



Niles Public Library District

Regular Board Meeting

Wednesday, August 19, 2015 7:00 PM

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

August 19, 2015

7:00 PM

Board Room

6960 Oakton Street

Niles, Illinois

ORDER OF BUSINESS

- | | |
|---|----|
| 1. Call to Order | |
| 2. Consent Agenda | |
| A. Approve Minutes of the Regular Board Meeting of July 15, 2015 | 4 |
| B. Approve the payment of the bills for operating expenses of \$228,818.82, payroll expenses of \$262,776.07, and Special Reserve expenses of \$0.00 for a total monthly expense of \$491,594.89 | 8 |
| 3. Public Comment | |
| 4. Treasurer's Report | 13 |
| 5. Director's Report | |
| A. Highlights | 30 |
| B. Monthly Statistics | 33 |
| 6. Communications | 41 |
| 7. Committee Reports | |
| A. Building and Grounds | |
| B. Technology | |
| 8. Liaison Reports | |
| A. Friends of the Library | |
| B. Legislative | |
| C. RAILS | |
| 9. New Business | |
| A. Adopt Ordinance 15-05, an Ordinance An 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 | 45 |
| B. Approve the recommended purchase of 5 Konica Minolta copiers and 5 CPads with one additional release station from Today's Business Solutions for a total of \$30,079.70 (\$23,428.70 and \$6,651.00 respectively). | 50 |
| C. Discussion of new policy 3.30 Rules for Patron Use of the Creative Studio | 55 |
| D. Approve changes to Policy 3.30, Lending Regulations | 56 |

Board Meeting Agenda - August 19, 2015

- 10. Unfinished Business
 - A. To discuss and possibly take final action on 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" 58
 - B. Adopt Resolution to remove language from the Bylaws 67
- 11. Executive Session- To discuss minutes of closed session meetings
- 12. Executive Session Action- if any, on closed session subjects
- 13. Other
- 14. Adjournment

NILES PUBLIC LIBRARY DISTRICT
Regular Board Meeting Minutes
July 15, 2015
6:30 PM
Board Room
6960 Oakton Street
Niles, Illinois

Trustees Present

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

Library Staff Present

Susan Lempke, Greg Pritz, Diane Winberg, Cyndi Rademacher, Dodie Frisbie, Arianne Carey, Dave Dabrowski, Victoria Luz

Guests Present

Carol Jung, Niles Resident

Call to Order

The Regular Board Meeting of the Niles Public Library Board of Trustees was called to order at 7:02 PM.

Roll Call

The roll was taken by Ms. Winberg.

Pledge of Allegiance

President Ryan led the Pledge of Allegiance.

Consent Agenda

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

- A. Minutes of the Regular Board Meeting of June 17, 2015;
- B. Payment of the bills for operating expenses of \$267,316.38; payroll expenses of \$265,251.05; and Special Reserve Expenses of \$1,859.76, for a total monthly expense of \$534,427.19;
- C. Meeting Attendance Request from Cecilia Cygnar to attend the ALA Midwinter Conference in Boston, MA from January 6-12, 2016;
- D. Meeting Attendance Request from Donna Block to attend the YALSA Young Adult Services Symposium in Portland, OR on November 6-8, 2015

Trustee Dimond seconded.

Trustee Matyas asked what the procedure was for the stamped signatures on the checks for payment of the bills which Ms. Lempke responded to. Ms. Matyas commented on the heavy usage of the VISA card. She asked that Mr. Pritz look into a rewards card so that the Library can benefit from its use of the charge card such as cash back.

Trustee Spadoni asked that less detail be given in future Minutes on what was said during Public Comments.

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

Public Comments

There was none.

Treasurer's Report

Review of Financial Report

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

Director's Report

Ms. Lempke presented highlights of her report.

Ms. Lempke referred to the year-end statistics which will be reported to the State in the IPLAR. She was very happy to report that once again circulation has reached over one million. Circulation continues to go up in most areas which means we are buying the right materials and our patrons are using them. There is a decline in the circulation of CDs and it is anticipated that there will be a slow drop in the circulation of DVDs due to Netflix and streaming. Staff works very hard in arranging displays throughout the Library pulling older material so that patrons are not only checking out the newer material. The use of our meeting rooms continues to rise.

Ms. Lempke reported that she has started work on the staffing of the Digital Services Department. She provided the Board with a job description for the Digital Services Supervisor which she will start her search for.

Ms. Lempke mentioned that District 71's new Supervisor, John Kosirog, recently accepted her invitation to visit and tour the library. They had a great conversation on ways Culver and the library can work together. Ms. Lempke will be visiting with the Director of the Morton Grove Library to discuss ways that we can work together.

Ms. Lempke ended her report announcing that she will be going on vacation but will be checking her email.

Ms. Rozanski asked about the free lunch program (for children up to the age of 18) which is offered through the State at the Library. Ms. Carey talked briefly on how the Library became involved and how it is run. The Trustees said they are very glad to see the Library being involved in this great program.

Mr. Spadoni commented that a patron approached him regarding the showing of films in closed caption. He asked whether it would be possible to add this field to the reservation mode on the calendar. Reservations are not taken for movies—they are a drop in program. Hearing assistance has been added to the audio in our Large Meeting Room. Closed caption movies are shown quarterly.

Mr. Spadoni mentioned that the Sister Cities event is in the works and would like to see the Library's participation. Ms. Lempke responded that the Library has in the past and will definitely participate again.

Communications

They were included in the Board packet.

Committee Reports

Ms. Ryan reported that she did hear from some of the Trustees as to what committee they would like to serve on. She asked the others what committees they would like to serve on. All committees of the Board are subject to the Open Meetings Act – formal meetings will be held for all committees.

Building & Grounds Committee

Barbara Nakanishi, Patti Rozanski, Karen Dimond, Linda Ryan

Technology Committee

Tim Spadoni and Carolyn Drblik (will possibly include some staff and public)

The Employee Benefits and Strategic Plan Committees will be committees of the whole.

Liaison Reports

Friends of the Library

Ms. Lempke reported the Friends did not meet in July.

Legislative

No report.

RAILS

No report.

Secretary's Report

For the record, Ms. Nakanishi reported that she turned in the Minutes on the same evening of the last two Executive Sessions.

- 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.
- 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, will be published in the Niles Herald-Spectator on Thursday, July 16, 2015. The Notice of the Public Hearing along with a copy of the Ordinance will be posted on the Library's website and on the Library's Information Board.

New Business

Approve Recommended Changes to Investment Policy

Trustee Dimond MOVED the Library Board of Trustees approve the recommended changes to Policy 3.22 Investment Policy. Trustee Matyas seconded.

The policy is being updated to correspond with the current law.

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

Ordinance 15-04

Trustee Matyas MOVED 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. Trustee Dimond seconded.

After a review and discussion of the tentative budget as presented by Mr. Pritz, the Trustees agreed that salary increases be raised to 3% from the proposed 2.4% in the Tentative Budget prior to the publication of the Notice of the Public Hearing.

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

Unfinished Business

Second Reading - Discussion on the 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 located at the end of the first paragraph in Section XI of the Bylaws.

This discussion was the second 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. The second reading of this discussion was posted on the Library's website with full text.

Discussion concerning which public events the Library will pay for trustees to attend.

Trustee Matyas made the point that public school students also use St. John Brebeuf for Christian education. The Trustees agreed that they would like to know what the Village and park district do, and Ms. Lempke agreed to get the information.

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 8:46 PM. Executive Session ended at 9:12 PM.

Open session began at 9:12 PM with all members of the Board present.

Final Action—if any, on closed session subjects

Trustee Rozanski MOVED the Library Board of Trustees approve that the Executive Session Minutes from September 18, 2013, October 16, 2013, November 20, 2013 and December 18, 2013 be released and made available for public inspection. Trustee Matyas seconded.

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

Other

Viewing of Short Takes for Trustees video Board Meetings

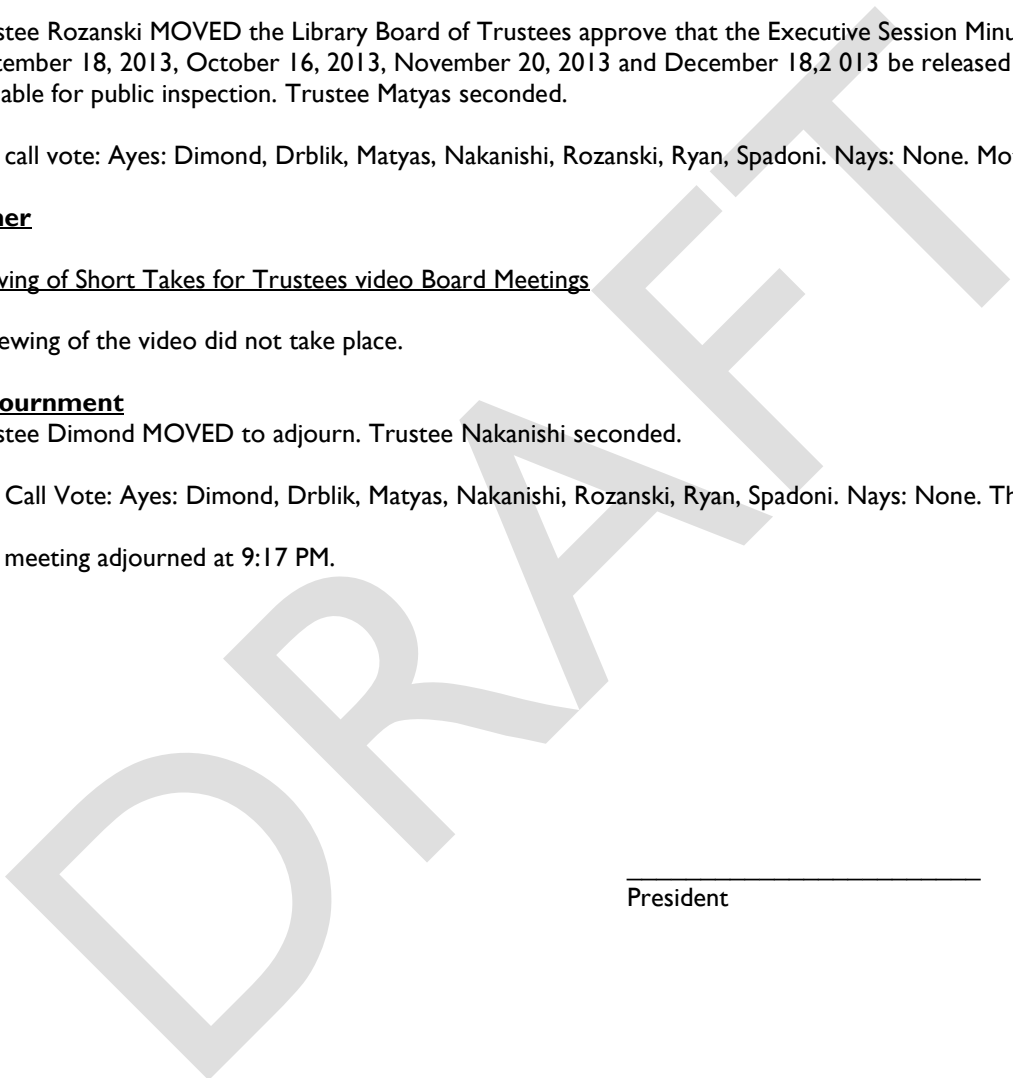
A viewing of the video did not take place.

Adjournment

Trustee Dimond MOVED to adjourn. Trustee Nakanishi seconded.

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

The meeting adjourned at 9:17 PM.



