



Niles Public Library District

Regular Meeting

Wednesday, September 16, 2015 7:00 PM

**NILES PUBLIC LIBRARY DISTRICT
REGULAR MEETING AGENDA**

September 16, 2015

7:00 PM

Board Room

6960 Oakton Street

Niles, Illinois

ORDER OF BUSINESS

1. Call to Order
2. Pledge of Allegiance
3. Consent Agenda
 - A. Approve the Minutes of the Budget and Appropriations Public Hearing of August 19, 2015 4
 - B. Approve the Minutes of the Regular Board Meeting of August 19, 2015 6
 - C. Approve the payment of the bills for operating expenses of \$167,930.21, payroll expenses of \$260,947.15, Special Reserve expenses of \$23,518.73 for a total monthly expense of \$452,396.09 11
 - D. Approve the payment to Visographic for the printing of the fall issue of Chapter One 17
 - E. Approve the travel requests for:
 - 1) Cyndi Rademacher, Mary Miller and Donna Block to attend the Illinois Library Association Annual Conference in Peoria, Illinois from October 21-24, 2015 for \$2,500
 - 2) Susan Lempke to attend the American Association Midwinter Conference in Boston, Massachusetts from January 7-11, 2016 for \$1,800
 - 3) Susan Lempke to attend the ILEAD Project presentations in Springfield, Illinois from October 28-29, 2015 for \$300
4. Public Comment
5. Treasurer's Report 18
6. Director's Report
 - A. Highlights 35
 - B. Monthly Statistics 39
7. Communications 44
8. Committee Reports
 - A. Building and Grounds
 - B. Technology
9. Liaison Reports

Board Meeting Agenda - September 16, 2015

- A. Friends of the Library
- B. Legislative
- C. RAILS
- 10. Secretary's Report
 - A. A certified copy of 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, was filed with the Cook County Clerk on August 20, 2015. The Ordinance was published in the Niles Herald Spectator on Thursday, September 3, 2015.
 - B. A certified copy of the Report of Receipts and Expenditures for the Niles Public Library District for the six months ending June 30, 2015, was filed with the Cook County Clerk on August 28, 2015
 - C. A certified copy of the Report of the Statement of Operations for the Niles Public Library District for the twelve months ending June 30, 2015 will be filed with the Cook County Clerk upon receipt of the Certificate of Publication. The Statement of Operations was published in the Niles Herald Spectator on September 3, 2015
- 11. New Business
 - A. Introduction of Library Director's Recommended Policy Manual Changes
 - 1) Discussion of the use of the Library for conducting business
- 12. Unfinished Business
 - A. Approve Policy 3.30, Rules for Patron use of the Creative Studio 47
 - B. Approve the recommended expenditure of \$13,500 with Simplex Grinnell for the installation of the ADA Compliant Synch Notification Appliances (the "strobes") and related equipment throughout the Library building. 50
 - C. Discussion of 2015-2016 Budget (Trustee Matyas)
 - D. Discussion of Board Meeting Procedures (Trustee Drblik)
 - 1) Minutes
 - 2) Video Recordings
 - E. Discussion of Media Lab Staffing (Trustee Drblik)
 - 1) Personnel Requirements/Rationale
 - 2) Job Descriptions
- 13. Other
- 14. Adjournment

NILES PUBLIC LIBRARY DISTRICT
Minutes of the Budget and Appropriations Public Hearing
August 19, 2015
6:55 PM
New Board Room
6960 Oakton Street
Niles, Illinois

Trustees Present

Karen Dimond, Danette Matyas, Barbara Nakanishi, Patti Rozanski, Linda Ryan, Tim Spadoni. Carolyn Drblik arrived at 7 PM.

Library Staff Present

Susan Lempke, Greg Pritz, Diane Winberg, Dodie Frisbie, Judy McNulty, Cyndi Rademacher, Victoria Luz, David Dabrowski, Arianne Carey, Sasha Vasilic, Richard Wozniczka

Others Present

Igor Studenkov, *Niles Bugle*; Dennis Walsh, Attorney, Klein Thorpe and Jenkins; Carol Jung, Niles Resident; Jerry Szczepanski, Niles Resident; Myrna and Robert Zalesny; Niles Residents; Sam Zumpano, Niles Resident; Norbert Johnson, Niles Resident; and David Carrabotta, Niles Resident

Call to Order

The Budget and Appropriations Public Hearing was called to order at 6:55 PM.

Roll Call

Roll call was taken by Ms. Winberg.

Pledge of Allegiance

President Ryan led the Pledge of Allegiance.

Public Comment

Ms. Ryan asked if there were any comments from the public concerning Ordinance 14-06, an Ordinance Providing for Budget and Appropriations of the Niles Public Library District for the Fiscal Year Beginning July 1, 2014, and Ending June 30, 2015. She informed the public that they are allowed five minutes and asked them to please state their names.

Mr. Jerry Szczepanski commented on only five minutes being allotted for a meeting as important as this on the budget. He asked what the increase in this year's budget would be compared to last years and his concern in there being no approved budget in place as of the beginning of the new fiscal year. You're acting on no budget. Is that correct? He asked what effect the increase in the library's tax increment would have on the taxpayers. He asked the press to kindly note that there were no responses given to his questions. He expressed his concern in the wording of the bylaws in order to pass a new pension plan for the library. He thanked the Board for their time.

Mr. David Carrabotta started out by saying that the Library is doing a great job for the community. He asked the Board to keep in mind family budgets which are extremely tight when considering a new pension plan for the library. Real estate taxes are high—households are working 3 or 4 jobs in order to pay their mortgages and real estate taxes.

Mr. Sam Zumpano asked why the Board wants to change from their current 401K plan to a pension plan? Changing to a pension plan will cause an additional financial burden to the taxpayers. Current pension plans throughout our state are in deep, deep trouble. This pension plan will add to the unfunded plans throughout

the state. 401K plans work for everyone. He asked how changing over to a different pension plan would benefit the library and the village of Niles. The Library does a phenomenal job and Mr. Zumpano said he uses the library all the time.

Mr. Robert Zalesny said that he too is against the library changing to a different retirement plan. Everyone sees what is going on with pension plans throughout the state, the City of Chicago and teacher pensions. He said that he heard that the Niles Police Department is the number one under-funded pension plan in the state and said that he wouldn't want to see the library piling on to the top of this by starting off with a new pension plan. The Board is elected by the taxpayers and you are expected to be fiscally responsible for the citizens of Niles. This is what he expects of the Board.

Mrs. Myrna Zalesny said that she too is against a new pension plan for the library. Why are you going backwards? Corporations are now changing over to 401K plans from their current pension plans. Please listen to the news. She asked how the pension plan would work.

Ms. Ryan stated that the Board does reply to any public comments. She added that the Board has not discussed pensions. When the time comes, it will be a committee of the whole that will meet and the public will be invited. Trustee Dimond asked to clarify that IMRF or the discussion of any other pension plan was not on the August agenda and that the Board has no plans at this time to make any changes to the library's current pension plan. The Board is proposing to make a change to the bylaw which was adopted in March regarding the implementation of IMRF. She knows that there was a letter in the *Bugle* which led people to believe that this was going to happen. Mr. Szczepanski thanked her for the clarification and asked that any future discussions on a pension plan be publicized so the public is informed.

Ms. Ryan thanked everyone for their comments and asked that the meeting move on.

Discussion: Budget and Appropriations for Fiscal Year 2015/2016

Ms. Dimond asked Mr. Walsh what the required timing was to pass the library district's budget. Mr. Walsh replied that the state requires that a budget be passed after the Budget and Appropriations Ordinance is approved. The library is in compliance with the statute.

There being no further discussion, Ms. Ryan asked that the public hearing adjourn.

Adjournment

Trustee Matyas motioned to adjourn the public hearing at 7:17 p.m. Trustee Dimond seconded. Roll call vote: Dimond, Drblik, Matyas, Nakanishi, Rozanski, Ryan, Spadoni. Nays: None. Motion passed.

President

Secretary

NILES PUBLIC LIBRARY DISTRICT
Regular Board Meeting Minutes
August 19, 2015
7:00 PM
Board Room
6960 Oakton Street
Niles, Illinois

Trustees Present

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

Library Staff Present

Susan Lempke, Greg Pritz, Diane Winberg, Dodie Frisbie, Judy McNulty, Cyndi Rademacher, Victoria Luz, David Dabrowski, Arianne Carey, Sasha Vasilic, Richard Wozniczka

Guests Present

Igor Studenkov, *Niles Bugle*; Dennis Walsh, Attorney, Klein Thorpe and Jenkins; Carol Jung, Niles Resident; Jerry Szczepanski, Niles Resident; Myrna and Robert Zalesny; Niles Residents; Sam Zumpano, Niles Resident; Norbert Johnson, Niles Resident; and David Carrabotta, Niles Resident

Call to Order

The Regular Board Meeting of the Niles Public Library Board of Trustees was called to order at 7:17 PM.

Roll Call

The roll was taken by Ms. Winberg.

Consent Agenda

Trustee Dimond MOVED the Library Board of Trustees approve the Minutes of the Regular Board Meeting of July 15, 2015. Trustee Drblik seconded.

Roll Call Vote: Ayes: Dimond, Drblik, Matyas, Nakanishi, Rozanski, Ryan, Spadoni. Nays: None. Motion passed.

Trustee Matyas MOVED the Library Board of Trustees approve the payment of 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. Trustee Dimond seconded.

Roll Call Vote: Ayes: Dimond, Drblik, Matyas, Nakanishi, Rozanski, Ryan, Spadoni. Nays: None. Motion passed.

Public Comments

Mr. Szczepanski asked the Board whether they knew the number of non-residents using the Niles Library. The library seems to serve as a watch dog for many of the children who come here from out-of-the district schools. He asked if this issue has come up. Ms. Ryan informed the public that the Board does not reply to any comments during this time. Ms. Lempke said she would be happy to discuss this with him afterwards. He inquired about the free lunch program which was offered at the Library during the summer. He asked the Board to be careful as to the services offered at the Library. He feels that there are fees that can be earned by Niles from those living out-of-district and are not being taxed on services offered in Niles. Mr. Szczepanski thanked the Board for their time.

Ms. Zalesny asked whether the savings in purchasing ebooks versus books is reflected in the library's budget.

Treasurer's Report

Review of Financial Report

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

Director's Report

Ms. Lempke presented highlights of her report.

Ms. Lempke gave the Board an update on the no-fines program which has been initiated at various libraries. The Algonquin library is very happy with the program and their patrons are very happy with this change. They have not had a problem with the return of materials. ELA and the Vernon libraries have now also stopped charging fines. Ms. Lempke said that we may start getting some pressure from our patrons about this no-fines program, but it is still in its experimental stages and that she is not advocating it. The library does earn a good amount of money from its fines. Board members indicated they do not want to eliminate fines.

As a follow-up to Mr. Spadoni's inquiry about the showing of closed-caption movies Ms. Lempke reported that since the library's AV equipment has been upgraded, more of these movies have been added to our schedule.

Ms. Lempke reported that the Library is pursuing a credit card offering reward points as suggested by Ms. Matyas at last month's meeting. She thanked Ms. Matyas for this tip which is a great idea.

Ms. Lempke asked Trustee Drblik to report on the Justice Project which she attended. Trustee Drblik said that the purpose of this group is to promote fair housing within our communities. On behalf of the library, she brought to the table the free lunch program which was offered during the summer, the low vision equipment which is now available at the library, and the success of our summer reading club volunteer program. She thanked Mr. Pritz for helping out with a last minute display for the Library. Ms. Drblik thought that we really stood out because of everything the library has to offer.

Trustee Dimond asked for a clarification that the lunch program is of no cost to the library. Ms. Lempke said that it is completely covered by the State and Archdiocese.

Ms. Lempke referred to the Patron Suggestions which were included in the packet. She mentioned a suggestion from a patron who inquired whether it would be feasible to alert patrons when their library cards are ready to expire. Checking with the head of Patron Services, there was a way and she was able to turn it on immediately. Our patrons will appreciate this notification. She asked Board members to review the comments and suggestions each month and add follow-up items to the agenda if needed.

Ms. Lempke mentioned that the database Tutor.com will be substituted by BrainFuse which offers help to students from Kindergarten through college along with help for job seekers.

Ms. Ryan commented that she thought it a great idea to hold a boot camp for managers and supervisors in the Library through the Management Association. The 3-day session will be held in September.

Ms. Lempke invited the Trustees to attend the grand opening of the Library's new spaces—Wonder Ground and the Creative Studio on September 19 and 20.

Communications

They were included in the Board packet.

Committee Reports

Building & Grounds Committee

No report.

Technology Committee

No report.

The Employee Benefits and Strategic Plan Committees

No report.

Liaison Reports

Friends of the Library

No report.

Legislative

No report.

RAILS

No report.

New Business

Ordinance 15-05

Trustee Dimond MOVED the Library Board of Trustees adopt Ordinance 15-05, an 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 Nakanishi seconded.

Ms. Lempke asked that the Budget for salary expenditures be raised \$150,000 to cover any anticipated staff that may be needed in the new Creative Studio and the Digital Services Department. After some discussion, the Board agreed to raise salary expenditures \$75,000. They asked that they be notified before any jobs are listed.

The Budget was reviewed in detail by Mr. Pritz with continued discussion by the Board.

