40,000	32%
Consultants		\$1,667	\$1,667	\$4,302	\$15,000	\$10,698	\$20,000	22%
Kitchen Supplies	\$166	\$158	(\$7)	\$446	\$1,425	\$979	\$1,900	23%
Promotional Expense	\$586	\$1,708	\$1,122	\$16,319	\$15,375	(\$944)	\$20,500	80%
Office Supplies	\$871	\$2,083	\$1,213	\$18,393	\$18,750	\$357	\$25,000	74%
Postage & Freight	\$393	\$1,500	\$1,107	\$9,529	\$13,500	\$3,971	\$18,000	53%
Publication of Notices-Legal		\$100	\$100	\$942	\$900	(\$42)	\$1,200	79%
Publication of Notices-Advertisements		\$42	\$42		\$375	\$375	\$500	
Subscriptions & Dues	\$485	\$750	\$265	\$7,657	\$6,750	(\$907)	\$9,000	85%
Collection Services	(\$144)	\$83	\$227	\$480	\$750	\$270	\$1,000	48%
Telephone	\$43	\$1,375	\$1,332	\$8,920	\$12,375	\$3,455	\$16,500	54%
Trustee Expense	\$25	\$833	\$808	\$7,205	\$7,500	\$295	\$10,000	72%
Equipment Rental		\$417	\$417	\$8,322	\$3,750	(\$4,572)	\$5,000	166%
Payroll Service	\$921	\$775	(\$146)	\$9,336	\$6,975	(\$2,361)	\$9,300	100%
Bank Fees	\$154	\$250	\$96	\$2,326	\$2,250	(\$76)	\$3,000	78%
Parking Lease	\$881	\$881		\$7,929	\$7,929		\$10,572	75%
Total General and Administration	\$12,896	\$23,585	\$10,689	\$166,357	\$212,266	\$45,909	\$283,021	59%
Vehicle Operation								
Gas, Oil, Grease		\$83	\$83	\$668	\$750	\$82	\$1,000	67%
Repairs & Maintenance		\$150	\$150	\$419	\$1,350	\$931	\$1,800	23%
Miscellaneous		\$8	\$8		\$75	\$75	\$100	
Auto Insurance				\$1,371	\$1,371		\$1,371	100%
Total Vehicle Operation	\$0	\$242	\$242	\$2,458	\$3,546	\$1,088	\$4,271	58%

Employee Fringe Benefits

Niles Public Library District
Income Statement-General Fund

March 31, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Deferred Compensation	\$15,719	\$16,667	\$947	\$144,516	\$150,000	\$5,484	\$200,000	72%
Group Health	\$32,805	\$32,739	(\$67)	\$289,436	\$294,647	\$5,210	\$392,862	74%
Health Reimbursement Account	\$6,015	\$4,500	(\$1,515)	\$46,478	\$40,500	(\$5,978)	\$54,000	86%
Dental	\$773	\$1,667	\$894	\$11,235	\$15,000	\$3,765	\$20,000	56%
Vision	\$529	\$535	\$5	\$4,547	\$4,811	\$264	\$6,414	71%
FSA fee	\$59	\$63	\$4	\$827	\$863	\$36	\$1,050	79%
Life, LTD, AD&D, STD	\$1,532	\$1,600	\$68	\$14,855	\$14,400	(\$455)	\$19,200	77%
Total Employee Fringe Benefits	\$57,431	\$57,769	\$337	\$511,893	\$520,219	\$8,327	\$693,526	74%
Utilities								
Gas	\$3,316	\$1,250	(\$2,066)	\$11,706	\$11,250	(\$456)	\$15,000	78%
Electric	\$8,108	\$6,667	(\$1,442)	\$63,988	\$60,000	(\$3,988)	\$80,000	80%
Water	\$330	\$583	\$253	\$4,472	\$5,250	\$778	\$7,000	64%
Total Utilities	\$11,754	\$8,500	(\$3,254)	\$80,166	\$76,500	(\$3,667)	\$102,000	79%
Total Expenditures	\$411,496	\$459,249	\$47,753	\$3,990,723	\$4,094,823	\$104,100	\$5,528,770	72%
NET SURPLUS/(DEFICIT)	\$2,340,749	\$2,288,533	\$52,216	\$2,906,448	\$2,805,118	\$101,330	\$1,461,955	199%

