



Niles Public Library District

Regular Board Meeting

Wednesday, February 18, 2015 6:30 PM

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

February 18, 2015

6:30 PM

Board Room

6960 Oakton Street

Niles, Illinois

Revised 2/16/2015

ORDER OF BUSINESS

1. Call to order
2. Pledge of Allegiance
3. Update from Alan Pennington, Matrix Group Consulting
4. Consent Agenda
 - A. Approve Minutes of January 21, 2015 4
 - B. Approve the payment of the bills for operating expenses of \$165,776.75, payroll expenses of \$250,831.30, Special Reserve expenses of \$380.00 for a total monthly expense of \$416,988.05 8
 - C. Approve the resignation of Linda Sawyer from the part-time position of Children's Librarian effective February 14, 2015
 - D. Approve the travel request for Darlene Fox to attend the ALA Annual Conference in San Francisco, CA June 25-30 14
5. Public Comment
6. Treasurer's Report
 - A. Review Financial Report 15
7. Director's Report
 - A. Highlights 33
 - B. Monthly Statistics 39
8. Communications 44
9. Committee Reports
 - A. Special Reserve Committee
 - B. Employee Benefits Committee
10. Liaison Reports
 - A. Friends of the Library
 - B. Legislative
 - C. RAILS
11. Secretary's Report

Board Meeting Agenda - February 18, 2015

12. New Business
 - A. Name February 2, 2015 as Tom Surace Day at the Niles Public Library District
 - B. Discussion of Trustee voting method on changes to employee retirement benefits
13. Unfinished Business
 - A. Discussion of Strategic Goal Setting
14. Executive Session-To discuss pending and/or probable litigation; discussion of minutes of 46 closed session meetings
15. Final Action - If any, on closed session subjects
16. Other
17. Adjournment

NILES PUBLIC LIBRARY DISTRICT
Regular Board Meeting
January 21, 2015
6:30 PM
Board Room
6960 Oakton Street
Niles, Illinois

Trustees Present

Karen Dimond, Morgan Dubiel, Danette Matyas, Barbara Nakanishi, Linda Ryan. Chris Ball and Carolyn Drblik gave previous notice.

Library Staff Present

Susan Lempke, Greg Pritz, Dave Dabrowski, Diane Winberg, Victoria Luz, Judy McNulty, Sasha Vasilic, Rich Wozniczka

Guests Present

Tom Robb, *Journal & Topics Newspapers*; Igor Stevenkov, *Niles Herald-Spectator*; Cynthia Schiller, *Bugle Newspapers*; 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.

Executive Session

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

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

Executive Session began at 6:35 PM. Executive Session ended at 7:20 PM.

Open session began at 7:24 PM, with all members of the Board present.

Final Action – If any, on closed session subjects

There was none.

Consent Agenda

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

- A. The Minutes of the Regular Board Meeting of the Regular Board Meeting of December 17, 2014;
- B. The payment of the bills for operating expenses of \$169,253.93; payroll expenses of \$261,529; and Special Reserve Expenses of \$0.00, for a total monthly expense of \$430,783.05;
- 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 June 25-30; the travel request for Sarah Muskivitch to attend ALA Annual Conference in San Francisco, CA June 25-30

Trustee Ryan seconded.

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

Public Comments

There were none.

Treasurer's Report

Review of Financial Report

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

Transfer of Funds

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

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

Interim Director's Report

Ms. Lempke presented highlights of her report.

As requested information by Matrix, Ms. Lempke reported that she updated the graphic portion of the statistics which she provided the Board with copies. The graphics were originally done last year during the preparation process of the budget.

As requested by Trustee Nakanishi, Susan Lempke surveyed how other library boards recognize employees as they leave the employ of their library. Typically, most Boards recognize only those employees who are retiring.

Trustee Dimond noted that in the graphs provided, circulation stats have gone down, but program attendance stats have gone up in all departments. She is very interested to know what types of programs are attracting our patrons. She asked Ms. Lempke to prepare this information for next month's meeting.

Ms. Lempke asked for the Board's direction on how to approach the Edge Technology Assessment tool regarding the section on gathering feedback from the community on their technology needs. The Board said that they would think about the best approach on gathering this information. Mr. Dubiel asked Ms. Lempke to email the Board the information from this section along with the questions.

Ms. Lempke reported on the study thus far conducted by Alan Pennington of Matrix Consulting Group. Mr. Pennington has conducted staff interviews and has been able to collect significant data to give them an initial and significant understanding of responsibilities and services provided. Mr. Pennington will be contacting the Board to schedule interviews. He will be conducting an employee survey which will be completely confidential. He will provide a formal status report at the end of the month. Ms. Lempke provided him with the names of several libraries which are comparable to Niles in size so that he can contact them and ask them about their staffing levels and organization. Mr. Pennington would like the Board to know that all staff have been extremely accommodating with their time for discussions and providing them with data. This has given them a great start and has made the process much easier. He is very impressed with the staff's professionalism.

Communications

The communications in the Board Packet were noted.

Committee Reports

Special Reserve Committee

No report.

Employee Benefits Committee

No report.

Liaison Reports

Friends of the Library

Ms. Lempke reported that there was no meeting held in January.

Legislative

No report.

RAILS

Ms. Lempke reported that RAILS is putting together a directory of consultants which will be very helpful in the future. They did contact us about our consultants.

Secretary's Report

No report.

New Business

There was none.

Unfinished Business

Library's Internet Filtering Policy

Mr. Walsh led a continued discussion on the possible modification of the Library's internet filtering policy to filter nudity and pornography only. It was decided by the Board and staff that specific filtering software would not be named in the Library's policy since it could be changed going forward. Library staff will have the discretion to turn off the filters upon request from users when the filter is blocking searches, to enable access for bona fide research or for another lawful purpose.

Mr. Dubiel asked around the table if the changes were acceptable. The Board agreed that they were.

Trustee Dimond MOVED the Library Board of Trustees adopt the revised 3.21 Internet Access policy to filter nudity and pornography as described by the Library Attorney. Trustee Matyas seconded.

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

Internet Filtering Software

The Trustees were provided quotes received for three software solutions from Sterling Network Integration, Inc., Content Watch Internet Protection, and Lightspeed Systems.

Trustee Matyas MOVED the Library Board of Trustees approve the purchase and installation of the specified Internet Content Filter provided by Lightspeed Systems in the amount not to exceed \$14,000. Trustee Dimond seconded.

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

Strategic Goal Setting

The Board continued their discussion on setting the Library's strategic goals. Trustee Dimond feels that this should be a very thorough process and should involve the community and staff. We need to know how the community wants us to spend their money. This was done prior to the renovation and she does not know whether it's time to do it again. Trustee Nakanishi agreed and feels it is important to ask the community for their input on how much of the taxpayers' money they want us to invest in a STEM facility. She doesn't know

whether we should be replacing the schools' chemistry, physic, or biology labs. She feels this is the job of the schools. Trustee Ryan feels that STEM is one component of the Library's strategic plan but she feels we should begin our focus at the preschool level all the way up to our seniors. We cannot just focus on our students who are already getting an education at their schools. She thinks STEM is great but should be integrated at all levels. Trustee Matyas feels that the Library needs to set strategic goals now that the Library renovation is done. The "T" stands for technology which is very important. Mr. Dubiel asked the Board to continue thinking about strategic goals for this ongoing discussion.

Trustee Attendance at Events Sponsored by Religious Organizations

Discussion was held on what type of events/fundraisers should the trustees attend. Trustee Ryan feels that religious fundraisers are to profit a particular organization where as attendance at a community event gets the Library's name out there and is positive marketing. Trustee Dimond questions attendance at any event especially those that are construed as fundraisers for any type of organization. She does not feel that the Library should be spending any funds to attend these types of events. She realizes the reason trustees attend events is to try to network on behalf of the Library, but she doesn't know how much of this really occurs when attending an event. Trustee Nakanishi agrees that trustees should not be attending fundraisers.

Ms. Lempke added that she thinks there is a benefit to the Trustees being in the community attending various events. The Library does become visible when supporting various organizations and the Trustees are recognized.

Mr. Dubiel added that thanks to Linda Weiss, the library has become more visible and more involved in the community. Invitations will always create challenges as to what events the Trustees should attend. As ambassadors of the Library and as members of the community we should be sensitive to the needs of all organizations. Mr. Dubiel is in complete agreement that no money should be donated to any particular organization but attendance at events within our community is important. Religious organizations are a part of our community and should not be excluded. He does not think that the Library should withdraw itself from a real great community. There are so many organizations that do so much for the community. He asked that the Trustees think more about this.

Other

Adjournment

Trustee Matyas MOVED to adjourn. Trustee Ryan seconded.

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

The meeting adjourned at 8:05 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
71936	Accounts Payable	Computer Check	2/18/2015	3M	\$0.00	\$3,001.51	(\$3,001.51)	Outstanding	2/28/2015
71937	Accounts Payable	Computer Check	2/18/2015	AFLAC	\$0.00	\$478.03	(\$3,479.54)	Outstanding	2/28/2015
71938	Accounts Payable	Computer Check	2/18/2015	ALLIANCE ENTERTAINMENT	\$0.00	\$390.64	(\$3,870.18)	Outstanding	2/28/2015
71939	Accounts Payable	Computer Check	2/18/2015	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$205.00	(\$4,075.18)	Outstanding	2/28/2015
71940	Accounts Payable	Computer Check	2/18/2015	AT&T	\$0.00	\$43.44	(\$4,118.62)	Outstanding	2/28/2015
71941	Accounts Payable	Computer Check	2/18/2015	AT&T	\$0.00	\$426.01	(\$4,544.63)	Outstanding	2/28/2015
71942	Accounts Payable	Computer Check	2/18/2015	AUTOMATIC BUILDING CONTRO	\$0.00	\$1,050.00	(\$5,594.63)	Outstanding	2/28/2015
71943	Accounts Payable	Computer Check	2/18/2015	BAKER & TAYLOR	\$0.00	\$424.20	(\$6,018.83)	Outstanding	2/28/2015
71944	Accounts Payable	Computer Check	2/18/2015	BARNES & NOBLE, INC.	\$0.00	\$350.00	(\$6,368.83)	Outstanding	2/28/2015
71945	Accounts Payable	Computer Check	2/18/2015	BRODART CO.	\$0.00	\$36.40	(\$6,405.23)	Outstanding	2/28/2015
71946	Accounts Payable	Computer Check	2/18/2015	CALL ONE	\$0.00	\$1,396.83	(\$7,802.06)	Outstanding	2/28/2015
71947	Accounts Payable	Computer Check	2/18/2015	QUEENNIE CASINTAHAN	\$0.00	\$27.99	(\$7,830.05)	Outstanding	2/28/2015
71948	Accounts Payable	Computer Check	2/18/2015	CENGAGE LEARNING, INC.	\$0.00	\$4,681.88	(\$12,511.93)	Outstanding	2/28/2015
71949	Accounts Payable	Computer Check	2/18/2015	CENTER POINT LARGE PRINT	\$0.00	\$174.96	(\$12,686.89)	Outstanding	2/28/2015
71950	Accounts Payable	Computer Check	2/18/2015	CHILUG	\$0.00	\$50.00	(\$12,736.89)	Outstanding	2/28/2015
71951	Accounts Payable	Computer Check	2/18/2015	CINTAS CORPORATION LOC. 769	\$0.00	\$468.04	(\$13,204.93)	Outstanding	2/28/2015
71952	Accounts Payable	Computer Check	2/18/2015	CLASSIC DESIGN AWARDS, INC.	\$0.00	\$54.50	(\$13,259.43)	Outstanding	2/28/2015
71953	Accounts Payable	Computer Check	2/18/2015	COLEMAN LEW & ASSOCIATES	\$0.00	\$10,872.17	(\$24,131.60)	Outstanding	2/28/2015
71954	Accounts Payable	Computer Check	2/18/2015	COMED	\$0.00	\$7,063.48	(\$31,195.08)	Outstanding	2/28/2015
71955	Accounts Payable	Computer Check	2/18/2015	COOPERATIVE COMPUTER SERV	\$0.00	\$5,858.17	(\$37,053.25)	Outstanding	2/28/2015
71956	Accounts Payable	Computer Check	2/18/2015	CREATIVE PROMOTIONAL PROD	\$0.00	\$1,154.14	(\$38,207.39)	Outstanding	2/28/2015
71957	Accounts Payable	Computer Check	2/18/2015	CRIMSON MULTIMEDIA DISTRI	\$0.00	\$1,070.46	(\$39,277.85)	Outstanding	2/28/2015
71958	Accounts Payable	Computer Check	2/18/2015	DAVID DABROWSKI	\$0.00	\$20.13	(\$39,297.98)	Outstanding	2/28/2015
71959	Accounts Payable	Computer Check	2/18/2015	DIANE DILLON	\$0.00	\$225.00	(\$39,522.98)	Outstanding	2/28/2015
71960	Accounts Payable	Computer Check	2/18/2015	EASYPERMIT POSTAGE	\$0.00	\$300.00	(\$39,822.98)	Outstanding	2/28/2015
71961	Accounts Payable	Computer Check	2/18/2015	EBSCO INFORMATION SERVICES	\$0.00	\$204.75	(\$40,027.73)	Outstanding	2/28/2015
71962	Accounts Payable	Computer Check	2/18/2015	ELLISON EDUCATIONAL EQUIPME	\$0.00	\$90.00	(\$40,117.73)	Outstanding	2/28/2015
71963	Accounts Payable	Computer Check	2/18/2015	F.J. KERRIGAN	\$0.00	\$380.00	(\$40,497.73)	Outstanding	2/28/2015
71964	Accounts Payable	Computer Check	2/18/2015	FIFTH THIRD BANK	\$0.00	\$472.15	(\$40,969.88)	Outstanding	2/28/2015
71965	Accounts Payable	Computer Check	2/18/2015	FIFTH THIRD BANK	\$0.00	\$2,068.24	(\$43,038.12)	Outstanding	2/28/2015
71966	Accounts Payable	Computer Check	2/18/2015	FINDAWAY WORLD, LLC	\$0.00	\$404.92	(\$43,443.04)	Outstanding	2/28/2015
71967	Accounts Payable	Computer Check	2/18/2015	FLEXSOURCE, LLC	\$0.00	\$359.00	(\$43,802.04)	Outstanding	2/28/2015
71968	Accounts Payable	Computer Check	2/18/2015	FOLDING PARTITION SERVICES, I	\$0.00	\$1,717.00	(\$45,519.04)	Outstanding	2/28/2015
71969	Accounts Payable	Computer Check	2/18/2015	FRIENDS OF THE NILES LIBRARY	\$0.00	\$1,021.26	(\$46,540.30)	Outstanding	2/28/2015
71970	Accounts Payable	Computer Check	2/18/2015	GARVEY'S OFFICE PRODUCTS	\$0.00	\$706.51	(\$47,246.81)	Outstanding	2/28/2015
71971	Accounts Payable	Computer Check	2/18/2015	GENESIS TECHNOLOGIES, INC.	\$0.00	\$49.00	(\$47,295.81)	Outstanding	2/28/2015
71972	Accounts Payable	Computer Check	2/18/2015	GRAINGER	\$0.00	\$1,084.86	(\$48,380.67)	Outstanding	2/28/2015
71973	Accounts Payable	Computer Check	2/18/2015	GROOT INDUSTRIES, INC.	\$0.00	\$228.90	(\$48,609.57)	Outstanding	2/28/2015
71974	Accounts Payable	Computer Check	2/18/2015	HALL PASS	\$0.00	\$15.00	(\$48,624.57)	Outstanding	2/28/2015

