



Niles Public Library District

Regular Board Meeting

Wednesday, May 20, 2015 6:30 PM

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

May 20, 2015

6:30 PM

Board Room

6960 Oakton Street

Niles, Illinois

Revised

ORDER OF BUSINESS

1. Call to Order
2. Pledge of Allegiance
3. Swearing in of Library Trustees
4. Election of Officers
5. Consent Agenda
 - A. Approve Minutes of April 15, 2015 4
 - B. Approve the payment of the bills for operating expenses of \$174,794.28, payroll expenses of \$262,575.74, and Special Reserve Expenses of \$0.00, for a total monthly expense of \$437,370.02 8
 - C. Approve the meeting request for Darlene Fox to attend Digipalooza in Cleveland, Ohio from August 5 through August 7, 2015 11
 - D. Approve the appointment of Arianne Cary to the full-time position of Youth Services Supervisor at an annual salary of \$65,000, effective April 9, 2015; the resignation of Madeline Bekielewski from the position of Serials Clerk, effective 5/12/15; the appointment of Annette McQuade to the full-time position of Graphic Design Coordinator at an annual salary of \$39,000, effective June 1, 2015; the appointment of Nicole Sankowski to the part-time position of Webmaster at a rate of \$20.00 per hour, effective June 3, 2015
6. Public Comment
7. Meeting with Ken Carrick, Coleman Lew & Associates (SKYPE)
8. Executive Session-To discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Niles Public Library District
9. Possible final action on executive session items -The Board of Trustees may take final action on the hiring of a Library Director
10. Treasurer's Report 12
11. Director's Report 31
12. Communications 40
13. Committee Reports

Board Meeting Agenda - May 20, 2015

- A. Special Reserve Committee
- B. Employee Benefits Committee
- 14. Liaison Reports
 - A. Friends of the Library
 - B. Legislative
 - C. RAILS
- 15. Secretary's Report
- 16. New Business
 - A. Approve the proposal from the Management Association for providing their Legal Issues for Supervisors and Managers and Leadership Boot camp 48
 - B. Approve the purchase of circulating Kindles 55
 - C. Discussion on 2015/2016 Budget 58
 - D. Discussion of change to board meeting start time from 6:30 to 7:00 PM
- 17. Unfinished Business
 - A. Discussion of Freedom from Religion Foundation request 63
- 18. Other
 - A. Discussion of viewing Short Takes for Trustees videos
- 19. Adjournment

NILES PUBLIC LIBRARY DISTRICT
Regular Board Meeting
April 15, 2015
6:30 PM
Board Room
6960 Oakton Street
Niles, Illinois

Trustees Present

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

Library Staff Present

Susan Lempke, Greg Pritz, Victoria Luz, Diane Winberg, Sasha Vasilic, Valerie Clark, Dave Dabrowski and Dodie Frisbie

Guests Present

Patti Rozanski, Niles Resident/newly elected Library Trustee; Tim Spadoni, Niles Resident/newly elected Library Trustee; Carol Jung, Niles Resident; Kathy Toy, Niles Resident, Igor Studenkov, *Niles Herald-Spectator*, Tom Robb, *Journal & Topics Newspapers*; Eric M. Poders, *The North Shore Voice*, Dennis Walsh, Attorney, Klein Thorpe and Jenkins

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.

Consent Agenda

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

- A. The Minutes of the Regular Board Meeting of the Regular Board Meeting of March 18, 2015;
- B. The payment of the bills for operating expenses of \$231,337.72; payroll expenses of \$249,472.03; and Special Reserve Expenses of \$00.00, for a total monthly expense of \$480.809.75;
- 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.

Trustee Ryan seconded.

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

Public Comments

There were none.

Treasurer's Report

Review of Financial Report

The Library Board reviewed the March 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 Algonquin Library and their no fines policy. They are happy with no fines and that most of their patrons appreciate it but it is confusing for some of their patrons. With a big marketing push in the

beginning, they've come to realize that there is a constant need to explain the policy to patrons. They have had some very unhappy patrons who were sent to collections—this is definitely the downside of a no fines policy. There is also the loss of revenue which is budgeted for fines. Niles does use a collection agency only as a last resort.

Ms. Lempke noted that she is very unhappy with the current reporting of the digital circulation statistics. The numbers are very cumbersome to sort. She has learned that other libraries report these numbers quarterly. She is hoping to do the same.

Ms. Lempke reported that the Niles Library has made arrangements together with the Lincolnwood, Skokie, and Morton Grove libraries to work with Niles West H.S. so that every student receives a library card through the school using their school identification. This will eliminate the application process through their neighboring libraries. The libraries will process the applications received from the schools and return the cards to the schools. Receiving a library card will be an automatic process unless a student opts out. Expiration would be on the same cycle as if the card was processed directly through their libraries. This will definitely be a boost to our cardholder stats.

Ms. Lempke reported that the WiFi hotspots are ready to go. She was shown a finished one today. Cataloging the hotspots has been a real challenge, but it will be the model for other circulation technology.

Ms. Nakanishi commented that she truly enjoyed Ms. Clark's report on the elderly patron she was able to reunite with people that she worked with decades ago.

Communications

There were none.

Committee Reports

Special Reserve Committee

No report.

Employee Benefits Committee

No report.

Liaison Reports

Friends of the Library

Ms. Lempke reported that the Friends had a great meeting this month. CCS has been invited to participate in an ebook system which is an all in or all out program. Their preliminary vote is to participate in the program. A final vote will be taken in June. Participation in this great ebook system will cost around \$4,000 and the Friends have agreed to pay the fee. Secondly, Ms. Lempke has been concerned with the schools' participation in Battle of the Books which has been sliding—we were down to three teams this year. Schools have had to cut back on stipends which they used for coaches and on other various outside programs. She approached the Friends with this concern and the Friends have agreed to give each school an allowance of up to \$500 with a cap of \$3,500 to participate in the Battle of the Books providing they have a minimum of 20 students participating. It will be up to the schools to decide how they want to spend the money on expenses related to the Battle. The Friends would prefer the money be spent on the kids.

Legislative

No report.

RAILS

No report.

Secretary's Report

No report.

New Business**Computer Professional Development Classes**

Trustee Matyas MOVED the Library Board of Trustees approve the recommended purchase of computer professional development classes in the amount of \$7,125 for IT Services. Trustee Ryan seconded.

Mr. Pritz informed the Board that the classes will be available for one year so that all three IT professionals can review them as opposed to paying an entrance fee per person.

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

Assisted Listening System

Trustee Matyas MOVED the Library Board of Trustees approve the recommended purchase of an assisted listening system for the Large Meeting Room in the amount not to exceed \$8,508.51 from Midwest Computer Products, Inc. Trustee Ryan seconded.

Ms. Lempke confirmed that this purchase will be made with Per Capita Grant funds.

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

Discuss and Approve a Nonresident Fees Policy

Trustee Matyas MOVED the Library Board of Trustees approve the non-resident fees policy. Trustee Dimond seconded.

Trustee Drblik started by saying that she had heard from Niles residents that the computer lab is always busy because non-residents are using the computers. Also, many of the programs held are being attended by non-residents. She has learned that the Park Ridge library is charging a fee of \$3.00 per hour for a non-resident to use their computers and that anything being worked on is lost after the time is up. Park Ridge also offers a 10 hour card for \$30.00 which allows someone to work on a project if needed. Since their implementation of a non-resident fee to use the computers, it is easier for their residents to get on a computer. She personally thinks this would be a very good idea because she wants to make sure that we are providing the best possible services for our Niles residents—with programs and services, we want to keep our residents first. She recommends implementing a non-resident fees policy. She provided the Board with a suggested policy and rules.

Trustee Ryan feels that before a change is made to the Library's policy on non-residents, she would like to see what other libraries do other than Park Ridge. Park Ridge has always been pretty strict with the way they do things. Trustee Matyas added that the Niles Park District charges non-resident fees for their services and programs.

Both Mr. Dubiel and Ms. Lempke have concerns with the implementation of non-resident fees. Ms. Lempke added that Niles residents also use neighboring libraries and these libraries along with our library have an open-door policy. She asked the Board to allow more time for staff to gather more data on who is using our library computers. She would love for Niles residents to have priority over the use of the computers.

Without further questions and comments, no action was taken at this time.

The motion was withdrawn.

Discuss and Approve Matrix Job Description Recommendations

Discussion was held on a comparison of librarian duties as provided by Matrix.

Mr. Dubiel recommends removing the MLS requirement from certain librarian positions so that paraprofessionals with equivalent experience can apply. Also, removing the MLS requirement would allow for staff cross-training. Ms. Lempke added that the library has filled positions with staff that don't necessarily fit a job description but have been with the library for a long time and have the experience.

Further action was tabled at this time.

Discuss and Approve the Video/Audio Recording of NPLD Meetings for Posting on the Website

Trustee Matyas MOVED 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. Trustee Ryan seconded.

Trustee Dimond expressed concern for those who may want to publicly comment but may be reluctant to do so because they are being recorded. Mr. Poders commented that a video recording is a simple process and would cut back on staff time for FOIA requests. Trustee Matyas thinks this is a very good idea since the Library has won the Sunshine Award for being transparent.

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

Unfinished Business

There was none.

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

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

Executive Session began at 7:37 PM. Executive Session ended at 8:02 PM.

Open session began at 8:02 PM with all members of the Board present.

It was noted that the digital recorder malfunctioned during the Executive Session.

Final Action—if any, on closed session subjects

There was none.

Other

There was none.

Adjournment

Trustee Matyas MOVED to adjourn. Trustee Drblik seconded.

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

The meeting adjourned at 8:03 PM.

President

Secretary

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
72240	Accounts Payable	Computer Check	5/20/2015	3M	\$0.00	\$233.91	(\$233.91)	Outstanding	5/31/2015
72241	Accounts Payable	Computer Check	5/20/2015	AFLAC	\$0.00	\$388.13	(\$622.04)	Outstanding	5/31/2015
72242	Accounts Payable	Computer Check	5/20/2015	ALLIANCE ENTERTAINMENT	\$0.00	\$910.58	(\$1,532.62)	Outstanding	5/31/2015
72243	Accounts Payable	Computer Check	5/20/2015	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$225.00	(\$1,757.62)	Outstanding	5/31/2015
72244	Accounts Payable	Computer Check	5/20/2015	AMERICAN SCIENCE & SURPLUS	\$0.00	\$1,670.50	(\$3,428.12)	Outstanding	5/31/2015
72245	Accounts Payable	Computer Check	5/20/2015	AT&T	\$0.00	\$43.44	(\$3,471.56)	Outstanding	5/31/2015
72246	Accounts Payable	Computer Check	5/20/2015	AT&T	\$0.00	\$427.82	(\$3,899.38)	Outstanding	5/31/2015
72247	Accounts Payable	Computer Check	5/20/2015	AVCAFE	\$0.00	\$367.80	(\$4,267.18)	Outstanding	5/31/2015
72248	Accounts Payable	Computer Check	5/20/2015	BAKER & TAYLOR	\$0.00	\$12.49	(\$4,279.67)	Outstanding	5/31/2015
72249	Accounts Payable	Computer Check	5/20/2015	DONNA BLOCK	\$0.00	\$64.46	(\$4,344.13)	Outstanding	5/31/2015
72250	Accounts Payable	Computer Check	5/20/2015	BRODART CO.	\$0.00	\$1,289.30	(\$5,633.43)	Outstanding	5/31/2015
72251	Accounts Payable	Computer Check	5/20/2015	CALL ONE	\$0.00	\$906.63	(\$6,540.06)	Outstanding	5/31/2015
72252	Accounts Payable	Computer Check	5/20/2015	CAROLINA BIOLOGICAL SUPPLY C	\$0.00	\$1,724.77	(\$8,264.83)	Outstanding	5/31/2015
72253	Accounts Payable	Computer Check	5/20/2015	CDW GOVERNMENT, INC.	\$0.00	\$10,145.45	(\$18,410.28)	Outstanding	5/31/2015
72254	Accounts Payable	Computer Check	5/20/2015	CENGAGE LEARNING, INC.	\$0.00	\$1,151.11	(\$19,561.39)	Outstanding	5/31/2015
72255	Accounts Payable	Computer Check	5/20/2015	CENTER POINT LARGE PRINT	\$0.00	\$174.96	(\$19,736.35)	Outstanding	5/31/2015
72256	Accounts Payable	Computer Check	5/20/2015	CHRIS CHRISTMAS	\$0.00	\$360.00	(\$20,096.35)	Outstanding	5/31/2015
72257	Accounts Payable	Computer Check	5/20/2015	CINTAS CORPORATION LOC. 769	\$0.00	\$351.03	(\$20,447.38)	Outstanding	5/31/2015
72258	Accounts Payable	Computer Check	5/20/2015	CYNTHIA CLAMPITT	\$0.00	\$135.00	(\$20,582.38)	Outstanding	5/31/2015
72259	Accounts Payable	Computer Check	5/20/2015	WESTON CLARK	\$0.00	\$500.00	(\$21,082.38)	Outstanding	5/31/2015
72260	Accounts Payable	Computer Check	5/20/2015	COLEMAN LEW & ASSOCIATES	\$0.00	\$92.57	(\$21,174.95)	Outstanding	5/31/2015
72261	Accounts Payable	Computer Check	5/20/2015	COMED	\$0.00	\$7,210.85	(\$28,385.80)	Outstanding	5/31/2015
72262	Accounts Payable	Computer Check	5/20/2015	COMMUNICATION REVOLVING F	\$0.00	\$146.70	(\$28,532.50)	Outstanding	5/31/2015
72263	Accounts Payable	Computer Check	5/20/2015	COOPERATIVE COMPUTER SERV	\$0.00	\$5,220.93	(\$33,753.43)	Outstanding	5/31/2015
72264	Accounts Payable	Computer Check	5/20/2015	DEMCO	\$0.00	\$364.68	(\$34,118.11)	Outstanding	5/31/2015
72265	Accounts Payable	Computer Check	5/20/2015	EASYPERMIT POSTAGE	\$0.00	\$600.00	(\$34,718.11)	Outstanding	5/31/2015
72266	Accounts Payable	Computer Check	5/20/2015	EBSCO INFORMATION SERVICES	\$0.00	\$3,098.00	(\$37,816.11)	Outstanding	5/31/2015
72267	Accounts Payable	Computer Check	5/20/2015	ETA HAND2MIND	\$0.00	\$882.08	(\$38,698.19)	Outstanding	5/31/2015
72268	Accounts Payable	Computer Check	5/20/2015	FIFTH THIRD BANK	\$0.00	\$2,068.24	(\$40,766.43)	Outstanding	5/31/2015
72269	Accounts Payable	Computer Check	5/20/2015	FINDAWAY WORLD, LLC	\$0.00	\$282.44	(\$41,048.87)	Outstanding	5/31/2015
72270	Accounts Payable	Computer Check	5/20/2015	FLEXSOURCE, LLC	\$0.00	\$359.00	(\$41,407.87)	Outstanding	5/31/2015
72271	Accounts Payable	Computer Check	5/20/2015	GARVEY'S OFFICE PRODUCTS	\$0.00	\$1,201.98	(\$42,609.85)	Outstanding	5/31/2015
72272	Accounts Payable	Computer Check	5/20/2015	DEBORAH GRAHAM	\$0.00	\$458.25	(\$43,068.10)	Outstanding	5/31/2015
72273	Accounts Payable	Computer Check	5/20/2015	GRAINGER	\$0.00	\$434.26	(\$43,502.36)	Outstanding	5/31/2015
72274	Accounts Payable	Computer Check	5/20/2015	GRAPHIC 14 INCORPORATED	\$0.00	\$190.00	(\$43,692.36)	Outstanding	5/31/2015
72275	Accounts Payable	Computer Check	5/20/2015	GROOT INDUSTRIES, INC.	\$0.00	\$233.47	(\$43,925.83)	Outstanding	5/31/2015
72276	Accounts Payable	Computer Check	5/20/2015	CAITLYN HANNON	\$0.00	\$69.95	(\$43,995.78)	Outstanding	5/31/2015
72277	Accounts Payable	Computer Check	5/20/2015	HEALTHCARE SERVICE CORPOR	\$0.00	\$34,125.69	(\$78,121.47)	Outstanding	5/31/2015
72278	Accounts Payable	Computer Check	5/20/2015	JENNIFER HOLIK	\$0.00	\$200.00	(\$78,321.47)	Outstanding	5/31/2015

