



## **Niles Public Library District**

### **Regular Meeting**

**Wednesday, June 17, 2015 6:30 PM**

**NILES PUBLIC LIBRARY DISTRICT  
REGULAR MEETING AGENDA**

**June 17, 2015**

**6:30 PM**

**Board Room**

**6960 Oakton Street**

**Niles, Illinois**

ORDER OF BUSINESS

1. Call to Order
2. Pledge of Allegiance
3. Consent Agenda
  - A. Approve Minutes of the Regular Board Meeting of May 20, 2015 4
  - B. Approve Minutes of the Special Board Meeting of June 9, 2015 9
  - C. Approve the payment of the bills for operating expenses of \$215,935.27; payroll expenses of \$240,294.77; Special Reserve expenses of \$0.00 for a total monthly expense of \$456,230.04 11
  - D. Approve payment to VISOgraphic in the amount of \$6,442.49 16
  - E. Adopt Ordinance Setting the Schedule of Meetings of the Board of Trustees of the Niles Public Library District for the Fiscal Year Commencing July 1, 2015 and Ending June 30, 2016 17
  - F. Adopt Ordinance for the Prevailing Wage Rates for Laborers, Workers, and Mechanics Employed by the Niles Public Library District 18
4. Public Comment
5. Treasurer's Report
  - A. Review Financial Report 21
6. Director's Report
  - A. Highlights 39
  - B. Monthly Statistics 43
7. Communications 48
8. Committee Reports
  - A. Special Reserve Plan Committee
  - B. Employee Benefits Committee
9. Liaison Reports
  - A. Friends of the Library
  - B. Legislative
  - C. RAILS

## Board Meeting Agenda - June 17, 2015

10. New Business
  - A. Approve the recommended expenditure of \$16,534.66 (2 year rate guarantee) with Principal to provide life insurance, accidental death and dismemberment insurance, long term disability insurance, and short term disability insurance to all of the Library's full time employees for the 2015/2016 fiscal year 59
  - B. Approve the recommended price tags to be charged for health insurance beginning on July 1, 2015 and ending on June 30, 2016 60
  - C. Approve the recommended renewal of the healthcare insurance plan with Blue Cross Blue Shield (E2EC1705) beginning on July 1, 2015 and ending on June 30, 2016 61
  - D. Approve the recommended purchase of liability and workers' compensation insurance in the total amount of \$50,503 for the 2015-2016 fiscal year 62
  - E. Approve the appointment of and payment to McClure Inserra & Company Chartered in the estimated amount of \$14,500 to perform the audit of the Niles Public Library District as of and for the year ending June 30, 2015 64
  - F. Approve that the Niles Library continue to participate in the Non-Resident Library Card Illinois Program and change an annual fee of \$290.00 based on the formula established by the Illinois State Library 70
  - G. Discussion - Consideration of the adoption of "A RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES OF THE NILES PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS, AMENDING THE BYLAWS OF THE NILES PUBLIC LIBRARY DISTRICT" which would by delete the language located at the end of the first paragraph in Section XI of the Bylaws
11. Unfinished Business
12. Executive Session-To discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Niles Public Library District; discussion of minutes of closed session meetings
13. Final Action-if any, on closed session subjects
14. Other- Viewing of Short Takes for Trustees video What It Means to Be a Trustee
15. Adjournment

**NILES PUBLIC LIBRARY DISTRICT**  
**Regular Board Meeting**  
**May 20, 2015**  
**6:30 PM**  
**Board Room**  
**6960 Oakton Street**  
**Niles, Illinois**

**Trustees Present**

Carolyn Drblik, Morgan Dubiel, Danette Matyas, Barbara Nakanishi, and Linda Ryan  
Karen Dimond arrived at 6:32 PM. Chris Ball was absent.

**Library Staff Present**

Susan Lempke, Greg Pritz, Victoria Luz, Diane Winberg, Sasha Vasilic, Valerie Clark, Dodie Frisbie, Arianne Carey, Cyndi Rademacher, and Rich Wozniczka

**Guests Present**

Patti Rozanski, Niles Resident/newly elected Library Trustee; Tim Spadoni, Niles Resident/newly elected Library Trustee; Carol Jung, Niles Resident; Tom Robb, *Journal & Topics Newspapers*; Dennis Walsh, Attorney, Klein Thorpe and Jenkins, Sue Wilsey, Taxpayer; Linda Weiss, former Niles Library Director; Dan Ryan, Sr., Taxpayer; Dan Ryan, Jr., Taxpayer, Mrs. Cathy Spadoni; Tom Cara, Freedom from Religion Foundation

**Call to Order**

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

**Roll Call**

The roll was taken by Ms. Winberg.

**Pledge of Allegiance**

President Dubiel led the Pledge of Allegiance.

Mr. Dubiel took a few moments at this time to recap some highlights of his term in office and to give his farewell and best wishes to the Board and staff—thanking everyone for allowing him to serve.

**Swearing in of Trustees**

Ms. Winberg, a Notary, gave the Oath of Office to the newly elected Trustees, Patti Rozanski, Tim Spadoni, and Linda Ryan.

Ms. Lempke recognized Mr. Dubiel's dedication the Niles Public Library as a Board Member for 13 years with a Resolution of Appreciation. A plaque recognizing Mr. Dubiel's many years of dedication to the Library was read.

**Election of Officers**

**President**

Nominations being in order for President, Ms. Dimond nominated Linda Ryan for the office of President. Next, Ms. Matyas nominated Karen Dimond for the office of President since she is currently the Vice President of the Board. Ms. Dimond thanked Ms. Matyas for the nomination but declined. There being no further nominations, Ms. Ryan accepted the nomination.

An official vote was taken and Ms. Ryan was unanimously elected President.

**Vice President**

Nominations being in order for Vice President, Ms. Nakanishi nominated Karen Dimond for the office of Vice President. There being no further nominations, Ms. Dimond accepted the nomination.

An official vote was taken and Ms. Dimond was unanimously elected Vice President.

**Secretary**

Nominations being in order for Secretary, Ms. Ryan nominated Barbara Nakanishi for the office of Secretary. There being no further nominations, Ms. Nakanishi accepted the nomination.

An official vote was taken and Ms. Nakanishi was unanimously elected Secretary.

**Treasurer**

Nominations being in order for Treasurer, Ms. Nakanishi nominated Tim Spadoni for the office of Treasurer. There being no further nominations, Mr. Spadoni accepted the nomination.

An official vote was taken and Mr. Spadoni was unanimously elected Treasurer.

Vice President Dimond turned the meeting over to the Board's newly elected President, Linda Ryan.

**Consent Agenda**

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

- A. The Minutes of the Regular Board Meeting of the Regular Board Meeting of April 15, 2015;
- B. The payment of the bills for operating expenses of \$174,794.28; payroll expenses of \$262,575.74; and Special Reserve Expenses of \$00.00, for a total monthly expense of \$437,370.02;
- C. The meeting request for Darlene Fox to attend Digipalooza in Cleveland, Ohio from August 5 through August 7, 2015;
- D. Approve the appointment of Arianne Carey to the full-time position of Youth Services Supervisor at an annual salary of \$65,000, effective April 9, 2015; the resignation of Madeline Bekielewski from the position of Serials Clerk, effective May 12, 2015; the appointment of Annette McQuade to the full-time position of Graphic Design Coordinator at an annual salary of \$39,000, effective June 1, 2015; the appointment of Nicole Sankowski to the part-time position of Webmaster at a rate of \$20.00 per hour, effective June 3, 2015

Trustee Matyas seconded.

Roll call vote: Ayes: Dimond, Drblik, Matyas, Nakanishi, Rozanski, Ryan, Spadoni. Nays: None. Motion carried.

**Public Comments**

Ms. Wilsey, taxpayer, congratulated the new Board and she looks forward to seeing progress being made which she did not see while being employed by the Library. She congratulated Sasha Vasilic for doing a great job stepping into her shoes.

**Meeting with Ken Carrick, Coleman Lew & Associations (by SKYPE)**

At this time, President Ryan MOVED to adjourn for a 10 minute recess. All were in favor. Cake was served.

The Meeting resumed at 6:58 PM. All Board members were present.

Trustee Dimond MOVED the Library Board of Trustees enter into Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Niles Public Library District. Trustee Nakanishi seconded.

Roll call vote: Ayes: Dimond, Drblik, Matyas, Nakanishi, Rozanski, Ryan, Spadoni. Nays: None. Motion carried.

Executive Session started at 7 PM.

The SKYPE meeting with Ken Carrick ended at 7:34 PM.

Ms. Lempke was asked to come in to the Executive Session at 8:19 PM.

Executive Session ended at 8:27 PM.

Open session began at 8:35 PM with all members of the Board present.

**Final Action**—if any, on closed session subjects

President Ryan MOVED that the Library Board of Trustees appoint Susan Lempke as the Director of the Niles Public Library District at an annual salary of \$122,000 effective May 20, 2015. Trustee Nakanishi seconded.

Roll Call Vote: Ayes: Dimond, Drblik, Nakanishi, Rozanski, Ryan, Spadoni. Nays: None. Abstain: Matyas. The motion carried.

**Treasurer's Report**

**Review of Financial Report**

The Library Board reviewed the April 2015 Treasurer's Report and narrative as prepared by Mr. Pritz.

**Director's Report**

Ms. Lempke presented highlights of her report.

Ms. Lempke invited the Trustees to march with the Library in the Village's July 4<sup>th</sup> parade. A vehicle will be available for those who are not able to walk the parade route.

Ms. Lempke announced that the Public Library Association meeting will be held in Denver on April 5-9, 2016 for those Trustees who may be interested to attend; they should let her know so it can go in the trustee budget. PLA meets every other year.

**Communications**

They were included in the Board packet.

**Committee Reports**

**Special Reserve Committee**

No report.

**Employee Benefits Committee**

No report.

**Liaison Reports**

**Friends of the Library**

Ms. Lempke reported that she received a very positive response from the schools on the \$500 allowance from the Friends to help each school with the costs incurred to participate in the Battle of the Books. She reported that the Friends started discussions to change membership fees so that the fee schedule includes rates for individuals, family, couples and students.

**Legislative**

No report.

**RAILS**

No report.

**Secretary's Report**

No report.

## **New Business**

### **Managers and Leadership Boot Camp**

Trustee Matyas MOVED the Library Board of Trustees approve the proposal from the Management Association for providing their Legal Issues for Supervisors and Managers and Leadership Boot Camp. Trustee Drblik seconded.

Ms. Lempke explained that this training would be very beneficial since the Library has many new supervisors with little experience. The training for new supervisors will include legal issues, hiring, training, evaluating and disciplining personnel and longer-term supervisors will get their skills refreshed. The Boot Camp will be held in the Library and other libraries will be invited to attend to take any slots we do not use at a pro-rated cost.

Roll call vote: Ayes: Dimond, Drblik, Matyas, Nakanishi, Rozanski, Ryan, Spadoni. Nays: None. Motion carried.

### **Circulating Kindles**

Trustee Matyas MOVED the Library Board of Trustees approve the purchase of circulating Kindles. Trustee Drblik seconded.

Ms. Lempke informed the Trustees that the Kindles will be preloaded with books for kids and teens. The Kindles will not allow the kids to go on the Internet or to download their own books.

Roll call vote: Ayes: Dimond, Drblik, Matyas, Nakanishi, Rozanski, Ryan, Spadoni. Nays: None. Motion carried.

### **Discussion of 2015/2016 Budget**

Mr. Pritz presented an overview of the preliminary budget.

### **Discuss of Change to Meeting Start Time**

Ms. Lempke asked the Board to consider starting the Board Meetings at 7 PM. Some of the Board members have a long commute from work and it is very difficult to get to the meetings on time when they start at 6:30 PM. The Board agreed to the change. The Ordinance setting the schedule for the Board Meetings in the new fiscal year will be prepared for the June meeting. The Ordinance will reflect the new start time.

## **Unfinished Business**

### **Freedom from Religion Foundation**

A second letter from the Freedom from Religion Foundation was received by the Trustees via email. The Foundation asked that the Library cease using any future taxpayer funds toward the financial support of a religious institution as was done with the annual St. John Brebeuf fundraiser. Discussion was held on how the Board should determine on what fundraisers to attend, if any, regardless of their affiliation. It was decided that no response to the letter will be made.

## **Other**

### **Short Takes for Trustees**

Ms. Lempke informed the Trustees that informative short videos will be made available at no cost to RAILS members and their trustees. She will follow-up with more information as it is received.

## **Adjournment**

Trustee Matyas MOVED to adjourn. Trustee Drblik seconded.

Roll Call Vote: Ayes: Dimond, Drblik, Matyas, Nakanishi, Rozanski, Ryan, Spadoni. Nays: None. The motion carried.

The meeting adjourned at 9:29 PM.

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President

\_\_\_\_\_  
Secretary

DRAFT

**NILES PUBLIC LIBRARY DISTRICT**  
**Special Board Meeting**  
**June 9, 2015**  
**7:00 PM**  
**Board Room**  
**6960 Oakton Street**  
**Niles, Illinois**

**Trustees Present**

Karen Dimond, Carolyn Drblik, Danette Matyas, Barbara Nakanishi, Patti Rozanski, Linda Ryan, Tim Spadoni

**Library Staff Present**

Susan Lempke, Greg Pritz, Valerie Clark, Victoria Luz

**Guest Present**

Alan Pennington, Vice President, Matrix Consulting Group; Carol Jung, Rich Wozniczka, and Cyndi Rademacher

**Call to Order**

The Special Board Meeting of the Niles Public Library Board of Trustees was called to order at 7:00 PM.

**Roll Call**

Roll call was taken by Ms. Lempke.

**Pledge of Allegiance**

President Ryan led the Pledge of Allegiance.

**Public Comment**

There was none.

**Meeting with Alan Pennington of Matrix Consulting Group**

Mr. Pennington distributed his final report to the Trustees and several audience members. He made his presentation which described the scope of the project as well as his findings and recommendations. His presentation concluded at 7:50 PM. At the conclusion of his presentation, Mr. Pennington suggested that the next steps in the process should be that the Trustees completely read and understand the report and turn it over to Ms. Lempke and her staff to construct a plan and implementation schedule. The Trustees asked several clarifying questions. Mr. Pennington offered the Trustees his contact information just in case they had additional questions.

Linda Ryan ascertained that any additional contacts with Alan to ask questions would not generate an additional charge to the Library. Alan indicated that there would only be an additional charge if he was required by the board to attend additional meetings. Linda Ryan asked Susan Lempke to come to the July regular board meeting with a plan and implementation schedule for the board to review and discuss.

**Adjournment**

Trustee Dimond motioned to adjourn. Trustee Matyas seconded. Voice vote taken. All ayes. No nays. Motion carried.