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
71975	Accounts Payable	Computer Check	2/18/2015	MARY HAZZARD	\$0.00	\$74.99	(\$48,699.56)	Outstanding	2/28/2015
71976	Accounts Payable	Computer Check	2/18/2015	HEALTHCARE SERVICE CORPOR	\$0.00	\$34,474.97	(\$83,174.53)	Outstanding	2/28/2015
71977	Accounts Payable	Computer Check	2/18/2015	SANYA HEMANI	\$0.00	\$12.95	(\$83,187.48)	Outstanding	2/28/2015
71978	Accounts Payable	Computer Check	2/18/2015	INGRAM LIBRARY SERVICES	\$0.00	\$12,687.39	(\$95,874.87)	Outstanding	2/28/2015
71979	Accounts Payable	Computer Check	2/18/2015	IRON MOUNTAIN	\$0.00	\$119.60	(\$95,994.47)	Outstanding	2/28/2015
71980	Accounts Payable	Computer Check	2/18/2015	JEONG JA KIM	\$0.00	\$7.95	(\$96,002.42)	Outstanding	2/28/2015
71981	Accounts Payable	Computer Check	2/18/2015	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$2,286.20	(\$98,288.62)	Outstanding	2/28/2015
71982	Accounts Payable	Computer Check	2/18/2015	JASON KOLLUM	\$0.00	\$395.00	(\$98,683.62)	Outstanding	2/28/2015
71983	Accounts Payable	Computer Check	2/18/2015	KONICA MINOLTA BUSINESS SO	\$0.00	\$149.62	(\$98,833.24)	Outstanding	2/28/2015
71984	Accounts Payable	Computer Check	2/18/2015	KOREAN BOOKS	\$0.00	\$792.39	(\$99,625.63)	Outstanding	2/28/2015
71985	Accounts Payable	Computer Check	2/18/2015	LACONI, INC.	\$0.00	\$100.00	(\$99,725.63)	Outstanding	2/28/2015
71986	Accounts Payable	Computer Check	2/18/2015	SUSAN LEMPKE	\$0.00	\$38.90	(\$99,764.53)	Outstanding	2/28/2015
71987	Accounts Payable	Computer Check	2/18/2015	VICTORIA LUZ	\$0.00	\$93.89	(\$99,858.42)	Outstanding	2/28/2015
71988	Accounts Payable	Computer Check	2/18/2015	LYRIC OPERA OF CHICAGO	\$0.00	\$400.00	(\$100,258.42)	Outstanding	2/28/2015
71989	Accounts Payable	Computer Check	2/18/2015	THE MANAGEMENT ASSOCIATI	\$0.00	\$40.94	(\$100,299.36)	Outstanding	2/28/2015
71990	Accounts Payable	Computer Check	2/18/2015	MATRIX CONSULTING GROUP	\$0.00	\$8,285.00	(\$108,584.36)	Outstanding	2/28/2015
71991	Accounts Payable	Computer Check	2/18/2015	MATTHEW BENDER & CO., INC.	\$0.00	\$173.08	(\$108,757.44)	Outstanding	2/28/2015
71992	Accounts Payable	Computer Check	2/18/2015	MCCLURE INSERRA & COMPANY	\$0.00	\$3,800.00	(\$112,557.44)	Outstanding	2/28/2015
71993	Accounts Payable	Computer Check	2/18/2015	ANNETTE MCQUADE	\$0.00	\$3,420.00	(\$115,977.44)	Outstanding	2/28/2015
71994	Accounts Payable	Computer Check	2/18/2015	MENARDS	\$0.00	\$865.17	(\$116,842.61)	Outstanding	2/28/2015
71995	Accounts Payable	Computer Check	2/18/2015	MIDWEST COMPUTER PRODUCTS	\$0.00	\$1,142.00	(\$117,984.61)	Outstanding	2/28/2015
71996	Accounts Payable	Computer Check	2/18/2015	MIDWEST TAPE	\$0.00	\$8,088.13	(\$126,072.74)	Outstanding	2/28/2015
71997	Accounts Payable	Computer Check	2/18/2015	MILLCARE	\$0.00	\$1,440.00	(\$127,512.74)	Outstanding	2/28/2015
71998	Accounts Payable	Computer Check	2/18/2015	NICOR GAS	\$0.00	\$2,738.79	(\$130,251.53)	Outstanding	2/28/2015
71999	Accounts Payable	Computer Check	2/18/2015	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$131,132.53)	Outstanding	2/28/2015
72000	Accounts Payable	Computer Check	2/18/2015	CORNELIUS M. O'SHEA	\$0.00	\$305.00	(\$131,437.53)	Outstanding	2/28/2015
72001	Accounts Payable	Computer Check	2/18/2015	PEAPOD	\$0.00	\$109.24	(\$131,546.77)	Outstanding	2/28/2015
72002	Accounts Payable	Computer Check	2/18/2015	PETERS & ASSOCIATES, INC.	\$0.00	\$176.00	(\$131,722.77)	Outstanding	2/28/2015
72003	Accounts Payable	Computer Check	2/18/2015	PETTY CASH	\$0.00	\$44.59	(\$131,767.36)	Outstanding	2/28/2015
72004	Accounts Payable	Computer Check	2/18/2015	POLONIA BOOKSTORE, INC.	\$0.00	\$565.79	(\$132,333.15)	Outstanding	2/28/2015
72005	Accounts Payable	Computer Check	2/18/2015	JOHN RADZKO	\$0.00	\$18.65	(\$132,351.80)	Outstanding	2/28/2015
72006	Accounts Payable	Computer Check	2/18/2015	RAINBOW AAT	\$0.00	\$160.00	(\$132,511.80)	Outstanding	2/28/2015
72007	Accounts Payable	Computer Check	2/18/2015	RECORDED BOOKS, LLC	\$0.00	\$70.20	(\$132,582.00)	Outstanding	2/28/2015
72008	Accounts Payable	Computer Check	2/18/2015	RESERVE ACCOUNT	\$0.00	\$2,250.00	(\$134,832.00)	Outstanding	2/28/2015
72009	Accounts Payable	Computer Check	2/18/2015	PATTI L. ROZANSKI	\$0.00	\$6.99	(\$134,838.99)	Outstanding	2/28/2015
72010	Accounts Payable	Computer Check	2/18/2015	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$670.00	(\$135,508.99)	Outstanding	2/28/2015
72011	Accounts Payable	Computer Check	2/18/2015	CLARA SHEFFER	\$0.00	\$17.09	(\$135,526.08)	Outstanding	2/28/2015
72012	Accounts Payable	Computer Check	2/18/2015	SHELL	\$0.00	\$59.16	(\$135,585.24)	Outstanding	2/28/2015
72013	Accounts Payable	Computer Check	2/18/2015	JOANNA SLIWINSKA	\$0.00	\$150.00	(\$135,735.24)	Outstanding	2/28/2015

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
72014	Accounts Payable	Computer Check	2/18/2015	SMITHEREEN PEST MANAGEMEN	\$0.00	\$114.00	(\$135,849.24)	Outstanding	2/28/2015
72015	Accounts Payable	Computer Check	2/18/2015	SOLARWINDS	\$0.00	\$99.00	(\$135,948.24)	Outstanding	2/28/2015
72016	Accounts Payable	Computer Check	2/18/2015	STANDARD & POOR'S FINANCIAL	\$0.00	\$180.00	(\$136,128.24)	Outstanding	2/28/2015
72017	Accounts Payable	Computer Check	2/18/2015	STERLING NETWORK INTEGRATI	\$0.00	\$4,114.75	(\$140,242.99)	Outstanding	2/28/2015
72018	Accounts Payable	Computer Check	2/18/2015	THE LINCOLN NATIONAL LIFE IN	\$0.00	\$1,385.80	(\$141,628.79)	Outstanding	2/28/2015
72019	Accounts Payable	Computer Check	2/18/2015	KATHY TOY	\$0.00	\$18.63	(\$141,647.42)	Outstanding	2/28/2015
72020	Accounts Payable	Computer Check	2/18/2015	RYAN TRIEU	\$0.00	\$10.00	(\$141,657.42)	Outstanding	2/28/2015
72021	Accounts Payable	Computer Check	2/18/2015	TSAI FONG BOOKS, INC.	\$0.00	\$360.00	(\$142,017.42)	Outstanding	2/28/2015
72022	Accounts Payable	Computer Check	2/18/2015	UNIQUE MANAGEMENT SERVICE	\$0.00	\$159.20	(\$142,176.62)	Outstanding	2/28/2015
72023	Accounts Payable	Computer Check	2/18/2015	VERIZON WIRELESS	\$0.00	\$98.73	(\$142,275.35)	Outstanding	2/28/2015
72024	Accounts Payable	Computer Check	2/18/2015	VILLAGE OF NILES	\$0.00	\$395.74	(\$142,671.09)	Outstanding	2/28/2015
72025	Accounts Payable	Computer Check	2/18/2015	VISA	\$0.00	\$4,892.94	(\$147,564.03)	Outstanding	2/28/2015
72026	Accounts Payable	Computer Check	2/18/2015	VISION SERVICE PLAN OF ILLINO	\$0.00	\$538.77	(\$148,102.80)	Outstanding	2/28/2015
72027	Accounts Payable	Computer Check	2/18/2015	VISOGRAPHIC	\$0.00	\$265.18	(\$148,367.98)	Outstanding	2/28/2015
72028	Accounts Payable	Computer Check	2/18/2015	LINDA WILLIAMS	\$0.00	\$124.00	(\$148,491.98)	Outstanding	2/28/2015
72029	Accounts Payable	Computer Check	2/18/2015	X-PERT LANDSCAPING INC.	\$0.00	\$260.00	(\$148,751.98)	Outstanding	2/28/2015