Trustee Dimond amend the current motion to adopt Ordinance 15-05 by raising the salary expenditure for Library Grade V by \$75,000. Trustee Nakanishi seconded.

Roll call vote: Ayes: Dimond, Drblik, Nakanishi, Rozanski, Ryan, Spadoni. Nays: Matyas. Motion carried.

Purchase of Copiers and CPads

Trustee Nakanishi MOVED 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). Trustee Drblik seconded.

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

Discussion of new policy 3.30 Rules for Patron use of the Creative Studio

Ms. Lempke presented the suggested policy for the basic use of the Creative Studio. Patrons will be required to sign a waiver form for the use of some of the equipment. Changes to the policy will be determined once the Creative Studio is opened. Patrons will be charged for various materials used on some of the equipment. Use of the equipment will be restricted to Niles cardholders. Further review of the policy will be made by Mr. Walsh. A motion will be prepared for the Board's approval of the policy at the September meeting.

Lending Regulations

Trustee Matyas MOVED the Library Board of Trustees approve the changes to Policy 3.05, Lending Regulations. Trustee Nakanishi seconded.

The changes made to the Lending Regulations add a line for the new technology equipment. Fines are a little steeper on the equipment so that patrons do not keep them for a longer time. Replacement costs are separate from the fines.

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

Ms. Ryan MOVED that a 5 minute break be taken. Trustee Spadoni seconded.

On a voice vote, all Trustees voted "aye". Motion carried.

The meeting resumed at 8:41 PM with Board members present.

Unfinished Business

Third 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 third 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 third reading of this discussion was posted on the Library's website with full text.

Trustee Dimond said this change to the bylaws will bring the bylaws back to where they were. There will be no any special treatment given to any provision in the bylaws. Any future discussions on a pension plan will be held by the Employee Benefits Committee which will meet as a committee of the whole.

Resolution Amending the Bylaws

Trustee Drblik MOVED the Library Board of Trustees adopt 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" 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.

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.'

Trustee Drblik seconded.

Roll call vote: Ayes: Dimond, Drblik Nakanishi, Rozanski, Ryan, Spadoni. Nays: Matyas. Motion carried.

Executive Session

Trustee Matyas MOVED the Library Board of Trustees enter into Executive Session to discuss the minutes of closed session meetings. Trustee Drblik seconded.

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

Executive Session started at 8:48 PM. Executive Session ended at 9:23 PM.

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

Final Action—if any, on closed session subjects

Trustee Drblik MOVED the Library Board of Trustees approve that the Executive Session Minutes from January 15, February 12, April 16, April 24, May 21, May 29, June 18, July 15, August 20, and November 19, 2014 be released and made available for public inspection and that the Executive Session Minutes from January 13, February 19, and March 19, 2014 remain confidential. Trustee Matyas seconded.

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

Other

There was none.

Adjournment

Trustee Drblik 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 9:25 PM.

DRAFT

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
72704	Accounts Payable	Computer Check	9/16/2015	AFLAC	\$0.00	\$324.74	(\$324.74)	Outstanding	9/30/2015
72705	Accounts Payable	Computer Check	9/16/2015	ALLIANCE ENTERTAINMENT	\$0.00	\$1,008.37	(\$1,333.11)	Outstanding	9/30/2015
72706	Accounts Payable	Computer Check	9/16/2015	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$205.00	(\$1,538.11)	Outstanding	9/30/2015
72707	Accounts Payable	Computer Check	9/16/2015	ANDERSON LOCK	\$0.00	\$548.25	(\$2,086.36)	Outstanding	9/30/2015
72708	Accounts Payable	Computer Check	9/16/2015	AT&T	\$0.00	\$43.44	(\$2,129.80)	Outstanding	9/30/2015
72709	Accounts Payable	Computer Check	9/16/2015	AT&T	\$0.00	\$432.78	(\$2,562.58)	Outstanding	9/30/2015
72710	Accounts Payable	Computer Check	9/16/2015	AURORA SIGN COMPANY	\$0.00	\$1,713.00	(\$4,275.58)	Outstanding	9/30/2015
72711	Accounts Payable	Computer Check	9/16/2015	AVCAFE	\$0.00	\$96.47	(\$4,372.05)	Outstanding	9/30/2015
72712	Accounts Payable	Computer Check	9/16/2015	STEVE BELLIVEAU	\$0.00	\$400.00	(\$4,772.05)	Outstanding	9/30/2015
72713	Accounts Payable	Computer Check	9/16/2015	DONNA BLOCK	\$0.00	\$143.99	(\$4,916.04)	Outstanding	9/30/2015
72714	Accounts Payable	Computer Check	9/16/2015	CALL ONE	\$0.00	\$919.75	(\$5,835.79)	Outstanding	9/30/2015
72715	Accounts Payable	Computer Check	9/16/2015	ARIANNE CAREY	\$0.00	\$266.04	(\$6,101.83)	Outstanding	9/30/2015
72716	Accounts Payable	Computer Check	9/16/2015	CENGAGE LEARNING, INC.	\$0.00	\$1,054.69	(\$7,156.52)	Outstanding	9/30/2015
72717	Accounts Payable	Computer Check	9/16/2015	CENTER POINT LARGE PRINT	\$0.00	\$302.58	(\$7,459.10)	Outstanding	9/30/2015
72718	Accounts Payable	Computer Check	9/16/2015	CHICAGO TRIBUNE	\$0.00	\$21.09	(\$7,480.19)	Outstanding	9/30/2015
72719	Accounts Payable	Computer Check	9/16/2015	CHRIS' LANDSCAPE, INC.	\$0.00	\$1,300.00	(\$8,780.19)	Outstanding	9/30/2015
72720	Accounts Payable	Computer Check	9/16/2015	CINTAS CORPORATION LOC. 769	\$0.00	\$495.12	(\$9,275.31)	Outstanding	9/30/2015
72721	Accounts Payable	Computer Check	9/16/2015	COMED	\$0.00	\$10,249.26	(\$19,524.57)	Outstanding	9/30/2015
72722	Accounts Payable	Computer Check	9/16/2015	COMMUNICATION REVOLVING F	\$0.00	\$500.00	(\$20,024.57)	Outstanding	9/30/2015
72723	Accounts Payable	Computer Check	9/16/2015	COOPERATIVE COMPUTER SERV	\$0.00	\$979.39	(\$21,003.96)	Outstanding	9/30/2015
72724	Accounts Payable	Computer Check	9/16/2015	CREATIVE PROMOTIONAL PROD	\$0.00	\$503.85	(\$21,507.81)	Outstanding	9/30/2015
72725	Accounts Payable	Computer Check	9/16/2015	CRIMSON MULTIMEDIA DISTRI	\$0.00	\$76.00	(\$21,583.81)	Outstanding	9/30/2015
72726	Accounts Payable	Computer Check	9/16/2015	CECILIA CYGNAR	\$0.00	\$24.04	(\$21,607.85)	Outstanding	9/30/2015
72727	Accounts Payable	Computer Check	9/16/2015	DEMCO	\$0.00	\$536.80	(\$22,144.65)	Outstanding	9/30/2015
72728	Accounts Payable	Computer Check	9/16/2015	EASYPERMIT POSTAGE	\$0.00	\$500.00	(\$22,644.65)	Outstanding	9/30/2015
72729	Accounts Payable	Computer Check	9/16/2015	EBSCO INFORMATION SERVICES	\$0.00	\$3.30	(\$22,647.95)	Outstanding	9/30/2015
72730	Accounts Payable	Computer Check	9/16/2015	FIFTH THIRD BANK	\$0.00	\$225.00	(\$22,872.95)	Outstanding	9/30/2015
72731	Accounts Payable	Computer Check	9/16/2015	FIFTH THIRD BANK	\$0.00	\$2,068.24	(\$24,941.19)	Outstanding	9/30/2015
72732	Accounts Payable	Computer Check	9/16/2015	FINDAWAY WORLD, LLC	\$0.00	\$352.43	(\$25,293.62)	Outstanding	9/30/2015
72733	Accounts Payable	Computer Check	9/16/2015	FLEXSOURCE, LLC	\$0.00	\$359.00	(\$25,652.62)	Outstanding	9/30/2015
72734	Accounts Payable	Computer Check	9/16/2015	DARLENE FOX	\$0.00	\$345.42	(\$25,998.04)	Outstanding	9/30/2015
72735	Accounts Payable	Computer Check	9/16/2015	GARVEY'S OFFICE PRODUCTS	\$0.00	\$1,565.18	(\$27,563.22)	Outstanding	9/30/2015
72736	Accounts Payable	Computer Check	9/16/2015	GENESIS TECHNOLOGIES, INC.	\$0.00	\$4,273.21	(\$31,836.43)	Outstanding	9/30/2015
72737	Accounts Payable	Computer Check	9/16/2015	JUSTYNA GRABARKIEWICZ	\$0.00	\$29.99	(\$31,866.42)	Outstanding	9/30/2015
72738	Accounts Payable	Computer Check	9/16/2015	DEBORAH GRAHAM	\$0.00	\$634.03	(\$32,500.45)	Outstanding	9/30/2015
72739	Accounts Payable	Computer Check	9/16/2015	GRAINGER	\$0.00	\$679.57	(\$33,180.02)	Outstanding	9/30/2015
72740	Accounts Payable	Computer Check	9/16/2015	GROOT INDUSTRIES, INC.	\$0.00	\$233.47	(\$33,413.49)	Outstanding	9/30/2015
72741	Accounts Payable	Computer Check	9/16/2015	HEALTHCARE SERVICE CORPOR	\$0.00	\$37,782.11	(\$71,195.60)	Outstanding	9/30/2015
72742	Accounts Payable	Computer Check	9/16/2015	HOUCHEN BINDERY, LTD.	\$0.00	\$522.00	(\$71,717.60)	Outstanding	9/30/2015

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
72743	Accounts Payable	Computer Check	9/16/2015	IHS GLOBAL INC.	\$0.00	\$1,176.50	(\$72,894.10)	Outstanding	9/30/2015
72744	Accounts Payable	Computer Check	9/16/2015	ILLINOIS GLASSWORKS, LLC	\$0.00	\$590.00	(\$73,484.10)	Outstanding	9/30/2015
72745	Accounts Payable	Computer Check	9/16/2015	ILLINOIS JUGGLING INSTITUTE, I	\$0.00	\$400.00	(\$73,884.10)	Outstanding	9/30/2015
72746	Accounts Payable	Computer Check	9/16/2015	ILLINOIS LIBRARY ASSOCIATION	\$0.00	\$115.00	(\$73,999.10)	Outstanding	9/30/2015
72747	Accounts Payable	Computer Check	9/16/2015	INGRAM LIBRARY SERVICES	\$0.00	\$16,468.93	(\$90,468.03)	Outstanding	9/30/2015
72748	Accounts Payable	Computer Check	9/16/2015	INNOVATION EXPERTS	\$0.00	\$14,400.00	(\$104,868.03)	Outstanding	9/30/2015
72749	Accounts Payable	Computer Check	9/16/2015	IRON MOUNTAIN	\$0.00	\$174.63	(\$105,042.66)	Outstanding	9/30/2015
72750	Accounts Payable	Computer Check	9/16/2015	SOON JA P. KIM	\$0.00	\$7.99	(\$105,050.65)	Outstanding	9/30/2015
72751	Accounts Payable	Computer Check	9/16/2015	JAMIE KING	\$0.00	\$18.37	(\$105,069.02)	Outstanding	9/30/2015
72752	Accounts Payable	Computer Check	9/16/2015	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$861.00	(\$105,930.02)	Outstanding	9/30/2015
72753	Accounts Payable	Computer Check	9/16/2015	KONICA MINOLTA BUSINESS SO	\$0.00	\$23,589.36	(\$129,519.38)	Outstanding	9/30/2015
72754	Accounts Payable	Computer Check	9/16/2015	BERNADETTA KORYCIARZ	\$0.00	\$150.00	(\$129,669.38)	Outstanding	9/30/2015
72755	Accounts Payable	Computer Check	9/16/2015	LAFORCE	\$0.00	\$696.00	(\$130,365.38)	Outstanding	9/30/2015
72756	Accounts Payable	Computer Check	9/16/2015	RICHARD LINDBERG	\$0.00	\$175.00	(\$130,540.38)	Outstanding	9/30/2015
72757	Accounts Payable	Computer Check	9/16/2015	THE MANAGEMENT ASSOCIATI	\$0.00	\$13,280.00	(\$143,820.38)	Outstanding	9/30/2015
72758	Accounts Payable	Computer Check	9/16/2015	KEVIN MANNING	\$0.00	\$450.00	(\$144,270.38)	Outstanding	9/30/2015
72759	Accounts Payable	Computer Check	9/16/2015	JUDITH MCNULTY	\$0.00	\$27.05	(\$144,297.43)	Outstanding	9/30/2015
72760	Accounts Payable	Computer Check	9/16/2015	JAMES MEIERHOFF	\$0.00	\$250.00	(\$144,547.43)	Outstanding	9/30/2015
72761	Accounts Payable	Computer Check	9/16/2015	SAMANTHA MENARD	\$0.00	\$5.06	(\$144,552.49)	Outstanding	9/30/2015
72762	Accounts Payable	Computer Check	9/16/2015	MENARDS	\$0.00	\$475.60	(\$145,028.09)	Outstanding	9/30/2015
72763	Accounts Payable	Computer Check	9/16/2015	MERGENT, INC.	\$0.00	\$2,837.00	(\$147,865.09)	Outstanding	9/30/2015
72764	Accounts Payable	Computer Check	9/16/2015	MIDWEST TAPE	\$0.00	\$2,595.76	(\$150,460.85)	Outstanding	9/30/2015
72765	Accounts Payable	Computer Check	9/16/2015	MARY MILLER	\$0.00	\$109.96	(\$150,570.81)	Outstanding	9/30/2015
72766	Accounts Payable	Computer Check	9/16/2015	MULTICULTURAL BOOKS & VID	\$0.00	\$248.48	(\$150,819.29)	Outstanding	9/30/2015
72767	Accounts Payable	Computer Check	9/16/2015	NICOR GAS	\$0.00	\$175.81	(\$150,995.10)	Outstanding	9/30/2015
72768	Accounts Payable	Computer Check	9/16/2015	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$151,876.10)	Outstanding	9/30/2015
72769	Accounts Payable	Computer Check	9/16/2015	NILES HISTORICAL SOCIETY	\$0.00	\$40.00	(\$151,916.10)	Outstanding	9/30/2015
72770	Accounts Payable	Computer Check	9/16/2015	OAK BROOK MECHANICAL SERV	\$0.00	\$1,826.72	(\$153,742.82)	Outstanding	9/30/2015
72771	Accounts Payable	Computer Check	9/16/2015	OVERDRIVE, INC.	\$0.00	\$353.92	(\$154,096.74)	Outstanding	9/30/2015
72772	Accounts Payable	Computer Check	9/16/2015	AMALIA PALACIOS	\$0.00	\$150.00	(\$154,246.74)	Outstanding	9/30/2015
72773	Accounts Payable	Computer Check	9/16/2015	PENGUIN RANDOM HOUSE LLC	\$0.00	\$330.00	(\$154,576.74)	Outstanding	9/30/2015
72774	Accounts Payable	Computer Check	9/16/2015	SHARON PETERSON	\$0.00	\$300.00	(\$154,876.74)	Outstanding	9/30/2015
72775	Accounts Payable	Computer Check	9/16/2015	PITNEY BOWES GLOBAL FINANCI	\$0.00	\$543.90	(\$155,420.64)	Outstanding	9/30/2015
72776	Accounts Payable	Computer Check	9/16/2015	PLIC - SBD GRAND ISLAND	\$0.00	\$1,367.40	(\$156,788.04)	Outstanding	9/30/2015
72777	Accounts Payable	Computer Check	9/16/2015	POLONIA BOOKSTORE, INC.	\$0.00	\$568.72	(\$157,356.76)	Outstanding	9/30/2015
72778	Accounts Payable	Computer Check	9/16/2015	AL POPOWITS	\$0.00	\$195.00	(\$157,551.76)	Outstanding	9/30/2015
72779	Accounts Payable	Computer Check	9/16/2015	CYNTHIA RADEMACHER	\$0.00	\$71.09	(\$157,622.85)	Outstanding	9/30/2015
72780	Accounts Payable	Computer Check	9/16/2015	MA DEL ROCIO RODRIGUEZ RAM	\$0.00	\$15.99	(\$157,638.84)	Outstanding	9/30/2015
72781	Accounts Payable	Computer Check	9/16/2015	RECORDED BOOKS, LLC	\$0.00	\$124.60	(\$157,763.44)	Outstanding	9/30/2015

