

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

October 16, 2013

6:30 PM

Board Room

6960 Oakton Street

Niles, Illinois

ORDER OF BUSINESS

1. Pledge of Allegiance
2. Project Update
3. Consent Agenda
(All items listed under the Consent Agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time the Board votes.)
 - A. Approve Minutes of the Regular Board Meeting of September 18, 2013 3
 - B. Approve the payment of the bills for operating expenses for of \$172,831.81, payroll expenses of \$306,627.45, and Special Reserve expenses of \$309,858.28, for a total monthly expense of \$789,317.54 6
 - C. Approve the retirement of Ann Pasnick from the full-time position of Technical Services Supervisor effective October 18, 2013
4. Public Comment
5. Treasurer's Report
 - A. Review Financial Report 12
6. Director's Report
 - A. Highlights 28
 - B. Monthly Statistics 31
7. Communications
 - A. October Communications
8. Liaison Reports
 - A. Friends of the Library
 - B. Legislative
 - C. RAILS
9. Secretary's Report
10. New Business
 - A. Approve the request from Susan Lempke to attend ALA in Philadelphia 34
 - B. Approve the request from Cecilia Cygnar to attend the National Media Market 36

Board Meeting Agenda - October 16, 2013

Conference in Charleston, SC

- | | |
|---|----|
| C. Approve the revision to the Meeting Room Policy to include new meeting room and study room space available for public use | 38 |
| D. Adopt Ordinance 13-06, an Ordinance Determining Personal Property No Longer Necessary or Useful to the Niles Public Library District and Authorizing Its Conveyance or Sale | 42 |
| E. Approve Resolution 13-02, a Resolution of the Board of Trustees of the Niles Public Library District for the Restatement of the Niles Public Library District Dental Reimbursement Plan | 50 |
| F. Authorize the Library Director to approve the purchase of Early Learning furnishings from the Burgeon Group in the amount of \$49,975.24, as specified in the Per Capita Grant application | 82 |
| G. Approve the change to the Job Description for Youth Services Librarian | 85 |
| H. Approve the revision to the current Job Description for Circulation Clerk | 88 |
| I. Approve the purchase of additional shelving from Embury not to exceed \$20,000 | 91 |
| J. Discuss the Plan for the Special Reserve Fund previously adopted by the Board on January 21, 2004. | 92 |
| K. Move to Adopt Ordinance 13-07, an Ordinance Levying and Assessing Taxes of the Niles Public Library District, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2013 and Ending June 30, 2014 | 94 |
11. Unfinished Business
 12. Executive Session-To discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Niles Public Library District; collective negotiating matters between the Niles Public Library District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees; the selection of a person to fill a public office; the purchase or lease of real property for the use of the Niles Public Library District; the setting of a price for sale or lease of property owned by the Niles Public Library District; the sale or purchase of securities, investments, or investment contracts; security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, staff, the public, or public property; pending and/or probable litigation; discussion of minutes of closed session meeting
 13. Final Action, if any, on closed session subjects
 14. Other
 15. Adjournment
 16. Call to Order

**NILES PUBLIC LIBRARY DISTRICT
Regular Board Meeting
September 18, 2013
6:30 PM
New Board Room
6960 Oakton Street
Niles, Illinois**

Trustees Present

Karen Dimond, Carolyn Drblik, Morgan Dubiel, Danette Matyas, Barbara Nakanishi.

Trustees Absent

Chris Ball and Linda Ryan gave previous notice.

Library Staff Present

Sue Wilsey, Susan Dove-Lempke, Greg Pritz, Linda Weiss, Shelley Sutherland, Dodie Frisbie

Others Present

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

Roll call was taken by President Dubiel.

Pledge of Allegiance

President Dubiel led the Pledge of Allegiance.

Project Update

Ms. Weiss gave the project update in Mr. Eallonardo's absence—the project is exactly on schedule. Circulation moved to the commons area on Monday and demolition of the circulation area began on Wednesday. The project is under budget by \$60,000, if we decide to proceed with the 3rd floor bathroom renovation and two additional small projects in the Children's area. Ms. Weiss after being questioned explained that the contingencies have been used and that this is the money remaining at this time. The trustees present didn't recall hearing that or being told that before, with the exception of Trustee Nakanishi.

Consent Agenda

Mr. Dubiel noted that all the items listed under the Consent Agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time the Board votes. This will be noted on the agendas for a short time.

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

- A. The Minutes of the Budget and Appropriations Public Hearing of August 21, 2013;
- B. The Minutes of the Regular Board Meeting of August 21, 2013;
- C. The payment of bills for operating expenses of \$192,057.15, payroll expenses of \$288,207.52, and Special Reserve expenses of \$238,764.28, for a total monthly expense of \$791,028.95;
- D. The resignation of Brianna Anderson from the part-time position of Adult Services Assistant effective August 19, 2013.

Trustee Matyas seconded. Roll Call Vote: All ayes: No nays. Motion carried.

Public Comments

There were none.

Treasurer's Report

Review Financial Reports

The Library Board reviewed the August 2013 Treasurer's Report.

Director's Report

The Director's Report for August 2013 was noted.

Ms. Weiss reported that a less costly possible alternative solution is being looked into for the library's water main. The library is working with FQC in writing the scope for this project. The work has to be put on hold since the digging would take place where the temporary entrance is to the library.

Ms. Weiss announced that the new website is up and running. She asked the trustees to take a look at the website and to please let her know if they see something that just does not seem to be working right. Bibliocommons is working on their site so that it matches our new design. Ms. Weiss took a few minutes to show the Trustees a few features of the new website.

Communications

The communications in the Board Packet were noted.

Liaison Reports

Friends of the Library

Ms. Weiss reported that the Friends will sponsor a contest to name the new sculpture. The winning name will be announced at the Grand Re-Opening Celebration on January 31.

Legislative

No report.

RAILS

No report.

Secretary's Report

- A. A certified copy of Ordinance 13-5, an Ordinance Providing for Budget and Appropriations of the Nilis Public Library District, Cook County, Illinois for the Fiscal Year Beginning July 1, 2013 and Ending June 30, 2014, was filed with the Cook County Clerk on August 22, 2013. The Ordinance was published in the Nilis Herald Spectator on Thursday, August 29, 2013.
- B. The Illinois Public Library Annual Report for Fiscal Year 2012/2013 was completed and submitted electronically on August 22, 2013.
- C. A certified copy of the Report of Receipts and Expenditures for the Nilis Public Library District for the six months ending June 30, 2013, was filed with the Cook County Clerk on September 3, 2013.
- D. A certified copy of the Report of the Statement of Operations for the Nilis Public Library District for the twelve months ending June 30, 2013 was filed with the Cook County Clerk on September 3, 2013. The Report of the Statement of Operations was published in the Nilis Herald Spectator on September 12, 2013.

New Business

Amend the Plan for the Special Reserve Fund previously adopted by the Board on January 21, 2004

President Dubiel suggested that the motion be tabled until next month so that discussions and vote can include the Trustees who are absent at this meeting. All agreed.

Unfinished Business

Polo Shirts for the Library Trustees

Trustee Matyas continued the discussion on the polo shirts. Prior discussion left the polo shirt at a cost of \$40 and the need for a shirt seemed to differ among the trustees. She went to the Village to obtain information on the vendor and price of their polo shirts. Ms. Matyas brought along her Village polo shirt to show the Board. The cost of the shirt embroidered would be \$21 for sizes SM-XL and \$24 for larger sizes. A few of the trustees did not see the need for the shirts. An order will be placed for the trustees who would like a shirt.

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 Drblik seconded. Roll call vote: All ayes: No nays. Motion carried

Executive session started at 7:00 PM. Executive session ended at 7:29 PM.

Final Action, if any, on closed session subjects

There was none.

Trustee Dimond asked that the Trustees be provided salary and benefit information as soon as possible so that decisions can be made no later than March and that they do not just start thinking about these issues at that time.

Adjournment

Trustee Dimond motioned to adjourn. Trustee Matyas seconded. Roll call vote: Ayes: All. Motion carried.

The meeting adjourned at 7:30 PM

President

Secretary

Niles Public Library District Bank Register Report - Imprest

| <u>Transaction Number</u> | <u>Source</u> | <u>Transaction Type</u> | <u>Transaction Date</u> | <u>Reference</u> | <u>Deposits</u> | <u>Payments</u> | <u>Running Total</u> | <u>Status</u> | <u>Post Date</u> |
|---------------------------|------------------|-------------------------|-------------------------|---------------------|-----------------|-----------------|----------------------|---------------|------------------|
| 2885 | Accounts Payable | Manual Check | 9/11/2013 | LACONI YSS | \$0.00 | \$30.00 | (\$30.00) | Outstanding | 9/30/2013 |
| 2886 | Accounts Payable | Manual Check | 9/13/2013 | DILLON-GAVIN SCHOOL | \$0.00 | \$200.00 | (\$230.00) | Outstanding | 9/30/2013 |

Summary by Transaction Type

| | |
|--|-------------------|
| Total Deposits: | \$0.00 |
| Less Payments by Transaction Type: | |
| Manual Check | (\$230.00) |
| Total Payments: | (\$230.00) |
| Total Change in Register Balance: | (\$230.00) |

Niles Public Library District
Special Reserve
 40-5815-58-00 & 40-5810-58-00

| <u>Transaction Date</u> | <u>AP Transaction Number</u> | <u>Transaction Type</u> | <u>GL Transaction Number</u> | <u>Vendor/Payee</u> | <u>Journal Reference</u> | <u>Post Status</u> | <u>Post Date</u> | <u>Debit Amount</u> | <u>Credit Amount</u> |
|--|------------------------------|-------------------------|------------------------------|------------------------|--------------------------|--------------------|------------------|---------------------|----------------------|
| 40-5815-58-00, Special Reserve - Construction Project | | | | | | | | | |
| 9/18/2013 | UM14876 | Invoice | | 3M | Unposted Accounts Pa | Not yet posted | 9/30/2013 | \$3,000.00 | \$0.00 |
| 9/28/2013 | 0461-0 | Invoice | | FREDERICK QUINN CORPO | Unposted Accounts Pa | Not yet posted | 9/30/2013 | \$260,680.00 | \$0.00 |
| 10/1/2013 | 4309 | Invoice | | LIBRARY FURNITURE INTE | Unposted Accounts Pa | Not yet posted | 9/30/2013 | \$36,450.00 | \$0.00 |
| 10/4/2013 | 1108.24 | Invoice | | PRODUCT, LLC | Unposted Accounts Pa | Not yet posted | 9/30/2013 | \$6,053.28 | \$0.00 |
| 10/2/2013 | CHIC 183956 | Invoice | | ASI | Unposted Accounts Pa | Not yet posted | 9/30/2013 | \$3,675.00 | \$0.00 |
| <i>Totals for 40-5815-58-00, Special Reserve - Construction Projec</i> | | | | | | | | \$309,858.28 | \$0.00 |
| Grand Totals: | | | | | | | | \$309,858.28 | \$0.00 |

Niles Public Library District
Special Reserve
40-5815-58-00 & 40-5810-58-00

Report name: Special Reserve
Report format: Detail
Include all transaction dates
Include these post dates: Last fiscal period (9/1/2013 to 9/30/2013)
Include all Post Statuses
Do not include adjustment transactions
Include miscellaneous entries
Include these Accounts: 40-5815-58-00, 40-5810-58-00, 40-5805-58-00, 40-5811-58-00, 40-5820-58-00
Include all Funds
Include all Classes
Include all Vendors
Include all Invoices
Include all Credit Memos
Include all Payments
Include all Account Attributes
Include all Vendor Attributes
Include all Invoice Attributes
Include all Credit Memo Attributes
Include all Expense(s)
Include all Departments(s)

Niles Public Library District Bank Register Report - Checking

| Transaction Number | Source | Transaction Type | Transaction Date | Reference | Deposits | Payments | Running Total | Status | Post Date |
|--------------------|------------------|------------------|------------------|-------------------------------|----------|--------------|----------------|-------------|------------|
| 70307 | Accounts Payable | Computer Check | 10/16/2013 | 3M | \$0.00 | \$10,670.55 | (\$10,670.55) | Outstanding | 10/31/2013 |
| 70308 | Accounts Payable | Computer Check | 10/16/2013 | AARGUS PLASTICS, INC. | \$0.00 | \$2,311.58 | (\$12,982.13) | Outstanding | 10/31/2013 |
| 70309 | Accounts Payable | Computer Check | 10/16/2013 | ACE RELOCATION SYSTEMS, IN | \$0.00 | \$1,330.00 | (\$14,312.13) | Outstanding | 10/31/2013 |
| 70310 | Accounts Payable | Computer Check | 10/16/2013 | AFLAC | \$0.00 | \$766.25 | (\$15,078.38) | Outstanding | 10/31/2013 |
| 70311 | Accounts Payable | Computer Check | 10/16/2013 | ALLIANCE ENTERTAINMENT | \$0.00 | \$868.53 | (\$15,946.91) | Outstanding | 10/31/2013 |
| 70312 | Accounts Payable | Computer Check | 10/16/2013 | AMERICAN CANCER SOCIETY, I | \$0.00 | \$4.00 | (\$15,950.91) | Outstanding | 10/31/2013 |
| 70313 | Accounts Payable | Computer Check | 10/16/2013 | AMERICAN LIBRARY ASSOCIATI | \$0.00 | \$99.00 | (\$16,049.91) | Outstanding | 10/31/2013 |
| 70314 | Accounts Payable | Computer Check | 10/16/2013 | AMERICAN LIBRARY ASSOCIATI | \$0.00 | \$365.00 | (\$16,414.91) | Outstanding | 10/31/2013 |
| 70315 | Accounts Payable | Computer Check | 10/16/2013 | ANDERSON LOCK | \$0.00 | \$536.06 | (\$16,950.97) | Outstanding | 10/31/2013 |
| 70316 | Accounts Payable | Computer Check | 10/16/2013 | ASI | \$0.00 | \$3,675.00 | (\$20,625.97) | Outstanding | 10/31/2013 |
| 70317 | Accounts Payable | Computer Check | 10/16/2013 | AT&T | \$0.00 | \$925.82 | (\$21,551.79) | Outstanding | 10/31/2013 |
| 70318 | Accounts Payable | Computer Check | 10/16/2013 | AT&T | \$0.00 | \$43.39 | (\$21,595.18) | Outstanding | 10/31/2013 |
| 70319 | Accounts Payable | Computer Check | 10/16/2013 | DONNA BLOCK | \$0.00 | \$31.09 | (\$21,626.27) | Outstanding | 10/31/2013 |
| 70320 | Accounts Payable | Computer Check | 10/16/2013 | NOEL BRESSLER | \$0.00 | \$19.99 | (\$21,646.26) | Outstanding | 10/31/2013 |
| 70321 | Accounts Payable | Computer Check | 10/16/2013 | THE BRICKMAN GROUP LTD. LLC | \$0.00 | \$393.00 | (\$22,039.26) | Outstanding | 10/31/2013 |
| 70322 | Accounts Payable | Computer Check | 10/16/2013 | BRODART CO. | \$0.00 | \$441.00 | (\$22,480.26) | Outstanding | 10/31/2013 |
| 70323 | Accounts Payable | Computer Check | 10/16/2013 | RICHARD CAHAN | \$0.00 | \$200.00 | (\$22,680.26) | Outstanding | 10/31/2013 |
| 70324 | Accounts Payable | Computer Check | 10/16/2013 | CALL ONE | \$0.00 | \$1,410.62 | (\$24,090.88) | Outstanding | 10/31/2013 |
| 70325 | Accounts Payable | Computer Check | 10/16/2013 | CENGAGE LEARNING, INC. | \$0.00 | \$1,396.87 | (\$25,487.75) | Outstanding | 10/31/2013 |
| 70326 | Accounts Payable | Computer Check | 10/16/2013 | CENTER POINT LARGE PRINT | \$0.00 | \$216.90 | (\$25,704.65) | Outstanding | 10/31/2013 |
| 70327 | Accounts Payable | Computer Check | 10/16/2013 | CHRIS CHRISTMAS | \$0.00 | \$330.00 | (\$26,034.65) | Outstanding | 10/31/2013 |
| 70328 | Accounts Payable | Computer Check | 10/16/2013 | CINTAS CORPORATION LOC. 769 | \$0.00 | \$665.86 | (\$26,700.51) | Outstanding | 10/31/2013 |
| 70329 | Accounts Payable | Computer Check | 10/16/2013 | JESSICA COBB | \$0.00 | \$250.00 | (\$26,950.51) | Outstanding | 10/31/2013 |
| 70330 | Accounts Payable | Computer Check | 10/16/2013 | COMCAST | \$0.00 | \$487.08 | (\$27,437.59) | Outstanding | 10/31/2013 |
| 70331 | Accounts Payable | Computer Check | 10/16/2013 | COMED | \$0.00 | \$7,483.83 | (\$34,921.42) | Outstanding | 10/31/2013 |
| 70332 | Accounts Payable | Computer Check | 10/16/2013 | COOPERATIVE COMPUTER SERV | \$0.00 | \$6,489.28 | (\$41,410.70) | Outstanding | 10/31/2013 |
| 70333 | Accounts Payable | Computer Check | 10/16/2013 | DEMCO | \$0.00 | \$142.23 | (\$41,552.93) | Outstanding | 10/31/2013 |
| 70334 | Accounts Payable | Computer Check | 10/16/2013 | EASYPERMIT POSTAGE | \$0.00 | \$500.00 | (\$42,052.93) | Outstanding | 10/31/2013 |
| 70335 | Accounts Payable | Computer Check | 10/16/2013 | FEDEX | \$0.00 | \$30.77 | (\$42,083.70) | Outstanding | 10/31/2013 |
| 70336 | Accounts Payable | Computer Check | 10/16/2013 | FIFTH THIRD BANK | \$0.00 | \$230.00 | (\$42,313.70) | Outstanding | 10/31/2013 |
| 70337 | Accounts Payable | Computer Check | 10/16/2013 | FIFTH THIRD BANK | \$0.00 | \$1,790.00 | (\$44,103.70) | Outstanding | 10/31/2013 |
| 70338 | Accounts Payable | Computer Check | 10/16/2013 | FINRA INVESTOR EDUCATION FO | \$0.00 | \$6,149.15 | (\$50,252.85) | Outstanding | 10/31/2013 |
| 70339 | Accounts Payable | Computer Check | 10/16/2013 | FIRE & SECURITY SYSTEMS, INC. | \$0.00 | \$243.00 | (\$50,495.85) | Outstanding | 10/31/2013 |
| 70340 | Accounts Payable | Computer Check | 10/16/2013 | FLEXSOURCE, LLC | \$0.00 | \$194.50 | (\$50,690.35) | Outstanding | 10/31/2013 |
| 70341 | Accounts Payable | Computer Check | 10/16/2013 | FREDERICK QUINN CORPORATIO | \$0.00 | \$260,680.00 | (\$311,370.35) | Outstanding | 10/31/2013 |
| 70342 | Accounts Payable | Computer Check | 10/16/2013 | FRIENDS OF THE NILES LIBRARY | \$0.00 | \$485.80 | (\$311,856.15) | Outstanding | 10/31/2013 |
| 70343 | Accounts Payable | Computer Check | 10/16/2013 | DOROTHEA FRISBIE | \$0.00 | \$9.77 | (\$311,865.92) | Outstanding | 10/31/2013 |
| 70344 | Accounts Payable | Computer Check | 10/16/2013 | GARVEY'S OFFICE PRODUCTS | \$0.00 | \$2,118.77 | (\$313,984.69) | Outstanding | 10/31/2013 |
| 70345 | Accounts Payable | Computer Check | 10/16/2013 | GAYLORD BROS. | \$0.00 | \$800.00 | (\$314,784.69) | Outstanding | 10/31/2013 |

Niles Public Library District Bank Register Report - Checking

| Transaction Number | Source | Transaction Type | Transaction Date | Reference | Deposits | Payments | Running Total | Status | Post Date |
|--------------------|------------------|------------------|------------------|-------------------------------|----------|-------------|----------------|-------------|------------|
| 70346 | Accounts Payable | Computer Check | 10/16/2013 | DEBORAH GRAHAM | \$0.00 | \$6.10 | (\$314,790.79) | Outstanding | 10/31/2013 |
| 70347 | Accounts Payable | Computer Check | 10/16/2013 | GRAINGER | \$0.00 | \$706.09 | (\$315,496.88) | Outstanding | 10/31/2013 |
| 70348 | Accounts Payable | Computer Check | 10/16/2013 | GROOT INDUSTRIES, INC. | \$0.00 | \$224.41 | (\$315,721.29) | Outstanding | 10/31/2013 |
| 70349 | Accounts Payable | Computer Check | 10/16/2013 | JOEL HAHN | \$0.00 | \$26.38 | (\$315,747.67) | Outstanding | 10/31/2013 |
| 70350 | Accounts Payable | Computer Check | 10/16/2013 | HALL PASS | \$0.00 | \$12.00 | (\$315,759.67) | Outstanding | 10/31/2013 |
| 70351 | Accounts Payable | Computer Check | 10/16/2013 | HEALTHCARE SERVICE CORPOR | \$0.00 | \$36,129.14 | (\$351,888.81) | Outstanding | 10/31/2013 |
| 70352 | Accounts Payable | Computer Check | 10/16/2013 | RENEE C. HEIN | \$0.00 | \$550.00 | (\$352,438.81) | Outstanding | 10/31/2013 |
| 70353 | Accounts Payable | Computer Check | 10/16/2013 | ILLINOIS LIBRARY ASSOCIATION | \$0.00 | \$115.00 | (\$352,553.81) | Outstanding | 10/31/2013 |
| 70354 | Accounts Payable | Computer Check | 10/16/2013 | INGRAM LIBRARY SERVICES | \$0.00 | \$13,901.50 | (\$366,455.31) | Outstanding | 10/31/2013 |
| 70355 | Accounts Payable | Computer Check | 10/16/2013 | COLLEEN KELLY | \$0.00 | \$45.77 | (\$366,501.08) | Outstanding | 10/31/2013 |
| 70356 | Accounts Payable | Computer Check | 10/16/2013 | KARINA KHANANIS | \$0.00 | \$9.99 | (\$366,511.07) | Outstanding | 10/31/2013 |
| 70357 | Accounts Payable | Computer Check | 10/16/2013 | JAMIE KING | \$0.00 | \$11.75 | (\$366,522.82) | Outstanding | 10/31/2013 |
| 70358 | Accounts Payable | Computer Check | 10/16/2013 | KLEIN, THORPE & JENKINS, LTD. | \$0.00 | \$253.50 | (\$366,776.32) | Outstanding | 10/31/2013 |
| 70359 | Accounts Payable | Computer Check | 10/16/2013 | KONE INC. | \$0.00 | \$225.22 | (\$367,001.54) | Outstanding | 10/31/2013 |
| 70360 | Accounts Payable | Computer Check | 10/16/2013 | KONICA MINOLTA BUSINESS SO | \$0.00 | \$573.95 | (\$367,575.49) | Outstanding | 10/31/2013 |
| 70361 | Accounts Payable | Computer Check | 10/16/2013 | LACONI | \$0.00 | \$100.00 | (\$367,675.49) | Outstanding | 10/31/2013 |
| 70362 | Accounts Payable | Computer Check | 10/16/2013 | LAUBE IMAGING PRODUCTS | \$0.00 | \$854.75 | (\$368,530.24) | Outstanding | 10/31/2013 |
| 70363 | Accounts Payable | Computer Check | 10/16/2013 | LAW BULLETIN | \$0.00 | \$86.11 | (\$368,616.35) | Outstanding | 10/31/2013 |
| 70364 | Accounts Payable | Computer Check | 10/16/2013 | LIBRARY FURNITURE INTERNATI | \$0.00 | \$36,823.00 | (\$405,439.35) | Outstanding | 10/31/2013 |
| 70365 | Accounts Payable | Computer Check | 10/16/2013 | ROBBIE MALKOWSKI | \$0.00 | \$225.00 | (\$405,664.35) | Outstanding | 10/31/2013 |
| 70366 | Accounts Payable | Computer Check | 10/16/2013 | MARTIN PETERSEN COMPANY I | \$0.00 | \$944.00 | (\$406,608.35) | Outstanding | 10/31/2013 |
| 70367 | Accounts Payable | Computer Check | 10/16/2013 | JOAN MCGEE | \$0.00 | \$150.00 | (\$406,758.35) | Outstanding | 10/31/2013 |
| 70368 | Accounts Payable | Computer Check | 10/16/2013 | JUDITH MCNULTY | \$0.00 | \$53.97 | (\$406,812.32) | Outstanding | 10/31/2013 |
| 70369 | Accounts Payable | Computer Check | 10/16/2013 | MENARDS | \$0.00 | \$749.36 | (\$407,561.68) | Outstanding | 10/31/2013 |
| 70370 | Accounts Payable | Computer Check | 10/16/2013 | MIDWEST TAPE | \$0.00 | \$5,543.68 | (\$413,105.36) | Outstanding | 10/31/2013 |
| 70371 | Accounts Payable | Computer Check | 10/16/2013 | MIGHTYBYTES, INC. | \$0.00 | \$1,500.00 | (\$414,605.36) | Outstanding | 10/31/2013 |
| 70372 | Accounts Payable | Computer Check | 10/16/2013 | MARY MILLER | \$0.00 | \$130.85 | (\$414,736.21) | Outstanding | 10/31/2013 |
| 70373 | Accounts Payable | Computer Check | 10/16/2013 | MULTICULTURAL BOOKS & VID | \$0.00 | \$499.53 | (\$415,235.74) | Outstanding | 10/31/2013 |
| 70374 | Accounts Payable | Computer Check | 10/16/2013 | MILENA NEDELJKOVIC | \$0.00 | \$120.00 | (\$415,355.74) | Outstanding | 10/31/2013 |
| 70375 | Accounts Payable | Computer Check | 10/16/2013 | NILES ELEMENTARY SCHOOL DI | \$0.00 | \$881.00 | (\$416,236.74) | Outstanding | 10/31/2013 |
| 70376 | Accounts Payable | Computer Check | 10/16/2013 | OAK BROOK MECHANICAL SERV | \$0.00 | \$3,517.43 | (\$419,754.17) | Outstanding | 10/31/2013 |
| 70377 | Accounts Payable | Computer Check | 10/16/2013 | OMNIGRAPHICS, INC. | \$0.00 | \$141.55 | (\$419,895.72) | Outstanding | 10/31/2013 |
| 70378 | Accounts Payable | Computer Check | 10/16/2013 | PACIFIC TELEMAGEMENT SE | \$0.00 | \$64.00 | (\$419,959.72) | Outstanding | 10/31/2013 |
| 70379 | Accounts Payable | Computer Check | 10/16/2013 | POLONIA BOOKSTORE, INC. | \$0.00 | \$1,113.83 | (\$421,073.55) | Outstanding | 10/31/2013 |
| 70380 | Accounts Payable | Computer Check | 10/16/2013 | PRODUCT, LLC | \$0.00 | \$6,053.28 | (\$427,126.83) | Outstanding | 10/31/2013 |
| 70381 | Accounts Payable | Computer Check | 10/16/2013 | PROQUEST LLC | \$0.00 | \$19,370.00 | (\$446,496.83) | Outstanding | 10/31/2013 |
| 70382 | Accounts Payable | Computer Check | 10/16/2013 | JOHN RADZKO | \$0.00 | \$10.74 | (\$446,507.57) | Outstanding | 10/31/2013 |
| 70383 | Accounts Payable | Computer Check | 10/16/2013 | RAINBOW ANIMAL ASSISTED THE | \$0.00 | \$90.00 | (\$446,597.57) | Outstanding | 10/31/2013 |
| 70384 | Accounts Payable | Computer Check | 10/16/2013 | RECORDED BOOKS, LLC | \$0.00 | \$255.15 | (\$446,852.72) | Outstanding | 10/31/2013 |

