



Niles Public Library District

Regular Board Meeting

Wednesday, April 15, 2015 6:30 PM

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

April 15, 2015

6:30 PM

Board Room

6960 Oakton Street

Niles, Illinois

Revised 4/13/15

ORDER OF BUSINESS

1. Call to Order
2. Pledge of Allegiance
3. Consent Agenda
 - A. Approve Minutes of March 18, 2015 4
 - B. Approve the payment of the bills for operating expenses of \$231,337.72, payroll expenses of \$249,472.03, and Special Reserve Expenses of \$0.00, for a total monthly expense of \$480,809.75 9
 - C. Approve the appointment of Colleen Luxem to the part-time position of Kids/Teen Librarian at a rate of \$23.50 per hour, effective April 20, 2015; the appointment of Mary Ann Rohn to the part-time position of Kids/Teen Assistant at a rate of \$17.00 per hour, effective April 20, 2015
4. Public Comment
5. Treasurer's Report 14
6. Director's Report 32
7. Communications 40
8. Committee Reports
 - A. Special Reserve Committee
 - B. Employee Benefits Committee
9. Liaison Reports
 - A. Friends of the Library
 - B. Legislative
 - C. RAILS
10. Secretary's Report
11. New Business
 - A. Approve the recommended purchase of computer professional development classes in the amount of \$7,125 for IT Services 41
 - B. Approve the recommended purchase of an assisted listening system for the Large 49

Board Meeting Agenda - April 15, 2015

Meeting Room in the amount of not to exceed \$8,508.51 from Midwest Computer Products, Inc.

- C. Discuss and approve policies regarding non-Niles card holding patrons 56
 - D. Discuss and approve Matrix job description recommendations 58
 - E. Discuss and approve the video/audio recording of NPLD meetings for posting on the website 59
12. Unfinished Business
 13. Executive Session-To discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Niles Public Library District; discussion of minutes of closed session meetings
 14. Final Action - If any, on closed session subjects
 15. Other
 16. Adjournment

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

Trustees Present

Karen Dimond, Carolyn Drblik, Morgan Dubiel, Barbara Nakanishi, and Linda Ryan
Chris Ball arrived at 6:37 PM. Danette Matyas gave previous notice.

Library Staff Present

Susan Lempke, Greg Pritz, Victoria Luz, Diane Winberg, Sasha Vasilic, Richard Wozniczka, and Dodie Frisbie

Guests Present

Carol Jung, Niles Resident; Alan Pennington, Matrix Consulting Group; Igor Studenkov, *Niles Herald-Spectator*, Tom Robb, *Journal & Topics Newspapers*; Eric M. Poders, *The North Shore Voice*

Call to Order

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

Roll Call

The roll was taken by Ms. Winberg.

Pledge of Allegiance

President Dubiel led the Pledge of Allegiance.

Update from Alan Pennington, Matrix Group Consulting

Mr. Pennington presented the Board with a staffing and operational review. The PowerPoint presentation covered a long list of the Library's strengths which included strong customer service, strong emphasis on programming, and high circulation. Mr. Pennington listed opportunities for improvement which included further expansion of the number of cardholders; continued focus on strategic planning to include joint Board-staff goals and commitments and community input; annual community survey for community input for developing new services and programs; and increased coordination of programming activities.

Mr. Pennington reported that they received a very good response to the confidential employee survey. Seventy employees responded: 34 FT and 35 PT. A comparative study which included 7 similar libraries was done on demographic data and staffing.

Mr. Pennington concluded that there are opportunities to increase further services through the expansion of cardholders and minor changes to processes and procedures. It is appropriately staffed with a few opportunities to look at alternative staffing and salaries appear at a mid-point with comparative groups.

Mr. Pennington will provide the Board with a full narrative by March 31st. He will be available to talk with them individually as needed.

Mr. Dubiel thanked Mr. Pennington for his presentation.

Consent Agenda

Trustee Dimond asked that motion B. to approve the Minutes of the Special Board Meeting of March 12, 2015, be removed from the Consent Agenda and voted on separately.

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

- A. The Minutes of the Regular Board Meeting of the Regular Board Meeting of February 18, 2015;

- C. The payment of the bills for operating expenses of \$172,999.39; payroll expenses of \$248,895.34; and Special Reserve Expenses of \$00.00, for a total monthly expense of \$421,894.73;
- 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

Trustee Nakanishi seconded.

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

Minutes of the Special Board Meeting of March 12, 2015

Trustee Ball MOVED the Library Board of Trustees approve the Minutes of the Special Board Meeting of March 12, 2015. Trustee Drblik seconded.

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

Public Comments

Mr. Poders announced that he is the RF for this meeting and that he is recording the Board meeting. He provided the Board with a copy of Morton Grove Public Library's newsletter, Books & Beyond.

Treasurer's Report

Review of Financial Report

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

Interim Director's Report

Ms. Lempke presented highlights of her report.

Ms. Lempke gave an update on the computer filters which are now in effect. She did check with a few librarians and they had been asked by patrons to have sites unblocked such a "Hard Core Fishing," and Tumblr.

Ms. Lempke reported that sadly the Library did not receive the Story Corps Grant but did receive some very helpful information on how to set-up digital recording equipment which will be used for intergenerational interviewing. Three hundred libraries applied for ten grants.

Tablet Tuesday has been a big success with our seniors.

The Trustees were given pages of "Why We Love Our Library" messages submitted by our Library patrons which included a marriage proposal. Ms. Lempke mentioned a lovely note received from a patron thanking our Adult Services Assistant, Bernadetta for her kindness and patience. In her note she wrote "I feel like I have an angel on my shoulder."

Trustee Ryan asked about how many man hours it took to install the computer filters. Mr. Wozniczka replied that it was about one week's worth over a 3-month period.

Communications

Mr. Dubiel read an email from Library patron Jessica K to the trustees addressing the library's need to put some limits on who, such as non-residents, is allowed to check materials out from the Library. Trustee Drblik added that she also has also received comments from people in the area that when they come to the Library many of the people are non-residents. She added that she recently learned that Park Ridge library does not allow non-residents to use their computers. You have to be a resident with a library card. A non-resident may purchase a library card for over \$300. She asked what percentage of our cardholders are Niles residents. Ms. Lempke responded that all of them are residents. Consideration should be made that our computers be used by our residents only. Ms. Lempke was asked to track computer usage.

Committee Reports

Special Reserve Committee

No report.

Employee Benefits Committee

No report.

Liaison Reports

Friends of the Library

Ms. Lempke reported that she attended their March meeting and that membership is increasing. She told Ms. Drblik that the Friends are looking forward to her attendance at the monthly meetings.

Legislative

No report.

RAILS

Ms. Lempke reported that she attended a RAILS focus group of CCS directors which is researching a potential statewide catalog. RAILS is gathering input from directors to identify what will need to be addressed to make this project successful.

Secretary's Report

No report.

New Business

Staffing for the Marketing/PR Department

Trustee Dimond MOVED the Library Board of Trustees approve the recommended staffing of the Marketing/PR Department and the related job descriptions. Trustee Ryan seconded.

Ms. Lempke asked Sasha Vasilic, Supervisor of the Marketing/PR Department to describe his needs to the Trustees for additional staffing. He explained to the Trustees that at the peak of the department's success there were three FT staff members. Now it is himself and one PT employee. Working on Chapter One with two freelance graphic designers was a huge challenge spending many, many hours on the telephone.

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

Ordinance 15-01

Trustee Dimond MOVED 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. Trustee Ryan seconded.

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

Purchase of Computer Equipment

Trustee Ryan MOVED the Library Board of Trustees approve the recommended purchase of computer equipment in the amount of \$15,334.79 for the Creative Space. Trustee Drblik seconded.

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

Library Hotspots

Trustee Ball MOVED the Library Board of Trustees approve the recommended modifications to Policy 3.05 Lending Regulations to include Library Hotspots. Trustee Ryan seconded.

Patrons will be able to connect to the Internet from home using Library Hotspots. The loan period will be for 3 weeks with one renewal. The Hotspots can be put on hold, but they must be returned to the Patron Services desk and not through the book return. Fines will be set at \$3/day; \$25 if returned through the book return. There will be a \$50 charge for lost or damaged Hotspots. The Hotspots will be restricted to Niles District patrons only. Ms. Lempke said that this will be a good trial for the other equipment that we plan to lend. The Hotspots will become available in early April.

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

Discussion on Library Fines

Discussion was held on whether a library cardholder should be charged an overdue fine when an item is being renewed. Ms. Lempke explained that Mr. Dubiel finds this unreasonable especially when there is no hold on the item and it is automatically renewed. However, it is not possible to take off fines just for renewals. Ms. Ryan asked if it would be possible to give cardholders a grace period of a day or two. She also said that zero fines would give patrons no accountability for returning books. Mr. Dubiel asked Ms. Lempke to check with libraries on their experiences with zero fines. Zero fines would mean that overdue cardholders would be sent to collection much sooner.

Discussion on RFP – Independent Auditor Search

About 8 months ago, the Board expressed interest in searching for a new auditing firm. At the request of the Board, Mr. Pritz put together a RFP for an Independent Auditor Search. The current auditing firm of McClure Inserra has been with the Library for a very long time and they have been the only constancy at the financial end of the library. This past year was the first time in a long time that they had somebody sitting in the Business Manager's chair repeat good results. Mr. Pritz's recommendation to the Board is to engage McClure Inserra for one more year and then consider going out with a RFP—a June 30 year end does not give us much time. The Board agreed to hold off with the RFP until after the library's audit.

Unfinished Business—There was none.

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

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

Executive Session began at 7:45 PM. Executive Session ended at 7:48 PM.

Open session began at 7:49 PM with all members of the Board present.

Final Action—if any, on closed session subjects

Trustee Ball MOVED the Library Board of Trustees accept Klein, Thorpe and Jenkins' recommendation to settle the tax rate objection suit for 2007-2008 in the amount of \$6,619.71 and \$7,371.99 respectively plus the interest in the amount of the lesser of 5% or CPI for the year preceding the levy years for 2007 and 2008. Trustee Nakanishi seconded.

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

Other

Trustee Dimond asked to talk on the Special Board meeting which she was unable to attend. She was very surprised to see that a motion was passed to amend the Bylaws which would make it very difficult to extend any benefits regarding IMRF to our employees. She said that she had previously objected to the amendment for three reasons: it was unnecessary; the amendment was inappropriate and inconsistent with any other amendment to the Library's Bylaws; and the timing of the amendment was suspicious with the upcoming election. After the last Board Meeting, the trustees received notice of a Special Board Meeting along with

newer versions of the amendment making it even more difficult to adopt IMRF. Sitting here tonight, she realized that there was no emergency to hold a Special Board Meeting. The reason for the Special Board Meeting was because our Board President had the votes to pass that amendment and wouldn't at the regular meeting. She feels it quite improper to hold special meetings in order to manipulate votes in that way. She knows the President of the Board has the power to call a Special Board Meeting, but in this instance, this power was abused. She feels that the community of the Library should not accept and tolerate this way of holding business. President Dubiel responded that to clear the record, Trustee Dimond was the only Trustee who responded that she would not be able to attend the Special Board Meeting.

Adjournment

Trustee Ball MOVED to adjourn. Trustee Drblik seconded.

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

The meeting adjourned at 7:50 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
72121	Accounts Payable	Computer Check	4/15/2015	3M	\$0.00	\$4,720.05	(\$4,720.05)	Outstanding	4/30/2015
72122	Accounts Payable	Computer Check	4/15/2015	AFLAC	\$0.00	\$388.13	(\$5,108.18)	Outstanding	4/30/2015
72123	Accounts Payable	Computer Check	4/15/2015	ALA	\$0.00	\$740.00	(\$5,848.18)	Outstanding	4/30/2015
72124	Accounts Payable	Computer Check	4/15/2015	ALLIANCE ENTERTAINMENT	\$0.00	\$1,468.42	(\$7,316.60)	Outstanding	4/30/2015
72125	Accounts Payable	Computer Check	4/15/2015	AMARK INDUSTRIES	\$0.00	\$2,419.80	(\$9,736.40)	Outstanding	4/30/2015
72126	Accounts Payable	Computer Check	4/15/2015	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$200.00	(\$9,936.40)	Outstanding	4/30/2015
72127	Accounts Payable	Computer Check	4/15/2015	MARIE CLAIRE AMORELLA	\$0.00	\$14.99	(\$9,951.39)	Outstanding	4/30/2015
72128	Accounts Payable	Computer Check	4/15/2015	APPLE BOOKS	\$0.00	\$1,111.61	(\$11,063.00)	Outstanding	4/30/2015
72129	Accounts Payable	Computer Check	4/15/2015	AT&T	\$0.00	\$43.44	(\$11,106.44)	Outstanding	4/30/2015
72130	Accounts Payable	Computer Check	4/15/2015	AT&T	\$0.00	\$427.82	(\$11,534.26)	Outstanding	4/30/2015
72131	Accounts Payable	Computer Check	4/15/2015	AVCAFE	\$0.00	\$24.96	(\$11,559.22)	Outstanding	4/30/2015
72132	Accounts Payable	Computer Check	4/15/2015	BAKER & TAYLOR	\$0.00	\$305.46	(\$11,864.68)	Outstanding	4/30/2015
72133	Accounts Payable	Computer Check	4/15/2015	BLICK ART MATERIALS	\$0.00	\$115.92	(\$11,980.60)	Outstanding	4/30/2015
72134	Accounts Payable	Computer Check	4/15/2015	DONNA BLOCK	\$0.00	\$92.16	(\$12,072.76)	Outstanding	4/30/2015
72135	Accounts Payable	Computer Check	4/15/2015	CALL ONE	\$0.00	\$876.50	(\$12,949.26)	Outstanding	4/30/2015
72136	Accounts Payable	Computer Check	4/15/2015	CAREER CRUISING	\$0.00	\$1,026.00	(\$13,975.26)	Outstanding	4/30/2015
72137	Accounts Payable	Computer Check	4/15/2015	CDW GOVERNMENT, INC.	\$0.00	\$4,404.73	(\$18,379.99)	Outstanding	4/30/2015
72138	Accounts Payable	Computer Check	4/15/2015	CENGAGE LEARNING, INC.	\$0.00	\$18,562.59	(\$36,942.58)	Outstanding	4/30/2015
72139	Accounts Payable	Computer Check	4/15/2015	CENTER POINT LARGE PRINT	\$0.00	\$174.96	(\$37,117.54)	Outstanding	4/30/2015
72140	Accounts Payable	Computer Check	4/15/2015	CHIEF, LOC, CDS	\$0.00	\$685.00	(\$37,802.54)	Outstanding	4/30/2015
72141	Accounts Payable	Computer Check	4/15/2015	CINTAS CORPORATION LOC. 769	\$0.00	\$585.05	(\$38,387.59)	Outstanding	4/30/2015
72142	Accounts Payable	Computer Check	4/15/2015	COMED	\$0.00	\$8,427.95	(\$46,815.54)	Outstanding	4/30/2015
72143	Accounts Payable	Computer Check	4/15/2015	COMMUNICATION REVOLVING F	\$0.00	\$146.70	(\$46,962.24)	Outstanding	4/30/2015
72144	Accounts Payable	Computer Check	4/15/2015	COMPENDIUM LIBRARY SERVI	\$0.00	\$2,195.00	(\$49,157.24)	Outstanding	4/30/2015
72145	Accounts Payable	Computer Check	4/15/2015	COMPUTYPE, INC.	\$0.00	\$663.10	(\$49,820.34)	Outstanding	4/30/2015
72146	Accounts Payable	Computer Check	4/15/2015	COOPERATIVE COMPUTER SERV	\$0.00	\$13,130.11	(\$62,950.45)	Outstanding	4/30/2015
72147	Accounts Payable	Computer Check	4/15/2015	CRIMSON MULTIMEDIA DISTRI	\$0.00	\$394.39	(\$63,344.84)	Outstanding	4/30/2015
72148	Accounts Payable	Computer Check	4/15/2015	DEMCO	\$0.00	\$602.00	(\$63,946.84)	Outstanding	4/30/2015
72149	Accounts Payable	Computer Check	4/15/2015	THOMAS A. DEMICHAEL	\$0.00	\$150.00	(\$64,096.84)	Outstanding	4/30/2015
72150	Accounts Payable	Computer Check	4/15/2015	EASYPERMIT POSTAGE	\$0.00	\$600.00	(\$64,696.84)	Outstanding	4/30/2015
72151	Accounts Payable	Computer Check	4/15/2015	EDC EDUCATIONAL SERVICES	\$0.00	\$55.96	(\$64,752.80)	Outstanding	4/30/2015
72152	Accounts Payable	Computer Check	4/15/2015	ENCYCLOPAEDIA BRITANNICA, I	\$0.00	\$60.90	(\$64,813.70)	Outstanding	4/30/2015
72153	Accounts Payable	Computer Check	4/15/2015	EPSON ACCESSORIES, INC.	\$0.00	\$234.44	(\$65,048.14)	Outstanding	4/30/2015
72154	Accounts Payable	Computer Check	4/15/2015	EVANCED	\$0.00	\$1,293.60	(\$66,341.74)	Outstanding	4/30/2015
72155	Accounts Payable	Computer Check	4/15/2015	F.J. KERRIGAN	\$0.00	\$630.00	(\$66,971.74)	Outstanding	4/30/2015
72156	Accounts Payable	Computer Check	4/15/2015	FIFTH THIRD BANK	\$0.00	\$40.00	(\$67,011.74)	Outstanding	4/30/2015
72157	Accounts Payable	Computer Check	4/15/2015	FIFTH THIRD BANK	\$0.00	\$2,068.24	(\$69,079.98)	Outstanding	4/30/2015
72158	Accounts Payable	Computer Check	4/15/2015	FINDAWAY WORLD, LLC	\$0.00	\$396.22	(\$69,476.20)	Outstanding	4/30/2015
72159	Accounts Payable	Computer Check	4/15/2015	FIRE & SECURITY SYSTEMS, INC.	\$0.00	\$243.00	(\$69,719.20)	Outstanding	4/30/2015