Niles Public Library District
Income Statement- YTD By Fund

March 31, 2014

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Revenues									
Property Taxes	\$6,852,175	\$6,783,653	\$6,668,502	\$215,936			\$6,884,437	\$100,784	100%
Replacement Taxes			\$85,343				\$85,343	\$85,343	
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	\$15,000	\$17,276				\$17,276	\$2,276	86%
Fines	\$40,000	\$30,000	\$33,636				\$33,636	\$3,636	84%
Lost Books	\$7,500	\$5,625	\$6,622				\$6,622	\$997	88%
Pay For Print	\$15,000	\$11,250	\$12,270				\$12,270	\$1,020	82%
Flash Drive & Ear Bud Sales			\$39				\$39	\$39	
Commissions & Fees	\$100	\$75						(\$75)	
Donations-Friends of the Library	\$500								
Donations	\$250	\$187	\$330				\$330	\$143	132%
Miscellaneous	\$200	\$150	\$3,410				\$3,410	\$3,260	1,705%
Total Revenues	\$6,990,725	\$6,899,941	\$6,897,171	\$215,936	\$0	\$0	\$7,113,106	\$213,166	102%
Expenditures									
Salaries									
Library Director	\$115,580	\$86,685	\$85,442				\$85,442	\$1,243	74%
Payroll-Department Managers	\$251,016	\$188,262	\$192,288				\$192,288	(\$4,026)	77%
Payroll-Division Supervisors	\$594,940	\$446,205	\$431,311				\$431,311	\$14,894	72%
Payroll-Librarian I	\$1,165,279	\$873,959	\$873,653				\$873,653	\$306	75%
Payroll-Library Grade V	\$600,450	\$450,338	\$425,743				\$425,743	\$24,595	71%
Payroll-Library Grade VI	\$443,393	\$332,545	\$328,448				\$328,448	\$4,097	74%
Payroll-Library Pages	\$144,784	\$108,588	\$94,471				\$94,471	\$14,117	65%
Payroll-Sundays	\$77,000	\$57,750	\$55,045				\$55,045	\$2,705	71%
Adjustments	\$10,000								
Substitutes	\$8,000	\$6,000	\$2,261				\$2,261	\$3,739	28%
Total Salaries	\$3,410,442	\$2,550,331	\$2,488,661	\$0	\$0	\$0	\$2,488,661	\$61,670	73%

Niles Public Library District
Income Statement- YTD By Fund

March 31, 2014

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Library Materials									
Books-Adult	\$143,000	\$107,250	\$104,696				\$104,696	\$2,554	73%
Books-Youth Services	\$69,000	\$51,750	\$35,310				\$35,310	\$16,440	51%
Books-Teen	\$15,000	\$11,250	\$9,835				\$9,835	\$1,415	66%
Downloadables	\$55,000	\$41,250	\$41,885				\$41,885	(\$635)	76%
Periodicals	\$24,000	\$18,000	\$20,330				\$20,330	(\$2,330)	85%
AV-Adult	\$95,000	\$71,250	\$69,368				\$69,368	\$1,882	73%
AV-Youth Services	\$45,700	\$34,275	\$23,758				\$23,758	\$10,517	52%
AV-Teen	\$13,000	\$9,750	\$6,270				\$6,270	\$3,480	48%
Online Databases	\$201,000	\$150,750	\$161,050				\$161,050	(\$10,300)	80%
Total Library Materials	\$660,700	\$495,525	\$472,503	\$0	\$0	\$0	\$472,503	\$23,022	72%
Library Operating Expenditures									
CCS Charges	\$78,000	\$58,500	\$53,663				\$53,663	\$4,837	69%
Processing & Supplies	\$30,000	\$22,500	\$10,385				\$10,385	\$12,115	35%
Internet Charges	\$19,200	\$14,400	\$11,683				\$11,683	\$2,717	61%
Software, Licenses	\$42,243	\$31,682	\$30,030				\$30,030	\$1,652	71%
Printing	\$42,150	\$31,613	\$27,474				\$27,474	\$4,139	65%
Library Supplies	\$12,000	\$9,000	\$8,615				\$8,615	\$385	72%
Programming & Support-Adult	\$20,600	\$15,450	\$15,601				\$15,601	(\$151)	76%
Programming & Support-Juvenile	\$34,500	\$25,875	\$23,317				\$23,317	\$2,558	68%
Programming & Support-Joint	\$4,000	\$3,000	\$2,091				\$2,091	\$909	52%
Programming & Support-Teen	\$7,000	\$5,250	\$3,551				\$3,551	\$1,699	51%
Public Performing Rights	\$1,313	\$1,313	\$1,317				\$1,317	(\$4)	100%
CCS Communications	\$5,000	\$3,750	\$3,255				\$3,255	\$495	65%
Computer Charges OCLC	\$16,804	\$12,603	\$12,409				\$12,409	\$194	74%
Miscellaneous	\$1,000	\$750	\$952				\$952	(\$202)	95%
Per Capita Grant Expenditures	\$57,000		\$55,495				\$55,495	(\$55,495)	97%
Grant - Other Expenditures	\$1,000	\$750	\$8,613				\$8,613	(\$7,863)	861%
Volunteers	\$3,000		\$235				\$235	(\$235)	8%
Total Library Operating Expenditures	\$374,810	\$236,436	\$268,685	\$0	\$0	\$0	\$268,685	(\$32,249)	72%