Niles Public Library District Bank Register Report - Checking

| Transaction Number | Source | Transaction Type | Transaction Date | Reference | Deposits | Payments | Running Total | Status | Post Date |
|--------------------|------------------|------------------|------------------|-------------------------------|----------|------------|----------------|-------------|------------|
| 70385 | Accounts Payable | Computer Check | 10/16/2013 | RUSSIAN PUBLISHING HOUSE, L | \$0.00 | \$534.05 | (\$447,386.77) | Outstanding | 10/31/2013 |
| 70386 | Accounts Payable | Computer Check | 10/16/2013 | MONIKA SAWYER | \$0.00 | \$24.94 | (\$447,411.71) | Outstanding | 10/31/2013 |
| 70387 | Accounts Payable | Computer Check | 10/16/2013 | RUTH SCHUSTER | \$0.00 | \$577.60 | (\$447,989.31) | Outstanding | 10/31/2013 |
| 70388 | Accounts Payable | Computer Check | 10/16/2013 | SENATE ELECTRIC CONSTRUCTIO | \$0.00 | \$321.12 | (\$448,310.43) | Outstanding | 10/31/2013 |
| 70389 | Accounts Payable | Computer Check | 10/16/2013 | CLARA SHEFFER | \$0.00 | \$12.77 | (\$448,323.20) | Outstanding | 10/31/2013 |
| 70390 | Accounts Payable | Computer Check | 10/16/2013 | SHELL | \$0.00 | \$55.52 | (\$448,378.72) | Outstanding | 10/31/2013 |
| 70391 | Accounts Payable | Computer Check | 10/16/2013 | JOANNA SLIWINSKA | \$0.00 | \$150.00 | (\$448,528.72) | Outstanding | 10/31/2013 |
| 70392 | Accounts Payable | Computer Check | 10/16/2013 | SMITHEREEN PEST MANAGEMEN | \$0.00 | \$220.00 | (\$448,748.72) | Outstanding | 10/31/2013 |
| 70393 | Accounts Payable | Computer Check | 10/16/2013 | SUN-TIMES MEDIA | \$0.00 | \$573.60 | (\$449,322.32) | Outstanding | 10/31/2013 |
| 70394 | Accounts Payable | Computer Check | 10/16/2013 | SHELLEY SUTHERLAND | \$0.00 | \$251.00 | (\$449,573.32) | Outstanding | 10/31/2013 |
| 70395 | Accounts Payable | Computer Check | 10/16/2013 | THE KINSLER GROUP | \$0.00 | \$604.00 | (\$450,177.32) | Outstanding | 10/31/2013 |
| 70396 | Accounts Payable | Computer Check | 10/16/2013 | THE LINCOLN NATIONAL LIFE IN | \$0.00 | \$1,559.34 | (\$451,736.66) | Outstanding | 10/31/2013 |
| 70397 | Accounts Payable | Computer Check | 10/16/2013 | THE SCRIBBLEBOOKS COMPANY | \$0.00 | \$950.00 | (\$452,686.66) | Outstanding | 10/31/2013 |
| 70398 | Accounts Payable | Computer Check | 10/16/2013 | SAJI T. THOMAS | \$0.00 | \$13.95 | (\$452,700.61) | Outstanding | 10/31/2013 |
| 70399 | Accounts Payable | Computer Check | 10/16/2013 | TODAY'S BUSINESS SOLUTIONS, I | \$0.00 | \$164.32 | (\$452,864.93) | Outstanding | 10/31/2013 |
| 70400 | Accounts Payable | Computer Check | 10/16/2013 | TSAI FONG BOOKS, INC. | \$0.00 | \$1,133.34 | (\$453,998.27) | Outstanding | 10/31/2013 |
| 70401 | Accounts Payable | Computer Check | 10/16/2013 | UNIQUE MANAGEMENT SERVICE | \$0.00 | \$159.20 | (\$454,157.47) | Outstanding | 10/31/2013 |
| 70402 | Accounts Payable | Computer Check | 10/16/2013 | UPS | \$0.00 | \$6.79 | (\$454,164.26) | Outstanding | 10/31/2013 |
| 70403 | Accounts Payable | Computer Check | 10/16/2013 | SASHA VASILIC | \$0.00 | \$10.99 | (\$454,175.25) | Outstanding | 10/31/2013 |
| 70404 | Accounts Payable | Computer Check | 10/16/2013 | VERIZON WIRELESS | \$0.00 | \$98.83 | (\$454,274.08) | Outstanding | 10/31/2013 |
| 70405 | Accounts Payable | Computer Check | 10/16/2013 | VILLAGE OF NILES | \$0.00 | \$943.81 | (\$455,217.89) | Outstanding | 10/31/2013 |
| 70406 | Accounts Payable | Computer Check | 10/16/2013 | VISA | \$0.00 | \$1,086.45 | (\$456,304.34) | Outstanding | 10/31/2013 |
| 70407 | Accounts Payable | Computer Check | 10/16/2013 | VISION SERVICE PLAN OF ILLINO | \$0.00 | \$636.61 | (\$456,940.95) | Outstanding | 10/31/2013 |
| 70408 | Accounts Payable | Computer Check | 10/16/2013 | VISOGRAPHIC | \$0.00 | \$67.59 | (\$457,008.54) | Outstanding | 10/31/2013 |
| 70409 | Accounts Payable | Computer Check | 10/16/2013 | LINDA WEISS | \$0.00 | \$70.17 | (\$457,078.71) | Outstanding | 10/31/2013 |
| 70410 | Accounts Payable | Computer Check | 10/16/2013 | WESTERN IRRIGATION, INC. | \$0.00 | \$180.00 | (\$457,258.71) | Outstanding | 10/31/2013 |

Summary by Transaction Type

| | |
|--|-----------------------|
| Total Deposits: | \$0.00 |
| Less Payments by Transaction Type: | |
| Computer Check | (\$457,258.71) |
| Total Payments: | (\$457,258.71) |
| Total Change in Register Balance: | (\$457,258.71) |

Niles Public Library District

Balance Sheet

September 30, 2013

| | GENERAL FUND 9/30/2013 | SPECIAL REVENUE FUNDS | DEBT SERVICE FUND | SPECIAL RESERVE FUND | TOTAL |
|---|---------------------------|-----------------------------|-------------------------|----------------------------|---------------------|
| Assets | | | | | |
| Cash and Investments | | | | | |
| Cash Checking | (\$4,448,917) | \$1,196,986 | | \$3,318,043 | \$66,112 |
| Cash-Imprest | \$719 | | | | \$719 |
| Cash-Flexible Spending Account | \$7,953 | | | | \$7,953 |
| MaxSafe CD | \$1,013,500 | | | | \$1,013,500 |
| Capital One 360 | \$247,595 | | | | \$247,595 |
| Stone Castle | \$2,924,859 | | | | \$2,924,859 |
| Petty Cash | \$200 | | | | \$200 |
| Illinois Funds-Tax Deposit Account | \$4,303,417 | | | | \$4,303,417 |
| Illinois Funds E pay fines | \$49,682 | | | | \$49,682 |
| Northwest Community Credit Union | \$251,601 | | | | \$251,601 |
| Fifth Third Bank-Investments | \$1,398,397 | | | | \$1,398,397 |
| Investments Money Market-Fifth Third Bank | \$246,327 | | | | \$246,327 |
| MaxSafe CD | \$513,999 | | | | \$513,999 |
| MaxSafe CD | \$509,540 | | | | \$509,540 |
| Total Cash and Investments | \$7,018,870 | \$1,196,986 | \$0 | \$3,318,043 | \$11,533,900 |
| Receivables | | | | | |
| Accrued Interest Receivable | \$489 | \$78 | | \$316 | \$884 |
| Total Receivables | \$489 | \$78 | \$0 | \$316 | \$884 |
| Prepaid Items | | | | | |
| Prepaid Expense | \$36,370 | | | | \$36,370 |
| Total Prepaid Items | \$36,370 | \$0 | \$0 | \$0 | \$36,370 |
| Total Assets | \$7,055,729 | \$1,197,065 | \$0 | \$3,318,360 | \$11,571,154 |

Niles Public Library District
Balance Sheet
September 30, 2013

| | GENERAL FUND 9/30/2013 | SPECIAL REVENUE FUNDS | DEBT SERVICE FUND | SPECIAL RESERVE FUND | TOTAL |
|---|---------------------------|-----------------------------|-------------------------|----------------------------|---------------------|
| Liabilities and Fund Balance | | | | | |
| Liabilities | | | | | |
| Accounts Payable | \$109,062 | \$46,667 | | \$299,509 | \$455,239 |
| Accounts Payable-Friends of the Library | | | | | |
| Payroll Clearing | \$13,267 | | | | \$13,267 |
| Accrued Salaries & Wages | \$42,011 | | | | \$42,011 |
| Total Liabilities | \$164,341 | \$46,667 | \$0 | \$299,509 | \$510,517 |
| Fund Balance | | | | | |
| Fund Balance | \$6,891,388 | \$1,150,398 | | \$3,018,850 | \$11,060,636 |
| Total Fund Balance | \$6,891,388 | \$1,150,398 | \$0 | \$3,018,850 | \$11,060,636 |
| Total Liabilities and Fund Balance | \$7,055,729 | \$1,197,065 | \$0 | \$3,318,360 | \$11,571,154 |

Niles Public Library District
Income Statement-General Fund
September 30, 2013

| | <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> |
|----------------------------------|-------------------------|-------------------------|---------------------------|-----------------------|-----------------------|-------------------------|--------------------------|--|
| Revenues | | | | | | | | |
| Property Taxes | \$70,493 | \$68,522 | \$1,971 | \$2,708,619 | \$3,152,001 | (\$443,382) | \$6,852,175 | 40% |
| Replacement Taxes | | | | \$28,816 | | \$28,816 | | |
| Per Capita Grant | \$58,868 | | \$58,868 | \$58,868 | | \$58,868 | \$54,000 | 109% |
| Grants-Other | | | | \$10,877 | | \$10,877 | \$1,000 | 1,088% |
| Investment Income | \$3,797 | \$1,667 | \$2,131 | \$6,060 | \$5,000 | \$1,060 | \$20,000 | 30% |
| Fines | \$2,048 | \$3,333 | (\$1,285) | \$11,187 | \$10,000 | \$1,187 | \$40,000 | 28% |
| Lost Books | \$740 | \$625 | \$115 | \$2,340 | \$1,875 | \$465 | \$7,500 | 31% |
| Pay For Print | \$2,402 | \$1,250 | \$1,152 | \$5,213 | \$3,750 | \$1,463 | \$15,000 | 35% |
| Flash Drive & Ear Bud Sales | \$9 | | \$9 | \$10 | | \$10 | | |
| Commissions & Fees | | | | | \$25 | (\$25) | \$100 | |
| Donations-Friends of the Library | | | | | | | \$500 | |
| Donations | | \$21 | (\$21) | | \$62 | (\$62) | \$250 | |
| Miscellaneous | \$30 | \$17 | \$13 | \$929 | \$50 | \$879 | \$200 | 464% |
| Total Revenues | \$138,387 | \$75,434 | \$62,953 | \$2,832,918 | \$3,172,763 | (\$339,845) | \$6,990,725 | 41% |
| Expenditures | | | | | | | | |
| Salaries | | | | | | | | |
| Library Director | \$9,494 | \$9,632 | \$138 | \$28,481 | \$28,895 | \$414 | \$115,580 | 25% |
| Payroll-Department Managers | \$22,496 | \$20,918 | (\$1,578) | \$57,313 | \$62,754 | \$5,441 | \$251,016 | 23% |
| Payroll-Division Supervisors | \$49,736 | \$49,578 | (\$158) | \$149,208 | \$148,735 | (\$473) | \$594,940 | 25% |
| Payroll-Librarian I | \$98,792 | \$97,107 | (\$1,685) | \$289,182 | \$291,320 | \$2,137 | \$1,165,279 | 25% |
| Payroll-Library Grade V | \$51,499 | \$50,038 | (\$1,461) | \$143,439 | \$150,113 | \$6,673 | \$600,450 | 24% |
| Payroll-Library Grade VI | \$40,111 | \$36,949 | (\$3,161) | \$110,265 | \$110,848 | \$583 | \$443,393 | 25% |
| Payroll-Library Pages | \$12,641 | \$12,065 | (\$576) | \$33,220 | \$36,196 | \$2,976 | \$144,784 | 23% |
| Payroll-Sundays | \$5,935 | \$6,417 | \$482 | \$17,965 | \$19,250 | \$1,285 | \$77,000 | 23% |
| Adjustments | | | | | | | \$10,000 | |
| Substitutes | \$188 | \$667 | \$479 | \$544 | \$2,000 | \$1,456 | \$8,000 | 7% |
| Total Salaries | \$290,891 | \$283,370 | (\$7,521) | \$829,617 | \$850,110 | \$20,493 | \$3,410,442 | 24% |

Niles Public Library District

Income Statement-General Fund

September 30, 2013

| | Month Actual | Month Budget | Month Variance | YTD Actual | YTD Budget | YTD Variance | Annual Budget | Actual % of Annual Budget |
|---|-----------------|-----------------|-------------------|------------------|------------------|-------------------|------------------|---------------------------------|
| Library Materials | | | | | | | | |
| Books-Adult | \$10,474 | \$11,917 | \$1,443 | \$28,422 | \$35,750 | \$7,328 | \$143,000 | 20% |
| Books-Youth Services | \$5,616 | \$5,750 | \$134 | \$12,474 | \$17,250 | \$4,776 | \$69,000 | 18% |
| Books-Teen | \$1,474 | \$1,250 | (\$224) | \$3,616 | \$3,750 | \$134 | \$15,000 | 24% |
| Downloadables | \$7,671 | \$4,583 | (\$3,087) | \$34,468 | \$13,750 | (\$20,718) | \$55,000 | 63% |
| Periodicals | \$48 | \$2,000 | \$1,952 | \$2,205 | \$6,000 | \$3,795 | \$24,000 | 9% |
| AV-Adult | \$3,587 | \$7,917 | \$4,330 | \$31,322 | \$23,750 | (\$7,572) | \$95,000 | 33% |
| AV-Youth Services | \$2,216 | \$3,808 | \$1,592 | \$5,358 | \$11,425 | \$6,067 | \$45,700 | 12% |
| AV-Teen | \$1,455 | \$1,083 | (\$372) | \$3,048 | \$3,250 | \$202 | \$13,000 | 23% |
| Online Databases | \$19,837 | \$16,750 | (\$3,087) | \$78,145 | \$50,250 | (\$27,895) | \$201,000 | 39% |
| Total Library Materials | \$52,378 | \$55,058 | \$2,681 | \$199,057 | \$165,175 | (\$33,882) | \$660,700 | 30% |
| Library Operating Expenditures | | | | | | | | |
| CCS Charges | \$4,789 | \$6,500 | \$1,711 | \$21,080 | \$19,500 | (\$1,580) | \$78,000 | 27% |
| Processing & Supplies | \$831 | \$2,500 | \$1,669 | \$1,576 | \$7,500 | \$5,924 | \$30,000 | 5% |
| Internet Charges | \$1,413 | \$1,600 | \$187 | \$4,444 | \$4,800 | \$356 | \$19,200 | 23% |
| Software, Licenses | \$10 | \$3,520 | \$3,510 | \$3,291 | \$10,561 | \$7,269 | \$42,243 | 8% |
| Printing | \$855 | \$8,113 | \$7,258 | \$9,008 | \$10,538 | \$1,529 | \$42,150 | 21% |
| Library Supplies | \$2,566 | \$1,000 | (\$1,566) | \$4,649 | \$3,000 | (\$1,649) | \$12,000 | 39% |
| Programming & Support-Adult | \$1,360 | \$1,717 | \$357 | \$3,918 | \$5,150 | \$1,232 | \$20,600 | 19% |
| Programming & Support-Juvenile | \$1,790 | \$2,875 | \$1,085 | \$12,287 | \$8,625 | (\$3,662) | \$34,500 | 36% |
| Programming & Support-Joint | \$270 | \$333 | \$64 | \$270 | \$1,000 | \$730 | \$4,000 | 7% |
| Programming & Support-Teen | \$162 | \$583 | \$422 | \$1,232 | \$1,750 | \$518 | \$7,000 | 18% |
| Public Performing Rights | | | | \$1,317 | \$1,313 | (\$4) | \$1,313 | 100% |
| CCS Communications | \$321 | \$417 | \$95 | \$973 | \$1,250 | \$277 | \$5,000 | 19% |
| Computer Charges OCLC | \$1,379 | \$1,400 | \$22 | \$4,136 | \$4,201 | \$65 | \$16,804 | 25% |
| Miscellaneous | | \$83 | \$83 | \$296 | \$250 | (\$46) | \$1,000 | 30% |
| Per Capita Grant Expenditures | \$1,500 | | (\$1,500) | \$1,900 | | (\$1,900) | \$57,000 | 3% |
| Grant - Other Expenditures | \$6,203 | \$83 | (\$6,120) | \$8,409 | \$250 | (\$8,159) | \$1,000 | 841% |
| Volunteers | | | | \$187 | | (\$187) | \$3,000 | 6% |
| Total Library Operating Expenditures | \$23,448 | \$30,725 | \$7,277 | \$78,974 | \$79,687 | \$713 | \$374,810 | 21% |

Niles Public Library District Income Statement-General Fund

September 30, 2013

| | Month Actual | Month Budget | Month Variance | YTD Actual | YTD Budget | YTD Variance | Annual Budget | Actual % of Annual Budget |
|---|-----------------|-----------------|-------------------|-----------------|-----------------|-----------------|------------------|---------------------------------|
| General and Administration | | | | | | | | |
| Janitorial Supplies | \$3,041 | \$2,804 | (\$237) | \$8,151 | \$8,412 | \$261 | \$33,650 | 24% |
| Copiers | \$574 | \$833 | \$259 | \$1,743 | \$2,500 | \$757 | \$10,000 | 17% |
| Professional Development | \$707 | \$3,408 | \$2,702 | \$4,468 | \$10,225 | \$5,757 | \$40,899 | 11% |
| Mileage | \$185 | \$250 | \$65 | \$797 | \$750 | (\$47) | \$3,000 | 27% |
| Professional Collection | \$12 | \$333 | \$321 | \$216 | \$1,000 | \$784 | \$4,000 | 5% |
| Legal Fees | \$266 | \$3,333 | \$3,068 | \$3,214 | \$10,000 | \$6,786 | \$40,000 | 8% |
| Consultants | \$604 | \$1,667 | \$1,063 | \$2,666 | \$5,000 | \$2,334 | \$20,000 | 13% |
| Kitchen Supplies | | \$158 | \$158 | \$24 | \$475 | \$451 | \$1,900 | 1% |
| Promotional Expense | \$405 | \$1,708 | \$1,304 | \$5,980 | \$5,125 | (\$855) | \$20,500 | 29% |
| Office Supplies | \$896 | \$2,083 | \$1,188 | \$4,581 | \$6,250 | \$1,669 | \$25,000 | 18% |
| Postage & Freight | \$538 | \$1,500 | \$962 | \$1,311 | \$4,500 | \$3,189 | \$18,000 | 7% |
| Publication of Notices-Legal | \$538 | \$100 | (\$438) | \$558 | \$300 | (\$258) | \$1,200 | 47% |
| Publication of Notices-Advertisements | | \$42 | \$42 | | \$125 | \$125 | \$500 | |
| Subscriptions & Dues | \$580 | \$750 | \$170 | \$3,664 | \$2,250 | (\$1,414) | \$9,000 | 41% |
| Collection Services | \$87 | \$83 | (\$4) | (\$7) | \$250 | \$257 | \$1,000 | (1)% |
| Telephone | \$1,617 | \$1,375 | (\$242) | \$4,869 | \$4,125 | (\$744) | \$16,500 | 30% |
| Trustee Expense | \$78 | \$833 | \$755 | \$859 | \$2,500 | \$1,641 | \$10,000 | 9% |
| Equipment Rental | \$1,330 | \$417 | (\$913) | \$3,961 | \$1,250 | (\$2,711) | \$5,000 | 79% |
| Payroll Service | \$808 | \$775 | (\$33) | \$2,428 | \$2,325 | (\$103) | \$9,300 | 26% |
| Bank Fees | \$222 | \$250 | \$28 | \$881 | \$750 | (\$131) | \$3,000 | 29% |
| Parking Lease | \$881 | \$881 | | \$2,643 | \$2,643 | | \$10,572 | 25% |
| Total General and Administration | \$13,367 | \$23,585 | \$10,218 | \$53,009 | \$70,755 | \$17,746 | \$283,021 | 19% |
| Vehicle Operation | | | | | | | | |
| Gas, Oil, Grease | \$119 | \$83 | (\$36) | \$314 | \$250 | (\$64) | \$1,000 | 31% |
| Repairs & Maintenance | | \$150 | \$150 | | \$450 | \$450 | \$1,800 | |
| Miscellaneous | | \$8 | \$8 | | \$25 | \$25 | \$100 | |
| Auto Insurance | | | | \$1,371 | \$1,371 | | \$1,371 | 100% |
| Total Vehicle Operation | \$119 | \$242 | \$123 | \$1,685 | \$2,096 | \$411 | \$4,271 | 39% |

