



## **Niles Public Library District**

### **Regular Meeting**

**Wednesday, January 21, 2015 6:30 PM**

**NILES PUBLIC LIBRARY DISTRICT  
REGULAR MEETING AGENDA**

**January 21, 2015**

**6:30 PM**

**Board Room**

**6960 Oakton Street**

**Niles, Illinois**

ORDER OF BUSINESS

1. Call to Order
2. Pledge of Allegiance
3. Executive Session-To discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Niles Public Library District; discussion of minutes of closed session meetings
4. Final Action, if any, on closed session subjects
5. Consent Agenda
  - A. Approve Minutes of December 17, 2014 4
  - B. Approve the payment of the bills for operating expenses of \$169,253.93, payroll expenses of \$261,529, Special Reserve expenses of \$0.00 for a total monthly expense of \$430,783.05 7
  - C. Approve the resignation of Sue Wilsey from the full-time position of Marketing and Publicity Supervisor effective January 23, 2015; the appointment of Jason Waclawik to the part-time position of Adult Services Assistant at a rate of \$13.96 per hour, effective January 24, 2015; the appointment of Stacy Moss-Paul to the part-time position of Adult Services Assistant at a rate of \$13.96 per hour, effective January 26, 2015; the resignation of Sasha Vasilic from the full-time position of Digital Communications Coordinator effective January 23, 2015; the appointment of Sasha Vasilic to the full-time position of Public Relations and Marketing Supervisor, at a rate of \$26.68 per hour (annual salary of \$52,026), effective January 26, 2015
  - D. Approve the travel request for Susan Lempke to attend ALA Annual Conference In San Francisco, CA July 25-30; the travel request for Sarah Muskivitch to attend ALA Annual Conference in San Francisco, CA July 25-30 11
6. Public Comment
7. Treasurer's Report
  - A. Review Financial Report 13
  - B. Presentation by Greg Pritz 31
  - C. Approve transfer of \$600,000 from the General Fund to the Special Reserve Fund 32
8. Director's Report
  - A. Highlights 33

## Board Meeting Agenda - January 21, 2015

- B. Monthly Statistics 38
- 9. Communications 43
- 10. Committee Reports
  - A. Special Reserve Committee
  - B. Employee Benefits Committee
- 11. Liaison Reports
  - A. Friends of the Library
  - B. Legislative
  - C. RAILS
- 12. Secretary's Report
- 13. New Business
- 14. Unfinished Business
  - A. Discussion and possible modification of the Library's Internet Filtering Policy to filter nudity and pornography only 48
  - B. Discussion and selection of Internet Filtering Software and/or Hardware 49
  - C. Discussion on Strategic Goal Setting
  - D. Discuss limiting trustee attendance at events sponsored by religious organizations
- 15. Other
- 16. Adjournment

**NILES PUBLIC LIBRARY DISTRICT**  
**Regular Board Meeting**  
**December 17, 2014**  
**6:30 PM**  
**Board Room**  
**6960 Oakton Street**  
**Niles, Illinois**

**Trustees Present**

Carolyn Drblik, Morgan Dubiel, Danette Matyas, Barbara Nakanishi, Linda Ryan. Karen Dimond arrived at 6:34 PM; Chris Ball arrived at 6:46 PM.

**Library Staff Present**

Susan Lempke, Greg Pritz, Sue Wilsey, Carol Jung, Dave Dabrowski, Diane Winberg, Valerie Clark

**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; Carol Jung, Niles Resident

**Call to Order**

The Regular Board Meeting of the Niles Public Library Board of Trustees was called to order at 6:30 PM.

**Roll Call**

The roll was taken by Ms. Winberg.

**Pledge of Allegiance**

President Dubiel led the Pledge of Allegiance.

The Board Meeting began with Library Attorney Dennis Walsh giving a brief review of procedures on keeping compliant with the Open Meetings Act and the Freedom of Information Act during the search for a new Library director.

**Discussion with Ken Carrick, Coleman Lew & Associates (SKYPE)**

Mr. Walsh started the discussion by asking Mr. Carrick if he had a good understanding of the information that he provided him with regarding what portion of the interviewing process will be done in open session and what will be held in Executive Session and what information can be withheld from a FOIA request. Mr. Carrick said he did.

Mr. Carrick did a quick summary of his recent visit to the Library. On the positive side, he heard over and over again how financially strong the library is, customer service is excellent, and that staff does a real good job which was evident in the customer service that he himself received. Challenges will include recent publicity which is less than favorable and the Boards 4/3 split. The upcoming trustee election may alter this one way or another. Candidates will ask him about this and he will need to address it. Also, candidates will do their own evaluation of a Board and he has seen candidates withdraw from a search because they did not feel the passion of a Board. He addressed the position's job description which he was given which he "massaged" and made more "salesy" using Coleman Lew's format. Discussion was held on whether a MLS degree should be a requirement of the job. A poll was taken by President Dubiel. On a 4/3 vote, the Board decided that a MLS degree is preferred but not required.

**Consent Agenda**

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

- A. The Minutes of the Regular Board Meeting of the Regular Board Meeting of November 17, 2014;
- B. 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;
- C. Approve payment to Visographic in the amount of \$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 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.

Trustee Ryan seconded.

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

### **Public Comments**

There were none.

### **Treasurer's Report**

#### **Review of Financial Report**

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

#### **Presentation by Greg Pritz, Business Manager**

President Dubiel asked that a simple presentation be made at the January Board Meeting. He did ask Mr. Pritz to just present the conclusions of his presentation.

The conclusions were that the library is in sound financial condition; for several years, the Library levied taxes in excess of its needs which produced surpluses well over \$1 Million annually which allowed the Library to retire its bonds early and it also made it possible to pay for the renovation without incurring any debt; and even with the 2013 \$1 Million reduction in the tax levy, the Library will continue to have surpluses in the General Fund in the short term.

#### **Interim Director's Report**

Ms. Lempke presented highlights of her report.

As requested by the Board, Ms. Lempke reported on her Succession plan. On a short term basis, there will always be coverage—either by Greg Pritz or a designated supervisor. There is no succession plan should something happen to her. A possibility would be to hire a retired library director on a part-time basis until a replacement is found. She reported that she currently does the job of three people: her job, Barb Kruser's job and the job of the library director. It would not be possible to put this type of job load on someone who is already supervising their own department.

Ms. Lempke addressed the staffing in the Marketing and Publicity Department. Since the full-time graphics person left, we have had a part-time page doing an internship. We would like to move her from Patron Services as a part-time clerk under Sue Wilsey's supervision. It would be a lateral move. A job description for this position will be prepared for the January meeting.

Ms. Lempke reported the contract from Matrix is ready to be signed and the interviewing process with Matrix should begin after the New Year.

Ms. Lempke did a short presentation on the Library's newest service Hoopla.

Ms. Lempke reviewed the library's current plan for spending the Library's per capita funds.

### **Communications**

The communications in the Board Packet were noted.

### **Liaison Reports**

#### **Friends of the Library**

Ms. Lempke reported that years ago Trustee Irene Costello served as the liaison between the Friends and Board. To strengthen our relationship with the Friends, Ms. Lempke asked that a Board Member serve as a liaison. Trustee Drblik volunteered.

Legislative

No report.

RAILS

No report.

**Secretary's Report**

No report.

**New Business**

Discussion of Strategic Plan

Mr. Carrick of Coleman Lew asked the Board to update the Library's strategic plan since so much of the current plan is related to the library's construction project. President Dubiel started the discussion saying he would like to see the Niles Library become the number one STEM library in Illinois with the emphasis being on science, technology and math. Ms. Lempke asked that the discussion of the STEM Lab (Unfinished Business) be held at this time since the STEM Lab will be a part of the strategic plan. She provided the Board an explanation of STEM, MakerSpace, and Digital Media Lab. After further discussion, Mr. Dubiel asked the Trustees to work on thinking of additional strategic points which will be discussed at the January meeting.

**Other**

Ms. Lempke reported that she and Mr. Pritz met with Rich Wozniczka of IT Services and that he has been working very closely with Peters & Associates. They will serve as a back-up for IT Services. She asked the Board to consider the possibility of moving one of the part-time IT assistants to full-time.

Trustee Nakanishi said she would like the Library to present former Assistant Director Barb Kruser with a plaque for her service. The Board asked Ms. Lempke to check on the appropriate protocol.

Trustee Ryan asked President Dubiel whether he was planning to highlight other Trustees in the Library's newsletter. Mr. Dubiel said that he was.

Trustee Drblik asked that the Board be better informed in writing on actions regarding purchases and projects presented to the Board. It was explained to Ms. Drblik that any purchases over \$5,000 has to have Board approval and anything purchase over \$20,000 has to go to bid.

Trustee Matyas wished everyone a very happy holiday. She mentioned that a few people approached her since she attended the Village holiday party asking her who paid for the party. She wanted everyone to know that each person attending the party paid for their place. The Village paid nothing. We all need to be responsible for government spending. Trustee Ryan asked that the discussion of Trustee spending be added to the January agenda. Ms. Lempke added that the Sunshine Committee was hosting a holiday sweets and treats event for staff with no cost to the library.

**Adjournment**

Trustee Ball MOVED to adjourn. Trustee Ryan seconded.

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

The meeting adjourned at 8:40 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
71838	Accounts Payable	Computer Check	1/21/2015	3M	\$0.00	\$711.35	(\$711.35)	Outstanding	1/31/2015
71839	Accounts Payable	Computer Check	1/21/2015	AARGUS PLASTICS, INC.	\$0.00	\$2,592.00	(\$3,303.35)	Outstanding	1/31/2015
71840	Accounts Payable	Computer Check	1/21/2015	AFLAC	\$0.00	\$478.03	(\$3,781.38)	Outstanding	1/31/2015
71841	Accounts Payable	Computer Check	1/21/2015	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$595.00	(\$4,376.38)	Outstanding	1/31/2015
71842	Accounts Payable	Computer Check	1/21/2015	ASSA ABLOY ENTRANCE SYSTEM	\$0.00	\$380.00	(\$4,756.38)	Outstanding	1/31/2015
71843	Accounts Payable	Computer Check	1/21/2015	AT&T	\$0.00	\$926.79	(\$5,683.17)	Outstanding	1/31/2015
71844	Accounts Payable	Computer Check	1/21/2015	AT&T	\$0.00	\$43.44	(\$5,726.61)	Outstanding	1/31/2015
71845	Accounts Payable	Computer Check	1/21/2015	AT&T	\$0.00	\$681.62	(\$6,408.23)	Outstanding	1/31/2015
71846	Accounts Payable	Computer Check	1/21/2015	KATHRYN J. ATWOOD	\$0.00	\$125.00	(\$6,533.23)	Outstanding	1/31/2015
71847	Accounts Payable	Computer Check	1/21/2015	BAKER & TAYLOR	\$0.00	\$1,211.95	(\$7,745.18)	Outstanding	1/31/2015
71848	Accounts Payable	Computer Check	1/21/2015	DONNA BLOCK	\$0.00	\$141.59	(\$7,886.77)	Outstanding	1/31/2015
71849	Accounts Payable	Computer Check	1/21/2015	BRODART CO.	\$0.00	\$1,367.83	(\$9,254.60)	Outstanding	1/31/2015
71850	Accounts Payable	Computer Check	1/21/2015	BUTLER CHEMICAL CO., INC.	\$0.00	\$90.00	(\$9,344.60)	Outstanding	1/31/2015
71851	Accounts Payable	Computer Check	1/21/2015	CALL ONE	\$0.00	\$1,401.21	(\$10,745.81)	Outstanding	1/31/2015
71852	Accounts Payable	Computer Check	1/21/2015	CAM GIRLS, LLC	\$0.00	\$100.00	(\$10,845.81)	Outstanding	1/31/2015
71853	Accounts Payable	Computer Check	1/21/2015	ARIANNE CAREY	\$0.00	\$111.13	(\$10,956.94)	Outstanding	1/31/2015
71854	Accounts Payable	Computer Check	1/21/2015	CATHOLIC NEW WORLD	\$0.00	\$25.00	(\$10,981.94)	Outstanding	1/31/2015
71855	Accounts Payable	Computer Check	1/21/2015	CENGAGE LEARNING, INC.	\$0.00	\$2,348.43	(\$13,330.37)	Outstanding	1/31/2015
71856	Accounts Payable	Computer Check	1/21/2015	CENTER POINT LARGE PRINT	\$0.00	\$174.96	(\$13,505.33)	Outstanding	1/31/2015
71857	Accounts Payable	Computer Check	1/21/2015	CINTAS CORPORATION LOC. 769	\$0.00	\$468.04	(\$13,973.37)	Outstanding	1/31/2015
71858	Accounts Payable	Computer Check	1/21/2015	COMED	\$0.00	\$7,318.49	(\$21,291.86)	Outstanding	1/31/2015
71859	Accounts Payable	Computer Check	1/21/2015	COOPERATIVE COMPUTER SERV	\$0.00	\$950.62	(\$22,242.48)	Outstanding	1/31/2015
71860	Accounts Payable	Computer Check	1/21/2015	CREATIVE PROMOTIONAL PROD	\$0.00	\$785.69	(\$23,028.17)	Outstanding	1/31/2015
71861	Accounts Payable	Computer Check	1/21/2015	CRIMSON MULTIMEDIA DISTRI	\$0.00	\$306.18	(\$23,334.35)	Outstanding	1/31/2015
71862	Accounts Payable	Computer Check	1/21/2015	MARC J. DAHER	\$0.00	\$19.95	(\$23,354.30)	Outstanding	1/31/2015
71863	Accounts Payable	Computer Check	1/21/2015	DEMCO	\$0.00	\$35.78	(\$23,390.08)	Outstanding	1/31/2015
71864	Accounts Payable	Computer Check	1/21/2015	EASYPERMIT POSTAGE	\$0.00	\$300.00	(\$23,690.08)	Outstanding	1/31/2015
71865	Accounts Payable	Computer Check	1/21/2015	FIFTH THIRD BANK	\$0.00	\$315.00	(\$24,005.08)	Outstanding	1/31/2015
71866	Accounts Payable	Computer Check	1/21/2015	FIFTH THIRD BANK	\$0.00	\$1,218.28	(\$25,223.36)	Outstanding	1/31/2015
71867	Accounts Payable	Computer Check	1/21/2015	FINDAWAY WORLD, LLC	\$0.00	\$138.72	(\$25,362.08)	Outstanding	1/31/2015
71868	Accounts Payable	Computer Check	1/21/2015	FIRE & SECURITY SYSTEMS, INC.	\$0.00	\$243.00	(\$25,605.08)	Outstanding	1/31/2015
71869	Accounts Payable	Computer Check	1/21/2015	FLEXSOURCE, LLC	\$0.00	\$359.00	(\$25,964.08)	Outstanding	1/31/2015
71870	Accounts Payable	Computer Check	1/21/2015	DARLENE FOX	\$0.00	\$24.97	(\$25,989.05)	Outstanding	1/31/2015
71871	Accounts Payable	Computer Check	1/21/2015	FRIENDS OF THE NILES LIBRARY	\$0.00	\$2,753.49	(\$28,742.54)	Outstanding	1/31/2015
71872	Accounts Payable	Computer Check	1/21/2015	GARVEY'S OFFICE PRODUCTS	\$0.00	\$1,885.21	(\$30,627.75)	Outstanding	1/31/2015
71873	Accounts Payable	Computer Check	1/21/2015	GENESIS TECHNOLOGIES, INC.	\$0.00	\$4,596.40	(\$35,224.15)	Outstanding	1/31/2015
71874	Accounts Payable	Computer Check	1/21/2015	DEBORAH GRAHAM	\$0.00	\$6.49	(\$35,230.64)	Outstanding	1/31/2015
71875	Accounts Payable	Computer Check	1/21/2015	GRAINGER	\$0.00	\$698.54	(\$35,929.18)	Outstanding	1/31/2015
71876	Accounts Payable	Computer Check	1/21/2015	GROOT INDUSTRIES, INC.	\$0.00	\$228.90	(\$36,158.08)	Outstanding	1/31/2015

## Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
71877	Accounts Payable	Computer Check	1/21/2015	HALL PASS	\$0.00	\$6.00	(\$36,164.08)	Outstanding	1/31/2015
71878	Accounts Payable	Computer Check	1/21/2015	ANDY HEAD	\$0.00	\$495.00	(\$36,659.08)	Outstanding	1/31/2015
71879	Accounts Payable	Computer Check	1/21/2015	HEALTHCARE SERVICE CORPOR	\$0.00	\$34,474.97	(\$71,134.05)	Outstanding	1/31/2015
71880	Accounts Payable	Computer Check	1/21/2015	HOOPLA	\$0.00	\$12,000.00	(\$83,134.05)	Outstanding	1/31/2015
71881	Accounts Payable	Computer Check	1/21/2015	INGRAM LIBRARY SERVICES	\$0.00	\$26,191.66	(\$109,325.71)	Outstanding	1/31/2015
71882	Accounts Payable	Computer Check	1/21/2015	INNOVATION EXPERTS	\$0.00	\$775.00	(\$110,100.71)	Outstanding	1/31/2015
71883	Accounts Payable	Computer Check	1/21/2015	IRON MOUNTAIN	\$0.00	\$119.60	(\$110,220.31)	Outstanding	1/31/2015
71884	Accounts Payable	Computer Check	1/21/2015	JASON T. KEPLER	\$0.00	\$320.00	(\$110,540.31)	Outstanding	1/31/2015
71885	Accounts Payable	Computer Check	1/21/2015	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$2,754.00	(\$113,294.31)	Outstanding	1/31/2015
71886	Accounts Payable	Computer Check	1/21/2015	EDWARD F. KNAACK	\$0.00	\$125.00	(\$113,419.31)	Outstanding	1/31/2015
71887	Accounts Payable	Computer Check	1/21/2015	KONE INC.	\$0.00	\$464.40	(\$113,883.71)	Outstanding	1/31/2015
71888	Accounts Payable	Computer Check	1/21/2015	KONICA MINOLTA BUSINESS SO	\$0.00	\$811.05	(\$114,694.76)	Outstanding	1/31/2015
71889	Accounts Payable	Computer Check	1/21/2015	KOREAN BOOKS	\$0.00	\$550.68	(\$115,245.44)	Outstanding	1/31/2015
71890	Accounts Payable	Computer Check	1/21/2015	HYON C. LEE	\$0.00	\$27.00	(\$115,272.44)	Outstanding	1/31/2015
71891	Accounts Payable	Computer Check	1/21/2015	MITCH LEVIN	\$0.00	\$150.00	(\$115,422.44)	Outstanding	1/31/2015
71892	Accounts Payable	Computer Check	1/21/2015	LIBRARY FURNITURE INTERNATI	\$0.00	\$150.00	(\$115,572.44)	Outstanding	1/31/2015
71893	Accounts Payable	Computer Check	1/21/2015	MAKAYA MCCRAVEN	\$0.00	\$100.00	(\$115,672.44)	Outstanding	1/31/2015
71894	Accounts Payable	Computer Check	1/21/2015	JOAN MCGEE	\$0.00	\$225.00	(\$115,897.44)	Outstanding	1/31/2015
71895	Accounts Payable	Computer Check	1/21/2015	ANNETTE MCQUADE	\$0.00	\$1,620.00	(\$117,517.44)	Outstanding	1/31/2015
71896	Accounts Payable	Computer Check	1/21/2015	MENARDS	\$0.00	\$313.28	(\$117,830.72)	Outstanding	1/31/2015
71897	Accounts Payable	Computer Check	1/21/2015	MIDWEST TAPE	\$0.00	\$4,089.23	(\$121,919.95)	Outstanding	1/31/2015
71898	Accounts Payable	Computer Check	1/21/2015	MARY MILLER	\$0.00	\$127.19	(\$122,047.14)	Outstanding	1/31/2015
71899	Accounts Payable	Computer Check	1/21/2015	NICOR GAS	\$0.00	\$1,952.82	(\$123,999.96)	Outstanding	1/31/2015
71900	Accounts Payable	Computer Check	1/21/2015	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$124,880.96)	Outstanding	1/31/2015
71901	Accounts Payable	Computer Check	1/21/2015	OAK BROOK MECHANICAL SERV	\$0.00	\$748.00	(\$125,628.96)	Outstanding	1/31/2015
71902	Accounts Payable	Computer Check	1/21/2015	PARK RIDGE PUBLIC LIBRARY	\$0.00	\$24.99	(\$125,653.95)	Outstanding	1/31/2015
71903	Accounts Payable	Computer Check	1/21/2015	PETTY CASH	\$0.00	\$20.00	(\$125,673.95)	Outstanding	1/31/2015
71904	Accounts Payable	Computer Check	1/21/2015	POLONIA BOOKSTORE, INC.	\$0.00	\$670.97	(\$126,344.92)	Outstanding	1/31/2015
71905	Accounts Payable	Computer Check	1/21/2015	CYNTHIA RADEMACHER	\$0.00	\$220.48	(\$126,565.40)	Outstanding	1/31/2015
71906	Accounts Payable	Computer Check	1/21/2015	RANDOM HOUSE LLC	\$0.00	\$486.25	(\$127,051.65)	Outstanding	1/31/2015
71907	Accounts Payable	Computer Check	1/21/2015	RECORDED BOOKS, LLC	\$0.00	\$262.19	(\$127,313.84)	Outstanding	1/31/2015
71908	Accounts Payable	Computer Check	1/21/2015	RUBBER STAMP MAN	\$0.00	\$117.05	(\$127,430.89)	Outstanding	1/31/2015
71909	Accounts Payable	Computer Check	1/21/2015	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$550.00	(\$127,980.89)	Outstanding	1/31/2015
71910	Accounts Payable	Computer Check	1/21/2015	LINDA SAWYER	\$0.00	\$161.33	(\$128,142.22)	Outstanding	1/31/2015
71911	Accounts Payable	Computer Check	1/21/2015	SHINEY SCARIAH	\$0.00	\$16.99	(\$128,159.21)	Outstanding	1/31/2015
71912	Accounts Payable	Computer Check	1/21/2015	GENE SCHUSTER	\$0.00	\$125.00	(\$128,284.21)	Outstanding	1/31/2015
71913	Accounts Payable	Computer Check	1/21/2015	SCREAMING GALAXY LLC	\$0.00	\$450.00	(\$128,734.21)	Outstanding	1/31/2015
71914	Accounts Payable	Computer Check	1/21/2015	SHELL	\$0.00	\$93.24	(\$128,827.45)	Outstanding	1/31/2015
71915	Accounts Payable	Computer Check	1/21/2015	ELSIE SHIM	\$0.00	\$164.98	(\$128,992.43)	Outstanding	1/31/2015

## Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
71916	Accounts Payable	Computer Check	1/21/2015	SALLY DECKER SMITH	\$0.00	\$500.00	(\$129,492.43)	Outstanding	1/31/2015
71917	Accounts Payable	Computer Check	1/21/2015	SMITHEREEN PEST MANAGEMEN	\$0.00	\$114.00	(\$129,606.43)	Outstanding	1/31/2015
71918	Accounts Payable	Computer Check	1/21/2015	STANDARD & POOR'S FINANCIAL	\$0.00	\$9,033.55	(\$138,639.98)	Outstanding	1/31/2015
71919	Accounts Payable	Computer Check	1/21/2015	SHELLEY SUTHERLAND	\$0.00	\$79.07	(\$138,719.05)	Outstanding	1/31/2015
71920	Accounts Payable	Computer Check	1/21/2015	STEPHEN M. SZABADOS	\$0.00	\$125.00	(\$138,844.05)	Outstanding	1/31/2015
71921	Accounts Payable	Computer Check	1/21/2015	CINDY THANG	\$0.00	\$4.99	(\$138,849.04)	Outstanding	1/31/2015
71922	Accounts Payable	Computer Check	1/21/2015	THE LINCOLN NATIONAL LIFE IN	\$0.00	\$1,356.57	(\$140,205.61)	Outstanding	1/31/2015
71923	Accounts Payable	Computer Check	1/21/2015	ANDREW TOOMBS	\$0.00	\$100.00	(\$140,305.61)	Outstanding	1/31/2015
71924	Accounts Payable	Computer Check	1/21/2015	KATHY TOY	\$0.00	\$76.09	(\$140,381.70)	Outstanding	1/31/2015
71925	Accounts Payable	Computer Check	1/21/2015	SASHA VASILIC	\$0.00	\$69.95	(\$140,451.65)	Outstanding	1/31/2015
71926	Accounts Payable	Computer Check	1/21/2015	VERIZON WIRELESS	\$0.00	\$98.73	(\$140,550.38)	Outstanding	1/31/2015
71927	Accounts Payable	Computer Check	1/21/2015	VILLAGE OF NILES	\$0.00	\$344.37	(\$140,894.75)	Outstanding	1/31/2015
71928	Accounts Payable	Computer Check	1/21/2015	VISA	\$0.00	\$4,185.07	(\$145,079.82)	Outstanding	1/31/2015
71929	Accounts Payable	Computer Check	1/21/2015	VISION SERVICE PLAN OF ILLINO	\$0.00	\$550.33	(\$145,630.15)	Outstanding	1/31/2015
71930	Accounts Payable	Computer Check	1/21/2015	VISOGRAPHIC	\$0.00	\$387.49	(\$146,017.64)	Outstanding	1/31/2015
71931	Accounts Payable	Computer Check	1/21/2015	WAREHOUSE DIRECT	\$0.00	\$248.07	(\$146,265.71)	Outstanding	1/31/2015
71932	Accounts Payable	Computer Check	1/21/2015	WESTERN IRRIGATION, INC.	\$0.00	\$530.00	(\$146,795.71)	Outstanding	1/31/2015
71933	Accounts Payable	Computer Check	1/21/2015	WESTON WOODS STUDIOS	\$0.00	\$209.70	(\$147,005.41)	Outstanding	1/31/2015
71934	Accounts Payable	Computer Check	1/21/2015	TOMEK WSZELAKI	\$0.00	\$29.99	(\$147,035.40)	Outstanding	1/31/2015
71935	Accounts Payable	Computer Check	1/21/2015	X-PERT LANDSCAPING INC.	\$0.00	\$820.00	(\$147,855.40)	Outstanding	1/31/2015

**Summary by Transaction Type**

<b>Total Deposits:</b>	<b>\$0.00</b>
Less Payments by Transaction Type:	
Computer Check	<b>(\$147,855.40)</b>
<b>Total Payments:</b>	<b>(\$147,855.40)</b>
<b>Total Change in Register Balance:</b>	<b>(\$147,855.40)</b>

## Niles Public Library District Bank Register Report - Imprest

<u>Transaction Number</u>	<u>Source</u>	<u>Transaction Type</u>	<u>Transaction Date</u>	<u>Reference</u>	<u>Deposits</u>	<u>Payments</u>	<u>Running Total</u>	<u>Status</u>	<u>Post Date</u>
2926	Accounts Payable	Manual Check	12/16/2014	DISTRICT 63 EDUCATION FOUNDA	\$0.00	\$315.00	(\$315.00)	Cleared	12/31/2014

**Summary by Transaction Type**

<b>Total Deposits:</b>	<b>\$0.00</b>
Less Payments by Transaction Type:	
Manual Check	(\$315.00)
<b>Total Payments:</b>	<b>(\$315.00)</b>
<b>Total Change in Register Balance:</b>	<b>(\$315.00)</b>



### Meeting Attendance Request

Name Susan Lempke Department Administration

Dates Of Absence From June 25, 2015 To June 30, 2015

Length Of Absence 5 working days hours

Request Attendance for:

Event: American Library Association Annual Meeting

Place: San Francisco

Subject:

#### Detailed Estimate of Expenses:

Registration:	\$ 255	Meals:	\$ 250
Travel:	\$ 600	Other:	\$ 100
Lodging:	\$ 240 x 4	x # of nights	Total: \$ 2165

How will your attendance at this conference benefit the Library?

The Annual ALA conference offers the opportunity to meet with vendors (both current and future), to meet with other library members, to share ideas and experiences, and to attend sessions on topics like management, programming, marketing, and materials. As a member of the Sibert Nonfiction Award Committee, my attendance at this meeting is required.

Department Head \_\_\_\_\_  Approved  Denied Date \_\_\_\_\_

Administrator Susan Lempke  Approved  Denied Date 1-13-15

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



### Meeting Attendance Request

Name Sarah Muskivitch Department KidSpace  
 Dates Of Absence From 6/26/15 To 6/30/15  
 Length Of Absence 5 working days 37.5 hours

Request Attendance for:

Event: American Library Association Annual Conference

Place: Moscone Center, San Francisco, CA

Subject: ALA Annual Conference: "Transforming Our Libraries, Ourselves"

#### Detailed Estimate of Expenses:

Registration:	\$ 255	Meals:	\$ 250
Travel:	\$ 600	Other:	\$ 100 (Newbery Banquet
Lodging:	\$ 0 (with relatives) x # of nights	Total:	\$ 1205

How will your attendance at this conference benefit the Library?

The ALA annual conference provides ample opportunity to learn of best practices at libraries throughout the country. While at the conference, I will attend programs, sessions and events, particularly those geared toward children and teen services. While in attendance, I will also network with librarians from all over the country. I will bring best practices and ideas from these events and contacts back with me to share them with my colleagues, where we can look at ways they can help make our library more efficient and effective.

Department Head *Don Theodor*  Approved  Denied Date 1/13/15  
 Administrator *Susan Lempe*  Approved  Denied Date 1/13/15

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

## **Financial statement narrative**

### **For the month of December 2014 and the six months there ending**

#### **Revenue**

Revenue for the first six months of the fiscal year is running behind budget estimates for the half year mark by nearly 1.5% (\$44,895). This is due to primarily to real estate tax collections and payments of personal property replacement taxes from the state. Since the Library is dependent on Cook County and the State of Illinois for the collection and disbursement of these items, it is difficult to say whether or not the actual collections will come in line with budget estimates during the second half of the fiscal year.

Consistent with last year, we will likely see large real estate tax payments to the Library beginning again in February as early payers of the second installment send in their payments.

For the month of December, the Library has collected \$23,178 against a budget estimate of \$16,400.

#### **Expenditures**

##### *Salaries*

Salaries continue to run behind budget estimates due to vacancies in the Library. At the half way point in the year, the Library is 9.5% (\$149,664) under budget as a result. The timing of the hiring to fill the vacancies will determine ultimately how much the Library will be under budget at the end of the year.

##### *Library Materials*

Library Materials continue are over budget by 31% (\$94,358) for the first six months of the year. This is due primarily to payments made in advance to various online database vendors who typically collect their license fees at the beginning of a subscription year. We also have some smaller overages in Books (Adult) and AV (Adult). We expect to be on budget by the end of the year.

##### *Library Operating Expenses*

Library Operating Expenses continue to run favorably to budget by nearly 23% (\$35,251). The most significant contributors to this spending profile are CCS Charges, Software Licenses, Printing, and Programming. For the month this category was under spent by half (\$13,092). We expect these expense categories to catch up to budget estimates during the second half of the year.