President

Secretary

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
72582	Accounts Payable	Computer Check	8/19/2015	3M	\$0.00	\$3,016.99	(\$3,016.99)	Outstanding	8/31/2015
72583	Accounts Payable	Computer Check	8/19/2015	AARGUS PLASTICS, INC.	\$0.00	\$2,520.00	(\$5,536.99)	Outstanding	8/31/2015
72584	Accounts Payable	Computer Check	8/19/2015	AFLAC	\$0.00	\$324.74	(\$5,861.73)	Outstanding	8/31/2015
72585	Accounts Payable	Computer Check	8/19/2015	ALLDATA	\$0.00	\$1,500.00	(\$7,361.73)	Outstanding	8/31/2015
72586	Accounts Payable	Computer Check	8/19/2015	ALLIANCE PRINTERS AND PUBLI	\$0.00	\$90.00	(\$7,451.73)	Outstanding	8/31/2015
72587	Accounts Payable	Computer Check	8/19/2015	AMARK INDUSTRIES	\$0.00	\$1,976.80	(\$9,428.53)	Outstanding	8/31/2015
72588	Accounts Payable	Computer Check	8/19/2015	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$205.00	(\$9,633.53)	Outstanding	8/31/2015
72589	Accounts Payable	Computer Check	8/19/2015	ARLINGTON HEIGHTS MEMORIA	\$0.00	\$3.00	(\$9,636.53)	Outstanding	8/31/2015
72590	Accounts Payable	Computer Check	8/19/2015	AT&T	\$0.00	\$43.44	(\$9,679.97)	Outstanding	8/31/2015
72591	Accounts Payable	Computer Check	8/19/2015	AT&T	\$0.00	\$432.78	(\$10,112.75)	Outstanding	8/31/2015
72592	Accounts Payable	Computer Check	8/19/2015	AV TECHSOURCE, INC.	\$0.00	\$1,045.00	(\$11,157.75)	Outstanding	8/31/2015
72593	Accounts Payable	Computer Check	8/19/2015	AVCAFE	\$0.00	\$36.95	(\$11,194.70)	Outstanding	8/31/2015
72594	Accounts Payable	Computer Check	8/19/2015	AGATA BARAN	\$0.00	\$6.99	(\$11,201.69)	Outstanding	8/31/2015
72595	Accounts Payable	Computer Check	8/19/2015	BLACKSTONE AUDIO, INC.	\$0.00	\$2,827.00	(\$14,028.69)	Outstanding	8/31/2015
72596	Accounts Payable	Computer Check	8/19/2015	DONNA BLOCK	\$0.00	\$387.42	(\$14,416.11)	Outstanding	8/31/2015
72597	Accounts Payable	Computer Check	8/19/2015	SHERRA BLOOMENKRANZ	\$0.00	\$49.99	(\$14,466.10)	Outstanding	8/31/2015
72598	Accounts Payable	Computer Check	8/19/2015	BRILLIANCE PUBLISHING	\$0.00	\$1,500.00	(\$15,966.10)	Outstanding	8/31/2015
72599	Accounts Payable	Computer Check	8/19/2015	BUCK BROS. INC.	\$0.00	\$1,174.77	(\$17,140.87)	Outstanding	8/31/2015
72600	Accounts Payable	Computer Check	8/19/2015	CALL ONE	\$0.00	\$938.49	(\$18,079.36)	Outstanding	8/31/2015
72601	Accounts Payable	Computer Check	8/19/2015	ARIANNE CAREY	\$0.00	\$44.18	(\$18,123.54)	Outstanding	8/31/2015
72602	Accounts Payable	Computer Check	8/19/2015	ELIZABETH CARLSON	\$0.00	\$275.00	(\$18,398.54)	Outstanding	8/31/2015
72603	Accounts Payable	Computer Check	8/19/2015	CDW GOVERNMENT, INC.	\$0.00	\$1,422.06	(\$19,820.60)	Outstanding	8/31/2015
72604	Accounts Payable	Computer Check	8/19/2015	CENGAGE LEARNING, INC.	\$0.00	\$13,675.65	(\$33,496.25)	Outstanding	8/31/2015
72605	Accounts Payable	Computer Check	8/19/2015	CENTER POINT LARGE PRINT	\$0.00	\$302.58	(\$33,798.83)	Outstanding	8/31/2015
72606	Accounts Payable	Computer Check	8/19/2015	CHICAGO TRIBUNE	\$0.00	\$13.09	(\$33,811.92)	Outstanding	8/31/2015
72607	Accounts Payable	Computer Check	8/19/2015	CHRIS' LANDSCAPE, INC.	\$0.00	\$400.00	(\$34,211.92)	Outstanding	8/31/2015
72608	Accounts Payable	Computer Check	8/19/2015	CINTAS CORPORATION LOC. 769	\$0.00	\$618.40	(\$34,830.32)	Outstanding	8/31/2015
72609	Accounts Payable	Computer Check	8/19/2015	COMED	\$0.00	\$8,696.82	(\$43,527.14)	Outstanding	8/31/2015
72610	Accounts Payable	Computer Check	8/19/2015	COMMUNICATION REVOLVING F	\$0.00	\$146.70	(\$43,673.84)	Outstanding	8/31/2015
72611	Accounts Payable	Computer Check	8/19/2015	COOPERATIVE COMPUTER SERV	\$0.00	\$5,823.84	(\$49,497.68)	Outstanding	8/31/2015
72612	Accounts Payable	Computer Check	8/19/2015	HUI COPE	\$0.00	\$16.99	(\$49,514.67)	Outstanding	8/31/2015
72613	Accounts Payable	Computer Check	8/19/2015	CREATIVE PROMOTIONAL PROD	\$0.00	\$1,835.18	(\$51,349.85)	Outstanding	8/31/2015
72614	Accounts Payable	Computer Check	8/19/2015	ATHENA M. CROUSE	\$0.00	\$16.34	(\$51,366.19)	Outstanding	8/31/2015
72615	Accounts Payable	Computer Check	8/19/2015	CECILIA CYGNAR	\$0.00	\$59.23	(\$51,425.42)	Outstanding	8/31/2015
72616	Accounts Payable	Computer Check	8/19/2015	DAVE HERZOG'S MARIONETTES	\$0.00	\$300.00	(\$51,725.42)	Outstanding	8/31/2015
72617	Accounts Payable	Computer Check	8/19/2015	DES PLAINES PUBLIC LIBRARY	\$0.00	\$32.99	(\$51,758.41)	Outstanding	8/31/2015
72618	Accounts Payable	Computer Check	8/19/2015	EASYPERMIT POSTAGE	\$0.00	\$225.00	(\$51,983.41)	Outstanding	8/31/2015
72619	Accounts Payable	Computer Check	8/19/2015	EBSCO INFORMATION SERVICES	\$0.00	\$8,098.80	(\$60,082.21)	Outstanding	8/31/2015
72620	Accounts Payable	Computer Check	8/19/2015	EMBURY LTD.	\$0.00	\$1,113.42	(\$61,195.63)	Outstanding	8/31/2015

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
72621	Accounts Payable	Computer Check	8/19/2015	FIFTH THIRD BANK	\$0.00	\$70.72	(\$61,266.35)	Outstanding	8/31/2015
72622	Accounts Payable	Computer Check	8/19/2015	FIFTH THIRD BANK	\$0.00	\$2,068.24	(\$63,334.59)	Outstanding	8/31/2015
72623	Accounts Payable	Computer Check	8/19/2015	FINDAWAY WORLD, LLC	\$0.00	\$254.96	(\$63,589.55)	Outstanding	8/31/2015
72624	Accounts Payable	Computer Check	8/19/2015	FLEXSOURCE, LLC	\$0.00	\$459.00	(\$64,048.55)	Outstanding	8/31/2015
72625	Accounts Payable	Computer Check	8/19/2015	DARLENE FOX	\$0.00	\$1,365.31	(\$65,413.86)	Outstanding	8/31/2015
72626	Accounts Payable	Computer Check	8/19/2015	JAMES KEITH FRANCIS	\$0.00	\$150.00	(\$65,563.86)	Outstanding	8/31/2015
72627	Accounts Payable	Computer Check	8/19/2015	FUTURE PACKAGING & PRESERV	\$0.00	\$203.92	(\$65,767.78)	Outstanding	8/31/2015
72628	Accounts Payable	Computer Check	8/19/2015	GARVEY'S OFFICE PRODUCTS	\$0.00	\$5,136.32	(\$70,904.10)	Outstanding	8/31/2015
72629	Accounts Payable	Computer Check	8/19/2015	GENESIS TECHNOLOGIES, INC.	\$0.00	\$1,015.00	(\$71,919.10)	Outstanding	8/31/2015
72630	Accounts Payable	Computer Check	8/19/2015	DEBORAH GRAHAM	\$0.00	\$57.26	(\$71,976.36)	Outstanding	8/31/2015
72631	Accounts Payable	Computer Check	8/19/2015	GRAINGER	\$0.00	\$515.46	(\$72,491.82)	Outstanding	8/31/2015
72632	Accounts Payable	Computer Check	8/19/2015	GROOT INDUSTRIES, INC.	\$0.00	\$233.47	(\$72,725.29)	Outstanding	8/31/2015
72633	Accounts Payable	Computer Check	8/19/2015	HEALTHCARE SERVICE CORPOR	\$0.00	\$42,482.53	(\$115,207.82)	Outstanding	8/31/2015
72634	Accounts Payable	Computer Check	8/19/2015	IDEALIST ENTERPRISES INC.	\$0.00	\$30.00	(\$115,237.82)	Outstanding	8/31/2015
72635	Accounts Payable	Computer Check	8/19/2015	ILLINOIS LIBRARY ASSOCIATION	\$0.00	\$550.00	(\$115,787.82)	Outstanding	8/31/2015
72636	Accounts Payable	Computer Check	8/19/2015	INFOBASE LEARNING	\$0.00	\$2,167.32	(\$117,955.14)	Outstanding	8/31/2015
72637	Accounts Payable	Computer Check	8/19/2015	INGRAM LIBRARY SERVICES	\$0.00	\$18,113.00	(\$136,068.14)	Outstanding	8/31/2015
72638	Accounts Payable	Computer Check	8/19/2015	IRON MOUNTAIN	\$0.00	\$119.60	(\$136,187.74)	Outstanding	8/31/2015
72639	Accounts Payable	Computer Check	8/19/2015	MARIAM JANDOU	\$0.00	\$15.00	(\$136,202.74)	Outstanding	8/31/2015
72640	Accounts Payable	Computer Check	8/19/2015	TRISTAN JUDI	\$0.00	\$6.99	(\$136,209.73)	Outstanding	8/31/2015
72641	Accounts Payable	Computer Check	8/19/2015	JAMIE KING	\$0.00	\$64.04	(\$136,273.77)	Outstanding	8/31/2015
72642	Accounts Payable	Computer Check	8/19/2015	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$1,482.40	(\$137,756.17)	Outstanding	8/31/2015
72643	Accounts Payable	Computer Check	8/19/2015	KONE INC.	\$0.00	\$487.62	(\$138,243.79)	Outstanding	8/31/2015
72644	Accounts Payable	Computer Check	8/19/2015	KONICA MINOLTA BUSINESS SO	\$0.00	\$984.86	(\$139,228.65)	Outstanding	8/31/2015
72645	Accounts Payable	Computer Check	8/19/2015	KOREAN BOOKS	\$0.00	\$787.27	(\$140,015.92)	Outstanding	8/31/2015
72646	Accounts Payable	Computer Check	8/19/2015	LIBRARY FURNITURE INTERNATI	\$0.00	\$36.00	(\$140,051.92)	Outstanding	8/31/2015
72647	Accounts Payable	Computer Check	8/19/2015	LOW VOLTAGE SOLUTIONS INC.	\$0.00	\$3,950.00	(\$144,001.92)	Outstanding	8/31/2015
72648	Accounts Payable	Computer Check	8/19/2015	MAKERBOT INDUSTRIES LLC	\$0.00	\$192.00	(\$144,193.92)	Outstanding	8/31/2015
72649	Accounts Payable	Computer Check	8/19/2015	MANGO LANGUAGES	\$0.00	\$6,741.11	(\$150,935.03)	Outstanding	8/31/2015
72650	Accounts Payable	Computer Check	8/19/2015	JAN-MARIE MCEVILLY	\$0.00	\$20.00	(\$150,955.03)	Outstanding	8/31/2015
72651	Accounts Payable	Computer Check	8/19/2015	MENARDS	\$0.00	\$793.85	(\$151,748.88)	Outstanding	8/31/2015
72652	Accounts Payable	Computer Check	8/19/2015	MIDCO INC.	\$0.00	\$1,878.70	(\$153,627.58)	Outstanding	8/31/2015
72653	Accounts Payable	Computer Check	8/19/2015	MIDWEST TAPE	\$0.00	\$3,389.85	(\$157,017.43)	Outstanding	8/31/2015
72654	Accounts Payable	Computer Check	8/19/2015	MARY MILLER	\$0.00	\$227.21	(\$157,244.64)	Outstanding	8/31/2015
72655	Accounts Payable	Computer Check	8/19/2015	MILLCARE	\$0.00	\$1,600.00	(\$158,844.64)	Outstanding	8/31/2015
72656	Accounts Payable	Computer Check	8/19/2015	MARIUSZ MOCIANKO	\$0.00	\$5.99	(\$158,850.63)	Outstanding	8/31/2015
72657	Accounts Payable	Computer Check	8/19/2015	MORNINGSTAR INC.	\$0.00	\$3,634.00	(\$162,484.63)	Outstanding	8/31/2015
72658	Accounts Payable	Computer Check	8/19/2015	MOVIE LICENSING USA	\$0.00	\$1,163.00	(\$163,647.63)	Outstanding	8/31/2015
72659	Accounts Payable	Computer Check	8/19/2015	MULTICULTURAL BOOKS & VID	\$0.00	\$1,097.12	(\$164,744.75)	Outstanding	8/31/2015