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
72782	Accounts Payable	Computer Check	9/16/2015	RUBBER STAMP MAN	\$0.00	\$35.70	(\$157,799.14)	Outstanding	9/30/2015
72783	Accounts Payable	Computer Check	9/16/2015	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$550.00	(\$158,349.14)	Outstanding	9/30/2015
72784	Accounts Payable	Computer Check	9/16/2015	SHELL	\$0.00	\$44.63	(\$158,393.77)	Outstanding	9/30/2015
72785	Accounts Payable	Computer Check	9/16/2015	JOANNA SLIWINSKA	\$0.00	\$150.00	(\$158,543.77)	Outstanding	9/30/2015
72786	Accounts Payable	Computer Check	9/16/2015	SMITHEREEN PEST MANAGEMEN	\$0.00	\$114.00	(\$158,657.77)	Outstanding	9/30/2015
72787	Accounts Payable	Computer Check	9/16/2015	SPOTLIGHT INC.	\$0.00	\$884.90	(\$159,542.67)	Outstanding	9/30/2015
72788	Accounts Payable	Computer Check	9/16/2015	THE OFFICE OF THE STATE FIRE M	\$0.00	\$200.00	(\$159,742.67)	Outstanding	9/30/2015
72789	Accounts Payable	Computer Check	9/16/2015	THE SHAKESPEARE PROJECT OF C	\$0.00	\$600.00	(\$160,342.67)	Outstanding	9/30/2015
72790	Accounts Payable	Computer Check	9/16/2015	KATHY TOY	\$0.00	\$18.95	(\$160,361.62)	Outstanding	9/30/2015
72791	Accounts Payable	Computer Check	9/16/2015	DANIEL TOY	\$0.00	\$30.00	(\$160,391.62)	Outstanding	9/30/2015
72792	Accounts Payable	Computer Check	9/16/2015	TSAI FONG BOOKS, INC.	\$0.00	\$150.00	(\$160,541.62)	Outstanding	9/30/2015
72793	Accounts Payable	Computer Check	9/16/2015	TYCO INTEGRATED SECURITY L	\$0.00	\$309.55	(\$160,851.17)	Outstanding	9/30/2015
72794	Accounts Payable	Computer Check	9/16/2015	USI EDUCATION & GOVT SALES	\$0.00	\$97.29	(\$160,948.46)	Outstanding	9/30/2015
72795	Accounts Payable	Computer Check	9/16/2015	VERIZON WIRELESS	\$0.00	\$98.44	(\$161,046.90)	Outstanding	9/30/2015
72796	Accounts Payable	Computer Check	9/16/2015	THE VIKING PRINTING GROUP, L	\$0.00	\$226.95	(\$161,273.85)	Outstanding	9/30/2015
72797	Accounts Payable	Computer Check	9/16/2015	VILLAGE OF NILES	\$0.00	\$767.37	(\$162,041.22)	Outstanding	9/30/2015
72798	Accounts Payable	Computer Check	9/16/2015	VISA	\$0.00	\$3,620.32	(\$165,661.54)	Outstanding	9/30/2015
72799	Accounts Payable	Computer Check	9/16/2015	VISION SERVICE PLAN OF ILLINO	\$0.00	\$567.10	(\$166,228.64)	Outstanding	9/30/2015
72800	Accounts Payable	Computer Check	9/16/2015	VISOGRAPHIC	\$0.00	\$6,442.49	(\$172,671.13)	Outstanding	9/30/2015
72801	Accounts Payable	Computer Check	9/16/2015	WESTERN IRRIGATION, INC.	\$0.00	\$149.00	(\$172,820.13)	Outstanding	9/30/2015
72802	Accounts Payable	Computer Check	9/16/2015	DIANE WINBERG	\$0.00	\$23.94	(\$172,844.07)	Outstanding	9/30/2015

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$172,844.07)
Total Payments:	(\$172,844.07)
Total Change in Register Balance:	(\$172,844.07)

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>
2936	Accounts Payable	Manual Check	8/28/2015	POSTMASTER OF MORTON GROV	\$0.00	\$225.00	(\$225.00)	Outstanding	8/31/2015

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Manual Check	(\$225.00)
Total Payments:	(\$225.00)
Total Change in Register Balance:	(\$225.00)

Niles Public Library District Special Reserve

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

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
40-5810-58-00, Special Reserve - Equipment									
9/9/2015	090915	Invoice	2078-775	VISA	VISA-090915	Posted	8/31/2015	\$370.00	\$0.00
8/28/2015	235684148	Invoice	2078-803	KONICA MINOLTA BUSINES	KONICA MINOLTA B	Posted	8/31/2015	\$4,405.77	\$0.00
9/3/2015	235883187	Invoice	2078-805	KONICA MINOLTA BUSINES	KONICA MINOLTA B	Posted	8/31/2015	\$4,685.74	\$0.00
9/3/2015	235883188	Invoice	2078-807	KONICA MINOLTA BUSINES	KONICA MINOLTA B	Posted	8/31/2015	\$4,685.74	\$0.00
9/3/2015	235883189	Invoice	2078-809	KONICA MINOLTA BUSINES	KONICA MINOLTA B	Posted	8/31/2015	\$4,685.74	\$0.00
9/3/2015	235883190	Invoice	2078-811	KONICA MINOLTA BUSINES	KONICA MINOLTA B	Posted	8/31/2015	\$4,685.74	\$0.00
<i>Totals for 40-5810-58-00, Special Reserve - Equipmen</i>								\$23,518.73	\$0.00
Grand Totals:								\$23,518.73	\$0.00

Niles Public Library District Special Reserve

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

Report name: _Special Reserve
Report format: Detail
Include all transaction dates
Include these post dates: Last fiscal period (8/1/2015 to 8/31/2015)
Include all Post Statuses
Do not include adjustment transactions
Include miscellaneous entries
Include these Accounts: 40-5815-58-00, 40-5810-58-00, 40-5805-58-00, 40-5811-58-00, 40-5820-58-00
Include all Funds
Include all Classes
Include all Vendors
Include all Invoices
Include all Credit Memos
Include all Payments
Include all Purchase Orders
Include all Receipts
Include all Account Attributes
Include all Vendor Attributes
Include all Invoice Attributes
Include all Credit Memo Attributes
Include all Purchase Order Attributes
Include all Expense(s)
Include all Departments(s)



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

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

Niles Public Library
 6960 Oakton
 Niles IL 60714

Amount Paid _____
Invoice Total 6,442.49

Invoice: 197262
Invoice Date: 8/31/2015
Job Number: 169371
Customer Number: 0561
Salesperson: Robert M. Dahlke

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



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

INVOICE

Niles Public Library
 6960 Oakton
 Niles IL 60714

Invoice: 197262
Invoice Date: 8/31/2015
Job Number: 169371
Customer Number: 0561
Salesperson: Robert M. Dahlke

Purchase Order Number: Sasha Vasilic
 Form Number:

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

Quantity	Description	Price
26,000	Chapter One Newsletter	6,442.49
	Net Sales:	6,442.49
	Invoice Total:	6,442.49

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

Niles Public Library District

Balance Sheet

August 31, 2015

	GENERAL FUND 8/31/2015	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Assets				
Cash and Investments				
Cash Checking	(\$2,358,198)	\$601,536	\$1,807,975	\$51,312
Cash-Imprest	\$824			\$824
Cash-Flexible Spending Account	\$4,524			\$4,524
MaxSafe CD	\$1,020,943			\$1,020,943
Petty Cash	\$400			\$400
Illinois Funds-Tax Deposit Account	\$3,144,751			\$3,144,751
Illinois Funds E pay fines	\$107,296			\$107,296
Northwest Community Credit Union	\$27			\$27
Fifth Third Bank-Investments	\$6,170,000			\$6,170,000
Investments Money Market-Fifth Third Bank	\$7,314			\$7,314
Total Cash and Investments	\$8,097,880	\$601,536	\$1,807,975	\$10,507,390
Receivables				
Property Tax Receivable, net	\$2,581,494	\$97,345		\$2,678,839
Replacement Tax Receivable	\$23,208			\$23,208
Total Receivables	\$2,604,702	\$97,345	\$0	\$2,702,047
Prepaid Items				
Prepaid Expense	\$35,041			\$35,041
Total Prepaid Items	\$35,041	\$0	\$0	\$35,041
Total Assets	\$10,737,623	\$698,881	\$1,807,975	\$13,244,478

Niles Public Library District
Balance Sheet
August 31,2015

	<u>GENERAL FUND 8/31/2015</u>	<u>SPECIAL REVENUE FUNDS</u>	<u>SPECIAL RESERVE FUND</u>	<u>TOTAL</u>
Liabilities and Fund Balance				
Liabilities				
Accounts Payable	\$135,083	\$11,988	\$23,479	\$170,551
Accounts Payable-Friends of the Library	\$2,675			\$2,675
Withholding-Social Security	\$60			\$60
Withholding-Federal Income Tax	\$1			\$1
Withholding-State Income Tax	\$38			\$38
Payroll Clearing	\$10,705			\$10,705
Accrued Expenses	\$46,077			\$46,077
Payroll Clearing		\$60		\$60
Payroll Clearing		(\$51)		(\$51)
Deferred Revenues	\$2,719,609	\$102,553		\$2,822,162
Total Liabilities	\$2,914,248	\$114,550	\$23,479	\$3,052,278
Fund Balance				
Fund Balance	\$7,823,374	\$584,331	\$1,784,495	\$10,192,201
Total Fund Balance	\$7,823,374	\$584,331	\$1,784,495	\$10,192,201
Total Liabilities and Fund Balance	\$10,737,623	\$698,881	\$1,807,975	\$13,244,478

