

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

December 18, 2013

6:30 PM

Board Room

6960 Oakton Street

Niles, Illinois

ORDER OF BUSINESS

1. Call to Order
2. Pledge of Allegiance
3. Project Update
4. Consent Agenda
 - A. Approve Minutes of the Regular Board Meeting of November 20, 2013 3
 - B. Approve the payment of the bills for operating expenses of \$213,698.48, payroll expenses of \$287,308.69, and Special Reserve Expenses of \$784,217.96, for a total monthly expense of \$1,285,225.13 7
5. Public Comment
6. Treasurer's Report
 - A. Review Financial Report 13
7. Library Audit
8. Director's Report
 - A. Highlights 30
 - B. Monthly Statistics 33
9. Communications 36
10. Committee Reports
 - A. Special Reserve Plan Committee
 - B. Employee Benefits Committee
11. Liaison Reports
 - A. Friends of the Library
 - B. Legislative
 - C. RAILS
12. Secretary's Report
13. New Business
14. Unfinished Business
15. Executive Session—To discuss the appointment, employment, compensation, discipline,

Board Meeting Agenda - December 18, 2013

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 meetings

16. Final Action, if any, on closed session subjects
17. Other
18. Adjournment

NILES PUBLIC LIBRARY DISTRICT
Regular Board Meeting
November 20, 2013
6:30 PM
New Board Room
6960 Oakton Street
Niles, Illinois

Trustees Present

Chris Ball, Karen Dimond, Carolyn Drblik, Morgan Dubiel, Danette Matyas, Linda Ryan.

Trustees Absent

Chris Ball arrived at 6:31 PM. Linda Ryan arrived at 6:34 PM. Barbara Nakanishi gave previous notice.

Library Staff Present

Sue Wilsey, Susan Dove-Lempke, Greg Pritz, Linda Weiss, Shelley Sutherland, Barb Kruser, Carol Jung, and Diane Winberg.

Others Present

John Eallonardo, Project Manager, FQC and Tom Robb, Reporter, Journal-Topics Newspaper.

Call to Order

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

Pledge of Allegiance

President Dubiel led the Pledge of Allegiance.

Roll Call

Roll call was taken by President Dubiel.

Project Update

Mr. Eallonardo gave the project update—the project remains to be on schedule and should be completed in its entirety by January 2. The lower level for the teens and meeting rooms are complete and waiting for some furniture. Once the furniture is here the first week in December, the computers will be hooked up. The work in the children's area was done in thirds. The children's program area is complete. The last section of the work (the largest) has been started. Carpeting and lighting are being installed. The new service desk will be installed right outside of the pre-teen room around the 1st of the year. The work in the circulation area is moving along—new ceiling tiles, light fixtures, cabinetry, and carpeting. New floor tile and wall tile are being installed in the bathrooms off the Commons area. FQC's guaranteed maximum price is still under budget along with reasonable contingencies and allowances being under budget. Mr. Eallonardo feels that this would be the appropriate time to proceed with the work in the public bathrooms on the third floor. Parts such as tiles and light fixtures can be ordered and the work can be duck tailed once the 1st floor bathrooms are completed. He explained that the work in the 3rd floor bathrooms would not require a change order and would fall within the budget and that all the project needs is the Board's approval to go forward. The Board was given a budget recap. President Dubiel asked that Trustee Ball discuss this further with the Special Reserve Plan Committee before a decision is made. Trustee Ryan asked about emergency lighting. Mr. Eallonardo replied that the lights we had prior to the renovation were code compliant and as part of the construction, they have been adjusted and modified. EXIT signs have been modified to any changes that were made to an entry. The Trustees thanked Mr. Eallonardo for his report.

Consent Agenda

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

- A. The Minutes of the Regular Board Meeting of October 16, 2013;
- B. The payment of bills for operating expenses of \$246,003.78, payroll expenses of \$294,550.06, and Special Reserve expenses of \$249,813.78, for a total monthly expense of \$790,367.62.

Trustee Ball 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 September 2013 Treasurer's Report as reported by Treasurer Drblik.

Director's Report

The Director's Report for November 2013 was noted.

Ms. Weiss noted the Veterans History Project breakfast—"it's the best thing that we do." As in the past, a donation was made by the Friends of the Library to the Chicago Honor Flight. The breakfast was donated by Regency Rehabilitation Center.

Ms. Weiss asked the Trustees to take look at the Teen Center, Lower Level. The lights turned out lovely. The space will be complete once the computer desks are delivered and set-up and the computers are installed. The lower level will be opened to the public by December 6th.

Ms. Weiss informed the Trustees that Greg Pritz was able to negotiate some better pricing on the shelving which have been ordered.

Ms. Weiss asked the Trustees to please mark their calendars for the Library's Grand ReOpening Celebration on January 31. We will be celebrating the entire weekend with guided tours, music and refreshments. Also, during the month of February, a photo exhibit by Chicago and Military Photojournalist Andrew Nelles, will be displayed on the third floor. The photos were taken by the artist during his career and work while embedded in Iraq and Afghanistan. The display will be up in time for the Grand ReOpening.

Ms. Weiss asked the Trustees if they'd like to make a donation towards the Thanksgiving food bags which the staff put together for the less fortunate in our community. She invited the Trustees to join staff in the delivery of the 22 food bags to the Senior Center on the 22nd where they will be distributed to the families. The generous collection of food and money for gift cards has become a staff tradition.

Ms. Weiss ended her report by saying that the staff has been amazing during the renovation. Thank you.

President Dubiel added "hats off to you, the staff and volunteers."

Communications

The communications in the Board Packet were noted.

Committee Reports

Special Reserve Plan Committee

There was no report.

Employee Benefits Committee

There was no report.

Liaison Reports

Friends of the Library

There was no report.

Legislative

There was no report.

RAILS

There was no report.

Secretary's Report

There was no report.

Ms. Ryan asked that a thank you note be written from the Trustees to the Friends for their gift of the new sculpture to the Library.

Executive Session

Trustee Matyas MOVED the Library Board of Trustees go into executive session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Niles Public Library District. Trustee Ryan seconded. Roll Call Vote: All ayes. No nays. Motion carried.

Executive Session began at 7:08 p.m. Executive Session ended at 8:20 p.m.

Roll Call

Roll call was taken by President Dubiel.

Final Action, if any, on closed session subjects

There was none.

New Business

Ordinance 13-07

Trustee Ball MOVED the Library Board of Trustees 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. Trustee Matyas seconded.

Greg Pritz gave a presentation on different potential financial projections based upon different tax levy amounts as well as potential savings which may be realized as a result of the Library's Re-imagination Project.

President Dubiel said the advantages to a \$1 Million reduction would be lowering it one time and seeing where we are going and the other advantage is giving the taxpayers a break in this terrible economy.

Trustee Dimond stated that this would not make a difference to an individual tax payer. Reduce the levy by \$400,000 this year and if we decide to increase the reduction next year, we can and we'd only lose \$400,000. Reducing the levy by \$1 Million—it's gone.

Trustee Ball stated that the tax levy could be reduced by \$1.5 million in one year and could be reduced even more the next year. If that's too aggressive, then \$1 Million this year is more than reasonable and we can revisit the levy again next year.

Trustee Ryan stated that the numbers are all estimates and that we should hold off for actual numbers. \$400,000 seems more reasonable based on these numbers.

Trustee Drblik said that the budget was discussed in great detail and she feels that a reduction of \$1 Million would be great for the taxpayers.

Trustee Matyas said we're in a very healthy position and considering today's economy, she's all for giving the taxpayers a break.

Trustee Dimond added that she's all for the recommended modest reduction of \$400,000. It will still be a tax break.

Trustee Ball MOVED that the original motion be amended to reduce the tax levy by \$1,000,000. Trustee Drblik seconded. Roll Call Vote: Ayes: Ball, Drblik, Dubiel, Maytas. Nays: Dimond, Ryan. Motion carried.

Trustee Matyas MOVED the Library Board of Trustees approve Agenda Items, New Business, B-H, travel requests from staff. Trustee Ryan seconded. Roll Call Vote: All ayes. No nays. Motion carried.

Completion of Work on Public Use Rooms

Trustee Ball MOVED the Library Board of Trustees approve the expenditure to Frostline, Inc., in the amount of \$10,260.30 for work to complete our public use rooms. Trustee Matyas seconded.

Ms. Weiss reported that most of the work is done, but they need to come back and redo some of the cabling once the public computers are moved and to complete the cabling in the rooms on the lower level. The quote was written prior to receiving all of the specs so there are miscellaneous items listed throughout. Trustee Ball asked that Ms. Weiss have Frostline redo their quote and to have them consolidate some of their numbers. Ms. Weiss asked that the motion be amended to say not to exceed \$10,260.30. All of the Trustees agreed with the amendment to the motion.

Amended Motion on Completion of Work on Public Use Rooms

Trustee Ball MOVED the Library Board of Trustees approve the expenditure to Frostline, Inc., in an amount not to exceed \$10,260.30 for work to complete our public use rooms. Trustee Matyas seconded. Roll Call Vote: All ayes. No nays. Motion carried.

Purchase of Equipment

Trustee Ryan MOVED the Library Board of Trustees approve the purchase of equipment from various vendors not to exceed \$7,800 from the Special Reserve Fund. Trustee Matyas seconded.

Ms. Weiss reported that this equipment will be used in the new teen and tween areas and for a mobile cart that will be available for patrons to use in the small meeting room. The prices change daily so we will be looking for the lowest price before ordering each component. The game systems are for the new teen room and will be purchased from Best Buy. These games are the same price no matter where you look. Roll Call Vote: All ayes. No nays. Motion carried.

Unfinished Business

Changes to Policy on Conference Attendance and Expenses

The revisions as suggested by President Dubiel were presented and attached to the recommend motion.

Trustee Dimond MOVED the Library Board of Trustees approve the amended changes made to Policy 4.13 Attendance at Professional Meetings and 4.14 Travel Expenses Attend as indicated in the hand-out received by the Board of Trustees deleting references to the Board and also eliminating Item 1C-consideration given to seniority. Trustee Ball seconded.

Roll Call Vote: Ayes: Ball, Dimond, Drblik, Dubiel, Matyas. Nays: Ryan. Motion carried.