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
72660	Accounts Payable	Computer Check	8/19/2015	SARAH MUSKIVITCH	\$0.00	\$197.99	(\$164,942.74)	Outstanding	8/31/2015
72661	Accounts Payable	Computer Check	8/19/2015	MARK G. NICHOLS	\$0.00	\$200.00	(\$165,142.74)	Outstanding	8/31/2015
72662	Accounts Payable	Computer Check	8/19/2015	NICOR GAS	\$0.00	\$201.14	(\$165,343.88)	Outstanding	8/31/2015
72663	Accounts Payable	Computer Check	8/19/2015	NILES CHAMBER OF COMMERCE	\$0.00	\$350.00	(\$165,693.88)	Outstanding	8/31/2015
72664	Accounts Payable	Computer Check	8/19/2015	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$166,574.88)	Outstanding	8/31/2015
72665	Accounts Payable	Computer Check	8/19/2015	OAK BROOK MECHANICAL SERV	\$0.00	\$748.00	(\$167,322.88)	Outstanding	8/31/2015
72666	Accounts Payable	Computer Check	8/19/2015	OMNIGRAPHICS, INC.	\$0.00	\$81.85	(\$167,404.73)	Outstanding	8/31/2015
72667	Accounts Payable	Computer Check	8/19/2015	PEAPOD	\$0.00	\$211.09	(\$167,615.82)	Outstanding	8/31/2015
72668	Accounts Payable	Computer Check	8/19/2015	PENGUIN RANDOM HOUSE LLC	\$0.00	\$2,530.00	(\$170,145.82)	Outstanding	8/31/2015
72669	Accounts Payable	Computer Check	8/19/2015	MARSHA PETERSON-MAASS	\$0.00	\$150.00	(\$170,295.82)	Outstanding	8/31/2015
72670	Accounts Payable	Computer Check	8/19/2015	PETTY CASH	\$0.00	\$22.38	(\$170,318.20)	Outstanding	8/31/2015
72671	Accounts Payable	Computer Check	8/19/2015	PLIC - SBD GRAND ISLAND	\$0.00	\$1,367.40	(\$171,685.60)	Outstanding	8/31/2015
72672	Accounts Payable	Computer Check	8/19/2015	POLONIA BOOKSTORE, INC.	\$0.00	\$556.52	(\$172,242.12)	Outstanding	8/31/2015
72673	Accounts Payable	Computer Check	8/19/2015	PROQUEST LLC	\$0.00	\$7,980.00	(\$180,222.12)	Outstanding	8/31/2015
72674	Accounts Payable	Computer Check	8/19/2015	JOHN RADZKO	\$0.00	\$16.11	(\$180,238.23)	Outstanding	8/31/2015
72675	Accounts Payable	Computer Check	8/19/2015	RECORD INFORMATION SERVIC	\$0.00	\$1,368.00	(\$181,606.23)	Outstanding	8/31/2015
72676	Accounts Payable	Computer Check	8/19/2015	RECORDED BOOKS, LLC	\$0.00	\$4,936.66	(\$186,542.89)	Outstanding	8/31/2015
72677	Accounts Payable	Computer Check	8/19/2015	RESERVE ACCOUNT	\$0.00	\$2,150.00	(\$188,692.89)	Outstanding	8/31/2015
72678	Accounts Payable	Computer Check	8/19/2015	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$670.00	(\$189,362.89)	Outstanding	8/31/2015
72679	Accounts Payable	Computer Check	8/19/2015	LINDA RYAN	\$0.00	\$1,828.87	(\$191,191.76)	Outstanding	8/31/2015
72680	Accounts Payable	Computer Check	8/19/2015	SCALES & TALES	\$0.00	\$425.00	(\$191,616.76)	Outstanding	8/31/2015
72681	Accounts Payable	Computer Check	8/19/2015	CLARA SHEFFER	\$0.00	\$38.30	(\$191,655.06)	Outstanding	8/31/2015
72682	Accounts Payable	Computer Check	8/19/2015	SHELL	\$0.00	\$87.74	(\$191,742.80)	Outstanding	8/31/2015
72683	Accounts Payable	Computer Check	8/19/2015	SIMPLEXGRINNELL	\$0.00	\$3,174.54	(\$194,917.34)	Outstanding	8/31/2015
72684	Accounts Payable	Computer Check	8/19/2015	SMITHEREEN PEST MANAGEMEN	\$0.00	\$114.00	(\$195,031.34)	Outstanding	8/31/2015
72685	Accounts Payable	Computer Check	8/19/2015	SPOTLIGHT INC.	\$0.00	\$3,250.00	(\$198,281.34)	Outstanding	8/31/2015
72686	Accounts Payable	Computer Check	8/19/2015	JULIE STRUNCK	\$0.00	\$13.98	(\$198,295.32)	Outstanding	8/31/2015
72687	Accounts Payable	Computer Check	8/19/2015	TEAM ONE REPAIR, INC.	\$0.00	\$3,112.00	(\$201,407.32)	Outstanding	8/31/2015
72688	Accounts Payable	Computer Check	8/19/2015	TECHSMITH	\$0.00	\$195.09	(\$201,602.41)	Outstanding	8/31/2015
72689	Accounts Payable	Computer Check	8/19/2015	THE SHAKESPEARE PROJECT OF C	\$0.00	\$97.00	(\$201,699.41)	Outstanding	8/31/2015
72690	Accounts Payable	Computer Check	8/19/2015	THOMPSON ELEVATOR INSPEC	\$0.00	\$40.00	(\$201,739.41)	Outstanding	8/31/2015
72691	Accounts Payable	Computer Check	8/19/2015	KATHY TOY	\$0.00	\$18.95	(\$201,758.36)	Outstanding	8/31/2015
72692	Accounts Payable	Computer Check	8/19/2015	U.S.FIRE & SAFETY EQUIPMENT C	\$0.00	\$438.50	(\$202,196.86)	Outstanding	8/31/2015
72693	Accounts Payable	Computer Check	8/19/2015	UAL	\$0.00	\$208.83	(\$202,405.69)	Outstanding	8/31/2015
72694	Accounts Payable	Computer Check	8/19/2015	UNIQUE MANAGEMENT SERVICE	\$0.00	\$179.10	(\$202,584.79)	Outstanding	8/31/2015
72695	Accounts Payable	Computer Check	8/19/2015	USI EDUCATION & GOVT SALES	\$0.00	\$42.40	(\$202,627.19)	Outstanding	8/31/2015
72696	Accounts Payable	Computer Check	8/19/2015	VERIZON WIRELESS	\$0.00	\$197.70	(\$202,824.89)	Outstanding	8/31/2015
72697	Accounts Payable	Computer Check	8/19/2015	VILLAGE OF NILES	\$0.00	\$773.80	(\$203,598.69)	Outstanding	8/31/2015
72698	Accounts Payable	Computer Check	8/19/2015	VISA	\$0.00	\$3,783.84	(\$207,382.53)	Outstanding	8/31/2015

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
72699	Accounts Payable	Computer Check	8/19/2015	VISION SERVICE PLAN OF ILLINO	\$0.00	\$543.98	(\$207,926.51)	Outstanding	8/31/2015
72700	Accounts Payable	Computer Check	8/19/2015	SHEILA WALSH	\$0.00	\$15.00	(\$207,941.51)	Outstanding	8/31/2015
72701	Accounts Payable	Computer Check	8/19/2015	WATERDOG RECORDS	\$0.00	\$80.00	(\$208,021.51)	Outstanding	8/31/2015
72702	Accounts Payable	Computer Check	8/19/2015	WORLD BOOK, INC.	\$0.00	\$2,409.00	(\$210,430.51)	Outstanding	8/31/2015
72703	Accounts Payable	Computer Check	8/19/2015	PAULETTE ZUCKERMAN	\$0.00	\$11.88	(\$210,442.39)	Outstanding	8/31/2015

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$210,442.39)
Total Payments:	(\$210,442.39)
Total Change in Register Balance:	(\$210,442.39)

Niles Public Library District Bank Register Report - Imprest

<u>Transaction Number</u>	<u>Source</u>	<u>Transaction Type</u>	<u>Transaction Date</u>	<u>Reference</u>	<u>Deposits</u>	<u>Payments</u>	<u>Running Total</u>	<u>Status</u>	<u>Post Date</u>
2935	Accounts Payable	Manual Check	7/27/2015	UNITED STATES TREASURY	\$0.00	\$70.72	(\$70.72)	Outstanding	7/31/2015

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Manual Check	(\$70.72)
Total Payments:	(\$70.72)
Total Change in Register Balance:	(\$70.72)

Niles Public Library District

Balance Sheet

July 31, 2015

	GENERAL FUND 7/31/2015	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Assets				
Cash and Investments				
Cash Checking	(\$2,296,300)	\$535,723	\$1,807,975	\$47,398
Cash-Imprest	\$978			\$978
Cash-Flexible Spending Account	\$5,001			\$5,001
MaxSafe CD	\$1,020,943			\$1,020,943
Petty Cash	\$400			\$400
Illinois Funds-Tax Deposit Account	\$1,876,871			\$1,876,871
Illinois Funds E pay fines	\$104,538			\$104,538
Northwest Community Credit Union	\$27			\$27
Fifth Third Bank-Investments	\$5,970,000			\$5,970,000
Investments Money Market-Fifth Third Bank	\$204,318			\$204,318
Total Cash and Investments	\$6,886,775	\$535,723	\$1,807,975	\$9,230,473
Receivables				
Property Tax Receivable, net	\$2,334,566	\$54,863		\$2,389,429
Replacement Tax Receivable	\$23,208			\$23,208
Total Receivables	\$2,357,774	\$54,863	\$0	\$2,412,637
Prepaid Items				
Prepaid Expense	\$35,041			\$35,041
Total Prepaid Items	\$35,041	\$0	\$0	\$35,041
Total Assets	\$9,279,591	\$590,587	\$1,807,975	\$11,678,152

**Niles Public Library District
Balance Sheet**

July 31, 2015

	GENERAL FUND 7/31/2015	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Liabilities and Fund Balance				
Liabilities				
Accounts Payable	\$186,565	\$21,739	\$0	\$208,303
Accounts Payable-Friends of the Library	\$1,206			\$1,206
Withholding-Social Security	\$60			\$60
Withholding-Federal Income Tax	\$1			\$1
Withholding-State Income Tax	\$38			\$38
Payroll Clearing	\$11,191			\$11,191
Accrued Expenses	\$47,647			\$47,647
Payroll Clearing		\$60		\$60
Payroll Clearing		(\$51)		(\$51)
Deferred Revenues	\$2,334,567	\$54,865		\$2,389,431
Total Liabilities	\$2,581,274	\$76,612	\$0	\$2,657,886
Fund Balance				
Fund Balance	\$6,698,317	\$513,975	\$1,807,974	\$9,020,266
Total Fund Balance	\$6,698,317	\$513,975	\$1,807,974	\$9,020,266
Total Liabilities and Fund Balance	\$9,279,591	\$590,587	\$1,807,975	\$11,678,152

Niles Public Library District
Income Statement-Consolidated

July 31, 2015

	<u>Month Actual</u>	<u>Month Budget</u>	<u>Month Variance</u>	<u>Annual Budget</u>	<u>Actual % of Annual Budget</u>
Revenues					
Property Taxes	\$753,948	\$1,303,004	(\$549,056)	\$5,922,747	13%
Replacement Taxes	\$24,126	\$30,800	(\$6,674)	\$140,000	17%
Per Capita Grant				\$71,605	
Grants-Other				\$1,000	
Investment Income	\$1,710	\$5,000	(\$3,290)	\$60,000	3%
Fines	\$5,512	\$4,167	\$1,345	\$50,000	11%
Lost Books	\$1,030	\$625	\$405	\$7,500	14%
Pay For Print	\$758	\$1,667	(\$908)	\$20,000	4%
Flash Drive & Ear Bud Sales	\$14		\$14		
Commissions & Fees	\$13		\$13		
Donations-Friends of the Library				\$1,400	
Donations	\$0		\$0		
Miscellaneous	\$75	\$113	(\$38)	\$1,350	6%
Total Revenues	\$787,187	\$1,345,375	(\$558,188)	\$6,275,602	13%
Expenditures					
Salaries					
Library Director	\$10,167	\$10,201	\$34	\$122,411	8%
Payroll-Department Managers	\$14,544	\$14,770	\$226	\$177,235	8%
Payroll-Division Supervisors	\$30,113	\$36,155	\$6,042	\$433,857	7%
Payroll-Librarian I	\$94,820	\$97,093	\$2,273	\$1,165,110	8%
Payroll-Library Grade V	\$56,559	\$54,868	(\$1,691)	\$658,412	9%
Payroll-Library Grade VI	\$25,052	\$27,709	\$2,657	\$332,510	8%
Payroll-Library Pages	\$8,439	\$10,194	\$1,755	\$122,326	7%
Payroll-Sundays	\$7,433	\$6,833	(\$600)	\$82,000	9%
Adjustments		\$833	\$833	\$10,000	
Substitutes	\$891	\$667	(\$225)	\$8,000	11%
Total Salaries	\$248,017	\$259,322	\$11,304	\$3,111,861	8%