The meeting ended at 8:20 PM

\_\_\_\_\_  
President

\_\_\_\_\_  
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
72349	Accounts Payable	Computer Check	6/17/2015	3M	\$0.00	\$4,761.17	(\$4,761.17)	Outstanding	6/30/2015
72350	Accounts Payable	Computer Check	6/17/2015	ADULT READING ROUND TABLE	\$0.00	\$10.00	(\$4,771.17)	Outstanding	6/30/2015
72351	Accounts Payable	Computer Check	6/17/2015	AFLAC	\$0.00	\$359.41	(\$5,130.58)	Outstanding	6/30/2015
72352	Accounts Payable	Computer Check	6/17/2015	ALLIANCE ENTERTAINMENT	\$0.00	\$889.26	(\$6,019.84)	Outstanding	6/30/2015
72353	Accounts Payable	Computer Check	6/17/2015	AMARK INDUSTRIES	\$0.00	\$1,531.40	(\$7,551.24)	Outstanding	6/30/2015
72354	Accounts Payable	Computer Check	6/17/2015	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$305.00	(\$7,856.24)	Outstanding	6/30/2015
72355	Accounts Payable	Computer Check	6/17/2015	AT&T	\$0.00	\$43.44	(\$7,899.68)	Outstanding	6/30/2015
72356	Accounts Payable	Computer Check	6/17/2015	AT&T	\$0.00	\$427.14	(\$8,326.82)	Outstanding	6/30/2015
72357	Accounts Payable	Computer Check	6/17/2015	AVCAFE	\$0.00	\$88.49	(\$8,415.31)	Outstanding	6/30/2015
72358	Accounts Payable	Computer Check	6/17/2015	BAKER & TAYLOR	\$0.00	\$95.48	(\$8,510.79)	Outstanding	6/30/2015
72359	Accounts Payable	Computer Check	6/17/2015	BLICK ART MATERIALS	\$0.00	\$16.07	(\$8,526.86)	Outstanding	6/30/2015
72360	Accounts Payable	Computer Check	6/17/2015	DONNA BLOCK	\$0.00	\$79.40	(\$8,606.26)	Outstanding	6/30/2015
72361	Accounts Payable	Computer Check	6/17/2015	CALL ONE	\$0.00	\$905.55	(\$9,511.81)	Outstanding	6/30/2015
72362	Accounts Payable	Computer Check	6/17/2015	ARIANNE CAREY	\$0.00	\$113.31	(\$9,625.12)	Outstanding	6/30/2015
72363	Accounts Payable	Computer Check	6/17/2015	CAROLINA BIOLOGICAL SUPPLY C	\$0.00	\$10.50	(\$9,635.62)	Outstanding	6/30/2015
72364	Accounts Payable	Computer Check	6/17/2015	CDW GOVERNMENT, INC.	\$0.00	\$2,896.92	(\$12,532.54)	Outstanding	6/30/2015
72365	Accounts Payable	Computer Check	6/17/2015	CENGAGE LEARNING, INC.	\$0.00	\$7,172.20	(\$19,704.74)	Outstanding	6/30/2015
72366	Accounts Payable	Computer Check	6/17/2015	CENTER POINT LARGE PRINT	\$0.00	\$174.96	(\$19,879.70)	Outstanding	6/30/2015
72367	Accounts Payable	Computer Check	6/17/2015	CHRIS' LANDSCAPE, INC.	\$0.00	\$430.00	(\$20,309.70)	Outstanding	6/30/2015
72368	Accounts Payable	Computer Check	6/17/2015	CINTAS CORPORATION LOC. 769	\$0.00	\$594.29	(\$20,903.99)	Outstanding	6/30/2015
72369	Accounts Payable	Computer Check	6/17/2015	COLEMAN LEW & ASSOCIATES	\$0.00	\$12,438.89	(\$33,342.88)	Outstanding	6/30/2015
72370	Accounts Payable	Computer Check	6/17/2015	COMED	\$0.00	\$7,106.47	(\$40,449.35)	Outstanding	6/30/2015
72371	Accounts Payable	Computer Check	6/17/2015	COMMUNICATION REVOLVING F	\$0.00	\$146.70	(\$40,596.05)	Outstanding	6/30/2015
72372	Accounts Payable	Computer Check	6/17/2015	COOPERATIVE COMPUTER SERV	\$0.00	\$5,651.40	(\$46,247.45)	Outstanding	6/30/2015
72373	Accounts Payable	Computer Check	6/17/2015	CREATIVE PROMOTIONAL PROD	\$0.00	\$480.44	(\$46,727.89)	Outstanding	6/30/2015
72374	Accounts Payable	Computer Check	6/17/2015	CRIMSON MULTIMEDIA DISTRI	\$0.00	\$369.22	(\$47,097.11)	Outstanding	6/30/2015
72375	Accounts Payable	Computer Check	6/17/2015	DOOR SYSTEMS, INC.	\$0.00	\$254.50	(\$47,351.61)	Outstanding	6/30/2015
72376	Accounts Payable	Computer Check	6/17/2015	EASYPERMIT POSTAGE	\$0.00	\$500.00	(\$47,851.61)	Outstanding	6/30/2015
72377	Accounts Payable	Computer Check	6/17/2015	EBSCO INFORMATION SERVICES	\$0.00	\$14,157.50	(\$62,009.11)	Outstanding	6/30/2015
72378	Accounts Payable	Computer Check	6/17/2015	MARYELLEN ESSIG	\$0.00	\$41.65	(\$62,050.76)	Outstanding	6/30/2015
72379	Accounts Payable	Computer Check	6/17/2015	ETA HAND2MIND	\$0.00	\$158.15	(\$62,208.91)	Outstanding	6/30/2015
72380	Accounts Payable	Computer Check	6/17/2015	FIFTH THIRD BANK	\$0.00	\$202.01	(\$62,410.92)	Outstanding	6/30/2015
72381	Accounts Payable	Computer Check	6/17/2015	FIFTH THIRD BANK	\$0.00	\$2,068.24	(\$64,479.16)	Outstanding	6/30/2015
72382	Accounts Payable	Computer Check	6/17/2015	FINDAWAY WORLD, LLC	\$0.00	\$228.74	(\$64,707.90)	Outstanding	6/30/2015
72383	Accounts Payable	Computer Check	6/17/2015	BURTON L. FISCHMAN	\$0.00	\$200.00	(\$64,907.90)	Outstanding	6/30/2015
72384	Accounts Payable	Computer Check	6/17/2015	FLAGSUSA INC.	\$0.00	\$361.80	(\$65,269.70)	Outstanding	6/30/2015
72385	Accounts Payable	Computer Check	6/17/2015	FLEXSOURCE, LLC	\$0.00	\$359.00	(\$65,628.70)	Outstanding	6/30/2015
72386	Accounts Payable	Computer Check	6/17/2015	JOSE GILBERTO FLORES	\$0.00	\$29.99	(\$65,658.69)	Outstanding	6/30/2015
72387	Accounts Payable	Computer Check	6/17/2015	DARLENE FOX	\$0.00	\$101.76	(\$65,760.45)	Outstanding	6/30/2015

## Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
72388	Accounts Payable	Computer Check	6/17/2015	FULL SPECTRUM LASER LLC	\$0.00	\$150.00	(\$65,910.45)	Outstanding	6/30/2015
72389	Accounts Payable	Computer Check	6/17/2015	GARVEY'S OFFICE PRODUCTS	\$0.00	\$1,773.42	(\$67,683.87)	Outstanding	6/30/2015
72390	Accounts Payable	Computer Check	6/17/2015	GENESIS TECHNOLOGIES, INC.	\$0.00	\$2,696.16	(\$70,380.03)	Outstanding	6/30/2015
72391	Accounts Payable	Computer Check	6/17/2015	DEBORAH GRAHAM	\$0.00	\$103.45	(\$70,483.48)	Outstanding	6/30/2015
72392	Accounts Payable	Computer Check	6/17/2015	GRAINGER	\$0.00	\$662.36	(\$71,145.84)	Outstanding	6/30/2015
72393	Accounts Payable	Computer Check	6/17/2015	GROOT INDUSTRIES, INC.	\$0.00	\$233.47	(\$71,379.31)	Outstanding	6/30/2015
72394	Accounts Payable	Computer Check	6/17/2015	HALL PASS	\$0.00	\$63.00	(\$71,442.31)	Outstanding	6/30/2015
72395	Accounts Payable	Computer Check	6/17/2015	HEALTHCARE SERVICE CORPOR	\$0.00	\$34,125.69	(\$105,568.00)	Outstanding	6/30/2015
72396	Accounts Payable	Computer Check	6/17/2015	HOUCHEN BINDERY, LTD.	\$0.00	\$962.05	(\$106,530.05)	Outstanding	6/30/2015
72397	Accounts Payable	Computer Check	6/17/2015	ILLINOIS CPA SOCIETY	\$0.00	\$305.00	(\$106,835.05)	Outstanding	6/30/2015
72398	Accounts Payable	Computer Check	6/17/2015	ILLINOIS JUGGLING INSTITUTE, I	\$0.00	\$400.00	(\$107,235.05)	Outstanding	6/30/2015
72399	Accounts Payable	Computer Check	6/17/2015	ILLINOIS LIBRARY ASSOCIATION	\$0.00	\$285.00	(\$107,520.05)	Outstanding	6/30/2015
72400	Accounts Payable	Computer Check	6/17/2015	INGRAM LIBRARY SERVICES	\$0.00	\$19,784.82	(\$127,304.87)	Outstanding	6/30/2015
72401	Accounts Payable	Computer Check	6/17/2015	IRON MOUNTAIN	\$0.00	\$119.60	(\$127,424.47)	Outstanding	6/30/2015
72402	Accounts Payable	Computer Check	6/17/2015	JASON T. KEPLER	\$0.00	\$3,776.00	(\$131,200.47)	Outstanding	6/30/2015
72403	Accounts Payable	Computer Check	6/17/2015	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$2,091.40	(\$133,291.87)	Outstanding	6/30/2015
72404	Accounts Payable	Computer Check	6/17/2015	KONE INC.	\$0.00	\$232.20	(\$133,524.07)	Outstanding	6/30/2015
72405	Accounts Payable	Computer Check	6/17/2015	KONICA MINOLTA BUSINESS SO	\$0.00	\$915.16	(\$134,439.23)	Outstanding	6/30/2015
72406	Accounts Payable	Computer Check	6/17/2015	KOREAN BOOKS	\$0.00	\$549.45	(\$134,988.68)	Outstanding	6/30/2015
72407	Accounts Payable	Computer Check	6/17/2015	SUSAN LEMPKE	\$0.00	\$253.05	(\$135,241.73)	Outstanding	6/30/2015
72408	Accounts Payable	Computer Check	6/17/2015	LIBERTY SYSTEMS	\$0.00	\$1,410.48	(\$136,652.21)	Outstanding	6/30/2015
72409	Accounts Payable	Computer Check	6/17/2015	LIBRARY FURNITURE INTERNATI	\$0.00	\$250.00	(\$136,902.21)	Outstanding	6/30/2015
72410	Accounts Payable	Computer Check	6/17/2015	LINDA GORHAM, STORYTELLER	\$0.00	\$400.00	(\$137,302.21)	Outstanding	6/30/2015
72411	Accounts Payable	Computer Check	6/17/2015	MICHAEL LUCIANI	\$0.00	\$35.99	(\$137,338.20)	Outstanding	6/30/2015
72412	Accounts Payable	Computer Check	6/17/2015	VICTORIA LUZ	\$0.00	\$123.79	(\$137,461.99)	Outstanding	6/30/2015
72413	Accounts Payable	Computer Check	6/17/2015	THE MANAGEMENT ASSOCIATI	\$0.00	\$1,185.00	(\$138,646.99)	Outstanding	6/30/2015
72414	Accounts Payable	Computer Check	6/17/2015	MATRIX CONSULTING GROUP	\$0.00	\$11,156.00	(\$149,802.99)	Outstanding	6/30/2015
72415	Accounts Payable	Computer Check	6/17/2015	MENARDS	\$0.00	\$533.80	(\$150,336.79)	Outstanding	6/30/2015
72416	Accounts Payable	Computer Check	6/17/2015	MIDWEST COMPUTER PRODUCTS	\$0.00	\$8,508.51	(\$158,845.30)	Outstanding	6/30/2015
72417	Accounts Payable	Computer Check	6/17/2015	MIDWEST TAPE	\$0.00	\$4,246.82	(\$163,092.12)	Outstanding	6/30/2015
72418	Accounts Payable	Computer Check	6/17/2015	MARY MILLER	\$0.00	\$174.35	(\$163,266.47)	Outstanding	6/30/2015
72419	Accounts Payable	Computer Check	6/17/2015	MPLC	\$0.00	\$244.32	(\$163,510.79)	Outstanding	6/30/2015
72420	Accounts Payable	Computer Check	6/17/2015	MULTICULTURAL BOOKS & VID	\$0.00	\$319.11	(\$163,829.90)	Outstanding	6/30/2015
72421	Accounts Payable	Computer Check	6/17/2015	NICOR GAS	\$0.00	\$853.51	(\$164,683.41)	Outstanding	6/30/2015
72422	Accounts Payable	Computer Check	6/17/2015	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$165,564.41)	Outstanding	6/30/2015
72423	Accounts Payable	Computer Check	6/17/2015	NOAH RIEMER PRODUCTIONS L	\$0.00	\$550.00	(\$166,114.41)	Outstanding	6/30/2015
72424	Accounts Payable	Computer Check	6/17/2015	OLD TOWN SCHOOL OF FOLK MU	\$0.00	\$250.00	(\$166,364.41)	Outstanding	6/30/2015
72425	Accounts Payable	Computer Check	6/17/2015	ORIENTAL TRADING COMPANY, I	\$0.00	\$1,306.20	(\$167,670.61)	Outstanding	6/30/2015
72426	Accounts Payable	Computer Check	6/17/2015	BARBARA OTTOLINO	\$0.00	\$240.00	(\$167,910.61)	Outstanding	6/30/2015

## Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
72427	Accounts Payable	Computer Check	6/17/2015	OVERDRIVE, INC.	\$0.00	\$1,236.59	(\$169,147.20)	Outstanding	6/30/2015
72428	Accounts Payable	Computer Check	6/17/2015	PEAPOD	\$0.00	\$191.17	(\$169,338.37)	Outstanding	6/30/2015
72429	Accounts Payable	Computer Check	6/17/2015	PENGUIN RANDOM HOUSE LLC	\$0.00	\$30.00	(\$169,368.37)	Outstanding	6/30/2015
72430	Accounts Payable	Computer Check	6/17/2015	PITNEY BOWES GLOBAL FINANCI	\$0.00	\$543.90	(\$169,912.27)	Outstanding	6/30/2015
72431	Accounts Payable	Computer Check	6/17/2015	POLONIA BOOKSTORE, INC.	\$0.00	\$556.70	(\$170,468.97)	Outstanding	6/30/2015
72432	Accounts Payable	Computer Check	6/17/2015	ESTHER M. POMERANTZ	\$0.00	\$4.99	(\$170,473.96)	Outstanding	6/30/2015
72433	Accounts Payable	Computer Check	6/17/2015	SUNIL POTDAR	\$0.00	\$7.99	(\$170,481.95)	Outstanding	6/30/2015
72434	Accounts Payable	Computer Check	6/17/2015	PROSPECT HEIGHTS PUBLIC LIB	\$0.00	\$10.00	(\$170,491.95)	Outstanding	6/30/2015
72435	Accounts Payable	Computer Check	6/17/2015	WIENCZYSLAW RADECKI	\$0.00	\$12.99	(\$170,504.94)	Outstanding	6/30/2015
72436	Accounts Payable	Computer Check	6/17/2015	CYNTHIA RADEMACHER	\$0.00	\$107.52	(\$170,612.46)	Outstanding	6/30/2015
72437	Accounts Payable	Computer Check	6/17/2015	RALPH COVERT PERFORMANCE, L	\$0.00	\$750.00	(\$171,362.46)	Outstanding	6/30/2015
72438	Accounts Payable	Computer Check	6/17/2015	RECORDED BOOKS, LLC	\$0.00	\$103.80	(\$171,466.26)	Outstanding	6/30/2015
72439	Accounts Payable	Computer Check	6/17/2015	DENISE REDA	\$0.00	\$21.17	(\$171,487.43)	Outstanding	6/30/2015
72440	Accounts Payable	Computer Check	6/17/2015	DAVE RUDOLF	\$0.00	\$800.00	(\$172,287.43)	Outstanding	6/30/2015
72441	Accounts Payable	Computer Check	6/17/2015	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$549.10	(\$172,836.53)	Outstanding	6/30/2015
72442	Accounts Payable	Computer Check	6/17/2015	SAGE PUBLICATIONS INC.	\$0.00	\$110.48	(\$172,947.01)	Outstanding	6/30/2015
72443	Accounts Payable	Computer Check	6/17/2015	MONIKA SAWYER	\$0.00	\$5.99	(\$172,953.00)	Outstanding	6/30/2015
72444	Accounts Payable	Computer Check	6/17/2015	SCHMAUS CASH REGISTER COM	\$0.00	\$285.00	(\$173,238.00)	Outstanding	6/30/2015
72445	Accounts Payable	Computer Check	6/17/2015	ANGELA SEITZ	\$0.00	\$6.99	(\$173,244.99)	Outstanding	6/30/2015
72446	Accounts Payable	Computer Check	6/17/2015	BONNIE SHAY	\$0.00	\$150.00	(\$173,394.99)	Outstanding	6/30/2015
72447	Accounts Payable	Computer Check	6/17/2015	SHELL	\$0.00	\$32.33	(\$173,427.32)	Outstanding	6/30/2015
72448	Accounts Payable	Computer Check	6/17/2015	SMITHEREEN PEST MANAGEMEN	\$0.00	\$114.00	(\$173,541.32)	Outstanding	6/30/2015
72449	Accounts Payable	Computer Check	6/17/2015	SPOTLIGHT INC.	\$0.00	\$175.00	(\$173,716.32)	Outstanding	6/30/2015
72450	Accounts Payable	Computer Check	6/17/2015	SUPER-COUPONING, LLC	\$0.00	\$325.00	(\$174,041.32)	Outstanding	6/30/2015
72451	Accounts Payable	Computer Check	6/17/2015	TAPMAN PRODUCTIONS, LLC	\$0.00	\$450.00	(\$174,491.32)	Outstanding	6/30/2015
72452	Accounts Payable	Computer Check	6/17/2015	TASB, INC.	\$0.00	\$3,000.00	(\$177,491.32)	Outstanding	6/30/2015
72453	Accounts Payable	Computer Check	6/17/2015	THE LINCOLN NATIONAL LIFE IN	\$0.00	\$1,482.99	(\$178,974.31)	Outstanding	6/30/2015
72454	Accounts Payable	Computer Check	6/17/2015	KATHY TOY	\$0.00	\$18.95	(\$178,993.26)	Outstanding	6/30/2015
72455	Accounts Payable	Computer Check	6/17/2015	TYCO INTEGRATED SECURITY L	\$0.00	\$309.55	(\$179,302.81)	Outstanding	6/30/2015
72456	Accounts Payable	Computer Check	6/17/2015	U.S.FIRE & SAFETY EQUIPMENT C	\$0.00	\$221.00	(\$179,523.81)	Outstanding	6/30/2015
72457	Accounts Payable	Computer Check	6/17/2015	GRETA ULRICH	\$0.00	\$5.98	(\$179,529.79)	Outstanding	6/30/2015
72458	Accounts Payable	Computer Check	6/17/2015	UNIQUE MANAGEMENT SERVICE	\$0.00	\$99.50	(\$179,629.29)	Outstanding	6/30/2015
72459	Accounts Payable	Computer Check	6/17/2015	PETRONELLA A. VAN NUIS	\$0.00	\$875.00	(\$180,504.29)	Outstanding	6/30/2015
72460	Accounts Payable	Computer Check	6/17/2015	VERIZON WIRELESS	\$0.00	\$98.52	(\$180,602.81)	Outstanding	6/30/2015
72461	Accounts Payable	Computer Check	6/17/2015	VERNON LIBRARY SUPPLIES, IN	\$0.00	\$440.00	(\$181,042.81)	Outstanding	6/30/2015
72462	Accounts Payable	Computer Check	6/17/2015	VILLAGE OF NILES	\$0.00	\$362.06	(\$181,404.87)	Outstanding	6/30/2015
72463	Accounts Payable	Computer Check	6/17/2015	VISA	\$0.00	\$12,231.14	(\$193,636.01)	Outstanding	6/30/2015
72464	Accounts Payable	Computer Check	6/17/2015	VISION SERVICE PLAN OF ILLINO	\$0.00	\$520.86	(\$194,156.87)	Outstanding	6/30/2015
72465	Accounts Payable	Computer Check	6/17/2015	VISOGRAPHIC	\$0.00	\$4,103.01	(\$198,259.88)	Outstanding	6/30/2015

## Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
72466	Accounts Payable	Computer Check	6/17/2015	WESTERN IRRIGATION, INC.	\$0.00	\$460.00	(\$198,719.88)	Outstanding	6/30/2015
72467	Accounts Payable	Computer Check	6/17/2015	BETTY ZHAN	\$0.00	\$38.83	(\$198,758.71)	Outstanding	6/30/2015

**Summary by Transaction Type**

<b>Total Deposits:</b>	<b>\$0.00</b>
Less Payments by Transaction Type:	
Computer Check	(\$198,758.71)
<b>Total Payments:</b>	<b>(\$198,758.71)</b>
<b>Total Change in Register Balance:</b>	<b>(\$198,758.71)</b>

## Niles Public Library District Bank Register Report - Imprest

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
2933	Accounts Payable	Manual Check	5/19/2015	COSTCO	\$0.00	\$187.01	(\$187.01)	Outstanding	5/31/2015
2934	Accounts Payable	Manual Check	5/19/2015	LACONI, INC.	\$0.00	\$15.00	(\$202.01)	Outstanding	5/31/2015

**Summary by Transaction Type**

<b>Total Deposits:</b>	<b>\$0.00</b>
Less Payments by Transaction Type:	
Manual Check	(\$202.01)
<b>Total Payments:</b>	<b>(\$202.01)</b>
<b>Total Change in Register Balance:</b>	<b>(\$202.01)</b>



**VISOgraphic**  
 1220 W. National Ave.  
 Addison, IL 60101-3131

PHONE: (630) 590-6100  
 FAX: (630) 590-6139  
 WEBSITE: visographic.com

Niles Public Library  
 6960 Oakton  
 Niles IL 60714

**Amount Paid** \_\_\_\_\_  
**Invoice Total** 6,442.49

**Invoice:** 195661  
**Invoice Date:** 5/31/2015  
**Job Number:** 167644  
**Customer Number:** 0561  
**Salesperson:** Robert M. Dahlke

To Ensure Proper Credit, Return This Top Portion With Your Payment



**VISOgraphic**  
 1220 W. National Ave.  
 Addison, IL 60101-3131

**INVOICE**

Niles Public Library  
 6960 Oakton  
 Niles IL 60714

**Invoice:** 195661  
**Invoice Date:** 5/31/2015  
**Job Number:** 167644  
**Customer Number:** 0561  
**Salesperson:** Robert M. Dahlke

Purchase Order Number: Sue Wilsey  
 Form Number:

VISOgraphic is FSC, SFI, & PEFC Certified - Call for Details

Quantity	Description	Price
26,000	Chapter One Newsletter BV-COC-080724 -FSC MIX	6,442.49

Net Sales: 6,442.49  
**Invoice Total:** 6,442.49

Terms: Due in 30 days  
 All Settlements Made Via Credit Card Will be subject To A 3% Surcharge

5320

Phone: (630) 590-6100 Fax: (630) 590-6139

All settlements made via credit card will be subject to a 3% surcharge.

**ORDINANCE 15-02**

**ORDINANCE SETTING THE SCHEDULE OF MEETINGS  
OF THE BOARD OF TRUSTEES OF THE  
NILES PUBLIC LIBRARY DISTRICT FOR THE FISCAL YEAR  
COMMENCING JULY 1, 2015 AND ENDING JUNE 30, 2016**

**BE IT ORDAINED** by the Board of Trustees of the Niles Public Library District that during the fiscal year commencing July 1, 2015 and ending June 30, 2016, the following meetings of the Board of Trustees are called and will be held and conducted:

2015:	July 15	Regular Meeting
	August 19	Regular Meeting
	September 16	Regular Meeting
	October 21	Regular Meeting
	November 18	Regular Meeting
	December 16	Regular Meeting
2016:	January 20	Regular Meeting
	February 17	Regular Meeting
	March 16	Regular Meeting
	April 20	Regular Meeting
	May 18	Regular Meeting
	June 15	Regular Meeting

All of the aforesaid meetings will be held in the Board Room of the library building, 6960 Oakton Street, Niles, Illinois, at 7:00 p.m., unless otherwise designated or modified by Board resolution.

**PASSED AND ENACTED** by the Board of Trustees of the NILES PUBLIC LIBRARY DISTRICT, Cook County, Illinois on the 17<sup>th</sup> day of June, 2015.

AYES:

NAYS:

ABSTAIN:

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ABSENT:

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NILES PUBLIC LIBRARY DISTRICT

BY: \_\_\_\_\_  
President

ATTEST: \_\_\_\_\_  
Secretary

**ORDINANCE NO. 15-03**

**ORDINANCE ADOPTING THE PREVAILING WAGE RATES FOR LABORERS, WORKERS AND MECHANICS EMPLOYED BY THE NILES PUBLIC LIBRARY DISTRICT**

**WHEREAS**, the State of Illinois has enacted "An Act regulating wages of laborers, mechanics and other workmen employed in any public works by the state, county, city or any public body or any political subdivision or by anyone under contract for public works", approved June 26, 1941, as amended, being 820 ILCS 130/0.01 et seq. (formerly known as §§39s-1 through 39s-12, ch. 48, Illinois Revised Statutes, 1973); and

**WHEREAS**, the aforesaid Act requires that the Niles Public Library District of the County of Cook, State of Illinois, investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workmen in the locality of said Library District employed in performing construction of public works, for said Library District.

**NOW, THEREFORE, Be It Ordained** by the Board of Library Trustees of the Niles Public Library District, Cook County, Illinois:

**Section I:** To the extent and as required by "An Act regulating wages of laborers, mechanics and other workmen employed in any public works by the state, county, city or any public body or any political subdivision or by anyone under contract for public work", approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workmen engaged in the construction of public works coming under the jurisdiction of the Library District is hereby ascertained to be the same as the prevailing rate of wages for construction work in Cook County as determined by the Department of Labor of the State of Illinois as of June 1, 2015, a copy of that determination being attached hereto as Exhibit A and incorporated herein by reference. The definition of any terms appearing in this Ordinance which are also used in the aforesaid Act shall be the same as in said Act.

**Section 2:** Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of this Library District to the extent required by the aforesaid Act.

**Section 3:** The Secretary of the Library District Board of Trustees shall publicly post or keep available for inspection by interested party in the main office of this Library District this determination or any revisions of such prevailing rate of wage.

**Section 4:** The Secretary of the Library District Board of Trustees shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed their names and addresses requesting copies of any determination stating the particular rates and the particular class of workmen whose wages will be affected by such rates.

**Section 5:** The Secretary of the Library District Board of Trustees shall promptly file a certified copy of this Ordinance with both the Secretary of State Index Division and the Department of Labor of the State of Illinois.

**Section 6:** The Secretary shall cause a notice to be published in a newspaper of general circulation within the area that the determination of prevailing wages has been made. Said notice shall conform substantially to the notice attached hereto as Exhibit B and incorporated herein by reference. Such publication shall constitute notice that this is the determination of the Board of Library Trustees of the Niles Public Library District and is effective.

**ADOPTED** this 17<sup>th</sup> day of June, 2015, pursuant to a roll call vote as follows:

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**APPROVED** by the President and Board of Trustees of the Niles Public Library District this  
17<sup>th</sup> day of June, 2015.

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**President  
Board of Library Trustees  
Niles Public Library District**

**ATTEST:**

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**Secretary  
Board of Library Trustees  
Niles Public Library District**

# Niles Public Library District

## Balance Sheet

May 31, 2015

	GENERAL FUND 5/31/2015	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
<b>Assets</b>				
<b>Cash and Investments</b>				
Cash Checking	(\$2,393,759)	\$620,729	\$1,809,834	\$36,804
Cash-Imprest	\$847			\$847
Cash-Flexible Spending Account	\$3,854			\$3,854
MaxSafe CD	\$1,019,914			\$1,019,914
Petty Cash	\$400			\$400
Illinois Funds-Tax Deposit Account	\$2,103,023			\$2,103,023
Illinois Funds E pay fines	\$98,675			\$98,675
Northwest Community Credit Union	\$27			\$27
Fifth Third Bank-Investments	\$5,320,000			\$5,320,000
Investments Money Market-Fifth Third Bank	\$330,417			\$330,417
MaxSafe CD	\$512,214			\$512,214
<b>Total Cash and Investments</b>	<b>\$6,995,611</b>	<b>\$620,729</b>	<b>\$1,809,834</b>	<b>\$9,426,174</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	\$6,711			\$6,711
<b>Total Prepaid Items</b>	<b>\$6,711</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,711</b>
<b>Total Assets</b>	<b>\$9,360,096</b>	<b>\$675,593</b>	<b>\$1,809,834</b>	<b>\$11,845,523</b>

# Niles Public Library District

## Balance Sheet

May 31, 2015

	GENERAL FUND 5/31/2015	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
<b>Liabilities and Fund Balance</b>				
<b>Liabilities</b>				
Accounts Payable	\$187,246	\$9,243	\$0	\$196,488
Accounts Payable-Friends of the Library	\$2,848			\$2,848
Withholding-Social Security	\$60			\$60
Withholding-Federal Income Tax	\$1			\$1
Withholding-State Income Tax	\$38			\$38
Payroll Clearing	\$10,035			\$10,035
Accrued Expenses	\$50,685			\$50,685
Payroll Clearing		\$60		\$60
Payroll Clearing		(\$51)		(\$51)
Deferred Revenues	\$2,334,567	\$54,865		\$2,389,431
<b>Total Liabilities</b>	<b>\$2,585,479</b>	<b>\$64,116</b>	<b>\$0</b>	<b>\$2,649,595</b>
 <b>Fund Balance</b>				
Fund Balance	\$6,774,617	\$611,477	\$1,809,834	\$9,195,928
<b>Total Fund Balance</b>	<b>\$6,774,617</b>	<b>\$611,477</b>	<b>\$1,809,834</b>	<b>\$9,195,928</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$9,360,096</b>	<b>\$675,593</b>	<b>\$1,809,834</b>	<b>\$11,845,523</b>

**Niles Public Library District**  
**Income Statement-Consolidated**  
 May 31, 2015

	<u>Month Actual</u>	<u>Month Budget</u>	<u>Month Variance</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Annual Budget</u>	<u>Actual % of Annual Budget</u>
<b>Revenues</b>								
Property Taxes	\$10,567	\$62,112	(\$51,546)	\$6,104,058	\$6,211,247	(\$107,189)	\$6,211,247	98%
Replacement Taxes	\$29,368	\$29,400	(\$32)	\$139,935	\$140,000	(\$65)	\$140,000	100%
Per Capita Grant		\$58,000	(\$58,000)	\$71,605	\$58,000	\$13,605	\$58,000	123%
Grants-Other		\$83	(\$83)	\$1,000	\$917	\$83	\$1,000	100%
Investment Income	\$10,861	\$3,333	\$7,527	\$55,676	\$36,667	\$19,010	\$40,000	139%
Fines	\$2,891	\$3,750	(\$859)	\$46,239	\$41,250	\$4,989	\$45,000	103%
Lost Books	\$59	\$625	(\$566)	\$6,081	\$6,875	(\$794)	\$7,500	81%
Pay For Print	\$2	\$1,250	(\$1,248)	\$16,608	\$13,750	\$2,858	\$15,000	111%
Non-Resident Fees				\$251		\$251		
Flash Drive & Ear Bud Sales				\$99		\$99		
Commissions & Fees	(\$2)		(\$2)	\$16		\$16		
Donations-Friends of the Library		\$1,318	(\$1,318)		\$1,318	(\$1,318)	\$1,318	
Donations		\$25	(\$25)	\$61	\$275	(\$214)	\$300	20%
Miscellaneous		\$333	(\$333)	\$625	\$3,667	(\$3,042)	\$4,000	16%
<b>Total Revenues</b>	<b>\$53,745</b>	<b>\$160,230</b>	<b>(\$106,486)</b>	<b>\$6,442,254</b>	<b>\$6,513,965</b>	<b>(\$71,711)</b>	<b>\$6,523,365</b>	<b>99%</b>

**Expenditures**

**Salaries**

Library Director	\$8,578	\$9,583	\$1,006	\$94,355	\$105,417	\$11,061	\$115,000	82%
Payroll-Department Managers	\$7,893	\$22,931	\$15,038	\$98,369	\$252,241	\$153,872	\$275,172	36%
Payroll-Division Supervisors	\$33,928	\$43,405	\$9,477	\$389,469	\$477,459	\$87,989	\$520,864	75%
Payroll-Librarian I	\$90,640	\$89,552	(\$1,087)	\$1,018,766	\$985,077	(\$33,689)	\$1,074,630	95%
Payroll-Library Grade V	\$46,131	\$49,376	\$3,245	\$536,859	\$543,132	\$6,273	\$592,508	91%
Payroll-Library Grade VI	\$25,885	\$28,248	\$2,363	\$289,536	\$310,730	\$21,194	\$338,978	85%
Payroll-Library Pages	\$8,777	\$11,025	\$2,248	\$90,378	\$121,272	\$30,894	\$132,297	68%
Payroll-Sundays	\$4,877	\$6,167	\$1,290	\$74,725	\$67,833	(\$6,892)	\$74,000	101%
Adjustments		\$833	\$833	\$6,211	\$9,167	\$2,956	\$10,000	62%
Substitutes	\$1,100	\$667	(\$433)	\$4,237	\$7,333	\$3,097	\$8,000	53%

# Niles Public Library District Income Statement-Consolidated

May 31, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Total Salaries</b>	<b>\$227,809</b>	<b>\$261,787</b>	<b>\$33,979</b>	<b>\$2,602,906</b>	<b>\$2,879,661</b>	<b>\$276,755</b>	<b>\$3,141,448</b>	<b>83%</b>
<b>Library Materials</b>								
Books-Adult	\$15,622	\$11,667	(\$3,956)	\$136,027	\$128,333	(\$7,694)	\$140,000	97%
Books-Youth Services	\$8,366	\$5,417	(\$2,949)	\$64,815	\$59,583	(\$5,232)	\$65,000	100%
Books-Teen	\$2,330	\$1,167	(\$1,164)	\$13,408	\$12,833	(\$574)	\$14,000	96%
Downloadables	\$5,998	\$5,000	(\$998)	\$51,691	\$55,000	\$3,309	\$60,000	86%
Periodicals	\$11,832	\$1,833	(\$9,999)	\$15,861	\$20,167	\$4,306	\$22,000	72%
AV-Adult	\$3,312	\$7,750	\$4,438	\$90,771	\$85,250	(\$5,521)	\$93,000	98%
AV-Youth Services	\$2,590	\$3,500	\$910	\$36,781	\$38,500	\$1,719	\$42,000	88%
AV-Teen	\$729	\$1,000	\$271	\$9,708	\$11,000	\$1,292	\$12,000	81%
Online Databases	\$1,866	\$13,333	\$11,468	\$175,859	\$146,667	(\$29,192)	\$160,000	110%
<b>Total Library Materials</b>	<b>\$52,645</b>	<b>\$50,667</b>	<b>(\$1,978)</b>	<b>\$594,921</b>	<b>\$557,333</b>	<b>(\$37,588)</b>	<b>\$608,000</b>	<b>98%</b>
<b>Library Operating Expenditures</b>								
CCS Charges	\$4,701	\$6,217	\$1,516	\$63,559	\$68,383	\$4,824	\$74,600	85%
Processing & Supplies	\$1,831	\$1,667	(\$164)	\$22,404	\$18,333	(\$4,071)	\$20,000	112%
Internet Charges	\$893	\$1,667	\$774	\$13,781	\$18,333	\$4,552	\$20,000	69%
Software, Licenses	\$4,351	\$3,750	(\$601)	\$48,500	\$41,250	(\$7,250)	\$45,000	108%
Printing	\$4,103	\$4,167	\$64	\$27,919	\$45,833	\$17,915	\$50,000	56%
Library Supplies	\$102	\$1,067	\$965	\$11,595	\$11,733	\$138	\$12,800	91%
Programming & Support-Adult	\$3,051	\$1,917	(\$1,134)	\$16,947	\$21,083	\$4,136	\$23,000	74%
Programming & Support-Juvenile	\$5,798	\$2,875	(\$2,923)	\$28,378	\$31,625	\$3,247	\$34,500	82%
Programming & Support-Joint	(\$4)	\$333	\$337	\$1,891	\$3,667	\$1,776	\$4,000	47%
Programming & Support-Teen	\$553	\$642	\$88	\$5,308	\$7,058	\$1,751	\$7,700	69%
Public Performing Rights		\$1,318	\$1,318	\$1,320	\$1,318	(\$2)	\$1,318	100%
CCS Communications		\$333	\$333	\$326	\$3,667	\$3,341	\$4,000	8%
Computer Charges OCLC	\$951	\$951	\$0	\$10,457	\$10,457	\$1	\$11,408	92%
Miscellaneous	\$120	\$83	(\$36)	\$1,187	\$917	(\$270)	\$1,000	119%
Per Capita Grant Expenditures	\$13,001	\$71,000	\$57,999	\$59,298	\$71,000	\$11,702	\$71,000	84%
Grant - Other Expenditures		\$83	\$83		\$917	\$917	\$1,000	
Volunteers		\$250	\$250	\$780	\$2,750	\$1,970	\$3,000	26%

