

NIABI ZOO OVERSIGHT COMMITTEE AGENDA -- 05/10/16 at 5:00 PM
13010 Niabi Zoo Road, Coal Valley, IL – Administrative Building, Education Room



Call to Order & Roll Call:

Consent Agenda**:

- Niabi Zoo Fund and Niabi Zoo Improvement Fund Budget Performance Report*
- Niabi Zoo Fund and Niabi Zoo Improvement Fund Balance Sheet Report*
- Animal Inventory Report for the month of April*
- Dan Meates – Assistant Director/Interim Director April Report*
- Jill Roderick – Curator of Conservation & Education April Report*
- Scarlet Behrens – Guest Services Manager April Report*
- Scott Hesselberg – Niabi Zoo Maintenance Superintendent March Report*

Old Business:

- Approval of open session minutes from the April 12, 2016 meeting
- Approval of closed session minutes from the April 12, 2016 meeting
- Approval of closed session minutes from February 16, 2016 meeting
- Review status of MindFire contract

New Business:

- Update from Ms. Grace of Schultz & Williams
- Update from Interim Zoo Director
- Update from Niabi Zoological Society
- Partners to organize meet and greet for Lee Jackson
- Committee governance discussion
- Fiscal Year 2017 Niabi Zoo budget*
- Set next meeting date

Public Comment:

Adjourn

* items are in members packets

**All items under the consent agenda are considered routine and will be approved by one motion. There will be no separate discussions of these items unless a Committee Member so requests. In this case, that item will move from the Consent Agenda to New Business to be considered.

Niabi Zoo Report

April 2016

Prepared by Daniel Meates

Construction Update

The new Playground is in the early phases of construction. We are currently In the process of removing the pre-existing playground and construction should be complete by June or early July at the latest.

A small Leak has been found in the dam of the koi pond engineers are assessing the area to see the best approach for repair. Once I have more information I will let the boards know.

All staff are still currently working on the esthetics of the zoo now that the weather is warmer this involves a lot of painting and repairs but is coming along very well

Animal Acquisitions/Animal

The Amur Leopard has settled and can now be seen regularly on exhibit at the Cat House.

The meerkats and porcupine have been received extremely well by the public and we have been getting great feedback about the zoo. We also sold out of meerkat toys in the first week of opening the new gift shop.

Another new addition to the Cat House Exhibits is our pair of Bobcats which can now be seen on display just across from the carousel.

In quarantine our 3 new French Lop rabbits will soon be on exhibit in the petting zoo.

Additionally, our new flock of Golden Weavers (birds) who are close to completing quarantine will soon be exhibited as part of the Africa Mixed Species Exhibit in the Giraffe.

Attendance is well above last year's numbers. Gift shop is also doing very well this year. It's been a terrific start to the season I am extremely proud of all the staff efforts to get the zoo open and running very efficiently.

In preparation for the arrival of the new Director, I am working on getting him up to speed with the collection plan plus short term plan for overall zoo along with, procedures, and current info in order to allow for a smooth transition for the new leader.

Marketing Department Report:

We are working closely with marketing on moving forward with animal identification signs and posters for our upcoming events. Along with the newsletter and enews for members.

Guest Services Manager Report: Prepared by Scarlet Behrens

MEMBERSHIP:

- UPDATE- First newsletter of the season went out. It had a whole different look and great basic information about the zoo. Our goal was to focus on the quality of the information being sent out.
- The next thing we will be focusing on is the Enews that is sent out monthly. This allows us to drive business by staying in communication with guest so they know what is going on at the zoo. We are currently working with Mind Fire to clean up the email list and reengage our audience.

GIFTSHOPS:

- Both gift shops are doing well and we are just working on keeping up with the inventory being sold.

CAROUSEL:

- Maintenance took down the old "Tiki" umbrella where the operator of the carousel stands and we replaced it with a nice adjustable, canvas umbrella. It looks better and is functional.
- The next thing we want to look at is the Tiki hut that is out there. The roof is falling apart and the whole thing is looking like an eye sore.

MISC:

- UPDATE-The new hurricane simulator should be here in June now. Unfortunately, a problem with the shipments before us pushed our installation date back.

STAFF:

- Working with management to make sure seasonals are being trained consistently on customer service, time management, communication and overall procedures on how to better serve our guest. This of course will be an ongoing process and is something that is a high priority.

Curator of Conservation Education Report: Prepared by Jill Roderick

Volunteers

- We had 24 JZK (junior zoo keeper program ages 13-17 years) applicants for the first year class. Interviews are happening now and the class will consist of 15 students. Applicants will be accepted based on their essay and their interview.
- We will be offering a week long training for the JZK's the first week of June.
- Current volunteers are being offered training on new exhibits (meerkat and porcupine) as well as the amur leopard.
- We will keep offering monthly meetings throughout the summer to keep all volunteers up to date on all information going on at the Zoo.

