



Niles Public Library District

Regular Board Meeting

Wednesday, March 18, 2015 6:30 PM

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

March 18, 2015

6:30 PM

Board Room

6960 Oakton Street

Niles, Illinois

ORDER OF BUSINESS

1. Call to order
2. Pledge of Allegiance
3. Alan Pennington, Matrix Group Consulting
4. Consent Agenda
 - A. Approve Minutes of February 18, 2015 4
 - B. Approve Minutes of March 12, 2015 8
 - C. Approve the payment of the bills for operating expenses of \$172,999.39, payroll expenses of \$248,895.34, Special Reserve expenses of \$0.00, for a total monthly expense of \$421,894.73 10
 - D. Approve the payment to Visographic in the amount of \$6,442.49 for the printing of the Library's spring edition of the Chapter One Newsletter
 - E. Approve the resignation of Shelley Sutherland from the full-time position of KidSpace Supervisor effective April 8, 2015
5. Public Comment
6. Treasurer's Report 14
7. Director's Report 32
8. Communications 42
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
12. New Business
 - A. Approve the recommended staffing of the Marketing/PR Department and the related job descriptions 50

Board Meeting Agenda - March 18, 2015

- B. Adopt Ordinance 15-01, an Ordinance Determining Personal Property No Longer Necessary or Useful to the Niles Public Library District and Authorizing Its Conveyance or Sale. 60
- C. Approve the recommended purchase of computer equipment in the amount of \$15,334.79 for the Creative Space 66
- D. Approve the recommended modifications to Policy 3.05 Lending Regulations to include Library Hotspots 70
- E. Discussion on Library's policy on fines
- F. Discussion on RFP - Independent Auditor Search 71
- 13. Unfinished Business
- 14. Executive Session - To discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Niles Public Library District; collective negotiating matters between the Niles Public Library District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees; pending and/or probable litigation; discussion of minutes of closed session meetings
- 15. Final Action - If any, on closed session subjects
 - A. To accept Klein Thorpe and Jenkins' recommendation to settle the tax rate objection suit for 2007-2008 in the amounts of \$6,619.71 and \$7,371.99 respectively plus interest in the amount of the lesser of 5% or CPI for the year preceding the levy years for 2007 and 2008
- 16. Other
- 17. Adjournment

NILES PUBLIC LIBRARY DISTRICT
Regular Board Meeting
February 18, 2015
6:30 PM
Board Room
6960 Oakton Street
Niles, Illinois

Trustees Present

Chris Ball, Karen Dimond, Morgan Dubiel, Danette Matyas. Linda Ryan arrived at 6:32 PM. Barbara Nakanishi gave previous notice. Carolyn Drblik was absent.

Library Staff Present

Susan Lempke, Greg Pritz, Dave Dabrowski, Diane Winberg, Sasha Vasilic

Guests Present

James V. Ferolo, Attorney, Klein Thorpe and Jenkins; Carol Jung, Niles Resident; Alan Pennington, Matrix Consulting Group; Igor Studenkov, *Niles Herald-Spectator*

Call to Order

The Regular Board Meeting of the Niles Public Library Board of Trustees was called to order at 6:32 PM.

Roll Call

The roll was taken by Ms. Winberg.

Pledge of Allegiance

President Dubiel led the Pledge of Allegiance.

Update from Alan Pennington, Matrix Group Consulting

Mr. Pennington thanked the Board for allowing him the time to give a quick overview on the study being conducted by Matrix. He reported that he was trying to reach the Trustees by their Library emails without much success. He was recently given the Trustees' personal emails by Ms. Lempke. He will contact the Trustees by email to schedule interviews. He thanked the Niles Library staff for being so accommodating with their time to explain their workloads, their challenges, etc., within the operations of the Niles Library. He reported that they have almost completed the best management practices portion of the study which identifies the strengths of the Library which are many and it gives them an opportunity to discuss areas of improvement. An employee survey will be going out to all staff members by email within the next week. The survey will give staff an opportunity for confidential input on their thoughts and concerns. They are finalizing the comparative survey which compares staffing and organization against 7 or 8 other library districts within the region. His goal is to report their findings and recommendations for discussion at the March Board Meeting. Again, staff has been most accommodating as well as all of the libraries that they have contacted. He feels it would be most beneficial for Ms. Lempke or for someone on the Board to write a thank you to these libraries. Mr. Dubiel said they would be very happy to do so. Mr. Pennington will send the Board a draft of their report one week prior to the March meeting. The Board thanked Mr. Pennington for his update.

Consent Agenda

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

- A. The Minutes of the Regular Board Meeting of the Regular Board Meeting of January 21, 2015;
- B. The payment of the bills for operating expenses of \$165,776.75; payroll expenses of \$250,831.30; and Special Reserve Expenses of \$380.00, for a total monthly expense of \$416,988.05;
- 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 ALA Annual Conference in San Francisco, CA June 25-30

Trustee Matyas seconded.

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

Public Comments

There were none.

Treasurer's Report**Review of Financial Report**

The Library Board reviewed the January 2015 Treasurer's Report and narrative as prepared by Mr. Pritz.

Interim Director's Report

Ms. Lempke presented highlights of her report.

In response to Trustee Dimond's question on what programs are attracting our patrons, Ms. Lempke did a brief analysis and found that the library story times bring in close to 6,000 visits per year. The biggest change in attendance has been in adult programming due to the change in the structure of the summer reading program. All programs dealing with finance such as real estate, wills and trusts draw a large attendance. The Shakespeare project has done very nicely. Senior programming here and out in the community always attract a nice crowd. Adult Services and Marketing have been trying to do more to get out into the community for events. Children's and Teen's programming seems to get a little bigger each year and along with passive programming brings their numbers up.

Ms. Lempke announced that Children's Librarian Arianne Carey has been chosen to be on an ILEAD team. Her team will travel to Springfield four times a year to work on programming together and they along with the other teams will present their ILEAD projects. This is a very big honor for Arianne as well as for our Library.

Other good news is that Teen Librarian Donna Block completed a grant for a Summer Reading Intern that was accepted—the \$1000 grant is sponsored by Dollar General Store.

Ms. Lempke asked the Trustees to let her know if they would like to have their library emails forwarded to their personal email. She will have IT contact them.

Ms. Lempke said she has been very respectful of the Board's hiring freeze, but Sasha Vasilic in Marketing really needs some staffing along with Children's who just lost a 20 hr. key person and one other librarian has cut back on their hours. To get ready for summer reading, Ms. Lempke said she really needs to hire staff for both of these departments. With the consensus of the Board, she was told to go ahead with the hiring of some staff. She thanked the Board.

Ms. Lempke ended her report with a list of tasks of the Assistant Director She also prepared a report on absences of all supervisors for 2014 as requested by Trustee Drblik.

Trustee Matyas added that she had heard that AARP has people available to come out to work with seniors and their income tax forms at no cost. She thought this would be a good service to schedule for next year. Ms. Lempke said she would have Judy McNulty look into this program.

Mr. Pritz announced that the Library received its second Sunshine Award for transparency. From last year's score of 85.3, the library has ranked in the A Class with a score of 90.4. We are the only library within the State of Illinois to receive this award. The trustees posed for a picture holding the Sunshine Award. The award will be displayed in the Library's vestibule.

Communications

The communications in the Board Packet were noted. Mr. Dubiel shared a statement with the Trustees from Mr. Tom Cara, President, of FFRF Metropolitan Chicago Chapter, on the issue of the Niles Public Library Trustee Attendance at Parochial School Fundraisers.

Mr. Dubiel took this opportunity to praise Sasha Vasilic for his input in the article on Trustees attending religious events in the *Bugle*.

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 February.

Legislative

No report.

RAILS

No report.

Secretary's Report

No report.

New Business**Tom Surace**

Mr. Dubiel asked the Board that February 2, 2015 be named "Tom Surace Day" at the Niles Public Library in memory of Mr. Surace who recently passed away. Mr. Surace served on the Library Board from 1996 to 2003. Mr. Surace was well-known for his thoughtfulness, kindness and love of the Library. A Proclamation honoring Mr. Surace was read and signed by the Board of Trustees. Ms. Dimond added that he was a very humble man and served as a great public servant in our community.

Discussion on Trustee Voting Method on Changes to Employee Retirement Benefits

Mr. Dubiel asked Mr. Ferolo to read the draft of a proposed resolution as prepared by Klein, Thorpe and Jenkins. The resolution would amend the bylaws of the Niles Public Library District and how its Board addresses the topic of the Library considering or electing to participate in the Illinois Municipal Retirement Fund. The change in bylaws would require three readings—the first being published on the Library's website and submitted in writing to the Board of Trustees for three readings. The Board shall consider the proposed item at three regular Board Meetings and a final consideration for approval shall occur only after the item has been discussed at two previous regular meetings. At the first two meetings which it appears on the agenda, it is only to discuss the item. As the item appears on the agenda for the third reading, the agenda should say "to discuss and possibly take final action on the item." Trustee Dimond asked why this resolution was drafted. Mr. Dubiel answered saying he asked the Library's attorney to draft this resolution. She asked if this was a legal requirement. Mr. Ferolo responded that it would be the choice of the Board to amend the Bylaws. Mr. Dubiel explained that this would give the public an opportunity to listen to the readings and to realize that a very important decision is being made—a decision that once made cannot be undone. Trustee Ryan added that in the past the Board has never made an important decision without discussing a subject at a couple of meetings. This is our practice so she does not understand why a change in the Bylaws is needed. Trustee Dimond was particularly concerned with the timing of this change to the Bylaws—the upcoming elections. The resolution would make it difficult for future Boards to join IMRF. "This resolution is inappropriate, unnecessary and ill-timed." Trustee Ball added that this change would make it very transparent. It would allow for public comment. There being no additional comments, the discussion was ended.

Unfinished Business**Discussion of Strategic Goal Setting**

The Board continued their discussion on setting the Library's strategic goals. Initiatives to focus on would be STEM, working with seniors and technology, reaching out to the business community in Niles offering our

meeting rooms, staff and resources, and figuring out ways to reach out to the under-served northern areas of the Library District. Ms. Lempke said she would prepare and email the list of goals to the Board members.

Executive Session – To discuss pending and/or probable litigation, discussion of minutes of closed session minutes.

The Board agreed that it was not necessary to go into Executive session to discuss or take final action on the property tax appeal settlement. They asked Mr. Pritz to prepare a motion for the March meeting.

No discussion was held on closed session minutes.

Other

Mr. Dubiel added that at the request of Trustee Drblik, a discussion for a RFP for audit is put on the agenda in March.

Adjournment

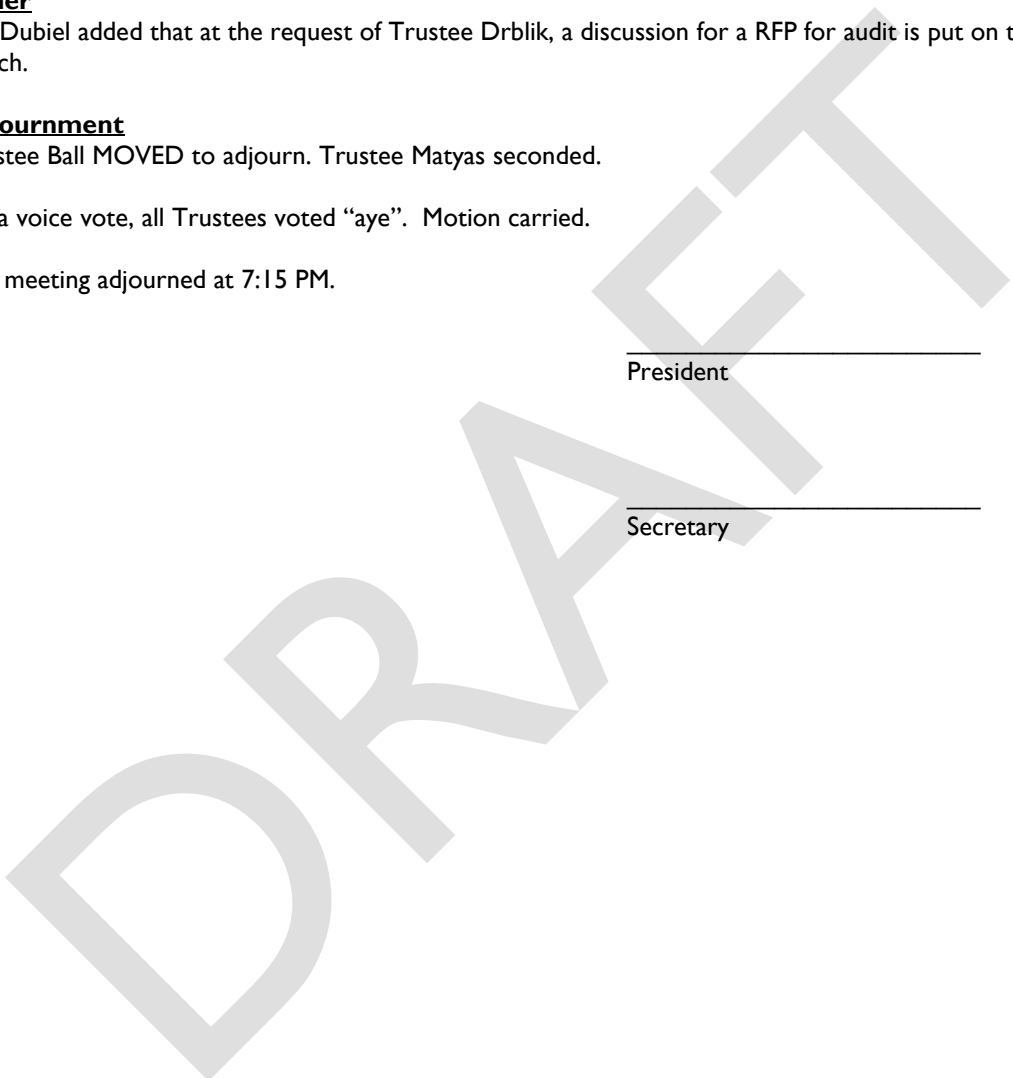
Trustee Ball MOVED to adjourn. Trustee Matyas seconded.

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

The meeting adjourned at 7:15 PM.

President

Secretary



NILES PUBLIC LIBRARY DISTRICT
Special Board Meeting
March 12, 2015
6:30 PM
Board Room
6960 Oakton Street
Niles, Illinois

Trustees Present

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

Library Staff Present

Greg Pritz, Sasha Vasilic, Valerie Clark

Guests Present

Tom Robb, *Journal & Topics Newspapers*; Igor Studenkov, *Niles Herald-Spectator*;
Tracy Gruen, *Bugle*; James V. Ferolo, Attorney, Klein Thorpe and Jenkins

Call to Order

The Special Board Meeting of the Niles Public Library Board of Trustees was called to order at 6:40 PM.

Roll Call

Roll call was taken by Mr. Pritz.

Pledge of Allegiance

President Dubiel led the Pledge of Allegiance.

Consideration to Amend the Bylaws of the Niles Public Library

Mr. Ferolo reviewed the amendments to the resolution which was discussed at the February Board Meeting. The original resolution stated that all discussion on the Library's possible participation in IMRF be discussed at three regular Board meetings with final consideration at the third meeting. The change made to the end of the first paragraph amending the bylaws states that the item for discussion on IMRF be discussed at four regular Board meetings and on the fourth meeting agenda it should say "to discuss and possibly take final action" on the item.

A second paragraph was added to the end of the Section stating that any additional amendments or changes to the Bylaws regarding future consideration to participate in IMRF shall be considered with discussion at two meetings and a third meeting "to discuss and possibly take final action" on the item.

This provision will allow for public comment before a final action on IMRF is taken by the Library Board.

Trustee Ball thanked Mr. Ferolo for the clarification. He said that this in a good way will make any future discussion on IMRF open and transparent. Trustee Drblik agreed that it is very important to have the taxpayers' input on this very costly consideration on a pension plan. She added that this would have been a good item to be on the ballot in April to receive the taxpayers' input on IMRF for the library. Trustee Matyas said she remembers when IMRF was first brought up and the staff was polled—it was 50/50. The discussion on IMRF was constant, month after month. It was as if the Board was expected to make an impulsive decision. She asked Mr. Ferolo how many times the bylaws can be amended. He said there is no limitation, but the Board would have to follow the requirements of the current bylaw by holding three meetings before a final action is taken to amend the bylaws again.

Mr. Dubiel asked Mr. Pritz to go over the library's current pension plan, which is a defined contribution plan, for the Trustees. A defined contribution plan allows the Library to know exactly what it's going to cost. The plan is not publicly owned. It is not a state-sponsored plan. It is owned by the employee. It's their money.

Mr. Dubiel asked if the Trustees not present could be contacted to see if they are on their way to the meeting.

Action on Resolution

Trustee Ball MOVED the Library Board of Trustees adopt a Resolution of the Board of Library Trustees of the Niles Public Library District, Cook County, Illinois, Amending the Bylaws of the Niles Public Library District. Trustee Matyas seconded.

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

Public Comment

There were none.

Adjournment

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

The meeting ended at 6:50 PM.