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

July 31, 2015

	Month Actual	Month Budget	Month Variance	Annual Budget	Actual % of Annual Budget
Library Materials					
Books-Adult	\$18,036	\$13,417	(\$4,619)	\$161,000	11%
Books-Youth Services	\$1,382	\$6,250	\$4,868	\$75,000	2%
Books-Teen	\$520	\$1,250	\$730	\$15,000	3%
Downloadables	\$3,000	\$6,667	\$3,667	\$80,000	4%
Periodicals	\$1,651	\$2,667	\$1,015	\$32,000	5%
AV-Adult	\$13,667	\$10,000	(\$3,667)	\$120,000	11%
AV-Youth Services	\$1,926	\$3,542	\$1,616	\$42,500	5%
AV-Teen	(\$9)	\$1,000	\$1,009	\$12,000	0%
Online Databases	\$46,460	\$16,667	(\$29,794)	\$200,000	23%
Total Library Materials	\$86,633	\$61,458	(\$25,175)	\$737,500	12%
Library Operating Expenditures					
CCS Charges		\$6,667	\$6,667	\$80,000	
Processing & Supplies	\$579	\$1,667	\$1,088	\$20,000	3%
Internet Charges	\$752	\$1,375	\$623	\$16,500	5%
Software, Licenses	\$4,260	\$5,819	\$1,559	\$69,823	6%
Printing	\$97	\$3,971	\$3,874	\$47,650	0%
Library Supplies	\$5,933	\$1,067	(\$4,866)	\$12,800	46%
Programming & Support-Adult	\$469	\$2,417	\$1,947	\$29,000	2%
Programming & Support-Juvenile	\$4,186	\$3,167	(\$1,019)	\$38,000	11%
Programming & Support-Joint	\$49	\$933	\$884	\$11,200	0%
Programming & Support-Teen	\$726	\$667	(\$59)	\$8,000	9%
Public Performing Rights	\$1,163		(\$1,163)	\$1,400	83%
Computer Charges OCLC	\$979	\$958	(\$21)	\$11,500	9%
Miscellaneous	\$120	\$83	(\$36)	\$1,000	12%
Per Capita Grant Expenditures	\$1,394		(\$1,394)	\$71,605	2%
Grant - Other Expenditures		\$83	\$83	\$1,000	
Volunteers		\$125	\$125	\$1,500	
Total Library Operating Expenditures	\$20,707	\$28,998	\$8,291	\$420,978	5%

General and Administration

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

July 31, 2015

	Month Actual	Month Budget	Month Variance	Annual Budget	Actual % of Annual Budget
Janitorial Supplies	\$4,817	\$2,804	(\$2,013)	\$33,650	14%
Copiers	\$985	\$833	(\$152)	\$10,000	10%
Professional Development		\$3,272	\$3,272	\$39,259	
Mileage	\$224	\$317	\$93	\$3,800	6%
Professional Collection	\$54	\$63	\$9	\$750	7%
Legal Fees	\$71	\$2,500	\$2,429	\$30,000	0%
Consultants		\$5,792	\$5,792	\$69,500	
Kitchen Supplies		\$125	\$125	\$1,500	
Promotional Expense	\$1,955	\$2,142	\$187	\$25,703	8%
Office Supplies	\$1,166	\$2,083	\$918	\$25,000	5%
Postage & Freight	\$2,372	\$1,500	(\$872)	\$18,000	13%
Publication of Notices-Advertisements		\$100	\$100	\$1,200	
Subscriptions & Dues	\$755	\$714	(\$41)	\$8,565	9%
Collection Services	(\$36)	\$83	\$119	\$1,000	(4)%
Telephone	\$1,175	\$1,375	\$200	\$16,500	7%
Trustee Expense	(\$337)	\$833	\$1,170	\$10,000	(3)%
Payroll Service	\$1,817	\$1,083	(\$733)	\$13,000	14%
Bank Fees	\$285	\$275	(\$10)	\$3,300	9%
Parking Lease	\$881	\$881		\$10,572	8%
Total General and Administration	\$16,182	\$26,775	\$10,593	\$321,299	5%
Vehicle Operation					
Gas, Oil, Grease	\$36	\$83	\$47	\$1,000	4%
Repairs & Maintenance	\$1,175	\$150	(\$1,025)	\$1,800	65%
Miscellaneous		\$8	\$8	\$100	
Auto Insurance	\$1,435	\$1,435		\$1,435	100%
Total Vehicle Operation	\$2,646	\$1,677	(\$969)	\$4,335	61%
Employee Fringe Benefits					
Deferred Compensation	\$13,583	\$14,583	\$1,000	\$175,000	8%
Group Health	\$35,932	\$32,500	(\$3,432)	\$390,000	9%
Health Reimbursement Account	\$3,405	\$5,500	\$2,095	\$66,000	5%

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

July 31, 2015

	Month Actual	Month Budget	Month Variance	Annual Budget	Actual % of Annual Budget
Dental	\$631	\$1,667	\$1,036	\$20,000	3%
Vision	\$462	\$583	\$121	\$7,000	7%
FSA fee	\$55	\$100	\$45	\$1,200	5%
Life, LTD, AD&D, STD	\$1,346	\$1,500	\$154	\$18,000	7%
Total Employee Fringe Benefits	\$55,415	\$56,433	\$1,019	\$677,200	8%
Utilities					
Gas	\$201	\$1,250	\$1,049	\$15,000	1%
Electric	\$8,697	\$8,333	(\$363)	\$100,000	9%
Water	\$774	\$667	(\$107)	\$8,000	10%
Total Utilities	\$9,672	\$10,250	\$578	\$123,000	8%
Capital Expenditures					
Special Reserve - Equipment		\$41,417	\$41,417	\$497,000	
Total Capital Expenditures	\$0	\$41,417	\$41,417	\$497,000	0%
Audit					
Audit Expense				\$14,500	
Total Audit Expenditures	\$0	\$0	\$0	\$14,500	0%
Liability Insurance					
Liability Insurance	\$28,544	\$28,544		\$28,544	100%
Total Liability Expenditures	\$28,544	\$28,544	\$0	\$28,544	100%
Social Security					
Social Security	\$19,467	\$20,000	\$533	\$240,000	8%
Total Social Security Expenditures	\$19,467	\$20,000	\$533	\$240,000	8%
Workers' Compensation					
Workers' Compensation	\$21,524	\$21,524		\$21,524	100%
Total Workers' Compensation Expenditures	\$21,524	\$21,524	\$0	\$21,524	100%

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

July 31, 2015

	Month Actual	Month Budget	Month Variance	Annual Budget	Actual % of Annual Budget
Unemployment Compensation					
Unemployment Compensation	\$764	\$1,250	\$486	\$15,000	5%
Total Unemployment Compensation Expenditures	\$764	\$1,250	\$486	\$15,000	5%
Building & Equipment Maintenance					
Repairs & Improvements	\$7,743	\$3,975	(\$3,768)	\$47,700	16%
Contractual Maintenance	\$1,620	\$3,524	\$1,904	\$42,285	4%
Non-Contractual Maintenance	\$1,833	\$1,283	(\$550)	\$15,400	12%
Equipment Maintenance	\$731	\$3,013	\$2,282	\$36,150	2%
Non Capital Expenses		\$2,417	\$2,417	\$29,000	
Furniture & Fixtures	\$3,316	\$3,317	\$1	\$39,800	8%
Total Building & Equipment Maintenance Expenditures	\$15,244	\$17,528	\$2,284	\$210,335	7%
Total Expenditures	\$524,815	\$575,175	\$50,360	\$6,423,076	8%
NET SURPLUS/(DEFICIT)	\$262,372	\$770,200	(\$507,828)	(\$147,474)	(178)%

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

July 31, 2015

	<u>Month Actual</u>	<u>Month Budget</u>	<u>Month Variance</u>	<u>Annual Budget</u>	<u>Actual % of Annual Budget</u>
Revenues					
Property Taxes	\$726,708	\$1,255,044	(\$528,336)	\$5,704,747	13%
Replacement Taxes	\$24,126	\$30,800	(\$6,674)	\$140,000	17%
Per Capita Grant				\$71,605	
Grants-Other				\$1,000	
Investment Income	\$1,710	\$5,000	(\$3,290)	\$60,000	3%
Fines	\$5,512	\$4,167	\$1,345	\$50,000	11%
Lost Books	\$1,030	\$625	\$405	\$7,500	14%
Pay For Print	\$758	\$1,667	(\$908)	\$20,000	4%
Flash Drive & Ear Bud Sales	\$14		\$14		
Commissions & Fees	\$13		\$13		
Donations-Friends of the Library				\$1,400	
Donations	\$0		\$0		
Miscellaneous	\$75	\$113	(\$38)	\$1,350	6%
Total Revenues	\$759,947	\$1,297,415	(\$537,468)	\$6,057,602	13%
Expenditures					
Salaries					
Library Director	\$10,167	\$10,201	\$34	\$122,411	8%
Payroll-Department Managers	\$14,544	\$14,770	\$226	\$177,235	8%
Payroll-Division Supervisors	\$30,113	\$36,155	\$6,042	\$433,857	7%
Payroll-Librarian I	\$94,820	\$97,093	\$2,273	\$1,165,110	8%
Payroll-Library Grade V	\$56,559	\$54,868	(\$1,691)	\$658,412	9%
Payroll-Library Grade VI	\$25,052	\$27,709	\$2,657	\$332,510	8%
Payroll-Library Pages	\$8,439	\$10,194	\$1,755	\$122,326	7%
Payroll-Sundays	\$7,433	\$6,833	(\$600)	\$82,000	9%
Adjustments		\$833	\$833	\$10,000	
Substitutes	\$891	\$667	(\$225)	\$8,000	11%
Total Salaries	\$248,017	\$259,322	\$11,304	\$3,111,861	8%

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

July 31, 2015

	Month Actual	Month Budget	Month Variance	Annual Budget	Actual % of Annual Budget
Library Materials					
Books-Adult	\$18,036	\$13,417	(\$4,619)	\$161,000	11%
Books-Youth Services	\$1,382	\$6,250	\$4,868	\$75,000	2%
Books-Teen	\$520	\$1,250	\$730	\$15,000	3%
Downloadables	\$3,000	\$6,667	\$3,667	\$80,000	4%
Periodicals	\$1,651	\$2,667	\$1,015	\$32,000	5%
AV-Adult	\$13,667	\$10,000	(\$3,667)	\$120,000	11%
AV-Youth Services	\$1,926	\$3,542	\$1,616	\$42,500	5%
AV-Teen	(\$9)	\$1,000	\$1,009	\$12,000	0%
Online Databases	\$46,460	\$16,667	(\$29,794)	\$200,000	23%
Total Library Materials	\$86,633	\$61,458	(\$25,175)	\$737,500	12%
Library Operating Expenditures					
CCS Charges		\$6,667	\$6,667	\$80,000	
Processing & Supplies	\$579	\$1,667	\$1,088	\$20,000	3%
Internet Charges	\$752	\$1,375	\$623	\$16,500	5%
Software, Licenses	\$4,260	\$5,819	\$1,559	\$69,823	6%
Printing	\$97	\$3,971	\$3,874	\$47,650	0%
Library Supplies	\$5,933	\$1,067	(\$4,866)	\$12,800	46%
Programming & Support-Adult	\$469	\$2,417	\$1,947	\$29,000	2%
Programming & Support-Juvenile	\$4,186	\$3,167	(\$1,019)	\$38,000	11%
Programming & Support-Joint	\$49	\$933	\$884	\$11,200	0%
Programming & Support-Teen	\$726	\$667	(\$59)	\$8,000	9%
Public Performing Rights	\$1,163		(\$1,163)	\$1,400	83%
Computer Charges OCLC	\$979	\$958	(\$21)	\$11,500	9%
Miscellaneous	\$120	\$83	(\$36)	\$1,000	12%
Per Capita Grant Expenditures	\$1,394		(\$1,394)	\$71,605	2%
Grant - Other Expenditures		\$83	\$83	\$1,000	
Volunteers		\$125	\$125	\$1,500	
Total Library Operating Expenditures	\$20,707	\$28,998	\$8,291	\$420,978	5%

General and Administration

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

July 31, 2015

	Month Actual	Month Budget	Month Variance	Annual Budget	Actual % of Annual Budget
Janitorial Supplies	\$4,817	\$2,804	(\$2,013)	\$33,650	14%
Copiers	\$985	\$833	(\$152)	\$10,000	10%
Professional Development		\$3,272	\$3,272	\$39,259	
Mileage	\$224	\$317	\$93	\$3,800	6%
Professional Collection	\$54	\$63	\$9	\$750	7%
Legal Fees	\$71	\$2,500	\$2,429	\$30,000	0%
Consultants		\$5,792	\$5,792	\$69,500	
Kitchen Supplies		\$125	\$125	\$1,500	
Promotional Expense	\$1,955	\$2,142	\$187	\$25,703	8%
Office Supplies	\$1,166	\$2,083	\$918	\$25,000	5%
Postage & Freight	\$2,372	\$1,500	(\$872)	\$18,000	13%
Publication of Notices-Advertisements		\$100	\$100	\$1,200	
Subscriptions & Dues	\$755	\$714	(\$41)	\$8,565	9%
Collection Services	(\$36)	\$83	\$119	\$1,000	(4)%
Telephone	\$1,175	\$1,375	\$200	\$16,500	7%
Trustee Expense	(\$337)	\$833	\$1,170	\$10,000	(3)%
Payroll Service	\$1,817	\$1,083	(\$733)	\$13,000	14%
Bank Fees	\$285	\$275	(\$10)	\$3,300	9%
Parking Lease	\$881	\$881		\$10,572	8%
Total General and Administration	\$16,182	\$26,775	\$10,593	\$321,299	5%
Vehicle Operation					
Gas, Oil, Grease	\$36	\$83	\$47	\$1,000	4%
Repairs & Maintenance	\$1,175	\$150	(\$1,025)	\$1,800	65%
Miscellaneous		\$8	\$8	\$100	
Auto Insurance	\$1,435	\$1,435		\$1,435	100%
Total Vehicle Operation	\$2,646	\$1,677	(\$969)	\$4,335	61%
Employee Fringe Benefits					
Deferred Compensation	\$13,583	\$14,583	\$1,000	\$175,000	8%
Group Health	\$35,932	\$32,500	(\$3,432)	\$390,000	9%
Health Reimbursement Account	\$3,405	\$5,500	\$2,095	\$66,000	5%

