

**NILES PUBLIC LIBRARY DISTRICT
REGULAR MEETING AGENDA**

July 15, 2014

6:30 PM

Board Room

6960 Oakton Street

Niles, Illinois

Revised

ORDER OF BUSINESS

- | | |
|---|----|
| 1. Call to Order | |
| 2. Pledge of Allegiance | |
| 3. Project Update | 3 |
| 4. Consent Agenda | |
| A. Approve Minutes of the Regular Board Meeting of June 18, 2014 | 5 |
| B. Approve the payment of the bills for operating expenses of \$197,223.86, payroll expenses of \$318,995.80, and Special Reserve Expenses of \$12,172.79, for a total monthly expense of \$528,392.45 | 10 |
| 5. Public Comment | |
| 6. Treasurer's Report | 15 |
| 7. Assistant Directors' Report | 31 |
| 8. Communications | 41 |
| 9. Committee Reports | |
| A. Special Reserve Plan Committee | |
| B. Employee Benefits Committee | |
| 10. Liaison Reports | |
| A. Friends of the Library | |
| B. Legislative | |
| C. RAILS | |
| 11. Secretary's Report | |
| A. A certified copy of Ordinance 14-04, an Ordinance Adopting the Prevailing Wage Rate for Laborers, Workers, and Mechanics Employed by the Niles Public Library District was sent to the Director of the Illinois Department of Labor and the Director of the Index Division of the Office of Secretary of State on July 1, 2014. The Notice of Determination of the Prevailing Rate of Wages was published in the Niles Herald-Spectator on June 26, 2014 | |
| B. A Notice of the Public Hearing on August 20, 2014, at the hour of 6:25 p.m., at the Niles Public Library District, Board Room, 6960 Oakton Street, Niles, Illinois, | |

Board Meeting Agenda - July 15, 2014

concerning Tentative Ordinance 14-05, a Tentative Ordinance Providing for Budget and Appropriations of the Niles Public Library District, Cook County, Illinois for the fiscal year beginning July 1, 2014 and Ending June 30, 2015, was published in the Niles Herald-Spectator on Thursday, July 3, 2014. The Notice of the Public Hearing along with a copy of the Ordinance was posted on the Library's website and on the Library's Information Board

C. Review of Budget for Fiscal Year 2014/2015

12. New Business

- A. Approve the plan to abandon the Library's existing water connection in place (on the east side of the building to the Oakton Street water main) and assume the potential liability estimated to be \$35,000 to \$45,000 to repair this connection should it be needed until such time that the Oakton Street water main is replaced by the Village of Niles 45
- B. Discussion on days of operation that are closed dates and Amend Policy 4.07 Holidays and Closings to remove the July 3rd closing at 5:00 p.m., from Item 1c 54
- C. Discuss/Approve transparency links on website
- D. Discuss/Approve hiring an operations review consultant
- E. Discuss/Approve a hiring moratorium
- F. **Discussion of and action on search for the new director**

13. Executive Session- To discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Niles Public Library District; collective negotiating matters between the Niles Public Library District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees; discussion of minutes of closed session meetings

14. Executive Session Action

- A. Approve compensation for the Assistant Directors
- B. Approve the resignation or removal of Gregory J. Pritz from the position of Interim Director
- C. Approve the appointment of the Interim Director(s)
- D. Approve Executive Session Minutes

15. Other

16. Adjournment

Niles Public Library District
Board of Trustees Meeting
July 15, 2014

Project Update

Frederick Quinn ("FQC") has closed the Library renovation project. (See the formal closeout notice on the following page.) The balance remaining in the project budget is \$133,043.00 which means that the project came in under the guaranteed maximum price arrangement with FQC by \$133,043.00.

There are still a couple of open items on the project:

1. The first item is related to the millwork on the information desk in the lobby and the desk in the commons. FQC will continue to hold funds to be paid to the millwork subcontractor until we are satisfied with the finished product. FQC and Product are continuing to work with the millwork subcontractor to arrive at an acceptable solution.
2. The second item relates to satisfying village fire inspector that we have complied with the ADA regulations related to the Library's fire strobes. The original construction permit noted that the Library is required to comply with the ADA regulations prior to receiving final approval. FQC is soliciting bids from several vendors to correct the fire strobes. Once we have received the bids from FQC and agree to hire a contractor we will be able to demonstrate our compliance. The cost for this could be as high as \$26,500.00 and would be paid directly by the Library.

June 27, 2014

Linda Weiss
Niles Public Library
6960 West Oakton Street
Niles, IL 60714

RE: Niles Public Library
FQC #461
Budget Adjustment #17

Dear Ms. Weiss:

In accordance with project closeout, Frederick Quinn Corporation (FQC) has authorized the following additions and/or changes to scope of work for the project as described below:

The following represents the balance remaining in the project budget for the following construction line items:

<u>DESCRIPTION</u>	<u>AMOUNT</u>
NL / Trades	\$19,708.00
LI / Construction Fencing	\$1,625.00
LI / Testing Services	\$2,500.00
LI / Saw Cutting / Coring	\$950.00
LI / Floor Protection	\$3,205.00
LI / Construction Debris Removal	\$1,956.00
Allowance / Testing	\$2,500.00
Allowance / Construction Signage	\$2,000.00
Allowance / Floor Prep.	\$51,601.00
Allowance / Signage	(\$682.00)
Allowance / Contingency	\$13,255.00
Savings	\$34,425.00
TOTAL	\$133,043.00

The aforementioned total amount will be reflected on OCO#15 as a credit to the project construction budget.

Sincerely,

FREDERICK QUINN CORPORATION



Scott Metzler
CFO

Cc: Dan Pahrte / Product Architecture & Design
John Eallonardo / FQC
Accounting / FQC
Fred Marano-File / FQC

NILES PUBLIC LIBRARY DISTRICT
Regular Board Meeting
June 18, 2014
6:30 PM
Board Room
6960 Oakton Street
Niles, Illinois

Trustees Present

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

Library Staff Present

Linda Weiss, Greg Pritz, Diane Winberg, Dave Dabrowski, Barb Kruser, Carol Jung, Susan Lempke, Sasha Vasilic, Victoria Luz, Sue Wilsey, Darlene Fox, Judy McNulty, Rich Wozniczka.

Guest Present

Eric M. Poders, *The North Shore Voice*.

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 there's not too much to report on anymore. The finish on the desk in the Commons Area and the Info desk has been redone twice and the outcome is still unacceptable by us and the FQC. The desks now have three layers of veneer and the top layer has started to bubble. A solution is being worked on. Hopefully, the desks will not have to be replaced. The fire alarm strobes are being updated. President Dubiel brought attention to some paint and other marks on the original wood beams asking whether they will be cleaned up. Mr. Dabrowski replied that it's in his plan is to clean them up after some additional patch work is done.

Consent Agenda

President Dubiel noted that there are some questions regarding Hires and Resignations that will be addressed in Executive Session. The action on Consent Agenda Item D. Hires and Resignations will follow the Executive Session.

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

- A. The Minutes of the Regular Board Meeting of May 21, 2014;
- B. The Minutes of the Special Board Meeting of May 29, 2014;
- C. The payment of bills for operating expenses of \$242,830.38 and payroll expenses of \$281,038.13 for a total monthly expense of \$523,868.51;
- E. Adopt Ordinance 14-03 Setting the Schedule of Meetings of the Board of Trustees of the Niles Public Library District for the Fiscal Year Commencing July 1, 2014 and Ending June 30, 2015;
- F. Adopt Ordinance 14-04 for the Prevailing Wage Rates for Laborers, Workers, and Mechanics Employed by the Niles Public Library District.

Trustee Ryan seconded.

Ms. Weiss reminded everyone that the July Board Meeting has been scheduled one day earlier this year on Tuesday, July 15.

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

Public Comments

There were none.

Treasurer's Report

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

Trustee Drblik questioned the allocation of various expenses under Trustee Expenses. She stated her understanding of the Trustee Expenses account was for travel or conference registration. We recently learned that expenses including an employee Christmas Party, employee birthday cakes, employee flowers and employee gift cards were charged to the Trustee Expense account. Since these items are more supplies in nature and not travel how were they budgeted? She also stated that according to the Illinois Constitution, a public agency's funds are to be used for public purpose not private purpose. Why were these expenses not questioned by our auditors? Going forward we are all aware that we will no longer continue this practice of purchasing.

Director's Report

Ms. Weiss reported the Village of Niles had solicited businesses for donations towards the July 4th parade. The problem is that they do not have enough people from the Village to carry the banners naming the donors. They called the Library to see if some of our volunteers could march with these banners. It was agreed that the Library would not march with the banners.

Communications

The communications in the Board Packet were noted. A FOIA request was received from the Citizen Advocacy Center and was responded to by Mr. Pritz.

President Dubiel took this opportunity to read and present Ms. Weiss with a Resolution of Appreciation for her 27 years of devoted service to the Niles Public Library.

Committee Reports

Special Reserve Plan Committee – No report.

Employee Benefits Committee - No report.

Liaison Reports

Friends of the Library

Ms. Weiss reported that the Friends are providing two Kindles which will be given away at the festivities on July 4th at Grennan Heights Park.

Legislative

No report.

RAILS

No report.

New Business

President Dubiel asked that Item I., Strategic Plan Discussion be moved to the beginning of New Business.

Mr. Pritz promised the Board that he would prepare information on the Special Reserve Fund for the July Board Meeting.

Tentative Ordinance 14-5

Trustee Matyas MOVED the Library Board of Trustees adopt Tentative Ordinance 14-05, providing for Budget and Appropriations of the Niles Public Library District for the Fiscal Year July 1, 2014 and Ending June 30, 2015. Trustee Ryan seconded.

Mr. Pritz presented the 2014-2015 proposed budget which is the result of specific spending requests and adjusted by management to reflect the goals and objectives of the Library and its Board of Trustees.

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

McClure Inserra & Company Chartered

Trustee Nakanishi MOVED the Library Board of Trustees approve payment to McClure Inserra & Company Chartered in the estimated amount of \$15,300 plus \$1,400 for the additional audit time required due to the building renovation. Trustee Matyas seconded.

The trustees were provided with a copy of the engagement letter. The audit is for the fiscal year ended June 30, 2014.

Trustee Dubiel suggested that we consider bidding for new auditors next fiscal year.

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

Non-Resident Library Card

Trustee Dimond MOVED the Library Board of Trustees approve that the Niles Library continue to participate in the Non-Resident Library Card Illinois Program and charge an annual fee of \$300.00 based on the formula established by the Illinois State Library. Trustee Ryan seconded.

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

Liability and Workers' Compensation Insurance

Trustee Matyas MOVED the Library Board of Trustees approve the recommended purchase of Liability and Workers' Compensation Insurance in the total amount of \$49,788 for the 2014-2015 fiscal year. Trustee Ryan seconded.

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

AV Equipment for the Large Meeting Room

Trustee Ryan MOVED the Library Board of Trustees approve the recommended purchase of audio visual equipment for the Large Meeting Room in the amount of \$53,733.89 from the Special Reserve Fund. Trustee Matyas seconded.

The Trustees were presented with the results of the bid opening on May 19, 2014 along with the specifications of the replacement system which was designed based on the programming needs of the library and its community. The current system was installed in 1998 and piecemealed over the years.

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

Linear Barcode Scanners

Trustee Matyas MOVED the Library Board of Trustees approve the recommended purchase of linear barcode scanners for use with the library computers in the amount of \$5,952.06 from the Special Reserve Fund. Trustee Drblik seconded.

The trustees were provided with copies of the five sales quotes received.

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

Chapter One

Trustee Nakanishi MOVED the Library Board of Trustees approve payment to Visographic in the amount of \$6,977.49. Trustee Dimond seconded.

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

Lincoln Financial Group

Trustee Matyas MOVED the Library Board of Trustees approve the recommended expenditure of \$9,697.56 with Lincoln Financial Group to provide life insurance, accidental death and dismemberment insurance, and long term disability insurance to all of the Library's full-time employees for the 2014-2015 fiscal year. Trustee Ryan seconded.

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

Discussion on Lower Bid Threshold

Mr. Pritz asked for clarification on a lower bid threshold. The Trustees asked that competing quotes be received for purchases over \$5,000. Ms. Weiss said that it is already stated in the Library's Bylaws that all purchases over the cost of \$5,000 must go to the Board for approval. Any purchases over \$20,000 have to go through a bidding process.

Discussion on Tax Amount

The tax amount was covered during Mr. Pritz's presentation of the proposed budget.

Unfinished Business

Discussion on the Library's Website

Mr. Pritz explained that the Library contracted Mightybytes for elements and a template. We, the user, can change the content but not the template. The blue banner is an element. We cannot change the shape or location of the boxes. These are all elements making up the template which are pretty much locked in place. If we wanted to change our banner we would be creating a new design element. The size of the element automatically scales to the device being used to view the website.

Digital Services Department

Trustee Matyas MOVED the Library Board of Trustees approve the recommended creation of the Digital Services Department and the related job descriptions. Trustee Dimond seconded.

The trustees were provided with a document addressing their questions about the creation of Digital Services. Trustee Dimond said that she feels it is a part of the library's mission to serve our library patrons with information and assistance with technology. Trustee Ryan feels that the new way of looking at things is with a digital focus and that the reorganization makes sense. Ms. Weiss added that this would be a much more efficient use of staff. Right now they are all spread out, but being together would allow them to work on problem solving, teaching and training techniques for our library patrons. It would be much more organized. President Dubiel said that he just is not convinced. Trustee Matyas expressed concern with departments being short-staffed after moving certain staff to this new department. President Dubiel ended the discussion saying that he had some additional questions that he would like answered.

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

Interim Organization Chart

No action was taken.

Trustee Dimond added that she would like to begin discussion on the process of hiring a new library director. President Dubiel said it is not on the agenda.

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; collective negotiating matters between the Niles Public Library District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees; and discussion of minutes of closed session meetings. Trustee Drblik seconded.

Roll Call Vote: Ayes: Ball, Drblik, Dubiel, Matyas. Nays: Dimond, Nakanishi, Ryan. Motion carried.

Executive Session began at 8:25 PM. Executive Session ended at 9:11 PM.

Open session began at 9:11 PM, with all members of the Board present.

Final Action, if any, on closed session subjects

Consent Agenda Item 4.D Hires and Resignations

Trustee Ball MOVED the Library Board of Trustees approve the resignation of Val Krejczyk from the part-time position of Maintenance Assistant, effective May 27, 2014; the appointment of Mark Andrey to the part-time position of

Maintenance Assistant at a rate of \$13.96 per hour, effective June 9, 2014; the appointment of Athena Crouse to the full-time position of Patron Services Supervisor at a rate of \$26.68 per hour for an annual salary of \$52,026, effective July 1, 2014; the appointment of Elbert Au to the part-time position of Team Leader at a rate of \$13.96 per hour, effective July 1, 2014; the appointment of Catherine Breen to the part-time position of Team Leader at a rate of \$13.96 per hour, effective July 1, 2014; the appointment of Srjdan Vasilic to the part-time position of Team Leader at a rate of \$13.96 per hour, effective July 1, 2014. Trustee Matyas seconded.