President

Secretary

DRAFT

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
72030	Accounts Payable	Computer Check	3/18/2015	3M	\$0.00	\$402.16	(\$402.16)	Outstanding	3/31/2015
72031	Accounts Payable	Computer Check	3/18/2015	3M	\$0.00	\$1,599.00	(\$2,001.16)	Outstanding	3/31/2015
72032	Accounts Payable	Computer Check	3/18/2015	ADULT READING ROUND TABLE	\$0.00	\$15.00	(\$2,016.16)	Outstanding	3/31/2015
72033	Accounts Payable	Computer Check	3/18/2015	AFLAC	\$0.00	\$388.13	(\$2,404.29)	Outstanding	3/31/2015
72034	Accounts Payable	Computer Check	3/18/2015	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$340.00	(\$2,744.29)	Outstanding	3/31/2015
72035	Accounts Payable	Computer Check	3/18/2015	AT&T	\$0.00	\$43.44	(\$2,787.73)	Outstanding	3/31/2015
72036	Accounts Payable	Computer Check	3/18/2015	AT&T	\$0.00	\$476.29	(\$3,264.02)	Outstanding	3/31/2015
72037	Accounts Payable	Computer Check	3/18/2015	BLACKBAUD	\$0.00	\$850.00	(\$4,114.02)	Outstanding	3/31/2015
72038	Accounts Payable	Computer Check	3/18/2015	DONNA BLOCK	\$0.00	\$82.23	(\$4,196.25)	Outstanding	3/31/2015
72039	Accounts Payable	Computer Check	3/18/2015	BUCK BROS. INC.	\$0.00	\$535.28	(\$4,731.53)	Outstanding	3/31/2015
72040	Accounts Payable	Computer Check	3/18/2015	CALL ONE	\$0.00	\$1,410.03	(\$6,141.56)	Outstanding	3/31/2015
72041	Accounts Payable	Computer Check	3/18/2015	ARIANNE CAREY	\$0.00	\$40.76	(\$6,182.32)	Outstanding	3/31/2015
72042	Accounts Payable	Computer Check	3/18/2015	CATS	\$0.00	\$350.00	(\$6,532.32)	Outstanding	3/31/2015
72043	Accounts Payable	Computer Check	3/18/2015	CENGAGE LEARNING, INC.	\$0.00	\$1,257.32	(\$7,789.64)	Outstanding	3/31/2015
72044	Accounts Payable	Computer Check	3/18/2015	CENTER POINT LARGE PRINT	\$0.00	\$174.96	(\$7,964.60)	Outstanding	3/31/2015
72045	Accounts Payable	Computer Check	3/18/2015	CINTAS CORPORATION LOC. 769	\$0.00	\$351.03	(\$8,315.63)	Outstanding	3/31/2015
72046	Accounts Payable	Computer Check	3/18/2015	COLLABORATIVE SUMMER LIBR	\$0.00	\$20.00	(\$8,335.63)	Outstanding	3/31/2015
72047	Accounts Payable	Computer Check	3/18/2015	COMED	\$0.00	\$7,128.47	(\$15,464.10)	Outstanding	3/31/2015
72048	Accounts Payable	Computer Check	3/18/2015	COMMUNICATION REVOLVING F	\$0.00	\$146.70	(\$15,610.80)	Outstanding	3/31/2015
72049	Accounts Payable	Computer Check	3/18/2015	COOPERATIVE COMPUTER SERV	\$0.00	\$5,650.88	(\$21,261.68)	Outstanding	3/31/2015
72050	Accounts Payable	Computer Check	3/18/2015	CREATIVE PROMOTIONAL PROD	\$0.00	\$1,030.60	(\$22,292.28)	Outstanding	3/31/2015
72051	Accounts Payable	Computer Check	3/18/2015	CRIMSON MULTIMEDIA DISTRI	\$0.00	\$1,234.53	(\$23,526.81)	Outstanding	3/31/2015
72052	Accounts Payable	Computer Check	3/18/2015	CECILIA CYGNAR	\$0.00	\$43.97	(\$23,570.78)	Outstanding	3/31/2015
72053	Accounts Payable	Computer Check	3/18/2015	DAVID DABROWSKI	\$0.00	\$28.18	(\$23,598.96)	Outstanding	3/31/2015
72054	Accounts Payable	Computer Check	3/18/2015	DENNIS DEBONDT	\$0.00	\$475.00	(\$24,073.96)	Outstanding	3/31/2015
72055	Accounts Payable	Computer Check	3/18/2015	DELL MARKETING L.P.	\$0.00	\$2,595.00	(\$26,668.96)	Outstanding	3/31/2015
72056	Accounts Payable	Computer Check	3/18/2015	EASYPERMIT POSTAGE	\$0.00	\$400.00	(\$27,068.96)	Outstanding	3/31/2015
72057	Accounts Payable	Computer Check	3/18/2015	FIFTH THIRD BANK	\$0.00	\$310.00	(\$27,378.96)	Outstanding	3/31/2015
72058	Accounts Payable	Computer Check	3/18/2015	FIFTH THIRD BANK	\$0.00	\$2,068.24	(\$29,447.20)	Outstanding	3/31/2015
72059	Accounts Payable	Computer Check	3/18/2015	FINDAWAY WORLD, LLC	\$0.00	\$183.71	(\$29,630.91)	Outstanding	3/31/2015
72060	Accounts Payable	Computer Check	3/18/2015	FLEXSOURCE, LLC	\$0.00	\$359.00	(\$29,989.91)	Outstanding	3/31/2015
72061	Accounts Payable	Computer Check	3/18/2015	FRIENDS OF THE NILES LIBRARY	\$0.00	\$1,142.00	(\$31,131.91)	Outstanding	3/31/2015
72062	Accounts Payable	Computer Check	3/18/2015	GARVEY'S OFFICE PRODUCTS	\$0.00	\$1,066.15	(\$32,198.06)	Outstanding	3/31/2015
72063	Accounts Payable	Computer Check	3/18/2015	THEODORE GRAF	\$0.00	\$4.75	(\$32,202.81)	Outstanding	3/31/2015
72064	Accounts Payable	Computer Check	3/18/2015	DEBORAH GRAHAM	\$0.00	\$105.42	(\$32,308.23)	Outstanding	3/31/2015
72065	Accounts Payable	Computer Check	3/18/2015	GRAINGER	\$0.00	\$237.48	(\$32,545.71)	Outstanding	3/31/2015
72066	Accounts Payable	Computer Check	3/18/2015	GROOT INDUSTRIES, INC.	\$0.00	\$228.90	(\$32,774.61)	Outstanding	3/31/2015
72067	Accounts Payable	Computer Check	3/18/2015	H-O-H WATER TECHNOLOGY, IN	\$0.00	\$95.00	(\$32,869.61)	Outstanding	3/31/2015
72068	Accounts Payable	Computer Check	3/18/2015	MICHAEL HAYS	\$0.00	\$550.00	(\$33,419.61)	Outstanding	3/31/2015

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
72069	Accounts Payable	Computer Check	3/18/2015	HEALTHCARE SERVICE CORPOR	\$0.00	\$34,474.97	(\$67,894.58)	Outstanding	3/31/2015
72070	Accounts Payable	Computer Check	3/18/2015	HOUCHEN BINDERY, LTD.	\$0.00	\$654.45	(\$68,549.03)	Outstanding	3/31/2015
72071	Accounts Payable	Computer Check	3/18/2015	ILLINOIS LIBRARY ASSOCIATION	\$0.00	\$310.00	(\$68,859.03)	Outstanding	3/31/2015
72072	Accounts Payable	Computer Check	3/18/2015	ILLINOIS PLUMBING INSPECTORS	\$0.00	\$48.00	(\$68,907.03)	Outstanding	3/31/2015
72073	Accounts Payable	Computer Check	3/18/2015	INGRAM LIBRARY SERVICES	\$0.00	\$13,466.32	(\$68,907.03)	Voided	3/31/2015
72074	Accounts Payable	Computer Check	3/18/2015	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$1,120.80	(\$70,027.83)	Outstanding	3/31/2015
72075	Accounts Payable	Computer Check	3/18/2015	KONE INC.	\$0.00	\$232.20	(\$70,260.03)	Outstanding	3/31/2015
72076	Accounts Payable	Computer Check	3/18/2015	KONICA MINOLTA BUSINESS SO	\$0.00	\$894.85	(\$71,154.88)	Outstanding	3/31/2015
72077	Accounts Payable	Computer Check	3/18/2015	KOREAN BOOKS	\$0.00	\$302.71	(\$71,457.59)	Outstanding	3/31/2015
72078	Accounts Payable	Computer Check	3/18/2015	LIGHTSPEED SYSTEMS	\$0.00	\$9,000.00	(\$80,457.59)	Outstanding	3/31/2015
72079	Accounts Payable	Computer Check	3/18/2015	VICTORIA LUZ	\$0.00	\$10.67	(\$80,468.26)	Outstanding	3/31/2015
72080	Accounts Payable	Computer Check	3/18/2015	MATRIX CONSULTING GROUP	\$0.00	\$9,988.00	(\$90,456.26)	Outstanding	3/31/2015
72081	Accounts Payable	Computer Check	3/18/2015	MENARDS	\$0.00	\$290.60	(\$90,746.86)	Outstanding	3/31/2015
72082	Accounts Payable	Computer Check	3/18/2015	MIDWEST TAPE	\$0.00	\$4,547.24	(\$90,746.86)	Voided	3/31/2015
72083	Accounts Payable	Computer Check	3/18/2015	MARY MILLER	\$0.00	\$94.77	(\$90,841.63)	Outstanding	3/31/2015
72084	Accounts Payable	Computer Check	3/18/2015	WINIFRED A. MINGEY	\$0.00	\$13.95	(\$90,855.58)	Outstanding	3/31/2015
72085	Accounts Payable	Computer Check	3/18/2015	BARBARA NAKANISHI	\$0.00	\$29.58	(\$90,885.16)	Outstanding	3/31/2015
72086	Accounts Payable	Computer Check	3/18/2015	NICOR GAS	\$0.00	\$2,154.74	(\$93,039.90)	Outstanding	3/31/2015
72087	Accounts Payable	Computer Check	3/18/2015	NILES CHAMBER OF COMMERCE	\$0.00	\$125.00	(\$93,164.90)	Outstanding	3/31/2015
72088	Accounts Payable	Computer Check	3/18/2015	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$94,045.90)	Outstanding	3/31/2015
72089	Accounts Payable	Computer Check	3/18/2015	OVERDRIVE, INC.	\$0.00	\$377.32	(\$94,423.22)	Outstanding	3/31/2015
72090	Accounts Payable	Computer Check	3/18/2015	PAINT WAGON	\$0.00	\$157.70	(\$94,580.92)	Outstanding	3/31/2015
72091	Accounts Payable	Computer Check	3/18/2015	MYRANDA P. PANOPOULOS	\$0.00	\$9.99	(\$94,590.91)	Outstanding	3/31/2015
72092	Accounts Payable	Computer Check	3/18/2015	PENGUIN RANDOM HOUSE LLC	\$0.00	\$22.50	(\$94,613.41)	Outstanding	3/31/2015
72093	Accounts Payable	Computer Check	3/18/2015	PETTY CASH	\$0.00	\$46.90	(\$94,660.31)	Outstanding	3/31/2015
72094	Accounts Payable	Computer Check	3/18/2015	PITNEY BOWES	\$0.00	\$591.00	(\$95,251.31)	Outstanding	3/31/2015
72095	Accounts Payable	Computer Check	3/18/2015	POLONIA BOOKSTORE, INC.	\$0.00	\$559.04	(\$95,810.35)	Outstanding	3/31/2015
72096	Accounts Payable	Computer Check	3/18/2015	MA DEL ROCIO RODRIGUEZ RAM	\$0.00	\$13.99	(\$95,824.34)	Outstanding	3/31/2015
72097	Accounts Payable	Computer Check	3/18/2015	THE ROSEN PUBLISHING GROUP &	\$0.00	\$320.40	(\$96,144.74)	Outstanding	3/31/2015
72098	Accounts Payable	Computer Check	3/18/2015	RUBBER STAMP MAN	\$0.00	\$25.47	(\$96,170.21)	Outstanding	3/31/2015
72099	Accounts Payable	Computer Check	3/18/2015	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$550.00	(\$96,720.21)	Outstanding	3/31/2015
72100	Accounts Payable	Computer Check	3/18/2015	CLARA SHEFFER	\$0.00	\$43.69	(\$96,763.90)	Outstanding	3/31/2015
72101	Accounts Payable	Computer Check	3/18/2015	SPRINGSHARE, LLC.	\$0.00	\$1,599.00	(\$98,362.90)	Outstanding	3/31/2015
72102	Accounts Payable	Computer Check	3/18/2015	SHELLEY SUTHERLAND	\$0.00	\$95.02	(\$98,457.92)	Outstanding	3/31/2015
72103	Accounts Payable	Computer Check	3/18/2015	THE KOREA DAILY	\$0.00	\$200.00	(\$98,657.92)	Outstanding	3/31/2015
72104	Accounts Payable	Computer Check	3/18/2015	THE LINCOLN NATIONAL LIFE IN	\$0.00	\$1,302.26	(\$99,960.18)	Outstanding	3/31/2015
72105	Accounts Payable	Computer Check	3/18/2015	THE SHAKESPEARE PROJECT OF C	\$0.00	\$200.00	(\$100,160.18)	Outstanding	3/31/2015
72106	Accounts Payable	Computer Check	3/18/2015	LUCY M. TOFT	\$0.00	\$15.99	(\$100,176.17)	Outstanding	3/31/2015
72107	Accounts Payable	Computer Check	3/18/2015	TYCO INTEGRATED SECURITY L	\$0.00	\$309.55	(\$100,485.72)	Outstanding	3/31/2015

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
72108	Accounts Payable	Computer Check	3/18/2015	UPSTART	\$0.00	\$294.15	(\$100,779.87)	Outstanding	3/31/2015
72109	Accounts Payable	Computer Check	3/18/2015	SASHA VASILIC	\$0.00	\$107.53	(\$100,887.40)	Outstanding	3/31/2015
72110	Accounts Payable	Computer Check	3/18/2015	VERIZON WIRELESS	\$0.00	\$98.36	(\$100,985.76)	Outstanding	3/31/2015
72111	Accounts Payable	Computer Check	3/18/2015	VILLAGE OF NILES	\$0.00	\$467.31	(\$101,453.07)	Outstanding	3/31/2015
72112	Accounts Payable	Computer Check	3/18/2015	VISA	\$0.00	\$2,882.06	(\$104,335.13)	Outstanding	3/31/2015
72113	Accounts Payable	Computer Check	3/18/2015	VISION SERVICE PLAN OF ILLINO	\$0.00	\$543.98	(\$104,879.11)	Outstanding	3/31/2015
72114	Accounts Payable	Computer Check	3/18/2015	VISOGRAPHIC	\$0.00	\$6,442.49	(\$111,321.60)	Outstanding	3/31/2015
72115	Accounts Payable	Computer Check	3/18/2015	JACK WADDICK	\$0.00	\$295.00	(\$111,616.60)	Outstanding	3/31/2015
72116	Accounts Payable	Computer Check	3/18/2015	WESTON WOODS STUDIOS	\$0.00	\$179.85	(\$111,796.45)	Outstanding	3/31/2015
72117	Accounts Payable	Computer Check	3/18/2015	X-PERT LANDSCAPING INC.	\$0.00	\$2,275.00	(\$114,071.45)	Outstanding	3/31/2015
72118	Accounts Payable	Computer Check	3/18/2015	COLEMAN LEW & ASSOCIATES	\$0.00	\$9,281.00	(\$123,352.45)	Outstanding	3/31/2015
72119	Accounts Payable	Computer Check	3/18/2015	INGRAM LIBRARY SERVICES	\$0.00	\$11,471.91	(\$134,824.36)	Outstanding	3/31/2015
72120	Accounts Payable	Computer Check	3/18/2015	MIDWEST TAPE	\$0.00	\$6,541.65	(\$141,366.01)	Outstanding	3/31/2015

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$141,366.01)
Total Payments:	(\$141,366.01)
Total Change in Register Balance:	(\$141,366.01)

Niles Public Library District Bank Register Report - Imprest

<u>Transaction Number</u>	<u>Source</u>	<u>Transaction Type</u>	<u>Transaction Date</u>	<u>Reference</u>	<u>Deposits</u>	<u>Payments</u>	<u>Running Total</u>	<u>Status</u>	<u>Post Date</u>
2930	Accounts Payable	Manual Check	2/3/2015	DIVA MONTALTO	\$0.00	\$300.00	(\$300.00)	Outstanding	2/28/2015
2931	Accounts Payable	Manual Check	2/4/2015	RCYRBA	\$0.00	\$10.00	(\$310.00)	Outstanding	2/28/2015

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Manual Check	(\$310.00)
Total Payments:	(\$310.00)
Total Change in Register Balance:	(\$310.00)

Niles Public Library District

Balance Sheet

February 28, 2015

	GENERAL FUND 2/28/2015	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Assets				
Cash and Investments				
Cash Checking	(\$2,406,650)	\$643,030	\$1,809,834	\$46,214
Cash-Imprest	\$739			\$739
Cash-Flexible Spending Account	\$6,832			\$6,832
MaxSafe CD	\$1,018,317			\$1,018,317
Petty Cash	\$400			\$400
Illinois Funds-Tax Deposit Account	\$847,817			\$847,817
Illinois Funds E pay fines	\$90,404			\$90,404
Northwest Community Credit Union	\$27			\$27
Fifth Third Bank-Investments	\$5,520,000			\$5,520,000
Investments Money Market-Fifth Third Bank	\$114,611			\$114,611
MaxSafe CD	\$511,772			\$511,772
Total Cash and Investments	\$5,704,267	\$643,030	\$1,809,834	\$8,157,131
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	(\$1,467)			(\$1,467)
Total Prepaid Items	(\$1,467)	\$0	\$0	(\$1,467)
Total Assets	\$8,060,574	\$697,893	\$1,809,834	\$10,568,301

Niles Public Library District

Balance Sheet

February 28, 2015

	GENERAL FUND 2/28/2015	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Liabilities and Fund Balance				
Liabilities				
Accounts Payable	\$134,898	\$4,090	\$0	\$138,988
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	\$12,951			\$12,951
Accrued Expenses	\$55,085			\$55,085
Payroll Clearing		\$60		\$60
Payroll Clearing		(\$51)		(\$51)
Deferred Revenues	\$2,334,567	\$54,865		\$2,389,431
Total Liabilities	\$2,537,429	\$58,963	\$0	\$2,596,392
 Fund Balance				
Fund Balance	\$5,523,145	\$638,931	\$1,809,834	\$7,971,910
Total Fund Balance	\$5,523,145	\$638,931	\$1,809,834	\$7,971,910
 Total Liabilities and Fund Balance	\$8,060,574	\$697,893	\$1,809,834	\$10,568,301

