



Niles Public Library District

Regular Meeting

Wednesday, December 17, 2014 6:30 PM

**NILES PUBLIC LIBRARY DISTRICT
REGULAR MEETING AGENDA**

December 17, 2014

6:30 PM

Board Room

6960 Oakton Street

Niles, Illinois

ORDER OF BUSINESS

1. Call to Order
2. Pledge of Allegiance
3. Discussion with Ken Carrick, Coleman Lew & Associates (SKYPE)
4. Consent Agenda
 - A. Approve Minutes of November 19, 2014 4
 - B. Approve the payment of the bills for operating expenses of \$189,468.87, payroll expenses of \$248,112.35, and Special Reserve Expenses of \$53,733.89, for a total monthly expense of \$491,315.11 9
 - C. Approve payment to Visographic in the amount \$6,442.49 for the printing of the Library's winter edition of the Chapter One Newsletter
 - D. Approve the resignation of Connie Gusek from the full-time position of Acquisitions Clerk Assistant effective November 7, 2014; the resignation of Magda Pogorzelski from the full-time position of Adult Services Assistant effective November 14, 2014; the appointment of Magda Pogorzelski to the full-time position of Acquisitions Clerk Assistant at a rate of \$18.47 per hour, effective November 19, 2014; the appointment of Helene Sonkin to the part-time position of Patron Services Clerk at a rate of \$11.16 per hour, effective December 16, 2014
5. Public Comment
6. Treasurer's Report
 - A. Review Financial Report 15
 - B. Presentation by Greg Pritz, Business Manager
7. Director's Report
 - A. Highlights 31
 - B. Monthly Statistics 37
8. Communications 42
9. Liaison Reports
 - A. Friends of the Library
 - 1) Appointment of Board Liaison
 - B. Legislative

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- C. RAILS
- 10. Secretary's Report
- 11. New Business
 - A. Discussion of Strategic Plan 43
- 12. Unfinished Business
 - A. Discussion of Stem Lab
- 13. Other
- 14. Adjournment

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

Trustees Present

Chris Ball, Karen Dimond, Carolyn Drblik, Morgan Dubiel, Danette Matyas, Barbara Nakanishi, Linda Ryan

Library Staff Present

Susan Lempke, Greg Pritz, Sue Wilsey, Carol Jung, Dave Dabrowski, Diane Winberg, Victoria Luz, Judy McNulty, Dodie Frisbie

Guests Present

Tom Robb, *Journal & Topics Newspapers*; Igor Stevenkov, *Niles Herald-Spectator*; Eric M. Poders, *The North Shore Voice*; Dennis Walsh, Attorney, Klein Thorpe and Jenkins; Richard Brady, Matrix Consulting Group; Judy Walthers, McClure Inserra & Co., Chartered; Megan Fox; Kevin Dujan

Call to Order

The Regular Board Meeting of the Niles Public Library Board of Trustees was called to order at 6:31 PM.

Roll Call

The roll was taken by Ms. Winberg.

Pledge of Allegiance

President Dubiel led the Pledge of Allegiance.

Interview with Process Improvement Consultant

Richard Brady presented a little background on the Matrix Consulting Group which has been in business for 12 years working with government entities including over 50 libraries throughout the United States. Mr. Brady is the President of Matrix and he specializes in library services. He presented his proposal to conduct a library staffing and operations study. Their approach would include extensive input from staff and patrons; fact-finding to document all workloads and service levels; extensive interaction with the staff and Board; and the implementation planning to augment their analysis and recommendations. The Matrix Group recently completed a public works study and a Village-wide performance management study for the Village of Niles. The Board thanked Mr. Brady for his presentation.

Discussion of Process Improvement Consultants with Possible Motion to hire one of the Firms: Godfrey's Associates, Kaizen or Matrix

As stated previously at the October Board Meeting, Trustee Dimond still feels it is premature to consider hiring one of these consultants (she isn't sure whether the Library needs this type of consultant) before a new director is on staff. She feels the Board's main job now is to find a director and a director should be in place first. It's been a number of months that the Library has been without a director. She referred to Mr. Waters' (from Godfrey) comment that it would be best for the Board to hold off with the hiring of a consultant until after a Library Director has been selected and has had a couple of months to settle in.

Trustee Drblik MOVED the Library Board of Trustees accept the Matrix Consulting Group as the Library's Process Improvement Consultant. Trustee Matyas seconded.

Roll call vote: Ayes: Drblik, Dubiel, Matyas. Nays: Ball, Dimond (for reasons stated earlier), Nakanishi, Ryan. Motion failed.

Library Audit

Ms. Walthers presented the 2013-14 Audit to the Board and reported that she was able to issue us an unmodified opinion which is a good thing. This means it is not qualified for any exceptions. The financial statements present fairly, in all material respects, the respective financial position of the Niles Public Library District. She congratulated the Board on the savings they have made for the taxpayers.

Executive Session

Trustee Matyas MOVED the Library Board of Trustees enter into Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Niles Public Library District. Trustee Ryan seconded.

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

Executive Session began at 7:28 PM. Executive Session ended at 8:03 PM.

Open session began at 8:04 PM, with all members of the Board present.

Final Action, if any, on closed session subjects

There was none.

Project Update

Ms. Lempke reported that the desk in the Commons Area and the Info Desk are done and that they look beautiful. The work on the desks has a three-year warranty. Final payment was made. The renovation is complete and this will be the final project update.

Consent Agenda

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

- A. The Minutes of the Regular Board Meeting of the Regular Board Meeting of October 15, 2014;
- B. The payment of the bills for operating expenses of \$193,369.85; payroll expenses of \$251,729.96; and Special Reserve Expenses of \$21,867.00, for a total monthly expense of \$466,966.81;
- C. Approve that the Library be closed on Friday, January 23, 2015 for a Staff-In Service Day.

Trustee Matyas seconded.

Trustee Dimond asked how the date for the Staff-In Service Day was selected and how will it be publicized that the library will be closed on that day. Ms. Lempke responded that she made the request by email to the Trustees. There being no objection by the Trustees, the notification was able to make the winter issue of Chapter One. Signs will be posted on the doors as well as the electronic sign. The closing will be posted on Facebook and the Library's website. No materials will be due that day. The day was selected because Friday's are the library's slowest day and no staff had requested that day off. Trustee Ryan asked whether it would be possible to note the library being closed on the receipts. Ms. Lempke said she would see if it is possible.

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

Public Comments

Ms. Megan Fox, a stay-at-home mom who home schools her three children, expressed her views on making libraries safer for children by blocking pornography on public computers. The 5-minute timer went off and President Dubiel thanked Ms. Fox for her comments.

Mr. Kevin Dujan expressed his concern over the advice given by the Library's legal firm, Klein Thorpe and Jenkins, to libraries throughout the State. He commended the Library's Board on their level of interest in their Library. The 5-minute timer went off. Mr. Dujan was thanked for his comments.

Treasurer's Report

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

Interim Director's Report

Ms. Lempke shared the good news that the Library was named a Four-Star Library by the *Library Journal*. As mentioned in her report, it's a great honor and both Board and staff are entitled to feel proud of this achievement.

Ms. Lempke reported that the staff has collected sixteen library bags of food/gift cards for those who are less fortunate in the community. Sue Wilsey accepted donations from the Trustees. The Thanksgiving food donations will be distributed by Family Services.

The District 63 TLC Gala is being held on Thursday, December 11. Ms. Lempke asked that the Trustees let her or Ms. Winberg know if they would like to attend.

Communications

The communications in the Board Packet were noted.

Committee Reports

Special Reserve Plan Committee – No report.

Employee Benefits Committee - No report.

Liaison Reports

Friends of the Library

Ms. Lempke reported that she did attend their monthly meeting and that the Friends have agreed to purchase end carts for the Library in the amount of \$3,000. They asked for a third quote on shelving that the Library would like to have built for the lobby. From the tone of the meeting, Ms. Lempke said it did not seem as if they wanted to purchase this shelving. Ms. Lempke said the Library will purchase the circular displays around the pillars in the main lobby.

Legislative

No report.

RAILS

No report.

Secretary's Report

No report.

New Business

Policy 3.21 Internet Access

Trustee Ball MOVED the Library Board of Trustees adopt the revised Policy 3.21 Internet Access. Trustee Matyas seconded.

Trustee Dimond asked if this discussion could be postponed until next month's meeting. Trustee Ryan stated that in the Library's Core Values we respect all individuals, that we believe in intellectual freedom and that we respect privacy and confidentiality. She asked how filtering our computers would mirror our core values. She asked whose hands this is in—who decides what bad behavior is. President Dubiel responded that as long as a lawful search is being made on a public computer, the filter can be removed. It's in the hands of the law. Trustee Ryan said she called area libraries in Des Plaines, Glenview, Lincolnwood and Skokie and none of these libraries have filters on their adult computers.

Trustee Dimond asked whether the filtering would block access to both public computers and personal computers that are brought into the library. Ms. Lempke said that this is correct as written in the revised policy. The filtering would block certain sights deemed inappropriate such as nudity and pornography. A message will appear on the screen that the sight has been blocked. Trustee Dimond asked who will have the discretion to decide what sights should be unblocked. Mr. Walsh said that the proper technology will need to be installed so that filtering can be unblocked on personal computers as well as on the public computers in the library. President Dubiel stated that if we hear from staff that blocking is a disaster, the Board will revisit the issue very quickly. Our main intent at this time is to focus on filtering. Trustee Drblik said her main concern is over the children and the staff. She feels that no one should be subjected to pornography. We are

responsible for the safety of our youth and others. The library is not a place for pornography. Trustee Matyas agreed. The children do not stay in the kids section, they roam the library. She said that she works for a private company with strictly adults and that they are unable to access any unlawful sights on their computers. She feels that if someone wants to search porn, do it in the privacy of your own home. Don't do it in the library and subject everyone to it. Trustee Ball feels this is a reasonable approach to keeping a safe environment in our library. If someone needs to do this type of search, they can drive to our neighboring library in Des Plaines. Ms. Lempke clarified that we do not allow our patrons to view pornography. Staff does have the capability to remotely turn off a computer when a patron is viewing porn. She does not want anyone to have the wrong impression. Ms. Lempke suggested that the name of the filtering software be not included in the policy. The Trustees agreed.

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

Unfinished Business

Transfer of Funds

Trustee Ball MOVED the Library Board of Trustees approve the transfer of \$1.2 Million from the General Fund to the Special Reserve Fund. Trustee Matyas seconded.

After a brief discussion, the Trustees agreed that the amount to be transferred from the General Fund to the Special Reserve Fund should be lowered to \$600,000 since expenditures this year will be less than the current balance of approximately \$700,000 in the Special Reserve Fund. President Morgan asked that the motion be altered.

Trustee Ball MOVED the Library Board of Trustees approve the transfer of \$600,000 from the General Fund to the Special Reserve Fund. Trustee Matyas seconded.

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

Ordinance 14-10

Trustee Matyas MOVED the Library Board of Trustees discuss/adopt Ordinance 14-10, an Ordinance Levying and Assessing Taxes of the Niles Public Library District, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2014 and Ending June 30, 2015. Trustee Ryan seconded.

Mr. Pritz provided the Board with a financial review and 2014 tax levy.

After the discussion, President Dubiel asked Trustees Ball and Matyas whether they agreed to the corporate fund being reduced by \$210,000 lowering the tax levy amount to \$5,704,747 bringing the grand total of the amount to be raised by the tax levy down to \$5,918,747. They agreed. Trustee Dimond did not agree with the change. Mr. Pritz asked President Dubiel to confirm the new total—\$5,918,747. President Dubiel said it sounded right.

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

Other

Process Improvement Consultant

Trustee Ball MOVED the Library Board of Trustees reconsider the motion to hire the Matrix Consulting Group as the Process Improvement Consultant. Trustee Matyas seconded.

A discussion was held on the purpose of hiring a process improvement consultant. Trustee Dimond asked whether the vote would fall under the Open Meetings Act since the library is closed. Mr. Walsh said the doors are left open to the public and that anyone is able to come into the meeting at this time.

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

Matrix Consulting Group

Trustee Ball MOVED the Library Board of Trustees engage the Matrix Consulting Group as the Library's Process Improvement Consultant. Trustee Matyas seconded.

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

Adjournment

Trustee Dimond MOVED to adjourn. Trustee Matyas seconded.

On a voice vote, all Trustees voted "aye". Motion carried.

The meeting adjourned at 9:06 PM.