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

Interim Director Compensation Plan

Trustee Matyas MOVED the Library Board of Trustees pay the Interim Library Director \$1,500 more per month while filling in for the Interim Director position. Trustee Ryan seconded.

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

Other

Trustee Ryan asked that Ms. Weiss give the Board direction as to ways to publicize for the position of Library Director before she retires on June 30th. Trustee Dimond asked her for any other suggestions she may have to start the process.

Adjournment

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

Once again, congratulations Linda!

The meeting adjourned at 9:30 PM

President

Secretary

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Post Date
							Total	Status	
71244	Accounts Payable	Computer Check	7/15/2014	AARGUS PLASTICS, INC.	\$0.00	\$2,580.66	(\$2,580.66)	Outstanding	7/31/2014
71245	Accounts Payable	Computer Check	7/15/2014	AFLAC	\$0.00	\$766.25	(\$3,346.91)	Outstanding	7/31/2014
71246	Accounts Payable	Computer Check	7/15/2014	ALLIANCE ENTERTAINMENT	\$0.00	\$586.31	(\$3,933.22)	Outstanding	7/31/2014
71247	Accounts Payable	Computer Check	7/15/2014	AMARK INDUSTRIES	\$0.00	\$2,985.90	(\$6,919.12)	Outstanding	7/31/2014
71248	Accounts Payable	Computer Check	7/15/2014	ASI	\$0.00	\$6,312.89	(\$13,232.01)	Outstanding	7/31/2014
71249	Accounts Payable	Computer Check	7/15/2014	AT&T	\$0.00	\$43.40	(\$13,275.41)	Outstanding	7/31/2014
71250	Accounts Payable	Computer Check	7/15/2014	AT&T	\$0.00	\$926.06	(\$14,201.47)	Outstanding	7/31/2014
71251	Accounts Payable	Computer Check	7/15/2014	BAKER & TAYLOR	\$0.00	\$169.77	(\$14,371.24)	Outstanding	7/31/2014
71252	Accounts Payable	Computer Check	7/15/2014	BLACKSTONE AUDIO, INC.	\$0.00	\$74.92	(\$14,446.16)	Outstanding	7/31/2014
71253	Accounts Payable	Computer Check	7/15/2014	DONNA BLOCK	\$0.00	\$226.91	(\$14,673.07)	Outstanding	7/31/2014
71254	Accounts Payable	Computer Check	7/15/2014	BRODART CO.	\$0.00	\$1,420.00	(\$16,093.07)	Outstanding	7/31/2014
71255	Accounts Payable	Computer Check	7/15/2014	JULIETTE BURIAN	\$0.00	\$8.99	(\$16,102.06)	Outstanding	7/31/2014
71256	Accounts Payable	Computer Check	7/15/2014	CALL ONE	\$0.00	\$1,284.80	(\$17,386.86)	Outstanding	7/31/2014
71257	Accounts Payable	Computer Check	7/15/2014	CAPSTONE PRESS, INC.	\$0.00	\$1,057.48	(\$18,444.34)	Outstanding	7/31/2014
71258	Accounts Payable	Computer Check	7/15/2014	ARIANNE CAREY	\$0.00	\$51.62	(\$18,495.96)	Outstanding	7/31/2014
71259	Accounts Payable	Computer Check	7/15/2014	CENGAGE LEARNING, INC.	\$0.00	\$5,259.73	(\$23,755.69)	Outstanding	7/31/2014
71260	Accounts Payable	Computer Check	7/15/2014	CENTER POINT LARGE PRINT	\$0.00	\$216.90	(\$23,972.59)	Outstanding	7/31/2014
71261	Accounts Payable	Computer Check	7/15/2014	CHILDREN'S PLUS INC.	\$0.00	\$2,795.35	(\$26,767.94)	Outstanding	7/31/2014
71262	Accounts Payable	Computer Check	7/15/2014	CHRIS' LANDSCAPE, INC.	\$0.00	\$840.00	(\$27,607.94)	Outstanding	7/31/2014
71263	Accounts Payable	Computer Check	7/15/2014	CINEMA ACADEMY	\$0.00	\$1,250.00	(\$28,857.94)	Outstanding	7/31/2014
71264	Accounts Payable	Computer Check	7/15/2014	CINTAS CORPORATION LOC. 769	\$0.00	\$522.87	(\$29,380.81)	Outstanding	7/31/2014
71265	Accounts Payable	Computer Check	7/15/2014	COMED	\$0.00	\$10,575.42	(\$39,956.23)	Outstanding	7/31/2014
71266	Accounts Payable	Computer Check	7/15/2014	COOPERATIVE COMPUTER SERV	\$0.00	\$5,347.97	(\$45,304.20)	Outstanding	7/31/2014
71267	Accounts Payable	Computer Check	7/15/2014	CREATIVE PROMOTIONAL PROD	\$0.00	\$3,525.12	(\$48,829.32)	Outstanding	7/31/2014
71268	Accounts Payable	Computer Check	7/15/2014	CRESTLINE	\$0.00	\$285.43	(\$49,114.75)	Outstanding	7/31/2014
71269	Accounts Payable	Computer Check	7/15/2014	LAURA DOHERTY	\$0.00	\$350.00	(\$49,464.75)	Outstanding	7/31/2014
71270	Accounts Payable	Computer Check	7/15/2014	CAROLYN DRBLIK	\$0.00	\$66.26	(\$49,531.01)	Outstanding	7/31/2014
71271	Accounts Payable	Computer Check	7/15/2014	EASYPERMIT POSTAGE	\$0.00	\$500.00	(\$50,031.01)	Outstanding	7/31/2014
71272	Accounts Payable	Computer Check	7/15/2014	EBSCO INFORMATION SERVICES	\$0.00	\$4,976.28	(\$55,007.29)	Outstanding	7/31/2014
71273	Accounts Payable	Computer Check	7/15/2014	FIFTH THIRD BANK	\$0.00	\$1,540.00	(\$56,547.29)	Outstanding	7/31/2014
71274	Accounts Payable	Computer Check	7/15/2014	FINDAWAY WORLD, LLC	\$0.00	\$599.94	(\$57,147.23)	Outstanding	7/31/2014
71275	Accounts Payable	Computer Check	7/15/2014	FIRE & SECURITY SYSTEMS, INC.	\$0.00	\$243.00	(\$57,390.23)	Outstanding	7/31/2014
71276	Accounts Payable	Computer Check	7/15/2014	FIREFLY COMPUTERS	\$0.00	\$3,588.00	(\$60,978.23)	Outstanding	7/31/2014
71277	Accounts Payable	Computer Check	7/15/2014	FLEXSOURCE, LLC	\$0.00	\$602.50	(\$61,580.73)	Outstanding	7/31/2014
71278	Accounts Payable	Computer Check	7/15/2014	FREDERICK QUINN CORPORATIO	\$0.00	\$5,000.00	(\$66,580.73)	Outstanding	7/31/2014
71279	Accounts Payable	Computer Check	7/15/2014	FRIENDS OF THE NILES LIBRARY	\$0.00	\$1,521.15	(\$68,101.88)	Outstanding	7/31/2014
71280	Accounts Payable	Computer Check	7/15/2014	GARVEY'S OFFICE PRODUCTS	\$0.00	\$2,414.72	(\$70,516.60)	Outstanding	7/31/2014
71281	Accounts Payable	Computer Check	7/15/2014	KATHRYN GRABLER	\$0.00	\$25.99	(\$70,542.59)	Outstanding	7/31/2014
71282	Accounts Payable	Computer Check	7/15/2014	DEBORAH GRAHAM	\$0.00	\$513.62	(\$71,056.21)	Outstanding	7/31/2014

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
71283	Accounts Payable	Computer Check	7/15/2014	GRAINGER	\$0.00	\$1,727.63	(\$72,783.84)	Outstanding	7/31/2014
71284	Accounts Payable	Computer Check	7/15/2014	GROOT INDUSTRIES, INC.	\$0.00	\$228.90	(\$73,012.74)	Outstanding	7/31/2014
71285	Accounts Payable	Computer Check	7/15/2014	HEALTHCARE SERVICE CORPOR	\$0.00	\$37,111.69	(\$110,124.43)	Outstanding	7/31/2014
71286	Accounts Payable	Computer Check	7/15/2014	ILLINOIS LIBRARY ASSOCIATION	\$0.00	\$125.00	(\$110,249.43)	Outstanding	7/31/2014
71287	Accounts Payable	Computer Check	7/15/2014	INGRAM LIBRARY SERVICES	\$0.00	\$20,120.45	(\$130,369.88)	Outstanding	7/31/2014
71288	Accounts Payable	Computer Check	7/15/2014	IRON MOUNTAIN	\$0.00	\$127.11	(\$130,496.99)	Outstanding	7/31/2014
71289	Accounts Payable	Computer Check	7/15/2014	GARY KANTOR	\$0.00	\$260.00	(\$130,756.99)	Outstanding	7/31/2014
71290	Accounts Payable	Computer Check	7/15/2014	PEICHEN KIM	\$0.00	\$16.95	(\$130,773.94)	Outstanding	7/31/2014
71291	Accounts Payable	Computer Check	7/15/2014	JAMIE KING	\$0.00	\$8.47	(\$130,782.41)	Outstanding	7/31/2014
71292	Accounts Payable	Computer Check	7/15/2014	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$1,340.00	(\$132,122.41)	Outstanding	7/31/2014
71293	Accounts Payable	Computer Check	7/15/2014	KONICA MINOLTA BUSINESS SO	\$0.00	\$886.12	(\$133,008.53)	Outstanding	7/31/2014
71294	Accounts Payable	Computer Check	7/15/2014	LAUBE IMAGING PRODUCTS	\$0.00	\$168.32	(\$133,176.85)	Outstanding	7/31/2014
71295	Accounts Payable	Computer Check	7/15/2014	VICTORIA LUZ	\$0.00	\$44.69	(\$133,221.54)	Outstanding	7/31/2014
71296	Accounts Payable	Computer Check	7/15/2014	MUHAMMED MARFANI	\$0.00	\$14.99	(\$133,236.53)	Outstanding	7/31/2014
71297	Accounts Payable	Computer Check	7/15/2014	IRIS MARTINEZ	\$0.00	\$12.99	(\$133,249.52)	Outstanding	7/31/2014
71298	Accounts Payable	Computer Check	7/15/2014	SEAN MASTERSON	\$0.00	\$450.00	(\$133,699.52)	Outstanding	7/31/2014
71299	Accounts Payable	Computer Check	7/15/2014	CHRIS MCBRIEN	\$0.00	\$350.00	(\$134,049.52)	Outstanding	7/31/2014
71300	Accounts Payable	Computer Check	7/15/2014	JOAN MCGEE	\$0.00	\$225.00	(\$134,274.52)	Outstanding	7/31/2014
71301	Accounts Payable	Computer Check	7/15/2014	MENARDS	\$0.00	\$570.60	(\$134,845.12)	Outstanding	7/31/2014
71302	Accounts Payable	Computer Check	7/15/2014	MIDWEST TAPE	\$0.00	\$10,262.13	(\$145,107.25)	Outstanding	7/31/2014
71303	Accounts Payable	Computer Check	7/15/2014	MARY MILLER	\$0.00	\$205.10	(\$145,312.35)	Outstanding	7/31/2014
71304	Accounts Payable	Computer Check	7/15/2014	MOVIE LICENSING USA	\$0.00	\$1,080.00	(\$146,392.35)	Outstanding	7/31/2014
71305	Accounts Payable	Computer Check	7/15/2014	MULTICULTURAL BOOKS & VID	\$0.00	\$649.63	(\$147,041.98)	Outstanding	7/31/2014
71306	Accounts Payable	Computer Check	7/15/2014	NICOR GAS	\$0.00	\$324.33	(\$147,366.31)	Outstanding	7/31/2014
71307	Accounts Payable	Computer Check	7/15/2014	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$148,247.31)	Outstanding	7/31/2014
71308	Accounts Payable	Computer Check	7/15/2014	CORNELIUS M. O'SHEA	\$0.00	\$50.46	(\$148,297.77)	Outstanding	7/31/2014
71309	Accounts Payable	Computer Check	7/15/2014	GIANNA PAULY	\$0.00	\$14.99	(\$148,312.76)	Outstanding	7/31/2014
71310	Accounts Payable	Computer Check	7/15/2014	TALI PELTS	\$0.00	\$4.95	(\$148,317.71)	Outstanding	7/31/2014
71311	Accounts Payable	Computer Check	7/15/2014	THE PENWORTHY COMPANY	\$0.00	\$2,648.08	(\$150,965.79)	Outstanding	7/31/2014
71312	Accounts Payable	Computer Check	7/15/2014	PETTY CASH	\$0.00	\$40.00	(\$151,005.79)	Outstanding	7/31/2014
71313	Accounts Payable	Computer Check	7/15/2014	ROBERT P. PODGORSKI	\$0.00	\$200.00	(\$151,205.79)	Outstanding	7/31/2014
71314	Accounts Payable	Computer Check	7/15/2014	POLONIA BOOKSTORE, INC.	\$0.00	\$678.95	(\$151,884.74)	Outstanding	7/31/2014
71315	Accounts Payable	Computer Check	7/15/2014	RAINBOW BOOK COMPANY	\$0.00	\$510.50	(\$152,395.24)	Outstanding	7/31/2014
71316	Accounts Payable	Computer Check	7/15/2014	RANDOM HOUSE LLC	\$0.00	\$225.00	(\$152,620.24)	Outstanding	7/31/2014
71317	Accounts Payable	Computer Check	7/15/2014	RECORDED BOOKS, LLC	\$0.00	\$484.74	(\$153,104.98)	Outstanding	7/31/2014
71318	Accounts Payable	Computer Check	7/15/2014	RICMAR INDUSTRIES	\$0.00	\$100.00	(\$153,204.98)	Outstanding	7/31/2014
71319	Accounts Payable	Computer Check	7/15/2014	THE ROSEN PUBLISHING GROUP &	\$0.00	\$865.70	(\$154,070.68)	Outstanding	7/31/2014
71320	Accounts Payable	Computer Check	7/15/2014	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$550.00	(\$154,620.68)	Outstanding	7/31/2014
71321	Accounts Payable	Computer Check	7/15/2014	SALT CREEK BALLET	\$0.00	\$250.00	(\$154,870.68)	Outstanding	7/31/2014

