

**NILES PUBLIC LIBRARY DISTRICT  
REGULAR BOARD MEETING/REVISED AGENDA  
May 22, 2013  
6:30 PM  
New Board Room  
6960 Oakton Street  
Niles, Illinois**

ORDER OF BUSINESS

- |   |    |
|---|----|
| 1. Roll Call  |    |
| 2. Swearing in of Library Trustees  |    |
| 3. Election of Officers   |    |
| 4. Approval of Minutes  |    |
| A. Approve Minutes of the Regular Board Meeting of April 17, 2013   | 3  |
| B. Approve Minutes of the Special Board Meeting of April 22, 2013   | 6  |
| C. Approve Minutes of the Special Board Meeting of April 30, 2013   | 9  |
| 5. Project Update   | 11 |
| 6. Treasurer's Report   |    |
| A. Review Financial Reports   | 15 |
| B. Approve Payment of Bills for operating expenses of \$236,774.10, payroll expenses of \$293,789.25, and Special Reserve expenses of \$461,270.63, for a total monthly expense of \$991,833.98         | 26 |
| 7. Public Comments  |    |
| 8. Director's Report  |    |
| A. Highlights   | 34 |
| B. Monthly Statistics   | 37 |
| 9. Communications   | 40 |
| 10. Liaison Reports   |    |
| A. Friends of the Library   |    |
| B. Legislative  |    |
| C. RAILS  |    |
| 11. New Business  |    |
| A. Move to accept the changes to the Policy Manual, Section 3.05, Lending Regulations to remove the restrictions on our Playaway Views  | 45 |
| B. Move to authorize the replacement of the debit card pay for print and copy system from Today's Business Solutions, Inc., at a cost of \$25,000 which includes equipment and two years of maintenance | 47 |

## Board Meeting Agenda - May 22, 2013

12. Hire and Resignations
13. 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 meetings
  - A. Final action, if any, on closed session subjects
14. Other
15. Adjournment

**NILES PUBLIC LIBRARY DISTRICT**  
**Regular Board Meeting**  
**April 17, 2013**  
**6:30 PM**  
**Board Room**  
**6960 Oakton Street**  
**Niles, Illinois**

**Trustees Present**

Chris Ball, Karen Dimond, Morgan Dubiel, Danette Matyas, Barbara Nakanishi, Dennis O'Donovan, Linda Ryan.

**Trustees Absent**

**Library Staff Present**

Sue Wilsey, Susan Dove-Lempke, Shelley Sutherland, Diane Winberg, Linda Weiss, Dave Dabrowski, Carol Jung, Barb Kruser, Judy McNulty, Dodie Frisbie.

**Others Present**

Dennis Walsh, Klein, Thorpe & Jenkins; John Eallonardo, Frederick Quinn Corporation; Carolyn Drblik, Library Trustee-Elect.

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

**Roll Call**

Roll call was taken by President Nakanishi. Trustee Ball arrived at 6:34 PM and Trustee Dimond arrived at 6:39 PM.

**Approval of Minutes**

Trustee Dubiel motioned to approve the Minutes of the Regular Board Meeting of March 20, 2013. Trustee O'Donovan seconded. Trustee Matyas pointed out that her name was omitted from the vote in the motion to approve the February Minutes. The change to the Minutes was noted. Trustee Dubiel motioned that the Minutes be approved as amended. Trustee O'Donovan seconded. Roll call vote: Ayes: Ball, Dubiel, Matyas, Nakanishi, Ryan. Motion carried.

**Payment of Bills**

Trustee Dubiel motioned to approve the payment of the bills for operating expenses of \$622,831.86 and payroll expenses of \$278,369.50 for a total monthly expense of \$901,201.36. Trustee Matyas seconded. Roll call vote: Ayes: Ball, Dubiel, Matyas, Nakanishi, O'Donovan, Ryan. Motion carried.

**Project Update**

Mr. Eallonardo gave FQ's monthly project update. The 3<sup>rd</sup> floor renovation is finished with just a few minor things that need to be done. There is an issue that needs to be resolved so that the fireplace is put together in its entirety and that the corner tiles are finished. Furniture is being delivered. HVAC work is in progress. Work is being done to have the new air handler installed. The major components are up in the air with the duct work. The furniture sale is scheduled during the week of April 22<sup>nd</sup>. We will then begin renovation of the 2<sup>nd</sup> floor. Completion of the 3<sup>rd</sup> floor was ahead of schedule by a couple of days. The balance of the renovation is on course for the rest of the year. The logistics portion of the project is complete. The last phase of the project will be the library's entrance and the circulation area which will take place in the fall. A decision has been to reorient the entry to the service entry (tech hallway) for library patrons to enter the library during this phase of the renovation. Check out will be moved to the common area. Signage will be put up to direct patrons. Completion of this phase will be the week of Christmas.

Linda reported that the second floor public computers have been moved to the common area on the third floor during the renovation of the second floor.

### **Treasurer's Report**

#### **Review Financial Reports**

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

### **Public Comments**

Ms. Nakanishi along with the Board took this opportunity to congratulate Karen Dimond and Carolyn Drblik on their election to the Library Board. Also, congratulations were given to Ms. Matyas on being elected as a Village of Niles Trustee.

### **Director's Report**

The Director's Report for April 2013 was noted.

Ms. Weiss reported that work on the redesign of the Library's website will begin and the Trustees will be asked for their input. She then showed the Trustees a display of ideas for a new library logo which are clean, modern and contemporary. Ms. Wilsey explained that the color palette comes directly from the renovated interior of the building—the colors also reflect the diversity of the community. The silhouette was inspired by the art sculpture which will become an iconic feature of the library. The Trustees liked the new colors but asked that the new logo be a blend of the old and the new.

Ms. Weiss asked that the May Board be moved to Wednesday, May 22, 2013, to stay in compliance with the Public Library Act. It states that a full term of office begins "from the third Monday of the month next following the election and until their respective successors are elected and qualified. Our May meeting is on the third Wednesday, but it is before the third Monday. Therefore, it needs to be moved to accommodate the law. Another option would be to have the election of officers at the June Board Meeting. The Trustees agreed to change the date of the May Board Meeting from May 15 to May 22.

Ms. Weiss asked the Trustees to let her know when they no longer want to receive a delivered Board Packet. Instead of a Board Packet, the Trustees will receive an email the Friday before the meeting with the link to the completed Board Packet on the Library's website along with an attached agenda. The link will show individual lines which will make it easier to navigate the Board packet. Confidential information will not be included in the posted board packet.

Mr. Dubiel asked that the Trustees be given a training session on how to use their new tablets.

A Special Board Meeting was scheduled for April 22, 6:30 PM, to discuss employee benefits and the 2013/2014 budget. An alternate date of April 30 was made in case the IMRF rep cannot make the meeting on the 22<sup>nd</sup>. The Trustees invited Ms. Drblik to attend the meeting.

### **Communications**

The communications in the Board Packet were noted. Ms. Weiss distributed copies of a letter she received in the mail on this date. She along with the library attorney is working on a response.

### **Liaison Reports**

#### **Friends of the Library**

No meeting was held.

Legislative

No report.

RAILS

No report.

**New Business**

Frederick Quinn Corporation

The payment to Frederick Quinn Corporation was included in the Payment of the Bills-Operating Expenses of \$622,831.86 previously approved the Library Board.

Embury, LTD.

Trustee Dubiel motioned that the Library Board of Trustees approve the purchase of shelving parts from Embury, LTD in the amount of \$12,012.50. Trustee Matyas seconded. Roll call vote: Ayes: Ball, Dimond, Dubiel, Matyas, Nakanishi, O'Donovan, Ryan. Motion carried.

**Unfinished Business**

Job Descriptions

Trustee Dubiel motioned that the Library Board of Trustee approve the job descriptions for Graphic Design Coordinator, Digital Marketing Coordinator, and Public Relations & Marketing Supervisor. Trustee Ryan seconded. Roll call vote: Ayes: Ball, Dimond, Dubiel, Matyas, Nakanishi, O'Donovan, Ryan. Motion carried.

**Adjournment**

Trustee Dubiel motioned to adjourn the meeting at 7:11 p.m. Trustee O'Donovan seconded. Roll call vote: Ayes: All. Motion carried.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

**Niles Public Library District  
Special Board Meeting Minutes  
April 22, 2013  
Board Room  
6960 Oakton Street  
Niles, Illinois**

**Call to Order**

The meeting was called to order by President Barbara Nakanishi at 6:30 p.m. Trustees present were Trustee Morgan Dubiel, Trustee Danette Matyas, President Barbara Nakanishi, Trustee Dennis O'Donovan, and Vice President Linda Ryan. Secretary Chris Ball and Trustee Karen Dimond arrived at 6:40.

Staff present was: Linda Weiss, Library Director; Barb Kruser, Assistant Director; Susan Dove Lempke, Assistant Director; Don Burkhart, Information Technology Services Supervisor; Sue Wilsey, Public Relations and Marketing Supervisor; and Carol Jung from Technical Services.

Also present: ICMA representatives Sev Meneshian and Chris Neece; elected Trustee Carolyn Drblik; staff spouse Gail Burkhart.

**ICMA**

Two representatives from ICMA answered Board member questions about the rules regulating 401a and 457 funds. Chris Neece explained that 401a is considered a pension replacement fund and the money is taken pretax and preFICA; the 457 is subject to FICA. A 401a can be set up for particular groups to participate, typically organized by years of service, and participation would be mandatory for the group, while a 457 is entirely voluntary. Mr. Dubiel confirmed that there is no way to grandfather in employees to a 401a so the staff members currently taking their deferred comp as salary could continue to do so. Mr. Meneshian suggested that a way to contribute more than the \$17,500 cap on a 457 would be to add an IRA to the plan. Ms. Weiss confirmed that we could set a policy for new employees that their contribution to a 401a would automatically be made without affecting the current employees. Mr. Ball asked if the plan could be tweaked later, and the answer was yes. Contributions to a 401a could be suspended and the funds would remain, however terminating the fund would require dissolving it. Ms. Weiss asked why they call the 401a a "pension replacement fund". Mr. Neece explained that both a 401a and a defined benefit plan like IMRF require mandatory contributions, but in IMRF the funds are pooled while in a 401a the employee can make individual decisions. Ms. Dimond asked for a clarification on the different types of IRA and how they work with pension plans, and they explained that above a particular level you couldn't take it tax deferred. Mr. Dubiel requested that the ICMA representatives put their information into a grid to easily compare plans and they agreed to try to have it for the April 30<sup>th</sup> meeting.

The ICMA representatives left the meeting at 7:00, and the Board continued the discussion of the possible options for staff retirement plans, reviewing the comparison chart and the staff votes and comments. Ms. Nakanishi requested that Ms. Weiss explain how she got the figures on the comparison chart. Ms. Weiss said she the figures are accurate up to the day of the meeting, including every staff member who was eligible for either the alternate plan or IMRF. Mr. Dubiel explained that he calculated his figures based on current participation, assuming that the employees who are not now participating would continue not to participate.

Ms. Nakanishi requested that the employee comments be distributed. Ms. Weiss requested that Ms. Lempke explain how she compiled the statistics. Ms. Lempke explained that staff were asked to rank the three plans, and showed the compilation at the end of

the comments that shows that the first choice of the full-time staff was 29 for IMRF, 10 for the current plan, 10 for the alternate plan.

**Motion** Mr. Dubiel MOVED that the Library Board of Trustees table discussion of IMRF until March of 2014 after construction is finished. Ms. Matyas seconded.

Roll Call Vote:

Ayes: Ball, Dubiel, Matyas, O'Donovan,  
Nays: Dimond, Nakanishi, Ryan

Motion PASSED

**Discussion** Ms. Ryan explained that she is concerned that employees don't get any additional sick time after they reach the maximum of 36 days, leaving a gap between sick pay and long term disability. She explained that in her jobs her unused sick time has been rolled into her IMRF pension. She proposed that the number of days that could be saved be raised to 72 working days, to include part time employees at a rate of 10% of their budgeted hours each month, and that staff be paid for their accumulated sick time upon separation from employment.

**Motion** Ms. Nakanishi MOVED that Ms. Ryan's proposed changes to the sick leave policy. Ms. Dimond seconded.

Roll Call Vote:

Ayes: Dimond, Nakanishi, Ryan  
Nays: Ball, Dubiel, Matyas, O'Donovan

Motion FAILED

**Discussion** Mr. Ball requested that a snapshot of staff hours and sick time be prepared for the next meeting.

**Motion** Ms. Dimond MOVED that Ms. Ryan's proposal be amended to be a maximum of 60 days, which matches the Family Medical Leave Act, that part-timers be included on a pro-rata basis identical to the full-time employees, and that the payment for accumulated sick time be omitted. Ms. Nakanishi seconded.

Roll Call Vote:

Ayes: Ball, Dimond, Dubiel, Matyas, Nakanishi, O'Donovan, Ryan  
Nays: None

Motion PASSED

**Discussion** Ms. Weiss showed the Board a new logo design, and they commented positively. Ms. Weiss confirmed that the Board still wants the special board meeting on April 30<sup>th</sup>, and that they still want to have two guests--the accountant and Kathy Toy, and that the topic would be the 2013-2014 budget. Mr. Ball requested that the budget spreadsheet be sent to them in Excel. Ms. Weiss reminded the Board that our Library is paying the lowest of all of the libraries at 7.5%, and Ms. Nakanishi suggested that they discuss raising that amount and establishing a policy that new employees not be able to take that in their paycheck.

**Motion** Mr. Dubiel MOVED that the meeting be adjourned. Mr. O'Donovan seconded.

Roll Call Vote:

Ayes: Ball, Dimond, Dubiel, Matyas, Nakanishi, O'Donovan, Ryan  
Nays: None

Motion PASSED

The meeting adjourned at 8:18 PM.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

DRAFT

**Niles Public Library District  
Special Board Meeting Minutes  
April 30, 2013  
Board Room  
6960 Oakton Street  
Niles, Illinois**

**Call to Order** The meeting was called to order by President Barbara Nakanishi at 6:33 p.m. Trustees present were Secretary Chris Ball, Trustee Morgan Dubiel, Treasurer Danette Matyas, President Barbara Nakanishi, Trustee Dennis O'Donovan, and Vice President Linda Ryan. Trustee Karen Dimond arrived at 6:36.

Staff members present were: Linda Weiss, Library Director; Barb Kruser, Assistant Director; Susan Dove Lempke, Assistant Director; Sue Wilsey, Public Relations and Marketing Supervisor; Business Coordinator Kathy Toy; and Carol Jung from Technical Services.

Also present: Library Attorney Dennis Walsh, Klein, Thorp & Jenkins; elected Trustee Carolyn Drblik; temporary Library bookkeeper Diane Kinsler.

**Discussion** Director Linda Weiss presented two sets of budget documents for the 2013-2014 fiscal year. The second packet was identical to the first except it included a \$1,000,000 abatement as requested by Trustee Dubiel.

Trustee Ball requested getting statistics on the online database usage since it is a growing number.