**Niles Public Library District
Income Statement- YTD By Fund**

March 31, 2014

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
General and Administration									
Janitorial Supplies	\$33,650	\$25,237	\$25,967				\$25,967	(\$730)	77%
Copiers	\$10,000	\$7,500	\$5,504				\$5,504	\$1,996	55%
Professional Development	\$40,899	\$30,674	\$14,676				\$14,676	\$15,998	36%
Mileage	\$3,000	\$2,250	\$1,865				\$1,865	\$385	62%
Professional Collection	\$4,000	\$3,000	\$3,402				\$3,402	(\$402)	85%
Legal Fees	\$40,000	\$30,000	\$12,836				\$12,836	\$17,164	32%
Consultants	\$20,000	\$15,000	\$4,302				\$4,302	\$10,698	22%
Kitchen Supplies	\$1,900	\$1,425	\$446				\$446	\$979	23%
Promotional Expense	\$20,500	\$15,375	\$16,319				\$16,319	(\$944)	80%
Office Supplies	\$25,000	\$18,750	\$18,393				\$18,393	\$357	74%
Postage & Freight	\$18,000	\$13,500	\$9,529				\$9,529	\$3,971	53%
Publication of Notices-Legal	\$1,200	\$900	\$942				\$942	(\$42)	79%
Publication of Notices-Advertisements	\$500	\$375						\$375	
Subscriptions & Dues	\$9,000	\$6,750	\$7,657				\$7,657	(\$907)	85%
Collection Services	\$1,000	\$750	\$480				\$480	\$270	48%
Telephone	\$16,500	\$12,375	\$8,920				\$8,920	\$3,455	54%
Trustee Expense	\$10,000	\$7,500	\$7,205				\$7,205	\$295	72%
Equipment Rental	\$5,000	\$3,750	\$8,322				\$8,322	(\$4,572)	166%
Payroll Service	\$9,300	\$6,975	\$9,336				\$9,336	(\$2,361)	100%
Bank Fees	\$3,000	\$2,250	\$2,326				\$2,326	(\$76)	78%
Parking Lease	\$10,572	\$7,929	\$7,929				\$7,929		75%
Total General and Administration	\$283,021	\$212,266	\$166,357	\$0	\$0	\$0	\$166,357	\$45,909	59%
Vehicle Operation									
Gas, Oil, Grease	\$1,000	\$750	\$668				\$668	\$82	67%
Repairs & Maintenance	\$1,800	\$1,350	\$419				\$419	\$931	23%
Miscellaneous	\$100	\$75						\$75	
Auto Insurance	\$1,371	\$1,371	\$1,371				\$1,371		100%
Total Vehicle Operation	\$4,271	\$3,546	\$2,458	\$0	\$0	\$0	\$2,458	\$1,088	58%
Employee Fringe Benefits									

Niles Public Library District
Income Statement- YTD By Fund

March 31, 2014

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Deferred Compensation	\$200,000	\$150,000	\$144,516				\$144,516	\$5,484	72%
Group Health	\$392,862	\$294,647	\$289,436				\$289,436	\$5,210	74%
Health Reimbursement Account	\$54,000	\$40,500	\$46,478				\$46,478	(\$5,978)	86%
Dental	\$20,000	\$15,000	\$11,235				\$11,235	\$3,765	56%
Vision	\$6,414	\$4,811	\$4,547				\$4,547	\$264	71%
FSA fee	\$1,050	\$863	\$827				\$827	\$36	79%
Life, LTD, AD&D, STD	\$19,200	\$14,400	\$14,855				\$14,855	(\$455)	77%
Total Employee Fringe Benefits	\$693,526	\$520,219	\$511,893	\$0	\$0	\$0	\$511,893	\$8,327	74%
Utilities									
Gas	\$15,000	\$11,250	\$11,706				\$11,706	(\$456)	78%
Electric	\$80,000	\$60,000	\$63,988				\$63,988	(\$3,988)	80%
Water	\$7,000	\$5,250	\$4,472				\$4,472	\$778	64%
Total Utilities	\$102,000	\$76,500	\$80,166	\$0	\$0	\$0	\$80,166	(\$3,667)	79%
Capital Expenditures									
Special Reserve - Building	\$72,000	\$54,000						\$54,000	
Special Reserve - Equipment	\$846,920	\$635,190				\$17,446	\$17,446	\$617,744	2%
Special Reserve - Construction Project	\$4,078,200	\$3,058,650				\$3,062,704	\$3,062,704	(\$4,054)	75%
Total Capital Expenditures	\$4,997,120	\$3,747,840	\$0	\$0	\$0	\$3,080,149	\$3,080,149	\$667,691	62%
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		\$28,001			\$28,001	\$1,999	93%
Total Liability Expenditures	\$30,000	\$30,000	\$0	\$28,001	\$0	\$0	\$28,001	\$1,999	93%
Social Security									
Social Security	\$290,000	\$217,500		\$196,529			\$196,529	\$20,971	68%
Total Social Security Expenditures	\$290,000	\$217,500	\$0	\$196,529	\$0	\$0	\$196,529	\$20,971	68%