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
72160	Accounts Payable	Computer Check	4/15/2015	FLEXSOURCE, LLC	\$0.00	\$359.00	(\$70,078.20)	Outstanding	4/30/2015
72161	Accounts Payable	Computer Check	4/15/2015	DARLENE FOX	\$0.00	\$24.77	(\$70,102.97)	Outstanding	4/30/2015
72162	Accounts Payable	Computer Check	4/15/2015	FULL SPECTRUM LASER LLC	\$0.00	\$4,574.00	(\$74,676.97)	Outstanding	4/30/2015
72163	Accounts Payable	Computer Check	4/15/2015	GARVEY'S OFFICE PRODUCTS	\$0.00	\$2,720.15	(\$77,397.12)	Outstanding	4/30/2015
72164	Accounts Payable	Computer Check	4/15/2015	LESLIE GODDARD	\$0.00	\$275.00	(\$77,672.12)	Outstanding	4/30/2015
72165	Accounts Payable	Computer Check	4/15/2015	DEBORAH GRAHAM	\$0.00	\$66.47	(\$77,738.59)	Outstanding	4/30/2015
72166	Accounts Payable	Computer Check	4/15/2015	GRAINGER	\$0.00	\$2,443.14	(\$80,181.73)	Outstanding	4/30/2015
72167	Accounts Payable	Computer Check	4/15/2015	GROOT INDUSTRIES, INC.	\$0.00	\$228.90	(\$80,410.63)	Outstanding	4/30/2015
72168	Accounts Payable	Computer Check	4/15/2015	KARINA GUICO	\$0.00	\$150.00	(\$80,560.63)	Outstanding	4/30/2015
72169	Accounts Payable	Computer Check	4/15/2015	HALL PASS	\$0.00	\$15.00	(\$80,575.63)	Outstanding	4/30/2015
72170	Accounts Payable	Computer Check	4/15/2015	CAITLYN HANNON	\$0.00	\$69.95	(\$80,645.58)	Outstanding	4/30/2015
72171	Accounts Payable	Computer Check	4/15/2015	HEALTHCARE SERVICE CORPOR	\$0.00	\$34,125.69	(\$114,771.27)	Outstanding	4/30/2015
72172	Accounts Payable	Computer Check	4/15/2015	INGRAM LIBRARY SERVICES	\$0.00	\$20,251.47	(\$135,022.74)	Outstanding	4/30/2015
72173	Accounts Payable	Computer Check	4/15/2015	INSTITUTE FOR THERAPY THROUG	\$0.00	\$150.00	(\$135,172.74)	Outstanding	4/30/2015
72174	Accounts Payable	Computer Check	4/15/2015	IRON MOUNTAIN	\$0.00	\$239.20	(\$135,411.94)	Outstanding	4/30/2015
72175	Accounts Payable	Computer Check	4/15/2015	GARY KANTOR	\$0.00	\$350.00	(\$135,761.94)	Outstanding	4/30/2015
72176	Accounts Payable	Computer Check	4/15/2015	KAPCO	\$0.00	\$693.52	(\$136,455.46)	Outstanding	4/30/2015
72177	Accounts Payable	Computer Check	4/15/2015	COLLEEN KELLY	\$0.00	\$237.50	(\$136,692.96)	Outstanding	4/30/2015
72178	Accounts Payable	Computer Check	4/15/2015	JASON T. KEPLER	\$0.00	\$2,656.00	(\$139,348.96)	Outstanding	4/30/2015
72179	Accounts Payable	Computer Check	4/15/2015	JAMIE KING	\$0.00	\$46.05	(\$139,395.01)	Outstanding	4/30/2015
72180	Accounts Payable	Computer Check	4/15/2015	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$1,821.00	(\$141,216.01)	Outstanding	4/30/2015
72181	Accounts Payable	Computer Check	4/15/2015	MARCIN KOCH	\$0.00	\$40.99	(\$141,257.00)	Outstanding	4/30/2015
72182	Accounts Payable	Computer Check	4/15/2015	KONE INC.	\$0.00	\$232.20	(\$141,489.20)	Outstanding	4/30/2015
72183	Accounts Payable	Computer Check	4/15/2015	KONICA MINOLTA BUSINESS SO	\$0.00	\$708.86	(\$142,198.06)	Outstanding	4/30/2015
72184	Accounts Payable	Computer Check	4/15/2015	KOREAN BOOKS	\$0.00	\$807.04	(\$143,005.10)	Outstanding	4/30/2015
72185	Accounts Payable	Computer Check	4/15/2015	DEBORAH KROOPKIN	\$0.00	\$6.99	(\$143,012.09)	Outstanding	4/30/2015
72186	Accounts Payable	Computer Check	4/15/2015	LAUBE IMAGING PRODUCTS	\$0.00	\$3,489.81	(\$146,501.90)	Outstanding	4/30/2015
72187	Accounts Payable	Computer Check	4/15/2015	MAKERBOT INDUSTRIES LLC	\$0.00	\$4,212.11	(\$150,714.01)	Outstanding	4/30/2015
72188	Accounts Payable	Computer Check	4/15/2015	JOAN MCGEE	\$0.00	\$225.00	(\$150,939.01)	Outstanding	4/30/2015
72189	Accounts Payable	Computer Check	4/15/2015	ANNETTE MCQUADE	\$0.00	\$7,065.00	(\$158,004.01)	Outstanding	4/30/2015
72190	Accounts Payable	Computer Check	4/15/2015	DAVID MELIS	\$0.00	\$22.69	(\$158,026.70)	Outstanding	4/30/2015
72191	Accounts Payable	Computer Check	4/15/2015	MENARDS	\$0.00	\$834.04	(\$158,860.74)	Outstanding	4/30/2015
72192	Accounts Payable	Computer Check	4/15/2015	MICROSYSTEMS, INC.	\$0.00	\$562.04	(\$159,422.78)	Outstanding	4/30/2015
72193	Accounts Payable	Computer Check	4/15/2015	MIDCO INC.	\$0.00	\$1,864.74	(\$161,287.52)	Outstanding	4/30/2015
72194	Accounts Payable	Computer Check	4/15/2015	MIDWEST TAPE	\$0.00	\$10,617.76	(\$171,905.28)	Outstanding	4/30/2015
72195	Accounts Payable	Computer Check	4/15/2015	MARY MILLER	\$0.00	\$67.02	(\$171,972.30)	Outstanding	4/30/2015
72196	Accounts Payable	Computer Check	4/15/2015	MONARCH FIRE PROTECTION, I	\$0.00	\$450.00	(\$172,422.30)	Outstanding	4/30/2015
72197	Accounts Payable	Computer Check	4/15/2015	MULTICULTURAL BOOKS & VID	\$0.00	\$1,016.71	(\$173,439.01)	Outstanding	4/30/2015
72198	Accounts Payable	Computer Check	4/15/2015	SARAH MUSKIVITCH	\$0.00	\$17.98	(\$173,456.99)	Outstanding	4/30/2015

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
72199	Accounts Payable	Computer Check	4/15/2015	NEWARK ELEMENT14	\$0.00	\$105.54	(\$173,562.53)	Outstanding	4/30/2015
72200	Accounts Payable	Computer Check	4/15/2015	AMY K. NG	\$0.00	\$3.99	(\$173,566.52)	Outstanding	4/30/2015
72201	Accounts Payable	Computer Check	4/15/2015	NICOR GAS	\$0.00	\$2,961.87	(\$176,528.39)	Outstanding	4/30/2015
72202	Accounts Payable	Computer Check	4/15/2015	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$177,409.39)	Outstanding	4/30/2015
72203	Accounts Payable	Computer Check	4/15/2015	OAK BROOK MECHANICAL SERV	\$0.00	\$748.00	(\$178,157.39)	Outstanding	4/30/2015
72204	Accounts Payable	Computer Check	4/15/2015	OPPO DIGITAL, INC.	\$0.00	\$677.00	(\$178,834.39)	Outstanding	4/30/2015
72205	Accounts Payable	Computer Check	4/15/2015	PEAPOD	\$0.00	\$243.74	(\$179,078.13)	Outstanding	4/30/2015
72206	Accounts Payable	Computer Check	4/15/2015	PENGUIN RANDOM HOUSE LLC	\$0.00	\$380.25	(\$179,458.38)	Outstanding	4/30/2015
72207	Accounts Payable	Computer Check	4/15/2015	PIONEER PRESS	\$0.00	\$32.24	(\$179,490.62)	Outstanding	4/30/2015
72208	Accounts Payable	Computer Check	4/15/2015	POLONIA BOOKSTORE, INC.	\$0.00	\$671.06	(\$180,161.68)	Outstanding	4/30/2015
72209	Accounts Payable	Computer Check	4/15/2015	THOMAS C. POZDOL	\$0.00	\$150.00	(\$180,311.68)	Outstanding	4/30/2015
72210	Accounts Payable	Computer Check	4/15/2015	SARAH PRINEAS	\$0.00	\$262.62	(\$180,574.30)	Outstanding	4/30/2015
72211	Accounts Payable	Computer Check	4/15/2015	RECORD INFORMATION SERVIC	\$0.00	\$575.00	(\$181,149.30)	Outstanding	4/30/2015
72212	Accounts Payable	Computer Check	4/15/2015	RECORDED BOOKS, LLC	\$0.00	\$219.57	(\$181,368.87)	Outstanding	4/30/2015
72213	Accounts Payable	Computer Check	4/15/2015	RESEARCH TECHNOLOGY INTER	\$0.00	\$74.45	(\$181,443.32)	Outstanding	4/30/2015
72214	Accounts Payable	Computer Check	4/15/2015	DAVID ROTTER	\$0.00	\$300.00	(\$181,743.32)	Outstanding	4/30/2015
72215	Accounts Payable	Computer Check	4/15/2015	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$550.00	(\$182,293.32)	Outstanding	4/30/2015
72216	Accounts Payable	Computer Check	4/15/2015	LINDA SAWYER	\$0.00	\$81.49	(\$182,374.81)	Outstanding	4/30/2015
72217	Accounts Payable	Computer Check	4/15/2015	JOSEPH P. SCHWIETERMAN	\$0.00	\$225.00	(\$182,599.81)	Outstanding	4/30/2015
72218	Accounts Payable	Computer Check	4/15/2015	BHAVESH SHAH	\$0.00	\$14.99	(\$182,614.80)	Outstanding	4/30/2015
72219	Accounts Payable	Computer Check	4/15/2015	Yael SHALEV	\$0.00	\$6.95	(\$182,621.75)	Outstanding	4/30/2015
72220	Accounts Payable	Computer Check	4/15/2015	AFIFA F. SHARIEF	\$0.00	\$15.00	(\$182,636.75)	Outstanding	4/30/2015
72221	Accounts Payable	Computer Check	4/15/2015	SHELL	\$0.00	\$60.12	(\$182,696.87)	Outstanding	4/30/2015
72222	Accounts Payable	Computer Check	4/15/2015	SILVER STAR EXPOSITIONS	\$0.00	\$195.00	(\$182,891.87)	Outstanding	4/30/2015
72223	Accounts Payable	Computer Check	4/15/2015	JOANNA SLIWINSKA	\$0.00	\$150.00	(\$183,041.87)	Outstanding	4/30/2015
72224	Accounts Payable	Computer Check	4/15/2015	SMITHEREEN PEST MANAGEMEN	\$0.00	\$228.00	(\$183,269.87)	Outstanding	4/30/2015
72225	Accounts Payable	Computer Check	4/15/2015	NIPAM SONI	\$0.00	\$12.95	(\$183,282.82)	Outstanding	4/30/2015
72226	Accounts Payable	Computer Check	4/15/2015	JANET SUATOS	\$0.00	\$59.95	(\$183,342.77)	Outstanding	4/30/2015
72227	Accounts Payable	Computer Check	4/15/2015	THE LINCOLN NATIONAL LIFE IN	\$0.00	\$1,340.71	(\$184,683.48)	Outstanding	4/30/2015
72228	Accounts Payable	Computer Check	4/15/2015	TODAY'S BUSINESS SOLUTIONS, I	\$0.00	\$795.00	(\$185,478.48)	Outstanding	4/30/2015
72229	Accounts Payable	Computer Check	4/15/2015	TODAY'S CLASSROOM LLC	\$0.00	\$537.53	(\$186,016.01)	Outstanding	4/30/2015
72230	Accounts Payable	Computer Check	4/15/2015	ANN M. TORRALBA	\$0.00	\$400.00	(\$186,416.01)	Outstanding	4/30/2015
72231	Accounts Payable	Computer Check	4/15/2015	TSAI FONG BOOKS, INC.	\$0.00	\$150.00	(\$186,566.01)	Outstanding	4/30/2015
72232	Accounts Payable	Computer Check	4/15/2015	UNIQUE MANAGEMENT SERVICE	\$0.00	\$119.40	(\$186,685.41)	Outstanding	4/30/2015
72233	Accounts Payable	Computer Check	4/15/2015	VERIZON WIRELESS	\$0.00	\$98.66	(\$186,784.07)	Outstanding	4/30/2015
72234	Accounts Payable	Computer Check	4/15/2015	VILLAGE OF NILES	\$0.00	\$420.92	(\$187,204.99)	Outstanding	4/30/2015
72235	Accounts Payable	Computer Check	4/15/2015	VISA	\$0.00	\$12,003.12	(\$199,208.11)	Outstanding	4/30/2015
72236	Accounts Payable	Computer Check	4/15/2015	VISION SERVICE PLAN OF ILLINO	\$0.00	\$543.98	(\$199,752.09)	Outstanding	4/30/2015
72237	Accounts Payable	Computer Check	4/15/2015	WORLD BOOK, INC.	\$0.00	\$879.00	(\$200,631.09)	Outstanding	4/30/2015