President

Secretary

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
71746	Accounts Payable	Computer Check	12/17/2014	3M	\$0.00	\$3,066.95	(\$3,066.95)	Outstanding	12/31/2014
71747	Accounts Payable	Computer Check	12/17/2014	AFLAC	\$0.00	\$478.03	(\$3,544.98)	Outstanding	12/31/2014
71748	Accounts Payable	Computer Check	12/17/2014	ASBAH AHMEND	\$0.00	\$3.99	(\$3,548.97)	Outstanding	12/31/2014
71749	Accounts Payable	Computer Check	12/17/2014	ALLIANCE ENTERTAINMENT	\$0.00	\$302.16	(\$3,851.13)	Outstanding	12/31/2014
71750	Accounts Payable	Computer Check	12/17/2014	AMARK INDUSTRIES	\$0.00	\$3,668.50	(\$7,519.63)	Outstanding	12/31/2014
71751	Accounts Payable	Computer Check	12/17/2014	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$185.00	(\$7,704.63)	Outstanding	12/31/2014
71752	Accounts Payable	Computer Check	12/17/2014	AT&T	\$0.00	\$926.79	(\$8,631.42)	Outstanding	12/31/2014
71753	Accounts Payable	Computer Check	12/17/2014	AT&T	\$0.00	\$43.44	(\$8,674.86)	Outstanding	12/31/2014
71754	Accounts Payable	Computer Check	12/17/2014	AVCAFE	\$0.00	\$42.39	(\$8,717.25)	Outstanding	12/31/2014
71755	Accounts Payable	Computer Check	12/17/2014	BARCO PRODUCTS COMPANY	\$0.00	\$158.85	(\$8,876.10)	Outstanding	12/31/2014
71756	Accounts Payable	Computer Check	12/17/2014	ZECHARIA BELSKY	\$0.00	\$31.98	(\$8,908.08)	Outstanding	12/31/2014
71757	Accounts Payable	Computer Check	12/17/2014	BLACKBAUD	\$0.00	\$4,398.00	(\$13,306.08)	Outstanding	12/31/2014
71758	Accounts Payable	Computer Check	12/17/2014	DONNA BLOCK	\$0.00	\$9.73	(\$13,315.81)	Outstanding	12/31/2014
71759	Accounts Payable	Computer Check	12/17/2014	CALL ONE	\$0.00	\$1,280.15	(\$14,595.96)	Outstanding	12/31/2014
71760	Accounts Payable	Computer Check	12/17/2014	CENGAGE LEARNING, INC.	\$0.00	\$2,151.88	(\$16,747.84)	Outstanding	12/31/2014
71761	Accounts Payable	Computer Check	12/17/2014	CENTER POINT LARGE PRINT	\$0.00	\$174.96	(\$16,922.80)	Outstanding	12/31/2014
71762	Accounts Payable	Computer Check	12/17/2014	CHICAGO JEWISH STAR	\$0.00	\$46.00	(\$16,968.80)	Outstanding	12/31/2014
71763	Accounts Payable	Computer Check	12/17/2014	CHRIS' LANDSCAPE, INC.	\$0.00	\$420.00	(\$17,388.80)	Outstanding	12/31/2014
71764	Accounts Payable	Computer Check	12/17/2014	CINTAS CORPORATION LOC. 769	\$0.00	\$468.04	(\$17,856.84)	Outstanding	12/31/2014
71765	Accounts Payable	Computer Check	12/17/2014	COLEMAN LEW & ASSOCIATES	\$0.00	\$9,281.00	(\$27,137.84)	Outstanding	12/31/2014
71766	Accounts Payable	Computer Check	12/17/2014	COMED	\$0.00	\$6,728.51	(\$33,866.35)	Outstanding	12/31/2014
71767	Accounts Payable	Computer Check	12/17/2014	COOPERATIVE COMPUTER SERV	\$0.00	\$4,372.80	(\$38,239.15)	Outstanding	12/31/2014
71768	Accounts Payable	Computer Check	12/17/2014	DECATUR PUBLIC LIBRARY	\$0.00	\$25.00	(\$38,264.15)	Outstanding	12/31/2014
71769	Accounts Payable	Computer Check	12/17/2014	EASYPERMIT POSTAGE	\$0.00	\$350.00	(\$38,614.15)	Outstanding	12/31/2014
71770	Accounts Payable	Computer Check	12/17/2014	FIFTH THIRD BANK	\$0.00	\$650.00	(\$39,264.15)	Outstanding	12/31/2014
71771	Accounts Payable	Computer Check	12/17/2014	FIFTH THIRD BANK	\$0.00	\$1,218.28	(\$40,482.43)	Outstanding	12/31/2014
71772	Accounts Payable	Computer Check	12/17/2014	FINDAWAY WORLD, LLC	\$0.00	\$243.71	(\$40,726.14)	Outstanding	12/31/2014
71773	Accounts Payable	Computer Check	12/17/2014	FLADER PLUMBING & HEATING C	\$0.00	\$975.00	(\$41,701.14)	Outstanding	12/31/2014
71774	Accounts Payable	Computer Check	12/17/2014	FLEXSOURCE, LLC	\$0.00	\$559.00	(\$42,260.14)	Outstanding	12/31/2014
71775	Accounts Payable	Computer Check	12/17/2014	GARVEY'S OFFICE PRODUCTS	\$0.00	\$1,922.19	(\$44,182.33)	Outstanding	12/31/2014
71776	Accounts Payable	Computer Check	12/17/2014	DEBORAH GRAHAM	\$0.00	\$37.36	(\$44,219.69)	Outstanding	12/31/2014
71777	Accounts Payable	Computer Check	12/17/2014	GRAINGER	\$0.00	\$1,008.98	(\$45,228.67)	Outstanding	12/31/2014
71778	Accounts Payable	Computer Check	12/17/2014	GROOT INDUSTRIES, INC.	\$0.00	\$228.90	(\$45,457.57)	Outstanding	12/31/2014
71779	Accounts Payable	Computer Check	12/17/2014	CATHERINE HANKINS	\$0.00	\$3.99	(\$45,461.56)	Outstanding	12/31/2014
71780	Accounts Payable	Computer Check	12/17/2014	HEALTHCARE SERVICE CORPOR	\$0.00	\$34,474.97	(\$79,936.53)	Outstanding	12/31/2014
71781	Accounts Payable	Computer Check	12/17/2014	HOUCHEN BINDERY, LTD.	\$0.00	\$486.10	(\$80,422.63)	Outstanding	12/31/2014
71782	Accounts Payable	Computer Check	12/17/2014	NINA IDICHANDY	\$0.00	\$4.00	(\$80,426.63)	Outstanding	12/31/2014
71783	Accounts Payable	Computer Check	12/17/2014	INGRAM LIBRARY SERVICES	\$0.00	\$14,912.08	(\$95,338.71)	Outstanding	12/31/2014
71784	Accounts Payable	Computer Check	12/17/2014	IRON MOUNTAIN	\$0.00	\$119.60	(\$95,458.31)	Outstanding	12/31/2014

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
71785	Accounts Payable	Computer Check	12/17/2014	COLLEEN KELLY	\$0.00	\$62.50	(\$95,520.81)	Outstanding	12/31/2014
71786	Accounts Payable	Computer Check	12/17/2014	JASON T. KEPLER	\$0.00	\$3,216.00	(\$98,736.81)	Outstanding	12/31/2014
71787	Accounts Payable	Computer Check	12/17/2014	JOANNE A. KLEE	\$0.00	\$12.95	(\$98,749.76)	Outstanding	12/31/2014
71788	Accounts Payable	Computer Check	12/17/2014	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$7,053.74	(\$105,803.50)	Outstanding	12/31/2014
71789	Accounts Payable	Computer Check	12/17/2014	KONICA MINOLTA BUSINESS SO	\$0.00	\$719.77	(\$106,523.27)	Outstanding	12/31/2014
71790	Accounts Payable	Computer Check	12/17/2014	KOREAN BOOKS	\$0.00	\$542.43	(\$107,065.70)	Outstanding	12/31/2014
71791	Accounts Payable	Computer Check	12/17/2014	LAKESHORE LEARNING MATERI	\$0.00	\$343.75	(\$107,409.45)	Outstanding	12/31/2014
71792	Accounts Payable	Computer Check	12/17/2014	LAUBE IMAGING PRODUCTS	\$0.00	\$613.65	(\$108,023.10)	Outstanding	12/31/2014
71793	Accounts Payable	Computer Check	12/17/2014	LYNDA.COM, INC.	\$0.00	\$5,500.00	(\$113,523.10)	Outstanding	12/31/2014
71794	Accounts Payable	Computer Check	12/17/2014	MAINE TOWNSHIP MAINESTREA	\$0.00	\$250.00	(\$113,773.10)	Outstanding	12/31/2014
71795	Accounts Payable	Computer Check	12/17/2014	MAGALI MARISCAL	\$0.00	\$163.99	(\$113,937.09)	Outstanding	12/31/2014
71796	Accounts Payable	Computer Check	12/17/2014	MCCLURE INSERRA & COMPANY	\$0.00	\$2,600.00	(\$116,537.09)	Outstanding	12/31/2014
71797	Accounts Payable	Computer Check	12/17/2014	JUDITH MCNULTY	\$0.00	\$17.38	(\$116,554.47)	Outstanding	12/31/2014
71798	Accounts Payable	Computer Check	12/17/2014	ANNETTE MCQUADE	\$0.00	\$4,080.00	(\$120,634.47)	Outstanding	12/31/2014
71799	Accounts Payable	Computer Check	12/17/2014	MEILAHN MANUFACTURING	\$0.00	\$3,840.00	(\$124,474.47)	Outstanding	12/31/2014
71800	Accounts Payable	Computer Check	12/17/2014	MENARDS	\$0.00	\$504.85	(\$124,979.32)	Outstanding	12/31/2014
71801	Accounts Payable	Computer Check	12/17/2014	RYAN J. MERRIFIELD	\$0.00	\$6.99	(\$124,986.31)	Outstanding	12/31/2014
71802	Accounts Payable	Computer Check	12/17/2014	MIDWEST COMPUTER PRODUCTS	\$0.00	\$53,733.89	(\$178,720.20)	Outstanding	12/31/2014
71803	Accounts Payable	Computer Check	12/17/2014	MIDWEST TAPE	\$0.00	\$8,646.94	(\$187,367.14)	Outstanding	12/31/2014
71804	Accounts Payable	Computer Check	12/17/2014	MARY MILLER	\$0.00	\$814.33	(\$188,181.47)	Outstanding	12/31/2014
71805	Accounts Payable	Computer Check	12/17/2014	MILLCARE	\$0.00	\$1,280.00	(\$189,461.47)	Outstanding	12/31/2014
71806	Accounts Payable	Computer Check	12/17/2014	MOUG	\$0.00	\$40.00	(\$189,501.47)	Outstanding	12/31/2014
71807	Accounts Payable	Computer Check	12/17/2014	MARK G. NICHOLS	\$0.00	\$250.00	(\$189,751.47)	Outstanding	12/31/2014
71808	Accounts Payable	Computer Check	12/17/2014	NICOR GAS	\$0.00	\$661.40	(\$190,412.87)	Outstanding	12/31/2014
71809	Accounts Payable	Computer Check	12/17/2014	NILES CHAMBER OF COMMERCE	\$0.00	\$595.00	(\$191,007.87)	Outstanding	12/31/2014
71810	Accounts Payable	Computer Check	12/17/2014	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$191,888.87)	Outstanding	12/31/2014
71811	Accounts Payable	Computer Check	12/17/2014	CORNELIUS M. O'SHEA	\$0.00	\$54.79	(\$191,943.66)	Outstanding	12/31/2014
71812	Accounts Payable	Computer Check	12/17/2014	OAK BROOK MECHANICAL SERV	\$0.00	\$748.00	(\$192,691.66)	Outstanding	12/31/2014
71813	Accounts Payable	Computer Check	12/17/2014	ORIENTAL TRADING COMPANY, I	\$0.00	\$215.94	(\$192,907.60)	Outstanding	12/31/2014
71814	Accounts Payable	Computer Check	12/17/2014	OVERDRIVE, INC.	\$0.00	\$126.94	(\$193,034.54)	Outstanding	12/31/2014
71815	Accounts Payable	Computer Check	12/17/2014	PITNEY BOWES	\$0.00	\$591.00	(\$193,625.54)	Outstanding	12/31/2014
71816	Accounts Payable	Computer Check	12/17/2014	POLONIA BOOKSTORE, INC.	\$0.00	\$560.08	(\$194,185.62)	Outstanding	12/31/2014
71817	Accounts Payable	Computer Check	12/17/2014	SARAH PRINEAS	\$0.00	\$500.00	(\$194,685.62)	Outstanding	12/31/2014
71818	Accounts Payable	Computer Check	12/17/2014	PROQUEST LLC	\$0.00	\$17,695.00	(\$212,380.62)	Outstanding	12/31/2014
71819	Accounts Payable	Computer Check	12/17/2014	RHYTHM AND BEYOND	\$0.00	\$75.00	(\$212,455.62)	Outstanding	12/31/2014
71820	Accounts Payable	Computer Check	12/17/2014	RIDGEWOOD GARDENS	\$0.00	\$159.50	(\$212,615.12)	Outstanding	12/31/2014
71821	Accounts Payable	Computer Check	12/17/2014	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$550.00	(\$213,165.12)	Outstanding	12/31/2014
71822	Accounts Payable	Computer Check	12/17/2014	LINDA SAWYER	\$0.00	\$67.47	(\$213,232.59)	Outstanding	12/31/2014
71823	Accounts Payable	Computer Check	12/17/2014	MALIHA SIDDIQUI	\$0.00	\$16.99	(\$213,249.58)	Outstanding	12/31/2014