Niles Public Library District
Income Statement- YTD By Fund

March 31, 2014

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
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	\$13,500		\$10,346			\$10,346	\$3,154	57%
Total Unemployment Compensation Expenditures	\$18,000	\$13,500	\$0	\$10,346	\$0	\$0	\$10,346	\$3,154	57%
Building & Equipment Maintenance									
Repairs & Improvements	\$39,700	\$29,775		\$31,776			\$31,776	(\$2,001)	80%
Contractual Maintenance	\$37,115	\$27,836		\$25,757			\$25,757	\$2,080	69%
Non-Contractual Maintenance	\$11,400	\$8,550		\$2,680			\$2,680	\$5,870	24%
Equipment Maintenance	\$37,540	\$28,155		\$7,513			\$7,513	\$20,642	20%
Non Capital Expenses	\$24,000	\$18,000		\$8,800			\$8,800	\$9,200	37%
Furniture & Fixtures	\$60,000	\$45,000		\$43,225			\$43,225	\$1,775	72%
Total Building & Equipment Maintenance Expenditures	\$209,755	\$157,316	\$0	\$119,750	\$0	\$0	\$119,750	\$37,566	57%
Total Expenditures	\$11,111,145	\$8,298,479	\$3,990,723	\$395,650	\$0	\$3,080,149	\$7,466,522	\$831,957	67%
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	\$2,906,448	(\$179,714)	\$0	(\$3,080,149)	(\$353,416)	(\$353,416)	0%
ENDING FUND BALANCE	\$0	\$0	\$9,784,230	\$985,590	\$0	\$781,416	\$11,551,236	\$11,551,236	0%

Director's Report April 2014

First of all, I am sorry to miss the April meeting but will be thinking about you! A gentle reminder that April 30th is the last date to file your Statement of Economic Interest with the County.

The special guest at the meeting is Bruce Costin of the Illinois Policy Institute. He is presenting the Board with a Sunshine Award for “outstanding online transparency”. A recent [article](#) in the Herald Spectator provides a little more information and, of course, you can peruse our [website](#) to view the information.

Below is a photo collage put together by Teen Librarian, Donna Block. This is one of the DIY projects that were available for the teens in the Underground during the month of March.



From Susan

As usual, most of my time has been spent meeting with staff and working on projects. Current projects include:

Desk Tracker setup—This will keep track of the questions we get at our public service desks (and off-desk via email). I’ve been setting up a page for each desk that will all collect the same information so we can compare apples to apples. Next step will be to work with the supervisors to find out if they have any special kinds of information they would like to collect as well. We are hoping it will help us to see where and when we need staff on hand, and this trial should let us know whether this is the right tool for the job.

Project Next Grant—I asked a group of tech-savvy librarians to help me write a grant proposal for the State of Illinois. We are proposing a two-month curriculum to help our lower-income students become familiar with office and computer tools that they can also introduce to their families. Teen

Librarian Donna Block is taking the lead on this project, working closely with Youth Services librarians Arianne Carey and Shelley Sutherland. If we are successful in getting the grant, others will be involved as well.

Enterprise—Our computer consortium CCS agreed to switch catalogs at the end of the summer. They felt that the catalog offered by our own database vendor, Sirsi, will be a better choice than the current one, Bibliocommons. Sasha, Rich and I attended the configuration workshop for the new catalog, Enterprise, and will be working in April to set up our new catalog. We will tell you more about the advantages of the new catalog later.

The Teen librarians will begin working with Shelley Sutherland in Youth Services next month. It will be good for them to be a branch of a larger department, and will make it much easier to staff the desk with a bigger pool of people. In the past month, they took advantage of the release of the movie *Divergent*, based on a bestselling YA novel, and hosted an after-hours event. Donna also worked with Adult Services librarian on a multi-age program based on the super-popular TV show *The Walking Dead*, complete with zombie treats. The Teen librarians and I also participated in the teacher program *The Latest and Greatest in Children’s Books*.

From Our Outreach Department (Dodie Frisbie)

Senior Coffee Hour: This month I had Dr. Burton Fischman and his Great American Songbook. Dr. Fischman, who is 81, became a certified fitness trainer last year at 80. He is a retired Communications professor who is multi talented and now does many kinds of programs. He brought along his electronic keyboard and projected the words onto a screen for this fabulous sing-along. His performance is pure joy and the seniors just love him. These were all old fashioned songs that my crowd knows. He gives a little background info about each song and composer. They went wild when they all got tiny American flags on a stick to wave while we sang “I’m a Yankee Doodle Dandy”.

Outreach Story: We aim for “over the top” service. So, when Mrs. Opielinski calls a week before we are due to return and laments how she is finished with her books and has nothing to read, Outreach squeezes in an extra visit with more books. And, Mrs. Lantz had to go to physical therapy on the day of her delivery, so Outreach squeezed in an extra trip to bring her videos.