Niles Public Library District Bank Register Report - Checking

<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>
72238	Accounts Payable	Computer Check	4/15/2015	X-PERT LANDSCAPING INC.	\$0.00	\$506.25	(\$201,137.34)	Outstanding	4/30/2015

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$201,137.34)
Total Payments:	(\$201,137.34)
Total Change in Register Balance:	(\$201,137.34)

Niles Public Library District Bank Register Report - Imprest

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
2932	Accounts Payable	Manual Check	3/26/2015	LACONI, INC.	\$0.00	\$40.00	(\$40.00)	Outstanding	3/31/2015

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Manual Check	(\$40.00)
Total Payments:	(\$40.00)
Total Change in Register Balance:	(\$40.00)

Niles Public Library District

Balance Sheet

March 31, 2015

	GENERAL FUND 3/31/2015	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Assets				
Cash and Investments				
Cash Checking	(\$2,452,242)	\$669,490	\$1,809,834	\$27,082
Cash-Imprest	\$1,009			\$1,009
Cash-Flexible Spending Account	\$4,670			\$4,670
MaxSafe CD	\$1,019,914			\$1,019,914
Petty Cash	\$400			\$400
Illinois Funds-Tax Deposit Account	\$2,714,503			\$2,714,503
Illinois Funds E pay fines	\$93,982			\$93,982
Northwest Community Credit Union	\$27			\$27
Fifth Third Bank-Investments	\$5,520,000			\$5,520,000
Investments Money Market-Fifth Third Bank	\$115,982			\$115,982
MaxSafe CD	\$512,214			\$512,214
Total Cash and Investments	\$7,530,459	\$669,490	\$1,809,834	\$10,009,783
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	\$9,886,765	\$724,353	\$1,809,834	\$12,420,953

Niles Public Library District

Balance Sheet

March 31, 2015

	GENERAL FUND 3/31/2015	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Liabilities and Fund Balance				
Liabilities				
Accounts Payable	\$191,027	\$8,002	\$0	\$199,029
Accounts Payable-Friends of the Library	\$90			\$90
Withholding-Social Security	\$60			\$60
Withholding-Federal Income Tax	\$1			\$1
Withholding-State Income Tax	\$38			\$38
Payroll Clearing	\$10,789			\$10,789
Accrued Expenses	\$53,618			\$53,618
Payroll Clearing		\$60		\$60
Payroll Clearing		(\$51)		(\$51)
Deferred Revenues	\$2,334,567	\$54,865		\$2,389,431
Total Liabilities	\$2,590,188	\$62,875	\$0	\$2,653,064
Fund Balance				
Fund Balance	\$7,296,577	\$661,478	\$1,809,834	\$9,767,889
Total Fund Balance	\$7,296,577	\$661,478	\$1,809,834	\$9,767,889
Total Liabilities and Fund Balance	\$9,886,765	\$724,353	\$1,809,834	\$12,420,953

Niles Public Library District Income Statement-Consolidated

March 31, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes	\$2,256,563	\$2,484,499	(\$227,936)	\$5,967,511	\$6,149,135	(\$181,624)	\$6,211,247	96%
Replacement Taxes	\$5,824	\$5,600	\$224	\$74,923	\$79,800	(\$4,877)	\$140,000	54%
Per Capita Grant							\$58,000	
Grants-Other		\$83	(\$83)		\$750	(\$750)	\$1,000	
Investment Income	\$3,452	\$3,333	\$119	\$41,140	\$30,000	\$11,140	\$40,000	103%
Fines	\$5,351	\$3,750	\$1,601	\$38,829	\$33,750	\$5,079	\$45,000	86%
Lost Books	(\$1,442)	\$625	(\$2,067)	\$4,498	\$5,625	(\$1,127)	\$7,500	60%
Pay For Print	(\$4)	\$1,250	(\$1,254)	\$12,305	\$11,250	\$1,055	\$15,000	82%
Non-Resident Fees				\$168		\$168		
Flash Drive & Ear Bud Sales				\$82		\$82		
Commissions & Fees	(\$1)		(\$1)	\$23		\$23		
Donations-Friends of the Library							\$1,318	
Donations		\$25	(\$25)	\$61	\$225	(\$164)	\$300	20%
Miscellaneous		\$333	(\$333)	\$475	\$3,000	(\$2,525)	\$4,000	12%
Total Revenues	\$2,269,743	\$2,499,499	(\$229,755)	\$6,140,014	\$6,313,534	(\$173,520)	\$6,523,365	94%

Expenditures

Salaries

Library Director	\$8,578	\$9,583	\$1,006	\$77,200	\$86,250	\$9,050	\$115,000	67%
Payroll-Department Managers	\$7,893	\$22,931	\$15,038	\$82,583	\$206,379	\$123,796	\$275,172	30%
Payroll-Division Supervisors	\$35,607	\$43,405	\$7,799	\$317,040	\$390,648	\$73,608	\$520,864	61%
Payroll-Librarian I	\$94,188	\$89,552	(\$4,635)	\$835,456	\$805,972	(\$29,484)	\$1,074,630	78%
Payroll-Library Grade V	\$45,819	\$49,376	\$3,557	\$440,059	\$444,381	\$4,322	\$592,508	74%
Payroll-Library Grade VI	\$26,806	\$28,248	\$1,442	\$232,900	\$254,233	\$21,334	\$338,978	69%
Payroll-Library Pages	\$8,463	\$11,025	\$2,562	\$71,724	\$99,222	\$27,498	\$132,297	54%
Payroll-Sundays	\$7,140	\$6,167	(\$973)	\$62,046	\$55,500	(\$6,546)	\$74,000	84%
Adjustments		\$833	\$833	\$6,211	\$7,500	\$1,289	\$10,000	62%
Substitutes	\$694	\$667	(\$27)	\$1,549	\$6,000	\$4,451	\$8,000	19%

Niles Public Library District
Income Statement-Consolidated

March 31, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Total Salaries	\$235,187	\$261,787	\$26,600	\$2,126,768	\$2,356,086	\$229,319	\$3,141,448	68%
Library Materials								
Books-Adult	\$13,473	\$11,667	(\$1,806)	\$111,326	\$105,000	(\$6,326)	\$140,000	80%
Books-Youth Services	\$10,064	\$5,417	(\$4,648)	\$50,980	\$48,750	(\$2,230)	\$65,000	78%
Books-Teen	\$2,484	\$1,167	(\$1,317)	\$10,280	\$10,500	\$220	\$14,000	73%
Downloadables	\$2,463	\$5,000	\$2,537	\$44,959	\$45,000	\$41	\$60,000	75%
Periodicals		\$1,833	\$1,833	\$3,266	\$16,500	\$13,234	\$22,000	15%
AV-Adult	\$7,476	\$7,750	\$274	\$82,396	\$69,750	(\$12,646)	\$93,000	89%
AV-Youth Services	\$3,530	\$3,500	(\$30)	\$31,700	\$31,500	(\$200)	\$42,000	75%
AV-Teen	\$1,222	\$1,000	(\$222)	\$8,559	\$9,000	\$441	\$12,000	71%
Online Databases	\$15,170	\$13,333	(\$1,836)	\$170,197	\$120,000	(\$50,197)	\$160,000	106%
Total Library Materials	\$55,882	\$50,667	(\$5,215)	\$513,662	\$456,000	(\$57,663)	\$608,000	84%
Library Operating Expenditures								
CCS Charges	\$12,179	\$6,217	(\$5,963)	\$54,588	\$55,950	\$1,362	\$74,600	73%
Processing & Supplies	\$6,057	\$1,667	(\$4,390)	\$16,742	\$15,000	(\$1,742)	\$20,000	84%
Internet Charges	\$1,212	\$1,667	\$454	\$12,314	\$15,000	\$2,686	\$20,000	62%
Software, Licenses	\$4,976	\$3,750	(\$1,226)	\$39,393	\$33,750	(\$5,643)	\$45,000	88%
Printing		\$4,167	\$4,167	\$22,418	\$37,500	\$15,082	\$50,000	45%
Library Supplies	\$842	\$1,067	\$225	\$11,401	\$9,600	(\$1,801)	\$12,800	89%
Programming & Support-Adult	\$1,260	\$1,917	\$657	\$12,771	\$17,250	\$4,479	\$23,000	56%
Programming & Support-Juvenile	\$1,863	\$2,875	\$1,012	\$21,271	\$25,875	\$4,604	\$34,500	62%
Programming & Support-Joint	\$300	\$333	\$33	\$1,731	\$3,000	\$1,269	\$4,000	43%
Programming & Support-Teen	\$421	\$642	\$221	\$4,120	\$5,775	\$1,655	\$7,700	54%
Public Performing Rights				\$1,320		(\$1,320)	\$1,318	100%
CCS Communications		\$333	\$333	\$326	\$3,000	\$2,674	\$4,000	8%
Computer Charges OCLC	\$951	\$951	\$0	\$8,556	\$8,556	\$0	\$11,408	75%
Miscellaneous	\$239	\$83	(\$156)	\$1,067	\$750	(\$317)	\$1,000	107%
Per Capita Grant Expenditures	\$28,019		(\$28,019)	\$29,418		(\$29,418)	\$71,000	41%
Grant - Other Expenditures		\$83	\$83		\$750	\$750	\$1,000	
Volunteers		\$250	\$250	\$226	\$2,250	\$2,024	\$3,000	8%

Niles Public Library District
Income Statement-Consolidated

March 31, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Total Library Operating Expenditures	\$58,319	\$26,001	(\$32,319)	\$237,662	\$234,006	(\$3,656)	\$384,326	62%
General and Administration								
Janitorial Supplies	\$5,302	\$2,804	(\$2,498)	\$24,783	\$25,237	\$454	\$33,650	74%
Copiers	\$709	\$833	\$124	\$6,103	\$7,500	\$1,397	\$10,000	61%
Professional Development	\$1,348	\$2,820	\$1,472	\$6,402	\$25,384	\$18,982	\$33,845	19%
Mileage	\$143	\$108	(\$35)	\$1,694	\$975	(\$719)	\$1,300	130%
Professional Collection	\$32	\$396	\$364	\$530	\$3,562	\$3,032	\$4,750	11%
Legal Fees	\$1,836	\$2,500	\$664	\$26,837	\$22,500	(\$4,337)	\$30,000	89%
Consultants	\$9,959	\$1,250	(\$8,709)	\$73,582	\$11,250	(\$62,332)	\$15,000	491%
Kitchen Supplies		\$125	\$125	\$1,251	\$1,125	(\$126)	\$1,500	83%
Promotional Expense	\$231	\$2,075	\$1,844	\$9,092	\$18,675	\$9,583	\$24,900	37%
Office Supplies	\$1,866	\$2,083	\$217	\$17,185	\$18,750	\$1,565	\$25,000	69%
Postage & Freight	\$634	\$1,500	\$866	\$10,128	\$13,500	\$3,372	\$18,000	56%
Publication of Notices-Legal		\$100	\$100	\$957	\$900	(\$57)	\$1,200	80%
Subscriptions & Dues	\$385	\$750	\$365	\$6,693	\$6,750	\$57	\$9,000	74%
Collection Services	\$95	\$83	(\$12)	\$196	\$750	\$554	\$1,000	20%
Telephone	\$1,019	\$1,375	\$356	\$12,847	\$12,375	(\$472)	\$16,500	78%
Trustee Expense	\$1,724	\$750	(\$974)	\$3,092	\$6,750	\$3,658	\$9,000	34%
Equipment Rental		\$417	\$417	\$1,182	\$3,750	\$2,568	\$5,000	24%
Payroll Service	\$890	\$1,083	\$194	\$9,956	\$9,750	(\$206)	\$13,000	77%
Bank Fees	\$245	\$275	\$30	\$2,461	\$2,475	\$14	\$3,300	75%
Parking Lease	\$881	\$881		\$7,929	\$7,929		\$10,572	75%
Total General and Administration	\$27,298	\$22,210	(\$5,089)	\$222,902	\$199,888	(\$23,015)	\$266,517	84%
Vehicle Operation								
Gas, Oil, Grease	\$60	\$83	\$23	\$449	\$750	\$301	\$1,000	45%
Repairs & Maintenance		\$150	\$150	\$226	\$1,350	\$1,124	\$1,800	13%
Miscellaneous		\$8	\$8		\$75	\$75	\$100	
Auto Insurance				\$1,376	\$1,371	(\$5)	\$1,371	100%
Total Vehicle Operation	\$60	\$242	\$182	\$2,052	\$3,546	\$1,494	\$4,271	48%