Adjournment

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

The meeting adjourned at 9:02 PM

President

Secretary

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									
11/7/2013	UM14879	Invoice		3M	Unposted Accounts Pa	Not yet posted	11/30/2013	\$235,858.00	\$0.00
11/19/2013	UM17145	Invoice		3M	Unposted Accounts Pa	Not yet posted	11/30/2013	\$95,367.00	\$0.00
11/19/2013	UM17144	Invoice		3M	Unposted Accounts Pa	Not yet posted	11/30/2013	\$38,837.00	\$0.00
11/8/2013	UM16264	Invoice		3M	Unposted Accounts Pa	Not yet posted	11/30/2013	\$60,337.00	\$0.00
11/26/2013	13-9192-2	Invoice		AGATI	Unposted Accounts Pa	Not yet posted	11/30/2013	\$38,037.00	\$0.00
5/20/2013	10092	Invoice		DATA CENTER SERVICES, I	Unposted Accounts Pa	Not yet posted	11/30/2013	\$1,470.00	\$0.00
5/22/2013	10095	Invoice		DATA CENTER SERVICES, I	Unposted Accounts Pa	Not yet posted	11/30/2013	\$735.00	\$0.00
10/17/2013	101713	Invoice		DATA CENTER SERVICES, I	Unposted Accounts Pa	Not yet posted	11/30/2013	\$378.00	\$0.00
11/7/2013	10287	Invoice		DATA CENTER SERVICES, I	Unposted Accounts Pa	Not yet posted	11/30/2013	\$1,092.00	\$0.00
11/25/2013	0461-0	Invoice		FREDERICK QUINN CORPO	Unposted Accounts Pa	Not yet posted	11/30/2013	\$306,067.00	\$0.00
12/5/2013	1108.28	Invoice		PRODUCT, LLC	Unposted Accounts Pa	Not yet posted	11/30/2013	\$6,039.96	\$0.00
<i>Totals for 40-5815-58-00, Special Reserve - Construction Projec</i>								\$784,217.96	\$0.00
Grand Totals:								\$784,217.96	\$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 (11/1/2013 to 11/30/2013)
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 - 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>
2891	Accounts Payable	Manual Check	11/19/2013	COSTCO	\$0.00	\$199.98	(\$199.98)	Outstanding	11/30/2013
2892	Accounts Payable	Manual Check	11/21/2013	COOK COUNTY CLERK	\$0.00	\$10.00	(\$209.98)	Outstanding	11/30/2013
2893	Accounts Payable	Manual Check	11/25/2013	DISTRICT 63 EDUCATION FOUNDA	\$0.00	\$479.00	(\$688.98)	Outstanding	11/30/2013

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Manual Check	(\$688.98)
Total Payments:	(\$688.98)
Total Change in Register Balance:	(\$688.98)

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
70522	Accounts Payable	Computer Check	12/18/2013	3M	\$0.00	\$432,684.80	(\$432,684.80)	Outstanding	12/31/2013
70523	Accounts Payable	Computer Check	12/18/2013	ACE RELOCATION SYSTEMS, IN	\$0.00	\$910.00	(\$433,594.80)	Outstanding	12/31/2013
70524	Accounts Payable	Computer Check	12/18/2013	AFLAC	\$0.00	\$766.25	(\$434,361.05)	Outstanding	12/31/2013
70525	Accounts Payable	Computer Check	12/18/2013	AGATI	\$0.00	\$54,781.00	(\$489,142.05)	Outstanding	12/31/2013
70526	Accounts Payable	Computer Check	12/18/2013	ALLIANCE ENTERTAINMENT	\$0.00	\$3,182.45	(\$492,324.50)	Outstanding	12/31/2013
70527	Accounts Payable	Computer Check	12/18/2013	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$998.00	(\$493,322.50)	Outstanding	12/31/2013
70528	Accounts Payable	Computer Check	12/18/2013	AT&T	\$0.00	\$43.40	(\$493,365.90)	Outstanding	12/31/2013
70529	Accounts Payable	Computer Check	12/18/2013	AT&T	\$0.00	\$926.06	(\$494,291.96)	Outstanding	12/31/2013
70530	Accounts Payable	Computer Check	12/18/2013	BAKER & TAYLOR	\$0.00	\$243.88	(\$494,535.84)	Outstanding	12/31/2013
70531	Accounts Payable	Computer Check	12/18/2013	BIG RUN WOLF RANCH	\$0.00	\$450.00	(\$494,985.84)	Outstanding	12/31/2013
70532	Accounts Payable	Computer Check	12/18/2013	THE BRICKMAN GROUP LTD. LLC	\$0.00	\$472.00	(\$495,457.84)	Outstanding	12/31/2013
70533	Accounts Payable	Computer Check	12/18/2013	BURGEON GROUP LLC	\$0.00	\$24,987.62	(\$520,445.46)	Outstanding	12/31/2013
70534	Accounts Payable	Computer Check	12/18/2013	CALL ONE	\$0.00	\$1,561.60	(\$522,007.06)	Outstanding	12/31/2013
70535	Accounts Payable	Computer Check	12/18/2013	CENGAGE LEARNING, INC.	\$0.00	\$1,352.97	(\$523,360.03)	Outstanding	12/31/2013
70536	Accounts Payable	Computer Check	12/18/2013	CENTER POINT LARGE PRINT	\$0.00	\$216.90	(\$523,576.93)	Outstanding	12/31/2013
70537	Accounts Payable	Computer Check	12/18/2013	CHICAGO JEWISH STAR	\$0.00	\$46.00	(\$523,622.93)	Outstanding	12/31/2013
70538	Accounts Payable	Computer Check	12/18/2013	CINTAS CORPORATION LOC. 769	\$0.00	\$472.90	(\$524,095.83)	Outstanding	12/31/2013
70539	Accounts Payable	Computer Check	12/18/2013	COMCAST	\$0.00	\$251.91	(\$524,347.74)	Outstanding	12/31/2013
70540	Accounts Payable	Computer Check	12/18/2013	COMED	\$0.00	\$5,142.62	(\$529,490.36)	Outstanding	12/31/2013
70541	Accounts Payable	Computer Check	12/18/2013	COOPERATIVE COMPUTER SERV	\$0.00	\$9,043.43	(\$538,533.79)	Outstanding	12/31/2013
70542	Accounts Payable	Computer Check	12/18/2013	CREATIVE PROMOTIONAL PROD	\$0.00	\$548.38	(\$539,082.17)	Outstanding	12/31/2013
70543	Accounts Payable	Computer Check	12/18/2013	CECILIA CYGNAR	\$0.00	\$109.22	(\$539,191.39)	Outstanding	12/31/2013
70544	Accounts Payable	Computer Check	12/18/2013	DATA CENTER SERVICES, INC.	\$0.00	\$3,675.00	(\$542,866.39)	Outstanding	12/31/2013
70545	Accounts Payable	Computer Check	12/18/2013	DEMCO	\$0.00	\$282.33	(\$543,148.72)	Outstanding	12/31/2013
70546	Accounts Payable	Computer Check	12/18/2013	JOSEPH W. G. DUREPOS, JR.	\$0.00	\$345.00	(\$543,493.72)	Outstanding	12/31/2013
70547	Accounts Payable	Computer Check	12/18/2013	EASYPERMIT POSTAGE	\$0.00	\$500.00	(\$543,993.72)	Outstanding	12/31/2013
70548	Accounts Payable	Computer Check	12/18/2013	EMBURY LTD.	\$0.00	\$6,941.89	(\$550,935.61)	Outstanding	12/31/2013
70549	Accounts Payable	Computer Check	12/18/2013	FIFTH THIRD BANK	\$0.00	\$489.00	(\$551,424.61)	Outstanding	12/31/2013
70550	Accounts Payable	Computer Check	12/18/2013	FIFTH THIRD BANK	\$0.00	\$1,540.00	(\$552,964.61)	Outstanding	12/31/2013
70551	Accounts Payable	Computer Check	12/18/2013	FLEXSOURCE, LLC	\$0.00	\$590.50	(\$553,555.11)	Outstanding	12/31/2013
70552	Accounts Payable	Computer Check	12/18/2013	FREDERICK QUINN CORPORATIO	\$0.00	\$306,067.00	(\$859,622.11)	Outstanding	12/31/2013
70553	Accounts Payable	Computer Check	12/18/2013	FRIENDS OF THE NILES LIBRARY	\$0.00	\$1,220.85	(\$860,842.96)	Outstanding	12/31/2013
70554	Accounts Payable	Computer Check	12/18/2013	GARVEY'S OFFICE PRODUCTS	\$0.00	\$1,788.70	(\$862,631.66)	Outstanding	12/31/2013
70555	Accounts Payable	Computer Check	12/18/2013	GENESIS TECHNOLOGIES, INC.	\$0.00	\$1,689.40	(\$864,321.06)	Outstanding	12/31/2013
70556	Accounts Payable	Computer Check	12/18/2013	GRAINGER	\$0.00	\$326.54	(\$864,647.60)	Outstanding	12/31/2013
70557	Accounts Payable	Computer Check	12/18/2013	GROOT INDUSTRIES, INC.	\$0.00	\$224.41	(\$864,872.01)	Outstanding	12/31/2013
70558	Accounts Payable	Computer Check	12/18/2013	HEALTHCARE SERVICE CORPOR	\$0.00	\$35,389.71	(\$900,261.72)	Outstanding	12/31/2013
70559	Accounts Payable	Computer Check	12/18/2013	ILLINOIS LIBRARY ASSOCIATION	\$0.00	\$115.00	(\$900,376.72)	Outstanding	12/31/2013
70560	Accounts Payable	Computer Check	12/18/2013	IMPERIAL SERVICE SYSTEMS, IN	\$0.00	\$270.00	(\$900,646.72)	Outstanding	12/31/2013