Outreach Book Discussions at Nursing Homes: I had my usual book discussions this month – two at nursing homes and the other with the low vision group (VIM) at the Niles Senior Center

VIM Low Vision Support Group: For our monthly meeting at the Niles Senior Center we had a presentation by The Hadley School for the Blind, which is changing its focus to helping older adults with low vision from adult retinal diseases such as macular degeneration and diabetic retinopathy. This new program called Low Vision Focus just started in January. Because of my work with the Low Vision Group, I can act as a resource for my homebound patrons who become low vision. Macular degeneration gradually gets worse and it is a sad day when our patrons can no longer see well enough to read a book. But I am able to work with them to procure digital books through RAILS Talking Books and also steer them to resources that will help them cope with this devastating development in their life.

PLA: I wanted to thank the library and the board for the opportunity to attend the Public Library Association Conference in Indianapolis from March 11th to March 15th. I found it to be a very motivating and educational experience which will help me in my job at the library. A more detailed summary of the sessions I attended is forthcoming.

Maine Township MaineStreamers Spelling Bee: This event for seniors was held on Monday, March 3rd, at the Maine Township facility on Ballard. I was the pronouncer for the bee.

KidSpace

Latest and Greatest in Children’s Books

Twenty-four teachers and interested adults came and heard from our staff experts about the best children’s books for use in the classroom and with kids of all ages. We are able to offer continuing education credits for those teachers who need them.

Mega-Mondays

Mega-Mondays at Niles Public Library was born out of the idea of offering something on a set day each week for after-school enrichment. Beginning in March, this is our Mega-Monday lineup:

1st Monday: **Maker Monday** is devoted to building, creating and inventing extraordinary things out of ordinary stuff

2nd Monday: The first **Minecraft Monday** was full to bursting in the Training Lab for its inaugural event. Kids love to play this online game, and Miss Cate and Miss Sarah were on-hand to offer special challenges and techniques.

3rd Monday: **Yoga for Kids** is a long-standing, popular program.

4th Monday: **Lego Club** had its biggest crowd ever in March, with around 50 kids and parents building and enjoying playing with Legos.

5th Monday: **Kids Crafts** are always a fun way to use extra materials and engage kids of all ages.

TLC Spring Fling

We partnered with TLC’s Spring Fling Camp by sending out Miss Carey and Miss Sarah to do stories and activities with the camp’s three age groups.

March Dr. Seuss Brackets

KidSpace got into the March Madness swing of things by holding our first-ever Dr. Seuss vote-a-thon, using our large magnet wall to display the brackets. Kids cast over 200 votes for their favorite characters, from the Sneetches to Thing 1 and Thing 2 to Yertle the Turtle, etc. And the winner was...the Cat in the Hat.

Adult Services

Oscar Night continues to be a great success! Nearly 70 people were in attendance. All sorts of movie buff fun was to be had: door prizes along the film theme, Oscars crossword game, trivia and friendly chat amongst attending friends and family. Many thanks to Cecilia, Cyndi (and Cyndi's husband)!

BookBites hosted, as part of the group, seven Niles patrons. They are so appreciative of this unique style of book club.

Challenging and rewarding information requests: Analysis of Pericles' Funeral Oration from Thucydides' "History of the Peloponnesian Wars", citation for a book using a Gauss-type curve on class and intelligence, and information about the State-Trait Anxiety Inventory.

Say good-bye to winter! Another Winter Reading Club has been wrapped up for the season.

Trustee Calendar

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

June

6/18—Regular Meeting of the Board of Trustees

6/18—Adopt the Tentative Budget & Appropriations Ordinance and establish the date for the Public Hearing (August)

6/18—Adopt the Ordinance setting the schedule of meetings

6/18—Approve continued participation in the Non Resident Library Card Illinois Program

6/18—Adopt Prevailing Wage Rates for Laborers, Workers and Mechanics Employed by the Niles Public Library District Ordinance

6/18—Review minutes and recordings of the executive sessions to determine if they shall remain confidential or if they are no longer confidential and shall be made public.