# Niles Public Library District Income Statement-Consolidated

May 31, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Total Library Operating Expenditures</b>	<b>\$39,450</b>	<b>\$98,319</b>	<b>\$58,869</b>	<b>\$313,650</b>	<b>\$358,325</b>	<b>\$44,675</b>	<b>\$384,326</b>	<b>82%</b>
<b>General and Administration</b>								
Janitorial Supplies	\$3,536	\$2,804	(\$732)	\$29,128	\$30,846	\$1,717	\$33,650	87%
Copiers	\$915	\$833	(\$82)	\$7,679	\$9,167	\$1,488	\$10,000	77%
Professional Development	\$645	\$2,820	\$2,175	\$15,281	\$31,025	\$15,743	\$33,845	45%
Mileage	\$441	\$108	(\$332)	\$2,395	\$1,192	(\$1,203)	\$1,300	184%
Professional Collection	\$2,557	\$396	(\$2,161)	\$7,692	\$4,354	(\$3,337)	\$4,750	162%
Legal Fees	\$2,154	\$2,500	\$346	\$30,369	\$27,500	(\$2,869)	\$30,000	101%
Consultants	\$27,371	\$1,250	(\$26,121)	\$106,799	\$13,750	(\$93,049)	\$15,000	712%
Kitchen Supplies	\$393	\$125	(\$268)	\$1,733	\$1,375	(\$358)	\$1,500	116%
Promotional Expense	\$875	\$2,075	\$1,200	\$10,038	\$22,825	\$12,787	\$24,900	40%
Office Supplies	\$2,726	\$2,083	(\$643)	\$20,998	\$22,917	\$1,919	\$25,000	84%
Postage & Freight	\$500	\$1,500	\$1,000	\$13,436	\$16,500	\$3,064	\$18,000	75%
Publication of Notices-Legal	(\$1)	\$100	\$101	\$1,007	\$1,100	\$93	\$1,200	84%
Subscriptions & Dues	\$855	\$750	(\$105)	\$8,277	\$8,250	(\$27)	\$9,000	92%
Collection Services	\$88	\$83	(\$4)	\$236	\$917	\$681	\$1,000	24%
Telephone	\$1,048	\$1,375	\$327	\$13,443	\$15,125	\$1,682	\$16,500	81%
Trustee Expense	\$449	\$750	\$301	\$4,232	\$8,250	\$4,018	\$9,000	47%
Equipment Rental	\$544	\$417	(\$127)	\$1,726	\$4,583	\$2,857	\$5,000	35%
Payroll Service	\$881	\$1,083	\$202	\$11,707	\$11,917	\$210	\$13,000	90%
Bank Fees	\$249	\$275	\$26	\$2,968	\$3,025	\$57	\$3,300	90%
Parking Lease	\$881	\$881		\$9,691	\$9,691		\$10,572	92%
<b>Total General and Administration</b>	<b>\$47,106</b>	<b>\$22,210</b>	<b>(\$24,897)</b>	<b>\$298,833</b>	<b>\$244,307</b>	<b>(\$54,526)</b>	<b>\$266,517</b>	<b>112%</b>
<b>Vehicle Operation</b>								
Gas, Oil, Grease	\$32	\$83	\$51	\$525	\$917	\$391	\$1,000	53%
Repairs & Maintenance		\$150	\$150	\$226	\$1,650	\$1,424	\$1,800	13%
Miscellaneous		\$8	\$8		\$92	\$92	\$100	
Auto Insurance				\$1,376	\$1,371	(\$5)	\$1,371	100%
<b>Total Vehicle Operation</b>	<b>\$32</b>	<b>\$242</b>	<b>\$209</b>	<b>\$2,128</b>	<b>\$4,029</b>	<b>\$1,902</b>	<b>\$4,271</b>	<b>50%</b>

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

May 31, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Employee Fringe Benefits</b>								
Deferred Compensation	\$13,411	\$14,583	\$1,173	\$154,424	\$160,417	\$5,992	\$175,000	88%
Group Health	\$27,799	\$31,250	\$3,451	\$305,791	\$343,750	\$37,960	\$375,000	82%
Health Reimbursement Account	\$1,874	\$5,000	\$3,126	\$41,654	\$55,000	\$13,346	\$60,000	69%
Dental	\$413	\$1,667	\$1,254	\$13,252	\$18,333	\$5,081	\$20,000	66%
Vision	\$439	\$583	\$144	\$5,213	\$6,417	\$1,204	\$7,000	74%
FSA fee	\$55	\$100	\$45	\$1,005	\$1,100	\$95	\$1,200	84%
Life, LTD, AD&D, STD	\$1,483	\$1,750	\$267	\$13,604	\$19,250	\$5,646	\$21,000	65%
<b>Total Employee Fringe Benefits</b>	<b>\$45,473</b>	<b>\$54,933</b>	<b>\$9,460</b>	<b>\$534,943</b>	<b>\$604,267</b>	<b>\$69,324</b>	<b>\$659,200</b>	<b>81%</b>
<b>Utilities</b>								
Gas	\$854	\$1,250	\$396	\$13,588	\$13,750	\$162	\$15,000	91%
Electric	\$7,106	\$6,667	(\$440)	\$91,243	\$73,333	(\$17,909)	\$80,000	114%
Water	\$362	\$583	\$221	\$6,937	\$6,417	(\$521)	\$7,000	99%
<b>Total Utilities</b>	<b>\$8,322</b>	<b>\$8,500</b>	<b>\$178</b>	<b>\$111,768</b>	<b>\$93,500</b>	<b>(\$18,268)</b>	<b>\$102,000</b>	<b>110%</b>
<b>Capital Expenditures</b>								
Special Reserve - Building		\$10,833	\$10,833	\$19,135	\$119,167	\$100,032	\$130,000	15%
Special Reserve - Equipment		\$33,083	\$33,083	\$55,409	\$363,917	\$308,508	\$397,000	14%
Special Reserve - Construction Project				\$18,518		(\$18,518)		
<b>Total Capital Expenditures</b>	<b>\$0</b>	<b>\$43,917</b>	<b>\$43,917</b>	<b>\$93,061</b>	<b>\$483,083</b>	<b>\$390,022</b>	<b>\$527,000</b>	<b>18%</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				\$16,700	\$17,500	\$800	\$17,500	95%
<b>Total Audit Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$16,700</b>	<b>\$17,500</b>	<b>\$800</b>	<b>\$17,500</b>	<b>95%</b>
<b>Liability Insurance</b>								

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

May 31, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
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>
<b>Social Security</b>								
Social Security	\$17,919	\$19,167	\$1,248	\$218,577	\$210,833	(\$7,743)	\$230,000	95%
<b>Total Social Security Expenditures</b>	<b>\$17,919</b>	<b>\$19,167</b>	<b>\$1,248</b>	<b>\$218,577</b>	<b>\$210,833</b>	<b>(\$7,743)</b>	<b>\$230,000</b>	<b>95%</b>
<b>Workers' Compensation</b>								
Workers' Compensation				\$24,080	\$29,431	\$5,351	\$29,431	82%
<b>Total Workers' Compensation Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$24,080</b>	<b>\$29,431</b>	<b>\$5,351</b>	<b>\$29,431</b>	<b>82%</b>
<b>Unemployment Compensation</b>								
Unemployment Compensation	\$766	\$1,250	\$484	\$11,770	\$13,750	\$1,980	\$15,000	78%
<b>Total Unemployment Compensation Expenditures</b>	<b>\$766</b>	<b>\$1,250</b>	<b>\$484</b>	<b>\$11,770</b>	<b>\$13,750</b>	<b>\$1,980</b>	<b>\$15,000</b>	<b>78%</b>
<b>Building &amp; Equipment Maintenance</b>								
Repairs & Improvements	\$173	\$3,125	\$2,952	\$15,124	\$34,375	\$19,251	\$37,500	40%
Contractual Maintenance	\$2,395	\$2,917	\$522	\$27,796	\$32,083	\$4,288	\$35,000	79%
Non-Contractual Maintenance	\$454	\$2,000	\$1,546	\$6,268	\$22,000	\$15,732	\$24,000	26%
Equipment Maintenance	\$870	\$3,000	\$2,130	\$13,176	\$33,000	\$19,824	\$36,000	37%
Non Capital Expenses	\$5,349	\$1,667	(\$3,682)	\$7,821	\$18,333	\$10,512	\$20,000	39%
Furniture & Fixtures	\$811	\$4,708	\$3,897	\$5,418	\$51,792	\$46,374	\$56,500	10%
<b>Total Building &amp; Equipment Maintenance Expenditures</b>	<b>\$10,051</b>	<b>\$17,417</b>	<b>\$7,366</b>	<b>\$75,603</b>	<b>\$191,583</b>	<b>\$115,980</b>	<b>\$209,000</b>	<b>36%</b>
<b>Total Expenditures</b>	<b>\$449,574</b>	<b>\$578,408</b>	<b>\$128,834</b>	<b>\$5,124,921</b>	<b>\$5,923,407</b>	<b>\$798,486</b>	<b>\$6,429,497</b>	<b>80%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$395,829)</b>	<b>(\$418,177)</b>	<b>\$22,348</b>	<b>\$1,317,333</b>	<b>\$590,558</b>	<b>\$726,775</b>	<b>\$93,868</b>	<b>1,403%</b>

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

May 31, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Revenues</b>								
Property Taxes	\$10,327	\$60,347	(\$50,021)	\$5,966,600	\$6,034,747	(\$68,147)	\$6,034,747	99%
Replacement Taxes	\$29,368	\$29,400	(\$32)	\$139,935	\$140,000	(\$65)	\$140,000	100%
Per Capita Grant		\$58,000	(\$58,000)	\$71,605	\$58,000	\$13,605	\$58,000	123%
Grants-Other		\$83	(\$83)	\$1,000	\$917	\$83	\$1,000	100%
Investment Income	\$10,861	\$3,333	\$7,527	\$55,676	\$36,667	\$19,010	\$40,000	139%
Fines	\$2,891	\$3,750	(\$859)	\$46,239	\$41,250	\$4,989	\$45,000	103%
Lost Books	\$59	\$625	(\$566)	\$6,081	\$6,875	(\$794)	\$7,500	81%
Pay For Print	\$2	\$1,250	(\$1,248)	\$16,608	\$13,750	\$2,858	\$15,000	111%
Non-Resident Fees				\$251		\$251		
Flash Drive & Ear Bud Sales				\$99		\$99		
Commissions & Fees	(\$2)		(\$2)	\$16		\$16		
Donations-Friends of the Library		\$1,318	(\$1,318)		\$1,318	(\$1,318)	\$1,318	
Donations		\$25	(\$25)	\$61	\$275	(\$214)	\$300	20%
Miscellaneous		\$333	(\$333)	\$625	\$3,667	(\$3,042)	\$4,000	16%
<b>Total Revenues</b>	<b>\$53,505</b>	<b>\$158,465</b>	<b>(\$104,960)</b>	<b>\$6,304,797</b>	<b>\$6,337,465</b>	<b>(\$32,668)</b>	<b>\$6,346,865</b>	<b>99%</b>

**Expenditures**

**Salaries**

Library Director	\$8,578	\$9,583	\$1,006	\$94,355	\$105,417	\$11,061	\$115,000	82%
Payroll-Department Managers	\$7,893	\$22,931	\$15,038	\$98,369	\$252,241	\$153,872	\$275,172	36%
Payroll-Division Supervisors	\$33,928	\$43,405	\$9,477	\$389,469	\$477,459	\$87,989	\$520,864	75%
Payroll-Librarian I	\$90,640	\$89,552	(\$1,087)	\$1,018,766	\$985,077	(\$33,689)	\$1,074,630	95%
Payroll-Library Grade V	\$46,131	\$49,376	\$3,245	\$536,859	\$543,132	\$6,273	\$592,508	91%
Payroll-Library Grade VI	\$25,885	\$28,248	\$2,363	\$289,536	\$310,730	\$21,194	\$338,978	85%
Payroll-Library Pages	\$8,777	\$11,025	\$2,248	\$90,378	\$121,272	\$30,894	\$132,297	68%
Payroll-Sundays	\$4,877	\$6,167	\$1,290	\$74,725	\$67,833	(\$6,892)	\$74,000	101%
Adjustments		\$833	\$833	\$6,211	\$9,167	\$2,956	\$10,000	62%
Substitutes	\$1,100	\$667	(\$433)	\$4,237	\$7,333	\$3,097	\$8,000	53%

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

May 31, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Total Salaries</b>	<b>\$227,809</b>	<b>\$261,787</b>	<b>\$33,979</b>	<b>\$2,602,906</b>	<b>\$2,879,661</b>	<b>\$276,755</b>	<b>\$3,141,448</b>	<b>83%</b>
<b>Library Materials</b>								
Books-Adult	\$15,622	\$11,667	(\$3,956)	\$136,027	\$128,333	(\$7,694)	\$140,000	97%
Books-Youth Services	\$8,366	\$5,417	(\$2,949)	\$64,815	\$59,583	(\$5,232)	\$65,000	100%
Books-Teen	\$2,330	\$1,167	(\$1,164)	\$13,408	\$12,833	(\$574)	\$14,000	96%
Downloadables	\$5,998	\$5,000	(\$998)	\$51,691	\$55,000	\$3,309	\$60,000	86%
Periodicals	\$11,832	\$1,833	(\$9,999)	\$15,861	\$20,167	\$4,306	\$22,000	72%
AV-Adult	\$3,312	\$7,750	\$4,438	\$90,771	\$85,250	(\$5,521)	\$93,000	98%
AV-Youth Services	\$2,590	\$3,500	\$910	\$36,781	\$38,500	\$1,719	\$42,000	88%
AV-Teen	\$729	\$1,000	\$271	\$9,708	\$11,000	\$1,292	\$12,000	81%
Online Databases	\$1,866	\$13,333	\$11,468	\$175,859	\$146,667	(\$29,192)	\$160,000	110%
<b>Total Library Materials</b>	<b>\$52,645</b>	<b>\$50,667</b>	<b>(\$1,978)</b>	<b>\$594,921</b>	<b>\$557,333</b>	<b>(\$37,588)</b>	<b>\$608,000</b>	<b>98%</b>
<b>Library Operating Expenditures</b>								
CCS Charges	\$4,701	\$6,217	\$1,516	\$63,559	\$68,383	\$4,824	\$74,600	85%
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Internet Charges	\$893	\$1,667	\$774	\$13,781	\$18,333	\$4,552	\$20,000	69%
Software, Licenses	\$4,351	\$3,750	(\$601)	\$48,500	\$41,250	(\$7,250)	\$45,000	108%
Printing	\$4,103	\$4,167	\$64	\$27,919	\$45,833	\$17,915	\$50,000	56%
Library Supplies	\$102	\$1,067	\$965	\$11,595	\$11,733	\$138	\$12,800	91%
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Public Performing Rights		\$1,318	\$1,318	\$1,320	\$1,318	(\$2)	\$1,318	100%
CCS Communications		\$333	\$333	\$326	\$3,667	\$3,341	\$4,000	8%
Computer Charges OCLC	\$951	\$951	\$0	\$10,457	\$10,457	\$1	\$11,408	92%
Miscellaneous	\$120	\$83	(\$36)	\$1,187	\$917	(\$270)	\$1,000	119%
Per Capita Grant Expenditures	\$13,001	\$71,000	\$57,999	\$59,298	\$71,000	\$11,702	\$71,000	84%
Grant - Other Expenditures		\$83	\$83		\$917	\$917	\$1,000	
Volunteers		\$250	\$250	\$780	\$2,750	\$1,970	\$3,000	26%

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

May 31, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Total Library Operating Expenditures</b>	<b>\$39,450</b>	<b>\$98,319</b>	<b>\$58,869</b>	<b>\$313,650</b>	<b>\$358,325</b>	<b>\$44,675</b>	<b>\$384,326</b>	<b>82%</b>
<b>General and Administration</b>								
Janitorial Supplies	\$3,536	\$2,804	(\$732)	\$29,128	\$30,846	\$1,717	\$33,650	87%
Copiers	\$915	\$833	(\$82)	\$7,679	\$9,167	\$1,488	\$10,000	77%
Professional Development	\$645	\$2,820	\$2,175	\$15,281	\$31,025	\$15,743	\$33,845	45%
Mileage	\$441	\$108	(\$332)	\$2,395	\$1,192	(\$1,203)	\$1,300	184%
Professional Collection	\$2,557	\$396	(\$2,161)	\$7,692	\$4,354	(\$3,337)	\$4,750	162%
Legal Fees	\$2,154	\$2,500	\$346	\$30,369	\$27,500	(\$2,869)	\$30,000	101%
Consultants	\$27,371	\$1,250	(\$26,121)	\$106,799	\$13,750	(\$93,049)	\$15,000	712%
Kitchen Supplies	\$393	\$125	(\$268)	\$1,733	\$1,375	(\$358)	\$1,500	116%
Promotional Expense	\$875	\$2,075	\$1,200	\$10,038	\$22,825	\$12,787	\$24,900	40%
Office Supplies	\$2,726	\$2,083	(\$643)	\$20,998	\$22,917	\$1,919	\$25,000	84%
Postage & Freight	\$500	\$1,500	\$1,000	\$13,436	\$16,500	\$3,064	\$18,000	75%
Publication of Notices-Legal	(\$1)	\$100	\$101	\$1,007	\$1,100	\$93	\$1,200	84%
Subscriptions & Dues	\$855	\$750	(\$105)	\$8,277	\$8,250	(\$27)	\$9,000	92%
Collection Services	\$88	\$83	(\$4)	\$236	\$917	\$681	\$1,000	24%
Telephone	\$1,048	\$1,375	\$327	\$13,443	\$15,125	\$1,682	\$16,500	81%
Trustee Expense	\$449	\$750	\$301	\$4,232	\$8,250	\$4,018	\$9,000	47%
Equipment Rental	\$544	\$417	(\$127)	\$1,726	\$4,583	\$2,857	\$5,000	35%
Payroll Service	\$881	\$1,083	\$202	\$11,707	\$11,917	\$210	\$13,000	90%
Bank Fees	\$249	\$275	\$26	\$2,968	\$3,025	\$57	\$3,300	90%
Parking Lease	\$881	\$881		\$9,691	\$9,691		\$10,572	92%
<b>Total General and Administration</b>	<b>\$47,106</b>	<b>\$22,210</b>	<b>(\$24,897)</b>	<b>\$298,833</b>	<b>\$244,307</b>	<b>(\$54,526)</b>	<b>\$266,517</b>	<b>112%</b>
<b>Vehicle Operation</b>								
Gas, Oil, Grease	\$32	\$83	\$51	\$525	\$917	\$391	\$1,000	53%
Repairs & Maintenance		\$150	\$150	\$226	\$1,650	\$1,424	\$1,800	13%
Miscellaneous		\$8	\$8		\$92	\$92	\$100	
Auto Insurance				\$1,376	\$1,371	(\$5)	\$1,371	100%
<b>Total Vehicle Operation</b>	<b>\$32</b>	<b>\$242</b>	<b>\$209</b>	<b>\$2,128</b>	<b>\$4,029</b>	<b>\$1,902</b>	<b>\$4,271</b>	<b>50%</b>