##### *General and Administrative*

General and Administrative expenses are 7% (\$9,262) under budget estimates for the first six months of the year. The two most notable items in this category are Legal Fees (\$6,579 over budget) and Consultants (\$14,277 over budget). Legal Fees spending rates are being driven by requests for legal services as well as more consistent attendance at board meetings. Consulting costs are being driven by the hiring of Coleman Lew and the choice to use non employee contractors to produce some of the Library's marketing materials. With the kickoff of the process improvement consultants in January

coupled with the completion of the director search, we estimate that this account will likely be over budget \$65,000 to \$75,000 by the end of the year.

#### *Employee Fringe Benefits*

Employee Fringe Benefits are running below expectations by 14% (\$46,839) due to vacancies at the Library leading to underutilization of benefits. For the month, we were 11% (\$6,583) under budget. We expect this trend to continue as long as there are vacancies in the Library.

#### *Utilities*

Utilities are 24% (\$12,048) over budget for the first six months. For the month we are 12% (\$1,116) over. Increased electrical costs are driving the overage in these accounts. We have been working to get these costs down but have not been able to find a cost differential of which to take advantage. Assuming similar usage patterns for the second half of the year and no further price increases, we could end the year at approximately \$25,000 over budget in this category.

#### *Net Surplus/(Deficit)*

At the halfway point in the fiscal year, the Library budgeted a deficit of \$290,355. We have a surplus at this point in the year of \$48,472. This \$338,827 favorable result is due to the vacancies we have in the Library offset partially by unfavorable amounts in Library Materials and General and Administrative expenses plus slower than anticipated spending on capital items.

# Niles Public Library District

## Balance Sheet

December 31, 2014

	GENERAL FUND 12/31/2014	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
<b>Assets</b>				
<b>Cash and Investments</b>				
Cash Checking	(\$1,843,998)	\$684,757	\$1,210,214	\$50,974
Cash-Imprest	\$734			\$734
Cash-Flexible Spending Account	\$7,085			\$7,085
MaxSafe CD	\$1,018,317			\$1,018,317
Petty Cash	\$400			\$400
Illinois Funds-Tax Deposit Account	\$806,931			\$806,931
Illinois Funds E pay fines	\$84,312			\$84,312
Northwest Community Credit Union	\$27			\$27
Fifth Third Bank-Investments	\$5,520,000			\$5,520,000
Investments Money Market-Fifth Third Bank	\$110,402			\$110,402
MaxSafe CD	\$511,772			\$511,772
<b>Total Cash and Investments</b>	<b>\$6,215,982</b>	<b>\$684,757</b>	<b>\$1,210,214</b>	<b>\$8,110,954</b>
<b>Receivables</b>				
Property Tax Receivable, net	\$2,334,566	\$54,863		\$2,389,429
Replacement Tax Receivable	\$23,208			\$23,208
<b>Total Receivables</b>	<b>\$2,357,774</b>	<b>\$54,863</b>	<b>\$0</b>	<b>\$2,412,637</b>
<b>Prepaid Items</b>				
Prepaid Expense	\$8,703			\$8,703
<b>Total Prepaid Items</b>	<b>\$8,703</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,703</b>
<b>Total Assets</b>	<b>\$8,582,459</b>	<b>\$739,621</b>	<b>\$1,210,214</b>	<b>\$10,532,294</b>

# Niles Public Library District

## Balance Sheet

December 31, 2014

	GENERAL FUND 12/31/2014	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
<b>Liabilities and Fund Balance</b>				
<b>Liabilities</b>				
Accounts Payable	\$138,987	\$7,335	\$0	\$146,322
Accounts Payable-Friends of the Library	(\$170)			(\$170)
Payroll Clearing	\$11,625			\$11,625
Accrued Expenses	\$58,018			\$58,018
Deferred Revenues	\$2,334,567	\$54,865		\$2,389,431
<b>Total Liabilities</b>	<b>\$2,543,027</b>	<b>\$62,199</b>	<b>\$0</b>	<b>\$2,605,227</b>
 <b>Fund Balance</b>				
Fund Balance	\$6,039,432	\$677,421	\$1,210,214	\$7,927,067
<b>Total Fund Balance</b>	<b>\$6,039,432</b>	<b>\$677,421</b>	<b>\$1,210,214</b>	<b>\$7,927,067</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$8,582,459</b>	<b>\$739,621</b>	<b>\$1,210,214</b>	<b>\$10,532,294</b>

# Niles Public Library District Income Statement-Consolidated

December 31, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Revenues</b>								
Property Taxes	\$6,136		\$6,136	\$2,865,095	\$2,919,286	(\$54,191)	\$6,211,247	46%
Replacement Taxes		\$7,000	(\$7,000)	\$48,698	\$54,600	(\$5,902)	\$140,000	35%
Per Capita Grant							\$58,000	
Grants-Other		\$83	(\$83)		\$500	(\$500)	\$1,000	
Investment Income	\$10,358	\$3,333	\$7,024	\$33,468	\$20,000	\$13,468	\$40,000	84%
Fines	\$3,887	\$3,750	\$137	\$24,401	\$22,500	\$1,901	\$45,000	54%
Lost Books	\$514	\$625	(\$111)	\$4,223	\$3,750	\$473	\$7,500	56%
Pay For Print	\$1,855	\$1,250	\$605	\$9,008	\$7,500	\$1,508	\$15,000	60%
Non-Resident Fees	\$168		\$168	\$168		\$168		
Flash Drive & Ear Bud Sales	\$12		\$12	\$55		\$55		
Donations-Friends of the Library							\$1,318	
Donations		\$25	(\$25)		\$150	(\$150)	\$300	
Miscellaneous	\$250	\$333	(\$83)	\$275	\$2,000	(\$1,725)	\$4,000	7%
<b>Total Revenues</b>	<b>\$23,178</b>	<b>\$16,400</b>	<b>\$6,778</b>	<b>\$2,985,391</b>	<b>\$3,030,286</b>	<b>(\$44,895)</b>	<b>\$6,523,365</b>	<b>46%</b>
<b>Expenditures</b>								
<b>Salaries</b>								
Library Director	\$8,578	\$9,583	\$1,006	\$51,467	\$57,500	\$6,033	\$115,000	45%
Payroll-Department Managers	\$7,893	\$22,931	\$15,038	\$58,903	\$137,586	\$78,683	\$275,172	21%
Payroll-Division Supervisors	\$32,710	\$43,405	\$10,696	\$209,454	\$260,432	\$50,977	\$520,864	40%
Payroll-Librarian I	\$95,034	\$89,552	(\$5,482)	\$553,694	\$537,315	(\$16,379)	\$1,074,630	52%
Payroll-Library Grade V	\$51,661	\$49,376	(\$2,285)	\$301,652	\$296,254	(\$5,398)	\$592,508	51%
Payroll-Library Grade VI	\$31,882	\$28,248	(\$3,634)	\$151,083	\$169,489	\$18,406	\$338,978	45%
Payroll-Library Pages	\$11,626	\$11,025	(\$601)	\$46,485	\$66,148	\$19,663	\$132,297	35%
Payroll-Sundays	\$8,603	\$6,167	(\$2,436)	\$41,747	\$37,000	(\$4,747)	\$74,000	56%
Adjustments		\$833	\$833	\$6,211	\$5,000	(\$1,211)	\$10,000	62%
Substitutes		\$667	\$667	\$365	\$4,000	\$3,635	\$8,000	5%
<b>Total Salaries</b>	<b>\$247,987</b>	<b>\$261,787</b>	<b>\$13,801</b>	<b>\$1,421,059</b>	<b>\$1,570,724</b>	<b>\$149,664</b>	<b>\$3,141,448</b>	<b>45%</b>

# Niles Public Library District Income Statement-Consolidated

December 31, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Library Materials</b>								
Books-Adult	\$17,388	\$11,667	(\$5,722)	\$78,599	\$70,000	(\$8,599)	\$140,000	56%
Books-Youth Services	\$9,397	\$5,417	(\$3,981)	\$31,937	\$32,500	\$563	\$65,000	49%
Books-Teen	\$1,961	\$1,167	(\$794)	\$6,329	\$7,000	\$671	\$14,000	45%
Downloadables	\$12,711	\$5,000	(\$7,711)	\$38,715	\$30,000	(\$8,715)	\$60,000	65%
Periodicals	\$25	\$1,833	\$1,808	\$2,577	\$11,000	\$8,423	\$22,000	12%
AV-Adult	\$2,862	\$7,750	\$4,888	\$64,424	\$46,500	(\$17,924)	\$93,000	69%
AV-Youth Services	\$2,540	\$3,500	\$960	\$19,468	\$21,000	\$1,532	\$42,000	46%
AV-Teen	\$216	\$1,000	\$784	\$4,915	\$6,000	\$1,085	\$12,000	41%
Online Databases	\$11,360	\$13,333	\$1,973	\$151,394	\$80,000	(\$71,394)	\$160,000	95%
<b>Total Library Materials</b>	<b>\$58,462</b>	<b>\$50,667</b>	<b>(\$7,795)</b>	<b>\$398,358</b>	<b>\$304,000</b>	<b>(\$94,358)</b>	<b>\$608,000</b>	<b>66%</b>
<b>Library Operating Expenditures</b>								
CCS Charges		\$6,217	\$6,217	\$32,801	\$37,300	\$4,499	\$74,600	44%
Processing & Supplies	\$2,266	\$1,667	(\$599)	\$9,428	\$10,000	\$572	\$20,000	47%
Internet Charges	\$1,925	\$1,667	(\$258)	\$9,417	\$10,000	\$583	\$20,000	47%
Software, Licenses	\$449	\$3,750	\$3,301	\$11,640	\$22,500	\$10,860	\$45,000	26%
Printing	\$387	\$4,167	\$3,779	\$15,492	\$25,000	\$9,508	\$50,000	31%
Library Supplies	\$3,032	\$1,067	(\$1,965)	\$10,481	\$6,400	(\$4,081)	\$12,800	82%
Programming & Support-Adult	\$1,350	\$1,917	\$567	\$7,260	\$11,500	\$4,240	\$23,000	32%
Programming & Support-Juvenile	\$1,604	\$2,875	\$1,271	\$12,580	\$17,250	\$4,670	\$34,500	36%
Programming & Support-Joint	\$500	\$333	(\$167)	\$608	\$2,000	\$1,392	\$4,000	15%
Programming & Support-Teen	\$326	\$642	\$316	\$2,792	\$3,850	\$1,058	\$7,700	36%
Public Performing Rights							\$1,318	
CCS Communications		\$333	\$333	\$326	\$2,000	\$1,674	\$4,000	8%
Computer Charges OCLC	\$951	\$951	\$0	\$5,704	\$5,704	\$0	\$11,408	50%
Miscellaneous	\$120	\$83	(\$36)	\$708	\$500	(\$208)	\$1,000	71%
Per Capita Grant Expenditures				\$1,289		(\$1,289)	\$71,000	2%
Grant - Other Expenditures		\$83	\$83		\$500	\$500	\$1,000	
Volunteers		\$250	\$250	\$226	\$1,500	\$1,274	\$3,000	8%
<b>Total Library Operating Expenditures</b>	<b>\$12,909</b>	<b>\$26,001</b>	<b>\$13,092</b>	<b>\$120,753</b>	<b>\$156,004</b>	<b>\$35,251</b>	<b>\$384,326</b>	<b>31%</b>

# Niles Public Library District Income Statement-Consolidated

December 31, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>General and Administration</b>								
Janitorial Supplies	\$1,610	\$2,804	\$1,194	\$16,529	\$16,825	\$296	\$33,650	49%
Copiers	\$811	\$833	\$22	\$4,350	\$5,000	\$650	\$10,000	43%
Professional Development	\$175	\$2,820	\$2,645	\$4,081	\$16,922	\$12,841	\$33,845	12%
Mileage	\$100	\$108	\$8	\$1,299	\$650	(\$649)	\$1,300	100%
Professional Collection	\$171	\$396	\$225	\$441	\$2,375	\$1,934	\$4,750	9%
Legal Fees	\$2,760	\$2,500	(\$260)	\$21,579	\$15,000	(\$6,579)	\$30,000	72%
Consultants	\$1,940	\$1,250	(\$690)	\$21,777	\$7,500	(\$14,277)	\$15,000	145%
Kitchen Supplies		\$125	\$125	\$1,063	\$750	(\$313)	\$1,500	71%
Promotional Expense	\$1,488	\$2,075	\$587	\$4,840	\$12,450	\$7,610	\$24,900	19%
Office Supplies	\$5,019	\$2,083	(\$2,936)	\$13,796	\$12,500	(\$1,296)	\$25,000	55%
Postage & Freight	\$336	\$1,500	\$1,164	\$6,557	\$9,000	\$2,443	\$18,000	36%
Publication of Notices-Legal		\$100	\$100	\$957	\$600	(\$357)	\$1,200	80%
Subscriptions & Dues	\$845	\$750	(\$95)	\$3,883	\$4,500	\$617	\$9,000	43%
Collection Services	(\$48)	\$83	\$131	\$98	\$500	\$402	\$1,000	10%
Telephone	\$1,543	\$1,375	(\$168)	\$8,738	\$8,250	(\$488)	\$16,500	53%
Trustee Expense	(\$71)	\$750	\$821	\$889	\$4,500	\$3,611	\$9,000	10%
Equipment Rental		\$417	\$417	\$591	\$2,500	\$1,909	\$5,000	12%
Payroll Service	\$879	\$1,083	\$204	\$5,547	\$6,500	\$953	\$13,000	43%
Bank Fees	\$295	\$275	(\$20)	\$1,695	\$1,650	(\$45)	\$3,300	51%
Parking Lease	\$881	\$881		\$5,286	\$5,286		\$10,572	50%
<b>Total General and Administration</b>	<b>\$18,736</b>	<b>\$22,210</b>	<b>\$3,474</b>	<b>\$123,996</b>	<b>\$133,258</b>	<b>\$9,262</b>	<b>\$266,517</b>	<b>47%</b>
<b>Vehicle Operation</b>								
Gas, Oil, Grease	\$93	\$83	(\$10)	\$330	\$500	\$170	\$1,000	33%
Repairs & Maintenance		\$150	\$150	\$61	\$900	\$839	\$1,800	3%
Miscellaneous		\$8	\$8		\$50	\$50	\$100	
Auto Insurance				\$1,376	\$1,371	(\$5)	\$1,371	100%
<b>Total Vehicle Operation</b>	<b>\$93</b>	<b>\$242</b>	<b>\$148</b>	<b>\$1,767</b>	<b>\$2,821</b>	<b>\$1,054</b>	<b>\$4,271</b>	<b>41%</b>
<b>Employee Fringe Benefits</b>								
Deferred Compensation	\$13,675	\$14,583	\$909	\$85,338	\$87,500	\$2,162	\$175,000	49%