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
71322	Accounts Payable	Computer Check	7/15/2014	CLARA SHEFFER	\$0.00	\$53.39	(\$154,924.07)	Outstanding	7/31/2014
71323	Accounts Payable	Computer Check	7/15/2014	JENNIFER SKWERES	\$0.00	\$5.99	(\$154,930.06)	Outstanding	7/31/2014
71324	Accounts Payable	Computer Check	7/15/2014	SMITHEREEN PEST MANAGEMEN	\$0.00	\$114.00	(\$155,044.06)	Outstanding	7/31/2014
71325	Accounts Payable	Computer Check	7/15/2014	THE LINCOLN NATIONAL LIFE IN	\$0.00	\$1,693.56	(\$156,737.62)	Outstanding	7/31/2014
71326	Accounts Payable	Computer Check	7/15/2014	THE SHAKESPEARE PROJECT OF C	\$0.00	\$66.47	(\$156,804.09)	Outstanding	7/31/2014
71327	Accounts Payable	Computer Check	7/15/2014	SONIA S. THOMAS	\$0.00	\$5.00	(\$156,809.09)	Outstanding	7/31/2014
71328	Accounts Payable	Computer Check	7/15/2014	KATHY TOY	\$0.00	\$20.90	(\$156,829.99)	Outstanding	7/31/2014
71329	Accounts Payable	Computer Check	7/15/2014	TSAI FONG BOOKS, INC.	\$0.00	\$1,161.28	(\$157,991.27)	Outstanding	7/31/2014
71330	Accounts Payable	Computer Check	7/15/2014	GRETA ULRICH	\$0.00	\$10.49	(\$158,001.76)	Outstanding	7/31/2014
71331	Accounts Payable	Computer Check	7/15/2014	UNIQUE MANAGEMENT SERVICE	\$0.00	\$109.45	(\$158,111.21)	Outstanding	7/31/2014
71332	Accounts Payable	Computer Check	7/15/2014	UNIQUEPOS LLC	\$0.00	\$5,859.90	(\$163,971.11)	Outstanding	7/31/2014
71333	Accounts Payable	Computer Check	7/15/2014	UNITED STATES TREASURY	\$0.00	\$72.00	(\$164,043.11)	Outstanding	7/31/2014
71334	Accounts Payable	Computer Check	7/15/2014	VILLAGE OF NILES	\$0.00	\$368.85	(\$164,411.96)	Outstanding	7/31/2014
71335	Accounts Payable	Computer Check	7/15/2014	VISA	\$0.00	\$14,998.09	(\$179,410.05)	Outstanding	7/31/2014
71336	Accounts Payable	Computer Check	7/15/2014	VISION SERVICE PLAN OF ILLINO	\$0.00	\$585.01	(\$179,995.06)	Outstanding	7/31/2014
71337	Accounts Payable	Computer Check	7/15/2014	CLARK WEBER	\$0.00	\$150.00	(\$180,145.06)	Outstanding	7/31/2014
71338	Accounts Payable	Computer Check	7/15/2014	WESTON WOODS STUDIOS	\$0.00	\$389.35	(\$180,534.41)	Outstanding	7/31/2014
71339	Accounts Payable	Computer Check	7/15/2014	SALLY WILDMAN	\$0.00	\$150.00	(\$180,684.41)	Outstanding	7/31/2014
71340	Accounts Payable	Computer Check	7/15/2014	SUSAN WILSEY	\$0.00	\$50.43	(\$180,734.84)	Outstanding	7/31/2014
71341	Accounts Payable	Computer Check	7/15/2014	DIANE WINBERG	\$0.00	\$5.02	(\$180,739.86)	Outstanding	7/31/2014
71342	Accounts Payable	Computer Check	7/15/2014	RICHARD WOZNICZKA	\$0.00	\$1,522.93	(\$182,262.79)	Outstanding	7/31/2014
71343	Accounts Payable	Computer Check	7/15/2014	STEVE WUEHR	\$0.00	\$1,500.00	(\$183,762.79)	Outstanding	7/31/2014

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$183,762.79)
Total Payments:	(\$183,762.79)
Total Change in Register Balance:	(\$183,762.79)

Niles Public Library District Special Reserve

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

<u>Transaction Date</u>	<u>AP Transaction Number</u>	<u>Transaction Type</u>	<u>GL Transaction Number</u>	<u>Vendor/Payee</u>	<u>Journal Reference</u>	<u>Post Status</u>	<u>Post Date</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
40-5810-58-00, Special Reserve - Equipment									
6/20/2014	168	Invoice	1939-862	UNIQUEPOS LLC	UNIQUEPOS LLC-1	Posted	6/30/2014	\$5,859.90	\$0.00
<i>Totals for 40-5810-58-00, Special Reserve - Equipmen</i>								<u>\$5,859.90</u>	<u>\$0.00</u>
40-5815-58-00, Special Reserve - Construction Project									
6/16/2014	CHIC 187254	Invoice	1939-795	ASI	ASI-CHIC 187254	Posted	6/30/2014	\$6,312.89	\$0.00
<i>Totals for 40-5815-58-00, Special Reserve - Construction Projec</i>								<u>\$6,312.89</u>	<u>\$0.00</u>
Grand Totals:								\$12,172.79	\$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 (6/1/2014 to 6/30/2014)

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

June 30, 2014

	GENERAL FUND 6/30/2014	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Assets				
Cash and Investments				
Cash Checking	(\$1,659,213)	\$845,295	\$898,769	\$84,851
Cash-Imprest	\$949			\$949
Cash-Flexible Spending Account	\$7,014			\$7,014
MaxSafe CD	\$1,016,532			\$1,016,532
Petty Cash	\$200			\$200
Illinois Funds-Tax Deposit Account	\$1,268,717			\$1,268,717
Illinois Funds E pay fines	\$67,981			\$67,981
LaSalle Investments	\$475,000			\$475,000
LaSalle Money Market	\$524,576			\$524,576
Fifth Third Bank-Investments	\$3,545,000			\$3,545,000
Investments Money Market-Fifth Third Bank	\$1,055,297			\$1,055,297
MaxSafe CD	\$510,875			\$510,875
Total Cash and Investments	\$6,812,928	\$845,295	\$898,769	\$8,556,991
Receivables				
Accrued Interest Receivable	\$489	\$78	\$316	\$884
Total Receivables	\$489	\$78	\$316	\$884
Prepaid Items				
Prepaid Expense	\$46,029			\$46,029
Total Prepaid Items	\$46,029	\$0	\$0	\$46,029
Total Assets	\$6,859,446	\$845,373	\$899,085	\$8,603,904

Niles Public Library District Balance Sheet

June 30, 2014

	GENERAL FUND 6/30/2014	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Liabilities and Fund Balance				
Liabilities				
Accounts Payable	\$36,508	\$6,412	\$135,645	\$178,565
Accounts Payable-Friends of the Library				
Payroll Clearing	\$11,680			\$11,680
Accrued Salaries & Wages	\$42,011			\$42,011
Deferred Revenues	(\$367,842)	(\$15,913)		(\$383,755)
Total Liabilities	(\$277,643)	(\$9,501)	\$135,645	(\$151,498)
Fund Balance				
Fund Balance	\$7,137,088	\$854,874	\$763,440	\$8,755,403
Total Fund Balance	\$7,137,088	\$854,874	\$763,440	\$8,755,403
Total Liabilities and Fund Balance	\$6,859,446	\$845,373	\$899,085	\$8,603,904

Niles Public Library District
Income Statement-Consolidated

June 30, 2014

	<u>Month Actual</u>	<u>Month Budget</u>	<u>Month Variance</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Annual Budget</u>	<u>Actual % of Annual Budget</u>
Revenues								
Property Taxes				\$6,930,202	\$6,852,175	\$78,027	\$6,852,175	101%
Replacement Taxes				\$139,590		\$139,590		
Per Capita Grant				\$130,473	\$54,000	\$76,473	\$54,000	242%
Grants-Other		\$1,000	(\$1,000)	\$10,877	\$1,000	\$9,877	\$1,000	1,088%
Investment Income	\$2,501	\$1,667	\$834	\$27,874	\$20,000	\$7,874	\$20,000	139%
Fines	\$4,664	\$3,333	\$1,331	\$45,476	\$40,000	\$5,476	\$40,000	114%
Lost Books	\$1,019	\$625	\$394	\$9,019	\$7,500	\$1,519	\$7,500	120%
Pay For Print	\$2,861	\$1,250	\$1,611	\$18,465	\$15,000	\$3,465	\$15,000	123%
Flash Drive & Ear Bud Sales	\$6		\$6	\$47		\$47		
Commissions & Fees					\$100	(\$100)	\$100	
Donations-Friends of the Library		\$500	(\$500)		\$500	(\$500)	\$500	
Donations		\$21	(\$21)	\$330	\$250	\$80	\$250	132%
Miscellaneous	\$60	\$17	\$43	\$3,595	\$200	\$3,395	\$200	1,797%
Total Revenues	\$11,112	\$8,413	\$2,699	\$7,315,947	\$6,990,725	\$325,222	\$6,990,725	105%
Expenditures								
Salaries								
Library Director	\$21,324	\$9,632	(\$11,692)	\$125,754	\$115,580	(\$10,174)	\$115,580	109%
Payroll-Department Managers	\$22,496	\$20,918	(\$1,578)	\$259,775	\$251,016	(\$8,759)	\$251,016	103%
Payroll-Division Supervisors	\$56,890	\$49,578	(\$7,312)	\$586,564	\$594,940	\$8,376	\$594,940	99%
Payroll-Librarian I	\$91,271	\$97,107	\$5,835	\$1,147,298	\$1,165,279	\$17,981	\$1,165,279	98%
Payroll-Library Grade V	\$50,169	\$50,038	(\$131)	\$571,553	\$600,450	\$28,897	\$600,450	95%
Payroll-Library Grade VI	\$40,459	\$36,949	(\$3,509)	\$440,650	\$443,393	\$2,743	\$443,393	99%
Payroll-Library Pages	\$11,320	\$12,065	\$745	\$126,772	\$144,784	\$18,012	\$144,784	88%
Payroll-Sundays	\$5,963	\$6,417	\$453	\$72,556	\$77,000	\$4,445	\$77,000	94%
Adjustments		\$10,000	\$10,000		\$10,000	\$10,000	\$10,000	
Substitutes	\$184	\$667	\$483	\$3,304	\$8,000	\$4,696	\$8,000	41%
Total Salaries	\$300,075	\$293,370	(\$6,705)	\$3,334,225	\$3,410,442	\$76,217	\$3,410,442	98%

Niles Public Library District Income Statement-Consolidated

June 30, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$10,426	\$11,917	\$1,491	\$135,279	\$143,000	\$7,721	\$143,000	95%
Books-Youth Services	\$18,534	\$5,750	(\$12,784)	\$64,053	\$69,000	\$4,947	\$69,000	93%
Books-Teen	\$1,490	\$1,250	(\$240)	\$15,446	\$15,000	(\$446)	\$15,000	103%
Downloadables		\$4,583	\$4,583	\$65,970	\$55,000	(\$10,970)	\$55,000	120%
Periodicals	\$4,976	\$2,000	(\$2,976)	\$25,001	\$24,000	(\$1,001)	\$24,000	104%
AV-Adult	\$5,005	\$7,917	\$2,912	\$92,282	\$95,000	\$2,718	\$95,000	97%
AV-Youth Services	\$7,969	\$3,808	(\$4,161)	\$36,543	\$45,700	\$9,157	\$45,700	80%
AV-Teen	\$931	\$1,083	\$152	\$10,574	\$13,000	\$2,426	\$13,000	81%
Online Databases	\$4,443	\$16,750	\$12,307	\$197,273	\$201,000	\$3,727	\$201,000	98%
Total Library Materials	\$53,774	\$55,058	\$1,284	\$642,421	\$660,700	\$18,279	\$660,700	97%
Library Operating Expenditures								
CCS Charges	\$3,643	\$6,500	\$2,857	\$66,186	\$78,000	\$11,814	\$78,000	85%
Processing & Supplies	\$1,916	\$2,500	\$584	\$17,715	\$30,000	\$12,285	\$30,000	59%
Internet Charges	\$1,242	\$1,600	\$358	\$15,326	\$19,200	\$3,874	\$19,200	80%
Software, Licenses	\$3,419	\$3,520	\$101	\$38,403	\$42,243	\$3,840	\$42,243	91%
Printing	\$143	\$8,113	\$7,969	\$40,204	\$42,150	\$1,946	\$42,150	95%
Library Supplies	\$2,581	\$1,000	(\$1,581)	\$11,777	\$12,000	\$223	\$12,000	98%
Programming & Support-Adult	\$175	\$1,717	\$1,541	\$18,116	\$20,600	\$2,484	\$20,600	88%
Programming & Support-Juvenile	\$2,878	\$2,875	(\$3)	\$33,828	\$34,500	\$672	\$34,500	98%
Programming & Support-Joint	\$679	\$333	(\$345)	\$2,770	\$4,000	\$1,230	\$4,000	69%
Programming & Support-Teen	\$1,542	\$583	(\$958)	\$6,091	\$7,000	\$909	\$7,000	87%
Public Performing Rights				\$1,317	\$1,313	(\$4)	\$1,313	100%
CCS Communications	\$326	\$417	\$91	\$4,233	\$5,000	\$767	\$5,000	85%
Computer Charges OCLC	\$1,379	\$1,400	\$22	\$16,545	\$16,804	\$259	\$16,804	98%
Miscellaneous	\$127	\$83	(\$44)	\$1,381	\$1,000	(\$381)	\$1,000	138%
Per Capita Grant Expenditures	\$2,167	\$57,000	\$54,833	\$59,223	\$57,000	(\$2,223)	\$57,000	104%
Grant - Other Expenditures		\$83	\$83	\$8,613	\$1,000	(\$7,613)	\$1,000	861%
Volunteers	\$346	\$500	\$154	\$1,445	\$3,000	\$1,555	\$3,000	48%
Total Library Operating Expenditures	\$22,564	\$88,225	\$65,661	\$343,172	\$374,810	\$31,638	\$374,810	92%

Niles Public Library District Income Statement-Consolidated

June 30, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
General and Administration								
Janitorial Supplies	\$5,501	\$2,804	(\$2,697)	\$36,930	\$33,650	(\$3,280)	\$33,650	110%
Copiers	\$886	\$833	(\$53)	\$7,777	\$10,000	\$2,223	\$10,000	78%
Professional Development	\$203	\$3,408	\$3,205	\$16,348	\$40,899	\$24,551	\$40,899	40%
Mileage	\$181	\$250	\$69	\$2,629	\$3,000	\$371	\$3,000	88%
Professional Collection		\$333	\$333	\$3,433	\$4,000	\$567	\$4,000	86%
Legal Fees	\$1,340	\$3,333	\$1,993	\$23,042	\$40,000	\$16,958	\$40,000	58%
Consultants	\$6,500	\$1,667	(\$4,833)	\$15,202	\$20,000	\$4,798	\$20,000	76%
Kitchen Supplies	\$105	\$158	\$53	\$582	\$1,900	\$1,318	\$1,900	31%
Promotional Expense	\$85	\$1,708	\$1,623	\$20,490	\$20,500	\$10	\$20,500	100%
Office Supplies	\$309	\$2,083	\$1,774	\$27,808	\$25,000	(\$2,808)	\$25,000	111%
Postage & Freight	\$327	\$1,500	\$1,173	\$12,285	\$18,000	\$5,715	\$18,000	68%
Publication of Notices-Legal		\$100	\$100	\$956	\$1,200	\$244	\$1,200	80%
Publication of Notices-Advertisements		\$42	\$42		\$500	\$500	\$500	
Subscriptions & Dues	(\$100)	\$750	\$850	\$9,091	\$9,000	(\$91)	\$9,000	101%
Collection Services	\$61	\$83	\$22	\$855	\$1,000	\$145	\$1,000	86%
Telephone	\$1,328	\$1,375	\$47	\$13,059	\$16,500	\$3,441	\$16,500	79%
Trustee Expense	\$66	\$833	\$767	\$7,294	\$10,000	\$2,706	\$10,000	73%
Equipment Rental		\$417	\$417	\$8,913	\$5,000	(\$3,913)	\$5,000	178%
Payroll Service	\$918	\$775	(\$143)	\$12,058	\$9,300	(\$2,758)	\$9,300	130%
Bank Fees	\$157	\$250	\$93	\$2,650	\$3,000	\$350	\$3,000	88%
Parking Lease	\$881	\$881		\$10,572	\$10,572		\$10,572	100%
Total General and Administration	\$18,748	\$23,585	\$4,837	\$231,976	\$283,021	\$51,045	\$283,021	82%
Vehicle Operation								
Gas, Oil, Grease		\$83	\$83	\$854	\$1,000	\$146	\$1,000	85%
Repairs & Maintenance		\$150	\$150	\$419	\$1,800	\$1,381	\$1,800	23%
Miscellaneous		\$8	\$8		\$100	\$100	\$100	
Auto Insurance				\$1,371	\$1,371		\$1,371	100%
Total Vehicle Operation	\$0	\$242	\$242	\$2,643	\$4,271	\$1,628	\$4,271	62%