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
72279	Accounts Payable	Computer Check	5/20/2015	ILLINOIS LIBRARY ASSOCIATION	\$0.00	\$770.00	(\$79,091.47)	Outstanding	5/31/2015
72280	Accounts Payable	Computer Check	5/20/2015	INGRAM LIBRARY SERVICES	\$0.00	\$13,126.94	(\$92,218.41)	Outstanding	5/31/2015
72281	Accounts Payable	Computer Check	5/20/2015	JANWAY COMPANY USA, INC.	\$0.00	\$210.83	(\$92,429.24)	Outstanding	5/31/2015
72282	Accounts Payable	Computer Check	5/20/2015	JACOB KAPLAN	\$0.00	\$150.00	(\$92,579.24)	Outstanding	5/31/2015
72283	Accounts Payable	Computer Check	5/20/2015	JASON T. KEPLER	\$0.00	\$1,744.00	(\$94,323.24)	Outstanding	5/31/2015
72284	Accounts Payable	Computer Check	5/20/2015	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$1,377.30	(\$95,700.54)	Outstanding	5/31/2015
72285	Accounts Payable	Computer Check	5/20/2015	KONE INC.	\$0.00	\$232.30	(\$95,932.84)	Outstanding	5/31/2015
72286	Accounts Payable	Computer Check	5/20/2015	KONICA MINOLTA BUSINESS SO	\$0.00	\$660.67	(\$96,593.51)	Outstanding	5/31/2015
72287	Accounts Payable	Computer Check	5/20/2015	KOREAN BOOKS	\$0.00	\$780.90	(\$97,374.41)	Outstanding	5/31/2015
72288	Accounts Payable	Computer Check	5/20/2015	LAUBE IMAGING PRODUCTS	\$0.00	\$802.75	(\$98,177.16)	Outstanding	5/31/2015
72289	Accounts Payable	Computer Check	5/20/2015	ROBBIE MALKOWSKI	\$0.00	\$250.00	(\$98,427.16)	Outstanding	5/31/2015
72290	Accounts Payable	Computer Check	5/20/2015	JUDITH MCNULTY	\$0.00	\$42.97	(\$98,470.13)	Outstanding	5/31/2015
72291	Accounts Payable	Computer Check	5/20/2015	ANNETTE MCQUADE	\$0.00	\$4,010.00	(\$102,480.13)	Outstanding	5/31/2015
72292	Accounts Payable	Computer Check	5/20/2015	DAVID MELIS	\$0.00	\$17.54	(\$102,497.67)	Outstanding	5/31/2015
72293	Accounts Payable	Computer Check	5/20/2015	MENARDS	\$0.00	\$323.71	(\$102,821.38)	Outstanding	5/31/2015
72294	Accounts Payable	Computer Check	5/20/2015	DZENITA METANOVIC	\$0.00	\$19.99	(\$102,841.37)	Outstanding	5/31/2015
72295	Accounts Payable	Computer Check	5/20/2015	MIDCO INC.	\$0.00	\$221.00	(\$103,062.37)	Outstanding	5/31/2015
72296	Accounts Payable	Computer Check	5/20/2015	MIDWEST COMPUTER PRODUCTS	\$0.00	\$1,472.40	(\$104,534.77)	Outstanding	5/31/2015
72297	Accounts Payable	Computer Check	5/20/2015	MIDWEST TAPE	\$0.00	\$5,906.71	(\$110,441.48)	Outstanding	5/31/2015
72298	Accounts Payable	Computer Check	5/20/2015	MARY MILLER	\$0.00	\$190.27	(\$110,631.75)	Outstanding	5/31/2015
72299	Accounts Payable	Computer Check	5/20/2015	SARAH MUSKIVITCH	\$0.00	\$467.00	(\$111,098.75)	Outstanding	5/31/2015
72300	Accounts Payable	Computer Check	5/20/2015	NEWARK ELEMENT14	\$0.00	\$212.15	(\$111,310.90)	Outstanding	5/31/2015
72301	Accounts Payable	Computer Check	5/20/2015	NICOR GAS	\$0.00	\$1,023.82	(\$112,334.72)	Outstanding	5/31/2015
72302	Accounts Payable	Computer Check	5/20/2015	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$113,215.72)	Outstanding	5/31/2015
72303	Accounts Payable	Computer Check	5/20/2015	NOTARY PUBLIC ASSOCIATION O	\$0.00	\$294.00	(\$113,509.72)	Outstanding	5/31/2015
72304	Accounts Payable	Computer Check	5/20/2015	BRIGID O'GRADY	\$0.00	\$24.99	(\$113,534.71)	Outstanding	5/31/2015
72305	Accounts Payable	Computer Check	5/20/2015	OCLC, INC.	\$0.00	\$616.00	(\$114,150.71)	Outstanding	5/31/2015
72306	Accounts Payable	Computer Check	5/20/2015	PAT TECHNOLOGY SYSTEMS IN	\$0.00	\$3,952.00	(\$118,102.71)	Outstanding	5/31/2015
72307	Accounts Payable	Computer Check	5/20/2015	PENGUIN RANDOM HOUSE LLC	\$0.00	\$20.25	(\$118,122.96)	Outstanding	5/31/2015
72308	Accounts Payable	Computer Check	5/20/2015	PETTY CASH	\$0.00	\$45.95	(\$118,168.91)	Outstanding	5/31/2015
72309	Accounts Payable	Computer Check	5/20/2015	NANCY G. PO	\$0.00	\$7.99	(\$118,176.90)	Outstanding	5/31/2015
72310	Accounts Payable	Computer Check	5/20/2015	POLONIA BOOKSTORE, INC.	\$0.00	\$555.80	(\$118,732.70)	Outstanding	5/31/2015
72311	Accounts Payable	Computer Check	5/20/2015	POSITIVE PROMOTIONS, INC.	\$0.00	\$195.95	(\$118,928.65)	Outstanding	5/31/2015
72312	Accounts Payable	Computer Check	5/20/2015	JOHN RADZKO	\$0.00	\$19.56	(\$118,948.21)	Outstanding	5/31/2015
72313	Accounts Payable	Computer Check	5/20/2015	RAILS	\$0.00	\$3,840.00	(\$122,788.21)	Outstanding	5/31/2015
72314	Accounts Payable	Computer Check	5/20/2015	RECORDED BOOKS, LLC	\$0.00	\$142.80	(\$122,931.01)	Outstanding	5/31/2015
72315	Accounts Payable	Computer Check	5/20/2015	RESEARCH TECHNOLOGY INTER	\$0.00	\$323.45	(\$123,254.46)	Outstanding	5/31/2015
72316	Accounts Payable	Computer Check	5/20/2015	RESERVE ACCOUNT	\$0.00	\$2,200.00	(\$125,454.46)	Outstanding	5/31/2015
72317	Accounts Payable	Computer Check	5/20/2015	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$670.00	(\$126,124.46)	Outstanding	5/31/2015

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
72318	Accounts Payable	Computer Check	5/20/2015	MONIKA SAWYER	\$0.00	\$5.99	(\$126,130.45)	Outstanding	5/31/2015
72319	Accounts Payable	Computer Check	5/20/2015	LINDA SAWYER	\$0.00	\$196.24	(\$126,326.69)	Outstanding	5/31/2015
72320	Accounts Payable	Computer Check	5/20/2015	SCI-SUPPLY	\$0.00	\$614.75	(\$126,941.44)	Outstanding	5/31/2015
72321	Accounts Payable	Computer Check	5/20/2015	CLARA SHEFFER	\$0.00	\$115.36	(\$127,056.80)	Outstanding	5/31/2015
72322	Accounts Payable	Computer Check	5/20/2015	SHELL	\$0.00	\$43.67	(\$127,100.47)	Outstanding	5/31/2015
72323	Accounts Payable	Computer Check	5/20/2015	SMITHEREEN PEST MANAGEMEN	\$0.00	\$114.00	(\$127,214.47)	Outstanding	5/31/2015
72324	Accounts Payable	Computer Check	5/20/2015	STEINER ELECTRIC COMPANY	\$0.00	\$583.00	(\$127,797.47)	Outstanding	5/31/2015
72325	Accounts Payable	Computer Check	5/20/2015	STORMWIND LLC	\$0.00	\$7,125.00	(\$134,922.47)	Outstanding	5/31/2015
72326	Accounts Payable	Computer Check	5/20/2015	THE LINCOLN NATIONAL LIFE IN	\$0.00	\$1,872.96	(\$136,795.43)	Outstanding	5/31/2015
72327	Accounts Payable	Computer Check	5/20/2015	TODAY'S BUSINESS SOLUTIONS, I	\$0.00	\$6,284.60	(\$143,080.03)	Outstanding	5/31/2015
72328	Accounts Payable	Computer Check	5/20/2015	KATHY TOY	\$0.00	\$18.95	(\$143,098.98)	Outstanding	5/31/2015
72329	Accounts Payable	Computer Check	5/20/2015	TSAI FONG BOOKS, INC.	\$0.00	\$210.00	(\$143,308.98)	Outstanding	5/31/2015
72330	Accounts Payable	Computer Check	5/20/2015	TUMBLEWEED PRESS INC.	\$0.00	\$500.00	(\$143,808.98)	Outstanding	5/31/2015
72331	Accounts Payable	Computer Check	5/20/2015	GRETA ULRICH	\$0.00	\$10.76	(\$143,819.74)	Outstanding	5/31/2015
72332	Accounts Payable	Computer Check	5/20/2015	VERIZON WIRELESS	\$0.00	\$98.50	(\$143,918.24)	Outstanding	5/31/2015
72333	Accounts Payable	Computer Check	5/20/2015	VERNON LIBRARY SUPPLIES, IN	\$0.00	\$101.82	(\$144,020.06)	Outstanding	5/31/2015
72334	Accounts Payable	Computer Check	5/20/2015	VILLAGE OF NILES	\$0.00	\$538.04	(\$144,558.10)	Outstanding	5/31/2015
72340	Accounts Payable	Computer Check	5/20/2015	VISA	\$0.00	\$7,112.90	(\$151,671.00)	Outstanding	5/31/2015
72341	Accounts Payable	Computer Check	5/20/2015	VISA	\$0.00	\$50.00	(\$151,721.00)	Outstanding	5/31/2015
72342	Accounts Payable	Computer Check	5/20/2015	VISION SERVICE PLAN OF ILLINO	\$0.00	\$532.42	(\$152,253.42)	Outstanding	5/31/2015
72343	Accounts Payable	Computer Check	5/20/2015	VISOGRAPHIC	\$0.00	\$404.98	(\$152,658.40)	Outstanding	5/31/2015
72344	Accounts Payable	Computer Check	5/20/2015	X-PERT LANDSCAPING INC.	\$0.00	\$350.00	(\$153,008.40)	Outstanding	5/31/2015

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$153,008.40)
Total Payments:	(\$153,008.40)
Total Change in Register Balance:	(\$153,008.40)



Meeting Attendance Request

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

Dates Of Absence From **August 5, 2015** To **August 7, 2015**

Length Of Absence **3** working days hours

Request Attendance for:

Event: **Digipalooza**

Place: **Cleveland Convention Center**

Subject: **Overdrive EBooks and EAudio Books**

Detailed Estimate of Expenses:

Registration:	\$ 199	Meals:	\$ 50 (Most meals provided at con.)
Travel:	\$ 300	Other:	\$
Lodging:	\$ 161x2 = <u>322</u> x # of nights	Total:	\$ 322 <u>871</u>

How will your attendance at this conference benefit the Library?

My attendance at Digipalooza will benefit the Library because I will learn how to maximize the value and circulation of eBooks and digital audiobooks through best practices from experienced library staff and industry experts. I will see the latest innovations with devices and mobile applications, as well as tips and tools for increasing awareness and addressing today's trends. Conference sessions cover a variety of topics about eBooks and the library, including collection development, digital library management, marketing and outreach, staff and user training, readers' advisory efforts, and technical support. I attended this conference two years ago and it was excellent. One of the biggest benefits of going is being able to give direct staff and patron feedback to Overdrive.

Department Head *V Clark* Approved Denied Date *8 Apr 15*
 Administrator *Susan Lempke* Approved Denied Date *4-9-15*

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

Niles Public Library District

Balance Sheet

April 30, 2015

	GENERAL FUND 4/30/2015	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Assets				
Cash and Investments				
Cash Checking	(\$2,416,094)	\$643,629	\$1,809,834	\$37,369
Cash-Imprest	\$1,049			\$1,049
Cash-Flexible Spending Account	\$3,331			\$3,331
MaxSafe CD	\$1,019,914			\$1,019,914
Petty Cash	\$400			\$400
Illinois Funds-Tax Deposit Account	\$2,469,791			\$2,469,791
Illinois Funds E pay fines	\$96,642			\$96,642
Northwest Community Credit Union	\$27			\$27
Fifth Third Bank-Investments	\$5,520,000			\$5,520,000
Investments Money Market-Fifth Third Bank	\$119,604			\$119,604
MaxSafe CD	\$512,214			\$512,214
Total Cash and Investments	\$7,326,877	\$643,629	\$1,809,834	\$9,780,340
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	\$3,532			\$3,532
Total Prepaid Items	\$3,532	\$0	\$0	\$3,532
Total Assets	\$9,688,182	\$698,492	\$1,809,834	\$12,196,509

Niles Public Library District

Balance Sheet

April 30, 2015

	GENERAL FUND 4/30/2015	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Liabilities and Fund Balance				
Liabilities				
Accounts Payable	\$146,483	\$4,457	\$0	\$150,940
Accounts Payable-Friends of the Library	\$2,609			\$2,609
Withholding-Social Security	\$60			\$60
Withholding-Federal Income Tax	\$1			\$1
Withholding-State Income Tax	\$38			\$38
Payroll Clearing	\$9,513			\$9,513
Accrued Expenses	\$52,151			\$52,151
Payroll Clearing		\$60		\$60
Payroll Clearing		(\$51)		(\$51)
Deferred Revenues	\$2,334,567	\$54,865		\$2,389,431
Total Liabilities	\$2,545,422	\$59,330	\$0	\$2,604,751
Fund Balance				
Fund Balance	\$7,142,761	\$639,163	\$1,809,834	\$9,591,757
Total Fund Balance	\$7,142,761	\$639,163	\$1,809,834	\$9,591,757
Total Liabilities and Fund Balance	\$9,688,182	\$698,492	\$1,809,834	\$12,196,509

Niles Public Library District Income Statement-Consolidated

April 30, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes	\$125,981		\$125,981	\$6,093,492	\$6,149,135	(\$55,643)	\$6,211,247	98%
Replacement Taxes	\$35,644	\$30,800	\$4,844	\$110,567	\$110,600	(\$33)	\$140,000	79%
Per Capita Grant	\$71,605		\$71,605	\$71,605		\$71,605	\$58,000	123%
Grants-Other	\$1,000	\$83	\$917	\$1,000	\$833	\$167	\$1,000	100%
Investment Income	\$3,675	\$3,333	\$342	\$44,816	\$33,333	\$11,482	\$40,000	112%
Fines	\$4,519	\$3,750	\$769	\$43,348	\$37,500	\$5,848	\$45,000	96%
Lost Books	\$1,524	\$625	\$899	\$6,022	\$6,250	(\$228)	\$7,500	80%
Pay For Print	\$4,301	\$1,250	\$3,051	\$16,606	\$12,500	\$4,106	\$15,000	111%
Non-Resident Fees	\$84		\$84	\$251		\$251		
Flash Drive & Ear Bud Sales	\$17		\$17	\$99		\$99		
Commissions & Fees	(\$5)		(\$5)	\$18		\$18		
Donations-Friends of the Library							\$1,318	
Donations		\$25	(\$25)	\$61	\$250	(\$189)	\$300	20%
Miscellaneous	\$150	\$333	(\$183)	\$625	\$3,333	(\$2,708)	\$4,000	16%
Total Revenues	\$248,495	\$40,200	\$208,295	\$6,388,509	\$6,353,734	\$34,775	\$6,523,365	98%

Expenditures

Salaries

Library Director	\$8,578	\$9,583	\$1,006	\$85,777	\$95,833	\$10,056	\$115,000	75%
Payroll-Department Managers	\$7,893	\$22,931	\$15,038	\$90,476	\$229,310	\$138,834	\$275,172	33%
Payroll-Division Supervisors	\$38,501	\$43,405	\$4,905	\$355,541	\$434,053	\$78,512	\$520,864	68%
Payroll-Librarian I	\$92,671	\$89,552	(\$3,118)	\$928,127	\$895,525	(\$32,602)	\$1,074,630	86%
Payroll-Library Grade V	\$50,670	\$49,376	(\$1,294)	\$490,729	\$493,757	\$3,028	\$592,508	83%
Payroll-Library Grade VI	\$30,751	\$28,248	(\$2,503)	\$263,650	\$282,482	\$18,831	\$338,978	78%
Payroll-Library Pages	\$9,877	\$11,025	\$1,148	\$81,601	\$110,247	\$28,646	\$132,297	62%
Payroll-Sundays	\$7,802	\$6,167	(\$1,635)	\$69,848	\$61,667	(\$8,182)	\$74,000	94%
Adjustments		\$833	\$833	\$6,211	\$8,333	\$2,123	\$10,000	62%
Substitutes	\$1,588	\$667	(\$921)	\$3,137	\$6,667	\$3,530	\$8,000	39%