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$148,751.98)
Total Payments:	(\$148,751.98)
Total Change in Register Balance:	(\$148,751.98)

Niles Public Library District Bank Register Report - Imprest

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
2927	Accounts Payable	Manual Check	1/19/2015	COSTCO	\$0.00	\$292.15	(\$292.15)	Cleared	1/31/2015
2928	Accounts Payable	Manual Check	1/23/2015	NAMI	\$0.00	\$150.00	(\$442.15)	Outstanding	1/31/2015
2929	Accounts Payable	Manual Check	1/29/2015	LACONI, INC.	\$0.00	\$30.00	(\$472.15)	Outstanding	1/31/2015

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Manual Check	(\$472.15)
Total Payments:	(\$472.15)
Total Change in Register Balance:	(\$472.15)

Niles Public Library District Special Reserve

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

<u>Transaction Date</u>	<u>AP Transaction Number</u>	<u>Transaction Type</u>	<u>GL Transaction Number</u>	<u>Vendor/Payee</u>	<u>Journal Reference</u>	<u>Post Status</u>	<u>Post Date</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
40-5805-58-00, Special Reserve - Building									
1/23/2015	JC7911	Invoice	2016-546	F.J. KERRIGAN	F.J. KERRIGAN-JC791	Posted	1/31/2015	\$380.00	\$0.00
<i>Totals for 40-5805-58-00, Special Reserve - Building</i>								\$380.00	\$0.00
Grand Totals:								\$380.00	\$0.00

Niles Public Library District Special Reserve

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

Report name: _Special Reserve

Report format: Detail

Include all transaction dates

Include these post dates: Last fiscal period (1/1/2015 to 1/31/2015)

Include all Post Statuses

Do not include adjustment transactions

Include miscellaneous entries

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

Include all Funds

Include all Classes

Include all Vendors

Include all Invoices

Include all Credit Memos

Include all Payments

Include all Purchase Orders

Include all Receipts

Include all Account Attributes

Include all Vendor Attributes

Include all Invoice Attributes

Include all Credit Memo Attributes

Include all Purchase Order Attributes

Include all Expense(s)

Include all Departments(s)



Meeting Attendance Request

Name **Darlene Fox** Department **Adult Services**

Dates Of Absence From **June 25** To **June 30**

Length Of Absence **6** working days hours

Request Attendance for:

Event: **ALA Annual Conference 2015**

Place: **Moscone Center in San Francisco, CA**

Subject: **ALA Annual Conference-Transforming our Libraries, Ourselves**

Detailed Estimate of Expenses:

Registration:	\$ 225	Meals:	\$ 200
Travel:	\$ 600	Other:	\$
Lodging:	\$ 200x5	x # of nights	Total: \$ 2025

How will your attendance at this conference benefit the Library?

My attendance at this conference will benefit the library in several ways. I will attend programs, sessions, and events with a focus on Adult Services, technology, and digital resources. I will bring fresh ideas and best practices back to colleagues at the Niles Public Library to implement. In my position as database coordinator, I will speak with many database and electronic resource vendors in one place. To develop professionally, attending ALA is a most effective way to network with other librarians around the country and to stay current with trends.

Department Head Valerie Clark Approved Denied Date 4 Feb 15

Administrator Susan Lempke Approved Denied Date 2-4-15

**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 January 2015 and the seven months then ended

Revenue

Revenue for the first seven months of the fiscal year is running behind budget estimates for the seven month mark by nearly 1.5% (\$45,383). 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 January, the Library has collected \$28,261 against a budget estimate of \$29,000.

Expenditures

Salaries

Salaries continue to run behind budget estimates due to vacancies in the Library. At the seven month point in the year, the Library is 10.6% (\$175,598) 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 21.8% (\$77,309) for the first seven 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 25.3% (\$46,023). 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 (\$10,772). We expect these expense categories to catch up to budget estimates during the last five months of the year.

General and Administrative

General and Administrative expenses are 5.8% (\$9,043) over budget estimates for the first seven months of the year. The two most notable items in this category are Legal Fees (\$6,380 over budget) and Consultants (\$35,604 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 14.6% (\$56,056) due to vacancies at the Library leading to underutilization of benefits. For the month, we were 16.8% (\$9,217) under budget. We expect this trend to continue as long as there are vacancies in the Library.

Utilities

Utilities are 23.1% (\$13,746) over budget for the first seven months. For the month we are 20% (\$1,698) 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 \$767,444. We have a deficit at this point in the year of \$337,172. This \$430,273 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

January 31, 2015

	GENERAL FUND 1/31/2015	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Assets				
Cash and Investments				
Cash Checking	(\$1,812,843)	\$656,143	\$1,210,214	\$53,515
Cash-Imprest	\$576			\$576
Cash-Flexible Spending Account	\$7,709			\$7,709
MaxSafe CD	\$1,018,317			\$1,018,317
Petty Cash	\$400			\$400
Illinois Funds-Tax Deposit Account	\$413,874			\$413,874
Illinois Funds E pay fines	\$87,756			\$87,756
Northwest Community Credit Union	\$27			\$27
Fifth Third Bank-Investments	\$5,520,000			\$5,520,000
Investments Money Market-Fifth Third Bank	\$112,098			\$112,098
MaxSafe CD	\$511,772			\$511,772
Total Cash and Investments	\$5,859,685	\$656,143	\$1,210,214	\$7,726,043
Receivables				
Property Tax Receivable, net	\$2,334,566	\$54,863		\$2,389,429
Replacement Tax Receivable	\$23,208			\$23,208
Total Receivables	\$2,357,774	\$54,863	\$0	\$2,412,637
Prepaid Items				
Prepaid Expense	\$8,703			\$8,703
Total Prepaid Items	\$8,703	\$0	\$0	\$8,703
Total Assets	\$8,226,162	\$711,006	\$1,210,214	\$10,147,383

Niles Public Library District

Balance Sheet

January 31, 2015

	GENERAL FUND 1/31/2015	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Liabilities and Fund Balance				
Liabilities				
Accounts Payable	\$134,674	\$11,158	\$380	\$146,212
Accounts Payable-Friends of the Library	(\$170)			(\$170)
Withholding-Social Security	\$60			\$60
Withholding-Federal Income Tax	\$1			\$1
Withholding-State Income Tax	\$38			\$38
Payroll Clearing	\$13,828			\$13,828
Accrued Expenses	\$56,552			\$56,552
Payroll Clearing		\$60		\$60
Payroll Clearing		(\$51)		(\$51)
Deferred Revenues	\$2,334,567	\$54,865		\$2,389,431
Total Liabilities	\$2,539,548	\$66,031	\$380	\$2,605,959
 Fund Balance				
Fund Balance	\$5,686,614	\$644,975	\$1,209,834	\$7,541,424
Total Fund Balance	\$5,686,614	\$644,975	\$1,209,834	\$7,541,424
 Total Liabilities and Fund Balance	\$8,226,162	\$711,006	\$1,210,214	\$10,147,383

Niles Public Library District Income Statement-Consolidated

January 31, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes				\$2,865,095	\$2,919,286	(\$54,191)	\$6,211,247	46%
Replacement Taxes	\$20,401	\$19,600	\$801	\$69,099	\$74,200	(\$5,101)	\$140,000	49%
Per Capita Grant							\$58,000	
Grants-Other		\$83	(\$83)		\$583	(\$583)	\$1,000	
Investment Income	\$1,703	\$3,333	(\$1,631)	\$35,171	\$23,333	\$11,837	\$40,000	88%
Fines	\$5,370	\$3,750	\$1,620	\$30,022	\$26,250	\$3,772	\$45,000	67%
Lost Books	\$654	\$625	\$29	\$4,877	\$4,375	\$502	\$7,500	65%
Pay For Print	(\$20)	\$1,250	(\$1,270)	\$8,988	\$8,750	\$238	\$15,000	60%
Non-Resident Fees				\$168		\$168		
Flash Drive & Ear Bud Sales	\$18		\$18	\$73		\$73		
Donations-Friends of the Library							\$1,318	
Donations	\$35	\$25	\$10	\$35	\$175	(\$140)	\$300	12%
Miscellaneous	\$100	\$333	(\$233)	\$375	\$2,333	(\$1,958)	\$4,000	9%
Total Revenues	\$28,261	\$29,000	(\$739)	\$3,013,903	\$3,059,286	(\$45,383)	\$6,523,365	46%
Expenditures								
Salaries								
Library Director	\$8,578	\$9,583	\$1,006	\$60,044	\$67,083	\$7,039	\$115,000	52%
Payroll-Department Managers	\$7,893	\$22,931	\$15,038	\$66,796	\$160,517	\$93,721	\$275,172	24%
Payroll-Division Supervisors	\$35,518	\$43,405	\$7,887	\$244,973	\$303,837	\$58,865	\$520,864	47%
Payroll-Librarian I	\$93,246	\$89,552	(\$3,693)	\$646,940	\$626,867	(\$20,072)	\$1,074,630	60%
Payroll-Library Grade V	\$47,833	\$49,376	\$1,543	\$349,485	\$345,630	(\$3,855)	\$592,508	59%
Payroll-Library Grade VI	\$27,741	\$28,248	\$507	\$178,824	\$197,737	\$18,913	\$338,978	53%
Payroll-Library Pages	\$8,539	\$11,025	\$2,486	\$55,024	\$77,173	\$22,149	\$132,297	42%
Payroll-Sundays	\$6,280	\$6,167	(\$114)	\$48,027	\$43,167	(\$4,860)	\$74,000	65%
Adjustments		\$833	\$833	\$6,211	\$5,833	(\$377)	\$10,000	62%
Substitutes	\$225	\$667	\$441	\$590	\$4,667	\$4,076	\$8,000	7%
Total Salaries	\$235,853	\$261,787	\$25,934	\$1,656,913	\$1,832,511	\$175,598	\$3,141,448	53%

Niles Public Library District
Income Statement-Consolidated

January 31, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$12,946	\$11,667	(\$1,280)	\$91,545	\$81,667	(\$9,878)	\$140,000	65%
Books-Youth Services	\$2,923	\$5,417	\$2,493	\$34,861	\$37,917	\$3,056	\$65,000	54%
Books-Teen	\$371	\$1,167	\$795	\$6,700	\$8,167	\$1,466	\$14,000	48%
Downloadables	\$3,002	\$5,000	\$1,998	\$41,717	\$35,000	(\$6,717)	\$60,000	70%
Periodicals	\$205	\$1,833	\$1,629	\$2,782	\$12,833	\$10,051	\$22,000	13%
AV-Adult	\$6,778	\$7,750	\$972	\$71,202	\$54,250	(\$16,952)	\$93,000	77%
AV-Youth Services	\$4,189	\$3,500	(\$689)	\$23,657	\$24,500	\$843	\$42,000	56%
AV-Teen	\$346	\$1,000	\$654	\$5,260	\$7,000	\$1,740	\$12,000	44%
Online Databases	\$2,858	\$13,333	\$10,475	\$154,252	\$93,333	(\$60,919)	\$160,000	96%
Total Library Materials	\$33,617	\$50,667	\$17,050	\$431,975	\$354,667	(\$77,309)	\$608,000	71%
Library Operating Expenditures								
CCS Charges	\$4,908	\$6,217	\$1,309	\$37,708	\$43,517	\$5,808	\$74,600	51%
Processing & Supplies	\$303	\$1,667	\$1,364	\$9,731	\$11,667	\$1,936	\$20,000	49%
Internet Charges	\$742	\$1,667	\$924	\$10,160	\$11,667	\$1,507	\$20,000	51%
Software, Licenses	\$4,400	\$3,750	(\$650)	\$16,040	\$26,250	\$10,210	\$45,000	36%
Printing	\$265	\$4,167	\$3,901	\$15,757	\$29,167	\$13,410	\$50,000	32%
Library Supplies	\$86	\$1,067	\$980	\$10,568	\$7,467	(\$3,101)	\$12,800	83%
Programming & Support-Adult	\$1,786	\$1,917	\$131	\$9,046	\$13,417	\$4,370	\$23,000	39%
Programming & Support-Juvenile	\$1,303	\$2,875	\$1,572	\$13,583	\$20,125	\$6,542	\$34,500	39%
Programming & Support-Joint	\$48	\$333	\$285	\$956	\$2,333	\$1,378	\$4,000	24%
Programming & Support-Teen	\$318	\$642	\$323	\$3,110	\$4,492	\$1,381	\$7,700	40%
Public Performing Rights							\$1,318	
CCS Communications		\$333	\$333	\$326	\$2,333	\$2,007	\$4,000	8%
Computer Charges OCLC	\$951	\$951	\$0	\$6,654	\$6,655	\$0	\$11,408	58%
Miscellaneous	\$120	\$83	(\$36)	\$828	\$583	(\$245)	\$1,000	83%
Per Capita Grant Expenditures				\$1,289		(\$1,289)	\$71,000	2%
Grant - Other Expenditures		\$83	\$83		\$583	\$583	\$1,000	
Volunteers		\$250	\$250	\$226	\$1,750	\$1,524	\$3,000	8%
Total Library Operating Expenditures	\$15,229	\$26,001	\$10,772	\$135,982	\$182,004	\$46,023	\$384,326	35%