Employee Fringe Benefits

Niles Public Library District Income Statement-Consolidated

June 30, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Deferred Compensation	\$17,589	\$16,667	(\$922)	\$194,335	\$200,000	\$5,665	\$200,000	97%
Group Health	\$32,574	\$32,739	\$164	\$389,824	\$392,862	\$3,038	\$392,862	99%
Health Reimbursement Account	\$2,991	\$4,500	\$1,509	\$70,393	\$54,000	(\$16,393)	\$54,000	130%
Dental	\$3,106	\$1,667	(\$1,439)	\$16,729	\$20,000	\$3,271	\$20,000	84%
Vision	\$445	\$535	\$90	\$6,050	\$6,414	\$364	\$6,414	94%
FSA fee	\$159	\$63	(\$96)	\$1,502	\$1,050	(\$452)	\$1,050	143%
Life, LTD, AD&D, STD	\$1,694	\$1,600	(\$94)	\$19,918	\$19,200	(\$718)	\$19,200	104%
Total Employee Fringe Benefits	\$58,557	\$57,769	(\$788)	\$698,751	\$693,526	(\$5,225)	\$693,526	101%
Utilities								
Gas	\$324	\$1,250	\$926	\$14,582	\$15,000	\$418	\$15,000	97%
Electric	\$10,575	\$6,667	(\$3,909)	\$88,350	\$80,000	(\$8,350)	\$80,000	110%
Water	\$369	\$583	\$214	\$5,575	\$7,000	\$1,425	\$7,000	80%
Total Utilities	\$11,269	\$8,500	(\$2,769)	\$108,507	\$102,000	(\$6,507)	\$102,000	106%
Capital Expenditures								
Special Reserve - Building		\$6,000	\$6,000		\$72,000	\$72,000	\$72,000	
Special Reserve - Equipment	\$5,860	\$70,577	\$64,717	\$23,305	\$846,920	\$823,615	\$846,920	3%
Special Reserve - Construction Project	\$6,313	\$339,850	\$333,537	\$3,084,774	\$4,078,200	\$993,427	\$4,078,200	76%
Total Capital Expenditures	\$12,173	\$416,427	\$404,254	\$3,108,079	\$4,997,120	\$1,889,041	\$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				\$31,822	\$30,000	(\$1,822)	\$30,000	106%
Total Liability Expenditures	\$0	\$0	\$0	\$31,822	\$30,000	(\$1,822)	\$30,000	106%
Social Security								
Social Security	\$23,807	\$24,167	\$360	\$263,501	\$290,000	\$26,499	\$290,000	91%
Total Social Security Expenditures	\$23,807	\$24,167	\$360	\$263,501	\$290,000	\$26,499	\$290,000	91%

Niles Public Library District
Income Statement-Consolidated

June 30, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Workers' Compensation								
Workers' Compensation				\$47,996	\$20,000	(\$27,996)	\$20,000	240%
Total Workers' Compensation Expenditures	\$0	\$0	\$0	\$47,996	\$20,000	(\$27,996)	\$20,000	240%
Unemployment Compensation								
Unemployment Compensation	\$696	\$1,500	\$804	\$12,902	\$18,000	\$5,098	\$18,000	72%
Total Unemployment Compensation Expenditures	\$696	\$1,500	\$804	\$12,902	\$18,000	\$5,098	\$18,000	72%
Building & Equipment Maintenance								
Repairs & Improvements	\$159	\$3,308	\$3,150	\$35,033	\$39,700	\$4,667	\$39,700	88%
Contractual Maintenance	\$1,594	\$3,093	\$1,499	\$35,655	\$37,115	\$1,460	\$37,115	96%
Non-Contractual Maintenance	\$229	\$950	\$721	\$12,535	\$11,400	(\$1,135)	\$11,400	110%
Equipment Maintenance	\$6,170	\$3,128	(\$3,042)	\$15,094	\$37,540	\$22,446	\$37,540	40%
Non Capital Expenses	\$5,624	\$2,000	(\$3,624)	\$14,424	\$24,000	\$9,576	\$24,000	60%
Furniture & Fixtures		\$5,000	\$5,000	\$45,455	\$60,000	\$14,545	\$60,000	76%
Total Building & Equipment Maintenance Expenditures	\$13,776	\$17,480	\$3,703	\$158,197	\$209,755	\$51,558	\$209,755	75%
Total Expenditures	\$515,439	\$986,322	\$470,883	\$9,001,092	\$11,111,145	\$2,110,053	\$11,111,145	81%
NET SURPLUS/(DEFICIT)	(\$504,327)	(\$977,909)	\$473,582	(\$1,685,145)	(\$4,120,420)	\$2,435,275	(\$4,120,420)	41%

Niles Public Library District
Income Statement-General Fund

June 30, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes				\$6,713,228	\$6,852,175	(\$138,947)	\$6,852,175	98%
Replacement Taxes				\$139,590		\$139,590		
Per Capita Grant				\$130,473	\$54,000	\$76,473	\$54,000	242%
Grants-Other		\$1,000	(\$1,000)	\$10,877	\$1,000	\$9,877	\$1,000	1,088%
Investment Income	\$2,501	\$1,667	\$834	\$27,874	\$20,000	\$7,874	\$20,000	139%
Fines	\$4,664	\$3,333	\$1,331	\$45,476	\$40,000	\$5,476	\$40,000	114%
Lost Books	\$1,019	\$625	\$394	\$9,019	\$7,500	\$1,519	\$7,500	120%
Pay For Print	\$2,861	\$1,250	\$1,611	\$18,465	\$15,000	\$3,465	\$15,000	123%
Flash Drive & Ear Bud Sales	\$6		\$6	\$47		\$47		
Commissions & Fees					\$100	(\$100)	\$100	
Donations-Friends of the Library		\$500	(\$500)		\$500	(\$500)	\$500	
Donations		\$21	(\$21)	\$330	\$250	\$80	\$250	132%
Miscellaneous	\$60	\$17	\$43	\$3,595	\$200	\$3,395	\$200	1,797%
Total Revenues	\$11,112	\$8,413	\$2,699	\$7,098,974	\$6,990,725	\$108,249	\$6,990,725	102%
Expenditures								
Salaries								
Library Director	\$21,324	\$9,632	(\$11,692)	\$125,754	\$115,580	(\$10,174)	\$115,580	109%
Payroll-Department Managers	\$22,496	\$20,918	(\$1,578)	\$259,775	\$251,016	(\$8,759)	\$251,016	103%
Payroll-Division Supervisors	\$56,890	\$49,578	(\$7,312)	\$586,564	\$594,940	\$8,376	\$594,940	99%
Payroll-Librarian I	\$91,271	\$97,107	\$5,835	\$1,147,298	\$1,165,279	\$17,981	\$1,165,279	98%
Payroll-Library Grade V	\$50,169	\$50,038	(\$131)	\$571,553	\$600,450	\$28,897	\$600,450	95%
Payroll-Library Grade VI	\$40,459	\$36,949	(\$3,509)	\$440,650	\$443,393	\$2,743	\$443,393	99%
Payroll-Library Pages	\$11,320	\$12,065	\$745	\$126,772	\$144,784	\$18,012	\$144,784	88%
Payroll-Sundays	\$5,963	\$6,417	\$453	\$72,556	\$77,000	\$4,445	\$77,000	94%
Adjustments		\$10,000	\$10,000		\$10,000	\$10,000	\$10,000	
Substitutes	\$184	\$667	\$483	\$3,304	\$8,000	\$4,696	\$8,000	41%
Total Salaries	\$300,075	\$293,370	(\$6,705)	\$3,334,225	\$3,410,442	\$76,217	\$3,410,442	98%

Niles Public Library District
Income Statement-General Fund

June 30, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$10,426	\$11,917	\$1,491	\$135,279	\$143,000	\$7,721	\$143,000	95%
Books-Youth Services	\$18,534	\$5,750	(\$12,784)	\$64,053	\$69,000	\$4,947	\$69,000	93%
Books-Teen	\$1,490	\$1,250	(\$240)	\$15,446	\$15,000	(\$446)	\$15,000	103%
Downloadables		\$4,583	\$4,583	\$65,970	\$55,000	(\$10,970)	\$55,000	120%
Periodicals	\$4,976	\$2,000	(\$2,976)	\$25,001	\$24,000	(\$1,001)	\$24,000	104%
AV-Adult	\$5,005	\$7,917	\$2,912	\$92,282	\$95,000	\$2,718	\$95,000	97%
AV-Youth Services	\$7,969	\$3,808	(\$4,161)	\$36,543	\$45,700	\$9,157	\$45,700	80%
AV-Teen	\$931	\$1,083	\$152	\$10,574	\$13,000	\$2,426	\$13,000	81%
Online Databases	\$4,443	\$16,750	\$12,307	\$197,273	\$201,000	\$3,727	\$201,000	98%
Total Library Materials	\$53,774	\$55,058	\$1,284	\$642,421	\$660,700	\$18,279	\$660,700	97%
Library Operating Expenditures								
CCS Charges	\$3,643	\$6,500	\$2,857	\$66,186	\$78,000	\$11,814	\$78,000	85%
Processing & Supplies	\$1,916	\$2,500	\$584	\$17,715	\$30,000	\$12,285	\$30,000	59%
Internet Charges	\$1,242	\$1,600	\$358	\$15,326	\$19,200	\$3,874	\$19,200	80%
Software, Licenses	\$3,419	\$3,520	\$101	\$38,403	\$42,243	\$3,840	\$42,243	91%
Printing	\$143	\$8,113	\$7,969	\$40,204	\$42,150	\$1,946	\$42,150	95%
Library Supplies	\$2,581	\$1,000	(\$1,581)	\$11,777	\$12,000	\$223	\$12,000	98%
Programming & Support-Adult	\$175	\$1,717	\$1,541	\$18,116	\$20,600	\$2,484	\$20,600	88%
Programming & Support-Juvenile	\$2,878	\$2,875	(\$3)	\$33,828	\$34,500	\$672	\$34,500	98%
Programming & Support-Joint	\$679	\$333	(\$345)	\$2,770	\$4,000	\$1,230	\$4,000	69%
Programming & Support-Teen	\$1,542	\$583	(\$958)	\$6,091	\$7,000	\$909	\$7,000	87%
Public Performing Rights				\$1,317	\$1,313	(\$4)	\$1,313	100%
CCS Communications	\$326	\$417	\$91	\$4,233	\$5,000	\$767	\$5,000	85%
Computer Charges OCLC	\$1,379	\$1,400	\$22	\$16,545	\$16,804	\$259	\$16,804	98%
Miscellaneous	\$127	\$83	(\$44)	\$1,381	\$1,000	(\$381)	\$1,000	138%
Per Capita Grant Expenditures	\$2,167	\$57,000	\$54,833	\$59,223	\$57,000	(\$2,223)	\$57,000	104%
Grant - Other Expenditures		\$83	\$83	\$8,613	\$1,000	(\$7,613)	\$1,000	861%
Volunteers	\$346	\$500	\$154	\$1,445	\$3,000	\$1,555	\$3,000	48%
Total Library Operating Expenditures	\$22,564	\$88,225	\$65,661	\$343,172	\$374,810	\$31,638	\$374,810	92%

Niles Public Library District
Income Statement-General Fund

June 30, 2014

	<u>Month Actual</u>	<u>Month Budget</u>	<u>Month Variance</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Annual Budget</u>	<u>Actual % of Annual Budget</u>
General and Administration								
Janitorial Supplies	\$5,501	\$2,804	(\$2,697)	\$36,930	\$33,650	(\$3,280)	\$33,650	110%
Copiers	\$886	\$833	(\$53)	\$7,777	\$10,000	\$2,223	\$10,000	78%
Professional Development	\$203	\$3,408	\$3,205	\$16,348	\$40,899	\$24,551	\$40,899	40%
Mileage	\$181	\$250	\$69	\$2,629	\$3,000	\$371	\$3,000	88%
Professional Collection		\$333	\$333	\$3,433	\$4,000	\$567	\$4,000	86%
Legal Fees	\$1,340	\$3,333	\$1,993	\$23,042	\$40,000	\$16,958	\$40,000	58%
Consultants	\$6,500	\$1,667	(\$4,833)	\$15,202	\$20,000	\$4,798	\$20,000	76%
Kitchen Supplies	\$105	\$158	\$53	\$582	\$1,900	\$1,318	\$1,900	31%
Promotional Expense	\$85	\$1,708	\$1,623	\$20,490	\$20,500	\$10	\$20,500	100%
Office Supplies	\$309	\$2,083	\$1,774	\$27,808	\$25,000	(\$2,808)	\$25,000	111%
Postage & Freight	\$327	\$1,500	\$1,173	\$12,285	\$18,000	\$5,715	\$18,000	68%
Publication of Notices-Legal		\$100	\$100	\$956	\$1,200	\$244	\$1,200	80%
Publication of Notices-Advertisements		\$42	\$42		\$500	\$500	\$500	
Subscriptions & Dues	(\$100)	\$750	\$850	\$9,091	\$9,000	(\$91)	\$9,000	101%
Collection Services	\$61	\$83	\$22	\$855	\$1,000	\$145	\$1,000	86%
Telephone	\$1,328	\$1,375	\$47	\$13,059	\$16,500	\$3,441	\$16,500	79%
Trustee Expense	\$66	\$833	\$767	\$7,294	\$10,000	\$2,706	\$10,000	73%
Equipment Rental		\$417	\$417	\$8,913	\$5,000	(\$3,913)	\$5,000	178%
Payroll Service	\$918	\$775	(\$143)	\$12,058	\$9,300	(\$2,758)	\$9,300	130%
Bank Fees	\$157	\$250	\$93	\$2,650	\$3,000	\$350	\$3,000	88%
Parking Lease	\$881	\$881		\$10,572	\$10,572		\$10,572	100%
Total General and Administration	\$18,748	\$23,585	\$4,837	\$231,976	\$283,021	\$51,045	\$283,021	82%
Vehicle Operation								
Gas, Oil, Grease		\$83	\$83	\$854	\$1,000	\$146	\$1,000	85%
Repairs & Maintenance		\$150	\$150	\$419	\$1,800	\$1,381	\$1,800	23%
Miscellaneous		\$8	\$8		\$100	\$100	\$100	
Auto Insurance				\$1,371	\$1,371		\$1,371	100%
Total Vehicle Operation	\$0	\$242	\$242	\$2,643	\$4,271	\$1,628	\$4,271	62%