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
70561	Accounts Payable	Computer Check	12/18/2013	INGRAM LIBRARY SERVICES	\$0.00	\$14,252.62	(\$914,899.34)	Outstanding	12/31/2013
70562	Accounts Payable	Computer Check	12/18/2013	INNOVATION EXPERTS	\$0.00	\$275.00	(\$915,174.34)	Outstanding	12/31/2013
70563	Accounts Payable	Computer Check	12/18/2013	IRON MOUNTAIN	\$0.00	\$491.71	(\$915,666.05)	Outstanding	12/31/2013
70564	Accounts Payable	Computer Check	12/18/2013	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$448.50	(\$916,114.55)	Outstanding	12/31/2013
70565	Accounts Payable	Computer Check	12/18/2013	KONE INC.	\$0.00	\$225.22	(\$916,339.77)	Outstanding	12/31/2013
70566	Accounts Payable	Computer Check	12/18/2013	KONICA MINOLTA BUSINESS SO	\$0.00	\$590.46	(\$916,930.23)	Outstanding	12/31/2013
70567	Accounts Payable	Computer Check	12/18/2013	LAUBE IMAGING PRODUCTS	\$0.00	\$549.90	(\$917,480.13)	Outstanding	12/31/2013
70568	Accounts Payable	Computer Check	12/18/2013	SUSAN LEMPKE	\$0.00	\$72.52	(\$917,552.65)	Outstanding	12/31/2013
70569	Accounts Payable	Computer Check	12/18/2013	LOW VOLTAGE SOLUTIONS INC.	\$0.00	\$2,250.00	(\$919,802.65)	Outstanding	12/31/2013
70570	Accounts Payable	Computer Check	12/18/2013	LYNDA.COM, INC.	\$0.00	\$5,500.00	(\$925,302.65)	Outstanding	12/31/2013
70571	Accounts Payable	Computer Check	12/18/2013	MCCLURE INSERRA & COMPANY	\$0.00	\$5,700.00	(\$931,002.65)	Outstanding	12/31/2013
70572	Accounts Payable	Computer Check	12/18/2013	MENARDS	\$0.00	\$396.90	(\$931,399.55)	Outstanding	12/31/2013
70573	Accounts Payable	Computer Check	12/18/2013	MIDWEST TAPE	\$0.00	\$2,354.62	(\$933,754.17)	Outstanding	12/31/2013
70574	Accounts Payable	Computer Check	12/18/2013	MARY MILLER	\$0.00	\$17.97	(\$933,772.14)	Outstanding	12/31/2013
70575	Accounts Payable	Computer Check	12/18/2013	MOUG	\$0.00	\$40.00	(\$933,812.14)	Outstanding	12/31/2013
70576	Accounts Payable	Computer Check	12/18/2013	MULTICULTURAL BOOKS & VID	\$0.00	\$447.26	(\$934,259.40)	Outstanding	12/31/2013
70577	Accounts Payable	Computer Check	12/18/2013	SARAH MUSKIVITCH	\$0.00	\$11.99	(\$934,271.39)	Outstanding	12/31/2013
70578	Accounts Payable	Computer Check	12/18/2013	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$935,152.39)	Outstanding	12/31/2013
70579	Accounts Payable	Computer Check	12/18/2013	CORNELIUS M. O'SHEA	\$0.00	\$274.32	(\$935,426.71)	Outstanding	12/31/2013
70580	Accounts Payable	Computer Check	12/18/2013	OAK BROOK MECHANICAL SERV	\$0.00	\$1,382.50	(\$936,809.21)	Outstanding	12/31/2013
70581	Accounts Payable	Computer Check	12/18/2013	ORIENTAL TRADING COMPANY, I	\$0.00	\$54.00	(\$936,863.21)	Outstanding	12/31/2013
70582	Accounts Payable	Computer Check	12/18/2013	PACIFIC TELEMAGEMENT SE	\$0.00	\$75.00	(\$936,938.21)	Outstanding	12/31/2013
70583	Accounts Payable	Computer Check	12/18/2013	PARK RIDGE NEWS AGENCY INC.	\$0.00	\$390.00	(\$937,328.21)	Outstanding	12/31/2013
70584	Accounts Payable	Computer Check	12/18/2013	LAURENCE PEARSON	\$0.00	\$26.99	(\$937,355.20)	Outstanding	12/31/2013
70585	Accounts Payable	Computer Check	12/18/2013	PETTY CASH	\$0.00	\$67.00	(\$937,422.20)	Outstanding	12/31/2013
70586	Accounts Payable	Computer Check	12/18/2013	PITNEY BOWES	\$0.00	\$591.00	(\$938,013.20)	Outstanding	12/31/2013
70587	Accounts Payable	Computer Check	12/18/2013	POLONIA BOOKSTORE, INC.	\$0.00	\$300.58	(\$938,313.78)	Outstanding	12/31/2013
70588	Accounts Payable	Computer Check	12/18/2013	PRODUCT, LLC	\$0.00	\$6,039.96	(\$944,353.74)	Outstanding	12/31/2013
70589	Accounts Payable	Computer Check	12/18/2013	CYNTHIA RADEMACHER	\$0.00	\$85.17	(\$944,438.91)	Outstanding	12/31/2013
70590	Accounts Payable	Computer Check	12/18/2013	RAINBOW ANIMAL ASSISTED THE	\$0.00	\$225.00	(\$944,663.91)	Outstanding	12/31/2013
70591	Accounts Payable	Computer Check	12/18/2013	RANDOM HOUSE LLC	\$0.00	\$444.00	(\$945,107.91)	Outstanding	12/31/2013
70592	Accounts Payable	Computer Check	12/18/2013	RESERVE ACCOUNT	\$0.00	\$1,800.00	(\$946,907.91)	Outstanding	12/31/2013
70593	Accounts Payable	Computer Check	12/18/2013	RUBBER STAMP MAN	\$0.00	\$53.30	(\$946,961.21)	Outstanding	12/31/2013
70594	Accounts Payable	Computer Check	12/18/2013	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$550.00	(\$947,511.21)	Outstanding	12/31/2013
70595	Accounts Payable	Computer Check	12/18/2013	SCHOLASTIC LIBRARY PUBLISH	\$0.00	\$5,531.00	(\$953,042.21)	Outstanding	12/31/2013
70596	Accounts Payable	Computer Check	12/18/2013	SERVRIGHT	\$0.00	\$46.20	(\$953,088.41)	Outstanding	12/31/2013
70597	Accounts Payable	Computer Check	12/18/2013	SHELL	\$0.00	\$58.87	(\$953,147.28)	Outstanding	12/31/2013
70598	Accounts Payable	Computer Check	12/18/2013	SIMPLEXGRINNELL	\$0.00	\$1,315.00	(\$954,462.28)	Outstanding	12/31/2013
70599	Accounts Payable	Computer Check	12/18/2013	SMITHEREEN PEST MANAGEMEN	\$0.00	\$110.00	(\$954,572.28)	Outstanding	12/31/2013

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
70600	Accounts Payable	Computer Check	12/18/2013	SPOTLIGHT INC.	\$0.00	\$4,157.00	(\$958,729.28)	Outstanding	12/31/2013
70601	Accounts Payable	Computer Check	12/18/2013	STEINER ELECTRIC COMPANY	\$0.00	\$840.00	(\$959,569.28)	Outstanding	12/31/2013
70602	Accounts Payable	Computer Check	12/18/2013	THE LINCOLN NATIONAL LIFE IN	\$0.00	\$1,526.00	(\$961,095.28)	Outstanding	12/31/2013
70603	Accounts Payable	Computer Check	12/18/2013	THOMSON REUTERS - WEST	\$0.00	\$6,475.44	(\$967,570.72)	Outstanding	12/31/2013
70604	Accounts Payable	Computer Check	12/18/2013	TIGER MARTIAL ARTS	\$0.00	\$75.00	(\$967,645.72)	Outstanding	12/31/2013
70605	Accounts Payable	Computer Check	12/18/2013	TIU	\$0.00	\$71.00	(\$967,716.72)	Outstanding	12/31/2013
70606	Accounts Payable	Computer Check	12/18/2013	TSAI FONG BOOKS, INC.	\$0.00	\$806.67	(\$968,523.39)	Outstanding	12/31/2013
70607	Accounts Payable	Computer Check	12/18/2013	JOHN TURNER	\$0.00	\$14.99	(\$968,538.38)	Outstanding	12/31/2013
70608	Accounts Payable	Computer Check	12/18/2013	TYCO INTEGRATED SECURITY L	\$0.00	\$309.55	(\$968,847.93)	Outstanding	12/31/2013
70609	Accounts Payable	Computer Check	12/18/2013	MICHAEL UNDA\$	\$0.00	\$14.95	(\$968,862.88)	Outstanding	12/31/2013
70610	Accounts Payable	Computer Check	12/18/2013	UNIQUE MANAGEMENT SERVICE	\$0.00	\$228.85	(\$969,091.73)	Outstanding	12/31/2013
70611	Accounts Payable	Computer Check	12/18/2013	UPS	\$0.00	\$21.60	(\$969,113.33)	Outstanding	12/31/2013
70612	Accounts Payable	Computer Check	12/18/2013	UPSTART	\$0.00	\$22.45	(\$969,135.78)	Outstanding	12/31/2013
70613	Accounts Payable	Computer Check	12/18/2013	USI EDUCATION & GOVT SALES	\$0.00	\$399.68	(\$969,535.46)	Outstanding	12/31/2013
70614	Accounts Payable	Computer Check	12/18/2013	SASHA VASILIC	\$0.00	\$193.82	(\$969,729.28)	Outstanding	12/31/2013
70615	Accounts Payable	Computer Check	12/18/2013	VERIZON WIRELESS	\$0.00	\$99.50	(\$969,828.78)	Outstanding	12/31/2013
70616	Accounts Payable	Computer Check	12/18/2013	VILLAGE OF NILES	\$0.00	\$630.32	(\$970,459.10)	Outstanding	12/31/2013
70617	Accounts Payable	Computer Check	12/18/2013	VISA	\$0.00	\$2,485.74	(\$972,944.84)	Outstanding	12/31/2013
70618	Accounts Payable	Computer Check	12/18/2013	VISION SERVICE PLAN OF ILLINO	\$0.00	\$625.92	(\$973,570.76)	Outstanding	12/31/2013
70619	Accounts Payable	Computer Check	12/18/2013	MAX WASSINGER	\$0.00	\$300.00	(\$973,870.76)	Outstanding	12/31/2013
70620	Accounts Payable	Computer Check	12/18/2013	CASSANDRA WIATR	\$0.00	\$29.99	(\$973,900.75)	Outstanding	12/31/2013
70621	Accounts Payable	Computer Check	12/18/2013	DONALD ZHU	\$0.00	\$16.99	(\$973,917.74)	Outstanding	12/31/2013

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$973,917.74)
Total Payments:	(\$973,917.74)
Total Change in Register Balance:	(\$973,917.74)

