

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

**October 15, 2014**

**6:30 PM**

**Board Room**

**6960 Oakton Street**

**Niles, Illinois**

ORDER OF BUSINESS

- |   |    |
|---|----|
| 1. Call to Order  |    |
| 2. Pledge of Allegiance   |    |
| 3. Interviews with Process Improvement Consultants  | 3  |
| A. Godfrey's Associates - Dick Waters (SKYPE)   | 6  |
| B. Kaizen Institute Consulting Group - Mike Micklewright  | 40 |
| 4. Project Update   |    |
| 5. Consent Agenda   |    |
| A. Approve Minutes of the Special Board Meeting of September 17, 2014   | 48 |
| B. Approve Minutes of the Regular Board Meeting of September 17, 2014   | 50 |
| C. Approve the payment of the bills for operating expenses of \$163,619.98, payroll expenses of \$268,436.01, and Special Reserve Expenses of \$1,675.00 for a total monthly expense of \$433,730.99  | 54 |
| 6. Public Comment   |    |
| 7. Treasurer's Report   |    |
| A. Review Financial Report  | 60 |
| 8. Director's Report  |    |
| A. Highlights   | 76 |
| B. Monthly Statistics   | 82 |
| 9. Communications   | 87 |
| 10. Liaison Reports   |    |
| A. Friends of the Library   |    |
| B. Legislative  |    |
| C. RAILS  |    |
| 11. Secretary's Report  |    |
| A. A certified copy of Ordinance 14-09, 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, was filed with the Cook County Clerk on September 18, 2014. The Ordinance was published in the Niles |    |

## Board Meeting Agenda - October 15, 2014

Herald Spectator on Thursday, September 25, 2014.

12. New Business
  - A. MOVE to Approve updated job descriptions for Business Manager and Director
  - B. MOVE to Approve to transfer of \$1,000,000 (one million dollars) from the General Fund to the Special Reserve Fund 113
  - C. Discuss/Adopt Ordinance 14-10, an Ordinance Levying and Assessing Taxes of the Niles Public Library District, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2014 and Ending June 30, 2015 114
  - D. Discuss Internet filters for all Library computers
13. Unfinished Business
14. Executive Session-To discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Niles Public Library District
15. Final Action, if any, on closed session subjects
16. Other
17. Adjournment

**Niles Public Library District**

Request for Proposal #14-01

Professional Services to

Review Niles Public Library Staffing and Operations

<b><u>Request for Proposal Information</u></b> RFP Number: RFP# 14-01 RFP Name: Review Niles Public Library Staffing and Operations Date Issued: July 30, 2014 Contact Person: Greg Pritz, Business Manager Due Date: August 19, 2014 at 12:00 Noon	<b><u>Mailing Address:</u></b> Niles Public Library Attn: Niles Library Board of Trustees 6960 West Oakton Street Niles, IL 60714
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**INSTRUCTIONS**

- A. Please submit eight (8) paper copies of the RFP response documents.
- B. Submittals shall be placed in a sealed envelope, marked "REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES TO REVIEW NILES PUBLIC LIBRARY STAFFING AND OPERATIONS #14-01 and delivered on or before the due date, August 19, 2014 by 12:00 Noon.
- C. Proposals to be submitted to Greg Pritz, Business Manager
- D. Please submit any questions or comments in writing to Greg Pritz at [gpritz@nileslibrary.org](mailto:gpritz@nileslibrary.org) no later than 5 days prior to due date to allow sufficient time for a written response.

**DELIVERY/MAILING ADDRESS**

Niles Public Library  
Attention: Niles Library Board of Trustees  
6960 West Oakton Street  
Niles, IL 60714  
847-663-6403

- E. All Requests for Proposals will be reviewed by the Niles Library Board of Trustees at a regularly scheduled or specially scheduled board meeting. All firms will then be notified in writing with an acceptance or denial of the proposal by the Niles Public Library.
- F. The Niles Public Library Board of Trustees in its discretion may award the project to the responsible and receptive proposer which is deemed to be the most advantageous firm to the Niles Public Library in consideration of price and other factors listed in this RFP.
- G. The Niles Public Library Board of Trustees reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal submittal.

**Niles Public Library District**  
Request for Proposal #14-01  
Professional Services to  
Review Niles Public Library Staffing and Operations

H. The Niles Public Library Board of Trustees shall not be responsible for any costs incurred by a firm in preparing, submitting or presenting its response to the RFP.

**PROJECT OVERVIEW**

The Niles Public Library Board of Trustees is soliciting proposals from interested parties to provide a staffing and operations review of the Niles Public Library. The ideal firm will have experience performing similar work for entities of comparable size and complexity.

**BACKGROUND**

The Niles Public Library started as a single room staffed by volunteers in 1956. Today, the library consists of a 68,000 sq. ft. facility located at 6960 W. Oakton Street (the corner of Oakton Street and Waukegan Road) in Niles, Illinois. The library's district includes 59,000 people residing in Niles, unincorporated Des Plaines and unincorporated Glenview. The library currently employs 102 employees with 47 full time and 55 part time positions in various areas/departments. The fiscal year budget is approximately \$5 million.

For additional information regarding the Niles Public Library visit the library website at [www.nileslibrary.org](http://www.nileslibrary.org)

This study has been authorized by the Niles Public Library Board of Trustees in order to determine optimal service delivery methods and staffing requirements.

**SCOPE OF WORK**

Objective: To determine the current and then optimal staff sizing and operations to accomplish established core work activities supporting expected customer service levels and prepare a compensation analysis of positions.

**Niles Public Library District**  
Request for Proposal #14-01  
Professional Services to  
Review Niles Public Library Staffing and Operations

The Responding Firm shall perform a thorough review of the Niles Public Library's operations including, but not limited to the following areas:

- Adult Services
- Youth Services
- Outreach
- Patron Services
- Tech Services
- Marketing/PR
- Maintenance
- IT
- Accounting

The selected Responding Firm will complete the study in phases consisting of the following three major tasks:

- Review and evaluate the present Niles Public Library operations and staffing and submit preliminary findings to The Niles Library Board of Trustees.
- Formulate recommendations and present draft report for review and comment by the Niles Library Board of Trustees.
- Present final report to Niles the Library Board of Trustees.

**SUBMITTAL REQUIREMENTS**

**Project Approach:** Include a description of your firm's study approach.

**Level of Effort and Timeline:** Provide a project schedule/timeline with assigned personnel and their level of effort.

**Proposed Fee Schedule and Project Cost:** Provide man-hours, Billing rates, any reimbursable costs and provide a final study cost.

**Qualifications:** Provide your firm's qualifications/credentials.

**References:** Provide references of performing similar work for other entities.

End of RFP #14-01.

**Niles Public Library District  
Request for Proposal #14-01  
Professional Services to  
Review Niles Public Library Staffing and Operations**



A Proposal Submitted by

**Godfrey's Associates, Inc.**

Richard L. "Dick" Waters, Principal Consultant

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[www.GodfreysAssociates.com](http://www.GodfreysAssociates.com)

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(401) 556-2398

## TABLE OF CONTENTS

<b>Our Understanding of the Project</b>	<b>1.1</b>
<b>Our Project Approach</b>	<b>2.1 – 2.11</b>
<b>Staff Effort and Timeline</b>	<b>3.1 – 3.3</b>
<b>Proposed Fee Schedule and Project Cost</b>	<b>4.1 – 4.2</b>
<b>Qualifications</b>	<b>5.1 – 5.14</b>
<b>References</b>	<b>6.1</b>

## Our Understanding of the Project

On July 30, 2014 the Niles Public Library District's Board of Trustees initiated a Request for Proposal Information, "Review Niles Public Library Staffing and Operations." It was, and is, the intent of the Trustees that the selected consultant would be engaged to "... provide a staffing and operations review of the Niles Public Library." The ideal firm will have experience performing similar work for entities of comparable size and complexity.

The Niles Public Library started as a single room in 1956. From that volunteer-based beginning to the present, the library serves a population of 59,000 residents on Niles and the unincorporated areas of Des Plains and Glenview from a 68,000 square foot facility at 6960 West Oakton Street in Niles. Today, the library's operational budget is about \$5 million and it employs a staff of 102 (47 full time, 55 part time). The Niles Public Library District (hereinafter Niles Library) offers a full range of programs and resources for all ages seven days a week, 70 hours per week. The Friends of the Niles Library, a 501c3 organization, provides financial assistance such as funding "The Chicago Shakespeare Project performances as well as "Perpetual Knowledge," a new sculpture located in the Library's Commons area. The Niles Library website is accessible at [www.nileslibrary.org](http://www.nileslibrary.org).

The Objective of the Project, as stated in the RFP's Scope of Work, is to "...determine the current and then optimal staff sizing and operations to accomplish established core work activities supporting expected customer service levels and prepare a compensation analysis of positions."

## OUR PROJECT APPROACH

This section of our proposal summarizes the Work Plan we propose to fulfill the Scope of Work requested by the Niles Library. Godfrey's has thoroughly reviewed your RFP and addresses the requested Scope of Work below, as well as additional tasks we deem critical to successful project completion.

**Expected Outcomes of the Project.** Godfrey's is confident we will meet or exceed each goal for the project. We have the capacity to provide high quality documents in a timely manner. Specific organizational goals Niles Library will achieve as a result of our process include:

- Improved customer satisfaction;
- Expand Niles Library's customer base;
- Operate even more efficiently, in terms of both your complement of staff and business processes;
- Engender greater support from your constituents;
- Experience higher staff morale; and
- Monitor progress in achieving goals and objectives enumerated in the plan with user-friendly tools.



*Signage can be one way to have a positive impact on building the customer base.*

## Plan Development – Basic Services

**Review Current Conditions.** We at Godfrey's will lay the foundation for our recommendations by accomplishing these tasks for the project at the outset:

- Design effective methods for data and information gathering with appropriate measurement standards to ensure data usefulness for all tasks of the project,

including input from Niles Library staff, community stakeholders, and the community at-large;

- Undertake a thorough review of all policies and procedures;
- Review the Niles Library mission, roles, goals, and detailed usage and collection holdings data;
- Tour the Niles Library facility with staff to fully understand current services and delivery methods prior to assessments of existing services, information technology, and facilities;
- Conduct a communication audit, an objective review of all the methods/materials/actions the library uses to listen, stay connected to the community, interact, develop, and promote services;
- Incorporate demographic and population data concerning Niles Library's customer market segments and their usage of existing library services;
- Coordinate with Library Administration to obtain information needed for the planning process; and
- Plan and facilitate a half-day **Visioning Workshop** where the only rule is "there is no such thing as a bad idea." The Workshop would, ideally, include the Library Board,

Library Administration, and a Niles Library selected number of front-line and support staff – perhaps total complement of 20 persons plus the four-member consultant team.

**Assess Demographics.** A data package will be generated that incorporates and analyzes statistics, reports, and surveys of all demographic and economic data currently affecting Niles Library to be used during the planning process, as well as future projections.

**Peer Comparison.** We will compare Niles Library with public libraries similar in current and projected size, growth rate, and characteristics. To complete this deliverable, we will tackle the following primary steps:

- Identify peer communities in the greater Chicago area and across Illinois and the United States, as determined by Library staff, and as suggested by the Consultant;
- Research and tabulate comparative data; and
- Document the findings in a draft report.

**Benchmarking and Library Best Practices.** Using the same steps outlined above, we will compare the Niles Library usage, staffing, and

financial data with libraries similar in size and characteristics. Benchmarking is often a local matter where a library, e.g. Niles Library, would choose one or more libraries of comparable size and benchmark its facilities, operations, budgets, etc. against the peer group. As such, benchmarks have as much to do with facilities as they do with services. For this project, we would propose benchmarking against a peer group of mid-western libraries, and a few selected locales throughout the United States. We will use the latest edition of data from the Illinois State Library and the *PLA Metrics*. Comparisons based on size, i.e. population served, will be easy, as will those based upon annual budgets or staffing. Incongruent parameters can be analyzed on a per capita basis, in order to better compare “apples to apples.” Characteristics that we believe would be important to consider would be communities with high educational attainment levels, those with a significant “white collar” employment factor, and a relative good sized Asian population.

We will prepare a summary report of our findings, including charting the findings for ease of reading and inclusion in the final report.

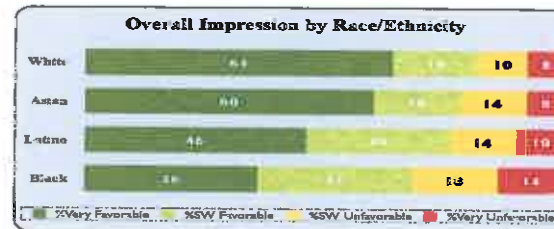
Our experience in working with libraries throughout the country provides us with a reservoir of examples on which to draw for best practices when suggesting peer and benchmarking group for Niles Library. Each individual user looks to the Library to fulfill a unique and ever-changing set of needs and expectations. The success of this project – the success of Library itself – depends on Niles Library continually understanding the community it serves. Godfrey’s will plan and facilitate community and staff input regarding the Library and planning process results by:

- Planning and facilitating two **Community Meetings**. Open to the general public, these meetings will focus on gathering input on library services. From our experience, these would best be held in the evening and/or Saturday morning. Unlike the invitation-based focus groups and stakeholder interviews, these meetings will be open to any person who wishes to participate and provide their thoughts on Niles Library – its services, amenities, etc. We will provide summary findings of the two meetings.
- Conducting **Stakeholder interviews**. We will interview a variety of individuals including

elected and appointed officials, relevant planning personnel, business leaders, Niles School officials, community organization heads, and the Library Board of Trustees and Friends of the Library. Approximately 20 interviews are anticipated, each to last from 30 to 45 minutes. All will be conducted on-site unless schedules preclude this, in which case we shall interview via telephone or Skype. In addition to gaining input about community attitudes toward Niles Library, these interviews help *build bridges* between the Library and potential *funding sources*.

- Conducting *Focus Groups of Library Users*. We propose eight to ten focus groups be held with a cross-section of District residents. In addition to providing valuable insight into the successes and failures of existing library services, including these individuals in the planning process in a substantive way will likely increase their support of the Niles Library.
- Planning and administering *Surveys*. We recommend conducting a scientifically valid telephone survey of randomly selected residents. The survey would include landline and cell phone users (25% cell), yielding

Overall Impression of City Public Library



Example of telephone survey report

results with a +/- 5% margin of error (95% confidence factor). The results would capture opinions of both Library users and non-users and will include 15% – 20% Asian participants.<sup>1</sup>

<sup>1</sup> Estimated Asian population of Niles Village is 16.7% of total of 30,022 according to US Census City & County QuickFacts, July 7, 2014.

- Conducting **Staff Focus Groups**. The staff perspective is important for a variety of reasons. Staff members interact with library customers and interface with technology and the facility on a daily basis. They have valuable knowledge to share. Furthermore, gaining staff “buy-in” is essential if the *Plan* is to move forward. Including staff members in the planning process in a substantive way increases the likelihood that they will support the final product. We propose three to four focus groups with Library staff.

Our team has conducted numerous research projects seeking a marketplace advantage. Focus group research is one of the **most effective efficient**, and **inexpensive** ways to take the pulse of a community. We have extensive experience in communication research and focus group facilitation. Our approach will help build and improve relationships between Niles Library and those they serve. We will lead a series of eight to ten focus groups. Information discovered during these discussions will assist the Niles Library to better understand the thoughts, opinions, and expectations of the people of the District.

We propose holding these discussions over a three- to four-day period. Target groups could include caregivers of young children, teens, educators, businesspersons, and senior citizens. Focus Groups are typically held at the Library, but could be done off-site, to accommodate seniors or attract the desired audience. The Godfrey’s team will finalize, via email consultation with Niles Library, the number of Focus Groups, their composition, schedules, logistics, and questions to be asked. We will request Library staff to assist in the selection of individuals to participate in the groups, as well as to send invitations and provide light refreshments for each session.

**Staffing.** Godfrey’s will assess a number of parameters, including the ratio of professional to support staff, the number of managerial reports, salary schedule, career advancement potential, opportunities for professional development and training, number of FTE staff to service area population, competitiveness of salaries, wages, and benefits locally, regionally, and nationally.

**Policies and Procedures.** A current, understandable, and reasonable set of policies and procedures are a must for any organization that strives to excel. Policies must be developed in concert with those who will most often be

called upon to enforce them – the Niles Library staff. The same is true of procedures. In turn, management must weigh in and make the final decisions on what the policies are designed to do and how they can be supported with procedures that are clear, concise, and reasonable. Finally, the Niles Library Board of Trustees must undertake a thorough review to ensure that whatever they approve will enable the organization to provide the highest possible quality of service for the customers – the residents and businesses and taxpayers of the Niles Library District.

**Identify Core Library Business.** Godfrey's will engage Niles Library on the issues of preferred library services of the various market segments in the Library's service area, service priorities, required staffing levels, as well as budgets over the course of the *Plan* by taking the following steps:

- Compile a listing of potential functional and operational improvements;
- Combine input to identify preferred library services that reflect community priorities based on our extensive community engagement process;

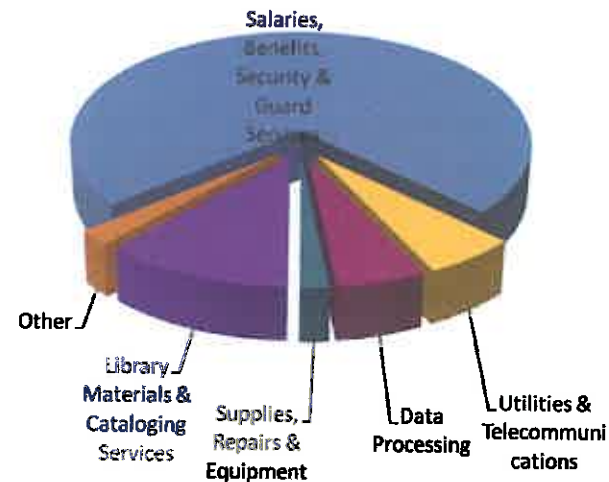
- Explore service delivery options that may include new services, combining some existing services, deleting some services, outsourcing some services, and/or partnerships with compatible organizations;
- Identify and recommend sustainable service delivery options that will best serve customer and Library needs now and in the future. Consideration will given to digital service options, mobile services, and cost-effective service delivery models, such as stand-alone materials dispensing units and rapid delivery systems of materials and resources;
- Develop services options that take into account population changes, demographics, and the preferred library services of the various market segments throughout the Library's service area, as well as cost-efficient models that will effectively meet the needs of District residents and business establishments;
- Review of communication tools, i.e. media relations, print materials, website, use of social media etc.
- Formulate an integrated service plan that provides a roadmap for moving toward sustainable technologies, services, and funding. A shift to digital and mobile service delivery will be considered for every element of the *Plan*; and

- Guide decision-making for resource deployment and service delivery that will include priorities, goals, and objectives for at least the next five years.

The consultants will examine the potential for partnerships and collaboration on an entity-by-entity basis. Consideration will also be given to opportunities that include different types of mixed use and joint-use facilities.

**Budget (Finances).** One of the more critical components of any plan for Niles Library will be thoughtful and accurate projection of operational budgets through the planning horizon. Therefore, Godfrey’s will evaluate percentages of total operating budget for personnel (salaries, wages, benefits), library materials (print, non-print, electronic), and other (communications, supplies, utilities, etc.).

Our scope of services also includes the preparation of cost estimates for each recommendation. These estimates will forecast the cost of every component of implementation that will further strengthen the services and service delivery capability of Niles Library.



*Graphically charting operational budgets to show proportional spending*

**Funding (Finances).** Godfrey’s will assess percentages of total revenue from local, state, federal, and other sources; makeup of local revenue (property taxes,) earned income (fines and fees, etc.), and aggressiveness in seeking private sector and grant funds.

We will include consideration of logistical and political realities that could affect future funding, with respect to the existing and future operational and capital models and budgets. Ultimately, the recommended priorities will be

implemented based on available funding – meaning these criteria go hand-in-hand with their costs.

**Funding (Strategies).** All the planning in the world cannot overcome the lack of funds to implement the *Plan*. So, a sustainable funding plan *must* explore options for short- and long-term funding which would provide a consistent revenue stream for the administration of Niles Library. Funding strategies will be formulated within the context of the current economic environment, projected changes in the economy that may impact funding, analysis of market segments, and cost-effective service delivery models.

## Our Deliverables

Using the deliverables to organize the description of our Work Plan, we provide detail concerning each interim report that will ultimately become a chapter in the final *Plan* document. Reports will be submitted periodically as the planning process unfolds, allowing adequate time for review, and each will become a chapter in the final *Plan* document. All interim deliverables will be submitted in electronic format for review prior to finalization and publishing for public consumption.

**Demographics and Growth Report.** We will document an environmental scan of parameters currently affecting Niles Library services, such as demographics, economics, and technology.

**Library Services Analysis.** Godfrey's will document our analysis of current and future library services, including:

- **Community Engagement Report.** An analysis of customer opinion from stakeholder groups, focus groups, and survey results;
- **Demographics Comparison Report.** A comparison with similar and nearby libraries, including those Niles Library benchmarks against;
- **Best Practices Comparison Report.** A service delivery comparison with libraries in similar markets and with like characteristics;<sup>2</sup> and
- **Potential Partnerships Report.** Godfrey's will recommend opportunities for effective existing and future partnerships. Partnerships could take the form of joint-use

<sup>2</sup> We believe we should not limit the comparisons to only District Libraries. However, if that should be your wish we will certainly abide by your wish.

facilities, a public/ private arrangement, and/or library services co-located with another cultural or business activity.

**Emerging Technologies Report.** Godfrey's will provide you with a survey of a number of exciting technologies emerging to deliver exceptional library service.

**Future Trends Report.** We will generate a discussion of trends that may affect the future of Niles Library, and public libraries in general. Godfrey's will identify trends that are particularly pertinent to Niles Library. We will document trends for public libraries –focusing on libraries similar to Niles – reinforcing guidelines for future planning.

**Core Library Business Plan.** Godfrey's will recommend service delivery, staffing models, and organizational capacity factors consistent with organizational policies and procedures, goals, values, and vision to achieve maximum customer service and mission fulfillment.

**Communications Plan.** Strategies to further strengthen Niles Library marketing and public relations up and down and throughout the

Library District service boundaries and the surrounding area.

**Funding Plan.** Strategies for funding prioritized short- and long-term improvements will be recommended.



A brochure about "a day in the life" of the Appleton Public Library, WI.

A Proposal for  
PROFESSIONAL SERVICES to REVIEW NILES PUBLIC LIBRARY STAFFING AND OPERATIONS  
Niles Public Library District, Niles, Illinois  
Submitted by Godfrey's Associates, Inc., Richard L. "Dick" Waters, Principal Consultant

**Implementation Schedule.** Godfrey's will produce a timeline reflecting prioritized improvements, which identifies short- and long-term projects, and how they will be implemented, including:

- **Financial Schedule.** Mapping annual capital and operational expenditures;
- **Staffing Plan.** Efficiently supporting recommended facilities;
- **Measurable Objectives.** Quantitative goals of both aggregate and per capita metrics; and
- **Facility Recommendations.** Optimizing the current Library

**Action Plan.** We will provide a detailed Action Plan with objectives, strategies, budgets, and timelines for implementing, monitoring, and adjusting the strategic planning goals over the life of the *Plan*. The Action Plan will define key milestones and triggering parameters to achieve recommendations contained in the *Plan* document. It will:

- Make recommendations based on preferred library services of the various market segments, community priorities, and funding capacity;

- Provide tiered service options that allow a logical response to changing economic circumstances, population growth, and/or demographic shifts over the short-term, as well as a vision for the Library for three years;
- Formulate realistic funding goals within the context of the current economic environment, projected changes in the economy that will impact funding, analysis of market conditions, and cost-effective service delivery models;
- Conceptualize a sustainable funding plan that explores options for funding which provide a consistent revenue stream for the administration and management of Niles Library;
- Coordinate findings with Library Administration and the Library Board of Trustees (and others as/if needed); and
- Include methodologies with the appropriate tools for on-going assessment and public feedback, in order to evaluate success in achieving goals and objectives.

**Study Plan Document.** Working in collaboration with Library Administration, the Godfrey's team will compile all draft deliverables into a final document and submit it for input from

staff. We propose a draft presented first to the Library Board of Trustees and key Library Staff before key stakeholders and community groups receive the highlights of the *Plan* in order to garner their important feedback. Steps to be taken are:

- Compiling all Draft Reports delivered to-date into a draft *Study Plan* document;
- Establishing the framework by which the Niles Library staff, its community, and stakeholders will be able to understand the operational elements recommended for providing exceptional library services to all residents and businesses of the District;
- Planning and facilitating a presentation of the draft *Plan* document to Niles Library;
- Making needed changes in the draft *Plan* in concert with Niles Library input;
- Preparing the final *Plan* document to reflect the input of Library staff, key stakeholders, and the District community; and
- Planning and facilitating a presentation at a community meeting to obtain public reaction to the final *Plan*.

***Study Plan Executive Summary.*** Godfrey's will produce an Executive Summary of the strategic planning document that portrays an

exciting vision of the Niles Library for the short-term as well as a three-year vision.

## **Plan Development – Additional Service**

***Ongoing Self-Assessment.*** Godfrey's will provide NILES LIBRARY a self-assessment methodology, including appropriate tools for ongoing milestone measurement, goal achievement, and future strategic planning. The goal will be to establish NILES LIBRARY with the tools and procedures to annually verify and update the *Plan* on your own. Godfrey's stands ready to visit the Niles Library on a yearly basis, if so desired, to assist in Plan verification and update.

## LEVEL OF EFFORT AND TIMELINE

Godfrey's Associates' Timeline is predicated on a consultant selection made by September 8, 2014 and a contract successfully negotiated and signed by both parties by September 22, 2014. We are stating our Timeline for the services we will deliver by a Completed By date (month, day and year).

We will have four consultants for this important Niles Library project. We provide the hours for each via Our Approach in the preceding section of our proposal. The team members are:

- Richard L. "Dick" Waters / RLW;
- John A. Moorman / JM;

- Peggy Barber / PB; and
- Andrew C. "Andy" Wright / AW.

Our Timeline is broken into four blocks. Those to be completed by Oct 11, 2014 signify our initial site visit with our full team. Those completed by Nov 15, 2014 signify our second site visit with Richard Waters and John Moorman. The Dec dates signify work to be completed off-site. The Review Current Conditions will begin prior to our initial site visit and continue through Dec 20, 2014. Our 2015 dates include the preparation of all reports, an on-site review of our draft *Plan*, and a presentation of the final *Plan*.

<b>Plan Development – Basic Services</b>	<b>RLW</b>	<b>JM</b>	<b>PB</b>	<b>AW</b>	<b>Total</b>	<b>Completed By</b>
<b><i>Review Current Conditions</i></b>	12	12	12	12	48	Dec 20, 2014
<b><i>Visioning Workshop</i></b>	4	4	4	4	16	Oct 11, 2014
<b><i>Assess Demographics</i></b>	2				2	Oct 11, 2014
<b><i>Staff Focus Groups (3 or 4) [1 of 4]</i></b>			4		4	Oct 11, 2014
<b><i>Community Meetings (2) [Meeting 1 of 2]</i></b>	2	2	2	2	8	Oct 11, 2014
<b><i>Fccus Groups Library Users (8 to 10) [2 of 10]</i></b>	2	2	2	2	8	Oct 11, 2014
<b><i>Peer Comparison</i></b>	1	8	1	1	11	Oct 18, 2014
<b><i>Benchmarking and Library Best Practices</i></b>	2	12	2	2	18	Oct 25, 2014

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A Proposal for  
**PROFESSIONAL SERVICES to REVIEW NILES PUBLIC LIBRARY STAFFING AND OPERATIONS**  
 Niles Public Library District, Niles, Illinois  
 Submitted by Godfrey's Associates, Inc., Richard L. "Dick" Waters, Principal Consultant

<b>Plan Development – Basic Services</b>	<b>RLW</b>	<b>JM</b>	<b>PB</b>	<b>AW</b>	<b>Total</b>	<b>Completed By</b>
<i>Stakeholder Interviews (+ or – 20)</i>	8	8	1	1	18	Nov 15, 2014
<i>Community Meetings (2) [Meeting 2 of 2]</i>	2	2			4	Nov 15, 2014
<i>Surveys (telephone)</i>	51	1	1	1	54	Nov 15, 2014
<i>Focus Groups Library Users (8 to 10) [8 of 10]</i>	14	14	1	1	30	Nov 15, 2014
<i>Staff Focus Groups (3 or 4) [3 of 4]</i>	6	6			12	Nov 15, 2014
<i>Staffing</i>	8	8	2	4	22	Dec 6, 2014
<i>Policies and Procedures</i>	8	1	1	2	12	Dec 6, 2014
<i>Identify Core Library Business</i>	24	24	2	4	54	Dec 13, 2014
<i>Budget (Finances)</i>	12	4	2	4	22	Dec 20, 2014
<i>Funding (Finances)</i>	8	1	1	2	12	Dec 20, 2014
<i>Funding (Strategies)</i>	4	1			5	Dec 20, 2104
<b>Subtotals</b>	<b>170</b>	<b>110</b>	<b>38</b>	<b>42</b>	<b>360</b>	

There will be two site visits as part of the Our Deliverables phase of our work with and for you. Both

will pivot around the preparation, review, and presentation of the Final Report.

**Our Deliverables – Basic Services**

<i>Demographics and Growth Report</i>	2				2	Jan 10, 2015
<i>Library Services Analysis:</i>						
<i>Community Engagement Report</i>	4	1	6	1	12	Jan 17, 2015
<i>Demographics Comparison Report</i>	1	4	1	1	7	Jan 17, 2015
<i>Best Practices Comparison Report</i>	1	4	1	1	7	Jan 17, 2015
<i>Potential Partnerships Report</i>	4	1	1	1	7	Jan 24, 2015
<i>Emerging Technologies Report</i>	1	1	1	4	7	Jan 24, 2015
<i>Future Trends Report</i>	4	1		2	7	Jan 24, 2015

A Proposal for  
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**Niles Public Library District, Niles, Illinois**

Submitted by Godfrey's Associates, Inc., Richard L. "Dick" Waters, Principal Consultant

<b>Our Deliverables – Basic Services</b>	<b>RLW</b>	<b>JM</b>	<b>PB</b>	<b>AW</b>	<b>Total</b>	<b>Completed By</b>
<i>Core Library Business Plan</i>	4	4	1	2	11	Jan 31, 2015
<i>Communications Plan</i>	1		4		5	Jan 31, 2015
<i>Funding Plan</i>	6	1		1	8	Feb 14, 2015
<i>Implementation Schedule:</i>						
<i>Financial Schedule</i>	2				2	Feb 21, 2015
<i>Staffing Plan</i>	8	4	2	4	18	Feb 21, 2015
<i>Facility Recommendations</i>	3	1		1	5	Feb 21, 2015
<i>Measurable Objectives</i>	1	4	1	1	7	Feb 28, 2015
<i>Action Plan</i>	12	4	2	2	20	Mar 7, 2015
<i>Study Plan Document (Draft)</i>	12	6	2	4	24	Mar 21, 2015
<i>Study Plan Document (Final)</i>	4	2	2	2	10	Mar 28, 2015
<i>Study Plan Executive Summary</i>	4	1	1	1	7	Mar 28, 2015
<b>Subtotals</b>	<b>74</b>	<b>39</b>	<b>25</b>	<b>28</b>	<b>166</b>	
<b>GRAND TOTAL</b>	<b>244</b>	<b>149</b>	<b>63</b>	<b>70</b>	<b>526</b>	
<b>Plan Development – Additional Service</b>						
<i>Ongoing Self Assessment</i>	24	12	6	12	54	Jun 6, 2016 – June 3, 2018

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## PROPOSED FEE SCHEDULE AND PROJECT COST

Our proposed Fee Schedule and Project Cost is based on Our Approach and our Level of Support and Timeline.

For **Plan Development – Basic Services** we will expend 360 consultant hours at hourly rate of \$137.70 (360 X \$137.70 = \$49,572). Our reimbursable expenses for this phase of work with and for you estimated to be \$7,300.00. Our administrative overhead rate is 10 % of reimbursable expenses, or \$730.00.<sup>1</sup> Details follow.

Professional Fees -	\$49,572.00
Reimbursable Expenses:	7,300.00
Air Fare (Standard Coach) -	\$2,160.00
Lodging (Hampton Inn) -	2,700.00
Meals & Incidentals -	1,200.00
Mileage (RT Chicago/Niles) -	40.00
Auto Rental (Includes fuel) -	700.00
Other (Local Airport Parking) -	<u>500.00</u>
Administrative Overhead -	<u>730.00</u>
Subtotal Plan Development -	\$57,602.00

<sup>1</sup> We will only invoice for actual reimbursable expenses, supported with receipts. If our estimate is too high, then the figure here will decrease as will the administrative overhead. If our expenses exceed our estimate, we will not invoice for more than the estimate.

For **Our Deliverables – Basic Services** we will expend 166 consultant hours at an hourly rate of \$137.70 (166 X \$137.70 = \$22,858). Our reimbursable expenses for this phase of our work are estimated to be \$3,530. Our administrative overhead is estimated to be \$353.00. Details follow.

Professional Fees -	\$22,588.00
Reimbursable Expenses:	7,300.00
Air Fare (Standard Coach) -	\$1,080.00
Lodging (Hampton Inn) -	1,200.00
Meals & Incidentals -	210.00
Mileage (RT Chicago/Niles) -	40.00
Auto Rental (Includes fuel) -	500.00
Other (Local Airport Parking) -	<u>500.00</u>
Administrative Overhead -	<u>353.00</u>
Subtotal Plan Development -	\$26,471.00
TOTAL BASIC SERVICES -	<u>\$84,073.00</u>

**Additional Services** – As proposed, the Additional Services would stretch over three fiscal years – FY16 – FY18. Our estimate for expenses involves three two-day trips to Niles Library by one consultant. Details follow.

Professional Fees -	\$7,436.00
Reimbursable Expenses:	1,900.00
Air Fare (Standard Coach) -	\$400.00
Lodging (Hampton Inn) -	400.00
Meals & Incidentals -	100.00
Auto Rental (Includes fuel) -	600.00
Other (Local Airport Parking) -	<u>400.00</u>
Administrative Overhead -	<u>190.00</u>
<b>TOTAL ADDITIONAL SERVICES -</b>	<b><u>\$9,526.00</u></b>

## QUALIFICATIONS

We propose an outstanding team of four consultants, librarians all, with considerable experience both as consultants and front-line, managerial, and administrative experience in public libraries. All of the consultants have dealt with the aspects that Niles Library has identified in its Scope of Work via the Request For Proposals (RFP).

Here we present the firm history and profile of Godfrey's Associates, Inc., followed by the resumes of our consultant team and a statement of what we believe.

### Firm History and Profile



**Godfrey's Associates, Inc.**  
an RL Waters Library Consultation Services Co.  
10738 – C Park Village Place Dallas TX 75219.2219  
Voice (401) 556.2398 Fax (214)780.0878  
rlwaters@godfreysassociates.com  
www.godfreysassociates.com

Godfrey's Associates, Inc., is a firm that specializes in library planning for all types of libraries. Formed in 1979 as HBW Associates, Inc, later PROVIDENCE Associates Inc until May 2006 when the company was sold, we have been providing outstanding consulting services to libraries throughout the country for the past 35 years. Godfrey's Associates, Inc. is a sub-chapter S corporation. We have provided consulting services to over 350 libraries. We have worked in 46 of the 50 states as well as projects in Kuwait, Panama, and Taiwan.

**Business History of the Firm** – In 1979, HBW Associates was co-founded by David Hennington (“H”), “Lee Brawner (“B”) and Dick Waters (“W”). HBW added a fourth consultant, Florence Mason, in 1987. In 1992, when Hennington and Brawner retired from full-time consulting, Dick formed PROVIDENCE Associates, Inc. Library Planners and Consultants, joining forces with his oldest son, Brad Waters, and Brad's firm PROVIDENCE Architecture, Inc. The firm added Laura Isenstein as a full-time consultant in 2003. In 2006, Dick sold PROVIDENCE Associates to Ms. Isenstein and formed Godfrey's Associates, Inc. From 2006 through 2008, Dick worked for both PROVIDENCE Associates and Godfrey's, through the ownership transition. Since 2008, Dick has worked exclusively as Godfrey's Principal Consultant.