Niles Public Library District
Income Statement-Consolidated

August 31, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes	\$1,749,530	\$1,362,232	\$387,298	\$2,503,478	\$2,665,236	(\$161,758)	\$5,922,747	42%
Replacement Taxes	\$3,251	\$32,200	(\$28,949)	\$27,378	\$63,000	(\$35,622)	\$140,000	20%
Per Capita Grant							\$71,605	
Grants-Other							\$1,000	
Investment Income	\$3,141	\$5,000	(\$1,859)	\$4,852	\$10,000	(\$5,148)	\$60,000	8%
Fines	\$3,389	\$4,167	(\$778)	\$8,901	\$8,333	\$567	\$50,000	18%
Lost Books	\$1,265	\$625	\$640	\$2,294	\$1,250	\$1,044	\$7,500	31%
Pay For Print	\$852	\$1,667	(\$815)	\$1,610	\$3,333	(\$1,723)	\$20,000	8%
Flash Drive & Ear Bud Sales	\$18		\$18	\$32		\$32		
Commissions & Fees	(\$5)		(\$5)	\$8		\$8		
Donations-Friends of the Library		\$1,400	(\$1,400)		\$1,400	(\$1,400)	\$1,400	
Donations	\$0		\$0	\$0		\$0		
Miscellaneous	\$50	\$113	(\$63)	\$125	\$225	(\$100)	\$1,350	9%
Total Revenues	\$1,761,491	\$1,407,403	\$354,088	\$2,548,678	\$2,752,778	(\$204,100)	\$6,275,602	41%
Expenditures								
Salaries								
Library Director	\$10,167	\$10,201	\$34	\$20,333	\$20,402	\$68	\$122,411	17%
Payroll-Department Managers	\$13,727	\$14,770	\$1,043	\$28,270	\$29,539	\$1,269	\$177,235	16%
Payroll-Division Supervisors	\$29,941	\$36,155	\$6,214	\$60,054	\$72,310	\$12,256	\$433,857	14%
Payroll-Librarian I	\$94,701	\$97,093	\$2,391	\$189,521	\$194,185	\$4,664	\$1,165,110	16%
Payroll-Library Grade V	\$56,238	\$54,868	(\$1,370)	\$112,796	\$109,735	(\$3,061)	\$658,412	17%
Payroll-Library Grade VI	\$25,430	\$27,709	\$2,280	\$50,482	\$55,418	\$4,936	\$332,510	15%
Payroll-Library Pages	\$8,977	\$10,194	\$1,217	\$17,416	\$20,388	\$2,972	\$122,326	14%
Payroll-Sundays	\$6,811	\$6,833	\$22	\$14,245	\$13,667	(\$578)	\$82,000	17%
Adjustments		\$833	\$833		\$1,667	\$1,667	\$10,000	
Substitutes	\$1,046	\$667	(\$380)	\$1,937	\$1,333	(\$604)	\$8,000	24%
Total Salaries	\$247,037	\$259,322	\$12,285	\$495,054	\$518,643	\$23,589	\$3,111,861	16%

Niles Public Library District
Income Statement-Consolidated

August 31, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$11,979	\$13,417	\$1,438	\$30,015	\$26,833	(\$3,181)	\$161,000	19%
Books-Youth Services	\$5,613	\$6,250	\$637	\$6,995	\$12,500	\$5,505	\$75,000	9%
Books-Teen	\$1,806	\$1,250	(\$556)	\$2,326	\$2,500	\$174	\$15,000	16%
Downloadables	\$354	\$6,667	\$6,313	\$3,354	\$13,333	\$9,979	\$80,000	4%
Periodicals	\$116	\$2,667	\$2,551	\$1,767	\$5,333	\$3,566	\$32,000	6%
AV-Adult	\$3,145	\$10,000	\$6,855	\$16,812	\$20,000	\$3,188	\$120,000	14%
AV-Youth Services	\$1,695	\$3,542	\$1,847	\$3,621	\$7,083	\$3,463	\$42,500	9%
AV-Teen	\$411	\$1,000	\$589	\$402	\$2,000	\$1,598	\$12,000	3%
Online Databases	\$17,237	\$16,667	(\$570)	\$63,697	\$33,333	(\$30,364)	\$200,000	32%
Total Library Materials	\$42,356	\$61,458	\$19,103	\$128,988	\$122,917	(\$6,072)	\$737,500	17%
Library Operating Expenditures								
CCS Charges		\$6,667	\$6,667		\$13,333	\$13,333	\$80,000	
Processing & Supplies	\$977	\$1,667	\$690	\$1,556	\$3,333	\$1,778	\$20,000	8%
Internet Charges	\$1,252	\$1,375	\$123	\$2,003	\$2,750	\$747	\$16,500	12%
Software, Licenses	\$1,075	\$5,819	\$4,744	\$5,335	\$11,637	\$6,303	\$69,823	8%
Printing	\$6,767	\$3,971	(\$2,796)	\$6,864	\$7,942	\$1,078	\$47,650	14%
Library Supplies	(\$124)	\$1,067	\$1,191	\$5,809	\$2,133	(\$3,676)	\$12,800	45%
Programming & Support-Adult	\$1,152	\$2,417	\$1,264	\$1,622	\$4,833	\$3,212	\$29,000	6%
Programming & Support-Juvenile	\$3,405	\$3,167	(\$238)	\$7,591	\$6,333	(\$1,258)	\$38,000	20%
Programming & Support-Joint		\$933	\$933	\$49	\$1,867	\$1,818	\$11,200	0%
Programming & Support-Teen	\$866	\$667	(\$199)	\$1,592	\$1,333	(\$259)	\$8,000	20%
Public Performing Rights		\$1,400	\$1,400	\$1,163	\$1,400	\$237	\$1,400	83%
Computer Charges OCLC	\$979	\$958	(\$21)	\$1,959	\$1,917	(\$42)	\$11,500	17%
Miscellaneous	\$175	\$83	(\$91)	\$294	\$167	(\$128)	\$1,000	29%
Per Capita Grant Expenditures	(\$408)		\$408	\$986		(\$986)	\$71,605	1%
Grant - Other Expenditures		\$83	\$83		\$167	\$167	\$1,000	
Volunteers	\$240	\$125	(\$115)	\$240	\$250	\$10	\$1,500	16%
Total Library Operating Expenditures	\$16,355	\$30,398	\$14,043	\$37,062	\$59,395	\$22,333	\$420,978	9%

General and Administration

Niles Public Library District
Income Statement-Consolidated

August 31, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Janitorial Supplies	\$756	\$2,804	\$2,048	\$5,573	\$5,608	\$35	\$33,650	17%
Copiers	\$396	\$833	\$438	\$1,380	\$1,667	\$286	\$10,000	14%
Professional Development	\$13,396	\$3,272	(\$10,124)	\$13,396	\$6,543	(\$6,853)	\$39,259	34%
Mileage	\$132	\$317	\$185	\$355	\$633	\$278	\$3,800	9%
Professional Collection		\$63	\$63	\$54	\$125	\$71	\$750	7%
Legal Fees	\$861	\$2,500	\$1,639	\$932	\$5,000	\$4,068	\$30,000	3%
Consultants	\$30	\$5,792	\$5,762	\$30	\$11,583	\$11,553	\$69,500	0%
Kitchen Supplies		\$125	\$125		\$250	\$250	\$1,500	
Promotional Expense	\$574	\$2,142	\$1,568	\$2,529	\$4,284	\$1,755	\$25,703	10%
Office Supplies	\$4,917	\$2,083	(\$2,833)	\$6,082	\$4,167	(\$1,916)	\$25,000	24%
Postage & Freight	\$1,294	\$1,500	\$206	\$3,666	\$3,000	(\$666)	\$18,000	20%
Publication of Notices-Advertisements	\$21	\$100	\$79	\$21	\$200	\$179	\$1,200	2%
Subscriptions & Dues	\$360	\$714	\$354	\$1,115	\$1,428	\$313	\$8,565	13%
Collection Services	(\$72)	\$83	\$155	(\$108)	\$167	\$275	\$1,000	(11)%
Telephone	\$1,062	\$1,375	\$313	\$2,237	\$2,750	\$513	\$16,500	14%
Trustee Expense	(\$50)	\$833	\$883	(\$387)	\$1,667	\$2,054	\$10,000	(4)%
Payroll Service	\$1,042	\$1,083	\$42	\$2,858	\$2,167	(\$692)	\$13,000	22%
Bank Fees	\$259	\$275	\$16	\$543	\$550	\$7	\$3,300	16%
Parking Lease	\$881	\$881		\$1,762	\$1,762		\$10,572	17%
Total General and Administration	\$25,857	\$26,775	\$918	\$42,040	\$53,550	\$11,510	\$321,299	13%
Vehicle Operation								
Gas, Oil, Grease	\$45	\$83	\$39	\$81	\$167	\$86	\$1,000	8%
Repairs & Maintenance		\$150	\$150	\$1,175	\$300	(\$875)	\$1,800	65%
Miscellaneous		\$8	\$8		\$17	\$17	\$100	
Auto Insurance				\$1,435	\$1,435		\$1,435	100%
Total Vehicle Operation	\$45	\$242	\$197	\$2,691	\$1,918	(\$772)	\$4,335	62%
Employee Fringe Benefits								
Deferred Compensation	\$13,580	\$14,583	\$1,004	\$27,163	\$29,167	\$2,004	\$175,000	16%
Group Health	\$30,897	\$32,500	\$1,603	\$66,829	\$65,000	(\$1,829)	\$390,000	17%
Health Reimbursement Account	\$1,877	\$5,500	\$3,623	\$5,282	\$11,000	\$5,718	\$66,000	8%

Niles Public Library District
Income Statement-Consolidated

August 31, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Dental	\$619	\$1,667	\$1,048	\$1,250	\$3,333	\$2,083	\$20,000	6%
Vision	\$485	\$583	\$98	\$948	\$1,167	\$219	\$7,000	14%
FSA fee	\$55	\$100	\$45	\$110	\$200	\$90	\$1,200	9%
Life, LTD, AD&D, STD	\$1,367	\$1,500	\$133	\$2,714	\$3,000	\$286	\$18,000	15%
Total Employee Fringe Benefits	\$48,880	\$56,433	\$7,553	\$104,295	\$112,867	\$8,572	\$677,200	15%
Utilities								
Gas	\$176	\$1,250	\$1,074	\$377	\$2,500	\$2,123	\$15,000	3%
Electric	\$10,249	\$8,333	(\$1,916)	\$18,946	\$16,667	(\$2,279)	\$100,000	19%
Water	\$767	\$667	(\$101)	\$1,541	\$1,333	(\$208)	\$8,000	19%
Total Utilities	\$11,192	\$10,250	(\$942)	\$20,864	\$20,500	(\$364)	\$123,000	17%
Capital Expenditures								
Special Reserve - Equipment	\$23,519	\$41,417	\$17,898	\$23,519	\$82,833	\$59,315	\$497,000	5%
Total Capital Expenditures	\$23,519	\$41,417	\$17,898	\$23,519	\$82,833	\$59,315	\$497,000	5%
Audit								
Audit Expense							\$14,500	
Total Audit Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	\$14,500	0%
Liability Insurance								
Liability Insurance				\$28,544	\$28,544		\$28,544	100%
Total Liability Expenditures	\$0	\$0	\$0	\$28,544	\$28,544	\$0	\$28,544	100%
Social Security								
Social Security	\$19,393	\$20,000	\$607	\$38,860	\$40,000	\$1,140	\$240,000	16%
Total Social Security Expenditures	\$19,393	\$20,000	\$607	\$38,860	\$40,000	\$1,140	\$240,000	16%
Workers' Compensation								
Workers' Compensation	(\$221)		\$221	\$21,303	\$21,524	\$221	\$21,524	99%
Total Workers' Compensation Expenditures	(\$221)	\$0	\$221	\$21,303	\$21,524	\$221	\$21,524	99%

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

August 31, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Unemployment Compensation								
Unemployment Compensation	\$650	\$1,250	\$600	\$1,414	\$2,500	\$1,086	\$15,000	9%
Total Unemployment Compensation Expenditures	\$650	\$1,250	\$600	\$1,414	\$2,500	\$1,086	\$15,000	9%
Building & Equipment Maintenance								
Repairs & Improvements	\$3,947	\$3,975	\$28	\$11,690	\$7,950	(\$3,740)	\$47,700	25%
Contractual Maintenance	\$2,967	\$3,524	\$557	\$4,587	\$7,048	\$2,461	\$42,285	11%
Non-Contractual Maintenance	\$233	\$1,283	\$1,050	\$2,067	\$2,567	\$500	\$15,400	13%
Equipment Maintenance	\$200	\$3,013	\$2,813	\$931	\$6,025	\$5,094	\$36,150	3%
Non Capital Expenses	\$451	\$2,417	\$1,966	\$451	\$4,833	\$4,383	\$29,000	2%
Furniture & Fixtures	\$1,478	\$3,317	\$1,838	\$4,795	\$6,633	\$1,839	\$39,800	12%
Total Building & Equipment Maintenance Expenditures	\$9,276	\$17,528	\$8,252	\$24,520	\$35,056	\$10,536	\$210,335	12%
Total Expenditures	\$444,339	\$525,072	\$80,733	\$969,154	\$1,100,247	\$131,093	\$6,423,076	15%
NET SURPLUS/(DEFICIT)	\$1,317,152	\$882,331	\$434,822	\$1,579,524	\$1,652,531	(\$73,007)	(\$147,474)	(1,071)%

