



Niles Public Library District

Regular Meeting

Wednesday, September 17, 2014 6:30 PM

**NILES PUBLIC LIBRARY DISTRICT
REGULAR MEETING AGENDA**

September 17, 2014

6:30 PM

Board Room

6960 Oakton Street

Niles, Illinois

Revised 9/15/2014

ORDER OF BUSINESS

1. Call to Order
2. Pledge of Allegiance
3. Project Update
4. Consent Agenda
 - A. Approve Minutes of the Budget and Appropriations Public Hearing 4
 - B. Approve Minutes of the Regular Board Meeting of August 20, 2014 5
 - C. Approve Minutes of the Special Board Meeting of September 4, 2014 10
 - D. Approve the payment of the bills for Operating Expenses of \$156,685.16, Payroll Expenses of \$252,942.76, and Special Reserve Expenses of \$13,810.00, for a total of \$423,437.92 12
 - E. Approve the resignation of Colleen Kelly from the full-time position of Publicity/Graphic Design Coordinator effective September 19, 2014
 - F. Approve payment to Visographic in the amount of \$6,442.49 for the printing of the Library's fall edition of the Chapter One Newsletter
 - G. Approve the travel request for Mary Miller to attend the YALSA Young Adult Literature Symposium in Austin, Texas from November 14-16, 2014 17
5. Public Comment
6. Treasurer's Report 18
7. Interim Director's Report
 - A. Highlights 34
 - B. Monthly Statistics 39
8. Communications 44
9. Committee Reports
 - A. Special Reserve Plan Committee
 - B. Employee Benefits Committee
10. Liaison Reports
 - A. Friends of the Library

Board Meeting Agenda - September 17, 2014

- B. Legislative
- C. RAILS
- 11. Secretary's Report
 - A. The Illinois Public Library Annual Report for Fiscal Year 2013/2014 was completed and submitted electronically on August 22, 2014. The Certification Page with original signatures, a copy of the completed IPLAR, and all other required attachments were sent directly to the Illinois State Library on August 22, 2014
 - B. A certified copy of the Report of Receipts and Expenditures for the Niles Public Library District for the six months ending June 30, 2014, was filed with the Cook County Clerk on August 25, 2014
 - C. A certified copy of the Report of the Statement of Operations for the Niles Public Library District for the twelve months ending June 30, 2014 was filed with the Cook County Clerk along with a Certificate of Publication on September 10, 2014. The Statement of Operations was published in the Niles Herald Spectator on September 4, 2014
- 12. New Business
 - A. Discussion on Job Descriptions
- 13. Unfinished Business
 - A. Move to adopt Ordinance 14-07, an Ordinance Pertaining to the Transfer of Appropriations 52
 - B. Move to adopt Ordinance 14-08, an Ordinance Repealing Ordinance No. 14-06 Adopted on August 20, 2014, being an 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 57
 - C. Move to adopt Ordinance 14-09, an 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 61
 - D. Discuss/Approve the 2014-2015 Plan for the Special Reserve Fund 67
- 14. Other
- 15. Adjournment

NILES PUBLIC LIBRARY DISTRICT
Minutes of the Budget and Appropriations Public Hearing
August 20, 2014
6:25 PM
New Board Room
6960 Oakton Street
Niles, Illinois

Trustees Present

Chris Ball, Morgan Dubiel, Danette Matyas, Linda Ryan

Trustees Absent

Karen Dimond, Carolyn Drblik, Barbara Nakanishi

Library Staff Present

Sue Wilsey, Susan Lempke, Greg Pritz, Diane Winberg, Valerie Clark, Shelley Sutherland, Carol Jung

Others Present

Eric M. Poders, *The North Shore Voice*; Dennis Walsh, Attorney, Klein Thorpe and Jenkins

Call to Order

The Budget and Appropriations Public Hearing was called to order at 6:25 PM.

Roll Call

Roll call was taken by Ms. Winberg.

Pledge of Allegiance

President Dubiel led the Pledge of Allegiance.

Trustee Matyas MOVED the Library Board of Trustees open the public hearing on the 2014/2015 Tentative Budget and Appropriations Ordinance 14-06. Trustee Ryan seconded. Roll call vote: Ayes: Ball, Dubiel, Matyas, Ryan. Nays: None. Motion passed.

Discussion: Budget and Appropriations for Fiscal Year 2014/2015

There were no comments from the public concerning Ordinance 14-06, an Ordinance Providing for Budget and Appropriations of the Niles Public Library District for the Fiscal Year Beginning July 1, 2014, and Ending June 30, 2015.

Trustee Matyas MOVED the Library Board of Trustees close the public hearing on the 2014/2015 Tentative Budget and Appropriations Ordinance 14-06. Trustee Ball seconded. Roll call vote: Ball, Dubiel, Matyas, Ryan. Nays: None. Motion passed.

Adjournment

Trustee Ball motioned to adjourn the public hearing at 6:38 p.m. Trustee Matyas seconded. Roll call vote: Ball, Dubiel, Matyas, Ryan. Nays: None. Motion passed.

President

Secretary

NILES PUBLIC LIBRARY DISTRICT
Regular Board Meeting
August 20, 2014
6:30 PM
Board Room
6960 Oakton Street
Niles, Illinois

Trustees Present

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

Library Staff Present

Greg Pritz, Diane Winberg, Carol Jung, Susan Lempke, Victoria Luz, Sue Wilsey, Valarie Clark, Shelley Sutherland

Guest Present

Eric M. Poders, *The North Shore Voice*; Alex Hernandez, *The Bugle*; Dennis Walsh, Attorney, Klein Thorpe and Jenkins

Call to Order

The Regular Board Meeting of the Niles Public Library Board of Trustees was called to order at 6:39 PM.

Roll Call

The roll was taken by Ms. Winberg.

Project Update

As reported last month, the project came in \$133,000 under budget. Mr. Pritz reported that after speaking with John Eallonardo, Project Manager from FQC, he assured us that no more checks would have to be written. Subsequently, we received a bill for \$51,000 from FQC which was sent out before our conversation, but was not yet received, so that check is included in our bills. We are still holding \$16,922 which represents the money owed to the vendor for the completion of work on the Info Desk and the desk in the Commons Area. An update was given on the status of the desks. The vendor is still trying to come up with a solution to fix the veneer which continues to crack, bubble, and peel. There are currently three layers of this veneer on the desks. A solution may be to remove all layers of the veneer and to install a laminate in its place.

The good news is that the project is actually \$137,000 under budget.

Consent Agenda

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

- A. The Minutes of the Regular Board Meeting of July 15, 2014;
- B. The payment of the bills for operating expenses of \$367,433.39, payroll expenses of \$320,909.65, and Special Reserve Expenses of \$52,786.50, for a total monthly expense of \$741,129.54;
- C. The resignation of Barb Kruser from the full-time position of Co-Interim Library Director, effective August 8, 2014.

Trustee Ryan seconded.

Trustee Matyas asked that the use of the VISA card be curtailed. Ms. Lempke responded that she would definitely take a look at how the VISA card is being used.

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

Public Comments

There were none.

Treasurer's Report

The Library Board reviewed the July 2014 Treasurer's Report as reported by Mr. Pritz.

Interim Director's Report

Ms. Lempke reported on the current problem that patrons are having retrieving account information on Bibliocommons due to a new server which was installed at CCS. Ms. Lempke read an email from the President of CCS, Richard Sherman, apologizing for the horrible problem which he took full responsibility for. Ms. Lempke thanked the Board for waiving fines accrued on accounts due to this problem.

Ms. Lempke informed the Trustees that individual email accounts and voicemail boxes have been set-up for them per an email from Rich Wozniczka in IT Services. She asked the Trustees to contact IT Services with any questions they may have regarding these new accounts. She reported that the installation of the new AV equipment in the Large Meeting Room is going very smoothly—it's going to be a huge improvement. As mentioned in Communications, Ms. Lempke gave recognition to Sue Wilsey who was awarded as the 2014 recipient of the Deborah Dowley Preiser Marketing Award by the Illinois Library Association. She reported that the Library's IPLAR report has been completed and is ready to be signed by President Dubiel and Trustee Ball. It will then be forwarded to the State.

Lastly, and most importantly, she went over the three main requirements of the Per Capita Grant. She asked the Trustees to review Chapter 7/Collection Management and Resource Sharing from *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014*. Books will be ordered for the Trustees. As far as this book is concerned, Ms. Lempke added that the Library is doing everything right regarding its collection. Last year, Ms. Weiss asked all of you to list the Library's strengths and weaknesses not knowing that this year's application would refer to that list. This year the application includes a page asking us to document whether we have allocated money in our budget for these items. Ms. Lempke noted that we can safely say that the Library now has a new Website and the Citizenship Corner assisting those patrons where English is a second language. The third requirement will require one staff member along with a trustee to attend an Edge Technology workshop. She offered information regarding the webinar which introduces the Edge Technology. The training is dull but once the actual plan is put together, it will be very useful to us. Trustee Dimond volunteered to attend the webinar. Once all of these requirements are fulfilled, we will be able to complete and submit our Per Capita Grant application.

President Dubiel took this opportunity to thank the supervisors and some staff for meeting with him to discuss their concerns regarding the Board's direction in its process to hire a new director, the hiring moratorium, the recent retirements and changes in personnel, and the process improvement consultant. He felt that there was a lot of miscommunication and this opportunity to listen and talk helped to clear a lot of it. He then shared success stories accomplished by staff members Victoria Luz on the Pop up Displays and Cate Levinson on work sharing with librarians at other public libraries.

Communications

The communications in the Board Packet were noted.

Committee Reports

Special Reserve Plan Committee – To be discussed during New Business, the 2014/2015 Plan for the Special Reserve Plan.

Employee Benefits Committee - No report.

Liaison Reports**Friends of the Library**

Ms. Lempke reported that the Friends did hold their monthly meeting and that they will be hosting a Mystery Dinner fundraiser on October 17. The main goal of the dinner will be to recruit new members to join the Friends.

Legislative

No report.

RAILS

No report.

Secretary's Report

No report.

New Business**Travel Requests**

President Dubiel asked the Board if he could combine all the travel request motions into one. On a voice vote, all Trustees voted "aye".

Ms. Dimond MOVED the Library Board of Trustees approve travel requests for Donna Block, Mary Miller, Shelley Sutherland, and Sue Wilsey to attend ILA; and Cate Levinson to the Wisconsin Library Association Meeting. Trustee Ryan seconded.

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

Ordinance 14-06

Trustee Matyas MOVED the Library Board of Trustees approve Ordinance 14-06, an 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. Trustee Ball seconded.

During the discussion, Mr. Pritz noted that funds were not included for the director's search consultant nor for the process improvement consultant. It was agreed that the appropriations be increased by \$100,000 making the total appropriations for consulting \$130,000 leaving the budget as it is at \$15,000.

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

Discuss/Approve the 2014-2015 Plan for the Special Reserve Fund

Trustee Matyas MOVED the Library Board of Trustees discuss/approve the 2014-2015 Plan for the Special Reserve Fund. Trustee Ryan seconded.

Mr. Pritz reviewed the Special Reserve Fund Plan along with a spreadsheet which shows a total of \$2 million worth of possible improvements/repairs such as a new roof, a chiller and possible replacement of the parking lot. He reviewed a draft of the Facility Condition Assessment Report prepared by FQC and a MEP-FP System Assessment Report prepared by Calor Design Group. The reports provided an outlook for future capital expenditures. Discussion was held on the upgrade of staff PCs, and President Dubiel requested information on the maintenance expenses of the current computers. He also requested additional information on the projected costs of roof repairs, which seemed high.

Revised Tentative Ordinance 13-08

The motion was tabled until the October Board Meeting. Mr. Pritz explained why the changes need to be made to the appropriations under Health Reimbursement in the amount \$6,200 and the Workers' Compensation Insurance in the amount of \$2,500. \$8,700 will be taken from Janitorial Supplies to cover the difference. Mr. Walsh informed the Board that a vote by 2/3 of the Board present will be needed to pass the revision of the Ordinance at next month's meeting.

The Board asked Mr. Pritz to change the appropriations' amounts in Ordinance 14-06 which was passed earlier in the meeting. A motion to reconsider the approval of Ordinance 14-06 was prepared by Mr. Walsh and voted on later in the meeting.

Discussion on Transparency Links and Promotion of Sunshine Award

Trustee Matyas MOVED the Library Board of Trustees discuss the proposed transparency links and promotion of Sunshine Award. Trustee Ball seconded.

Ms. Lempke reported that Sasha Vasilic has been working on different possibilities which the Trustees were presented with. The Trustees agreed that the FOIA and Transparency Portal link be added to the main navigation bar. Ms. Ryan had concerns with the Sunshine Award being from a non-profit organization whose name is so visible on our website. Will this give them the opportunity to accept donations through a link? In the future, should other non-profit organizations present us with awards; will they also be given equal space on our web page? Ms. Lempke said that a link is set up for the Illinois Policy Institute from our website, but it can easily be removed. President Dubiel said that we can easily describe the award on the website as well as in Chapter One. Ms. Ryan agreed with having the link removed.

Illinois Library System Act

Trustee Matyas MOVED the Library Board of Trustees discuss the Illinois State Library's proposed rule changes to the Illinois Library System Act. Trustee Ball seconded.

Trustee Ball asked Ms. Lempke to give the Board an explanation of our Library's System – RAILS which does our van delivery service and reciprocal borrowing. The change that the State wants to make is to make all libraries reciprocal mandatory. We are already a reciprocal library but two of our neighboring libraries are not — Park Ridge and Skokie. They are the only libraries in the northern half of Illinois that do not reciprocate with the Chicago Public Library. These two libraries also charge Chicago patrons for a library card. The State would like to change the rule so that no library can charge for a library card. The State gave us the opportunity for feedback on these changes with a deadline on the 18th. Ms. Lempke said that she did not get to much feedback from the Board but that those who did respond felt that reciprocal borrowing should remain under local control, and a comment was posted on the State Library's website.

President Dubiel asked Trustee Ball to put together a letter stating our Board's feelings towards these proposed changes. Ms. Lempke said that she would keep the Board informed on the State's actions.

Unfinished Business

F. J. Kerrigan Plumbing Company

Trustee Matyas MOVED the Library Board of Trustees approve the F. J. Kerrigan Plumbing Contract and Letter to the Village of Niles accepting contingent liabilities associates with the abandoned water connection. Trustee Ball seconded.

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

Executive Session

Trustee Matyas MOVED the Library Board of Trustees go into executive session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Niles Public Library District; 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 Ryan seconded.

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

Executive Session began at 7:55 PM. Executive Session ended at 8:32 PM.

Open session began at 8:33 PM, with all members of the Board present.

Final Action, if any, on closed session subjects

Compensation for Interim Library Director

Trustee Matyas MOVED the Library Board of Trustees authorize a \$1,500 monthly stipend effective July 1, 2014, to Interim Library Director, Susan Lempke. Trustee Ryan seconded.

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

Executive Session Minutes

No further action was taken Agenda Item 14.B, Approval of Executive Session Minutes.

Other

Reconsideration of Ordinance 14-06

Trustee Matyas MOVED to reconsider the Approval of Ordinance 14-06, an 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. Trustee Ball seconded.

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

Amendment of Ordinance 14-06

Trustee Ball MOVED to approve the approval of Ordinance 14-06, an 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 with an amendment to Ordinance 14-06 by having each appropriation be double the budgeted amount set forth in the Ordinance with the exception of the consultant line item to be set at \$130,000. Trustee Matyas seconded.

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

At this time, Trustee Dimond asked about the RFPs for the Executive Search consultant. She thought the proposals were going to be opened and reviewed at this evening's meeting. President Dubiel said that it was not on the agenda, but that a Special Board Meeting would be scheduled for the review of the RFPs. The meeting was scheduled for Thursday, September 4 at 6:30 PM.

Adjournment

Trustee Ball motioned to adjourn. Trustee Ryan seconded.

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

The meeting adjourned at 8:40 PM.

President

Secretary

NILES PUBLIC LIBRARY DISTRICT
Special Board Meeting
September 4, 2014
6:30 PM
Board Room
6960 Oakton Street
Niles, Illinois

Trustees Present

Karen Dimond, Morgan Dubiel, Danette Matyas, Linda Ryan. Carolyn Drblik arrived at 6:44 PM. Chris Ball arrived at 6:46 PM. Barbara Nakanishi gave previous notice.

Library Staff Present

Susan Lempke, Greg Pritz, Sue Wilsey, Carol Jung

Guest Present

Eric M. Poders, *The North Shore Voice*

Call to Order

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

Roll Call

Roll call was taken by Ms. Lempke.

Pledge of Allegiance

President Dubiel led the Pledge of Allegiance.

Public Comment

There were none.

Discussion of Proposals in Response to RFP #14-01 Professional Services to Review Niles Public Library Staffing and Operations

Trustee Dimond started by saying that she feels strongly that the Board should be selecting a Director first and then hiring a consultant. Trustee Ryan agreed with her. Trustee Drblik said that she felt consultants know how to engage with clients, and they would help us develop talents going unused. She asked what our goal is in considering a consultant? President Dubiel said it is so we can create the best library we can and it is the next step in the process, particularly after the confusion over the Library's organizational charts. After discussing the pros and cons of the different firms, a decision was made to accept the proposal from NextLevel.