Niles Public Library District Income Statement-Consolidated

April 30, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Total Salaries	\$248,330	\$261,787	\$13,458	\$2,375,097	\$2,617,873	\$242,776	\$3,141,448	76%
Library Materials								
Books-Adult	\$9,079	\$11,667	\$2,588	\$120,405	\$116,667	(\$3,738)	\$140,000	86%
Books-Youth Services	\$5,470	\$5,417	(\$53)	\$56,449	\$54,167	(\$2,283)	\$65,000	87%
Books-Teen	\$797	\$1,167	\$369	\$11,077	\$11,667	\$589	\$14,000	79%
Downloadables	\$734	\$5,000	\$4,266	\$45,693	\$50,000	\$4,307	\$60,000	76%
Periodicals	\$762	\$1,833	\$1,071	\$4,028	\$18,333	\$14,305	\$22,000	18%
AV-Adult	\$5,064	\$7,750	\$2,686	\$87,460	\$77,500	(\$9,960)	\$93,000	94%
AV-Youth Services	\$2,490	\$3,500	\$1,010	\$34,191	\$35,000	\$809	\$42,000	81%
AV-Teen	\$420	\$1,000	\$580	\$8,979	\$10,000	\$1,021	\$12,000	75%
Online Databases	\$3,797	\$13,333	\$9,537	\$173,993	\$133,333	(\$40,660)	\$160,000	109%
Total Library Materials	\$28,613	\$50,667	\$22,053	\$542,276	\$506,667	(\$35,609)	\$608,000	89%
Library Operating Expenditures								
CCS Charges	\$4,270	\$6,217	\$1,946	\$58,859	\$62,167	\$3,308	\$74,600	79%
Processing & Supplies	\$3,832	\$1,667	(\$2,166)	\$20,574	\$16,667	(\$3,907)	\$20,000	103%
Internet Charges	\$575	\$1,667	\$1,092	\$12,889	\$16,667	\$3,778	\$20,000	64%
Software, Licenses	\$4,756	\$3,750	(\$1,006)	\$44,148	\$37,500	(\$6,648)	\$45,000	98%
Printing	\$1,398	\$4,167	\$2,769	\$23,816	\$41,667	\$17,851	\$50,000	48%
Library Supplies	\$92	\$1,067	\$974	\$11,493	\$10,667	(\$827)	\$12,800	90%
Programming & Support-Adult	\$1,125	\$1,917	\$791	\$13,897	\$19,167	\$5,270	\$23,000	60%
Programming & Support-Juvenile	\$1,309	\$2,875	\$1,566	\$22,580	\$28,750	\$6,170	\$34,500	65%
Programming & Support-Joint	\$164	\$333	\$169	\$1,895	\$3,333	\$1,439	\$4,000	47%
Programming & Support-Teen	\$634	\$642	\$8	\$4,754	\$6,417	\$1,662	\$7,700	62%
Public Performing Rights				\$1,320		(\$1,320)	\$1,318	100%
CCS Communications		\$333	\$333	\$326	\$3,333	\$3,007	\$4,000	8%
Computer Charges OCLC	\$951	\$951	\$0	\$9,506	\$9,507	\$0	\$11,408	83%
Miscellaneous		\$83	\$83	\$1,067	\$833	(\$234)	\$1,000	107%
Per Capita Grant Expenditures	\$16,879		(\$16,879)	\$46,297		(\$46,297)	\$71,000	65%
Grant - Other Expenditures		\$83	\$83		\$833	\$833	\$1,000	
Volunteers	\$554	\$250	(\$304)	\$780	\$2,500	\$1,720	\$3,000	26%

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

April 30, 2015

	<u>Month Actual</u>	<u>Month Budget</u>	<u>Month Variance</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Annual Budget</u>	<u>Actual % of Annual Budget</u>
Total Library Operating Expenditures	\$36,539	\$26,001	(\$10,538)	\$274,201	\$260,007	(\$14,194)	\$384,326	71%
General and Administration								
Janitorial Supplies	\$809	\$2,804	\$1,995	\$25,593	\$28,042	\$2,449	\$33,650	76%
Copiers	\$661	\$833	\$173	\$6,764	\$8,333	\$1,569	\$10,000	68%
Professional Development	\$8,234	\$2,820	(\$5,414)	\$14,636	\$28,204	\$13,568	\$33,845	43%
Mileage	\$260	\$108	(\$152)	\$1,954	\$1,083	(\$871)	\$1,300	150%
Professional Collection	\$4,605	\$396	(\$4,209)	\$5,135	\$3,958	(\$1,177)	\$4,750	108%
Legal Fees	\$1,377	\$2,500	\$1,123	\$28,214	\$25,000	(\$3,214)	\$30,000	94%
Consultants	\$5,847	\$1,250	(\$4,597)	\$79,428	\$12,500	(\$66,928)	\$15,000	530%
Kitchen Supplies	\$89	\$125	\$36	\$1,340	\$1,250	(\$90)	\$1,500	89%
Promotional Expense	\$70	\$2,075	\$2,005	\$9,162	\$20,750	\$11,588	\$24,900	37%
Office Supplies	\$1,086	\$2,083	\$997	\$18,272	\$20,833	\$2,562	\$25,000	73%
Postage & Freight	\$2,808	\$1,500	(\$1,308)	\$12,936	\$15,000	\$2,064	\$18,000	72%
Publication of Notices-Legal	\$51	\$100	\$49	\$1,008	\$1,000	(\$8)	\$1,200	84%
Subscriptions & Dues	\$729	\$750	\$21	\$7,422	\$7,500	\$78	\$9,000	82%
Collection Services	(\$48)	\$83	\$131	\$148	\$833	\$685	\$1,000	15%
Telephone	(\$452)	\$1,375	\$1,827	\$12,395	\$13,750	\$1,355	\$16,500	75%
Trustee Expense	\$691	\$750	\$60	\$3,783	\$7,500	\$3,717	\$9,000	42%
Equipment Rental		\$417	\$417	\$1,182	\$4,167	\$2,985	\$5,000	24%
Payroll Service	\$870	\$1,083	\$213	\$10,826	\$10,833	\$7	\$13,000	83%
Bank Fees	\$257	\$275	\$18	\$2,718	\$2,750	\$32	\$3,300	82%
Parking Lease	\$881	\$881		\$8,810	\$8,810		\$10,572	83%
Total General and Administration	\$28,825	\$22,210	(\$6,615)	\$251,727	\$222,097	(\$29,630)	\$266,517	94%
Vehicle Operation								
Gas, Oil, Grease	\$44	\$83	\$40	\$493	\$833	\$340	\$1,000	49%
Repairs & Maintenance		\$150	\$150	\$226	\$1,500	\$1,274	\$1,800	13%
Miscellaneous		\$8	\$8		\$83	\$83	\$100	
Auto Insurance				\$1,376	\$1,371	(\$5)	\$1,371	100%
Total Vehicle Operation	\$44	\$242	\$198	\$2,095	\$3,788	\$1,692	\$4,271	49%

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

April 30, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Employee Fringe Benefits								
Deferred Compensation	\$14,016	\$14,583	\$567	\$141,014	\$145,833	\$4,820	\$175,000	81%
Group Health	\$27,474	\$31,250	\$3,776	\$277,992	\$312,500	\$34,508	\$375,000	74%
Health Reimbursement Account	\$3,255	\$5,000	\$1,745	\$39,780	\$50,000	\$10,220	\$60,000	66%
Dental	\$1,207	\$1,667	\$460	\$12,839	\$16,667	\$3,827	\$20,000	64%
Vision	\$451	\$583	\$133	\$4,774	\$5,833	\$1,060	\$7,000	68%
FSA fee	\$55	\$100	\$45	\$950	\$1,000	\$50	\$1,200	79%
Life, LTD, AD&D, STD	\$1,873	\$1,750	(\$123)	\$12,121	\$17,500	\$5,379	\$21,000	58%
Total Employee Fringe Benefits	\$48,331	\$54,933	\$6,603	\$489,470	\$549,333	\$59,864	\$659,200	74%
Utilities								
Gas	\$1,024	\$1,250	\$226	\$12,734	\$12,500	(\$234)	\$15,000	85%
Electric	\$7,211	\$6,667	(\$544)	\$84,136	\$66,667	(\$17,470)	\$80,000	105%
Water	\$538	\$583	\$45	\$6,575	\$5,833	(\$742)	\$7,000	94%
Total Utilities	\$8,773	\$8,500	(\$273)	\$103,446	\$85,000	(\$18,446)	\$102,000	101%
Capital Expenditures								
Special Reserve - Building		\$10,833	\$10,833	\$19,135	\$108,333	\$89,198	\$130,000	15%
Special Reserve - Equipment		\$33,083	\$33,083	\$55,409	\$330,833	\$275,424	\$397,000	14%
Special Reserve - Construction Project				\$18,518		(\$18,518)		
Total Capital Expenditures	\$0	\$43,917	\$43,917	\$93,061	\$439,167	\$346,105	\$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

April 30, 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	\$19,535	\$19,167	(\$368)	\$200,658	\$191,667	(\$8,991)	\$230,000	87%
Total Social Security Expenditures	\$19,535	\$19,167	(\$368)	\$200,658	\$191,667	(\$8,991)	\$230,000	87%
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	\$1,181	\$1,250	\$69	\$11,004	\$12,500	\$1,496	\$15,000	73%
Total Unemployment Compensation Expenditures	\$1,181	\$1,250	\$69	\$11,004	\$12,500	\$1,496	\$15,000	73%
Building & Equipment Maintenance								
Repairs & Improvements	\$1,576	\$3,125	\$1,549	\$14,951	\$31,250	\$16,299	\$37,500	40%
Contractual Maintenance	\$1,630	\$2,917	\$1,286	\$25,401	\$29,167	\$3,766	\$35,000	73%
Non-Contractual Maintenance	\$233	\$2,000	\$1,767	\$5,814	\$20,000	\$14,186	\$24,000	24%
Equipment Maintenance	\$1,017	\$3,000	\$1,983	\$12,306	\$30,000	\$17,694	\$36,000	34%
Non Capital Expenses		\$1,667	\$1,667	\$2,473	\$16,667	\$14,194	\$20,000	12%
Furniture & Fixtures		\$4,708	\$4,708	\$4,607	\$47,083	\$42,477	\$56,500	8%
Total Building & Equipment Maintenance Expenditures	\$4,457	\$17,417	\$12,960	\$65,552	\$174,167	\$108,615	\$209,000	31%
Total Expenditures	\$424,627	\$506,090	\$81,463	\$4,675,347	\$5,344,999	\$669,652	\$6,429,497	73%
NET SURPLUS/(DEFICIT)	(\$176,132)	(\$465,890)	\$289,758	\$1,713,162	\$1,008,735	\$704,427	\$93,868	1,825%

Niles Public Library District Income Statement-General Fund

April 30, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes	\$123,124		\$123,124	\$5,956,274	\$5,974,400	(\$18,126)	\$6,034,747	99%
Replacement Taxes	\$35,644	\$30,800	\$4,844	\$110,567	\$110,600	(\$33)	\$140,000	79%
Per Capita Grant	\$71,605		\$71,605	\$71,605		\$71,605	\$58,000	123%
Grants-Other	\$1,000	\$83	\$917	\$1,000	\$833	\$167	\$1,000	100%
Investment Income	\$3,675	\$3,333	\$342	\$44,816	\$33,333	\$11,482	\$40,000	112%
Fines	\$4,519	\$3,750	\$769	\$43,348	\$37,500	\$5,848	\$45,000	96%
Lost Books	\$1,524	\$625	\$899	\$6,022	\$6,250	(\$228)	\$7,500	80%
Pay For Print	\$4,301	\$1,250	\$3,051	\$16,606	\$12,500	\$4,106	\$15,000	111%
Non-Resident Fees	\$84		\$84	\$251		\$251		
Flash Drive & Ear Bud Sales	\$17		\$17	\$99		\$99		
Commissions & Fees	(\$5)		(\$5)	\$18		\$18		
Donations-Friends of the Library							\$1,318	
Donations		\$25	(\$25)	\$61	\$250	(\$189)	\$300	20%
Miscellaneous	\$150	\$333	(\$183)	\$625	\$3,333	(\$2,708)	\$4,000	16%
Total Revenues	\$245,638	\$40,200	\$205,438	\$6,251,291	\$6,178,999	\$72,292	\$6,346,865	98%

Expenditures

Salaries

Library Director	\$8,578	\$9,583	\$1,006	\$85,777	\$95,833	\$10,056	\$115,000	75%
Payroll-Department Managers	\$7,893	\$22,931	\$15,038	\$90,476	\$229,310	\$138,834	\$275,172	33%
Payroll-Division Supervisors	\$38,501	\$43,405	\$4,905	\$355,541	\$434,053	\$78,512	\$520,864	68%
Payroll-Librarian I	\$92,671	\$89,552	(\$3,118)	\$928,127	\$895,525	(\$32,602)	\$1,074,630	86%
Payroll-Library Grade V	\$50,670	\$49,376	(\$1,294)	\$490,729	\$493,757	\$3,028	\$592,508	83%
Payroll-Library Grade VI	\$30,751	\$28,248	(\$2,503)	\$263,650	\$282,482	\$18,831	\$338,978	78%
Payroll-Library Pages	\$9,877	\$11,025	\$1,148	\$81,601	\$110,247	\$28,646	\$132,297	62%
Payroll-Sundays	\$7,802	\$6,167	(\$1,635)	\$69,848	\$61,667	(\$8,182)	\$74,000	94%
Adjustments		\$833	\$833	\$6,211	\$8,333	\$2,123	\$10,000	62%
Substitutes	\$1,588	\$667	(\$921)	\$3,137	\$6,667	\$3,530	\$8,000	39%

Niles Public Library District Income Statement-General Fund

April 30, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Total Salaries	\$248,330	\$261,787	\$13,458	\$2,375,097	\$2,617,873	\$242,776	\$3,141,448	76%
Library Materials								
Books-Adult	\$9,079	\$11,667	\$2,588	\$120,405	\$116,667	(\$3,738)	\$140,000	86%
Books-Youth Services	\$5,470	\$5,417	(\$53)	\$56,449	\$54,167	(\$2,283)	\$65,000	87%
Books-Teen	\$797	\$1,167	\$369	\$11,077	\$11,667	\$589	\$14,000	79%
Downloadables	\$734	\$5,000	\$4,266	\$45,693	\$50,000	\$4,307	\$60,000	76%
Periodicals	\$762	\$1,833	\$1,071	\$4,028	\$18,333	\$14,305	\$22,000	18%
AV-Adult	\$5,064	\$7,750	\$2,686	\$87,460	\$77,500	(\$9,960)	\$93,000	94%
AV-Youth Services	\$2,490	\$3,500	\$1,010	\$34,191	\$35,000	\$809	\$42,000	81%
AV-Teen	\$420	\$1,000	\$580	\$8,979	\$10,000	\$1,021	\$12,000	75%
Online Databases	\$3,797	\$13,333	\$9,537	\$173,993	\$133,333	(\$40,660)	\$160,000	109%
Total Library Materials	\$28,613	\$50,667	\$22,053	\$542,276	\$506,667	(\$35,609)	\$608,000	89%
Library Operating Expenditures								
CCS Charges	\$4,270	\$6,217	\$1,946	\$58,859	\$62,167	\$3,308	\$74,600	79%
Processing & Supplies	\$3,832	\$1,667	(\$2,166)	\$20,574	\$16,667	(\$3,907)	\$20,000	103%
Internet Charges	\$575	\$1,667	\$1,092	\$12,889	\$16,667	\$3,778	\$20,000	64%
Software, Licenses	\$4,756	\$3,750	(\$1,006)	\$44,148	\$37,500	(\$6,648)	\$45,000	98%
Printing	\$1,398	\$4,167	\$2,769	\$23,816	\$41,667	\$17,851	\$50,000	48%
Library Supplies	\$92	\$1,067	\$974	\$11,493	\$10,667	(\$827)	\$12,800	90%
Programming & Support-Adult	\$1,125	\$1,917	\$791	\$13,897	\$19,167	\$5,270	\$23,000	60%
Programming & Support-Juvenile	\$1,309	\$2,875	\$1,566	\$22,580	\$28,750	\$6,170	\$34,500	65%
Programming & Support-Joint	\$164	\$333	\$169	\$1,895	\$3,333	\$1,439	\$4,000	47%
Programming & Support-Teen	\$634	\$642	\$8	\$4,754	\$6,417	\$1,662	\$7,700	62%
Public Performing Rights				\$1,320		(\$1,320)	\$1,318	100%
CCS Communications		\$333	\$333	\$326	\$3,333	\$3,007	\$4,000	8%
Computer Charges OCLC	\$951	\$951	\$0	\$9,506	\$9,507	\$0	\$11,408	83%
Miscellaneous		\$83	\$83	\$1,067	\$833	(\$234)	\$1,000	107%
Per Capita Grant Expenditures	\$16,879		(\$16,879)	\$46,297		(\$46,297)	\$71,000	65%
Grant - Other Expenditures		\$83	\$83		\$833	\$833	\$1,000	
Volunteers	\$554	\$250	(\$304)	\$780	\$2,500	\$1,720	\$3,000	26%