Niles Public Library District
Income Statement-General Fund

August 31, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes	\$1,686,320	\$1,312,092	\$374,228	\$2,413,029	\$2,567,136	(\$154,108)	\$5,704,747	42%
Replacement Taxes	\$3,251	\$32,200	(\$28,949)	\$27,378	\$63,000	(\$35,622)	\$140,000	20%
Per Capita Grant							\$71,605	
Grants-Other							\$1,000	
Investment Income	\$3,141	\$5,000	(\$1,859)	\$4,852	\$10,000	(\$5,148)	\$60,000	8%
Fines	\$3,389	\$4,167	(\$778)	\$8,901	\$8,333	\$567	\$50,000	18%
Lost Books	\$1,265	\$625	\$640	\$2,294	\$1,250	\$1,044	\$7,500	31%
Pay For Print	\$852	\$1,667	(\$815)	\$1,610	\$3,333	(\$1,723)	\$20,000	8%
Flash Drive & Ear Bud Sales	\$18		\$18	\$32		\$32		
Commissions & Fees	(\$5)		(\$5)	\$8		\$8		
Donations-Friends of the Library		\$1,400	(\$1,400)		\$1,400	(\$1,400)	\$1,400	
Donations	\$0		\$0	\$0		\$0		
Miscellaneous	\$50	\$113	(\$63)	\$125	\$225	(\$100)	\$1,350	9%
Total Revenues	\$1,698,281	\$1,357,263	\$341,019	\$2,458,229	\$2,654,678	(\$196,449)	\$6,057,602	41%
Expenditures								
Salaries								
Library Director	\$10,167	\$10,201	\$34	\$20,333	\$20,402	\$68	\$122,411	17%
Payroll-Department Managers	\$13,727	\$14,770	\$1,043	\$28,270	\$29,539	\$1,269	\$177,235	16%
Payroll-Division Supervisors	\$29,941	\$36,155	\$6,214	\$60,054	\$72,310	\$12,256	\$433,857	14%
Payroll-Librarian I	\$94,701	\$97,093	\$2,391	\$189,521	\$194,185	\$4,664	\$1,165,110	16%
Payroll-Library Grade V	\$56,238	\$54,868	(\$1,370)	\$112,796	\$109,735	(\$3,061)	\$658,412	17%
Payroll-Library Grade VI	\$25,430	\$27,709	\$2,280	\$50,482	\$55,418	\$4,936	\$332,510	15%
Payroll-Library Pages	\$8,977	\$10,194	\$1,217	\$17,416	\$20,388	\$2,972	\$122,326	14%
Payroll-Sundays	\$6,811	\$6,833	\$22	\$14,245	\$13,667	(\$578)	\$82,000	17%
Adjustments		\$833	\$833		\$1,667	\$1,667	\$10,000	
Substitutes	\$1,046	\$667	(\$380)	\$1,937	\$1,333	(\$604)	\$8,000	24%
Total Salaries	\$247,037	\$259,322	\$12,285	\$495,054	\$518,643	\$23,589	\$3,111,861	16%

Niles Public Library District
Income Statement-General Fund

August 31, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$11,979	\$13,417	\$1,438	\$30,015	\$26,833	(\$3,181)	\$161,000	19%
Books-Youth Services	\$5,613	\$6,250	\$637	\$6,995	\$12,500	\$5,505	\$75,000	9%
Books-Teen	\$1,806	\$1,250	(\$556)	\$2,326	\$2,500	\$174	\$15,000	16%
Downloadables	\$354	\$6,667	\$6,313	\$3,354	\$13,333	\$9,979	\$80,000	4%
Periodicals	\$116	\$2,667	\$2,551	\$1,767	\$5,333	\$3,566	\$32,000	6%
AV-Adult	\$3,145	\$10,000	\$6,855	\$16,812	\$20,000	\$3,188	\$120,000	14%
AV-Youth Services	\$1,695	\$3,542	\$1,847	\$3,621	\$7,083	\$3,463	\$42,500	9%
AV-Teen	\$411	\$1,000	\$589	\$402	\$2,000	\$1,598	\$12,000	3%
Online Databases	\$17,237	\$16,667	(\$570)	\$63,697	\$33,333	(\$30,364)	\$200,000	32%
Total Library Materials	\$42,356	\$61,458	\$19,103	\$128,988	\$122,917	(\$6,072)	\$737,500	17%
Library Operating Expenditures								
CCS Charges		\$6,667	\$6,667		\$13,333	\$13,333	\$80,000	
Processing & Supplies	\$977	\$1,667	\$690	\$1,556	\$3,333	\$1,778	\$20,000	8%
Internet Charges	\$1,252	\$1,375	\$123	\$2,003	\$2,750	\$747	\$16,500	12%
Software, Licenses	\$1,075	\$5,819	\$4,744	\$5,335	\$11,637	\$6,303	\$69,823	8%
Printing	\$6,767	\$3,971	(\$2,796)	\$6,864	\$7,942	\$1,078	\$47,650	14%
Library Supplies	(\$124)	\$1,067	\$1,191	\$5,809	\$2,133	(\$3,676)	\$12,800	45%
Programming & Support-Adult	\$1,152	\$2,417	\$1,264	\$1,622	\$4,833	\$3,212	\$29,000	6%
Programming & Support-Juvenile	\$3,405	\$3,167	(\$238)	\$7,591	\$6,333	(\$1,258)	\$38,000	20%
Programming & Support-Joint		\$933	\$933	\$49	\$1,867	\$1,818	\$11,200	0%
Programming & Support-Teen	\$866	\$667	(\$199)	\$1,592	\$1,333	(\$259)	\$8,000	20%
Public Performing Rights		\$1,400	\$1,400	\$1,163	\$1,400	\$237	\$1,400	83%
Computer Charges OCLC	\$979	\$958	(\$21)	\$1,959	\$1,917	(\$42)	\$11,500	17%
Miscellaneous	\$175	\$83	(\$91)	\$294	\$167	(\$128)	\$1,000	29%
Per Capita Grant Expenditures	(\$408)		\$408	\$986		(\$986)	\$71,605	1%
Grant - Other Expenditures		\$83	\$83		\$167	\$167	\$1,000	
Volunteers	\$240	\$125	(\$115)	\$240	\$250	\$10	\$1,500	16%
Total Library Operating Expenditures	\$16,355	\$30,398	\$14,043	\$37,062	\$59,395	\$22,333	\$420,978	9%

General and Administration

Niles Public Library District
Income Statement-General Fund

August 31, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Janitorial Supplies	\$756	\$2,804	\$2,048	\$5,573	\$5,608	\$35	\$33,650	17%
Copiers	\$396	\$833	\$438	\$1,380	\$1,667	\$286	\$10,000	14%
Professional Development	\$13,396	\$3,272	(\$10,124)	\$13,396	\$6,543	(\$6,853)	\$39,259	34%
Mileage	\$132	\$317	\$185	\$355	\$633	\$278	\$3,800	9%
Professional Collection		\$63	\$63	\$54	\$125	\$71	\$750	7%
Legal Fees	\$861	\$2,500	\$1,639	\$932	\$5,000	\$4,068	\$30,000	3%
Consultants	\$30	\$5,792	\$5,762	\$30	\$11,583	\$11,553	\$69,500	0%
Kitchen Supplies		\$125	\$125		\$250	\$250	\$1,500	
Promotional Expense	\$574	\$2,142	\$1,568	\$2,529	\$4,284	\$1,755	\$25,703	10%
Office Supplies	\$4,917	\$2,083	(\$2,833)	\$6,082	\$4,167	(\$1,916)	\$25,000	24%
Postage & Freight	\$1,294	\$1,500	\$206	\$3,666	\$3,000	(\$666)	\$18,000	20%
Publication of Notices-Advertisements	\$21	\$100	\$79	\$21	\$200	\$179	\$1,200	2%
Subscriptions & Dues	\$360	\$714	\$354	\$1,115	\$1,428	\$313	\$8,565	13%
Collection Services	(\$72)	\$83	\$155	(\$108)	\$167	\$275	\$1,000	(11)%
Telephone	\$1,062	\$1,375	\$313	\$2,237	\$2,750	\$513	\$16,500	14%
Trustee Expense	(\$50)	\$833	\$883	(\$387)	\$1,667	\$2,054	\$10,000	(4)%
Payroll Service	\$1,042	\$1,083	\$42	\$2,858	\$2,167	(\$692)	\$13,000	22%
Bank Fees	\$259	\$275	\$16	\$543	\$550	\$7	\$3,300	16%
Parking Lease	\$881	\$881		\$1,762	\$1,762		\$10,572	17%
Total General and Administration	\$25,857	\$26,775	\$918	\$42,040	\$53,550	\$11,510	\$321,299	13%
Vehicle Operation								
Gas, Oil, Grease	\$45	\$83	\$39	\$81	\$167	\$86	\$1,000	8%
Repairs & Maintenance		\$150	\$150	\$1,175	\$300	(\$875)	\$1,800	65%
Miscellaneous		\$8	\$8		\$17	\$17	\$100	
Auto Insurance				\$1,435	\$1,435		\$1,435	100%
Total Vehicle Operation	\$45	\$242	\$197	\$2,691	\$1,918	(\$772)	\$4,335	62%
Employee Fringe Benefits								
Deferred Compensation	\$13,580	\$14,583	\$1,004	\$27,163	\$29,167	\$2,004	\$175,000	16%
Group Health	\$30,897	\$32,500	\$1,603	\$66,829	\$65,000	(\$1,829)	\$390,000	17%
Health Reimbursement Account	\$1,877	\$5,500	\$3,623	\$5,282	\$11,000	\$5,718	\$66,000	8%

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

August 31, 2015

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Dental	\$619	\$1,667	\$1,048	\$1,250	\$3,333	\$2,083	\$20,000	6%
Vision	\$485	\$583	\$98	\$948	\$1,167	\$219	\$7,000	14%
FSA fee	\$55	\$100	\$45	\$110	\$200	\$90	\$1,200	9%
Life, LTD, AD&D, STD	\$1,367	\$1,500	\$133	\$2,714	\$3,000	\$286	\$18,000	15%
Total Employee Fringe Benefits	\$48,880	\$56,433	\$7,553	\$104,295	\$112,867	\$8,572	\$677,200	15%
Utilities								
Gas	\$176	\$1,250	\$1,074	\$377	\$2,500	\$2,123	\$15,000	3%
Electric	\$10,249	\$8,333	(\$1,916)	\$18,946	\$16,667	(\$2,279)	\$100,000	19%
Water	\$767	\$667	(\$101)	\$1,541	\$1,333	(\$208)	\$8,000	19%
Total Utilities	\$11,192	\$10,250	(\$942)	\$20,864	\$20,500	(\$364)	\$123,000	17%
Total Expenditures	\$391,722	\$444,878	\$53,156	\$830,994	\$889,790	\$58,796	\$5,396,173	15%
NET SURPLUS/(DEFICIT)	\$1,306,560	\$912,385	\$394,175	\$1,627,235	\$1,764,888	(\$137,653)	\$661,429	246%

Niles Public Library District
Income Statement- YTD By Fund

August 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	\$2,665,236	\$2,413,029	\$90,449		\$2,503,478	(\$161,758)	42%
Replacement Taxes	\$140,000	\$63,000	\$27,378			\$27,378	(\$35,622)	20%
Per Capita Grant	\$71,605							
Grants-Other	\$1,000							
Investment Income	\$60,000	\$10,000	\$4,852			\$4,852	(\$5,148)	8%
Fines	\$50,000	\$8,333	\$8,901			\$8,901	\$567	18%
Lost Books	\$7,500	\$1,250	\$2,294			\$2,294	\$1,044	31%
Pay For Print	\$20,000	\$3,333	\$1,610			\$1,610	(\$1,723)	8%
Flash Drive & Ear Bud Sales			\$32			\$32	\$32	
Commissions & Fees			\$8			\$8	\$8	
Donations-Friends of the Library	\$1,400	\$1,400					(\$1,400)	
Donations			\$0			\$0	\$0	
Miscellaneous	\$1,350	\$225	\$125			\$125	(\$100)	9%
Total Revenues	\$6,275,602	\$2,752,778	\$2,458,229	\$90,449	\$0	\$2,548,678	(\$204,100)	41%
Expenditures								
Salaries								
Library Director	\$122,411	\$20,402	\$20,333			\$20,333	\$68	17%
Payroll-Department Managers	\$177,235	\$29,539	\$28,270			\$28,270	\$1,269	16%
Payroll-Division Supervisors	\$433,857	\$72,310	\$60,054			\$60,054	\$12,256	14%
Payroll-Librarian I	\$1,165,110	\$194,185	\$189,521			\$189,521	\$4,664	16%
Payroll-Library Grade V	\$658,412	\$109,735	\$112,796			\$112,796	(\$3,061)	17%
Payroll-Library Grade VI	\$332,510	\$55,418	\$50,482			\$50,482	\$4,936	15%
Payroll-Library Pages	\$122,326	\$20,388	\$17,416			\$17,416	\$2,972	14%
Payroll-Sundays	\$82,000	\$13,667	\$14,245			\$14,245	(\$578)	17%
Adjustments	\$10,000	\$1,667					\$1,667	
Substitutes	\$8,000	\$1,333	\$1,937			\$1,937	(\$604)	24%
Total Salaries	\$3,111,861	\$518,643	\$495,054	\$0	\$0	\$495,054	\$23,589	16%