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
71824	Accounts Payable	Computer Check	12/17/2014	SMITHEREEN PEST MANAGEMEN	\$0.00	\$114.00	(\$213,363.58)	Outstanding	12/31/2014
71825	Accounts Payable	Computer Check	12/17/2014	STEINER ELECTRIC COMPANY	\$0.00	\$368.00	(\$213,731.58)	Outstanding	12/31/2014
71826	Accounts Payable	Computer Check	12/17/2014	THE LINCOLN NATIONAL LIFE IN	\$0.00	\$1,370.77	(\$215,102.35)	Outstanding	12/31/2014
71827	Accounts Payable	Computer Check	12/17/2014	TSAI FONG BOOKS, INC.	\$0.00	\$210.00	(\$215,312.35)	Outstanding	12/31/2014
71828	Accounts Payable	Computer Check	12/17/2014	TYCO INTEGRATED SECURITY L	\$0.00	\$309.55	(\$215,621.90)	Outstanding	12/31/2014
71829	Accounts Payable	Computer Check	12/17/2014	UNIQUE MANAGEMENT SERVICE	\$0.00	\$99.50	(\$215,721.40)	Outstanding	12/31/2014
71830	Accounts Payable	Computer Check	12/17/2014	SASHA VASILIC	\$0.00	\$69.95	(\$215,791.35)	Outstanding	12/31/2014
71831	Accounts Payable	Computer Check	12/17/2014	VERIZON WIRELESS	\$0.00	\$98.17	(\$215,889.52)	Outstanding	12/31/2014
71832	Accounts Payable	Computer Check	12/17/2014	VILLAGE OF NILES	\$0.00	\$842.00	(\$216,731.52)	Outstanding	12/31/2014
71833	Accounts Payable	Computer Check	12/17/2014	VISA	\$0.00	\$2,522.95	(\$219,254.47)	Outstanding	12/31/2014
71834	Accounts Payable	Computer Check	12/17/2014	VISION SERVICE PLAN OF ILLINO	\$0.00	\$550.33	(\$219,804.80)	Outstanding	12/31/2014
71835	Accounts Payable	Computer Check	12/17/2014	VISOGRAPHIC	\$0.00	\$6,442.49	(\$226,247.29)	Outstanding	12/31/2014
71836	Accounts Payable	Computer Check	12/17/2014	DIANE WINBERG	\$0.00	\$9.07	(\$226,256.36)	Outstanding	12/31/2014
71837	Accounts Payable	Computer Check	12/17/2014	PAULETTE ZUCKERMAN	\$0.00	\$10.68	(\$226,267.04)	Outstanding	12/31/2014

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$226,267.04)
Total Payments:	(\$226,267.04)
Total Change in Register Balance:	(\$226,267.04)

Niles Public Library District Bank Register Report - Imprest

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
2925	Accounts Payable	Manual Check	11/5/2014	RENEE C. HEIN	\$0.00	\$650.00	(\$650.00)	Outstanding	11/30/2014

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Manual Check	(\$650.00)
Total Payments:	(\$650.00)
Total Change in Register Balance:	(\$650.00)

Niles Public Library District Special Reserve

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

<u>Transaction Date</u>	<u>AP Transaction Number</u>	<u>Transaction Type</u>	<u>GL Transaction Number</u>	<u>Vendor/Payee</u>	<u>Journal Reference</u>	<u>Post Status</u>	<u>Post Date</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
40-5810-58-00, Special Reserve - Equipment									
11/26/2014	440529	Invoice	2001-495	MIDWEST COMPUTER PRO	MIDWEST COMPUTE	Posted	11/30/2014	\$53,733.89	\$0.00
<i>Totals for 40-5810-58-00, Special Reserve - Equipmen</i>								<u>\$53,733.89</u>	<u>\$0.00</u>
Grand Totals:								\$53,733.89	\$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 (11/1/2014 to 11/30/2014)

Include all Post Statuses

Do not include adjustment transactions

Include miscellaneous entries

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

Include all Funds

Include all Classes

Include all Vendors

Include all Invoices

Include all Credit Memos

Include all Payments

Include all Purchase Orders

Include all Receipts

Include all Account Attributes

Include all Vendor Attributes

Include all Invoice Attributes

Include all Credit Memo Attributes

Include all Purchase Order Attributes

Include all Expense(s)

Include all Departments(s)

Niles Public Library District

Balance Sheet

November 30, 2014

	GENERAL FUND 11/30/2014	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Assets				
Cash and Investments				
Cash Checking	(\$1,931,788)	\$716,434	\$1,263,948	\$48,595
Cash-Imprest	\$299			\$299
Cash-Flexible Spending Account	\$8,054			\$8,054
MaxSafe CD	\$1,017,429			\$1,017,429
Petty Cash	\$400			\$400
Illinois Funds-Tax Deposit Account	\$1,303,045			\$1,303,045
Illinois Funds E pay fines	\$81,774			\$81,774
Northwest Community Credit Union	\$27			\$27
Fifth Third Bank-Investments	\$5,270,000			\$5,270,000
Investments Money Market-Fifth Third Bank	\$351,394			\$351,394
MaxSafe CD	\$511,326			\$511,326
Total Cash and Investments	\$6,611,960	\$716,434	\$1,263,948	\$8,592,342
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	\$9,319			\$9,319
Total Prepaid Items	\$9,319	\$0	\$0	\$9,319
Total Assets	\$8,979,053	\$771,298	\$1,263,948	\$11,014,299

Niles Public Library District

Balance Sheet

November 30, 2014

	GENERAL FUND 11/30/2014	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Liabilities and Fund Balance				
Liabilities				
Accounts Payable	\$158,703	\$11,960	\$53,734	\$224,398
Accounts Payable-Friends of the Library	\$1,159			\$1,159
Payroll Clearing	\$12,594			\$12,594
Accrued Expenses	\$59,485			\$59,485
Deferred Revenues	\$2,334,567	\$54,865		\$2,389,431
Total Liabilities	\$2,566,508	\$66,825	\$53,734	\$2,687,067
 Fund Balance				
Fund Balance	\$6,614,188	\$704,473	\$1,210,214	\$8,528,874
Total Fund Balance	\$6,614,188	\$704,473	\$1,210,214	\$8,528,874
Total Liabilities and Fund Balance	\$9,180,696	\$771,298	\$1,263,948	\$11,215,942

Niles Public Library District Income Statement-Consolidated

November 30, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes				\$2,858,959	\$2,919,286	(\$60,327)	\$6,211,247	46%
Replacement Taxes				\$48,698	\$47,600	\$1,098	\$140,000	35%
Per Capita Grant							\$58,000	
Grants-Other		\$83	(\$83)		\$417	(\$417)	\$1,000	
Investment Income	\$9,827	\$3,333	\$6,494	\$23,110	\$16,667	\$6,444	\$40,000	58%
Fines	\$3,687	\$3,750	(\$63)	\$20,515	\$18,750	\$1,765	\$45,000	46%
Lost Books	\$638	\$625	\$13	\$3,710	\$3,125	\$585	\$7,500	49%
Pay For Print	\$1,939	\$1,250	\$689	\$7,153	\$6,250	\$903	\$15,000	48%
Flash Drive & Ear Bud Sales	\$9		\$9	\$43		\$43		
Donations-Friends of the Library							\$1,318	
Donations		\$25	(\$25)		\$125	(\$125)	\$300	
Miscellaneous		\$333	(\$333)	\$25	\$1,667	(\$1,642)	\$4,000	1%
Total Revenues	\$16,100	\$9,400	\$6,700	\$2,962,213	\$3,013,886	(\$51,673)	\$6,523,365	45%
Expenditures								
Salaries								
Library Director	\$8,578	\$9,583	\$1,006	\$42,889	\$47,917	\$5,028	\$115,000	37%
Payroll-Department Managers	\$7,893	\$22,931	\$15,038	\$51,009	\$114,655	\$63,646	\$275,172	19%
Payroll-Division Supervisors	\$29,912	\$43,405	\$13,493	\$176,745	\$217,027	\$40,282	\$520,864	34%
Payroll-Librarian I	\$93,171	\$89,552	(\$3,618)	\$458,659	\$447,762	(\$10,897)	\$1,074,630	43%
Payroll-Library Grade V	\$52,528	\$49,376	(\$3,152)	\$249,991	\$246,878	(\$3,113)	\$592,508	42%
Payroll-Library Grade VI	\$27,146	\$28,248	\$1,103	\$119,200	\$141,241	\$22,040	\$338,978	35%
Payroll-Library Pages	\$9,672	\$11,025	\$1,353	\$34,859	\$55,124	\$20,264	\$132,297	26%
Payroll-Sundays	\$6,444	\$6,167	(\$277)	\$33,144	\$30,833	(\$2,311)	\$74,000	45%
Adjustments		\$833	\$833	\$6,211	\$4,167	(\$2,044)	\$10,000	62%
Substitutes	\$92	\$667	\$575	\$365	\$3,333	\$2,968	\$8,000	5%
Total Salaries	\$235,435	\$261,787	\$26,353	\$1,173,073	\$1,308,937	\$135,864	\$3,141,448	37%

Niles Public Library District Income Statement-Consolidated

November 30, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$9,903	\$11,667	\$1,764	\$61,211	\$58,333	(\$2,877)	\$140,000	44%
Books-Youth Services	\$3,951	\$5,417	\$1,466	\$22,540	\$27,083	\$4,543	\$65,000	35%
Books-Teen	\$1,962	\$1,167	(\$796)	\$4,368	\$5,833	\$1,465	\$14,000	31%
Downloadables	\$3,194	\$5,000	\$1,806	\$26,004	\$25,000	(\$1,004)	\$60,000	43%
Periodicals	\$358	\$1,833	\$1,475	\$2,552	\$9,167	\$6,614	\$22,000	12%
AV-Adult	\$6,173	\$7,750	\$1,577	\$61,562	\$38,750	(\$22,812)	\$93,000	66%
AV-Youth Services	\$2,879	\$3,500	\$621	\$16,928	\$17,500	\$572	\$42,000	40%
AV-Teen	\$1,196	\$1,000	(\$196)	\$4,699	\$5,000	\$301	\$12,000	39%
Online Databases	\$25,151	\$13,333	(\$11,818)	\$140,033	\$66,667	(\$73,367)	\$160,000	88%
Total Library Materials	\$54,768	\$50,667	(\$4,101)	\$339,897	\$253,333	(\$86,563)	\$608,000	56%
Library Operating Expenditures								
CCS Charges	\$4,373	\$6,217	\$1,844	\$32,801	\$31,083	(\$1,718)	\$74,600	44%
Processing & Supplies	\$793	\$1,667	\$873	\$7,163	\$8,333	\$1,171	\$20,000	36%
Internet Charges	\$1,243	\$1,667	\$424	\$7,493	\$8,333	\$841	\$20,000	37%
Software, Licenses	\$4,655	\$3,750	(\$905)	\$11,191	\$18,750	\$7,559	\$45,000	25%
Printing	\$7,031	\$4,167	(\$2,864)	\$15,104	\$20,833	\$5,729	\$50,000	30%
Library Supplies	\$58	\$1,067	\$1,009	\$7,449	\$5,333	(\$2,116)	\$12,800	58%
Programming & Support-Adult	\$1,580	\$1,917	\$337	\$5,910	\$9,583	\$3,673	\$23,000	26%
Programming & Support-Juvenile	\$2,011	\$2,875	\$864	\$10,976	\$14,375	\$3,399	\$34,500	32%
Programming & Support-Joint		\$333	\$333	\$108	\$1,667	\$1,559	\$4,000	3%
Programming & Support-Teen	\$207	\$642	\$435	\$2,466	\$3,208	\$742	\$7,700	32%
Public Performing Rights							\$1,318	
CCS Communications		\$333	\$333	\$326	\$1,667	\$1,341	\$4,000	8%
Computer Charges OCLC		\$951	\$951	\$4,753	\$4,753	\$0	\$11,408	42%
Miscellaneous	\$120	\$83	(\$36)	\$589	\$417	(\$172)	\$1,000	59%
Per Capita Grant Expenditures				\$1,289		(\$1,289)	\$71,000	2%
Grant - Other Expenditures		\$83	\$83		\$417	\$417	\$1,000	
Volunteers		\$250	\$250	\$226	\$1,250	\$1,024	\$3,000	8%
Total Library Operating Expenditures	\$22,070	\$26,001	\$3,930	\$107,844	\$130,003	\$22,159	\$384,326	28%

