

**NILES PUBLIC LIBRARY DISTRICT
REGULAR MEETING AGENDA**

August 20, 2014

6:30 PM

Board Room

6960 Oakton Street

Niles, Illinois

ORDER OF BUSINESS

1. Call to Order
2. Pledge of Allegiance
3. Project Update
4. Consent Agenda
 - A. Approve Minutes of the Regular Board Meeting of July 15, 2014 3
 - B. Approve the payment of the bills for operating expenses of \$367,433.39, payroll expenses of \$320,909.65, and Special Reserve expenses of \$52,786.50 for a total monthly expense of \$741,129.54 9
 - C. Approve the resignation of Barb Kruser from the full-time position of Co-Interim Library Director, effective August 8, 2014
5. Public Comment
6. Treasurer's Report 15
7. Interim Directors' Report
 - A. Highlights 31
 - B. Monthly Statistics 40
8. Communications 45
9. Committee Reports
 - A. Special Reserve Plan Committee
 - B. Employee Benefits Committee
10. Liaison Reports
 - A. Friends of the Library
 - B. Legislative
 - C. RAILS
11. New Business
 - A. Approve travel requests for Donna Block, Mary Miller, Shelley Sutherland, and Sue Wilsey to attend ILA; Cate Levinson to the Wisconsin Library Association meeting
 - 1) Motion A.1 - New Business - Approve the request from Donna Block to attend the Illinois Library Association Conference from October 14-15, 2014 49

Board Meeting Agenda - August 20, 2014

- 2) Motion A.2 - New Business - Approve the request from Mary Miller to attend the Illinois Library Association Conference from October 14-16, 2014 51
- 3) Motion A.3 - New Business - Approve the request from Shelley Sutherland to attend the Illinois Library Association Conference from October 13-16, 2014 53
- 4) Motion A.4 - New Business - Approve the request from Sue Wilsey to attend the Illinois Library Association Conference from October 13-16, 2014 55
- 5) Motion A.5 - New Business - Approve the request from Cate Levinson to attend the Wisconsin Library Association Conference from November 4-7, 2014 57
- B. Approve Ordinance 14-06, an Ordinance Providing for Budget and Appropriations of the Niles Public Library District, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2014 and Ending June 30, 2015 59
- C. Discuss/Approve the 2014-2015 Plan for the Special Reserve Fund 64
- D. Approve Revised Tentative Ordinance 13-08 Budget and Appropriations 2013/2014 121
- E. Discuss proposed transparency links and promotion of Sunshine Award
- F. Discuss Illinois State Library's proposed rule changes to The Illinois Library System Act
- 12. Unfinished Business
 - A. Approve F. J. Kerrigan Plumbing Company Contract and Letter to the Village of Niles accepting contingent liabilities associated with the abandoned water connection 126
- 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; discussion of minutes of closed session meetings
- 14. Executive Session Action
 - A. Approve compensation for Interim Director
 - B. Approve Executive Session Minutes
- 15. Other
- 16. Adjournment

NILES PUBLIC LIBRARY DISTRICT
Regular Board Meeting
July 15, 2014
6:30 PM
Board Room
6960 Oakton Street
Niles, Illinois

Trustees Present

Chris Ball, Karen Dimond, Carolyn Drblik, Morgan Dubiel, Danette Matyas. Linda Ryan arrived at 6:34 PM. Barbara Nakanishi gave previous notice.

Library Staff Present

Greg Pritz, Diane Winberg, Dave Dabrowski, Barb Kruser, Carol Jung, Susan Lempke, Victoria Luz, Sue Wilsey, Darlene Fox, Rich Wozniczka, Valarie Clark, Shelley Sutherland, Arianne Carey, Greta Ulrich, Paulette Zuckerman, Connie Gusek, Debbie Graham, Donna Block, LaFerne Duckworth.

Guest Present

Eric M. Poders, *The North Shore Voice*; Alex Hernandez, *The Bugle*; Tom Robb, *Journal & Topics Newspapers*; Igor Stevenkov, *Niles Herald-Spectator*; Gregory T. Smith, Attorney, Klein Thorpe and Jenkins

Call to Order

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

Roll Call

The roll was taken by Ms. Winberg.

Pledge of Allegiance

President Dubiel led the Pledge of Allegiance.

Project Update

Mr. Pritz reported that a close out letter was received from Frederick Quinn. The project came in \$133,000 under budget. An update was given on the millwork for the desk in the Commons Area and the Info Desk. The veneer continues to crack, bubble, and peel. The cost of the desks is being retained. The work continues on the fire alarm strobes so that the synchronization complies with Village code. Mr. Pritz assured the Board that this was a condition stated in the original permit issued by the Village for the library's project.

Consent Agenda

- A. Trust Matyas MOVED the Library Board of Trustees approve the Minutes of the Regular Board Meeting of June 18, 2014. Trustee Ryan seconded.

Trustee Drblik asked that the Minutes be amended to include her comments regarding the allocation of various expenses under Trustee Expenses during the Treasurer's Report. She asked that President Dubiel's suggestion to consider bidding for new auditors next fiscal year is included in the discussion under II. New Business, Item B, payment to McClure Inserra & Company. Ms. Winberg said she would amend the original Minutes to read as requested.

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

- B. Trustee Ball MOVED the payment of bills for operating expenses of \$197,223.86, payroll expenses of \$318,995.80, and Special Reserve Expenses of \$12,172.79, for a total monthly expense of \$528,392.45. Trustee Matyas seconded.

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

Public Comments

Mr. Poders from the *North Shore Voice* took this opportunity to apologize publicly to Susan Lempke and Greg Pritz for the burdensome FOIA request he submitted.

Ms. Arianne Carey, library employee, along with Shelley Sutherland, read a letter respectfully submitted to the Library Board from library staff expressing their concern of the library's future and the direction that the Board is taking.

Treasurer's Report

The Library Board reviewed the June 2014 Treasurer's Report as reported by Treasurer Drblik.

Mr. Pritz reported that notification had been received from Cook County and an adjustment of \$440,000 in property taxes has been made. The adjustment is not reflected in the financial statements due to timing. This adjustment represents an over distribution of taxes to the library district out of the first installment paid in the spring. The county distributes taxes by taking 55% of last year's levy which we reduced by \$1 million which resulted in an over distribution of tax money. This does not mean that we will receive less money but that we need to allocate some of the money received in the first distribution to the first half of the new fiscal year.

Assistant Directors' Report

Ms. Kruser talked on the 2015 Per Capita Grant. One of the requirements for the Grant is Edge Assessment Training which assesses the technology and computers in the Library. It is required that one Board member and one staff member attend a training session. A link was provided for a training webinar. Barb informed the Trustees that she signed up for a webinar on July 24 and invited them to attend, if they'd like. She mentioned the Chamber's Annual Golf Outing which was taking place the next day. She reminded everyone of the Public Hearing which will be held at 6:25 PM on August 20, just before the Board Meeting. She noted that stats have gone up 21% YTD on the use of online databases. President Dubiel asked whether it would be possible to create a graph showing stats with fewer line items over a shorter period of time. Mr. Pritz said he could do a graph showing a period of a three month average which will show a nicer and easier to understand curve.

Ms. Lempke added that program stats have gone up spectacularly. The Summer Reading Programs are fantastic and they are all doing very well. She noted that using Desk Tracker to keep track of our desk statistics is both more accurate when it's less busy and less accurate when it's very busy because you do not have the time to record the information properly. Desk Tracker does offer simple solutions to questions/problems and it does give an hourly headcount.

Mr. Pritz reported on the Affordable Care Act and to whom we would need to offer health insurance based on the hours worked by part-time employees. It is currently based on a thirty hour threshold. We have six employees who are working an average number of hours weekly in excess of 30 hours. These employees were approved for 30-32.5 hours when they were hired. If we don't change the approved hours for these six employees, we will be required to offer them insurance which may cost approximately \$60,000 per year depending on the plan design and costs at the time. Mr. Pritz suggested that there be Board approval to lower the threshold to well below 29.5 hours. President Dubiel asked Mr. Pritz to prepare a recommendation for the August Board Meeting for further discussion and possible action.

President Dubiel commented on the eye-catching displays throughout the library and asked whether tracking is being kept on the materials. Ms. Wilsey responded that titles cannot be tracked but the number of items being placed on the displays is being tracked. Mr. Pritz added that the materials displayed are taken from less popular collections than NEW materials and Hot Picks. The displays are being placed where people have a tendency to stand and wait such as at the elevators and the self checks. Mr. Dubiel asked that somehow displayed material be tracked.

Communications

The communications in the Board Packet were noted.

Discussion was held with the Library's Attorney on the requirements of FOIA requests. Mr. Smith informed the Trustees that the library has the right to contact the requester and negotiate with them whether downloading records will satisfy their request. In many cases the requester will agree to this. The requester has the right to inspect or copy records. If a request will require a lot of staff time and effort to prepare the information, it always makes sense to reach out and negotiate with the requester.

Kathy Toy's letter to the Board was noted.

President Dubiel addressed the staff regarding salary and increases and the library's overall benefit package. He feels that the Library is a great place to work.

Committee Reports

Special Reserve Plan Committee – No report.

Employee Benefits Committee - No report.

Liaison Reports

Friends of the Library

No report.

Legislative

No report.

RAILS

No report.

Secretary's Report

Trustee Ball reported:

- A. A certified copy of Ordinance 14-04, an Ordinance Adopting the Prevailing Wage Rate for Laborers, Workers, and Mechanics Employed by the Niles Public Library District was sent to the Director of the Illinois Department of Labor and the Director of the Index Division of the Office of Secretary of State on July 1, 2014. The Notice of Determination of the Prevailing Rate of Wages was published in the Niles Herald-Spectator on June 26, 2014.
- B. A Notice of the Public Hearing on August 20, 2014, at the hour of 6:25 p.m., at the Niles Public Library District, Board Room, 6960 Oakton Street, Niles, Illinois, concerning Tentative Ordinance 14-05, a Tentative Ordinance Providing for Budget and Appropriations of the Niles Public Library District, Cook County, Illinois for the fiscal year beginning July 1, 2014 and Ending June 30, 2015, was published in the Niles Herald-Spectator on Thursday, July 3, 2014. The Notice of the Public Hearing along with a copy of the Ordinance was posted on the Library's website and on the Library's Information Board.

Review of Budget for Fiscal Year 2014/2015

Mr. Pritz reviewed the proposed budget of \$6.2 Million with the Board. This is comprised of one-half the current levy which showed a \$1 Million reduction and then exactly the same levy for the following year. The total comes to a little less than what we budgeted for this year. The Trustees asked Mr. Pritz to provide them with the report on the Special Reserve Fund and the usage of the funds for the long-term building plans.

New Business

Oakton Court Water Main

Trustee Matyas MOVED the Library Board of Trustees approve the plan to abandon the Library's existing water connection in place (on the east of the building to the Oakton Street water main) and assume the potential liability estimated to be \$35,000 to \$45,000 to repair this connection should it be needed until such time that the Oakton Street water main is replaced by the Village of Niles. Trustee Ball seconded.

Mr. Pritz addressed the issue of the library's deteriorating connection to the water main which runs beneath Oakton Street and the recommended plan to abandon the Library's existing water connection.

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

F. J. Kerrigan Plumbing Company

Trustee Matyas MOVED the Library Board of Trustees approve the F. J. Kerrigan Plumbing Company contract for \$13,810 to connect the Library to the Oakton Court water main including necessary preparations to abandon the existing connection to the Oakton Street water main. Trustee Ball seconded.

Trustee Dimond noted that the actual Agenda did not include a motion for the approval of a contract for F. J. Kerrigan Plumbing Company. Therefore, action could not be taken. The Trustees asked that a motion for this action be prepared for the August Board Meeting. Trustees Matyas and Ball withdrew their motion.

Discussion on Days of Operation that are closed dates and Amend Policy 4.07 Holidays and Closings

Due to a very irate patron comment that said they came to the Library on July 3rd and we were closed and they felt that the public was not properly informed of the closing, Ms. Lempke recommended that July 3 be changed to a normal closing time. The change to close at 5 PM dates back to when the Chicago fireworks took place the eve of July 4th. This event does not take place anymore. She did check other neighboring libraries and they all have a normal closing time.

Trustee Matyas MOVED the Library Board of Trustees Amend Policy 4.07 Holidays and Closings to remove the July 3rd closing at 5:00 PM, from Item 1c and to change July 3 to a normal closing time. Trustee Drblik seconded.

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

Discuss/Approve Transparency Links on website

Trustee Matyas MOVED the Library Board of Trustees approve transparency links on the Library's website. Trustee Drblik seconded.

Discussion was held on being as transparent as possible through links on the Library's website for future FOIA requests. The Board asked to have mock-ups of website designs to highlight the FOIA and transparency link prepared for the August meeting.

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

Discuss/Approve hiring an operations review consultant

Trustee Matyas MOVED the Library Board of Trustees hire an operations review consultant. Trustee Drblik seconded.

Discussion was held on the need for an operations review consultant to come into the Library to review its operations and staffing. Trustee Dimond added that she feels the Board's main focus at this time should be on the hiring of a new Library Director. It's been 3 and one-half months since our Director has left and we have not taken any steps to replace her. She feels that we should have a new director in place before hiring any consultants. She also felt that Greg Pritz was doing everything that an operations consultant would be hired to do. He has taken a very good look at staffing and expenses. President Dubiel disagreed with Trustee Dimond. He stated that back in April the Board discussed a clean break from the previous director with the new director and that the Board would start its search for a new director in July. She said that she did not remember discussing this especially not a clean break from the previous director. Trustee Ryan agreed that the Library needs someone in charge before hiring any consultant. The new Director will have a vision and will give direction. This needs to be a team effort. It can't be done backwards-you can't put the cart before the horse. Trustee Ball asked if this would be a lean consultant and Mr. Dubiel responded that it would not. He added that he needs clarification with the Library's organizational chart. Trustee Dimond then read the library's Bylaws as to the responsibilities of the Library Board to appoint a Library Director who will have full responsibility of personnel management. We need to get on Board with the hiring of a director whose vision the Board will rely on and who will recommend to us what the organization chart should look like.

Trustees Matyas and Drblik were both in agreement to amend the motion to direct staff to prepare a request for proposal for an operations review consultant.

Roll call vote: Ayes: Ball, Drblik, Dubiel, Matyas. Nays: Dimond, Ryan. Motion carried.

Following the roll call vote, the Board directed Mr. Pritz to prepare an RFP as soon as possible.

Discuss/Approve a Hiring moratorium

Trustee Matyas MOVED the Library Board of Trustees approve a hiring moratorium. Trustee Drblik seconded.

President Dubiel said the hiring moratorium would be held in conjunction with the review and understanding of the library's operations and staffing. Any specific employees/positions will be discussed in Executive Session. The hiring of Pages would be excluded from the moratorium.

Roll call vote: Ayes: Ball, Drblik, Dubiel, Matyas. Nays: Dimond, Ryan. Motion carried.

Search for the New Director

Trustee Matyas MOVED the Library Board of Trustees approve action on the search for the new director. Trustee Ryan seconded.

Trustee Dimond suggested to start the search by simply posting the position on RAILS and the Library's website or a RFP could be prepared to hire an executive search firm to assist with the search and the hiring process. Trustee Ryan provided the Board with a sample RFP recently prepared by the Warren-Newport Public Library. The Trustees asked that a RFP be prepared and sent out as soon as possible so that proposals can be reviewed at the August Board Meeting. President Dubiel added that this is the most important decision we have to make as a Board and we don't want to set time constraints. Trustees Matyas and Ryan were in agreement to direct staff to prepare a request for proposal for an executive search firm to assist with the search for the new director.

Roll call vote: Ayes: Ball, Dimond, Drblik, Dubiel, Matyas, Ray. Nays: None. Motion carried.

Executive Session

Trustee Matyas MOVED the Library Board of Trustees go into executive session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Niles Public Library District; 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; and discussion of minutes of closed session meetings. Trustee Drblik seconded.

On a voice vote, all Trustees voted "aye." Motion carried.

Executive Session began at 8:40 PM. Executive Session ended at 11:00 PM.

Open session began at 11:01 PM, with all members of the Board present.

Final Action, if any, on closed session subjects

Compensation for Assistant Directors

Trustee Dimond MOVED the Library Board of Trustees approve a 3.5% bonus for Assistant Directors, Barb Kruser and Susan Lempke. Trustee Drblik seconded.

Roll Call Vote: Ayes: Ball, Dimond, Drblik, Dubiel, Matyas, Ryan. Nays: None. Motion carried.

Resignation of Interim Director

Trustee Matyas MOVED the Library Board of Trustees accept the resignation of Greg Pritz as Interim Director. Trustee Drblik seconded.

Roll Call Vote: Ayes: Ball, Dimond, Drblik, Dubiel, Matyas, Ryan. Nays: None. Motion carried.

Appointment of Interim Directors

Trustee Dimond MOVED the Library Board of Trustees approve the appointment of Barb Kruser and Susan Lempke as Interim Directors. Trustee Drblik seconded.

Roll Call Vote: Ayes: Ball, Dimond, Drblik, Dubiel, Matyas, Ryan. Nays: None. Motion carried.

Executive Session Minutes

Trustee Matyas MOVED the Library Board of Trustees table the discussion of Executive Session Minutes until the August Board Meeting. Trustee Dimond seconded.

Roll Call Vote: Ayes: Ball, Dimond, Drblik, Dubiel, Matyas, Ryan. Nays: None. Motion carried.

Other

Adjournment

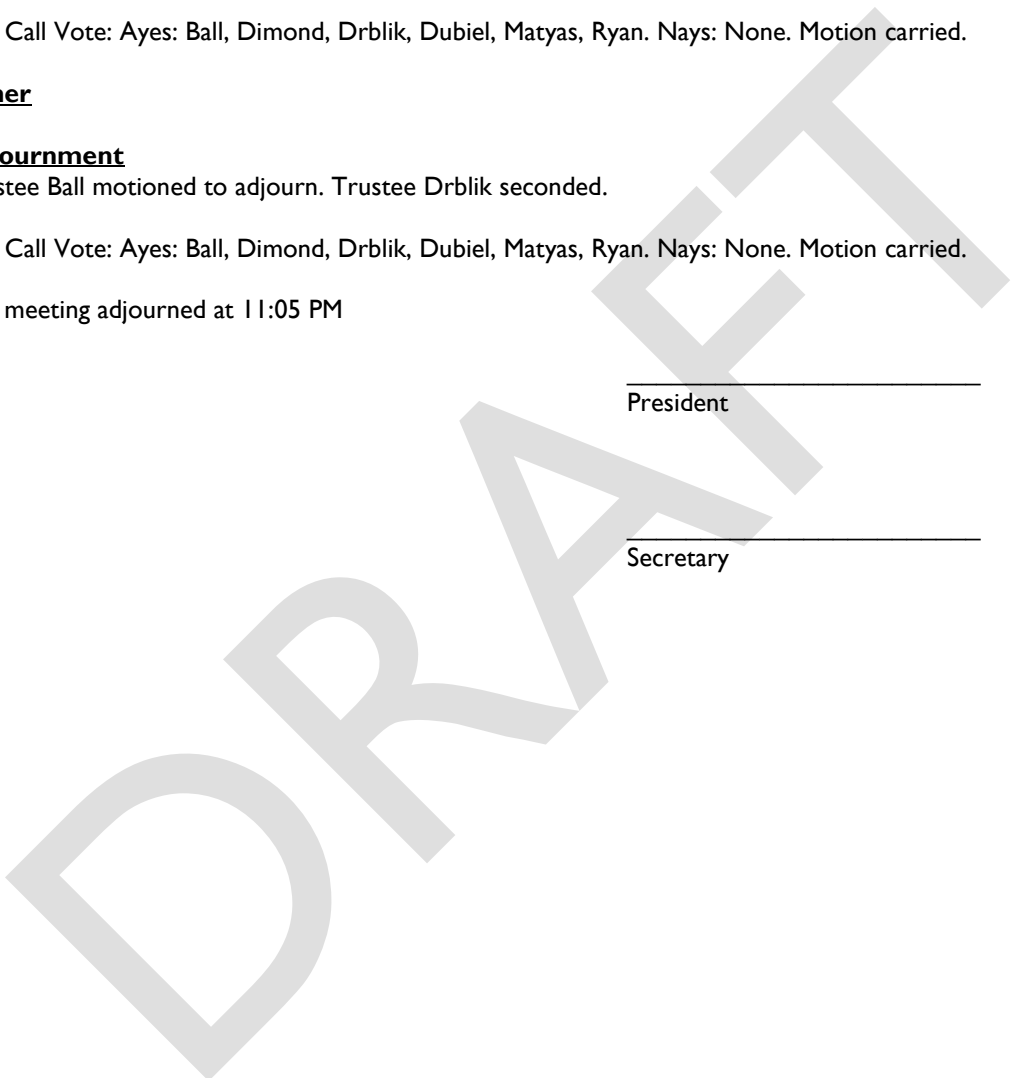
Trustee Ball motioned to adjourn. Trustee Drblik seconded.

Roll Call Vote: Ayes: Ball, Dimond, Drblik, Dubiel, Matyas, Ryan. Nays: None. Motion carried.

The meeting adjourned at 11:05 PM

President

Secretary



Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
71344	Accounts Payable	Computer Check	8/20/2014	3M	\$0.00	\$3,000.00	(\$3,000.00)	Outstanding	7/31/2014
71345	Accounts Payable	Computer Check	8/20/2014	AFLAC	\$0.00	\$671.72	(\$3,671.72)	Outstanding	7/31/2014
71346	Accounts Payable	Computer Check	8/20/2014	ALLDATA	\$0.00	\$1,500.00	(\$5,171.72)	Outstanding	7/31/2014
71347	Accounts Payable	Computer Check	8/20/2014	ALLIANCE ENTERTAINMENT	\$0.00	\$183.73	(\$5,355.45)	Outstanding	7/31/2014
71348	Accounts Payable	Computer Check	8/20/2014	ALLIANCE PRINTERS AND PUBLI	\$0.00	\$90.00	(\$5,445.45)	Outstanding	7/31/2014
71349	Accounts Payable	Computer Check	8/20/2014	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$198.00	(\$5,643.45)	Outstanding	7/31/2014
71350	Accounts Payable	Computer Check	8/20/2014	AT&T	\$0.00	\$43.40	(\$5,686.85)	Outstanding	7/31/2014
71351	Accounts Payable	Computer Check	8/20/2014	AT&T	\$0.00	\$926.06	(\$6,612.91)	Outstanding	7/31/2014
71352	Accounts Payable	Computer Check	8/20/2014	AUTOMATIC BUILDING CONTRO	\$0.00	\$1,050.00	(\$7,662.91)	Outstanding	7/31/2014
71353	Accounts Payable	Computer Check	8/20/2014	AVCAFE	\$0.00	\$51.98	(\$7,714.89)	Outstanding	7/31/2014
71354	Accounts Payable	Computer Check	8/20/2014	BAKER & TAYLOR	\$0.00	\$110.55	(\$7,825.44)	Outstanding	7/31/2014
71355	Accounts Payable	Computer Check	8/20/2014	DONNA BLOCK	\$0.00	\$148.27	(\$7,973.71)	Outstanding	7/31/2014
71356	Accounts Payable	Computer Check	8/20/2014	WILL BRANCH	\$0.00	\$400.00	(\$8,373.71)	Outstanding	7/31/2014
71357	Accounts Payable	Computer Check	8/20/2014	BRILLIANCE PUBLISHING	\$0.00	\$3,000.00	(\$11,373.71)	Outstanding	7/31/2014
71358	Accounts Payable	Computer Check	8/20/2014	CALL ONE	\$0.00	\$1,278.67	(\$12,652.38)	Outstanding	7/31/2014
71359	Accounts Payable	Computer Check	8/20/2014	CENGAGE LEARNING, INC.	\$0.00	\$786.84	(\$13,439.22)	Outstanding	7/31/2014
71360	Accounts Payable	Computer Check	8/20/2014	CENTER POINT LARGE PRINT	\$0.00	\$433.80	(\$13,873.02)	Outstanding	7/31/2014
71361	Accounts Payable	Computer Check	8/20/2014	CHILDREN'S PLUS INC.	\$0.00	\$385.20	(\$14,258.22)	Outstanding	7/31/2014
71362	Accounts Payable	Computer Check	8/20/2014	CINTAS CORPORATION LOC. 769	\$0.00	\$619.09	(\$14,877.31)	Outstanding	7/31/2014
71363	Accounts Payable	Computer Check	8/20/2014	COMED	\$0.00	\$10,924.34	(\$25,801.65)	Outstanding	7/31/2014
71364	Accounts Payable	Computer Check	8/20/2014	CONSUMERS' CHECKBOOK	\$0.00	\$200.00	(\$26,001.65)	Outstanding	7/31/2014
71365	Accounts Payable	Computer Check	8/20/2014	COOPERATIVE COMPUTER SERV	\$0.00	\$6,435.25	(\$32,436.90)	Outstanding	7/31/2014
71366	Accounts Payable	Computer Check	8/20/2014	CREATIVE PROMOTIONAL PROD	\$0.00	\$2,304.90	(\$34,741.80)	Outstanding	7/31/2014
71367	Accounts Payable	Computer Check	8/20/2014	DEMCO	\$0.00	\$1,920.00	(\$36,661.80)	Outstanding	7/31/2014
71368	Accounts Payable	Computer Check	8/20/2014	EASYPERMIT POSTAGE	\$0.00	\$300.00	(\$36,961.80)	Outstanding	7/31/2014
71369	Accounts Payable	Computer Check	8/20/2014	EBSCO INFORMATION SERVICES	\$0.00	\$1,389.00	(\$38,350.80)	Outstanding	7/31/2014
71370	Accounts Payable	Computer Check	8/20/2014	MARYELLEN ESSIG	\$0.00	\$35.00	(\$38,385.80)	Outstanding	7/31/2014
71371	Accounts Payable	Computer Check	8/20/2014	FIFTH THIRD BANK	\$0.00	\$1,218.28	(\$39,604.08)	Outstanding	7/31/2014
71372	Accounts Payable	Computer Check	8/20/2014	FLEXSOURCE, LLC	\$0.00	\$359.00	(\$39,963.08)	Outstanding	7/31/2014
71373	Accounts Payable	Computer Check	8/20/2014	DARLENE FOX	\$0.00	\$40.66	(\$40,003.74)	Outstanding	7/31/2014
71374	Accounts Payable	Computer Check	8/20/2014	FREDERICK QUINN CORPORATIO	\$0.00	\$51,191.00	(\$91,194.74)	Outstanding	7/31/2014
71375	Accounts Payable	Computer Check	8/20/2014	FRIENDS OF THE NILES LIBRARY	\$0.00	\$872.80	(\$92,067.54)	Outstanding	7/31/2014
71376	Accounts Payable	Computer Check	8/20/2014	RODGER FRITZ	\$0.00	\$17.98	(\$92,085.52)	Outstanding	7/31/2014
71377	Accounts Payable	Computer Check	8/20/2014	GARVEY'S OFFICE PRODUCTS	\$0.00	\$1,277.56	(\$93,363.08)	Outstanding	7/31/2014
71378	Accounts Payable	Computer Check	8/20/2014	SUJA GEEVARGHESE	\$0.00	\$9.00	(\$93,372.08)	Outstanding	7/31/2014
71379	Accounts Payable	Computer Check	8/20/2014	GENESIS TECHNOLOGIES, INC.	\$0.00	\$3,662.54	(\$97,034.62)	Outstanding	7/31/2014
71380	Accounts Payable	Computer Check	8/20/2014	GRAINGER	\$0.00	\$1,468.27	(\$98,502.89)	Outstanding	7/31/2014
71381	Accounts Payable	Computer Check	8/20/2014	GROOT INDUSTRIES, INC.	\$0.00	\$228.90	(\$98,731.79)	Outstanding	7/31/2014
71382	Accounts Payable	Computer Check	8/20/2014	HALL PASS	\$0.00	\$39.00	(\$98,770.79)	Outstanding	7/31/2014