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

July 31, 2015

	Month Actual	Month Budget	Month Variance	Annual Budget	Actual % of Annual Budget
Dental	\$631	\$1,667	\$1,036	\$20,000	3%
Vision	\$462	\$583	\$121	\$7,000	7%
FSA fee	\$55	\$100	\$45	\$1,200	5%
Life, LTD, AD&D, STD	\$1,346	\$1,500	\$154	\$18,000	7%
Total Employee Fringe Benefits	\$55,415	\$56,433	\$1,019	\$677,200	8%
Utilities					
Gas	\$201	\$1,250	\$1,049	\$15,000	1%
Electric	\$8,697	\$8,333	(\$363)	\$100,000	9%
Water	\$774	\$667	(\$107)	\$8,000	10%
Total Utilities	\$9,672	\$10,250	\$578	\$123,000	8%
Total Expenditures	\$439,272	\$444,913	\$5,640	\$5,396,173	8%
NET SURPLUS/(DEFICIT)	\$320,675	\$852,503	(\$531,828)	\$661,429	48%

Niles Public Library District
Income Statement- YTD By Fund

July 31, 2015

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Revenues								
Property Taxes	\$5,922,747	\$1,303,004	\$726,708	\$27,240		\$753,948	(\$549,056)	13%
Replacement Taxes	\$140,000	\$30,800	\$24,126			\$24,126	(\$6,674)	17%
Per Capita Grant	\$71,605							
Grants-Other	\$1,000							
Investment Income	\$60,000	\$5,000	\$1,710			\$1,710	(\$3,290)	3%
Fines	\$50,000	\$4,167	\$5,512			\$5,512	\$1,345	11%
Lost Books	\$7,500	\$625	\$1,030			\$1,030	\$405	14%
Pay For Print	\$20,000	\$1,667	\$758			\$758	(\$908)	4%
Flash Drive & Ear Bud Sales			\$14			\$14	\$14	
Commissions & Fees			\$13			\$13	\$13	
Donations-Friends of the Library	\$1,400							
Donations			\$0			\$0	\$0	
Miscellaneous	\$1,350	\$113	\$75			\$75	(\$38)	6%
Total Revenues	\$6,275,602	\$1,345,375	\$759,947	\$27,240	\$0	\$787,187	(\$558,188)	13%
Expenditures								
Salaries								
Library Director	\$122,411	\$10,201	\$10,167			\$10,167	\$34	8%
Payroll-Department Managers	\$177,235	\$14,770	\$14,544			\$14,544	\$226	8%
Payroll-Division Supervisors	\$433,857	\$36,155	\$30,113			\$30,113	\$6,042	7%
Payroll-Librarian I	\$1,165,110	\$97,093	\$94,820			\$94,820	\$2,273	8%
Payroll-Library Grade V	\$658,412	\$54,868	\$56,559			\$56,559	(\$1,691)	9%
Payroll-Library Grade VI	\$332,510	\$27,709	\$25,052			\$25,052	\$2,657	8%
Payroll-Library Pages	\$122,326	\$10,194	\$8,439			\$8,439	\$1,755	7%
Payroll-Sundays	\$82,000	\$6,833	\$7,433			\$7,433	(\$600)	9%
Adjustments	\$10,000	\$833					\$833	
Substitutes	\$8,000	\$667	\$891			\$891	(\$225)	11%
Total Salaries	\$3,111,861	\$259,322	\$248,017	\$0	\$0	\$248,017	\$11,304	8%

Niles Public Library District
Income Statement- YTD By Fund

July 31, 2015

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Library Materials								
Books-Adult	\$161,000	\$13,417	\$18,036			\$18,036	(\$4,619)	11%
Books-Youth Services	\$75,000	\$6,250	\$1,382			\$1,382	\$4,868	2%
Books-Teen	\$15,000	\$1,250	\$520			\$520	\$730	3%
Downloadables	\$80,000	\$6,667	\$3,000			\$3,000	\$3,667	4%
Periodicals	\$32,000	\$2,667	\$1,651			\$1,651	\$1,015	5%
AV-Adult	\$120,000	\$10,000	\$13,667			\$13,667	(\$3,667)	11%
AV-Youth Services	\$42,500	\$3,542	\$1,926			\$1,926	\$1,616	5%
AV-Teen	\$12,000	\$1,000	(\$9)			(\$9)	\$1,009	0%
Online Databases	\$200,000	\$16,667	\$46,460			\$46,460	(\$29,794)	23%
Total Library Materials	\$737,500	\$61,458	\$86,633	\$0	\$0	\$86,633	(\$25,175)	12%
Library Operating Expenditures								
CCS Charges	\$80,000	\$6,667					\$6,667	
Processing & Supplies	\$20,000	\$1,667	\$579			\$579	\$1,088	3%
Internet Charges	\$16,500	\$1,375	\$752			\$752	\$623	5%
Software, Licenses	\$69,823	\$5,819	\$4,260			\$4,260	\$1,559	6%
Printing	\$47,650	\$3,971	\$97			\$97	\$3,874	0%
Library Supplies	\$12,800	\$1,067	\$5,933			\$5,933	(\$4,866)	46%
Programming & Support-Adult	\$29,000	\$2,417	\$469			\$469	\$1,947	2%
Programming & Support-Juvenile	\$38,000	\$3,167	\$4,186			\$4,186	(\$1,019)	11%
Programming & Support-Joint	\$11,200	\$933	\$49			\$49	\$884	0%
Programming & Support-Teen	\$8,000	\$667	\$726			\$726	(\$59)	9%
Public Performing Rights	\$1,400		\$1,163			\$1,163	(\$1,163)	83%
Computer Charges OCLC	\$11,500	\$958	\$979			\$979	(\$21)	9%
Miscellaneous	\$1,000	\$83	\$120			\$120	(\$36)	12%
Per Capita Grant Expenditures	\$71,605		\$1,394			\$1,394	(\$1,394)	2%
Grant - Other Expenditures	\$1,000	\$83					\$83	
Volunteers	\$1,500	\$125					\$125	
Total Library Operating Expenditures	\$420,978	\$28,998	\$20,707	\$0	\$0	\$20,707	\$8,291	5%

General and Administration

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

July 31, 2015

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Janitorial Supplies	\$33,650	\$2,804	\$4,817			\$4,817	(\$2,013)	14%
Copiers	\$10,000	\$833	\$985			\$985	(\$152)	10%
Professional Development	\$39,259	\$3,272					\$3,272	
Mileage	\$3,800	\$317	\$224			\$224	\$93	6%
Professional Collection	\$750	\$63	\$54			\$54	\$9	7%
Legal Fees	\$30,000	\$2,500	\$71			\$71	\$2,429	0%
Consultants	\$69,500	\$5,792					\$5,792	
Kitchen Supplies	\$1,500	\$125					\$125	
Promotional Expense	\$25,703	\$2,142	\$1,955			\$1,955	\$187	8%
Office Supplies	\$25,000	\$2,083	\$1,166			\$1,166	\$918	5%
Postage & Freight	\$18,000	\$1,500	\$2,372			\$2,372	(\$872)	13%
Publication of Notices-Advertisements	\$1,200	\$100					\$100	
Subscriptions & Dues	\$8,565	\$714	\$755			\$755	(\$41)	9%
Collection Services	\$1,000	\$83	(\$36)			(\$36)	\$119	(4)%
Telephone	\$16,500	\$1,375	\$1,175			\$1,175	\$200	7%
Trustee Expense	\$10,000	\$833	(\$337)			(\$337)	\$1,170	(3)%
Payroll Service	\$13,000	\$1,083	\$1,817			\$1,817	(\$733)	14%
Bank Fees	\$3,300	\$275	\$285			\$285	(\$10)	9%
Parking Lease	\$10,572	\$881	\$881			\$881		8%
Total General and Administration	\$321,299	\$26,775	\$16,182	\$0	\$0	\$16,182	\$10,593	5%
Vehicle Operation								
Gas, Oil, Grease	\$1,000	\$83	\$36			\$36	\$47	4%
Repairs & Maintenance	\$1,800	\$150	\$1,175			\$1,175	(\$1,025)	65%
Miscellaneous	\$100	\$8					\$8	
Auto Insurance	\$1,435	\$1,435	\$1,435			\$1,435		100%
Total Vehicle Operation	\$4,335	\$1,677	\$2,646	\$0	\$0	\$2,646	(\$969)	61%
Employee Fringe Benefits								
Deferred Compensation	\$175,000	\$14,583	\$13,583			\$13,583	\$1,000	8%
Group Health	\$390,000	\$32,500	\$35,932			\$35,932	(\$3,432)	9%
Health Reimbursement Account	\$66,000	\$5,500	\$3,405			\$3,405	\$2,095	5%

Niles Public Library District
Income Statement- YTD By Fund

July 31, 2015

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Dental	\$20,000	\$1,667	\$631			\$631	\$1,036	3%
Vision	\$7,000	\$583	\$462			\$462	\$121	7%
FSA fee	\$1,200	\$100	\$55			\$55	\$45	5%
Life, LTD, AD&D, STD	\$18,000	\$1,500	\$1,346			\$1,346	\$154	7%
Total Employee Fringe Benefits	\$677,200	\$56,433	\$55,415	\$0	\$0	\$55,415	\$1,019	8%
Utilities								
Gas	\$15,000	\$1,250	\$201			\$201	\$1,049	1%
Electric	\$100,000	\$8,333	\$8,697			\$8,697	(\$363)	9%
Water	\$8,000	\$667	\$774			\$774	(\$107)	10%
Total Utilities	\$123,000	\$10,250	\$9,672	\$0	\$0	\$9,672	\$578	8%
Capital Expenditures								
Special Reserve - Equipment	\$497,000	\$41,417					\$41,417	
Total Capital Expenditures	\$497,000	\$41,417	\$0	\$0	\$0	\$0	\$41,417	0%
Audit								
Audit Expense	\$14,500							
Total Audit Expenditures	\$14,500	\$0	\$0	\$0	\$0	\$0	\$0	0%
Liability Insurance								
Liability Insurance	\$28,544	\$28,544		\$28,544		\$28,544		100%
Total Liability Expenditures	\$28,544	\$28,544	\$0	\$28,544	\$0	\$28,544	\$0	100%
Social Security								
Social Security	\$240,000	\$20,000		\$19,467		\$19,467	\$533	8%
Total Social Security Expenditures	\$240,000	\$20,000	\$0	\$19,467	\$0	\$19,467	\$533	8%
Workers' Compensation								
Workers' Compensation	\$21,524	\$21,524		\$21,524		\$21,524		100%
Total Workers' Compensation Expenditures	\$21,524	\$21,524	\$0	\$21,524	\$0	\$21,524	\$0	100%

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

July 31, 2015

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Unemployment Compensation								
Unemployment Compensation	\$15,000	\$1,250		\$764		\$764	\$486	5%
Total Unemployment Compensation Expenditures	\$15,000	\$1,250	\$0	\$764	\$0	\$764	\$486	5%
Building & Equipment Maintenance								
Repairs & Improvements	\$47,700	\$3,975		\$7,743		\$7,743	(\$3,768)	16%
Contractual Maintenance	\$42,285	\$3,524		\$1,620		\$1,620	\$1,904	4%
Non-Contractual Maintenance	\$15,400	\$1,283		\$1,833		\$1,833	(\$550)	12%
Equipment Maintenance	\$36,150	\$3,013		\$731		\$731	\$2,282	2%
Non Capital Expenses	\$29,000	\$2,417					\$2,417	
Furniture & Fixtures	\$39,800	\$3,317		\$3,316		\$3,316	\$1	8%
Total Building & Equipment Maintenance Expenditures	\$210,335	\$17,528	\$0	\$15,244	\$0	\$15,244	\$2,284	7%
Total Expenditures	\$6,423,076	\$575,175	\$439,272	\$85,543	\$0	\$524,815	\$50,360	8%
NET SURPLUS/(DEFICIT)	(\$147,474)	\$770,200	\$320,675	(\$58,303)	\$0	\$262,372	(\$507,828)	(178)%

Financial statement narrative

For the month of July 2015 and the year then ended

Revenue

Revenue for the month ended short of budget estimates by 43.7% (\$588,188). This is due to primarily to real estate tax collection rates.