Niles Public Library District Income Statement-Consolidated

November 30, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
General and Administration								
Janitorial Supplies	\$4,872	\$2,804	(\$2,067)	\$14,919	\$14,021	(\$898)	\$33,650	44%
Copiers	\$720	\$833	\$114	\$3,539	\$4,167	\$628	\$10,000	35%
Professional Development	\$785	\$2,820	\$2,036	\$3,906	\$14,102	\$10,196	\$33,845	12%
Mileage	\$57	\$108	\$51	\$1,199	\$542	(\$657)	\$1,300	92%
Professional Collection	\$19	\$396	\$376	\$270	\$1,979	\$1,709	\$4,750	6%
Legal Fees	\$7,054	\$2,500	(\$4,554)	\$18,819	\$12,500	(\$6,319)	\$30,000	63%
Consultants	\$16,640	\$1,250	(\$15,390)	\$19,837	\$6,250	(\$13,587)	\$15,000	132%
Kitchen Supplies	\$803	\$125	(\$678)	\$1,063	\$625	(\$438)	\$1,500	71%
Promotional Expense	\$844	\$2,075	\$1,231	\$3,352	\$10,375	\$7,023	\$24,900	13%
Office Supplies	\$527	\$2,083	\$1,556	\$8,777	\$10,417	\$1,640	\$25,000	35%
Postage & Freight	\$343	\$1,500	\$1,157	\$6,222	\$7,500	\$1,278	\$18,000	35%
Publication of Notices-Legal		\$100	\$100	\$957	\$500	(\$457)	\$1,200	80%
Subscriptions & Dues	\$90	\$750	\$660	\$3,038	\$3,750	\$712	\$9,000	34%
Collection Services	\$64	\$83	\$20	\$146	\$417	\$271	\$1,000	15%
Telephone	\$1,422	\$1,375	(\$47)	\$7,195	\$6,875	(\$320)	\$16,500	44%
Trustee Expense	\$558	\$750	\$192	\$960	\$3,750	\$2,790	\$9,000	11%
Equipment Rental	\$591	\$417	(\$174)	\$591	\$2,083	\$1,492	\$5,000	12%
Payroll Service	\$870	\$1,083	\$214	\$4,668	\$5,417	\$748	\$13,000	36%
Bank Fees	\$269	\$275	\$6	\$1,400	\$1,375	(\$25)	\$3,300	42%
Parking Lease	\$881	\$881		\$4,405	\$4,405		\$10,572	42%
Total General and Administration	\$37,407	\$22,210	(\$15,197)	\$105,261	\$111,049	\$5,788	\$266,517	39%
Vehicle Operation								
Gas, Oil, Grease		\$83	\$83	\$237	\$417	\$180	\$1,000	24%
Repairs & Maintenance		\$150	\$150	\$61	\$750	\$689	\$1,800	3%
Miscellaneous		\$8	\$8		\$42	\$42	\$100	
Auto Insurance				\$1,376	\$1,371	(\$5)	\$1,371	100%
Total Vehicle Operation	\$0	\$242	\$242	\$1,674	\$2,579	\$905	\$4,271	39%
Employee Fringe Benefits								
Deferred Compensation	\$13,822	\$14,583	\$761	\$71,663	\$72,917	\$1,253	\$175,000	41%

Niles Public Library District Income Statement-Consolidated

November 30, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Group Health	\$28,392	\$31,250	\$2,858	\$138,309	\$156,250	\$17,941	\$375,000	37%
Health Reimbursement Account	\$1,121	\$5,000	\$3,879	\$8,573	\$25,000	\$16,427	\$60,000	14%
Dental	\$630	\$1,667	\$1,036	\$6,525	\$8,333	\$1,809	\$20,000	33%
Vision	\$474	\$583	\$109	\$2,462	\$2,917	\$455	\$7,000	35%
FSA fee	\$55	\$100	\$45	\$675	\$500	(\$175)	\$1,200	56%
Life, LTD, AD&D, STD	\$1,371	\$1,750	\$379	\$6,204	\$8,750	\$2,546	\$21,000	30%
Total Employee Fringe Benefits	\$45,865	\$54,933	\$9,068	\$234,411	\$274,667	\$40,256	\$659,200	36%
Utilities								
Gas	\$661	\$1,250	\$589	\$1,902	\$6,250	\$4,348	\$15,000	13%
Electric	\$6,729	\$6,667	(\$62)	\$46,987	\$33,333	(\$13,654)	\$80,000	59%
Water	\$842	\$583	(\$259)	\$4,543	\$2,917	(\$1,626)	\$7,000	65%
Total Utilities	\$8,232	\$8,500	\$268	\$53,432	\$42,500	(\$10,932)	\$102,000	52%
Capital Expenditures								
Special Reserve - Building		\$10,833	\$10,833	\$18,755	\$54,167	\$35,412	\$130,000	14%
Special Reserve - Equipment	\$53,734	\$33,083	(\$20,651)	\$55,409	\$165,417	\$110,008	\$397,000	14%
Special Reserve - Construction Project				\$18,518		(\$18,518)		
Total Capital Expenditures	\$53,734	\$43,917	(\$9,817)	\$92,681	\$219,583	\$126,902	\$527,000	18%
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	\$2,600		(\$2,600)	\$12,900	\$17,500	\$4,600	\$17,500	74%
Total Audit Expenditures	\$2,600	\$0	(\$2,600)	\$12,900	\$17,500	\$4,600	\$17,500	74%
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

November 30, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Social Security								
Social Security	\$18,591	\$19,167	\$575	\$106,045	\$95,833	(\$10,212)	\$230,000	46%
Total Social Security Expenditures	\$18,591	\$19,167	\$575	\$106,045	\$95,833	(\$10,212)	\$230,000	46%
Workers' Compensation								
Workers' Compensation				\$24,080	\$29,431	\$5,351	\$29,431	82%
Total Workers' Compensation Expenditures	\$0	\$0	\$0	\$24,080	\$29,431	\$5,351	\$29,431	82%
Unemployment Compensation								
Unemployment Compensation	\$259	\$1,250	\$991	\$1,989	\$6,250	\$4,261	\$15,000	13%
Total Unemployment Compensation Expenditures	\$259	\$1,250	\$991	\$1,989	\$6,250	\$4,261	\$15,000	13%
Building & Equipment Maintenance								
Repairs & Improvements	\$5,424	\$3,125	(\$2,299)	\$9,366	\$15,625	\$6,259	\$37,500	25%
Contractual Maintenance	\$2,428	\$2,917	\$489	\$12,481	\$14,583	\$2,102	\$35,000	36%
Non-Contractual Maintenance	\$1,509	\$2,000	\$491	\$2,695	\$10,000	\$7,306	\$24,000	11%
Equipment Maintenance		\$3,000	\$3,000	\$5,237	\$15,000	\$9,763	\$36,000	15%
Non Capital Expenses		\$1,667	\$1,667		\$8,333	\$8,333	\$20,000	
Furniture & Fixtures		\$4,708	\$4,708	\$4,532	\$23,542	\$19,010	\$56,500	8%
Total Building & Equipment Maintenance Expenditures	\$9,360	\$17,417	\$8,056	\$34,310	\$87,083	\$52,773	\$209,000	16%
Total Expenditures	\$488,321	\$506,089	\$17,768	\$2,513,578	\$2,814,552	\$300,974	\$6,429,497	39%
NET SURPLUS/(DEFICIT)	(\$472,221)	(\$496,689)	\$24,469	\$448,636	\$199,334	\$249,301	\$93,868	478%

Niles Public Library District
Income Statement-General Fund

November 30, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes				\$2,795,101	\$2,836,331	(\$41,231)	\$6,034,747	46%
Replacement Taxes				\$48,698	\$47,600	\$1,098	\$140,000	35%
Per Capita Grant							\$58,000	
Grants-Other		\$83	(\$83)		\$417	(\$417)	\$1,000	
Investment Income	\$9,827	\$3,333	\$6,494	\$23,110	\$16,667	\$6,444	\$40,000	58%
Fines	\$3,687	\$3,750	(\$63)	\$20,515	\$18,750	\$1,765	\$45,000	46%
Lost Books	\$638	\$625	\$13	\$3,710	\$3,125	\$585	\$7,500	49%
Pay For Print	\$1,939	\$1,250	\$689	\$7,153	\$6,250	\$903	\$15,000	48%
Flash Drive & Ear Bud Sales	\$9		\$9	\$43		\$43		
Donations-Friends of the Library							\$1,318	
Donations		\$25	(\$25)		\$125	(\$125)	\$300	
Miscellaneous		\$333	(\$333)	\$25	\$1,667	(\$1,642)	\$4,000	1%
Total Revenues	\$16,100	\$9,400	\$6,700	\$2,898,354	\$2,930,931	(\$32,577)	\$6,346,865	46%
Expenditures								
Salaries								
Library Director	\$8,578	\$9,583	\$1,006	\$42,889	\$47,917	\$5,028	\$115,000	37%
Payroll-Department Managers	\$7,893	\$22,931	\$15,038	\$51,009	\$114,655	\$63,646	\$275,172	19%
Payroll-Division Supervisors	\$29,912	\$43,405	\$13,493	\$176,745	\$217,027	\$40,282	\$520,864	34%
Payroll-Librarian I	\$93,171	\$89,552	(\$3,618)	\$458,659	\$447,762	(\$10,897)	\$1,074,630	43%
Payroll-Library Grade V	\$52,528	\$49,376	(\$3,152)	\$249,991	\$246,878	(\$3,113)	\$592,508	42%
Payroll-Library Grade VI	\$27,146	\$28,248	\$1,103	\$119,200	\$141,241	\$22,040	\$338,978	35%
Payroll-Library Pages	\$9,672	\$11,025	\$1,353	\$34,859	\$55,124	\$20,264	\$132,297	26%
Payroll-Sundays	\$6,444	\$6,167	(\$277)	\$33,144	\$30,833	(\$2,311)	\$74,000	45%
Adjustments		\$833	\$833	\$6,211	\$4,167	(\$2,044)	\$10,000	62%
Substitutes	\$92	\$667	\$575	\$365	\$3,333	\$2,968	\$8,000	5%
Total Salaries	\$235,435	\$261,787	\$26,353	\$1,173,073	\$1,308,937	\$135,864	\$3,141,448	37%