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

May 31, 2015

	<u>Month Actual</u>	<u>Month Budget</u>	<u>Month Variance</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Annual Budget</u>	<u>Actual % of Annual Budget</u>
<b>Employee Fringe Benefits</b>								
Deferred Compensation	\$13,411	\$14,583	\$1,173	\$154,424	\$160,417	\$5,992	\$175,000	88%
Group Health	\$27,799	\$31,250	\$3,451	\$305,791	\$343,750	\$37,960	\$375,000	82%
Health Reimbursement Account	\$1,874	\$5,000	\$3,126	\$41,654	\$55,000	\$13,346	\$60,000	69%
Dental	\$413	\$1,667	\$1,254	\$13,252	\$18,333	\$5,081	\$20,000	66%
Vision	\$439	\$583	\$144	\$5,213	\$6,417	\$1,204	\$7,000	74%
FSA fee	\$55	\$100	\$45	\$1,005	\$1,100	\$95	\$1,200	84%
Life, LTD, AD&D, STD	\$1,483	\$1,750	\$267	\$13,604	\$19,250	\$5,646	\$21,000	65%
<b>Total Employee Fringe Benefits</b>	<b>\$45,473</b>	<b>\$54,933</b>	<b>\$9,460</b>	<b>\$534,943</b>	<b>\$604,267</b>	<b>\$69,324</b>	<b>\$659,200</b>	<b>81%</b>
<b>Utilities</b>								
Gas	\$854	\$1,250	\$396	\$13,588	\$13,750	\$162	\$15,000	91%
Electric	\$7,106	\$6,667	(\$440)	\$91,243	\$73,333	(\$17,909)	\$80,000	114%
Water	\$362	\$583	\$221	\$6,937	\$6,417	(\$521)	\$7,000	99%
<b>Total Utilities</b>	<b>\$8,322</b>	<b>\$8,500</b>	<b>\$178</b>	<b>\$111,768</b>	<b>\$93,500</b>	<b>(\$18,268)</b>	<b>\$102,000</b>	<b>110%</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>\$420,838</b>	<b>\$496,658</b>	<b>\$75,820</b>	<b>\$4,660,792</b>	<b>\$4,943,066</b>	<b>\$282,274</b>	<b>\$5,367,406</b>	<b>87%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$367,333)</b>	<b>(\$338,192)</b>	<b>(\$29,140)</b>	<b>\$1,644,004</b>	<b>\$1,394,399</b>	<b>\$249,605</b>	<b>\$979,459</b>	<b>168%</b>

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

May 31, 2015

	<u>ANNUAL BUDGET</u>	<u>YTD BUDGET</u>	<u>GENERAL FUND</u>	<u>SPECIAL REVENUE FUNDS</u>	<u>SPECIAL RESERVE FUND</u>	<u>TOTAL YTD ACTUAL</u>	<u>YTD BUDGET VARIANCE</u>	<u>ACTUAL % OF ANNUAL BUDGET</u>
<b>Revenues</b>								
Property Taxes	\$6,211,247	\$6,211,247	\$5,966,600	\$137,458		\$6,104,058	(\$107,189)	98%
Replacement Taxes	\$140,000	\$140,000	\$139,935			\$139,935	(\$65)	100%
Per Capita Grant	\$58,000	\$58,000	\$71,605			\$71,605	\$13,605	123%
Grants-Other	\$1,000	\$917	\$1,000			\$1,000	\$83	100%
Investment Income	\$40,000	\$36,667	\$55,676			\$55,676	\$19,010	139%
Fines	\$45,000	\$41,250	\$46,239			\$46,239	\$4,989	103%
Lost Books	\$7,500	\$6,875	\$6,081			\$6,081	(\$794)	81%
Pay For Print	\$15,000	\$13,750	\$16,608			\$16,608	\$2,858	111%
Non-Resident Fees			\$251			\$251	\$251	
Flash Drive & Ear Bud Sales			\$99			\$99	\$99	
Commissions & Fees			\$16			\$16	\$16	
Donations-Friends of the Library	\$1,318	\$1,318					(\$1,318)	
Donations	\$300	\$275	\$61			\$61	(\$214)	20%
Miscellaneous	\$4,000	\$3,667	\$625			\$625	(\$3,042)	16%
<b>Total Revenues</b>	<b>\$6,523,365</b>	<b>\$6,513,965</b>	<b>\$6,304,797</b>	<b>\$137,458</b>	<b>\$0</b>	<b>\$6,442,254</b>	<b>(\$71,711)</b>	<b>99%</b>

**Expenditures**

**Salaries**

Library Director	\$115,000	\$105,417	\$94,355			\$94,355	\$11,061	82%
Payroll-Department Managers	\$275,172	\$252,241	\$98,369			\$98,369	\$153,872	36%
Payroll-Division Supervisors	\$520,864	\$477,459	\$389,469			\$389,469	\$87,989	75%
Payroll-Librarian I	\$1,074,630	\$985,077	\$1,018,766			\$1,018,766	(\$33,689)	95%
Payroll-Library Grade V	\$592,508	\$543,132	\$536,859			\$536,859	\$6,273	91%
Payroll-Library Grade VI	\$338,978	\$310,730	\$289,536			\$289,536	\$21,194	85%
Payroll-Library Pages	\$132,297	\$121,272	\$90,378			\$90,378	\$30,894	68%
Payroll-Sundays	\$74,000	\$67,833	\$74,725			\$74,725	(\$6,892)	101%
Adjustments	\$10,000	\$9,167	\$6,211			\$6,211	\$2,956	62%
Substitutes	\$8,000	\$7,333	\$4,237			\$4,237	\$3,097	53%

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

May 31, 2015

	<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>Total Salaries</b>	<b>\$3,141,448</b>	<b>\$2,879,661</b>	<b>\$2,602,906</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,602,906</b>	<b>\$276,755</b>	<b>83%</b>
<b>Library Materials</b>								
Books-Adult	\$140,000	\$128,333	\$136,027			\$136,027	(\$7,694)	97%
Books-Youth Services	\$65,000	\$59,583	\$64,815			\$64,815	(\$5,232)	100%
Books-Teen	\$14,000	\$12,833	\$13,408			\$13,408	(\$574)	96%
Downloadables	\$60,000	\$55,000	\$51,691			\$51,691	\$3,309	86%
Periodicals	\$22,000	\$20,167	\$15,861			\$15,861	\$4,306	72%
AV-Adult	\$93,000	\$85,250	\$90,771			\$90,771	(\$5,521)	98%
AV-Youth Services	\$42,000	\$38,500	\$36,781			\$36,781	\$1,719	88%
AV-Teen	\$12,000	\$11,000	\$9,708			\$9,708	\$1,292	81%
Online Databases	\$160,000	\$146,667	\$175,859			\$175,859	(\$29,192)	110%
<b>Total Library Materials</b>	<b>\$608,000</b>	<b>\$557,333</b>	<b>\$594,921</b>	<b>\$0</b>	<b>\$0</b>	<b>\$594,921</b>	<b>(\$37,588)</b>	<b>98%</b>
<b>Library Operating Expenditures</b>								
CCS Charges	\$74,600	\$68,383	\$63,559			\$63,559	\$4,824	85%
Processing & Supplies	\$20,000	\$18,333	\$22,404			\$22,404	(\$4,071)	112%
Internet Charges	\$20,000	\$18,333	\$13,781			\$13,781	\$4,552	69%
Software, Licenses	\$45,000	\$41,250	\$48,500			\$48,500	(\$7,250)	108%
Printing	\$50,000	\$45,833	\$27,919			\$27,919	\$17,915	56%
Library Supplies	\$12,800	\$11,733	\$11,595			\$11,595	\$138	91%
Programming & Support-Adult	\$23,000	\$21,083	\$16,947			\$16,947	\$4,136	74%
Programming & Support-Juvenile	\$34,500	\$31,625	\$28,378			\$28,378	\$3,247	82%
Programming & Support-Joint	\$4,000	\$3,667	\$1,891			\$1,891	\$1,776	47%
Programming & Support-Teen	\$7,700	\$7,058	\$5,308			\$5,308	\$1,751	69%
Public Performing Rights	\$1,318	\$1,318	\$1,320			\$1,320	(\$2)	100%
CCS Communications	\$4,000	\$3,667	\$326			\$326	\$3,341	8%
Computer Charges OCLC	\$11,408	\$10,457	\$10,457			\$10,457	\$1	92%
Miscellaneous	\$1,000	\$917	\$1,187			\$1,187	(\$270)	119%
Per Capita Grant Expenditures	\$71,000	\$71,000	\$59,298			\$59,298	\$11,702	84%
Grant - Other Expenditures	\$1,000	\$917					\$917	
Volunteers	\$3,000	\$2,750	\$780			\$780	\$1,970	26%

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

May 31, 2015

	<u>ANNUAL BUDGET</u>	<u>YTD BUDGET</u>	<u>GENERAL FUND</u>	<u>SPECIAL REVENUE FUNDS</u>	<u>SPECIAL RESERVE FUND</u>	<u>TOTAL YTD ACTUAL</u>	<u>YTD BUDGET VARIANCE</u>	<u>ACTUAL % OF ANNUAL BUDGET</u>
<b>Total Library Operating Expenditures</b>	<b>\$384,326</b>	<b>\$358,325</b>	<b>\$313,650</b>	<b>\$0</b>	<b>\$0</b>	<b>\$313,650</b>	<b>\$44,675</b>	<b>82%</b>
<b>General and Administration</b>								
Janitorial Supplies	\$33,650	\$30,846	\$29,128			\$29,128	\$1,717	87%
Copiers	\$10,000	\$9,167	\$7,679			\$7,679	\$1,488	77%
Professional Development	\$33,845	\$31,025	\$15,281			\$15,281	\$15,743	45%
Mileage	\$1,300	\$1,192	\$2,395			\$2,395	(\$1,203)	184%
Professional Collection	\$4,750	\$4,354	\$7,692			\$7,692	(\$3,337)	162%
Legal Fees	\$30,000	\$27,500	\$30,369			\$30,369	(\$2,869)	101%
Consultants	\$15,000	\$13,750	\$106,799			\$106,799	(\$93,049)	712%
Kitchen Supplies	\$1,500	\$1,375	\$1,733			\$1,733	(\$358)	116%
Promotional Expense	\$24,900	\$22,825	\$10,038			\$10,038	\$12,787	40%
Office Supplies	\$25,000	\$22,917	\$20,998			\$20,998	\$1,919	84%
Postage & Freight	\$18,000	\$16,500	\$13,436			\$13,436	\$3,064	75%
Publication of Notices-Legal	\$1,200	\$1,100	\$1,007			\$1,007	\$93	84%
Subscriptions & Dues	\$9,000	\$8,250	\$8,277			\$8,277	(\$27)	92%
Collection Services	\$1,000	\$917	\$236			\$236	\$681	24%
Telephone	\$16,500	\$15,125	\$13,443			\$13,443	\$1,682	81%
Trustee Expense	\$9,000	\$8,250	\$4,232			\$4,232	\$4,018	47%
Equipment Rental	\$5,000	\$4,583	\$1,726			\$1,726	\$2,857	35%
Payroll Service	\$13,000	\$11,917	\$11,707			\$11,707	\$210	90%
Bank Fees	\$3,300	\$3,025	\$2,968			\$2,968	\$57	90%
Parking Lease	\$10,572	\$9,691	\$9,691			\$9,691		92%
<b>Total General and Administration</b>	<b>\$266,517</b>	<b>\$244,307</b>	<b>\$298,833</b>	<b>\$0</b>	<b>\$0</b>	<b>\$298,833</b>	<b>(\$54,526)</b>	<b>112%</b>
<b>Vehicle Operation</b>								
Gas, Oil, Grease	\$1,000	\$917	\$525			\$525	\$391	53%
Repairs & Maintenance	\$1,800	\$1,650	\$226			\$226	\$1,424	13%
Miscellaneous	\$100	\$92					\$92	
Auto Insurance	\$1,371	\$1,371	\$1,376			\$1,376	(\$5)	100%
<b>Total Vehicle Operation</b>	<b>\$4,271</b>	<b>\$4,029</b>	<b>\$2,128</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,128</b>	<b>\$1,902</b>	<b>50%</b>

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

May 31, 2015

	<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>Employee Fringe Benefits</b>								
Deferred Compensation	\$175,000	\$160,417	\$154,424			\$154,424	\$5,992	88%
Group Health	\$375,000	\$343,750	\$305,791			\$305,791	\$37,960	82%
Health Reimbursement Account	\$60,000	\$55,000	\$41,654			\$41,654	\$13,346	69%
Dental	\$20,000	\$18,333	\$13,252			\$13,252	\$5,081	66%
Vision	\$7,000	\$6,417	\$5,213			\$5,213	\$1,204	74%
FSA fee	\$1,200	\$1,100	\$1,005			\$1,005	\$95	84%
Life, LTD, AD&D, STD	\$21,000	\$19,250	\$13,604			\$13,604	\$5,646	65%
<b>Total Employee Fringe Benefits</b>	<b>\$659,200</b>	<b>\$604,267</b>	<b>\$534,943</b>	<b>\$0</b>	<b>\$0</b>	<b>\$534,943</b>	<b>\$69,324</b>	<b>81%</b>
<b>Utilities</b>								
Gas	\$15,000	\$13,750	\$13,588			\$13,588	\$162	91%
Electric	\$80,000	\$73,333	\$91,243			\$91,243	(\$17,909)	114%
Water	\$7,000	\$6,417	\$6,937			\$6,937	(\$521)	99%
<b>Total Utilities</b>	<b>\$102,000</b>	<b>\$93,500</b>	<b>\$111,768</b>	<b>\$0</b>	<b>\$0</b>	<b>\$111,768</b>	<b>(\$18,268)</b>	<b>110%</b>
<b>Capital Expenditures</b>								
Special Reserve - Building	\$130,000	\$119,167			\$19,135	\$19,135	\$100,032	15%
Special Reserve - Equipment	\$397,000	\$363,917			\$55,409	\$55,409	\$308,508	14%
Special Reserve - Construction Project					\$18,518	\$18,518	(\$18,518)	
<b>Total Capital Expenditures</b>	<b>\$527,000</b>	<b>\$483,083</b>	<b>\$0</b>	<b>\$0</b>	<b>\$93,061</b>	<b>\$93,061</b>	<b>\$390,022</b>	<b>18%</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		\$16,700		\$16,700	\$800	95%
<b>Total Audit Expenditures</b>	<b>\$17,500</b>	<b>\$17,500</b>	<b>\$0</b>	<b>\$16,700</b>	<b>\$0</b>	<b>\$16,700</b>	<b>\$800</b>	<b>95%</b>
<b>Liability Insurance</b>								

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

May 31, 2015

	<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>
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>
<b>Social Security</b>								
Social Security	\$230,000	\$210,833		\$218,577		\$218,577	(\$7,743)	95%
<b>Total Social Security Expenditures</b>	<b>\$230,000</b>	<b>\$210,833</b>	<b>\$0</b>	<b>\$218,577</b>	<b>\$0</b>	<b>\$218,577</b>	<b>(\$7,743)</b>	<b>95%</b>
<b>Workers' Compensation</b>								
Workers' Compensation	\$29,431	\$29,431		\$24,080		\$24,080	\$5,351	82%
<b>Total Workers' Compensation Expenditures</b>	<b>\$29,431</b>	<b>\$29,431</b>	<b>\$0</b>	<b>\$24,080</b>	<b>\$0</b>	<b>\$24,080</b>	<b>\$5,351</b>	<b>82%</b>
<b>Unemployment Compensation</b>								
Unemployment Compensation	\$15,000	\$13,750		\$11,770		\$11,770	\$1,980	78%
<b>Total Unemployment Compensation Expenditures</b>	<b>\$15,000</b>	<b>\$13,750</b>	<b>\$0</b>	<b>\$11,770</b>	<b>\$0</b>	<b>\$11,770</b>	<b>\$1,980</b>	<b>78%</b>
<b>Building &amp; Equipment Maintenance</b>								
Repairs & Improvements	\$37,500	\$34,375		\$15,124		\$15,124	\$19,251	40%
Contractual Maintenance	\$35,000	\$32,083		\$27,796		\$27,796	\$4,288	79%
Non-Contractual Maintenance	\$24,000	\$22,000		\$6,268		\$6,268	\$15,732	26%
Equipment Maintenance	\$36,000	\$33,000		\$13,176		\$13,176	\$19,824	37%
Non Capital Expenses	\$20,000	\$18,333		\$7,821		\$7,821	\$10,512	39%
Furniture & Fixtures	\$56,500	\$51,792		\$5,418		\$5,418	\$46,374	10%
<b>Total Building &amp; Equipment Maintenance Expenditures</b>	<b>\$209,000</b>	<b>\$191,583</b>	<b>\$0</b>	<b>\$75,603</b>	<b>\$0</b>	<b>\$75,603</b>	<b>\$115,980</b>	<b>36%</b>
<b>Total Expenditures</b>	<b>\$6,429,497</b>	<b>\$5,923,407</b>	<b>\$4,660,792</b>	<b>\$371,067</b>	<b>\$93,061</b>	<b>\$5,124,921</b>	<b>\$798,486</b>	<b>80%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$93,868</b>	<b>\$590,558</b>	<b>\$1,644,004</b>	<b>(\$233,610)</b>	<b>(\$93,061)</b>	<b>\$1,317,333</b>	<b>\$726,775</b>	<b>1,403%</b>

## **Financial statement narrative**

### **For the month of May 2015 and the eleven months then ended**

#### **Revenue**

Revenue for the first eleven months of the fiscal year is running ahead of budget estimates for the eleven month mark by nearly 1.1% (\$71,711). This is due primarily to per capita grant award, interest and fines, offset partially by real estate tax collection rates. Since the Library is dependent on Cook County and the State of Illinois for the collection and disbursement of these items, it is difficult to say whether or not the actual collections will be short of budget estimates during the last quarter of the fiscal year.