# Niles Public Library District Income Statement-Consolidated

December 31, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Group Health	\$28,058	\$31,250	\$3,192	\$166,367	\$187,500	\$21,133	\$375,000	44%
Health Reimbursement Account	\$2,342	\$5,000	\$2,658	\$10,915	\$30,000	\$19,085	\$60,000	18%
Dental	\$2,390	\$1,667	(\$723)	\$8,915	\$10,000	\$1,085	\$20,000	45%
Vision	\$474	\$583	\$109	\$2,936	\$3,500	\$564	\$7,000	42%
FSA fee	\$55	\$100	\$45	\$730	\$600	(\$130)	\$1,200	61%
Life, LTD, AD&D, STD	\$1,357	\$1,750	\$393	\$7,560	\$10,500	\$2,940	\$21,000	36%
<b>Total Employee Fringe Benefits</b>	<b>\$48,350</b>	<b>\$54,933</b>	<b>\$6,583</b>	<b>\$282,761</b>	<b>\$329,600</b>	<b>\$46,839</b>	<b>\$659,200</b>	<b>43%</b>
<b>Utilities</b>								
Gas	\$1,953	\$1,250	(\$703)	\$3,855	\$7,500	\$3,645	\$15,000	26%
Electric	\$7,318	\$6,667	(\$652)	\$54,306	\$40,000	(\$14,306)	\$80,000	68%
Water	\$344	\$583	\$239	\$4,887	\$3,500	(\$1,387)	\$7,000	70%
<b>Total Utilities</b>	<b>\$9,616</b>	<b>\$8,500</b>	<b>(\$1,116)</b>	<b>\$63,048</b>	<b>\$51,000</b>	<b>(\$12,048)</b>	<b>\$102,000</b>	<b>62%</b>
<b>Capital Expenditures</b>								
Special Reserve - Building		\$10,833	\$10,833	\$18,755	\$65,000	\$46,245	\$130,000	14%
Special Reserve - Equipment		\$33,083	\$33,083	\$55,409	\$198,500	\$143,091	\$397,000	14%
Special Reserve - Construction Project				\$18,518		(\$18,518)		
<b>Total Capital Expenditures</b>	<b>\$0</b>	<b>\$43,917</b>	<b>\$43,917</b>	<b>\$92,681</b>	<b>\$263,500</b>	<b>\$170,819</b>	<b>\$527,000</b>	<b>18%</b>
<b>Retirement Incentive Program Expenditures</b>								
Cash Payout				\$134,825	\$134,825		\$134,825	100%
Health Insurance				\$66,819	\$66,819		\$66,819	100%
<b>Total Retirement Incentive Program Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$201,643</b>	<b>\$201,643</b>	<b>\$0</b>	<b>\$201,643</b>	<b>100%</b>
<b>Audit</b>								
Audit Expense				\$12,900	\$17,500	\$4,600	\$17,500	74%
<b>Total Audit Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,900</b>	<b>\$17,500</b>	<b>\$4,600</b>	<b>\$17,500</b>	<b>74%</b>
<b>Liability Insurance</b>								
Liability Insurance				\$24,338	\$34,160	\$9,822	\$34,160	71%
<b>Total Liability Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$24,338</b>	<b>\$34,160</b>	<b>\$9,822</b>	<b>\$34,160</b>	<b>71%</b>

**Niles Public Library District**  
**Income Statement-Consolidated**

December 31, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Social Security</b>								
Social Security	\$19,534	\$19,167	(\$368)	\$125,579	\$115,000	(\$10,579)	\$230,000	55%
<b>Total Social Security Expenditures</b>	<b>\$19,534</b>	<b>\$19,167</b>	<b>(\$368)</b>	<b>\$125,579</b>	<b>\$115,000</b>	<b>(\$10,579)</b>	<b>\$230,000</b>	<b>55%</b>
<b>Workers' Compensation</b>								
Workers' Compensation				\$24,080	\$29,431	\$5,351	\$29,431	82%
<b>Total Workers' Compensation Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$24,080</b>	<b>\$29,431</b>	<b>\$5,351</b>	<b>\$29,431</b>	<b>82%</b>
<b>Unemployment Compensation</b>								
Unemployment Compensation	\$321	\$1,250	\$929	\$2,310	\$7,500	\$5,190	\$15,000	15%
<b>Total Unemployment Compensation Expenditures</b>	<b>\$321</b>	<b>\$1,250</b>	<b>\$929</b>	<b>\$2,310</b>	<b>\$7,500</b>	<b>\$5,190</b>	<b>\$15,000</b>	<b>15%</b>
<b>Building &amp; Equipment Maintenance</b>								
Repairs & Improvements	\$460	\$3,125	\$2,665	\$9,826	\$18,750	\$8,924	\$37,500	26%
Contractual Maintenance	\$3,237	\$2,917	(\$321)	\$15,718	\$17,500	\$1,782	\$35,000	45%
Non-Contractual Maintenance	\$759	\$2,000	\$1,241	\$3,453	\$12,000	\$8,547	\$24,000	14%
Equipment Maintenance	\$2,878	\$3,000	\$122	\$8,115	\$18,000	\$9,885	\$36,000	23%
Non Capital Expenses		\$1,667	\$1,667		\$10,000	\$10,000	\$20,000	
Furniture & Fixtures		\$4,708	\$4,708	\$4,532	\$28,250	\$23,718	\$56,500	8%
<b>Total Building &amp; Equipment Maintenance Expenditures</b>	<b>\$7,335</b>	<b>\$17,417</b>	<b>\$10,082</b>	<b>\$41,645</b>	<b>\$104,500</b>	<b>\$62,855</b>	<b>\$209,000</b>	<b>20%</b>
<b>Total Expenditures</b>	<b>\$423,342</b>	<b>\$506,089</b>	<b>\$82,747</b>	<b>\$2,936,920</b>	<b>\$3,320,641</b>	<b>\$383,721</b>	<b>\$6,429,497</b>	<b>46%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$400,164)</b>	<b>(\$489,689)</b>	<b>\$89,525</b>	<b>\$48,472</b>	<b>(\$290,355)</b>	<b>\$338,827</b>	<b>\$93,868</b>	<b>52%</b>

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

December 31, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Revenues</b>								
Property Taxes	\$5,997		\$5,997	\$2,801,097	\$2,836,331	(\$35,234)	\$6,034,747	46%
Replacement Taxes		\$7,000	(\$7,000)	\$48,698	\$54,600	(\$5,902)	\$140,000	35%
Per Capita Grant							\$58,000	
Grants-Other		\$83	(\$83)		\$500	(\$500)	\$1,000	
Investment Income	\$10,358	\$3,333	\$7,024	\$33,468	\$20,000	\$13,468	\$40,000	84%
Fines	\$3,887	\$3,750	\$137	\$24,401	\$22,500	\$1,901	\$45,000	54%
Lost Books	\$514	\$625	(\$111)	\$4,223	\$3,750	\$473	\$7,500	56%
Pay For Print	\$1,855	\$1,250	\$605	\$9,008	\$7,500	\$1,508	\$15,000	60%
Non-Resident Fees	\$168		\$168	\$168		\$168		
Flash Drive & Ear Bud Sales	\$12		\$12	\$55		\$55		
Donations-Friends of the Library							\$1,318	
Donations		\$25	(\$25)		\$150	(\$150)	\$300	
Miscellaneous	\$250	\$333	(\$83)	\$275	\$2,000	(\$1,725)	\$4,000	7%
<b>Total Revenues</b>	<b>\$23,039</b>	<b>\$16,400</b>	<b>\$6,639</b>	<b>\$2,921,393</b>	<b>\$2,947,331</b>	<b>(\$25,938)</b>	<b>\$6,346,865</b>	<b>46%</b>
<b>Expenditures</b>								
<b>Salaries</b>								
Library Director	\$8,578	\$9,583	\$1,006	\$51,467	\$57,500	\$6,033	\$115,000	45%
Payroll-Department Managers	\$7,893	\$22,931	\$15,038	\$58,903	\$137,586	\$78,683	\$275,172	21%
Payroll-Division Supervisors	\$32,710	\$43,405	\$10,696	\$209,454	\$260,432	\$50,977	\$520,864	40%
Payroll-Librarian I	\$95,034	\$89,552	(\$5,482)	\$553,694	\$537,315	(\$16,379)	\$1,074,630	52%
Payroll-Library Grade V	\$51,661	\$49,376	(\$2,285)	\$301,652	\$296,254	(\$5,398)	\$592,508	51%
Payroll-Library Grade VI	\$31,882	\$28,248	(\$3,634)	\$151,083	\$169,489	\$18,406	\$338,978	45%
Payroll-Library Pages	\$11,626	\$11,025	(\$601)	\$46,485	\$66,148	\$19,663	\$132,297	35%
Payroll-Sundays	\$8,603	\$6,167	(\$2,436)	\$41,747	\$37,000	(\$4,747)	\$74,000	56%
Adjustments		\$833	\$833	\$6,211	\$5,000	(\$1,211)	\$10,000	62%
Substitutes		\$667	\$667	\$365	\$4,000	\$3,635	\$8,000	5%
<b>Total Salaries</b>	<b>\$247,987</b>	<b>\$261,787</b>	<b>\$13,801</b>	<b>\$1,421,059</b>	<b>\$1,570,724</b>	<b>\$149,664</b>	<b>\$3,141,448</b>	<b>45%</b>

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

December 31, 2014

	<b>Month Actual</b>	<b>Month Budget</b>	<b>Month Variance</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>YTD Variance</b>	<b>Annual Budget</b>	<b>Actual % of Annual Budget</b>
<b>Library Materials</b>								
Books-Adult	\$17,388	\$11,667	(\$5,722)	\$78,599	\$70,000	(\$8,599)	\$140,000	56%
Books-Youth Services	\$9,397	\$5,417	(\$3,981)	\$31,937	\$32,500	\$563	\$65,000	49%
Books-Teen	\$1,961	\$1,167	(\$794)	\$6,329	\$7,000	\$671	\$14,000	45%
Downloadables	\$12,711	\$5,000	(\$7,711)	\$38,715	\$30,000	(\$8,715)	\$60,000	65%
Periodicals	\$25	\$1,833	\$1,808	\$2,577	\$11,000	\$8,423	\$22,000	12%
AV-Adult	\$2,862	\$7,750	\$4,888	\$64,424	\$46,500	(\$17,924)	\$93,000	69%
AV-Youth Services	\$2,540	\$3,500	\$960	\$19,468	\$21,000	\$1,532	\$42,000	46%
AV-Teen	\$216	\$1,000	\$784	\$4,915	\$6,000	\$1,085	\$12,000	41%
Online Databases	\$11,360	\$13,333	\$1,973	\$151,394	\$80,000	(\$71,394)	\$160,000	95%
<b>Total Library Materials</b>	<b>\$58,462</b>	<b>\$50,667</b>	<b>(\$7,795)</b>	<b>\$398,358</b>	<b>\$304,000</b>	<b>(\$94,358)</b>	<b>\$608,000</b>	<b>66%</b>
<b>Library Operating Expenditures</b>								
CCS Charges		\$6,217	\$6,217	\$32,801	\$37,300	\$4,499	\$74,600	44%
Processing & Supplies	\$2,266	\$1,667	(\$599)	\$9,428	\$10,000	\$572	\$20,000	47%
Internet Charges	\$1,925	\$1,667	(\$258)	\$9,417	\$10,000	\$583	\$20,000	47%
Software, Licenses	\$449	\$3,750	\$3,301	\$11,640	\$22,500	\$10,860	\$45,000	26%
Printing	\$387	\$4,167	\$3,779	\$15,492	\$25,000	\$9,508	\$50,000	31%
Library Supplies	\$3,032	\$1,067	(\$1,965)	\$10,481	\$6,400	(\$4,081)	\$12,800	82%
Programming & Support-Adult	\$1,350	\$1,917	\$567	\$7,260	\$11,500	\$4,240	\$23,000	32%
Programming & Support-Juvenile	\$1,604	\$2,875	\$1,271	\$12,580	\$17,250	\$4,670	\$34,500	36%
Programming & Support-Joint	\$500	\$333	(\$167)	\$608	\$2,000	\$1,392	\$4,000	15%
Programming & Support-Teen	\$326	\$642	\$316	\$2,792	\$3,850	\$1,058	\$7,700	36%
Public Performing Rights							\$1,318	
CCS Communications		\$333	\$333	\$326	\$2,000	\$1,674	\$4,000	8%
Computer Charges OCLC	\$951	\$951	\$0	\$5,704	\$5,704	\$0	\$11,408	50%
Miscellaneous	\$120	\$83	(\$36)	\$708	\$500	(\$208)	\$1,000	71%
Per Capita Grant Expenditures				\$1,289		(\$1,289)	\$71,000	2%
Grant - Other Expenditures		\$83	\$83		\$500	\$500	\$1,000	
Volunteers		\$250	\$250	\$226	\$1,500	\$1,274	\$3,000	8%
<b>Total Library Operating Expenditures</b>	<b>\$12,909</b>	<b>\$26,001</b>	<b>\$13,092</b>	<b>\$120,753</b>	<b>\$156,004</b>	<b>\$35,251</b>	<b>\$384,326</b>	<b>31%</b>

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

December 31, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>General and Administration</b>								
Janitorial Supplies	\$1,610	\$2,804	\$1,194	\$16,529	\$16,825	\$296	\$33,650	49%
Copiers	\$811	\$833	\$22	\$4,350	\$5,000	\$650	\$10,000	43%
Professional Development	\$175	\$2,820	\$2,645	\$4,081	\$16,922	\$12,841	\$33,845	12%
Mileage	\$100	\$108	\$8	\$1,299	\$650	(\$649)	\$1,300	100%
Professional Collection	\$171	\$396	\$225	\$441	\$2,375	\$1,934	\$4,750	9%
Legal Fees	\$2,760	\$2,500	(\$260)	\$21,579	\$15,000	(\$6,579)	\$30,000	72%
Consultants	\$1,940	\$1,250	(\$690)	\$21,777	\$7,500	(\$14,277)	\$15,000	145%
Kitchen Supplies		\$125	\$125	\$1,063	\$750	(\$313)	\$1,500	71%
Promotional Expense	\$1,488	\$2,075	\$587	\$4,840	\$12,450	\$7,610	\$24,900	19%
Office Supplies	\$5,019	\$2,083	(\$2,936)	\$13,796	\$12,500	(\$1,296)	\$25,000	55%
Postage & Freight	\$336	\$1,500	\$1,164	\$6,557	\$9,000	\$2,443	\$18,000	36%
Publication of Notices-Legal		\$100	\$100	\$957	\$600	(\$357)	\$1,200	80%
Subscriptions & Dues	\$845	\$750	(\$95)	\$3,883	\$4,500	\$617	\$9,000	43%
Collection Services	(\$48)	\$83	\$131	\$98	\$500	\$402	\$1,000	10%
Telephone	\$1,543	\$1,375	(\$168)	\$8,738	\$8,250	(\$488)	\$16,500	53%
Trustee Expense	(\$71)	\$750	\$821	\$889	\$4,500	\$3,611	\$9,000	10%
Equipment Rental		\$417	\$417	\$591	\$2,500	\$1,909	\$5,000	12%
Payroll Service	\$879	\$1,083	\$204	\$5,547	\$6,500	\$953	\$13,000	43%
Bank Fees	\$295	\$275	(\$20)	\$1,695	\$1,650	(\$45)	\$3,300	51%
Parking Lease	\$881	\$881		\$5,286	\$5,286		\$10,572	50%
<b>Total General and Administration</b>	<b>\$18,736</b>	<b>\$22,210</b>	<b>\$3,474</b>	<b>\$123,996</b>	<b>\$133,258</b>	<b>\$9,262</b>	<b>\$266,517</b>	<b>47%</b>
<b>Vehicle Operation</b>								
Gas, Oil, Grease	\$93	\$83	(\$10)	\$330	\$500	\$170	\$1,000	33%
Repairs & Maintenance		\$150	\$150	\$61	\$900	\$839	\$1,800	3%
Miscellaneous		\$8	\$8		\$50	\$50	\$100	
Auto Insurance				\$1,376	\$1,371	(\$5)	\$1,371	100%
<b>Total Vehicle Operation</b>	<b>\$93</b>	<b>\$242</b>	<b>\$148</b>	<b>\$1,767</b>	<b>\$2,821</b>	<b>\$1,054</b>	<b>\$4,271</b>	<b>41%</b>
<b>Employee Fringe Benefits</b>								
Deferred Compensation	\$13,675	\$14,583	\$909	\$85,338	\$87,500	\$2,162	\$175,000	49%