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
71383	Accounts Payable	Computer Check	8/20/2014	HARRISON AND COMPANY	\$0.00	\$1,288.90	(\$100,059.69)	Outstanding	7/31/2014
71384	Accounts Payable	Computer Check	8/20/2014	HEALTHCARE SERVICE CORPOR	\$0.00	\$32,230.77	(\$132,290.46)	Outstanding	7/31/2014
71385	Accounts Payable	Computer Check	8/20/2014	HOUCHEN BINDERY, LTD.	\$0.00	\$596.35	(\$132,886.81)	Outstanding	7/31/2014
71386	Accounts Payable	Computer Check	8/20/2014	HUNTLEY AREA PUBLIC LIBRAR	\$0.00	\$17.99	(\$132,904.80)	Outstanding	7/31/2014
71387	Accounts Payable	Computer Check	8/20/2014	ILLINOIS LIBRARY ASSOCIATION	\$0.00	\$465.00	(\$133,369.80)	Outstanding	7/31/2014
71388	Accounts Payable	Computer Check	8/20/2014	INDIA TRIBUNE	\$0.00	\$25.00	(\$133,394.80)	Outstanding	7/31/2014
71389	Accounts Payable	Computer Check	8/20/2014	INFOBASE LEARNING	\$0.00	\$2,083.96	(\$135,478.76)	Outstanding	7/31/2014
71390	Accounts Payable	Computer Check	8/20/2014	INGRAM LIBRARY SERVICES	\$0.00	\$11,754.74	(\$147,233.50)	Outstanding	7/31/2014
71391	Accounts Payable	Computer Check	8/20/2014	INNOVATION EXPERTS	\$0.00	\$33,291.00	(\$180,524.50)	Outstanding	7/31/2014
71392	Accounts Payable	Computer Check	8/20/2014	IRON MOUNTAIN	\$0.00	\$115.00	(\$180,639.50)	Outstanding	7/31/2014
71393	Accounts Payable	Computer Check	8/20/2014	KAPCO	\$0.00	\$261.64	(\$180,901.14)	Outstanding	7/31/2014
71394	Accounts Payable	Computer Check	8/20/2014	AMELIA KARNS	\$0.00	\$14.96	(\$180,916.10)	Outstanding	7/31/2014
71395	Accounts Payable	Computer Check	8/20/2014	WILLIAM KIM	\$0.00	\$17.95	(\$180,934.05)	Outstanding	7/31/2014
71396	Accounts Payable	Computer Check	8/20/2014	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$2,307.88	(\$183,241.93)	Outstanding	7/31/2014
71397	Accounts Payable	Computer Check	8/20/2014	KONE INC.	\$0.00	\$232.20	(\$183,474.13)	Outstanding	7/31/2014
71398	Accounts Payable	Computer Check	8/20/2014	KONICA MINOLTA BUSINESS SO	\$0.00	\$1,390.77	(\$184,864.90)	Outstanding	7/31/2014
71399	Accounts Payable	Computer Check	8/20/2014	KOREAN BOOKS	\$0.00	\$811.66	(\$185,676.56)	Outstanding	7/31/2014
71400	Accounts Payable	Computer Check	8/20/2014	SARAH E. LANE	\$0.00	\$25.90	(\$185,702.46)	Outstanding	7/31/2014
71401	Accounts Payable	Computer Check	8/20/2014	LEARNINGEXPRESS, LLC	\$0.00	\$8,035.00	(\$193,737.46)	Outstanding	7/31/2014
71402	Accounts Payable	Computer Check	8/20/2014	LIBRARY FURNITURE INTERNATI	\$0.00	\$3,825.50	(\$197,562.96)	Outstanding	7/31/2014
71403	Accounts Payable	Computer Check	8/20/2014	SERENA A. LIEW	\$0.00	\$12.65	(\$197,575.61)	Outstanding	7/31/2014
71404	Accounts Payable	Computer Check	8/20/2014	MANGO LANGUAGES	\$0.00	\$3,379.00	(\$200,954.61)	Outstanding	7/31/2014
71405	Accounts Payable	Computer Check	8/20/2014	MATTHEW BENDER & CO., INC.	\$0.00	\$2,520.25	(\$203,474.86)	Outstanding	7/31/2014
71406	Accounts Payable	Computer Check	8/20/2014	MCCLURE INSERRA & COMPANY	\$0.00	\$2,200.00	(\$205,674.86)	Outstanding	7/31/2014
71407	Accounts Payable	Computer Check	8/20/2014	ELLEN MEMMOS	\$0.00	\$5.99	(\$205,680.85)	Outstanding	7/31/2014
71408	Accounts Payable	Computer Check	8/20/2014	MENARDS	\$0.00	\$619.87	(\$206,300.72)	Outstanding	7/31/2014
71409	Accounts Payable	Computer Check	8/20/2014	MERGENT, INC.	\$0.00	\$2,837.00	(\$209,137.72)	Outstanding	7/31/2014
71410	Accounts Payable	Computer Check	8/20/2014	MIDWEST TAPE	\$0.00	\$13,991.98	(\$223,129.70)	Outstanding	7/31/2014
71411	Accounts Payable	Computer Check	8/20/2014	MARY MILLER	\$0.00	\$30.71	(\$223,160.41)	Outstanding	7/31/2014
71412	Accounts Payable	Computer Check	8/20/2014	DIKSHI A. MODI	\$0.00	\$14.99	(\$223,175.40)	Outstanding	7/31/2014
71413	Accounts Payable	Computer Check	8/20/2014	MORNINGSTAR INC.	\$0.00	\$2,800.00	(\$225,975.40)	Outstanding	7/31/2014
71414	Accounts Payable	Computer Check	8/20/2014	MULTICULTURAL BOOKS & VID	\$0.00	\$511.32	(\$226,486.72)	Outstanding	7/31/2014
71415	Accounts Payable	Computer Check	8/20/2014	NICOR GAS	\$0.00	\$115.76	(\$226,602.48)	Outstanding	7/31/2014
71416	Accounts Payable	Computer Check	8/20/2014	NILES CHAMBER OF COMMERCE	\$0.00	\$415.00	(\$227,017.48)	Outstanding	7/31/2014
71417	Accounts Payable	Computer Check	8/20/2014	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$227,898.48)	Outstanding	7/31/2014
71418	Accounts Payable	Computer Check	8/20/2014	OVERDRIVE, INC.	\$0.00	\$560.47	(\$228,458.95)	Outstanding	7/31/2014
71419	Accounts Payable	Computer Check	8/20/2014	PEAPOD	\$0.00	\$438.17	(\$228,897.12)	Outstanding	7/31/2014
71420	Accounts Payable	Computer Check	8/20/2014	PETERS & ASSOCIATES, INC.	\$0.00	\$3,123.00	(\$232,020.12)	Outstanding	7/31/2014
71421	Accounts Payable	Computer Check	8/20/2014	PITNEY BOWES INC.	\$0.00	\$339.16	(\$232,359.28)	Outstanding	7/31/2014

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
71422	Accounts Payable	Computer Check	8/20/2014	POLONIA BOOKSTORE, INC.	\$0.00	\$560.71	(\$232,919.99)	Outstanding	7/31/2014
71423	Accounts Payable	Computer Check	8/20/2014	PROQUEST LLC	\$0.00	\$17,215.00	(\$250,134.99)	Outstanding	7/31/2014
71424	Accounts Payable	Computer Check	8/20/2014	RAINBOW BOOK COMPANY	\$0.00	\$3,105.77	(\$253,240.76)	Outstanding	7/31/2014
71425	Accounts Payable	Computer Check	8/20/2014	RANDOM HOUSE LLC	\$0.00	\$2,740.00	(\$255,980.76)	Outstanding	7/31/2014
71426	Accounts Payable	Computer Check	8/20/2014	RECORD INFORMATION SERVIC	\$0.00	\$793.00	(\$256,773.76)	Outstanding	7/31/2014
71427	Accounts Payable	Computer Check	8/20/2014	RECORDED BOOKS, LLC	\$0.00	\$7,449.31	(\$264,223.07)	Outstanding	7/31/2014
71428	Accounts Payable	Computer Check	8/20/2014	LEONA Y. REDMON	\$0.00	\$1.99	(\$264,225.06)	Outstanding	7/31/2014
71429	Accounts Payable	Computer Check	8/20/2014	RESERVE ACCOUNT	\$0.00	\$1,800.00	(\$266,025.06)	Outstanding	7/31/2014
71430	Accounts Payable	Computer Check	8/20/2014	LEANNE RODGERS	\$0.00	\$14.99	(\$266,040.05)	Outstanding	7/31/2014
71431	Accounts Payable	Computer Check	8/20/2014	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$670.00	(\$266,710.05)	Outstanding	7/31/2014
71432	Accounts Payable	Computer Check	8/20/2014	SCHOLASTIC INC.	\$0.00	\$1,804.60	(\$268,514.65)	Outstanding	7/31/2014
71433	Accounts Payable	Computer Check	8/20/2014	ROBERT SCHWUCHOW	\$0.00	\$18.98	(\$268,533.63)	Outstanding	7/31/2014
71434	Accounts Payable	Computer Check	8/20/2014	SECOND SENSE	\$0.00	\$100.00	(\$268,633.63)	Outstanding	7/31/2014
71435	Accounts Payable	Computer Check	8/20/2014	STUART SHEA	\$0.00	\$125.00	(\$268,758.63)	Outstanding	7/31/2014
71436	Accounts Payable	Computer Check	8/20/2014	CLARA SHEFFER	\$0.00	\$44.67	(\$268,803.30)	Outstanding	7/31/2014
71437	Accounts Payable	Computer Check	8/20/2014	SHELL	\$0.00	\$122.50	(\$268,925.80)	Outstanding	7/31/2014
71438	Accounts Payable	Computer Check	8/20/2014	SMITHEREEN PEST MANAGEMEN	\$0.00	\$114.00	(\$269,039.80)	Outstanding	7/31/2014
71439	Accounts Payable	Computer Check	8/20/2014	SUN-TIMES MEDIA	\$0.00	\$35.20	(\$269,075.00)	Outstanding	7/31/2014
71440	Accounts Payable	Computer Check	8/20/2014	SUPERINTENDENT OF DOCUMENT	\$0.00	\$14.00	(\$269,089.00)	Outstanding	7/31/2014
71441	Accounts Payable	Computer Check	8/20/2014	SHELLEY SUTHERLAND	\$0.00	\$157.48	(\$269,246.48)	Outstanding	7/31/2014
71442	Accounts Payable	Computer Check	8/20/2014	THE LINCOLN NATIONAL LIFE IN	\$0.00	\$521.49	(\$269,767.97)	Outstanding	7/31/2014
71443	Accounts Payable	Computer Check	8/20/2014	THERAPEUTIC RESEARCH CENT	\$0.00	\$660.00	(\$270,427.97)	Outstanding	7/31/2014
71444	Accounts Payable	Computer Check	8/20/2014	TODAY'S BUSINESS SOLUTIONS, I	\$0.00	\$334.60	(\$270,762.57)	Outstanding	7/31/2014
71445	Accounts Payable	Computer Check	8/20/2014	DANIEL TOY	\$0.00	\$33.75	(\$270,796.32)	Outstanding	7/31/2014
71446	Accounts Payable	Computer Check	8/20/2014	TRAVELERS	\$0.00	\$3,241.00	(\$274,037.32)	Outstanding	7/31/2014
71447	Accounts Payable	Computer Check	8/20/2014	CHRISTINE J. TREVINO	\$0.00	\$3.99	(\$274,041.31)	Outstanding	7/31/2014
71448	Accounts Payable	Computer Check	8/20/2014	TSAI FONG BOOKS, INC.	\$0.00	\$360.00	(\$274,401.31)	Outstanding	7/31/2014
71449	Accounts Payable	Computer Check	8/20/2014	UAL	\$0.00	\$140.37	(\$274,541.68)	Outstanding	7/31/2014
71450	Accounts Payable	Computer Check	8/20/2014	UNIQUE MANAGEMENT SERVICE	\$0.00	\$99.50	(\$274,641.18)	Outstanding	7/31/2014
71451	Accounts Payable	Computer Check	8/20/2014	UTICA NATIONAL INSURANCE G	\$0.00	\$25,875.00	(\$300,516.18)	Outstanding	7/31/2014
71452	Accounts Payable	Computer Check	8/20/2014	SASHA VASILIC	\$0.00	\$55.33	(\$300,571.51)	Outstanding	7/31/2014
71453	Accounts Payable	Computer Check	8/20/2014	VERIZON WIRELESS	\$0.00	\$196.51	(\$300,768.02)	Outstanding	7/31/2014
71454	Accounts Payable	Computer Check	8/20/2014	VERNON LIBRARY SUPPLIES, IN	\$0.00	\$400.00	(\$301,168.02)	Outstanding	7/31/2014
71455	Accounts Payable	Computer Check	8/20/2014	VILLAGE OF NILES	\$0.00	\$703.07	(\$301,871.09)	Outstanding	7/31/2014
71456	Accounts Payable	Computer Check	8/20/2014	VISA	\$0.00	\$7,137.18	(\$309,008.27)	Outstanding	7/31/2014
71457	Accounts Payable	Computer Check	8/20/2014	VISION SERVICE PLAN OF ILLINO	\$0.00	\$585.01	(\$309,593.28)	Outstanding	7/31/2014
71458	Accounts Payable	Computer Check	8/20/2014	VISOGRAPHIC	\$0.00	\$255.67	(\$309,848.95)	Outstanding	7/31/2014
71459	Accounts Payable	Computer Check	8/20/2014	KENDRA WILLIAMS	\$0.00	\$200.00	(\$310,048.95)	Outstanding	7/31/2014
71460	Accounts Payable	Computer Check	8/20/2014	WORLD BOOK, INC.	\$0.00	\$2,293.50	(\$312,342.45)	Outstanding	7/31/2014

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
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Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$312,342.45)
Total Payments:	(\$312,342.45)
Total Change in Register Balance:	(\$312,342.45)

Niles Public Library District Special Reserve

40-5815-58-00 & 40-5810-58-00 & 40-5820-58-00

<u>Transaction Date</u>	<u>AP Transaction Number</u>	<u>Transaction Type</u>	<u>GL Transaction Number</u>	<u>Vendor/Payee</u>	<u>Journal Reference</u>	<u>Post Status</u>	<u>Post Date</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
40-5815-58-00, Special Reserve - Construction Project									
7/30/2014	4516	Invoice		LIBRARY FURNITURE INTE	Unposted Accounts Pa	Not yet posted	7/31/2014	\$1,595.50	\$0.00
6/30/2014	461	Invoice		FREDERICK QUINN CORPO	Unposted Accounts Pa	Not yet posted	6/30/2014	\$51,191.00	\$0.00
<i>Totals for 40-5815-58-00, Special Reserve - Construction Projec</i>								<u>\$52,786.50</u>	<u>\$0.00</u>
Grand Totals:								\$52,786.50	\$0.00

Niles Public Library District Special Reserve

40-5815-58-00 & 40-5810-58-00 & 40-5820-58-00

Report name: _Special Reserve

Report format: Detail

Include these transaction dates: 6/30/2014 to 7/30/2014

Include all post dates

Include all Post Statuses

Do not include adjustment transactions

Include miscellaneous entries

Include these Accounts: 40-5815-58-00, 40-5810-58-00, 40-5805-58-00, 40-5811-58-00, 40-5820-58-00

Include all Funds

Include all Classes

Include all Vendors

Include all Invoices

Include all Credit Memos

Include all Payments

Include all Purchase Orders

Include all Receipts

Include all Account Attributes

Include all Vendor Attributes

Include all Invoice Attributes

Include all Credit Memo Attributes

Include all Purchase Order Attributes

Include all Expense(s)

Include all Departments(s)

Niles Public Library District

Balance Sheet

July 31, 2014

	GENERAL FUND 7/31/2014	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Assets				
Cash and Investments				
Cash Checking	(\$1,578,060)	\$776,929	\$833,810	\$32,678
Cash-Imprest	\$949			\$949
Cash-Flexible Spending Account	\$8,329			\$8,329
MaxSafe CD	\$1,016,532			\$1,016,532
Petty Cash	\$200			\$200
Illinois Funds-Tax Deposit Account	\$1,254,649			\$1,254,649
Illinois Funds E pay fines	\$72,806			\$72,806
Fifth Third Bank-Investments	\$5,270,000			\$5,270,000
Investments Money Market-Fifth Third Bank	\$330,362			\$330,362
MaxSafe CD	\$510,875			\$510,875
Total Cash and Investments	\$6,886,641	\$776,929	\$833,810	\$8,497,379
Receivables				
Accrued Interest Receivable	\$489	\$78	\$316	\$884
Total Receivables	\$489	\$78	\$316	\$884
Prepaid Items				
Prepaid Expense	\$46,029			\$46,029
Total Prepaid Items	\$46,029	\$0	\$0	\$46,029
Total Assets	\$6,933,159	\$777,007	\$834,126	\$8,544,292

Niles Public Library District

Balance Sheet

July 31, 2014

	GENERAL FUND 7/31/2014	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Liabilities and Fund Balance				
Liabilities				
Accounts Payable	\$195,146	(\$7,364)	\$123,472	\$311,254
Accounts Payable-Friends of the Library				
Payroll Clearing	\$12,646			\$12,646
Accrued Salaries & Wages	\$42,011			\$42,011
Deferred Revenues	(\$367,842)	(\$15,913)		(\$383,755)
Total Liabilities	(\$118,039)	(\$23,277)	\$123,472	(\$17,844)
 Fund Balance				
Fund Balance	\$7,186,022	\$800,284	\$710,654	\$8,696,960
Total Fund Balance	\$7,186,022	\$800,284	\$710,654	\$8,696,960
 Total Liabilities and Fund Balance	 \$7,067,984	 \$777,007	 \$834,126	 \$8,679,117

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

July 31, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes	\$514,883	\$1,366,474	(\$851,591)	\$514,883	\$1,366,474	(\$851,591)	\$6,211,247	8%
Replacement Taxes	\$23,208	\$25,200	(\$1,992)	\$23,208	\$25,200	(\$1,992)	\$140,000	17%
Per Capita Grant							\$58,000	
Grants-Other		\$83	(\$83)		\$83	(\$83)	\$1,000	
Investment Income	\$500	\$3,333	(\$2,833)	\$500	\$3,333	(\$2,833)	\$40,000	1%
Fines	\$4,003	\$3,750	\$253	\$4,003	\$3,750	\$253	\$45,000	9%
Lost Books	\$392	\$625	(\$233)	\$392	\$625	(\$233)	\$7,500	5%
Pay For Print	\$1,399	\$1,250	\$149	\$1,399	\$1,250	\$149	\$15,000	9%
Flash Drive & Ear Bud Sales	\$1		\$1	\$1		\$1		
Donations-Friends of the Library							\$1,318	
Donations		\$25	(\$25)		\$25	(\$25)	\$300	
Miscellaneous		\$333	(\$333)		\$333	(\$333)	\$4,000	
Total Revenues	\$544,387	\$1,401,074	(\$856,688)	\$544,387	\$1,401,074	(\$856,688)	\$6,523,365	8%
Expenditures								
Salaries								
Library Director		\$9,583	\$9,583		\$9,583	\$9,583	\$115,000	
Payroll-Department Managers	\$22,496	\$22,931	\$435	\$22,496	\$22,931	\$435	\$275,172	8%
Payroll-Division Supervisors	\$36,563	\$43,405	\$6,842	\$36,563	\$43,405	\$6,842	\$520,864	7%
Payroll-Librarian I	\$92,356	\$89,552	(\$2,803)	\$92,356	\$89,552	(\$2,803)	\$1,074,630	9%
Payroll-Library Grade V	\$48,806	\$49,376	\$569	\$48,806	\$49,376	\$569	\$592,508	8%
Payroll-Library Grade VI	\$27,247	\$28,248	\$1,001	\$27,247	\$28,248	\$1,001	\$338,978	8%
Payroll-Library Pages	\$9,726	\$11,025	\$1,298	\$9,726	\$11,025	\$1,298	\$132,297	7%
Payroll-Sundays	\$7,074	\$6,167	(\$907)	\$7,074	\$6,167	(\$907)	\$74,000	10%
Adjustments	\$6,211	\$833	(\$5,377)	\$6,211	\$833	(\$5,377)	\$10,000	62%
Substitutes	\$89	\$667	\$578	\$89	\$667	\$578	\$8,000	1%
Total Salaries	\$250,568	\$261,787	\$11,219	\$250,568	\$261,787	\$11,219	\$3,141,448	8%

Niles Public Library District
Income Statement-Consolidated

July 31, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$12,316	\$11,667	(\$649)	\$12,316	\$11,667	(\$649)	\$140,000	9%
Books-Youth Services	\$5,534	\$5,417	(\$117)	\$5,534	\$5,417	(\$117)	\$65,000	9%
Books-Teen	\$728	\$1,167	\$438	\$728	\$1,167	\$438	\$14,000	5%
Downloadables	\$15,886	\$5,000	(\$10,886)	\$15,886	\$5,000	(\$10,886)	\$60,000	26%
Periodicals	\$1,566	\$1,833	\$268	\$1,566	\$1,833	\$268	\$22,000	7%
AV-Adult	\$23,968	\$7,750	(\$16,218)	\$23,968	\$7,750	(\$16,218)	\$93,000	26%
AV-Youth Services	\$3,945	\$3,500	(\$445)	\$3,945	\$3,500	(\$445)	\$42,000	9%
AV-Teen	\$983	\$1,000	\$17	\$983	\$1,000	\$17	\$12,000	8%
Online Databases	\$64,852	\$13,333	(\$51,519)	\$64,852	\$13,333	(\$51,519)	\$160,000	41%
Total Library Materials	\$129,779	\$50,667	(\$79,112)	\$129,779	\$50,667	(\$79,112)	\$608,000	21%
Library Operating Expenditures								
CCS Charges	\$4,208	\$6,217	\$2,009	\$4,208	\$6,217	\$2,009	\$74,600	6%
Processing & Supplies	\$3,795	\$1,667	(\$2,128)	\$3,795	\$1,667	(\$2,128)	\$20,000	19%
Internet Charges	\$1,242	\$1,667	\$424	\$1,242	\$1,667	\$424	\$20,000	6%
Software, Licenses	\$618	\$3,750	\$3,132	\$618	\$3,750	\$3,132	\$45,000	1%
Printing	\$256	\$4,167	\$3,911	\$256	\$4,167	\$3,911	\$50,000	1%
Library Supplies	\$2,671	\$1,067	(\$1,604)	\$2,671	\$1,067	(\$1,604)	\$12,800	21%
Programming & Support-Adult	\$609	\$1,917	\$1,307	\$609	\$1,917	\$1,307	\$23,000	3%
Programming & Support-Juvenile	\$3,928	\$2,875	(\$1,053)	\$3,928	\$2,875	(\$1,053)	\$34,500	11%
Programming & Support-Joint	\$34	\$333	\$299	\$34	\$333	\$299	\$4,000	1%
Programming & Support-Teen	\$401	\$642	\$241	\$401	\$642	\$241	\$7,700	5%
Public Performing Rights							\$1,318	
CCS Communications	\$326	\$333	\$7	\$326	\$333	\$7	\$4,000	8%
Computer Charges OCLC	\$1,901	\$951	(\$951)	\$1,901	\$951	(\$951)	\$11,408	17%
Miscellaneous	\$115	\$83	(\$32)	\$115	\$83	(\$32)	\$1,000	12%
Per Capita Grant Expenditures	\$1,289		(\$1,289)	\$1,289		(\$1,289)	\$71,000	2%
Grant - Other Expenditures		\$83	\$83		\$83	\$83	\$1,000	
Volunteers	\$226	\$250	\$24	\$226	\$250	\$24	\$3,000	8%
Total Library Operating Expenditures	\$21,620	\$26,001	\$4,381	\$21,620	\$26,001	\$4,381	\$384,326	6%

Niles Public Library District Income Statement-Consolidated

July 31, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
General and Administration								
Janitorial Supplies	\$2,736	\$2,804	\$68	\$2,736	\$2,804	\$68	\$33,650	8%
Copiers	\$1,391	\$833	(\$557)	\$1,391	\$833	(\$557)	\$10,000	14%
Professional Development	(\$18)	\$2,820	\$2,838	(\$18)	\$2,820	\$2,838	\$33,845	0%
Mileage	\$96	\$108	\$12	\$96	\$108	\$12	\$1,300	7%
Professional Collection	\$111	\$396	\$285	\$111	\$396	\$285	\$4,750	2%
Legal Fees	\$111	\$2,500	\$2,389	\$111	\$2,500	\$2,389	\$30,000	0%
Consultants	\$34	\$1,250	\$1,216	\$34	\$1,250	\$1,216	\$15,000	0%
Kitchen Supplies	\$247	\$125	(\$122)	\$247	\$125	(\$122)	\$1,500	16%
Promotional Expense	\$1,319	\$2,075	\$756	\$1,319	\$2,075	\$756	\$24,900	5%
Office Supplies	\$5,104	\$2,083	(\$3,020)	\$5,104	\$2,083	(\$3,020)	\$25,000	20%
Postage & Freight	\$2,293	\$1,500	(\$793)	\$2,293	\$1,500	(\$793)	\$18,000	13%
Publication of Notices-Legal	\$35	\$100	\$65	\$35	\$100	\$65	\$1,200	3%
Subscriptions & Dues	\$878	\$750	(\$128)	\$878	\$750	(\$128)	\$9,000	10%
Collection Services	\$16	\$83	\$68	\$16	\$83	\$68	\$1,000	2%
Telephone	\$1,519	\$1,375	(\$144)	\$1,519	\$1,375	(\$144)	\$16,500	9%
Trustee Expense	\$200	\$750	\$550	\$200	\$750	\$550	\$9,000	2%
Equipment Rental		\$417	\$417		\$417	\$417	\$5,000	
Payroll Service	\$1,157	\$1,083	(\$73)	\$1,157	\$1,083	(\$73)	\$13,000	9%
Bank Fees	\$199	\$275	\$76	\$199	\$275	\$76	\$3,300	6%
Parking Lease	\$881	\$881		\$881	\$881		\$10,572	8%
Total General and Administration	\$18,306	\$22,210	\$3,904	\$18,306	\$22,210	\$3,904	\$266,517	7%
Vehicle Operation								
Gas, Oil, Grease	\$123	\$83	(\$39)	\$123	\$83	(\$39)	\$1,000	12%
Repairs & Maintenance	\$61	\$150	\$89	\$61	\$150	\$89	\$1,800	3%
Miscellaneous		\$8	\$8		\$8	\$8	\$100	
Auto Insurance	\$1,376	\$1,371	(\$5)	\$1,376	\$1,371	(\$5)	\$1,371	100%
Total Vehicle Operation	\$1,559	\$1,613	\$53	\$1,559	\$1,613	\$53	\$4,271	37%
Employee Fringe Benefits								
Deferred Compensation	\$14,657	\$14,583	(\$73)	\$14,657	\$14,583	(\$73)	\$175,000	8%

Niles Public Library District
Income Statement-Consolidated

July 31, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Group Health	\$27,356	\$31,250	\$3,894	\$27,356	\$31,250	\$3,894	\$375,000	7%
Health Reimbursement Account	\$2,846	\$5,000	\$2,154	\$2,846	\$5,000	\$2,154	\$60,000	5%
Dental	\$1,122	\$1,667	\$545	\$1,122	\$1,667	\$545	\$20,000	6%
Vision	\$509	\$583	\$75	\$509	\$583	\$75	\$7,000	7%
FSA fee	\$155	\$100	(\$55)	\$155	\$100	(\$55)	\$1,200	13%
Life, LTD, AD&D, STD	\$521	\$1,750	\$1,229	\$521	\$1,750	\$1,229	\$21,000	2%
Total Employee Fringe Benefits	\$47,166	\$54,933	\$7,767	\$47,166	\$54,933	\$7,767	\$659,200	7%
Utilities								
Gas	\$116	\$1,250	\$1,134	\$116	\$1,250	\$1,134	\$15,000	1%
Electric	\$10,924	\$6,667	(\$4,258)	\$10,924	\$6,667	(\$4,258)	\$80,000	14%
Water	\$703	\$583	(\$120)	\$703	\$583	(\$120)	\$7,000	10%
Total Utilities	\$11,743	\$8,500	(\$3,243)	\$11,743	\$8,500	(\$3,243)	\$102,000	12%
Capital Expenditures								
Special Reserve - Building		\$10,833	\$10,833		\$10,833	\$10,833	\$130,000	
Capital Projects-Equipment		\$33,083	\$33,083		\$33,083	\$33,083	\$397,000	
Special Reserve - Construction Project	\$1,596		(\$1,596)	\$1,596		(\$1,596)		
Total Capital Expenditures	\$1,596	\$43,917	\$42,321	\$1,596	\$43,917	\$42,321	\$527,000	0%
Retirement Incentive Program Expenditures								
Cash Payout	\$134,825	\$134,825		\$134,825	\$134,825		\$134,825	100%
Health Insurance		\$66,819	\$66,819		\$66,819	\$66,819	\$66,819	
Total Retirement Incentive Program Expenditures	\$134,825	\$201,643	\$66,819	\$134,825	\$201,643	\$66,819	\$201,643	67%
Audit								
Audit Expense	\$2,200	\$17,500	\$15,300	\$2,200	\$17,500	\$15,300	\$17,500	13%
Total Audit Expenditures	\$2,200	\$17,500	\$15,300	\$2,200	\$17,500	\$15,300	\$17,500	13%
Liability Insurance								
Liability Insurance	\$24,338	\$34,160	\$9,822	\$24,338	\$34,160	\$9,822	\$34,160	71%
Total Liability Expenditures	\$24,338	\$34,160	\$9,822	\$24,338	\$34,160	\$9,822	\$34,160	71%