Niles Public Library District

Balance Sheet

November 30, 2013

	GENERAL FUND 11/30/2013	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND	SPECIAL RESERVE FUND	TOTAL
Assets					
Cash and Investments					
Cash Checking	(\$3,765,217)	\$1,062,192		\$2,758,371	\$55,346
Cash-Imprest	\$460				\$460
Cash-Flexible Spending Account	\$7,827				\$7,827
MaxSafe CD	\$1,013,500				\$1,013,500
Capital One 360	\$247,595				\$247,595
Stone Castle	\$2,925,836				\$2,925,836
Petty Cash	\$200				\$200
Illinois Funds-Tax Deposit Account	\$2,800,168				\$2,800,168
Illinois Funds E pay fines	\$53,003				\$53,003
Northwest Community Credit Union	\$251,601				\$251,601
Fifth Third Bank-Investments	\$1,644,389				\$1,644,389
Investments Money Market-Fifth Third Bank	\$2,936				\$2,936
MaxSafe CD	\$513,999				\$513,999
MaxSafe CD	\$509,540				\$509,540
Total Cash and Investments	\$6,205,833	\$1,062,192	\$0	\$2,758,371	\$10,026,396
Receivables					
Accrued Interest Receivable	\$489	\$78		\$316	\$884
Total Receivables	\$489	\$78	\$0	\$316	\$884
Prepaid Items					
Prepaid Expense	\$35,243				\$35,243
Total Prepaid Items	\$35,243	\$0	\$0	\$0	\$35,243
Total Assets	\$6,241,565	\$1,062,270	\$0	\$2,758,688	\$10,062,523

Niles Public Library District

Balance Sheet

November 30, 2013

	GENERAL FUND 11/30/2013	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND	SPECIAL RESERVE FUND	TOTAL
Liabilities and Fund Balance					
Liabilities					
Accounts Payable	\$117,304	\$80,227		\$773,869	\$971,400
Accounts Payable-Friends of the Library					
Payroll Clearing	\$12,817				\$12,817
Accrued Salaries & Wages	\$42,011				\$42,011
Total Liabilities	\$172,132	\$80,227	\$0	\$773,869	\$1,026,228
Fund Balance					
Fund Balance	\$6,069,433	\$982,044		\$1,984,819	\$9,036,295
Total Fund Balance	\$6,069,433	\$982,044	\$0	\$1,984,819	\$9,036,295
Total Liabilities and Fund Balance	\$6,241,565	\$1,062,270	\$0	\$2,758,688	\$10,062,523

Niles Public Library District

Income Statement-General Fund

November 30, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes				\$2,716,275	\$3,220,522	(\$504,247)	\$6,852,175	40%
Replacement Taxes				\$47,875		\$47,875		
Per Capita Grant				\$58,868		\$58,868	\$54,000	109%
Grants-Other				\$10,877		\$10,877	\$1,000	1,088%
Investment Income	\$538	\$1,667	(\$1,129)	\$9,823	\$8,333	\$1,490	\$20,000	49%
Fines	\$4,357	\$3,333	\$1,023	\$19,026	\$16,667	\$2,359	\$40,000	48%
Lost Books	\$475	\$625	(\$150)	\$3,883	\$3,125	\$758	\$7,500	52%
Pay For Print	\$333	\$1,250	(\$917)	\$7,533	\$6,250	\$1,283	\$15,000	50%
Flash Drive & Ear Bud Sales	\$1		\$1	\$12		\$12		
Commissions & Fees					\$50	(\$50)	\$100	
Donations-Friends of the Library							\$500	
Donations		\$21	(\$21)		\$104	(\$104)	\$250	
Miscellaneous	\$214	\$17	\$198	\$1,318	\$83	\$1,235	\$200	659%
Total Revenues	\$5,917	\$6,913	(\$995)	\$2,875,490	\$3,255,135	(\$379,644)	\$6,990,725	41%
Expenditures								
Salaries								
Library Director	\$9,494	\$9,632	\$138	\$47,468	\$48,158	\$690	\$115,580	41%
Payroll-Department Managers	\$22,496	\$20,918	(\$1,578)	\$102,304	\$104,590	\$2,286	\$251,016	41%
Payroll-Division Supervisors	\$43,741	\$49,578	\$5,837	\$245,276	\$247,892	\$2,615	\$594,940	41%
Payroll-Librarian I	\$96,970	\$97,107	\$137	\$484,130	\$485,533	\$1,403	\$1,165,279	42%
Payroll-Library Grade V	\$47,380	\$50,038	\$2,657	\$238,187	\$250,188	\$12,000	\$600,450	40%
Payroll-Library Grade VI	\$36,583	\$36,949	\$367	\$181,586	\$184,747	\$3,161	\$443,393	41%
Payroll-Library Pages	\$10,083	\$12,065	\$1,982	\$53,145	\$60,327	\$7,182	\$144,784	37%
Payroll-Sundays	\$4,850	\$6,417	\$1,567	\$28,781	\$32,083	\$3,302	\$77,000	37%
Adjustments							\$10,000	
Substitutes	\$140	\$667	\$527	\$684	\$3,333	\$2,649	\$8,000	9%
Total Salaries	\$271,736	\$283,370	\$11,634	\$1,381,562	\$1,416,851	\$35,289	\$3,410,442	41%

Niles Public Library District

Income Statement-General Fund

November 30, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$11,466	\$11,917	\$450	\$55,241	\$59,583	\$4,342	\$143,000	39%
Books-Youth Services	\$4,050	\$5,750	\$1,700	\$20,949	\$28,750	\$7,801	\$69,000	30%
Books-Teen	\$1,473	\$1,250	(\$223)	\$6,896	\$6,250	(\$646)	\$15,000	46%
Downloadables	\$2,286	\$4,583	\$2,298	\$36,754	\$22,917	(\$13,837)	\$55,000	67%
Periodicals	\$765	\$2,000	\$1,235	\$2,970	\$10,000	\$7,030	\$24,000	12%
AV-Adult	\$2,081	\$7,917	\$5,836	\$41,453	\$39,583	(\$1,870)	\$95,000	44%
AV-Youth Services	\$3,515	\$3,808	\$294	\$12,845	\$19,042	\$6,197	\$45,700	28%
AV-Teen	\$589	\$1,083	\$494	\$4,273	\$5,417	\$1,144	\$13,000	33%
Online Databases	\$18,248	\$16,750	(\$1,498)	\$112,152	\$83,750	(\$28,402)	\$201,000	56%
Total Library Materials	\$44,472	\$55,058	\$10,586	\$293,532	\$275,292	(\$18,241)	\$660,700	44%
Library Operating Expenditures								
CCS Charges	\$7,339	\$6,500	(\$839)	\$36,540	\$32,500	(\$4,040)	\$78,000	47%
Processing & Supplies	\$344	\$2,500	\$2,156	\$2,860	\$12,500	\$9,640	\$30,000	10%
Internet Charges	\$1,178	\$1,600	\$422	\$7,032	\$8,000	\$968	\$19,200	37%
Software, Licenses	\$10	\$3,520	\$3,510	\$5,337	\$17,601	\$12,265	\$42,243	13%
Printing	\$885	\$1,213	\$327	\$9,938	\$12,963	\$3,024	\$42,150	24%
Library Supplies	\$636	\$1,000	\$364	\$5,622	\$5,000	(\$622)	\$12,000	47%
Programming & Support-Adult	\$1,912	\$1,717	(\$195)	\$6,870	\$8,583	\$1,714	\$20,600	33%
Programming & Support-Juvenile	\$984	\$2,875	\$1,891	\$13,995	\$14,375	\$380	\$34,500	41%
Programming & Support-Joint		\$333	\$333	\$270	\$1,667	\$1,397	\$4,000	7%
Programming & Support-Teen	\$110	\$583	\$473	\$1,535	\$2,917	\$1,382	\$7,000	22%
Public Performing Rights				\$1,317	\$1,313	(\$4)	\$1,313	100%
CCS Communications	\$326	\$417	\$91	\$1,950	\$2,083	\$133	\$5,000	39%
Computer Charges OCLC	\$1,379	\$1,400	\$22	\$6,894	\$7,002	\$108	\$16,804	41%
Miscellaneous	\$692	\$83	(\$608)	\$1,346	\$417	(\$930)	\$1,000	135%
Per Capita Grant Expenditures	\$24,988		(\$24,988)	\$26,888		(\$26,888)	\$57,000	47%
Grant - Other Expenditures		\$83	\$83	\$8,435	\$417	(\$8,018)	\$1,000	843%
Volunteers				\$187		(\$187)	\$3,000	6%
Total Library Operating Expenditures	\$40,782	\$23,825	(\$16,957)	\$137,015	\$127,337	(\$9,678)	\$374,810	37%

Niles Public Library District Income Statement-General Fund

November 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	\$968	\$2,804	\$1,836	\$11,989	\$14,021	\$2,032	\$33,650	36%
Copiers	\$590	\$833	\$243	\$2,847	\$4,167	\$1,320	\$10,000	28%
Professional Development	\$143	\$3,408	\$3,265	\$7,897	\$17,041	\$9,144	\$40,899	19%
Mileage	\$73	\$250	\$177	\$1,396	\$1,250	(\$146)	\$3,000	47%
Professional Collection		\$333	\$333	\$224	\$1,667	\$1,442	\$4,000	6%
Legal Fees	\$449	\$3,333	\$2,885	\$4,618	\$16,667	\$12,048	\$40,000	12%
Consultants		\$1,667	\$1,667	\$2,702	\$8,333	\$5,631	\$20,000	14%
Kitchen Supplies	\$31	\$158	\$127	\$55	\$792	\$736	\$1,900	3%
Promotional Expense	\$418	\$1,708	\$1,290	\$6,774	\$8,542	\$1,768	\$20,500	33%
Office Supplies	\$3,614	\$2,083	(\$1,531)	\$8,357	\$10,417	\$2,060	\$25,000	33%
Postage & Freight	\$2,322	\$1,500	(\$822)	\$5,911	\$7,500	\$1,589	\$18,000	33%
Publication of Notices-Legal		\$100	\$100	\$942	\$500	(\$442)	\$1,200	79%
Publication of Notices-Advertisements		\$42	\$42		\$208	\$208	\$500	
Subscriptions & Dues	\$1,153	\$750	(\$403)	\$5,406	\$3,750	(\$1,656)	\$9,000	60%
Collection Services	\$133	\$83	(\$50)	\$183	\$417	\$234	\$1,000	18%
Telephone	\$1,780	\$1,375	(\$405)	\$8,279	\$6,875	(\$1,404)	\$16,500	50%
Trustee Expense	\$104	\$833	\$729	\$1,548	\$4,167	\$2,618	\$10,000	15%
Equipment Rental	\$1,501	\$417	(\$1,084)	\$6,792	\$2,083	(\$4,709)	\$5,000	136%
Payroll Service	\$923	\$775	(\$148)	\$4,224	\$3,875	(\$349)	\$9,300	45%
Bank Fees	\$239	\$250	\$11	\$1,345	\$1,250	(\$95)	\$3,000	45%
Parking Lease	\$881	\$881		\$4,405	\$4,405		\$10,572	42%
Total General and Administration	\$15,322	\$23,585	\$8,263	\$85,896	\$117,925	\$32,029	\$283,021	30%
Vehicle Operation								
Gas, Oil, Grease	\$59	\$83	\$24	\$373	\$417	\$44	\$1,000	37%
Repairs & Maintenance		\$150	\$150		\$750	\$750	\$1,800	
Miscellaneous		\$8	\$8		\$42	\$42	\$100	
Auto Insurance				\$1,371	\$1,371		\$1,371	100%
Total Vehicle Operation	\$59	\$242	\$183	\$1,744	\$2,579	\$836	\$4,271	41%