Employee Fringe Benefits

Niles Public Library District
Income Statement-General Fund

June 30, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Deferred Compensation	\$17,589	\$16,667	(\$922)	\$194,335	\$200,000	\$5,665	\$200,000	97%
Group Health	\$32,574	\$32,739	\$164	\$389,824	\$392,862	\$3,038	\$392,862	99%
Health Reimbursement Account	\$2,991	\$4,500	\$1,509	\$70,393	\$54,000	(\$16,393)	\$54,000	130%
Dental	\$3,106	\$1,667	(\$1,439)	\$16,729	\$20,000	\$3,271	\$20,000	84%
Vision	\$445	\$535	\$90	\$6,050	\$6,414	\$364	\$6,414	94%
FSA fee	\$159	\$63	(\$96)	\$1,502	\$1,050	(\$452)	\$1,050	143%
Life, LTD, AD&D, STD	\$1,694	\$1,600	(\$94)	\$19,918	\$19,200	(\$718)	\$19,200	104%
Total Employee Fringe Benefits	\$58,557	\$57,769	(\$788)	\$698,751	\$693,526	(\$5,225)	\$693,526	101%
Utilities								
Gas	\$324	\$1,250	\$926	\$14,582	\$15,000	\$418	\$15,000	97%
Electric	\$10,575	\$6,667	(\$3,909)	\$88,350	\$80,000	(\$8,350)	\$80,000	110%
Water	\$369	\$583	\$214	\$5,575	\$7,000	\$1,425	\$7,000	80%
Total Utilities	\$11,269	\$8,500	(\$2,769)	\$108,507	\$102,000	(\$6,507)	\$102,000	106%
Total Expenditures	\$464,988	\$526,749	\$61,761	\$5,361,695	\$5,528,770	\$167,075	\$5,528,770	97%
NET SURPLUS/(DEFICIT)	(\$453,876)	(\$518,337)	\$64,461	\$1,737,278	\$1,461,955	\$275,323	\$1,461,955	119%

Niles Public Library District
Income Statement- YTD By Fund

June 30, 2014

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Revenues								
Property Taxes	\$6,852,175	\$6,852,175	\$6,713,228	\$216,974		\$6,930,202	\$78,027	101%
Replacement Taxes			\$139,590			\$139,590	\$139,590	
Per Capita Grant	\$54,000	\$54,000	\$130,473			\$130,473	\$76,473	242%
Grants-Other	\$1,000	\$1,000	\$10,877			\$10,877	\$9,877	1,088%
Investment Income	\$20,000	\$20,000	\$27,874			\$27,874	\$7,874	139%
Fines	\$40,000	\$40,000	\$45,476			\$45,476	\$5,476	114%
Lost Books	\$7,500	\$7,500	\$9,019			\$9,019	\$1,519	120%
Pay For Print	\$15,000	\$15,000	\$18,465			\$18,465	\$3,465	123%
Flash Drive & Ear Bud Sales			\$47			\$47	\$47	
Commissions & Fees	\$100	\$100					(\$100)	
Donations-Friends of the Library	\$500	\$500					(\$500)	
Donations	\$250	\$250	\$330			\$330	\$80	132%
Miscellaneous	\$200	\$200	\$3,595			\$3,595	\$3,395	1,797%
Total Revenues	\$6,990,725	\$6,990,725	\$7,098,974	\$216,974	\$0	\$7,315,947	\$325,222	105%
Expenditures								
Salaries								
Library Director	\$115,580	\$115,580	\$125,754			\$125,754	(\$10,174)	109%
Payroll-Department Managers	\$251,016	\$251,016	\$259,775			\$259,775	(\$8,759)	103%
Payroll-Division Supervisors	\$594,940	\$594,940	\$586,564			\$586,564	\$8,376	99%
Payroll-Librarian I	\$1,165,279	\$1,165,279	\$1,147,298			\$1,147,298	\$17,981	98%
Payroll-Library Grade V	\$600,450	\$600,450	\$571,553			\$571,553	\$28,897	95%
Payroll-Library Grade VI	\$443,393	\$443,393	\$440,650			\$440,650	\$2,743	99%
Payroll-Library Pages	\$144,784	\$144,784	\$126,772			\$126,772	\$18,012	88%
Payroll-Sundays	\$77,000	\$77,000	\$72,556			\$72,556	\$4,445	94%
Adjustments	\$10,000	\$10,000					\$10,000	
Substitutes	\$8,000	\$8,000	\$3,304			\$3,304	\$4,696	41%
Total Salaries	\$3,410,442	\$3,410,442	\$3,334,225	\$0	\$0	\$3,334,225	\$76,217	98%

Niles Public Library District
Income Statement- YTD By Fund

June 30, 2014

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Library Materials								
Books-Adult	\$143,000	\$143,000	\$135,279			\$135,279	\$7,721	95%
Books-Youth Services	\$69,000	\$69,000	\$64,053			\$64,053	\$4,947	93%
Books-Teen	\$15,000	\$15,000	\$15,446			\$15,446	(\$446)	103%
Downloadables	\$55,000	\$55,000	\$65,970			\$65,970	(\$10,970)	120%
Periodicals	\$24,000	\$24,000	\$25,001			\$25,001	(\$1,001)	104%
AV-Adult	\$95,000	\$95,000	\$92,282			\$92,282	\$2,718	97%
AV-Youth Services	\$45,700	\$45,700	\$36,543			\$36,543	\$9,157	80%
AV-Teen	\$13,000	\$13,000	\$10,574			\$10,574	\$2,426	81%
Online Databases	\$201,000	\$201,000	\$197,273			\$197,273	\$3,727	98%
Total Library Materials	\$660,700	\$660,700	\$642,421	\$0	\$0	\$642,421	\$18,279	97%
Library Operating Expenditures								
CCS Charges	\$78,000	\$78,000	\$66,186			\$66,186	\$11,814	85%
Processing & Supplies	\$30,000	\$30,000	\$17,715			\$17,715	\$12,285	59%
Internet Charges	\$19,200	\$19,200	\$15,326			\$15,326	\$3,874	80%
Software, Licenses	\$42,243	\$42,243	\$38,403			\$38,403	\$3,840	91%
Printing	\$42,150	\$42,150	\$40,204			\$40,204	\$1,946	95%
Library Supplies	\$12,000	\$12,000	\$11,777			\$11,777	\$223	98%
Programming & Support-Adult	\$20,600	\$20,600	\$18,116			\$18,116	\$2,484	88%
Programming & Support-Juvenile	\$34,500	\$34,500	\$33,828			\$33,828	\$672	98%
Programming & Support-Joint	\$4,000	\$4,000	\$2,770			\$2,770	\$1,230	69%
Programming & Support-Teen	\$7,000	\$7,000	\$6,091			\$6,091	\$909	87%
Public Performing Rights	\$1,313	\$1,313	\$1,317			\$1,317	(\$4)	100%
CCS Communications	\$5,000	\$5,000	\$4,233			\$4,233	\$767	85%
Computer Charges OCLC	\$16,804	\$16,804	\$16,545			\$16,545	\$259	98%
Miscellaneous	\$1,000	\$1,000	\$1,381			\$1,381	(\$381)	138%
Per Capita Grant Expenditures	\$57,000	\$57,000	\$59,223			\$59,223	(\$2,223)	104%
Grant - Other Expenditures	\$1,000	\$1,000	\$8,613			\$8,613	(\$7,613)	861%
Volunteers	\$3,000	\$3,000	\$1,445			\$1,445	\$1,555	48%
Total Library Operating Expenditures	\$374,810	\$374,810	\$343,172	\$0	\$0	\$343,172	\$31,638	92%

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

June 30, 2014

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
General and Administration								
Janitorial Supplies	\$33,650	\$33,650	\$36,930			\$36,930	(\$3,280)	110%
Copiers	\$10,000	\$10,000	\$7,777			\$7,777	\$2,223	78%
Professional Development	\$40,899	\$40,899	\$16,348			\$16,348	\$24,551	40%
Mileage	\$3,000	\$3,000	\$2,629			\$2,629	\$371	88%
Professional Collection	\$4,000	\$4,000	\$3,433			\$3,433	\$567	86%
Legal Fees	\$40,000	\$40,000	\$23,042			\$23,042	\$16,958	58%
Consultants	\$20,000	\$20,000	\$15,202			\$15,202	\$4,798	76%
Kitchen Supplies	\$1,900	\$1,900	\$582			\$582	\$1,318	31%
Promotional Expense	\$20,500	\$20,500	\$20,490			\$20,490	\$10	100%
Office Supplies	\$25,000	\$25,000	\$27,808			\$27,808	(\$2,808)	111%
Postage & Freight	\$18,000	\$18,000	\$12,285			\$12,285	\$5,715	68%
Publication of Notices-Legal	\$1,200	\$1,200	\$956			\$956	\$244	80%
Publication of Notices-Advertisements	\$500	\$500					\$500	
Subscriptions & Dues	\$9,000	\$9,000	\$9,091			\$9,091	(\$91)	101%
Collection Services	\$1,000	\$1,000	\$855			\$855	\$145	86%
Telephone	\$16,500	\$16,500	\$13,059			\$13,059	\$3,441	79%
Trustee Expense	\$10,000	\$10,000	\$7,294			\$7,294	\$2,706	73%
Equipment Rental	\$5,000	\$5,000	\$8,913			\$8,913	(\$3,913)	178%
Payroll Service	\$9,300	\$9,300	\$12,058			\$12,058	(\$2,758)	130%
Bank Fees	\$3,000	\$3,000	\$2,650			\$2,650	\$350	88%
Parking Lease	\$10,572	\$10,572	\$10,572			\$10,572		100%
Total General and Administration	\$283,021	\$283,021	\$231,976	\$0	\$0	\$231,976	\$51,045	82%
Vehicle Operation								
Gas, Oil, Grease	\$1,000	\$1,000	\$854			\$854	\$146	85%
Repairs & Maintenance	\$1,800	\$1,800	\$419			\$419	\$1,381	23%
Miscellaneous	\$100	\$100					\$100	
Auto Insurance	\$1,371	\$1,371	\$1,371			\$1,371		100%
Total Vehicle Operation	\$4,271	\$4,271	\$2,643	\$0	\$0	\$2,643	\$1,628	62%

Employee Fringe Benefits

Niles Public Library District
Income Statement- YTD By Fund

June 30, 2014

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Deferred Compensation	\$200,000	\$200,000	\$194,335			\$194,335	\$5,665	97%
Group Health	\$392,862	\$392,862	\$389,824			\$389,824	\$3,038	99%
Health Reimbursement Account	\$54,000	\$54,000	\$70,393			\$70,393	(\$16,393)	130%
Dental	\$20,000	\$20,000	\$16,729			\$16,729	\$3,271	84%
Vision	\$6,414	\$6,414	\$6,050			\$6,050	\$364	94%
FSA fee	\$1,050	\$1,050	\$1,502			\$1,502	(\$452)	143%
Life, LTD, AD&D, STD	\$19,200	\$19,200	\$19,918			\$19,918	(\$718)	104%
Total Employee Fringe Benefits	\$693,526	\$693,526	\$698,751	\$0	\$0	\$698,751	(\$5,225)	101%
Utilities								
Gas	\$15,000	\$15,000	\$14,582			\$14,582	\$418	97%
Electric	\$80,000	\$80,000	\$88,350			\$88,350	(\$8,350)	110%
Water	\$7,000	\$7,000	\$5,575			\$5,575	\$1,425	80%
Total Utilities	\$102,000	\$102,000	\$108,507	\$0	\$0	\$108,507	(\$6,507)	106%
Capital Expenditures								
Special Reserve - Building	\$72,000	\$72,000					\$72,000	
Special Reserve - Equipment	\$846,920	\$846,920			\$23,305	\$23,305	\$823,615	3%
Special Reserve - Construction Project	\$4,078,200	\$4,078,200			\$3,084,774	\$3,084,774	\$993,427	76%
Total Capital Expenditures	\$4,997,120	\$4,997,120	\$0	\$0	\$3,108,079	\$3,108,079	\$1,889,041	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	\$16,900	\$600	97%
Liability Insurance								
Liability Insurance	\$30,000	\$30,000		\$31,822		\$31,822	(\$1,822)	106%
Total Liability Expenditures	\$30,000	\$30,000	\$0	\$31,822	\$0	\$31,822	(\$1,822)	106%
Social Security								
Social Security	\$290,000	\$290,000		\$263,501		\$263,501	\$26,499	91%
Total Social Security Expenditures	\$290,000	\$290,000	\$0	\$263,501	\$0	\$263,501	\$26,499	91%

Niles Public Library District
Income Statement- YTD By Fund

June 30, 2014

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Workers' Compensation								
Workers' Compensation	\$20,000	\$20,000		\$47,996		\$47,996	(\$27,996)	240%
Total Workers' Compensation Expenditures	\$20,000	\$20,000	\$0	\$47,996	\$0	\$47,996	(\$27,996)	240%
Unemployment Compensation								
Unemployment Compensation	\$18,000	\$18,000		\$12,902		\$12,902	\$5,098	72%
Total Unemployment Compensation Expenditures	\$18,000	\$18,000	\$0	\$12,902	\$0	\$12,902	\$5,098	72%
Building & Equipment Maintenance								
Repairs & Improvements	\$39,700	\$39,700		\$35,033		\$35,033	\$4,667	88%
Contractual Maintenance	\$37,115	\$37,115		\$35,655		\$35,655	\$1,460	96%
Non-Contractual Maintenance	\$11,400	\$11,400		\$12,535		\$12,535	(\$1,135)	110%
Equipment Maintenance	\$37,540	\$37,540		\$15,094		\$15,094	\$22,446	40%
Non Capital Expenses	\$24,000	\$24,000		\$14,424		\$14,424	\$9,576	60%
Furniture & Fixtures	\$60,000	\$60,000		\$45,455		\$45,455	\$14,545	76%
Total Building & Equipment Maintenance Expenditures	\$209,755	\$209,755	\$0	\$158,197	\$0	\$158,197	\$51,558	75%
Total Expenditures	\$11,111,145	\$11,111,145	\$5,361,695	\$531,318	\$3,108,079	\$9,001,092	\$2,110,053	81%
BEGINNING FUND BALANCE	\$0	\$0	\$6,877,782	\$1,165,305	\$3,861,565	\$11,904,651	\$11,904,651	0%
NET SURPLUS/(DEFICIT)	\$0	\$0	\$1,737,278	(\$314,344)	(\$3,108,079)	(\$1,685,145)	(\$1,685,145)	0%
ENDING FUND BALANCE	\$0	\$0	\$8,615,060	\$850,960	\$753,486	\$10,219,506	\$10,219,506	0%

(Assistant) Directors' Report July 2014

In June, we said goodbye to our retirees, Library Director Linda Weiss, Circulation Supervisor Kathy Pricone, Page Supervisor Sue Brice, IT Supervisor Don Burkhart, and Circulation Clerk Janet Weiser. The staff put together a potluck and each retiree received a notebook filled with messages from their colleagues and friends. We wish them all well.