Programs and Events

- All Zoo Camps but one are filled, and that one is almost filled.
- Earth Day was a beautiful day. We held events out in the festival lawn and all of the activities were designed to understand how we can affect the world around us.
- May is always busy with school groups, though we had to scale back this year due to the Curator of Education going on maternity leave.
- We have been training the Keeper II's, who are responsible for presenting off-site programs, on interpretation techniques. They have been working hard in the off season to allow for better, more targeted programs. It would still be more advantageous to have education staff do programs as these can pull the keepers away from the Zoo for hours at a time.
- Because of a lack of staffing/scheduling conflicts, we have been forced to turn down 5 birthdays, 10 outreaches, 6 school groups, 3 Zoo Snoozes and we are starting to turn down Zoo Camp participants since we are full. If everything was offered at the cheapest that they could pay, this accounts for almost \$7000 of lost revenue just since March. Having a dedicated education staff would help gain that money as well as more, back.
- Our first International Migratory Bird Day Celebration was rained out. We have a lot of great ideas for next year though!

Graphics

- Using digital picture frames in the small animal building instead of static signs has been a huge success. We are looking at using them for the reptile building as well as in the giraffe building.
- We are purchasing a TV to use for graphics in the giraffe barn as well that could loop through giraffe conservation information.
- Contacted Silver Oaks, who is the company that Sharon worked with to do the graphics/computers in the jungle trek to look into repairs on a few of the interactives. They will be sending a quote over next week.

Website/Facebook

- The website will be updated to show events and activities throughout the end of the year.
- We have updated the conservation page to reflect different projects that we are working on around the Zoo.
- Facebook posts go out through marketing as well as the zoo, so we are really getting good responses on Facebook posts.

Maintenance superintendent Report: Prepared by Scott Hesselberg

- Installed pump at Bald Eagle exhibit for water fall
- Repaired Giraffe outdoor watering dish
- Repaired an outlet in Nutrition center
- Hung two Bat houses by the giraffe barn
- Hung two bat houses by the Wolf yard
- Fixed a gate at the petting zoo
- Secured bars on shift door at the cat house
- Installed new bubblers on drinking fountains at the red restroom
- Installed new bubblers on drinking fountain at small animals restroom
- Installed backflow water protection devices throughout the zoo
- Greased all coach cars on the train
- Demoed the old elephant shade in the elephant yard
- Fixed downed thatch at the Gibbons house
- Removed old rain gutter at the old bobcat house
- Put chain link up in cathouse enclosures to shore up any small openings
- Hung up concession menu boards at River Rock and Wolf Ridge
- Adjusted the garage doors at the maintenance shop
- Fabricated new mounts and hung new banners outside of small animals building
- Put down limestone in the Zebra yard
- Installed donor plaques in the Giraffe barn
- Installed a new baby changing station in the Wolf Ridge bathrooms
- Fixed stall doors in the small animals restroom
- Installed a knife magnet in the Giraffe barn keeper area
- Fixed metal trim on coins for conservation box
- Fixed the Sloth keepers box at the Ed center
- Fixed the front door at River Rock concessions
- Repaired change dispenser at the petting zoo
- Painted large map holder signs (gift shop, Carousel)
- Fixed a stall door in red restroom men's
- Cut tree down by Wolves and cut up and hauled away
- Installed rake/shovel hanging system in the maintenance shop
- Repaired the gate by porcupine exhibit
- Removed the snow plow from the dump truck
- Produce truck- changed oil and filter, air filter, fuel filter,

- Ran internet cable in the gift shop
- Fixed the front delivery gate
- Replaced door handles (2) in small animals building
- Adjusted both sets of swing doors at the small animals building
- Repaired change machine at the gift shop
- Replaced a door handle at the nutrition center
- Repaired a cable at the Koi pond deck
- Fixed electric bolt lock mechanism at the lion's den
- Repaired loose boards at the lorikeets fence
- Repaired leak on condenser at River Rock concessions
- Welded a bar on the turnstile at the exit
- Repaired front door at the directors house
- Repaired shift doors and a light fixture at the Gibbons house
- Relocated the thermostat at Wolf Ridge concessions
- Installed a new pump on the Elephant fountain
- Fixed all six of the ticket window doors at the ticket booth
- Installed a new spotlight in the lion's den
- Adjusted a winch in the lion's den

SCHEDULE A

FUND	6/30/14 FUND BALANCE PER AUDIT	REVENUE TRANSFERS	EXPENDITUR E TRANSFERS	EST. 6/30/15 FUND BALANCE
NIABI ZOO	\$ 117,462	\$ 2,764,347	\$ 2,231,492	\$ 650,317