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

August 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	\$26,833	\$30,015			\$30,015	(\$3,181)	19%
Books-Youth Services	\$75,000	\$12,500	\$6,995			\$6,995	\$5,505	9%
Books-Teen	\$15,000	\$2,500	\$2,326			\$2,326	\$174	16%
Downloadables	\$80,000	\$13,333	\$3,354			\$3,354	\$9,979	4%
Periodicals	\$32,000	\$5,333	\$1,767			\$1,767	\$3,566	6%
AV-Adult	\$120,000	\$20,000	\$16,812			\$16,812	\$3,188	14%
AV-Youth Services	\$42,500	\$7,083	\$3,621			\$3,621	\$3,463	9%
AV-Teen	\$12,000	\$2,000	\$402			\$402	\$1,598	3%
Online Databases	\$200,000	\$33,333	\$63,697			\$63,697	(\$30,364)	32%
Total Library Materials	\$737,500	\$122,917	\$128,988	\$0	\$0	\$128,988	(\$6,072)	17%
Library Operating Expenditures								
CCS Charges	\$80,000	\$13,333					\$13,333	
Processing & Supplies	\$20,000	\$3,333	\$1,556			\$1,556	\$1,778	8%
Internet Charges	\$16,500	\$2,750	\$2,003			\$2,003	\$747	12%
Software, Licenses	\$69,823	\$11,637	\$5,335			\$5,335	\$6,303	8%
Printing	\$47,650	\$7,942	\$6,864			\$6,864	\$1,078	14%
Library Supplies	\$12,800	\$2,133	\$5,809			\$5,809	(\$3,676)	45%
Programming & Support-Adult	\$29,000	\$4,833	\$1,622			\$1,622	\$3,212	6%
Programming & Support-Juvenile	\$38,000	\$6,333	\$7,591			\$7,591	(\$1,258)	20%
Programming & Support-Joint	\$11,200	\$1,867	\$49			\$49	\$1,818	0%
Programming & Support-Teen	\$8,000	\$1,333	\$1,592			\$1,592	(\$259)	20%
Public Performing Rights	\$1,400	\$1,400	\$1,163			\$1,163	\$237	83%
Computer Charges OCLC	\$11,500	\$1,917	\$1,959			\$1,959	(\$42)	17%
Miscellaneous	\$1,000	\$167	\$294			\$294	(\$128)	29%
Per Capita Grant Expenditures	\$71,605		\$986			\$986	(\$986)	1%
Grant - Other Expenditures	\$1,000	\$167					\$167	
Volunteers	\$1,500	\$250	\$240			\$240	\$10	16%
Total Library Operating Expenditures	\$420,978	\$59,395	\$37,062	\$0	\$0	\$37,062	\$22,333	9%

General and Administration

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

August 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	\$5,608	\$5,573			\$5,573	\$35	17%
Copiers	\$10,000	\$1,667	\$1,380			\$1,380	\$286	14%
Professional Development	\$39,259	\$6,543	\$13,396			\$13,396	(\$6,853)	34%
Mileage	\$3,800	\$633	\$355			\$355	\$278	9%
Professional Collection	\$750	\$125	\$54			\$54	\$71	7%
Legal Fees	\$30,000	\$5,000	\$932			\$932	\$4,068	3%
Consultants	\$69,500	\$11,583	\$30			\$30	\$11,553	0%
Kitchen Supplies	\$1,500	\$250					\$250	
Promotional Expense	\$25,703	\$4,284	\$2,529			\$2,529	\$1,755	10%
Office Supplies	\$25,000	\$4,167	\$6,082			\$6,082	(\$1,916)	24%
Postage & Freight	\$18,000	\$3,000	\$3,666			\$3,666	(\$666)	20%
Publication of Notices-Advertisements	\$1,200	\$200	\$21			\$21	\$179	2%
Subscriptions & Dues	\$8,565	\$1,428	\$1,115			\$1,115	\$313	13%
Collection Services	\$1,000	\$167	(\$108)			(\$108)	\$275	(11)%
Telephone	\$16,500	\$2,750	\$2,237			\$2,237	\$513	14%
Trustee Expense	\$10,000	\$1,667	(\$387)			(\$387)	\$2,054	(4)%
Payroll Service	\$13,000	\$2,167	\$2,858			\$2,858	(\$692)	22%
Bank Fees	\$3,300	\$550	\$543			\$543	\$7	16%
Parking Lease	\$10,572	\$1,762	\$1,762			\$1,762		17%
Total General and Administration	\$321,299	\$53,550	\$42,040	\$0	\$0	\$42,040	\$11,510	13%
Vehicle Operation								
Gas, Oil, Grease	\$1,000	\$167	\$81			\$81	\$86	8%
Repairs & Maintenance	\$1,800	\$300	\$1,175			\$1,175	(\$875)	65%
Miscellaneous	\$100	\$17					\$17	
Auto Insurance	\$1,435	\$1,435	\$1,435			\$1,435		100%
Total Vehicle Operation	\$4,335	\$1,918	\$2,691	\$0	\$0	\$2,691	(\$772)	62%
Employee Fringe Benefits								
Deferred Compensation	\$175,000	\$29,167	\$27,163			\$27,163	\$2,004	16%
Group Health	\$390,000	\$65,000	\$66,829			\$66,829	(\$1,829)	17%
Health Reimbursement Account	\$66,000	\$11,000	\$5,282			\$5,282	\$5,718	8%

Niles Public Library District
Income Statement- YTD By Fund

August 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	\$3,333	\$1,250			\$1,250	\$2,083	6%
Vision	\$7,000	\$1,167	\$948			\$948	\$219	14%
FSA fee	\$1,200	\$200	\$110			\$110	\$90	9%
Life, LTD, AD&D, STD	\$18,000	\$3,000	\$2,714			\$2,714	\$286	15%
Total Employee Fringe Benefits	\$677,200	\$112,867	\$104,295	\$0	\$0	\$104,295	\$8,572	15%
Utilities								
Gas	\$15,000	\$2,500	\$377			\$377	\$2,123	3%
Electric	\$100,000	\$16,667	\$18,946			\$18,946	(\$2,279)	19%
Water	\$8,000	\$1,333	\$1,541			\$1,541	(\$208)	19%
Total Utilities	\$123,000	\$20,500	\$20,864	\$0	\$0	\$20,864	(\$364)	17%
Capital Expenditures								
Special Reserve - Equipment	\$497,000	\$82,833			\$23,519	\$23,519	\$59,315	5%
Total Capital Expenditures	\$497,000	\$82,833	\$0	\$0	\$23,519	\$23,519	\$59,315	5%
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	\$40,000		\$38,860		\$38,860	\$1,140	16%
Total Social Security Expenditures	\$240,000	\$40,000	\$0	\$38,860	\$0	\$38,860	\$1,140	16%
Workers' Compensation								
Workers' Compensation	\$21,524	\$21,524		\$21,303		\$21,303	\$221	99%
Total Workers' Compensation Expenditures	\$21,524	\$21,524	\$0	\$21,303	\$0	\$21,303	\$221	99%

Niles Public Library District
Income Statement- YTD By Fund

August 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	\$2,500		\$1,414		\$1,414	\$1,086	9%
Total Unemployment Compensation Expenditures	\$15,000	\$2,500	\$0	\$1,414	\$0	\$1,414	\$1,086	9%
Building & Equipment Maintenance								
Repairs & Improvements	\$47,700	\$7,950		\$11,690		\$11,690	(\$3,740)	25%
Contractual Maintenance	\$42,285	\$7,048		\$4,587		\$4,587	\$2,461	11%
Non-Contractual Maintenance	\$15,400	\$2,567		\$2,067		\$2,067	\$500	13%
Equipment Maintenance	\$36,150	\$6,025		\$931		\$931	\$5,094	3%
Non Capital Expenses	\$29,000	\$4,833		\$451		\$451	\$4,383	2%
Furniture & Fixtures	\$39,800	\$6,633		\$4,795		\$4,795	\$1,839	12%
Total Building & Equipment Maintenance Expenditures	\$210,335	\$35,056	\$0	\$24,520	\$0	\$24,520	\$10,536	12%
Total Expenditures	\$6,423,076	\$1,100,247	\$830,994	\$114,641	\$23,519	\$969,154	\$131,093	15%
NET SURPLUS/(DEFICIT)	(\$147,474)	\$1,652,531	\$1,627,235	(\$24,192)	(\$23,519)	\$1,579,524	(\$73,007)	(1,071)%

Financial statement narrative For the month of August 2015 and the year then ended

Revenue

Revenue for the month exceeded budget expectations by \$354,088 but is still short of year to date expectations by \$204,100 or 7.4%. We expect to catch up to budget expectations throughout the year as the short fall is due to primarily to real estate tax collection rates.

Expenditures

Salaries

Salaries for the month are \$12,285 short of budget estimates or 4.7% and \$23,589 or 4.6% on the year.

Library Materials

Library Materials for the month is \$19,103 under budget or 31% and \$6,072 over budget or 5%. This is due primarily to the payment of annual subscription for some of the Library's database product offerings earlier in the calendar offset by slower purchasing patterns in the several of the other materials categories.

Library Operating Expenses

Library Operating Expenses is \$14,043 under budget or 47% for the month and \$22,333 or 37.6% year to date. This is due primarily to late billing of CCS charges for the first two months of the year.

General and Administrative

General and Administrative expenses is \$918 under budget estimates or 3.4% for the month and \$11,510 or 21.4% year to date. This is due primarily to slow spending in the legal and consultant line items.

Employee Fringe Benefits

Employee Fringe Benefits is \$7,553 under budget or approximately 13.4% for the month and \$8,572 or 7.6% year to date.

Utilities

Utilities is within \$1,000 of budgeted expense both monthly and year to date.

Net Surplus/(Deficit)

For the month, the Net Surplus is \$1,317,152 which is \$434,822 favorable to the budgeted net surplus of \$882,331 and \$73,007 unfavorable or 4.4% year to date. This is being driven by slower than planned collection of property taxes.



Dodie Frisbie's speech in honor of Aileen Hannon

I am proud to announce that we have two staff members who are being honored by the community. First, Outreach Services Assistant Aileen Hannon was presented on September 10th with a Local Heroes Award from the Brookdale assisted living home. They expressed their appreciation for the wonderful service they get from the Library's Outreach Department in hand-selecting books and other materials for their seniors and delivering them twice a month. It was wonderful to hear the Library praised along with the firefighters and police officers who were also honored, and I am so proud of the work being done by Aileen, Karen and Dodie for our seniors and other homebound individuals.

Our other staff member who is receiving an honor is Adult Services Librarian Neil O'Shea, who will be receiving the Outstanding Public Service Award at the Chamber of Commerce's annual Niles Night of Roses event. I hope Board members will be able to attend and see Neil get this very well-deserved award on October 17th. More on this in next month's report.

EBook Costs

At last month's meeting, we had a public comment concerning the cost of ebooks, and I thought I should take this opportunity to clear up some misconceptions. Many people assume that because materials aren't being printed that they will cost less. Sadly, this is almost never the case. So when we purchase an online database to take the place of printed volumes, it is the cost of the authoritative information that we are paying for. Paper is a very small part of the cost, and the online volumes cost the same as print much of the time.

It is true that patrons can go on Amazon and purchase Kindle books for less than the print version of the book. The same does not hold true for the costs to libraries, and it especially does not hold true in the case of recorded audiobooks. These usually cost the Library anywhere from \$30-\$75 apiece. So taxpayers cannot expect to see their tax bills reduced because we are purchasing more of the collection electronically. As with most things in life, costs only rise.

Business & Operations

The patron copier/printers the Board approved last month were installed the week of September 7th. This is being paid for out of the Special Reserve Fund per the plan approved by the board last year. By the way, we are considering renaming the “Special Reserve Fund” as the “Capital Projects Fund” to avoid the invariable confusion between Special Reserve and Special Revenue.

We are investigating the replacement of Patron and Studio B computers with new machines. A portion of this year’s budget and the spending plan for the Special Reserve Fund is allocated for these purchases.

Audit fieldwork is starting on Monday, September 14th. The audit results are usually presented to the Board at the November meeting. Board members will receive the results electronically before the meeting for their review, and will receive their print copies at the meeting.

The retirement plan analysis will be kicking off within the next month. We will be gathering information on our options so the Board has full information to work with. Each time new information is presented to the Board, or the topic is going to be discussed, it will be clearly labeled on the agenda.

Peters & Associates came out to do a survey of our technology set-up. This will help us better understand what we currently have and give us good information on how to move forward. Peters’ staff expressed great surprise at how complex an organization a library is—they had thought it would be more like a business, but discovered that with the many ages and services being managed here, it is a very complicated operation.

Programs

From Dodie: It was a serious theme this month for the Senior Coffee Hour-- an information session about Hospice Care. A social worker did the presentation and those who attended were people who had suffered the death of a close relative who was not in hospice. These patrons were looking for answers for a better way to approach end of life issues. Very interesting and poignant. Adult Services had a total of 31 programs this month. A variety of job and career programs were offered in addition to Technology programs, the popular *Bubble and Squawk Cookbook Discussion*, and the many book discussions (including our growing *Polish Language Book Discussion*). The most popular program of the month was the *Intro to 3-D Printing* – it had an attendance of 44 patrons. The interest in 3-D printing is an indicator of how popular we expect the Creative Studio to be in the new Digital Services Department.

From Arianne: The KidSpace Summer Reading Club 2015 was a great success! We had 8574 visits to play the game over the summer. The game was run by our 70 plus volunteer teens who logged in these visits, played the game with the child, and passed out incentive prizes. This averages 143 kids birth to age 18 in the library each day over the span of the program.