For the month of May, the Library has collected \$53,745 against a budget estimate of \$160,230.

#### **Expenditures**

##### *Salaries*

Salaries continue to run behind budget estimates due to vacancies in the Library. At the eleven month point in the year, the Library is 9.5% (\$276,755) under budget as a result. The timing of the hiring to fill the vacancies will determine ultimately how much the Library will be under budget at the end of the year.

##### *Library Materials*

Library Materials continue are over budget by 6.7% (\$37,588) for the first eleven months of the year. This is due primarily to payments made in advance to various online database vendors who typically collect their license fees at the beginning of a subscription year. We also have some smaller overages in Books (Adult and Youth) and AV (Adult). We expect to be on budget by the end of the year.

##### *Library Operating Expenses*

Library Operating Expenses are running slightly under budget by 14.2% (\$44,675). The most significant contributors to this spending profile are Software Licenses (new content filter) and Per Capita Grant Expenditures. For the month this category was under spent by 59.8% (\$58,869). We expect these expense categories to equal budget estimates during the last month of the year.

##### *General and Administrative*

General and Administrative expenses are 22.3% (\$54,526) over budget estimates for the first eleven months of the year. The two most notable items in this category is Consultants (\$93,049 over budget). Consulting costs are being driven by the hiring of Coleman Lew and Matrix as well as the choice to use non employee contractors to produce some of the Library's marketing materials. We estimate that this account will likely be over budget \$65,000 to \$75,000 by the end of the year.

### *Employee Fringe Benefits*

Employee Fringe Benefits are running below expectations by 11.5% (\$69,324) due to vacancies at the Library leading to underutilization of benefits. For the month, we were 17.2% (\$9,460) under budget. We expect this trend to continue as long as there are vacancies in the Library.

### *Utilities*

Utilities are 19.5% (\$18,268) over budget for the first eleven months. For the month we are 2.1% (\$178) under. Increased electrical costs & cooler temperatures during the winter are driving the overage in these accounts. We have been working to get these costs down but have not been able to find a cost differential of which to take advantage. Assuming similar usage patterns for the third quarter of the year and no further price increases, we could end the year at approximately \$20,000 over budget in this category.

### *Net Surplus/(Deficit)*

At the eleven month point in the fiscal year, the Library budgeted a surplus of \$590,558. We have a surplus at this point in the year of \$1,317,333. This \$726,775 favorable result is due to the vacancies we have in the Library offset partially by unfavorable amounts in Library Materials and General and Administrative expenses plus slower than anticipated spending on capital items.



In May, Sasha organized the inaugural Spring Block Party with help from active community member, Nancy Kleiber. The event brought attention to the Village of Niles' mission to have more block parties and community engagement in Niles. We had a great turnout of 115 people. Vendors from the community in attendance were Yogli Mogli, Niles Family Services, Niles Fire Department, Niles Police Department, Culver's, Max Martial Arts, and more.

### **Business**

Several trustees have expressed the opinion that trying to sign the checks for our payment of bills during the Board meeting is distracting at best, and doesn't allow for a real review of the purchases. Greg Pritz is implementing a new system using facsimile signatures—he consulted our auditor, Judy Walther, who agreed with him that the essential part is that the Treasurer and Secretary (whose signatures are on the checks) carefully review the spending and have the opportunity to ask questions before the checks are sent. Greg and I met with Board Treasurer Tim Spadoni and Board Secretary Barbara Nakanishi and Greg showed them the financial documents and the box with all of the month's invoices, purchase orders and receipts. They agreed that this is a better plan, so you will no longer be seeing check signing at board meetings. All board members are encouraged to review the monthly check register and ask questions if they want more information on any items.

### **CCS report**

Our former Lead Cataloger Joel Hahn, who now is Database Manager at CCS, came up with a way to allow patrons to use a username instead of their 14-digit library card number when they are using the catalog. This is something our patrons have been requesting since the move from Bibliocommons to Enterprise. The only downside is that they can't enter the name themselves—they will have to make a request at Patron Services. There is a reason Joel is famous in Sirsi for his ability to problem-solve, and we appreciate his big effort to fix a problem that was really bothering our patrons.

The new CCS Executive Director, Christopher Holly, came for a visit at the Library. He got a grand tour (and gave big compliments to our Library design) and met with Greg Pritz, Athena Crouse, Victoria Luz, and Rich Wozniczka in addition to me to get their ideas for ways that CCS can improve. It looks like CCS remains in very capable hands.

At the CCS Governing Board meeting we were asked to vote on whether we would allow member libraries to add a "Buy It Now" button to their catalogs. This can be decided on a library-by-library basis, so we voted yes. The next choice was between a button just for purchasing through Amazon, which gives a small percentage back to the library, or to give patrons a list of possible bookstores, which don't all give money back. The Governing Board voted to use the expanded list to give patrons the greatest number of choices. I will discuss this with the Board of Trustees to hear your thoughts on whether or not we should add that option to our catalog, and will give you feedback from the staff as well.

Our Technical Services Supervisor, Victoria Luz, is finishing up her term as an officer in the CCS Catalogers' Group. Her term happened to come at a particularly busy time both in cataloging, with the beginnings of a conversion to a new form of cataloging called RDA, and at the Library when she became supervisor. She says, "While my time in these roles came at an unexpectedly busy time, (becoming TS Supervisor, RDA, Enterprise) and presented many challenges, it was extremely rewarding and educational on many levels. I was glad I could use my time to benefit the consortium and in turn, NPLD."

## **Staff news**

Adult Services Librarian Cecilia Cygnar, sometimes known as “Cinema Cecilia,” has been elected to the ALA committee which will select the year’s best nonfiction videos for adults. Congratulations to Cecilia!

Teen Services Librarian Mary Miller has had her proposal on the topic of running a teen Tournament of Books accepted for the fall Illinois Library Association conference. We are always happy to have our staff out presenting at conferences because they get to share our good work and at the same time learn about the great things going on at other libraries.

Teen Services Librarian Donna Block participated in the D219 Ask the Expert Day at Niles North. Donna does a wonderful job representing the Library at all of our area high schools, and this year she even took a turn promoting the children’s summer reading game at Nelson School.

On Memorial Day, Adult Services Neil O’Shea took the time to attend the Veterans’ Waterfall Observance, where he got the chance to speak with three of the vets who he has interviewed for the Veterans’ History Project.

Business Librarian Judy McNulty presented a database we subscribe to for our patrons and staff called *Reference USA* to the Chamber of Commerce members at one of their events. She had a good turnout and got the information to an audience who will really benefit by using this amazingly powerful search tool.

Library Assistant Pat Ansuini commented on a satisfying reader’s advisory experience she had recently. A young woman who works as a lifeguard at the beach and has plenty of time to read came asking Pat for recommendations, and left with a very tall stack of books. Both of them had a delightful time picking them out.

## **Technology**

IT Specialist Rich Wozniczka and Maintenance Supervisor Dave Dabrowski have been looking into our security technology, including cameras inside and outside and an improved system for entering locked rooms. The Board will probably see more on this next month.

## **Other Activities**

We sent four people out to the annual Reaching Forward conference. This conference is aimed at support staff and just gets better every year. Pat Ansuini and Bernadetta Koryciarz from Adult Services and Aileen Hannon from Outreach wrote detailed and interesting reports, which I am including in the communications.

I am on the Advisory Board of Wright College’s LTA (Library Technical Assistant) program, which met via conference call. They are trying to get their program certified with ALA, and asked me to participate to give some real-life public library input.

I have been working with the Management Association to schedule the Supervisor Boot Camp that you approved last month. It looks like it will be in late September.

## Committees

The Digital Media Lab Committee Committee members have been finishing up the purchasing of technology and science equipment for the 2014 Per Capita Grant—the deadline is June 30<sup>th</sup>. I met with Arianne and Children’s Librarian Cate Levinson to hear about her plans for Wonder Ground (the K-4 STEAM space) and she has supplies and ideas to keep the kids occupied for the next year and more. Dave Dabrowski has been working on getting each of the spaces ready. He has been adding insulation to the Creative Studio for soundproofing, cut a window into the wall of Wonder Ground, and much more.

The Sunshine Committee The Committee plans to host a staff “garage sale” in June to raise funds for their work in providing morale-boosting staff activities and events. The sale will be behind the scenes—not for patrons.

Display and Art Gallery Committee The Committee is planning a staff display that fits with the “Hero” theme of Summer Reading. They also will begin getting out the word that artists can put their work on display in the Franklin Gallery.

Susan Dove Lempke  
Library Director

### Trustee Calendar

#### June

6/25-30—ALA Annual Conference (San Francisco)

#### July

No Friends meeting

7/4—Niles Independence Day Parade

7/15—Regular Meeting of the Board of Trustees

7/21—Chamber Golf Outing

#### August

No Friends meeting

8/19—Regular Meeting of the Board of Trustees

## Monthly Statistical Report -- May 2015

LOAN OF LIBRARY MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult	39,697	40,024	-0.82%	446,086	449,720	-0.81%
Teens	3,031	3,215	-5.72%	36,097	35,471	1.76%
Juvenile	36,343	34,412	5.61%	429,491	408,516	5.13%
Digital	4,698	3,581	31.19%	47,773	32,707	46.06%
<b>TOTAL Loan of Library Materials</b>	<b>83,769</b>	<b>81,232</b>	<b>3.12%</b>	<b>959,447</b>	<b>926,414</b>	<b>3.57%</b>
LOAN OF MATERIAL BY TYPE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
<b>Adult</b>						
Print	18,455	17,983	2.62%	202,830	199,269	1.79%
Periodical	1,032	685	50.66%	11,691	9,169	27.51%
Audio	4,345	5,262	-17.43%	51,831	58,054	-10.72%
DVD	15,865	16,094	-1.42%	179,734	183,228	-1.91%
<b>TOTAL Adult Loans</b>	<b>39,697</b>	<b>40,024</b>	<b>-0.82%</b>	<b>446,086</b>	<b>449,720</b>	<b>-0.81%</b>
<b>Teens</b>						
Print	2,319	2,518	-7.90%	27,092	26,449	2.43%
Periodical	12	16	-25.00%	153	125	22.40%
Audio	378	394	-4.06%	5,161	5,558	-7.14%
DVD	322	287	12.20%	3,691	3,339	10.54%
<b>TOTAL Teen Loans</b>	<b>3,031</b>	<b>3,215</b>	<b>-5.72%</b>	<b>36,097</b>	<b>35,471</b>	<b>1.76%</b>
<b>Juvenile</b>						
Print	25,760	23,524	9.51%	300,858	280,574	7.23%
Periodical	105	89	17.98%	1,106	987	12.06%
Audio	2,482	2,635	-5.81%	28,333	30,819	-8.07%
DVD	7,996	8,164	-2.06%	99,194	96,136	3.18%
<b>TOTAL Juvenile Loans</b>	<b>36,343</b>	<b>34,412</b>	<b>5.61%</b>	<b>429,491</b>	<b>408,516</b>	<b>5.13%</b>
<b>TOTAL Digital</b>	<b>4,698</b>	<b>3,581</b>	<b>31.19%</b>	<b>47,773</b>	<b>32,707</b>	<b>46.06%</b>
ONLINE DATABASE USE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
<b>Total Database Use</b>	<b>6,280</b>	<b>5,338</b>	<b>17.65%</b>	<b>78,066</b>	<b>63,805</b>	<b>22.35%</b>
Holds	Current Month	Prior Year Same Month	% Change			
Holds Placed	7,264	10,583	-31.36%			
Holds Made Available	12,120	14,982	-19.10%			
Patron Registration	Current Month	Total	Prior Year Same Month	% Change		
New District cards	305	25,472	224	36.16%		
Patron Count	Current Month	Prior Year Same Month	% Change			
Patron visits	29,705	32,351	-8.18%			
Unique Library cards used	4,962	5,031	-1.37%			
e-News subscribers	10,774	8,671	24.25%			
IN-HOUSE USE OF MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Reference--Adult		34	-100.00%		2,864	-100.00%
Circulating--Juvenile	5,867	5,171	13.46%	82,048	45,167	81.65%
Circulating--Teen	358	573	-37.52%	6,495	1,865	248.26%
Circulating--Commons	148	124	19.35%	1,640	411	299.03%
Circulating--Adult	2,982	5,444	-45.22%	47,530	42,167	12.72%
<b>TOTAL In-house Use of Print Materials</b>	<b>9,355</b>	<b>11,346</b>	<b>-17.55%</b>	<b>137,713</b>	<b>92,474</b>	<b>48.92%</b>

## Monthly Statistical Report -- May 2015

PC Users by Area	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult Services	4,236	4,371	-3.09%	54,074	46,934	15.21%
Youth Services	964	1,412	-31.73%	13,479	11,700	15.21%
Teen Services	430	310	38.71%	3,712	980	278.78%
Express Internet	213	722	-70.50%	2,993	13,839	-78.37%
Patron Wi-Fi Uses	9,716	8,527	13.94%	108,692	44,249	145.64%
Scanning devices	671	1,016	-33.96%	9,021	8,815	2.34%
<b>Total Users</b>	<b>16,230</b>	<b>16,358</b>	<b>-0.78%</b>	<b>191,971</b>	<b>126,517</b>	<b>51.74%</b>
<b>Website Hits</b>	<b>32,942</b>	<b>32,336</b>			<b>300,879</b>	
<b>Facebook "Likes" to date</b>	<b>871</b>	<b>755</b>			<b>755</b>	
<b>Buzz Blog views</b>	<b>611</b>				<b>0</b>	
<b>Media Hits</b> (includes print and online articles and listings)	<b>14</b>	<b>90</b>			<b>774</b>	
<b>TECHNICAL SERVICES</b>						
	<b>Items Added</b>	<b>Items Withdrawn</b>	<b>Library Holdings</b>			
<i>March</i>	<b>2,391</b>	<b>2,173</b>	<b>279,729</b>			
<b>Library Services</b>						
	<b>Current Month</b>	<b>Year to date</b>				
Notary Public	<b>61</b>	<b>803</b>				
Test Proctoring	<b>13</b>	<b>99</b>				
Voters' Registration	<b>0</b>	<b>8</b>				
Study Room Use	<b>300</b>					
<b>VOLUNTEER HOURS</b>						
	<b>Number of people</b>	<b>Total hours</b>				
Adult Services & Programs - Fic, AV, Ref	18	80				
Teen Services & Programs - Fic and Ref	13	38				
Youth Services Programs & General	9	44				
General Library & Library Events	14	101				
<b>Total Volunteers/Hours this month</b>	<b>54</b>	<b>263</b>				
<i>NOTE: Last year volunteers/hours same month</i>	<b>62</b>	<b>212</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>2,040</b>	<b>3,359</b>	<b>-39.27%</b>	<b>58,992</b>	<b>66,144</b>	<b>-8.49%</b>
Reference/Research	<b>6,371</b>	<b>7,462</b>	<b>-14.62%</b>	<b>104,787</b>	<b>71,627</b>	<b>98.78%</b>
<b>TOTAL All Service Desks</b>	<b>8,411</b>	<b>10,821</b>	<b>-22.27%</b>	<b>163,779</b>	<b>137,771</b>	<b>46.66%</b>
<b>Adult Services (3rd floor)</b>						
Quick Questions	163	212	-23.11%	6,421	12,261	-47.63%
Reference/Research	891	1,212	-26.49%	19,621	15,718	24.83%
<b>Total Reference Desk</b>	<b>1,054</b>	<b>1,424</b>	<b>-25.98%</b>	<b>26,042</b>	<b>27,979</b>	<b>-6.92%</b>
<b>Fiction/Audiovisual Services (2nd floor)</b>						
Quick Questions	170	307	-44.63%	12,375	15,435	-19.83%
Reference/Research	1,712	1,865	-8.20%	30,833	21,307	44.71%
<b>Total Fic/AV Desk</b>	<b>1,882</b>	<b>2,172</b>	<b>-13.35%</b>	<b>43,208</b>	<b>36,742</b>	<b>17.60%</b>
<b>Technology Desk</b>						
Quick Questions	276	700	-60.57%	13,178	8,478	55.44%
Reference/Research	1,340	1,639	-18.24%	24,989	5,410	361.90%
<b>Total Tech Desk</b>	<b>1,616</b>	<b>2,339</b>	<b>-30.91%</b>	<b>38,167</b>	<b>13,888</b>	<b>174.82%</b>
<b>Teen Desk</b>						
Quick Questions	121	243	-50.21%	3,523	1,688	108.71%

## Monthly Statistical Report -- May 2015

Reference/Research	296	221	33.94%	2,254	1,322	70.50%
<b>Total Teen Desk</b>	<b>417</b>	<b>464</b>	<b>-10.13%</b>	<b>5,777</b>	<b>3,010</b>	<b>91.93%</b>
<b>Outreach Services</b>						
Reference/Research	345	314	9.87%	5,649	5,108	10.59%
Bulk Loan Items Delivered to Nursing Homes	570	435	31.03%	4,866	4,505	8.01%
Materials pulled for Homebound Users	911	973	-6.37%	11,396	11,540	-1.25%
<b>Total Outreach</b>	<b>1,826</b>	<b>1,722</b>	<b>6.04%</b>	<b>21,911</b>	<b>21,153</b>	<b>3.58%</b>
<b>Youth Services</b>						
Quick Questions	1,310	1,897	-30.94%	23,495	28,282	-16.93%
Reference/Research	1,787	2,211	-19.18%	21,441	22,762	-5.80%
School Loans pulled	18	16	12.50%	254	231	9.96%
Museum Adventure passes distributed	28	28	0.00%	210	207	1.45%
<b>Total Youth Services</b>	<b>3,143</b>	<b>4,152</b>	<b>-24.30%</b>	<b>45,400</b>	<b>51,482</b>	<b>-11.81%</b>
<b>GRAND Total</b>	<b>9,938</b>	<b>12,273</b>	<b>-19.03%</b>	<b>180,505</b>	<b>154,254</b>	<b>17.02%</b>