The 2015 Per Capita Grant focuses on the standards for collection management and resource sharing. The requirements say, "The library staff and board must review and report on progress in meeting Chapter 7, "Collection Management and Resource Sharing," of Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014." We will need to review this information at the August Board meeting. We also will begin working with a new technology assessment tool called The Edge Initiative as part of our Per Capita Grant application. We will need at least one Board member to go through this 15-minute training webinar found here: http://www.libraryedge.org/Getting_Started/index.htm, or to attend the webinar on July 24th.

Before Linda left Barb, Susan and Greg worked with her to figure out who was doing what, especially keeping in mind the auditor's concerns about maintaining our internal controls. We also have had to spend some time dealing with three FOIA requests.

From Barb

I interviewed for the Patron Services Supervisor, Team Leader, and open Page positions. After the candidates were approved at the June board meeting, it was lots of meetings and training. Kathy Pricone and Sue Brice were a great help during that last week of June before they left. Athena met with Kathy numerous times during that last week of June so that Athena would be ready on July 1.

A team from Highland Park Library visited us to see our 3M sorter and get a tour of the library. They have signed on with 3M and has just started the process of installing a sorter.

We hosted a Chamber Business After Hours at the library on June 24th. We had 28 attendees. The Chamber is organizing a community art program called Stop and Smell the Roses. Businesses sponsor 3' x 4' rose and vases painted by local artists to display from July to October. The roses will then be auctioned off at the Night of Roses event in November. Chamber sponsored a rose and at the Business After Hours, everyone who attended dipped their hand in paint and put a handprint on the rose. This rose will be displayed at the Chamber office. The Chamber donated a rose to the library because the artist wanted his rose to be displayed here.

From Susan

I completed the fifth CPLA (Certified Public Library Administrator) course in June, on Library Marketing. The readings were a mix of library writings and business writings, and a final marketing project that included an environmental scan, a SWOT analysis, the four Ps (price, product, promotion, and place), and budget. It was a quick overview but I learned a lot.

Linda and I attended her final and my first District 63 Education Foundation Board Meeting. I worked with their TLC (Total Learning Communities) group from its inception, so it was nice to get a chance to meet with some of their partners and be in on setting the schedule for next year's activities. They do great work with the kids of D63 and I am glad to have the chance to participate again.

I continue to keep an eye on our Google Analytics to learn more about our patrons and how they are using the website. We can see that we have a new browser in the list, Amazon Silk, while Chrome and Internet Explorer account for most of our users. The majority of our users continue to use the website using a desktop computer, but we have significant phone and tablet use as well. I think these are useful not just for developing the website but for understanding our community and its needs. The Board of Trustees page, if you're interested, got 124 views in June.

From Greg

Planning for the Library's annual audit with Judy Walther has commenced. Confirmations of bank and investment accounts are in process and there will be an onsite planning visit with Judy on July 24th. Final fieldwork has been scheduled to be consistent with last year's timing. We are focusing on the week of September 8th for the final fieldwork. Most likely, Judy and her team will be onsite Monday through Wednesday. In between now and the commencement of the final fieldwork, we will be busy doing a final close of the books so that the audit is smooth.

We have been tracking hours worked by our part time employees. The measurement period for the Affordable Care Act began on April 1, 2014 and will end on March 31, 2015. The actual hours worked during this period will determine to whom we need to offer health insurance (based on the thirty hour threshold in the Act). Although the House of Representatives passed a piece of legislation which will move the 30 hour threshold to 40 hours it seems unlikely that it will get through the Senate. Currently, we have 6 employees who are working an average number of hours weekly in excess of 30 hours. These same employees were approved for 30-32.5 hours when they were hired by the Library. If we don't change the approved hours of the six employees and they all end up with average hours in excess of the 30 hour threshold, we will be required to offer them insurance which may cost approximately \$60,000 per year depending on the plan design and related costs for insurance at this time next year.

Sue Wilsey and I have been working with the Adult Services and the Tech Services Teams to address the decline in our statistics. We are developing a strategy to put pop-up displays of items around the Library to capture impulse "buys." In several of the places where patrons may find themselves waiting to check out or waiting for an elevator, for example, we have put table top displays to catch the eye. We are continuing to experiment and gather data to determine if this makes sense to continue. We are also working on selections, ordering, and processing to ensure that we have the best materials available to our patrons at the right time. Simply stated, we need to have the right product at the right place at the right time for the right price.

Dave Dabrowski and I have been working with FQC to gather data for the special reserve plan. We have raw data which we are using to generate a spending plan for the special reserve plan for the board's approval at the August meeting. We have also reached out to the village regarding our strobe issue. I spoke to Rick Molina at the village who provided us with copies of the plan review performed by FSCI on behalf of the village which states in part "When more than 2 visual notification appliances can be seen in the same field of view or within a room or adjoining area, they shall flash in synchronization." FQC is working with contractors to resolve this issue and competitively bid the work.

Linda, Susan, Barb, and I worked together to complete the transition of duties and responsibilities from Linda to ensure that the internal control structure remained intact and that we weren't doing anything at the Library which would give our auditors reason to be alarmed.

KidSpace/Teen Underground

(Youth and Teen Departments)

Submitted by Shelley Sutherland

Busy! Fun! Exciting! Lots of Things to Do! — that's what we've been hearing from our patrons in KidSpace this month as Summer Reading Club got into full swing. We had over 1,500 kids register and over 2,000 additional visits in the Youth Dept. The SRC was designed this year with an emphasis on bringing patrons through the door, "making the Library part of each family's summer routine," and it's working very well thus far.



Arienne Carey is the master-mind behind the KidSpace program, with other staff taking on special duties. **Clara Sheffer** is the coordinator of the Ready-to-Read program for kids who aren't yet reading. **Sarah Muskivitch** and **Debbie Graham** are the leaders of our wonderful corps of 80+ volunteers, who log hundreds of hours checking kids in and making their experience fun and exciting. **Cate Levinson** ordered terrific prizes for kids to "purchase" at Glummy's Trading Post using their Summer Reading tokens. **Paul Foxworth** helped out with decorations and **Leslie Marley** contacted area businesses for the coupons that the finishers get. **Vlada Bernhardtz, Williette Nyanue, and Linda Sawyer** have been (wo)manning the extremely busy KidSpace desk like champions.

Teen librarians **Donna Block** and **Mary Miller** have been encouraging the teens to register for Summer Reading, resulting in 280 teens signed up in June and 500+ books recorded. They also hosted some fun "paws"-related programs and a very successful John Green program celebrating the movie release of *The Fault in Our Stars*.

Patron Services

Athena Crouse/Sue Brice

65,919 items were checked in during June 2014 and shelved by Pages.
Pages returned to the stacks 12,120 items that were used in-house.

Pages review all AV returned via AMH pertaining to barcode on disc vs. barcode on container for accuracy; additionally pages check that the correct number of discs have been returned; if not, container is turned over to Patron Service Clerk to contact the patron (item is then checked back out to patron). Pages are also checking for patron messages on quality control forms inside containers; those with a note are given to Patron Service Clerk and are checked out to repair; Pages replace missing quality control forms. Pages continue to return materials to the stacks expeditiously.

Kassy Trejo has resigned her 20 hour position. Three new Pages were hired during June; Karina Ibarra, Miray Koro, and Gita Deva were trained by Page Service Supervisor over several days; current Page staff are also assisting the new employees learn the ins/outs of the Library.
Page Service Supervisor will be retiring from the Library at the end of June.

From Our Outreach Department

Dodie Frisbie

Senior Coffee Hour: This month I had Dr. Burton Fischman return with his new LIVING STRONGER THROUGH EXERCISE PROGRAM. Dr. Fischman became a Certified Personal Trainer on his 80th birthday. He really knows how to connect with the Seniors. We had a blast. 37 people is a good crowd for the coffee hour.

Retirement Potluck Party: I helped plan and run this celebration for the four of the five employees who took the early retirement incentive. It turned out to be a lovely affair. Thanks to all who helped with it!

Senior Expo at White Eagle: I registered our library to sponsor a table at this yearly event. Sue Wilsey and two volunteers helped me to run the show. Colleen made up a new template for Wheeliam and we had more than 200 seniors stop by to play the game and win prizes. We all promoted the library and our programs. We gave out a ton of our Chapter One Newsletters.

Nursing Home Book Discussions: I planned 4 book discussions for nursing/retirement homes this month. I run three of the four. Brookdale Plaza Niles (formerly The Park of Golf Mill) is run by their activity director. I pick out the book and research all the background and author material and provide the discussion questions.

The Regency and St. Andrew Life Center both read and discussed THE AUTOBIOGRAPHY OF MR. & MRS. TOM THUMB by Melanie Benjamin. This work of historical fiction was closely based on real people and events – much to everyone's surprise. I had books with pictures of the real Mr. & Mrs. Tom Thumb, including their wedding. I was even

able to find their wedding picture as it appeared in Harpers Magazine on February 21, 1863.



Such fun!

The low vision group (VIM) read and discussed *THE LIGHT BETWEEN OCEANS* by M.L. Stedman. What an interesting book to talk about – there was much discussion about what should and should not have been done. It is a very well written book.

Brookdale Plaza Niles had an Italian theme this month. They read and discussed an historical fiction title called *THE PASSION OF ARTEMISIA* by Susan Vreeland. They go all out – so in addition to the regular book discussion and author materials, I need to provide Italian cookbooks, travel books, coffee table books, and history books.

Outreach: We welcomed Aileen Hannon as our new 20 hour Outreach Assistant in June. With her library experience and sparkling personality, she is a wonderful addition to our department. She already has great rapport with our homebound seniors.

Also, special thanks to Karen for keeping Outreach running as I was off the first week in June when my husband had his hip replacement surgery. Aileen had not started yet and Karen worked like crazy to keep our deliveries going and placing holds on all the needed library materials.

Professional Training: I had the opportunity to attend a webinar called “Building Great Adult Programs”. Sue Wilsey set this up for the adult programmers who could attend.

That’s it for June! Thank you for the opportunity to do outreach to our Niles Library Community. It’s truly a joy.

Marketing Department

The Buzz Blog—1077 views

The Marketing Dept. helped launch the “Paws to Read” Summer Reading program by creating the summer reading board game and all logs, flyers and signage. We also coordinated and ran the Summer Reading Kickoff event on the first Saturday in June with a photo booth, games, a craft and treats. More than 200 people participated during the Saturday afternoon event.

Networking

- Sue attended another Arts and Culture Commission meeting at Village.
- The “Soon to be Famous Illinois Author” is now scheduled to appear at 27 libraries throughout the state, including Niles in September. Sue is co-chair of this project.
- Sasha met with the CCS Marketing Task Force
- Sue attended a RAILS Marketing Network meeting

Monthly Highlights

- Sue created a Materials Marketing team to develop an initiative to feature more materials displays throughout the building to encourage more borrowing. We created several “pop up” displays outside of the elevators and a “Grab and Go” display in the lobby.

- Sasha attended two Enterprise administration training sessions
- Sue and Sasha participated in a LibraryAware Teleconference in an effort to migrate our enews efforts to a new cost saving and more efficient service this summer.
- Sasha attended an Evanced Workshop at Indian Trails Public Library to learn about their new calendar service. We will hopefully migrate to the new calendar later this year.
- Sue viewed a Library security webinar and helped with a new safety and security training session with new staff.
- Sue coordinated an adult programmers meeting to view a program webinar and discuss future programming.
- Sue attended a Chamber Business After Hours at the Library and promoted our services
- Sue helped promote the Library at the Senior Expo held at White Eagle. We gave out more than 200 trinkets and Chapter One newsletters.

Technical Services Report

Victoria Luz

- Ordering, receiving and invoicing of new materials continued at a furious pace in June due the end of the fiscal year.
- Acquisitions staff worked tirelessly and accurately to get everything ready for the fiscal year rollover.
- The 21314 fiscal year rollover went rather seamlessly.
- Cataloging, processing, and inputting followed as items moved through the department as they work to keep up with the large influx of fiscal-year-end materials.
- Catalogers are beginning to navigate through changes as RDA becomes more prevalent.
- I set the agenda and chaired my last SCRAP meeting (June 18th) for the CCS catalogers, where they work out difficult cataloging problems to be followed by all CCS libraries. I am chair of the catalogers for the CCS technical group beginning July 1.
- Jamie King, David Melis, Betty Zahn and I all attended the CCS catalogers meeting at Wilmette Public Library, June 11th.
- David Melis spent 2 hours in June staffing the YS service desk. It has been of mutual benefit to TS and YS for bringing up questions and resolving issues.

Adult Services

Valerie Clark

Usual serving on the Desks.

Garden club, led by one of the librarians, planted containers outside building.

Jacob Padrul, our exhibit photographer, enjoyed the reception 2 of the librarians and a volunteer helped to present.

Internet Made Easy is a new class being offered by one of the librarians. It includes introducing some of our databases.

Trustee Calendar

June

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.

July

The new fiscal year begins!

7/4—4th of July Parade (all Trustees are welcome!)