Trustee Matyas MOVED the Library Board of Trustees accept the proposal from NextLevel. Trustee Drblik seconded.

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

Discussion of Proposals in response to RFP Executive Search Services 7/23/14

The Board reviewed the proposals and discussed whether they should bring in the consultants for in-person interviews. It was decided that a Special Board Meeting will be held prior to the September 17th Board Meeting for the selected firms to do a short presentation and to be interviewed by the Board.

Trustee Ball MOVED the Library Board of Trustees request the firms of Management Association, Coleman Lew & Associates, Lynn Elam Consulting, John Keister & Associates to attend a Special Board Meeting prior to the October 17th Board Meeting to give a short presentation and to be interviewed by the Library Board. Trustee Matyas seconded.

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

Adjournment

Trustee Ball motioned to adjourn. Trustee Matyas seconded. Voice vote taken. All ayes. No nays. Motion carried.

The meeting ended at 7:43 PM.

President

Secretary

DRAFT

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Post Date
							Total	Status	
71461	Accounts Payable	Computer Check	9/17/2014	3M	\$0.00	\$2,414.92	(\$2,414.92)	Outstanding	9/30/2014
71462	Accounts Payable	Computer Check	9/17/2014	ADVENT SYSTEMS, INC.	\$0.00	\$3,514.00	(\$5,928.92)	Outstanding	9/30/2014
71463	Accounts Payable	Computer Check	9/17/2014	AFLAC	\$0.00	\$593.52	(\$6,522.44)	Outstanding	9/30/2014
71464	Accounts Payable	Computer Check	9/17/2014	ALLIANCE ENTERTAINMENT	\$0.00	\$488.24	(\$7,010.68)	Outstanding	9/30/2014
71465	Accounts Payable	Computer Check	9/17/2014	AMARK INDUSTRIES	\$0.00	\$1,710.60	(\$8,721.28)	Outstanding	9/30/2014
71466	Accounts Payable	Computer Check	9/17/2014	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$81.00	(\$8,802.28)	Outstanding	9/30/2014
71467	Accounts Payable	Computer Check	9/17/2014	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$183.00	(\$8,985.28)	Outstanding	9/30/2014
71468	Accounts Payable	Computer Check	9/17/2014	APPRAISAL ASSOCIATES	\$0.00	\$320.00	(\$9,305.28)	Outstanding	9/30/2014
71469	Accounts Payable	Computer Check	9/17/2014	AT&T	\$0.00	\$926.06	(\$10,231.34)	Outstanding	9/30/2014
71470	Accounts Payable	Computer Check	9/17/2014	AT&T	\$0.00	\$43.40	(\$10,274.74)	Outstanding	9/30/2014
71471	Accounts Payable	Computer Check	9/17/2014	KATHRYN J. ATWOOD	\$0.00	\$125.00	(\$10,399.74)	Outstanding	9/30/2014
71472	Accounts Payable	Computer Check	9/17/2014	BLACKSTONE AUDIO, INC.	\$0.00	\$3,900.00	(\$14,299.74)	Outstanding	9/30/2014
71473	Accounts Payable	Computer Check	9/17/2014	DONNA BLOCK	\$0.00	\$45.96	(\$14,345.70)	Outstanding	9/30/2014
71474	Accounts Payable	Computer Check	9/17/2014	BOOKLIST ONLINE/ALA	\$0.00	\$325.00	(\$14,670.70)	Outstanding	9/30/2014
71475	Accounts Payable	Computer Check	9/17/2014	CALL ONE	\$0.00	\$1,277.65	(\$15,948.35)	Outstanding	9/30/2014
71476	Accounts Payable	Computer Check	9/17/2014	CASA ITALIA, INC.	\$0.00	\$175.00	(\$16,123.35)	Outstanding	9/30/2014
71477	Accounts Payable	Computer Check	9/17/2014	CENGAGE LEARNING, INC.	\$0.00	\$3,094.04	(\$19,217.39)	Outstanding	9/30/2014
71478	Accounts Payable	Computer Check	9/17/2014	JOELLE CHARBONNEAU	\$0.00	\$250.00	(\$19,467.39)	Outstanding	9/30/2014
71479	Accounts Payable	Computer Check	9/17/2014	CHICAGO OKINAWA PERFORMIN	\$0.00	\$150.00	(\$19,617.39)	Outstanding	9/30/2014
71480	Accounts Payable	Computer Check	9/17/2014	CINTAS CORPORATION LOC. 769	\$0.00	\$468.04	(\$20,085.43)	Outstanding	9/30/2014
71481	Accounts Payable	Computer Check	9/17/2014	COMED	\$0.00	\$10,588.06	(\$30,673.49)	Outstanding	9/30/2014
71482	Accounts Payable	Computer Check	9/17/2014	COOPERATIVE COMPUTER SERV	\$0.00	\$4,877.74	(\$35,551.23)	Outstanding	9/30/2014
71483	Accounts Payable	Computer Check	9/17/2014	CREATIVE PROMOTIONAL PROD	\$0.00	\$484.87	(\$36,036.10)	Outstanding	9/30/2014
71484	Accounts Payable	Computer Check	9/17/2014	DEMCO	\$0.00	\$205.82	(\$36,241.92)	Outstanding	9/30/2014
71485	Accounts Payable	Computer Check	9/17/2014	DUKATI & BISERI FOLKLORE EN	\$0.00	\$150.00	(\$36,391.92)	Outstanding	9/30/2014
71486	Accounts Payable	Computer Check	9/17/2014	EASYPERMIT POSTAGE	\$0.00	\$300.00	(\$36,691.92)	Outstanding	9/30/2014
71487	Accounts Payable	Computer Check	9/17/2014	MARYELLEN ESSIG	\$0.00	\$105.00	(\$36,796.92)	Outstanding	9/30/2014
71488	Accounts Payable	Computer Check	9/17/2014	F.J. KERRIGAN	\$0.00	\$13,810.00	(\$50,606.92)	Outstanding	9/30/2014
71489	Accounts Payable	Computer Check	9/17/2014	FIFTH THIRD BANK	\$0.00	\$1,218.28	(\$51,825.20)	Outstanding	9/30/2014
71490	Accounts Payable	Computer Check	9/17/2014	FRIENDS OF THE NILES LIBRARY	\$0.00	\$1,389.55	(\$53,214.75)	Outstanding	9/30/2014
71491	Accounts Payable	Computer Check	9/17/2014	GARVEY'S OFFICE PRODUCTS	\$0.00	\$2,010.26	(\$55,225.01)	Outstanding	9/30/2014
71492	Accounts Payable	Computer Check	9/17/2014	DEBORAH GRAHAM	\$0.00	\$6.72	(\$55,231.73)	Outstanding	9/30/2014
71493	Accounts Payable	Computer Check	9/17/2014	GRAINGER	\$0.00	\$1,866.49	(\$57,098.22)	Outstanding	9/30/2014
71494	Accounts Payable	Computer Check	9/17/2014	GROOT INDUSTRIES, INC.	\$0.00	\$228.90	(\$57,327.12)	Outstanding	9/30/2014
71495	Accounts Payable	Computer Check	9/17/2014	GUJARAT SAMACHAR INC.	\$0.00	\$42.00	(\$57,369.12)	Outstanding	9/30/2014
71496	Accounts Payable	Computer Check	9/17/2014	HEALTHCARE SERVICE CORPOR	\$0.00	\$37,022.37	(\$94,391.49)	Outstanding	9/30/2014
71497	Accounts Payable	Computer Check	9/17/2014	IHS GLOBAL INC.	\$0.00	\$1,116.20	(\$95,507.69)	Outstanding	9/30/2014
71498	Accounts Payable	Computer Check	9/17/2014	ILLINOIS LIBRARY ASSOCIATION	\$0.00	\$295.00	(\$95,802.69)	Outstanding	9/30/2014
71499	Accounts Payable	Computer Check	9/17/2014	INGRAM LIBRARY SERVICES	\$0.00	\$14,700.48	(\$110,503.17)	Outstanding	9/30/2014

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
71500	Accounts Payable	Computer Check	9/17/2014	IRON MOUNTAIN	\$0.00	\$115.00	(\$110,618.17)	Outstanding	9/30/2014
71501	Accounts Payable	Computer Check	9/17/2014	JANUS FILMS	\$0.00	\$200.00	(\$110,818.17)	Outstanding	9/30/2014
71502	Accounts Payable	Computer Check	9/17/2014	AMELIA KARNS	\$0.00	\$14.96	(\$110,833.13)	Outstanding	9/30/2014
71503	Accounts Payable	Computer Check	9/17/2014	JAMIE KING	\$0.00	\$22.14	(\$110,855.27)	Outstanding	9/30/2014
71504	Accounts Payable	Computer Check	9/17/2014	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$3,849.00	(\$114,704.27)	Outstanding	9/30/2014
71505	Accounts Payable	Computer Check	9/17/2014	KONE INC.	\$0.00	\$232.20	(\$114,936.47)	Outstanding	9/30/2014
71506	Accounts Payable	Computer Check	9/17/2014	KONICA MINOLTA BUSINESS SO	\$0.00	\$146.23	(\$115,082.70)	Outstanding	9/30/2014
71507	Accounts Payable	Computer Check	9/17/2014	KOREAN BOOKS	\$0.00	\$569.34	(\$115,652.04)	Outstanding	9/30/2014
71508	Accounts Payable	Computer Check	9/17/2014	LAUBE IMAGING PRODUCTS	\$0.00	\$1,375.20	(\$117,027.24)	Outstanding	9/30/2014
71509	Accounts Payable	Computer Check	9/17/2014	SUSAN LEMPKE	\$0.00	\$15.00	(\$117,042.24)	Outstanding	9/30/2014
71510	Accounts Payable	Computer Check	9/17/2014	VICTORIA LUZ	\$0.00	\$54.70	(\$117,096.94)	Outstanding	9/30/2014
71511	Accounts Payable	Computer Check	9/17/2014	BETSEY MEANS	\$0.00	\$300.00	(\$117,396.94)	Outstanding	9/30/2014
71512	Accounts Payable	Computer Check	9/17/2014	MENARDS	\$0.00	\$366.18	(\$117,763.12)	Outstanding	9/30/2014
71513	Accounts Payable	Computer Check	9/17/2014	MIDWEST TAPE	\$0.00	\$6,525.65	(\$124,288.77)	Outstanding	9/30/2014
71514	Accounts Payable	Computer Check	9/17/2014	MARY MILLER	\$0.00	\$76.18	(\$124,364.95)	Outstanding	9/30/2014
71515	Accounts Payable	Computer Check	9/17/2014	MARWA MUSLEH	\$0.00	\$27.00	(\$124,391.95)	Outstanding	9/30/2014
71516	Accounts Payable	Computer Check	9/17/2014	NATIONAL LEKOTEK CENTER	\$0.00	\$250.00	(\$124,641.95)	Outstanding	9/30/2014
71517	Accounts Payable	Computer Check	9/17/2014	MILENA NEDELJKOVIC	\$0.00	\$120.00	(\$124,761.95)	Outstanding	9/30/2014
71518	Accounts Payable	Computer Check	9/17/2014	NEW READERS PRESS	\$0.00	\$284.78	(\$125,046.73)	Outstanding	9/30/2014
71519	Accounts Payable	Computer Check	9/17/2014	NICOR GAS	\$0.00	\$554.10	(\$125,600.83)	Outstanding	9/30/2014
71520	Accounts Payable	Computer Check	9/17/2014	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$126,481.83)	Outstanding	9/30/2014
71521	Accounts Payable	Computer Check	9/17/2014	OVERDRIVE, INC.	\$0.00	\$677.12	(\$127,158.95)	Outstanding	9/30/2014
71522	Accounts Payable	Computer Check	9/17/2014	PADDOCK PUBLICATIONS, INC.	\$0.00	\$391.00	(\$127,549.95)	Outstanding	9/30/2014
71523	Accounts Payable	Computer Check	9/17/2014	PHIL PASSEN	\$0.00	\$150.00	(\$127,699.95)	Outstanding	9/30/2014
71524	Accounts Payable	Computer Check	9/17/2014	PC GAMER	\$0.00	\$64.90	(\$127,764.85)	Outstanding	9/30/2014
71525	Accounts Payable	Computer Check	9/17/2014	PERMACARD	\$0.00	\$1,015.02	(\$128,779.87)	Outstanding	9/30/2014
71526	Accounts Payable	Computer Check	9/17/2014	PITNEY BOWES	\$0.00	\$591.00	(\$129,370.87)	Outstanding	9/30/2014
71527	Accounts Payable	Computer Check	9/17/2014	POLONIA BOOKSTORE, INC.	\$0.00	\$558.23	(\$129,929.10)	Outstanding	9/30/2014
71528	Accounts Payable	Computer Check	9/17/2014	JOHN RADZKO	\$0.00	\$12.32	(\$129,941.42)	Outstanding	9/30/2014
71529	Accounts Payable	Computer Check	9/17/2014	RANDOM HOUSE LLC	\$0.00	\$385.50	(\$130,326.92)	Outstanding	9/30/2014
71530	Accounts Payable	Computer Check	9/17/2014	RECORDED BOOKS, LLC	\$0.00	\$104.00	(\$130,430.92)	Outstanding	9/30/2014
71531	Accounts Payable	Computer Check	9/17/2014	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$550.00	(\$130,980.92)	Outstanding	9/30/2014
71532	Accounts Payable	Computer Check	9/17/2014	MONIKA SAWYER	\$0.00	\$58.83	(\$131,039.75)	Outstanding	9/30/2014
71533	Accounts Payable	Computer Check	9/17/2014	MAUREEN SCHAEDEL	\$0.00	\$19.99	(\$131,059.74)	Outstanding	9/30/2014
71534	Accounts Payable	Computer Check	9/17/2014	SCHMAUS CASH REGISTER COM	\$0.00	\$275.00	(\$131,334.74)	Outstanding	9/30/2014
71535	Accounts Payable	Computer Check	9/17/2014	CLARA SHEFFER	\$0.00	\$19.60	(\$131,354.34)	Outstanding	9/30/2014
71536	Accounts Payable	Computer Check	9/17/2014	SMITHEREEN PEST MANAGEMEN	\$0.00	\$114.00	(\$131,468.34)	Outstanding	9/30/2014
71537	Accounts Payable	Computer Check	9/17/2014	SWAN	\$0.00	\$25.00	(\$131,493.34)	Outstanding	9/30/2014
71538	Accounts Payable	Computer Check	9/17/2014	THE LINCOLN NATIONAL LIFE IN	\$0.00	\$1,490.16	(\$132,983.50)	Outstanding	9/30/2014

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
71539	Accounts Payable	Computer Check	9/17/2014	TYCO INTEGRATED SECURITY L	\$0.00	\$309.55	(\$133,293.05)	Outstanding	9/30/2014
71540	Accounts Payable	Computer Check	9/17/2014	ULINE	\$0.00	\$24.94	(\$133,317.99)	Outstanding	9/30/2014
71541	Accounts Payable	Computer Check	9/17/2014	GRETA ULRICH	\$0.00	\$27.47	(\$133,345.46)	Outstanding	9/30/2014
71542	Accounts Payable	Computer Check	9/17/2014	VERIZON WIRELESS	\$0.00	\$98.18	(\$133,443.64)	Outstanding	9/30/2014
71543	Accounts Payable	Computer Check	9/17/2014	VILLAGE OF NILES	\$0.00	\$1,174.59	(\$134,618.23)	Outstanding	9/30/2014
71544	Accounts Payable	Computer Check	9/17/2014	VISA	\$0.00	\$9,279.65	(\$143,897.88)	Outstanding	9/30/2014
71545	Accounts Payable	Computer Check	9/17/2014	VISION SERVICE PLAN OF ILLINO	\$0.00	\$573.45	(\$144,471.33)	Outstanding	9/30/2014
71546	Accounts Payable	Computer Check	9/17/2014	VISOGRAPHIC	\$0.00	\$6,442.49	(\$150,913.82)	Outstanding	9/30/2014
71547	Accounts Payable	Computer Check	9/17/2014	LINDA WILLIAMS	\$0.00	\$100.00	(\$151,013.82)	Outstanding	9/30/2014

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$151,013.82)
Total Payments:	(\$151,013.82)
Total Change in Register Balance:	(\$151,013.82)

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>
40-5805-58-00, Special Reserve - Building									
5/13/2014	090314	Invoice	1969-348	F.J. KERRIGAN	F.J. KERRIGAN-09031	Posted	8/31/2014	\$13,810.00	\$0.00
<i>Totals for 40-5805-58-00, Special Reserve - Building</i>								<u>\$13,810.00</u>	<u>\$0.00</u>
Grand Totals:								\$13,810.00	\$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 (8/1/2014 to 8/31/2014)

Include all Post Statuses

Do not include adjustment transactions

Include miscellaneous entries

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

Include all Funds

Include all Classes

Include all Vendors

Include all Invoices

Include all Credit Memos

Include all Payments

Include all Purchase Orders

Include all Receipts

Include all Account Attributes

Include all Vendor Attributes

Include all Invoice Attributes

Include all Credit Memo Attributes

Include all Purchase Order Attributes

Include all Expense(s)

Include all Departments(s)



Meeting Attendance Request

Name Mary Miller Department Teen
 Dates Of Absence From November 14, 2014 To November 16, 2014
 Length Of Absence 3 working days hours

Request Attendance for:

Event: YALSA Young Adult Literature Symposium

Place: Austin, Texas

Subject: Young Adult Literature

Detailed Estimate of Expenses:

Registration:	\$ 195	Meals:	\$ 100
Travel:	\$ 350	Other:	\$
Lodging:	\$ 124 x 2	x # of nights	Total: \$ 893

How will your attendance at this conference benefit the Library?