Niles Public Library District Income Statement-Consolidated

February 28, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes	\$845,853	\$745,350	\$100,503	\$3,710,948	\$3,664,636	\$46,312	\$6,211,247	60%
Replacement Taxes				\$69,099	\$74,200	(\$5,101)	\$140,000	49%
Per Capita Grant							\$58,000	
Grants-Other		\$83	(\$83)		\$667	(\$667)	\$1,000	
Investment Income	\$2,518	\$3,333	(\$816)	\$37,688	\$26,667	\$11,022	\$40,000	94%
Fines	\$3,456	\$3,750	(\$294)	\$33,478	\$30,000	\$3,478	\$45,000	74%
Lost Books	\$1,062	\$625	\$437	\$5,940	\$5,000	\$940	\$7,500	79%
Pay For Print	\$3,320	\$1,250	\$2,070	\$12,308	\$10,000	\$2,308	\$15,000	82%
Non-Resident Fees				\$168		\$168		
Flash Drive & Ear Bud Sales	\$9		\$9	\$82		\$82		
Commissions & Fees	\$24		\$24	\$24		\$24		
Donations-Friends of the Library							\$1,318	
Donations	\$26	\$25	\$1	\$61	\$200	(\$139)	\$300	20%
Miscellaneous	\$100	\$333	(\$233)	\$475	\$2,667	(\$2,192)	\$4,000	12%
Total Revenues	\$856,368	\$754,750	\$101,618	\$3,870,271	\$3,814,036	\$56,235	\$6,523,365	59%

Expenditures

Salaries

Library Director	\$8,578	\$9,583	\$1,006	\$68,622	\$76,667	\$8,045	\$115,000	60%
Payroll-Department Managers	\$7,893	\$22,931	\$15,038	\$74,689	\$183,448	\$108,759	\$275,172	27%
Payroll-Division Supervisors	\$36,461	\$43,405	\$6,944	\$281,434	\$347,243	\$65,809	\$520,864	54%
Payroll-Librarian I	\$94,329	\$89,552	(\$4,776)	\$741,268	\$716,420	(\$24,848)	\$1,074,630	69%
Payroll-Library Grade V	\$44,755	\$49,376	\$4,621	\$394,240	\$395,005	\$766	\$592,508	67%
Payroll-Library Grade VI	\$27,270	\$28,248	\$978	\$206,094	\$225,985	\$19,892	\$338,978	61%
Payroll-Library Pages	\$8,237	\$11,025	\$2,788	\$63,261	\$88,198	\$24,937	\$132,297	48%
Payroll-Sundays	\$6,880	\$6,167	(\$713)	\$54,907	\$49,333	(\$5,573)	\$74,000	74%
Adjustments		\$833	\$833	\$6,211	\$6,667	\$456	\$10,000	62%
Substitutes	\$265	\$667	\$401	\$856	\$5,333	\$4,478	\$8,000	11%

Niles Public Library District Income Statement-Consolidated

February 28, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Total Salaries	\$234,668	\$261,787	\$27,120	\$1,891,580	\$2,094,299	\$202,718	\$3,141,448	60%
Library Materials								
Books-Adult	\$6,308	\$11,667	\$5,359	\$97,853	\$93,333	(\$4,520)	\$140,000	70%
Books-Youth Services	\$6,055	\$5,417	(\$638)	\$40,915	\$43,333	\$2,418	\$65,000	63%
Books-Teen	\$1,096	\$1,167	\$71	\$7,796	\$9,333	\$1,537	\$14,000	56%
Downloadables	\$779	\$5,000	\$4,221	\$42,496	\$40,000	(\$2,496)	\$60,000	71%
Periodicals	\$484	\$1,833	\$1,349	\$3,266	\$14,667	\$11,400	\$22,000	15%
AV-Adult	\$2,796	\$7,750	\$4,954	\$73,998	\$62,000	(\$11,998)	\$93,000	80%
AV-Youth Services	\$3,753	\$3,500	(\$253)	\$27,410	\$28,000	\$590	\$42,000	65%
AV-Teen	\$1,765	\$1,000	(\$765)	\$7,025	\$8,000	\$975	\$12,000	59%
Online Databases	\$775	\$13,333	\$12,558	\$155,027	\$106,667	(\$48,360)	\$160,000	97%
Total Library Materials	\$23,811	\$50,667	\$26,856	\$455,786	\$405,333	(\$50,453)	\$608,000	75%
Library Operating Expenditures								
CCS Charges	\$4,700	\$6,217	\$1,516	\$42,409	\$49,733	\$7,325	\$74,600	57%
Processing & Supplies	\$954	\$1,667	\$713	\$10,685	\$13,333	\$2,648	\$20,000	53%
Internet Charges	\$942	\$1,667	\$725	\$11,102	\$13,333	\$2,232	\$20,000	56%
Software, Licenses	\$18,377	\$3,750	(\$14,627)	\$34,417	\$30,000	(\$4,417)	\$45,000	76%
Printing	\$6,661	\$4,167	(\$2,494)	\$22,418	\$33,333	\$10,915	\$50,000	45%
Library Supplies	(\$8)	\$1,067	\$1,075	\$10,559	\$8,533	(\$2,026)	\$12,800	82%
Programming & Support-Adult	\$2,465	\$1,917	(\$549)	\$11,511	\$15,333	\$3,822	\$23,000	50%
Programming & Support-Juvenile	\$5,825	\$2,875	(\$2,950)	\$19,408	\$23,000	\$3,592	\$34,500	56%
Programming & Support-Joint	\$475	\$333	(\$142)	\$1,431	\$2,667	\$1,236	\$4,000	36%
Programming & Support-Teen	\$589	\$642	\$53	\$3,699	\$5,133	\$1,434	\$7,700	48%
Public Performing Rights	\$1,320		(\$1,320)	\$1,320		(\$1,320)	\$1,318	100%
CCS Communications		\$333	\$333	\$326	\$2,667	\$2,341	\$4,000	8%
Computer Charges OCLC	\$951	\$951	\$0	\$7,605	\$7,605	\$0	\$11,408	67%
Miscellaneous		\$83	\$83	\$828	\$667	(\$161)	\$1,000	83%
Per Capita Grant Expenditures	(\$10)		\$10	\$1,399		(\$1,399)	\$71,000	2%
Grant - Other Expenditures		\$83	\$83		\$667	\$667	\$1,000	
Volunteers		\$250	\$250	\$226	\$2,000	\$1,774	\$3,000	8%

Niles Public Library District
Income Statement-Consolidated

February 28, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Total Library Operating Expenditures	\$43,240	\$26,001	(\$17,240)	\$179,342	\$208,005	\$28,663	\$384,326	47%
General and Administration								
Janitorial Supplies	\$1,006	\$2,804	\$1,798	\$19,482	\$22,433	\$2,952	\$33,650	58%
Copiers	\$895	\$833	(\$62)	\$5,394	\$6,667	\$1,272	\$10,000	54%
Professional Development	\$910	\$2,820	\$1,911	\$5,053	\$22,563	\$17,510	\$33,845	15%
Mileage	\$91	\$108	\$17	\$1,551	\$867	(\$685)	\$1,300	119%
Professional Collection		\$396	\$396	\$498	\$3,167	\$2,669	\$4,750	10%
Legal Fees	\$1,121	\$2,500	\$1,379	\$25,001	\$20,000	(\$5,001)	\$30,000	83%
Consultants	\$19,269	\$1,250	(\$18,019)	\$63,623	\$10,000	(\$53,623)	\$15,000	424%
Kitchen Supplies	\$113	\$125	\$12	\$1,251	\$1,000	(\$251)	\$1,500	83%
Promotional Expense	\$908	\$2,075	\$1,167	\$8,862	\$16,600	\$7,738	\$24,900	36%
Office Supplies	\$666	\$2,083	\$1,417	\$15,319	\$16,667	\$1,348	\$25,000	61%
Postage & Freight	\$414	\$1,500	\$1,086	\$9,494	\$12,000	\$2,506	\$18,000	53%
Publication of Notices-Legal		\$100	\$100	\$957	\$800	(\$157)	\$1,200	80%
Subscriptions & Dues	\$1,610	\$750	(\$860)	\$6,308	\$6,000	(\$308)	\$9,000	70%
Collection Services	(\$120)	\$83	\$203	\$101	\$667	\$566	\$1,000	10%
Telephone	\$1,552	\$1,375	(\$177)	\$11,829	\$11,000	(\$829)	\$16,500	72%
Trustee Expense	\$199	\$750	\$551	\$1,368	\$6,000	\$4,632	\$9,000	15%
Equipment Rental	\$591	\$417	(\$174)	\$1,182	\$3,333	\$2,151	\$5,000	24%
Payroll Service	\$865	\$1,083	\$219	\$9,066	\$8,667	(\$399)	\$13,000	70%
Bank Fees	\$243	\$275	\$32	\$2,217	\$2,200	(\$17)	\$3,300	67%
Parking Lease	\$881	\$881		\$7,048	\$7,048		\$10,572	67%
Total General and Administration	\$31,213	\$22,210	(\$9,003)	\$195,604	\$177,678	(\$17,926)	\$266,517	73%
Vehicle Operation								
Gas, Oil, Grease		\$83	\$83	\$389	\$667	\$277	\$1,000	39%
Repairs & Maintenance	\$24	\$150	\$127	\$226	\$1,200	\$974	\$1,800	13%
Miscellaneous		\$8	\$8		\$67	\$67	\$100	
Auto Insurance				\$1,376	\$1,371	(\$5)	\$1,371	100%
Total Vehicle Operation	\$24	\$242	\$218	\$1,992	\$3,304	\$1,313	\$4,271	47%

Niles Public Library District
Income Statement-Consolidated

February 28, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Employee Fringe Benefits								
Deferred Compensation	\$13,654	\$14,583	\$929	\$112,884	\$116,667	\$3,782	\$175,000	65%
Group Health	\$28,058	\$31,250	\$3,192	\$222,484	\$250,000	\$27,516	\$375,000	59%
Health Reimbursement Account	\$13,833	\$5,000	(\$8,833)	\$25,709	\$40,000	\$14,291	\$60,000	43%
Dental	\$582	\$1,667	\$1,085	\$10,398	\$13,333	\$2,935	\$20,000	52%
Vision	\$462	\$583	\$121	\$3,860	\$4,667	\$806	\$7,000	55%
FSA fee	\$55	\$100	\$45	\$840	\$800	(\$40)	\$1,200	70%
Life, LTD, AD&D, STD	\$1,302	\$1,750	\$448	\$10,248	\$14,000	\$3,752	\$21,000	49%
Total Employee Fringe Benefits	\$57,947	\$54,933	(\$3,014)	\$386,424	\$439,467	\$53,042	\$659,200	59%
Utilities								
Gas	\$2,155	\$1,250	(\$905)	\$8,749	\$10,000	\$1,251	\$15,000	58%
Electric	\$7,128	\$6,667	(\$462)	\$68,497	\$53,333	(\$15,164)	\$80,000	86%
Water	\$467	\$583	\$116	\$5,750	\$4,667	(\$1,083)	\$7,000	82%
Total Utilities	\$9,751	\$8,500	(\$1,251)	\$82,996	\$68,000	(\$14,996)	\$102,000	81%
Capital Expenditures								
Special Reserve - Building		\$10,833	\$10,833	\$19,135	\$86,667	\$67,532	\$130,000	15%
Special Reserve - Equipment		\$33,083	\$33,083	\$55,409	\$264,667	\$209,258	\$397,000	14%
Special Reserve - Construction Project				\$18,518		(\$18,518)		
Total Capital Expenditures	\$0	\$43,917	\$43,917	\$93,061	\$351,333	\$258,272	\$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				\$16,700	\$17,500	\$800	\$17,500	95%
Total Audit Expenditures	\$0	\$0	\$0	\$16,700	\$17,500	\$800	\$17,500	95%
Liability Insurance								

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

February 28, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
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%
Social Security								
Social Security	\$18,455	\$19,167	\$711	\$162,592	\$153,333	(\$9,259)	\$230,000	71%
Total Social Security Expenditures	\$18,455	\$19,167	\$711	\$162,592	\$153,333	(\$9,259)	\$230,000	71%
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	\$2,684	\$1,250	(\$1,434)	\$7,724	\$10,000	\$2,276	\$15,000	51%
Total Unemployment Compensation Expenditures	\$2,684	\$1,250	(\$1,434)	\$7,724	\$10,000	\$2,276	\$15,000	51%
Building & Equipment Maintenance								
Repairs & Improvements	\$693	\$3,125	\$2,432	\$12,236	\$25,000	\$12,764	\$37,500	33%
Contractual Maintenance	\$3,168	\$2,917	(\$251)	\$20,778	\$23,333	\$2,555	\$35,000	59%
Non-Contractual Maintenance	\$229	\$2,000	\$1,771	\$5,351	\$16,000	\$10,649	\$24,000	22%
Equipment Maintenance		\$3,000	\$3,000	\$9,053	\$24,000	\$14,947	\$36,000	25%
Non Capital Expenses		\$1,667	\$1,667	\$1,142	\$13,333	\$12,191	\$20,000	6%
Furniture & Fixtures		\$4,708	\$4,708	\$4,532	\$37,667	\$33,135	\$56,500	8%
Total Building & Equipment Maintenance Expenditures	\$4,090	\$17,417	\$13,327	\$53,093	\$139,333	\$86,240	\$209,000	25%
Total Expenditures	\$425,882	\$506,089	\$80,208	\$3,776,957	\$4,332,820	\$555,863	\$6,429,497	59%
NET SURPLUS/(DEFICIT)	\$430,486	\$248,660	\$181,826	\$93,314	(\$518,784)	\$612,099	\$93,868	99%

Niles Public Library District
Income Statement-General Fund

February 28, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes	\$826,669	\$724,170	\$102,500	\$3,627,766	\$3,560,501	\$67,265	\$6,034,747	60%
Replacement Taxes				\$69,099	\$74,200	(\$5,101)	\$140,000	49%
Per Capita Grant							\$58,000	
Grants-Other		\$83	(\$83)		\$667	(\$667)	\$1,000	
Investment Income	\$2,518	\$3,333	(\$816)	\$37,688	\$26,667	\$11,022	\$40,000	94%
Fines	\$3,456	\$3,750	(\$294)	\$33,478	\$30,000	\$3,478	\$45,000	74%
Lost Books	\$1,062	\$625	\$437	\$5,940	\$5,000	\$940	\$7,500	79%
Pay For Print	\$3,320	\$1,250	\$2,070	\$12,308	\$10,000	\$2,308	\$15,000	82%
Non-Resident Fees				\$168		\$168		
Flash Drive & Ear Bud Sales	\$9		\$9	\$82		\$82		
Commissions & Fees	\$24		\$24	\$24		\$24		
Donations-Friends of the Library							\$1,318	
Donations	\$26	\$25	\$1	\$61	\$200	(\$139)	\$300	20%
Miscellaneous	\$100	\$333	(\$233)	\$475	\$2,667	(\$2,192)	\$4,000	12%
Total Revenues	\$837,184	\$733,570	\$103,614	\$3,787,089	\$3,709,901	\$77,188	\$6,346,865	60%

Expenditures

Salaries

Library Director	\$8,578	\$9,583	\$1,006	\$68,622	\$76,667	\$8,045	\$115,000	60%
Payroll-Department Managers	\$7,893	\$22,931	\$15,038	\$74,689	\$183,448	\$108,759	\$275,172	27%
Payroll-Division Supervisors	\$36,461	\$43,405	\$6,944	\$281,434	\$347,243	\$65,809	\$520,864	54%
Payroll-Librarian I	\$94,329	\$89,552	(\$4,776)	\$741,268	\$716,420	(\$24,848)	\$1,074,630	69%
Payroll-Library Grade V	\$44,755	\$49,376	\$4,621	\$394,240	\$395,005	\$766	\$592,508	67%
Payroll-Library Grade VI	\$27,270	\$28,248	\$978	\$206,094	\$225,985	\$19,892	\$338,978	61%
Payroll-Library Pages	\$8,237	\$11,025	\$2,788	\$63,261	\$88,198	\$24,937	\$132,297	48%
Payroll-Sundays	\$6,880	\$6,167	(\$713)	\$54,907	\$49,333	(\$5,573)	\$74,000	74%
Adjustments		\$833	\$833	\$6,211	\$6,667	\$456	\$10,000	62%
Substitutes	\$265	\$667	\$401	\$856	\$5,333	\$4,478	\$8,000	11%

Niles Public Library District
Income Statement-General Fund

February 28, 2015

	<u>Month Actual</u>	<u>Month Budget</u>	<u>Month Variance</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Annual Budget</u>	<u>Actual % of Annual Budget</u>
Total Salaries	\$234,668	\$261,787	\$27,120	\$1,891,580	\$2,094,299	\$202,718	\$3,141,448	60%
Library Materials								
Books-Adult	\$6,308	\$11,667	\$5,359	\$97,853	\$93,333	(\$4,520)	\$140,000	70%
Books-Youth Services	\$6,055	\$5,417	(\$638)	\$40,915	\$43,333	\$2,418	\$65,000	63%
Books-Teen	\$1,096	\$1,167	\$71	\$7,796	\$9,333	\$1,537	\$14,000	56%
Downloadables	\$779	\$5,000	\$4,221	\$42,496	\$40,000	(\$2,496)	\$60,000	71%
Periodicals	\$484	\$1,833	\$1,349	\$3,266	\$14,667	\$11,400	\$22,000	15%
AV-Adult	\$2,796	\$7,750	\$4,954	\$73,998	\$62,000	(\$11,998)	\$93,000	80%
AV-Youth Services	\$3,753	\$3,500	(\$253)	\$27,410	\$28,000	\$590	\$42,000	65%
AV-Teen	\$1,765	\$1,000	(\$765)	\$7,025	\$8,000	\$975	\$12,000	59%
Online Databases	\$775	\$13,333	\$12,558	\$155,027	\$106,667	(\$48,360)	\$160,000	97%
Total Library Materials	\$23,811	\$50,667	\$26,856	\$455,786	\$405,333	(\$50,453)	\$608,000	75%
Library Operating Expenditures								
CCS Charges	\$4,700	\$6,217	\$1,516	\$42,409	\$49,733	\$7,325	\$74,600	57%
Processing & Supplies	\$954	\$1,667	\$713	\$10,685	\$13,333	\$2,648	\$20,000	53%
Internet Charges	\$942	\$1,667	\$725	\$11,102	\$13,333	\$2,232	\$20,000	56%
Software, Licenses	\$18,377	\$3,750	(\$14,627)	\$34,417	\$30,000	(\$4,417)	\$45,000	76%
Printing	\$6,661	\$4,167	(\$2,494)	\$22,418	\$33,333	\$10,915	\$50,000	45%
Library Supplies	(\$8)	\$1,067	\$1,075	\$10,559	\$8,533	(\$2,026)	\$12,800	82%
Programming & Support-Adult	\$2,465	\$1,917	(\$549)	\$11,511	\$15,333	\$3,822	\$23,000	50%
Programming & Support-Juvenile	\$5,825	\$2,875	(\$2,950)	\$19,408	\$23,000	\$3,592	\$34,500	56%
Programming & Support-Joint	\$475	\$333	(\$142)	\$1,431	\$2,667	\$1,236	\$4,000	36%
Programming & Support-Teen	\$589	\$642	\$53	\$3,699	\$5,133	\$1,434	\$7,700	48%
Public Performing Rights	\$1,320		(\$1,320)	\$1,320		(\$1,320)	\$1,318	100%
CCS Communications		\$333	\$333	\$326	\$2,667	\$2,341	\$4,000	8%
Computer Charges OCLC	\$951	\$951	\$0	\$7,605	\$7,605	\$0	\$11,408	67%
Miscellaneous		\$83	\$83	\$828	\$667	(\$161)	\$1,000	83%
Per Capita Grant Expenditures	(\$10)		\$10	\$1,399		(\$1,399)	\$71,000	2%
Grant - Other Expenditures		\$83	\$83		\$667	\$667	\$1,000	
Volunteers		\$250	\$250	\$226	\$2,000	\$1,774	\$3,000	8%