Employee Fringe Benefits

Niles Public Library District
Income Statement-General Fund

November 30, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Deferred Compensation	\$15,985	\$16,667	\$681	\$81,174	\$83,333	\$2,159	\$200,000	41%
Group Health	\$30,912	\$32,739	\$1,826	\$158,335	\$163,693	\$5,358	\$392,862	40%
Health Reimbursement Account	\$3,780	\$4,500	\$720	\$24,650	\$22,500	(\$2,150)	\$54,000	46%
Dental	\$3,051	\$1,667	(\$1,384)	\$7,002	\$8,333	\$1,331	\$20,000	35%
Vision	\$491	\$535	\$43	\$2,467	\$2,673	\$206	\$6,414	38%
FSA fee	\$59	\$63	\$4	\$593	\$613	\$20	\$1,050	56%
Life, LTD, AD&D, STD	\$1,526	\$1,600	\$74	\$8,657	\$8,000	(\$657)	\$19,200	45%
Total Employee Fringe Benefits	\$55,805	\$57,769	\$1,964	\$282,878	\$289,144	\$6,267	\$693,526	41%
Utilities								
Gas		\$1,250	\$1,250		\$6,250	\$6,250	\$15,000	
Electric	\$5,143	\$6,667	\$1,524	\$33,898	\$33,333	(\$565)	\$80,000	42%
Water	\$630	\$583	(\$47)	\$3,222	\$2,917	(\$305)	\$7,000	46%
Total Utilities	\$5,773	\$8,500	\$2,727	\$37,119	\$42,500	\$5,381	\$102,000	36%
Total Expenditures	\$433,949	\$452,349	\$18,400	\$2,219,746	\$2,271,627	\$51,881	\$5,528,770	40%
NET SURPLUS/(DEFICIT)	(\$428,032)	(\$445,436)	\$17,405	\$655,744	\$983,507	(\$327,763)	\$1,461,955	45%

Niles Public Library District

Income Statement-Consolidated

November 30, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes				\$2,833,117	\$3,220,522	(\$387,405)	\$6,852,175	41%
Replacement Taxes				\$47,875		\$47,875		
Per Capita Grant				\$58,868		\$58,868	\$54,000	109%
Grants-Other				\$10,877		\$10,877	\$1,000	1,088%
Investment Income	\$538	\$1,667	(\$1,129)	\$9,823	\$8,333	\$1,490	\$20,000	49%
Fines	\$4,357	\$3,333	\$1,023	\$19,026	\$16,667	\$2,359	\$40,000	48%
Lost Books	\$475	\$625	(\$150)	\$3,883	\$3,125	\$758	\$7,500	52%
Pay For Print	\$333	\$1,250	(\$917)	\$7,533	\$6,250	\$1,283	\$15,000	50%
Flash Drive & Ear Bud Sales	\$1		\$1	\$12		\$12		
Commissions & Fees					\$50	(\$50)	\$100	
Donations-Friends of the Library							\$500	
Donations		\$21	(\$21)		\$104	(\$104)	\$250	
Miscellaneous	\$214	\$17	\$198	\$1,318	\$83	\$1,235	\$200	659%
Total Revenues	\$5,917	\$6,913	(\$995)	\$2,992,332	\$3,255,135	(\$262,803)	\$6,990,725	43%
Expenditures								
Salaries								
Library Director	\$9,494	\$9,632	\$138	\$47,468	\$48,158	\$690	\$115,580	41%
Payroll-Department Managers	\$22,496	\$20,918	(\$1,578)	\$102,304	\$104,590	\$2,286	\$251,016	41%
Payroll-Division Supervisors	\$43,741	\$49,578	\$5,837	\$245,276	\$247,892	\$2,615	\$594,940	41%
Payroll-Librarian I	\$96,970	\$97,107	\$137	\$484,130	\$485,533	\$1,403	\$1,165,279	42%
Payroll-Library Grade V	\$47,380	\$50,038	\$2,657	\$238,187	\$250,188	\$12,000	\$600,450	40%
Payroll-Library Grade VI	\$36,583	\$36,949	\$367	\$181,586	\$184,747	\$3,161	\$443,393	41%
Payroll-Library Pages	\$10,083	\$12,065	\$1,982	\$53,145	\$60,327	\$7,182	\$144,784	37%
Payroll-Sundays	\$4,850	\$6,417	\$1,567	\$28,781	\$32,083	\$3,302	\$77,000	37%
Adjustments							\$10,000	
Substitutes	\$140	\$667	\$527	\$684	\$3,333	\$2,649	\$8,000	9%
Total Salaries	\$271,736	\$283,370	\$11,634	\$1,381,562	\$1,416,851	\$35,289	\$3,410,442	41%

Niles Public Library District

Income Statement-Consolidated

November 30, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$11,466	\$11,917	\$450	\$55,241	\$59,583	\$4,342	\$143,000	39%
Books-Youth Services	\$4,050	\$5,750	\$1,700	\$20,949	\$28,750	\$7,801	\$69,000	30%
Books-Teen	\$1,473	\$1,250	(\$223)	\$6,896	\$6,250	(\$646)	\$15,000	46%
Downloadables	\$2,286	\$4,583	\$2,298	\$36,754	\$22,917	(\$13,837)	\$55,000	67%
Periodicals	\$765	\$2,000	\$1,235	\$2,970	\$10,000	\$7,030	\$24,000	12%
AV-Adult	\$2,081	\$7,917	\$5,836	\$41,453	\$39,583	(\$1,870)	\$95,000	44%
AV-Youth Services	\$3,515	\$3,808	\$294	\$12,845	\$19,042	\$6,197	\$45,700	28%
AV-Teen	\$589	\$1,083	\$494	\$4,273	\$5,417	\$1,144	\$13,000	33%
Online Databases	\$18,248	\$16,750	(\$1,498)	\$112,152	\$83,750	(\$28,402)	\$201,000	56%
Total Library Materials	\$44,472	\$55,058	\$10,586	\$293,532	\$275,292	(\$18,241)	\$660,700	44%
Library Operating Expenditures								
CCS Charges	\$7,339	\$6,500	(\$839)	\$36,540	\$32,500	(\$4,040)	\$78,000	47%
Processing & Supplies	\$344	\$2,500	\$2,156	\$2,860	\$12,500	\$9,640	\$30,000	10%
Internet Charges	\$1,178	\$1,600	\$422	\$7,032	\$8,000	\$968	\$19,200	37%
Software, Licenses	\$10	\$3,520	\$3,510	\$5,337	\$17,601	\$12,265	\$42,243	13%
Printing	\$885	\$1,213	\$327	\$9,938	\$12,963	\$3,024	\$42,150	24%
Library Supplies	\$636	\$1,000	\$364	\$5,622	\$5,000	(\$622)	\$12,000	47%
Programming & Support-Adult	\$1,912	\$1,717	(\$195)	\$6,870	\$8,583	\$1,714	\$20,600	33%
Programming & Support-Juvenile	\$984	\$2,875	\$1,891	\$13,995	\$14,375	\$380	\$34,500	41%
Programming & Support-Joint		\$333	\$333	\$270	\$1,667	\$1,397	\$4,000	7%
Programming & Support-Teen	\$110	\$583	\$473	\$1,535	\$2,917	\$1,382	\$7,000	22%
Public Performing Rights				\$1,317	\$1,313	(\$4)	\$1,313	100%
CCS Communications	\$326	\$417	\$91	\$1,950	\$2,083	\$133	\$5,000	39%
Computer Charges OCLC	\$1,379	\$1,400	\$22	\$6,894	\$7,002	\$108	\$16,804	41%
Miscellaneous	\$692	\$83	(\$608)	\$1,346	\$417	(\$930)	\$1,000	135%
Per Capita Grant Expenditures	\$24,988		(\$24,988)	\$26,888		(\$26,888)	\$57,000	47%
Grant - Other Expenditures		\$83	\$83	\$8,435	\$417	(\$8,018)	\$1,000	843%
Volunteers				\$187		(\$187)	\$3,000	6%
Total Library Operating Expenditures	\$40,782	\$23,825	(\$16,957)	\$137,015	\$127,337	(\$9,678)	\$374,810	37%

Niles Public Library District

Income Statement-Consolidated

November 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	\$968	\$2,804	\$1,836	\$11,989	\$14,021	\$2,032	\$33,650	36%
Copiers	\$590	\$833	\$243	\$2,847	\$4,167	\$1,320	\$10,000	28%
Professional Development	\$143	\$3,408	\$3,265	\$7,897	\$17,041	\$9,144	\$40,899	19%
Mileage	\$73	\$250	\$177	\$1,396	\$1,250	(\$146)	\$3,000	47%
Professional Collection		\$333	\$333	\$224	\$1,667	\$1,442	\$4,000	6%
Legal Fees	\$449	\$3,333	\$2,885	\$4,618	\$16,667	\$12,048	\$40,000	12%
Consultants		\$1,667	\$1,667	\$2,702	\$8,333	\$5,631	\$20,000	14%
Kitchen Supplies	\$31	\$158	\$127	\$55	\$792	\$736	\$1,900	3%
Promotional Expense	\$418	\$1,708	\$1,290	\$6,774	\$8,542	\$1,768	\$20,500	33%
Office Supplies	\$3,614	\$2,083	(\$1,531)	\$8,357	\$10,417	\$2,060	\$25,000	33%
Postage & Freight	\$2,322	\$1,500	(\$822)	\$5,911	\$7,500	\$1,589	\$18,000	33%
Publication of Notices-Legal		\$100	\$100	\$942	\$500	(\$442)	\$1,200	79%
Publication of Notices-Advertisements		\$42	\$42		\$208	\$208	\$500	
Subscriptions & Dues	\$1,153	\$750	(\$403)	\$5,406	\$3,750	(\$1,656)	\$9,000	60%
Collection Services	\$133	\$83	(\$50)	\$183	\$417	\$234	\$1,000	18%
Telephone	\$1,780	\$1,375	(\$405)	\$8,279	\$6,875	(\$1,404)	\$16,500	50%
Trustee Expense	\$104	\$833	\$729	\$1,548	\$4,167	\$2,618	\$10,000	15%
Equipment Rental	\$1,501	\$417	(\$1,084)	\$6,792	\$2,083	(\$4,709)	\$5,000	136%
Payroll Service	\$923	\$775	(\$148)	\$4,224	\$3,875	(\$349)	\$9,300	45%
Bank Fees	\$239	\$250	\$11	\$1,345	\$1,250	(\$95)	\$3,000	45%
Parking Lease	\$881	\$881		\$4,405	\$4,405		\$10,572	42%
Total General and Administration	\$15,322	\$23,585	\$8,263	\$85,896	\$117,925	\$32,029	\$283,021	30%
Vehicle Operation								
Gas, Oil, Grease	\$59	\$83	\$24	\$373	\$417	\$44	\$1,000	37%
Repairs & Maintenance		\$150	\$150		\$750	\$750	\$1,800	
Miscellaneous		\$8	\$8		\$42	\$42	\$100	
Auto Insurance				\$1,371	\$1,371		\$1,371	100%
Total Vehicle Operation	\$59	\$242	\$183	\$1,744	\$2,579	\$836	\$4,271	41%