Employee Fringe Benefits

Niles Public Library District
Income Statement-General Fund

September 30, 2013

| | Month Actual | Month Budget | Month Variance | YTD Actual | YTD Budget | YTD Variance | Annual Budget | Actual % of Annual Budget |
|---------------------------------------|-------------------------|-------------------------|---------------------------|-----------------------|-----------------------|-------------------------|--------------------------|--|
| Deferred Compensation | \$16,438 | \$16,667 | \$229 | \$48,557 | \$50,000 | \$1,443 | \$200,000 | 24% |
| Group Health | \$31,592 | \$32,739 | \$1,147 | \$94,352 | \$98,216 | \$3,864 | \$392,862 | 24% |
| Health Reimbursement Account | \$6,304 | \$4,500 | (\$1,804) | \$16,134 | \$13,500 | (\$2,634) | \$54,000 | 30% |
| Dental | \$251 | \$1,667 | \$1,416 | \$638 | \$5,000 | \$4,362 | \$20,000 | 3% |
| Vision | \$502 | \$535 | \$33 | \$1,474 | \$1,604 | \$130 | \$6,414 | 23% |
| FSA fee | \$59 | \$63 | \$4 | \$476 | \$488 | \$12 | \$1,050 | 45% |
| Life, LTD, AD&D, STD | \$1,559 | \$1,600 | \$41 | \$5,474 | \$4,800 | (\$674) | \$19,200 | 29% |
| Total Employee Fringe Benefits | \$56,704 | \$57,769 | \$1,065 | \$167,104 | \$173,606 | \$6,502 | \$693,526 | 24% |
| Utilities | | | | | | | | |
| Gas | | \$1,250 | \$1,250 | | \$3,750 | \$3,750 | \$15,000 | |
| Electric | \$7,484 | \$6,667 | (\$817) | \$23,765 | \$20,000 | (\$3,765) | \$80,000 | 30% |
| Water | \$944 | \$583 | (\$360) | \$2,008 | \$1,750 | (\$258) | \$7,000 | 29% |
| Total Utilities | \$8,428 | \$8,500 | \$72 | \$25,773 | \$25,500 | (\$273) | \$102,000 | 25% |
| Total Expenditures | \$445,334 | \$459,249 | \$13,915 | \$1,355,219 | \$1,366,930 | \$11,711 | \$5,528,770 | 25% |
| NET SURPLUS/(DEFICIT) | (\$306,947) | (\$383,814) | \$76,867 | \$1,477,699 | \$1,805,833 | (\$328,134) | \$1,461,955 | 101% |

Niles Public Library District
Income Statement-Consolidated
September 30, 2013

| | <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> |
|----------------------------------|-------------------------|-------------------------|---------------------------|-----------------------|-----------------------|-------------------------|--------------------------|--|
| Revenues | | | | | | | | |
| Property Taxes | \$73,525 | \$68,522 | \$5,003 | \$2,825,131 | \$3,152,001 | (\$326,869) | \$6,852,175 | 41% |
| Replacement Taxes | | | | \$28,816 | | \$28,816 | | |
| Per Capita Grant | \$58,868 | | \$58,868 | \$58,868 | | \$58,868 | \$54,000 | 109% |
| Grants-Other | | | | \$10,877 | | \$10,877 | \$1,000 | 1,088% |
| Investment Income | \$3,797 | \$1,667 | \$2,131 | \$6,060 | \$5,000 | \$1,060 | \$20,000 | 30% |
| Fines | \$2,048 | \$3,333 | (\$1,285) | \$11,187 | \$10,000 | \$1,187 | \$40,000 | 28% |
| Lost Books | \$740 | \$625 | \$115 | \$2,340 | \$1,875 | \$465 | \$7,500 | 31% |
| Pay For Print | \$2,402 | \$1,250 | \$1,152 | \$5,213 | \$3,750 | \$1,463 | \$15,000 | 35% |
| Flash Drive & Ear Bud Sales | \$9 | | \$9 | \$10 | | \$10 | | |
| Commissions & Fees | | | | | \$25 | (\$25) | \$100 | |
| Donations-Friends of the Library | | | | | | | \$500 | |
| Donations | | \$21 | (\$21) | | \$62 | (\$62) | \$250 | |
| Miscellaneous | \$30 | \$17 | \$13 | \$929 | \$50 | \$879 | \$200 | 464% |
| Total Revenues | \$141,419 | \$75,434 | \$65,985 | \$2,949,431 | \$3,172,763 | (\$223,332) | \$6,990,725 | 42% |
| Expenditures | | | | | | | | |
| Salaries | | | | | | | | |
| Library Director | \$9,494 | \$9,632 | \$138 | \$28,481 | \$28,895 | \$414 | \$115,580 | 25% |
| Payroll-Department Managers | \$22,496 | \$20,918 | (\$1,578) | \$57,313 | \$62,754 | \$5,441 | \$251,016 | 23% |
| Payroll-Division Supervisors | \$49,736 | \$49,578 | (\$158) | \$149,208 | \$148,735 | (\$473) | \$594,940 | 25% |
| Payroll-Librarian I | \$98,792 | \$97,107 | (\$1,685) | \$289,182 | \$291,320 | \$2,137 | \$1,165,279 | 25% |
| Payroll-Library Grade V | \$51,499 | \$50,038 | (\$1,461) | \$143,439 | \$150,113 | \$6,673 | \$600,450 | 24% |
| Payroll-Library Grade VI | \$40,111 | \$36,949 | (\$3,161) | \$110,265 | \$110,848 | \$583 | \$443,393 | 25% |
| Payroll-Library Pages | \$12,641 | \$12,065 | (\$576) | \$33,220 | \$36,196 | \$2,976 | \$144,784 | 23% |
| Payroll-Sundays | \$5,935 | \$6,417 | \$482 | \$17,965 | \$19,250 | \$1,285 | \$77,000 | 23% |
| Adjustments | | | | | | | \$10,000 | |
| Substitutes | \$188 | \$667 | \$479 | \$544 | \$2,000 | \$1,456 | \$8,000 | 7% |
| Total Salaries | \$290,891 | \$283,370 | (\$7,521) | \$829,617 | \$850,110 | \$20,493 | \$3,410,442 | 24% |

Niles Public Library District

Income Statement-Consolidated

September 30, 2013

| | Month Actual | Month Budget | Month Variance | YTD Actual | YTD Budget | YTD Variance | Annual Budget | Actual % of Annual Budget |
|---|-----------------|-----------------|-------------------|------------------|------------------|-------------------|------------------|---------------------------------|
| Library Materials | | | | | | | | |
| Books-Adult | \$10,474 | \$11,917 | \$1,443 | \$28,422 | \$35,750 | \$7,328 | \$143,000 | 20% |
| Books-Youth Services | \$5,616 | \$5,750 | \$134 | \$12,474 | \$17,250 | \$4,776 | \$69,000 | 18% |
| Books-Teen | \$1,474 | \$1,250 | (\$224) | \$3,616 | \$3,750 | \$134 | \$15,000 | 24% |
| Downloadables | \$7,671 | \$4,583 | (\$3,087) | \$34,468 | \$13,750 | (\$20,718) | \$55,000 | 63% |
| Periodicals | \$48 | \$2,000 | \$1,952 | \$2,205 | \$6,000 | \$3,795 | \$24,000 | 9% |
| AV-Adult | \$3,587 | \$7,917 | \$4,330 | \$31,322 | \$23,750 | (\$7,572) | \$95,000 | 33% |
| AV-Youth Services | \$2,216 | \$3,808 | \$1,592 | \$5,358 | \$11,425 | \$6,067 | \$45,700 | 12% |
| AV-Teen | \$1,455 | \$1,083 | (\$372) | \$3,048 | \$3,250 | \$202 | \$13,000 | 23% |
| Online Databases | \$19,837 | \$16,750 | (\$3,087) | \$78,145 | \$50,250 | (\$27,895) | \$201,000 | 39% |
| Total Library Materials | \$52,378 | \$55,058 | \$2,681 | \$199,057 | \$165,175 | (\$33,882) | \$660,700 | 30% |
| Library Operating Expenditures | | | | | | | | |
| CCS Charges | \$4,789 | \$6,500 | \$1,711 | \$21,080 | \$19,500 | (\$1,580) | \$78,000 | 27% |
| Processing & Supplies | \$831 | \$2,500 | \$1,669 | \$1,576 | \$7,500 | \$5,924 | \$30,000 | 5% |
| Internet Charges | \$1,413 | \$1,600 | \$187 | \$4,444 | \$4,800 | \$356 | \$19,200 | 23% |
| Software, Licenses | \$10 | \$3,520 | \$3,510 | \$3,291 | \$10,561 | \$7,269 | \$42,243 | 8% |
| Printing | \$855 | \$8,113 | \$7,258 | \$9,008 | \$10,538 | \$1,529 | \$42,150 | 21% |
| Library Supplies | \$2,566 | \$1,000 | (\$1,566) | \$4,649 | \$3,000 | (\$1,649) | \$12,000 | 39% |
| Programming & Support-Adult | \$1,360 | \$1,717 | \$357 | \$3,918 | \$5,150 | \$1,232 | \$20,600 | 19% |
| Programming & Support-Juvenile | \$1,790 | \$2,875 | \$1,085 | \$12,287 | \$8,625 | (\$3,662) | \$34,500 | 36% |
| Programming & Support-Joint | \$270 | \$333 | \$64 | \$270 | \$1,000 | \$730 | \$4,000 | 7% |
| Programming & Support-Teen | \$162 | \$583 | \$422 | \$1,232 | \$1,750 | \$518 | \$7,000 | 18% |
| Public Performing Rights | | | | \$1,317 | \$1,313 | (\$4) | \$1,313 | 100% |
| CCS Communications | \$321 | \$417 | \$95 | \$973 | \$1,250 | \$277 | \$5,000 | 19% |
| Computer Charges OCLC | \$1,379 | \$1,400 | \$22 | \$4,136 | \$4,201 | \$65 | \$16,804 | 25% |
| Miscellaneous | | \$83 | \$83 | \$296 | \$250 | (\$46) | \$1,000 | 30% |
| Per Capita Grant Expenditures | \$1,500 | | (\$1,500) | \$1,900 | | (\$1,900) | \$57,000 | 3% |
| Grant - Other Expenditures | \$6,203 | \$83 | (\$6,120) | \$8,409 | \$250 | (\$8,159) | \$1,000 | 841% |
| Volunteers | | | | \$187 | | (\$187) | \$3,000 | 6% |
| Total Library Operating Expenditures | \$23,448 | \$30,725 | \$7,277 | \$78,974 | \$79,687 | \$713 | \$374,810 | 21% |

Niles Public Library District

Income Statement-Consolidated

September 30, 2013

| | Month Actual | Month Budget | Month Variance | YTD Actual | YTD Budget | YTD Variance | Annual Budget | Actual % of Annual Budget |
|---|-----------------|-----------------|-------------------|-----------------|-----------------|-----------------|------------------|---------------------------------|
| General and Administration | | | | | | | | |
| Janitorial Supplies | \$3,041 | \$2,804 | (\$237) | \$8,151 | \$8,412 | \$261 | \$33,650 | 24% |
| Copiers | \$574 | \$833 | \$259 | \$1,743 | \$2,500 | \$757 | \$10,000 | 17% |
| Professional Development | \$707 | \$3,408 | \$2,702 | \$4,468 | \$10,225 | \$5,757 | \$40,899 | 11% |
| Mileage | \$185 | \$250 | \$65 | \$797 | \$750 | (\$47) | \$3,000 | 27% |
| Professional Collection | \$12 | \$333 | \$321 | \$216 | \$1,000 | \$784 | \$4,000 | 5% |
| Legal Fees | \$266 | \$3,333 | \$3,068 | \$3,214 | \$10,000 | \$6,786 | \$40,000 | 8% |
| Consultants | \$604 | \$1,667 | \$1,063 | \$2,666 | \$5,000 | \$2,334 | \$20,000 | 13% |
| Kitchen Supplies | | \$158 | \$158 | \$24 | \$475 | \$451 | \$1,900 | 1% |
| Promotional Expense | \$405 | \$1,708 | \$1,304 | \$5,980 | \$5,125 | (\$855) | \$20,500 | 29% |
| Office Supplies | \$896 | \$2,083 | \$1,188 | \$4,581 | \$6,250 | \$1,669 | \$25,000 | 18% |
| Postage & Freight | \$538 | \$1,500 | \$962 | \$1,311 | \$4,500 | \$3,189 | \$18,000 | 7% |
| Publication of Notices-Legal | \$538 | \$100 | (\$438) | \$558 | \$300 | (\$258) | \$1,200 | 47% |
| Publication of Notices-Advertisements | | \$42 | \$42 | | \$125 | \$125 | \$500 | |
| Subscriptions & Dues | \$580 | \$750 | \$170 | \$3,664 | \$2,250 | (\$1,414) | \$9,000 | 41% |
| Collection Services | \$87 | \$83 | (\$4) | (\$7) | \$250 | \$257 | \$1,000 | (1)% |
| Telephone | \$1,617 | \$1,375 | (\$242) | \$4,869 | \$4,125 | (\$744) | \$16,500 | 30% |
| Trustee Expense | \$78 | \$833 | \$755 | \$859 | \$2,500 | \$1,641 | \$10,000 | 9% |
| Equipment Rental | \$1,330 | \$417 | (\$913) | \$3,961 | \$1,250 | (\$2,711) | \$5,000 | 79% |
| Payroll Service | \$808 | \$775 | (\$33) | \$2,428 | \$2,325 | (\$103) | \$9,300 | 26% |
| Bank Fees | \$222 | \$250 | \$28 | \$881 | \$750 | (\$131) | \$3,000 | 29% |
| Parking Lease | \$881 | \$881 | | \$2,643 | \$2,643 | | \$10,572 | 25% |
| Total General and Administration | \$13,367 | \$23,585 | \$10,218 | \$53,009 | \$70,755 | \$17,746 | \$283,021 | 19% |
| Vehicle Operation | | | | | | | | |
| Gas, Oil, Grease | \$119 | \$83 | (\$36) | \$314 | \$250 | (\$64) | \$1,000 | 31% |
| Repairs & Maintenance | | \$150 | \$150 | | \$450 | \$450 | \$1,800 | |
| Miscellaneous | | \$8 | \$8 | | \$25 | \$25 | \$100 | |
| Auto Insurance | | | | \$1,371 | \$1,371 | | \$1,371 | 100% |
| Total Vehicle Operation | \$119 | \$242 | \$123 | \$1,685 | \$2,096 | \$411 | \$4,271 | 39% |
| Employee Fringe Benefits | | | | | | | | |

Niles Public Library District Income Statement-Consolidated

September 30, 2013

| | Month Actual | Month Budget | Month Variance | YTD Actual | YTD Budget | YTD Variance | Annual Budget | Actual % of Annual Budget |
|---|------------------|------------------|-------------------|------------------|--------------------|------------------|--------------------|---------------------------------|
| Deferred Compensation | \$16,438 | \$16,667 | \$229 | \$48,557 | \$50,000 | \$1,443 | \$200,000 | 24% |
| Group Health | \$31,592 | \$32,739 | \$1,147 | \$94,352 | \$98,216 | \$3,864 | \$392,862 | 24% |
| Health Reimbursement Account | \$6,304 | \$4,500 | (\$1,804) | \$16,134 | \$13,500 | (\$2,634) | \$54,000 | 30% |
| Dental | \$251 | \$1,667 | \$1,416 | \$638 | \$5,000 | \$4,362 | \$20,000 | 3% |
| Vision | \$502 | \$535 | \$33 | \$1,474 | \$1,604 | \$130 | \$6,414 | 23% |
| FSA fee | \$59 | \$63 | \$4 | \$476 | \$488 | \$12 | \$1,050 | 45% |
| Life, LTD, AD&D, STD | \$1,559 | \$1,600 | \$41 | \$5,474 | \$4,800 | (\$674) | \$19,200 | 29% |
| Total Employee Fringe Benefits | \$56,704 | \$57,769 | \$1,065 | \$167,104 | \$173,606 | \$6,502 | \$693,526 | 24% |
| Utilities | | | | | | | | |
| Gas | | \$1,250 | \$1,250 | | \$3,750 | \$3,750 | \$15,000 | |
| Electric | \$7,484 | \$6,667 | (\$817) | \$23,765 | \$20,000 | (\$3,765) | \$80,000 | 30% |
| Water | \$944 | \$583 | (\$360) | \$2,008 | \$1,750 | (\$258) | \$7,000 | 29% |
| Total Utilities | \$8,428 | \$8,500 | \$72 | \$25,773 | \$25,500 | (\$273) | \$102,000 | 25% |
| Capital Expenditures | | | | | | | | |
| Special Reserve - Building | | \$6,000 | \$6,000 | | \$18,000 | \$18,000 | \$72,000 | |
| Special Reserve - Equipment | | \$70,577 | \$70,577 | | \$211,730 | \$211,730 | \$846,920 | |
| Special Reserve - Construction Project | \$309,858 | \$339,850 | \$29,992 | \$842,714 | \$1,019,550 | \$176,836 | \$4,078,200 | 21% |
| Total Capital Expenditures | \$309,858 | \$416,427 | \$106,568 | \$842,714 | \$1,249,280 | \$406,566 | \$4,997,120 | 17% |
| Audit | | | | | | | | |
| Audit Expense | | \$8,750 | \$8,750 | \$2,700 | \$11,375 | \$8,675 | \$17,500 | 15% |
| Total Audit Expenditures | \$0 | \$8,750 | \$8,750 | \$2,700 | \$11,375 | \$8,675 | \$17,500 | 15% |
| Liability Insurance | | | | | | | | |
| Liability Insurance | | \$30,000 | \$30,000 | \$27,280 | \$30,000 | \$2,720 | \$30,000 | 91% |
| Total Liability Expenditures | \$0 | \$30,000 | \$30,000 | \$27,280 | \$30,000 | \$2,720 | \$30,000 | 91% |
| Social Security | | | | | | | | |
| Social Security | \$22,981 | \$24,167 | \$1,186 | \$65,657 | \$72,500 | \$6,843 | \$290,000 | 23% |
| Total Social Security Expenditures | \$22,981 | \$24,167 | \$1,186 | \$65,657 | \$72,500 | \$6,843 | \$290,000 | 23% |

Niles Public Library District Income Statement-Consolidated

September 30, 2013

| | Month Actual | Month Budget | Month Variance | YTD Actual | YTD Budget | YTD Variance | Annual Budget | Actual % of Annual Budget |
|--|--------------------|--------------------|-------------------|--------------------|--------------------|------------------|----------------------|---------------------------------|
| Workers' Compensation | | | | | | | | |
| Workers' Compensation | | | | \$17,245 | \$20,000 | \$2,755 | \$20,000 | 86% |
| Total Workers' Compensation Expenditures | \$0 | \$0 | \$0 | \$17,245 | \$20,000 | \$2,755 | \$20,000 | 86% |
| Unemployment Compensation | | | | | | | | |
| Unemployment Compensation | \$567 | \$1,500 | \$933 | \$1,661 | \$4,500 | \$2,839 | \$18,000 | 9% |
| Total Unemployment Compensation Expenditures | \$567 | \$1,500 | \$933 | \$1,661 | \$4,500 | \$2,839 | \$18,000 | 9% |
| Building & Equipment Maintenance | | | | | | | | |
| Repairs & Improvements | \$5,177 | \$3,308 | (\$1,869) | \$5,750 | \$9,925 | \$4,175 | \$39,700 | 14% |
| Contractual Maintenance | \$1,747 | \$3,093 | \$1,346 | \$5,072 | \$9,279 | \$4,207 | \$37,115 | 14% |
| Non-Contractual Maintenance | \$224 | \$950 | \$726 | \$673 | \$2,850 | \$2,177 | \$11,400 | 6% |
| Equipment Maintenance | \$164 | \$3,128 | \$2,964 | \$1,884 | \$9,385 | \$7,501 | \$37,540 | 5% |
| Non Capital Expenses | \$373 | \$2,000 | \$1,627 | \$480 | \$6,000 | \$5,520 | \$24,000 | 2% |
| Furniture & Fixtures | \$922 | \$5,000 | \$4,078 | \$3,007 | \$15,000 | \$11,993 | \$60,000 | 5% |
| Total Building & Equipment Maintenance Expenditures | \$8,608 | \$17,480 | \$8,871 | \$16,865 | \$52,439 | \$35,573 | \$209,755 | 8% |
| Total Expenditures | \$787,348 | \$957,572 | \$170,223 | \$2,329,342 | \$2,807,024 | \$477,681 | \$11,111,145 | 21% |
| NET SURPLUS/(DEFICIT) | (\$645,929) | (\$882,137) | \$236,208 | \$620,089 | \$365,739 | \$254,349 | (\$4,120,420) | (15)% |

Niles Public Library District
Income Statement- YTD By Fund
 August 31, 2013

| | ANNUAL BUDGET | YTD BUDGET | GENERAL FUND | SPECIAL REVENUE FUNDS | DEBT SERVICE FUND | SPECIAL RESERVE FUND | TOTAL YTD ACTUAL | YTD BUDGET VARIANCE | ACTUAL % OF ANNUAL BUDGET |
|----------------------------------|--------------------------|--------------------|-------------------------|--------------------------------------|----------------------------------|-------------------------------------|---------------------------------|------------------------------------|--|
| Revenues | | | | | | | | | |
| Property Taxes | \$6,852,175 | \$3,152,001 | \$2,708,619 | \$116,513 | | | \$2,825,131 | (\$326,869) | 41% |
| Replacement Taxes | | | \$28,816 | | | | \$28,816 | \$28,816 | |
| Per Capita Grant | \$54,000 | | \$58,868 | | | | \$58,868 | \$58,868 | 109% |
| Grants-Other | \$1,000 | | \$10,877 | | | | \$10,877 | \$10,877 | 1,088% |
| Investment Income | \$20,000 | \$5,000 | \$6,060 | | | | \$6,060 | \$1,060 | 30% |
| Fines | \$40,000 | \$10,000 | \$11,187 | | | | \$11,187 | \$1,187 | 28% |
| Lost Books | \$7,500 | \$1,875 | \$2,340 | | | | \$2,340 | \$465 | 31% |
| Pay For Print | \$15,000 | \$3,750 | \$5,213 | | | | \$5,213 | \$1,463 | 35% |
| Flash Drive & Ear Bud Sales | | | \$10 | | | | \$10 | \$10 | |
| Commissions & Fees | \$100 | \$25 | | | | | | (\$25) | |
| Donations-Friends of the Library | \$500 | | | | | | | | |
| Donations | \$250 | \$62 | | | | | | (\$62) | |
| Miscellaneous | \$200 | \$50 | \$929 | | | | \$929 | \$879 | 464% |
| Total Revenues | \$6,990,725 | \$3,172,763 | \$2,832,918 | \$116,513 | \$0 | \$0 | \$2,949,431 | (\$223,332) | 42% |
| Expenditures | | | | | | | | | |
| Salaries | | | | | | | | | |
| Library Director | \$115,580 | \$28,895 | \$28,481 | | | | \$28,481 | \$414 | 25% |
| Payroll-Department Managers | \$251,016 | \$62,754 | \$57,313 | | | | \$57,313 | \$5,441 | 23% |
| Payroll-Division Supervisors | \$594,940 | \$148,735 | \$149,208 | | | | \$149,208 | (\$473) | 25% |
| Payroll-Librarian I | \$1,165,279 | \$291,320 | \$289,182 | | | | \$289,182 | \$2,137 | 25% |
| Payroll-Library Grade V | \$600,450 | \$150,113 | \$143,439 | | | | \$143,439 | \$6,673 | 24% |
| Payroll-Library Grade VI | \$443,393 | \$110,848 | \$110,265 | | | | \$110,265 | \$583 | 25% |
| Payroll-Library Pages | \$144,784 | \$36,196 | \$33,220 | | | | \$33,220 | \$2,976 | 23% |
| Payroll-Sundays | \$77,000 | \$19,250 | \$17,965 | | | | \$17,965 | \$1,285 | 23% |
| Adjustments | \$10,000 | | | | | | | | |
| Substitutes | \$8,000 | \$2,000 | \$544 | | | | \$544 | \$1,456 | 7% |
| Total Salaries | \$3,410,442 | \$850,110 | \$829,617 | \$0 | \$0 | \$0 | \$829,617 | \$20,493 | 24% |