FUND	EST. 6/30/15 FUND BALANCE	REVENUE TRANSFERS	EXPENDITUR E TRANSFERS	EST. 6/30/16 FUND BALANCE
NIABI ZOO	\$ 650,317	\$ 2,684,671	\$ 2,606,446	\$ 728,542

FUND	EST. 6/30/16 FUND BALANCE	REVENUE TRANSFERS	EXPENDITUR E TRANSFERS	EST. 6/30/17 FUND BALANCE
NIABI ZOO	\$ 728,542	\$ 2,714,832	\$ 2,714,832	\$ 728,542

Revenue Budget Workbook
Fiscal Year 2016-2017

Niabi Zoo Fund				
GL Account #	Account Description	6/30/15 Actual	FY 16 Budget	FY 17 Request
131-32-311.10	Property Taxes	1,026,450	970,000	925,000
131-32-311.12	Collector's Auction Account	316	300	300
131-32-335.15	District PPRT 89%	183,872	170,000	175,797
131-32-347.20	Zoo Admissions	733,503	660,000	680,000
131-32-347.21	NZS Carrousel Membership	1,611	-	-
131-32-347.22	Zoo Train	191,721	215,000	195,000
131-32-347.23	Zoo Education	39,705	20,966	23,280
131-32-347.24	Zoo Animal Show/Outreach	9,300	16,100	10,500
131-32-347.25	Zoo Pony Ride	28,141	35,000	28,000
131-32-347.26	Zoo Special Event	45,904	6,320	16,220
131-32-347.27	Zoo Animal Feed Station	130,622	115,000	118,000
131-32-347.28	Gift Shop	-	325,000	300,000
131-32-361.10	Investment Earnings	1,743	750	750
131-32-347.23	FP Long term debt interest	-	-	-
131-32-361.30	Collector's Interest '90	117	100	100
131-32-362.58	Zoo Land Rentals	855	855	855
131-32-362.59	Zoo Concessions	-	25,000	35,000
131-32-362.60	Zoo owned house rents	3,600	3,600	3,600
131-32-364.10	Contribu. Private Sources	78,407	75,680	75,680
131-32-369.91	Restitution	10,116		
131-32-369.93	Refunds/rebates for prior years	-	-	-
131-32-369.94	Miscellaneous	1,914	-	-
131-32-391.60	Transfers from Forest Pres.	-	-	-
131-32-391.62	Transfers from Hotel / Motel	269,776	45,000	126,750
131-32-392.10	Sales of Capital Assets	673		
131-32-392.11	Sales of junk or salvage	-		
131-32-392.40	Zoo animal sales	6,000	-	-
Total Niabi Zoo		2,764,347	2,684,671	2,714,832

Expenditure Budget Workbook
Fiscal Year 2016-2017

Niabi Zoo Fund-Education & Special Events				
GLAccount #	Account Description	6/30/15 Actual	FY 16 Budget	FY 17 Request
-32-07 411.00	Salaries & Wages	36,366	37,477	38,022
411.10	Seasonal Salaries & Wages	12,175	21,720	24,200
412.00	Overtime	-		
412.10	Seasonal Overtime	-		
413	Personnel Benefits	5,524	15,476	16,891
414	Uniforms & Clothing	481	100	1,270
521	Office Supplies	531	50	500
522	Operating Supplies	8,939	6,362	6,863
523	Repair & Maint. Supplies	60	-	-
524	Small Tools & Equipment	1,637	200	8,250
526	Food	2,398	3,780	4,235
527	Books & Periodicals	39	100	100
528	Zoo Animals	-	200	-
630	Training & Education	2,145	1,500	1,500
631	Professional Services	2,507	2,050	8,500
632	Communications	721	752	732
633	Transportation	-	2,000	2,000
634	Publishing	35		
635	Printing & Duplicating	348	300	10,000
636	Insurance	-		
637	Public Utility Services	-		
638	Repairs & Maintenance	-		
639	Rentals	193	-	-
640	Bank Service Fees	-		
642	Dues & Memberships	-	264	264
644	Outside Contractual	-		
762	Buildings \$2000-4999	-		
763	Infrastructure \$2000-14,999	-		
764	Mach & Equip \$1000-4999	-		
765	Construction in Progress	-		
766	Bldgs & Remodel Over \$5000	-		
767	Infrastruct & Improv Over \$5000	-		
768	Mach & Equip Over \$5000	-		
871	Principal on Bond Issue	-		
872	Interest on Bond Issue	-		
873	Credit Card Service Fee	-		
875	Bank Service Fees	-		
991.11	Transfer to Other Funds	-		
991.12	Transfer to Other Agencies	-		
	TOTALS	74,098	92,331	123,327