	Current Month	Prior Year Same Month	% Change			
<b>Interlibrary Loan</b>						
<b>Books, A-V</b>						
Items lent to offline libraries	267	289	-7.61%			
Items received from offline libraries for patrons	78	86	-9.30%			
<b>Total</b>	<b>345</b>	<b>375</b>	<b>-8.00%</b>			

	Current Month	Prior Year Same Month	% Change			
<b>Outreach Services</b>						
<b>Homebound</b>						
Patrons	239	223	7.17%			
Visits	204	215	-5.12%			
<b>Institutions</b>						
Institutions	12	11	9.09%			
Visits	12	11				
<b>Schools</b>						
Items	284	265	7.17%			
Visits	17	17	0.00%			

	This Month	Attendance	Attendance Prior Year	% Change		
<b>LIBRARY PROGRAMS</b>						
<b>Programs--Youth</b>						
Rise & Shine Storytime (parent & child)	4	87				
Babytime (parent & child)	3	166				
Family Storytime (parent & child)	4	130				
Bibliobop	2	51				
Reading Patch Club	1	3				
1,000 Books Before Kindergarten	1	9				
Chess	3	64				
Book Buddies	6	12				
Mega-Mondays	3	50				
Breakfast Bingo	1	42				
Movies	1	35				
Second Sunday	1	44				
Outreach to Schools	4	80				
SRC promotional school visits	52	1,878				
Ipad Usage	1	465				
World Language Storytimes	2	43				
Melzer School workshop	1	120				

## Monthly Statistical Report -- May 2015

Community Helpers	1	80			
Spring Block Party	1	57			
May the Fourth Be With You	1	30			
Summer Reading Volunteer Orientation	1	15			
Video Games	1	108			
In-House Games & Toys	1	678			
<b>Total Youth Services Programs</b>	<b>96</b>	<b>4,247</b>	<b>3,776</b>	<b>12.47%</b>	
<b>Programs--YS and Teen</b>					
Reading Challenge Award Lunch	1	4	4	0.00%	
<b>Programs--Teens</b>					
Teen Advisory Board	1	10			
Anime and Manga Club	1	2			
Videogames	1	99			
Games	1	3			
Button-making	1	4			
Teen Appathon	1	35			
Poetry Lounge	1	25			
Fandom Talent Show	1	22			
Outreach School Visits to Library	2	14			
Outreach to Schools	4	33			
Drop in DIY	1	17			
Flowerpower YA Fiction	1	50			
Free Comic Book Day	1	230			
Movies	1	8			
<b>Total Teen Programs</b>	<b>18</b>	<b>552</b>	<b>626</b>	<b>-11.82%</b>	
<b>Programs--Adult</b>					
Citizenship Classes	3	13			
SCORE	4	11			
CJE SeniorLife Counseling	2	3			
Power Employment Workshop	1	7			
Senior Coffee Hour: "Jackie Kennedy"	1	75			
BookBites Book Discussion-The Dinner	1	17			
Outreach Book Discussions at Nursing Homes	2	11			
Book Discussion in Polish	1	7			
Book Discussions	2	17			
Movies	7	88			
Technology Programs	4	22			
Niles Songwriters	1	5			
Music Therapy Program for Low Vision Group	1	12			
Shakespeare Film Discussion	1	6			
Author Talk: Tam Ky: The Battle for Nui Yon Hill	1	6			
Author Talk: Chicago as "Terminal Town"	1	18			
Afternoon of Stories and Poetry	1	9			
Public Records Brown Bag Lunch	1	20			
Maintaining Your Home Computer	1	18			
Small Business: How and Why People Buy	1	13			
Spring Block Party	1	58			
Niles Garden Club	1	4			
Rosetta Stone Demo	1	4			
Adult Volunteer Info Session	1	1			
Wills & Trusts	1	95			
<b>Total Adult Programs</b>	<b>42</b>	<b>540</b>	<b>280</b>	<b>92.86%</b>	

## Monthly Statistical Report -- May 2015

<b>Outside Meetings</b>						
Niles All American Toastmasters	2	17				
The Harbour	4	88				
Ligia Amarei-Mom's Small Group	1	10				
Wills & Trusts - Jacob E. Ehrensaft	1	40				
Morton Grove Toastmasters Club	2	40				
Jewish Genealogical Society of Illinois	1	12				
Quality of Life	1	6				
CCS PAS Meeting	1	45				
Ken Lubinski - Improv Comedy Group	1	45				
<b>Total Outside Meetings</b>	<b>14</b>	<b>303</b>	<b>139</b>			
<b>Total Meeting and Program Attendance</b>	<b>171</b>	<b>5,646</b>	<b>4,825</b>	<b>17.02%</b>		

## Patron Suggestions and Comments for June 2015

### Responses to Patron Suggestions and Comments

The WIFI on the ground floor by the snack machines is excruciatingly slow. The obvious solution is to move the wireless router out of the closet it is in and mount it on a shelf on one of the support columns in the room. Why no one in your “tech services” dept has figured this out yet is an enduring mystery.

M. D.

We have an excellent IT staff. They report that: On occasion we do address the random Access Point lockup; however, it has been our experience that the local device is usually the cause of the majority of connectivity and performance issues. Incorrect or faulty wireless adapter drivers, fixed proxy settings by the owner of the device such as a school or business and hidden malware and virus programs are among the many factors that can prevent connectivity or impact performance. The library experienced this on our laptops until the wireless adapter manufacturer released updated drivers that successfully addressed a software bug affecting connectivity and performance.

Additionally all the Library’s Wi-Fi Access Points are located in the ceilings throughout the library and their placement is such that their coverage area’s overlap each other. The Access Points automatically adjust their radio channels to minimize radio interference. The specific location you mentioned is centrally located in the building and has a total of 6 Access Points overlapping of which 3 provide a good signal and the unit located directly above that area provides an excellent signal.

My only disappointment with the renovation is the policy of postings only from Niles. I am on two boards of directors and would like to post about these organizations. I also like to learn about other events occurring nearby. D. K.

We are looking for ways to be able to expand our community postings, and if we are able to find room, we will include postings from nearby communities as well.

Suggest *Roman Holiday* with Audrey Hepburn and Gregory Peck for Family Fun Big Screen. Also, Elvis Presley in *Blue Hawaii*. S. R.

Suggest arranging a showing in the Library of *Gulliver’s Travels* starring Peter O’Toole and Omar Sharif. Thank you for these movie suggestions.

We take out DVDs often and sometimes they are in such need of cleaning that they are impossible to watch and enjoy. Perhaps a few signs could be made to remind the viewer to please fill out the slip that is provided with every DVD. L. R.

Thank you for the suggestion—we certainly do appreciate the patrons that let us know when they have had trouble with a disc.

There should be a time limit on iPads in the Kids’ Section. A. J.

We will consider your suggestion to see if we can add a limit without making our iPad set-up too complex to work well.

I needed to pull off a file off a card reader and could not do it on your computer. Could you get a card reader adapter? D. L.

We are sorry to hear that you could not retrieve your file from your memory card. The Tech Desk on the Lower Level has memory card readers available for patron use. Please make sure to ask a staff member at the desk and they will be happy to loan one to you for use with a patron computer.

**Have we been helpful to you today? (KidSpace)**

Yes, you have because you are always nice.  
Thanks! That's wonderful to hear.

Yes, they help my cousin find a book and gave him a sticker.  
We are glad to hear that. Thanks for writing!

Summer Chess Club! 1<sup>st</sup>-5<sup>th</sup> (or older) grades!  
We're sorry we didn't get Chess Club on our schedule for this summer. We will think about it for next year.

**CONFERENCE SESSION NOTES**  
**Reaching Forward Conference 5/8/2015**  
Professional Development Conference for Library Staff

## **Just Enough to Be Dangerous**

Mikael Jacobsen and Erika Kallman of Skokie Public Library presented the workshop.

The content consisted of very, very basic information on video and audio production, photography and graphic design. Actually, the information consisted almost solely of various equipment lists and online resources. A smattering of production advice, like frame dynamics and shot lists, was also offered.

Teach patrons how to stay virtual and viable by teaching them how to use equipment. The Skokie library uses digital media lab as:

- A teaching tool - instructing patrons how to use the equipment, for technology classes etc.
- Promotional tools- recording materials for open house, making events more attractive to patrons( using the green screen and putting Star Wars background for May 4<sup>th</sup> activities), etc
- Marketing tools –interviews with authors uploaded to YouTube, recorded events, podcasts
- A documenting tool- document success stories

Equipment that Skokie Library makes available to patrons:

### **Video Equipment**

Cameras, tripods, video cameras with audio, green screens, microphones, portable hard-drives for pieces running longer than 5-10 minutes.

### **Photographic Equipment**

Cameras (point and shoot 50mm, point and shoot with wide-angle and mega zoom lenses and VSLR (digital single lens reflex), tripods, lights, green screens, cases.

### **Audio Equipment**

Good headphones, MP3 recorders, microphone

Music production, podcasting or video will determine the type of audio equipment needed. The automobile is one of the best places to record because it is a virtual sound booth on wheels.

### **Graphic Design Equipment**

Various online sources are listed separately.

Tips included:

- use of advertisements and other print and online graphics to provide inspiration.
- using no more than 2 fonts if possible for various texts, titles and cutlines etc.,
- use grids for layout
- save your work early and often!!
- Show your developing work to others for their opinions.

The Skokie library uses a 7 day equipment check out, reformats and wipes hard drives when returned

## **JUST ENOUGH TO BE DANGEROUS Online resources:**

### **VIDEO**

A good resource to learn video editing is – [www.lynda.com](http://www.lynda.com)  
Windows Movie Maker Live – <http://explore.live.com/windows-live-movie-maker>  
iMovie – <https://www.apple.com/mac/imovie/>  
Animoto – <http://animoto.com>  
Vimeo – <https://vimeo.com/>  
YouTube – [www.youtube.com](http://www.youtube.com)  
WeVideo – <https://www.wevideo.com>

A good resource on the basics of videography –  
[http://multimedia.journalism.berkeley.edu/tutorials/shooting\\_tips/](http://multimedia.journalism.berkeley.edu/tutorials/shooting_tips/)

### **AUDIO**

Audacity – <http://audacity.sourceforge.net/>  
Garageband – <https://www.apple.com/mac/garageband/>  
Creative Commons Search – <http://search.creativecommons.org/> and  
<http://creativecommons.org/legalmusicforvideos>  
Dexter Britain – <http://dexterbritain.co.uk>  
Libsyn – <http://www.libsyn.com>  
Internet Archive – <https://archive.org/details/audio>

### **PHOTOGRAPHY**

Picmonkey – <http://www.picmonkey.com/>  
Pixir – <http://pixir.com>  
Fotor – <http://www.fotor.com/>  
Polarr – <http://polarr.co>  
Gimp (offline) – <http://www.gimp.org/>  
Paint.net (offline) – <http://www.getpaint.net/>

### **GRAPHIC DESIGN**

Inkscape – <http://www.inkscape.org/>  
Scribus – <http://www.scribus.net>  
Dafont – <http://www.dafont.com/>  
Pixabay – <http://pixabay.com/>  
Dollar Photo Club – <http://www.dollarphotoclub.com/>  
The Noun Project – <http://thenounproject.com/>

## Kickstarting the Connection Between Security and Customer Service

Jeremy Andrykowski and Mike Clean of Arlington Heights Memorial Library presented this workshop.

Security and customer service is the same thing. How do you connect security with customer service? This was the question under discussion. Arlington Heights Library covers 132,000 square feet and employs a security staff of five – two full time and three part time plus the head of the department.

Build a pro-active security team that includes every person on the staff whether they work on the floors with the public or not.

The head of security and deputy director both recommended Disney's "Magic of Service" as a model for creating a safe building.

- Safety – in a diverse environment. Practice safe behaviors, take action to put safety first, speak-up to ensure the safety of others.
- Courtesy – above and beyond expectations
- Show – the experience of being in the library
- Capacity or efficiency – use time and resources well.

Safety - creating a secure facility.

- Front line staff is the most important entity in creating a secure facility.
- Front line staff must see everyone who comes into the library or its departments and floors.
- An effort should be made to make eye-to-eye contact with everyone. Ensure patrons see you see them.
- Pro-active safety actions include numbering all doors so that fire and police can easily locate them. Numbering is critical for evacuation so everyone knows exactly where door #5 is for example not "the door on the North side" of which Niles Library has several.
- SECURITY CAMERAS DO NOT make a building safe. They only tell a part of the story of an incident if at all.
- There should be at least one security person dedicated to nothing else and, constantly moving around the building with their communication device in sight.
- Stop people at the door if they come in drunk, stoned, exhibit unruly behavior or are belligerent. It is ok to say to them that they'll be welcomed back when they sober up or calm down or whatever but do not let them in if at all possible. The situation will only worsen.

Visibility

- Look up at desks to see who is around. Walk around from time to time.
- Greeters at Wal-Mart may make customers feel welcomed but they are really functioning as part of the security staff. They make the first eye-to-eye contact so that customer's know they have been seen.
- See something/say something.
- Share information. Don't parse it out or adopt a "need to know" standard. Be proactive. All staff must know about every incident, be sent all incident reports and know what is going on. People who are in the library to cause trouble don't stay in one place. Next time, they may go to a different department. If everyone isn't aware of what has occurred or is occurring they will not be on the alert.

- Liaise with local law enforcement and fire departments and any other appropriate agency.
- Connect with national agencies.
- Do daily safety checks and reports.
- There should be constant collaboration between library staff and law enforcement.

Suggestions from frontline staff regarding building safety are critical to developing a workable and succinct Code of Conduct. It should include everything.

- Change policy from booklet to Code of Conduct and make them simple, broad and effective. Make them in small (5X7 or so) flip card binders and have one at every desk and throughout the library where staff can easily access them. They should be very easy to read and understand. Each card should speak only to one type of emergency. Quick, easy, consistent.

The Code of Conduct, besides containing safety procedures also seeks to ameliorate, intervene and or stop "behavior" not the individual.

Do not profile the homeless. It is usually the non-descript average looking person who knows they aren't noticeable that engages in bad or illegal behavior

*Staff and Boards are afraid of kicking people out but taxpayers want that done. They want to feel safe and know that they and their loved ones are safe when they are in the library.*

Arlington Library's ban sequence is:

- 1-day ban
- 3-day ban
- 30-day ban
- 1 year ban

If a person is caught violating their 1 year ban staff consults with the board to seek a permanent ban.

Arlington also takes people to court for trespassing if they violate their ban.

Five Barriers – getting past "no"

1. "Go to the balcony" – step back and assess the situation
2. "Step to their side" – empathy, "Yes, I understand how this can be annoying...etc."
3. "Don't object, reframe" – "Can I get you a stool to put your feet on?" Or if someone is sleeping ask, "Are you ok?" If they say yes then you can say you "I noticed you were sleeping. Perhaps you should walk around for a few minutes just to wake up."
4. "Build a golden bridge" – work together to find a solution to whatever is annoying the patron or others. Be flexible.
5. "Bring them to their senses" – What can we do to deal with or solve patron's problem or complaint.

Use the phrase "I received a complaint" rather than a flat prohibitive statement. Get someone else to intervene if you are not being effective.

Alchemy of Service

Learn, experiment and share.

Consistency, consistency, consistency among all staff in understanding and enforcing the "Code of Conduct" is critical to its success ensuring the safety and enjoyment and satisfaction of the patron.

## **Staying Relevant: 3 things that matter**

Presented by Laurie Guest, Solutions are Brewing

This workshop looked at methods of change and how to deal with the resistance it may cause.

Think about why we do what we do. Does it still make sense? Is there a better way?

Always present facts not feelings when trying to change a policy. Then bring possible solutions.

Type of resistance.

- Low – can be changed back with minimal effort.
- Moderate – not permanent change but risky
- High – new way of thinking and behaving; deep personal change

Aspects and techniques for adapting

- Dwelling – immersed in the problem with feeling of no control
- Diversion – some control
- Direction action – take direct action that should lead to...
- Completion – the result of direct action

Staying relevant means changing and adapting but change causes resistance, being relevant means being in the present.

If big changes are needed or suggested “back into” a solution. Think through the change from the top - the big picture - to what is really possible by backing through each step from the top.

Oak Park Library has dedicated a small, unused room to what they call the Idea Box. It invites patrons and staff to participate in making suggestions, finding solutions and building community so everyone has a stake in the success of the library. The catalyst changes each month.

Two examples of how the Idea Box has been utilized are:

- Turning the walls and floors into various maps then asking people to put pins into the maps where significant things happened in their lives, or where they would like travel or have travelled etc., and then write little pieces of text or song or make images. The room was stuffed by the end of the month and it became a wonderful, communal repository that provided a glimpse into the lives of people working in and using the library.
- Putting post-it notes all over the walls with ideas for everything from programs to collection requests, comments and desires and what the library means to them.

Being in the library should be an experience.

Staff team building is critical but activities do not always have to take place in the library. Retreats outside the library promote learning, fellowship and growth.

# Technology Trends and Innovation

Speaker Monica Harris, Schaumburg Township District Library

Lecture about new trends in technology as well as the latest in how access to new technology is changing the world around us.

Before implementing new technology a library should ask big questions?