Niles Public Library District

Income Statement- YTD By Fund

August 31, 2013

| | ANNUAL BUDGET | YTD BUDGET | GENERAL FUND | SPECIAL REVENUE FUNDS | DEBT SERVICE FUND | SPECIAL RESERVE FUND | TOTAL YTD ACTUAL | YTD BUDGET VARIANCE | ACTUAL % OF ANNUAL BUDGET |
|---|--------------------------|-------------------|-------------------------|--------------------------------------|----------------------------------|-------------------------------------|---------------------------------|------------------------------------|--|
| Library Materials | | | | | | | | | |
| Books-Adult | \$143,000 | \$35,750 | \$28,422 | | | | \$28,422 | \$7,328 | 20% |
| Books-Youth Services | \$69,000 | \$17,250 | \$12,474 | | | | \$12,474 | \$4,776 | 18% |
| Books-Teen | \$15,000 | \$3,750 | \$3,616 | | | | \$3,616 | \$134 | 24% |
| Downloadables | \$55,000 | \$13,750 | \$34,468 | | | | \$34,468 | (\$20,718) | 63% |
| Periodicals | \$24,000 | \$6,000 | \$2,205 | | | | \$2,205 | \$3,795 | 9% |
| AV-Adult | \$95,000 | \$23,750 | \$31,322 | | | | \$31,322 | (\$7,572) | 33% |
| AV-Youth Services | \$45,700 | \$11,425 | \$5,358 | | | | \$5,358 | \$6,067 | 12% |
| AV-Teen | \$13,000 | \$3,250 | \$3,048 | | | | \$3,048 | \$202 | 23% |
| Online Databases | \$201,000 | \$50,250 | \$78,145 | | | | \$78,145 | (\$27,895) | 39% |
| Total Library Materials | \$660,700 | \$165,175 | \$199,057 | \$0 | \$0 | \$0 | \$199,057 | (\$33,882) | 30% |
| Library Operating Expenditures | | | | | | | | | |
| CCS Charges | \$78,000 | \$19,500 | \$21,080 | | | | \$21,080 | (\$1,580) | 27% |
| Processing & Supplies | \$30,000 | \$7,500 | \$1,576 | | | | \$1,576 | \$5,924 | 5% |
| Internet Charges | \$19,200 | \$4,800 | \$4,444 | | | | \$4,444 | \$356 | 23% |
| Software, Licenses | \$42,243 | \$10,561 | \$3,291 | | | | \$3,291 | \$7,269 | 8% |
| Printing | \$42,150 | \$10,538 | \$9,008 | | | | \$9,008 | \$1,529 | 21% |
| Library Supplies | \$12,000 | \$3,000 | \$4,649 | | | | \$4,649 | (\$1,649) | 39% |
| Programming & Support-Adult | \$20,600 | \$5,150 | \$3,918 | | | | \$3,918 | \$1,232 | 19% |
| Programming & Support-Juvenile | \$34,500 | \$8,625 | \$12,287 | | | | \$12,287 | (\$3,662) | 36% |
| Programming & Support-Joint | \$4,000 | \$1,000 | \$270 | | | | \$270 | \$730 | 7% |
| Programming & Support-Teen | \$7,000 | \$1,750 | \$1,232 | | | | \$1,232 | \$518 | 18% |
| Public Performing Rights | \$1,313 | \$1,313 | \$1,317 | | | | \$1,317 | (\$4) | 100% |
| CCS Communications | \$5,000 | \$1,250 | \$973 | | | | \$973 | \$277 | 19% |
| Computer Charges OCLC | \$16,804 | \$4,201 | \$4,136 | | | | \$4,136 | \$65 | 25% |
| Miscellaneous | \$1,000 | \$250 | \$296 | | | | \$296 | (\$46) | 30% |
| Per Capita Grant Expenditures | \$57,000 | | \$1,900 | | | | \$1,900 | (\$1,900) | 3% |
| Grant - Other Expenditures | \$1,000 | \$250 | \$8,409 | | | | \$8,409 | (\$8,159) | 841% |
| Volunteers | \$3,000 | | \$187 | | | | \$187 | (\$187) | 6% |
| Total Library Operating Expenditures | \$374,810 | \$79,687 | \$78,974 | \$0 | \$0 | \$0 | \$78,974 | \$713 | 21% |

Niles Public Library District

Income Statement- YTD By Fund

August 31, 2013

| | ANNUAL BUDGET | YTD BUDGET | GENERAL FUND | SPECIAL REVENUE FUNDS | DEBT SERVICE FUND | SPECIAL RESERVE FUND | TOTAL YTD ACTUAL | YTD BUDGET VARIANCE | ACTUAL % OF ANNUAL BUDGET |
|---|--------------------------|-------------------|-------------------------|--------------------------------------|----------------------------------|-------------------------------------|---------------------------------|------------------------------------|--|
| General and Administration | | | | | | | | | |
| Janitorial Supplies | \$33,650 | \$8,412 | \$8,151 | | | | \$8,151 | \$261 | 24% |
| Copiers | \$10,000 | \$2,500 | \$1,743 | | | | \$1,743 | \$757 | 17% |
| Professional Development | \$40,899 | \$10,225 | \$4,468 | | | | \$4,468 | \$5,757 | 11% |
| Mileage | \$3,000 | \$750 | \$797 | | | | \$797 | (\$47) | 27% |
| Professional Collection | \$4,000 | \$1,000 | \$216 | | | | \$216 | \$784 | 5% |
| Legal Fees | \$40,000 | \$10,000 | \$3,214 | | | | \$3,214 | \$6,786 | 8% |
| Consultants | \$20,000 | \$5,000 | \$2,666 | | | | \$2,666 | \$2,334 | 13% |
| Kitchen Supplies | \$1,900 | \$475 | \$24 | | | | \$24 | \$451 | 1% |
| Promotional Expense | \$20,500 | \$5,125 | \$5,980 | | | | \$5,980 | (\$855) | 29% |
| Office Supplies | \$25,000 | \$6,250 | \$4,581 | | | | \$4,581 | \$1,669 | 18% |
| Postage & Freight | \$18,000 | \$4,500 | \$1,311 | | | | \$1,311 | \$3,189 | 7% |
| Publication of Notices-Legal | \$1,200 | \$300 | \$558 | | | | \$558 | (\$258) | 47% |
| Publication of Notices-Advertisements | \$500 | \$125 | | | | | | \$125 | |
| Subscriptions & Dues | \$9,000 | \$2,250 | \$3,664 | | | | \$3,664 | (\$1,414) | 41% |
| Collection Services | \$1,000 | \$250 | (\$7) | | | | (\$7) | \$257 | (1)% |
| Telephone | \$16,500 | \$4,125 | \$4,869 | | | | \$4,869 | (\$744) | 30% |
| Trustee Expense | \$10,000 | \$2,500 | \$859 | | | | \$859 | \$1,641 | 9% |
| Equipment Rental | \$5,000 | \$1,250 | \$3,961 | | | | \$3,961 | (\$2,711) | 79% |
| Payroll Service | \$9,300 | \$2,325 | \$2,428 | | | | \$2,428 | (\$103) | 26% |
| Bank Fees | \$3,000 | \$750 | \$881 | | | | \$881 | (\$131) | 29% |
| Parking Lease | \$10,572 | \$2,643 | \$2,643 | | | | \$2,643 | | 25% |
| Total General and Administration | \$283,021 | \$70,755 | \$53,009 | \$0 | \$0 | \$0 | \$53,009 | \$17,746 | 19% |
| Vehicle Operation | | | | | | | | | |
| Gas, Oil, Grease | \$1,000 | \$250 | \$314 | | | | \$314 | (\$64) | 31% |
| Repairs & Maintenance | \$1,800 | \$450 | | | | | | \$450 | |
| Miscellaneous | \$100 | \$25 | | | | | | \$25 | |
| Auto Insurance | \$1,371 | \$1,371 | \$1,371 | | | | \$1,371 | | 100% |
| Total Vehicle Operation | \$4,271 | \$2,096 | \$1,685 | \$0 | \$0 | \$0 | \$1,685 | \$411 | 39% |
| Employee Fringe Benefits | | | | | | | | | |

Niles Public Library District

Income Statement- YTD By Fund

August 31, 2013

| | ANNUAL BUDGET | YTD BUDGET | GENERAL FUND | SPECIAL REVENUE FUNDS | DEBT SERVICE FUND | SPECIAL RESERVE FUND | TOTAL YTD ACTUAL | YTD BUDGET VARIANCE | ACTUAL % OF ANNUAL BUDGET |
|---|--------------------|--------------------|------------------|-----------------------------|-------------------------|----------------------------|------------------------|---------------------------|---------------------------------|
| Deferred Compensation | \$200,000 | \$50,000 | \$48,557 | | | | \$48,557 | \$1,443 | 24% |
| Group Health | \$392,862 | \$98,216 | \$94,352 | | | | \$94,352 | \$3,864 | 24% |
| Health Reimbursement Account | \$54,000 | \$13,500 | \$16,134 | | | | \$16,134 | (\$2,634) | 30% |
| Dental | \$20,000 | \$5,000 | \$638 | | | | \$638 | \$4,362 | 3% |
| Vision | \$6,414 | \$1,604 | \$1,474 | | | | \$1,474 | \$130 | 23% |
| FSA fee | \$1,050 | \$488 | \$476 | | | | \$476 | \$12 | 45% |
| Life, LTD, AD&D, STD | \$19,200 | \$4,800 | \$5,474 | | | | \$5,474 | (\$674) | 29% |
| Total Employee Fringe Benefits | \$693,526 | \$173,606 | \$167,104 | \$0 | \$0 | \$0 | \$167,104 | \$6,502 | 24% |
| Utilities | | | | | | | | | |
| Gas | \$15,000 | \$3,750 | | | | | | \$3,750 | |
| Electric | \$80,000 | \$20,000 | \$23,765 | | | | \$23,765 | (\$3,765) | 30% |
| Water | \$7,000 | \$1,750 | \$2,008 | | | | \$2,008 | (\$258) | 29% |
| Total Utilities | \$102,000 | \$25,500 | \$25,773 | \$0 | \$0 | \$0 | \$25,773 | (\$273) | 25% |
| Capital Expenditures | | | | | | | | | |
| Special Reserve - Building | \$72,000 | \$18,000 | | | | | | \$18,000 | |
| Special Reserve - Equipment | \$846,920 | \$211,730 | | | | | | \$211,730 | |
| Special Reserve - Construction Project | \$4,078,200 | \$1,019,550 | | | | \$842,714 | \$842,714 | \$176,836 | 21% |
| Total Capital Expenditures | \$4,997,120 | \$1,249,280 | \$0 | \$0 | \$0 | \$842,714 | \$842,714 | \$406,566 | 17% |
| Audit | | | | | | | | | |
| Audit Expense | \$17,500 | \$11,375 | | \$2,700 | | | \$2,700 | \$8,675 | 15% |
| Total Audit Expenditures | \$17,500 | \$11,375 | \$0 | \$2,700 | \$0 | \$0 | \$2,700 | \$8,675 | 15% |
| Liability Insurance | | | | | | | | | |
| Liability Insurance | \$30,000 | \$30,000 | | \$27,280 | | | \$27,280 | \$2,720 | 91% |
| Total Liability Expenditures | \$30,000 | \$30,000 | \$0 | \$27,280 | \$0 | \$0 | \$27,280 | \$2,720 | 91% |
| Social Security | | | | | | | | | |
| Social Security | \$290,000 | \$72,500 | | \$65,657 | | | \$65,657 | \$6,843 | 23% |
| Total Social Security Expenditures | \$290,000 | \$72,500 | \$0 | \$65,657 | \$0 | \$0 | \$65,657 | \$6,843 | 23% |

Niles Public Library District
Income Statement- YTD By Fund

August 31, 2013

| | ANNUAL BUDGET | YTD BUDGET | GENERAL FUND | SPECIAL REVENUE FUNDS | DEBT SERVICE FUND | SPECIAL RESERVE FUND | TOTAL YTD ACTUAL | YTD BUDGET VARIANCE | ACTUAL % OF ANNUAL BUDGET |
|--|--------------------------|--------------------|-------------------------|--------------------------------------|----------------------------------|-------------------------------------|---------------------------------|------------------------------------|--|
| Workers' Compensation | | | | | | | | | |
| Workers' Compensation | \$20,000 | \$20,000 | | \$17,245 | | | \$17,245 | \$2,755 | 86% |
| Total Workers' Compensation Expenditures | \$20,000 | \$20,000 | \$0 | \$17,245 | \$0 | \$0 | \$17,245 | \$2,755 | 86% |
| Unemployment Compensation | | | | | | | | | |
| Unemployment Compensation | \$18,000 | \$4,500 | | \$1,661 | | | \$1,661 | \$2,839 | 9% |
| Total Unemployment Compensation Expenditures | \$18,000 | \$4,500 | \$0 | \$1,661 | \$0 | \$0 | \$1,661 | \$2,839 | 9% |
| Building & Equipment Maintenance | | | | | | | | | |
| Repairs & Improvements | \$39,700 | \$9,925 | | \$5,750 | | | \$5,750 | \$4,175 | 14% |
| Contractual Maintenance | \$37,115 | \$9,279 | | \$5,072 | | | \$5,072 | \$4,207 | 14% |
| Non-Contractual Maintenance | \$11,400 | \$2,850 | | \$673 | | | \$673 | \$2,177 | 6% |
| Equipment Maintenance | \$37,540 | \$9,385 | | \$1,884 | | | \$1,884 | \$7,501 | 5% |
| Non Capital Expenses | \$24,000 | \$6,000 | | \$480 | | | \$480 | \$5,520 | 2% |
| Furniture & Fixtures | \$60,000 | \$15,000 | | \$3,007 | | | \$3,007 | \$11,993 | 5% |
| Total Building & Equipment Maintenance Expenditures | \$209,755 | \$52,439 | \$0 | \$16,865 | \$0 | \$0 | \$16,865 | \$35,573 | 8% |
| Total Expenditures | \$11,111,145 | \$2,807,024 | \$1,355,219 | \$131,409 | \$0 | \$842,714 | \$2,329,342 | \$477,681 | 21% |
| NET SURPLUS/(DEFICIT) | (\$4,120,420) | \$365,739 | \$1,477,699 | (\$14,896) | \$0 | (\$842,714) | \$620,089 | \$254,349 | (15)% |

Director's Report
October 2013

Tuesday, October 1st, was pretty exciting around here! The sculpture was delivered and set-up and is now in its permanent new home. The Friends of the Library are planning a "name the sculpture" contest with the winning name announced at our grand re-opening on January 31st.



The website went live on Sept. 24th and has overall been very successful. Our Google Analytics allow us to see clearly what our patrons are using and where they are going. We can tell whether they are on a PC, a phone or a tablet, what operating system they are using, what language they are using, where they are, and what they click on to go to from our links. Here are our top ten outside sites so far:

1. Bibliocommons Account Info
2. Bibliocommons Catalog
3. Tumblebooks
4. Mango Languages
5. My Media Mall
6. Tumblebooks Home
7. ReferenceUSA
8. The Future Under Construction blog
9. Live Homework Help from Tutor.com
10. RAILS Job Board

You may recall that we received a grant from the Small Business Administration, facilitated by the Illinois State Library, designed to help business owners and those considering starting a business by providing tools to help. The technology equipment is purchased and ready for check-out and we have several programs targeted to the small business. Additionally, we have a nice brochure with all the pertinent information.

Outreach Staff Wins Award: Karen Ciecko received **The Local Hero Award** from the Park at Golf Mill. This award is given out in Niles to someone who has provided outstanding service to seniors in our community. We serve over 50 patrons who reside at The Park. In addition to delivery to individual patrons every two weeks, a deposit collection is delivered two times a month.

We are working on the plans for our grand re-opening on Friday, January 31!

Here's what's been going on:

- www.thefutureunderconstruction.com continues to be the place for frequent updates on the project's progress along with photos of the process. To date, the site has more than **15,041** views!

- The temporary entrance and circulation area seem to be working out well. We have had a few problems, but nothing that we haven't been able to overcome.
- Due to all of the construction we decided to hold our International Celebration at the Golf Maine Park District. We were very pleased with the space and we had 120 people in attendance.
- Our Page staff continues to move and shift collections as each area opens up.
- Sasha has spent the majority of his time in Sept. working on getting the new website ready to launch.
- The temporary entrance and circulation area seem to be working out well. We have had a few problems, but nothing that we haven't been able to overcome. Thanks to our marketing and PR department, scores of signs were created to direct visitors to the temporary entrance and book drop off.
- Sue has met with YS, YA and Adult programmers to develop a Winter Reading theme and plans – theme is "Reading Wonderland".
- Met with departments and staff to plan Grand Re-Opening weekend activities.
- Susan, Sasha and Sue are working to develop the Niles Library Buzz Blog.
- Our Tech Services Department have been repackaging the Veterans History Project items so that we can display them more easily.
- Staff and volunteers continue to welcome our visitors in an effort to help with wayfinding.
- IT Services added several new WiFi spots, which greatly improved patrons' ability to connect.
- Lots of activity has been going on behind the scenes in KidSpace this fall. Weeding, organizing and moving of materials have kept us busy all month as construction proceeded in the large front area of the department.
- Youth Services programming schedule is starting to rev up for October and November, and they will be back in full swing by December.
- Youth Services are also busy planning some new initiatives for 2014, including some exciting new STEM programming and a "1,000 Books before Kindergarten" program designed to support the goal of every child ready to read by Kindergarten.
- Youth Services are making plans for the new "Middle Ground" room, which will be opening this fall to serve middle school students in their very own space.

Getting Out:

Getting out into the community, including the Library world, is a priority of ours, and below are some of the ways we are doing so.

- Sue is a co-chair of the RAILS Marketing Committee and the ILA Marketing Committee and a member of the Niles Chamber Marketing Committee
- Sue is a co-chair for the Soon to be Famous Illinois Author Challenge pilot program
- Sue is the Niles Sister Cities liaison for the Ireland contingent
- Sasha is a member of the Bike Niles committee, coordinating graphics and publicity
- Victoria set the agenda and chaired SCRAP meetings of the CCS catalogers, where they work out difficult cataloging problems to be followed by all CCS libraries
- Joel served on a CCS task force to compare and contrast the current Bibliocommons public catalog with SIRSI's Enterprise product. Research, surveys, and discussions continue.
- 3rd Tuesday of every month: Dodie co-leads the VIM (Visually Impaired Motivators) support group with the Niles nurse
- 3rd Tuesday of every month: Dodie leads the VIM Low Vision Book Discussion with digital books from the Voices of Vision
- Outreach staff delivered deposit collections to 8 nursing home/retirement facilities

- Outreach staff delivered books and movies to more than 200 homebound patrons
- Clara Sheffer joined SNAILS, a group dedicated to serving special needs patrons
- Debbie Graham is partnering with Skokie Public Library and other area organizations to feature the Korean culture with Korean programs and displays in early 2014.
- Cate brought her Bibliobop dance party to Dee Park
- Don & Rich attended a CCS Maintenance Coordinators meeting
- Susan attended the CCS Continuing Ed Steering Committee meeting
- Donna attended a YALD meeting at Vernon Area Library and got a good idea for a teen craft table
- Donna did a 3M Cloud demo at Panera
- Donna went to multiple school open houses
- Mary attended the annual Andersonville YA Conference, a one-day event in Naperville which she says was outstanding
- Youth Services staff continue to provide outreach services to schools and preschools

At each of the community events we are available to talk about and answer questions about the Library and to issue Library cards to those who don't already have one.

Library Stories

We received this nice note from a patron: *What a pleasure it was to pick up my new library card today! Everyone who works at the Niles Library are both friendly & helpful. I look forward to the day when construction is complete.*

September was Library card sign-up month and we did a fantastic job of increasing our cardholders! A total of 480 cards were registered. 140 of these came from Nelson School, where the Assistant Principal is doing his own Library Card promotion. He told Sarah, our school liaison, "We want all of our students to have access to every support available for learning, and the Niles Public Library offers our children and our teachers an exemplary menu of learning tools. For our students and for our teachers, the key to these resources is a library card, and that's why we want all of our Nelson community to sign up for one."