Employee Fringe Benefits

Niles Public Library District

Income Statement-Consolidated

November 30, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Deferred Compensation	\$15,985	\$16,667	\$681	\$81,174	\$83,333	\$2,159	\$200,000	41%
Group Health	\$30,912	\$32,739	\$1,826	\$158,335	\$163,693	\$5,358	\$392,862	40%
Health Reimbursement Account	\$3,780	\$4,500	\$720	\$24,650	\$22,500	(\$2,150)	\$54,000	46%
Dental	\$3,051	\$1,667	(\$1,384)	\$7,002	\$8,333	\$1,331	\$20,000	35%
Vision	\$491	\$535	\$43	\$2,467	\$2,673	\$206	\$6,414	38%
FSA fee	\$59	\$63	\$4	\$593	\$613	\$20	\$1,050	56%
Life, LTD, AD&D, STD	\$1,526	\$1,600	\$74	\$8,657	\$8,000	(\$657)	\$19,200	45%
Total Employee Fringe Benefits	\$55,805	\$57,769	\$1,964	\$282,878	\$289,144	\$6,267	\$693,526	41%
Utilities								
Gas		\$1,250	\$1,250		\$6,250	\$6,250	\$15,000	
Electric	\$5,143	\$6,667	\$1,524	\$33,898	\$33,333	(\$565)	\$80,000	42%
Water	\$630	\$583	(\$47)	\$3,222	\$2,917	(\$305)	\$7,000	46%
Total Utilities	\$5,773	\$8,500	\$2,727	\$37,119	\$42,500	\$5,381	\$102,000	36%
Capital Expenditures								
Special Reserve - Building		\$6,000	\$6,000		\$30,000	\$30,000	\$72,000	
Special Reserve - Equipment		\$70,577	\$70,577		\$352,883	\$352,883	\$846,920	
Special Reserve - Construction Project	\$784,218	\$339,850	(\$444,368)	\$1,876,746	\$1,699,250	(\$177,496)	\$4,078,200	46%
Total Capital Expenditures	\$784,218	\$416,427	(\$367,791)	\$1,876,746	\$2,082,133	\$205,387	\$4,997,120	38%
Audit								
Audit Expense	\$5,700	\$2,275	(\$3,425)	\$16,900	\$17,500	\$600	\$17,500	97%
Total Audit Expenditures	\$5,700	\$2,275	(\$3,425)	\$16,900	\$17,500	\$600	\$17,500	97%
Liability Insurance								
Liability Insurance				\$27,280	\$30,000	\$2,720	\$30,000	91%
Total Liability Expenditures	\$0	\$0	\$0	\$27,280	\$30,000	\$2,720	\$30,000	91%
Social Security								
Social Security	\$21,505	\$24,167	\$2,662	\$109,359	\$120,833	\$11,474	\$290,000	38%
Total Social Security Expenditures	\$21,505	\$24,167	\$2,662	\$109,359	\$120,833	\$11,474	\$290,000	38%

Niles Public Library District Income Statement-Consolidated

November 30, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Workers' Compensation								
Workers' Compensation				\$24,124	\$20,000	(\$4,124)	\$20,000	121%
Total Workers' Compensation Expenditures	\$0	\$0	\$0	\$24,124	\$20,000	(\$4,124)	\$20,000	121%
Unemployment Compensation								
Unemployment Compensation	\$240	\$1,500	\$1,260	\$2,231	\$7,500	\$5,269	\$18,000	12%
Total Unemployment Compensation Expenditures	\$240	\$1,500	\$1,260	\$2,231	\$7,500	\$5,269	\$18,000	12%
Building & Equipment Maintenance								
Repairs & Improvements	\$10,668	\$3,308	(\$7,360)	\$20,353	\$16,542	(\$3,811)	\$39,700	51%
Contractual Maintenance	\$1,118	\$3,093	\$1,975	\$9,115	\$15,465	\$6,350	\$37,115	25%
Non-Contractual Maintenance	\$494	\$950	\$456	\$1,392	\$4,750	\$3,358	\$11,400	12%
Equipment Maintenance	\$501	\$3,128	\$2,627	\$3,874	\$15,642	\$11,767	\$37,540	10%
Non Capital Expenses		\$2,000	\$2,000	\$5,275	\$10,000	\$4,725	\$24,000	22%
Furniture & Fixtures	\$23,686	\$5,000	(\$18,686)	\$80,189	\$25,000	(\$55,189)	\$60,000	134%
Total Building & Equipment Maintenance Expenditures	\$36,468	\$17,480	(\$18,988)	\$120,198	\$87,398	(\$32,800)	\$209,755	57%
Total Expenditures	\$1,282,079	\$914,197	(\$367,883)	\$4,396,584	\$4,636,992	\$240,407	\$11,111,145	40%
NET SURPLUS/(DEFICIT)	(\$1,276,162)	(\$907,284)	(\$368,878)	(\$1,404,252)	(\$1,381,857)	(\$22,395)	(\$4,120,420)	34%

Niles Public Library District
Income Statement- YTD Special Revenue Funds
November 30, 2013

	<u>Audit Fund</u>	<u>Liability Insuran Fund</u>	<u>Social Security Fund</u>	<u>Workers Comp Fund</u>	<u>Unemp. Comp. Fund</u>	<u>Building/site Fund</u>	<u>Total Funds</u>	<u>Annual Budget</u>
Revenues								
Property Taxes	\$397	\$397	\$115,252	\$397	\$397		\$116,842	
Total Revenues	\$397	\$397	\$115,252	\$397	\$397	\$0	\$116,842	\$0
Expenditures								
Audit								
Audit Expense	\$16,900						\$16,900	\$17,500
Total Audit Expenditures	\$16,900	\$0	\$0	\$0	\$0	\$0	\$16,900	\$17,500
Liability Insurance								
Liability Insurance		\$27,280					\$27,280	\$30,000
Total Liability Expenditures	\$0	\$27,280	\$0	\$0	\$0	\$0	\$27,280	\$30,000
Social Security								
Social Security			\$109,359				\$109,359	\$290,000
Total Social Security Expenditures	\$0	\$0	\$109,359	\$0	\$0	\$0	\$109,359	\$290,000
Workers' Compensation								
Workers' Compensation				\$24,124			\$24,124	\$20,000
Total Workers' Compensation Expenditures	\$0	\$0	\$0	\$24,124	\$0	\$0	\$24,124	\$20,000
Unemployment Compensation								
Unemployment Compensation					\$2,231		\$2,231	\$18,000
Total Unemployment Compensation Expenditures	\$0	\$0	\$0	\$0	\$2,231	\$0	\$2,231	\$18,000
Building & Equipment Maintenance								
Repairs & Improvements						\$20,353	\$20,353	\$39,700
Contractual Maintenance						\$9,115	\$9,115	\$37,115
Non-Contractual Maintenance						\$1,392	\$1,392	\$11,400
Equipment Maintenance						\$3,874	\$3,874	\$37,540

Niles Public Library District
Income Statement- YTD Special Revenue Funds
November 30, 2013

	Audit Fund	Liability Insuran Fund	Social Security Fund	Workers Comp Fund	Unemp. Comp. Fund	Building/site Fund	Total Funds	Annual Budget
Non Capital Expenses						\$5,275	\$5,275	\$24,000
Furniture & Fixtures						\$80,189	\$80,189	\$60,000
Total Building & Equipment Maintenance Expenditures	\$0	\$0	\$0	\$0	\$0	\$120,198	\$120,198	\$209,755
Total Expenditures	\$16,900	\$27,280	\$109,359	\$24,124	\$2,231	\$120,198	\$300,092	\$585,255
BEGINNING FUND BALANCE	\$53,007	\$260,924	\$174,268	\$76,418	\$49,864	\$550,824	\$1,165,305	\$0
NET SURPLUS/(DEFICIT)	(\$16,503)	(\$26,883)	\$5,893	(\$23,727)	(\$1,834)	(\$120,198)	(\$183,250)	\$0
ENDING FUND BALANCE	\$36,505	\$234,041	\$180,161	\$52,692	\$48,030	\$430,627	\$982,054	\$0

Niles Public Library District

Income Statement-General Fund

November 30, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes				\$2,716,275	\$3,220,522	(\$504,247)	\$6,852,175	40%
Replacement Taxes				\$47,875		\$47,875		
Per Capita Grant				\$58,868		\$58,868	\$54,000	109%
Grants-Other				\$10,877		\$10,877	\$1,000	1,088%
Investment Income	\$538	\$1,667	(\$1,129)	\$9,823	\$8,333	\$1,490	\$20,000	49%
Fines	\$4,357	\$3,333	\$1,023	\$19,026	\$16,667	\$2,359	\$40,000	48%
Lost Books	\$475	\$625	(\$150)	\$3,883	\$3,125	\$758	\$7,500	52%
Pay For Print	\$333	\$1,250	(\$917)	\$7,533	\$6,250	\$1,283	\$15,000	50%
Flash Drive & Ear Bud Sales	\$1		\$1	\$12		\$12		
Commissions & Fees					\$50	(\$50)	\$100	
Donations-Friends of the Library							\$500	
Donations		\$21	(\$21)		\$104	(\$104)	\$250	
Miscellaneous	\$214	\$17	\$198	\$1,318	\$83	\$1,235	\$200	659%
Total Revenues	\$5,917	\$6,913	(\$995)	\$2,875,490	\$3,255,135	(\$379,644)	\$6,990,725	41%
Expenditures								
Salaries								
Library Director	\$9,494	\$9,632	\$138	\$47,468	\$48,158	\$690	\$115,580	41%
Payroll-Department Managers	\$22,496	\$20,918	(\$1,578)	\$102,304	\$104,590	\$2,286	\$251,016	41%
Payroll-Division Supervisors	\$43,741	\$49,578	\$5,837	\$245,276	\$247,892	\$2,615	\$594,940	41%
Payroll-Librarian I	\$96,970	\$97,107	\$137	\$484,130	\$485,533	\$1,403	\$1,165,279	42%
Payroll-Library Grade V	\$47,380	\$50,038	\$2,657	\$238,187	\$250,188	\$12,000	\$600,450	40%
Payroll-Library Grade VI	\$36,583	\$36,949	\$367	\$181,586	\$184,747	\$3,161	\$443,393	41%
Payroll-Library Pages	\$10,083	\$12,065	\$1,982	\$53,145	\$60,327	\$7,182	\$144,784	37%
Payroll-Sundays	\$4,850	\$6,417	\$1,567	\$28,781	\$32,083	\$3,302	\$77,000	37%
Adjustments							\$10,000	
Substitutes	\$140	\$667	\$527	\$684	\$3,333	\$2,649	\$8,000	9%
Total Salaries	\$271,736	\$283,370	\$11,634	\$1,381,562	\$1,416,851	\$35,289	\$3,410,442	41%