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

December 31, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Group Health	\$28,058	\$31,250	\$3,192	\$166,367	\$187,500	\$21,133	\$375,000	44%
Health Reimbursement Account	\$2,342	\$5,000	\$2,658	\$10,915	\$30,000	\$19,085	\$60,000	18%
Dental	\$2,390	\$1,667	(\$723)	\$8,915	\$10,000	\$1,085	\$20,000	45%
Vision	\$474	\$583	\$109	\$2,936	\$3,500	\$564	\$7,000	42%
FSA fee	\$55	\$100	\$45	\$730	\$600	(\$130)	\$1,200	61%
Life, LTD, AD&D, STD	\$1,357	\$1,750	\$393	\$7,560	\$10,500	\$2,940	\$21,000	36%
<b>Total Employee Fringe Benefits</b>	<b>\$48,350</b>	<b>\$54,933</b>	<b>\$6,583</b>	<b>\$282,761</b>	<b>\$329,600</b>	<b>\$46,839</b>	<b>\$659,200</b>	<b>43%</b>
<b>Utilities</b>								
Gas	\$1,953	\$1,250	(\$703)	\$3,855	\$7,500	\$3,645	\$15,000	26%
Electric	\$7,318	\$6,667	(\$652)	\$54,306	\$40,000	(\$14,306)	\$80,000	68%
Water	\$344	\$583	\$239	\$4,887	\$3,500	(\$1,387)	\$7,000	70%
<b>Total Utilities</b>	<b>\$9,616</b>	<b>\$8,500</b>	<b>(\$1,116)</b>	<b>\$63,048</b>	<b>\$51,000</b>	<b>(\$12,048)</b>	<b>\$102,000</b>	<b>62%</b>
<b>Retirement Incentive Program Expenditures</b>								
Cash Payout				\$134,825	\$134,825		\$134,825	100%
Health Insurance				\$66,819	\$66,819		\$66,819	100%
<b>Total Retirement Incentive Program Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$201,643</b>	<b>\$201,643</b>	<b>\$0</b>	<b>\$201,643</b>	<b>100%</b>
<b>Total Expenditures</b>	<b>\$396,151</b>	<b>\$424,339</b>	<b>\$28,188</b>	<b>\$2,613,386</b>	<b>\$2,749,050</b>	<b>\$135,665</b>	<b>\$5,367,406</b>	<b>49%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$373,113)</b>	<b>(\$407,939)</b>	<b>\$34,827</b>	<b>\$308,008</b>	<b>\$198,281</b>	<b>\$109,727</b>	<b>\$979,459</b>	<b>31%</b>

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

December 31, 2014

	<b>ANNUAL BUDGET</b>	<b>YTD BUDGET</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>SPECIAL RESERVE FUND</b>	<b>TOTAL YTD ACTUAL</b>	<b>YTD BUDGET VARIANCE</b>	<b>ACTUAL % OF ANNUAL BUDGET</b>
<b>Revenues</b>								
Property Taxes	\$6,211,247	\$2,919,286	\$2,801,097	\$63,998		\$2,865,095	(\$54,191)	46%
Replacement Taxes	\$140,000	\$54,600	\$48,698			\$48,698	(\$5,902)	35%
Per Capita Grant	\$58,000							
Grants-Other	\$1,000	\$500					(\$500)	
Investment Income	\$40,000	\$20,000	\$33,468			\$33,468	\$13,468	84%
Fines	\$45,000	\$22,500	\$24,401			\$24,401	\$1,901	54%
Lost Books	\$7,500	\$3,750	\$4,223			\$4,223	\$473	56%
Pay For Print	\$15,000	\$7,500	\$9,008			\$9,008	\$1,508	60%
Non-Resident Fees			\$168			\$168	\$168	
Flash Drive & Ear Bud Sales			\$55			\$55	\$55	
Donations-Friends of the Library	\$1,318							
Donations	\$300	\$150					(\$150)	
Miscellaneous	\$4,000	\$2,000	\$275			\$275	(\$1,725)	7%
<b>Total Revenues</b>	<b>\$6,523,365</b>	<b>\$3,030,286</b>	<b>\$2,921,393</b>	<b>\$63,998</b>	<b>\$0</b>	<b>\$2,985,391</b>	<b>(\$44,895)</b>	<b>46%</b>
<b>Expenditures</b>								
<b>Salaries</b>								
Library Director	\$115,000	\$57,500	\$51,467			\$51,467	\$6,033	45%
Payroll-Department Managers	\$275,172	\$137,586	\$58,903			\$58,903	\$78,683	21%
Payroll-Division Supervisors	\$520,864	\$260,432	\$209,454			\$209,454	\$50,977	40%
Payroll-Librarian I	\$1,074,630	\$537,315	\$553,694			\$553,694	(\$16,379)	52%
Payroll-Library Grade V	\$592,508	\$296,254	\$301,652			\$301,652	(\$5,398)	51%
Payroll-Library Grade VI	\$338,978	\$169,489	\$151,083			\$151,083	\$18,406	45%
Payroll-Library Pages	\$132,297	\$66,148	\$46,485			\$46,485	\$19,663	35%
Payroll-Sundays	\$74,000	\$37,000	\$41,747			\$41,747	(\$4,747)	56%
Adjustments	\$10,000	\$5,000	\$6,211			\$6,211	(\$1,211)	62%
Substitutes	\$8,000	\$4,000	\$365			\$365	\$3,635	5%
<b>Total Salaries</b>	<b>\$3,141,448</b>	<b>\$1,570,724</b>	<b>\$1,421,059</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,421,059</b>	<b>\$149,664</b>	<b>45%</b>

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

December 31, 2014

	<b>ANNUAL BUDGET</b>	<b>YTD BUDGET</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>SPECIAL RESERVE FUND</b>	<b>TOTAL YTD ACTUAL</b>	<b>YTD BUDGET VARIANCE</b>	<b>ACTUAL % OF ANNUAL BUDGET</b>
<b>Library Materials</b>								
Books-Adult	\$140,000	\$70,000	\$78,599			\$78,599	(\$8,599)	56%
Books-Youth Services	\$65,000	\$32,500	\$31,937			\$31,937	\$563	49%
Books-Teen	\$14,000	\$7,000	\$6,329			\$6,329	\$671	45%
Downloadables	\$60,000	\$30,000	\$38,715			\$38,715	(\$8,715)	65%
Periodicals	\$22,000	\$11,000	\$2,577			\$2,577	\$8,423	12%
AV-Adult	\$93,000	\$46,500	\$64,424			\$64,424	(\$17,924)	69%
AV-Youth Services	\$42,000	\$21,000	\$19,468			\$19,468	\$1,532	46%
AV-Teen	\$12,000	\$6,000	\$4,915			\$4,915	\$1,085	41%
Online Databases	\$160,000	\$80,000	\$151,394			\$151,394	(\$71,394)	95%
<b>Total Library Materials</b>	<b>\$608,000</b>	<b>\$304,000</b>	<b>\$398,358</b>	<b>\$0</b>	<b>\$0</b>	<b>\$398,358</b>	<b>(\$94,358)</b>	<b>66%</b>
<b>Library Operating Expenditures</b>								
CCS Charges	\$74,600	\$37,300	\$32,801			\$32,801	\$4,499	44%
Processing & Supplies	\$20,000	\$10,000	\$9,428			\$9,428	\$572	47%
Internet Charges	\$20,000	\$10,000	\$9,417			\$9,417	\$583	47%
Software, Licenses	\$45,000	\$22,500	\$11,640			\$11,640	\$10,860	26%
Printing	\$50,000	\$25,000	\$15,492			\$15,492	\$9,508	31%
Library Supplies	\$12,800	\$6,400	\$10,481			\$10,481	(\$4,081)	82%
Programming & Support-Adult	\$23,000	\$11,500	\$7,260			\$7,260	\$4,240	32%
Programming & Support-Juvenile	\$34,500	\$17,250	\$12,580			\$12,580	\$4,670	36%
Programming & Support-Joint	\$4,000	\$2,000	\$608			\$608	\$1,392	15%
Programming & Support-Teen	\$7,700	\$3,850	\$2,792			\$2,792	\$1,058	36%
Public Performing Rights	\$1,318							
CCS Communications	\$4,000	\$2,000	\$326			\$326	\$1,674	8%
Computer Charges OCLC	\$11,408	\$5,704	\$5,704			\$5,704	\$0	50%
Miscellaneous	\$1,000	\$500	\$708			\$708	(\$208)	71%
Per Capita Grant Expenditures	\$71,000		\$1,289			\$1,289	(\$1,289)	2%
Grant - Other Expenditures	\$1,000	\$500					\$500	
Volunteers	\$3,000	\$1,500	\$226			\$226	\$1,274	8%
<b>Total Library Operating Expenditures</b>	<b>\$384,326</b>	<b>\$156,004</b>	<b>\$120,753</b>	<b>\$0</b>	<b>\$0</b>	<b>\$120,753</b>	<b>\$35,251</b>	<b>31%</b>

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

December 31, 2014

	<b>ANNUAL BUDGET</b>	<b>YTD BUDGET</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>SPECIAL RESERVE FUND</b>	<b>TOTAL YTD ACTUAL</b>	<b>YTD BUDGET VARIANCE</b>	<b>ACTUAL % OF ANNUAL BUDGET</b>
<b>General and Administration</b>								
Janitorial Supplies	\$33,650	\$16,825	\$16,529			\$16,529	\$296	49%
Copiers	\$10,000	\$5,000	\$4,350			\$4,350	\$650	43%
Professional Development	\$33,845	\$16,922	\$4,081			\$4,081	\$12,841	12%
Mileage	\$1,300	\$650	\$1,299			\$1,299	(\$649)	100%
Professional Collection	\$4,750	\$2,375	\$441			\$441	\$1,934	9%
Legal Fees	\$30,000	\$15,000	\$21,579			\$21,579	(\$6,579)	72%
Consultants	\$15,000	\$7,500	\$21,777			\$21,777	(\$14,277)	145%
Kitchen Supplies	\$1,500	\$750	\$1,063			\$1,063	(\$313)	71%
Promotional Expense	\$24,900	\$12,450	\$4,840			\$4,840	\$7,610	19%
Office Supplies	\$25,000	\$12,500	\$13,796			\$13,796	(\$1,296)	55%
Postage & Freight	\$18,000	\$9,000	\$6,557			\$6,557	\$2,443	36%
Publication of Notices-Legal	\$1,200	\$600	\$957			\$957	(\$357)	80%
Subscriptions & Dues	\$9,000	\$4,500	\$3,883			\$3,883	\$617	43%
Collection Services	\$1,000	\$500	\$98			\$98	\$402	10%
Telephone	\$16,500	\$8,250	\$8,738			\$8,738	(\$488)	53%
Trustee Expense	\$9,000	\$4,500	\$889			\$889	\$3,611	10%
Equipment Rental	\$5,000	\$2,500	\$591			\$591	\$1,909	12%
Payroll Service	\$13,000	\$6,500	\$5,547			\$5,547	\$953	43%
Bank Fees	\$3,300	\$1,650	\$1,695			\$1,695	(\$45)	51%
Parking Lease	\$10,572	\$5,286	\$5,286			\$5,286		50%
<b>Total General and Administration</b>	<b>\$266,517</b>	<b>\$133,258</b>	<b>\$123,996</b>	<b>\$0</b>	<b>\$0</b>	<b>\$123,996</b>	<b>\$9,262</b>	<b>47%</b>
<b>Vehicle Operation</b>								
Gas, Oil, Grease	\$1,000	\$500	\$330			\$330	\$170	33%
Repairs & Maintenance	\$1,800	\$900	\$61			\$61	\$839	3%
Miscellaneous	\$100	\$50					\$50	
Auto Insurance	\$1,371	\$1,371	\$1,376			\$1,376	(\$5)	100%
<b>Total Vehicle Operation</b>	<b>\$4,271</b>	<b>\$2,821</b>	<b>\$1,767</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,767</b>	<b>\$1,054</b>	<b>41%</b>
<b>Employee Fringe Benefits</b>								
Deferred Compensation	\$175,000	\$87,500	\$85,338			\$85,338	\$2,162	49%

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

December 31, 2014

	<b>ANNUAL BUDGET</b>	<b>YTD BUDGET</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>SPECIAL RESERVE FUND</b>	<b>TOTAL YTD ACTUAL</b>	<b>YTD BUDGET VARIANCE</b>	<b>ACTUAL % OF ANNUAL BUDGET</b>
Group Health	\$375,000	\$187,500	\$166,367			\$166,367	\$21,133	44%
Health Reimbursement Account	\$60,000	\$30,000	\$10,915			\$10,915	\$19,085	18%
Dental	\$20,000	\$10,000	\$8,915			\$8,915	\$1,085	45%
Vision	\$7,000	\$3,500	\$2,936			\$2,936	\$564	42%
FSA fee	\$1,200	\$600	\$730			\$730	(\$130)	61%
Life, LTD, AD&D, STD	\$21,000	\$10,500	\$7,560			\$7,560	\$2,940	36%
<b>Total Employee Fringe Benefits</b>	<b>\$659,200</b>	<b>\$329,600</b>	<b>\$282,761</b>	<b>\$0</b>	<b>\$0</b>	<b>\$282,761</b>	<b>\$46,839</b>	<b>43%</b>
<b>Utilities</b>								
Gas	\$15,000	\$7,500	\$3,855			\$3,855	\$3,645	26%
Electric	\$80,000	\$40,000	\$54,306			\$54,306	(\$14,306)	68%
Water	\$7,000	\$3,500	\$4,887			\$4,887	(\$1,387)	70%
<b>Total Utilities</b>	<b>\$102,000</b>	<b>\$51,000</b>	<b>\$63,048</b>	<b>\$0</b>	<b>\$0</b>	<b>\$63,048</b>	<b>(\$12,048)</b>	<b>62%</b>
<b>Capital Expenditures</b>								
Special Reserve - Building	\$130,000	\$65,000			\$18,755	\$18,755	\$46,245	14%
Special Reserve - Equipment	\$397,000	\$198,500			\$55,409	\$55,409	\$143,091	14%
Special Reserve - Construction Project					\$18,518	\$18,518	(\$18,518)	
<b>Total Capital Expenditures</b>	<b>\$527,000</b>	<b>\$263,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$92,681</b>	<b>\$92,681</b>	<b>\$170,819</b>	<b>18%</b>
<b>Retirement Incentive Program Expenditures</b>								
Cash Payout	\$134,825	\$134,825	\$134,825			\$134,825		100%
Health Insurance	\$66,819	\$66,819	\$66,819			\$66,819		100%
<b>Total Retirement Incentive Program Expenditures</b>	<b>\$201,643</b>	<b>\$201,643</b>	<b>\$201,643</b>	<b>\$0</b>	<b>\$0</b>	<b>\$201,643</b>	<b>\$0</b>	<b>100%</b>
<b>Audit</b>								
Audit Expense	\$17,500	\$17,500		\$12,900		\$12,900	\$4,600	74%
<b>Total Audit Expenditures</b>	<b>\$17,500</b>	<b>\$17,500</b>	<b>\$0</b>	<b>\$12,900</b>	<b>\$0</b>	<b>\$12,900</b>	<b>\$4,600</b>	<b>74%</b>
<b>Liability Insurance</b>								
Liability Insurance	\$34,160	\$34,160		\$24,338		\$24,338	\$9,822	71%
<b>Total Liability Expenditures</b>	<b>\$34,160</b>	<b>\$34,160</b>	<b>\$0</b>	<b>\$24,338</b>	<b>\$0</b>	<b>\$24,338</b>	<b>\$9,822</b>	<b>71%</b>