Niles Public Library District
Income Statement-General Fund

November 30, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$9,903	\$11,667	\$1,764	\$61,211	\$58,333	(\$2,877)	\$140,000	44%
Books-Youth Services	\$3,951	\$5,417	\$1,466	\$22,540	\$27,083	\$4,543	\$65,000	35%
Books-Teen	\$1,962	\$1,167	(\$796)	\$4,368	\$5,833	\$1,465	\$14,000	31%
Downloadables	\$3,194	\$5,000	\$1,806	\$26,004	\$25,000	(\$1,004)	\$60,000	43%
Periodicals	\$358	\$1,833	\$1,475	\$2,552	\$9,167	\$6,614	\$22,000	12%
AV-Adult	\$6,173	\$7,750	\$1,577	\$61,562	\$38,750	(\$22,812)	\$93,000	66%
AV-Youth Services	\$2,879	\$3,500	\$621	\$16,928	\$17,500	\$572	\$42,000	40%
AV-Teen	\$1,196	\$1,000	(\$196)	\$4,699	\$5,000	\$301	\$12,000	39%
Online Databases	\$25,151	\$13,333	(\$11,818)	\$140,033	\$66,667	(\$73,367)	\$160,000	88%
Total Library Materials	\$54,768	\$50,667	(\$4,101)	\$339,897	\$253,333	(\$86,563)	\$608,000	56%
Library Operating Expenditures								
CCS Charges	\$4,373	\$6,217	\$1,844	\$32,801	\$31,083	(\$1,718)	\$74,600	44%
Processing & Supplies	\$793	\$1,667	\$873	\$7,163	\$8,333	\$1,171	\$20,000	36%
Internet Charges	\$1,243	\$1,667	\$424	\$7,493	\$8,333	\$841	\$20,000	37%
Software, Licenses	\$4,655	\$3,750	(\$905)	\$11,191	\$18,750	\$7,559	\$45,000	25%
Printing	\$7,031	\$4,167	(\$2,864)	\$15,104	\$20,833	\$5,729	\$50,000	30%
Library Supplies	\$58	\$1,067	\$1,009	\$7,449	\$5,333	(\$2,116)	\$12,800	58%
Programming & Support-Adult	\$1,580	\$1,917	\$337	\$5,910	\$9,583	\$3,673	\$23,000	26%
Programming & Support-Juvenile	\$2,011	\$2,875	\$864	\$10,976	\$14,375	\$3,399	\$34,500	32%
Programming & Support-Joint		\$333	\$333	\$108	\$1,667	\$1,559	\$4,000	3%
Programming & Support-Teen	\$207	\$642	\$435	\$2,466	\$3,208	\$742	\$7,700	32%
Public Performing Rights							\$1,318	
CCS Communications		\$333	\$333	\$326	\$1,667	\$1,341	\$4,000	8%
Computer Charges OCLC		\$951	\$951	\$4,753	\$4,753	\$0	\$11,408	42%
Miscellaneous	\$120	\$83	(\$36)	\$589	\$417	(\$172)	\$1,000	59%
Per Capita Grant Expenditures				\$1,289		(\$1,289)	\$71,000	2%
Grant - Other Expenditures		\$83	\$83		\$417	\$417	\$1,000	
Volunteers		\$250	\$250	\$226	\$1,250	\$1,024	\$3,000	8%
Total Library Operating Expenditures	\$22,070	\$26,001	\$3,930	\$107,844	\$130,003	\$22,159	\$384,326	28%

Niles Public Library District Income Statement-General Fund

November 30, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
General and Administration								
Janitorial Supplies	\$4,872	\$2,804	(\$2,067)	\$14,919	\$14,021	(\$898)	\$33,650	44%
Copiers	\$720	\$833	\$114	\$3,539	\$4,167	\$628	\$10,000	35%
Professional Development	\$785	\$2,820	\$2,036	\$3,906	\$14,102	\$10,196	\$33,845	12%
Mileage	\$57	\$108	\$51	\$1,199	\$542	(\$657)	\$1,300	92%
Professional Collection	\$19	\$396	\$376	\$270	\$1,979	\$1,709	\$4,750	6%
Legal Fees	\$7,054	\$2,500	(\$4,554)	\$18,819	\$12,500	(\$6,319)	\$30,000	63%
Consultants	\$16,640	\$1,250	(\$15,390)	\$19,837	\$6,250	(\$13,587)	\$15,000	132%
Kitchen Supplies	\$803	\$125	(\$678)	\$1,063	\$625	(\$438)	\$1,500	71%
Promotional Expense	\$844	\$2,075	\$1,231	\$3,352	\$10,375	\$7,023	\$24,900	13%
Office Supplies	\$527	\$2,083	\$1,556	\$8,777	\$10,417	\$1,640	\$25,000	35%
Postage & Freight	\$343	\$1,500	\$1,157	\$6,222	\$7,500	\$1,278	\$18,000	35%
Publication of Notices-Legal		\$100	\$100	\$957	\$500	(\$457)	\$1,200	80%
Subscriptions & Dues	\$90	\$750	\$660	\$3,038	\$3,750	\$712	\$9,000	34%
Collection Services	\$64	\$83	\$20	\$146	\$417	\$271	\$1,000	15%
Telephone	\$1,422	\$1,375	(\$47)	\$7,195	\$6,875	(\$320)	\$16,500	44%
Trustee Expense	\$558	\$750	\$192	\$960	\$3,750	\$2,790	\$9,000	11%
Equipment Rental	\$591	\$417	(\$174)	\$591	\$2,083	\$1,492	\$5,000	12%
Payroll Service	\$870	\$1,083	\$214	\$4,668	\$5,417	\$748	\$13,000	36%
Bank Fees	\$269	\$275	\$6	\$1,400	\$1,375	(\$25)	\$3,300	42%
Parking Lease	\$881	\$881		\$4,405	\$4,405		\$10,572	42%
Total General and Administration	\$37,407	\$22,210	(\$15,197)	\$105,261	\$111,049	\$5,788	\$266,517	39%
Vehicle Operation								
Gas, Oil, Grease		\$83	\$83	\$237	\$417	\$180	\$1,000	24%
Repairs & Maintenance		\$150	\$150	\$61	\$750	\$689	\$1,800	3%
Miscellaneous		\$8	\$8		\$42	\$42	\$100	
Auto Insurance				\$1,376	\$1,371	(\$5)	\$1,371	100%
Total Vehicle Operation	\$0	\$242	\$242	\$1,674	\$2,579	\$905	\$4,271	39%
Employee Fringe Benefits								
Deferred Compensation	\$13,822	\$14,583	\$761	\$71,663	\$72,917	\$1,253	\$175,000	41%

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

November 30, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Group Health	\$28,392	\$31,250	\$2,858	\$138,309	\$156,250	\$17,941	\$375,000	37%
Health Reimbursement Account	\$1,121	\$5,000	\$3,879	\$8,573	\$25,000	\$16,427	\$60,000	14%
Dental	\$630	\$1,667	\$1,036	\$6,525	\$8,333	\$1,809	\$20,000	33%
Vision	\$474	\$583	\$109	\$2,462	\$2,917	\$455	\$7,000	35%
FSA fee	\$55	\$100	\$45	\$675	\$500	(\$175)	\$1,200	56%
Life, LTD, AD&D, STD	\$1,371	\$1,750	\$379	\$6,204	\$8,750	\$2,546	\$21,000	30%
Total Employee Fringe Benefits	\$45,865	\$54,933	\$9,068	\$234,411	\$274,667	\$40,256	\$659,200	36%
Utilities								
Gas	\$661	\$1,250	\$589	\$1,902	\$6,250	\$4,348	\$15,000	13%
Electric	\$6,729	\$6,667	(\$62)	\$46,987	\$33,333	(\$13,654)	\$80,000	59%
Water	\$842	\$583	(\$259)	\$4,543	\$2,917	(\$1,626)	\$7,000	65%
Total Utilities	\$8,232	\$8,500	\$268	\$53,432	\$42,500	(\$10,932)	\$102,000	52%
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	\$403,777	\$424,339	\$20,563	\$2,217,234	\$2,324,711	\$107,477	\$5,367,406	41%
NET SURPLUS/(DEFICIT)	(\$387,676)	(\$414,939)	\$27,263	\$681,120	\$606,220	\$74,900	\$979,459	70%

Niles Public Library District
Income Statement- YTD By Fund

November 30, 2014

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Revenues								
Property Taxes	\$6,211,247	\$2,919,286	\$2,795,101	\$63,859		\$2,858,959	(\$60,327)	46%
Replacement Taxes	\$140,000	\$47,600	\$48,698			\$48,698	\$1,098	35%
Per Capita Grant	\$58,000							
Grants-Other	\$1,000	\$417					(\$417)	
Investment Income	\$40,000	\$16,667	\$23,110			\$23,110	\$6,444	58%
Fines	\$45,000	\$18,750	\$20,515			\$20,515	\$1,765	46%
Lost Books	\$7,500	\$3,125	\$3,710			\$3,710	\$585	49%
Pay For Print	\$15,000	\$6,250	\$7,153			\$7,153	\$903	48%
Flash Drive & Ear Bud Sales			\$43			\$43	\$43	
Donations-Friends of the Library	\$1,318							
Donations	\$300	\$125					(\$125)	
Miscellaneous	\$4,000	\$1,667	\$25			\$25	(\$1,642)	1%
Total Revenues	\$6,523,365	\$3,013,886	\$2,898,354	\$63,859	\$0	\$2,962,213	(\$51,673)	45%
Expenditures								
Salaries								
Library Director	\$115,000	\$47,917	\$42,889			\$42,889	\$5,028	37%
Payroll-Department Managers	\$275,172	\$114,655	\$51,009			\$51,009	\$63,646	19%
Payroll-Division Supervisors	\$520,864	\$217,027	\$176,745			\$176,745	\$40,282	34%
Payroll-Librarian I	\$1,074,630	\$447,762	\$458,659			\$458,659	(\$10,897)	43%
Payroll-Library Grade V	\$592,508	\$246,878	\$249,991			\$249,991	(\$3,113)	42%
Payroll-Library Grade VI	\$338,978	\$141,241	\$119,200			\$119,200	\$22,040	35%
Payroll-Library Pages	\$132,297	\$55,124	\$34,859			\$34,859	\$20,264	26%
Payroll-Sundays	\$74,000	\$30,833	\$33,144			\$33,144	(\$2,311)	45%
Adjustments	\$10,000	\$4,167	\$6,211			\$6,211	(\$2,044)	62%
Substitutes	\$8,000	\$3,333	\$365			\$365	\$2,968	5%
Total Salaries	\$3,141,448	\$1,308,937	\$1,173,073	\$0	\$0	\$1,173,073	\$135,864	37%

Niles Public Library District
Income Statement- YTD By Fund

November 30, 2014

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Library Materials								
Books-Adult	\$140,000	\$58,333	\$61,211			\$61,211	(\$2,877)	44%
Books-Youth Services	\$65,000	\$27,083	\$22,540			\$22,540	\$4,543	35%
Books-Teen	\$14,000	\$5,833	\$4,368			\$4,368	\$1,465	31%
Downloadables	\$60,000	\$25,000	\$26,004			\$26,004	(\$1,004)	43%
Periodicals	\$22,000	\$9,167	\$2,552			\$2,552	\$6,614	12%
AV-Adult	\$93,000	\$38,750	\$61,562			\$61,562	(\$22,812)	66%
AV-Youth Services	\$42,000	\$17,500	\$16,928			\$16,928	\$572	40%
AV-Teen	\$12,000	\$5,000	\$4,699			\$4,699	\$301	39%
Online Databases	\$160,000	\$66,667	\$140,033			\$140,033	(\$73,367)	88%
Total Library Materials	\$608,000	\$253,333	\$339,897	\$0	\$0	\$339,897	(\$86,563)	56%
Library Operating Expenditures								
CCS Charges	\$74,600	\$31,083	\$32,801			\$32,801	(\$1,718)	44%
Processing & Supplies	\$20,000	\$8,333	\$7,163			\$7,163	\$1,171	36%
Internet Charges	\$20,000	\$8,333	\$7,493			\$7,493	\$841	37%
Software, Licenses	\$45,000	\$18,750	\$11,191			\$11,191	\$7,559	25%
Printing	\$50,000	\$20,833	\$15,104			\$15,104	\$5,729	30%
Library Supplies	\$12,800	\$5,333	\$7,449			\$7,449	(\$2,116)	58%
Programming & Support-Adult	\$23,000	\$9,583	\$5,910			\$5,910	\$3,673	26%
Programming & Support-Juvenile	\$34,500	\$14,375	\$10,976			\$10,976	\$3,399	32%
Programming & Support-Joint	\$4,000	\$1,667	\$108			\$108	\$1,559	3%
Programming & Support-Teen	\$7,700	\$3,208	\$2,466			\$2,466	\$742	32%
Public Performing Rights	\$1,318							
CCS Communications	\$4,000	\$1,667	\$326			\$326	\$1,341	8%
Computer Charges OCLC	\$11,408	\$4,753	\$4,753			\$4,753	\$0	42%
Miscellaneous	\$1,000	\$417	\$589			\$589	(\$172)	59%
Per Capita Grant Expenditures	\$71,000		\$1,289			\$1,289	(\$1,289)	2%
Grant - Other Expenditures	\$1,000	\$417					\$417	
Volunteers	\$3,000	\$1,250	\$226			\$226	\$1,024	8%
Total Library Operating Expenditures	\$384,326	\$130,003	\$107,844	\$0	\$0	\$107,844	\$22,159	28%