Niles Public Library District
Income Statement-Consolidated

March 31, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Employee Fringe Benefits								
Deferred Compensation	\$14,113	\$14,583	\$470	\$126,998	\$131,250	\$4,252	\$175,000	73%
Group Health	\$28,034	\$31,250	\$3,216	\$250,518	\$281,250	\$30,732	\$375,000	67%
Health Reimbursement Account	\$10,816	\$5,000	(\$5,816)	\$36,525	\$45,000	\$8,475	\$60,000	61%
Dental	\$1,234	\$1,667	\$433	\$11,632	\$15,000	\$3,368	\$20,000	58%
Vision	\$462	\$583	\$121	\$4,323	\$5,250	\$927	\$7,000	62%
FSA fee	\$55	\$100	\$45	\$895	\$900	\$5	\$1,200	75%
Life, LTD, AD&D, STD		\$1,750	\$1,750	\$10,248	\$15,750	\$5,502	\$21,000	49%
Total Employee Fringe Benefits	\$54,714	\$54,933	\$219	\$441,139	\$494,400	\$53,261	\$659,200	67%
Utilities								
Gas	\$2,962	\$1,250	(\$1,712)	\$11,711	\$11,250	(\$461)	\$15,000	78%
Electric	\$8,428	\$6,667	(\$1,761)	\$76,925	\$60,000	(\$16,925)	\$80,000	96%
Water	\$287	\$583	\$296	\$6,037	\$5,250	(\$787)	\$7,000	86%
Total Utilities	\$11,677	\$8,500	(\$3,177)	\$94,673	\$76,500	(\$18,173)	\$102,000	93%
Capital Expenditures								
Special Reserve - Building		\$10,833	\$10,833	\$19,135	\$97,500	\$78,365	\$130,000	15%
Special Reserve - Equipment		\$33,083	\$33,083	\$55,409	\$297,750	\$242,341	\$397,000	14%
Special Reserve - Construction Project				\$18,518		(\$18,518)		
Total Capital Expenditures	\$0	\$43,917	\$43,917	\$93,061	\$395,250	\$302,189	\$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

March 31, 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	\$18,530	\$19,167	\$636	\$181,123	\$172,500	(\$8,623)	\$230,000	79%
Total Social Security Expenditures	\$18,530	\$19,167	\$636	\$181,123	\$172,500	(\$8,623)	\$230,000	79%
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	\$2,099	\$1,250	(\$849)	\$9,823	\$11,250	\$1,427	\$15,000	65%
Total Unemployment Compensation Expenditures	\$2,099	\$1,250	(\$849)	\$9,823	\$11,250	\$1,427	\$15,000	65%
Building & Equipment Maintenance								
Repairs & Improvements	\$1,139	\$3,125	\$1,986	\$13,376	\$28,125	\$14,749	\$37,500	36%
Contractual Maintenance	\$2,993	\$2,917	(\$76)	\$23,771	\$26,250	\$2,479	\$35,000	68%
Non-Contractual Maintenance	\$229	\$2,000	\$1,771	\$5,580	\$18,000	\$12,420	\$24,000	23%
Equipment Maintenance	\$2,236	\$3,000	\$764	\$11,289	\$27,000	\$15,711	\$36,000	31%
Non Capital Expenses	\$1,331	\$1,667	\$336	\$2,473	\$15,000	\$12,527	\$20,000	12%
Furniture & Fixtures	\$75	\$4,708	\$4,634	\$4,607	\$42,375	\$37,768	\$56,500	8%
Total Building & Equipment Maintenance Expenditures	\$8,002	\$17,417	\$9,415	\$61,095	\$156,750	\$95,655	\$209,000	29%
Total Expenditures	\$471,770	\$506,090	\$34,320	\$4,250,720	\$4,838,910	\$588,189	\$6,429,497	66%
NET SURPLUS/(DEFICIT)	\$1,797,974	\$1,993,409	(\$195,435)	\$1,889,294	\$1,474,625	\$414,669	\$93,868	2,013%

Niles Public Library District
Income Statement-General Fund

March 31,2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes	\$2,205,384	\$2,413,899	(\$208,515)	\$5,833,150	\$5,974,400	(\$141,250)	\$6,034,747	97%
Replacement Taxes	\$5,824	\$5,600	\$224	\$74,923	\$79,800	(\$4,877)	\$140,000	54%
Per Capita Grant							\$58,000	
Grants-Other		\$83	(\$83)		\$750	(\$750)	\$1,000	
Investment Income	\$3,452	\$3,333	\$119	\$41,140	\$30,000	\$11,140	\$40,000	103%
Fines	\$5,351	\$3,750	\$1,601	\$38,829	\$33,750	\$5,079	\$45,000	86%
Lost Books	(\$1,442)	\$625	(\$2,067)	\$4,498	\$5,625	(\$1,127)	\$7,500	60%
Pay For Print	(\$4)	\$1,250	(\$1,254)	\$12,305	\$11,250	\$1,055	\$15,000	82%
Non-Resident Fees				\$168		\$168		
Flash Drive & Ear Bud Sales				\$82		\$82		
Commissions & Fees	(\$1)		(\$1)	\$23		\$23		
Donations-Friends of the Library							\$1,318	
Donations		\$25	(\$25)	\$61	\$225	(\$164)	\$300	20%
Miscellaneous		\$333	(\$333)	\$475	\$3,000	(\$2,525)	\$4,000	12%
Total Revenues	\$2,218,565	\$2,428,899	(\$210,334)	\$6,005,653	\$6,138,799	(\$133,146)	\$6,346,865	95%

Expenditures

Salaries

Library Director	\$8,578	\$9,583	\$1,006	\$77,200	\$86,250	\$9,050	\$115,000	67%
Payroll-Department Managers	\$7,893	\$22,931	\$15,038	\$82,583	\$206,379	\$123,796	\$275,172	30%
Payroll-Division Supervisors	\$35,607	\$43,405	\$7,799	\$317,040	\$390,648	\$73,608	\$520,864	61%
Payroll-Librarian I	\$94,188	\$89,552	(\$4,635)	\$835,456	\$805,972	(\$29,484)	\$1,074,630	78%
Payroll-Library Grade V	\$45,819	\$49,376	\$3,557	\$440,059	\$444,381	\$4,322	\$592,508	74%
Payroll-Library Grade VI	\$26,806	\$28,248	\$1,442	\$232,900	\$254,233	\$21,334	\$338,978	69%
Payroll-Library Pages	\$8,463	\$11,025	\$2,562	\$71,724	\$99,222	\$27,498	\$132,297	54%
Payroll-Sundays	\$7,140	\$6,167	(\$973)	\$62,046	\$55,500	(\$6,546)	\$74,000	84%
Adjustments		\$833	\$833	\$6,211	\$7,500	\$1,289	\$10,000	62%
Substitutes	\$694	\$667	(\$27)	\$1,549	\$6,000	\$4,451	\$8,000	19%

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

March 31,2015

	<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	\$235,187	\$261,787	\$26,600	\$2,126,768	\$2,356,086	\$229,319	\$3,141,448	68%
Library Materials								
Books-Adult	\$13,473	\$11,667	(\$1,806)	\$111,326	\$105,000	(\$6,326)	\$140,000	80%
Books-Youth Services	\$10,064	\$5,417	(\$4,648)	\$50,980	\$48,750	(\$2,230)	\$65,000	78%
Books-Teen	\$2,484	\$1,167	(\$1,317)	\$10,280	\$10,500	\$220	\$14,000	73%
Downloadables	\$2,463	\$5,000	\$2,537	\$44,959	\$45,000	\$41	\$60,000	75%
Periodicals		\$1,833	\$1,833	\$3,266	\$16,500	\$13,234	\$22,000	15%
AV-Adult	\$7,476	\$7,750	\$274	\$82,396	\$69,750	(\$12,646)	\$93,000	89%
AV-Youth Services	\$3,530	\$3,500	(\$30)	\$31,700	\$31,500	(\$200)	\$42,000	75%
AV-Teen	\$1,222	\$1,000	(\$222)	\$8,559	\$9,000	\$441	\$12,000	71%
Online Databases	\$15,170	\$13,333	(\$1,836)	\$170,197	\$120,000	(\$50,197)	\$160,000	106%
Total Library Materials	\$55,882	\$50,667	(\$5,215)	\$513,662	\$456,000	(\$57,663)	\$608,000	84%
Library Operating Expenditures								
CCS Charges	\$12,179	\$6,217	(\$5,963)	\$54,588	\$55,950	\$1,362	\$74,600	73%
Processing & Supplies	\$6,057	\$1,667	(\$4,390)	\$16,742	\$15,000	(\$1,742)	\$20,000	84%
Internet Charges	\$1,212	\$1,667	\$454	\$12,314	\$15,000	\$2,686	\$20,000	62%
Software, Licenses	\$4,976	\$3,750	(\$1,226)	\$39,393	\$33,750	(\$5,643)	\$45,000	88%
Printing		\$4,167	\$4,167	\$22,418	\$37,500	\$15,082	\$50,000	45%
Library Supplies	\$842	\$1,067	\$225	\$11,401	\$9,600	(\$1,801)	\$12,800	89%
Programming & Support-Adult	\$1,260	\$1,917	\$657	\$12,771	\$17,250	\$4,479	\$23,000	56%
Programming & Support-Juvenile	\$1,863	\$2,875	\$1,012	\$21,271	\$25,875	\$4,604	\$34,500	62%
Programming & Support-Joint	\$300	\$333	\$33	\$1,731	\$3,000	\$1,269	\$4,000	43%
Programming & Support-Teen	\$421	\$642	\$221	\$4,120	\$5,775	\$1,655	\$7,700	54%
Public Performing Rights				\$1,320		(\$1,320)	\$1,318	100%
CCS Communications		\$333	\$333	\$326	\$3,000	\$2,674	\$4,000	8%
Computer Charges OCLC	\$951	\$951	\$0	\$8,556	\$8,556	\$0	\$11,408	75%
Miscellaneous	\$239	\$83	(\$156)	\$1,067	\$750	(\$317)	\$1,000	107%
Per Capita Grant Expenditures	\$28,019		(\$28,019)	\$29,418		(\$29,418)	\$71,000	41%
Grant - Other Expenditures		\$83	\$83		\$750	\$750	\$1,000	
Volunteers		\$250	\$250	\$226	\$2,250	\$2,024	\$3,000	8%

Niles Public Library District
Income Statement-General Fund

March 31,2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Total Library Operating Expenditures	\$58,319	\$26,001	(\$32,319)	\$237,662	\$234,006	(\$3,656)	\$384,326	62%
General and Administration								
Janitorial Supplies	\$5,302	\$2,804	(\$2,498)	\$24,783	\$25,237	\$454	\$33,650	74%
Copiers	\$709	\$833	\$124	\$6,103	\$7,500	\$1,397	\$10,000	61%
Professional Development	\$1,348	\$2,820	\$1,472	\$6,402	\$25,384	\$18,982	\$33,845	19%
Mileage	\$143	\$108	(\$35)	\$1,694	\$975	(\$719)	\$1,300	130%
Professional Collection	\$32	\$396	\$364	\$530	\$3,562	\$3,032	\$4,750	11%
Legal Fees	\$1,836	\$2,500	\$664	\$26,837	\$22,500	(\$4,337)	\$30,000	89%
Consultants	\$9,959	\$1,250	(\$8,709)	\$73,582	\$11,250	(\$62,332)	\$15,000	491%
Kitchen Supplies		\$125	\$125	\$1,251	\$1,125	(\$126)	\$1,500	83%
Promotional Expense	\$231	\$2,075	\$1,844	\$9,092	\$18,675	\$9,583	\$24,900	37%
Office Supplies	\$1,866	\$2,083	\$217	\$17,185	\$18,750	\$1,565	\$25,000	69%
Postage & Freight	\$634	\$1,500	\$866	\$10,128	\$13,500	\$3,372	\$18,000	56%
Publication of Notices-Legal		\$100	\$100	\$957	\$900	(\$57)	\$1,200	80%
Subscriptions & Dues	\$385	\$750	\$365	\$6,693	\$6,750	\$57	\$9,000	74%
Collection Services	\$95	\$83	(\$12)	\$196	\$750	\$554	\$1,000	20%
Telephone	\$1,019	\$1,375	\$356	\$12,847	\$12,375	(\$472)	\$16,500	78%
Trustee Expense	\$1,724	\$750	(\$974)	\$3,092	\$6,750	\$3,658	\$9,000	34%
Equipment Rental		\$417	\$417	\$1,182	\$3,750	\$2,568	\$5,000	24%
Payroll Service	\$890	\$1,083	\$194	\$9,956	\$9,750	(\$206)	\$13,000	77%
Bank Fees	\$245	\$275	\$30	\$2,461	\$2,475	\$14	\$3,300	75%
Parking Lease	\$881	\$881		\$7,929	\$7,929		\$10,572	75%
Total General and Administration	\$27,298	\$22,210	(\$5,089)	\$222,902	\$199,888	(\$23,015)	\$266,517	84%
Vehicle Operation								
Gas, Oil, Grease	\$60	\$83	\$23	\$449	\$750	\$301	\$1,000	45%
Repairs & Maintenance		\$150	\$150	\$226	\$1,350	\$1,124	\$1,800	13%
Miscellaneous		\$8	\$8		\$75	\$75	\$100	
Auto Insurance				\$1,376	\$1,371	(\$5)	\$1,371	100%
Total Vehicle Operation	\$60	\$242	\$182	\$2,052	\$3,546	\$1,494	\$4,271	48%

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

March 31,2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Employee Fringe Benefits								
Deferred Compensation	\$14,113	\$14,583	\$470	\$126,998	\$131,250	\$4,252	\$175,000	73%
Group Health	\$28,034	\$31,250	\$3,216	\$250,518	\$281,250	\$30,732	\$375,000	67%
Health Reimbursement Account	\$10,816	\$5,000	(\$5,816)	\$36,525	\$45,000	\$8,475	\$60,000	61%
Dental	\$1,234	\$1,667	\$433	\$11,632	\$15,000	\$3,368	\$20,000	58%
Vision	\$462	\$583	\$121	\$4,323	\$5,250	\$927	\$7,000	62%
FSA fee	\$55	\$100	\$45	\$895	\$900	\$5	\$1,200	75%
Life, LTD, AD&D, STD		\$1,750	\$1,750	\$10,248	\$15,750	\$5,502	\$21,000	49%
Total Employee Fringe Benefits	\$54,714	\$54,933	\$219	\$441,139	\$494,400	\$53,261	\$659,200	67%
Utilities								
Gas	\$2,962	\$1,250	(\$1,712)	\$11,711	\$11,250	(\$461)	\$15,000	78%
Electric	\$8,428	\$6,667	(\$1,761)	\$76,925	\$60,000	(\$16,925)	\$80,000	96%
Water	\$287	\$583	\$296	\$6,037	\$5,250	(\$787)	\$7,000	86%
Total Utilities	\$11,677	\$8,500	(\$3,177)	\$94,673	\$76,500	(\$18,173)	\$102,000	93%
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	\$443,138	\$424,340	(\$18,798)	\$3,840,501	\$4,022,069	\$181,568	\$5,367,406	72%
NET SURPLUS/(DEFICIT)	\$1,775,427	\$2,004,559	(\$229,133)	\$2,165,153	\$2,116,731	\$48,422	\$979,459	221%