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## Services Provided

**Strategic and Long Range Planning** – We have prepared three-, five-, and ten-year plans for several libraries. Our planning takes into account population and demographic changes and shifts, staffing needs, services to be provided, collections and collection growth/adjustments, information technology including software, hardware, staff competencies, facility needs, etc. All of our plans include both capital and operational budget estimates, with the latter usually projected forward beyond the planning horizon. In many of our projects we have provided workshops for library staffs, boards, and foundation members on budgeting and finance, management issues and structure, and marketing and public relations. We often begin a consultantship with a visioning session where the only “rule” is that “there is no such thing as a ‘bad’ idea.”

**Focus Groups and Community Analysis** - Godfrey’s has facilitated over 150 focus group meetings for more than 70 libraries in the past 10 years. We have performed surveys in various formats, administered for libraries cross the country. We believe strongly in user involvement early and throughout a project. As we have stated before: People are generally down on what they are not up on. One way to get people “up on” a library project is to involve them in the planning and programming efforts.

## Information Technology Assessment and Planning –

For each project planning for the best utilization of information technologies (IT) and systems automation is a key component. Our experience ranges from specifying on-line systems for inventory control, to advising on the proper informational databases meeting particular needs, to the retrofitting of existing buildings with new technology. Automation of some tasks can allow you to streamline your staffing while providing on-the-job training. In addition, staff should be afforded the opportunity for focused training to keep them abreast of software, hardware, and service developments in the industry.

**Facility Assessment and Space Planning** – We have facilitated a number of facility planning assessments, both physical and functions many multi-building public library systems. We typically combine our assessments with a 20-year space projection on a building-by-building basis. This provides our client with a two-page snapshot, developed in five-year increments based upon service area population projections, of the space needs for collections, customer seating, technology, personnel, and support spaces such as loading areas, entrance and lobby space, and gathering spaces, e.g. multi-purpose meeting rooms, conference rooms, group study rooms, etc.

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**Building Programming** - Godfrey's Associates, Inc., with Dick Waters as principal consultant, has completed over 150 building programs of more than 11 million square feet of space. We have prepared programs for libraries that range in size from 3,000 to 1 million square feet in size. We have prepared detailed planning and programming services for branch libraries, central library, and administrative headquarters facilities. Our programs have been for new facilities, renovation, and expansion projects.

**Fundraising and Grantmanship** – We can provide fundraising consultation for capital and operational projects. We have access to 120,000 foundations in the United States plus 3,000 federal grant programs. Our services can include interviewing potential donors, assisting with the preparation of applications and case statements, and seeking the best prospects for your project(s).

### **Team Resumes**

Next, the resumes of our four consultants.



**RICHARD L. (DICK) WATERS, MLS**  
Principal Library Planning Consultant  
Godfrey's Associates, Inc.  
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Voice (401) 556.2398 Fax (214) 691.3645  
rlwaters@godfreysassociates.com  
www.godfreysassociates.com

### **SUMMARY OF EXPERIENCE**

Mr. Waters is a full-time library consultant. Mr. Waters' background includes experience in the areas of library building planning, design, and construction, budgeting, long-range planning, public services planning and programming. Dick's consulting experience is extensive. He has completed several diverse assignments for public libraries throughout the country. He has consulted with public, academic, state, and school libraries in 46 of the 50 states plus internationally.

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His work with public libraries has taken him from Virginia to California, from Texas to Wisconsin, in Colorado and Wyoming, and from Washington to Connecticut. Planning studies have been completed for the Round Rock and New Braunfels libraries in Texas, the Mary Riley Styles Public Library in Falls Church, VA, the Miami-Dade County Public Library System FL, and the Jacksonville Public Library, also in FL, among several others. Facility studies have been successfully completed for the Yuma (AZ) Library District, the Fort Worth (TX) Library, and the Warwick (RI) Public Library among many. Building projects include very large buildings for Denver (576,000

His school library consulting includes the Episcopal School of Dallas, the Duncanville (TX) Independent School District, the Thomas A. Edison Charter School in Wilmington, DE, the Taipei American School in Taiwan, and the Kingswood Oxford Independent School in West Hartford, CT.

In addition, Mr. Waters has worked with academic libraries at the Mississippi University for Women, Columbus; Loyola Marymount University, Los Angeles; Point Loma Nazarene College, San Diego, CA; Baylor University, Waco, TX; Brookhaven Community College, Dallas, TX; Incarnate Word University, San Antonio, TX; and East Central University, Ada, OK. Other college and university projects include the University of Kuwait; the Medical College of Georgia, Augusta, GA; Lemoyne-Owen College in Memphis, TN; Shelby State Community College, also in Memphis, TN; and Southern Methodist University, Dallas, TX.

Mr. Waters has worked with state libraries in Alaska, Connecticut, Delaware, Illinois, Nevada, South Carolina, and Tennessee, and Texas. International projects include work for the Smithsonian Institution Libraries on their Tropic Research Center Library, Panama City, Panama, three projects in Kuwait (two academic projects and a new National Library) and the Taipei American School, Taiwan City, Taiwan.

Prior to starting his full-time consulting career Dick spent 19 years with the Dallas Public Library. He played a major role in the development of the Dallas system's long-range service plan, in all phases of the Dallas Central Library, and in the planning, design, construction, and operation of 10 branch libraries. Other experience includes posts with the Seattle Public Library, the Wichita (KS) Public Library, and the Public Libraries of Springfield-Greene County, MO.

## PROFESSIONAL ACTIVITIES

### American Library Association

- Juror, ALA/IIDA Library Interior Award 2014 Awards.
- President - Library Leadership and Management Association.
- Co-Chair - Council Orientation Planning.  
Public Relations Section, Library Leadership and Management Administration.
- Treasurer - Freedom To Read Foundation.
- Member - American Library Trustee Association Education Committee.
- Library Leadership and Management Association Architecture for Libraries Committee.
- Public Library Association Business Council.

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- President's Commission on External Relations.
  - ALA Council.
  - Executive Committee, Freedom to Read Foundation.
- United for Libraries, Annual Conference Planning Committee.  
 Urban Libraries Council, Member, Board of Trustees.  
 AMIGOS Bibliographic Council, Inc.
- Chair, Nominating Committee.
  - Secretary, Board of Directors.
- Texas Library Association
- President, Public Libraries Division.
  - Member, Public Relations Committee.
  - Continuing Education Committee

## COMMUNITY ACTIVITIES

- Friends of the Dallas Public Library, Member
- Friends of the Preston Royal Branch Library, Member
- St. Mark Presbyterian Church,
- Member, Stewardship & Finance Committee
- Member, Mission & Outreach Committee
- Friends of the Dallas Arts District, Member, Board of Directors.
- Museum of African-American Life & Culture, Dallas, Vice-president for Planning and Member, Board of Trustees.
- Visiting Nurses Association, Inc., Dallas, Member, Board of Directors.
- Denton City County Day Nursery, Member, Board of Directors.
- Vision Denton, Member, Technology Planning Committee.
- Denton Chamber of Commerce, Member, Government Affairs Committee.

## EDUCATION

- University of Washington, School of Librarianship, Master of Librarianship
- Missouri State University, Bachelor of Science, major Business Administration, minor Political Science
- "Going Green," Library Design Institute, Hartford, CT.
- "Dynamic Library Atmospheres: What We Can Learn from Museums, Theatre, Retail, and the Container Store." PLA Webinar.
- "Library Makerspaces." PLA Webinar.
- "Library 2017: Tech at Warp Speed." American Library Association Workshop.

## PRESENTATIONS

- "Libraries and Economic Development." Annual Leadership Conference, Boise (ID) Chamber of Commerce, McCall, ID.
- "Space Planning and Cost Estimating." National Capital Association of Law Librarians, Ottawa, Ontario, Canada.
- Simmons College, Graduate School of Library & Information Science
- Workshop Presentation, "How Much Space Do You Need, and How Much Will It Cost?" How To Realize the Library of Your Dreams – The Architectural Selection Process"
- "Trends and Issues in Libraries." First Annual Issues Conference, University of Arizona, School of Information and Library Resources, Tucson.
- "How Much Space Do You Really Need and How Much Will It Cost" New Mexico Library Association Conference, Albuquerque.

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- "Community Analysis From A Far." Arizona Library Association, Phoenix.
- "Trends and Issues in Urban Libraries." National Building Museum, Washington, D.C.
- "How Much Space Do You Really Need?" Arizona Library Association/Mountain Plains Library Association Joint Conference, Phoenix.
- "Library Planning for Boise," American Institute of Architects, Boise, ID Chapter.
- "Planning the Library of the Future," California Library Association Workshop, Pasadena, CA.
- "Planning Space for Videoconferencing," American Library Association Annual Conference, San Francisco, CA.
- "So You Want to be a Consultant...," Third National Conference of African American Librarians, Winston-Salem, NC.
- "The Bookmobile and Its Future," Pennsylvania Library Association Bookmobile Conference, Pittsburgh, PA.
- "The Virtual Library," Texas Library Association Conference, Houston, TX.
- "Planning Space for Videoconferencing," Library and Information Technology Association/Library Administration and Management Association National Conference, Pittsburgh, PA.
- "The Library of the Future," Eastern Region Academic Physical Plant Administrators, Valley Forge, PA.
- "Space Planning for the Future," Texas Woman's University, Denton.
- "Building Planning for Technology." Public Library Director's Conference, Florida State Library, Tallahassee.
- "Lighting and Technology: Buildings for the '90s." Pre-conference prior to American Library Association Conference, Atlanta.
- "Strategic Planning for Libraries; A Seminar." Computers in Libraries 6th Annual Conference, Oakland, CA.
- "Library Buildings: Renovations - Remodeling - Retrofits; A Workshop." Computers in Libraries 6th Annual Conference, Oakland, CA.
- Participant in "Library Facility Location" Project, Public Technology, Inc.
- Library building and space planning workshops presented for state libraries in Kansas, Maine, New Hampshire, Oregon, Texas, and Washington, and for the Northeast Texas Library System.
- Program participant and speaker at library conferences of the American Library Association, the American Society of Information Science, the Council for the Advancement of Experimental Learning, the Mountain Plains Library Association, and the library associations in the states of Alaska, Arkansas, Nevada, South Carolina and Texas.

## PUBLICATIONS

- Editor, *Public Library Quarterly*, a Haworth Press publication, effective vol. 3, no. 4 – vol. 23.
- "From Second Class 'Citizen' to 'Head of the Class': A New Way to Fund Libraries," in *Public Library Quarterly*, Vol. 16, No. 2.
- "Foundation Giving Again On The Rise," in *Public Library Quarterly*, Winter.

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- "Public Library Work Benefits Survey," in *The Bottom Line*, (joint author).
- "Public Library Buildings and the American Disabilities Act: A Review of Recent Publications," in *Public Library Quarterly*, Vol. 12(3).
- "From the Parking Lot to the Bookstack and Back," in *Highsmith Focus* catalog.
- "The Library Building Tomorrow," in *Library Trends*.
- Contributing Editor, "Library Buildings," in *Texas Library Journal*.
- "Automation at the Dallas Public Library," in *Library Journal*.
- "Local Sources of Funding." *Facilities Funding Finesse: Financing and Promotion of Public Library Facilities*, American Library Association.
- "Financing the Electronic Library: Models and Options," *Drexel Library Quarterly*, (joint author).
- "Legislative Support of Library Services in Texas." *Libraries in the Political Process*, Oryx Press.
- "Tilting at the Windmill," in *Library Journal*.
- "Understanding Federal Aid: What Good Is Washington Doing Libraries." *American Libraries*.
- "What's Up In Downtown Dallas," *Southern Methodist University/Dallas Public Library*, June 30, (editor, Proceedings).
- "Special Report: Siting the Public Library," *Wilson Library Bulletin*.
- "Community Information Service: Should We? (Yes.) How? (Carefully!)." *Texas Library Journal*.
- "Interface With Local Information Agencies: A Community Information Network," *ERIC Clearinghouse on Information Resources*.
- "Building a Library: A Consultant's View," *Texas Library Journal*.
- "Reference Service Planned By Reference Librarians," *RQ*.
- "Survey of Cooperative Ventures in Texas Libraries," *Final Report of a Library Inter-Network Study Demonstration and Pilot Model*, SMU-Texas State Library.
- "Advice to the Lovelorn: What It's Like at Your First ALA Conference," *ALA Bulletin*.
- "Patrons Look at Libraries," *Library Journal*.
- "Library-Industry Cooperation: A Proposal," *Texas Library Journal*.
- "Free Space: Can Public Libraries Receive It?," *ALA Bulletin*.

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**JOHN A. MOORMAN, Ph.D.**  
Associate Consultant  
8216 Old Mill Lane  
Williamsburg, Virginia 23188-1135  
Voice (757) 566-4511  
dominionlibraryassoc@cox.net

### **SUMMARY OF EXPERIENCE**

Dr. Moorman retired as Director of the Williamsburg (VA) Regional Library December 2013. As Director John supervised all finances and operations for library with a service area of 85,000 people, including two library buildings, Mobile Library Service Units, 110 member staff, and over \$6 million budget. He reported to a Board of Library Trustees selected by the City of Williamsburg and James City County.

Previous directorships were with the Decatur (IL) Public Library, the Cumberland Trail Library System headquartered in Flora, IL, the Oak Lawn (IL) Public Library and the Brazoria County Library System (TX). His initial position was director of the Elbert Ivey Memorial Library, Hickory, NC.

John has served as a consultant to libraries and non-profit organizations since 1982 in Texas, Illinois, Florida, and Virginia. His work includes strategic planning, organizational and management studies, focus group facilitation, building needs assessment, building planning and evaluation, and site planning.

### **EDUCATION**

- University of Illinois, Urbana-Champaign, awarded the Doctor of Philosophy in Library and Information Science.
- MLS, University of North Carolina, Chapel Hill, NC.
- Bachelor's of Arts, major in Political Science, is from Guilford College, NC.

### **PROFESSIONAL ACTIVITIES**

- American Library Association, Member Executive Board and Council
- Virginia Library Association, Member and past-president

### **COMMUNITY ACTIVITIES**

- Rotary Club of James City County, VA, Member and Former Treasurer

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- Lead Historic Triangle, Member
- Greater Williamsburg Chamber and Tourism Alliance (current) – Government Affairs Committee – member and past chair, member Board of Directors, member Executive Committee
- Literacy for Life – Former President and Board Member.
- United Way of Greater Williamsburg – Chair Citizens Committee 2014 Campaign.

## PUBLICATIONS

- *Combined School/Public Libraries in the United States; Three Comparative Case Studies.* Dissertation for the Ph.D. in Library and Information Science, University of Illinois, Urbana-Champaign.
- "Standards for Public Libraries: A Study in Quantitative Measures of Library Performance as found in State Public Library Documents," *Public Libraries*, volume 36, Number 1.
- "Knowledge of the American Library Association's Code of Ethics among Illinois Public Library Directors: A Study." *Illinois Libraries*, Volume 77, Number 3.
- *Managing Small Library Collections in Businesses and Community Organization: Advice for Non-Librarians.* Chicago, American Library Association.
- *Running a Small Library: A How to Do It Manual.* (Editor and Contributor). New York, Neal Schuman Publishers.



**Peggy Barber, MLS**  
 Associate Consultant for Marketing and Communications  
 1830 N. Fremont Chicago, IL 60614  
 Voice (312) 649.0028  
[barberpeg@aol.com](mailto:barberpeg@aol.com)

## SUMMARY OF EXPERIENCE

Upon retirement from ALA in August 2000, formed a consulting partnership with ALA colleague Linda Wallace, to provide marketing, public relations and communications assistance to libraries. (Linda Wallace retired in 2011). Client list includes the State Library of North Carolina,

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Howell Carnegie District Library (Michigan), Peninsula Library System (California), Rutgers University Libraries, Wyoming State Library, University of Texas at Arlington Libraries, Bay Area (CA) Library and Information System, Public Library Association, DuPage (IL) Library Association, Kentucky Department for Libraries and Archives, The Bill & Melinda Gates Foundation (project evaluation contracts), the Office for Research, American Library Association, U.S. Department of State- Embassy Information Resource Centers, and more. We have worked with libraries in 31 states and in 5 countries beyond the U.S.

From 1996 – 2000 Ms. Barber was Associate Executive Director, Communications for ALA. She directed ALA's Communications Department with a staff of 32 and responsibility for keeping ALA in touch with the members and the public, interpreting the needs of consumers and focusing the message of the Association. The department included ALA's journal AMERICAN LIBRARIES, the Library and Research Center, Membership Promotion/Chapter Relations, International Relations, Public Information Office, Public Programs and Website Development. Peggy also served as first executive director of ALA's foundation, The Fund for America's

Libraries, managing the launch of the new organization and developing the Board. Working with ALA members and staff, the Fund raised more than \$8 million in the first year of operation (1995-96). Other experience with the ALA included serving as Associate Executive Director, Development and Communications, Director of the Association's Public Information Office, and Director of Recruitment.

Her library experience also includes being the Reference Librarian for the Bay Area Reference Center where she supervised information service in an experimental federally funded project serving small rural and suburban libraries via teletype and facsimile transmission. She was Special Projects Librarian for the Orange County Public Library, Santa Ana, California and Reference Assistant for Rutgers University Library.

## EDUCATION

- \* Rutgers, The State University, New Brunswick, NJ, MLS, Beta Phi Mu.
- \* University of California, Riverside, AB, English major, Cum Laude, Phi Beta Kappa.

## PUBLICATIONS

- \* *Building a Buzz: Libraries and Word-of-Mouth Marketing*, with Linda Wallace, Chicago, ALA Editions, 2010.
- \* *My Turn*, Illinois Library Association, December 2007.
- \* "Our Kind of Town; How the Chicago Public Library is Changing the City," with Linda Wallace, *American Libraries*, April 2007.
- \* "Mickey Mouse, Miss Piggy and the Birth of ALA Graphics," *American Libraries*, May 2003, pp 60-63.
- \* "Public Policy as a Factor Influencing Adult Lifelong Learning, Adult Literacy, and Public Libraries," with Kathleen De La Pena McCook, in *Reference and User Services Quarterly*, Fall 2002.
- \* "Computers, Technology, Books—Yes, But Literacy Must Come First," *American Libraries*, May 1997.
- \* "Look Up and Look Out¾Librarians are Not Alone," *American Libraries*, April 1996.
- \* *Getting Your Grant: A How-To-Do-It Manual for Librarians*, with Linda D. Crowe, New York, Neal-Schuman Publishers, Inc..
- \* "Publicity and Public Relations," *Friends of Libraries Sourcebook*, 2nd edition, ed. by Sandy Dolnick, American Library Association, 3rd ed.
- \* "Libraries," *World Book Year Book*, Chicago, World Book Encyclopedia, annual contributor.
- \* "NEH and ALA: Cooperative Ventures Build National Programs," with Marcia Kuszmaul, *Discourse, The Journal of the Federation of State Humanities Councils*, September-October 1988.
- \* *A Communications Analysis and Plan for the Platte County Public Library Wheatland, Wyoming*, Public Information Office, American Library Association, 1988.
- \* "The Trustee and Public Relations," *The Library Trustee: A Practical Guidebook*, 4th edition, ed. by Virginia G. Young, American Library Association, 1988. 5th ed.
- \* "Libraries: Style and Substance," *ALTA Trustee Digest*, Summer 1986.
- \* "Public Relations," *ALA World Encyclopedia of Library and Information Services*, American Library Association.
- \* "National Library Week- A Few Words from the Sponsor," *Persuasive Public Relations for Libraries*, American Library Association.
- \* *68 Great Ideas: The Library Awareness Handbook*, (editor), American Library Association, winner of Chicago Book Clinic Award.

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**Andrew C. "Andy" Wright, MLS**  
**Associate Consultant for Technical Services &**  
**Information Technology**  
**9144 Brook Hill Lane Keller, TX 76244**  
**Voice (817) 773.7168**  
**andy\_wright@rocketmail.com**

### **SUMMARY OF EXPERIENCE**

Since 2005, Andy has managed eServices and Materials for Dallas Public Library. He oversees the management of Cataloging, Receiving and Delivery, Acquisitions, and Inter Library Loans units, planning, revising, and implementing workflow and workflow changes, delegating tasks as necessary. Andy is a member of the Library's Polaris ILS implementation team responsible for all cataloging related functionality issues. Mr. Wright is a member of a team that is planning and implementing a shift in materials selection to EBSM (Evidence Based Stock Management) and customer driven selection.

Prior to joining the Dallas staff, Andy was Librarian II with the Abilene (TX) Public Library where he reviewed and revised work of other staff as needed and assisted in training of new staff. He also participated in the budget preparation process and submitted recommendations for equipment, personnel, and supplies.

Prior to coming to the United States, Mr. Wright was on the staff of the Higher Colleges of Technology Abu Dhabi, U.A.E. where, among other responsibilities, he selected a new library management system to replace existing Horizon system, implemented cataloguing module and OPAC of Millennium library management system, provided cascade training, and developed and implemented standards for newly created digital learning objectives.

As Senior Librarian at the Saudi Aramco Recreation Library Andy provided training and support to Saudi nationals so that they could take over the roles of non-national librarians and introduced new technology to modernize the library system and workflows wherever possible. At the BBC (British Broadcasting Corporation) he provided support for the maintenance of the library management system. Due to the nature of the work, the ability to work under pressure and to organize and prioritize your own workload was considered essential.

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A Proposal for  
**PROFESSIONAL SERVICES to REVIEW NILES PUBLIC LIBRARY STAFFING AND OPERATIONS**  
**Niles Public Library District, Niles, Illinois**  
Submitted by Godfrey's Associates, Inc., Richard L. "Dick" Waters, Principal Consultant

Other positions Watsons & Sons Information Center, North Hampshire Nursing & Midwifery Library where he liaised with outside information sources such as the RCN.

### **CONSULTING EXPERIENCE WITH GODFREY'S ASSOCIATES**

- Mary Riley Styles Public Library, Falls Church, Virginia – Consultant for Technology and Technical Services
- Miami-Dade County Public Library, Florida – Consultant for Technology and Collections

### **EDUCATION**

- University of North London, Post Graduate Diploma in Information Studies
- Thames Polytechnic – Awarded BA (Honors) Humanities 2:2
- Cambridge College of Further Education - Awarded BTEC National Diploma in Distribution & Travel & Tourism overall grade distinction.

### **What We Believe**

The public library has long been a cornerstone of our democratic system. Within its four walls, every person has access to the sum total of man's knowledge. That sum will not, of course, reside on the bookshelves – although some will be found there – but via electronic

access. For 200 plus years, people of all ages and backgrounds have relied on the public library. They have accessed information learning, enrichment. They have accessed information in the traditional print-on-paper form of books and magazines, in various non-print forms like books-on-CD and DVDs, and via electronically accessible resources.

The public library can be – and for many is -- a place where persons of all walks of life meet to discuss, to learn from one another, and to take advantage of the library as a fundamental resource of ideas and information. Public libraries are the embodiment of the democratic ideal and are uniquely democratic institutions. Their value, as a critical component of a democratic society, remains thoroughly engrained in our national psyche.

Funded primarily by the communities they serve, governed locally, and used mainly by the people who pay for them via their taxes, public libraries are central physical and social places for the entire community.

Access to public libraries creates a level playing field for all people who elect to avail themselves of the resources.

The modern public library is a service business, competing with the likes of Amazon, Google, Barnes & Noble, and Starbucks. To be successful, public libraries must operate efficiently and effectively. As we move to a

service-based economy, the role of the librarian as the expert in information science becomes increasingly important. When the economy becomes totally service-based, and the primary item we make in this country becomes intellectual property, the public library will be the great equalizer for the common man.

Of all municipal services, the public library is one service citizens want to use. They have to pay their water bill. They have to pay a traffic ticket. But they choose to go to the library. As such, the public library is the goodwill ambassador of municipal government.

Now, as we all advance deeper into the 21<sup>st</sup> century, adaptability is the key for the public libraries of today and tomorrow. We all know that change is inevitable. If we knew what it was going to be, well, we would be highly unique to say the least. But, since we do not know with any degree of certainty what the change will be, just that there will be change coming at us with increasing speed, then the public library must be able to easily and without great expense adapt to the changes that lie ahead.

**The future belongs to those who plan for it!**

## REFERENCES

We provide here five references for work we have completed within the past four years. If you need additional information please let us know. The list is alphabetical by library location.

### Falls Church, VA Mary Riley Styles Public Library

A master plan for a D.C. suburban library with a considerable number of non-resident customers as a result of an inter-local agreement. **Please contact:** Mary W. McMahon, Director of Library Services, (703) 248-5032, mmcMahon@fallschurchva.gov

### Jackson County Public Library, Marianna, FL

A strategic plan plus a facilities assessment and preparation of a grant application that was submitted to the State Library of Florida. **Please contact:** Deborah Hynes, Library Director, (850) 482-9631, dhynes@facksoncountyfl.com

### Jacksonville Public Library, FL

A capacity plan for a large system with a major central library and over 20 branch libraries. **Please contact:** Barbara Gubbin, (904) 630-1994, bgubbin@coj.net

### New Braunfels Public Library, TX

A master plan for a single building library serving a population of 60,000. **Please contact:** Gretchen Pruet, Library Director, (803) 221-4300, GPruet@nbtexas.org

### Round Rock Public Library, TX

A master plan for one of the fastest growing cities in the United States. The City is a Finalist in the 2014 Savvy Awards competition and a candidate for one of the three awards in the category Community Visioning, a program of the 3CMA. It was our Master Plan that was submitted by Round Rock for this award. Also, Round Rock voters approved a \$23M bond issue as a result of the plan. **Please contact:** Michelle Cervantes, Library Director, (512) 218-7010, mcervantes.roundrocktexas.gov

## Niles Public Library Staffing & Operations, Revision 2

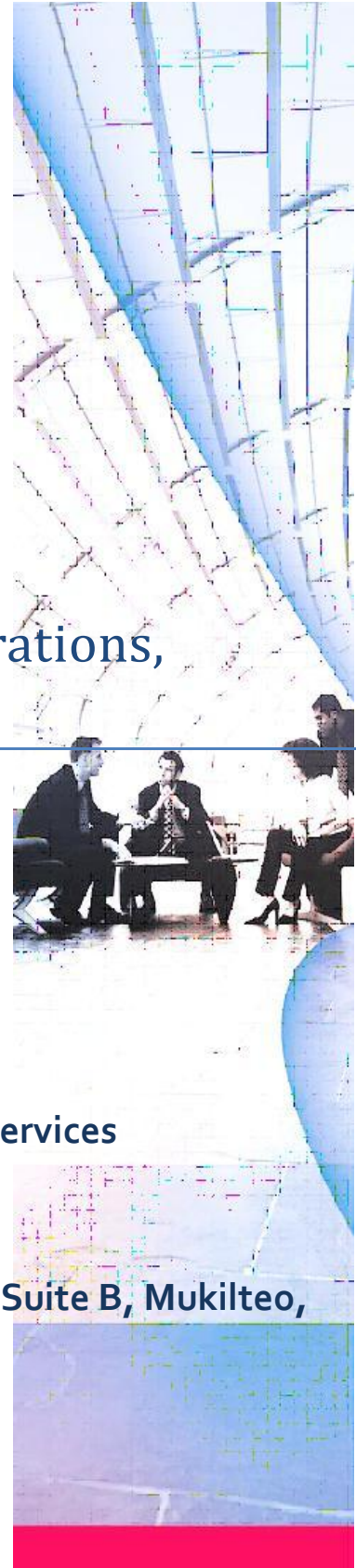
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**Proposal prepared by: Chris Leonard, VP Client Services**

**33Phone: : 604 217 5870**

**Email cleonard@kaizen.com**

**Kaizen Institute USA, Inc.13000 Beverly Park Rd, Suite B, Mukilteo,  
WA 98275**

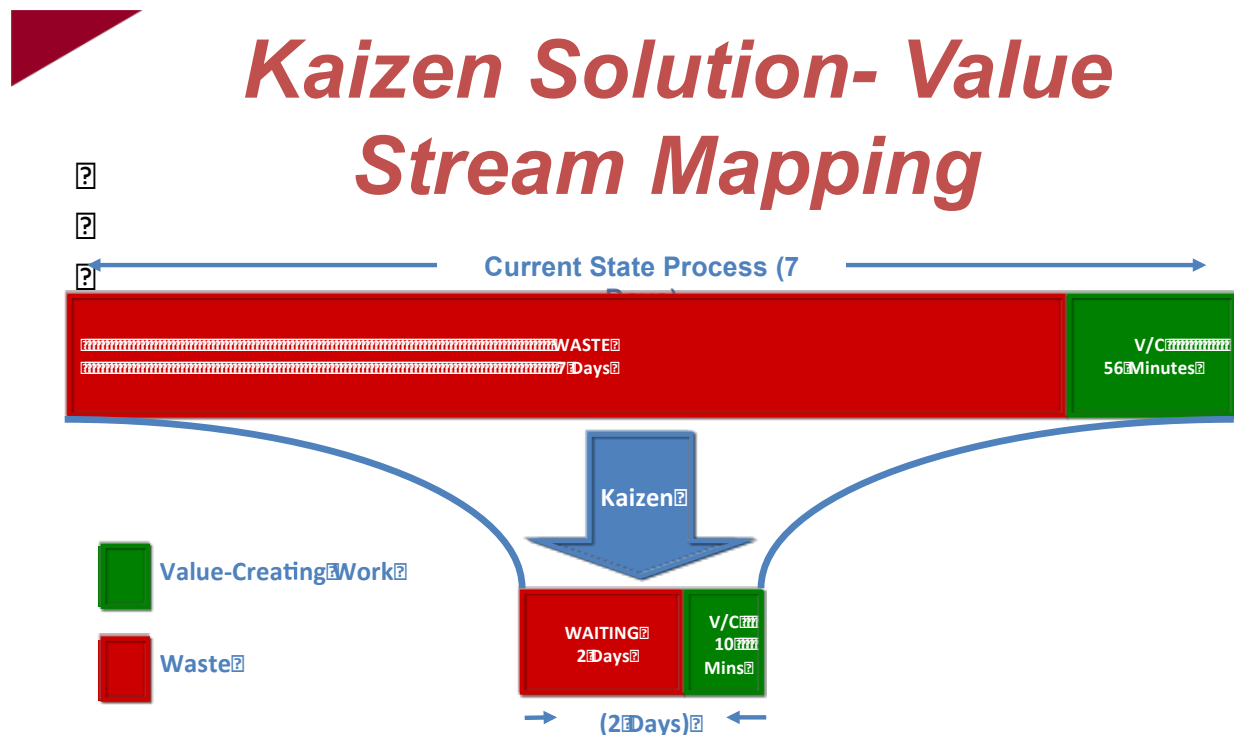


## The Proposed Work Plan

(NOTE: This revision to the original proposal is based on the extremely productive meeting our Senior Business Consultant Mike Micklewright had with Susan Lempke and Greg Pritz, who were both very receptive and helpful in our ability to make this revised proposal. The original proposal did not afford us the opportunity to visit the Niles Public Library and properly understand all of its needs. This revised proposal is much more specific to the needs of the Library, while still trying to meet the desired metrics/goals of the Library and not go beyond the original proposal in terms of dollars allocated towards the project.)

In order to support the analysis and resulting change plan for the organization, we would propose the use of the Lean tool, Value Stream Mapping. Value Stream mapping helps an organization look at their processes as streams of work that add value to the patron / client. Using Values Stream Mapping helps everyone focus on what activities are currently being undertaken and actually create more value by identifying and minimizing/eliminating the activities that are Non-Value Creating or Wasteful.

By leading the staff and management through two key and respectfully identified processes using the Value Stream Mapping tool, the teams themselves will come up with the change plan to ensure the services offered to patrons / clients is of a higher quality tomorrow than what they are today, at a faster pace for less money.



## Onsite consultant led projects

There would be two consultant led value stream mapping projects. These project focused areas could change based on the recommendations of the Board and staff. What is suggested below is a beginning to provide focus areas and a basis for discussions to determine what the most critical processes are affecting the results of most interest to the Board and the general public.

It would be understood and communicated to all, that the purpose of each Value Stream Mapping process would be to improve the process, improve the process results by identifying and eliminating waste, and identifying new value adding processes and ensure that there would be no job loss.

Therefore, the purpose of each of the two projects will be:

- 1) To develop a culture of continuous improvement
- 2) To evaluate the processes chosen and identify the waste with representatives of the process owners to build a more robust future state that will be the envy of neighboring library systems.
- 3) To determine workflows that will provide the greatest efficiencies of processes, allowing the team to determine and reallocate resources, sometimes across departmental boundaries, which will allow for the greatest customer satisfaction. This can and will affect the organizational structure, the introduction of new customer services, but will not result in the elimination of jobs.
- 4) To develop the capabilities of each team member to be able to continue to perform continuous improvement activities, without fear of retribution or loss of job, so that they may be self-reliant and not reliant on the services of outside consultants to keep improving. Or, in other words, we wish to follow the rule of: "Give a person a fish and feed him/her for a day; teach a person to fish and you feed him/her for a lifetime."
- 5) To develop a sustaining process and structure that will help to sustain the gains made.
- 6) To create new or vastly improved services with resource time made available.
- 7) To provide the data and information necessary to library managerial positions and board members to possibly re-allocate resources and/or modify the organizational chart based on customer needs, desires, and/or new or improved services without a reduction of workforce.

## Focus Areas (based on discussions with Susan and Greg):

- 1) Acquisition Process
- 2) IT Service Requesting Process

Other processes that could be considered in lieu of the above named processes, include a) the sorting process b) the weeding process, c) the inter-library loan process, d) the cataloging process, and e) the marketing process, among others.

Of course, the chosen processes are all modifiable based on perceived value to the overall business and effect on the metrics monitored and where we can get “the most bang for the buck”. Based on the fact that there are roughly 100 employees of the Niles Public Library, and that there would perhaps be between five to eight people on each of the two teams, representing about 15% of the total employment, this involvement should about right to begin to institute a cultural change that will be focused on improving processes, patron satisfaction, and value with respect to neighboring library systems. It would however, be suggested, that a third process be considered to obtain more involvement; however this is not suggested in this revision to the proposal in order to ensure that we do not exceed the original proposal.

It would be up to the Niles Public Library and/or Board to identify and solidify the two processes to focus on based on the requirements of improving overall customer satisfaction and library stature.

## Format

- 1) One week (4 days) Value Stream Mapping (VSM) (training, current state, future state development and prioritized actions determined) for each process with presentation on the pm of day 4 to Board members and key management figures within the Niles Public Library
  - Day 1 of the week would include overall training and an office simulation of “leaning out the waste in an office process”
- 2) Coaching Day three weeks and six weeks later (2 days total)
- 3) Lean Culture Presentation and Development for Sustainment at 3 weeks later (2 days)
- 4) Presentation to Board at 9 weeks (two hours)
- 5) Repeat for the second process

## Logistics

Logistically, this would translate to, from the start of project initiation:

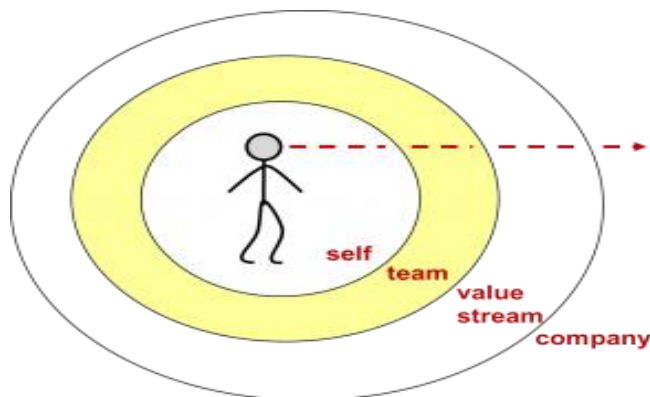
- Week 1 (4 days):** Process 1, VSM (4 days)
- Week 4 (3 days):** Process 1: Coaching (1 day); Lean Culture Presentation and Development for Process 1 (2 days)
- Week 7 (5 days):** Process 1: Coaching (1 day);  
Process 2: VSM (with new team) (4 days)
- Week 10 (4 days):** Process 1: Two hour presentation to Niles Public Library Management and Board, including prep time (1 day total);  
  
Process 2: Coaching (1 day); Lean Culture Presentation and Development for Process 2 (2 days)
- Week 13 (1 day):** Process 2: Coaching Day (1 day; Monday or Friday)
- Week 16 (1 day):** Process 2: Two our Presentation to Niles Public Library Management and Board, including prep time (1 day; Monday or Friday)

The total number of consulting/ training days would therefore be 18 days, the same number as previously provided in the original quote. As stated above, it would be suggested that a third critical process be considered to increase the overall involvement of the staff and cultural transformation (which would increase the quote by 50%).