Niles Public Library District
Income Statement-General Fund

February 28, 2015

	<u>Month Actual</u>	<u>Month Budget</u>	<u>Month Variance</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Annual Budget</u>	<u>Actual % of Annual Budget</u>
Total Library Operating Expenditures	\$43,240	\$26,001	(\$17,240)	\$179,342	\$208,005	\$28,663	\$384,326	47%
General and Administration								
Janitorial Supplies	\$1,006	\$2,804	\$1,798	\$19,482	\$22,433	\$2,952	\$33,650	58%
Copiers	\$895	\$833	(\$62)	\$5,394	\$6,667	\$1,272	\$10,000	54%
Professional Development	\$910	\$2,820	\$1,911	\$5,053	\$22,563	\$17,510	\$33,845	15%
Mileage	\$91	\$108	\$17	\$1,551	\$867	(\$685)	\$1,300	119%
Professional Collection		\$396	\$396	\$498	\$3,167	\$2,669	\$4,750	10%
Legal Fees	\$1,121	\$2,500	\$1,379	\$25,001	\$20,000	(\$5,001)	\$30,000	83%
Consultants	\$19,269	\$1,250	(\$18,019)	\$63,623	\$10,000	(\$53,623)	\$15,000	424%
Kitchen Supplies	\$113	\$125	\$12	\$1,251	\$1,000	(\$251)	\$1,500	83%
Promotional Expense	\$908	\$2,075	\$1,167	\$8,862	\$16,600	\$7,738	\$24,900	36%
Office Supplies	\$666	\$2,083	\$1,417	\$15,319	\$16,667	\$1,348	\$25,000	61%
Postage & Freight	\$414	\$1,500	\$1,086	\$9,494	\$12,000	\$2,506	\$18,000	53%
Publication of Notices-Legal		\$100	\$100	\$957	\$800	(\$157)	\$1,200	80%
Subscriptions & Dues	\$1,610	\$750	(\$860)	\$6,308	\$6,000	(\$308)	\$9,000	70%
Collection Services	(\$120)	\$83	\$203	\$101	\$667	\$566	\$1,000	10%
Telephone	\$1,552	\$1,375	(\$177)	\$11,829	\$11,000	(\$829)	\$16,500	72%
Trustee Expense	\$199	\$750	\$551	\$1,368	\$6,000	\$4,632	\$9,000	15%
Equipment Rental	\$591	\$417	(\$174)	\$1,182	\$3,333	\$2,151	\$5,000	24%
Payroll Service	\$865	\$1,083	\$219	\$9,066	\$8,667	(\$399)	\$13,000	70%
Bank Fees	\$243	\$275	\$32	\$2,217	\$2,200	(\$17)	\$3,300	67%
Parking Lease	\$881	\$881		\$7,048	\$7,048		\$10,572	67%
Total General and Administration	\$31,213	\$22,210	(\$9,003)	\$195,604	\$177,678	(\$17,926)	\$266,517	73%
Vehicle Operation								
Gas, Oil, Grease		\$83	\$83	\$389	\$667	\$277	\$1,000	39%
Repairs & Maintenance	\$24	\$150	\$127	\$226	\$1,200	\$974	\$1,800	13%
Miscellaneous		\$8	\$8		\$67	\$67	\$100	
Auto Insurance				\$1,376	\$1,371	(\$5)	\$1,371	100%
Total Vehicle Operation	\$24	\$242	\$218	\$1,992	\$3,304	\$1,313	\$4,271	47%

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

February 28, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Employee Fringe Benefits								
Deferred Compensation	\$13,654	\$14,583	\$929	\$112,884	\$116,667	\$3,782	\$175,000	65%
Group Health	\$28,058	\$31,250	\$3,192	\$222,484	\$250,000	\$27,516	\$375,000	59%
Health Reimbursement Account	\$13,833	\$5,000	(\$8,833)	\$25,709	\$40,000	\$14,291	\$60,000	43%
Dental	\$582	\$1,667	\$1,085	\$10,398	\$13,333	\$2,935	\$20,000	52%
Vision	\$462	\$583	\$121	\$3,860	\$4,667	\$806	\$7,000	55%
FSA fee	\$55	\$100	\$45	\$840	\$800	(\$40)	\$1,200	70%
Life, LTD, AD&D, STD	\$1,302	\$1,750	\$448	\$10,248	\$14,000	\$3,752	\$21,000	49%
Total Employee Fringe Benefits	\$57,947	\$54,933	(\$3,014)	\$386,424	\$439,467	\$53,042	\$659,200	59%
Utilities								
Gas	\$2,155	\$1,250	(\$905)	\$8,749	\$10,000	\$1,251	\$15,000	58%
Electric	\$7,128	\$6,667	(\$462)	\$68,497	\$53,333	(\$15,164)	\$80,000	86%
Water	\$467	\$583	\$116	\$5,750	\$4,667	(\$1,083)	\$7,000	82%
Total Utilities	\$9,751	\$8,500	(\$1,251)	\$82,996	\$68,000	(\$14,996)	\$102,000	81%
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	\$400,653	\$424,339	\$23,687	\$3,395,368	\$3,597,729	\$202,361	\$5,367,406	63%
NET SURPLUS/(DEFICIT)	\$436,531	\$309,230	\$127,301	\$391,721	\$112,172	\$279,549	\$979,459	40%

Niles Public Library District
Income Statement- YTD By Fund

February 28, 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	\$3,664,636	\$3,627,766	\$83,182		\$3,710,948	\$46,312	60%
Replacement Taxes	\$140,000	\$74,200	\$69,099			\$69,099	(\$5,101)	49%
Per Capita Grant	\$58,000							
Grants-Other	\$1,000	\$667					(\$667)	
Investment Income	\$40,000	\$26,667	\$37,688			\$37,688	\$11,022	94%
Fines	\$45,000	\$30,000	\$33,478			\$33,478	\$3,478	74%
Lost Books	\$7,500	\$5,000	\$5,940			\$5,940	\$940	79%
Pay For Print	\$15,000	\$10,000	\$12,308			\$12,308	\$2,308	82%
Non-Resident Fees			\$168			\$168	\$168	
Flash Drive & Ear Bud Sales			\$82			\$82	\$82	
Commissions & Fees			\$24			\$24	\$24	
Donations-Friends of the Library	\$1,318							
Donations	\$300	\$200	\$61			\$61	(\$139)	20%
Miscellaneous	\$4,000	\$2,667	\$475			\$475	(\$2,192)	12%
Total Revenues	\$6,523,365	\$3,814,036	\$3,787,089	\$83,182	\$0	\$3,870,271	\$56,235	59%

Expenditures

Salaries

Library Director	\$115,000	\$76,667	\$68,622			\$68,622	\$8,045	60%
Payroll-Department Managers	\$275,172	\$183,448	\$74,689			\$74,689	\$108,759	27%
Payroll-Division Supervisors	\$520,864	\$347,243	\$281,434			\$281,434	\$65,809	54%
Payroll-Librarian I	\$1,074,630	\$716,420	\$741,268			\$741,268	(\$24,848)	69%
Payroll-Library Grade V	\$592,508	\$395,005	\$394,240			\$394,240	\$766	67%
Payroll-Library Grade VI	\$338,978	\$225,985	\$206,094			\$206,094	\$19,892	61%
Payroll-Library Pages	\$132,297	\$88,198	\$63,261			\$63,261	\$24,937	48%
Payroll-Sundays	\$74,000	\$49,333	\$54,907			\$54,907	(\$5,573)	74%
Adjustments	\$10,000	\$6,667	\$6,211			\$6,211	\$456	62%
Substitutes	\$8,000	\$5,333	\$856			\$856	\$4,478	11%

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

February 28, 2015

	<u>ANNUAL BUDGET</u>	<u>YTD BUDGET</u>	<u>GENERAL FUND</u>	<u>SPECIAL REVENUE FUNDS</u>	<u>SPECIAL RESERVE FUND</u>	<u>TOTAL YTD ACTUAL</u>	<u>YTD BUDGET VARIANCE</u>	<u>ACTUAL % OF ANNUAL BUDGET</u>
Total Salaries	\$3,141,448	\$2,094,299	\$1,891,580	\$0	\$0	\$1,891,580	\$202,718	60%
Library Materials								
Books-Adult	\$140,000	\$93,333	\$97,853			\$97,853	(\$4,520)	70%
Books-Youth Services	\$65,000	\$43,333	\$40,915			\$40,915	\$2,418	63%
Books-Teen	\$14,000	\$9,333	\$7,796			\$7,796	\$1,537	56%
Downloadables	\$60,000	\$40,000	\$42,496			\$42,496	(\$2,496)	71%
Periodicals	\$22,000	\$14,667	\$3,266			\$3,266	\$11,400	15%
AV-Adult	\$93,000	\$62,000	\$73,998			\$73,998	(\$11,998)	80%
AV-Youth Services	\$42,000	\$28,000	\$27,410			\$27,410	\$590	65%
AV-Teen	\$12,000	\$8,000	\$7,025			\$7,025	\$975	59%
Online Databases	\$160,000	\$106,667	\$155,027			\$155,027	(\$48,360)	97%
Total Library Materials	\$608,000	\$405,333	\$455,786	\$0	\$0	\$455,786	(\$50,453)	75%
Library Operating Expenditures								
CCS Charges	\$74,600	\$49,733	\$42,409			\$42,409	\$7,325	57%
Processing & Supplies	\$20,000	\$13,333	\$10,685			\$10,685	\$2,648	53%
Internet Charges	\$20,000	\$13,333	\$11,102			\$11,102	\$2,232	56%
Software, Licenses	\$45,000	\$30,000	\$34,417			\$34,417	(\$4,417)	76%
Printing	\$50,000	\$33,333	\$22,418			\$22,418	\$10,915	45%
Library Supplies	\$12,800	\$8,533	\$10,559			\$10,559	(\$2,026)	82%
Programming & Support-Adult	\$23,000	\$15,333	\$11,511			\$11,511	\$3,822	50%
Programming & Support-Juvenile	\$34,500	\$23,000	\$19,408			\$19,408	\$3,592	56%
Programming & Support-Joint	\$4,000	\$2,667	\$1,431			\$1,431	\$1,236	36%
Programming & Support-Teen	\$7,700	\$5,133	\$3,699			\$3,699	\$1,434	48%
Public Performing Rights	\$1,318		\$1,320			\$1,320	(\$1,320)	100%
CCS Communications	\$4,000	\$2,667	\$326			\$326	\$2,341	8%
Computer Charges OCLC	\$11,408	\$7,605	\$7,605			\$7,605	\$0	67%
Miscellaneous	\$1,000	\$667	\$828			\$828	(\$161)	83%
Per Capita Grant Expenditures	\$71,000		\$1,399			\$1,399	(\$1,399)	2%
Grant - Other Expenditures	\$1,000	\$667					\$667	
Volunteers	\$3,000	\$2,000	\$226			\$226	\$1,774	8%

Niles Public Library District
Income Statement- YTD By Fund

February 28, 2015

	<u>ANNUAL BUDGET</u>	<u>YTD BUDGET</u>	<u>GENERAL FUND</u>	<u>SPECIAL REVENUE FUNDS</u>	<u>SPECIAL RESERVE FUND</u>	<u>TOTAL YTD ACTUAL</u>	<u>YTD BUDGET VARIANCE</u>	<u>ACTUAL % OF ANNUAL BUDGET</u>
Total Library Operating Expenditures	\$384,326	\$208,005	\$179,342	\$0	\$0	\$179,342	\$28,663	47%
General and Administration								
Janitorial Supplies	\$33,650	\$22,433	\$19,482			\$19,482	\$2,952	58%
Copiers	\$10,000	\$6,667	\$5,394			\$5,394	\$1,272	54%
Professional Development	\$33,845	\$22,563	\$5,053			\$5,053	\$17,510	15%
Mileage	\$1,300	\$867	\$1,551			\$1,551	(\$685)	119%
Professional Collection	\$4,750	\$3,167	\$498			\$498	\$2,669	10%
Legal Fees	\$30,000	\$20,000	\$25,001			\$25,001	(\$5,001)	83%
Consultants	\$15,000	\$10,000	\$63,623			\$63,623	(\$53,623)	424%
Kitchen Supplies	\$1,500	\$1,000	\$1,251			\$1,251	(\$251)	83%
Promotional Expense	\$24,900	\$16,600	\$8,862			\$8,862	\$7,738	36%
Office Supplies	\$25,000	\$16,667	\$15,319			\$15,319	\$1,348	61%
Postage & Freight	\$18,000	\$12,000	\$9,494			\$9,494	\$2,506	53%
Publication of Notices-Legal	\$1,200	\$800	\$957			\$957	(\$157)	80%
Subscriptions & Dues	\$9,000	\$6,000	\$6,308			\$6,308	(\$308)	70%
Collection Services	\$1,000	\$667	\$101			\$101	\$566	10%
Telephone	\$16,500	\$11,000	\$11,829			\$11,829	(\$829)	72%
Trustee Expense	\$9,000	\$6,000	\$1,368			\$1,368	\$4,632	15%
Equipment Rental	\$5,000	\$3,333	\$1,182			\$1,182	\$2,151	24%
Payroll Service	\$13,000	\$8,667	\$9,066			\$9,066	(\$399)	70%
Bank Fees	\$3,300	\$2,200	\$2,217			\$2,217	(\$17)	67%
Parking Lease	\$10,572	\$7,048	\$7,048			\$7,048		67%
Total General and Administration	\$266,517	\$177,678	\$195,604	\$0	\$0	\$195,604	(\$17,926)	73%
Vehicle Operation								
Gas, Oil, Grease	\$1,000	\$667	\$389			\$389	\$277	39%
Repairs & Maintenance	\$1,800	\$1,200	\$226			\$226	\$974	13%
Miscellaneous	\$100	\$67					\$67	
Auto Insurance	\$1,371	\$1,371	\$1,376			\$1,376	(\$5)	100%
Total Vehicle Operation	\$4,271	\$3,304	\$1,992	\$0	\$0	\$1,992	\$1,313	47%

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

February 28, 2015

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Employee Fringe Benefits								
Deferred Compensation	\$175,000	\$116,667	\$112,884			\$112,884	\$3,782	65%
Group Health	\$375,000	\$250,000	\$222,484			\$222,484	\$27,516	59%
Health Reimbursement Account	\$60,000	\$40,000	\$25,709			\$25,709	\$14,291	43%
Dental	\$20,000	\$13,333	\$10,398			\$10,398	\$2,935	52%
Vision	\$7,000	\$4,667	\$3,860			\$3,860	\$806	55%
FSA fee	\$1,200	\$800	\$840			\$840	(\$40)	70%
Life, LTD, AD&D, STD	\$21,000	\$14,000	\$10,248			\$10,248	\$3,752	49%
Total Employee Fringe Benefits	\$659,200	\$439,467	\$386,424	\$0	\$0	\$386,424	\$53,042	59%
Utilities								
Gas	\$15,000	\$10,000	\$8,749			\$8,749	\$1,251	58%
Electric	\$80,000	\$53,333	\$68,497			\$68,497	(\$15,164)	86%
Water	\$7,000	\$4,667	\$5,750			\$5,750	(\$1,083)	82%
Total Utilities	\$102,000	\$68,000	\$82,996	\$0	\$0	\$82,996	(\$14,996)	81%
Capital Expenditures								
Special Reserve - Building	\$130,000	\$86,667			\$19,135	\$19,135	\$67,532	15%
Special Reserve - Equipment	\$397,000	\$264,667			\$55,409	\$55,409	\$209,258	14%
Special Reserve - Construction Project					\$18,518	\$18,518	(\$18,518)	
Total Capital Expenditures	\$527,000	\$351,333	\$0	\$0	\$93,061	\$93,061	\$258,272	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								

Niles Public Library District
Income Statement- YTD By Fund

February 28, 2015

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
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%
Social Security								
Social Security	\$230,000	\$153,333		\$162,592		\$162,592	(\$9,259)	71%
Total Social Security Expenditures	\$230,000	\$153,333	\$0	\$162,592	\$0	\$162,592	(\$9,259)	71%
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	\$10,000		\$7,724		\$7,724	\$2,276	51%
Total Unemployment Compensation Expenditures	\$15,000	\$10,000	\$0	\$7,724	\$0	\$7,724	\$2,276	51%
Building & Equipment Maintenance								
Repairs & Improvements	\$37,500	\$25,000		\$12,236		\$12,236	\$12,764	33%
Contractual Maintenance	\$35,000	\$23,333		\$20,778		\$20,778	\$2,555	59%
Non-Contractual Maintenance	\$24,000	\$16,000		\$5,351		\$5,351	\$10,649	22%
Equipment Maintenance	\$36,000	\$24,000		\$9,053		\$9,053	\$14,947	25%
Non Capital Expenses	\$20,000	\$13,333		\$1,142		\$1,142	\$12,191	6%
Furniture & Fixtures	\$56,500	\$37,667		\$4,532		\$4,532	\$33,135	8%
Total Building & Equipment Maintenance Expenditures	\$209,000	\$139,333	\$0	\$53,093	\$0	\$53,093	\$86,240	25%
Total Expenditures	\$6,429,497	\$4,332,820	\$3,395,368	\$288,527	\$93,061	\$3,776,957	\$555,863	59%
NET SURPLUS/(DEFICIT)	\$93,868	(\$518,784)	\$391,721	(\$205,345)	(\$93,061)	\$93,314	\$612,099	99%

Financial statement narrative

For the month of February 2015 and the eight months then ended

Revenue

Revenue for the first eight months of the fiscal year is running ahead of budget estimates for the eight month mark by nearly 1.2% (\$46,312). 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 continue to be in line with budget estimates during the second half of the fiscal year.