Niles Public Library District
Income Statement-Consolidated

July 31, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Social Security								
Social Security	\$29,559	\$19,167	(\$10,392)	\$29,559	\$19,167	(\$10,392)	\$230,000	13%
Total Social Security Expenditures	\$29,559	\$19,167	(\$10,392)	\$29,559	\$19,167	(\$10,392)	\$230,000	13%
Workers' Compensation								
Workers' Compensation		\$29,431	\$29,431		\$29,431	\$29,431	\$29,431	
Total Workers' Compensation Expenditures	\$0	\$29,431	\$29,431	\$0	\$29,431	\$29,431	\$29,431	0%
Unemployment Compensation								
Unemployment Compensation	\$924	\$1,250	\$326	\$924	\$1,250	\$326	\$15,000	6%
Total Unemployment Compensation Expenditures	\$924	\$1,250	\$326	\$924	\$1,250	\$326	\$15,000	6%
Building & Equipment Maintenance								
Repairs & Improvements		\$3,125	\$3,125		\$3,125	\$3,125	\$37,500	
Contractual Maintenance	\$2,141	\$2,917	\$776	\$2,141	\$2,917	\$776	\$35,000	6%
Non-Contractual Maintenance	\$229	\$2,000	\$1,771	\$229	\$2,000	\$1,771	\$24,000	1%
Equipment Maintenance	\$4,070	\$3,000	(\$1,070)	\$4,070	\$3,000	(\$1,070)	\$36,000	11%
Non Capital Expenses		\$1,667	\$1,667		\$1,667	\$1,667	\$20,000	
Furniture & Fixtures	\$2,808	\$4,708	\$1,901	\$2,808	\$4,708	\$1,901	\$56,500	5%
Total Building & Equipment Maintenance Expenditures	\$9,247	\$17,417	\$8,169	\$9,247	\$17,417	\$8,169	\$209,000	4%
Total Expenditures	\$683,429	\$790,195	\$106,766	\$683,429	\$790,195	\$106,766	\$6,429,497	11%
NET SURPLUS/(DEFICIT)	(\$139,042)	\$610,880	(\$749,922)	(\$139,042)	\$610,880	(\$749,922)	\$93,868	(148)%

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

July 31, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes	\$503,206	\$1,366,474	(\$863,269)	\$503,206	\$1,366,474	(\$863,269)	\$6,211,247	8%
Replacement Taxes	\$23,208	\$25,200	(\$1,992)	\$23,208	\$25,200	(\$1,992)	\$140,000	17%
Per Capita Grant							\$58,000	
Grants-Other		\$83	(\$83)		\$83	(\$83)	\$1,000	
Investment Income	\$500	\$3,333	(\$2,833)	\$500	\$3,333	(\$2,833)	\$40,000	1%
Fines	\$4,003	\$3,750	\$253	\$4,003	\$3,750	\$253	\$45,000	9%
Lost Books	\$392	\$625	(\$233)	\$392	\$625	(\$233)	\$7,500	5%
Pay For Print	\$1,399	\$1,250	\$149	\$1,399	\$1,250	\$149	\$15,000	9%
Flash Drive & Ear Bud Sales	\$1		\$1	\$1		\$1		
Donations-Friends of the Library							\$1,318	
Donations		\$25	(\$25)		\$25	(\$25)	\$300	
Miscellaneous		\$333	(\$333)		\$333	(\$333)	\$4,000	
Total Revenues	\$532,709	\$1,401,074	(\$868,365)	\$532,709	\$1,401,074	(\$868,365)	\$6,523,365	8%
Expenditures								
Salaries								
Library Director		\$9,583	\$9,583		\$9,583	\$9,583	\$115,000	
Payroll-Department Managers	\$22,496	\$22,931	\$435	\$22,496	\$22,931	\$435	\$275,172	8%
Payroll-Division Supervisors	\$36,563	\$43,405	\$6,842	\$36,563	\$43,405	\$6,842	\$520,864	7%
Payroll-Librarian I	\$92,356	\$89,552	(\$2,803)	\$92,356	\$89,552	(\$2,803)	\$1,074,630	9%
Payroll-Library Grade V	\$48,806	\$49,376	\$569	\$48,806	\$49,376	\$569	\$592,508	8%
Payroll-Library Grade VI	\$27,247	\$28,248	\$1,001	\$27,247	\$28,248	\$1,001	\$338,978	8%
Payroll-Library Pages	\$9,726	\$11,025	\$1,298	\$9,726	\$11,025	\$1,298	\$132,297	7%
Payroll-Sundays	\$7,074	\$6,167	(\$907)	\$7,074	\$6,167	(\$907)	\$74,000	10%
Adjustments	\$6,211	\$833	(\$5,377)	\$6,211	\$833	(\$5,377)	\$10,000	62%
Substitutes	\$89	\$667	\$578	\$89	\$667	\$578	\$8,000	1%
Total Salaries	\$250,568	\$261,787	\$11,219	\$250,568	\$261,787	\$11,219	\$3,141,448	8%

Niles Public Library District
Income Statement-General Fund

July 31, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$12,316	\$11,667	(\$649)	\$12,316	\$11,667	(\$649)	\$140,000	9%
Books-Youth Services	\$5,534	\$5,417	(\$117)	\$5,534	\$5,417	(\$117)	\$65,000	9%
Books-Teen	\$728	\$1,167	\$438	\$728	\$1,167	\$438	\$14,000	5%
Downloadables	\$15,886	\$5,000	(\$10,886)	\$15,886	\$5,000	(\$10,886)	\$60,000	26%
Periodicals	\$1,566	\$1,833	\$268	\$1,566	\$1,833	\$268	\$22,000	7%
AV-Adult	\$23,968	\$7,750	(\$16,218)	\$23,968	\$7,750	(\$16,218)	\$93,000	26%
AV-Youth Services	\$3,945	\$3,500	(\$445)	\$3,945	\$3,500	(\$445)	\$42,000	9%
AV-Teen	\$983	\$1,000	\$17	\$983	\$1,000	\$17	\$12,000	8%
Online Databases	\$64,852	\$13,333	(\$51,519)	\$64,852	\$13,333	(\$51,519)	\$160,000	41%
Total Library Materials	\$129,779	\$50,667	(\$79,112)	\$129,779	\$50,667	(\$79,112)	\$608,000	21%
Library Operating Expenditures								
CCS Charges	\$4,208	\$6,217	\$2,009	\$4,208	\$6,217	\$2,009	\$74,600	6%
Processing & Supplies	\$3,795	\$1,667	(\$2,128)	\$3,795	\$1,667	(\$2,128)	\$20,000	19%
Internet Charges	\$1,242	\$1,667	\$424	\$1,242	\$1,667	\$424	\$20,000	6%
Software, Licenses	\$618	\$3,750	\$3,132	\$618	\$3,750	\$3,132	\$45,000	1%
Printing	\$256	\$4,167	\$3,911	\$256	\$4,167	\$3,911	\$50,000	1%
Library Supplies	\$2,671	\$1,067	(\$1,604)	\$2,671	\$1,067	(\$1,604)	\$12,800	21%
Programming & Support-Adult	\$609	\$1,917	\$1,307	\$609	\$1,917	\$1,307	\$23,000	3%
Programming & Support-Juvenile	\$3,928	\$2,875	(\$1,053)	\$3,928	\$2,875	(\$1,053)	\$34,500	11%
Programming & Support-Joint	\$34	\$333	\$299	\$34	\$333	\$299	\$4,000	1%
Programming & Support-Teen	\$401	\$642	\$241	\$401	\$642	\$241	\$7,700	5%
Public Performing Rights							\$1,318	
CCS Communications	\$326	\$333	\$7	\$326	\$333	\$7	\$4,000	8%
Computer Charges OCLC	\$1,901	\$951	(\$951)	\$1,901	\$951	(\$951)	\$11,408	17%
Miscellaneous	\$115	\$83	(\$32)	\$115	\$83	(\$32)	\$1,000	12%
Per Capita Grant Expenditures	\$1,289		(\$1,289)	\$1,289		(\$1,289)	\$71,000	2%
Grant - Other Expenditures		\$83	\$83		\$83	\$83	\$1,000	
Volunteers	\$226	\$250	\$24	\$226	\$250	\$24	\$3,000	8%
Total Library Operating Expenditures	\$21,620	\$26,001	\$4,381	\$21,620	\$26,001	\$4,381	\$384,326	6%

Niles Public Library District
Income Statement-General Fund

July 31, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
General and Administration								
Janitorial Supplies	\$2,736	\$2,804	\$68	\$2,736	\$2,804	\$68	\$33,650	8%
Copiers	\$1,391	\$833	(\$557)	\$1,391	\$833	(\$557)	\$10,000	14%
Professional Development	(\$18)	\$2,820	\$2,838	(\$18)	\$2,820	\$2,838	\$33,845	0%
Mileage	\$96	\$108	\$12	\$96	\$108	\$12	\$1,300	7%
Professional Collection	\$111	\$396	\$285	\$111	\$396	\$285	\$4,750	2%
Legal Fees	\$111	\$2,500	\$2,389	\$111	\$2,500	\$2,389	\$30,000	0%
Consultants	\$34	\$1,250	\$1,216	\$34	\$1,250	\$1,216	\$15,000	0%
Kitchen Supplies	\$247	\$125	(\$122)	\$247	\$125	(\$122)	\$1,500	16%
Promotional Expense	\$1,319	\$2,075	\$756	\$1,319	\$2,075	\$756	\$24,900	5%
Office Supplies	\$5,104	\$2,083	(\$3,020)	\$5,104	\$2,083	(\$3,020)	\$25,000	20%
Postage & Freight	\$2,293	\$1,500	(\$793)	\$2,293	\$1,500	(\$793)	\$18,000	13%
Publication of Notices-Legal	\$35	\$100	\$65	\$35	\$100	\$65	\$1,200	3%
Subscriptions & Dues	\$878	\$750	(\$128)	\$878	\$750	(\$128)	\$9,000	10%
Collection Services	\$16	\$83	\$68	\$16	\$83	\$68	\$1,000	2%
Telephone	\$1,519	\$1,375	(\$144)	\$1,519	\$1,375	(\$144)	\$16,500	9%
Trustee Expense	\$200	\$750	\$550	\$200	\$750	\$550	\$9,000	2%
Equipment Rental		\$417	\$417		\$417	\$417	\$5,000	
Payroll Service	\$1,157	\$1,083	(\$73)	\$1,157	\$1,083	(\$73)	\$13,000	9%
Bank Fees	\$199	\$275	\$76	\$199	\$275	\$76	\$3,300	6%
Parking Lease	\$881	\$881		\$881	\$881		\$10,572	8%
Total General and Administration	\$18,306	\$22,210	\$3,904	\$18,306	\$22,210	\$3,904	\$266,517	7%
Vehicle Operation								
Gas, Oil, Grease	\$123	\$83	(\$39)	\$123	\$83	(\$39)	\$1,000	12%
Repairs & Maintenance	\$61	\$150	\$89	\$61	\$150	\$89	\$1,800	3%
Miscellaneous		\$8	\$8		\$8	\$8	\$100	
Auto Insurance	\$1,376	\$1,371	(\$5)	\$1,376	\$1,371	(\$5)	\$1,371	100%
Total Vehicle Operation	\$1,559	\$1,613	\$53	\$1,559	\$1,613	\$53	\$4,271	37%
Employee Fringe Benefits								
Deferred Compensation	\$14,657	\$14,583	(\$73)	\$14,657	\$14,583	(\$73)	\$175,000	8%

Niles Public Library District
Income Statement-General Fund

July 31, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Group Health	\$27,356	\$31,250	\$3,894	\$27,356	\$31,250	\$3,894	\$375,000	7%
Health Reimbursement Account	\$2,846	\$5,000	\$2,154	\$2,846	\$5,000	\$2,154	\$60,000	5%
Dental	\$1,122	\$1,667	\$545	\$1,122	\$1,667	\$545	\$20,000	6%
Vision	\$509	\$583	\$75	\$509	\$583	\$75	\$7,000	7%
FSA fee	\$155	\$100	(\$55)	\$155	\$100	(\$55)	\$1,200	13%
Life, LTD, AD&D, STD	\$521	\$1,750	\$1,229	\$521	\$1,750	\$1,229	\$21,000	2%
Total Employee Fringe Benefits	\$47,166	\$54,933	\$7,767	\$47,166	\$54,933	\$7,767	\$659,200	7%
Utilities								
Gas	\$116	\$1,250	\$1,134	\$116	\$1,250	\$1,134	\$15,000	1%
Electric	\$10,924	\$6,667	(\$4,258)	\$10,924	\$6,667	(\$4,258)	\$80,000	14%
Water	\$703	\$583	(\$120)	\$703	\$583	(\$120)	\$7,000	10%
Total Utilities	\$11,743	\$8,500	(\$3,243)	\$11,743	\$8,500	(\$3,243)	\$102,000	12%
Capital Expenditures								
Special Reserve - Building		\$10,833	\$10,833		\$10,833	\$10,833	\$130,000	
Capital Projects-Equipment		\$33,083	\$33,083		\$33,083	\$33,083	\$397,000	
Total Capital Expenditures	\$0	\$43,917	\$43,917	\$0	\$43,917	\$43,917	\$527,000	0%
Retirement Incentive Program Expenditures								
Cash Payout	\$134,825	\$134,825		\$134,825	\$134,825		\$134,825	100%
Health Insurance		\$66,819	\$66,819		\$66,819	\$66,819	\$66,819	
Total Retirement Incentive Program Expenditures	\$134,825	\$201,643	\$66,819	\$134,825	\$201,643	\$66,819	\$201,643	67%
Total Expenditures	\$615,566	\$671,270	\$55,705	\$615,566	\$671,270	\$55,705	\$5,894,406	10%
NET SURPLUS/(DEFICIT)	(\$82,857)	\$729,804	(\$812,661)	(\$82,857)	\$729,804	(\$812,661)	\$628,959	(13)%

Niles Public Library District
Income Statement- YTD By Fund

July 31, 2014

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Revenues								
Property Taxes	\$6,211,247	\$1,366,474	\$503,206	\$11,678		\$514,883	(\$851,591)	8%
Replacement Taxes	\$140,000	\$25,200	\$23,208			\$23,208	(\$1,992)	17%
Per Capita Grant	\$58,000							
Grants-Other	\$1,000	\$83					(\$83)	
Investment Income	\$40,000	\$3,333	\$500			\$500	(\$2,833)	1%
Fines	\$45,000	\$3,750	\$4,003			\$4,003	\$253	9%
Lost Books	\$7,500	\$625	\$392			\$392	(\$233)	5%
Pay For Print	\$15,000	\$1,250	\$1,399			\$1,399	\$149	9%
Flash Drive & Ear Bud Sales			\$1			\$1	\$1	
Donations-Friends of the Library	\$1,318							
Donations	\$300	\$25					(\$25)	
Miscellaneous	\$4,000	\$333					(\$333)	
Total Revenues	\$6,523,365	\$1,401,074	\$532,709	\$11,678	\$0	\$544,387	(\$856,688)	8%
Expenditures								
Salaries								
Library Director	\$115,000	\$9,583					\$9,583	
Payroll-Department Managers	\$275,172	\$22,931	\$22,496			\$22,496	\$435	8%
Payroll-Division Supervisors	\$520,864	\$43,405	\$36,563			\$36,563	\$6,842	7%
Payroll-Librarian I	\$1,074,630	\$89,552	\$92,356			\$92,356	(\$2,803)	9%
Payroll-Library Grade V	\$592,508	\$49,376	\$48,806			\$48,806	\$569	8%
Payroll-Library Grade VI	\$338,978	\$28,248	\$27,247			\$27,247	\$1,001	8%
Payroll-Library Pages	\$132,297	\$11,025	\$9,726			\$9,726	\$1,298	7%
Payroll-Sundays	\$74,000	\$6,167	\$7,074			\$7,074	(\$907)	10%
Adjustments	\$10,000	\$833	\$6,211			\$6,211	(\$5,377)	62%
Substitutes	\$8,000	\$667	\$89			\$89	\$578	1%
Total Salaries	\$3,141,448	\$261,787	\$250,568	\$0	\$0	\$250,568	\$11,219	8%

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

July 31, 2014

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Library Materials								
Books-Adult	\$140,000	\$11,667	\$12,316			\$12,316	(\$649)	9%
Books-Youth Services	\$65,000	\$5,417	\$5,534			\$5,534	(\$117)	9%
Books-Teen	\$14,000	\$1,167	\$728			\$728	\$438	5%
Downloadables	\$60,000	\$5,000	\$15,886			\$15,886	(\$10,886)	26%
Periodicals	\$22,000	\$1,833	\$1,566			\$1,566	\$268	7%
AV-Adult	\$93,000	\$7,750	\$23,968			\$23,968	(\$16,218)	26%
AV-Youth Services	\$42,000	\$3,500	\$3,945			\$3,945	(\$445)	9%
AV-Teen	\$12,000	\$1,000	\$983			\$983	\$17	8%
Online Databases	\$160,000	\$13,333	\$64,852			\$64,852	(\$51,519)	41%
Total Library Materials	\$608,000	\$50,667	\$129,779	\$0	\$0	\$129,779	(\$79,112)	21%
Library Operating Expenditures								
CCS Charges	\$74,600	\$6,217	\$4,208			\$4,208	\$2,009	6%
Processing & Supplies	\$20,000	\$1,667	\$3,795			\$3,795	(\$2,128)	19%
Internet Charges	\$20,000	\$1,667	\$1,242			\$1,242	\$424	6%
Software, Licenses	\$45,000	\$3,750	\$618			\$618	\$3,132	1%
Printing	\$50,000	\$4,167	\$256			\$256	\$3,911	1%
Library Supplies	\$12,800	\$1,067	\$2,671			\$2,671	(\$1,604)	21%
Programming & Support-Adult	\$23,000	\$1,917	\$609			\$609	\$1,307	3%
Programming & Support-Juvenile	\$34,500	\$2,875	\$3,928			\$3,928	(\$1,053)	11%
Programming & Support-Joint	\$4,000	\$333	\$34			\$34	\$299	1%
Programming & Support-Teen	\$7,700	\$642	\$401			\$401	\$241	5%
Public Performing Rights	\$1,318							
CCS Communications	\$4,000	\$333	\$326			\$326	\$7	8%
Computer Charges OCLC	\$11,408	\$951	\$1,901			\$1,901	(\$951)	17%
Miscellaneous	\$1,000	\$83	\$115			\$115	(\$32)	12%
Per Capita Grant Expenditures	\$71,000		\$1,289			\$1,289	(\$1,289)	2%
Grant - Other Expenditures	\$1,000	\$83					\$83	
Volunteers	\$3,000	\$250	\$226			\$226	\$24	8%
Total Library Operating Expenditures	\$384,326	\$26,001	\$21,620	\$0	\$0	\$21,620	\$4,381	6%

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

July 31, 2014

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
General and Administration								
Janitorial Supplies	\$33,650	\$2,804	\$2,736			\$2,736	\$68	8%
Copiers	\$10,000	\$833	\$1,391			\$1,391	(\$557)	14%
Professional Development	\$33,845	\$2,820	(\$18)			(\$18)	\$2,838	0%
Mileage	\$1,300	\$108	\$96			\$96	\$12	7%
Professional Collection	\$4,750	\$396	\$111			\$111	\$285	2%
Legal Fees	\$30,000	\$2,500	\$111			\$111	\$2,389	0%
Consultants	\$15,000	\$1,250	\$34			\$34	\$1,216	0%
Kitchen Supplies	\$1,500	\$125	\$247			\$247	(\$122)	16%
Promotional Expense	\$24,900	\$2,075	\$1,319			\$1,319	\$756	5%
Office Supplies	\$25,000	\$2,083	\$5,104			\$5,104	(\$3,020)	20%
Postage & Freight	\$18,000	\$1,500	\$2,293			\$2,293	(\$793)	13%
Publication of Notices-Legal	\$1,200	\$100	\$35			\$35	\$65	3%
Subscriptions & Dues	\$9,000	\$750	\$878			\$878	(\$128)	10%
Collection Services	\$1,000	\$83	\$16			\$16	\$68	2%
Telephone	\$16,500	\$1,375	\$1,519			\$1,519	(\$144)	9%
Trustee Expense	\$9,000	\$750	\$200			\$200	\$550	2%
Equipment Rental	\$5,000	\$417					\$417	
Payroll Service	\$13,000	\$1,083	\$1,157			\$1,157	(\$73)	9%
Bank Fees	\$3,300	\$275	\$199			\$199	\$76	6%
Parking Lease	\$10,572	\$881	\$881			\$881		8%
Total General and Administration	\$266,517	\$22,210	\$18,306	\$0	\$0	\$18,306	\$3,904	7%
Vehicle Operation								
Gas, Oil, Grease	\$1,000	\$83	\$123			\$123	(\$39)	12%
Repairs & Maintenance	\$1,800	\$150	\$61			\$61	\$89	3%
Miscellaneous	\$100	\$8					\$8	
Auto Insurance	\$1,371	\$1,371	\$1,376			\$1,376	(\$5)	100%
Total Vehicle Operation	\$4,271	\$1,613	\$1,559	\$0	\$0	\$1,559	\$53	37%
Employee Fringe Benefits								
Deferred Compensation	\$175,000	\$14,583	\$14,657			\$14,657	(\$73)	8%

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

July 31, 2014

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Group Health	\$375,000	\$31,250	\$27,356			\$27,356	\$3,894	7%
Health Reimbursement Account	\$60,000	\$5,000	\$2,846			\$2,846	\$2,154	5%
Dental	\$20,000	\$1,667	\$1,122			\$1,122	\$545	6%
Vision	\$7,000	\$583	\$509			\$509	\$75	7%
FSA fee	\$1,200	\$100	\$155			\$155	(\$55)	13%
Life, LTD, AD&D, STD	\$21,000	\$1,750	\$521			\$521	\$1,229	2%
Total Employee Fringe Benefits	\$659,200	\$54,933	\$47,166	\$0	\$0	\$47,166	\$7,767	7%
Utilities								
Gas	\$15,000	\$1,250	\$116			\$116	\$1,134	1%
Electric	\$80,000	\$6,667	\$10,924			\$10,924	(\$4,258)	14%
Water	\$7,000	\$583	\$703			\$703	(\$120)	10%
Total Utilities	\$102,000	\$8,500	\$11,743	\$0	\$0	\$11,743	(\$3,243)	12%
Capital Expenditures								
Special Reserve - Building	\$130,000	\$10,833					\$10,833	
Capital Projects-Equipment	\$397,000	\$33,083					\$33,083	
Special Reserve - Construction Project					\$1,596	\$1,596	(\$1,596)	
Total Capital Expenditures	\$527,000	\$43,917	\$0	\$0	\$1,596	\$1,596	\$42,321	0%
Retirement Incentive Program Expenditures								
Cash Payout	\$134,825	\$134,825	\$134,825			\$134,825		100%
Health Insurance	\$66,819	\$66,819					\$66,819	
Total Retirement Incentive Program Expenditures	\$201,643	\$201,643	\$134,825	\$0	\$0	\$134,825	\$66,819	67%
Audit								
Audit Expense	\$17,500	\$17,500		\$2,200		\$2,200	\$15,300	13%
Total Audit Expenditures	\$17,500	\$17,500	\$0	\$2,200	\$0	\$2,200	\$15,300	13%
Liability Insurance								
Liability Insurance	\$34,160	\$34,160		\$24,338		\$24,338	\$9,822	71%
Total Liability Expenditures	\$34,160	\$34,160	\$0	\$24,338	\$0	\$24,338	\$9,822	71%

Niles Public Library District
Income Statement- YTD By Fund

July 31, 2014

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Social Security								
Social Security	\$230,000	\$19,167		\$29,559		\$29,559	(\$10,392)	13%
Total Social Security Expenditures	\$230,000	\$19,167	\$0	\$29,559	\$0	\$29,559	(\$10,392)	13%
Workers' Compensation								
Workers' Compensation	\$29,431	\$29,431					\$29,431	
Total Workers' Compensation Expenditures	\$29,431	\$29,431	\$0	\$0	\$0	\$0	\$29,431	0%
Unemployment Compensation								
Unemployment Compensation	\$15,000	\$1,250		\$924		\$924	\$326	6%
Total Unemployment Compensation Expenditures	\$15,000	\$1,250	\$0	\$924	\$0	\$924	\$326	6%
Building & Equipment Maintenance								
Repairs & Improvements	\$37,500	\$3,125					\$3,125	
Contractual Maintenance	\$35,000	\$2,917		\$2,141		\$2,141	\$776	6%
Non-Contractual Maintenance	\$24,000	\$2,000		\$229		\$229	\$1,771	1%
Equipment Maintenance	\$36,000	\$3,000		\$4,070		\$4,070	(\$1,070)	11%
Non Capital Expenses	\$20,000	\$1,667					\$1,667	
Furniture & Fixtures	\$56,500	\$4,708		\$2,808		\$2,808	\$1,901	5%
Total Building & Equipment Maintenance Expenditures	\$209,000	\$17,417	\$0	\$9,247	\$0	\$9,247	\$8,169	4%
Total Expenditures	\$6,429,497	\$790,195	\$615,566	\$66,267	\$1,596	\$683,429	\$106,766	11%
BEGINNING FUND BALANCE	\$0	\$0	\$8,612,026	\$850,960	\$702,295	\$10,165,282	\$10,165,282	0%
NET SURPLUS/(DEFICIT)	\$0	\$0	(\$82,857)	(\$54,590)	(\$1,596)	(\$139,042)	(\$139,042)	0%
ENDING FUND BALANCE	\$0	\$0	\$8,529,170	\$796,370	\$700,699	\$10,026,240	\$10,026,240	0%

Interim Director's Report

July 2014

This past month, we said goodbye to my Co-Interim Director, Barb Kruser, as she left to become a Library Director at the Helen Plum Library in Lombard, IL. We wish Barb great success. Since her departure, Greg will be working with Patron Services and I will be working with Adult Services and Outreach.

I held my first SuperMan (Managers and Supervisors) meeting, which we will try to hold regularly. This will help improve communication and collaboration. One of the topics was what direction to take in writing our next Per Capita grant application, and we came up with several broad possibilities. I will have more for the Board on this at the meeting along with some work that needs to be done before we write our application.

Morgan and I arranged for him to meet with the supervisors as well, to hear more about their concerns expressed in the letter read at the July Board meeting. The meeting lasted over an hour, and the supervisors were very pleased that Morgan asked many questions and took many notes in an effort to fully understand their specific issues.

Staff member Iris Henderson has been responsible for creating both joy and learning this summer in distributing many kits of Monarch butterfly caterpillars and the materials and instructions for taking care of them. KidSpace librarian Debbie Graham commented, "I just wanted to give a heartfelt thanks to Iris for her Monarch caterpillars. Many many children have enjoyed them. Yesterday was a zany day but we managed to notice three little children from different families having an animated conversation about them. One child pointed at them and stated very emphatically in her own (unintelligible, made up language, as only a 2-year-old can do) that she was really really impressed." Iris offered caterpillars to staff members to take home, too, so lots of butterfly pictures appearing on Facebook.

From Greg

Planning for the Library's annual audit with Judy Walther is ongoing. Susan and I met with Judy Walther on July 24th and spent the better part of the day updating her on the last year's activities at the Library including the completion of the renovation project, the transition to interim leadership, and several other highlights during the year. During our meeting with Judy, I brought to her attention the fact that we have overspent our appropriation in two accounts during the year. The first is the HRA reimbursement. For this account, we budgeted for \$54,000 and appropriated 68,400. Our expenditures for the year ended up at around \$70,000. This is the account we use to cover employee health expenditures (\$1,650 for single and \$3,300 for family) for employees taking our health insurance. This year it seems that we had worse experience than we had in previous years resulting in overspending the appropriating by approximately 8.6%. The second is the workers compensation insurance expense. For this account we budgeted for \$20,000 and appropriated \$22,000. Our actual expenditures amounted to approximately \$24,000 for the year. This is the account we use for workers compensation insurance. An initial payment was made of \$17,245 for the year's insurance. As is customary, the insurance company performed a wage audit on the Library which resulted in additional insurance charges of nearly \$7,000. Dennis Walsh advised and Judy Walther agreed that the Library needs to resubmit and reapprove the Budget and Appropriation Ordinance for the 2013-2014 fiscal year in order to make a technical correction so that we will not be in a position of overspending the Library's appropriation. Final audit fieldwork is scheduled for September 8, 9, and 11.