The end of Summer Reading Club brought with it two live theatrical productions: *The Three Little Pigs* for the Pre Readers and *American Tall Tales* for the Readers. We relish the chance to treat our patrons to a special experience at the end of the SRC season. Many children don’t get the opportunity to see live theater; this is a chance for them to treat their family to an afternoon of fun after their completion of the program.

KidSpace held its first graduation ceremony for those children who completed the One Thousand Books Before Kindergarten (IKBK) program. The concept is that children who are exposed to 1000 books before they arrive at kindergarten, arrive ready to learn how to read. Parents keep track of the number of books shared at home, and check in after each 100 books. We had a commencement speech, diplomas, mortar board hats, and a cookie social afterwards. We look forward to being a partner-in-literacy with these families throughout their school careers.

The Teen Summer Reading Club had 309 teens participating with 2160 books read.

The Back to School with Style program was a great success with teens creating colorful folders, writing supplies and locker magnets. A celebration of Teen Art closed the summer for teen programming with awards given for best art work, video and writing with the theme *Every Hero has a Story*. The teen band *Broken* performed along with a presentation by graphic artist, James Francis, who brought signed copies of his artwork which were distributed to teens at the program. This event got nice coverage in the *Niles Bugle*.

CCS report

A new version of the back-end of the catalog that staff uses (called Sirsi Workflows or Sirsi Symphony) was installed throughout the Library this past week. The part time IT Assistants worked extra hours together with Rich to get these upgrades installed—unfortunately, the set-up for the Workflows product requires installation on individual machines and not just centrally, so it is always a cumbersome task when this must be done.

One of our responsibilities as members of our CCS consortium is to participate in the different decision-making bodies, called “technical groups”. NPLD has long taken a lead role in the consortium’s cataloging groups. I thought that seeing Victoria’s report might give you an idea of the types of work being done in that area. From Victoria: Jamie King and I attended the SCRAP Committee meeting on August 19th at CCS. Jamie King, Cyndi Rademacher and I attended the Cataloger’s Meeting on August 12th at Park Ridge. One of the main topics of discussion was AC headings. These are children’s headings that were originally designed for a card catalog environment. They are not working well in Enterprise, where there are faceting and indexing problems, causing confusion for patrons. SCRAP is currently assessing how severe the issue is and will be discussing with the PAS (Public Access Services) technical group about addressing this issue and priorities for other issues going forward.

Also discussed at SCRAP was setting guidelines and how to deal with science and STEM kits. This is a very timely issue for Niles as we move into our new spaces Creative Studio and Wonder Ground. I had much to share of my experience thus far, and took careful note of what I could learn/use from others’ experiences in the consortium.

Niles also hosted an ALA webinar for Music Audiovisual cataloging in RDA for the consortium library catalogers. It was well-attended and informative. The resources from the webinar have been distributed to the catalogers to review and use as needed. Jamie King, David Melis, Betty Zahn and I attended.

I have been spending a good deal of time cataloging and getting our items for the Creative Studio set for circulation and use. Some of the new items that have been completed are GoPros, Yeti USB Microphones. In the hopper are Lighting Kit-Photography Studio, Kindle Whites loaded with titles, for Teen Services, and various Rokus. There are quite a bit more materials that will circ in-house for 2 hours. The materials that going out to our patrons have been given top priority. This has provided an interesting challenge and I look forward to seeing how our patrons use these materials and our new space.

Staff news

From Sasha: The Public Relations and Marketing department is in full swing with creating print materials and more for our two new spaces. We’re very excited about getting new advertisements on a number of the bus shelter signs in the community.

One of our homebound patrons said she heard on Rick Kogan's WGN Radio Show a mention about the Niles Public Library and how great it was we were doing the Shakespeare programs. Thanks Dodie for letting us know!

Over the summer we asked patrons to fill out a colored diamond shape (aka Superman logo) with their super hero power. It went along with our "Every Hero Has a Story" Summer Reading theme. We received over 900 submissions! Some of the best submissions will be shared with you at the board meeting.

Staff changes

Marketing Assistant Caitlyn Hannon has gotten a full time position, so she will be leaving as of Oct. 2nd, 2015. This bright, energetic and talented young woman has brought a great deal to the Public Relations & Marketing Department, and we congratulate her and wish her well. We will be posting this part-time position soon.

We have hired a Supervisor for our newly formed Digital Services Department. Her name is Suzanne (Suzy) Wulf. She displayed a lot of knowledge and enthusiasm, and she is currently President of the Laconi Reference group, Vice President of the Laconi Technology group, and Chair of the e-Media Library Consortium (which oversees Overdrive purchases for a large group of libraries). I think she will be a great addition to the Niles Library team.

Committees

The Sunshine Committee offered a fun Root Beer Float Day in August, and is planning more activities in the Fall.

Display and Art Gallery Committee has finalized our website artist guidelines and they are ready to be added to the website with links to our policies and applications. Currently we have local artist Debi Gajewski set to display from 9/15-10/15. We have a Korean War Display set for the month of Nov. We have one more local artist (photographer) lined up to fill out an application to display either Dec/Jan once the Korean War exhibit has wrapped. The Committee is also working on creating brochures to advertise our gallery spaces, one specifically for the district schools we serve, another for general artists. (Victoria)

Susan Dove Lempke
Library Director

Trustee Calendar

September

9/14—Friends of the Library Meeting 7pm

9/16—Regular Meeting of the Board of Trustees

9/19-9/20—Smash Box Weekend--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 --August 2015

LOAN OF LIBRARY MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult	40,802	43,479	-6.16%	83,870	92,678	-5.23%
Teens	3,739	3,817	-2.04%	7,760	8,499	-8.95%
Juvenile	39,153	40,689	-3.77%	81,953	81,699	-6.15%
Digital	2,400	2,136	12.36%	3,888	3,617	7.49%
TOTAL Loan of Library Materials	86,094	90,121	-4.47%	177,471	186,493	-4.84%
LOAN OF MATERIAL BY TYPE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult						
Print	19,490	18,345	6.24%	39,718	37,853	4.93%
Periodical	689	740	-6.89%	1,795	1,459	23.03%
Audio	4,629	5,530	-16.29%	9,506	11,698	-18.74%
DVD	15,994	18,864	-15.21%	32,851	37,484	-12.36%
TOTAL Adult Loans	40,802	43,479	-6.16%	83,870	88,494	-5.23%
Teens						
Print	2,804	2,780	0.86%	5,777	6,348	-8.99%
Periodical	10	25	-60.00%	40	41	-2.44%
Audio	581	626	-7.19%	1,203	1,313	-8.38%
DVD	344	386	-10.88%	740	821	-9.87%
TOTAL Teen Loans	3,739	3,817	-2.04%	7,760	8,523	-8.95%
Juvenile						
Print	26,996	27,543	-1.99%	56,020	58,793	-4.72%
Periodical	85	64	32.81%	254	205	23.90%
Audio	2,781	2,912	-4.50%	6,027	6,636	-9.18%
DVD	9,291	10,170	-8.64%	19,652	21,692	-9.40%
TOTAL Juvenile Loans	39,153	40,689	-3.77%	81,953	87,326	-6.15%
Digital	2,400	2,136	12.36%	3,888	3,617	7.49%
ONLINE DATABASE USE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Total Database Use	9,700	6,804	42.56%	18,595	11,466	62.18%
Holds	Current Month	Prior Year Same Month	% Change			
Holds Placed	7,907	11,319	-30.14%			
Holds Made Available	11,788	15,332	-23.12%			
Patron Registration	Current Month	Total	Prior Year Same Month	% Change	Prior Year Total	
New District cards	455	25,401	448	1.56%	25,737	
Patron Count	Current Month	Prior Year Same Month	% Change			
Patron visits	34,133	35,906	-4.94%			
Unique Library cards used	5,475	5,591	-2.07%			
e-News subscribers	11,404	8,986	26.91%			
IN-HOUSE USE OF MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Reference--Adult		28	-100.00%		36	-100.00%
Circulating--Juvenile		4,527	-100.00%		10,233	-100.00%
Circulating--Teen		395	-100.00%		1,010	-100.00%
Circulating--Commons		89	-100.00%		189	-100.00%
Circulating--Adult		4,239	-100.00%		8,503	-100.00%
TOTAL In-house Use of Print Materials	0	9,278	-100.00%	0	19,971	-100.00%

Monthly Statistical Report --August 2015

PC Users by Area	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult Services	4,340	6,890	-37.01%		11,524	-100.00%
Youth Services	1,614	1,579	2.22%		3,672	-100.00%
Teen Services	603	270	123.33%		524	-100.00%
Express Internet	190	315	-39.68%		1,102	-100.00%
Patron Wi-Fi Uses	10,605	8,775	20.85%		17,999	-100.00%
Scanning devices	851	733	16.10%		1,548	-100.00%
Total Users	18,203	18,562	-1.93%	0	36,369	-100.00%
Website Hits	33,058					
Facebook "Likes"	917					
Buzz Blog views	983					
Media Hits (includes print and online articles and listings)	64					
TECHNICAL SERVICES						
	Items Added	Items Withdrawn	Library Holdings			
	1,359	1,006	299,512			
Library Services						
	Current Month	Year to date				
Notary Public	78					
Test Proctoring	10					
Voters' Registration	1	1				
VOLUNTEER HOURS						
	Number of people	Total hours				
Adult Services & Programs - Fic, AV, Ref	15	82				
Teen Services & Programs - Fic and Ref	1	1				
Youth Services Programs & General	58	227				
General Library & Library Events	10	61				
Total Volunteers/Hours this month	89	419				
<i>NOTE: Last year volunteers/hours same month</i>	120	475				
Service Desks						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Quick Questions	3,596	4,391	-18.11%	8,233	9,807	-16.05%
Reference/Research	6,047	6,919	-12.60%	13,290	14,546	-8.63%
TOTAL All Service Desks	9,643	11,310	-14.74%	21,523	24,353	-11.62%
Adult Services (3rd floor)						
Quick Questions	124	206	-39.81%	261	417	-37.41%
Reference/Research	734	1,057	-30.56%	1,542	2,307	-33.16%
Total Reference Desk	858	1,263	-32.07%	1,803	2,724	-33.81%
Fiction/Audiovisual Services (2nd floor)						
Quick Questions	202	294	-31.29%	351	685	-48.76%
Reference/Research	2,032	2,007	1.25%	4,103	4,358	-5.85%
Total InfoDesk	2,234	2,301	-2.91%	4,454	5,043	-11.68%
Technology Desk						
Quick Questions	267	601	-55.57%	525	1,252	-58.07%
Reference/Research	1,131	1,536	-26.37%	2,342	3,083	-24.04%
Total Tech Desk	1,398	2,137	-34.58%	2,867	4,335	-33.86%
Teen Desk						
Quick Questions	500	420	19.05%	1,180	1,094	7.86%
Reference/Research	216	204	5.88%	508	426	19.25%

Monthly Statistical Report --August 2015

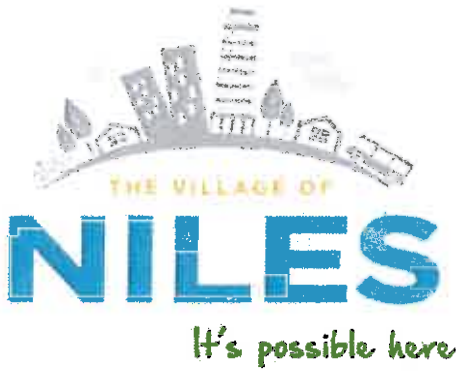
Monthly Statistical Report --August 2015						
Total Teen Desk	716	624	14.74%	1,688	1,520	11.05%
Outreach Services						
Reference/Research	87	468	-81.41%	484	981	-50.66%
Bulk Loan Items Delivered to Nursing Homes	470	525	-10.48%	1,055	880	19.89%
Materials pulled for Homebound Users	950	964	-1.45%	2,031	2,126	-4.47%
Total Outreach	1,507	1,957	-22.99%	3,570	3,987	-10.46%
Youth Services						
Quick Questions	2,503	2,870	-12.79%	5,916	6,359	-6.97%
Reference/Research	1,847	1,647	12.14%	4,311	3,391	27.13%
School Loans pulled	37	18	105.56%	44	26	69.23%
Museum Adventure passes distributed	36	40	-10.00%	83	81	2.47%
Total Youth Services	4,423	4,575	-3.32%	10,354	9,857	5.04%
GRAND Total	11,136	12,857	-13.39%	24,736	27,466	-9.94%
Interlibrary Loan						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Books, A-V						
Items lent to offline libraries	322	231	39.39%	631	497	26.96%
Items received from offline libraries for patrons	102	118	-13.56%	193	223	-13.45%
Total	424	349	21.49%	720	720	0.00%
Outreach Services						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Homebound						
Patrons	256	235	8.94%	512	465	10.11%
Visits	224	222	0.90%	474	479	-1.04%
Institutions						
Institutions	10	11	-9.09%	23	18	27.78%
Visits	10	11		23	18	
Schools						
Items	259	435	-40.46%	478	692	-30.92%
Visits	4	11	-63.64%	12	16	-25.00%
LIBRARY PROGRAMS						
	This Month	Attendance	Attendance Prior Year	% Change		
Programs--Youth						
Rise & Shine Storytime (parent & child)	3	129				
Babytime (parent & child)	5	154				
Family Storytime	4	35				
Summer Reading Club Registrations	1	36				
Summer Reading Club Added Visits	ongoing	651				
Summer Reading Club Weekly Challenges	1	1,050				
Summer Reading Club Share-a-Book Sheets	19	1,450				
Summer Reading Club Finishers	1	299				
1KBK	1	5				
Teacher Use of Die Cut Machine	1	5				
Book Buddies	1	132				
Mega Mondays	4	64				
Movies	1	65				
Second Sunday	1	106				
End of SRC Show	2	151				
SRC Volunteer Party	1	40				
Friendship Bracelets	1	23				
1KBK Graduation	1	28				