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

December 31, 2014

	<b>ANNUAL BUDGET</b>	<b>YTD BUDGET</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>SPECIAL RESERVE FUND</b>	<b>TOTAL YTD ACTUAL</b>	<b>YTD BUDGET VARIANCE</b>	<b>ACTUAL % OF ANNUAL BUDGET</b>
<b>Social Security</b>								
Social Security	\$230,000	\$115,000		\$125,579		\$125,579	(\$10,579)	55%
<b>Total Social Security Expenditures</b>	<b>\$230,000</b>	<b>\$115,000</b>	<b>\$0</b>	<b>\$125,579</b>	<b>\$0</b>	<b>\$125,579</b>	<b>(\$10,579)</b>	<b>55%</b>
<b>Workers' Compensation</b>								
Workers' Compensation	\$29,431	\$29,431		\$24,080		\$24,080	\$5,351	82%
<b>Total Workers' Compensation Expenditures</b>	<b>\$29,431</b>	<b>\$29,431</b>	<b>\$0</b>	<b>\$24,080</b>	<b>\$0</b>	<b>\$24,080</b>	<b>\$5,351</b>	<b>82%</b>
<b>Unemployment Compensation</b>								
Unemployment Compensation	\$15,000	\$7,500		\$2,310		\$2,310	\$5,190	15%
<b>Total Unemployment Compensation Expenditures</b>	<b>\$15,000</b>	<b>\$7,500</b>	<b>\$0</b>	<b>\$2,310</b>	<b>\$0</b>	<b>\$2,310</b>	<b>\$5,190</b>	<b>15%</b>
<b>Building &amp; Equipment Maintenance</b>								
Repairs & Improvements	\$37,500	\$18,750		\$9,826		\$9,826	\$8,924	26%
Contractual Maintenance	\$35,000	\$17,500		\$15,718		\$15,718	\$1,782	45%
Non-Contractual Maintenance	\$24,000	\$12,000		\$3,453		\$3,453	\$8,547	14%
Equipment Maintenance	\$36,000	\$18,000		\$8,115		\$8,115	\$9,885	23%
Non Capital Expenses	\$20,000	\$10,000					\$10,000	
Furniture & Fixtures	\$56,500	\$28,250		\$4,532		\$4,532	\$23,718	8%
<b>Total Building &amp; Equipment Maintenance Expenditures</b>	<b>\$209,000</b>	<b>\$104,500</b>	<b>\$0</b>	<b>\$41,645</b>	<b>\$0</b>	<b>\$41,645</b>	<b>\$62,855</b>	<b>20%</b>
<b>Total Expenditures</b>	<b>\$6,429,497</b>	<b>\$3,320,641</b>	<b>\$2,613,386</b>	<b>\$230,853</b>	<b>\$92,681</b>	<b>\$2,936,920</b>	<b>\$383,721</b>	<b>46%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$93,868</b>	<b>(\$290,355)</b>	<b>\$308,008</b>	<b>(\$166,855)</b>	<b>(\$92,681)</b>	<b>\$48,472</b>	<b>\$338,827</b>	<b>52%</b>

## Key Points in Supervisor Presentation Made by Greg Pritz in November

It is not necessarily a good thing that we have so much money on hand:

- Taxpayers do not view this as a positive since theoretically, they could find investments with higher returns than the Library gets due to the state investment policy
- If taxpayers invested money on their own and picked all equity funds, they would earn double digit returns compared to our 1% blended return
- It is not necessarily a good thing that we levy taxes in excess of our needs:
  - For years we have levied taxes far in excess of our needs generating surpluses far in excess of \$1Million each year
  - Though it enabled the Library to pay for the reconstruction from cash reserves (which is a good thing) the continuation of this practice is not something the Library should pursue without having a specific purpose or target in mind
- Paying off the Library debt was a good thing:
  - It took money that was earning miniscule returns and paid debt that was costing the Library more than it earned by holding the money and not retiring the debt.
  - It just made sense
  - This lowered the tax levy by approximately \$800,000 annually
- The Library has no debt currently:
  - This is unusual for any governmental agency given the \$5.5Million renovation project recently completed
  - If the Library incurred bonded debt, it would be required to levy taxes to pay the debt each year which would be viewed as a bad thing for taxpayers
- The Library has in excess of \$8Million in cash as of the end of the fiscal year:
  - Ignoring the various restrictions on special revenue funds and special reserve funds for the moment, this represents 130% of the approved budget
  - Theoretically, the Library could eliminate the tax levy for one year and just run on its reserves for a year though it's really not the smart thing to do
- Even with the \$1Million reduction from last year, the current year budget will generate nearly a \$1Million surplus in the general fund
  - This includes a onetime charge to pay for the Retirement Incentive Program of \$200,000 so the actual "operational surplus" is closer to \$1.2 Million
- All of our jobs includes making certain that all Library funds including funds received from the tax levy are spent appropriately
  - These funds belong to the taxpayer

**Treasurer's Report —Recommended Action**

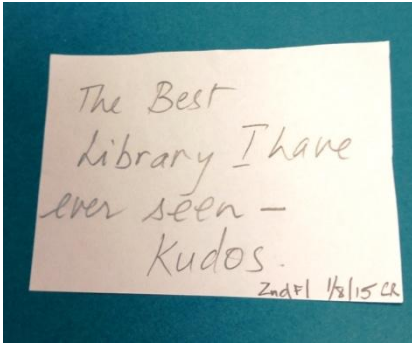
**C. Recommended Action to Approve Transfer of Funds**

MOVE the Library Board of Trustees approve the transfer of \$600,000 (six hundred thousand dollars) from the General Fund to the Special Reserve Fund.

**Memorandum C of Recommended Board Action**

At the November 19, 2014 meeting of the Board of Trustees, \$600,000 was transferred from the General Fund to the Special Reserve Fund. The November transfer is equal to one half of the projected needs according to the Special Reserve Plan which was approved at the September 17, 2014 meeting of the Board of Trustees. This action is recommended to complete the funding needs related to the Special Revenue Plan in the amount of \$600,000.

## Interim Director's Report November 2014



A patron note found on Level 2 this week

I got the good news this week that our per capita grant application was approved for \$71,605. The spending will be split into roughly three parts—technology, citizenship/world languages, and marketing outside of the library building. But that is next year—right now we are working on spending our 2015 per capita grant funds.

I have been working on the Edge Technology Assessment, which the state library requires we complete to get next year's per capita grant. I consulted with Karen Dimond (who last year viewed the Edge webinar) and I will be showing you the section where I need some guidance from the Board as a whole. The technology assessment will help us see where we are strong and where we need to improve, and gives us tools for creating an action plan.

You will see from the trustee calendar that there are many opportunities for trustee participation coming up. Unfortunately, most of them land in the same week. You are familiar with two of them (the Mayoral Luncheon and the Legislative breakfast) so here is the information about this year's Trustee Workshop. Please let us know if you wish to attend any of these programs so Diane can register you.

### 2014 Trustee Workshop

The 2015 ILA Trustee Forum Workshop will be held at the Chicago Marriott Oak Brook on Saturday, February 14.

Registration includes the workshop sessions, a continental breakfast, buffet luncheon, and two breaks. Register one attendee at the full price and each additional attendee from your institution will receive a \$10 registration discount.

This year's workshops will focus on how to prepare your board for what lies ahead.

Britt Isaly and Julie Tappendorf, Ancel Glink will discuss "Library Board Wars and Power Plays: How to Resolve Them and How to Avoid Them."

Seasoned and newly elected trustees will benefit from this review and refresher of who has the power to do what within a library government: how to act under library laws and procedures, how to follow proper voting procedure, how to deal with vacancies and make appointments, how to address parliamentary matters, conflicts and related issues.

Monica Harris, Deputy Director of the Schaumburg Township District Library, will present "Tech Trends for Trustees." She will discuss new trends in consumer technology as well as the latest in how access to new technology is changing the world around us - and our libraries.

The afternoon will include a legislative update from Kip Kolkmeier, ILA Legislative Consultant, and a Q&A with Library Attorney Phil Lenzini. Bring your questions!



The supervisors have been working together to plan the Staff In Service Day on Friday, January 23<sup>rd</sup>. We have two presentations—Sally Decker Smith (known for her wise and funny commentary on working in the library and dealing

with change) presenting “Why I Love Your Job,” and two presenters from the National Alliance on Mental Illness, who will deliver “In Our Own Voice,” a program to help library staff better understand and work with the mentally ill. Staff will also see demos of some of our computer resources, will hear a presentation from Greg Pritz on understanding the library’s funding and finances, and I will talk about the past year in the library and what we have to look forward to this year. We will finish up with our annual Staff Awards. Each year, the Staff Awards Committee is made up of the previous year’s winners, who come up with the names of the year’s awards, collect nominations from the staff, and make the final decision on the winners. The staff will be mixed up at the different tables so people from the various departments have the chance to get to know each other a little. Overall, it should be a productive and fun day. We appreciate the Board’s support for continuing ed for staff.

I am beginning my year on the Sibert Nonfiction Award Committee for the American Library Association’s Association for Library Service to Children division. During the next year, a lot of my free time will be spent reading the nonfiction published for children in 2015. It is a challenge, but interesting. I plan to develop some kind of program to get the books into the hands of district kids to get their feedback.

### **Adult Services**

Submitted by Valerie Clark

Mrs. Irvin Blaszyński displayed her husband’s Veterans History Project interview transcript booklet at his wake at Skaja Funeral Home. Irv served in the Coast Guard, sailing to Europe and then to China through dangerous waters.

Staff and Patron Hoopla (movies, biographies, exercise... the video list goes on and on) training was offered this month. Hoopla has proven very popular for a start-up month. There were 583 total circulations.

We are trying to gear up for tax season. Since the government is not providing forms or booklets, we’re trying to determine what our role should be. Do we print forms for those who request them? If we did this, it would mean thousands of copies in order to satisfy the members of the public who have depended upon us for tax publications in the past. Or, do we refer patrons to the public computers so that they may print their own forms and booklets? It is getting to a point in this world where all members of the public really do need to learn/know how to use the technology necessary to gain access to this type of information.

We received an Interlibrary Loan request from University of Bern (yes, Switzerland!). They wanted copies from a book, which we scanned and emailed to them.

Goal update: The Technical Desk and Interlibrary Loan Assistants have been hired. Their start dates are the 24<sup>th</sup> and the 26<sup>th</sup> of January, respectively. Their training will commence on those dates.

### **KidSpace/Teen Underground**

(Youth and Teen Departments)

Submitted by Shelley Sutherland

At our December staff meeting, I prepared the first “YSD Annual Report,” looking back over the year in Youth Services. I printed these out on large sheets and put them up around the room. It was gratifying to see all the terrific things we accomplished! I’m happy to share this document with the Board; just email me at [ssutherl@nileslibrary.org](mailto:ssutherl@nileslibrary.org).

### **Top Goals**

- **Work with staff to plan and implement Wonder Ground with equipment, activities and programs**  
Wonder Ground planning is well underway. We held a brainstorming session, set goals and began researching items for possible purchase. Our goal is to have a framework, timeline and budget by Jan. 20.
- **Increase visibility and circulation of the nonfiction print and DVD collections by reducing the Reference collection and creating a “power wall”**  
Weeding is underway, and I expect to be finished by February 10.

- **Develop 1KBK (1000 Books Before Kindergarten) promotional materials for pediatricians' offices and preschools in our district**

Clara placed materials at 9 area preschools and she is continuing to distribute them to more places. We will have them available at the upcoming Preschool and Daycare Fair for all preschools who agree to display them.

- **Develop standards and a colleague review plan for storytime presenters**

I have gathered materials from several other libraries and am working on a format and framework. We will be discussing this at an upcoming storytime staff meeting.

- **Work with Arianne and other staff to plan Spring and Summer programs**

A super lineup for spring programs is in place and our Spring Chapter One copy has been submitted

- **Work with Sue and other staff to plan the 2015 Summer Reading Clubs for pre-readers, readers and teens**

Our first planning meeting with the PR/Marketing Dept. is scheduled for this week.

**Winter Reading Club Highlights:** KidSpace had 276 children sign up for WRC, and of that group we had 167 return visits with completed punch-cards. They also complete a different "Library Challenge" each visit. 31 teens signed up for Teen Winter Reading with 43 logs submitted.

**Outreach Highlights:** The opening ceremony for Coming Together in Skokie and Niles Township was held Sun., Jan. 11 at the Illinois Holocaust Museum & Public Education Center. Niles Public Library is a partner in this group and is offering programming around this year's theme, "Voices of Race." Pam Jones of CBS 2 Chicago emceed an afternoon of poetry, song, theater and more.

**Program Highlights:** Arianne and Dave D. built the gingerbread house this year and Leslie handled the decorations. The kids loved making the decorations, and we would often see them pointing out their decoration to their parents and friends.



**Teen Highlights:** The Teen Advisory Board decorated the Teen Underground for the holidays, designed the book display table and the book review wall.

Teen volunteer Irvin B. was a big help at the combined Anime & Manga Club and Yu-Gi-Oh! Tournament on December 20. 15 kids and teens participated in the event.



## **Patron Services**

Submitted by Athena Crouse

**62,219** items were checked in during December 2014 and shelved by Pages.

Pages returned to the stacks 11,741 items that were used in-house.

The Team Leaders are responsible for maintaining and checking (3) displays located on the first floor. All together the number of checkouts totaled 1,036 on the first floor displays for the month of December.

### **Holiday books 12/01-12/29**

Books: 70

### **Blizzard of Books 12/01-12/31**

Books: 287

### **Grab-n-Go 12/01-12/31**

A-fiction: 6

A-Nonfiction: 32

A-DVD: 274

BluRay: 138

J-DVD: 229

TOTAL: 679

This month we said good-bye to Caitlyn Hannon. We wish her great success in her new position in the Marketing Department. Interviews for a new Patron Services Clerk proved to be successful. Helene Sonkin was hired as our newest Clerk at the end of December.

## **Technical Services**

Submitted by Victoria Luz

- YA Graphic Novel reclass is at about 40% completion.
- I attended the December 17th CCS SCRAP meeting working extensively on policies for the GMD (general materials designation – part of the 245 field in the bibliographic record) compliance with RDA policies. Work was also done updating the Cataloger's Wiki reflecting RDA changes. Additional discussions took place on the vetting process for new terms for Item Cats 3, 4 & 5 and recommendations sent to Governing Board regarding individual libraries' use of these categories.
- Jamie King and I attended the December 10th Cataloging Meeting at Glenview Public Library.
- The new RFID overlays were successful in stopping at least one videogame theft since its implementation last month.

## **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 – this is ongoing.
- 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 – this is ongoing and will begin outside of YA upon the completion of that collection. All newly received items are being classified/processed with the new security & class scheme.
- Magda Porgorzelski's 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. Currently Magda is working on her first month of invoicing and that is also going very well.
- Beginning to plan the transition to implement online purchase orders with Greg and Kathy Toy – ongoing and no update at this time.

- Continue to try to find efficiencies in the Tech Services workflow: Ongoing. I have met with Alan Pennington of Matrix to discuss the procedures of our department. I have several ideas regarding the implementation of additional cross-training within the department and assessment of staffing needs. That will be temporarily delayed while working with Matrix and awaiting their feedback.