Niles Public Library District
Income Statement- YTD By Fund

March 31, 2015

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Revenues								
Property Taxes	\$6,211,247	\$6,149,135	\$5,833,150	\$134,361		\$5,967,511	(\$181,624)	96%
Replacement Taxes	\$140,000	\$79,800	\$74,923			\$74,923	(\$4,877)	54%
Per Capita Grant	\$58,000							
Grants-Other	\$1,000	\$750					(\$750)	
Investment Income	\$40,000	\$30,000	\$41,140			\$41,140	\$11,140	103%
Fines	\$45,000	\$33,750	\$38,829			\$38,829	\$5,079	86%
Lost Books	\$7,500	\$5,625	\$4,498			\$4,498	(\$1,127)	60%
Pay For Print	\$15,000	\$11,250	\$12,305			\$12,305	\$1,055	82%
Non-Resident Fees			\$168			\$168	\$168	
Flash Drive & Ear Bud Sales			\$82			\$82	\$82	
Commissions & Fees			\$23			\$23	\$23	
Donations-Friends of the Library	\$1,318							
Donations	\$300	\$225	\$61			\$61	(\$164)	20%
Miscellaneous	\$4,000	\$3,000	\$475			\$475	(\$2,525)	12%
Total Revenues	\$6,523,365	\$6,313,534	\$6,005,653	\$134,361	\$0	\$6,140,014	(\$173,520)	94%

Expenditures

Salaries

Library Director	\$115,000	\$86,250	\$77,200			\$77,200	\$9,050	67%
Payroll-Department Managers	\$275,172	\$206,379	\$82,583			\$82,583	\$123,796	30%
Payroll-Division Supervisors	\$520,864	\$390,648	\$317,040			\$317,040	\$73,608	61%
Payroll-Librarian I	\$1,074,630	\$805,972	\$835,456			\$835,456	(\$29,484)	78%
Payroll-Library Grade V	\$592,508	\$444,381	\$440,059			\$440,059	\$4,322	74%
Payroll-Library Grade VI	\$338,978	\$254,233	\$232,900			\$232,900	\$21,334	69%
Payroll-Library Pages	\$132,297	\$99,222	\$71,724			\$71,724	\$27,498	54%
Payroll-Sundays	\$74,000	\$55,500	\$62,046			\$62,046	(\$6,546)	84%
Adjustments	\$10,000	\$7,500	\$6,211			\$6,211	\$1,289	62%
Substitutes	\$8,000	\$6,000	\$1,549			\$1,549	\$4,451	19%

Niles Public Library District
Income Statement- YTD By Fund

March 31, 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	\$2,356,086	\$2,126,768	\$0	\$0	\$2,126,768	\$229,319	68%
Library Materials								
Books-Adult	\$140,000	\$105,000	\$111,326			\$111,326	(\$6,326)	80%
Books-Youth Services	\$65,000	\$48,750	\$50,980			\$50,980	(\$2,230)	78%
Books-Teen	\$14,000	\$10,500	\$10,280			\$10,280	\$220	73%
Downloadables	\$60,000	\$45,000	\$44,959			\$44,959	\$41	75%
Periodicals	\$22,000	\$16,500	\$3,266			\$3,266	\$13,234	15%
AV-Adult	\$93,000	\$69,750	\$82,396			\$82,396	(\$12,646)	89%
AV-Youth Services	\$42,000	\$31,500	\$31,700			\$31,700	(\$200)	75%
AV-Teen	\$12,000	\$9,000	\$8,559			\$8,559	\$441	71%
Online Databases	\$160,000	\$120,000	\$170,197			\$170,197	(\$50,197)	106%
Total Library Materials	\$608,000	\$456,000	\$513,662	\$0	\$0	\$513,662	(\$57,663)	84%
Library Operating Expenditures								
CCS Charges	\$74,600	\$55,950	\$54,588			\$54,588	\$1,362	73%
Processing & Supplies	\$20,000	\$15,000	\$16,742			\$16,742	(\$1,742)	84%
Internet Charges	\$20,000	\$15,000	\$12,314			\$12,314	\$2,686	62%
Software, Licenses	\$45,000	\$33,750	\$39,393			\$39,393	(\$5,643)	88%
Printing	\$50,000	\$37,500	\$22,418			\$22,418	\$15,082	45%
Library Supplies	\$12,800	\$9,600	\$11,401			\$11,401	(\$1,801)	89%
Programming & Support-Adult	\$23,000	\$17,250	\$12,771			\$12,771	\$4,479	56%
Programming & Support-Juvenile	\$34,500	\$25,875	\$21,271			\$21,271	\$4,604	62%
Programming & Support-Joint	\$4,000	\$3,000	\$1,731			\$1,731	\$1,269	43%
Programming & Support-Teen	\$7,700	\$5,775	\$4,120			\$4,120	\$1,655	54%
Public Performing Rights	\$1,318		\$1,320			\$1,320	(\$1,320)	100%
CCS Communications	\$4,000	\$3,000	\$326			\$326	\$2,674	8%
Computer Charges OCLC	\$11,408	\$8,556	\$8,556			\$8,556	\$0	75%
Miscellaneous	\$1,000	\$750	\$1,067			\$1,067	(\$317)	107%
Per Capita Grant Expenditures	\$71,000		\$29,418			\$29,418	(\$29,418)	41%
Grant - Other Expenditures	\$1,000	\$750					\$750	
Volunteers	\$3,000	\$2,250	\$226			\$226	\$2,024	8%

Niles Public Library District
Income Statement- YTD By Fund

March 31, 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	\$234,006	\$237,662	\$0	\$0	\$237,662	(\$3,656)	62%
General and Administration								
Janitorial Supplies	\$33,650	\$25,237	\$24,783			\$24,783	\$454	74%
Copiers	\$10,000	\$7,500	\$6,103			\$6,103	\$1,397	61%
Professional Development	\$33,845	\$25,384	\$6,402			\$6,402	\$18,982	19%
Mileage	\$1,300	\$975	\$1,694			\$1,694	(\$719)	130%
Professional Collection	\$4,750	\$3,562	\$530			\$530	\$3,032	11%
Legal Fees	\$30,000	\$22,500	\$26,837			\$26,837	(\$4,337)	89%
Consultants	\$15,000	\$11,250	\$73,582			\$73,582	(\$62,332)	491%
Kitchen Supplies	\$1,500	\$1,125	\$1,251			\$1,251	(\$126)	83%
Promotional Expense	\$24,900	\$18,675	\$9,092			\$9,092	\$9,583	37%
Office Supplies	\$25,000	\$18,750	\$17,185			\$17,185	\$1,565	69%
Postage & Freight	\$18,000	\$13,500	\$10,128			\$10,128	\$3,372	56%
Publication of Notices-Legal	\$1,200	\$900	\$957			\$957	(\$57)	80%
Subscriptions & Dues	\$9,000	\$6,750	\$6,693			\$6,693	\$57	74%
Collection Services	\$1,000	\$750	\$196			\$196	\$554	20%
Telephone	\$16,500	\$12,375	\$12,847			\$12,847	(\$472)	78%
Trustee Expense	\$9,000	\$6,750	\$3,092			\$3,092	\$3,658	34%
Equipment Rental	\$5,000	\$3,750	\$1,182			\$1,182	\$2,568	24%
Payroll Service	\$13,000	\$9,750	\$9,956			\$9,956	(\$206)	77%
Bank Fees	\$3,300	\$2,475	\$2,461			\$2,461	\$14	75%
Parking Lease	\$10,572	\$7,929	\$7,929			\$7,929		75%
Total General and Administration	\$266,517	\$199,888	\$222,902	\$0	\$0	\$222,902	(\$23,015)	84%
Vehicle Operation								
Gas, Oil, Grease	\$1,000	\$750	\$449			\$449	\$301	45%
Repairs & Maintenance	\$1,800	\$1,350	\$226			\$226	\$1,124	13%
Miscellaneous	\$100	\$75					\$75	
Auto Insurance	\$1,371	\$1,371	\$1,376			\$1,376	(\$5)	100%
Total Vehicle Operation	\$4,271	\$3,546	\$2,052	\$0	\$0	\$2,052	\$1,494	48%

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

March 31, 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	\$131,250	\$126,998			\$126,998	\$4,252	73%
Group Health	\$375,000	\$281,250	\$250,518			\$250,518	\$30,732	67%
Health Reimbursement Account	\$60,000	\$45,000	\$36,525			\$36,525	\$8,475	61%
Dental	\$20,000	\$15,000	\$11,632			\$11,632	\$3,368	58%
Vision	\$7,000	\$5,250	\$4,323			\$4,323	\$927	62%
FSA fee	\$1,200	\$900	\$895			\$895	\$5	75%
Life, LTD, AD&D, STD	\$21,000	\$15,750	\$10,248			\$10,248	\$5,502	49%
Total Employee Fringe Benefits	\$659,200	\$494,400	\$441,139	\$0	\$0	\$441,139	\$53,261	67%
Utilities								
Gas	\$15,000	\$11,250	\$11,711			\$11,711	(\$461)	78%
Electric	\$80,000	\$60,000	\$76,925			\$76,925	(\$16,925)	96%
Water	\$7,000	\$5,250	\$6,037			\$6,037	(\$787)	86%
Total Utilities	\$102,000	\$76,500	\$94,673	\$0	\$0	\$94,673	(\$18,173)	93%
Capital Expenditures								
Special Reserve - Building	\$130,000	\$97,500			\$19,135	\$19,135	\$78,365	15%
Special Reserve - Equipment	\$397,000	\$297,750			\$55,409	\$55,409	\$242,341	14%
Special Reserve - Construction Project					\$18,518	\$18,518	(\$18,518)	
Total Capital Expenditures	\$527,000	\$395,250	\$0	\$0	\$93,061	\$93,061	\$302,189	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**

March 31, 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	\$172,500		\$181,123		\$181,123	(\$8,623)	79%
Total Social Security Expenditures	\$230,000	\$172,500	\$0	\$181,123	\$0	\$181,123	(\$8,623)	79%
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	\$11,250		\$9,823		\$9,823	\$1,427	65%
Total Unemployment Compensation Expenditures	\$15,000	\$11,250	\$0	\$9,823	\$0	\$9,823	\$1,427	65%
Building & Equipment Maintenance								
Repairs & Improvements	\$37,500	\$28,125		\$13,376		\$13,376	\$14,749	36%
Contractual Maintenance	\$35,000	\$26,250		\$23,771		\$23,771	\$2,479	68%
Non-Contractual Maintenance	\$24,000	\$18,000		\$5,580		\$5,580	\$12,420	23%
Equipment Maintenance	\$36,000	\$27,000		\$11,289		\$11,289	\$15,711	31%
Non Capital Expenses	\$20,000	\$15,000		\$2,473		\$2,473	\$12,527	12%
Furniture & Fixtures	\$56,500	\$42,375		\$4,607		\$4,607	\$37,768	8%
Total Building & Equipment Maintenance Expenditures	\$209,000	\$156,750	\$0	\$61,095	\$0	\$61,095	\$95,655	29%
Total Expenditures	\$6,429,497	\$4,838,910	\$3,840,501	\$317,158	\$93,061	\$4,250,720	\$588,189	66%
NET SURPLUS/(DEFICIT)	\$93,868	\$1,474,625	\$2,165,153	(\$182,798)	(\$93,061)	\$1,889,294	\$414,669	2,013%

Financial statement narrative

For the month of March 2015 and the nine months then ended

Revenue

Revenue for the first nine months of the fiscal year is running behind budget estimates for the nine month mark by nearly 2.7% (\$173,520). This is due to primarily to real estate tax collection rates 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 be short of budget estimates during the last quarter of the fiscal year.

For the month of March, the Library has collected \$2,269,743 against a budget estimate of \$2,499,499.

Expenditures

Salaries

Salaries continue to run behind budget estimates due to vacancies in the Library. At the nine month point in the year, the Library is 9.7% (\$229,319) 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 12.6% (\$57,663) for the first nine 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 Youth) and AV (Adult). We expect to be on budget by the end of the year.

Library Operating Expenses

Library Operating Expenses are running slightly over budget by nearly 1.6% (\$3,656). The most significant contributors to this spending profile are Software Licenses (new content filter) and Per Capita Grant Expenditures. For the month this category was over spent by 125% (\$32,319). We expect these expense categories to equal budget estimates during the last three months of the year.

General and Administrative

General and Administrative expenses are 11.5% (\$23,015) over budget estimates for the first nine months of the year. The two most notable items in this category are Legal Fees (\$4,337 over budget) and Consultants (\$62,332 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 Matrix as well as the choice to use non employee contractors to produce some of the Library's marketing materials. We estimate that this account will likely be over budget \$65,000 to \$75,000 by the end of the year.

Employee Fringe Benefits

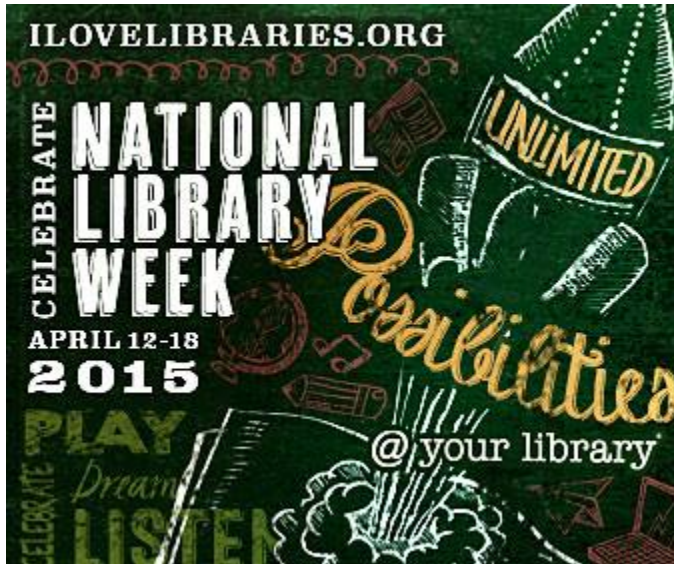
Employee Fringe Benefits are running below expectations by 10.7% (\$53,261) due to vacancies at the Library leading to underutilization of benefits. For the month, we were 0.4% (\$219) under budget. We expect this trend to continue as long as there are vacancies in the Library.