Expenditures

Salaries

Salaries for the month are \$11,304 short of budget estimates or 4.4%.

Library Materials

Library Materials for the month is \$25,175 over budget or 41%. This is due primarily to early renewals of some of the Library's database product offerings.

Library Operating Expenses

Library Operating Expenses is \$8,291 under budget or 28.6%. This is due primarily to late billing of CCS charges for the month.

General and Administrative

General and Administrative expenses is \$10,593 under budget estimates or 40%. This is due primarily to slow spending in the legal and consultant line items.

Employee Fringe Benefits

Employee Fringe Benefits is \$1,019 under budget or approximately 2%.

Utilities

Utilities is within \$1,000 of budgeted expense.

Net Surplus/(Deficit)

For the month of July, the Net Surplus is \$262,372 which is \$507,828 unfavorable to the budgeted net surplus of the month of \$770,200. This is being driven by slower than planned collection of property taxes.

Director's Report July/August 2015

Much of our attention now is focused on the preparations for opening the Creative Studio and Wonder Ground. We now have named the digital media lab Studio A, and the former training lab which now has the addition of maker equipment (like the 3D printer) is Studio B. Wonder Ground is the small room in KidSpace near the DVDs and new books that will house hands-on Science, Technology, Engineering, Arts and Math activities for children, especially ones Kindergarten-Grade 4.

Getting this equipment and the spaces ready to go is involving many different departments and a great deal of communication. The Digital Media Lab Task Force is now meeting weekly under the direction of Task Force Coordinators Darlene Fox and Donna Block, and Assistant Director Cyndi Rademacher is managing the project as a whole. She is making sure we have ways of tracking all of our equipment and its use in the future, and she's helping to coordinate with PR & Marketing to promote the big kick-off weekend called Smashbox. This will be two days of demonstrations and events on September 19-20 to introduce the new spaces and all of the cool new equipment. I hope Board members will get the chance to stop by.

The Management Association's Management Boot Camp is scheduled for September 21, 22 and 24th. Supervisors will receive training on the newest legal requirements for dealing with personnel, followed by going through the process of hiring, training, and coaching new employees. By the end of the three-day training, all of our supervisors will have up-to-date information and we will have a more unified way of working with our staff so there is consistency regardless of which department you work in.

Business & Operations

Dave, Greg and I met after the last morning to look at the questions raised by a patron concerning the difficulty of using the Niles Free Bus. Our handicapped access ramp ironically makes it difficult to use the handicapped ramp on the bus, which is looking for a curb rather than an incline. A kind Free Bus driver demonstrated the issues and tried out a few options, but it looks like the temporary solution will be moving a planter so there is room for a wheelchair to line up with the curb rather than the ramp.

Greg has been working with the Village to keep the staff updated on the work being done on Oakton, which may interfere with getting across the street to our Culver parking. He also agreed to a request from the Village for the loan of some of our parking spaces while their parking lot is being rebuilt. We are giving them the 15 spaces furthest from the Library through mid-September.

Greg has also been focusing his attention on the potential impact of the Affordable Care Act. He says: We have started to examine the impact of the Affordable Care Act ("ACA") Excise Tax on High Cost Employer-Sponsored Plans (commonly referred to as the "Cadillac Tax"). Briefly, the ACA assesses an excise tax on all employer sponsored plans which are more valuable than the value stated in the act. This is a major funding provision of the act which provides approximately one third of the overall funding. The tax will be assessed beginning in 2018. Based upon the current structure of the Library health plans and the current provisions in the plan, it looks like the Library may possibly be paying this tax in 2018. We expect the act provisions to change but by how much will depend on the outcome of the 2016 national elections.

McClure Inserra will be coming to work their fieldwork on the audit during the second week of September, so Greg and Kathy have been preparing the documents they will need.

Programs

Our Summer Reading Program looks like it will be a big success by the time we have all of our numbers in. Adult Services Librarian Maryellen Essig comments that there has been a distinct increase in the number of men participating, which she attributes to the grill giveaway. Arianne says: Our Summer Reading Club was on fire during the month of July. We had a record 4000+ visits! A child's visit consists of checking in at the volunteer desk, playing the board game, completing the weekly library challenge, turning in a Share-a-Book Sheet, spending their tokens, and picking titles to take home and start all over again. This endeavor is not possible without contributions from our fabulous staff. Debbie Graham and Sarah Muskivitch managed the volunteers. They were like pack mothers to 76 teenagers. Clara Sheffer and Cate Levinson helped serve the crowds, run programs, and still provided great reader's advisory. Donna Block and Mary Miller kept the Teen Underground bubbling with creative activity. And all of our part-time-staff help fill in during vacations, illness, and the ups and downs of a bustling department.

Adult & Outreach Services Supervisor Dodie Frisbie says: The Adult Services Department sponsored 23 programs this month. The most popular program was scheduled by Maryellen Essig. The presentation "Be a Superhero Declutterer" showed that Summer is a great time to let go of your clutter and reach an organized state of living!! Also, Krystyna Banek's Polish Language Book Discussion is really taking off. Patrons have requested even more book discussions. The number of attendees is steadily rising. Krystyna is doing a great job leading this initiative.

On our Outside Programs listing, you will see that we hosted the Pace Bus Milwaukee Line Advisory Group Meeting. I represent the Library at this group, and got enthusiastic compliments from the Pace staff on the Library and its meeting room. Increasingly, community groups and businesses are aware that the Library makes a good meeting place, and Administrative Assistant Diane Winberg and the Maintenance staff are doing a great job of working with the groups. The Milwaukee Pulse line will coordinate with traffic signals and will provide nice bus "stations" every half mile along the route from Golf Mill to Jefferson Park, from which riders can head downtown or to the airport. It is set to begin in 2017, and seems like it will be a good addition to Niles transit options.

CCS report

Cyndi has been working diligently to become the resident expert on all things CCS/Sirsi for the Library. She visited CCS and got a tour from the Executive Director, and has been attending each of the technical groups in turn to see what sorts of topics they discuss and how they all connect together. It is great to have someone in place who can see the big picture and how a topic that the catalogers discuss will have an impact on the Public Access Services librarians or the Circulation staff.

Staff news

We received many good resumes for our Digital Services Supervisor position. The department will report to me, but Greg and Cyndi will be helping me with the interview process. We are hoping to finish the interviews by Labor Day.

Youth Services Program Coordinator Deidre Winterhalter was asked to serve as the Chair of the Monarch Award Committee. This is an award conducted statewide for the best book for children in Grades K-3, voted on by the kids themselves. It's a big honor to be selected as chair, and we are very proud of Deidre!

The change of fiscal years always has a big impact on the Technical Services Department. Supervisor Victoria Luz says: We had a very successful end of the fiscal year in Tech. We were in a great position being caught up on ordering/receiving, which despite fund changes, gave us a smooth fiscal year rollover. All of the pre-fiscal

year orders were attached to on order records ahead of time, and beginning July 1, it allowed the initial ordering process to be expedited. We are moving forward in getting other processes in place for the new fy.

Staff changes

One of the pages left for college, so we will be hiring a replacement.

Technology

We are moving from Tutor.com to Brainfuse, which offers online tutoring, help with writing, and resume assistance among other things. The price compares favorably with Tutor.com, at least for the first year, so we are trying it out with our patrons.

IT has been updating staff computers to Windows 7 and Office 2013.

Victoria met with Darlene, Donna and Arianne met to begin working to get the items purchased for the Creative Studio (and later Wonder Ground) cataloged and out to the patrons. Cataloging unconventional materials is always a challenge to make sure they are visible in the catalog and set up with the right permissions. We demo'd the GoPros at the 4th of July parade, and they are now ready to be put into circulation.

Sasha reminds the Board that: Now that we're video recording our monthly board meetings, know that you can access the YouTube videos by going to www.nileslibrary.org/board-meeting-videos or directly on our YouTube channel.

Committees

The Sunshine Committee The Committee held a fun Hot Dog Day event for staff, where Dave was the grillmaster, the Committee supplied the hotdogs and buns, and the rest of it was a potluck.

Display and Art Gallery Committee The Committee is fine tuning its guidelines and working with Publicity & Marketing to advertise for artists and exhibits to get full use of our Franklin Gallery and other display areas. One particularly exciting prospect is hosting a special exhibit on the history of candy in Chicago—stay tuned!

Susan Dove Lempke
Library Director

Trustee Calendar

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—Smashbox Grand Opening of the Creative Studio and Wonder Ground

October

10/12—Friends of the Library Meeting 7pm

10/17—Niles Night of Roses

10/21—Regular Meeting of the Board of Trustees

10/22-10/24—Illinois Library Association Annual Conference, Peoria

Monthly Statistical Report --July 2015

LOAN OF LIBRARY MATERIALS	Current Month	Prior Year Same Month	% Change
Adult	43,068	44,985	-4.26%
Teens	4,021	4,706	-14.56%
Juvenile	42,800	46,637	-8.23%
Digital	1,644		
TOTAL Loan of Library Materials	91,533	96,328	-4.98%
LOAN OF MATERIAL BY TYPE	Current Month	Prior Year Same Month	% Change
Adult			
Print	20,228	19,418	4.17%
Periodical	1,106	779	41.98%
Audio	4,877	6,168	-20.93%
DVD	16,857	18,620	-9.47%
TOTAL Adult Loans	43,068	44,985	-4.26%
Teens			
Print	2,973	3,568	-16.68%
Periodical	30	16	87.50%
Audio	622	687	-9.46%
DVD	396	435	-8.97%
TOTAL Teen Loans	4,021	4,706	-14.56%
Juvenile			
Print	29,024	31,250	-7.12%
Periodical	169	141	19.86%
Audio	3,246	3,724	-12.84%
DVD	10,361	11,522	-10.08%
TOTAL Juvenile Loans	42,800	46,637	-8.23%
Digital	1,488		
ONLINE DATABASE USE	Current Month	Prior Year Same Month	% Change
Total Database Use	8,895	4,661	90.84%
Holds	Current Month	Prior Year Same Month	% Change
Holds Placed	8,006	11,785	-32.07%
Holds Made Available	13,169	15,345	-14.18%
Patron Registration	Current Month	Total	Prior Year Same Month
New District cards	392	25,546	301

Monthly Statistical Report --July 2015

Patron Count	Current Month	Prior Year Same Month	% Change
Patron visits	38,500	40,918	-5.91%
Unique Library cards used	5,440	5,799	-6.19%
e-News subscribers	11,192	8,886	25.95%
IN-HOUSE USE OF MATERIALS	Current Month	Prior Year Same Month	% Change
Reference--Adult	18	8	125.00%
Circulating--Juvenile	6,841	5,706	19.89%
Circulating--Teen	2,127	615	245.85%
Circulating--Commons	162	100	62.00%
Circulating--Adult	3,508	4,264	-17.73%
TOTAL In-house Use of Print Materials	12,656	10,693	18.36%

Monthly Statistical Report --July 2015

PC Users by Area	Current Month	Prior Year Same Month	% Change
Adult Services	4,348	4,324	0.56%
Youth Services	1,716	2,093	-18.01%
Teen Services	808	254	218.11%
Express Internet	202	787	-74.33%
Patron Wi-Fi Uses	10,572	9,224	14.61%
Scan stations	835	815	2.45%
Total Users	18,481	17,497	5.62%
Website Hits	36,649	33,041	10.92%
Facebook "Likes" to date	903	781	15.62%
Buzz Blog views	688	602	0.14
Media Hits (includes print and online articles and listings)	24	81	-0.70
TECHNICAL SERVICES			
	Items Added	Items Withdrawn	Library Holdings
Shelved Items	1,310	1,757	265,450
Non-Shelved Items	0	1	32,244
Total	1,310	1,758	297,694
	Current Month	Year to date	
Library Services			
Notary Public	138	1,163	
Test Proctoring	17	140	
Study Room Use	353	1,035	
Voters' Registration	0	8	
	Number of people	Total hours	
VOLUNTEER HOURS			
Adult Services & Programs - Fic, AV, Ref	19	78	
Teen Services & Programs - Fic and Ref	14	261	
Youth Services Programs & General	113	953	
General Library & Library Events	69	244	
Total Volunteers/Hours this month	215	1,535	
<i>NOTE: Last year volunteers/hours same month</i>	231	1,664	
	Current Month	Prior Year Same Month	% Change
Service Desks			
Quick Questions	4,637	5,416	-14.38%
Reference/Research	7,243	7,627	-5.03%
TOTAL All Service Desks	11,880	13,043	-8.92%