Monthly Statistical Report --March 2014

LOAN OF LIBRARY MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult	45,814	52,447	-12.65%	377,608	466,446	-19.05%
Teens	3,414	0		30,071	0	
Juvenile	44,451	47,600	-6.62%	349,317	378,600	-7.73%
TOTAL Loan of Library Materials	93,679	100,047	-6.37%	756,996	845,046	-10.42%
LOAN OF MATERIAL BY TYPE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult						
Print	19,383	22,245	-12.87%	163,230	206,288	-20.87%
Periodical	713	805	-11.43%	7,758	7,147	8.55%
Audio	5,953	8,022	-25.79%	47,238	71,161	-33.62%
DVD	18,589	21,375	-13.03%	150,113	181,850	-17.45%
Digital	1,176			9,269		
TOTAL Adult Loans	45,814	52,447	-12.65%	377,608	466,446	-19.05%
Teens						
Print	2,482	0		21,688		
Periodical	20	0		74		
Audio	502	0		4,661		
DVD	294	0		2,755		
Digital	116	0		893		
TOTAL Teen Loans	3,414	0		30,071	0	
Juvenile						
Print	28,927	30,335	-4.64%	230,789	256,045	-9.86%
Periodical	66	75	-12.00%	797	1,040	-23.37%
Audio	3,089	6,194	-50.13%	24,707	29,510	-16.28%
DVD	10,248	10,996	-6.80%	79,021	92,005	-14.11%
Digital	2,121			14,003		
TOTAL Juvenile Loans	44,451	47,600	-6.62%	349,317	378,600	-7.73%
ONLINE DATABASE USE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Total Database Use	6,121	6,113	0.13%	53,405		
Holds	Current Month	Prior Year Same Month	% Change			
Holds Placed	12,673	11,665	8.64%			
Holds Made Available	15,549	13,654	13.88%			
Patron Registration	Current Month	Total	Prior Year Same Month	% Change		
New District cards	283		283	0.00%		
Patron Count	Current Month	Prior Year Same Month	% Change			
Patron visits	35,685	35,967	-0.78%			
Unique Library cards used	5,526	5,699	-3.04%			
e-News subscribers	8,340					
IN-HOUSE USE OF MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Reference--Adult	71	683	-89.60%	2,795	4,795	-41.71%
Circulating--Juvenile	4,659	5,251	-11.27%	34,063	47,401	-28.14%
Circulating--Teen	653	0		653	0	
Circulating--Commons	152	0		152	0	
Circulating--Adult	3,914	5,050	-22.50%	32,078	48,343	-33.64%
TOTAL In-house Use of Print Materials	9,449	10,984	-13.97%	69,741	100,539	-30.63%

Monthly Statistical Report --March 2014

PC Users by Area	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult Services	4,738	4,400	7.68%	32,540	44,102	-26.22%
Youth Services	1,565	1,481	5.67%	8,853	12,945	-31.61%
Teen Services	260					
Express Internet	908	2,914	-68.84%	10,507	29,582	-64.48%
Patron Wi-Fi Uses	8,054	1,927	317.96%	28,587	23,075	23.89%
Scanning devices	953	NA	#VALUE!	5,965	NA	#VALUE!
Total Users	16,478	10,722	53.68%	86,452	109,704	-21.20%
Website Hits	37,073				34,053	
Facebook "Likes" to date	735					
Media Hits (includes print and online articles and listings)	131					
TECHNICAL SERVICES						
	Items Added	Items Withdrawn	Library Holdings			
<i>March</i>	2,105	2,002	285,389			
Library Services						
	Current Month	Year to date				
Notary Public	76	290				
Test Proctoring	14	50				
Voters' Registration	2	31				
Study Room Use (since 12/13)	222	679				
VOLUNTEER HOURS						
	Number of people	Total hours				
Adult Services & Programs - Fic, AV, Ref	19	94				
Young Adult Services & Programs - Fic and Ref	12	32				
Youth Services Programs & General	15	59				
General Library & Library Events	15	119				
Total Volunteers/Hours this month	61	304				
<i>NOTE: Last year volunteers/hours same month</i>	107	518				
Service Desks						
	Current Month	Prior Year Same Month	% Change			
Adult Services (3rd floor)						
Quick Questions/Ready Reference	801	1,601	-49.97%			
Reference/Research	1,570	2,168	-27.58%			
Total Reference Desk	2,371	3,769	-37.09%			
Fiction/Audiovisual Services (2nd floor)						
Quick Questions/Ready Reference	1,245	785	58.60%			
Reference/Research	1,986	3,889	-48.93%			
Total InfoDesk	3231	4,674	-30.87%			
Technology Desk						
Quick Questions/Ready Reference	1,030					
Reference/Research	106					
Total Tech Desk	1,136					
Grand Total	6,738	8,443	-20.19%			
Interlibrary Loan						
	Current Month	Prior Year Same Month	% Change			
Books, A-V						
Items lent to offline libraries	299	352	-15.06%			
Items received from offline libraries for patrons	125	111	12.61%			
Total	424	463	-8.42%			