Trustee Calendar

October

- 10/15-17—[Illinois Library Association Conference](#), Chicago
- 10/16—Regular Meeting of the Board of Trustees
- 10/16—Adopt the Tax Levy Ordinance (no later than the 1st Tuesday in December)

November

- Mayoral Luncheon (date to be announced)
- 11/20—Regular Meeting of the Board of Trustees, including audit

December

- 1st week of December—Chamber Christmas Party
- 12/18—Regular Meeting of the Board of Trustees
- 12/31—The last day for the second half-year review of the minutes of all closed sessions under the Open Meetings Act as to whether or not the minutes should remain sealed or can be publicly disclosed.
- 12/31 is the deadline to file the Annual Financial Report and Audit Report with the Comptroller and County Clerk.

| Monthly Statistical Report --September 2013 | | | | | | |
|---|-------------------------|------------------------------|------------------------------|--------------------|------------------|-----------------|
| LOAN OF LIBRARY MATERIALS | Current | Current | Prior | % | | |
| | Month | YTD | YTD | Change | | |
| Adult | 38,408 | 131,086 | 157,936 | -17.00% | | |
| Teens | 3,048 | 11,547 | 0 | | | |
| Juvenile | 35,625 | 117,324 | 124,904 | -6.07% | | |
| TOTAL Loan of Library Materials | 77,081 | 259,957 | 282,840 | -8.09% | | |
| LOAN OF MATERIAL BY TYPE | Current | Prior Year | % | Current | Prior | % |
| | Month | Same month | Change | YTD | YTD | Change |
| Adult | | | | | | |
| Print | 17,094 | 22,014 | -22.35 | 56,424 | 72,714 | -22.40 |
| Periodical | 1,011 | 679 | 48.90 | 3,073 | 2,343 | 31.16 |
| Audio | 4,669 | 7,001 | -33.31 | 16,099 | 23,189 | -30.57 |
| DVD | 14,739 | 18,473 | -20.21 | 52,730 | 59,690 | -11.66 |
| Digital | 895 | 0 | | 2,760 | | |
| TOTAL Adult Loans | 38,408 | 48,167 | -20.26 | 131,086 | 157,936 | -17.00 |
| Teens | | | | | | |
| Print | 2,147 | 0 | | 8,728 | | |
| Periodical | 0 | 0 | | 0 | | |
| Audio | 508 | 0 | | 1,527 | | |
| DVD | 265 | 0 | | 960 | | |
| Digital | 128 | 0 | | 332 | | |
| TOTAL Teen Loans | 3,048 | 0 | | 11,547 | 0 | |
| Juvenile | | | | | | |
| Print | 24,643 | 26,927 | -8.48 | 78,809 | 82,961 | -5.00 |
| Periodical | 126 | 153 | -17.65 | 307 | 470 | -34.68 |
| Audio | 3,055 | 2,580 | 18.41 | 9,993 | 9,144 | 9.28 |
| DVD | 7,721 | 9,214 | -16.20 | 28,001 | 32,329 | -13.39 |
| Digital | 80 | 0 | | 214 | 0 | |
| TOTAL Juvenile Loans | 35,625 | 38,874 | -8.36 | 117,324 | 124,904 | -6.07 |
| ONLINE DATABASE USE | Current Month | Prior Year/Same Month | % Change | Current YTD | Prior YTD | % Change |
| Total Database Use | 4,327 | 3,619 | 19.56 | 3,678 | 3,619 | 1.63 |
| Holds | Current Month | Prior Year Same Month | | | | |
| Holds Placed | 10,494 | | 10,037 | 4.55 | | |
| Holds Made Available | 13,378 | | 11,964 | 11.82 | | |
| Patron Registration | Added this month | Total | Prior year same month | % Change | | |
| New District cards | 480 | 25,344 | 361 | 33 | | |
| Patron Count | Current Month | Prior Year Same Month | % Change | | | |
| Unique Library cards used | 4,989 | | 5,667 | -12 | | |
| Total Patron Visits | 15,157 | 9-1 to 9-16 at 7pm | 33,237 | -54.40 | | |
| e-News subscribers | 7,612 | | | | | |
| IN-HOUSE USE OF MATERIALS | Current Month | Prior Year/Same Month | % Change | Current YTD | Prior YTD | % Change |
| Reference--Adult | 436 | 480 | -9.17 | 1,433 | 1,561 | -8.20 |
| Circulating--Juvenile | 2,990 | 4,431 | -32.52 | 11,884 | 15,687 | -24.24 |
| Circulating--Adult | 3,167 | 4,739 | -33.17 | 10,357 | 16,215 | -36.13 |
| TOTAL In-house Use of Print Materials | 6,593 | 9,650 | -31.68 | 23,674 | 33,463 | -29.25 |
| PC Users by Area | Current Month | Prior Year/Same Month | % Change | Current YTD | Prior YTD | % Change |
| Adult Services | 6,208 | 4,271 | 45.35 | 10,842 | 14,152 | -23.39 |
| Youth Services | 0 | 1,396 | -100.00 | | | |
| Express Internet | 1,887 | 2,682 | -29.64 | 4,349 | 9,366 | -53.57 |
| Patron Wi-Fi Uses | *NA | 1,947 | 0.00 | NA | 6,238 | 0.00 |
| Scanning devices | 714 | 559 | 27.73 | 1,490 | 1,737 | |
| Total Users | 8,095 | 10,855 | -25.43 | 16,681 | 31,493 | -47.03 |
| *Due to a change in technology we are no longer tracking WiFi usage | | | | | | |
| Website Hits | | | #DIV/0! | | 34,053 | |
| Facebook "Likes" to date | 676 | | | | | |
| Media Hits (includes print and online articles and listing) | 51 | | | | | |

| TECHNICAL SERVICES | | | | Items | Items | |
|--|--------------------------|--------------------------|-----------------|------------|------------|----------------|
| | Items | Items | Items | Repaired | Sent Out | Library |
| | Added | Received | Withdrawn | In House | for repair | Holdings |
| September | 2,389 | 1,893 | 4,569 | 218 | 7 | 275,060 |
| Library Services | Current Month | Year to date | | | | |
| Notary Public | 24 | 77 | | | | |
| Test Proctoring | 0 | 8 | | | | |
| Voters' Registration | 1 | 29 | | | | |
| VOLUNTEER HOURS | Number of people | Total hours | | | | |
| Adult Services & Programs - Fic, AV, Ref | 22 | 100 | | | | |
| Young Adult Services & Programs - Fic and Ref | 5 | 10 | | | | |
| Youth Services Programs & General | 14 | 28 | | | | |
| General Library & Library Events | 13 | 57 | | | | |
| Total Volunteers/Hours this month | 54 | 195 | | | | |
| <i>NOTE: Last year volunteers/hours same month</i> | 127 | 577 | | | | |
| Service Desks | Current Month | Prior Year | % Change | | | |
| Adult Services (3rd floor) | | | | | | |
| Quick Questions/Ready Reference | 1,944 | 3,074 | -36.76 | | | |
| Reference/Research | 1,665 | 600 | 177.50 | | | |
| Total Reference Desk | 3,609 | 3,674 | -1.77 | | | |
| Fiction/Audiovisual Services (2nd floor) | Current Month | Prior Year | % Change | | | |
| Quick Questions/Ready Reference | 1,740 | 3,583 | -51.44 | | | |
| Reference/Research | 1,772 | 751 | 135.95 | | | |
| Total InfoDesk | 3512 | 4,334 | -18.97 | | | |
| Technology Desk | Current Month | Prior Year | % Change | | | |
| Quick Questions/Ready Reference | 0 | | | | | |
| Reference/Research | 0 | | | | | |
| Total Tech Desk | 0 | 0 | | | | |
| Grand Total | 7,121 | 8,008 | -11.08 | | | |
| Interlibrary Loan | Current Month | Prior Year | % Change | | | |
| Books, A-V | | | | | | |
| Items lent to offline libraries | 298 | 329 | -9.42 | | | |
| Items received from offline libraries for patrons | 109 | 103 | 5.83 | | | |
| Total | 407 | 432 | -5.79 | | | |
| Outreach Services | Current Month | Prior Year | | | | |
| | Homebound | Homebound | | | | |
| | 206 patrons; 212 visits | 196 patrons; 231 visits | | | | |
| | Institutions | Institutions | | | | |
| | 9 institutions; 9 visits | 9 institutions; 9 visits | | | | |
| | Schools | Schools | | | | |
| | 366 items; 13 visits | 509 items; 17 visits | | | | |
| Outreach Services | Current Month | Prior Year | % Change | | | |
| Reference/Research | 616 | 401 | 53.62 | | | |
| Bulk Loan Items Delivered to Nursing Homes | 440 | 440 | 0.00 | | | |
| Materials pulled for Homebound Users | 1,010 | 1,080 | -6.48 | | | |
| Total Outreach | 2,066 | 1,921 | 7.55 | | | |
| Teen Desk | Current Month | Prior Year | | | | |
| Quick Questions/Ready Reference | | n/a | | | | |
| Reference/Research | | n/a | | | | |
| Total Teen Desk | 0 | 0 | | | | |
| Youth Services | Current Month | Prior Year | % Change | | | |
| Quick Questions/Ready Reference | 1,950 | 2,933 | -33.52 | | | |
| Reference/Research | 1,698 | 1,872 | -9.29 | | | |
| School Loans pulled | 18 | 31 | -41.94 | | | |
| Museum Adventure passes distributed | 27 | 31 | -12.90 | | | |
| Total | 3,693 | 4,867 | -24.12 | | | |

| LIBRARY PROGRAMS | This Month | Attendance | Attendance Prior Year | % Change | | |
|---|-------------------|-------------------|------------------------------|-----------------|--|--|
| Programs--Youth | | | | | | |
| Reading Patch Club | 1 | 37 | | | | |
| Bibliobop at Golf Mill | 1 | 65 | | | | |
| Bibliobop at Golf Main Pk District | 1 | 21 | | | | |
| Book Buddies | 17 | 34 | | | | |
| Librarians Visiting Schools | 11 | 187 | | | | |
| Movies | 1 | 70 | | | | |
| Pop-Up Storytime | 1 | 8 | | | | |
| School Curriculum Nights | 3 | 130 | | | | |
| Teacher Presentations | 1 | 12 | | | | |
| In-dept. games and puzzles | 1 | 721 | | | | |
| Total Youth Services Programs | 38 | 1,285 | 2,567 | -49.94 | | |
| Programs--Teens | | | | | | |
| Anime & Manga Club | 1 | 15 | | | | |
| Teen Advisory Board | 1 | 5 | | | | |
| Emerson Booktalks | 6 | 120 | | | | |
| Emerson Book Club | 1 | 12 | | | | |
| Famished for Fiction | 1 | 63 | | | | |
| 3M Cloud at Panera | 1 | 10 | | | | |
| ACT Test Practice | 1 | 35 | | | | |
| Total Teen Programs | 12 | 260 | 598 | -56.52 | | |
| Programs--Adult | | | | | | |
| Book discussions | 6 | 41 | | | | |
| SCORE | 3 | 4 | | | | |
| Tech programs | 2 | 6 | | | | |
| Senior Counseling program | 1 | 2 | | | | |
| Writer's Round table | 1 | 5 | | | | |
| Garden Club | 1 | 26 | | | | |
| Songwriters | 1 | 3 | | | | |
| Low Vision Fair | 1 | 150 | | | | |
| International Celebration | 1 | 125 | | | | |
| Opera Lecture | 1 | 12 | | | | |
| Bike Niles | 1 | 45 | | | | |
| Total Adult Programs | 19 | 419 | 751 | -44 | | |
| Outside Meetings | | | | | | |
| Korean Committee-Coming Together in Skokie 2014 | 1 | 9 | | | | |
| Niles All American Toastmasters | 1 | 10 | | | | |
| Total Outside Meetings | 1 | 10 | 300 | -97 | | |
| Total Meeting and Program Attendance | 70 | 1,974 | 4,216 | -53 | | |

October 16, 2013

New Business—Recommended Actions

A. Recommended Action on Meeting Attendance

MOVE to approve the request from Susan Lempke to attend ALA in Philadelphia.

Memorandum A of Recommended Board Action

Susan's request is attached.



Meeting Attendance Request

NAME Susan Lempke DEPARTMENT Admin

DATES OF ABSENCE FROM 1-23-2014 TO 1-27-2014

LENGTH OF ABSENCE 5 working days hours

Request Attendance for:

Event: ALA Midwinter Conference

Place: Philadelphia

Subject: Work meeting of the American Library Association

Detailed Estimate of Expenses:

Table with 2 columns: Expense Type and Amount. Rows include Registration (\$175.00), Travel (@350.00), Per Diem (\$200), Extras, Other (\$900.00), and Total (\$1625).

How will your attendance at this conference benefit the Library? (please tab down if you need to use more than one line):

I am on my second year of service on the Children's Notable Videos/Carnegie Medal Committee. Committee work like this adds to the library's national reputation, and I will receive @50 submissions which I can donate to the library when they fit with our collection needs. I will also have the opportunity to meet with vendors, to network, and to gain expertise.

Department Head [blank] [] Approved [] Denied Date [blank]

Administrator Lida Wain [x] Approved [] Denied Date 10/5/13

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.

October 16, 2013

New Business—Recommended Actions

B. Recommended Action on Meeting Attendance

Move to approve the request from Cecilia Cygnar to attend the National Media Conference in Charleston, SC.

Memorandum B of Recommended Board Action

Cecilia's request is attached.



Meeting Attendance Request

NAME Cecilia Cygnar DEPARTMENT Adult Services

DATES OF ABSENCE FROM 11/4/13 TO 11/7/13

LENGTH OF ABSENCE 4 working days _____ hours

Request Attendance for:

Event: National Media Market

Place: Charleston, SC

Subject: Media and AV

Detailed Estimate of Expenses:

| | |
|-----------------------------|--------------------------|
| Registration: \$ <u>150</u> | Extras: \$ _____ |
| Travel: \$ <u>1122.08</u> | Other: \$ _____ |
| Per Diem: \$ <u>100</u> | Total: \$ <u>1372.08</u> |

How will your attendance at this conference benefit the Library? (please tab down if you need to use more than one line):

I put an e-mail out last year asking fellow AV (DVD ordering) librarians (thru ALA's VRT roundtable e-mail list) if this conference was worth it. They ALL responded positively. Apparently, it is the only conference that DVD producers and distributors have to show off their selections. It is also a great way to network with other DVD orderers.

Department Head Valerie Clark Approved Denied Date 8 Oct 13
 Administrator Linda Weiss Approved Denied Date 10/8/13

**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.**

October 16, 2013

New Business—Recommended Actions

C. Recommended Action on Meeting and Study Rooms Policy.

MOVE to approve the revision to the Meeting Room Policy to include new meeting and study room space available for public use.

Memorandum C of Recommended Board Action

Attached is the policy showing the revision to include the additional meeting and study rooms.

3.14 MEETING AND STUDY ROOMS

1. Meeting Rooms A, B, ~~and A and B~~, **Board Room, and lower level meeting rooms** are available for use under the conditions established by the Board of Trustees. The Library welcomes the use of its meeting rooms for civic, cultural and social activities. Such meeting places will be available on equal terms to all groups in the Niles community, regardless of the beliefs and affiliations of their members. The Library Board of Trustees does not endorse the views of any group or organization using the Library's meeting rooms. Profit organizations will be charged a non-refundable service fee of \$25 for Meeting Room **A, B, and the Board Room** and \$50 for Meeting Room A and B per two hour time slot.
2. General conditions for use of the meeting rooms are as follows:
 - a. Priority for the use of the meeting rooms will be given in the following order:
 1. Library sponsored meetings or programs;
 2. Friends of the Library sponsored meetings or programs;
 3. Non-profit organization (located within the library district);
 4. Profit organization (located within the library district);
 5. Other meetings or programs.

Library activities have preference over all other activities in using Library meeting rooms.

All scheduled meetings held in the meeting rooms are considered to be open to the public. Closed or members-only meetings may not be held.

No sale of goods or services shall be permitted on Library property except by Library-affiliated organizations and with prior approval by the Board of Trustees.

No admission may be charged by any group for any meeting held in the meeting rooms. Library sponsored programs and programs and activities sponsored by the Friends of the Library are exceptions.

- b. The present schedule for the use of meeting rooms is:

| | |
|-------------------------|---------------------|
| Monday through Thursday | 9:00 a.m.—8:45 p.m. |
| Friday | 9:00 a.m.—6:45 p.m. |
| Saturday | 9:00 a.m.—4:45 p.m. |
| Sunday | 1:00 p.m.—4:45 p.m. |

All groups must be out at closing time for the Library.

- c. The sale, service, possession or consumption of alcoholic beverages is strictly prohibited in any Library meeting room.
- d. Smoking is prohibited in all Library facilities and grounds.
- e. It is expected that every group meeting in the Library will keep the meeting space clean. No items are to be affixed to walls or doors. All meeting room exits must be kept clear of obstacles. If a group does not keep the room in reasonable order, the group will be charged a \$10.00 custodial fee. A group which continuously leaves the meeting facilities in disorder will lose its meeting room privileges. It is not permissible for any group to rearrange Library furniture or to borrow furnishings from other parts of the Library without the permission of the Library. Modification of electrical units as well as any substantial change to Library facilities is not permitted. No group is permitted to store any materials in the library.
- f. Reservations for the use of the meeting rooms must be made on the form provided by the Library (*see Appendix C: Forms*). Payment by a profit organization should be made with the application. The Library Director shall have the authority to approve or disapprove meeting room requests based on the criteria set forth herein. Should approval be denied, payment received from a profit organization will be returned. The Library Director will report to the Library Board of Trustees regarding meeting room applications as part of each Board meeting on the third Wednesday of each month.
- g. When it is necessary to cancel a meeting, the Administrative Office should be notified. Failure to cancel within 24 hours of meeting time could result in the forfeiture of meeting room privileges. Under unusual circumstances such as severe weather, it may not be possible to cancel 24 hours in advance.
- h. No group meeting in the Library may use the Library as a mailing address. Any mail so received will be returned to the sender marked "addressee unknown."
- i. Groups composed of members under the age of 18 must have an adult sponsor in attendance at their meeting(s).
- j. Groups that have other meeting facilities should try to use their own facilities. Bookings are often tight and it is difficult to obtain space. Only under special circumstances should a group that has its own facility book space at the Library.
- k. As far as booking is concerned, different chapters of an organization are not allowed to book meeting rooms during competitive hours.
- l. Exceptions to these conditions must be approved by the Board of Trustees.

3. Study Rooms

Five study rooms are available on the lower level of the Library. These rooms are available for study and conferencing by individuals and small groups of people. Study room use is free of charge and on a first come, first served basis to Niles Public Library cardholders. The rooms are designed to accommodate 4 or 6 individuals.

- **Reservations will be held for ten minutes past the reservation time before the room is released to another user.**

- Patrons with reservations will receive priority.
- Adults and teens (8th grade or above) can reserve a study room up to one week in advance
- Study room use is limited to one two-hour reservation per day per registered adult or teen Library card, but can be extended on an hour by hour basis if no one is waiting.
- A Niles Public Library card is necessary to book a study room.
- You will be held responsible for any damage you cause.

Adopted by the Niles Public Library District Board of Trustees 7.1.92

Revised 3.16.94; 1.20.99; 3.17.99; 6.21.06; 8.20.08; 6.17.09 (effective 7.1.09); 9.28.11

October 16, 2013

New Business—Recommended Actions

D. Recommended Action on Disposal of Equipment.

MOVE the Library Board of Trustees adopt Ordinance 13-06, an Ordinance Determining Personal Property No Longer Necessary or Useful to the Niles Public Library District and Authorizing Its Conveyance or Sale.

Memorandum E of Recommended Board Action

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

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

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

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

adopted at a meeting of the said Board of Library Trustees held on the 16th day of October, 2013.

IN WITNESS WHEREOF, I have hereunto set my hand this 16th day of October, 2013.

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

ORDINANCE NO. 13-06

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

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

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

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

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

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

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

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

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

SECTION 4: The property is to be sold and/or disposed of “as is” and without warranties. In particular, the Niles Public Library District makes no warranties or representations expressed or implied about the performance ability of the subject property, about its present state of repair, about its condition or maintenance, or its merchantability or fitness for a particular purpose. The Library Director may require that the Buyer or transferee take ownership of the property upon execution of an “indemnification and hold harmless agreement” in substantially the same form as that attached as Exhibit B and if sold, upon payment of the full price of the personal property.

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

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

ADOPTED this 16th day of October, 2013, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

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

ATTEST:

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

Exhibit A – The property to be disposed of:

Computer Equipment

- 3M Detection System
- (4) 3M Mag Media Desensitizer
- (5) 3M Non-Mag Desensitizer
- 3M Projector, Multimedia
- (2) 3M Self-Check
- 3M Video Resensitizer
- (2) 3M Workstation

Exhibit B

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

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

Description:

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

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

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

Agreed to this 16th day of October, 2013.

Linda Weiss
Library Director
Niles Public Library District

Buyer

Attest: _____

Computer equipment requested for disposal

| Asset ID # | BarcodeNumber | Description | Room | EquipmentName |
|--------------|---------------|------------------|--------|---------------|
| 1797 | 1696 | Detection System | 104 | |
| Manufacturer | Model | Serial Number | Vendor | PurchaseDate |
| 3M | 3802 | | 3M | 7/15/1998 |

| Asset ID # | BarcodeNumber | Description | Room | EquipmentName |
|--------------|---------------|------------------------|--------|---------------|
| 1950 | 1707 | Mag Media Desensitizer | 104 | |
| Manufacturer | Model | Serial Number | Vendor | PurchaseDate |
| 3M | 763 | | 3M | 8/19/1998 |

| Asset ID # | BarcodeNumber | Description | Room | EquipmentName |
|--------------|---------------|------------------------|--------|---------------|
| 1946 | 1701 | Mag Media Desensitizer | 104 | |
| Manufacturer | Model | Serial Number | Vendor | PurchaseDate |
| 3M | 763 | | 3M | 8/19/1998 |

| Asset ID # | BarcodeNumber | Description | Room | EquipmentName |
|--------------|---------------|------------------------|--------|---------------|
| 1947 | 1702 | Mag Media Desensitizer | 104 | |
| Manufacturer | Model | Serial Number | Vendor | PurchaseDate |
| 3M | 763 | | 3M | 8/19/1998 |

| Asset ID # | BarcodeNumber | Description | Room | EquipmentName |
|--------------|---------------|------------------------|--------|---------------|
| 1949 | 1706 | Mag Media Desensitizer | 104 | |
| Manufacturer | Model | Serial Number | Vendor | PurchaseDate |
| 3M | 763 | | 3M | 8/19/1998 |

| Asset ID # | BarcodeNumber | Description | Room | EquipmentName |
|--------------|---------------|----------------------|--------|---------------|
| 1990 | 1710 | Non Mag Desensitizer | 104 | |
| Manufacturer | Model | Serial Number | Vendor | PurchaseDate |
| 3M | 930C | | 3M | 8/19/1998 |

| Asset ID # | BarcodeNumber | Description | Room | EquipmentName |
|--------------|---------------|----------------------|--------|---------------|
| 1952 | 1709 | Non Mag Desensitizer | 104 | |
| Manufacturer | Model | Serial Number | Vendor | PurchaseDate |
| 3M | 930C | | 3M | 8/19/1998 |

| Asset ID # | BarcodeNumber | Description | Room | EquipmentName |
|--------------|---------------|----------------------|--------|---------------|
| 1992 | 1711 | Non Mag Desensitizer | 104 | |
| Manufacturer | Model | Serial Number | Vendor | PurchaseDate |
| 3M | 930C | | 3M | 8/19/1998 |

| Asset ID # | BarcodeNumber | Description | Room | EquipmentName |
|--------------|---------------|----------------------|--------|---------------|
| 969 | 1684 | Non Mag Desensitizer | 183 | |
| Manufacturer | Model | Serial Number | Vendor | PurchaseDate |
| 3M | 930C | | 3M | 3/19/1997 |

| Asset ID # | BarcodeNumber | Description | Room | EquipmentName |
|--------------|---------------|----------------------|--------|---------------|
| 1951 | 1708 | Non Mag Desensitizer | 104 | |
| Manufacturer | Model | Serial Number | Vendor | PurchaseDate |
| 3M | 930C | | 3M | 8/19/1998 |

| Asset ID # | BarcodeNumber | Description | Room | EquipmentName |
|--------------|---------------|-----------------------|--------|---------------|
| 1816 | 1867 | Projector, Multimedia | 122 | |
| Manufacturer | Model | Serial Number | Vendor | PurchaseDate |
| 3M | MP8730 | 68F103151 | Global | 6/16/1999 |

| Asset ID # | BarcodeNumber | Description | Room | EquipmentName |
|--------------|---------------|---------------|--------|---------------|
| 2723 | 0 | Self check | 103 | |
| Manufacturer | Model | Serial Number | Vendor | PurchaseDate |
| 3M | 943 | 9401883 | 3M | 1/17/2007 |

| Asset ID # | BarcodeNumber | Description | Room | EquipmentName |
|--------------|---------------|---------------|--------|---------------|
| 1117 | 1694 | Self Check | 104 | |
| Manufacturer | Model | Serial Number | Vendor | PurchaseDate |
| 3M | 6210 | 6210198 | 3M | 10/20/1999 |

| Asset ID # | BarcodeNumber | Description | Room | EquipmentName |
|--------------|---------------|--------------------|--------|---------------|
| 1053 | 1428 | Video Resensitizer | 109 | |
| Manufacturer | Model | Serial Number | Vendor | PurchaseDate |
| 3M | 2011 | 4224 | 3M | 8/19/1998 |

| Asset ID # | BarcodeNumber | Description | Room | EquipmentName |
|--------------|---------------|---------------|--------|------------------|
| 2222 | 1164 | Workstation | 102 | West workstation |
| Manufacturer | Model | Serial Number | Vendor | PurchaseDate |
| 3M | 995 | 951446 | 3M | 1/21/2004 |

| Asset ID # | BarcodeNumber | Description | Room | EquipmentName |
|--------------|---------------|---------------|--------|------------------|
| 2233 | 1165 | Workstation | 102 | East workstation |
| Manufacturer | Model | Serial Number | Vendor | PurchaseDate |
| 3M | 995 | 951445 | 3M | 1/21/2004 |

October 16, 2013

New Business—Recommended Actions

E. Recommended Action on Resolution 13-02.

MOVE the Library Board of Trustees approve Resolution 13-02, a Resolution of the Board of Directors for the Restatement of the Niles Public Library District Dental Reimbursement Plan.

Memorandum E of Recommended Board Action

We did this to formalize the plan under the Internal Revenue Service regulations and exclude protected health information from the Library's files prospectively.

RESOLUTION 13-02

**RESOLUTION OF THE BOARD OF DIRECTORS FOR THE RESTATEMENT OF THE
NILES PUBLIC LIBRARY DISTRICT DENTAL REIMBURSEMENT PLAN**

The Board of Directors of Niles Public Library District has given the authority to Linda Weiss, Director to approve this restatement of the Niles Public Library District Dental Reimbursement Plan to be effective October 1, 2013. Let it be known that the following resolutions were duly adopted by the Director of Niles Public Library District and that such resolutions have not been modified or rescinded as of the date hereof;

RESOLVED, that the form of Dental Reimbursement Plan, as authorized under Section 105 of the Internal Revenue Code of 1986, is hereby adopted and approved and that the Director of the Employer is hereby authorized and directed to execute and deliver to the Plan Administrator one or more copies of the Plan.

RESOLVED, that each Plan Year shall begin on July 1st and end on June 30th.

RESOLVED, that the Employer shall contribute to the Plan amounts sufficient to meet its obligation under the Dental Reimbursement Plan, in accordance with the terms of the Plan Document and shall notify the Plan Administrator to which periods said contributions shall be applied.