Monthly Statistical Report --August 2015

Forest Preserve Coloring Contest	1	28			
Back to School Curriculum Nights	8	560			
Kids Lunch	2	119			
Bibliobop at Golf Mill	1	10			
SRC Parent Surveys	1	28			
Butterfly Nursery	1	279			
Second Saturday Bingo Breakfast	1	46			
Kids Craft	1	14			
"Every Hero Has a Story" Super Hero Diamonds	1	305			
Preschool Visit Storytimes	3	45			
In-house toys and games	31	733			
In-house videogames	31	277			
Special Musical Guest Bibliobop	1	60			
Total Youth Services Programs	131	6,927	3,735	85.46%	
Programs--Teens					
Summer Reading Club Registrations	1	199			
Summer Reading Club additional visits	1	960			
Anime and Manga Club	1	3			
Movies	1	6			
Hero Challenge	1	18			
Minecraft for Teens	1	1			
Binge Watch Brunch	1	12			
In-house Videogames	1	372			
Teen Art Fest	1	38			
Dr. Who DIY	1	12			
"Every Hero Has a Story" Super Hero Diamonds	1	305			
Back to School with Style	1	11			
Total Teen Programs	12	1,937	294	558.84%	
Programs--Adult					
Adult Summer Reading logs and online entries	1	1,540			
"Every Hero Has a Story" Super Hero Diamonds	1	305			
Songwriters Group	1	6			
Google Search Tips	1	3			
Senior Coffee Hour: Hospice	1	9			
VIM Meeting	1	13			
Adult Book discussions	2	24			
BookBytes	1	18			
Adult Computer Boot Camp	2	18			
Tech Time for Adult Learners	1	2			
Intro to 3 D Printing	1	44			
Polish Book Discussion	1	7			
Job Seekers - various topics	3	22			
Bubble and Squawk Cookbook Discussion	1	9			
Adult Volunteer Info Session	1	4			
CJE Seniorlife Resources Counseling	3	5			
Open Help Tech Desk	1	8			
New Release Movie: Birdman	1	12			
Total Adult Programs	24	2,049	1,871	9.51%	

Monthly Statistical Report --August 2015

Outside Meetings						
Niles All American Toastmasters	3	26				
PACE Corridor Advisory Group Meeting	1	45				
Jewish Genealogical Society of Illinois	1	10				
Niles Township Toastmasters Club	2	40				
The Harbour	3	66				
Cub Scout Pack 175-Den Leaders' Meeting-SJB	1	8				
Daisy Girl Scout Troop #43186	1	13				
Liz Marfia-Ash (playgroup/special needs)	1	30				
Total Outside Meetings	13	238	126	88.89%		
Total Meeting and Program Attendance	180	11,151	6,026	85.05%		



OFFICE OF THE MAYOR

MAYOR
Andrew Przybylo

VILLAGE MANAGER
Steven C. Vinezeano

VILLAGE CLERK
Marlene J. Victorine

TRUSTEES
George D. Alpogianis
John C. Jekot
Joe LoVerde
Danette O'Donovan Matyas
Denise McCreery
Dean Strzelecki

September 4, 2015

Susan Lemke
Niles Public Library Director
6960 W Oakton St.
Niles, IL 60714

Dear Ms. Lemke:

I wanted to express my sincere gratitude for the assistance you gave our Village during the resurfacing of the Civic Center parking lots and Civic Center Drive. When our Public Services Department reached out to the library in the early planning stages of the project to inquire about using some of the library parking spaces at Culver School, the library staff graciously offered to assist the Village.

These parking spaces were used for Village vehicles, which gave Village staff appropriate access to their vehicles, but most importantly it allowed for more parking for residents in the limited Civic Center parking lots.

I truly appreciate the partnerships we have built with Culver School and the Niles Public Library. It not only benefits the Village, but it benefits our residents.

We look forward to working together again soon.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Andrew Przybylo".

Andrew Przybylo
Mayor



September 8, 2015

Niles Public Library
Susan Dove Lempke
6960 Oakton
Niles, IL 60714

Dear Susan:

The Niles Chamber of Commerce & Industry is very pleased to inform you that Cornelius "Neil" O'Shea has been selected as our 2015 Outstanding Public Service Award and will be honored at our Twelfth Annual Niles Night of Roses – A Tribute to Home Grown Success Dinner on Saturday, October 17, 2015 at the White Eagle Banquets in Niles.

This event is an opportunity to recognize individuals and businesses who go above and beyond to make Niles a "Place Where People Count." Please support Neil and help us honor him with a very special dinner and awards presentation. Enclosed you will find an invitation with details of the evening and an ad book form. The ad book is a great way to show support to award winners.

Please make all reservations before October 9, 2015 to ensure adequate space. For more information or to make reservations, please call Brenda at the Chamber office 847-268-8180.

Sincerely,

A handwritten signature in blue ink that reads "Katie Schneider".

Katie Schneider
Executive Director

Enclosures: Invitation and ad book form

Patron Suggestions and Comments for September 2015

Responses to Patron Suggestions and Comments

Warning! “They” are working on removing yet another coat hanger in the ladies room handicapped stall. Now hangs by one “screw.” It will soon be gone! Hurry up! Beat them to their theft. Great library, of course.

Thank you for letting us know—our Maintenance crew will get it fixed.

In order for the computer to stay quiet, I’m going to suggest a sign in the actual computer room to say

No Cell Phones No Loud Talking QUIET ZONE

We are getting ready to establish sound zones in the Library. The three areas will be “Silent,” “Quiet,” and “Social”. The Lower Level where the computers are will be designated “Quiet,” which will mean no loud talking and no cell phones, as you suggest.

As an adult, sometimes I cringe when I am in the kid’s DVD section. So noisy. Why don’t you have a Family section? M. C.

It is certainly true that the KidSpace area can be quite loud, especially during the summer when there were often over 100 people at the same time. Perhaps you could browse through the catalog for DVDs and avoid being in the noisy area by having library staff pull the DVDs for you? We don’t have the space to add a separate family DVD section outside of KidSpace.

The temperature in the upper floor of the library is too cold. Most guests take a stationary sitting position with minimal movement while they study. Thus, it can get a bit chilly to an uncomfortable level. Furthermore, many quiet study areas are close to fan vents which blow out cold air. Please bump up the temperature so that there is no need for a coat/sweater during the summer. (P.S. There is a homeless guy upstairs wearing a heavy winter coat and he is not sweating.)

Our Maintenance Department tries hard to keep the temperatures moderate year-round, but it is a constant challenge. Unfortunately, we don’t have a way to keep the seated areas warmer than the areas where people are walking around. But please do notify staff when you find the area cold or hot, and they will notify Maintenance.

Acquisition request: Ryan Farish (on CD) *Beautiful; From the Sky; Legacy*. Thank you for reading!
Thank you for the suggestions. I will pass them along to the selector for that area.

I would like to recommend that you put up a bulletin board that communicate location announcements and offerings! Please highly consider. Long time Niles resident and cardholder.

Thank you for the suggestion. We have a space in the Commons/Café area that displays flyers of local interest, but we can consider expanding it.

Please place a couple computers for catalog search in the kids’ area so caregivers can search books while watching kids.

We have two catalogs in KidSpace, but perhaps they aren’t well-situated for keeping an eye on kids. We will look into this possibility. Thank you for the suggestion.

September 16, 2015

Unfinished Business—Recommended Actions

A. Recommended Action new Policy 3.30, Rules for Patron Use of the Creative Studio

MOVE the Library Board of Trustees approve new Policy 3.30, Rules for Patron Use of the Creative Studio

Memorandum A of Recommended Board Action

The new spaces in the Creative Studio of Studio A and Studio B include different kinds of equipment and software, and will require rules to guide their use.

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. Users of the Creative Studio must adhere to all Niles Public Library District policies and obey all local, state and federal laws when using 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 a person 16 or older. Equipment will be checked out to the user's library card.
3. The individual whose library card is being used will be considered the main user, and is responsible for any damage or misuse of the equipment, even if a group is working on a project together. The user will pay all costs for Creative Studio hardware, accessories and software that result from loss, theft or damage.
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
 - Unsafe, harmful, dangerous or pose a threat to the well-being of others including but not limited to cyber-bullying; harassment; libel; slander; destruction of or damage to equipment, software or data; disruption or unauthorized monitoring of electronic communications; attempt to break into or gain unauthorized access to any computers, networks or secured files; or unauthorized copying of copyright-protected material
5. Users may make 2-hour reservations for Studio A. The Library reserves the right to deny use of Library equipment and tools to individuals who do not take proper care or have not attended a class or orientation on their use. A signed user agreement must be on file. Studio A has an occupancy limit of 4 people.
6. 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.

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.

File Storage

Users must save their work on an external memory source. Flash Drives are sold at the service desk. Equipment with memory cards will be cleaned when returned. The Library does not retain user files.

File Printing

Printing to all equipment with the exception of the copier/printer will be mediated by Library staff or designated volunteers. Designs may be examined to ensure compliance with policies and capability of production. If there is a problem with the design or production, the user will be informed of the problem and the changes needed before the design can be printed. The Library cannot guarantee that a print job will be completed within a particular time frame.

The Library reserves all rights to refuse a print request; stop printing a request due to time or printer capabilities; set a limit on the amount of time a print job requires; charge users for printing; limit the number of print requests; schedule and re-schedule print jobs as needed; not accept print jobs one hour before closing. Printed items must be picked up in 7 days.

Fair Use

U.S. copyright law provisions for fair use of music, artwork and other creative works are extremely restrictive. Each person is personally responsible for knowing the copyright status of any music or graphic material included in Creative Studio projects. Numerous resources exist for fair use media materials.

Illegal downloading, file sharing and duplication:

Computers and the Library network may not be used to illegally upload, download, or copy copyrighted materials including software, music, videos and graphics. This includes the use of online services that facilitate the unlicensed sharing of media files. Duplication of commercial CDs or DVDs is not permitted.

Scanning, digitization and media conversion:

Concerns about copyright infringement extend to the use of equipment to duplicate copyright-protected documents and graphic materials. Each person assumes all responsibility for observing copyright restrictions when using scanners in the Library.

September 16, 2015

Unfinished Business—Recommended Actions

B. Recommended Action on Simplex Grinnell

MOVE the Library Board of Trustees approve the recommended expenditure of \$13,500 with Simplex Grinnell for the installation of the ADA Compliant Synch Notification Appliances (the “strobes”) and related equipment throughout the Library building.

Memorandum B of Recommended Board Action

The Library needs to update its strobes throughout the Library in order to pass the fire inspection with the Village of Niles. The funds for this expenditure will come out of the Special Reserve Fund.

At the May 29, 2014 Special Meeting of the Board of Trustees, a proposal was considered for the same scope of work at a higher price. The Board of Trustees did not approve the expenditure at that time. Over the past year, several alternative approaches were considered to achieve the same results at a lower price point.

Since the Library currently has a SimplexGrinnell system and SimplexGrinnell’s system is a closed proprietary system, the Library must work with SimplexGrinnell. The proposal on the following page is approximately one half of the pricing the Board of Trustees considered approximately one year ago.

SimplexGrinnell Quotation

TO:
Niles Public Library
6960 W Oakton St
NILES, IL 60714-3098

Project: Niles Library Synch signals
Customer Reference:
SimplexGrinnell Reference: 311472349
Date: 04/01/2015
Page 1 of 5

SimplexGrinnell is pleased to offer for your consideration this quotation for the above project.

QUANTITY	MODEL NUMBER	DESCRIPTION
	FA Material	
	FA Material	
3	4009-9201	NAC EXTENDER 120VAC, IDNET
6	2081-9274	BATTERY 10AH
17	4906-9127	HORN/STROBE MC RED
52	4906-9101	STROBE MC RED
1	4905-9914	SYNC CUBE STYLE Y

Tech Time

Professional Svcs

Electrical Labor
Electrical Labor

Total net selling price, FOB shipping point, ~~\$13,965.00~~

13,500

Comments

This proposal is based on a walk through with Dave Dabrowski of the Niles Library.

This is a "Turn-key" proposal. Installation is included.

The scope of work is to install new NAC panels below the existing fire alarm control panel(FACP) and switch the signal circuits from the FACP to the NAC panels. The next phase of work is to replace all the existing horn strobes and visual only devices with new synch type devices on a one for one basis. No new devices will be added or any devices relocated. All the new devices will have to be tested to make sure all devices are working properly and synching.

This proposal includes the following items: System Design, Project Management, Submittal Drawings, Material Submittals, Equipment, Material, and Shipping/Transport of equipment.

This proposal does/does not include electrical sub-contractor labor and material.

This proposal does include conduit, raceways and/or sleeves. These items shall be provided and installed by others.