



## **Niles Public Library District**

### **Regular Meeting**

**Wednesday, July 15, 2015 7:00 PM**

**NILES PUBLIC LIBRARY DISTRICT  
REGULAR MEETING AGENDA**

**July 15, 2015**

**7:00 PM**

**Board Room**

**6960 Oakton Street**

**Niles, Illinois**

**REVISED**

ORDER OF BUSINESS

1. Call to Order
2. Pledge of Allegiance
3. Consent Agenda
  - A. Approve Minutes of the Regular Board Meeting of June 17, 2015 4
  - B. Approve the payment of the bills for operating expenses of \$267,316.38; payroll expenses of \$265,251.05; Special Reserve Expenses of \$1,859.76 for a total monthly expense of \$534,427.19 9
  - C. Meeting Attendance Request from Cecilia Cygnar to attend the ALA Midwinter Conference in Boston, MA from January 6-12, 2016 15
  - D. Meeting Attendance Request from Donna Block to attend the YALSA Young Adult Services Symposium in Portland, OR on November 6-8, 2015 16
4. Public Comment
5. Treasurer's Report 17
6. Director's Report 34
7. Communications 47
8. Committee Reports
  - A. Building & Grounds
  - B. Technology
9. Liaison Reports
  - A. Friends of the Library
  - B. Legislative
  - C. RAILS
10. Secretary's Report
  - A. A certified copy of Ordinance 15-03, an Ordinance Adopting the Prevailing Wage Rate for Laborers, Workers, and Mechanics Employed by the Niles Public Library District was sent to the Director of the Illinois Department of Labor on June 18, 2015. The Notice of Determination of the Prevailing Rate of Wages was published in the Niles Herald-Spectator on June 25, 2015

## Board Meeting Agenda - July 15, 2015

B. A Notice of the Public Hearing on August 19, 2015, at the hour of 6:55 PM, at the Niles Public Library District, Board Room, 6960 Oakton Street, Niles, Illinois, concerning Tentative Ordinance 15-04, a Tentative Ordinance Providing for Budget and Appropriations of the Niles Public Library District, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2015 and Ending June 30, 2016, was published in the Niles Herald-Spectator on Thursday, July 16, 2015. The Notice of the Public Hearing along with a copy of the Ordinance was posted on the Library's website and on the Library's Information Board

### 11. New Business

- A. Approve recommended changes to Investment Policy 48
- B. Approve Ordinance 15-04, 59
  - 1) Discussion of 2015/2016 Budget 64

### 12. Unfinished Business

- A. Second reading of 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" 69
- B. Discussion concerning which public events the Library will pay for trustees to attend

### 13. Executive Session-Discussion of minutes of closed session meetings

### 14. Final Action-if any, on closed session subjects

### 15. Other-Viewing of Short Takes for Trustees video Board Meetings

### 16. Adjournment

**NILES PUBLIC LIBRARY DISTRICT**  
**Regular Board Meeting**  
**June 17, 2015**  
**6:30 PM**  
**Board Room**  
**6960 Oakton Street**  
**Niles, Illinois**

**Trustees Present**

Karen Dimond, Carolyn Drblik, Danette Matyas, Barbara Nakanishi, Linda Ryan, Tim Spadoni. Patti Rozanski arrived at 6:38 PM.

**Library Staff Present**

Susan Lempke, Greg Pritz, Diane Winberg, Sasha Vasilic, Valerie Clark, Cyndi Rademacher

**Guests Present**

Tom Robb, *Journal & Topics Newspapers*; Dennis Walsh, Attorney, Klein Thorpe and Jenkins; Carol Jung, Niles Resident, Louella Preston, Niles Resident

**Call to Order**

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

**Roll Call**

The roll was taken by Ms. Winberg.

**Pledge of Allegiance**

President Ryan led the Pledge of Allegiance.

**Consent Agenda**

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

- A. Minutes of the Regular Board Meeting of May 20, 2015;
- B. Minutes of the Special Board Meeting of June 9, 2015;
- C. Payment of the bills for operating expenses of \$215,935.27; payroll expenses of \$240,294.77; and Special Reserve Expenses of \$00.00, for a total monthly expense of \$456,230.04;
- D. Payment to VISOgraphic in the amount of \$6,442.49;
- 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;
- F. Adopt Ordinance for the Prevailing Wage Rates for Laborers, Workers, and Mechanics Employed by the Niles Public Library District.

Trustee Dimond seconded.

Trustee Matyas asked that a change be made to the Regular Board Meeting Minutes where it states that the Board all agreed to the change of the start time for the meetings. She said that a vote was not taken at that time to change the start time from 6:30 to 7:00 PM and that it was agreed that the change would be voted on at a future meeting. Ms. Lempke said that the Ordinance setting the schedule for the meetings for the next fiscal year includes the change to the start time. Ms. Winberg said she would make the change to the original minutes.

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

**Public Comments**

Ms. Louella Preston congratulated the newly elected board members. Ms. Preston then referred to the approved Special Board Meeting minutes saying that nowhere in the Minutes does it name the report which was prepared by Mr. Pennington of Matrix Consulting Group and what is the report directing the Library to do. She said that if she was going to submit a FOIA request for this information, she would not know what to reference. She went on to say that the real reason for attending this evening's meeting is because nowhere on

this meeting's agenda or after reviewing the minutes of the last three meetings, did she see action being taken by the Board on the joint review board meeting that the Village of Niles is having on Thursday, June 25<sup>th</sup>, regarding the TIF district that is proposed for the Touhy Triangle. The Joint Review Board is meeting with all of the taxing bodies that are included in this TIF district which the library is one—the representatives attending the meeting will speak from their point of view on the TIF district. She asked if action was taken prior to the April Board Meeting to please let her know when so that she can refer to those minutes. She asked who will be representing the library and what direction have they been given by the Library Board on the TIF district? Ms. Preston thanked the Board for their time.

### **Treasurer's Report**

#### **Review of Financial Report**

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

### **Director's Report**

Ms. Lempke began her report by responding to Ms. Preston's questions that the Library just received a packet of information from the law firm representing the TIF district. She is unable to attend the meeting since she will be in San Francisco attending ALA but Mr. Pritz is hoping to attend the meeting. She asked the Board for their direction on the TIF district. Trustee Dimond asked Mr. Pritz for his opinion on the impact of the TIF on the Library. Mr. Pritz stated that in the worst case scenario, the impact would be as high as \$400,000. He went on to say that, given economic conditions, the impact would likely be significantly less.

Ms. Lempke presented highlights of her report.

Ms. Lempke presented to the Board a proposed "Buy It Now" button to the catalog which would give patrons the option to purchase an exact title through Amazon or a number of other listed vendors. The library would receive a very small percentage from the sales made through Amazon. Many of the other vendors have not yet agreed to this arrangement. Ms. Lempke showed catalogs from the McHenry and Zion libraries which have recently added this option to their catalog. She added that staff seemed "lukewarm to slightly enthusiastic" about adding this option. Trustee Dimond suggested adding a "Try another Library" button—there's just something not right about directing our patrons to spend money on a book from an outside vendor. Ms. Ryan understands how this could be helpful to a patron who can't wait for a book—she understands both sides. Trustee Nakanishi said unless the vendors pay to advertise on our website, we shouldn't allow them to do it but we shouldn't even allow advertising on our website. The Trustees decided against it for now.

Ms. Lempke made a suggestion to the Board regarding the Executive Session recordings. Currently, we do not have our recordings because they have not been returned by the Board's former Secretary. She checked with other libraries, and many of them keep the recordings in a locked box which only the Board President and Secretary or the Director has a key to the box. She asked the Board if they thought this was a good idea. They agreed that the recordings be reviewed and kept on site.

Ms. Lempke passed around the table samples of the materials that are being given out to the kids participating in the Summer Reading Club. Tokens will be passed out sparingly at the Fourth of July parade to get more children to come into the Library.

Ms. Lempke reminded the new Trustees who still need to do their Open Meetings Act training that she will need a copy of their certification. Also, the Board Secretary will need to do her FOIA training. Ms. Lempke recommends an annual review of the FOIA regulations.

Ms. Lempke asked the Trustees for direction on whether or not she should order more plastic bags—the supply is getting low. The Trustees asked for pricing on alternative bags comparing the cost to the current bags offered by the library.

### **Communications**

They were included in the Board packet.

**Committee Reports****Special Reserve Committee**

No report.

**Employee Benefits Committee**

No report.

At this time, President Ryan said she would like to form two new committees: Building & Grounds and Technology. She asked the Trustees to notify her by email of their preference as to which committee they would like to serve on. She would like each of the committees to be made up of a small group of Board members who will become more expert on topics rather than trying to explain and cover all information during a regular board meeting. She feels future committees for the Library's strategic plan and for benefits should be committees of the whole. She would like the Board to be fully educated on topics before making decisions. Ms. Ryan will announce the members for each committee at the next board meeting.

**Liaison Reports****Friends of the Library**

Ms. Lempke reported the Friends have agreed to pay for the new ebook platform, ERead Illinois, which is based completely on the number of holds placed on a title. As soon as there are five holds on a title, another copy of the title will automatically be purchased.

**Legislative**

No report.

**RAILS**

Ms. Lempke reported that the RAILS Membership Coordinator paid the Library a visit.

**Secretary's Report**

No report.

**New Business****Change to Principal from Lincoln Financial**

Trustee Rozanski MOVED 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 to all of the Library's full-time employees for the 2015/2016 fiscal year. Trustee Matyas seconded.

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

**Health Insurance Price Tags**

Trustee Rozanski MOVED 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. Trustee Matyas seconded.

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

**Healthcare Insurance Plan**

Trustee Nakanishi MOVED 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. Trustee Drblik seconded.

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

Liability and Workers' Compensation Insurance

Trustee Rozanski MOVED the Library Board of Trustees approve the recommended purchase of liability and workers' compensation insurance in the amount of \$50,503 for the 2015/2016 fiscal year. Trustee Matyas seconded.

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

Library Audit

Trustee Matyas MOVED 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. Trustee Dimond seconded.

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

Non-Resident Library Card

Trustee Matyas MOVED 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. Trustee Dimond seconded.

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

Discussion on Revoking the Bylaw Changes

President Ryan asked the Library Board of Trustees to consider 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 delete the language located at the end of the first paragraph in Section XI of the Bylaws.

This discussion was the first of three discussions on revoking the bylaw changes that were made at a Special Board Meeting by the previous board regarding the implementation of IMRF. Trustee Dimond provided the Trustees with copies of the current Bylaws and old Bylaws for the purpose of discussion. Attorney Dennis Walsh noted that if the Board was to consider the adoption of this Resolution at the third reading/meeting, the Resolution would need to be amended to read "the language located at the **beginning** of the first paragraph in Section XI of the Bylaws." Trustee Dimond suggested that the Board follow the provisions of the Amendment which requires three readings in order to revoke it. This will prevent the argument that the Board did not take the appropriate action in revoking the changes. Mr. Pritz added that reference to this discussion is posted on the front page of the Library's website which he displayed to the Trustees.

Unfinished Business

There is none.

Executive Session

Trustee Rozanski 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; discussion of minutes of closed session meetings. Trustee Matyas seconded.

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

Executive Session started at 7:43 PM. Executive Session ended at 8:12 PM.

Open session began at 8:13 PM with all members of the Board present.

Final Action—if any, on closed session subjects

**Other**

**Short Takes for Trustees**

The Trustees viewed the first of a set of trustee training videos which explained the role of a Board and the role of a Director.

The Board agreed that appointments and resignations would no longer need to appear on the Board's agenda.

**Adjournment**

Trustee Dimond 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 8:27 PM.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

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## Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
72470	Accounts Payable	Computer Check	7/15/2015	3M	\$0.00	\$8,691.50	(\$8,691.50)	Outstanding	7/31/2015
72471	Accounts Payable	Computer Check	7/15/2015	AFLAC	\$0.00	\$330.69	(\$9,022.19)	Outstanding	7/31/2015
72472	Accounts Payable	Computer Check	7/15/2015	AMARK INDUSTRIES	\$0.00	\$1,347.20	(\$10,369.39)	Outstanding	7/31/2015
72473	Accounts Payable	Computer Check	7/15/2015	AT&T	\$0.00	\$43.44	(\$10,412.83)	Outstanding	7/31/2015
72474	Accounts Payable	Computer Check	7/15/2015	AT&T	\$0.00	\$429.17	(\$10,842.00)	Outstanding	7/31/2015
72475	Accounts Payable	Computer Check	7/15/2015	AUTOMATIC BUILDING CONTRO	\$0.00	\$270.00	(\$11,112.00)	Outstanding	7/31/2015
72476	Accounts Payable	Computer Check	7/15/2015	AVCAFE	\$0.00	\$23.49	(\$11,135.49)	Outstanding	7/31/2015
72477	Accounts Payable	Computer Check	7/15/2015	MARY ELLEN BABICKI	\$0.00	\$87.89	(\$11,223.38)	Outstanding	7/31/2015
72478	Accounts Payable	Computer Check	7/15/2015	MARIE BAH	\$0.00	\$12.95	(\$11,236.33)	Outstanding	7/31/2015
72479	Accounts Payable	Computer Check	7/15/2015	BAKER & TAYLOR	\$0.00	\$23.47	(\$11,259.80)	Outstanding	7/31/2015
72480	Accounts Payable	Computer Check	7/15/2015	DONNA BLOCK	\$0.00	\$246.57	(\$11,506.37)	Outstanding	7/31/2015
72481	Accounts Payable	Computer Check	7/15/2015	CALL ONE	\$0.00	\$905.69	(\$12,412.06)	Outstanding	7/31/2015
72482	Accounts Payable	Computer Check	7/15/2015	ARIANNE CAREY	\$0.00	\$211.62	(\$12,623.68)	Outstanding	7/31/2015
72483	Accounts Payable	Computer Check	7/15/2015	CAROLINA BIOLOGICAL SUPPLY C	\$0.00	\$136.00	(\$12,759.68)	Outstanding	7/31/2015
72484	Accounts Payable	Computer Check	7/15/2015	CDW GOVERNMENT, INC.	\$0.00	\$7,001.01	(\$19,760.69)	Outstanding	7/31/2015
72485	Accounts Payable	Computer Check	7/15/2015	CELEBRATE IN SONG, INC.	\$0.00	\$350.00	(\$20,110.69)	Outstanding	7/31/2015
72486	Accounts Payable	Computer Check	7/15/2015	CENGAGE LEARNING, INC.	\$0.00	\$4,689.73	(\$24,800.42)	Outstanding	7/31/2015
72487	Accounts Payable	Computer Check	7/15/2015	CENTER POINT LARGE PRINT	\$0.00	\$174.96	(\$24,975.38)	Outstanding	7/31/2015
72488	Accounts Payable	Computer Check	7/15/2015	CHRIS' LANDSCAPE, INC.	\$0.00	\$860.00	(\$25,835.38)	Outstanding	7/31/2015
72489	Accounts Payable	Computer Check	7/15/2015	CINTAS CORPORATION LOC. 769	\$0.00	\$1,508.51	(\$27,343.89)	Outstanding	7/31/2015
72490	Accounts Payable	Computer Check	7/15/2015	VALERIE CLARK	\$0.00	\$39.18	(\$27,383.07)	Outstanding	7/31/2015
72491	Accounts Payable	Computer Check	7/15/2015	COMED	\$0.00	\$8,750.41	(\$36,133.48)	Outstanding	7/31/2015
72492	Accounts Payable	Computer Check	7/15/2015	COMMUNICATION REVOLVING F	\$0.00	\$146.70	(\$36,280.18)	Outstanding	7/31/2015
72493	Accounts Payable	Computer Check	7/15/2015	CARMEN CONDURACHE	\$0.00	\$3.99	(\$36,284.17)	Outstanding	7/31/2015
72494	Accounts Payable	Computer Check	7/15/2015	CONSUMERS' CHECKBOOK	\$0.00	\$200.00	(\$36,484.17)	Outstanding	7/31/2015
72495	Accounts Payable	Computer Check	7/15/2015	COOPERATIVE COMPUTER SERV	\$0.00	\$6,010.94	(\$42,495.11)	Outstanding	7/31/2015
72496	Accounts Payable	Computer Check	7/15/2015	COPIER DYNAMICS	\$0.00	\$525.00	(\$43,020.11)	Outstanding	7/31/2015
72497	Accounts Payable	Computer Check	7/15/2015	CREATIVE PROMOTIONAL PROD	\$0.00	\$1,049.62	(\$44,069.73)	Outstanding	7/31/2015
72498	Accounts Payable	Computer Check	7/15/2015	DAVID DABROWSKI	\$0.00	\$23.27	(\$44,093.00)	Outstanding	7/31/2015
72499	Accounts Payable	Computer Check	7/15/2015	DEMCO	\$0.00	\$350.59	(\$44,443.59)	Outstanding	7/31/2015
72500	Accounts Payable	Computer Check	7/15/2015	CAROLYN DRBLIK	\$0.00	\$198.00	(\$44,641.59)	Outstanding	7/31/2015
72501	Accounts Payable	Computer Check	7/15/2015	JENNIFER E. DROZD-NOLAN	\$0.00	\$9.95	(\$44,651.54)	Outstanding	7/31/2015
72502	Accounts Payable	Computer Check	7/15/2015	EASYPERMIT POSTAGE	\$0.00	\$225.00	(\$44,876.54)	Outstanding	7/31/2015
72503	Accounts Payable	Computer Check	7/15/2015	EBSCO INFORMATION SERVICES	\$0.00	\$8,248.13	(\$53,124.67)	Outstanding	7/31/2015
72504	Accounts Payable	Computer Check	7/15/2015	FIFTH THIRD BANK	\$0.00	\$2,068.24	(\$55,192.91)	Outstanding	7/31/2015
72505	Accounts Payable	Computer Check	7/15/2015	FINDAWAY WORLD, LLC	\$0.00	\$262.45	(\$55,455.36)	Outstanding	7/31/2015
72506	Accounts Payable	Computer Check	7/15/2015	FIRE & SECURITY SYSTEMS, INC.	\$0.00	\$243.00	(\$55,698.36)	Outstanding	7/31/2015
72507	Accounts Payable	Computer Check	7/15/2015	FLEXSOURCE, LLC	\$0.00	\$359.00	(\$56,057.36)	Outstanding	7/31/2015
72508	Accounts Payable	Computer Check	7/15/2015	FRIENDS OF THE NILES LIBRARY	\$0.00	\$5,574.68	(\$61,632.04)	Outstanding	7/31/2015

## Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
72509	Accounts Payable	Computer Check	7/15/2015	GARVEY'S OFFICE PRODUCTS	\$0.00	\$4,200.25	(\$65,832.29)	Outstanding	7/31/2015
72510	Accounts Payable	Computer Check	7/15/2015	GENESIS TECHNOLOGIES, INC.	\$0.00	\$134.00	(\$65,966.29)	Outstanding	7/31/2015
72511	Accounts Payable	Computer Check	7/15/2015	DEBORAH GRAHAM	\$0.00	\$165.15	(\$66,131.44)	Outstanding	7/31/2015
72512	Accounts Payable	Computer Check	7/15/2015	GRAINGER	\$0.00	\$1,473.42	(\$67,604.86)	Outstanding	7/31/2015
72513	Accounts Payable	Computer Check	7/15/2015	GREY HOUSE PUBLISHING	\$0.00	\$5,490.00	(\$73,094.86)	Outstanding	7/31/2015
72514	Accounts Payable	Computer Check	7/15/2015	GROOT INDUSTRIES, INC.	\$0.00	\$233.47	(\$73,328.33)	Outstanding	7/31/2015
72515	Accounts Payable	Computer Check	7/15/2015	HALL PASS	\$0.00	\$12.00	(\$73,340.33)	Outstanding	7/31/2015
72516	Accounts Payable	Computer Check	7/15/2015	HEALTHCARE SERVICE CORPOR	\$0.00	\$34,125.69	(\$107,466.02)	Outstanding	7/31/2015
72517	Accounts Payable	Computer Check	7/15/2015	IMPERIAL LIGHTING MAINTENANC	\$0.00	\$589.30	(\$108,055.32)	Outstanding	7/31/2015
72518	Accounts Payable	Computer Check	7/15/2015	IMPERIAL SERVICE SYSTEMS, IN	\$0.00	\$270.00	(\$108,325.32)	Outstanding	7/31/2015
72519	Accounts Payable	Computer Check	7/15/2015	IMPROV PLAYHOUSE THEATER, I	\$0.00	\$800.00	(\$109,125.32)	Outstanding	7/31/2015
72520	Accounts Payable	Computer Check	7/15/2015	INGRAM LIBRARY SERVICES	\$0.00	\$6,758.70	(\$115,884.02)	Outstanding	7/31/2015
72521	Accounts Payable	Computer Check	7/15/2015	INNOVATION EXPERTS	\$0.00	\$12,942.00	(\$128,826.02)	Outstanding	7/31/2015
72522	Accounts Payable	Computer Check	7/15/2015	IRON MOUNTAIN	\$0.00	\$239.20	(\$129,065.22)	Outstanding	7/31/2015
72523	Accounts Payable	Computer Check	7/15/2015	JANE E. JORDAN	\$0.00	\$12.99	(\$129,078.21)	Outstanding	7/31/2015
72524	Accounts Payable	Computer Check	7/15/2015	JASON T. KEPLER	\$0.00	\$1,504.00	(\$130,582.21)	Outstanding	7/31/2015
72525	Accounts Payable	Computer Check	7/15/2015	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$2,167.60	(\$132,749.81)	Outstanding	7/31/2015
72526	Accounts Payable	Computer Check	7/15/2015	KONE INC.	\$0.00	\$243.81	(\$132,993.62)	Outstanding	7/31/2015
72527	Accounts Payable	Computer Check	7/15/2015	KONICA MINOLTA BUSINESS SO	\$0.00	\$656.33	(\$133,649.95)	Outstanding	7/31/2015
72528	Accounts Payable	Computer Check	7/15/2015	KOREAN BOOKS	\$0.00	\$534.03	(\$134,183.98)	Outstanding	7/31/2015
72529	Accounts Payable	Computer Check	7/15/2015	LAUBE IMAGING PRODUCTS	\$0.00	\$810.66	(\$134,994.64)	Outstanding	7/31/2015
72530	Accounts Payable	Computer Check	7/15/2015	SUSAN LEMPKE	\$0.00	\$1,150.10	(\$136,144.74)	Outstanding	7/31/2015
72531	Accounts Payable	Computer Check	7/15/2015	VICTORIA LUZ	\$0.00	\$126.76	(\$136,271.50)	Outstanding	7/31/2015
72532	Accounts Payable	Computer Check	7/15/2015	ANNITA B. MACHANICKAL	\$0.00	\$500.00	(\$136,771.50)	Outstanding	7/31/2015
72533	Accounts Payable	Computer Check	7/15/2015	MAGNIFIED VISION INC.	\$0.00	\$3,545.00	(\$140,316.50)	Outstanding	7/31/2015
72534	Accounts Payable	Computer Check	7/15/2015	MAKERBOT INDUSTRIES LLC	\$0.00	\$722.00	(\$141,038.50)	Outstanding	7/31/2015
72535	Accounts Payable	Computer Check	7/15/2015	ELIZABETH MARLEY	\$0.00	\$100.00	(\$141,138.50)	Outstanding	7/31/2015
72536	Accounts Payable	Computer Check	7/15/2015	MATTHEW BENDER & CO., INC.	\$0.00	\$2,615.25	(\$143,753.75)	Outstanding	7/31/2015
72537	Accounts Payable	Computer Check	7/15/2015	DANETTE MATYAS	\$0.00	\$2,421.34	(\$146,175.09)	Outstanding	7/31/2015
72538	Accounts Payable	Computer Check	7/15/2015	JOAN MCGEE	\$0.00	\$225.00	(\$146,400.09)	Outstanding	7/31/2015
72539	Accounts Payable	Computer Check	7/15/2015	JUDITH MCNULTY	\$0.00	\$34.50	(\$146,434.59)	Outstanding	7/31/2015
72540	Accounts Payable	Computer Check	7/15/2015	KIMBERLY MEHTA	\$0.00	\$5.99	(\$146,440.58)	Outstanding	7/31/2015
72541	Accounts Payable	Computer Check	7/15/2015	MEILAHN MANUFACTURING	\$0.00	\$4,965.00	(\$151,405.58)	Outstanding	7/31/2015
72542	Accounts Payable	Computer Check	7/15/2015	MENARDS	\$0.00	\$797.94	(\$152,203.52)	Outstanding	7/31/2015
72543	Accounts Payable	Computer Check	7/15/2015	MIDWEST TAPE	\$0.00	\$4,134.72	(\$156,338.24)	Outstanding	7/31/2015
72544	Accounts Payable	Computer Check	7/15/2015	MIGHTYBYTES, INC.	\$0.00	\$3,000.00	(\$159,338.24)	Outstanding	7/31/2015
72545	Accounts Payable	Computer Check	7/15/2015	MARY MILLER	\$0.00	\$328.64	(\$159,666.88)	Outstanding	7/31/2015
72546	Accounts Payable	Computer Check	7/15/2015	MULTICULTURAL BOOKS & VID	\$0.00	\$2,634.93	(\$162,301.81)	Outstanding	7/31/2015
72547	Accounts Payable	Computer Check	7/15/2015	NICOR GAS	\$0.00	\$290.43	(\$162,592.24)	Outstanding	7/31/2015

## Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
72548	Accounts Payable	Computer Check	7/15/2015	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$163,473.24)	Outstanding	7/31/2015
72549	Accounts Payable	Computer Check	7/15/2015	ORIENTAL TRADING COMPANY, I	\$0.00	\$1,281.96	(\$164,755.20)	Outstanding	7/31/2015
72550	Accounts Payable	Computer Check	7/15/2015	PETTY CASH	\$0.00	\$25.20	(\$164,780.40)	Outstanding	7/31/2015
72551	Accounts Payable	Computer Check	7/15/2015	ROBERT P. PODGORSKI	\$0.00	\$150.00	(\$164,930.40)	Outstanding	7/31/2015
72552	Accounts Payable	Computer Check	7/15/2015	ROBERT P. PODGORSKI	\$0.00	\$150.00	(\$165,080.40)	Outstanding	7/31/2015
72553	Accounts Payable	Computer Check	7/15/2015	POLONIA BOOKSTORE, INC.	\$0.00	\$669.01	(\$165,749.41)	Outstanding	7/31/2015
72554	Accounts Payable	Computer Check	7/15/2015	PRINCIPAL LIFE INSURANCE	\$0.00	\$1,383.67	(\$167,133.08)	Outstanding	7/31/2015
72555	Accounts Payable	Computer Check	7/15/2015	SUNAYNA PUNJABI	\$0.00	\$500.00	(\$167,633.08)	Outstanding	7/31/2015
72556	Accounts Payable	Computer Check	7/15/2015	RECORDED BOOKS, LLC	\$0.00	\$33.97	(\$167,667.05)	Outstanding	7/31/2015
72557	Accounts Payable	Computer Check	7/15/2015	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$550.00	(\$168,217.05)	Outstanding	7/31/2015
72558	Accounts Payable	Computer Check	7/15/2015	LINDA SAWYER	\$0.00	\$26.64	(\$168,243.69)	Outstanding	7/31/2015
72559	Accounts Payable	Computer Check	7/15/2015	SCI-SUPPLY	\$0.00	\$23.90	(\$168,267.59)	Outstanding	7/31/2015
72560	Accounts Payable	Computer Check	7/15/2015	LAURA SCULLY	\$0.00	\$9.99	(\$168,277.58)	Outstanding	7/31/2015
72561	Accounts Payable	Computer Check	7/15/2015	CLARA SHEFFER	\$0.00	\$17.74	(\$168,295.32)	Outstanding	7/31/2015
72562	Accounts Payable	Computer Check	7/15/2015	SHELL	\$0.00	\$40.60	(\$168,335.92)	Outstanding	7/31/2015
72563	Accounts Payable	Computer Check	7/15/2015	SMITHEREEN PEST MANAGEMEN	\$0.00	\$114.00	(\$168,449.92)	Outstanding	7/31/2015
72564	Accounts Payable	Computer Check	7/15/2015	RIENZI S. SORIANO	\$0.00	\$17.99	(\$168,467.91)	Outstanding	7/31/2015
72565	Accounts Payable	Computer Check	7/15/2015	SPADONI DESIGN	\$0.00	\$2,399.00	(\$170,866.91)	Outstanding	7/31/2015
72566	Accounts Payable	Computer Check	7/15/2015	JANET SVATOS	\$0.00	\$59.95	(\$170,926.86)	Outstanding	7/31/2015
72567	Accounts Payable	Computer Check	7/15/2015	THE HARTFORD	\$0.00	\$21,524.00	(\$192,450.86)	Outstanding	7/31/2015
72568	Accounts Payable	Computer Check	7/15/2015	THE NORTHWEST SYMPHONY O	\$0.00	\$600.00	(\$193,050.86)	Outstanding	7/31/2015
72569	Accounts Payable	Computer Check	7/15/2015	KATHY TOY	\$0.00	\$18.95	(\$193,069.81)	Outstanding	7/31/2015
72570	Accounts Payable	Computer Check	7/15/2015	TRAVELERS	\$0.00	\$3,421.00	(\$196,490.81)	Outstanding	7/31/2015
72571	Accounts Payable	Computer Check	7/15/2015	GRETA ULRICH	\$0.00	\$12.77	(\$196,503.58)	Outstanding	7/31/2015
72572	Accounts Payable	Computer Check	7/15/2015	UTICA NATIONAL INSURANCE G	\$0.00	\$26,558.00	(\$223,061.58)	Outstanding	7/31/2015
72573	Accounts Payable	Computer Check	7/15/2015	SASHA VASILIC	\$0.00	\$22.88	(\$223,084.46)	Outstanding	7/31/2015
72574	Accounts Payable	Computer Check	7/15/2015	VERIZON WIRELESS	\$0.00	\$98.52	(\$223,182.98)	Outstanding	7/31/2015
72575	Accounts Payable	Computer Check	7/15/2015	VILLAGE OF NILES	\$0.00	\$454.56	(\$223,637.54)	Outstanding	7/31/2015
72576	Accounts Payable	Computer Check	7/15/2015	VISA	\$0.00	\$17,668.36	(\$241,305.90)	Outstanding	7/31/2015
72577	Accounts Payable	Computer Check	7/15/2015	VISION SERVICE PLAN OF ILLINO	\$0.00	\$520.86	(\$241,826.76)	Outstanding	7/31/2015
72578	Accounts Payable	Computer Check	7/15/2015	VISOGRAPHIC	\$0.00	\$6,810.25	(\$248,637.01)	Outstanding	7/31/2015
72579	Accounts Payable	Computer Check	7/15/2015	WESTERN IRRIGATION, INC.	\$0.00	\$1,035.00	(\$249,672.01)	Outstanding	7/31/2015
72580	Accounts Payable	Computer Check	7/15/2015	WESTON WOODS STUDIOS	\$0.00	\$119.90	(\$249,791.91)	Outstanding	7/31/2015
72581	Accounts Payable	Computer Check	7/15/2015	RICHARD WOZNICZKA	\$0.00	\$233.52	(\$250,025.43)	Outstanding	7/31/2015

## Niles Public Library District Bank Register Report - Checking

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

<b>Total Deposits:</b>	<b>\$0.00</b>
Less Payments by Transaction Type:	
Computer Check	(\$250,025.43)
<b>Total Payments:</b>	<b>(\$250,025.43)</b>
<b>Total Change in Register Balance:</b>	<b>(\$250,025.43)</b>

## Niles Public Library District Special Reserve

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

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
<b>40-5810-58-00, Special Reserve - Equipment</b>									
7/7/2015	070715	Invoice	2054-892	VISA	VISA-070715	Posted	6/30/2015	\$1,859.76	\$0.00
<i>Totals for 40-5810-58-00, Special Reserve - Equipmen</i>								<b>\$1,859.76</b>	<b>\$0.00</b>
<b>Grand Totals:</b>								<b>\$1,859.76</b>	<b>\$0.00</b>

# Niles Public Library District Special Reserve

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

Report name: \_Special Reserve

Report format: Detail

Include all transaction dates

Include these post dates: Last fiscal period (6/1/2015 to 6/30/2015)

Include all Post Statuses

Do not include adjustment transactions

Include miscellaneous entries

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

Include all Funds

Include all Classes

Include all Vendors

Include all Invoices

Include all Credit Memos

Include all Payments

Include all Purchase Orders

Include all Receipts

Include all Account Attributes

Include all Vendor Attributes

Include all Invoice Attributes

Include all Credit Memo Attributes

Include all Purchase Order Attributes

Include all Expense(s)

Include all Departments(s)



### Meeting Attendance Request

Name Cecilia Cygnar Department Adult Services

Dates Of Absence From 1/8/16 To 1/12/16

Length Of Absence 3 working days hours

Request Attendance for:

Event: ALA Midwinter

Place: Boston, MA

Subject: Committee -- Notable Videos for Adults

#### Detailed Estimate of Expenses:

Registration:	\$ 250	Meals:	\$ 100
Travel:	\$ 232 flight, 50 incidentals = 282	Other:	\$ 50
Lodging:	\$ \$230 x 4 nts = 960 x # of nights	Total:	\$ 1642

How will your attendance at this conference benefit the Library?

In addition to learning about recent library trends, etc., this will be my first year of work on the Notable Videos for Adults committee. At Midwinter, we meet to decide which films deserve to be on the list of Notable videos.

Would you like Admin to handle your meeting registration?  Yes  No

Department Head Valerie Clark / Rodie Fikri  Approved  Denied Date 19 May 15

Administrator Susan Lempe  Approved  Denied Date 7-7-15

All conference attendance involving travel must be pre-approved by the Board.

Please get your requests in 6 weeks prior to the early-bird deadline so that we can get approval and the best pricing.



### Meeting Attendance Request

Name Donna Block Department Teen Services

Dates Of Absence From 11/6/15 To 11/8/15

Length Of Absence 3 working days hours

Request Attendance for:

Event: YALSA Young Adult Services Symposium

Place: Portland, OR

Subject: The Vibrant World of Young Adult Services

#### Detailed Estimate of Expenses:

Registration:	\$ 278	Meals:	\$ 150
Travel:	\$ 450	Other:	\$ 49 (author luncheon)
Lodging:	\$ 127 x 2	x # of nights	Total: \$ 1070

How will your attendance at this conference benefit the Library?

The Young Adult Services Symposium is a unique opportunity to gather with YA authors and librarians from across the country, and build my capacity to engage, serve and empower teens. Unlike larger conferences like ALA and PLA, YALSA centers entirely on teens. Every session offered over the course of the weekend relates directly to my job description and duties. I will learn about the latest literature for teens, best practices for responding to teen patrons' needs, and emerging teen trends that may effect the Library in the near future.

Department Head A. Coney  Approved  Denied Date 6/29/15

Administrator Susan Dempse  Approved  Denied Date 7-7-15

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

# Niles Public Library District

## Balance Sheet

June 30, 2015

	GENERAL FUND 6/30/2015	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
<b>Assets</b>				
<b>Cash and Investments</b>				
Cash Checking	(\$2,356,058)	\$590,893	\$1,809,834	\$44,670
Cash-Imprest	\$1,049			\$1,049
Cash-Flexible Spending Account	\$3,863			\$3,863
MaxSafe CD	\$1,020,943			\$1,020,943
Petty Cash	\$400			\$400
Illinois Funds-Tax Deposit Account	\$1,625,280			\$1,625,280
Illinois Funds E pay fines	\$101,767			\$101,767
Northwest Community Credit Union	\$27			\$27
Fifth Third Bank-Investments	\$5,170,000			\$5,170,000
Investments Money Market-Fifth Third Bank	\$1,002,669			\$1,002,669
<b>Total Cash and Investments</b>	<b>\$6,569,940</b>	<b>\$590,893</b>	<b>\$1,809,834</b>	<b>\$8,970,667</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	\$86,544			\$86,544
<b>Total Prepaid Items</b>	<b>\$86,544</b>	<b>\$0</b>	<b>\$0</b>	<b>\$86,544</b>
<b>Total Assets</b>	<b>\$9,014,258</b>	<b>\$645,757</b>	<b>\$1,809,834</b>	<b>\$11,469,849</b>

# Niles Public Library District

## Balance Sheet

June 30, 2015

	GENERAL FUND 6/30/2015	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
<b>Liabilities and Fund Balance</b>				
<b>Liabilities</b>				
Accounts Payable	\$233,175	\$12,922	\$1,860	\$247,957
Accounts Payable-Friends of the Library	(\$110)			(\$110)
Withholding-Social Security	\$60			\$60
Withholding-Federal Income Tax	\$1			\$1
Withholding-State Income Tax	\$38			\$38
Payroll Clearing	\$10,044			\$10,044
Accrued Expenses	\$49,218			\$49,218
Payroll Clearing		\$60		\$60
Payroll Clearing		(\$51)		(\$51)
Deferred Revenues	\$2,334,567	\$54,865		\$2,389,431
<b>Total Liabilities</b>	<b>\$2,626,993</b>	<b>\$67,795</b>	<b>\$1,860</b>	<b>\$2,696,647</b>
 <b>Fund Balance</b>				
Fund Balance	\$6,387,265	\$577,962	\$1,807,974	\$8,773,201
<b>Total Fund Balance</b>	<b>\$6,387,265</b>	<b>\$577,962</b>	<b>\$1,807,974</b>	<b>\$8,773,201</b>
 <b>Total Liabilities and Fund Balance</b>	<b>\$9,014,258</b>	<b>\$645,757</b>	<b>\$1,809,834</b>	<b>\$11,469,849</b>

# Niles Public Library District Income Statement-Consolidated

June 30, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Revenues</b>								
Property Taxes				\$6,104,058	\$6,211,247	(\$107,189)	\$6,211,247	98%
Replacement Taxes				\$139,935	\$140,000	(\$65)	\$140,000	100%
Per Capita Grant				\$71,605	\$58,000	\$13,605	\$58,000	123%
Grants-Other		\$83	(\$83)	\$1,000	\$1,000		\$1,000	100%
Investment Income	\$11,121	\$3,333	\$7,788	\$66,797	\$40,000	\$26,797	\$40,000	167%
Fines	\$5,602	\$3,750	\$1,852	\$51,841	\$45,000	\$6,841	\$45,000	115%
Lost Books	\$1,232	\$625	\$607	\$7,313	\$7,500	(\$187)	\$7,500	98%
Pay For Print	\$3,686	\$1,250	\$2,436	\$20,293	\$15,000	\$5,293	\$15,000	135%
Non-Resident Fees				\$251		\$251		
Flash Drive & Ear Bud Sales				\$99		\$99		
Commissions & Fees	\$1		\$1	\$17		\$17		
Donations-Friends of the Library					\$1,318	(\$1,318)	\$1,318	
Donations		\$25	(\$25)	\$61	\$300	(\$239)	\$300	20%
Miscellaneous	\$75	\$333	(\$258)	\$700	\$4,000	(\$3,300)	\$4,000	18%
<b>Total Revenues</b>	<b>\$21,717</b>	<b>\$9,400</b>	<b>\$12,317</b>	<b>\$6,463,971</b>	<b>\$6,523,365</b>	<b>(\$59,394)</b>	<b>\$6,523,365</b>	<b>99%</b>

## Expenditures

### Salaries

Library Director	\$10,802	\$9,583	(\$1,219)	\$105,157	\$115,000	\$9,843	\$115,000	91%
Payroll-Department Managers	\$7,893	\$22,931	\$15,038	\$106,263	\$275,172	\$168,909	\$275,172	39%
Payroll-Division Supervisors	\$33,742	\$43,405	\$9,663	\$423,212	\$520,864	\$97,652	\$520,864	81%
Payroll-Librarian I	\$94,787	\$89,552	(\$5,234)	\$1,113,553	\$1,074,630	(\$38,924)	\$1,074,630	104%
Payroll-Library Grade V	\$57,609	\$49,376	(\$8,233)	\$594,468	\$592,508	(\$1,960)	\$592,508	100%
Payroll-Library Grade VI	\$28,589	\$28,248	(\$341)	\$318,125	\$338,978	\$20,853	\$338,978	94%
Payroll-Library Pages	\$10,547	\$11,025	\$478	\$100,924	\$132,297	\$31,372	\$132,297	76%
Payroll-Sundays	\$6,436	\$6,167	(\$269)	\$81,161	\$74,000	(\$7,161)	\$74,000	110%
Adjustments		\$833	\$833	\$6,211	\$10,000	\$3,789	\$10,000	62%
Substitutes	\$582	\$667	\$85	\$4,819	\$8,000	\$3,181	\$8,000	60%

# Niles Public Library District Income Statement-Consolidated

June 30, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Total Salaries</b>	<b>\$250,986</b>	<b>\$261,787</b>	<b>\$10,801</b>	<b>\$2,853,892</b>	<b>\$3,141,448</b>	<b>\$287,556</b>	<b>\$3,141,448</b>	<b>91%</b>
<b>Library Materials</b>								
Books-Adult	\$11,553	\$11,667	\$114	\$147,580	\$140,000	(\$7,580)	\$140,000	105%
Books-Youth Services	\$899	\$5,417	\$4,518	\$65,714	\$65,000	(\$714)	\$65,000	101%
Books-Teen	\$464	\$1,167	\$702	\$13,872	\$14,000	\$128	\$14,000	99%
Downloadables	\$8,692	\$5,000	(\$3,692)	\$60,382	\$60,000	(\$382)	\$60,000	101%
Periodicals		\$1,833	\$1,833	\$15,861	\$22,000	\$6,139	\$22,000	72%
AV-Adult	\$3,760	\$7,750	\$3,990	\$94,531	\$93,000	(\$1,531)	\$93,000	102%
AV-Youth Services	\$611	\$3,500	\$2,889	\$37,392	\$42,000	\$4,608	\$42,000	89%
AV-Teen	\$169	\$1,000	\$831	\$9,877	\$12,000	\$2,123	\$12,000	82%
Online Databases	\$3,917	\$13,333	\$9,417	\$179,776	\$160,000	(\$19,776)	\$160,000	112%
<b>Total Library Materials</b>	<b>\$30,065</b>	<b>\$50,667</b>	<b>\$20,602</b>	<b>\$624,986</b>	<b>\$608,000</b>	<b>(\$16,986)</b>	<b>\$608,000</b>	<b>103%</b>
<b>Library Operating Expenditures</b>								
CCS Charges	\$5,060	\$6,217	\$1,156	\$68,620	\$74,600	\$5,980	\$74,600	92%
Processing & Supplies	\$474	\$1,667	\$1,193	\$22,878	\$20,000	(\$2,878)	\$20,000	114%
Internet Charges	\$895	\$1,667	\$772	\$14,676	\$20,000	\$5,324	\$20,000	73%
Software, Licenses	\$712	\$3,750	\$3,038	\$49,211	\$45,000	(\$4,211)	\$45,000	109%
Printing	\$7,507	\$4,167	(\$3,340)	\$35,426	\$50,000	\$14,574	\$50,000	71%
Library Supplies	\$306	\$1,067	\$761	\$11,901	\$12,800	\$899	\$12,800	93%
Programming & Support-Adult	\$847	\$1,917	\$1,069	\$17,795	\$23,000	\$5,205	\$23,000	77%
Programming & Support-Juvenile	\$1,461	\$2,875	\$1,414	\$29,839	\$34,500	\$4,661	\$34,500	86%
Programming & Support-Joint	\$1,182	\$333	(\$849)	\$3,073	\$4,000	\$927	\$4,000	77%
Programming & Support-Teen	\$957	\$642	(\$316)	\$6,265	\$7,700	\$1,435	\$7,700	81%
Public Performing Rights				\$1,320	\$1,318	(\$2)	\$1,318	100%
CCS Communications		\$333	\$333	\$326	\$4,000	\$3,674	\$4,000	8%
Computer Charges OCLC	\$951	\$951	\$0	\$11,407	\$11,408	\$1	\$11,408	100%
Miscellaneous	\$239	\$83	(\$156)	\$1,426	\$1,000	(\$426)	\$1,000	143%
Per Capita Grant Expenditures	\$25,254		(\$25,254)	\$84,552	\$71,000	(\$13,552)	\$71,000	119%
Grant - Other Expenditures	\$1,000	\$83	(\$917)	\$1,000	\$1,000		\$1,000	100%
Volunteers		\$250	\$250	\$780	\$3,000	\$2,220	\$3,000	26%