Ms. Weiss passed out information on the long-term disability insurance the Library currently has, and on possible short-term disability insurance and dental insurance. She distributed a list of current staff benefits and said that we have a firm quote on continuing our Blue Cross Insurance but are getting quotes from other agencies as well.

Ms. Weiss said she would get more information on the possible benefits for the next meeting.

**Motion** Ms. Nakanishi MOVED that the Library Board of Trustees table the motion on sick leave and the motion on deferred compensation until the next meeting. Ms. Dimond seconded.

Roll Call Vote:

Ayes: Ball, Dimond, Dubiel, Matyas, Nakanishi, O'Donovan, Ryan

Nays: None

Motion PASSED

**Discussion** Ms. Weiss called the Board's attention to the special funds which are no longer being taxed for separately and will need in future years to be budgeted out of the General Operating fund. Social Security is being appropriated for but the others are not.

Ms. Dimond asked if there would be a problem with tax caps in the future if we wanted to bring the levy back for any of the funds. Ms. Weiss explained that Steve Larson, our financial consultant, recommended levying for the full amount we anticipate spending in the special funds into the general fund to avoid that problem. Mr. Walsh explained that the tax cap applies to the combined amount of the general and special funds, and that the county would reduce it automatically if it went over the tax cap.

Ms. Weiss mentioned that the special reserve expenditures do not at this time include two things called for in the Strategic Plan. One is a presence at Golf Mill, either a machine similar to a Red Box for circulating DVDs and popular materials, or renting a storefront for a mini-branch where we could hold storytimes and other programs and we could circulate popular materials. The other is a replacement vehicle for the delivery van. Ms. Nakanishi suggested that Ms. Weiss get budget numbers for these items.

**Discussion**

Ms. Weiss requested that the Board informally okay Food for Fines in June, prior to a formal motion, so it can be included in the newsletter. The Board agreed.

**Discussion**

Ms. Weiss said that Frederick Quinn said that our construction so far is costing less than projected, and she recommended that Product Architecture be given the okay to create a lighting plan for Children’s. Initially quotes were too high to allow special lighting but now the money is available; however, it would delay the project if it isn’t approved at the May meeting. Ms. Nakanishi polled the Board and Trustees Matyas, Nakanishi, Ryan and Dimond agreed to hire Product Architecture for a bid proposal and documents for no more than \$9,000.

Ms. Ryan left the meeting at 8:05.

**Motion**

Ms. Nakanishi MOVED that the meeting be adjourned. Mr. O’Donovan seconded.

Roll Call Vote:

Ayes: Ball, Dimond, Dubiel, Matyas, Nakanishi, O’Donovan, Ryan

Nays: None

Motion PASSED

The meeting adjourned at 8:06PM.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

# APPLICATION AND CERTIFICATE FOR PAYMENT

DOCUMENT G702

PAGE ONE OF 4 PAGES

**TO (Owner):** NILES PUBLIC LIBRARY DST  
6960 W. OAKTON STREET  
NILES, IL 60714

**PROJECT:** NILES PUBLIC LIBRARY  
6960 W. OAKTON STREET  
NILES, IL 60714

**APPLICATION NO:** 005

**PERIOD FROM:** 04/01/13  
**TO:** 04/30/13

- Distribution to:**
- OWNER
  - ARCHITECT
  - CONTRACTOR
  - CONSTRUCTION MANAGER
  - OWNERS REPRESENTATIVE

**ATTENTION:** MS. LINDA WEISS

**CONTRACT FOR:** CONSTRUCT. MANAGEMNT

**PROJECT NO:** FQC # 461  
**CONTRACT DATE:** 11/12/12

## CONTRACTOR APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, Document G703, is attached for record.

The present status of the account for this Contract is as follows:

<b>ORIGINAL CONTRACT SUM</b> .....	\$ 4,152,741
<b>Net change by Change Orders</b> .....	\$ 0
<b>CONTRACT SUM TO DATE</b> .....	\$ 4,152,741
<b>TOTAL COMPLETED &amp; STORED TO DATE</b> .....	\$ 1,451,949
(Column G on G703)	
<b>RETAINAGE</b> _____ % .....	\$ 145,198
or total in Column I on G703	
<b>TOTAL EARNED LESS RETAINED</b> .....	\$ 1,306,751
<b>LESS PREVIOUS CERTIFICATES FOR PAYMENT</b> .....	\$ 915,139
<b>CURRENT PAYMENT DUE</b> .....	\$ 391,612

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Change Orders approved in previous month by Owner		0	0
<b>TOTAL</b>			
Approved this Month			
Number	Date Approved		
003	04/30/13		0
<b>TOTALS</b>		0	0
Net change by Change Orders			0



The undersigned Contractor certifies that to the best of his knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.  
**CONTRACTOR:** FREDERICK QUINN CORPORATION

By: [Signature] Date: 04/30/13

State of: ILLINOIS County of: DUPAGE  
Subscribed and sworn to before me this 30th day of April, 20 13  
Notary Public: Cynthia B Barbera  
My Commission expires: 7/1/15

**AMOUNT CERTIFIED** .....

(Note: If amount certified differs from the amount applied for see attached explanation.)

**ARCHITECT:** PROJECT ARCHITECTURE & DESIGN  
By: [Signature] Date: 05.15.13

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner of Contractor under this contract.

# CONTINUATION SHEET

DOCUMENT G703

2 OF 4 PAGES

Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT  
 is attached and contains the Contractor's signed Certification.  
 In tabulations below, amounts are stated to the nearest dollar.

APPLICATION NUMBER: 005  
 PERIOD FROM: 04/01/13  
 TO: 04/30/13  
 PROJECT NO: 461

A ITEM NO.	B WORK DESCRIPTION	C SCHEDULED VALUE	D		E	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE
			WORK COMPLETED				% (G ÷ C)			
			PREVIOUS APPLICATION (D + E)	THIS PERIOD						
0010	BREAK THRU ENTER.									
0100	DEMOLITION	171124	40040	16093		56133	33	114991	5612	
0120										
0900	ELLIOT CONSTRUCTION									
0910	BLDG. CONCRETE	12480						12480		
0920										
1300	A. HORN INC.									
1310	MASONRY	9500						9500		
1320										
1500	MCKINNEY STEEL									
1510	STRUCT. & MISC. STL.	49500	2500			2500	5	47000	250	
1520										
2300	NEXT LEVEL CONST.									
2310	CARPENTRY	105753	25305	33667		58972	56	46781	5898	
2315	DRYWALL / INSUL.	144738	50451	13955		64406	44	80332	6441	
2320	ACRYLIC GATEWAY	15000						15000		
2325										
2500	LOWERY MCDONNELL									
2510	CASEWRK. / MILLWORK	250296	26654	13857		40511	16	209785	4051	
2520										
2900	SUNSHINE ROOMS INC.									
2910	SKYLIGHTS	33900						33900		
2920										
3100	LAFORCE INC.									
3110	HM. / WD. / FH.	43760	4110	995		5105	12	38655	511	
3120										
3500	3F CORPORATION									
3510	ALUM. / GLASS / GLAZG.	109256						109256		
	SUB TOTAL	945307	149060	78567		227627	24	717680	22763	

# CONTINUATION SHEET

DOCUMENT G703

3 OF 4 PAGES

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 PERIOD FROM: 04/01/13  
 TO: 04/30/13  
 PROJECT NO: 461

A ITEM NO.	B WORK DESCRIPTION	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)		H BALANCE TO FINISH (C - G)	I RETAINAGE
			PREVIOUS APPLICATION (D + E)	THIS PERIOD		%	(G ÷ C)		
3520									
4100	DTI OF ILLINOIS								
4110	CERAMIC / STONE	14300	5000			5000	35	9300	500
4120									
4500	JUST RITE ACOUSTICS								
4510	ACOUST. CEILINGS	90625	17270			17270	19	73355	1727
4520									
4700	ROCKFORD CARPETLAND								
4710	RESILIENT / RUBBER	34664		750		750	2	33914	75
4720	CORK FLOORING	27500						27500	
4730	CARPET TILING	267746	183224	15737		198961	77	58785	19896
4740									
4900	MAY DECORATING II								
4910	PAINTING / STAING.	83140	7500	17000		24500	29	58640	2450
4920									
7100	SIMPLEX GRINNELL								
7110	FIRE PROTECTION	79975	10000			10000	13	69975	1000
7120									
7500	MARTIN PETERSEN CO.								
7510	PLUMBING	42500	8000	7500		15500	36	27000	1550
7520									
7900	C. ACITELLI HEATG.								
7910	H.V.A.C.	819077	329775	146650		476425	58	342652	47643
7920									
8300	SENATE ELECTRIC								
8310	ELECTRICAL	593768	141048	73141		214189	36	379579	21419
8320	LOW VOLTAGE SYST.	71226	10660	4265		14925	21	56301	1494
8330	PROJECTION SCREENS	15579	4820	1927		6747	43	8832	675
8340									
	SUB TOTAL	3075407	866357	345537		1211894	39	1863513	121192

# CONTINUATION SHEET

DOCUMENT G703

4 OF 4 PAGES

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A ITEM NO.	B WORK DESCRIPTION	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE
			PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G + C)		
8650	NL / TRADES	50679						50679	
8660									
8800	ALLOWANCES:								
8810	TESTING								
8820	CONSTRUCTION SIGN	2000						2000	
8830	FLOOR PREP	57228						57228	
8870	BA / SKYLIGHTS								
8930	CONTINGENCY	142095						142095	
8950									
9000	F. QUINN CORPORATION								
9100	INSURANCE	23867	6210	3400		9610	40	14257	961
9105	BOND	30914	30914			30914	100		3091
9110	PRECON. SERVICES	7500	7500			7500	100		750
9150	TESTING	5000						5000	
9170	CONSTRUCT. FENCING	1625						1625	
9190	FLO. LBR. / HD. EXC.	1750						1750	
9210	SAW CUTTG. / CORING	1500						1500	
9230	TEMP. BARR. / ENCL.	51790		11130		11130	21	40660	1113
9250	CONST. DEBRIE REMOV	8292	1560	1320		2880	35	5412	288
9260	FLOOR PROTECTION	25000						25000	
9270	TEMP. HVAC CONDITNG	35000	4000	28140		32140	92	2860	3214
9280	MISC. ROOFING	5000	5000			5000	100		500
9290	FIREPLACE	6316	6316			6316	100		632
9310	WINDOW SHADES	10935		10350		10350	95	585	1035
9500	GENERAL CONDITIONS	219000	57750	18250		76000	35	143000	7600
9600	CONSTRUCTION FEE	120053	31215	17000		48215	40	71838	4822
9700									
9800	PROJECT SAVINGS	271790						271790	
	TOTAL	4152741	1016822	435127		1451949	35	2700792	145198

## Niles Public Library District

## Balance Sheet

April 30, 2013

	GENERAL FUND 4/30/2013	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND	SPECIAL RESERVE FUND	TOTAL
<b>Assets</b>					
<b>Cash and Investments</b>					
Cash Checking	(\$6,234,033)	\$1,369,028	\$0	\$4,931,622	\$66,617
Cash-Imprest	\$88				\$88
Cash-Flexible Spending Account	\$8,169				\$8,169
MaxSafe CD	\$1,009,422				\$1,009,422
Capital One 360	\$247,348				\$247,348
Stone Castle	\$2,922,361				\$2,922,361
Petty Cash	\$200				\$200
Illinois Funds-Tax Deposit Account	\$5,494,924				\$5,494,924
Illinois Funds E pay fines	\$41,201				\$41,201
Northwest Community Credit Union	\$251,475				\$251,475
Fifth Third Bank-Investments	\$1,349,519				\$1,349,519
Investments Money Market-Fifth Third Bank	\$293,533				\$293,533
MaxSafe CD	\$513,481				\$513,481
MaxSafe CD	\$507,937				\$507,937
<b>Total Cash and Investments</b>	<b>\$6,405,624</b>	<b>\$1,369,028</b>	<b>\$0</b>	<b>\$4,931,622</b>	<b>\$12,706,274</b>
<b>Receivables</b>					
Accrued Interest Receivable	\$417	\$78	\$72	\$316	\$884
<b>Total Receivables</b>	<b>\$417</b>	<b>\$78</b>	<b>\$72</b>	<b>\$316</b>	<b>\$884</b>
<b>Prepaid Items</b>					
Prepaid Expense	\$1,352				\$1,352
<b>Total Prepaid Items</b>	<b>\$1,352</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,352</b>
<b>Total Assets</b>	<b>\$6,407,393</b>	<b>\$1,369,106</b>	<b>\$72</b>	<b>\$4,931,939</b>	<b>\$12,708,510</b>

# Niles Public Library District Balance Sheet

April 30, 2013

	GENERAL FUND 4/30/2013	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND	SPECIAL RESERVE FUND	TOTAL
<b>Liabilities and Fund Balance</b>					
<b>Liabilities</b>					
Accounts Payable	\$131,893	\$80,151		\$461,271	\$673,315
Accounts Payable-Friends of the Library					
Payroll Clearing	\$13,056				\$13,056
Accrued Salaries & Wages	\$44,326				\$44,326
<b>Total Liabilities</b>	<b>\$189,274</b>	<b>\$80,151</b>	<b>\$0</b>	<b>\$461,271</b>	<b>\$730,696</b>
<b>Fund Balance</b>					
Fund Balance	\$6,218,119	\$1,288,955	\$72	\$4,470,668	\$11,977,814
<b>Total Fund Balance</b>	<b>\$6,218,119</b>	<b>\$1,288,955</b>	<b>\$72</b>	<b>\$4,470,668</b>	<b>\$11,977,814</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$6,407,393</b>	<b>\$1,369,106</b>	<b>\$72</b>	<b>\$4,931,939</b>	<b>\$12,708,510</b>