I have been working with FQC subsequent to the last board meeting. Last month, when FQC sent their close out letter to the Library and represented to me that the Library would not be required to make any further payments for the project, they did not consider the bill which was making its way through the approval process. Once we received the bill and reconfirmed everything through the Library's financial records and accounting system, the Library still owes \$68,113 which is broken down between the retainage (\$16,922) and the bill for the end of June (\$51,191). The bill for \$51,191 is included in this month's checks and the retainage will be paid once the veneer on the desks in the lobby and commons is addressed to our satisfaction. The under budget amount for the project which had previously been reported at \$133,043 did not include FQC's overhead and profit of \$4,789. The total amount that the project is under budget is now \$137,832.

Morgan, Carolyn, Danette and I worked to develop and distribute two RFPs. The first one was for executive search consultants to help the Library select a new permanent director and the second was for organizational consultants to help the Library review its organization structure, staffing, job descriptions, and compensation structure.

We continue to track hours worked by our part time employees. The measurement period for the Affordable Care Act began on April 1, 2014 and will end on March 31, 2015. The actual hours worked during this period will determine to whom we need to offer health insurance (based on the thirty hour threshold in the Act). Currently, we have 7 employees who are working an average number of hours weekly in excess of 29 hours. If these employees become eligible for health insurance under the Affordable Care Act, we will be required to offer them insurance which may cost approximately \$65,000-\$70,000 per year depending on the plan design, related costs for insurance at this time next year, and the actual enrollment of the 7 employees.

Sue Wilsey and I have been continuing to work with the Adult Services and the Tech Services Teams to address the decline in our statistics. We are developing a strategy to put pop-up displays of items around the Library to capture impulse “buys.” In several of the places where patrons may find themselves waiting to check out or waiting for an elevator, for example, we have put table top displays to catch the eye. See Sue Wilsey’s report for statistics related to this.

Dave Dabrowski and I have been working with FQC to gather data for the special reserve plan. We have data which we used to generate a spending plan for the special reserve fund for the board’s approval at this meeting.

Susan and I worked together to complete the transition of duties and responsibilities from Barb to ensure that the internal control structure remained intact and that we weren’t doing anything at the Library which would give our auditors reason to be alarmed and to ensure that all areas of the Library were appropriately managed. Athena Crouse and Patron Services now reports to me on an interim basis. We have started to introduce a form of statistical modeling to the team so they can draw operating and staffing relationships between our daily statistics and work flows in the Library.

KidSpace/Teen Underground

(Youth and Teen Departments)

Submitted by Shelley Sutherland

I have been working with the KidSpace staff to increase our offerings of STEM programming. New programs this Fall include a Lego WeDo workshop, Young Scientists storytime, and Bedtime Math Pajama Party. We are also reaching out to special needs populations with a series of three special needs storytimes. Everyone will be pitching in to cover the evening school orientations and curriculum nights in **Sarah Muskivitch’s** absence. **Sarah and Justin** had a healthy, beautiful little baby girl named Jenna on July 28, and Sarah is out on leave for a few months to care for her new baby.

Clara Sheffer creates a terrific “Writing for Real” series of programs each summer. What happens in these sessions for 3rd-6th graders? “We explore, write collaboratively, and devote time during each workshop to quiet thoughtful writing time. At the final session, we share our efforts, congratulate each other, and celebrate with our families.”

Debbie Graham helped to manage and engage more than 100 active tween and teen volunteers in KidSpace during the summer.

Thanks to **Iris Henderson** in Patron Services, we have had caterpillars in various stages to the delight of patrons and staff alike. On one memorable occasion, we watched a caterpillar dissolve into a chrysalis—very exciting!



Thanks to Teen Librarians **Donna Block** and **Mary Miller**, 345 teens have registered for the Summer Reading Program and reported on 1,350 books.

Project Playbill, under the direction of **Donna Block**, was a great success this year. 17 teens from Niles and the surrounding area volunteered a total of 352 hours over 5 weeks to write and produce an original play. The teens were interested in both Shakespeare and time travel, which is how they came up with the idea for **Much Ado About the Doctor**, a comedy that draws inspiration from **It's A Wonderful Life** and **Doctor Who**. 65 people attended the performance, and it received a nice writeup in the **Niles Journal**:

http://www.journal-topics.com/news/article_550a45d8-181b-11e4-a11f-0017a43b2370.html

Check out the TARDIS prop the teens made in its new home in the Teen Underground.



Donna Block also marched in and live-tweeted the Niles 4th of July Parade <https://twitter.com/npldteens/status/485059544066703361>.

Cate Levinson has a starring role in a new video promoting community member Nancy Kleiber's **Block Parties Help Build Communities** initiative. The initiative has been a huge success, and Cate has been a guest at Mrs. Kleiber's block party all three years, offering stories and activities as well as promoting the Library. The DVD is available at the Information Desk for anyone who wants to view it.

Linda Sawyer had a terrific and timely article published in the August 2014 issue of **Novelist's Kids and Books** about strategies for luring reluctant boy readers. The article can be found at <http://www.ebscohost.com/novelist/novelist-special/luring-reluctant-boy-readers>

This year's Summer Reading Club, coordinated by **Arianne Carey**, encouraged a busy and fun atmosphere all of June and July. How do two of our newest part-timers, **Williette Nyanue**, and **Leslie Marley**, view the Summer Reading Club? Williette says, "I came in right at the start of summer reading, so it has been exciting to be a part of the program." And Leslie says, "Many of the children I served this month had a ball playing the Summer Reading Game and were so excited to get their finishing prizes. It was a joy to see the smiles!"

Paul Foxworth reached his 5-year milestone as a Niles Public Library staff member this month, and will be receiving his green 5-year staff star keychain.

Many of the part-timers, including **Vlada Bernhardt**, helped to create our newest display—"What Are Your Friends Reading?" They took some of the best Share a Book Sheets and created binders by grade level, so that kids could see what their classmates are reading. The books are flying off the display.

Overheard: Patron Comment

Each year, **Clara Sheffer** helps to partner up kids with a teen or adult to share the love of reading at the Library for an hour each week during the summer. One patron wrote, “My family would like to express our thanks to the book buddy program. Our son really likes it. The book buddy is wonderful. We are so grateful that Niles Library provides this program for us. We needed it so much for our son.

Patron Services

Submitted by Athena Crouse

74,045 items were checked in during July 2014 and shelved by Pages.

Pages returned to the stacks 10,685 items that were used in-house.

Pages review all AV returned via the Automatic Materials Handler (AMH) checking the barcode on disc against the barcode on container for accuracy; additionally pages check that the correct number of discs have been returned; if not, container is turned over to Patron Service Clerk to contact the patron (item is then checked back out to patron). Pages are also checking for patron messages on quality control forms inside containers; those with a note are given to Patron Service Clerk and are checked out to repair; Pages replace missing quality control forms. Pages continue to return materials to the stacks expeditiously.

The “Grab-and-Go” display located across from the Patron Services desk has become the responsibility of the three Team Leaders. They are responsible for choosing materials (along with Cate from YS who is providing great juvy print materials!), keeping the table well stocked, and keeping track of how many items have gone out. Since we started at the beginning of July, over 600 items have been checked out from this display alone!

The Team Leaders and I have begun the trial training period of Page, Caitlyn Hannon, in the hopes after (90) days she will become a Patron Services Clerk.

From Our Outreach Department

Submitted by Dodie Frisbie

Senior Coffee Hour: This month The Abington of Glenview returned with a presentation on Elder Abuse – how to recognize it and what to do about it (especially in a nursing home/rehab setting). I didn’t have a huge crowd but I think it’s an important issue to make people aware of. Those that came were glad they did!

Farewell Potluck Party for Barb Kruser: I helped plan and run this celebration to say good-bye and thanks to a great Assistant Director who gave 25 years to this library. We are all happy for her new director job at the Helen Plum Library but so sad to see her go.

VIM (Visually Impaired Motivators) Low Vision Support Group: Brigitte, the full-time Niles nurse, and I threw our annual summer BBQ for our group.

We’ve learned it’s far easier to buy the hamburgers from Booby’s than it is to actually grill them ourselves. We bring all the sides and our people have a lovely social gathering. No speakers about low vision issues – just pure fun!!

Nursing Home Book Discussions: I planned and ran 3 book discussions this month for the nursing homes.

The Regency read **HONDO** - a Western written by **Louis L’Amour**. In the aftermath of an Apache uprising, Hondo Lane, a U.S. Cavalry dispatcher, tries to convince a married woman (who has been deserted by her husband) and her young son to leave their isolated ranch and flee with him to safety before the Indians have their scalps.

St. Andrew Life Center read **JEANNIE OUT OF THE BOTTLE** – a biography of **Barbara Eden**. We had a lot of fun with it because everyone remembered the show and were familiar with the actress. I brought the music soundtrack of the TV series of I Dream of Jeannie and also brought a DVD of the second season of that series for the residents to view at a later time.

The Low Vision Group (VIM) read and discussed **THE GIRLS OF ATOMIC CITY – THE UNTOLD STORY OF THE WOMEN WHO HELPED WIN WWII** by **Denise Kiernan**. This was a true story of the efforts of the young women who relocated to Oak Ridge, Tennessee to work on a secret project that created all of the uranium to build the atomic bomb that won the war. It was a wonderful hit with my group as all of them lived in this era. It's a highly recommended read!



That's it for July! Thank you for the opportunity to do outreach to our Niles Library Community. It's truly a joy.
Dodie

Marketing Department

Submitted by Sue Wilsey

July began with a bang! We had a strong presence at the July 4 parade and post event party with nearly 50 volunteers marching in color coordinated t-shirts, handing out 8,000 pencils along the way. We also were joined by a group from the Shakespeare Project. More than 400 local visitors stopped by our Niles Library booth to pick up a drawing slip for the Friends Kindle give-away. Folks needed to drop off the slip at the Library and nearly 50 turned one in. Nearly 270 participated in the games and heard some details about what we offer.

Although the autumn season seems a long way off in early July, we always begin gathering the information to create the fall Chapter One issue. It is a time consuming project that takes weeks to assemble and proofread.

We have also spent time continuing to fine tune our Materials Marketing effort. New signage will soon be up in the lobby and we continue to pull out timely materials such as movies featuring recently passed celebrities and current trends like grilling or popular music festivals.

Athena and her team leaders have been very proactive in keeping the lobby displays well stocked and they have kept track of the number of materials that they have needed to replenish the display. Since July 8, 598 items were checked out from just the Grab and Go display.

Victoria has worked with CCS to create a method for checking out items twice, once for display and a second time to a patron that we will implement soon. This will help us track where an item is located, if not on its home shelf, and will give us detailed reports on what circulates the most via the displays.

Sasha has been working on updating the website and the public on the new catalog transition and along with Sue has begun an update of our patron enewsletter communications.

Technical Services Report

Submitted by Victoria Luz

- Tech Services did an **amazing** job of ordering, receiving, cataloging, processing and inputting the tremendous onslaught of materials for the end of the 21314 fiscal year. Congratulations on a job well done!
- They also have begun organizing, preparing and starting the process of working with the materials for the 21415 budget.
- Connie Gusek, Betty Zahn and I went to the local Korean Bookstore to check their inventory and work out the details of the new standing order for Adult and Youth Services Korean materials at the suggestion of the selectors. It proved to be beneficial as their materials are up-to-date, varied and they hand-deliver. It is nice patronize a local business as well.
- David Melis spent 3 hours in June staffing the YS service desk. It has been of mutual benefit to TS and YS for bringing up questions and resolving issues.

Adult Services

Submitted by Valerie Clark

When asked the question, “What do you do while reading an audiobook?”, 71 people replied. The comments are being gathered by a library volunteer. What a great way to promote the audiobook and eaudiobook collections! (Cyndi Rademacher)

47 people committed to and attended the Computer Beginner Boot Camp, which lasted for four weeks. (Ruth Schuster)

Librarians generously volunteered to take on extra responsibility while we try to devote more time and effort to the digital services being offered by our library.

Several Adult Services members participated in the Niles Village July 4th parade.

Trustee Calendar

June

6/18—Review minutes and recordings of the executive sessions to determine if they shall remain confidential or if they are no longer confidential and shall be made public.

August

8/20—Public Hearing on the 2014-2015 Budget and Appropriations Ordinance

8/20-- **Regular Meeting of the Board of Trustees**

September

9/17-- **Regular Meeting of the Board of Trustees**

October

10/14-16—Illinois Library Association Conference in Springfield

10/15-- **Regular Meeting of the Board of Trustees**

The public library's mission is to provide a wide range of materials in a variety of formats, such as electronic content, and in sufficient quantity to meet the needs and interests of the community. If electronic readers are provided, they should be accessible. Illinois libraries are best able to provide materials by developing a collection management program and participating in resource sharing. The keys to quality collection management and resource sharing are adequate funding and trained library staff.

The purpose of the Collection Management and Resource Sharing standards is to ensure that Illinois public libraries offer a full range of materials and electronic resources that are current, accessible (cataloged/classified), and relevant to community needs. Collection management includes planning, selecting, and building of resources in all formats needed by a library's community. Based on community needs, the library collection development policy may address selection and evaluation of materials, purchase priorities, and weeding of the collection. Collection evaluation and weeding is an ongoing process where materials are reviewed by analyzing use, age, condition, timeliness, and general coverage in order to improve availability and comprehensiveness and to identify users' changing taste and needs.

Library collections can be expanded beyond the physical boundaries of the library through resource sharing, cooperative collection management, and electronic resources, such as e-books. No one library can provide from its own collection all the materials that are required to meet the needs of its patrons. All libraries can enhance their collection by participating in interlibrary loan practices and participating in and utilizing statewide electronic databases/resource offerings, such as OCLC membership, and WorldCat, as well as regional library system and other consortial group purchase opportunities. Also, libraries can become more proactive information providers by using local funds to license electronic full-text databases of local interest. Libraries in close proximity to one another should consider forming a cooperative collection management plan. Cooperative collection plans coordinate selection and purchase of materials between libraries. Finally, libraries also can contribute to resource sharing by digitizing local materials. Local history materials are often unique and have interest that is not exclusive to the immediate local area. Since these materials are unique and irreplaceable, digitizing them allows for preservation as well as broad access and should be encouraged as a goal for library excellence.

APPLICABLE CORE STANDARDS – Please see Core Standards 5, 13, 16, 21, 22, and 23 in Chapter 1.

COLLECTION MANAGEMENT AND RESOURCE SHARING STANDARDS

1. The library spends a minimum of 12 percent of its operating budget on materials for patrons.
2. The library has a board-approved, written collection management policy based on community needs and interests, the diversity of American society, and on professional standards. The library's collection development policy may address the following issues: materials selection; request for reconsideration of materials; collection specialties and purchase priorities; and evaluation and weeding of the collection. (See Appendix P)
3. Staff responsible for collection management is professionally trained in general principles of selection and weeding as well as in their specific areas of responsibilities.
4. Staff responsible for collection management has access to a variety of review sources and selection tools.
5. The library staff uses accepted professional techniques for collection management. Such techniques may include quantitative measures (i.e., circulation-per-capita and turnaround rates, weeding (i.e., the CREW method), user surveys, and questionnaires. (See Appendix Q)
6. The library places a high budgetary priority on collection development. Although use of the collection and the size of the population are the primary factors, there may be additional factors that affect the size of the collection. Examples of these additional factors include local history, genealogy, and a linguistically diverse population.
7. The library provides access to materials in a variety of formats to ensure equal access for people with disabilities of all ages. Examples of some of these formats are e-books, audio books on CD or MP3, books in Braille, information available through the World Wide Web; and closed-captioned, described, or signed videos or DVDs.
8. The library strives to purchase materials in electronic format.
9. The library publicizes and promotes interlibrary loan to its patrons. The library develops procedures that ensure that interlibrary loan is a simple and effective way for patrons to receive materials and information after all local resources have been exhausted.
10. Library staff members are trained in and follow the policies and procedures relating to the ILLINET Interlibrary Loan Code and the ALA Interlibrary Loan Code.

Chapter 7 [Collection Management and Resource Sharing]

11. The library agrees to be a responsible borrower. Before initiating an interlibrary loan request, requesting libraries should exhaust their own local resources.
12. Library budgets should put priority on purchasing best sellers and buying replacements for lost items with a high checkout rate.
13. Libraries should check statewide resource sharing databases such as OCLC FirstSearch before placing any requests and be responsible for copyright compliance.
14. The borrowing library is always responsible for items, including materials lost in transit or by the patron as specified by the ALA and ILLINET Interlibrary Loan Codes.

COLLECTION MANAGEMENT AND RESOURCE SHARING CHECKLIST

- The library board trustees ensure that the library has a publicly funded budget to purchase materials. The minimum annual expenditure for materials for any size library should be a minimum of 12 percent of the operating budget.
- Library budgets put priority on purchasing best sellers and buying replacements for lost items with high checkout rates.
- The library has a written collection development policy approved by the board.
- Materials are cataloged according to standard library practices utilizing MARC 21, AACR2 Rules, Sears/LC subject headings, and RDA.
- Library collections are periodically evaluated to measure the effectiveness of community use of the collection and weeded if deemed appropriate.
- The library considers forming a cooperative collection plan with other libraries in close proximity to one another.
- The library strives to purchase materials in electronic format.
- The library publicizes and promotes interlibrary loan to its patrons.
- Library staff is trained in and follows policies and procedures related to the Illinois Interlibrary Loan Code and the ALA Interlibrary Loan Code. Libraries agree to be responsible borrowers and lenders.

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- Barr, Catherine. *Best Books for High School Readers, grades 9–12*. 3rd ed. Westport, CT: Libraries Unlimited, 2013.
- Barr, Catherine. *Best Books for Middle School and Junior High Readers, Grades 6–9*. 3rd ed. Westport, CT: Libraries Unlimited, 2013.
- Baumbach, Donna J. and Linda L. Miller. *Less Is More: A Practical Guide to Weeding School Library Collections*. Chicago: American Library Association, 2006.
- Evans, G. Edward and Margaret Zarnosky Saponaro. *Collection Management Basics*. 6th ed. Westport, CT: Libraries Unlimited, 2012.
- Gregory, Vicki L. *Collection Development and Management for 21st Century Library Collections: An Introduction*. New York: Neal-Schuman, 2011.
- Johnson, Peggy. *Fundamentals of Collection Development & Management*. 3rd ed. Chicago: American Library Association, 2013.
- Sheehan, Kate. *The eBook Revolution: A Primer for Librarians on the Front Lines*. Westport, CT: Libraries Unlimited, 2013.

Chapter 7 [Collection Management and Resource Sharing]

WEBSITES

ALA Interlibrary Loan Code

www.ala.org/rusa/resources/guidelines/interlibrary

ILLINET Interlibrary Loan Code and Interlibrary Training

il.webjunction.org/il-ill

The Crew Method: Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium-Sized Public Libraries

www.tsl.state.tx.us/ld/pubs/crew/index.html

Monthly Statistical Report --July 2014

LOAN OF LIBRARY MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult	45,960	48,355	-4.95%	45,960	48,355	-4.95%
Teens	4,822	4,731	1.92%	4,822	4,731	1.92%
Juvenile	47,027	44,172	6.46%	47,027	44,172	6.46%
TOTAL Loan of Library Materials	97,809	97,258	0.57%	97,809	97,258	0.57%
LOAN OF MATERIAL BY TYPE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult						
Print	19,418	19,961	-2.72%	19,418	19,961	-2.72%
Periodical	779	865	-9.94%	779	865	-9.94%
Audio	6,168	5,895	4.63%	6,168	5,895	4.63%
DVD	18,620	20,740	-10.22%	18,620	20,740	-10.22%
Digital	975	894	9.06%	975	894	9.06%
TOTAL Adult Loans	45,960	48,355	-4.95%	45,960	48,355	-4.95%
Teens						
Print	3,568	3,679	-3.02%	3,568	3,679	-3.02%
Periodical	16	0		16	0	
Audio	687	546	25.82%	687	546	25.82%
DVD	435	405	7.41%	435	405	7.41%
Digital	116	101	14.85%	116	101	14.85%
TOTAL Teen Loans	4,822	4,731	1.92%	4,822	4,731	1.92%
Juvenile						
Print	31,250	29,406	6.27%	31,250	29,406	6.27%
Periodical	141	76	85.53%	141	76	85.53%
Audio	3,724	3,382	10.11%	3,724	3,382	10.11%
DVD	11,522	10,978	4.96%	11,522	10,978	4.96%
Digital	390	330	18.18%	390	330	18.18%
TOTAL Juvenile Loans	47,027	44,172	6.46%	47,027	44,172	6.46%
ONLINE DATABASE USE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Total Database Use	4,661	4,209	10.74%			
Holds	Current Month	Prior Year Same Month	% Change			
Holds Placed	11,785	11,217	5.06%			
Holds Made Available	15,345	14,450	6.19%			
Patron Registration	Current Month	Total	Prior Year Same Month	% Change		
New District cards	301	25,623	263	14.45%		
Patron Count	Current Month	Prior Year Same Month	% Change			
Patron visits						
Unique Library cards used	5,799	5,748	0.89%			
e-News subscribers	8,886	7,105				
IN-HOUSE USE OF MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Reference--Adult	8	552	-98.55%	8	552	-98.55%
Circulating--Juvenile	5,706	4,327	31.87%	5,706	4,327	31.87%
Circulating--Teen	615			615		
Circulating--Commons	100			100		
Circulating--Adult	4,264	3,827	11.42%	4,264	3,827	11.42%
TOTAL In-house Use of Print Materials	10,693	8,706	22.82%	10,693	8,706	22.82%

Monthly Statistical Report --July 2014

PC Users by Area	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult Services	4,324	4,634	-6.69%	4,324	4,634	-6.69%
Youth Services	2,093	1,573	33.06%	2,093	1,573	33.06%
Teen Services	254			254		
Express Internet	787	2,462	-68.03%	787	2,462	-68.03%
Patron Wi-Fi Uses	9,224	2,418	281.47%	9,224	2,418	281.47%
Scanning devices	815	776	5.03%	815	776	5.03%
Total Users	17,497	11,863	47.49%	17,497	11,863	47.49%
Website Hits	33,041	34,036	-2.92%			
Facebook "Likes" to date	781	654	19.42%			
Buzz Blog views	602					
Media Hits (includes print and online articles and listings)	81					
TECHNICAL SERVICES						
	Items Added	Items Withdrawn	Library Holdings			
<i>July</i>	2,207	1,578	292,101			
Library Services						
	Current Month	Year to date				
Notary Public	73	73				
Test Proctoring	9	9				
Voters' Registration	1	1				
VOLUNTEER HOURS						
	Number of people	Total hours				
Adult Services & Programs - Fic, AV, Ref	18	91				
Teen Services & Programs - Fic and Ref	18	353				
Youth Services Programs & General	116	898				
General Library & Library Events	79	322				
Total Volunteers/Hours this month	231	1,664				
<i>NOTE: Last year volunteers/hours same month</i>	220	1,590				
Service Desks						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Quick Questions	5,416	5,836	-7.20%	5,416	5,836	-7.20%
Reference/Research	7,627	7,538	1.18%	7,627	7,538	1.18%
TOTAL All Service Desks	13,043	13,374	-2.47%	13,043	13,374	-2.47%
Adult Services (3rd floor)						
Quick Questions	211	1,369	-84.59%	211	1,369	-84.59%
Reference/Research	1,250	1,781	-29.81%	1,250	1,781	-29.81%
Total Reference Desk	1,461	3,150	-53.62%	1,461	3,150	-53.62%
Fiction/Audiovisual Services (2nd floor)						
Quick Questions	391	408	-4.17%	391	408	-4.17%
Reference/Research	2,351	3,369	-30.22%	2,351	3,369	-30.22%
Total InfoDesk	2,742	3,777	-27.40%	2,742	3,777	-27.40%
Technology Desk						
Quick Questions	651	393	65.65%	651	393	65.65%
Reference/Research	1,547	194	697.42%	1,547	194	697.42%
Total Tech Desk	2,198	587		2,198	587	
Teen Desk						
Quick Questions	674	0		674	0	
Reference/Research	222	0		222	0	

Monthly Statistical Report --July 2014

Monthly Statistical Report --July 2014						
Total Teen Desk	896	0		896	0	
Outreach Services						
Reference/Research	513	399	28.57%	513	399	28.57%
Bulk Loan Items Delivered to Nursing Homes	355	305	16.39%	355	305	16.39%
Materials pulled for Homebound Users	1,162	1,195	-2.76%	1,162	1,195	-2.76%
Total Outreach	2,030	1,899	6.90%	2,030	1,899	6.90%
Youth Services						
Quick Questions	3,489	3,666	-4.83%	3,489	3,666	-4.83%
Reference/Research	1,744	1,795	-2.84%	1,744	1,795	-2.84%
School Loans pulled	8	8	0.00%	8	8	0.00%
Museum Adventure passes distributed	41	44	-6.82%	41	44	-6.82%
Total Youth Services	5,282	5,513	-4.19%	5,282	5,513	-4.19%
GRAND Total	14,609	14,926	-2.12%	14,609	14,926	-2.12%
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Interlibrary Loan						
Books, A-V						
Items lent to offline libraries	266	354	-24.86%	266	354	-24.86%
Items received from offline libraries for patrons	105	102	2.94%	105	102	2.94%
Total	371	456	-18.64%	371	456	-18.64%
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Outreach Services						
Homebound						
Patrons	230	204	12.75%	230	204	12.75%
Visits	257	255	0.78%	257	255	0.78%
Institutions						
Institutions	7	6	16.67%	7	6	16.67%
Visits	7	6		7	6	
Schools						
Items	257	150	71.33%	257	150	71.33%
Visits	5	5	0.00%	5	5	0.00%
	This Month	Attendance	Attendance Prior Year	% Change		
LIBRARY PROGRAMS						
Programs--Youth						
Rise & Shine Storytime (parent & child)	2	47				
Babytime (parent & child)	4	242				
Summer Reading Club Registrations	1	276				
Summer Reading Club Added Visits	1	4,324				
Summer Reading Club Weekly Challenges	1	1,933				
Summer Reading Club Share-a-Book Sheets	1	1,130				
Bibliobops	1	46				
1KBK registrations	1	4				
1KBK added visits	1	18				
Teacher Use of Die Cut Machine	1	2				
Battle Book Discussions	3	20				
Book Buddies	57	114				
Groups Visiting NPLD	4	106				
Mega Mondays	4	101				
Movies	1	70				
Second Sunday	1	82				
Writing for Real	4	68				
Little Authors	1	13				

Monthly Statistical Report --July 2014

Golf Mill Bibliobop	1	24				
Second Saturday Bingo Breakfast	1	35				
Pint-Size Polka	1	44				
In-house toys and games	1	1,542				
In-house videogames	1	347				
Science Alliance	1	52				
Total Youth Services Programs	95	10,640	5,921	79.70%		
Programs--Teens						
Summer Reading Club Registrations	1	64				
Summer Reading Club additional visits	1	98				
Anime and Manga Club	1	10				
Playbill	10	128				
Playbill Performance	1	65				
Throwback Thursday Movie	1	13				
Paws for Treats	1	9				
In-house Videogames	1	82				
Button-making	1	12				
Additional movie showings	2	14				
John Green bulletin board shares	1	35				
Total Teen Programs	21	530	445	19.10%		
Programs--Adult						
Adult Summer Reading participation	1	561				
Audiobook mania	1	71				
Senior Coffee Hour: Elder Abuse	1	16				
Nursing Home Book Discussions	3	23				
Adult Book discussions	2	20				
Bookbytes	1	16				
Friends July 4th Kindle giveaway	1	48				
Computer programs/classes	9	86				
Career programs	5	16				
July 4 parade volunteers	1	42				
July 4 post-parade activities	1	273				
ESL Club	2	6				
Senior resource counseling	2	4				
Genealogy Online program	1	12				
Movies	2	40				
Paws for Tea and Cozy Mysteries	1	10				
Songwriters Group	1	6				
Total Adult Programs	35	1,250	335	273.13%		

Monthly Statistical Report --July 2014

Outside Meetings						
Niles All American Toastmasters	2	26				
Ligia Amarei (Mom's Group)	1	15				
Keypoint Government Solutions	1	2				
Clearpoint Research Group	3	25				
Total Outside Meetings	7	68	47	44.68%		
Total Meeting and Program Attendance	158	12,488	6,748	85.06%		

Diane Winberg

From: Eric M. Poders [empoders@hotmail.com]
Sent: Wednesday, July 16, 2014 7:02 AM
To: Greg Pritz; Susan Lempke
Cc: NPLD Board of Trustees
Subject: Niles Public Library FOIA Request Dated July 16, 2014

Niles Public Library District
FOIA Officer(s) Pritz/Lempke
6960 West Oakton Street
Niles, Illinois 60714

July 16, 2014

Dear FOIA Officer(s),

This email communication will act as a formal Freedom of Information Act (FOIA) request pertaining to the Niles Public Library District meeting(s), for the paper copies in electronic form (.pdf) of the current document on file: the Illinois Attorney General Open Meetings Act (OMA) training certificate(s) or Illinois Attorney General Open Meetings Act (OMA) training completion document/certificate on file for all current Niles Public Library District Board of Trustees: Chirs Ball, Karen Dimond, Carolyn Drblik, Morgan Dubiel, Danette Matyas, Barbara Nakasishi and Linda Ryan.