7/15—Regular Meeting of the Board of Trustees

7/16—Chamber of Commerce Golf Outing and Dinner

August

8/20—Public Hearing on the 2014-2015 Budget and Appropriations Ordinance

8/20-- Regular Meeting of the Board of Trustees

Monthly Statistical Report --June 2014

LOAN OF LIBRARY MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult	42,341	48,816	-13.26%	503,532	613,067	-17.87%
Teens	4,462			40,960		
Juvenile	45,507	44,835	1.50%	474,232	506,411	-6.35%
TOTAL Loan of Library Materials	92,310	93,651	-1.43%	1,018,724	1,119,478	-9.00%
LOAN OF MATERIAL BY TYPE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult						
Print	18,053	22,257	-18.89%	217,322	271,525	-19.96%
Periodical	838	751	11.58%	10,007	9,709	3.07%
Audio	5,481	7,575	-27.64%	63,532	93,888	-32.33%
DVD	16,743	18,223	-8.12%	196,971	237,945	-17.22%
Digital	1,226			12,697	0	
TOTAL Adult Loans	42,341	48,806	-13.25%	500,529	613,067	-18.36%
Teens						
Print	3,443	0		29,892		
Periodical	16	0		141		
Audio	521	0		6,034		
DVD	367	0		3,706		
Digital	115	0		1,187		
TOTAL Teen Loans	4,462	0		40,960	0	
Juvenile						
Print	30,847	29,868	3.28%	311,794	257,050	21.30%
Periodical	135	87	55.17%	1,122	898	24.94%
Audio	3,014	4,130	-27.02%	32,756	27,537	18.95%
DVD	10,162	10,750	-5.47%	106,298	87,972	20.83%
Digital	80			22,205	18,407	20.63%
TOTAL Juvenile Loans	44,238	44,835	-1.33%	474,175	391,864	21.00%
ONLINE DATABASE USE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Total Database Use	9,729	4,691	107.40%	68,901	56,567	21.80%
Holds	Current Month	Prior Year Same Month	% Change			
Holds Placed	10,991	10,830	1.49%			
Holds Made Available	15,003	13,901	7.93%			
Patron Registration	Current Month	Total	Prior Year Same Month	% Change		
New District cards	374	25,612	322	16.15%		
Patron Count	Current Month	Prior Year Same Month	% Change			
Patron visits	39,261	35,721	9.91%			
Unique Library cards used	5,658	5,682	-0.42%			
e-News subscribers	8,874					
IN-HOUSE USE OF MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Reference--Adult	74	471	-84.29%	2,938	6,013	-51.14%
Circulating--Juvenile	6,990	5,180	34.94%	52,157	62,080	-15.98%
Circulating--Teen	517	0		2,382	0	
Circulating--Commons	130	0		541	0	
Circulating--Adult	4,483	5,147	-12.90%	46,650	64,543	-27.72%
TOTAL In-house Use of Print Materials	12,194	10,798	12.93%	104,668	132,636	-21.09%

Monthly Statistical Report --June 2014

PC Users by Area	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult Services	4,381	3,945	11.05%	45,656	54,819	-16.72%
Youth Services	2,124	1,629	30.39%	13,824	17,267	-19.94%
Teen Services	298					
Express Internet	796	2,676	-70.25%	12,763	36,366	-64.90%
Patron Wi-Fi Uses	8,937	3,196	179.63%	54,521	31,309	74.14%
Scanning devices	667					
Total Users	17,203	11,446	50.30%	126,764	139,761	-9.30%
Website Hits	23,786					
Facebook "Likes" to date	766					
Media Hits (includes print and online articles and listings)	92					
TECHNICAL SERVICES						
	Items Added	Items Withdrawn	Library Holdings			
<i>June</i>	2,589	1,045	290,647			
Library Services						
	Current Month	Year to date				
Notary Public	83	546				
Test Proctoring	8	63				
Voters' Registration	2	36				
Study Room Use (since 12/13)	301	1,458				
VOLUNTEER HOURS						
	Number of people	Total hours				
Adult Services & Programs - Fic, AV, Ref	28	104				
Teen Services & Programs - Fic and Ref	26	95				
Youth Services Programs & General	104	791				
Youth Services Summer Reading Club	80	710				
General Library & Library Events	41	182				
Total Volunteers/Hours this month	279	1,882				
<i>NOTE: Last year volunteers/hours same month</i>	154	1,051				
Service Desks						
	Current Month	Prior Year Same Month	% Change			
Quick Questions	5,645	6,018	-6.20%			
Reference/Research	7,630	7,499	1.75%			
Bulk Loan Items Delivered to Nursing Homes	440	264	66.67%			
Materials pulled for Homebound Users	1,029	935	10.05%			
School Loans pulled	9	8	12.50%			
Museum Adventure passes distributed	35	47	-25.53%			
TOTAL All Service Desks	14,788	14,771	0.12%			
Adult Services (3rd floor)						
Quick Questions	242	1,279	-81.08%			
Reference/Research	1,200	1,815	-33.88%			
Total Reference Desk	1,442	3,094	-53.39%			
Fiction/Audiovisual Services (2nd floor)						
Quick Questions	385	987	-60.99%			
Reference/Research	1,930	3,431	-43.75%			
Total InfoDesk	2315	4,418	-47.60%			
Technology Desk						
Quick Questions	715					

Monthly Statistical Report --June 2014

Reference/Research	1,680					
Total Tech Desk	2,395	0				
Teen Desk						
Quick Questions	604	0				
Reference/Research	348	0				
Total Teen Desk	952	0				
Outreach Services						
Reference/Research	400	281	42.35%			
Bulk Loan Items Delivered to Nursing Homes	440	264	66.67%			
Materials pulled for Homebound Users	1,029	935	10.05%			
Total Outreach	1,869	1,480	26.28%			
Youth Services						
Quick Questions	3,699	3,752	-1.41%			
Reference/Research	2,072	1,972	5.07%			
School Loans pulled	9	8	12.50%			
Museum Adventure passes distributed	35	47	-25.53%			
Total Youth Services	5,815	5,779	0.62%			
GRAND Total	14,788	14,771	0.12%			
	Current Month	Prior Year Same Month	% Change			
Interlibrary Loan						
Books, A-V						
Items lent to offline libraries	242	289	-16.26%			
Items received from offline libraries for patrons	113	108	4.63%			
Total	355	397	-10.58%			
	Current Month	Prior Year Same Month	% Change			
Outreach Services						
Homebound						
Patrons	228	203	12.32%			
Visits	221	187	18.18%			
Institutions						
Institutions	9	6	50.00%			
Visits	9	6				
Schools						
Items	317	435	-27.13%			
Visits	9	11	-18.18%			
	This Month	Attendance	Attendance Prior Year	% Change		
LIBRARY PROGRAMS						
Programs--Youth						
Rise & Shine Storytime (parent & child)	3	77				
Writing for Real	4	46				
Bingo Breakfast	1	27				
Little Authors	1	17				
Babytime (parent & child)	5	287				
Wild Portraits	1	25				
Bibliobops	1	55				
Book Buddies	31	66				
Miss Jamie's Farm	1	112				
SRC Volunteer Orientation	2	68				
Groups visiting NPLD	2	19				
Videogames	1	523				
Passive Program: Weekly Challenges	4	1,435				

Monthly Statistical Report --June 2014

Passive Program: Share-a-Book Sheets	1	774			
Movies	1	85			
1KBK	1	57			
Dogs are Ruff	1	43			
Summer Reading Kickoff with Clifford	3	350			
Summer Reading at Teen Center	1	60			
Second Sundays	2	120			
Summer Reading Club Registrations	1	1,536			
Summer Reading Club Added Visits	1	2,060			
Book Club at Teen Center	2	6			
Mega - Mondays	4	116			
Battle Book Discussion	1	7			
In-dept. games and puzzles	1	2,351			
Total Youth Services Programs	77	10,322	7,166	44.04%	
Programs--Teens					
Summer Reading at Teen Center	1	60			
Summer Reading Club Registrations	1	279			
Summer Reading Club additional visits	1	135			
John Green Fan Night	1	18			
Anime and Manga Club	1	11			
Playbill Rehearsals	4	36			
Paracord Pet Collars	1	10			
Movies in the Underground	1	9			
School Visits	15	700			
Schools Visiting the Library	1	25			
Chocolate Treatmaking	1	21			
TAB Group	1	10			
Gaming	1	134			
Total Teen Programs	29	1,388	907	53.03%	
Programs--Adult					
Movies	1	18			
Gallery visits	1	123			
Outreach Senior Expo at White Eagle	1	200			
Outreach book discussions at nursing homes	3	16			
Adult Summer Reading participation	1	712			
Tech programs	9	49			
Garden Club	1	1			
Senior Coffee Hour: Dr. Burton Fischman Exercise	1	37			
ESL Club	1	5			
Author Events	2	27			
Book Discussions	3	33			
Jobs Programs	4	17			
Volunteer Info Session	1	9			
Summer Reading Kickoff	1	145			
Friends of the Library Book Sale	1	130			
Meet the Artist (gallery)	1	33			
Total Adult Programs	32	1,555	1,186	31.11%	

Monthly Statistical Report --June 2014

Outside Meetings						
Niles All American Toastmasters	2	33				
Ligia Amarei (Mom's Group)	1	15				
CCS Enterprise Meeting/Profile Management Training	4	135				
Metro Strategies (on behalf of Village of Niles)	1	75				
Jewish Genealogical Society of Illinois	1	12				
Chamber Business After Hours	1	27				
Total Outside Meetings	10	297	116	156.03%		
Total Meeting and Program Attendance	148	13,562	9,375	44.66%		

Patron Suggestions and Comments for June 2014

Responses to Patron Suggestions and Comments

- No food should be allowed in KidSpace-kids or adults. Hot Cheetos finger marks and wrappers left around.
- Too many un-chaperoned kids-where are the parents?
- Kids on computers for hours-games not learning activities.
- Such a beautiful new library, hate to see it ruined.
- Noise level is so high.
- Great, patient, lovely, caring staff members!!! Tolerant of kids not saying please and thank you!
- We ♥ coming but never get to use the computers because kids are on them nonstop.
- Great Reading Program for summer!!! M. O.

Put a sign over the copy machine on the main floor about the “scanners” available. I spent hours and about \$40 copying letters from 1948-2005 that would have been better if they were scanned. Thank you for the suggestion—we will see if we can make a sign that isn’t too confusing.

How about a program on the Iditarod race early in 2015? Race runs in March 2015. Thanks for the great suggestion!

I suggested that you put a catalog computer on the 3rd floor. Today, May 23, I saw that one has been installed. Thanks. It will be a help. Thank you for the suggestion—we moved one that was up there already and now it is getting more use.

I am so disappointed-the main floor is like a big barn! Absolutely no style, no décor, no atmosphere-what a bomb! It looks like a temporary set-up waiting for something to happen. Who is responsible for this expensive mess? “You’re fired.” We’re sorry you are disappointed. We receive many compliments on it.

I have known Gail for 30 years and she deserves a promotion! Gail’s upbeat personality-always cheerful, pleasant and courteous. She always gives great customer service and is always very efficient. S. A. Thank you for taking the time to compliment Gail. We agree that she is wonderful.

Cyndi was most helpful in Paint to Print our pictures in color. Thank you Cyndi! S. A. We’re glad to hear that Cyndi offered you great service. Thanks for letting us know.

I would highly suggest getting in the Goo Goo Dolls CD “*Superstar Car Wash*.” It’s awesome! Thank you for the suggestion—we will see if we can get it, though it is a little bit older and sometimes that is a challenge.

I noticed in paper printed flier New Coming Hindi Movies. They are not all Hindi movies. There is some Telugu, Gujarati, Hindi, and Punjabi. Please do not put all Indian movies in the Hindi language. Thank you. M. P. We will try to label it correctly in future. Thank you for the suggestion.

Please put children's big books in big plastic bag holders for they keep tearing. Other libraries in the area have them to save from repairs. Thank you from teachers who check big books out often.
We will consider your suggestion—thanks.

Wish we could get the new movies that are only for Niles residents. What a beautiful library and friendly with everyone. Chicago Resident
We're very glad you like the library. We are glad to share our collections with neighbors but we do have to put our own residents first. Anything that is in the Hot Picks collection is also available in the new collection, but it might take longer to get.

Your library staff is very nice, friendly, and helpful. Maureen, Lynn, and Iris are great! B. S.

Please try to hire more people like Aileen and Janet. There are two other workers who were so helpful to me as well. Everyone I encounter was so patient, efficient, kind and helpful. Two workers were absent. The pressure was on but the workers were very cheerful and gave me the feeling that they loved to help people. Amazing! R. L., Morton Grove.

Thank you so much! We will be sure that the staff and their supervisors get your kind words.

Diane Winberg

From: illinois@openthebooks.com
Sent: Tuesday, June 24, 2014 11:14 AM
To: illinois@openthebooks.com
Subject: FOIA Request for Checkbook (Sent on 06/24/2014)...

Dear Open Records Compliance Officer,

Pursuant to the Freedom of Information Act/Open Records Act, this is a request for a copy of the following records: an electronic copy of "any" and "all" vendor (transfer of property or services) payee payments for the years 2008-2013 broken down by year. Production shall include the vendor name; vendor address; vendor city; vendor state name; vendor zip code; Check Date/ ACH Date; Check Number/ACH code; Check Amount/ ACH Amount; department; agency; type of payment (i.e. contract, grant, etc.)and description of products or services/ purpose of payment.

The principal purpose of this is to make this information more accessible to the public and to access and disseminate information regarding the health, safety, and welfare of the general public. This request is not principally for personal or commercial benefit. Our agency is just exercising the general rights of the public. For these reasons we are requesting a waiver of fees. If there is a charge for this service please obtain my approval in writing prior to proceeding with request.

All documents can be e-mailed to illinois@openthebooks.com or mailed in electronic format (preferred format would be .csv or xls). If any documents are not provided in the format specified, please provide the state or federal statutes relied upon for that decision. If any record or portion of a record responsive to this request is contained in a record or portion of a record deemed unresponsive to the request, our agency would like to inspect the entire document. Under the Open Records Act/Freedom of Information Act, all non-exempt portions of any partially-exempt documents must be disclosed. If any records or portions of records are withheld, please state the exemption on which you rely, the basis on which the exemption is invoked, and the name of the individual responsible for the decision.

Thank you for your prompt consideration of my request. If you have any questions, or if I can be of any assistance, please e-mail me at illinois@OpenTheBooks.com

Sincerely,
Adam Andrzejewski
Chairman
Data Collection Department
email:illinois@openthebooks.com

Kathy Toy
6943 W. Fargo Avenue
Niles, IL 60714
847-647-11056

July 11, 2014

Board of Trustees
Niles Public Library District
6960 W. Oakton Street
Niles, IL 60714

Dear Board of Trustees,

I am writing to you today to ask that you please reconsider the salary increase percentage for the employees of the Niles Public Library.

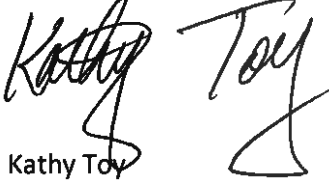
I believe the 2.40% increase that is included in the budget will have a negative impact on the staff.

I don't know why the salary increase percentage was lowered from previous years, but I am asking you to consider doing it at a slower rate, instead of this huge decrease.

Would you consider lowering the salary increase percentage to 3%?

Thank you for taking the time to read this letter.

Sincerely,


Kathy Toy

New Business—Recommended Actions

A. Recommended Action on Oakton Court Water Main

MOVE the Library Board of Trustees approve the F.J. Kerrigan Plumbing Company contract for \$13,810 to connect the Library to the Oakton Court water main including necessary preparations to abandon the existing connection to the Oakton Street water main.

Memorandum A to Recommended Action

The Library’s existing connection to the water main which runs beneath Oakton Street is as old as the original library building. The connection which runs from Oakton Street north along the east side of the Library building is deteriorating and is need of replacement.

To address this issue, we looked at two approaches:

1. Replace the existing connection; and
2. Make a new connection to the water main beneath Oakton Court north of the Library.

The replacement of the existing connection would require the excavation of the east parking lot for an extended period of time. We estimate that the cost of this choice would be in the neighborhood of \$50,000. This estimate is based upon the recent repair costs related to a leak in this area extrapolated to cover the entire length of the connection.

Establishing a new connection to the Oakton Court main including disconnecting from the existing Oakton Street main would cost \$56,000 according to an estimate we received from Martin Petersen Company. However, we can significantly reduce the cost of this option by abandoning the existing connection in place and assuming the liabilities to repair the connection should it need to be repaired. (See related motion and letter assuming this liability elsewhere in the board materials.)

We recommend that the Library proceed with a project to connect to the Oakton Court main and abandon the existing connection to the Oakton Street main in place.

We received five bids for the work as follows:

F.J. Kerrigan	\$13,810
DeFranco Plumbing	\$13,869
Norman Mechanical	\$13,950
Jensen’s Plumbing	\$16,500
Martin Petersen Co	\$24,400

All Quotes reflected the same scope of work to be done. All quotes reflect prevailing wages. All quotes reflected similar materials to be used in similar quantities. F.J. Kerrigan is our recommended vendor. Copies of all bids follow.