Niles Public Library District

Income Statement-General Fund

November 30, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$11,466	\$11,917	\$450	\$55,241	\$59,583	\$4,342	\$143,000	39%
Books-Youth Services	\$4,050	\$5,750	\$1,700	\$20,949	\$28,750	\$7,801	\$69,000	30%
Books-Teen	\$1,473	\$1,250	(\$223)	\$6,896	\$6,250	(\$646)	\$15,000	46%
Downloadables	\$2,286	\$4,583	\$2,298	\$36,754	\$22,917	(\$13,837)	\$55,000	67%
Periodicals	\$765	\$2,000	\$1,235	\$2,970	\$10,000	\$7,030	\$24,000	12%
AV-Adult	\$2,081	\$7,917	\$5,836	\$41,453	\$39,583	(\$1,870)	\$95,000	44%
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Software, Licenses	\$10	\$3,520	\$3,510	\$5,337	\$17,601	\$12,265	\$42,243	13%
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Programming & Support-Teen	\$110	\$583	\$473	\$1,535	\$2,917	\$1,382	\$7,000	22%
Public Performing Rights				\$1,317	\$1,313	(\$4)	\$1,313	100%
CCS Communications	\$326	\$417	\$91	\$1,950	\$2,083	\$133	\$5,000	39%
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Per Capita Grant Expenditures	\$24,988		(\$24,988)	\$26,888		(\$26,888)	\$57,000	47%
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Niles Public Library District Income Statement-General Fund

November 30, 2013

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General and Administration								
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Legal Fees	\$449	\$3,333	\$2,885	\$4,618	\$16,667	\$12,048	\$40,000	12%
Consultants		\$1,667	\$1,667	\$2,702	\$8,333	\$5,631	\$20,000	14%
Kitchen Supplies	\$31	\$158	\$127	\$55	\$792	\$736	\$1,900	3%
Promotional Expense	\$418	\$1,708	\$1,290	\$6,774	\$8,542	\$1,768	\$20,500	33%
Office Supplies	\$3,614	\$2,083	(\$1,531)	\$8,357	\$10,417	\$2,060	\$25,000	33%
Postage & Freight	\$2,322	\$1,500	(\$822)	\$5,911	\$7,500	\$1,589	\$18,000	33%
Publication of Notices-Legal		\$100	\$100	\$942	\$500	(\$442)	\$1,200	79%
Publication of Notices-Advertisements		\$42	\$42		\$208	\$208	\$500	
Subscriptions & Dues	\$1,153	\$750	(\$403)	\$5,406	\$3,750	(\$1,656)	\$9,000	60%
Collection Services	\$133	\$83	(\$50)	\$183	\$417	\$234	\$1,000	18%
Telephone	\$1,780	\$1,375	(\$405)	\$8,279	\$6,875	(\$1,404)	\$16,500	50%
Trustee Expense	\$104	\$833	\$729	\$1,548	\$4,167	\$2,618	\$10,000	15%
Equipment Rental	\$1,501	\$417	(\$1,084)	\$6,792	\$2,083	(\$4,709)	\$5,000	136%
Payroll Service	\$923	\$775	(\$148)	\$4,224	\$3,875	(\$349)	\$9,300	45%
Bank Fees	\$239	\$250	\$11	\$1,345	\$1,250	(\$95)	\$3,000	45%
Parking Lease	\$881	\$881		\$4,405	\$4,405		\$10,572	42%
Total General and Administration	\$15,322	\$23,585	\$8,263	\$85,896	\$117,925	\$32,029	\$283,021	30%
Vehicle Operation								
Gas, Oil, Grease	\$59	\$83	\$24	\$373	\$417	\$44	\$1,000	37%
Repairs & Maintenance		\$150	\$150		\$750	\$750	\$1,800	
Miscellaneous		\$8	\$8		\$42	\$42	\$100	
Auto Insurance				\$1,371	\$1,371		\$1,371	100%
Total Vehicle Operation	\$59	\$242	\$183	\$1,744	\$2,579	\$836	\$4,271	41%

Employee Fringe Benefits

Niles Public Library District
Income Statement-General Fund

November 30, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Deferred Compensation	\$15,985	\$16,667	\$681	\$81,174	\$83,333	\$2,159	\$200,000	41%
Group Health	\$30,912	\$32,739	\$1,826	\$158,335	\$163,693	\$5,358	\$392,862	40%
Health Reimbursement Account	\$3,780	\$4,500	\$720	\$24,650	\$22,500	(\$2,150)	\$54,000	46%
Dental	\$3,051	\$1,667	(\$1,384)	\$7,002	\$8,333	\$1,331	\$20,000	35%
Vision	\$491	\$535	\$43	\$2,467	\$2,673	\$206	\$6,414	38%
FSA fee	\$59	\$63	\$4	\$593	\$613	\$20	\$1,050	56%
Life, LTD, AD&D, STD	\$1,526	\$1,600	\$74	\$8,657	\$8,000	(\$657)	\$19,200	45%
Total Employee Fringe Benefits	\$55,805	\$57,769	\$1,964	\$282,878	\$289,144	\$6,267	\$693,526	41%
Utilities								
Gas		\$1,250	\$1,250		\$6,250	\$6,250	\$15,000	
Electric	\$5,143	\$6,667	\$1,524	\$33,898	\$33,333	(\$565)	\$80,000	42%
Water	\$630	\$583	(\$47)	\$3,222	\$2,917	(\$305)	\$7,000	46%
Total Utilities	\$5,773	\$8,500	\$2,727	\$37,119	\$42,500	\$5,381	\$102,000	36%
Total Expenditures	\$433,949	\$452,349	\$18,400	\$2,219,746	\$2,271,627	\$51,881	\$5,528,770	40%
NET SURPLUS/(DEFICIT)	(\$428,032)	(\$445,436)	\$17,405	\$655,744	\$983,507	(\$327,763)	\$1,461,955	45%

Director's Report December 2013

Our lower level opened on Friday, December 6th. It took many people working together to make it happen. The shelvers moved all the teen books from the 2nd and 3rd floor to the lower level, maintenance built office furniture for the staff and IT worked during the night to move and install computers with the least amount of disruption to our patrons. Below you can see that the students easily found their way to the new space!



Comments from the teens and our computer users have all been very positive! Kudos to the staff for working together like a well-oiled clock!

The next major step is to open the main entrance, and then we will be all but complete. I expect this to happen on 17th, 18th or 19th.

I really can't say enough about the staff. I recently met with as many staff as possible to thank them for all they have done and put up with during these last 12 months. I also shared some of my expectations with them. They are a resilient group and I am sure that I am speaking for everyone when I say that it has been a long year and we are looking forward to some really great things in 2014!

Many pages on our new website are getting lots of clicks, especially the website lists that Youth Services put together. The top clicks to outside pages were:

1. Bibliocommons My Account (by far the top at 7,000+ this)
2. Tumblebooks
3. Bibliocommons homepage
4. Thefutureunderconstruction.com
5. My Media Mall
6. Tutor.com
7. Boardbook
8. First Search/WorldCat
9. Multnomah Public Library Homework Center
10. ReferenceUSA
11. Tumblebook Cloud
12. 3M Cloud (note that we don't get as many hits on this one because you install an app and bypass our website after that)

13. RAILS job list
14. Learning Express
15. Google maps (I think from the map to get to the library on the front page of the website)
16. Flickr
17. Morningstar
18. Chapter One
19. Consumer Reports—cars
20. Ebsco Masterfile

From Susan: I have begun streamlining some of the work in Tech to try to make the Supervisor’s job less focused on statistics; despite this, and having a very capable and experienced group working in Tech, the amount of work is substantial. Now that I have overseen Tech for two months, I am almost ready to make a recommendation to the Director on the next steps, fitting it into the work we have been doing on the Niles Library Reimagination Project and seeing how other libraries handle their materials. It’s been extremely interesting talking to the directors and staff of the four libraries we have visited so far, and it’s given us lots of ideas to work with.

Lynda.com is a site that offers excellent video training courses on a wide variety of topics. Staff have been using it for several months, so when we were offered a great deal for 99 patron licenses, we took it. Please give it a try and let your neighbors know about it!

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 **19,645** views!
- Our new outreach program to the schools, “Famished for Fiction,” is going well at Washington and Nelson Schools. Kids elect to skip recess and lunch(!) to come talk about what they’re reading with other kids, Sarah Muskivich and the School Media Specialist. One girl loved the program so much, she made a poster to put up at the school to encourage other kids to come
- Sasha continues to fine tune the new website.
- Signage! More signs were created to direct visitors to various places in the ever changing Library landscape.
- Additional Safety and Security training
- Working with team to develop Patron Assistant training
- Developed Grand Re-Opening weekend activities and marketing roll out plan.
- Susan, Sasha and Sue are continuing work on the development of the Niles Library Buzz Blog.
- Since we had to discontinue programming in the KidSpace for a period of time, Shelley encouraged her staff to visit some of our neighbor libraries and bring back ideas that we might want to implement.

These are a few:

- * A velcro wall with velcro shapes at Vernon Area drew lots of kids of a variety of ages. They made things and remade them.
- * Skokie uses a magnet board to help kids learn to re-tell a story using pictures, helping kids with their early literacy skill in writing.
- * Addison Public Library has office/school supply vending machines in the Lobby which patrons find very handy. This would make the Friends some money.
- * Our patrons might really like a “Costume Exchange!”—a good program that doesn’t require much staff time or money.