For the month of January, the Library has collected \$845,853 against a budget estimate of \$745,350.

Expenditures

Salaries

Salaries continue to run behind budget estimates due to vacancies in the Library. At the eight month point in the year, the Library is 9.7% (\$202,718) 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 12.4% (\$50,453) for the first eight 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 13.8% (\$28,663). The most significant contributors to this spending profile are CCS Charges, Software Licenses, Printing, and Programming. For the month this category was over spent by two thirds (\$17,240). We expect these expense categories to catch up to budget estimates during the last four months of the year.

General and Administrative

General and Administrative expenses are 10% (\$17,926) over budget estimates for the first eight months of the year. The two most notable items in this category are Legal Fees (\$5,001 over budget) and Consultants (\$53,623 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 12.1% (\$53,042) due to vacancies at the Library leading to underutilization of benefits. For the month, we were 5.4% (\$3,014) over budget. We expect this trend to continue as long as there are vacancies in the Library.

Utilities

Utilities are 22.1% (\$14,996) over budget for the first eight months. For the month we are 14.7% (\$1,251) 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 \$20,000 over budget in this category.

Net Surplus/(Deficit)

At the halfway point in the fiscal year, the Library budgeted a deficit of \$518,784. We have a surplus at this point in the year of \$93,314. This \$612,099 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.

Interim Director's Report February 2015

Susan Dove Lempke

Planning is coming along well for The Creative Studio and Wonder Ground. We have begun purchasing technology equipment such as a MakerBot 3D printer, and this month you will find a request for the Library's first Mac computers. We are also gathering materials for circulating technology/science kits, and Dave and Greg have been working on getting quotes on the cabinets we'll need for storing the many items. Rich has also been getting quotes on installing the hearing loop for the Large Meeting Room which was also included in the Per Capita Grant.

You will have tonight a request to approve revised lending regulations to cover the new WiFi Hotspots that IT has purchased to lend to patrons. Obviously this isn't a permanent solution for anyone, but will enable patrons to use WiFi on a temporary basis as needed.

Speaking of the technology needs of our patrons, I looked at our Google Analytics for the website and find that by far the majority of our patrons are still accessing our website via desktop computers --16,562 in Feb vs 4,227 on phones and only 2,645 on tablets. I am happy to see from GA that the page of our website where people get to our databases is getting more use, as is the page for getting to e-books. Unsurprisingly, the top site that people click away from our website to get to is the Enterprise catalog; in second place is the kids' read-aloud site Tumblebooks, which we know our teachers are using in the classroom, and third place is the program calendar where people can register for programs.

I am glad to report that we have a new ticketing system in place for our IT requests. This will make it much easier to keep track of requests and get a better grip on the types of requests that IT gets, what kinds of equipment or software is causing problems, and what projects are under way. This was an experiment, and it will also be used with Maintenance, Marketing, and possibly even Tech Services requests. Thanks to Rich for setting this up.

I have formed a new cross-departmental committee to seek out and schedule our art displays and exhibits. Victoria Luz is heading the committee up, and the rest of the group is Dodie Frisbie, Sasha Vasilic, Neil O'Shea, Debbie Graham, and Diane Winberg. Each of them currently works with displays in some way, so this brings them all together. They are already approaching Culver about hanging school artwork in the gallery space outside of the Board room, and are looking at possibilities for a great exhibit about Chicago candy that will lend itself both to bringing in visitors and creating fun programs. Meanwhile the judging of the annual bookmark contest took place and winners selected—this is organized by Debbie Graham, and is a good deal of work, but it always pulls in lots of families to see the kids' artwork.

The monthly staff meetings are going well, reaching about ½ of the staff between the morning and afternoon meeting. We move the day of the week around to try to reach the most people so our part timers in particular get a chance to come in person at least occasionally. There is always time for questions, and then everyone gets the follow-up email. Supervisors and Managers are meeting twice a month now, and we are currently working on planning for the 2015/16 Budget. We spent some time reviewing Chapter One since it is at a transitional point, and we talked about ways of trying to market the programs that come toward the end of the quarter. Greg and Sasha are working on coming up with topical program lists to hand out at the desks to bridge this gap. The SuperMan meeting also gives us the chance to keep everyone updated about what's going on in the departments so they can brainstorm solutions to issues and help make sure their own staff members know what is going on.

Adult Services

Submitted by Valerie Clark

In honor of Valentine's Day, staff organized and maintained a display and passive program. The "All You Need is Love" display was on the Third Level and it moved 103 fiction and nonfiction items. With the help of Patron Services, the "Blind Date with a Book or Movie" passive programming was located on the First Floor. These items were wrapped with clues to their "identity" written on the outside. Happy Valentine's Day!

The Bubble and Squawk Cookbook Discussion has been very popular with its followers and the librarians who lead the evening adventure are also having a fine time of it! This month, they sampled dishes made from the recipes of "The Joy

of Cooking". Many in this group have used this book for many years and there were many pleasant memories (and tastes!) to share.

The Large Meeting Room and Commons Area are working very well for larger programs. Shakespeare attendees have more room to mingle during intermission and the recently upgraded lights added greatly to the Eleventh Annual Night at the Oscars (60 people in attendance). The separation of the stage lights from the perimeter lights worked perfectly to light Cinema Cecilia, our local MC, during the commercial breaks. The portable handheld microphone put Cecilia on the move! All the improvements and IT's conscientiousness afforded a great experience for our extremely grateful, movie-loving crowd!

Interlibrary Loan has been very busy with more patron requests, renewals, overdues and notification of patrons concerning requests that cannot be filled. We are very fortunate to have a new part-time Assistant helping with ILL, and one of our part-timers who is very dedicated to helping with this service.

A Couple of the Interesting Questions of the Month:

-Do you have books with information on Ethelred the Unready?

-Does the color of birthday candles make them burn at different rates?

(Yes, the staff members found the information the patrons needed! Good job!)

KidSpace/Teen Underground

(Youth and Teen Departments)

Submitted by Shelley Sutherland

Report on Top Goals

- **Work with staff to plan and implement Wonder Ground with equipment, activities and programs.** Orders for new STEM kits, projects and activities are being sent to Administration this week
- **Increase visibility and circulation of the nonfiction print and DVD collections by reducing the Reference collection and creating a "power wall"** Weeding is radical and ongoing
- **Develop IKBK (1000 Books Before Kindergarten) promotional materials for pediatricians' offices and preschools in our district** Gave additional promotional materials to 4 more preschools
- **Develop standards and a colleague review plan for storytime presenters** On hold for now
- **Work with Arianne and other staff to plan Spring and Summer programs** Copy for the flyer/Chapter One is being proofread with a March 13 deadline to send to PR/Marketing
- **Work with Sue and other staff to plan the 2015 Summer Reading Clubs for pre-readers, readers and teens.** Even though we have just thawed out from a brutal winter, Arianne and the department are full-speed ahead planning Summer Reading 2015: "Every Hero Has a Story." We are preparing the marketing flyers to be distributed to the schools, the folders where the children will record their reading and visits, the activities they will take part in when they visit KidSpace, ordering the prizes they will be earning, and the line-up of programming that will draw them into the library. Leslie is reaching out to community partners to engage resources outside of the building as partners.

Program Highlights

Debbie hosted our third annual Family Science program which attracted ~50 parents and children happily exploring 12 different stations involving STEM concepts.... and nothing blew up!

Clara put out a Mailbox, some stationery, stickers and envelopes, and kids have been sending us ~20 love letters each day. One child wrote a letter to Blackhawks player Patrick Kane after he was injured, wishing that he would get well soon. This is to support one of the Every Child Ready to Read standards (Talk, Read, Write, Play, Sing).

Partnership Highlights

Sarah hosted Stevenson School for their Family Literacy Night at the Library a Wednesday evening with 106 people in attendance. Stevenson's 1st graders kicked off the night with a very cute "Phonics Dance," a song and dance that

supports their reading skills. Sarah and Vlada showed off our library resources, gave tours, and the Patron Services Dept. helped the patrons register for library cards and check out books. Vlada focused on the books and DVDs in the patrons' home languages, and said: "I know first-hand how helpful a DVD from one's country can be when the homesickness strikes."

Teen Highlights

- The Teen Advisory Board prepared books for a "Blind Date with a Book" display and created a photo collage of the BFYA event at ALA to display in Teen Underground.
- 66 teens participated in the Valentine Candy Contest.
- 10 teens signed up for the Niles Teen Tournament of Books.
- 26 teens completed the Practice ACT proctored by College Nannies and Tutors of Glenview. Donna showed the teens the ACT and SAT review books for check out, and how to access online practice tests through our subscription to Learning Express.

Outreach Services

Submitted by Dodie Frisbie

Senior Coffee Hour: We had the Ed & Gene Duo back for some toe-tappin' Valentine Love Songs. These two are a huge hit with the seniors. I'm sure couples would have been up and dancing if we had a dance floor!

VIM (Visually Impaired Motivators) Low Vision Support Group: We had a presentation about paying attention to health besides just the low vision component. It was given by a student nurse who is interning with Brigitte, the Niles Senior Center nurse. After that, I talked about Lawrence Welk and his TV program. Several people in the group had requested biographies and memoirs of not only Lawrence Welk but of some of the other dancers and singers on his show. That led me to the "Ah one, ah two" story idea. We put on a library CD of Welk's music and had a grand ole time listening to some of the stories I found and reminiscing about the show and life in a simpler era.

8th Annual Low Vision Fair: Our multi-library low vision consortium continues to finalize the details of this Friday, April 17th fair. The room layout has been done, the refreshment details decided upon, and all participants are finalized. We expect to have 20 tables. There will be FREE glaucoma and diabetic retinopathy screening. Our speaker is a retina specialist, Dr. Frank LaFranco. He will be talking about "Current and Future Treatments of Macular Degeneration".

Homebound and School Deliveries: Outreach staff is looking forward to the change in the weather. Spring can't come soon enough!

One of our long time homebound patrons, Mrs. Helen Murray, recently turned 102! She resides at Glen St. Andrew Living Community. She is one of our most avid readers. She's read the 1,100 library books that we have delivered to her since 2002 – and probably more as we know she also takes books from the monthly deposit collection of library books that we leave in the St. Andrew library. Needless to say – she is one of our favorites!!

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

The **VIM** Low Vision Support Group read and discussed a Holocaust Story called TRUSTING CALVIN – HOW A DOG HELPED HEAL A HOLOCAUST SURVIVOR'S HEART by Sharon Peters. Max was blinded as a young man in the concentration camps. He went on to live a productive life but when he retired, he decided that a Seeing Eye dog could help him to maintain his independence. However, Max had very bad experiences

with dogs attacking Jews in the camps. Max had a difficult time bonding with Calvin – and Calvin knew Max was holding back. That is...until Calvin saved Max's life by rescuing him from a speeding car running a red light.

One of our VIM members has a Seeing Eye dog. What a great discussion we had!! As a consequence, another in our group is seriously contemplating getting a Seeing Eye dog.

St. Andrew Living Community is still on a Book Made into Movie theme, so there are many books to choose from. This time around we read SEABISCUIT by Laura Hillenbrand. I highly recommend this book. It's so well written and very entertaining. Who knew such a scruffy little horse with bow legs, an attitude, and a propensity to sleep in every morning would go on to be such a winner! Did you know that pets are bought for horses who are a little depressed? The first pet – a goat – did not get along with Seabiscuit. Seabiscuit grabbed him by the scruff of the neck and threw him out of the stall. Seabiscuit ended up with another horse called Pumpkin, a dog, and a monkey for his pets. They slept together every night!

Brookdale Plaza Book Talk: I gave an hour long book talk about 8 of my favorite reads to the residents of Brookdale Plaza – a facility we serve. I had 45 in attendance. The seniors are often more interested in having you tell them the ending than reading the books themselves. But – some of our regular homebound patrons were in attendance.

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

PR & Marketing

Submitted by Sasha Vasilic

It's officially the start of Summer Reading preparation in the Marketing department! One of the many challenges we will face this year is creating the same level of quality as previous years, without the same amount of in-house staff. We were fortunate to have an in-house graphic designer in the past. I'm working with a freelance graphic designer on all the print materials for Summer Reading. This is the first time we're working with someone outside of the Library on such a huge graphics project. The print materials include the giant board game and folder design for KidSpace, themed graphics for placement throughout the Library, reading logs for Teens and Adults, and much more. At the same time we're going to start working on our summer issue of Chapter One, which is designed by another freelancer.

Last month, I hosted a successful Valentine's Day Concert featuring Diva Montell. We had 65 adults attend the afternoon concert followed by refreshments.

We received multiple mentions in the local newspapers about receiving the Sunshine Award for a second year in a row and about declaring February 2, 2015 as Tom Surace Day. I'm continuing to build my relationship with the local media in order to promote the Library to the community.

I'm the co-chair of the CCS Webmasters Networking Group, and in February I hosted the quarterly meeting at the Library. After Sue Wilsey's departure, I've also taken on the responsibility of leading the Marketing Materials Team at the Library. Last month we planned out the materials displays throughout the Library. The Marketing department will be responsible for a couple displays this quarter and the graphics for all displays.

Technical Services

Submitted by Victoria Luz

- I have conceived of and am working on the logistics of a program to work with the local schools to display their students' artwork in our third floor gallery space. This will benefit us by partnering with the community and drawing new patrons upstairs. Culver is the first school we are working with. (Biggest hurdle right now is finding the right reusable framing.)

- We are also beginning to work on revising the call number structure to several collections for ease of use for staff and patrons. Jamie King has been instrumental in accessing our collection's needs and making suggestions for improvement.
- I have begun looking at a way, similar to the IT ticket process, for outside departments to make requests for projects and for us to organize, prioritize and facilitate.
- We are working on procedures for processing and cataloging the new Hot Spots we soon begin to circulate.
- I attended the February 18th SCRAP meeting working on our serials workshop for March and revising the Cataloger's Wiki. Jamie King, David Melis and I attended the Niles' hosted February 11th Cataloger's meeting. We voted on and passed a plan to eliminate the GMD in RDA records going forward. We are working on ways to familiarize and assist Public Service staff with the transition.
- David Melis continues to partner with YS in spending weekly time on their public service desk.
- YA Graphic Novel reclass is at about 50% completion.
- 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.
- Tech staff continues to do an excellent job in getting the copious amount of materials ordered, received, processed, cataloged and into our database. Tech staff is always looking for ways to better and more efficiently serve our patrons.

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

April

4/7—Consolidated Election for Cook County

4/12-18—National Library Week

4/13—Friends of the Library

4/13—National Library Workers Day

4/15—Regular Meeting of the Board of Trustees

4/17—Annual Laconi Trustee Banquet

May

5/11—Friends of the Library

5/20—Regular Meeting of the Board of Trustees (any new trustees seated and elections for Board officers are held)

Monthly Statistical Report -- February 2015

LOAN OF LIBRARY MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult	40,372	39,369	2.55%	350,756	331,794	5.71%
Teens	2,908	3,074	-5.40%	27,167	26,657	1.91%
Juvenile	37,809	39,386	-4.00%	335,036	304,866	9.90%
TOTAL Loan of Library Materials	81,089	81,829	-0.90%	712,959	663,317	7.48%
LOAN OF MATERIAL BY TYPE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult						
Print	17,699	17,050	3.81%	146,754	143,847	2.02%
Periodical	1,182	637	85.56%	8,219	7,045	16.66%
Audio	3,974	4,835	-17.81%	39,103	41,285	-5.29%
DVD	16,377	15,604	4.95%	147,976	131,524	12.51%
Digital	1,140	1,243	-8.29%	8,704	8,093	7.55%
TOTAL Adult Loans	40,372	39,369	2.55%	350,756	331,794	5.71%
Teens						
Print	1,994	2,230	-10.58%	19,848	19,206	3.34%
Periodical	26	13	100.00%	102	54	88.89%
Audio	429	478	-10.25%	3,753	4,159	-9.76%
DVD	297	303	-1.98%	2,731	2,461	10.97%
Digital	162	50	224.00%	733	777	-5.66%
TOTAL Teen Loans	2,908	3,074	-5.40%	27,167	26,657	1.91%
Juvenile						
Print	24,974	25,285	-1.23%	218,151	201,862	8.07%
Periodical	111	85	30.59%	819	731	12.04%
Audio	2,498	2,671	-6.48%	20,336	21,618	-5.93%
DVD	7,435	8,193	-9.25%	73,267	68,773	6.53%
Digital	2,791	3,152	-11.45%	22,463	11,882	89.05%
TOTAL Juvenile Loans	37,809	39,386	-4.00%	335,036	304,866	9.90%
ONLINE DATABASE USE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Total Database Use	6,305	5,432	16.07%			
Holds	Current Month	Prior Year Same Month	% Change			
Holds Placed	8,268	10,982	-24.71%			
Holds Made Available	11,397	14,327	-20.45%			
Patron Registration	Current Month	Total	Prior Year Same Month	% Change		
New District cards	303	25,439	252	20.24%		
Patron Count	Current Month	Prior Year Same Month	% Change			
Patron visits	28,140	N/A	#VALUE!			
Unique Library cards used	5,027	4,983	0.88%			
e-News subscribers	8,671	8,180				
IN-HOUSE USE OF MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Reference--Adult		150	-100.00%	204	2,724	-92.51%
Circulating--Juvenile	7,058	4,626	52.57%	59,420	29,404	102.08%
Circulating--Teen	408			4,950		
Circulating--Commons	132			1,217		
Circulating--Adult	4,008	4,260	-5.92%	36,204	28,164	28.55%
TOTAL In-house Use of Print Materials	11,606	9,036	28.44%	101,995	60,292	69.17%