Niles Public Library District Income Statement-Consolidated

January 31, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
General and Administration								
Janitorial Supplies	\$1,946	\$2,804	\$858	\$18,475	\$19,629	\$1,154	\$33,650	55%
Copiers	\$150	\$833	\$684	\$4,499	\$5,833	\$1,334	\$10,000	45%
Professional Development	\$182	\$2,820	\$2,638	\$4,264	\$19,743	\$15,479	\$33,845	13%
Mileage	\$161	\$108	(\$53)	\$1,460	\$758	(\$702)	\$1,300	112%
Professional Collection	\$57	\$396	\$339	\$498	\$2,771	\$2,273	\$4,750	10%
Legal Fees	\$2,301	\$2,500	\$199	\$23,880	\$17,500	(\$6,380)	\$30,000	80%
Consultants	\$22,577	\$1,250	(\$21,327)	\$44,354	\$8,750	(\$35,604)	\$15,000	296%
Kitchen Supplies	\$76	\$125	\$49	\$1,139	\$875	(\$264)	\$1,500	76%
Promotional Expense	\$3,114	\$2,075	(\$1,039)	\$7,954	\$14,525	\$6,571	\$24,900	32%
Office Supplies	\$857	\$2,083	\$1,226	\$14,653	\$14,583	(\$69)	\$25,000	59%
Postage & Freight	\$2,522	\$1,500	(\$1,022)	\$9,080	\$10,500	\$1,420	\$18,000	50%
Publication of Notices-Legal		\$100	\$100	\$957	\$700	(\$257)	\$1,200	80%
Subscriptions & Dues	\$815	\$750	(\$65)	\$4,698	\$5,250	\$552	\$9,000	52%
Collection Services	\$123	\$83	(\$40)	\$221	\$583	\$362	\$1,000	22%
Telephone	\$1,539	\$1,375	(\$164)	\$10,277	\$9,625	(\$652)	\$16,500	62%
Trustee Expense	\$29	\$750	\$721	\$1,169	\$5,250	\$4,081	\$9,000	13%
Equipment Rental		\$417	\$417	\$591	\$2,917	\$2,326	\$5,000	12%
Payroll Service	\$2,654	\$1,083	(\$1,571)	\$8,201	\$7,583	(\$618)	\$13,000	63%
Bank Fees	\$279	\$275	(\$4)	\$1,974	\$1,925	(\$49)	\$3,300	60%
Parking Lease	\$881	\$881		\$6,167	\$6,167		\$10,572	58%
Total General and Administration	\$40,264	\$22,210	(\$18,054)	\$164,511	\$155,468	(\$9,043)	\$266,517	62%
Vehicle Operation								
Gas, Oil, Grease	\$59	\$83	\$24	\$389	\$583	\$194	\$1,000	39%
Repairs & Maintenance	\$142	\$150	\$8	\$203	\$1,050	\$847	\$1,800	11%
Miscellaneous		\$8	\$8		\$58	\$58	\$100	
Auto Insurance				\$1,376	\$1,371	(\$5)	\$1,371	100%
Total Vehicle Operation	\$201	\$242	\$41	\$1,968	\$3,063	\$1,095	\$4,271	46%
Employee Fringe Benefits								
Deferred Compensation	\$13,892	\$14,583	\$691	\$99,230	\$102,083	\$2,853	\$175,000	57%

Niles Public Library District Income Statement-Consolidated

January 31, 2015

	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	\$194,425	\$218,750	\$24,325	\$375,000	52%
Health Reimbursement Account	\$961	\$5,000	\$4,039	\$11,876	\$35,000	\$23,124	\$60,000	20%
Dental	\$902	\$1,667	\$765	\$9,816	\$11,667	\$1,850	\$20,000	49%
Vision	\$462	\$583	\$121	\$3,398	\$4,083	\$685	\$7,000	49%
FSA fee	\$55	\$100	\$45	\$785	\$700	(\$85)	\$1,200	65%
Life, LTD, AD&D, STD	\$1,386	\$1,750	\$364	\$8,946	\$12,250	\$3,304	\$21,000	43%
Total Employee Fringe Benefits	\$45,717	\$54,933	\$9,217	\$328,477	\$384,533	\$56,056	\$659,200	50%
Utilities								
Gas	\$2,739	\$1,250	(\$1,489)	\$6,594	\$8,750	\$2,156	\$15,000	44%
Electric	\$7,063	\$6,667	(\$397)	\$61,369	\$46,667	(\$14,702)	\$80,000	77%
Water	\$396	\$583	\$188	\$5,283	\$4,083	(\$1,199)	\$7,000	75%
Total Utilities	\$10,198	\$8,500	(\$1,698)	\$73,246	\$59,500	(\$13,746)	\$102,000	72%
Capital Expenditures								
Special Reserve - Building	\$380	\$10,833	\$10,453	\$19,135	\$75,833	\$56,698	\$130,000	15%
Special Reserve - Equipment		\$33,083	\$33,083	\$55,409	\$231,583	\$176,174	\$397,000	14%
Special Reserve - Construction Project				\$18,518		(\$18,518)		
Total Capital Expenditures	\$380	\$43,917	\$43,537	\$93,061	\$307,417	\$214,355	\$527,000	18%
Retirement Incentive Program Expenditures								
Cash Payout				\$134,825	\$134,825		\$134,825	100%
Health Insurance				\$66,819	\$66,819		\$66,819	100%
Total Retirement Incentive Program Expenditures	\$0	\$0	\$0	\$201,643	\$201,643	\$0	\$201,643	100%
Audit								
Audit Expense	\$3,800		(\$3,800)	\$16,700	\$17,500	\$800	\$17,500	95%
Total Audit Expenditures	\$3,800	\$0	(\$3,800)	\$16,700	\$17,500	\$800	\$17,500	95%
Liability Insurance								
Liability Insurance				\$24,338	\$34,160	\$9,822	\$34,160	71%
Total Liability Expenditures	\$0	\$0	\$0	\$24,338	\$34,160	\$9,822	\$34,160	71%

Niles Public Library District
Income Statement-Consolidated

January 31, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Social Security								
Social Security	\$18,558	\$19,167	\$609	\$144,137	\$134,167	(\$9,970)	\$230,000	63%
Total Social Security Expenditures	\$18,558	\$19,167	\$609	\$144,137	\$134,167	(\$9,970)	\$230,000	63%
Workers' Compensation								
Workers' Compensation				\$24,080	\$29,431	\$5,351	\$29,431	82%
Total Workers' Compensation Expenditures	\$0	\$0	\$0	\$24,080	\$29,431	\$5,351	\$29,431	82%
Unemployment Compensation								
Unemployment Compensation	\$2,730	\$1,250	(\$1,480)	\$5,040	\$8,750	\$3,710	\$15,000	34%
Total Unemployment Compensation Expenditures	\$2,730	\$1,250	(\$1,480)	\$5,040	\$8,750	\$3,710	\$15,000	34%
Building & Equipment Maintenance								
Repairs & Improvements	\$1,717	\$3,125	\$1,408	\$11,543	\$21,875	\$10,332	\$37,500	31%
Contractual Maintenance	\$1,892	\$2,917	\$1,025	\$17,610	\$20,417	\$2,806	\$35,000	50%
Non-Contractual Maintenance	\$1,669	\$2,000	\$331	\$5,122	\$14,000	\$8,878	\$24,000	21%
Equipment Maintenance	\$938	\$3,000	\$2,062	\$9,053	\$21,000	\$11,947	\$36,000	25%
Non Capital Expenses	\$1,142	\$1,667	\$525	\$1,142	\$11,667	\$10,525	\$20,000	6%
Furniture & Fixtures		\$4,708	\$4,708	\$4,532	\$32,958	\$28,426	\$56,500	8%
Total Building & Equipment Maintenance Expenditures	\$7,358	\$17,417	\$10,059	\$49,003	\$121,917	\$72,913	\$209,000	23%
Total Expenditures	\$413,904	\$506,089	\$92,185	\$3,351,075	\$3,826,730	\$475,656	\$6,429,497	52%
NET SURPLUS/(DEFICIT)	(\$385,643)	(\$477,089)	\$91,446	(\$337,172)	(\$767,444)	\$430,273	\$93,868	(359)%

Niles Public Library District
Income Statement-General Fund

January 31, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes				\$2,801,097	\$2,836,331	(\$35,234)	\$6,034,747	46%
Replacement Taxes	\$20,401	\$19,600	\$801	\$69,099	\$74,200	(\$5,101)	\$140,000	49%
Per Capita Grant							\$58,000	
Grants-Other		\$83	(\$83)		\$583	(\$583)	\$1,000	
Investment Income	\$1,703	\$3,333	(\$1,631)	\$35,171	\$23,333	\$11,837	\$40,000	88%
Fines	\$5,370	\$3,750	\$1,620	\$30,022	\$26,250	\$3,772	\$45,000	67%
Lost Books	\$654	\$625	\$29	\$4,877	\$4,375	\$502	\$7,500	65%
Pay For Print	(\$20)	\$1,250	(\$1,270)	\$8,988	\$8,750	\$238	\$15,000	60%
Non-Resident Fees				\$168		\$168		
Flash Drive & Ear Bud Sales	\$18		\$18	\$73		\$73		
Donations-Friends of the Library							\$1,318	
Donations	\$35	\$25	\$10	\$35	\$175	(\$140)	\$300	12%
Miscellaneous	\$100	\$333	(\$233)	\$375	\$2,333	(\$1,958)	\$4,000	9%
Total Revenues	\$28,261	\$29,000	(\$739)	\$2,949,905	\$2,976,331	(\$26,426)	\$6,346,865	46%
Expenditures								
Salaries								
Library Director	\$8,578	\$9,583	\$1,006	\$60,044	\$67,083	\$7,039	\$115,000	52%
Payroll-Department Managers	\$7,893	\$22,931	\$15,038	\$66,796	\$160,517	\$93,721	\$275,172	24%
Payroll-Division Supervisors	\$35,518	\$43,405	\$7,887	\$244,973	\$303,837	\$58,865	\$520,864	47%
Payroll-Librarian I	\$93,246	\$89,552	(\$3,693)	\$646,940	\$626,867	(\$20,072)	\$1,074,630	60%
Payroll-Library Grade V	\$47,833	\$49,376	\$1,543	\$349,485	\$345,630	(\$3,855)	\$592,508	59%
Payroll-Library Grade VI	\$27,741	\$28,248	\$507	\$178,824	\$197,737	\$18,913	\$338,978	53%
Payroll-Library Pages	\$8,539	\$11,025	\$2,486	\$55,024	\$77,173	\$22,149	\$132,297	42%
Payroll-Sundays	\$6,280	\$6,167	(\$114)	\$48,027	\$43,167	(\$4,860)	\$74,000	65%
Adjustments		\$833	\$833	\$6,211	\$5,833	(\$377)	\$10,000	62%
Substitutes	\$225	\$667	\$441	\$590	\$4,667	\$4,076	\$8,000	7%
Total Salaries	\$235,853	\$261,787	\$25,934	\$1,656,913	\$1,832,511	\$175,598	\$3,141,448	53%