RESOLVED, that the proper officers of the Employer shall act as soon as possible to notify employees of the restatement of the Dental Reimbursement Plan by delivering to each Employee a copy of the Summary Plan Description, which form is hereby approved.

The undersigned certifies that attached hereto as Exhibits A and B respectively are true copies of the Plan Document, and Summary Plan Description for Niles Public Library Dental Reimbursement Plan approved and adopted in the foregoing resolutions.

The undersigned further certifies and attests that the above resolutions were made with the consent of the Director of the Corporation on this date:

Chris H. Ball
Secretary
Niles Library Board of Trustees

Date

**NILES PUBLIC LIBRARY DISTRICT DENTAL REIMBURSEMENT
PLAN**

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NILES PUBLIC LIBRARY DISTRICT DENTAL REIMBURSEMENT PLAN

ARTICLE I

INTRODUCTION

1.1 Creation and Title. The Employer hereby restates their welfare benefit plan under the terms and conditions set forth in this document. The Plan is known as Niles Public Library District Dental Reimbursement Plan.

1.2 Effective Date. The provisions of this restatement of the Plan shall be effective as of October 1, 2013. This Plan was originally implemented October 13, 1976. Each Plan Year begins July 1st and ends June 30th.

1.3 Purpose. The purpose of the Plan is to provide reimbursement for certain medical expenses of Participants not otherwise covered by insurance or by the Employer. The Employer intends that the Plan qualify as an accident and health plan under Section 105(e) of the Code, and that the nontaxable benefits provided under the Plan be eligible for exclusion from Participants' income under Section 105(b) of the Code.

ARTICLE II

DEFINITIONS

As used in this Plan document, the following terms shall have the following meanings:

2.1 "Agreement to Participate" means the agreement evidencing an Eligible Employee's election to participate in the Plan and setting forth the amount of Dental Reimbursement Benefits to be made available to the Participant for a Plan Year or portion of a Plan Year as reimbursement for Qualified Expenses.

2.2 "Benefits Enrollment Form" means a form provided by the Employer on which an Eligible Employee will complete to enroll in the plan.

2.3 "Code" means the Internal Revenue Code of 1986, as amended from time to time.

2.4 "Compensation" means all the earned income, salary, wages and other earnings paid by the Employer to a Participant during a Plan Year, including any amounts contributed by the Employer pursuant to a salary reduction agreement which are not includable in gross income under Sections 125, 402(g)(3), 402(h), 403(b) or 457(b) of the Code.

2.5 "Dental Reimbursement Benefits" means, for any Plan Year, the amount available to a Participant as benefits in the form of reimbursements of Qualified Expenses.

2.6 "Dental Reimbursement Benefits Account" means the account established by the Plan Administrator under the Plan for each Participant from which benefits in the form of reimbursements of Qualified Expenses shall be paid.

2.7 "Dependent" means an individual who is a dependent within the meaning of Section 152(a) of the Code of a Participant in the Plan.

2.8 "Effective Date" shall be October 1, 2013 which is a restatement of a previous plan document that was originally effective on October 13, 1976.

2.9 "Eligible Employee" means an Employee who works at least thirty-seven and one half (37.50) hours per week and has satisfied thirty (30) days of employment except for: (1) employees who are self-employed individuals as defined in section 401(c) of the Internal Revenue Code (including sole proprietors and partners in a partnership), and (2) employees who own (or are considered to own within the meaning of section 318 of the Internal Revenue Code) more than 2 percent of the outstanding stock of an S corporation or stock possessing more than 2 percent of the total combined voting power of all stock of such corporation

2.10 "Employee" means a person who is currently or hereafter employed by the Employer, or by any other employer aggregated under sections 414(b), (c), (m), (n) or (o) of the Code and the regulations there under, including a Leased Employee subject to section 414(n) of the Code. Excluding individuals who are not contemporaneously classified as Employees of the Employer for purposes of the Employer's payroll system (including, without limitation, individuals employed by temporary help firms, technical help firms, staffing firms, employee leasing firms, professional employer organizations or other staffing firms whether or not deemed to be "common law" Employees or "Leased Employees" within the meaning of section 414(n) (o) of the Code) are not considered to be Eligible Employees of the Employer and shall not be eligible to participate in the Plan. In the event any such individuals are reclassified as Employees for any purpose, including without limitation, common law or statutory employees, by any action of any third party, including, without limitation, any government agency, or as a result of any private lawsuit, action, or administrative proceeding, such individuals shall notwithstanding such reclassification, remain ineligible for participation hereunder. Notwithstanding foregoing, the exclusive means for individuals who are not contemporaneously classified as an Employee of the Employer on the Employer's payroll system to become eligible to participate in this Plan is through an amendment to this Plan, duly executed by the Employer, which specifically renders such individuals eligible for participation hereunder.

The Plan Administrator shall have full and complete discretion to determine eligibility for participation and benefits under this Plan, including, without limitation, the determination of those individuals who are deemed Employees of the Employer (or any controlled group member). The Plan Administrator's decision shall be final, binding and conclusive on all parties having or claiming a benefit under this Plan. This Plan is to be construed to exclude all individuals who are not considered Employees for purposes of the Employer's payroll system, and the Plan Administrator is authorized to do so, despite the fact that its decision may result in the loss of the Plan's tax qualification.

2.11 "Employer" means Niles Public Library District or any of its affiliates, successors or assignors, which adopt the Plan.

2.12 "Participant" means any Employee who has met the eligibility requirements of Section 3.1 of the Plan and has elected to participate in the Plan by providing the Plan Administrator with an executed Benefits Enrollment Form.

2.13 "Plan" means Niles Public Library District Dental Reimbursement Plan, as described herein.

2.14 "Plan Administrator" means the Employer or such other person or committee as may be appointed by the Employer to administer the Plan.

2.15 "Plan Entry Date" means for each Eligible Employee, the 1st day of the next month immediately following satisfaction of the eligibility requirements.

2.16 "Plan Year" means the 12-consecutive month period beginning on July 1st and ending on June 30th.

2.17 "Qualified Expenses" mean the dental expenses incurred during a Plan Year by a Participant. For purposes of the Plan, an expense is incurred on the date when the underlying services giving rise to the dental expenses are performed and not on the date that the services are billed by the service-provider or paid by the Participant.

2.18 "Spouse" means an individual who is legally married to a Participant but shall not include an individual separated from a Participant under a decree of legal separation.

ARTICLE III

PARTICIPATION

3.1 Eligibility. Each Employee, that is working at least thirty-seven and one half (37.50) hours per week, and has satisfied thirty (30) days of employment shall be eligible to participate in the Plan so long as the Employee is employed by the Employer as of his or her Entry Date.

3.2 Commencement of Participation. An Eligible Employee shall become a Participant in the Plan after providing the Plan Administrator with an executed Benefits Enrollment Form and will enter on the first day of the first month immediately following satisfaction of the eligibility requirements.

3.3 Term of Participation. Each Participant shall be a Participant in the Plan for the entire Plan Year or the portion of the Plan Year remaining after the Participant's Entry Date, if later than the first day of the Plan Year. A Participant shall cease to be a Participant in the Plan on the earliest of:

- (a) the date the Participant dies, resigns or terminates employment with the Employer, subject to the provisions of Section 3.4;
- (b) the date the Participant ceases to be an Employee; or
- (c) the date the Plan terminates.

3.4 Treatment of Rehired Employees. A Participant whose employment terminates and who is subsequently re-employed with less than 30 days separation of service will immediately rejoin the Plan.

A Participant whose employment terminates and who is subsequently re-employed with more than 29 days separation of service will need to re-satisfy Plan eligibility requirements to rejoin the Plan.

3.5 HIPAA Portability. Notwithstanding any other provisions in this Article III, any Employee who becomes eligible under the Health Portability and Accountability Act of 1996("HIPAA") for coverage by an Accident or Health benefit under the Plan shall be allowed to participate in the Plan, so long as such Employee complies with the provisions set out in HIPAA.

3.6 COBRA Continuation Coverage. Under COBRA, This section 3.6 shall not apply to any group health plan of the Employer for any calendar year if all employers maintaining such plan normally employed fewer than 20 employees on a typical business day during the preceding calendar year. Notwithstanding any other provisions in this Article III, any Participant, Spouse or Dependent eligible for continuation coverage under the Plan under the Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") as amended from time to time, shall be allowed to continue to participate in the Plan, so long as such Participant, Spouse or Dependent complies with the provisions set out in COBRA.

The Employer shall adopt rules relating to continuation coverage, as provided under Section 4980B of the Code or applicable state law, as may be required from time to time, and shall advise affected individuals of the terms and conditions of such continuation coverage.

3.7 Family Medical Leave Act. Under the FMLA, the provisions of this section 3.7 shall not be available to Employees for such Plan Years in which the Employer has 50 or fewer Employees. For Plan Years in which the Employer has more than 50 Employees, the Employer must make FMLA leave available to Employees for up to 12 weeks in connection with the birth or adoption of a child, or to care for a close relative, or because of a serious health condition of the Employee.

Payment Option for coverage while on unpaid Family Medical Leave Act leave for group plans:

(a) Pay-as-you-go. Employees may pay the premium payments on the same schedule as payments would be made if the employee were not on leave, or under another schedule permitted under Department of Labor regulations.

The Employer shall not be required to continue the health coverage of an Employee who fails to make required premium payments while on FMLA leave. However, if the Employer chooses to continue the health coverage of an Employee who fails to make required premium payment while on FMLA leave, the Employer is entitled to recoup those payments after the Employee returns from FMLA leave.

ARTICLE IV

BENEFITS

4.1 Provision of Benefits. Benefits under the Plan shall take the form of reimbursement of Qualified Expenses incurred by a Participant during the Plan Year. Expenses for the Spouse and the Participant's Dependents during the Plan Year are not eligible for reimbursement. A Participant shall be entitled to benefits under the Plan for Qualified Expenses incurred only while a Participant in the Plan.

4.2 Amount of Reimbursement. A Participant shall be entitled to benefits under the Plan for a Plan Year in an amount that does not exceed the Participant's Dental Reimbursement Benefits. The amount of a Participant's Dental Reimbursement Benefits shall be available all during the Plan Year.

4.3 Account Rollover. If a Participant has any unused balance at the end of the ninety (90) day run-out period after the end of the Plan Year, they forfeit the balance.

4.4 Nondiscriminatory Benefits. The Plan is intended to not discriminate in favor of highly compensated individuals as to eligibility to participate in accordance with applicable provisions of the Code. The Plan Administrator may take such actions as excluding certain highly compensated employees from participation in the Plan if, in the Plan Administrator's judgment, such actions serve to assure that the Plan does not violate applicable nondiscrimination rules.

4.5 Maximum Benefits. Notwithstanding any other provisions of this Plan, no Participant shall receive Dental Reimbursement Benefits in excess of \$1000 per Plan Year.

The Participant needs to satisfy the first \$50 of dental expenses (dental deductible) per plan year. The Dental Reimbursement Plan will then reimburse the Participant for the next \$1120 of eligible dental expenses incurred by the participant per plan year at the rate stated in the schedule below. The Plan will only reimburse expenses incurred by the Participant. Expenses incurred by the Spouse or Participant's Dependents will not be eligible for reimbursement from the Plan.

The Dental Reimbursement Plan will reimburse at the following rates:

| | | | | | |
|------|-------|----|--------|------------------|------|
| From | \$50 | to | \$100 | reimbursement at | 50% |
| From | \$101 | to | \$150 | reimbursement at | 60% |
| From | \$151 | to | \$200 | reimbursement at | 70% |
| From | \$201 | to | \$250 | reimbursement at | 80% |
| From | \$251 | to | \$1120 | reimbursement at | 100% |

Eligible Benefits:

Routine Oral Examination – This benefit is provided for two examinations a year. However, at least six (6) months must elapse between examinations. These include:

- Prophylaxis
- Oral Examination
- X-Rays (Full mouth x-rays once every three (3) years)
- Diagnosis
- Space maintainers

Basic Dental Care:

If the Participant incurs expenses as of a result of a dental disease, defect or injury benefits are payable for allowed charges incurred for the services listed below. The cost of the exam would also be included in conjunction with treatment or suspicion of the dental disease, defect or injury.

Included are:

- Emergency treatment for relief of pain
- Restorative Services: Amalgam, synthetic porcelain and plastic restorations
- Periodontics: Includes treatment for diseases of the gums
- Endodontics: Includes pulpal therapy and root canal filling
- Oral Surgery: Provides for extractions and other oral surgery, including pre and post-operative care.

Gold Restorations, Crowns and Prosthetics:

If as a result of loss or removal of teeth due to dental disease, defect, or injury, the participant incurs expenses for dental Prosthetics, benefits are payable for the allowable charges incurred for those appliances listed below.

- Gold restorations when the teeth can't be restored with another filling material
- Crowns and jackets when teeth can't be restored with another filling material
- Prosthetics provide bridges, partial dentures and complete dentures

Denture Replacement Benefits: *The Participant must be in the Plan for one full year to be eligible for this benefit*

In the event the replacement of a denture is professionally indicated, the plan will cover the replacement provided it was not due to theft or loss of the previous denture. If, however, the initial placement of an opposing complete denture requires the replacement of the existing complete denture, benefits will be payable for the replacement of that denture.

Any charge for full denture replacement made less than five years after the immediately preceding denture replacement was made under the program, will not be payable.

Limitations and Exceptions:

- Any specialized techniques used, as opposed to standard procedures, will be subject to full explanation of need by the dentist and subject to review and approval by the library's dental consultant. Otherwise, the Plan will allow the appropriate amount for the standard procedure toward such treatment and the eligible person must bear the difference in cost.
- Services covered by any other Plan will not be reimbursed by the Plan.
- Services performed that are purely cosmetic in nature or to correct a congenital condition will not be covered.
- Orthodontics will not be covered by the Plan.
- Only expenses incurred while the participant was an active participant in the plan are eligible for reimbursement.

Termination:

Plan benefits will end as of the date the employee terminates employment with the employer. There may be an exception upon an employee's retirement where the Board of Trustees may elect to continue dental coverage for the employee.

The participant has ninety (90) days following their date of termination to file their final claims. Expenses must be incurred only through the date of termination. Any expenses incurred after that date are not eligible for reimbursement and will be denied. Any balance left in the Plan after all final claims have been filed will be forfeited by the employee.

ARTICLE V

FUNDING AND PAYMENT OF BENEFITS

5.1 Funding. The Employer shall contribute amounts necessary to fund the Plan, as determined primarily by the amount of the Dental Reimbursement Benefits to be made available for the Plan Year. Contributions to the Plan shall be made to, and all Plan assets shall be held in, such accounts or funds as the Employer deems appropriate.

5.2 Participants' Accounts. The Plan Administrator shall establish a separate Dental Reimbursement Benefits Account for each Participant in the Plan. The Plan Administrator shall credit a Participant's Dental Reimbursement Benefits Account with the amount of Dental Reimbursement Benefits to be made available to the Participant. The Plan Administrator shall charge a Participant's Dental Reimbursement Benefits Account in the amount of any reimbursements made to the Participant. The Plan Administrator may also establish a minimum reimbursement amount below which requests for reimbursement shall not be made during the Plan Year, but which, must be made by the end of the Plan Year (including the period set forth in Section 5.4).

5.3 Payment of Benefits. Reimbursement shall only be made under the Plan on the basis of Qualified Expenses incurred by the Participant, the Participant's Spouse or the Participant's Dependents, as presented to the Plan Administrator on a written form specified by the Plan Administrator and as evidenced by a written statement from a third party. It shall be the duty of the Plan Administrator to construe what are and what are not Qualified Expenses subject to reimbursement from a Participant's Dental Reimbursement Benefits Account. If the Plan Administrator determines that an expense is a Qualified Expense subject to reimbursement, the Plan Administrator shall reimburse the Participant for the Qualified Expense within a reasonable time. To make the determination that a Qualified Expense subject to reimbursement has been incurred, the Plan Administrator may require proper evidence of any or all of the following:

- (a) the name of the person for whom the expenses have been incurred;
- (b) the nature of the expenses incurred and provider;
- (c) the date the expenses were incurred;
- (d) the amount of the requested reimbursement; or
- (e) that the expenses have not been otherwise paid through an insurance program offered by the Employer or any other employer, or reimbursed from any other source.

The Plan Administrator shall be the sole arbiter of what constitutes a Qualified Expense subject to reimbursement under the Plan.

In the event of the death of the Participant prior to the payment of any claims, payment shall be made in the following priority:

- (a) Executor of the Estate of the deceased Participant,
- (b) Spouse,

(c) Family member held responsible for payment of deceased's medical bills,

(d) Spouse of dependent with COBRA continuation rights.

5.4 Forfeiture of Benefits. A Participant forfeits any amount of Dental Reimbursement Benefits under the Plan for a Plan Year upon termination. They have 90 days after the date of termination to submit claims for expenses incurred within the current plan year they were last participating. Expenses must be incurred through their termination date. Anything incurred after the date of termination would be denied. Upon such forfeiture, the Participant's Dental Reimbursement Benefits Account shall be reduced to zero. Forfeitures of benefits shall become the sole property of the Employer.

ARTICLE VI

PLAN ADMINISTRATION

6.1 Plan Administrator. The Plan Administrator shall be responsible for the administration of the Plan.

6.2 Plan Administrator's Duties. In addition to any rights, duties or powers specified throughout the Plan, the Plan Administrator shall have the following rights, duties and powers:

- (a) to interpret the Plan, to determine the amount, manner and time for payment of any benefits under the Plan, and to construe or remedy any ambiguities, inconsistencies or omissions under the Plan;
- (b) to adopt and apply any rules or procedures to insure the orderly and efficient administration of the Plan;
- (c) to determine the rights of any Participant, Spouse, Dependent or beneficiary to benefits under the Plan;
- (d) to develop appellate and review procedures for any Participant, Spouse, Dependent or beneficiary denied benefits under the Plan;
- (e) to provide the Employer with such tax or other information it may require in connection with the Plan;
- (f) to employ any agents, attorneys, accountants or other parties (who may also be employed by the Employer) and to allocate or delegate to them such powers or duties as is necessary to assist in the proper and efficient administration of the Plan, provided that such allocation or delegation and the acceptance thereof is in writing;
- (g) to report to the Employer, or any party designated by the Employer, after the end of each Plan year regarding the administration of the Plan, and to report any significant problems as to the administration of the Plan and to make recommendations for modifications as to procedures and benefits, or any other change which might insure the efficient administration of the Plan.

However, nothing in this section 6.2 is meant to confer upon the Plan Administrator any powers to amend the Plan or change any administrative procedure or adopt any other procedure involving the Plan without the express written approval of the Employer regarding any amendment or change in administrative procedure, or Benefit Provider. Notwithstanding the preceding sentence, the Plan Administrator is empowered to take any actions he sees fit to assure that the Plan complies with the nondiscrimination requirements of Section 105 of the Code.

6.3 Information to be Provided to Plan Administrator. The Employer, or any of its agents, shall provide to the Plan Administrator any employment records of any employee eligible to participate under the Plan. Such records shall include, but will not be limited to, any information regarding period of employment, leaves of absence, salary history, termination of employment, or any other information the Plan Administrator may need for the proper administration of the Plan. Any Participant or Dependent or any other person entitled to benefits under the Plan shall furnish to the Plan Administrator his correct post office address, his date of birth, the names, correct addresses and dates of birth of any designated beneficiaries, with proper proof thereof, or any other data the Plan Administrator might reasonably request to insure the proper and efficient administration of the Plan.

6.4 Decision of Plan Administrator Final. Subject to applicable State or Federal law, and the provisions of Section 6.5, below, any interpretation of any provision of this Plan made in good faith by the Plan Administrator as to any Participant's rights or benefits under this Plan is final and shall be binding upon the parties. Any misstatement or other mistake

of fact shall be corrected as soon as reasonably possible upon notification to the Plan Administrator and any adjustment or correction attributable to such misstatement or mistake of fact shall be made by the Plan Administrator as he considers equitable and practicable.

6.5 Review Procedures. In cases where the Plan Administrator denies a benefit under this Plan for any Participant, Spouse or Dependent or any other person eligible to receive benefits under the Plan, the Plan Administrator shall furnish in writing to said party the reasons for the denial of benefits. The written denial shall be provided to the party within 30 days of the date the benefit was denied by the Plan Administrator. The written denial shall refer to any Plan or section of the Code upon which the Plan Administrator relied in making such denial. The denial may include a request for any additional data or material needed to properly complete the claim and explain why such data or material is necessary, and explain the Plan's claim review procedures. If requested in writing, and within 180 days of the claim denial, the Plan Administrator shall afford any claimant whose request for claim was denied a full and fair review of the Plan Administrator's decision, and within 60 days of the request for review of the denied claim, the Plan Administrator shall notify the claimant in writing of his final decision on the reviewed claim.

With respect to the denial of any claim for benefits from an insurance company or other third-party benefit provider, paid for as a premium-type Benefit under the Plan, the review procedures of the insurance company or other third-party benefit provider shall apply.

6.6 Extensions of Time. In any case where the Plan Administrator determines special circumstances apply, the Plan Administrator may extend the amount of time any Participant, Spouse, Dependent or designated beneficiary may need to appeal a claim, upon proper application to the Plan Administrator.

6.7 Rules to Apply Uniformly. The Plan Administrator shall perform his duties in a reasonable manner and on a nondiscriminatory basis and shall apply uniform rules to all Participants similarly situated under the Plan.

6.8 Indemnity. The Employer does hereby agree to indemnify and hold harmless, to the extent allowed by law and over and above any liability coverage contracts or directors and officers insurance, any sole proprietor, member, partner, officer or director of the Employer, designated by the Employer or the Plan Administrator who has been employed, hired or contracted to assist in the fulfillment of the administration of this Plan. In addition, the Employer agrees to pay any costs of defense or other legal fees incurred by any of the above parties over and above those paid by any liability or insurance contract.

6.9 HIPAA Privacy.

THE FOLLOWING DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

The Protected Health Information (PHI) provisions of the Health Insurance Portability and Accountability Act of 1997 (HIPAA) and its regulations ("Rules") include privacy protections impacting group handling health plan medical or financial information that could identify an individual. Individually identifiable information is protected whether it is in electronic, paper or oral format. The HIPAA rules give individuals control over health and financial information related to their health care. PHI may be used only for limited purposes without consent, and in many situations only upon individual authorization. Regarding their own PHI, you have the right to:

- (1) object to using information;
- (2) gain access to information;
- (3) change information; and
- (4) obtain an accounting of any information disclosures.

An underlying principle of the rules is that the “minimum necessary” disclosure should be the standard when using or disclosing information in the normal course of treatment, payment or health plan operations.

You are guaranteed access to your PHI and have the right to: (1) copy and amend health information; (2) receive an accounting of PHI uses; and (3) receive notices of health plans’ information practices. You have the right to request that PHI use and disclosure be restricted even for treatment and payment purpose.

The Plan places restrictions on the Employer’s use or disclosure of PHI received from the plan or an insurer. Insurers may determine what information will be available to the Plan.

The Plan will meet the minimum necessary uses and disclosures provisions of HIPAA for PHI. However, the minimum necessary provisions do not apply to the following:

- Disclosures to or request by a health care provider for treatment purposes;
- Disclosures to the individual who is the subject of the information;
- Uses or disclosures made based on an authorization requested by the individual;
- Uses or disclosures required for compliance with HIPAA’s transaction standards;
- Disclosures to HHS when the rule requires the disclosure of information for enforcement purpose; and
- Uses or disclosures that are required by other laws.

Any uses or disclosures for which the covered entity has a valid authorization is exempt.

Marketing

The group health plan(s) and other covered entities, as defined by HIPAA, will not use or disclose PHI for marketing purposes without your authorization, except for face-to-face communications with the individual or promotional gifts of nominal value.

Communications that are part of treatment or are about a plan’s benefits, services or operations are excluded from the definition of marketing, even if they promote the use or sale of a service or product.

Specifically excluded from the definition of marketing communications about:

- Participating providers and health plans in a network, the services offered by a provider or the benefits covered by a health plan;
- Treatment of the individual; and
- Case management or care coordination for the individual, or directions or recommendations for alternative treatments, therapies, health care providers or settings of care to that individual.