Expenditure Budget Workbook
Fiscal Year 2016-2017

Niabi Zoo Fund-Animal Care				
GL Account #	Account Description	6/30/15 Actual	FY 16 Budget	FY 17 Request
-32-08 411.00	Salaries & Wages	429,784	473,592	461,322
411.10	Seasonal Salaries & Wages	42,061	40,280	38,266
412.00	Overtime	14,943	-	-
412.10	Seasonal Overtime	970	-	-
413	Personnel Benefits	93,519	113,463	111,064
414	Uniforms & Clothing	3,465	4,000	4,000
521	Office Supplies	48	-	50
522	Operating Supplies	108,486	130,000	110,287
523	Repair & Maint. Supplies	10,864	10,000	10,200
524	Small Tools & Equipment	4,928	7,000	7,065
526	Food	-	-	-
527	Books & Periodicals	197	-	500
528	Zoo Animals	1,613	5,000	5,000
630	Training & Education	2,446	6,114	6,114
631	Professional Services	101,560	85,000	101,500
632	Communications	1,536	2,196	1,964
633	Transportation	4,380	7,500	7,500
634	Publishing	-	-	-
635	Printing & Duplicating	40	-	-
636	Insurance	-	-	-
637	Public Utility Services	-	-	-
638	Repairs & Maintenance	3,992	2,000	3,500
639	Rentals	247	100	100
640	Bank Service Fees	-	-	-
642	Dues & Memberships	170	645	645
644	Outside Contractual	-	-	-
762	Buildings \$2000-4999	-	-	-
763	Infrastructure \$2000-14,999	12,835	-	-
764	Mach & Equip \$1000-4999	3,751	-	-
765	Construction in Progress	-	-	-
766	Bldgs & Remodel Over \$5000	-	-	-
767	Infrastruct & Improv Over \$5000	-	-	-
768	Mach & Equip Over \$5000	-	-	-
871	Principal on Bond Issue	-	-	-
872	Interest on Bond Issue	-	-	-
873	Credit Card Service Fee	-	-	-
875	Bank Service Fees	-	-	-
991.11	Transfer to Other Funds	-	-	-
TOTALS		841,836	886,890	869,077

Expenditure Budget Workbook
Fiscal Year 2016-2017

Niabi Zoo Fund-Administration				
GLAccount #	Account Description	6/30/15 Actual	FY 16 Budget	FY 17 Request
-32-10 411.00	Salaries & Wages	97,257	134,423	136,941
411.10	Seasonal Salaries & Wages	139,911	194,574	154,404
411.NS	Society Seasonal Salaries	35,285		37,430
412.00	Overtime	1,596		
412.10	Seasonal Overtime	917		
413	Personnel Benefits	5,519	26,163	40,192
414	Uniforms & Clothing	(258)	2,400	2,400
521	Office Supplies	1,476	2,400	2,400
522	Operating Supplies	3,534	3,700	2,850
522.GS	Gift Shop Supplies	-	136,600	136,600
523	Repair & Maint. Supplies	173	450	450
524	Small Tools & Equipment	3,122	7,700	5,710
526	Food	6,090	1,900	4,700
527	Books & Periodicals	255	2,810	100
528	Zoo Animals	-	-	-
630	Training & Education	17,437	2,877	2,877
631	Professional Services	3,907	4,172	4,538
632	Communications	15,337	12,464	9,519
633	Transportation	4,611	6,700	6,700
634	Publishing	6,705	5,840	6,090
635	Printing & Duplicating	4,355	4,700	4,700
636	Insurance	100	18,275	-
637	Public Utility Services	-	-	-
638	Repairs & Maintenance	451	500	500
639	Rentals	-	-	-
640	Bank Service Fees	-	-	-
642	Dues & Memberships	6,989	11,691	15,885
644	Outside Contractual	18,184	20,855	24,521
762	Buildings \$2000-4999	-	-	-
763	Infrastructure \$2000-14,999	-	-	-
764	Mach & Equip \$1000-4999	1,547	-	6,600
765	Construction in Progress	-	-	-
766	Bldgs & Remodel Over \$5000	-	-	-
767	Infrastruct & Improv Over \$5000	-	-	-
768	Mach & Equip Over \$5000	1,300	-	-
871	Principal on Bond Issue	190,000	200,000	200,000
872	Interest on Bond Issue	177,398	169,693	161,593
873	Credit Card Service Fee	12,800	20,000	20,000
875	Bank Service Fees	-	-	-
991.11	Transfer to Other Funds	-	-	-
991.12	Transfer to Other Agencies	50,000	-	95,000
	TOTALS	805,999	990,887	1,082,700