It will provide an experience to meet young adult authors and experience current trends in young adult literature. In addition it provides a wonderful opportunity to network with other young adult librarians and share methods to promote young adult literature to teens.

Department Head *[Signature]* Approved Denied Date 9/10/14
 Administrator *[Signature]* Approved Denied Date 9-12-14

**All conference attendance involving travel must be pre-approved by the Board.
 Please get your requests in 6 weeks prior to the early-bird deadline
 so that we can get approval and the best pricing.**

Niles Public Library District

Balance Sheet

August 31, 2014

	GENERAL FUND 8/31/2014	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Assets				
Cash and Investments				
Cash Checking	(\$1,479,806)	\$804,445	\$711,255	\$35,894
Cash-Imprest	\$949			\$949
Cash-Flexible Spending Account	\$7,021			\$7,021
MaxSafe CD	\$1,016,532			\$1,016,532
Petty Cash	\$400			\$400
Illinois Funds-Tax Deposit Account	\$2,410,389			\$2,410,389
Illinois Funds E pay fines	\$75,193			\$75,193
Fifth Third Bank-Investments	\$5,270,000			\$5,270,000
Investments Money Market-Fifth Third Bank	\$332,861			\$332,861
MaxSafe CD	\$510,875			\$510,875
Total Cash and Investments	\$8,144,413	\$804,445	\$711,255	\$9,660,113
Receivables				
Property Tax Receivable, net	\$2,334,566	\$54,863		\$2,389,429
Replacement Tax Receivable	\$23,208			\$23,208
Total Receivables	\$2,357,774	\$54,863	\$0	\$2,412,637
Prepaid Items				
Prepaid Expense	\$10,639			\$10,639
Total Prepaid Items	\$10,639	\$0	\$0	\$10,639
Total Assets	\$10,512,826	\$859,309	\$711,255	\$12,083,390

Niles Public Library District

Balance Sheet

August 31, 2014

	GENERAL FUND 8/31/2014	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Liabilities and Fund Balance				
Liabilities				
Accounts Payable	\$126,357	\$9,818	\$13,810	\$149,985
Accounts Payable-Friends of the Library				
Payroll Clearing	\$11,428			\$11,428
Accrued Expenses	\$63,885			\$63,885
Deferred Revenues	\$2,334,567	\$54,865		\$2,389,431
Total Liabilities	\$2,536,237	\$64,682	\$13,810	\$2,614,729
Fund Balance				
Fund Balance	\$8,178,233	\$794,627	\$697,445	\$9,670,304
Total Fund Balance	\$8,178,233	\$794,627	\$697,445	\$9,670,304
Total Liabilities and Fund Balance	\$10,714,470	\$859,309	\$711,255	\$12,285,033

Niles Public Library District Income Statement-Consolidated

August 31, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes	\$1,733,023	\$1,428,587	\$304,436	\$2,684,189	\$6,211,247	(\$3,527,058)	\$6,211,247	43%
Replacement Taxes	\$2,496	\$2,800	(\$304)	\$25,705	\$140,000	(\$114,295)	\$140,000	18%
Per Capita Grant					\$58,000	(\$58,000)	\$58,000	
Grants-Other		\$83	(\$83)		\$1,000	(\$1,000)	\$1,000	
Investment Income	\$2,548	\$3,333	(\$785)	\$3,049	\$40,000	(\$36,951)	\$40,000	8%
Fines	\$3,558	\$3,750	(\$192)	\$7,561	\$45,000	(\$37,439)	\$45,000	17%
Lost Books	\$812	\$625	\$187	\$1,204	\$7,500	(\$6,296)	\$7,500	16%
Pay For Print	\$1,519	\$1,250	\$269	\$2,918	\$15,000	(\$12,082)	\$15,000	19%
Flash Drive & Ear Bud Sales				\$1		\$1		
Donations-Friends of the Library					\$1,318	(\$1,318)	\$1,318	
Donations		\$25	(\$25)		\$300	(\$300)	\$300	
Miscellaneous		\$333	(\$333)		\$4,000	(\$4,000)	\$4,000	
Total Revenues	\$1,743,957	\$1,440,787	\$303,170	\$2,724,626	\$6,523,365	(\$3,798,739)	\$6,523,365	42%
Expenditures								
Salaries								
Library Director		\$9,583	\$9,583		\$115,000	\$115,000	\$115,000	
Payroll-Department Managers	\$18,863	\$22,931	\$4,068	\$41,359	\$275,172	\$233,813	\$275,172	15%
Payroll-Division Supervisors	\$36,878	\$43,405	\$6,528	\$73,441	\$520,864	\$447,423	\$520,864	14%
Payroll-Librarian I	\$91,765	\$89,552	(\$2,213)	\$178,360	\$1,074,630	\$896,270	\$1,074,630	17%
Payroll-Library Grade V	\$50,766	\$49,376	(\$1,391)	\$90,660	\$592,508	\$501,848	\$592,508	15%
Payroll-Library Grade VI	\$25,989	\$28,248	\$2,260	\$35,614	\$338,978	\$303,364	\$338,978	11%
Payroll-Library Pages	\$9,222	\$11,025	\$1,802	\$5,390	\$132,297	\$126,907	\$132,297	4%
Payroll-Sundays	\$6,565	\$6,167	(\$398)	\$13,639	\$74,000	\$60,361	\$74,000	18%
Adjustments		\$833	\$833	\$6,211	\$10,000	\$3,789	\$10,000	62%
Substitutes	\$92	\$667	\$575	\$181	\$8,000	\$7,819	\$8,000	2%
Total Salaries	\$240,140	\$261,787	\$21,647	\$444,854	\$3,141,448	\$2,696,594	\$3,141,448	14%

Niles Public Library District
Income Statement-Consolidated

August 31, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$12,947	\$11,667	(\$1,280)	\$25,074	\$140,000	\$114,926	\$140,000	18%
Books-Youth Services	\$4,823	\$5,417	\$594	\$10,357	\$65,000	\$54,643	\$65,000	16%
Books-Teen	\$805	\$1,167	\$361	\$1,534	\$14,000	\$12,466	\$14,000	11%
Downloadables	\$3,092	\$5,000	\$1,908	\$18,979	\$60,000	\$41,021	\$60,000	32%
Periodicals	\$580	\$1,833	\$1,253	\$2,146	\$22,000	\$19,854	\$22,000	10%
AV-Adult	\$9,947	\$7,750	(\$2,197)	\$33,916	\$93,000	\$59,084	\$93,000	36%
AV-Youth Services	\$1,479	\$3,500	\$2,021	\$5,424	\$42,000	\$36,576	\$42,000	13%
AV-Teen	\$380	\$1,000	\$620	\$1,364	\$12,000	\$10,636	\$12,000	11%
Online Databases	\$1,807	\$13,333	\$11,527	\$66,659	\$160,000	\$93,341	\$160,000	42%
Total Library Materials	\$35,861	\$50,667	\$14,806	\$165,451	\$608,000	\$442,549	\$608,000	27%
Library Operating Expenditures								
CCS Charges	\$4,878	\$6,217	\$1,339	\$9,086	\$74,600	\$65,514	\$74,600	12%
Processing & Supplies	\$483	\$1,667	\$1,184	\$4,277	\$20,000	\$15,723	\$20,000	21%
Internet Charges	\$1,242	\$1,667	\$424	\$2,485	\$20,000	\$17,515	\$20,000	12%
Software, Licenses	\$2,205	\$3,750	\$1,545	\$2,823	\$45,000	\$42,177	\$45,000	6%
Printing	\$7,818	\$4,167	(\$3,651)	\$8,073	\$50,000	\$41,927	\$50,000	16%
Library Supplies	\$2,430	\$1,067	(\$1,363)	\$5,101	\$12,800	\$7,699	\$12,800	40%
Programming & Support-Adult	\$1,711	\$1,917	\$205	\$2,321	\$23,000	\$20,679	\$23,000	10%
Programming & Support-Juvenile	\$710	\$2,875	\$2,165	\$4,638	\$34,500	\$29,862	\$34,500	13%
Programming & Support-Joint		\$333	\$333	\$34	\$4,000	\$3,966	\$4,000	1%
Programming & Support-Teen	\$837	\$642	(\$195)	\$1,238	\$7,700	\$6,462	\$7,700	16%
Public Performing Rights					\$1,318	\$1,318	\$1,318	
CCS Communications		\$333	\$333	\$326	\$4,000	\$3,674	\$4,000	8%
Computer Charges OCLC		\$951	\$951	\$1,901	\$11,408	\$9,507	\$11,408	17%
Miscellaneous	\$115	\$83	(\$32)	\$230	\$1,000	\$770	\$1,000	23%
Per Capita Grant Expenditures				\$1,289	\$71,000	\$69,711	\$71,000	2%
Grant - Other Expenditures		\$83	\$83		\$1,000	\$1,000	\$1,000	
Volunteers		\$250	\$250	\$226	\$3,000	\$2,774	\$3,000	8%
Total Library Operating Expenditures	\$22,428	\$26,001	\$3,572	\$44,048	\$384,326	\$340,278	\$384,326	11%

Niles Public Library District Income Statement-Consolidated

August 31, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
General and Administration								
Janitorial Supplies	\$3,951	\$2,804	(\$1,147)	\$6,687	\$33,650	\$26,963	\$33,650	20%
Copiers	\$146	\$833	\$687	\$1,537	\$10,000	\$8,463	\$10,000	15%
Professional Development	\$975	\$2,820	\$1,845	\$958	\$33,845	\$32,887	\$33,845	3%
Mileage	\$136	\$108	(\$28)	\$232	\$1,300	\$1,068	\$1,300	18%
Professional Collection	\$118	\$396	\$278	\$228	\$4,750	\$4,522	\$4,750	5%
Legal Fees	\$4,169	\$2,500	(\$1,669)	\$4,280	\$30,000	\$25,720	\$30,000	14%
Consultants		\$1,250	\$1,250	\$34	\$15,000	\$14,966	\$15,000	0%
Kitchen Supplies	\$13	\$125	\$112	\$260	\$1,500	\$1,240	\$1,500	17%
Promotional Expense	\$551	\$2,075	\$1,524	\$1,870	\$24,900	\$23,030	\$24,900	8%
Office Supplies	\$1,264	\$2,083	\$819	\$6,368	\$25,000	\$18,632	\$25,000	25%
Postage & Freight	\$285	\$1,500	\$1,215	\$2,578	\$18,000	\$15,423	\$18,000	14%
Publication of Notices-Legal		\$100	\$100	\$35	\$1,200	\$1,165	\$1,200	3%
Subscriptions & Dues	\$443	\$750	\$307	\$1,321	\$9,000	\$7,679	\$9,000	15%
Collection Services	(\$60)	\$83	\$143	(\$45)	\$1,000	\$1,045	\$1,000	(4)%
Telephone	\$1,419	\$1,375	(\$44)	\$2,938	\$16,500	\$13,562	\$16,500	18%
Trustee Expense	\$12	\$750	\$738	\$212	\$9,000	\$8,788	\$9,000	2%
Equipment Rental		\$417	\$417		\$5,000	\$5,000	\$5,000	
Payroll Service	\$883	\$1,083	\$201	\$2,039	\$13,000	\$10,961	\$13,000	16%
Bank Fees	\$206	\$275	\$69	\$405	\$3,300	\$2,895	\$3,300	12%
Parking Lease	\$881	\$881		\$1,762	\$10,572	\$8,810	\$10,572	17%
Total General and Administration	\$15,393	\$22,210	\$6,817	\$33,699	\$266,517	\$232,818	\$266,517	13%
Vehicle Operation								
Gas, Oil, Grease		\$83	\$83	\$123	\$1,000	\$878	\$1,000	12%
Repairs & Maintenance		\$150	\$150	\$61	\$1,800	\$1,739	\$1,800	3%
Miscellaneous		\$8	\$8		\$100	\$100	\$100	
Auto Insurance				\$1,376	\$1,371	(\$5)	\$1,371	100%
Total Vehicle Operation	\$0	\$242	\$242	\$1,559	\$4,271	\$2,712	\$4,271	37%
Employee Fringe Benefits								
Deferred Compensation	\$13,804	\$14,583	\$779	\$28,461	\$175,000	\$146,539	\$175,000	16%

Niles Public Library District Income Statement-Consolidated

August 31, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Group Health	\$30,398	\$31,250	\$852	\$56,287	\$375,000	\$318,713	\$375,000	15%
Health Reimbursement Account	\$986	\$5,000	\$4,014	\$4,091	\$60,000	\$55,909	\$60,000	7%
Dental	\$1,515	\$1,667	\$152	\$2,637	\$20,000	\$17,363	\$20,000	13%
Vision	\$497	\$583	\$86	\$1,006	\$7,000	\$5,994	\$7,000	14%
FSA fee		\$100	\$100	\$155	\$1,200	\$1,045	\$1,200	13%
Life, LTD, AD&D, STD	\$1,490	\$1,750	\$260	\$2,012	\$21,000	\$18,988	\$21,000	10%
Total Employee Fringe Benefits	\$48,691	\$54,933	\$6,242	\$94,648	\$659,200	\$564,552	\$659,200	14%
Utilities								
Gas	\$554	\$1,250	\$696	\$670	\$15,000	\$14,330	\$15,000	4%
Electric	\$10,588	\$6,667	(\$3,921)	\$21,512	\$80,000	\$58,488	\$80,000	27%
Water	\$1,175	\$583	(\$591)	\$1,878	\$7,000	\$5,122	\$7,000	27%
Total Utilities	\$12,317	\$8,500	(\$3,817)	\$24,060	\$102,000	\$77,940	\$102,000	24%
Capital Expenditures								
Special Reserve - Building	\$13,810	\$10,833	(\$2,977)	\$13,810	\$130,000	\$116,190	\$130,000	11%
Capital Projects-Equipment		\$33,083	\$33,083		\$397,000	\$397,000	\$397,000	
Special Reserve - Construction Project				\$1,596		(\$1,596)		
Total Capital Expenditures	\$13,810	\$43,917	\$30,107	\$15,406	\$527,000	\$511,595	\$527,000	3%
Retirement Incentive Program Expenditures								
Cash Payout				\$134,825	\$134,825		\$134,825	100%
Health Insurance				\$66,819	\$66,819		\$66,819	100%
Total Retirement Incentive Program Expenditures	\$0	\$0	\$0	\$201,643	\$201,643	\$0	\$201,643	100%
Audit								
Audit Expense				\$2,200	\$17,500	\$15,300	\$17,500	13%
Total Audit Expenditures	\$0	\$0	\$0	\$2,200	\$17,500	\$15,300	\$17,500	13%
Liability Insurance								
Liability Insurance				\$24,338	\$34,160	\$9,822	\$34,160	71%
Total Liability Expenditures	\$0	\$0	\$0	\$24,338	\$34,160	\$9,822	\$34,160	71%

Niles Public Library District
Income Statement-Consolidated

August 31, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Social Security								
Social Security	\$18,925	\$19,167	\$241	\$48,484	\$230,000	\$181,516	\$230,000	21%
Total Social Security Expenditures	\$18,925	\$19,167	\$241	\$48,484	\$230,000	\$181,516	\$230,000	21%
Workers' Compensation								
Workers' Compensation				\$23,872	\$29,431	\$5,559	\$29,431	81%
Total Workers' Compensation Expenditures	\$0	\$0	\$0	\$23,872	\$29,431	\$5,559	\$29,431	81%
Unemployment Compensation								
Unemployment Compensation	\$454	\$1,250	\$796	\$1,378	\$15,000	\$13,622	\$15,000	9%
Total Unemployment Compensation Expenditures	\$454	\$1,250	\$796	\$1,378	\$15,000	\$13,622	\$15,000	9%
Building & Equipment Maintenance								
Repairs & Improvements	\$91	\$3,125	\$3,034	\$91	\$37,500	\$37,409	\$37,500	0%
Contractual Maintenance	\$1,124	\$2,917	\$1,793	\$3,265	\$35,000	\$31,735	\$35,000	9%
Non-Contractual Maintenance	\$229	\$2,000	\$1,771	\$458	\$24,000	\$23,542	\$24,000	2%
Equipment Maintenance	\$859	\$3,000	\$2,141	\$4,929	\$36,000	\$31,071	\$36,000	14%
Non Capital Expenses		\$1,667	\$1,667		\$20,000	\$20,000	\$20,000	
Furniture & Fixtures	\$1,647	\$4,708	\$3,061	\$4,455	\$56,500	\$52,045	\$56,500	8%
Total Building & Equipment Maintenance Expenditures	\$3,950	\$17,417	\$13,467	\$13,197	\$209,000	\$195,803	\$209,000	6%
Total Expenditures	\$411,970	\$506,089	\$94,120	\$1,138,837	\$6,429,497	\$5,290,659	\$6,429,497	18%
NET SURPLUS/(DEFICIT)	\$1,331,987	\$934,698	\$397,290	\$1,585,789	\$93,868	\$1,491,920	\$93,868	1,689%