Niles Public Library District
Income Statement-General Fund

January 31, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$12,946	\$11,667	(\$1,280)	\$91,545	\$81,667	(\$9,878)	\$140,000	65%
Books-Youth Services	\$2,923	\$5,417	\$2,493	\$34,861	\$37,917	\$3,056	\$65,000	54%
Books-Teen	\$371	\$1,167	\$795	\$6,700	\$8,167	\$1,466	\$14,000	48%
Downloadables	\$3,002	\$5,000	\$1,998	\$41,717	\$35,000	(\$6,717)	\$60,000	70%
Periodicals	\$205	\$1,833	\$1,629	\$2,782	\$12,833	\$10,051	\$22,000	13%
AV-Adult	\$6,778	\$7,750	\$972	\$71,202	\$54,250	(\$16,952)	\$93,000	77%
AV-Youth Services	\$4,189	\$3,500	(\$689)	\$23,657	\$24,500	\$843	\$42,000	56%
AV-Teen	\$346	\$1,000	\$654	\$5,260	\$7,000	\$1,740	\$12,000	44%
Online Databases	\$2,858	\$13,333	\$10,475	\$154,252	\$93,333	(\$60,919)	\$160,000	96%
Total Library Materials	\$33,617	\$50,667	\$17,050	\$431,975	\$354,667	(\$77,309)	\$608,000	71%
Library Operating Expenditures								
CCS Charges	\$4,908	\$6,217	\$1,309	\$37,708	\$43,517	\$5,808	\$74,600	51%
Processing & Supplies	\$303	\$1,667	\$1,364	\$9,731	\$11,667	\$1,936	\$20,000	49%
Internet Charges	\$742	\$1,667	\$924	\$10,160	\$11,667	\$1,507	\$20,000	51%
Software, Licenses	\$4,400	\$3,750	(\$650)	\$16,040	\$26,250	\$10,210	\$45,000	36%
Printing	\$265	\$4,167	\$3,901	\$15,757	\$29,167	\$13,410	\$50,000	32%
Library Supplies	\$86	\$1,067	\$980	\$10,568	\$7,467	(\$3,101)	\$12,800	83%
Programming & Support-Adult	\$1,786	\$1,917	\$131	\$9,046	\$13,417	\$4,370	\$23,000	39%
Programming & Support-Juvenile	\$1,303	\$2,875	\$1,572	\$13,583	\$20,125	\$6,542	\$34,500	39%
Programming & Support-Joint	\$48	\$333	\$285	\$956	\$2,333	\$1,378	\$4,000	24%
Programming & Support-Teen	\$318	\$642	\$323	\$3,110	\$4,492	\$1,381	\$7,700	40%
Public Performing Rights							\$1,318	
CCS Communications		\$333	\$333	\$326	\$2,333	\$2,007	\$4,000	8%
Computer Charges OCLC	\$951	\$951	\$0	\$6,654	\$6,655	\$0	\$11,408	58%
Miscellaneous	\$120	\$83	(\$36)	\$828	\$583	(\$245)	\$1,000	83%
Per Capita Grant Expenditures				\$1,289		(\$1,289)	\$71,000	2%
Grant - Other Expenditures		\$83	\$83		\$583	\$583	\$1,000	
Volunteers		\$250	\$250	\$226	\$1,750	\$1,524	\$3,000	8%
Total Library Operating Expenditures	\$15,229	\$26,001	\$10,772	\$135,982	\$182,004	\$46,023	\$384,326	35%

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

January 31, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
General and Administration								
Janitorial Supplies	\$1,946	\$2,804	\$858	\$18,475	\$19,629	\$1,154	\$33,650	55%
Copiers	\$150	\$833	\$684	\$4,499	\$5,833	\$1,334	\$10,000	45%
Professional Development	\$182	\$2,820	\$2,638	\$4,264	\$19,743	\$15,479	\$33,845	13%
Mileage	\$161	\$108	(\$53)	\$1,460	\$758	(\$702)	\$1,300	112%
Professional Collection	\$57	\$396	\$339	\$498	\$2,771	\$2,273	\$4,750	10%
Legal Fees	\$2,301	\$2,500	\$199	\$23,880	\$17,500	(\$6,380)	\$30,000	80%
Consultants	\$22,577	\$1,250	(\$21,327)	\$44,354	\$8,750	(\$35,604)	\$15,000	296%
Kitchen Supplies	\$76	\$125	\$49	\$1,139	\$875	(\$264)	\$1,500	76%
Promotional Expense	\$3,114	\$2,075	(\$1,039)	\$7,954	\$14,525	\$6,571	\$24,900	32%
Office Supplies	\$857	\$2,083	\$1,226	\$14,653	\$14,583	(\$69)	\$25,000	59%
Postage & Freight	\$2,522	\$1,500	(\$1,022)	\$9,080	\$10,500	\$1,420	\$18,000	50%
Publication of Notices-Legal		\$100	\$100	\$957	\$700	(\$257)	\$1,200	80%
Subscriptions & Dues	\$815	\$750	(\$65)	\$4,698	\$5,250	\$552	\$9,000	52%
Collection Services	\$123	\$83	(\$40)	\$221	\$583	\$362	\$1,000	22%
Telephone	\$1,539	\$1,375	(\$164)	\$10,277	\$9,625	(\$652)	\$16,500	62%
Trustee Expense	\$29	\$750	\$721	\$1,169	\$5,250	\$4,081	\$9,000	13%
Equipment Rental		\$417	\$417	\$591	\$2,917	\$2,326	\$5,000	12%
Payroll Service	\$2,654	\$1,083	(\$1,571)	\$8,201	\$7,583	(\$618)	\$13,000	63%
Bank Fees	\$279	\$275	(\$4)	\$1,974	\$1,925	(\$49)	\$3,300	60%
Parking Lease	\$881	\$881		\$6,167	\$6,167		\$10,572	58%
Total General and Administration	\$40,264	\$22,210	(\$18,054)	\$164,511	\$155,468	(\$9,043)	\$266,517	62%
Vehicle Operation								
Gas, Oil, Grease	\$59	\$83	\$24	\$389	\$583	\$194	\$1,000	39%
Repairs & Maintenance	\$142	\$150	\$8	\$203	\$1,050	\$847	\$1,800	11%
Miscellaneous		\$8	\$8		\$58	\$58	\$100	
Auto Insurance				\$1,376	\$1,371	(\$5)	\$1,371	100%
Total Vehicle Operation	\$201	\$242	\$41	\$1,968	\$3,063	\$1,095	\$4,271	46%
Employee Fringe Benefits								
Deferred Compensation	\$13,892	\$14,583	\$691	\$99,230	\$102,083	\$2,853	\$175,000	57%

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

January 31, 2015

	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	\$194,425	\$218,750	\$24,325	\$375,000	52%
Health Reimbursement Account	\$961	\$5,000	\$4,039	\$11,876	\$35,000	\$23,124	\$60,000	20%
Dental	\$902	\$1,667	\$765	\$9,816	\$11,667	\$1,850	\$20,000	49%
Vision	\$462	\$583	\$121	\$3,398	\$4,083	\$685	\$7,000	49%
FSA fee	\$55	\$100	\$45	\$785	\$700	(\$85)	\$1,200	65%
Life, LTD, AD&D, STD	\$1,386	\$1,750	\$364	\$8,946	\$12,250	\$3,304	\$21,000	43%
Total Employee Fringe Benefits	\$45,717	\$54,933	\$9,217	\$328,477	\$384,533	\$56,056	\$659,200	50%
Utilities								
Gas	\$2,739	\$1,250	(\$1,489)	\$6,594	\$8,750	\$2,156	\$15,000	44%
Electric	\$7,063	\$6,667	(\$397)	\$61,369	\$46,667	(\$14,702)	\$80,000	77%
Water	\$396	\$583	\$188	\$5,283	\$4,083	(\$1,199)	\$7,000	75%
Total Utilities	\$10,198	\$8,500	(\$1,698)	\$73,246	\$59,500	(\$13,746)	\$102,000	72%
Retirement Incentive Program Expenditures								
Cash Payout				\$134,825	\$134,825		\$134,825	100%
Health Insurance				\$66,819	\$66,819		\$66,819	100%
Total Retirement Incentive Program Expenditures	\$0	\$0	\$0	\$201,643	\$201,643	\$0	\$201,643	100%
Total Expenditures	\$381,079	\$424,339	\$43,261	\$2,994,715	\$3,173,390	\$178,674	\$5,367,406	56%
NET SURPLUS/(DEFICIT)	(\$352,818)	(\$395,339)	\$42,522	(\$44,810)	(\$197,059)	\$152,248	\$979,459	(5)%

Niles Public Library District
Income Statement- YTD By Fund

January 31, 2015

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Revenues								
Property Taxes	\$6,211,247	\$2,919,286	\$2,801,097	\$63,998		\$2,865,095	(\$54,191)	46%
Replacement Taxes	\$140,000	\$74,200	\$69,099			\$69,099	(\$5,101)	49%
Per Capita Grant	\$58,000							
Grants-Other	\$1,000	\$583					(\$583)	
Investment Income	\$40,000	\$23,333	\$35,171			\$35,171	\$11,837	88%
Fines	\$45,000	\$26,250	\$30,022			\$30,022	\$3,772	67%
Lost Books	\$7,500	\$4,375	\$4,877			\$4,877	\$502	65%
Pay For Print	\$15,000	\$8,750	\$8,988			\$8,988	\$238	60%
Non-Resident Fees			\$168			\$168	\$168	
Flash Drive & Ear Bud Sales			\$73			\$73	\$73	
Donations-Friends of the Library	\$1,318							
Donations	\$300	\$175	\$35			\$35	(\$140)	12%
Miscellaneous	\$4,000	\$2,333	\$375			\$375	(\$1,958)	9%
Total Revenues	\$6,523,365	\$3,059,286	\$2,949,905	\$63,998	\$0	\$3,013,903	(\$45,383)	46%
Expenditures								
Salaries								
Library Director	\$115,000	\$67,083	\$60,044			\$60,044	\$7,039	52%
Payroll-Department Managers	\$275,172	\$160,517	\$66,796			\$66,796	\$93,721	24%
Payroll-Division Supervisors	\$520,864	\$303,837	\$244,973			\$244,973	\$58,865	47%
Payroll-Librarian I	\$1,074,630	\$626,867	\$646,940			\$646,940	(\$20,072)	60%
Payroll-Library Grade V	\$592,508	\$345,630	\$349,485			\$349,485	(\$3,855)	59%
Payroll-Library Grade VI	\$338,978	\$197,737	\$178,824			\$178,824	\$18,913	53%
Payroll-Library Pages	\$132,297	\$77,173	\$55,024			\$55,024	\$22,149	42%
Payroll-Sundays	\$74,000	\$43,167	\$48,027			\$48,027	(\$4,860)	65%
Adjustments	\$10,000	\$5,833	\$6,211			\$6,211	(\$377)	62%
Substitutes	\$8,000	\$4,667	\$590			\$590	\$4,076	7%
Total Salaries	\$3,141,448	\$1,832,511	\$1,656,913	\$0	\$0	\$1,656,913	\$175,598	53%

Niles Public Library District
Income Statement- YTD By Fund

January 31,2015

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Library Materials								
Books-Adult	\$140,000	\$81,667	\$91,545			\$91,545	(\$9,878)	65%
Books-Youth Services	\$65,000	\$37,917	\$34,861			\$34,861	\$3,056	54%
Books-Teen	\$14,000	\$8,167	\$6,700			\$6,700	\$1,466	48%
Downloadables	\$60,000	\$35,000	\$41,717			\$41,717	(\$6,717)	70%
Periodicals	\$22,000	\$12,833	\$2,782			\$2,782	\$10,051	13%
AV-Adult	\$93,000	\$54,250	\$71,202			\$71,202	(\$16,952)	77%
AV-Youth Services	\$42,000	\$24,500	\$23,657			\$23,657	\$843	56%
AV-Teen	\$12,000	\$7,000	\$5,260			\$5,260	\$1,740	44%
Online Databases	\$160,000	\$93,333	\$154,252			\$154,252	(\$60,919)	96%
Total Library Materials	\$608,000	\$354,667	\$431,975	\$0	\$0	\$431,975	(\$77,309)	71%
Library Operating Expenditures								
CCS Charges	\$74,600	\$43,517	\$37,708			\$37,708	\$5,808	51%
Processing & Supplies	\$20,000	\$11,667	\$9,731			\$9,731	\$1,936	49%
Internet Charges	\$20,000	\$11,667	\$10,160			\$10,160	\$1,507	51%
Software, Licenses	\$45,000	\$26,250	\$16,040			\$16,040	\$10,210	36%
Printing	\$50,000	\$29,167	\$15,757			\$15,757	\$13,410	32%
Library Supplies	\$12,800	\$7,467	\$10,568			\$10,568	(\$3,101)	83%
Programming & Support-Adult	\$23,000	\$13,417	\$9,046			\$9,046	\$4,370	39%
Programming & Support-Juvenile	\$34,500	\$20,125	\$13,583			\$13,583	\$6,542	39%
Programming & Support-Joint	\$4,000	\$2,333	\$956			\$956	\$1,378	24%
Programming & Support-Teen	\$7,700	\$4,492	\$3,110			\$3,110	\$1,381	40%
Public Performing Rights	\$1,318							
CCS Communications	\$4,000	\$2,333	\$326			\$326	\$2,007	8%
Computer Charges OCLC	\$11,408	\$6,655	\$6,654			\$6,654	\$0	58%
Miscellaneous	\$1,000	\$583	\$828			\$828	(\$245)	83%
Per Capita Grant Expenditures	\$71,000		\$1,289			\$1,289	(\$1,289)	2%
Grant - Other Expenditures	\$1,000	\$583					\$583	
Volunteers	\$3,000	\$1,750	\$226			\$226	\$1,524	8%
Total Library Operating Expenditures	\$384,326	\$182,004	\$135,982	\$0	\$0	\$135,982	\$46,023	35%