# Niles Public Library District

## Income Statement-General Fund

April 30, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Revenues</b>								
Property Taxes	\$29,756	\$524,287	(\$494,531)	\$6,703,598	\$5,242,867	\$1,460,731	\$6,291,440	107%
Replacement Taxes	\$29,583	\$7,917	\$21,666	\$82,378	\$79,167	\$3,212	\$95,000	87%
Per Capita Grant		\$4,750	(\$4,750)		\$47,500	(\$47,500)	\$57,000	
Grants-Other	\$1,000	\$250	\$750	\$3,000	\$2,500	\$500	\$3,000	100%
Investment Income	\$1,908	\$1,250	\$658	\$24,795	\$12,500	\$12,295	\$15,000	165%
Fines	\$5,065	\$3,750	\$1,315	\$42,259	\$37,500	\$4,759	\$45,000	94%
Lost Books	\$1,209	\$625	\$584	\$7,879	\$6,250	\$1,629	\$7,500	105%
Pay For Print	\$1,933	\$1,500	\$433	\$17,200	\$15,000	\$2,200	\$18,000	96%
Flash Drive & Ear Bud Sales	\$11		\$11	\$83		\$83		
Commissions & Fees	\$1	\$25	(\$24)	\$495	\$250	\$245	\$300	165%
Donations-Friends of the Library		\$42	(\$42)		\$417	(\$417)	\$500	
Donations		\$21	(\$21)	\$675	\$208	\$467	\$250	270%
Miscellaneous	\$1,682	\$21	\$1,662	\$1,851	\$208	\$1,643	\$250	740%
<b>Total Revenues</b>	<b>\$72,148</b>	<b>\$544,437</b>	<b>(\$472,289)</b>	<b>\$6,884,214</b>	<b>\$5,444,367</b>	<b>\$1,439,847</b>	<b>\$6,533,240</b>	<b>105%</b>
<b>Expenditures</b>								
<b>Salaries</b>								
Library Director	\$9,494	\$8,992	(\$502)	\$93,858	\$89,920	(\$3,938)	\$107,904	87%
Payroll-Department Managers	\$14,219	\$20,435	\$6,216	\$142,188	\$204,353	\$62,165	\$245,223	58%
Payroll-Division Supervisors	\$49,638	\$47,791	(\$1,846)	\$483,092	\$477,913	(\$5,179)	\$573,496	84%
Payroll-Librarian I	\$96,166	\$90,720	(\$5,446)	\$903,887	\$907,201	\$3,313	\$1,088,641	83%
Payroll-Library Grade V	\$51,478	\$52,877	\$1,399	\$492,719	\$528,771	\$36,052	\$634,525	78%
Payroll-Library Grade VI	\$37,727	\$36,446	(\$1,281)	\$345,685	\$364,459	\$18,774	\$437,351	79%
Payroll-Library Pages	\$12,760	\$12,189	(\$571)	\$114,523	\$121,894	\$7,372	\$146,273	78%
Payroll-Sundays	\$6,300	\$6,167	(\$133)	\$61,175	\$61,667	\$491	\$74,000	83%
discretionary rewards		\$1,083	\$1,083		\$10,833	\$10,833	\$13,000	
Substitutes		\$1,667	\$1,667	\$6,584	\$16,667	\$10,083	\$20,000	33%
<b>Total Salaries</b>	<b>\$277,781</b>	<b>\$278,368</b>	<b>\$586</b>	<b>\$2,643,710</b>	<b>\$2,783,677</b>	<b>\$139,967</b>	<b>\$3,340,413</b>	<b>79%</b>

# Niles Public Library District

## Income Statement-General Fund

April 30, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Library Materials</b>								
Books-Adult	\$14,632	\$11,917	(\$2,715)	\$127,931	\$119,167	(\$8,764)	\$143,000	89%
Books-Youth Services	\$5,870	\$7,000	\$1,130	\$51,171	\$70,000	\$18,829	\$84,000	61%
Downloadables		\$4,167	\$4,167	\$34,769	\$41,667	\$6,898	\$50,000	70%
Periodicals		\$2,000	\$2,000	\$23,760	\$20,000	(\$3,760)	\$24,000	99%
Audio-Adult	\$9,601	\$8,250	(\$1,351)	\$78,674	\$82,500	\$3,826	\$99,000	79%
Audio-Youth Services	\$3,105	\$4,558	\$1,453	\$25,657	\$45,583	\$19,926	\$54,700	47%
Online Databases	\$2,314	\$16,750	\$14,436	\$190,059	\$167,500	(\$22,559)	\$201,000	95%
<b>Total Library Materials</b>	<b>\$35,522</b>	<b>\$54,642</b>	<b>\$19,119</b>	<b>\$532,020</b>	<b>\$546,417</b>	<b>\$14,397</b>	<b>\$655,700</b>	<b>81%</b>
<b>Library Operating Expenditures</b>								
CCS Charges	\$9,650	\$6,083	(\$3,566)	\$65,607	\$60,833	(\$4,774)	\$73,000	90%
Processing & Supplies	\$413	\$3,333	\$2,920	\$20,039	\$33,333	\$13,294	\$40,000	50%
Internet Charges	\$1,404	\$1,333	(\$71)	\$12,992	\$13,333	\$341	\$16,000	81%
Software, Licenses	\$1,798	\$3,891	\$2,093	\$41,069	\$38,908	(\$2,161)	\$46,690	88%
Printing	\$3,076	\$3,808	\$732	\$27,821	\$38,083	\$10,263	\$45,700	61%
Library Supplies	\$326	\$1,250	\$924	\$6,252	\$12,500	\$6,248	\$15,000	42%
Programming & Support-Adult	\$753	\$1,804	\$1,051	\$14,033	\$18,042	\$4,009	\$21,650	65%
Programming & Support-Juvenile	\$3,466	\$2,875	(\$591)	\$27,053	\$28,750	\$1,697	\$34,500	78%
Programming & Support-Young Adult	\$211	\$467	\$256	\$4,741	\$4,667	(\$75)	\$5,600	85%
Public Performing Rights				\$1,313	\$1,600	\$287	\$1,600	82%
CCS Communications	\$325	\$417	\$92	\$2,926	\$4,167	\$1,241	\$5,000	59%
Computer Charges OCLC	\$1,400	\$1,400	\$0	\$12,603	\$14,003	\$1,401	\$16,804	75%
Miscellaneous	\$234	\$83	(\$151)	\$234	\$833	\$599	\$1,000	23%
Per Capita Grant Expenditures	\$12,824	\$4,750	(\$8,074)	\$22,824	\$47,500	\$24,676	\$57,000	40%
Grant - Other Expenditures	\$720	\$250	(\$470)	\$8,102	\$2,500	(\$5,602)	\$3,000	270%
Volunteers	\$672	\$333	(\$339)	\$863	\$3,333	\$2,471	\$4,000	22%
<b>Total Library Operating Expenditures</b>	<b>\$37,272</b>	<b>\$32,079</b>	<b>(\$5,194)</b>	<b>\$268,472</b>	<b>\$322,387</b>	<b>\$53,915</b>	<b>\$386,544</b>	<b>69%</b>
<b>General and Administration</b>								
Janitorial Supplies	\$3,382	\$2,804	(\$578)	\$28,050	\$28,042	(\$9)	\$33,650	83%
Copiers	\$650	\$1,917	\$1,266	\$6,895	\$19,167	\$12,272	\$23,000	30%

## Niles Public Library District Income Statement-General Fund

April 30, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Professional Development	\$2,683	\$3,570	\$887	\$12,930	\$35,704	\$22,774	\$42,845	30%
Mileage	\$272	\$250	(\$22)	\$2,466	\$2,500	\$34	\$3,000	82%
Professional Collection	\$45	\$500	\$455	\$3,634	\$5,000	\$1,366	\$6,000	61%
Legal Fees	\$2,602	\$5,000	\$2,398	\$40,636	\$50,000	\$9,364	\$60,000	68%
Consultants	\$735	\$3,417	\$2,682	\$20,167	\$34,167	\$13,999	\$41,000	49%
Kitchen Supplies	\$624	\$125	(\$499)	\$1,562	\$1,250	(\$312)	\$1,500	104%
Promotional Expense	\$1,192	\$1,708	\$517	\$16,165	\$17,083	\$919	\$20,500	79%
Office Supplies	\$1,913	\$2,083	\$171	\$19,463	\$20,833	\$1,371	\$25,000	78%
Postage & Freight	\$2,805	\$1,500	(\$1,305)	\$13,554	\$15,000	\$1,446	\$18,000	75%
Publication of Notices-Legal		\$83	\$83	\$1,002	\$833	(\$168)	\$1,000	100%
Publication of Notices-Advertisements				\$419	\$500	\$81	\$500	84%
Subscriptions & Dues	\$975	\$694	(\$281)	\$8,283	\$6,942	(\$1,341)	\$8,330	99%
Collection Services	\$34	\$167	\$133	\$678	\$1,667	\$989	\$2,000	34%
Telephone	\$1,549	\$1,375	(\$174)	\$14,001	\$13,750	(\$251)	\$16,500	85%
Trustee Expense	\$190	\$1,042	\$852	\$10,412	\$10,417	\$4	\$12,500	83%
Equipment Rental		\$417	\$417	\$1,182	\$4,167	\$2,985	\$5,000	24%
Payroll Service	\$722	\$750	\$28	\$7,516	\$7,500	(\$16)	\$9,000	84%
Bank Fees	\$224	\$250	\$26	\$2,374	\$2,500	\$126	\$3,000	79%
Parking Lease	\$881	\$881		\$8,810	\$8,810		\$10,572	83%
<b>Total General and Administration</b>	<b>\$21,478</b>	<b>\$28,533</b>	<b>\$7,055</b>	<b>\$220,198</b>	<b>\$285,831</b>	<b>\$65,633</b>	<b>\$342,897</b>	<b>64%</b>
<b>Vehicle Operation</b>								
Gas, Oil, Grease	\$59	\$83	\$24	\$584	\$833	\$250	\$1,000	58%
Repairs & Maintenance		\$150	\$150	\$438	\$1,500	\$1,062	\$1,800	24%
Miscellaneous		\$13	\$13	\$4	\$125	\$122	\$150	2%
Auto Insurance				\$1,307	\$1,100	(\$207)	\$1,100	119%
<b>Total Vehicle Operation</b>	<b>\$59</b>	<b>\$246</b>	<b>\$187</b>	<b>\$2,332</b>	<b>\$3,558</b>	<b>\$1,226</b>	<b>\$4,050</b>	<b>58%</b>
<b>Employee Fringe Benefits</b>								
Deferred Compensation	\$15,975	\$19,000	\$3,025	\$158,006	\$190,000	\$31,994	\$228,000	69%
Group Health	\$22,233	\$26,047	\$3,814	\$227,546	\$260,471	\$32,925	\$312,565	73%
Health Reimbursement Account	\$2,180	\$4,750	\$2,570	\$43,766	\$47,500	\$3,734	\$57,000	77%

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

April 30, 2013

	<b>Month Actual</b>	<b>Month Budget</b>	<b>Month Variance</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>YTD Variance</b>	<b>Annual Budget</b>	<b>Actual % of Annual Budget</b>
Dental	\$1,047	\$1,333	\$286	\$15,893	\$13,333	(\$2,560)	\$16,000	99%
Aflac	(\$74)	\$802	\$877		\$8,024	\$8,024	\$9,629	
Vision	\$470	\$646	\$176	\$4,992	\$6,458	\$1,467	\$7,750	64%
FSA fee	\$59	\$88	\$29	\$685	\$875	\$190	\$1,050	65%
Life, LTD, AD&D	\$717	\$792	\$75	\$8,316	\$7,917	(\$400)	\$9,500	88%
<b>Total Employee Fringe Benefits</b>	<b>\$42,606</b>	<b>\$53,458</b>	<b>\$10,852</b>	<b>\$459,204</b>	<b>\$534,578</b>	<b>\$75,374</b>	<b>\$641,494</b>	<b>72%</b>
<b>Utilities</b>								
Gas	\$1,850	\$1,750	(\$100)	\$12,868	\$17,500	\$4,632	\$21,000	61%
Electric	\$5,221	\$10,167	\$4,945	\$67,834	\$101,667	\$33,833	\$122,000	56%
Water	\$330	\$583	\$253	\$5,009	\$5,833	\$825	\$7,000	72%
<b>Total Utilities</b>	<b>\$7,402</b>	<b>\$12,500</b>	<b>\$5,098</b>	<b>\$85,710</b>	<b>\$125,000</b>	<b>\$39,290</b>	<b>\$150,000</b>	<b>57%</b>
<b>Total Expenditures</b>	<b>\$422,121</b>	<b>\$459,825</b>	<b>\$37,704</b>	<b>\$4,211,647</b>	<b>\$4,601,448</b>	<b>\$389,801</b>	<b>\$5,521,098</b>	<b>76%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$349,973)</b>	<b>\$84,612</b>	<b>(\$434,585)</b>	<b>\$2,672,566</b>	<b>\$842,919</b>	<b>\$1,829,648</b>	<b>\$1,012,142</b>	<b>264%</b>

# Niles Public Library District

## Income Statement-Consolidated

April 30, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget
<b>Revenues</b>							
Property Taxes	\$31,036	\$576,760	(\$545,724)	\$7,540,837	\$5,767,595	\$1,773,243	\$6,921,114
Replacement Taxes	\$29,583	\$7,917	\$21,666	\$82,378	\$79,167	\$3,212	\$95,000
Per Capita Grant		\$4,750	(\$4,750)		\$47,500	(\$47,500)	\$57,000
Grants-Other	\$1,000	\$250	\$750	\$3,000	\$2,500	\$500	\$3,000
Investment Income	\$1,908	\$1,745	\$163	\$24,795	\$17,450	\$7,345	\$20,940
Fines	\$5,065	\$3,750	\$1,315	\$42,259	\$37,500	\$4,759	\$45,000
Lost Books	\$1,209	\$625	\$584	\$7,879	\$6,250	\$1,629	\$7,500
Pay For Print	\$1,933	\$1,500	\$433	\$17,200	\$15,000	\$2,200	\$18,000
Flash Drive & Ear Bud Sales	\$11		\$11	\$83		\$83	
Commissions & Fees	\$1	\$25	(\$24)	\$495	\$250	\$245	\$300
Donations-Friends of the Library		\$42	(\$42)		\$417	(\$417)	\$500
Donations		\$21	(\$21)	\$675	\$208	\$467	\$250
Miscellaneous	\$1,682	\$21	\$1,662	\$1,851	\$208	\$1,643	\$250
<b>Total Revenues</b>	<b>\$73,428</b>	<b>\$597,405</b>	<b>(\$523,977)</b>	<b>\$7,721,453</b>	<b>\$5,974,045</b>	<b>\$1,747,408</b>	<b>\$7,168,854</b>
<b>Expenditures</b>							
<b>Salaries</b>							
Library Director	\$9,494	\$8,992	(\$502)	\$93,858	\$89,920	(\$3,938)	\$107,904
Payroll-Department Managers	\$14,219	\$20,435	\$6,216	\$142,188	\$204,353	\$62,165	\$245,223
Payroll-Division Supervisors	\$49,638	\$47,791	(\$1,846)	\$483,092	\$477,913	(\$5,179)	\$573,496
Payroll-Librarian I	\$96,166	\$90,720	(\$5,446)	\$903,887	\$907,201	\$3,313	\$1,088,641
Payroll-Library Grade V	\$51,478	\$52,877	\$1,399	\$492,719	\$528,771	\$36,052	\$634,525
Payroll-Library Grade VI	\$37,727	\$36,446	(\$1,281)	\$345,685	\$364,459	\$18,774	\$437,351
Payroll-Library Pages	\$12,760	\$12,189	(\$571)	\$114,523	\$121,894	\$7,372	\$146,273
Payroll-Sundays	\$6,300	\$6,167	(\$133)	\$61,175	\$61,667	\$491	\$74,000
discretionary rewards		\$1,083	\$1,083		\$10,833	\$10,833	\$13,000
Substitutes		\$1,667	\$1,667	\$6,584	\$16,667	\$10,083	\$20,000
<b>Total Salaries</b>	<b>\$277,781</b>	<b>\$278,368</b>	<b>\$586</b>	<b>\$2,643,710</b>	<b>\$2,783,677</b>	<b>\$139,967</b>	<b>\$3,340,413</b>