F.J. KERRIGAN

PLUMBING CO.

COMPLETE PLUMBING SERVICE

TEL 847.251.2695

FAX 847.251.9433

811 Ridge Road
Wilmette, IL 60091

May 13, 2014

PROPOSAL

Terms:

Deposit: \$ 5,200.00

Net on Completion

Attn: Dave Dabrowski
6960 Oakton Street
Niles, IL 60714

Proposal: Proposal to re pipe 3" cold water from location of 6" water service feeding fire protection system approximately 50' to location of existing 3" type L copper in library hallway ceiling. To furnish and install a 6"x4" x4" tee on the main and relocate the existing water meter to this location. To cap building side of the existing meter tap permanently and plug old service opening at foundation wall. All work to be performed during normal weekday work hours. All newly installed pipe to be type L copper. To turn off existing B-Box in vault. Proposal will include all traffic control to complete task. Kerrigan Plumbing Co. will apply for all necessary permits. Proposal will include all material and safety equipment to complete task.

\$13,810.00

Permits to be applied for by F. J. Kerrigan and all fees and deposits to be paid by the owner prior to the start of work.

Proposal does not include any permits, fees, landscape restoration or any previous or additional rodding or any other work of any kind. (No electrical work of any kind)

F.J. Kerrigan Plumbing will not be responsible for any mismarked utilities or underground obstructions. Due to the unknown nature of this work there may be unforeseen condition underground. If the scope of work is different than expected once the ground is excavated, the owner will be notified and the scope and affected pricing will be revised and work will proceed only with homeowner approval.

THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN 30 DAYS.

A MONTHLY INTEREST CHARGE OF 1 1/2% WILL BE ADDED TO PAYMENTS DUE AND UNPAID. IF COLLECTION OR LEGAL ACTION IS TAKEN TO COLLECT UNPAID BALANCES REASONABLE COSTS OF COLLECTION, INCLUDING REASONABLE ATTORNEY'S FEES AND COSTS WILL BE ADDED TO UNPAID AMOUNTS.

FOR CONTRACTS WITH THE OWNERS OF THE PROJECT: THE LAW REQUIRES THAT THE CONTRACTOR SHALL SUBMIT A SWORN STATEMENT OF PERSONS FURNISHING MATERIALS AND LABOR BEFORE ANY PAYMENTS ARE REQUIRED TO BE MADE TO THE CONTRACTOR. (770 ILCS 60/5.)

I, The Homeowner, have received from the contractor a copy of the pamphlet entitled "Home Repair: Know Your Rights"

If acceptable, please check the items desired, sign one copy & return.

ACCEPTED

BY _____

SUBMITTED

BY _____

Kenneth Kloefer

Phone # _____

DeFranco Plumbing

www.defrancoplumbing.com

Sent Via Email

June 12, 2014

Niles Public Library
6960 West Oakton Street
Niles, IL 60714

Attn: Dave Dabrowski

Re: **Plumbing Proposal For:**
Niles Public Library - Water Service
Niles, IL

Dear Dave:

We are pleased to provide our plumbing proposal for the above referenced project. Our quotation is based on our site visit;

FOR THE SUM OF: **\$13,869.00**

NOTE:

THIS QUOTATION IS FOR ACCEPTANCE WITHIN 30 DAYS. THIS OFFICE MUST BE NOTIFIED WITHIN THE 30 DAY PERIOD IN ORDER TO NEGOTIATE A TIME EXTENSION FOR THIS PROPOSAL.

Inclusions:

- . reworking existing fire protection service for new domestic water take off
- . relocate existing water meter to new location
- . run new 3" copper water line from sprinkler room to existing piping in corridor
- . tie-in new 3" copper water line to existing 2-1/2" copper water line in corridor
- . cap existing water service in boiler room
- . removal and replacement of suspended ceiling tiles
- . pipe insulation

Please be aware that the above pricing does not include the following items:

- . new water meter (reuse existing)
- . cap existing water service at main outside building (by others)
- . backflow preventer
- . permits and fees
- . premium time
- . sales taxes
- . fire protection/sprinkler work

Thank you for the opportunity to quote the plumbing portion of this project. We trust our proposal will meet with your approval. However, should you have any questions on the above or require any further clarification, please do not hesitate to contact our office.

Sincerely,

DEFRANCO PLUMBING, INC.

____ Accept
____ Decline

Troy DeFranco

Signature of Authorized Agent

20330 N. Rand Road ♦ Palatine, IL 60074 ♦ Phone: 847-438-0808 ♦ Fax: 847-438-0157

Proposal

NORMAN MECHANICAL, INC.

3850 Industrial Avenue Rolling Meadows, IL 60008

PH: (847) 253-2238

PAGE 1 OF 3

FX: (847) 253-2419

PROPOSAL SUBMITTED TO:

Name: Niles Public Library/ Dave Dabrowski
Address: 6960 W. Oakton
Niles Il. 60714
Phone No. 847-663-6440
Fax No. 847-581-1343
e-mail ddabrowski@nileslibrary.org

Date: 5/23/2014
Architects:
Date of Plans:
Project: Domestic water service revision
Location: Throughout building

Labor and Material Necessary to Install:

Revise the 6" incoming water service for fire protection to accomadate a 3" domestic water supply in the fire protection room. Furnish and install a new 3" Watts 909 NRS reduced pressure zone with a strainer and air gap. Install a water meter sized and supplied by the Village of Niles. Route the new domestic water supply in the ceiling of the adjacent hallway approximately 45 feet and tie into the existing 2 1/2" cold water piping. All new piping will be insulated with 1" wall fibreglass insulation

Cut and cap the existing 3" domestic service inside the mechanical room.

This proposal does not include permits or drawings. All work is to be done during regular buisness hours.

Proposal

NORMAN MECHANICAL, INC.

3850 Industrial Avenue Rolling Meadows, IL 60008

PH: (847) 253-2238

PAGE 2 OF 3

FX: (847) 253-2419

PROPOSAL SUBMITTED TO:

Name:

Address:

Phone No.

Fax No. 847-581-1343

Date:

Architects:

Date of Plans:

Project:

Location:

0

The following will apply unless otherwise noted in this proposal

All piping to be as follows unless otherwise noted above. Sewer and water service to be stubbed in BY OTHERS.

ALL DRAINTILE/SUMP PITS/WINDOW WELL DRAINS - BY OTHERS. ALL PERMITS/FEES/APPLIANCES - BY OTHERS.

** Prices contingent upon City or Village Water and Sewer Departments approval of your plans

** Necessary permits and fees not included in the contract

** No permits to be secured by Norman Mechanical, Inc. for outside (sewer & water service) performed by others

** Any sewer and/or water permits needed to be secured by Norman Mechanical, Inc. for work performed by others will be billed at a rate of \$150.00 per hour for time spent securing permits and permit fees

** Necessary sewer and water permit fees will be paid for at time permits are secured

** Any underground code violations found upon excavation and required to be corrected by City or Village inspectional services will be billed out separately

** Any drawings necessary for procurement of permits will be billed at a rate of \$150.00 per hour for time spent on making such drawings

** Any existing water services found to be a driven tap must be eliminated by the City or Village Water Department and billed to us.

These additional charges will be passed on to owner(s) of property

** Norman Mechanical, Inc. requires immediate re-imbursement for any check(s) written to the City or Village to cover water service cut off fees - Checks should be made payable to: Norman Mechanical, Inc. Permit Division

** No haul off of spoils

** No dewatering

** No landscape restoration

** No mechanical compacting

** No televising of existing or new sewers

** If there are any unknown underground obstructions found that our equipment cannot handle, we will charge extra

** If unknown underground utilities conflict we will charge extra

** If any unknown unstable underground conditions are found during excavation, we will charge extra to install piping in a proper manner

** If any of the above conditions arise during construction, we will stop work until a written extra work order is signed and dated by an authorized member of your firm.

**For performance bonded jobs, any cost increase will increase bond cost

JOB NOTES:

The work to be performed under this contract will not begin until contract is signed and returned to Norman Mechanical, Inc.

One year warranty on labor and parts from completion date. Warranty void if payment schedule is not met.

Standard insurance figured. Jobs to be trimmed must be completely ready, to avoid additional charges.

ESCALATION CLAUSE:

Owner agrees to the amounts and to payment on the terms set forth above in the "Contract Price". The Contract Price shall not change for the Terms of this Agreement, except (a) in the event of changes authorized pursuant to other provisions in this Agreement; and/or (b) in instances where raw materials or component costs increase in an amount greater than TEN percent (10%) of the affected materials included in the Contract Price. In the later situation, the Contractor shall be entitled an escalation of raw material or component costs which shall be passed through to the Owner. No price change shall be effective unless the Contractor gives notice to the Owner of such a price change. In the case of TEN percent (10%) or greater increase, the Contract Price shall be increased proportionately to reflect the entire increase in the cost of raw materials or component costs. The Owner agrees to pay these escalated costs consistent with the terms above. To qualify for such reimbursement, the Contractor will be required to provide amount of affected materials and % of increase from material wholesalers for determining the amount of reimbursement. In extreme cases, the contract will be reviewed on a monthly basis.

Proposal

NORMAN MECHANICAL, INC.

3850 Industrial Avenue Rolling Meadows, IL 60008

PH: (847) 253-2238

PAGE 3 OF 3

FX: (847) 253-2419

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

Depending upon progression of job, PAY-OUTS to be every thirty days on that portion of labor and material provided.

Thirteen Thousand Nine Hundred Fifty Dollars and 00/100 (\$13,950.00)

Payment to be made as follows: (This payment schedule supercedes any and all payment schedules in clients' contract)

All material is guaranteed to be as specified. Terms of payment are net 30 days from date of service. All sums unpaid after 30 days will incur an interest charge of 1.5% per month (18% per annum). Client agrees to pay Norman Mechanical, Inc. all costs, including attorneys fees, incurred collecting any overdue invoices. All agreements contingent upon strikes, accidents or delays beyond our control. Owners to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

AUTHORIZED SIGNATURE for Norman Mechanical, Inc.



MARTIN R. NIXON, President

ACCEPTANCE OF PROPOSAL -The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. **Payment will be made as outlined above.**

DATE OF ACCEPTANCE: _____

AUTHORIZED SIGNATURE: _____

Please print name here: _____



JENSEN'S PLUMBING & HEATING, INC.

IL DEPT. OF PUBLIC HEALTH LIC. NO. 058-109471
670 CALHOUN STREET WOODSTOCK, ILLINOIS 60098
(815) 338-1936 FAX (815) 338-1987
www.jensensph.com

May 28, 2014

Dave Dabrowski
Niles Public Library
6960 West Oakton Street
Niles, IL 60714

Re: Water Service
Plumbing Proposal

Mr Dabrowski:

Jensen's Plumbing & Heating Inc. (JPH) is pleased to present our Plumbing proposal for the above referenced project. This proposal is based on our recent site visit.

Included:

- Provide and install a new 3" RPZ backflow preventer at the new water service location
- Relocate the existing water meter from the abandoned water service to the new water service location
- Provide and install a new 3" insulated copper water line from the new water service connecting to an existing 2-1/2" water line in the corridor as discussed (approximately 40')
- Cap the abandoned water service in the lower level mechanical room

The above described work will be done in a neat workmanlike manner for the sum of: Sixteen Thousand, Five Hundred (\$16,500.00) dollars.

Not included in the above pricing:

- ✓ Permits or fees to the city
- ✓ Water meter
- ✓ Conduit or wiring for remote water meter reader
- ✓ Floor drain at new water service
- ✓ Capping of abandoned water service on the exterior of the building
- ✓ Floor or wall finishes
- ✓ Fire protection or fire protection backflow preventer
- ✓ Premium time
- ✓ Performance bonds
- ✓ Sales tax

Terms

Monthly draws on jobsite materials and labor, with the balance due upon completion. All accounts over 30 days are subject to a 1-1/2% monthly service charge or annual rate of 18%.

Dave Dabrowski
Niles Public Library – Water Service
May 28, 2014
Page Two

Terms (continued)

This proposal is subject to review after 30 days.

If accepted, please sign this proposal and return one (1) copy to our office. The undersigned agrees to pay all reasonable attorney fees, court costs, and other expenses incurred by Jensen's Plumbing & Heating Inc. in the event this account requires legal action for collection.

If applicable, acceptance of any combination of proposal packages may be eligible for a combination discount.

Thank you for giving JPH the opportunity to present this proposal, please feel free to contact us with any questions.

Accepted: _____ Date: _____

Sincerely,
JENSEN'S PLUMBING & HEATING INC.



Fred Learman
Plumbing Estimator

June 09, 2014

Niles Public Library

Re: - Connect domestic water distribution to fire protection service and cap existing water service in basement

Martin Petersen Company, Inc. is pleased to present the following proposal for connection of the domestic water distribution to the fire service and capping of existing water service per our recent discussions.

Interior Plumbing:

- Remove existing 90 elbow on fire protection service
- Install new tee in piping to allow for new 3' domestic water service branch
- Install village furnished water meter
- Install new 3" RPZ with local waste to floor drain
- Install new 3" water distribution from existing fire protection service room to point of connection to existing water distribution in 1st floor corridor ceiling
- Disconnect existing water distribution system from 3" water service in basement and modify this piping to leave all branches in basement active
- Insulate new piping w/ 1" fiber glass insulation
- Day work for all work expect tie in building which will be completed in a night visit
- Cap existing water service in basement

Exterior plumbing

- Existing exterior water service to be left in place

Plumbing Price \$ 24,400.00

Clarifications:

- **Permits and fees by others**
- All marking of private utilities by others

We hope this is the information you desire. If you have any questions, please call me at (262)658-1326.

Sincerely,

MARTIN PETERSEN COMPANY, INC

Ed Brehm

Plumbing Division Manager



Martin Petersen
Company, Inc.
9800 55th Street
Kenosha, WI 53144
P: 262.658.1326
F: 262.658.1048

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New Business—Recommended Actions

B. Recommended Action on Policy 4.07 Holidays and Closings

MOVE the Library Board of Trustees amend Policy 4.07 Holidays and Closings to remove July 3rd from Item 1c.

Memorandum B of Recommended Board Action

In response to a patron complaint, we checked the schedules of the surrounding libraries and found that we are unusual in closing early on July 3rd.

July 3 closing time

Niles	5pm
Park Ridge	6pm
Glenview	9pm
Des Plaines	9pm
Skokie	9pm
Morton Grove	9pm
Lincolnwood	9pm
Evanston	9pm

We recommend eliminating this early closing from our schedule to reduce patron confusion and to keep in line with the surrounding libraries.

We anticipate the budget impact to be minimal as this is likely to remain a slow period so we would staff at a low level. We estimate that with bare-bones scheduling and using a mix of full-time staff (with no additional cost) and part-time staff, it would cost approximately \$120 an hour at current rates. Year one would cost \$240 (since it is a Friday, and only open until 7); year two would not cost anything because July 3, 2016 is a Sunday when we close at 5:00. Year three on, the cost would be around \$480.

4.07 HOLIDAYS AND CLOSINGS

1. Full-time staff

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

2. Part-time Employees

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

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