### Trustee Calendar

#### January

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

2/14—ILA Trustee Forum

2/16—Legislative Breakfast

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

2/19—Mayoral Luncheon at Fairway Banquets 11:30-1:30

#### March

3/9—Friends of the Library

3/18—**Regular Meeting of the Board of Trustees**

## Monthly Statistical Report --December 2014

LOAN OF LIBRARY MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult	43,355	40,945	5.89%	263,455	250,265	5.27%
Teens	3,055	3,074	-0.62%	21,076	19,912	5.85%
Juvenile	38,558	30,885	24.84%	254,842	226,163	12.68%
<b>TOTAL Loan of Library Materials</b>	<b>84,968</b>	<b>74,904</b>	<b>13.44%</b>	<b>539,373</b>	<b>496,340</b>	<b>8.67%</b>
LOAN OF MATERIAL BY TYPE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
<b>Adult</b>						
Print	17,719	18,489	-4.16%	109,355	109,096	0.24%
Periodical	1,036	804	28.86%	5,934	5,604	5.89%
Audio	4,395	5,308	-17.20%	30,393	31,292	-2.87%
DVD	18,884	15,363	22.92%	111,810	98,631	13.36%
Digital	1,321	981	34.66%	5,963	5,642	5.69%
<b>TOTAL Adult Loans</b>	<b>43,355</b>	<b>40,945</b>	<b>5.89%</b>	<b>263,455</b>	<b>250,265</b>	<b>5.27%</b>
<b>Teens</b>						
Print	2,092	2,205	-5.12%	15,631	14,354	8.90%
Periodical	9	25	-64.00%	64	25	156.00%
Audio	583	509	14.54%	2,827	3,398	-16.80%
DVD	289	301	-3.99%	2,078	1,840	12.93%
Digital	82	34	141.18%	476	295	61.36%
<b>TOTAL Teen Loans</b>	<b>3,055</b>	<b>3,074</b>	<b>-0.62%</b>	<b>21,076</b>	<b>19,912</b>	<b>5.85%</b>
<b>Juvenile</b>						
Print	24,118	18,872	27.80%	165,347	150,902	9.57%
Periodical	94	76	23.68%	603	570	5.79%
Audio	2,342	2,340	0.09%	15,208	15,945	-4.62%
DVD	9,072	7,559	20.02%	57,032	51,706	10.30%
Digital	2,932	2,038	43.87%	16,652	7,040	136.53%
<b>TOTAL Juvenile Loans</b>	<b>38,558</b>	<b>30,885</b>	<b>24.84%</b>	<b>254,842</b>	<b>226,163</b>	<b>12.68%</b>
ONLINE DATABASE USE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
<b>Total Database Use</b>	<b>4,874</b>	<b>6,258</b>	<b>-22.12%</b>			
Holds	Current Month	Prior Year Same Month	% Change			
Holds Placed	6,863	10,185	-32.62%			
Holds Made Available	12,291	12,140	1.24%			
Patron Registration	Current Month	Total	Prior Year Same Month	% Change		
New District cards	205	25,779	172	19.19%		
Patron Count	Current Month	Prior Year Same Month	% Change			
Patron visits	29,413					
Unique Library cards used	4,976	4,411	12.81%			
e-News subscribers	8,319	7,862	5.81%			
IN-HOUSE USE OF MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Reference--Adult	8	160	-95.00%	204	2,345	-91.30%
Circulating--Juvenile	6,884	3,338	106.23%	42,804	21,601	98.16%
Circulating--Teen	549			3,940		
Circulating--Commons	198			901		
Circulating--Adult	4,102	3,047	34.62%	27,957	21,115	32.40%
<b>TOTAL In-house Use of Print Materials</b>	<b>11,741</b>	<b>6,545</b>	<b>79.39%</b>	<b>75,806</b>	<b>45,061</b>	<b>68.23%</b>

## Monthly Statistical Report --December 2014

PC Users by Area	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult Services	4,451	3,138	41.84%	31,871	21,860	45.80%
Youth Services	1,079	928	16.27%	8,518	4,986	70.84%
Teen Services	330			1,886		
Express Internet	168	826	-79.66%	1,932	8,265	-76.62%
Patron Wi-Fi Uses	9,785			57,278		
Scanning devices	771	633	21.80%	4,869	4,134	17.78%
Ipad usage in KidSpace	271					
<b>Total Users</b>	<b>16,855</b>	<b>5,525</b>	<b>205.07%</b>	<b>106,354</b>	<b>39,245</b>	<b>171.00%</b>
<b>Website Hits</b>	<b>32,793</b>	<b>17,412</b>	88.34%			
<b>Facebook "Likes"</b>	<b>843</b>	<b>692</b>	21.82%			
<b>Buzz Blog views</b>	<b>637</b>	<b>*NA</b>				
<b>Media Hits</b> (inc. print and online)	<b>43</b>	<b>51</b>	-15.69%			
<b>TECHNICAL SERVICES</b>						
	<b>Items Added</b>	<b>Items Withdrawn</b>	<b>Library Holdings</b>			
	<b>1,567</b>	<b>1,683</b>	<b>292,217</b>			
<b>Library Services</b>						
	<b>Current Month</b>	<b>Year to date</b>				
Notary Public	<b>133</b>	<b>430</b>				
Test Proctoring	<b>10</b>	<b>42</b>				
Voters' Registration	<b>0</b>	<b>3</b>				
<b>VOLUNTEER HOURS</b>						
	<b>People</b>	<b>Total Hours</b>				
Adult Services & Programs - Fic, AV, Ref	<b>16</b>	72				
Teen Services & Programs - Fic and Ref	<b>10</b>	28				
Youth Services Programs & General	<b>20</b>	49				
General Library & Library Events	<b>18</b>	84				
<b>Total Volunteers/Hours this month</b>	<b>64</b>	<b>233</b>				
<i>NOTE: Last year volunteers/hours same month</i>	<b>46</b>	<b>203</b>				
<b>Service Desks</b>						
	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>	<b>Current YTD</b>	<b>Prior YTD</b>	<b>% Change</b>
Quick Questions	<b>12,403</b>	<b>5,806</b>	<b>113.62%</b>	<b>0</b>	<b>0</b>	
Reference/Research	<b>44,613</b>	<b>5,515</b>	<b>708.94%</b>	<b>0</b>	<b>0</b>	
<b>TOTAL All Service Desks</b>	<b>57,016</b>	<b>11,321</b>	<b>403.63%</b>	<b>0</b>	<b>0</b>	
<b>Adult Services Ref/Nonfic (3rd floor)</b>						
Quick Questions	2,069	992	108.57%			
Reference/Research	10,626	838	1168.02%			
<b>Total Reference Desk</b>	<b>12,695</b>	<b>1,830</b>	<b>593.72%</b>			
<b>Fiction/Audiovisual Services (2nd floor)</b>						
Quick Questions	2,918	1,480	97.16%			
Reference/Research	17,299	1,577	996.96%			
<b>Total AV/Fic Desk</b>	<b>20,217</b>	<b>3,057</b>	<b>561.33%</b>			
<b>Technology Desk</b>						
Quick Questions	5,136	1,176	336.73%			
Reference/Research	14,216	588	2317.69%			
<b>Total Tech Desk</b>	<b>19,352</b>	<b>1,764</b>				
<b>Teen Desk</b>						
Quick Questions	268	161	66.46%			
Reference/Research	185	128	44.53%			

## Monthly Statistical Report --December 2014

Monthly Statistical Report --December 2014						
<b>Total Teen Desk</b>	<b>453</b>	<b>289</b>	56.75%			
<b>Outreach Services</b>						
Reference/Research	307	349	-12.03%			
Bulk Loan Items Delivered to Nursing Homes	315	440	-28.41%			
Materials pulled for Homebound Users	1,041	1,017	2.36%			
<b>Total Outreach</b>	<b>1,663</b>	<b>1,806</b>	<b>-7.92%</b>			
<b>Youth Services</b>						
Quick Questions	2,012	1,997	0.75%			
Reference/Research	1,980	2,035	-2.70%			
School Loans pulled	23	21	9.52%			
Museum Adventure passes distributed	11	6	83.33%			
<b>Total Youth Services</b>	<b>4,026</b>	<b>4,059</b>	<b>-0.81%</b>			
<b>GRAND Total</b>	<b>58,406</b>	<b>12,805</b>	<b>356.12%</b>			
	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>	<b>Current YTD</b>	<b>Prior YTD</b>	<b>% Change</b>
<b>Interlibrary Loan</b>						
<b>Books, A-V</b>						
Items lent to offline libraries	172	180	-4.44%	1,441		
Items received from offline libraries for patrons	91	72	26.39%	595		
<b>Total</b>	<b>263</b>	<b>252</b>	<b>4.37%</b>	<b>2,036</b>	<b>0</b>	
	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>	<b>Current YTD</b>	<b>Prior YTD</b>	<b>% Change</b>
<b>Outreach Services</b>						
<b>Homebound</b>						
Patrons	241	215	12.09%			
Visits	223	189	17.99%			
<b>Institutions</b>						
Institutions	8	9	-11.11%			
Visits	8	9				
<b>Schools</b>						
Items	516	441	17.01%			
Visits	19	15	26.67%			
	<b>This Month</b>	<b>Attendance</b>	<b>Attendance Prior Year</b>	<b>% Change</b>		
<b>LIBRARY PROGRAMS</b>						
<b>Programs--Youth</b>						
Winter Dance Recital	1	130				
Winter Reading Club	1	682				
Reading Patch Club	1	13				
1KBK	1	24				
Bibliobop	1	48				
Mega Mondays	4	56				
Babytime (parent & child)	5	247				
Big Kids Storytime (child alone)	3	24				
Family Storytime (parent & child)	5	67				
Preschool Storytime (child alone)	3	50				
Rise & Shine Storytime (parent & child)	3	55				
Toddler Storytime (parent & child)	6	128				
Movies	1	65				
Book Buddies	2	4				
Battle of the Books	3	158				
2nd Sunday	1	61				
Frozen Singalong	1	72				
Homework Help	3	14				

## Monthly Statistical Report --December 2014

Lekotek Special Needs Storytime	1	12				
Breakfast Bingo	1	32				
Librarians Visiting Schools	20	409				
Teacher use of Die Cut Machine	1	2				
In-House Toys and Games	1	1,754				
Scrapbooking	1	6				
YuGiOh tournament	1	8				
Gingerbread House	1	509				
Videogames	1	138				
<b>Total Youth Services Programs</b>	<b>73</b>	<b>4,768</b>	<b>2,680</b>	<b>77.91%</b>		
<b>Programs--Teens</b>						
TAB Group	2	15				
Movies	1	6				
College Essay Review	1	2				
Videogames	1	91				
Anime/Manga Club	1	7				
Hobbit Movie	1	4				
Passive Programs	1	5				
Hobbit Craft	1	32				
Homework Help	3	15				
Outreach: Book Clubs at Schools	1	5				
<b>Total Teen Programs</b>	<b>13</b>	<b>182</b>	<b>172</b>	<b>5.81%</b>		
<b>Programs--Adult</b>						
Lyric Opera	1	14				
ORS Nursing Home Book Discussion	1	5				
Senior Coffee Hour	1	23				
Holiday Open House	1	125				
Jeorge Holmes Concert	1	77				
First run movie	1	20				
Christmas Markets	1	11				
Score	2	4				
Technology Programs	6	38				
Book Discussions	4	47				
Songwriters	1	4				
Evening of Jazz	1	82				
Genealogy	1	4				
<b>Total Adult Programs</b>	<b>22</b>	<b>454</b>	<b>355</b>	<b>27.89%</b>		

## Monthly Statistical Report --December 2014

<b>Outside Meetings</b>						
Niles All American Toastmasters	2	21				
Jewish Genealogical Society	1	12				
Girls Scouts of America	1	30				
Schuler Scholar Program	3	27				
<b>Total Outside Meetings</b>	<b>7</b>	<b>90</b>	<b>30</b>	<b>200.00%</b>		
<b>Total Meeting and Program Attendance</b>	<b>115</b>	<b>5,494</b>	<b>3,237</b>	<b>69.73%</b>		

## Patron Suggestions and Comments for January 2015

### Responses to Patron Suggestions and Comments

To the Library Board: Friday, December 19, at 2 PM, the Adult Compute Room was extremely LOUD and NOISY because 3 boys were playing video games and laughing and talking loudly and the sound was very loud in the Teen Underground. The employee was asked twice to have the boys be QUIET which she did. However, the noise continued for a very long time!! These video games in the Teen Underground are very inappropriate and should be immediately removed. This is a Library and NOT a video gaming playroom. People trying to study for tests and exams on the computer!!! Again, it is very inappropriate and unacceptable for these video games to be played because the volume is extremely LOUD!! This is a Library and the Teen Underground is NOT a playroom!! A Very, Very Unhappy Patron!!!

We certainly understand your frustration. That happened to be the first day of vacation for the kids, so no doubt they were extra excited that day. We will talk with the staff about the importance of keeping the room quiet enough to keep from disturbing the computer patrons.

PLZ install one of those automatic air fresheners in the Men's Room. It stinks at times!!! PIZ PIZ  
Thank you--I will pass along your comment to Maintenance. It is not easy to keep a men's room smelling fresh.

You definitely need more tables either by removing a couple of the chairs by the newspaper racks or near the south wall near the magazines or both. Thank you.

Thank you for the suggestion. We have many more tables than we used to for adult use, but some of them are on the second level. You might want to take a look there.

"Ruth" so very helpful!! Patient and efficient with my tablet. Can't say enough about her assistance.

B. J., Morton Grove.

That is wonderful to hear—I will be sure Ruth and her supervisor hear your kind words.

Consider evening sessions for computer lessons. J. K., Niles.

We can try that again to see if they fill up in the evening. Thank you for taking the time to write.



## OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State and State Librarian

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January 5, 2015

Ms. Susan Dove Lempke  
Niles Public Library District  
6960 Oakton Street  
Niles, IL 60714-3098

Dear Ms. Dove Lempke,

I want to personally congratulate you for being named a Star Library by the "Library Journal."

Receiving this distinction validates all of the library's hard work and dedication to serve every patron that walks through your doors. We are all very proud of your accomplishment and hard work to make your library one of the best in the country.

My staff and I look forward to the future as we continue to serve the people of Illinois through our libraries. Best wishes for a bright future.

Sincerely,

A handwritten signature in cursive script that reads "Jesse White".

Jesse White  
Secretary of State and State Librarian

## Susan Lempke

**From:** Sasha Vasilic  
**Sent:** Monday, January 12, 2015 1:32 PM  
**To:** Susan Lempke; Greg Pritz  
**Subject:** FW: Matt Abtahi (@abtahi1) mentioned you on Twitter!

A nice tweet to add to this month's board packet.

SV

**From:** Matt Abtahi (via Twitter) [mailto:notify@twitter.com]  
**Sent:** Monday, January 12, 2015 12:50 PM  
**To:** Sasha Vasilic  
**Subject:** Matt Abtahi (@abtahi1) mentioned you on Twitter!



**Niles Public Library,**  
You were mentioned in a Tweet!



**Matt Abtahi** @abtahi1

Follow

The @NilesLibrary might just be the most hopping place in the village. Makes me grateful for public services like these!  
[#wherepeoplecount](#)

06:49 PM - 12 Jan 15

Reply to @abtahi1

Retweet Favorite

Forgot your Twitter password? [Get instructions on how to reset it.](#)

You can also [unsubscribe from these emails](#) or change your [notification settings](#). Need [help](#)?

If you received this message in error and did not sign up for Twitter, click [not my account](#).