This health plan is not engaging in marketing when it advises enrollees about other available health coverage that could enhance or substitute for existing health coverage. For example, if a child is about to age out of coverage under a family policy, the plan may send the family information about

continuation coverage for the child. This exception does not extend to excepted benefits under HIPAA, such as accident-only policies or auto medical liability, nor to other lines of insurance. For example, a multi-line insurer may not use PHI to promote its life insurance policies.

It is not marketing for a health plan to communicate about health-related products and services available only to plan enrollees or members that add value to but are not part of a plan of benefits. To qualify for this exclusion, the communication must meet two conditions:

- (1) It must be health-related. For example, offers of discounts for eyeglasses may be considered part of plan benefits. This exclusion appears to include wellness programs that offer incentives to adopt healthy lifestyle behaviors.
- (2) It must offer an added value of plan membership and not merely be a pass-through of a discount or item available to the public at large. Thus, a plan could offer its members a special discount for a health/fitness club, but not pass along to its members discounts that the members could obtain directly from the club.

For marketing activities permitted by an authorization, if there is remuneration,

the marketing material must state that the entity making the communication is being paid by another entity.

Underwriting

An insurer that receives protected group health plan information for underwriting, premium rating and other similar purpose – and that coverage is not placed with the insurer- cannot use or disclose the information for any purpose other than as required by law.

Verification

In any disclosure other than those allowing the individual to agree or object, verifying the identity of anyone requesting PHI who is not known to the health plan or other covered entity must first occur.

If disclosure is conditional on documentation or statements from the person seeking PHI, that documentation or statement must be obtained before the PHI can be disclosed.

ARTICLE VII
GENERAL PROVISIONS

7.1 Amendment and Termination. The Employer may amend or terminate this Plan at any time by legal action of the authorized agents of the Employer, subject to the limitation that no amendment shall change the terms and conditions of payment of any benefit a Participant, Spouse, Dependent or beneficiary was entitled to under the Plan at the time of the amendment or termination. The Employer may also make amendments apply retroactively to the extent necessary so that the Plan remains in compliance with Section 105 of the Code or any other provision of the Code applicable to the Plan.

7.2 Non-assignability. Any benefits to any Participants under this Plan shall be non-assignable and for the exclusive benefit of Participants, Spouses, Dependents and beneficiaries. No benefit shall be voluntarily or involuntarily assigned, sold or transferred.

7.3 Not an Employment Contract. By creating this Plan and providing benefits under the Plan, the Employer in no way guarantees employment for any employee or Participant under this Plan. Participation in this Plan shall in no way assure continued employment with the Employer.

7.4 Participant Litigation. In any action or proceeding against the Plan, or the administration thereof, employees or former employees of the Employer or any other person having or claiming to have an interest under the Plan shall not be necessary parties to such action or proceeding. The Employer, the Plan Administrator, or their registered representatives shall be the sole source for service of process against the Plan. Any final judgment which is not appealed or appealable shall be binding on the Employer and any interested party to the Plan.

7.5 Addresses, Notice and Waiver of Notice. Each Participant shall furnish the Employer with his correct post office address. Any communication, statement or notice addressed to a Participant at his last post office address as filed with the Employer will be binding on such person. The Employer or Plan Administrator shall be under no legal obligation to search for or investigate the whereabouts of any person benefiting under this Plan. Any notice required under the Plan may be waived by such person entitled to such notice.

7.6 Required Information. Each Participant, Spouse or Dependent shall furnish to the Employer such documents, evidence or information as the Employer considers necessary or desirable to ensure the efficient operation and administration of the Plan and for the protection of the Employer.

7.7 Severability. In any case where any provision of this Plan is held to be illegal or invalid, such illegality or invalidity shall apply only to that part of the Plan and shall not apply to any remaining provisions of the Plan, and the Plan shall be construed as if such illegal or invalid provision had never existed under the Plan.

7.8 Applicable Law. The Plan shall be construed under the laws of the State of Illinois, to the extent not preempted by any Federal law.

Executed this _____ day of _____, _____.

Employer: Niles Public Library District

Linda Weiss, Director

NILES PUBLIC LIBRARY DISTRICT DENTAL REIMBURSEMENT PLAN

SUMMARY PLAN DESCRIPTION

Summary Plan Description

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Article I

INTRODUCTION TO YOUR PLAN

Niles Public Library District offers a "Dental Reimbursement Plan" as part of your employee benefits program. This Plan was originally instituted on October 13, 1976 and is being restated as of October 1, 2013. This Plan is intended to qualify under Section 105 of the Internal Revenue Code (IRC). Under IRC Section 105, you can take advantage of the tax-free benefits offered under the Plan, as described in this summary.

Your Employer pays the full cost of the Dental Reimbursement Plan. Before the start of each Plan Year, your Employer will tell you the maximum reimbursement that will be available to you for the year. You must, however, complete a form listing your covered dependents.

This Summary Plan Description is a brief description of the Plan and your rights, benefits and obligations under the Plan. This Summary Plan Description is not meant to interpret, extend or change any provision contained in the main Plan Document. The provisions of Niles Public Library District Dental Reimbursement Plan can only be accurately understood by reading the Plan Document. This Document is on file with the Employer and may be read by you or your legal representative by contacting the Benefits Coordinator. The Benefits Coordinator's office will make the Document available to you at any reasonable time. You may request a copy of the Plan from the Plan Administrator, who may charge you a fee for copying the Plan for you.

Article II

GENERAL INFORMATION

You may need the following information if you have any questions about your Plan.

1. GENERAL PLAN INFORMATION

The name of this Plan is the Niles Public Library District Dental Reimbursement Plan.

Your Employer has assigned Plan Number 552 to this Plan.

The provisions of this restated Plan became effective as of October 1, 2013.

This Plan's records are maintained on a 12-month period known as the Plan Year. The Plan Year for your Plan is July 1st through June 30th.

Your Plan shall be governed by the Laws of the State of Illinois.

2. EMPLOYER INFORMATION

The name, address and tax identification number of the Employer are:

Niles Public Library District
6960 W. Oakton St.
Niles, IL 60714
(847) 663-1234
36-2418085

3. PLAN ADMINISTRATOR INFORMATION

The name, address and telephone number of your Plan Administrator are:

Niles Public Library District
6960 W. Oakton St.
Niles, IL 60714
(847) 663-1234

Your Plan Administrator is responsible for the administration of your Plan. Should you need to see any records or have any questions regarding the Plan, contact the Plan Administrator.

4. BENEFITS COORDINATOR

Kathy Toy has been named as the Plan's Benefits Coordinator. If you need additional information about the plan or the benefits offered, the Benefits Coordinator will be able to assist you.

5. LEGAL REPRESENTATIVE

The following person has been named your Plan's agent for service of legal process:

Linda Weiss
Niles Public Library District
6960 W. Oakton St.
Niles, IL 60714

Service of process can also be made upon the Plan Administrator.

Article III

PARTICIPATION IN YOUR PLAN

All employees who meet the participation requirements are eligible to participate in this Plan.

To qualify as a participant under this Plan, you must meet the following requirements:

- You must be employed for a period of 30 days.
- You must be working 37.50 hours per week.

If you become eligible under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) for coverage by an Accident or Health Benefit available under the Plan you shall be allowed to participate in the Plan, so long as you comply with the provisions set out in HIPAA. See your Plan Administrator for details.

Your Plan Entry Date, the date you may actually join the Plan, will be the first day of the next month immediately following satisfaction of the eligibility requirements.

MAXIMUM ANNUAL REIMBURSEMENT BENEFITS

The Employer, with the approval of the Board of Directors, determines the maximum reimbursement benefit each eligible employee will receive before the start of the New Year. Every employee who meets the eligibility requirements will be assigned the same maximum amount of benefit, to be used in receiving reimbursement of qualified medical expenses.

BENEFITS ENROLLMENT FORM

You will be required to file a Benefits Enrollment Form. The benefits enrollment form needs to be filed before any applicable benefit or plan entry dates.

ENDING PLAN PARTICIPATION AND LEAVES OF ABSENCE

Ending Plan Participation

A Participant whose employment terminates and who is subsequently re-employed with less than 30 days separation of service will immediately rejoin the Plan.

A Participant whose employment terminates and who is subsequently re-employed with more than 29 days separation of service will need to re-satisfy Plan eligibility requirements to rejoin the Plan.

Continuing Plan Participation under COBRA and FMLA

Special rules, called COBRA provisions, apply to certain health or medical plans. If you terminate employment or have another "qualifying event" that affects your health plan, your Benefits Coordinator will give you an explanation of COBRA and your rights to continued coverage, if COBRA applies to your plan. This applies only to employers that have 20 or more employees during the plan year.

The Family and Medical Leave Act ('the FMLA') requires employers with 50 or more employees to provide unpaid leave for eligible employees at the time of the birth or adoption of a child or at the time of a serious health condition affecting the employee or a family member.

If you are on an unpaid leave under the FMLA rules, you may continue to participate in the plan, by making contributions under the option elected by your employer.

The payment option for coverage while on unpaid Family Medical Leave Act leave for group health plans is:

- i) Pay-as-you-go. Under this option, you will pay the premium payments on the same schedule as if you were not on leave, or under another schedule according to Department of Labor regulations. If you fail to make payments under this Pay-as-you-go option, your Employer is not required to continue coverage. However, if your Employer chooses to continue coverage, your employer is entitled to collect these amounts from you after you return from the FMLA leave.

Ending your participation in a reimbursement benefit affects the way the Plan Administrator will handle your requests for reimbursement, too. These rules for reimbursement benefits are explained in Article V.

Article IV

ADMINISTRATION OF YOUR PLAN

The Plan Administrator is responsible for the administration of your Dental Reimbursement Plan. The duties of the Plan Administrator include determining who is eligible to participate, interpreting laws and regulations and how they apply to your Plan and whether or not certain expenses should be allowed under the Plan.

When you are ready to enter the Plan, you must file a Benefits Enrollment Form with the Plan Administrator. After becoming a participant in the Plan, file all requests for reimbursement with the Plan Administrator. The Plan Administrator will determine, in accordance with the various laws that apply to Dental Reimbursement Plans, whether or not to grant your requests.

The Plan Administrator can demand any documents or evidence deemed necessary to properly administer your Plan. If the Plan Administrator feels that you have submitted insufficient data to make a determination, or that the request made is not allowed under the Plan, the Plan Administrator can deny your request. After the request has been denied, you will be allowed an opportunity to appeal. The Plan Administrator must furnish you in writing the reasons for the denial of your claim for benefits. The written denial must be provided to you within 30 days of the date the claim for benefits was denied by the Plan Administrator. The written denial must refer to the Plan provision, or section of the Internal Revenue Code upon which the Plan Administrator relied in making such denial. The denial may include a request for any additional data or material needed to properly complete the claim and explain why such data or material is necessary, and explain the Plan's claim review procedures. If requested in writing, and within 180 days of the claim denial, the Plan Administrator is required to give you a full and fair review of the Plan Administrator's decision, and within 60 days of the request for review of the denied claim, the Plan Administrator shall notify you in writing of his final decision on the reviewed claim.

With respect to the denial of any claim for benefits from an insurance company or other third-party benefit provider, paid for as a premium-type Benefit under the Plan, the review procedures of the insurance company or other third-party benefit provider shall apply.

If your request was denied because the Plan Administrator felt your request is not covered under the Plan, you will be given the chance to show why it should have been allowed under the Plan. If the Plan Administrator rejects your reasons, you will not be able to appeal again.

You may, however, feel that you were treated unfairly. The Employee Retirement Income Security Act of 1974 (ERISA) provides all plan participants with certain rights. If you feel the Plan Administrator violated these rights, you may be able to take legal action in a court of law. Generally, this type of action can be taken only if you can prove that the Plan Administrator did not act in accordance with the terms of your Plan, or that the Plan Administrator acted in bad faith when making its decision.

In addition to interpreting the plan and making sure that benefits are properly paid, the Plan Administrator also keeps all the records of the Plan. Should you need a copy of anything filed with the Plan Administrator, contact the Plan Administrator directly.

THE FOLLOWING DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

The Protected Health Information (PHI) provisions of the Health Insurance Portability and Accountability Act of 1997 (HIPAA) and its regulations ("Rules") include privacy protections impacting group handling health plan medical or financial information that could identify an individual. Individually identifiable information is protected whether it is in electronic, paper or oral format. The HIPAA rules give individuals control over health and financial information related to their health care. PHI may be used only for limited purposes without consent, and in many situations only upon individual authorization.

Regarding their own PHI, you have the right to:

- (1) object to using information;
- (2) gain access to information;
- (3) change information; and
- (4) obtain an accounting of any information disclosures.

An underlying principle of the rules is that the “minimum necessary” disclosure should be the standard when using or disclosing information in the normal course of treatment, payment or health plan operations.

You are guaranteed access to your PHI and have the right to: (1) copy and amend health information; (2) receive an accounting of PHI uses; and (3) receive notices of health plans’ information practices. You have the right to request that PHI use and disclosure be restricted even for treatment and payment purpose.

The Plan places restrictions on the Employer’s use or disclosure of PHI received from the plan or an insurer. Insurers may determine what information will be available to the Plan.

The Plan will meet the minimum necessary uses and disclosures provisions of HIPAA for PHI. However, the minimum necessary provisions do not apply to the following:

- Disclosures to or request by a health care provider for treatment purposes;
- Disclosures to the individual who is the subject of the information;
- Uses or disclosures made based on an authorization requested by the individual;
- Uses or disclosures required for compliance with HIPAA’s transaction standards;
- Disclosures to HHS when the rule requires the disclosure of information for enforcement purpose; and
- Uses or disclosures that are required by other laws.

Any uses or disclosures for which the covered entity has a valid authorization is exempt.

Marketing

The group health plan(s) and other covered entities, as defined by HIPAA, will not use or disclose PHI for marketing purposes without your authorization, except for face-to-face communications with the individual or promotional gifts of nominal value.

Communications that are part of treatment or are about a plan’s benefits, services or operations are excluded from the definition of marketing, even if they promote the use or sale of a service or product.

Specifically excluded from the definition of marketing communications about:

- Participating providers and health plans in a network, the services offered by a provider or the benefits covered by a health plan;

- Treatment of the individual; and
- Case management or care coordination for the individual, or directions or recommendations for alternative treatments, therapies, health care providers or settings of care to that individual.

This health plan is not engaging in marketing when it advises enrollees about other available health coverage that could enhance or substitute for existing health coverage. For example, if a child is about to age out of coverage under a family policy, the plan may send the family information about continuation coverage for the child. This exception does not extend to excepted benefits under HIPAA, such as accident-only policies or auto medical liability, nor to other lines of insurance. For example, a multi-line insurer may not use PHI to promote its life insurance policies.

It is not marketing for a health plan to communicate about health-related products and services available only to plan enrollees or members that add value to but are not part of a plan of benefits. To qualify for this exclusion, the communication must meet two conditions:

- (1) It must be health-related. For example, offers of discounts for eyeglasses may be considered part of plan benefits. This exclusion appears to include wellness programs that offer incentives to adopt healthy lifestyle behaviors.
- (2) It must offer an added value of plan membership and not merely be a pass-through of a discount or item available to the public at large. Thus, a plan could offer its members a special discount for a health/fitness club, but not pass along to its members discounts that the members could obtain directly from the club.

For marketing activities permitted by an authorization, if there is remuneration,

the marketing material must state that the entity making the communication is being paid by another entity.

Underwriting

An insurer that receives protected group health plan information for underwriting, premium rating and other similar purpose – and that coverage is not placed with the insurer- cannot use or disclose the information for any purpose other than as required by law.

Verification

In any disclosure other than those allowing the individual to agree or object, verifying the identity of anyone requesting PHI who is not known to the health plan or other covered entity must first occur.

If disclosure is conditional on documentation or statements from the person seeking PHI, that documentation or statement must be obtained before the PHI can be disclosed.

Article V

BENEFITS UNDER YOUR PLAN

There is one type of benefit offered under your plan, reimbursement benefits. Your Employer pays the entire cost of these benefits. You do not contribute to the cost of the Plan.

Reimbursement benefits are benefits where employer contributions are to be credited to an account for you. You can later have the Plan reimburse you when you have expenses that are considered "Qualified Expenses" under the Plan. Your Plan offers reimbursement for certain medical expenses, as authorized under the Internal Revenue Code.

REIMBURSEMENT PROGRAMS

INTRODUCTION

Your Dental Reimbursement Plan allows employer contributions to be credited to your account so that this money can later be returned to you, tax-free, to pay for certain allowed expenses, called qualified expenses.

In order for an expense to be eligible for reimbursement it must be "qualified", as explained below. It must also be incurred during the period of coverage (usually the plan year). This means that you must have received services, such as having seen the doctor, on a date during the period covered by your Benefits Enrollment Form.

Assume that your enrollment is effective as of March 1. If you saw the doctor on February 28, that expense would not be eligible for reimbursement, even if you received an invoice dated after March 1.

If your participation in the reimbursement program ends, perhaps because you terminate employment, your period of coverage ends at midnight of the next calendar day following the day you terminate employment. Any expenses incurred after that date are ineligible for reimbursement. If you have not incurred expenses equal to the amounts deposited to your account BEFORE that date, you forfeit the unused amount.

NILES PUBLIC LIBRARY DISTRICT DENTAL REIMBURSEMENT PLAN

The maximum benefit payable for the Health Reimbursement Plan is \$1000 per plan year. This is only for expenses incurred by the employee. Spouse and dependent expenses will not be eligible for reimbursement.

The Participant needs to satisfy the first \$50 of dental expenses (dental deductible) per plan year. The Dental Reimbursement Plan will then reimburse the Participant for the next \$1120 of eligible dental expenses incurred by the participant per plan year at the rate stated in the schedule below. The Plan will only reimburse expenses incurred by the Participant. Expenses incurred by the Spouse or Participant's Dependents will not be eligible for reimbursement from the Plan.

The Dental Reimbursement Plan will reimburse at the following rates:

| | | | | | |
|------|-------|----|--------|------------------|------|
| From | \$50 | to | \$100 | reimbursement at | 50% |
| From | \$101 | to | \$150 | reimbursement at | 60% |
| From | \$151 | to | \$200 | reimbursement at | 70% |
| From | \$201 | to | \$250 | reimbursement at | 80% |
| From | \$251 | to | \$1120 | reimbursement at | 100% |

Eligible Benefits:

Routine Oral Examination – This benefit is provided for two examinations a year. However, at least six (6) months must elapse between examinations. These include:

- Prophylaxis
- Oral Examination
- X-Rays (Full mouth x-rays once every three (3) years)
- Diagnosis
- Space maintainers

Basic Dental Care:

If the Participant incurs expenses as of a result of a dental disease, defect or injury benefits are payable for allowed charges incurred for the services listed below. The cost of the exam would also be included in conjunction with treatment or suspicion of the dental disease, defect or injury.

Included are:

- Emergency treatment for relief of pain
- Restorative Services: Amalgam, synthetic porcelain and plastic restorations
- Periodontics: Includes treatment for diseases of the gums
- Endodontics: Includes pulpal therapy and root canal filling
- Oral Surgery: Provides for extractions and other oral surgery, including pre and post-operative care.

Gold Restorations, Crowns and Prosthetics:

If as a result of loss or removal of teeth due to dental disease, defect, or injury, the participant incurs expenses for dental Prosthetics, benefits are payable for the allowable charges incurred for those appliances listed below.

- Gold restorations when the teeth can't be restored with another filling material
- Crowns and jackets when teeth can't be restored with another filling material
- Prosthetics provide bridges, partial dentures and complete dentures

Denture Replacement Benefits: *The Participant must be in the Plan for one full year to be eligible for this benefit*

In the event the replacement of a denture is professionally indicated, the plan will cover the replacement provided it was not due to theft or loss of the previous denture. If, however, the initial placement of an opposing complete denture requires the replacement of the existing complete denture, benefits will be payable for the replacement of that denture.

Any charge for full denture replacement made less than five years after the immediately preceding denture replacement was made under the program, will not be payable.

Limitations and Exceptions:

- Any specialized techniques used, as opposed to standard procedures, will be subject to full explanation of need by the dentist and subject to review and approval by the library's dental consultant. Otherwise, the Plan will allow the appropriate amount for the standard procedure toward such treatment and the eligible person must bear the difference in cost.
- Services covered by any other Plan will not be reimbursed by the Plan.
- Services performed that are purely cosmetic in nature or to correct a congenital condition will not be covered.
- Orthodontics will not be covered by the Plan.
- Only expenses incurred while the participant was an active participant in the plan are eligible for reimbursement.

Termination:

Plan benefits will end as of the date the employee terminates employment with the employer. There may be an exception upon an employee's retirement where the Board of Trustees may elect to continue dental coverage for the employee.

The participant has ninety (90) days following their date of termination to file their final claims. Expenses must be incurred only through the date of termination. Any expenses incurred after that date are not eligible for reimbursement and will be denied. Any balance left in the Plan after all final claims have been filed will be forfeited by the employee.

Article VI

STATEMENT OF ERISA RIGHTS

As a participant in Niles Public Library District Dental Reimbursement Plan you are entitled to certain rights and protections under the Employee Retirement Income Security Act of 1974 (ERISA). ERISA provides that all plan participants shall be entitled to:

Examine, without charge, at the plan administrator's office and at other specified locations, such as worksites and union halls, all plan documents, including insurance contracts, copies of the latest annual report (Form 5500 series if applicable), updated Summary Plan Description, collective bargaining agreements and copies of all documents filed by the plan with the Department of Labor, such as detailed annual reports and plan descriptions.

In addition to creating rights for plan participants, ERISA imposes duties upon the people who are responsible for the operation of the employee benefit plan. The people who operate your plan, called "fiduciaries" of the plan, have a duty to do so prudently and in the interest of you and other participants and beneficiaries. No one, including your employer, union or any other person, may fire you or otherwise discriminate against you in any way to prevent you from obtaining a welfare benefit or exercising your rights under ERISA. If your claim for a welfare benefit is denied in whole or in part you must receive a written explanation of the reason for denial. You have the right to have the plan review and reconsider your claim. Under ERISA, there are steps you can take to enforce the above rights. For instance, if you request materials from the plan and do not receive them within 30 days, you may file a suit in federal court. In such a case, the court may require the plan administrator to provide the materials and pay you up to \$110 a day until you receive the materials, unless the materials were not sent because of reasons beyond the control of the administrator. If you have a claim for benefits which is denied or ignored, in whole or in part, you may file suit in a state or federal court. If it should happen that plan fiduciaries misuse the plan's money, or if you are discriminated against for asserting your rights, you may file suit in a federal court. The court will decide who should pay court costs and legal fees. If you are successful, the court may order the person you have sued to pay these costs and fees. If you lose, the court may order you to pay these costs and fees, for example, if it finds your claim frivolous. If you have any questions about this statement or about your rights under ERISA, you should contact the nearest office of the Pension and Welfare Benefits Administration, U.S. Department of Labor, listed in your telephone directory or the Division of Technical Assistance and Inquiries, Pension and Welfare Benefit Administration, U.S. Department of Labor, 200 Constitution Avenue N.W., Washington, D.C. 20210.

October 16, 2013

New Business—Recommended Actions

F. Recommended Action on the Purchase of Early Learning Furnishings.

MOVE the Library Board of Trustees authorize the Library Director to approve the purchase of Early Learning furnishings from the Burgeon Group in the amount of **49,975.24**, using the Per Capital Grant funds.

Memorandum G of Recommended Board Action

Our grant submission read as follows: As part of a library-wide renovation, the Youth Services area is being redesigned to include a good-sized space for fostering early literacy. Our space is a circle, and we want the literal centerpiece of the area to be a museum-quality piece designed to withstand rigorous child use. The company who creates and designs these pieces, Burgeon Group, is famous for a finely-tuned understanding of child development, and create hands-on activities for young children to help parents and children use the five practices needed for learning: Talking, singing, reading, writing, and playing. The activity center is in a pinwheel design echoing the shelving found in several areas of the library, and will include 2-3 activities on each of the six sides. In addition, we want to purchase Play and Learn Islands, developed by the Rancho Cucamonga Public Library. These are play centers focusing on a particular theme, which can be switched out to keep them fresh. One theme is building, and another is food. Any remaining per capita grant funds will be expended on other small, hands-on activities to use in the library, and on materials for use in early literacy programs such as storytimes and preschool visits.