Utilities

Utilities are 23.7% (\$18,173) over budget for the first nine months. For the month we are 37.3% (\$3,177) over. Increased electrical costs cooler temperatures in 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 third quarter 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 nine month point in the fiscal year, the Library budgeted a surplus of \$1,474,625. We have a surplus at this point in the year of \$1,889,294. This \$414,669 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.



Happy National Library Week! Sasha, Arianne, and others on staff have prepared a week-long celebration of libraries for our patrons. Two special events you might want to be aware of are **Library Night Out** on Thursday, April 16, where Home Run Inn Pizza is sponsoring a pizza party from 6:00-6:45. This will be followed by a magic show by one of the funniest guys around, Dennis DeBondt at 7:00. Then Saturday marks the opening of the annual **Bookmark Contest**. Look for the display of over 300 entries in KidSpace, and attend the awards ceremony at 2pm, featuring picture book illustrator Michael Hays. We always see some new faces at this event as the winners bring along their proud family members.

The following week will be Money Smart Week. Business Librarian Judy McNulty has planned many programs to help patrons save and manage money. Highlights include a Property Tax Appeal information session on Monday, April 20th and a Phone Bill Clinic where the Citizens Utility Board will work one-on-one with up to 60 people.

The SuperMan (Supervisors and Managers) group has been meeting biweekly. Current topics of discussion are the 2015-16 budget, use of guest passes for the computers, and coming up with a way of managing patron behavior to keep the Library safe and pleasant for all. Supervisors have been adding their department figures to a new spreadsheet that Business Manager Greg Pritz designed, which allows them each to add their numbers onto their own spreadsheet, from which they are pulled onto a master spreadsheet. The Board will get their first look at the projected budget at that May 20th meeting.

CCS has hired a new Executive Director to step into the very big shoes of retiring administrator Richard Shurman. Christopher Holly has 15 years of experience working with libraries and automation, most recently at Sirsi's main competitor, Innovative Interfaces, Inc. Son of a children's librarian, Holly has his MLIS and is working on completing his MBA. In other CCS news, Sirsi has offered CCS a compensation plan for the poor roll-out of the Enterprise catalog, which is now under consideration by the Executive Committee.

The Library has purchased two new online resources that the Board should be aware of. First up: **Gale Courses**. We already subscribe to Lynda.com, which offers online training through videos, but the Gale Courses offer actual classes that occur over a 6-week period with readings, assignments, discussions and quizzes on a variety of topics led by experts in their fields. Our second new resource is Gale Analytics on Demand. This works with our patron database to check which households in the district don't have library cards. It will help us expand our library card users as suggested in the Matrix Preliminary report, will give us excellent information for targeting our marketing better, and will be a helpful tool in any strategic planning that the Board wants to tackle once a new director is in place.

Youth Services Supervisor Shelley Sutherland left the department with two new replacement hires and solid plans in place for the 2015 Summer Reading Game. It is now in the capable hands of Acting Supervisor Arianne Carey. Some upcoming special programs include a partnership with the Golf Maine Park District, celebrating Earth Day with a Storywalk. This involves parents and kids reading a story as they walk—the display will remain up at Dee Park through May 6. We love partnering with our local agencies and look for more opportunities!

The Adult Services Department is trying a new way of marketing their book discussion books. Instead of keeping them in bags and checking out all of the copies to one person, the books are now on open shelves on the second floor. These popular “book club” books can then be checked out singly or in multiples as the patrons choose. In sadder news, one of our vets, Major Irwin Williger, passed away on March 3rd at the age of 101. According to Reference Librarian Neil O’Shea, his obituary in the Chicago Tribune mentioned Major Williger’s participation in the Niles Library Veterans History Project.

Adult Services Supervisor Valerie Clark also passes along another touching story from her staff: “An elderly woman was seeking information on the Missionary Sisters of the Holy Rosary and/or Father Joseph Shanahan. She worked with them many, many years ago in Cameroon, Africa. Using Interlibrary Loan, one of our staff found several sources. The woman was overcome with emotion, especially as she is in failing health. How special was that transaction!” To me, these two stories really reflect what an impact a local library can have on its community members.

Outreach Supervisor Dodie Frisbie says that the Low Vision Fair preparation is nearly complete. It is an event with many details, but will be bringing in busloads of seniors to the shared location in Glenview. This is another cooperative event, this time with seven other libraries. Dodie also comments that the homebound delivery service is continuing smoothly, but that she and her staff are “not happy to see road construction popping up again!”

In Tech, staff are continuing with the videogame reclassification project, beginning a new reclass project to make the music categories easier for patrons to work with, and they are working on getting the new WiFi Hot Spots ready for patrons. This will serve as the model for the way we circulate other technology and science kits, so Victoria wants to be sure it is done right.

If you voted here at the Library, you probably saw the great hoopla! display in the lobby, created to bring one of our newest resources to the attention of the voters who may not often step into their Library. It was a group effort spearheaded by Marketing Supervisor Sasha Vasilic, who then wrote up lots of staff Shout Out forms to thank the staff for their efforts.

Committees

The Digital Media Lab Committee has begun finalizing the arrangements for the equipment that is being purchased to use in the Creative Studio and other locations throughout the Library. Children’s Librarian Cate Levinson has been planning science activities by the dozen and purchasing the equipment to carry them out in Wonder Ground. Some of the team will be taking a field trip to the Barrington Public Library to see how they have installed their laser cutting machine—ventilation is a concern, and they want to be sure everything is installed properly and safely. Maintenance Head Dave Dabrowski has been working to get quotes on cabinetry to hold the many pieces of equipment securely.

The Sunshine Committee held two small events in March. Potato Chip Day celebrated the chip in its many forms, contributed by staff. And if you happened to be here on March 26th, you might have noticed a lot of purple as staff celebrated Purple Day! These inexpensive events bring a little fun to the hard-working staff, and we appreciate the Sunshine Committee organizing them.

Display and Art Gallery Committee As you have probably seen, the committee has made its first installation. Technical Services Supervisor/Committee Chair Victoria Luz made contact with Culver School and arranged to display student artwork. The committee worked together to figure out the best way to display the artwork, and I think you will agree that the results are beautiful. The committee will also be working on procedures for outside artists and collectors to put things on display so we have something up throughout the year.

Susan Dove Lempke
Interim Library Director

Trustee Calendar

April

- 4/12-18—National Library Week
- 4/13—Friends of the Library
- 4/14—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)

June

- 6/8—Friends of the Library
- 6/17—Regular Meeting of the Board of Trustees
- 6/25-30—ALA Annual Conference (San Francisco)

Monthly Statistical Report -- March 2015

LOAN OF LIBRARY MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult	46,759	45,814	2.06%	379,197	377,608	0.42%
Teens	3,549	3,414	3.95%	30,716	30,071	2.14%
Juvenile	44,972	44,451	1.17%	380,008	349,317	8.79%
TOTAL Loan of Library Materials	95,280	93,679	1.71%	789,921	756,996	4.35%
LOAN OF MATERIAL BY TYPE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult						
Print	19,684	19,383	1.55%	166,438	163,230	1.97%
Periodical	1,119	713	56.94%	9,338	7,758	20.37%
Audio	4,896	5,953	-17.76%	43,999	47,238	-6.86%
DVD	18,687	18,589	0.53%	148,345	150,113	-1.18%
Digital	2,373	1,176	101.79%	11,077	9,269	19.51%
TOTAL Adult Loans	46,759	45,814	2.06%	379,197	377,608	0.42%
Teens						
Print	2,498	2,482	0.64%	22,346	21,688	3.03%
Periodical	24	20	20.00%	126	74	70.27%
Audio	549	502	9.36%	4,302	4,661	-7.70%
DVD	331	294	12.59%	3,062	2,755	11.14%
Digital	147	116	26.72%	880	893	-1.46%
TOTAL Teen Loans	3,549	3,414	3.95%	30,716	30,071	2.14%
Juvenile						
Print	29,528	28,927	2.08%	247,679	230,789	7.32%
Periodical	85	66	28.79%	904	797	13.43%
Audio	2,858	3,089	-7.48%	23,194	24,707	-6.12%
DVD	9,548	10,248	-6.83%	82,815	79,021	4.80%
Digital	2,953	2,121	39.23%	25,416	14,003	81.50%
TOTAL Juvenile Loans	44,972	44,451	1.17%	380,008	349,317	8.79%
ONLINE DATABASE USE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Total Database Use	8,831	6,121	44.27%			
Holds	Current Month	Prior Year Same Month	% Change			
Holds Placed	8,374	12,673	-33.92%			
Holds Made Available	13,329	15,549	-14.28%			
Patron Registration	Current Month	Total	Prior Year Same Month	% Change		
New District cards	391	25,464	283	38.16%		
Patron Count	Current Month	Prior Year Same Month	% Change			
Patron visits	30,722	35,685	-13.91%			
Unique Library cards used	5,548	5,526	0.40%			
e-News subscribers	10,274	8,340	23.19%			
IN-HOUSE USE OF MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Reference--Adult		71	-100.00%	204	2,795	-92.70%
Circulating--Juvenile	8,564	4,659	83.82%	67,984	34,063	99.58%
Circulating--Teen	650	653	-0.46%	5,600	653	757.58%
Circulating--Commons	125	152	-17.76%	1,342	152	782.89%
Circulating--Adult	4,617	3,914	17.96%	40,821	32,078	27.26%
TOTAL In-house Use of Print Materials	13,956	9,449	47.70%	115,951	69,741	66.26%

Monthly Statistical Report -- March 2015

PC Users by Area	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult Services	4,874	4,738	2.87%	45,276	32,540	39.14%
Youth Services	1,144	1,565	-26.90%	11,404	8,853	28.82%
Teen Services	407	260	56.54%	2,822		
Express Internet	225	908	-75.22%	2,557	10,507	-75.66%
Patron Wi-Fi Uses	11,299	8,054	40.29%	87,897	28,587	207.47%
Scanning devices	914	953	-4.09%	7,317	5,965	22.67%
Total Users	18,863	16,478	14.47%	157,273	86,452	81.92%
Website Hits	35,845	37,073				
Facebook "Likes" to date	834	735				
Buzz Blog views	1,122	1,195				
Media Hits (includes print and online articles and listings)	40	131				
TECHNICAL SERVICES						
	Items Added	Items Withdrawn	Library Holdings			
<i>March</i>	2,242	1,940	295,528			
Library Services						
	Current Month	Year to date				
Notary Public	110	674				
Test Proctoring	12	72				
Voters' Registration	3	8				
Study Room Use (since 12/13)		2,025				
VOLUNTEER HOURS						
	Number of people	Total hours				
Adult Services & Programs - Fic, AV, Ref	16	68				
Teen Services & Programs - Fic and Ref	13	50				
Youth Services Programs & General	22	68				
General Library & Library Events	17	134				
Total Volunteers/Hours this month	68	320				
<i>NOTE: Last year volunteers/hours same month</i>	61	304				
Service Desks						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Quick Questions	6,803	3,446	97.42%	38,143		-8.49%
Reference/Research	3,875	4,282	-9.50%	87,690		98.78%
TOTAL All Service Desks	10,678	7,728	38.17%	125,833	85,797	46.66%
Adult Services (3rd floor)						
Quick Questions	677	801	-15.48%	5,638		
Reference/Research	332	1,570	-78.85%	18,059		
Total Reference Desk	1,009	2,371	-57.44%	23,697	0	
Fiction/Audiovisual Services (2nd floor)						
Quick Questions	1,997	1,245	60.40%	9,804		
Reference/Research	527	1,986	-73.46%	28,505		
Total Fic/AV Desk	2,524	3,231	-21.88%	38,309	0	
Technology Desk						
Quick Questions	1,151	1,030	11.75%	11,581		
Reference/Research	337	106	217.92%	23,010		
Total Tech Desk	1,488	1,136	30.99%	34,591	0	
Teen Desk						
Quick Questions	379	370	2.43%	2,891		

Monthly Statistical Report -- March 2015

Reference/Research	187	161	16.15%	1,403		
Total Teen Desk	566	531	6.59%	4,294	0	
Outreach Services						
Reference/Research	558	459	21.57%	4,129		
Bulk Loan Items Delivered to Nursing Homes	470	440	6.82%	3,350		
Materials pulled for Homebound Users	1,096	1,031	6.30%	8,330		
Total Outreach	2,124	1,471	44.39%	11,680	0	
Youth Services						
Quick Questions	2,599	3,391	-23.36%	18,253		
Reference/Research	1,934	2,673	-27.65%	15,744		
School Loans pulled	26	26	0.00%	183		
Museum Adventure passes distributed	19	14	35.71%	150		
Total Youth Services	4,578	6,104	-25.00%	333	0	
GRAND Total	12,289	6,118	100.87%	483	0	

	Current Month	Prior Year Same Month	% Change			
Interlibrary Loan						
Books, A-V						
Items lent to offline libraries	394	299	31.77%			
Items received from offline libraries for patrons	119	125	-4.80%			
Total	513	424	20.99%			

	Current Month	Prior Year Same Month	% Change			
Outreach Services						
Homebound						
Patrons	240	224	7.14%			
Visits	232	226	2.65%			
Institutions						
Institutions	12	9	33.33%			
Visits	12	9				
Schools						
Items	1,088	544	100.00%			
Visits	23	17	35.29%			

	This Month	Attendance	Attendance Prior Year	% Change		
LIBRARY PROGRAMS						
Programs--Youth						
Rise & Shine Storytime (parent & child)	3	70				
Babytime (parent & child)	5	173				
Family Storytime (parent & child)	5	132				
Toddler Storytime (parent & child)	4	147				
Preschool Storytime	3	46				
Big Kids Storytime	2	20				
Bibliobop	1	45				
Reading Patch Club	1	25				
1,000 Books Before Kindergarten	1	35				
Book Buddies	2	12				
Homework Help	3	15				
Mega-Mondays	5	107				
Breakfast Bingo	1	40				
Movies	1	70				
Reading with Rover	2	31				
Second Sunday	1	73				
Outreach to Schools	8	245				