# Niles Public Library District

## Income Statement-Consolidated

April 30, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget
<b>Library Materials</b>							
Books-Adult	\$14,632	\$11,917	(\$2,715)	\$127,931	\$119,167	(\$8,764)	\$143,000
Books-Youth Services	\$5,870	\$7,000	\$1,130	\$51,171	\$70,000	\$18,829	\$84,000
Downloadables		\$4,167	\$4,167	\$34,769	\$41,667	\$6,898	\$50,000
Periodicals		\$2,000	\$2,000	\$23,760	\$20,000	(\$3,760)	\$24,000
Audio-Adult	\$9,601	\$8,250	(\$1,351)	\$78,674	\$82,500	\$3,826	\$99,000
Audio-Youth Services	\$3,105	\$4,558	\$1,453	\$25,657	\$45,583	\$19,926	\$54,700
Online Databases	\$2,314	\$16,750	\$14,436	\$190,059	\$167,500	(\$22,559)	\$201,000
<b>Total Library Materials</b>	<b>\$35,522</b>	<b>\$54,642</b>	<b>\$19,119</b>	<b>\$532,020</b>	<b>\$546,417</b>	<b>\$14,397</b>	<b>\$655,700</b>
<b>Library Operating Expenditures</b>							
CCS Charges	\$9,650	\$6,083	(\$3,566)	\$65,607	\$60,833	(\$4,774)	\$73,000
Processing & Supplies	\$413	\$3,333	\$2,920	\$20,039	\$33,333	\$13,294	\$40,000
Internet Charges	\$1,404	\$1,333	(\$71)	\$12,992	\$13,333	\$341	\$16,000
Software, Licenses	\$1,798	\$3,891	\$2,093	\$41,069	\$38,908	(\$2,161)	\$46,690
Printing	\$3,076	\$3,808	\$732	\$27,821	\$38,083	\$10,263	\$45,700
Library Supplies	\$326	\$1,250	\$924	\$6,252	\$12,500	\$6,248	\$15,000
Programming & Support-Adult	\$753	\$1,804	\$1,051	\$14,033	\$18,042	\$4,009	\$21,650
Programming & Support-Juvenile	\$3,466	\$2,875	(\$591)	\$27,053	\$28,750	\$1,697	\$34,500
Programming & Support-Young Adult	\$211	\$467	\$256	\$4,741	\$4,667	(\$75)	\$5,600
Public Performing Rights				\$1,313	\$1,600	\$287	\$1,600
CCS Communications	\$325	\$417	\$92	\$2,926	\$4,167	\$1,241	\$5,000
Computer Charges OCLC	\$1,400	\$1,400	\$0	\$12,603	\$14,003	\$1,401	\$16,804
Miscellaneous	\$234	\$83	(\$151)	\$234	\$833	\$599	\$1,000
Per Capita Grant Expenditures	\$12,824	\$4,750	(\$8,074)	\$22,824	\$47,500	\$24,676	\$57,000
Grant - Other Expenditures	\$720	\$250	(\$470)	\$8,102	\$2,500	(\$5,602)	\$3,000
Volunteers	\$672	\$333	(\$339)	\$863	\$3,333	\$2,471	\$4,000
<b>Total Library Operating Expenditures</b>	<b>\$37,272</b>	<b>\$32,079</b>	<b>(\$5,194)</b>	<b>\$268,472</b>	<b>\$322,387</b>	<b>\$53,915</b>	<b>\$386,544</b>
<b>General and Administration</b>							
Janitorial Supplies	\$3,382	\$2,804	(\$578)	\$28,050	\$28,042	(\$9)	\$33,650
Copiers	\$650	\$1,917	\$1,266	\$6,895	\$19,167	\$12,272	\$23,000

# Niles Public Library District

## Income Statement-Consolidated

April 30, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget
Professional Development	\$2,683	\$3,570	\$887	\$12,930	\$35,704	\$22,774	\$42,845
Mileage	\$272	\$250	(\$22)	\$2,466	\$2,500	\$34	\$3,000
Professional Collection	\$45	\$500	\$455	\$3,634	\$5,000	\$1,366	\$6,000
Legal Fees	\$2,602	\$5,000	\$2,398	\$40,636	\$50,000	\$9,364	\$60,000
Consultants	\$735	\$3,417	\$2,682	\$20,167	\$34,167	\$13,999	\$41,000
Kitchen Supplies	\$624	\$125	(\$499)	\$1,562	\$1,250	(\$312)	\$1,500
Promotional Expense	\$1,192	\$1,708	\$517	\$16,165	\$17,083	\$919	\$20,500
Office Supplies	\$1,913	\$2,083	\$171	\$19,463	\$20,833	\$1,371	\$25,000
Postage & Freight	\$2,805	\$1,500	(\$1,305)	\$13,554	\$15,000	\$1,446	\$18,000
Publication of Notices-Legal		\$83	\$83	\$1,002	\$833	(\$168)	\$1,000
Publication of Notices-Advertisements				\$419	\$500	\$81	\$500
Subscriptions & Dues	\$975	\$694	(\$281)	\$8,283	\$6,942	(\$1,341)	\$8,330
Collection Services	\$34	\$167	\$133	\$678	\$1,667	\$989	\$2,000
Telephone	\$1,549	\$1,375	(\$174)	\$14,001	\$13,750	(\$251)	\$16,500
Trustee Expense	\$190	\$1,042	\$852	\$10,412	\$10,417	\$4	\$12,500
Equipment Rental		\$417	\$417	\$1,182	\$4,167	\$2,985	\$5,000
Payroll Service	\$722	\$750	\$28	\$7,516	\$7,500	(\$16)	\$9,000
Bank Fees	\$224	\$250	\$26	\$2,374	\$2,500	\$126	\$3,000
Parking Lease	\$881	\$881		\$8,810	\$8,810		\$10,572
<b>Total General and Administration</b>	<b>\$21,478</b>	<b>\$28,533</b>	<b>\$7,055</b>	<b>\$220,198</b>	<b>\$285,831</b>	<b>\$65,633</b>	<b>\$342,897</b>
<b>Vehicle Operation</b>							
Gas, Oil, Grease	\$59	\$83	\$24	\$584	\$833	\$250	\$1,000
Repairs & Maintenance		\$150	\$150	\$438	\$1,500	\$1,062	\$1,800
Miscellaneous		\$13	\$13	\$4	\$125	\$122	\$150
Auto Insurance				\$1,307	\$1,100	(\$207)	\$1,100
<b>Total Vehicle Operation</b>	<b>\$59</b>	<b>\$246</b>	<b>\$187</b>	<b>\$2,332</b>	<b>\$3,558</b>	<b>\$1,226</b>	<b>\$4,050</b>
<b>Employee Fringe Benefits</b>							
Deferred Compensation	\$15,975	\$19,000	\$3,025	\$158,006	\$190,000	\$31,994	\$228,000
Group Health	\$22,233	\$26,047	\$3,814	\$227,546	\$260,471	\$32,925	\$312,565
Health Reimbursement Account	\$2,180	\$4,750	\$2,570	\$43,766	\$47,500	\$3,734	\$57,000

# Niles Public Library District

## Income Statement-Consolidated

April 30, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget
Dental	\$1,047	\$1,333	\$286	\$15,893	\$13,333	(\$2,560)	\$16,000
Aflac	(\$74)	\$802	\$877		\$8,024	\$8,024	\$9,629
Vision	\$470	\$646	\$176	\$4,992	\$6,458	\$1,467	\$7,750
FSA fee	\$59	\$88	\$29	\$685	\$875	\$190	\$1,050
Life, LTD, AD&D	\$717	\$792	\$75	\$8,316	\$7,917	(\$400)	\$9,500
<b>Total Employee Fringe Benefits</b>	<b>\$42,606</b>	<b>\$53,458</b>	<b>\$10,852</b>	<b>\$459,204</b>	<b>\$534,578</b>	<b>\$75,374</b>	<b>\$641,494</b>
<b>Utilities</b>							
Gas	\$1,850	\$1,750	(\$100)	\$12,868	\$17,500	\$4,632	\$21,000
Electric	\$5,221	\$10,167	\$4,945	\$67,834	\$101,667	\$33,833	\$122,000
Water	\$330	\$583	\$253	\$5,009	\$5,833	\$825	\$7,000
<b>Total Utilities</b>	<b>\$7,402</b>	<b>\$12,500</b>	<b>\$5,098</b>	<b>\$85,710</b>	<b>\$125,000</b>	<b>\$39,290</b>	<b>\$150,000</b>
<b>Capital Expenditures</b>							
Special Reserve - Equipment		\$45,833	\$45,833		\$458,333	\$458,333	\$550,000
Special Reserve - Construction Project	\$461,271	\$464,850	\$3,579	\$1,651,135	\$4,648,500	\$2,997,365	\$5,578,200
<b>Total Capital Expenditures</b>	<b>\$461,271</b>	<b>\$510,683</b>	<b>\$49,413</b>	<b>\$1,651,135</b>	<b>\$5,106,833</b>	<b>\$3,455,698</b>	<b>\$6,128,200</b>
<b>Debt Service Expenditures</b>							
Bond Principal				\$700,000	\$750,962	\$50,962	\$750,962
Bond Interest				\$12,600		(\$12,600)	
<b>Total Debt Service Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$712,600</b>	<b>\$750,962</b>	<b>\$38,362</b>	<b>\$750,962</b>
<b>Audit</b>							
Audit Expense		\$1,667	\$1,667	\$14,700	\$16,667	\$1,967	\$20,000
<b>Total Audit Expenditures</b>	<b>\$0</b>	<b>\$1,667</b>	<b>\$1,667</b>	<b>\$14,700</b>	<b>\$16,667</b>	<b>\$1,967</b>	<b>\$20,000</b>
<b>Liability Insurance</b>							
Liability Insurance				\$30,010	\$34,000	\$3,990	\$34,000
<b>Total Liability Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$30,010</b>	<b>\$34,000</b>	<b>\$3,990</b>	<b>\$34,000</b>
<b>Social Security</b>							
Social Security	\$22,041	\$20,614	(\$1,426)	\$210,021	\$206,142	(\$3,879)	\$247,370

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

April 30, 2013

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget
<b>Total Social Security Expenditures</b>	<b>\$22,041</b>	<b>\$20,614</b>	<b>(\$1,426)</b>	<b>\$210,021</b>	<b>\$206,142</b>	<b>(\$3,879)</b>	<b>\$247,370</b>
<b>Workers' Compensation</b>							
Workers' Compensation				\$17,501	\$19,000	\$1,499	\$19,000
<b>Total Workers' Compensation Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$17,501</b>	<b>\$19,000</b>	<b>\$1,499</b>	<b>\$19,000</b>
<b>Unemployment Compensation</b>							
Unemployment Compensation	\$1,227	\$1,583	\$357	\$11,756	\$15,833	\$4,077	\$19,000
<b>Total Unemployment Compensation Expenditures</b>	<b>\$1,227</b>	<b>\$1,583</b>	<b>\$357</b>	<b>\$11,756</b>	<b>\$15,833</b>	<b>\$4,077</b>	<b>\$19,000</b>
<b>Building &amp; Equipment Maintenance</b>							
Repairs & Improvements	(\$3,119)	\$3,100	\$6,219	\$15,562	\$31,000	\$15,438	\$37,200
Contractual Maintenance	\$5,517	\$3,000	(\$2,517)	\$28,723	\$30,004	\$1,281	\$36,005
Non-Contractual Maintenance	\$684	\$1,200	\$516	\$5,995	\$12,000	\$6,005	\$14,400
Equipment Maintenance	\$1,671	\$3,239	\$1,568	\$8,579	\$32,392	\$23,812	\$38,870
Non Capital Expenses	\$5,620	\$2,000	(\$3,620)	\$15,734	\$20,000	\$4,267	\$24,000
Furniture & Fixtures	\$64,081	\$14,854	(\$49,226)	\$66,996	\$148,542	\$81,546	\$178,250
<b>Total Building &amp; Equipment Maintenance Expenditures</b>	<b>\$74,454</b>	<b>\$27,394</b>	<b>(\$47,060)</b>	<b>\$141,589</b>	<b>\$273,937</b>	<b>\$132,349</b>	<b>\$328,725</b>
<b>Total Expenditures</b>	<b>\$981,113</b>	<b>\$1,021,766</b>	<b>\$40,653</b>	<b>\$7,000,959</b>	<b>\$11,024,823</b>	<b>\$4,023,863</b>	<b>\$13,068,355</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$907,685)</b>	<b>(\$424,362)</b>	<b>(\$483,323)</b>	<b>\$720,494</b>	<b>(\$5,050,778)</b>	<b>\$5,771,272</b>	<b>(\$5,899,501)</b>

# Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
69703	Accounts Payable	Computer Check	5/22/2013	3M	\$0.00	\$2,958.00	(\$2,958.00)	Outstanding	5/31/2013
69704	Accounts Payable	Computer Check	5/22/2013	ACE RELOCATION SYSTEMS, IN	\$0.00	\$570.00	(\$3,528.00)	Outstanding	5/31/2013
69705	Accounts Payable	Computer Check	5/22/2013	AFLAC	\$0.00	\$797.73	(\$4,325.73)	Outstanding	5/31/2013
69706	Accounts Payable	Computer Check	5/22/2013	AGATI	\$0.00	\$50,693.00	(\$55,018.73)	Outstanding	5/31/2013
69707	Accounts Payable	Computer Check	5/22/2013	ALLIANCE ENTERTAINMENT	\$0.00	\$1,187.01	(\$56,205.74)	Outstanding	5/31/2013
69708	Accounts Payable	Computer Check	5/22/2013	AMARK INDUSTRIES	\$0.00	\$1,100.80	(\$57,306.54)	Outstanding	5/31/2013
69709	Accounts Payable	Computer Check	5/22/2013	AMERICAN CANCER SOCIETY, I	\$0.00	\$4.00	(\$57,310.54)	Outstanding	5/31/2013
69710	Accounts Payable	Computer Check	5/22/2013	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$62.10	(\$57,372.64)	Outstanding	5/31/2013
69711	Accounts Payable	Computer Check	5/22/2013	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$115.00	(\$57,487.64)	Outstanding	5/31/2013
69712	Accounts Payable	Computer Check	5/22/2013	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$385.00	(\$57,872.64)	Outstanding	5/31/2013
69713	Accounts Payable	Computer Check	5/22/2013	AT&T	\$0.00	\$43.23	(\$57,915.87)	Outstanding	5/31/2013
69714	Accounts Payable	Computer Check	5/22/2013	AT&T	\$0.00	\$922.75	(\$58,838.62)	Outstanding	5/31/2013
69715	Accounts Payable	Computer Check	5/22/2013	AVCAFE	\$0.00	\$947.93	(\$59,786.55)	Outstanding	5/31/2013
69716	Accounts Payable	Computer Check	5/22/2013	BAKER & TAYLOR	\$0.00	\$74.56	(\$59,861.11)	Outstanding	5/31/2013
69717	Accounts Payable	Computer Check	5/22/2013	BC USA	\$0.00	\$630.00	(\$60,491.11)	Outstanding	5/31/2013
69718	Accounts Payable	Computer Check	5/22/2013	DONNA BLOCK	\$0.00	\$121.98	(\$60,613.09)	Outstanding	5/31/2013
69719	Accounts Payable	Computer Check	5/22/2013	GREG BORZO	\$0.00	\$150.00	(\$60,763.09)	Outstanding	5/31/2013
69720	Accounts Payable	Computer Check	5/22/2013	THE BRICKMAN GROUP LTD. LLC	\$0.00	\$393.00	(\$61,156.09)	Outstanding	5/31/2013
69721	Accounts Payable	Computer Check	5/22/2013	BUTTON MAKERS	\$0.00	\$264.35	(\$61,420.44)	Outstanding	5/31/2013
69722	Accounts Payable	Computer Check	5/22/2013	CALL ONE	\$0.00	\$1,341.59	(\$62,762.03)	Outstanding	5/31/2013
69723	Accounts Payable	Computer Check	5/22/2013	CDW GOVERNMENT, INC.	\$0.00	\$2,791.02	(\$65,553.05)	Outstanding	5/31/2013
69724	Accounts Payable	Computer Check	5/22/2013	CDW GOVERNMENT, INC.	\$0.00	\$1,292.00	(\$66,845.05)	Outstanding	5/31/2013
69725	Accounts Payable	Computer Check	5/22/2013	CENGAGE LEARNING, INC.	\$0.00	\$2,723.48	(\$69,568.53)	Outstanding	5/31/2013
69726	Accounts Payable	Computer Check	5/22/2013	CENTER POINT LARGE PRINT	\$0.00	\$214.50	(\$69,783.03)	Outstanding	5/31/2013
69727	Accounts Payable	Computer Check	5/22/2013	NATHAN CHIU	\$0.00	\$26.79	(\$69,809.82)	Outstanding	5/31/2013
69728	Accounts Payable	Computer Check	5/22/2013	CINTAS CORPORATION LOC. 769	\$0.00	\$299.56	(\$70,109.38)	Outstanding	5/31/2013
69729	Accounts Payable	Computer Check	5/22/2013	VALERIE CLARK	\$0.00	\$50.00	(\$70,159.38)	Outstanding	5/31/2013
69730	Accounts Payable	Computer Check	5/22/2013	COMCAST	\$0.00	\$481.28	(\$70,640.66)	Outstanding	5/31/2013
69731	Accounts Payable	Computer Check	5/22/2013	COMED	\$0.00	\$5,221.27	(\$75,861.93)	Outstanding	5/31/2013
69732	Accounts Payable	Computer Check	5/22/2013	COOPERATIVE COMPUTER SERV	\$0.00	\$11,375.10	(\$87,237.03)	Outstanding	5/31/2013
69733	Accounts Payable	Computer Check	5/22/2013	CRIMSON MULTIMEDIA DISTRI	\$0.00	\$255.88	(\$87,492.91)	Outstanding	5/31/2013
69734	Accounts Payable	Computer Check	5/22/2013	DES PLAINES PUBLIC LIBRARY	\$0.00	\$43.75	(\$87,536.66)	Outstanding	5/31/2013
69735	Accounts Payable	Computer Check	5/22/2013	DOST VALUATION GROUP LTD	\$0.00	\$539.00	(\$88,075.66)	Outstanding	5/31/2013
69736	Accounts Payable	Computer Check	5/22/2013	EASYPERMIT POSTAGE	\$0.00	\$400.00	(\$88,475.66)	Outstanding	5/31/2013
69737	Accounts Payable	Computer Check	5/22/2013	ELLISON EDUCATIONAL EQUIPMI	\$0.00	\$74.20	(\$88,549.86)	Outstanding	5/31/2013
69738	Accounts Payable	Computer Check	5/22/2013	EMBURY LTD.	\$0.00	\$4,700.55	(\$93,250.41)	Outstanding	5/31/2013
69739	Accounts Payable	Computer Check	5/22/2013	FIFTH THIRD BANK	\$0.00	\$860.94	(\$94,111.35)	Outstanding	5/31/2013
69740	Accounts Payable	Computer Check	5/22/2013	FIFTH THIRD BANK	\$0.00	\$1,354.34	(\$95,465.69)	Outstanding	5/31/2013
69741	Accounts Payable	Computer Check	5/22/2013	FLEXSOURCE, LLC	\$0.00	\$194.50	(\$95,660.19)	Outstanding	5/31/2013

## Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
69742	Accounts Payable	Computer Check	5/22/2013	STUART D. FRANK	\$0.00	\$18.98	(\$95,679.17)	Outstanding	5/31/2013
69743	Accounts Payable	Computer Check	5/22/2013	FREDERICK QUINN CORPORATIO	\$0.00	\$391,612.00	(\$487,291.17)	Outstanding	5/31/2013
69744	Accounts Payable	Computer Check	5/22/2013	FREDRIKSEN FIRE EQUIPMENT C	\$0.00	\$459.10	(\$487,750.27)	Outstanding	5/31/2013
69745	Accounts Payable	Computer Check	5/22/2013	FRIENDS OF THE NILES LIBRARY	\$0.00	\$1,280.05	(\$489,030.32)	Outstanding	5/31/2013
69746	Accounts Payable	Computer Check	5/22/2013	GARVEY'S OFFICE PRODUCTS	\$0.00	\$9,168.11	(\$498,198.43)	Outstanding	5/31/2013
69747	Accounts Payable	Computer Check	5/22/2013	GENESIS TECHNOLOGIES, INC.	\$0.00	\$19.00	(\$498,217.43)	Outstanding	5/31/2013
69748	Accounts Payable	Computer Check	5/22/2013	GRAINGER	\$0.00	\$728.06	(\$498,945.49)	Outstanding	5/31/2013
69749	Accounts Payable	Computer Check	5/22/2013	GROOT INDUSTRIES, INC.	\$0.00	\$224.41	(\$499,169.90)	Outstanding	5/31/2013
69750	Accounts Payable	Computer Check	5/22/2013	JOEL HAHN	\$0.00	\$34.05	(\$499,203.95)	Outstanding	5/31/2013
69751	Accounts Payable	Computer Check	5/22/2013	HEALTHCARE SERVICE CORPOR	\$0.00	\$25,429.65	(\$524,633.60)	Outstanding	5/31/2013
69752	Accounts Payable	Computer Check	5/22/2013	RUBINA HEMANI	\$0.00	\$6.99	(\$524,640.59)	Outstanding	5/31/2013
69753	Accounts Payable	Computer Check	5/22/2013	ILLINOIS LIBRARY ASSOCIATION	\$0.00	\$475.00	(\$525,115.59)	Outstanding	5/31/2013
69754	Accounts Payable	Computer Check	5/22/2013	IMAGING SYSTEMS, INC.	\$0.00	\$110.00	(\$525,225.59)	Outstanding	5/31/2013
69755	Accounts Payable	Computer Check	5/22/2013	INGRAM LIBRARY SERVICES	\$0.00	\$20,216.64	(\$545,442.23)	Outstanding	5/31/2013
69756	Accounts Payable	Computer Check	5/22/2013	ISLMA	\$0.00	\$10.00	(\$545,452.23)	Outstanding	5/31/2013
69757	Accounts Payable	Computer Check	5/22/2013	SUNNY JONAS	\$0.00	\$35.00	(\$545,487.23)	Outstanding	5/31/2013
69758	Accounts Payable	Computer Check	5/22/2013	AMELIA KARNS	\$0.00	\$913.67	(\$546,400.90)	Outstanding	5/31/2013
69759	Accounts Payable	Computer Check	5/22/2013	MELISSA KERZ	\$0.00	\$13.95	(\$546,414.85)	Outstanding	5/31/2013
69760	Accounts Payable	Computer Check	5/22/2013	KINSALE CONTRACTING GROUP I	\$0.00	\$2,575.00	(\$548,989.85)	Outstanding	5/31/2013
69761	Accounts Payable	Computer Check	5/22/2013	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$2,063.00	(\$551,052.85)	Outstanding	5/31/2013
69762	Accounts Payable	Computer Check	5/22/2013	KONE INC.	\$0.00	\$215.65	(\$551,268.50)	Outstanding	5/31/2013
69763	Accounts Payable	Computer Check	5/22/2013	KONICA MINOLTA BUSINESS SO	\$0.00	\$650.19	(\$551,918.69)	Outstanding	5/31/2013
69764	Accounts Payable	Computer Check	5/22/2013	KRUEGER INTERNATIONAL, INC.	\$0.00	\$1,806.00	(\$553,724.69)	Outstanding	5/31/2013
69765	Accounts Payable	Computer Check	5/22/2013	LAUBE IMAGING PRODUCTS	\$0.00	\$960.30	(\$554,684.99)	Outstanding	5/31/2013
69766	Accounts Payable	Computer Check	5/22/2013	SUSAN LEMPKE	\$0.00	\$23.97	(\$554,708.96)	Outstanding	5/31/2013
69767	Accounts Payable	Computer Check	5/22/2013	CATHERINE LEVINSON	\$0.00	\$88.49	(\$554,797.45)	Outstanding	5/31/2013
69768	Accounts Payable	Computer Check	5/22/2013	LIBRARY FURNITURE INTERNATI	\$0.00	\$58,477.80	(\$613,275.25)	Outstanding	5/31/2013
69769	Accounts Payable	Computer Check	5/22/2013	M & M LOCK & SAFE LTD	\$0.00	\$96.42	(\$613,371.67)	Outstanding	5/31/2013
69770	Accounts Payable	Computer Check	5/22/2013	THE MANAGEMENT ASSOCIATI	\$0.00	\$1,115.00	(\$614,486.67)	Outstanding	5/31/2013
69771	Accounts Payable	Computer Check	5/22/2013	JUDITH MCNULTY	\$0.00	\$39.95	(\$614,526.62)	Outstanding	5/31/2013
69772	Accounts Payable	Computer Check	5/22/2013	MEASNER MAGIC PRODUCTINS, I	\$0.00	\$625.00	(\$615,151.62)	Outstanding	5/31/2013
69773	Accounts Payable	Computer Check	5/22/2013	MENARDS	\$0.00	\$936.86	(\$616,088.48)	Outstanding	5/31/2013
69774	Accounts Payable	Computer Check	5/22/2013	MIDWEST TAPE	\$0.00	\$7,083.22	(\$623,171.70)	Outstanding	5/31/2013
69775	Accounts Payable	Computer Check	5/22/2013	MIGHTYBYTES, INC.	\$0.00	\$10,000.00	(\$633,171.70)	Outstanding	5/31/2013
69776	Accounts Payable	Computer Check	5/22/2013	MARY MILLER	\$0.00	\$143.88	(\$633,315.58)	Outstanding	5/31/2013
69777	Accounts Payable	Computer Check	5/22/2013	MINDWARE	\$0.00	\$39.40	(\$633,354.98)	Outstanding	5/31/2013
69778	Accounts Payable	Computer Check	5/22/2013	MPLC	\$0.00	\$236.69	(\$633,591.67)	Outstanding	5/31/2013
69779	Accounts Payable	Computer Check	5/22/2013	MULTICULTURAL BOOKS & VID	\$0.00	\$296.59	(\$633,888.26)	Outstanding	5/31/2013
69780	Accounts Payable	Computer Check	5/22/2013	NICOR GAS	\$0.00	\$1,850.49	(\$635,738.75)	Outstanding	5/31/2013

# Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
69781	Accounts Payable	Computer Check	5/22/2013	NILES CHAMBER OF COMMERCE	\$0.00	\$200.00	(\$635,938.75)	Outstanding	5/31/2013
69782	Accounts Payable	Computer Check	5/22/2013	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$636,819.75)	Outstanding	5/31/2013
69783	Accounts Payable	Computer Check	5/22/2013	BARRY NORTH	\$0.00	\$450.00	(\$637,269.75)	Outstanding	5/31/2013
69784	Accounts Payable	Computer Check	5/22/2013	OCLC, INC.	\$0.00	\$575.00	(\$637,844.75)	Outstanding	5/31/2013
69785	Accounts Payable	Computer Check	5/22/2013	OMNIGRAPHICS, INC.	\$0.00	\$141.55	(\$637,986.30)	Outstanding	5/31/2013
69786	Accounts Payable	Computer Check	5/22/2013	PACIFIC TELEMANAGEMENT SE	\$0.00	\$62.95	(\$638,049.25)	Outstanding	5/31/2013
69787	Accounts Payable	Computer Check	5/22/2013	PETTY CASH	\$0.00	\$65.00	(\$638,114.25)	Outstanding	5/31/2013
69788	Accounts Payable	Computer Check	5/22/2013	POLONIA BOOKSTORE, INC.	\$0.00	\$933.13	(\$639,047.38)	Outstanding	5/31/2013
69789	Accounts Payable	Computer Check	5/22/2013	PRECISION CONTROL SYSTEMS O	\$0.00	\$1,671.00	(\$640,718.38)	Outstanding	5/31/2013
69790	Accounts Payable	Computer Check	5/22/2013	KATHY PRICONE	\$0.00	\$18.00	(\$640,736.38)	Outstanding	5/31/2013
69791	Accounts Payable	Computer Check	5/22/2013	PRODUCT, LLC	\$0.00	\$6,053.28	(\$646,789.66)	Outstanding	5/31/2013
69792	Accounts Payable	Computer Check	5/22/2013	ANDREW QUIDAYAN	\$0.00	\$18.95	(\$646,808.61)	Outstanding	5/31/2013
69793	Accounts Payable	Computer Check	5/22/2013	CYNTHIA RADEMACHER	\$0.00	\$132.50	(\$646,941.11)	Outstanding	5/31/2013
69794	Accounts Payable	Computer Check	5/22/2013	RAINBOW BOOK COMPANY	\$0.00	\$453.02	(\$647,394.13)	Outstanding	5/31/2013
69795	Accounts Payable	Computer Check	5/22/2013	RANDOM HOUSE, INC.	\$0.00	\$303.00	(\$647,697.13)	Outstanding	5/31/2013
69796	Accounts Payable	Computer Check	5/22/2013	RECORDED BOOKS, LLC	\$0.00	\$257.60	(\$647,954.73)	Outstanding	5/31/2013
69797	Accounts Payable	Computer Check	5/22/2013	DENISE REDA	\$0.00	\$13.00	(\$647,967.73)	Outstanding	5/31/2013
69798	Accounts Payable	Computer Check	5/22/2013	RESERVE ACCOUNT	\$0.00	\$3,650.00	(\$651,617.73)	Outstanding	5/31/2013
69799	Accounts Payable	Computer Check	5/22/2013	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$670.00	(\$652,287.73)	Outstanding	5/31/2013
69800	Accounts Payable	Computer Check	5/22/2013	JUNE SAWYERS	\$0.00	\$150.00	(\$652,437.73)	Outstanding	5/31/2013
69801	Accounts Payable	Computer Check	5/22/2013	CLARA SHEFFER	\$0.00	\$11.27	(\$652,449.00)	Outstanding	5/31/2013
69802	Accounts Payable	Computer Check	5/22/2013	SHELL	\$0.00	\$59.07	(\$652,508.07)	Outstanding	5/31/2013
69803	Accounts Payable	Computer Check	5/22/2013	SIMPLEXGRINNELL LP	\$0.00	\$2,828.00	(\$655,336.07)	Outstanding	5/31/2013
69804	Accounts Payable	Computer Check	5/22/2013	SMITHEREEN PEST MANAGEMEN	\$0.00	\$110.00	(\$655,446.07)	Outstanding	5/31/2013
69805	Accounts Payable	Computer Check	5/22/2013	SHELLEY SUTHERLAND	\$0.00	\$273.05	(\$655,719.12)	Outstanding	5/31/2013
69806	Accounts Payable	Computer Check	5/22/2013	TASB, INC.	\$0.00	\$3,000.00	(\$658,719.12)	Outstanding	5/31/2013
69807	Accounts Payable	Computer Check	5/22/2013	THE KINSLER GROUP	\$0.00	\$735.00	(\$659,454.12)	Outstanding	5/31/2013
69808	Accounts Payable	Computer Check	5/22/2013	THE LINCOLN NATIONAL LIFE IN	\$0.00	\$717.07	(\$660,171.19)	Outstanding	5/31/2013
69809	Accounts Payable	Computer Check	5/22/2013	TODAY'S BUSINESS SOLUTIONS, I	\$0.00	\$4,929.48	(\$665,100.67)	Outstanding	5/31/2013
69810	Accounts Payable	Computer Check	5/22/2013	TUMBLEWEED PRESS INC.	\$0.00	\$424.60	(\$665,525.27)	Outstanding	5/31/2013
69811	Accounts Payable	Computer Check	5/22/2013	UNIQUE MANAGEMENT SERVICE	\$0.00	\$69.65	(\$665,594.92)	Outstanding	5/31/2013
69812	Accounts Payable	Computer Check	5/22/2013	UNIVERSITY OF ILLINOIS EXTEN	\$0.00	\$440.00	(\$666,034.92)	Outstanding	5/31/2013
69813	Accounts Payable	Computer Check	5/22/2013	UPS	\$0.00	\$219.19	(\$666,254.11)	Outstanding	5/31/2013
69814	Accounts Payable	Computer Check	5/22/2013	SASHA VASILIC	\$0.00	\$16.68	(\$666,270.79)	Outstanding	5/31/2013
69815	Accounts Payable	Computer Check	5/22/2013	VERIZON WIRELESS	\$0.00	\$101.51	(\$666,372.30)	Outstanding	5/31/2013
69816	Accounts Payable	Computer Check	5/22/2013	VILLAGE OF NILES	\$0.00	\$330.27	(\$666,702.57)	Outstanding	5/31/2013
69817	Accounts Payable	Computer Check	5/22/2013	VISA	\$0.00	\$5,573.64	(\$672,276.21)	Outstanding	5/31/2013
69818	Accounts Payable	Computer Check	5/22/2013	VISION SERVICE PLAN OF ILLINO	\$0.00	\$604.54	(\$672,880.75)	Outstanding	5/31/2013
69819	Accounts Payable	Computer Check	5/22/2013	VISOGRAPHIC	\$0.00	\$2,116.13	(\$674,996.88)	Outstanding	5/31/2013

## Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
69820	Accounts Payable	Computer Check	5/22/2013	MICHAEL THOMAS WEEKS	\$0.00	\$150.00	(\$675,146.88)	Outstanding	5/31/2013
69821	Accounts Payable	Computer Check	5/22/2013	LINDA WEISS	\$0.00	\$73.34	(\$675,220.22)	Outstanding	5/31/2013
69822	Accounts Payable	Computer Check	5/22/2013	DIANE WINBERG	\$0.00	\$133.40	(\$675,353.62)	Outstanding	5/31/2013
69823	Accounts Payable	Computer Check	5/22/2013	DEIDRE K. WINTERHALTER	\$0.00	\$167.54	(\$675,521.16)	Outstanding	5/31/2013
69824	Accounts Payable	Computer Check	5/22/2013	PAULETTE ZUCKERMAN	\$0.00	\$8.90	(\$675,530.06)	Outstanding	5/31/2013

### Summary by Transaction Type

<b>Total Deposits:</b>	<b>\$0.00</b>
Less Payments by Transaction Type:	
Computer Check	<b>(\$675,530.06)</b>
<b>Total Payments:</b>	<b>(\$675,530.06)</b>
<b>Total Change in Register Balance:</b>	<b>(\$675,530.06)</b>

## Niles Public Library District Bank Register Report - Checking

HRA

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
25569	Accounts Payable	Manual Check	4/10/2013	DAVID DABROWSKI	\$0.00	\$770.42	(\$770.42)	Outstanding	4/30/2013
25595	Accounts Payable	Manual Check	4/16/2013	DOROTHEA FRISBIE	\$0.00	\$488.62	(\$1,259.04)	Outstanding	4/30/2013
25594	Accounts Payable	Manual Check	4/16/2013	DENISE REDA	\$0.00	\$306.79	(\$1,565.83)	Outstanding	4/30/2013
25621	Accounts Payable	Manual Check	4/23/2013	CAROL JUNG	\$0.00	\$293.31	(\$1,859.14)	Outstanding	4/30/2013
25516	Accounts Payable	Manual Check	4/2/2013	BARBARA KRUSER	\$0.00	\$184.70	(\$2,043.84)	Outstanding	4/30/2013

### Summary by Transaction Type

<b>Total Deposits:</b>	<b>\$0.00</b>
Less Payments by Transaction Type:	
Manual Check	(\$2,043.84)
<b>Total Payments:</b>	<b>(\$2,043.84)</b>
<b>Total Change in Register Balance:</b>	<b>(\$2,043.84)</b>

## Niles Public Library District Bank Register Report - FSA Reimbursements

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
5686	Accounts Payable	Manual Check	4/23/2013	ANN PASNICK	\$0.00	\$600.00	(\$600.00)	Outstanding	4/30/2013
5537	Accounts Payable	Manual Check	4/2/2013	BARBARA KRUSER	\$0.00	\$600.00	(\$1,200.00)	Outstanding	4/30/2013
25512	Accounts Payable	Manual Check	4/1/2013	GRETA ULRICH	\$0.00	\$97.35	(\$1,297.35)	Outstanding	4/30/2013
25640	Accounts Payable	Manual Check	4/26/2013	GRETA ULRICH	\$0.00	\$100.00	(\$1,397.35)	Outstanding	4/30/2013
5648	Accounts Payable	Manual Check	4/17/2013	KATHY TOY	\$0.00	\$221.41	(\$1,618.76)	Outstanding	4/30/2013
5695	Accounts Payable	Manual Check	4/24/2013	KATHY TOY	\$0.00	\$84.51	(\$1,703.27)	Outstanding	4/30/2013

**Summary by Transaction Type**

<b>Total Deposits:</b>	<b>\$0.00</b>
Less Payments by Transaction Type:	
Manual Check	(\$1,703.27)
<b>Total Payments:</b>	<b>(\$1,703.27)</b>
<b>Total Change in Register Balance:</b>	<b>(\$1,703.27)</b>

BEKIELEWSKI, MADELINE V	\$90.00
BRICE, SUZANNE M	\$211.42
CLARK, VALERIE A	\$249.40
CYGNAR, CECILIA R	\$170.05
DABROWSKI, DAVID A	\$193.93
ESSIG, MARYELLEN	\$376.09
FOX, DARLENE J	\$145.15
GRAHAM, DEBORAH C	\$194.66
GUSEK, CONNIE J	\$161.57
KAPUSCINSKI, LINDA S	\$50.00
KARNS, AMELIA B	\$119.01
KRUSER, BARBARA A	\$350.00
LEMPKE, SUSAN D	\$255.21
LUZ, VICTORIA P	\$196.12
MCNULTY, JUDITH L	\$172.82
OSHEA, CORNELIUS M	\$195.76
PASNICK, ANN E	\$966.27
POGORZELSKI, MAGDALENA HELEN	\$50.00
PRICONE, KATHLEEN	\$100.00
RADEMACHER, CYNTHIA S	\$136.07
REDA, DENISE L	\$622.41
SCHUSTER, RUTH ANN	\$261.61
SHEFFER, CLARA M	\$167.52
SUTHERLAND, SHELLEY B	\$279.44
TOY, KATHY A	\$958.33
VARILLA, ARTHUR M	\$40.00
VASILIC, SASHA	\$118.65
WEISER, JANET	\$32.12
WEISS, LINDA	\$856.01
WILSEY, SUSAN KEHOE	\$331.56
WINBERG, DIANE	\$235.53
ZHAN, BETTY W	\$708.34
<b>Grand Total</b>	<b>\$8,995.05</b>

BEKIELEWSKI, MADELINE V	\$90.00
BRICE, SUZANNE M	\$211.42
CLARK, VALERIE A	\$249.40
CYGNAR, CECILIA R	\$170.05
DABROWSKI, DAVID A	\$193.93
ESSIG, MARYELLEN	\$376.09
FOX, DARLENE J	\$145.15
GRAHAM, DEBORAH C	\$194.66
GUSEK, CONNIE J	\$161.57
KAPUSCINSKI, LINDA S	\$50.00
KARNS, AMELIA B	\$119.01
KRUSER, BARBARA A	\$350.00
LEMPKE, SUSAN D	\$255.21
LUZ, VICTORIA P	\$185.09
MCNULTY, JUDITH L	\$172.82
OSHEA, CORNELIUS M	\$195.76
PASNICK, ANN E	\$966.27
POGORZELSKI, MAGDALENA HELEN	\$50.00
PRICONE, KATHLEEN	\$100.00
RADEMACHER, CYNTHIA S	\$136.07
REDA, DENISE L	\$622.41
SCHUSTER, RUTH ANN	\$261.61
SHEFFER, CLARA M	\$167.52
SUTHERLAND, SHELLEY B	\$225.86
TOY, KATHY A	\$958.33
VARILLA, ARTHUR M	\$40.00
VASILIC, SASHA	\$118.65
WEISER, JANET	\$32.12
WEISS, LINDA	\$856.01
WILSEY, SUSAN KEHOE	\$312.69
WINBERG, DIANE	\$235.53
ZHAN, BETTY W	\$708.34
<b>Grand Total</b>	<b>\$8,911.57</b>

“Books to the ceiling,  
Books to the sky,  
My pile of books is a mile high.  
How I love them! How I need them!  
I'll have a long beard by the time I read them.”  
— Arnold Lobel

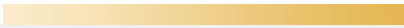


Arnold Lobel, author of the children’s favorite Frog & Toad series, was born on May 22, 1933, and we are celebrating his birthday with a day filled with activities and stories. I wonder if he got to read all those books!

The Official Certificate of Results was made public by Cook County Department of Elections on April 30<sup>th</sup>. We will keep the results in our permanent records, and here is a breakdown of the votes:

Registered Voters: 1,455,446

Voter Turnout: 19%

Ballots Cast: 275,637

<b>Trustee, Niles Library District, 6yr. Vote For 2</b>	<b>40 of 40 Precincts Reported</b>	<b>%</b>	<b>Votes</b>
Karen Jane Dimond (NonPartisan)		41.69%	2,847
Billy J. VanCannon (NonPartisan)		22.62%	1,545
Carolyn Drblik (NonPartisan)		35.69%	2,437

**Here’s what’s been going on:**

- The first draft of the budget has been prepared and presented to the Board
- The renovation project continues with most of the being done in the areas not currently being used by the public
- Sasha continues to update our construction blog with information and photos: [www.thefutureunderconstruction.com](http://www.thefutureunderconstruction.com)
- The Website Task Force continues to work on the website redesign with Mightbytes. Susan put together a document to show first the Website Task Force and then MightyBytes what content we needed to include and how it might flow. MightyBytes took that information and created a list of website elements, and surveyed some of our patrons to see how they might organize that information. They took the results, combined it with the organizational work Susan had done, and presented us with our first sitemap. After some negotiating, that step is complete and now we are waiting on the wireframe for the mobile site. Our company designs the mobile site first rather than starting with the big site and whittling it down.
- Tagging of the print collection has been completed and we anticipate that the AV will be complete in the next few days. Thanks to Barb for coordinating and to the staff and volunteers for the many hours they spent tagging.
- Susan met with the library’s program staff to discuss the various types of programs that we offer. We are always trying to get a balance and make sure we have something to offer al wide variety of ages and interests. They also discussed makerspaces, and set up a subcommittee to explore our options for creating spaces where our patrons can create, design, build, and learn in a more hands-on environment. I expect this to move forward quickly as there is a lot of interest and excitement!
- Sue Wilsey and her staff coordinated a National Library Week Night Out, which happened to fall the evening of the local flooding. Pizza and beverages from Home Run Inn and Coca-Cola were generously donated to feed more than 160 guests. Many stayed after dinner to enjoy the infamous “Frog Lady” show. Local media referred to the Niles Library as “refuge from the storm” that day.

- Sue, Diane and Kathy Toy organized and successfully ran a two-day used furniture sale. More than 300 people stopped in to see what was available and the majority of the pieces were sold.
- We are participating in their for credit program with a student who is interested in the Marketing field.
- Now that we have our new logo design, Colleen will be adding it to our print stationary, business cards, etc. At the June meeting we will provide you with new name tags and business cards.

### The Project

The magazines moved to the 3<sup>rd</sup> Level successfully. It has become a very popular area. I have heard several “I didn’t know you had magazines!” comments already.

Patrons have adopted the fireplace room as a nice, comfortable and quiet area for study and reading.

The Youth Services staff is especially thrilled to have the temporary construction wall come down and to see the beautiful new shelving, carpeting and lighting in the YSD circle area. The shelves are now 3 shelves high rather than 2, so that we can fit more books into the same space. The windows now have shades which are very easy to operate—a welcome surprise! Patrons are very impressed and even more so when we tell them that there will be lots more “bells and whistles” added to the space.

From this:



To this!



### Staff Highlights

- ✚ Teen librarian Donna Block has been working on hiring our two teen Summer Reading interns, and helped judge the annual Poetry Contest entries.
- ✚ Teen Librarians Donna and Mary Miller worked together with Youth Services on the Battle of the Books program for older students, the Reading Challenge. Reading Challenge was a huge success this year. On their own initiative, 10 groups of 7<sup>th</sup> and 8<sup>th</sup> graders formed teams, read books, and answered questions. “The Fighters” team won the match and will be picked up at school in a limo and taken out to lunch as their prize. We are trying to collaborate more on programs, and it seems to be benefiting the patrons.



- ✚ One of our growing programs is the Manga & Anime Club for teens. The fans of this form of film and books love to get together and talk, and apparently they also like making cupcakes with anime faces!

- ✚ Mary spent time gathering teen input on an application to participate in the Teen Feedback Session at the American Library Association Conference. We won’t find out until early June whether our application was successful.

- ✚ April is always the time for our annual Poetry Scavenger Hunt, and this year

220 kids located and wrote down the titles, authors and first lines of poems hidden around the department.