Monthly Statistical Report --July 2015

Monthly Statistical Report --July 2015			
Adult Services (3rd floor)			
Quick Questions	137	211	-35.07%
Reference/Research	808	1,250	-35.36%
Total Reference Desk	945	1,461	-35.32%
Fiction/Audiovisual Services (2nd floor)			
Quick Questions	149	391	-61.89%
Reference/Research	2,071	2,351	-11.91%
Total InfoDesk	2,220	2,742	-19.04%
Technology Desk			
Quick Questions	258	651	-60.37%
Reference/Research	1,211	1,547	-21.72%
Total Tech Desk	1,469	2,198	
Teen Desk			
Quick Questions	680	674	0.89%
Reference/Research	292	222	31.53%
Total Teen Desk	972	896	8.48%
Outreach Services			
Reference/Research	397	513	-22.61%
Bulk Loan Items Delivered to Nursing Homes	585	355	64.79%
Materials pulled for Homebound Users	1,081	1,162	-6.97%
Total Outreach	2,063	2,030	1.63%
Youth Services			
Quick Questions	3,413	3,489	-2.18%
Reference/Research	2,464	1,744	41.28%
School Loans pulled	7	8	-12.50%
Museum Adventure passes distributed	47	41	14.63%
Total Youth Services	5,931	5,282	12.29%
GRAND Total	13,600	14,609	-6.91%
Interlibrary Loan			
	Current Month	Prior Year Same Month	% Change
Books, A-V			
Items lent to offline libraries	309	266	16.17%
Items received from offline libraries for patrons	91	105	-13.33%
Total	400	371	7.82%
Outreach Services			
Homebound			
	Current Month	Prior Year Same Month	% Change

Monthly Statistical Report --July 2015

	Patrons	256	230	11.30%
	Visits	250	257	-2.72%
Institutions				
	Institutions	13	7	85.71%
	Visits	13	7	
Schools				
	Items	219	257	-14.79%
	Visits	8	5	60.00%

LIBRARY PROGRAMS	This Month	Attendance	Attendance Prior Year
Programs--Youth			
Rise & Shine Storytime (parent & child)	3	80	
Babytime (parent & child)	4	185	
Family Evening Storytime	4	111	
Summer Reading Club Registrations	1	249	
Summer Reading Club Added Visits	ongoing	4,336	
Summer Reading Club Weekly Challenges	4	1,362	
Summer Reading Club Share-a-Book Sheets	ongoing	837	
Summer Reading Club Finishers	ongoing	434	
Ipad Usage	1	465	
Bibliobops	1	30	
1KBK registrations	3	3	
1KBK added visits	1	14	
Teacher Use of Die Cut Machine	1	1	
Kindle Book Discussions	1	4	
Book Buddies	50	107	
Mega Mondays	4	102	
Movies	1	50	
Second Sunday	1	62	
Writing for Real	8	88	
Trickster Tales	1	43	
Golf Mill Bibliobop	1	30	
Second Saturday Bingo Breakfast	1	50	
Super Hero Training Camp	1	33	
Lego WeDo	1	10	
SRV Volunteer Orientation	1	12	
Duke Otherwise	1	62	
Kids Lunch	9	465	
July 4 Grennan Heights Booth	1	275	

Monthly Statistical Report --July 2015

In-house toys and games	31	1,147	
In-house videogames	31	270	
Total Youth Services Programs	167	10,917	10,640
Programs--Teens			
Summer Reading Club Registrations	1	64	
Summer Reading Club additional visits	1	36	
Summer Reading Club Challenges	1	122	
Anime and Manga Club	1	4	
Playbill	11	124	
Playbill Performance	1	72	
Playbill Cast Party	1	16	
Throwback Thursday Movie	1	11	
In House Passive Games	1	24	
In-house Videogames	1	182	
Teen Iron Chef	1	20	
Golf Mill Sundaes and Stories	1	4	
Total Teen Programs	22	679	530
Programs--Adult			
Adult Summer Reading participation	1	617	
Senior Coffee Hour: Great American Songbook	1	32	
Kemnitz Center Book Discussion	1	6	
Polish Language Book Discussion	1	12	
Adult Book discussions	2	20	
Bookbites	1	16	
Job Seekers: Power Employment Workshop	1	7	
SCORE Small Business Counseling	6	11	
Internet Made Easy	1	9	
Facebook for Beginners in 30 Minutes	2	11	
Email Doctor Is In	1	4	
Tablet Tuesdays	1	2	
Android Apps	1	7	
iPad Apps	1	5	
Tech Time for Adult Learners	1	3	
Introduction to Vinyl Cutting	1	21	
Be A Superhero Declutterer	1	49	
Plant Swap Garden Club Tea	1	12	
Senior resource counseling	3	0	
Genealogy Online Resources	1	10	

Monthly Statistical Report --July 2015

Movies: The Judge	1	20	
Songwriters Group	1	5	
July 4 Parade walkers	1	53	
Total Adult Programs	32	932	1,250

Monthly Statistical Report --July 2015

Outside Meetings			
Ken Lubinski-Comedy Improv Group Rehearsal	5	50	
Niles All American Toastmasters	2	25	
The Harbour	4	88	
Niles Township Toastmasters	2	20	
Jewish Genealogical Society of Illinois	1	12	
PACE Bus: Pulse Milwaukee Line meeting	1	102	
Daisy Girl Scout Troop #43186	1	13	
Shakespeare Project of Chicago Rehearsal	1	3	
Total Outside Meetings	17	313	68
Total Meeting and Program Attendance	238	12,841	12,488

Patron Suggestions and Comments for August 2015

Responses to Patron Suggestions and Comments

There are a number of homeless individuals who use this library as a place of resident. I do realize the library is open to all, but my education opportunity and benefit is diminished when the area I am using to study in smells like someone who did not shower for a few months.

I certainly understand your concern, but as you say, the Library is open to all. However, sometimes our staff has passed information about social services along to a patron who is causing a disturbance by their smell, so please let a staff member know.

The library lacks quiet study space. There are about a dozen of tables against the window walls but that's about it. The quiet study place is not monitored or enforced in any way. Nor are there signs posted that it is quiet study. Additionally, the typing machine is in the same spot so you hear the constant "cling, cling, cling" as they are typing while I am trying to do my work.

We are planning to roll out a system of sound zones soon, so that some of the areas of the Library will be designated as "silent" and others as social. You are correct that currently there is no designated quiet study area, but the south wall of the third floor is generally very quiet. We will be sure to move the typewriter if it ends up in a silent zone.

The Summer Reading Forms shouldn't cost so much to print—

1. Should just be one sided; no need for wasted ink with graphics.
2. Should be in black and white; no need to be in color for entry form.

Please, these are my tax dollars. M. K.

We have had a very successful adult summer reading program this year, due in part to the attractive forms. The forms do double-duty as book logs and program advertisements, so we feel this is a good use of tax money.

To make cell phone courtesy month every month. E. R.

Sometimes there is a great deal of human noise in the computer room.

1. I suggest attaching a sign reading "QUIET AREA—No cell phones or loud talking"
2. Sometime it'll be a pleasure coming to the computer lab. Hopefully, this suggestion will help and make the computer lab a joy to come to. S. Z.

We have decided to make the Lower Level computer area a cell phone-free zone, and we hope this helps make it quieter. It is sometimes necessary for staff to help patrons which can be annoying to nearby patrons, but we will remind them to be considerate and keep their voices down when they can.

After seeing three non-smoking signs tied to your posts by the benches, I saw a man smoking about 2 car widths south of the signs. I went in to inform the librarian and she stated you have no limits outside the benches. Don't you realize the amount of loss if fire took hold of your valuable contents of the library!!! You should have no smoking on the grounds of the whole library and parking lot. C. H.

Smoking is illegal within 15 feet of the doors, so technically the smoker was following the law. However, I will make sure the Board is aware of your concern so they can consider making a local policy to limit smoking further.

It would be great to have a full time police officer on duty when the library is open. I frequent libraries often and work in one at Niles West H. S. library. I always see officers and was wondering why Niles does not. My family is here often and would feel safer with police presence. Janitorial crew is not a good

option. I agree that this would be ideal, but it would divert money from services and materials. Please be assured that if there were incidents that seemed to reflect that we needed additional security, we would sure to invest in it. We want you and your family to feel safe at the Library, and I appreciate your taking the time to express your concern.

Would it be feasible to alert patrons when their library card expires? N. L.
That is a good suggestion, and we were able to implement it. Thank you for taking the time to write!

Waited 5 minutes with no person at front desk!
We try not to ever let the desk go untended, and we are very sorry for your inconvenience.

Acquisition: Blackmill; Reach for Glory (CD) B. C.
We're sorry but we have been unable to locate a source for a physical CD. It appears to only be available digitally.

Please consider adding a new magazine "Closer to the Stars You Love" to your inventory. Thank you.
Thank you for your suggestion. We will consider it.

Please schedule Tech (computer plus employment workshops in the evenings. Yours offerings look great but I must be at work during the daytime. C. O.
Thank you for the suggestion. We have a series of employment workshops that will be coming up in the evenings. We can also experiment with scheduling other technology programs for evenings, too.

YAHOO Finance is considered a pornography site. To bypass I am supposed to put my name and password in. Why not give the name and password of the librarian on duty. Any similarity between Niles Library and a real library is purely coincidental!!!
We are sorry that the Internet filter is blocking a site you find useful. I believe the name and password is so you can suggest that the site be whitelisted. If you prefer that a staff member make the recommendation, they can do that, but you would have to be sure they had the exact information.

Staff compliments

Recently visited 3rd floor to research purchasing a laptop. Judy was extremely helpful in locating information in Consumer Reports Monthly & Buying Guide. She also showed me how to use resource section to research in the electronic version of consumer reports. Judy is a keeper☺! D. M.

Judy was so helpful. Coming back to see her tomorrow.

Jason helped me to print up some coupons and showed me an easier way to do it. He is great and should get a raise.

Ms. Sarah—Thank you for helping me when I wanted to buy something with my token.

Darlene—She was very good at quieting some large talking in a loud voice which was disturbing to say the least. She did an excellent job and should get a raise!!

Wow! Thank you for the nice comments for our great staff! I will be sure that each one of their supervisors hears about their work in keeping our patrons happy.

If the Library were to reduce the prices for used books and paperback to 50¢ per hardcover and 25¢ per paperback, you could clear off the presently, over-burdened shelves.

We can pass your suggestion along to our Friends of the Library group for their consideration. The book sale belongs to them.

Washrooms in KidSpace need cleaning—smells.

I'm sorry you experienced this. If you notify a staff member at the time, they will call Maintenance.

Minecraft Club for kids from kindergarten through 3rd grade.

Have a Food Bank collection box in the lobby all year, not just at Christmas.

Meditation Class in the evening for adults.

Thank you for all three of your suggestions. We will consider them.

Just a note to say how much I LOVE NPL! The staff are amazing—knowledgeable, helpful and patient.

This is one of the BEST libraries on the north shore. N. S.

Thank you so much! We love to hear that.

DISTRICT OFFICE:
4404 W. LAWRENCE AVENUE
CHICAGO, IL 60630
TELEPHONE: 773/736-0218
FAX: 773/736-2333

CAPITOL OFFICE:
279-S STRATTON BUILDING
SPRINGFIELD, IL 62706
TELEPHONE: 217/782-8198
FAX: 217/782-2906

e-mail: johnd@ilga.gov



JOHN C. D'AMICO
STATE REPRESENTATIVE
15TH DISTRICT

COMMITTEES:

CHAIRMAN:

- TRANSPORTATION: VEHICLES & SAFETY

VICE CHAIRMAN:

- TRANSPORTATION, REGULATION, ROADS AND BRIDGES

MEMBER:

- CONSUMER PROTECTION
- LABOR & COMMERCE
- VETERANS' AFFAIRS
- UNEMPLOYMENT INSURANCE SUBCOMMITTEE
- WORKERS COMPENSATION SUBCOMMITTEE

July 20, 2015

Dear Diane,

Thank you very much for allowing us to host the Utility Bill Clinic this past Saturday at the beautiful Niles Public Library. With your help, we were able to help many constituents have a one on one consultation with the Citizen's Utility Board, an event that most do not have access to. As a great location, the library functions as a wonderful place to host such great events. If there's anything I can do to be of service, please don't hesitate to contact me. Thank you.

Sincerely,

A handwritten signature in black ink that reads "John C. D'Amico".

Representative John C. D'Amico
15th District

New Business—Recommended Actions

A. Recommended Action on Ordinance 15-05

MOVE the Library Board of Trustees adopt Ordinance 15-05, an 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.

Memorandum A of Recommended Board Action

Ordinance 15-05 reflects the budget and appropriations reflected in the tentative budget and appropriations Ordinance 15-04.