Monthly Statistical Report -- February 2015

PC Users by Area	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult Services	4,284	3,571	19.97%	40,402	28,969	39.47%
Youth Services	839	996	-15.76%	10,260		
Teen Services	263	188	39.89%	2,415	7,288	-66.86%
Express Internet	184	698	-73.64%	2,332	9,599	-75.71%
Patron Wi-Fi Uses	9,291	6,865	35.34%	76,598	15,705	387.73%
Scanning devices	784	878	-10.71%	6,403	5,012	27.75%
Total Users	15,645	13,196	18.56%	138,410	66,573	107.91%
Website Hits	34,736	36,409				
Facebook "Likes" to date	863	724				
Buzz Blog views	693	1,386				
Media Hits (includes print and online articles and listings)	16	68				
TECHNICAL SERVICES						
	Items Added	Items Withdrawn	Library Holdings			
<i>February</i>	2,233	2,134	294,562			
Library Services						
	Current Month	Year to date				
Notary Public	74	564				
Test Proctoring	14	60				
Voters' Registration	2	5				
Study Room Use (since 12/13)	256	2,025				
VOLUNTEER HOURS						
	Number of people	Total hours				
Adult Services & Programs - Fic, AV, Ref	17	75				
Teen Services & Programs - Fic and Ref	10	98				
Youth Services Programs & General	25	27				
General Library & Library Events	15	76				
Total Volunteers/Hours this month	67	276				
<i>NOTE: Last year volunteers/hours same month</i>	78	303				
Service Desks						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Quick Questions	3,285	4,621	-28.91%	38,143	41,684	-8.49%
Reference/Research	6,238	4,927	26.61%	87,690	44,113	98.78%
TOTAL All Service Desks	9,523	9,548	-0.26%	125,833	85,797	46.66%
Adult Services (3rd floor)						
Quick Questions	247	933	-73.53%	4,961	10,621	-53.29%
Reference/Research	1,357	1,438	-5.63%	17,727	11,810	50.10%
Total Reference Desk	1,604	2,371	-32.35%	22,688	22,431	1.15%
Fiction/Audiovisual Services (2nd floor)						
Quick Questions	211	1,710	-87.66%	7,807	12,076	-35.35%
Reference/Research	1,708	1,881	-9.20%	27,976	16,613	68.40%
Total InfoDesk	1,919	3,591	-46.56%	35,783	28,689	24.73%
Technology Desk						
Quick Questions	263	1,686	-84.40%	10,430	5,532	88.54%
Reference/Research	1,422	975	45.85%	22,673	2,517	800.79%
Total Tech Desk	1,685	2,661	-36.68%	33,103	8,049	311.27%
Teen Desk						
Quick Questions	269	292	-7.88%	2,891	838	244.99%

Monthly Statistical Report -- February 2015

Reference/Research	77	140	-45.00%	1,403	632	121.99%
Total Teen Desk	346	432	-19.91%	4,294	1,470	192.11%
Outreach Services						
Reference/Research	561	493	13.79%	4,129	3,612	14.31%
Bulk Loan Items Delivered to Nursing Homes	470	440	6.82%	3,350	3,190	5.02%
Materials pulled for Homebound Users	984	967	1.76%	8,330	8,522	-2.25%
Total Outreach	2,015	1,900	6.05%	15,809	15,324	3.16%
Youth Services						
Quick Questions	2,295	2,540	-9.65%	18,253	19,778	-7.71%
Reference/Research	1,113	2,218	-49.82%	15,744	16,074	-2.05%
School Loans pulled	24	24	0.00%	183	167	9.58%
Museum Adventure passes distributed	3	3	0.00%	150	150	0.00%
Total Youth Services	3,435	4,785	-28.21%	34,330	36,169	-5.08%
GRAND Total	11,004	15,740	-30.09%	146,007	112,132	30.21%

	Current Month	Prior Year Same Month	% Change			
Interlibrary Loan						
Books, A-V						
Items lent to offline libraries	328	318	3.14%			
Items received from offline libraries for patrons	136	109	24.77%			
Total	464	427	8.67%			

	Current Month	Prior Year Same Month	% Change			
Outreach Services						
Homebound						
Patrons	239	225	6.22%			
Visits	218	203	7.39%			
Institutions						
Institutions	10	16	-37.50%			
Visits	10	16				
Schools						
Items	754	630	19.68%			
Visits	26	22	18.18%			

	This Month	Attendance	Attendance Prior Year	% Change		
LIBRARY PROGRAMS						
Programs--Youth						
Rise & Shine Storytime (parent & child)	3	84				
Babytime (parent & child)	4	130				
Family Storytime (parent & child)	4	72				
Preschool Storytime	4	56				
Toddler Storytime (parent & child)	8	120				
Big Kids Storytime	4	58				
Bibliobops	1	87				
Reading Patch Club	1	11				
1,000 Books Before Kindergarten	1	15				
Book Buddies	8	16				
Homework Help	4	40				
Mega-Mondays	4	50				
Breakfast Bingo	1	28				
Movies	1	50				
Reading with Rover	2	25				
Second Sundays	1	95				
Outreach to Schools	8	224				

Monthly Statistical Report -- February 2015

Ipad Usage	3	280			
Family Science	1	45			
Chicago Wolves Reading Program	1	13			
Schools Visiting Library	1	106			
Outreach to Schools: Book Discussion	1	12			
Passive Program: Mailbox Activity	1	271			
Passive Program: Winter Reading Library Challenge	1	11			
Passive Program: Valentines Day Craft	1	74			
In-House Games & Toys	1	950			
Total Youth Services Programs	70	2,923	4,019	-27.27%	
Programs--Teens					
Teen Advisory Board	1	10			
Anime and Manga Club	1	6			
Videogames	1	66			
Games	1	7			
Valentines Candy	1	66			
Buttonmaking	1	6			
Valentines Cupcake Decorating	1	12			
ACT Practice	1	26			
Outreach to Schools: Gemini Booktalks	3	24			
Outreach to Schools: Emerson Book Club	1	8			
Total Teen Programs		231	284	-18.66%	
Programs--Adult					
Blind Date with a Book/Movie (Passive Program)	1	107			
Book Discussions at Nursing Homes	2	15			
Citizenship Classes	4	19			
SCORE	4	12			
CJE SeniorLife Counseling	2	0			
Power Employment Workshop	1	6			
Senior Coffee Hour: Ed & Gene Duo Love Songs	1	35			
Volunteer Information Session	1	3			
BookBites Book Discussion	1	20			
Book Discussions	2	14			
Lyric Opera	1	12			
Movies	4	55			
Technology Programs	8	48			
Valentine's Day Concert with Diva Montell	1	65			
Niles Garden Club	1	7			
Genealogy Research	1	6			
2014 in Movies with Oscar Preview	1	8			
Author Talk: Greatest Boxer of All Time	1	6			
Niles Songwriters	1	2			
Oscar Night Party	1	60			
Cookbook Discussion	1	10			
Shakespeare Performance	1	95			
Shakespeare Performance After Discussion	1	43			
Total Adult Programs	42	648	1,165	-44.38%	

Monthly Statistical Report -- February 2015

Outside Meetings						
Niles All American Toastmasters	2	20				
Citizenship Class	4	8				
CCS Catalogers' Meeting	1	41				
Morton Grove Toastmasters Club	2	40				
Jewish Genealogical Society of Illinois	1	10				
Film Discussion Group w/Karol Verson	3	60				
Play Reading Discussion Group w/Karol Verson	2	24				
Lee Yoo Bae LLP & L&K Accounting, PC	1	60				
Partytime-HDO Productions, Inc.	1	15				
CCS Webmasters Meeting	1	15				
Total Outside Meetings	18	293	183	60.11%		
Total Meeting and Program Attendance	130	4,095	5,651	-27.53%		

Patron Suggestions and Comments for March 2015

Responses to Patron Suggestions and Comments

Not ESL but language group meetings in languages other than English that have high demographics in this area such as Polish, Korean, German, French, Italian, Gujarati, Hindi, Vietnamese, Mandarin, and Cantonese. S. B., Niles.

We would be very happy to support language group meetings, but have found in the past that it is very hard for patrons to coordinate their schedules to be here at the same times. If we had a core group in any particular language that wanted to try starting a group and open it to other people speaking the same language, we would give them space and help them in any ways we could. Thank you for the suggestion, and for the research you did into our community languages. Russian is another very large group in the Niles Library District.

Thank you so much for Polish story time. We just moved to Niles and I so glad I find out about it. (Sorry for my English). ♥

We are so glad you found our Polish story time! We are hoping to add more.

To the Library Director—why are your employees ALLOWED to smoke directly outside the employees' back entrance and also directly outside the loading dock back entrance??? The Illinois State LAW slates NO SMOKING ALLOWED within 15 feet of any building entrance. This is a FIRE hazard and especially for a library!! This practice of smoking directly outside of the library needs to be STOPPED IMMEDIATELY TO PREVENT A FIRE!

We will seriously consider your comment.

Suggest that more seating be placed in the relatively empty lobby and encourage people to use their cell phones there! Currently, their usage is everywhere in the library.

People are going to answer their phones wherever they happen to be. We have found that most people take care to speak very quietly when they know they may be disturbing someone. If another patron is disturbing you, please notify staff and they will ask the patron to move.

Niles Library may wish to add the DAY on the checkout receipt, i.e., Due: Monday, 4/4/2015. If the day is added "most people would tend to view the day and date easier." B. I.

Thank you for this suggestion—we will look into this possibility.

Bernadette—great computer help. The Best! P. M.

Thank you for taking the time to compliment Bernadetta! We agree that she is an outstanding member of the staff in the way she serves our Lower Level computer patrons.

Comments have been made on online blogs about the donation cart in the lobby...barely in the door. Donors have noted that their donated books were taken and not bought. If books were given to staff and donors would receive a "thank you," that would be a better practice from several points of view. I will discuss this with staff and see what kind of an improvement can be made. Thank you for the suggestion.

In the section of the library, ground floor, "Community Information," a display of brochures is featured, titled "Seniors and Healthcare." It appears that this doctor, calling him/herself a Natural Healer, is a private practitioner. Does this display fit in with the non-profit emphasis of "Community Information?" P. R. Thank you for pointing this out. Staff members have removed these multiple times, and are making an effort to contact the people who are leaving them. You are correct that we do not post information for for-profit places.

Place hand sanitizers in a few places on the third floor.

Thank you for the suggestion. We will consider adding a hand sanitizing station to the third floor.

Dear Niles Public Library—Thank you very much for having the most up-to-date technical building references that I was looking to access. This Library had the 2015 IBC when no other libraries around had this valuable reference. I am on a deadline that I would not have been able to meet without your services. Thank you again and keep up the good work! J. P.

Thank you so much for taking the time to write. We are delighted to hear that we were able to help.



Dear Susan Hempke,

I would like to take this opportunity to compliment you on one of your exceptional employee's, Ms. Bernadetta in the Tech Desk.

I am a longtime patron of the Niles Library and recently I had a personal issue where I needed help on using and forwarding information on the computer.

Ms. Bernadetta has been the most helpful, kind, understanding and most of all, patient with me!

I feel I have an angel on my shoulder. I always tell Ms. Bernadetta how thankful and grateful I am.

However, I feel you should hear it from me. Thank you, Ms. Susan for being selective on your employees.

Thankful,
Sylvia Seguen

From: Jessica K [pinkjuicyfruit07@gmail.com]
Sent: Thursday, February 12, 2015 5:21 PM
To: #Library Trustees
Subject: Website communication

Niles Public Library Trustees,

It has come to my attention that this library needs to put some limits on who is allowed to check items out here. Other libraries around here are for residents-only, who can only receive a library card and the privilege to check books out, if they live in the area. The Niles Public Library needs to take this into consideration because I, as a resident of Niles, am irritated to see that when I come to the library, books are never available and seats are always taken; therefore, it is impossible to get work done. Not just me, but the residents of Niles have to pay taxes, unlike 1/2 of the people that come to the library from outside towns, which go toward the town and public schools, libraries, etc. It irks me to come to this library seeing people that do not live here and have access to library cards, books, etc. Other libraries do not let non-residents receive a library card and I strongly agree with what they are doing, and this library needs to take these points into consideration and create boundaries.

Thank You,
Niles Resident

Why We Love Our Library?

Good Movies! Love Books! I like to read! The CDs are amazing!

I love you guys and this is the best library ever!

I love the Niles Public Library because you get to play and have fun.

Everyone is so helpful! Thanks.

I like that you have so many books that people can read.

The library is always welcoming and you can stay as long as you want.

Niles Public Library is awesome because it has lots of books to pick from and many activities.

Everything! Staff is helpful. It is easy to use.

I love this library because the workers work hard and give what I want.

I love this library because mommy takes me. I'm three.

This is the "most smart" library in Illinois.

Cesar is the best-deserves a raise.

This Library is HOT!

Great Library! Ms. Debbie, Ms. Denise, Ms. Shelley are the best!

Lovely facility! Great selections. Nice librarians and support staff!

I love the bookmarker contests.

Question: How do you spell "valentine?" Answer: Y-O-U-Niles Library Staff.

I love the library because I can see a good place for kids, books and activities.

The staff at this library is outstanding. ALWAYS friendly and helpful. Can I live here? Love you guys!

I love your mystery selections, both book and DVD.

Because I can check out as many items as I like.

I like this library because it has a very nice picture.

Attractive people read here.

It's really family friendly.

Everyone is so helpful. Keep up the good work. Hugs!

I love this library b/c the librarians are gr8! Resources are current. It a pleasant and diverse place to be.

I love the library because I concentrate better and I love reading books and if I forget my book at school I can get it here.

Because reading is **REALLY** fun!

I love this library for letting me use their typewriter to type all of my stories this month because my typewriter broke! Love and kisses to all!

I love the movies you show and the great access-ability one has to your computers.

Our helpful staff! 😊

I love the Arabic books- they are amazing.

The beautiful staff!

When you need help there is always someone to help you.

It's an amazing library!

I love the Niles Library because if I can't find a book, I can always come here and find it.

Love KidSpace! It is fun and you can do a lot of stuff.

I love to read to the puppies.

Love and perfection brings the world to perfection.

I love coming here because most of the staff is so kind and courteous!

The KidSpace is cool!

My daughter loves the blocks and loves it because she can bring her baby brother here to crawl!

Love the art activities for children.

I love this library because it is warm and cozy. Looks like my house.

Everything!

I love the games, books, and programs!

Teen Underground!

This library provides me everything I need for both school and entertainment.

I love to check out new books every week.

It's very clean.

The library looks cool. I go here for a lot of research and it's just a fun and underrated place to be in general. 😊

The love all libraries but the Niles Library is first.

I love the xbox.

So futuristic!

I ♥ just being able to come in and grab some great books!

Everyone here is so caring and helpful! I will always come here!

I love how you have games for us to play at home and here.

You rock!

Everyone can come even toddlers!

The environment and my past memories reside here as well.

A very good place to concentrate and has many great opportunities, DVDs and books.

I love all the reference people who look up phone #s for me and retirement homes. I drive them nuts but everyone is so nice!

I love the Niles Library for the peace and quiet atmosphere, cleanliness, special programs, air conditioning in the summer and your fireplace on the third floor on cold winter days, your excellent selection of books, magazines, etc.

Polish movies.

You always have the latest and greatest in books and films. And the library is gorgeous!

I love that there are still people who help out with a smile and a kind heart!!! (Gail & Athena.) Thank you!

They give you that one extra day to return the books/movies bc they too have had a bad day. ♥☺

I think this is a good place for people to study, work, and more. It has many books and movies. I think it is an amazing place.

This is an awesome Library, Energy saving (emailing) and time saving (self-checkouts). Tons of books! Cool staff! We love you!

My fiancé proposed to me here! ♥♥♥♥♥

The marvelous staff.

They have lots of books about goldfish to help me learn – “the fish guy.”

Love to be here. “Helpful staff” like our family.

I love the new checkout and return system! It’s great!

I love this library a lot. It’s the perfect place to study due to the perfect and cooperative staff.

New Business—Recommended Actions

A. MOVE the Library Board of Trustees approve the recommended staffing of the Marketing/PR Department and the related job descriptions.

Memorandum A of Recommended Board Action

Marketing Department Job Descriptions | March 18, 2015

At the peak of the Marketing department's success we were staffed at 3 full-time employees. Since the departure of our Graphic Designer at the end of last summer, we were down to 2 full-time employees. In the fall of 2014, Caitlyn Hannon from Patron Services started to intern in the Marketing department, which brought us to 2.5 employees. After Caitlyn's internship was complete, she was hired to be a part-time Marketing Assistant. In January, long-time Public Relations and Marketing Supervisor, Sue Wilsey, left the Niles Library which brought the Marketing department to 1.5 employees.

It is crucial that we hire more employees in the Marketing department in order to continue our great efforts of promoting library services and programs to the community. What was once just a department for creating the newsletter, posters, and the Summer Reading Game 7+ years ago, over the years developed into a department devoted to community outreach, public relations, marketing library services, community-wide programming, and much more. In the past few years, the Marketing department developed a new brand to follow our renovation project, new website, and blog. We're very proud of our work and want to continue producing the best work possible. Since our Graphic Designer's departure, we've been working with freelancers on our graphic design needs. Though they both do excellent work, I would recommend bringing this position back in-house due to cost, time used going back and forth via phone or email, and overall effectiveness of the department.

Briefly, here are the job descriptions.