Niles Public Library District
Income Statement-General Fund

August 31, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes	\$1,693,718	\$1,428,587	\$265,132	\$2,624,294	\$2,795,061	(\$170,767)	\$6,211,247	42%
Replacement Taxes	\$2,496	\$2,800	(\$304)	\$25,705	\$28,000	(\$2,295)	\$140,000	18%
Per Capita Grant							\$58,000	
Grants-Other		\$83	(\$83)		\$167	(\$167)	\$1,000	
Investment Income	\$2,548	\$3,333	(\$785)	\$3,049	\$6,667	(\$3,618)	\$40,000	8%
Fines	\$3,558	\$3,750	(\$192)	\$7,561	\$7,500	\$61	\$45,000	17%
Lost Books	\$812	\$625	\$187	\$1,204	\$1,250	(\$46)	\$7,500	16%
Pay For Print	\$1,519	\$1,250	\$269	\$2,918	\$2,500	\$418	\$15,000	19%
Flash Drive & Ear Bud Sales				\$1		\$1		
Donations-Friends of the Library							\$1,318	
Donations		\$25	(\$25)		\$50	(\$50)	\$300	
Miscellaneous		\$333	(\$333)		\$667	(\$667)	\$4,000	
Total Revenues	\$1,704,652	\$1,440,787	\$263,865	\$2,664,731	\$2,841,861	(\$177,130)	\$6,523,365	41%
Expenditures								
Salaries								
Library Director		\$9,583	\$9,583		\$19,167	\$19,167	\$115,000	
Payroll-Department Managers	\$18,863	\$22,931	\$4,068	\$41,359	\$45,862	\$4,503	\$275,172	15%
Payroll-Division Supervisors	\$36,878	\$43,405	\$6,528	\$73,441	\$86,811	\$13,370	\$520,864	14%
Payroll-Librarian I	\$91,765	\$89,552	(\$2,213)	\$178,360	\$179,105	\$745	\$1,074,630	17%
Payroll-Library Grade V	\$50,766	\$49,376	(\$1,391)	\$90,660	\$98,751	\$8,091	\$592,508	15%
Payroll-Library Grade VI	\$25,989	\$28,248	\$2,260	\$35,614	\$56,496	\$20,882	\$338,978	11%
Payroll-Library Pages	\$9,222	\$11,025	\$1,802	\$5,390	\$22,049	\$16,660	\$132,297	4%
Payroll-Sundays	\$6,565	\$6,167	(\$398)	\$13,639	\$12,333	(\$1,306)	\$74,000	18%
Adjustments		\$833	\$833	\$6,211	\$1,667	(\$4,544)	\$10,000	62%
Substitutes	\$92	\$667	\$575	\$181	\$1,333	\$1,152	\$8,000	2%
Total Salaries	\$240,140	\$261,787	\$21,647	\$444,854	\$523,575	\$78,720	\$3,141,448	14%

Niles Public Library District
Income Statement-General Fund

August 31, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$12,947	\$11,667	(\$1,280)	\$25,263	\$23,333	(\$1,929)	\$140,000	18%
Books-Youth Services	\$4,823	\$5,417	\$594	\$10,357	\$10,833	\$477	\$65,000	16%
Books-Teen	\$805	\$1,167	\$361	\$1,534	\$2,333	\$800	\$14,000	11%
Downloadables	\$3,092	\$5,000	\$1,908	\$18,979	\$10,000	(\$8,979)	\$60,000	32%
Periodicals	\$580	\$1,833	\$1,253	\$2,146	\$3,667	\$1,521	\$22,000	10%
AV-Adult	\$9,947	\$7,750	(\$2,197)	\$33,916	\$15,500	(\$18,416)	\$93,000	36%
AV-Youth Services	\$1,479	\$3,500	\$2,021	\$5,424	\$7,000	\$1,576	\$42,000	13%
AV-Teen	\$380	\$1,000	\$620	\$1,364	\$2,000	\$636	\$12,000	11%
Online Databases	\$1,807	\$13,333	\$11,527	\$66,659	\$26,667	(\$39,992)	\$160,000	42%
Total Library Materials	\$35,861	\$50,667	\$14,806	\$165,640	\$101,333	(\$64,306)	\$608,000	27%
Library Operating Expenditures								
CCS Charges	\$4,878	\$6,217	\$1,339	\$9,086	\$12,433	\$3,348	\$74,600	12%
Processing & Supplies	\$483	\$1,667	\$1,184	\$4,277	\$3,333	(\$944)	\$20,000	21%
Internet Charges	\$1,242	\$1,667	\$424	\$2,485	\$3,333	\$848	\$20,000	12%
Software, Licenses	\$2,205	\$3,750	\$1,545	\$2,823	\$7,500	\$4,677	\$45,000	6%
Printing	\$7,818	\$4,167	(\$3,651)	\$8,073	\$8,333	\$260	\$50,000	16%
Library Supplies	\$2,430	\$1,067	(\$1,363)	\$5,101	\$2,133	(\$2,968)	\$12,800	40%
Programming & Support-Adult	\$1,711	\$1,917	\$205	\$2,321	\$3,833	\$1,513	\$23,000	10%
Programming & Support-Juvenile	\$710	\$2,875	\$2,165	\$4,638	\$5,750	\$1,112	\$34,500	13%
Programming & Support-Joint		\$333	\$333	\$34	\$667	\$633	\$4,000	1%
Programming & Support-Teen	\$837	\$642	(\$195)	\$1,238	\$1,283	\$45	\$7,700	16%
Public Performing Rights							\$1,318	
CCS Communications		\$333	\$333	\$326	\$667	\$341	\$4,000	8%
Computer Charges OCLC		\$951	\$951	\$1,901	\$1,901	\$0	\$11,408	17%
Miscellaneous	\$115	\$83	(\$32)	\$230	\$167	(\$63)	\$1,000	23%
Per Capita Grant Expenditures				\$1,289		(\$1,289)	\$71,000	2%
Grant - Other Expenditures		\$83	\$83		\$167	\$167	\$1,000	
Volunteers		\$250	\$250	\$226	\$500	\$274	\$3,000	8%
Total Library Operating Expenditures	\$22,428	\$26,001	\$3,572	\$44,048	\$52,001	\$7,953	\$384,326	11%

Niles Public Library District
Income Statement-General Fund

August 31, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
General and Administration								
Janitorial Supplies	\$3,951	\$2,804	(\$1,147)	\$6,687	\$5,608	(\$1,079)	\$33,650	20%
Copiers	\$146	\$833	\$687	\$1,537	\$1,667	\$130	\$10,000	15%
Professional Development	\$975	\$2,820	\$1,845	\$958	\$5,641	\$4,683	\$33,845	3%
Mileage	\$136	\$108	(\$28)	\$232	\$217	(\$15)	\$1,300	18%
Professional Collection	\$118	\$396	\$278	\$228	\$792	\$563	\$4,750	5%
Legal Fees	\$4,169	\$2,500	(\$1,669)	\$4,280	\$5,000	\$720	\$30,000	14%
Consultants		\$1,250	\$1,250	\$34	\$2,500	\$2,466	\$15,000	0%
Kitchen Supplies	\$13	\$125	\$112	\$260	\$250	(\$10)	\$1,500	17%
Promotional Expense	\$551	\$2,075	\$1,524	\$1,870	\$4,150	\$2,280	\$24,900	8%
Office Supplies	\$1,264	\$2,083	\$819	\$6,368	\$4,167	(\$2,201)	\$25,000	25%
Postage & Freight	\$285	\$1,500	\$1,215	\$2,578	\$3,000	\$423	\$18,000	14%
Publication of Notices-Legal		\$100	\$100	\$35	\$200	\$165	\$1,200	3%
Subscriptions & Dues	\$443	\$750	\$307	\$1,321	\$1,500	\$179	\$9,000	15%
Collection Services	(\$60)	\$83	\$143	(\$45)	\$167	\$211	\$1,000	(4)%
Telephone	\$1,419	\$1,375	(\$44)	\$2,938	\$2,750	(\$188)	\$16,500	18%
Trustee Expense	\$12	\$750	\$738	\$212	\$1,500	\$1,288	\$9,000	2%
Equipment Rental		\$417	\$417		\$833	\$833	\$5,000	
Payroll Service	\$883	\$1,083	\$201	\$2,039	\$2,167	\$127	\$13,000	16%
Bank Fees	\$206	\$275	\$69	\$405	\$550	\$145	\$3,300	12%
Parking Lease	\$881	\$881		\$1,762	\$1,762		\$10,572	17%
Total General and Administration	\$15,393	\$22,210	\$6,817	\$33,699	\$44,419	\$10,721	\$266,517	13%
Vehicle Operation								
Gas, Oil, Grease		\$83	\$83	\$123	\$167	\$44	\$1,000	12%
Repairs & Maintenance		\$150	\$150	\$61	\$300	\$239	\$1,800	3%
Miscellaneous		\$8	\$8		\$17	\$17	\$100	
Auto Insurance				\$1,376	\$1,371	(\$5)	\$1,371	100%
Total Vehicle Operation	\$0	\$242	\$242	\$1,559	\$1,854	\$295	\$4,271	37%
Employee Fringe Benefits								
Deferred Compensation	\$13,804	\$14,583	\$779	\$28,461	\$29,167	\$706	\$175,000	16%

Niles Public Library District
Income Statement-General Fund

August 31, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Group Health	\$30,398	\$31,250	\$852	\$56,287	\$62,500	\$6,213	\$375,000	15%
Health Reimbursement Account	\$986	\$5,000	\$4,014	\$3,833	\$10,000	\$6,167	\$60,000	6%
Dental	\$1,515	\$1,667	\$152	\$2,637	\$3,333	\$696	\$20,000	13%
Vision	\$497	\$583	\$86	\$1,006	\$1,167	\$161	\$7,000	14%
FSA fee		\$100	\$100	\$155	\$200	\$45	\$1,200	13%
Life, LTD, AD&D, STD	\$1,490	\$1,750	\$260	\$2,012	\$3,500	\$1,488	\$21,000	10%
Total Employee Fringe Benefits	\$48,691	\$54,933	\$6,242	\$94,390	\$109,867	\$15,476	\$659,200	14%
Utilities								
Gas	\$554	\$1,250	\$696	\$670	\$2,500	\$1,830	\$15,000	4%
Electric	\$10,588	\$6,667	(\$3,921)	\$21,512	\$13,333	(\$8,179)	\$80,000	27%
Water	\$1,175	\$583	(\$591)	\$1,878	\$1,167	(\$711)	\$7,000	27%
Total Utilities	\$12,317	\$8,500	(\$3,817)	\$24,060	\$17,000	(\$7,060)	\$102,000	24%
Capital Expenditures								
Special Reserve - Building		\$10,833	\$10,833		\$21,667	\$21,667	\$130,000	
Capital Projects-Equipment		\$33,083	\$33,083		\$66,167	\$66,167	\$397,000	
Total Capital Expenditures	\$0	\$43,917	\$43,917	\$0	\$87,833	\$87,833	\$527,000	0%
Retirement Incentive Program Expenditures								
Cash Payout				\$134,825	\$134,825		\$134,825	100%
Health Insurance				\$66,819	\$66,819		\$66,819	100%
Total Retirement Incentive Program Expenditures	\$0	\$0	\$0	\$201,643	\$201,643	\$0	\$201,643	100%
Total Expenditures	\$374,830	\$468,256	\$93,425	\$1,009,894	\$1,139,526	\$129,632	\$5,894,406	17%
NET SURPLUS/(DEFICIT)	\$1,329,821	\$972,531	\$357,291	\$1,654,837	\$1,702,335	(\$47,498)	\$628,959	263%

Niles Public Library District
Income Statement- YTD By Fund

August 31, 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	\$6,211,247	\$2,795,061	\$2,624,294	\$59,895		\$2,684,189	(\$110,872)	43%
Replacement Taxes	\$140,000	\$28,000	\$25,705			\$25,705	(\$2,295)	18%
Per Capita Grant	\$58,000							
Grants-Other	\$1,000	\$167					(\$167)	
Investment Income	\$40,000	\$6,667	\$3,049			\$3,049	(\$3,618)	8%
Fines	\$45,000	\$7,500	\$7,561			\$7,561	\$61	17%
Lost Books	\$7,500	\$1,250	\$1,204			\$1,204	(\$46)	16%
Pay For Print	\$15,000	\$2,500	\$2,918			\$2,918	\$418	19%
Flash Drive & Ear Bud Sales			\$1			\$1	\$1	
Donations-Friends of the Library	\$1,318							
Donations	\$300	\$50					(\$50)	
Miscellaneous	\$4,000	\$667					(\$667)	
Total Revenues	\$6,523,365	\$2,841,861	\$2,664,731	\$59,895	\$0	\$2,724,626	(\$117,235)	42%
Expenditures								
Salaries								
Library Director	\$115,000	\$19,167					\$19,167	
Payroll-Department Managers	\$275,172	\$45,862	\$41,359			\$41,359	\$4,503	15%
Payroll-Division Supervisors	\$520,864	\$86,811	\$73,441			\$73,441	\$13,370	14%
Payroll-Librarian I	\$1,074,630	\$179,105	\$178,360			\$178,360	\$745	17%
Payroll-Library Grade V	\$592,508	\$98,751	\$90,660			\$90,660	\$8,091	15%
Payroll-Library Grade VI	\$338,978	\$56,496	\$35,614			\$35,614	\$20,882	11%
Payroll-Library Pages	\$132,297	\$22,049	\$5,390			\$5,390	\$16,660	4%
Payroll-Sundays	\$74,000	\$12,333	\$13,639			\$13,639	(\$1,306)	18%
Adjustments	\$10,000	\$1,667	\$6,211			\$6,211	(\$4,544)	62%
Substitutes	\$8,000	\$1,333	\$181			\$181	\$1,152	2%
Total Salaries	\$3,141,448	\$523,575	\$444,854	\$0	\$0	\$444,854	\$78,720	14%

Niles Public Library District
Income Statement- YTD By Fund

August 31, 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	\$140,000	\$23,333	\$25,263			\$25,263	(\$1,929)	18%
Books-Youth Services	\$65,000	\$10,833	\$10,357			\$10,357	\$477	16%
Books-Teen	\$14,000	\$2,333	\$1,534			\$1,534	\$800	11%
Downloadables	\$60,000	\$10,000	\$18,979			\$18,979	(\$8,979)	32%
Periodicals	\$22,000	\$3,667	\$2,146			\$2,146	\$1,521	10%
AV-Adult	\$93,000	\$15,500	\$33,916			\$33,916	(\$18,416)	36%
AV-Youth Services	\$42,000	\$7,000	\$5,424			\$5,424	\$1,576	13%
AV-Teen	\$12,000	\$2,000	\$1,364			\$1,364	\$636	11%
Online Databases	\$160,000	\$26,667	\$66,659			\$66,659	(\$39,992)	42%
Total Library Materials	\$608,000	\$101,333	\$165,640	\$0	\$0	\$165,640	(\$64,306)	27%
Library Operating Expenditures								
CCS Charges	\$74,600	\$12,433	\$9,086			\$9,086	\$3,348	12%
Processing & Supplies	\$20,000	\$3,333	\$4,277			\$4,277	(\$944)	21%
Internet Charges	\$20,000	\$3,333	\$2,485			\$2,485	\$848	12%
Software, Licenses	\$45,000	\$7,500	\$2,823			\$2,823	\$4,677	6%
Printing	\$50,000	\$8,333	\$8,073			\$8,073	\$260	16%
Library Supplies	\$12,800	\$2,133	\$5,101			\$5,101	(\$2,968)	40%
Programming & Support-Adult	\$23,000	\$3,833	\$2,321			\$2,321	\$1,513	10%
Programming & Support-Juvenile	\$34,500	\$5,750	\$4,638			\$4,638	\$1,112	13%
Programming & Support-Joint	\$4,000	\$667	\$34			\$34	\$633	1%
Programming & Support-Teen	\$7,700	\$1,283	\$1,238			\$1,238	\$45	16%
Public Performing Rights	\$1,318							
CCS Communications	\$4,000	\$667	\$326			\$326	\$341	8%
Computer Charges OCLC	\$11,408	\$1,901	\$1,901			\$1,901	\$0	17%
Miscellaneous	\$1,000	\$167	\$230			\$230	(\$63)	23%
Per Capita Grant Expenditures	\$71,000		\$1,289			\$1,289	(\$1,289)	2%
Grant - Other Expenditures	\$1,000	\$167					\$167	
Volunteers	\$3,000	\$500	\$226			\$226	\$274	8%
Total Library Operating Expenditures	\$384,326	\$52,001	\$44,048	\$0	\$0	\$44,048	\$7,953	11%