## Description of Value Stream Mapping Lean Transformation

A value stream is the set of all activities, from request (i.e. new book) to delivery, used to provide a product or service to our students or internal customers. Understanding and improving the processes as integrated end-to-end systems is fundamental to real and sustainable improvement in NILES PUBLIC LIBRARY.

The term “**Learning to see**” was coined and associated with this critical Lean tool.



Mark R. Hamel © 2011

Value Stream Mapping is a lean technique that provides this end-to-end ‘systems’ perspective for analysis and coordinated improvement. VSM also provides a roadmap, a shared vision and an actionable plan.

When a total VSM is applied to NILES PUBLIC LIBRARY , the result is a cycle of continuous sustainable improvement in meeting Patrons needs.

It is argued by many Lean experts that no Lean improvement activity should be undertaken unless a VSM has been drawn up first and that activity has been prescribed as part of the action plan for the future state map.

| An implementation plan will be agreed upon following the future state maps, developed by the teams, with the Lean Steering Team and Senior Leaders, which will need to be developed as a cross functional team of staff members and perhaps one representative Board member.

| The implementation plan will contain a list of improvement ideas and Kaizen events.

## Scope of work-Costs

The following is a detailed breakdown of the proposed support to NILES PUBLIC LIBRARY.

Elements	Attendants	Agenda	Outputs
Value Stream Mapping, Lean Culture Development and Coaching (9 days) x 2 processes of the Library	Value Stream Mapping team plus (5- 8 members) who are actively involved in the process of focus	Map current state  Verify findings  Map future State  Establish Lean metrics for Value Stream  Present future and current state to Steering committee and Board  Priorities and improvement opportunities  Implementation plan	Current State Map  Future State Map  Value Stream Metrics  Implementation plan

**Total Cost of the Project:**

**\$36,000, plus minimal expenses, which would be charged at cost**

## MAIN CONTRACT TERMS

### PAYMENT TERMS

Payment terms are net 30 days from the date of invoice. Interest may be charged at 1.5% per month for late payments.

### CONTRACTUAL CONDITIONS

Kaizen Institute Consulting strives to serve our customers and deliver outstanding value. The following conditions are specified in order to avoid misunderstandings and to foster a spirit of partnership.

#### **Confidentiality**

Any information that the Kaizen Institute learns regarding client's operations, products and processes will remain confidential and will not be used outside of the client without the express permission of the program sponsor.

#### **Recruitment**

Both Kaizen Institute and the client agree not to actively recruit employees of the other party's organization for a period of 1 year following the end of this contract. In case of breach of this clause, the recruiting organization will be liable to compensate the other party to a sum equivalent to six months' previous salary of the employee concerned.

#### **Change of Schedule**

Once a firm schedule of dates has been agreed, those dates will be booked for the client. Should you subsequently wish to change any of the dates, Kaizen Institute will endeavour to accommodate your wishes as far as our other client commitments will permit.

#### **Cancellation of Contract**

Kaizen Institute requires two months' notice for cancellation of contract. Cancellation without two months' notice may result in charges for the consulting fees involved, if we are unable to reallocate our resources to alternative clients' work.

#### **IP – Intellectual Property**

All Kaizen Institute training and consulting materials, as well as all Kaizen brands, are property of Kaizen Institute. This IP cannot be used outside the companies belonging to the client group.

**NILES PUBLIC LIBRARY DISTRICT**  
**Special Board Meeting**  
**September 17, 2014**  
**6:25 PM**  
**Board Room**  
**6960 Oakton Street**  
**Niles, Illinois**

**Trustees Present**

Chris Ball, Carolyn Drblik, Morgan Dubiel, and Danette Matyas  
Karen Dimond arrived at 6:31 PM. Barbara Nakanishi and Linda Ryan gave previous notice.

**Library Staff Present**

Susan Lempke, Greg Pritz, Sue Wilsey, Carol Jung, Dodie Frisbie, Dave Dabrowski, Diane Winberg

**Guest Present**

Eric M. Poders, *The North Shore Voice*; Tom Robb, *Journal & Topics Newspapers*; Igor Stevenkov, *Niles Herald-Spectator*; Dennis Walsh, Attorney, Klein Thorpe and Jenkins

**Call to Order**

The Special Board Meeting of the Niles Public Library Board of Trustees was called to order at 6:27 PM.

**Roll Call**

Roll call was taken by Ms. Winberg.

**Pledge of Allegiance**

President Dubiel led the Pledge of Allegiance.

**Public Comment**

There were none.

**Presentations and Interviews of director search consultants**

The Board was scheduled to interview four director search consultants: Coleman Lew & Associates, Lynn Elam Consulting, John Keister & Associates and Management Association (by Skype). After the first three presentations, Management Association did not answer the Skype call and, therefore, was not interviewed.

Discussion was held on the three consultants and their processes. President Dubiel then went around the table asking the Trustees to rate their preferences with the three consultants.

Trustee Drblik MOVED the Library Board of Trustees engage Coleman Lew & Associates as their executive search consultant. Trustee Matyas seconded.

It was then recommended that the Board withdraw the current motion and vote to suspend the Special Board Meeting until after the Regular Board Meeting allowing Mr. Pritz to continue trying to reach Management Association.

Trustees Drblik and Matyas withdrew their motion and second respectively.

Trustee Ball MOVED the Library Board of Trustees suspend the Special Board Meeting until after the end of the Regular Board Meeting of September 17, 2014. Trustee Drblik seconded. Voice vote taken. All ayes. No nays. Motion carried.

The meeting suspended at 8:15 PM. The meeting reconvened at 9:00 PM. Voice vote taken. All yes. No nays. Motion carried.

Mr. Pritz attempted to call Management Association again but they did not answer the Skype call. The Board determined that they should move forward without interviewing Management Association.

It was then agreed by informal polling to hire Coleman Lew & Associates to assist the Library with their search for a new library director.

Trustee Drblik MOVED that Library Board of Trustees engage Coleman Lew & Associates as the Library's executive search consultant in the search of the Library Director pending a review of the contract by the Library's attorney. Trustee Matyas seconded.

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

**Discussion of process improvement consultant**

President Dubiel confirmed with Ms. Lempke that she will be meeting with ~~Keizen~~ Kaizen on Monday, September 22. Trustee Dimond mentioned that since NextLevel is no longer a candidate for the process improvement consultant, she would like the Board to have an opportunity to talk with the other firms that initially expressed interest (Keizen, Lynn Elam and Godfrey). The Board agreed to invite Godfrey (by SKYPE) and ~~Keizen~~ Kaizen for interviews during the October Board Meeting. President Dubiel asked that the interviews appear first on the agenda.

Ms. Lempke asked that Mr. Pritz handle all aspects of the director's search. President Dubiel agreed and thanked her for bringing this up because he expects her to be a candidate for the Director's position.

**Adjournment**

Trustee Ball motioned to adjourn. Trustee Drblik seconded. Voice vote taken. All ayes. No nays. Motion carried.

The meeting ended at 9:07 PM.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

**NILES PUBLIC LIBRARY DISTRICT**  
**Regular Board Meeting**  
**September 17, 2014**  
**6:30 PM**  
**Board Room**  
**6960 Oakton Street**  
**Niles, Illinois**

**Trustees Present**

Chris Ball, Karen Dimond, Carolyn Drblik, Morgan Dubiel, and Danette Matyas. Barbara Nakanishi and Linda Ryan gave previous notice.

**Library Staff Present**

Susan Lempke, Greg Pritz, Sue Wilsey, Carol Jung, Dodie Frisbie, Dave Dabrowski, Diane Winberg

**Guest Present**

Eric M. Poders, *The North Shore Voice*; Tom Robb, *Journal & Topics Newspapers*; Igor Stevenkov, *Niles Herald-Spectator*; Dennis Walsh, 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 8:17 PM.

**Roll Call**

The roll was taken by Ms. Winberg.

**Project Update**

Mr. Pritz gave an update on the replacement of the veneer on the desk in the Commons Area and the Info Desk after his discussions with the architect and FQC. To rebuild the desks, each unit would cost between \$15,000-20,000. Total, we only have a retainage of \$16,922. New desks would result in a very expensive proposition. Mr. Ball stated that the desks were conditioned the first time around for the placement of the veneer so why would conditioning the sublevel be any different this time. What's going to make it any better? Mr. Pritz explained that the first layer was an orange color and was not acceptable by anyone; the second layer was applied over the first layer and the grain was off; the third layer was applied over the first two and that's when the buckling started. President Dubiel feels it's time to start fresh and to come up with another solution. The Board asked that FQC be at next month's meeting so that a solution can be made.

**Consent Agenda**

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

- A. The Minutes of the of the Budget and Appropriations Public Hearing of August 20, 2014;
- B. The Minutes of the Regular Board Meeting of August 20, 2014;
- C. The Minutes of the Special Board Meeting of September 4, 2014;
- D. The payment of the bills for operating expenses of \$156,685.16; payroll expenses of \$252,942.76; and Special Reserve Expenses of \$13,810.00, for a total monthly expense of \$423,437.92;
- E. The resignation of Colleen Kelly from the full-time position of Publicity/Graphic Design Coordinator effective September 19, 2014;
- F. The payment to Visographic in the amount of \$6,442.49 for the printing of the Library's fall edition of the Chapter One Newsletter;
- G. The travel request for Mary Miller to attend the YALSA Young Adult Literature Symposium in Austin, Texas from November 14-16, 2014.

Trustee Drblik seconded.

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

**Public Comments**

There were none.

**Treasurer's Report**

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

Trustee Drblik asked that the income statement show more detailed line items for expenses. She also asked that staff use the VISA less and instead use pre-approved purchase orders such as for early bird registration for conferences.

### **Interim Director's Report**

Ms. Lempke reported on the new catalog Enterprise which is experiencing some problems but they are being worked on at CCS. It is getting better every day. Database usage should increase since you can link directly from the catalog. Users will now be able to download eBooks directly from the catalog as well rather than having to link a third website.

Ms. Lempke mentioned that she's worked with Product Architecture on a submission to have our beautiful library highlighted in the *Library Journal's* architectural issue. She added that Dave Dabrowski has done a great job in rearranging some lighting in the KidSpace fiction area where every other aisle was dark—the kids can now see the books.

Ms. Lempke reported that the upgrade of the AV equipment in the Large Meeting Room is near completion.

Ms. Lempke addressed two problems that the library is experiencing with the locked cases used for storing the BluRay collection and video games. One, people check items out but forget to have the cases unlocked. They realize this at home which means they cannot view the disc and they are not happy. Secondly, a little bit of theft is taking place with the locked cases which are being ripped open and the discs are taken. This is happening in the men's bathroom on the third floor. Ms. Lempke would like to replace the locked cases with regular cases and to place the RFID tags onto the discs themselves. We have money allocated in the Special Reserve Plan for additional security cameras but have not talked to anyone about the placement of additional cameras in the library specifically outside of the men's bathroom on the third floor.

Ms. Lempke mentioned that she has offered the Morton Grove Library use of our library for their programs and office space for some staff during their renovation. She mentioned the resignation of Colleen Kelly and the hiring moratorium. She would like to consider the possibility of hiring a graphic artist on a contractual basis to help out with the library's newsletter. Also, a Digital Media Lab Task Force has been planned. The first meeting will be to plan the ways we can survey the community to find out what their needs and interests are. Last year's Per Capita Grant funds will be used for the training of staff and possibly a digital printer. The money from the Grant needs to be used by June 2015.

### **Communications**

The communications in the Board Packet were noted.

### **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**

Ms. Lempke reported that RAILS is developing with the help from Board members trustee training on demand and trustee mentoring. Also, the Illinois State Library did not pass the change to make all libraries reciprocal mandatory. President Dubiel thanked Trustee Ball for responding to the State Library on the Board's behalf.

### **Secretary's Report**

- A. The Illinois Public Library Annual Report for Fiscal Year 2013/2014 was completed and submitted electronically on August 22, 2014. The Certification Page with original signatures, a copy of the

- completed IPLAR, and all other required attachments were sent directly to the Illinois State Library on August 22, 2014.
- B. A certified copy of the Report of Receipts and Expenditures for the Niles Public Library District for the six months ending June 30, 2014, was filed with the Cook County Clerk on August 25, 2014.
  - C. A certified copy of the Report of the Statement of Operations for the Niles Public Library District for the twelve months ending June 30, 2014 was filed with the Cook County Clerk along with a Certificate of Publication on September 10, 2014. The Statement of Operations was published in the Niles Herald Spectator on September 4, 2014.

### **New Business**

#### **Discussion on Job Descriptions**

Ms. Lempke said that she would email the Board on the changes to the job description for Director.

### **Unfinished Business**

#### **Ordinance 14-07**

Trustee Matyas MOVED the Library Board of Trustees adopt Ordinance 14-07, an Ordinance pertaining to the Transfer of Appropriations. Trustee Drblik seconded.

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

#### **Ordinance 14-08**

Trustee Matyas MOVED the Library Board of Trustees adopt Ordinance 14-08, an Ordinance Repealing Ordinance No. 14-06 adopted on August 20, 2014, being 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. Trustee Drblik seconded.

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

#### **Ordinance 14-09**

Trustee Matyas MOVED the Library Board of Trustees adopt Ordinance 14-09, 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. Trustee Drblik seconded.

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

#### **Plan for the Special Reserve Fund**

Trustee Matyas MOVED the Library Board of Trustees approve the 2014-2015 Plan for the Special Reserve Fund. Trustee Ball seconded.

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

### **Other**

#### **Adjournment**

Trustee Ball MOVED to adjourn. Trustee Matyas seconded.

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

The meeting adjourned at 8 PM.

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President

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Secretary

DRAFT

## Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
71548	Accounts Payable	Computer Check	10/15/2014	3M	\$0.00	\$3,171.40	(\$3,171.40)	Outstanding	10/31/2014
71549	Accounts Payable	Computer Check	10/15/2014	AFLAC	\$0.00	\$515.33	(\$3,686.73)	Outstanding	10/31/2014
71550	Accounts Payable	Computer Check	10/15/2014	GEOFF AKINS	\$0.00	\$530.00	(\$4,216.73)	Outstanding	10/31/2014
71551	Accounts Payable	Computer Check	10/15/2014	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$183.00	(\$4,399.73)	Outstanding	10/31/2014
71552	Accounts Payable	Computer Check	10/15/2014	ANDERSON LOCK	\$0.00	\$237.50	(\$4,637.23)	Outstanding	10/31/2014
71553	Accounts Payable	Computer Check	10/15/2014	RUSLANA ANIYCHYN	\$0.00	\$27.80	(\$4,665.03)	Outstanding	10/31/2014
71554	Accounts Payable	Computer Check	10/15/2014	AT&T	\$0.00	\$43.40	(\$4,708.43)	Outstanding	10/31/2014
71555	Accounts Payable	Computer Check	10/15/2014	AT&T	\$0.00	\$926.06	(\$5,634.49)	Outstanding	10/31/2014
71556	Accounts Payable	Computer Check	10/15/2014	BLICK ART MATERIALS	\$0.00	\$62.25	(\$5,696.74)	Outstanding	10/31/2014
71557	Accounts Payable	Computer Check	10/15/2014	CALL ONE	\$0.00	\$1,276.85	(\$6,973.59)	Outstanding	10/31/2014
71558	Accounts Payable	Computer Check	10/15/2014	ARIANNE CAREY	\$0.00	\$26.63	(\$7,000.22)	Outstanding	10/31/2014
71559	Accounts Payable	Computer Check	10/15/2014	CENGAGE LEARNING, INC.	\$0.00	\$6,539.85	(\$13,540.07)	Outstanding	10/31/2014
71560	Accounts Payable	Computer Check	10/15/2014	CENTER POINT LARGE PRINT	\$0.00	\$216.90	(\$13,756.97)	Outstanding	10/31/2014
71561	Accounts Payable	Computer Check	10/15/2014	CHRIS' LANDSCAPE, INC.	\$0.00	\$1,555.00	(\$15,311.97)	Outstanding	10/31/2014
71562	Accounts Payable	Computer Check	10/15/2014	CINTAS CORPORATION LOC. 769	\$0.00	\$468.04	(\$15,780.01)	Outstanding	10/31/2014
71563	Accounts Payable	Computer Check	10/15/2014	COMED	\$0.00	\$11,038.01	(\$26,818.02)	Outstanding	10/31/2014
71564	Accounts Payable	Computer Check	10/15/2014	COOPERATIVE COMPUTER SERV	\$0.00	\$17,401.84	(\$44,219.86)	Outstanding	10/31/2014
71565	Accounts Payable	Computer Check	10/15/2014	CRIMSON MULTIMEDIA DISTRI	\$0.00	\$246.00	(\$44,465.86)	Outstanding	10/31/2014
71566	Accounts Payable	Computer Check	10/15/2014	ATHENA M. CROUSE	\$0.00	\$46.71	(\$44,512.57)	Outstanding	10/31/2014
71567	Accounts Payable	Computer Check	10/15/2014	EASYPERMIT POSTAGE	\$0.00	\$350.00	(\$44,862.57)	Outstanding	10/31/2014
71568	Accounts Payable	Computer Check	10/15/2014	FIFTH THIRD BANK	\$0.00	\$815.00	(\$45,677.57)	Outstanding	10/31/2014
71569	Accounts Payable	Computer Check	10/15/2014	FIFTH THIRD BANK	\$0.00	\$1,218.28	(\$46,895.85)	Outstanding	10/31/2014
71570	Accounts Payable	Computer Check	10/15/2014	FINDAWAY WORLD, LLC	\$0.00	\$3,336.87	(\$50,232.72)	Outstanding	10/31/2014
71571	Accounts Payable	Computer Check	10/15/2014	FIRE & SECURITY SYSTEMS, INC.	\$0.00	\$243.00	(\$50,475.72)	Outstanding	10/31/2014
71572	Accounts Payable	Computer Check	10/15/2014	FLEXSOURCE, LLC	\$0.00	\$718.00	(\$51,193.72)	Outstanding	10/31/2014
71573	Accounts Payable	Computer Check	10/15/2014	FREMONT PUBLIC LIBRARY	\$0.00	\$35.00	(\$51,228.72)	Outstanding	10/31/2014
71574	Accounts Payable	Computer Check	10/15/2014	FRIENDS OF THE NILES LIBRARY	\$0.00	\$1,329.60	(\$52,558.32)	Outstanding	10/31/2014
71575	Accounts Payable	Computer Check	10/15/2014	GARVEY'S OFFICE PRODUCTS	\$0.00	\$1,426.86	(\$53,985.18)	Outstanding	10/31/2014
71576	Accounts Payable	Computer Check	10/15/2014	GENESIS TECHNOLOGIES, INC.	\$0.00	\$308.00	(\$54,293.18)	Outstanding	10/31/2014
71577	Accounts Payable	Computer Check	10/15/2014	GRAINGER	\$0.00	\$707.44	(\$55,000.62)	Outstanding	10/31/2014
71578	Accounts Payable	Computer Check	10/15/2014	GROOT INDUSTRIES, INC.	\$0.00	\$228.90	(\$55,229.52)	Outstanding	10/31/2014
71579	Accounts Payable	Computer Check	10/15/2014	HAINES & COMPANY, INC.	\$0.00	\$415.50	(\$55,645.02)	Outstanding	10/31/2014
71580	Accounts Payable	Computer Check	10/15/2014	HALL PASS	\$0.00	\$12.00	(\$55,657.02)	Outstanding	10/31/2014
71581	Accounts Payable	Computer Check	10/15/2014	HEALTHCARE SERVICE CORPOR	\$0.00	\$32,797.86	(\$88,454.88)	Outstanding	10/31/2014
71582	Accounts Payable	Computer Check	10/15/2014	ILLINOIS CPA SOCIETY	\$0.00	\$295.00	(\$88,749.88)	Outstanding	10/31/2014
71583	Accounts Payable	Computer Check	10/15/2014	ILLINOIS LIBRARY ASSOCIATION	\$0.00	\$375.00	(\$89,124.88)	Outstanding	10/31/2014
71584	Accounts Payable	Computer Check	10/15/2014	INGRAM LIBRARY SERVICES	\$0.00	\$9,945.65	(\$99,070.53)	Outstanding	10/31/2014
71585	Accounts Payable	Computer Check	10/15/2014	IRON MOUNTAIN	\$0.00	\$119.60	(\$99,190.13)	Outstanding	10/31/2014
71586	Accounts Payable	Computer Check	10/15/2014	COLLEEN KELLY	\$0.00	\$49.31	(\$99,239.44)	Outstanding	10/31/2014

## Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
71587	Accounts Payable	Computer Check	10/15/2014	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$3,879.82	(\$103,119.26)	Outstanding	10/31/2014
71588	Accounts Payable	Computer Check	10/15/2014	KONE INC.	\$0.00	\$232.20	(\$103,351.46)	Outstanding	10/31/2014
71589	Accounts Payable	Computer Check	10/15/2014	KONICA MINOLTA BUSINESS SO	\$0.00	\$683.50	(\$104,034.96)	Outstanding	10/31/2014
71590	Accounts Payable	Computer Check	10/15/2014	KOREAN BOOKS	\$0.00	\$557.67	(\$104,592.63)	Outstanding	10/31/2014
71591	Accounts Payable	Computer Check	10/15/2014	LAW BULLETIN	\$0.00	\$86.11	(\$104,678.74)	Outstanding	10/31/2014
71592	Accounts Payable	Computer Check	10/15/2014	SUSAN LEMPKE	\$0.00	\$65.30	(\$104,744.04)	Outstanding	10/31/2014
71593	Accounts Payable	Computer Check	10/15/2014	ROBERT J. LINDSEY	\$0.00	\$225.00	(\$104,969.04)	Outstanding	10/31/2014
71594	Accounts Payable	Computer Check	10/15/2014	MCCLURE INSERRA & COMPANY	\$0.00	\$8,100.00	(\$113,069.04)	Outstanding	10/31/2014
71595	Accounts Payable	Computer Check	10/15/2014	JOAN MCGEE	\$0.00	\$225.00	(\$113,294.04)	Outstanding	10/31/2014
71596	Accounts Payable	Computer Check	10/15/2014	DAVID MELIS	\$0.00	\$199.00	(\$113,493.04)	Outstanding	10/31/2014
71597	Accounts Payable	Computer Check	10/15/2014	MENARDS	\$0.00	\$309.26	(\$113,802.30)	Outstanding	10/31/2014
71598	Accounts Payable	Computer Check	10/15/2014	MICROSYSTEMS, INC.	\$0.00	\$530.15	(\$114,332.45)	Outstanding	10/31/2014
71599	Accounts Payable	Computer Check	10/15/2014	MIDWEST TAPE	\$0.00	\$8,736.23	(\$123,068.68)	Outstanding	10/31/2014
71600	Accounts Payable	Computer Check	10/15/2014	MARY MILLER	\$0.00	\$94.96	(\$123,163.64)	Outstanding	10/31/2014
71601	Accounts Payable	Computer Check	10/15/2014	MULTICULTURAL BOOKS & VID	\$0.00	\$1,673.48	(\$124,837.12)	Outstanding	10/31/2014
71602	Accounts Payable	Computer Check	10/15/2014	NATIONAL LEKOTEK CENTER	\$0.00	\$250.00	(\$125,087.12)	Outstanding	10/31/2014
71603	Accounts Payable	Computer Check	10/15/2014	NICOR GAS	\$0.00	\$189.17	(\$125,276.29)	Outstanding	10/31/2014
71604	Accounts Payable	Computer Check	10/15/2014	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$126,157.29)	Outstanding	10/31/2014
71605	Accounts Payable	Computer Check	10/15/2014	NORTHWESTERN UNIVERSITY	\$0.00	\$250.00	(\$126,407.29)	Outstanding	10/31/2014
71606	Accounts Payable	Computer Check	10/15/2014	OAK BROOK MECHANICAL SERV	\$0.00	\$748.00	(\$127,155.29)	Outstanding	10/31/2014
71607	Accounts Payable	Computer Check	10/15/2014	ORIENTAL TRADING COMPANY, I	\$0.00	\$178.17	(\$127,333.46)	Outstanding	10/31/2014
71608	Accounts Payable	Computer Check	10/15/2014	OVERDRIVE, INC.	\$0.00	\$607.97	(\$127,941.43)	Outstanding	10/31/2014
71609	Accounts Payable	Computer Check	10/15/2014	PETTY CASH	\$0.00	\$57.84	(\$127,999.27)	Outstanding	10/31/2014
71610	Accounts Payable	Computer Check	10/15/2014	PITNEY BOWES INC.	\$0.00	\$50.97	(\$128,050.24)	Outstanding	10/31/2014
71611	Accounts Payable	Computer Check	10/15/2014	POLONIA BOOKSTORE, INC.	\$0.00	\$675.25	(\$128,725.49)	Outstanding	10/31/2014
71612	Accounts Payable	Computer Check	10/15/2014	RAINBOW AAT	\$0.00	\$220.00	(\$128,945.49)	Outstanding	10/31/2014
71613	Accounts Payable	Computer Check	10/15/2014	RECORDED BOOKS, LLC	\$0.00	\$78.80	(\$129,024.29)	Outstanding	10/31/2014
71614	Accounts Payable	Computer Check	10/15/2014	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$550.00	(\$129,574.29)	Outstanding	10/31/2014
71615	Accounts Payable	Computer Check	10/15/2014	SHELL	\$0.00	\$61.10	(\$129,635.39)	Outstanding	10/31/2014
71616	Accounts Payable	Computer Check	10/15/2014	JERRY M. SIWY	\$0.00	\$6.99	(\$129,642.38)	Outstanding	10/31/2014
71617	Accounts Payable	Computer Check	10/15/2014	SMITHEREEN PEST MANAGEMEN	\$0.00	\$114.00	(\$129,756.38)	Outstanding	10/31/2014
71618	Accounts Payable	Computer Check	10/15/2014	JIGNESH SONI	\$0.00	\$16.99	(\$129,773.37)	Outstanding	10/31/2014
71619	Accounts Payable	Computer Check	10/15/2014	SPOTLIGHT INC.	\$0.00	\$1,675.00	(\$131,448.37)	Outstanding	10/31/2014
71620	Accounts Payable	Computer Check	10/15/2014	SUN-TIMES MEDIA	\$0.00	\$921.60	(\$132,369.97)	Outstanding	10/31/2014
71621	Accounts Payable	Computer Check	10/15/2014	THE LINCOLN NATIONAL LIFE IN	\$0.00	\$1,384.16	(\$133,754.13)	Outstanding	10/31/2014
71622	Accounts Payable	Computer Check	10/15/2014	THOMSON REUTERS - WEST	\$0.00	\$6,799.20	(\$140,553.33)	Outstanding	10/31/2014
71623	Accounts Payable	Computer Check	10/15/2014	UNIVERSITY OF ILLINOIS AT SPR	\$0.00	\$33.50	(\$140,586.83)	Outstanding	10/31/2014
71624	Accounts Payable	Computer Check	10/15/2014	VERIZON WIRELESS	\$0.00	\$98.18	(\$140,685.01)	Outstanding	10/31/2014
71625	Accounts Payable	Computer Check	10/15/2014	VILLAGE OF NILES	\$0.00	\$892.52	(\$141,577.53)	Outstanding	10/31/2014

## Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
71626	Accounts Payable	Computer Check	10/15/2014	VISA	\$0.00	\$2,189.75	(\$143,767.28)	Outstanding	10/31/2014
71627	Accounts Payable	Computer Check	10/15/2014	VISION SERVICE PLAN OF ILLINO	\$0.00	\$573.45	(\$144,340.73)	Outstanding	10/31/2014
71628	Accounts Payable	Computer Check	10/15/2014	VALERIE J. VIVIT	\$0.00	\$8.99	(\$144,349.72)	Outstanding	10/31/2014

### Summary by Transaction Type

<b>Total Deposits:</b>	<b>\$0.00</b>
Less Payments by Transaction Type:	
Computer Check	<b>(\$144,349.72)</b>
<b>Total Payments:</b>	<b>(\$144,349.72)</b>
<b>Total Change in Register Balance:</b>	<b>(\$144,349.72)</b>

## Niles Public Library District Bank Register Report - Imprest

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
2918	Accounts Payable	Manual Check	9/11/2014	SARK ANTARAMIAN	\$0.00	\$150.00	(\$150.00)	Cleared	9/30/2014
2919	Accounts Payable	Manual Check	9/12/2014	LACONI TECHNOLOGY	\$0.00	\$15.00	(\$165.00)	Cleared	9/30/2014
2920	Accounts Payable	Manual Check	9/12/2014	DAVID ROTTER	\$0.00	\$300.00	(\$465.00)	Outstanding	9/30/2014
2921	Accounts Payable	Manual Check	9/16/2014	RESERVE ACCOUNT	\$0.00	\$350.00	(\$815.00)	Cleared	9/30/2014

**Summary by Transaction Type**

<b>Total Deposits:</b>	<b>\$0.00</b>
Less Payments by Transaction Type:	
Manual Check	(\$815.00)
<b>Total Payments:</b>	<b>(\$815.00)</b>
<b>Total Change in Register Balance:</b>	<b>(\$815.00)</b>

## Niles Public Library District Special Reserve

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

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
<b>40-5810-58-00, Special Reserve - Equipment</b>									
9/16/2014	AO27-09-16-14	Invoice	1981-444	SPOTLIGHT INC.	SPOTLIGHT INC.-A	Posted	9/30/2014	\$1,675.00	\$0.00
<i>Totals for 40-5810-58-00, Special Reserve - Equipmen</i>								<b>\$1,675.00</b>	<b>\$0.00</b>
<b>Grand Totals:</b>								<b>\$1,675.00</b>	<b>\$0.00</b>

# 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 all transaction dates

Include these post dates: Last fiscal period (9/1/2014 to 9/30/2014)

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

September 30, 2014

	GENERAL FUND 9/30/2014	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
<b>Assets</b>				
<b>Cash and Investments</b>				
Cash Checking	(\$1,424,445)	\$773,787	\$687,490	\$36,832
Cash-Imprest	\$134			\$134
Cash-Flexible Spending Account	\$7,435			\$7,435
MaxSafe CD	\$1,017,429			\$1,017,429
Petty Cash	\$400			\$400
Illinois Funds-Tax Deposit Account	\$2,134,222			\$2,134,222
Illinois Funds E pay fines	\$77,743			\$77,743
Northwest Community Credit Union	\$27			\$27
Fifth Third Bank-Investments	\$5,270,000			\$5,270,000
Investments Money Market-Fifth Third Bank	\$337,571			\$337,571
MaxSafe CD	\$511,326			\$511,326
<b>Total Cash and Investments</b>	<b>\$7,931,841</b>	<b>\$773,787</b>	<b>\$687,490</b>	<b>\$9,393,118</b>
<b>Receivables</b>				
Property Tax Receivable, net	\$2,334,566	\$54,863		\$2,389,429
Replacement Tax Receivable	\$23,208			\$23,208
<b>Total Receivables</b>	<b>\$2,357,774</b>	<b>\$54,863</b>	<b>\$0</b>	<b>\$2,412,637</b>
<b>Prepaid Items</b>				
Prepaid Expense	\$10,639			\$10,639
<b>Total Prepaid Items</b>	<b>\$10,639</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,639</b>
<b>Total Assets</b>	<b>\$10,300,254</b>	<b>\$828,650</b>	<b>\$687,490</b>	<b>\$11,816,395</b>

# Niles Public Library District

## Balance Sheet

September 30, 2014

	GENERAL FUND 9/30/2014	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
<b>Liabilities and Fund Balance</b>				
<b>Liabilities</b>				
Accounts Payable	\$128,407	\$12,235	\$1,675	\$142,316
Accounts Payable-Friends of the Library	(\$170)			(\$170)
Payroll Clearing	\$11,441			\$11,441
Accrued Expenses	\$62,419			\$62,419
Deferred Revenues	\$2,334,567	\$54,865		\$2,389,431
<b>Total Liabilities</b>	<b>\$2,536,662</b>	<b>\$67,099</b>	<b>\$1,675</b>	<b>\$2,605,437</b>
 <b>Fund Balance</b>				
Fund Balance	\$7,965,235	\$761,551	\$685,815	\$9,412,601
<b>Total Fund Balance</b>	<b>\$7,965,235</b>	<b>\$761,551</b>	<b>\$685,815</b>	<b>\$9,412,601</b>
 <b>Total Liabilities and Fund Balance</b>	 <b>\$10,501,898</b>	 <b>\$828,650</b>	 <b>\$687,490</b>	 <b>\$12,018,038</b>

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

September 30, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Revenues</b>								
Property Taxes	\$158,806	\$62,112	\$96,694	\$2,842,995	\$2,857,174	(\$14,179)	\$6,211,247	46%
Replacement Taxes				\$25,705	\$28,000	(\$2,295)	\$140,000	18%
Per Capita Grant							\$58,000	
Grants-Other		\$83	(\$83)		\$250	(\$250)	\$1,000	
Investment Income	\$6,196	\$3,333	\$2,862	\$9,244	\$10,000	(\$756)	\$40,000	23%
Fines	\$4,620	\$3,750	\$870	\$12,181	\$11,250	\$931	\$45,000	27%
Lost Books	\$875	\$625	\$250	\$2,079	\$1,875	\$204	\$7,500	28%
Pay For Print	(\$28)	\$1,250	(\$1,278)	\$2,890	\$3,750	(\$860)	\$15,000	19%
Flash Drive & Ear Bud Sales	\$17		\$17	\$18		\$18		
Donations-Friends of the Library							\$1,318	
Donations		\$25	(\$25)		\$75	(\$75)	\$300	
Miscellaneous		\$333	(\$333)		\$1,000	(\$1,000)	\$4,000	
<b>Total Revenues</b>	<b>\$170,487</b>	<b>\$71,512</b>	<b>\$98,974</b>	<b>\$2,895,113</b>	<b>\$2,913,374</b>	<b>(\$18,261)</b>	<b>\$6,523,365</b>	<b>44%</b>
<b>Expenditures</b>								
<b>Salaries</b>								
Library Director	\$25,733	\$9,583	(\$16,150)	\$25,733	\$28,750	\$3,017	\$115,000	22%
Payroll-Department Managers	(\$6,137)	\$22,931	\$29,068	\$35,223	\$68,793	\$33,570	\$275,172	13%
Payroll-Division Supervisors	\$36,696	\$43,405	\$6,709	\$110,136	\$130,216	\$20,080	\$520,864	21%
Payroll-Librarian I	\$93,384	\$89,552	(\$3,831)	\$271,744	\$268,657	(\$3,086)	\$1,074,630	25%
Payroll-Library Grade V	\$57,274	\$49,376	(\$7,898)	\$147,934	\$148,127	\$193	\$592,508	25%
Payroll-Library Grade VI	\$30,093	\$28,248	(\$1,844)	\$65,707	\$84,744	\$19,038	\$338,978	19%
Payroll-Library Pages	\$10,623	\$11,025	\$402	\$16,012	\$33,074	\$17,062	\$132,297	12%
Payroll-Sundays	\$6,283	\$6,167	(\$116)	\$19,922	\$18,500	(\$1,422)	\$74,000	27%
Adjustments		\$833	\$833	\$6,211	\$2,500	(\$3,711)	\$10,000	62%
Substitutes	\$92	\$667	\$575	\$273	\$2,000	\$1,727	\$8,000	3%
<b>Total Salaries</b>	<b>\$254,040</b>	<b>\$261,787</b>	<b>\$7,747</b>	<b>\$698,895</b>	<b>\$785,362</b>	<b>\$86,467</b>	<b>\$3,141,448</b>	<b>22%</b>