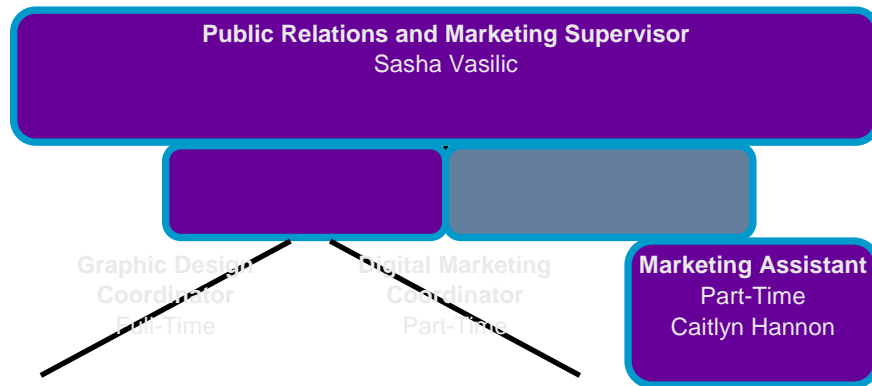
Public Relations and Marketing Supervisor (FILLED): The full-time Supervisor **plans, develops and coordinates publicity projects and resources for effective and efficient service to the community.** The Supervisor serves as the **primary media contact for the Library.**

Graphic Design Coordinator: This full-time position **develops all of the Library's graphic design efforts** including Chapter One, the Summer Reading and Winter Reading Clubs, programming posters and flyers, display signage, website graphics, and more.

Webmaster: This part-time 15-25 hour/week position **coordinates and executes all updates on Library's responsive Drupal website** in addition to maintaining functionality of Library's Buzz Blog and Enterprise online catalog, and more.

Both **Graphic Design Coordinator** and **Webmaster** would assist in training patrons and staff members about technology and software associated to *The Creative Studio* digital media lab.

Marketing Assistant (FILLED): This part-time 20 hour/week position **assists in all publicity efforts** including developing and executing our bi-monthly Library Buzz enewsletter, creating content for the Buzz Blog, proofreading materials, and more.





Job Description

Job Title: Public Relations & Marketing Supervisor
Department: Administration
Reports To: Business Manager
Classification: Grade 3
Status: Exempt

JOB SUMMARY

Under the direction and supervision of the Business Manager, the Supervisor of Public Relations & Marketing plans and implements the Library's publicity and marketing efforts. The work requires considerable professional skill, initiative, and independent judgment and includes staff training, development, and performance evaluation. Involves planning, developing, and coordinating publicity projects and resources for effective and efficient service to the community.

DUTIES AND RESPONSIBILITIES

A. Essential Functions

1. Understands and practices the Mission of the Niles Public Library District (Library).
2. Provides uniformly gracious and friendly service to all internal and external customers.
3. Has working knowledge of Library policies and procedures, with a commitment to carrying them out at all times, while safeguarding confidential and restricted information.
4. Demonstrates a patron-centered attitude.
5. Achieves the level of computer and technological proficiency needed to perform job responsibilities.
6. Develops annual marketing plan to support library goals.
7. Responsible for the interviewing, hiring, training, supervising, scheduling, disciplining, and evaluating of the Graphic Design Coordinator, Webmaster, and Marketing Assistant.
8. Ensures that communication highlighting the Library's services, collections, programs and news is delivered to appropriate PR channels to maintain a positive, active image for the Library in the community.
9. Works collaboratively with the Business Manager to plan for the needs of the department in the areas of budget, staffing, supplies, equipment, and technology.
10. Coordinates and edits the Library's 16-page Chapter One quarterly newsletter. Maintains accurate records pertaining to courier routes and changes with postal services. Works with vendor to ensure timely distribution of the newsletter.
11. Responsible for the Library's communications through electronic and print newsletters, the website, social media outlets, and through effective and consistent branding.
12. Establishes and maintains relationships with Niles' businesses and organizations to actively promote library services and resources.
13. Coordinates with other Library staff members who work with schools, businesses, and other organizations to ensure that service is delivered effectively.
14. Responsible for planning and executing library-wide events such as Summer Reading Club Kick-off and organizing library participation in community events such as the July 4th Parade.
15. Leads the department in supporting Public Service departments of the Library in their programs and services in a prompt and respectful way.
16. Serves as a member of the Library's management team.
17. Leads the Marketing Materials Committee at the Library.
18. Develops and tabulates surveys to measure progress or get input on Library goals and objectives.
19. Creates special project materials (i.e. Customer Service Handbook, Annual Report, training manuals).

20. Works collaboratively with Library's Administrative Assistant to keep a consistently updated list of community leaders and organizations.
21. Responsible for preparing all documents that require outside printing.
22. Responsible for design and purchase of promotional items.
23. Responsible for tracking the expenses of the Print and the Promotional lines of the budget.
24. Responsible for being Person-in-Charge (PIC) on select dates each month.
25. Attends library networking, Chamber of Commerce, and other community meetings and events.
26. Available to work a flexible schedule that includes evenings and weekends.
27. Attends staff meetings, conferences, and educational opportunities as appropriate to the position and within the budget.

B. Secondary Functions

- I. Performs other duties as assigned by the Business Manager.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS

1. Ability to communicate and work effectively (both individually and as a team member) with the public and all levels of Library staff with tact and diplomacy.
2. Ability to work with minimal supervision, making decisions within stated guidelines to solve problems and to produce accurate work on a timely basis.
3. Ability to organize, prepare, and present information in English, both verbally and in written form.
4. Ability to demonstrate basic computer skills using Microsoft Office products.
5. Ability to be flexible and adaptable to new situations.
6. Ability to troubleshoot.
7. Ability to take photographs.
8. Ability to represent the Library in a professional manner.

PHYSICAL DEMANDS

1. Work includes prolonged sitting, as well as repetitive keyboard use, moderate lifting, carrying, reaching, stooping, pulling, and pushing activities. Manual dexterity, clear speech, hearing acuity, and correctable vision are also required.
2. Ability to occasionally lift up to 25 pounds. Ability to occasionally transport/move up to 100 pounds of library materials.
3. Must park in designated areas.
4. Reasonable accommodations to these requirements will be made as needed.

EDUCATION, EXPERIENCE, AND TRAINING

1. Bachelor's Degree, with a major in Public Relations, Marketing, or Communications preferred.
2. Any combination of education, experience, or training that satisfies the requirements of the position.

ADDITIONAL REQUIREMENTS

- I. If not a U.S. citizen, has a valid work permit.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

The Niles Public Library District is an at-will employer. This means that employment can be terminated at-will by the Library or employee and such termination can be made with or without notice.



Job Description

Job Title: Graphics Design Coordinator
Department: Administration
Reports To: Public Relations and Marketing Supervisor
Classification: Grade 5
Status: Non-exempt

JOB SUMMARY

Position works under the supervision of the Public Relations and Marketing Supervisor to develop all of the Library's graphic design efforts.

DUTIES AND RESPONSIBILITIES

A. Essential Functions

1. Understands and practices the Mission of the Niles Public Library District (Library).
2. Provides uniformly gracious and friendly service to all internal and external customers.
3. Has working knowledge of Library policies and procedures, with a commitment to carrying them out at all times, while safeguarding confidential and restricted information.
4. Prepares all print publicity materials throughout the Library, including the creation of posters, flyers, booklists, and signage for programs, events or other library services and promotions.
5. Designs and formats the Library's 16-page Chapter One quarterly newsletter.
6. Designs the graphics for special projects including the Summer Reading Club game and print materials for pre-readers, kids, teens, and adults.
7. Advanced experience in Adobe CS6 Suite and Adobe Creative Cloud.
8. Ensures consistency across the visual materials that support and communicate the Library's brand.
9. Establishes and maintains graphic guidelines and templates to be used throughout the Library.
10. Prepares and designs graphics for Library's website and Buzz Blog.
11. Designs graphics for library promotional items.
12. Assists in training patrons and staff members about technology associated to *The Creative Studio* digital media lab.
13. Responsible for photography at programs and events.
14. Creates videos for promoting library services and promotions.
15. Responsible for updates and artwork on flat screens in the Library.
16. Maintains relationships with external printing vendors.
17. Attends staff meetings, conferences, and educational opportunities as appropriate to the position and within the budget.

B. Secondary Functions

1. Performs other duties or tasks as assigned by Supervisor or Business Manager.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS

1. Ability to communicate and work effectively (both individually and as a team member) with the public and all levels of Library staff with tact and diplomacy.

2. Ability to work with minimal supervision, making decisions within stated guidelines to solve problems and to produce accurate work on a timely basis.
3. Ability to work in a Windows compatible environment.
4. Ability to demonstrate intermediate computer skills using Microsoft Office products.
5. Ability to organize, prepare, and present information in English, both verbally and in written form.
6. Ability to be flexible and adaptable to new situations as well as great customer service skills.
7. Ability to troubleshoot.
8. Ability to demonstrate advanced level skills in graphic design.
9. Ability to take photographs and shoot video.
10. Ability to represent the Library in a professional manner.
11. Ability to apply attention to detail.
12. Ability to prioritize work and meet tight deadlines.
13. Available to work a flexible schedule that includes evenings and weekends as assigned.

PHYSICAL DEMANDS AND ENVIRONMENTAL CONSIDERATIONS PHYSICAL DEMANDS

1. Work includes prolonged sitting, as well as repetitive keyboard use, moderate lifting, carrying, reaching, stooping, pulling, and pushing activities. Manual dexterity, clear speech, hearing acuity, and correctable vision are also required.
2. Ability to work with minimal supervision, making decisions within stated guidelines to solve problems and to produce accurate work on a timely basis.
3. Ability to occasionally lift up to 25 pounds. Ability to occasionally transport/move up to 100 pounds of materials.
4. Must park in designated areas.
5. Reasonable accommodations to these requirements will be made as needed.

EDUCATION, EXPERIENCE, AND TRAINING

1. Bachelor's degree, with a BFA or major in Graphic Design preferred.
2. At least 3 years of experience in graphic and newsletter design.
3. Any combination of education, experience, or training that satisfies the requirements of the position.

If not a U.S. citizen, has possession of a valid work permit.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks others than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

The Niles Public Library District is an at-will employer. This means that employment can be terminated at-will by the Library or employee and such termination can be made with or without notice.



Job Description

Job Title: Webmaster
Department: Administration
Reports To: Public Relations and Marketing Supervisor
Classification: Grade 5
Status: Non-exempt

JOB SUMMARY

Under the direction and supervision of the Public Relations and Marketing Supervisor, the Webmaster coordinates and executes all updates on Library's responsive Drupal website in addition to maintaining functionality of Library's Buzz Blog and Enterprise online catalog.

DUTIES AND RESPONSIBILITIES

A. Essential Functions

1. Understands and practices the Mission of the Niles Public Library District (Library).
2. Provides uniformly gracious and friendly service to all internal and external customers.
3. Has working knowledge of Library policies and procedures, with a commitment to carrying them out at all times, while safeguarding confidential and restricted information.
4. Achieves the level of computer and technological proficiency needed to perform job responsibilities.
5. Demonstrates a patron-centered attitude.
6. Executes and coordinates all updates on the Library's responsive Drupal website including information, announcements, graphics, and creating content pages.
7. Monitors the Library's website to ensure updates are accurate and timely.
8. Collaborates with Graphic Design Coordinator on website graphics.
9. Maintains functionality of Library's Buzz Blog and Enterprise online catalog.
10. Communicates with IT department and current website developer (Mightybytes) on special projects.
11. Analyze website metrics monthly using Google Analytics.
12. Supports some of the Library's programming associated to *The Creative Studio* digital media lab.
13. Executes special website projects as assigned.
14. Attends staff meetings, library networking meetings and conferences, and educational opportunities as appropriate to the position and within the budget.

B. Secondary Functions

1. Performs other duties as assigned by the Public Relations and Marketing Supervisor and Business Manager.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS

1. Ability to communicate and work effectively (both individually and as a team member) with the public and all levels of Library staff with tact and diplomacy.
2. Ability to work with minimal supervision, making decisions within stated guidelines to solve problems and to produce accurate work on a timely basis.
3. Ability to organize, prepare, and present information in English, both verbally and in written form.
4. Ability to demonstrate Drupal content management skills.
5. Working knowledge of responsive web development, HTML, CSS.
6. Ability to demonstrate intermediate computer skills using Microsoft Office products.
7. Ability to demonstrate entry level skills in writing, graphic design, and social media.

8. Some experience in using Adobe CS6 Suite.
9. Ability to work in a Windows compatible environment.
10. Ability to train patrons and staff members on web development.
11. Ability to be flexible and adaptable to new situations as well as great customer service skills.
12. Ability to take photographs and shoot video.
13. Ability to troubleshoot.
14. Ability to represent the Library in a professional manner.
15. Available to work a flexible schedule that includes evenings and weekends as assigned.

PHYSICAL DEMANDS

1. Work includes prolonged sitting, as well as repetitive keyboard use, moderate lifting, carrying, reaching, stooping, pulling, and pushing activities. Manual dexterity, clear speech, hearing acuity, and correctable vision are also required.
2. Ability to occasionally lift up to 25 pounds. Ability to occasionally transport/move up to 100 pounds of materials.
3. Must park in designated areas.
4. Reasonable accommodations to these requirements will be made as needed.

EDUCATION, EXPERIENCE, AND TRAINING

1. Bachelor's Degree, with a major in Web Development/Design, Programming, or Digital Marketing preferred.
2. At least 3 years of website development/design experience.
3. Any combination of education, experience, or training that satisfies the requirements of the position.

ADDITIONAL REQUIREMENTS

1. If not a U.S. citizen, has a valid work permit.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

The Niles Public Library District is an at-will employer. This means that employment can be terminated at-will by the Library or employee and such termination can be made with or without notice.



Job Description

Job Title: Marketing Assistant
Department: Administration
Reports To: Public Relations and Marketing Supervisor
Classification: Grade 6
Status: Non-exempt

JOB SUMMARY

Position works under the supervision of the Public Relations and Marketing Supervisor to assist with all publicity, graphics, promotions, and programs.

DUTIES AND RESPONSIBILITIES

A. Essential Functions

1. Understands and practices the Mission of the Niles Public Library District (Library)
2. Provides uniformly gracious and friendly service to all internal and external customers
3. Has working knowledge of Library policies and procedures, with a commitment to carrying them out at all times, while safeguarding confidential and restricted information
4. Creates and distributes a variety of publicity materials (blog content, event listings)
5. Creates simple or template promotional graphics and signage, prints designer produced items, and prepares for display.
6. Works collaboratively with the Public Relations and Marketing Supervisor on creating and publishing content for Library's social media accounts.
7. Uses basic Adobe CS6 Suite.
8. Creates and distributes bi-monthly newsletters using LibraryAware.
9. Responsible for updates to outside electronic sign.
10. Provides proofreading and quality checks for print materials, website, and blog.
11. Works as marketing liaison with Public Service departments for materials displays.
12. Creates weekly in-house event calendar, staff birthday list, staff nametags.
13. Supports some of the Library's programming which may require evening or weekend hours.

B. Secondary Functions

1. Performs other duties or tasks as assigned by Supervisor or Business Manager.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS

1. Ability to communicate and work effectively (both individually and as a team member) with the public and all levels of Library staff with tact and diplomacy.
2. Ability to work with minimal supervision, making decisions within stated guidelines to solve problems and to produce accurate work on a timely basis.
3. Ability to organize, prepare, and present information in English, both verbally and in written form.
4. Ability to represent the Library in a professional manner.
5. Ability to be flexible and adaptable to new situations.
6. Ability to troubleshoot.
7. Ability to demonstrate entry level skills in writing, graphic design, and social media.

8. Ability to take photographs and shoot video.
9. Ability to apply attention to detail.
10. Ability to prioritize work and meet tight deadlines.
11. Available to work a flexible schedule that includes evenings and weekends as assigned.

PHYSICAL DEMANDS AND ENVIRONMENTAL CONSIDERATIONS PHYSICAL DEMANDS

1. Work includes prolonged sitting, as well as repetitive keyboard use, moderate lifting, carrying, reaching, stooping, pulling, and pushing activities. Manual dexterity, clear speech, hearing acuity, and correctable vision are also required
2. Ability to occasionally lift up to 25 pounds. Ability to occasionally transport/move up to 100 pounds of materials.
3. Must park in designated areas
4. Reasonable accommodations to these requirements will be made as needed.

EDUCATION, EXPERIENCE, AND TRAINING

1. Possession or pursuit of a Bachelor's degree, with Marketing, Communication, or Public Relations preferred.
2. Any combination of education, experience, or training that satisfies the requirements of the position.

If not a U.S. citizen, has possession of a valid work permit.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks others than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

The Niles Public Library District is an at-will employer. This means that employment can be terminated at-will by the Library or employee and such termination can be made with or without notice.

New Business—Recommended Actions

B. Recommended Action on Ordinance 15-01

MOVE the Library Board of Trustees adopt Ordinance 15-01, an Ordinance Determining Personal Property No Longer Necessary or Useful to the Niles Public Library District and Authorizing Its Conveyance or Sale.

Memorandum B of Recommended Board Action

A copy of the Ordinance is attached. A similar Ordinance was passed in January 2014 for the disposal of furniture. It is a requirement that an Ordinance be adopted for the disposal of any library equipment with a unit value of \$1,000 or less.

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

I, CHRIS BALL, the duly qualified and acting Secretary of the Board of Library Trustees of the Niles Public Library District, Cook County, Illinois, and the keeper of the records thereof, do hereby certify that attached hereto is a true and correct copy of an Ordinance entitled:

“AN ORDINANCE DETERMINING PERSONAL PROPERTY
NO LONGER NECESSARY OR USEFUL TO THE NILES PUBLIC
LIBRARY DISTRICT AND AUTHORIZING ITS CONVEYANCE OR SALE”

adopted at a meeting of the said Board of Library Trustees held on the 18th day of March, 2015.

IN WITNESS WHEREOF, I have hereunto set my hand this 18th day of March, 2015.

Chris Ball, Secretary
Board of Trustees of the
Niles Public Library District

ORDINANCE NO. 15-01

**AN ORDINANCE DETERMINING PERSONAL PROPERTY
NO LONGER NECESSARY OR USEFUL TO THE NILES PUBLIC
LIBRARY DISTRICT AND AUTHORIZING ITS CONVEYANCE OR SALE**

WHEREAS, the Board of Trustees of the Niles Public Library District, Cook County, Illinois, is the owner of the personal property described on Exhibit A attached hereto and incorporated herein by reference; and

WHEREAS, it is the opinion and finding of the Board of Trustees of the Niles Public Library District that said personal property has a unit value of \$1,000.00 or less and is no longer necessary or useful for Library District purposes and should be sold or otherwise disposed of; and

WHEREAS, the Board of Trustees of the Niles Public Library District, Cook County, Illinois, has authority pursuant to Sections 30-55.30 and 30-55.32 of the Illinois Library District Act (75 ILCS 16/30-55.30; 16/30-55.32) to sell or dispose of personal property no longer needed for Library District purposes; and

WHEREAS, the Board of Trustees has determined that it is in the Library District's best interest to sell or dispose of the personal property identified on Exhibit A.