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

June 30, 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>\$46,845</b>	<b>\$26,001</b>	<b>(\$20,844)</b>	<b>\$360,495</b>	<b>\$384,326</b>	<b>\$23,831</b>	<b>\$384,326</b>	<b>94%</b>
<b>General and Administration</b>								
Janitorial Supplies	\$4,711	\$2,804	(\$1,907)	\$33,839	\$33,650	(\$189)	\$33,650	101%
Copiers	\$656	\$833	\$177	\$8,335	\$10,000	\$1,665	\$10,000	83%
Professional Development	\$1,504	\$2,820	\$1,316	\$16,785	\$33,845	\$17,060	\$33,845	50%
Mileage	\$373	\$108	(\$264)	\$2,768	\$1,300	(\$1,468)	\$1,300	213%
Professional Collection		\$396	\$396	\$7,692	\$4,750	(\$2,942)	\$4,750	162%
Legal Fees	\$2,180	\$2,500	\$320	\$32,548	\$30,000	(\$2,548)	\$30,000	108%
Consultants	\$6,903	\$1,250	(\$5,653)	\$113,702	\$15,000	(\$98,702)	\$15,000	758%
Kitchen Supplies		\$125	\$125	\$1,733	\$1,500	(\$233)	\$1,500	116%
Promotional Expense	\$2,005	\$2,075	\$70	\$12,043	\$24,900	\$12,857	\$24,900	48%
Office Supplies	\$1,092	\$2,083	\$991	\$22,090	\$25,000	\$2,910	\$25,000	88%
Postage & Freight	\$233	\$1,500	\$1,267	\$13,669	\$18,000	\$4,331	\$18,000	76%
Publication of Notices-Legal		\$100	\$100	\$1,007	\$1,200	\$193	\$1,200	84%
Subscriptions & Dues	(\$100)	\$750	\$850	\$8,177	\$9,000	\$823	\$9,000	91%
Collection Services	(\$108)	\$83	\$191	\$128	\$1,000	\$872	\$1,000	13%
Telephone	\$1,048	\$1,375	\$327	\$14,490	\$16,500	\$2,010	\$16,500	88%
Trustee Expense	\$3,083	\$750	(\$2,333)	\$7,315	\$9,000	\$1,685	\$9,000	81%
Equipment Rental		\$417	\$417	\$1,726	\$5,000	\$3,274	\$5,000	35%
Payroll Service	\$902	\$1,083	\$181	\$12,609	\$13,000	\$391	\$13,000	97%
Bank Fees	\$228	\$275	\$47	\$3,196	\$3,300	\$104	\$3,300	97%
Parking Lease	\$881	\$881		\$10,572	\$10,572		\$10,572	100%
<b>Total General and Administration</b>	<b>\$25,591</b>	<b>\$22,210</b>	<b>(\$3,381)</b>	<b>\$324,424</b>	<b>\$266,517</b>	<b>(\$57,907)</b>	<b>\$266,517</b>	<b>122%</b>
<b>Vehicle Operation</b>								
Gas, Oil, Grease	\$41	\$83	\$43	\$566	\$1,000	\$434	\$1,000	57%
Repairs & Maintenance		\$150	\$150	\$226	\$1,800	\$1,574	\$1,800	13%
Miscellaneous		\$8	\$8		\$100	\$100	\$100	
Auto Insurance				\$1,376	\$1,371	(\$5)	\$1,371	100%
<b>Total Vehicle Operation</b>	<b>\$41</b>	<b>\$242</b>	<b>\$201</b>	<b>\$2,168</b>	<b>\$4,271</b>	<b>\$2,103</b>	<b>\$4,271</b>	<b>51%</b>

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

June 30, 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	\$13,572	\$14,583	\$1,012	\$167,996	\$175,000	\$7,004	\$175,000	96%
Group Health	\$27,799	\$31,250	\$3,451	\$333,589	\$375,000	\$41,411	\$375,000	89%
Health Reimbursement Account	\$2,113	\$5,000	\$2,887	\$43,767	\$60,000	\$16,233	\$60,000	73%
Dental	\$1,495	\$1,667	\$172	\$14,747	\$20,000	\$5,253	\$20,000	74%
Vision	\$439	\$583	\$144	\$5,652	\$7,000	\$1,348	\$7,000	81%
FSA fee	\$55	\$100	\$45	\$1,060	\$1,200	\$140	\$1,200	88%
Life, LTD, AD&D, STD	\$1,384	\$1,750	\$366	\$14,988	\$21,000	\$6,012	\$21,000	71%
<b>Total Employee Fringe Benefits</b>	<b>\$46,857</b>	<b>\$54,933</b>	<b>\$8,077</b>	<b>\$581,800</b>	<b>\$659,200</b>	<b>\$77,400</b>	<b>\$659,200</b>	<b>88%</b>
<b>Utilities</b>								
Gas	\$290	\$1,250	\$960	\$13,878	\$15,000	\$1,122	\$15,000	93%
Electric	\$8,750	\$6,667	(\$2,084)	\$99,993	\$80,000	(\$19,993)	\$80,000	125%
Water	\$455	\$583	\$129	\$7,392	\$7,000	(\$392)	\$7,000	106%
<b>Total Utilities</b>	<b>\$9,495</b>	<b>\$8,500</b>	<b>(\$995)</b>	<b>\$121,263</b>	<b>\$102,000</b>	<b>(\$19,263)</b>	<b>\$102,000</b>	<b>119%</b>
<b>Capital Expenditures</b>								
Special Reserve - Building		\$10,833	\$10,833	\$19,135	\$130,000	\$110,865	\$130,000	15%
Special Reserve - Equipment	\$1,860	\$33,083	\$31,224	\$57,269	\$397,000	\$339,731	\$397,000	14%
Special Reserve - Construction Project				\$18,518		(\$18,518)		
<b>Total Capital Expenditures</b>	<b>\$1,860</b>	<b>\$43,917</b>	<b>\$42,057</b>	<b>\$94,921</b>	<b>\$527,000</b>	<b>\$432,079</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**

June 30, 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	\$19,704	\$19,167	(\$538)	\$238,281	\$230,000	(\$8,281)	\$230,000	104%
<b>Total Social Security Expenditures</b>	<b>\$19,704</b>	<b>\$19,167</b>	<b>(\$538)</b>	<b>\$238,281</b>	<b>\$230,000</b>	<b>(\$8,281)</b>	<b>\$230,000</b>	<b>104%</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	\$889	\$1,250	\$361	\$12,659	\$15,000	\$2,341	\$15,000	84%
<b>Total Unemployment Compensation Expenditures</b>	<b>\$889</b>	<b>\$1,250</b>	<b>\$361</b>	<b>\$12,659</b>	<b>\$15,000</b>	<b>\$2,341</b>	<b>\$15,000</b>	<b>84%</b>
<b>Building &amp; Equipment Maintenance</b>								
Repairs & Improvements	\$2,480	\$3,125	\$645	\$17,604	\$37,500	\$19,896	\$37,500	47%
Contractual Maintenance	\$1,966	\$2,917	\$951	\$29,761	\$35,000	\$5,239	\$35,000	85%
Non-Contractual Maintenance	\$503	\$2,000	\$1,497	\$6,772	\$24,000	\$17,228	\$24,000	28%
Equipment Maintenance	\$972	\$3,000	\$2,028	\$14,148	\$36,000	\$21,852	\$36,000	39%
Non Capital Expenses	\$3,670	\$1,667	(\$2,003)	\$11,491	\$20,000	\$8,509	\$20,000	57%
Furniture & Fixtures	\$2,520	\$4,708	\$2,189	\$7,937	\$56,500	\$48,563	\$56,500	14%
<b>Total Building &amp; Equipment Maintenance Expenditures</b>	<b>\$12,111</b>	<b>\$17,417</b>	<b>\$5,306</b>	<b>\$87,714</b>	<b>\$209,000</b>	<b>\$121,286</b>	<b>\$209,000</b>	<b>42%</b>
<b>Total Expenditures</b>	<b>\$444,444</b>	<b>\$506,090</b>	<b>\$61,646</b>	<b>\$5,569,365</b>	<b>\$6,429,497</b>	<b>\$860,131</b>	<b>\$6,429,497</b>	<b>87%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$422,727)</b>	<b>(\$496,690)</b>	<b>\$73,963</b>	<b>\$894,606</b>	<b>\$93,868</b>	<b>\$800,737</b>	<b>\$93,868</b>	<b>953%</b>

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

June 30, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
<b>Revenues</b>								
Property Taxes				\$5,966,600	\$6,034,747	(\$68,147)	\$6,034,747	99%
Replacement Taxes				\$139,935	\$140,000	(\$65)	\$140,000	100%
Per Capita Grant				\$71,605	\$58,000	\$13,605	\$58,000	123%
Grants-Other		\$83	(\$83)	\$1,000	\$1,000		\$1,000	100%
Investment Income	\$11,121	\$3,333	\$7,788	\$66,797	\$40,000	\$26,797	\$40,000	167%
Fines	\$5,602	\$3,750	\$1,852	\$51,841	\$45,000	\$6,841	\$45,000	115%
Lost Books	\$1,232	\$625	\$607	\$7,313	\$7,500	(\$187)	\$7,500	98%
Pay For Print	\$3,686	\$1,250	\$2,436	\$20,293	\$15,000	\$5,293	\$15,000	135%
Non-Resident Fees				\$251		\$251		
Flash Drive & Ear Bud Sales				\$99		\$99		
Commissions & Fees	\$1		\$1	\$17		\$17		
Donations-Friends of the Library					\$1,318	(\$1,318)	\$1,318	
Donations		\$25	(\$25)	\$61	\$300	(\$239)	\$300	20%
Miscellaneous	\$75	\$333	(\$258)	\$700	\$4,000	(\$3,300)	\$4,000	18%
<b>Total Revenues</b>	<b>\$21,717</b>	<b>\$9,400</b>	<b>\$12,317</b>	<b>\$6,326,513</b>	<b>\$6,346,865</b>	<b>(\$20,352)</b>	<b>\$6,346,865</b>	<b>100%</b>

**Expenditures**

**Salaries**

Library Director	\$10,802	\$9,583	(\$1,219)	\$105,157	\$115,000	\$9,843	\$115,000	91%
Payroll-Department Managers	\$7,893	\$22,931	\$15,038	\$106,263	\$275,172	\$168,909	\$275,172	39%
Payroll-Division Supervisors	\$33,742	\$43,405	\$9,663	\$423,212	\$520,864	\$97,652	\$520,864	81%
Payroll-Librarian I	\$94,787	\$89,552	(\$5,234)	\$1,113,553	\$1,074,630	(\$38,924)	\$1,074,630	104%
Payroll-Library Grade V	\$57,609	\$49,376	(\$8,233)	\$594,468	\$592,508	(\$1,960)	\$592,508	100%
Payroll-Library Grade VI	\$28,589	\$28,248	(\$341)	\$318,125	\$338,978	\$20,853	\$338,978	94%
Payroll-Library Pages	\$10,547	\$11,025	\$478	\$100,924	\$132,297	\$31,372	\$132,297	76%
Payroll-Sundays	\$6,436	\$6,167	(\$269)	\$81,161	\$74,000	(\$7,161)	\$74,000	110%
Adjustments		\$833	\$833	\$6,211	\$10,000	\$3,789	\$10,000	62%
Substitutes	\$582	\$667	\$85	\$4,819	\$8,000	\$3,181	\$8,000	60%

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

June 30, 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>Total Salaries</b>	<b>\$250,986</b>	<b>\$261,787</b>	<b>\$10,801</b>	<b>\$2,853,892</b>	<b>\$3,141,448</b>	<b>\$287,556</b>	<b>\$3,141,448</b>	<b>91%</b>
<b>Library Materials</b>								
Books-Adult	\$11,553	\$11,667	\$114	\$147,580	\$140,000	(\$7,580)	\$140,000	105%
Books-Youth Services	\$899	\$5,417	\$4,518	\$65,714	\$65,000	(\$714)	\$65,000	101%
Books-Teen	\$464	\$1,167	\$702	\$13,872	\$14,000	\$128	\$14,000	99%
Downloadables	\$8,692	\$5,000	(\$3,692)	\$60,382	\$60,000	(\$382)	\$60,000	101%
Periodicals		\$1,833	\$1,833	\$15,861	\$22,000	\$6,139	\$22,000	72%
AV-Adult	\$3,760	\$7,750	\$3,990	\$94,531	\$93,000	(\$1,531)	\$93,000	102%
AV-Youth Services	\$611	\$3,500	\$2,889	\$37,392	\$42,000	\$4,608	\$42,000	89%
AV-Teen	\$169	\$1,000	\$831	\$9,877	\$12,000	\$2,123	\$12,000	82%
Online Databases	\$3,917	\$13,333	\$9,417	\$179,776	\$160,000	(\$19,776)	\$160,000	112%
<b>Total Library Materials</b>	<b>\$30,065</b>	<b>\$50,667</b>	<b>\$20,602</b>	<b>\$624,986</b>	<b>\$608,000</b>	<b>(\$16,986)</b>	<b>\$608,000</b>	<b>103%</b>
<b>Library Operating Expenditures</b>								
CCS Charges	\$5,060	\$6,217	\$1,156	\$68,620	\$74,600	\$5,980	\$74,600	92%
Processing & Supplies	\$474	\$1,667	\$1,193	\$22,878	\$20,000	(\$2,878)	\$20,000	114%
Internet Charges	\$895	\$1,667	\$772	\$14,676	\$20,000	\$5,324	\$20,000	73%
Software, Licenses	\$712	\$3,750	\$3,038	\$49,211	\$45,000	(\$4,211)	\$45,000	109%
Printing	\$7,507	\$4,167	(\$3,340)	\$35,426	\$50,000	\$14,574	\$50,000	71%
Library Supplies	\$306	\$1,067	\$761	\$11,901	\$12,800	\$899	\$12,800	93%
Programming & Support-Adult	\$847	\$1,917	\$1,069	\$17,795	\$23,000	\$5,205	\$23,000	77%
Programming & Support-Juvenile	\$1,461	\$2,875	\$1,414	\$29,839	\$34,500	\$4,661	\$34,500	86%
Programming & Support-Joint	\$1,182	\$333	(\$849)	\$3,073	\$4,000	\$927	\$4,000	77%
Programming & Support-Teen	\$957	\$642	(\$316)	\$6,265	\$7,700	\$1,435	\$7,700	81%
Public Performing Rights				\$1,320	\$1,318	(\$2)	\$1,318	100%
CCS Communications		\$333	\$333	\$326	\$4,000	\$3,674	\$4,000	8%
Computer Charges OCLC	\$951	\$951	\$0	\$11,407	\$11,408	\$1	\$11,408	100%
Miscellaneous	\$239	\$83	(\$156)	\$1,426	\$1,000	(\$426)	\$1,000	143%
Per Capita Grant Expenditures	\$25,254		(\$25,254)	\$84,552	\$71,000	(\$13,552)	\$71,000	119%
Grant - Other Expenditures	\$1,000	\$83	(\$917)	\$1,000	\$1,000		\$1,000	100%
Volunteers		\$250	\$250	\$780	\$3,000	\$2,220	\$3,000	26%

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

June 30, 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>\$46,845</b>	<b>\$26,001</b>	<b>(\$20,844)</b>	<b>\$360,495</b>	<b>\$384,326</b>	<b>\$23,831</b>	<b>\$384,326</b>	<b>94%</b>
<b>General and Administration</b>								
Janitorial Supplies	\$4,711	\$2,804	(\$1,907)	\$33,839	\$33,650	(\$189)	\$33,650	101%
Copiers	\$656	\$833	\$177	\$8,335	\$10,000	\$1,665	\$10,000	83%
Professional Development	\$1,504	\$2,820	\$1,316	\$16,785	\$33,845	\$17,060	\$33,845	50%
Mileage	\$373	\$108	(\$264)	\$2,768	\$1,300	(\$1,468)	\$1,300	213%
Professional Collection		\$396	\$396	\$7,692	\$4,750	(\$2,942)	\$4,750	162%
Legal Fees	\$2,180	\$2,500	\$320	\$32,548	\$30,000	(\$2,548)	\$30,000	108%
Consultants	\$6,903	\$1,250	(\$5,653)	\$113,702	\$15,000	(\$98,702)	\$15,000	758%
Kitchen Supplies		\$125	\$125	\$1,733	\$1,500	(\$233)	\$1,500	116%
Promotional Expense	\$2,005	\$2,075	\$70	\$12,043	\$24,900	\$12,857	\$24,900	48%
Office Supplies	\$1,092	\$2,083	\$991	\$22,090	\$25,000	\$2,910	\$25,000	88%
Postage & Freight	\$233	\$1,500	\$1,267	\$13,669	\$18,000	\$4,331	\$18,000	76%
Publication of Notices-Legal		\$100	\$100	\$1,007	\$1,200	\$193	\$1,200	84%
Subscriptions & Dues	(\$100)	\$750	\$850	\$8,177	\$9,000	\$823	\$9,000	91%
Collection Services	(\$108)	\$83	\$191	\$128	\$1,000	\$872	\$1,000	13%
Telephone	\$1,048	\$1,375	\$327	\$14,490	\$16,500	\$2,010	\$16,500	88%
Trustee Expense	\$3,083	\$750	(\$2,333)	\$7,315	\$9,000	\$1,685	\$9,000	81%
Equipment Rental		\$417	\$417	\$1,726	\$5,000	\$3,274	\$5,000	35%
Payroll Service	\$902	\$1,083	\$181	\$12,609	\$13,000	\$391	\$13,000	97%
Bank Fees	\$228	\$275	\$47	\$3,196	\$3,300	\$104	\$3,300	97%
Parking Lease	\$881	\$881		\$10,572	\$10,572		\$10,572	100%
<b>Total General and Administration</b>	<b>\$25,591</b>	<b>\$22,210</b>	<b>(\$3,381)</b>	<b>\$324,424</b>	<b>\$266,517</b>	<b>(\$57,907)</b>	<b>\$266,517</b>	<b>122%</b>
<b>Vehicle Operation</b>								
Gas, Oil, Grease	\$41	\$83	\$43	\$566	\$1,000	\$434	\$1,000	57%
Repairs & Maintenance		\$150	\$150	\$226	\$1,800	\$1,574	\$1,800	13%
Miscellaneous		\$8	\$8		\$100	\$100	\$100	
Auto Insurance				\$1,376	\$1,371	(\$5)	\$1,371	100%
<b>Total Vehicle Operation</b>	<b>\$41</b>	<b>\$242</b>	<b>\$201</b>	<b>\$2,168</b>	<b>\$4,271</b>	<b>\$2,103</b>	<b>\$4,271</b>	<b>51%</b>

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

June 30, 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	\$13,572	\$14,583	\$1,012	\$167,996	\$175,000	\$7,004	\$175,000	96%
Group Health	\$27,799	\$31,250	\$3,451	\$333,589	\$375,000	\$41,411	\$375,000	89%
Health Reimbursement Account	\$2,113	\$5,000	\$2,887	\$43,767	\$60,000	\$16,233	\$60,000	73%
Dental	\$1,495	\$1,667	\$172	\$14,747	\$20,000	\$5,253	\$20,000	74%
Vision	\$439	\$583	\$144	\$5,652	\$7,000	\$1,348	\$7,000	81%
FSA fee	\$55	\$100	\$45	\$1,060	\$1,200	\$140	\$1,200	88%
Life, LTD, AD&D, STD	\$1,384	\$1,750	\$366	\$14,988	\$21,000	\$6,012	\$21,000	71%
<b>Total Employee Fringe Benefits</b>	<b>\$46,857</b>	<b>\$54,933</b>	<b>\$8,077</b>	<b>\$581,800</b>	<b>\$659,200</b>	<b>\$77,400</b>	<b>\$659,200</b>	<b>88%</b>
<b>Utilities</b>								
Gas	\$290	\$1,250	\$960	\$13,878	\$15,000	\$1,122	\$15,000	93%
Electric	\$8,750	\$6,667	(\$2,084)	\$99,993	\$80,000	(\$19,993)	\$80,000	125%
Water	\$455	\$583	\$129	\$7,392	\$7,000	(\$392)	\$7,000	106%
<b>Total Utilities</b>	<b>\$9,495</b>	<b>\$8,500</b>	<b>(\$995)</b>	<b>\$121,263</b>	<b>\$102,000</b>	<b>(\$19,263)</b>	<b>\$102,000</b>	<b>119%</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>\$409,880</b>	<b>\$424,340</b>	<b>\$14,460</b>	<b>\$5,070,672</b>	<b>\$5,367,406</b>	<b>\$296,733</b>	<b>\$5,367,406</b>	<b>94%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$388,163)</b>	<b>(\$414,940)</b>	<b>\$26,777</b>	<b>\$1,255,841</b>	<b>\$979,459</b>	<b>\$276,382</b>	<b>\$979,459</b>	<b>128%</b>