Note that under law, specifically entitled 5 ILCS 140 Freedom of Information Act, that you have five (5) business days (by next Wednesday July 23, 2014) to respond and thus fulfill this FOIA request.

If there are any questions or concerns with this request, please contact me by email (empoders@hotmail.com).

Thanking you in advance,

Eric M. Poders
7940 Foster Street
Morton Grove, Illinois 60053-1036
empoders@hotmail.com
847.530.2222

CC: All Niles Public Library District Board Members

From: news-ni [<mailto:news-ni@journal-topics.info>]
Sent: Thursday, July 17, 2014 1:13 PM
To: Greg Pritz
Cc: Susan Lempke
Subject: FOIA request Re: FOIA & IOMA training

To: Niles Public Library FOIA officers
Fr: Tom Robb
Reporter
Niles Journal
Re: FOIA request

Please provide copies of Illinois Attorney General Illinois Open Meetings Act (IOMA) and Freedom of Information Act (FOIA) training certificate(s) or IOMA and FOIA training completion document/certificates on file for all current members of the Niles Public Library District Board of Trustees: Chirs Ball, Karen Dimond, Carolyn Drblik, Morgan Dubiel, Danette Matyas, Barbara Nakasishi and Linda Ryan and FOIA officers Greg Pritz and Susan Lempke. Please also include any and all related communications, emails, memorandums etc. between Niles Public Library employees or administrators and library trustees regarding IOMA and FOIA training for trustees and senior level grade 1 and grade 2 library employees.

This is a request made under the Illinois Freedom of Information Act. If you are unable to comply with any part of this request please detail the reasons you are unable to provide that information in writing and provide remaining documents or redacted parts of documents.

If you have questions regarding this request please do not hesitate to contact me.

Thank you

Tom Robb
Reporter
Niles Journal
Political Editor
Journal & Topics Newspapers
622 Graceland Ave.
Des Plaines, IL 60016
<http://www.journal-topics.com>
news-ni@journal-topics.info
847-299-5511 ex 114
847-298-8549 fax



Illinois Library Association

Sue Wilsey
Niles Public Library District
6960 Oakton Street
Niles, IL 60714

July 18, 2014

Dear Sue,

Congratulations! It is our honor as co chairs of the Illinois Library Association Awards Committee to inform you that the ILA Awards Committee has selected you as the 2014 recipient of the Deborah Dowley Preiser Marketing Award.

With this award, ILA is publicly recognizing your work on behalf of Illinois libraries. This nomination was received by Barb Kruser of Niles Public Library District.

We hope that you will be able to attend the ILA awards ceremony and luncheon which will be held on Tuesday, October 14, 2014 at the Prairie Capital Convention Center in Springfield, Illinois. You may also invite two guests to accompany you at the celebration. More information on this event will be sent to you later this summer.

On behalf of the Illinois Library Association, thank you for your good work on behalf of Illinois libraries. I look forward to seeing you in October.

Sincerely,

A handwritten signature in black ink that reads "Nicole Wilhelms Paul D. Mills". The signature is written in a cursive, flowing style.

Nicole Wilhelms and Paul D. Mills
Co Chairs, ILA Awards Committee

Cc: David Seleb, Oak Park Public Library

33 W. Grand Avenue
Suite 401
Chicago, IL 60654-6799
USA

phone: 312-644-1896
toll free: 877-565-1896
fax: 312-644-1899

www.ila.org

Contact: Anne Bustamante
Illinois Library Association
33 W. Grand Ave., Ste. 401
Chicago, IL 60654-8799

Phone: 312.644.1896
Fax: 312.644.1899
Email: anne@ila.org

Illinois Library
Association

Press Release

Sue Wilsey, Marketing and Publicity Supervisor for the Niles Public Library, is the recipient of the 2014 Illinois Library Association Deborah Dowley Preiser Award.

The award recognizes a library employee who has performed excellent work in public relations and programming over a period of several years. The award will be presented by ILA and the Oak Park Public Library.

Since joining the library six years ago, Sue has used her considerable skills, vast experience, and boundless creativity to steer the once under-the-radar library to the forefront of the community. She led a dynamic marketing overhaul to introduce the library's year-long renovation and rebranding, driving a 20% increase in library card sign-ups during 2013 Library Card sign-up month.

Sue has overseen every major event at the Niles Public Library since arriving. This includes programs as diverse as a month-long focus on Benjamin Franklin coinciding with a national traveling exhibit, a community-wide Big Read, and a highly successful Beatles Art Festival. Sue has helped raise the Library's profile as a very active member of the Niles Chamber of Commerce and Industry, and has been invited to serve on the newly formed Village Arts and Culture commission.

Sue has been an energetic participant in the Illinois library community, serving as co-chair of the ILA Marketing Committee, and was one of the leaders of the Soon to Be Famous Illinois Author project. Sue is recognized as a generous mentor and colleague, that has helped refresh and reframe the perception of today's public libraries.

The Deborah Dowley Preiser Award will be presented at the Illinois Library Association Annual Conference Awards Luncheon on Tuesday, October 14 at 12:00 p.m. at the Prairie Capital Convention Center in Springfield, Illinois.

For further information, contact the Illinois Library Association.

For Immediate Release

New Business—Recommended Actions

A.1 Recommended Action on Meeting Attendance

MOVE the Library Board of Trustees approve the request from Donna Block to attend the Illinois Library Association Conference from October 14-15, 2014.

Memorandum A.1 to Recommended Action

Donna's request is attached.



Meeting Attendance Request

Name Donna Block Department Teen Services

Dates Of Absence From 10/14/14 To 10/15/14

Length Of Absence 2 working days hours

Request Attendance for:

Event: ILA Annual Conference

Place: Springfield, IL

Subject: Kickstarting Connections, Creativity & Community

Detailed Estimate of Expenses:

Registration:	\$ 200	Meals:	\$ 100
Travel:	\$ 50	Other:	\$
Lodging:	\$ 115	x # of nights	Total: \$ 465

How will your attendance at this conference benefit the Library?

Attending ILA is a unique opportunity to learn from and share knowledge with other librarians throughout the state. It will give me the opportunity to learn new enrichment activities for teens that can be implemented in our library. I will also learn how other libraries across the state respond to a variety of patrons' needs, with the intention of adapting the best strategies for use with our patrons. Finally, I will present a program on Tuesday, October 14 entitled "Teen Theater Groups: Creating Communities of Empowered Teens" that will promote the Niles Public Library's successful, long-running summer theatre program. *E.B. Deadline 8/25*

Department Head *[Signature]* Approved Denied Date 7/23/14

Administrator *[Signature]* Approved Denied Date 7/28/14

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

New Business—Recommended Actions

A.2 Recommended Action on Meeting Attendance

MOVE the Library Board of Trustees approve the request from Mary Miller to attend the Illinois Library Association Conference from October 14-16, 2014.

Memorandum A.2 to Recommended Action

Mary's request is attached.



Meeting Attendance Request

Name **Mary Miller** Department **Teen**
 Dates Of Absence From **October 14, 2014** To **October 16, 2014**
 Length Of Absence **3** working days **hours**

Request Attendance for:

Event: **Illinois Library Association Annual Conference**

Place: **Springfield, Illinois**

Subject:

Detailed Estimate of Expenses:

Registration:	\$ 200.00	Meals:	\$ 100
Travel:	\$ 225	Other:	\$
Lodging:	\$ 115 x2	x # of nights	Total: \$ 755

How will your attendance at this conference benefit the Library?

I will be serving as the Youth Adult Services Forum Liaison at the conference and will direct young adult activities during the conference. This opportunity will allow me an opportunity to network with other young adult librarians throughout the state of Illinois and discover new ideas to promote teen services at Niles Public library.

Department Head *B. Sutherland* Approved Denied Date *8/6/14*
 Administrator *Susan Lempke* Approved Denied Date *8/6/14*

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

New Business—Recommended Actions

A.3 Recommended Action on Meeting Attendance

MOVE the Library Board of Trustees approve the request from Shelley Sutherland to attend the Illinois Library Association Conference from October 13-16, 2014.

Memorandum A.3 to Recommended Action

Shelley's request is attached.



Meeting Attendance Request

Name Shelley Sutherland Department KidSpace

Dates Of Absence From 10/13/14 To 10/16/14

Length Of Absence 4 working days hours

Request Attendance for:

Event: ILA Annual Conference

Place: Springfield, IL

Subject: Kickstarting Connections, Creativity & Community

Detailed Estimate of Expenses:

Registration:	\$ 200	Meals:	\$ \$150
Travel:	\$ 120 (sharing a ride)	Other:	\$ 7 (Parking)
Lodging:	\$ 166.32 (sharing) x # of nights	Total:	\$ 643.32

How will your attendance at this conference benefit the Library?

Learn and share knowledge with other librarians, so as to continue to provide best service, materials and programs to our patrons. Participate in the Dream Destinations panel to showcase our new space, and learn from others about ways to keep it fresh and inspiring.

Department Head NX Approved Denied Date

Administrator Susan Lempe Approved Denied Date 8/6/14

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

New Business—Recommended Actions

A.4 Recommended Action on Meeting Attendance

MOVE the Library Board of Trustees approve the request from Sue Wilsey to attend the Illinois Library Association Conference from October 13-16, 2014.

Memorandum A.4 to Recommended Action

Sue's request is attached.



Meeting Attendance Request

Name **Sue Wilsey** Department **Marketing**

Dates Of Absence From **10/13/14** To **10/16/14**

Length Of Absence **4** working days hours

Request Attendance for:

Event: **ILA Conference**

Place: **Springfield, IL**


Subject:


Detailed Estimate of Expenses:

Registration:	\$ 200	Meals:	\$ 200
Travel:	\$ 120	Other:	\$ 7 Parking
Lodging:	\$ 166.32	x # of nights	Total: \$ 693.32

How will your attendance at this conference benefit the Library?

As the winner of the 2014 Debbie Prieser Marketing Award, I will be attending the luncheon and awards ceremony. I am also hosting our Soon to be Famous Author at the Author's Showcase and presenting a workshop on the STBF Conference. I will be networking with other library marketing professionals and attending presentations and workshops that will provide me with ideas and practical suggestions for promotion and programming. I will be sharing a ride and a room with fellow supervisor Shelley Sutherland.

Department Head  Approved Denied Date 8/14/14

Administrator  Approved Denied Date 8-14-14

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

New Business—Recommended Actions

A.5 Recommended Action on Meeting Attendance

MOVE the Library Board of Trustees approve the request from Cate Levinson to attend the Wisconsin Library Association Conference from November 4-7, 2014.

Memorandum A.5 to Recommended Action

Cate's request is attached.



Meeting Attendance Request

Name Cate Levinson Department KidSpace

Dates Of Absence From 11/4/14 To 11/7/14

Length Of Absence 4 working days hours

Request Attendance for:

Event: Wisconsin Library Association Annual Conference

Place: Kalahari Resort & Conference Center

Subject: Connect, Engage, Inform!

Detailed Estimate of Expenses:

Registration:	\$ 280	Meals:	\$ 200
Travel:	\$	Other:	\$
Lodging:	\$ \$99	x # of nights	Total: \$ 780

How will your attendance at this conference benefit the Library?

I will be speaking on a panel organized by Marge Loch-Wouters: Shake It UP! Best Outside-the-Box School-Age Programs.

I will learn from other librarians & thought-leaders about their concerns, trends, issues, solutions and best practices for public libraries.

My mileage will be covered by the stipend provided by WLA.

Department Head *Bonkowski* Approved Denied Date 8/6/14

Administrator *Susan Lempke* Approved Denied Date 8/6/14

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

New Business—Recommended Actions

B. Recommended Action on Ordinance 14-06

MOVE the Library Board of Trustees adopt Ordinance 14-06, an Ordinance Providing for Budget and Appropriations of the Niles Public Library District, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2014 and Ending June 30, 2015.

Memorandum B of Recommended Board Action

The Tentative Budget and Appropriations Ordinance 14-05 was adopted at the Board Meeting on June 18, 2014. Following the Public Hearing on Wednesday, August 20, at 6:25 p.m., the Ordinance should be ready for approval.

**ORDINANCE 14-06
ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS
OF THE NILES PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS, FOR
THE FISCAL YEAR BEGINNING JULY 1, 2014 AND ENDING JUNE 30, 2015**

WHEREAS, the Board of Trustees of the Niles Public Library District, Cook County, Illinois, caused to be prepared in tentative form a Budget, and the Secretary of the Board will make the same conveniently available to public inspection for at least 30 days prior to final action thereon, and

WHEREAS, a public hearing will be held as to such Budget on the 20th day of August, 2014, and notice of said hearing will be given at least 30 days prior thereto as required by law, and all other legal requirements have been complied with;

BE IT ORDAINED by the Board of Trustees of the NILES PUBLIC LIBRARY DISTRICT, County of Cook and State of Illinois.

SECTION 1: That the following sums of money, or as much thereof as may be authorized by law, be and the same are hereby budgeted and appropriated for general corporate purposes and to defray and for the payment of all expenses and liabilities of the Niles Public Library District for the fiscal year hereby adopted as beginning July 1, 2014 and ending June 30, 2015.

SECTION 2: That the items budgeted as appropriated and the objects and purposes of the same are as follows:

	APPROPRIATION	BUDGET
Salaries		
ADMINISTRATOR	\$126,500	\$115,000
MANAGERS	\$200,818	\$182,562
SUPERVISORS	\$534,450	\$485,864
LIBRARIAN	\$1,092,489	\$993,172
LIBRARY GRADE V	\$655,469	\$595,881
LIBRARY GRADE VI	\$442,141	\$401,946
LIBRARY PAGE	\$146,674	\$133,340
SUNDAY/SUBSTITUTE/ADJUSTMENTS	\$101,200	\$92,000
TOTAL SALARIES	\$3,299,742	\$2,999,765
 LIBRARY MATERIALS		
BOOKS & PERIODICAL	\$289,200	\$241,000
DOWNLOADABLES	\$72,000	\$60,000
AV	\$176,400	\$147,000
ONLINE DATABASES	\$192,000	\$160,000
TOTAL MATERIALS	\$729,600	\$608,000
 OPERATING EXPENSES		
Processing & Services		
CCS CHARGES	\$90,000	\$74,600
PROCESSING & SUPPLIES	\$42,000	\$20,000
INTERNET CHARGES	\$26,880	\$20,000
SOFTWARE, LICENSES	\$59,140	\$45,000
PRINTING	\$59,010	\$50,000
LIBRARY SUPPLIES	\$16,800	\$12,800
PROGRAMMING & SUPPORT -	\$94,780	\$69,200

ADULT		
VOLUNTEERS	\$4,200	\$3,000
PUBLIC PERFORMANCE RIGHTS	\$1,845	\$1,318
CCS COMMUNICATIONS	\$5,600	\$4,000
COMPUTER CHARGES - OCLC	\$15,971	\$11,408
MISCELLANEOUS	\$1,400	\$1,000
TOTAL PROCESSING & SUPPLIES	\$417,626	\$312,326

Administration & General Office

JANITORIAL SUPPLIES	\$67,300	\$33,650
COPIERS	\$20,000	\$10,000
PROFESSIONAL DEVELOPMENT	\$77,190	\$38,595
MILEAGE REIMBURSEMENT	\$2,600	\$1,300
LEGAL FEES	\$60,000	\$30,000
CONSULTING	\$30,000	\$15,000
SUPPLIES	\$53,000	\$26,500
PROMOTIONAL EXPENSE	\$49,800	\$24,900
POSTAGE & FREIGHT	\$36,000	\$18,000
PUBLICATION OF NOTICES - LEGAL	\$2,400	\$1,200
SUBSCRIPTIONS & DUES	\$18,000	\$9,000
COLLECTION SERVICES	\$2,000	\$1,000
TELEPHONE	\$33,000	\$16,500
TRUSTEE EXPENSE	\$18,000	\$9,000
EQUIPMENT RENTAL	\$10,000	\$5,000
PAYROLL SERVICE	\$26,000	\$13,000
BANK FEES	\$6,600	\$3,300
PARKING LEASE AGREEMENT	\$21,144	\$10,572
TOTAL ADMINISTRATION AND GENERAL OFFICE	\$533,034	\$266,517

VEHICLE EXPENSE TOTAL	\$10,000	\$4,271
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EMPLOYEE FRINGE BENEFITS

PENSION PLAN	\$210,000	\$175,000
GROUP HEALTH	\$450,000	\$375,000
HEALTH REIMBURSEMENT	\$48,000	\$40,000
DENTAL, VISION, DISABILITY	\$59,040	\$49,200
TOTAL FRINGE BENEFITS	\$767,040	\$639,200

TOTAL UTILITIES	\$200,000	\$102,000
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TOTAL OPERATING	\$5,957,042	\$4,932,079
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BUILDING & MAINTENANCE

REPAIRS & IMPROVEMENTS	\$45,000	\$37,500
CONTRACTUAL MAINTENANCE	\$42,000	\$35,000
NON-CONTRACTUAL MAINTENANCE	\$28,800	\$24,000
EQUIPMENT MAINTENANCE	\$43,200	\$36,000
NON CAPITAL EXPENSES	\$24,000	\$20,000
FURNITURE & FIXTURES	\$100,000	\$56,500
TOTAL BUILDING & MAINTENANCE	\$283,000	\$209,000

SPECIAL RESERVE		
SPECIAL RESERVE - BUILDING	\$200,000	\$130,000
SPECIAL RESERVE - EQUIPMENT	\$1,600,000	\$397,000
SPECIAL RESERVE - Renovation Project	\$0	\$0
TOTAL SPECIAL RESERVE	\$1,800,000	\$527,000
SPECIAL FUNDS		
AUDIT	\$19,250	\$17,500
LIABILITY INSURANCE	\$37,576	\$34,160
SOCIAL SECURITY	\$253,000	\$230,000
ILLINOIS UNEMPLOYMENT TAXES	\$16,500	\$15,000
WORKERS' COMPENSATION INSURANCE	\$32,374	\$29,431
TOTAL SPECIAL FUND ITEMS	\$358,700	\$326,091
SUPPLEMENTARY GRANTS	\$100,000	\$72,000
GRAND TOTAL	\$8,498,742	\$6,066,170

SECTION 3: The several sums above mentioned and designed as appropriation, which is EIGHT MILLION FOUR HUNDRED NINET EIGHT THOUSAND SEVEN HUNDRED FORTY TWO AND NO/100 (\$8,498,742), be and are hereby appropriated as propriate fractional parts of the said amount of EIGHT MILLION FOUR HUNDRED NINET EIGHT THOUSAND SEVEN HUNDRED FORTY TWO AND NO/100 (\$8,498,742) from the proceeds of the general property tax for corporate purposes and special taxes in addition to all other library taxes as provided by law.

That all of the unexpended balance of any item or items of any general appropriation made in this Ordinance be expended in making up any insufficiency in any item in the same general appropriation and for the same general purpose of any like appropriation made by this Ordinance.

SECTION 4: The cash on hand deemed by law as current assets available for library purposes as of May 31, 2014, is estimated to be \$11,825,080; the estimate of cash to be received during the 2014-2015 fiscal year from all sources is \$6,479,065; the estimate of expenditures appropriated for such fiscal year is \$8,498,742; and the estimated operating budget for such fiscal year is \$4,932,079. The estimated cash to be expected on hand deemed by law as current assets available for library purposes at the end of such year is \$5,683,849.

SECTION 5: That the invalidity of any portion of this Ordinance or any of the items hereof shall not render invalid any other portion or item thereof which can be given effect with such invalid portion or portions eliminated.

SECTION 6: That all ordinances or parts of ordinances conflicting with any of the provisions of this Ordinance be and the same are hereby repealed.

SECTION 7: That the Board of Trustees of the Niles Public Library District has established a special reserve fund to be accumulated from the unexpended balance from the proceeds received from the library taxes levied for the 1977 and subsequent years, said fund to be accumulated and set aside as a special

reserve fund for the purpose in accordance with 75 ILCS 16/40-50 and that said Board of Trustees shall adopt a plan or plans pursuant to the provisions of 75 ILCS 16/40-5 of the Public Library District Act of 1991.

SECTION 8: That this Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

ADOPTED this 20th day of August, 2014, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

Morgan Dubiel
President of the Board of Trustees of the
NILES PUBLIC LIBRARY DISTRICT
ATTESTED and SIGNED in my office,
according to law, this
20th day of August 2014, at the said
NILES PUBLIC LIBRARY DISTRICT

CHRIS A. BALL
Secretary, Board of Trustees
NILES PUBLIC LIBRARY DISTRICT

August 20, 2014

C. Recommended Action on Special Reserve Fund Plan

MOVE the Library Board of Trustees approve the 2014-2015 Plan for the Special Reserve Fund.

Memorandum C of Recommended Board Action

Attached is an update, based on our current plans.

On motion sheet as Agenda Item 11. New Business: Recommended Action B.

**Nile Public Library District
Special Reserve Fund Plan
Fiscal Year 2014-2015**

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

The special reserve fund balance as of June 30, 2015 was \$702,295. The expenditure plan for the fiscal year ending June 30, 2015 and the next several years is as follows:

FY 2014-2015

Renovation

Remaining Retainage to be paid	\$16,922
LMR Sound and Video	\$53,734
Strobe Lights-Fire System	\$25,000
Furniture	_____
	<u>\$95,656</u>

Equipment

Staff PCs	\$123,000
Patron PCs	\$102,000
Scanners	\$5,952
Patron Copiers	\$12,000
VPN Server for Staff	\$6,000
Ereaders/Tablets for training	\$6,000
Vehicle for Deliveries	\$50,000
Smart Board	\$8,000

	<u>\$312,952</u>

Building

Water Main	\$13,810
Security System	\$30,000

	<u>\$43,810</u>
	<u>\$452,418</u>

FY 2017-2018

Building	
West Roof Replacement	<u>\$485,000</u>
FY 2018-2019	
Building	
Parking Lot	\$175,000
Parking Lot Lights	<u>\$35,000</u>
	<u>\$210,000</u>
After FY 2018-2019	
Building	
East Roof Replacement	\$375,000
Copper Tower Roof	\$75,000
Parking Lot Bollards	<u>\$12,500</u>
	<u>\$462,500</u>
Equipment	
Generator upgrade	\$50,000
Heating Distribution	\$55,000
Ventilation	\$31,000
Air Conditioning	\$325,000
Secondary Distribution Panel	<u>\$20,000</u>
	<u>\$481,000</u>
	<u>\$943,500</u>
Grand Total	<u>\$2,090,918</u>

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

Any expenditure from the special reserve fund in excess of \$20,000 requires competitive bidding in accordance with 75 ILCS 16/40-45(b). Any expenditure in excess of \$5,000 the Library solicits multiple bids according to board practice and policy.

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

**Niles Public Library District
Special Reserve Fund
August 15, 2014**

				FY2014/15	FY2015/16	FY2016/17	FY2017/18	FY2018/19	Thereafter	Notes/Comments
Beginning Fund Balance				\$ 702,295	\$ 249,877	\$ 249,877	\$ 249,877	\$ (235,123)	\$ (445,123)	
Description	Time Frame	Type	Est. Cost							
Remaining Retainage on FQC Contract	FY2014/15	B	\$16,922	\$ 16,922	\$ -	\$ -	\$ -	\$ -	\$ -	
Strobe Lights-Fire System	FY2014/15	B	\$25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	
Staff PCs	FY2014/15	E	\$123,000	\$ 123,000	\$ -	\$ -	\$ -	\$ -	\$ -	Past 5 year projected life
LMR Sound and Video	FY2014/15	E	\$53,734	\$ 53,734	\$ -	\$ -	\$ -	\$ -	\$ -	Bidder-in process
Scanners	FY2014/15	E	\$5,952	\$ 5,952	\$ -	\$ -	\$ -	\$ -	\$ -	Bidder-in process
VPN Server for Staff	FY2014/15	E	\$6,000	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -	
Ereaders/Tables for training	FY2014/15	E	\$6,000	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -	
Generator upgrade	Thereafter	B	\$50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	Remaining useful life 13 years (2027)-Rebuild or replace when maintenance excessive
Water Main Replacement	FY2014/15	B	\$13,810	\$ 13,810	\$ -	\$ -	\$ -	\$ -	\$ -	Includes liability assumption
Patron PCs	FY2014/15	E	\$102,000	\$ 102,000	\$ -	\$ -	\$ -	\$ -	\$ -	Passing 5 year projected life in FY2014/15
Patron copiers	FY2014/15	E	\$12,000	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ -	
Security System	FY2014/15	B	\$30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	Unknown scope of work-need assessment
Vehicle for deliveries	FY2014/15	E	\$50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	Replace current vehicle with new vehicle with a lift
Smart Board	FY2014/15	E	\$8,000	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ -	
East Roof Replacement	Thereafter	B	\$375,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 375,000	Out of warranty-should be replaced in 2-5 years depending on conditions
West Roof Replacement	FY2017/18	B	\$485,000	\$ -	\$ -	\$ -	\$ 485,000	\$ -	\$ -	Out of warranty next year-should be replaced in 4-8 years depending on conditions
Copper Tower Roof	Thereafter	B	\$75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000	10+ years
Parking Lot Lights	FY2018/19	B	\$35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	Showing wear-should replace in 3-10 years depending on conditions
Parking Lot Bollards	Thereafter	B	\$12,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,500	5-10 year replacement
Parking Lot	FY2018/19	B	\$175,000	\$ -	\$ -	\$ -	\$ -	\$ 175,000	\$ -	3-5 year replacement
Heating Distribution	Thereafter	E	\$55,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,000	Remaining useful life 13 years (2027)
Ventilation	Thereafter	E	\$31,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,000	Remaining useful life 13 years (2027)
Air Conditioning	Thereafter	E	\$325,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 325,000	Remaining useful life 8 years (2022) (Chillers on roof)
Secondary Distribution Panel	Thereafter	E	\$20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	Past useful life-Rebuild or replace when maintenance is excessive
Total			\$2,090,918	\$452,418	\$0	\$0	\$485,000	\$210,000	\$943,500	
Ending Fund Balance				\$ 249,877	\$ 249,877	\$ 249,877	\$ (235,123)	\$ (445,123)	\$ (1,388,623)	

FY2014/15
FY2015/16

FY2016/17
FY2017/18
FY2018/19
Thereafter

Niles Public Library

Facility Condition Assessment Report - DRAFT
August 13, 2014



TABLE OF CONTENTS	PAGE
- Introduction	2
- Roof Systems	3
Fascia	8
Soffits	9
- Exterior Building Envelope – Walls	10
Masonry	10
EIFS	12
Stone Panels	13
Metal Panels	13
- Exterior Building Systems – Windows	14
- Exterior Building Systems – Doors	14
- Exterior Building Systems – Entry Canopy	15
- Site Improvements – Parking Lot	15
- Site Improvements – Sidewalks, Stairs and Pavers	16
- Site Improvements – Retaining Walls	16
- Site Improvements – Exterior Lighting	17
- Site Improvements – Landscape	18
- Assessment Action Items	19
- Exhibit 1	23

INTRODUCTION

This Facility Condition Assessment Report was prepared in response to FQC proposal dated June 16, 2014 and approved by Mr. Greg Pritz on June 18, 2014. The Assessment scope was limited to the exterior envelope of the building and site improvements, as the interior of the building has recently received a major rehabilitation. One of the primary objectives for the report was to establish a capital cost expenditure schedule for anticipated repairs and/or replacement of building systems. The focus of this cost schedule was on items anticipated to be incurred over the next five years and then approximate replacement costs for major systems that may require replacement within the next ten years.

The site inspection was conducted on July 26, 2014. Throughout the inspection the Library was represented by Mr. Dave Dabrowski. During the inspection a visual assessment of each major building envelope system and site feature was performed. Additional time was spent on the various roof sections, given the importance of this system to the overall integrity of the building. In addition, a review of existing drawings of the building and site were made available for review. These documents assisted in identifying the timing of some past building and site improvements.