Niles Public Library District
Income Statement- YTD By Fund

August 31, 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	\$5,608	\$6,687			\$6,687	(\$1,079)	20%
Copiers	\$10,000	\$1,667	\$1,537			\$1,537	\$130	15%
Professional Development	\$33,845	\$5,641	\$958			\$958	\$4,683	3%
Mileage	\$1,300	\$217	\$232			\$232	(\$15)	18%
Professional Collection	\$4,750	\$792	\$228			\$228	\$563	5%
Legal Fees	\$30,000	\$5,000	\$4,280			\$4,280	\$720	14%
Consultants	\$15,000	\$2,500	\$34			\$34	\$2,466	0%
Kitchen Supplies	\$1,500	\$250	\$260			\$260	(\$10)	17%
Promotional Expense	\$24,900	\$4,150	\$1,870			\$1,870	\$2,280	8%
Office Supplies	\$25,000	\$4,167	\$6,368			\$6,368	(\$2,201)	25%
Postage & Freight	\$18,000	\$3,000	\$2,578			\$2,578	\$423	14%
Publication of Notices-Legal	\$1,200	\$200	\$35			\$35	\$165	3%
Subscriptions & Dues	\$9,000	\$1,500	\$1,321			\$1,321	\$179	15%
Collection Services	\$1,000	\$167	(\$45)			(\$45)	\$211	(4)%
Telephone	\$16,500	\$2,750	\$2,938			\$2,938	(\$188)	18%
Trustee Expense	\$9,000	\$1,500	\$212			\$212	\$1,288	2%
Equipment Rental	\$5,000	\$833					\$833	
Payroll Service	\$13,000	\$2,167	\$2,039			\$2,039	\$127	16%
Bank Fees	\$3,300	\$550	\$405			\$405	\$145	12%
Parking Lease	\$10,572	\$1,762	\$1,762			\$1,762		17%
Total General and Administration	\$266,517	\$44,419	\$33,699	\$0	\$0	\$33,699	\$10,721	13%
Vehicle Operation								
Gas, Oil, Grease	\$1,000	\$167	\$123			\$123	\$44	12%
Repairs & Maintenance	\$1,800	\$300	\$61			\$61	\$239	3%
Miscellaneous	\$100	\$17					\$17	
Auto Insurance	\$1,371	\$1,371	\$1,376			\$1,376	(\$5)	100%
Total Vehicle Operation	\$4,271	\$1,854	\$1,559	\$0	\$0	\$1,559	\$295	37%
Employee Fringe Benefits								
Deferred Compensation	\$175,000	\$29,167	\$28,461			\$28,461	\$706	16%

Niles Public Library District
Income Statement- YTD By Fund

August 31, 2014

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Group Health	\$375,000	\$62,500	\$56,287			\$56,287	\$6,213	15%
Health Reimbursement Account	\$60,000	\$10,000	\$3,833			\$3,833	\$6,167	6%
Dental	\$20,000	\$3,333	\$2,637			\$2,637	\$696	13%
Vision	\$7,000	\$1,167	\$1,006			\$1,006	\$161	14%
FSA fee	\$1,200	\$200	\$155			\$155	\$45	13%
Life, LTD, AD&D, STD	\$21,000	\$3,500	\$2,012			\$2,012	\$1,488	10%
Total Employee Fringe Benefits	\$659,200	\$109,867	\$94,390	\$0	\$0	\$94,390	\$15,476	14%
Utilities								
Gas	\$15,000	\$2,500	\$670			\$670	\$1,830	4%
Electric	\$80,000	\$13,333	\$21,512			\$21,512	(\$8,179)	27%
Water	\$7,000	\$1,167	\$1,878			\$1,878	(\$711)	27%
Total Utilities	\$102,000	\$17,000	\$24,060	\$0	\$0	\$24,060	(\$7,060)	24%
Capital Expenditures								
Special Reserve - Building	\$130,000	\$21,667			\$13,810	\$13,810	\$7,857	11%
Capital Projects-Equipment	\$397,000	\$66,167					\$66,167	
Special Reserve - Construction Project					\$1,596	\$1,596	(\$1,596)	
Total Capital Expenditures	\$527,000	\$87,833	\$0	\$0	\$15,406	\$15,406	\$72,428	3%
Retirement Incentive Program Expenditures								
Cash Payout	\$134,825	\$134,825	\$134,825			\$134,825		100%
Health Insurance	\$66,819	\$66,819	\$66,819			\$66,819		100%
Total Retirement Incentive Program Expenditures	\$201,643	\$201,643	\$201,643	\$0	\$0	\$201,643	\$0	100%
Audit								
Audit Expense	\$17,500	\$17,500		\$2,200		\$2,200	\$15,300	13%
Total Audit Expenditures	\$17,500	\$17,500	\$0	\$2,200	\$0	\$2,200	\$15,300	13%
Liability Insurance								
Liability Insurance	\$34,160	\$34,160		\$24,338		\$24,338	\$9,822	71%
Total Liability Expenditures	\$34,160	\$34,160	\$0	\$24,338	\$0	\$24,338	\$9,822	71%

Niles Public Library District
Income Statement- YTD By Fund

August 31, 2014

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Social Security								
Social Security	\$230,000	\$38,333		\$48,484		\$48,484	(\$10,150)	21%
Total Social Security Expenditures	\$230,000	\$38,333	\$0	\$48,484	\$0	\$48,484	(\$10,150)	21%
Workers' Compensation								
Workers' Compensation	\$29,431	\$29,431		\$23,872		\$23,872	\$5,559	81%
Total Workers' Compensation Expenditures	\$29,431	\$29,431	\$0	\$23,872	\$0	\$23,872	\$5,559	81%
Unemployment Compensation								
Unemployment Compensation	\$15,000	\$2,500		\$1,378		\$1,378	\$1,122	9%
Total Unemployment Compensation Expenditures	\$15,000	\$2,500	\$0	\$1,378	\$0	\$1,378	\$1,122	9%
Building & Equipment Maintenance								
Repairs & Improvements	\$37,500	\$6,250		\$91		\$91	\$6,159	0%
Contractual Maintenance	\$35,000	\$5,833		\$3,265		\$3,265	\$2,569	9%
Non-Contractual Maintenance	\$24,000	\$4,000		\$458		\$458	\$3,542	2%
Equipment Maintenance	\$36,000	\$6,000		\$4,929		\$4,929	\$1,071	14%
Non Capital Expenses	\$20,000	\$3,333					\$3,333	
Furniture & Fixtures	\$56,500	\$9,417		\$4,455		\$4,455	\$4,962	8%
Total Building & Equipment Maintenance Expenditures	\$209,000	\$34,833	\$0	\$13,197	\$0	\$13,197	\$21,636	6%
Total Expenditures	\$6,429,497	\$1,296,284	\$1,009,894	\$113,469	\$15,406	\$1,138,768	\$157,516	18%
BEGINNING FUND BALANCE	\$0	\$0	\$7,799,725	\$844,286	\$702,896	\$9,346,907	\$9,346,907	0%
NET SURPLUS/(DEFICIT)	\$0	\$0	\$1,654,837	(\$53,573)	(\$15,406)	\$1,585,858	\$1,585,858	0%
ENDING FUND BALANCE	\$0	\$0	\$9,454,562	\$790,713	\$687,490	\$10,932,765	\$10,932,765	0%

Interim Director's Report July 2014



The rain stopped long enough for several members of the Niles Library staff to participate in the ALS Ice Bucket Challenge after the Library closed on a Saturday in August. Recruited by Patron Services Clerk Adrienne Szulczynski, the group poured icy buckets of water over their heads in honor of the late Moira Steiner of Tech Services and the uncle of Samantha Menard in Patron Services. (I opted to make a donation, instead.) They challenged a number of libraries to participate--Skokie rose to the challenge, and the Chicago Public Library responded with a list of ALS resources. The staff is always looking for a way to make a difference in people's lives, and as an added bonus, the video of it on YouTube has over 400 views.

I asked Dodie Frisbie (the head of Outreach) to chair a staff Sunshine Committee. This cross-departmental committee will be responsible for morale-boosting activities such as potlucks, and will make decisions about how to handle marking important events in the lives of staff members.

Greg and I will be working with the auditors and with NextLevel next week. NextLevel will arrange individual appointments with the supervisors, and Greg has also been sending them some advanced documentation. We plan to be as open and helpful as possible so that they get all of the information they need to make well-informed recommendations.

As a follow-up to last month's report, I can tell you that the Illinois State Library has decided against making reciprocal borrowing mandatory as a result of the comments and letters received from the local libraries. The State Library Director quotes from Chris Ball's letter in sending the news about the decision, so it shows that Board advocacy is listened to.

Adult Services

Submitted by Valerie Clark

We had a few changes in Adult Services the past couple of months. Three librarians were asked to be Point Persons for the three Service Desks and areas. This will help in giving additional oversight of the areas from day-to-day. Cecilia Cygnar is monitoring the AV/Fic area, Darlene Fox (with the assistance of Ruth Schuster) is taking on the TechDesk area, and Neil O'Shea has agreed to monitor the Reference area. In response to our current Marketing influence, Cyndi Rademacher is going to serve as our Display Point Person.

Along with Point Person assignments, some additional collection development and programming responsibilities have been taken on by the librarians so that Ruth and Darlene are able to concentrate on developing the TechDesk area and its programming. What a great team!

KidSpace/Teen Underground

(Youth and Teen Departments)
Submitted by Shelley Sutherland

My top goals for September

Get 3 new iPads ready for early literacy
Develop outreach plan for IKBK and begin implementation
New KidSpace display for staff picks
Roll out Middle Ground activities
Put together ILA “Dream Destinations” panel presentation
Get staff ready for Enterprise and Flipster roll-out

SRC Wrap-Up

SRC finished up strong with an additional 318 kids finishing the program in August. 160 kids in the SRC Outpost programs at two area preschools also completed the program. **Arianne Carey** created a survey and received some overwhelmingly positive input from kids and parents on this year’s SRC.

A sample of kid comments:

“I love Niles better than any other library.”
“I like checking out books and have something to do and not just watch TV all the time.”
“I rilly rilly likd it / it was very fun.” 😊
“It was really fun because we get fun prizes and it made me agree to read.”

A sample of parent comments:

“It made the kids want to come in and choose books.”
“Very friendly atmosphere.”
“It’s a good way to motivate kids to read.”

Debbie Graham and **Donna Block** have been working on getting the word out to area high school teachers to recruit teens for our new Homework Help program, where teens will work with kids in grades K-5 on their homework on Monday nights during the school year.

Clara Sheffer received some very positive feedback from a teen on Book Buddies: “I really, really enjoyed being a volunteer in Book Buddies this summer!! Not only did I see improvement in the kids’ reading abilities, but also in their confidence and creativity that I know will help them succeed in school! This program is such an amazing resource to local children. It also taught me a sense of responsibility and initiative, and my experiences in Book Buddies these past two summers are undoubtedly valuable.”

Cate Levinson has become the block party librarian! She visited 3 residential neighborhoods in Niles to celebrate summer. She and the kids read books, learned some pirate-speak, and made balloon cars. **Cate** also piloted the pop-up “New Book Storytime,” a great way to get the new books flying off the shelves. She brings over some new books to the play area during a busy time, lets the kids choose books for her to read, and then smiles as the kids check them out.

Mary Miller and **Donna Block**: With the opening of the school year, large groups of teens are gathering in the Teen Underground to socialize, play videogames, use computers, release all the energy they keep bottled up during the school day, and... actually do some homework. **Donna** is making the rounds of the school curriculum nights and open houses to help promote the Library and get teens to sign up for library cards.

Patron Services

Submitted by Athena Crouse

- Pages returned to the stacks **9,278** items that were used in-house.
- This past month I have started to gather and organize the data the Pages provide me on a daily basis in to one large spreadsheet. This spreadsheet shows the number of items shelved per person, number of items picked up in house and the number of holds pulled for the pick list if applicable.
- The “Grab-and-Go” display located across from the Patron Services desk had **675** checkouts for the month of August. This display is still being handled by the Team Leaders.
- This month we said good-bye to Page, Gita Deva. We wish her the best of luck in her senior year of high school and all her future endeavors.
- We also welcomed two new Pages, Stephen Look and Melissa Brzny. We are very excited to have them as part of our team!

From Our Outreach Department

Submitted by Dodie Frisbie

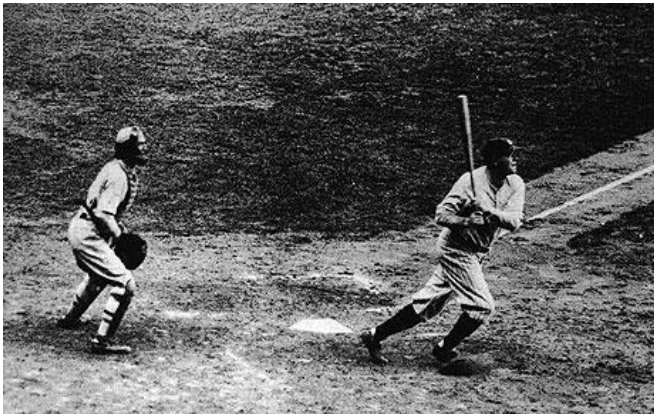
Senior Coffee Hour: This month Clark Weber, former disc jockey and program director for the rock n’ roll station WLS, returned with more entertaining stories from his career. He also briefly talked about how to be an oldie and a goodie – in other words, how to age gracefully. Clark is now **84** years old and lives in Evanston. He announced that this was his last public appearance. Many in the crowd were in tears upon learning this was his last appearance. I even had a couple who ran a dry cleaner where Clark’s daughters used to work when they were teen-agers. It was one of the best coffee hours I’ve ever had!!

Niles Night Out: I helped to represent the library at this event on Tuesday, August 5th. We brought along our game wheel – Wheeliam – and had a great time talking up the library and our wonderful programs.

VIM (Visually Impaired Motivators) Low Vision Support Group: This month we had our meeting away from our usual location at the Niles Senior Center. We were welcomed at St. Andrew Life Center by Doug Weinstein, their activity director. The numbers in our group are shrinking and St. Andrew’s has a large low vision population. We had **45** people in attendance. Our speaker was Melissa Wittenberg, the Director of the Glenview office of The Chicago Lighthouse for People Who Are Blind or Visually Impaired. She talked about the many resources that the Lighthouse has to offer to those with low vision. The Niles nurse, Brigitte Powidzki, and I are excited to partner with St. Andrew Life Center.

Outreach/Homebound Deliveries: Many thanks to Karen and Aileen who did a marvelous job running the outreach operations while I was on vacation (2 weeks worth)!! The number of homebound patrons continues to rise. Last year we had **206** patrons. This year we are up to **235**. Not only do we deliver books, DVD’s and music CD’s, we also answer reference questions and bring that info out to them (or over the phone). You cannot imagine the joy that the outreach staff brings out into the library community with our homebound deliveries. A delivery of library materials, a cheery visit and a big smile are welcomed by every senior we visit! British researchers found that one smile can generate the same level of brain stimulation as **2,000** bars of chocolate!

Nursing Home Book Discussions: I planned and ran **2** book discussions this month.



St. Andrew Life Center and the **Low Vision Group (VIM)** read the same book: **ONE SUMMER: AMERICA 1927** by Bill Bryson. Both groups absolutely loved this selection. The author did a great job of summarizing all sorts of events – it was like living through history in 1927 – which we all found fascinating. This was narrative non-fiction at its best. As part of the Yankee’s “Murderer’s Row” lineup of 1927, Babe Ruth hit his 60th homerun on September 30 at the last game of the season. On May 21, 1927, Charles Lindbergh flew his Spirit of St. Louis airplane “solo” across the Atlantic. Who knew so many famous events took place in 1927? The author was a genius to pick this year. This book comes highly recommended!!

That’s it for August! Thank you for the opportunity to do outreach to our Niles Library Community.

Marketing Department

Submitted by Sue Wilsey

With funding from the Friends of the Niles Library, we will soon have a comprehensive Google tour of the entire library building on our website. Sasha and Sue worked with the photographers to shoot the entire interior, and the entrance exterior which will be available for viewing by anyone who searches for the Niles Library on Google. We now have 7 different display areas throughout the Library, and soon an additional one will be in KidSpace. Victoria is working diligently to create an effective system for tracking results. All display items are checked out to “Display” and have blue tape on them so Patron Services can flag the items when they are returned. The total number of checkouts for just the “Grab and Go” display from 8/1-8/31 was 675.

The eventual goal is to have individual library cards for each display area to make locating display items in the library much more efficient and to provide insightful statistics.

Sue has been working to update template communications with our patrons, such as the new residents and expired card notifications to highlight key resources of the Library and emphasize the value of a Niles Public Library card.