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

June 30, 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>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	\$1,000	\$1,000			\$1,000		100%
Investment Income	\$40,000	\$40,000	\$66,797			\$66,797	\$26,797	167%
Fines	\$45,000	\$45,000	\$51,841			\$51,841	\$6,841	115%
Lost Books	\$7,500	\$7,500	\$7,313			\$7,313	(\$187)	98%
Pay For Print	\$15,000	\$15,000	\$20,293			\$20,293	\$5,293	135%
Non-Resident Fees			\$251			\$251	\$251	
Flash Drive & Ear Bud Sales			\$99			\$99	\$99	
Commissions & Fees			\$17			\$17	\$17	
Donations-Friends of the Library	\$1,318	\$1,318					(\$1,318)	
Donations	\$300	\$300	\$61			\$61	(\$239)	20%
Miscellaneous	\$4,000	\$4,000	\$700			\$700	(\$3,300)	18%
<b>Total Revenues</b>	<b>\$6,523,365</b>	<b>\$6,523,365</b>	<b>\$6,326,513</b>	<b>\$137,458</b>	<b>\$0</b>	<b>\$6,463,971</b>	<b>(\$59,394)</b>	<b>99%</b>

**Expenditures**

**Salaries**

Library Director	\$115,000	\$115,000	\$105,157			\$105,157	\$9,843	91%
Payroll-Department Managers	\$275,172	\$275,172	\$106,263			\$106,263	\$168,909	39%
Payroll-Division Supervisors	\$520,864	\$520,864	\$423,212			\$423,212	\$97,652	81%
Payroll-Librarian I	\$1,074,630	\$1,074,630	\$1,113,553			\$1,113,553	(\$38,924)	104%
Payroll-Library Grade V	\$592,508	\$592,508	\$594,468			\$594,468	(\$1,960)	100%
Payroll-Library Grade VI	\$338,978	\$338,978	\$318,125			\$318,125	\$20,853	94%
Payroll-Library Pages	\$132,297	\$132,297	\$100,924			\$100,924	\$31,372	76%
Payroll-Sundays	\$74,000	\$74,000	\$81,161			\$81,161	(\$7,161)	110%
Adjustments	\$10,000	\$10,000	\$6,211			\$6,211	\$3,789	62%
Substitutes	\$8,000	\$8,000	\$4,819			\$4,819	\$3,181	60%

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

June 30, 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 Salaries</b>	<b>\$3,141,448</b>	<b>\$3,141,448</b>	<b>\$2,853,892</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,853,892</b>	<b>\$287,556</b>	<b>91%</b>
<b>Library Materials</b>								
Books-Adult	\$140,000	\$140,000	\$147,580			\$147,580	(\$7,580)	105%
Books-Youth Services	\$65,000	\$65,000	\$65,714			\$65,714	(\$714)	101%
Books-Teen	\$14,000	\$14,000	\$13,872			\$13,872	\$128	99%
Downloadables	\$60,000	\$60,000	\$60,382			\$60,382	(\$382)	101%
Periodicals	\$22,000	\$22,000	\$15,861			\$15,861	\$6,139	72%
AV-Adult	\$93,000	\$93,000	\$94,531			\$94,531	(\$1,531)	102%
AV-Youth Services	\$42,000	\$42,000	\$37,392			\$37,392	\$4,608	89%
AV-Teen	\$12,000	\$12,000	\$9,877			\$9,877	\$2,123	82%
Online Databases	\$160,000	\$160,000	\$179,776			\$179,776	(\$19,776)	112%
<b>Total Library Materials</b>	<b>\$608,000</b>	<b>\$608,000</b>	<b>\$624,986</b>	<b>\$0</b>	<b>\$0</b>	<b>\$624,986</b>	<b>(\$16,986)</b>	<b>103%</b>
<b>Library Operating Expenditures</b>								
CCS Charges	\$74,600	\$74,600	\$68,620			\$68,620	\$5,980	92%
Processing & Supplies	\$20,000	\$20,000	\$22,878			\$22,878	(\$2,878)	114%
Internet Charges	\$20,000	\$20,000	\$14,676			\$14,676	\$5,324	73%
Software, Licenses	\$45,000	\$45,000	\$49,211			\$49,211	(\$4,211)	109%
Printing	\$50,000	\$50,000	\$35,426			\$35,426	\$14,574	71%
Library Supplies	\$12,800	\$12,800	\$11,901			\$11,901	\$899	93%
Programming & Support-Adult	\$23,000	\$23,000	\$17,795			\$17,795	\$5,205	77%
Programming & Support-Juvenile	\$34,500	\$34,500	\$29,839			\$29,839	\$4,661	86%
Programming & Support-Joint	\$4,000	\$4,000	\$3,073			\$3,073	\$927	77%
Programming & Support-Teen	\$7,700	\$7,700	\$6,265			\$6,265	\$1,435	81%
Public Performing Rights	\$1,318	\$1,318	\$1,320			\$1,320	(\$2)	100%
CCS Communications	\$4,000	\$4,000	\$326			\$326	\$3,674	8%
Computer Charges OCLC	\$11,408	\$11,408	\$11,407			\$11,407	\$1	100%
Miscellaneous	\$1,000	\$1,000	\$1,426			\$1,426	(\$426)	143%
Per Capita Grant Expenditures	\$71,000	\$71,000	\$84,552			\$84,552	(\$13,552)	119%
Grant - Other Expenditures	\$1,000	\$1,000	\$1,000			\$1,000		100%
Volunteers	\$3,000	\$3,000	\$780			\$780	\$2,220	26%

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

June 30, 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>\$384,326</b>	<b>\$360,495</b>	<b>\$0</b>	<b>\$0</b>	<b>\$360,495</b>	<b>\$23,831</b>	<b>94%</b>
<b>General and Administration</b>								
Janitorial Supplies	\$33,650	\$33,650	\$33,839			\$33,839	(\$189)	101%
Copiers	\$10,000	\$10,000	\$8,335			\$8,335	\$1,665	83%
Professional Development	\$33,845	\$33,845	\$16,785			\$16,785	\$17,060	50%
Mileage	\$1,300	\$1,300	\$2,768			\$2,768	(\$1,468)	213%
Professional Collection	\$4,750	\$4,750	\$7,692			\$7,692	(\$2,942)	162%
Legal Fees	\$30,000	\$30,000	\$32,548			\$32,548	(\$2,548)	108%
Consultants	\$15,000	\$15,000	\$113,702			\$113,702	(\$98,702)	758%
Kitchen Supplies	\$1,500	\$1,500	\$1,733			\$1,733	(\$233)	116%
Promotional Expense	\$24,900	\$24,900	\$12,043			\$12,043	\$12,857	48%
Office Supplies	\$25,000	\$25,000	\$22,090			\$22,090	\$2,910	88%
Postage & Freight	\$18,000	\$18,000	\$13,669			\$13,669	\$4,331	76%
Publication of Notices-Legal	\$1,200	\$1,200	\$1,007			\$1,007	\$193	84%
Subscriptions & Dues	\$9,000	\$9,000	\$8,177			\$8,177	\$823	91%
Collection Services	\$1,000	\$1,000	\$128			\$128	\$872	13%
Telephone	\$16,500	\$16,500	\$14,490			\$14,490	\$2,010	88%
Trustee Expense	\$9,000	\$9,000	\$7,315			\$7,315	\$1,685	81%
Equipment Rental	\$5,000	\$5,000	\$1,726			\$1,726	\$3,274	35%
Payroll Service	\$13,000	\$13,000	\$12,609			\$12,609	\$391	97%
Bank Fees	\$3,300	\$3,300	\$3,196			\$3,196	\$104	97%
Parking Lease	\$10,572	\$10,572	\$10,572			\$10,572		100%
<b>Total General and Administration</b>	<b>\$266,517</b>	<b>\$266,517</b>	<b>\$324,424</b>	<b>\$0</b>	<b>\$0</b>	<b>\$324,424</b>	<b>(\$57,907)</b>	<b>122%</b>
<b>Vehicle Operation</b>								
Gas, Oil, Grease	\$1,000	\$1,000	\$566			\$566	\$434	57%
Repairs & Maintenance	\$1,800	\$1,800	\$226			\$226	\$1,574	13%
Miscellaneous	\$100	\$100					\$100	
Auto Insurance	\$1,371	\$1,371	\$1,376			\$1,376	(\$5)	100%
<b>Total Vehicle Operation</b>	<b>\$4,271</b>	<b>\$4,271</b>	<b>\$2,168</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,168</b>	<b>\$2,103</b>	<b>51%</b>

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

June 30, 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	\$175,000	\$167,996			\$167,996	\$7,004	96%
Group Health	\$375,000	\$375,000	\$333,589			\$333,589	\$41,411	89%
Health Reimbursement Account	\$60,000	\$60,000	\$43,767			\$43,767	\$16,233	73%
Dental	\$20,000	\$20,000	\$14,747			\$14,747	\$5,253	74%
Vision	\$7,000	\$7,000	\$5,652			\$5,652	\$1,348	81%
FSA fee	\$1,200	\$1,200	\$1,060			\$1,060	\$140	88%
Life, LTD, AD&D, STD	\$21,000	\$21,000	\$14,988			\$14,988	\$6,012	71%
<b>Total Employee Fringe Benefits</b>	<b>\$659,200</b>	<b>\$659,200</b>	<b>\$581,800</b>	<b>\$0</b>	<b>\$0</b>	<b>\$581,800</b>	<b>\$77,400</b>	<b>88%</b>
<b>Utilities</b>								
Gas	\$15,000	\$15,000	\$13,878			\$13,878	\$1,122	93%
Electric	\$80,000	\$80,000	\$99,993			\$99,993	(\$19,993)	125%
Water	\$7,000	\$7,000	\$7,392			\$7,392	(\$392)	106%
<b>Total Utilities</b>	<b>\$102,000</b>	<b>\$102,000</b>	<b>\$121,263</b>	<b>\$0</b>	<b>\$0</b>	<b>\$121,263</b>	<b>(\$19,263)</b>	<b>119%</b>
<b>Capital Expenditures</b>								
Special Reserve - Building	\$130,000	\$130,000			\$19,135	\$19,135	\$110,865	15%
Special Reserve - Equipment	\$397,000	\$397,000			\$57,269	\$57,269	\$339,731	14%
Special Reserve - Construction Project					\$18,518	\$18,518	(\$18,518)	
<b>Total Capital Expenditures</b>	<b>\$527,000</b>	<b>\$527,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$94,921</b>	<b>\$94,921</b>	<b>\$432,079</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**

June 30, 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	\$230,000		\$238,281		\$238,281	(\$8,281)	104%
<b>Total Social Security Expenditures</b>	<b>\$230,000</b>	<b>\$230,000</b>	<b>\$0</b>	<b>\$238,281</b>	<b>\$0</b>	<b>\$238,281</b>	<b>(\$8,281)</b>	<b>104%</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	\$15,000		\$12,659		\$12,659	\$2,341	84%
<b>Total Unemployment Compensation Expenditures</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$0</b>	<b>\$12,659</b>	<b>\$0</b>	<b>\$12,659</b>	<b>\$2,341</b>	<b>84%</b>
<b>Building &amp; Equipment Maintenance</b>								
Repairs & Improvements	\$37,500	\$37,500		\$17,604		\$17,604	\$19,896	47%
Contractual Maintenance	\$35,000	\$35,000		\$29,761		\$29,761	\$5,239	85%
Non-Contractual Maintenance	\$24,000	\$24,000		\$6,772		\$6,772	\$17,228	28%
Equipment Maintenance	\$36,000	\$36,000		\$14,148		\$14,148	\$21,852	39%
Non Capital Expenses	\$20,000	\$20,000		\$11,491		\$11,491	\$8,509	57%
Furniture & Fixtures	\$56,500	\$56,500		\$7,937		\$7,937	\$48,563	14%
<b>Total Building &amp; Equipment Maintenance Expenditures</b>	<b>\$209,000</b>	<b>\$209,000</b>	<b>\$0</b>	<b>\$87,714</b>	<b>\$0</b>	<b>\$87,714</b>	<b>\$121,286</b>	<b>42%</b>
<b>Total Expenditures</b>	<b>\$6,429,497</b>	<b>\$6,429,497</b>	<b>\$5,070,672</b>	<b>\$403,772</b>	<b>\$94,921</b>	<b>\$5,569,365</b>	<b>\$860,131</b>	<b>87%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$93,868</b>	<b>\$93,868</b>	<b>\$1,255,841</b>	<b>(\$266,314)</b>	<b>(\$94,921)</b>	<b>\$894,606</b>	<b>\$800,737</b>	<b>953%</b>

## **Financial statement narrative For the month of June 2015 and the year then ended**

### **Revenue**

Revenue for fiscal ended short of budget estimates by nearly 0.9% (\$59,394). This is due to primarily to per capita grant award, interest and fines, offset by real estate tax collection rates.

For the month of June, the Library has collected \$21,717 against a budget estimate of \$9,400.

### **Expenditures**

#### *Salaries*

Salaries ended the year \$287,556 short of budget estimates or 9.1%. This favorable comparison to budget was driven by the timing of hiring to fill vacancies.

#### *Library Materials*

Library Materials ended the year \$16,986 over budget or 2.8%. This is due primarily to slightly higher spending in the Online Databases line item.

#### *Library Operating Expenses*

Library Operating Expenses ended the year \$23,831 under budget or 6.2%. This id due to slightly higher software costs and per capita expenses offset by savings in other areas.

#### *General and Administrative*

General and Administrative expenses ended the year \$57,907 over budget estimates or 21.7%. This unfavorable comparison to budget is being driven primarily by the planned overspending in the consultants line of \$98,702 partially offset by savings in other line items.

#### *Employee Fringe Benefits*

Employee Fringe Benefits ended the year \$77,400 under budget or 11.7%. This saving is primarily related to the timing of filling vacancies mentioned earlier in this report.

#### *Utilities*

Utilities are ended the year \$19,263 higher than estimates or 18.9%.

#### *Net Surplus/(Deficit)*

At the year end, the Library budgeted a surplus of \$93,868. We have a surplus of \$894,606. This \$800,737 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.



We had a big crew marching in this year's 4<sup>th</sup> of July Parade, including several trustees, staff members, family members, and other volunteers. It's a great chance to see our community face-to-face, and probably the only place where staff members yelling and waving wildly is encouraged. We promoted our Creative Studio and Wonder Ground, as well as our digital streaming service, Hoopla. The best part is hearing people shout, "We love the library!" Teen librarian Donna Block roller-bladed through the parade with one of the new Go-Pro cameras attached to her helmet, and later compiled the footage from that camera and two others into a short piece on YouTube: [https://www.youtube.com/watch?v=cTxULoP69Lk&feature=em-upload\\_owner](https://www.youtube.com/watch?v=cTxULoP69Lk&feature=em-upload_owner)

I had the opportunity to be introduced to the Niles Village Board at their meeting on Tuesday, June 23. I emphasized how open the Library is to partnering with the organizations in our District, and that we are happy to participate in any of their initiatives, committees and commissions as well as offering our spaces. I was also glad to realize how many of the people in the room I already know one way and another. Prior to the Village Board meeting, the Trustees heard a presentation on a community survey regarding health and well-being in Niles. In the survey, they reported that:

Three characteristics clearly led the results for "what is most valued." These were "Safe; low crime" (44.3%), "Access to stores, services, restaurants" (35.6%) and "**Good library services**" (33.5%).

It was great to see so clearly that the community values the work that we do here—it was a proud moment. By the way, our Dodie Frisbie participates on the Healthier Niles Project.

## **Programs**

We have begun a new program this summer, distributing free lunches to children to take the place of the food served at school. Three staff members from Youth/Teen Services were trained and certified for accepting and distributing the food deliveries. These are boxed lunches with drinks and fruit, distributed to children ages 0-18, or 24 for special needs. It can only be distributed by the three trained people, and none of the food can be eaten by an adult or can leave the room. They began with 30 meals and upped it to 40, giving away all of them almost every time. This may not sound like a “library program,” but getting hungry kids into the Library and giving them nutritious food can help lead them to other resources we offer, and it is a great service for the community. It is sponsored by the Archdiocese and overseen by the State of Illinois.

From Arianne Carey: The Teen Volunteer Fair was very successful with representatives from the Fire Department, Brookfield Zoo, Relay for Life American Cancer Society, Glen St. Andrew Community and the Palwaukee Composite Squadron Civil Air Patrol. All ages attended the fair.

KidSpace Kindle Book Club is up and running. We received the units, programmed them with locked down parental controls, loaded the 10 preselected titles from the Battle of the Books list, and distributed the 12 units to the participants. They have shared positive feedback, enjoying the experience, and “admitting” that they are actually reading the other books loaded on the units. The YA units just arrived in the building and should be programmed in time for the fall kick off of the Abraham Lincoln Award nominees and Read for a Lifetime list and Teens Top Ten nominees.

Children’s Librarian Clara Sheffer has matched up 21 Book Buddies, a program where adults or older teens pair up with a child to read to or with them. The focus is on developing a love of reading. Some of our Book Buddy volunteers return year after year to work with the same kids, and then new ones as they get older.

Dodie Frisbie reports: *Beach Party with Dave Rudolf & Friends* was celebrated on the last Sunday in June. We had patrons of all ages wandering in and out of this upbeat concert. One of the best parts was all of the kids doing the hula hoops and shakers up in front. A bus full of seniors from a Lincolnwood nursing home stopped by for the concert. Unfortunately they went to the wrong library at first and were 30 minutes late. The Bob Marley and Jimmy Buffet songs got everyone in a good mood. How can you not smile when you’re singing along with Cheeseburger in Paradise??

*VIM (Visually Impaired Motivators) Low Vision Support Group*: This month we had the RTA give a program on how the visually impaired can get around town on public transportation.

The VIM Low Vision Support Group read and discussed *The One Hundred Year Old Man who Climbed Out of the Window and Disappeared* by Jonas Jonasson. This hilarious book was enjoyed by all – especially since one of our members is 99 years old.

## **Business**

We are preparing to meet with Judy Walther, our auditor from McClure Inserra. Besides reviewing our records, Judy reviews our internal controls, and helps us make sure that we have enough different people reviewing our spending.

## **CCS report**

CCS as a group has made a change to the number of days that a hold (sometimes called a reserve) is limited to the local library. Some history: In the past, when someone wanted a book or DVD that wasn’t immediately available, they placed a hold and got the first copy that was available anywhere in the system. That was great service for patrons, but involved huge numbers of items being transported between libraries on the delivery

vans. When the now defunct North Suburban Library System had their funding drastically reduced, one of the steps that was taken to reduce costs was trying to cut back on the van deliveries. So, CCS changed it so if a library owned whatever it was that the patron wanted, they had to wait for the local copy. This slowed down van traffic and also slowed down the rate at which patrons got their materials. Last year RAILS (who took over delivery) said they could handle it, so the policy was changed to making local holds into system holds after 90 days, so the first copy from any CCS library would be sent. As of July 1<sup>st</sup>, that number has changed to 30 days. This seems like a good compromise, but we do anticipate an increase in the amount of pulling holds and handling deliveries that our Patron Services Department will have to take care of.

### **Staff news**

Darlene Fox, Sarah Muskivitch and I attended the Annual Conference of the American Library Association in San Francisco.