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

September 30, 2014

	<b>Month Actual</b>	<b>Month Budget</b>	<b>Month Variance</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>YTD Variance</b>	<b>Annual Budget</b>	<b>Actual % of Annual Budget</b>
<b>Library Materials</b>								
Books-Adult	\$9,961	\$11,667	\$1,706	\$35,223	\$35,000	(\$223)	\$140,000	25%
Books-Youth Services	\$3,833	\$5,417	\$1,583	\$14,190	\$16,250	\$2,060	\$65,000	22%
Books-Teen	\$578	\$1,167	\$589	\$2,111	\$3,500	\$1,389	\$14,000	15%
Downloadables	\$2,928	\$5,000	\$2,072	\$21,907	\$15,000	(\$6,907)	\$60,000	37%
Periodicals		\$1,833	\$1,833	\$2,146	\$5,500	\$3,354	\$22,000	10%
AV-Adult	\$7,372	\$7,750	\$378	\$41,288	\$23,250	(\$18,038)	\$93,000	44%
AV-Youth Services	\$4,146	\$3,500	(\$646)	\$9,570	\$10,500	\$930	\$42,000	23%
AV-Teen	\$1,609	\$1,000	(\$609)	\$2,973	\$3,000	\$27	\$12,000	25%
Online Databases	\$12,592	\$13,333	\$741	\$79,251	\$40,000	(\$39,251)	\$160,000	50%
<b>Total Library Materials</b>	<b>\$43,020</b>	<b>\$50,667</b>	<b>\$7,646</b>	<b>\$208,660</b>	<b>\$152,000</b>	<b>(\$56,660)</b>	<b>\$608,000</b>	<b>34%</b>
<b>Library Operating Expenditures</b>								
CCS Charges	\$16,451	\$6,217	(\$10,235)	\$21,329	\$18,650	(\$2,679)	\$74,600	29%
Processing & Supplies	\$228	\$1,667	\$1,438	\$4,506	\$5,000	\$494	\$20,000	23%
Internet Charges	\$1,242	\$1,667	\$424	\$3,727	\$5,000	\$1,273	\$20,000	19%
Software, Licenses	\$18	\$3,750	\$3,732	\$2,841	\$11,250	\$8,409	\$45,000	6%
Printing		\$4,167	\$4,167	\$8,073	\$12,500	\$4,427	\$50,000	16%
Library Supplies	\$1,094	\$1,067	(\$27)	\$6,195	\$3,200	(\$2,995)	\$12,800	48%
Programming & Support-Adult	\$950	\$1,917	\$967	\$3,270	\$5,750	\$2,480	\$23,000	14%
Programming & Support-Juvenile	\$2,050	\$2,875	\$825	\$6,688	\$8,625	\$1,937	\$34,500	19%
Programming & Support-Joint	\$65	\$333	\$269	\$99	\$1,000	\$901	\$4,000	2%
Programming & Support-Teen	\$298	\$642	\$344	\$1,536	\$1,925	\$389	\$7,700	20%
Public Performing Rights							\$1,318	
CCS Communications		\$333	\$333	\$326	\$1,000	\$674	\$4,000	8%
Computer Charges OCLC	\$951	\$951	\$0	\$2,852	\$2,852	\$0	\$11,408	25%
Miscellaneous	\$120	\$83	(\$36)	\$350	\$250	(\$100)	\$1,000	35%
Per Capita Grant Expenditures				\$1,289		(\$1,289)	\$71,000	2%
Grant - Other Expenditures		\$83	\$83		\$250	\$250	\$1,000	
Volunteers		\$250	\$250	\$226	\$750	\$524	\$3,000	8%
<b>Total Library Operating Expenditures</b>	<b>\$23,466</b>	<b>\$26,001</b>	<b>\$2,535</b>	<b>\$63,306</b>	<b>\$78,002</b>	<b>\$14,696</b>	<b>\$384,326</b>	<b>16%</b>

# Niles Public Library District Income Statement-Consolidated

September 30, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>General and Administration</b>								
Janitorial Supplies	\$1,110	\$2,804	\$1,695	\$7,797	\$8,412	\$616	\$33,650	23%
Copiers	\$684	\$833	\$150	\$2,221	\$2,500	\$279	\$10,000	22%
Professional Development	\$505	\$2,820	\$2,315	\$1,463	\$8,461	\$6,999	\$33,845	4%
Mileage	\$198	\$108	(\$89)	\$430	\$325	(\$105)	\$1,300	33%
Professional Collection		\$396	\$396	\$228	\$1,187	\$959	\$4,750	5%
Legal Fees	\$3,892	\$2,500	(\$1,392)	\$8,172	\$7,500	(\$672)	\$30,000	27%
Consultants		\$1,250	\$1,250	\$34	\$3,750	\$3,716	\$15,000	0%
Kitchen Supplies		\$125	\$125	\$260	\$375	\$115	\$1,500	17%
Promotional Expense	\$418	\$2,075	\$1,657	\$2,288	\$6,225	\$3,937	\$24,900	9%
Office Supplies	\$1,019	\$2,083	\$1,064	\$7,387	\$6,250	(\$1,137)	\$25,000	30%
Postage & Freight	\$717	\$1,500	\$783	\$3,294	\$4,500	\$1,206	\$18,000	18%
Publication of Notices-Legal	\$922	\$100	(\$822)	\$957	\$300	(\$657)	\$1,200	80%
Subscriptions & Dues	\$853	\$750	(\$103)	\$2,174	\$2,250	\$76	\$9,000	24%
Collection Services	(\$60)	\$83	\$143	(\$105)	\$250	\$354	\$1,000	(10)%
Telephone	\$1,418	\$1,375	(\$43)	\$4,356	\$4,125	(\$231)	\$16,500	26%
Trustee Expense	\$190	\$750	\$560	\$403	\$2,250	\$1,847	\$9,000	4%
Equipment Rental		\$417	\$417		\$1,250	\$1,250	\$5,000	
Payroll Service	\$892	\$1,083	\$191	\$2,932	\$3,250	\$318	\$13,000	23%
Bank Fees	\$262	\$275	\$13	\$666	\$825	\$159	\$3,300	20%
Parking Lease	\$881	\$881		\$2,643	\$2,643		\$10,572	25%
<b>Total General and Administration</b>	<b>\$13,900</b>	<b>\$22,210</b>	<b>\$8,310</b>	<b>\$47,599</b>	<b>\$66,629</b>	<b>\$19,031</b>	<b>\$266,517</b>	<b>18%</b>
<b>Vehicle Operation</b>								
Gas, Oil, Grease	\$61	\$83	\$22	\$184	\$250	\$66	\$1,000	18%
Repairs & Maintenance		\$150	\$150	\$61	\$450	\$389	\$1,800	3%
Miscellaneous		\$8	\$8		\$25	\$25	\$100	
Auto Insurance				\$1,376	\$1,371	(\$5)	\$1,371	100%
<b>Total Vehicle Operation</b>	<b>\$61</b>	<b>\$242</b>	<b>\$181</b>	<b>\$1,621</b>	<b>\$2,096</b>	<b>\$475</b>	<b>\$4,271</b>	<b>38%</b>
<b>Employee Fringe Benefits</b>								
Deferred Compensation	\$15,083	\$14,583	(\$499)	\$43,544	\$43,750	\$206	\$175,000	25%

# Niles Public Library District Income Statement-Consolidated

September 30, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Group Health	\$26,291	\$31,250	\$4,959	\$82,578	\$93,750	\$11,172	\$375,000	22%
Health Reimbursement Account	\$1,163	\$5,000	\$3,837	\$4,996	\$15,000	\$10,004	\$60,000	8%
Dental	\$2,627	\$1,667	(\$960)	\$5,264	\$5,000	(\$264)	\$20,000	26%
Vision	\$497	\$583	\$86	\$1,503	\$1,750	\$247	\$7,000	21%
FSA fee	\$110	\$100	(\$10)	\$265	\$300	\$35	\$1,200	22%
Life, LTD, AD&D, STD	\$1,384	\$1,750	\$366	\$3,396	\$5,250	\$1,854	\$21,000	16%
<b>Total Employee Fringe Benefits</b>	<b>\$47,155</b>	<b>\$54,933</b>	<b>\$7,778</b>	<b>\$141,546</b>	<b>\$164,800</b>	<b>\$23,254</b>	<b>\$659,200</b>	<b>21%</b>
<b>Utilities</b>								
Gas	\$189	\$1,250	\$1,061	\$859	\$3,750	\$2,891	\$15,000	6%
Electric	\$11,038	\$6,667	(\$4,371)	\$32,550	\$20,000	(\$12,550)	\$80,000	41%
Water	\$893	\$583	(\$309)	\$2,770	\$1,750	(\$1,020)	\$7,000	40%
<b>Total Utilities</b>	<b>\$12,120</b>	<b>\$8,500</b>	<b>(\$3,620)</b>	<b>\$36,180</b>	<b>\$25,500</b>	<b>(\$10,680)</b>	<b>\$102,000</b>	<b>35%</b>
<b>Capital Expenditures</b>								
Special Reserve - Building		\$10,833	\$10,833	\$13,810	\$32,500	\$18,690	\$130,000	11%
Capital Projects-Equipment	\$1,675	\$33,083	\$31,408	\$1,675	\$99,250	\$97,575	\$397,000	0%
Special Reserve - Construction Project				\$1,596		(\$1,596)		
<b>Total Capital Expenditures</b>	<b>\$1,675</b>	<b>\$43,917</b>	<b>\$42,242</b>	<b>\$17,081</b>	<b>\$131,750</b>	<b>\$114,669</b>	<b>\$527,000</b>	<b>3%</b>
<b>Retirement Incentive Program Expenditures</b>								
Cash Payout				\$134,825	\$134,825		\$134,825	100%
Health Insurance				\$66,819	\$66,819		\$66,819	100%
<b>Total Retirement Incentive Program Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$201,643</b>	<b>\$201,643</b>	<b>\$0</b>	<b>\$201,643</b>	<b>100%</b>
<b>Audit</b>								
Audit Expense	\$8,100		(\$8,100)	\$10,300	\$17,500	\$7,200	\$17,500	59%
<b>Total Audit Expenditures</b>	<b>\$8,100</b>	<b>\$0</b>	<b>(\$8,100)</b>	<b>\$10,300</b>	<b>\$17,500</b>	<b>\$7,200</b>	<b>\$17,500</b>	<b>59%</b>
<b>Liability Insurance</b>								
Liability Insurance				\$24,338	\$34,160	\$9,822	\$34,160	71%
<b>Total Liability Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$24,338</b>	<b>\$34,160</b>	<b>\$9,822</b>	<b>\$34,160</b>	<b>71%</b>

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

September 30, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Social Security</b>								
Social Security	\$20,098	\$19,167	(\$932)	\$68,582	\$57,500	(\$11,082)	\$230,000	30%
<b>Total Social Security Expenditures</b>	<b>\$20,098</b>	<b>\$19,167</b>	<b>(\$932)</b>	<b>\$68,582</b>	<b>\$57,500</b>	<b>(\$11,082)</b>	<b>\$230,000</b>	<b>30%</b>
<b>Workers' Compensation</b>								
Workers' Compensation				\$23,872	\$29,431	\$5,559	\$29,431	81%
<b>Total Workers' Compensation Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$23,872</b>	<b>\$29,431</b>	<b>\$5,559</b>	<b>\$29,431</b>	<b>81%</b>
<b>Unemployment Compensation</b>								
Unemployment Compensation	\$420	\$1,250	\$830	\$1,798	\$3,750	\$1,952	\$15,000	12%
<b>Total Unemployment Compensation Expenditures</b>	<b>\$420</b>	<b>\$1,250</b>	<b>\$830</b>	<b>\$1,798</b>	<b>\$3,750</b>	<b>\$1,952</b>	<b>\$15,000</b>	<b>12%</b>
<b>Building &amp; Equipment Maintenance</b>								
Repairs & Improvements	\$238	\$3,125	\$2,888	\$328	\$9,375	\$9,047	\$37,500	1%
Contractual Maintenance	\$3,360	\$2,917	(\$444)	\$6,625	\$8,750	\$2,125	\$35,000	19%
Non-Contractual Maintenance	\$229	\$2,000	\$1,771	\$687	\$6,000	\$5,313	\$24,000	3%
Equipment Maintenance	\$308	\$3,000	\$2,692	\$5,237	\$9,000	\$3,763	\$36,000	15%
Non Capital Expenses		\$1,667	\$1,667		\$5,000	\$5,000	\$20,000	
Furniture & Fixtures		\$4,708	\$4,708	\$4,455	\$14,125	\$9,670	\$56,500	8%
<b>Total Building &amp; Equipment Maintenance Expenditures</b>	<b>\$4,135</b>	<b>\$17,417</b>	<b>\$13,282</b>	<b>\$17,331</b>	<b>\$52,250</b>	<b>\$34,919</b>	<b>\$209,000</b>	<b>8%</b>
<b>Total Expenditures</b>	<b>\$428,190</b>	<b>\$506,089</b>	<b>\$77,899</b>	<b>\$1,562,750</b>	<b>\$1,802,373</b>	<b>\$239,623</b>	<b>\$6,429,497</b>	<b>24%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$257,703)</b>	<b>(\$434,577)</b>	<b>\$176,874</b>	<b>\$1,332,363</b>	<b>\$1,111,001</b>	<b>\$221,362</b>	<b>\$93,868</b>	<b>1,419%</b>

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

September 30, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Revenues</b>								
Property Taxes	\$155,204	\$62,112	\$93,092	\$2,779,498	\$2,857,174	(\$77,675)	\$6,211,247	45%
Replacement Taxes				\$25,705	\$28,000	(\$2,295)	\$140,000	18%
Per Capita Grant							\$58,000	
Grants-Other		\$83	(\$83)		\$250	(\$250)	\$1,000	
Investment Income	\$6,196	\$3,333	\$2,862	\$9,244	\$10,000	(\$756)	\$40,000	23%
Fines	\$4,620	\$3,750	\$870	\$12,181	\$11,250	\$931	\$45,000	27%
Lost Books	\$875	\$625	\$250	\$2,079	\$1,875	\$204	\$7,500	28%
Pay For Print	(\$28)	\$1,250	(\$1,278)	\$2,890	\$3,750	(\$860)	\$15,000	19%
Flash Drive & Ear Bud Sales	\$17		\$17	\$18		\$18		
Donations-Friends of the Library							\$1,318	
Donations		\$25	(\$25)		\$75	(\$75)	\$300	
Miscellaneous		\$333	(\$333)		\$1,000	(\$1,000)	\$4,000	
<b>Total Revenues</b>	<b>\$166,885</b>	<b>\$71,512</b>	<b>\$95,373</b>	<b>\$2,831,616</b>	<b>\$2,913,374</b>	<b>(\$81,758)</b>	<b>\$6,523,365</b>	<b>43%</b>
<b>Expenditures</b>								
<b>Salaries</b>								
Library Director	\$25,733	\$9,583	(\$16,150)	\$25,733	\$28,750	\$3,017	\$115,000	22%
Payroll-Department Managers	(\$6,137)	\$22,931	\$29,068	\$35,223	\$68,793	\$33,570	\$275,172	13%
Payroll-Division Supervisors	\$36,696	\$43,405	\$6,709	\$110,136	\$130,216	\$20,080	\$520,864	21%
Payroll-Librarian I	\$93,384	\$89,552	(\$3,831)	\$271,744	\$268,657	(\$3,086)	\$1,074,630	25%
Payroll-Library Grade V	\$57,274	\$49,376	(\$7,898)	\$147,934	\$148,127	\$193	\$592,508	25%
Payroll-Library Grade VI	\$30,093	\$28,248	(\$1,844)	\$65,707	\$84,744	\$19,038	\$338,978	19%
Payroll-Library Pages	\$10,623	\$11,025	\$402	\$16,012	\$33,074	\$17,062	\$132,297	12%
Payroll-Sundays	\$6,283	\$6,167	(\$116)	\$19,922	\$18,500	(\$1,422)	\$74,000	27%
Adjustments		\$833	\$833	\$6,211	\$2,500	(\$3,711)	\$10,000	62%
Substitutes	\$92	\$667	\$575	\$273	\$2,000	\$1,727	\$8,000	3%
<b>Total Salaries</b>	<b>\$254,040</b>	<b>\$261,787</b>	<b>\$7,747</b>	<b>\$698,895</b>	<b>\$785,362</b>	<b>\$86,467</b>	<b>\$3,141,448</b>	<b>22%</b>

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

September 30, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Library Materials</b>								
Books-Adult	\$9,961	\$11,667	\$1,706	\$35,223	\$35,000	(\$223)	\$140,000	25%
Books-Youth Services	\$3,833	\$5,417	\$1,583	\$14,190	\$16,250	\$2,060	\$65,000	22%
Books-Teen	\$578	\$1,167	\$589	\$2,111	\$3,500	\$1,389	\$14,000	15%
Downloadables	\$2,928	\$5,000	\$2,072	\$21,907	\$15,000	(\$6,907)	\$60,000	37%
Periodicals		\$1,833	\$1,833	\$2,146	\$5,500	\$3,354	\$22,000	10%
AV-Adult	\$7,372	\$7,750	\$378	\$41,288	\$23,250	(\$18,038)	\$93,000	44%
AV-Youth Services	\$4,146	\$3,500	(\$646)	\$9,570	\$10,500	\$930	\$42,000	23%
AV-Teen	\$1,609	\$1,000	(\$609)	\$2,973	\$3,000	\$27	\$12,000	25%
Online Databases	\$12,592	\$13,333	\$741	\$79,251	\$40,000	(\$39,251)	\$160,000	50%
<b>Total Library Materials</b>	<b>\$43,020</b>	<b>\$50,667</b>	<b>\$7,646</b>	<b>\$208,660</b>	<b>\$152,000</b>	<b>(\$56,660)</b>	<b>\$608,000</b>	<b>34%</b>
<b>Library Operating Expenditures</b>								
CCS Charges	\$16,451	\$6,217	(\$10,235)	\$21,329	\$18,650	(\$2,679)	\$74,600	29%
Processing & Supplies	\$228	\$1,667	\$1,438	\$4,506	\$5,000	\$494	\$20,000	23%
Internet Charges	\$1,242	\$1,667	\$424	\$3,727	\$5,000	\$1,273	\$20,000	19%
Software, Licenses	\$18	\$3,750	\$3,732	\$2,841	\$11,250	\$8,409	\$45,000	6%
Printing		\$4,167	\$4,167	\$8,073	\$12,500	\$4,427	\$50,000	16%
Library Supplies	\$1,094	\$1,067	(\$27)	\$6,195	\$3,200	(\$2,995)	\$12,800	48%
Programming & Support-Adult	\$950	\$1,917	\$967	\$3,270	\$5,750	\$2,480	\$23,000	14%
Programming & Support-Juvenile	\$2,050	\$2,875	\$825	\$6,688	\$8,625	\$1,937	\$34,500	19%
Programming & Support-Joint	\$65	\$333	\$269	\$99	\$1,000	\$901	\$4,000	2%
Programming & Support-Teen	\$298	\$642	\$344	\$1,536	\$1,925	\$389	\$7,700	20%
Public Performing Rights							\$1,318	
CCS Communications		\$333	\$333	\$326	\$1,000	\$674	\$4,000	8%
Computer Charges OCLC	\$951	\$951	\$0	\$2,852	\$2,852	\$0	\$11,408	25%
Miscellaneous	\$120	\$83	(\$36)	\$350	\$250	(\$100)	\$1,000	35%
Per Capita Grant Expenditures				\$1,289		(\$1,289)	\$71,000	2%
Grant - Other Expenditures		\$83	\$83		\$250	\$250	\$1,000	
Volunteers		\$250	\$250	\$226	\$750	\$524	\$3,000	8%
<b>Total Library Operating Expenditures</b>	<b>\$23,466</b>	<b>\$26,001</b>	<b>\$2,535</b>	<b>\$63,306</b>	<b>\$78,002</b>	<b>\$14,696</b>	<b>\$384,326</b>	<b>16%</b>

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

September 30, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>General and Administration</b>								
Janitorial Supplies	\$1,110	\$2,804	\$1,695	\$7,797	\$8,412	\$616	\$33,650	23%
Copiers	\$684	\$833	\$150	\$2,221	\$2,500	\$279	\$10,000	22%
Professional Development	\$505	\$2,820	\$2,315	\$1,463	\$8,461	\$6,999	\$33,845	4%
Mileage	\$198	\$108	(\$89)	\$430	\$325	(\$105)	\$1,300	33%
Professional Collection		\$396	\$396	\$228	\$1,187	\$959	\$4,750	5%
Legal Fees	\$3,892	\$2,500	(\$1,392)	\$8,172	\$7,500	(\$672)	\$30,000	27%
Consultants		\$1,250	\$1,250	\$34	\$3,750	\$3,716	\$15,000	0%
Kitchen Supplies		\$125	\$125	\$260	\$375	\$115	\$1,500	17%
Promotional Expense	\$418	\$2,075	\$1,657	\$2,288	\$6,225	\$3,937	\$24,900	9%
Office Supplies	\$1,019	\$2,083	\$1,064	\$7,387	\$6,250	(\$1,137)	\$25,000	30%
Postage & Freight	\$717	\$1,500	\$783	\$3,294	\$4,500	\$1,206	\$18,000	18%
Publication of Notices-Legal	\$922	\$100	(\$822)	\$957	\$300	(\$657)	\$1,200	80%
Subscriptions & Dues	\$853	\$750	(\$103)	\$2,174	\$2,250	\$76	\$9,000	24%
Collection Services	(\$60)	\$83	\$143	(\$105)	\$250	\$354	\$1,000	(10)%
Telephone	\$1,418	\$1,375	(\$43)	\$4,356	\$4,125	(\$231)	\$16,500	26%
Trustee Expense	\$190	\$750	\$560	\$403	\$2,250	\$1,847	\$9,000	4%
Equipment Rental		\$417	\$417		\$1,250	\$1,250	\$5,000	
Payroll Service	\$892	\$1,083	\$191	\$2,932	\$3,250	\$318	\$13,000	23%
Bank Fees	\$262	\$275	\$13	\$666	\$825	\$159	\$3,300	20%
Parking Lease	\$881	\$881		\$2,643	\$2,643		\$10,572	25%
<b>Total General and Administration</b>	<b>\$13,900</b>	<b>\$22,210</b>	<b>\$8,310</b>	<b>\$47,599</b>	<b>\$66,629</b>	<b>\$19,031</b>	<b>\$266,517</b>	<b>18%</b>
<b>Vehicle Operation</b>								
Gas, Oil, Grease	\$61	\$83	\$22	\$184	\$250	\$66	\$1,000	18%
Repairs & Maintenance		\$150	\$150	\$61	\$450	\$389	\$1,800	3%
Miscellaneous		\$8	\$8		\$25	\$25	\$100	
Auto Insurance				\$1,376	\$1,371	(\$5)	\$1,371	100%
<b>Total Vehicle Operation</b>	<b>\$61</b>	<b>\$242</b>	<b>\$181</b>	<b>\$1,621</b>	<b>\$2,096</b>	<b>\$475</b>	<b>\$4,271</b>	<b>38%</b>
<b>Employee Fringe Benefits</b>								
Deferred Compensation	\$15,083	\$14,583	(\$499)	\$43,544	\$43,750	\$206	\$175,000	25%

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

September 30, 2014

	<b>Month Actual</b>	<b>Month Budget</b>	<b>Month Variance</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>YTD Variance</b>	<b>Annual Budget</b>	<b>Actual % of Annual Budget</b>
Group Health	\$26,291	\$31,250	\$4,959	\$82,578	\$93,750	\$11,172	\$375,000	22%
Health Reimbursement Account	\$1,163	\$5,000	\$3,837	\$4,996	\$15,000	\$10,004	\$60,000	8%
Dental	\$2,627	\$1,667	(\$960)	\$5,264	\$5,000	(\$264)	\$20,000	26%
Vision	\$497	\$583	\$86	\$1,503	\$1,750	\$247	\$7,000	21%
FSA fee	\$110	\$100	(\$10)	\$265	\$300	\$35	\$1,200	22%
Life, LTD, AD&D, STD	\$1,384	\$1,750	\$366	\$3,396	\$5,250	\$1,854	\$21,000	16%
<b>Total Employee Fringe Benefits</b>	<b>\$47,155</b>	<b>\$54,933</b>	<b>\$7,778</b>	<b>\$141,546</b>	<b>\$164,800</b>	<b>\$23,254</b>	<b>\$659,200</b>	<b>21%</b>
<b>Utilities</b>								
Gas	\$189	\$1,250	\$1,061	\$859	\$3,750	\$2,891	\$15,000	6%
Electric	\$11,038	\$6,667	(\$4,371)	\$32,550	\$20,000	(\$12,550)	\$80,000	41%
Water	\$893	\$583	(\$309)	\$2,770	\$1,750	(\$1,020)	\$7,000	40%
<b>Total Utilities</b>	<b>\$12,120</b>	<b>\$8,500</b>	<b>(\$3,620)</b>	<b>\$36,180</b>	<b>\$25,500</b>	<b>(\$10,680)</b>	<b>\$102,000</b>	<b>35%</b>
<b>Capital Expenditures</b>								
Special Reserve - Building		\$10,833	\$10,833		\$32,500	\$32,500	\$130,000	
Capital Projects-Equipment		\$33,083	\$33,083		\$99,250	\$99,250	\$397,000	
<b>Total Capital Expenditures</b>	<b>\$0</b>	<b>\$43,917</b>	<b>\$43,917</b>	<b>\$0</b>	<b>\$131,750</b>	<b>\$131,750</b>	<b>\$527,000</b>	<b>0%</b>
<b>Retirement Incentive Program Expenditures</b>								
Cash Payout				\$134,825	\$134,825		\$134,825	100%
Health Insurance				\$66,819	\$66,819		\$66,819	100%
<b>Total Retirement Incentive Program Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$201,643</b>	<b>\$201,643</b>	<b>\$0</b>	<b>\$201,643</b>	<b>100%</b>
<b>Total Expenditures</b>	<b>\$393,762</b>	<b>\$468,256</b>	<b>\$74,494</b>	<b>\$1,399,448</b>	<b>\$1,607,782</b>	<b>\$208,334</b>	<b>\$5,894,406</b>	<b>24%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$226,877)</b>	<b>(\$396,743)</b>	<b>\$169,867</b>	<b>\$1,432,168</b>	<b>\$1,305,592</b>	<b>\$126,576</b>	<b>\$628,959</b>	<b>228%</b>

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

September 30, 2014

	<b>ANNUAL BUDGET</b>	<b>YTD BUDGET</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>SPECIAL RESERVE FUND</b>	<b>TOTAL YTD ACTUAL</b>	<b>YTD BUDGET VARIANCE</b>	<b>ACTUAL % OF ANNUAL BUDGET</b>
<b>Revenues</b>								
Property Taxes	\$6,211,247	\$2,857,174	\$2,779,498	\$63,497		\$2,842,995	(\$14,179)	46%
Replacement Taxes	\$140,000	\$28,000	\$25,705			\$25,705	(\$2,295)	18%
Per Capita Grant	\$58,000							
Grants-Other	\$1,000	\$250					(\$250)	
Investment Income	\$40,000	\$10,000	\$9,244			\$9,244	(\$756)	23%
Fines	\$45,000	\$11,250	\$12,181			\$12,181	\$931	27%
Lost Books	\$7,500	\$1,875	\$2,079			\$2,079	\$204	28%
Pay For Print	\$15,000	\$3,750	\$2,890			\$2,890	(\$860)	19%
Flash Drive & Ear Bud Sales			\$18			\$18	\$18	
Donations-Friends of the Library	\$1,318							
Donations	\$300	\$75					(\$75)	
Miscellaneous	\$4,000	\$1,000					(\$1,000)	
<b>Total Revenues</b>	<b>\$6,523,365</b>	<b>\$2,913,374</b>	<b>\$2,831,616</b>	<b>\$63,497</b>	<b>\$0</b>	<b>\$2,895,113</b>	<b>(\$18,261)</b>	<b>44%</b>
<b>Expenditures</b>								
<b>Salaries</b>								
Library Director	\$115,000	\$28,750	\$25,733			\$25,733	\$3,017	22%
Payroll-Department Managers	\$275,172	\$68,793	\$35,223			\$35,223	\$33,570	13%
Payroll-Division Supervisors	\$520,864	\$130,216	\$110,136			\$110,136	\$20,080	21%
Payroll-Librarian I	\$1,074,630	\$268,657	\$271,744			\$271,744	(\$3,086)	25%
Payroll-Library Grade V	\$592,508	\$148,127	\$147,934			\$147,934	\$193	25%
Payroll-Library Grade VI	\$338,978	\$84,744	\$65,707			\$65,707	\$19,038	19%
Payroll-Library Pages	\$132,297	\$33,074	\$16,012			\$16,012	\$17,062	12%
Payroll-Sundays	\$74,000	\$18,500	\$19,922			\$19,922	(\$1,422)	27%
Adjustments	\$10,000	\$2,500	\$6,211			\$6,211	(\$3,711)	62%
Substitutes	\$8,000	\$2,000	\$273			\$273	\$1,727	3%
<b>Total Salaries</b>	<b>\$3,141,448</b>	<b>\$785,362</b>	<b>\$698,895</b>	<b>\$0</b>	<b>\$0</b>	<b>\$698,895</b>	<b>\$86,467</b>	<b>22%</b>

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

September 30, 2014

	<b>ANNUAL BUDGET</b>	<b>YTD BUDGET</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>SPECIAL RESERVE FUND</b>	<b>TOTAL YTD ACTUAL</b>	<b>YTD BUDGET VARIANCE</b>	<b>ACTUAL % OF ANNUAL BUDGET</b>
<b>Library Materials</b>								
Books-Adult	\$140,000	\$35,000	\$35,223			\$35,223	(\$223)	25%
Books-Youth Services	\$65,000	\$16,250	\$14,190			\$14,190	\$2,060	22%
Books-Teen	\$14,000	\$3,500	\$2,111			\$2,111	\$1,389	15%
Downloadables	\$60,000	\$15,000	\$21,907			\$21,907	(\$6,907)	37%
Periodicals	\$22,000	\$5,500	\$2,146			\$2,146	\$3,354	10%
AV-Adult	\$93,000	\$23,250	\$41,288			\$41,288	(\$18,038)	44%
AV-Youth Services	\$42,000	\$10,500	\$9,570			\$9,570	\$930	23%
AV-Teen	\$12,000	\$3,000	\$2,973			\$2,973	\$27	25%
Online Databases	\$160,000	\$40,000	\$79,251			\$79,251	(\$39,251)	50%
<b>Total Library Materials</b>	<b>\$608,000</b>	<b>\$152,000</b>	<b>\$208,660</b>	<b>\$0</b>	<b>\$0</b>	<b>\$208,660</b>	<b>(\$56,660)</b>	<b>34%</b>
<b>Library Operating Expenditures</b>								
CCS Charges	\$74,600	\$18,650	\$21,329			\$21,329	(\$2,679)	29%
Processing & Supplies	\$20,000	\$5,000	\$4,506			\$4,506	\$494	23%
Internet Charges	\$20,000	\$5,000	\$3,727			\$3,727	\$1,273	19%
Software, Licenses	\$45,000	\$11,250	\$2,841			\$2,841	\$8,409	6%
Printing	\$50,000	\$12,500	\$8,073			\$8,073	\$4,427	16%
Library Supplies	\$12,800	\$3,200	\$6,195			\$6,195	(\$2,995)	48%
Programming & Support-Adult	\$23,000	\$5,750	\$3,270			\$3,270	\$2,480	14%
Programming & Support-Juvenile	\$34,500	\$8,625	\$6,688			\$6,688	\$1,937	19%
Programming & Support-Joint	\$4,000	\$1,000	\$99			\$99	\$901	2%
Programming & Support-Teen	\$7,700	\$1,925	\$1,536			\$1,536	\$389	20%
Public Performing Rights	\$1,318							
CCS Communications	\$4,000	\$1,000	\$326			\$326	\$674	8%
Computer Charges OCLC	\$11,408	\$2,852	\$2,852			\$2,852	\$0	25%
Miscellaneous	\$1,000	\$250	\$350			\$350	(\$100)	35%
Per Capita Grant Expenditures	\$71,000		\$1,289			\$1,289	(\$1,289)	2%
Grant - Other Expenditures	\$1,000	\$250					\$250	
Volunteers	\$3,000	\$750	\$226			\$226	\$524	8%
<b>Total Library Operating Expenditures</b>	<b>\$384,326</b>	<b>\$78,002</b>	<b>\$63,306</b>	<b>\$0</b>	<b>\$0</b>	<b>\$63,306</b>	<b>\$14,696</b>	<b>16%</b>

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

September 30, 2014

	<b>ANNUAL BUDGET</b>	<b>YTD BUDGET</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>SPECIAL RESERVE FUND</b>	<b>TOTAL YTD ACTUAL</b>	<b>YTD BUDGET VARIANCE</b>	<b>ACTUAL % OF ANNUAL BUDGET</b>
<b>General and Administration</b>								
Janitorial Supplies	\$33,650	\$8,412	\$7,797			\$7,797	\$616	23%
Copiers	\$10,000	\$2,500	\$2,221			\$2,221	\$279	22%
Professional Development	\$33,845	\$8,461	\$1,463			\$1,463	\$6,999	4%
Mileage	\$1,300	\$325	\$430			\$430	(\$105)	33%
Professional Collection	\$4,750	\$1,187	\$228			\$228	\$959	5%
Legal Fees	\$30,000	\$7,500	\$8,172			\$8,172	(\$672)	27%
Consultants	\$15,000	\$3,750	\$34			\$34	\$3,716	0%
Kitchen Supplies	\$1,500	\$375	\$260			\$260	\$115	17%
Promotional Expense	\$24,900	\$6,225	\$2,288			\$2,288	\$3,937	9%
Office Supplies	\$25,000	\$6,250	\$7,387			\$7,387	(\$1,137)	30%
Postage & Freight	\$18,000	\$4,500	\$3,294			\$3,294	\$1,206	18%
Publication of Notices-Legal	\$1,200	\$300	\$957			\$957	(\$657)	80%
Subscriptions & Dues	\$9,000	\$2,250	\$2,174			\$2,174	\$76	24%
Collection Services	\$1,000	\$250	(\$105)			(\$105)	\$354	(10)%
Telephone	\$16,500	\$4,125	\$4,356			\$4,356	(\$231)	26%
Trustee Expense	\$9,000	\$2,250	\$403			\$403	\$1,847	4%
Equipment Rental	\$5,000	\$1,250					\$1,250	
Payroll Service	\$13,000	\$3,250	\$2,932			\$2,932	\$318	23%
Bank Fees	\$3,300	\$825	\$666			\$666	\$159	20%
Parking Lease	\$10,572	\$2,643	\$2,643			\$2,643		25%
<b>Total General and Administration</b>	<b>\$266,517</b>	<b>\$66,629</b>	<b>\$47,599</b>	<b>\$0</b>	<b>\$0</b>	<b>\$47,599</b>	<b>\$19,031</b>	<b>18%</b>
<b>Vehicle Operation</b>								
Gas, Oil, Grease	\$1,000	\$250	\$184			\$184	\$66	18%
Repairs & Maintenance	\$1,800	\$450	\$61			\$61	\$389	3%
Miscellaneous	\$100	\$25					\$25	
Auto Insurance	\$1,371	\$1,371	\$1,376			\$1,376	(\$5)	100%
<b>Total Vehicle Operation</b>	<b>\$4,271</b>	<b>\$2,096</b>	<b>\$1,621</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,621</b>	<b>\$475</b>	<b>38%</b>
<b>Employee Fringe Benefits</b>								
Deferred Compensation	\$175,000	\$43,750	\$43,544			\$43,544	\$206	25%