**ORDINANCE 15-05
 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 made the same conveniently available to public inspection for at least 30 days prior to final action thereon, and

WHEREAS, a public hearing was held as to such Budget on the 19th day of August, 2015, and notice of said hearing was 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:

	APPROPRIATION	BUDGET
Salaries		
ADMINISTRATOR	\$244,822	\$122,411
MANAGERS	\$354,472	\$177,236
SUPERVISORS	\$867,714	\$433,857
LIBRARIAN	\$2,330,220	\$1,165,110
LIBRARY GRADE V	\$1,316,824	\$658,412
LIBRARY GRADE VI	\$665,020	\$332,510
LIBRARY PAGE	\$244,652	\$122,326
SUNDAY/SUBSTITUTE/ADJUSTMENTS	\$200,000	\$100,000
TOTAL SALARIES	\$6,223,724	\$3,111,862
LIBRARY MATERIALS		
BOOKS & PERIODICAL	\$566,000	\$283,000
DOWNLOADABLES	\$160,000	\$80,000
AV	\$349,000	\$174,500
ONLINE DATABASES	\$400,000	\$200,000
TOTAL MATERIALS	\$1,475,000	\$737,500
OPERATING EXPENSES		
Processing & Services		
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
TOTAL PROCESSING & SUPPLIES	\$696,746	\$348,373

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
TOTAL ADMINISTRATION AND GENERAL OFFICE	\$742,596	\$321,298

VEHICLE EXPENSE TOTAL	\$8,670	\$4,335
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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
TOTAL FRINGE BENEFITS	\$1,354,400	\$677,200

TOTAL UTILITIES	\$246,000	\$123,000
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TOTAL OPERATING	\$10,747,136	\$5,323,568
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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
TOTAL BUILDING & MAINTENANCE	\$420,670	\$210,335

SPECIAL RESERVE

SPECIAL RESERVE - EQUIPMENT	\$994,000	\$497,000
TOTAL SPECIAL RESERVE	\$994,000	\$497,000

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
TOTAL SPECIAL FUND ITEMS	\$639,136	\$319,568
SUPPLEMENTARY GRANTS	\$145,210	\$72,605
GRAND TOTAL	\$12,946,152	\$6,423,076

SECTION 3: The several sums above mentioned and designed as appropriation, which is TWELVE MILLION NINE HUNDRED FORTY SIX THOUSAND ONE HUNDRED FIFTY TWO AND NO/100 (\$12,946,152), be and are hereby appropriated as propriate fractional parts of the said amount TWELVE MILLION NINE HUNDRED FORTY SIX THOUSAND ONE HUNDRED FIFTY TWO AND NO/100 (\$12,946,152) 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 \$12,946,152; and the estimated operating budget for such fiscal year is \$5,323,568. 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 \$2,296,117.

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 19th day of August, 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 19th day of August 2015, at the
said NILES PUBLIC LIBRARY DISTRICT

Barbara Nakanishi
Secretary, Board of Trustees
NILES PUBLIC LIBRARY DISTRICT

New Business—Recommended Actions

B. Recommended Action on Purchase of Copiers and Printers

MOVE the Library Board of Trustees approve the recommended purchase of 5 Konica Minolta copiers and 5 CPads with one additional release station from Today's Business Solutions for a total of \$30,079.70 (\$23,428.70 and \$6,651.00 respectively).

Memorandum B of Recommended Board Action

The Library currently is maintaining a fleet of 4 copiers which are 8 years old and 9 printers which are 9 years old. These 13 pieces of equipment are well past their end of life and are no longer supported by the manufacturers.

The purchase of new equipment reduces the pieces of equipment needed to support patron print needs from 13 to 5 and takes advantage of newer technology. The pricing on the new units has been obtained through its membership in NASPO ValuePoint Cooperative Purchasing Organization for Copiers, Printers & Related Devices 2014-2019 prebid contract. The Library considered a lease option and found that the lease cash flows added nearly \$8,000 to the overall cost (27%).

The Library considered other product lines available through NASPO and found them to either be more expensive or lacking in functionality.



Purchase Agreement

Date: 8-13-15

ACKNOWLEDGE TO: Niles Public Library District			CUSTOMER CONTACT: Rich Wozniczka		
BILL TO: 6960 West Oakton Street Niles, Illinois 60714			SHIP TO: Same		
Customer: ___New ___Existing		Reference Nos. Purchase Order No. #081315-4 Sales Rep ___Nathan		Tax: Order Subject to Applicable Sales and Use Taxes. ___Taxable ___x_Exempt No. _____ <small>Resale Certificate must be provided with orders from new customers.</small>	
			Requested Method of Shipment: UPS Ground		Requested Delivery Date: ASAP
ITEM	QTY.	PRODUCT NO.	DESCRIPTION	UNIT PRICE	GROSS AMOUNT
	5	CPad	CPad with mount and bar code	\$1,000.00	\$5,000.00
	1	Pcut-CVL	Additional add value release license	\$247.50	\$247.50
	1	Pcut-CCV	5 Connection license for CPads	\$295.00	\$295.00
	1	Pcut-UAS	1 st year upgrade assurance for additional software	\$108.50	\$108.50
	1	RS to CVL	Conversion cost from Release Software to Value Loader	\$500.00	\$500.00
	1	Install	Installation and training	\$500.00	\$500.00
			Total:		\$6,651.00

REMARKS: This will add \$608.50 to your annual maintenance after the first year. This is for all hardware replacement of the CPads and updates, licensing and service calls for the additional Papercut software.

CUSTOMER: BY EXECUTION HEREOF UNDERSIGNED CERTIFIES ORDERING OF ABOVE EQUIPMENT AND SERVICES

By: _____

By: _____

Authorized Signature

Title

Date

Terms and Conditions

- Freight Prepaid. This price quotation is good for 60 days from the date of this letter.
- TERMS are Net 30 days from date of shipment (not installation).
- Lead-time is 2 week. Equipment remains TBS Inc. property until TBS Inc. receives full payment.

Today's Business Solutions Inc. 7820 South Quincy Street Willowbrook, Illinois 60527
Phone: (630)537-1370 Fax: (630)537-1369



KONICA MINOLTA

CONNECT_

COMMUNICATE_

CONTROL_

A Konica Minolta Business Solutions Business Presentation

For:

Niles Public Library

Prepared By:
Antonette Tobin
Konica Minolta

Senior Municipal Account Representative
847-725-7921

atobin@kmbs.konicaminolta.us

bizhub 





CONNECT_

COMMUNICATE_

CONTROL_

- 22 Pages per Minute / scan at 70 ppm
- Black and White and Color
- Color scanning
- 80 sheet feeder
- Copy / Print / Scan
- Automatic duplexing document feeder
- Four front drawers with cabinet
- Hard Disk Drive
- Multi-sheet bypass tray
- Work Table
- ESP Power Filter
- Secure Print password locks, customized user authentication
- USB connection / Pagescope App Software





Summary



CONNECT_

COMMUNICATE_

CONTROL_

Copier Option	Purchase Option	Lease Option	BW CPC	Color CPC	
Bizhub C224e Copy/Print/Scan 4 drawers/work table Power Filter	NASPO WSCA \$ 4,685.74 each (5) \$ 23,428.70	60 Month \$ 522.04	10,000 copy Aggregate @ \$.0073 \$73.00 Ovg \$.0073	No minimum Aggregate \$.05	Training
Service/Supply Contract All toner included					
Delivery, Install, Training, and Network	Included	Included			
		54			BUSINESS_BY DESIGN

3.30 Rules for Patron Use of the Creative Studio

The Creative Studio provides free public access for Niles Public Library District cardholders and students attending schools in the library district to pursue creative, school, or work-related digital projects such as videos, music, websites, photo editing, scanning utilizing specialized equipment and software and much more.

Users agree to the following:

1. All Library policies apply to the use of the Creative Studio.
2. The Creative Studio is open to Niles Public Library District cardholders who are 13 years and older with library accounts in good standing. Children aged 12 and younger must be accompanied by an adult 16 or older.
3. Users are responsible for any lost or damaged equipment.
4. The Creative Studio may not be used to create, send or produce:
 - Content or objects prohibited by federal, state, or local law
 - Content or objects in violation of intellectual property rights
 - Weapons or look-alike weapons
 - Objects or materials that would be considered obscene or inappropriate for the library environment
5. Staff is available to provide basic help with the equipment. Users who require more extensive help should refer to training resources such as Lynda.com or Gale Courses on our website.

Copyright

The copyright law of the United States (Title 17, U.S. Code) governs all reproductions of copyrighted material. Users of the Creative Studio is responsible for any related infringement. By submitting content or objects, the user agrees to assume all responsibility for, and shall hold the library harmless in, all matters related to patented, trademarked, or copyrighted materials. The Niles Public Library District is not responsible for any damage, loss, or security of data arising from the use of its computers or network, nor for the functionality or quality of content produced in the Creative Studio. Printing refunds are permitted only when the error is directly attributed to a malfunction in the equipment as determined by staff.

August 19, 2015

New Business—Recommended Actions

D. Recommended Action on Lending Regulations

MOVE the Library Board of Trustees approve the changes to Policy 3.30, Lending Regulations.

Memorandum D of Recommended Board Action

The changes marked in bold add new lending regulations for our new technology equipment. Examples of equipment we will be lending are GoPro cameras, and studio lighting kits. We have made the maximum fine \$30 or the cost of the item, whichever is lower because of the large price range of the items.

3.05 LENDING REGULATIONS

The Lending Regulations for the Library are listed below. These regulations will be reviewed annually by the library staff and a report forwarded to the Board incorporating any recommendations for change.

Exceptions to the regulations on checkout, loan periods and renewals will be handled on an individual basis by the Patron Services Supervisor, or, in that person's absence, the senior Patron Services Clerk on duty after consulting with the Supervisor of the department from where the collection is housed.

At the request of Department Supervisors, and with the approval of the Library Director, certain high-demand items, such as new items, may be given a shorter loan period for a specified amount of time, or may be subject to reserve restrictions. Most material checked out to a Teacher Card may be given a six-week loan period, subject to certain restrictions.

Charges for any lost Niles material will be the replacement cost and a \$5.00 processing fee or the patron can purchase a new exact replacement and pay the \$5.00 processing fee. If lost material is returned within three months of date paid, the cost of material will be refunded.

Patron accounts sent to our collection agency will have additional fees added. Patron accounts sent to collection are not refundable.

MATERIAL	Loan Period	Reserve	Renewal	Restrictions	Vacation Loan	Fines
Most materials (exceptions listed below)	3 Week	Yes	Yes*	Limit of 4 renewals	Yes	.15 per day /\$10
Hot Picks books	3 Week	No	No	Limit 3/NPLD cardholders	No	.15 per day /\$10
Hot Picks DVD & Blu-Rays	1 Week	No	No	Limit 1/NPLD Card	No	.15 per day/\$10
eBooks	2 Week	Yes	Yes*	Limit of 5/NPLD Card	No	No
Magazines	3 Week	Yes	Yes*	Not current issue/4 renewals	Yes	.15 per day/\$5
DVDs & Blue Rays: New	1 Week	Yes	Yes*	Limit 15; limit of 4 renewals	No	.15 per day/\$10
Video Games	1 Week	Yes	Yes*	Limit 10/NPLD card/4 renewals	No	.15 per day/\$10
Book Discussion/Bag	6 Week	Yes	Yes*	Limit of 4 renewals	No	.15 per day/\$10
Begin with a Book Bag	4 Week	Yes	Yes*	Niles Teacher Cards Only	No	No
Hotspots	3 Week	Yes	Yes*	Limit of one per household at a time/one renewal Hotspots must be returned inside to Patron Services	No	\$3/day; \$24 if returned through drop; lost or damaged \$50
Technology Equipment	1 Week	Yes	Yes*	Limit of one renewal; equipment must be returned to Tech Desk	No	\$3/day; limit of cost of item or \$30, whichever is less
Reference materials	Librarian's discretion only					

*Items on Hold are not renewable.

Adopted by the Niles Public Library District Board of Trustees 7.1.92
 Revised 2.21.96; 10.16.96; 3.19.97; 10.15.97; 12.10.97; 10.21.98; 12.16.98; 3.17.99; 9.15.99; 10.20.99; 9.20.00; 11.15.00; 3.21.01; 8.24.01; 6.19.02; 8.21.02; 4.15.03; 5.21.03; 11.19.03; 4.21.04; 7.21.04; 7.18.07; 3.19.08; 6.18.08; 2.18.09; 4.21.10; 5.19.10; 5.25.10; 9.20.11; 2.22.12; 5.22.13; 5.21.14; 3.18.15

Unfinished Business—Discussion

- A. **Third Reading and 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.

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."

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

Unfinished Business—Recommended Actions

A. Recommended Action on Bylaws

MOVE the Library Board of Trustees adopt “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 DISCTICT” which deletes 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.

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Memorandum A of Recommended Board Action

Resolution 14-01

**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**

WHEREAS, the President and Board of Trustees of the Niles Public Library District (the “Library”) have determined that it is in the best interests of the Library District to amend its Bylaws as set forth below.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF LIBRARY TRUSTEES OF THE NILES PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1: That the Bylaws of the Niles Public Library District shall be amended by deleting the following provision and language in the Bylaws located at the end of the first paragraph in Section XI Miscellaneous in its entirety:

“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.

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appears on the agenda for a third reading, the agenda should say ‘to discuss and possibly take final action’ on the item.”

SECTION 2: The Niles Public Library District shall cause this aforementioned amendment to be made to the District’s ByLaws.

SECTION 3: This Resolution shall be in full force and effect from and after its adoption and approval as provided by law.

ADOPTED this ____ day of August, 2015, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this ____ day of August, 2015.

President, Board of Library Trustees

Secretary, Board of Library Trustees