Monthly Statistical Report -- March 2015

Ipad Usage	1	465			
Bookmark Contest entries	1	354			
Pandapalooza (CTIS Program)	1	15			
Young Scientist	1	13			
My Gym Storytime	1	40			
Schools Visiting Library	1	43			
Outreach to Schools: Book Discussion	1	19			
Mr. Rogers	2	80			
Mailbox Program	1	431			
Lego WeDo	1	8			
World Language Storytimes	2	35			
Video Games	1	126			
In-House Games & Toys	1	747			
Total Youth Services Programs	63	3,662	4,710	-22.25%	
Programs--Teens					
Teen Advisory Board	1	12			
Anime and Manga Club	1	4			
Videogames	1	95			
Teen Tournament of Books	1	8			
Abe Lincoln Voting	1	40			
Finger Crocheting	1	8			
Games	1	15			
Buttonmaking	1	8			
Outreach School Visits to Library	3	30			
Outreach to Schools	2	20			
Drop in DIY	2	27			
Teen Choice Awards	1	46			
Movies	1	5			
Total Teen Programs		318	411	-22.63%	
Programs--Adult					
Book Discussions at Nursing Homes	3	17			
Citizenship Classes	2	8			
SCORE	2	5			
CJE SeniorLife Counseling	1	1			
Power Employment Workshop	1	10			
Senior Coffee Hour	1	27			
Volunteer Information Session	1	1			
BookBites Book Discussion	1	18			
Book Discussions	2	18			
Lyric Opera	1	4			
Movies	1	30			
Technology Programs	7	44			
Niles Garden Club	1	9			
Niles Songwriters	1	8			
Tournament of Books	1	157			
Shakespeare Film Discussion	1	6			
Women Heroes of WWII	1	7			
Business Breakfast with RefUSA	1	18			
Chicago and WWI	1	12			
Total Adult Programs	30	400	500	-20.00%	

Monthly Statistical Report -- March 2015

Outside Meetings						
Niles All American Toastmasters	2	23				
Ligia Amarei- Mom's Small Group	1	10				
St. John Brebeuf School Girl Scouts	1	35				
Citizenship Class	2	4				
Play Reading Discussion Group w/Karol Verson	3	36				
Film Discussion Group w/Karol Verson	4	80				
Friends of the Library	1	10				
Lincoln Townhouse Association	1	6				
Morton Grove Toastmasters Club	2	40				
FBI	1	2				
Jewish Genealogical Society of Illinois	1	10				
Fifth Third Bank	1	7				
Total Outside Meetings	20	263	189	39.15%		
Total Meeting and Program Attendance	113	4,643	5,810	-20.09%		

Patron Suggestions and Comments for April 2015

Responses to Patron Suggestions and Comments

Appreciative of cordiality and professionalism! Was working on my book early and Adrienne from Patron Services let me in the lobby area earlier which allowed me to write in the warmth. Thanks Adrienne! N. F.
We are very glad that our new vestibule allowed you to be comfortable before we opened. I'll be sure Adrienne hears that you appreciated her help.

A computer catalog with seating on the 1st floor—some of us can't stand for long and don't go to the 2nd floor where there are computers at desks with chairs.
We will consider your suggestion.

Categorize Catholic, Jewish, etc., videos.
If enough people make this same suggestion, we will.

"Neil" helped me so much during my use of the computer. He was kind and patient although we was extremely busy! Thanks Neil. M. C.
Thank you so much for taking the time to write. I'll make sure Neil hears that you appreciated his help.

Great service as always. They helped refresh my card in a jiffy. Love the new design, too.
Thank you very much—we're glad you like it!

You need the novels of F. Scott Fitzgerald in the open stacks. It's shameful that this library doesn't have his books available.
We own all of F. Scott Fitzgerald's novels. We're sorry you were unable to find them--please be sure to ask at the desk if you have trouble. We are always happy to assist.

Staff is amazingly friendly, knowledgeable and helpful, lending a relaxing and familial atmosphere to the entire library. Always a pleasant experience.
That is great to hear—thank you for taking the time to write!

There should be no eating in the Children's area. It leaves a mess. Other children see one eating and want something also.
We are currently revising our patron behavior rules and will consider your suggestion. Thank you for writing.

Screen off the Children's section so they can't run off to the front door.
I'm afraid that isn't possible with the current design.

New Business—Recommended Actions

- A. MOVE the Library Board of Trustees approve the recommended purchase of computer professional development classes in the amount of \$7,125 for IT Services.

Memorandum A of Recommended Board Action

IT Services reviewed virtual IT Training classes offered by StormWind, LLC, Global Knowledge Training, LLC and Learning Tree International. The training package from StormWind offers the best value with access to 28 Microsoft IT training classes and both the MS and VMware class materials and labs are access for a full year.

	VMware	Microsoft	Bundle	Total
StormWind, LLC	\$4,125.00 1 class 12 month access	\$3,000.00 28 classes 12 month access	-	\$7,125.00
Global Knowledge Training	\$3,995.00 1 class	\$5,990.01 3 classes 6 month access	-	\$9,985.01
Learning Tree International	-	-	\$6,700.00 4 classes	\$6,700.00



StormWind Epic Live Order Agreement

StormWind, LLC
14646 N. Kierland Blvd.
Scottsdale, AZ 85254

Prepared by (Name) Josh Alquist
Prepared by (Phone) (480) 339-2665
Prepared by (Email) josh.alquist@stormwind.com

Order Date 2015-03-25T20:29:20.000Z
Order Number 00009874
Expiration Date 2015-03-31
Class Date
Order Type New

Access Term 12 Months

Manager Approval _____ Date _____

Account Name NILES PUBLIC LIBRARY DISTRICT
Contact Name Rich Wozniczka

Phone (847) 663-6480
Fax
Email rwoz@nileslibrary.org

Shipping/Billing are the Same

Ship To Name

Ship To Address

Ship To Email

Bill To Name

Bill To Address 6960 W OAKTON ST

NILES

IL

60714-3025

Bill To Email

Product

VMwarevSphere: Install, Configure, Manage v6 (12-month)

<u>Quantity</u>	<u>Unit Price (\$)</u>	<u>Total Price (\$)</u>
1.0	4125.0	4125.00

Sub Total \$ 4125.00
Discount \$.00
Total \$ 4125.00

Notes and Special Instructions

Accounting Please Note the Following:

- Student enrolling in the VMware v6 class, with future date. If the VMware v6 is still not available by at least 10 days prior to chosen class date students date will be moved to compensate.



StormWind Epic Live Order Agreement

StormWind, LLC
14646 N. Kierland Blvd.
Scottsdale, AZ 85254

Payment Method

See instructions below for your payment method

Purchase Order (Please email a copy to Preparer)

Purchase Order #

Credit Card (CC numbers are encrypted, so you will only see part of the number)

CC#	Exp. Date	CID
Cardholder Name		
Cardholder Address		
City	State	Zip

Students (1 Per Class/Product) & Class

Name	Email	Student Phone
Name	Email	Student Phone
Name	Email	Student Phone
Name	Email	Student Phone
Name	Email	Student Phone

If more than 5 students please call Customer Service for enrollment.

Terms & Conditions

Course fees are due 10 days prior to the start of class. Course fees are transferrable if I reschedule the class at least 10 business days prior to the date of the class. I can designate another person to attend the class in my place. I understand that substitutions may be made at any time.

I AGREE WITH TERMS & CONDITIONS _____ (Client Initials)

Authorized Signature _____ Title _____

Make all checks payable to **StormWind Studios** Tax ID: 26-4656059 Phone: 480.889.9966 Fax: 480.850.9202



StormWind Epic Live Order Agreement

StormWind, LLC
14646 N. Kierland Blvd.
Scottsdale, AZ 85254

Prepared by (Name) Josh Alquist
Prepared by (Phone) (480) 339-2665
Prepared by (Email) josh.alquist@stormwind.com

Order Date 2015-03-25T20:35:58.000Z
Order Number 00009875
Expiration Date 2015-03-31
Access Date 2015-03-31 Access Term 12 Months
Order Type New

Manager Approval _____ Date _____

Account Name NILES PUBLIC LIBRARY DISTRICT
Contact Name Rich Wozniczka

Phone (847) 663-6480
Fax
Email rwoz@nileslibrary.org

Shipping Address is Same as Billing

Ship To Name

Ship To Address

Ship To Email

Bill To Name

Bill To Address 6960 W OAKTON ST

NILES IL 60714-3025

Bill To Email

<u>Product</u>	<u>Quantity</u>	<u>Unit Price (\$)</u>	<u>Total Price (\$)</u>
MS All Access (12 months)	1.0	5990.0	5990.00

Sub Total \$ 5990.00

Discount \$ 2990.00

Total \$ 3000.00

Notes and Special Instructions

Accounting Please Note the Following:

- Tuition Discount (Please see JMF credit fund Jan - Mar 2015)
- Net 60 Payment Terms



StormWind Epic Live Order Agreement

StormWind, LLC
14646 N. Kierland Blvd.
Scottsdale, AZ 85254

Payment Method

See instructions below for your payment method

Purchase Order (Please email a copy to Preparer)

Purchase Order #

Credit Card

CC#	Exp. Date	CID
Cardholder Name		
Cardholder Address		
City	State	Zip

Cisco Learning Credits

SO# Exp. Date

If using Cisco Learning Credits, please [Enroll Students](#) upon completion

Students (1 Per Class/Product) & Class

Name	Email	Student Phone
Name	Email	Student Phone
Name	Email	Student Phone
Name	Email	Student Phone
Name	Email	Student Phone

If more than 5 students please call Customer Service for enrollment.

Terms and Conditions

Client understands that StormWind's 100% satisfaction guarantee applies for the first 30-days of their order date.

[I AGREE WITH TERMS & CONDITIONS](#) _____ (Client Initials)

Authorized Signature _____ Title _____

Make all checks payable to **StormWind Studios** Tax ID: 26-4656059 Phone: 480.889.9966 Fax: 480.850.9202



Global Knowledge

Proforma Invoice

Invoice date: March 30, 2015

Invoice #: C6UJ9A04WIE2

Student contact information:

Richard Wozniczka
Niles Public Library District
6960 W Oakton St
Niles, IL 60714-3025
Phone: (847) 663-6480

Global Knowledge contact information:

Brittany Levesque
Training Associate
(919) 461-8661
(919) 468-4857
Brittany.Levesque@GlobalKnowledge.com

Course	Course Name	Start Date	Location	Price	#Attendees	Total
1837C	VMware vSphere: Install, Configure, Manage [V6]			\$3,995.00	1	\$3,995.00

TOTAL: \$3,995.00

Remit to Address:

Global Knowledge Training LLC
Attn: Brittany Levesque
PO BOX 116929
Atlanta, GA 30368-6929

Policy Information:

[Enrollment and Purchasing Policies](#)

**Non-Promotional pricing is valid for 30 days from March 30, 2015. Promotional pricing can end at any time.*

FAX COPY OF CHECK OR PO TO:

Brittany Levesque Fax: (919) 468-4857

CALL WITH CREDIT CARD INFO TO:

Brittany Levesque Phone: (919) 461-8661

***Total does not include any applicable taxes**



Global Knowledge

Proforma Invoice

Invoice date: March 30, 2015

Invoice #: C6UJ9A04WIE2

Student contact information:

Richard Wozniczka
Niles Public Library District
6960 W Oakton St
Niles, IL 60714-3025
Phone: (847) 663-6480

Global Knowledge contact information:

Brittany Levesque
Training Associate
(919) 461-8661
(919) 468-4857
Brittany.Levesque@GlobalKnowledge.com

Course	Course Name	Start Date	Location	Price	#Attendees	Total
6395C	Administering Windows Server 2012 (M20411)			\$2,995.00	1	\$1,996.67
6410C	Configuring Windows 8 (M20687)			\$2,995.00	1	\$1,996.67
6433C	Advanced Solutions of Microsoft Exchange Server 2013 (M20342)			\$2,995.00	1	\$1,996.67

SUBTOTAL: \$8,985.00
DISCOUNT: -\$2,995.00
TOTAL: \$5,990.01
[BOGO TERMS & CONDITIONS](#)

Remit to Address:

Global Knowledge Training LLC
Attn: Brittany Levesque
PO BOX 116929
Atlanta, GA 30368-6929

Policy Information:

[Enrollment and Purchasing Policies](#)

**Non-Promotional pricing is valid for 30 days from March 30, 2015. Promotional pricing can end at any time.*

FAX COPY OF CHECK OR PO TO:

Brittany Levesque Fax: (919) 468-4857

CALL WITH CREDIT CARD INFO TO:

Brittany Levesque Phone: (919) 461-8661

****Total does not include any applicable taxes***

Price Quote for the 4-Course Training Passport Program Learning Tree International

Issued For:

Mr. Richard Wozniczka
Network Administrator
IT Dept.
Niles Public Library District
6960 Oakton Street
Niles, IL 60714

Training Advisor Contact Info:

Michael Yauss
Training Advisor
Learning Tree International
1-800-422-4902
Michael_Yauss@LearningTree.com

Product Description	Price Per Program	Quantity	Total Cost
GSA 70 4 Crs Training Passport	\$6,700.00	1	\$6,700.00

GSA Schedule: GS-35F-4414G
GSA Schedule: GS-02F-0182Y

Training Passport Program Benefits:

- Learning Tree's Training Passport is a simple and effective method of achieving your professional growth goals by saving on the standard per course price.
- Passport usage is reserved for the individual employee who is the named Passport holder. The 4-Course Passport is valid for **24 months**.
- Grow and deepen your knowledge and skills to enhance the value of your contributions to current and future projects.
- Achieve Learning Tree Professional certification, College Credits, CEUs and PDUs to advance your career.

All prices are subject to change.

ITIL® is a registered trade mark of AXELOS Limited

New Business—Recommended Actions

- B. MOVE the Library Board of Trustees approve the recommended purchase of an assisted listening system (the “ALS”) for the Large Meeting Room in the amount of not to exceed \$8,508.51 from Midwest Computer Products, Inc.

Memorandum B of Recommended Board Action

The LMR ALS has been professionally designed by AV Tech Source, the designer of the LMR AV system, to meet the needs of hearing impaired patrons. The system consists of 12 earphone/neck loop lanyards that will allow patrons to use a universal ear speaker or patron-owned compatible hearing aids to listen to all microphone and source audio from the LMR AV System. When the room is divided each room will have 6 units available. The ALS is fully expandable should the need arise.

Three AV integration vendors were contacted for quotes on the installation of the ALS. Two vendors provided quotes and the third did not provide a quote recommending instead that we use the original AV integration vendor. The quotes we received were very comparable as the equipment is identical and the labor is based on prevailing wages. The lowest quote was provided by the original LMR AV integration vendor, Midwest Computer Products, Inc.



MIDWEST COMPUTER PRODUCTS, INC.
33W512 Roosevelt Rd.
West Chicago, IL 60185
630-232-0010 phone
630-232-0559 fax

4/2/2015

NILES PUBLIC LIBRARY
6960 OAKTON ST
NILES, IL
ATTN: RICH WOZNICZKA

Project: HEARING IMPAIRED LOOPS Project No. NIL02232015

Project Overview

Midwest Computer Products (MCP) is pleased to offer the following proposal for hearing impaired loops for the recently completed AV upgrade at Niles Public Library. This will include 1 large loop for all when 1 large room is in session and also 2 smaller hearing impaired loops when the room is divided into 2 smaller rooms A & B. The Listen technologies devices will mirror the speakers in the room and activate accordingly when divider is in place. Programming of the ClearOne DSP and Crestron will be provided.