Niles Public Library District
Income Statement- YTD By Fund

November 30, 2014

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
General and Administration								
Janitorial Supplies	\$33,650	\$14,021	\$14,919			\$14,919	(\$898)	44%
Copiers	\$10,000	\$4,167	\$3,539			\$3,539	\$628	35%
Professional Development	\$33,845	\$14,102	\$3,906			\$3,906	\$10,196	12%
Mileage	\$1,300	\$542	\$1,199			\$1,199	(\$657)	92%
Professional Collection	\$4,750	\$1,979	\$270			\$270	\$1,709	6%
Legal Fees	\$30,000	\$12,500	\$18,819			\$18,819	(\$6,319)	63%
Consultants	\$15,000	\$6,250	\$19,837			\$19,837	(\$13,587)	132%
Kitchen Supplies	\$1,500	\$625	\$1,063			\$1,063	(\$438)	71%
Promotional Expense	\$24,900	\$10,375	\$3,352			\$3,352	\$7,023	13%
Office Supplies	\$25,000	\$10,417	\$8,777			\$8,777	\$1,640	35%
Postage & Freight	\$18,000	\$7,500	\$6,222			\$6,222	\$1,278	35%
Publication of Notices-Legal	\$1,200	\$500	\$957			\$957	(\$457)	80%
Subscriptions & Dues	\$9,000	\$3,750	\$3,038			\$3,038	\$712	34%
Collection Services	\$1,000	\$417	\$146			\$146	\$271	15%
Telephone	\$16,500	\$6,875	\$7,195			\$7,195	(\$320)	44%
Trustee Expense	\$9,000	\$3,750	\$960			\$960	\$2,790	11%
Equipment Rental	\$5,000	\$2,083	\$591			\$591	\$1,492	12%
Payroll Service	\$13,000	\$5,417	\$4,668			\$4,668	\$748	36%
Bank Fees	\$3,300	\$1,375	\$1,400			\$1,400	(\$25)	42%
Parking Lease	\$10,572	\$4,405	\$4,405			\$4,405		42%
Total General and Administration	\$266,517	\$111,049	\$105,261	\$0	\$0	\$105,261	\$5,788	39%
Vehicle Operation								
Gas, Oil, Grease	\$1,000	\$417	\$237			\$237	\$180	24%
Repairs & Maintenance	\$1,800	\$750	\$61			\$61	\$689	3%
Miscellaneous	\$100	\$42					\$42	
Auto Insurance	\$1,371	\$1,371	\$1,376			\$1,376	(\$5)	100%
Total Vehicle Operation	\$4,271	\$2,579	\$1,674	\$0	\$0	\$1,674	\$905	39%
Employee Fringe Benefits								
Deferred Compensation	\$175,000	\$72,917	\$71,663			\$71,663	\$1,253	41%

Niles Public Library District
Income Statement- YTD By Fund

November 30, 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	\$156,250	\$138,309			\$138,309	\$17,941	37%
Health Reimbursement Account	\$60,000	\$25,000	\$8,573			\$8,573	\$16,427	14%
Dental	\$20,000	\$8,333	\$6,525			\$6,525	\$1,809	33%
Vision	\$7,000	\$2,917	\$2,462			\$2,462	\$455	35%
FSA fee	\$1,200	\$500	\$675			\$675	(\$175)	56%
Life, LTD, AD&D, STD	\$21,000	\$8,750	\$6,204			\$6,204	\$2,546	30%
Total Employee Fringe Benefits	\$659,200	\$274,667	\$234,411	\$0	\$0	\$234,411	\$40,256	36%
Utilities								
Gas	\$15,000	\$6,250	\$1,902			\$1,902	\$4,348	13%
Electric	\$80,000	\$33,333	\$46,987			\$46,987	(\$13,654)	59%
Water	\$7,000	\$2,917	\$4,543			\$4,543	(\$1,626)	65%
Total Utilities	\$102,000	\$42,500	\$53,432	\$0	\$0	\$53,432	(\$10,932)	52%
Capital Expenditures								
Special Reserve - Building	\$130,000	\$54,167			\$18,755	\$18,755	\$35,412	14%
Special Reserve - Equipment	\$397,000	\$165,417			\$55,409	\$55,409	\$110,008	14%
Special Reserve - Construction Project					\$18,518	\$18,518	(\$18,518)	
Total Capital Expenditures	\$527,000	\$219,583	\$0	\$0	\$92,681	\$92,681	\$126,902	18%
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		\$12,900		\$12,900	\$4,600	74%
Total Audit Expenditures	\$17,500	\$17,500	\$0	\$12,900	\$0	\$12,900	\$4,600	74%
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**

November 30, 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	\$95,833		\$106,045		\$106,045	(\$10,212)	46%
Total Social Security Expenditures	\$230,000	\$95,833	\$0	\$106,045	\$0	\$106,045	(\$10,212)	46%
Workers' Compensation								
Workers' Compensation	\$29,431	\$29,431		\$24,080		\$24,080	\$5,351	82%
Total Workers' Compensation Expenditures	\$29,431	\$29,431	\$0	\$24,080	\$0	\$24,080	\$5,351	82%
Unemployment Compensation								
Unemployment Compensation	\$15,000	\$6,250		\$1,989		\$1,989	\$4,261	13%
Total Unemployment Compensation Expenditures	\$15,000	\$6,250	\$0	\$1,989	\$0	\$1,989	\$4,261	13%
Building & Equipment Maintenance								
Repairs & Improvements	\$37,500	\$15,625		\$9,366		\$9,366	\$6,259	25%
Contractual Maintenance	\$35,000	\$14,583		\$12,481		\$12,481	\$2,102	36%
Non-Contractual Maintenance	\$24,000	\$10,000		\$2,695		\$2,695	\$7,306	11%
Equipment Maintenance	\$36,000	\$15,000		\$5,237		\$5,237	\$9,763	15%
Non Capital Expenses	\$20,000	\$8,333					\$8,333	
Furniture & Fixtures	\$56,500	\$23,542		\$4,532		\$4,532	\$19,010	8%
Total Building & Equipment Maintenance Expenditures	\$209,000	\$87,083	\$0	\$34,310	\$0	\$34,310	\$52,773	16%
Total Expenditures	\$6,429,497	\$2,814,552	\$2,217,234	\$203,662	\$92,681	\$2,513,578	\$300,974	39%
NET SURPLUS/(DEFICIT)	\$93,868	\$199,334	\$681,120	(\$139,803)	(\$92,681)	\$448,636	\$249,301	478%

Interim Director's Report November 2014

The highlight of the month of November for me was the opportunity to welcome the Veterans and their guests to our annual Veterans' History Project Breakfast. As you probably know, Reference Librarian Neil O'Shea has been interviewing our local vets and creating both written and audio documentation of their experiences and thoughts about serving in the military. These become part of the Library's collection, and some of them have also been accepted into the Library of Congress's collection as well. But there is nothing like seeing the vets in person and hear them speak a little about their memories, and about those who didn't survive. It was an honor to participate this year.

In-house meetings included one with the website task force chaired by webmaster Sasha Vasilic. We are examining the data from Google Analytics to determine which parts of the site are getting activity and which need to be tweaked to be more useful to our patrons. Sasha is working on a way to better highlight our online materials such as e-books, e-audiobooks, our e-magazine service (Flipster) and our brand new as of Dec. 1 streaming and downloadable service hoopla, which I will demonstrate at the meeting so the Board can effectively promote it in the community.

The Digital Media Lab/Makerspace/Stem Lab Task Force met and divided tasks; however, they need clarification from the Board before proceeding so we are all agreed upon the purpose and use of the space and equipment before the Per Capita Grant funds begin to be spent. It is an item for discussion on the agenda.

I have begun planning the Staff In-Service Day with the supervisors. We are trying to plan a day that is refreshing, motivating, and an opportunity to learn. The speaker will be Sally Decker Smith, in her talk called "Why I Love Your Jobs". Ms. Decker Smith began as a circ clerk and eventually finished her library degree and became head of Adult Services at the Indian Trails Public Library, where she worked for 30 years. She was highly recommended for her upbeat, funny, and down-to-earth presentation. The supervisors found a talk Greg had with them so helpful in understanding the Library's funding that they suggested he present to the rest of the staff, too, so that is on the schedule. I will be hosting one of the breakout sessions on The State of the Library, which I envision being two-way communication; other sessions will be on dealing with difficult patrons and situations, and on staff benefits. The winners of last year's Staff Awards will give awards to this year's winners, all nominated by their peers. The supervisors meet on Dec. 19th and will work on finalizing the details. There is \$2,000 budgeted for this day but we hope to spend considerably less.

The Board asked me to make sure there are back up procedures in place for our IT Department since it is very small. We have discussed it with Rich Wozniczka and I can report on this at the meeting.

CCS continues to work with Sirsi to improve the performance of the public catalog, Enterprise. An update last month seems to have greatly improved the retrieval speed for account information. They understand, though, that at this time Enterprise is still not functioning as well as Bibliocommons did, and they are pressuring Sirsi to make improvements like allowing user names again. I will keep you posted, and please do let me know your thoughts.

I want to take a moment to give a shout out to the great work being done by the recently developed Materials Marketing Team, chaired by Sue Wilsey, and each of the staff members who are working so hard to keep the new displays filled and the materials turning over. The idea behind the displays is to highlight some of the items in the collection that aren't the newest and shiniest but still are great books or DVDs. It's easy for materials to get buried in the stacks, so pulling things out by topic and making a display of them is really increasing their use. It's a wonderfully successful collaboration between multiple departments, and interestingly originated with the "numbers guy" Greg Pritz, who looked for a way to both raise circulation and increase usage of older material.

Last, here are some fun statistics that aren't included with the rest. In November, patrons:

- Spent 5,970 hours on the public access computers
- Printed 9,277 pages
- Copied 3,365 pages
- Scanned 4,080 pages

Business Manager

Submitted by Greg Pritz

The Audited Financial Statements for June 30, 2014 have been filed appropriately and updated to our FOIA and Transparency Portal as have the Library's 2014 Real Estate Tax Levy and the Budget and Appropriations Ordinance.

The water connection to the Oakton Court water main is complete and still awaiting final inspection by the village.

The three tier tables in the Library's lobby have been installed and stocked. Dave is looking for a way to make the supports look less clunky.

We spent time with an electrical consultant to try to reduce our electrical cost. After reviewing the Library's bills, the consultant determined that there would be no economic benefit currently for the Library to sign a contract for its electricity. We are monitoring the market rates so when they drop we can be in a position to take advantage of the pricing differential.

Rich and I have been discussing the various options for internet filtering in the Library. The analysis will be presented at the January board meeting.

I worked with Diane Winberg to coordinate Ken Carrick's trip to the Library to interview all Trustees, all supervisors, Susan, and me. Ken's draft job description is presented elsewhere in this board packet.

We have kicked off the implementation of the Library's purchase order system. This system will automate the manual 5-part PO form we use currently along with multiple data inputs and reconciliations. We had a meeting last month and discovered a couple of technical issues with the Blackbaud module which are being resolved.

Adult Services

Submitted by Reference Librarian Ruth Schuster

Digital Media Task Force members visit AHML

Donna Block, Darlene Fox and Ruth Schuster visited the Arlington Heights Memorial Library Digital Services November 17. Amy Pelman, Digital Services Manager, gave us a tour of the facility. We asked about policies, maintenance, staffing and training. This is what we found out about AHML Digital Services:

Policies:

- ✓ 1-Services are limited to AHML cardholders
- ✓ 2-Appointments are 2 hours with the possibility of extension
- ✓ 3-Charges for 3D printing (Awaiting Board approval):
- ✓ \$1.00 base price (up to 5 grams), \$.25 per gram after
- ✓ 10 laptops and 2 iPads are available to check out for in-library use. They circulate a lot.