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

September 30, 2014

	<b>ANNUAL BUDGET</b>	<b>YTD BUDGET</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>SPECIAL RESERVE FUND</b>	<b>TOTAL YTD ACTUAL</b>	<b>YTD BUDGET VARIANCE</b>	<b>ACTUAL % OF ANNUAL BUDGET</b>
Group Health	\$375,000	\$93,750	\$82,578			\$82,578	\$11,172	22%
Health Reimbursement Account	\$60,000	\$15,000	\$4,996			\$4,996	\$10,004	8%
Dental	\$20,000	\$5,000	\$5,264			\$5,264	(\$264)	26%
Vision	\$7,000	\$1,750	\$1,503			\$1,503	\$247	21%
FSA fee	\$1,200	\$300	\$265			\$265	\$35	22%
Life, LTD, AD&D, STD	\$21,000	\$5,250	\$3,396			\$3,396	\$1,854	16%
<b>Total Employee Fringe Benefits</b>	<b>\$659,200</b>	<b>\$164,800</b>	<b>\$141,546</b>	<b>\$0</b>	<b>\$0</b>	<b>\$141,546</b>	<b>\$23,254</b>	<b>21%</b>
<b>Utilities</b>								
Gas	\$15,000	\$3,750	\$859			\$859	\$2,891	6%
Electric	\$80,000	\$20,000	\$32,550			\$32,550	(\$12,550)	41%
Water	\$7,000	\$1,750	\$2,770			\$2,770	(\$1,020)	40%
<b>Total Utilities</b>	<b>\$102,000</b>	<b>\$25,500</b>	<b>\$36,180</b>	<b>\$0</b>	<b>\$0</b>	<b>\$36,180</b>	<b>(\$10,680)</b>	<b>35%</b>
<b>Capital Expenditures</b>								
Special Reserve - Building	\$130,000	\$32,500			\$13,810	\$13,810	\$18,690	11%
Capital Projects-Equipment	\$397,000	\$99,250			\$1,675	\$1,675	\$97,575	0%
Special Reserve - Construction Project					\$1,596	\$1,596	(\$1,596)	
<b>Total Capital Expenditures</b>	<b>\$527,000</b>	<b>\$131,750</b>	<b>\$0</b>	<b>\$0</b>	<b>\$17,081</b>	<b>\$17,081</b>	<b>\$114,669</b>	<b>3%</b>
<b>Retirement Incentive Program Expenditures</b>								
Cash Payout	\$134,825	\$134,825	\$134,825			\$134,825		100%
Health Insurance	\$66,819	\$66,819	\$66,819			\$66,819		100%
<b>Total Retirement Incentive Program Expenditures</b>	<b>\$201,643</b>	<b>\$201,643</b>	<b>\$201,643</b>	<b>\$0</b>	<b>\$0</b>	<b>\$201,643</b>	<b>\$0</b>	<b>100%</b>
<b>Audit</b>								
Audit Expense	\$17,500	\$17,500		\$10,300		\$10,300	\$7,200	59%
<b>Total Audit Expenditures</b>	<b>\$17,500</b>	<b>\$17,500</b>	<b>\$0</b>	<b>\$10,300</b>	<b>\$0</b>	<b>\$10,300</b>	<b>\$7,200</b>	<b>59%</b>
<b>Liability Insurance</b>								
Liability Insurance	\$34,160	\$34,160		\$24,338		\$24,338	\$9,822	71%
<b>Total Liability Expenditures</b>	<b>\$34,160</b>	<b>\$34,160</b>	<b>\$0</b>	<b>\$24,338</b>	<b>\$0</b>	<b>\$24,338</b>	<b>\$9,822</b>	<b>71%</b>

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

September 30, 2014

	<b>ANNUAL BUDGET</b>	<b>YTD BUDGET</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>SPECIAL RESERVE FUND</b>	<b>TOTAL YTD ACTUAL</b>	<b>YTD BUDGET VARIANCE</b>	<b>ACTUAL % OF ANNUAL BUDGET</b>
<b>Social Security</b>								
Social Security	\$230,000	\$57,500		\$68,582		\$68,582	(\$11,082)	30%
<b>Total Social Security Expenditures</b>	<b>\$230,000</b>	<b>\$57,500</b>	<b>\$0</b>	<b>\$68,582</b>	<b>\$0</b>	<b>\$68,582</b>	<b>(\$11,082)</b>	<b>30%</b>
<b>Workers' Compensation</b>								
Workers' Compensation	\$29,431	\$29,431		\$23,872		\$23,872	\$5,559	81%
<b>Total Workers' Compensation Expenditures</b>	<b>\$29,431</b>	<b>\$29,431</b>	<b>\$0</b>	<b>\$23,872</b>	<b>\$0</b>	<b>\$23,872</b>	<b>\$5,559</b>	<b>81%</b>
<b>Unemployment Compensation</b>								
Unemployment Compensation	\$15,000	\$3,750		\$1,798		\$1,798	\$1,952	12%
<b>Total Unemployment Compensation Expenditures</b>	<b>\$15,000</b>	<b>\$3,750</b>	<b>\$0</b>	<b>\$1,798</b>	<b>\$0</b>	<b>\$1,798</b>	<b>\$1,952</b>	<b>12%</b>
<b>Building &amp; Equipment Maintenance</b>								
Repairs & Improvements	\$37,500	\$9,375		\$328		\$328	\$9,047	1%
Contractual Maintenance	\$35,000	\$8,750		\$6,625		\$6,625	\$2,125	19%
Non-Contractual Maintenance	\$24,000	\$6,000		\$687		\$687	\$5,313	3%
Equipment Maintenance	\$36,000	\$9,000		\$5,237		\$5,237	\$3,763	15%
Non Capital Expenses	\$20,000	\$5,000					\$5,000	
Furniture & Fixtures	\$56,500	\$14,125		\$4,455		\$4,455	\$9,670	8%
<b>Total Building &amp; Equipment Maintenance Expenditures</b>	<b>\$209,000</b>	<b>\$52,250</b>	<b>\$0</b>	<b>\$17,331</b>	<b>\$0</b>	<b>\$17,331</b>	<b>\$34,919</b>	<b>8%</b>
<b>Total Expenditures</b>	<b>\$6,429,497</b>	<b>\$1,802,373</b>	<b>\$1,399,448</b>	<b>\$146,221</b>	<b>\$17,081</b>	<b>\$1,562,750</b>	<b>\$239,623</b>	<b>24%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$93,868</b>	<b>\$1,111,001</b>	<b>\$1,432,168</b>	<b>(\$82,725)</b>	<b>(\$17,081)</b>	<b>\$1,332,363</b>	<b>\$221,362</b>	<b>1,419%</b>

## Interim Director's Report September 2014

As you will see from the statistics, our circulation figures are climbing back up. With school and storytimes back in session, the kids' books are going out like crazy. So are their DVDs, thanks to a change in the way they are shelved which was suggested by two of our pages--they flipped the collection around, and now it is going out much more! The adult collections are also picking up speed thanks in part to the display tables you see throughout the Library, which help bring the materials out of hiding.

The rollout of our new catalog continues to be a little rough, but CCS has been trying hard to respond to each issue as it is raised. Our catalogers are adding three new fields into the catalog records that help feed the "facets" on the side of the screen to help improve searching. I will be interested to hear what experiences the Board members have had and if they have any concerns to convey to CCS.

I had a very pleasant experience recently. A priest at my church said, "Hey, someone this week told me that your library is the best one in the suburbs!" I was a little surprised as they have a very nice library in that community, but he insisted that it was the library at the corner of Oakton and Waukegan, and that the lady said she loved our collections and our building and our staff. It's always so encouraging to hear positive comments like that.

Congratulations to the KidSpace and Teen Underground staffs for the amazing author program last month! It was a packed house, and the best part was when they asked if anyone had questions and the teens stampeded to the microphone. It was so cool to have a book-centered program generating so much enthusiasm, and the authors had a



great time too.

The Task Force I set up to work on a digital media lab/makerspace is getting a survey ready for our patrons to make sure we are including the things they are interested in. Adult Services Librarian Darlene Fox and Teen Services Librarian Donna Block are heading up this group. We anticipate building it in stages—we already have a short list of things we know are must-haves (3D printing, for starters), and we plan to not just put things in the lab space but also to have things on carts that can be used in a variety of spaces in the library. These materials will all be purchased out of the 2014 Per Capita Grant, and we will have more to tell you about it next month.

Four of our staff members are at ILA in Springfield, where they will be giving presentations. Sue Wilsey will be accepting her Marketing Award, and Mary Miller will be in charge of all of the programs for teen librarians. They are doing us proud, and will have reports on their conference experiences in the next Board packet.

## **Business Manager**

Submitted by Greg Pritz

The fieldwork for the annual audit of the Library's accounts has been completed. The audit went very well and there should only be one minor adjustment to the Library's books and records as a result. This compares to 20 such adjustments coming out of last year's audit. As a result, the material weakness mentioned in the McClure Inserra management letter should be gone from this year's letter. This is a much stronger position for the Library to be in regarding its audit. McClure Inserra is continuing its audit wrap up in their offices.

I have been working with FQC and Dave Dabrowski regarding the veneer on the Info and Commons desks in the Library. I told FQC to hold off on any further changes to those desks until they present alternatives to the Board at the October 15<sup>th</sup> meeting. The only amounts owing on the project at this point is \$16,922 in retainage which is to be paid from the Special Reserve Fund.

With the Special Reserve Plan's approval at the last meeting, I have drafted a motion to transfer \$1 Million from the General Fund to the Special Reserve Fund to provide money for items on the plan.

Dave Dabrowski, Athena Crouse and I have been observing traffic patterns in the lobby and have requested permanent tables to be constructed around the 2<sup>nd</sup> and 3<sup>rd</sup> columns. The tables would be built out of the same counter material in the space be three levels and extend 14 inches from each side of the columns. Susan is submitting a request to the Friends for consideration. These tables will hold the Grab and Go selections and provide for a smoother traffic pattern.

Athena Crouse and I have been working on reconciling the data from the 3M sorter to the data at CCS to ensure that we are capturing all of the right information on both sides. To date we have found some inconsistencies which are being addressed. This will help us manage the Patron Services employees better.

Sue Wilsey and I have been working on getting resources in place to help us with the next version of Chapter One. We have engaged a graphic artist and a newsletter expert to help us with the winter version after which we will evaluate the experience and decide how to move forward.

Rich Wozniczka and I have been reviewing the IT projects in process for the Library and looking forward will be developing a strategic vision for the Library. We have also started the process to update our security camera system. We are considering using an approach similar to the one used for the LMR AV system.

We have transitioned our Blackbaud accounting system from in house to remote. The next step is to activate and deploy our purchase order system. This system will automate the manual 5-part PO form we use currently along with multiple data inputs and reconciliations. This process will kick off later in October and will be complete by the end of the calendar year.

## **Adult Services**

Submitted by Valerie Clark

Statistics for Mango (language-learning database) increased 62% due to promotion: Talk Like a Pirate Day and promotion in the Rosetta Stone (another language-learning tool) class. Statistics for Flipster (digital magazines) increased 450% due to a demonstration class and promotion. df

## **Training**

Taming Tech Tools for Libraries. Webinar introducing free tech tools to help engage patrons and build digital literacy skills. Bk

Online tutorials for FamilySearch.org. no's

Volgistics (volunteer) software taught by Cyndi Rademacher. no's

Reference USA (excellent database for locating people and businesses) training for the staff. We hosted two business patrons at this training session... the Economic Development and Marketing Coordinator for the Village and the Executive Director of the Niles Chamber . jmcn

### **Technology**

The Library's free access to computers and the Internet greatly benefits patrons. The majority of patrons use the Library Internet for career and employment needs. Additionally, they utilize online access to get into various government websites, retrieve information about government services, secure government benefits and fill out online forms. The Internet at the Library provides patrons with learning opportunities and information access. It's gratifying when we see patrons taking full advantage of the services we offer. bk

Five Tech classes were taught this month. Three of them were the Beginners' Boot Camps where basic pc knowledge is taught and demonstrated. rs

### **Reference Services**

Walter Tymczuk, Niles veteran and participant in the Normandy invasion and Battle of the Bulge, passed away in early September. His widow Celine displayed his Veterans History Project Interview Booklet at his wake at the Skaja Funeral Home. no's

The Niles Historical Society emailed Neil O'Shea to identify a source shown to them by one of their patrons. After some discussion and searching, Neil identified the spiral-bound District Zoning Map booklet published by the Village of Niles in 1999 and kept in our Historical Cabinet.

### **Use of our scanning station on the 3<sup>rd</sup> Floor.**

Over the summer a patron was able to completely scan decades of her mother's correspondence discovered in her mother's home. This was a job that needed to be handled with delicacy because many of the letters, postcards and photos were in very fragile condition. She spent many days carefully making PDF copies of everything which she saved to a flash drive. She then sent all the actual pieces of paper to her cousin in Germany. She said she felt that by teaching her to use the equipment she was helped to save her family history. rs

### **Patron Compliment**

Maryellen Essig, one of our librarians, was stopped by a patron in the Commons Area. The patron had participated in our Earth Day programming. The staff helping with the program had planted seeds for patrons to take home. The patron said she had never grown a plant from seed before (she was one of our older guests) and she was amazed at how big and beautiful the plant had become. The woman said she just had to tell Maryellen what a thrill she had gotten out of growing a tomato plant from seed. Maryellen could hardly express the great thrill she received from hearing that! me

### **Audio-Visual and Fiction Services**

Beginning in October, Greta Ulrich, one of our librarians, will be leading a book discussion at a new senior center in Niles. Greta also hosted an evening book discussion group which presented an author who is part of the Soon to Be Famous Illinois Author Project. gu

### **In Addition**

One of our librarians is currently one of the Battle of the Books coaches at her son's school. She has been reading a lot of books on the 4<sup>th</sup> and 5<sup>th</sup> grade level! mab

A number of us in Adult Services volunteered to demonstrate the new patron catalog. Even though we did accomplish introducing the catalog to patrons as they entered the Library, we had even more fun visiting with them for a bit and helping them discover what they came to the Library to find that day.

## **KidSpace/Teen Underground**

(Youth and Teen Departments)

Submitted by Shelley Sutherland

### **Report on my top goals for September**

- **Get 3 new iPads ready for early literacy.** With the help of Cate Levinson and Rich Woznicka, we now have 3 iPads loaded with early literacy apps in KidSpace. Young kids are playing and learning with apps that focus on the best children's books, play, ABC's and 123's.
- **Develop outreach plan for IKBK and begin implementation.** Thanks to the Marketing Department, we have acrylic holders and a terrific brochure that parents can take and start counting their books right away. Thanks to Clara Sheffer, we have a list of pediatrician offices and other places to approach to leave the materials. We are still extremely busy and haven't been able to create staff time to spread these out in our community. I will add this as a goal for November.
- **New KidSpace display for staff picks.** Sue Wilsey made the excellent suggestion that we use the fact that we are like "rock stars" to some of the kids and parents, and put up individual KidSpace staff displays. So you can find "Ms. Shelley's" favorite picks from all areas of the collection on display. The materials are moving swiftly off the shelves and I keep replenishing. Next up are fellow rock stars Ms. Linda and Ms. Leslie.
- **Roll out Middle Ground activities.** Middle Ground has been very successful in attracting middle schoolers, but we're hoping to attract kids with a wider variety of interests, so Arianne Carey has been coordinating librarian-led activities in Middle Ground. Cate Levinson offered a 3-d hand drawing craft and Donna Block hosted a simple origami afternoon. Additional activities will be offered this month and beyond.
- **Put together ILA "Dream Destinations" panel presentation.** I created a powerpoint that shows off the new KidSpace, and will be sharing this with librarians around the state at ILA next week.
- **Get staff ready for Enterprise and Flipster roll-out.** KidSpace staff was expected to use and be able to assist patrons in Enterprise catalog and Flipster database. I established weekly "Tech Doctor" hours when Cate Levinson would be available to assist staff with understanding the new catalog and offer help with other tech issues.

### **My top goals for October**

- **Represent the Library at the ILA Panel, "Dream Destinations"**
- **Pick up fresh ideas at ILA for best practices to share and implement**
- **Increase the visibility and ease of use of the KidSpace nonfiction collection, taking into account Common Core standards**

### **Blockbuster Author Visit: Holly Black and Cassandra Clare**

This visit counts as one of the most successful programs ever at the Niles Public Library. Over 140 people attended the event, sponsored by the Book Stall of Winnetka. The Book Stall is planning to offer us additional blockbuster author visits in the future. This event, spearheaded by Linda Sawyer, could not have been put on by one person. Thanks to the KidSpace and Teen Librarians, Marketing, Maintenance and IT Departments for all their help with this event.

### **Homework Help**

Thanks to the efforts of Debbie Graham and Donna Block, we have implemented a successful Homework Help program utilizing area high-schoolers to assist kids in grades K-5 with their homework. 28 teens attended orientation sessions and signed up to volunteer. The program is successful enough that additional dates have been added.

### **Teen Underground**

With the help of the Marketing Department, a new display table was bought and set up to help market the Teen Collection. The Teen Henna Art and Dr. Who programs were very successful with 18 and 20 teens attending. Overall, 117 teens voted for their favorite summer 2014 movies in Teen Underground. Mary Miller is managing the ILA Young Adult Services Forum this year, and has been working hard on programs for the upcoming ILA Conference. Donna Block visited 4 area schools, offering book talks and promoting the Library to a total of 620 students, teachers and parents.

## **From Our Outreach Department**

Submitted by Dodie Frisbie

**Senior Coffee Hour:** The theme for this month was low vision. Since the annual Low Vision Fair has been delayed until April 2015, I decided to at least have some sort of low vision program. Polly Abbott, Director of Rehabilitation Services at Second Sense: Beyond Vision Loss did her Magnifier Madness Program. This was a hands-on workshop for those with low vision. Polly brought an entire suitcase of various magnifiers – all different strengths and sizes, some with light and some without, in addition to a small recorder and an assortment of sunglasses for wear inside and out. Did you know that wearing glasses with yellow lens provides just enough contrast to sharpen up what you are reading? The attendees were amazed what a difference getting the right magnifier makes to improve your reading ability.

**Maine Township MaineStreamers Luncheon:** Sue Wilsey and I had a library table at this event. We talked to many seniors not only from Niles but many of our surrounding suburbs and Chicago. We had the usual assortment of library tchotchkes and gave out many copies of our Chapter One Newsletter.

**VIM (Visually Impaired Motivators) Low Vision Support Group:** This month our speaker was Polly Abbott with her program “What’s Write for You?” This program addressed the issue of trying to read and write your own handwriting and notes when you can hardly see (if at all). She had many tips such as where to place your finger when writing things down, how to crease the page a certain way to keep your handwriting in a straight line, and to keep all your notes (or phone numbers/messages) in a spiral notebook. That way you don’t have to waste time trying to find that little scrap of paper you wrote on- everything’s in that notebook. She showcased different low vision aids such as the 20/20 pen, templates for writing lines in a letter, or signing your checks. This is practical information that usually never makes its way to someone who can’t see. That’s why Second Sense is such a great resource!

**Outreach/Homebound Deliveries:** As usual, we are very busy trying to get everyone the books, videos, or music CD’s that they want. The number of school loans is way up which makes for very busy Friday deliveries.

**Nursing Home Book Discussions:** I planned and ran 3 book discussions this month.

**St. Andrew Life Center** read SAFE HAVEN by Nicholas Sparks. Yes – at first glance it is a love story but then the issue of domestic abuse comes up. Our book groups are a very tightly knot bunch. Our book discussions bring up not only the stories of the books but the stories of my people’s lives. You cannot imagine how it feels to be allowed to look into the windows of these kind, gentle people’s souls and perhaps to be a positive and affirming force in their lives.

The **Low Vision Group (VIM)** read WHERE’D YOU GO, BERNADETTE by Maria Semple. It was not the typical sort of book this group reads - I kind got it by default from the Talking Books Program. It is a very popular book discussion title library-wide and I can see why. Bernadette is the Mom and she kind of drops off the face of the earth just as her daughter Bee aces her report card and the family is planning a trip to Antarctica. It’s all about family and community relationships, how things are not always what they seem to be, and that there is such a thing as redemption!! Everyone loved the book!!

**The Regency** read and discussed a biography of Johnny Carson called HERE’S JOHNNY by his sidekick Ed McMahon. I think everyone in America has watched the Tonight Show at some point. There were lots of humorous anecdotes and jokes in the book. We had many laughs!

That’s it for September! Thank you for the opportunity to do outreach to our Niles Library Community.

## Marketing Department

Submitted by Sasha Vasilic

- Library Card Sign-Up Month: 270 adult cards, 77 kid cards, 20 teen cards = 367 library cards
- Created a Facebook Ad for Library Card Sign-Up Month. We reached more than 4,000 people on Facebook with our promotion.
- Enterprise: Answered dozens of phone calls and email from library patrons about new catalog. Continues to aid in the improvement and usability of the new catalog for patrons and staff.
- Helped oversee the Google Virtual Tour process. Tour complete, need to add to website. Will be featured in the Winter Chapter One.
- Another successful International Celebration (6<sup>th</sup> Annual) with over 80 patrons in attendance for the show. More than 80 patrons attended the food tasting following the show.

### Trustee Calendar

#### October

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

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

#### November

11/6—Veterans' History Project Breakfast

11/10—Friends of the Library meeting

11/15—\*Niles Night of Roses at the White Eagle

11/19—**Regular Meeting of the Board of Trustees**

#### December

12/8—Friends of the Library meeting

12/11—\*District 63 Foundation Awards Dinner

12/17—**Regular Meeting of the Board of Trustees**

## Monthly Statistical Report --September 2014

LOAN OF LIBRARY MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult	42,738	38,408	11.27%	133,358	131,086	1.73%
Teens	3,246	3,048	6.50%	11,533	11,547	-0.12%
Juvenile	42,942	35,625	20.54%	131,524	117,324	12.10%
<b>TOTAL Loan of Library Materials</b>	<b>88,926</b>	<b>77,081</b>	<b>15.37%</b>	<b>276,415</b>	<b>259,957</b>	<b>6.33%</b>
LOAN OF MATERIAL BY TYPE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
<b>Adult</b>						
Print	17,772	17,094	3.97%	55,625	56,424	-1.42%
Periodical	1,100	1,011	8.80%	2,559	3,073	-16.73%
Audio	4,693	4,669	0.51%	16,391	16,099	1.81%
DVD	18,280	14,739	24.02%	55,764	52,730	5.75%
Digital	893	895	-0.22%	3,019	2,760	9.38%
<b>TOTAL Adult Loans</b>	<b>42,738</b>	<b>38,408</b>	<b>11.27%</b>	<b>133,358</b>	<b>131,086</b>	<b>1.73%</b>
<b>Teens</b>						
Print	2,397	2,147	11.64%	8,745	8,728	0.19%
Periodical	4	0		45	0	
Audio	523	508	2.95%	1,365	1,527	-10.61%
DVD	273	265	3.02%	1,094	960	13.96%
Digital	49	128	-61.72%	284	332	-14.46%
<b>TOTAL Teen Loans</b>	<b>3,246</b>	<b>3,048</b>	<b>6.50%</b>	<b>11,533</b>	<b>11,547</b>	<b>-0.12%</b>
<b>Juvenile</b>						
Print	27,349	24,643	10.98%	86,142	78,809	9.30%
Periodical	56	126	-55.56%	261	307	-14.98%
Audio	2,244	3,055	-26.55%	8,880	9,993	-11.14%
DVD	8,338	7,721	7.99%	30,030	28,001	7.25%
Digital	4,955	80	6093.75%	6,211	214	2802.34%
<b>TOTAL Juvenile Loans</b>	<b>42,942</b>	<b>35,625</b>	<b>20.54%</b>	<b>131,524</b>	<b>117,324</b>	<b>12.10%</b>
ONLINE DATABASE USE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
<b>Total Database Use</b>	<b>6,662</b>	<b>6,893</b>	<b>-3.35%</b>	<b>18,127</b>	<b>10,571</b>	<b>71.48%</b>
Holds	Current Month	Prior Year Same Month	% Change			
Holds Placed	9,339	10,494	-11.01%			
Holds Made Available	13,783	13,378	3.03%			
Patron Registration	Current Month	Total	Prior Year Same Month	% Change		
New District cards	410	25,864	480	-14.58%		
Patron Count	Current Month	Prior Year Same Month	% Change			
Patron visits	32,822	15,157	116.55%			
Unique Library cards used	5,321	4,989	6.65%			
e-News subscribers	9,243	7,612				
IN-HOUSE USE OF MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Reference--Adult	30	436	-93.12%	66	1,433	-95.39%
Circulating--Juvenile	8,449	2,990	182.58%	18,682	11,884	57.20%
Circulating--Teen	1,000			2,010		
Circulating--Commons	203			392		
Circulating--Adult	5,171	3,167	63.28%	13,674	10,357	32.03%
<b>TOTAL In-house Use of Print Materials</b>	<b>14,853</b>	<b>6,593</b>	<b>125.28%</b>	<b>34,824</b>	<b>23,674</b>	<b>47.10%</b>

## Monthly Statistical Report --September 2014

PC Users by Area	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult Services	6,465	6,208	4.14%	17,989	10,842	65.92%
Youth Services	1,211	0		4,883	1,573	210.43%
Teen Services	270		-85.69%	794		-81.74%
Express Internet	224	1,887	-88.13%	1,326	4,349	-69.51%
Patron Wi-Fi Uses	9,613	*NA	1246.36%	27,612	NA	1753.15%
Scanning devices	872	714	22.13%	2,420	1,490	62.42%
<b>Total Users</b>	<b>18,655</b>	<b>8,809</b>	<b>111.77%</b>	<b>55,024</b>	<b>18,254</b>	<b>201.44%</b>
<b>Website Hits</b>	<b>38,903</b>	<b>34,503</b>	<b>12.75%</b>			
<b>Facebook "Likes"</b>	<b>810</b>	<b>676</b>	<b>19.82%</b>			
<b>Buzz Blog views</b>	<b>696</b>	<b>na</b>				
<b>Media Hits (inc. print and online)</b>	<b>59</b>	<b>51</b>				
<b>TECHNICAL SERVICES</b>						
	<b>Items Added</b>	<b>Items Withdrawn</b>	<b>Library Holdings</b>			
	<b>1,851</b>	<b>2,102</b>	<b>292,333</b>			
<b>Library Services</b>						
	<b>Current Month</b>	<b>Year to date</b>				
Notary Public	<b>113</b>	<b>186</b>				
Test Proctoring	<b>4</b>	<b>13</b>				
Voters' Registration	<b>2</b>	<b>3</b>				
<b>VOLUNTEER HOURS</b>						
		<b>People</b>	<b>Total Hours</b>			
Adult Services & Programs - Fic, AV, Ref		<b>17</b>	71			
Teen Services & Programs - Fic and Ref		<b>9</b>	13			
Youth Services Programs & General		<b>39</b>	92			
General Library & Library Events		<b>23</b>	114			
<b>Total Volunteers/Hours this month</b>		<b>88</b>	<b>290</b>			
<i>NOTE: Last year volunteers/hours same month</i>		<b>195</b>	<b>54</b>			
<b>Service Desks</b>						
	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>	<b>Current YTD</b>	<b>Prior YTD</b>	<b>% Change</b>
Quick Questions	<b>6,843</b>	<b>5,634</b>	<b>21.46%</b>	<b>0</b>	<b>0</b>	
Reference/Research	<b>3,158</b>	<b>5,751</b>	<b>-45.09%</b>	<b>0</b>	<b>0</b>	
<b>TOTAL All Service Desks</b>	<b>10,001</b>	<b>11,385</b>	<b>-12.16%</b>	<b>0</b>	<b>0</b>	
<b>Adult Services (3rd floor)</b>						
Quick Questions	835	1,944	-57.05%			
Reference/Research	470	1,665	-71.77%			
<b>Total Reference Desk</b>	<b>1,305</b>	<b>3,609</b>	<b>-63.84%</b>			
<b>Fiction/Audiovisual Services (2nd floor)</b>						
Quick Questions	1,838	1,740	5.63%			
Reference/Research	210	1,772	-88.15%			
<b>Total InfoDesk</b>	<b>2,048</b>	<b>3,512</b>	<b>-41.69%</b>			
<b>Technology Desk</b>						
Quick Questions	1,766					
Reference/Research	287					
<b>Total Tech Desk</b>	<b>2,053</b>	<b>0</b>				
<b>Teen Desk</b>						
Quick Questions	305					
Reference/Research	227					
<b>Total Teen Desk</b>	<b>532</b>	<b>0</b>				

## Monthly Statistical Report --September 2014

Monthly Statistical Report --September 2014						
<b>Outreach Services</b>						
Reference/Research		616	-100.00%			
Bulk Loan Items Delivered to Nursing Homes		440	-100.00%			
Materials pulled for Homebound Users		1,010	-100.00%			
<b>Total Outreach</b>	<b>0</b>	<b>2,066</b>	<b>-100.00%</b>			
<b>Youth Services</b>						
Quick Questions	2,099	1,950	7.64%			
Reference/Research	1,964	1,698	15.67%			
School Loans pulled	26	18	44.44%			
Museum Adventure passes distribut	23	27	-14.81%			
<b>Total Youth Services</b>	<b>4,112</b>	<b>3,693</b>	<b>11.35%</b>			
<b>GRAND Total</b>	<b>10,050</b>	<b>12,880</b>	<b>-21.97%</b>			
<b>Interlibrary Loan</b>						
	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>	<b>Current YTD</b>	<b>Prior YTD</b>	<b>% Change</b>
<b>Books, A-V</b>						
Items lent to offline libraries	218	298	-26.85%	715	969	-26.21%
Items received from offline libraries fo	102	109	-6.42%	325	339	-4.13%
<b>Total</b>	<b>320</b>	<b>407</b>	<b>-21.38%</b>	<b>1,040</b>	<b>1,308</b>	<b>-20.49%</b>
<b>Outreach Services</b>						
	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>	<b>Current YTD</b>	<b>Prior YTD</b>	<b>% Change</b>
<b>Homebound</b>						
Patrons	236	206	14.56%			
Visits	234	212	10.38%			
<b>Institutions</b>						
Institutions	9	9	0.00%			
Visits	9	9			6	
<b>Schools</b>						
Items	736	366	101.09%			
Visits	21	13	61.54%			
<b>LIBRARY PROGRAMS</b>						
	<b>This Month</b>	<b>Attendance</b>	<b>Attendance Prior Year</b>	<b>% Change</b>		
<b>Programs--Youth</b>						
Videogames	1	122				
iPads	1	80				
Reading Patch Club	1	35				
1KBK	1	14				
Bibliobop	1	56				
Book Buddies	6	12				
Mega Mondays	3	61				
Babytime (parent & child)	4	213				
Big Kids Storytime (child alone)	3	35				
Family Storytime (parent & child)	5	83				
Preschool Storytime (child alone)	4	79				
Rise & Shine Storytime (parent & child)	3	113				
Toddler Storytime (parent & child)	6	181				
Librarians Visiting Schools	3	59				
Movies	1	15				
Reading with Rover	1	17				
2nd Sunday	1	43				
World Language Storytime	2	49				
Pirate Activities	1	27				
Homework Help	3	51				

## Monthly Statistical Report --September 2014

Kids Craft	1	29				
Black/Clare Author Event	1	142				
Breakfast Bingo	1	18				
<b>Total Youth Services Programs</b>	<b>54</b>	<b>1,534</b>	<b>1,285</b>	<b>19.38%</b>		
<b>Programs--Teens</b>						
Button Making	1	24				
Banned Book covers	1	4				
Favorite Movie Board	1	64				
Games	1	5				
Videogames	1	99				
Teen Advisory Board	1	9				
Volunteer Info Session	1	4				
Henna	1	18				
Anime/Manga Club	1	7				
Movies	2	18				
Homework Help Orientation	2	28				
Visits to Schools	22	620				
Dr. Who	1	20				
<b>Total Teen Programs</b>	<b>36</b>	<b>920</b>	<b>260</b>	<b>253.85%</b>		
<b>Programs--Adult</b>						
Volunteer session	1	5				
Senior coffeeshour	1	15				
Nursing home book discussions	3	13				
Movies	2	30				
Score	3	6				
Technology	6	41				
Garden Club/Botanic	1	9				
Lyric Opera	1	7				
Book Discussion	2	18				
Local Author	1	10				
Songwriters	1	7				
Talk Like a Pirate	1	47				
Genealogy	1	8				
Sr. Coffee Hour	1	10				
Resource Demos	2	21				
Job Seekers	1	2				
Drop in craft	1	6				
Inter. Fest Perform	1	94				
Inter. Fest Tasting	1	105				
Mainstreamers	1	42				
NW Side Resource Fair	1	137				
Mall Lib Card Sign Up	1	22				
<b>Total Adult Programs</b>	<b>34</b>	<b>655</b>	<b>419</b>	<b>56.32%</b>		

## Monthly Statistical Report --September 2014

<b>Outside Meetings</b>						
Niles All American Toastmasters	3	57				
Ligia Amarei (Mom's Group)	1	12				
Jewish Genealogical Society of IL	1	12				
Ken Lubinski - Theater Group	1	5				
<b>Total Outside Meetings</b>	<b>6</b>	<b>86</b>	<b>10</b>	<b>760.00%</b>		
<b>Total Meeting and Program Attendanc</b>	<b>130</b>	<b>3,195</b>	<b>1,974</b>	<b>61.85%</b>		

эмической деятельности с м союзом". Все это, по его номического, культурного анства русско-украинской ювам лидера так называе- горый сказал, что идея фе- зависимо. Федерализация документов, которые будут

### НАМЕНИТОСТИ"

в интернете фотографий гся одной из самых обсуж- тько в США, но и во всем ителей ФБР и руководства ромата" стала следствием йлов взял на себя некто по руппа хакеров. взломом аккаунтов звезд и, пытавшийся продать ар- отрицает, что имеет отно- иотской" попытке зарабо- роруме 4chan были выло- ие которых, по всей види- такого рода. Частично эти чил широкое распростра- кооплачиваемых актрис у самой сексуальной жен- Кейт Аптон - входящая в



## Russian Storytime

at the

Niles Public Library!

### Free! Бесплатно!

В СУББОТУ

20 СЕНТЯБРЯ

С 1:30 ДО 2:30

Share stories and songs in Russian  
(with a bit of English).

For ages 3 and up with a parent or caregiver.

Craft and snack included.

### Программа для детей на русском языке!

Приходите в библиотеку послушать сказки на русском языке (и чуть-чуть на английском). Эта программа предназначена для детей с 3 лет в присутствии родителя или няни.

Программа включает материалы для поделок и лёгкие закуски для детей.

В субботу, 20 сентября, с 1:30 до 2:30.

В библиотеке Niles Public Library. Записываться не надо.

Адрес библиотеки:

6960 West Oakton Street, Niles IL 60714 | 847-663-1234

WEDNESDAY | September 3, 2014 | №5138

Сенция Classified - 847.715.9407

NOVI SVET RUSSIAN PAPER  
9/3/14

РЕКЛАМА 9/4-10/14 BILSON NEWSPAPER



Russian Storytime  
at the  
Niles Public Library!

Saturday, September 20, 2014  
1:30-2:30pm

Free! Бесплатно!

Share stories in Russian  
(with a bit of English).

For ages 3 and up with  
a parent or caregiver.

Craft and snack included.

**Программа для детей на русском языке!**

Приходите в библиотеку послушать сказки на русском языке (и чуть-чуть на английском). Эта программа предназначена для детей с 3 лет в присутствии родителя или няни. Программа включает материалы для поделок и легкие закуски для детей.

Суббота, 20 сентября, 1:30-2:30, библиотека  
Адрес библиотеки: 6960 West Oakton Street,  
Niles, IL 60714 | 847-663-1234

## COMMUNITY CALENDAR

BY AGGREGO NEWS SERVICE

### FRIDAY, SEPT. 5

#### Rise and Shine Story Time

10 a.m.: A 30-minute story time for children ages 2-6 with a caregiver. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

### MONDAY, SEPT. 8

#### Baby Time

11 a.m.: A short program of stories, songs, rhymes and playtime for children 2 and younger with a caregiver. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

#### 'Minecraft' Monday

4:30 p.m.: Stop by to try the monthly "Minecraft" Monday challenge. For students in grades three to five. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

### TUESDAY, SEPT. 9

#### Preschool Story Time

10 a.m.: Stories, songs, and action rhymes for children aged 3-5. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

#### 'Doctor Who' DIY

7 p.m.: Celebrate the eighth season of the show with recipes, craft projects and games. For students in grades seven to 12. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

#### Family Story Time

7 p.m.: Stories, songs and activities for families with children ages 2-6. Attendees are welcome to wear pajamas. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

### WEDNESDAY, SEPT. 10

#### Toddler Time

10 a.m.: Stories, songs and rhymes for children ages 1-3 with a caregiver. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-6625.