Sue is organizing the Friends of the Niles Library “Very Brady Murder Mystery” event. Tickets are now available at Patron Services. The date of the event is Friday, Oct. 17 beginning at 7pm with hors d’oeuvres, soft drinks, beer and wine followed by a fun, interactive program. Tickets for Friends members are \$30. Others are \$40.

Sasha has been working on preparing for the launch of Enterprise, our new catalog system, by adding useful links and communicating with patrons and staff about the change.

Unfortunately, our extraordinary graphic artist Colleen is moving to the Arlington Heights Library. Her great talent and creativity, and her strong working relationships with both the Teen and Kids departments will be deeply missed. We wish her well in her new opportunity.

Caitlyn Hannon, who works as a shelver in Patron Services, has joined the Marketing Dept. for her fall Univ. of Ill internship through mid-November. She will be able to spend up to 20 hours a week learning about the marketing process and as a writing major, will contribute blog posts and work on press releases.

Technical Services Report

Submitted by Victoria Luz

- Amelia Karns and Connie Gusek continually work with our vendors to obtain the best price on materials and online resources. They put a great deal of effort into getting the most for The Nilés Library's dollar on behalf of our tax-paying patrons.
- For the past several months, Tech Services, particularly, David Melis, Debbie Kieres and Carol Jung have been working arduously on reclassifying, relabeling and inputting changes for the Youth Services Graphic Novel collection. These changes will greatly benefit the Public Services staff and the patrons who use this popular collection.
- Paulette Zuckerman and Linda Kapuscinski have been working to process and receive, respectively, along with the rest of Tech, to order, catalog, process and input the large amount of materials received as a result of the end of the fiscal year and new fiscal incoming orders.
- LaFerne Duckworth has been working to withdraw old materials that have been weeded for new items. She also arranges pick-ups with our vendor, Discover Books which recycles and turns our withdrawals not sold at the book sale into revenue.
- Madeline Bekielewski is currently working on a procedure manual for the periodicals process.
- I chaired the August 13th CCS Catalogers meeting. Betty Zahn and Jamie King attended. I also attended the August 20th CCS SCRAP meeting.
- David Melis spent 3 hours in August staffing the YS service desk. It has been of mutual benefit to TS and YS for bringing up questions and resolving issues.

STATISTICS	May	June	July	August
Holdings Previous Month	287,359	288,573	290,647	292,101
Items Added	2,220	2,589	2,207	1,540
Items Withdrawn	1,903	1,045	1,578	1,475
Holdings This Month	288,573	290,647	292,101	292,473
Items Received	2,563	3,441	1,598	1,704
Items Repaired Here	122	112	121	141
Repairs Sent Out	90	0	0	0
Discs Inspected/Cleaned	167	183	226	248

Trustee Calendar

September

9/4—**Special Meeting of the Board of Trustees**

9/17—**Special Meeting of the Board of Trustees**

9/17-- **Regular Meeting of the Board of Trustees**

October

10/14-16—Illinois Library Association Conference in Springfield

10/15-- **Regular Meeting of the Board of Trustees**

November

11/15—Niles Night of Roses

11/19—**Regular Meeting of the Board of Trustees**

Monthly Statistical Report --August 2014

LOAN OF LIBRARY MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult	44,630	44,323	0.69%	90,620	92,678	-2.22%
Teens	3,936	3,768	4.46%	8,758	8,499	3.05%
Juvenile	41,555	37,527	10.73%	88,582	81,699	8.42%
TOTAL Loan of Library Materials	90,121	85,618	5.26%	187,960	182,876	2.78%
LOAN OF MATERIAL BY TYPE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult						
Print	18,345	19,369	-5.29%	37,853	39,330	-3.76%
Periodical	740	1,197	-38.18%	1,459	2,062	-29.24%
Audio	5,530	5,535	-0.09%	11,698	11,430	2.34%
DVD	18,864	17,251	9.35%	37,484	37,991	-1.33%
Digital	1,151	971	18.54%	2,126	1,865	13.99%
TOTAL Adult Loans	44,630	44,323	0.69%	90,620	92,678	-2.22%
Teens						
Print	2,780	2,902	-4.20%	6,348	6,581	-3.54%
Periodical	25	0		41	0	
Audio	626	473	32.35%	1,313	1,019	28.85%
DVD	386	290	33.10%	821	695	18.13%
Digital	119	103	15.53%	235	204	15.20%
TOTAL Teen Loans	3,936	3,768	4.46%	8,758	8,499	3.05%
Juvenile						
Print	27,543	24,760	11.24%	58,793	54,166	8.54%
Periodical	64	105	-39.05%	205	181	13.26%
Audio	2,912	2,944	-1.09%	6,636	6,326	4.90%
DVD	10,170	9,302	9.33%	21,692	20,280	6.96%
Digital	866	416	108.17%	1,256	746	68.36%
TOTAL Juvenile Loans	41,555	37,527	10.73%	88,582	81,699	8.42%
ONLINE DATABASE USE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Total Database Use	6,804	4,299	58.27%			
Holds	Current Month	Prior Year Same Month	% Change			
Holds Placed	11,319	10,717	5.62%			
Holds Made Available	15,332	13,835	10.82%			
Patron Registration	Current Month	Total	Prior Year Same Month	% Change		
New District cards	448	25,737	360	24.44%		
Patron Count	Current Month	Prior Year Same Month	% Change			
Patron visits	35,906	34,120	5.23%			
Unique Library cards used	5,591	5,414	3.27%			
e-News subscribers	8,986	7,306				
IN-HOUSE USE OF MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Reference--Adult	28	445	-93.71%	36	997	-96.39%
Circulating--Juvenile	4,527	4,567	-0.88%	10,233	8,894	15.06%
Circulating--Teen	395	0		1,010	0	
Circulating--Commons	89	0		189	0	
Circulating--Adult	4,239	3,363	26.05%	8,503	7,190	18.26%
TOTAL In-house Use of Print Materials	9,278	8,375	10.78%	19,971	17,081	16.92%

Monthly Statistical Report --August 2014

PC Users by Area	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult Services	6,890	4,492	53.38%	11,524	4,634	148.68%
Youth Services						
Teen Services						
Express Internet	315	1,872	-83.17%	1,102	2,462	-55.24%
Patron Wi-Fi Uses	8,775	1,901	361.60%	17,999	2,418	644.38%
Scanning devices	733	731	0.27%	1,548	776	99.48%
Total Users		8,996	-100.00%	32,173	10,290	212.66%
Website Hits	32,792					
Facebook "Likes"	798					
Buzz Blog views	668					
Media Hits (includes print and online articles and listings)	41					
TECHNICAL SERVICES						
	Items Added	Items Withdrawn	Library Holdings			
	1,540	1,475	292,473			
Library Services						
	Current Month	Year to date				
Notary Public	60	73				
Test Proctoring	0	9				
Voters' Registration	0	1				
VOLUNTEER HOURS						
	Number of people	Total hours				
Adult Services & Programs - Fic, AV, Ref	18	67				
Teen Services & Programs - Fic and Ref	1	3				
Youth Services Programs & General	78	278				
General Library & Library Events	23	128				
Total Volunteers/Hours this month	120	476				
<i>NOTE: Last year volunteers/hours same month</i>	121	569				
Service Desks						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Quick Questions	4,391	6,114	-28.18%	2,354	5,130	-54.11%
Reference/Research	6,919	6,347	9.01%	9,748	9,586	1.69%
TOTAL All Service Desks	11,310	12,461	-9.24%	12,102	14,716	-17.76%
Adult Services (3rd floor)						
Quick Questions	206	1,102	-81.31%	417	2,471	-83.12%
Reference/Research	1,057	1,641	-35.59%	2,307	3,422	-32.58%
Total Reference Desk	1,263	2,743	-53.96%	2,724	5,893	-53.78%
Fiction/Audiovisual Services (2nd floor)						
Quick Questions	294	1,448	-79.70%	685	1,856	-63.09%
Reference/Research	2,007	2,407	-16.62%	4,358	5,776	-24.55%
Total InfoDesk	2,301	3,855	-40.31%	5,043	7,632	-33.92%
Technology Desk						
Quick Questions	601	410	46.59%	1,252	803	55.92%
Reference/Research	1,536	194	691.75%	3,083	388	694.59%
Total Tech Desk	2,137	604		4,335	1,191	
Teen Desk						
Quick Questions	420	32	1212.50%		0	
Reference/Research	204	111	83.78%		0	

Monthly Statistical Report --August 2014

Monthly Statistical Report --August 2014						
Total Teen Desk	624	143	336.36%	0	0	
Outreach Services						
Reference/Research	468	377	24.14%			
Bulk Loan Items Delivered to Nursing Homes	525	395	32.91%			
Materials pulled for Homebound Users	964	1,056	-8.71%			
Total Outreach	1,957	1,828	7.06%	0	0	
Youth Services						
Quick Questions	2,870	3,122	-8.07%			
Reference/Research	1,647	1,617	1.86%			
School Loans pulled	18	15	20.00%			
Museum Adventure passes distributed	40	35	14.29%			
Total Youth Services	4,575	4,789	-4.47%	0	0	
GRAND Total	12,857	13,962	-7.91%	12,102	14,716	-17.76%
Interlibrary Loan						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Books, A-V						
Items lent to offline libraries	231	317	-27.13%	497	671	-25.93%
Items received from offline libraries for patrons	118	128	-7.81%	223	230	-3.04%
Total	349	445	-21.57%	720	901	-20.09%
Outreach Services						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Homebound						
Patrons	235	206	14.08%			
Visits	222	225	-1.33%			
Institutions						
Institutions	11	8	37.50%			
Visits	11	8			6	
Schools						
Items	435	456	-4.61%			
Visits	11	11	0.00%			
LIBRARY PROGRAMS						
	This Month	Attendance	Attendance Prior Year	% Change		
Programs--Youth						
Rise & Shine Storytime (parent & child)	4	127				
Babytime (parent & child)	4	248				
Pop-Up Origami	1	16				
Summer Reading Club Shows	2	130				
Summer Reading Club Visits	1	338				
Summer Reading Additional Activities	3	470				
Summer Reading Volunteers	50	94				
1KBK	1	27				
Teacher Use of Die Cut Machine	1	3				
Book Buddies	40	80				
Mega Mondays	4	68				
Movies	1	60				
Second Sunday	1	120				
Bibliobop at Golf Mill	1	37				
Sing-Along Mary Poppins	1	33				
Create Your Own Magic	1	42				
Second Saturday Bingo Breakfast	1	23				
Little Authors	1	12				

Monthly Statistical Report --August 2014

In-house toys and games	1	1,463				
In-house videogames	1	229				
Special Musical Guest Bibliobop	1	115				
Total Youth Services Programs	121	3,735	3,835	-2.61%		
Programs--Teens						
Summer Reading Club Registrations	1	27				
Summer Reading Club additional visits	1	130				
Anime and Manga Club	1	8				
Movies	3	10				
Button-making	1	6				
In-house Videogames	1	95				
Favorite movie bulletin board shares	1	18				
Total Teen Programs	9	294	136	116.18%		
Programs--Adult						
Adult Summer Reading logs and online entries	1	1,494				
Garden Walk	1	23				
Senior Coffee Hour: Clark Weber	1	48				
Nursing Home Book Discussions	2	11				
Adult Book discussions	3	37				
Computer programs/classes	5	30				
Career programs	2	15				
Adoption Process	1	13				
Polish Book Discussion						
Volunteer Info Session	1	2				
Pet Photo Contest	1	27				
ESL Club	2	6				
Senior resource counseling	1	2				
CJE Seniorlife Resources Counseling	1	2				
Property Tax Appeal	1	40				
SCORE	1	4				
Movies	3	74				
Insurance basics	1	4				
What does your handwriting say about you?	1	27				
Songwriters Group	1	5				
Total Adult Programs	30	1,864	550	238.91%		

Monthly Statistical Report --August 2014

Outside Meetings						
Niles All American Toastmasters	2	32				
Buckingham Park HOA	1	40				
Jewish Genealogical Society of Illinois	1	12				
Business Interest Group	1	15				
J Padeski Polish School of Niles	1	20				
Morton Grove Garden Club	1	7				
Total Outside Meetings	7	126	127	-0.79%		
Total Meeting and Program Attendance	167	6,019				

Patron Suggestions and Comments for September 2014

Responses to Patron Suggestions and Comments

Provide pillows for the people sleeping in the reading chairs and ear muffs to the people who are there to read, to block the snoring. Niles Taxpayer

Please do let someone at the nearest desk know when another patron is disturbing you in any way, including snoring.

If possible open 24 hours. Some people could benefit being here to read and use PC or making copies of important materials or manuscripts. Or open 7 days from 9 AM to midnight—same reason. There are not enough hours to do some research. It would be great to extend hours of operation. R. R.

I'm afraid the Niles Library District taxpayers cannot afford to keep us open 24 hours a day, or even until midnight. Thank you for the suggestion, but we are not able to do this at this time.

Please keep bathrooms clean. They always smell terrible. At least put some kind of deodorizer in it. Old Niles library was never like this.

Please! Bathrooms need good working exhaust system or very effective odor eater.

Restroom(s) need smell detector/exhaust fan preferably continuously running (without getting hot/fire).

Thank you for alerting us to this problem. We will work on improving the bathrooms.

Children are using the adult computers sitting next to their parent who is also using a computer!!!Why is this allowed? Thank you.

This must have been an exception to our usual rule. If a patron of any age bothers you, please notify someone at the nearest desk.

Please can you show movies at 6 so people can have a chance to see them during the week? I always like the movies you show during the week but can't attend during the day. Can you please show movies during the week at least at 6 PM?

Thank you for the suggestion—we will consider it.

There is a problem of extra unnecessary pollution from people who idle their SUVs/vehicles in the parking lot. There is a state law/guidance about this—the library could find it and post signs outside to educate people on the state law/guidance. D. P.

Thank you for pointing this issue out. We will consider it.

The library should not use any toxic lawn chemicals on the grass or any other place—it is harmful to health, especially to children. The library could hold an educational seminar with the Midwest Pesticide Action Network on natural lawn care and pest control and keep flyers out from them. D. P.

Thank you for sharing your concern. We will consider your program idea and will look into the chemicals being used by our lawn company.

I love the library. I'm in the neighborhood. The only thing I will suggest to change here is to higher the temperature in the building. I'm here often to study, sitting for a few hours. And it is really uncomfortable to freeze here. It is too cold. Increasing the temperature not only will make us more comfortable but can save some dollars to the library. Thank you.

We continue to work on getting our heating and cooling levels throughout the building evened out. It's very helpful if patrons notify us when there's a problem so we can try to adjust it. It's a gradual process and we hope it's getting better already.

When access to the catalogue is re-established, please send a blast email to all library customers/patrons.

Thank you—as you already know, we did this.

“Beautiful Library.” Just finished Boot Class 1 & 2 with Ruth. Was very enlightening and she explains well—thank you for having this. “My second home.” B. K.

We very much appreciate the help Ruth gave us in explain the function of our new tablet. She did a great job! Thank you for this service. Mr. & Mrs. A. S.

That is wonderful to hear—thank you both so much for letting us know about Ruth's great patron service.

Get a DVD player so we can see if a movie will play.

Unfortunately, even if a disk plays on one DVD player it may not work on another. I'm sorry for the inconvenience of getting a disk home that isn't working properly. Please do let us know if you have a problem with a disk so we can get it repaired.

Your foreign DVD section contains many titles which do not have English subtitles, particularly the Russian section. These should be clearly marked or separated as every other library does! Thank you!

We are checking into this now.

Could a “turn on” lever be put on the water fountain on the 3rd floor.

We can consider changing the way the third floor drinking fountain works when it needs to be replaced, but in the meantime, please use the drinking fountain on the first floor with a push button turn-on.

Again! No place to sit when browsing selections. Are you shocked that very often all 4 chairs are taken? Get real—for heaven sakes and add a few more chairs. What stupid planning. Glad you met budget of the library goers' expense.

We have not had this complaint in the past, but we can look into the possibility of moving more chairs into this area. However, we don't want to block access to the shelves so the room for adding furniture is very limited.



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State and State Librarian

Illinois State Library
Gwendolyn Brooks Building
300 South Second Street
Springfield, Illinois 62701
217-782-2994

August 28, 2014

Deidre Brennan
Executive Director
Reaching Across Illinois Library System
125 Tower Drive
Burr Ridge, Illinois 60527

Dear Dee:

I received a copy of the letter and comments dated on and around August 23, 2014, posted on a RAILS email list, concerning the Illinois State Library's (ISL) proposed changes to the administrative rules for library systems. I write to you today to respond to some of the issues raised, and ask that you post this letter to that list. I also want to express my gratitude to all library staff and trustees who have spent their valuable time reviewing the ISL's proposal. My staff and I have read and discussed with great interest and care every single comment and question.

Context

The ISL is revising the *Illinois Administrative Rules*, specifically the rules for library systems <http://www.ilga.gov/commission/jcar/admincode/023/02303030sections.html>, as administered by my office in support of the Illinois Library System Act (75 ILCS 10/) <http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=991&ChapterID=16>.