The grant was approved and we have received the funds.



10/2/2013

Niles Public Library

Burgeon Group, LLC www.burgeongroup.com info@burgeongroup.com 503.730.9941(p) 866.571.3476(f)

| PLAY FULLY™ | | | | | | | | | | | | |
|--|---|--------------|-----------------|-----------------|--------------------|-----------------|-----------------|--------------|---------------------|--------------|-----------------|---|
| Q | Rate | Total | Time/Labor | | Catalog/Activities | | | Total | Summary | Grand Total | Notes | |
| | | | Q | Rate | Q | Catalog | Play | | | | | |
| Description | | | | | | | | | | | | |
| 1 Base Costs for House kiosk | | | | | | | | | | | | |
| 1 | 1" b/bb Baltic Birch 5x5 | 3 | 144.00 | 432.00 | 0 | \$95 | 0.00 | 0 | 0.00 | 0 | 432.00 | |
| 2 | CNC | 1 | 375.00 | 375.00 | 0 | \$95 | 0.00 | 0 | 0.00 | 0 | 375.00 | |
| 3 | Fabrication | 0 | 0.00 | 0.00 | 16 | \$95 | 1,520.00 | 0 | 0.00 | 0 | 1,520.00 | sand, ro, fill, etc. |
| 4 | Finish | 96 | 3.32 | 318.24 | 16 | \$95 | 1,520.00 | 0 | 0.00 | 0 | 1,838.24 | |
| 5 | Triangle Supports | 0 | 0.00 | 0.00 | 1.5 | \$95 | 142.50 | 0 | 0.00 | 0 | 142.50 | |
| 6 | Cast Resin Hat | 1 | 187.50 | 187.50 | 0 | \$95 | 0.00 | 0 | 0.00 | 0 | 187.50 | |
| 7 | Design time | 0 | 0.00 | 0.00 | 5 | \$95 | 475.00 | 0 | 0.00 | 0 | 475.00 | custom kiosk new plans and cut files |
| Total | | | | 1,312.74 | 38.5 | | 3,657.50 | 0 | | 0 | 4,970.24 | \$4,970.24 includes 5 hours of design time to create new files/plans |
| 2 Large Interactives on House kiosk | | | | | | | | | | | | |
| 1 | Garage side: | 0 | 0.00 | 0.00 | 0 | \$95 | 0.00 | 0 | 0.00 | 0 | 0.00 | |
| 2 | Word Maker in a torsion box | 0 | 0.00 | 0.00 | 0 | \$95 | 0.00 | 1 | 6,500.00 | 0 | 6,500.00 | |
| 3 | Route/draw the front of a bicycle | 0 | 0.00 | 0.00 | 7 | \$95 | 665.00 | 0 | 0.00 | 0 | 665.00 | like the car behind the gas pump, only just a bike, this is 7 hours design/artists time for making files and for artist additions |
| 4 | Garden side: | 0 | 0.00 | 0.00 | 0 | \$95 | 0.00 | 0 | 0.00 | 0 | 0.00 | |
| 5 | Embroidery | 0 | 0.00 | 0.00 | 0 | \$95 | 0.00 | 1 | 850.00 | 1 | 850.00 | |
| 6 | Worm Theatre | 0 | 0.00 | 0.00 | 0 | \$95 | 0.00 | 1 | 425.00 | 1 | 425.00 | |
| 7 | Bug Eyes with graphics | 0 | 0.00 | 0.00 | 0 | \$95 | 0.00 | 1 | 650.00 | 1 | 650.00 | |
| 8 | Flower Photo/Puppet Hole | 0 | 0.00 | 0.00 | 0 | \$95 | 0.00 | 1 | 715.00 | 1 | 715.00 | |
| 9 | House side: | 0 | 0.00 | 0.00 | 0 | \$95 | 0.00 | 0 | 0.00 | 0 | 0.00 | |
| 10 | Magnet Board around puppet hole | 0 | 0.00 | 0.00 | 0 | \$95 | 0.00 | 1 | 525.00 | 2 | 525.00 | 8" circle around puppet hole, would read as an "o" if it is empty |
| 11 | Graphics: | 0 | 0.00 | 0.00 | 0 | \$95 | 0.00 | 0 | 0.00 | 0 | 0.00 | |
| 12 | Nursery Rhymes in Vinyl | 0 | 0.00 | 0.00 | 0 | \$95 | 0.00 | 2 | 425.00 | 0 | 850.00 | green grass grew, and one more |
| 13 | Button Button Vinyl | 0 | 0.00 | 0.00 | 0 | \$95 | 0.00 | 1 | 225.00 | 0 | 225.00 | |
| 14 | Catalog Interactives: | 0 | 0.00 | 0.00 | 0 | \$95 | 0.00 | 0 | 0.00 | 0 | 0.00 | |
| 15 | One to One Hungry Caterpillar Match | 0 | 0.00 | 0.00 | 0 | \$95 | 0.00 | 1 | 680.00 | 1 | 680.00 | |
| 16 | Creepy Crawly ABC's | 0 | 0.00 | 0.00 | 0 | \$95 | 0.00 | 1 | 670.00 | 1 | 670.00 | |
| 17 | Hickory Dickory Dock Clock | 0 | 0.00 | 0.00 | 0 | \$95 | 0.00 | 1 | 680.00 | 1 | 680.00 | |
| 18 | House that Jack Built | 0 | 0.00 | 0.00 | 0 | \$95 | 0.00 | 1 | 670.00 | 1 | 670.00 | |
| 19 | Wipers on the Bus | 0 | 0.00 | 0.00 | 0 | \$95 | 0.00 | 1 | 720.00 | 1 | 720.00 | |
| 20 | Tool Match interactive | 0 | 0.00 | 0.00 | 0 | \$95 | 0.00 | 1 | 725.00 | 0 | 725.00 | NEW! See photo - or swap for a different one |
| Total | | | | 0.00 | 7 | | 0.00 | 15 | | 11 | 15,550.00 | \$15,550.00 |
| 3 Alphabet Whirligig | | | | | | | | | | | | |
| 1 | Alphabet Whirligig | 0 | 0.00 | 0.00 | 0 | \$95 | 0.00 | 1 | 15,000.00 | 28 | 15,000.00 | flower theme |
| 2 | Second Turning Head for whirligig | 0 | 0.00 | 0.00 | 0 | \$95 | 0.00 | 1 | 2,500.00 | 1 | 2,500.00 | fan theme |
| 3 | Graphic Height Measuring in whirligig | 1 | 150.00 | 150.00 | 6 | \$95 | 570.00 | 1 | 2,500.00 | 1 | 3,220.00 | 2 graphic options, one option is TBD, one option will be actual board books for an extra \$150 material and 6 hour upcharge |
| 4 | Hanging Acrylite seasonal shapes | 0 | 0.00 | 0.00 | 0 | \$95 | 0.00 | 0 | 2,240.00 | 4 | 0.00 | ELIMINATED PER MEETING ON 9/30! leaves, snowflakes, flowers, and raindrops - already designed |
| Total | | | | 150.00 | 6 | | 0.00 | 3 | | 31 | 20,720.00 | \$20,720.00 includes minimal design time for semicustom whirligig files/plans |



10/2/2013

Niles Public Library

Burgeon Group, LLC www.burgeongroup.com info@burgeongroup.com 503.730.9941(p) 866.571.3476(f)

| | | Material | | | Time/Labor | | | Catalog/Activities | | | Total | Summary | |
|--|-------------------------------------|----------|----------|----------|------------|------|----------|--------------------|----------|------|----------|--------------------|--|
| | Description | Q | Rate | Total | Q | Rate | Total | Q | Catalog | Play | | Grand Total | Notes |
| 4 | Alphabet Tracing Table | | | | | | | | | | | | |
| 1 | Alphabet Tracing Table | 0 | 0.00 | 0.00 | 0 | \$95 | 0.00 | 1 | 2,300.00 | 1 | 2,300.00 | | Print option |
| Total | | | | 0.00 | 6 | | 0.00 | 1 | | 1 | 2,300.00 | \$2,300.00 | does not include design time for additional modification |
| | Subtotal | | | | | | | | | | | \$43,540.24 | |
| | Sales Tax (if applicable) | | | | | | | | | | | \$0.00 | |
| | Crating | | | | | | | | | | | \$0.00 | NC - Truck out |
| | Shipping | | | | | | | | | | | \$6,100.00 | Truck out - see below |
| | Installation (if applicable) | | | | | | | | | | | \$760.00 | 8 hours to install - see below |
| | Total | | | | | | | | | | | \$50,400.24 | |
| Quote valid for 60 days - Quote in USD - 50% deposit required - Please call for lead times, Only for display in public libraries, all designs © Burgeon Group, LLC, all rights reserved. | | | | | | | | | | | | | |
| 1 | Installation | | | | | | | | | | | | |
| 1 | Truck Rental and Gas | 1 | 1,450.00 | 1,450.00 | 0 | \$95 | 0.00 | 0 | 0.00 | 0 | 1,450.00 | | |
| 2 | Load and Secure Installation | 0 | 0.00 | 0.00 | 6 | \$95 | 570.00 | 0 | 0.00 | 0 | 570.00 | | do not include packing supplies |
| 3 | Drive time | 0 | 0.00 | 0.00 | 30 | \$95 | 2,850.00 | 0 | 0.00 | 0 | 2,850.00 | | |
| 4 | Airfare Back | 1 | 200.00 | 200.00 | 4 | \$95 | 380.00 | 0 | 0.00 | 0 | 580.00 | | include staff flight/travel time. |
| 5 | Hotel | 4 | 100.00 | 400.00 | 0 | \$95 | 0.00 | 0 | 0.00 | 0 | 400.00 | | |
| 6 | Per Diem | 5 | 50.00 | 250.00 | 0 | \$95 | 0.00 | 0 | 0.00 | 0 | 250.00 | | |
| Total | | | | 2,300.00 | 40.00 | | 3,800.00 | 0 | | 0 | 6,100.00 | \$6,100.00 | Less than crating and shipping installation |
| 7 | Installation time | 0 | 0.00 | 0.00 | 8 | \$95 | 760.00 | 0 | 0.00 | 0 | 760.00 | | |
| Total | | | | 0.00 | 8.00 | | 760.00 | 0 | | 0 | 760.00 | \$760.00 | would increase if crating and shipping |

October 16, 2013

New Business—Recommended Actions

G. Recommended Action on Change to Job Description for Youth Services Librarian.

MOVE the Library Board of Trustees approve the change made to the Job Description for the Youth Services Librarian.

Memorandum H of Recommended Board Action

A copy of the Job Description is attached. This change is being requested as we move forward training the existing Youth Services staff to work in the new Teen area.



Job Description

Job Title: Librarian
Department: Youth Services
Reports To: Youth Services Supervisor
Classification: Grade 4
Status: Non-exempt

JOB SUMMARY

Under the direction and supervision of the Youth Services Supervisor, the Youth Services Librarian performs professional library work. The work includes selecting library materials, planning and executing programming, and performing Readers' Advisory and Reference services for children from birth through grade 8, their parents, teachers, and other interested adults.

DUTIES AND RESPONSIBILITIES

A. Essential Functions

1. Understands and practices the Mission of the Niles Public Library District (Library).
2. Provides uniformly gracious and friendly service to all internal and external customers.
3. Has working knowledge of Library policies and procedures, with a commitment to carrying them out at all times, while safeguarding confidential and restricted information.
4. Achieves the level of computer and technological proficiency needed to perform job responsibilities.
5. Demonstrates a patron-centered attitude.
6. Orders and maintains assigned areas of the Youth Services materials collection. This may include print, audiovisual, online, and other materials.
7. Plans, prepares, and executes developmentally appropriate programs for children of all ages in consultation with the Youth Services Program Coordinator and the Youth Services Supervisor. Participates in department-wide programs such as Summer Reading and Battle of the Books.
8. Provides Reference and Readers' Advisory service for all formats to patrons at the **KidSpace or Teen Underground public service desk in person**, by phone, and electronically.
9. Provides instruction to patrons formally and informally on using the Library's online catalog, MS Office products, and our child-appropriate databases and online resources.
10. Plans and conducts in-house tours for visiting groups.
11. Accurately records statistics.
12. Plans and maintains displays.
13. Prepares bibliographies and other written material for public use.
14. May visit schools and other places in the community for public speaking.
15. May write articles for publication.
16. May represent the Library at community functions.
17. May pull materials for loans to teachers and daycare providers and maintain records of what has been sent.
18. May oversee volunteers of all ages.
19. Monitors the Youth Services Department for safety and appropriate behavior.

20. Available to work a flexible schedule that includes evenings and weekends.
21. Attends staff meetings, conferences, and educational opportunities as appropriate to the position and within the budget.

B. Secondary Functions

1. Performs other duties as assigned by the Youth Services Supervisor.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS

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

PHYSICAL DEMANDS

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

EDUCATION, EXPERIENCE, AND TRAINING

1. Master's Degree in Library Science from an ALA-accredited institution.
2. In-depth knowledge of children's literature and resources for ages birth to 14.
3. Knowledge of child development.
4. Experience working with children.

ADDITIONAL REQUIREMENTS

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

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

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

H. Recommended Action on Revision to Job Description.

Move to approve the recommended changes to the existing Circulation Clerk job description.

Memorandum H of Recommended Board Actions

With the changes in the building, the role of the Circulation Clerk will be changing and the term Patron Services and Patron Assistant is much more in line with our expectations.



Job Description

Job Title: **Patron Assistant**
Department: **Patron Services**
Reports To: **Patron Services Supervisor**
Classification: **Grade 6**
Status: **Non-exempt**

JOB SUMMARY

Under the direction and supervision of the **Patron Services Supervisor**, the **Patron Assistant** provides friendly service in a safe and welcoming environment. ~~The work includes checking material in and out, sorting material, renewing material, collecting fines and payment for lost or damaged material, providing patrons with accurate information about their accounts. Registers patrons for library cards and library programs.~~ **The Patron Assistant's responsibilities involve assisting the patrons at various service desks.**

DUTIES AND RESPONSIBILITIES

A. Essential Functions

1. Understands and practices the Mission of the Niles Public Library District (Library).
2. Provides uniformly gracious and friendly service to all internal and external customers.
3. Has working knowledge of Library policies and procedures, with a commitment to carrying them out at all times, while safeguarding confidential and restricted information.
4. Demonstrates a patron-centered attitude.
5. Achieves the level of computer and technological proficiency needed to perform job responsibilities.
6. Performs ~~basic~~ circulation tasks using the Library's integrated circulation software.
7. **Assists patrons with holds, using copiers, computers and printers, etc.**
8. Able to count money and perform basic operations on a cash register.
9. Performs opening/closing procedures as assigned.
10. Able to sort and shelve all materials in alpha or numeric order with accuracy.
11. Able to operate basic office equipment such as telephone, copier, fax machine.
12. May represent the Library at community or school events.
13. Available to work a flexible schedule that includes evenings and weekends **at a variety of service desks.**
14. Attends staff meetings, conferences, and educational opportunities as appropriate to the position and within the budget.

B. Secondary Functions

1. Performs other duties as assigned by the **Patron Services Supervisor**

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS

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

PHYSICAL DEMANDS

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

EDUCATION, EXPERIENCE, AND TRAINING

1. High School diploma.
2. Customer Service experience.
3. Any combination of education, experience, or training that satisfies the requirements of the position.

ADDITIONAL REQUIREMENTS

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

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

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

October 16, 2013

New Business—Recommended Actions

I. Recommended Action on Purchase of Additional Shelving.

MOVE the Library Board of Trustees approve the purchase of additional shelving from Embury not to exceed \$20,000.

Memorandum I of Recommended Board Action

Due to some miscommunication and miscalculations we find ourselves short a large number of shelves needed to complete the children's area. I am not ready to place the order because we are still counting shelves and working with the vendor, but I will need to place the order before the next meeting in order to have them in time for the next phase of the work to be completed.

**Niles Public Library District
Special Reserve Fund Plan
Fiscal Year 2013-2014**

The Niles Public Library District currently maintains a special reserve fund. Illinois revised statutes (75 ILCS 16/40-50) requires a “plan” in connection with a special reserve fund. Generally, for the district, planned use of the special reserve fund will be for capital and other additions or replacements to the library or library contents. The plan needs to be approved by the Board of Library Trustees (75 ILCS 16/40-50(b)), unless expenditures are made from the special reserve fund for emergency repairs to the existing library building or its equipment (75 ILCS 16/40-50(c)). As these contingencies occur or other events lead to a change in plans, the Board of Trustees reserves the right to change the usage plan and act in the best interests and current needs of the Library.

The special reserve fund balance as of June 30, 2013 was \$3,861,655. The expenditure plan for the fiscal year ending June 30, 2014 is as follows:

| | | |
|--------------------|------------------------------------|--------------------|
| Renovation | Construction and Furniture | \$3,318,051 |
| | LMR Sound and Video | \$50,000 |
| | Total | \$3,368,051 |
| Equipment | Staff PCs | \$123,420 |
| | Scanners | \$10,000 |
| | VPN Server for Staff | \$6,000 |
| | Security System | \$30,000 |
| | Display System | \$25,000 |
| | AV Equipment | \$25,000 |
| | Smart Board | \$8,000 |
| | Ereaders/Tablets for training | \$6,000 |
| | AV carts for new teen/tween areas | \$4,000 |
| | Kindles for Book discussion Groups | \$2,500 |
| | 3-d printer | \$2,000 |
| | Media Lab equipment and software | \$30,000 |
| | Media Dispenser | \$75,000 |
| | 3m Self-check equipment | \$500,000 |
| | Total | \$846,920 |
| Building | Paint and flooring in back hallway | \$5,000 |
| | Parking lot repair and resurface | \$20,000 |
| | Generator upgrade | \$50,000 |
| | Water Main Replacement | \$50,000 |
| Total | \$125,000 | |
| Grand Total | | \$4,339,971 |

We do not anticipate a balance in this fund at the end of the renovation project. During the subsequent five years a variety of additional specific expenditures from the special reserve fund will be planned. Computer equipment will be replaced on a three to five year cycle, depending on the type and age of equipment, beginning in December 2013. The library van, presently six years old, will need to be replaced using reserve funds.

Looking out five to fifteen years, library equipment, furniture and carpeting will need renovation or replacement due to wear or obsolescence. The library database and information systems will be upgraded or replaced with newer technology. The library plans to fund these expenditures with the special reserve.

Any expenditure from the special reserve fund in excess of \$20,000 requires competitive bidding in accordance with 75 ILCS 16/40-45(b).

The accompanying motion requests Board of Trustee approval of the above, current version of the special reserve fund plan including provisions for emergencies and revisions.

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

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

**ORDINANCE LEVYING AND ASSESSING TAXES OF
THE NILES PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS,
FOR THE FISCAL YEAR BEGINNING, JULY 1, 2013,
AND ENDING JUNE 30, 2014**

adopted at a meeting of the said Board of Library Trustees held on the 16th day of October, 2013.

IN WITNESS WHEREOF, I have hereunto set my hand this 15th day of October, 2013.

Chris Ball, Secretary

DRAFT

ORDINANCE 13-07

**ORDINANCE LEVYING AND ASSESSING TAXES OF THE NILES
PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS, FOR THE
FISCAL YEAR BEGINNING JULY 1, 2013, AND ENDING JUNE 30, 2014**

BE IT ORDAINED by the Board of Library Trustees of the Niles Public Library District as follows:

Section 1: That the sum of five million, eight hundred thirty-four, seven hundred and forty-seven dollars be and the same is assessed and levied from and against all taxable property within the limits of the said Niles Public Library District as the same is assessed and equalized for State and County purposes for the current year, 2013, and are to be applied in liquidation of the appropriations heretofore made by Ordinance 13-07 adopted by the Board of Library Trustees of the Niles Public Library District at a meeting thereof convened and held on October 16, 2013, and duly published as provided by law; the various objects and purposes for which said appropriations were made and are set forth under the column entitled "Amount Appropriated" and the specific amount hereby levied for each object and purpose is set forth under the column entitled "Amount To Be Raised By Tax Levy," as follows:

| <u>CORPORATE FUND</u> | | |
|---|-----------------------|--|
| | Appropriation | Amount to be Raised by Tax Levy |
| Total Salaries | \$3,751,486.00 | \$3,551,650 |
| Total Materials | \$792,840.00 | \$540,000 |
| Operating Expense | | |
| Processing and Services | \$426,574.00 | \$300,000 |
| Administration & General Office | \$566,042.00 | \$300,000 |
| Total Vehicle Operations | \$10,000.00 | \$5,000 |
| Utilities | \$200,000.00 | \$80,000 |
| Total Operating Expense | \$1,202,616.00 | \$685,000 |
| Employee Fringe Benefits | | |
| Retirement Benefit | \$240,000.00 | \$240,000 |
| Group Health | \$471,434.00 | \$471,545 |
| Other Staff Expenses | \$120,797.00 | \$120,797 |
| Total Fringe Benefits | \$832,231.00 | \$832,342 |
| Building Maintenance & Equipment | | |
| Repairs and Replacements | \$47,640 | \$39,700 |
| Equipment Maintenance | \$103,266 | \$86,055 |
| Furniture and Fixtures | \$128,800 | \$100,000 |
| Capital Expenses | \$0 | \$0 |
| Total Building Maintenance & Equipment | \$279,706.00 | \$225,755 |
| Grand Total--Corporate Fund | \$6,858,879.00 | \$5,834,747 |

The foregoing appropriations are appropriated from the proceeds of a special tax for corporate purposes. Said appropriations, less estimated amounts receivable from other sources, are hereby levied from the tax for general corporate purposes.

AUDIT FUND

| | | |
|-------------------|---------------|--------------|
| Audit Fund | 25,000 | 1,000 |
|-------------------|---------------|--------------|

The foregoing appropriations are hereby appropriated from the proceeds of a special tax for audit expense purposes and are in addition to all other library district taxes as provided by law. Said appropriation is hereby levied from the proceeds of a special tax for audit expense purposes in addition to all other library district taxes.

SOCIAL SECURITY FUND

| | | |
|-----------------------------|----------------|----------------|
| Social Security Fund | 340,000 | 120,000 |
|-----------------------------|----------------|----------------|

The foregoing appropriations are hereby appropriated from the proceeds of a special tax to pay the Library District's contribution to Social Security and are in addition to all other library district taxes as provided by law. Said appropriations are hereby levied from the proceeds of a special law for Social Security contributions in addition to all other library district taxes as provided by law.

PUBLIC LIABILITY INSURANCE

| | | |
|-----------------------------------|---------------|--------------|
| Public Liability Insurance | 45,000 | 1,000 |
|-----------------------------------|---------------|--------------|

The foregoing appropriations are hereby appropriated from the proceeds of a special tax for public liability insurance purposes and are in addition to all other library district taxes as provided by law. Said appropriations are hereby levied from the proceeds of a special tax for public liability insurance purposes in addition to all other library district taxes.

WORKERS' COMPENSATION INSURANCE

| | | |
|--|---------------|--------------|
| Workers' Compensation Insurance | 30,000 | 1,000 |
|--|---------------|--------------|

The foregoing appropriations are hereby appropriated from the proceeds of special tax for Workers' Compensation insurance purposes and are in addition to all other library district taxes as provided by law. Said appropriations are hereby levied from the proceeds of a special tax for Workers' Compensation insurance purposes in addition to all other library district taxes.

UNEMPLOYMENT COMPENSATION INSURANCE

| | | |
|--|---------------|--------------|
| Unemployment Compensation Insurance | 25,000 | 1,000 |
|--|---------------|--------------|

The foregoing appropriations is hereby appropriated from the proceeds of a special tax for unemployment compensation insurance purposes and is in addition to all other library district taxes as provided by law. Said appropriation is hereby levied from the proceeds of a special tax for unemployment compensation insurance purposes in addition to all other library district taxes.

**TRUTH IN TAXATION
CERTIFICATE OF COMPLIANCE**

I, **Morgan Dubiel**, hereby certify that I am the presiding officer of **THE NILES PUBLIC LIBRARY DISTRICT**, and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of the Illinois Property Tax Code-Truth in Taxation Law

(35 ILCS 200/18-60 through 18-85(2002))

This certificate applies to the 2013 tax levy.

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

Date

DRAFT