#### Big Kid Story Time

1:30 p.m.: The story time includes stories, songs, creative dramatics and other activities for kids ages 4-5. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

### THURSDAY, SEPT. 11

#### CJE SeniorLife Resource Counseling

12:30 p.m.: Make an appointment for a private session with a Resource Specialist from CJE Senior-

### SUBMIT YOUR EVENT

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Life, trained to counsel adults 60 and older, their families and caregivers. Sixty-minute sessions are available. Niles Public Library District, 6960 W. Oakton St., Niles. Call 773-508-1054.

#### Adult Computer Beginner Boot Camp

6:30 p.m.: Learn to use the mouse, keyboard and begin searching the Internet. This four-week training session meets Thursdays through Oct. 2. Registration required. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

### FRIDAY, SEPT. 12

#### Homework Help Orientation

5:30 p.m.: Students ages 14-18 can learn about volunteering options available through "Homework Help" at the library. The "Homework Help" team helps students in kindergarten through fifth grade with their homework. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

### SATURDAY, SEPT. 13

#### Second Saturday Breakfast Bingo

9:30 a.m.: Kids and families are invited for breakfast treats and bingo. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

### MONDAY, SEPT. 15

#### Yoga for Kids: Stretch, Bend and Breathe

4:30 p.m.: Kids ages 4-8 can learn yoga poses and breathing techniques. No experience needed. Attendees are asked to bring a large bath towel and wear comfortable clothes. Kids in second grade and younger must be accompanied by an adult. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

### HAPPENING NEARBY

### THURSDAY, SEPT. 4

#### MGPL Teens: Teen Library Council

7 p.m.: The Teen Library Council has an ice cream social and gives information regarding future opportunities for volunteer hours. All teens ages 13-18 are welcome. Call 847-929-5101 or visit [www.mgpl.org/teens](http://www.mgpl.org/teens) for more information. Morton Grove Public Library, 6140 Lincoln Ave., Morton Grove.

### FRIDAY, SEPT. 5

#### Nonfiction Book Discussion

10 a.m.: The group discusses "Postville" by Stephen Bloom. Park Ridge Public Library, 20 S. Prospect Ave., Park Ridge. Call 847-825-3123.

#### Family Campout

5 p.m.: Bring a tent and the family for a night under the stars. Fee includes a campsite, special activities and a feature movie presentation of "The Goonies." Hot dogs and nonalcoholic beverages are available for purchase. Pets, camp fires and alcoholic beverages are prohibited. All tents and personal belongings must be removed by Saturday at 9 a.m. Lorel Park, 6135 Lorel Ave., Skokie. Call 847-674-1500. \$10.

#### Backyard Campout

5 p.m.: Families are invited to camp out at the Wildwood Nature Center. There is a campfire, dinner and smores are served on Friday night and breakfast is served Saturday morning. Campers can borrow fishing poles and a movie is screened. Participants are required to bring their own tents and bedding. Register online at [www.parks.org](http://www.parks.org). Wildwood Nature Center, 529 Forestview Ave., Park Ridge. Call 847-692-3570. Ages 2-10: \$10 residents, \$18 nonresidents; ages 11 and up: \$14 residents, \$24 nonresidents.

#### Game Night

5 p.m.: Kids ages 13-18 can play with the Library's game systems and collection on big screens. Pizza is donated by Pappi's Pizza, Goode & Fresh Pizza Bakery and Village Inn Pizzeria. Registration is required. Glenview Public Library, 1930 Glenview Road, Glenview. Call 847-729-7500.

### SATURDAY, SEPT. 6

#### Park Ridge Farmers Market

7 a.m.: The weekly farmers market runs every Saturday through October. Park Ridge Farmers Market, Prairie and Garden Streets, Park Ridge.

#### Morton Grove Farmers Market

8 a.m.: The market features favorites such as seasonal fruits and vegetables, meats, eggs, baked goods, cheeses, honey, handcrafted items, natural bath and body products, gifts, prepared foods, live music, children's activities and a free drawing. Runs weekly through Oct. 18. Market Grounds, 6210 Dempster St., Morton Grove. Call 847-750-8436.

#### Market Day Pick-Up

8:30 a.m.: St. Paul Lutheran Church, 5850 N. Canfield Ave., Chicago. Call 708-867-5044.

#### Career Fair for New Glenview Mariano's

9 a.m.: Attend this career fair for the new Mariano's in Glenview 9 a.m.-1 p.m. Mariano's seeks to fill 400 positions. Part-time and full-time jobs in all of their departments are available, including bakery, deli, floral, hot foods, sushi, front end, logistics, produce, salad bar, barbecue grill, meat and seafood, smoothie, sweet shop and the cafe. Mariano's Career Center, 8930 Waukegan Road, Suite 230, Morton Grove. Call 847-868-1138.

#### Outdoor Flea Market

9 a.m.: Clean out the attic, closets and basement and rent a space at this popular sale. Each person is provided with a 10-foot-by-10-foot space and an 8-foot table and chair. Additional tables and chairs may be rented for \$10 per set. Register online at [www.parks.org](http://www.parks.org) using class #37060. Oakton Ice Arena, 2800 W. Oakton St., Park Ridge. Call 847-692-5127. \$20.

#### Romp and Rhyme

11 a.m.: Young children ages 1-2 years and their parents or caregiver are invited to join this play time with rhymes, stories and songs. A parent or caregiver must be present. Glenview Public Library, 1930 Glenview Road, Glenview. Call 847-729-7500.

#### Doodles into Cartoons

11:30 a.m.: Artist Bob Higer teaches attendees how to draw cartoon figures using simple geometric shapes. This is a two-part class beginning at 11:30 a.m. Sept. 6 and 13. Mather's, 7134 W. Higgins Ave., Chicago. Call 773-774-4804. \$10 suggested donation.

#### ACT Prep Exam

1 p.m.: Take a free ACT practice exam. Scores will be provided before students leave. Calculators are not provided. Park Ridge Public Library, 20 S. Prospect Ave., Park Ridge. Call 847-825-3123.

#### 2014 Stems and Steins

4 p.m.: Experience unlimited wine or beer tastings, with 50 beers or 50 wines to choose from. Premier tasting reservations for both wine and beer are available for an extra charge. Also available are hors d'oeuvres, pretzels and mustard, fruit and cheese, a silent auction, instant-win raffle and entertainment. Reservations should have been made by Sept. 1. Attendees must be 21 and older. Noble-Seymour-Crippen House, 5624 N. Newark Ave., Chicago. Call 773-631-4633. \$50; \$70 premier tasting.

#### Havilah, Dinner and Movie

5 p.m.: Ezra-Habonim Niles Township Jewish Congregation, 4500 Dempster St., Skokie.

#### Jiggle Jammies Jamboree

7 p.m.: Children's singer Jodi Koplin leads this early

SEE CALENDAR, NEXT PAGE »

**GO CALENDAR**  
BY AGGRESSIVE NEWS SERVICE

**Garth Brooks with Trisha Yearwood**

7:30 p.m.: Garth Brooks performs select dates Sept. 4-14. Visit the website for more details and to purchase tickets. Allstate Arena, 6920 Mannheim Road, Rosemont. Call 847-635-6801.

**Larry Roeb**

8 p.m.: As seen on HBO, Showtime and heard on SiriusXM radio, "Uncle Lar" comes to Zanies. Zanies Comedy Night Club Rosemont, 5437 Park Place, Rosemont. Call 847-813-0484. \$22.

**Friday Film: 'Need for Speed'**

1 p.m.: Starring Aaron Paul and Dominic Cooper, "Need for Speed" is an action film about a street racer who tries to avenge his friend's death. However, his ex-partner learns of his plans and tries at no end to sabotage him. 132 minutes. Lincolnwood Public Library, 4000 W. Pratt Ave., Lincolnwood. Call 847-677-5277.

**Art Exhibit Opening Reception**

5 p.m.: The art exhibit features images by the Wright College Studio Art Class. This is a BYOB event. Mather's, 7134 W. Higgins Ave., Chicago. Call 773-774-4804.

**First Fridays: Cruisin' Park Ridge**

5 p.m.: The monthly car show is hosted by the Park Ridge Chamber of Commerce and held in the parking lot of the library. Park Ridge Public Library, 20 S. Prospect Ave., Park Ridge. Call 847-825-3123.

**MGPL Teens: 'Divergent' Pizza Party**

6 p.m.: Watch the 2014 movie "Divergent," eat pizza and make buttons for the different factions. All teens ages 13-19 are welcome. Rated PG-13. Run time 140 minutes. Morton Grove Public Library, 6140 Lincoln Ave., Morton Grove. Call 847-985-4220.

**Movie in the Park: 'The Lego Movie'**

8 p.m.: Watch this animated adventure comedy film sure to be beloved by people of all ages. "The Lego Movie" stars Chris Pratt, Will Ferrell and Elizabeth Banks, telling the story about an ordinary construction worker

who is suddenly propelled to go on an earth-shattering quest to save all the Legos. 100 minutes. Harzar Park, 6250 W. Dempster St., Morton Grove. Call 847-985-4200.

**The English Beat with DJ Dubamatix**

8 p.m.: Chart-topper DJ Dubamatix opens with some multi-instrumental reggae sounds for The English Beat, an influential ska revivalist group. Their hit cover of Smokey Robinson's "Tears of a Clown" earned them explosive popularity, and more recently slipped into a reggae-pop niche. Evanston SPACE, 1245 Chicago Ave., Evanston. Call 847-492-8860. \$38-\$68.

**Morton Grove Farmers Market**

8 a.m.: The market features favorites such as seasonal fruits and vegetables, meats, eggs, baked goods, cheeses, honey, handcrafted items, natural bath and body products, gifts, prepared foods, live music, children's activities and a free drawing. Runs weekly through Oct. 18. Market Grounds, 6210 Dempster St., Morton Grove. Call 847-750-8436.

**Art League Exhibition**

10 a.m.: Enjoy varieties of art. Iannelli Studios Heritage Center, 255 N. Northwest Highway, Park Ridge. Call 847-261-4595.

**Shock Top Oyster Fest**

11 a.m.: Chicago's Roscoe Village neighborhood plays host to this great one-day seafood extravaganza filled with fresh oysters, music, arts and crafts and more. Damen Avenue and Roscoe Street, 2000 W. Roscoe St., Chicago. Call 773-868-3010. \$7 suggested donation.

**Doodles into Cartoons**

11:30 a.m.: Artist Bob Hilger teaches attendees how to draw cartoon figures using simple geometric shapes. This is a two-part class beginning at 11:30 a.m. Sept. 6 and 13. Mather's, 7134 W. Higgins Ave., Chicago. Call 773-774-4804. \$10 suggested donation.

**Greek Fest**

1 p.m.: The indoor festival runs 1-10 p.m. both Sept. 7 and 8. Attractions include Greek food, homemade pastries, loukoumades and hot dogs for kids. Free

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parking is available in the two lots along Wagner Road. Saints Peter and Paul Greek Orthodox Church, 1401 Wagner Road, Glenview. Call 847-729-2235.

**New Release Movie: 'The Secret Life of Walter Mitty'**

2 p.m.: An anonymous man with a boring life and incredible fantasies decides to live his life and exceeds all of his extraordinary fantasies. Stars Ben Stiller, Kristen Wiig and Jon Daly. 114 minutes. Niles Public Library District, 6950 W. Oakton St., Niles. Call 847-663-1234.

**Silver Screen Series: 'White Heat'**

2 p.m.: The 1949 film "White Heat" features James Cagney in his last role as a heartless gangster. The film is part of the "Golden Age of Cinema" series that occurs 2 p.m. every first Saturday of the month. Not rated. Run time 120 minutes. Morton Grove Public Library, 6140 Lincoln Ave., Morton Grove. Call 847-985-4220.

**Havdalah, Dinner and Movie**

5 p.m.: Ezra-Habonim Niles Township Jewish Congregation, 4500 Dempster St., Skokie.

**Starlight Movie: 'Akeelah and the Bee'**

7:15 p.m.: Bring a chair or a blanket to watch this movie at the park. James Park, 2200 Mulford St., Evanston.

**WaterDance for the Guinea Water Project**

9 p.m.: This performance benefit seeks to help bring safe drinking water to West Africa. There are performances by Diamana Diya, Oshun Danse, Jen Halman Cynthia Cobb and Seven S'aba. The Lost Brigade and KJ Irwin. All net proceeds are donated to the Motherland Rhythm Community-a-501(c)(3), to support its work making and distributing sustainable water filters in Guinea.

The filters are give people access to safe drinking water in a country where water-borne diseases such as bacterial and protozoal diarrhea, hepatitis A and typhoid fever are commonplace. For more information, visit [www.guineawaterproject.org](http://www.guineawaterproject.org). Temple Synphorium, 600 Hartrey Ave., Unit II, Evanston. Call 773-841-1824. \$20.

**Skokie Farmers Market**

7:30 a.m.: The Skokie Farmers Market brings vendors in from Illinois, Indiana, Michigan and Wisconsin that sell fresh produce, cheeses, spices, flowers and other sundry items. Select days offer entertainment such as live music. Dogs and pets are not allowed in the market. The Skokie Farmers Market open since 1975 is sponsored by the Consumer Affairs Commission. Skokie Village Hall, 5127 Oakton St., Skokie. Call 847-673-0500.

**Chase the Bear Run Concert**

8 a.m.: The Glenview Concert Band performs for the opening of the Chase the Bear Run. Hoffman Elementary School, 2000 Harrison St., Glenview. Call 847-998-5040.

**Bake Sale**

8:30 a.m.: Home baked goods are for sale such as rugelach, cookies, pies, cakes, brownies and others. Temple Beth Israel, 3601 W. Dempster St., Skokie. Call 847-675-0951.

**Make a Card for Grandparent's Day**

10 a.m.: Parents and children may come to the store and make a card for Grandparent's Day. No registration is required. Mariano's Park Ridge, 1600 S. Cumberland Ave., Park Ridge. Call 847-696-3846.

**Sunday Brunch with Jeff and Janis**

10 a.m.: The musical duo Jeff and Janis performs at a brunch sponsored by the Men's Club of Ezra-Habonim, the Niles Township Jewish Congregation. The duo plays popular music, Broadway show tunes, standards and ethnic selections including Israeli and Yiddish songs. The event is open to men and women. For reservations or further information, call the synagogue office at 847-675-4141. Ezra-Habonim Niles Township Jewish Congregation, 4500 Dempster St., Skokie. \$12 by Aug. 31; \$15.

**Temple Beth Israel Annual Picnic**

11 a.m.: Hot dogs and hamburgers, with all the fixings, dessert and beverages are available. There is a moonwalk, face painting and other kids activities. Temple Beth Israel, 3601 W. Dempster St., Skokie. Call 847-675-0951. \$5 per family; \$20 per family maximum.

**Screening: 'Kana'**

2 p.m.: A screening of the 1957 award-winning Polish film with English subtitles. Niles High School teacher Tom Rajewski Herman introduces the film and leads the post-film discussion. The film is being shown in observance of the 70th anniversary of the Warsaw Uprising during World War II. Niles Public Library District, 6950 W. Oakton St., Niles. Call 847-663-1234.

**Reception for Iannelli Studios Exhibit**

2 p.m.: Come to this reception that opens for the Park Ridge Art League Artist exhibit. Iannelli Studios Heritage Center, 255 N. Northwest Highway, Park Ridge. Call 847-261-4595.

**Michael Winslow**

6 p.m.: Winslow, also known as "the man of 10,000 sound effects" and seen in all of the "Police Academy" movies, comes to Zanies. Zanies Comedy Night Club Rosemont, 5437 Park Place, Rosemont. Call 847-813-0484. \$25.

**Korby Lenker in The Studios at SPACE**

7 p.m.: A master of multiple instruments, the talented Korby Lenker performs in the intimate space of the SPACE's recording studio. His hit composition "My Little Life" is an electrifying piece of indie-pop, much like the rest of his music which is often described as folk embellished with pop and "electronic textures". Evanston SPACE, 1245 Chicago Ave., Evanston. Call 847-492-8860. \$12.

**Diane Birch**

7:30 p.m.: Birch is known for her biographical album "Speak A Little Louder", which rejoices in triumphant melodies and emotional honesty. Her single "Bible Belt" debuted in the Billboard Top 100 and prompted praise from The New York Times, NPR, Rolling Stone, Vanity Fair and more. Evanston SPACE, 1245 Chicago Ave., Evanston.

SEE GO CALENDAR, NEXT PAGE »



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Niles Public Library!  
**Free! Бесплатно!**  
**В СУББОТУ**  
**20 СЕНТЯБРЯ**  
С 1:30 ДО 2:30

Share stories and songs in Russian  
(with a bit of English).

For ages 3 and up with a parent or caregiver.

Craft and snack included.

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Приходите в библиотеку послушать сказки  
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Эта программа предназначена для детей с 3 лет  
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Программа включает материалы для поделок  
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В библиотеке Niles Public Library. Записываться не надо.

Адрес библиотеки:  
6960 West Oakton Street, Niles IL 60714 | 847-663-1234

September 10, 2014 | №5143

Сенция Classified - 847.715.9407

9/10/14 RUSSIAN PAPER  
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REKLAMA 9/11-17/14 RUSSIAN



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Суббота, 20 сентября, 1:30-2:30, библиотека  
Адрес библиотеки: 6950 West Oakton Street,  
Niles IL 60714 | 847-683-1234

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## Library Moves Ahead With Staffing Review

Niles Library Board trustees approved a contract last week with consultants to conduct a staffing study.

The firm, NextLevelN-PO, LLC, was awarded a contract, not to exceed \$42,000, to conduct the staffing review. Library officials said would actually cost closer to \$1,500.

"We are very excited to begin this process improvement initiative at the Library," Library Board President Morgan Dubiel said in a written statement. "Our goal, as it always has been, is to create the best library for staff, patrons, and taxpayers. This initiative is in support of that goal."

Library employees have been uneasy about the staffing study, a hiring freeze, budget cuts and uncertainty over who will be running the library after former Director Linda Weiss' recent retirement.

Dubiel and interim Library Director Susan Lempke met with library supervisors last month after library employees delivered a letter to Dubiel, expressing their concerns.

"There was a lot of mis-

information out there and a general concern the (budget) numbers didn't make sense," Dubiel said.

**"There was a lot of misinformation out there and a general concern the (budget) numbers didn't make sense."**

Dubiel said the library is taking in more than it is spending, and said the special reserve fund that is applied to building needs could be at \$4.5 million by 2017.

Library Business Manager Greg Fritz said annual gross surpluses could theoretically add up to \$4.5 million by 2017, but said that does not include capital expenditures for things like new sections of roof or equipment that would be needed before then.

Lempke said the mood of staff has improved since the nearly two-hour meeting with Dubiel Aug. 4 during which she said Dubiel mostly listened, took notes and asked questions.

Lempke said some library staff members are still not happy about cuts to the materials budgets and want larger raises.

She said Dubiel clarified that the hiring freeze could be addressed with individual requests to the library board.

## Founding Chair Of Oakton College Dies

The founding chairman of the Oakton Community College Board died Sunday.

Ray Hartstein, 96, passed away at his Vernon Hills residence. He was a member of the college's board for 35 years.

Hartstein guided the college from its inception in 1969 when it was located in Morton Grove on Oakton Street, its move to Des Plaines in 1980, and the opening of the second campus in Skokie, according to a press release.

"If it hadn't been for Ray, I'm not sure that Oakton would have happened," President Margaret Lee said in a statement.

"Ray was truly the father of Oakton," Lee added. "He had the most incredible energy. He didn't want to slow down, even at the finish. He was always on the go. He read anything there was to study about community colleges, especially, and greater education in general."

The Ray Hartstein-Brunswick Educational Excellence Scholarship continues to provide support for Oakton graduates who transfer to four-year colleges or universities. The Illinois Community College Association named their achievement award for Hartstein in 1992 and designated him the first recipient.

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# Free Bus Proposals

(Continued from page 9A) public input sessions were held at the Niles library that were part of the basis of the report, along with other surveys.

The proposed recommended alternative would see faster, more direct service, seven days a week with 30-minute frequency of buses all day every day, the report said. Golf Mill would serve as the main transfer point for all three routes.

Three bus routes would include the 411, 412 and a new 410 bus.

The plan for the 413 route would be to "eliminate service due to low ridership and low productivity. High ridership segments (of 413) to be covered by routes 410 and 411," the report said.

The new map configuration would see transfer points at Golf Mill, the Niles Park Dist. Oasis Water Park and Village Crossing Shopping Center.

Buses would include earlier morning service on all routes all week, at the expense of

some later evening service. Trips would be better timed to align with school and major employer schedules.

The proposed 410 route would serve areas east of Milwaukee Avenue connecting Golf Mill, the Niles Public Library, Oasis and Village Crossing.

The new proposed 411 route would replace some parts of 413, serving areas west of Milwaukee connecting Golf Mill, Dempster Plaza, Oasis and Village Crossing.

The proposed 412 route would run in a one-way counter-clockwise loop from Golf Glen, to Golf Mill.

Service to the Maynard Road loop is proposed to be cut because of low ridership. Afternoon weekday and weekend service is also proposed to be cut back to enable earlier weekday service, the report said.

The proposed 410 would run every 30 minutes from 6:51 a.m. to 6:16 p.m. on weekdays and 10:01 a.m. to 4:16 p.m. weekends.

The proposed 411 would run weekdays from 6:44 a.m. to 6:24 p.m. during the week and from 9:36 a.m. to 4:24 p.m. on weekends.

The proposed 412 would run weekdays from 7:30 a.m. to 5:44 p.m. and weekends from 9:30 a.m. to 4:23 p.m.

An extensive survey, of 473 riders, found 73% of them do not have or do not have access to a car, compared to 54% of riders of other Pace bus system routes.

Surveys found 52% of riders were visiting shopping centers, 25% were traveling to work, 9% to some kind of appointment, 7% to a school or college and 7% to a social or recreational event.

Eighty percent of free bus riders made their trips completely on the free bus, without transferring to other Pace routes, the report said.

Among the riders of the free bus: 43% were between the ages of 41 and 64, 28% were 65 years of age or older; and 16% were between the ages of 25 and 40.

## PUBLIC NOTICE

*Without public notices in the newspaper, you're left guessing*



Public notice is your right to know about the issues that directly affect your life. And, you can easily find public notices in the Journal. Without public notices in the Journal, you're left to guess about what the government is doing in your community and how elected officials are spending your tax dollars.

The Journal fulfills an essential role in serving your right to know. After all, it shouldn't be your responsibility to know how to look ... where to look ... and even what to look for in order to be informed about public information. It is the government's responsibility to notify you of public information, and the Journal is the most accessible place to find it.

## JOURNAL & Topics Newspapers

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Niles Public Library

# Interim Niles library director binds staff together

BY IGOR STUJENICOV  
For Sun-Times Media | @studenkov

For the first time since the beginning of July, a Niles Public Library interim director has lasted longer than a month.

Assistant Director Susan Lempke was originally appointed a co-interim director alongside fellow assistant director Barbara Kruser during the July 15 Library Board meeting. The appointment came because Business Manager Greg Pritz, who was previously appointed interim director, resigned from the position 15 days after the appointment took effect.

Two days after the meeting, Kruser left the Niles Library to become the new director of Lombard's Helen Plum Memorial Library, leaving Lempke as a sole interim director.

During the Aug. 20 meeting the board approved a stipend for Lempke, while Lempke and Pritz clarified some of the administrative changes that came about as the result of Kruser's departure. At the same time, the board sought to allay staff concerns and show that it was making some progress on the search for a permanent new



Susan Lempke has been in charge of the Niles Public Library since August. (CONTINUED FROM PAGE 1)

director.

Before Kruser's departure, she and Lempke directly supervised some of the departments. Kruser supervised adult services, outreach services and patron services departments, while Lempke supervised the technical services and youth/teen services departments.

In a written report to the board, Lempke explained that she took over the adult services and outreach services departments, while

Pritz took over the patron services department.

Pritz said in a report that he and Lempke have tried to make the transition as smooth as possible.

"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 as a library which would give our auditors a reason to be alarmed and to

ensure that all areas of the library were appropriately managed," he wrote.

Lempke's new role also comes with a larger paycheck. During the August meeting, the board approved a \$1,500 monthly stipend for her. The stipend comes atop of her regular assistant director salary, which the board voted to increase by 3.4 percent during the July meeting. Pritz was supposed to receive the same stipend as an interim director, but unlike Lempke, his regular salary would have remained the same.

In a written report to the board, Lempke stated that, earlier in August, she held what she termed a "SuperMan meeting" — a meeting of all library managers and department supervisors. She indicated that she intended to hold them regularly.

"This will help improve communication and collaboration," wrote Lempke. "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."

At the same time, the library administration sought to address the discontent from the library staff. During the July meeting, the em-

ployees presented a letter signed by a total of 29 staff members. It raised concerns about the way the library handled the search for a new director and administrative structure changes, among other issues.

Board President Morgan Dubiel said the letter caught him off guard.

"My concern was — where is this coming from? How did it happen?" he said.

He and Lempke held a meeting where the staff got a chance to express their grievances. While the meeting was originally supposed to run for an hour, Dubiel said he decided to keep it going for another hour.

At the board meeting, he said that the staff had an "a lot of misunderstanding" and that there has been some miscommunication. Dubiel said that some of the board's actions over the past few months may have looked good in theory, but failed to take employees' personal feelings into account. Ultimately, he was pleased with the way the meeting turned out.

The board is expected to pick a consultant who will help with the search for a new library director on Sept. 17.

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COMMUNITY CALENDAR

BY AGGREGO NEWS SERVICE

NILES

THURSDAY, SEPT. 11

**Adult Computer Beginner Boot Camp**

6:30 p.m.: Learn to use the mouse, keyboard and begin searching the Internet. This four-week training session meets Thursdays through Oct. 2. Registration required. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

FRIDAY, SEPT. 12

**Homework Help Orientation**

6:30 p.m.: Students ages 14-18 can learn about volunteering options available through Homework Help at the library. The Homework Help team helps students in kindergarten through fifth grade with their homework. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

SATURDAY, SEPT. 13

**Second Saturday Breakfast Bingo**

8:30 a.m.: Kids and families are invited for breakfast treats and bingo. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

SUNDAY, SEPT. 14

**Baby Time**

11 a.m.: A short program of stories, songs, rhymes and playtime for children 2 and younger with a caregiver. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

**Yoga for Kids: Stretch, Bend and Breathe**

4:30 p.m.: Kids ages 4-8 can learn yoga poses and breathing techniques. No experience needed. Attendees are asked to bring a large bath towel and wear comfortable clothes. Kids in second grade and younger must be accompanied by an adult. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

**Homework Help**

6:30 p.m.: Students in kindergarten through fifth grade can receive help with their homework from teen volunteers. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

TUESDAY, SEPT. 16

**Preschool Story Time**

10 a.m.: Stories, songs, and action rhymes for children aged 3-5. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

**Introduction to Word Web App**

1 p.m.: Learn to use the free version of Microsoft Word. An MSN account is required. Niles Public

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**Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.**

**Park Board of Commissioners**

8 p.m.: Meets on the third Tuesday of the month. Howard Leisure Center, 6676 W. Howard St., Niles.

**Family Story Time**

7 p.m.: Stories, songs and activities for families with children ages 2-5. Attendees are welcome to wear pajamas. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

WEDNESDAY, SEPT. 17

**Lyric Opera Lecture: 'Don Giovanni'**

7 a.m.: Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

**Book Discussion**

7 p.m.: The group discusses "The Secret River" by Kate Grenville. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

**Big Kid Story Time**

6:00 p.m.: The story time includes stories, songs, creative dramatics and other activities for kids ages 4-5. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

**'Wrigley Field: The Long Life and Contentious Times of the Friendly Confines'**

7 p.m.: Local baseball writer and statistician Stuart Shea presents an illustrated lecture based on his recent book about Wrigley Field. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

FRIDAY, SEPT. 19

**Rise and Shine Story Time**

10 a.m.: A 30-minute story time for children ages 2-6 with a caregiver. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

**'Chat and Chomp Book Discussion: 'Dall Bones'**

5 p.m.: Join the group to discuss Holly Black's Newbery honor book "Dall Bones." For students

in grades four to six. Pizza is served. Authors Cassandra Clara and Holly Black plan to visit the library on Sept. 28. Registration is required. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

SATURDAY, SEPT. 20

**Android Tablets for Beginners**

10 a.m.: Experts from FireLogic teach Android tablet and e-book reader owners how to use the devices and the best apps for the average user. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

**World Language Storytime: Visit Serbia**

10:30 a.m.: Preschoolers are invited to share stories and songs in Serbian, followed by a craft and a snack. For ages 3 and older with a caregiver. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

**World Language Storytime: Visit Russia**

1:30 p.m.: Children ages 4 and older with a caregiver can share stories and songs in Russian followed by a craft and a snack. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

**Anime and Manga Club**

2 p.m.: Watch and discuss anime and manga, then build fandom-inspired treats and crafts. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-6434.

SUNDAY, SEPT. 21

**Golf Outing**

8 p.m.: Resurrection College High School Men's Club sponsors this best ball scramble golf outing. Check-in starts at 7 a.m. Stay after golf for a buffet style lunch. Prizes will be awarded for the longest drive, closest to the pin and other contests. Register online, [www.reshs.org](http://www.reshs.org). Tam O'Shanter Golf Course, 6700 Howard St., Niles. Call 847-965-2344. \$65 for 9 holes.

HAPPENING NEARBY

THURSDAY, SEPT. 11

**Thrilling Thursdays: Three Pigs**

4 p.m.: Students can join this program and prove scientifically whether or not it was possible for the three little pigs to build houses that could protect themselves from the big bad wolf's blows. For students in kindergarten through third grade. Park Ridge Public Library, 20 S. Prospect Ave., Park Ridge. Call 847-825-3123.

**Business After Hours**

5 p.m.: Join the Edison Park Chamber members for a networking event that includes tours,

wine-tasting, appetizers and a cash bar. Whole Foods Market, 225 W. Touhy Ave., Park Ridge. Call 708-903-1476.

FRIDAY, SEPT. 12

**Job Seeker Workshop**

9:30 a.m.: Volunteers from the Illinois Worknet Center teach job search techniques, interviewing skills and important points for resumes and cover letters. Park Ridge Public Library, 20 S. Prospect Ave., Park Ridge. Call 847-720-3245.

**STEAM Starts**

10 a.m.: A self-guided exploration of science, technology, engineering, art, math and reading for kids ages 2-5 with a caregiver. Park Ridge Public Library, 20 S. Prospect Ave., Park Ridge. Call 847-825-3123.

**Women's Ministry Kickoff**

4 p.m.: Details at 708-867-5044. St. Paul Lutheran Church, 5650 N. Canfield Ave., Chicago.

**'Sweet Charity'**

7:30 p.m.: MadKap Productions debuts their first musical at Skokie Theatre, "Sweet Charity." Skokie Theatre, 7924 Lincoln Ave., Skokie. Call 847-677-7761. \$36; \$33 seniors; \$28 students and groups of 10 or more.

SATURDAY, SEPT. 13

**Park Ridge Farmers Market**

7 a.m.: The weekly farmers market runs every Saturday through October. Park Ridge Farmers Market, Prairie and Garden Streets, Park Ridge.

**Morton Grove Farmers Market**

8 a.m.: The market features favorite such as seasonal fruits and vegetables, meats, eggs, baked goods, cheeses, honey, handcrafted items, natural bath and body products, gifts, prepared foods, live music, children's activities and a free drawing. Runs weekly through Oct. 18. Market Grounds, 6210 Dempster St., Morton Grove. Call 847-750-6436.

**Stretch Class**

9 a.m.: Ann Stramaglio, an ACE certified personal trainer since 2004, leads the class. She guides participants through a full-body stretch for 60 minutes. The class is designed for all levels, but does require the ability to get up and down from the floor. Gym shoes and comfortable cloths are recommended. All should bring a yoga mat or towel for the floor work. Stretch tubes and complimentary juice are provided. Those who register receive a \$5 gift card. Mariano's Park Ridge, 1800 S. Cumberland Ave., Park Ridge. Call 847-686-3846. \$5.

SEE CALENDAR, NEXT PAGE »

**GO CALENDAR**

BY AGGREGO NEWS SERVICE

**Business After Hours**

5 p.m.: Join the Edison Park Chamber members for a networking event that includes tours, wine-tasting, appetizers and a cash bar. Whole Foods Market, 225 W. Touhy Ave., Park Ridge. Call 708-903-1476.

**Sushi Making with Wine**

6:30 p.m.: Learn how to make sushi at Mariano's wine bar. Guests make two to three sushi rolls and summer rolls. Mariano's Park Ridge, 1900 S. Cumberland Ave., Park Ridge. Call 847-696-3846. \$15.

**An Evening with All on the Road Catering**

7 p.m.: Local favorites All on the Road Catering host the evening program. Samples are served. Park Ridge Public Library, 20 S. Prospect Ave., Park Ridge. Call 847-825-3123. \$5 for non-Park Ridge Library card holders.

**Johnny Roy**

8 p.m.: A comedy performance by the Chicago local, known for his performances on "The Tonight Show," "Conan" and "The Late Late Show with Craig Ferguson." Performances at 8 p.m. Sept. 10-13, with additional performances at 10:30 p.m. Sept. 12 and 13. Zanies Comedy Night Club Rosemont, 5437 Park Place, Rosemont. Call 847-813-0484. \$22.00, plus a two-item food/beverage minimum.

**Bibbobot**

10 a.m.: The whole family is invited to dance with their little ones. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

**Lunch with Edizon Dayao**

12:30 p.m.: The event includes lunch and a performance by Edizon Dayao featuring classic songs. Mather's, 3235 N. Central Ave., Chicago. Call 773-205-3300. \$16-\$17.

**Dinner Theater: Around the World in 60 Minutes**

4:30 p.m.: Soprano Heather Braoudakis leads a musical trip around the world. Dinner begins at 4:30 p.m., followed by the show at 5:30 p.m. Mather's, 7134 W. Higgins Ave., Chicago. Call 773-774-4804. \$16-\$18.

**Morton Grove Farmers Market**

8 a.m.: The market features favorites such as seasonal fruits and vegetables, meats, eggs, baked goods, cheeses, honey, handcrafted items, natural bath and body products, gifts, prepared foods, live music, children's activities and a free drawing. Runs weekly through Oct. 18. Market Grounds, 6210 Dempster St., Morton Grove. Call 847-750-6438.

**The Spirit of Peoria Lunch and Cruise**

9 a.m.: Join friends for a trip to Peoria, Illinois for a hot-lunch buffet aboard the Spirit of Peoria and a cruise up and down the Illinois River. The group departs and returns to Mather's. Cost includes transportation, lunch and the cruise. Attendees should wear comfortable and weather-appropriate clothing and footwear. Registration ends Aug. 11. Mather's, 7134 W. Higgins Ave., Chicago. Call 773-774-4804. \$68-\$86.

**Stretch Class**

9 a.m.: Ann Stramaglio, an ACE certified personal trainer since 2004, leads the class. She guides participants through a full-body stretch for 60 minutes. The class is designed for all levels, but does require the ability to get up and down from the floor. Gym shoes and comfortable cloths are recommended. All should bring a yoga mat or towel for the floor work. Stretch tubes and complimentary juice are provided. Those who register receive a \$5 gift card. Mariano's Park Ridge, 1900 S. Cumberland Ave., Park Ridge. Call 847-696-3846. \$5.

**Second Saturday Breakfast Bingo**

8:30 a.m.: Kids and families are invited for breakfast treats and bingo. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

**Friends Book Sale**

2 p.m.: Browse a selection of discounted items, including hardcover books, DVDs and CDs for \$1 and paperback books for 50 cents. Eisenhower Public Library, 4613 N. Oakton Ave., Harwood Heights. Call 708-867-7828.