Niles Public Library District
Income Statement-General Fund

April 30, 2015

	<u>Month Actual</u>	<u>Month Budget</u>	<u>Month Variance</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Annual Budget</u>	<u>Actual % of Annual Budget</u>
Total Library Operating Expenditures	\$36,539	\$26,001	(\$10,538)	\$274,201	\$260,007	(\$14,194)	\$384,326	71%
General and Administration								
Janitorial Supplies	\$809	\$2,804	\$1,995	\$25,593	\$28,042	\$2,449	\$33,650	76%
Copiers	\$661	\$833	\$173	\$6,764	\$8,333	\$1,569	\$10,000	68%
Professional Development	\$8,234	\$2,820	(\$5,414)	\$14,636	\$28,204	\$13,568	\$33,845	43%
Mileage	\$260	\$108	(\$152)	\$1,954	\$1,083	(\$871)	\$1,300	150%
Professional Collection	\$4,605	\$396	(\$4,209)	\$5,135	\$3,958	(\$1,177)	\$4,750	108%
Legal Fees	\$1,377	\$2,500	\$1,123	\$28,214	\$25,000	(\$3,214)	\$30,000	94%
Consultants	\$5,847	\$1,250	(\$4,597)	\$79,428	\$12,500	(\$66,928)	\$15,000	530%
Kitchen Supplies	\$89	\$125	\$36	\$1,340	\$1,250	(\$90)	\$1,500	89%
Promotional Expense	\$70	\$2,075	\$2,005	\$9,162	\$20,750	\$11,588	\$24,900	37%
Office Supplies	\$1,086	\$2,083	\$997	\$18,272	\$20,833	\$2,562	\$25,000	73%
Postage & Freight	\$2,808	\$1,500	(\$1,308)	\$12,936	\$15,000	\$2,064	\$18,000	72%
Publication of Notices-Legal	\$51	\$100	\$49	\$1,008	\$1,000	(\$8)	\$1,200	84%
Subscriptions & Dues	\$729	\$750	\$21	\$7,422	\$7,500	\$78	\$9,000	82%
Collection Services	(\$48)	\$83	\$131	\$148	\$833	\$685	\$1,000	15%
Telephone	(\$452)	\$1,375	\$1,827	\$12,395	\$13,750	\$1,355	\$16,500	75%
Trustee Expense	\$691	\$750	\$60	\$3,783	\$7,500	\$3,717	\$9,000	42%
Equipment Rental		\$417	\$417	\$1,182	\$4,167	\$2,985	\$5,000	24%
Payroll Service	\$870	\$1,083	\$213	\$10,826	\$10,833	\$7	\$13,000	83%
Bank Fees	\$257	\$275	\$18	\$2,718	\$2,750	\$32	\$3,300	82%
Parking Lease	\$881	\$881		\$8,810	\$8,810		\$10,572	83%
Total General and Administration	\$28,825	\$22,210	(\$6,615)	\$251,727	\$222,097	(\$29,630)	\$266,517	94%
Vehicle Operation								
Gas, Oil, Grease	\$44	\$83	\$40	\$493	\$833	\$340	\$1,000	49%
Repairs & Maintenance		\$150	\$150	\$226	\$1,500	\$1,274	\$1,800	13%
Miscellaneous		\$8	\$8		\$83	\$83	\$100	
Auto Insurance				\$1,376	\$1,371	(\$5)	\$1,371	100%
Total Vehicle Operation	\$44	\$242	\$198	\$2,095	\$3,788	\$1,692	\$4,271	49%

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

April 30, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Employee Fringe Benefits								
Deferred Compensation	\$14,016	\$14,583	\$567	\$141,014	\$145,833	\$4,820	\$175,000	81%
Group Health	\$27,474	\$31,250	\$3,776	\$277,992	\$312,500	\$34,508	\$375,000	74%
Health Reimbursement Account	\$3,255	\$5,000	\$1,745	\$39,780	\$50,000	\$10,220	\$60,000	66%
Dental	\$1,207	\$1,667	\$460	\$12,839	\$16,667	\$3,827	\$20,000	64%
Vision	\$451	\$583	\$133	\$4,774	\$5,833	\$1,060	\$7,000	68%
FSA fee	\$55	\$100	\$45	\$950	\$1,000	\$50	\$1,200	79%
Life, LTD, AD&D, STD	\$1,873	\$1,750	(\$123)	\$12,121	\$17,500	\$5,379	\$21,000	58%
Total Employee Fringe Benefits	\$48,331	\$54,933	\$6,603	\$489,470	\$549,333	\$59,864	\$659,200	74%
Utilities								
Gas	\$1,024	\$1,250	\$226	\$12,734	\$12,500	(\$234)	\$15,000	85%
Electric	\$7,211	\$6,667	(\$544)	\$84,136	\$66,667	(\$17,470)	\$80,000	105%
Water	\$538	\$583	\$45	\$6,575	\$5,833	(\$742)	\$7,000	94%
Total Utilities	\$8,773	\$8,500	(\$273)	\$103,446	\$85,000	(\$18,446)	\$102,000	101%
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	\$399,454	\$424,340	\$24,885	\$4,239,955	\$4,446,408	\$206,454	\$5,367,406	79%
NET SURPLUS/(DEFICIT)	(\$153,816)	(\$384,140)	\$230,323	\$2,011,337	\$1,732,591	\$278,745	\$979,459	205%

Niles Public Library District
Income Statement- YTD By Fund

April 30, 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	\$5,956,274	\$137,218		\$6,093,492	(\$55,643)	98%
Replacement Taxes	\$140,000	\$110,600	\$110,567			\$110,567	(\$33)	79%
Per Capita Grant	\$58,000		\$71,605			\$71,605	\$71,605	123%
Grants-Other	\$1,000	\$833	\$1,000			\$1,000	\$167	100%
Investment Income	\$40,000	\$33,333	\$44,816			\$44,816	\$11,482	112%
Fines	\$45,000	\$37,500	\$43,348			\$43,348	\$5,848	96%
Lost Books	\$7,500	\$6,250	\$6,022			\$6,022	(\$228)	80%
Pay For Print	\$15,000	\$12,500	\$16,606			\$16,606	\$4,106	111%
Non-Resident Fees			\$251			\$251	\$251	
Flash Drive & Ear Bud Sales			\$99			\$99	\$99	
Commissions & Fees			\$18			\$18	\$18	
Donations-Friends of the Library	\$1,318							
Donations	\$300	\$250	\$61			\$61	(\$189)	20%
Miscellaneous	\$4,000	\$3,333	\$625			\$625	(\$2,708)	16%
Total Revenues	\$6,523,365	\$6,353,734	\$6,251,291	\$137,218	\$0	\$6,388,509	\$34,775	98%

Expenditures

Salaries

Library Director	\$115,000	\$95,833	\$85,777			\$85,777	\$10,056	75%
Payroll-Department Managers	\$275,172	\$229,310	\$90,476			\$90,476	\$138,834	33%
Payroll-Division Supervisors	\$520,864	\$434,053	\$355,541			\$355,541	\$78,512	68%
Payroll-Librarian I	\$1,074,630	\$895,525	\$928,127			\$928,127	(\$32,602)	86%
Payroll-Library Grade V	\$592,508	\$493,757	\$490,729			\$490,729	\$3,028	83%
Payroll-Library Grade VI	\$338,978	\$282,482	\$263,650			\$263,650	\$18,831	78%
Payroll-Library Pages	\$132,297	\$110,247	\$81,601			\$81,601	\$28,646	62%
Payroll-Sundays	\$74,000	\$61,667	\$69,848			\$69,848	(\$8,182)	94%
Adjustments	\$10,000	\$8,333	\$6,211			\$6,211	\$2,123	62%
Substitutes	\$8,000	\$6,667	\$3,137			\$3,137	\$3,530	39%

Niles Public Library District Income Statement- YTD By Fund

April 30, 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	\$2,617,873	\$2,375,097	\$0	\$0	\$2,375,097	\$242,776	76%
Library Materials								
Books-Adult	\$140,000	\$116,667	\$120,405			\$120,405	(\$3,738)	86%
Books-Youth Services	\$65,000	\$54,167	\$56,449			\$56,449	(\$2,283)	87%
Books-Teen	\$14,000	\$11,667	\$11,077			\$11,077	\$589	79%
Downloadables	\$60,000	\$50,000	\$45,693			\$45,693	\$4,307	76%
Periodicals	\$22,000	\$18,333	\$4,028			\$4,028	\$14,305	18%
AV-Adult	\$93,000	\$77,500	\$87,460			\$87,460	(\$9,960)	94%
AV-Youth Services	\$42,000	\$35,000	\$34,191			\$34,191	\$809	81%
AV-Teen	\$12,000	\$10,000	\$8,979			\$8,979	\$1,021	75%
Online Databases	\$160,000	\$133,333	\$173,993			\$173,993	(\$40,660)	109%
Total Library Materials	\$608,000	\$506,667	\$542,276	\$0	\$0	\$542,276	(\$35,609)	89%
Library Operating Expenditures								
CCS Charges	\$74,600	\$62,167	\$58,859			\$58,859	\$3,308	79%
Processing & Supplies	\$20,000	\$16,667	\$20,574			\$20,574	(\$3,907)	103%
Internet Charges	\$20,000	\$16,667	\$12,889			\$12,889	\$3,778	64%
Software, Licenses	\$45,000	\$37,500	\$44,148			\$44,148	(\$6,648)	98%
Printing	\$50,000	\$41,667	\$23,816			\$23,816	\$17,851	48%
Library Supplies	\$12,800	\$10,667	\$11,493			\$11,493	(\$827)	90%
Programming & Support-Adult	\$23,000	\$19,167	\$13,897			\$13,897	\$5,270	60%
Programming & Support-Juvenile	\$34,500	\$28,750	\$22,580			\$22,580	\$6,170	65%
Programming & Support-Joint	\$4,000	\$3,333	\$1,895			\$1,895	\$1,439	47%
Programming & Support-Teen	\$7,700	\$6,417	\$4,754			\$4,754	\$1,662	62%
Public Performing Rights	\$1,318		\$1,320			\$1,320	(\$1,320)	100%
CCS Communications	\$4,000	\$3,333	\$326			\$326	\$3,007	8%
Computer Charges OCLC	\$11,408	\$9,507	\$9,506			\$9,506	\$0	83%
Miscellaneous	\$1,000	\$833	\$1,067			\$1,067	(\$234)	107%
Per Capita Grant Expenditures	\$71,000		\$46,297			\$46,297	(\$46,297)	65%
Grant - Other Expenditures	\$1,000	\$833					\$833	
Volunteers	\$3,000	\$2,500	\$780			\$780	\$1,720	26%

Niles Public Library District
Income Statement- YTD By Fund

April 30, 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	\$260,007	\$274,201	\$0	\$0	\$274,201	(\$14,194)	71%
General and Administration								
Janitorial Supplies	\$33,650	\$28,042	\$25,593			\$25,593	\$2,449	76%
Copiers	\$10,000	\$8,333	\$6,764			\$6,764	\$1,569	68%
Professional Development	\$33,845	\$28,204	\$14,636			\$14,636	\$13,568	43%
Mileage	\$1,300	\$1,083	\$1,954			\$1,954	(\$871)	150%
Professional Collection	\$4,750	\$3,958	\$5,135			\$5,135	(\$1,177)	108%
Legal Fees	\$30,000	\$25,000	\$28,214			\$28,214	(\$3,214)	94%
Consultants	\$15,000	\$12,500	\$79,428			\$79,428	(\$66,928)	530%
Kitchen Supplies	\$1,500	\$1,250	\$1,340			\$1,340	(\$90)	89%
Promotional Expense	\$24,900	\$20,750	\$9,162			\$9,162	\$11,588	37%
Office Supplies	\$25,000	\$20,833	\$18,272			\$18,272	\$2,562	73%
Postage & Freight	\$18,000	\$15,000	\$12,936			\$12,936	\$2,064	72%
Publication of Notices-Legal	\$1,200	\$1,000	\$1,008			\$1,008	(\$8)	84%
Subscriptions & Dues	\$9,000	\$7,500	\$7,422			\$7,422	\$78	82%
Collection Services	\$1,000	\$833	\$148			\$148	\$685	15%
Telephone	\$16,500	\$13,750	\$12,395			\$12,395	\$1,355	75%
Trustee Expense	\$9,000	\$7,500	\$3,783			\$3,783	\$3,717	42%
Equipment Rental	\$5,000	\$4,167	\$1,182			\$1,182	\$2,985	24%
Payroll Service	\$13,000	\$10,833	\$10,826			\$10,826	\$7	83%
Bank Fees	\$3,300	\$2,750	\$2,718			\$2,718	\$32	82%
Parking Lease	\$10,572	\$8,810	\$8,810			\$8,810		83%
Total General and Administration	\$266,517	\$222,097	\$251,727	\$0	\$0	\$251,727	(\$29,630)	94%
Vehicle Operation								
Gas, Oil, Grease	\$1,000	\$833	\$493			\$493	\$340	49%
Repairs & Maintenance	\$1,800	\$1,500	\$226			\$226	\$1,274	13%
Miscellaneous	\$100	\$83					\$83	
Auto Insurance	\$1,371	\$1,371	\$1,376			\$1,376	(\$5)	100%
Total Vehicle Operation	\$4,271	\$3,788	\$2,095	\$0	\$0	\$2,095	\$1,692	49%

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

April 30, 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	\$145,833	\$141,014			\$141,014	\$4,820	81%
Group Health	\$375,000	\$312,500	\$277,992			\$277,992	\$34,508	74%
Health Reimbursement Account	\$60,000	\$50,000	\$39,780			\$39,780	\$10,220	66%
Dental	\$20,000	\$16,667	\$12,839			\$12,839	\$3,827	64%
Vision	\$7,000	\$5,833	\$4,774			\$4,774	\$1,060	68%
FSA fee	\$1,200	\$1,000	\$950			\$950	\$50	79%
Life, LTD, AD&D, STD	\$21,000	\$17,500	\$12,121			\$12,121	\$5,379	58%
Total Employee Fringe Benefits	\$659,200	\$549,333	\$489,470	\$0	\$0	\$489,470	\$59,864	74%
Utilities								
Gas	\$15,000	\$12,500	\$12,734			\$12,734	(\$234)	85%
Electric	\$80,000	\$66,667	\$84,136			\$84,136	(\$17,470)	105%
Water	\$7,000	\$5,833	\$6,575			\$6,575	(\$742)	94%
Total Utilities	\$102,000	\$85,000	\$103,446	\$0	\$0	\$103,446	(\$18,446)	101%
Capital Expenditures								
Special Reserve - Building	\$130,000	\$108,333			\$19,135	\$19,135	\$89,198	15%
Special Reserve - Equipment	\$397,000	\$330,833			\$55,409	\$55,409	\$275,424	14%
Special Reserve - Construction Project					\$18,518	\$18,518	(\$18,518)	
Total Capital Expenditures	\$527,000	\$439,167	\$0	\$0	\$93,061	\$93,061	\$346,105	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

April 30, 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	\$191,667		\$200,658		\$200,658	(\$8,991)	87%
Total Social Security Expenditures	\$230,000	\$191,667	\$0	\$200,658	\$0	\$200,658	(\$8,991)	87%
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	\$12,500		\$11,004		\$11,004	\$1,496	73%
Total Unemployment Compensation Expenditures	\$15,000	\$12,500	\$0	\$11,004	\$0	\$11,004	\$1,496	73%
Building & Equipment Maintenance								
Repairs & Improvements	\$37,500	\$31,250		\$14,951		\$14,951	\$16,299	40%
Contractual Maintenance	\$35,000	\$29,167		\$25,401		\$25,401	\$3,766	73%
Non-Contractual Maintenance	\$24,000	\$20,000		\$5,814		\$5,814	\$14,186	24%
Equipment Maintenance	\$36,000	\$30,000		\$12,306		\$12,306	\$17,694	34%
Non Capital Expenses	\$20,000	\$16,667		\$2,473		\$2,473	\$14,194	12%
Furniture & Fixtures	\$56,500	\$47,083		\$4,607		\$4,607	\$42,477	8%
Total Building & Equipment Maintenance Expenditures	\$209,000	\$174,167	\$0	\$65,552	\$0	\$65,552	\$108,615	31%
Total Expenditures	\$6,429,497	\$5,344,999	\$4,239,955	\$342,331	\$93,061	\$4,675,347	\$669,652	73%
NET SURPLUS/(DEFICIT)	\$93,868	\$1,008,735	\$2,011,337	(\$205,113)	(\$93,061)	\$1,713,162	\$704,427	1,825%

Financial statement narrative

For the month of April 2015 and the ten months then ended

Revenue

Revenue for the first ten months of the fiscal year is running ahead of budget estimates for the ten month mark by nearly 0.5% (\$34,775). This is due to primarily to per capita grant award, interest and fines, offset partially by real estate tax collection rates. 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 April, the Library has collected \$248,495 against a budget estimate of \$40,200.