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

January 31,2015

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
General and Administration								
Janitorial Supplies	\$33,650	\$19,629	\$18,475			\$18,475	\$1,154	55%
Copiers	\$10,000	\$5,833	\$4,499			\$4,499	\$1,334	45%
Professional Development	\$33,845	\$19,743	\$4,264			\$4,264	\$15,479	13%
Mileage	\$1,300	\$758	\$1,460			\$1,460	(\$702)	112%
Professional Collection	\$4,750	\$2,771	\$498			\$498	\$2,273	10%
Legal Fees	\$30,000	\$17,500	\$23,880			\$23,880	(\$6,380)	80%
Consultants	\$15,000	\$8,750	\$44,354			\$44,354	(\$35,604)	296%
Kitchen Supplies	\$1,500	\$875	\$1,139			\$1,139	(\$264)	76%
Promotional Expense	\$24,900	\$14,525	\$7,954			\$7,954	\$6,571	32%
Office Supplies	\$25,000	\$14,583	\$14,653			\$14,653	(\$69)	59%
Postage & Freight	\$18,000	\$10,500	\$9,080			\$9,080	\$1,420	50%
Publication of Notices-Legal	\$1,200	\$700	\$957			\$957	(\$257)	80%
Subscriptions & Dues	\$9,000	\$5,250	\$4,698			\$4,698	\$552	52%
Collection Services	\$1,000	\$583	\$221			\$221	\$362	22%
Telephone	\$16,500	\$9,625	\$10,277			\$10,277	(\$652)	62%
Trustee Expense	\$9,000	\$5,250	\$1,169			\$1,169	\$4,081	13%
Equipment Rental	\$5,000	\$2,917	\$591			\$591	\$2,326	12%
Payroll Service	\$13,000	\$7,583	\$8,201			\$8,201	(\$618)	63%
Bank Fees	\$3,300	\$1,925	\$1,974			\$1,974	(\$49)	60%
Parking Lease	\$10,572	\$6,167	\$6,167			\$6,167		58%
Total General and Administration	\$266,517	\$155,468	\$164,511	\$0	\$0	\$164,511	(\$9,043)	62%
Vehicle Operation								
Gas, Oil, Grease	\$1,000	\$583	\$389			\$389	\$194	39%
Repairs & Maintenance	\$1,800	\$1,050	\$203			\$203	\$847	11%
Miscellaneous	\$100	\$58					\$58	
Auto Insurance	\$1,371	\$1,371	\$1,376			\$1,376	(\$5)	100%
Total Vehicle Operation	\$4,271	\$3,063	\$1,968	\$0	\$0	\$1,968	\$1,095	46%
Employee Fringe Benefits								
Deferred Compensation	\$175,000	\$102,083	\$99,230			\$99,230	\$2,853	57%

Niles Public Library District
Income Statement- YTD By Fund

January 31,2015

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Group Health	\$375,000	\$218,750	\$194,425			\$194,425	\$24,325	52%
Health Reimbursement Account	\$60,000	\$35,000	\$11,876			\$11,876	\$23,124	20%
Dental	\$20,000	\$11,667	\$9,816			\$9,816	\$1,850	49%
Vision	\$7,000	\$4,083	\$3,398			\$3,398	\$685	49%
FSA fee	\$1,200	\$700	\$785			\$785	(\$85)	65%
Life, LTD, AD&D, STD	\$21,000	\$12,250	\$8,946			\$8,946	\$3,304	43%
Total Employee Fringe Benefits	\$659,200	\$384,533	\$328,477	\$0	\$0	\$328,477	\$56,056	50%
Utilities								
Gas	\$15,000	\$8,750	\$6,594			\$6,594	\$2,156	44%
Electric	\$80,000	\$46,667	\$61,369			\$61,369	(\$14,702)	77%
Water	\$7,000	\$4,083	\$5,283			\$5,283	(\$1,199)	75%
Total Utilities	\$102,000	\$59,500	\$73,246	\$0	\$0	\$73,246	(\$13,746)	72%
Capital Expenditures								
Special Reserve - Building	\$130,000	\$75,833			\$19,135	\$19,135	\$56,698	15%
Special Reserve - Equipment	\$397,000	\$231,583			\$55,409	\$55,409	\$176,174	14%
Special Reserve - Construction Project					\$18,518	\$18,518	(\$18,518)	
Total Capital Expenditures	\$527,000	\$307,417	\$0	\$0	\$93,061	\$93,061	\$214,355	18%
Retirement Incentive Program Expenditures								
Cash Payout	\$134,825	\$134,825	\$134,825			\$134,825		100%
Health Insurance	\$66,819	\$66,819	\$66,819			\$66,819		100%
Total Retirement Incentive Program Expenditures	\$201,643	\$201,643	\$201,643	\$0	\$0	\$201,643	\$0	100%
Audit								
Audit Expense	\$17,500	\$17,500		\$16,700		\$16,700	\$800	95%
Total Audit Expenditures	\$17,500	\$17,500	\$0	\$16,700	\$0	\$16,700	\$800	95%
Liability Insurance								
Liability Insurance	\$34,160	\$34,160		\$24,338		\$24,338	\$9,822	71%
Total Liability Expenditures	\$34,160	\$34,160	\$0	\$24,338	\$0	\$24,338	\$9,822	71%

Niles Public Library District
Income Statement- YTD By Fund

January 31,2015

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Social Security								
Social Security	\$230,000	\$134,167		\$144,137		\$144,137	(\$9,970)	63%
Total Social Security Expenditures	\$230,000	\$134,167	\$0	\$144,137	\$0	\$144,137	(\$9,970)	63%
Workers' Compensation								
Workers' Compensation	\$29,431	\$29,431		\$24,080		\$24,080	\$5,351	82%
Total Workers' Compensation Expenditures	\$29,431	\$29,431	\$0	\$24,080	\$0	\$24,080	\$5,351	82%
Unemployment Compensation								
Unemployment Compensation	\$15,000	\$8,750		\$5,040		\$5,040	\$3,710	34%
Total Unemployment Compensation Expenditures	\$15,000	\$8,750	\$0	\$5,040	\$0	\$5,040	\$3,710	34%
Building & Equipment Maintenance								
Repairs & Improvements	\$37,500	\$21,875		\$11,543		\$11,543	\$10,332	31%
Contractual Maintenance	\$35,000	\$20,417		\$17,610		\$17,610	\$2,806	50%
Non-Contractual Maintenance	\$24,000	\$14,000		\$5,122		\$5,122	\$8,878	21%
Equipment Maintenance	\$36,000	\$21,000		\$9,053		\$9,053	\$11,947	25%
Non Capital Expenses	\$20,000	\$11,667		\$1,142		\$1,142	\$10,525	6%
Furniture & Fixtures	\$56,500	\$32,958		\$4,532		\$4,532	\$28,426	8%
Total Building & Equipment Maintenance Expenditures	\$209,000	\$121,917	\$0	\$49,003	\$0	\$49,003	\$72,913	23%
Total Expenditures	\$6,429,497	\$3,826,730	\$2,994,715	\$263,298	\$93,061	\$3,351,075	\$475,656	52%
NET SURPLUS/(DEFICIT)	\$93,868	(\$767,444)	(\$44,810)	(\$199,300)	(\$93,061)	(\$337,172)	\$430,273	(359)%

Interim Director's Report January 2015

Thanks to a great effort by the SuperMan team, we had a very successful Staff In Service Day. The evaluations complimented the presentations, the food, and the camaraderie. Sally Decker Smith's talk reflected a keen understanding of Library culture and how the work of each staff member contributes to the whole. The speakers from NAMI helped staff understand a little more about what some of our patrons and colleagues may be dealing with, and also helped reassure staff that mentally ill people are not likely to harm them. Greg's presentation on the Library's financials was well received and helped to provide context for financial decisions made in the past. Our theme this year was STEM, so the different staff members were mixed up and seated at tables like "Astronomy" and "Chemistry". Once again we gave staff awards, nominated by and voted on by the staff. This year's winners become next year's committee.

Greg updated all of our financial information on the Library's FOIA & Transparency Portal, which resulted in a second Sunshine Award for transparency. Our score rose from 85.3 to 90.4, so we continue to improve. Sasha is working on getting the word out about this honor.

Members of CCS met with the top management of Sirsi-Dynix at ALA Midwinter. It was an unpleasant experience for them as we had a detailed list of the problems caused by the very poor roll-out of the new catalog, Enterprise. We have followed up with a letter formalizing our compensation requests. I will also be attending the presentations by the two final candidates for Richard Shurman's Executive Director position on Feb. 16.

We had our first and hopefully last snow closing of the season in January. The staff managed to dig out and get the Library open again the following morning. It was quite a challenge getting through the snowy sidestreets, and I really appreciate their valiant effort. A big thank you also goes to Dave Dabrowski, who has continued trying to deal with the snow. Dave also made sure that the Library's carpets and chairs got cleaned during the closing for the Staff In Service.

Work on the Creative Studio and Wonder Ground continues. Several task force members attended a very informative webinar and are taking advantage of documents created by another library for keeping track of purchases. We also set up a Basecamp account for managing the project. Beginning with the summer newsletter, all of our STEM-related programming will be flagged in Chapter One. I will pass out a report from the Task Force at the meeting.

Planning is under way for our annual Summer Reading Clubs. We are going with the national theme this year, Every Hero Has a Story, and we will have programs about everyday heroes as well as fun superhero activities too.

Adult Services

Submitted by Valerie Clark

Staff In-Service Day went very well! Both fun *and* informative!

There were many patron 1:1's this month: ebooks, the Internet, itunes, Hoopla (There was a 40% increase in the use of Hoopla this past month!), smart phone basics, laptop and beginner computer skills, Excel basics, and reader's advisory sessions. Tablet Tuesday had been going very well, with many participants bringing their devices for help. Four people also attended the Downloadables program.

Two book discussions took place at the Library, while two were presented at a nursing home and the ever-popular Bookbites presented along with the Glenview Library.

Two blog posts were written this month discussing DVD Staff Picks, *A Long Way Down*, Oscar nominations, *Chef* and *Hundred Foot Journey*. Three new bibliographies were created for our patrons: Rod Taylor and Edward Herrmann *In Memory Of*, and *DVD's of 2014*.

The Oscars breakfast (presented to recognize the nominations), did not turn out so well this year, largely due to the source of the live video. That means all the more effort will be put toward the celebration party during the Awards! (Which always goes very well and is very popular!)

There was very healthy attendance at the SCORE sessions, Power Employment Workshop and Citizenship class.

Two very interesting reference queries this month: A call from Saskatchewan regarding the genealogy of a family (formerly of Niles), and also a question comparing the middle class experiences of those living in Brooklyn vs. those living in Chicago during the World War II era.