From Darlene Fox (Adult Services Librarian and Co-Coordinator of the Digital Task Force)

*Since my focus at work has been things maker and digital, I tried to focus on as many technology based programs as possible.*

**Raspberry Pi and Beyond: Teching up your Teen Programs:** *Maker activities and resources.*

*From Maker to Make-HER: Leveling the STEM Playing Field for Girls: This was a great session from Sunnyvale Public Library in California. They started the program because even though they are in the Silicon Valley, they still see the gender gap in technology. They recruited volunteers to offer STEM programs to girls age 8-12, using their mothers as mentors. Blog: <https://sunnyvalemaker.wordpress.com/>*

**Making and Learning: An Emerging Framework for Libraries and Museums:** *They visited 30+ makerspaces across the US to see what a makerspace is. Most common element was a 3D printer, but you need more than that to have a true makerspace. They found that libraries need the following 3 elements for a successful makerspace: Purpose, People, and Pieces and Parts.*

**Digital Content in Public Libraries: What do Patrons Think?:** *Why eBooks? Where do people get their eBooks? What they are reading in eBook format? If they don't read eBooks, why?*

**Don't Freak Out: Fracking the Customer Data Goldmine:** *This program encouraged librarians not to freak out about customer data. Library patrons expect library technology as easy to use as the consumer websites so we shouldn't be so worried about patron privacy.*

**Hosting Repair Events at Your Library:** *Fixit Clinic ([www.fixitclinic.org](http://www.fixitclinic.org)) is a hands-on activity in disassembly, troubleshooting, and (hopefully) repair of broken household items. Fixit Clinics are like AA meetings for broken stuff. Attendees introduce themselves, what broken item they brought and what the item means to them. Purpose is to teach and engage people to participate, not fix things for them.*

**Takin' it to the Streets: Library Services Out and About Your Community:** *Why take the library outside the building? It's easier to identify community needs when out, community partnerships can be formed, and you can increase the use of library resources.*

**Schmoozing for Beginners:** *Why schmooze? Opportunities. How to make people think you like them.*

**Think Like a Project Manager... Act Like a Library Leader**

*This program was based on a proprietary certification the PMBOK-PMP Certification from the Project Management Institute at [www.pmi.org](http://www.pmi.org) and was just a basic description of this program. What I did learn is that a project is temporary, unique, and goal driven.*

**Booklist Read and Rave:** *A panel of librarian's pick of the best books coming out this fall.*

**Speakers:** *I saw speakers Roberta Kaplan, Gloria Steinem, Sarah Vowell, and Nick Offerman. All were excellent.*

*Also attended:*

*Exhibits*

*Ebsco Lunch where they did promote their products but also presented some interesting information on the way that people do research.*

*3M Cloud Library party with authors Paula McClain and Vanessa Diffenbaugh and San Francisco Food trucks.*

From Sarah Muskivitch (School Liaison)

### **How Makerspaces and DIY Science Can Promote STEM Learning at Every Age**

John Rennie from McGraw-Hill moderated this panel, which included libraries that are implementing maker spaces and the founder of TechShop, a makerspace with locations nationwide. McGraw-Hill is launching a new AccessScience platform, which looks promising. It includes scientific information, along with Maker Space project ideas. <http://www.accessscience.com/>

Tech Shop will be MakerSpace Academies at different cities nationwide, giving a step-by-step guide to starting up a makerspace in your community. The one in Chicago has already taken place, but he did mention that they will be posting an online guide sometime in the near future.

[http://www.techshop.ws/Maker\\_Space\\_Academy.html](http://www.techshop.ws/Maker_Space_Academy.html)

### **Passion, Purpose and Partnership: All Around Town, All Around the State**

Representatives from the Richland Public Library and South Carolina State Library presented about their partnership to reach at-risk third grade students in South Carolina. They were able to bring children to the capitol of the state to tour the Columbia Museum of Art, attend a story time at the public library, meet author Dinah Johnson, and received signed copies of her book. Some of the children commented that it was the very first book they owned.

### **Best Apps for Teaching & Learning: Curating Apps for Today's Students**

The American Association of School Libraries presented their list of the 25 best apps for teaching and learning. Quite a few of them would be great to have on our department iPads, including David Wiesner's Spot and The UnStealer. LEGO Movie Maker could be a great one to use in our new Wonder Ground space to make stop motion films.

### **Explore, Play and Imagine Interactive Tech Time in Kids' Library Programming**

Librarians from the Carnegie Library of Pittsburgh spoke about their Technology Pilot implementing the use of iPads in their children's programming. They purchased 10 iPads to use in programming, though they did not put any out on the floor for patrons to use. They use them during storytimes, and highly recommended using something called Guided Access. This basically locks an iPad so that only one app can be accessed. This could be very helpful if we were to use iPads in a program and only wanted kids to be working with one app.

### **Babies Need Words Every Day: Bridging the Word Gap as a Community**

Joint initiative between the ALSC Office and the Early Childhood Programs and Services Committee to inspire parents to talk with their children. "By the age of four, children in low-income houses will have heard 30 million fewer words than their more advantaged peers. This word gap has a profound influence on a child's ability to succeed in school and later in life." Posters, books lists, talking points, and other resources for starting up in our community are available at <http://www.ala.org/alsc/babiesneedwords>.

### **We Need Diverse Books Presents: How to Move from Talk to Action**

Panel of authors spoke about bringing more diversity to children's books. Not only is it important for children to be able to see themselves in books, but it is also important for children to read about characters who are different from themselves. They also spoke about books that may perpetuate stereotypes. It's okay to have those books in our collection, especially the classics, but also important to have books that confront those stereotypes.

I also was able to attend the Newbery Banquet and the ALSC Awards Presentation. It was very exciting to hear from the award-winning authors.

From the Exhibit Hall:

I attended a short presentation on ABCMouse.com, which offers educational games for toddlers through 1<sup>st</sup> grade at no cost to libraries. In addition to providing the games themselves for free, they also provide usage statistics for free to libraries that use their service. Considering a lot of the CD-ROM games on our computers are getting very old, this would be great to have on our computers in KidSpace.

StarWalk KidsMedia is offering access to all 529 of their ebooks for free during the month of July at <http://starwalkkids.com/popup>. Searchable by grade, lexile, AR level, keyword, title, and author. They seem to have a really nice non-fiction collection and have some big-name authors. Something to look into for our patrons.

From Susan: Much of my time at ALA was taken up with meetings of the Sibert Award Committee, which chooses the best children's informational book of the year—I was elected to the committee before becoming director. But I also found time to attend a Preconference at ALA called “Uncommit: How Do We Stop So We Can Start Doing What Really Matters,” facilitated by two experienced consultants and featuring a panel of library staff from different libraries who helped implement changes. We talked about what gets in the way of stopping services or programs, and then talked about ways to measure value. I came away with a commitment to doing more to get a grip on the costs of services and programs in staff time, as well as a better understanding of what sorts of problems may come up along the way, along with a couple of good book recommendations for further study. And since Sue Wilsey, our former PR/Marketing Supervisor worked at Niles when she did the work that won the John Cotton Dana PR Award for the Soon to Be Famous Author Project, I was invited to a special event to celebrate that honor.

### **Staff changes:**

Since Matrix Consulting's recommendation on moving Outreach together with Adult Services fit very well with the planning Greg Pritz and I have been doing, I moved ahead with creating an Adult & Outreach Services Department. Dodie Frisbie (former head of Outreach) is its supervisor, and she has already gotten busy with getting to know her staff, planning programs for Fall and beyond, and figuring out who has which responsibilities for collection development, displays, etc. She is off to a great start. Valerie Clark will remain an important member of the Adult Services team.

I also appointed Cyndi Rademacher as Assistant Director. The job description for this position will be revised to focus on project management, oversight of library programs, creating a procedures manual for staff and other aspects of training, compiling and analyzing statistical data, and becoming the local expert on all aspects of CCS. Cyndi through the years has excelled at everything she has tackled and improved services in every area she has worked on from her earliest days working at the switchboard through to her complete overhaul of the volunteer program. She is well-liked and well-regarded by staff and patrons, is tremendously well-organized, and is a wonderful addition to the management team.

Deidre Winterhalter began work at the beginning of July as the Youth & Teen Services Program Coordinator. Elbert Au began work in Technical Services as Serials Clerk. Both of them were able to hit the ground running and their supervisors are delighted with their work so far.

### **Technology**

The hearing loop has been installed in the Large Meeting Room. It will allow patrons with hearing aids to connect directly to the feed from a microphone or speaker without background noise, so the sound is much clearer. And we have a new magnifier that allows patrons with vision loss to increase the size, contrast, and colors of documents and books—it's on the third floor, near the desk so they can get help from staff as needed. Both of these should be a great addition to our services to seniors and others with disabilities.

## Patron stories

The best story of the month comes from Bernadetta – who works in the Tech Area in the Lower Level. “The highlight of the month was teaching a 90 year-old patron the basics of the computer. He came to the library to print his birthday speech. The only problem was that the speech was saved on his home computer. I showed him how to attach a document to an email. After many times he finally grasped the idea. I was so happy to see him again when he came back to print his speech from the email. It was such a pleasure to work with him. I wished him a Happy 90<sup>th</sup> Birthday. He left saying, “You are never too old to learn new things.”

Overheard in KidSpace: Mom in the nonfiction stacks said she loves the library. We are the reason her son is such a voracious reader.

## Committees

The Digital Media Lab Committee Equipment is purchased, and planning is being finalized for the grand opening weekend that will introduce the Creative Studio, Wonder Ground, and our makerspace equipment to the community.

The Sunshine Committee The staff morale committee held an in-house garage sale to generate money for future activities.

Display and Art Gallery Committee Neil O’Shea is working with Mr. Jin Lee on a Korean War exhibit for November. It will include the display case, the Franklin Gallery (outside of the Board room) and a couple of special events.

Susan Dove Lempke  
Library Director

### Trustee Calendar

#### July

7/21—Chamber Golf Outing

#### August

No Friends meeting

8/19—Regular Meeting of the Board of Trustees

#### September

9/14—Friends of the Library Meeting 7pm

9/16—Regular Meeting of the Board of Trustees

9/19-9/20—Grand Opening of The Creative Studio & Wonder Ground

## Monthly Statistical Report --June 2015

LOAN OF LIBRARY MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult	41,989	41,115	2.13%	488,075	487,832	0.05%
Teens	4,280	4,347	-1.54%	40,377	39,773	1.52%
Juvenile	43,682	44,158	-1.08%	473,173	451,970	4.69%
Digital	2,394	1,421	68.47%	52,471	36,089	45.39%
<b>TOTAL Loan of Library Materials</b>	<b>92,345</b>	<b>91,041</b>	<b>1.43%</b>	<b>1,054,096</b>	<b>1,015,664</b>	<b>3.78%</b>
LOAN OF MATERIAL BY TYPE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
<b>Adult</b>						
Print	19,126	18,053	5.94%	221,956	217,322	2.13%
Periodical	1,254	838	49.64%	12,945	10,007	29.36%
Audio	4,825	5,481	-11.97%	56,656	63,532	-10.82%
DVD	16,784	16,743	0.24%	196,518	196,971	-0.23%
<b>TOTAL Adult Loans</b>	<b>41,989</b>	<b>41,115</b>	<b>2.13%</b>	<b>488,075</b>	<b>487,832</b>	<b>0.05%</b>
<b>Teens</b>						
Print	3,672	3,443	6.65%	30,764	29,892	2.92%
Periodical	9	16	-43.75%	162	141	14.89%
Audio	549	521	5.37%	5,710	6,034	-5.37%
DVD	50	367	-86.38%	3,741	3,706	0.94%
<b>TOTAL Teen Loans</b>	<b>4,280</b>	<b>4,347</b>	<b>-1.54%</b>	<b>40,377</b>	<b>39,773</b>	<b>1.52%</b>
<b>Juvenile</b>						
Print	30,160	30,847	-2.23%	331,018	311,794	6.17%
Periodical	177	135	31.11%	1,283	1,122	14.35%
Audio	3,117	3,014	3.42%	31,450	32,756	-3.99%
DVD	10,228	10,162	0.65%	109,422	106,298	2.94%
<b>TOTAL Juvenile Loans</b>	<b>43,682</b>	<b>44,158</b>	<b>-1.08%</b>	<b>473,173</b>	<b>451,970</b>	<b>4.69%</b>
<b>TOTAL Digital</b>	<b>2,394</b>	<b>1,421</b>	<b>68.47%</b>	<b>52,471</b>	<b>36,089</b>	<b>45.39%</b>
ONLINE DATABASE USE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
<b>Total Database Use</b>	<b>5,580</b>	<b>9,729</b>	<b>-42.65%</b>	<b>74,481</b>	<b>68,901</b>	<b>8.10%</b>
Holds	Current Month	Prior Year Same Month	% Change			
Holds Placed	7,591	10,991	-30.93%			
Holds Made Available	12,999	15,003	-13.36%			
Patron Registration	Current Month	Total	Prior Year Same Month	% Change		
New District cards	422	25,497	374	12.83%		

## Monthly Statistical Report --June 2015

<b>Patron Count</b>	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>			
Patron visits	<b>37,831</b>	<b>39,261</b>	<b>-3.64%</b>			
Unique Library cards used	<b>5,533</b>	<b>5,658</b>	<b>-2.21%</b>			
e-News subscribers	<b>10,993</b>	<b>8,874</b>	<b>23.88%</b>			
<b>IN-HOUSE USE OF MATERIALS</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>
Reference--Adult	8	74	-89.19%		2,938	<b>-100.00%</b>
Circulating--Juvenile	6,980	6,990	-0.14%	89,028	52,157	<b>70.69%</b>
Circulating--Teen	649	517	25.53%	7,144	2,382	<b>199.92%</b>
Circulating--Commons	163	130	25.38%	1,803	541	<b>233.27%</b>
Circulating--Adult	3,410	4,483	-23.93%	50,940	46,650	<b>9.20%</b>
<b>TOTAL In-house Use of Print Materials</b>	<b>11,210</b>	<b>12,194</b>	<b>-8.07%</b>	<b>148,915</b>	<b>104,668</b>	<b>42.27%</b>

## Monthly Statistical Report --June 2015

PC Users by Area	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult Services	4,612	4,381	5.27%	58,686	45,656	28.54%
Youth Services	1,338	2,124	-37.01%	14,817	13,824	7.18%
Teen Services	746	298	150.34%	4,458		
Express Internet	189	796	-76.26%	3,182	12,763	-75.07%
Patron Wi-Fi Uses	10,430	8,937	16.71%	119,122	54,521	118.49%
Scanning devices	878	667	31.63%	9,899		
<b>Total Users</b>	<b>18,193</b>	<b>17,203</b>	<b>5.75%</b>	<b>210,164</b>	<b>126,764</b>	<b>65.79%</b>
<b>Website Hits</b>	<b>36,717</b>	<b>23,786</b>				
<b>Facebook "Likes" to date</b>	<b>887</b>	<b>766</b>				
<b>Buzz Blog views</b>	<b>598</b>					
<b>Media Hits</b> (includes print and online articles and listings)	<b>13</b>	<b>92</b>				
<b>TECHNICAL SERVICES</b>						
	<b>Items Added</b>	<b>Items Withdrawn</b>	<b>Library Holdings</b>			
<i>June</i>	<b>1,917</b>	<b>1,471</b>	<b>297,663</b>			
<b>Library Services</b>						
	<b>Current Month</b>	<b>Year to date</b>				
Notary Public	<b>222</b>	<b>1,025</b>				
Test Proctoring	<b>24</b>	<b>123</b>				
Voters' Registration	<b>0</b>	<b>8</b>				
Study Room Use	<b>382</b>	<b>682</b>				
<b>VOLUNTEER HOURS</b>						
	<b>Number of people</b>	<b>Total hours</b>				
Adult Services & Programs - Fic, AV, Ref	21	89				
Teen Services & Programs - Fic and Ref	20	86				
Youth Services Programs & General	98	791				
General Library & Library Events	32	128				
<b>Total Volunteers/Hours this month</b>	<b>171</b>	<b>1,094</b>				
<i>NOTE: Last year volunteers/hours same month</i>	<b>199</b>	<b>1,172</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>4,871</b>	<b>5,645</b>	<b>-13.71%</b>	<b>63,863</b>	<b>71,789</b>	<b>-8.49%</b>
Reference/Research	<b>6,545</b>	<b>7,630</b>	<b>-14.22%</b>	<b>111,331</b>	<b>79,257</b>	<b>98.78%</b>
<b>TOTAL All Service Desks</b>	<b>11,416</b>	<b>13,275</b>	<b>-14.00%</b>	<b>175,194</b>	<b>151,046</b>	<b>46.66%</b>
<b>Adult Services (3rd floor)</b>						

## Monthly Statistical Report --June 2015

Quick Questions	160	242	-33.88%	6,581	12,503	-47.36%
Reference/Research	1,173	1,200	-2.25%	20,794	16,918	22.91%
<b>Total Reference Desk</b>	<b>1,333</b>	<b>1,442</b>	<b>-7.56%</b>	<b>27,375</b>	<b>29,421</b>	<b>-6.95%</b>
<b>Fiction/Audiovisual Services (2nd floor)</b>						
Quick Questions	194	385	-49.61%	12,569	15,820	-20.55%
Reference/Research	1,840	1,930	-4.66%	32,673	23,237	40.61%
<b>Total Fic/AV Desk</b>	<b>2,034</b>	<b>2,315</b>	<b>-12.14%</b>	<b>45,242</b>	<b>39,057</b>	<b>15.84%</b>
<b>Technology Desk</b>						
Quick Questions	365	715	-48.95%	13,543	9,193	47.32%
Reference/Research	1,500	1,680	-10.71%	26,489	7,090	273.61%
<b>Total Tech Desk</b>	<b>1,865</b>	<b>2,395</b>	<b>-22.13%</b>	<b>40,032</b>	<b>16,283</b>	<b>145.85%</b>
<b>Teen Desk</b>						
Quick Questions	1,055	604	74.67%	4,578	2,292	99.74%
Reference/Research	219	348	-37.07%	2,473	1,670	48.08%
<b>Total Teen Desk</b>	<b>1,274</b>	<b>952</b>	<b>33.82%</b>	<b>7,051</b>	<b>3,962</b>	<b>77.97%</b>
<b>Outreach Services</b>						
Reference/Research	352	400	-12.00%	6,001	5,508	8.95%
Bulk Loan Items Delivered to Nursing Homes	465	440	5.68%	5,330	4,945	7.79%
Materials pulled for Homebound Users	988	1,029	-3.98%	12,384	12,569	-1.47%
<b>Total Outreach</b>	<b>1,805</b>	<b>1,869</b>	<b>-3.42%</b>	<b>23,715</b>	<b>23,022</b>	<b>3.01%</b>
<b>Youth Services</b>						
Quick Questions	3,097	3,699	-16.27%	26,592	31,981	-16.85%
Reference/Research	1,461	2,072	-29.49%	22,901	24,834	-7.78%
School Loans pulled	12	9	33.33%	266	240	10.83%
Museum Adventure passes distributed	41	35	17.14%	251	242	3.72%
<b>Total Youth Services</b>	<b>4,611</b>	<b>5,815</b>	<b>-20.71%</b>	<b>50,010</b>	<b>57,297</b>	<b>-12.72%</b>
<b>GRAND Total</b>	<b>12,922</b>	<b>14,788</b>	<b>-12.62%</b>	<b>193,425</b>	<b>169,042</b>	<b>14.42%</b>
<b>Interlibrary Loan</b>						
	<b>Current Month</b>	<b>Prior Year Same Month</b>	<b>% Change</b>			
<b>Books, A-V</b>						
Items lent to offline libraries	277	242	14.46%			
Items received from offline libraries for patrons	116	113	2.65%			
<b>Total</b>	<b>393</b>	<b>355</b>	<b>10.70%</b>			
<b>Outreach Services</b>						
<b>Homebound</b>						
Patrons	244	228	7.02%			

## Monthly Statistical Report --June 2015

Visits	238	221	7.69%			
<b>Institutions</b>						
Institutions	10	9	11.11%			
Visits	10	9				
<b>Schools</b>						
Items	465	317	46.69%			
Visits	19	9	111.11%			

LIBRARY PROGRAMS	This Month	Attendance	Attendance Prior Year	% Change		
<b>Programs--Youth</b>						
Rise & Shine Storytime (parent & child)	3	156				
Babytime (parent & child)	5	244				
Family Storytime (parent & child)	5	172				
Bibliobop	1	60				
1,000 Books Before Kindergarten	4	16				
Book Buddies	49	98				
Mega-Mondays	5	138				
Breakfast Bingo	1	52				
Movies	1	60				
Second Sunday	2	175				
Outreach to Schools	3	183				
Summer Reading Kickoff Summer Fun Saturday	2	275				
Summer Reading Kickoff Golf Mill Shopping Center	1	60				
Alice in Wonderland	1	60				
School Visits to the Library	1	25				
Kindle Book Club	2	55				
Lego WeDo	1	14				
SRC promotional school visits	2	850				
Ipad Usage	30	450				
Summer Reading Club Registrations	23	1,472				
Summer Reading Club Visits Reader	23	2,683				
Summer Reading Club Visits PreReader	23	183				
Summer Reading Club Weekly Challenges	23	1,594				
Summer Reading Club Share A Book Sheets	23	733				
Summer Reading Club Finishers	9	402				
Summer Reading Volunteer Orientation	1	15				
Kid's Lunch	3	185				
Video Games	30	142				
In-House Games & Toys	30	962				
<b>Total Youth Services Programs</b>	<b>307</b>	<b>11,514</b>	<b>10,322</b>	<b>11.55%</b>		

## Monthly Statistical Report --June 2015

<b>Programs--Teens</b>					
Teen Advisory Board	1	8			
Anime and Manga Club	1	6			
Boy Scout Reading Badge	1	2			
Teen Volunteer Fair	1	67			
Summer Reading Club promotion Emerson	4	100			
Summer Reading Club promotion Emerson	1	600			
Summer Reading Club Golf Mill Mall	1	40			
Summer Reading Club Registrations	23	135			
Injustice Tournament	12	7			
Summer Reading Club Submitted Logs	23	204			
Videogames	30	143			
Playbill	4	31			
Games	30	14			
Weekly Quests	23	125			
Binge Watch	1	17			
Minecraft for Teens	1	7			
DIY Costume Workshop	1	7			
Movies	1	11			
<b>Total Teen Programs</b>	<b>159</b>	<b>1,524</b>	<b>1,388</b>	<b>9.80%</b>	
<b>Programs--Adult</b>					
Citizenship Classes	2	4			
SCORE	6	7			
CJE SeniorLife Counseling	2	1			
Power Employment Workshop	1	2			
Senior Expo at White Eagle	1	250			
Alternatives to Joint Replacement: Dr. Prodromos	1	30			
Dave Rudolf & Friends Beach Party	1	60			
Senior Coffee Hour: Judy Garland Tribute	1	47			
BookBites Book Discussion-The Dinner	1	16			
Outreach Low Vision Support Group - RTA	1	15			
Outreach Low Vision Book Discussion	1	10			
Adult Summer Reading	1	229			
Summer Reading Kickoff	2	201			
Summer Reading Kickof Tote Painting	2	100			
Book Discussions	3	18			
Movies	1	16			
Technology Programs	2	13			

## Monthly Statistical Report --June 2015

Steve Dawson's Songwriting Workshop	1	26				
15 Minute Flower Arrangements	1	10				
Author Talk: Avondale & Chicago's Polish Village	1	22				
Finishing the Story: Genealogy & History	1	16				
Travel Savvy with Cynthia Clampitt	1	22				
Bubble and Squawk Cookbook Discussion	1	9				
Niles Garden Club - Container Project	1	5				
Adult Volunteer Info Session	1	5				
Petra's Recession Seven Jazz Band	1	38				
<b>Total Adult Programs</b>	<b>38</b>	<b>1,172</b>	<b>1,555</b>	<b>-24.63%</b>		
<b>Outside Meetings</b>						
Niles All American Toastmasters	3	32				
The Harbour	5	110				
Niles Township Toastmasters Club	2	40				
Jewish Genealogical Society of Illinois	1	10				
Ken Lubinski-Comedy Improv Group Rehearsal	1	10				
Daisy Girl Scout Troop #43186	1	13				
<b>Total Outside Meetings</b>	<b>13</b>	<b>215</b>	<b>297</b>			
<b>Total Meeting and Program Attendance</b>	<b>517</b>	<b>14,425</b>	<b>13,562</b>	<b>6.36%</b>		

to the front entrance. The one time I was at the library it was very difficult getting on the bus. (The chair's tiny anti tip wheels - these extra safety wheels kept jamming into the lowered ramp).