Monthly Statistical Report --March 2014

	Current Month	Prior Year Same Month	% Change			
Outreach Services						
Homebound						
Patrons	224	206	8.74%			
Visits	226	242	-6.61%			
Institutions						
Institutions	9	11	-18.18%			
Schools						
Items	544	646	-15.79%			
Visits	17	18	-5.56%			
Outreach Services						
Reference/Research	459	367	25.07%			
Bulk Loan Items Delivered to Nursing Homes	440	540	-18.52%			
Materials pulled for Homebound Users	1,031	1,058	-2.55%			
Total Outreach	1,930	1,965	-1.78%			
	Current Month	Prior Year Same Month				
Teen Desk						
Quick Questions/Ready Reference	370	0				
Reference/Research	161	0				
Total Teen Desk	531	0				
	Current Month	Prior Year Same Month	% Change			
Youth Services						
Quick Questions/Ready Reference	3,391	3,716	-8.75%			
Reference/Research	2,673	2,254	18.59%			
School Loans pulled	26	22	18.18%			
Museum Adventure passes distributed	14	11	27.27%			
Total	6,104	6,003	1.68%			
LIBRARY PROGRAMS	This Month	Attendance	Attendance Prior Year	% Change		
Programs--Youth						
Toddler Storytime (parent & child)	6	175				
Rise & Shine Storytime (parent & child)	3	69				
Preschool Storytime (child alone)	3	52				
Family Storytime (parent & child)	3	45				
Big Kids Storytime (child alone)	3	49				
Babytime (parent & child)	5	228				
Reading Patch Club	1	46				
Bibliobops	1	47				
Book Buddies	5	10				
Chicago Wolves Reading Club	1	44				
Ellison Die Teacher Visits	1	4				
Librarians Visiting Schools	3	61				
Groups visiting NPLD	8	91				
School's Out Drama	1	10				
Happy Birthday Einstein	1	32				
Videogames	1	301				
Hahngbok Korean (CTIS)	1	17				
Passive Program: Berry Unsafe House	1	154				
Passive Program: Dr. Seuss March Brackets	1	232				

Monthly Statistical Report --March 2014

Doljanchi Babytime (CTIS)	1	42			
Bookmark Contest Entries	1	465			
Movies	1	60			
1KBK	1	61			
Reading with Rover	2	32			
Second Sundays	1	57			
World Language Storytimes	1	13			
Mega - Mondays	4	117			
Digital Blast	1	9			
Teacher Presentations	2	24			
Famished for Fiction	2	15			
In-dept. games and puzzles	1	2,148			
Total Youth Services Programs	67	4,710	4,202	12.09%	
Programs--Teens					
Anime & Manga Club	1	10			
Teen Advisory Board	1	11			
Divergent party	1	20			
Emerson Book Club	1	6			
Famished for Fiction	1	21			
Niles North book discussion (CTIS)	1	42			
Teen Choice Awards	1	47			
Spring Break Button-making	4	24			
Gaming	1	210			
ACT Test Practice	1	20			
Total Teen Programs	13	411	173	137.57%	
Programs--Adult					
Movies	1	5			
Outreach book discussions at nursing homes	3	20			
SCORE	1	2			
Tech programs	4	35			
Senior Counseling program	1	2			
Oscar Party	1	64			
Garden Club	2	38			
Songwriters	1	9			
Senior Coffee Hour: Great American songbook	1	30			
Beatles	2	135			
Author Events	2	26			
Book Discussions	3	28			
Jobs Programs	5	35			
Walking Dead	1	25			
Tournament of Books	1	12			
Blind Date with a Book	1	6			
One-to-one computer training	1	26			
Calligraphy (CTIS)	1	2			
Total Adult Programs	32	500	534	-6.37%	

Monthly Statistical Report --March 2014

Outside Meetings						
Niles All American Toastmasters	2	27				
Panagiota Tsatsos (Parent Panel Discussion)	1	7				
Nonna Tsatskin - Russian Book Discussion Group	1	20				
Capri Condominium Association	1	12				
Citizenship PM Class	4	28				
CCS Enterprise Workshop	2	80				
Ligy Pullappally	1	6				
Jeff Prosansky-Scholarship Committee	1	9				
Total Outside Meetings	13	189	324	-41.67%		
Total Meeting and Program Attendance	125	5,810	5,233	11.03%		

New Business—Recommended Actions

A. Recommended Action on Changes to Policy 3.22, Investment Policy

MOVE the Library Board of Trustees approve the recommended changes to Policy 3.22 Investment Policy

Memorandum A to New Business-Recommended Action

The Library’s Investment Policy currently limits the maturity of investments to three years or less. There is no such limitation in the Illinois Statutes. We recommend that the limit on maturity of investments be moved from three years or less to five years or less in paragraph 9(d) in the policy to take advantage of higher returns related to investments with maturities of four and five years.

Currently CD rates are being offered as follows (Treasury and Agency bonds have slightly better rates):

Maturity	Rate
1 year	0.30%
2 year	0.50%
3 year	1.05%
4 year	1.50%
5 year	1.95%

Source: 5th/3rd Bank April 7, 2014

A review of our policy and the related Illinois Statutes by our legal firm showed:

1. There is no such maturity restriction in the related Illinois Statute
2. There is a duty in the policy to ensure that the Library has sufficient funds to pay the Library’s bills which should be sufficient (paragraph 2.2)

Additional information:

1. The Library has approximately \$10Million in cash on its balance sheet.
2. Last fiscal year the Library earned approximately \$30,000 in interest or 0.30%.
3. We would like to invest approximately 66% of the available funds or approximately \$6.6Million.
4. The investment structure would result in maturities spread from one to five years resulting in a blended return of around 1.05% or nearly \$70,000 per year.