KidSpace/Teen Underground

(Youth and Teen Departments)

Submitted by Shelley Sutherland

Top Goals

- **Work with staff to plan and implement Wonder Ground with equipment, activities and programs.** The team is in place and a materials list is being finalized.
- **Increase visibility and circulation of the nonfiction print and DVD collections by reducing the Reference collection and creating a “power wall”** Weeding is continuing
- **Develop IKBK (1000 Books Before Kindergarten) promotional materials for pediatricians’ offices and preschools in our district** Additional preschools took promotional materials at the Preschool Fair to display at their schools
- **Develop standards and a colleague review plan for storytime presenters** A storytime presenters meeting is scheduled for this month
- **Work with Arianne and other staff to plan Spring and Summer programs** Summer programs are being discussed and will be finalized by mid-March
- **Work with Sue and other staff to plan the 2015 Summer Reading Clubs for pre-readers, readers and teens** Summer Reading planning is in full swing, with this month’s priorities the design of this year’s reading logs and the pre-reader activities

Program Highlights

Over 350 people attended our first blockbuster **Lego Day!** The Chicago Lego Users Group (CHILUG) displayed their amazing creations and chatted with patrons all day on a Saturday in January. Installations included the Rube Goldberg-like “Ball Collector,” a moving train and carousel, and scale models of the Titanic and the Exxon Valdez. CHILUG was thrilled to be here and our patrons were mesmerized by the displays that were spread throughout the Large Meeting Room. A small build-and-play space was also in use all day long.



The Library got some great press in the Niles Herald-Spectator about the **Russian Storytime series** run by staff member Vlada Bernhardt. “Marianna Levin, a regular for more than a year, praised Bernhardt’s skills as a storyteller. ‘Vlada runs those events very well,’ she said. ‘She is very charismatic and she knows how to keep kids engaged.’ Levin also offered praise for the Niles library. We ‘are glad that the library listened to us and added more storytimes,’ she said.” You can see the entire article here:

<http://www.chicagotribune.com/suburbs/niles/lifestyles/chi-nhs-niles-libraris-russian-storytime-offers-stories-crafts-for-local-kids-20150114-story.html>

Staff Highlights

Arienne Carey is on a team that was given a prestigious ILEAD USA grant through the Illinois State Library. She will attend three 4-day sessions in Springfield and work with her team to create a resource bank of STEM ideas for public libraries. This will dovetail nicely with the implementation of the Wonder Ground, and will provide additional ideas for bringing STEM into the Library.

Donna Block has become one of the go-to people for applying for grants. Thanks to her efforts, the Library received a \$1,000 grant to hire summer teen interns through YALSA and the Dollar General Literacy Foundation.

Partnership Highlights

The annual **Preschool Fair**, coordinated by Clara Sheffer, hosted 25 organizations and had over 35 families attending. Thanks to Sasha Vasilic for putting a targeted post on Facebook that really helped get the word out.

Winter Reading Club Highlights

Teens turned in 107 logs for the Teen Winter Reading Program. The Kids Winter Reading Club had 324 children register and visited an additional 300 times.

Teen Highlights

Mary Miller and Donna Block took 8 teens to ALA at McCormick Place to present their insights to the Best Fiction for Young Adults book selection committee. The group read and blogged about books and met to prepare for their presentation to the selection committee. See more pictures here: <http://flipagram.com/f/Q7T88mPpvy>



Battle of the Books Highlights

Our Battle of the Books Ceremony was a great success. Guest author Sarah Prineas gave a captivating presentation, and the Battle participants and families loved having her sign their books and chat with them about their love of reading.

Dwindling resources (staff time, money for staff stipends, etc.) have made it difficult for schools to participate in Battle of the Books, but Chris Douglass from Stevenson School plans to advocate for the District 63 schools to re-enter the competition. She will be presenting to the EMSD 63 Leadership Committee this month about the importance of school funding for this terrific program. On our end, we are preparing Battle Coach Survival Kits to make it easier for coaches to run their Battle programs at their schools.

Outreach Services

Submitted by Dodie Frisbie

Senior Coffee Hour: A program was not scheduled for January as seniors have a difficult time coming out in snowy, cold weather. We are looking forward to our Valentine's Love Songs Concert for our February 12th Senior Coffee Hour.

VIM (Visually Impaired Motivators) Low Vision Support Group: This month I scheduled a Rehabilitation Instructor, Michael Henson, from the Bureau of Blind Services of the Illinois Department of Rehab Services. He spoke to our group about training that is available to those with low vision.

8th Annual Low Vision Fair: I am meeting on an ongoing basis with our 8 library-wide North Suburban Low Vision Consortium to finalize the details of our fair on April 17, 2015. The Park Ridge Lions Club is sponsoring diabetic retinopathy screening. The North Shore Eye and Vision Center will provide glaucoma screening. After we finalize the number of vendors and social service agencies, we will start in on the layout of exhibits.

Bulk Loan Deposit Collections: Now that we've added the Kemnitz Senior Center, the Niles Library brings a monthly collection of large print and regular print books to a total of 8 nursing home/retirement home facilities. I have been working on ordering more large print books for this collection.

Homebound and School Deliveries: Outreach staff is very dedicated to getting library materials delivered to our homebound patrons and to the schools. They go out in rain, sleet or snow. They haven't gotten stuck yet but have had some close calls after that big snowstorm on SuperBowl Sunday. The streets are generally in good shape – it's the parking lots for condos and apartments that are not very well plowed.

Nursing Home Book Discussions: I led three book discussions this month.

The Regency book group is coming back to life after half of our group passed away in early winter. New participants have been rounded up and this group read *DREAM WHEN YOU'RE FEELING BLUE* by Elizabeth Berg (a Chicago author). This book was a nostalgic, sentimental portrayal of daily life in 1943. Most evenings found the three Heaney girls with their hair put up in pincurls sitting around the kitchen table writing letters to their boyfriends and soldiers at the front. It gave a glimpse into what life was like on the home front during WWII.

The **VIM** Low Vision Support Group read and discussed Candace Millard's excellent book *DESTINY OF THE REPUBLIC: A TALE OF MADNESS, MEDICINE AND THE MURDER OF A PRESIDENT* - true story about our 20th president, James A. Garfield. Special thanks to the Illinois Talking Books for providing the digital books for this group.

St. Andrew Living Community is on a book made into movie theme. They read *THE FIVE PEOPLE YOU MEET IN HEAVEN* by Mitch Albom. Eddie, a bitter war veteran, is trapped in a meaningless life of fixing rides at a seaside amusement park. On his 83rd birthday he is killed in a tragic accident while trying to save a little girl from a falling cart. The Heaven that is waiting for him is certainly not what he expected. Five people are waiting to talk to him about the meaning of his life on earth. This book was inspired by Albom's real life uncle, Eddie Beitchman – also a WWII veteran who died at the age of 83.

All Staff Day: Thank you to the Library Board for sponsoring our All Staff Day. It was a great way to reconnect with all of our library employees – not just those in our individual departments. We really enjoyed the motivational presentation by Sally Decker Smith. Mental illness was the topic for the afternoon – it certainly gave us all insight into what it must be like to have a mental illness. The food was great, the Staff Awards were motivating, and we were all energized to make our library the best!

Maine Township MaineStreamers Senior Spelling Bee: Once again, I have been asked to come up with a list of 30-50 medium hard words for this annual event. It's not just a simple case of coming up with the list – each word has to be formatted into syllables, a pronunciation, the etymology, a definition, and the word used in a sentence. This is the fifth year that the Outreach Department has worked on a list. The spelling bee is scheduled for Friday, March 13th at Maine Township on Ballard Road.

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

Patron Services

Submitted by Athena Crouse

Victoria and I have been working on the long overdue checkouts, so we can try and clean up our records for items that are most likely never ever coming back. All our patron records were passed through the NCOA and a report was generated for patron's new addresses. We then are removing the cards from the system where the patron has moved to another community.

PR & Marketing

Submitted by Sasha Vasilic

It's been quite the January in the Marketing department since we lost another full-time employee. Currently, it's me (Sasha Vasilic) as Public Relations and Marketing Supervisor and Caitlyn Hannon as Marketing Assistant (part-time). Also, we've been working with a freelancer for our newsletter and most graphics ever since Colleen Kelly (previous Graphic Designer) left the Library last year. I've had great support from Greg and Susan as well as the rest of the staff.

A lot of my energy went into working on our Spring issue of Chapter One with the freelancer. After many phone calls and emails back and forth, and many revisions, I believe we came up with a great newsletter. It should be in your mailbox before March 1.

I'm continuing to build my relationship with the local media in order to promote the Library to the community. During my first week as Supervisor, two news articles were published about the Internet filters and the Board and staff members attending religious events in the community. I'm excited to announce to the community and local media that we received the Sunshine Award for government online transparency for a second year in a row. We're still the only library in Illinois to receive the award. I hope we receive the certificate before the board meeting so we can send a new photo to the local media.

Before Sue left, we met with Susan and Shelley and Arianne from KidSpace to start the Summer Reading Club planning process. Summer Reading requires a lot of time and energy from the Marketing department in order to create materials for distribution, the huge SRC game in KidSpace, and much more. It's going to be a busy Spring!

I created a Facebook Ad for our Annual Preschool & Daycare Fair which went over very well. For a minimal cost, we reached more than 3,500 people on Facebook from the Niles area community. I heard that more people attended the Preschool Fair this year than ever before.

Caitlyn has been a great help since her start as the Marketing Intern last year. She's been helping a lot with the daily marketing tasks that are necessary for our department. She also helps with making signage for our very popular displays throughout the Library.

I have also been working with Greg to identify and document the needs of my department. It should be noted that we have gone from a staff of 3, then 2, then 1.5 full time equivalents. Though, with the help of Susan and Greg as well as the Supervisors around the Library, we have been hitting the major points on the Library agenda, it has taken a monumental effort. Now that Chapter One is about to be printed, I can turn my attention to a new staffing plan for Marketing and PR which will be presented at the March Board Meeting.

IT

Submitted by Rich Wozniczka

1. The migration of all staff computers from Windows XP Pro to Windows 7 Pro operating system is going well. I have a few live test systems deployed and will be assessing performance, adjusting, and deploying the new system in the next two months.
2. The evaluation, purchase and setup Help Desk Support Ticketing System for IT, Maintenance and Security and Marketing and Public Relations departments is going very well. We have set up the system on a couple of servers and will be going live with the IT solution in February. Once we have fine tuned IT we will expand the system to include the other two departments.
3. Work with the Maintenance and Security and Administration departments to help create a Request for Proposal for Upgrading the Library Video Surveillance Security System is progressing. We have researched various platforms and have selected an open source platform which meets our objectives. We are working with the Police Department regarding placement of video devices. Once the scope is set we will solicit competitive bids and make a recommendation to the board. The existing system is clearly unstable and we are doing our best to keep it alive while we go through this process.

4. Implementation of the updated Patron Internet Access Policy by purchasing and configuring a Content Filtering Solution is going well. We have reconfigured our network to accept the new content filters and expect them to arrive shortly. Full implementation should be complete by the first week of March.

Technical Services

Submitted by Victoria Luz

- YA Graphic Novel reclass is at about 40% completion.
- I attended the January 21st 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. We created a plan to eliminate the GMD in RDA records going forward. And that has been presented to CCS Public Service staff and will go to the Catalogers for a vote this week.
- Tech Services is now working on YS videogame reclassification and security changes.
- We have also begun an ANF music reclass project which will create greater consistency, uniformity and make it much easier for staff and patrons to use that portion of the collection.

Report on Technical Services Goals

- Videogame reclassification across all collections. The process has been completed in YA and in progress in YS. 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 – ongoing.
- Magda Porgorzelski's transition is going extremely well. As the Acquisitions staff gets acclimated to their new duties, they will determine how they will be allocated among them – ongoing.
- 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 – ongoing.