- ✚ The annual Volunteer Party was held with the Those Were the Days Radio players entertaining.
- ✚ Smart Solution\$ held a program at Golf Mill which was very well attended. The public loves the prize wheel... 287 people spun for prizes related to money management.
- ✚ The Technical Staff have been faced with daily changes resulting from HVAC demolition and installation work being done in the area. In spite of the chaos, they ordered, received and added more than 4,000 items April.
- ✚ Dodie Frisbie was asked to participate in the Mainstreamers’ Seniors Spelling Bee as a pronouncer. It was held at the Maine Township facility on Ballard and it was a lot of fun. Donna Block and Mary Miller helped to compile a list of fifty difficult words for the Spelling Bee and Donna also volunteered as a judge!

- ✦ Judy McNulty and Dodie Frisbie had a table at the well attended Swing into Spring Expo and Golf Mill. More than 287 seniors stopped by to spin the wheel and win a prize. We were promoting the Smart Solution\$ upcoming programs and other library events that would appeal to the seniors.
- ✦ Sue Wilsey and Dodie had a table at the monthly MaineStreamers Luncheon. They had giveaways and copies of Chapter One and promoted all of the Smart Solution\$ programs and any others that would appeal to the seniors.

### Library Stories

Mr. Robert Dudle called from Ludington Library in Michigan to thank the NPLD ILL staff. He stated that the Niles Library is the only library that has the CD he liked and was able to borrow it thru ILL. He is very pleased and grateful that we have this kind of service.

We often receive notes from our patrons requesting that we check on the status of a book. Here is one that Susan received after checking something for a patron.

*Dear Susan,*

*Thank you so much as I feel terrible when I'm told that I haven't returned a book as I feel that books should be shared. I have a vacation home in Summerlin, Las Vegas. The library there received funding for a new check-out and return system. A patron can stack multiple books on a screen and a scan records all check-outs at one time. To return books, books are loaded one at a time in a conveyer belt, and then a return slip is generated. It is quite a time saving system and requires only one check-out person to deal with holds and new library cards.*

It was nice to hear that the system we have been working to implement is one that patrons will appreciate.

#### Trustee Calendar

##### **May 2013**

May 22—Regular Board Meeting at 6:30 pm  
Swearing in of the new Board members and election of officers

##### **June 2013**

June 19—Regular Board Meeting at 6:30 pm

##### **July 2013**

July 16—Chamber Golf Outing and Dinner  
July 17—Regular Board Meeting at 6:30 pm

##### **August 2013**

August 21—Budget & Appropriations meeting at 6:15 pm  
August 21—Regular Board Meeting at 6:30 pm

Monthly Statistical Report -- April 2013							
<b>1</b>	<b>LOAN OF LIBRARY MATERIALS</b>	Current	Current	Prior	%		
		Month	YTD	YTD	Change		
	Adult	50,535	516,981	551,580	-6.27%		
	Juvenile	43,487	422,087	421,742	0.08%		
	<b>TOTAL Loan of Library Materials</b>	<b>94,022</b>	<b>939,068</b>	<b>973,322</b>	<b>-3.52%</b>		
<b>2</b>	<b>LOAN OF MATERIAL BY TYPE</b>	Current	Prior Year	%	Current	Prior	%
		Month	Same month	Change	YTD	YTD	Change
	<b>Adult</b>						
	Print	21,894	23,789	-7.97	228,182	243,583	-6.32
	Periodical	931	781	19.21	8,078	8,450	-4.40
	Audio	7,942	8,050	-1.34	79,103	80,536	-1.78
	DVD	19,768	21,499	-8.05	201,618	219,011	-7.94
	<b>TOTAL Adult Loans</b>	<b>50,535</b>	<b>54,119</b>	<b>-6.62</b>	<b>516,981</b>	<b>551,580</b>	<b>-6.27</b>
	<b>Juvenile</b>						
	Print	27,354	28,314	-3.39	283,399	287,444	-1.41
	Periodical	100	115	-13.04	1,140	1,288	-11.49
	Audio	6,437	2,766	132.72	35,947	26,719	34.54
	DVD	9,596	10,468	-8.33	101,601	106,291	-4.41
	<b>TOTAL Juvenile Loans</b>	<b>43,487</b>	<b>41,663</b>	<b>4.38</b>	<b>422,087</b>	<b>421,742</b>	<b>0.08</b>
<b>3</b>	<b>Patron Registration</b>	Added this month	Total	Prior year	%		
				Same Month	Change		
	New District cards	231	25,069	249	-7.23		
	<b> Holds</b>	Placed this Month	Prior Year Same Month				
	Holds Placed	11,446		11,444	0.02		
	Holds Made Available	14,241		13,752	3.56		
<b>4</b>	<b>Patron Count</b>	Current	Prior Year	%			
		Month	Same Month	Change			
	Unique Library card used	3,465		3,777	-8		
	Total Patron Visits	36,465		37,722	-3.33		
<b>5</b>	<b>IN-HOUSE USE OF MATERIALS</b>	Current	Prior Year	%	Current	Prior	%
		Month	Same month	Change	YTD	YTD	Change
	Reference--Adult	366	392	-6.63	5,161	3,275	57.59
	Circulating--Juvenile	4,927	4,502	9.44	52,328	45,413	15.23
	Circulating--Adult	5,433	6,673	-18.58	53,776	50,062	7.42
	<b>TOTAL In-house Use of Print Materials</b>	<b>10,726</b>	<b>11,567</b>	<b>-7.27</b>	<b>111,265</b>	<b>98,750</b>	<b>12.67</b>
<b>6</b>	<b>PC Users by Area</b>	Current	Prior Year	%	Current	Prior	%
		Month	Same month	Change	YTD	YTD	Change
	Adult Services	4,512	5,048	-10.62	47,121	49,150	-4.13
	Youth Services	1,447	1,451	-0.28	14,392	15,050	-4.37
	Express Internet	3,025	3,119	-3.01	30,878	32,701	-5.57
	Patron Wi-Fi Uses	2,962	2,333	26.96	25,422	25,408	0.06
	<b>Total Users</b>	<b>11,946</b>	<b>11,951</b>	<b>-0.04</b>	<b>117,813</b>	<b>122,309</b>	<b>-3.68</b>
<b>7</b>	<b>TECHNICAL SERVICES</b>				Items	Items	
		Items	Items	Items	Repaired	Sent Out	Library
		Added	Received	Withdrawn	In House	for repair	Holdings
	<i>April</i>	4,090	2,058	3,245	400	31	274,717
<b>8</b>	<b>Adult Services</b>	Current Month	Prior Year	% Change			
	<b>Reference Desk (2nd Level)</b>						
	Directional	1,664	2,534	-34.33			
	Reference	1,988	127	1,465.35			
	<b>Total Reference Desk</b>	<b>3,652</b>	<b>2,661</b>	<b>37.24</b>			
	<b>Information Desk (3rd Level)</b>	Current Month	Prior Year	% Change			
	Directional	1,184	874	35.47			
	Reference	856	44	1,845.45			

<b>Total InfoDesk</b>	<b>2040</b>	<b>918</b>	<b>122.22</b>				
<b>Fiction/Audiovisual Services</b>							
<b>Fiction Desk</b>	<b>Current Month</b>	<b>Prior Year</b>	<b>% Change</b>				
Directional	184	88	109.09				
Reference	751	1,462	-48.63				
<b>A/V Desk</b>							
Directional	4,092	3,978	2.87				
Reference	751	731	2.74				
<b>Total Reader's Advisory/Audio Visual</b>	<b>5,778</b>	<b>6,259</b>	<b>-7.68</b>				
<b>Grand Total</b>	<b>7,821</b>	<b>5,682</b>	<b>37.65</b>				
<b>Interlibrary Loan</b>	<b>Current Month</b>	<b>Prior Year</b>	<b>% Change</b>				
<b>Books, A-V</b>							
Items lent to offline libraries	353	329	7.29				
Items received from offline libraries for patrons	107	128	-16.41				
<b>Total</b>	<b>460</b>	<b>457</b>	<b>0.66</b>				
<b>9 Outreach Services</b>	<b>Current Month</b>	<b>Prior Year</b>					
	<b>Homebound</b>	<b>Homebound</b>					
	201 patrons; 259 visits	199 patrons; 233 visits					
	<b>Institutions</b>	<b>Institutions</b>					
	8 inst's; 8 visits	10 inst's; 10 visits					
	<b>Schools</b>	<b>Schools</b>					
	19 schls; 567 items	26 schls; 686 items					
<b>Outreach Services</b>	<b>Current Month</b>	<b>Prior Year</b>	<b>% Change</b>				
Reference/Research	564	582	-3.09				
Bulk Loan Items Delivered to Nursing Homes	415	490	-15.31				
Materials pulled for Homebound Users	1,150	1,031	11.54				
<b>Total Outreach</b>	<b>2,129</b>	<b>2,103</b>	<b>1.24</b>				
	<b>Current Month</b>	<b>Prior Year</b>	<b>% Change</b>				
<b>10 Youth Services</b>							
Quick Questions/Ready Reference	3,743	3,216	16.39				
Reference/Research	1,641	1,778	-7.71				
School Loans pulled	23	32	-28.13				
Museum Adventure passes distributed	23	31	-25.81				
<b>Total</b>	<b>5,430</b>	<b>5,057</b>	<b>7.38</b>				
<b>11 LIBRARY PROGRAMS</b>	<b>This Month</b>	<b>Attendance</b>	<b>Attendance Prior Year</b>	<b>% Change</b>			
<b>Programs--Youth</b>							
Babytime (parent & child)	5	263					
Pit Stop Storytimes (parent & child)	4	47					
Toddler Time (parent & child)	4	144					
Family Storytime (parent & child)	2	46					
Preschool Storytime (child alone)	2	32					
Big Kids Storytime (child alone)	2	17					
Bibliobop Dance Party	1	51					
Book Buddies	19	38					
Movies	1	32					
Lego Club	1	27					
Yoga	1	22					
Chess Club	4	91					
Reading Patch Club registrations	1	22					
Reading Patch Club added visits	1	23					
Bookmark Awards Ceremony	1	132					
Amelia Bedelia Party	1	39					
World Language storytimes	2	72					
Dia de Los Ninos program	1	41					
Teen Book Club	2	7					
Poetry Scavenger Hunt	2	220					
Library Night Out Frog Lady Show	1	110					
Librarians Visiting Groups/Schools	15	502					
Ellison Die Teacher Visits	1	4					

Write on Our Wall participants	1	6				
Second Sunday Special	1	102				
In-dept. games and puzzles	1	1,532	4,784			
<b>Total Youth Services Programs</b>	<b>77</b>	<b>3,622</b>	<b>4,784</b>	<b>-0.24</b>		
<b>Programs--YS and YA Combined</b>						
Reading Challenge	15	198				
<b>Programs--Young Adults</b>						
Teen Advisory Board (TAB)	1	11				
Anime and Manga Club	1	18				
Writers Roundtable	1	6				
Earth Day Dinner	1	10				
Tee Shirt Jewelery	1	14				
Poetry Contest Teen Category	1	66	97	28.87		
<b>Total Young Adult Programs</b>	<b>6</b>	<b>125</b>				
<b>Programs--Adult</b>						
SCORE Small Business Counseling	3	8				
BookBites - <i>The 100-Year-Old Man Who Climbed Out...</i> by Jonas Jonasson	1	16				
New Release Movie - <i>Argo</i>	1	72				
Niles Garden Club: Herb Garden	1	16				
How to Help Aging Parents	1	18				
ESL Club	1	3				
Mainstreamers Luncheon	1	122				
Shakespeare After Hours Film Discussion - <i>Anonymous</i>	1	15				
Writers' Roundtable	1	6				
ESL Club	1	2				
Adult Book Discussion on <i>The Orchardist</i> by Coplin	1	6				
CLOSED CAPTIONED New Release Movie - <i>Arbitrage</i>	1	42				
Swing Into Spring Senior Expo at Golf Mill	1	287				
The Shakespeare Project: "The Reign of King Edward IV"	1	72				
Adult Book Discussion on <i>Home Front</i> by Kristin Hannah	1	7				
Wills & Trusts	1	67				
100 Small Ways to Save Big	1	37				
Savvy Social Security Planning: What Baby Boomers	1	16				
Adults & Money : Identity Theft	1	7				
International Film Series - <i>Together</i>	1	9				
Niles Garden Club: Arbor Day Celebration	1	5				
Brain Buster Trivia Contest	1	12				
Preventing Predatory Loans	1	16				
Poetry contest--Adult category	1	65				
Pet Photo Contest	1	10				
Outreach Adult Book Discussions at nursing homes	2	8				
Outreach Low Vision Adult Book Disc.at Sr. Ctr.	1	10				
Library Volunteer Appreciation Party	1	35				
Library Night Out Pizza Party	1	160				
<b>Total Adult Programs</b>	<b>32</b>	<b>1,149</b>	<b>442</b>	<b>159.95</b>		
Niles All American Toastmasters Club	3	40				
Daniel Amarei	1	12				
Robert S. Lewikowski	2	14				
Literacy	9	215				
Niles Sisters Cities	1	8				
Capri Condominium Association	1	15				
<b>Total Outside Meetings</b>	<b>17</b>	<b>304</b>	<b>36</b>	<b>744.44</b>		
<b>Total Library Programs</b>	<b>115</b>	<b>4,896</b>	<b>5,359</b>	<b>-8.64</b>		
<b>12 VOLUNTEER HOURS</b>	<b>Number of people</b>	<b>Total hours</b>				
Adult Services & Programs - Fic, AV, Ref	21	131				
Young Adult Services & Programs - Fic and Ref	11	25				
Youth Services Programs & General	28	127				
General Library & Library Events	36	210				
<b>Total Volunteers/Hours this month</b>	<b>96</b>	<b>493</b>				
<i>NOTE: Last year volunteers/hours same month</i>	90	394				

## **May 2013 BOARD MEETING AGENDA**

### **Item 9: Communications**

1. A card from Barb and Dave Dabrowski thanking the library for its expression of sympathy.
2. A letter of appreciation from a homebound patron.
3. A letter from the Niles Park District Bright Beginnings Preschool thanking Children's Librarian Clara Sheffer for her library story time visits to their classes.
4. A letter written by the Library Director in response to a library patron's correspondence regarding closing on Easter Sunday.

The greater  
the thoughtfulness,  
the warmer  
the appreciation.



Thank you  
for your  
kind expression  
of sympathy.

*Barbara Blane  
Rebrowich*

★★★★  
2013  
★★★★

Mr. Leonard Burkhardt  
8975 W Golf Road # 908  
Niles, IL 60714

Dear friends:

I wish to again thank all of you for your kind efforts to obtain information I've frequently requested. For many years I have submitted material for a little column in a small town newspaper. I do not get paid, but it gives me some thing to do - which is valuable for residents of retirement homes, like "the Park."

Without your valuable assistance I would run out of information necessary to continue.

Sincerely,

Leonard B. Burkhardt



May 6, 2013

Niles Public Library  
Children's Department  
6960 Oakton Street  
Niles, Illinois 60714  
Attn. Clara Sheffer

Dear Clara,

On behalf of the Niles Park District Bright Beginnings three year old preschool staff and children, thank you for the special library story time visits to our classes.

Thank you for your extra efforts to accommodate all of our class schedules. We were all delighted with the books you brought. Thank you for picking books that is new to all of us children and staff. We enjoy your special talents as a story teller.