Twitter, Inc. 1355 Market St., Suite 900 San Francisco, CA 94103

2014

Merry Christmas Peta!  
I think you are  
an incredible "gem" at  
the Niles library.  
You continue to suggest  
fabulous books for  
discussion, your  
demeanor is unflappable  
even when all the  
women are talking  
amongst themselves. You  
have great patience!  
Fondly,  
Ellen

ECONOMIC DEVELOPMENT UPDATES | INSTALLATION OF OFFICERS | MEMBER ANNIVERSARY RECOGNITION | MORE

**Thursday, February 19**  
**11:30 a.m. - 1:30 p.m.**  
**Fairway Banquets**  
**6676 W. Howard Street, Niles**  
**\$25 Per Person**

**EXHIBITOR OPPORTUNITY \$45**  
 Members are invited to display their business materials in a table top exhibit format. This is a great forum to gain exposure and distribute brochures, handouts, and giveaways. *Space is limited.*

*2nd Annual*  
**LEADERSHIP & RECOGNITION**  
*Luncheon*



**KEYNOTE SPEAKER: ANDREW PRZYBYLO**  
**MAYOR, VILLAGE OF NILES**

Join Mayor Przybylo, elected officials, and Village department heads for the Chamber's annual meeting. Enjoy lunch, meet with village representatives and discuss issues affecting the business community. This annual event will also feature our Installation of Officers and recognize long time Chamber Members.

**NILES**chamber  
*of* commerce&industry

Name(s) \_\_\_\_\_

Company \_\_\_\_\_

Card # \_\_\_\_\_

Expires: \_\_\_\_/\_\_\_\_/\_\_\_\_ Sec Code: \_\_\_\_\_ Total Amount \$ \_\_\_\_\_

Billing Address \_\_\_\_\_

City, State Zip \_\_\_\_\_

Yes, I want to be an Exhibitor for \$45

**Remit Form & Payment to:** NCCI, 8060 W. Oakton St., Niles, IL 60714 or Fax: (847) 268-8186 or Email: [brenda@nileschamber.com](mailto:brenda@nileschamber.com). Questions call: (847) 268-8180

*Anniversary Members*

**45 Years**

- Faller Insurance Agency, Inc.
- McDonald's of Niles
- Maine's Garden Center
- Niles Color Center
- Riggio's Restaurant
- Schmeisser Meats

**30 Years**

- Maine Township
- Nordisco Office Supplies Corp.

**25 Years**

- Allem-Herr Family Medical Center
- Candlelight Jewelers
- Hughes Brothers Transportation
- Notre Dame College Prep

**20 Years**

- Bankier Companies, Inc.
- Coca-Cola Refreshments USA, Inc.
- Golf Maine Park District
- Gulf Mill Ford

- Kolpak & Lemer, Attorneys at Law
- Niles Historical Society
- Professional Eye Care Center
- The Bethany Terrace

**Walgreens**

**15 Years**

- C & R Mortgage Corporation
- Consolidated Building Service, Inc.
- Dunkin', Baskin, Dunkin' Deli
- Express Employment Professionals
- Kiddle Garden Day Care
- Our Lady of Ransom Church
- PNA Bank

**10 Years**

- AEC Electric Corp.
- AM-POL Import Export
- Capital Gains, Inc.
- Frank DiMaria, Chef
- Groot Industries
- Maler's Bakery
- MicroLink Devices, Inc.
- Northwest Metropolitan Urology Associates
- Member of URO-Partners, LLC
- RV Enterprises, Ltd.
- School District 64

**5 Years**

- American Legion Morton Grove Post 134
- Arway Independent Owner - Roberta Koch
- Ashley Furniture Home Store
- Awards International Company
- Chicago Cooling Tower Company
- Energy Volleyball
- Fzok's Lawnmower
- Imbert International, Inc.
- Lewandowski, Rita L, P.C.
- Magtag Graphic
- Mejer
- Morton Grove Animal Hospital Boarding Kennels
- North Suburban Physicals Group
- Omega Restaurant & Pancake House
- Optometrist Club of Niles
- Parker Plumbing & Sewer
- Prime Care Resource, Inc.
- Regecity Rehabilitation Center, LLC
- Suits 20/20
- Uni-Mart One Stop Shopping
- Wright-WW Bicycle

### 3.21 INTERNET ACCESS

Formatted: Right

1. The Library offers filtered Internet access on its computers, and via an unsecured wireless network. The Library cannot and does not guarantee that a filter will always block objectionable sites. Parents and guardians of minor children are responsible for their children's use of the Internet through the Library's connection.
2. The Library assumes no responsibility for the availability, content, quality, accuracy, or currency of Internet resources. It is necessary for all library users to cautiously analyze data and information sources, whether printed or electronic, before accepting their validity. The responsibility of the Library is to provide access to information, not to endorse it.
3. The Library's computers are subject to access by law enforcement authorities acting through state or federal law. The Library cooperates in the prosecution of violations arising out of use of its computers for illegal purposes and activities. The Library employs content filtering through ~~(name of its filtering software)~~. Websites that contain content classified by ~~(name of the Library's filtering software)~~ as ~~Violence/Racism/Hate~~, Nudism or Pornography may be categorically blocked. Library staff ~~has the discretion to shall~~ turn off filters upon request when the filter is blocking searches, to enable access for bona fide research or for another lawful purpose.
4. The Library requires that patrons using Library or personal computers, wired or wireless, do so within the guidelines of acceptable use. Exposing Library staff or patrons to nude or pornographic images, which may be deemed objectionable or obscene ~~will~~may result in the revocation of Library privileges. Library staff is authorized to terminate any patron's session or revoke a patron's computer privileges if a patron fails to comply with this policy. Illegal acts involving Library resources may also be subject to prosecution by local, state, or federal authorities. Patrons will be given a verbal warning of unacceptable computer behavior and will then have their privileges revoked after further incident.

Additional unacceptable activities:

- Use of electronic information networks for any purpose that results in the harassment of other users;
  - Destruction of, damage to, or unauthorized alteration of the Library computer equipment, software, or network security procedures;
  - Use of electronic information networks in any way that violates a Federal or State law;
  - Use of electronic information networks in any way that violates licensing and payment agreements between the Library and network or database providers;
  - Unauthorized duplication of copy protected software or violation of software license agreements;
  - Violation of system security;
  - Behaving in a manner that is disruptive to others
5. The Library prohibits the use of personal software on its computers.

*Adopted by the Niles Public Library District Board of Trustees 4.26.00  
Revised 9.20.00; 11.14.01; 4.19.06; 11.14.07*

**Unfinished Business—Recommended Actions**

**B. Recommended Action on Internet Content Filter**

MOVE the Library Board of Trustees approve the purchase and installation of the specified Internet Content Filter provided by Lightspeed in the amount not to exceed \$14,000.

**Memorandum C of Recommended Board Action**

At the November 19, 2014 meeting of the Board of Trustees, the amended policy 3.21 Internet Access which was amended to filter out offensive content was adopted. This recommended action is to acquire the necessary equipment and software to implement the new policy.

Numerous solutions and configurations were considered in this process. The three most appropriate solutions are presented below:

	Barracuda Networks Web Filter 410	ContentWatch CP200	Lightspeed Systems Bottle Rocket
HTTP web filtering	X	X	X
HTTPS/SSL web filtering	X	X	X
Bandwidth throughput	100Mbps	200Mbps	200Mbps
Support for CF categories listed in the Library Policy; Pornography Nudity Violence/Racism/Hate	X	X	X
Instant bypass (various implementations)	X	X	X
Ethernet trunk capable (multiple tagged vLANs)	X	X	X
Updates subscription required	X	X	X
Hardware cost (2 units total)	\$5,848	\$7,998	\$5,000
3 year updates subscription	\$4,850	\$15,000	X
5 year updates subscription	\$7,654	X	\$4,000
3 year hardware warranty	\$4,000	\$860	included in hardware price
5 year hardware warranty	\$6,262	X	hardware failure in years 4-5 requires hardware purchase.
<b>Total cost 3 year</b>	<b>\$14,698</b>	<b>\$23,858</b>	<b>\$9,000</b>
<b>Total cost 5 year</b>	<b>\$19,764</b> New replacement unit offered after year 4.	-	<b>up to \$14,000</b>

In closing, it should be noted that no Content Filter will offer 100% filtering. Regardless of the solution the library purchases, patrons may still be able to access restricted content as the Content Filters rely on databases that categorize sites which are submitted by people voluntarily. New websites with offensive content may be viewed until such time that particular site is added to the database. Additionally, patrons may be able to access any offensive content if they choose to do so through a virtual private network (VPN). There are solutions which can prevent this type of access as well but the cost is prohibitive.



Quotation

**Sterling Network Integration Inc.**

1581 Grouse Way  
Crystal Lake, IL 60014  
Phone: (847)387-3310  
[www.Sterlingnetworks.com](http://www.Sterlingnetworks.com)

**Date:** January 14, 2015  
**Expires:** February 12, 2015  
**Quote # :** 20141208NPL- RQ

**Prepared For:**

**Richard Wozniczka  
Niles Public Library**

**Project:**

**Barracuda Web Filter 410**

*We are pleased to quote your inquiry as follows:*

Type	Item	Qty	Price	Total
Hardware	Barracuda Web Filter 410	2	\$2,924.00	\$5,848.00
Licensing	Barracuda Web Filter EU - 1 year (energize updates)	2	\$956.00	\$1,912.00
Licensing	Barracuda Web Filter IR - 1 year (instant replacement)	2	\$782.00	\$1,564.00
			<b>Total this area:</b>	<b>\$9,324.00</b>
Hardware	Barracuda Web Filter 410	2	\$2,924.00	\$5,848.00
Licensing	Barracuda Web Filter EU - 3 year (energize updates)	2	\$2,425.00	\$4,850.00
Licensing	Barracuda Web Filter IR - 3 year (instant replacement)	2	\$2,000.00	\$4,000.00
			<b>Total this area:</b>	<b>\$14,698.00</b>
Hardware	Barracuda Web Filter 410	2	\$2,924.00	\$5,848.00
Licensing	Barracuda Web Filter EU - 5 year (energize updates)	2	\$3,827.00	\$7,654.00
Licensing	Barracuda Web Filter IR - 5 year (instant replacement)	2	\$3,131.00	\$6,262.00
			<b>Total this area:</b>	<b>\$19,764.00</b>

IR an optional purchase, however the EU is a required purchase

If you have any questions regarding this quote, please contact us at (847) 387-3310 or at [info@sterlingnetworks.com](mailto:info@sterlingnetworks.com)

# [content] watch.

INTERNET PROTECTION

Account Name   niles public library  
 Contact Name   richard wozniczka  
 Phone           (847) 663-6480  
 Email           rwoz@nileslibrary.org

Quote Number   Q-0010804  
 Expiration Date 2/12/2015  
 Created Date   1/13/2015

Prepared By    Larry Aiken  
 Phone           (801) 508-3515  
 E-mail          laiken@contentwatch.com  
 Fax             (801) 508-3595

Company Address 6949 High Tech Drive  
 Salt Lake City, UT 84047  
 US

Product	List Price	Sales Price	Quantity	Total Price
201 to 500 Nodes 3YR EDU	\$10,936.88	\$7,500.00	2.00	\$15,000.00
CP200	\$4,998.78	\$3,999.00	2.00	\$7,998.00

Subtotal           \$22,998.00  
 Total Price        \$22,998.00  
 Grand Total        \$22,998.00

## Quote Acceptance Information

Signature \_\_\_\_\_  
 Name            \_\_\_\_\_  
 Title            \_\_\_\_\_  
 Date             \_\_\_\_\_

## You must use this as your coversheet



1. Sign your document if needed



2. Use this coversheet with your document & fax to

**1 888 634 4320**

*Problem faxing to this number? Try*

*1 202 315 3320*

To: Jacqueline Arnold From: rwoz@nileslibrary.org  
Date: 01/13/2015 08:51PM PST Re: Lightspeed Systems Quote - 12/3/2014

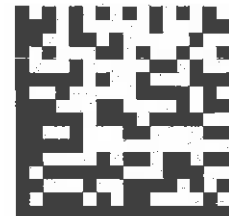
DO NOT WRITE IN THIS AREA. FOR ECHOSIGN USE ONLY.

Notice: EchoSigns servers will remove this cover page before final delivery. Messages written on this page will be discarded.



**Secure Routing Code:** 1426130272523

Notice: EchoSign scanned documents are encrypted and unalterable.



## Customer information

Quote Date:	12/03/2014	Quote #:	Q40141
Customer:	Niles Public Library	Quote From:	Jacqueline Arnold
Customer Contact:		Credit Terms:	Net 30

Bill To:	Attn: Accounts Payable Niles Public Library 6960 W Oakton St Niles, IL 60714	Ship To*:	Attn: Niles Public Library 6960 W Oakton St Niles, IL 60714
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\* To provide an alternate shipping address for this order, please check this box and provide the information where indicated on the next page:

**QUOTE IS VALID FOR THIRTY (30) DAYS**

## Products

Product Name	Product Code	Product Description	Qty	Unit Price	Total Price
<b>Hardware</b>					
Bottle Rocket, Web Filter	SYS-G-LSS-BR	Lightspeed Bottle Rocket for Collaborative Filter, includes server license key.	2	2,500.00	5,000.00
Rocket Warranty	WTY-ASR-US-03	ASR [3-Yr] [US] Warranty on Rocket Appliance	2	0.00	0.00
<b>Subtotal</b>					<b>\$5,000.00</b>
<b>Software [5-Yr Option]</b>					
Web Filter with Reporting	WFR-5	Web Filter with Reporting [5-Yr]	1	4,000.00	4,000.00
<b>Subtotal</b>					<b>\$4,000.00</b>

Prices shown above do not include any taxes that may apply. Any such taxes are the responsibility of Customer. This is not an invoice.



### Alternate Shipping Address?

If you checked the box on Page 1 and would like to provide alternate shipping information for this order, please do so by completing the fields below:

Recipient Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Country: \_\_\_\_\_

### Purchase Order Information

Please indicate whether a Purchase Order (PO) is required for the purchase or payment of the products on this Order Form by either, (a) Providing a PO # in the space provided, or (b) Checking the "No PO Required" box below:

Customer to complete: (a) PO #: \_\_\_\_\_ OR, (b) No PO Required:

PLEASE NOTE: If PO is required, Lightspeed Systems will send an email link which Customer can use to upload the document electronically.

### Order Confirmation

**By signing below, I hereby acknowledge that I am empowered to execute this agreement on behalf of the Customer, and agree to purchase the following products from Lightspeed Systems:**

- a) All Hardware Products Listed in the "Hardware" section of this Order Form (if applicable):  
 All Hardware Products listed on Page 1     None
- b) All Software Products Listed in the "Software" section of this Order Form for the Subscription Term selected below (if applicable):  
 1-Yr Option     3-Yr Option     5-Yr Option     Other: \_\_\_\_\_ Months     None

Customer to complete: If a Software Subscription Package is selected above, please provide tentative Contract Start Date in the space below.

Tentative Contract Dates (MM/dd/yyyy)	Start Date:	End Date:
Signature: _____	Date: _____	
Title: _____	Company: _____	

Depending on the date this Order Form is executed and returned by Customer, Lightspeed Systems may adjust the Contract Start and End Dates accordingly (without increasing the Total Price) based on the date that Lightspeed Systems activates the products above. Following activation, any adjustments to these terms may be confirmed by contacting Customer Service at [salesupport@lightspeedsystems.com](mailto:salesupport@lightspeedsystems.com).

**Subscriptions are non-cancelable before their Contract End Date.**

Upon signature by Customer and submission to Lightspeed Systems Sales, this Order Form shall become legally binding between Lightspeed Systems and Customer, unless otherwise agreed. Therefore, Customer has agreed to be invoiced per the terms of this agreement by signing. **Please Note:**

Lightspeed Systems may reject this Order Form if: (1) the signatory above does not have the authority to bind Customer to this Order Form, (2) changes have been made to this Order Form (other than completion of the purchase order and/or alternate shipping information sections, and the signature is illegible), or (3) the requested purchase order information or signature is incomplete or does not match our records or the rest of this Order Form.