MCP will install 2 Listen Technology stationary RF Transmitters with 6 DSP RF receivers per room. Rooms A & B will each have 6 receivers with 6 Intelligent Earphone/Neck Loop Lanyards, 6 Universal Ear Speakers and 2 Over-the-head Headphones. Also includes 1RU rack mount kit, 2 90 degree antenna and 2 assistive listening notifications. When the divider is open the 2 rooms will have the same audio on all devices. Listen Technologies brings power and clarity to the sounds that enrich people's lives—with solutions that overcome the challenges of noise, distance, clashing conversations, and hearing loss to deliver precise and personalized audio in any setting or environment.

The Listen Technologies Intelligent 12-unit charging tray location to be determined.

System Overview

Audio System

- Stationary RF Transmitters
- universal antenna kit
- Intelligent DSP RF receivers
- Ear speakers
- Earphone/neck Loop lanyards

System Components

Audio System

- (2) Listen Technologies Stationary RF Transmitters
- (2) Listen Technologies universal antenna kit
- (12) Listen technologies Intelligent DSP RF receivers
- (1) Listen Technologies 12 unit charging tray
- (12) Universal ear speaker
- (12) Earphone / Neck Loop Lanyards

Implementation Standards

MCP shall provide

Project Management: MCP shall coordinate:

- Developing a project schedule.
- Staging equipment and materials at shop and installation site.
- Submit operator manuals of all equipment documentation.
- Supervise installation.
- Facilitate completion of final punch list items.

On-Site Installation shall include:

- Pulling, bundling and terminating audio and control cables.
- Installing structural systems for audiovisual equipment.
- Software/hardware testing.
- Adjusting and balancing audio gain as required.
- Assure the finished system meets the design criteria and functions per the design concept.
- Site cleanup and disposal, etc.
- Provide end-user training on systems operation.
- Facilitate completion of final punch list items.

Amendments of Design or Contract:

- Any changes made to the design of the system or the contractual agreements in implementation or functionality will require a "Change of Order" form signed by an authorized decision maker for the client.
- Any price changes that should follow an amendment will be reflected on the final bill unless otherwise stated or agreed upon by MCP and the client.
- It is understood by the client that any changes made may affect delivery time tables and work schedules.

Schedule

Delivery schedule to include:

Receipt of product

TBD

Installation

TBD

Final acceptance

TBD

Infrastructure Requirements

- 1.
- 2.

Installation Exclusions

- Any necessary ceiling modifications for the projector and screen including T-Bar refinishing.
- Ceiling tile replacement and or repair.
- Any RJ45 terminations.
- All conduits, high voltage wiring panels, breakers, relays, boxes, receptacles, etc.
- Painting and patching.
- Permits.

Assumptions

- There is sufficient accessibility and space in ceiling area for infrastructure support hardware.
- Any owner furnished equipment shall be available to display and test system audio/video connections.
- Any owner-furnished equipment shall be in good working order. Cost to repair or replace defective equipment shall be in addition to the proposed cost herein.
- AC power, including power cabling, equipment and/or receptacles will be furnished, installed and made available at required locations by others.
- This proposal is based on a continuous work cycle, with no delays, preformed during normal working hours. Monday through Friday, excluding company holidays.
- This proposal if applicable, is based upon the re-utilization of existing cabling and/or equipment, which is assumed to be in proper operating condition. In the event that it is determined that the existing cabling and/or equipment is not in proper operating condition, Midwest Computer Products, Inc. will submit a proposal for the additional costs to furnish and install new cabling and/or equipment where required.
- All above ceiling cable runs are assumed to have an unobstructed path from end to end unless otherwise noted. Any walls, beams etc. discovered during the installation process necessitating additional unplanned labor and time will result in a change order with additional costs.
- Work is to be performed at Niles Public Library, 6960 Oakton St, Niles, IL

Standard Warranty

MCP and its installation subcontractor warrant the Audiovisual System furnished to be free from defects in workmanship (i.e. cables, connections and structures) failure for a period of 90 days from the date of acceptance or first beneficial use. Such defects shall be corrected in a timely and responsible manner. Manufacturer's equipment warranties are of varying lengths (usually 90 days to 3 years). MCP shall warranty this equipment for the term established by the manufacturer on a depot bases. Warranty does not apply to any product that has been subject to misuse, neglect, accident or operational error.

Payment Terms

Payment shall be 50% down payment upon acceptance of the design with remaining 50% due 15 days after system commissioning. Cancellation of this project prior to completion will result in restocking charges for all equipment and materials.

Implementation Team

Rick Lockwald shall serve as Account Manager and shall provide primary coordination of systems and equipment recommendations and pricing for the project as well as technical coordination with other members of the implementation team.

System Pricing

Video System

N / A

Audio System

(2) LT stationary RF transmitters, (1) rack mount kit, Cabling, (2) universal antenna kits, (12) DSP RF receivers model 5200, (4) model 402 universal stereo headphones, (12) earphone/neck loop lanyards, (12) Universal ear speaker

\$ 5,680.94

Control System

N / A

Screen

N / A

Infrastructure Connectivity – including 1 Atrona 1x2 HDMI DA, 1 Atrona HDMI Multi-Channel Digital to to 2 channel balanced analog audio converter

\$ 704.57

Engineering / Documentation / Labor / Travel / Project Mgmt

Misc Hdwe

\$ 2,073.00

\$ 50.00

Freight

Included

Grand Total

\$ 8,508.51

Accepted By: _____

Date: _____

Print Name: _____

Sincerely,
Midwest Computer Products, Inc.

Rick Lockwald
Sales Manager

This document is proprietary and confidential. No part of this document may be disclosed in any manner to a third party without the prior written consent of Midwest Computer Products, Inc.



1450 Davis Road Elgin, IL 60123
 www.svi-avsystems.com
 Phone: 847.742.6000
 Fax: 847.742.7585

DATE: 04/06/2015

Sales Order:

SOLD (Quote) TO:

Company: NILES LIBRARY
 Street: 6960 OAKTON STREET
 Box/FI:
 City: NILES
 State/Zip: IL, 60714

SHIP TO:

Company: NILES LIBRARY
 Street: 6960 OAKTON STREET
 Box/FI:
 City: NILES
 State/Zip: IL, 60714

Date: 04/06/2015
 Quote: 5506

Valid Until: 05/01/2015
 Cust. PO:

Ordered By: RICHARD WOZNICZKA
 Salesperson: GRS001 Phone: 1-847-663-6480

Description of Request

PROVIDE AND INSTALL 2 LISTEN ASSISTIVE LISTENING SYSTEMS FOR THE TWO MEETING ROOMS.
 THE SYSTEMS WILL RECEIVE SEPEARTE SIGNALS WHEN USED AS TWO SEPERATE ROOMS AND WILL RECEIVE A COMMON SIGNAL WHEN USED AS ONE LARGE ROOM.
 SVI WILL INSTALL THE UNITS INTO THE EXISTING EQUIPMENT RACK AND INSTALL THE ANTENNAS AT THE EQUIPMENT RACK.
 INSTALL WIRING FROM THE EXISTING AUDIO EQUIPMENT AND WILL HAVE TECH SERVICES PROVIDE THE PROGRAMMING OF THE SYSTEM TO ALLOW IT TO WORK AS SPECIFIED.

ALS SYSTEMS

#	Mtg	Model/Item	Description	Qty	Price	Ext. Price
1	LISTEN TECHNOLOGIES	LT-800-072	STATIONARY FM TRANSMITTER (72 MHZ)	2.00	575.00	1,150.00
2	LISTEN TECHNOLOGIES	LR-5200-072	INTELLIGENT RECIVER WITH ION BATTERY	12.00	210.00	2,520.00
3	LISTEN TECHNOLOGIES	LA-381	12 UNIT CHARGING TRAY / PS (COST INCLUDES PS BUT UNIT IS ORDERED SEPARATELY	1.00	318.00	318.00
4	LISTEN TECHNOLOGIES	LA-401	EAR SPEAKERS	12.00	14.00	168.00
5	LISTEN TECHNOLOGIES	LA-430	NECK LOOP / EAR PHONE LANYARD	12.00	50.00	600.00
6	LISTEN TECHNOLOGIES	LA-402	HEADPHONE	4.00	20.00	80.00
7	LISTEN TECHNOLOGIES	LA-123	90° Helical Antenna (72 MHz)	2.00	21.00	42.00
8	LISTEN TECHNOLOGIES	LA-326	UNIVERSAL RACK MOUNT KIT	1.00	50.00	50.00
9	LISTEN TECHNOLOGIES	LA-432	REPLACEMENT CUSHIONS SET OF 10	1.00	10.00	10.00
10	ATLONA	AT-HDDA-2	HDMI DA UNIT	1.00	365.00	365.00
11	ATLONA	AT-UHD-M2C-BAL	4K/UHD HDMI Multi-Channel Digital to Two-Channel Balanced Analog Audio Converter	1.00	610.00	610.00
12	SVI	LOT B	MISC. MATERIALS AS REQUIRED	1.00	147.00	147.00
13	SVI	SV150-14	PROGRAMMING OF AV EQUIPMENT	1.00	885.00	885.00
14	SVI	SV150-14	PROGRAMMING OF AV EQUIPMENT	1.00	110.00	110.00
15	SVI	SV170-10	PROJECT MANAGEMENT SERVICES	1.00	250.00	250.00
16	SVI	SV210-90	FIELD TECHNICAL INSTALLATION SERVICES	1.00	880.00	880.00
					Equipment:	6,060.00
					Labor:	2,125.00
					Shipping:	377.52
					8.25% Ill. Sales Tax:	0.00
					Total:	8,562.52

SUMMARY

Room	Equip. Total	Labor Total	Shipping	8.25% Ill. Sales Tax	Room Total	
ALS SYSTEMS	6,060.00	2,125.00	377.52	0.00	8,562.52	
					Equipment Total	6,060.00
					Labor Total	2,125.00
					Shipping	377.52
					Tax Exempt Certificate Required	
					Total	8,562.52

TERMS

Terms



TERMS

Terms

THIS PROPOSAL DOES NOT INCLUDE SERVICES NORMALLY PERFORMED BY OTHER TRADES INCLUDING BUT NOT LIMITED TO STRUCTURAL MODIFICATIONS, ACOUSTICAL CEILING TILE GRID MODIFICATIONS, ACOUSTICAL CEILING TILE MODIFICATIONS, MECHANICAL AND HVAC MODIFICATIONS, AND A/C ELECTRICAL REQUIREMENTS AS WELL AS CONDUIT, WALL BOXES, AND OTHER WIREWAYS.

ALL MILLWORK MODIFICATIONS, CABINETRY MODIFICATIONS, CONFERENCE TABLE MODIFICATIONS AND CUSTOM CUT OPENINGS SHALL BE BY OTHERS UNLESS SPECIFICALLY QUOTED BY SVI.

THIS PROPOSAL IS BASED UPON CONDUIT, WIREWAYS, AND BOXES BEING PROVIDED BY OTHERS. IF OPEN AIR CABLING IS SELECTED, ADDITIONAL CHARGES MAY BE INCURRED FOR PLENUM TYPE CABLE, CABLE SUPPORT STRUCTURE, AND/OR ADDITIONAL LABOR REQUIRED FOR CABLE INSTALLATION.

ANY AV DSP SYSTEM OR AV CONTROL SYSTEM USING IPAD OR ANDROID APPS THAT FAIL TO WORK DUE TO AN APP UPDATE SHALL NOT QUALIFY FOR SVI WARRANTY REPAIRS. ALL EXPENSES INCURRED TO CORRECT THE PROBLEM (IF THE APP PROVIDER HAS A SOLUTION) SHALL BE ADDITIONAL COSTS TO THE END USER AND SHALL BE INVOICES SEPARATELY.

SVI STANDARD TERMS APPLY.

THANK YOU

GARRY SAUL
GSAUL@SVI-AVSYSTEMS.COM
1-847-814-3028 CELL

SIGNATURE

PRINT NAME

DATE

PO#

April 15, 2015

New Business—Recommended Actions

C. Recommended Action on Nonresident Fees Policy

MOVE the Library Board of Trustees approve the Nonresident Fees Policy.

Memorandum C of Recommended Board Action

In an effort to provide ample access to computers, programs, and services for Niles Public Library residents, the following Nonresident Fees Policy with rules and procedures has been created. Nonresident fees will also help decrease some of the costs to the taxpayers.

This Nonresident Fees Policy was created based on comments received from Niles Public Library residents.

USE OF LIBRARY FACILITIES

NONRESIDENT FEES

POLICY:

The Library Board of Trustees has established Nonresident Fees according to the rules listed below.

RULES:

1. Nonresidents over 18 years of age must purchase a guest pass for \$3 to use a Library computer or the SCAN/FAX station. Guest passes may be purchased (cash only) at one of the Information Desks. A guest pass entitles the user to one hour of computer time.
2. Nonresidents may purchase a punch card at the Circulation Desk for \$30 that will provide ten (10) "guest pass" uses. Punch cards may be purchased with cash or credit card. The Library is not responsible for lost or damaged cards.
3. Nonresidents that have purchased a Niles Public Library card according to the rules of (75 ILCS 5/) Illinois Local Library Act will not be charged nonresident fees.
4. Nonresidents will be charged a fee to attend some Library programs. Fees may be paid by cash or check. There are no refunds for program fees, however if the Library cancels a program, a credit will be issued and may be applied towards a future program fee. The credit may not be used to pay for late fees or damaged materials.

/cd
4/10/15

Comparative Survey Findings:

Comparison of Librarian Duties							
	Basic Reference Q's and Reader's Advisory	Advanced Reference Q's & Reader's Advisory	Copy Cataloging of New Materials	Original Cataloging of New Materials	Maintain and/or Weed Collection	Develop Programs	Outreach to Schools & Community Orgs
Algonquin	O	✓	O	✓	✓	✓	✓
Fountaindale	O	✓	O	O	✓	O	✓
Indian Trails	O	✓	O	✓	O	✓	✓
Skokie	O	✓	O	✓	O	✓	O
St. Charles	O	O	O	✓	O	O	O
Niles	O	✓	✓	✓	✓	✓	✓

✓ = requires MLS O = does not require MLS

April 15, 2015

New Business—Recommended Actions

E. Recommended Action on Recording of Meetings

MOVE the Library Board of Trustees approve the recording of the meetings of the Niles Public Library District Board of Trustees by video and audio for posting on the Library's website.

Memorandum E of Recommended Board Action