- What does a community look like? (How does it relate to technology, how does it interact with technology, are patrons eager to learn new trends, etc)
- What does your organizational chart and staffing look like? (Do you have enough staff to provide service; is your staff up to date with new skills, etc?)

Finding balance between early adoption and behind the curve is crucial for new trends to be successful.

Mobile is everywhere. With constant access comes innovation.

"We must welcome the future, remembering that soon it will be the past; and we must respect the past, remembering that it was once all that was humanly possible."-George Santayana

There are many innovations and new trends in consumer technology that libraries can adapt and use to attract more members:

- ✓ Code scanning— patrons at San Antonio Public Library can scan QR codes on books or bookshelves for more information
- ✓ Square payments—Mac Book dispensers @ Drexel University Library in Philadelphia
- ✓ Solar stations, free tablet and mobile recharge stations
- ✓ 3-d Printing:
  - Biology student- can study organs
  - Chemistry students-can print out complicated molecules to study
  - Geography students- topography of area
  - Graphic design students- can create prototypes of product
  - Architects- new or existing design
- ✓ Canva- great tool for creating graphics, promotional materials, flyers, posters, invitations
- ✓ Piktochart- another great tool to create wow infographics for your audience
- ✓ Cordcutting is a new trend where people are cancelling their paid television service. Libraries can take advantage of it by offering subscription streaming (Netflix, Amazon Prime, Hulu)
- ✓ Podcasts-interviews with authors, reordered library programs, etc.
- ✓ Crowdsourcing to obtain ideas for your library. For example: Oak Park Library supplied a white board where patrons could finish sentences: In 10 years I will notice..... In 10 years I will use Oak Park library to.....
- ✓ Every day, people compose 3.6 trillion words on email and social media- the equivalent of 36 million books. (The entire US Library of Congress, by comparison, holds about 23 million books).

With easy access to Internet privacy is a big concern. Ransomware is a type of malware that prevents or limits users from accessing their system. This type of malware forces its victims to pay the ransom through certain online payment methods in order to grant access to their systems, or to get their data back. As of today, there are no policies or regulations that protect users against ransomware.

**"When something online is free, you are not a customer, you are the product."**- Andrew Lewis

## **Reaching Forward**

### **May 8, 2015**

When I was offered the opportunity to attend Reaching Forward, a professional development conference for library staff I was very excited. I've worked at the Niles Public Library for three years and welcomed the opportunity to learn new skills that may improve my job performance.

There were many seminars to choose from but could only choose four. Each seminar lasted one hour and the ones I chose are listed below.

#### **Kickstarting the Connection Between Security and Customer Service**

This seminar was geared toward customer service. I found this interesting because it contained information on day to day encounters with patrons in the library. Staff from the Arlington Heights Memorial Library lead this discussion and offered insight on security issues. Cameras in the library will not prevent an unpleasant occurrence, it will only tell the story after the event. All their departments keep a log on patron interactions and share these logs so that they can be prepared when there is a patron who has issues on a consistent basis. Therefore, when it is time for further action to be taken by the library they have a time line of these occurrences.

It was also stressed how important it is for employees to make eye contact with the patrons. Not only does this make the patron feel welcome, it also lets them know they have been seen and we are alert to any situations that may arise.

What I found interesting that this library has in place is emergency flip cards. This is a laminated set of cards that are at every desk in every department. These cards contain the basic guidelines for any emergency situation. A few examples on these cards may be what to do in case of a tornado, a code Adam or an aggressive patron. They have found that by having these at the desks, employees tend to flip through them and feel comfortable knowing they are there because nobody can remember everything given to them in their employee handbook they received on their first day on the job. They can be department specific to include emergency exits. These are just a few points that they covered in this seminar. There was more material covered.

#### **What Really Works When It Comes to De-escalating Anxious, Hostile, or Challenging Behavior**

This seminar was lead by Vision For Change. This was a very enlightening discussion about the truth and myths behind mental illness. Topics discussed were schizophrenia and bi-polar disorder. We listened to a schizophrenia re-enactment of "hearing voices." This re-enactment shed light on what someone with this disorder goes through on a daily basis without the help of medication. It gave me empathy and a better understanding of this condition and the people

who suffer from it. I learned the difference between bi-polar disorder and schizophrenia and how we can better assist patrons who suffer from it. We were given some basic tools to work with if we find ourselves in a situation that may escalate if not handled properly. The speaker was very thorough in the small time frame that she was allowed because she spoke from experience having family who suffers from bi-polar.

### **Staying Relevant: 3 Things That Matter**

This was a discussion that centered around my job in the library. How can I improve my job performance? Why do we do things in our department the way we do? Our speaker stressed how important it is to come to the table with a possible solution to a problem instead of just complaining. It is also important to research why somethings are done a particular way because of how they may affect other departments along the way before you make a change. This discussion brought to light the things you have control over to things you do not. It emphasized how to work well as a department and not to be afraid to question why we do things the way we do. I enjoyed this seminar because the information was delivered in a light and sometimes humorous setting.

### **SOS – Successful Outreach Stories**

This was a discussion lead by several different libraries. Each library's outreach services department head spoke of their experiences and their connection to their community. Most of these libraries that spoke have a bookmobile and do some activities that we at the Niles Library do not. Because of this, they tend to have a larger staff. I came back with a better appreciation for the Outreach Services Department in our library. I feel we have a closer relationship with our patrons because we get to know our patrons one on one. We know what they like and they trust us to pick items out for them. The teachers we deliver to have a direct connection to our children's department and that enables us to concentrate on all the other services we provide.

I would like to thank the library and the board for providing me with the opportunity to attend this conference. I found this to be informative and look forward to the possibility of attending next year.

**Aileen Hannon**  
**Outreach Services**

## Susan Lempke

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**From:** Janetta Prokopowicz [jjanetka7@gmail.com]  
**Sent:** Tuesday, April 28, 2015 5:19 PM  
**To:** Susan Lempke; Valerie Clark  
**Subject:** Polish Book Club

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

Good afternoon, I would just like to write you with thanks for the organization of the Polish Book Club. It is a pleasure to attend and discuss the literature with other people. These are the programs that put Niles Library in a class of its own.

Thanks,  
Janetta Prokopowicz, Ala Stochmalski and Barbara Matusz

## **New Business—Recommended Actions**

### **A. Recommended Action on Principal**

MOVE the Library Board of Trustees approve the recommended expenditure of \$16,534.66 (2 year rate guarantee) with Principal to provide life insurance, accidental death and dismemberment insurance, long term disability insurance, and short term disability insurance to all of the Library's full time employees for the 2015-2016 fiscal year.

### **Memorandum A of Recommended Board Action**

This is a change of insurance carrier from Lincoln Financial. Based upon the Library's full time employee census, the cost of Lincoln's insurance was \$17,150.75 for the 2014-2015 year and the renewal bid was \$18,825.31 which was over \$2,200 more than the Principal bid. Both Lincoln and Principal have solid customer service records so that Library will not be sacrificing service levels by choosing the lower cost carrier.

**New Business—Recommended Actions**

**B. Recommended Action Health Insurance**

MOVE the Library Board of Trustees approve the recommended price tags to be charged for health insurance beginning on July 1, 2015 and ending on June 30, 2016

**Memorandum B of Recommended Board Action**

The Library has split the cost of health care insurance with enrolled eligible employees as follows:

<b>Coverage Type</b>	<b>Amount Employee Pays</b>	<b>Amount Library Pays</b>
Employee Coverage	10%	90%
Family Coverage	25%	75%

This table has resulted in affordable “price tags” (the amount which is charged to employees each month and each pay. The table below shows the price tags which are applicable for the 2014-2015 fiscal year as well as the recommended price tags for the 2015-2016 fiscal year. On average, the price tags have increased by approximately \$10 per pay period for all eligible enrolled employees of the Library. See the chart below:

<b>Monthly Price Tags</b>	<b>2014-2015 Monthly</b>	<b>2014-2015 Per Payroll</b>	<b>2015-2016 Monthly</b>	<b>2015-2016 Per Payroll</b>	<b>Monthly Change</b>	<b>Per Payroll Change</b>
Employee	\$ 80.00	\$ 40.00	\$ 85.00	\$ 42.50	\$ 5.00	\$ 2.50
Employee + spouse	\$ 325.00	\$ 162.50	\$ 335.00	\$ 167.50	\$ 10.00	\$ 5.00
Employee + child	\$ 170.00	\$ 85.00	\$ 175.00	\$ 87.50	\$ 5.00	\$ 2.50
Employee + family	\$ 410.00	\$ 205.00	\$ 420.00	\$ 210.00	\$ 10.00	\$ 5.00

June 17, 2015

## New Business—Recommended Actions

### C. Recommended Action on Blue Cross Blue Shield

MOVE the Library Board of Trustees approve the recommended renewal of the healthcare insurance plan with Blue Cross Blue Shield (E2EC1705) beginning on July 1, 2015 and ending on June 30, 2016.

### Memorandum C of Recommended Board Action

#### Current contract with Blue Cross Blue Shield

Currently we offer all full time employees healthcare coverage provided by Blue Cross Blue Shield. The plan is a grandfathered plan which means that it is a traditional pre-Affordable Care Act plan which has four levels of coverage. The Library subsidizes single employee coverage at 90% and coverage in excess of single coverage at 75%. The table below illustrates our current contract:

Monthly Cost	Enrolled	Cost	Price Tag	Net Cost	Total
Employee	21	\$ 807.25	\$ 80.00	\$ 727.25	\$ 15,272.25
Employee + spouse	6	\$1,791.74	\$ 325.00	\$1,466.74	\$ 8,800.44
Employee + child	0	\$1,156.53	\$ 170.00	\$ 986.53	\$ -
Employee + family	3	\$2,141.00	\$ 410.00	\$1,731.00	\$ 5,193.00
		<b>Total Monthly Cost</b>			<b>\$ 29,265.69</b>
		<b>Total Annual Cost</b>			<b>\$ 351,188.28</b>

#### Blue Cross Blue Shield Renewal

Blue Cross Blue Shield submitted rates for the same grandfathered plan to the Library which shows the following:

Monthly Cost	Enrolled	Cost	Price Tag	Net Cost	Total
Employee	21	\$ 865.75	\$ 85.00	\$ 780.75	\$ 16,395.75
Employee + spouse	6	\$1,905.49	\$ 335.00	\$1,570.49	\$ 9,422.94
Employee + child	0	\$1,279.89	\$ 175.00	\$1,104.89	\$ -
Employee + family	3	\$2,319.64	\$ 420.00	\$1,899.64	\$ 5,698.92
		<b>Total Monthly Cost</b>			<b>\$ 31,517.61</b>
		<b>Total Annual Cost</b>			<b>\$ 378,211.32</b>

Holding the enrollment constant between the two scenarios, the renewal shows a blended **increase of 7.69% or \$27,023.04.**

June 17, 2015

**New Business—Recommended Actions**

**D. Recommended Action on Liability and Workers' Compensation Insurance**

MOVE the Library Board of Trustees approve the recommended purchase of liability and workers' compensation insurance in the total amount of \$50,503 for the 2015-2016 fiscal year as follows:

Vendor	Amount	Source
Utica Insurance	\$26,558	Liability Insurance Fund
Travelers Insurance	\$3,421	Liability Insurance Fund
Hartford Insurance	\$21,524	Workers' Compensation Fund
Total	\$50,503	

**Memorandum D of Recommended Board Action**

Our insurance broker, Cook & Kocher, took our business to market to get the most competitive pricing. The market exercise included our legacy insurance underwriters as well as other major players. From this activity, Cook and Kocher assembled the best proposal to keep our insurance costs at a reasonable level. The net effect is that our insurance costs will actually decrease next year by \$1,485 or 2.8%.

The following table shows the coverage and limits as well as the associated costs: (next page)

Coverage and Limits				Premiums	
Coverage	Expiring Coverage Limits	Renewal Coverage Limits	Difference	2014-2015	2015-2016
Building	\$16,981,867	\$16,981,867	\$0		
Business Personal Property	\$3,432,217	\$3,500,861	\$68,644		
Collection	\$6,641,573	\$6,909,892	\$268,319		
EDP	\$1,326,000	\$1,560,600	\$234,600		
Total Property	\$28,381,657	\$28,953,220	\$571,563		
Business Income	\$535,806	\$546,522	\$10,716		
Water Back Up	\$50,000	\$50,000	\$0		
General Liability Per Occurance	\$1,000,000	\$1,000,000	\$0		
General Aggeragate	\$2,000,000	\$2,000,000	\$0		
Advertising/ Personal Injury	\$1,000,000	\$1,000,000	\$0		
Products & Completed Operations	\$1,000,000	\$1,000,000	\$0		
Medical Expense Limit	\$10,000	\$10,000	\$0		
Damage to Rented Premises	\$100,000	\$100,000	\$0		
Employee Benefits Liability	\$1,000,000	\$1,000,000	\$0	\$ 21,579.00	\$ 22,140.00
Umbrella	\$4,000,000	\$4,000,000	\$0	\$ 2,920.00	\$ 2,983.00
Auto	1 Million	1 Million	-		
Comp / Collision	\$500 / \$500	\$500 / \$500	-		
Vehicle	2006 Dodge	2006 Dodge	-	\$ 1,376.00	\$ 1,435.00
Workers Comp Employers Liability	1M/1M/1M	1M/1M/1M			
8810 (Clerical)	\$3,127,500	\$3,255,700	\$128,200		
9101 (Building Operations)	\$196,000	\$112,100	-\$83,900		
7380 (Drivers)	\$107,700	\$204,000	\$96,300		
Total	\$3,431,200	\$3,571,800	\$140,600	\$ 23,872.00	\$ 21,524.00
Directors & Officers	\$1,000,000	\$1,000,000	Refer to Coverage Changes		
Employment Practices Liability	\$1,000,000	\$1,000,000	Refer to Coverage Changes		
Commercial Crime Policy	\$2,500,000	\$2,500,000	\$2,500,000	\$ 3,241.00	\$ 3,421.00
<b>Total</b>				<b>\$ 52,988.00</b>	<b>\$ 51,503.00</b>

June 17, 2015

**New Business—Recommended Actions**

**E. Recommended Action on Library Audit**

MOVE the Library Board of Trustees approve the appointment of and payment to McClure Inserra & Company Chartered in the estimated amount of \$14,500 to perform the audit of the Niles Public Library District as of and for the year ending June 30, 2015.

**Memorandum E of Recommended Board Action**

A copy of the Engagement Letter is attached.



June 2, 2015

Board of Trustees and Management  
Niles Public Library District  
6960 Oakton Street  
Niles, Illinois 60714

Dear Board Members and Management:

We are pleased to confirm our understanding of the services we are to provide Niles Public Library District for the year ended June 30, 2015. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information including the related notes to the financial statements, which collectively comprise the basic financial statements, of Niles Public Library District as of and for the year ended June 30, 2015. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Niles Public Library District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Niles Public Library District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance..

We have also been engaged to report on supplementary information other than RSI that accompanies Niles Public Library District's financial statements. We will subject the supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements.

### **Audit Objective**

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary

information referred to in the second paragraph when considered in relation to the financial statements taken as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Niles Public Library District's financial statements. Our report will be addressed to the Board of Trustees of Niles Public Library District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

### **Audit Procedures – General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors, and any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they

may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

### **Audit Procedures – Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

### **Audit Procedures – Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Niles Public Library District's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

### **Other Services**

We will prepare financial statements of Niles Public Library District in conformity with U.S. generally accepted accounting principles based on the information provided by you. As part of our engagement, we will also prepare the Annual Financial Report required to be filed with the Office of the Comptroller of the State of Illinois for the year ended June 30, 2015.

### **Management Responsibilities**

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation in the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report there on or make the audited financial statements readily available to users of the supplementary information no later than the date of the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (a) you are responsible for presentation of the supplementary information, in accordance with GAAP; (b) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (c) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash or other confirmations we request and will locate any invoices selected by us for testing. The fee estimate is based on the premise that your personnel will be instructed to provide us with assistance in the preparation of various schedules, which we will request prior to our arrival. This will enable us to spend a minimum amount of time performing clerical tasks and thus concentrate strictly on audit functions. You recognize that and acknowledge that the

failure of District personnel to provide such information on a timely basis will delay our completion of the engagement and increase our fees and costs.

We expect to begin our audit mid- September 2015 and plan to issue our report no later than your November 2015 Board of Trustees meeting. Paul V. Inserra is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fees for these services will be based on time spent at our standard hourly rates plus travel and other out-of-pocket costs such as report production, typing, postage, etc. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. We estimate the fee to be \$14,500 for the audit, financial statement preparation, the annual financial state report and management letter (if necessary). This estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you prior to billing.

This estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you prior to billing.

We appreciate the opportunity to be of service to Niles Public Library District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign below and return it to us.

Sincerely,

*McClure, Inserra & Co., Chtd.*

McClure, Inserra & Company, Chartered

RESPONSE:

This letter correctly sets forth the understanding of Niles Public Library District.

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

June 17, 2015

## **New Business—Recommended Actions**

### **F. Recommended Action on Non-Resident Card**

MOVE the Library Board of Trustees approve that the Niles Library continue to participate in the Non-Resident Library Card Illinois Program and charge an annual fee of \$290.00 based on the formula established by the Illinois State Library.

### **Memorandum F of Recommended Board Action**

Our annual non-resident fee is based on a formula established by the Illinois State Library. According to the formula, our income from local tax sources, which is \$6,630,634, as noted in the latest Illinois Public Library Annual Report, is divided by the district's population of 57,284. This produces a cost of service per capita, \$115.75, which is multiplied by the average number of persons per household in the district—2.5, according to the 2010 census. The result, \$289.37, is used to determine a minimum non-resident fee for a family card. The state formula permits library districts to set the actual fee at or above this minimum level, as long as the fee is "fair and reasonable." My recommendation is for an annual fee of \$290.00.