Expenditures

Salaries

Salaries continue to run behind budget estimates due to vacancies in the Library. At the ten month point in the year, the Library is 9.2% (\$242,776) 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 7.0% (\$35,609) for the first ten 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 5.4% (\$14,194). 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 40.5% (\$10,538). We expect these expense categories to equal budget estimates during the last two months of the year.

General and Administrative

General and Administrative expenses are 13.3% (\$29,630) over budget estimates for the first ten months of the year. The two most notable items in this category are Legal Fees (\$3,214 over budget) and Consultants (\$66,928 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 10.9% (\$59,864) due to vacancies at the Library leading to underutilization of benefits. For the month, we were 12.0% (\$6,603) under budget. We expect this trend to continue as long as there are vacancies in the Library.

Utilities

Utilities are 21.7% (\$18,446) over budget for the first ten months. For the month we are 3.2% (\$273) over. Increased electrical costs & cooler temperatures during the winter 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 ten month point in the fiscal year, the Library budgeted a surplus of \$1,008,735. We have a surplus at this point in the year of \$1,713,162. This \$704,427 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.

Director's Report April/May 2015

April is one of the busiest months at the Library, between National Library Week, National Poetry Month, and Money Smart Week. There's been lots of activity, inside the Library and out. Here are some of the highlights:

- *Swing into Spring Senior Expo at Golf Mill:* Judy McNulty (from Adult Services) and Marilyn Dunham (library volunteer) and Outreach Supervisor Dodie Frisbie helped to man our library table. They estimated that they talked to about 300 people over the course of several hours. We handed out library tchotchkes and fliers advertising library programs.
- *8th Annual Low Vision Fair:* Our Dodie Frisbie coordinated this year's fair, which was a resounding success. They had at least 200 attendees. This eight library initiative (Niles, Morton Grove, Skokie, Park Ridge, Greater Vernon Area, Northbrook, Glenview and Prospect Heights) has done the fair for eight years. This is the first year the location was changed from the Niles Senior Center to a different venue (the Glenview Senior Center). Free vision screenings for glaucoma and diabetic retinopathy were available. Agencies and vendors of assistive technology were present.
- Youth Services School Liaison Sarah Muskivitch made it out to 22 classrooms in April, and also brought in all of the Culver School second grade classes. At the library, 21 of the 62 Culver students in attendance received their very first library cards. Students listened to stories, went on a library tour, participated in our poetry scavenger hunt, and those who had their cards with them were able to check out 2 books to take home. Included in the Communications are some of their thank you notes.
- For *National Library Week*, we held our annual Bookmark Contest with an awards ceremony featuring children's illustrator Michael Hays. Library Night Out was during this week, and was a tremendous success.
- *Dia de los Niños* (Day of the Children) is an annual event at the end of April. This year's was a popular program with 87 people in attendance. We hosted a Spanish storyteller, served the traditional tres leches cake, and offered cultural crafts for children of all ages and their families.
- Teen Librarian Mary Miller pulled poems from the Poetry.org site, rolled them up into tubes and tied them up with pretty little ribbons. She and Dodie Frisbie then handed the poems out for *Poem in Your Pocket Day* on April 30th, visiting the Mayor's office, the Senior Center, the Post Office, the Fitness Center, and Culver School. Altogether they handed out 280 poems. Inside the Library, we celebrated poetry with the annual Poetry Scavenger Hunt in KidSpace and a poetry writing contest.
- Business Librarian Judy McNulty orchestrated a wide variety of personal finance and business programs in April, many of which she got for free. She also has been participating in the Niles Chamber of Commerce.
- From Cecilia in Adult Services: The new CLUB READS display is going gangbusters. Each day (sometimes multiple times a day), I have to rearrange items on this permanent display since people are checking them out. The new project I have undertaken in April is TRAVEL BOOKS. I am currently working on a solution that will keep our travel book collection vast and most importantly current.

This is just a small sampling of the staff activity in April!



Our trivia team, the 794s (Dewey number for trivia) participated again in the TLC Trivia Contest at the White Eagle, and brought home the trophy. It's a fun event that raises money for the District 63 Education Foundation, which offers after school programs for kids. One of the Library Trustees asked if the program is open to all children, so I asked, and Director Pam Surber said that last summer they had students from 27 schools participating! Pam has announced her retirement, so the Foundation Board (which I am on) and the D63 School Board will be looking at options for the future. Pam will be greatly missed.

Technology

Ruth Schuster and Darlene Fox have been busy on the technology front. They attended the Digital Media Lab Summit at the Fountaindale Public Library, visited the Barrington Public Library to see their makerspace and digital set-ups, and attended programs. Darlene also attended the 3M Cloud Users Group meeting. Cyndi Rademacher attended the Sirsi Users Group meeting on behalf of the Library and got the latest on what we can expect with our catalog.

Here is a glimpse from Ruth about the type of programs they are investigating for our own patrons: Kevin McQuown, founder of Windy City Lab, showed basic examples of how **Arduino**, an open source electronics platform, can automate processes in the home, like monitoring the temperature throughout the day, making coffee in the morning, watering plants. Kevin introduced us to the Arduino Microprocessor and all the little additional circuit pieces necessary to do the actual automation. Unlike the Raspberry Pi, Arduino is just a processor that sends information to another device to calculate, automate, or measure. Darlene and I and a Librarian from Barrington were in attendance with software designers, and programmers. The neat thing was all those techy-types were just as clueless as we were!! I time just whizzed by.

Set up a **Raspberry Pi** – in fact we used the Pi as a PC during the Open Help Tech Desk session! The Libraries Pi's had not arrived so I brought my personal Pi in and set it up. I got a little help from Greg McGowan (who also has a Pi that is not set up). The Raspberry Pi is a fully functioning computer that has a 1G memory. The operating system has to be loaded and peripherals have to be set up for it to function. The Pi runs on a version of Debian called Raspian – a Linux programming platform. It was really fun to do. I had to figure out why the keyboard didn't work properly and that took checking the code and making changes in it. Wifi network code also had to be tweaked. The Pi is fun to use if you like to get under the hood. The Library has purchased 5 Pi's that we will use for programs with adults and perhaps teens. Our first program will be "Getting acquainted and setting up Raspberry Pi."

Other News

I have made the change to the statistics I mentioned last month, which is to put all of the digital circulation into one category. Quarterly we will break the numbers out into Adult, Teen and Juvenile. The digital circulation comprises Hoopla, Overdrive/My Media Mall, 3M Cloud, and Tumblebooks. Surprisingly, the most circulation many months is from the children's resource, Tumblebooks.

We have had so much call for Notary Publics that Athena and her Team Leaders have signed up to become Notaries as well. This should help cover evenings, weekends, and times when our original Notaries (Diane, Neil and Magda) are not available.

From Cecilia in Adult Services: The new CLUB READS display is going gangbusters. Each day (sometimes multiple times a day), I have to rearrange items on this permanent display since people are checking them out. The new project I have undertaken in April is TRAVEL BOOKS. I have currently working on a solution (hopefully permanent) that will keep our travel book collection vast and most importantly current.

Marketing Supervisor Sasha Vasilic got his first experience with interviewing, working together with Arianne Carey to interview Graphic Artist candidates and with Rich Wozniczka to interview Webmaster candidates. This is in addition to the huge amount of time and effort going into finalizing Summer Reading materials and the Summer edition of Chapter One. He will be very glad to have his new hires in place, Chapter One in homes, and Summer Reading up and running.

Business Manager Greg Pritz has been working with supervisors and me to gather information for this preliminary 2015-16 budget. It is a work in progress, but I'm glad that Greg has been able to involve the supervisors more this time. I believe it's helpful for them to have a clear understanding of all of the parts that make up the budget, not just their own areas.

Committees

The Digital Media Lab Committee The Committee met to review what has been purchased so far, what remains, and to set a date for the kick-off events, September 19th. We have also selected logos for The Creative Studio and for Wonder Ground, so they will each have their own brand and identity.

The Sunshine Committee The Committee hosted a festive Cinco de Mayo potluck for staff. They do not have a budget, so everything they do is contributed by staff.

Display and Art Gallery Committee The Committee is planning a staff display that fits with the "Hero" theme of Summer Reading. They also will begin getting out the word that artists can put their work on display in the Franklin Gallery.

Susan Dove Lempke
Interim Library Director

Trustee Calendar

June

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

July

No Friends meeting
7/4—Niles Independence Day Parade
7/15—Regular Meeting of the Board of Trustees

Monthly Statistical Report -- April 2015

LOAN OF LIBRARY MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult	38,269	41,357	-7.47%	406,389	409,696	-0.81%
Teens	3,230	3,033	6.50%	33,066	32,256	2.51%
Juvenile	38,556	38,143	1.08%	393,148	374,104	5.09%
Digital	5,702	5,653	0.87%	43,075	29,126	47.89%
TOTAL Loan of Library Materials	85,757	88,186	-2.75%	875,678	845,182	3.61%
LOAN OF MATERIAL BY TYPE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult						
Print	17,937	18,056	-0.66%	184,375	181,286	1.70%
Periodical	1,321	726	81.96%	10,659	8,484	25.64%
Audio	3,487	5,554	-37.22%	47,486	52,792	-10.05%
DVD	15,524	17,021	-8.80%	163,869	167,134	-1.95%
TOTAL Adult Loans	38,269	41,357	-7.47%	406,389	409,696	-0.81%
Teens						
Print	2,427	2,243	8.20%	24,773	23,931	3.52%
Periodical	15	35	-57.14%	141	109	29.36%
Audio	481	458	5.02%	4,783	5,164	-7.38%
DVD	307	297	3.37%	3,369	3,052	10.39%
TOTAL Teen Loans	3,230	3,033	6.50%	33,066	32,256	2.51%
Juvenile						
Print	27,419	26,261	4.41%	275,098	257,050	7.02%
Periodical	97	101	-3.96%	1,001	898	11.47%
Audio	2,657	2,830	-6.11%	25,851	28,184	-8.28%
DVD	8,383	8,951	-6.35%	91,198	87,972	3.67%
TOTAL Juvenile Loans	38,556	38,143	1.08%	393,148	374,104	5.09%
TOTAL Digital	5,702	5,653	0.87%	43,075	29,126	47.89%
ONLINE DATABASE USE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Total Database Use	8,006	5,062	58.16%		58,467	-100.00%
Holds	Current Month	Prior Year Same Month	% Change			
Holds Placed	8,151	11,162	-26.98%			
Holds Made Available	12,810	15,070	-15.00%			
Patron Registration	Current Month	Total	Prior Year Same Month	% Change		
New District cards	369	25,474	237	55.70%		
Patron Count	Current Month	Prior Year Same Month	% Change			
Patron visits	33,152	34,321	-3.41%			
Unique Library cards used	5,288	5,278	0.19%			
e-News subscribers	10,635	8,520	24.82%			
IN-HOUSE USE OF MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Reference--Adult		35	-100.00%		2,830	-100.00%
Circulating--Juvenile	8,197	5,933	38.16%	76,181	39,996	90.47%
Circulating--Teen	537	639	-15.96%	6,137	1,292	375.00%
Circulating--Commons	150	135	11.11%	1,492	287	419.86%
Circulating--Adult	3,727	4,645	-19.76%	44,548	36,723	21.31%
TOTAL In-house Use of Print Materials	12,611	11,387	10.75%	128,358	81,128	58.22%

Monthly Statistical Report -- April 2015

PC Users by Area	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult Services	4,562	4,364	4.54%	49,838	42,563	17.09%
Youth Services	1,111	1,435	-22.58%	12,515	10,288	21.65%
Teen Services	460	218	111.01%	3,282	670	389.85%
Express Internet	223	738	-69.78%	2,780	13,117	-78.81%
Patron Wi-Fi Uses	11,079	8,470	30.80%	98,976	35,722	177.07%
Scanning devices	1,033	1,006	2.68%	8,350	7,799	7.07%
Total Users	18,468	16,231	13.78%	175,741	110,159	59.53%
Website Hits	34,318	34,824			268,543	
Facebook "Likes" to date	853	745				
Buzz Blog views	634				0	
Media Hits (includes print and online articles and listings)	42	79			684	
TECHNICAL SERVICES						
	Items Added	Items Withdrawn	Library Holdings			
<i>March</i>	2,515	1,902	296,233			
Library Services						
	Current Month	Year to date				
Notary Public	68	742				
Test Proctoring	14	86				
Voters' Registration	0	8				
Study Room Use	371					
VOLUNTEER HOURS						
	Number of people	Total hours				
Adult Services & Programs - Fic, AV, Ref	18	88				
Teen Services & Programs - Fic and Ref	15	39				
Youth Services Programs & General	20	92				
General Library & Library Events	16	136				
Total Volunteers/Hours this month	69	355				
<i>NOTE: Last year volunteers/hours same month</i>	90	394				
Service Desks						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Quick Questions	5,807	7,103	-18.25%	56,952	62,785	-8.49%
Reference/Research	4,888	5,952	-17.88%	98,415	64,165	98.78%
TOTAL All Service Desks	10,695	13,055	-18.08%	155,367	126,950	46.66%
Adult Services (3rd floor)						
Quick Questions	620	627	-1.12%	6,258	12,049	-48.06%
Reference/Research	671	1,126	-40.41%	18,730	14,506	29.12%
Total Reference Desk	1,291	1,753	-26.35%	24,988	26,555	-5.90%
Fiction/Audiovisual Services (2nd floor)						
Quick Questions	2,401	1,807	32.87%	12,205	15,128	-19.32%
Reference/Research	618	843	-26.69%	29,121	19,442	49.78%
Total Fic/AV Desk	3,019	2,650	13.92%	41,326	34,570	19.54%
Technology Desk						
Quick Questions	1,321	1,216	8.63%	12,902	7,778	65.88%
Reference/Research	639	1,148	-44.34%	23,649	3,771	527.13%
Total Tech Desk	1,960	2,364	-17.09%	36,551	11,549	216.49%
Teen Desk						
Quick Questions	132	237	-44.30%	3,402	1,445	135.43%

Monthly Statistical Report -- April 2015

Reference/Research	368	308	19.48%	1,958	1,101	77.84%
Total Teen Desk	500	545	-8.26%	5,360	2,546	110.53%
Outreach Services						
Reference/Research	617	723	-14.66%	5,304	4,794	10.64%
Bulk Loan Items Delivered to Nursing Homes	475	440	7.95%	4,295	4,070	5.53%
Materials pulled for Homebound Users	1,059	1,014	4.44%	10,485	10,567	-0.78%
Total Outreach	2,151	2,177	-1.19%	14,780	14,637	0.98%
Youth Services						
Quick Questions	1,333	3,216	-58.55%	22,185	26,385	-15.92%
Reference/Research	1,975	1,804	9.48%	19,653	20,551	-4.37%
School Loans pulled	27	22	22.73%	236	215	9.77%
Museum Adventure passes distributed	13	15	-13.33%	182	179	1.68%
Total Youth Services	3,348	5,057	-33.79%	42,256	47,330	-10.72%
GRAND Total	12,269	14,546	-15.65%	165,261	137,187	20.46%

	Current Month	Prior Year Same Month	% Change			
Interlibrary Loan						
Books, A-V						
Items lent to offline libraries	321	289	11.07%			
Items received from offline libraries for patrons	119	108	10.19%			
Total	440	397	10.83%			

	Current Month	Prior Year Same Month	% Change			
Outreach Services						
Homebound						
Patrons	239	225	6.22%			
Visits	240	228	5.26%			
Institutions						
Institutions	10	9	11.11%			
Visits	10	9				
Schools						
Items	632	462	36.80%			
Visits	16	17	-5.88%			