Trustee Calendar

February

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**

April

4/13—Friends of the Library

4/7—Consolidated Election for Cook County

Monthly Statistical Report --January 2015

LOAN OF LIBRARY MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult	46,879	42,160	11.19%	310,384	292,425	6.14%
Teens	3,183	3,671	-13.29%	24,259	23,583	2.87%
Juvenile	42,405	39,317	7.85%	297,227	265,480	11.96%
TOTAL Loan of Library Materials	92,467	85,148	8.60%	631,870	581,488	8.66%
LOAN OF MATERIAL BY TYPE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult						
Print	19,650	17,701	11.01%	129,055	126,797	1.78%
Periodical	1,103	804	37.19%	7,037	6,408	9.82%
Audio	4,736	5,158	-8.18%	35,129	36,450	-3.62%
DVD	19,789	17,289	14.46%	131,599	115,920	13.53%
Digital	1,601	1,208	32.53%	7,564	6,850	10.42%
TOTAL Adult Loans	46,879	42,160	11.19%	310,384	292,425	6.14%
Teens						
Print	2,223	2,622	-15.22%	17,854	16,976	5.17%
Periodical	12	16	-25.00%	76	41	85.37%
Audio	497	599	-17.03%	3,324	3,681	-9.70%
DVD	356	318	11.95%	2,434	2,158	12.79%
Digital	95	116	-18.10%	571	727	-21.46%
TOTAL Teen Loans	3,183	3,671	-13.29%	24,259	23,583	2.87%
Juvenile						
Print	27,850	25,675	8.47%	193,177	176,577	9.40%
Periodical	105	76	38.16%	708	646	9.60%
Audio	2,630	3,002	-12.39%	17,838	18,947	-5.85%
DVD	8,800	8,874	-0.83%	65,832	60,580	8.67%
Digital	3,020	1,690	78.70%	19,672	8,730	125.34%
TOTAL Juvenile Loans	42,405	39,317	7.85%	297,227	265,480	11.96%
ONLINE DATABASE USE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Total Database Use	6,190	7,054	-12.25%			
Hold	Current Month	Prior Year Same Month	% Change			
Holds Placed	9,091	12,168	-25.29%			
Holds Made Available	12,754	15,934	-19.96%			
Patron Registration	Current Month	Total	Prior Year Same Month	% Change		
New District cards	374	25,459	258	44.96%		
Patron Count	Current Month	Prior Year Same Month	% Change			
Patron visits	31,003					
Unique Library cards used	5,349	5,054	5.84%			
e-News subscribers	8,521	8,026	6.17%			
IN-HOUSE USE OF MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Reference--Adult		229	-100.00%	204	2,574	-92.07%
Circulating--Juvenile	9,558	3,177	200.85%	52,362	24,778	111.32%
Circulating--Teen	602			4,542		
Circulating--Commons	184			1,085		
Circulating--Adult	4,239	2,789	51.99%	32,196	23,904	34.69%
TOTAL In-house Use of Print Materials	14,583	6,195	135.40%	90,389	51,256	76.35%

Monthly Statistical Report --January 2015

PC Users by Area	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult Services	4,557	3,538	28.80%	36,428	25,398	43.43%
Youth Services	903	1,306	-30.86%	9,421	6,292	49.73%
Teen Services	266			2,152		
Express Internet	216	636	-66.04%	2,148	8,901	-75.87%
Patron Wi-Fi Uses	10,029	8,014	25.14%	67,307	8,840	661.39%
Scanning devices	750	828	-9.42%	5,619	4,134	35.92%
Ipad usage in KidSpace	290					
Total Users	17,011	14,322	18.78%	123,075	53,565	129.77%
Website Hits	39,900	39,197	1.79%	247,978	160,237	54.76%
Facebook "Likes"	857	712	20.37%			
Buzz Blog views	703			4,508	0	
Media Hits (inc. print and online)	35	121	-71.07%	390	406	-3.94%
TECHNICAL SERVICES						
	Items Added	Items Withdrawn	Library Holdings			
	2,635	2,790	293,447			
Library Services						
	Current Month	Year to date				
Notary Public	60	490				
Test Proctoring	4	46				
Voters' Registration	0	3				
VOLUNTEER HOURS						
	People	Total Hours				
Adult Services & Programs - Fic, AV, Ref	17	60				
Teen Services & Programs - Fic and Ref	14	47				
Youth Services Programs & General	18	49				
General Library & Library Events	17	117				
Total Volunteers/Hours this month	66	273				
<i>NOTE: Last year volunteers/hours same month</i>	96	394				
Service Desks						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Quick Questions	3,043	6,858	-55.63%	38,143	41,684	-8.49%
Reference/Research	7,722	6,640	16.30%	87,690	44,113	98.78%
TOTAL All Service Desks	10,765	13,498	-20.25%	125,833	85,797	46.66%
Adult Services Ref/Nonfic (3rd floor)						
Quick Questions	273	852	-67.96%	4,040	9,688	-58.30%
Reference/Research	1,314	1,266	3.79%	17,044	10,372	64.33%
Total Reference Desk	1,587	2,118	-25.07%	21,084	20,060	5.10%
Fiction/Audiovisual Services (2nd floor)						
Quick Questions	222	1,432	-84.50%	6,230	10,366	-39.90%
Reference/Research	2,030	1,976	2.73%	27,635	14,732	87.58%
Total AV/Fic Desk	2,252	3,408	-33.92%	33,865	25,098	34.93%
Technology Desk						
Quick Questions	256	1,867	-86.29%	9,293	3,846	141.63%
Reference/Research	1,344	566	137.46%	23,486	1,542	1423.09%
Total Tech Desk	1,600	2,433	-34.24%	32,779	5,388	508.37%
Teen Desk						
Quick Questions	320	321	-0.31%	2,622	546	380.22%
Reference/Research	173	183	-5.46%	1,326	492	169.51%

Monthly Statistical Report --January 2015

Monthly Statistical Report --January 2015						
Total Teen Desk	493	504	-2.18%	3,948	1,038	280.35%
Outreach Services						
Reference/Research	550	417	31.89%	3,568	3,119	14.40%
Bulk Loan Items Delivered to Nursing Homes	465	340	36.76%	2,880	2,750	4.73%
Materials pulled for Homebound Users	1,043	1,114	-6.37%	7,346	7,555	-2.77%
Total Outreach	2,058	1,871	9.99%	13,794	13,424	2.76%
Youth Services						
Quick Questions	1,972	2,386	-17.35%	15,958	17,238	-7.43%
Reference/Research	2,311	2,232	3.54%	14,631	13,856	5.59%
School Loans pulled	35	22	59.09%	159	143	11.19%
Museum Adventure passes distributed	2	4	-50.00%	147	147	0.00%
Total Youth Services	4,320	4,644	-6.98%	30,895	31,384	-1.56%
GRAND Total	12,310	14,978	-17.81%	136,365	96,392	41.47%
Interlibrary Loan						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Books, A-V						
Items lent to offline libraries	179	350	-48.86%	1,620		
Items received from offline libraries for patrons	83	99	-16.16%	678		
Total	262	449	-41.65%	2,298	0	
Outreach Services						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Homebound						
Patrons	241	217	11.06%	1,666	1,462	13.95%
Visits	229	227	0.88%	1,608	1,555	3.41%
Institutions						
Institutions	10	7	42.86%	61	56	8.93%
Visits	10	7	42.86%	61	56	8.93%
Schools						
Items	745	611	21.93%	4,096	3,267	25.37%
Visits	27	26	3.85%	113	109	3.67%
LIBRARY PROGRAMS						
	This Month	Attendance	Attendance Prior Year	% Change		
Programs--Youth						
Intro to Hip-Hop	1	35				
Preschool/DayCare Fair	1	80				
Choosing a Preschool	1	22				
Brandon Mull Author Visit	1	75				
Jr. Jazzercise	1	15				
Lego Day	1	371				
Babytime (parent & child)	4	179				
Big Kids Storytime (child alone)	3	36				
Family Storytime (parent & child)	4	36				
Preschool Storytime (child alone)	3	38				
Rise & Shine Storytime (parent & child)	3	73				
Toddler Storytime (parent & child)	3	65				
Book Discussion at Washington School	1	8				
Bibliobop	1	15				
Movies	1	70				
Book Buddies	7	14				
Battle Ceremony	1	64				
MLK Service Project	1	9				

Monthly Statistical Report --January 2015

Homework Help	2	15				
Gingerbread House	1	41				
Mega Mondays	4	73				
Breakfast Bingo	1	37				
Winter Reading Club	1	307				
Librarians Visiting Schools	11	271				
2nd Sundays	1	113				
In-House Toys and Games	1	1,558				
World Language Storytimes	1	33				
Reading Patch Club	1	6				
1KBK	1	22				
Videogames	1	110				
Total Youth Services Programs	64	3,791	2,886	31.36%		
Programs--Teens						
TAB Group	1	11				
Movies	2	14				
Dr. Who DIY	1	7				
Videogames	1	91				
Anime/Manga Club	1	4				
Passive Programs	1	6				
Hobbit Minute to Win It	1	6				
Homework Help	2	15				
Outreach to Schools	7	150				
Teen Volunteer Orientation	1	2				
Winter Reading Club	1	77				
Total Teen Programs	19	383	371	3.23%		
Programs--Adult						
Lyric Opera	1	14				
ORS Nursing Home Book Discussion	3	17				
Shakespeare Performance	1	94				
Shakespeare Performance After Discussion	1	40				
Shakespeare Film Discussion	1	13				
Oscar Nominations Breakfast	1	10				
New Release Movies	2	33				
CJE SeniorLife Counseling	2	1				
Volunteer Information Session	1	2				
SCORE	4	16				
Technology Programs	3	13				
Book Discussions	2	16				
Songwriters Group	1	5				
Power Employment Workshop	1	13				
Citizenship Classes	3	19				
Winter Reading Club	1	619				
Mr. Bumbles (Passive Program)	1	23				
Total Adult Programs	29	948	323	193.50%		

Monthly Statistical Report --January 2015

Outside Meetings						
Schuler Scholar Program	1	9				
Niles All American Toastmasters Club	2	17				
Jewish Genealogical Society of Illinois	1	10				
Morton Grove Toastmasters Club	2	40				
YA Librarians' Discussion Group	1	23				
Ukranian Women in Business	1	11				
Toastmasters' Learning Institute	1	30				
Golden Women Foundation	1	20				
Total Outside Meetings	10	160	46	247.83%		
Total Meeting and Program Attendance	122	5,282	3,626	45.67%		

Patron Suggestions and Comments for February 2015

Responses to Patron Suggestions and Comments

Library closed on Friday???? Why? This is my tax \$. If people don't know their job by now, not the public's fault. This is a government office—should be open on Fridays.

We are sorry for any inconvenience. Friday is our least busy day, and it is important for staff to keep their skills up to date.

To better search the 3rd floor – nonfiction, a list of the Dewey System would be helpful. Evanston library posts the list on every other pillar. L. S., Niles.

Thank you for this suggestion. We will look into it!

I truly am so appreciative for all the help that Bernadetta gave me! She showed me so much patience and with a smile every time! Keeper! Thanks. M. C.

That's wonderful to hear—thanks for letting us know.

Coat hooks please for children's meeting rooms A & B and the computer room. ASAP. Thank you.

Thank you for the suggestion. We can look into the possibilities for hooks or racks of some kind that won't make the space too inflexible.



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State

ILLINOIS STATE LIBRARY
Gwendolyn Brooks Building
300 South Second Street
Springfield, Illinois 62701-1796

January 29, 2015

Ms. Susan Lempke, Interim Director
Niles Public Library District
6960 West Oakton Street
Niles, Illinois 60714

Dear Ms. Lempke:

Congratulations! I am so pleased to announce that Arianne Carey has been accepted into ILEAD USA 2015. Consider this an opportunity to continue the project conversation throughout the nine month journey that will be embarked upon by your team person.

Your support in the way of time, tools and space will be essential for the success that your staff person will undoubtedly experience.

Stay in touch! Ask questions! Challenge the status quo!

Please save the dates of October 28 and 29, 2015. Final team presentations will be given at this time. You are invited to come and see the unveiling of their labors. We will not be able to offer travel reimbursement, but would love to have you join us for lunch. Expect more information from Arianne during the fall about the final team presentations. All presentations will take place at the University of Illinois Springfield, Public Affairs Center, in Springfield, Illinois.

If you have any questions regarding this program, contact your team person, or Gwen Harrison at gharrison@ilsos.net or Sandra Fritz at sfritz@ilsos.net

Best Wishes,

Gwen Harrison, Program Director
ILEAD USA

Sandra Fritz, Assistant Program Director
ILEAD USA

GH:SF:jh

KTJ

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January 22, 2015

Greg Pritz
Business Manager
Niles Public Library District
6960 West Oakton Street
Niles, IL 60714

Re: 2007 and 2008 Tax Rate Objections – Settlement

Dear Mr. Pritz

In connection with the 2007 and 2008 tax objections, we have received a settlement offer from the lead counsel for the tax objectors of 1 mill for each year. This would amount to a settlement of \$6,619.71 in 2007 and \$7,371.99 in 2008, plus interest in the amount of the lesser of 5% or CPI for the year preceding the levy years for 2007 and 2008.

This is the same settlement the District reached in the 2005 and 2006 tax years. Based upon the objections, and the exposure that they represent, we feel this is a fair settlement offer and would recommend acceptance. Please advise whether we should accept this settlement offer.

Should you have any questions, please do not hesitate to contact Michael A. Marrs or me.

Very truly yours,

KLEIN, THORPE AND JENKINS, LTD.



Donald E. Renner III

cc: Susan Lemke
Dennis G. Walsh
Michael A. Marrs