Before I respond to the points raised, some context may be helpful:

- The library systems are a single annual grant program, not three.
- The Office of the Secretary of State (SOS)/ISL administers this grant program.
- The library system administrative rules are the ISL's responsibility and purview.

The System Act states:

“Because the state has a financial responsibility in promoting public education, and because the public library is a vital agency serving all levels of the educational process, it is hereby declared to be the **policy of the state to encourage the improvement of free public libraries and to encourage cooperation among all types of libraries in promoting the sharing of library resources**. In keeping with this policy, provision is hereby made for a program of state grants designed to establish, develop and operate a network of library systems covering the entire state.

...

“The State Librarian and his staff shall administer the provisions of this Act and shall prescribe such rules and regulations as are necessary to carry the provisions of this Act into effect.”

Clearly, funding for the systems is predicated on all libraries acting toward a single goal of providing resources to Illinois residents. Grant programs from the SOS/ISL have the goal of promoting statewide library cooperation. The formation, creation and ongoing operation of the systems is a process rooted in law and rule.

Over the past 40 years, the cooperative actions of our state's libraries have contributed to the library system grant program's success. The laws and rules that authorize the library systems ensure that free access to all remains the cornerstone of our statewide system. Today, Illinois libraries, including the systems and the ISL, support statewide as well as system wide borrowing to the betterment of the quality of life for Illinoisans everywhere.

Library systems have played a key role in solidifying the philosophical foundation that ensures the ongoing success of ILLINET libraries (i.e., libraries that belong to a library system). Every employee of every library in our network can state that he or she can borrow a book/library materials from anywhere in the state, or even the world, to support our communities, one user at a time.

The SOS/ISL directly and indirectly provides the mechanisms that enable online discovery and delivery of millions of Illinois library materials. Clearly, this agreement among the 5,000 ILLINET organizations is unique and envied nationwide. As members of the Illinois library community, we must seek to ensure the strength and duration of our foundation of interlibrary cooperation. The long-term viability of the network should transcend our concerns about details and procedures. Without these principles and our corresponding actions, our libraries would lose significant, treasured services in a time when the relevance of libraries is under scrutiny. Once system cohesion is eroded, and small groups of libraries begin to supplant statewide grant programs, the justification for funding programs at the state level becomes much weaker, if not completely erased.

Following is an outline of the process for changing administrative rules; please note that another opportunity for comments will open once the draft is published in the *Register*.

- Proposals are sent to the [Index Department](#) for publication in the [Illinois Register](#) and the beginning of the formal comment period.
- The ISL added an informal comment period and mechanism, the ISL blog. The draft has not and will not be sent to Index until after review and changes are made following the September 4, 2014, meeting of the Illinois State Library Advisory Committee.
- After revisions, a draft will be sent to Index.
- Once published by Index, a formal 45-day comment period opens.
- The [Joint Committee on Administrative Rules](#) (JCAR) reviews the rulemaking at its formal meeting.
- After JCAR issues a "Certificate of No Objection," the rule is published as adopted in the *Register*.

Responses

Following are my responses to some of the comments on the email list (original verbiage is indented in italics).

I wanted to bring to your attention an issue that the Niles Public Library Board feels is an important issue that will affect all libraries that are part of RAILS. The Illinois Library System is planning a change that will make reciprocal borrowing mandatory to be part of RAILS.

One of the revisions we included in the proposal is the implementation of *statewide* reciprocal borrowing as a requirement of library system membership. Currently reciprocal borrowing is required library system wide, that is, required among all public libraries with all other public libraries belonging to the same library system. We are withdrawing this piece of the proposal for statewide reciprocal borrowing. System wide required reciprocal borrowing will remain in the new draft.

In the past, when there were as many as 18 library systems, system boundaries were much more prolific. Now, there are only three: the Chicago Public Library, the Reaching Across Illinois Library System

(RAILS) and the Illinois Heartland Library System. In theory, issues about reciprocal borrowing should be much more manageable today. If we could achieve a shared statewide reciprocal borrowing agreement among all libraries, we could eliminate some conflicts across system boundaries experienced by the individual patron who is turned away from a neighboring library.

The intent with such a change is to eliminate yet another barrier to resource sharing among our state's library patrons, and, thereby, move our library community forward toward a more inclusive base set of rules for resource sharing. Illinois is fortunate to have a very strong history and shared understanding of the importance of resource sharing. Our grant programs are rooted in authorizing legislation that places resource sharing at the foundation of all library system services and membership. The SOS/ISL strongly support resource sharing and access to library services for all residents of Illinois. The Secretary's foundational principles are evidenced in his steadfast policy stance that his priorities for library systems are support for delivery, the consortial catalogs and the talking book libraries.

It is the case that reciprocal borrowing has been a requirement for library system membership for many years now. For the last two years, libraries have had to complete an annual certification process that signals compliance with these regulations.

The Niles Public Library has long been a big supporter of reciprocal borrowing. Our Board feels strongly that it should remain a local decision. We need the ability to assess our borrowing statistics and adjust our policies as needed. The impact of reciprocal borrowing is very different depending on a library's location, budget, and the economic status of surrounding communities, so a one-size-fits-all vision may affect some libraries disproportionately.

Local boards know their own situation best and should be able to make the decisions that fit their local libraries. We choose to reciprocate fully and have no plans to change that, but want it to continue to be the decision of the elected Board of Trustees, representing the taxpayers who fund our collections.

Again, the requirement for system wide reciprocal borrowing has been in place for many years. Libraries can now, and would have been able to under the proposed revision, establish reasonable restrictions for reciprocal borrowing following the procedure established by their library system and permitted in rule. For RAILS, today, right now, under the existing rules, this means that libraries can restrict, but not set to zero, if a borrowing imbalance occurs. The [RAILS Resource Sharing Policy](#) defines an imbalance as having 30% or more of your total annual circulation from reciprocal borrowers from all other libraries and/or 15% of total circulation from the patrons of a single library. Restrictions must be applied evenly to all borrowers from other public libraries in RAILS.

***Underlying issue #1:** Library's are funded primarily by local tax dollars not State funding. While we generally embrace the concept of reciprocal borrowing, it is secondary to our purpose as locally funded libraries. We like it because it allows our patrons access to other libraries for the sake of convenience and expanded access. The expectation of this expanded access is that what we allow for "your" patrons, you need to allow for "ours". If this rule were followed by ALL libraries, this would make a state requirement of offering reciprocal borrowing a benefit and put some teeth into dealing with any libraries that don't play fair. Having spent many hours discussing the issuing of sharing materials reciprocally or through some form of ILL, all libraries are not on the same page for a variety of reasons.*

Under current rule, libraries must participate in system wide reciprocal borrowing. The library system has the statutory directive and authority to manage membership issues. Libraries are certifying annually that they are complying with this requirement. Libraries cannot be members of the system if they do not certify. Membership issues should be brought to the attention of the system board and staff.

***Underlying Issue #2:** All Libraries are not funded equally and many are facing scary financial constraints.*

Most often the fear of sharing comes from a feeling that our individual library is already lacking in the ability to provide the best services to our own taxpaying patrons. How do we share with more people when we don't have enough for our own patrons?

The library system board has the statutory directive and authority to establish resource sharing policies that, with the approval of the State Librarian, are designed to help libraries set reasonable restrictions on reciprocal borrowing. RAILS has such a policy. Dialog with your library system board and staff is key.

Underlying Issue #3: *We don't really know the financial value of the services that we are getting by being a part of a Library System.*

Back in the days of NILS (prior to the merger to PALS and then the merger to RAILS) (Yes, way back before some of you were born or even considering becoming a library director:), we would get an annual report from the System Library that showed the financial value of services provided by the State and the System. (Hint, hint RAILS and ISL). Back then, I knew the actual value of delivery of materials to my library, I knew the financial value of being a part of an LLSAP, I knew the value of continuing education that my staff and I took part in, etc, etc, etc. (a little Yul Brenner break<http://youtu.be/1JHH6iwgIek>).

The grant awards from the SOS/ISL to the three library systems—*not counting* additional grants such as the Talking Book and Braille Service, the e-books project, cataloging enhancement grants—total in excess of \$15 million. This single grant program supports the bedrock of what is consistently reported to the SOS/ISL as the most essential, critical services: delivery and the automated catalogs. Grants to libraries require library system membership. The complete Fiscal Year 2015 grants budget and program descriptions are here: <http://www.cyberdriveillinois.com/departments/library/grants/home.html>

Underlying issue #4:

None of this takes into account the number of unserved patrons that we have in Illinois or the fact that if we had universal service, we would not be questioning a rule to require that we offer reciprocal borrowing to all patrons in Illinois.

I am not sure I understand this statement and would welcome further discussion. Many of the library staff and trustees who registered objections to the concept of statewide reciprocal borrowing cannot point to unserved areas contiguous to their organizations. The issues about reciprocal borrowing, if I understand correctly, are first, that library patrons from other libraries could overwhelm their collections; and secondly, concern about equity issues that surface when comparing extremely variable taxing levels/library support. The unserved issue has one obvious solution: taxation of every resident of the state. It is not the case that every library in the state would realize increased tax revenue by eliminating unserved areas, if the formula remains rooted in local property taxes.

Regarding other possible rule changes.

"The library strongly consider participation is a Local Library System Automation project." This is not a rule. What does shall strongly consider mean? Again, if it became a requirement, the original underlying issues 1 and 2 come back into play.

It was not proposed as a requirement. Building on and calling out long-term substantial investments made by the ISL and the library systems, which amount to millions of dollars over the last 40 years, in order to draw attention to this resource-sharing option and highlight one of the statutory purposes of the System Act is a reasonable use of the administrative rules. Please note that one of the statutory purposes of the System Act is, "to foster economic and efficient utilization of public funds."

The ISL has invested and continues to invest heavily in cooperative online catalogs and their support, maintenance and improvement. Building on this investment and asking Illinois libraries to consider this avenue for automation is a responsible strategy. It is also the case that both ISL directors under whom I have worked, many ISL staff, and I, have long advocated to the system directors and boards that consolidation of services and outsourcing should be priorities, and are strategies that should be seriously considered. A climate of many convergent forces, including an environment of extreme austerity and upwardly spiraling costs, urgently dictates streamlining. Further, our priority is always to push that the

library system funding is targeted toward library services and not library system administration. The ability to achieve efficiencies of scale is eroded by every duplicate service that exists. We also hear from patrons, patrons who believe that the splintering of services is to their detriment and fail to understand why neighboring libraries cannot share a single automated catalog.

My final thought is that these proposed rules are limiting because they are not based on a vision and mission of what library systems and libraries are doing or should be doing to serve and improve the lives of the residents of Illinois. And that is probably the real underlying issue. Rules being developed in the void of a vision are just frustrating and generic.

The mission/vision for systems is very clear and is found in the system statute (75 ILCS 10/1 and 10/3). The administrative rules are in place to achieve that mission/vision.

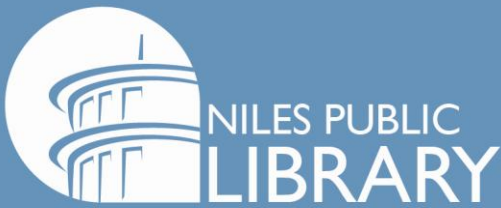
I thank your members, Dee, for their thoughtful and insightful comments. I hope that this letter helps to clarify the issues around the proposed rules.

Please let me know if there are any questions or clarifications that I can make.

Sincerely,



Anne Craig, Director
Illinois State Library
acraig@ilsos.net



6960 West Oakton Street, Niles, IL 60714 | 847.663.1234 T | 847.663.1350 F | www.nileslibrary.org

August 23, 2014

Chris Ball
Niles Public Library Board Secretary
6960 W Oakton St.
Niles, IL. 60714

Dear Board Members,

I wanted to bring to your attention an issue that the Niles Public Library Board feels is an important issue that will affect all libraries that are part of RAILS. The Illinois Library System is planning a change that will make reciprocal borrowing mandatory to be part of RAILS.

The Niles Public Library has long been a big supporter of reciprocal borrowing. Our Board feels strongly that it should remain a local decision. We need the ability to assess our borrowing statistics and adjust our policies as needed. The impact of reciprocal borrowing is very different depending on a library's location, budget, and the economic status of surrounding communities, so a one-size-fits-all vision may affect some libraries disproportionately.

Local boards know their own situation best and should be able to make the decisions that fit their local libraries. We choose to reciprocate fully and have no plans to change that, but want it to continue to be the decision of the elected Board of Trustees, representing the taxpayers who fund our collections.

Furthermore, the threat of duress for non-participants is an abuse of a system designed by libraries for library patrons. RAILS membership shouldn't be a weapon of forced compliance. Local taxes must have local control. Will you join us in alerting your elected officials that this policy is unacceptable?

Please respond as your Board's have a chance to review and react to this unusual initiative from Springfield. You can find more information about this at the following link: <http://illibrarysystemstandards.wordpress.com/>

Sincerely,

Chris Ball
Niles Library Board Secretary

Unfinished Business—Recommended Actions

A. Recommended Action on Ordinance 14-07

MOVE the Library Board of Trustees adopt Ordinance 14-07, an Ordinance Pertaining to the Transfer of Appropriations

Memorandum A to Unfinished Business-Recommended Action

The Library recently completed its fiscal year ended June 30, 2014. Post-closing analysis showed that the Library exceeded its appropriation in two accounts. This Ordinance transfers unused appropriated amounts from elsewhere in the appropriation ordinance to these accounts to cover the shortfall.

ORDINANCE NO. 14-07

ORDINANCE OF THE BOARD OF LIBRARY TRUSTEES OF THE
NILES PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS,
PERTAINING TO THE TRANSFER OF APPROPRIATIONS

WHEREAS, the Board of Library Trustees of the Niles Public Library District, Cook County, Illinois (hereinafter referred to as the "Library Board") has previously enacted a 2013-2014 Budget and Appropriations Ordinance; and

WHEREAS, the need to appropriate additional funds for the health reimbursement line item in the Library (General) Fund was not contemplated by the Library Board when it adopted its fiscal year 2013-2014 Budget and Appropriations Ordinance; and

WHEREAS, the Library (General) Fund has sums remaining that will not be necessary for payment of the obligations incurred prior to the close of the 2013/2014 fiscal year, but which are necessary to offset fund deficiencies in the Workers Compensation Fund in the amount of \$2,500.00; and

WHEREAS, the Illinois Public Library District Act of 1991 allows the appropriation of any amount specified for any object or purpose, not affecting the total amount appropriated, to be transferred to another object or purpose if 2/3rds of the members of the Library Board present and voting at any meeting of said Board approves the adoption of an Ordinance making such transfer (75 ILCS 16/30-90 (b)).

NOW, THEREFORE, Be It Ordained by the Board of Library Trustees of the Niles Public Library District, Cook County, Illinois as follows:

Section I: That there is hereby transferred a total of \$6,200.00 from the amount previously appropriated for janitorial supplies in the General Fund of the 2013-2014 Budget and

Appropriations Ordinance of the Niles Public Library District to the appropriation for health reimbursement.

Section 2: That there is hereby transferred a total of \$2,500 from the amount previously appropriated for janitorial services in the General Fund of the 2013-2014 Budget and Appropriations Ordinance of the Niles Public Library District to the Workers Compensation Insurance Fund.

Section 3: That the transfers of appropriations made in Section 1 and Section 2 herein shall not increase or decrease the total amount of 2013-2014 appropriations approved by this Library Board.

Section 4: In the event that any section, clause, provision or part of this Ordinance shall be found or determined to be invalid by a court of competent jurisdiction, all valid parts that are severable from the invalid parts shall remain in full force and effect.

Section 5: That this Ordinance shall become effective immediately upon adoption as allowed by law.

ADOPTED this _____ day of _____, 2014 pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by the Board of Library Trustees of the Niles Public Library District the _____ day of _____, 2014 by a 2/3rds vote of those members present and voting.

President

ATTEST:

Secretary

Unfinished Business—Recommended Actions

B. Recommended Action on Ordinance 14-08

MOVE the Library Board of Trustees adopt Ordinance 14-08, an Ordinance Repealing Ordinance No. 14-06 adopted on August 20, 2014, being an 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.

Memorandum B of Recommended Board Action

The Library Board adopted Ordinance 14-06, an 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 at its Regular Board Meeting on August 20, 2014. Ordinance 14-06 did not contain the same numbers as 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 as was intended. Therefore, we request that the Board adopt Ordinance 14-08 which repeals Ordinance 14-06.

ORDINANCE NO. 14-08

ORDINANCE REPEALING ORDINANCE NO. 14-06 ADOPTED ON AUGUST 20, 2014,
BEING AN 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

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

Section 1: The Board of Library Trustees of the Niles Public Library District
(hereinafter referred to as the “Library”) finds as follows:

A. Pursuant to its powers in accordance with the applicable Illinois statutes, the
Board of Trustees of the Library has heretofore adopted Ordinance No. 14-06 on
August 20, 2014, being the Library’s 2014/2015 Budget and Appropriations Ordinance.