In response to the assessment, the building and site indicate a consistent and routine investment in maintenance and upkeep. There were no signs of major problems or neglect. The items noted within the body of this report are part of the regular maintenance cycle for a facility of this nature and have been receiving attention over the years. Items noted for repair are, again, routine maintenance items that are likely already schedule for some type of attention. They have been highlighted as part of this report, as some items deserve attention sooner rather than later.

There are two significant cost items that Niles Library would be advised to plan for replacement in the next ten years. That being the roof systems and the parking lot. With regular maintenance the Library will be able to extend the useful life of these systems. However, the maintenance cycle will increase to a point where replacement is justified. The exact timing of the replacement will be largely dependent on the level of maintenance performed over the next five to ten years. As noted in the report, there is only one area on the roof (being the area near the chiller) that indicates that a more serious problem exists that would advance the roof replacement in this area to an earlier date.

ROOF SYSTEMS

The building has three distinctly separate roof systems in place across a variety of different roof sections. The easterly half of the building has a TPO Roof system in place. The westerly half of the building has an EPDM roof system in place. Both of these roofing systems are a white, rubberized roof system over a tapered insulation rigid board layer. The last roof system, a sloped standing seam copper roof, is present on the tower feature of the building at the southwest corner of the facility. We have prepared a roof plan with section numbers for ease of reference. This plan is included as Exhibit 1.

A detailed assessment of each roof section follows:

Easterly Roof Section – TPO: The TPO roof is in very good condition and visually appears to have been a high quality installation. The roof is still under warranty and, according to information provided by Niles Library, will be under warranty until the year 2018. There are a couple of areas that would benefit from maintenance, including an area on Roof Section East 1 and Roof Section East 2.

- There is an area on East Area 1 that has a few walking pads that are blocking proper drainage to a roof drain and resulting in build-up of dirt and debris on the roof surface. Relocating these pads to allow for proper drainage would be beneficial.



- There is a tree with branches overhanging the south edge of East Area 2. The branches and leaves result in additional wear to the surface material of the roof, which should be avoided. The tree branches should be trimmed back from the roof.



Westerly Roof Section – EPDM: The EPDM roof is in fair condition overall. There are no regular recurring leak problems, however the roof system is showing signs of wear and is in need of maintenance. The roof system is no longer under warranty, according to information provided by Niles Library, and the visual condition of the roof would indicate that replacement of this roof should be part of a capital replacement plan. The following observations were noted:

- **Flashing Details:** It was noted that there are several instances of small splits or gaps in flashing details at joints, corners and roof edges. While these gaps do not immediately lead to roof leaks, they will, over time, result in roof system deterioration and leaking and would benefit from maintenance at this time. These conditions are also an indication of the overall status of the roof, indicating that the roof is nearing the end of its useful life.



- **Moisture in Insulation:** There was notable softness in the roof system in areas adjacent to the roof mounted Chiller on West Area 1. The softness is likely the result of moisture penetrating the roof system and being absorbed by the rigid board insulation. The cause of the moisture was not readily evident (there were no failures in the roof), however the location of softness indicates that vibration movement of the Chiller over time has resulted in the ability of water to enter into gaps that exist in flashing details on the Chiller mounting system.



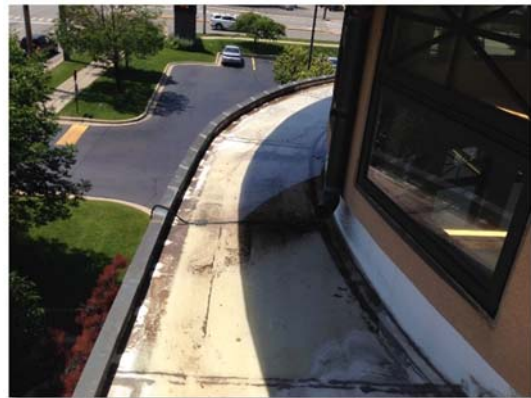
- Ponding: There were a couple of indications of water ponding, which is an indication that the tapered insulation does not drain water properly to adjacent drains. One is near an exhaust hood on West Area 1 and another is around the circumference of the rotunda on West Area 2. This ponding is another indication of the roof nearing the end of its useful life.



West Ponding



Rotunda Ponding



Rotunda Ponding

- Flashing on West Area 4: This lower roof has a unique detail where the roof membrane runs up the wall on the west face of the upper level. The problem with this detail is that the flashing does not extend very far up under the exterior wall system. As a result when the wind/rain blows from the west, the rain comes down this roof slope and, at times, blows up beyond the flashing and enters the building. Absent a short term roof replacement project, this condition would benefit from flashing repairs.



Standing Seam Copper Tower Roof: This roof appears in good condition. There are no apparent splits in the standing seam details and the roof appears solid and in good repair. Based on the historic architectural documentation available it would appear that this roof was installed as part of the 1996 construction project. No information was available on the projected warranty period for this copper roof, but standing seam copper roof systems typically have a 20 year warranty for water tightness and 30 years for fade and corrosion. Our experience is that these roofs serve well beyond their warranty periods. An annual roof inspection for tightness of joints and seams should preserve this roof for at least another 10 years, if not longer.



General Roof Comments: The overall condition of the roof systems was average to good. The areas noted above would benefit from a regular roof inspection and maintenance program so that a planned roof replacement program can be implemented over time. The roof drains were clear of debris and there were no areas of excessive leaf build-up. The only other item to note was the walking path blocks. In some locations, such as at West Area 4, the blocks were situated along the running slope of the roof. These blocks work better and result in less wear and tear when located perpendicular to the roof slope. Relocating these blocks at this location and where they block the drainage path to roof drains would be advisable. This situation is easily correctable.



Fascia:

Much of the building has a standing seam copper or brown sheet metal fascia system. In a few locations it was noted that the fascia has “oil-canned” meaning it has separated from its’ adjacent pieces. This condition is an aesthetic and functional problem. By separating from an adjacent fascia component, a gap is formed, which will let in water, ice or snow. This condition should be corrected. With the exception of these isolated locations, the fascia is in good condition and would only require periodic visual inspections.



Soffits:

Most of the building has an overhang that is constructed of a wood soffit. The soffit material is painted/stained cedar and structurally in good condition. The soffit appears worn from weather and would benefit from a fresh coat of paint or stain. As exposed wood, this material will require a regular maintenance program, which is a cost effective solution, as replacing this soffit with a low-maintenance product such as aluminum would be costly.



EXTERIOR BUILDING ENVELOPE – WALLS

The exterior building wall systems primarily consist of four separate materials; masonry, EIFS (exterior insulated finish system), stone panels and metal panels. A narrative assessment of each of these systems follows:

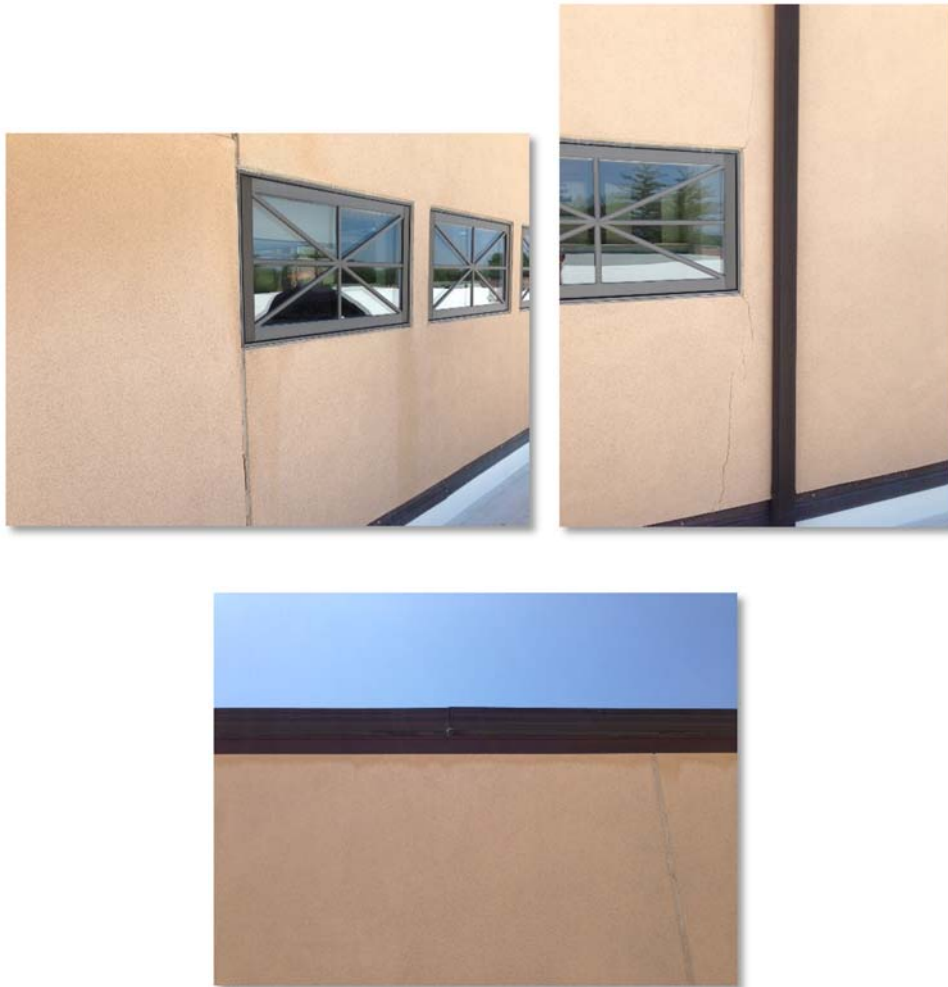
Masonry: The exterior masonry on the building is a blend of blond, tan and orange standard sized brick, with rake joints. Rake joints mean that the mortar between the bricks has been raked out providing a reveal at each edge of each brick. Niles Library provided information that tuckpointing of a chimney structure on the East Roof Area 2 was performed within the last two to three years. Beyond that location, there do not appear to be any locations where masonry tuckpointing has been performed.



The masonry is in good condition with no regular signs of distress or concern. With regular maintenance and tuckpointing the masonry should remain in good repair for the life of the building. There were a handful of locations where tuckpointing is warranted. We have noted them in the pictures below. In a couple of locations on the south side of the building on masonry walls that are, more or less, separate from the main building, tuckpointing should be planned for and performed in the short term (3-6 months). These walls include a service area and planters. Continued exposure of open joints to the elements will result in further deterioration of these walls.



EIFS: The EIFS system is in good condition. There was no significant damage or deterioration of the system visually evident. In locations adjacent to windows or openings, maintaining the existing ongoing caulking cycle is warranted. In a couple of locations, cracks have appeared and should be addressed. A short term fix would be to seal these cracks with a silicone caulk. If the cracks spread or widen, then an EIFS repair may be necessary. This is not a critical concern, just something to make part of the ongoing building maintenance program. Aesthetically the EIFS appears uniform and in good condition, however a bit faded or dirty in areas. Cleaning may be helpful, but as part of the capital expenditure plan, painting these surfaces will provide a more uniform, cleaner appearance.



Stone Panels: On the east and south sides of the building, the exterior wall has a stone panel feature. This panels are installed as units on the building and consist of formed concrete panels with stone faces. The panels are in good condition and need to continue to be maintained as part of the existing ongoing caulking program.



Metal Panels: Above the stone panels in a few locations are metal panels. These panels are in good condition and should require no ongoing maintenance other than caulking as necessary.



EXTERIOR BUILDING SYSTEMS – WINDOWS

The building has an extensive collection of aluminum window systems. The window systems appear to have been replaced as part of the 1996 construction project and are in good condition. In terms of maintaining the integrity of the exterior building envelope, maintaining the systems with caulk as part of the ongoing maintenance program is warranted. The expected useful life of these systems exceed 25 years and as such will not need replacement for 10 years or more. One factor that may warrant consideration for planned replacement is energy efficiency. The newer window systems will provide enhanced thermal control over the existing window units.



EXTERIOR BUILDING SYSTEMS – DOORS

The building has a combination of aluminum door entries and steel doors. The aluminum door entries appear to have been replaced as part of the 1996 construction project and are in good condition. The main entry system appears in good working order. Regular maintenance of this door should continue to keep it in good working order for another 10 years or so.

The steel doors are in various states of repair. The double door to the staff area on the north side of the building has had a hinge replaced on one leaf. With the amount of wear and tear this door gets, it would be advisable to plan for a replacement in five to seven years. The other steel man doors are maintainable for at least ten years.



EXTERIOR BUILDING SYSTEMS – ENTRY CANOPY

The canopy over the main entry to the building consists of a painted decorative metal frame structure on concrete footings with a wood structure roof finished with a standing seam metal copper roof. The canopy is in need of some wood repair on the underside due to exposure to the elements. Maintaining the painted surfaces of this structure should be part of a regularly scheduled paint cycle, as it is in need of some maintenance at this time.



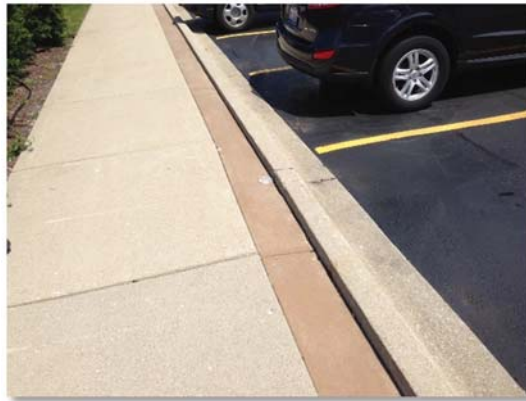
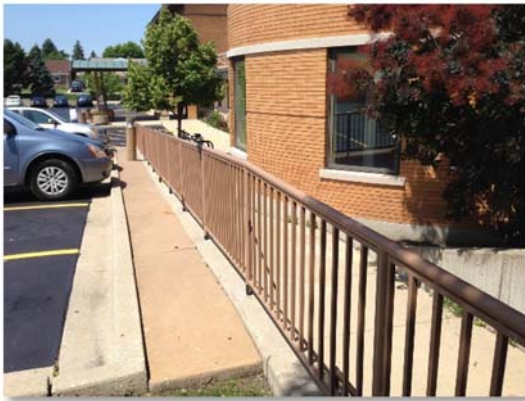
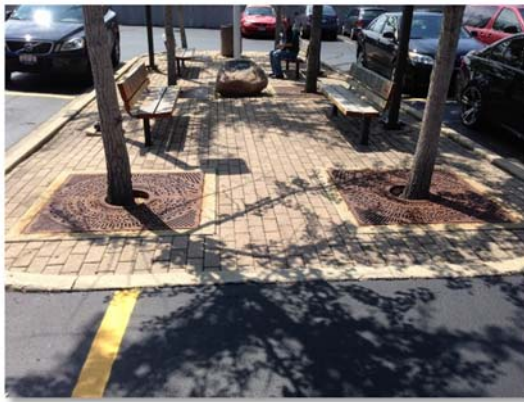
SITE IMPROVEMENTS – PARKING LOT

The parking lot is an asphalt surfaced lot that appears to be regular duty thickness on a stone base. The lot has drainage designed slopes to storm structures for surface water runoff. The lot has clearly been maintained by the Library, as evidenced by various cut-out patches, sealcoating and striping. At the same time, the lot is aging and does show signs of wear as evidenced by wheel settlement marks, cracking and additional areas that appear to be in need of patching. In the short term (1-3 years) routine maintenance and patching will prove appropriate and beneficial to extend the useful life of the parking lot. Within the next 3-5 years, the patching needed to maintain the lot will likely increase and will trigger the need to plan for a full surface replacement. When this replacement takes place, it would be recommended to consider a heavy duty pavement thickness in the drive lanes. This improvement in the system will extend the useful life of the lot and reduce the need for patching, caused by tight turning radius at corners and the routing of heavier vehicles through the tight drive lanes.



SITE IMPROVEMENTS – SIDEWALKS, STAIRS AND PAVERS

The site consists of a variety of hardscape surfaces, including concrete sidewalks, concrete stairs, paver entry and plaza and paver infills at parking lot islands. The running lengths of concrete sidewalks and stairs are in good repair and noted very little differential settling. However, there were locations between curbs and running sidewalks that appear to have been filled in with colored concrete. These locations have settled (likely due to not being doweled into adjacent concrete) and create an uneven walking surface. Similarly, the paver entry, paver plaza across from the entry and a paver island south of the main entry are settled and/or are uneven. These areas create uneven walking surfaces and are in need of repair.



SITE IMPROVEMENTS – RETAINING WALLS

The site contains a significant amount of concrete retaining walls. The primary location of these walls is surrounding the west main parking area, and were put in place to accommodate surface parking. The walls are cast in place structural concrete with the appearance of a drain tile system that weeps water into the parking lot, through designed weep holes at the base of the wall. The wall is topped with a metal railing. The weep holes are working, in that water is weeping from the holes on the parking lot.

The holes are likely connected to a drain tile system, on the earthen side of the wall. There is the appearance of cracks at various locations in the wall. These cracks are common for concrete retaining walls and do not, by themselves, indicate a structural problem with the wall. There is no evidence of differential settling, wall movement or points of failure. Considering all of these factors, the wall appears to be in good condition and effective for its intended purpose.

There are also some low concrete retaining walls on the east side of the building along the drive. These walls are in good condition.



SITE IMPROVEMENTS - EXTERIOR LIGHTING

The site contains parking lot lighting, on poles, and pedestrian light bollards. The parking lot lights are single or double-headed light poles mounted to concrete bases. The lights appear to be from the 1996 construction project. Based on input from the Library, the lights, while functional, are in various states of repair and require ongoing maintenance. Given their age (18 years are so), the lights are nearing the end of their 20 year useful life span. While, with aggressive ongoing maintenance, the light poles could last another five years or more, a planned replacement program is warranted. The lights are not energy efficient and are in various states of repair. Replacement of the light poles is recommended as part of the capital replacement plan.



The light bollards consist of a precast post with an integral light fixture. The lights are convenience items for pedestrians and provide site lighting. The condition of these poles and lights vary as well. Based on input from the Library, maintaining the lights is becoming more difficult based on wear and tear, their age and availability of parts. In addition, these lights are also not very energy efficient. While these items are more a convenience, than a necessity, planned replacement of these bollard lights would be suggested as part of the capital replacement plan in the next 5-10 years.



SITE IMPROVEMENTS – LANDSCAPE

The site contains a variety of trees, shrubs, flowers and lawns. An extensive survey of these items was not performed as part of this report. The landscape appears in good condition, with no notable areas of improper vegetation, overgrowth or drainage problems noted. One tree overhanging the roof (as mentioned previously) is in need of trimming. Any shrubs or trees that are in contact with the building masonry should also be trimmed back, as part of the regular ongoing maintenance program.

ASSESSMENT ACTION ITEMS

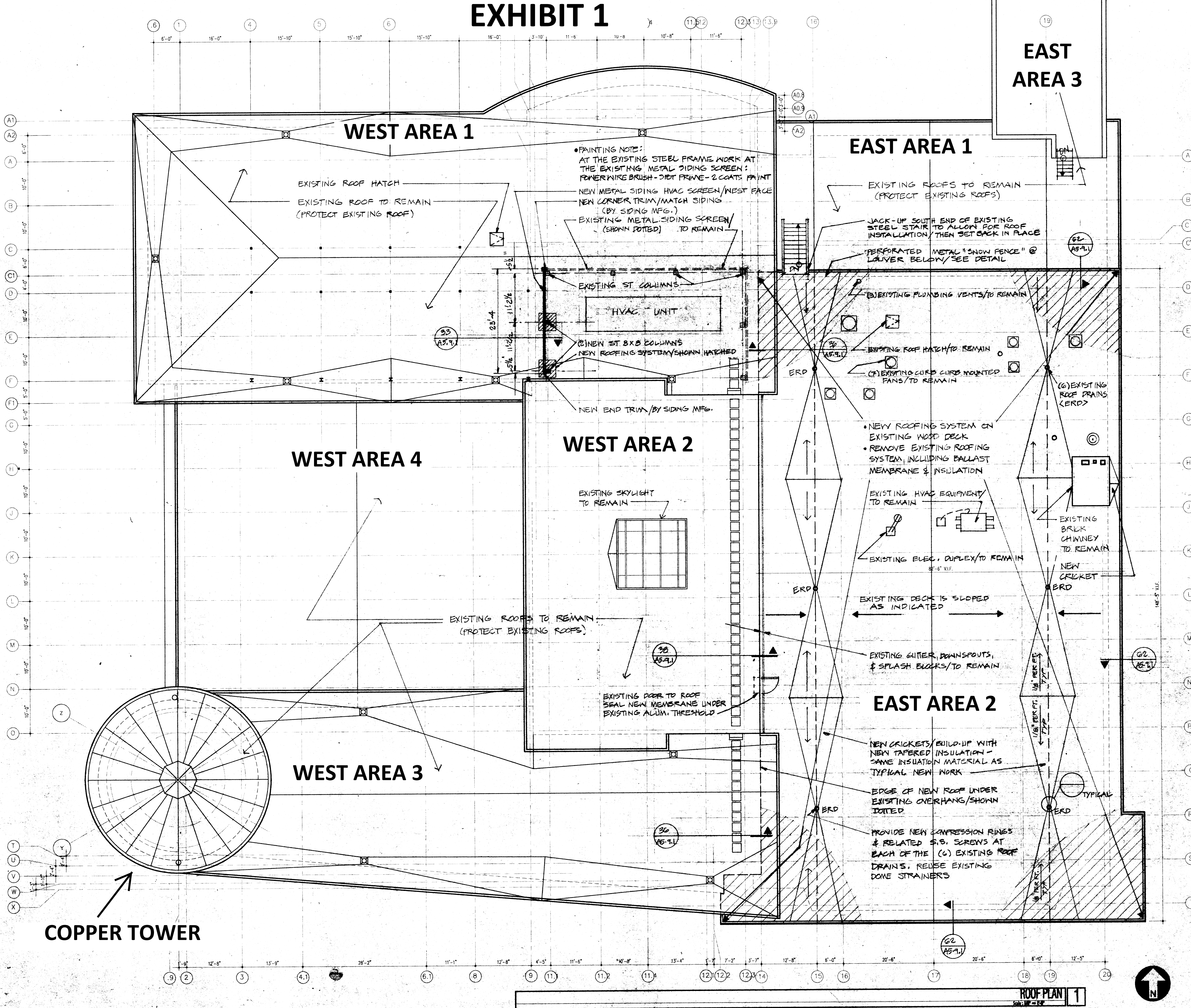
Item Description	Overall Condition Assessment	Maintenance/Repair Items Noted	Maintenance/Repair Priority	Projected Maintenance/Repair Period	Projected Capital Costs for Repair/Replace
Roof – East Area 1	Very Good	Walking pad relocation to allow proper drainage Roof - None	A – Walking pads C – Roof	Walking Pads – 0-3 mos. Roof – 5-10 years	Repair - \$0 Replace - \$350,000 - \$400,000 (All of East Area)
East Area 2	Very Good	Tree Trimming Roof - None	A – Tree C – Roof	Tree – 0-3 mos. Roof – 5-10 years	Repair - \$0 Replace (in above)
East Area 3	Very Good	None noted	C – Roof	Roof – 5-10 years	Repair - \$0 Replace (in above)
Roof – West Area 1	Fair	- Flashing repairs - Ponding - Moisture impacted insulation It is recommended to proactively maintain flashing repairs on all west roofs until roof replacement is accomplished	A – Flashing repairs B – Roof	Repairs – 0-3 mos. Roof – 1-3 years	Repairs - \$2,000- \$5,000 annually Replace - \$460,000 - \$510,000 (All of West Area)
West Area 2	Fair	Flashing	A – Flashing repairs B – Roof	Repairs – 0-3 mos. Roof – 1-3 years	Repairs- \$1,000–\$3,000 annually Replace (in above)

Item Description	Overall Condition Assessment	Maintenance/Repair Items Noted	Maintenance/Repair Priority	Projected Maintenance/Repair Period	Projected Capital Costs for Repair/Replace
West Area 3	Fair	<ul style="list-style-type: none"> - Flashing repairs - Ponding <p>It is suggested that it be determined if the ponding around the rotunda can be corrected absent a complete reroofing of this area</p>	<ul style="list-style-type: none"> A – Flashing repairs A - Ponding B – Roof 	<ul style="list-style-type: none"> Flashing repairs – 0-3 mos. Ponding – 0-1 year Roof – 1-3 years 	<ul style="list-style-type: none"> Repairs - \$1,000-\$3,000 annually Ponding - \$5,000-\$15,000 Replace (in above)
West Area 4	Fair	<ul style="list-style-type: none"> - Flashing repairs - Walking pad relocation <p>The flashing detail at the upper wall noted in the report requires attention</p>	<ul style="list-style-type: none"> A – Flashing repairs A – Walking pads B – Roof 	<ul style="list-style-type: none"> Flashing repairs – 0-3 mos. Walking pads – 0-3 mos. Roof – 1-3 years 	<ul style="list-style-type: none"> Repairs - \$5,000 - \$10,000 initially / \$1,000 – \$3,000 annually Replace (in above)
Copper Tower Roof	Good	<ul style="list-style-type: none"> None noted - Periodic inspection suggested 	C – Roof	Roof – 10+ years	Replace \$50,000 - \$75,000
Fascia	Good	Some “oil canning” noted	A	0-3 mos.	\$5,000 - \$10,000
Soffits	Good	Paint / Stain	B	6-12 mos.	\$10,000 - \$15,000 Note – to replace with aluminum - \$175,000
Soffit Lights	Fair	Library noted as an ongoing maintenance problem	B	1- 3 years	Repair \$15,000 - \$20,000

Item Description	Overall Condition Assessment	Maintenance/Repair Items Noted	Maintenance/Repair Priority	Projected Maintenance/Repair Period	Projected Capital Costs for Repair/Replace
Exterior Walls – Masonry	Good	A few areas of tuck pointing	B	1 -3 years	\$10,000
Exterior Walls – EIFS	Good	Caulking crack maintenance painting	B	Caulk – 0-3 mos. Paint – 1-3 years	\$5,000 \$25,000 - \$30,000
Exterior Walls – Stone Panels	Good	Caulking	B	0-12 mos.	\$1,000 - \$2,000
Exterior Walls – Metal Panels	Good	Caulking	B	As needed	In above
Windows	Good	Caulking	B	1-3 years	\$3,000 -5,000
Doors	Aluminum – Good Steel – Fair	Aluminum – As needed Steel – Paint	C B	10+ years 5-7 years	\$15,000 - \$20,000 \$2,500 - \$3,500 per door
Entry Canopy	Good	Minor wood repair Paint	B B	0-12 mos. 0-12 mos.	\$1,500 \$2,500
Parking Lot	Good	Cracking Wheel Settlement Patching Lot is well maintained and required ongoing maintenance	B	3-5 years	\$15,000-\$20,000 as needed Replace \$150,000-\$200,000

Item Description	Overall Condition Assessment	Maintenance/Repair Items Noted	Maintenance/Repair Priority	Projected Maintenance/Repair Period	Projected Capital Costs for Repair/Replace
Sidewalks	Average	Settlement at certain location	B	1 -3 years	\$8,000 - \$12,000
Stairs	Good	--	C	None required	\$0
Pavers	Fair	Settlement	A	6-12 mos.	\$6,000 - \$10,000
Concrete Retaining Walls	Good	Minor cracking noted	C	10-20 years	
Exterior Lighting	Average	Parking lot lights and bollard lights are becoming a maintenance issue and are in various states of repair	B	Parking Lot Poles – 3-5 years Bollards – 5-10 years	\$30,000 - \$40,000 \$10,000 - \$15,000
Landscaping	Good	Minor trimming of bushes and trees	C	On-going	\$2,000 - \$3,000 annually

EXHIBIT 1



For Bids 09.13.99
REVIEW SET 0.31.99

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NILES PUBLIC LIBRARY DISTRICT
ADDITIONAL WORK

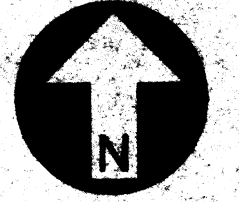
NILES, ILLINOIS 60154

640 OAKTON STREET

ROOF PLAN

A2-3.1

ROOF PLAN 1



MEP-FP System Assessment Report Revisions



Niles Public Library District
6960 West Oakton Street
Niles, IL 60714-3098

July 11, 2014



Calor Design Group, Ltd.
2217 North Western Avenue
Chicago, Illinois 60647-3122

July 11, 2014

Mr. Greg Pritz, Business Manager
Niles Public Library District
6960 West Oakton Street
Niles, IL 60714-3098

Subject:
**Niles Public Library District
MEP-FP System Assessment Report Revisions**

This project is to update the December 14, 2011 MEP-FP System Upgrade Assessment Report since the completion of 2013 Library remodeling. Many older mechanical equipment items were replaced over the last two years including an original heating boiler, the east wing air handling unit, and the pneumatic temperature control system. The newer equipment is documented on the inventory list along with the older mechanical, electrical, plumbing and fire protection (MEP-FP) equipment. Potential capital budgets to the older systems are reviewed.