Maintenance:

- ✓ Approximately 4-6 hours a week is spent on maintaining and troubleshooting equipment.
- ✓ 3D printer maintaining/troubleshooting 3D printer – remains to be seen

Staffing and Training:

- ✓ Staffing is from Digital Services Department
- ✓ Staff Training is provided by the Digital Services Media Specialist who oversees the staff
- ✓ Patron Training is done through classes, one on one appointments, lynda.com, Gale Courses, Open Studio Training (drop-in)

Ms. Pelman also was generous to give us a list of "3D Printer Talking Points."

KidSpace/Teen Underground

(Youth and Teen Departments)

Submitted by Shelley Sutherland

Progress on October Goals

- **Weed the Reference collection with the input of key staff**
Weeding underway.
- **Develop a plan for the use of the 2nd study room in KidSpace**
Wonder Ground planning underway. We held a brainstorming session, set goals and began researching items for possible purchase.
- **Get staff trained and ready to use Hoopla**
All staff who were available went to the Hoopla trainings and successfully downloaded Hoopla to their devices. Other staff will watch the webinar. We will be discussing Hoopla at our January staff meeting, highlighting all the kids materials available.
- **Get ready for the Winter Reading Club**
Winter Reading Club launched on Dec. 1, with a steady stream of kids signing up. Thanks to **Arianne** for her excellent coordination.

Top Goals

- **Work with staff to plan and implement Wonder Ground with equipment, activities and programs to support STEM for elementary school students and their families**
- **Increase visibility and circulation of the nonfiction print and DVD collections by reducing the Reference collection and creating a “power wall”**
- **Develop IKBK (1000 Books Before Kindergarten) promotional materials for pediatricians’ offices and preschools in our district**
- **Develop standards and a colleague review plan for storytime presenters**
- **Work with Arianne and other staff to plan Spring and Summer programs**
- **Work with Sue and other staff to plan the 2015 Summer Reading Clubs for pre-readers, readers and teens**

Favorite Patron Quote: Sherry M. said, “Look at them [pointing to her kids]—they’re playing and learning at the same time. This library really knows how to spend their tax dollars! And you can quote me on that!”

Outreach Activities

We have never been busier with our community partnerships and outreach.

Vlada told stories at the first annual Holly Jolly Christmas Market at Oasis Park. We also provided 200 crafts for the kids.

Sarah participated in the District 63 Strategic Planning day with other community leaders. She says, “Being a part of EMSD 63’s Strategic Design Conference was a great experience. EMSD 63 has made community involvement and participation one of their top priorities.”

Clara has delivered IKBK materials to many area preschools and will be delivering to more preschools over the next few months.

Collection Highlight

Over 200 books and DVDs were taken from our new Staff Picks display featuring Ms. **Leslie’s** choices.

Staff Development Highlight

Mary attended a 3-day Young Adult Literature Symposium in Austin, Texas. She attended many excellent sessions including **YA Realism**, and a readers advisory forum for tween readers. She gathered lots of new ideas to promote teen literature at Niles, increased her already terrific readers advisory skills, networked with teen librarians from all over the country, and honed her skills for more effective review writing for the Niles Library Blog.

Program Highlight: Fandom Fest

Over 50 teens, tweens and adults, including members of the local 501st Legion and Niles West High School's Science Fiction Club, gathered for our first annual Fandom Fest. There were crafts, snacks, and displays. Events included button making, Divergent tattoo design and character cut-outs, plus a costume contest. The awesome doll display in the glass display case by Chicago artist Kathy van Bueningen has been a huge hit with patrons and staff all month.

<https://twitter.com/npldteens/status/533690627343802369> More information can be found here:

<http://blog.nileslibrary.org/everyone-remain-calm-fandom-fest-is-coming/>.



More pictures on Instagram: <http://instagram.com/npldunderground/>

Marketing Department

Submitted by Sue Wilsey

During the month of November Sue spent the majority of her time coordinating efforts towards completion of the redesigned Chapter One newsletter. We also developed a plan to promote the new download service hoopla by attending an extensive webinar and offering a Cyber Monday promotion and putting signage throughout the building.

Sue secured a \$500 sponsorship from the Regency Rehab Center for the annual, very successful Veterans History Project Breakfast.

Sue met with staff regarding their Winter Reading Club collateral needs, met with the Materials Marketing Team and Sasha coordinated a one-year website evaluation meeting.

Goals update:

- *Develop and implement a system to manage outside consultants resulting in more predictable and timely results*
Although the process includes many more steps than the one we had been successfully implementing, during the next few months, as the outside designer becomes more familiar with the Library's needs and expectations, we anticipate a more reliable and efficient system. There will always be a significant amount of additional time needed for review and clarification that was not part of the original process.
- *Develop and implement a marketing campaign including design of promotional materials and updates in social media to increase awareness and use of the Library's new online resources including Flipster, hoopla, Rosetta Stone, etc.*

Wall, sandwich board and shelf signage are in place, and online promotion (website and social media) for these new services has been implemented. A hoopla promotion day is planned to coincide with the Holiday Open House events. Staff will become more familiar with the benefits of these services at the upcoming in-staff service day.

- *Work with Susan and supervisors on Staff Day preparations*
Forwarded all of the details from last year's event. Offered to help others.
- *Work with Adult Program Committee to plan Spring and Summer programs; be sure that the schedule includes popular as well as educational programming*
Have requested that all Adult programmers meet with me to discuss their programs.
- *Work with Summer Reading planners to develop and implement the three Summer Reading clubs*
Planning will begin in February.

Outreach Department

Submitted by Dodie Frisbie

Senior Coffee Hour: In celebration of the 100th Anniversary of WWI, I had RJ Lindsey, a Living History Impersonator, come in as General Charles Dawes. I had 21 attendees and this program was very well received.

Senior Coffee Hour Programming: I am in the process of lining up programs for the Spring and the Summer.

VIM (Visually Impaired Motivators) Low Vision Support Group: This month we had an open meeting. The Niles Nurse, Brigitte Powidzki, and I had several health updates about developments in dealing with Macular Degeneration – dietary recommendations and devices that enable a person to see well. We have recruited two new members and planned the Christmas party in addition to January's book club.

8th Annual Low Vision Fair: I head up the North Suburban Library Low Vision Consortium – which consists of the Niles Library and seven others (Glenview, Morton Grove, Skokie, Park Ridge, Prospect heights, Vernon Area and Northbrook). The date and location have been decided. We are in the process of registering vendors of assistive technology and social service providers who wish to participate this year. We hope to have the Lions Club screening bus for diabetic retinopathy this year. Our Park Ridge Library Outreach Coordinator is president of the Park Ridge Lions Club and is helping us with this arrangement.

A new Bulk Loan Deposit Collection of large print books will now be delivered monthly to the Kemnitz Senior Center – located in the space at Our Lady of Ransom. They are very excited to have our service.

Homebound and School Deliveries: Outreach staff is working assiduously to deliver library materials to our homebound patrons and the teachers.

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

Patron Services

Submitted by Athena Crouse

63,059 items were checked in during November 2014 and shelved by Pages.

Pages returned to the stacks 13,192 items that were used in-house.

The Team Leaders are now responsible for maintaining and checking (3) displays located on the first floor. The Grab-n-Go continues to be a success with 710 checkouts!!! All together the number of checkouts totaled 910 on the first floor displays.

Football Display 11/01/14-11/17/14

Books: 2

DVDs: 12

TOTAL: 14

Baking Display 11/01/14-11/30/14

Books: 126

DVDs: 19

TOTAL: 145

Thanksgiving 11/18/14-11/30/14

Books: 38

Magazines: 6

TOTAL: 44
Grab-n-Go 11/01/14-11/30/14
A-fiction: 6
A-Nonfiction: 29
A-DVD: 318
BluRay: 117
J-DVD: 240
TOTAL: 710

The 90-day training period, which ended November 5th, for Caitlyn Hannon proved to be very beneficial. We were able to use her new clerk skills during some very busy times this past month.

A written procedure for when the system goes down has been completed. This procedure will help to keep this organized and will result in better efficiency when the system is back up and running. A copy has been given to both Greg and Susan.

I began interviewing candidates for the open Patron Services Clerk position this month and have recently submitted my recommendation for hire. I am very excited to welcome a new person to our Patron Services Team.

Technical Services

Submitted by Victoria Luz

- YA Graphic Novel reclass is in process and getting closer to completion.
- I attended the November 19th CCS SCRAP meeting working extensively on policies for the new Item Categories 3,4 & 5 and RDA policies and how these can best serve our patrons and staff.
- Betty Zahn, David Melis, Jamie King and I attended the November 12th Cataloging Workshop at Ela Area Library.

Report on Technical Services Goals

- Videogame reclassification across all collections. The process has begun in YA. Jamie King is working on the reclass and the database changes and our processors are integrating these items into their workflow.
- Removal of the locking cases for videogames and Blu-rays across all collections and replacing them with RFID security overlays. The changes have begun to YA.
- Magda Porgorzelski has accepted the open Acquisitions Assistant position after serving our Reference Department for 6 years. The transition is going extremely well. Also many thanks to our existing Acquisitions staff (Amelia Karns and Linda Kapuscinski) for their assistance in training and keeping pace with the huge amount of work during the transition.
- Beginning to plan the transition to implement online purchase orders with Greg and Kathy Toy.
- Continue to try to find efficiencies in the Tech Services workflow: Ongoing. Most recently I have been working with Debbie Kieres and LaFerne Duckworth on revising our procedures for withdrawn AV materials that can't be sold in our Friends' Sale.

Trustee Calendar

December

12/15-12/22—Board of Trustee nomination packets accepted during business hours

12/17—**Regular Meeting of the Board of Trustees**

January

1/12—Friends of the Library Meeting

1/21-- **Regular Meeting of the Board of Trustees**

1/30-2/3—Midwinter meeting of the American Library Association (Chicago)

February

2/9—Friends of the Library Meeting

2/18-- **Regular Meeting of the Board of Trustees**

Monthly Statistical Report --November 2014

LOAN OF LIBRARY MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult	42,220	37,494	12.60%	220,100	209,320	5.15%
Teens	3,171	2,558	23.96%	18,021	16,838	7.03%
Juvenile	41,474	38,180	8.63%	216,284	195,278	10.76%
TOTAL Loan of Library Materials	86,865	78,232	11.04%	454,405	421,436	7.82%
LOAN OF MATERIAL BY TYPE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult						
Print	17,272	16,287	6.05%	91,636	90,607	1.14%
Periodical	1,242	873	42.27%	4,898	4,800	2.04%
Audio	4,688	4,474	4.78%	25,998	25,984	0.05%
DVD	18,215	14,898	22.26%	92,926	83,268	11.60%
Digital	803	962	-16.53%	4,642	4,661	-0.41%
TOTAL Adult Loans	42,220	37,494	12.60%	220,100	209,320	5.15%
Teens						
Print	2,314	1,662	39.23%	13,539	12,149	11.44%
Periodical	7	0		55	0	
Audio	432	524	-17.56%	2,244	2,618	-14.29%
DVD	363	258	40.70%	1,789	1,539	16.24%
Digital	55	114	-51.75%	394	532	-25.94%
TOTAL Teen Loans	3,171	2,558	23.96%	18,021	16,838	7.03%
Juvenile						
Print	26,761	25,319	5.70%	141,229	132,030	6.97%
Periodical	134	85	57.65%	509	494	3.04%
Audio	2,075	2,517	-17.56%	12,866	13,605	-5.43%
DVD	9,253	8,179	13.13%	47,960	44,147	8.64%
Digital	3,251	2,080	56.30%	13,720	5,002	174.29%
TOTAL Juvenile Loans	41,474	38,180	8.63%	216,284	195,278	10.76%
ONLINE DATABASE USE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Total Database Use	6,367	6,655	-4.33%	30,962	28,575	8.35%
Holds	Current Month	Prior Year Same Month	% Change			
Holds Placed	8,318	10,503	-20.80%			
Holds Made Available	13,077	11,358	15.13%			
Patron Registration	Current Month	Total	Prior Year Same Month	% Change		
New District cards	250	25,872	215	16.28%		
Patron Count	Current Month	Prior Year Same Month	% Change			
Patron visits	31,305					
Unique Library cards used	5,402	4,972	8.65%			
e-News subscribers	8,146	7,864	3.59%			
IN-HOUSE USE OF MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Reference--Adult	77	301	-74.42%	196	2,185	-91.03%
Circulating--Juvenile	7,970	3,121	155.37%	35,920	18,263	96.68%
Circulating--Teen	525			3,391		
Circulating--Commons	187			703		
Circulating--Adult	4,433	3,650	21.45%	23,855	18,068	32.03%
TOTAL In-house Use of Print Materials	13,192	7,072	86.54%	64,065	38,516	66.33%