	This Month	Attendance	Attendance Prior Year	% Change		
LIBRARY PROGRAMS						
Programs--Youth						
Rise & Shine Storytime (parent & child)	3	63				
Babytime (parent & child)	4	142				
Family Storytime (parent & child)	4	81				
Toddler Storytime (parent & child)	10	284				
Preschool Storytime	4	75				
Big Kids Storytime	5	71				
Bibliobop	1	65				
Reading Patch Club	1	1				
1,000 Books Before Kindergarten	2	18				
Chess	3	91				
Book Buddies	4	8				
Mega-Mondays	4	90				
Breakfast Bingo	1	39				
Movies	1	50				
Second Sunday	1	106				
Outreach to Schools	1	62				
Ipad Usage	1	450				

Monthly Statistical Report -- April 2015

Bedtime Math PJ Party	1	12			
Poetry Scavenger Hunt	1	158			
Storywalk	1	160			
Dia de los Ninos	1	87			
NPLD Visiting Schools	32	784			
Harry Potter Party	1	62			
Bookmark Contest entries	1	100			
Schools Out Movie	1	20			
Meet Author Geoff Rodkey	1	12			
Outreach to Schools: Book Discussion	1	9			
Library Night Out Pizza and Show	1	335			
Video Games	1	200			
In-House Games & Toys	1	601			
Total Youth Services Programs	94	4,236	3,776	12.18%	
Programs--YS and Teen					
Reading Challenge	4	183	219	-16.44%	
Programs--Teens					
Teen Advisory Board	1	10			
Anime and Manga Club	1	6			
Videogames	1	49			
Poetry Contest	1	140			
Poetry Scavenger Hunt	1	12			
Poem in Your Pocket	1	140			
Games	1	2			
Buttonmaking	1	18			
Outreach School Visits to Library	4	40			
Outreach to Schools	10	275			
Drop in DIY	3	11			
Movies	1	12			
Total Teen Programs	26	715	272	162.87%	
Programs--Adult					
Citizenship Classes	4	25			
SCORE	6	16			
CJE SeniorLife Counseling	2	2			
Power Employment Workshop	1	6			
Senior Coffee Hour - Miracle Ear Hearing Program	1	16			
BookBites Book Discussion	1	15			
Book Discussions at Nursing Homes	3	17			
Book Discussion in Polish	1	12			
Book Discussions	2	15			
Bubble & Squawk Cookbook Discussion	1	12			
Library Night Out Party and Show	1	155			
Movies	1	22			
Technology Programs	8	68			
Niles Songwriters	1	5			
Low Vision Fair at Glenview Senior Center	1	200			
Swing Into Spring Senior Expo at Golf Mill	1	300			
Shakespeare Film Discussion	1	15			
Shakespeare Play and Discussion	2	115			
100 Small Ways to Save Big	1	30			
Earth Day	1	28			
Poetry Month Activities	4	189			

Monthly Statistical Report -- April 2015

Wills & Trusts	1	95				
Property Tax Appeal	1	65				
CUB	2	41				
Brain Buster Trivia Challenge	1	15				
Selling on eBay & Amazon	1	20				
Total Adult Programs	50	1,499	1,032	45.25%		
Outside Meetings						
Film Discussion Group w/Karol Verson	1	20				
Morton Grove Toastmasters Club	1	20				

Monthly Statistical Report -- April 2015

Citizenship Class	4	8				
Jewish Genealogical Society of Illinois	1	12				
Play Reading Discussion Group w/Karol Verson	1	20				
New Life Church Apostolic Assembly	1	15				
Pat's Knitting Group	1	15				
Images, Inc., on behalf of Pace Suburban Bus	1	45				
Niles All American Toastmasters	2	19				
Jeff Prosansky	1	7				
Parents/Students of Maine East H.S.	1	11				
Total Outside Meetings	1	11				
Total Meeting and Program Attendance	16	203				
	186	6,653	5,080	30.96%		

Patron Suggestions and Comments for May 2015

Responses to Patron Suggestions and Comments

a. Why is eating or talking allowed in the computer room? Neither should be allowed.

b. Please put signs: cell phone use only out of computer area. I use the computers very often—those people who are using cell phones in the computer area are very disturbing to those of us trying to concentrate.

c. Noise from both sides of the computer room is disturbing when trying to concentrate on the computer. Whoever planned the new layout should have included the installation of sound proofing and/or the instructions on how children should behave in a library.

We are sorry that you have found the computer area to not be quiet enough. We understand that people using computers sometimes need silence to concentrate; however, other people need to be able to answer calls and get assistance from staff, or even to talk with someone they are with. In a public library computer center, it's not possible to keep silence—we try for quiet as much as possible. We offer headphones at the desk that people may borrow to filter the noise, and we are looking for another solution. Eating at the computers is not permitted.

a. Your suggestion for utility assessment is going to be taken up. Thank you.

b. Smart Money Week was fabulous!!! I've been here 5 days in a row. I've signed up for Energy Assessment. Taxes are next. Thank you so much for saving me money. R. T.

We are so glad that the Money Smart programs were helpful. We have a great staff who is always looking for practical, informative programs for our adult patrons.

This is a wonderful facility and your staff is awesome—keep up the good work! FYI—the American Flag is in disrepair. Please replace ASAP! Thank you! R. P.

Thank you for bringing this to our attention. As you have seen, the flag has been replaced. We do sometimes wait until the worst of the winter weather to replace a flag.

All librarians should assist patrons on 1st floor in 2nd room by the current DVDs—E. was working. I nicely asked her "WHAT NUMBER" would I go to for books on a specific topic. Her response was the 3rd floor. Hello—she is in front of a computer and I asked a specific catalog #. Terrible customer service. Isn't that her job?

Actually, it is not her job. The staff member you mention is not a librarian—she is a clerk. She is available to help with copier issues, vending machine problems, and to answer some questions, but she is supposed to refer questions about the location of specific books to the librarian staff as she did. We're sorry you didn't get the service you expected, and we will consider what type of staff to have at that desk.

WiFi connectivity fades in and out in the area near the candy machines on the ground floor. Access was never great there but has seriously deteriorated this past month (March-April 2015). I have brought this to the attention of IT department verbally to no avail. M. D.

The IT Department tells me that one patron asked them once to reset the wifi in that area, and it was reset. They have tested it since receiving your comment and don't find an issue, so they suggest that the issue may be with your equipment. If you ask at the desk, they will be happy to locate an IT staff member to try to work with you on the issue.

Have *The Bugle* come every Thursday before 3:00 PM.

Unfortunately, that is out of our control.

Staff is amazingly friendly, knowledgeable and helpful, lending a relaxing and familial atmosphere to the entire library. Always a pleasant experience.

Thank you so much for taking the time to write! That is great to hear.

Thanks for all
the give-aways too!
I see kids using the
pencil & pens for
their assignments!
It's a great reminder to
use the
Public Library!

Dear Donna & NPL,

Thank you for coming
to the Maine South
Library during National
Library Week. The
students were able
to learn about your
programs & enter
some contests. It is
important for them
to know who their
teen librarian is.
Thanks Again
Maine South



from daughter of homebound patron Helen MURPHY at
Glen St. Andrew

Outreach

5/2/15

Miles Libran, Personel!
you have been
taking care of my
Moms' Reading for
30 yrs. & now because
of a stroke she can
no longer read.
Thank you for all
the years of caring
for her - Her Family
Pat Kohler
Daughter.

May 6, 2015

Dear Ms. Debbie, And Ms. Sarah,

Thank you for giving us a tour of the library. I really enjoyed it. Thank you for telling us stores. I liked the gel pen's. I also liked the artwork.

I love the bookmark they were so beautiful and colorful! Thank you for making a library card for me And

letting me check out books I love sculpture, it was so smooth and it felt very nice. I love checking out

books! Thank you for letting us visit the Miles Public Library. I really enjoyed it! I love the Miles public library.

From,

Alisha

5/06/15

Dear Ms. Sarah,

Thank you for reading us all the stories. I think I can remember Goldie Socks and the the three libearians and the poems you could read back wards or fowards! I also liked the ginger bread man in the library and the hidden animals. thank you for letting me get my own library card and letting me check out library books. I loved the scavenger hunt and the Benjamin Franklin gallery! My favorit library books are Matilda, By Roald Dahl, and Vet Volunteers, by Laurie Halse Anderson. I liked all the cool book marks! It was the best best field trip to the library ever!

From,

Alexandra

May 6, 2015

Dear Ms. Debbie,

Thanks you for the tour and showing us the artwork we made. I enjoyed the Scarenger hunt and letting us checking out two books. Thanks for telling us about the sculpture. Thanks for letting us touch the sculpture. Thanks for letting us take some of the ^{bookmark} book marks. Thanks for letting us spend time the library. I will come back to the library in the summer

Sincerely,
Adrian Gazda

Niles Historical Society

8970 N. Milwaukee Ave., Niles, IL. 60714-1737
Phone /Fax #: (847) 390-0160

Internet Contact: nhs@vniles.com
And on Facebook! Niles Historical Society and Museum

Hours: Mon., Wed., Fri., 10:30am.-3:00pm.
Programs monthly, Fourth Sunday @ 2pm.

A Special Thank-You to Dan Smaczny

The Historical Center was sorry to lose our Curator, Dan Smaczny, due to the Center's budget cuts.

Dan's experiences and skills helped us implement valuable information on Museum Standards, upgrading Past Perfect files, and working with Artifacts and Accessions. The Historical Society wants to thank him for all the guidance he gave us and we wish him well in future endeavors.

Hand in Hand with the Niles Library

The Center has been working closely with Neil O'Shea from the Niles Library and their genealogy resources. Right now the Library has a wonderful computer lab dedicated to **genealogical research**. We hope to have that available to those pursuing geological research here at the Center. Our goal is to get those doing research onto the proper path so people can discover their family tree. We will also post those events sponsored by the Library that have to do with history/military history.

Upcoming Historical Programs at the Library

- Sun 5/17 2-3:30p - Tam Ky: The Battle for Nui Yon Hill
- Sun 6/21 2-3:30p - Genealogy with Jennifer Holik

Have You Seen Our Information Table at the Niles Library?

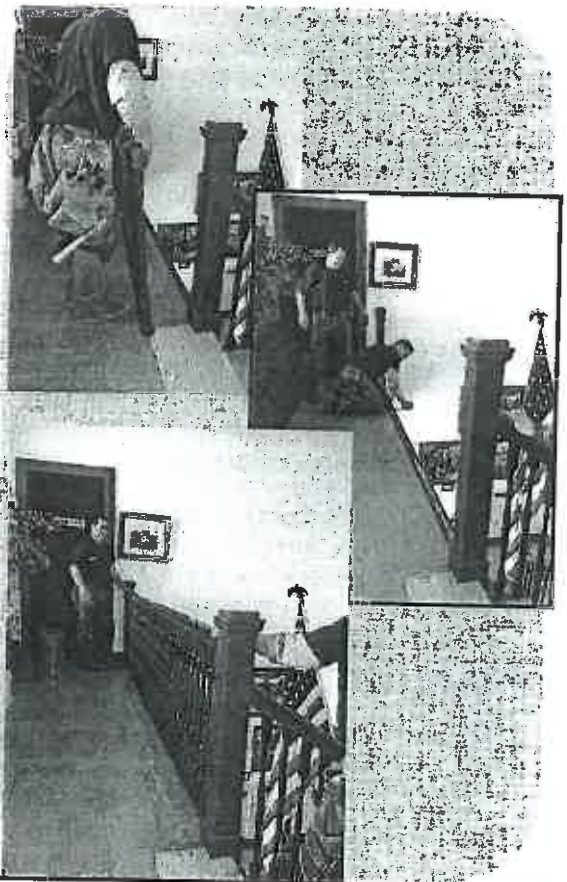
For the past couple of Saturdays the Niles Historical Society has had a table in the foyer of the Niles Public Library. We are thankful for the support from **Susan Lempke, Diane Winberg, and the Library Staff** for graciously letting us talk to the library patrons and getting the word out about the Historical and Cultural Center. Our table can be seen as you come into the front door of the library. Please stop by and visit us. We have a nice, visual display, pamphlets and information about the Center, and a whole assortment of "goodies" for all who stop by, and we hope that you will. During the upcoming months we will be there Saturdays & Sundays. We will post information and times on our Facebook page and via Twitter.

Reworking the Third Floor Balustrade

Early in April our Building and Grounds Chairman, Jim, noticed a few loose spindles on the third floor balustrade going from the "Apartment Exhibit" to our Storage Area. This is an area normally not used by visitors, but anyone can access it by taking the stairs to the third floor. The Board was very concerned about any visitors (with children) and volunteers going up in that area.

A phone call to Margie Gudas at Public Works got the work order rolling. Gary and Dave, under the direction of John Kosina, refinished and "rebuilt" the Third Floor Balustrade, then brought it back and reinstalled it. We are now safe and secure!

Thank you to Public Works!



Officers and Board of Directors

Julia Guarnaccio, *President*
Doris Gottschalk

Jim Kozak

Sandie Friedman, *Secretary*

LaVerne Kozak

Tony Guarnaccio, *Treasurer*
Arlene Twardowski

New Business—Recommended Actions

A. Recommended Action on Proposal for Supervisor Training Course

MOVE the Library Board of Trustees approve the proposal from the Management Association for providing their Legal Issues for Supervisors and Managers and Leadership Boot camp.

Memorandum A of Recommended Board Action

The Library is a member of the Management Association, which provides Human Resources information and training. Because we have so many new supervisors (most of them have 1 year or less experience) it would be beneficial to get all of the managers and supervisors trained on legal issues, hiring, training, evaluating and disciplining personnel. New supervisors get training, longer-term supervisors get their skills refreshed, and all management and supervisory staff have an understanding of the legal and practical issues surrounding working with employees.

The content of the two courses is offered at their Downers Grove facility, but this will be personalized to us, and will save a great deal of time and cost in mileage. We will allow other libraries to take any slots we do not use at a pro-rated cost.



Proposal:

Niles Public Library District *Leadership Development Boot Camp*

April 16, 2015

SUBMITTED BY:

Magen Rameau, SPHR
Human Resources/Training Specialist

Management Association
3025 Highland Parkway, Suite 225
Downers Grove, IL 60515
800-448-4584
www.hrsource.org

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About the Management Association

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About the Management Association

The Management Association has been a leader in providing service to employers for over a century. Through the years, the Association has directed all of its efforts toward achieving a single purpose – to keep organizations strong, prosperous and competitive by partnering to strengthen their human resource and leadership practices. Today, our strong and growing not-for-profit organization serves a diverse array of more than 1,000 employers, including manufacturers, non-profit organizations, public employers, financial service providers and social service agencies.

Our Association delivers first-rate training and development programs, timely information, local and national benchmarking data, forums for member networking and a menu of solutions to current management challenges. Our services focus on training employees to keep pace with today's constantly changing work environment, complying with complex regulations, attracting and retaining talent, and building relationships with other employers and valuable resources.

The Management Association's dedicated and experienced staff strive to provide our members and clients with the most current information, counsel and best practices available. We believe the human side of the organization is the key differentiating factor and we endeavor to offer employers effective and efficient services which allow them to thrive.

Our Unique Capabilities

The Management Association's training and development experts can provide a variety of onsite programs relevant to organizations, to the HR professional and to managers, supervisors and employees at your facility. Our professional development staff will design sessions that meet the specific needs of your organization. Our staff will help you assess required skill sets and concerns that are unique to your organization's situation to determine what is necessary and will help you identify existing strengths and opportunities for improvement. We will develop a personalized training plan to ensure that your employees develop the skills necessary to make a positive, noticeable impact and help you achieve your organization's goals.

Many organizations turn to the Management Association for organizational development and training needs.

- We have experienced training and development professionals on staff who will design and present material in meaningful and easy-to-understand ways.
- We have experienced and certified Human Resource and compliance experts on staff that will identify your human resource and organizational practices and determine best management practices to help your organization's staff engage in the most professional – and legally compliant - workplace behaviors.
- As a member-based organization, we know the importance of maintaining a positive relationship with members. We keep that in mind when developing and delivering our training sessions and workshops.

Our Approach

Leadership Development Boot Camp (Three day session)

Stop that manager! Many managers and supervisors are promoted based on their ability to perform a job. However, once they are in charge of direct reports, they need an entirely different set of skills. Without a basic understanding of employment laws and managerial concepts and how to apply them, they can expose your organization to liability. That's where we come in! In just three days, your supervisors and managers will learn the basics of pertinent employment law and managerial skills through engaging case studies and role plays that immediately apply their knowledge. From interviewing to goal setting to counseling and discipline, participants will walk "employees" through the employment cycle while applying HR concepts, employment law and solid management techniques.