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.

- Sarah and Arianne Carey went to a workshop on working with the schools to help implement Common Core standards, while Debbie Graham and Clara Sheffer attended a SNAILS meeting to help gather ideas for meeting the needs of our young special-needs patrons.
- Sue, Susan and Linda attended the Niles Village Christmas tree lighting
- Sue continued work with the “Soon to be Famous Illinois Author” project
- Sue attended the Niles Chamber Marketing Committee meeting.

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:

From Outreach: One of our homebound patrons is a young woman who is a paraplegic. She is a young single mom – her son is 4 years old. They look forward to the library ladies visiting twice a month – with sometimes as many as 50 books for the little boy. We also bring parenting books for the Mom.

Another of our homebound patrons is a woman in her upper nineties. She has macular degeneration and her low vision prevents her from doing simple tasks that people with vision take for granted. We bring her BOCD – it’s funny because she loves reading really scary books - her favorite author is Stephen King. On their delivery, Karen and Mary helped her to reset her clock back to standard time so she wouldn’t be an hour late to any other appointments.

Trustee Calendar

December

12/18—Regular Meeting of the Board of Trustees including the annual audit

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.

January

1/15—Regular Meeting of the Board of Trustees

Monthly Statistical Report --November 2013						
LOAN OF LIBRARY MATERIALS	Current	Current	Prior	%		
	Month	YTD	YTD	Change		
Adult	37,494	209,320	260,200	-19.55%		
Teens	2,558	16,838				
Juvenile	38,180	195,278	210,173	-7.09%		
TOTAL Loan of Library Materials	78,232	421,436	470,373	-10.40%		
LOAN OF MATERIAL BY TYPE	Current	Prior Year	%	Current	Prior	%
	Month	Same month	Change	YTD	YTD	Change
Adult						
Print	16,287	22,941	-29.00	90,607	119,134	-23.95
Periodical	873	675	29.33	4,800	3,814	25.85
Audio	4,474	7,483	-40.21	25,984	38,468	-32.45
DVD	14,898	19,595	-23.97	83,268	98,784	-15.71
Digital	962			4,661		
TOTAL Adult Loans	37,494	50,694	-26.04	209,320	260,200	-19.55
Teens						
Print	1,662	0		12,149		
Periodical	0	0		0		
Audio	524	0		2,618		
DVD	258	0		1,539		
Digital	114	0		532		
TOTAL Teen Loans	2,558	0		16,838	0	
Juvenile						
Print	25,319	29,396	-13.87	132,030	142,701	-7.48
Periodical	85	100	-15.00	494	703	-29.73
Audio	2,517	2,829	-11.03	13,605	14,718	-7.56
DVD	8,179	10,239	-20.12	44,147	52,051	-15.19
Digital	2,080			5,002		
TOTAL Juvenile Loans	38,180	42,564	-10.30	195,278	210,173	-7.09
ONLINE DATABASE USE	Current Month	Prior Year/Same Month	% Change	Current YTD	Prior YTD	% Change
Total Database Use	6,655	4,371	52.25	28,575	23,139	23.49
Holds	Current Month	Prior Year Same Month				
Holds Placed	10,503		10,543	-0.38		
Holds Made Available	11,358		13,117	-13.41		
Patron Registration	Added this month	Total	Prior year same month	% Change		
New District cards	215		226	-5		
Patron Count	Current Month	Prior Year Same Month	% Change			
Unique Library cards used	4,972		5,674	-12		
e-News subscribers	7,864					
IN-HOUSE USE OF MATERIALS	Current Month	Prior Year/Same Month	% Change	Current YTD	Prior YTD	% Change
Reference--Adult	301	550	-45.27	2,185	2,606	-16.16
Circulating--Juvenile	3,121	6,401	-51.24	18,263	27,527	-33.65
Circulating--Adult	3,650	5,561	-34.36	18,068	28,163	-35.84
TOTAL In-house Use of Print Materials	7,072	12,512	-43.48	38,516	58,296	-33.93
PC Users by Area	Current Month	Prior Year/Same Month	% Change	Current YTD	Prior YTD	% Change
Adult Services	3,461	4,200	-17.60	18,722	25,468	-26.49
Teen Services	4	na				
Youth Services	818	1,377	-40.60			
Express Internet	1,167	2,724	-57.16	7,439	17,366	-57.16
Patron Wi-Fi Uses	NA	2,023	0.00		13,023	0.00
Scanning devices	498	392	27.04	3,501	5,388	
Total Users	5,450	10,716	-49.14	29,662	61,245	-51.57
*Due to a change in technology we are no longer tracking WiFi usage						
Website Hits	17,994					
Facebook "Likes" to date	686					
Media Hits (includes print and online articles and listing)	31					

TECHNICAL SERVICES						
	Items	Items	Library			
	Added	Withdrawn	Holdings			
November	2,223	1,367	278,823			
Library Services	Current Month	Year to date				
Notary Public (since started tracking Oct 2013)	9	147				
Test Proctoring (since started tracking Oct 2013)	4	12				
Voters' Registration	0	29				
VOLUNTEER HOURS	Number of people	Total hours				
Adult Services & Programs - Fic, AV, Ref	17	64				
Young Adult Services & Programs - Fic and Ref	10	22				
Youth Services Programs & General	11	39				
General Library & Library Events	15	121				
Total Volunteers/Hours this month	53	246				
<i>NOTE: Last year volunteers/hours same month</i>	94	430				
Service Desks	Current Month	Prior Year	% Change			
Adult Services (3rd floor)						
Quick Questions/Ready Reference	1,699	1,534	10.76			
Reference/Research	1,574	1,945	-19.07			
Total Reference Desk	3,273	3,479	-5.92			
Fiction/Audiovisual Services (2nd floor)	Current Month	Prior Year	% Change			
Quick Questions/Ready Reference	1,920	3,402	-43.56			
Reference/Research	1,829	586	212.12			
Total InfoDesk	3749	3,988	-5.99			
Technology Desk	Current Month	Prior Year	% Change			
Quick Questions/Ready Reference						
Reference/Research						
Total Tech Desk						
Grand Total	7,022	7,467	-5.96			
Interlibrary Loan	Current Month	Prior Year	% Change			
Books, A-V						
Items lent to offline libraries	282	302	-6.62			
Items received from offline libraries for patrons		120	-100.00			
Total	282	422	-33.18			
Outreach Services	Current Month	Prior Year	% Change			
	Homebound	Homebound				
	206 patrons; 193 visits	201 patrons; 243 visits				
	Institutions	Institutions				
	9 institutions; 9 visits	9 institutions; 9 visits				
	Schools	Schools				
	641 items; 20 visits	689 items; 17 visits				
Outreach Services	Current Month	Prior Year	% Change			
Reference/Research	323	540	-40.19			
Bulk Loan Items Delivered to Nursing Homes	440	460	-4.35			
Materials pulled for Homebound Users	999	1,101	-9.26			
Total Outreach	1,762	2,101	-16.14			
Teen Desk	Current Month	Prior Year	% Change			
Quick Questions/Ready Reference	n/a	n/a				
Reference/Research	n/a	n/a				
Total Teen Desk	0	0				
Youth Services	Current Month	Prior Year	% Change			
Quick Questions/Ready Reference	2,147	3,363	-36.16			
Reference/Research	2,550	1,986	28.40			
School Loans pulled	27	28	-3.57			
Museum Adventure passes distributed	9	19	-52.63			
Total	4,733	5,396	-12.29			

LIBRARY PROGRAMS	This Month	Attendance	Attendance Prior Year	% Change		
Programs--Youth						
Babytime	4	152				
Family Storytime	3	47				
Bibliobop	1	23				
Battle of the Books Meets	3	157				
Book Buddies	16	32				
Librarians Visiting Schools	13	395				
Movies	2	85				
2nd Sunday	1	52				
Chess Club	2	47				
Lego Club	1	27				
Yoga	1	19				
World Language Storytimes	2	43				
Die Cut Machine Use by Teachers	1	4				
Book Discussions at Schools	2	17				
Reading with Rover	2	34				
Reading Patch Club	1	29				
Rise & Shine Storytime	4	24				
In-dept. games and puzzles	1	1,008				
Total Youth Services Programs	60	2,195	3,523	-37.70		
Joint Kid/Teen programs						
Surviving the Hunger Games	1	26				
Total Kid/Teen Programs	1	26	21			
Programs--Teens						
Anime & Manga Club	1	12				
Teen Advisory Board	1	6				
SJB Science Fair talks	3	90				
Emerson Book Club	1	10				
Total Teen Programs	6	118	36	227.78		
Programs--Adult						
Veteran's History Breakfast	1	72				
Movies	2	43				
Book discussions	3	31				
Outreach: Nursing Home Book Discussions	2	11				
SCORE	6	30				
Tech programs	6	31				
Clubs	3	15				
Senior Coffee Hour	1	20				
Volunteers	1	5				
Opera Lecture	2	13				
Total Adult Programs	24	156	462	-66		
Outside Meetings						
Niles All American Toastmasters	2	22				
CTIS: Korean Committee	1	10				
Ligia Amarei (Mom's Group)	1	15				
Aristotle Preschool/Kindergarten Conferences	2	80				
Total Outside Meetings	1	10	304	-97		
Total Meeting and Program Attendance	92	2,505	4,325	-42		

DECEMBER 2013 BOARD MEETING AGENDA

Communications

1. Thank you note received by Donna Block from students at New Hope Academy.

Thank you for visiting us at TITM!
-Ryleigh

Thanks for coming!
Eup

THANKS
FOR
COMING!
-JACK

Your Papers
& Speech
helped so much
-Kristin

Thanks for all
your helpful tips!
-Galit

Thanks so much for
coming in every year!
-Laine

Thank you for all of the helpful
information. This will help me
in my research process! -Courtney

Thank you for coming and don't forget
to come and check my presentation(s).
Eitan

THANK YOU FOR HELPING
ME START MY PAPER
-MAYA KASHYAP

Thank you for
all the information!
-KAT

Thanks, sorry I wasn't
here. Erin, Cassie

THANK YOU
FOR all the
TIPS & Advice
- RYAN

Hannah
Kelle

Mona

You're
rad I think
-cat

!Peace!
thanks for
everything
Jack

Donna,

11/7/2013

We certainly appreciate
the time you spent enlightening
us about the research paper
process. Your time and help
is appreciated!

Karen

Crystal

Ben

Melanie

Thank you!

Est. Lueders

Thanks for the useful
information

Ann Narditz

THANK

YOU,

DOWNNA!