**Family Movie: 'Muppets Most Wanted'**

2 p.m.: The Muppets embark on a grand tour but encounter a Kermit the Frog doppelganger and his evil sidekick.

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Rated PG. 107 minutes. Lincolnwood Public Library, 4000 W. Pratt Ave., Lincolnwood. Call 847-677-5277.

**Second Saturday Coffeehouse: Christine Steyer**

8 p.m.: Operatic soprano Christine Steyer performs a recital featuring arias from "The Marriage of Figaro," "Tosca," and "The Gypsy Baron." She also performs other songs. Accompanying her is pianist Marta Johnson and narrator Paul Seiger. An open mic precedes the recital, with sign-up 7:30 p.m. Refreshments are served. Ethical Humanist Society, 7574 Lincoln Ave., Skokie. Call 847-677-9334. \$9-\$12 donation.

**Kinobe and the Wamu Spirit**

9 p.m.: Uganda-based multi-instrumentalist Herbert Kinobe (Chinobay) presents a synthesis of African roots and global fusion. Martyrs', 3855 N. Lincoln Ave., Chicago. Call 773-404-8484.

**Skokie Farmers Market**

7:30 a.m.: The Skokie Farmers Market brings vendors in from Illinois, Indiana, Michigan and Wisconsin that sell fresh produce, cheeses, spices, flowers and other sundry items. Select days offer entertainment such as live music. Dogs and pets are not allowed in the market. The Skokie Farmers Market open since 1975 is sponsored by the Consumer Affairs Commission. Skokie Village Hall, 5127 Oakton St., Skokie. Call 847-673-0500.

**Family Fun and Safety Fair**

Noon: The family-friendly event includes tours of fire trucks, ambulances and the Evanston Fire Safety House, rides, music, refreshments and more. Presence Saint Francis Hospital, 355 Ridge Ave., Evanston. Call 847-316-4000.

**Autumn Apple Fest**

2 p.m.: Celebrate the beginning of autumn with family, friends and neighbors with a variety of seasonal activities and autumn-themed food. Hodges Park, 101 S. Courtland Ave., Park Ridge. Call 847-682-5127.

**Second Sunday Family Program: Fox and Branch**

2 p.m.: This popular folk music duo performs for all ages. Pick up free tickets in KidSpace 30 minutes ahead of time. Seating is limited. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

**Big Band Dance**

2 p.m.: The community is invited to dance to big band classics. The event includes refreshments, a raffle, soft drinks, coffee, snacks and a cash bar. Centre at North Park, 10040 W. Addison Ave., Franklin Park. Call 847-928-9478. \$10.

**Traditional Irish Session**

6 p.m.: Traditional Irish session hosted by Larry Nugent. Abbey Pub, 3420 W. Grace St., Chicago. Call 773-478-4408.

**Monthly Luncheon: A Taste of the '50s**

12:30 p.m.: Chris Colletti performs famous musical legends. The event includes a catered lunch. Park Ridge Senior Center, 100 S. Western Ave., Park Ridge. Call 847-692-8587. \$17-\$19.

**Trivia Night**

8 p.m.: Winners receive gift cards. Specials include \$4 Budweiser products and 60-cent wings. Buffalo Wild Wings, 7020 Carpenter Road, Skokie. Call 847-328-9333.

**Kid's Pizza Making Class**

6 p.m.: Kids and their parents are invited to the store for this hands-on class. Soda is served. Registration is required. Mariano's Park Ridge, 1900 S. Cumberland Ave., Park Ridge. Call 847-696-3846. \$10.

**Ed Sheeran**

7 p.m.: Allstate Arena, 6920 Mannheim Road, Rosemont. Call 847-635-6801.

**Critic's Choice: 'The Old Man and the Sea'**

1 p.m.: The group watches the film version of the book read during the month. "The Old Man and the Sea" by Ernest Hemingway, followed by a discussion comparing the book and the film. Mather's, 7134 W. Higgins Ave., Chicago. Call 773-774-4804.

**Explore! Tie-Dye**

4 p.m.: Create tie-dye with Sharpie markers and learn the science behind colors. For students in grades four to six. Park Ridge Public Library, 20 S. Prospect Ave., Park Ridge. Call 847-825-3123.

**Grandparent's Day Dinner**

6 p.m.: Join for dinner, entertainment, photographs, games and a memorable time with grandparents and grandchildren. Tickets are given to students the week of the event. Dress code is nice casual. Resurrection College Prep High School, 7500 W. Talcott Ave., Chicago. Call 773-775-6616. \$14 students; \$16 adults.

**Natural Gas**

8 p.m.: The improvisational group takes a suggestion from the audience and turns it into a show. The Gift Theatre, 4802 N. Milwaukee Ave., Chicago. Call 773-283-7071. \$5.

**Graham Elwood**

8 p.m.: Elwood is a native of Madison, Wis., and also spent time in Evanston as a youth. He has appeared on "The Late Late Show" on CBS and "The Sarah Silverman Program" on Comedy Central. Shows are at 8 p.m. Aug. 21-24 and Sept. 17-20, with additional performances at 10:30 p.m. Aug. 23 and 24 and Sept. 19 and 20. Zanies Comedy Night Club Rosemont, 5437 Park Place, Rosemont. Call 847-813-0484. \$20, plus a two-drink minimum.

**Hot Ticket: 'Draft Day'**

2 p.m.: See the 2014 film "Draft Day." Rated R. Runs 1 hour, 50 minutes. Morton Grove Public Library, 6140 Lincoln Ave., Morton Grove. For more informa-

SEE GO CALENDAR, NEXT PAGE >

◀ FROM PREVIOUS PAGE

## GO CALENDAR

tion, call 847-965-4220.

### Brickton Art Center Class

4 p.m.: Students grades two to six can enjoy a monthly art class taught by a staff member from the Brickton Art Center. Registration is limited. Park Ridge Public Library, 20 S. Prospect Ave., Park Ridge. Call 847-825-3123.

### Concert: Jim Green

7 p.m.: The guitarist performs folk and blues. Park Ridge Public Library, 20 S. Prospect Ave., Park Ridge. Call 847-825-3123. \$5 for non-Park Ridge Library cardholders.

### Friday Morning Coffee Club

10 a.m.: The group watches "War of the Worlds" based on the Orson Welles radio broadcast that created one of the biggest mass hysteria events in U.S. history. Park Ridge Public Library, 20 S. Prospect Ave., Park Ridge. Call 847-

825-3123.

### Common Thread

3:30 p.m.: Knitters of all ages and levels of expertise are invited to join in a time that's dedicated to crocheting and sewing. Drop-ins welcome, no registration necessary. Lincolnwood Public Library, 4000 W. Pratt Ave., Lincolnwood. Call 847-677-5277.

### Dinner Theater: The Florence Walk Show

4 p.m.: Entertainer Kat Litrenta entertains the audience with chart toppers from the 1920s and 1960s. The BYOB event includes dinner and a performance. Mather's, 7134 W. Higgins Ave., Chicago. Call 773-774-4804. \$18-\$18.

### Pirates of the Caribbean: Curse of the Black Pearl

4 p.m.: A blacksmith and Captain Jack Sparrow team up to save the governor's daughter. Starring Johnny Depp, Geoffrey Rush and Orlando Bloom. 143 minutes. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-683-1234.

### Chat and Champ Book Discussion: 'Doll Bones'

5 p.m.: Join the group to discuss

Holly Black's Newbery honor book "Doll Bones." For students in grades four to six. Pizza is served. Authors Cassandra Clare and Holly Black plan to visit the library on Sept. 28. Registration is required. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-683-1234.

### 24th Annual Fall Arts and Crafts Adventure

9 a.m.: Artists and crafters of the American Society of Artists exhibit their work at this juried show. Work such as paintings, pottery, woodworking, glass, artwear, jewelry, granite crafts and others are on display. Art in Action has exhibitors on hand working and demonstrating at their booths. Hodges Park, 101 S. Courtland Ave., Park Ridge. Call 847-991-4748.

### Multi-media Craft Class: Paper Quilt

Noon: Artist Jenny Urbanek teaches attendees how to make a piece of art using paper and glue. Supplies included. Mather's, 7134 W. Higgins Ave., Chicago. Call 773-774-4804. \$12 suggested donation.

### Critic's Choice Cinema: 'Grigis'

2 p.m.: The 2013 film "Grigis" is screened. In French and Arabic with subtitles. Not rated. Run time 100 minutes. Morton Grove Public Library, 6140 Lincoln Ave., Morton Grove. Call 847-965-4220.

### Variety Show

4 p.m.: The Senior Center Variety Show cast presents "As Time Goes By" accompanied by a meal. Park Ridge Senior Center, 100 S. Western Ave., Park Ridge. Call 847-692-3597. \$10.

### Marc Anthony: Cambio de Pie! Tour

8 p.m.: Allstate Arena, 6920 Mannheim Road, Rosemont. For more information, call 847-635-6601.

### Pete Seeger Tribute

2 p.m.: Mark Dvorak and back-up singers cover Pete Seeger songs. Morton Grove Public Library, 6140 Lincoln Ave., Morton Grove. Call 847-965-4220.

### All About Love

2 p.m.: Kym Frankovegla, cabaret

singer, performs emotionally-charging repertoire from "The Greatest Generation". Lincolnwood Public Library, 4000 W. Pratt Ave., Lincolnwood. Call 847-677-5277.

### Edward Gorey: Wicked and Whimsical

3 p.m.: Loyola University of Chicago Museum of Art docent Sherry Avila gives a presentation on artist, author and grand master of the comic macabre Edward Gorey. A prize drawing follows the presentation. Mather's, 7134 W. Higgins Ave., Chicago. Call 773-774-4804. \$5 suggested donation.

### Picture This: You Can Write a Screenplay

10 a.m.: Paul Klatt guides attendees through the steps of creating a successful screenplay in this six-week course. Learn what makes a movie interesting and use the tools of the trade to turn a story into a script. Call 708-867-2299 to register. Eisenhower Public Library, 4613 N. Oketo Ave., Harwood Heights.

**EDELWEISS OKTOBERFEST**  
SEPT 13 THRU NOV 8

ENTERTAINMENT  
THURSDAY THRU SUNDAY

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# Library Reviews Firms For Search

Niles Library Board trustees are expected to interview four executive search firms at tonight's (Wednesday) library board meeting in their quest to find a permanent replacement for recently retired former director Linda Weiss.

Firms listed on the meeting's agenda include Lynn Elam Consulting, Coleman Lew & Associates, John Keister & Associates, and Management Association.

Since Weiss' departure in June, the role of interim library director has changed

hands several times, now resting with Susan Lempke.

Shortly after taking the job of library business manager, Greg Fritz was given the added responsibilities of interim director. He later returned to his business manager duties and assistant library directors Lempke and Barb Kruser were given the joint responsibilities of interim director.

Several days after taking the interim director job, Kruser announced her resignation to take a job as another library's director.

# Dons Honor First Responders



The Notre Dame College Prep community honored all first responders last Wednesday (Sept. 10) with a Mass in the school gymnasium. Village officials and students were on hand to pray for and give thanks to first responders on the 13th anniversary of the Sept. 11, 2001 terrorist attacks on New York City, Washington, DC, and Pennsylvania. (Tom Robb/The Journal)

# Teen Center Impressed With Hire's Personality

A new face is making the rounds at the Niles Teen Center in Golf Mill Shopping Center, adding a new position to the two existing part time supervisors.

Alaa Saleh is a graduate

of DePaul University with a bachelor's in urban planning who grew up in Chicago's Old Irving Park neighborhood and in Morton Grove. She attended Gemini Junior High in Niles and Maine East High School.

Teen Center Director Mark Williams said he struggled initially to find a good candidate, but added, "Her personality is amazing."

Besides her formal education, Williams said Saleh

organized events through her local mosque.

Saleh is a Palestinian-American. Although Williams said he did not consider her ethnicity when hiring, he said having ethnic diversity among teen

center staffers is a help.

Williams said the staff increase to three part time workers in the fall was in this year's budget and said another staffer is cutting work hours to continue her education.

**The Abington**  
invites you to its  
Memory Support Group Meeting

*Psychology Services for Long Term Care*

presented by Kallie Lee  
Business Development Director,  
JFZ Health Solutions, LLC

This presentation will help us create the best environment possible for our residents, families, and team members. A holistic approach to the psychosocial well being of our loved ones is the key. Ms. Lee will also discuss how sessions can be individualized to accommodate varied levels of cognition, mood, and behavior and how treatment plans can be personalized to fit each individual's short and long term goals.

Where:  
The Abington of Glenview  
1901 Glenview Road, Glenview, IL

When:  
Tuesday, September 23, 2014  
6:00pm

Please RSVP by Monday,  
September 22 to 847.729.0000 X200 or  
admin@abington.com

3901 Glenview Road | Glenview, IL 60025 | 847.729.0000 | www.abington.com  
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# CALENDAR

**Niles Park District Fall Gymnastics Classes**  
**Niles Park District is accepting registration for the Fall Gymnastics Program.** Classes are held at Grennan Heights, 8255 Oketo. Programs offered are for ages 3 to 12 and include beginner to intermediate skill levels. Session is Monday, September 8-October 27 & Thursday, September 11-October 30. Skills taught include tumbling, balance beam, vaulting, mini-tramp and bars. Registration is being accepted at the Howard Leisure Center, 6676 W. Howard Street. For more information about Gymnastics, please call (847) 967-1529.

**Iceland Registration**  
**Registration for Fall Hockey & Skating classes is taking place at the garage entrance in the East parking lot.** Skating classes begin September 29 at the newly renovated facility. Intro to Hockey begins October 4 & Rookie Rangers begins October 8. Full class information can be found on our website.

**Youth Dodge Ball League.**  
**Howard Leisure Center, 6676 W. Howard.** Boys & Girls 3rd-8th Grade. Games are fun, safe, competitive and exciting. Each team will play 8-10 matches. Participants can sign up as a team (min of 10) or as an individual. All

players will receive a t-shirt that must be worn at games. Friday's, January 9-March 13 @ Golf View Rec Center & Grennan Heights. Res \$58; Non-Res \$69. Questions, call 847-967-1529. [www.niles-parks.org](http://www.niles-parks.org). Deadline Nov. 21.

**SEPT. 18**  
**She Kills Monsters.** 10 a.m. Black Box Theatre, Niles West High School. A play performed by students from the high school. For more information and tickets got to [nileswesttheatre.com](http://nileswesttheatre.com).

**SEPT. 19**  
**Chat and Chomp Book Discussion: Doll Bones.** 5 p.m. Niles Public Library, Niles. Want to join in on a great book discussion? Here's one just for you! In honor of authors Cassandra Clare and Holly Black visiting our library on Friday, September 26. We are going to have pizza and talk about Holly Black's Newbery honor book, Doll Bones. Sign up and get going! We'll provide pizza and a chance to talk about this awesome book. Be sure to come meet the author on September 26. Registration is required. Grades 4 and up.

**She Kills Monsters.** 4 p.m. and 7 p.m. Black Box Theatre, Niles West High School. A play performed by students from the high school. For more information and tickets got to [nileswesttheatre.com](http://nileswesttheatre.com).

**Sept. 20**  
**She Kills Monsters.** 4 p.m. and 7 p.m. Black Box Theatre, Niles West High School. A play performed by students from the high school. For more information and tickets got to [nileswesttheatre.com](http://nileswesttheatre.com).

**SEPT. 27**  
**37th Annual Charity Classic.** 8 a.m. Summit Mall, Park Ridge. The 5k (3.1 mile) race benefits a chosen charity. The course begins at Summit Mall and ends at Hinkley Pool. There are numerous age category awards plus a free t-shirt for all runners. Don't miss out! Applications are available at Maine Park Leisure Center and the Pickwick Theatre.

**OCT. 17**  
**Monsters Ball.** 6 p.m. Howard Leisure Center, Niles. This special event is perfect for the whole family who want to experience some Halloween fun. Enjoy dinner, followed by a spooky firelight Halloween story time that will put you in the mood for the Monsters Ball. Wear your costume and be prepared to move to the music, play games and have a "Monster" good time. Fee includes dinner, story, and dancing. All participants must register for this event. Please note location change. Limited seating, register early. No refunds. Res

\$15/per person; Non-Res \$18/per person.

**OCT. 25**  
**Halloween Parade & Party.** 10 a.m. Oak Park, Niles. Get your costume ready for the annual Halloween Parade and Party. Join us for a bewitching stroll from Oak Park (Main Street and Ottawa) to Grennan Heights. Once at Grennan Heights there will be ghouly games, ghouly goodies, and spooky surprises! Please register early for this popular event. Registration required. No refunds.

**ONGOING**  
**Live Jazz Jam at Chambers.** Every Thursday at 7:30 p.m. Chambers Seafood Grill & Chop House, 6881 N Milwaukee Ave, Niles. Come join us for dinner and live jazz. John Bany is one of Chicago's best and most interesting bass players. His bass playing, in addition to his unique vocal style, has delighted audiences everywhere. He is a veteran bass player, John has played at a number of festivals including: the original Big Horn (Jvanhoc, Illinois), the Chicago Jazz Festival (9 appearances), the Mid-American Jazz Festival (St. Louis, Missouri), Elkhart Jazz Festival (13 appearances) and the Atlanta World Music Fest.

**FISH Seeking Volunteers.** Due to the economy, FISH is

experiencing over a 40 percent rise in ridership. It is straining both the volunteer service level and budget. Since 1971, FISH volunteers have been serving Park Ridge and Maine Township residents by providing free rides to medical appointments. To continue to provide a high level of service to all residents of Maine Township, FISH needs volunteers. Can you spare four hours per month to drive neighbors to medical appointments? To volunteer, call Ed Oken, President, 847-696-0761.

**Stroke Club.** 3-4:30 p.m. the first Thursday of every month at Center for Advanced Care, Room 1220, 1700 Luther Lane, Park Ridge. This is a free program for stroke victims and survivors (plus a guest). Free parking is available in the attached parking garage. For more information contact Meg Potterfield, 847-723-4765 or Dorene Wlodarski, 847-296-2470.

**TOPS Club.** 8:30-10 a.m. every Tuesday at the Feldman Rec Center, 8800 W. Kathy Lane, Niles. Lose weight with TOPS: Take Off Pounds Sensibly. Everyone is welcome. Call Dorene Wlodarski, 847-296-2470 or Lenore Lunquist, 847-729-2530 for more information.

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COMMUNITY CALENDAR

BY AGGREGO NEWS SERVICE

NILES

FRIDAY, SEPT. 19

**Rise and Shine Story Time**  
10 a.m.: A 30-minute story time for children ages 2-6 with a caregiver. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

**Chat and Chomp Book Discussion: 'Doll Bones'**  
5 p.m.: Join the group to discuss Holly Black's Newbery honor book "Doll Bones." For students in grades four to six. Pizza is served. Authors Cassandra Clare and Holly Black plan to visit the library on Sept. 26. Registration is required. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

SATURDAY, SEPT. 20

**Android Tablets for Beginners**  
10 a.m.: Experts from FireLogic teach Android tablet and e-book reader owners how to use the devices and the best apps for the average user. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

**World Language Storytime: Visit Serbia**  
10:30 a.m.: Preschoolers are invited to share stories and songs in Serbian, followed by a craft and a snack. For ages 3 and older with a caregiver. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

**World Language Storytime: Visit Russia**  
1:30 p.m.: Children ages 4 and older with a caregiver can share stories and songs in Russian followed by a craft and a snack. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

**Anime and Manga Club**  
2 p.m.: Watch and discuss anime and manga, then build fandom-inspired treats and crafts. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-6434.

SUNDAY, SEPT. 21

**Golf Outing**  
8 p.m.: Resurrection College High School Men's Club sponsors this best ball scramble golf outing. Check-in starts at 7 a.m. Stay after golf for a buffet style lunch. Prizes will be awarded for the longest drive, closest to the pin and other contests. Register online, www.reshs.org. Tam O'Shanter Golf Course, 6700 Howard St., Niles. Call 847-965-2344. \$65 for 9 holes.

MONDAY, SEPT. 22

**Baby Time**  
11 a.m.: A short program of stories, songs, rhymes

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and playtime for children 2 and younger with a caregiver. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

**Women's Club Meeting**  
11:30 a.m.: The club meeting features a presentation by John Boda and lunch. Niles Senior Center, 999 Civic Center Drive, Niles. Call 847-588-8420. \$5-\$7.50.

**Lego Club**  
4:30 p.m.: Children 5 and older can build with Legos. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

**Homework Help**  
6:30 p.m.: Students in kindergarten through fifth grade can receive help with their homework from teen volunteers. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

**Book Discussion**  
7 p.m.: The group discusses "The Things We Save" by Joanne Zienty. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

**St. John Brebeuf Tailgate Party**  
7:30 p.m.: The Monday Night Football game between the Bears and Jets is shown on a 45-foot wide screen in the church's parking lot. The lot opens at 5:30 p.m. and the game begins at 7:30 p.m. Wristbands include access to hot dogs, brats, chili, beer and soda. Family admission of two adults and up to three children may be purchased for \$40. St. John Brebeuf Catholic Parish, 8307 N. Harlem Ave., Niles. Call 847-966-8145. \$20 for ages 21 and up; \$10 for ages 20 and under.

TUESDAY, SEPT. 23

**Preschool Story Time**  
10 a.m.: Stories, songs, and action rhymes for children aged 3-5. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

**Magnifier Madness and More: Senior Coffee Hour**  
10:30 a.m.: Certified vision rehabilitation therapist for Second Sense, Polly Abbott leads the hands-on program that covers information about choosing the correct style and strength magnifier. Niles

Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

**Introduction to Excel Web App**  
3 p.m.: Learn how to use the free version of Microsoft Excel. An MSN account is required. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

**Josefa Stone Demo**  
3 p.m.: Learn how to set up an account and use Josefa Stone to learn a new language. The program is available for free from the library. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

**Family Story Time**  
7 p.m.: Stories, songs and activities for families with children ages 2-6. Attendees are welcome to wear pajamas. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

WEDNESDAY, SEPT. 24

**Job Seekers: Power Employment Workshop**  
9:30 a.m.: Business and Career Services Inc. presents this free nationally recognized program that provides expert guidance on smart goals, resume and cover letter writing, effective job searching and interview techniques. Registration required. Niles Public Library District, 6960 W. Oakton St., Niles. Call 630-345-0202.

**Big Kid Story Time**  
1:30 p.m.: The story time includes stories, songs, creative dramatics and other activities for kids ages 4-5. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

THURSDAY, SEPT. 25

**Free Magazines from Flipster**  
3 p.m.: Learn how to get free magazines using a tablet, smartphone or computer from the library. Attendees must have a Niles Public Library card to use this service. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

**Reading with Rover**  
7 p.m.: Students in kindergarten and older can sign up for a 20 minute slot to read to a therapy dog. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

FRIDAY, SEPT. 26

**Holly Black and Cassandra Clare Author Visit**  
7 p.m.: Fantasy authors Holly Black ("The Spiderwick Chronicles") and Cassandra Clare ("Mortal Instruments") visit the library in promotion of

their first collaboration "The Iron Trial," the first in a five-book magical adventure series called "The Magisterium." The authors discuss their work and the process of writing together, answer questions and autograph copies of their work. This program is co-sponsored by The Book Stall, an independent bookstore based in Winnetka. Recommended for readers ages 9 and up. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

SATURDAY, SEPT. 27

**50 Plus Sports Challenge**  
9 a.m.: Seniors can join a friendly competition at this sporting event. The challenges include swimming, running or walking, indoor cycling, table tennis, Wii bowling, billiards and bag toss. Registration fee includes participation in all events, a T-shirt and refreshments. Niles Senior Center, 999 Civic Center Drive, Niles. Call 847-588-8420. \$10.

**Teen Volunteer Information Session**  
11 a.m.: Teens who are interested in a weekly volunteer program can attend this information session. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

HAPPENING NEARBY

THURSDAY, SEPT. 18

**Brickton Art Center Class**  
4 p.m.: Students grades two to six can enjoy a monthly art class taught by a staff member from the Brickton Art Center. Registration is limited. Park Ridge Public Library, 20 S. Prospect Ave., Park Ridge. Call 847-825-3123.

FRIDAY, SEPT. 19

**Friday Morning Coffee Club**  
10 a.m.: The group watches "War of the Worlds" based on the Orson Welles radio broadcast that created one of the biggest mass hysteria events in U.S. history. Park Ridge Public Library, 20 S. Prospect Ave., Park Ridge. Call 847-825-3123.

**STEAM Starts**  
10 a.m.: A self-guided exploration of science, technology, engineering, art, math and reading for kids ages 2-6 with a caregiver. Park Ridge Public Library, 20 S. Prospect Ave., Park Ridge. Call 847-825-3123.

**Birthday Party with Kat Litrona**  
1:30 p.m.: Come celebrate all the September birthdays with a performance by Kat Litrona. Summit of Uptown, 10 N. Summit Ave., Park Ridge. Call

SEE CALENDAR, NEXT PAGE >

**CEU: Cultural Consideration in End of Life Care**

5:30 p.m.: Learn about end-of-life care and how culture commonly influences these decisions. Wine and appetizers are at 5:30 p.m. while the presentation is at 6 p.m. An RSVP is required. Email [kaschafer@silveradocare.com](mailto:kaschafer@silveradocare.com) or call 847-583-9800. Silverado Senior Living - Orchard Park, 5520 Lincoln Ave., Morton Grove. Call 847-410-1739.

**Concert: Jim Green**

7 p.m.: The guitarist performs folk and blues. Park Ridge Public Library, 20 S. Prospect Ave., Park Ridge. Call 847-825-3123. \$5 for non-Park Ridge Library cardholders.

**Graham Elwood**

8 p.m.: Elwood is a native of Madison, Wisconsin, and also spent time in Evanston as a youth. He has appeared on "The Late Late Show" on CBS and "The Sarah Silverman Program" on Comedy Central. Shows are at 8 p.m. Sept. 18-20, with additional performances at 10:30 p.m. Sept. 19 and 20. Zanies Comedy Night Club Rosemont, 5437 Park Place, Rosemont. Call 847-813-0484. \$20, plus a two-drink minimum.

**Friday Morning Coffee Club**

10 a.m.: The group watches "War of the Worlds" based on the Orson Welles radio broadcast that created one of the biggest mass hysteria events in U.S. history. Park Ridge Public Library, 20 S. Prospect Ave., Park Ridge. Call 847-825-3123.

**Friday Film: "The Amazing Spider-Man 2"**

1 p.m.: Come for a screening of "The Amazing Spider-Man 2", where Peter Parker needs to figure out who is plaguing New York City again with their evil powers and save his loved ones. Lincolnwood Public Library, 4000 W. Pratt Ave., Lincolnwood. Call 847-677-5277.

**Common Thread**

3:30 p.m.: Knitters of all ages and levels of expertise are invited to join in a time that's dedicated to crocheting and sewing. Drop-ins welcome, no registration necessary. Lincolnwood Public Library, 4000 W. Pratt Ave., Lincolnwood. Call 847-677-5277.

**Dinner Theater: The Florence Walk Show**

4 p.m.: Entertainer Kat Litrenta entertains the audience with chart toppers from the 1920s and 1960s. The BYOB event includes dinner and a performance. Mather's, 7134 W. Higgins Ave., Chicago. Call 773-774-4804. \$16-\$18.

**Pirates of the Caribbean: Curse of the Black Pearl**

4 p.m.: A blacksmith and Captain Jack Sparrow team up to save the governor's daughter. Starring Johnny Depp, Geoffrey Rush and Orlando Bloom. 143 minutes. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

**Chat and Chomp Book Discussion: "Doll Bones"**

5 p.m.: Join the group to discuss Holly Black's Newbery honor book "Doll Bones." For students in grades four to six. Pizza is served. Authors Cassandra Clare and Holly Black plan to visit the library on Sept. 26. Registration is required. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

**Make Your Own Cheese Board Class**

6 p.m.: Sample some of Mariano's most popular cheeses and learn how to make one of their cheeseboards. Information on the different cheeses is provided with wine pairing tips. Appetizers are served. Ages 21 and up. Registration is required. Register at [www.marianos.com/parkridge](http://www.marianos.com/parkridge). Mariano's Park Ridge, 1900 S. Cumberland Ave., Park Ridge. Call 847-696-3846. \$10 with a drink purchase.

**R5**

7 p.m.: Ticketing at [www.ticketmaster.com](http://www.ticketmaster.com). Rosemont Theatre, 5400 N. River Road, Rosemont. \$35-\$55.

**Nellie McKay with Diana Lawrence**

7 p.m.: A former stand-up comedian, Nellie McKay now tours the nation and sings jazz, rap, disco and funk. Pianist and vocalist Diana Lawrence opens. Evanston SPACE, 1245 Chicago Ave., Evanston. Call 847-492-8860. \$15-\$35.

**Morton Grove Farmers Market**

8 a.m.: The market features favorites

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such as seasonal fruits and vegetables, meats, eggs, baked goods, cheeses, honey, handcrafted items, natural bath and body products, gifts, prepared foods, live music, children's activities and a free drawing. Runs weekly through Oct. 18. Market Grounds, 6210 Dempster St., Morton Grove. Call 847-750-8436.

**24th Annual Fall Arts and Crafts Adventure**

9 a.m.: Artists and crafters of the American Society of Artists exhibit their work at this juried show. Work such as paintings, pottery, woodworking, glass, artwear, jewelry, granite crafts and others are on display. Art In Action has exhibitors on hand working and demonstrating at their booths. Hodges Park, 101 S. Courtland Ave., Park Ridge. Call 847-991-4748.

**Homebrewing Club: Brew Day**

10 a.m.: The Homebrewing Club brews and bottles beer at the library. Only those who attend this brew will be allowed to attend the bottling day in October. Must be 21 or older to attend. Elmwood Park Public Library, 1 W. Corti Parkway, Elmwood Park. Call 708-453-7645.

**Introduction to the Open Studio Process**

10 a.m.: Explore the OSP process and learn to combine intuitive art-making with thoughtful writing and reflection. No art or writing experience necessary. Open Studio Project, 903 Sherman Ave., Evanston. Call 847-475-0390. \$55-\$65.

**Zumba at the Library**

11 a.m.: Certified instructor Dana Trampas leads free Zumba classes for people ages 13 and up. Those under 18 years old must receive parental permission. Registration is required. Franklin Park

Public Library, 10311 Grand Ave., Franklin Park. Call 847-455-8016.

**Multimedia Craft Class: Paper Quilt**

Noon: Artist Jenny Urbanek teaches attendees how to make a piece of art using paper and glue. Supplies included. Mather's, 7134 W. Higgins Ave., Chicago. Call 773-774-4804. \$12 suggested donation.

**Hispanic Heritage Month Celebration**

1 p.m.: Celebrate Hispanic Heritage Month with Hispanic art, music, food, dancing and more. Robert Crown Community Center, 1701 Main St., Evanston. Call 847-448-8258.

**Critic's Choice Cinema: 'Grigis'**

2 p.m.: The 2013 film 'Grigis' is screened. In French and Arabic with subtitles. Not rated. Run time 100 minutes. Morton Grove Public Library, 6140 Lincoln Ave., Morton Grove. Call 847-965-4220.

**Variety Show**

4 p.m.: The Senior Center Variety Show cast presents "As Time Goes By" accompanied by a meal. Park Ridge Senior Center, 100 S. Western Ave., Park Ridge. Call 847-692-3597. \$10.

**Marc Anthony: Cambio de Piel**

8 p.m.: Ticketing at [www.ticketmaster.com](http://www.ticketmaster.com). Allstate Arena, 6920 Mannheim Road, Rosemont. \$70-\$220.

**La Fin Amante du Monde**

8 p.m.: The husband-wife duo performs neo-noir music with openers Donoma. Must be 21 or older to attend. Abbey Pub, 3420 W. Grace St., Chicago. Call 773-478-4408. \$7.

**Skokie Farmers Market**

7:30 a.m.: The Skokie Farmers Market brings vendors in from Illinois, Indiana, Michigan and Wisconsin that sell fresh produce, cheeses, spices, flowers and other sundry items. Select days offer entertainment such as live music. Dogs and pets are not allowed in the market. The Skokie Farmers Market open since 1976 is sponsored by the Consumer Affairs Commission. Skokie Village Hall, 5127 Oakton St., Skokie. Call 847-673-0500.

**Pete Seeger Tribute**

2 p.m.: Mark Dvorak and back-up singers cover Pete Seeger songs. Morton Grove Public Library, 6140 Lincoln Ave., Morton Grove. Call 847-965-4220.

**All About Love**

2 p.m.: Kym Frankovelska, cabaret singer, performs emotionally-charging repertoire from "The Greatest Generation". Lincolnwood Public Library, 4000 W. Pratt Ave., Lincolnwood. Call 847-677-5277.

**Traditional Irish Session**

6 p.m.: Traditional Irish session hosted by Larry Nugent. Abbey Pub, 3420 W. Grace St., Chicago. Call 773-478-4408.

**Women's Club Meeting**

11:30 a.m.: The club meeting features a presentation by John Boda and lunch. Niles Senior Center, 999 Civic Center Drive, Niles. Call 847-588-8420. \$5-\$7.50.

**Movie Monday: 'The Lego Movie'**

6 p.m.: A regular Lego construction worker is recruited to stop an evil tyrant from ruining the Lego universe by gluing it into eternal stasis. 100 minutes. For ages 12 and younger. Registration required. Eisenhower Public Library, 4613 N. Oakton Ave., Harwood Heights. Call 708-867-7828.

**St. John Brebeuf Tailgate Party**

7:30 p.m.: The Monday Night Football game between the Bears and Jets is shown on a 45-foot wide screen in the church's parking lot. The lot opens at 5:30 p.m. and the game begins at 7:30 p.m. Wristbands include access to hot dogs, brats, chili, beer and soda. Family admission of two adults and up to three children may be purchased for \$40. St. John Brebeuf Catholic Parish, 8307 N. Harlem Ave., Niles. Call 847-968-8146. \$20 for ages 21 and up; \$10 for ages 20 and under.

**Trivia Night**

8 p.m.: Winners receive gift cards. Specials include \$4 Budweiser products and 60-cent wings. Buffalo Wild Wings, 7020 Carpenter Road, Skokie. Call 847-329-9333.

SEE GO CALENDAR, NEXT PAGE »

FROM PREVIOUS PAGE  
**GO CALENDAR**

**Dinner and Movie**

5 p.m.: Join seniors for dinner and a screening of "Draft Day," the 2014 drama about a general manager who trades the number one pick at the NFL Draft to rebuild his team. Stars Kevin Costner, Chadwick Boseman and Jennifer Garner. Dinner includes a hot dog, chips and dessert. Niles Senior Center, 989 Civic Center Drive, Niles. Call 847-688-8420. \$2-\$3.

**Natural Gas**

8 p.m.: The improvisational group takes a suggestion from the audience and turns it into a show. The Gift Theatre, 4802 N. Milwaukee Ave., Chicago. Call 773-283-7071. \$5.

**Pat Tomasulo**

8 p.m.: WGN Morning News sports anchor and comedian Tomasulo comes

to Zanies. Zanies Comedy Night Club Rosemont, 5437 Park Place, Rosemont. Call 847-813-0484. \$22.

**Classic Film: 'On the Waterfront'**

1 p.m.: The 1954 drama about an ex-prize fighter turned longshoreman who has a hard time standing up to his corrupt bosses. Starring Marlon Brando, Karl Malden and Lee J. Cobb. 108 minutes. Film historian Ralph Amelio leads a discussion after the film. Eisenhower Public Library, 4613 N. Oakton Ave., Harwood Heights. Call 708-867-7828.

**Jackie Kashian**

8 p.m.: The comedy performance by Jackie Kashian as seen on "Conan" and heard on her podcast "The Dork Forest." Zanies Comedy Night Club Rosemont, 5437 Park Place, Rosemont. Call 847-813-0484. \$22, plus a two-item food/beverage minimum.

**Edward Gorey: Wicked and Whimsical**

3 p.m.: Loyola University of Chicago Museum of Art docent Sherry Avila gives a presentation on artist, author and grand

master of the comic macabre Edward Gorey. A prize drawing follows the presentation. Mather's, 7134 W. Higgins Ave., Chicago. Call 773-774-4804. \$5 suggested donation.