Monthly Statistical Report --November 2014

PC Users by Area	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult Services	4,293	3,461	24.04%	27,420	18,722	46.46%
Youth Services	1,191	818	45.60%	7,439		
Teen Services	398	4		1,556	NA	
Express Internet	185	1,167	-84.15%	1,764	7,439	-76.29%
Patron Wi-Fi Uses	9,344	*NA		47,493	NA	
Scanning devices	805	498	61.65%	4,098	3,501	17.05%
Ipad usage in KidSpace	348	*NA		698	*NA	
Total Users	16,564	5,948	178.48%	90,468	29,662	205.00%
Website Hits	33,846	17,994	88.10%			
Facebook "Likes"	834	686	21.57%			
Buzz Blog views	533	*NA				
Media Hits (inc. print and online)	43	31	38.71%			
TECHNICAL SERVICES						
	Items Added	Items Withdrawn	Library Holdings			
	1,532	2,108	292,011			
Library Services						
	Current Month	Year to date				
Notary Public	20	297				
Test Proctoring	12	32				
Voters' Registration	0	3				
VOLUNTEER HOURS						
	People	Total Hours				
Adult Services & Programs - Fic, AV, Ref	15	70				
Teen Services & Programs - Fic and Ref	17	60				
Youth Services Programs & General	30	78				
General Library & Library Events	18	120				
Total Volunteers/Hours this month	80	328				
<i>NOTE: Last year volunteers/hours same month</i>	53	246				
Service Desks						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Quick Questions	3,420	5,766	-40.69%	451	0	
Reference/Research	7,630	6,276	21.57%	0	0	
TOTAL All Service Desks	11,050	12,042	-8.24%	451	0	
Adult Services Ref/Nonfic (3rd floor)						
Quick Questions	195	1,699	-88.52%			
Reference/Research	1,129	1,574	-28.27%			
Total Reference Desk	1,324	3,273	-59.55%			
Fiction/Audiovisual Services (2nd floor)						
Quick Questions	279	1,920	-85.47%			
Reference/Research	1,796	1,829	-1.80%			
Total AV/Fic Desk	2,075	3,749	-44.65%			
Technology Desk						
Quick Questions	331					
Reference/Research	1,422					
Total Tech Desk	1,753	0				
Teen Desk						
Quick Questions	393					
Reference/Research	114					

Monthly Statistical Report --November 2014

Monthly Statistical Report --November 2014						
Total Teen Desk	507	0				
Outreach Services						
Reference/Research	451	323	39.63%			
Bulk Loan Items Delivered to Nursing Homes	285	440	-35.23%			
Materials pulled for Homebound Users	924	999	-7.51%			
Total Outreach	1,660	1,762	-5.79%			
Youth Services						
Quick Questions	2,222	2,147	3.49%			
Reference/Research	2,718	2,550	6.59%			
School Loans pulled	26	27	-3.70%			
Museum Adventure passes distributed	7	9	-22.22%			
Total Youth Services	4,973	4,733	5.07%			
GRAND Total	12,292	13,517	-9.06%			
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Interlibrary Loan						
Books, A-V						
Items lent to offline libraries	277	282	-1.77%	1,269		
Items received from offline libraries for patrons	78			504		
Total	355	282	25.89%	1,773	0	
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Outreach Services						
Homebound						
Patrons	241	206	16.99%			
Visits	197	193	2.07%			
Institutions						
Institutions	6	9	-33.33%			
Visits	6	9				
Schools						
Items	660	641	2.96%			
Visits	16	20	-20.00%			
	This Month	Attendance	Attendance Prior Year	% Change		
LIBRARY PROGRAMS						
Programs--Youth						
Chess	2	41				
Lego We-Do	1	15				
Reading Patch Club	1	20				
1KBK	1	29				
Bibliobop	1	37				
Mega Mondays	4	50				
Babytime (parent & child)	4	196				
Big Kids Storytime (child alone)	3	29				
Family Storytime (parent & child)	4	108				
Preschool Storytime (child alone)	3	36				
Rise & Shine Storytime (parent & child)	3	76				
Toddler Storytime (parent & child)	5	116				
Movies	1	55				
Reading with Rover	2	32				
Battle of the Books	3	217				
2nd Sunday	1	114				
Pajama Math Time	1	7				
Homework Help	4	29				

Monthly Statistical Report --November 2014

Lekotek Special Needs Storytime	1	11				
Breakfast Bingo	1	43				
Schools Visiting Libraries	3	50				
Librarians Visiting Schools	19	425				
Teacher use of Die Cut Machine	1	5				
In-House Toys and Games	1	1,054				
Outreach: Holly Jolly Market at Oasis crafts	3	200				
Outreach: Holly Jolly Market at Oasis storytelling	1	25				
Videogames	1	145				
Total Youth Services Programs	75	3,165	2,195	44.19%		
Programs--Teens						
TAB Group	1	9				
Movies	1	4				
Fandom Fest	1	50				
Videogames	1	105				
Anime/Manga Club	1	4				
Tree Decorating at Golf Mill	1	15				
Buttonmaking	1	10				
Outreach: Visits to Schools	1	58				
Homework Help	4	30				
Outreach: Book Clubs at Schools	1	11				
Total Teen Programs	13	296	118	150.85%		
Programs--Adult						
Lyric Opera	1	14				
Senior Coffee Hour: 100th Anniversary of WWI	1	21				
Nation Novel Writing Month Workshops	4	24				
Veterans History Breakfast	1	76				
First run movie	1	27				
Small Business	1	8				
Score	3	6				
Technology Programs	7	48				
Garden Club	1	4				
Book Discussions	3	35				
Songwriters	1	5				
Health Info Program	1					
Senior counseling	1	1				
St. Johns Womens Club Presentation	1	28				
Job Seekers	1	6				
Total Adult Programs	28	303	271	11.81%		

Monthly Statistical Report --November 2014

Outside Meetings						
Niles All American Toastmasters	2	22				
Ligia Amarei (Mom's Group)	1	12				
Morton Grove Toastmasters Club	2	35				
Jewish Genealogical Society	1	12				
Aristotle Greek School	1	58				
Greenwood Park Condo Association	1	8				
Total Outside Meetings	8	147	127	15.75%		
Total Meeting and Program Attendance	124	3,911	2,711	44.26%		

Patron Suggestions and Comments for December 2014

Responses to Patron Suggestions and Comments

For purchase for the Niles Library permanent shelves: *The Great Country Houses of Poland* by Michael Pratt and Gerhard Trumler, Abbeville Press Publishers 2007 Revision. We have very little on Polish Architecture compared to that of England and France in English. This title should stay permanently on our shelves to service the non-Polish reading Polish-American community of Niles. M. S., Niles.

Thank you for the suggestion—I have passed it along to the adult department. However, we do not ever guarantee that a book will remain on the shelves forever. Books that are never checked out are eventually withdrawn.

I was wondering why the new Niles Public Library website is so slow and cumbersome. It would be nice to see my account in one step rather than two steps after logging in. Also, the website is slow in generating the information associated with my account. Thank you for your consideration. D. J. O'S., Niles.

We apologize for the slowness of the new catalog. Our own website (www.nileslibrary.org) is still running very smoothly, but the catalog is separate and run by another company. However, they continue to update it, and are finding the account information to be much faster now, and I hope you are finding the same.

TV DVD on *Batman*—the complete series 1966.

Thank you for the suggestion—I have passed it along to the DVD selectors.

To have items shelved where they belong. This grab n' go is tacky—messy. It shows laziness. We should not even have pages.

I'm sorry you don't care for the new grab 'n' go selection, but other patrons are finding it very useful. It is giving new life to some of our older materials. We continue to use pages to reshelve the 63,000 items that were returned in November.

Good Service! Liabella

Thank you so much for taking the time to write!

I found Indian language DVD list. In not Hindi only but India have more then one Hindi language. It will be good help if you specify particular language of Indian DVD like Hindi, Punjabi, Telugu, etc. That will help to customer service dept., too. M. P.

Thank you for the suggestion. We will look into it.

There's "NO" Filipino CDs or music in our Library. There's a lot of "India," "Pakistan," and "Middle Eastern" music, but "NO" Filipino. You have a lot of Filipino residents in Niles! C. A., Niles.

Thank you for the suggestion. You are the first patron to suggest it. If we get more requests, we will see what is available to purchase.

Bathrooms are smelly at times!!! Fireplace—Quiet Study hogged by bums who sleep and snore in Quiet Study.

I'm sorry the bathrooms don't smell good. If a patron is bothering you, please notify someone at the desk. However, we do not have a designated Quiet Study room any longer. You may wish to book a study room on the Lower Level.

NILES PUBLIC LIBRARY DISTRICT STRATEGIC DIRECTION PLAN 2011

This strategic plan incorporates input from a variety of sources, including census data, the expertise of staff, and community focus groups and surveys to identify the service priorities that will be the Niles Public Library's focus for the next three to five years.

CORE IDEOLOGY

BIG AUDACIOUS GOAL: To position ourselves to be one of the premier providers of information services and resources for our community.

CORE PURPOSE: Connecting people with information, promoting the love of reading and serving as the community center for learning and enrichment

OUR CORE VALUES

- We provide "over-the-top" customer service
- We respect all individuals
- We believe in intellectual freedom
- We believe in the importance of access to information for all
- We operate with absolute integrity
- We respect privacy and confidentiality
- We provide a high-quality, current and relevant collection
- We believe dedicated, friendly and professional staff members are integral to the library experience
- We encourage innovation
- We support and encourage personal and organizational growth in our community
- We believe in the value of partnerships with schools, community and businesses and we commit to maintain and grow these partnerships

SERVICE PRIORITIES:

1. Make the Niles Public Library a welcoming, safe and comfortable place

- Collaborate with professional architect to update and reallocate current library spaces
- Provide automated materials handling
- Create additional meeting space for small study and business groups and for programs or groups up to 50 people
- Seek out a viable parking solution
- Create a dedicated updated teen space
- Incorporate use of automation technology in AV/Digital area
- Increase open hours
- Provide off-site presence

2. Continue efforts to create and develop young readers

- Upgrade early literacy space in YS with areas for fine and gross motor skills

- Incorporate early literacy learning opportunities throughout the Library
 - Offer additional foreign language story times and ELL resources
 - Train staff to support early literacy efforts
 - Continue to offer a wide array of books and programs for ages birth to five
3. Continue to keep public internet access and online resources current while increasing efforts to promote and inform the community about their availability
- Upgrade our 24/7 virtual space (website)
 - Conduct technology audit
 - Provide additional technology training for staff
 - Add online specialist
 - Increase online databases
 - Increase patron computer training classes
 - Offer in-house laptop use
 - Circulate e-readers
4. Continue to provide education resources for students of all ages to be successful in school and life
- Commit to and promote online educational resources
 - Provide reading incentive programs for ages two to eighteen, to build reading skills as well as reading for pleasure
 - Provide additional lifelong learning opportunities through programs, our collection and staff advisors
 - Retain high level of support for school liaisons and school loan staff
 - Provide staff and resources to answer questions from patrons of all ages on a wide array of topics
 - Promote local job and business opportunities
5. Continue to offer programs and materials for patrons to explore topics of personal interest, enjoy recreational experiences and excite their imaginations.
- Collaborate with community organizations for greater impact
 - Assess current offerings and adjust as needed
 - Maintain and update equipment
 - Seek new exhibit and display opportunities
 - Train staff to advise patrons about resources throughout the Library that address their inquiries.
6. Increase support of new immigrants and those with literacy needs
- Create a unique space for foreign language collections and citizenship resources
 - Provide passport services
 - Promote neutrality and privacy of Library services
 - Provide library card applications in additional languages
 - Continue support of community literacy programs
 - Increase bilingual staff and volunteers

7. Position the Niles Public Library as the most qualified source for information and help users understand what we offer

- **Effectively communicate building, resource and staffing changes both internally and externally**
- **Continue to publish and distribute Chapter One**
- **Improve external online communications (social media, e-newsletters, blogs, website)**
- **Improve internal communication**
- **Update and improve signage throughout the building**
- **Implement mobile communications**
- **Increase video information displays**
- **Maintain high quality of graphic display and promotion**
- **Create and develop community partnerships**
- **Be a central resource for information about the community**