The scope of work for the project includes the following:

1. Update the survey of the MEP-FP systems in field.
2. Present existing findings in written and photographic form.
3. Assess the possibilities and make recommendations for immediate and long-term improvements to the MEP-FP systems.

The report consists of several sections:

1. MEP-FP System Summary
2. Possible MEP System Capital Budget Items
3. Mechanical System Review and Upgrade Commentary
4. Photographs of Major System Components

MEP-FP System Summary

Mechanical – Heating, Ventilation and Air Conditioning (HVAC), Systems features are:

1. Heating system: 2013 and 1997 gas-fired, hot water boilers with circulating pumps feeding hot water baseboard and ventilation heating coils.
2. Air conditioning chiller, nominal 240 ton, roof-mounted, air cooled installed in 1997, with pumps supplying chilled water coils in the two air handling units.
3. There are two major air systems that condition the facility. Serving the west 2/3 of library is an air handling unit, distribution ductwork, variable air volume (VAV) boxes and air diffusers from the addition and renovation in 1997. The east library area is served by a one year old, air handling unit with new VAV boxes and supply and return distribution ductwork and diffusers.



4. The temperature control systems were completely replaced last year with an electronic building automation system (BAS).

Plumbing systems were mostly changed in 1997. Several new plumbing fixtures were added in 2013. The domestic water service in the original northeast mechanical room remains in place. The remaining expected life of the plumbing water, sanitary and storm piping, fixtures and equipment is long and would not be a priority for replacement. Tasks to budget include rebuilding sump pumps, sewage ejectors, water heaters, when necessary with on-going maintenance.

Electrical service and switchboard were new in 1997. Also at that time, a new emergency generator, panelboards, light fixtures, and power distribution were installed. The only remaining original electrical components provide some power distribution in the east library area. Much of the library's lighting, power distribution and data distribution was revised in 2013. The electrical power capacity and distribution meets the library's present and foreseeable needs.

The fire protection system was installed 14 years ago, is tested regularly and should continue to serve the building for years to come. Modifications as were made during the 2013 remodeling may be needed with future room changes. The fire alarm system had device and distribution alterations last year and may need future modification with space use or code changes.

The mechanical, plumbing, electrical and fire protection infrastructure is in good condition and does not need systemic improvement.

The main emphasis of this report is to provide an outlook for future capital expenditures. The lengthy MEP-FP system summary in the report include equipment age and remaining useful life. The equipment that could need replacement in the next ten years is summarized with possible budget costs in a single page list. These items could provide an order of magnitude estimate for a financial plan. Detailed cost projections would require contractors' proposals.

Thank you for the continual opportunity to work with the Library.

Robert B. Huston
Principal/Project Manager
Calor Design Group, Ltd.



Possible MEP System Capital Budget Items					
Equipment Tag	Description	Equipment Age (years)	Expected Remaining Life (years)	Estimated Replacement Cost (\$)	Commentary
Heating					
Boiler B-2	Space & Ventn Heating	1997	18		Retained as back-up boiler
Humidifier Boiler H-1	Humidification via steam distribution in AHUs	1997	13	\$30,000	Budget to replace in next 10 years, Continue Maintenance
Hot Water Pump HWP-1	Primary Heating HW	1997	13	\$10,000	Budget to replace in next 10 years, Continue Maintenance
Hot Water Pump HWP-2	Primary Heating HW	1997	13	\$10,000	Budget to replace in next 10 years, Continue Maintenance
Hot Water Pump HWP-5	AHU-2 HW Coil	1997	13	\$5,000	Budget to replace in next 10 years, Continue Maintenance
				\$55,000	
Ventilation					
Exhaust-Return Fan ER-2	AHU-2 Ventilation	1997	13	\$20,000	Budget to replace in next 10 years, Continue Maintenance
Exhaust Fan EF-1	Public Toilet Rooms	1997	13	\$2,000	Budget to replace in next 10 years, Continue Maintenance
Exhaust Fan EF-2	Children's Toilet Room	1997	13	\$1,000	Budget to replace in next 10 years, Continue Maintenance
Exhaust Fan EF-3	2nd Floor Staff Toilet Room	1997	13	\$1,000	Budget to replace in next 10 years, Continue Maintenance
Exhaust Fan EF-4	Staff Kitchenette	1997	13	\$1,000	Budget to replace in next 10 years, Continue Maintenance
Exhaust Fan EF-5	Kitchenette	1997	13	\$1,000	Budget to replace in next 10 years, Continue Maintenance
Exhaust Fan EF-6	1st Floor Staff Toilet Room	1997	13	\$1,000	Budget to replace in next 10 years, Continue Maintenance
Exhaust Fan EF-7	Maintenance Workshop	1997	13	\$1,000	Budget to replace in next 10 years, Continue Maintenance
Exhaust Fan EF-8	Garage	1997	13	\$2,000	Budget to replace in next 10 years, Continue Maintenance
Exhaust Fan EF-9	Elevator Equipment Rm	1997	13	\$1,000	Budget to replace in next 10 years, Continue Maintenance
				\$31,000	
Air Conditioning					
Chiller ACC-1	Central Air Conditioning	1997	8	\$250,000	Continue maintenance, budget for long term replacement
Chilled Water Pump CHWP-1	Central Air Conditioning	1997	8	\$15,000	Continue maintenance, budget for long term replacement
Chilled Water Pump CHWP-2	Central Air Conditioning	1997	8	\$15,000	Continue maintenance, budget for long term replacement
Chilled Water System Controls	Central Air Conditioning	1997	8	\$30,000	Continue maintenance, budget for long term replacement
IT Room AC-1	IT Room AC	2010	11	\$5,000	Replace with failure and greater IT AC load
IT Room CU-1	IT Room AC	2010	11	\$10,000	Replace with failure and greater IT AC load
				\$325,000	
Misc Mechanical Equipment					
Water Heater	Domestic hot water	2005	6	\$2,000	Replace in future when it fails
Sewage Ejector SE-1	Sanitary Drainage	1963	-11	\$3,000	Retain and rebuild as required
Sump Pump SP-1	Storm Drainage	1963	-11	\$3,000	Retain and rebuild as required
				\$8,000	
Electrical Systems					
Secondary Distribution Panel	Entire Building Normal Power	1963	-11	\$20,000	Rebuild or replace when maintenance is excessive
Back-up Generator	Emergency Power Distribution	1997	13	\$40,000	Rebuild or replace when maintenance is excessive
				\$60,000	

Mechanical Systems									
Equipment Tag	Model No.	Description	Equipment Location	Equipment Service	Installation Year	Equipment age (years)	Expected Life (years)	Expected Remaining Life (years)	Upgrade Comments
Heating, Ventilation and Air Conditioning (HVAC) systems									
Heating									
Boiler B-1A	Patterson-Kelley MACH Model C-2000H Serial No. H850-12-8957, Factory tested 2-11-2013	2000 MBH input, 1920 MBH output, 12 amps, 120/1, 3.5 Inch WC to 14.5 Inch WC	NE Basmt Boiler Rm	Space & Ventn Heating	2013	1	30	29	Two new boilers plus 90% condensing type
Boiler B-1B	Patterson-Kelley MACH Model C-2000H Serial No. H850-12-8959, Factory tested 2-12-2013	2000 MBH input, 1920 MBH output, 12 amps, 120/1, 3.5 Inch WC to 14.5 Inch WC	NE Basmt Boiler Rm	Space & Ventn Heating	2013	1	30	29	Two new boilers plus 90% condensing type
Boiler B-2	Bryan Model RV400-W-FD (BO)	4000 input, 3200 output MBH	NE Basmt Boiler Rm	Space & Ventn Heating	1997	17	35	18	Retained as back-up boiler
Burner B-2	Gordon-Piatt R10.1-G-30		NE Basmt Boiler Rm	Space & Ventn Heating	1997	17	30	13	
Humidifier Boiler H-1	Bryan Model F650-S-15-GI	650 MBH input, 520 MBH output	Center Basmt Mech Rm	Humidification via steam distribution in AHUs	1997	17	30	13	Budget to replace in next 10 years, Continue Maintenance
Humidifier H1	Armstrong Model HumidiPack CF 60 x 84 ACV-03BNVEM	Electronically Operated, horizontal, 110 lbs/hour, at 5 PSI steam, with single manifold	NE Attic Mech Rm	Humidification iva AHU-1	2013	1	25	24	New distribution for replacement AHU-1 air handling unit
Humidifiers H2A & H2B	Armstrong Model AM 93	Electronically Operated, horizontal, 160 lbs/hour, at 3 PSI steam, with single manifold	Center Basmt Mech Rm	Humidification iva AHU-2	1997	17	30	13	New electronic pneumatic controls in 2013
Hot Water Pump HWP-1	Bell and Gossett Model 1510-4C	425 GPM at 45 Ft, 208/3, 7.5 HP , With new VFD controls	NE Basmt Boiler Rm	Primary Heating HW	1997	17	30	13	Budget to replace in next 10 years, Continue Maintenance
Hot Water Pump HWP-2	Bell and Gossett Model 1510-4C	425 GPM at 45 Ft, 208/3, 7.5 HP , With new VFD controls	NE Basmt Boiler Rm	Primary Heating HW	1997	17	30	13	Budget to replace in next 10 years, Continue Maintenance
Hot Water Pump HWP-3	Aurora 382A-SC 2.5 x 2.5 x 7, Serial No. 132321042	92 GPM at 20 Ft, 208/3, 1.5 HP 1750 RPM	NE Attic Mech Rm	AHU-1 HW Coil	2013	1	30	29	new pump for replacement AHU-1 air handling unit
Hot Water Pump HWP-4	Aurora 382A-SC 2 x 2 x 7, Serial No. 132321044	40 GPM at 25 Ft Head, 208/3, 0.75 HP, 1800 RPM	NE Basmt Boiler Rm	East HW Radiation & Unit Htrs	2013	1	25	24	
Hot Water Pump HWP-5	Bell and Gossett Series 80 2.5 x 2.5 x 7	100 GPM at 25 Ft, 208/3, 1.5 HP 1800 RPM	Center Basmt Mech Rm	AHU-2 HW Coil	1997	17	30	13	Budget to replace in next 10 years, Continue Maintenance
Hot Water Pump HWP-6	Aurora 340A 4 x 4 x 7B, base mounted, Serial No. 132321040	400 GPM at 20 Ft, 208/3, 5.0 HP, 1800 RPM	NE Basmt Mech Rm	Boiler B-2	2013	1	30	29	
New Boiler B-1A Hot Water Pump HWP-7	Aurora 382A-SC 2.5 x 2.5 x 7, Serial No. 132321046-1	200 GPM at 30 Ft, 208/3, 3.0 HP 1800 RPM	NE Basmt Mech Rm	New Boiler B-1A	2013	1	30	29	
New Boiler B-1B Hot Water Pump HWP-8	Aurora 382A-SC 3 x 3 x 7, Serial No. 132321046-2	200 GPM at 30 Ft, 208/3, 3.0 HP 1800 RPM	NE Basmt Mech Rm	New Boiler B-1B	2013	1	30	29	
New VAV Box Coil Pump HWP-9	Aurora 382A-SC, 2 x 2 x 7,	80 GPM at 20 Ft, 208/3, 0.75 HP 1800 RPM	NE Basmt Mech Rm	New VAV Box Coils	2013	1	30	29	
Door Heater	Berner Model ICA106WA	50000 BTU/hour, 5.1 GPM, 20FTD, HW coil, 10.6 MCA 120/1 up 3890 CFM, two 1/2HP fans, three speeds	First Floor West Entry	First Floor West Entry	2013	1	20	19	

Mechanical Systems									
Equipment Tag	Model No.	Description	Equipment Location	Equipment Service	Installation Year	Equipment age (years)	Expected Life (years)	Expected Remaining Life (years)	Upgrade Comments
Ventilation									
Air Handling Unit AHU-1	Carrier Model 39MN50D021PQ233XGS VAV Single Zone CHW/ HW AHU Serial No. 1113U10567	22,000 CFM, 5.9" SP, 40 HP, direct-drive plug supply fan w/ VFD, 120 GPM/785 MBH Cooling Coil, 99 GPM/918 MBH Heating Coil, 100% OA/RA/EA Dampers	NE Attic Mech Rm	East Building HVAC	2013	1	30	29	New VAV AHU-1 was installed in east attic space, including OA/RA mixed air, filter, fan, HW & CW coils, SA, OA, RA, & EA ductwork, piping, power & controls; new OA, RA and EA dampers were to be installed.
Air Handling Unit AHU-2	Carrier Model 39 TH 92KA-AF-JD, VAV CHW/ HW AHU, Serial No. 2997F81717	42,500 CFM, 4.8" TSP, 50 HP w/ VFD, 250 GPM/1520 MBH Cooling Coil, 55 GPM/1594 MBH Heating Coil, 100% OA/RA/EA Dampers	Center Basmt Mech Rm	West Building HVAC	1997	17	30	13	Retained, new electronic valve and damper controls and actuators were replaced with the 2013, overall DDC upgrade.
Exhaust-Return Fan ER-1	Cook 445QMX, Serial No. 0068E58879-070000701	22000 CFM, 1.0 SP, 456 RPM 10 HP, 208/3, Mixed Flow Inline Horizontal Mount Belt Drive Arrangement 9, w/ VFD	NE Attic Mech Rm	AHU-1 Ventilation	2013	1	30	29	New ER- fan with modified ductwork, power and control connections
Exhaust-Return Fan ER-2	TCF TCVA Vane Axial Model 42 class II	35,000 CFM, 2.0 " SP, 20 HP w/VFD	Center Basmt Mech Rm	AHU-2 Ventilation	1997	17	30	13	Budget to replace in next 10 years, Continue Maintenance
Exhaust Fan EF-1	Carnes Model VEBK15M1	1700 CFM 0.5" SP, 0.5 HP	Center N Roof	Public Toilet Rooms	1997	17	30	13	Budget to replace in next 10 years, Continue Maintenance
Exhaust Fan EF-2	Carnes Model VEBK08L2A	400 CFM 0.5" SP, 0.25 HP	Center W Roof	Children's Toilet Room	1997	17	30	13	Budget to replace in next 10 years, Continue Maintenance
Exhaust Fan EF-3	Carnes Model VEBK08L2A	300 CFM 0.5" SP, 0.25 HP	NW Roof	2nd Floor Staff Toilet Room	1997	17	30	13	Budget to replace in next 10 years, Continue Maintenance
Exhaust Fan EF-4	Carnes Model VEBK08L2A	300 CFM 0.5" SP, 0.25 HP	NW Roof	Staff Kitchenette	1997	17	30	13	Budget to replace in next 10 years, Continue Maintenance
Exhaust Fan EF-5	Carnes Model VEBK08L2A	300 CFM 0.5" SP, 0.25 HP	NW Roof	Kitchenette	1997	17	30	13	Budget to replace in next 10 years, Continue Maintenance
Exhaust Fan EF-6	Carnes Model VEBK08L2A	300 CFM 0.5" SP, 0.25 HP	East Roof	1st Floor Staff Toilet Room	1997	17	30	13	Budget to replace in next 10 years, Continue Maintenance
Exhaust Fan EF-7	Carnes Model VUBK10L2A	500 CFM 0.5" SP, 0.25 HP	East Roof	Maintenance Workshop	1997	17	30	13	Budget to replace in next 10 years, Continue Maintenance
Exhaust Fan EF-8	Carnes Model VUBK10M2	1300 CFM 0.5" SP, 0.33 HP	NE Garage Roof	Garage	1997	17	30	13	Budget to replace in next 10 years, Continue Maintenance
Exhaust Fan EF-9	Carnes Model VCDB075	400 CFM 0.5" SP, 3.9 amps	Center Basmt Mech Rm	Elevator Equipment Rm	1997	17	30	13	Budget to replace in next 10 years, Continue Maintenance
Smoke Exhaust Fan SF-1	Carnes Model VEBK36W1, Date 2-8-97	10500 CFM 0.5" SP, 3.0 HP	Center Roof	Library Emergency	1997	17	35	18	Retained, replacement controls with 2013 remodeling
Smoke Exhaust Fan SF-2	Carnes Model VEBK36W1	10500 CFM 0.5" SP, 3.0 HP	Center Roof	Library Emergency	1997	17	35	18	Retained, replacement controls with 2013 remodeling
Exhaust Fan E-1	Carnes Model DI2 128	345 CFM 0.5" SP, 0.25 HP	East Roof	NK-abandoned	1963	51	30	-21	Abandoned
Exhaust Fan E-2	Carnes Model BE3 14A	815 CFM 0.5" SP, 0.125 HP	East Roof	NK-abandoned	1963	51	30	-21	Abandoned
Exhaust Fan E-3	Carnes Model W4 13B	APPROX 1000 CFM 0.5" SP, 0.25 HP	South Exterior Wall	NK-abandoned	1963	51	30	-21	Abandoned
Exhaust Fan E-4	Carnes Model BE3 246	2540 CFM 0.5" SP, 0.5 HP	East Roof	NK-abandoned	1963	51	30	-21	Abandoned

Mechanical Systems									
Equipment Tag	Model No.	Description	Equipment Location	Equipment Service	Installation Year	Equipment age (years)	Expected Life (years)	Expected Remaining Life (years)	Upgrade Comments
Air Conditioning									
Chiller ACC-1	Carrier Model 30GT245-5, Air-cooled Chiller, Recip Compressors, Serial No. 3897F97155	228.1 ton capacity, 9.59 Unit EER R-22, 497 GPM at 11 Ft, 208/3, 664 & 392 MCA, 800 & 450 MOCP,	Center Roof	Central Air Conditioning	1997	17	25	8	Continue maintenance, budget for long term replacement
Chilled Water Pump CHWP-1	Bell and Gossett Model 1510-4C, 8.625 BF, Serial No. 2072301	450 GPM at 65 Ft, 208/3, 15 HP, 1800 RPM	Center Basmt Mech Rm	Central Air Conditioning	1997	17	25	8	Continue maintenance, budget for long term replacement
Chilled Water Pump CHWP-2	Bell and Gossett Model 1510-4C, 8.625 BF, Serial No. 2072302	450 GPM at 65 Ft, 208/3, 15 HP, 1800 RPM	Center Basmt Mech Rm	Central Air Conditioning	1997	17	25	8	Continue maintenance, budget for long term replacement
Chilled Water System Controls	Carrier Chiller Controls, Alterton BAS Controls	Constant Volume, Chilled Water Production and Distribution Controls	Roof and Center Mech Rm	Central Air Conditioning	1997	17	25	8	Continue maintenance, budget for long term replacement
HVAC-3	Carrier Model 48TJF006 -- 510G	5 ton nominal capacity, 60.9 total/45.3 sensible MBH, R-22, 2000 CFM, 208/3, 32 MCA, 40 MOCP,	West Center Roof	Former Computer Rm HVAC	1997	17	20	3	
IT Room AC-1	Carrier 40KMC-036 301	3 ton, 910 CFM, 13 SEER, 208/1, 1.3 MCA, 15 MOCP	IT Rm Ceiling	IT Room AC	2010	4	15	11	Replace with failure and greater IT AC load
IT Room CU-1	Carrier 38HDF036-301	3 tons, Air cooled Condensing unit, R-410A, 208/1, 23.8 MCA, 40 MOCP	East Roof	IT Room AC	2010	4	15	11	Replace with failure and greater IT AC load
AC-2	Carrier 40KMC-036 301	2 ton, 910 CFM, 13 SEER, 208/1, 1.3 MCA, 15 MOCP	West IT Closet	West IT Closet AC	2013	1	15	14	
CU-2	Carrier 38HDF018 301, Serial No. 3011X93473 Mfgd July 2011	1.5 tons, Air cooled Condensing unit, R-410A, 208/1, 12.1 MCA, 20 MOCP	West Roof	West IT Closet AC	2013	1	15	14	

Mechanical Systems										
Equipment Tag	Model No.	Description	Equipment Location	Equipment Service	Installation Year	Equipment age (years)	Expected Life (years)	Expected Remaining Life (years)	Upgrade Comments	
Air Distribution and Control										
VAV1-1 to VAV1-6, VAV1 -13, VAV1 -14	Carnes single zone box, New DDC controls	VAV Boxes with HW coils, pressure independent, H/C minimums	1st Floor NW	Lobby, Circulation	1997	17	35	18	Retained with new DDC controls and 2-way valves with overall DDC upgrade. Controls extend useful life.	
VAV1-8 to VAV1 -10, VAV1 -19	Carnes single zone box, New DDC controls	VAV Boxes with HW coils, pressure independent, H/C minimums	1st Floor North Center	Meeting Room, Lounge	1997	17	35	18	Retained with new DDC controls and 2-way valves with overall DDC upgrade. Controls extend useful life.	
VAV1-11, VAV1 -12, VAV1 15, VAV1-17, VAV1-18	Carnes single zone box, New DDC controls	VAV Boxes with HW coils, pressure independent, H/C minimums	1st Floor West	Children's Collection	1997	17	35	18	Retained with new DDC controls and 2-way valves with overall DDC upgrade. Controls extend useful life.	
VAV1-16 to VAV1 -20, VAV1-21	Carnes single zone box, New DDC controls	VAV Boxes with HW coils, pressure independent, H/C minimums	1st Floor SW	Children's Collection, Story Rm	1997	17	35	18	Retained with new DDC controls and 2-way valves with overall DDC upgrade. Controls extend useful life.	
VAV2-1 to VAV-2-11	Carnes single zone box, New DDC controls	VAV Boxes with HW coils, pressure independent, H/C minimums	2nd Floor NW	Computer, Media area	1997	17	35	18	Retained with new DDC controls and 2-way valves with overall DDC upgrade. Controls extend useful life.	
VAV-2-13, VAV-2 -14	Carnes single zone box, New DDC controls	VAV Boxes with HW coils, pressure independent, H/C minimums	2nd Floor NW	Non-Fiction, Reference	1997	17	35	18	Retained with new DDC controls and 2-way valves with overall DDC upgrade. Controls extend useful life.	
VAV2-15 to VAV2-21	Carnes single zone box, New DDC controls	VAV Boxes with HW coils, pressure independent, H/C minimums	2nd Floor SW, South	Non-Fiction, Reference	1997	17	35	18	Retained with new DDC controls and 2-way valves with overall DDC upgrade. Controls extend useful life.	
VAV-1-7	New Metalaire single zone box, DDC controls	VAV Boxes with HW coils, pressure independent, H/C minimums	1st Floor, SW		2013	1	25	24		
VAV-1-13	New Metalaire single zone box, DDC controls	VAV Boxes with HW coils, pressure independent, H/C minimums	1st Floor, West Vestibule		2013	1	25	24		
VAV-LL-1 thru VAV-LL-10	New Metalaire single zone box, DDC controls	VAV Boxes with HW coils, pressure independent, H/C minimums	Lower Level South East Teens & computers		2013	1	25	24		
VAV-UL-1 thru VAV-UL-4	New Metalaire single zone box, DDC controls	VAV Boxes with HW coils, pressure independent, H/C minimums	Upper Level, South East, Adult Fiction		2013	1	25	24		
VAV-1-22 VAV1-23	New Metalaire single zone box, DDC controls	VAV Boxes with HW coils, pressure independent, H/C minimums	1st Floor, South		2013	1	25	24		
VAV-1-24 thru VAV1-34	New Metalaire single zone box, DDC controls	VAV Boxes with HW coils, pressure independent, H/C minimums	1st Floor, NE Staff		2013	1	25	24		
VAV-2-12	New Metalaire single zone box, DDC controls	VAV Boxes with HW coils, pressure independent, H/C minimums	2nd Floor, NW office		2013	1	25	24		
VAV-2-22	New Metalaire single zone box, DDC controls	VAV Boxes with HW coils, pressure independent, H/C minimums	2nd Floor, North, Board Rm		2013	1	25	24		
VAV-2-23	New Metalaire single zone box, DDC controls	VAV Boxes with HW coils, pressure independent, H/C minimums	2nd Floor, North Storage		2013	1	25	24		

Temperature Control System									Upgrade Comments
Building Automation System (BAS)	Alterton, BACnet/BACtalk ethernet & MS/TP network, open procol controls	Automatic Building Controls, LLC; 857-296-4000, www.ab-controls.com	Maintenance Office	Monitor and control HVAC	2013	1	15	14	New BAS monitor and control for new distributed, Direct Digital Controls (DDC)
Misc Mechanical Equipment									Upgrade Comments
Water Heater	AO Smith GCVX 50 100	Gas tank type, 50 gallons, 65000 BTU/hour input	NE Basemt Boiler Rm	Domestic hot water	2005	9	15	6	Replace in future when it fails
Sewage Ejector SE-1	NA	NA	NE Basemt Boiler Rm	Sanitary Drainage	1963	51	40	-11	Retain and rebuild as required
Sewage Ejector SE-2	NA	NA	Center Basement	Sanitary Drainage	1997	17	35	18	Retain and rebuild as required
Sump Pump SP-1	NA	NA	NE Basemt Boiler Rm	Storm Drainage	1963	51	40	-11	Retain and rebuild as required
Sump Pump SP-2	NA	NA	Center Basement	Storm Drainage	1997	17	35	18	Retain and rebuild as required
Sump Pump SP-3	NA	NA	Center Basement	Storm Drainage	1997	17	35	18	Retain and rebuild as required

Electrical Systems									
Equipment Tag	Model No.	Description	Equipment Location	Equipment Service	Installation Year	Equipment age (years)	Expected Life (years)	Expected Remaining Life (years)	Upgrade Comments
Main Switchboard	General Electric	2500 Amps, 120/208 volt, 3 phase, 4 wire, Main Switch & CT section, and 3 distribution sections	Center Basmt Mech Rm	Entire Building Normal Power	1997	17	40	23	Feeds Nine LP panels, secondary distribution panel and main HVAC equipment
Secondary Distribution Panel	NA	800 Amps, 120/208 volt, 3 phase, 4 wire, CT section and 1 distribution section	Center Basmt Mech Rm	Entire Building Normal Power	1963	51	40	-11	Rebuild or replace when maintenance is excessive
									Feeds Four LP panels; switchboard functions taken over by Main Switchboard in 1997.
Back-up Generator	Detroit Diesel, Ford Model CSG-6491-6005-F Serial 06473 L-20-RH	Natural Gas, Emergency Generator Ste, 35 KW Standby, 1800 RPM, 120/208 Volt, 3 phase, 4 wire,	Center Basmt Mech Rm	Emergency Power Distribution	1997	17	30	13	Rebuild or replace when maintenance is excessive
									Via transfer switch, feeds emergency panel which includes emergency and exit lights, smoke exhaust fans, sump pumps, sewage ejectors, boiler, pumps



1. 2013 Heating Boilers, 90 Percent Thermal Efficient



2. 1997 Heating Boiler (bent water tubes during 2011 summer service, 2nd photo)

Calor Design Group, Ltd.