**Nick DiPaolo**

8 p.m.: A comedy performance by DiPaolo, known for his performances on Showtime, "Comedy Central Roasts" and "Tough Crowd with Colin Quinn." Performances at 8 p.m. at 10:30 p.m. Sept. 26 and 27. Zanies Comedy Night Club Rosemont, 5437 Park Place, Rosemont. Call 312-337-4027. \$25, plus a two-item food/beverage minimum.

**Martin Luther Lutheran Church Pancake Day**

8 a.m.: The breakfast offers all-you-can-eat pancakes, sausage, apple-sauce, orange juice, coffee, tea and milk. There are raffles and cookies are for sale. Martin Luther Lutheran Church, 6860 W. Addison St., Chicago. Call 773-777-8820. \$8, \$3 for children; free for ages 6 and under.

**Picture This: You Can Write a Screenplay**

10 a.m.: Paul Klatt guides attendees through the steps of creating a successful screenplay in this six-week course. Learn what makes a movie interesting and use the tools of the trade to turn a story into a script. Call 708-867-2299 to register. Eisenhower Public Library, 4613 N. Oakton Ave., Harwood Heights. Call 708-867-7828.

**Family Movie: 'Rio 2'**

2 p.m.: The 2014 animated movie about Blu, Jewel and their three kids surviving in the Amazon after being hurtled out of Rio de Janeiro. Stars Jesse Eisenberg, Anne Hathaway and Jemaine Clement. 101 minutes. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

**First United Methodist Church Choir Concert**

3 p.m.: The First United Methodist Church Choir comes to perform at Summit of Uptown. Summit of Uptown, 10 N. Summit Ave., Park Ridge. Call 847-825-1161.

**Wear All White Zumba Party**

7 p.m.: Participants can enjoy this four-hour Zumba program. Chicago area instructors lead the class. Appetizers from Bar Louie are served throughout the evening. Holiday Inn - North Shore,

5300 Touhy Ave., Skokie. Call 877-786-8480. \$20.

**Henry Sapoznik, Yiddish Culture Historian**

1:30 p.m.: Award-winning author, record and radio producer Henry Sapoznik shares a piece of Yiddish culture through performance. Illinois Holocaust Museum, 9603 Woods Drive, Skokie. Call 847-967-4800. \$10 advance, \$12 at door, free for museum members.

**Teen Hanna Art**

2 p.m.: Hanna artist Kendra Williams discusses the art and gives temporary tattoos to teens. For students in grades seven to 12. Niles Public Library District, 6960 W. Oakton St., Niles. Call 847-663-1234.

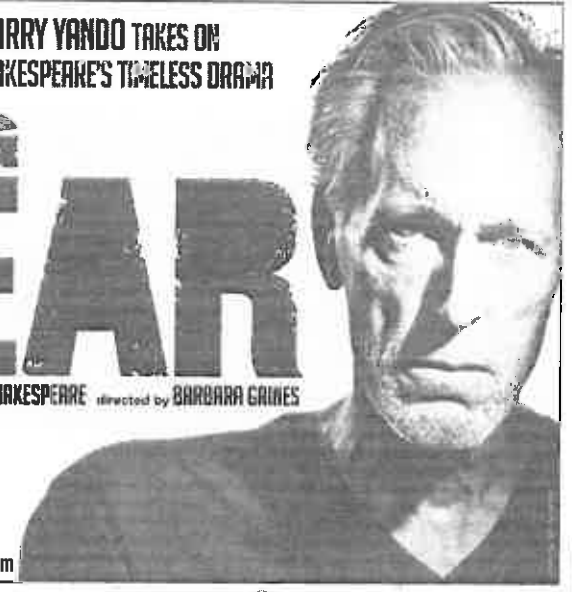
**Octoberfest**

6 p.m.: German folk band Alpine Thunder plays. There is a German buffet dinner with complimentary wine, dancing, a silent auction, a bar, games and awards. Admission includes one free cocktail. Ridgemoor Country Club, 6601 W. Gunnison St., Harwood Heights. \$75.

ACCLAIMED ACTOR LARRY YANDO TAKES ON THE TITLE ROLE IN SHAKESPEARE'S TIMELESS DRAMA

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## Supervisor Left Legacy In Pantry

Tamraz Served Township 30 Years

By TOM ROBB  
 Journal & Topics Reporter

Administrative Assistant  
 Kitty Kendrick

Niles Township Supervisor Lee Tamraz, 79, was laid to rest earlier this month. He served more than 30 years in township government.



Lee Tamraz

Senior Township Trustee Marilyn Glazer was named interim supervisor, Kendrick said. Township trustees have 60 days to name a permanent replacement.

Tamraz spent 20 years as a township trustee before becoming supervisor

Tamraz's daughters found him at his home, dead of a suspected heart attack, on Aug. 31, said Township Deputy Clerk and more than 10 years ago. He (Continued on page 2A)



Sally Friedman, who founded Niles iconic Booby's restaurant with her husband the late Ronald "Booby" Friedman in 1961, died earlier this month at the age of 88. She continued working at the restaurant part time until shortly before her death. (Journal Photo)

## Iconic Restaurant Loses Heart, Soul

Original Booby's Owner Loved By Customers

By TOM ROBB  
 Journal & Topics Reporter

In 1961, Ronald "Booby" Friedman and his wife Sally opened the now iconic Booby's restaurant on Milwaukee Avenue. Earlier this month Sally Friedman, 88, was laid

to rest.

After Ronald Friedman died 40 years ago, Sally sold Booby's. She stayed on as a part-time employee at the popular restaurant until shortly before her death.

"Niles is in mourning, really. When Booby (Ronald Friedman) passed away we lost Booby, but when Sally passed we lost a historic, iconic per-

son," said Niles resident Lisa

Gagliano, a long time patron when she stopped for a steak sandwich Monday.

John Protofanonsos is the son of Stavros Protofanonsos, one of the two partners that bought Booby's after Ronald's death. He worked alongside Sally for 35 years.

Protofanonsos described (Continued on page 2A)



Sally Friedman

## Company Backs Out Of Library Agreement

Niles library trustees awarded a contract to an executive search firm and lost a contract to look at library staffing last week.

Coleman Lew & Associates of Charlotte, North Carolina was hired to help find a new library director, for a cost expected to represent about 30% of the new director's salary plus expenses.

In an open meeting library trustees interviewed repre-

sentatives of three of the four companies that responded to a request for proposals.

At the same meeting, library officials announced the firm, NextLevelNPO LLC, had backed out of a contract, approved not to exceed \$42,000, to conduct a staffing study. Library officials said the contract would have likely cost less than \$1,500.

Interim Niles Library (Continued on page 5A)

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# Lt. Gov. To Visit Mall

### Lights On After School Event Oct. 23

When school children, parents and public officials celebrate Lights On After School at Golf Mill next month, one of the state's top officials will be joining them.

Lt. Gov. Sheila Simon is expected attend along with Mayor Andrew Przybylo, top Niles police leaders and other public officials. Also invited are 60 to 65 students who are part of East Maine School Dist. 63's Total Learning Communities (TLC) program at Nelson School in Niles and Melzer School in Morton Grove.

The event will take place from 4 to 6 p.m. Thursday, Oct. 23, near the Niles Teen Center, between entrance six and Sears. It is the 15th year for this nationwide commemoration.

"It's exciting to celebrate something that's working, so I'll be joining the Lights On After School event," Simon told the Journal. "It's a way to focus attention on one of the many positive things going on in our state."

Simon said she has been focused on educational issues since taking office, specifically

on seeing students' smooth transitions from elementary to high school and from high school on to college and careers.

TLC students will sing the hit song "Happy" by Pharrell Williams, make crafts, enjoy snacks with their parents, and tour the teen center, TLC Director Pam Serber said.

The event will include a community rally with speeches by Przybylo and other officials. Youth oriented businesses are expected at the event's information fair.

At past events, Niles Police Chief Dean Strzelecki and others have discussed the importance of keeping kids occupied with after school activities between the critical hours of 3 and 6 p.m., so they don't get into trouble after school ends but before parents get home from work.

To add awareness about the event, Niles' Leaning Tower will be bathed in blue lights the week of the event.

The Niles Teen Center is organizing a large-scale art project for kids, also corresponding with the Lights On After School event.

## Campus Conservationists



Above: Senior Shelby Miller, senior Geena Seariah, junior Rebecca Joseph, and senior Ajay Negi, work on the west end of the Oak Savanna at Maine East High School. Students and volunteers spent Saturday morning, Sept. 20, clearing out weeds and reseeding dirt areas at the small nature preserve on campus.



Right: Ken Schaefer, naturalist at Oakton Community College, shows students how to pick seeds.

Bottom: Shelby Miller wears thick gloves as she pulls apart this plant.



## 5K Race In Downtown Park Ridge Saturday

Runners will gather early Saturday morning in Uptown Park Ridge for the 37th annual Park Ridge Charity Classic.

The 5K race will begin at 8 a.m., Sept. 27, starting from 101 Summit (at Euclid), heading up Summit to Busse, northwest past Dec Road, then returning southeast to Hinkley Park.

The race is presented by the Park Ridge Rotary Club and the Pickwick Theatre, with proceeds going to the Park Ridge Foundation and the Park Ridge Rotary Foundation.

Online registration is available at [runrace.net.PRCC](http://runrace.net.PRCC).

Entries can also be made in advance before Sept. 27 at Summit Specialties, 51 Summit, Park Ridge, where packet pickups will be available 10 a.m. to 6 p.m. Thursday and Friday.

Race day registration will be at the Pickwick Theatre, 5 S. Prospect, from 6:30 to 7:30 a.m. Call Dave Loomis at 747-845-5806 for information.

Registration costs are: in advance, \$17 for CARA/USTATF members, \$20 for non-members; on race day, \$25 for all.

## Library Reviewing Staffing Needs Following Renovation

(Continued from page 1A) Director Susan Lempke said the library received a letter from the firm on Monday, Sept. 15, informing library officials Next Level was backing out.

The Journal filed a Freedom of Information Act request to see the letter and other related documents. Library officials have until next week to respond.

Trustees recently imposed a hiring freeze at the library. One purpose for the study is to assess staffing needs after the library's recent \$5 million renovation.

Library trustees are expected to consider hiring Godfrey's Associates of Dallas, TX, the

other firm which responded to the request for staffing study proposals, Lempke said.

Trustees interviewed two other Illinois-based executive search firms last week before hiring Coleman Lew, Lynn Elam Consulting and John Keister & Associates.

A fourth, out-of-state executive search firm, Management Association1 was to be interviewed via a Skype videoconference. It could not be reached later in the meeting, after Elam and Keister's interviews.

Trustee Karen Dimond raised concerns about Coleman Lew's much higher cost, and whether

the firm would make the Niles Library a priority, since the firm also does searches for corporate CEOs, at a much higher rate. Dimond said she was concerned Coleman Lew's does not specialize in libraries, while Elam and Keister's do.

Trustee Danette O'Donovan Matyas said the library's construction manager for the recent renovation, Fredrick Quinn, also had limited library experience but did an excellent job.

Other trustees said they were more impressed with Coleman Lew's process and presentation than they were with those from Elam and Keister's.

# Study Results Included With Storm Water Relief Program

## Report Stipulates Process For Public Engagement On Smaller Future Flood Control Projects, Solutions

By TOM ROBB  
Journal & Topics Reporter

Niles village trustees were expected to amend their storm water relief program at the Tuesday, Sept. 23 village board meeting, adding the recently completed Water Solutions Project study.

Glenview and Winnetka village trustees adopted similar resolutions earlier this month.

The three communities participated in a federally funded joint study, administered by the state of Illinois.

The study is designed to create a process for public engagement and education on smaller local flood projects and private property flooding solutions.

Each community focused on a different geographic area, offering ideas for private

property retrofit solutions and surveying participants, Glenview and Niles village reports said.

The Niles study area was for a commercial area, focusing on Milwaukee Avenue between Dempster Street and Ballard Road.

Glenview's study area focused on a mostly residential, multi-family area bounded by Harlem Avenue and Dewes, Henley and Washington streets.

Winnetka had two primarily single family residential areas, studied along Boal Parkway and in the West Elm District.

The study looked at flood control options for private property, including floodwall protection around homes, glass block windows for basements, extending gutter downspouts and overhead

sewers, among recommendations for individual property flood control.

Both Niles and Glenview have cost sharing programs in place for residential private property flood controls.

Studies also looked at larger flooding problems in those areas.

Glenview and Niles have significant public flood control projects underway, some in areas were mentioned in the report but not the study's focus.

Glenview recently completed a large-scale flood control project in the area of Harlem, Dewes, Henley and Washington.

Niles is in the midst of a multi-year, \$32 million flood village-wide infrastructure improvement plan, that is expected to ease flooding along Milwaukee Avenue.

### Niles Public Library ✓

Below is a list of events at the Niles Public Library, 6960 W. Oakton St., Niles. For more information, call 847-663-1234.

#### Meet Mega-Authors Cassandra Clare and Holly Black!

Mega-authors Cassandra Clare and Holly Black are coming to the Niles Public Library!

Book one of Cassandra Clare's "Shadowhunter Chronicles" was recently made into a film. Holly Black is the author of "Doll Bones," a 2014 Newbery Honor recipient, "The Coldest Girl in Coldtown," and co-author of the "Spiderwick Chronicles." They have joined forces to create an all new series: "The Magisterium."

#### 6th Annual International Celebration

Sunday, Sept. 28, 2 to 4 p.m.

Enjoy an international extravaganza featuring music and dance from around the world and a complimentary food tasting. No registration required. Space is limited. Doors open 15 minutes prior to show.

#### Programs for Kids: Homework Help ✓

Monday, Sept. 15-Nov. 17, 6:30 to 8 p.m.

The Niles Public Library is hosting area high school students to offer a little homework help Monday nights. Enthusiastic teens will be available to help K-5 students work on homework assignments.



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## Find Your Opportunity at Maine Township's Community Garage Sale

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Want to find a bargain and have fun shopping?

The Maine Township Community Garage Sale is your answer

Sat., Sept. 27 - 9 a.m. to 3 p.m.

at Maine Township Town Hall

1700 Ballard Road, Park Ridge

Space reservations available on first-come, first-served basis. \$25 for an 8' x 16' space. Premium spaces \$30.

For information or to make a donation, call 847-297-2510 ext. 272.

*This year we will not be accepting donations of items for Maine Township to sell.*

#### Many thanks to our other sponsors:

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NILES

## Public library hires outside consultant

Public Library Board interviewed 3 executive search consultant candidates to help find a new library director

During their meeting on Sept. 17, the Niles Public Library Board interviewed three executive search consultant candidates to help find a new library director.

The majority of the Board voted to retain Coleman Lew + Associates (CLA), located in Charlotte, N.C. CLA is an international generalist firm with a significant practice area in education, non-profit and government/public sector searches.

CLA's customary fee to conduct a search is 33 percent of the first year's total cash compensation or a negotiated, agreed upon fixed fee. Linda Weiss, the

**BY THE NUMBERS**  
CLA's customary fee to conduct a search is 33 percent of the first year's total cash compensation or a negotiated, agreed upon fixed fee. Linda Weiss, the previous Library Director, who retired June 30 after 27 years at the Niles Public Library, received an annual salary of \$113,923.20 per year.

previous Library Director, who retired June 30 after 27 years at the Niles Public Library, received an annual salary of \$113,923.20 per year.

The estimated timeline for CLA's search would result in the new Library Director being formally announced in March or April of next year.

NILES

## Community Resource and Wellness Fair scheduled

Village will have food available and a raffle with great prizes

Coming into a new community can be difficult. One has to figure out utility companies, learn village policies, and learn how to get involved in the community and meet friends and neighbors.

Sometimes even the most seasoned residents have questions on what goods and services are available in Niles.

Niles residents are in luck! On October 4 from 9 a.m. until noon, the Village of Niles will be hosting a Resource and Wellness Fair open to everyone. Residents can speak to all the different village departments, utility companies, elected officials, and local clubs and organizations.

"This is a public event meant to help Niles residents learn about available resources, ask questions and gain valuable insight on what is available to them in terms of goods and services in Niles," said Communications Coordinator Hayley Garard.

The wellness aspect of the fair will offer residents free blood

pressure screenings, flu shots, and lab screenings. The Resource and Wellness Fair also coincides with the Niles Family Fitness Center's Open House giving attendees a chance to see the fitness center and get ideas on how to improve their overall health.

The village will have food available and a raffle with great prizes. One lucky attendee will walk away with a Kindle Paperwhite. Other prizes include gift cards to local restaurants and shops.

**ATTEND THE EVENT**

**What:** Niles Resource and Wellness Fair  
**When:** October 4 from 9 a.m. until noon  
**Where:** Niles Senior Center, 987 Civic Center Dr, Niles, IL 60714  
**Cost:** The wellness aspect of the fair will offer residents free blood pressure screenings, flu shots, and lab screenings  
**More info:** www.vniles.com/767/Community-Resource-and-Wellness-Fair

NILES

## Village to consider freeze on gun store permit applications

Ordinance comes after resident alleged Sportsman's Club and Firearms Training Academy's business permit violates county's gun rules

STAFF REPORTER  
ohernandez@buglenews.com  
@TheAVHernandez

Niles is expected to consider a temporary freeze on applications for gun shop permits

Introduced by Trustee Rosemary Paicki, the proposed ordinance would be in effect for eight months and focus on the acceptance and processing of applications and zoning approvals for gun shops in the village's manufacturing district.

"As the Village continues the process of rewriting the Zoning Code, this eight month temporary moratorium is recommended to provide legal review of Chapter 66 of the Niles Code of Ordinances before any applications for gun shops are considered," the ordinance reads.

The ordinance comes after a Niles resident Cory Hance alleged Sportsman's Club and Firearms Training Academy's business permit violates Cook County's gun rules at an Aug. 26 meeting.

Sportsman's is expected to have an 1,800-square-foot firing range and 2,500 square feet of retail space at 6143 W. Howard St. The gun business



BUGLE FILE PHOTO

Sportsman's is expected to have an 1,800-square-foot firing range and 2,500 square feet of retail space at 6143 W. Howard St. The gun business has been mired in controversy because it will be about 350 yards away from New Hope Academy, a therapeutic school that serves students with emotional disabilities, as well as other schools in the area.

has been mired in controversy because it will be about 350 yards away from New Hope Academy, a therapeutic school that serves students with emotional disabilities, as well as other schools in the area.

New Hope's owner, Brandy Larrance, previously told The Bugle the village board's decision to issue Sportsman's a permit was forcing her to leave the village out of concern for her students' safety.

However Hance believes Niles is in violation of two Cook County ordinances governing the licensing of gun dealers, and that Sportsman's special use permit should be

rescinded. It appears Sportsman's wouldn't be impacted because the ordinance would "not apply to any matters currently pending before the village as a result of a completed application filed with the Village prior to the date of adoption of this ordinance."

Trustees were expected to vote on whether or not to adopt the freeze at their regular meeting this past Tuesday.

This is a developing story, check buglenews.com for updates.

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- THURSDAY**  
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**READING WITH ROVER**  
7 PM. NILES PUBLIC LIBRARY, NILES  
Does your child need to build confidence when reading out loud? Our friendly dogs are great listeners, always positive and always fun to cuddle with! Grades K and up (beginning to advanced readers, in room without parents). Call 847-663-6622 or drop by to sign up for a 20 minute slot. Priority will be given to Niles Public Library cardholders; siblings will be given 20 minutes slots only if there is no waiting list, otherwise they will share a slot. For more information email [dgraham@nileslibrary.org](mailto:dgraham@nileslibrary.org).
- FRIDAY**  
**SEPTEMBER 26**  
**MEET MEGA-AUTHORS HOLLY BLACK AND CASSANDRA CLARE**  
7 PM. NILES PUBLIC LIBRARY  
Join us as we welcome mega-authors Holly Black and Cassandra Clare at the Niles Public Library! No registration is required, but space is limited so attendees are encouraged to come early. Free tickets will be distributed starting at 6:30 p.m. Book One of Cassandra Clare's "Shadowhunter Chronicles" was recently made into a film, and promises to delight fans. Holly Black is the author of "Doll Bones", a 2014 Newbery Honor recipient, "The Coldest Girl in Coldtown", and co-author of the "Spiderwick Chronicles".
- SATURDAY**  
**SEPTEMBER 27**  
**37TH ANNUAL CHARITY CLASSIC**  
8 A.M. SUMMIT MALL, PARK RIDGE  
The 5k (3.1 mile) race benefits a chosen charity. The course begins at Summit Mall and ends at Hinckley Pool. There are numerous age category awards plus a free t-shirt for all runners. Don't miss out! Applications are available at Maine Park Leisure Center and the Pickwick Theatre.
- SUNDAY**  
**SEPTEMBER 28**  
**HENRY SAPOZNIK, YIDDISH CULTURE HISTORIAN**  
1:30 PM. ILLINOIS HOLOCAUST MUSEUM, 9803 WOODS DRIVE, SKOKIE, IL 60077, 847-967-4800  
COST: \$10 ADVANCE, \$12 AT DOOR, FREE FOR MUSEUM MEMBERS  
Award-winning author, record and radio producer Henry Sapoznik shares a piece of Yiddish culture through performance. A pioneering scholar and performer of klezmer music, Sapoznik founded the Max and Frieda Weinstein Archives of Recorded Sound at the YIVO Institute for Jewish Research and was its first director from 1982 to 1994.
- MONDAY**  
**SEPTEMBER 29**  
**CRACKING THE HTML CODE: BUILD YOUR OWN WEBSITE**  
SKOKIE PUBLIC LIBRARY, 5215 OAKTON ST. SKOKIE, IL 60077, 847-673-7774  
This course teaches the skills required to build a website. Participants complete online self-guided modules at home and then complete interactive activities in class. Crack the HTML code using Treehouse, an online resource. This HTML tutorial helps you master HTML. Mastering HTML and its many elements is critical for any type of web professional. HTML or "HyperText Markup Language" describes the basic structure and content of a web page.
- TUESDAY**  
**SEPTEMBER 30**  
**CHARLES DAWES AND THE GREAT WAR**  
PARK RIDGE PUBLIC LIBRARY, 20 S. PROSPECT AVE. PARK RIDGE, IL 60068, 847-825-3123  
Celebrate the 100th anniversary of the Great War with a performance by historical dramatist RJ Lindsey portraying World War I general and vice president Charles Dawes. Charles Gates Dawes (August 27, 1865 - April 23, 1951) was an American banker and politician who was the 30th Vice President of the United States (1925-1929). For his work on the Dawes Plan for World War I reparations he was a co-winner of the Nobel Peace Prize in 1925.

save the date OTHER EVENTS TO PLAN FOR IN THE UPCOMING WEEKS

- Niles Park District Fall Gymnastics Classes**  
Niles Park District is accepting registration for the Fall Gymnastics Program. Classes are held at Grennan Heights, 8255 Oketo. Programs offered are for ages 3 to 12 and include beginner to intermediate skill levels. Session is Monday, September 8-October 27 & Thursday, September 11-October 30. Skills taught include tumbling, balance beam, vaulting, mini-tramp and bars. Registration is being accepted at the Howard Leisure Center, 6676 W. Howard Street. For more information about Gymnastics, please call (847) 967-1529.
- Iceland Registration for Fall Hockey & Skating classes is taking place at the garage entrance in the East parking lot.** Skating classes begin September 29 at the newly renovated facility. Intro to Hockey begins October 4 & Rookie Rangers begins October 8. Full class information can be found on our website.
- Youth Dodge Ball League.** Howard Leisure Center, 6676 W. Howard. Boys & Girls 3rd-8th Grade. Games are fun, safe, competitive and exciting. Each team will play 8-10 matches. Participants can sign up as a team (min of 10) or as an individual. All players will receive a t-shirt that must be worn at games. Friday's, January 9-March 13 @ Golf View Rec. Center & Grennan Heights. Res \$58; Non-Res \$69. Questions, call 847-967-1529. [www.niles-parks.org](http://www.niles-parks.org). Deadline Nov. 21.
- Sept. 28 Skokie Farmers Market.** Skokie Village Hall, 5127 Oakton St. Skokie, IL 60077. 847-673-0500. The Skokie Farmers Market brings vendors in from Illinois, Indiana, Michigan and Wisconsin that sell fresh produce, cheeses, spices, flowers and other sundry items. Select days offer entertainment such as live music. Dogs and pets are not allowed in the market. The Skokie Farmers Market open since 1975 is sponsored by the Consumer Affairs Commission.
- OCT. 17 Monsters Ball.** 6 p.m. Howard Leisure Center, Niles. This special event is perfect for the whole family who want to experience some Halloween fun. Enjoy dinner, followed by a spooky firelight Halloween story time that will put you in the mood for the Monsters Ball. Wear your costume and be prepared to move to the music, play games and have a "Monster" good time. Fee includes dinner, story, and dancing. All participants must register for this event. Please note location change. Limited seating, register early. No refunds. Res \$15/ per person; Non-Res \$18/ per person.
- OCT. 25 Halloween Parade & Party.** 10 a.m. Oak Park, Niles. Get your costumeready for the annual Halloween Parade and Party. Join us for a bewitching stroll from Oak Park (Main Street and Ottawa) to Grennan Heights. Once at Grennan Heights there will be ghoully games, ghouly goodies, and spooky surprises! Please register early for this popular event. Registration required. No refunds.
- ONGOING Live Jazz Jam at Chambers.** Every Thursday at 7:30 p.m. Chambers Seafood Grill & Chop House, 6881 N Milwaukee Ave, Niles. Come join us for dinner and live jazz. John Bary is one of Chicago's best and most interesting bass players. His bass playing, in addition to his unique vocal style, has delighted audiences everywhere. He is a veteran bass player, John has played at a number of festivals including: the original Big Horn (Vanho, Illinois), the Chicago Jazz Festival (9 appearances), the Mid-American Jazz Festival (St. Louis, Missouri), Elkhart Jazz Festival (13 appearances) and the Atlanta World Music Fest.
- FISH Seeking Volunteers.** Due to the economy, FISH is experiencing over a 40 percent rise in ridership. It is straining both the volunteer service level and budget. Since 1971, FISH volunteers have been serving Park Ridge and Maine Township residents by providing free rides to medical appointments. To continue to provide a high level of service to all residents of Maine Township, FISH needs volunteers. Can you spare four hours per month to drive neighbors to medical appointments? To volunteer, call Ed Oken, President, 847 696-0761.
- Stroke Club.** 3-4:30 p.m. the first Thursday of every month at Center for Advanced Care, Room 1220, 1700 Luther Lane, Park Ridge. This is a free program for stroke victims and survivors (plus a guest). Free parking is available in the attached parking garage. For more information contact Meg Potterfield, 847-723-4765 or Dorene Wlodarski, 847-296-2470.
- TOPS Club.** 8:30-10 a.m. every Tuesday at the Feldman Rec Center, 8800 W. Kathy Lane, Niles. Lose weight with TOPS: Take Off Pounds Sensibly. Everyone is welcome. Call Dorene Wlodarski, 847-296-2470 or Lenore Lunquist, 847-729-2530 for more information.

## Patron Suggestions and Comments for October 2014

### Responses to Patron Suggestions and Comments

- 1) It would be helpful to have a class in using the new catalog system i.e., how to move completed list if it's over 300 items; and
- 2) Will there be an option to login with user ID not library card number? User ID is easier to memorize.  
C. A., Chicago

Thank you for the suggestion of holding a class—we will follow up on that! Meanwhile, you are always welcome to ask for a quick demo at the third floor Reference desk.

I'm afraid the new catalog only uses library card numbers instead of user IDs. We are sorry for the inconvenience.

New computer system is not working:

- Problem with "My Account"
- Problems with renewal
- Problem with email answered

S.B., Niles.

Yes, when our library consortium all started using the new catalog at once, it caused some problems with slowness and with logging in. These issues should now be settled. I'm sorry your email wasn't answered promptly.

A stop sign or speed bumps near the entrance would be nice. Cars are zooming by. Almost hit by a patron. Thank you. K. P.

We will consider your suggestion. Thank you.

New system is a step backwards. 1) Materials due soon notice does not show due date. 2) Search feature is difficult to use.

We have reported the materials due issue and it is being resolved. They continue to work on the search feature and it is improving gradually. We agree with you that it has been frustrating so far.

Men's handicapped washroom is splashing water until you are sitting on the commode. The dirty water is splashing on one's body. Someone needs to fix it immediately. It is a matter of hygiene. It is flushing every couple of minutes. Waste of water also. M. J., Niles.

Our maintenance department is looking into improving this situation. Thank you for letting us know.

I ask that you check whether the soap in the restrooms is the type that contains the chemical "tricolosan" and if it does, please do not use it anymore anywhere. Tricolosan is unnecessary and a probable poison that is getting in our bodies. Only plain soap and water is necessary, and you could post health department instructions on proper hand washing techniques. D. P.

Please cease and desist in allowing toxic lawn chemicals to be spread on the grass surrounding the library. It is NOT, that is NOT, safe for human life. If a chemical kills a weed, it is highly likely to harm humans, especially children's bodies. Please go Green and see *Beyond Pesticides* and Midwest Pesticide Action Center for how to do natural, non-toxic lawn care! D. P.

Your environmental concerns will be passed along to our Green Committee for evaluation.

Please subscribe to Zinio emagazines. I want to read The Economist online. Glenview Library has this service. Thank you. P. M.

We subscribe to Flipster instead of Zinio, but unfortunately it does not offer The Economist at this time. We will suggest it to them.

9-19-14

To: Administrator,

I would like to thank the Tides library staff for the kind and professional assistance that is always available to visitors.



Specifically I'm grateful to Darlene and Ruth who were working at the Computer room on Friday Sept 19<sup>th</sup>.

Ruth not only helped me with a complex computer issue, she taught me as well.

Sincerely,  
Suzanne M. Clayton

## **New Business—Recommended Actions**

### **B. Recommended Action on Transfer of Funds**

MOVE the Library Board of Trustees approve the transfer of \$1,000,000 (one million dollars) from the General Fund to the Special Reserve Fund.

#### **Memorandum B of Recommended Board Action**

At the September 17, 2014 meeting of the Board of Trustees, the Special Reserve Plan was adopted. The Special Reserve Plan identified approximately \$1.8 million in significant repair costs to be incurred over the next several years. Currently, the Special Reserve Fund has a fund balance of approximately \$700,000. To increase the funding to more closely approximate the level of identified costs we recommend that the Board transfer \$1 Million from the General Fund to the Special Reserve Fund.

October 15, 2014

**C. Recommended Action on Ordinance 14-10**

MOVE the Library Board of Trustees adopt Ordinance 14-10, an Ordinance Levying and Assessing Taxes of the Niles Public Library District, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2014 and Ending June 30, 2015

**Memorandum C of Recommended Board Action**

The Ordinance is attached.

STATE OF ILLINOIS    )  
                                  )  SS.  
COUNTY OF COOK    )

**SECRETARY'S CERTIFICATE**

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

**ORDINANCE LEVYING AND ASSESSING TAXES OF  
THE NILES PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS,  
FOR THE FISCAL YEAR BEGINNING, JULY 1, 2014,  
AND ENDING JUNE 30, 2015**

adopted at a meeting of the said Board of Library Trustees held on the 15<sup>th</sup> day of October, 2014.

IN WITNESS WHEREOF, I have hereunto set my hand this 15<sup>th</sup> day of October, 2014.

\_\_\_\_\_  
Chris Ball, Secretary

**ORDINANCE 14-10**

**ORDINANCE LEVYING AND ASSESSING TAXES OF THE NILES  
PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS, FOR THE  
FISCAL YEAR BEGINNING JULY 1, 2014, AND ENDING JUNE 30, 2015**

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

Section 1: That the sum of five million, nine hundred eighty-nine thousand, seven hundred and forty-seven dollars be and the same is assessed and levied from and against all taxable property within the limits of the said Niles Public Library District as the same is assessed and equalized for State and County purposes for the current year, 2014, and are to be applied in liquidation of the appropriations heretofore made by Ordinance 14-10 adopted by the Board of Library Trustees of the Niles Public Library District at a meeting thereof convened and held on October 15, 2014, and duly published as provided by law; the various objects and purposes for which said appropriations were made and are set forth under the column entitled "Appropriation" and the specific amount hereby levied for each object and purpose is set forth under the column entitled "Amount To Be Raised By Tax Levy," as follows:

**CORPORATE FUND**

	<b>Appropriation</b>	<b>Amount to be Raised by Tax Levy</b>
<b>Total Salaries</b>	<b>\$6,282,898</b>	<b>\$3,631,650</b>
<b>Total Materials</b>	<b>\$1,216,000</b>	<b>\$615,000</b>
<b>Operating Expense</b>		
Processing and Services	\$624,652	\$300,000
Administration & General Office	\$633,034	\$300,000
Total Vehicle Operations	\$8,542	\$5,000
Utilities	\$204,000	\$80,000
<b>Total Operating Expense</b>	<b>\$1,470,228</b>	<b>\$685,000</b>
<b>Employee Fringe Benefits</b>		
Retirement Benefit	\$350,000	\$240,000
Group Health	\$750,000	\$471,545
Other Staff Expenses	\$218,400	\$120,797
<b>Total Fringe Benefits</b>	<b>\$1,318,400</b>	<b>\$832,342</b>
<b>Building Maintenance &amp; Equipment</b>		
Repairs and Replacements	\$115,000	\$39,700
Equipment Maintenance	\$190,000	\$86,055
Furniture and Fixtures	\$113,000	\$100,000
Capital Expenses	\$0	\$0
<b>Total Building Maintenance &amp; Equipment</b>	<b>\$418,000</b>	<b>\$225,755</b>
<b>Total Retirement Incentive Program</b>	<b>\$403,286</b>	<b>\$0</b>
<b>Grand Total--Corporate Fund</b>	<b>\$11,108,812</b>	<b>\$5,989,747</b>

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

**AUDIT FUND**

<b>Audit Fund</b>	<b>\$35,000</b>	<b>\$1,000</b>
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The foregoing appropriations are hereby appropriated from the proceeds of a special tax for audit expense purposes and are in addition to all other library district taxes as provided by law. Said appropriation is hereby levied from the proceeds of a special tax for audit expense purposes in addition to all other library district taxes.

**SOCIAL SECURITY FUND**

<b>Social Security Fund</b>	<b>\$460,000</b>	<b>\$210,000</b>
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The foregoing appropriations are hereby appropriated from the proceeds of a special tax to pay the Library District's contribution to Social Security and are in addition to all other library district taxes as provided by law. Said appropriations are hereby levied from the proceeds of a special law for Social Security contributions in addition to all other library district taxes as provided by law.

**PUBLIC LIABILITY INSURANCE**

<b>Public Liability Insurance</b>	<b>\$68,320</b>	<b>\$1,000</b>
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The foregoing appropriations are hereby appropriated from the proceeds of a special tax for public liability insurance purposes and are in addition to all other library district taxes as provided by law. Said appropriations are hereby levied from the proceeds of a special tax for public liability insurance purposes in addition to all other library district taxes.

**WORKERS' COMPENSATION INSURANCE**

<b>Workers' Compensation Insurance</b>	<b>\$58,863</b>	<b>\$1,000</b>
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The foregoing appropriations are hereby appropriated from the proceeds of special tax for Workers' Compensation insurance purposes and are in addition to all other library district taxes as provided by law. Said appropriations are hereby levied from the proceeds of a special tax for Workers' Compensation insurance purposes in addition to all other library district taxes.

**UNEMPLOYMENT COMPENSATION INSURANCE**

<b>Unemployment Compensation Insurance</b>	<b>\$30,000</b>	<b>\$1,000</b>
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The foregoing appropriations is hereby appropriated from the proceeds of a special tax for unemployment compensation insurance purposes and is in addition to all other library district taxes as provided by law. Said appropriation is hereby levied from the proceeds of a special tax for unemployment compensation insurance purposes in addition to all other library district taxes.



**TRUTH IN TAXATION  
CERTIFICATE OF COMPLIANCE**

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

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

This certificate applies to the 2014 tax levy.

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

\_\_\_\_\_  
Date