Susan G. Carlsten

Sincerely,

Susan G. Carlsten

(Bachelor of Arts degree) - 1969

Dear Dodie,

June, 2015

(and the outreach program)

Thank you so much for bringing library materials to my residence at Glen Saint Andrew in a timely manner. I especially appreciate it because of my personal situation. I am in a power wheel chair and thus I need to come to the library in the Niles Free Bus. There is a problem however. Unless there is a curb when the bus driver lowers the ramp, it is almost impossible to get on the bus. There is no curb at the library close

**New Business—Recommended Actions**

**A. Recommended Action on Investment Policy**

MOVE the Library Board of Trustees approve the recommended changes to Policy 3.22 Investment Policy.

**Memorandum A of Recommended Board Action**

The Library's Investment Policy, when identifying allowable investments, makes reference to the Illinois Public Funds Investment Act (30 ILCS 235/2) which has had several updates since the Library's Investment Policy was last approved. This motion updates the Library Investment Policy (6.0 AUTHORIZED AND SUITABLE INVESTMENTS) to include interest bearing bonds of local governmental units (6.0(e)) and minor adjustments in 6.0(b) and 6.0(d). Please refer to the annotated policy following this page.

### **3.22 INVESTMENT POLICY**

#### **1.0 POLICY:**

Under this instrument, the Niles Public Library District's Investment Policy, it is the policy of the District to invest all funds under the District's control in a manner which will provide the highest investment return using authorized instruments, while meeting the District's daily cash flow demands and in conformance with all State statutes governing the investment of public funds.

This Policy shall apply to all investments entered into on or after the effective date of this instrument. Until the expiration of investments made prior to the effective date of this Policy, such investments shall continue to be governed by the policies in effect at the time such investments were made.

#### **2.0 INVESTMENT GUIDELINES:**

The primary objective in the investment of District funds is to ensure the safety of principal, while managing liquidity to pay the financial obligations of the District, and providing the highest investment return using authorized instruments.

##### **2.1 SAFETY:**

The safety of principal is the foremost objective of the investment program. District investments shall be undertaken in a manner which seeks to ensure the preservation of capital in the portfolio. To attain this objective, diversification, as defined in Section 9.0 of this Policy, is required to ensure that the District prudently manages market, interest rate and credit risk.

##### **2.2 LIQUIDITY:**

The investment portfolio shall remain sufficiently liquid to enable the District to meet all operating requirements which might be reasonably projected.

##### **2.3 RETURN ON INVESTMENT:**

The investment portfolio shall be designed to obtain the highest available return, taking into account the District's investment risk constraints and cash flow needs and the District's desire to promote fiscal responsibility. The portfolio shall seek to obtain the highest investment return using authorized investments during budgetary and economic cycles as mandated in Section 1.0 of this Policy.

The rate of return achieved on the District's portfolio will be measured against relevant industry benchmarks at regular intervals to determine the effectiveness of investment decisions in meeting investment goals.

2.4 PERIODIC REVIEW OF INVESTMENT PORTFOLIO:

The investment advisor or advisors appointed by the Board of Library Trustees pursuant to Section 14.0 of this Policy shall make a periodic review, not less frequently than weekly, of the District's investment portfolio, its effectiveness in meeting the District's needs for safety, liquidity, rate of return, and diversification, and the general performance of such portfolio. The investment advisor shall report to the Administrative Librarian of the District on an "as needed" basis, and shall report to the Board of Library Trustees on a monthly basis.

3.0 PRUDENCE:

Investments shall be made with the judgment and care under the circumstances then prevailing which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable preservation of their capital as well as the probable income to be derived. This "prudent person" standard shall be used by all investment officers of the District and shall be followed in making investments for the District and in managing those investments.

4.0 ETHICS AND CONFLICTS OF INTEREST:

Authorized investment officers of the District and employees in policy-making positions shall refrain from personal business activity that could conflict, or give the appearance of a conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Such individuals shall disclose to the District any material financial interests in financial institutions which conduct business with the District, and they shall further disclose any personal financial investment positions that could be related to the performance of the investment portfolio. In addition, such individuals shall subordinate their personal investment transactions to those of the investment portfolio, particularly with regard to the time of purchases and sales.

No person acting as Treasurer or financial officer for the District, or who is employed in any similar capacity by or for the District, may do any of the following:

- 1) have any interest, directly or indirectly, in any investments in which the District is authorized to invest.
- 2) have any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments.
- 3) receive, in any manner, compensation of any kind from any investments in which the District is authorized to invest.

5.0 AUTHORIZED BROKER/DEALERS AND FINANCIAL INSTITUTIONS:

Authorized investment officers shall utilize the District's approved list of financial institutions when selecting institutions to provide investment services. No public deposit shall be made except as authorized by the Illinois Public Funds Investment Act (30 ILCS 235/0.01 et seq.).

In addition, a list shall be maintained of approved security broker/dealers selected according to their creditworthiness, and their financial efficiency in serving the District, which shall be measured in terms of the location of the broker/dealer's corporate office, the number of full-time employees, the size of its payroll, and the extent to which the broker/dealer has an economic value to the District. The list may include "primary" dealers or regional dealers which qualify under Securities and Exchange Commission Rule 240.15c3-1 (Net Capital Requirements For Brokers Or Dealers).

All financial institutions and broker/dealers who want to qualify to bid for investment transactions must initially, and on a periodic basis upon request, provide to the District's authorized investment officers the following, where applicable:

- a) Audited financial statements;
- b) Proof of minority/female/disabled broker status;
- c) A trading resolution;
- d) Proof of State of Illinois registration;
- e) Completed Broker/Dealer Questionnaire;
- f) Certification of notice and knowledge of the District's Investment Policy;
- g) Published reports for brokers from rating agencies with investment grade ratings;
- h) Proof of emerging broker status; and
- i) Consolidated Reports of Condition and Income.

An annual review of the financial condition and registration of qualified bidders will be conducted by the District's authorized investment officers. More frequent reviews may be conducted if warranted.

A current audited financial statement is required to be on file for each financial institution and broker/dealer with which the District establishes a depository, trading, or safekeeping relationship. Qualified bidders shall submit annual audited financial

statements and shall submit financial statements when a material change occurs in the financial condition or registration of qualified bidders.

## 6.0 AUTHORIZED AND SUITABLE INVESTMENTS:

The District shall comply with the provisions of applicable law as to authorized and prohibited investments. As of the effective date of this Policy, the list of authorized investments shall include the following as authorized by Section 2 of the Public Funds Investment Act (30 ILCS 235/2):

- a) Bonds, notes, certificates of indebtedness, treasury bills, or other securities now or hereafter issued, that are guaranteed by the full faith and credit of the United States of America as to principal and interest;
- b) Bonds, notes, debentures or other similar obligations of the United States of America, or its agencies, and its instrumentalities;

For purposes of this Policy, the term "agencies of United States of America" includes (i) the federal land banks, federal intermediate credit banks, banks for cooperative, federal farm credit banks, or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971 (12 U.S.C. 2001 et seq.) and Acts amendatory thereto; and (ii) the federal home loan banks and the Federal Home Loan Mortgage Corporation; and any other agency created by Act of Congress.

- c) Interest-bearing savings accounts, interest-bearing certificates of deposit, interest-bearing time deposits, or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act (205 ILCS 5/1 et seq.), provided, however, that such investments may be made only in banks which are insured by the Federal Deposit Insurance Corporation;
- d) Short-term obligations of corporations organized in the United States with assets exceeding \$500,000,000 if (i) such obligations are rated at the time of purchase at one of the three highest classifications established by at least two standard rating services and which mature not later than ~~180-270~~ days from the date of purchase, (ii) such purchases do not exceed 10% of the corporation's outstanding obligations, and (iii) no more than one-third of the District's funds are invested in short-term obligations of corporations;

- e) Interest bearing bonds of any county, township, city, village, incorporated town, municipal corporation, or school district, of the State of Illinois, of any other state, or of any political subdivision or agency of the State of Illinois or of any other state, whether the interest earned thereon is taxable or tax-exempt under federal law. The bonds shall be registered in the name of the municipality, park district, forest preserve district, conservation district, county, or other governmental unit, or held under a custodial agreement at a bank. The bonds

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### Section III— ADMINISTRATIVE AND SERVICE POLICIES

shall be rated at the time of purchase within the 4 highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and their political subdivisions.

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- ef) Money market mutual funds registered under the Investment Company Act of 1940 (15 U.S.C.A. § 80a-1 et seq.), provided that the portfolio of the money market mutual fund is limited to obligations described in Section 2(a)(1) and (2) of the Public Funds Investment Act (30 ILCS 235/2(a)(1) and (2));
- fg) Short term discount obligations of the Federal National Mortgage Association (established by or under the National Housing Act (1201 U.S.C. 1701 et seq.)), or in shares or other forms of securities legally issuable by savings banks or savings and loan associations incorporated under the laws of Illinois or any other State or under the laws of the United States, provided, however, that the shares or investment certificates of such savings banks or savings and loan associations are insured by the Federal Deposit Insurance Corporation;
- hg) Dividend-bearing share accounts, share certificate accounts, or class of share accounts of a credit union chartered under the laws of the State of Illinois or the laws of the United States; provided, however, the principal office of the credit union must be located within the State of Illinois; and, provided further, that such investments may be made only in those credit unions the accounts of which are insured by applicable law.
- hi) The Public Treasurer's Investment Pool created under Section 17 of the State Treasurer Act (15 ILCS 505/17) or in a fund managed, operated, and administered by a bank, subsidiary of a bank, or subsidiary of a bank holding company, or use the services of such an entity to hold and invest or advise regarding the investment of any public funds.
- ij) Repurchase agreements of government securities having the meaning set out in the Government Securities Act of 1986 (15 U.S.C.A. § 780-5) subject to the provisions of that Act and the regulations issued thereunder, provided, however, that such government securities, unless registered or inscribed in the name of the District, shall be purchased through banks or trust companies authorized to do business in the State of Illinois; and such other repurchase agreements as are authorized in subsection (h) of Section 2 of the Public Funds Investment Act (30 ILCS 235/2). Repurchase agreements may be executed only with approved financial institutions or broker/dealers meeting the District's established standards, which shall include mutual execution of a Master Repurchase Agreement adopted by the District.

## 7.0 INVESTMENT RESTRICTIONS:

### Section III— ADMINISTRATIVE AND SERVICE POLICIES

- a) Authorized investment officers shall not invest in tri-party repurchase agreements or derivative products, and will not leverage assets through reverse repurchase agreements.
- b) Except for repurchase agreements of government securities which are subject to the Government Securities Act of 1986, the District shall not purchase or invest in instruments which constitute repurchase agreements, and no financial institution may enter into such an agreement with or on behalf of the District unless the instruments and the transaction meet the requirements of Section 2(h) of the Illinois Public Funds Investment Act (30 ILCS 235/2(h)).
- c) Repurchase agreements may be executed only with approved financial institutions or broker/dealers meeting the District's established standards, which shall include a mutual execution of a Master Repurchase Agreement adopted by the District.

**8.0 COLLATERALIZATION:**

Collateralization will be required above depository insured amounts on two (2) types of District investments:

- 1) **Deposit Collateralization:** Collateral securities approved by the District with a market value equal to at least 110% of deposits in excess of \$100,000 per institution shall be required. The collateral shall be marked to market and adjusted, if necessary, to the 110% level on at least a weekly basis. Insured certificates of deposit, share certificates, surety bonds and letters of credit with a value of at least 102% of deposits in excess of \$100,000 per institution shall be required.
- 2) **Repurchase Agreement Collateralization:** Direct treasury securities with a market value equal to at least 102% of the value of the repurchase agreement shall be maintained at all times. Repurchase agreement collateral shall be marked to market at the time of execution and daily thereafter.

The collateral shall be placed at a financial institution other than the one at which either of the investments described above is placed, pursuant to a separate safekeeping agreement approved by the District.

**9.0 DIVERSIFICATION:**

The investment portfolio shall be diversified to eliminate the risk of loss resulting from concentration of assets in a specific maturity, a specific issuer or a specific class of securities. In order to properly manage any risk attendant to the investment of District assets, the portfolio shall not exceed the following diversification limits unless specifically authorized by the District:

**Section III— ADMINISTRATIVE AND SERVICE POLICIES**

- a) The District shall seek to achieve diversification in the portfolio by distributing investments among authorized investment categories among financial institutions, issuers and broker/dealers;
- b) The investment portfolio shall at no time hold time deposits constituting more than 10% of any single financial institution's total deposits;
- c) No investment category shall exceed 40% of the District's portfolio, with the exception of cash equivalents and treasury securities as defined in Section 5.0 of this Policy; and
- d) The District shall invest the majority of District funds in authorized investments of less than one (1) year maturity. No investment shall exceed five (5) years maturity.

#### 10.0 SAFEKEEPING AND CUSTODY:

All security transactions entered into by the District shall be conducted on a delivery-versus-payment (DVP) or receipt-versus-payment (RVP) basis. Securities shall be held by a safekeeping agent designated by the District, and evidenced by safekeeping receipts.

#### 11.0 INTERNAL CONTROLS:

The District's investment advisor(s) shall establish a District of internal controls, which shall be documented in writing and filed with the District's Board of Library Trustees for review. The controls shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets or imprudent actions by authorized investment officers.

##### 11.1 ASSET ALLOCATION:

The allocation of assets within investment categories authorized under Section 5.0 of this Policy shall be approved by the District.

##### 11.2 COMPETITIVE BIDDING:

Authorized investment officers shall obtain competitive bids from at least three (3) broker/dealers prior to executing the purchase or sale of any authorized investments.

Certificates of deposit shall be purchased by authorized investment officers on the basis of a qualified financial institution's ability to pay a required rate of interest to the District set on a daily basis. Such rate is generally determined on the basis of treasury or other appropriate market rates for a comparable term.

#### 12.0 LIMITATION OF LIABILITY

### Section III— ADMINISTRATIVE AND SERVICE POLICIES

The standard of prudence to be used by authorized investment officers shall be the "prudent person" standard as stated in Section 3.0 above, and shall be applied in the context of managing an overall portfolio. Authorized investment officers acting in accordance with written procedures and this Policy and exercising due diligence shall be relieved of personal liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and necessary action is taken to control adverse developments.

#### 13.0 REPORTING:

Financial reports shall be presented monthly to the District by the Investment Advisor. The monthly report shall contain the following:

- a) Performance as compared to established benchmarks;
- b) Asset allocation;
- c) Any circumstances resulting in a deviation from the standards established in Section 10.0 of this Policy;
- d) Impact of any material change in investment policy adopted during the month;
- e) The average days to maturity; and
- f) A listing of all investments in the portfolio marked to market value, including but not limited to information regarding securities in the portfolio by class or type, by value, income earned and market value as of the report date.

The District's investment advisor(s) shall develop performance reports in compliance with established industry reporting standards within six (6) months following the adoption of this Investment Policy. Such reporting standards may include those sanctioned by the Association of Investment Management Research ("AIMR") in accordance with Generally Accepted Accounting Principles ("GAAP").

#### 14.0 DELEGATION OF AUTHORITY:

The Board of Library Trustees shall employ one or more investment advisor(s) possessing superior capabilities in the management of assets of governmental bodies. The Board of Library Trustees shall require the investment advisor(s) selected and working on behalf of the District to meet the following conditions:

- 1) To take actions in the exercise of its discretion which in its best professional judgment are in the best interests of the District and in accordance with this Policy. Such actions include but are not limited to (a) the allocation of District funds among alternative types of investments; (b) specific investment opportunities regarding the acquisition, retention or disposition of investments; and (c) the recommendation of the addition, deletion or modification of authorized investments.

### Section III— ADMINISTRATIVE AND SERVICE POLICIES

- 2) To execute all investment transactions on behalf of the District at the best net price, utilizing such approved brokers and dealers as it deems appropriate to obtain the best execution capabilities and/or valuable information with respect to the economy, at the lowest cost to the District.
- 3) Such additional responsibilities as are set forth in such investment advisor's written contract with the District.

In selecting one or more investment advisors, primary consideration shall be given to the person(s) or firm(s) having demonstrated superior capability in the management of governmental assets. However, among such person(s) or firm(s), for ease of access and personal contact, the Board may give preference to investment advisor(s) located within the boundaries of the Library District.

The District's investment advisor(s) shall be responsible for establishing the internal controls in written procedures for the operation of the District's investment program as set forth in this Policy.

Until the Board of Library Trustees appoints one or more investment advisor(s), management responsibility for the investment program set forth in this Policy is delegated to the Administrative Librarian of the District.

### **Section III— ADMINISTRATIVE AND SERVICE POLICIES**

15.0 RESERVATION OF RIGHTS:

The District reserves the right to amend this Policy at any time upon the advice and consent of its Board of Library Trustees.

*Adopted by the Niles Public Library District Board of Trustees 4.26.00; 11.14.07;  
Revised 8.20.08; 4.16.2014*

July 15, 2015

**New Business—Recommended Actions**

**B. Recommended Action on Ordinance 15-04**

MOVE the Library Board of Trustees adopt Ordinance 15-04, a Tentative Ordinance Providing for Budget and Appropriations of the Niles Public Library District for the Fiscal Year Beginning July 1, 2015 and Ending June 30, 2016.

**Memorandum B of Recommended Board Action**

A copy of the Ordinance is attached.

**ORDINANCE 15-04  
TENTATIVE ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS  
OF THE NILES PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS, FOR  
THE FISCAL YEAR BEGINNING JULY 1, 2015 AND ENDING JUNE 30, 2016**

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

WHEREAS, a public hearing will be held as to such Budget on the 19th day of August, 2015, and notice of said hearing will be given at least 30 days prior thereto as required by law, and all other legal requirements have been complied with;

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

SECTION 1: That the following sums of money, or as much thereof as may be authorized by law, be and the same are hereby budgeted and appropriated for general corporate purposes and to defray and for the payment of all expenses and liabilities of the Niles Public Library District for the fiscal year hereby adopted as beginning July 1, 2015 and ending June 30, 2016.