We are always grateful for the excellent services that Niles Public Library offers to the community. Thank you again for your assistance and we look forward to future endeavors.

Sincerely,

Laurie Strzelecki

Recreation Program Supervisor/Preschool Coordinator

6676 W. Howard Street ♦ Niles, IL 60714 ♦ (847) 967-6633

Laurie Strzelecki: [laurie@niles-parks.org](mailto:laurie@niles-parks.org) ♦ Robin Brey: [robin@niles-parks.org](mailto:robin@niles-parks.org)



**Niles Public  
Library District**

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May 10, 2013

Mr. Tom Cara  
8158 N. Root Ct.  
Niles, IL 60714

Re: Closing on Easter Sunday

Dear Mr. Cara:

Thank you for your correspondence of April 15, 2013. Please be assured that the Niles Public Library District is sensitive to the requirements of the Establishment Clause of the United States Constitution that prohibits units of local government from promoting one religion or faith at the expense of others. In that regard, however, the United States Supreme Court has decisively established that closing a public facility on a religious holiday, in and of itself, does not constitute an endorsement of one religion over another. In this case, the Niles Public Library District does not close its library on Easter Sunday to promote a certain religious belief in violation of the Establishment Clause, nor does it treat Easter as a holiday for payroll purposes or otherwise. Instead, there are numerous secular reasons for closing public facilities on Easter. For example, the prospect of low demand for library services and problems with staffing provides secular justifications for the practice. Simply put, the Constitution does not require the Library District to hold itself oblivious to the important holidays – religious or otherwise – that affect the daily routines of its employees and patrons. In this case, the holding open of the library on Easter Sunday would, in our professional judgment, be a waste of library resources in part because of the light activity from the public, and the staffing and other issues associated with that day. Simply put, the closing of the Niles Public Library District on Easter Sunday is not an attempt to promote Christianity but rather because it is more wasteful to have it open when such few patrons are using the facility. The closing of a library serves the secular purpose of saving taxpayers money and maintaining the library's effectiveness in the face of expected low patron turnout and staffing issues on that day. These, in our opinion, are valid secular purposes for closing on Easter, and in doing so, we would expect that it will not make a reasonable person believe that it was a widespread governmental endorsement of some particular religion or faith.

Sincerely,

A handwritten signature in cursive script that reads "Linda Weiss".

Linda Weiss  
Director

May 22, 2013

**New Business—Recommended Actions**

- A. Move to accept the changes to the Policy Manual, Section 3.05, Lending Regulations to remove the restrictions on our Playaway Views.

**Memorandum A of Recommended Board Action**

The changes to this policy are minor. When we added Playaway Views to our collection, we limited them because it was a small new collection. We would like to lift the restrictions on these now. Additionally, I made a couple of changes to the text to be more in line with reality.

### 3.05 LENDING REGULATIONS

The Lending Regulations for the Library are listed below. These regulations will be reviewed annually by the library staff and a report forwarded to the Board incorporating any recommendations for change.

Exceptions to the regulations on checkout, loan periods and renewals will be handled on an individual basis by the Circulation Services Supervisor, or, in that person's absence, the senior Circulation Services Clerk on duty **after consulting with the Supervisor of the department from where the collection is housed.**

At the request of Department Supervisors, and with the approval of the Library Director, certain high-demand items, such as new items, may be given a shorter loan period for a specified amount of time, or may be subject to reserve restrictions. Most material checked out to a Teacher Card may be given a six-week loan period, subject to certain restrictions.

Charges for any lost Niles material will be the replacement cost and a \$5.00 processing fee or the patron can purchase a new exact replacement and pay the \$5.00 processing fee. If lost material is returned within three months of date paid, the cost of material will be refunded.

**Patron accounts sent to our collection agency will have additional fees added. Patron accounts sent to collection are not refundable.**

MATERIAL	Loan Period	Reserve	Renewal	Restrictions	Vacation Loan	Fines
Most materials (exceptions listed below)	3 Week	Yes	Yes*	Limit of 4 renewals	Yes	.15 per day /\$10
Hot Picks books	3 Week	No	No	Limit 3/NPLD cardholders	No	.15 per day /\$10
Hot Picks DVD	1 Week	No	No	Limit 1/NPLD Card	No	.15 per day/\$10
eBooks	2 Week	Yes	Yes*	Limit of 5/NPLD Card	No	No
Magazines	3 Week	Yes	Yes*	Not current issue/4 renewals	Yes	.15 per day/\$5
DVD's: New	1 Week	Yes	Yes*	Limit 15; limit of 4 renewals	No	.15 per day/\$10
Blu-Rays	3 Week	Yes	Yes*	Limit 4/NPLD Card	No	.15 per day/\$10
Blu-Rays: New	1 Week	Yes	Yes*	Limit 4/NPLD Card	No	.15 per day/\$10
Video Games	1 Week	Yes	Yes*	Limit 10/NPLD card/4 renewals	No	.15 per day/\$10
Book Discussion/Bag	6 week	Yes	Yes*	Limit of 4 renewals	No	.15 per day/\$10
Begin with a Book Bag	4 week	Yes	Yes*	Niles Teacher Cards Only	No	No
Playaway View	3 week	Yes	Yes*	Limit 3/NPLD Card/4 Renewals	No	.15 per day/\$10
Reference materials	Librarian's discretion only					

**\*Items on Hold are not renewable.**

*Adopted by the Niles Public Library District Board of Trustees 7.1.92*

*Revised 2.21.96; 10.16.96; 3.19.97; 10.15.97; 12.10.97; 10.21.98; 12.16.98; 3.17.99; 9.15.99; 10.20.99; 9.20.00; 11.15.00; 3.21.01; 8.24.01; 6.19.02; 8.21.02; 4.15.03; 5.21.03; 11.19.03; 4.21.04; 7.21.04; 7.18.07; 3.19.08; 6.18.08; 2.18.09; 4.21.10; 5.19.10; 5.25.10; 9/20/11; 2.22.12*

May 22, 2013

**New Business—Recommended Actions**

**B. Recommended Action Debit Card Pay for Print and Copy System**

Move to authorize the replacement of the debit card pay for print and copy system from Today's Business Solutions, Inc., at a cost of \$25,000 which included equipment and two years of maintenance.

**Memorandum B of Recommended Board Action**

Attached is a memo from IT Services regarding this purchase. The vendor, Today's Business Solutions, is the sole provider and has put together two options for us to evaluate. The \$25,000 option includes the purchase of the equipment and payment of maintenance for the first two years. The second option is to lease the equipment for 5 years at \$9200 annually, which will include the maintenance and software updates. If the Board would rather lease the equipment, the motion can be amended to read "authorize the replacement of the debit card pay for print and copy system from Today's Business Solutions, Inc., at a cost of \$9200 per year for five years, beginning May, 2013".

**MEMORANDUM**

**TO:** LINDA WEISS  
**FROM:** INFORMATION TECHNOLOGY SERVICES  
**SUBJECT:** REPLACEMENT OF PATRON SELF SERVICE HARDWARE AND SOFTWARE FOR PAY FOR PRINT AND PC RESERVATION  
**DATE:** 5/16/2013

Information Technology Services recommends that the Board of Library Trustees authorize the replacement of the debit card pay for print and copy system from Today’s Business Solutions, Inc.

Our Pay-for-Print system allows patrons using the PC’s, copiers, and WiFi to print or copy their work. Our existing system has been in place for 12 years, and our vendor informed us last year that it will no longer be supported as parts are no longer available. We need to move to a new system.

Today’s Business Solutions (TBS) is the sole vendor for the system we recommend, as well as the other possible options. Their systems are in place in most of the public, high school, and university libraries, including 23 of the 24 CCS libraries. We have had an excellent working relationship with them for the past ten years.

The system they propose eliminates patrons purchasing a separate print card. Instead, they use their library cards, and add value to the cards via cash or credit card. The value is protected by a PIN, and can be transferred to a replacement card if it is lost. Because it is integrated with our Sirsi system, the cards can also be used to pay library fines at the new 3M self-checks as well as for making copies and print-outs.

The system includes replacement coin/bill towers with bill recycling, so patrons don’t get their change in the form of coins. With this new system the PC time management software would also be updated. The newer software will expand patrons’ ability to reserve patron computers via the Internet. On the staff side the new PC time management software features a host of improvements including the ability to be accessed from any Internet enabled device, allowing staff to better service the patrons on the floor with tablets. TBS is also the local reseller of this software and all the major competing PC time management software.

TBS has provided a quote with the following options.

	Option 1		Option1 with service		Option1	
	Purchase Hardware		Purchase Hardware with 2 years of Service upfront		Lease Hardware	
<b>Hardware Cost</b>	\$	19,995.00	\$	19,995.00		
<b>Service Cost Year 1</b>	\$	4,999.00	\$	2,502.50	\$	9,200.00
<b>Service Cost Year 2</b>	\$	4,999.00	\$	2,502.50	\$	9,200.00
<b>Service Cost Year 3</b>	\$	4,999.00	\$	4,999.00	\$	9,200.00
<b>Service Cost Year 4</b>	\$	4,999.00	\$	4,999.00	\$	9,200.00
<b>Service Cost Year 5</b>	\$	4,999.00	\$	4,999.00	\$	9,200.00
<b>Service Cost Year 6 and per year after</b>	\$	4,188.00	\$	4,188.00	\$	4,188.00
<b>* Service includes hardware and all software</b>						

<b>Current Hardware</b>		<b>New Hardware</b>	
4	Debit Card Readers	6	Coin Bill Library Card Towers with Bill recyclers
4	Coin Bill Debit Card Towers	1	Coin Bill Tower
2	Card Dispensers Units	1	SimpleScan Station
1	SimpleScan Station		
<b>Current Software</b>		<b>New Software</b>	
	PC Resevation Time		My Pc Time Management
	Pcounter Pay for Print		Papercut Pay for Print
	PrinterOn Print from		PrinterOn Print from

IT Services recommends that the Board of Trustees approve option 1 with service for 2 year upfront as it represents the best investment for the library. This is a complete and integrated system that the library will be using for at least the next 5 years if not longer as demonstrated by the current system. The replacement hardware and software with installation comes to \$19,995.00 with 2 years of service upfront the cost would be \$25,000.00. This is a net saving of \$4,993.00 for the library by purchasing the first 2 years of service up front. The library has budgeted \$25,000 for this purchase in the 2012-2013 budget.

Nathan Handlon from TBS will be present at the Board of Trustees meeting as will Information Technology Services to answer your questions.

Thank you for considering this recommendation.



Purchase Agreement

Date: 5-16-13

ACKNOWLEDGE TO: Niles Public Library District		CUSTOMER CONTACT: Rich Wozniczka	
BILL TO: 6960 Oakton Street Niles, Illinois 60714		SHIP TO: Same	
Customer: ___New ___x_Existing	Reference Nos. Purchase Order No.051613-4 Sales Rep ___Nathan	Tax: Order Subject to Applicable Sales and Use Taxes. ___Taxable ___x_Exempt No. _____ <small>Resale Certificate must be provided with orders from new customers.</small>	

Requested Method of Shipment: UPS Ground	Requested Delivery Date: ASAP
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ITEM	QTY.	PRODUCT NO.	DESCRIPTION	UNIT PRICE	GROSS AMOUNT
	1	MYPC-TBS-ILS	ILS connector License	N/A	N/A
	1	MYPC	MYPC time management system upgrade (1) Base (50) Clients	N/A	N/A
	1	Papercut	Papercut Upgrade	N/A	N/A
	6	TBS-9900	Coin, Bill Units with Bill Recyclers (Keep one existing TBS-9900)	N/A	N/A
	1	Maintenance	Current Maintenance and New Maintenance for the term	N/A	N/A
	1	Papercut Payment Gateway	Papercut Payment Gateway for Credit Card	N/A	N/A
	1	Install	Install and Training	N/A	N/A
			Total: Annual Payment Locked in for Five Years		\$9,200.00

REMARKS: After year five the cost goes down to \$4,386.00 per year for license and support moving forward. The annual payment includes all on-site and remote support, license fees and updates to the software. All current annual maintenance charges will no longer be billed.

CUSTOMER: BY EXECUTION HEREOF UNDERSIGNED CERTIFIES ORDERING OF ABOVE EQUIPMENT AND SERVICES

By: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
\_\_\_\_\_  
Authorized Signature  
\_\_\_\_\_  
Title Date

Terms and Conditions: Freight Prepaid. This price quotation is good for 60 days from the date of this letter. TERMS are Net 30 days from date of shipment (not installation). Lead-time is 2 week. Equipment remains TBS Inc. property until TBS Inc. receives full payment.

Today's Business Solutions Inc. 7820 South Quincy Street Willowbrook, Illinois 60527  
Phone: (630)537-1370 Fax: (630)537-1369



Purchase Agreement

Date: 5-16-13

ACKNOWLEDGE TO: Niles Public Library District		CUSTOMER CONTACT: Rich Wozniczka	
BILL TO: 6960 Oakton Street Niles, Illinois 60714		SHIP TO: Same	
Customer: ___New ___x_Existing	Reference Nos. Purchase Order No.051613-4 Sales Rep ___Nathan	Tax: Order Subject to Applicable Sales and Use Taxes. ___Taxable ___x_Exempt No. _____ <small>Resale Certificate must be provided with orders from new customers.</small>	
		Requested Method of Shipment: UPS Ground	Requested Delivery Date: ASAP

ITEM	QTY.	PRODUCT NO.	DESCRIPTION	UNIT PRICE	GROSS AMOUNT
	1	MYPC-TBS-ILS	ILS connector License	N/A	N/A
	1	MYPC	MYPC time management system upgrade (1) Base (50) Clients	\$2,595.00	\$2,595.00
	1	Papercut	Papercut Upgrade	\$1,230.00	\$1,230.00
	6	TBS-9900	Coin, Bill Units with Bill Recyclers (Keep one existing TBS-9900)	\$2,695.00	\$16,170.00
	1	Maintenance	Two Years of Current Maintenance and New Maintenance	\$5,005.00	\$5,005.00
	1	Papercut Payment Gateway	Papercut Payment Gateway for Credit Card	N/A	N/A
	1	Install	Install and Training	N/A	N/A
Total: If the Library Pays \$25,000.00 as down payment only					\$25,000.00

REMARKS: Maintenance, licensing and support for all the above will be \$4,999.00 Per Year after the second year. The first two years are included. After year five the cost goes down to \$4,386.00 per year for license and support moving forward. The annual payment includes all on-site and remote support, license fees and updates to the software. All current annual maintenance charges will no longer be billed.

CUSTOMER: BY EXECUTION HEREOF UNDERSIGNED CERTIFIES ORDERING OF ABOVE EQUIPMENT AND SERVICES

By: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Title

Date

**Terms and Conditions:** Freight Prepaid. This price quotation is good for 60 days from the date of this letter. TERMS are Net 30 days from date of shipment (not installation). Lead-time is 2 week. Equipment remains TBS Inc. property until TBS Inc. receives full payment.

Today's Business Solutions Inc. 7820 South Quincy Street Willowbrook, Illinois 60527  
Phone: (630)537-1370 Fax: (630)537-1369