The participants in this session will be able to:

- Apply applicable employment laws
- Practice behavioral interviewing skills
- Conduct a goal-setting session
- Coach and counsel employees to improve performance and reach goals
- Discuss leadership challenges and motivation
- Recognize when discipline is needed and when to involve HR

This interactive session involves a combination of lecture, discussion, group and individual activities. Each participant is provided with written materials.

As discussed, we strongly encourage Legal Issues for Managers and Supervisors as a prerequisite to the *Leadership Development Boot Camp* course.

Legal Issues for Managers and Supervisors (4 hour session)

Managers who are not familiar with employment law could be placing the organization at risk for legal liability. Often, it is the manager's words and actions that are at issue in a legal proceeding. This session will provide managers with necessary information to reduce potential liability. Participants will learn what to be aware of and how to address legal issues that managers commonly encounter including medical conditions, potential harassment and discrimination, at-will employment, wage and hour concerns, and the necessity to appropriately document employees' actions.

Investment

The member investment for presentation and facilitation of the management sessions of the three day *Leadership Development Boot Camp* is \$12,500 for up to 15 participants. This includes the full session of *Legal Issues for Managers and Supervisors*, and a two hour pre-meeting to develop the customized Live Action Case Studies. Any additional customization completed at the request of Niles Public Library District will be billed at the member rate of \$175/hour.

If requested, sessions conducted outside normal business hours may be subject to an additional fee.

This proposal is valid for 90 days from the date of this correspondence. Upon acceptance of this proposal, we will discuss specific scheduling.

May 20, 2015

New Business—Recommended Actions

B. MOVE the Library Board of Trustees approve the purchase of circulating Kindles.

Memorandum B of Recommended Board Action

See attached memo.

MEMORANDUM

TO: ADMINISTRATION
FROM: RICHARD WOZNICZKA & ARIANNE CAREY
INFORMATION TECHNOLOGY & YOUTH SERVICES
SUBJECT: REQUEST TO USE BUDGETED SPECIAL RESERVE FUNDS FOR
PURCHASE OF KINDLE EREADERS
DATE: 4/14/2015

Information Technology and Youth Services recommends that the Board of Trustees approve the expenditure of **\$4,753.62** in budgeted Special Reserve funds to purchase 18 Amazon Kindle eReaders, necessary accessories and initial eBook titles.

\$3,853.62 CDWG; 18 Kindle Paperwhite, 2 year Accidental Damage protection & necessary accessories. Amazon price \$4,121.46, Best Buy price \$3,869.28.
\$900 Amazon; \$300 per each group of 6 devices for initial Ebook titles.

KidSpace and Young Adult Services have requested the purchase of Kindles that were budgeted for purchase from the Special Reserve Fund this year. The 6 YA Kindles will be loaded with copies of the most popular titles from the local high school (Maine East, Niles West, Notre Dame, Maine South and Niles North) summer reading lists, Abraham Lincoln Award nominees, Read for a Lifetime list and Teens Top Ten nominees. The Kindles will be made available for checkout to Niles cardholders and registered card holders at other libraries who attend a local school and can show a current high school ID. Library cards should be in good standing for checkout. The 12 KidSpace Kindles will be part of the first digital book club. Traditionally we select the titles in advance, purchase the titles, process them, and check them out to the book club participants. Using the e-reader format will allow us to meet with the participants and allow them to select the titles they would like to read as a group, similar to an adult book club.



SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
GDVJ753	259487	5/13/2015

BILL TO:
 NILES PUBLIC LIBRARY
 6960 W OAKTON ST

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

Accounts Payable
 NILES , IL 60714-3098

NILES , IL 60714-3098
 Contact: RICHARD
 WOZNICZKA 312.705.9093

Customer Phone #847.967.8554

Customer P.O. # GDVJ753 QUOTE

ACCOUNT MANAGER	SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
MATT DUNK 877.325.2506	FEDEX Ground	Net 30 Days-Govt State/Local	E9997-8792-05

QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
18	3442553	AMAZON KINDLE PAPERWHITE 2GB WIFI W/ Mfg#: B00JG8GOWU Contract: National IPA Technology Solutions 130733	119.00	2,142.00
18	3165048	2Y TABLET RPLC PLAN W/ADH \$0-\$140DOP Mfg#: 303808 Contract: National IPA Technology Solutions 130733	47.00	846.00
18	3601707	Electronic distribution - NO MEDIA STARTECH 2PT USB TRAVEL WALL CHARGER Mfg#: USB2PACBK Contract: National IPA Technology Solutions 130733	18.13	326.34
18	3322784	AMAZON KINDLE PAPERWHITE COVER BLACK Mfg#: B007RGEYU2 Contract: National IPA Technology Solutions 130733	29.96	539.28
SUBTOTAL				3,853.62
FREIGHT				0.00
TAX				0.00

US Currency

TOTAL 3,853.62

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

Fax: 312.705.4947

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

Niles Public Library District
Budget Summary
For the Fiscal Year Ending June 30, 2016

	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Incr (Decr)	
	Actual	Actual	Actual	Actual	Projected Actual	Proposed Budget	from 2014-2015	Percent
							Projected Actual	
Revenue								
General Fund	\$ 6,187,445	\$ 6,511,253	\$ 6,628,150	\$ 6,668,921	\$ 6,242,385	\$ 6,047,602	\$ (194,783)	-3.12%
Special Revenue Funds	\$ 602,706	\$ 629,843	\$ 439,276	\$ 208,059	\$ 217,000	\$ 214,000	\$ (3,000)	-1.38%
Debt Service Funds	\$ 813,477	\$ 846,849	\$ 383,831	\$ -				
	\$ 7,603,628	\$ 7,987,945	\$ 7,451,257	\$ 6,876,980	\$ 6,459,385	\$ 6,261,602	\$ (197,783)	-3.06%
Expenditures								
General Fund	\$ 4,839,545	\$ 4,990,544	\$ 5,136,226	\$ 5,374,960	\$ 5,019,294	\$ 5,451,746	\$ 432,451	8.62%
Special Revenue Funds	\$ 432,141	\$ 386,471	\$ 550,952	\$ 513,313	\$ 477,725	\$ 920,385	\$ 442,660	92.66%
Debt Service Funds	\$ 784,725	\$ 2,867,772	\$ 712,600	\$ 3,159,270				
	\$ 6,056,411	\$ 8,244,787	\$ 6,399,778	\$ 9,047,543	\$ 5,497,019	\$ 6,372,131	\$ 875,111	15.92%
Net	\$ 1,547,217	\$ (256,843)	\$ 1,051,479	\$ (2,170,563)	\$ 962,365	\$ (110,529)	\$ (1,072,894)	-111.49%
General Operating Fund								
Revenue	\$ 6,187,445	\$ 6,511,253	\$ 6,628,150	\$ 6,668,921	\$ 6,242,385	\$ 6,047,602	\$ (194,783)	-3.12%
Expenditures	\$ 4,839,545	\$ 4,990,544	\$ 5,136,226	\$ 5,374,960	\$ 5,019,294	\$ 5,451,746	\$ 432,451	8.62%
Net	\$ 1,347,900	\$ 1,520,708	\$ 1,491,924	\$ 1,293,961	\$ 1,223,090	\$ 595,856	\$ (627,234)	-51.28%

Niles Public Library District
General Fund Revenues
For the Fiscal Year Ending June 30, 2016

		2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Incr (Decr) from 2014-2015 Projected Actual
		Actual	Actual	Actual	Actual	Projected Actual	Proposed Budget	
Revenues								
**-3100-31-00	Property Taxes	\$ 5,799,532	\$ 6,199,501	\$ 6,375,372	\$ 6,285,860	\$ 5,894,247	\$ 5,704,747	\$ (189,500)
01-3200-32-00	Replacement Taxes	\$ 143,785	\$ 132,273	\$ 135,150	\$ 136,718	\$ 140,000	\$ 140,000	\$ -
01-3300-33-00	Per Capita Grant	\$ 119,023	\$ 58,745		\$ 130,473	\$ 71,605	\$ 71,605	\$ -
01-3310-33-00	Grants-Other	\$ 4,265	\$ 11,877	\$ 3,000	\$ 10,877	\$ 1,000	\$ 1,000	\$ -
01-3500-35-00	Investment Income	\$ 24,772	\$ 19,542	\$ 30,782	\$ 25,315	\$ 53,779	\$ 50,000	\$ (3,779)
01-3610-36-00	Fines	\$ 57,177	\$ 53,063	\$ 50,702	\$ 48,223	\$ 52,018	\$ 50,000	\$ (2,018)
01-3620-36-00	Lost Books	\$ 8,633	\$ 9,317	\$ 9,466	\$ 9,019	\$ 7,226	\$ 7,500	\$ 274
01-3630-36-00	Pay For Print	\$ 18,669	\$ 19,239	\$ 20,473	\$ 18,465	\$ 19,927	\$ 20,000	\$ 73
01-3660-36-00	Flash Drive & Ear Bud Sales	\$ 261	\$ 151	\$ 123	\$ 47	\$ 119	\$ -	\$ (119)
01-3710-37-00	Commissions & Fees	\$ 312	\$ 241	\$ 495	\$ -	\$ 21	\$ -	\$ (21)
01-3810-38-00	Donations-Friends of the Library		\$ 5,000		\$ -	\$ 1,318	\$ 1,400	\$ 82
01-3820-38-00	Donations	\$ 5,767	\$ 1,015	\$ 725	\$ 330	\$ 73	\$ -	\$ (73)
01-3900-39-00	Miscellaneous	\$ 5,249	\$ 1,290	\$ 1,862	\$ 3,595	\$ 1,052	\$ 1,350	\$ 299
Total Revenues		\$ 6,187,445	\$ 6,511,253	\$ 6,628,150	\$ 6,668,921	\$ 6,242,385	\$ 6,047,602	\$ (194,783)
1 Increase (decrease)		-3.88%	5.23%	1.80%	0.62%	-5.82%	-3.12%	
2 Total General Fund Expense		\$ 4,839,545	\$ 4,990,544	\$ 5,136,223	\$ 5,374,961	\$ 5,019,294	\$ 5,451,746	\$ 432,451
3 Revenues over Expenses		\$ 1,347,900	\$ 1,520,709	\$ 1,491,928	\$ 1,293,961	\$ 1,223,090	\$ 595,856	\$ (627,234)
4 Beginning Fund Balance		\$ 4,251,015	\$ 5,598,914	\$ 5,655,519	\$ 5,037,469	\$ 6,331,430	\$ 6,354,520	
5 Transfer to Special Reserve			\$ 1,464,104	\$ 2,109,978		\$ (1,200,000)		
6 Ending Fund Balance		\$ 5,598,914	\$ 5,655,519	\$ 5,037,469	\$ 6,331,430	\$ 6,354,520	\$ 6,950,377	
7 Fund Balance as a % of expenses		115.69%	113.32%	98.08%	117.79%	126.60%	127.49%	

Niles Public Library District
General Fund Expenditures
For the Fiscal Year Ending June 30, 2015

		2010-2011	2011-2012	2012-2013	2013-2014	2013-2014		2014-2015	% Incr (Decr)	% Incr (Decr)
		Actual	Actual	Actual	Actual	Projected Actual	Annual Budget	Proposed Budget	from 2014-2015 Projected	from 2014-2015 Budget
Expenditures										
Salaries										
01-4110-41-00	Library Director	\$ 104,162	\$ 107,648	\$ 112,845	\$ 125,754	\$ 102,933	\$ 115,000	\$ 127,500	23.87%	10.87%
01-4120-41-00	Payroll-Department Managers	\$ 56,531	\$ 268,498	\$ 171,478	\$ 259,775	\$ 108,571	\$ 275,172	\$ 201,605	85.69%	-26.73%
01-4130-41-00	Payroll-Division Supervisors	\$ 608,696	\$ 401,781	\$ 582,478	\$ 586,564	\$ 426,649	\$ 520,864	\$ 436,866	2.39%	-16.13%
01-4140-41-00	Payroll-Librarian I	\$ 1,133,101	\$ 1,076,911	\$ 1,092,868	\$ 1,147,820	\$ 1,113,752	\$ 1,074,630	\$ 1,159,906	4.14%	7.94%
01-4150-41-00	Payroll-Library Grade V	\$ 480,921	\$ 581,832	\$ 590,143	\$ 568,939	\$ 588,874	\$ 592,508	\$ 633,579	7.59%	6.93%
01-4160-41-00	Payroll-Library Grade VI	\$ 430,434	\$ 427,430	\$ 416,168	\$ 440,905	\$ 316,380	\$ 338,978	\$ 364,895	15.33%	7.65%
01-4170-41-00	Payroll-Library Pages	\$ 137,986	\$ 140,419	\$ 137,299	\$ 131,862	\$ 97,921	\$ 132,297	\$ 122,618	25.22%	-7.32%
01-4180-41-00	Payroll-Sundays	\$ 52,878	\$ 74,436	\$ 73,630	\$ 72,556	\$ 83,818	\$ 74,000	\$ 85,000	1.41%	14.86%
01-4185-41-00	Adjustments	\$ 5,000	\$ 2,100	\$ 8,000	\$ -	\$ 6,211	\$ 10,000	\$ 10,000		
01-4190-41-00	Substitutes	\$ 6,350	\$ -	\$ 6,963	\$ 3,304	\$ 3,764	\$ 8,000	\$ 8,000	112.52%	0.00%
	Total Salaries	\$ 3,016,059	\$ 3,081,056	\$ 3,191,872	\$ 3,337,480	\$ 2,848,875	\$ 3,141,448	\$ 3,149,969	10.57%	0.27%
Library Materials										
01-4413-44-00	Books-Adult	\$ 261,733	\$ 193,285	\$ 155,360	\$ 135,279	\$ 140,000	\$ 140,000	\$ 161,000	15.00%	15.00%
01-4414-44-00	Books-Youth Services	\$ 67,582	\$ 66,553	\$ 64,142	\$ 64,053	\$ 65,000	\$ 65,000	\$ 75,000	15.38%	15.38%
01-4415-44-00	Books-Teen	\$ -	\$ -	\$ -	\$ 15,446	\$ 14,000	\$ 14,000	\$ 15,000	7.14%	7.14%
01-4420-44-00	Downloadables	\$ -	\$ 12,370	\$ 48,592	\$ 65,970	\$ 60,000	\$ 60,000	\$ 80,000	33.33%	33.33%
01-4423-44-00	Periodicals	\$ 33,979	\$ 41,151	\$ 24,129	\$ 25,001	\$ 22,000	\$ 22,000	\$ 32,000	45.45%	45.45%
01-4433-44-00	AV-Adult	\$ 99,613	\$ 94,015	\$ 92,579	\$ 92,282	\$ 93,000	\$ 93,000	\$ 120,000	29.03%	29.03%
01-4434-44-00	AV-Youth Services	\$ 33,705	\$ 43,235	\$ 38,210	\$ 36,543	\$ 42,000	\$ 42,000	\$ 42,500	1.19%	1.19%
01-4435-44-00	AV-Teen	\$ -	\$ -	\$ -	\$ 10,574	\$ 12,000	\$ 12,000	\$ 12,000	0.00%	0.00%
01-4487-44-00	Online Databases	\$ 135,918	\$ 183,510	\$ 205,434	\$ 197,273	\$ 174,000	\$ 160,000	\$ 200,000	14.94%	25.00%
	Total Library Materials	\$ 632,531	\$ 634,119	\$ 628,446	\$ 642,421	\$ 622,000	\$ 608,000	\$ 737,500	18.57%	21.30%
Library Operating Expenditures										
01-5310-53-00	CCS Charges	\$ 68,794	\$ 71,037	\$ 73,031	\$ 70,394	\$ 70,630	\$ 74,600	\$ 80,000	13.27%	7.24%
01-5311-53-00	Processing & Supplies	\$ 30,225	\$ 30,160	\$ 46,476	\$ 17,715	\$ 24,689	\$ 20,000	\$ 20,000	-18.99%	0.00%
01-5312-53-00	Internet Charges	\$ 13,801	\$ 13,647	\$ 15,803	\$ 15,326	\$ 15,466	\$ 20,000	\$ 16,500	6.68%	-17.50%
01-5313-53-00	Software, Licenses	\$ 57,531	\$ 37,623	\$ 51,512	\$ 41,526	\$ 52,978	\$ 45,000	\$ 69,823	31.80%	55.16%
01-5320-53-00	Printing	\$ 44,281	\$ 46,866	\$ 39,073	\$ 40,204	\$ 28,579	\$ 50,000	\$ 47,650	66.73%	-4.70%
01-5322-53-00	Library Supplies	\$ 5,951	\$ 13,064	\$ 7,699	\$ 11,777	\$ 13,792	\$ 12,800	\$ 12,800	-7.19%	0.00%
01-5323-53-00	Programming & Support-Adult	\$ 17,265	\$ 14,958	\$ 18,128	\$ 18,116	\$ 16,676	\$ 23,000	\$ 29,000	73.90%	26.09%
01-5324-53-00	Programming & Support-Juvenile	\$ 30,860	\$ 35,340	\$ 34,099	\$ 33,828	\$ 27,096	\$ 34,500	\$ 38,000	40.24%	10.14%
01-5325-53-00	Programming & Support-Joint	\$ 6,729	\$ -	\$ -	\$ 2,770	\$ 2,273	\$ 4,000	\$ 11,200	392.63%	180.00%
01-5326-53-00	Programming & Support-Teen	\$ 3,909	\$ 5,552	\$ 5,596	\$ 6,091	\$ 5,705	\$ 7,700	\$ 8,000	40.23%	3.90%
01-5327-53-00	Public Performing Rights	\$ -	\$ 1,305	\$ 1,313	\$ 1,317	\$ 1,320	\$ 1,318	\$ 1,400	6.04%	6.22%
01-5328-53-00	CCS Communications	\$ 4,178	\$ 3,867	\$ 3,577	\$ 4,233	\$ 326	\$ 4,000	\$ -	-100.00%	-100.00%
01-5329-53-00	Computer Charges OCLC	\$ 13,518	\$ 13,584	\$ 16,804	\$ 16,545	\$ 11,407	\$ 11,408	\$ 11,500	0.81%	0.81%
01-5350-53-00	Miscellaneous	\$ 2,165	\$ (58)	\$ 234	\$ 1,381	\$ 1,281	\$ 1,000	\$ 1,000	-21.91%	0.00%
01-5351-53-00	Per Capita Grant Expenditures	\$ -	\$ 59,546	\$ 57,024	\$ 59,223	\$ 71,605	\$ 71,000	\$ 71,605	0.00%	0.85%
01-5352-53-00	Grant - Other Expenditures	\$ -	\$ 6,358	\$ 10,358	\$ 8,613	\$ 1,000	\$ 1,000	\$ 1,000	0.00%	0.00%
01-5355-53-00	Volunteers	\$ -	\$ -	\$ 1,867	\$ 1,445	\$ 936	\$ 3,000	\$ 1,500	60.24%	-50.00%
	Total Library Operating Expend	\$ 299,207	\$ 352,848	\$ 382,592	\$ 350,503	\$ 345,760	\$ 384,326	\$ 420,978	21.75%	9.54%
General and Administration										
01-5420-54-00	Janitorial Supplies	\$ 29,630	\$ 28,845	\$ 34,883	\$ 36,930	\$ 30,711	\$ 33,650	\$ 33,650	9.57%	0.00%
01-5425-54-00	Copiers	\$ 22,266	\$ 17,907	\$ 8,389	\$ 7,777	\$ 8,117	\$ 10,000	\$ 10,000	23.20%	0.00%
01-5430-54-00	Professional Development	\$ 16,859	\$ 28,373	\$ 23,743	\$ 16,348	\$ 17,563	\$ 33,845	\$ 55,759	217.48%	64.75%
01-5431-54-00	Mileage	\$ -	\$ -	\$ 3,557	\$ 2,629	\$ 2,345	\$ 1,300	\$ 3,800	62.03%	192.31%
01-5435-54-00	Professional Collection	\$ 4,443	\$ 5,421	\$ 3,960	\$ 3,433	\$ 6,162	\$ 4,750	\$ 4,750	-22.91%	0.00%