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

	<b>APPROPRIATION</b>	<b>BUDGET</b>
<b>Salaries</b>		
ADMINISTRATOR	\$246,000	\$123,000
MANAGERS	\$356,580	\$178,290
SUPERVISORS	\$742,562	\$371,281
LIBRARIAN	\$2,364,845	\$1,182,423
LIBRARY GRADE V	\$1,325,091	\$662,545
LIBRARY GRADE VI	\$674,070	\$337,035
LIBRARY PAGE	\$227,597	\$113,799
SUNDAY/SUBSTITUTE/ADJUSTMENTS	\$200,000	\$100,000
<b>TOTAL SALARIES</b>	<b>\$6,136,745</b>	<b>\$3,068,373</b>
<b>LIBRARY MATERIALS</b>		
BOOKS & PERIODICAL	\$566,000	\$283,000
DOWNLOADABLES	\$160,000	\$80,000
AV	\$349,000	\$174,500
ONLINE DATABASES	\$400,000	\$200,000
<b>TOTAL MATERIALS</b>	<b>\$1,475,000</b>	<b>\$737,500</b>
<b>OPERATING EXPENSES</b>		
<b>Processing &amp; Services</b>		
CCS CHARGES	\$160,000	\$80,000
PROCESSING & SUPPLIES	\$40,000	\$20,000
INTERNET CHARGES	\$33,000	\$16,500
SOFTWARE, LICENSES	\$139,646	\$69,823
PRINTING	\$95,300	\$47,650
LIBRARY SUPPLIES	\$25,600	\$12,800
PROGRAMMING & SUPPORT	\$172,400	\$86,200
VOLUNTEERS	\$3,000	\$1,500

PUBLIC PERFORMANCE RIGHTS	\$2,800	\$1,400
COMPUTER CHARGES - OCLC	\$23,000	\$11,500
MISCELLANEOUS	\$2,000	\$1,000
<b>TOTAL PROCESSING &amp; SUPPLIES</b>	<b>\$696,746</b>	<b>\$348,373</b>

**Administration & General Office**

JANITORIAL SUPPLIES	\$67,300	\$33,650
COPIERS	\$20,000	\$10,000
PROFESSIONAL DEVELOPMENT	\$80,018	\$40,009
MILEAGE REIMBURSEMENT	\$7,600	\$3,800
LEGAL FEES	\$60,000	\$30,000
CONSULTING	\$239,000	\$69,500
SUPPLIES	\$53,000	\$26,500
PROMOTIONAL EXPENSE	\$51,404	\$25,702
POSTAGE & FREIGHT	\$36,000	\$18,000
PUBLICATION OF NOTICES - LEGAL	\$2,400	\$1,200
SUBSCRIPTIONS & DUES	\$17,130	\$8,565
COLLECTION SERVICES	\$2,000	\$1,000
TELEPHONE	\$33,000	\$16,500
TRUSTEE EXPENSE	\$20,000	\$10,000
PAYROLL SERVICE	\$26,000	\$13,000
BANK FEES	\$6,600	\$3,300
PARKING LEASE AGREEMENT	\$21,144	\$10,572
<b>TOTAL ADMINISTRATION AND GENERAL OFFICE</b>	<b>\$742,596</b>	<b>\$321,298</b>

<b>VEHICLE EXPENSE TOTAL</b>	<b>\$8,670</b>	<b>\$4,335</b>
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**EMPLOYEE FRINGE BENEFITS**

PENSION PLAN	\$350,000	\$175,000
GROUP HEALTH	\$780,000	\$390,000
HEALTH REIMBURSEMENT	\$132,000	\$66,000
DENTAL, VISION, DISABILITY	\$92,400	\$46,200
<b>TOTAL FRINGE BENEFITS</b>	<b>\$1,354,400</b>	<b>\$677,200</b>

<b>TOTAL UTILITIES</b>	<b>\$246,000</b>	<b>\$123,000</b>
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<b>TOTAL OPERATING</b>	<b>\$10,660,157</b>	<b>\$5,280,079</b>
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**BUILDING & MAINTENANCE**

REPAIRS & IMPROVEMENTS	\$95,400	\$47,700
CONTRACTUAL MAINTENANCE	\$84,570	\$42,285
NON-CONTRACTUAL MAINTENANCE	\$30,800	\$15,400
EQUIPMENT MAINTENANCE	\$72,300	\$36,150
NON CAPITAL EXPENSES	\$58,000	\$29,000
FURNITURE & FIXTURES	\$79,600	\$39,800
<b>TOTAL BUILDING &amp; MAINTENANCE</b>	<b>\$420,670</b>	<b>\$210,335</b>

**SPECIAL RESERVE**

SPECIAL RESERVE - EQUIPMENT	\$994,000	\$497,000
<b>TOTAL SPECIAL RESERVE</b>	<b>\$994,000</b>	<b>\$497,000</b>

**SPECIAL FUNDS**

AUDIT	\$29,000	\$14,500
LIABILITY INSURANCE	\$57,088	\$28,544
SOCIAL SECURITY	\$480,000	\$240,000
ILLINOIS UNEMPLOYMENT TAXES	\$30,000	\$15,000

WORKERS' COMPENSATION INSURANCE	\$43,048	\$21,524
<b>TOTAL SPECIAL FUND ITEMS</b>	<b>\$639,136</b>	<b>\$319,568</b>
<b>SUPPLEMENTARY GRANTS</b>	<b>\$145,210</b>	<b>\$72,605</b>
<b>GRAND TOTAL</b>	<b>\$12,859,173</b>	<b>\$6,379,587</b>

SECTION 3: The several sums above mentioned and designed as appropriation, which is TWELVE MILLION EIGHT HUNDRED FIFTY NINE THOUSAND ONE HUNDRED SEVENTY THREE AND NO/100 (\$12,859,173), be and are hereby appropriated as appropriate fractional parts of the said amount TWELVE MILLION EIGHT HUNDRED FIFTY NINE THOUSAND ONE HUNDRED SEVENTY THREE AND NO/100 (\$12,859,173) from the proceeds of the general property tax for corporate purposes and special taxes in addition to all other library taxes as provided by law.

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

SECTION 4: The cash on hand deemed by law as current assets available for library purposes as of June 30, 2015, is estimated to be \$8,970,667; the estimate of cash to be received during the 2014-2015 fiscal year from all sources is \$6,271,602; the estimate of expenditures appropriated for such fiscal year is \$12,859,173; and the estimated operating budget for such fiscal year is \$5,280,079. The estimated cash to be expected on hand deemed by law as current assets available for library purposes at the end of such year is \$2,383,096.

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

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

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

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

ADOPTED this 15th day of July, 2015, pursuant to a roll call vote as follows:

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

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

ABSTAIN: \_\_\_\_\_

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

\_\_\_\_\_  
Linda Ryan  
President of the Board of Trustees of the  
NILES PUBLIC LIBRARY DISTRICT  
ATTESTED and SIGNED in my office,  
according to law, this 15<sup>th</sup> day of June 2015, at the  
said NILES PUBLIC LIBRARY DISTRICT

\_\_\_\_\_  
Barbara Nakanishi  
Secretary, Board of Trustees  
NILES PUBLIC LIBRARY DISTRICT

**Niles Public Library District  
Budget Summary  
For the Fiscal Year Ending June 30, 2016**

	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016		
	Actual	Actual	Actual	Actual	Preliminary Actual	Proposed Budget	Incr (Decr) from 2014-2015	Percent
							Preliminary Actual	
<b>Revenue</b>								
General Fund	\$ 6,187,445	\$ 6,511,253	\$ 6,628,150	\$ 6,668,921	\$ 6,326,513	\$ 6,057,602	\$ (268,911)	-4.25%
Special Revenue Funds	\$ 602,706	\$ 629,843	\$ 439,276	\$ 208,059	\$ 137,458	\$ 214,000	\$ 76,542	55.68%
Debt Service Funds	\$ 813,477	\$ 846,849	\$ 383,831	\$ -				
	<b>\$ 7,603,628</b>	<b>\$ 7,987,945</b>	<b>\$ 7,451,257</b>	<b>\$ 6,876,980</b>	<b>\$ 6,463,971</b>	<b>\$ 6,271,602</b>	<b>\$ (192,369)</b>	<b>-2.98%</b>
<b>Expenditures</b>								
General Fund	\$ 4,839,545	\$ 4,990,544	\$ 5,136,226	\$ 5,374,960	\$ 5,071,263	\$ 5,352,684	\$ 281,421	5.55%
Special Revenue Funds	\$ 432,141	\$ 386,471	\$ 550,952	\$ 513,313	\$ 498,693	\$ 1,026,903	\$ 528,210	105.92%
Debt Service Funds	\$ 784,725	\$ 2,867,772	\$ 712,600	\$ 3,159,270				
	<b>\$ 6,056,411</b>	<b>\$ 8,244,787</b>	<b>\$ 6,399,778</b>	<b>\$ 9,047,543</b>	<b>\$ 5,569,956</b>	<b>\$ 6,379,587</b>	<b>\$ 809,631</b>	<b>14.54%</b>
<b>Net</b>	<b>\$ 1,547,217</b>	<b>\$ (256,843)</b>	<b>\$ 1,051,479</b>	<b>\$ (2,170,563)</b>	<b>\$ 894,015</b>	<b>\$ (107,985)</b>	<b>\$ (1,002,000)</b>	<b>-112.08%</b>
<b>General Operating Fund</b>								
Revenue	\$ 6,187,445	\$ 6,511,253	\$ 6,628,150	\$ 6,668,921	\$ 6,326,513	\$ 6,057,602	\$ (268,911)	-4.25%
Expenditures	\$ 4,839,545	\$ 4,990,544	\$ 5,136,226	\$ 5,374,960	\$ 5,071,263	\$ 5,352,684	\$ 281,421	5.55%
<b>Net</b>	<b>\$ 1,347,900</b>	<b>\$ 1,520,708</b>	<b>\$ 1,491,924</b>	<b>\$ 1,293,961</b>	<b>\$ 1,255,250</b>	<b>\$ 704,918</b>	<b>\$ (550,332)</b>	<b>-43.84%</b>

**Niles Public Library District**  
**General Fund Revenues**  
**For the Fiscal Year Ending June 30, 2016**

		2010-2011	2011-2012	2012-2013	2013-2014	0	2015-2016	Incr (Decr)	
		Actual	Actual	Actual	Actual	Preliminary Actual	Proposed Budget	Preliminary Actual	from 2014-2015
<b>Revenues</b>									
**-3100-31-00	Property Taxes	\$ 5,799,532	\$ 6,199,501	\$ 6,375,372	\$ 6,285,860	\$ 5,966,600	\$ 5,704,747	\$	(261,853)
01-3200-32-00	Replacement Taxes	\$ 143,785	\$ 132,273	\$ 135,150	\$ 136,718	\$ 139,935	\$ 140,000	\$	65
01-3300-33-00	Per Capita Grant	\$ 119,023	\$ 58,745		\$ 130,473	\$ 71,605	\$ 71,605	\$	-
01-3310-33-00	Grants-Other	\$ 4,265	\$ 11,877	\$ 3,000	\$ 10,877	\$ 1,000	\$ 1,000	\$	-
01-3500-35-00	Investment Income	\$ 24,772	\$ 19,542	\$ 30,782	\$ 25,315	\$ 66,797	\$ 60,000	\$	(6,797)
01-3610-36-00	Fines	\$ 57,177	\$ 53,063	\$ 50,702	\$ 48,223	\$ 51,841	\$ 50,000	\$	(1,841)
01-3620-36-00	Lost Books	\$ 8,633	\$ 9,317	\$ 9,466	\$ 9,019	\$ 7,313	\$ 7,500	\$	187
01-3630-36-00	Pay For Print	\$ 18,669	\$ 19,239	\$ 20,473	\$ 18,465	\$ 20,293	\$ 20,000	\$	(293)
01-3660-36-00	Flash Drive & Ear Bud Sales	\$ 261	\$ 151	\$ 123	\$ 47	\$ 99	\$ -	\$	(99)
01-3710-37-00	Commissions & Fees	\$ 312	\$ 241	\$ 495	\$ -	\$ 268	\$ -	\$	(268)
01-3810-38-00	Donations-Friends of the Library		\$ 5,000		\$ -	\$ -	\$ 1,400	\$	1,400
01-3820-38-00	Donations	\$ 5,767	\$ 1,015	\$ 725	\$ 330	\$ 61	\$ -	\$	(61)
01-3900-39-00	Miscellaneous	\$ 5,249	\$ 1,290	\$ 1,862	\$ 3,595	\$ 700	\$ 1,350	\$	650
<b>Total Revenues</b>		<b>\$ 6,187,445</b>	<b>\$ 6,511,253</b>	<b>\$ 6,628,150</b>	<b>\$ 6,668,921</b>	<b>\$ 6,326,513</b>	<b>\$ 6,057,602</b>	<b>\$</b>	<b>(268,911)</b>
1 Increase (decrease)		-3.88%	5.23%	1.80%	0.62%	-4.55%	-4.25%		
2 Total General Fund Expense		\$ 4,839,545	\$ 4,990,544	\$ 5,136,223	\$ 5,374,961	\$ 5,071,263	\$ 5,352,684	\$	281,421
3 Revenues over Expenses		\$ 1,347,900	\$ 1,520,709	\$ 1,491,928	\$ 1,293,961	\$ 1,255,250	\$ 704,918	\$	(550,332)
4 Beginning Fund Balance		\$ 4,251,015	\$ 5,598,914	\$ 5,655,519	\$ 5,037,469	\$ 6,331,430	\$ 6,386,680		
5 Transfer to Special Reserve			\$ 1,464,104	\$ 2,109,978		\$ (1,200,000)			
6 Ending Fund Balance		\$ 5,598,914	\$ 5,655,519	\$ 5,037,469	\$ 6,331,430	\$ 6,386,680	\$ 7,091,598		
7 Fund Balance as a % of expenses		115.69%	113.32%	98.08%	117.79%	125.94%	132.49%		

**Niles Public Library District**  
**General Fund Expenditures**  
**For the Fiscal Year Ending June 30, 2015**

		2010-2011	2011-2012	2012-2013	2013-2014	2013-2014		2014-2015	% Incr (Decr)	% Incr (Decr)
		Actual	Actual	Actual	Actual	Projected	Annual	Proposed	from 2014-2015	from 2014-2015
						Actual	Budget	Budget	Projected	Budget
<b>Expenditures</b>										
<b>Salaries</b>										
01-4110-41-00	Library Director (1)	\$ 104,162	\$ 107,648	\$ 112,845	\$ 125,754	\$ 105,157	\$ 115,000	\$ 123,000	16.97%	6.96%
01-4120-41-00	Payroll-Department Managers (2)	\$ 56,531	\$ 268,498	\$ 171,478	\$ 259,775	\$ 106,263	\$ 275,172	\$ 178,290	67.78%	-35.21%
01-4130-41-00	Payroll-Division Supervisors (7)	\$ 608,696	\$ 401,781	\$ 582,478	\$ 586,564	\$ 423,212	\$ 520,864	\$ 371,281	-12.27%	-28.72%
01-4140-41-00	Payroll-Librarian I (25)	\$ 1,133,101	\$ 1,076,911	\$ 1,092,868	\$ 1,147,820	\$ 1,113,553	\$ 1,074,630	\$ 1,182,423	6.18%	10.03%
01-4150-41-00	Payroll-Library Grade V (30)	\$ 480,921	\$ 581,832	\$ 590,143	\$ 568,939	\$ 594,468	\$ 592,508	\$ 662,545	11.45%	11.82%
01-4160-41-00	Payroll-Library Grade VI (21)	\$ 430,434	\$ 427,430	\$ 416,168	\$ 440,905	\$ 318,125	\$ 338,978	\$ 337,035	5.94%	-0.57%
01-4170-41-00	Payroll-Library Pages (12)	\$ 137,986	\$ 140,419	\$ 137,299	\$ 131,862	\$ 100,924	\$ 132,297	\$ 113,799	12.76%	-13.98%
01-4180-41-00	Payroll-Sundays	\$ 52,878	\$ 74,436	\$ 73,630	\$ 72,556	\$ 81,161	\$ 74,000	\$ 82,000	1.03%	10.81%
01-4185-41-00	Adjustments	\$ 5,000	\$ 2,100	\$ 8,000	\$ -	\$ 6,211	\$ 10,000	\$ 10,000		
01-4190-41-00	Substitutes	\$ 6,350	\$ -	\$ 6,963	\$ 3,304	\$ 4,819	\$ 8,000	\$ 8,000	66.02%	0.00%
	<b>Total Salaries (98)</b>	<b>\$ 3,016,059</b>	<b>\$ 3,081,056</b>	<b>\$ 3,191,872</b>	<b>\$ 3,337,480</b>	<b>\$ 2,853,892</b>	<b>\$ 3,141,448</b>	<b>\$ 3,068,373</b>	<b>7.52%</b>	<b>-2.33%</b>
<b>Library Materials</b>										
01-4413-44-00	Books-Adult	\$ 261,733	\$ 193,285	\$ 155,360	\$ 135,279	\$ 147,580	\$ 140,000	\$ 161,000	9.09%	15.00%
01-4414-44-00	Books-Youth Services	\$ 67,582	\$ 66,553	\$ 64,142	\$ 64,053	\$ 65,714	\$ 65,000	\$ 75,000	14.13%	15.38%
01-4415-44-00	Books-Teen	\$ -	\$ -	\$ -	\$ 15,446	\$ 13,872	\$ 14,000	\$ 15,000	8.13%	7.14%
01-4420-44-00	Downloadables	\$ -	\$ 12,370	\$ 48,592	\$ 65,970	\$ 60,382	\$ 60,000	\$ 80,000	32.49%	33.33%
01-4423-44-00	Periodicals	\$ 33,979	\$ 41,151	\$ 24,129	\$ 25,001	\$ 15,861	\$ 22,000	\$ 32,000	101.76%	45.45%
01-4433-44-00	AV-Adult	\$ 99,613	\$ 94,015	\$ 92,579	\$ 92,282	\$ 94,531	\$ 93,000	\$ 120,000	26.94%	29.03%
01-4434-44-00	AV-Youth Services	\$ 33,705	\$ 43,235	\$ 38,210	\$ 36,543	\$ 37,392	\$ 42,000	\$ 42,500	13.66%	1.19%
01-4435-44-00	AV-Teen	\$ -	\$ -	\$ -	\$ 10,574	\$ 9,877	\$ 12,000	\$ 12,000	21.49%	0.00%
01-4487-44-00	Online Databases	\$ 135,918	\$ 183,510	\$ 205,434	\$ 197,273	\$ 179,776	\$ 160,000	\$ 200,000	11.25%	25.00%
	<b>Total Library Materials</b>	<b>\$ 632,531</b>	<b>\$ 634,119</b>	<b>\$ 628,446</b>	<b>\$ 642,421</b>	<b>\$ 624,986</b>	<b>\$ 608,000</b>	<b>\$ 737,500</b>	<b>18.00%</b>	<b>21.30%</b>
<b>Library Operating Expenditures</b>										
01-5310-53-00	CCS Charges	\$ 68,794	\$ 71,037	\$ 73,031	\$ 70,394	\$ 68,620	\$ 74,600	\$ 80,000	16.58%	7.24%
01-5311-53-00	Processing & Supplies	\$ 30,225	\$ 30,160	\$ 46,476	\$ 17,715	\$ 22,878	\$ 20,000	\$ 20,000	-12.58%	0.00%
01-5312-53-00	Internet Charges	\$ 13,801	\$ 13,647	\$ 15,803	\$ 15,326	\$ 14,676	\$ 20,000	\$ 16,500	12.43%	-17.50%
01-5313-53-00	Software, Licenses	\$ 57,531	\$ 37,623	\$ 51,512	\$ 41,526	\$ 49,211	\$ 45,000	\$ 69,823	41.88%	55.16%
01-5320-53-00	Printing	\$ 44,281	\$ 46,866	\$ 39,073	\$ 40,204	\$ 35,426	\$ 50,000	\$ 47,650	34.51%	-4.70%
01-5322-53-00	Library Supplies	\$ 5,951	\$ 13,064	\$ 7,699	\$ 11,777	\$ 11,901	\$ 12,800	\$ 12,800	7.55%	0.00%
01-5323-53-00	Programming & Support-Adult	\$ 17,265	\$ 14,958	\$ 18,128	\$ 18,116	\$ 17,795	\$ 23,000	\$ 29,000	62.97%	26.09%
01-5324-53-00	Programming & Support-Juvenile	\$ 30,860	\$ 35,340	\$ 34,099	\$ 33,828	\$ 29,839	\$ 34,500	\$ 38,000	27.35%	10.14%
01-5325-53-00	Programming & Support-Joint	\$ 6,729	\$ -	\$ -	\$ 2,770	\$ 3,073	\$ 4,000	\$ 11,200	264.49%	180.00%
01-5326-53-00	Programming & Support-Teen	\$ 3,909	\$ 5,552	\$ 5,596	\$ 6,091	\$ 6,265	\$ 7,700	\$ 8,000	27.70%	3.90%
01-5327-53-00	Public Performing Rights	\$ -	\$ 1,305	\$ 1,313	\$ 1,317	\$ 1,320	\$ 1,318	\$ 1,400	6.04%	6.22%
01-5328-53-00	CCS Communications	\$ 4,178	\$ 3,867	\$ 3,577	\$ 4,233	\$ 326	\$ 4,000	\$ -	-100.00%	-100.00%
01-5329-53-00	Computer Charges OCLC	\$ 13,518	\$ 13,584	\$ 16,804	\$ 16,545	\$ 11,407	\$ 11,408	\$ 11,500	0.81%	0.81%
01-5350-53-00	Miscellaneous	\$ 2,165	\$ (58)	\$ 234	\$ 1,381	\$ 1,426	\$ 1,000	\$ 1,000	-29.87%	0.00%
01-5351-53-00	Per Capita Grant Expenditures	\$ -	\$ 59,546	\$ 57,024	\$ 59,223	\$ 84,552	\$ 71,000	\$ 71,605	-15.31%	0.85%
01-5352-53-00	Grant - Other Expenditures	\$ -	\$ 6,358	\$ 10,358	\$ 8,613	\$ 1,000	\$ 1,000	\$ 1,000	0.00%	0.00%
01-5355-53-00	Volunteers	\$ -	\$ -	\$ 1,867	\$ 1,445	\$ 780	\$ 3,000	\$ 1,500	92.29%	-50.00%
	<b>Total Library Operating Expenc</b>	<b>\$ 299,207</b>	<b>\$ 352,848</b>	<b>\$ 382,592</b>	<b>\$ 350,503</b>	<b>\$ 360,495</b>	<b>\$ 384,326</b>	<b>\$ 420,978</b>	<b>16.78%</b>	<b>9.54%</b>
<b>General and Administration</b>										
01-5420-54-00	Janitorial Supplies	\$ 29,630	\$ 28,845	\$ 34,883	\$ 36,930	\$ 33,839	\$ 33,650	\$ 33,650	-0.56%	0.00%
01-5425-54-00	Copiers	\$ 22,266	\$ 17,907	\$ 8,389	\$ 7,777	\$ 8,335	\$ 10,000	\$ 10,000	19.97%	0.00%
01-5430-54-00	Professional Development	\$ 16,859	\$ 28,373	\$ 23,743	\$ 16,348	\$ 16,785	\$ 33,845	\$ 39,259	133.89%	16.00%
01-5431-54-00	Mileage	\$ -	\$ -	\$ 3,557	\$ 2,629	\$ 2,768	\$ 1,300	\$ 3,800	37.29%	192.31%
01-5435-54-00	Professional Collection	\$ 4,443	\$ 5,421	\$ 3,960	\$ 3,433	\$ 7,692	\$ 4,750	\$ 750	-90.25%	-84.21%