9.0 DIVERSIFICATION:

The investment portfolio shall be diversified to eliminate the risk of loss resulting from concentration of assets in a specific maturity, a specific issuer or a specific class of securities. In order to properly manage any risk attendant to the investment of District assets, the portfolio shall not exceed the following diversification limits unless specifically authorized by the District:

- a) The District shall seek to achieve diversification in the portfolio by distributing investments among authorized investment categories among financial institutions, issuers and broker/dealers;
- b) The investment portfolio shall at no time hold time deposits constituting more than 10% of any single financial institution's total deposits;
- c) No investment category shall exceed 40% of the District's portfolio, with the exception of cash equivalents and treasury securities as defined in Section 5.0 of this Policy; and
- d) The District shall invest the majority of District funds in authorized investments of less than one (1) year maturity. No investment shall exceed ~~three (3)~~ **five (5)** years maturity.

New Business—Recommended Actions

B. Recommended Action on Library Parking Lot

MOVE the Library Board of Trustees approve the Jacobs and Son contract for \$7,865 to repair and seal coat the Library parking lot.

Memorandum B to Recommended Action

The Library parking lot is in need of repair and seal coating. At this time there are three areas totaling approximately 480 square feet which are in need of repair. The three areas are:

1. A portion of the parking lot on the east side of the building;
2. A portion of the parking lot on the north side of the building; and
3. The portion of the parking which abuts the western concrete driveway on the north side of the building.

The Library parking lot (which measures nearly 52,000 square feet) is also in need of seal coating as part of the ongoing regular maintenance cycle.

The Library received 5 quotes for the project:

Quote 1	\$ 7,000
Jacobs and Son	\$ 7,865
Quote 3	\$ 9,950
Quote 4	\$13,188
Quote 5	\$13,800

All Quotes reflected the same scope of work to be done. All quotes reflected similar materials to be used in similar quantities. The lowest quote seemed as though they might have issues performing the work to suit the Library’s timing (Memorial Day Weekend). Jacobs and Son is our recommended vendor since they understand the work which needs to be done; they have done the work for the Library previously (and performed satisfactorily); and they can perform the work in a timely manner to minimize disruption to the operations of the Library.

Unfinished Business—Recommended Actions

A. Recommended Action on Changes to Policy 4.06, Sick Leave

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

Memorandum A to Unfinished Business-Recommended Action

At last month's meeting, the Board approved the revised sick policy but did not approve the changes to the other absence policies. As it now stands, the Library has vacation and personal day policies by which employees are credited with time off using an accrual method throughout the year and a sick policy by which employees are credited with time off available on January 1st of the year. We are requesting that we revise the sick leave policy to credit employees with time off using an accrual method throughout the year in line with the other absence accruals, to avoid confusion for the employees.

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:
 - a. Appointments with doctors or dentists during the employee's normally scheduled work day unless such appointments are for the treatment of an illness or condition contemporaneous with sick leave for which the employee has already applied.
 - b. 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 sick leave at one day (7 1/2 hours) per month. Part-time employees are credited with sick leave pro-rated on an average of their scheduled hours worked per month. 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 will be placed on medical leave of absence status without pay.**
4. Although eligible employees accrue sick pay credit during the training period, sick leave with pay is not allowed during that period. **No sick pay shall be paid in advance of accrual.**
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. 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. The Library Director at his/her discretion may waive the certification requirement.
6. Illness which occurs during an employee's scheduled vacation or on a designated holiday shall be considered vacation or holiday, not sick leave.
7. 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.
8. Upon separation from employment, accumulated sick leave is not payable.

*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*

April 16, 2014

Unfinished 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

Last month you tabled this motion and requested that I ask area libraries what kinds of problems they have with art displays and exhibits. Area libraries report very positive experiences with their art displays. Highland Park notes that they see it as a way to create connections with their communities. One library allows the sale of art, with 10% of the purchase price going to the library, but most prohibit transactions from taking place at the library. Some libraries do include statements such as “*Display may not advocate any specific political, philosophical or religious viewpoint*”, and I added this phrase to this revision. Our existing policy is very broad and this revision will provide the staff with the tools necessary to accept or reject exhibits and display requests.

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.
- 7. *display may not advocate any specific political, philosophical or religious viewpoint*
- 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

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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



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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

April 16, 2014

Unfinished Business—Recommended Actions

C. Recommended Action on the Ratification and Confirmation of Board Action Taken at the March 19, 2014 Board Meeting to approve a retirement incentive program

Move to approve, ratify and confirm the approval, passage and adoption of the retirement incentive program involving the library director, three supervisors, five librarians and two clerks under the terms and bases of the retirement incentive plan presented and approved on and dated March 19, 2014.

Memorandum C of Recommended Board Action