Niles Public Library District
General Fund Expenditures
For the Fiscal Year Ending June 30, 2015

		2010-2011	2011-2012	2012-2013	2013-2014	2013-2014		2014-2015	% Incr (Decr)	% Incr (Decr)
		Actual	Actual	Actual	Actual	Projected Actual	Annual Budget	Proposed Budget	from 2014-2015 Projected	from 2014-2015 Budget
01-5450-54-00	Legal Fees	\$ 74,105	\$ 51,810	\$ 49,002	\$ 25,350	\$ 33,857	\$ 30,000	\$ 30,000	-11.39%	0.00%
01-5452-54-00	Consultants	\$ 11,685	\$ 16,797	\$ 21,164	\$ 15,202	\$ 80,000	\$ 15,000	\$ 19,500	-75.63%	30.00%
01-5455-54-00	Kitchen Supplies	\$ -	\$ -	\$ 2,935	\$ 582	\$ 1,608	\$ 1,500	\$ 1,500	-6.73%	0.00%
01-5456-54-00	Promotional Expense	\$ 18,116	\$ 17,930	\$ 18,546	\$ 20,490	\$ 10,995	\$ 24,900	\$ 25,703	133.77%	3.22%
01-5457-54-00	Office Supplies	\$ 20,342	\$ 19,630	\$ 23,576	\$ 27,808	\$ 21,926	\$ 25,000	\$ 25,000	14.02%	0.00%
01-5458-54-00	Postage & Freight	\$ 16,175	\$ 18,827	\$ 14,122	\$ 12,285	\$ 15,524	\$ 18,000	\$ 18,000	15.95%	0.00%
01-5459-54-00	Publication of Notices-Legal	\$ 572	\$ 602	\$ 1,015	\$ 956	\$ 1,210	\$ 1,200	\$ 1,200	-0.82%	0.00%
01-5460-54-00	Publication of Notices-Advertisements	\$ -	\$ 400	\$ 419	\$ -	\$ -	\$ -	\$ -		
01-5461-54-00	Subscriptions & Dues	\$ 7,766	\$ 7,816	\$ 8,718	\$ 9,091	\$ 8,906	\$ 9,000	\$ 8,565	-3.83%	-4.83%
01-5462-54-00	Collection Services	\$ -	\$ 865	\$ 1,047	\$ 855	\$ 178	\$ 1,000	\$ 1,000	461.92%	0.00%
01-5465-54-00	Telephone	\$ 15,057	\$ 16,189	\$ 17,179	\$ 13,059	\$ 14,874	\$ 16,500	\$ 16,500	10.93%	0.00%
01-5470-54-00	Trustee Expense	\$ 11,615	\$ 11,307	\$ 11,837	\$ 7,294	\$ 4,539	\$ 9,000	\$ 5,000	10.16%	-44.44%
01-5477-54-00	Equipment Rental	\$ 2,167	\$ 2,955	\$ 4,196	\$ 8,913	\$ 1,418	\$ 5,000	\$ -	-100.00%	-100.00%
01-5480-54-00	Payroll Service	\$ 8,136	\$ 8,904	\$ 9,084	\$ 12,058	\$ 12,991	\$ 13,000	\$ 13,000	0.07%	0.00%
01-5490-54-00	Bank Fees	\$ 2,655	\$ 3,038	\$ 2,857	\$ 3,022	\$ 3,262	\$ 3,300	\$ 3,300	1.16%	0.00%
01-5491-54-00	Parking Lease	\$ -	\$ 1,762	\$ 10,572	\$ 10,572	\$ 10,572	\$ 10,572	\$ 10,572	0.00%	0.00%
Total General and Administrative		\$ 261,589	\$ 259,378	\$ 270,800	\$ 234,656	\$ 286,759	\$ 266,517	\$ 286,799	0.01%	7.61%
Vehicle Operation										
01-5510-55-00	Gas, Oil, Grease	\$ 777	\$ 893	\$ 718	\$ 854	\$ 592	\$ 1,000	\$ 1,000	69.00%	0.00%
01-5520-55-00	Repairs & Maintenance	\$ 221	\$ 937	\$ 1,583	\$ 419	\$ 272	\$ 1,800	\$ 1,800	562.90%	0.00%
01-5530-55-00	Miscellaneous	\$ 35	\$ -	\$ 4	\$ -	\$ -	\$ 100	\$ 100		0.00%
01-5540-55-00	Auto Insurance	\$ 1,089	\$ 1,094	\$ 1,307	\$ 1,371	\$ 1,376	\$ 1,371	\$ 1,400	1.74%	2.12%
Total Vehicle Operation		\$ 2,123	\$ 2,924	\$ 3,612	\$ 2,643	\$ 2,759	\$ 4,271	\$ 4,300	55.85%	0.68%
Employee Fringe Benefits										
01-5610-56-00	Deferred Compensation	\$ 176,737	\$ 180,315	\$ 190,044	\$ 194,335	\$ 169,216	\$ 175,000	\$ 175,000	3.42%	0.00%
01-5620-56-00	Group Health	\$ 285,303	\$ 300,647	\$ 281,972	\$ 389,824	\$ 333,590	\$ 375,000	\$ 450,000	34.90%	20.00%
01-5625-56-00	Health Reimbursement Account	\$ -	\$ 39,773	\$ 50,628	\$ 70,393	\$ 47,736	\$ 60,000	\$ 60,000	25.69%	0.00%
01-5630-56-00	Dental	\$ 39,176	\$ 33,331	\$ 19,669	\$ 16,729	\$ 15,407	\$ 20,000	\$ 20,000	29.81%	0.00%
01-5632-56-00	Vision	\$ -	\$ -	\$ 5,942	\$ 6,050	\$ 5,728	\$ 7,000	\$ 8,000	39.66%	14.29%
01-5633-56-00	FSA fee	\$ -	\$ -	\$ 802	\$ 1,502	\$ 1,140	\$ 1,200	\$ 1,200	5.26%	0.00%
01-5634-56-00	Life, LTD, AD&D, STD	\$ -	\$ -	\$ 9,771	\$ 19,918	\$ 14,546	\$ 21,000	\$ 15,000	3.12%	-28.57%
Total Employee Fringe Benefits		\$ 501,215	\$ 554,066	\$ 558,827	\$ 698,751	\$ 587,363	\$ 659,200	\$ 729,200	24.15%	10.62%
Utilities										
01-5710-57-00	Gas	\$ 11,483	\$ 6,789	\$ 14,760	\$ 14,582	\$ 15,281	\$ 15,000	\$ 15,000	-1.84%	0.00%
01-5720-57-00	Electric	\$ 110,186	\$ 93,967	\$ 79,618	\$ 88,350	\$ 100,964	\$ 80,000	\$ 100,000	-0.95%	25.00%
01-5730-57-00	Water	\$ 5,152	\$ 5,398	\$ 5,695	\$ 5,575	\$ 7,890	\$ 7,000	\$ 8,000	1.39%	14.29%
Total Utilities		\$ 126,821	\$ 106,155	\$ 100,073	\$ 108,507	\$ 124,135	\$ 102,000	\$ 123,000	-0.91%	20.59%
Total Operating Expenses		\$ 4,839,545	\$ 4,990,544	\$ 5,136,223	\$ 5,374,961	\$ 4,817,651	\$ 5,165,762	\$ 5,451,746	13.16%	5.54%

Niles Public Library District
Special Revenue Funds-Fund Balance
June 30, 2013-June 30, 2016

	Audit Fund	Liability Insurance	Social Security	Workers' Compensation	Unemployment Compensation	Building and Site	Total
Fund Balance June 30, 2013 (audited)	\$ 52,926	\$ 260,872	\$ 158,717	\$ 76,343	\$ 49,783	\$ 550,888	\$ 1,149,529
Revenue(audited)	\$ 1,449	\$ 1,449	\$ 202,263	\$ 1,449	\$ 1,449	\$ -	\$ 208,059
Expenditures (audited)	\$ (16,900)	\$ (31,822)	\$ (263,501)	\$ (24,124)	\$ (12,902)	\$ (164,064)	\$ (513,313)
Projected Fund Balance June 30, 2014	\$ 37,475	\$ 230,499	\$ 97,479	\$ 53,668	\$ 38,330	\$ 386,824	\$ 844,275
Revenue(Projected)	\$ 1,000	\$ 1,000	\$ 214,000	\$ 1,000	\$ 1,000	\$ -	\$ 218,000
Expenditures (Projected)	\$ (16,700)	\$ (24,338)	\$ (240,789)	\$ (24,080)	\$ (13,205)	\$ (65,552)	\$ (384,663)
Projected Fund Balance June 30, 2015	\$ 21,775	\$ 207,161	\$ 70,690	\$ 30,588	\$ 26,125	\$ 321,272	\$ 677,612
Revenue(audited)	\$ 1,000	\$ 1,000	\$ 210,000	\$ 1,000	\$ 1,000	\$ -	\$ 214,000
Expenditures (audited)	\$ (17,000)	\$ (40,000)	\$ (260,000)	\$ (30,000)	\$ (15,000)	\$ (211,385)	\$ (573,385)
Projected Fund Balance June 30, 2016	\$ 5,775	\$ 168,161	\$ 20,690	\$ 1,588	\$ 12,125	\$ 109,887	\$ 318,227
Years to zero (Fund Balance June 30, 2016 divided by annual expenditures)	0.34	4.20	0.08	0.05	0.81	0.52	0.55
Zero Fund Balance Date (June 30, 2016 plus years to zero)	10/30/2016	9/10/2020	7/28/2016	7/18/2016	4/20/2017	1/4/2017	1/17/2017

FREEDOM
FROM RELIGION
foundation

METROPOLITAN CHICAGO CHAPTER

Protecting the constitutional principle of the separation of state and church

April 6, 2015

SENT VIA E-MAIL ONLY

Niles Public Library District
Attn: Board of Trustees
6960 W. Oakton St.
Niles, IL 60714

Dear Board of Trustee Members:

We are writing on behalf of the Freedom From Religion Foundation and its Metropolitan Chicago Chapter to alert you to constitutional concerns regarding the issue of the Niles Public Library District paying for Board member attendance at the November 8th, 2014 St. John Brebeuf annual fundraiser. The purpose of this event was to raise money for a private religious school.

FFRF is a nationwide non-profit organization based in Madison, WI that represents 22,000 members across the country. Our mission is to protect the constitutional principle of separation between state and church.

On February 17, 2015, our organization had been contacted by Niles Public Library District Board president Mr. Morgan Dubiel, who requested a position statement from the FFRFMCC on this issue which was to be presented at the February 18, 2015 Library Board meeting. That position statement was sent to and received by Mr. Dubiel on that date.

In order to get more clarification on this issue, we had filed a *Freedom of Information Act* request with the library's FOIA Officer on March 30, 2015, asking for records pertaining to Board member attendance at this event. Those records indicated library funds were used in order for three library district Board of Trustee members to attend the fundraiser. This raises Establishment Clause concerns with the library using taxpayer funds to support a private, religious organization.

In our position statement to the Board, we addressed the following concern regarding alliances between a public library and a religious organization:

- *Is the public library acting as an official sponsor and providing taxpayer funds, such as the use of library resources, to help promote an event that assists in the fundraising toward advancement of a religious institution?*

If the answer to this question is "yes," then again it would be an inappropriate alliance, and in violation of the Establishment Clause.

To elaborate on that point, the Establishment Clause of the First Amendment prohibits any "sponsorship, **financial support**, and active involvement of the sovereign in religious activity." *Walz v. N.Y. Tax Comm'n*, 397 U.S. 664, 668 (1970) (emphasis added); see also *Mitchell v. Helms*, 530 U.S. 793, 819 (2000); *Bowen v. Kendrick*, 487 U.S. 589, 621 (1988); *Roemer v. Bd. of Pub. Works*, 426 U.S. 736, 754-55 (1976); *Hunt v. McNair*, 413 U.S. 734, 743 (1973).

Specifically, the government may not fund religious projects, which would include sectarian religious education. *See Comm. for Pub. Educ. v. Nyquist*, 413 U.S. 756, 777 (1973) (striking down repair grants meant to renovate parochial schools because the buildings were used for sectarian purposes); *see also Hunt v. McNair*, 413 U.S. 734 (1973) (upholding government construction bond only because the bond-financed buildings were barred from being used for religious activities); *Tilton v. Richardson*, 403 U.S. 672 (1971) (unanimously holding that government construction subsidies are unconstitutional if the buildings are ever used for religious activities).

If library staff had been invited as guests to the fundraiser to represent the library and promote its mission, this would have been an acceptable association. But since library funds, which are exclusively taxpayer derived, were used to support a religious organization's fundraiser, the library is in effect acting to promote that organization. This exceeds the mission statement of the library and is clearly in conflict with the Establishment Clause, since preferential treatment is being given to a specific religious denomination.

As a result, we are officially asking the Niles Public Library District to cease using any future taxpayer funds toward the financial support of a religious institution, as was done in this situation.

To reiterate our position statement, if Niles Public Library Board of Trustees wish to attend private fundraisers of religious organizations for which paid entry is required, they are welcome to do so as private citizens with their own personal funds. But such actions should not be undertaken with taxpayer funds.

Thank you again for allowing us a voice in this discussion and for your openness in hearing our point-of-view. We look forward to hearing what actions the Board will take to remedy this constitutional violation and ensure that similar violations do not take place in the future.


Sincerely,



Tom Cara

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President
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Sam Grover
Staff Attorney
Freedom From Religion Foundation