B. Thereafter, the Library determined that it had previously prepared and
approved Ordinance No. 14-05, a Tentative Budget and Appropriations Ordinance,
published notice of a public hearing on said Ordinance No. 14-05 and placed said
Tentative Budget and Appropriations Ordinance on public display for 30 days before
conducting a public hearing on Ordinance No. 14-05 on August 20, 2014.

C. On August 20, 2014, the Board of Library Trustees of the Library
inadvertently adopted Ordinance No. 14-06 and not Ordinance No. 14-05 as the
Library’s 2014/2015 Budget and Appropriations Ordinance.

D. By reason of the premises, it is in the best interests of the Library to repeal
in its entirety Ordinance No. 14-06 and to adopt a new Budget and Appropriations
Ordinance which reflects the appropriations and budget set forth in Ordinance No. 14-
05 as amended by the Board of Library Trustees after the Public Hearing.

Section 2: That Ordinance No. 14-06, "An 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," is hereby repealed in its entirety.

Section 3: That a different Budget and Appropriations Ordinance, being Ordinance No. _____ shall be adopted on September 4, 2014, as the 2014/2015 Budget and Appropriations Ordinance of the Library.

Section 4: That this Ordinance shall be in full force and effect from and after its passage, as provided by law, and that the repeal of Ordinance No. 14-06, "An 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," shall be effective immediately.

ADOPTED this 4th day of September, 2014 pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

President

ATTEST:

Secretary

September 17, 2014

Unfinished Business—Recommended Actions

C. Recommended Action on Ordinance 14-09

Move the Library Board of Trustees adopt Ordinance 14-09, an 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.

Memorandum C of Recommended Board Action

Ordinance 14-09 reflect the budget and appropriations reflected in the tentative budget and appropriations Ordinance 14-05 adjusted by the Board of Trustees at its meeting on August 20, 2014.

ORDINANCE 14-09
AN 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

WHEREAS, the Board of Trustees of the Niles Public Library District, Cook County, Illinois, caused to be prepared in tentative form a Budget, and the Secretary of the Board has made the same conveniently available to public inspection for at least 30 days prior to final action thereon, and

WHEREAS, a public hearing was held as to such Budget on the 20th day of August, 2014, and notice of said hearing was given at least 30 days prior thereto as required by law, and all other legal requirements have been complied with;

BE IT ORDAINED by the Board of Trustees of the NILES PUBLIC LIBRARY DISTRICT, County of Cook and State of Illinois.

SECTION 1: That the following sums of money, or as much thereof as may be authorized by law, be and the same are hereby budgeted and appropriated for general corporate purposes and to defray and for the payment of all expenses and liabilities of the Niles Public Library District for the fiscal year hereby adopted as beginning July 1, 2014 and ending June 30, 2015.

SECTION 2: That the items budgeted as appropriated and the objects and purposes of the same are as follows:

	APPROPRIATION	BUDGET
SALARIES		
ADMINISTRATOR	\$230,000	\$115,000
MANAGERS	\$550,344	\$275,172
SUPERVISORS	\$1,041,728	\$520,864
LIBRARIAN	\$2,149,260	\$1,074,630
LIBRARY GRADE V	\$1,185,016	\$592,508
LIBRARY GRADE VI	\$677,956	\$338,978
LIBRARY PAGE	\$264,594	\$132,297
SUNDAY/SUBSTITUTE/ ADJUSTMENTS	\$184,000	\$92,000
TOTAL SALARIES	\$6,282,898	\$3,141,449
LIBRARY MATERIALS		
BOOKS & PERIODICAL	\$482,000	\$241,000
DOWNLOADABLES	\$120,000	\$60,000
AV	\$294,000	\$147,000
ONLINE DATABASES	\$320,000	\$160,000
TOTAL MATERIALS	\$1,216,000	\$608,000
OPERATING EXPENSES		
PROCESSING & SUPPLIES		
CCS CHARGES	\$149,200	\$74,600
PROCESSING & SUPPLIES	\$40,000	\$20,000
INTERNET CHARGES	\$40,000	\$20,000
SOFTWARE, LICENSES	\$90,000	\$45,000
PRINTING	\$100,000	\$50,000
LIBRARY SUPPLIES	\$25,600	\$12,800
PROGRAMMING &	\$138,400	\$69,200

SUPPORT - ADULT		
VOLUNTEERS	\$6,000	\$3,000
PUBLIC PERFORMANCE RIGHTS	\$2,636	\$1,318
CCS COMMUNICATIONS	\$8,000	\$4,000
COMPUTER CHARGES - OCLC	\$22,816	\$11,408
MISCELLANEOUS	\$2,000	\$1,000
TOTAL PROCESSING & SUPPLIES	\$624,652	\$312,326

ADMINISTRATION & GENERAL OFFICE

JANITORIAL SUPPLIES	\$67,300	\$33,650
COPIERS	\$20,000	\$10,000
PROFESSIONAL DEVELOPMENT MILEAGE	\$77,190	\$38,595
REIMBURSEMENT	\$2,600	\$1,300
LEGAL FEES	\$60,000	\$30,000
CONSULTING	\$130,000	\$15,000
SUPPLIES	\$53,000	\$26,500
PROMOTIONAL EXPENSE	\$49,800	\$24,900
POSTAGE & FREIGHT	\$36,000	\$18,000
PUBLICATION OF NOTICES - LEGAL	\$2,400	\$1,200
SUBSCRIPTIONS & DUES	\$18,000	\$9,000
COLLECTION SERVICES	\$2,000	\$1,000
TELEPHONE	\$33,000	\$16,500
TRUSTEE EXPENSE	\$18,000	\$9,000
EQUIPMENT RENTAL	\$10,000	\$5,000
PAYROLL SERVICE	\$26,000	\$13,000
BANK FEES	\$6,600	\$3,300
PARKING LEASE AGREEMENT	\$21,144	\$10,572
TOTAL ADMINISTRATION AND GENERAL OFFICE	\$633,034	\$266,517

VEHICLE EXPENSE TOTAL	\$8,542	\$4,271
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EMPLOYEE FRINGE BENEFITS

PENSION PLAN	\$350,000	\$175,000
GROUP HEALTH HEALTH	\$750,000	\$375,000
REIMBURSEMENT	\$120,000	\$60,000
DENTAL, VISION, DISABILITY	\$98,400	\$49,200
TOTAL FRINGE BENEFITS	\$1,318,400	\$659,200

TOTAL UTILITIES	\$204,000	\$102,000
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TOTAL OPERATING	\$10,287,526	\$5,093,763
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RETIREMENT INCENTIVE PROGRAM	\$403,286	\$201,643
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BUILDING & MAINTENANCE		
REPAIRS & IMPROVEMENTS	\$75,000	\$37,500
CONTRACTUAL MAINTENANCE	\$70,000	\$35,000
NON-CONTRACTUAL MAINTENANCE	\$48,000	\$24,000
EQUIPMENT MAINTENANCE	\$72,000	\$36,000
NON CAPITAL EXPENSES	\$40,000	\$20,000
FURNITURE & FIXTURES	\$113,000	\$56,500
TOTAL BUILDING & MAINTENANCE	\$418,000	\$209,000
SPECIAL RESERVE		
SPECIAL RESERVE - BUILDING	\$260,000	\$130,000
SPECIAL RESERVE - EQUIPMENT	\$794,000	\$397,000
TOTAL SPECIAL RESERVE	\$1,054,000	\$527,000
SPECIAL FUNDS		
AUDIT	\$35,000	\$17,500
LIABILITY INSURANCE	\$68,320	\$34,160
SOCIAL SECURITY ILLINOIS	\$460,000	\$230,000
UNEMPLOYMENT TAXES WORKERS' COMPENSATION	\$30,000	\$15,000
INSURANCE	\$58,863	\$29,431
TOTAL SPECIAL FUND ITEMS	\$652,183	\$326,091
SUPPLEMENTARY GRANTS	\$144,000	\$72,000
GRAND TOTAL	\$12,958,995	\$6,429,497

SECTION 3: The several sums above mentioned and designed as appropriation, which is TWELVE MILLION NINE HUNDRED FIFTY EIGHT THOUSAND NINE HUNDRED NINETY FIVE AND NO/100 (\$12,958,995), be and are hereby appropriated as propriate fractional parts of the said amount of TWELVE MILLION NINE HUNDRED FIFTY EIGHT THOUSAND NINE HUNDRED NINETY FIVE AND NO/100 (\$12,958,995) from the proceeds of the general property tax for corporate purposes and special taxes in addition to all other library taxes as provided by law.

That all of the unexpended balance of any item or items of any general appropriation made in this Ordinance be expended in making up any insufficiency in any item in the same general appropriation and for the same general purpose of any like appropriation made by this Ordinance.

SECTION 4: The cash on hand deemed by law as current assets available for library purposes as of May 31, 2014, is estimated to be \$9,102,383; the estimate of cash to be received during the 2014-2015 fiscal year from all sources is \$6,523,365; the estimate of expenditures appropriated for such fiscal year is \$12,958,995; and the estimated operating budget for such fiscal year is \$5,093,763. The estimated cash to be expected on hand deemed by law as current assets available for library purposes at the end of such year is \$2,666,753.

SECTION 5: That the invalidity of any portion of this Ordinance or any of the items hereof shall not render invalid any other portion or item thereof which can be given effect with such invalid portion or portions eliminated.

SECTION 6: That all ordinances or parts of ordinances conflicting with any of the provisions of this Ordinance be and the same are hereby repealed.

SECTION 7: That the Board of Trustees of the Niles Public Library District has established a special reserve fund to be accumulated from the unexpended balance from the proceeds received from the library taxes levied for the 1977 and subsequent years, said fund to be accumulated and set aside as a special reserve fund for the purpose in accordance with 75 ILCS 16/40-50 and that said Board of Trustees shall adopt a plan or plans pursuant to the provisions of 75 ILCS 16/40-5 of the Public Library District Act of 1991.

SECTION 8: That this Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

ADOPTED this 17th day of September, 2014, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

Morgan Dubiel
President of the Board of Trustees of the
NILES PUBLIC LIBRARY DISTRICT
ATTESTED and SIGNED in my office,
according to law, this
18th day of June 2014, at the said
NILES PUBLIC LIBRARY DISTRICT

CHRIS A. BALL
Secretary, Board of Trustees

September 17, 2014

Unfinished Business—Recommended Actions

D. Recommended Action on Special Reserve Fund Plan

MOVE the Library Board of Trustees approve the 2014-2015 Plan for the Special Reserve Fund.

Memorandum D of Recommended Board Action

Attached is an updated Special Reserve Plan.

At the last meeting of the Board of Trustees, the board had two questions: The first question was related to the amount of money in the plan for the replacement of the east and west roofs.

I spoke to Roger Wahl at Weatherguard Roofing at length on August 27th. Roger gave FQC some input on the report which I put into the board packet last month.

Roger's initial reaction is that the pricing that FQC used was very conservative which is good for a planning exercise. Roger's costs today are running between \$8 and \$10 per square foot for a roof. If his company is required to tear the old roof off, there is an additional charge of \$3 to \$4 per square foot resulting in a total price of \$11 to \$14 per square foot. I asked Roger about his inflation rate and he felt that CPI was a good proxy. So if you use 2.4% per year compounded for 3 years, the total costs will escalate to \$11.81-\$15.03 per square foot when we will be in the market to replace the west roof which is about 23,000 square feet. The total projected cost is between \$271,700 and \$345,700 for the west roof. This compares to FQC's original estimate of between \$460,000 and \$510,000.

The east roof has a longer horizon for replacement. The significance here is that in 2018 the insulation standard will increase from R25 to R45 which will add \$4 per square foot to the base costs. Using the same inflation factor over 10 years results in the current pricing of \$19.01-\$22.82 per square foot. The total projected cost to replace the East roof is between \$289,000 and \$346,800. This compares to FQC's original estimate of between \$350,000 and \$410,000.

At the high end, we could likely spend a total of approximately \$700,000 to replace both roofs. At the low end it looks more like \$600,000. This compares to FQC's total numbers of between \$810,000 and \$920,000.

Unfinished Business—Recommended Actions

D. Recommended Action on Special Reserve Fund Plan (cont'd)

I also spoke to Jack Hayes at FQC who actually authored the report and he indicated that he stands by his numbers. He told me that at a bid opening earlier in the month, he saw prices slightly higher than what he quoted so he felt that after he adjusted for some of the special items in the quote that it justified his numbers.

It's clear that we should adjust the numbers in the special reserve work that I presented last month. The question is to what level. For this exercise, I used the average of the high and low estimates.

The second question was related to the Library's experience on out of warranty repairs on the staff computers.

According to Rich Wozniczka in IT, the Library has spent \$3,401.63 on computer repairs since the staff computers warranty expired in December 2013. The following repairs were performed on the staff computers:

- 6 Motherboards
- 12 Power Supplies
- 1 Monitor
- 6 Memory modules
- 2 Video Cards
- 1 Laptop Keyboard
- 3 Front I/O panels
- 1 Case Fan
- 4 Keyboards
- 8 Mice

These repairs addressed issues with 44 staff computers.

**Niles Public Library District
Projected Roofing Replacement costs
September 15, 2014**

		Roofing Cost		Tear Off Cost		Total	
		Low	High	Low	High	Low	High
	Base Price	\$ 8.00	\$ 10.00	\$ 3.00	\$ 4.00	\$ 11.00	\$ 14.00
	Plus Inflation	\$ 8.59	\$ 10.74	\$ 3.22	\$ 4.29	\$ 11.81	\$ 15.03
Base Price	23,000	\$ 184,000.00	\$ 230,000.00	\$ 69,000.00	\$ 92,000.00	\$ 253,000.00	\$ 322,000.00
Plus Inflation	2.4% (3 years)	\$ 197,568.50	\$ 246,960.62	\$ 74,088.19	\$ 98,784.25	\$ 271,656.68	\$ 345,744.87
	Base Price	\$ 12.00	\$ 14.00	\$ 3.00	\$ 4.00	\$ 15.00	\$ 18.00
	Plus Inflation	\$ 15.21	\$ 17.75	\$ 3.80	\$ 5.07	\$ 19.01	\$ 22.82
Base Price	15,200	\$ 182,400.00	\$ 212,800.00	\$ 45,600.00	\$ 60,800.00	\$ 228,000.00	\$ 273,600.00
Plus Inflation	2.4% (10 years)	\$ 231,219.47	\$ 269,756.05	\$ 57,804.87	\$ 77,073.16	\$ 289,024.34	\$ 346,829.20

**Nile Public Library District
Special Reserve Fund Plan
Fiscal Year 2014-2015**

The Nile Public Library District currently maintains a special reserve fund. Illinois revised statutes (75 ILCS 16/40-50) requires a “plan” in connection with a special reserve fund. Generally, for the district, planned use of the special reserve fund will be for capital and other additions or replacements to the library or library contents. The plan needs to be approved by the Board of Library Trustees (75 ILCS 16/40-50(b)), unless expenditures are made from the special reserve fund for emergency repairs to the existing library building or its equipment (75 ILCS 16/40-50(c)). As these contingencies occur or other events lead to a change in plans, the Board of Trustees reserves the right to change the usage plan and act in the best interests and current needs of the Library.

The special reserve fund balance as of June 30, 2014 was \$702,295. The expenditure plan for the fiscal year ending June 30, 2015 and the next several years is as follows:

FY 2014-2015

Renovation

Remaining Retainage to be paid	\$16,922
LMR Sound and Video	\$53,734
Strobe Lights-Fire System	\$25,000
Furniture	
	\$95,656

Equipment

Staff PCs	\$123,000
Patron PCs	\$102,000
Scanners	\$5,952
Patron Copiers	\$12,000
VPN Server for Staff	\$6,000
Ereaders/Tablets for training	\$6,000
Vehicle for Deliveries	\$50,000
Smart Board	\$8,000
	\$312,952

Building

Water Main	\$13,810
Security System	\$30,000
	\$43,810
	\$452,418

FY 2017-2018

Building	
West Roof Replacement	<u>\$308,700</u>
FY 2018-2019	
Building	
Parking Lot	\$175,000
Parking Lot Lights	<u>\$35,000</u>
	<u>\$210,000</u>
After FY 2018-2019	
Building	
East Roof Replacement	\$318,000
Copper Tower Roof	\$75,000
Parking Lot Bollards	<u>\$12,500</u>
	<u>\$405,500</u>
Equipment	
Generator upgrade	\$50,000
Heating Distribution	\$55,000
Ventilation	\$31,000
Air Conditioning	\$325,000
Secondary Distribution Panel	<u>\$20,000</u>
	<u>\$481,000</u>
	<u>\$943,500</u>
Grand Total	<u><u>\$1,857,618</u></u>

Looking out five to fifteen years, library equipment, furniture and carpeting will need renovation or replacement due to wear or obsolescence. The library database and information systems will be upgraded or replaced with newer technology. The library plans to fund these expenditures with the special reserve.

Any expenditure from the special reserve fund in excess of \$20,000 requires competitive bidding in accordance with 75 ILCS 16/40-45(b). Any expenditure in excess of \$5,000 the Library solicits multiple bids according to board practice and policy.

The accompanying motion requests Board of Trustee approval of the above, current version of the special reserve fund plan including provisions for emergencies and revisions.