3. 1997 Hot Water Heating Pumps with new variable Frequency Drive (VFD) control



4. 2013 Boiler Hot Water Pumps



5. 2013 Hot Water Heating Pump



6. Roof-mounted Air Conditioning Chiller, Circa 1997



7. Air Conditioning Chilled Water Pumps, 1997



8. Humidifier Boiler, 1997



9. 2013 Air Handling Unit AHU-1 with HW and CHW Piping



10. 2013 Exhaust Return Fan 1 in Northeast Attic



11. 1997 Air Handling Unit AHU-2, Partial View with HW & CHW Piping



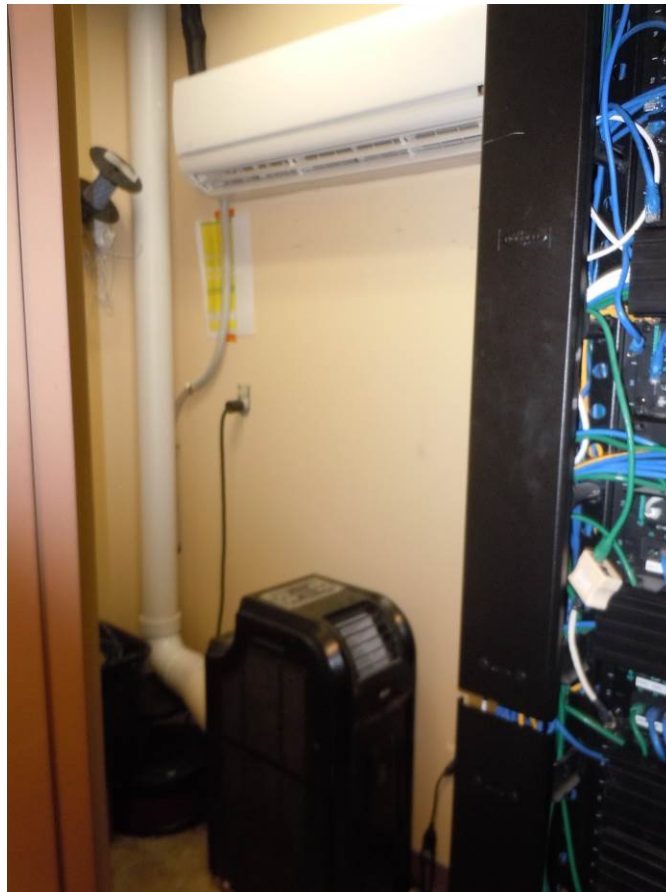
12. 1997 Air System Exhaust Return Fan ER-2



13. 1997 Variable Air Drive for AHU-2 and ER-2



14. 2013 IT Closet AC Condensing Unit CU2 and Lower Level Smoke Relief Intake – Lower W Roof



15. West First Floor IT Closet with 2013 AC fan coil unit and back-up AC unit



16. 2010 Roof-mounted IT Room AC Condensing Unit



17. IT Room Air Conditioner Fan Coil Unit



18. Center Roof Smoke Relief Fans



19. NW Roof Exhaust Fans, circa 1997



20. East Roof Exhaust Fans, included 1963 Fans



21. East Roof looking South, with AHU-1 exhaust louver, Chimneys



22. East Roof looking South, with AHU-1 outside air louver, exhaust fans



23. Door Heater, West Main Entry



24. Southeast, lower level Teen Center with new lighting, air distribution and data outlets



25. Southwest, main level, Children's Center with new lighting and air distribution



26. Electrical Service Switchboard, circa 1997



27. Emergency Generator in Center Basement, 1997 Installation



28. Original Switchboard, Servicing Part of East Library, in East Basement



29. 1997 Elevator Equipment, in Center basement



30. Original Elevator Equipment, Abandoned in NE basement



31. Domestic Water Service in East Basement



32. Fire Protection Water Service, adjacent to main meeting room



33. 1997 Sump Pumps, center basement



34. 1963 Sump Pump and Sewage Ejector



35. 2005 Domestic Water Heater

August 20, 2014

New Business—Recommended Actions

D. Recommended Action on Revised 2013/2014 Budget and Appropriations Ordinance

MOVE the Library Board of Trustees adopt revised Ordinance 13-08, a Tentative Ordinance Providing for Budget and Appropriations of the Niles Public Library District for the Fiscal Year Beginning July 1, 2013 and Ending June 30, 2014.

Memorandum D of Recommended Board Action

A copy of the revised Ordinance is attached.

**ORDINANCE 13-08
ORDINANCE PROVIDING FOR TENTATIVE BUDGET AND APPROPRIATIONS
OF THE NILES PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS, FOR
THE FISCAL YEAR BEGINNING JULY 1, 2013 AND ENDING JUNE 30, 2014**

WHEREAS, the Board of Trustees of the Niles Public Library District, Cook County, Illinois, caused to be prepared in tentative form a Budget, and the Secretary of the Board will make the same conveniently available to public inspection for at least 30 days prior to final action thereon, and

WHEREAS, a public hearing will be held as to such Budget on the 15TH day of October 2014, and notice of said hearing will be given at least 30 days prior thereto as required by law, and all other legal requirements have been complied with;

BE IT ORDAINED by the Board of Trustees of the NILES PUBLIC LIBRARY DISTRICT, County of Cook and State of Illinois.

SECTION 1: That the following sums of money, or as much thereof as may be authorized by law, be and the same are hereby budgeted and appropriated for general corporate purposes and to defray and for the payment of all expenses and liabilities of the Niles Public Library District for the fiscal year hereby adopted as beginning July 1, 2013 and ending June 30, 2014.

SECTION 2: That the items budgeted as appropriated and the objects and purposes of the same are as follows:

	APPROPRIATION	BUDGET
Salaries		
ADMINISTRATOR	\$127,138	\$115,580
MANAGERS	\$276,118	\$251,016
SUPERVISORS	\$654,434	\$594,940
LIBRARIAN	\$1,281,807	\$1,165,279
LIBRARY GRADE V	\$660,495	\$600,450
LIBRARY GRADE VI	\$487,732	\$443,393
LIBRARY PAGE	\$159,262	\$144,784
SUNDAY/SUBSTITUTE/ADJUSTMENTS	\$104,500	\$95,000
TOTAL SALARIES	\$3,751,486	\$3,410,442
 LIBRARY MATERIALS		
BOOKS & PERIODICAL	\$301,200	\$251,000
DOWNLOADABLES	\$66,000	\$55,000
AV - ADULT	\$184,440	\$153,700
ONLINE DATABASES	\$241,200	\$201,000
TOTAL MATERIALS	\$792,840	\$660,700
 OPERATING EXPENSES		
Processing & Services		
CCS CHARGES	\$90,000	\$78,000
PROCESSING & SUPPLIES	\$42,000	\$30,000
INTERNET CHARGES	\$26,880	\$19,200
SOFTWARE, LICENSES	\$59,140	\$42,243
PRINTING	\$59,010	\$42,150
LIBRARY SUPPLIES	\$16,800	\$12,000
PROGRAMMING & SUPPORT - ADULT	\$94,780	\$66,100
VOLUNTEERS	\$4,200	\$3,000

PUBLIC PERFORMANCE RIGHTS	\$1,838	\$1,313
CCS COMMUNICATIONS	\$7,000	\$5,000
COMPUTER CHARGES - OCLC	\$23,526	\$16,804
MISCELLANEOUS	\$1,400	\$1,000
TOTAL PROCESSING & SUPPLIES	\$426,574	\$316,810
Administration & General Office		
JANITORIAL SUPPLIES	\$67,300	\$33,650
COPIERS	\$20,000	\$10,000
PROFESSIONAL DEVELOPMENT	\$89,798	\$44,899
MILEAGE REIMBURSEMENT	\$6,000	\$3,000
LEGAL FEES	\$80,000	\$40,000
CONSULTING	\$40,000	\$20,000
SUPPLIES	\$53,800	\$26,900
PROMOTIONAL EXPENSE	\$41,000	\$20,500
POSTAGE & FREIGHT	\$36,000	\$18,000
PUBLICATION OF NOTICES - LEGAL	\$3,400	\$1,700
SUBSCRIPTIONS & DUES	\$18,000	\$9,000
COLLECTION SERVICES	\$2,000	\$1,000
TELEPHONE	\$33,000	\$16,500
TRUSTEE EXPENSE	\$20,000	\$10,000
EQUIPMENT RENTAL	\$10,000	\$5,000
PAYROLL SERVICE	\$18,600	\$9,300
BANK FEES	\$6,000	\$3,000
PARKING LEASE AGREEMENT	\$21,144	\$10,572
TOTAL ADMINISTRATION AND GENERAL OFFICE	\$566,042	\$283,021
VEHICLE EXPENSE TOTAL	\$10,000	\$4,271
EMPLOYEE FRINGE BENEFITS		
PENSION PLAN	\$240,000	\$200,000
GROUP HEALTH	\$471,434	\$392,862
HEALTH REIMBURSEMENT	\$71,000	\$54,000
DENTAL, VISION, DISABILITY	\$55,997	\$46,664
TOTAL FRINGE BENEFITS	\$832,231	\$693,526
TOTAL UTILITIES	\$200,000	\$102,000
TOTAL OPERATING	\$6,585,373	\$5,470,770
BUILDING & MAINTENANCE		
REPAIRS & IMPROVEMENTS	\$47,640	\$39,700
CONTRACTUAL MAINTENANCE	\$44,538	\$37,115
NON-CONTRACTUAL MAINTENANCE	\$13,680	\$11,400
EQUIPMENT MAINTENANCE	\$45,048	\$37,540
NON CAPITAL EXPENSES	\$28,800	\$24,000
FURNITURE & FIXTURES	\$72,000	\$60,000
TOTAL BUILDING & MAINTENANCE	\$251,706	\$209,755
SPECIAL RESERVE		
SPECIAL RESERVE - BUILDING	\$200,000	\$72,000
SPECIAL RESERVE - EQUIPMENT	\$1,600,000	\$846,920
SPECIAL RESERVE - Renovation Project	\$5,000,000	\$4,078,200
TOTAL SPECIAL RESERVE	\$6,800,000	\$4,997,120

SPECIAL FUNDS		
AUDIT	\$19,250	\$17,500
LIABILITY INSURANCE	\$33,000	\$30,000
SOCIAL SECURITY	\$319,000	\$290,000
ILLINOIS UNEMPLOYMENT TAXES	\$19,800	\$18,000
WORKERS' COMPENSATION INSURANCE	\$24,500	\$20,000
TOTAL SPECIAL FUND ITEMS	\$415,550	\$375,500
SUPPLEMENTARY GRANTS	\$100,000	\$58,000
GRAND TOTAL	\$14,152,629	\$11,111,145

SECTION 3: The several sums above mentioned and designed as appropriation, which is FOURTEEN MILLION, ONE HUNDRED FIFTY TWO THOUSAND, SIX HUNDRED TWENTY NINE AND NO/100 (\$14,152,629), be and are hereby appropriated as appropriate fractional parts of the said amount of FOURTEEN MILLION, ONE HUNDRED FIFTY TWO THOUSAND, SIX HUNDRED TWENTY NINE AND NO/100 (\$14,152,629), from the proceeds of the general property tax for corporate purposes and special taxes in addition to all other library taxes as provided by law.

That all of the unexpended balance of any item or items of any general appropriation made in this Ordinance be expended in making up any insufficiency in any item in the same general appropriation and for the same general purpose of any like appropriation made by this Ordinance.

SECTION 4: The cash on hand deemed by law as current assets available for library purposes as of May 31, 2013, is estimated to be \$11,825,080; the estimate of cash to be received during the 2013-2014 fiscal year from all sources is \$7,156,453; the estimate of expenditures appropriated for such fiscal year is \$14,152,629; and the estimated operating budget for such fiscal year is \$5,470,770. The estimated cash to be expected on hand deemed by law as current assets available for library purposes at the end of such year is \$4,828,904.

SECTION 5: That the invalidity of any portion of this Ordinance or any of the items hereof shall not render invalid any other portion or item thereof which can be given effect with such invalid portion or portions eliminated.

SECTION 6: That all ordinances or parts of ordinances conflicting with any of the provisions of this Ordinance be and the same are hereby repealed.

SECTION 7: That the Board of Trustees of the Niles Public Library District has established a special reserve fund to be accumulated from the unexpended balance from the proceeds received from the library taxes levied for the 1977 and subsequent years, said fund to be accumulated and set aside as a special reserve fund for the purpose in accordance with 75 ILCS 16/40-50 and that said Board of Trustees shall adopt a plan or plans pursuant to the provisions of 75 ILCS 16/40-5 of the Public Library District Act of 1991.

SECTION 8: That this Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

ADOPTED this 20th day of August 2014, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

Morgan Dubiel
President of the Board of Trustees of the
NILES PUBLIC LIBRARY DISTRICT
ATTESTED and SIGNED in my office,
according to law, this 21st day of August,
2013, at the said
NILES PUBLIC LIBRARY DISTRICT

CHRIS A. BALL
Secretary, Board of Trustees
NILES PUBLIC LIBRARY DISTRICT

Unfinished Business—Recommended Actions

A. Recommended Action on Oakton Court Water Main

MOVE the Library Board of Trustees approve the plan to abandon the Library's existing water connection in place (on the east side of the building to the Oakton Street water main) and assume the potential liability estimated to be \$35,000 to \$45,000 to repair this connection should it be needed until such time that the Oakton Street water main is replaced by the Village of Niles and award the F.J. Kerrigan Plumbing Company contract for \$13,810 to connect the Library to the Oakton Court water main including necessary preparations to abandon the existing connection to the Oakton Street water main.

Memorandum A to Recommended Action

The Library’s existing connection to the water main which runs beneath Oakton Street is as old as the original library building. The connection which runs from Oakton Street north along the east side of the Library building is deteriorating and is need of replacement.

To address this issue, we looked at two approaches:

1. Replace the existing connection; and
2. Make a new connection to the water main beneath Oakton Court north of the Library.

The replacement of the existing connection would require the excavation of the east parking lot for an extended period of time. We estimate that the cost of this choice would be in the neighborhood of \$50,000. This estimate is based upon the recent repair costs related to a leak in this area extrapolated to cover the entire length of the connection.

Establishing a new connection to the Oakton Court main including disconnecting from the existing Oakton Street main would cost \$56,000 according to an estimate we received from Martin Petersen Company. However, we can significantly reduce the cost of this option by abandoning the existing connection in place and assuming the liabilities to repair the connection should it need to be repaired. (See related motion and letter assuming this liability elsewhere in the board materials.)

We recommend that the Library proceed with a project to connect to the Oakton Court main and abandon the existing connection to the Oakton Street main in place.

We received five bids for the work as follows:

F.J. Kerrigan	\$ 13,810
DeFranco Plumbing	\$ 13,869
Norman Mechanical	\$ 13,950
Jensen’s Plumbing	\$ 16,500
Martin Petersen Co	\$ 24,400

All Quotes reflected the same scope of work to be done. All quotes reflect prevailing wages. All quotes reflected similar materials to be used in similar quantities. F.J. Kerrigan is our recommended vendor. Copies of all bids follow.

In addition, we recommend that the Library accept the contingent liability associated with abandoning the existing connection in place for up to 36 months or until the replacement of the Oakton Street water main (whichever is less) should the abandoned connection leak and need to be repaired. Copy of letter to the Village of Niles follows.

F.J. KERRIGAN

PLUMBING CO.

COMPLETE PLUMBING SERVICE

TEL 847.251.2695

FAX 847.251.9433

811 Ridge Road
Wilmette, IL 60091

May 13, 2014

PROPOSAL

Terms:

Deposit: \$ 5,200.00

Net on Completion

Attn: Dave Dabrowski
6960 Oakton Street
Niles, IL 60714

Proposal: Proposal to re pipe 3" cold water from location of 6" water service feeding fire protection system approximately 50' to location of existing 3" type L copper in library hallway ceiling. To furnish and install a 6"x4" x4" tee on the main and relocate the existing water meter to this location. To cap building side of the existing meter tap permanently and plug old service opening at foundation wall. All work to be performed during normal weekday work hours. All newly installed pipe to be type L copper. To turn off existing B-Box in vault. Proposal will include all traffic control to complete task. Kerrigan Plumbing Co. will apply for all necessary permits. Proposal will include all material and safety equipment to complete task.

\$13,810.00

Permits to be applied for by F. J. Kerrigan and all fees and deposits to be paid by the owner prior to the start of work.

Proposal does not include any permits, fees, landscape restoration or any previous or additional rodding or any other work of any kind. (No electrical work of any kind)

F.J. Kerrigan Plumbing will not be responsible for any mismarked utilities or underground obstructions. Due to the unknown nature of this work there may be unforeseen condition underground. If the scope of work is different than expected once the ground is excavated, the owner will be notified and the scope and affected pricing will be revised and work will proceed only with homeowner approval.

THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN 30 DAYS.

A MONTHLY INTEREST CHARGE OF 1 1/2% WILL BE ADDED TO PAYMENTS DUE AND UNPAID. IF COLLECTION OR LEGAL ACTION IS TAKEN TO COLLECT UNPAID BALANCES REASONABLE COSTS OF COLLECTION, INCLUDING REASONABLE ATTORNEY'S FEES AND COSTS WILL BE ADDED TO UNPAID AMOUNTS.

FOR CONTRACTS WITH THE OWNERS OF THE PROJECT: THE LAW REQUIRES THAT THE CONTRACTOR SHALL SUBMIT A SWORN STATEMENT OF PERSONS FURNISHING MATERIALS AND LABOR BEFORE ANY PAYMENTS ARE REQUIRED TO BE MADE TO THE CONTRACTOR. (770 ILCS 60/5.)

I, The Homeowner, have received from the contractor a copy of the pamphlet entitled "Home Repair: Know Your Rights"

If acceptable, please check the items desired, sign one copy & return.

ACCEPTED

BY _____

SUBMITTED

BY _____

Kenneth Kloefer

Phone # _____

DeFranco Plumbing

www.defrancoplumbing.com

Sent Via Email

June 12, 2014

Niles Public Library
6960 West Oakton Street
Niles, IL 60714

Attn: Dave Dabrowski

Re: **Plumbing Proposal For:**
Niles Public Library - Water Service
Niles, IL

Dear Dave:

We are pleased to provide our plumbing proposal for the above referenced project. Our quotation is based on our site visit;

FOR THE SUM OF: **\$13,869.00**

NOTE:

THIS QUOTATION IS FOR ACCEPTANCE WITHIN 30 DAYS. THIS OFFICE MUST BE NOTIFIED WITHIN THE 30 DAY PERIOD IN ORDER TO NEGOTIATE A TIME EXTENSION FOR THIS PROPOSAL.

Inclusions:

- . reworking existing fire protection service for new domestic water take off
- . relocate existing water meter to new location
- . run new 3" copper water line from sprinkler room to existing piping in corridor
- . tie-in new 3" copper water line to existing 2-1/2" copper water line in corridor
- . cap existing water service in boiler room
- . removal and replacement of suspended ceiling tiles
- . pipe insulation

Please be aware that the above pricing does not include the following items:

- . new water meter (reuse existing)
- . cap existing water service at main outside building (by others)
- . backflow preventer
- . permits and fees
- . premium time
- . sales taxes
- . fire protection/sprinkler work

Thank you for the opportunity to quote the plumbing portion of this project. We trust our proposal will meet with your approval. However, should you have any questions on the above or require any further clarification, please do not hesitate to contact our office.

Sincerely,

DEFRANCO PLUMBING, INC.

____ Accept
____ Decline

Troy DeFranco

Signature of Authorized Agent

20330 N. Rand Road ♦ Palatine, IL 60074 ♦ Phone: 847-438-0808 ♦ Fax: 847-438-0157

Proposal

NORMAN MECHANICAL, INC.

3850 Industrial Avenue Rolling Meadows, IL 60008

PH: (847) 253-2238

PAGE 1 OF 3

FX: (847) 253-2419

PROPOSAL SUBMITTED TO:

Name: Niles Public Library/ Dave Dabrowski

Date: 5/23/2014

Address: 6960 W. Oakton
Niles Il. 60714

Architects:

Date of Plans:

Phone No. 847-663-6440

Project: Domestic water service revision

Fax No. 847-581-1343

Location: Throughout building

e-mail ddabrowski@nileslibrary.org

Labor and Material Necessary to Install:

Revise the 6" incoming water service for fire protection to accomadate a 3" domestic water supply in the fire protection room. Furnish and install a new 3" Watts 909 NRS reduced pressure zone with a strainer and air gap. Install a water meter sized and supplied by the Village of Niles. Route the new domestic water supply in the ceiling of the adjacent hallway approximately 45 feet and tie into the existing 2 1/2" cold water piping. All new piping will be insulated with 1" wall fibreglass insulation

Cut and cap the existing 3" domestic service inside the mechanical room.

This proposal does not include permits or drawings. All work is to be done during regular buisness hours.

Proposal

NORMAN MECHANICAL, INC.

3850 Industrial Avenue Rolling Meadows, IL 60008

PH: (847) 253-2238

PAGE 2 OF 3

FX: (847) 253-2419

PROPOSAL SUBMITTED TO:

Name:

Address:

Phone No.

Fax No. 847-581-1343

Date:

Architects:

Date of Plans:

Project:

Location:

0

The following will apply unless otherwise noted in this proposal

All piping to be as follows unless otherwise noted above. Sewer and water service to be stubbed in BY OTHERS.

ALL DRAINTILE/SUMP PITS/WINDOW WELL DRAINS - BY OTHERS. ALL PERMITS/FEES/APPLIANCES - BY OTHERS.

** Prices contingent upon City or Village Water and Sewer Departments approval of your plans

** Necessary permits and fees not included in the contract

** No permits to be secured by Norman Mechanical, Inc. for outside (sewer & water service) performed by others

** Any sewer and/or water permits needed to be secured by Norman Mechanical, Inc. for work performed by others will be billed at a rate of \$150.00 per hour for time spent securing permits and permit fees

** Necessary sewer and water permit fees will be paid for at time permits are secured

** Any underground code violations found upon excavation and required to be corrected by City or Village inspectional services will be billed out separately

** Any drawings necessary for procurement of permits will be billed at a rate of \$150.00 per hour for time spent on making such drawings

** Any existing water services found to be a driven tap must be eliminated by the City or Village Water Department and billed to us.

These additional charges will be passed on to owner(s) of property

** Norman Mechanical, Inc. requires immediate re-imbursement for any check(s) written to the City or Village to cover water service cut off fees - Checks should be made payable to: Norman Mechanical, Inc. Permit Division

** No haul off of spoils

** No dewatering

** No landscape restoration

** No mechanical compacting

** No televising of existing or new sewers

** If there are any unknown underground obstructions found that our equipment cannot handle, we will charge extra

** If unknown underground utilities conflict we will charge extra

** If any unknown unstable underground conditions are found during excavation, we will charge extra to install piping in a proper manner

** If any of the above conditions arise during construction, we will stop work until a written extra work order is signed and dated by an authorized member of your firm.

**For performance bonded jobs, any cost increase will increase bond cost

JOB NOTES:

The work to be performed under this contract will not begin until contract is signed and returned to Norman Mechanical, Inc.

One year warranty on labor and parts from completion date. Warranty void if payment schedule is not met.

Standard insurance figured. Jobs to be trimmed must be completely ready, to avoid additional charges.

ESCALATION CLAUSE:

Owner agrees to the amounts and to payment on the terms set forth above in the "Contract Price". The Contract Price shall not change for the Terms of this Agreement, except (a) in the event of changes authorized pursuant to other provisions in this Agreement; and/or (b) in instances where raw materials or component costs increase in an amount greater than TEN percent (10%) of the affected materials included in the Contract Price. In the later situation, the Contractor shall be entitled an escalation of raw material or component costs which shall be passed through to the Owner. No price change shall be effective unless the Contractor gives notice to the Owner of such a price change. In the case of TEN percent (10%) or greater increase, the Contract Price shall be increased proportionately to reflect the entire increase in the cost of raw materials or component costs. The Owner agrees to pay these escalated costs consistent with the terms above. To qualify for such reimbursement, the Contractor will be required to provide amount of affected materials and % of increase from material wholesalers for determining the amount of reimbursement. In extreme cases, the contract will be reviewed on a monthly basis.

Proposal

NORMAN MECHANICAL, INC.

3850 Industrial Avenue Rolling Meadows, IL 60008

PH: (847) 253-2238

PAGE 3 OF 3

FX: (847) 253-2419

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

Depending upon progression of job, PAY-OUTS to be every thirty days on that portion of labor and material provided.

Thirteen Thousand Nine Hundred Fifty Dollars and 00/100 (\$13,950.00)

Payment to be made as follows: (This payment schedule supercedes any and all payment schedules in clients' contract)

All material is guaranteed to be as specified. Terms of payment are net 30 days from date of service. All sums unpaid after 30 days will incur an interest charge of 1.5% per month (18% per annum). Client agrees to pay Norman Mechanical, Inc. all costs, including attorneys fees, incurred collecting any overdue invoices. All agreements contingent upon strikes, accidents or delays beyond our control. Owners to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

AUTHORIZED SIGNATURE for Norman Mechanical, Inc.



MARTIN R. NIXON, President

ACCEPTANCE OF PROPOSAL -The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. **Payment will be made as outlined above.**

DATE OF ACCEPTANCE: _____

AUTHORIZED SIGNATURE: _____

Please print name here: _____



JENSEN'S PLUMBING & HEATING, INC.

IL DEPT. OF PUBLIC HEALTH LIC. NO. 058-109471
670 CALHOUN STREET WOODSTOCK, ILLINOIS 60098
(815) 338-1936 FAX (815) 338-1987
www.jensensph.com

May 28, 2014

Dave Dabrowski
Niles Public Library
6960 West Oakton Street
Niles, IL 60714

Re: Water Service
Plumbing Proposal

Mr Dabrowski:

Jensen's Plumbing & Heating Inc. (JPH) is pleased to present our Plumbing proposal for the above referenced project. This proposal is based on our recent site visit.

Included:

- Provide and install a new 3" RPZ backflow preventer at the new water service location
- Relocate the existing water meter from the abandoned water service to the new water service location
- Provide and install a new 3" insulated copper water line from the new water service connecting to an existing 2-1/2" water line in the corridor as discussed (approximately 40')
- Cap the abandoned water service in the lower level mechanical room

The above described work will be done in a neat workmanlike manner for the sum of: Sixteen Thousand, Five Hundred (\$16,500.00) dollars.

Not included in the above pricing:

- ✓ Permits or fees to the city
- ✓ Water meter
- ✓ Conduit or wiring for remote water meter reader
- ✓ Floor drain at new water service
- ✓ Capping of abandoned water service on the exterior of the building
- ✓ Floor or wall finishes
- ✓ Fire protection or fire protection backflow preventer
- ✓ Premium time
- ✓ Performance bonds
- ✓ Sales tax

Terms

Monthly draws on jobsite materials and labor, with the balance due upon completion. All accounts over 30 days are subject to a 1-1/2% monthly service charge or annual rate of 18%.

Dave Dabrowski
Niles Public Library – Water Service
May 28, 2014
Page Two

Terms (continued)

This proposal is subject to review after 30 days.

If accepted, please sign this proposal and return one (1) copy to our office. The undersigned agrees to pay all reasonable attorney fees, court costs, and other expenses incurred by Jensen's Plumbing & Heating Inc. in the event this account requires legal action for collection.

If applicable, acceptance of any combination of proposal packages may be eligible for a combination discount.

Thank you for giving JPH the opportunity to present this proposal, please feel free to contact us with any questions.

Accepted: _____ Date: _____

Sincerely,
JENSEN'S PLUMBING & HEATING INC.



Fred Learman
Plumbing Estimator

June 09, 2014

Niles Public Library

Re: - Connect domestic water distribution to fire protection service and cap existing water service in basement

Martin Petersen Company, Inc. is pleased to present the following proposal for connection of the domestic water distribution to the fire service and capping of existing water service per our recent discussions.

Interior Plumbing:

- Remove existing 90 elbow on fire protection service
- Install new tee in piping to allow for new 3' domestic water service branch
- Install village furnished water meter
- Install new 3" RPZ with local waste to floor drain
- Install new 3" water distribution from existing fire protection service room to point of connection to existing water distribution in 1st floor corridor ceiling
- Disconnect existing water distribution system from 3" water service in basement and modify this piping to leave all branches in basement active
- Insulate new piping w/ 1" fiber glass insulation
- Day work for all work expect tie in building which will be completed in a night visit
- Cap existing water service in basement

Exterior plumbing

- Existing exterior water service to be left in place

Plumbing Price \$ 24,400.00

Clarifications:

- **Permits and fees by others**
- All marking of private utilities by others

We hope this is the information you desire. If you have any questions, please call me at (262)658-1326.

Sincerely,

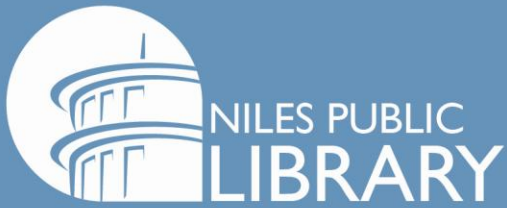
MARTIN PETERSEN COMPANY, INC Ed Brehm Plumbing Division Manager



Martin Petersen
Company, Inc.
9800 55th Street
Kenosha, WI 53144
P: 262.658.1326
F: 262.658.1048

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www.mpcmech.com



6960 West Oakton Street, Niles, IL 60714 | 847.663.1234 T | 847.663.1350 F | www.nileslibrary.org

August 20, 2014

Engineering Department
Village of Niles
1000 Civic Center Drive
Niles, IL 60714

To whom it may concern:

The Niles Public Library District is planning to connect to the water main which runs beneath Oakton Court, on the north side of the Library. Coincident with making the new connection, the Library seeks to abandon its current connection to the water main which runs beneath Oakton Street in place because the replacement of the Oakton Street water main is expected to occur within the next 24-36 months.

The Board of Trustees of the Niles Public Library District agrees to assume the liability for any repairs to the abandoned connection to the Oakton Street water main in exchange for permission from the village to abandon the connection in place. The assumption of liability will extend from the date of abandonment to the replacement of the Oakton Street water main or 36 months, whichever is earlier. The proposed abandoned connection runs from the Library buffalo box located in the southeast corner of the Library property approximately to the Oakton Street water main consistent with the normally expected cap location associated with a project like this.

Morgan Dubiel
Niles Public Library Board President