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

SECTION 1: The above recitals are hereby incorporated into this section as fully as if they were set forth herein in their entirety.

SECTION 2: Pursuant to Sections 30-55.30 and 30-55.32 of the Illinois Library District Act, it is the opinion of and finding of the Board of Trustees of the Niles Public Library District that the personal property identified on Exhibit A now owned by the Niles Public Library District is no longer necessary or useful to said Library District, and its best interests will be served by the sale or disposal of such personal property.

SECTION 3: The Interim Library Director or her designee is authorized and directed to dispose of the personal property listed in Exhibit A by sale or otherwise if no offers are received. The Interim Library Director is authorized to execute a bill of sale and any other documents necessary to dispose of the personal property.

SECTION 4: The property is to be sold and/or disposed of "as is" and without warranties. In

particular, the Niles Public Library District makes no warranties or representations expressed or implied about the performance ability of the subject property, about its present state of repair, about its condition or maintenance, or its merchantability or fitness for a particular purpose. The Interim Library Director may require that the Buyer or transferee take ownership of the property upon execution of an "indemnification and hold harmless agreement" in substantially the same form as that attached as Exhibit B and if sold, upon payment of the full price of the personal property.

SECTION 5: This Ordinance shall be in full force and effect upon its adoption and publication as provided by law and shall supersede any ordinance or parts of ordinances in conflict with any part herein and any such ordinance or parts of ordinances are hereby repealed to the extent of the conflict.

SECTION 6: If any section, paragraph or provision of this Ordinance shall be held invalid or unenforceable for any reason, such invalidity or unenforceability shall not affect any of the remaining provisions of this Ordinance.

ADOPTED this 18th day of March, 2015, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Morgan Dubiel, President
Board of Trustees of the
Niles Public Library District

ATTEST:

Chris Ball, Secretary
Board of Trustees of the
Niles Public Library District

Exhibit A – The property to be disposed of:

Sony Trinitron 20" TV
Rane ME60 Equalizer
Shure Microphone
Machine Sound Mixer
Panamax power strip/surge protector
Portable Projection Screen
Xantech RGC11 Remote Control
Phillips TS1000 Remote Control
3 EAW Speakers
Jens Transformer
Panasonic 13" TV/VCR
Panasonic 13" TV/VCR 4 Head
Sony VCR 4 head hifi
Sima Video Switcher

Exhibit B

**BILL OF SALE AND INDEMNIFICATION
AND HOLD HARMLESS AGREEMENT**

_____ (the "Buyer") agrees to the following condition in consideration of the Niles Public Library District's sale of property described as follows:

Description:

The Buyer agrees that all understandings and agreements heretofore had between the parties to this agreement are merged in this agreement, which alone fully and completely express this agreement.

The Buyer acknowledges and agrees that the property is being sold or otherwise transferred and that the Buyer receives the property "AS IS" with no express or implied representations or warranties of any kind being made with regard to the property or the matters relating thereto. All warranties with respect to the property are hereby disclaimed. In particular THE NILES PUBLIC LIBRARY DISTRICT MAKES NO WARRANTIES OR REPRESENTATION EXPRESSED OR IMPLIED ABOUT THE PERFORMANCE ABILITY OF THE SUBJECT ITEM OR ITEMS, ABOUT ITS PRESENT STATE OF REPAIR, ABOUT ITS CONDITION OR MAINTENANCE, OR ITS MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. Any risks and responsibility relating to the Property are assumed by the Buyer and disclaimed by the Seller. The Buyer shall take all necessary actions and bear all expenses and liability associated with making the Property suitable for Buyer's intended use(s).

Further, the Buyer agrees to indemnify and hold harmless the Niles Public Library District against any and all judgments, decrees, costs, expenses (including reasonable attorney's fees) or any loss the Niles Public Library District might sustain by reason of the transfer or sale of the subject property by the Buyer to any other.

Agreed to this 18th day of March, 2015.

Susan Lempke
Interim Library Director
Niles Public Library District

Buyer

Attest: _____

March 18, 2015

New Business—Recommended Actions

C. Recommended Action on Purchase of Computer Equipment

MOVE the Library Board of Trustees approve the recommended purchase of computer equipment in the amount of \$15,334.79 for the Creative Space.

Memorandum C of Recommended Board Action

This purchase will be made out of the state per capita grant funds. Apple Inc. recommended that the library purchase from an Apple Inc. government channel partner who can sell from the discounted Apple's State and Local Government pricing catalog. IT Services has provided two quotes from CDWG (attached) because all Apple Inc. authorized government channel partners sell off the same discounted Apple's State and Local Government pricing catalog.



SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
FZRQ808	259487	3/12/2015

BILL TO:
 NILES PUBLIC LIBRARY
 6960 W OAKTON ST

SHIP TO:
 NILES PUBLIC LIBRARY
 Attention To: RICHARD WOZNICZKA
 6960 W OAKTON ST

Accounts Payable
 NILES , IL 60714-3098

NILES , IL 60714-3098
 Contact: RICHARD WOZNICZKA

Customer Phone #847.967.8554

Customer P.O. # FZRQ808 QUOTE

ACCOUNT MANAGER	SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
JENNIFER LAGONI 866.339.7925	NITE MOVES MESSENGER	Net 30 Days-Govt State/Local	E9997-8792-05

QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
5	3519198	APPLE IPAD AIR 2 16GB SPACE GRAY WIF Mfg#: MGL12LL/A Contract: MARKET	479.00	2,395.00
5	2805540	APPLECARE+ 2YR IPAD - AUTO-ENROLL Mfg#: S4738LL/A Contract: MARKET Electronic distribution - NO MEDIA	79.00	395.00
2	3433850	APPLE BTO MBP 15" RET 2.8 512GB 16GB Mfg#: Z0RD-2101393135 Contract: MARKET	2,479.00	4,958.00
3	2640231	APPLE TV Mfg#: MD199LL/A Contract: MARKET	69.00	207.00
1	2735474	APPLE USB SUPERDRIVE ZML Mfg#: MD564ZM/A Contract: MARKET	79.00	79.00
1	3052232	APPLE AIRPORT TIME CAPSULE 2TB USA Mfg#: ME177LL/A Contract: MARKET	279.00	279.00
2	2805537	APPLECARE 3YR MBP15"/17" AUTO ENROLL Mfg#: S3142LL/A Contract: MARKET Electronic distribution - NO MEDIA	283.40	566.80
1	3529839	BTO APPLE MM DC 2.6 256GB 8GB Mfg#: Z0R7-2101509864 Contract: MARKET	859.00	859.00
1	2805526	APPLECARE 3YR MAC MINI - AUTO-ENROLL Mfg#: S3143LL/A Contract: MARKET Electronic distribution - NO MEDIA	88.77	88.77
1	2452661	APPLE WIRED KB USA Mfg#: MB110LL/B Contract: MARKET	49.00	49.00
1	2841594	APPLE MINI DISP PORT TO VGA ADAPTER Mfg#: MB572Z/B Contract: MARKET	29.00	29.00
1	1907655	APPLE WRLS MAGIC MOUSE Mfg#: MB829LL/A Contract: MARKET	69.00	69.00
1	NEW-ITEM	NEW ITEM Mfg#: NEW-ITEM Contract: MARKET	3,400.00	3,400.00
1	2805528	iMAC 27 WITH rETINA 5K DISPLAY APPLECARE 3YR IMAC - AUTO-ENROLL Mfg#: S3140LL/A Contract: MARKET Electronic distribution - NO MEDIA	151.61	151.61
1	2805532	APPLECARE 3YR DISPLAY - AUTO-ENROLL Mfg#: S3144LL/A Contract: MARKET Electronic distribution - NO MEDIA	85.00	85.00

5	3379879	LOGITECH IPAD CASE TURNAROUND Mfg#: 939-000838 Contract: MARKET	49.95	249.75
3	2866096	APPLE LIGHTNING TO SD CARD READER Mfg#: MD822ZM/A Contract: MARKET	29.00	87.00
3	2735487	APPLE THUNDERBOLT GIGABIT ENET ADAPT Mfg#: MD463ZM/A Contract: MARKET	29.00	87.00
1	2797891	APPLE THUNDERBOLT TO FIREWIRE ADAPT Mfg#: MD464ZM/A Contract: MARKET	29.00	29.00
1	2928282	APPLE 2M THUNDERBOLT CABLE Mfg#: MD861ZM/A Contract: MARKET	39.00	39.00
1	1601046	APPLE MINI DISPLAYPORT-DUAL-LINK DVI Mfg#: MB571Z/A Contract: MARKET	99.00	99.00
1	3519001	APPLE HDMI TO DVI ADAPTER-AME Mfg#: MJVU2AM/A Contract: MARKET	29.00	29.00
SUBTOTAL				14,230.93
FREIGHT				113.03
TAX				0.00

US Currency
TOTAL 14,343.96

CDW Government
230 North Milwaukee Ave.
Vernon Hills, IL 60061

Fax: 312.705.9193

Please remit payment to:
CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515



SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
FZSH017	259487	3/13/2015

BILL TO:
 NILES PUBLIC LIBRARY
 6960 W OAKTON ST

SHIP TO:
 NILES PUBLIC LIBRARY
 Attention To: RICHARD WOZNICZKA
 6960 W OAKTON ST

Accounts Payable
 NILES , IL 60714-3098

NILES , IL 60714-3098
 Contact: RICHARD WOZNICZKA

Customer Phone #847.967.8554

Customer P.O. # FZSH017 QUOTE

ACCOUNT MANAGER		SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
JENNIFER LAGONI 866.339.7925		Dynamex Messenger Overnite 10:30 am	Net 30 Days-Govt State/Local	E9997-8792-05
QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	2816794	APPLE 27" THUNDERBOLT DISPLAY Mfg#: MC914LL/B Contract: MARKET	975.84	975.84
			SUBTOTAL	975.84
			FREIGHT	14.99
			TAX	0.00

US Currency

TOTAL **990.83**

CDW Government
 230 North Milwaukee Ave.
 Vernon Hills, IL 60061

Fax: 312.705.9193

Please remit payment to:
 CDW Government
 75 Remittance Drive
 Suite 1515
 Chicago, IL 60675-1515

New Business—Recommended Actions

D. Recommended Action on Modifications to Lending Regulations

MOVE the Library Board of Trustees approve the recommended modifications to Policy 3.05 Lending Regulations to include Library Hotspots as follows:

Loan Period:	3 weeks
Reserve:	yes
Renewal:	yes
Restrictions:	one Hotspot per household at a time, up to one renewal, Hotspots must be returned inside to Patron Services
Vacation loan:	no
Fines:	\$3 per day; \$25 if returned through drop; Lost or damaged Hotspots \$50

Memorandum D of Recommended Board Action

The Niles Public Library District has partnered with Mobile Beacon, a national Educational Broadband Service (EBS) provider of low-cost, 4G mobile Internet access for schools, libraries and nonprofits, to offer a limited number of free Library Hotspots to Niles Public Library District Adult cardholders in good standing for a period of 3 weeks after signing a user agreement. The 4G devices from Clear will connect WiFi-enabled smartphones, tablets, laptops and computers to the Internet from their residence via the 4G CLEAR coverage area. One Hotspot can connect up to eight WiFi-enabled devices to the Internet at a time. The Hotspot also offers two network ports for non WiFi enabled computers.



Independent Audit Services

Request for Proposal

Issue Date: March 18, 2015

Niles Public Library District
6960 Oakton Street
Niles, IL 60714
(847) 663-1234

I. Introduction

The Board of Trustees of the Niles Public Library District (“the District”) invites you to present a proposal to act as its independent auditor.

II. Background

The District began as a single room in Village Hall in 1956 staffed by volunteers. Throughout its 58 year history it has grown into a 68,000 square foot facility on the corner of Oakton Street and Waukegan Road in Niles. The Library consists of a thriving children’s department (KidSpace) including a space for middle schoolers (MiddleGround), an exciting teen area (Teen Underground), a new tech area, a vibrant adult area, a sleek new lobby, and a commons space.

There are 102 employees at the Library (47 full time and 55 part time) and the Library’s annual operating budget is approximately \$5Million.

Most recently, the Library completed its 2013 renovation which cost approximately \$5.5Million and touched every corner of the Library’s 68,000 square feet. The project was completed on time and under budget and involved moving parts of the collection (290,000 items) several times as the different phases of the project began. The project included the installation of new boilers and a new automated materials handler as well as the creation of new spaces within the same footprint.

The District currently includes 59,000 people. Half of them live in the Village of Niles and the balance live in unincorporated Des Plaines and Glenview. In addition to purchasing and lending items, the Library provides ancillary services, such as meeting rooms, computers, WiFi, photocopiers, and voter registration.

III. Service to Be Performed

Your proposal is expected to cover the completion of the audit of the District’s annual financial statement in compliance with generally accepted auditing standards as established by the American Institute of Certified Public Accountants as applicable to governmental units. The audit work includes electronic submission of the Audit Report and Annual Financial Report with the

Comptroller and may include meetings with the District's finance committee and/or board of trustees as necessary.

IV. Term of Engagement

A single-year contract for fiscal year 2014-2015 is contemplated. It is the intent of the District's board of trustees to continue its relationship with the auditor for no less than three years, subject to the annual review by the board and the annual availability of an appropriation.

V. Key Personnel

Following are key contacts for information you may seek in preparing your proposal:

Ms. Susan Lempke	Interim Library Director	(847) 663-6629 slempke@nileslibrary.org
Mr. Gregory J Pritz	Business Manager	(847) 663-6403 gpritz@nileslibrary.org
Mr. Morgan Dubiel	President of the Board	
Ms. Carolyn Drblik	Treasurer of the Board	

Requests for additional information, visits to our site, review of prior financial statements, and/or appointments with library trustees and staff should be coordinated through Ms. Susan Lempke and/or Mr. Gregory J Pritz at the numbers and emails listed above.

VI. Relationship with Prior Auditor

These services have been provided by McClure Inserra & Company for a number of years. However, it is the practice of the library district to consider the services of various auditing firms from time to time. In preparing your proposal, be advised that management will give permission to contact the prior auditors.

VII. Other Information

A. Working Papers

The working papers shall be retained for at least five years. The working papers will be available for examination by authorized representatives of the State of Illinois, and, if required, the cognizant federal audit agency and the General Accounting Office.

B. Government Accounting Standards Board

The District implemented the requirements of GASB 34 and any and other GASB requirements pertaining to district libraries. It is expected that your firm will have experience and adequate staff available to meet the changes that have been brought forth by GASB and subsequent statements. The District expects the successful proposer

to review all supplemental schedules and to advise, as necessary, on related accounting and reporting concerns.

VIII. Your Response to This Request for Proposal

In responding to this request, we request the following information: Provide a description of your firm's size, structure, and experience in providing auditing services to public libraries, as well as other government agencies.

1. Discuss the firm's independence with respect to the Niles Public Library District.
2. Discuss commitments you will make to staff continuity, including your staff turnover experience in the last three years.
3. Identify the five largest clients your firm (or office) has lost in the past three years and the reasons. Also discuss, in instances where loss of the client was due to an unresolved auditing or accounting matter, the process of attempting to resolve the issue(s).
4. Identify the partner, manager, and in-charge accountant who will be assigned to our job if you are successful in your bid, and provide biographies. Indicate any complaints against them that have been leveled by the state board of accountancy or other regulatory authority, if any. Indicate any corrective actions that have been taken by the firm with respect to these people.
5. Describe how your firm will approach the audit of the District, including the use of any association or affiliate member firm personnel and the areas that will receive primary emphasis. Also discuss the firm's use of technology in the audit. And finally, discuss the communication process used by the firm to discuss issues with the management and finance committee of the board.
6. Set forth your fee proposal for the fiscal year 2014-2015 audit, with whatever guarantees can be given regarding increases in future years. You may also additionally propose fees for three- or five-year terms of engagement.
7. Furnish standard billing rates for classes of professional personnel for each of the last three years.
8. Provide the names and contact information for other, similarly sized public library clients of the partner and manager that will be assigned to our organization for reference purposes.
9. Provide information on whether you provide services to any related industry associations or groups.

10. Describe how and why your firm is different from other firms being considered, and why our selection of your firm as our auditor is the best decision we could make.

11. Include a copy of your firm's most recent peer review report, the related letter of comments, and the firm's response to the letter of comments.

IX. Evaluation of Proposals

The Niles Public Library District will evaluate proposals on a qualitative basis. This includes our review of the firm's peer review report and related materials, interviews with senior engagement personnel to be assigned to our organization, results of discussions with other clients, and the firm's completeness and timeliness in its response to us. The District reserves the right to reject any and all proposals submitted and to request additional information from all proposers. Any contract awarded will be made to the independent auditor who, based on evaluation of all responses, applying all criteria and oral interviews if necessary, is determined to be the best qualified to do the audit. We anticipate the successful bidder will be notified by May 31, 2015.

Please submit your response to this request for proposal in hard copy and/or electronically by 5:00PM on April 30, 2015 to:

Gregory J. Pritz
Business Manager
Niles Public Library District
6960 Oakton Street
Niles, IL 60714
Email: gpritz@nileslibrary.org
Phone: 847-663-6403
FAX: 847-663-1360

X. Inquiries

If you have questions, please submit them by email to gpritz@nileslibrary.org. We would expect to provide the same answers to all of the prospective consultants being considered in this process.

XI. Conditions

A. Reservations

The District reserves the right to reject any and all proposals or parts of a proposal, to waive technicalities, and to adjust quantities.

B. Cost

The District shall not be responsible for any costs incurred related to preparing, submitting, or presenting its response to this RFP.

C. Selection

The District, in its discretion, may award the project to the responsible and responsive proposer submitting the proposal which is deemed to be the most advantageous to the District, price and other factors listed in this RFP being considered.

D. Award

After review of the proposals, the Business Manager will forward his analysis of the responses to the District Board of Trustees at its regular meeting in March for a decision. The District will then notify the firm selected in writing.

End of RFP