**Niles Public Library District  
General Fund Expenditures  
For the Fiscal Year Ending June 30, 2015**

		2010-2011	2011-2012	2012-2013	2013-2014	2013-2014		2014-2015	% Incr (Decr) from 2014-2015	% Incr (Decr) from 2014-2015
		Actual	Actual	Actual	Actual	Projected Actual	Annual Budget	Proposed Budget	Projected	Budget
01-5450-54-00	Legal Fees	\$ 74,105	\$ 51,810	\$ 49,002	\$ 25,350	\$ 32,548	\$ 30,000	\$ 30,000	-7.83%	0.00%
01-5452-54-00	Consultants	\$ 11,685	\$ 16,797	\$ 21,164	\$ 15,202	\$ 113,702	\$ 15,000	\$ 69,500	-38.88%	363.33%
01-5455-54-00	Kitchen Supplies	\$ -	\$ -	\$ 2,935	\$ 582	\$ 1,733	\$ 1,500	\$ 1,500	-13.44%	0.00%
01-5456-54-00	Promotional Expense	\$ 18,116	\$ 17,930	\$ 18,546	\$ 20,490	\$ 12,043	\$ 24,900	\$ 25,703	113.43%	3.22%
01-5457-54-00	Office Supplies	\$ 20,342	\$ 19,630	\$ 23,576	\$ 27,808	\$ 22,090	\$ 25,000	\$ 25,000	13.17%	0.00%
01-5458-54-00	Postage & Freight	\$ 16,175	\$ 18,827	\$ 14,122	\$ 12,285	\$ 13,669	\$ 18,000	\$ 18,000	31.68%	0.00%
01-5459-54-00	Publication of Notices-Legal	\$ 572	\$ 602	\$ 1,015	\$ 956	\$ 1,007	\$ 1,200	\$ 1,200	19.19%	0.00%
01-5460-54-00	Publication of Notices-Advertisements	\$ -	\$ 400	\$ 419	\$ -	\$ 8,177				
01-5461-54-00	Subscriptions & Dues	\$ 7,766	\$ 7,816	\$ 8,718	\$ 9,091	\$ 128	\$ 9,000	\$ 8,565	6601.88%	-4.83%
01-5462-54-00	Collection Services	\$ -	\$ 865	\$ 1,047	\$ 855	\$ 14,490	\$ 1,000	\$ 1,000	-93.10%	0.00%
01-5465-54-00	Telephone	\$ 15,057	\$ 16,189	\$ 17,179	\$ 13,059	\$ 7,315	\$ 16,500	\$ 16,500	125.57%	0.00%
01-5470-54-00	Trustee Expense	\$ 11,615	\$ 11,307	\$ 11,837	\$ 7,294	\$ 1,726	\$ 9,000	\$ 10,000	479.41%	11.11%
01-5477-54-00	Equipment Rental	\$ 2,167	\$ 2,955	\$ 4,196	\$ 8,913	\$ 12,609	\$ 5,000	\$ -	-100.00%	-100.00%
01-5480-54-00	Payroll Service	\$ 8,136	\$ 8,904	\$ 9,084	\$ 12,058	\$ 3,196	\$ 13,000	\$ 13,000	306.77%	0.00%
01-5490-54-00	Bank Fees	\$ 2,655	\$ 3,038	\$ 2,857	\$ 3,022	\$ 10,572	\$ 3,300	\$ 3,300	-68.79%	0.00%
01-5491-54-00	Parking Lease	\$ -	\$ 1,762	\$ 10,572	\$ 10,572	#REF!	\$ 10,572	\$ 10,572	#REF!	0.00%
<b>Total General and Administrative</b>		<b>\$ 261,589</b>	<b>\$ 259,378</b>	<b>\$ 270,800</b>	<b>\$ 234,656</b>	<b>\$ 324,424</b>	<b>\$ 266,517</b>	<b>\$ 321,299</b>	<b>-0.96%</b>	<b>20.55%</b>
<b>Vehicle Operation</b>										
01-5510-55-00	Gas, Oil, Grease	\$ 777	\$ 893	\$ 718	\$ 854	\$ 566	\$ 1,000	\$ 1,000	76.67%	0.00%
01-5520-55-00	Repairs & Maintenance	\$ 221	\$ 937	\$ 1,583	\$ 419	\$ 226	\$ 1,800	\$ 1,800	695.47%	0.00%
01-5530-55-00	Miscellaneous	\$ 35	\$ -	\$ 4	\$ -	\$ -	\$ 100	\$ 100		0.00%
01-5540-55-00	Auto Insurance	\$ 1,089	\$ 1,094	\$ 1,307	\$ 1,371	\$ 1,376	\$ 1,371	\$ 1,435	4.29%	4.67%
<b>Total Vehicle Operation</b>		<b>\$ 2,123</b>	<b>\$ 2,924</b>	<b>\$ 3,612</b>	<b>\$ 2,643</b>	<b>\$ 2,759</b>	<b>\$ 4,271</b>	<b>\$ 4,335</b>	<b>57.12%</b>	<b>1.50%</b>
<b>Employee Fringe Benefits</b>										
01-5610-56-00	Deferred Compensation	\$ 176,737	\$ 180,315	\$ 190,044	\$ 194,335	\$ 167,996	\$ 175,000	\$ 175,000	4.17%	0.00%
01-5620-56-00	Group Health	\$ 285,303	\$ 300,647	\$ 281,972	\$ 389,824	\$ 333,589	\$ 375,000	\$ 390,000	16.91%	4.00%
01-5625-56-00	Health Reimbursement Account	\$ -	\$ 39,773	\$ 50,628	\$ 70,393	\$ 43,767	\$ 60,000	\$ 66,000	50.80%	10.00%
01-5630-56-00	Dental	\$ 39,176	\$ 33,331	\$ 19,669	\$ 16,729	\$ 14,747	\$ 20,000	\$ 20,000	35.62%	0.00%
01-5632-56-00	Vision	\$ -	\$ -	\$ 5,942	\$ 6,050	\$ 5,652	\$ 7,000	\$ 7,000	23.85%	0.00%
01-5633-56-00	FSA fee	\$ -	\$ -	\$ 802	\$ 1,502	\$ 1,060	\$ 1,200	\$ 1,200	13.21%	0.00%
01-5634-56-00	Life, LTD, AD&D, STD	\$ -	\$ -	\$ 9,771	\$ 19,918	\$ 14,988	\$ 21,000	\$ 18,000	20.10%	-14.29%
<b>Total Employee Fringe Benefits</b>		<b>\$ 501,215</b>	<b>\$ 554,066</b>	<b>\$ 558,827</b>	<b>\$ 698,751</b>	<b>\$ 581,800</b>	<b>\$ 659,200</b>	<b>\$ 677,200</b>	<b>16.40%</b>	<b>2.73%</b>
<b>Utilities</b>										
01-5710-57-00	Gas	\$ 11,483	\$ 6,789	\$ 14,760	\$ 14,582	\$ 13,878	\$ 15,000	\$ 15,000	8.08%	0.00%
01-5720-57-00	Electric	\$ 110,186	\$ 93,967	\$ 79,618	\$ 88,350	\$ 99,993	\$ 80,000	\$ 100,000	0.01%	25.00%
01-5730-57-00	Water	\$ 5,152	\$ 5,398	\$ 5,695	\$ 5,575	\$ 7,392	\$ 7,000	\$ 8,000	8.23%	14.29%
<b>Total Utilities</b>		<b>\$ 126,821</b>	<b>\$ 106,155</b>	<b>\$ 100,073</b>	<b>\$ 108,507</b>	<b>\$ 121,263</b>	<b>\$ 102,000</b>	<b>\$ 123,000</b>	<b>1.43%</b>	<b>20.59%</b>
<b>Total Operating Expenses</b>		<b>\$ 4,839,545</b>	<b>\$ 4,990,544</b>	<b>\$ 5,136,223</b>	<b>\$ 5,374,961</b>	<b>\$ 4,869,620</b>	<b>\$ 5,165,762</b>	<b>\$ 5,352,684</b>	<b>9.92%</b>	<b>3.62%</b>

**Niles Public Library District  
Special Revenue Funds-Fund Balance  
June 30, 2013-June 30, 2016**

	Audit Fund	Liability Insurance	Social Security	Workers' Compensation	Unemployment Compensation	Building and Site	Total
<b>Fund Balance June 30, 2013 (audited)</b>	<b>\$ 52,926</b>	<b>\$ 260,872</b>	<b>\$ 158,717</b>	<b>\$ 76,343</b>	<b>\$ 49,783</b>	<b>\$ 550,888</b>	<b>\$ 1,149,529</b>
Revenue(audited)	\$ 1,449	\$ 1,449	\$ 202,263	\$ 1,449	\$ 1,449	\$ -	\$ 208,059
Expenditures (audited)	\$ (16,900)	\$ (31,822)	\$ (263,501)	\$ (24,124)	\$ (12,902)	\$ (164,064)	\$ (513,313)
<b>Projected Fund Balance June 30, 2014</b>	<b>\$ 37,475</b>	<b>\$ 230,499</b>	<b>\$ 97,479</b>	<b>\$ 53,668</b>	<b>\$ 38,330</b>	<b>\$ 386,824</b>	<b>\$ 844,275</b>
Revenue(Projected)	\$ 1,000	\$ 1,000	\$ 214,000	\$ 1,000	\$ 1,000	\$ -	\$ 218,000
Expenditures (Projected)	\$ (16,700)	\$ (24,338)	\$ (238,281)	\$ (24,080)	\$ (12,659)	\$ (87,714)	\$ (403,772)
<b>Projected Fund Balance June 30, 2015</b>	<b>\$ 21,775</b>	<b>\$ 207,161</b>	<b>\$ 73,198</b>	<b>\$ 30,588</b>	<b>\$ 26,671</b>	<b>\$ 299,110</b>	<b>\$ 658,503</b>
Revenue(audited)	\$ 1,000	\$ 1,000	\$ 210,000	\$ 1,000	\$ 1,000	\$ -	\$ 214,000
Expenditures (audited)	\$ (14,500)	\$ (28,544)	\$ (240,000)	\$ (21,524)	\$ (15,000)	\$ (210,335)	\$ (529,903)
<b>Projected Fund Balance June 30, 2016</b>	<b>\$ 8,275</b>	<b>\$ 179,617</b>	<b>\$ 43,198</b>	<b>\$ 10,064</b>	<b>\$ 12,671</b>	<b>\$ 88,775</b>	<b>\$ 342,600</b>
Years to zero (Fund Balance June 30, 2016 divided by annual expenditures)	0.57	6.29	0.18	0.47	0.84	0.42	0.65
Zero Fund Balance Date (June 30, 2016 plus years to zero)	1/23/2017	10/12/2022	9/2/2016	12/16/2016	5/3/2017	11/30/2016	2/19/2017

**Unfinished Business—Discussion**

- A. **Second Reading of 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 delete the language :

'Furthermore, any resolution or ordinance that addresses the topic of the Niles Public Library District considering or electing to participate in the Illinois Municipal Retirement Fund shall first be published on the Library's website and submitted in writing to the Board of Trustees for three readings before formal action is taken on the item. The Board of Trustees shall consider the proposed item at three separate regular Board of Trustees meetings and a final consideration for approval shall occur only after the item has been discussed at three previous regular meetings. At the first three meetings at which the item appears on the agenda, it should be only to 'discuss the item'. At the meeting at which the item appears on the agenda for a fourth time, the agenda should say 'to discuss and possibly take final action' on the item.

Any additional amendments or changes to the Bylaws of the Niles Public Library District that address the topic of the Niles Public Library District considering or electing to participate in the Illinois Municipal Retirement Fund shall first be published on the Library's website and submitted in writing to the Board of Trustees for three readings. The Board of Trustees shall consider the proposed item at three separate regular Board of Trustees meetings and a final consideration for approval shall occur only after the item has been discussed at two previous regular meetings. At the first two meetings at which the item appears on the agenda, it should be only to 'discuss the item'. At the meeting at which the item appears on the agenda for a third reading, the agenda should say 'to discuss and possibly take final action' on the item.'

**— SECTION II —**

**BYLAWS**

**I. INTRODUCTORY STATEMENT**

All matters of membership, election, duties, powers, etc., of this Board are governed by the Illinois Public Library District Act of 1991, 75 ILCS 16/1-1 et seq., as amended. The Board of Trustees, elected or appointed, is vested with the powers and duties set forth in that Act and these Bylaws. In carrying out its duties, the Board shall always act as a whole, no individual member or committee having power to act except as specifically granted by the Board.

The matters contained in these Bylaws are to serve for further advisement and/or guidance of the Board of Trustees and its Officers, elected or appointed, and are not to be construed as conferring any contractual rights, terms, conditions or privileges of employment upon employees.

**II. NAME**

The name of this body shall be “The Board of Library Trustees of the Niles Public Library District, Cook County, Illinois.”

**III. ESTABLISHMENT**

The Niles Public Library District was established by passage of an Establishment Referendum of April 18, 1959, under the provisions of “An Act in relation to the creation of Public Library Districts,” approved May 16, 1957, and is therefore deemed to have been established pursuant to the Act of 1991.

**IV. ELECTIONS**

All elections shall be governed by the Illinois Election Code, 10 ILCS 5/1-1 et seq., as applicable to Public Library Districts pursuant to the Illinois Public Library District Act of 1991, and by “An Ordinance Establishing Election Procedures for the Niles Public Library District,” dated 15 May 1968, as amended 13 March 1974 or as later amended by ordinance.

**V. MEMBERSHIP**

Consists of seven Trustees. Trustees are elected every two years at the Consolidated Election under the Election Code for six year terms. Trustees’ terms are staggered in accord with the

provisions of Section 30-10 of the Public Library District Act 75 ILCS 16/30-10. Vacancies are filled by appointment of the remaining trustees pursuant to the applicable provisions of the Public Library District Act.

## **VI. ORGANIZATION MEETINGS**

- (A) All meetings shall comply with the provisions of the Illinois Open Meetings Act, 5ILCS 120/1.01 et seq. Members may be permitted to attend meetings by teleconference in accord with the Rules for such participation. See Appendix F.
- (B) Within 74 days after their election or appointment, the incumbent and new trustees shall take their oath of office as prescribed by law and meet to organize the board. This shall normally occur at the annual meeting for that year conducted in the month of May following the election. The first action taken at this meeting shall be the election of a president, a vice-president, a secretary, and a treasurer from among the trustees. The secretary shall then record the membership of the board.
- (C) The regular meetings of the Board shall normally be held on the third Wednesday of the month at 6:30 p.m. in the Board Room of the Main Library Building, 6960 Oakton Street, Niles, Illinois, or at such other place as may be from time to time designated by the Board in accord with the notice requirements of the Illinois Open Meetings Act. The Board shall establish its schedule of regular meetings each year by ordinance and the Board shall give annual notice of its schedule of regular meetings as required by law.
- (D) Special meetings may be called by the President or the Secretary or by any four trustees.
- (E) The order of business at regular meetings shall be as follows:
  - 1 — Call to Order
  - 2 — Approval of Minutes
  - 3 — Approval of the Treasurer's Report
  - 4 — Approval of Payment of Bills
  - 5 — Director's Report
  - 6 — Communications
  - 7 — Hearing of Delegations
  - 8 — Secretary's Report
  - 9 — Committee Reports
  - 10 — Liaison Reports
  - 11 — Old Business
  - 12 — New Business

## 13 — Adjournment

### (F) Committees

- (a) Special committees for the study and investigation of special problems and to deal with special subjects, may be created by the Board. The Board shall discontinue such special committees when it deems it appropriate to do so. The President shall appoint the members of such special committees unless they are appointed by the vote of the Board.
- (b) Committees shall meet on call of their respective chairperson or two members thereof. Meetings of Committees shall comply with the provisions of the Illinois Opens Meetings Act.
- (c) In case of the absence of the chairperson of any committee, or of inability to act, the chairperson's duties shall be assumed by the next member of the committee in order of appointment thereto.
- (d) A majority of any committee shall constitute a quorum for the transaction of business referred to it.

## VII. QUORUM

- (A) Four members of the Board constitute a quorum for the transaction of such business as shall be necessary. Unless otherwise provided by law, when a vote is taken on any measure before the Board, a quorum being present, a majority of the votes of the members present and voting shall be necessary for passage of the measure. A meeting lacking a quorum may be adjourned to a later time.
- (B) All votes on any question shall be by ayes and nays and recorded by the Secretary. Absentees and abstentions from voting shall be noted but shall not be counted for or against the question being voted on.

## VIII. DUTIES OF OFFICERS

- (A) Officers of the Board shall be a President, Vice-President, a Secretary and a Treasurer. Officers shall be elected by the members present at the annual meeting in the month of May following the biennial election of members of the Board. They shall hold office for a two year period.

- (B) President—The President of the Board shall preside at all meetings of the Board and may vote on motions before the Board for action. He or she shall sign such documents on behalf of the Board as may require signature, shall appoint committees as required to carry out specific duties, authorize calls for special meetings, and generally perform the duties of a presiding officer.
- (C) Vice-President—The Vice-President of the Board shall, in the absence of the President, preside at meetings of the Board, in which case he or she shall perform generally the duties of the President.
- (D) Treasurer—The Treasurer shall keep and maintain accounts and records of the District during his or her term of office. To assist in these duties the Board shall employ the services of a qualified accountant who is responsible to the Board for maintenance of financial records and reports as required by governmental agencies, e.g. tax reports, audits, etc. The Board shall annually employ a certified public accountant to perform an audit of the treasurer’s records.
- (E) Secretary—The Secretary shall keep an accurate record of all Board business. The Secretary shall also serve as Clerk of Elections. The Secretary may delegate duties, but shall retain final responsibility. The Secretary’s responsibilities shall include certifying and submission of reports, ordinances, etc., as required by law.
- (F) Library Director—The Board shall appoint a Library Director, who as the technical expert, will have full responsibility for services, programs, book selections and personnel management. The Director shall attend all Board meetings, including all executive sessions, unless specifically excluded, as advisor to the Board on professional Library matters, and shall be responsible for recommending policies and for bringing to the attention of the Board the desirability of formulating policies.

The Director shall not be a voting member of the Board, but may be appointed by and authorized by the Board to act for the Board under its specific instructions. For example: the Director may be authorized to sign contracts dealing with day to day operations; may be appointed to serve as assistant clerk of elections; may be appointed as recorder of minutes of meetings, etc.

The Library Director shall prepare an agenda for each meeting, bringing before the Board such items as may require Board action and any information which may be of need to the members in their government of the Library. Any information which may require advance study shall be furnished by the Saturday prior to the meeting at which the matter is to be acted upon.

## **IX. STATEMENT OF POLICY, RULES AND REGULATIONS**

The Board shall maintain a written statement of policies, rules and regulations for the government of the Library public notice of which shall be given as required by law. At least every third year a special committee appointed by the president of the Board shall meet to consider the policies, government and operation of the Library with a view to revising or adding to them as may be required. The chairperson of this committee shall present recommendations for revision at a regular meeting of the entire Board. However, nothing in the above shall prevent revisions of the statement of policies at any time required.

## **X. BIDS AND CONTRACTS**

The Library Director shall present recommendations for advance approval of purchases in excess of \$5,000 to the Board. (Normal purchases of books, periodicals and other library materials are not included in this requirement of advance approval.)

Any purchase or contract in excess of \$20,000 shall be subject to call for sealed bids and a satisfactory evidence of ability to furnish materials and/or services in compliance with required specifications and all applicable law. The Board of Trustees may, by a majority vote of all its members, authorize its officers to enter into a contract without advertising for bids when the Board of Trustees deems that there is insufficient time to solicit bids or that the regular bidding process is otherwise not feasible, applicable or practical under the circumstances, except when bidding is required under Article 40 of the Illinois Public Library District Act of 1991.

When bidding is required under Article 40 of the Illinois Public Library District Act of 1991, contracts may be let without public advertisement when a majority of all members of the Board of Trustees declares at a Board meeting that an emergency exists which affects public health or safety, to the extent necessary to resolve such emergency. The resolution declaring the emergency shall set forth the nature of the danger to the public health or safety and specify the date upon which the emergency shall terminate, which date may be changed as the Board of Trustees deems necessary under the circumstances.

## **XI. MISCELLANEOUS**

The rules of parliamentary practice comprised in Robert's Rules of Order shall govern the proceedings of the board in all cases to which they are applicable, and in which they do not conflict with these Bylaws provided, however, that the Board reserves the right to waive the Rules of procedure when deemed necessary and desirable.

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The fiscal year of the Library shall be from the first day of July to the last day of June, inclusive.

Any liability or monetary damage assessed or adjudicated against a Library Trustee and not fully compensated by insurance or any other source shall be reimbursed by the District to such Trustee or Trustees, so long as the liability or monetary damage was incurred while the Trustee was acting in his or her capacity as Library Trustee. Further, to the maximum extent permitted by law, board members shall be indemnified and protected against all claims and suits brought against them for any act or failure to act in their capacity as members of the Board.

*Revised 10.19.94; 6.19.96; 9.15.99; 12.17.03; 8.20.08; 2.18.09; 8.18.10; 6.20.2012; 6.27.12; 3.12.15*